



The City of NORMAN

201 West Gray • P.O. Box 370
Norman, Oklahoma • 73070

HISTORIC DISTRICT COMMISSION
(405) 366-5332

September 5, 2019

Drama Properties, LLC
Thekla Mendros
5800 N. Porter Avenue
Norman, OK 73071

Re: Denial of COA request at 904 Miller Avenue

Dear Mrs. Mendros:

On September 3, 2019, the Norman Historic District Commission voted unanimously to deny your request for a Certificate of Appropriateness to retain replacement vinyl windows at 904 Miller Avenue. You requested the replacement of all the existing wood windows in the house with vinyl windows.

Commission Findings

The Historic District Commission stated the following reasons for denial of the application:

- ☐ The window replacements had occurred without staff or commission review in violation of Historic Preservation Guidelines, Section 3.5 Windows and Doors. In particular, the replacement of windows violates Guidelines 3.5.1, 3.5.2 and 3.5.3, found on pages 52-53 of the Historic Preservation Guidelines, which require the preservation and/or repair of original wood windows.
- ☐ The replacement vinyl windows are not consistent with the Guidelines for type, window pane configuration, size and material and do not meet the Historic Preservation Guidelines, Section 3.5, Windows and Doors, page 52-53, specifically Guidelines 3.5.1, 3.5.4, 3.5.8 and 3.5.1 2.

The denial of the COA requires removal of the vinyl windows. Replacement windows must be consistent in size, type, window pane configuration and material as cited in the Historic Preservation Guidelines, Section 3.5, Windows and Doors, page 52-53, in consultation with City staff.

The Historic District Commission noted two possible solutions to bring the house into compliance with the Historic Preservation Guidelines:

- 1) Re-installation of the original wood windows. The original wood windows were in your possession in July 2019 and you were encouraged by the Historic Preservation Officer to retain the windows. This option would require consultation with the Historic Preservation Officer, as well as inspections of the windows and the structure.

For your reference, enclosed is contact information for several window contractors in Central Oklahoma. You are not required to use any of these companies; they are simply companies that offer window products and/or services that could be appropriate for use in this case.

- 2) Submission of another Certificate of Appropriateness application requesting the installation of custom wood windows. This request, depending upon the window type, may be approved by the Historic Preservation Officer through the Administrative Bypass process, or through a review by the Historic District Commission.

Appeals

As stated on page 5 of the *Historic Preservation Handbook*:

“If the Historic District Commission denies a Certificate of Appropriateness, no Certificate of Appropriateness shall be issued and the applicant shall not proceed with the proposed work. The commission must place in its record the reasons for the denial and will notify the applicant of such determination. A copy of the reasons and recommendations, if any, will also be included in the record and forwarded to the applicant. Owners, agents and residents may appeal within 10 days from the decision of the commission by filing a “Notice of Appeal” the Office of the City Clerk of Norman”, 201 W Gray Street, Norman, OK 73069 or by emailing your intent to appeal to City Clerk Brenda Hall at brenda.hall@normanok.gov The appeal must be filed by September 14, 2019.

Timeline

You have 90 days from the date of this letter to comply with the aforementioned requirements or charges may be filed in Municipal Court for each day the violation continues to exist and/or the City may pursue any other legal remedy available to in order to achieve compliance.

Please let me know if you have questions or if I can be of further assistance, (405) 366-5392.

Sincerely,



Anais I. Starr, AICP
Historic Preservation Officer

Enclosures

cc: Jane Hudson, Interim Planning and Development Director
Kathryn Walker, Interim City Attorney
Jorge Mendros (via email)

Historic Windows Contractors

Contractors – Window Repair\Door repair
Wood Window Rescue (Wood windows repair, restoration, and custom wood winodws) 1720 NW 5 th St Oklahoma City, OK 73106 405-549-9880 http://woodwindowrescue.com/
Restor Wood Windows (Window repair, restoration and custom wood window) 405-459-0949 https://restorwoodwindows.com/
Fredgren Quality Works – Wood Window and door repair/replacement Tom Fredgren – (405) 550-4505 Clancy Fredgren – (405) 413-6638
Rudy Velasco – Painting, Wood Window Repair 405-248-4238 cell phone