

**City of Norman Historic District Commission**  
**APPLICATION for CERTIFICATE of APPROPRIATENESS (COA)**  
Revised and Adopted: March 2006

Applicant's Name LAS CASAS L.L.C. - PRESTON TRENT CASON  
Mailing Address 321 E. DUFFY STREET  
Phone Number(s) (405) 590-7249 / (405) 848-1501  
Relationship of Applicant to Owner \_\_\_\_\_  
Property Address 321 E. DUFFY STREET NORMAN, OK 73069  
Historic District MILLER HISTORIC DISTRICT

For assistance, call Susan Atkinson, Historic Preservation Officer, 366-5392

**ADMIN USE ONLY:**

Memo to Building Official:

Certificate of Appropriateness (COA) has been:

- ◇ **APPROVED.** Release building permit.
- ◇ **APPROVED WITH CONDITIONS.** Release building permit in accordance with conditions as specified and attached.
- ◇ **DENIED.** Do not release building permit or allow work to commence.

**PROPOSED WORK**

Please describe your proposed work simply and accurately. Attach extra sheets if necessary and supplemental materials as requested in the submittal checklist on page 2.

REPLACE 14 WINDOWS WITH VINYL SUBSTITUTE.

Signature of Applicant:  Date: 7-12-13

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(IF NOT APPLICANT)

**APPLICATION DEADLINE**

In order to be considered at the next Historic District Commission meeting (1st Monday of each month, 7:00 PM) **COA application materials must be completed and submitted by 5:00 PM at least 24 calendar days in advance of the meeting.** This form, along with any supporting documentation must be submitted by mail or in person to the City's Historic Preservation Officer or designee at Norman City Hall, Office of Planning & Community Development, 201 West Gray, Bldg. A, Norman, Oklahoma, 73069.

Use the enclosed submittal checklist as a guide to completing the application. Incomplete COA applications cannot be reviewed and will be returned to you for more information. Prior to submittal, applicants are strongly encouraged to contact the Historic Preservation Officer (405) 366-5392 to discuss the application.

**NO CHANGES ONCE COA IS ISSUED**

It is understood that once a COA application has been approved, **NO CHANGES OF ANY SORT SHALL BE MADE** that would alter the exterior appearance from that of the plan as approved without first seeking approval from the Historic District Commission. Failure to abide by this restriction will result in a **STOP WORK ORDER** and may result in the City of Norman filing charges against the property owner in Municipal Court.

**IF COA APPLICATION IS DENIED**

In the event an application is denied, applicants have the right to appeal to the Norman City Council within 10 days of the Historic District Commission's decision. Applicants may initiate an appeal by filing a "Notice of Appeal" in the Office of the City Clerk. Such "Notice of Appeal" shall be docketed for placement on the City Council Agenda within 30 days of filing. Aggrieved persons must exhaust all administrative processes before any appeal is valid.

**AFTER COA IS APPROVED, there is a 10-day appeal period before COA can be issued.**

Project Request for Window Replacement at 321 E Duffy Street Norman, OK 73069

From: Las Casas L.L.C.

We purchased the house at 321 E. Duffy Street knowing that it needed a great deal of work. We bought it because we love the house. The Craftsman style architecture, the unique floor plan, and the teeming potential coupled with our love of a project made the purchase of the property irresistible.

The cause of the damage to the windows in the house appears to have been multi-faceted. Decades of utter neglect had allowed water into the untreated wood between most of the house's window sills and the master sills in which they sit. Each master sill contains one, two, or three individual windows. The water seeping in caused wood rot, and in the case of the front triplet window, the wood rot has become a threat to the stability of the wall. Above the front windows, the beam holding up the top portion of the wall is so bowed with rot that it hangs nearly 3 inches below its original level. Compounding the effects of the water and rot is the inch thick concrete siding, which appears to have been applied like Shotcrete. This siding leaves a space between it and the plank in which water can pool, and along the bottoms of the outer walls of the house the siding has broken apart in chunks, allowing more water in from the bottom. The muntins in the five-over-one downstairs windows are all completely rotted and fractured. More than half of the 23 windows on the house no longer contained glass. Where window glass had been broken out, plexi-glass had been glued, clamped, or screwed into the sash or casing in its place.

All 23 windows on the house are in desperate need of replacement. No maintenance appears to have taken place in the scale of decades, and the result of another decade of neglect will almost certainly result in the loss of structural integrity of the house. At several points on the house, a hand can be stuck through a rotted hole around windows and corners of the exterior into the interior living spaces and basement. This house is salvageable, but will require major work over the next 5 years or so. For now, replacement of the 14 most degraded windows is what we can afford, after having already replaced the air conditioning unit and all of the ducting in the basement and rewiring the kitchen's electric to meet basic safety standards.

To replace these windows with double sash wood windows, the best quote with labor we could find was in the neighborhood of \$1,200 per window, bringing the estimated total for the 14 most severely damaged windows to \$16,800. This price is well beyond our budget, and so we have come to the point where one of several options must be chosen. We can let the current windows continue to rot, allowing air and insect life to move freely from inside and out, and in a few years count the house a loss

and hope to sell the lot at least as we have sought multiple professional opinions and it is unanimously agreed that the level of water damage and rot to the exterior walls poses a threat to the integrity of the structure if nothing is done to remove damaged wood and replace it. Our second option would be to just apply to tear the house down and build something much more affordable and modern, which we loathe to even consider. Third, we could go \$20-40,000 further into debt to address only part of the problem. Or, finally, we could replace the rotted windows with affordable albeit synthetic materials of the same shape and size and frame them in, making them appear as identical as possible to the originals. The original trim design would be duplicated out of a hard-wood and painted to match the house, and inserts added to give the appearance of the classic five-over-one windows that we are devastated to have to replace.

Of these options, only the last one is both feasibly affordable and capable of bringing this house back into a state of livability. We adore this house, and want to be able to sell it in ten or twenty years to another owner who will want to live in it, not tear it down for lack of options due to the terrible treatment it received by the owners previous to us. We hope that we can not only bring this beautiful 1930's Craftsman home into the 21<sup>st</sup> century with us, but that we can restore it to a state of pristineness that will give it another 80 years while retaining the aesthetic features that make old houses like this one a joy to live in. We are proud to be the owners of 321 E. Duffy Street, and we appreciate the time taken to review our request for window replacement.

Respectfully,

The Cason Family

STAFF REPORT

Item 2 of 3

**Property Location:** 321 E Duffy  
Miller Historic District

**Applicant:** Las Casas LLC  
Trent Cason  
321 E Duffy

**Request 1**

- Install vinyl replacement windows throughout the house

**Background:** This contributing, two-story Craftsman Bungalow-style structure has stucco walls with an aggregate finish. The house has a side-gabled roof with a stucco foundation. The dominant window pattern is five-over-one, hung. The partial porch has stucco walls and piers. The front elevation has a large shed roof dormer with wood shingles and a triple set of one-over-one windows. Decorative details include triple sets of windows, flared eaves, and exposed rafters.

**Guideline Reference:** The *Historic Preservation Handbook* addresses these issues in the following sections:

***3.5 Guidelines for Windows and Doors:***

***.1 Retain Original Windows.*** *Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.*

***.4 Replace Only Deteriorated Features.*** *If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.*

***.8 Window Replacement by COA.*** *A deteriorated window replacement, other than "like with like" as defined above requires a COA and shall conform to the following:*

- *Shall have a wood exterior, unless replacing a metal casement window*
- *Aluminum or vinyl cladding is not appropriate*

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- *Light patterns same as the original window*
- *Size and dimension the same as the original window*
- *Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.*

**Staff Comment:**

This is an application to retain vinyl replacement windows that were installed in this structure without a Certificate of Appropriateness. The Historic District Commission will review the application in light of the *Historic Preservation Guidelines* as if the work had not already been carried out.