

September 30, 2019

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FILED IN THE OFFICE  
OF THE CITY CLERK  
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Honorable Mayor Clark and Members of City Council  
City Hall  
Norman, OK 73069

Dear Mayor and City Council:

As Chair of the Norman Historic District Commission (HDC) at the September 3, 2019 Historic District meeting, on behalf of the HDC, I am writing in regards to the appeal from the property owner of 904 Miller Ave for HD Case 19-27 **"Consideration of a Certificate of Appropriateness request for the removal of wood windows and installation of vinyl windows for the property located at 904 S Miller Avenue"**.

The focus of this letter will not be on the context and timeline of the project, as you have been provided this information, but rather on the intent of the unanimous vote by the Historic District Commission to deny the application to install vinyl windows and related timeline for re-installation of original windows.

As you know, the property owner installed vinyl windows in a contributing historic property without prior review and approval from the Historic District Commission. The Commission, at the September 3, 2019 meeting, was then asked to review the case as if the original windows had yet to be removed (and vinyl windows installed) to determine if the installation of vinyl windows in this historic property may be appropriate.

With very little discussion, the Commission determined the removal of the wood windows and installation of vinyl windows was **not appropriate, citing the HDC's Preservation Guideline 3.5.1 "Retain Original Windows: Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware."** In addition, **guidelines 3.5.2 (re: retaining historic glass), 3.5.4 (re: replacement of only deteriorated materials), and 3.5.12 (re: replacement windows being wood windows) were cited as reasons to deny this request. As stated in the staff report, "the Commission has consistently required the preservation of original wood windows since the establishment of (the Historic Districts)" with three past cases referenced.** To elaborate on this point, there are few guidelines more straight forward and important to historic districts, both locally and nationally, than the preservation of original windows, and this case was no different.

Instead, given that the decision was straight forward, the focus was on reasonable remedy for the property owner to re-install wood windows in the historic structure. Based on past cases, a reasonable period of time to do so was three years and accordingly the Commission felt this period of time was also reasonable for the property owner.

Please do not hesitate to reach out to me directly with any questions about the case and the appeal.

Thank you for your consideration.



Cameron Brewer, Chair

Norman Historic District Commission  
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