



The City of  
**OKLAHOMA CITY**

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

NOTE: any relevant permits must be applied for and paid for separately in the Development Services Dept.

NOTE: Contact Historic Preservation Staff for final design inspection when work is complete.

Please select: ☐ New Project ☐ Revision ☐ Extension ☒ Violation Notice Issued

Location of Proposed Work (Address): 1021 NW 37TH ST

Legal Description of Property (lot, block, addition): CH ADD BLK 007 LOT 000 LOTS 22 THRU 24 & 12 FT OF LOT 25

Year built: 1941 Exterior wall material: brick Floor area: 35,214 sq.ft.

Itemized Work Items (List EACH ITEM proposed. Work not listed here will NOT be reviewed):

☐ New Construction ☐ Addition ☐ Fence ☐ Demolition (specify structure) \_\_\_\_\_

☐ Paving (specify) \_\_\_\_\_ ☐ Renovation (specify) \_\_\_\_\_

☒ Work not specified above \_\_\_\_\_

1) Wrought-iron gates surrounding outdoor HVAC units on east side of sanctuary building. (see attachment)

2) Lighting structure designed to enhance stained-glass windows on east side of sanctuary building

### Owner's Authorization

I hereby certify that all above statements and statements contained in all attached and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with approved plans in a good and workmanlike manner. I authorize the City of Oklahoma City to enter the property for the purpose of observing and photographing the project for presentations and to ensure consistency between the approved proposal and the completed project.

☐ (If applicable): I authorize my representative to speak for me in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Owner's Signature Trina Bose North Date 07/22/2024  
Name (printed) Rev. Trina Bose North Organization Crown Heights United Methodist Church  
Address 1021 NW 37th St. Phone 405-524-8428  
City, State, Zip OKC, OK 73118 Email finance@crownheightsumc.org

I prefer to be: ☐ Mailed or ☒ Emailed.

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (printed) \_\_\_\_\_ Organization \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

I prefer to be: ☐ Mailed or ☐ Emailed.

Contact: ☒ Owner ☐ Representative

Is Federal money, a federal license or a federal permit included/required for any part of this project? Yes / No

If yes, what Federal agency? n/a

Is the property owner pursuing the Federal Tax Credits for Rehabilitation of income producing historic properties? Yes / No (For questions concerning the federal tax credit program, telephone the State Historic Preservation Office at (405) 522-4479).

NOTE: Specific deadlines apply to submission of additional documentation or requests for appeals. Should your project be continued or denied, you are responsible for compliance with those deadlines.

Staff Only:	Date Stamp
Zoning: <u>-HP or HL-</u>	District: _____
Ch _____	
HPCA- <u>24-00083</u>	
Received by: _____	

**Wrought Iron Cage Surrounding Condenser Units:**

Decades ago, Crown Heights United Methodist Church put wrought iron gates with doors that lock around six HVAC units on exterior east side of the sanctuary. That seemed to provide enough security until the winter of 2021 when someone jumped over the gates and stole the copper lines from all six HVAC units. Because we didn't recognize this until the spring, moisture got into the units and we had to repair all units, costing approximately \$30,000.00. At that time, we worked with Industrial Plumbing and asked them to put a lid over the gates. A church member designed the lid portion to architecturally match the gates. We did not realize we should have asked for a certificate of appropriateness at the time.

Please consider this an improvement upon our historic building because this was a necessary addition to our HVAC gates for security purposes. The color, style, and materials were designed to match what was already there and we did not alter the size of the gates. The height and width remain the same as before.

**Stained Glass Window Lighting Fixture:**

Our sanctuary was built in 1941, and we have three beautiful stained-glass windows at the front of our church. We have had a lighting system on the exterior, east side of the sanctuary wall to illuminate these windows. The lights are only on when we have evening services, i.e., Christmas Eve, weddings. The lighting system that was previously up was basically a pipe with flood lights attached. This system never worked because of wiring problems, and we thought it was also unattractive.

In the spring of 2024, our church moved forward with a new lighting system. Again, we did not realize we should have asked for a certificate of appropriateness at the time.

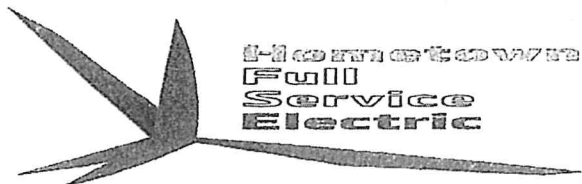
We installed an aluminum framing system with LED lights that would shine on each stained-glass window. The aluminum frame is 10ft x 9.5ft. Specifications are provided in the packet from the contractor, Hometown Full-Service Electric. The new LED lights are much more energy efficient than the old incandescent lights. The cost of the new fixture was \$7,575.00.

Please consider this an improvement upon our historic building because it does improve the appearance of the stained-glass windows from the interior of the sanctuary and provides us with a long-term solution. We also are replacing an old system with an improved, better system.

We would be willing to paint the black aluminum frame a color that would more camouflage with the bricks, making it less visually striking.

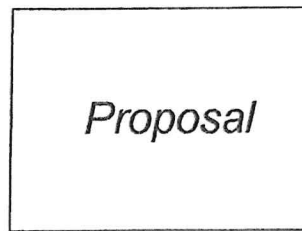
Also, we do care about the integrity of our building and understand the additional holes drilled into the brick can cause problems in the future. We will secure all holes and openings with caulk and institute a yearly inspection to ensure the integrity of the caulk and replace it as necessary.

We just lost a Bradford pear tree that did provide some screening to the new lighting fixture. Please know we have plans to replant a hardwood tree in its place very soon.



WWW.HOMETOWNFULLSERVICEELECTRIC.COM

Terry Ervin, Owner  
Cell: 405 / 550 - 5255  
Post Office Box #95131  
Oklahoma City, Oklahoma 73143



Proposal Number: 291-289-46  
Proposal Date: 6/28/2024

**Customer:** Crown Heights United Methodist Church  
1021 North West 37th Street  
Oklahoma City, OK 73118

**Job:** Crown Heights United Methodist Church  
1021 North West 37th Street  
Oklahoma City, OK 73118

Attention:

Trinia

Charges for material and labor to perform the electrical work described in the Scope of Work in accordance with the terms and conditions of this proposal.

**Scope of Work:**

**LED Fixtures for East Side Stain Glass**

- 1) Remove existing pipe and fixtures from east side of church in front of stain glass windows.
- 2) Furnish and install one (1) aluminum framing in front of stain glass windows that will allow three sets of two fixtures one (1) set per window. This will allow natural light to light up windows during the day and LED lights through the evening hours.
- 3) Furnish and install one (1) single pole switch to turn new LED lights on from inside the sanctuary, exact location TBD.
- 4) Once new aluminum is installed allowing lights to stand off from building approximately three feet. New lights two (2) 24-watt LED fixtures one per stain glass on either side of Jesus. One (1) set of 36-watt LED fixtures to be installed in the middle for stain glass picture of Jesus.

*Proposal Amount*      **7,575.00**

The standard terms and conditions attached to this document apply and are incorporated by reference.

Authorized Signature

Date

Authorized Signature

Date

Terry Ervin

Terry Ervin

Printed Name

Terry's E-mail Address: [tervinhfse16@gmail.com](mailto:tervinhfse16@gmail.com)

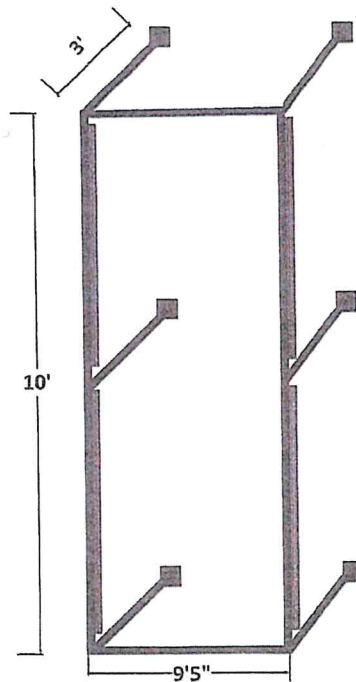
**HOMETOWN FULL SERVICE ELECTRIC  
STANDARD TERMS AND CONDITIONS  
Attachment to Proposal**

1. **Authority to Bind Property Owner** - If the undersigned is not the record owner of the property to be improved, the undersigned represents and warrants to Hometown Full Service Electric (HFSE) that it/he/she has the express authority from the property owner to hire HFSE to perform the services in question. The undersigned and the property owner will therefore be jointly and severally responsible and liable for any charges assessed by HFSE for its work.
2. **Payment** - The customer agrees to pay percentage completed during the project and/or balance due at completion of the project. Standard payment terms are net due in ten days from invoice date. Service charges, computed at the lower of 1.5% per month or the maximum allowed by law, become effective on all accounts 30 days after the invoice date. Credit card payments are accepted, a 4% service fee will apply.
3. **Engagement of Services** - Once work is authorized by the customer, HFSE is committed to certain startup expenses both direct and indirect (i.e. travel, special tools, materials, project management, etc.) which are generally priced into the entire scope of the project. If the project is cancelled, delayed, terminated or significantly changed through no fault of HFSE, these expenses will be due and payable to HFSE on a pro-rata basis. Any request for reimbursement of these expenses will be itemized.
4. **Changes to Scope of Work** - HFSE will notify the customer if there is a material change to the Scope of Work that will require HFSE to expend more monies than originally budgeted. The customer agrees to pay HFSE for such expenses plus reasonable profit and overhead if the customer desires to continue under the changed Scope of Work.
5. **Warranty** - HFSE warrants all workmanship and material for three years. This warranty will not apply to lighting fixture lamps or owner provided material and equipment. This warranty will not be effective until HFSE is paid in full for its work. This warranty is non-assignable unless the express, written consent of HFSE is obtained. Unless this warranty is properly assigned, it becomes automatically null and void upon the sale of the property in question. HFSE expressly disclaims any implied warranties of any nature or kind.
6. **Attorney's Fees** - If HFSE is required to hire attorneys to collect amounts owed under this agreement, the customer agrees to reimburse HFSE for all attorneys' fees, expert fees and other legal expenses that it may incur to collect such amount. The parties agree that all disputes in any way related to, arising out of or connected with the sale of goods and/or services provided by HFSE, shall be litigated, if at all, in Oklahoma County District Court, Oklahoma City, Oklahoma. Furthermore, the parties also agree that Oklahoma law shall govern all such disputes.
7. **Incorporation by Reference** - Unless expressly agreed in writing otherwise, these Standard Terms and Conditions are a part of, and hereby incorporated by reference, all Proposals submitted by HFSE to the customer and any Credit Agreements. By signing page one of this proposal the signature to this agreement warrant that they have read the above Standard Terms and Conditions and agree to abide by them.

Revised 01-01-2019

## Crown Heights Methodist Church

1021 NW 37<sup>th</sup> Street 73118  
Oklahoma City, Oklahoma 73116



### Notes:

Tubing: 3" x 3" Square

Legs: 3" x 3" x 3'

Gusset Bracing: 1.5" x 1.5"

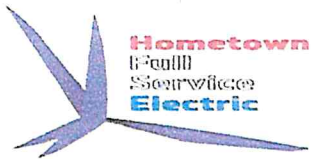
Base Plates: 5" x 5" x 1/4"

Paint: Black

Sleeve Anchors: 3/8 x 3"

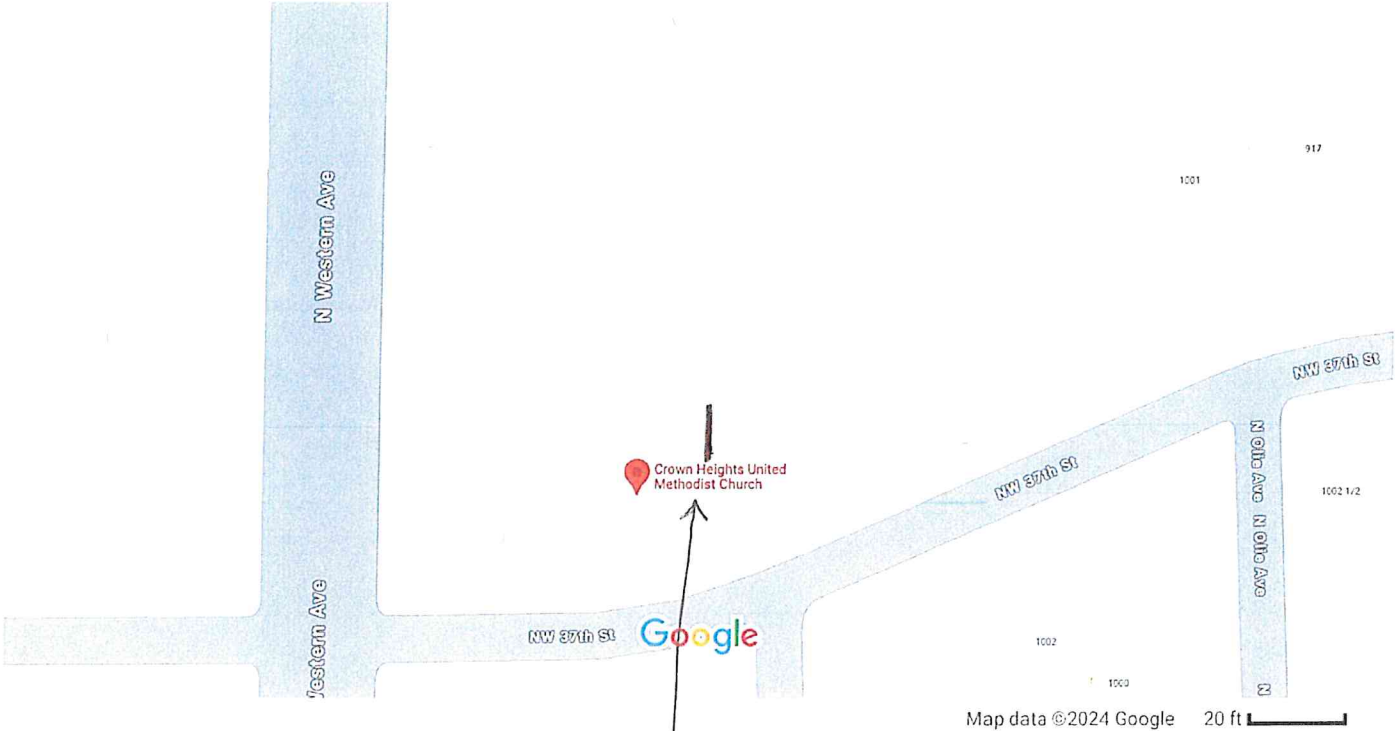
Tapcon Screws: 5/16 x 3"

Washers: 1/4" Pan



**Terry Ervin**

100 N Quapah Suite I  
Oklahoma City, Oklahoma 73107  
(405) 550-5255



HVAC units  
w/ metal cage  
and  
stained glass  
windows w/  
lighting





FALL 2021 - BEFORE TOP OF GATES INSTALLED



BEFORE

lighting cage for stained glass  
↓

AFTER

x/c  
cage  
↓

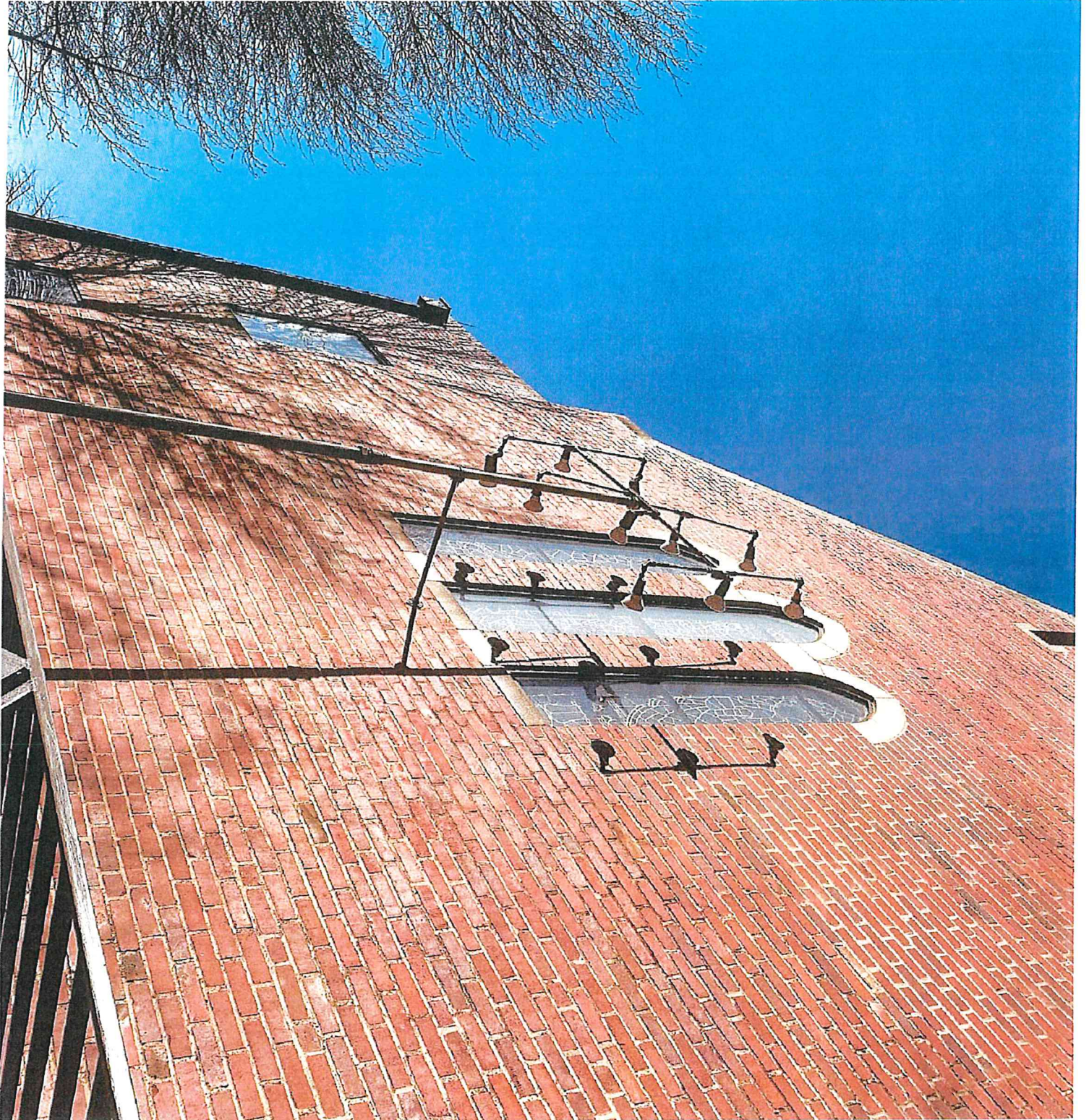
FALL  
2021





BEFORE

lighting cage for stained glass







LIGHTING STRUCTURE AFTER (CURRENT) 2024



# MASTER DEVELOPMENT PLAN

Future Bike & Pedestrian Bridge

INTERSTATE 40

Wheeler Park

SW 11th

SW 12th

SW 13th

SW 14th

SW 15th

**PUD 1766**

**PUD 1611**

**NOT INCLUDED**

SW 17th

SW 18th

SW 19th

SW 20

S WESTERN AVE

S WESTERN AVE

Oklahoma River

Oklahoma River

To Walker Ave »

