



# STAFF REPORT

## Historic Preservation Commission

August 2, 2023

HPCA-23-00091

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**Agenda Item:** VI.D.6.

**Case Number:** HPCA-23-00091

**Property Address:** 930 NW 22nd Street

**District:** Mesta Park Historic District

**Applicant:** Jollybird  
Fallon Brooks-Magnus  
4312 N Classen Blvd  
Oklahoma City, OK 73118

**Owner:** Taylor Neighbors  
930 NW 22nd Street  
Oklahoma City, OK 73103

### A. CASE ITEMS FOR CONSIDERATION

1. Remove hung windows and replace with stick built, plate glass windows (required);
2. Remove and replace hung windows (required);
3. Close window openings (required); and
4. Remove and replace door with stick built, plate glass window (required).

### B. BACKGROUND

#### 1. Project Description

This request is for the installation of windows that were previously installed without a CA.

On the North elevation, the proposal is to replace two (2) hung windows on the upper level with hung windows and to replace one (1) hung window on the lower level with a stick built, plate glass window.

On the South elevation, the proposal is to replace one (1) hung window on the upper level with a hung window, replace door with a stick built, plate glass window, and close two (2) window openings on the upper level.

On the East elevation, the proposal is to replace two (2) hung windows on the upper level with hung windows, replace one (1) hung window on the lower level with a stick built, plate glass window, and close two (2) window openings on the lower level.

On the West elevation, the proposal is to replace four (4) hung windows on the upper level with hung windows, and to replace four (4) hung windows on the lower level with stick built, plate glass windows.

## 2. Location

Project site is located on the southeast corner of the intersection of North Olie Avenue and NW 22<sup>nd</sup> Street.

## 3. Site History

***Date of Construction:*** unknown (moved in 1997)

***Zoned Historic Preservation/Historical Landmark:*** 1994

***National Register Listing:*** 1983

***Additional Information:*** The 1922 edition of the Sanborn Fire Insurance maps illustrates a 1 1/2 -story frame dwelling with 1-story front porch extending the entire length of the front (north) façade. A wide back porch is indicated to occupy approximately 2/3 of the rear of the dwelling and is centrally located. A 1-story frame “autohouse” is indicated on the south property line at the alley and centered along that property line. The dwelling and front porch are indicated with shingle, likely wood shingles. The back porch is illustrated with composition, likely a flat roof. The garage is illustrated with non-combustible materials.

The 1949 edition of the maps indicates an addition to the garage on the west that extends to the west property line. The addition is indicated with composition roofing, possibly a flat roof. No changes are indicated on subsequent editions.

## 4. Existing Conditions

The site currently consists of a 2-story frame dwelling. Most windows have been replaced recently but it appears that original windows possibly exist on the upper level of the south and east elevations. The attic window appears to have been replaced but was not documented in this application. Siding appears to be in poor condition and the front steps appear to have been replaced recently.

## 5. Previous Actions

Previous applications for Historic Preservation Certificate of Appropriateness (HPCA) filed for this property include:

Case Number	Date	Owner	Decision
HPCA-22-00125	09/22/2022	Fred and Bethany Neighbors	Approved conditionally
1) Construct garage with studio (elective); 2) Replace driveway (elective); 3) Replace fence (elective).			
HPCA-22-00034	03/29/2022	ONG	Approved
Relocation of gas meters at multiple properties (elective).			
HPCA-983	01/09/1997	Richard Carlsen	Approved
Relocate a house into the site and construct a 1-story garage.			

### C. ITEMS IN COMPLIANCE

*Unless noted below in Section D., Issues and Considerations, all other case items of this proposal comply with the Design and Sustainability Standards and Guidelines for Oklahoma City Historic Districts, and with all relevant sections of the Oklahoma City Municipal Code, 2020.\**

None.

### D. ISSUES AND CONSIDERATIONS

*This proposal may not comply with the Design and Sustainability Standards and Guidelines for Oklahoma City Historic Districts, and with all relevant sections of the Oklahoma City Municipal Code, 2020\* as referenced below:*

**1. Item 1, Remove hung windows and replace with stick built, plate glass windows (required); Item 2, Remove and replace hung windows (required); Item 3, Close window openings (required); and Item 4, Remove and replace door with stick built, plate glass window (required).**

- a. Description: The applicant has replaced sixteen (16) windows on both upper and lower levels of the home without a Certificate of Appropriateness. The second-floor windows are described as JELD-WEN SITELINE wood windows and the first-floor windows are described as Wood Framed Site Built windows.
- b. References: *Design and Sustainability Standards and Guidelines for Oklahoma City Historic Districts*

#### **3.6 Windows, Shutters and Awnings**

**Policy:** Windows and shutters are important character-defining features of a building and originals should be retained and kept in good repair. Awnings may be an intended permanent character defining feature such as wood framed and finished with roof shingles to match the rest of the building or temporary such as contemporary fabric awnings with aluminum frames.

**Design Justification:** The proportion, shape, location, positioning, pattern and size of windows contribute significantly to the historic character of a building and help convey the architectural style and period of the building. Their design, details and craftsmanship make them worthy of preservation. The presence or absence of shutters and awnings are significant to the visual character of a building.

**Sustainability Justification:** Many buildings in historic districts retain old-growth wood windows which can last indefinitely if they are properly maintained, unlike new-growth wood or vinyl windows. In most cases, windows account for less than one-fourth of a home's heat loss. Insulating the attic, walls and basement is a more economical approach to reducing energy costs than replacing historic windows. Proper maintenance and sealing of windows, along with adding storm windows, keeps windows out of landfills and enhances a building's energy efficiency year-round.

- 3.6.1: Regular maintenance and weather-stripping of historic windows ensures their preservation and improves the energy efficiency of a building.
- 3.6.2: Retain and preserve original or historic windows. Preserve and

maintain historic window framing and number and configuration of glass panes.

- 3.6.3: Make repairs to an existing window rather than replacing the entire window unit, including replacement in kind of parts that are deteriorated beyond repair. Ordinary maintenance and repair is limited to less than 50% replacement of the window's components and parts including frames and sashes.
- 3.6.5: Original or historic windows more than 50% DETERIORATED BEYOND REPAIR may be replaced in kind.
- 3.6.6: New window openings may be allowed on the back facade or the back 30% of the side elevations. New windows must be compatible with historic or existing windows in proportion, shape, location, pattern, size, materials and details.
- 3.6.7: If an original opening is presently blocked, consider reopening it. The replacement of non-historic incompatible windows with windows that are more historically appropriate is encouraged.
- 3.6.8: When window replacement is necessary, do so within the existing historic opening. Use the same frame size to avoid filling in or enlarging the original opening.
- 3.6.9: If original or historic windows can be demonstrated to be deteriorated beyond repair and must be replaced, new windows shall match all of the characteristics of the historic window, including muntins pattern and profile.
- 3.6.10: New windows made of aluminum clad wood with enameled finish may be appropriate as replacements for historic wood windows since these may have acceptable sustainable qualities and closely resemble a painted finish.
- 3.6.11: Vinyl is not an environmentally sustainable material, and the installation of vinyl-clad wood windows or entirely vinyl framed windows is not appropriate and will not be approved for the historic districts.
- 3.6.12: Thermal pane (also known as insulated glazing) windows are acceptable as replacement windows when the historic windows in a building have been previously removed. When used, thermal pane windows must have true divided lites.
- 3.6.13: A thermal pane window may be appropriate for replacement of a historic wood or metal window when the existing window frame and sash parts are more than 50% deteriorated beyond repair. To replace a historic window with a new unit a window survey including a photograph of the interior and exterior of the unit must be provided to substantiate the condition of the window. Historic windows visible from the public-right-of-way must be retained and repaired or replaced in kind, including replication of muntins pattern and profile.

- 3.6.15: Muntins sandwiched between layers of glass, snap-on muntins, and surface-applied muntins are not appropriate and shall not be used.
  - 3.6.16: Clear glass shall be used in all windows.
  - 3.6.17: Reflective, tinted, patterned or sandblasted glass are not permitted in windows, except that special glass, for example, patterned, leaded or colored glass, can be used in transoms and sidelights when appropriate as established by the architectural style and the specific history of the building for which the special glass is proposed.
  - 3.6.18: A new window may have a low emissivity coating applied to clear glass provided that the visible light transmittance is not less than .74 and the overall reflectance is not more than 17%.
- a. Considerations: The applicant has provided photographs of replacement windows as installed. The Guidelines require new windows to match all characteristics of the historic windows and to be wood or aluminum clad wood. A window survey was not submitted to substantiate the condition of the windows, the measurements of the original windows, or the measurements of the window openings. There may be original windows remaining (i.e. those boarded up or upper windows that do not appear in photographs to have been replaced) that could still be documented. Windows on the first-floor have been replaced with fixed windows, which is not supported by the criteria for matching windows “in kind” when replacement is necessary. Guidelines support reopening window openings that have been blocked.
- b. Recommended Specific Findings:
1. That documentation justifying that the windows were more than 50% deteriorated beyond repair was not submitted prior to replacement;
  2. That the replacement windows on the first floor do not appear to meet relevant Guidelines for matching the historic windows in kind;
  3. That when window replacement is necessary, they should be done within the existing historic opening to avoid filling in or enlarging the original opening;
  4. That submitted photographs and measurements indicate that replacement windows have not been installed within the existing historic openings;
  5. That wood is an appropriate material when replacing historic windows.
  6. That additional documentation of original windows could be obtained with further investigation.

**E. HPCA-23-00091 STAFF RECOMMENDATION:**

1. **Continue Item 1, Remove hung windows and replace with stick built, plate glass windows (required); Item 2), Remove and replace hung windows (required); Item 3), Close window openings (required); and Item 4), Remove and replace door with stick built, plate glass window (required)** with the specific finding that additional information is required from the applicant in order to determine whether the action requested is

consistent with all relevant Standards and Guidelines and are in compliance with the relevant sections of the Municipal Code, 2020\*, as referenced in the Staff Report.

**Specific Findings:**

1. That documentation justifying that the windows were more than 50% deteriorated beyond repair was not submitted prior to replacement;
2. That the replacement windows on the first floor do not appear to meet relevant Guidelines for matching the historic windows in kind;
3. That when window replacement is necessary, it should be done within the existing historic opening to avoid filling in or enlarging the original opening;
4. That submitted photographs and measurements indicate that replacement windows have not been installed within the existing historic openings;
5. That wood is an appropriate material when replacing historic windows;
6. That additional documentation of original windows could be obtained with further investigation.

*Note: Staff recommendation does not constitute Commission action.*

*\*Relevant Sections of Chapter 59 the Oklahoma City Municipal Code governing HP/HL Districts are: §59.3300.1-5; §59.4150.4; §59.4250; §59.7250.1-4; §59.7300.1-7; §59.12200.1-4; §59.13300.1-6.*

*Copies of the Standards/Guidelines and Relevant Sections of the Oklahoma City Municipal Code, 2020, are available online at [www.okc.gov/planning/hp/index.html](http://www.okc.gov/planning/hp/index.html) ; at Planning Department offices located at 420 W. Main, 9<sup>th</sup> floor, and each HP Commission Meeting.*

*rj*