



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Monday, August 04, 2025 at 5:30 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF JULY 7, 2025.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 25-24) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 467 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF THE ENTRY DOORS ON THE PRINCIPAL STRUCTURE; B) INSTALLATION OF DOORS ON THE ACCESSORY DWELLING UNIT; C) INSTALLATION OF THE WINDOWS ON THE ACCESSORY DWELLING UNIT.
3. (HD 25-26) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF THE FRONT STOOP CANOPY ON THE PRINCIPAL STRUCTURE; B) REPLACEMENT AND INSTALLATION OF WOOD SHUTTERS ON THE FRONT AND REAR ELEVATIONS OF THE PRINCIPAL STRUCTURE; C) REMOVAL OF A WINDOW ON THE FRONT ELEVATION OF THE PRINCIPAL STRUCTURE; D) REPLACEMENT OF A DOOR ON NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE WITH A WINDOW; E) MOVE EXISTING WINDOW ON THE NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; F) ADDITION OF A WINDOW

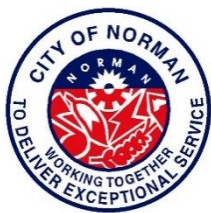
ON THE NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; G) REPLACEMENT OF A DOUBLE WINDOW WITH A SINGLE WINDOW ON THE SOUTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE; H) ADDITION OF A REAR PORCH TO THE PRINCIPAL STRUCTURE; I) REPLACEMENT OF A BAY WINDOW WITH A SLIDING GLASS DOOR UNIT ON THE REAR OF THE PRINCIPAL STRUCTURE; J) REPLACEMENT OF A DOOR WITH A WINDOW ON THE REAR OF THE PRINCIPAL STRUCTURE; K) RE-OPENING OF A WINDOW OPENING ON THE REAR OF THE PRINCIPAL STRUCTURE; L) RECONFIGURATION OF WINDOWS AND DOORS ON THE ACCESSORY STRUCTURE; M) INSTALLATION OF A STOOP CANOPY ON THE NORTH AND WEST (FRONT) SIDES OF THE ACCESSORY STRUCTURE; N) INSTALLATION OF WALKWAYS IN THE SIDE AND REAR YARDS.

REPORTS/UPDATES

4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JULY 7, 2025.
5. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2025-2026 CLG GRANT PROJECTS.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
 Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
 Monday, July 07, 2025 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room A at the Development Center, on Monday, July 07, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Development Center, at 225 N Webster Avenue, and on the City website at least 24 hours prior to the beginning of the meeting.

Chair Michael Zorba called the meeting to order at 5:32 P.M.

ROLL CALL

PRESENT

Commissioner Jo Ann Dysart
 Commissioner Sarah Brewer
 Commissioner Taber Halford
 Commissioner Gregory Heiser
 Commissioner Chair Michael Zorba
 Commissioner Karen Thurston

ABSENT

Commissioner Mitch Baroff
 Commissioner Barrett Williamson
 Commissioner Kendel Posey

STAFF PRESENT

Anais Starr, Planner II/Historic Preservation Officer
 Amanda Stevens, Development Center Coordinator
 Jeanne Snider, Assistant City Attorney II

GUESTS PRESENT

Travis Kanard, 510 Shawnee St.
 Stacy Pattillo & John Williams, 315 Castro St.
 Zoen Finch, 538 Chautauqua Ave.
 George LeVan, 644 Tulsa St.
 Ryan Stover, 643 Okmulgee St.
 Tyler Burns, 467 College Ave.
 Mark Krittenbrink, Krittenbrink Architecture, 119 W. Main St.

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

Motion by Commissioner Heiser to approve the June 2, 2025, meeting minutes; **Second** by Commissioner Dysart.

The motion was passed unanimously with a vote of 6-0.

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CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 25-17) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 643 OKMULGEE STREET FOR THE INSTALLATION OF AN 8-FOOT WOOD FENCE ON THE REAR PROPERTY LINE.

Motion by Commissioner Halford to approve item (HD 25-17) as submitted; **Second** by Commissioner Brewer.

Anais Starr presented the staff report:

- Ms. Starr stated there are currently three different fence types with three different heights. The applicant, Mr. Stover, stated he wanted a consistent look along the entire rear property line.

Ryan Stover, the applicant, presented the item:

- Mr. Stover stated he consulted with his neighbor to the north who wished to have an 8-foot wood fence to match the existing 8-foot wood fence found along a portion of the property line.

Public Comments:

- George LeVan, 644 Tulsa Street, stated he and his wife were the adjacent neighbors to the north of Mr. Stover and were in favor of the approval for the proposed fence.

Commission Discussion:

- Commissioner Halford stated this fence meets the Preservation Guidelines since it does not block any streetscape view of historic structures.
- Commissioners Brewer and Dysart agreed with Commissioner Halford.

The motion was passed unanimously with a vote of 6-0.

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3. (HD 25-13) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 538 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: B) REPLACEMENT OF OVERHEAD GARAGE DOORS. (*This item was postponed from the June 2, 2025, meeting*)

Motion by Commissioner Brewer to approve item (HD 25-13) as submitted; **Second** Commissioner Thurston.

Item 1.

Anais Starr presented the staff report:

- Ms. Starr explained that the Commission postponed the garage door request at the June 2nd Historic District meeting to allow the applicant time to propose an alternative door. She further explained the applicant had submitted a metal overhead garage door with composite trim for consideration by the Commission.

Zoen Finch, representing the applicant, presented the item:

- Mr. Finch stated the new proposed garage door would be white aluminum with recessed panels and composite trim.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Zorba stated the Commission only allows smooth finish composite overlay; therefore, the motion needs to be amended to reflect this change.

Motion by Commissioner Heiser to amend the request for replacement of the garage doors with smooth finish trim; **Second** by Commissioner Thurston.

The motion was amended with a vote of 6-0.

The amended motion was approved with a vote of 6-0.

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4. (HD 25-18) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 315 CASTRO STREET FOR THE DEMOLITION OF THE GARAGE.

Motion by Commissioner Thurston to approve item (HD 25-18) as submitted; **Second** by Commissioner Heiser.

Anais Starr presented the staff report:

- Ms. Starr stated this property is a contributing structure to the Miller Historic District.
- Ms. Starr explained the garage is considered a non-contributing structure.
- Ms. Starr further explained the garage structure is located on a sewer line requiring replacement.

Stacy Pattillo & John Williams, the applicants, presented the item:

- The applicants stated their home is having significant plumbing issues, requiring the main sewer line to the house to be replaced. The applicants further stated replacing the main sewer line would require demolition of garage.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Halford stated his concern in approving the item was the applicants would have to come before the Commission again for approval of a new structure. He further stated the new proposed design may or may not be approvable by the Commission. The applicants stated they understood.
- Commissioner Thurston stated the approval of the demolition is necessary to address the plumbing issue.

The motion was passed unanimously with a vote of 6-0.

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5. (HD 25-19) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 467 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REMOVAL OF A NON-ORIGINAL REAR ADDITION; B) INSTALLATION OF A COVERED PATIO TO THE REAR OF THE STRUCTURE; C) CONSTRUCTION OF A DETACHED ACCESSORY DWELLING UNIT.

Anais Starr presented the staff report:

- Ms. Starr stated this structure is contributing to the Chautauqua Historic District.
- Ms. Starr explained the property is zoned R-1 allowing Accessory Dwelling Units (ADU).
- Ms. Starr further explained the proposed ADU is 650 square feet, which meets the Preservation Guidelines and the Zoning Ordinance.

Tyler Burns, representing the applicant, presented the item:

- Mr. Burns stated the rear addition on the house is dilapidated and has flooding issues within the addition.
- Mr. Burns further stated aluminum-clad wood windows would be used on the proposed ADU.

Motion by Commissioner Thurston to approve (HD 25-19) Item A removal of a non-original addition as submitted; **Second** by Commissioner Brewer.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Brewer stated the rear addition is not original to the home, and due to the flooding issues, the rear addition meets Preservation Guidelines for demolition.
- Commissioner Zorba stated he supports the demolition of the rear addition.

The motion was passed unanimously with a vote of 6-0.

Motion by Commissioner Dysart to approve (HD 25-19) Item B installation of a covered patio to the rear of the structure as submitted; **Second** by Commissioner Thurston.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Zorba stated a covered patio on the rear of the structure should not be visible from the front streetscape.

The motion was passed unanimously with a vote of 6-0.

Motion by Commissioner Thurston to approve (HD 25-19) Item C construction of a detached accessory dwelling unit as submitted; **Second** by Commissioner Heiser.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Halford stated the ADU will not be visible from the front right of way.
- Commissioner Thurston inquired about the proposed materials to be utilized for the ADU. Mr. Burns stated an 8-inch smooth Hardie lap siding and aluminum-clad wood windows and doors are proposed for the ADU.
- Commissioner Brewer suggested the windows on the ADU should be three-over-one configuration as found in the house. She further stated the Guidelines indicated windows in new structures must match the existing principal structure. Mr. Burns stated the homeowner did not have an issue matching the windows to the home.
- Commissioner Thurston asked about the design of the door on the ADU. Mr. Burns explained the proposed door was a Craftsman style with two recessed panels and a top window. She noted that this design was not shown on the submitted drawings.
- Commissioners requested the applicant amend his request for the approval of the ADU without the windows or doors. This would allow the applicant time to revise the proposed windows and doors and then return to the Commission with more appropriate designs without delaying construction. Mr. Burns agreed to the amendment of his COA request

and stated he would return next month with different window and door styles proposed for the ADU.

Motion by Commissioner Thurston to amend as submitted except for the doors and windows;
Second by Commissioner Heiser.

The motion was amended with a vote of 6-0.

The amended motion was approved with a vote of 6-0.

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6. (HD 25-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 510 SHAWNEE STREET FOR THE FOLLOWING MODIFICATIONS: A) REMOVAL OF A NON-ORIGINAL REAR ADDITION; B) INSTALLATION OF A TWO-STORY ADDITION WITH A DECK.

Anais Starr presented the staff report:

- Ms. Starr stated the structure is a 1937 Colonial revival home which is contributing to the Southridge Historic District.
- Ms. Starr explained in July of 2019, the applicant received approval for an addition although at that time was unable to proceed with the addition due to the Covid Pandemic. Ms. Starr further explained that the applicant was returning to request the removal of the deteriorating non-original addition located at the rear of the house.
- Ms. Starr stated the applicant is proposing 599 square feet for each floor of the two-story addition for a total square footage of 1,198 square feet.
- Ms. Starr explained the applicant was lacking the required support documents necessary for approval by the Commission. However, Ms. Starr explained it would be beneficial for the Commission to provide feedback on the proposed addition.
- Ms. Starr explained the pressure treated wood deck is compatible with the neighborhood and meets the Preservation Guidelines.
- Ms. Staff further stated the proposed second story addition exceeds the allowed height of the structure as listed in the Preservation Guidelines, because it would be taller than the original home and would be clearly visible from the front streetscape.

Travis Kanard, the applicant, presented the item:

- Mr. Kanard explained the current height of his home was 17' 10", and the height of the proposed addition is 22'.
- Commissioner Halford asked Mr. Kanard if he had looked at alternative configurations for the addition. Mr. Kanard stated he was open to alternative configurations; however, he wanted to maximize the square footage.

- Commissioner Zorba inquired about the window material. Mr. Kanard stated he is willing to use aluminum wood clad windows or wood windows.
- Commissioner Thurston asked for the height of the walls in the proposed structure since the overall height of the addition will be 22'. Mr. Kanard answered that his previous contractor stated the addition would have 8-foot ceilings. He further stated he believed he could shave off about a foot from the overall height.
- Commissioner Dysart expressed her concern about the addition's height as well, because the Preservation Guidelines stated an addition's height is not to exceed the height of the original structure.
- Commissioner Halford stated a possible different configuration would be extending the addition straight from the back of the house. The applicant was receptive to this possibility if the configuration would fit his yard.

Motion by Commissioner Heiser to approve item (HD 25-20) Item A removal of a non-original rear addition as submitted; **Second** by Commissioner Brewer.

Public Comments:

There were no public comments.

Commission Discussion:

- The Commissioners agreed they could support the approval of Item A, removal of a non-original rear addition, due to its deteriorating state.

The motion was passed unanimously with a vote of 6-0.

Motion by Commissioner Thurston to approve item (HD 25-20) Item B installation of a two-story addition with a deck as submitted; **Second** by Commissioner Brewer.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Zorba stated the Commission needed more details regarding Item B such as elevation drawings, and spec sheets, before they would be able to approve it.
- Commissioner Halford stated it would be helpful for the applicant to present a couple of different options for Item B.
- Commissioners Brewer and Thurston stated pictures of the structure, and pictures of the addition tied into the existing structure would be helpful as well.

Motion by Commissioner Thurston to postpone item (HD 25-20) Item B, installation of a two-story addition with a deck, to a future Commission meeting; **Second** by Commissioner Brewer.

The motion was passed unanimously with a vote of 6-0.

7. (HD 25-21) CONSIDERATION OF FEEDBACK FOR REQUESTS FOR EXTERIOR ALTERATIONS FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE.

Anais Starr presented the staff report:

- Ms. Starr explained the property owner came before the Commission in June of 2024 requesting several exterior modifications. At that time the Commission found the proposed front elevation alterations to the house and the accessory structure did not meet the Guidelines and the items were postponed.
- Ms. Starr explained the swimming pool and the decking were postponed because the site plan did not clearly show its placement in the side yard.
- Ms. Starr also stated the Commission denied the request to install front façade dormers because they did not meet the Preservation Guidelines.
- Ms. Starr further explained the property owner, Stephen Teel, hired Krittenbrink Architecture to revisit the proposed exterior modifications, and he was seeking feedback from the Commission on those modifications.

Mark Krittenbrink, representing the applicant, presented the item:

- Mr. Krittenbrink stated they intended to restore the entire exterior of the house including the traditional details of the trim around the windows. He further explained the plan was to install the previously approved windows and restore the wood siding on the house and accessory structure.
- Mr. Krittenbrink stated outside the renovation of the exterior, they are proposing several modifications including a simple roof structure on the front entryway, an 8' by 12' covered rear porch, the removal of the window directly adjacent to the wall on the front wing of the addition of the house, the reconfiguring of windows and doors on the house and the accessory structure, and the installation of fences for the front and side yards.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Halford stated the windows on the accessory structure must be centered.
- Mr. Krittenbrink asked the Commissioners for their feedback on removing the door on the accessory structure. He further stated the windows would remain. The Commissioners stated since this was a non-contributing structure, that the Guidelines supported the alteration.
- Commissioner Thurston asked what material would be used for the siding. Mr. Krittenbrink stated Hardie Siding with a width to match the house siding.

- The Commissioners indicated to Mr. Krittenbrink the proposed 8' metal fence on the north side of the house would not be approvable as the Guidelines did not support metal fences. Further there were previous protests from neighbors.

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REPORTS/UPDATES

8. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JUNE 2, 2025, AND CONSIDERATION OF SIX-MONTH EXTENSION REQUESTS FOR EXPIRING COAS.

Motion by Commissioner Brewer to approve a six-month extension request for the expiring Certificate of Appropriateness at 485 College Avenue; **Second** by Commissioner Thurston.

The motion was passed unanimously with a vote of 6-0.

Ms. Starr reported on active COAs as follows:

- 549 S. Lahoma Avenue - Applicant is in the process of submitting a COA request for the north windows.
 - 904 Classen Avenue - Applicant is in the process of installing windows and siding on the north side of the house.
 - 607-609 S. Lahoma Avenue - Contractor has rebuilt the upper sash for the two front windows and had planned installation for June 13; due to inclement weather the contractor has rescheduled installation of the front windows to July 18, 2025.
 - 1320 Oklahoma Avenue - Demolition not completed. New construction has not started. Code enforcement action is underway on the property.
 - 505 Chautauqua Avenue - Work continues.
 - 643 Okmulgee Street - Work on the house is complete. Expansion of the driveway with an additional parking space has not started.
 - 700 Chautauqua Avenue - Work has started.
 - 424 College Avenue - Work has not started.
 - 503 Shawnee Street - Work already installed. Building & paving permits have not been submitted. COA work is complete.
 - 538 Chautauqua Avenue - Work has not started.
 - 800 Miller Avenue - Work has not started.
9. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2025-2026 CLG GRANT PROJECTS.
 - CLG grant funds are not available at this time but may be available later this year.

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MISCELLANEOUS COMMENTS

- Commissioner Chair Zorba announced tonight's meeting would be Commissioner Brewer's last Historic District meeting. He thanked her for her volunteerism and time on the Commission.

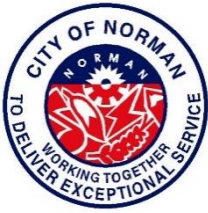
- Commissioner Halford informed the Commission that his last Historic District meeting will be in September.

Item 1.

ADJOURNMENT

The meeting was adjourned at 8:31 P.M.

Passed and approved this _____ day of _____ 2025.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: July 7, 2025

REQUESTER: Tyler Burns, Power Oklahoma

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: (HD 25-24) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 467 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF THE ENTRY DOORS ON THE PRINCIPAL STRUCTURE; B) INSTALLATION OF DOORS ON THE ACCESSORY DWELLING UNIT; C) INSTALLATION OF THE WINDOWS ON THE ACCESSORY DWELLING UNIT.

Background

Historical Information

1988 Chautauqua Historic District Nomination Survey Information:

467 College Ave., Ca 1916. Bungalow/Craftsman. This contributing, one-story, wood-sided single dwelling has an asphalt-covered, gabled roof and a poured concrete foundation. The wood windows are nine-over-one hung. The wrap-around entry porch has a side-gable roof supported by a wood column on brick piers. Decorative details include bracketed eaves and wood and brick piers. The garage behind and to the north side of the house has been converted into an apartment. (Staff notes this last sentence may not be accurate. The section of the house does not currently show evidence of a separate apartment.)

Sanborn Insurance Map Information

The principal structure appears on the 1918, 1925, and 1944 Sanborn Insurance Maps without an addition. A garage structure along the north property line at the rear of the house is shown on the 1925 and 1944 Sanborn Insurance Maps. This indicates the garage's attachment to the principal structure occurred after 1944. The subsequent addition to the rear garage area also occurred after 1944.

Previous Actions

This property was designated as part of the Chautauqua Historic District on August 14, 2018. There have been no Certificates of Appropriateness requests for this property.

July 7, 2025 – A Certificate of Appropriateness (COA) request for the removal of a non-original addition and the installation of a covered rear patio. The requested accessory dwelling unit (ADU) was approved as submitted, except for the proposed windows and doors.

Overall Project Description

As noted previously in this report, the request to build an ADU was approved as submitted, except for the windows and doors. The Commission found the windows and doors needed to match the principal structure's design and configuration. The applicant is now returning to the Commission with a COA request for the ADU's windows and doors. The applicant also proposes to replace the two entry doors on the principal structure.

REQUESTS

a) Replacement of doors on the principal structure.

Project Description:

The applicant proposes to replace the two 1980s entry doors with wood doors of an appropriate style for this historic structure. An illustration of the proposed door design is submitted for review by the Commission.

Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Preservation Guidelines

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

3.14 Guidelines

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 Retain and Preserve Original Doors. *Retain and preserve the original doors and door surrounds, including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware, on front doors and side doors visible from the street.*

.2 Replace Only Deteriorated Features. *If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit.*

.6 Wood Doors. *Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect them from the weather.*

.7 Replacement Doors. *Replacement doors on a historic structure are to be wood and in appropriate design, size, and details in keeping with the style of the house. Installation of steel doors on the front of a historic structure is prohibited. Aluminum-clad doors are permissible on the rear of the structure, upon review on a case-by-case basis.*

Considerations/Issues

The *Preservation Guidelines for Doors* require the preservation of original wood doors. Both entry doors appear to be from the 1980s and are not original to this 1916 Bungalow Craftsman structure. The *Guidelines* further state that replacement doors are to be made of wood and have a design appropriate to the style of the historic structure. The proposed replacement door will be wood and will feature Craftsman design elements. The proposed entry door meets the *Guidelines* for design and material.

The Commission would need to determine if the proposed replacement entry doors meet the *Guidelines* and are appropriate for this structure.

Commission Action: (HD 25-24) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 467 College Avenue for the following modifications: a) replacement of the entry doors on the principal structure.

b) Installation of a door in the accessory dwelling unit.

Project Description:

The applicant proposes the same wood entry door to match the principal structure. There is a rear door on the ADU that provides access to a utility maintenance room for the structure. The applicant proposes to install a fiberglass door for security and ease of maintenance. An illustration of the proposed doors is attached for review.

Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Preservation Guidelines

2.7 Guidelines for Secondary Structures

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.9 Windows and Doors for Secondary Accessory Structures. *Select doors and windows for new secondary accessory buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Windows and Door Guidelines.*

3.14 Guidelines for Doors

.10 New Primary and Secondary Accessory Structures. *Doors in new construction shall be similar to those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum-clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.*

Considerations/Issues

The *Preservation Guidelines* state that new doors on secondary structures are to match the historic structure in design. The proposed wood entry door will match the new entry doors proposed for the principal structure. *Preservation Guidelines* allow fiberglass or aluminum-clad on non-contributing structures that have no visibility from front right-of-way. The applicant proposes to utilize a fiberglass door for the rear access door into the utility maintenance room. The *Preservation Guidelines* allow fiberglass doors for secondary structures upon review by the Commission. This rear door is five feet from the rear property line and is not visible from the front right-of-way.

The Commission needs to determine if the proposed door design meets the *Guidelines* and whether it is appropriate for this structure.

Commission Action:

(HD 25-24) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 467 College Avenue for the following modifications: b) installation of a door in the accessory dwelling unit.

c) Installation of windows in the accessory dwelling unit.

Project Description:

The applicant proposes using aluminum-clad wood windows with a nine-over-one windowpane configuration for this accessory dwelling unit to match the principal structure. An illustration of the proposed design for the windows is submitted for review by the Commission.

Historic District Ordinance

36-535.a.2(g): *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Preservation Guidelines

2.7 Guidelines for Secondary Structures

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.9 Windows and Doors for Secondary Accessory Structures. *Select doors and windows for new secondary accessory buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Windows and Door Guidelines.*

.11 Avoid False Historical Appearance. *New secondary accessory structures are to be compatible with the style, age and character of the principal structure and district without creating a false historical appearance. New structures are to be of their own time and differentiated from the historic structure while maintaining compatibility with the principal structure and the character of the neighborhood.*

3.12 Guidelines for Windows

.11 New Primary and Secondary Accessory Structures. *Windows in new construction are to be compatible with in adjacent historic structures in terms of size, profile, design, proportions, and material. Wood and aluminum-clad windows are acceptable for use in new construction.*



Considerations/Issues

The *Preservation Guidelines* state that windows should match the historic structure in terms of windowpane configuration. The applicant proposes a nine-over-one windowpane configuration to match the principal structure. The *Preservation Guidelines* permit aluminum-clad windows for secondary structures, such as accessory dwelling units.

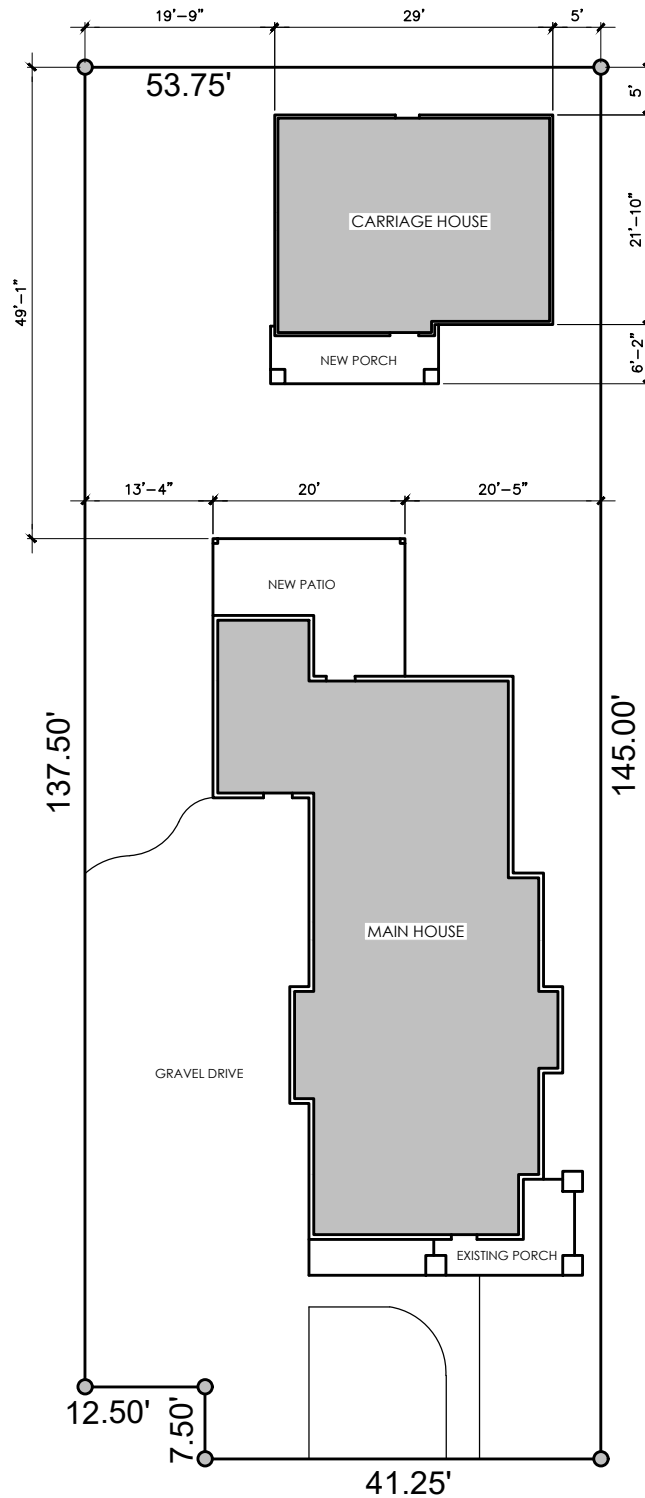
The Commission needs to determine if the proposed windows meet the *Guidelines* and whether it is appropriate for this structure.

Commission Action:

(HD 25-24) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 467 College Avenue for the following modifications: c) installation of windows in the accessory dwelling unit.

The City of Norman Historic District Commission APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)		Staff Only Use: HD Case # _____ Date _____ Received by: _____	Item 2.
Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.			
Address of Proposed Work:		467 College Ave.	
Applicant's Contact Information:			
	Applicant's Name: Tyler Burns		
	Applicant's Phone Number(s): [REDACTED]		
	Applicant's E-mail address: [REDACTED]		
	Applicant's Address: [REDACTED] 9		
	Applicant's relationship to owner : <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect		
Owners Contact Information:			
	Owner's Name: [REDACTED]		
	Owner's Phone Number(s): [REDACTED] 9		
	Owner's E-mail: [REDACTED]		
Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)			
1) Front Door on ADU			
2) Front Door on Houses			
3) Front door on second front entry			
4) Windows on ADU			
Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.			
Authorization: I hereby certify that all statements contained within this application, attached documents 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 the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.			
Signed by:  Property Owner's Signature:			Date: 7/9/2025
©X (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.			
Authorized Representative's Printed Name: Tyler Burns			
Authorized Representative's Signature: 			Date: 7/9/2025

OFF5E407502F482...



N. COLLEGE AVE

1 SITE PLAN
SCALE: 1" = 20'

LINCOLN ADDITION
467 N. COLLEGE AVE
CLEVELAND COUNTY
NORMAN, OKLAHOMA





lofties
design

467 COLLEGE AVE
NORMAN, OK

SQUARE FOOTAGE

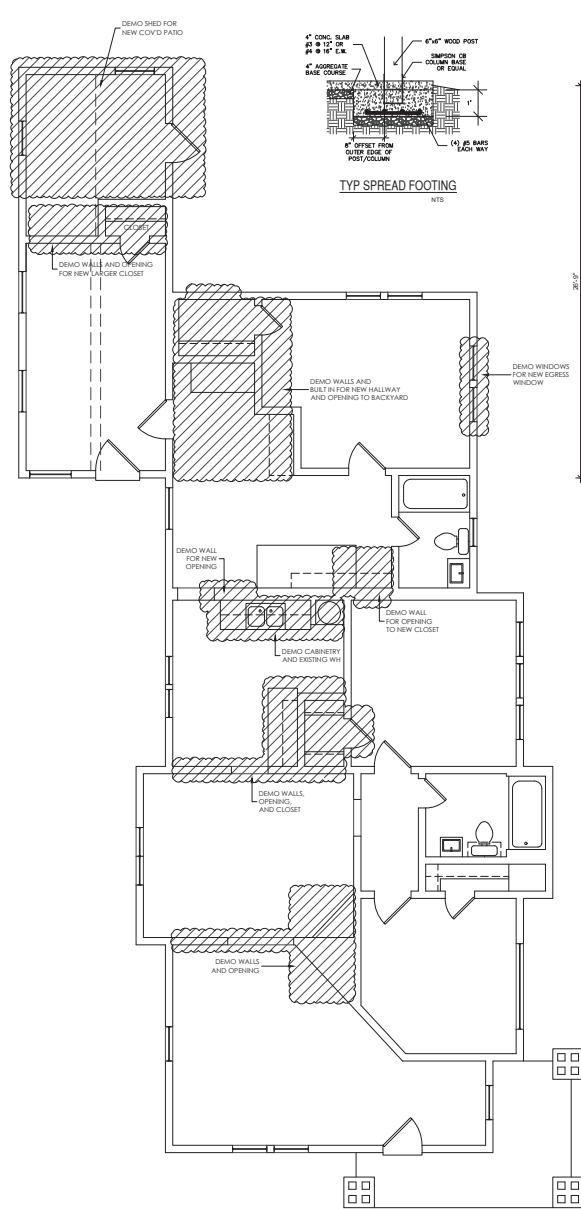
1,590 SQ FT
TOTAL LIVING

13 SQ FT
220 SQ FT

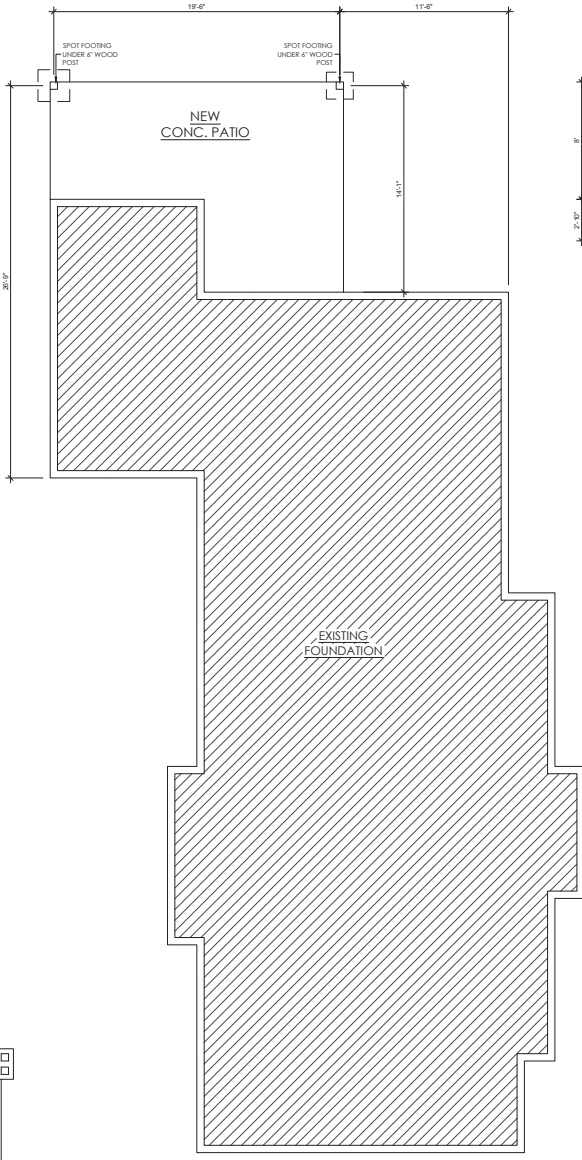
ADDED LIVING FOOTAGE-
NEW COVID PATIO-

DEMO/
FOUNDATION
FLOOR PLAN

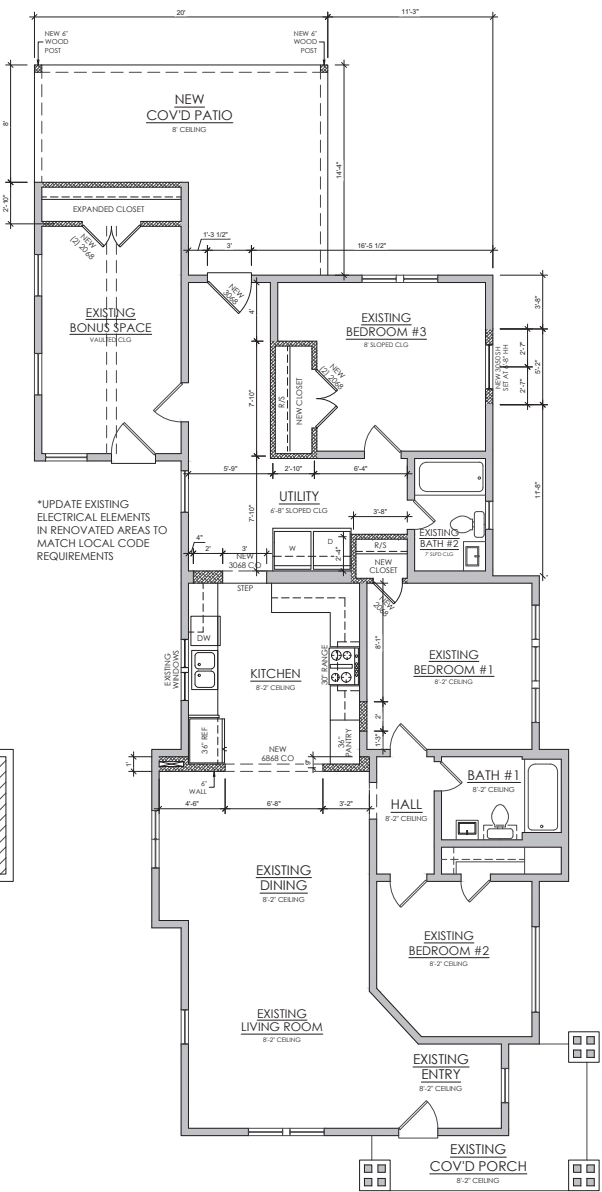
A101



1 EXISTING LAYOUT/DEMO PLAN
SCALE: 1/4" = 1'-0"



2 FOUNDATION
SCALE: 1/4" = 1'-0"



2 FLOOR PLAN
SCALE: 1/4" = 1'-0"



lofties
design

467 COLLEGE AVE
NORMAN, OK

SQUARE FOOTAGE

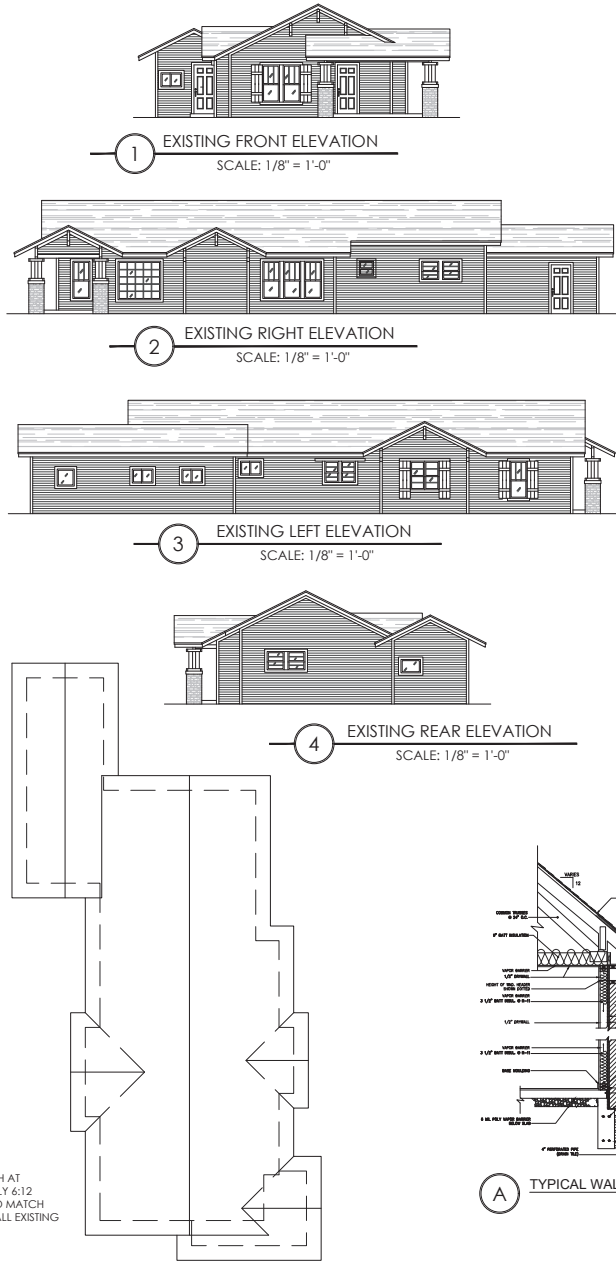
1,590 SQ FT
TOTAL LIVING

13 SQ FT
220 SQ FT

ADDED LIVING FOOTAGE-
NEW COVD PATIO-

EXISTING/
PROPOSED
ROOF PLAN

A201





lofties
design

467 COLLEGE AVE
NORMAN, OK

SQUARE FOOTAGE

1,590 SQ FT
TOTAL LIVING

13 SQ FT
220 SQ FT

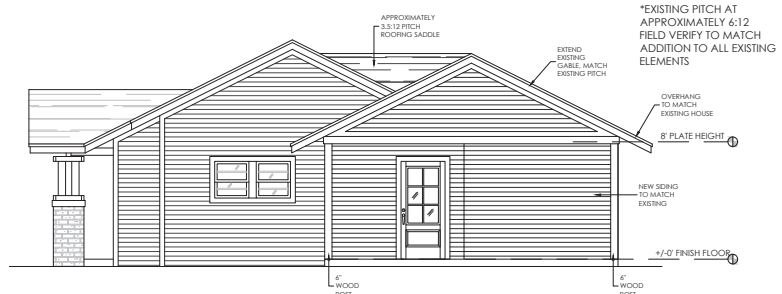
ADDED LIVING FOOTAGE-
NEW COVD PATIO-

PROPOSED
ELEVATIONS

A301



1 PROPOSED FRONT ELEVATION
SCALE: 1/4" = 1'-0"



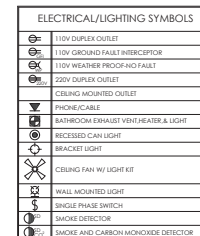
2 PROPOSED REAR ELEVATION
SCALE: 1/4" = 1'-0"



3 PROPOSED RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



4 PROPOSED LEFT ELEVATION
SCALE: 1/4" = 1'-0"





lofties
design

467 COLLEGE AVE
NORMAN, OK
PROPOSED ADU

SQUARE FOOTAGE

650 SQ FT
TOTAL UNDER FOOT

642 SQ FT
8 SQ FT

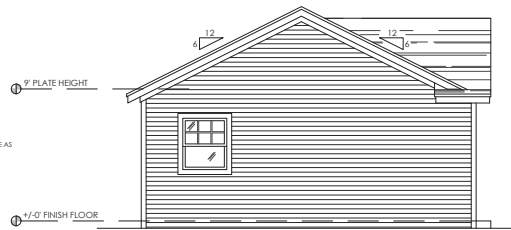
LIVING FRAME:
MECH CLOSET

ELEVATIONS/
ROOF PLAN

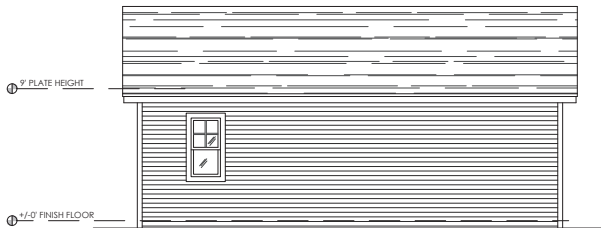
A102



1 FRONT ELEVATION
SCALE: 1/4" = 1'-0"



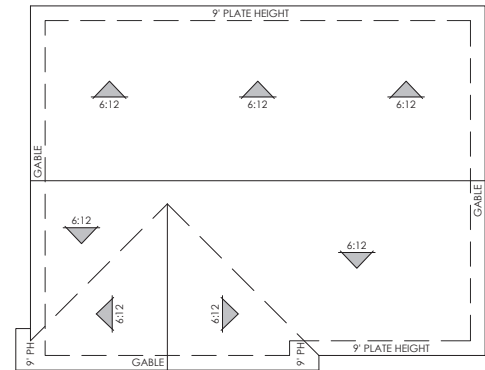
2 LEFT ELEVATION
SCALE: 1/4" = 1'-0"



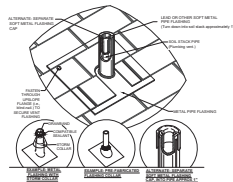
3 REAR ELEVATION
SCALE: 1/4" = 1'-0"



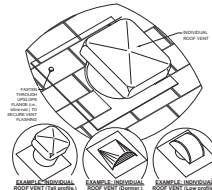
4 RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



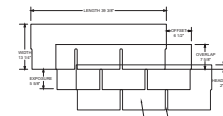
5 ROOF PLAN
SCALE: 1/4" = 1'-0"



A SOIL PIPE STACK DETAIL
NTS



B ROOF VENT DETAIL
NTS



C BASIC SHINGLE COURSE - LAMINATED
NTS



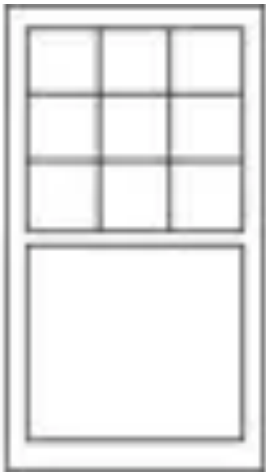
New front door - Existing house
Greatview, solid wood
Craftsman style, clear glass, 6 lite
To be painted white to match trim



New side door - Existing house
Greatview, solid wood
Craftsman style, clear glass, 6 lite
To be painted white to match trim



New back door - Existing house,
Masonite, solid wood, clear glass, 6
lite. To be painted white to match
trim



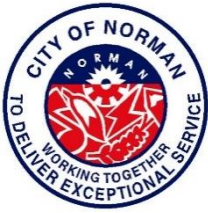
New ADU Windows - Windsor
Aluminum Clad with wood on interior
White, grid pattern shown above
Double hung



New ADU Back utility door -
Fiberglass



New ADU front door -
Greatview, solid wood
Craftsman style, clear glass, 6 lite
To be painted white to match trim.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: July 7, 2025

REQUESTER: Catherine Gilarranz, Krittenbrink Architecture

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: (HD 25-26) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF THE FRONT STOOP CANOPY ON THE PRINCIPAL STRUCTURE; B) REPLACEMENT AND INSTALLATION OF WOOD SHUTTERS ON THE FRONT AND REAR ELEVATIONS OF THE PRINCIPAL STRUCTURE; C) REMOVAL OF A WINDOW ON THE FRONT ELEVATION OF THE PRINCIPAL STRUCTURE; D) REPLACEMENT OF A DOOR ON NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE WITH A WINDOW; E) MOVE EXISTING WINDOW ON THE NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; F) ADDITION OF A WINDOW ON THE NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; G) REPLACEMENT OF A DOUBLE WINDOW WITH A SINGLE WINDOW ON THE SOUTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE; H) ADDITION OF A REAR PORCH TO THE PRINCIPAL STRUCTURE; I) REPLACEMENT OF A BAY WINDOW WITH A SLIDING GLASS DOOR UNIT ON THE REAR OF THE PRINCIPAL STRUCTURE; J) REPLACEMENT OF A DOOR WITH A WINDOW ON THE REAR OF THE PRINCIPAL STRUCTURE; K) RE-OPENING OF A WINDOW OPENING ON THE REAR OF THE PRINCIPAL STRUCTURE; L) RECONFIGURATION OF WINDOWS AND DOORS ON THE ACCESSORY STRUCTURE; M) INSTALLATION OF A STOOP CANOPY ON THE NORTH AND WEST (FRONT) SIDES OF THE ACCESSORY STRUCTURE; N) INSTALLATION OF WALKWAYS IN THE SIDE AND REAR YARDS.

BACKGROUND

Historical Information

1988 Chautauqua Historic District Survey Information:

485 College Ave. Circa 1935. This is a contributing Colonial Revival, two-story, weatherboard single dwelling. It has a gabled roof with a brick chimney on the north end. It does not have any porch or columns on the front, but there is a gabled wing that projects from the front of the house with a bay window. The siding has been clad with vinyl and the entry hood has been replaced.

485½ College Ave. Circa 1935. This non-contributing structure was originally built for automobile storage. It has a gable roof with no porch, chimney, or columns and has no discernible architectural style. Sometime after 1944, the exterior siding was clad with metal siding and the garage was converted to an accessory structure. The windows are metal while the door is wood panel. Due to alterations, this structure is considered non-contributing.

Sanborn Insurance Maps

The 1944 Sanborn Insurance Map shows the principal structure in its current location. An accessory structure is visible on the 1944 Sanborn Insurance Map, where the front wing configuration of the house is currently located. The 1944 Sanborn Insurance Map also shows the accessory structure situated along the southern property line in its current location and configuration.

Previous Actions

This property was designated part of the Chautauqua Historic District on August 14, 2018.

March 7, 2022 – The property owner requested a feedback session with the Commission about the removal of existing structures to accommodate the installation of a garage, swimming pool, greenhouse, and carport. The Commission indicated the demolition of a historic structure did not meet the *Preservation Guidelines*.

June 3, 2024 – A Certificate of Appropriateness (COA) was approved for the following exterior work:

- a) Removal of existing front yard parking and reconfiguration of the driveway with either grasscrete or concrete.
- b) Installation of gutters on the house.
- c) Installation of gutters on the accessory structure.
- d) Replacement of existing windows with alternative material windows on the house.
- e) Replacement of existing windows with alternative material windows on the accessory structure.
- f) Installation of a new concrete walkway in the front yard with an additional leg from the northwest corner to the public sidewalk.

The Commission postponed the following requests to allow for revisions:

- g) Installation of a four-foot wrought iron fence with brick columns in the front yard.
- h) Installation of an eight-foot solid metal fence with brick columns in the side.
- i) Installation of an eight-foot solid metal fence with brick columns in the rear yard.
- j) Installation of wrought iron gates over a driveway.
- k) Addition of a porch to the front façade of the house.
- l) Addition of a porch to the front façade of the accessory structure.
- m) Installation of a metal and glass sunroom to the rear of the house.
- n) Installation of a swimming pool and associated decking in the side yard; and
- o) Installation of new concrete walkways in the side and rear yards.

The Commission denied the request for the installation of front façade dormers.

June 7, 2025 – The applicant, Krittenbrink Architecture, requested a feedback session with the Commission to revisit possible exterior modifications to the principal structure, accessory structure, and the property. The Commission provided feedback on the proposed modifications.

Overall Project Description

As noted above, the applicant, Krittenbrink Architecture, requested feedback on various proposed modifications to the property at the June 7, 2025, meeting. Krittenbrink Architecture has developed plans based upon the input received and is now returning to the Historic District Commission with the following proposed modifications: the installation of stoop canopies on principal structure and accessory structure, addition of shutters on the principal structure, reconfiguration of windows and doors on the principal structure and the accessory structure, the addition of a porch to rear of the house, and the installation of private walkways.

The applicant is also proposing the installation of a four-foot iron fence with a gate in the front and side yards, as well as the installation of a swimming pool in the rear yard. Both proposals are approvable through the Administrative Bypass process and do not require review by the Commission. Lastly, the applicant plans to replace a portion of the existing concrete driveway on the south side of the principal structure and to renovate the existing eight-foot fence along the north property line. Both proposals would be considered repair work and do not require review.

REQUESTS

a) Replacement of front stoop canopy on the principal structure.

Project Description

The applicant proposes to replace the existing canopy over the front stoop with the design shown in the submitted elevation drawings. The proposed stoop canopy will be comprised of wood with a composite shingle roof.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Reference - Preservation Guidelines

3.16 Guidelines

The Historic District Commission will use the following criteria for review of a Certificate of Appropriateness (COA):

.1 Preserve Original Entrances, Porches, and Balconies. *Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.*

.2 Replace Only Deteriorated Elements. *If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, and material. Compatible substitute materials can be considered only if using the original material is not available.*

.3 Match Original. *If full replacement of an entrance, porch, or balcony is necessary, replace it in-kind, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if the original material is no longer available.*

.4 Replace Missing Features. *Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or a new design compatible with the historic character of the building and the district.*

.9 Avoid False Historical Appearances. *Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.*

13. Respect Design. *Original design, construction, and materials shall be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.*

Considerations/Issues

The *Preservation Guidelines for Porches* state it is not appropriate to remove or add porch elements on the principal structure's front façade. In this case, the current entryway canopy is not original to this structure. The Commission has approved the re-installation of a front porch based on historic documentation. The Commission has also approved the addition of a small, covered entryway or stoop canopy to provide weather protection on structures that historically lacked an entryway feature. Per the *Guidelines*, new features should reflect the style, period, and design of the historic structure and not create a false sense of history. The proposed stoop canopy is similar to other canopies found on historic structures in the Chautauqua District.

The Commission would need to determine whether the addition of a stoop canopy, as submitted, meets the *Preservation Guidelines* and if the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: a) replacement of front stoop canopy on the principal structure.

b) Replacement and installation of wood shutters on the front and rear elevations of the principal structure.

Project Description

The principal structure currently has wood shutters on the first-floor façade. The applicant proposes to replace the existing vinyl shutters with wood shutters. The applicant also proposes to install wood shutters on the second floor of the front and rear elevations. The design of the shutter differs from that of the existing shutters and is illustrated in the submitted photo and elevation drawings.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Reference - Preservation Guidelines

3.18 Guidelines for Utilities and Energy Retrofit

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

1. Retain Inherent Energy-Conserving Features. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, as well as operable windows, transoms, shutters, and blinds.

2. Use Traditional Energy-Saving Practices. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features such as awnings, operable shutters, and storm windows and doors, where appropriate.

3.3 Guidelines for Wood Features

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 Preserve Original Features. Retain and preserve wood features that contribute to the overall historic character of a building, including siding, shingles, cornices, brackets, pediments, columns, balustrades, and architectural trim.

.2 Replace Only Deteriorated Elements. If replacement of a deteriorated detail or element of a wood feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, texture, and material. Compatible substitute materials can be considered if in-kind replacement materials are not available or feasible.

.3 Replace Missing Features. Replace missing wooden features based on accurate documentation of the missing original or a new design compatible in scale, size, material, and texture, with the style, period, and design of the historic building and the district as a whole. Compatible substitute materials can be considered if in-kind replacement materials are not available or feasible.

.4 Avoid False Historical Appearances. Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

Considerations/Issues

The *Preservation Guidelines for Wood Features* state it is not appropriate to add or remove wood features from the front façade. The *Preservation Guidelines for Energy Retrofit* allow for the installation of operable shutters as a means of energy conservation. In this case, the applicant is requesting shutters as a decorative feature for the front façade.

The Commission has approved the addition of decorative shutters to a historic structure, where the width and height of the shutters are designed to give the appearance of operability. In the past, the Commission has viewed fixed shutters as a temporary feature that will not permanently alter the exterior of the historic principal structure. Staff would note that Colonial Revival structures often had shutters as a decorative element.

Per the *Guidelines*, new features should reflect the style, period, and design of the historic structure and not create a false sense of history. The current vinyl shutters are a louvered design. Louvered and paneled shutters are typical of Colonial Revival structures in the district.

The Commission would need to determine if the replacement and addition of shutters on the principal structure meets the *Preservation Guidelines* and whether such proposed work is compatible with both the historic structure and the District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: b) Installation of shutters on the front elevation of the principal structure.

c) Removal of a window on the front elevation of the principal structure.

Project Description

The principal structure currently has an awkwardly placed window located on the south side of the front elevation against the wall of the front wing addition. This window does not match the window size or symmetry found on the remainder of the front elevation, indicating it is not original to the historic structure. It appears this window was either added or built over when the front wing addition was connected to the principal structure. The applicant proposes to remove the window to restore symmetry to the front façade and improve internal programming.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Reference - Preservation Guidelines

3.12 Guidelines for Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

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

.9 Preserve Original Openings. *Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.*

Considerations/Issues

The *Preservation Guidelines for Windows* state original window openings are to be preserved. It is unclear whether this window is original in location and size to the historic structure. Its removal would restore symmetry to the front façade. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if the removal of this window meets the *Preservation Guidelines* and whether the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: c) removal of a window on the front elevation of the principal structure.

d) Replacement of the door on the north side of the front room of the principal structure with a window.

Currently, the front wing of the principal structure has a door on the north side. The applicant proposes to remove this door and replace it with a window. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

Reference - Historic District Ordinance

36-535. a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Reference - Preservation Guidelines

3.14 Guidelines for Doors

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 Retain and Preserve Original Doors. *Retain and preserve original doors and door surrounds, including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware on front doors and side doors visible from the street.*

3.12 Guidelines Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.10 Materials. *Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.*

Considerations/Issues

The *Preservation Guidelines for Doors* state original door openings are to be preserved. This front wing addition was added after 1944, and therefore, the door is not original to this historic structure. Replacing this door with a window would enhance internal functionality and create a more symmetrical façade for the front wing addition. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the replacement of a door with a window meets the *Preservation Guidelines* and whether the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: d) Replacement of the door on the north side of the front room of the principal structure with a window.

e) Move the existing window on the north side of the front room of the principal structure to restore symmetry.

Project Description

The front wing addition of the principal structure has an existing window on the north side of the addition. To enhance the exterior, the applicant proposes to relocate the existing window to provide symmetry to this non-original front wing addition.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Reference - Preservation Guidelines

3.12 Guidelines for Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

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

.9 Preserve Original Openings. *Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.*

Considerations/Issues

The *Preservation Guidelines for Windows* state original window openings are to be preserved in their location. Due to its location and configuration, the front wing addition is likely not original to the house. Moving this window will provide similar symmetry found in the remainder of the historic structure. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if moving this window to provide symmetry meets the *Preservation Guidelines* and whether the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: e) move the existing window on the north side of the front room of the principal structure to restore symmetry.

f) Addition of a window on the north side of the front room of the principal structure to restore symmetry.

Project Description

To complete the symmetry on this side of the front wing addition, the applicant proposes adding a window. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Reference - Preservation Guidelines

3.12 Guidelines for Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

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

.9 Preserve Original Openings. Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.

Considerations/Issues

The *Preservation Guidelines for Windows* state window openings are not to be added to the front façade of a historic structure. Due to its location and configuration, this addition is likely not original to the house. The addition of a window will help provide symmetry for this elevation of the addition. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if the addition of this window meets the *Preservation Guidelines* and whether the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: f) addition of a window on the north side of the front room of the principal structure to restore symmetry.

g) Replacement of a double window with a single window on the south side of the front room of the principal structure.

Project Description

The south side of the front wing addition has two single windows and one double window. To provide symmetry to the south side of the front wing addition, the applicant proposes replacing the double window with a single window. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

Reference - Preservation Guidelines

3.12 Guidelines for Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

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

.9 Preserve Original Openings. *Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.*

Considerations/Issues

The *Preservation Guidelines for Windows* state window openings are to be preserved in a historic structure. Due to its location and configuration, the front wing addition is most likely not original to the house. The re-installation of a single window will restore symmetry for this elevation of principal structure. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if the replacement of a double window with a single window meets the *Preservation Guidelines* and whether the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: g) replacement of a double window with a single window on the south side of the front room of the principal structure.

h) Addition of a rear porch to the principal structure.

Project Description

The applicant proposes the addition of a rear porch, as illustrated in the submitted drawings. The proposed porch will be 9'-8" deep by 16'-0" wide, for a total of 154 square feet. The porch will be wood construction with a composite shingle roof.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Reference - Preservation Guidelines

3.16 Guidelines for Porches

The Historic District Commission will use the following criteria for review of a Certificate of Appropriateness (COA):

.9 Avoid False Historical Appearances. *Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.*

12. New Balconies and Porches. *Balconies and porches built on the rear and not visible from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side of a historic structure will only be considered if there is historic evidence that one existed. The design and materials are to be based on historic evidence of the design or be a design seen in similar structures in the historic neighborhood.*

13. Respect Design. *Original design, construction, and materials shall be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.*

Considerations/Issues

The *Preservation Guidelines for Porches* permit rear porches with limited or no visibility from the front street right-of-way. The Historic District Ordinance allows modern-day additions on the rear elevation, such as this proposed rear porch. The porch is compatible in materials and design with the principal structure. The proposed porch design is similar to other porch designs found in the Chautauqua District.

The Commission would need to determine if the addition of a rear porch, as submitted, meets the *Preservation Guidelines* and whether such proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: h) addition of a rear porch to the principal structure.

i) Replacement of a bay window with a sliding glass door unit on the rear of the principal structure.

Project Description

To provide access to the new rear porch, the applicant proposes a set of aluminum-clad sliding glass doors to replace the existing bay window. The proposed doors will feature a windowpane configuration as illustrated in the submitted photo and elevation drawing.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Reference - Preservation Guidelines

3.12 Guidelines for Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

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

.9 Preserve Original Openings. Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.

3.14 Guidelines for Doors

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.10 New Primary and Secondary Accessory Structures. Doors in new construction shall be similar to those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum-clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.

Considerations/Issues

The *Preservation Guidelines for Windows* state original windows are to be preserved. However, the existing bay window is not original to the house. Additionally, the Historic District Ordinance permits the installation of modern conveniences, such as sliding glass doors on the rear of historic principal structures with limited or no visibility from the front streetscape. The *Guidelines for Doors* allow for aluminum-clad wood doors on the rear of the structure to be considered on a case-by-case basis. The proposed windowpane configuration for the sliding glass doors will be compatible with the Colonial Revival style of the principal structure.

The Commission would need to determine if the replacement of the non-original bay window with a set of aluminum-clad sliding glass doors, as submitted, meets the *Preservation Guidelines* and if such proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: i) Replacement of a bay window with a sliding glass door unit on the rear of the principal structure.

j) Replacement of a door with a window on the rear of the principal structure;

Project Description

To improve internal programming, the applicant proposes replacing the existing door on the rear of the principal structure with a window. The window will match the opening size and windowpane configuration found in the principal structure. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

Reference - Historic District Ordinance

36-535.a.2.g: To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Reference - Preservation Guidelines

3.14 Guidelines for Doors

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 Retain and Preserve Original Doors. *Retain and preserve original doors and door surrounds, including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware on front doors and side doors visible from the street.*

.10 New Primary and Secondary Accessory Structures. *Doors in new construction shall be similar to those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum-clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.*

3.12 Guidelines Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.10 Materials. *Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.*

Considerations/Issues

The *Preservation Guidelines for Doors* state original doors are to be preserved. However, the Historic District Ordinance permits changes to the rear elevation of historic structures to accommodate modern living. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the replacement of the door on the rear elevation with a window, as submitted, meets the *Preservation Guidelines* and whether the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: j) replacement of a door with a window on the rear of the principal structure.

k) Re-opening of a window on the rear of the principal structure.

Project Description

The existing window on the south side of the rear elevation is currently boarded up. The applicant proposes to reinstall a window to match the rest of the principal structure. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Reference - Preservation Guidelines

3.12 Guidelines for Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

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

.9 Preserve Original Openings. *Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.*

.10 Materials. *Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.*

Considerations/Issues

The *Preservation Guidelines for Windows* discourage the creation of new window openings on the front or side elevations of a historic house. However, this request is for the re-installation of window. This request to reopen and install a window meets the *Guidelines for Windows* and the Historic District Ordinance. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the reopening of the existing window opening on the rear elevation, as submitted, meets the *Preservation Guidelines* and whether the proposed work is compatible with this historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: k) re-opening of a window opening on the rear of the principal structure.

l) Reconfigure windows and doors on the accessory structure for symmetry.

Project Description

The property owner wishes to convert the existing structure into a cabana for use with the new swimming pool planned for the rear yard. To meet this desired function, the applicant proposes to reconfigure the windows and doors on the accessory structure as shown in the submitted elevation drawings. The applicant proposes the same window type as previously approved for

this property under the COA issued June 3, 2024. The proposed doors will be aluminum clad as shown in the submitted drawings for materials.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Reference - Preservation Guidelines

2.7 Guidelines for Secondary Structures

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.9 Windows and Doors for Secondary Accessory Structures. *Select doors and windows for new secondary accessory buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Windows and Door Guidelines.*

3.12 Guidelines for Windows

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.11 New Primary and Secondary Accessory Structures. *Windows in new construction are to be compatible with in adjacent historic structures in terms of size, profile, design, proportions, and material. Wood and aluminum-clad windows are acceptable for use in new construction.*

3.14 Guidelines for Doors

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed below. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.10 New Primary and Secondary Accessory Structures. *Doors in new construction shall be similar to those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.*

Considerations/Issues

The *Preservation Guidelines for Secondary Windows* require the preservation of original windows and doors in historic accessory structures. However, this structure has lost its historic contributing status due to alterations made prior to the 1988 Historic Survey for the Chautauqua Historic District. The Historic District Ordinance allows alterations to accessory structures with limited or no visibility from the front streetscape. The *Preservation Guidelines* permit alterations to non-contributing structures to the extent necessary to ensure compatibility with the surrounding District. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the reconfiguration of windows and doors on the accessory building, as submitted, meets the *Preservation Guidelines* and whether the proposed work is compatible with the principal historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: l) reconfigure windows and doors on the accessory structure for symmetry.

m) Installation of a porch canopy on the north and west (front) sides of the accessory structure.

Project Description

To complete the accessory structure repurposing as a cabana, the applicant proposes the addition of a porch canopy on the north and west sides of the accessory structure, as shown in the submitted elevation drawings. The proposed canopies for the entryway will provide both protection and a decorative detail for the accessory structure. The proposed canopies will match the principal structure's entryway canopy in terms of material and design.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Reference - Preservation Guidelines

2.7 Guidelines for Secondary Structures

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 Secondary structures. *Secondary structures are accessory structures with a footprint of 400 square feet or greater and/or taller than one story. Examples of secondary structures include garage apartments, studios, workshops, and cabanas.*

.3 Preserve Original Materials. *When possible, retain and preserve character-defining materials, features, and details of historic secondary structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of secondary structures in accordance with pertinent guidelines.*

.4 Replace Only Deteriorated Portions. *If replacement of a deteriorated element or detail of a historic secondary structure is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*

.9 Windows and Doors for Secondary Accessory Structures. *Select doors and windows for new secondary accessory buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Windows and Door Guidelines.*

.11 Avoid False Historical Appearance. New secondary accessory structures are to be compatible with the style, age, and character of the principal structure and district without creating a false historical appearance. New structures are to be of their own time and differentiated from the historic structure while maintaining compatibility with the principal structure and the character of the neighborhood.

Reference - Preservation Guidelines

3.16 Guidelines

The Historic District Commission will use the following criteria for review of a Certificate of Appropriateness (COA):

.1 Preserve Original Entrances, Porches, and Balconies. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.

.2 Replace Only Deteriorated Elements. If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, and material. Compatible substitute materials can be considered only if using the original material is not available.

.3 Match Original. If full replacement of an entrance, porch, or balcony is necessary, replace it in-kind, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if the original material is no longer available.

.4 Replace Missing Features. Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or a new design compatible with the historic character of the building and the district.

.9 Avoid False Historical Appearances. Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

13. Respect Design. Original design, construction, and materials shall be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.

Considerations/Issues

The *Preservation Guidelines for Secondary Structures* encourage the retention of original features. However, this structure has lost its historic contributing status due to alterations. The Historic District Ordinance allows alterations to accessory structures with limited or no visibility from the front streetscape for modern-day uses such as a cabana. The proposed stoop canopies will match the canopy on the principal structure in terms of design and materials.

The Commission would need to determine if the addition of stoop canopies on the accessory building, as submitted, meets the *Preservation Guidelines* and whether the proposed work is compatible with the principal historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: m) installation of a stoop canopy on north and west (front) sides of accessory structure.

n) Installation of walkways in the rear yard.

Project Description

The applicant is proposing a set of walkways connecting the principal structure, the cabana, and the swimming pool, as shown on the submitted site plan.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern-day uses and conveniences for their residents.*

36-535.c: *Changes to rear elevations do require a COA; however, the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances.*

Reference - Preservation Guidelines

2.8 Standards for Administrative Bypass for Sidewalks, Driveways, and Off-Street Parking

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.4 Walkways. *Private sidewalks and walkways in the rear yard.*

Considerations/Issues

The *Preservation Guidelines for Sidewalks* allow the review of walkways in the rear yard with no visibility from the front streetscape to be approved through the Certificate of Appropriateness by Administrative Bypass. The proposed walkways have visibility from the front right-of-way and therefore require review by the Commission. Walkways in the side and rear yards are typical modern-day living that have been approved by the Commission.

The Commission would need to determine if the proposed walkways, as submitted, meet the *Preservation Guidelines* and whether the proposed work is compatible with the principal historic structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: n) Installation of walkways in the rear yard.

The City of Norman Historic District Commission
FOR CERTIFICATE OF APPROPRIATENESS (COA)

Staff Only Use

HD Case #:

Date:

Received by:

Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311

Address of Proposed Work: 485 COLLEGE AVE, NORMAN, OK, 73069

Applicant's Contact Information: KRITTENBRINK ARCHITECTURE LLC

Applicant's Name: CARLA CATHERINE GILARRANZ

Applicant's Phone Number(s):

Applicant's E-mail address:

Applicant's Address: 119 W. MAIN STREET, NORMAN, OK, 73069

Applicant's relationship to owner: ☐ Contractor ☐ Engineer ☒ Architect

Owner's Contact Information: (if different than applicant)

Owner's Name: STEPHEN TEEL

Owner's Phone Number(s):

Owner's E-mail:

Project(s) proposed: (List each item of proposed work requested. Work not listed cannot be reviewed.)

1) REFER TO ATTACHED PAGE 4, OR FULL BREAKDOWN OF PROPOSED SCOPE ITEMS.

2)

3)

4)

Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.

Authorization: I hereby certify that all statements contained within this application, attached documents 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 the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.

Property Owner's Signature:

Date: 30/06/25

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

Authorized Representative's Printed Name:

Authorized Representative's Signature:

Date: 30/06/25

485 COLLEGE AVE COA REQUEST:

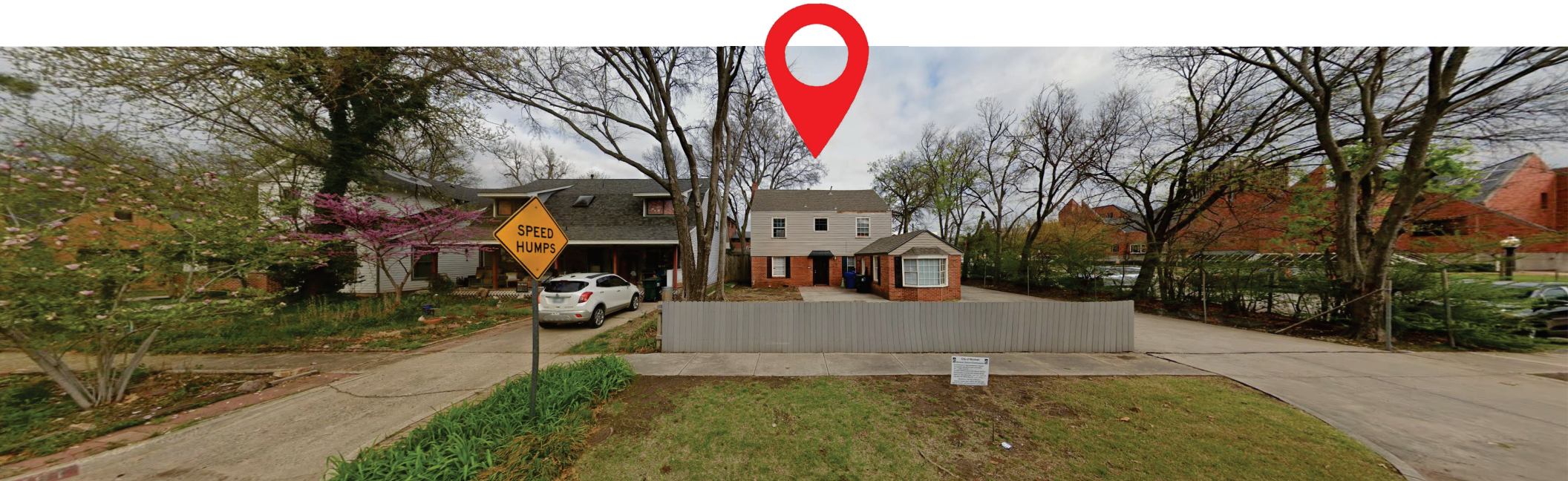
1. Replace front stoop canopy.
2. Replace existing shutters and install new wood shutters on front and rear elevations of principal structure.
3. Remove window on the front of principal structure.
4. Replace door on north side of front principal structure with window.
5. Move existing window on north side of front principal structure to restore symmetry.
6. Add window on north side of front principal structure to restore symmetry.
7. Replace double window with single window on the south side of front principal structure.
8. Add porch to rear of the principal structure. 9'-8" deep X 16'-0" wide, 154 s.f.
9. Replace bay window on rear of principal structure with sliding glass door unit.
10. Replace door with window on rear of principal structure.
11. Re-open window opening on rear of principal structure.
12. Reconfigure windows and doors on accessory structure for symmetry.
13. Install porch canopy on north and west (front) side of accessory structure.
14. Install walkways in rear yard.

Changes By Admin Bypass:

1. Install 4' tall iron fence and gate along front property line.
2. Install 4' tall wood fence on south side of the house at the end of the driveway.
3. Install swimming pool in rear yard.

Other Items:

1. Renovate existing 8' tall privacy fence on north property line.
2. Replace portion of existing concrete on south side of house.



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OU HILLEL



TEEL RESIDENCE
RENOVATION PROPOSAL
485 COLLEGE AVE, NORMAN OK 73069



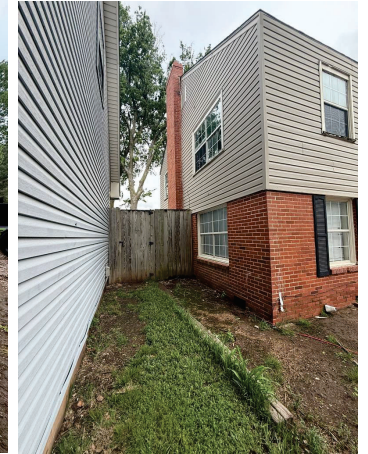
FRONT – PRIMARY STRUCTURE



FRONT – PRIMARY STRUCTURE



NORTH – PRIMARY STRUCTURE



NORTHWEST – PRIMARY STRUCTURE



SOUTH – PRIMARY STRUCTURE



FRONT (WEST) – ACCESSORY STRUCTURE



REAR (EAST) – ACCESSORY STRUCTURE

EXISTING PROPERTY

A black metal fence with a wooden roof structure visible behind it, surrounded by trees.

A photograph showing a residential property. In the foreground, there is a wooden fence made of vertical slats. To the right, a portion of a house is visible, featuring a brick base and light-colored horizontal siding. A large tree stands between the fence and the house. In the background, another house with a white roof and green shutters is visible through the trees. The ground in the foreground is dirt and gravel, with a blue tarp partially visible.

A black wrought-iron fence with a central gate. The fence features vertical bars and decorative finials at the top. The gate is slightly recessed and has a similar design. The fence is shown against a plain white background.



1 EXISTING - ARCHITECTURAL SITE PLAN 1" = 10'-0"



PHONE: PHO
FAX: FAX

COA SET
07.11.2025

[illegible]

PRIMARY ISSUE		
MARK	DATE	DESCRIPTION
0	00-00-00	PERMIT ISS
0	00-00-00	BD ISSUE
0	00-00-00	CONST. ISS

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FROM KOTTENBROCK ARCHITECTURE LLC

DRAWN BY	CHECKED BY
DFC	MUK

SHEET TITLE:

EXISTING
ARCHITECTURAL
SITE PLAN

SHEET NO: _____

48

STRUCTURAL CONSULTANT:
STRUCT-ENG
STRUCT-ENG-ADDR

PHONE: PHONE
FAX: FAX

MECHANICAL CONSULTANT:
MECH. ENG
MECH-ENG-ADDR

PHONE: PHONE
FAX: FAX

ELECTRICAL CONSULTANT:
ELEC. ENG
ELEC-ENG-ADDER

PHONE: PHONE
FAX: FAX

COA SET
07.11.2025

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PRIMARY ISSUE		
MARK	DATE	DESCRIPTION
0	00-00-00	PERMIT ISSUE
0	00-00-00	BID ISSUE
0	00-00-00	CONST. ISSUE

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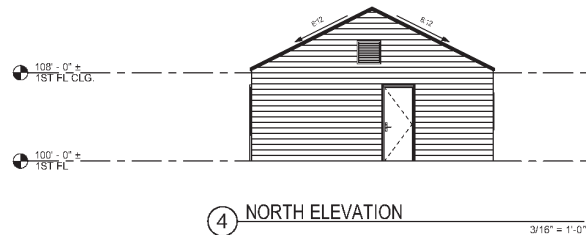
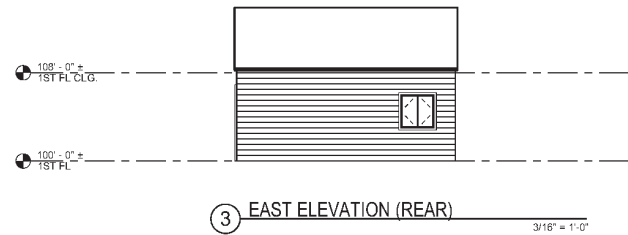
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SHEET TITLE:
EXIST. EXT. ELEV. -
ACCESSORY
STRUCTURE

SHEET NO:

H003

EXISTING EXTERIOR ELEVATIONS - ACCESSORY STRUCTURE
SCALE: 3/16" = 1'



A black metal fence with a wooden roof structure visible behind it, surrounded by trees.

A photograph showing a residential property. In the foreground, there is a wooden fence made of vertical slats. Behind the fence, a brick house with a grey roof is visible. To the right, a two-story house with a brick base and light-colored siding is partially visible. A large tree stands between the fence and the brick house. The ground in the foreground is dirt and grass, with some blue plastic sheeting visible.

KEY NOTES FOR COA REQUEST:

- ① REPLACE FRONT STOP CANOPY.
- ② REPLACE EXISTING SHUTTERS AND INSTALL NEW WOOD SHUTTERS ON FRONT AND REAR ELEVATION AT PRINCIPAL STRUCTURE.
- ③ REMOVE WINDOW ON REAR OF PRINCIPAL STRUCTURE.
- ④ REPLACE DOOR ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE WITH WINDOW.
- ⑤ MOVE EXISTING WINDOW ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE TO RESTORE SYMMETRY.
- ⑥ ADD WINDOW ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE TO RESTORE SYMMETRY.
- ⑦ REPLACE DOUBLE WINDOW WITH SINGLE WINDOW ON THE SOUTH SIDE OF FRONT PRINCIPAL STRUCTURE.
- ⑧ ADD PORCH TO REAR OF THE PRINCIPAL STRUCTURE 9'4" D X 10'4" WIDE, 154 S.F..
- ⑨ REPLACE BAY WINDOW ON REAR OF PRINCIPAL STRUCTURE WITH SLIDING GLASS DOOR UNIT.
- ⑩ REPLACE DOOR WITH WINDOW ON REAR OF PRINCIPAL STRUCTURE.
- ⑪ RE-OPEN WINDOW OPENING ON REAR OF PRINCIPAL STRUCTURE.
- ⑫ RECONFIGURE WINDOWS AND DOORS ON ACCESSORY STRUCTURE FOR SYMMETRY.
- ⑬ INSTALL PORCH CANOPY ON NORTHWARD WEST FRONT SIDE OF ACCESSORY STRUCTURE.
- ⑭ INSTALL WALKWAYS IN REAR YARD.

PROPERTY AREA = 7637.5 SF

BUILDING FOOTPRINT = 1723.

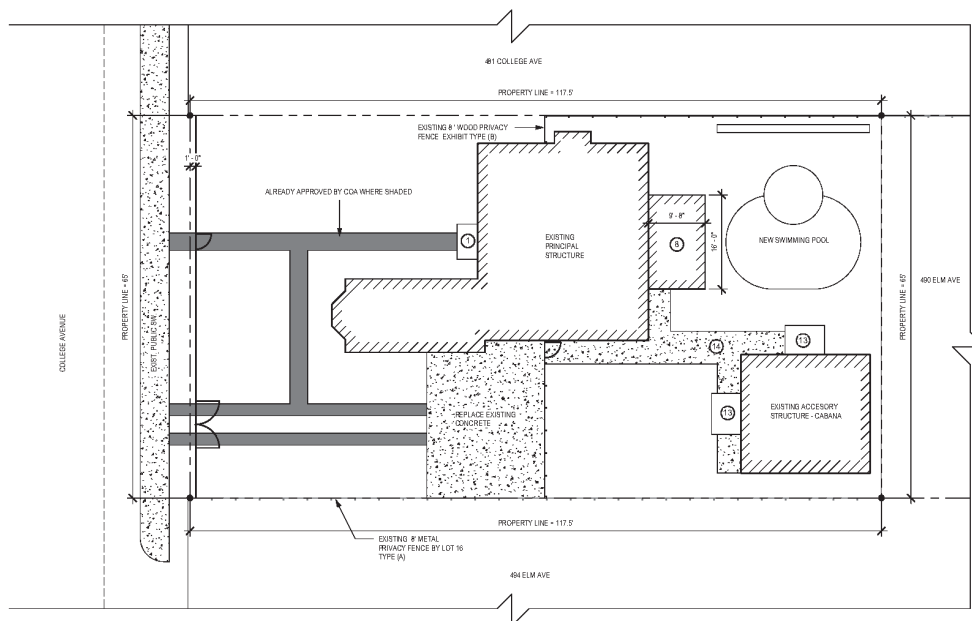
PROP. STOOP AND PORCH = 245.65 SF

PROPOSED EXTERIOR PAVEMENT = 981.4 SF

POOL AREA = 551.4 SF

TOTAL IMPERVIOUS AREA = 3501.7 SF

IMPERVIOUS AREA / PROPERTY AREA = 45.85%



 **1** PROPOSED ARCHITECTURAL SITE PLAN
1" = 10'-0"



Item 3.



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TEEL,STEPHEN
RESIDENCE
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NORMAN, OK 73069

COA SET
07.11.2025

[illegible]

PRIMARY ISSUE		
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0	00-00-00	PERMIT ISSU
0	00-00-00	BID ISSUE
0	00-00-00	CONST. ISSU

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OCG	MLK

SHEET TITLE:

PROPOSED ARCHITECTURAL SITE PLAN

SHEET NO:

H004



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COA SET
07.11.2025

1	Date 1	Revision 1
MARK	DATE	DESCRIPTION
REVISIONS		

PRIMARY ISSUE		
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0	06/05/20	REV ISSUE
0	06/05/20	CORRY ISSUE

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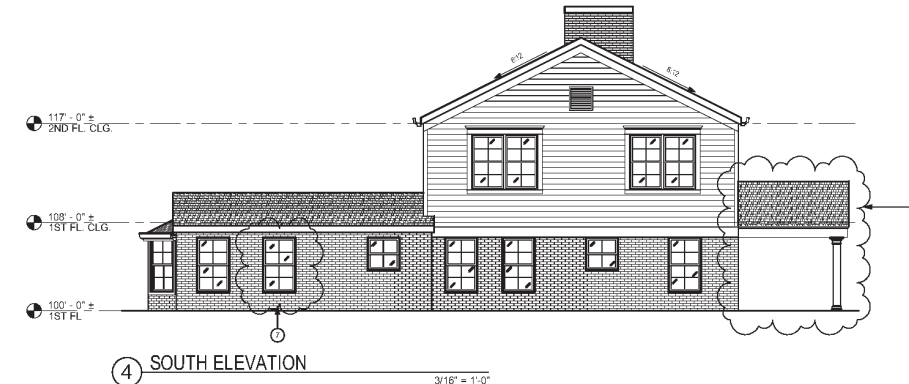
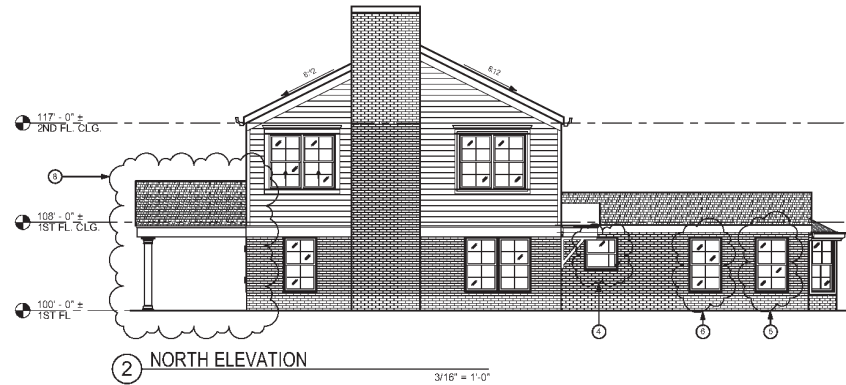
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SCALE: []

SHEET TITLE:
PROP. EXT. ELEV. -
PRINCIPAL
STRUCTURE

SHEET NO.

H005



PROPOSED EXTERIOR ELEVATIONS - PRINCIPAL STRUCTURE
SCALE: 3/16" = 1'

- KEY NOTES FOR COA REQUEST:
1. REPLACE FRONT STOOP CANOPY.
 2. REPLACE EXISTING SHUTTERS AND INSTALL NEW WOOD SHUTTERS ON FRONT AND REAR ELEVATION AT PRINCIPAL STRUCTURE.
 3. REMOVE WINDOW ON THE FRONT OF PRINCIPAL STRUCTURE.
 4. REPLACE DOOR ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE WITH WINDOW.
 5. MOVE EXISTING WINDOW ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE TO RESTORE SYMMETRY.
 6. ADD WINDOW ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE TO RESTORE SYMMETRY.
 7. REPLACE DOUBLE WINDOW WITH SINGLE WINDOW ON THE SOUTH SIDE OF FRONT PRINCIPAL STRUCTURE.
 8. ADD PORCH TO REAR OF THE PRINCIPAL STRUCTURE 9'-0" DP X 10'-0" WIDE, 154 S.F.
 9. REPLACE BAY WINDOW ON REAR OF PRINCIPAL STRUCTURE WITH SLIDING GLASS DOOR UNIT.
 10. REPLACE DOOR WITH WINDOW ON REAR OF PRINCIPAL STRUCTURE.
 11. RE-OPEN WINDOW OPENING ON REAR OF PRINCIPAL STRUCTURE.
 12. RECONFIGURE WINDOWS AND DOORS ON ACCESSORY STRUCTURE FOR SYMMETRY.
 13. INSTALL PORCH CANOPY ON NORTH AND WEST (FRONT) SIDE OF ACCESSORY STRUCTURE.
 14. INSTALL WALKWAYS IN REAR YARD.



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07.11.2025

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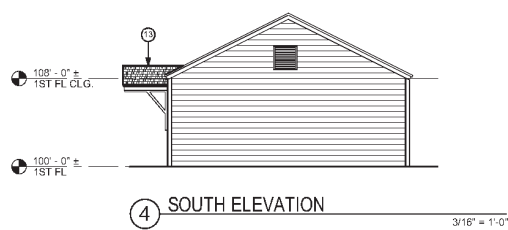
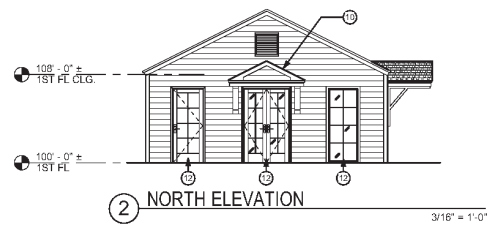
SHEET TITLE:
EXIST. EXT. ELEV. -
ACCESSORY
STRUCTURE -
CABANA

SHEET NO:

H006

53

1. REPLACE FRONT STOOD CANDY.
2. REPLACE EXISTING SHUTTERS AND INSTALL NEW WOOD SHUTTERS ON FRONT AND REAR ELEVATION AT PRINCIPAL STRUCTURE.
3. REMOVE WINDOW ON THE FRONT OF PRINCIPAL STRUCTURE.
4. REPLACE DOOR ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE WITH WINDOW.
5. MOVE EXISTED WINDOW ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE TO RESTORE SYMMETRY.
6. ADD WINDOW ON NORTH SIDE OF FRONT PRINCIPAL STRUCTURE TO RESTORE SYMMETRY.
7. REPLACE DOUBLE WINDOW WITH SINGLE WINDOW ON THE SOUTH SIDE OF PRINCIPAL STRUCTURE.
8. ADD PORCH TO REAR OF THE PRINCIPAL STRUCTURE 9' 0" OF X 16' 0" MEQ, 154 S.F.
9. REPLACE BAY WINDOW ON REAR OF PRINCIPAL STRUCTURE WITH SLIDING GLASS DOOR UNIT.
10. REPLACE DOOR WITH WINDOW ON REAR OF PRINCIPAL STRUCTURE.
11. RE-OPEN WINDOW OPENING ON REAR OF PRINCIPAL STRUCTURE.
12. RECONFIGURE WINDOWS AND DOORS ON ACCESSORY STRUCTURE FOR PORCH.
13. INSTALL PORCH CANDY (ON NORTH AND WEST FRONT) SIDE OF ACCESSORY STRUCTURE.
14. INSTALL WALKWAYS IN REAR YARD.



PROPOSED EXTERIOR ELEVATIONS - ACCESSORY STRUCTURE - CABANA
SCALE: 3/16" = 1'

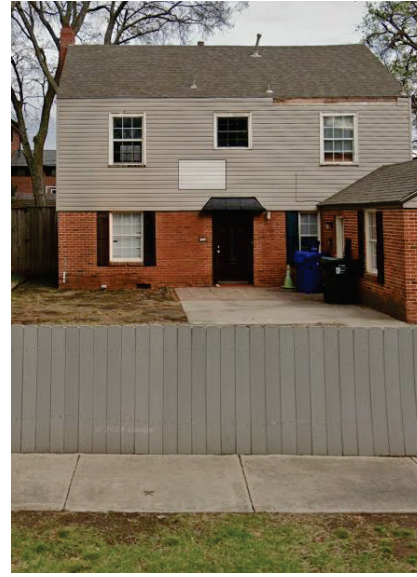
EXISTING AND PROPOSED FENCE TYPES



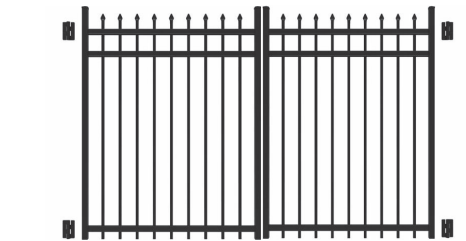
EXISTING 8' METAL PRIVACY FENCE
EXHIBIT TYPE (A)



EXISTING 8' WOOD PRIVACY FENCE
EXHIBIT TYPE (B)



EXISTING 4' WOOD FENCE
EXHIBIT TYPE (C)



PROPOSED 4' COLONIAL-STYLE IRON FENCE
EXHIBIT TYPE (D)



TEEL RESIDENCE
RENOVATION PROPOSAL
485 COLLEGE AVE, NORMAN OK 73069

APPROVED SELECTION



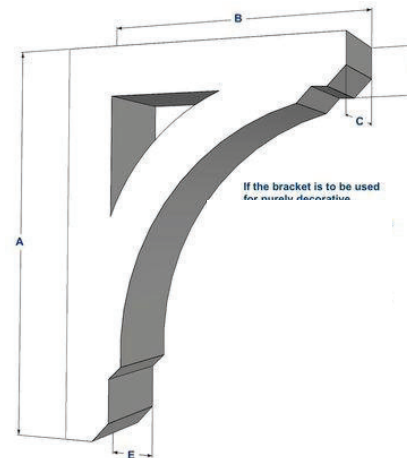
- Brand:** TAFCO Windows
- Type:** Double Hung Aluminum Window
- Color/Finish:** Brown (interior & exterior)
- Material:** Aluminum
- Glass:** Low-E, Double Pane with Colonial Grids
- Grid Details:** 9 wide x 4 high, 5/8" width
- Included:** Grids, Hardware, Screen
- Energy Ratings:**
- U-Factor: 0.50
- Solar Heat Gain Coefficient: 0.55
- Locks:** 4 Cam Action Locks
- Weight:** 45 lb
- Installation:** Flange mount, suitable for New Construction or Replacement
- Mount Type:** Flush Mount

APPROVED SELECTION



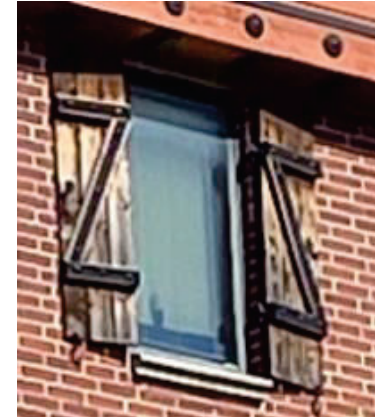
- Gutter Type:** Mr. Gutter
- 6.5" Half Round Aluminum Gutter
- Includes:
 - Bear Claw Series Hangers with Screws
 - Black Ruspert Screws with Washers
 - Wedge Spacers for Straight Fascia
- End Caps:**
- 6.5" Half Round Aluminum (Left & Right ends)
- Corners:**
- Inside 90°
- Outside Bay Corners
- Outlets:**
- 4" Half Round Gutter Outlets (1 per downspout)
- Downspouts:**
- 4x10" Smooth Round
- 4x5xE Round Elbows
- Hanger System:**
- 6.5" HR Gutter AquaDUCT™ Screen Hanger System

PROPOSED SELECTION



Colonial-style bracket used in entry door front façade stoop

PROPOSED SELECTION



New wood stained shutters at windows



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 485 COLLEGE AVE, NORMAN OK 73069

PROPOSED SELECTION:

**12' WIDE SLIDING DOORS AT REAR
PORCH OF PRINCIPAL STRUCTURE**



**Aluminum Clad Wood Gliding Doors
with Grilles - white**

PROPOSED SELECTION:

NEW EXTERIOR DOORS AT CABANA



**Aluminum Clad Wood Entry Door(s)
with Grilles - white**

PROPOSED SELECTION:

BACK PORCH COLUMNS



**Colonial-style square
column used at back porch**



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