



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/07/2025

REQUESTER: Catherine Gilarranz, Krittenbrink Architecture

PRESENTER: Anais Starr, Planner II/Historic District Preservation Officer

ITEM TITLE: (HD 25-01) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 325 E KEITH STREET FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF FIRST FLOOR ADDITIONS B) INSTALLATION OF SECOND-FLOOR ADDITION; C) REMOVAL OF WALL VENTS AND INSTALLATION OF ROOF VENTS.

Property History

Historical Information

2004 Miller Historic District Nomination Survey Information:

325 E. Keith Street. Ca. 1923. Bungalow/Craftsman. This contributing, one-story, vinyl-sided, single dwelling has an asphalt-covered, cross-gabled roof and a brick foundation. The wood windows are one-over-one hung and the wood door is flush. The full-width porch has brick walls and tall brick piers topped by short tapered wood columns. Other exterior features include a porte-cochere on the east side and an unusual, stucco-clad, exterior chimney on the facade. Decorative details include false beams and triple windows.

Sanborn Insurance Map Information

The 1925 and 1944 Sanborn Insurance Maps indicate an addition to the rear of the house was added to the existing principal structure post-1944.

Previous Actions

No requests for Certificates of Appropriateness (COA) for this property have been made.

February 3, 2025 – Applicants requested feedback on proposed first-floor and second-floor additions.

PROJECT DESCRIPTION

The owners propose to expand the square footage of the existing house by constructing three first-floor additions and one second-floor addition. Wood siding to match the existing house is proposed for the exterior material on the additions. The applicant plans to reuse existing windows and doors removed during the renovation, and any new windows or doors will be aluminum-clad wood windows.

REQUESTS

a) Installation of first floor addition.

The proposed renovations propose three additions on the first floor. The proposed 89-square-foot addition on the northwest corner of the house will accommodate a laundry room and a new internal stairwell that meets building codes. The proposed 68-square-foot addition to the first floor on the east side of the house will increase the size of the existing primary bathroom and bedroom. Finally, the 154-square-foot addition proposed on the west side of the house will help accommodate the new internal stairwell and add living space. This addition will sit on top of the roof of the existing basement.

All three additions will re-use the existing doors and windows. Any new windows or doors will be aluminum-clad wood. Wood siding will be used for the exterior walls.

Reference - Historic District Ordinance

429.3.1(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. (0-0910-12).*

429.3.3(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. (0-0910-12).*

Reference - Preservation Guidelines

3.12 Guidelines for Windows in Additions

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

.12 Additions. *For the construction of additions, choose windows that match the original structure. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is also permissible for use. Vinyl or vinyl-clad windows are prohibited.*

3.14 Guidelines for Doors in Additions

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

.11 Additions. *For construction of additions, choose doors that match the original structure. Aluminum-clad wood doors are permissible for use in additions not visible from the front right-of-way. Fiberglass doors can be considered on a case-by-case basis.*

4.4 Guidelines for Additions

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

.1 Make Additions Compatible. *Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.*

.2 Locate Addition Inconspicuously. *Locate a new addition on an inconspicuous façade*

of the historic building, usually the rear one. Additions that alter the front façade are generally considered inappropriate for a historic structure.

.3 Limit Size and Scale. The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.

.4 Preserve the Site. Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.

.5 Avoid Detracting from Principal Building. It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.

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

.7 Substitute Materials. Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.

3.2 Guidelines for Exterior Walls

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

.1 Preserve Original Walls. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including functional and decorative features and details.

.2 Retain Original Building Materials. Retain and preserve exterior wall materials that contribute to the overall historic character of a building.

.4 Avoid Covering Original Materials. Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl and aluminum siding is not appropriate for use in historic districts.

.7 Substitute Materials. Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.

Considerations/Issues

The addition proposed on the northwest corner of the house did not meet the 20-foot setback required by Zoning Ordinance. The applicant applied and received a variance from the Board of Adjustment to the required rear setback. This proposed addition is located behind the house and will not have visibility from the front streetscape. The addition meets the *Guidelines* for location, design, and materials.

The addition proposed on the east side of the house will have limited visibility from the front. A door is proposed on this new elevation and will have some visibility from the front streetscape. The proposed design and materials meet the *Guidelines*.

The addition located on the west side of the house will have visibility from the front streetscape. This west addition meets the *Guidelines* for design and materials.

The *Guidelines* state that new additions should be located on an inconspicuous portion of the house, usually the rear, with no or limited visibility from the front streetscape. For many years, the Commission had enforced a “no visibility from the front” on proposed new additions. In recent years, the Commission has approved additions that “bump out” from the side and are visible from the front streetscape. Recent “bump out” additions approved by the Commission include 506 S Lahoma, 425 S Lahoma, and 643 Okmulgee.

The three proposed additions have an overall square footage of 313 square feet, which is less than the 750 square feet allowed by the *Guidelines* for additions.

The Commission needs to determine if the proposed first floor additions meet the *Preservation Guidelines* and whether they are compatible with this historic house and the District.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request 325 E Keith Street for the following modifications: a) the installation of first floor additions.

REQUESTS

a) Installation of second floor addition.

The owners propose to expand the existing with a 923 square foot second floor addition on the rear portion of the house. The proposed addition will contain two bedrooms and a bathroom.

Wood siding to match the existing house is proposed as the exterior material for the proposed additions. The applicant plans to reuse existing windows removed during the renovation and any new windows will be aluminum-clad wood.

Reference - Historic District Ordinance

429.3.1(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. (0-0910-12).*

429.3.3(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. (0-0910-12).*

Reference - Preservation Guidelines

3.12 Guidelines for Windows in Additions

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.12 Additions. For the construction of additions, choose windows that match the original structure. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in addition. Vinyl or vinyl-clad windows are prohibited.

3.14 Guidelines for Doors in Additions

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

.11 Additions. For construction of additions, choose doors that match the original structure. Aluminum-clad wood doors are permissible for use in additions that are not visible from the front right-of-way. Fiberglass doors can be considered on a case-by-case basis.

4.4 Guidelines for Additions

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

.1 Make Additions Compatible. Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.

.2 Locate Addition Inconspicuously. Locate a new addition on an inconspicuous façade of the historic building, usually the rear one. Additions that alter the front façade are generally considered inappropriate for a historic structure.

.3 Limit Size and Scale. The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.

.4 Preserve the Site. Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.

.5 Avoid Detracting from Principal Building. It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.

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

.7 Substitute Materials. Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.

3.2 Guidelines for Exterior Walls

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historic form and character of a building, including functional and decorative features and details.

.2 Retain Original Building Materials. Retain and preserve exterior wall materials that contribute to the overall historic character of a building.

.4 Avoid Covering Original Materials. Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl and aluminum siding is not appropriate for use in historic districts.

.7 Substitute Materials. Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.

Considerations/Issues

The *Preservation Guidelines for Additions* limit new additions to 750 square feet or 50% of the footprint whichever is greater. The *Guidelines* also allow for a second-floor addition that does not increase the footprint of the existing house. The existing house's first floor is approximately 1,191 square feet. The proposed 923-square-foot second-floor addition will exceed the square footage requirement for additions allowed by the *Guidelines*. Still, it will not increase the footprint of the existing house as allowed by the *Guidelines*.

The *Guidelines* state that new additions should be located on an inconspicuous portion of the house, usually the rear, with no or limited visibility from the front streetscape. For many years, the Commission had enforced a "no visibility from the front" on proposed new additions. In recent years, the Commission has approved additions that "bump out" from the side and are visible from the front streetscape. Recent "bump out" additions approved by the Commission include 506 S Lahoma, 425 S Lahoma, and 643 Okmulgee.

This second-floor addition will be visible from the front streetscape. To help reduce the impact, the applicant placed the second-floor addition on the rear of the structure. As suggested by Commissioners during the feedback session at the February Historic District Meeting, the applicants have revised the proposed second-floor addition by lowering the roof ridge, adding a window on the front of the addition, and re-designing the gables to make them symmetrical.

The proposed wood and aluminum-clad wood windows and wood exterior siding meet the *Guidelines* for materials.

The Commission needs to determine if the proposed first floor additions meet the *Preservation Guidelines* and whether they are compatible with this historic house and the District.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request 325 E Keith Street for the following modifications: b) the installation of a second floor addition.

REQUESTS

c) Removal of wall vents and installation of roof vents.

The existing attic vents on the house's exterior walls are asymmetrical and placed awkwardly on the exterior facades of the house. The applicant proposes to remove the attic vents and replace

them with wood lap siding to match the existing house. Roof vents are proposed to provide the necessary ventilation for the attic.

Reference - Historic District Ordinance

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.7 Substitute Materials. *Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.*

Considerations/Issues

The *Preservation Guidelines for Exterior Walls* state exterior wall features should be maintained. It is unclear as to whether the existing attic vents located on the exterior walls are original to the house or not. It is unusual for the vents to be placed asymmetrically in the gables.

Any new roof features should not be visible from the streetscape.

The Commission needs to determine if the proposed removal of the attic vents and replacement with roof vents meet the *Preservation Guidelines* and whether they are compatible with this historic house and the District.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request 325 E Keith Street for the following modifications: c) removal of wall vents and installation of roof vents.