



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: August 31, 2026

REQUESTER: Barrett Williamson, Architect

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: (HD 26-23) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 443 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) RELOCATION OF THE FRONT PORCH; B) RELOCATION OF THE FRONT DOOR; C) THE ADDITION OF DORMERS; D) REMOVAL AND RELOCATION OF WINDOWS ON NORTH ELEVATION; E) REMOVAL OF WINDOWS ON THE EAST ELEVATION AND REPLACEMENT WITH DOORS; F) REMOVAL OF A SECONDARY CHIMNEY; G) INSTALLATION OF AN EXTERIOR BASEMENT STAIRWELL AND RAILING ON THE NORTH ELEVATION; H) RELOCATION OF FRONT SIDEWALK; I) REPLACEMENT OF THE EXISTING SIDING ON THE GARAGE; J) INSTALLATION OF SIX-FOOT SIDE YARD FENCES AND A DRIVEWAY GATE; K) INSTALLATION OF A CABANA IN REAR YARD.

BACKGROUND

Historical Information

2004 Chautauqua Historic District Nomination Survey Information:

443 Chautauqua Ave. Ca. 1924. Bungalow/Craftsman. This noncontributing, one-story, composition board single dwelling has an asphalt-covered, cross-gabled roof and a concrete block foundation. The wood windows are decorative, nine-over-one, hung with metal storms. The wood door is paneled. The partial porch has been fully enclosed, leaving only a single support on the resulting entry porch. Other exterior features include a painted brick exterior chimney and a front wheelchair ramp. Decorative details include double windows, decorative wood shutters, gable returns and clipped gables. To the rear is a single car, composition board garage with a front-gabled, asphalt-covered roof and a glazed paneled overhead door. The house is noncontributing due to a loss of integrity.

Sanborn Insurance Maps

The 1944 Sanborn Insurance Map shows the principal structure in its current location. An accessory structure that straddles the south property line is shown on the 1925 and 1944 Sanborn Insurance Maps, which indicates the current garage structure was constructed after 1944.

Previous Action

April 2, 2012 – A Certificate of Appropriateness (COA) was approved for removal of enclosed front porch and recreation of new porch.

Overall Project Description

The property owners recently purchased this house and wish to make several alterations to improve its appearance and functionality. The property owner's architect, Barrett Williamson, proposes the following exterior alterations to the house: remove and realign the front porch and front door; install dormers on the rear of the house; modify the windows on the rear of the house; and install an exterior stairwell to provide access to the basement. Proposed alterations to the property include relocation of the front walkway, installation of side yard fences and a driveway gate, and the installation of a cabana in the rear yard. The applicant also proposes replacing the exterior siding on the garage.

The applicant has proposed the following items, which can be approved through the Administrative Bypass process: removal of metal siding from the exterior of the house and restoration of the wood siding underneath, installation of pavers in the rear yard, and installation of a rear deck less than 300 square feet.

REQUESTS

a) Relocation of the front porch.

Project Description

The applicant proposes to relocate the front porch in order to center it on the front façade. The proposed front porch will be of similar design to the existing porch and will be composed of wood with a composite shingle roof. To bring harmony to the site and the house, the applicant has also submitted separate COA requests to relocate the front door and front sidewalk to align with the center of the front façade.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

Reference - Preservation Guidelines

3.16 Guidelines for Entrances, Porches, and Balconies

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 that it is not appropriate to remove or add a porch on historic structures. However, in this case, the house is considered non-contributing, and the porch is not original to the house. As indicated by documentation and photos, the original porch was modified and enclosed before the establishment of the Chautauqua Historic District in 1997. In 2012, the Historic District Commission approved a Certificate of Appropriateness for removal of the porch enclosure and the reinstallation of the current porch.

Per the *Guidelines*, porches should be comprised of wood and reflect the design of the structure while not creating a false sense of history. The proposed porch is a simple design similar to the existing porch and is compatible with the other structures in the Chautauqua Historic District. The proposed porch meets the *Guidelines* for materials and design.

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

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: a) relocation of the front porch.

b) Relocation of the front door.

Project Description

Due to construction elements found during pre-construction exploration, the applicant believes the front door is not in its original location. He proposes moving the door on the front façade to improve the appearance and functionality of the internal programming. The applicant is proposing a new full-light aluminum-clad door with simulated Prairie grilles to match the style of the windows in the house.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

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.*

.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 from 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 rear of the structure upon review on a case-by-case basis.*

.8 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 door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic doors for that structure in proportion, shape, location, pattern, size, materials, and details.*

.9 Materials. *Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum-clad doors can be considered on non-contributing resources and on rear elevations of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.*

Considerations/Issues

The *Preservation Guidelines for Doors* state it is not appropriate to alter front doors on historic structures. However, this structure is non-contributing, and the proposed placement of the door is a typical location.

Per the *Guidelines*, aluminum-clad doors can be considered on non-contributing structures. The door is a traditional style found in the Chautauqua Historic District and will not have an impact on the surrounding District.

The Commission needs to determine whether the proposed realignment and replacement of the front door meet the *Preservation Guidelines* and if such proposed work is compatible with both this structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: b) realignment of the front door.

c) The addition of dormers.

Project Description

To make the current attic space more functional, the applicant is proposing that dormers be installed on the rear portion of the house. Aluminum-clad windows and wood siding to match the existing siding are proposed for the dormers. The applicant has submitted elevation drawings and renderings to illustrate the proposed dormers. Additionally, the applicant has provided a street view elevation with the adjacent structure's mass and height for the Commission's reference.

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.*

36.535.c.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

Reference - Preservation Guidelines

3.9 Guidelines for Roofs

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

.9 New Dormers. *New dormers must be functional, to allow light in or to add more living space, they should not be merely decorative and should be in keeping with the style of the historic house. They shall be located on the rear and inset from first-floor side wall below it. Set new dormers back from eave and do not extend above the ridge of roof.*

Considerations/Issues

The *Preservation Guidelines* allow for the installation of dormers to create additional interior space. Per the *Guidelines*, new dormers are to be compatible in style, design, size, and proportions with the existing structure. The *Guidelines* also state that dormers in historic structures are to be set back from the eave and should not extend above the ridge of the roof. Additionally, dormers are to be installed at the rear of the building where there is limited visibility from the front right-of-way.

The proposed dormers on this non-contributing structure will set back from the eaves and will not extend above the roof ridge of the existing house. Additionally, the dormers are proposed on the on the rear portion of the house with the gables facing away from the street. The

proposed exterior wall materials will be wood siding to match the existing wood siding found on the house. The proposed aluminum-clad windows will be one-over-one, with the top window having simulated Prairie-style grilles and the bottom window being a single pane. This windowpane configuration matches the predominant configuration found on the remainder of the house. Aluminum-clad windows are allowed to be considered for non-contributing resources. It is noted that the windows in the dormers must meet fire-egress building code requirements, which have minimum widths and square footage for the openings.

New dormers facing the side property lines with visibility from the front streetscape have been approved by the Commission in the past. In particular, 508 Chautauqua Avenue (a historic contributing structure) and 710 S Lahoma Avenue (a non-contributing structure) have been approved and installed in recent years.

The Commission needs to determine whether the proposed dormers meet the *Preservation Guidelines* and whether such proposed work is compatible with this structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: c) the addition of dormers.

d) Removal and relocation of windows on north elevation.

To improve internal programming, the applicant is proposing to remove two windows and relocate two windows currently located on rear portion of the north elevation in order to accommodate the internal programming for a kitchen. The proposed removal and relocation of the windows are shown on the submitted 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.*

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.*

36.535.c.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

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* state that original windows and window openings are to be preserved in their location. This structure is non-contributing, and the two windows proposed for removal contain a different windowpane configuration than is found in the remainder of the house, indicating they are not original to the house. The two wood windows to be relocated have the same Prairie-style grid as found in the rest of the house. The new location will have a similar window placement found in the rest of the house.

The window alterations are on the rear of the house and have limited visibility from the front streetscape. In the past, the Commission has approved the relocation of wood windows as part of renovation to accommodate internal programming.

The Commission would need to determine whether removal and relocation of windows on the north facade of the house on this non-contributing structure meets the Preservation Guidelines and if the proposed work is compatible with this structure and the Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: d) Removal and relocation of windows on the north elevation.

e) Removal of windows on the east elevation and replacement with doors.

Project Description

The applicant proposes the removal of two non-original windows on the rear elevation of the house and replacing them with doors. A set of aluminum sliding glass doors is proposed on the east-facing elevation and will provide access from the kitchen to the deck. The second door will be on the north elevation and will provide access from the bathroom to the deck. This door will be a full-light aluminum-clad door with simulated Prairie grilles to match the windows in the house. Since this door provides access from a bathroom, a translucent coating is proposed to obscure visibility.

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.

36.535.c.3: Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.

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.

.2 Retain Historic Glass. Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.4 Glass Variations.

- a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.
- b. Beveled glass in doors and windows is allowed as long as it is compatible with style of the historic building and the original configuration of windowpanes remains.
- c. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

.12 Additions. For 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 muntin and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in additions. Vinyl or vinyl-clad windows are prohibited.

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.

.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.

.3 Retain and Preserve Transoms and Sidelights. Transoms and sidelights should be retained and preserved. Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.

.4 Retain Historic Glass. Retain original glass in historic doors. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.5 Glass Variations

- a. *Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.*
- b. *Beveled glass in doors is allowed as long as it is compatible with style of the historic building and the original configuration of windowpanes remains.*
- c. *Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.*

.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 from 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 rear of the structure upon review on a case-by-case basis.*

.8 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 door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic doors for that structure in proportion, shape, location, pattern, size, materials, and details.*

.9 Materials. *Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum-clad doors can be considered on non-contributing resources and on rear elevations of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.*

.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.*

.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.*

Considerations/Issues

The *Preservation Guidelines for Windows* state that original window openings are to be preserved. However, the *Guidelines* also allow for additions and remodels to accommodate the addition of modern-day conveniences on the rear of structures. The windows proposed for removal are not original to this non-contributing house and are located on the rear elevation with no visibility from the front streetscape.

The *Guidelines* allow the aluminum sliding glass door and the aluminum-clad entry door on non-contributing resources. The proposed entry door will have a similar windowpane configuration as found on the remainder of the house. The *Guidelines* allow the use of privacy glass on the rear elevation of the house.

The Commission needs to determine whether removal of the windows and replacement with doors 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 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: e) Removal of windows on the east elevation and replacement with doors.

f) Removal of a secondary chimney.

Project Description

The applicant proposes to remove the non-functioning secondary chimney.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

Reference - Preservation Guidelines

3.4 Guidelines for Masonry and Brick 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 masonry features that contribute to the overall historic character of a building, including foundations, chimneys, cornices, steps, piers, columns, lintels, arches, and sills. Installing brick or block where these materials were not originally used is prohibited. Installing brick on the walls of a house that originally had wood siding is prohibited as it changes the character of the house and can destroy the wood beneath.*

.7 Chimneys. *Retain and preserve primary chimneys. If a primary chimney, often used as a flue rather than fireplace, is to be removed from the interior of the house, retain the portion above the roofline. A platform will need to be constructed in the attic to carry the weight of the chimney. A secondary non-functional chimney visible from the front right-of-way will be reviewed for removal on a case-by-case basis.*

.8 Demolition of Chimneys. *Chimneys are a character-defining feature and shall be retained and maintained. If the foundation of the chimney has failed or the chimney is badly deteriorated, the chimney can be carefully dismantled and reconstructed using original materials or materials matching the original. Mortar shall match the original in composition and joint profile.*

Considerations/Issues

The *Preservation Guidelines for Masonry and Brick Features* allow for the approval of the demolition of a non-functioning secondary chimney with no visibility from the front right-of-way through the COA by the Administrative Bypass process. The chimney proposed for demolition is a non-functioning secondary chimney with visibility from the front right-of-way; therefore, the Commission would need to review the request.

While the proposed chimney for demolition has visibility from the front, it is a non-functioning chimney located on the rear of portion of a non-contributing structure. It should be noted that the primary chimney on the north elevation will remain.

The Commission needs to determine whether the removal of a non-functioning secondary chimney meets the *Preservation Guidelines* and if the proposed work is compatible with this structure and the surrounding Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: f) Removal of a secondary chimney.

g) Installation of an exterior basement stairwell and railing on the north elevation.

Project Description

To provide better access to the basement, the applicant proposes the installation of an exterior basement stairwell. A small concrete edge will encircle the basement access opening, which will have limited visibility. A 42-inch safety railing is proposed on top of the edge of the basement opening, which will have visibility. The railing will be composed of metal pipe.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

Reference - Preservation Guidelines

3.12 Guidelines for Entrances, Porches, And Balconies

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

.3 Handrails. *Installation of handrails required by building code may be approvable by Administrative Bypass. Handrails must meet adopted City building codes and be of a simple design that is compatible with the house in material and scale. Wood or metal are acceptable materials for handrails on historic structures.*

4.1 & .2 Standards and Guidelines for Decks

4.1 Standards for Decks for Administrative Bypass:

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.

.1 Decks under 300 Square Feet

- a. *Less than 300 square feet in total area. Located behind the structure and not visible from the front right-of-way. Corner lots have two front rights-of-way.*

- b. *Constructed in a way that makes no permanent changes to the historic structure. Built of compatible wood, wood composite or smooth cement board with functional elements made of metal elements. Synthetic, materials such as plastic and vinyl are prohibited.*
- c. *Decks with roofs or walls will be forwarded as a porch or balcony request for a full review by the Historic District Commission.*

4.2 Guidelines for Decks

A full review by the Historic District Commission will take the following criteria into consideration before issuing a Certificate of Appropriateness (COA):

- .1 Protect Historic Structure.** *Locate and construct decks so that the historic fabric of the primary structure and its character-defining features and details are not damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.*
- .2 Deck Locations.** *Front decks are prohibited. Decks on the rear shall be inset from the rear corners to eliminate visibility from the front right-of-way. Decks on corner properties will be reviewed on a case-by-case basis.*
- .3 Deck Design Shall Reflect Building Design.** *Design decks and their associated railings and steps to reflect the materials, scale, and proportions of the building.*
- .4 Align Deck with First Floor Level.** *Decks shall be no higher than the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, lattice, or dense evergreen foundation plantings.*
- .5 Preserve Significant Building Elements.** *Preserve significant building and site elements and new deck installations are not to obscure or remove significant building or site elements.*
- .6 Decks May Not Detract from Overall Character.** *It is not appropriate to introduce a deck if it will detract from the overall historic character of the building or the site.*

Considerations/Issues

There are no specific guidelines regarding basement access and the associated railing. However, the *Standards and Guidelines for Decks* can guide the review of the installation of exterior features to a structure. The *Standards and Guidelines for Decks* indicate that the introduction of a new feature should not detract from a historic structure. Furthermore, the *Guidelines* state that any new feature should reflect the building design.

The proposed access along the north façade will be visible from the front façade. Additionally, this is not a typical feature found in the surrounding district. However, the required safety railing around the opening of the basement stairwell will be the visible element from the front streetscape.

The Commission needs to determine if the installation of the basement stairwell and railing on the north façade is appropriate and compatible with this non-contributing structure as well as the surrounding Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: g) Installation of an exterior basement stairwell and railing on the north elevation.

h) Relocation of front sidewalk.

Project Description

As a companion request to the realignment of the front door and porch, the applicant is proposing to remove the existing sidewalk located along the north side of the driveway and install a new concrete sidewalk in the center of the yard. This will provide access from the new front stairs in the middle of the porch to the public sidewalk.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

Reference - Preservation Guidelines

2.9 Guidelines for Sidewalks

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

.8 Sidewalk Location. *Sidewalks on private property shall be maintained in their traditional location, usually perpendicular to the street, unless there is historical documentation of another location.*

.9 Sidewalks and Curbs. *Public sidewalks and curbs on the street shall be constructed of finished concrete. Sidewalks and curbs on private property may be constructed of finished concrete, brick, or stone.*

Considerations/Issues

The *Preservation Guidelines for Sidewalks* require the front private sidewalk to be located perpendicular to the street. The existing sidewalk is located along the north edge of the driveway, which is not typical of the Chautauqua Historic District. Its removal, along with installation of the new concrete walkway in the center of the yard, would align with sidewalk locations in the surrounding Chautauqua Historic District.

The Commission needs to determine whether the removal of the existing sidewalk and installation of a new sidewalk, 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 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: h) Relocation of front sidewalk.

i) Replacement of the existing siding on the garage.

Project Description

The applicant proposes replacing the existing man-made siding currently on the exterior of the garage with smooth cement fiber siding. The cement siding will match the wood siding found on the house in profile and width.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

Reference - Preservation Guidelines

2.4 Guidelines for Garages

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

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

.1 Preserve Historic Garage Structures. *Retain and preserve garages in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.*

.2 Preserve Original Materials. *Retain and preserve character-defining materials, features, and details of historic garages, including foundations, siding, masonry, windows, garage doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic garages in-kind according to pertinent guidelines.*

.3 Replace Only Deteriorated Portions. *If replacement of a deteriorated element or detail of a historic garage 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 the original materials are no longer available.*

Considerations/Issues

The *Preservation Guidelines for Garages* require the preservation of features on a historic garage. The existing garage is a non-contributing structure built after 1944 and currently has man-made siding on the exterior walls. The replacement of the current siding with smooth cement fiber siding of the same width and profile meets the *Guidelines* for materials.

The Commission needs to determine whether the request for replacement siding on the garage with cement fiber siding 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 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: i) replacement of the existing siding on the garage.

j) Installation of six-foot side yard fences and driveway gate.

Project Description

To increase security, the applicant is proposing a six-foot fence on the north and side of the house in locations indicated on the submitted site plan. The proposed six-foot wood fence on the north side will begin at the corner of the original house and proceed along the side property line to the rear property line. The proposed six-foot fence on the south side will begin approximately 12 feet behind the front edge of the house and proceed along the south property line to the rear property line. Additionally, a six-foot ornamental metal automatic driveway gate is proposed. The gate will be installed approximately 12 feet behind the front edge of the house and will extend from the south façade across the driveway to the south property line.

The applicant has submitted alternatives to this request, which could be approved through the Administrative Bypass process.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

Reference - Preservation Guidelines

2.11 Guidelines for Fences and Walls

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

.4 Side Yard Fences. *Side yard fences of up to 4 feet in height may be approved by Administrative Bypass. Side yard fences taller than 4 feet require a COA. Side yard fences taller than 6 feet are prohibited.*

.7 Fence and Wall Materials. *Fences or walls shall be constructed of wood, brick, stone, iron or cast or forged metal, stucco, or a combination of these materials. Stone or brick used in walls shall be compatible in size, scale, and style to those used elsewhere in the historic district, or typical of residential structures of this type, age, and location. No vinyl, cinder block, concrete block, or corrugated metal, may be used for fences or walls in historic districts. Chain link in the rear yard will be considered on a case-by-case basis.*

.8 Colors and Finishes. *Although paint color is not regulated by the Commission, it is strongly recommended that wood fences be stained or painted in colors and finishes appropriate to the style and period of the property and the district or left unfinished. No decorative murals shall be applied to fence, or wall surfaces visible from the street.*

.9 Finished Side Out. *Fences or walls facing the street shall be constructed with the*

finished side out.

Considerations/Issues

The Zoning Ordinance and the *Preservation Guidelines* define side yards as the area between the front edge and the back edge of the principal structure. The rear yard begins at the back edge of the principal structure and extends to the rear property line.

The *Preservation Guidelines for Fences* do not allow for fences greater than four feet on side yards, except upon review by the Historic District Commission.

In the past, the Historic District Commission has not approved six-foot fences in the side yards due to their impact on historic structures except under certain circumstances. Typically, the Commission has approved fences that taper from six feet to four feet as the fence proceeds toward the front of the house. In recent years, the Commission has also approved six-foot fences between adjacent properties when property lines did not align, creating privacy issues (as seen between 410 Peters and 504 Miller), or in the case of a side yard being adjacent to an alleyway, creating security issues (as seen at 713 Cruce Street).

A review of past approved Certificate of Appropriateness requests found that a six-foot driveway ornamental metal gate was approved for 506 S Lahoma Avenue. However, that driveway gate was installed on the north side of the house at the point where the original house ended and the addition started. This placed the gate at the back edge of the original house and near the end of the driveway visible from the front right-of-way. Like this house at 443 Chautauqua Avenue, the house at 506 S Lahoma Avenue is a non-contributing structure. Despite this, the Commission found that a six-foot metal gate adjacent to a house was not a typical feature found in the Chautauqua Historic District.

Both metal ornamental and wood fences are allowable materials.

The Commission needs to determine whether the installation of a six-foot side yard fence and driveway gate, as submitted, meets the *Preservation Guidelines* and if the proposed work is compatible with this structure and the surrounding Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: j)
Installation of six-foot side yard fences and driveway gate.

k) Installation of a cabana in rear yard.

Project Description

The applicant proposes a 355-square-foot cabana in the rear yard. The cabana will be 24' wide by 14'8" in depth and will be composed of wood with stone accents. Access from the rear of the house to the cabana is planned via pavers, which can be approved through the Administrative Bypass process.

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.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

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 a secondary structures are garage apartments, studios, workshops and cabanas.*

.6 Make New Construction Compatible. *Secondary accessory structures are to be compatible with the principal structure and surrounding district and in no case overwhelm the principal structure. Construction of secondary accessory structures will utilize the following criteria for new construction:*

- a. Match in design, style, and material to the principal historic structure and the surrounding historic neighborhood.*
- b. Compatible with the principal historic structure and/or the district in regard to materials, size, scale, height, form, massing, proportions, spacing and size of window and door openings, window to wall proportions and traditional setbacks seen in the neighborhood.*

.7 Size of New Secondary Structures. *New secondary accessory structures are to be subservient to the principal structure in no case will the secondary structure be taller, wider or deeper than the principal structure. The size of a secondary structure is limited to 575 square feet or 50% of the principal structure footprint. The cumulative of square footages for all accessory structures and garages on the lot, shall be no greater than the footprint of the principal structure.*

.8 Location and Setbacks of Secondary Structures. *New secondary structures are to maintain traditional locations and setbacks seen in the neighborhood. Locations are to be in the rear yard, with limited or no visibility from front right-of-way, unless there historical indications of a different location. Corner lots are considered to have two front elevations.*

.10 Materials. *Select materials and finishes for proposed new buildings that found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish. Acceptable materials include brick and stone masonry, stucco and wood. Cement fiberboard will be considered on a case-by-case basis for those structures located behind the back elevation of the principal structure but with limited visibility from the front right-of-way. Metal and vinyl exterior materials are prohibited.*

.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.

Considerations/Issues

The *Preservation Guidelines* state that garden structures with roofs are to be reviewed using the *Guidelines for Secondary Structures*. The *Guidelines* state that secondary structures are to be compatible in design with the principal structure and the surrounding district. The maximum size allowed by the *Guidelines for Secondary Structures* is 575 square feet or 50% of the structure, whichever is greater. Lastly, the *Guidelines* state the secondary structure is to be located in the rear yard with limited to no visibility from the front streetscape.

The proposed 355-square-foot wood cabana meets the *Guidelines* for materials and location and is under the maximum size allowed for secondary structures.

The Commission would need to determine whether the installation of a wood cabana in the rear yard, as submitted, meets the *Preservation Guidelines* and if the proposed work is compatible with this structure and the surrounding Chautauqua Historic District.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 26-23) the Certificate of Appropriateness request for 443 Chautauqua Avenue for the following: k) Installation of a cabana in rear yard.