



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: November 3, 2025

REQUESTER: Doug Rogers

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: (HD 25-31) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 301 E KEITH STREET FOR THE FOLLOWING MODIFICATION: A) INSTALLATION OF WOOD SHUTTERS ON THE FRONT AND WEST SIDE ELEVATIONS OF THE PRINCIPAL STRUCTURE.

BACKGROUND

Historical Information

2004 Miller Historic District Survey Information:

301 E Keith St., Ca. 1919. Bungalow/Craftsman. This contributing, one-story, weatherboard single dwelling has an asphalt-covered, front-gabled roof and a poured concrete foundation. The wood windows are vertical, three-over-one hung, and the wood door is flush. The partial porch has a front-gabled roof supported by short brick piers topped by long, tapered, wood columns. Decorative details include triangular knee braces and double and triple windows. A shorter addition has been constructed on the east side with a shed roof and a poured concrete foundation.

Sanborn Insurance Maps

The 1925 map indicates a primary structure with two structures located at the rear of the property along the alley. The 1944 map shows a single garage structure located adjacent to the alley.

This historic garage structure was removed in 2019 after receiving a Certificate of Appropriateness (COA) for demolition.

Previous Actions

January 7, 2019 – A COA was approved for the demolition of a detached garage.

June 30, 2025 – A COA by Administrative Bypass was issued for the installation of a rear yard fence.

REQUESTS

a) Installation of wood shutters on the front and west side elevations of the principal structure.

Project Description

The applicant replaced the existing vinyl shutters with wood shutters without realizing review and issuance of a COA by the Historic District Commission was required. The applicant has installed shutters on the front and west side of the principal structure. The applicant has now submitted an *ex post facto* COA request to retain the installed shutters as shown in the submitted pictures.

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.*

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. 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

As indicated, this is an *ex post facto* review and the Historic District Ordinance requires the Commission to review the alterations as if the work had not been installed.

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 and west side elevations of the principal structure.

The *Preservation Guidelines for Wood Features* state it is not appropriate to add or remove wood features from 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.

Per the *Guidelines*, new features should reflect the style, period, and design of the historic structure and not create a false sense of history. While not a typical shutter design found in the Miller Historic District, the shutters do not reflect another specific period or style of house.

The Commission would need to determine if the proposed shutters on the principal structure meet 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 25-31) the Certificate of Appropriateness request for 301 E Keith Street for the following modification: a) installation of shutters on the front and west side elevations of the principal structure.