



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: December 1, 2025

REQUESTER: Stan Berry, Architect, on behalf of Marney Snow, III and Emily Snow

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: (HD 25-35) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED 508 CHAUTAUQUA AVENUE, FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF A DETACHED ACCESSORY DWELLING UNIT; B) REPLACEMENT OF THE EXISTING REAR DRIVEWAY WITH A PARKING PAD; C) INSTALLATION OF A PARKING PAD IN THE REAR YARD. *This request was postponed from November 3, 2025, Historic District Commission Meeting.*

Background

Historical Information

1988 Chautauqua Historic District Nomination Survey Information:

508 Chautauqua Ave., Ca. 1912. Bungalow/Craftsman. *This contributing, one-and-one-half story, stucco single dwelling has an asphalt-covered, front-gabled roof and a concrete foundation. The metal windows are one-over-one hung and simulated, six-over-six hung. The metal door is glazed paneled with a glazed slab door. The full-width porch is sheltered by the principal roof, which features paneled and stucco columns. Other exterior features include a red brick and stucco exterior chimney on the south side. Decorative details include double and triple windows, wood shingles in the gable end and false half-timbering. To the rear is a one-car, stucco garage with a front-gabled, asphalt-covered roof and a metal, glazed, paneled, overhead door.*

Staff notes that this property underwent significant restoration efforts in 2017-2018. The front porch, stairs, and railing on the principal structure were restored, and a set of wood garage doors was installed. The restorations were based on similar designs found in the Chautauqua Historic District.

Sanborn Insurance Map Information

The principal structure and the garage are indicated in their present locations on the 1925 and 1944 Sanborn Insurance Maps.

Previous Actions

September 11, 2017 – A Certificate of Appropriateness (COA) was issued for the replacement of the front porch, exterior modifications, window and door replacements, the installation of a front sidewalk, and the modification of the dormer on the second floor.

May 7, 2018 – A Certificate of Appropriateness was issued for the installation of a garage door and garage door trim.

November 3, 2025 – A Certificate of Appropriateness request for the following modifications: a) installation of a detached accessory dwelling unit; b) replacement of the existing rear driveway with a parking pad; c) installation of a parking pad in the rear yard was postponed to a future meeting to allow the applicant to revise the design.

OVERALL PROJECT DESCRIPTION

The applicant submitted this COA request for consideration at the November 3, 2025, meeting. The proposal included an accessory dwelling unit (ADU) in the rear yard behind the existing garage, the addition of a parking pad behind the principal structure, and replacement of the existing narrow rear driveway with a parking pad. After public comments and Commission discussion, the Commission suggested the applicant request a postponement for the COA request to allow time to consider alternative locations for the accessory dwelling unit (ADU), revision of the orientation of the ADU, and the possible reduction of the height of the ADU.

The applicant is now returning to the Commission with a redesigned ADU that reduces the structure's height. The applicant has provided additional information with this month's submittal, including a revised streetscape view of the proposed ADU. Also provided is a revised site plan with the outline of the ADU footprint in an alternate location behind the principal structure in the middle of the rear yard.

The remainder of the COA request remains as submitted from the November 3, 2025, Historic District Commission meeting. The applicant proposes a walkway to connect the ADU to the new parking areas. This paving request can be approved through the Administrative Bypass process. The applicant plans to replace the wood fence along the rear property line with a similar fence of the same size and material. An in-kind fence replacement is considered a repair and does not require review. A concrete pad will also be removed as part of the renovations, and it does not require review.

This property's current zoning designation is R-1, Single-Family Dwelling District. This zoning designation permits a single-family dwelling unit and an accessory dwelling unit.

REQUEST

a) Installation of a detached accessory dwelling unit.

Project Description:

The applicant proposes a 650-square-foot accessory dwelling unit (ADU) in the rear yard, incorporating design elements from the principal structure and the existing historic garage. The following materials are proposed: stucco, cement shingles, aluminum-clad wood windows, and a fiberglass entry door. The proposed ADU remains located behind the existing garage and has limited visibility from the front streetscape. As mentioned, the revised ADU has reduced the

height of the structure from 16.5' to 14.5' by lowering the roof pitch. All other details of the ADU remain as previously submitted.

The City of Norman ordinance allows for either an attached or detached accessory dwelling unit in the R-1, Single-Family Dwelling District. The ordinance limits the maximum square footage for the accessory dwelling unit to 650 square feet. The ADU will be set back 3.5' from the side property line and 25'4" from the rear property line, which meets the setback requirements of the Zoning Ordinance.

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.*

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 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 regards 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 the front right-of-way, unless there historical indications of a different location. Corner lots are considered to have two front elevations.*

.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*.

.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.

3.12 Guidelines for Windows

.11 New Primary and Secondary Accessory Structures. Windows in new construction are to 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

.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 proposed ADU meets the Zoning Ordinance requirements for size, setback, height, and impervious surface coverage.

The proposed ADU, situated behind the existing garage, offers limited visibility from the front streetscape and meets the location requirements outlined in the *Guidelines for Secondary Structures*. The applicant has revised the streetscape drawings to help illustrate the visibility from the front and has provided a revised site plan with an outline of the ADU footprint in an alternative location behind the principal structure. The revised site plan shows the alternative location will still have similar visibility from the front streetscape. It also shows this alternative location will be impactful to the open space of the rear yard. The applicant's reason for the ADU's proposed location is to preserve the current open space found in the rear and side yards. To further enhance the rear yard open space, the applicant will remove the existing concrete pad located in the middle of the backyard. No trees are proposed for removal with this new construction.

The *Guidelines for Secondary Structures* state that new construction is to be compatible with the principal structure and the surrounding district regarding materials, size, scale, and height. In this case, the applicant proposes a structure with a design similar to the house, featuring a gabled front. Similar materials are proposed, including stucco for the exterior walls, which can be found in both the existing house and the original historic garage. Fiber-cement shingles are proposed for the structure's gables. Fiber-cement materials are allowed by the *Guidelines* when the structure is located behind the back elevation of the principal structure and has limited

visibility from the front right-of-way, as is found in this proposal. The proposed shingles will have a textured appearance since they emulate wood shingles. The applicant is proposing aluminum-clad wood windows and a fiberglass entry door. The *Guidelines* allow aluminum-clad windows and fiberglass doors when there is no visibility from the front streetscape, subject to a case-by-case review.

The principal structure has a footprint of 1,564 square feet. The proposed 650-square-foot ADU is less than 50% of the principal structure which meets the size requirement listed in the *Guidelines for Secondary Structures*. The proposed one-story structure is in scale with the two-story historic principal structure. It is also compatible with the Chautauqua Historic District, in which many one-story accessory structures are present in rear yards. As suggested by the Commission at the November meeting, the applicant has revised the ADU by lowering the roof pitch to reduce the overall height of the ADU by two feet from 16.5' to 14.5'. This will further limit the visibility of ADU from the front streetscape.

The *Guidelines for Secondary Structures* also state that new structures are to be compatible in regard to form, massing, proportions, spacing and size of window and door openings, window to wall proportions and traditional setbacks seen in the neighborhood. The proposed one-story ADU is compatible in massing with the two-story principal structure. The proposed ADU has six-over-one windows, which are found in the principal structure. The structure is proposed to setback three foot six inches from the north property line. The side setbacks in Chautauqua Historic District vary from adjacent to the side property line up to five feet from the side property line.

The proposed ADU is compatible with the principal structure and meets the *Guidelines* with its simple design, similar materials, and an inconspicuous location in the rear yard. It will be differentiated from the principal structure by its use of modern materials such as cement shingles, aluminum-clad wood windows, and a fiberglass entry door, thereby avoiding a false sense of history.

The Commission has approved three ADUs over the last year as follows:

505 Chautauqua Ave – attached ADU approved on September 9, 2024. Under construction.

1320 Oklahoma Ave – detached ADU approved on March 3, 2025. Not under construction yet.

467 College Ave – detached ADU approved on August 4, 2025. Under construction.

The Commission would need to determine if the ADU meets the *Guidelines* and is compatible with the historic principal structure and the district.

Commission Action: (HD 25-35) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 508 Chautauqua Avenue for the following modification: a) installation of a detached accessory dwelling unit.

b) Replacement of the existing rear driveway with a parking pad.

Project Description:

To accommodate the ADU while still providing parking, the applicant proposes removing the existing narrow driveway located off the alleyway and replacing it with a parking pad. The driveway placement is restricted by the existing utility pole and gas meter in the alleyway, as well as the tree on the south side of the existing driveway. The applicant proposes to replace the existing 7' by 54' rear driveway with a 14' wide by 25.5' parking pad. This will reduce the concrete area from 378 square feet to 355 square feet.

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

2.9 Guidelines for Sidewalks and Driveways

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

.1 Front Driveway Location. *Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.*

.2 Driveway Width. *Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.*

.3 New Driveway Composition. *Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.*

.5 Driveway Approaches. *Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.*

.10 New Paved Areas. *New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.*

.11 Rear Yard Area. *New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.*

.12 Side Yard Parking Area. *The establishment of parking areas adjacent to the side of historic structures is not allowed.*

.13 Front Yard Parking Area. *Parking areas in the front yard of the property are prohibited except within an existing driveway.*

Considerations/Issues:

The Core Area Parking regulations in the Zoning Ordinance require any new parking areas to be installed in the rear or side yards. The proposed driveway meets the Core Area Parking regulations. The *Guidelines for Driveways and Parking* encourage new driveways and parking pads to be in the rear yard off the alleyway, as is found with this request. As noted in the Project Description of this report, reconfiguring the rear driveway into a parking pad will result in a slight reduction in size while still providing additional parking for the lot.

The Commission needs to determine whether replacing the existing rear driveway with a parking pad meets the *Guidelines* and is compatible with this historic property and the district.

Commission Action: (HD 25-35) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 508 Chautauqua Avenue for the following modification: b) replacement of the existing rear driveway with a parking pad.

c) Installation of a parking pad in the rear yard.

Project Description:

The applicant proposes a new parking pad to provide additional parking for the property, as well as space for vehicles to turn around and exit the rear yard while facing the street. The applicant is proposing a parking pad of approximately 400 square feet behind the house, as shown on the submitted site plan.

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Historic District Ordinance

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.2 Driveway Width. *Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.*

.3 New Driveway Composition. *Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.*

.5 Driveway Approaches. *Maintain the rhythm of existing approaches when introducing new*

driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.

.10 New Paved Areas. *New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.*

.11 Rear Yard Area. *New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.*

.12 Side Yard Parking Area. *The establishment of parking areas adjacent to the side of historic structures is not allowed.*

.13 Front Yard Parking Area. *Parking areas in the front yard of the property are prohibited except within an existing driveway.*

Considerations/Issues:

The Core Area Parking regulations in the Zoning Ordinance require any new parking areas to be installed in the rear or side yards. The proposed driveway meets the Core Area Parking regulations. The *Guidelines for Driveways and Sidewalks* permit new parking areas in the rear yard, provided there is no visibility from the front streetscape, as proposed with this request. The requested parking pad meets the Zoning Ordinance and *the Guidelines for Driveways and Sidewalks* for the location. The addition of the parking pad will allow residents to park while increasing safety for vehicles exiting the property.

The Commission needs to determine whether the installation of a parking pad behind the principal structure meets the *Guidelines* and is compatible with this historic property and the district.

Commission Action: (HD 25-35) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 508 Chautauqua Avenue for the following modification: c) installation of a parking pad in the rear yard.