



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 8, 2025

REQUESTER: Catherine Gilarranz, Krittenbrink Architecture

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: (HD 25-26) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF THE FRONT STOOP CANOPY ON THE PRINCIPAL STRUCTURE; AND B) INSTALLATION OF WOOD SHUTTERS ON THE FRONT AND REAR ELEVATIONS OF THE PRINCIPAL STRUCTURE.
(These requests were postponed from the August 4, 2025, meeting)

BACKGROUND

Historical Information

1988 Chautauqua Historic District Survey Information:

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

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

Sanborn Insurance Maps

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

Previous Actions

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

March 7, 2022 – The property owner requested a feedback session with the Commission about the removal of existing structures to accommodate the installation of a garage, swimming pool,

greenhouse, and carport. The Commission indicated the demolition of a historic structure did not meet the *Preservation Guidelines*.

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

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

The Commission postponed the following requests to allow for revisions:

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

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

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

August 4, 2025 – A Certificate of Appropriateness (COA) was approved for the following agenda items:

- c) The removal of a window on the front elevation of the principal structure.
- d) The replacement of a door on the north side of the front room of the principal structure with a window.
- e) The moving of the existing window on the north side of the front room of the principal structure.
- f) The addition of a window on the north side of the front room of the principal structure.
- g) The replacement of a double window with a single window on the south side of the front room of the principal structure.
- h) The addition of a rear porch to the principal structure.
- i) The replacement of a bay window with a sliding glass door unit on the rear of the principal structure.
- j) The replacement of a door with a window on the rear of the principal structure.
- k) The re-opening of a window opening on the rear of the principal structure.
- l) The reconfiguration of windows and doors on the accessory structure.

- m) The installation of a stoop canopy on the north and west (front) sides of the accessory structure.
- n) The installation of walkways in the side and rear yards.

The Commission postponed the following agenda items to allow the applicant time to revise the drawings:

- a) replacement of the front stoop canopy on the principal structure.
- b) replacement and installation of wood shutters on the front and rear elevations of the principal structure.

Overall Project Description

At the August 4, 2025, Historic District Commission meeting, the requests for a stoop canopy and for shutters for the principal structure was postponed allowing the applicant time to provide more detailed drawings and specifications. Krittenbrink Architecture has submitted revised drawings of the porch canopy and shutters for review by the Commission.

REQUESTS

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

Project Description

The proposed stoop canopy will feature a front-facing gable, infilled with wood siding, and a composite shingle roof supported by two wood brackets, as shown in the submitted drawings.

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

3.16 Guidelines

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

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

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

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

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

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

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

Considerations/Issues

The *Preservation Guidelines for Porches* state it is not appropriate to remove or add porch elements on the principal structure's front façade. In this case, the current entryway canopy is not original to this structure. Additionally, the Commission has previously approved the re-installation of a front porch based on historic documentation as well as the addition of a small, covered entryway or stoop canopy to provide weather protection on structures that historically lacked an entryway feature. Per the *Guidelines*, new features should reflect the style, period, and design of the historic structure and not create a false sense of history. At the August 4, 2025, Historic District Meeting, the Commission stated more detailed drawings were required to ensure it met the *Guidelines*. The submitted revised stoop canopy design is like other canopies found on historic structures in the Chautauqua District.

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

Commission Action

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

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

Project Description

The applicant proposes to remove the existing vinyl shutters from the first floor and add wood shutters on the second-floor front and rear elevations. At the August 4, 2025, Historic District Meeting, the Commission stated the designs for the shutters were not clear, and more details were needed to determine if they met the *Guidelines*. The Commission also noted that the shutter designs presented did not match other shutters found in the Chautauqua Historic District. The Commission further stated that louvered or paneled shutters would be more appropriate for this Colonial Revival structure. The proposed louvered shutters are illustrated in the revised submitted drawings.

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

3.18 Guidelines for Utilities and Energy Retrofit

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

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

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

3.3 Guidelines for Wood Features

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

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

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

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

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

Considerations/Issues

The *Preservation Guidelines for Energy Retrofit* allow for the installation of operable shutters as a means of energy conservation. In this case, the applicant is requesting shutters as a decorative feature for the front façade.

The *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. As a result of Commission comments at the August 4, 2025, Historic District Commission meeting, where this item was originally heard, the applicant is now submitting a louvered shutter design. Staff would note Colonial Revival structures often had shutters as a decorative element.

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

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 25-26) the Certificate of Appropriateness request for 485 College Avenue for the following: b) Installation of shutters on the front elevation of the principal structure.