



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: July 7, 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; B) REPLACEMENT AND INSTALLATION OF WOOD SHUTTERS ON THE FRONT AND REAR ELEVATIONS OF THE PRINCIPAL STRUCTURE; C) REMOVAL OF A WINDOW ON THE FRONT ELEVATION OF THE PRINCIPAL STRUCTURE; D) REPLACEMENT OF A DOOR ON NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE WITH A WINDOW; E) MOVE EXISTING WINDOW ON THE NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; F) ADDITION OF A WINDOW ON THE NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; G) REPLACEMENT OF A DOUBLE WINDOW WITH A SINGLE WINDOW ON THE SOUTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE; H) ADDITION OF A REAR PORCH TO THE PRINCIPAL STRUCTURE; I) REPLACEMENT OF A BAY WINDOW WITH A SLIDING GLASS DOOR UNIT ON THE REAR OF THE PRINCIPAL STRUCTURE; J) REPLACEMENT OF A DOOR WITH A WINDOW ON THE REAR OF THE PRINCIPAL STRUCTURE; K) RE-OPENING OF A WINDOW OPENING ON THE REAR OF THE PRINCIPAL STRUCTURE; L) RECONFIGURATION OF WINDOWS AND DOORS ON THE ACCESSORY STRUCTURE; M) INSTALLATION OF A STOOP CANOPY ON THE NORTH AND WEST (FRONT) SIDES OF THE ACCESSORY STRUCTURE; N) INSTALLATION OF WALKWAYS IN THE SIDE AND REAR YARDS.

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, where the front wing configuration of the house is currently located. 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 exterior work:

- 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 side.
- 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 modifications.

Overall Project Description

As noted above, the applicant, Krittenbrink Architecture, requested feedback on various proposed modifications to the property at the June 7, 2025, meeting. Krittenbrink Architecture has developed plans based upon the input received and is now returning to the Historic District Commission with the following proposed modifications: the installation of stoop canopies on principal structure and accessory structure, addition of shutters on the principal structure, reconfiguration of windows and doors on the principal structure and the accessory structure, the addition of a porch to rear of the house, and the installation of private walkways.

The applicant is also proposing the installation of a four-foot iron fence with a gate in the front and side yards, as well as the installation of a swimming pool in the rear yard. Both proposals are approvable through the Administrative Bypass process and do not require review by the Commission. Lastly, the applicant plans to replace a portion of the existing concrete driveway on the south side of the principal structure and to renovate the existing eight-foot fence along the north property line. Both proposals would be considered repair work and do not require review.

REQUESTS

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

Project Description

The applicant proposes to replace the existing canopy over the front stoop with the design shown in the submitted elevation drawings. The proposed stoop canopy will be comprised of wood with a composite shingle roof.

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. The Commission has approved the re-installation of a front porch based on historic documentation. The Commission has also approved 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. The proposed stoop canopy is similar to other canopies found on historic structures in the Chautauqua District.

The Commission would need to determine whether the addition of a 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) Replacement and installation of wood shutters on the front and rear elevations of the principal structure.

Project Description

The principal structure currently has wood shutters on the first-floor façade. The applicant proposes to replace the existing vinyl shutters with wood shutters. The applicant also proposes to install wood shutters on the second floor of the front and rear elevations. The design of the shutter differs from that of the existing shutters and is illustrated in the submitted photo and 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.*

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 as a whole. 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 Wood Features* state it is not appropriate to add or remove wood features from the front façade. 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 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. Staff would note that 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. The current vinyl shutters are a louvered design. Louvered and paneled shutters are typical of Colonial Revival structures in the district.

The Commission would need to determine if the replacement and addition of shutters on the principal structure meets 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.

c) Removal of a window on the front elevation of the principal structure.

Project Description

The principal structure currently has an awkwardly placed window located on the south side of the front elevation against the wall of the front wing addition. This window does not match the window size or symmetry found on the remainder of the front elevation, indicating it is not original to the historic structure. It appears this window was either added or built over when the front wing addition was connected to the principal structure. The applicant proposes to remove the window to restore symmetry to the front façade and improve internal programming.

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

3.12 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.*

Considerations/Issues

The *Preservation Guidelines for Windows* state original window openings are to be preserved. It is unclear whether this window is original in location and size to the historic structure. Its removal would restore symmetry to the front façade. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if the removal of this window meets the *Preservation Guidelines* and whether 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: c) removal of a window on the front elevation of the principal structure.

d) Replacement of the door on the north side of the front room of the principal structure with a window.

Currently, the front wing of the principal structure has a door on the north side. The applicant proposes to remove this door and replace it with a window. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

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

3.14 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.*

3.12 Guidelines Windows

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

.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 Doors* state original door openings are to be preserved. This front wing addition was added after 1944, and therefore, the door is not original to this historic structure. Replacing this door with a window would enhance internal functionality and create a more symmetrical façade for the front wing addition. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the replacement of a door with a window meets the *Preservation Guidelines* and whether 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: d) Replacement of the door on the north side of the front room of the principal structure with a window.

e) Move the existing window on the north side of the front room of the principal structure to restore symmetry.

Project Description

The front wing addition of the principal structure has an existing window on the north side of the addition. To enhance the exterior, the applicant proposes to relocate the existing window to provide symmetry to this non-original front wing addition.

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

3.12 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.*

Considerations/Issues

The *Preservation Guidelines for Windows* state original window openings are to be preserved in their location. Due to its location and configuration, the front wing addition is likely not original to the house. Moving this window will provide similar symmetry found in the remainder of the historic structure. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if moving this window to provide symmetry meets the *Preservation Guidelines* and whether 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: e) move the existing window on the north side of the front room of the principal structure to restore symmetry.

f) Addition of a window on the north side of the front room of the principal structure to restore symmetry.

Project Description

To complete the symmetry on this side of the front wing addition, the applicant proposes adding a window. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

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

3.12 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.*

Considerations/Issues

The *Preservation Guidelines for Windows* state window openings are not to be added to the front façade of a historic structure. Due to its location and configuration, this addition is likely not original to the house. The addition of a window will help provide symmetry for this elevation of the addition. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if the addition of this window meets the *Preservation Guidelines* and whether 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: f) addition of a window on the north side of the front room of the principal structure to restore symmetry.

g) Replacement of a double window with a single window on the south side of the front room of the principal structure.

Project Description

The south side of the front wing addition has two single windows and one double window. To provide symmetry to the south side of the front wing addition, the applicant proposes replacing the double window with a single window. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

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

3.12 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.*

Considerations/Issues

The *Preservation Guidelines for Windows* state window openings are to be preserved in a historic structure. Due to its location and configuration, the front wing addition is most likely not original to the house. The re-installation of a single window will restore symmetry for this elevation of principal structure. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024. Staff would note that symmetrically placed windows are a common design feature found in the Colonial Revival style.

The Commission would need to determine if the replacement of a double window with a single window meets the *Preservation Guidelines* and whether 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: g) replacement of a double window with a single window on the south side of the front room of the principal structure.

h) Addition of a rear porch to the principal structure.

Project Description

The applicant proposes the addition of a rear porch, as illustrated in the submitted drawings. The proposed porch will be 9'-8" deep by 16'-0" wide, for a total of 154 square feet. The porch will be wood construction with a composite shingle roof.

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.*

Reference - Preservation Guidelines

3.16 Guidelines for Porches

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

.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.*

12. New Balconies and Porches. *Balconies and porches built on the rear and not visible from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side of a historic structure will only be considered if there is historic evidence that one existed. The design and materials are to be based on historic evidence of the design or be a design seen in similar structures in the historic neighborhood.*

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* permit rear porches with limited or no visibility from the front street right-of-way. The Historic District Ordinance allows modern-day additions on the rear elevation, such as this proposed rear porch. The porch is compatible in materials and design with the principal structure. The proposed porch design is similar to other porch designs found in the Chautauqua District.

The Commission would need to determine if the addition of a rear porch, as submitted, meets the *Preservation Guidelines* and whether such 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: h) addition of a rear porch to the principal structure.

i) Replacement of a bay window with a sliding glass door unit on the rear of the principal structure.

Project Description

To provide access to the new rear porch, the applicant proposes a set of aluminum-clad sliding glass doors to replace the existing bay window. The proposed doors will feature a windowpane configuration as illustrated in the submitted photo and elevation drawing.

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.*

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.

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):

.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 *Preservation Guidelines for Windows* state original windows are to be preserved. However, the existing bay window is not original to the house. Additionally, the Historic District Ordinance permits the installation of modern conveniences, such as sliding glass doors on the rear of historic principal structures with limited or no visibility from the front streetscape. The *Guidelines for Doors* allow for aluminum-clad wood doors on the rear of the structure to be considered on a case-by-case basis. The proposed windowpane configuration for the sliding glass doors will be compatible with the Colonial Revival style of the principal structure.

The Commission would need to determine if the replacement of the non-original bay window with a set of aluminum-clad sliding glass doors, as submitted, meets the *Preservation Guidelines* and if such 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: i) Replacement of a bay window with a sliding glass door unit on the rear of the principal structure.

j) Replacement of a door with a window on the rear of the principal structure;

Project Description

To improve internal programming, the applicant proposes replacing the existing door on the rear of the principal structure with a window. The window will match the opening size and windowpane configuration found in the principal structure. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

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.*

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.*

.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.*

3.12 Guidelines Windows

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

.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 Doors* state original doors are to be preserved. However, the Historic District Ordinance permits changes to the rear elevation of historic structures to accommodate modern living. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the replacement of the door on the rear elevation with a window, as submitted, meets the *Preservation Guidelines* and whether 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: j) replacement of a door with a window on the rear of the principal structure.

k) Re-opening of a window on the rear of the principal structure.

Project Description

The existing window on the south side of the rear elevation is currently boarded up. The applicant proposes to reinstall a window to match the rest of the principal structure. The applicant proposes the same window type as previously approved for this property under the COA issued June 3, 2024.

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.*

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* discourage the creation of new window openings on the front or side elevations of a historic house. However, this request is for the re-installation of window. This request to reopen and install a window meets the *Guidelines for Windows* and the Historic District Ordinance. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the reopening of the existing window opening on the rear elevation, as submitted, meets the *Preservation Guidelines* and whether 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: k) re-opening of a window opening on the rear of the principal structure.

l) Reconfigure windows and doors on the accessory structure for symmetry.

Project Description

The property owner wishes to convert the existing structure into a cabana for use with the new swimming pool planned for the rear yard. To meet this desired function, the applicant proposes to reconfigure the windows and doors on the accessory structure as shown in the submitted elevation drawings. The applicant proposes the same window type as previously approved for

this property under the COA issued June 3, 2024. The proposed doors will be aluminum clad as shown in the submitted drawings for materials.

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.*

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):

.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.*

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):

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

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed below. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.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 *Preservation Guidelines for Secondary Windows* require the preservation of original windows and doors in historic accessory structures. However, this structure has lost its historic contributing status due to alterations made prior to the 1988 Historic Survey for the Chautauqua Historic District. The Historic District Ordinance allows alterations to accessory structures with limited or no visibility from the front streetscape. The *Preservation Guidelines* permit alterations to non-contributing structures to the extent necessary to ensure compatibility with the surrounding District. The applicant proposes to use the same replacement windows approved under the COA issued on June 3, 2024.

The Commission would need to determine if the reconfiguration of windows and doors on the accessory building, as submitted, meets the *Preservation Guidelines* and whether the proposed work is compatible with the principal 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: l) reconfigure windows and doors on the accessory structure for symmetry.

m) Installation of a porch canopy on the north and west (front) sides of the accessory structure.

Project Description

To complete the accessory structure repurposing as a cabana, the applicant proposes the addition of a porch canopy on the north and west sides of the accessory structure, as shown in the submitted elevation drawings. The proposed canopies for the entryway will provide both protection and a decorative detail for the accessory structure. The proposed canopies will match the principal structure's entryway canopy in terms of material and design.

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.*

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 secondary structures include garage apartments, studios, workshops, and cabanas.*

.3 Preserve Original Materials. *When possible, retain and preserve character-defining materials, features, and details of historic secondary structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of secondary structures in accordance with pertinent guidelines.*

.4 Replace Only Deteriorated Portions. *If replacement of a deteriorated element or detail of a historic secondary structure 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 using the original material is not technically feasible.*

.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.*

.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.

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 Secondary Structures* encourage the retention of original features. However, this structure has lost its historic contributing status due to alterations. The Historic District Ordinance allows alterations to accessory structures with limited or no visibility from the front streetscape for modern-day uses such as a cabana. The proposed stoop canopies will match the canopy on the principal structure in terms of design and materials.

The Commission would need to determine if the addition of stoop canopies on the accessory building, as submitted, meets the *Preservation Guidelines* and whether the proposed work is compatible with the principal 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: m) installation of a stoop canopy on north and west (front) sides of accessory structure.

n) Installation of walkways in the rear yard.

Project Description

The applicant is proposing a set of walkways connecting the principal structure, the cabana, and the swimming pool, as shown on the submitted site plan.

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.*

Reference - Preservation Guidelines

2.8 Standards for Administrative Bypass for Sidewalks, Driveways, and Off-Street Parking

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.

.4 Walkways. *Private sidewalks and walkways in the rear yard.*

Considerations/Issues

The *Preservation Guidelines for Sidewalks* allow the review of walkways in the rear yard with no visibility from the front streetscape to be approved through the Certificate of Appropriateness by Administrative Bypass. The proposed walkways have visibility from the front right-of-way and therefore require review by the Commission. Walkways in the side and rear yards are typical modern-day living that have been approved by the Commission.

The Commission would need to determine if the proposed walkways, as submitted, meet the *Preservation Guidelines* and whether the proposed work is compatible with the principal 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: n) Installation of walkways in the rear yard.