



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/03/2025

REQUESTER: Catherine Gilarranz, Krittenbrink Architecture

PRESENTER: Anais Starr, Planner II/Historic District Preservation Officer

ITEM TITLE: (HD 24-01) CONSIDERATION OF FEEDBACK FOR REQUESTS TO ADD FIRST AND SECOND-FLOOR ADDITIONS FOR THE PROPERTY LOCATED AT 325 E. KEITH STREET.

Property History

Historical Information

2004 Miller Historic District Nomination Survey Information:

325 E. Keith Street. Ca. 1923. Bungalow/Craftsman. This contributing, one-story, vinyl-sided, single dwelling has an asphalt-covered, cross-gabled roof and a brick foundation. The wood windows are one-over-one hung and the wood door is flush. The full-width porch has brick walls and tall brick piers topped by short tapered wood columns. Other exterior features include a porte-cochere on the east side and an unusual, stucco-clad, exterior chimney on the facade. Decorative details include false beams and triple windows.

Sanborn Insurance Map Information

The 1925 and 1944 Sanborn Insurance Maps indicate that an addition to the rear of the house was added to the existing structure post-1944.

Previous Actions

There have been no requests for Certificates of Appropriateness (COA) for this property.

REQUESTS

a) Feedback on requests to add first and second-floor additions.

The owners wish to expand the existing house to accommodate their family's needs. The applicant proposes to add a second-floor addition of approximately 923 square feet on the back half of the house. The second-floor addition will contain two bedrooms and a bathroom. Also proposed are two first-floor additions that will total 313 square feet. The first proposed addition is on the northwest corner of the first floor and will be expanded to accommodate a laundry room, and new entrance/stairs that meet building code. The second proposed addition is a small portion added to the east side of the house on the first floor to increase the size of the existing master bathroom and bedroom. Wood siding to match the existing house is proposed. The applicant plans to reuse existing windows removed during the renovation with any new windows to be aluminum-clad wood windows.

Reference - Historic District Ordinance

429.3.1(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. (0-0910-12).*

429.3.3(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. (0-0910-12).*

Reference - Preservation Guidelines

3.12 Guidelines for Windows in Additions

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

.12 Additions. *For the construction of additions, choose windows that match the original structure. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in addition. Vinyl or vinyl-clad windows are prohibited.*

3.14 Guidelines for Doors in Additions

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

.11 Additions. *For construction of additions, choose doors that match the original structure. Aluminum-clad wood doors are permissible for use in additions that are not visible from the front right-of-way. Fiberglass doors can be considered on a case-by-case basis.*

4.4 Guidelines for Additions

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

.1 Make Additions Compatible. *Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.*

.2 Locate Addition Inconspicuously. *Locate a new addition on an inconspicuous façade of the historic building, usually the rear one. Additions that alter the front façade are generally considered inappropriate for a historic structure.*

.3 Limit Size and Scale. *The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.*

.4 Preserve the Site. *Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.*

.5 Avoid Detracting from Principal Building. *It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or*

obscured.

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

.7 Substitute Materials. *Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.*

3.2 Guidelines for Exterior Walls

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

.1 Preserve Original Walls. *Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including functional and decorative features and details.*

.2 Retain Original Building Materials. *Retain and preserve exterior wall materials that contribute to the overall historic character of a building.*

.4 Avoid Covering Original Materials. *Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl and aluminum siding is not appropriate for use in historic districts.*

.7 Substitute Materials. *Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.*

Considerations/Issues

The Zoning Ordinance requires structures to meet a 20-foot setback from the rear property line and 5' from the side property lines. The existing house currently sits approximately 20 feet from the rear property line and at least 5 feet from the side property line. Any additions that extend toward the rear property line will require a request to the Board of Adjustment for a variance.

The *Preservation Guidelines for Additions* limit new additions to 750 square feet of the house footprint but also allow for second-floor additions that do not increase the footprint of the house. The proposed 923-square-foot second-floor addition is more than 50% of the footprint allowed by the *Guidelines* but it will not increase the footprint of the existing house.

The *Guidelines* state that new additions should be located on an inconspicuous portion of the house, usually the rear, with no or limited visibility from the front streetscape. For many years, the Commission had enforced a “no visibility from the front” on proposed new additions. In recent years, however, the Commission has approved additions that “bump out” from the side and are visible from the front streetscape. Recent “bump out” additions approved by the Commission include 506 S Lahoma, 425 S Lahoma, and 643 Okmulgee.

This second-floor addition will be visible from the front streetscape. To help reduce the impact the applicant has placed the second-floor addition on the rear of the structure and has made a design that is compatible with the existing house.

The Commission is to provide feedback as to whether the proposed second-floor addition meets the *Guidelines* and is compatible with this historic structure.

The applicant is proposing two small additions to the first floor. Both meet the *Guidelines* for location, design, and materials. However, the addition at the northwest corner of the house appears to not meet the required 20-foot setback in the Zoning Ordinance. The applicants will need to apply to the Board of Adjustment for a variance to the required rear setback for the northwest addition to the house.

The applicant is proposing wood to match the existing siding of the house. The applicant plans to reuse as many of the existing windows removed during the renovation and incorporate them into the new addition. Any new windows needed will be aluminum-clad. The proposed materials meet the *Guidelines*.

The Commission is to provide feedback as to whether the proposed additions meet the *Preservation Guidelines* and whether they are compatible with this historic structure.

Commission Action

Feedback on requests to add first and second-floor additions.

325 E Keith Avenue. No vote is required.