

Staff Report and Recommendations Agenda of October 13, 2025, Item 7c

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • rma.venturacounty.gov/divisions/planning/

I. APPLICANT AND PROPERTY OWNER:

Applicant: Laura Ayala
Draw Drafting LLC
317 W Ventura Blvd #1004
Camarillo, CA 93010

Property Owner: Steve Clareen
826 Trueno Ave
Camarillo, CA 93010

II. REQUEST:

A request for a Certificate of Appropriateness from the Cultural Heritage Board (CHB) (Ventura County Cultural Heritage Ordinance Section 1371) for the comprehensive restoration and construction of a new addition to an existing one-story, single-family residence located at 421 South G Street, Oxnard, CA 93030 (Henry T. Oxnard Historic District and Landmark Area #161). The scope of work includes the addition of a combined 421 square feet of floor area at the rear of the residence, façade modifications, full exterior application of smooth white stucco to the residence and garage, installation of new windows and doors, and installation of new exterior light fixtures. (Case No. CH25-0039).

III. LOCATION AND PROPERTY INFORMATION:

421 South G Street, Oxnard, CA 93030
Assessor's Parcel Number (APN): 202-0-063-020
Historic Designation: Henry T. Oxnard Historic District and Landmark Area
Common/Historic Name: Frederick A Zitkowski House

The property consists of 0.16 acres within the Henry T. Oxnard Historic District and currently contains an existing 1,573-square-foot residence and a 342-square-foot detached accessory garage. The existing residence, a Provincial style bungalow, was built in 1934. A prior project submitted by the previous property owner was reviewed and approved by the CHB in 2019. It included a partial demolition, new addition, remodel, new patio cover, and raised front porch. However, city code enforcement later determined that construction exceeded the approved permit and issued a violation. The ongoing code violation case remains active at the subject property, where, over the past few years, the residence has had its stucco cladding removed and windows and doors taken out. The current scope of work aims to address and resolve this violation.

IV. **PROJECT SCOPE:**

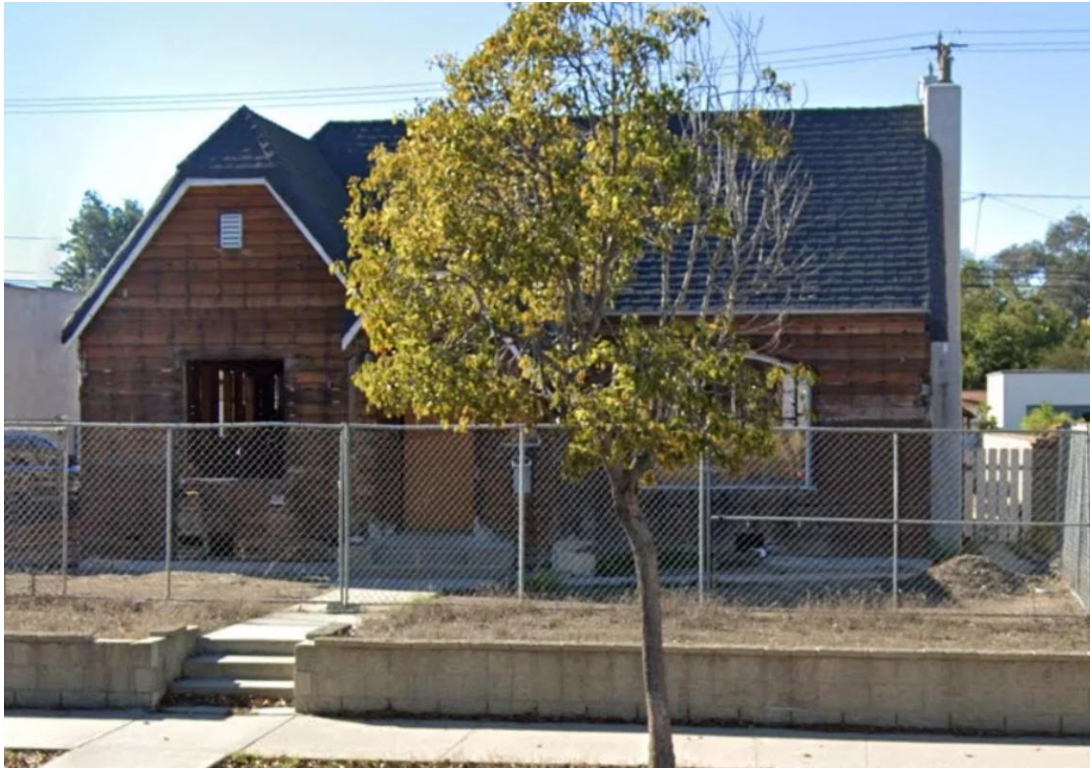
The proposed project would involve the comprehensive restoration of the residence through the full exterior application of smooth white stucco to the residence and garage, installation of new windows and doors, and installation of new exterior light fixtures. In addition, the applicant proposes the addition of a combined 421 square feet of floor area at the rear of the residence. The scope involves some façade modifications; specifically, the residence's offset porch and asymmetrical window would be removed, the entry shape would become more rounded, and the decorative, quoin-like stone or faux-stone trim previously framing the entry would not be restored. The proposed new windows, which would include both fixed and hung types, would be clad in black vinyl. The front door would be a rounded-top, solid-core, one-panel door, while the side patio door would be a black aluminum bifold model.

The views of the main residence from the public right-of-way would not change with the addition, as it is one story and confined to the rear of the property. The proposed design reflects some aspects of the existing residence's Provincial architectural style and matches some materials such as the roof composition shingle and stucco exterior cladding (white smooth stucco). Refer to Exhibit 1 for full project plans and elevations, product specifications for proposed materials, existing photos of the property, and proposed renderings. Refer to Figure 1 for a historical view of the residence, Figure 2 for a contemporary view, and Figure 3 for a proposed rendering of the residence following restoration.

Figure 1 – Historical View of Subject Property (no date)



Figure 2 – Street View of Existing Property, 2022



Credit: Google Maps, 2022

Figure 3 – Proposed Primary Elevation



Credit: Draw Drafting LLC

V. PROPERTY DESCRIPTION:

The subject property was documented in the *1981 Oxnard - Santa Paula Historic Resources Survey (Phase I Part II)* (“historic survey”) prepared by Ms. Judith P. Triem. The residence was described as a Provincial-style home featuring medium- and low-pitched hip and gable roofs with wooden shake shingles, wooden shutters flanking two-sash windows, and an arched doorway with radiating stones and a central keystone. The Provincial style, inspired by French countryside architecture, is characterized by symmetrical facades, steeply pitched hipped roofs, tall narrow windows—often with shutters—and modest ornamental detailing. It was built in 1934 for Frederick A. Zitkowski, a prominent lawyer, and his wife, Elizabeth.

According to the historic survey, within the Henry T. Oxnard Historic District, G Street features “wide tree-lined streets, raised lawns and low walls, and alleys with rear parking. Lots are mostly 50 feet by 140 feet and some have additional dwellings in the rear. Houses maintain even setbacks and are well landscaped with many mature trees including palms, pines, cedars and other varieties.” The majority of houses maintain their original style with relatively few alterations.

VI. CULTURAL HERITAGE ORDINANCE ANALYSIS:

The Ventura County Cultural Heritage Ordinance (Ordinance) Section 1371 requires that the Cultural Heritage Board issue a Certificate of Appropriateness for an application to construct, change, alter, modify, remodel, remove, or significantly affect a District Contributor.

CHB staff determined that the *Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* (Secretary’s Standards)¹ may be helpful to the CHB in conducting its analysis of the subject property. Additionally, the National Park Service’s *Preservation Brief 14: New Exterior Additions to Historic Building: Preservation Concerns*² may be of use during the CHB’s review. CHB staff determined the standards for rehabilitation are appropriate for this request and evaluated the proposed scope of work against the relevant standards below.

In order to approve a Certificate of Appropriateness, the CHB, using the Secretary of the Interior’s Standards as a guide, must determine whether one of the required standards outlined in Ordinance Section 1371-4 has been met. In the case of the construction of a new improvement or addition upon the site, the required finding is

¹ National Park Service, *The Secretary of the Interior’s Standards for the Treatment of Historic Properties*, <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>.

² National Park Service, *Preservation Brief 14: New Exterior Additions to Historic Building: Preservation Concerns*, August 2010, <https://www.nps.gov/orgs/1739/upload/preservation-brief-14-exterior-additions.pdf>.

that the use and exterior of such construction will not reduce the integrity of the site (Ordinance Section 1371-4(b)).

Standards	Staff Comments
#1 A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.	The subject property will continue to be used for residential purposes and the main residence will continue to be used as a residence. Staff determined this Standard has been met.
#2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.	The Secretary's Standards³ encourage the retention of historic features that contribute to the interpretation of the significance of a historic property and, when appropriate, repair of materials and limited replacement of deteriorated or missing parts rather than full replacement. The Standards recommend the spaces and the setting that characterize a property be maintained. The elements of setting include the relationships between buildings, setbacks, spatial patterns, views, driveways and walkways, and street trees—all of which collectively shape the character of a district or neighborhood. Additionally, original materials play a significant role in contributing to a property's historic character. The main residence would retain many of its character-defining features — including its form and massing, window shapes and placements, roof form and style, and stucco exterior — helping preserve its identity as a modest Provincial-style bungalow. However, distinctive materials, such as wood-clad windows, shutters, and quoin-like stone or faux-stone trim that previously framed the entry have been removed and are not proposed to be restored. Further, the project would alter the residence's decorative asymmetrical entryway and small window and modify the entryway shape. The addition is proposed to be located to the rear of the existing residence and primary views of the building would not change as a result.

³ Weeks, Kay D., *The Secretary of the Interior's Standards for the Treatment of Historic Properties: with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*, U.S. Department of the Interior, National Park Service, revised 2017, pg. 140.

Standards	Staff Comments
	Based on the above, staff determined this Standard has not been met.
#3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.	Conjectural design features are not proposed to be added to the historic property (i.e. changes that are intended to make the new construction look more historic than it actually is). The proposed addition would continue the siding and roofing materials used on the main residence. Based on this, the proposed addition would be similar in character to the house. Staff determined this Standard has been met.
#4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.	There do not appear to have been changes to the property that have gained significance in their own right. Staff determined this Standard has been met.
#5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.	The main residence would retain many of its character-defining features. The proposed reconstruction of the building's walls and construction of the new addition would generally introduce components and materials that are historically appropriate to the property because they are architecturally in-kind, both with what existed at the building previously, such as stucco siding and shingle roof materials, and with the detached garage building that currently occupies the site. However, distinctive materials, such as wood-clad windows, shutters, and quoin-like stone or faux-stone trim that previously framed the entry have been removed and are not proposed to be restored. Further, the project would alter the residence's decorative asymmetrical entryway and small window and modify the entryway shape. Based on the above, staff determined this Standard has not been met.
#6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.	The residence is currently stripped of its previous stucco cladding and wood-clad windows and doors have been removed. It would have been preferable to retain as many building materials as feasible prior to their removal. Regardless, the applicant proposes to further alter the residence's asymmetrical entryway and small window and modify the entryway shape, all decorative elements that are characteristic of the style. Proposed

Standards	Staff Comments
	windows would not match those that existed historically based on documentary evidence. Based on the above, staff determined this Standard has not been met.
#7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.	No such treatments are currently proposed. Therefore, Staff determined this Standard is not applicable to the proposed scope of work.
#8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.	Staff determined this Standard is not applicable to the proposed scope of work.
#9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.	A new addition is most appropriately located where its visibility from the primary views of the historic building is minimized.⁴ This is often a rear or obscure elevation. Inherent in all of the guidance is the concept that an addition needs to be subordinate to the historic building. The size, scale, and massing of a new addition all pertain to the addition's overall volume and three-dimensional qualities.⁵ Taken together, size, scale and massing are critical elements for ensuring that a new addition is subordinate to the historic building, thus preserving the historic character of a historic property.⁶ The proposed addition would be located at the rear of the residence and generally match the height of the structure. Based on this, the views of the main residence from the public right of way would not substantially change. The exterior of the addition would be in keeping with the architectural style of the main residence. The addition would be subordinate to the historic building, and its size, scale, and massing would be appropriate to the site.

⁴ National Park Service, Technical Preservation Services, "New Additions to Historic Buildings," <https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/additions.htm>.

⁵ Ibid.

⁶ Ibid.

Standards	Staff Comments
	Based on the above considerations, the historic building would not be compromised by the new addition. Staff determined this Standard has been met.
#10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	While the proposed additions are appropriately located at the rear of the residence and of compatible size, scale, and massing, the design of the proposed additions extends the wall plane of the existing building and risks unification of the multiple volumes into a single architectural whole. Such a design generally precludes the ability to remove the additions in the future while maintaining the essential form of the residence as the identity of the historic structure may be lost in a new and larger composition. This can be avoided by utilizing a simple, small-scale architectural hyphen or connector, offsetting the addition, or stepping it back from the mass of the historic building. Based on the above, Staff determined the scope of work is partially inconsistent with this Standard.

VII. STAFF CONCLUSION:

Based on the above considerations, the proposed scope of work appears partially inconsistent with the Secretary’s Standards. Following implementation of the project, the residence would retain many of its character-defining features — including its form and massing, window shapes and placements, roof form and style, and stucco exterior — helping preserve its identity as a modest Provincial-style bungalow. Most importantly, the proposed additions would be appropriately located, subordinate to the historic building, and appropriately designed for the site in terms of size, scale, and massing.

However, distinctive materials, such as wood-clad windows, shutters, and quoin-like stone or faux-stone trim that previously framed the entry have been removed and are not proposed to be restored. Further, the project would alter the residence’s decorative asymmetrical entryway and small window and modify the entryway shape.

Based on the above, staff recommends the CHB adopt the following recommendations related to the scope of work in order to better conform to the Secretary’s Standards and not reduce the integrity of the site or district, in accordance with Ordinance Section 1371-4(b):

- **Recommendation #1: In-Kind Window and Shutter Replacement.** The applicant should install new windows to match the historic windows to the greatest extent feasible in terms of configuration, materials, details, and finish in order to be more compatible with the overall historic character of the building. Accordingly, the proposed window schedule should be revised to replace windows with similar style and material (wood-clad) of windows to constitute in-kind replacement. In particular, highly visible windows on the primary elevation should be replaced in-kind. As part of this recommendation, it is suggested that shutters be added to the windows to the left of the front door on the primary elevation to enhance architectural consistency and reinforce the Provincial style.
- **Recommendation #2: Front Entry Restoration.** The applicant should maintain distinctive materials and spatial relationships characteristic of the front entry by retaining or restoring the decorative asymmetrical design and small window, quoin-like stone or faux-stone trim that previously framed the entry, and the overall entryway shape.

VIII. OPPORTUNITY TO SHOW HARDSHIP:

At the CHB public hearing on this matter, if desired, the property owner is provided the opportunity to present facts and evidence demonstrating a failure to grant the requested Certificate of Appropriateness would cause an economic hardship as provided by Ordinance §1371.

IX. PUBLIC COMMENTS:

No public comment regarding this item has been received to date.

X. RECOMMENDED ACTIONS:

Pursuant to Ordinance Section 1371, the CHB may identify project modifications for the applicant's review and consideration. Staff is recommending the CHB take the following actions regarding the request:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the Planning Division staff report and all exhibits and attachments hereto;
2. **FIND** that the proposed project, with any project modifications determined necessary, meets the requirements of the *Secretary of the Interior's Standards*;

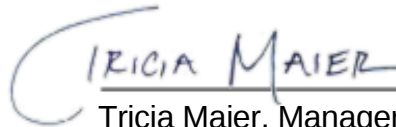
3. **FIND** that the proposed project will not reduce the integrity of the site, in accordance with Ventura County Cultural Heritage Ordinance Section 1371-4(b); and
4. Based on the preceding evidence and analysis, **APPROVE** the Certificate of Appropriateness (Ordinance Section 1371) with any project modifications determined necessary to conform to the *Secretary of the Interior's Standards* and Ordinance Section 1371-4(b).

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Reviewed by:



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Exhibits:

Exhibit 1 – Proposed Plans and Elevations, Proposed Materials, Existing Photos, and Proposed Renderings