



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 3/2/2026

**REQUESTER:** Marcia Hoos-Reinke

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

**ITEM TITLE:** (HD 26-03) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 452 S. LAHOMA AVENUE FOR THE FOLLOWING MODIFICATION: A) REPLACEMENT OF 21 NON-ORIGINAL METAL WINDOWS ON THE SECOND STORY OF THE PRINCIPAL STRUCTURE.

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### **Background**

#### **Historical Information**

##### **2004 Chautauqua Historic District Nomination Survey Information:**

**542 S. Lahoma Ave.** Circa 1916. Prairie School. This noncontributing, two-story brick dwelling has an asphalt-covered, hipped roof and a concrete foundation. The wood windows are one-over-one hung and the wood door is glazed paneled with sidelights and a glazed slab storm. The wraparound porch has a low-pitched roof supported by full brick columns, ornamented with concrete cross-work. The porch entry is marked by a front-gabled roof ornamented with gable returns. Other exterior features include a red brick interior chimney and a front-gabled dormer. Decorative details include double windows, ribbon windows and boxed eaves. Immediately to the side of the house is a tall brick wall which blocks much of the large, brick, non-historic, multi-car garage. The garage has a side-gabled, asphalt-covered roof and multiple paneled overhead doors.

#### **Sanborn Insurance Map Information**

The principal structure appears on the 1918, 1925, and 1944 Sanborn Insurance Maps in the same location and configuration as seen today. The current four-car garage does not appear on the maps, indicating that it was constructed after 1944.

#### **Previous Actions**

**June 5, 2006** – A COA was granted for the replacement of the existing metal patio cover with a wood patio cover and for the replacement of a deck.

### **REQUEST**

**a) Replacement of 21 non-original windows on the second story of the principal structure.**

**Project Description:**

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The applicant is requesting in-kind replacement of 21 metal windows on the second floor. The existing metal windows are not original to the house and were installed before the Chautauqua Historic District was established in 1997. At the time of the window installation, the interior trim was fitted to match the metal windows. The windows have deteriorated, and the applicant wishes to install new windows without destroying the interior trim. She has obtained a quote from a window company that can provide a window with a similar shallow profile to the existing window, allowing her to retain the interior woodwork.

### **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. (O-0910-12).*

### **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.*

**.7 Window Replacement.** *An original window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:*

**a.** *Shall have a wood exterior, unless replacing a metal casement window.*

**b.** *Light patterns same as the original.*

**c.** *Size and dimension the same as the original.*

**d.** *Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.*

**.8 Retain Original Metal Windows.** *Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.*

**.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.*

### **Issues and Considerations**

The *Preservation Guidelines for Windows* require the retention of historic windows. The *Guidelines* allow windows on non-contributing structures to be replaced in-kind or with wood, aluminum-clad wood, or fiberglass windows. In this case, the applicant proposes replacing existing metal windows with aluminum windows of the same size and pane configuration. While the *Guidelines* do not address this replacement specifically, the Commission has historically allowed in-kind replacement of non-original materials, as requested here.

The Commission would need to determine whether the proposed replacement of 21 metal windows with aluminum windows meets the *Preservation Guidelines* and is compatible with the Chautauqua Historic District.

**Commission Action:** (HD 25-04) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 452 S. Lahoma Avenue for the following: a) the replacement of 21 non-original metal windows on the second story of the principal structure.