



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** March 2, 2026

**REQUESTER:** Devon Miller

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

**ITEM TITLE:** (HD 26-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 720 S. LAHOMA AVENUE FOR THE FOLLOWING MODIFICATIONS TO THE PRINCIPAL STRUCTURE: A) REPLACEMENT OF WINDOWS; B) REPLACEMENT OF EXTERIOR DOORS; C) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; D) ENCLOSURE OF THE REAR PATIO TO PROVIDE ADDITIONAL LIVING SPACE.

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### **Background**

#### **Historical Information**

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

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

**720 S. Lahoma Avenue.** Circa 1950. Modern. This noncontributing, one-story, asbestos-sided single dwelling has a combination flat and shed roof. The foundation is concrete. The metal windows are casement. The wood door is a slab with a wood screen. The partial porch features a flat roof supported by metal braces, creating a carport as well. Other exterior features include a broad brick chimney on the rear. Decorative details include ribbon windows and a stone veneer wainscoting under the porch. The house is noncontributing due to insufficient age.

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

This parcel is vacant on the 1944 Sanborn Insurance Map, indicating the present structures were built after 1944.

#### **Previous Actions**

**July 5, 2022** – A COA was granted for the repair and/or restoration of all existing windows, glass, glazing, and hardware, or replacement with steel casement windows with the same profile and windowpane configuration, and for the demolition of an existing shed and replacement with a free-standing covered patio as submitted. It should be noted that the shed was demolished, while the remaining approved COA-requested items were not installed.

**November 3, 2025** – A COA was granted for the installation of a covered pergola in the rear yard.

#### **Overall Project Description:**

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The applicant is proposing to renovate the entire exterior of the structure by replacing the windows, doors, siding, soffit, and trim in-kind. Also proposed is enclosing the rear patio to create additional living space.

## **REQUEST**

### **a) Replacement of windows**

#### **Project Description:**

The applicant proposes replacing the existing metal casement windows and clerestory windows with aluminum windows. As noted in the “Previous Actions” section of this report, the applicant received approval to replace the windows in 2022 but did not proceed with the replacement. The applicant wishes to improve energy efficiency and safety for all the windows. Additionally, for the side and rear windows, the applicant is seeking to reduce outside noise. For these reasons, the applicant proposes replacing the front façade windows with custom metal windows that match the size, windowpane configuration, and profile of the existing windows. For the side and rear windows, the applicant proposes a metal double-pane window that matches the existing window openings. The applicant also proposes replacing the nine north-facing clerestory windows with double-pane aluminum windows that did not match the profile or configuration of the existing windows. The existing clerestory windows are glass installed in a opening without a frame.

#### **Reference**

##### **Historic District Ordinance**

**36-535.a.2.g: Purpose.** *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.g.(9).c.3: Reviewing non-contributing structures.** *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

**36.535.(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.*

#### **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.

### **Considerations/Issues:**

The *Guidelines for Windows* allow aluminum or metal windows to be considered for the replacement of metal casement windows on a case-by-case basis. However, the *Guidelines* lack guidance as to whether the replacement windows must match the existing window profile or pane configuration.

In recent years, the Commission has approved the replacement of metal and aluminum windows on non-contributing structures on five previous requests. The Commission approved the replacement of metal casement windows on non-contributing structures at 415 S Lahoma, 1320 Oklahoma Avenue, 727 Chautauqua, 713 Cruce, and 627 Okmulgee. For the properties at 713 Cruce and 627 Okmulgee, the Commission required retaining the original casement windows on the front of the non-contributing structure while allowing the replacement of the side and rear windows with metal double-pane windows of a different profile from the existing windows.

The Commission needs to determine whether replacing the existing metal casement and clerestory windows with metal windows on this noncontributing structure meets the *Preservation Guidelines* and is compatible with the Chautauqua Historic District.

**Commission Action: (HD 26-04)** Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 720 S. Lahoma Avenue for the following modification: a) replacement of windows.

### **REQUEST**

#### **b) Replacement of exterior doors**

##### **Project Description:**

The applicant proposes replacing all doors on the principal structure to enhance safety and functionality and improve the exterior appearance. The applicant would like all exterior doors to match, and his preferred Option A proposes black aluminum doors as shown in the submitted specification information. An alternative option is proposed in Option B, with the applicant requesting black aluminum doors for the rear of the house, while the front door is proposed to be a Mahogany door with 1950s design elements.

### **Reference**

#### **Historic District Ordinance**

**36-535.a.2.g: Purpose.** 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.g.(9).c.3: Reviewing non-contributing structures.** Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.

**36.535.(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.

## **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 the 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.

**.2 Replace Only Deteriorated Features.** If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit.

**.3 Retain and Preserve Transoms and Sidelights.** Transoms and sidelights should be retained and preserved. Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.

**.4 Retain Historic Glass.** Retain original glass in historic doors. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

#### **.5 Glass Variations**

a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.

b. Beveled glass in doors is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.

c. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

**.6 Wood Doors.** Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.

**.7 Replacement Doors.** Replacement doors on a historic structure are to be wood and in appropriate design, size and details in keeping with the style of the house. Installation of steel doors on the front of a historic structure is prohibited. Aluminum clad doors are permissible on rear of the structure upon review on a case-by-case basis.

**.8 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 door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic doors for that structure in proportion, shape, location, pattern, size, materials, and details.

**.9 Materials.** Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum-clad doors can be considered on non-contributing resources and on rear elevations

of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.

**Considerations/Issues:**

The Guidelines for Doors state that original doors on contributing structures are to be preserved. While the current front door is wood, it is not the original front door for the structure. It should also be noted that this structure is a non-contributing structure to the Chautauqua District due to insufficient age.

The *Guidelines* further state that wood is an allowable material for replacement doors, while aluminum-clad and fiberglass doors can be considered on non-contributing structures. However, the Historic District Ordinance states that proposed alterations are to be compatible with the surrounding district. Wood front doors are typical of the surrounding historic structures. The rear door has no visibility from the front streetscape and could be allowed a metal door without impacting the surrounding district.

The Commission needs to determine whether either Option A or Option B, as submitted, meets the *Preservation Guidelines* and is compatible with the Chautauqua Historic District.

**Commission Action: (HD 26-04)** Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 720 S. Lahoma Avenue for the following modification: b) replacement of exterior doors.

**REQUEST**

**C) Replacement of exterior siding, soffit, and trim**

**Project Description:**

Currently, the structure contains a mixture of exterior siding materials. To provide cohesiveness, the applicant proposes replacing the existing siding with cedar beveled siding. The applicant was unable to find wood siding with an identical width and profile to the existing siding. The applicant is therefore requesting to use a 10" cedar lap siding instead of the 9 5/8" currently found on this non-contributing structure. Additionally, the applicant wishes to replace the soffit and trim with wood of the same dimensions and design as the existing ones.

**Reference**

**Historic District Ordinance**

**36-535.a.2.g: Purpose.** *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.g.(9).c.3: Reviewing non-contributing structures.** *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

**36.535.(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.*

## **Preservation Guidelines**

### **3.1 Standards for Administrative Bypass for Exterior Walls**

*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.*

**.1 Removal of wall materials.** Removal of non-original or contemporary synthetic materials to reveal existing historic materials is permitted. If existing historic siding material underneath the non-original or contemporary synthetic materials has been removed, the reinstallation of appropriate/compatible material requires review by the Historic District Commission.

### **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.

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

**.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.

**.5 Replace Missing Features.** When replacing an exterior wall or feature, replace it with a new wall or feature based on accurate documentation of the original or a new design that is compatible with the historic character of the building and the district. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

**.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.

#### ***Considerations/Issues:***

The Historic District Ordinance states non-contributing structures are to be controlled only to the degree necessary to make them compatible with the general atmosphere of the district with regard to exterior alterations. The *Preservation Guidelines for Exterior Walls* state that the original wall materials should be preserved if possible. In this case, some of the original wood siding on this non-contributing structure has been replaced with other siding material. The applicant wishes to replace all exterior siding with a single material to give the structure a cohesive exterior. Wood siding is an allowable replacement material.

The Commission needs to determine whether replacing the exterior siding, soffit, and trim with wood meets the *Preservation Guidelines* and is compatible with the Chautauqua Historic District.

**Commission Action: (HD 26-04)** Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 720 S. Lahoma Avenue for the following modification: c) replacement of exterior siding, soffit, and trim.

## **REQUEST**

### **d) Enclosure of the patio to provide additional living space.**

#### **Project Description:**

The applicant proposes enclosing the rear patio, which is approximately 16'2" x 12'8", to create an additional 205 square feet of living space. The applicant provided renderings illustrating the proposed enclosure and a description in the submitted narrative. Exterior materials are to match the previously requested materials, including 10" cedar siding, black aluminum double-pane windows of the same size as those on the existing south elevation, and a black aluminum sliding door for access to the rear yard.

#### **Reference**

##### **Historic District Ordinance**

**36-535.a.2.g: Purpose.** *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.g.(9).c.3: Reviewing non-contributing structures.** *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work, and related activities.*

**36.535.(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.*

#### **Preservation Guidelines**

##### **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 the 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.*

**Considerations/Issues:**

The *Preservation Guidelines for Additions* state that additions are to be located on an inconspicuous elevation. The proposed patio enclosure is located at the rear of the structure and will have limited visibility from the front streetscape.

The *Guidelines* also state that additions are to be compatible with the existing structure. The applicant proposes to match the materials submitted with this COA request including cedar siding, black aluminum windows, and black aluminum doors. The proposed windows will match the opening sizes of the existing windows on the south side. The proposed sliding glass door will provide access to the rear yard, and is a common modern-day convenience allowed by the *Historic District Ordinance*.

The *Guidelines* set a maximum square footage for the addition at no more than 50% of the footprint of the existing structure. In this case, the existing structure has a footprint of approximately 1,554 square feet. The proposed addition of 250 square feet is below the maximum size allowed for additions.

The Commission needs to determine whether the rear patio enclosure meets the *Preservation Guidelines* and is compatible with the Chautauqua Historic District.

**Commission Action: (HD 26-04)** Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 720 S. Lahoma Avenue for the following modification: d) enclosure of the patio to provide additional living space.