



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** May 4, 2026

**REQUESTER:** Kenneth Wineburg

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

**ITEM TITLE:** (HD 26-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 735 S. LAHOMA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF ATRIUM WINDOW WITH A SET OF ORIGINAL WOOD WINDOWS; B) RESTORATION OF FRONT PORCH FLOORING, RAILINGS, AND TRIM; C) REPLACEMENT OF TWO HALF COLUMNS WITH FULL COLUMNS ON THE FRONT PORCH.

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### **Background**

#### **Historical Information**

**2004 Chautauqua Historic District National Registry Nomination Survey states:**  
**735 South Lahoma Avenue.** 1925. *Prairie School. This contributing, two-story, weatherboard single dwelling has an asphalt-covered, hipped roof and a brick foundation. The wood windows are one-over-one hung with metal storms. The wood door is glazed paneled with a metal storm. The almost full-width porch has a hipped roof supported by square wood columns. Other exterior features include a red brick exterior chimney on the north side and a one-story entry porch on the south. The south side porch matches the front porch. Two modern projected sun windows have been constructed on the south side, one above the porch and one to the front of it. Although obviously out of place, due to the scale and side location, the new windows do not make the house noncontributing. Decorative details include wide boxed eaves and double windows. There is a shed-roofed carport to the rear.*

#### **Previous COA Requests**

There have been no previous Certificate of Appropriateness requests for this address.

#### **Overall Project Description**

The applicant submitted a Certificate of Appropriateness request for the April Historic District Commission for the replacement of an atrium window on the south side of the house and the replacement of half porch columns with full columns. However, the

applicant's contractor proceeded with replacing all deteriorated porch flooring, railings, and trim without realizing that such replacements would require a Certificate of Appropriateness. The applicant delayed his original request and has now added the porch restoration to this Certificate of Appropriateness request.

## **REQUEST**

### ***A) Replacement of an atrium window with a set of original wood windows.***

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

The property owner, Kenneth Wineburg, proposes to replace the existing first-floor, south-side, atrium window with the original set of wood windows. These original wood windows were found in the storage shed in the backyard. The original windows are one-over-one wood windows. The applicant has pictures of the existing atrium window and of the original wood windows. The applicant provided a drawing to illustrate the south elevation with the proposed windows installed.

#### **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.*

#### **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.*

#### **Issues and Considerations**

The applicant is requesting the replacement of the atrium window installed before 1997. He proposes replacing the atrium window with a set of original one-over-one wood windows, thereby restoring them to their historic state. The proposed windows will have the same design, size, and material as the existing windows found in the remainder of the structure.

The window framing and trim are proposed to be the same as the rest of the structure's window openings, as shown on the submitted drawing.

The proposed one-over-one wood windows are original to this house and will match the material and configuration seen in the remainder of this historic structure. The proposed reinstallation of the original wood one-over-one windows meets the *Preservation Guidelines for Windows*.

The Commission needs to determine whether the proposed replacement of an atrium window with a set of original wood windows on the south side of the principal structure meets the *Preservation Guidelines* and is compatible with this historic structure and the Chautauqua Historic District.

**Commission Action:** (HD 26-05) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness Request for the property located at 735 S. Lahoma Avenue for the following modifications: a) replacement of an atrium window with a set of original wood windows.

## **REQUEST**

### ***B) Restoration of front porch flooring, railings, and trim.***

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

The applicant's contractor mistakenly started work on the front porch and removed flooring, railings, and trim without realizing that a review was required. The applicant proposes to replace the porch flooring with 6" treated wood. The railings and trim are proposed to be replaced with cedar wood of the same design and size as currently found. The applicant has provided drawings to illustrate the front railings and trim.

#### **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.*

#### **Preservation Guidelines**

##### **3.16 Guidelines for Porches**

*The Historic District Commission will use 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 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.*

**.5 Screen Porches Carefully.** *Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.*

**.6 Avoid Enclosures.** *It is not appropriate to enclose a front porch or a front balcony.*

**.7 Avoid Removing Details.** *It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or bead board, unless an accurate restoration requires it.*

**.8 Avoid Changes to Primary Façades.** *It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade.*

**.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.*

**.10 Maintain Porch Elevation.** *At no time shall the porch elevation be lowered to grade, and steps redesigned.*

**.11 Maintain Wood Elements.** *Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns shall only be replaced with wood of the same profile and dimension.*

**.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.*

### **Issues and Considerations**

The *Guidelines for Porches* states that front porch elements are to “replace only the deteriorated details or elements in-kind rather than the entire feature.” The *Guidelines* further state if a deteriorated element is to be replaced, it must be replaced with the same material, design, and size. Pictures have been provided by the applicant showing the deterioration of the porch flooring, railing, and trim.

The applicant's proposal to replace the deteriorated porch railing and trim in kind meets the *Guidelines* for design, materials, and size. The proposal to replace the wood porch flooring with wider wood decking material does not meet the in-kind *Guidelines* with respect to size.

The Commission needs to determine whether the proposed replacement of the front porch flooring, railings, and trim complies with the *Preservation Guidelines* and is compatible with this historic structure and the Chautauqua Historic District.

**Commission Action:** (HD 26-05) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 735 S Lahoma Avenue for the following modification: b) restoration of porch flooring, railings, and trim.

**C) Replacement of two half-columns with full columns on the front porch.**

**Project Description:**

The request is to replace the two half columns at the top of the porch stairs. The applicant proposes replacing the wood half-columns with full columns of the same design and material as the corner columns. The applicant provided a drawing to illustrate the front porch with the proposed full columns.

**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.*

**Preservation Guidelines**

**3.16 Guidelines for Porches**

*The Historic District Commission will use 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 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.*

**.5 Screen Porches Carefully.** *Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.*

- .6 Avoid Enclosures.** *It is not appropriate to enclose a front porch or a front balcony.*
- .7 Avoid Removing Details.** *It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or bead board, unless an accurate restoration requires it.*
- .8 Avoid Changes to Primary Façades.** *It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade.*
- .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.*
- .10 Maintain Porch Elevation.** *At no time shall the porch elevation be lowered to grade, and steps redesigned.*
- .11 Maintain Wood Elements.** *Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns shall only be replaced with wood of the same profile and dimension.*
- .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.*

### **Issues and Considerations**

The *Guidelines for Porches* states that original elements of a porch, such as columns, are to be maintained. The *Guidelines* further state that if a column is deteriorated, it is to be replaced with a wood column of the same profile and dimensions. Staff has no historic documentation of full columns present on this front porch. However, the applicant believes full porch columns are necessary to remedy the sagging porch roof and prevent future issues.

The proposed column design is similar to other porch columns in the Chautauqua Historic District. Wood is an appropriate material for the column.

The Commission needs to determine whether the proposed replacement of half-columns with full columns on the front porch of the principal structure meets the *Preservation Guidelines* and is compatible with this historic structure and the Chautauqua Historic District.

**Commission Action:** (HD 26-05) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 735 S Lahoma Avenue for the following modification: c) replacement of two half columns with full columns on the front porch.