



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: January 5, 2026

REQUESTER: Fred Buxton, Attorney representing property owner Kevin Easley

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: (HD 25-38) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 549 S LAHOMA AVENUE FOR THE FOLLOWING MODIFICATION: A) REINSTALLATION OF TWO WOOD WINDOWS ON THE NORTH SIDE OF THE PRINCIPAL STRUCTURE.

Background

Historical Information

2004 Chautauqua Historic District National Registry Nomination Survey states:
549 S Lahoma Ave. Ca. 1924. Bungalow/Craftsman. This contributing, one-story, weatherboard single dwelling has an asphalt-covered, cross-gabled roof and a concrete foundation. The wood windows are one-over-one hung and the wood door is slab with a glazed slab storm. The partial porch is sheltered by an off-set, front-gabled roof supported by short wood piers on stucco columns. Decorative details include triangular knee braces, exposed rafters, double and triple windows, and open stickwork in the gable ends.

Sanborn Insurance Map Information

The 1925 and 1944 Sanborn Insurance Maps show the principal structure in the current configuration without a rear addition.

Previous Actions

November 7, 2011 – A Certificate of Appropriateness (COA) was denied for the ex post facto replacement of three windows:

- Large picture window—replaced a pair of original, 1-over-1 wood (i.e. one pane of glass over one pane of glass) windows on the south side of the house
- Projecting atrium window—replaced a pair of original, 1-over-1 wood windows on the north side of the house
- Single, clad 1-over-1 window—replaced a single, original 1-over-1 wood window on the north side of the house.

December 3, 2011 – An appeal of the Historic District Commission denial decision was rejected by the City Council. The property owner filed an appeal through the civil court system.

September 21, 2021 – A COA by Administrative Bypass for the replacement of wood sash for ten one-over-one wood windows.

October 4, 2021 – A COA was issued for the reinstallation of a pair of wood windows on the south side of the structure.

December 1, 2021 – Property owner filed an appeal of the October 4, 2021, Historic District Commission's decision for the reinstallation of a pair of wood windows on the south side of the structure. The Board of Adjustment rejected the appeal. The applicant sought relief in the civil court system.

REQUEST

a) Reinstallation of two wood windows on the north side of the principal structure.

Project Description:

The property owner sought relief from the denial of a Certificate of Appropriateness for the replacement of windows without a COA in civil court in 2011. The civil court case concluded in 2021. The applicant then requested a COA for the reinstallation of a pair of wood windows in place of a metal picture window installed on the south side of the principal structure. The Historic District Commission approved this COA request on October 4, 2021. The applicant appealed the Commission's decision to the Board of Adjustment, which rejected the appeal. The applicant filed an appeal in the civil court system for the windows on the north side of the structure. The civil process concluded earlier this year.

The COA request before the Commission at the January 5, 2026, Historic District Commission meeting is for the reinstallation of two wood windows on the north side of the principal structure. The request is specifically for the reinstallation of a pair of one-over-one wood windows in place of the existing metal atrium window, and for the reinstallation of a single one-over-one wood window in place of the existing metal window. Both windows are located on the back portion of the north side of the structure. The applicant has submitted a floor plan indicating the windows to be replaced, along with pictures of the existing windows. The applicant has also submitted a drawing and a specification sheet illustrating the design of the proposed windows. The applicant intends to hire Restor Wood Windows, a local contractor, to custom-build and install the one-over-one wood windows. The applicant did not provide a drawing to illustrate the proposed windows on the north elevation.

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.*

.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.*

.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 two windows installed in 2011. He proposes replacing the existing metal windows with one-over-one wood windows, thereby restoring them to their original configuration and design. The proposed windows will have the same design, size, and materials as the existing windows found in the remainder of the structure.

The window framing is proposed to be the same as the rest of the structure's window openings. However, an illustration of the north elevation of the principal structure with the proposed windows was not submitted.

The proposed one-over-one wood windows are a typical configuration found in historic homes of this era and match the materials and configuration of this historic structure. The proposed reinstallation of wood one-over-one windows meets the *Preservation Guidelines for Windows*.

The Commission needs to determine whether the proposed reinstallation of windows meets the *Preservation Guidelines* and is compatible with this historic house and the Chautauqua Historic District.

Commission Action: (HD 25-38) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 549 S. Lahoma Avenue for the following modification: a) reinstallation of two wood windows on the north side of the principal structure.