



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING - AMENDED

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, January 05, 2026 at 5:30 PM

---

## AGENDA

### AMENDED

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

## ROLL CALL

## MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF DECEMBER 1, 2025.

## ACTION ITEMS

2. ELECTION OF CHAIR AND VICE CHAIR

## CERTIFICATE OF APPROPRIATENESS REQUESTS

3. (HD 25-39) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE AMENDMENT OF A CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED 467 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATION: A) RELOCATION OF THE ACCESSORY DWELLING UNIT.
4. (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.

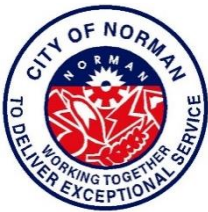
5. (HD 25-40) CONSIDERATION OF FEEDBACK FOR THE ADDITION OF SHUTTERS FOR THE PROPERTY LOCATED AT 301 E KEITH STREET.

#### **REPORTS/UPDATES**

6. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE DECEMBER 1, 2025.
7. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2025-2026 CLG GRANT PROJECTS.

#### **MISCELLANEOUS COMMENTS**

#### **ADJOURNMENT**



**CITY OF NORMAN, OK**  
**HISTORIC DISTRICT COMMISSION MEETING**  
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069  
Monday, December 01, 2025 at 5:30 PM

---

## MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room A at the Development Center, on Monday, December 01, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Development Center at 225 N. Webster Avenue, the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Commissioner Bird called the meeting to order at 5:34 p.m.

### ROLL CALL

#### PRESENT

Commissioner Michael Zorba  
Commissioner Jo Ann Dysart  
Commissioner Karen Thurston  
Commissioner Kendel Posey  
Commissioner Susan Skapik  
Commissioner Kayla Molina

#### ABSENT

Commissioner Mitch Baroff  
Commissioner Gregory Heiser  
Commissioner Tyler Burns

#### STAFF PRESENT

Anais Starr, Planner II/Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney III  
Whitney Kline, Admin Tech IV

#### GUEST PRESENT

Elaine & Harry Boyd, 500 Chautauqua Avenue, Norman, OK  
Amber Parks, 712 Juniper Lane, Norman, OK  
Steve Ladner, 501 S. Lahoma Avenue, Norman, OK  
Stan Berry, 820 Clement Street, Norman, OK  
Marney Snow, 508 Chautauqua Avenue, Norman, OK  
Teresa & Trent Baggett, 511 Chautauqua Avenue, Norman, OK  
Robert Bruce, 5209 Lyon Drive, Norman, OK  
Rick Poland, 425 Chautauqua Avenue, Norman, OK

### MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

Motion made by Commissioner Dysart, Seconded by Commissioner Posey.

Voting Yea: Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Posey, Commissioner Skapik, Commissioner Molina

**November 3, 2025 Historic District Commission Meeting Minutes were Approved.**

## **CERTIFICATE OF APPROPRIATENESS REQUESTS**

2. (HD 25-35) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED 508 CHAUTAUQUA AVENUE, FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF A DETACHED ACCESSORY DWELLING UNIT; B) REPLACEMENT OF THE EXISTING REAR DRIVEWAY WITH A PARKING PAD; C) INSTALLATION OF A PARKING PAD IN THE REAR YARD. *This request was postponed from November 3, 2025, Historic District Commission Meeting.*

Commissioner Zorba explained that this item was postponed from the previous meeting.

### Staff Presentation

Anais Starr, Planner II/ Historic Preservation Officer, presented the staff report.

Commissioner Zorba asked if the square footage was the same as previously requested. Ms. Starr confirmed that yes, the square footage was the same.

### Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Commissioner Zorba asked what the height of the existing garage was. Mr. Berry stated that the height of the existing garage is 11'6".

Commissioners asked for additional renderings from the previous meeting to show the visibility of the ADU from the street and the applicant provided those.

Commissioner Dysart stated she recalled from the previous meeting that the applicant gave several reasons as to why the location selected was the best. Mr. Berry agreed, stating because of the width of the lot, it saves the tree as well as maintaining the green space area of the rear yard.

### Public Comments

Teresa Baggett, 511 Chautauqua Avenue, Norman, OK (protest)  
 Amber Parks, 712 Juniper Lane, Norman, OK (protest)  
 Elaine Boyd, 500 Chautauqua Avenue, Norman, OK (protest)  
 Steve Ladner, 501 S. Lahoma Avenue, Norman, OK (protest)

## Commission Discussion

Commissioner Molina explained that she was struck by how overwhelming the shingles are the proposed structure compared to the existing garage.

Commissioner Skapik pointed out that maybe turning the building vertically and minimizing the size by some would hide the building and match the scale of the existing garage.

Commissioner Thurston added that while going over the guidelines where it mentions no view from the street. She understands that ADUs are allowed but so are pools. She added that her home cannot have a pool because of the way the yard is but just because something is allowed, doesn't mean that every property is able to install a given structure.

Commissioner Thurston added that looking at the renderings, the ADU is very visible on the drawings but with the trees and shrubs at the front of the property, it wouldn't be as visible from the street.

Commissioner Zorba explained that during the last meeting, the massing was the issue and the fact that the applicant dropped the height by two feet, he was okay with it.

Commissioner Dysart explained that she went through the packet again and again and everything that Mr. Berry has done meets the objectives. She added that she couldn't find anywhere that he did not meet the guidelines.

This item was heard and motion was made at the November 3, 2025 Historic District Commission meeting. Motion is as follows:

Motion by Commissioner Burns to approve HD 25-35 item A as submitted, Seconded by Commissioner Dysart.

Voting Yea: Commissioner Zorba, Commissioner Dysart, Commissioner Posey, Commissioner Molina

Voting Nay: Commissioner Thurston, Commissioner Skapik

### **HD 25-35 Item A was Approved.**

\*

Motion by Commissioner Molina to approve HD 25-35 item B as submitted, Seconded by Commissioner Skapik.

## Staff Presentation

Anais Starr, Planner II/ Historic Preservation Officer, presented the staff report.

Commissioner Zorba stated that he feels it meets the guidelines as it is.

Commission Thurston pointed out the Guidelines 2.9.2, states driveway widths should not exceed 10 feet wide, and noted that 14 feet wide is proposed. Ms. Starr explained that it is

proposed as a parking pad, and is not a driveway anymore as it is no longer going to a parking facility. Ms. Starr also explained that if this came in as a paving permit, it would be seen as a parking pad and not a driveway.

### Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Commissioner Molina asked what the total square footage of the parking pad was. Commissioner Zorba responded that it was 14' by 25'.

### Public Comments

Steve Ladner, 501 S. Lahoma Avenue, Norman, OK (protest)  
Amber Parks, 712 Juniper Lane, Norman, OK (protest)

There were questions regarding the difference between a driveway and a parking pad. Ms. Starr explained a driveway needs to lead to a parking facility whether that is a garage or a parking pad. Ms. Starr also explained while there was no fixed maximum driveway or parking-pad length, longer pads effectively created additional tandem parking spaces. Once a property exceeds six parking spaces, additional regulations—such as landscaping requirements—are triggered.

### Commission Discussion

Commission Thurston stated that she was looking at the Guidelines 2.9.5, where it mentions that at the curb it can be 16 feet wide but narrows to 10 feet at the sidewalk or property line and questioned why that isn't triggered. Ms. Starr explained that there is no approach when they come off the alleyway. Commissioner Thurston noted that parking is preferred in the rear off the alley.

Voting Yea: Commissioner Thurston, Commissioner Molina, Commissioner Skapik, Commissioner Dysart, Commissioner Posey, Commissioner Zorba.

### **HD 25-35 Item B was Approved.**

\*

Motion by Commissioner Thurston to approve HD 25-35 item C as submitted, Seconded by Commissioner Posey.

### Staff Presentation

Anais Starr, Planner II/ Historic Preservation Officer, presented the staff report.

### Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Mr. Berry mentioned that the existing impervious coverage is 34% and with everything proposed the impervious coverage would be 41%.

Commissioner Dysart asked what the measurements for the proposed parking pad would be. Mr. Berry answered that the proposed parking pad is 20' by 20' which is about 400 feet in total.

Commissioner Skapik explained that this clearly violated the Guidelines 2.9.10, for new paved areas. In the Guidelines it states that new paved areas should not directly abut the principal structure and alter the topography or overwhelm in area the residential, landscaped character of a rear or side yard. Ms. Starr explained that less than 400 square feet can be approved by administrative bypass and that an argument can be made that the porch may or may not be original to the house.

Commissioner Thurston stated that in the Guidelines, new paved areas should not directly abut the principal structure, alter or overwhelm the residential landscape character of a rear yard, she found this request significantly alters the rear yard, and does not follow the Guidelines.

Commission Zorba stated that to him the principal structure would mean the building part versus the deck part. He also explained that the existing concrete slab is in a more visible location than the proposed location of the new concrete slab.

Commissioners discussed the idea of moving the parking pad away from the primary structure and if that would change their vote. Commissioner Thurston still felt like it would be altering and overwhelming the residential landscape character of the rear yard.

Commissioner Zorba explained that overall removing the existing 250-square-foot pad and adding a new 450-square-foot pad didn't seem to meaningfully change the landscape. That concrete would be gone, returned to grass, and the net increase for the turnaround was not significant. On the "against the dwelling" issue, he believed the intent referred to the historic structure, not the deck, so its placement didn't concern him. But if the vote was going to be a no either way, there was no reason for an amendment. Ms. Starr explained that the applicant has the right to ask for a yes or no vote on what was submitted or can request a postponement. The applicant does not agree to an amendment.

An amendment for adding a small gap was discussed, and the applicant decided to move forward with a yes/no vote on the proposal as submitted.

Voting Yea: Commission Dysart, Commissioner Zorba

Voting Nay: Commissioner Skapik, Commissioner Thurston, Commissioner Molina, Commissioner Posey

### **HD 25-35 Item C was Denied.**

Ms. Starr explained the applicant had 10 days to file an appeal of the Commission's discussion.

## **REPORTS/UPDATES**

### **3. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE NOVEMBER 3, 2025.**

Anais Starr reported on active COAs as follows:

- 549 S. Lahoma Avenue – Applicant has submitted a COA request for the north windows.
- 904 Classen Avenue - Applicant is in the process of installing windows and siding on the north side of the house. No change from last month.



- 607-609 S. Lahoma Avenue - New wood front windows installed. They have until 6/5/2028 to install remaining windows.
- 1320 Oklahoma Avenue – Demolition is complete and it is now a vacant lot. No building permit has been submitted for a new structure.
- 505 Chautauqua Avenue - Work continues.
- 643 Okmulgee Street - Work on the house is complete. Expansion of the driveway with an additional parking space has not started. No change from last month.
- 424 College Avenue – Parking pad installed. They are working with Public Works to resolve the sidewalk issues.
- 800 Miller Avenue - Work is complete.
- 514 Shawnee Street - Work is finished.
- 510 Shawnee Street – Dumpster removed and demolition complete.
- 467 College Avenue - Work on covered patio underway.
- 485 College Avenue – Work has not started.
- 325 Keith Street – Building permit submitted.
- 742 S. Lahoma Avenue- Building permit issued. Work has not started.
- 630 Okmulgee Street- Work in progress.
- 315 Castro Street – Building permit submitted.
- 502 Macy Street- Work has not started.
- 720 S. Lahoma Avenue – Work has not started.
- 301 E. Keith Street – Shutters have not been removed; however, the applicant had until November 24<sup>th</sup> to apply for an appeal of the HDC decision. No appeal was received. Staff will send out notification this month notifying the applicant he will need to remove the shutters.

Anais Starr reported on Administrative Bypass issued since November 3, 2025.

- None.

#### 4. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2025-2026 CLG GRANT PROJECTS.

Anais Starr discussed the progress report regarding FYE 2025-2026 CLG Grant Projects.

##### 25-26 CLG Grant Projects

PROJECT 1: Educational Training - \$3,000

PROJECT 2: Memberships Dues for NAPC - \$150

PROJECT 3: Historic Tour Mobile App Maintenance - \$1,725

PROJECT 4: Lunch and Learn Windows Programs \$1,200

PROJECT 5: Biannual Education Postcard - \$1,800

TOTAL BUDGET OF CLG FUNDS - \$7,875

Ms. Starr explained that the dates for the Lunch and Learn Program would be February 27, and March 27, 2026.

Commissioners asked if there was any way to do this virtual, so they can participate on their lunch breaks. Ms. Starr stated she would look into making that possible.



Ms. Starr discussed the Southridge Tour App and the upcoming postcard that will be sent out soon.

5. DISCUSSION OF HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2026.

Anais Starr presented the 2026 Historic District Commission Meeting Calendar and pointed out a few changes to meeting dates due to holidays. She also let the Commissioners know that all meetings will be held in the Council Chambers moving forward.

**MISCELLANEOUS COMMENTS**

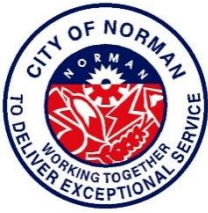
**ADJOURNMENT**

The meeting was adjourned at 7:29 p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

---

Historic District



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** January 5, 2026

**REQUESTER:** Tyler Burns, Power Oklahoma

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

**ITEM TITLE:** (HD 25-39) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE AMENDMENT OF A CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED 467 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATION: A) RELOCATION OF THE ACCESSORY DWELLING UNIT.

### **Background**

#### **Historical Information**

##### **1988 Chautauqua Historic District Nomination Survey Information:**

**467 College Ave., Ca** 1916. Bungalow/Craftsman. This contributing, one-story, wood-sided single dwelling has an asphalt-covered, gabled roof and a poured concrete foundation. The wood windows are nine-over-one hung. The wrap-around entry porch has a side-gable roof supported by wood column on brick piers. Decorative details include bracketed eaves and wood and brick piers. The garage behind and to the north side of the house has been converted into an apartment. Staff notes the house does not currently show evidence of a separate apartment.

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

This structure appears on the 1918, 1925, and 1944 Sanborn Insurance Maps without any additions. A garage structure along the north property line is shown on the 1925 and 1944 Sanborn Insurance Maps. This indicates that the current configuration with the garage incorporated into the principal structure occurred after 1944. The subsequent addition to the rear garage area also happened after 1944.

#### **Previous Actions**

**July 7, 2025** – A Certificate of Appropriateness (COA) was issued for a) removal of a non-original rear addition; b) installation of a covered patio to the rear of the structure; c) construction of a detached accessory dwelling unit except for the windows and doors.

**August 4, 2025** – A Certificate of Appropriateness was issued for a) replacement of the entry doors on the principal structure; b) installation of doors on the accessory dwelling unit; c) installation of the windows on the accessory dwelling unit.

## Background Information

This property's current zoning designation is R-1, Single-Family Dwelling District. This zoning designation permits a single-family dwelling or a single-family dwelling with an accessory dwelling unit.

## REQUEST

### a) Relocation of the accessory dwelling unit.

#### Project Description:

The applicant received approval in July of this year to construct a 650-square-foot accessory dwelling unit (ADU) in the rear yard, as submitted. The ADU was proposed with a setback of five feet from the rear and south property line as required by the Zoning Ordinance. During the submission of the building permit, the applicant discovered a utility conflict in the rear yard. The applicant is now returning to the Historic District Commission with an amendment to relocate the approved ADU 21'3" from the rear property line. With this relocation, the ADU will be closer to the front of the property. To maintain the "no visibility" from the front streetscape, the applicant proposes increasing the setback from the south property line from five feet to eight feet. This will place the proposed ADU directly behind the principal structure, with no visibility from the front streetscape. There are no other proposed alterations to the previously approved ADU.

As a reminder, the City of Norman passed an Accessory Dwelling Unit Ordinance in 2024 that allows for either an attached or detached accessory dwelling unit in the R-1, Single-Family Dwelling District. The ordinance limits the maximum square footage for an accessory dwelling unit to 650 square feet.

## 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.*

**36-535.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

### 2.7 Guidelines.

*A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):*

**.8 Location and Setbacks of Secondary Structures.** *New secondary structures are to maintain traditional locations and setbacks seen in the neighborhood. Locations are to be in the rear yard, with limited or no visibility from the front right-of-way, unless there historical indications of a different location. Corner lots are considered to have two front elevations.*


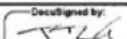
## Considerations/Issues:

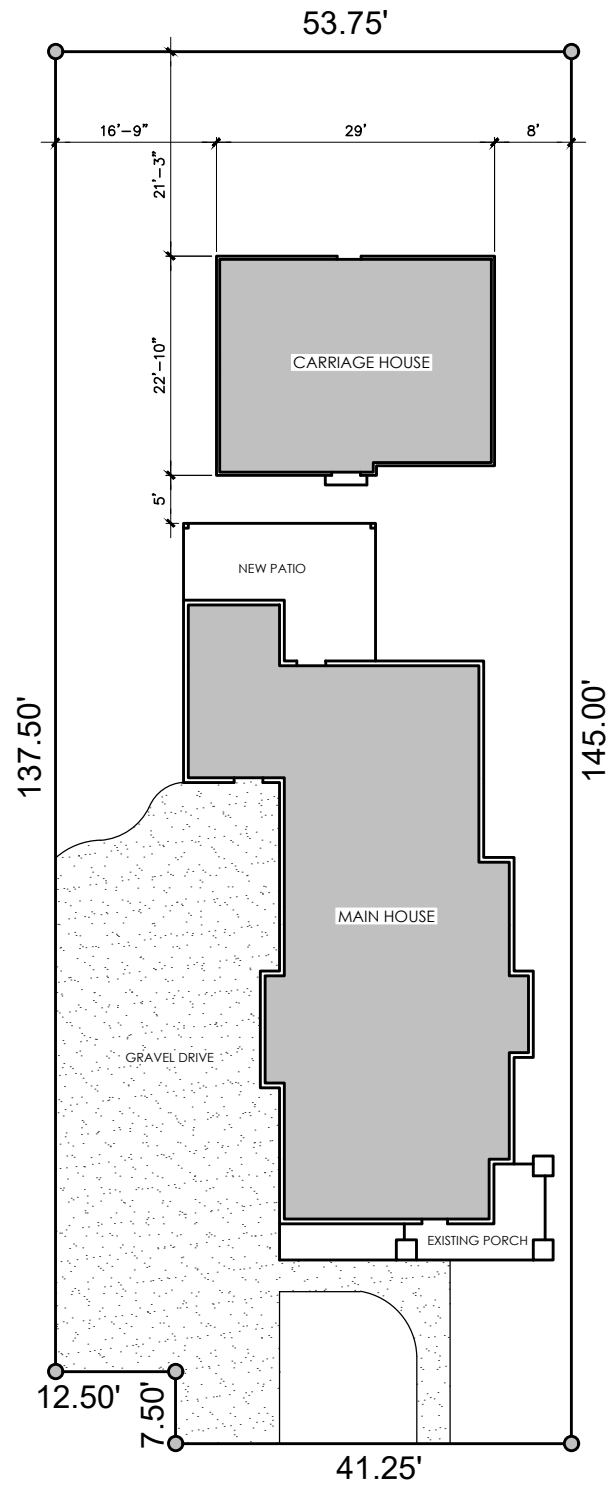
The ADU meets the Zoning Ordinance requirements for size, setback, height, and impervious surface. The Commission issued a COA for the ADU, finding that it met the Preservation Guidelines for design, location, and materials. Since the requested relocation will have no

visibility from the streetscape, it meets the Guidelines for the location of secondary structures. There are no other requested amendments to the COA.

The Commission would need to determine if the requested amendment of the COA to relocate the ADU meets the *Guidelines* and is compatible with the historic principal structure and the district.

**Commission Action:** (HD 25-39) Consideration of approval, rejection, amendment, and/or postponement of the amendment of a Certificate of Appropriateness request for the property located at 467 College Avenue for the following modification: a) relocation of the accessory dwelling unit.

The City of Norman Historic District Commission <b>APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)</b>		<b>Staff Only Use:</b>
		HD Case # _____
		Date _____
		Received by: _____
<b>Note:</b> Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.		
<b>Address of Proposed Work:</b> _____		
<b>Applicant's Contact Information:</b>		
Applicant's Name: Tyler Burns		
Applicant's Phone Number(s): [REDACTED]		
Applicant's E-mail address: [REDACTED]		
Applicant's Address: [REDACTED]		
Applicant's relationship to owner: <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect		
<b>Owner's Contact Information: ( if different than applicant)</b>		
Owner's Name: Jason and Jennifer Holman		
Owner's Phone Number(s): [REDACTED]		
Owner's E-mail: [REDACTED]		
<b>Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)</b>		
1) Amendent of existing COA to modify location		
2)		
3)		
4)		
<b>Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.</b>		
<b>Authorization:</b> I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer		
<b>Property Owner's Signature:</b> 		<b>Date:</b> 12/2/2025
<input type="checkbox"/> (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.		
<b>Authorized Representative's Printed Name:</b> Tyler Burns		
<b>Authorized Representative's Signature:</b> 		<b>Date:</b> 12/2/2025



N. COLLEGE AVE

**1 SITE PLAN**  
SCALE: 1" = 20'

**LINCOLN ADDITION**

467 N. COLLEGE AVE  
CLEVELAND COUNTY  
NORMAN, OKLAHOMA





SQUARE FOOTAGE

---

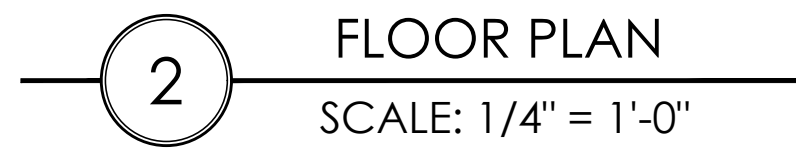
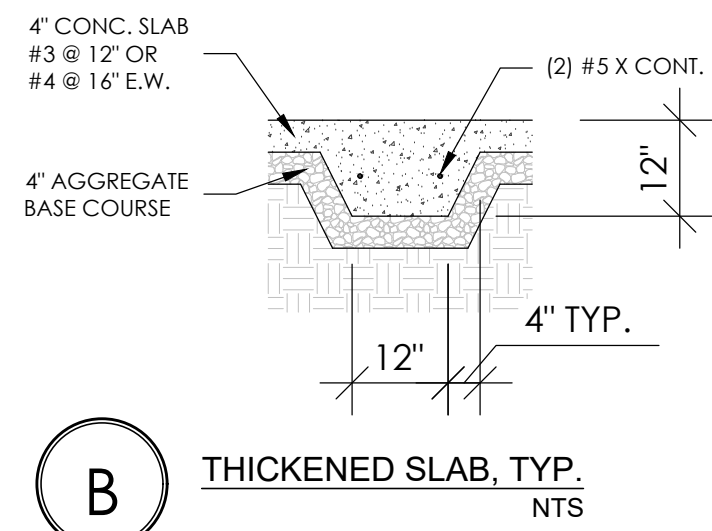
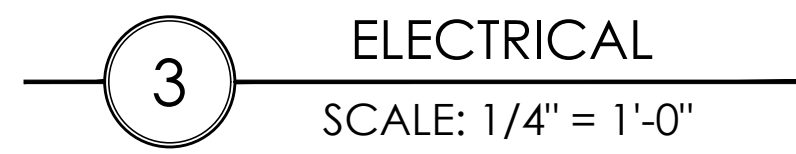
650 SQ FT

TOTAL UNDER ROOF

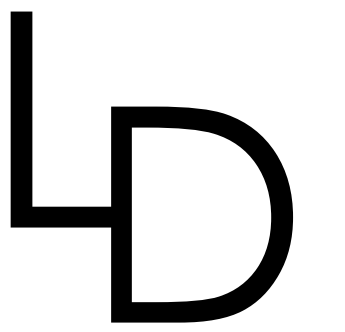
LIVING FRAME:  
MECH CLOSET

FOUNDATION/  
FLOOR PLAN/  
ELECTRICAL

**A101**







lofties  
design

467 COLLEGE AVE  
NORMAN, OK  
PROPOSED ADU

SQUARE FOOTAGE

650 SQ FT  
TOTAL UNDER ROOF

642 SQ FT  
8 SQ FT

LIVING FRAME:  
MECH CLOSET

ELEVATIONS/  
ROOF PLAN

A102



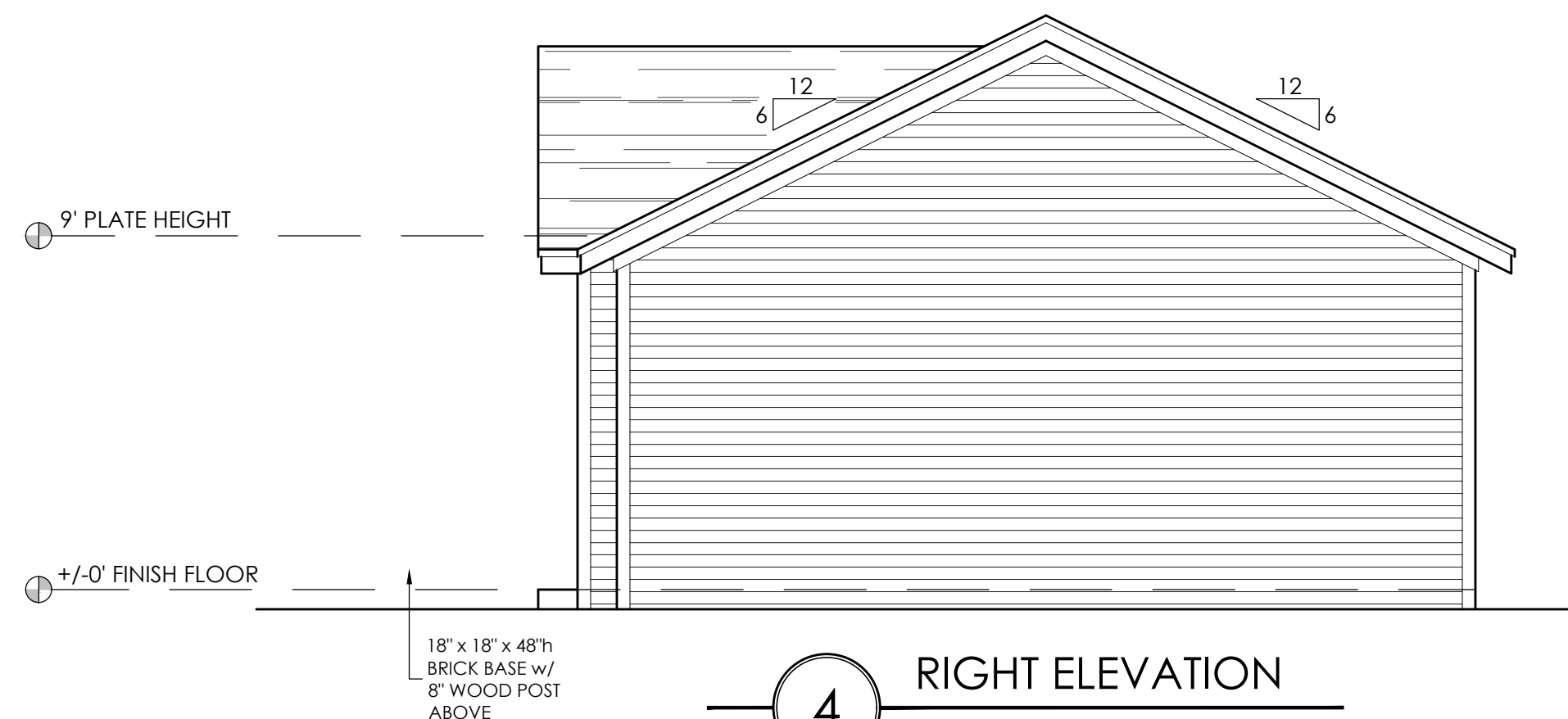
1 FRONT ELEVATION  
SCALE: 1/4" = 1'-0"



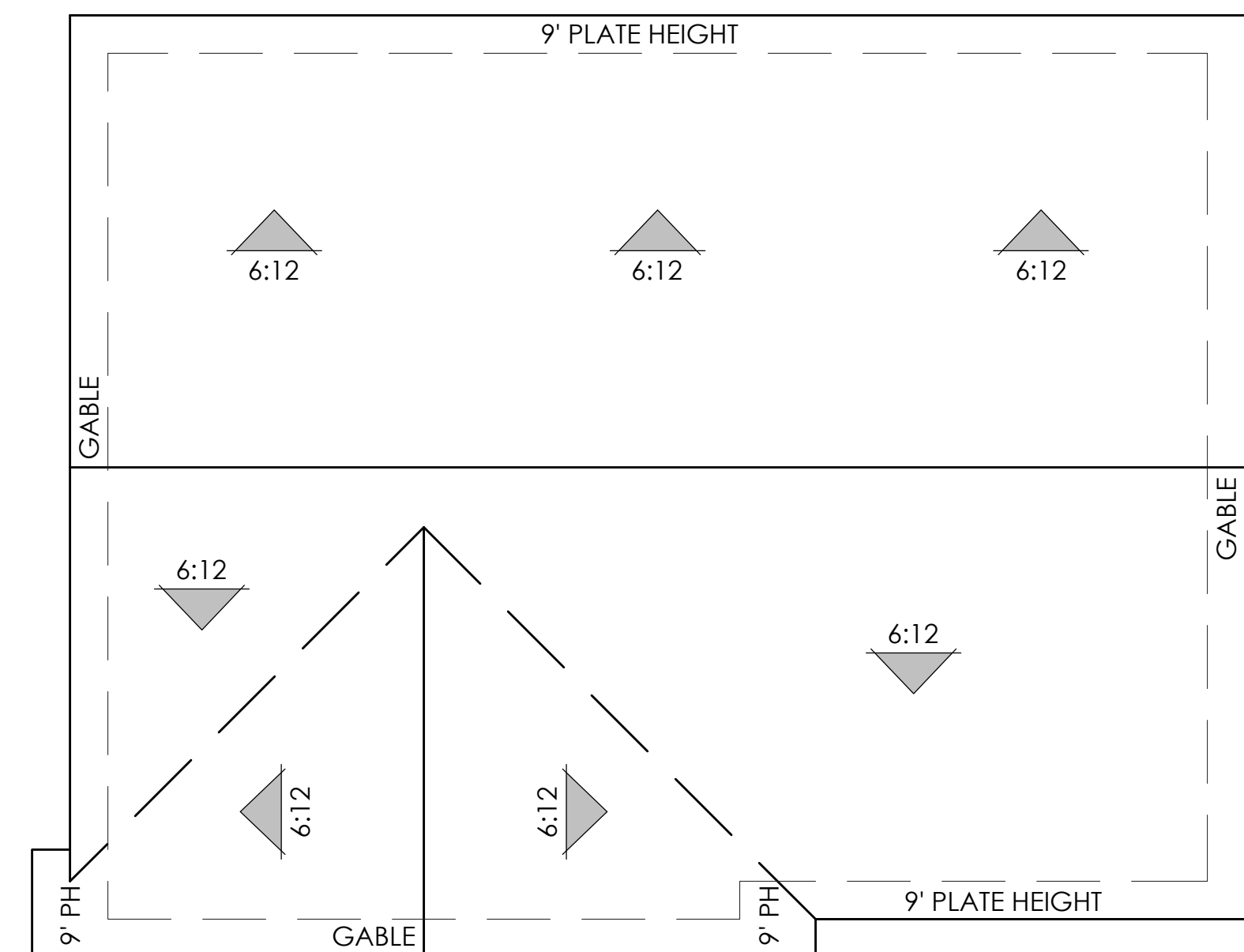
2 LEFT ELEVATION  
SCALE: 1/4" = 1'-0"



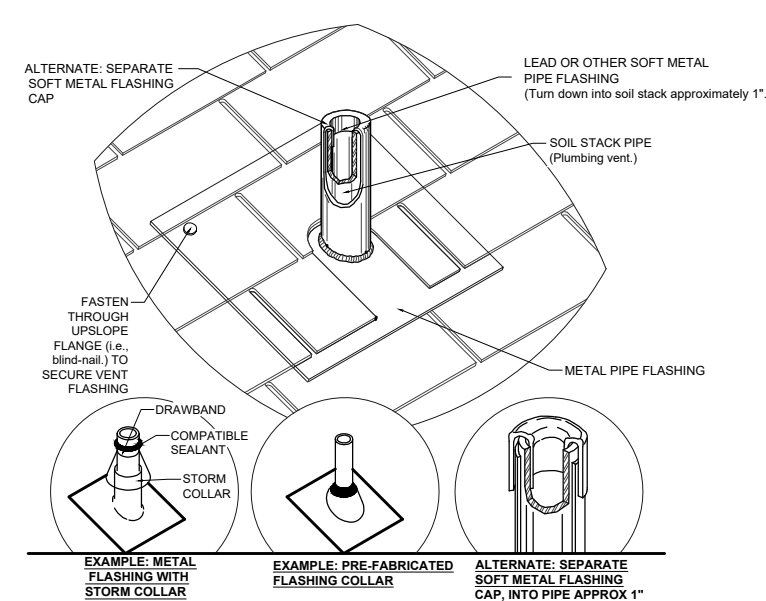
3 REAR ELEVATION  
SCALE: 1/4" = 1'-0"



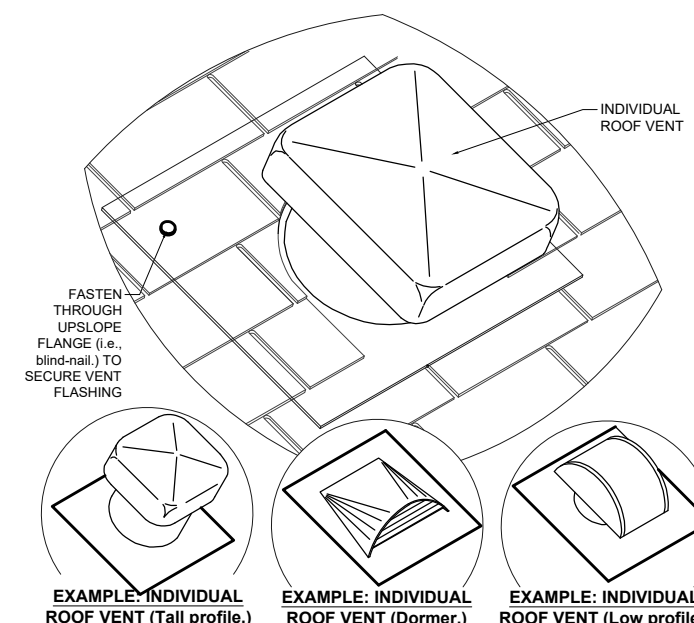
4 RIGHT ELEVATION  
SCALE: 1/4" = 1'-0"



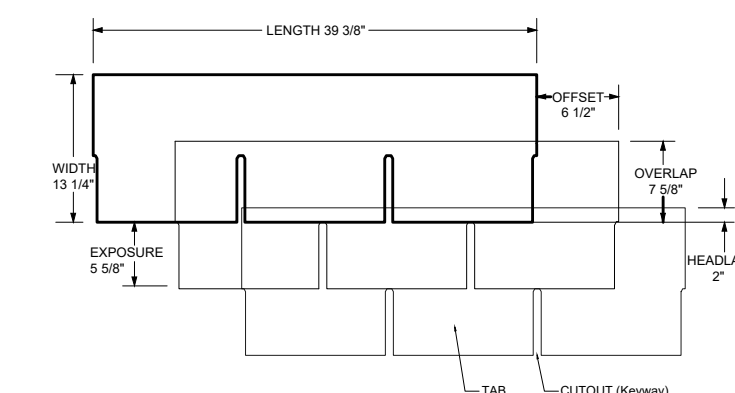
5 ROOF PLAN  
SCALE: 1/4" = 1'-0"



A SOIL PIPE STACK DETAIL  
NTS



B ROOF VENT DETAIL  
NTS



C BASIC SHINGLE COURSE - LAMINATED  
NTS



## 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

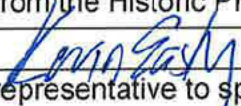
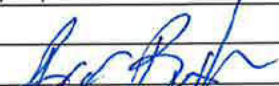
The applicant is requesting the replacement of two windows installed in 2011. He proposes replacing the existing metal windows with one-over-one wood windows, thereby restoring them to their original configuration and design. The proposed windows will have the same design, size, and materials as the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

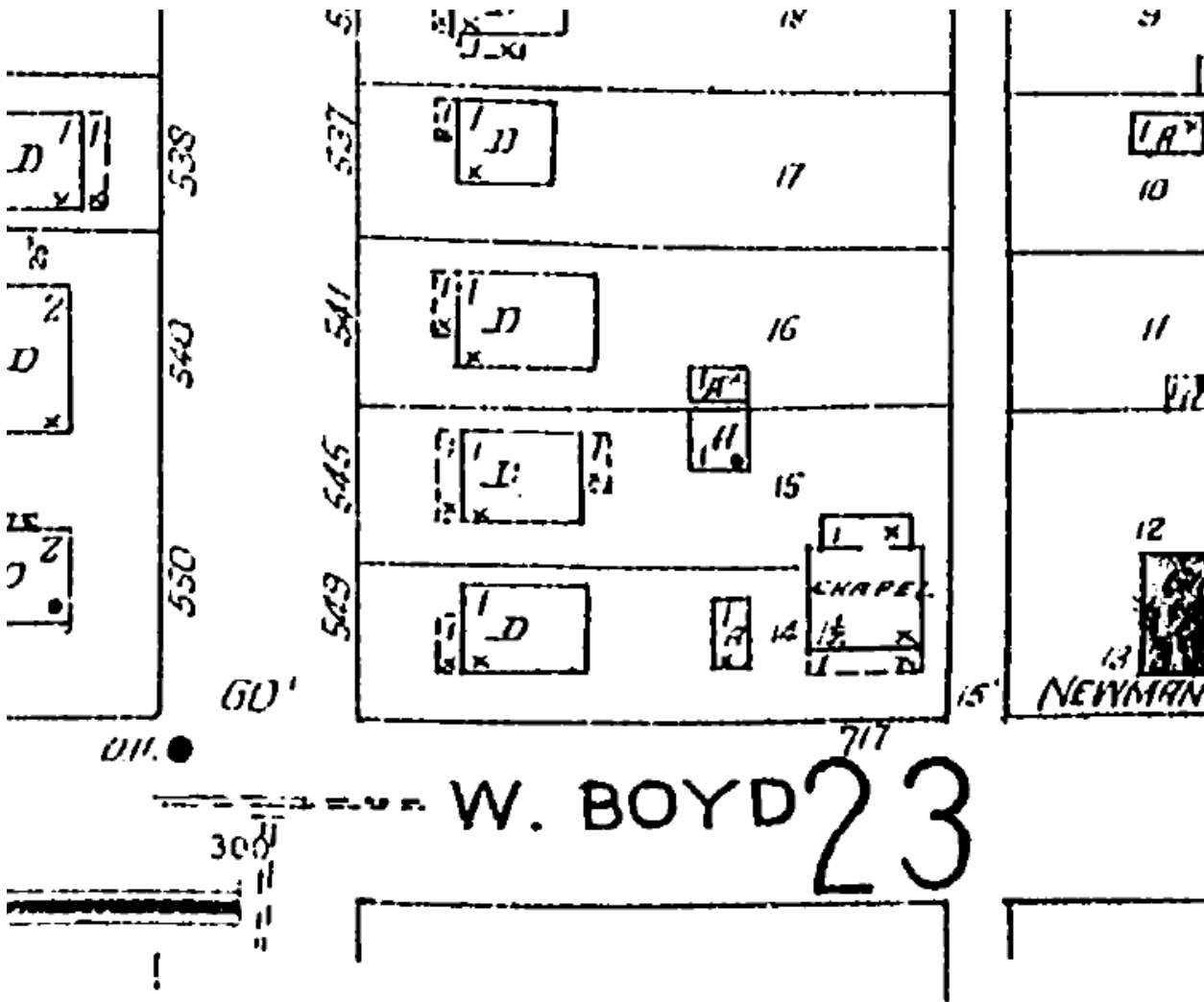
The window framing is proposed to be the same as the rest of the structure's window openings. However, an illustration of the north elevation of the principal structure with the proposed windows was not submitted.

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.

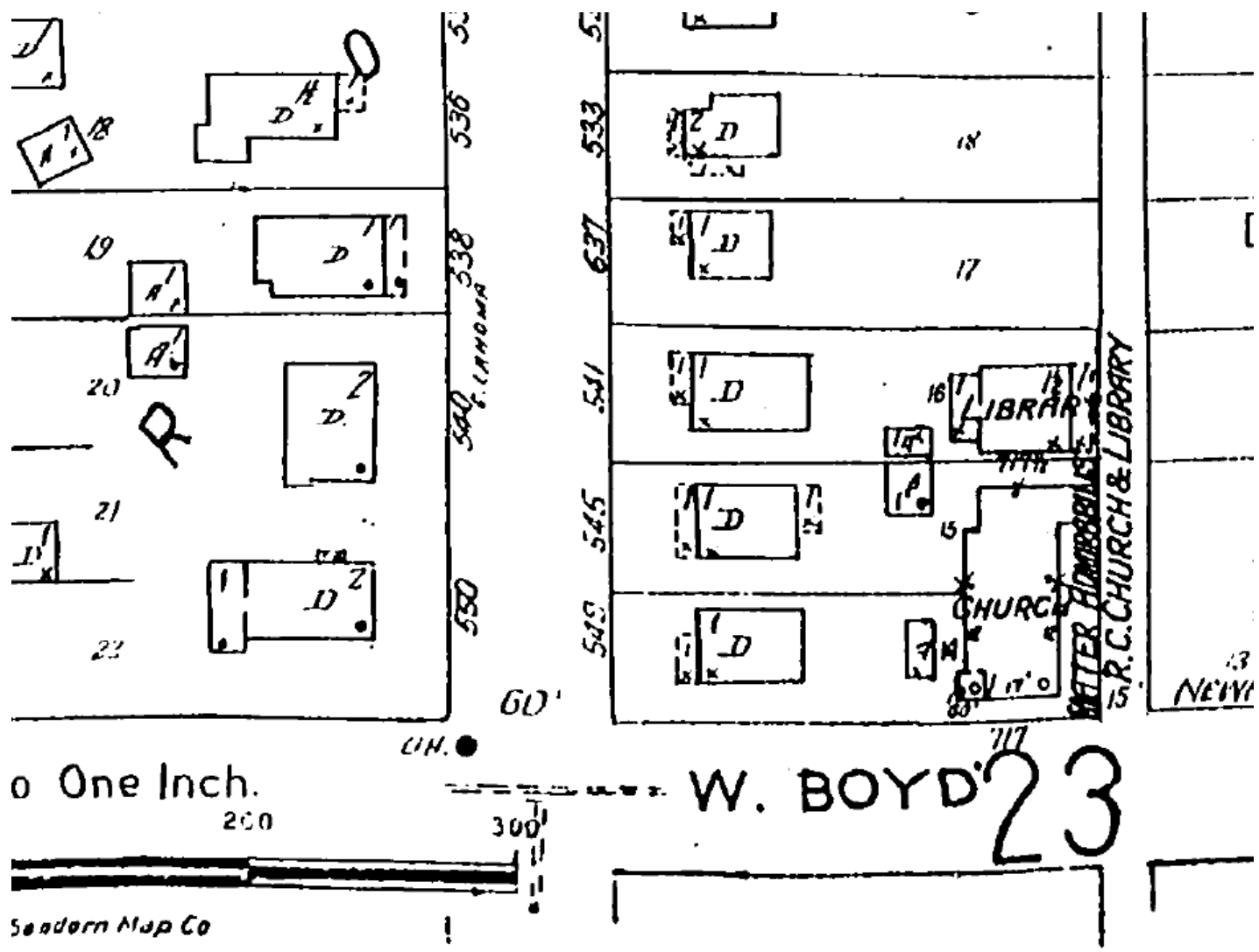
**Commission Action:** (HD 25-38) Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for the property located at 549 S. Lahoma Avenue for the following modification: a) reinstallation of two wood windows on the north side of the principal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

The City of Norman Historic District Commission <b>APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)</b>		<b>Staff Only Use:</b> HD Case # _____ Date _____ Received by: _____	Item 4.
<b>Note:</b> Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.			
<b>Address of Proposed Work:</b>		549 S. Lahoma	
<b>Applicant's Contact Information:</b>			
Applicant's Name:	Fred Buxton		
Applicant's Phone Number(s):	[REDACTED]		
Applicant's E-mail address:	[REDACTED]		
Applicant's Address:	[REDACTED]		
Applicant's relationship to owner:	<input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect		
<b>Owner's Contact Information: ( if different than applicant)</b>			
Owner's Name:	Kevin Easley		
Owner's Phone Number(s):	[REDACTED]		
Owner's E-mail:			
<b>Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)</b>			
1) replace two non-conforming windows with historical windows			
2)			
3)			
4)			
<b>Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.</b>			
<b>Authorization:</b> I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer			
<b>Property Owner's Signature:</b> 			<b>Date:</b> 11/3/2025
<input type="checkbox"/> (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.			
<b>Authorized Representative's Printed Name:</b>			
<b>Authorized Representative's Signature:</b> Fred Buxton 			<b>Date:</b> 11/3/2025

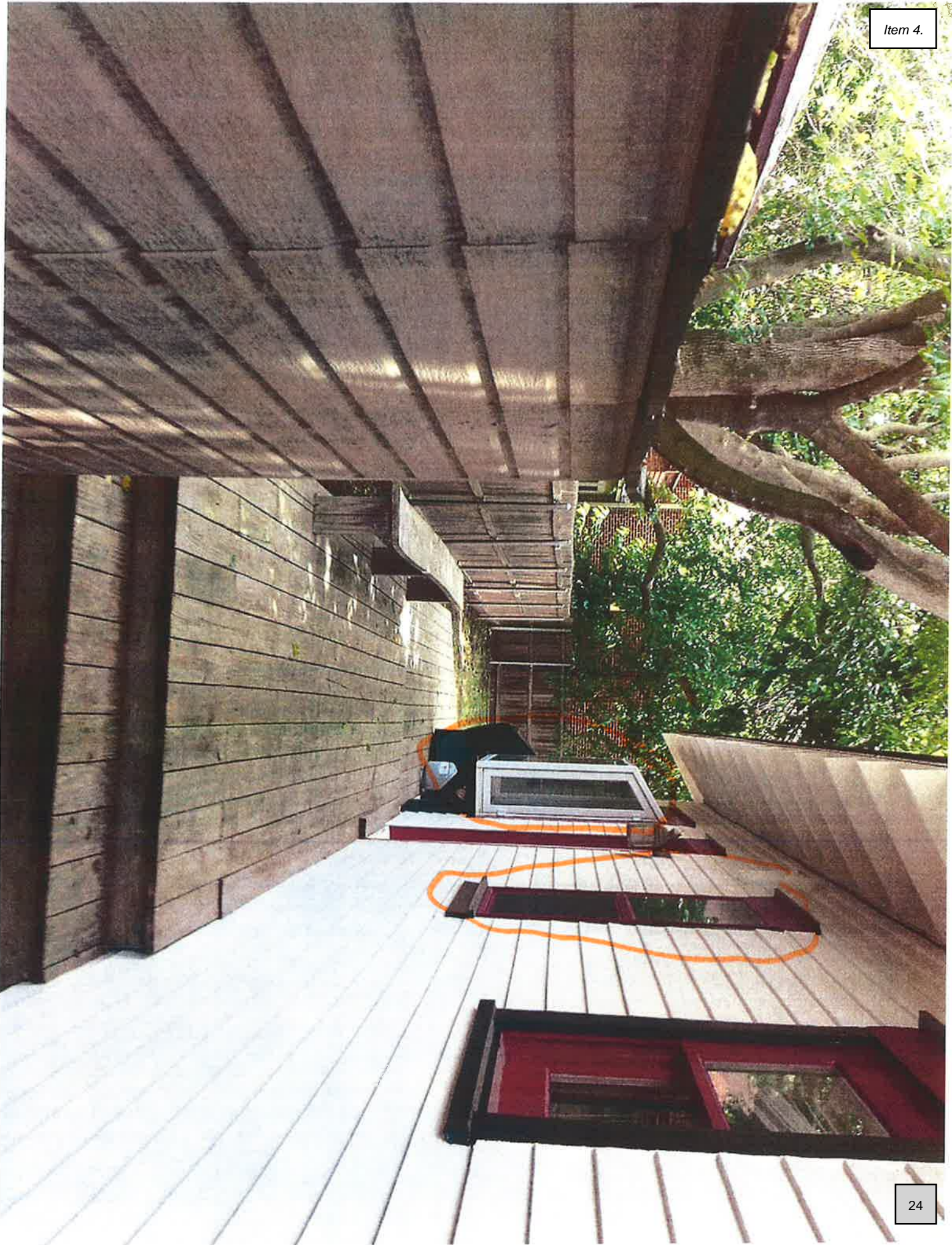


## 1925 Sanborn Insurance Map



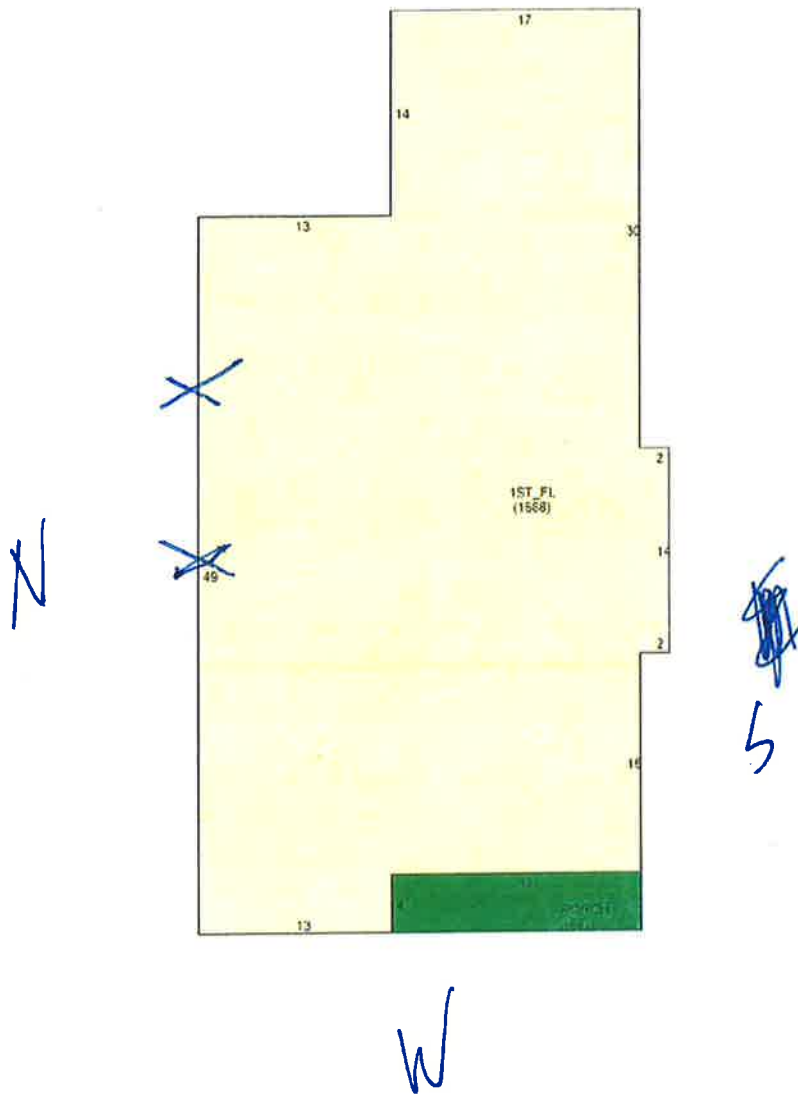


1944 Sanborn Insurance Map







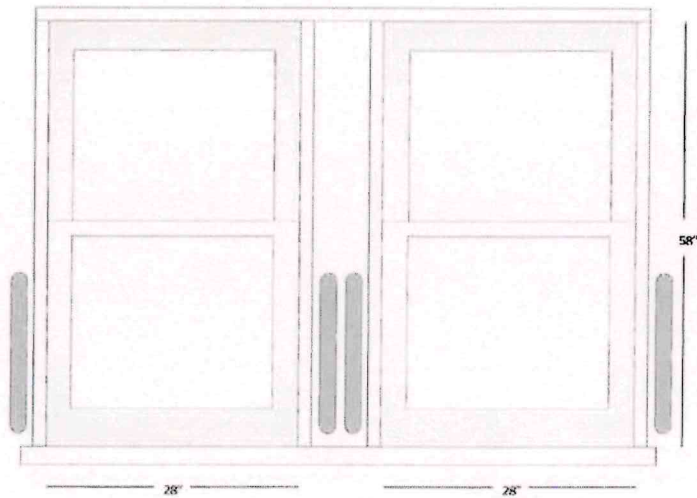


Data last updated: 06/08/2021





Project: Double Window Replacment



Materials:  
Cypress Select

Glaze:  
Sarco Type M Glazing Putty

Weights:  
Reclaimed historic cast iron

For more information, please visit our website  
[www.RestorWoodWindows.com](http://www.RestorWoodWindows.com)



RE SASH  
wood windows

It's not just our name. It's wh 28 do.



When we began to produce our own version of the authentic wood windows you see across the country in historic neighborhoods, we wanted to make sure we kept the traditions of materials and craftsmanship as close to the original as possible. We wanted to focus on replicating the look and feel of the original wood windows. To reproduce a wood window that would blend in with the existing wood windows in the home.

*The end result was the creation of ReSash Wood Windows.*

## QUALITY MATERIALS

The first step in creating a wood window that matches the existing quality of historic wood windows is building them with quality materials. After receiving input from experts in the field of restoration, we decided that these were the materials that were best suited for building our ReSash Wood Windows.



### ACCOYA / CYPRESS SELECT

Depending on the needs and budget of the project, we offer Accoya or Cypress Select as the two exclusive grades of lumber for our historic replica wood window sashes. Both provide a high quality finish, strength and durability that will allow the new windows to last for years and years to come.



### SARCO TYPE M GLAZING PUTTY

Multi-Glaze Type M Putty retains its elasticity which allows it to expand and contract while maintaining its adherence and watertight bond between the glass and wood window sash. Since 1943, Sarco has been manufacturing the nation's top glazing putty in the restoration industry.

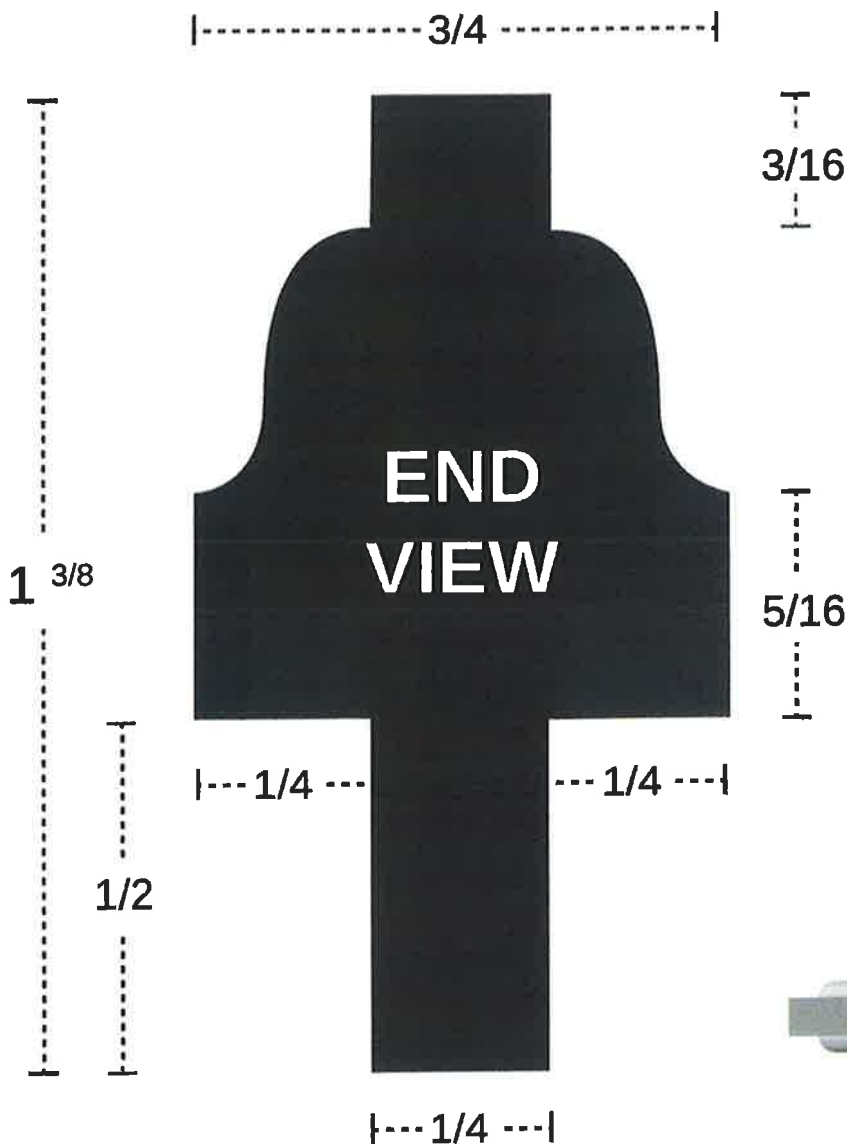


It's not just our name. *It's what we do.*



## MUNTIN DIAGRAMS

Completing the look of any historic reproduction is the muntin for creating divided lites. Here are some of the diagrams that show the Roman Ogee we utilize in our ReSash Wood Windows.



### HISTORIC WOOD WINDOW MUNTINS

MEASUREMENTS & CONFIGURATIONS

Diagonal 3D



Top View

