



# **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**

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## **MINUTES**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Council Chambers at the Municipal Building, on Monday, January 05, 2026 at 5:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Chair Michael Zorba called the meeting to order at 5:39 p.m.

### **ROLL CALL**

#### **PRESENT**

Commissioner Mitch Baroff  
Commissioner Michael Zorba  
Commissioner Jo Ann Dysart  
Commissioner Karen Thurston  
Commissioner Gregory Heiser  
Commissioner Tyler Burns

#### **ABSENT**

Commissioner Kendel Posey  
Commissioner Susan Skapik  
Commissioner Kayla Molina

#### **STAFF PRESENT**

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

### **MINUTES**

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:  
HISTORIC DISTRICT COMMISSION MEETING MINUTES OF DECEMBER 1, 2025.

Motion made by Commissioner Dysart, Seconded by Commissioner Thurston.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Heiser, Commissioner Burns

**December 1, 2025 Historic District Commission Meeting Minutes were Approved.**

## **ACTION ITEMS**

### **2. ELECTION OF CHAIR AND VICE CHAIR**

Motion made by Commissioner Baroff to approve Michael Zorba as Chair and Karen Thurston as the Vice Chair, Seconded by Commissioner Burns.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Heiser, Commissioner Burns

**Election of Chair and Vice Chair was approved.**

## **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.

Commissioner Tyler Burns recused himself due to a conflict of interest as the applicant for this Certificate of Appropriateness (COA) request.

Motion made by Commissioner Baroff to approve (HD 25-39) as submitted, Seconded by Commissioner Thurston.

### Staff Presentation

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

Commissioner Baroff sought clarification on the two-story dwelling in the background of one of the pictures in the PowerPoint presentation.

Ms. Starr clarified the structure in the pictures is located on the adjacent property, not on the applicant's property.

### Applicant Presentation

Tyler Burns, the applicant, explained the proposed project.

Tyler Burns explained the project previously received approval and completed the building permit process; however, an OG&E pole in the backyard did not appear on earlier plot plans. OG&E advised the pole, which serves homes to the north and south of the subject property cannot be relocated. Mr. Burns requested relocation of the already approved Accessory Dwelling Unit (ADU) to prevent the OG&E line laying on the roof of the proposed ADU. Mr. Burns then stated that, with the ADU's revised placement, it is barely visible from the front streetscape and that only the back corner may be seen from certain angles.

Commissioner Thurston asked whether burying the line was an option.

Mr. Burns stated OG&E advised the neighboring houses would need to pay, since the pole services their power.

### Public Comments

The Commissioners commented that the proposed new location met the *Preservation Guidelines* for placement. The proposed new location would have very limited visibility from the front streetscape.

There were no public comments.

### Commission Discussion

Commissioner Zorba requested clarification on whether the previously approved ADU will remain in the same design, with only its location moving closer to the house.

Mr. Burns confirmed there is no change in use or design, only the relocation of the structure.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Heiser

Commissioner Burns did not vote as was recused from the item.

**HD 25-39 was approved.**

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.

***The applicant requests postponement to the February 2, 2026 Historic District Commission meeting.***

Motion made by Commissioner Thurston, Seconded by Commissioner Burns.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Heiser, Commissioner Burns

**Postponement of HD 25-38 was approved.**

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

Applicant was not present at the meeting.

### **REPORTS/UPDATES**

6. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE DECEMBER 1, 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. No change from last month.
- 1320 Oklahoma Avenue – Vacant lot. No building permit submitted. No change since last month.
- 505 Chautauqua Avenue - Work continues.
- 643 Okmulgee Street - Work on the house is complete. Rear fence complete. Expansion of the driveway with an additional parking space has not started. No change from last month.
- 424 College Avenue – Parking pad installed. Stairs moved onto the rear of the house and door replaced with windows. Work i
- 510 Shawnee Street – Dumpster removed and demolition complete. No change from last month.
- 467 College Avenue - Work on covered patio continues.
- 325 Keith Street – Building permit approved. Work has not started.
- 485 College Avenue – Building permit submitted. Work has not started.
- 742 S. Lahoma Avenue – Building permit issued. Work complete!
- 630 Okmulgee Street – Work is complete!
- 315 Castro Street – Building permit issued. Work has not started.
- 502 Macy Street- Work has not started.
- 720 S. Lahoma Avenue – Work has not started.
- 301 E. Keith Street – Shutters have been removed.
- 508 Chautauqua Ave – Work has not started.

Anais Starr reported on Administrative Bypass issued since December 1, 2025.

- 720 Miller Avenue – replacement of front screen door in-kind.

## 7. 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 Southridge Tour App postcards were mailed in mid-December, the tour program maintenance fee will be paid soon, and the Lunch and Learn Program is scheduled for February 27, and March 27, 2026.

### **MISCELLANEOUS COMMENTS**

Commissioner Zorba announced Commissioner Greg Heiser resignation and thanked him for his time and service. He noted that tonight's meeting would be Commissioner Heiser's last meeting.

### **ADJOURNMENT**

The meeting was adjourned at 6:12 p.m.

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

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Historic District