



**CITY OF NORMAN, OK**  
**HISTORIC DISTRICT COMMISSION MEETING**  
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069  
Monday, March 03, 2025 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, March 03, 2025 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 5:33 P.M.

### ROLL CALL

#### PRESENT

Commissioner- Jo Ann Dysart  
Commissioner- Taber Halford  
Commissioner Chair- Michael Zorba  
Commissioner- Sarah Brewer  
Commissioner- Karen Thurston  
Commissioner- Mitch Baroff

#### ABSENT

Commissioner- Barrett Williamson  
Commissioner- Gregory Heiser

A quorum was present.

#### STAFF PRESENT

Amanda Stevens, Development Center Coordinator  
Jeanne Snider, Assistant City Attorney  
Anais Starr, Planner II Historic District Preservation Officer

#### GUESTS PRESENT

David Boeck, 922 Schulze Dr., Norman, OK  
Edwin Amaya, 1320 Oklahoma Ave., Norman, OK

### MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF FEBRUARY 3, 2025.

**Motion** by Commissioner Sarah Brewer to approve the minutes from the February 3, 2025 meeting; **Second** by Commissioner Taber Halford.

## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS. (POSTPONED FROM THE OCTOBER 7, 2024 MEETING AND THIS ITEM IS REQUESTING POSTPONEMENT TO THE APRIL 7, 2025 MEETING).

**Motion** by Commissioner Sarah Brewer to postpone item (HD 24-20) to the April 7, 2025 meeting; **Second** by Commissioner Karen Thurston.

***The motion was passed unanimously with a vote of 6-0.***

3. (HD 25-03) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 627 OKMULGEE STREET FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF WINDOW. (POSTPONED FROM THE FEBUARY 3, 2025 MEETING)

**Motion** by Commissioner Sarah Brewer to approve item (HD 24-03) 2a) replacement of window as submitted; **Second** by Commissioner Jo Ann Dysart.

David Boeck, representing the applicant, discussed the item:

- The proposal is to replace all of the casement windows except for the ones located on the front side of the house. The front windows are to be repaired once a contractor is found to perform the work.
- He noted that for safety reasons, the windows in the master bedroom would have a different number of panels, to provide accessible egress to meet Fire Codes.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Thurston said that she understands the need for a window with more panels in the master bedroom, and that a exact replica of the original casement would not meet egress accessibility requirements.

**Motion** by Commissioner Sarah Brewer to approve item (HD 24-03) 2a) replacement of window as submitted; **Second** by Commissioner Jo Ann Dysart.

***The motion was passed unanimously with a vote of 6-0.***

4. (HD 25-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 1320 OKLAHOMA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) CONSTRUCTION OF A NEW HOUSE WITH AN ATTACHED GARAGE; B) CONSTRUCTION OF A DETACHED ACCESSORY DWELLING UNIT; C) CONSTRUCTION OF A CONCRETE PATIO WITH A COVERED PERGOLA. (POSTPONED FROM THE FEBUARY 3, 2025 MEETING)

**Motion** by Commissioner Jo Ann Dysart to approve item (HD 24-04) 2a) construction of a new house with an attached garage as submitted; **Second** by Commissioner Sarah Brewer.

Edwin Amaya, the applicant, discussed the item:

- In his presentation he explained that he decided to no longer put stucco on the front of the house because the Commission didn't feel like that aspect would match the rest of the neighborhood.
- Mr. Amaya also stated that he looked to some of the neighboring houses for ideas for his property, so that it would match the neighborhood.
- He also expressed his hope that since his structure is non-contributing; the Commission would allow him to use the aluminum-clad wood windows that he had purchased for the renovation of the previous structure.
- He presented two options for the windows to the Commissioners, aluminum windows, and aluminum-clad wood windows.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer expressed her concern about the proposed windows that Mr. Amaya plans to use. She feels that aluminum-clad windows would be more appropriate for this home since they would provide a similar profile seen on Historic windows.
- The Commissioners noted that suggested modifications for the proposed development made at the last meeting were incorporated into the revised proposal for the new principal structure. They further stated that the revised structure will more closely match the rest of the neighborhood and meet the Preservation Guidelines.

**Motion** by Commissioner Jo Ann Dysart to amend by removing the two window options; **Second** by Commissioner Sarah Brewer.

***The motion was passed unanimously with a vote of 6-0.***

**Motion** by Commissioner Jo Ann Dysart for approval of item (HD 24-04) 2a) construction of a new house with an attached garage, minus the windows; **Second** by Commissioner Sarah Brewer.

***The motion was passed unanimously with a vote of 6-0.***

**Motion** by Commissioner Sarah Brewer to approve item (HD 24-04) 2b) construction of a detached accessory dwelling unit as submitted; **Second** by Commissioner Karen Thurston.

Edwin Amaya, the applicant, discussed the item:

- Mr. Amaya explained that he plans to have the accessory dwelling unit match the main house.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer stated that she supports the accessory dwelling unit, but does not support the use of aluminum windows.
- Anais Starr explained that per the Historic District Guidelines, since the structure is less than 400 square feet, that there is not the same window requirement as there is for a primary structure.

**Motion** by Commissioner Sarah Brewer to amend item to exclude the windows (HD 24-04) 2b) construction of a detached accessory dwelling unit; **Second** by Commissioner Karen Thurston.

***The motion was passed unanimously with a vote of 6-0.***

**Motion** by Commissioner Sarah Brewer to approve item (HD 24-04) 2b) construction of a detached accessory dwelling unit excluding the windows; **Second** by Commissioner Karen Thurston.

***The motion was passed unanimously with a vote of 6-0.***

**Motion** by Commissioner Taber Halford to postpone the window portion of items 2a) & 2b); **Second** by Commissioner Karen Thurston.

***The motion was passed unanimously with a vote of 6-0.***

**Motion** by Commissioner Jo Ann Dysart to approve item (HD 24-04) 2c) construction of a concrete patio with a covered pergola as submitted; **Second** by Commissioner Taber Halford.

Edwin Amaya, the applicant, discussed the item:

- Mr. Amaya explained to the Commissioners that the roof of the pergola has the same slope as the accessory dwelling unit.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Baroff stated that since the Commission approved the accessory dwelling unit, and the same materials are proposed for the pergola, that there are not any issues approving the concrete patio and pergola.
- Commissioners indicated that there was very limited visibility of the pergola from the alleyway and none from the front streetscape.

**Motion** by Commissioner Jo Ann Dysart to approve item (HD 24-04) 2c) construction of a concrete patio with a covered pergola as submitted; **Second** by Commissioner Taber Halford.

***The motion was passed unanimously with a vote of 6-0.***

## **REPORTS/UPDATES**

5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE FEBRUARY 3, 2025.
  - 549 S. Lahoma Ave. - The applicant still has not submitted a COA request for north windows. The City's Legal Department is working with the applicant.
  - 904 Classen Ave. - No change since February 3<sup>rd</sup> meeting.
  - 607-609 S. Lahoma- Applicant has signed a contract with Restor for installation on March 21<sup>st</sup>.
  - 712 Miller Ave. - Work was to begin on Monday, November 4<sup>th</sup>. However, storms delayed the contractor. Staff has reached out to the contractor to discuss the garage door modifications.
  - 1320 Oklahoma Ave. - Demolition not complete.
  - 505 Chautauqua Ave. - Work on foundation continues.
  - 643 Okmulgee St. - Work continues on addition.
6. DISCUSSION OF PROGRESS REPORT REGARDING FY 2024-2025 CLG GRANT PROJECTS.
  - Anais Starr explained to the Commissioners that the proposed CAMP Training for April 2025 and her in-person attendance at the APA conference have been canceled due to CLG funding uncertainty.
  - Anais Starr explained to the Commission that she plans to use the available CLG funds to print the Historic Norman Coloring Book.
7. DISCUSSION & CONSIDERATION OF PROJECTS FOR 2025-2026 CERTIFIED LOCAL GOVERNMENT CLG FUNDS.
  - Ms. Starr informed the Commissioners that she has not received an update on the 2025-2026 CLG funding. She further stated that normally the City receives an allocation letter in late January.
  - Ms. Starr discussed with the Commission that once 2025-2026 CLG funding is made available to the City, she plans to apply for the basics needed for Historic Districts. This would include 2-3 educational postcard mailings a year, Tour App maintenance, and conference attendance.

## **MISCELLANEOUS COMMENTS**

There were no miscellaneous comments.

## **ADJOURNMENT**

The meeting was adjourned at 7:37 P.M.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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Michael Zorba, Chair