



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, March 06, 2023 at 5:30 PM

---

## MINUTES

*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, retaliation, 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 contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

Vice Chair Barrett Williamson called the meeting to order at 5:37 p.m.

### A. Roll Call

#### PRESENT

Commissioner - Vice Chair Barrett Williamson  
Commissioner Mitch Baroff  
Commissioner Michael Zorba  
Commissioner Shavonne Evans\*  
Commissioner Taber Halford  
Commissioner Sarah Brewer

#### ABSENT

Commissioner Aaron Brooks  
Commissioner Brent Swift  
Commission - Chair Emily Wilkins

A quorum was present.

\*Commissioner Shavonne Evans arrived at 5:54 p.m.

#### STAFF MEMBERS PRESENT

Anaïs Starr, Planner II, Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney  
Whitney Kline, Administrative Technician III

#### GUESTS

MaryBeth Smith, 10115 S. Maplewood Ave, Edmond, OK  
Nathan Vaughn, 3324 Hidden Leaf Dr. Edmond, OK  
Victor Watkins, 633 Chautauqua Ave Norman, OK  
Rusty Rains, 304 E 7<sup>th</sup>, Edmond, OK

## B. Minutes

1. Approval of the Minutes from the February 6, 2023 Regular Meeting.

**Motion** by Mitch Baroff for approval of the minutes from the February 6, 2023 regular meeting;  
**Second** by Taber Halford.

***The motion was passed unanimously with a vote of 5-0. Minutes from the previous meeting were approved.***

\*

## C. Election of Chair and Vice Chair

- Commissioners discussed nominations for chair and vice chair.

**Motion** by Mitch Baroff to elect Emily Wilkins as Chair and Barrett Williamson as Vice Chair;  
**Second** by Michael Zorba.

***The motion was passed unanimously with a vote of 5-0.***

\*

## D. Certificates of Appropriateness Requests

2. **HD (23-03) Consideration of the Certificate of Appropriateness requests at 716 Chautauqua Avenue for the following proposed work:**

### **a. Removal of original wood siding.**

- Applicant was not present at the meeting and via email with Anaïs Starr, the applicant would like this item to be postponed.

**Motion** by Michael Zorba to postpone Item D-2a. Removal of original wood siding indefinitely;  
**Second** by Taber Halford.

***This motion passed unanimously with a vote of 5-0.***

\*

3. **HD (23-07) Consideration of Certificate of Appropriateness requests located at 607-609 S Lahoma Avenue for the following proposed work:**

### **a. Replacement of original wood windows with vinyl windows.**

**Motion** by Michael Zorba to approve Item D-3a, replacement of original wood windows with vinyl windows, as submitted; **Second** Mitch Baroff.

Anaïs Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that this is an ex post facto request as this has already taken place.
- Ms. Starr stated that the applicant did keep the 3 lattice windows in the front of the house.

- Ms. Starr also stated that there have been 3 other cases of ex post facto window replacement. All of them were denied.
- Ms. Starr pointed out that we do mail out post cards regularly to inform property owners that they do live in a Historic District and have Guidelines to follow.
- Ms. Starr stated that the Guidelines prohibit the use of vinyl windows, and the Guidelines also state that replacement windows should match the original window configuration which in this case was 6-over-1 and the replacement windows are 1-over-1.

The property owner, Marybeth Smith, discussed the project:

- Ms. Smith stated that they get about 3 postcards a week of people wanting to buy her properties so she no longer looks at them.
- Ms. Smith also stated that in closing she was told she was in a Historic District but was not notified about Guidelines that needed to be followed.
- Ms. Smith stated they have been improving the house and making it look better.
- Ms. Smith stated that the original windows didn't work appropriately and they were rotted and letting bugs as well as ivy into the house.

No public comments were made.

Commission discussion consisted of:

- Commissioner Williamson told the applicant he appreciated her investment in the community but this would be a hard thing for the Commission to approve. Vinyl windows have never been allowed in the Historic District and it would be a bad precedent if approved.
- Commissioner Zorba added that we can't go down the road to approve one and not another request. Windows are a major esthetic in historic houses.
- Commissioner Halford stated we can't treat this as after the fact situation but treat it as if the applicant was coming in before making the replacements.

The applicant would like to postpone this item till next meeting to allow time to consider her options.

**Motion** by Michael Zorba to amend his motion; **Second** by Mitch Baroff.

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

**Motion** by Taber Halford to postpone Item D3-a. To the April Historic District Commission Meeting; **Second** by Sarah Brewer.

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

\*

#### 4. HD (23-08) Consideration of the Certificate of Appropriateness requests at 904 Miller Avenue for the following proposed work:

##### a. Demolition of house;

**Motion** by Taber Halford to approve Item D-4a. Demolition of house, as submitted; **Second** by Sarah Brewer.

Anaïs Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the zoning of this property is R-3, Multi-family dwelling district, meaning it can have a single family home, single family home with a garage apartment, or a duplex.
- Ms. Starr also pointed out that this property is in the Central Norman Zoning Overlay District which limits the bedroom count to 3 without special use request.
- Ms. Starr stated this house has not had much maintenance the last few decades.
- Ms. Starr discussed the criteria that the Commission should consider when determining whether to approve a demolition request.

The property owner, Nathan Vaughn, discussed the project:

- Mr. Vaughn stated their original goal was to remodel the house but once they saw all the deterioration they realized that wasn't really an option.
- Mr. Vaughn also stated it had no historic feeling to it and it would cost a lot to bring all the historic elements back into it.
- Mr. Vaughn presented multiple pictures of deterioration inside and outside the house.

Public Comments:

- Rusty Rains stated he owns a house across the street and has walked through it as well and stated it needs to be torn down.
- Ms. Starr stated she got an email from 314 E. Duffy indicating they were in support of anything that would improve the look of the neighborhood even if that means demolition.

Commission discussion consisted of:

- Commissioner Halford explained how the current house meets the criteria. Other Commissioners agreed.
- Commissioner Brewer also stated that all of the historic elements are gone.

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

~

#### **b. Construction of a new house;**

**Motion** by Shavonne Evans to approve Item D4-b. Construction of a new house; **Second** by Michael Zorba.

Anaïs Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr discussed all of the elements to consider with a new build.
- Commissioner Brewer asked since he is not proposing wood, would it still look like it with the lites and muntins?

- Commissioner Brewer asked about the applicants reasoning for the doors with different materials of doors. The applicant responded partially due to expense.

The property owner, Nathan Vaughn, discussed the project:

- Mr. Vaughn stated they were trying to keep the size and scale of the house to be the same as the current house.
- Mr. Vaughn discussed all the materials he is proposing to use.
- Commissioner Brewer had a question if the front of the house would be in line with those next to it. The applicant responded, it would be close.
- Commissioner Brewer asked why the bottom of the house was lined in brick. The applicant responded to give an appearance similar to other historic structures.
- Commissioner Williamson asked about the roof pitch and why he went with 4-12 instead of 6-12 on the side elevation.
- Commissioner Williamson also pointed out how there is an overhang on most of the house but on the right side there was not.

Public Comments:

- Mr. Rains asked how 5 cars will be accommodated in the one parking area. The applicant responded.

Commission discussion consisted of:

- Commissioner Zorba mentioned that everyone be mindful of what they are approving as it will make a standard for future new builds.
- Commissioner Halford stated that there are a lot of different elements in the Miller District so it will fit in and tie everything together.
- Commissioner Williamson asked if he wanted to change the roof pitch would he be able to do that or would it need to be in the motion.

**Motion** by Shavonne Evans to amend the motion; **Second** by Michael Zorba.

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

**Motion** by Michael Zorba to approve Item D4-b as submitted with the amendments that the pitch can increase to 6/12 and the overhang be consistent; **Second** by Shavonne Evans.

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

~

### **c. Construction of a new garage apartment;**

**Motion** by Shavonne Evans to approve Item D4-c. Construction of a new garage apartment as submitted; **Second** by Taber Halford.

**Motion** by Shavonne Evans to amend the motion; **Second** by Michael Zorba.

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

**Motion** by Michael Zorba to approve Item D4-c. With the amendments to include up to a pitch of 6/12 and consistent overhang; **Second** by Taber Halford.

Anaïs Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that all the exterior materials will be the same as those of the house.
- Ms. Starr stated the applicant is requesting a single overhead garage door instead of a 2 garage doors which is allowed in the Guidelines.

Public Comments:

- Rusty Rains wanted to clear up what elevation faces which direction.

Commission discussion consisted of:

- Commissioner Brewer asked why there was no windows on the side of the garage apartment.
- Mr. Vaughn clarified that it was due to internal programming as well as saving money since one side is facing the neighbor's house.

***This motion passed with a vote of 5-1.***

~

#### **d. Installation of a new driveway and parking area;**

**Motion** by Sarah Brewer to approve Item D4-d. Installation of a new driveway and parking area as submitted; **Second** by Taber Halford.

Anaïs Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Commissioner Brewer asked if there was too much pavement for the property but Ms. Starr clarified that he is under the 65% maximum limit.

There was no public comments.

There was no other Commission discussion.

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

~

#### **e. Installation of a rear parking pad off alleyway.**

**Motion** by Shavonne Evans to approve Item D4-e. Installation of a rear parking pad off alleyway as submitted; **Second** by Sarah Brewer.

Anaïs Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.

No public comments were made.

There was no further commission discussion.

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

\*

**E. Staff report on Certificates of Appropriateness and Administrative Bypass issued since February 6, 2023**

- 518 Chautauqua Ave: Work is nearing completion. No exterior progress apparent since February meeting
- 518 S Lahoma: Demolition of the non-original addition is complete. Greenhouse has been removed. The construction of the new addition is almost complete. No exterior progress apparent since February meeting.
- 549 S Lahoma: BOA heard appeal, postponed to March 24, 2022, postponed again to April 28, 2022. Postponed to May 25, 2022. Applicant has replaced windows as per issued COAs. Oklahoma Supreme Court issues a ruling earlier this month regarding applicants request. Appeal made in court system, decision pending.
- 506 S Lahoma Ave: Construction continues. 434 College Ave: Work nearing completion. No exterior progress apparent since the November meeting.
- 434 College Ave: Work nearing completion. No progress since February meeting.
- 720 S Lahoma Ave: Work as not yet started. Building permit for interior work issued. No exterior progress apparent since the February meeting.
- 610 Miller Ave: Work has not started. Flat top roof installed. Property owner is addressing the leaning chimney prior to rebuilding the parapet wall. No change since the February meeting.
- 412 Chautauqua Ave: Work has not started.
- 640 E Boyd St: Work in progress. Removal of metal siding complete. Cement siding almost completely installed.

**Administrative Bypass:**

- 514 Miller Ave: Installation of pergola over a deck less than 300 sq. ft.
- 521 Miller Ave: Replacement of 6' wood stockade in side yard with 4' wrought iron.

\*

**F. Discussion and recommendation of application for funds for the FY 2023-2024 CLG Program with the Oklahoma State Historic Preservation Office.**

**2023-2024 Certified Local Government Grant Funds Allocation is \$18,375**

\$6,700	Window Repair 2-day Workshop – Moore-Lindsay House
\$3,500	Wall Repair 1-day Workshop – Moore-Lindsay House
\$1,500	Mobile Historic Tour – Southridge NRHP
\$1,725	Annual Mobile Tour Maintenance Fee
\$1,800	Quarterly Postcard Mailing (Postage & Printing)
\$3,000	Staff/Commission Conference Attendance
\$ 150	NAPC Dues

**Motion** by Sarah Brewer to recommend application for the funds for FY 2023-2024 CLG Program with the State Historic Preservation Office; **Second** by Michael Zorba.

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

**G. Miscellaneous comments of the Historic District Commission and City Staff.**

**H. Adjournment**

**The meeting was adjourned at 8:21 p.m.**

**Passed and approved this \_\_\_\_\_th day of \_\_\_\_\_, 2023.**

---

Emily Wilkins, Chair  
Historic District Commission