



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, June 03, 2024 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, 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 contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

Chair Michael Zorba called the meeting to order at 5:30 p.m.

ROLL CALL

PRESENT

Commissioner Barrett Williamson
Commissioner Mitch Baroff
Commissioner Michael Zorba
Commissioner Taber Halford
Commissioner Sarah Brewer
Commissioner Jo Ann Dysart
Commissioner Karen Thurston
Commissioner Susan Ford

ABSENT

Commissioner Gregory Heiser

A quorum was present.

STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer
Roné Tromble, Admin. Tech. IV
Jeanne Snider, Assistant City Attorney II

GUESTS

John Allen & Jan Davis, 434 College Ave.
Justin & Kristina Wyckoff, 430 S. Lahoma
Leah Kenton-McGaha, 475 College Ave.
Scott Moses, 430 College Ave.
Susan Skapik, 444 College Ave.
Marsha McDaris, 448 College Ave.

Chair Zorba announced that the applicant for Item 4 on the agenda, at 485 College Avenue, has requested postponement. Ms. Starr explained that the postponement will be to the July 1, 2024 meeting; there has been a death in the architect's family.

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF APRIL 8, 2024.

Motion made by Commissioner Brewer for approval of the minutes from the April 8, 2024 regular meeting, **Second** by Commissioner Thurston.

Chair Zorba noted that the Vice Chair is incorrect; Commissioner Heiser is now the Vice Chair.

Voting Yea: Commissioner Williamson, Commissioner Baroff, Commissioner Zorba, Commissioner Halford, Commissioner Brewer, Commissioner Dysart, Commissioner Thurston, Commissioner Ford

The motion passed unanimously with a vote of 8-0. Minutes from the April 8, 2024 meeting were approved.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVENUE FOR THE REPLACEMENT OF THE GARAGE DOOR (POSTPONED FROM THE DECEMBER 4, 2023, FEBRUARY 5, 2024, AND APRIL 8, 2024 MEETINGS).

Motion made by Commissioner Williamson to approve the replacement of the garage door as submitted; **Second** by Commissioner Baroff.

Commissioner Halford recused because he used to own the house.

STAFF PRESENTATION

- Ms. Starr presented background information regarding the request for replacement of the garage door.
- She reviewed the language in the Guidelines regarding garage doors.
- The house is a 1950s house with an attached garage; it's a non-contributing house to the Miller Historic District.
- The applicant is proposing to add wood veneer to the garage door.
- She reviewed the language from the Historic District Ordinance regarding non-contributing structures.

APPLICANT PRESENTATION

- Jeff Majewski, 712 Miller Avenue, the applicant, presented the project and responded to questions. The proposal is for a solid metal overhead garage door with LG Smart trim

applied to create recessed panels. There would not be any windows at the top. There will be two recessed panels situated side to side, for a total of eight recessed panels on the front of the garage door. The LG Smart siding will cover the entire front of the garage door and will be painted to match the house.

There were no public comments.

- Commissioner Brewer expressed some hesitancy about what it will actually look like, but likes the design and thinks it is appropriate and compatible with the neighborhood.
- Commissioner Thurston asked about the thickness of the materials being applied to the door. J.T. Murrell, 221 Alameda, explained that the flat veneer will be 1/8", and the trim will be about 3/8".

Voting Yea: Commissioner Williamson, Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Ford

Voting Nay: Commissioner Brewer

Recused: Commissioner Halford

The motion for approval as presented passed by a vote of 6-1, with one recusal.

Ms. Starr noted there is a 10-day waiting period before installation can begin.

3. (HD 24-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 221 E ALAMEDA STREET FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF REAR METAL WINDOW WITH WOOD WINDOW; AND B) INSTALLATION OF FRONT PORCH RAILINGS (POSTPONED FROM THE APRIL 8, 2024 MEETING).

Motion by Commissioner Brewer to approve HD 24-05 as submitted; **Second** by Commissioner Thurston.

STAFF PRESENTATION

- Ms. Starr presented background information regarding the front porch railings and replacement of the rear window.
- This property is not in the Miller Historic District Survey from 1988, or 2004; however, the Miller District map, adopted by Council in 1997, indicates the house on the property is a contributing structure to the Miller Historic District and the Commission should treat it as an historic contributing structure.
- She reported that the metal window, given its construction, is not an original historic window, and the proposed wood window meets the *Preservation Guidelines* for material. The applicant proposes a similar pane configuration that is seen in the rest of the house.
- Ms. Starr presented the proposal for the porch railings. They will be wood and a simple design. The metal porch columns being replaced were not original to the house; he was given permission to remove them. The Commission asked that the columns be 6"x6" with trim at the top and bottom.

APPLICANT PRESENTATION

- J.T. Murrell, 221 Alameda Street, noted the specifications for the railing on the rendering he submitted. Balusters will be 2"x2", 26" high; spacing will be 6" on center. It will have a top plate. There will probably be a support in the middle.

There were no public comments.

Voting Yea: Commissioner Williamson, Commissioner Baroff, Commissioner Zorba, Commissioner Halford, Commissioner Brewer, Commissioner Dysart, Commissioner Thurston, Commissioner Ford

The motion for approval as presented was passed unanimously by a vote of 8-0.

Ms. Starr noted there is a 10-day waiting period before installation can begin.

4. (HD 24-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF A 4' WROUGHT IRON FENCE WITH BRICK COLUMNS IN THE FRONT YARD; B) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE SIDE YARD; C) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE REAR YARD; D) INSTALLATION OF WROUGHT IRON GATES OVER DRIVEWAY; E) REMOVAL OF EXISTING FRONT YARD PARKING AND RECONFIGURATION OF THE DRIVEWAY; F) INSTALLATION OF GUTTERS ON THE HOUSE; G) INSTALLATION OF GUTTERS ON THE ACCESSORY STRUCTURE; H) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE HOUSE; I) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE ACCESSORY STRUCTURE; J) ADDITION OF DORMERS TO THE FRONT FAÇADE OF THE HOUSE; K) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE HOUSE; L) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE ACCESSORY STRUCTURE; M) INSTALLATION OF A METAL AND GLASS SUNROOM TO THE REAR OF THE HOUSE; N) INSTALLATION OF A SWIMMING POOL AND ASSOCIATED DECKING IN THE SIDE YARD; O) INSTALLATION OF A NEW CONCRETE WALKWAY IN THE FRONT YARD; AND P) INSTALLATION OF NEW CONCRETE WALKWAYS IN THE SIDE AND REAR YARDS (ALL ITEMS WERE POSTPONED FROM THE APRIL 8, 2024 MEETING).

Commissioner Zorba announced that the applicant on this item has requested postponement.

Motion made by Commissioner Dysart to postpone this item to the July meeting; **Second** by Commissioner Brewer.

Voting Yea: Commissioner Williamson, Commissioner Baroff, Commissioner Zorba, Commissioner Halford, Commissioner Brewer, Commissioner Dysart, Commissioner Thurston, Commissioner Ford

The motion to postpone was adopted unanimously by a vote of 8-0.

5. (HD 24-07) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR

THE PROPERTY LOCATED AT 423 S LAHOMA AVENUE FOR THE INSTALLATION OF A COVERED PERGOLA ON AN EXISTING DECK IN THE REAR YARD.

Commissioner Brewer recused from this item.

Motion made by Commissioner Thurston to approve HD 24-07 as presented; **Second** by Commissioner Dysart.

STAFF PRESENTATION

- Ms. Starr presented background information regarding the proposed covered pergola.
- The 2004 Chautauqua Historic District Nomination Survey indicates this is a 1929 Tudor Revival contributing one-story brick duplex, originally. It was converted into a single family house some time ago, and remains so. The primary structure is present on the 1944 Sanborn map, and there are no other structures on the map.
- A COA by Administrative Bypass for a deck was approved for 280 sq. ft. on October 11, 2023. The applicant installed the deck and is now interested in covering the deck with a 300 sq. ft. roofed pergola.
- Ms. Starr reviewed the Guidelines for pergolas and for decks. She reviewed the proposal for the proposed pergola.

APPLICANT PRESENTATION

- Mark Maguire, 423 S. Lahoma, reviewed the project and the provisions of the Guidelines. He outlined the utilities on the property with regard to the structure. He explained the plan for the roofline. He will not have any railings, which are not required by the Building Code.

There were no public comments.

Voting Yea: Commissioner Williamson, Commissioner Baroff, Commissioner Zorba, Commissioner Halford, Commissioner Dysart, Commissioner Thurston, Commissioner Ford
Recused: Commissioner Brewer

The motion for approval as presented passed unanimously by a vote of 7-0, with one recusal.

Ms. Starr noted there is a 10-day waiting period before installation can begin. A building permit will be needed.

REPORTS/UPDATES

6. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JANUARY 8, 2024.
 - 549 S. Lahoma: Supreme Court denied; he will have to come into compliance.
 - 514 Miller: They have submitted for a building permit but have not started work.
 - 904 Classen: They have removed the secondary door. He would like to discuss the windows again.

- 607-609 S. Lahoma Ave.: The applicant had one year to reinstall wood windows in the front. She will be sent a letter if she does not proceed.
- 425 Chautauqua Ave.: They have applied for a building permit, but the work has not started.
- 626 Tulsa Ave.: The work has not started and the building permit has not been applied for.
- 700 Chautauqua Ave.: Installation of wood storm windows-- ongoing.
- 514 Miller Ave.: Installation of fencing in the rear yard.
- 506 S. Lahoma Ave.: Installation of safety railing required by building code/insurance company.

7. DISCUSSION OF PROGRESS REPORT REGARDING FY 2023-2024 CLG GRANT PROJECTS.

- Ms. Starr reviewed the recent Windows Repair Workshop held on May 18-19 at the Moore Lindsey House carriage house. There were 10 participants all residents with window issues. The budget had to be increased from \$6,500 by \$410 to pay for scaffolding needed to allow participants to easily access the deteriorated windows. The participants re-painted five windows on the north side of the carriage house. Ms. Starr showed pictures for the two-day workshop.
- Ms. Starr reviewed changes to the budget for the CLG Grant. She has approximately \$3,537 left to spend. She was not able to attend the American Planning Association conference in April. She will be purchasing a laptop to use at meetings and other activities. The remainder will be used for printing Historic Norman Coloring Books and the remainder education postcard.

MISCELLANEOUS COMMENTS

- Marsha McDaris, 448 College Ave., was concerned about the number of times the item for 485 College Ave. has been postponed. Chair Zorba explained the first two times were postponed due to weather; this time it was postponed at the request of the applicant due to a death the architect's family. It was postponed to the July meeting.
- Ms. Starr asked how many Commissioners will not be present for the July 1 meeting. Commissioner Heiser and Commissioner Baroff will not be available.
- Ms. Starr has been notified preliminarily by the Oklahoma State Historic Preservation Office that there will be a National Register nomination coming to the Norman Historic District Commission on September 9 in regard to the Prairie Chicken House at 510 48th Avenue NE.

ADJOURNMENT

The meeting adjourned at 6:59 p.m.

Passed and approved this _____ day of _____, 2024.

Michael Zorba, Chair