



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, October 02, 2023 at 5:30 PM

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## MINUTES

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Chair Emily Wilkins called the meeting to order at 5:35p.m.

### ROLL CALL

#### PRESENT

Commissioner - Vice Chair Barrett Williamson  
Commission - Chair Emily Wilkins  
Commissioner Mitch Baroff  
Commissioner Shavonne Evans  
Commissioner Taber Halford  
Commissioner Sarah Brewer  
Commissioner Jo Ann Dysart  
Commissioner Karen Thurston

#### ABSENT

Commissioner Michael Zorba

A quorum was present.

#### STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer  
Amanda Stevens, Development Center Coordinator

#### GUESTS

Robert Fightmaster, 12513 Shire Lane, OKC, OK  
Nathan Vaughn, 3324 Hidden Leaf Dr, Edmond, OK  
Kathleen Walker, 802 Classen Blvd, Norman, OK  
Jeri Smalley, 210 Ferrill St, Norman, OK

## MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF AUGUST 7, 2023.

**Motion** by Barrett Williamson for approval of the minutes from the August 7, 2023 regular meeting; **Second** by Sarah Brewer.

***The motion was passed unanimously with a vote of 8-0. Minutes from the previous meeting were approved.***

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## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. HD (23-31) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 606 MILLER AVENUE TO: 1) REPLACE EXTERIOR SIDING ON THE HOUSE AND GARAGE WITH ALTERNATIVE MATERIAL AND ADD AN ALTERNATIVE MATERIAL SOFFIT TO THE GARAGE; 2) REPLACE A REAR WINDOW AND DOOR WITH METAL WINDOWS; AND 3) MODIFY THE NON-ORIGINAL FRONT PORCH.

**Motion** by Barrett Williamson to vote on all three items individually; **Second** by Sarah Brewer.

***The motion was passed unanimously with a vote of 8-0.***

**Motion** by Barrett Williamson to approve item 1) replace exterior siding on the house and garage with alternative material and add an alternative material soffit to the garage, as submitted; **Second** by Shavonne Evans.

Anais Starr presented the staff report:

- Anais Starr stated the house was non-contributing due to loss of historic integrity from the numerous alterations done to the exterior. She noted that the garage was also non-contributing due to insufficient age, as it was constructed on the property after 1944 per review of the Sanborn Insurance Maps.
- Ms. Starr also stated that there is only sheathing under the existing cement siding and it is not covering original wood siding.
- The applicant is proposing to remove the cement siding and install smooth cement fiberboard lap siding.

Robert Fightmaster, property owner, discussed the project:

- Mr. Fightmaster explained that the house has four different types of siding. He would like to install one siding to the entire house to bring cohesiveness to the property.

There were no public comments.

Commission Discussion:

- Commissioner Williamson stated that this is an improvement. Also that this is in character with what is in the neighborhood.

- Commissioner Baroff stated that with this house being non-contributing, we do not have to push wood siding.

***The motion was passed unanimously with a vote of 8-0.***

**Motion** by Shavonne Evans to approve item 2) replace a rear window and door with metal windows, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr stated that the applicant is wanting to replace a window and door on the rear of the structure with metal windows to improve internal programming. The addition, window and door are not original to the house.

Robert Fightmaster, property owner, discussed the project.

- Mr. Fightmaster stated that the windows will match the size and look of the other windows.

There were no public comments.

There was no Commission Discussion:

***The motion was passed unanimously with a vote of 8-0.***

**Motion** by Mitch Baroff to approve item 3) modify the non-original front porch, as submitted; **Second** by Taber Halford.

Anais Starr presented the staff report:

- Ms. Starr stated that the applicant wants to encase the existing metal columns on the front porch with cedar as well as replace the existing fiberglass roof on the porch with a metal roof.
- Ms. Starr also pointed out applicant proposes shutters for the front of the house.

Robert Fightmaster, property owner, answered a question:

- Commissioner Thurston asked if the metal roofing will be visible from the street.
- Mr. Fightmaster stated that it will not be visible from the street and that it will have a matte finish so there will be no glare from the metal.

There was no public comments.

Commission Discussion:

- Commissioner Halford stated that he doesn't have an issue with the metal roofing but that bare cedar doesn't really fit in the historic neighborhoods.
- Commissioner Williamson asked if the applicant planned to paint the cedar wood.
- Commissioners felt that the cedar wood should be smooth and painted and asked the applicant if he was agreeable to amending his proposal.
- The applicant was agreeable to making the change to smooth painted wood for encasement of the metal columns.
- Commissioner Williamson stated that the metal roofing seemed to meet the Guidelines since the roof was flat and not visible from the front right-of-way.

**Motion** by Mitch Baroff to amend the original motion to include smooth painted wood in place of cedar on the columns; **Second** by Taber Halford.

***The amendment was passed unanimously with a vote of 8-0.***

***The motion was passed unanimously with a vote of 8-0.***

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**Motion** by Sarah Brewer to approve (HD 23-33) modify the proposed driveway and parking pad area off Ferrill Ave, as submitted; **Second** by Mitch Baroff.

3. HD (23-33) CONSIDERATION OF THE APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN AMENDMENT TO CERTIFICATE OF APPROPRIATENESS HD 23-08 FOR 904 MILLER AVENUE TO MODIFY THE PROPOSED DRIVEWAY AND PARKING PAD AREA OFF FERRILL AVENUE.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant has proposed to reduce the parking pad to limit the impact to the neighbor on the south, and to make increase driveway to eighteen feet in width.
- Ms. Starr also pointed in her staff presentation that the proposed expansion of the existing driveway would not require the removal of any trees on the site.
- Commissioner Halford asked if the Commission has previously approved a driveway with this width or wider. Anais Starr responded that the Commission had previously approved an existing driveway and parking area that was comprised of several patches in order to create one wide driveway. That property was located on Chautauqua Avenue.
- Commissioner Thurston asked if the driveway portion located between the curb and the house would be utilized for parking of cars as well as providing access to parking pad.

Nathan Vaughn, property owner, discussed the project:

- The goal of the proposed changes to the driveway and parking pad is to get the cars off the street as it is a narrow street and to prevent tenants from driving on the grass to get to the parking pad between the house and the garage apartment.

Public Comments

- Jeri Smalley, 210 Ferrill St, stated that she is in favor of this property installing as much parking as possible to get the extra cars off the street as it is a narrow street.

Commission Discussion:

- Commissioner Brewer stated she is uncomfortable approving it since the Guidelines state that driveways cannot be more than ten feet.
- Commissioner Baroff stated that he has dealt with the same thing with his house. If the driveway is not doublewide then people will park on the yard if there is nowhere else to park.
- Nathan Vaughn stated that the current existing driveway for the property is wider than eighteen feet.
- Commissioner Williamson stated that with it being on the side of the house and not on Miller Avenue it has less impact and finds that it meets the intent of the Guidelines.
- Commissioner Dysart stated this it is appropriate because you have five bedrooms meaning you will have more than five cars at one time.
- Commissioner Evans stated that you could have a total of ten people living on this property and need somewhere for everyone to park.

- Commissioner Wilkins stated that she is having a hard time because Commissioners are to stick to the Guidelines which state driveways are to be no more than ten feet wide. However, she understands the issue of limited parking on a narrow street.
- Neighbor, Jeri Smalley also stated that the reason there is no parking on the north side of her street is so that fire trucks and ambulances can make it down the street.
- Anais Starr pointed out that the applicant has the maximum amount of parking possible off the alleyway and cannot increase his parking on the rear.

***The motion failed with a vote of 4-4.***

## **REPORTS/UPDATES**

### **4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE AUGUST 7, 2023.**

- 518 Chautauqua Ave: No update.
- 549 S Lahoma: In Court System Appeals process.
- 506 S Lahoma Ave: Construction continues.
- 607-609 S. Lahoma: Work has started.
- 610 Miller Ave: Waiting on custom roof material to be delivered.
- 514 Miller Ave: No change since March meeting. Work has not started.
- 904 Miller Ave: Construction has begun.
- 904 Classen Ave: Work has not started.
- 518 Shawnee: Windows ordered.
- 521 Miller: Windows ordered.

#### **Administrative Bypass:**

- 520 Macy Ace – Amendment to issued Admin Bypass COA to request hot tub instead of swimming pool.
- 930 Miller Ave – For the replacement of front yard fence.
- 518 Chautauqua Ave – For the installation of rear yard fences.
- 512 S Lahoma Ave – For the installation of handrail.
- 634 Chautauqua Ave – For the installation of handrail and replacement of stairs to meet code.
- 640 Tulsa St – For the replacement of non-original window on a non-contributing house on rear of the structure.

### **5. DISCUSSION OF PROGRESS REPORT REGARDING FY 2023-2024 CLG GRANT PROJECTS.**

#### **2022-2023 Certified Local Government Grant Funds Budget**

<b>PROJECT 1:</b>	Educational Training	\$2,700
<b>PROJECT 2:</b>	Memberships Dues for NAPC	\$150
<b>PROJECT 3:</b>	Historic Tour Expansion	\$1,725
<b>PROJECT 4:</b>	Historic Tour App Maintenance	\$2,000
<b>PROJECT 5:</b>	Windows & Wall Workshop	\$10,000 (\$6,500 expended)
<b>PROJECT 6:</b>	Quarterly Education Postcard	\$1,800 (Approx. \$700)

**Total CLG Budget** **\$18,375**

Anais Starr discussed the Wood Window Workshop held on September 23-24 at the Moore-Lindsay Historical House Museum utilizing in CLG funds. There were ten people registered and one additional participant showed up the first day of the workshop. Ms. Starr showed pictures of the participants working on the windows as well as before and after pictures of the two windows restored.

**6. DISCUSSION AND RECOMMENDATION OF APPLICATION FOR FUNDS FOR THE  
FY 2024-2025 CLG PROGRAM WITH THE OKLAHOMA STATE HISTORIC  
PRESERVATION OFFICE.**

Anais Starr stated that a resident of the Chautauqua Historic District had asked if CLG funds could be utilized to resurvey Chautauqua and Miller Districts. This re-survey would not only correct any mistakes from the last survey, but would also allow for a nomination to the National Register of Historic Places.

**MISCELLANEOUS COMMENTS**

Anais Starr explained to the Commissioners that the City of Norman will be launching a new building permit software that will be for all permits and applications.

**ADJOURNMENT**

**The meeting was adjourned at 7:27 p.m.**

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

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Emily Wilkins, Chair  
Historic District Commission