



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, February 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.

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on February 6, 2023 at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray St, the Norman Municipal Complex, and at www.Normanok.gov 24 hours prior to the beginning of the meeting.

Chair Emily Wilkins call the meeting to order at 5:32 p.m.

A. Roll Call

PRESENT

Commissioner Aaron Brooks*
Commissioner - Vice Chair Barrett Williamson
Commission - Chair Emily Wilkins
Commissioner Mitch Baroff
Commissioner Michael Zorba
Commissioner Shavonne Evans
Commissioner Taber Halford
Commissioner Sarah Brewer

ABSENT

Commissioner Brent Swift

A quorum was present.

*Commissioner Aaron Brooks arrived at 5:37 p.m.

STAFF MEMBERS PRESENT

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

GUESTS

Shirley Hammer, 640 E. Boyd Ave., Norman, OK
Michael Moore, 702 Classen Blvd., Norman, OK
Lisa Bridges, 514 Miller Ave., Norman, OK
Kolby Kruse, 3532 National Dr., Norman, OK
Steve Busick, 716 Chautauqua Ave., Norman, OK
CLMSQ2, 716 Chautauqua Ave., Norman, OK

B. Minutes

1. Approval of the Minutes from the November 7, 2022 Regular Meeting.

Motion by Shavonne Evans for approval of the minutes from the November 7, 2022 regular meeting; **Second** by Taber Halford.

The motion was passed unanimously with a vote of 7-0. Minutes from the previous meeting were approved.

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C. Certificates of Appropriateness Requests.

2. HD (23-01) Consideration of the Certificate of Appropriateness requests at 514 Miller Avenue for the following proposed work:

a. Installation of a deck cover.

Motion by Barrett Williamson to approve Item C-2a. Installation of a deck cover 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.
- Ms. Starr mentioned that the applicant has been renovating this house and has come forward for a COA by Administrative Bypass for a 300 sq. ft. deck which was approved.
- Ms. Starr stated that the wood material of the Pergola meets the guidelines, but the polycarbonate for the top does not meet the guidelines which is why it was brought to the commission.

The homeowner, Lisa Bridges, discussed the project:

- The applicant stated that the pergola will not be visible from the front of the house.
- The applicant stated they are proposing the polycarbonate material to still let in sunlight but it will be hidden from by the edges of the pergola structure.

No public comments were made.

Commission discussion consisted of:

- Commissioner Halford just wanted to clarify that they are not approving the pergola since that could be approved by administrative bypass but that they are approving the polycarbonate material.

- Commissioner Wilkins commented that the reason the Commissioners are approving an alternative material is that it is not attached to the house, it is easily removable and it will not be visible from the front right-of-way.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

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3. HD (23-02) Consideration of the Certificate of Appropriateness requests at 640 E Boyd for the following proposed work:

a. Replacement of metal siding with alternative material siding;

Motion by Barrett Williamson to approve Item C-3a. Replacement of metal siding with alternative material siding, as submitted; **Second** by Shavonne Evans.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that this is a non-contributing structure.
- Ms. Starr stated that they have come forward with multiple requests that were approved by Administrative Bypass.

The homeowner, Shirley Hammer, and contractor, Kolby Kruse, discussed the project:

- Kolby Kruse made a presentation stating that the metal siding is damaged from the hail storm.
- Mr. Kruse stated that they will keep all the look of the structure the same with the smooth cement/composite siding.

No public comments were made.

Commission Discussion:

- Commissioner Halford and Evans stated they liked the proposed alterations and all alterations are following the guidelines.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

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b. Demolition of carport;

Motion by Barrett Williamson to approve Item C-3b. Demolition of carport, as submitted; **Second** by Aaron Brooks.

Anais Starr presented a staff report:

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

The homeowner, Shirley Hammer, and contractor, Kolby Kruse, discussed the project:

- Mr. Kruse stated they will be repairing the driveway to fill the areas where they carport was anchored to the concrete.

No public comments were made.

Commission Discussion:

- No comments were made.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

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c. Replacement of overhead garage door;

Motion by Taber Halford to approve Item C-3c. Replacement of overhead garage door, as submitted; **Second** by Shavonne Evans.

Anais Starr presented a staff report:

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

The homeowner, Shirley Hammer, and contractor, Kolby Kruse, discussed the project:

- Ms. Hammer talked about the reasoning behind wanting to add dentil molding to match the house.
- Ms. Hammer also stated that she wants to be in compliance with the Historic District so will do whatever they request.

No public comments were made.

Motion by Taber Halford to amend the motion to the design on slide 30 along with dentil molding to match the size and scale of the house, as submitted; **Second** by Aaron Brooks.

Commission Discussion:

- Commissioner Williamson stated that he is not a fan of dental molding as it is not usually used on overhead or carriage doors.
- Commissioner Zorba stated it goes a long way that the applicant is willing to do what the commission is requesting.

There being no further discussion, a vote on the motion was taken. The motion passed 7-1.

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d. Removal of windows and replacement with siding on rear addition;

Motion by Barrett Williamson to approve Item C-3d. Removal of windows and replacement with siding on rear addition, as submitted; **Second** by Aaron Brooks.

Anais Starr presented a staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that this is on an addition to the back of the house.

The homeowner, Shirley Hammer, and contractor, Kolby Kruse, discussed the project:

- Mr. Kruse also pointed out that they are removing a window on the west elevation but is still on the rear addition.

No public comments were made.

Commission Discussion:

- Commissioner Wilkins pointed out that the request is located on a non-original addition on the rear of the house, and the current windows are metal.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

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e. Replacement of metal windows with wood windows on rear addition.

Motion by Barrett Williamson to approve Item C-3e. Replacement of metal windows with wood windows on the rear, as submitted; **Second** by Shavonne Evans.

Anais Starr presented a staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the applicant wanted to remove metal windows and replace with wood windows.

The homeowner, Shirley Hammer, and contractor, Kolby Kruse, discussed the project:

- Mr. Kruse stated they had discussed matching the front window pane configuration but ultimately the owner decided to keep the same pane configuration found in the existing windows on the addition. .

No public comments were made.

Commission Discussion:

- Commissioner Halford stated that keeping the window configuration as it is would look the best.
- Commissioner Zorba stated that it is in the rear of the house and they are changing them from metal to wood so they are keeping with the guidelines.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

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4. 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;

Motion by Shavonne Evans to approve Item C-4a. Removal of original wood siding, as submitted; **Second** by Aaron Brooks.

Anais Starr presented the staff report:

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

- Ms. Starr stated that under the metal siding is wood shake shingles that the applicants believe are damaged and would make installation of cement fiberboard over them difficult to install. .
- Ms. Starr stated that this is a contributing structure.

The homeowner, Steve Busick, and contractor, CLMSQ2, discussed the project:

- The contractor stated that the metal has been on there for 50-60 years.
- The contractor stated that putting the new siding material on the wood shake would not adhere or could create a ripple effect because of the unevenness.
- Commissioner Williamson asked if they have removed a substantial amount of metal siding to see how the wood is underneath.
- The contractor responded with no they have not but that the owner is getting wind drafts in the house as well as water in the house and he didn't want to remove more to increase that.
- The contractor also stated that attaching the new siding to the wood would create more holes and more separation that would make the wood hard to restore if someone in the future were to try and do that.
- Mr. Busick stated that they don't plan on selling this house as it has been in the family since he was born.
- The contractor stated they have been battling the insurance company for 2 years.

No public comments were made.

Commission Discussion:

- Commissioner Halford stated he has done a couple houses that have the wood shake and that it was really hard to attach new material to.
- Commissioner Wilkins pointed out that in one of the pictures shows a piece of wood shake that a nail hole has split.
- Commissioner Williamson stated that it's a hard decision to make when we can only see a tenth of the siding on the house.
- Commissioner Baroff stated that the house is currently lap sided and the house looks great as it is.
- Commissioner Zorba stated that it became a contributing structure with metal siding so in the end we are trading like for like.
- The contractor stated that the depreciation letter to the insurance company needs to be completed by the end of February.
- Commissioner Wilkins stated she was feeling conflicted but since it a contributing structure with the metal siding she is more comfortable with approving the replacement with alternative siding.
- Commissioner Evans stated that the longevity of the family living in this house shows that we know what condition it truly is in. As much as she would love the wood shake she understands the difficulties with the installation over wood shake.
- Commissioner Williamson stated that we either need to change the guidelines or enforce the guidelines.
- Discussion was had about possibilities with having them remove some of the siding so there is more proof that the wood shake is in bad shape and is okay to be removed.

- The applicant was given the chance to postpone this item before the vote. They stated they don't have the time or money to replace the siding as the Commission sees fit. They can't afford to miss out on the \$20,000 offered from the insurance company.

There being no further discussion, a vote on the motion was taken. The motion came to a tie 4-4. A tie vote is a denial.

Motion by Barrett Williamson to reconsider Item C-4a. Removal of original wood siding;
Second by Taber Halford.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

Motion by Barrett Williamson to amend Item C-4a. Removal of original wood siding, to read; removal of original siding if after removal of 50 sq. ft. of the surface covering the original siding has been exposed and has been determined to not be of salvageable condition by 3 commissioners; **Second** by Michael Zorba.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

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b. Removal of metal siding and replacement with an alternative material siding.

Motion by Taber Halford to approve Item C-4b. Removal of metal siding and replacement with alternative material, as submitted; **Second** by Aaron Brooks.

Anais Starr presented the staff report:

- No additional information.

The homeowner, Steve Busick, and contractor, CLMSQ2, discussed the project:

- No additional information.

No public comments were made.

Commission Discussion:

- No additional information.

There being no further discussion, a vote on the motion was taken. The motion passed 8-0.

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D. Feedback Requests.

5. HD (23-04) Feedback for the following proposed work at 702 Classen:

- a. Installation of a small addition to the front or side of the house to be used as a closet.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures and a staff report.
- Ms. Starr stated that this is a contributing structure. The applicant would like to remove the 2 windows on the front of the house and create a bump out to be used as a closet.

The homeowner, Michael Moore, discussed the project:

- Mr. Moore stated that he has a screened in porch that he is wanting to remove the 2 windows and create a bump out to be used as a closet. He stated it wouldn't be visible because of the screened in porch.

No public comments were made.

Commission Discussion:

- Commissioner Williamson asked if this was a bedroom and the applicant responded.
- Commissioner Wilkins asked if the room already has a closet and the applicant responded.
- Commissioner Halford explained that with the guidelines this is not something we can approve.
- Commissioner Wilkins let the applicant know that this is something that the Commission could not approve if it were to be submitted.

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E. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since November 7, 2022.

- 904 Miller Ave: Staff has been in contact with new owner's representative. Representative states that the owner did not know about the window violation prior to purchasing. Owner plans to re-sell the property. No change in ownership, property is still for sale. Continue to have inquires about the property. Feedback with Commission regarding request for demolition/new construction from a prospective buyer. A prospective buyer had made an offer and he will be at the March meeting to request demolition & new construction.
 - 518 Chautauqua Ave: Work is nearing completion. No exterior progress apparent since November 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 November 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. No change since November.
- 506 S Lahoma Ave: Construction continues. No exterior progress apparent since November meeting.
 - 434 College Ave: Work nearing completion. No exterior progress apparent since the November meeting.

- 720 S Lahoma Ave: Work as not yet started. Building permit for interior work issued. No exterior progress apparent since the November 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 November meeting.
- 412 Chautauqua Ave: Work has not started.
- 645 S Lahoma Ave. Work completed.

Administrative Bypass:

- 818 Classen Blvd: 8' x 10' cement fiberboard shed in rear yard.

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F. Discussion of Potential FY 2023-2024 CLG Grant Projects.

- **Anticipate \$18,375.**
- **Training opportunities**
- **NAPC renewal staff**
- **Two possible larger projects:**
 - **Repair workshop in conjunction with the Moore Lindsay House;**
or
 - **Continuation of Historic Surveys – 1950s**
- Commissioners agreed on doing a repair workshop in conjunction with the Moore Lindsay House.

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

- Commissioner Wilkins checked asked how Commissioner Baroff was doing since treatment. Commissioner Baroff responded that he is doing fine and is cancer free but has been tired and has low energy.

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H. Adjournment.

The meeting adjourned at 8:07 p.m.

Passed and approved this _____th day of _____, 2023.

Emily Wilkins, Chair
Historic District Commission