



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, June 05, 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.

Chair Emily Wilkins called the meeting to order at 5:31p.m

A. Roll Call

PRESENT

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

A quorum was present.

*Commissioner Mitch Baroff arrived at 5:36 p.m.

STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer
Jeanne Snider, Assistant City Attorney
Whitney Kline, Administrative Technician III
Amanda Stevens, Development Center Coordinator

GUESTS

MaryBeth Smith, 10115 S Maplewood, Tulsa, OK
Ryan Hauser, 904 Classen Blvd, Norman, OK

B. Minutes

1. Approval of the Minutes from the April 3, 2023 Regular Meeting.

Motion by Michael Zorba for approval of the minutes from the April 3, 2023 regular meeting;
Second by Sarah Brewer.

The motion was passed unanimously with a vote of 6-0. Minutes from the previous meeting were approved.

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C. Certificate of Appropriateness Requests.

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

a. replacement of non-approved vinyl windows with wood windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period.

Motion by Shavonne Evans to approve Item 2a. Replacement of non-approved vinyl windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period, as submitted; **Second** by Barrett Williamson.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the applicant came to the March meeting requesting to retain the vinyl windows which she had replaced the original wood windows with.
- The applicant reviewed an estimate from a contractor, Restor, with how much it would cost to replace wood windows.
- Ms. Starr pointed out that staff has a concern with the proposed time frame as supply demands and contractors often fluctuate over the years.
- Sarah Brewer asked if they were to sell the house within the timeframe proposed, if the requirement for window replacement would stay with the house. Ms. Starr stated that the window replacement requirement would stay with the property.

The property owner, MaryBeth Smith, discussed the project:

- MaryBeth Smith stated that when she bought the house, she was not notified that she was in a Historic District.
- Ms. Smith stated that they saved for 5 years to replace the windows. She hopes to be able to save over the next 5 years again, to pay for the wood window installation.
- Commissioner Williamson asked why the vinyl window estimate was for 22 windows and the wood window estimate is only 20? Ms. Smith stated that it was because 2 windows were: "grandfathered" in, as they had been previously replaced some years ago.
- Commissioner Wilkins requested an amendment the motion to ensure that it states the windows are to be 6/1 pane configuration.

There were no public comments.

Commission Discussion:

- Commissioner Williamson wondered if approving the applicant's request would set a precedence for future requests. He feared that in the future the Commission would have to grant 5 years for future similar requests.
- Commissioner Brewer stated she would be more comfortable with 3 years instead of 5 years. Multiple Commissioners expressed agreement with this time frame.
- Commissioner Evans stated that she pulled up the applicant's disclosure and that it showed the Historic District status of the property was not disclosed.

Motion by Shavonne Evans that we amend the motion with 6/1 windows and the front windows to be replaced in the first year; **Second** by Michael Zorba.

The motion was passed with a vote of 6-1. Commissioner Williamson voted no.

Motion by Shavonne Evans to approve as amended; **Second** by Michael Zorba.

The motion was passed with a vote of 6-1. Commissioner Williamson voted against the motion.

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3. HD (23-20) Consideration of Certificate of Appropriateness for the property located at 904 Classen Boulevard for the following proposed work:

a. replacement of all windows with aluminum-clad wood windows;

Motion by Barrett Williamson to approve Item 3a. Replacement of all windows with aluminum-clad wood windows, as submitted; **Second** by Mitch Baroff.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the Guidelines discourage people from replacing wood windows but this is non-contributing structure.
- Ms. Starr also stated that with all the different additions and window configurations, it is difficult to determine the original window configuration.
- The Commission discussed the various windows to try to determine which ones could possibly be the original window configuration.

The property owner, Ryan Hauser, discussed the project:

- Ryan Hauser reviewed the windows and the additions.
- Commissioner Wilkins asked if there were any original windows that he knows of. Mr. Hauser stated there might be a couple on the south side of the house.
- Ms. Starr pointed out to the Commissioners that the structure is a non-contributing and the Commission has some flexibility.

There were no public comments.

Commission Discussion:

- Commissioner Brewer asked if the divided lights were in-between the windows or applied to the glass? Mr. Hauser stated they are a grid on the inside of the house that makes it look divided.
- Commissioner Williamson asked if we can just amend the application to say keeping the configurations of the original windows.
- Commissioner Williamson asked if we could postpone until the applicant does a few more research. The Commission agreed.
- Commissioner Halford asked if the applicant to provide better pictures of the south side of the structure when he returns to the Commission with this request.

Motion by Barrett Williamson to remove the motion on the floor; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 7-0.

Motion by Barrett Williamson to postpone Item 3a; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 7-0.

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b. restoration of columns on front of the house;

Motion by Shavonne Evans to approve Item 3b. Restoration of columns on the front of the house, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated the applicant is proposing to add brick bottoms and to make the top wood tapered columns.
- Ms. Starr indicated that the Commission would need to determine if the proposed restoration of the columns is compatible with the style of house and the surrounding District.

The property owner, Ryan Hauser, discussed the project:

- Mr. Hauser stated they are tapered columns and that he can see the columns inside the house.
- He clarified that he isn't sure what is on the bottom section of the exterior columns and house, as the metal siding still covers the house.
- Commissioner Wilkins asked if he would be willing to amend his application to say that whatever is under the siding he would replace with same material. Mr. Hauser stated that was fine, he indicated that it is just a mystery of what is under the siding is difficult to determine.
- Mr. Hauser stated he would like to create some architectural changes but if the Commission wants him to keep it the same he will.

There were no public comments.

Commission Discussion:

- Commissioner Williamson stated it would be best if the applicant would do some additional research before the Commission reviews and approves.

Motion by Shavonne Evans to withdraw the current motion; **Second** by Barrett Williamson.

The motion was passed unanimously with a vote of 7-0.

Motion by Michael Zorba to postpone Item 3b; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 7-0.

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c. removal of secondary front door on the front porch;

Motion by Barrett Williamson to approve Item 3c. Removal of secondary front door on the front porch, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated there is an additional door on the front porch that was more than likely installed with the enclosure of the front porch.
- Ms. Starr stated 2 front doors is not a typical configuration seen on this style of house.

There was no applicant presentation.

There were no public comments.

Commission Discussion:

- The Commissioners indicated no issues with removing a non-original front door.

The motion was passed unanimously with a vote of 7-0.

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d. addition of wooden brackets on gables;

Motion by Taber Halford to approve Item 3d. Addition of wooden brackets on gables, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that wooden brackets are seen in the neighborhood but cautioned that the Commission would need to consider if this would be creating a false sense of history.

There was no applicant presentation.

There were no public comments.

Commission Discussion:

- Commissioner Halford stated that when he removes the siding he will be able to tell if there were brackets before and if there he was he can reinstall, otherwise he cant.
- Commissioner Brewer agreed with this as well.
- Commissioner Wilkins stated she is good either way since this is non-contributing structure.

This motion passed with a vote of 6-1, with Commissioner Brewer voted against the motion.

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e. installation of new front door and side lights.

Motion by Sarah Brewer to approve Item 3e. Installation of new front door and side lights, as submitted; **Second** by Mitch Baroff.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the applicant owns a dog with anxiety issues associated with storms and has broken both side lites and the windows in the door.
- Ms. Starr mentioned that for the safety of his dog the applicant is requesting to replace the existing door with a door and side lites that do not contain windows in the lower sections.

The property owner, Ryan Hauser, discussed the project:

- Mr. Hauser stated that not only for the safety of his dog but also for privacy reasons he would like to remove the windows on the side and replace the existing door with a wood door.
- Commissioner Halford believes that the front door is original and is not comfortable with approving the removal of the door.
- Commissioner Williamson mentioned he could add frosted window glass as well as poly carbonate to the inside of the side lites to help with privacy as well as preventing the dog from breaking the window.

There were no public comments.

The motion was denied with a vote of 2-5. Commissioners Halford, Brewer, Williamson, Wilkins, and Zorba all voted against the motion.

D. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since April 3, 2023.

- 518 Chautauqua Ave: Work is nearing completion. No exterior progress apparent since April meeting on the addition however, the swimming pool under construction.
- 518 S Lahoma: Work complete. Updated photos shown.
- 549 S Lahoma: There is a final hearing tomorrow (June 6, 2023) for the appeal process.
- 506 S Lahoma Ave: Construction continues. Updated photos shown.

- 434 College Ave: Work complete. Updated photos shown.
- 720 S Lahoma Ave: Work has not started. Building permit for interior work has been issued. No exterior progress apparent since the March 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 March meeting.
- 412 Chautauqua Ave: Work complete.
- 514 Miller Ave: No change since March meeting. Work has not started.
- 640 E Boyd St: Work in progress. Removal of metal siding complete. Cement siding almost completely installed. Carport removed.
- 617 Chautauqua Ave: Siding is complete.
- 904 Miller Ave: Demo & new construction building permits issued. Demolition complete.

Administrative Bypass issued since April 3, 2023:

- 518 S. Lahoma Ave – 4' front and side yard fences, - still under 300 sq. ft.
- 640 E. Boyd St. – Replacement of deteriorated vinyl windows with wood windows to match the rest of the original house, replacement of front door with compatible wood front door.
- 520 Macy St. – Installation of swimming pool, accessory structure less than 120 sq. ft., 4' wrought iron fence and 4' wood fence.
- 904 Classen Blvd – Replace back entrance stairs and wood pergola.
- 506 S Lahoma Ave – Replacement of front door with compatible wood front door.

E. Discussion of progress report regarding FY 2022-2023 CLG Grant Projects.

PROJECT1: Educational Training

\$1,500 budget/\$440 spent/\$1060 left.

Funds expended on staff attending a virtual American Planning Association Conference and the OU Placemaking Conference this spring.

PROJECT 2: Memberships Dues for NAPC - \$150 budget/Spent \$150. Memberships for staff and Commission renewed in May.

PROJECT 3: Historic Walking Tour Mobile App

\$5,500 budget/\$2,100 spent/\$2,866 left

Tour App built, staff proofing and working with SHPO. Final invoice of approx. \$2,400 will be due by the end of June.

PROJECT 4: Quarterly Education Postcard

\$1,500 budget plus supplies of \$500/Spent \$1,820

Fall Mailing completed.

Spring Mailing went out in April & second mailing in May invited property owners to a virtual meeting set for June 12, 5-6 pm

Total Budget CLG Funds - \$8,650 budget. Approximately \$2,000 left in CLG funds from other projects. The remaining funds will be used to print additional Historic Norman Coloring books for 4th of July Celebration, Parks Recreation Center, and Visit Norman office.

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

- Anais Starr reminded the Commissioners of the Zoom Community Historic District Meeting on the June 12th.

- Michael Zorba mentioned that Anais Starr will present at the Norman Board of Realtors Coffee Talk on June 8th.

G. Adjournment

The meeting was adjourned at 7:37 p.m.

Passed and approved this _____ day of _____, 2023.

Emily Wilkins, Chair
Historic District Commission