



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, July 01, 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 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

Vice Chair Gregory Heiser called the meeting to order at 5:31pm.

ROLL CALL

PRESENT

Taber Halford
Sarah Brewer
Karen Thurston
Barrett Williamson
Susan Ford
Jo Ann Dysart
Gregory Heiser

ABSENT

Mitch Baroff
Michael Zorba

STAFF PRESENT

Anais Starr, Historic Preservation Officer, Planner II
Jeanne Snider, Assistant City Attorney
Whitney Kline, Admin Tech III

GUESTS PRESENT

Bryan Bloom, 428 Chautauqua Norman, OK
Susan Skapik, 444 College Ave Norman, OK
Marsha McDaris, 448 College Ave Norman, OK
Stephen Teel, 490 Elm Norman, OK
Dave Boeck, 922 Schulze Dr. Norman, OK
Leah Kenton-McGaha, 475 College Ave Norman, OK
Jeff Danner, 4205 Mooregate Dr. Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF JUNE 3, 2024.

Motion by Sarah Brewer for approval of the Historic District Commission Meeting Minutes of June 3, 2024; **Second** by Taber Halford.

The motion was approved with a vote of 7-0.

*

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 24-09) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 444 COLLEGE AVENUE FOR THE INSTALLATION OF A SCREENED REAR PORCH.

Motion by Sarah Brewer for approval of (HD 24-09) installation of a screened rear porch; **Second** by Jo Ann Dysart.

Anais Starr presented the staff report:

- Anais Starr stated that this is a contributing structure.
- Ms. Starr explained they are requesting a brick screened porch on the rear of the house.
- Ms. Starr also explained that it does meet the zoning requirements regarding setbacks.
- Commissioner Thurston asked if there was a door from the house to access the porch.

Bryan Bloom, the applicant, discussed the project:

- Bryan Bloom stated that they will replace the existing windows with a set of French doors.

Public Comments:

- Marsha McDaris stated she was in support of this addition.

Commission Discussion:

- Commissioner Halford stated that it met the *Guidelines* and is not visible from the right of-way. Commissioner Brewer, Thurston, and Dysart all agreed with this statement.

The motion was approved with a vote of 7-0.

*

3. (HD24-04) 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' METAL FENCE WITH BRICK COLUMNS IN THE SIDE YARD; C) INSTALLATION OF AN 8' 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 WALKWAYS 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, MAY 6, 2024, AND JUNE 3, 2024 MEETINGS)

Anais Starr presented the staff report:

- Anais Starr explained that the main house is a contributing structure but the accessory structure is non-contributing.

Motion by Barrett Williamson to approve item 3a. Installation of a 4' wrought iron fence with brick columns in the front yard; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr explained that the fence should be compatible with scale and size found in the Chautauqua District. The main material, scale, and size meet the Guidelines except for the brick column. The columns do not meet the design of the fences in the District. For this reason, the request was forwarded to the Commission.
- Commissioner Halford asked if wrought iron fences have been approved before. Ms. Starr answered that wrought iron fences can be approved through the Administrative Bypass process, but not with the addition of the brick columns.
- Commissioner Heiser clarified that wrought-iron fences have been approved before. Ms. Starr explained that yes, just not with brick columns as part of the design of the fence.

Stephen Teel, property owner, discussed the project:

- Stephen Teel addressed the Commission. He read a statement that responded to the concerns and statements mentioned in protest letters submitted by neighbors in the District.

Dave Boeck, applicant, discussed the project:

- Dave Boeck stated that they were willing to remove the brick columns from the front fence.
- Commissioner Brewer requested clarification on the proposed fence material. Is it wrought-iron with a design detailing at the top? Applicant confirmed yes.
- Commissioner Halford asked that since they are removing the brick columns then can it be approved through the Administrative Bypass. Anais Starr explained that since there is a decorative design aspect to the fence, it has to be approved by the Commission.

Commission discussed the wanted for more detailed drawings that showed exactly the proposed fence design.

Commissioner Heiser asked the applicant if they were willing to postpone to allow them time to revise the drawings. The applicant stated he was willing to postpone.

Motion by Barrett Williamson to postpone this item to the next public meeting; **Second** by Sarah Brewer.

The motion was postponed with a vote of 7-0.

*

Motion by Karen Thurston to approve item 3b. Installation of an 8' metal fence with brick columns in the side yard; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated a horizontal metal fence has not been approved previously. She stated that an 8' wood fences have been approved before under certain circumstances.
- Commissioner Williamson asked if we know what OU is doing with the property next to this proposed property where the parking lot is. Ms. Starr explained the property owned by OU to south was be re-built.

Dave Boeck, applicant, discussed the item:

- Dave Boeck explained that the purpose of the fence would be to provide privacy from the parking lot and neighbor.

Public Comment:

- Leah Kenton-McGaha is objecting to the height of 8' and the metal material. She stated a 6' wood fence would be more acceptable.

Commission Discussion:

- Commissioner Dysart stated it is not a solid metal fence because there is space in-between. She explained that she has no problem with an 8' fence on the south side.
- Commissioner Brewer stated she was most concerned about the material and the design. She stated it is not compatible with the District. She is okay with 8' on the south side property line, but not the north property line.
- Commissioner Halford stated that 8' is a big jump up from 6'. He also stated he is not in favor of the material, finding it is not compatible with the District.
- Commissioner Williamson stated the brick columns were not typical of the District.

Commission agreed that they would like more clarification on height, design, and material.

Commissioner Heiser asked the applicant if they were willing to postpone to allow them time to revise the drawings. The applicant stated he was willing to postpone.

Motion by Sarah Brewer to postpone item 3b. Installation of an 8' metal fence with brick columns in the side yard; **Second** by Karen Thurston

The motion was postponed with a vote of 7-0.

*

Applicant agreed to postpone this item 3c as it is tied to the previous requested item.

Motion by Sarah Brewer to postpone item 3c. Installation of an 8' metal fence with brick columns in the rear yard; **Second** by Karen Thurston.

The motion was postponed with a vote of 7-0.

*

Applicant agreed to postpone item 3d as it ties into the previous item.

Motion by Sarah Brewer to postpone item 3d. Installation of wrought iron gates over driveway; **Second** by Jo Ann Dysart.

The motion was postponed with a vote of 7-0.

*

Motion by Barrett Williamson to approve item 3e. Removal of existing front yard parking and reconfiguration of the driveway; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant was requesting to reduce the driveway from 20' to 16' in width.
- Ms. Starr also stated that the applicant would like to install a "grasscrete" product that has previously been approved in the District. She noted that such an installation requires the approval of the city engineer as well.

Dave Boeck, applicant, discussed this item:

- Dave Boeck stated the intent is to provide sustainable to help with drainage.

Public Comments:

- Leah Kenton-McGaha stated she is in favor of removing concrete if we can to help with flooding.

Commission Discussion:

- Commissioner Brewer stated that narrowing the driveway to 16' driveway is good as well as using sustainable material.

Motion by Barrett Williamson to amend the motion to read "approval of item 3e. Removal of existing front yard parking and reconfiguration of the driveway with either grasscrete or concrete"; **Second** by Sarah Brewer.

The motion was amended with a vote of 7-0.

The motion was approved with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 3f. Installation of gutters on the house; **Second** by Jo Ann Dysart.

Anais Starr presented the staff report:

- Applicant is requesting to install round gutters for the house.
- Commission Heiser asked if we have seen such gutters before. Ms. Starr stated not the she is aware of.

Dave Boeck, applicant, discussed the item:

- Dave Boeck stated they were willing to amend to any shape of guttering that the Commission would find appropriate for this house.

Public Comment:

- Leah Kenton-McGaha stated she does not dislike gutters but would like to see something with a little more historical nature.

Commission Discussion:

- Commissioner Brewer stated she doesn't really have an issue with the gutters shape or material.
- Commissioner Ford stated she did not find an issue with the round gutters.

The motion was passed with a vote of 6-1. Commissioner Halford voting against.

*

Motion by Sarah Brewer to approve item 3g. Installation of gutters on the accessory structure;
Second by Karen Thurston.

Anais Starr stated she had no additional comments on this item.

Dave Boeck, applicant, stated that there was no addition comments.

No public comments.

There was no additional commission discussion.

The motion was passed with a vote of 6-1. Commissioner Halford voting against.

*

Motion by Sarah Brewer to approve item 3h. Replacement of existing windows with alternative material windows on the house; **Second** by Jo Ann Dysart.

Anais Starr presented the staff report:

- Anais Starr stated that the current windows are metal and the applicant is requesting to replace them with modern metal windows..

Dave Boeck, applicant, discussed this item:

- Dave Boeck explained that they are replacing like-for-like.

No public comment.

Commission Discussion:

- Commissioner Thurston stated she had visited the site and found the windows were in really bad shape and needed to be replaced.

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

*

Motion by Sarah Brewer to approve item 3i. Replacement of existing windows with alternative material windows on the accessory structure; **Second** by Jo Ann Dysart.

Anais Starr stated she had no additional comments on this item.

Dave Boeck, applicant, stated that he had no additional comments.

No public comments.

There was no additional Commission discussion.

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

*

Motion by Sarah Brewer to approve item 3j. Addition of dormers to the front façade of the house; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr stated the applicant is proposing dormers in order to expand the light on the and living space on the second floor.
- Ms. Starr stated that the Guidelines discourage the introduction of new elements on the front façade of a historic structure. Additionally, the Guidelines state that new dormers are to be installed on the rear of the building.

Dave Boeck, applicant, discussed the item:

- Dave Boeck explained that historical colonial houses have dormers and front porch awnings and showed examples in a PowerPoint presentation.

Public Comment:

- Leah Kenton-MaGaha stated her only concern that there would be a precedent being set for major modifications to the front façade of the house.
- Sarah Skapik stated that adding dormers is almost changing the integrity of the house.
- Jeff Danner stated that the current house could use an upgrade and dormers would do that.

Commission Discussion:

- Commissioner Brewer stated that the *Guidelines* do not allow for alterations to the front façade.
- Commissioner Heiser explained that he is torn on this but is leaning towards to an approval.
- Commissioner Thurston asked why the dormers could not be added to the back of the structure. Dave Boeck explained that they are wanting to add dormers to the front and the back façade.
- Commissioner Ford stated that she feels like dormers would be an improvement.
- Commissioners agreed that if we allowed this it would be setting a precedent to for modifications to the front facades of historic structures.

The motion was denied with a vote of 2-5.

*

Break 8:00pm-8:07pm

*

Motion by Sarah Brewer to approve item 3k. Addition of a porch to the front façade of the house; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr stated that the 1988 Historic Survey indicated an entryway on the front façade.

Dave Boeck, applicant, discussed the item:

- Dave Boeck stated that since the middle window is higher than the other two windows that made it seem like a roof used to be there.

Public Comment:

- Susan Skapik stated that she loves the idea of a front porch.
- Marsha McDaris agreed that the house needs something at the front door.

Commission Discussion:

- Commissioner Thurston stated that you can tell from the brick wear that there once was something there.
- Commissioner Halford stated he is in favor of this.
- Commissioner Thurston pointed out that the scale of the proposed porch roof and existing window placement on the drawing are inaccurate.

Applicant agreed to postpone this item to allow time to revise the drawings and provide an accurate depiction of the front façade.

Motion by Sarah Brewer to postpone item 3k. Addition of a porch to the front façade of the house; **Second** by Karen Thurston.

The motion was postponed with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 3l. Addition of a porch to the front façade of the accessory structure; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr explained that this is a non-contributing structure.

Dave Boeck, applicant, discussed the item:

- Dave Boeck stated that they are proposing to move the front door to the center of the front facade in order to line up with the walkway to the swimming pool.

No public comments.

Commission Discussion:

- Commission agreed that they like the idea of moving the doors and centering the windows but they would like to see a more accurate drawing.

Applicant agrees to a postponement.

Motion by Sarah Brewer to postpone item 3l. Addition of a porch to the front façade of the accessory structure; **Second** by Barrett Williamson.

The motion was postponed with a vote of 7-0.

*

Motion by Jo Ann Dysart to approve item 3m. Installation of a metal and glass sunroom to the rear of the house; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the new addition would be on the rear of the house.
- Ms. Starr explained that the *Guidelines* state that an addition must be compatible with the historic structure in size, scale, mass, materials, proportions, and patterns of windows and doors.
- Ms. Starr stated that the sun room is compatible with the house in regards to an appropriate scale and massing but does not meet the requirements for materials or patterns of windows and doors.

Dave Boeck, applicant, discussed the item:

- Dave Boeck stated that additions to historic buildings are supposed to be different that that you are not trying to create a false sense of history.
- Mr. Boeck also stated that it is visible from Boyd Street but not from College Avenue.

Public Comment:

- Leah Kenton-McGaha stated that a precedent could be set that the *Guidelines* are not followed when considering additions.
- Susan Skapik stated that it was a good idea for a sunroom but is far too ornate for the Chautauqua Historic District.

Commission Discussion:

- Commissioner Brewer stated that the *Guidelines* talk about material being compatible with the District and the proposed sunroom does not meet that Guideline.
- Commissioners discussed that it does not meet the *Guidelines* regarding material and design.
-

Applicant agrees to postpone this item in order to revise the design.

Motion by Sarah Brewer to postpone item 3m. Installation of a metal and glass sunroom to the rear of the house; **Second** by Karen Thurston.

The motion was postponed with a vote of 7-0.

*

Motion by Barrett Williamson to approve item 3n. Installation of a swimming pool and associated decking in the side yard; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the pool will be located on the south side of the property.

Dave Boeck, applicant, had nothing to add regarding this item.

Public Comment:

- Leah Kenton-McGaha stated she has no issues with a swimming pool in the back yard but would be setting a precedent to allow this one in the side yard.

Commission Discussion:

- Commissioner Halford stated he would not be in favor of a pool in the side yard and that pools should be located in the rear yard without potentially impacting the historic house. Commissioner Brewer and Thurston agreed with this.
- Commissioner Williamson stated he has no problem with it. Commissioner Dysart agreed with this.

Applicant agreed to postpone this item allow time to revise the side and back yard layout including the pool.

Motion by Sarah Brewer to postpone item 3n. Installation of a swimming pool and associated decking in the side yard; **Second** by Karen Thurston.

The motion was postponed with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 3o. Installation of a new concrete walkways in the front yard; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr explained that the applicant is proposing an L-shaped sidewalk to connect the front door to the driveway.

Dave Boeck, applicant, had nothing to add.

Public Comment:

- Martha McDaris stated that majority of the houses on College Avenue have a sidewalk connecting the porch to the front public sidewalk.

Commission Discussion:

- Commissioner Brewer stated they can keep the walkway to the driveway but need to add the traditional walkway to the street.

Motion by Barrett Williamson to amend the motion to read “approval of item 3o. Installation of a new concrete walkways in the front yard with an extension of a sidewalk from the Northwest corner to the public sidewalk”; **Second** by Sarah Brewer.

The motion was amended with a vote of 7-0.

The motion was approved with a vote of 7-0.

*

Motion by Sarah Brewer to postpone item 3p. Installation of new concrete walkways in the side and rear yards; **Second** by Karen Thurston.

The motion was approved with a vote of 7-0.

*

Break from 9:25pm-9:30pm

*

4. (HD 24-08) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 1320 OKLAHOMA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) DEMOLITION OF THE CARPORT; B) DEMOLITION AND REPLACEMENT OF AN EXISTING ENTRY CANOPY ON FIRST FLOOR; C) INSTALLATION OF A NEW ENTRY CANOPY ON SECOND FLOOR; D) REPLACEMENT OF THE EXISTING SIDING WITH ALTERNATIVE SIDING MATERIAL; E) REPLACEMENT OF ALL EXISTING WINDOWS; F) INSTALLATION OF A NEW STORAGE SHED; G) INSTALLATION OF A SIDE YARD FENCE; H) EXPANSION OF THE EXISTING WALKWAYS; I) ADDITION OF NEW WINDOWS AND/OR DORMERS TO ATTIC SPACE; J) REPLACEMENT OF A RETAINING WALL IN REAR YARD; K) INSTALLATION OF A SIDE YARD FENCING; L) ELIMINATION OF SOUTH ENTRY DOOR; M) REPLACEMENT OF THE REAR ENTRY DOOR; AND N) INSTALLATION OF A PARKING PAD OFF THE ALLEYWAY.

Motion by Barrett Williamson to approve item 4a. Demolition of the carport; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the house and carport are non-contributing. She further stated that the carport was not original to this house.

Edwin Amaya, applicant, had no additional comments.

No public comments.

No Commission Discussion.

The motion was approved with a vote of 7-0.

*

Motion by Barrett Williamson to approve item 4b. Demolition and replacement of an existing entry canopy on the first floor; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the canopy is over the door and window and once the carport is removed he will need to rebuild the canopy. She stated that the applicant proposed two options and is willing to do either as the Commission finds appropriate for this structure. Edwin Amaya, applicant, had nothing to add.

No public comments.

Commission Discussion:

- The Commission discussed and agreed Option 2 was most appropriate for this structure and the District. They noted Option 2 matched the canopy already existing on the house.

Motion by Barrett Williamson to amend the motion to read “approval of item 4b. Demolition and replacement of an existing entry canopy on the first floor with option 2; **Second** by Sarah Brewer.

The motion was amended with a vote of 7-0.

The motion was approved with a vote of 7-0.

*

Motion by Barrett Williamson to approve item 4c. Installation of a new entry canopy on second floor; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that there is a canopy on the first floor that the applicant wishes to match on the second floor.

Edwin Amaya, applicant, had nothing to add.

No public comments.

Commission Discussion:

- Commissioners agreed that the canopy would match the existing canopy and would be appropriate for this structure.

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

*

Motion by Karen Thurston to approve item 4d. Replacement of the existing siding with alternative siding material; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant is proposing LP Smart siding which has been proposed and approved for past requests in the Districts.

Edwin Amaya, applicant, discussed this item:

- Edwin Amaya stated he picked a siding that matches the width of the current siding on the house.

No public comments.

Commission Discussion:

- Commissioners discussed the spacing of the boards and if it would be compatible with the neighborhood.

The applicant agreed to amend the request to a smooth finish siding instead of a textured finish.

Motion by Barrett Williamson to amend the motion to read “approval of item 4d. Replacement of the existing siding with smooth texture alternative siding material”; **Second** by Taber Halford.

The motion was amended with a vote of 7-0.

The motion was approved with a vote of 7-0.

*

Motion by Jo Ann Dysart to approve item 4e. Replacement of all existing windows; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that there are a total of 21 windows in the non-contributing structure, consisting of 12 wood windows, 5 wood replacement windows, 3 vinyl windows, and 1 metal window.
- Ms. Starr stated that the wood windows have significant deterioration as can be seen in the submitted pictures. The wood replacement windows located under the carport canopy had little deterioration.
- Ms. Starr stated that the applicant is proposing metal windows. She noted that metal windows have not been approved on contributing houses by the Commission. However, metal windows had been approved on a non-contributing 1960's structure in the Chautauqua District.

Edwin Amaya, applicant, discussed this item:

- Edwin Amaya stated he would be doing 1-over-1 windows window pane configuration to match the original wood windows.

No public comments.

Commission Discussion:

- Commissioner Thurston stated that wood is very expensive but we can't use that as our reason to not ask the applicant to do wood.
- Commissioner Brewer stated that this is a non-contributing house with a lot of damaged windows and some already replaced with other materials.

- Commissioner Williamson stated he supported this due to the fact that there is a mix of different windows and some of the windows do not make sense date-wise. Ms. Starr agreed that the existing wood windows were probably not original to this structure. She stated the windows may have been salvaged from another property and installed in this house.
- Commissioner Halford agreed with this.

The motion was approved with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 4f. Installation of a new storage shed; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant wants to replace the current shed located on the northwest corner of the property with a new shed to be located directly behind the house.

Edwin Amaya, applicant, had nothing to add.

No public comments.

Commission Discussion:

- Commissioners all agreed that this is allowed.

The motion was approve with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 4g. Installation of a side yard fence; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr explained that this fence will be placed along the north side of house adjacent to the alleyway.

Edwin Amaya, applicant, discussed the item:

- Edwin Amaya explained he would match the existing wood fence seen in the rear yard which is 6 foot.

No public comments.

Commission Discussion:

- Commissioners agreed that they are allowing a 6' side yard fence only because it is along an alleyway and would address safety concerns.

The motion was approved with a vote of 7-0.

*

Motion by Barrett Williamson to approve item 4h. Expansion of the existing walkways; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant wishes to add to the existing walkways to increase walkability in the rear yard and to deal with some of the water issues that are affecting the house.

Edwin Amaya, applicant, had nothing to add.

No public comments.

Commission Discussion:

- Commissioner Ford asked if the applicant plans on replacing all concrete or just add concrete to the existing. Applicant responded that we will try and save as much of the existing concrete as he can.

The motion passed with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 4i. Addition of new windows and/or dormers to attic space; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant would like to add a livable area to the attic space by adding windows or dormers. Edwin Amaya, applicant, discussed the item:
- Edwin Amaya stated that he heard from the previous meeting he attended that the Commissioners did not want change to the front façade so he would propose dormers with option 2C.

No public comments.

Commission Discussion:

- Commissioners discussed options 2B and 2C.
- Applicant, Edwin Amaya, explained that option 2C is the least amount of visibility.

Motion by Barrett Williamson to amend the motion to read “approval of item 4i. Addition of option of 2C dormers to attic space”; **Second** by Sarah Brewer.

The motion was amended with a vote of 7-0.

The motion was approved with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 4j. Replacement of a retaining wall in rear yard; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant is requesting replacement of the retaining wall but since it requires a permit from the city and therefore requires review and approval of an Certificate of Appropriateness by the Commission.

Edwin Amaya, applicant, discussed this item:

- Edwin Amaya explained that he will not exceed 36 inches tall.

No public comments.

Commission Discussion:

- Commissioner Brewer explained that the repairs seem necessary.

The motion was approved with a vote of 7-0.

*

Item 4k. Installation of a side yard fencing. This item was accidentally repeated on the agenda and the Commission did not need to review or vote on it.

*

Motion by Sarah Brewer to approve item 4l. Elimination of south entry door; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr explained that the applicant wished to remove a door which does not serve a function for the internal programming of the structure.

Edwin Amaya, applicant, discussed the item:

- Edwin Amaya explained that the door does not serve a purpose on the inside of the house but if the Commission wants to keep the door for the exterior look then he will just wall over it on the inside..

No public comments.

Commission Discussion:

- Commissioner Brewer found that it met the Guidelines since this is a non-contributing structure and the door does not have visibility from the right-of-way.

The motion was approved with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 4m. Replacement of the rear entry door; **Second** by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr stated the applicant is proposing to replace the wood door on the rear with steel door for safety reason.

The applicant, Edwin Amaya, had nothing to add.

No public comments.

Commission Discussion:

- Commissioner Brewer noted that since it is non-contributing and the door is located on the rear, it meets the *Guidelines* in this case.

The motion was approved with a vote of 7-0.

*

Motion by Sarah Brewer to approve item 4n. Installation of a parking pad off the alleyway;
Second by Karen Thurston.

Anais Starr presented the staff report:

- Anais Starr stated the applicant is proposing a parking pad off the alleyway that is 323 square feet.

Edwin Amaya, applicant, had nothing to add.

No public comments.

Commission Discussion:

- Commissioner Brewer stated that it met the *Guidelines*.

The motion was approved with a vote of 7-0.

*

REPORTS/UPDATES

5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JUNE 3, 2024.

- 549 S Lahoma – Waiting on the Supreme Court System to issue the mandate. The mandate returns the case to the district court and allows us to move forward with enforcing the district court’s judgement.
- 514 Miller Ave – Building permit for deck and pergola issued. Work has not started.
- 904 Classen Ave – Work started. Installation of rear porch complete. Siding in progress.
- 607-609 S. Lahoma – Applicant was sent an email notifying them that their COA required work must be done by the end of July. Applicant was sent a second email requesting an update. Owner states they are waiting on the contractor, Restor, to start the windows. Staff will verify.
- 425 Chautauqua Ave – Building permit issued. Work not started.
- 626 Tulsa St. – Work has not started. Owner is considering submitting an amendment to the COA.
- 712 Miller Ave – Work has not started.
- 221 Alameda – Porch railing in progress.
- 423 S Lahoma – Work is in progress. No work is visible from right-of-way yet.

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

2023-2024 Certified Local Government Grant Funds Final Budget

	Revised Budget
PROJECT 1: Educational Training	\$400
PROJECT 2: Memberships Dues for NAPC	\$150
PROJECT 3: Fall Windows Workshops	\$6,500
Spring Window Workshop	\$6,910
PROJECT 4: Quarterly Education Postcard & Printing	\$1,107
PROJECT 5: Historic Coloring Books	\$200
PROJECT 6: Historic Pres. Laptop	\$2,521
Total CLG Budget	\$17,788

MISCELLANEOUS COMMENTS

- Anais Starr stated that the nomination for the Prairie Chicken House is anticipated for the September 9th meeting.
- Anais Starr also notified Commissioners that there is a new house for review coming soon.

ADJOURNMENT

The meeting was adjourned at 10:37pm.

Passed and approved this _____ day of _____ 2024.

Gregory Heiser, Vice Chair