



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, December 04, 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.

ROLL CALL

PRESENT

Commission - Chair Emily Wilkins
Commissioner Mitch Baroff
Commissioner Michael Zorba
Commissioner Taber Halford
Commissioner Sarah Brewer
Commissioner Jo Ann Dysart
Commissioner Karen Thurston

ABSENT

Commissioner - Vice Chair Barrett Williamson

A quorum was present.

STAFF PRESENT

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

GUESTS

Brent Swift, 1112 Whispering Pines Dr, Norman, OK
Jeff Mejeski, 13810 Mertali Rd, Houston, TX
Alexandra Morelli, 700 Chautauqua, Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF OCTOBER 2, 2023.

Motion by Michael Zorba for approval of the minutes from the October 2, 2023 regular meeting; **Second** by Sarah Brewer.

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

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 23-40) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 633 OKMULGEE AVE TO CENTER GARAGE DOOR BY MOVING THE OPENING TO THE LEFT APPROXIMATELY 18 INCHES.

Motion by Mitch Baroff to approve (HD 23-40) centering the garage door by moving the opening to the left approximately 18 inches, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report.

- Anais Starr stated that the applicant would like to move the garage door 18 inches to the left to make it easier to enter the garage with a vehicle.
- Ms. Starr stated that the garage is not original to the house, as it was built in 2014 prior to neighborhood's designation as a historic district.
- Ms. Starr also stated this is the first COA request for this property.
- Commissioner Brewer asked if they will be using the same garage door that is currently there.

Brent Swift, the applicant, discussed the project.

- Brent Swift answered Commissioner Brewer's question by stating that they will be using the same garage door and all materials currently present and will simply move the opening over.

There were no public comments.

Commission Discussion:

- Commissioners stated that they don't see any issue given this is a non-original garage and has limited visibility and that it is a logical solution to allow for ease of parking in the garage.

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

3. (HD 23-39) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 700 CHAUTAUQUA FOR THE REMOVAL OF WINDOW AND DOOR ON THE REAR OF THE STRUCTURE.

Motion by Sarah Brewer to approve (HD 23-39) removal of window and door on the rear of the structure, as submitted; **Second** by Taber Halford.

Anais Starr presented the staff report.

- Anais Starr stated that this is an *ex post facto* request.
- Ms. Starr stated that this is a multi-unit structure and the proposed modifications will provide better internal programming to meet modern day expectations for a bedroom.
- Ms. Starr also stated that there is limited visibility of the non-contributing addition from the street.
- Commissioner Halford asked for clarification on where the brick will be when they are finished.

Alexandra Morelli, Applicant, discussed the project.

- Alexandra Morelli answered Commissioner Halford's question by stating the brick will be on the bottom section of the wall to match the existing brick seen on the rest of the house.
- Commissioner Thurston asked if they are doing anything to the windows on the west side of the addition.
- Ms. Morelli stated they will not be replacing any other windows at this time.

There were no public comments.

Commission Discussion:

- Commissioners found the request met Guidelines since the modifications are located on a non-original addition on the rear of the structure with limited visibility.

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

4. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVE FOR THE REPLACEMENT OF THE GARAGE DOOR.

Commissioner Halford recused himself from this item.

Motion by Sarah Brewer to approve (HD 23-41) replacement of the garage door, as submitted;
Second by Michael Zorba.

Anais Starr presented the staff report.

- Anais Starr stated that this is a non-contributing structure.
- Ms. Starr also pointed out that this is an *ex post facto* request.
- Commissioner Zorba asked if there were any pictures of the original door.
- Ms. Starr stated that she missed adding to the PowerPoint, but that it is similar to a neighboring house with the garage door that has a fan windows at the top.
- Commissioners pulled up the image on iPads from the Cleveland County Assessor's website which were shared with the rest of the Commission.

Jeff Mejeski, Applicant, discussed the project.

- Jeff Mejeski explained that they turned the garage back into a functioning garage, instead of storage.
- Mr. Mejeski stated that they would had to have replaced the all parts of the garage door and that the previous door was wood and was too heavy to work on the tracts to stay open.

- Commissioner Dysart asked the applicant if he knew if he was in the Historic District when purchasing the house.
- Mr. Mejeski stated that yes he did but that they didn't understand all that it entailed, but he was happy to be in the District and wanted to comply with District Guidelines.

There were no public comments.

Commission Discussion:

- Commissioner Baroff stated that it looks fine and blends in well with the house.
- Commissioner Thurston stated that she doesn't really have a problem with it as submitted since it is a non-contributing structure.
- Commissioner Brewer stated that she would rather it be wood since the original door was wood.
- Commissioner Zorba commented back stated that it is non-contributing and not too concerned about setting a precedent.
- Commissioners stated that they would rather it be wood door or wood veneer as well as recessed panels, since previous front facing garages requests had been approved with those criteria.
- Jeff Mejeski asked the Commission if they would be fine with a wood veneer over the metal since it won't be as heavy as a wood door.
- Commissioners stated that it would be a reasonable solution.
- Mr. Mejeski stated he would like to look at options and come back to the Commission with a revised proposal.

Motion by Michael Zorba to amend the original motion to postpone to the February 5, 2024 Historic District Commission meeting to allow for revisions to the request; **Second** by Sarah Brewer.

This amendment was passed unanimously with a vote of 6-0.

This motion as amended was passed unanimously with a vote of 6-0.

FEEDBACK ITEMS

5. (HD 23-37) FEEDBACK ON A PROPOSED REAR ADDITION FOR THE STRUCTURE AT 425 S LAHOMA.

Commissioner Sarah Brewer recused herself from this item.

Anais Starr presented the staff report.

Cameron Brewer, applicant, discussed the project.

- Cameron Brewer made a presentation regarding an addition to the back of their house to add a primary suite as well as an office area.
- Mr. Brewer showed the Commission proposed site plan and drawings of proposed addition.
- Mr. Brewer stated that all exterior materials will match the house and will be wood.

Commissioners Discussion:

- Commissioner Zorba asked where all the utilities would be located.

- Cameron Brewer explained that they will be located on the south side yard of the new addition.
- Commissioner Zorba stated that the Commission has approved “bump outs” for additions before and does not have a problem with this request given the desire to save the tree in the backyard.
- Commissioners discussed if a “bump out” addition meets the Preservation Guidelines and if the size, massing, material, and design were appropriate for the neighborhood and this house in particular.
- Commissioner Thurston pointed out that pop-outs are original to the Craftsman style.
- Commissioners agreed that they all are good with the addition, as proposed since the “bump out” addition is limited to a couple of feet and will allow for a heritage tree to be preserved in the backyard.

REPORTS/UPDATES

6. DISCUSSION OF HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2023 AND 2024.

- Anais Starr presented the 2024 Calendar.
- Commissioners were good with the dates for the upcoming meetings in the 2024 year.

7. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE OCTOBER 2, 2023.

- 518 Chautauqua Ave: No update. Unable to reach backyard for review and update.
- 549 S Lahoma: In Court System Appeals process.
- 506 S Lahoma Ave: Construction continues. Unable to access the property for update photos.
- 607-609 S. Lahoma: Work has not started.
- 610 Miller Ave: Waiting on custom roof material to be delivered. Should be delivered by end of December.
- 514 Miller Ave: Work has not started.
- 904 Miller Ave: Work has not started.
- 904 Classen Ave: Work has not started.
- 930 Miller Ave: Work complete.
- 518 Shawnee: Windows ordered.
- 521 Miller: Windows ordered.

Administrative Bypass:

- 515 Miller Ave: Installation of small deck in rear yard.
- 700 Chautauqua Ave: Removal of non-original metal siding and repair/restoration of wood siding underneath.
- 930 Miller Ave: Replacement of front concrete porch floor.

8. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2023-2024 CLG GRANT PROJECTS.

2022-2023 Certified Local Government Grant Funds Budget

Proposed Modification

PROJECT1:	Educational Training	\$2,700 \$2,500 (decrease \$200)
PROJECT 2:	Memberships Dues for NAPC	\$150
PROJECT 3:	Historic Tour Expansion	\$1,725 \$0.00 (decrease \$2,000)
PROJECT 4:	Historic Tour App Maintenance	\$2,000
PROJECT 5:	Windows & Wall Workshop	\$10,000 \$13,000 (increase \$3,000) \$6,500 expended
PROJECT 6:	Quarterly Education Postcard	\$1,800 Approx. \$700
Total CLG Budget		\$18,375

Anais Starr talked about the issues she had encountered with the Historic Tour App, and after consultation with SHPO she intends to replace the expansion of the Tour App with another workshop.

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

Anais Starr presented some of the ideas for FY 2024-2025 CLG Program with those ideas being NAPC's new Resilience & Disaster Planning CAMP as well as the Historic Tour App Expansion.

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 7:13p.m.

Passed and approved this _____ day of _____ 2024.

Emily Wilkins
Historic District Chair