



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Monday, December 01, 2025 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room A at the Development Center, on Monday, December 01, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Development Center at 225 N. Webster Avenue, the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Commissioner Bird called the meeting to order at 5:34 p.m.

ROLL CALL

PRESENT

Commissioner Michael Zorba
Commissioner Jo Ann Dysart
Commissioner Karen Thurston
Commissioner Kendel Posey
Commissioner Susan Skapik
Commissioner Kayla Molina

ABSENT

Commissioner Mitch Baroff
Commissioner Gregory Heiser
Commissioner Tyler Burns

STAFF PRESENT

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

GUEST PRESENT

Elaine & Harry Boyd, 500 Chautauqua Avenue, Norman, OK
Amber Parks, 712 Juniper Lane, Norman, OK
Steve Ladner, 501 S. Lahoma Avenue, Norman, OK
Stan Berry, 820 Clement Street, Norman, OK
Marney Snow, 508 Chautauqua Avenue, Norman, OK
Teresa & Trent Baggett, 511 Chautauqua Avenue, Norman, OK
Robert Bruce, 5209 Lyon Drive, Norman, OK
Rick Poland, 425 Chautauqua Avenue, Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF NOVEMBER 3, 2025.

Motion made by Commissioner Dysart, Seconded by Commissioner Posey.

Voting Yea: Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Posey, Commissioner Skapik, Commissioner Molina

November 3, 2025 Historic District Commission Meeting Minutes were Approved.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 25-35) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED 508 CHAUTAUQUA AVENUE, FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF A DETACHED ACCESSORY DWELLING UNIT; B) REPLACEMENT OF THE EXISTING REAR DRIVEWAY WITH A PARKING PAD; C) INSTALLATION OF A PARKING PAD IN THE REAR YARD. *This request was postponed from November 3, 2025, Historic District Commission Meeting.*

Commissioner Zorba explained that this item was postponed from the previous meeting.

Staff Presentation

Anais Starr, Planner II/ Historic Preservation Officer, presented the staff report.

Commissioner Zorba asked if the square footage was the same as previously requested. Ms. Starr confirmed that yes, the square footage was the same.

Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Commissioner Zorba asked what the height of the existing garage was. Mr. Berry stated that the height of the existing garage is 11'6".

Commissioners asked for additional renderings from the previous meeting to show the visibility of the ADU from the street and the applicant provided those.

Commissioner Dysart stated she recalled from the previous meeting that the applicant gave several reasons as to why the location selected was the best. Mr. Berry agreed, stating because of the width of the lot, it saves the tree as well as maintaining the green space area of the rear yard.

Public Comments

Teresa Baggett, 511 Chautauqua Avenue, Norman, OK (protest)

Amber Parks, 712 Juniper Lane, Norman, OK (protest)

Elaine Boyd, 500 Chautauqua Avenue, Norman, OK (protest)

Steve Ladner, 501 S. Lahoma Avenue, Norman, OK (protest)

Commission Discussion

Commissioner Molina explained that she was struck by how overwhelming the shingles are the proposed structure compared to the existing garage.

Commissioner Skapik pointed out that maybe turning the building vertically and minimizing the size by some would hide the building and match the scale of the existing garage.

Commissioner Thurston added that while going over the guidelines where it mentions no view from the street. She understands that ADUs are allowed but so are pools. She added that her home cannot have a pool because of the way the yard is but just because something is allowed, doesn't mean that every property is able to install a given structure.

Commissioner Thurston added that looking at the renderings, the ADU is very visible on the drawings but with the trees and shrubs at the front of the property, it wouldn't be as visible from the street.

Commissioner Zorba explained that during the last meeting, the massing was the issue and the fact that the applicant dropped the height by two feet, he was okay with it.

Commissioner Dysart explained that she went through the packet again and again and everything that Mr. Berry has done meets the objectives. She added that she couldn't find anywhere that he did not meet the guidelines.

This item was heard and motion was made at the November 3, 2025 Historic District Commission meeting. Motion is as follows:

Motion by Commissioner Burns to approve HD 25-35 item A as submitted, Seconded by Commissioner Dysart.

Voting Yea: Commissioner Zorba, Commissioner Dysart, Commissioner Posey, Commissioner Molina

Voting Nay: Commissioner Thurston, Commissioner Skapik

HD 25-35 Item A was Approved.

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Motion by Commissioner Molina to approve HD 25-35 item B as submitted, Seconded by Commissioner Skapik.

Staff Presentation

Anais Starr, Planner II/ Historic Preservation Officer, presented the staff report.

Commissioner Zorba stated that he feels it meets the guidelines as it is.

Commission Thurston pointed out the Guidelines 2.9.2, states driveway widths should not exceed 10 feet wide, and noted that 14 feet wide is proposed. Ms. Starr explained that it is

proposed as a parking pad, and is not a driveway anymore as it is no longer going to a parking facility. Ms. Starr also explained that if this came in as a paving permit, it would be seen as a parking pad and not a driveway.

Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Commissioner Molina asked what the total square footage of the parking pad was. Commission Zorba responded that it was 14' by 25'.

Public Comments

Steve Ladner, 501 S. Lahoma Avenue, Norman, OK (protest)
Amber Parks, 712 Juniper Lane, Norman, OK (protest)

There were questions regarding the difference between a driveway and a parking pad. Ms. Starr explained a driveway needs to lead to a parking facility whether that is a garage or a parking pad. Ms. Starr also explained while there was no fixed maximum driveway or parking-pad length, longer pads effectively created additional tandem parking spaces. Once a property exceeds six parking spaces, additional regulations—such as landscaping requirements—are triggered.

Commission Discussion

Commission Thurston stated that she was looking at the Guidelines 2.9.5, where it mentions that at the curb it can be 16 feet wide but narrows to 10 feet at the sidewalk or property line and questioned why that isn't triggered. Ms. Starr explained that there is no approach when they come off the alleyway. Commissioner Thurston noted that parking is preferred in the rear off the alley.

Voting Yea: Commissioner Thurston, Commissioner Molina, Commissioner Skapik, Commissioner Dysart, Commissioner Posey, Commissioner Zorba.

HD 25-35 Item B was Approved.

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Motion by Commissioner Thurston to approve HD 25-35 item C as submitted, Seconded by Commissioner Posey.

Staff Presentation

Anais Starr, Planner II/ Historic Preservation Officer, presented the staff report.

Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Mr. Berry mentioned that the existing impervious coverage is 34% and with everything proposed the impervious coverage would be 41%.

Commissioner Dysart asked what the measurements for the proposed parking pad would be. Mr. Berry answered that the proposed parking pad is 20' by 20' which is about 400 feet in total.

Commissioner Skapik explained that this clearly violated the Guidelines 2.9.10, for new paved areas. In the Guidelines it states that new paved areas should not directly abut the principal site structure and alter the topography or overwhelm in area the residential, landscaped character of a rear or side yard. Ms. Starr explained that less than 400 square feet can be approved by administrative bypass and that an argument can be made that the porch may or may not be original to the house.

Commissioner Thurston stated that in the Guidelines, new paved areas should not directly abut the principal structure, alter or overwhelm the residential landscape character of a rear yard, she found this request significantly alters the rear yard, and does not follow the Guidelines.

Commission Zorba stated that to him the principal structure would mean the building part versus the deck part. He also explained that the existing concrete slab is in a more visible location than the proposed location of the new concrete slab.

Commissioners discussed the idea of moving the parking pad away from the primary structure and if that would change their vote. Commissioner Thurston still felt like it would be altering and overwhelming the residential landscape character of the rear yard.

Commissioner Zorba explained that overall removing the existing 250-square-foot pad and adding a new 450-square-foot pad didn't seem to meaningfully change the landscape. That concrete would be gone, returned to grass, and the net increase for the turnaround was not significant. On the "against the dwelling" issue, he believed the intent referred to the historic structure, not the deck, so its placement didn't concern him. But if the vote was going to be a no either way, there was no reason for an amendment. Ms. Starr explained that the applicant has the right to ask for a yes or no vote on what was submitted or can request a postponement. The applicant does not agree to an amendment.

An amendment for adding a small gap was discussed, and the applicant decided to move forward with a yes/no vote on the proposal as submitted.

Voting Yea: Commission Dysart, Commissioner Zorba

Voting Nay: Commissioner Skapik, Commissioner Thurston, Commissioner Molina, Commissioner Posey

HD 25-35 Item C was Denied.

Ms. Starr explained the applicant had 10 days to file an appeal of the Commission's discussion.

REPORTS/UPDATES

3. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE NOVEMBER 3, 2025.

Anais Starr reported on active COAs as follows:

- 549 S. Lahoma Avenue – Applicant has submitted a COA request for the north windows.
- 904 Classen Avenue - Applicant is in the process of installing windows and siding on the north side of the house. No change from last month.

- 607-609 S. Lahoma Avenue - New wood front windows installed. They have until 6/5/2028 to install remaining windows.
- 1320 Oklahoma Avenue – Demolition is complete and it is now a vacant lot. No building permit has been submitted for a new structure.
- 505 Chautauqua Avenue - Work continues.
- 643 Okmulgee Street - Work on the house is complete. Expansion of the driveway with an additional parking space has not started. No change from last month.
- 424 College Avenue – Parking pad installed. They are working with Public Works to resolve the sidewalk issues.
- 800 Miller Avenue - Work is complete.
- 514 Shawnee Street - Work is finished.
- 510 Shawnee Street – Dumpster removed and demolition complete.
- 467 College Avenue - Work on covered patio underway.
- 485 College Avenue – Work has not started.
- 325 Keith Street – Building permit submitted.
- 742 S. Lahoma Avenue- Building permit issued. Work has not started.
- 630 Okmulgee Street- Work in progress.
- 315 Castro Street – Building permit submitted.
- 502 Macy Street- Work has not started.
- 720 S. Lahoma Avenue – Work has not started.
- 301 E. Keith Street – Shutters have not been removed; however, the applicant had until November 24th to apply for an appeal of the HDC decision. No appeal was received. Staff will send out notification this month notifying the applicant he will need to remove the shutters.

Anais Starr reported on Administrative Bypass issued since November 3, 2025.

- None.

4. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2025-2026 CLG GRANT PROJECTS.

Anais Starr discussed the progress report regarding FYE 2025-2026 CLG Grant Projects.

25-26 CLG Grant Projects

PROJECT 1: Educational Training - \$3,000

PROJECT 2: Memberships Dues for NAPC - \$150

PROJECT 3: Historic Tour Mobile App Maintenance - \$1,725

PROJECT 4: Lunch and Learn Windows Programs \$1,200

PROJECT 5: Biannual Education Postcard - \$1,800

TOTAL BUDGET OF CLG FUNDS - \$7,875

Ms. Starr explained that the dates for the Lunch and Learn Program would be February 27, and March 27, 2026.

Commissioners asked if there was any way to do this virtual, so they can participate on their lunch breaks. Ms. Starr stated she would look into making that possible.

Ms. Starr discussed the Southridge Tour App and the upcoming postcard that will be sent out soon.

5. DISCUSSION OF HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2026.

Anais Starr presented the 2026 Historic District Commission Meeting Calendar and pointed out a few changes to meeting dates due to holidays. She also let the Commissioners know that all meetings will be held in the Council Chambers moving forward.

MISCELLANEOUS COMMENTS

ADJOURNMENT

The meeting was adjourned at 7:29 p.m.

Passed and approved this _____ day of _____ 2026.

Historic District