



**CITY OF NORMAN, OK**  
**HISTORIC DISTRICT COMMISSION MEETING**  
Development Center, Conference Room A, 225 N Webster Ave. Norman,  
OK 73069  
Monday, November 04, 2024 at 5:30 PM

---

## MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Development Center at 225 N. Webster, on Monday, November 04, 2024 at 5:37 P.M. and notice of the agenda of the meeting was posted at the Development Center at 225 N Webster, and on the City website, at least 24 hours prior to the beginning of the meeting.

*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 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

Chair Michael Zorba called the meeting to order at 5:37 P.M.

### ROLL CALL

#### PRESENT

Commissioner- Mitch Baroff  
Commissioner Chair- Michael Zorba  
Commissioner- Taber Halford  
Commissioner- Sarah Brewer  
Commissioner- Susan Ford  
Commissioner- Karen Thurston  
Commissioner- Joann Dysart  
Commissioner- Barrett Williamson

#### ABSENT

Commissioner- Gregory Heiser

A quorum was present.

#### STAFF PRESENT

Anais Starr, Historic Preservation Officer, Planner II  
Amanda Stevens, Development Center Coordinator  
Jeanne Snider, Assistant City Attorney

## GUESTS PRESENT

Evan Nixon, 1203 Brookhaven Blvd., Norman, OK  
Linda Watson, 627 E. Boyd St., Norman, OK  
Chris Wood, 627 E. Boyd St., Norman, OK  
Edwin Amaya, 1320 Oklahoma Ave., Norman, OK  
Council member Helen Grant, 304 N. Stewart Ave., Norman, OK  
Lyntha Wesner, 616 Tulsa St., Norman, OK  
Charles Wesner, 616 Tulsa St., Norman, OK  
James Hart, 629 E. Boyd St., Norman, OK

## MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF OCTOBER 7, 2024.

**Motion** by Commissioner Mitch Baroff to approve the minutes from the October 7, 2024 Historic District Commission meeting; **Second** by Commissioner Sarah Brewer.

***The motion passed with a vote of 7-0 Commissioner Barrett Williamson abstained.***

## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 24-19) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE EXPANSION OF EXISTING APPROACH AND DRIVEWAY FOR THE PROPERTY LOCATED AT 727 CHAUTAUQUA AVE. (POSTPONED FROM THE OCTOBER 7, 2024 MEETING).

**Motion** made by Commissioner Mitch Baroff to approve as submitted; **Second** by Commissioner Sarah Brewer.

Anais Starr presented the staff report:

- This is a circa 1946 minimal traditional structure. It is non-contributing to the Chautauqua district.
- Anais explained to the Commissioners that the applicant was at the October Historic District Commission meeting for several items. The feedback that he received from the Commission was that his plans for the driveway didn't meet the Historic District Guidelines.
- After consulting with the Public Works Department, they suggested a 16 foot approach and driveway to help with the ingress and egress.

Evan Nixon, property owner, discussed the project:

- Evan stated that a 16 foot driveway would provide more accessibility to visitors, so that they wouldn't have to jump the curb.
- Commissioner Thurston asked Evan what his need for a bigger driveway is, since his approach is already bigger than what the guidelines typically allow.

- Evan said it isn't really a need, it is more of a convenience.

There were no public comments.

Commission Discussion:

- Commissioner Baroff stated that the guidelines typically only allow driveways to be 10 feet.
- Anais explained that when the previous property owner reconfigured the driveway, they were allowed to keep the entire width that they already had. So this is a matter of expanding to meet the existing parking pad.

**Motion** by Commissioner Williamson to postpone the application; **Second** by Commissioner Brewer.

***The motion was passed unanimously with a vote of 8-0.***

3. (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; AND C) PAINTING OF THE EXTERIOR BRICK WALLS. (POSTPONED FROM THE OCTOBER 7, 2024 MEETING).

***THE APPLICANT HAS REQUESTED POSTPONEMENT TO THE JANUARY 6, 2025 HISTORIC DISTRICT COMMISSION MEETING.***

**Motion** to postpone by Commissioner Brewer; **Second** by Commissioner Williamson.

***The motion was passed unanimously with a vote of 8-0.***

4. (HD 24-21) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 1320 OKLAHOMA AVENUE FOR THE DEMOLITION OF THE EXISTING PRINCIPAL STRUCTURE.

**Motion** by Commissioner Brewer to approve as submitted; **Second** by Commissioner Thurston.

Anais Starr presented the staff report:

- This is a circa 1959 structure. It is non-contributing to the Southridge Historic District.
- She stated that in July the applicant was approved to do renovations, and while he was doing renovations, he determined that the structure was unsafe, and removed the structure.
- The applicant did not have a Certificate of Appropriateness to demolish the structure, and is now returning ex post facto to the Historic District Commission for review.

Edwin Amaya, property owner, discussed the project:

- The applicant stated that they discovered a lot of issues during remodeling, such as water issues on the first floor. Due to these issues he felt that the structure was very unsafe, and that is why he tore it down.

Public Comments:

- Linda Watson explained that her concern is that the demolition isn't completely finished, and she worries about children playing in that area and potentially getting hurt.
- Chris Boyd said that he hopes the property is rebuilt to be something better than how it has looked for the last 20-30 years.

Commission Discussion:

- Commissioner Halford explained that he doesn't want this property to set a precedent for other properties within the Historic District, as far as the demolition of structures.
- Commissioner Williamson requested that the applicant submit pictures showing the deterioration state of the structure and documentation from a structural engineer to its instability, for the Commission to review at the next meeting.

**Motion** by Commissioner Williamson to postpone to the next scheduled meeting so that the applicant can come back with additional information from the structural engineer; **Second** by Commissioner Brewer.

***The motion was passed unanimously with a vote of 8-0.***

## REPORTS/UPDATES

### 5. STAFF REPORTS ON ACTIVE CERTIFICATE OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE OCTOBER 7, 2024.

- 549 S Lahoma Ave.-Waiting for the applicant to submit required COA for north windows.
- 904 Classen Ave.-Applicant has removed the exterior wall material and is working with the contractor to determine the best way forward for the northeast corner columns and exterior. He will return once he has his proposal ready.
- 607-609 S. Lahoma- The contractor is to install front windows by the end of November.
- 425 Chautauqua Ave- Work ongoing.
- 626 Tulsa St.- Work hasn't started. Owners are considering an amendment to the COA.
- 712 Miller Ave.- Work to begin on Monday, November 4<sup>th</sup>.
- 423 S. Lahoma- Work is complete.
- 444 College Ave.- Work completed.
- 485 College Ave.- Work hasn't started yet on the items issued a COA. Remaining postponed items have been withdrawn. The applicant plans to wait until next year to begin renovations.
- 1320 Oklahoma Ave.- Review for demolition at November 4<sup>th</sup> meeting.
- 515 Miller Ave.- Work completed.

- 505 Chautauqua Ave.- Demolition permit issued.

6. DISCUSSION OF PROGRESS REPORT REGARDING FY 2024-2025 CLG GRANT PROJECTS.

- Anais discussed the upcoming CAMP training sessions.

7. DISCUSSION OF HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2025.

- Anais and the Commissioners discussed when the submission deadlines and meetings are for 2025.

### **MISCELLANEOUS COMMENTS**

- Anais informed the Commissioners about the Historic District ordinance amendments that are going to Planning Commission in December.
- These changes would help align the Historic District application process with the rest of the Planning Department.

### **ADJOURNMENT**

The meeting was adjourned at 7:33 P.M.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

---

Michael Zorba, Chair