



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING - RESCHEDULED FROM 4/1/24

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, April 08, 2024 at 5:30 PM

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## MINUTES

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Chair Michael Zorba called the meeting to order at 5:30 p.m.

### ROLL CALL

#### PRESENT

Commissioner- Mitch Baroff  
Commissioner- Chair Michael Zorba  
Commissioner- Taber Halford  
Commissioner- Jo Ann Dysart  
Commissioner- Susan Ford  
Commissioner- Gregory Heiser  
Commissioner- Sarah Brewer\*

\*Commissioner Sarah Brewer arrived at 5:36 p.m.

#### ABSENT

Commissioner- Karen Thurston  
Commissioner- Vice Chair Barrett Williamson

A quorum was present.

#### STAFF PRESENT

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

#### GUESTS

David Boeck, 922 Schulze Dr  
J.T. Murrell 221, Alameda St

## MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF MARCH 4, 2024.

**Motion** by Mitch Baroff for approval of the minutes from the March 4, 2024 regular meeting;  
**Second** by Taber Halford.

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

## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVENUE FOR THE REPLACEMENT OF THE GARAGE DOOR. (POSTPONED FROM THE DECEMBER 4, 2023 MEETING AND THE FEBRUARY 5, 2024 MEETING).

Anais Starr presented the staff report:

- Anais Starr stated that this structure is non-contributing.
- Anais Starr stated that the applicant has replaced the garage door with a metal door, and it does not have the same design as the original door.
- According to Ms. Starr the HD Guidelines state that when a garage door is front facing and visible from the right-of-way, the Guidelines prefer wood garage doors, but will also allow wood composite doors or metal garage doors with wood composite trim.

Jeff Majewski, property owner, discussed the project:

- Mr Majewski explained that he brought four different options of windows for the garage, and that he is trying to keep the same look as the previous garage door.
- He stated that he mentioned a wood veneer garage door to his contractor, but his contractor did not know of any wood veneer.

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer mentioned that her concern was that the garage panels are not recessed. At the previous meeting, the Commissioners had expressed that they wished to see the panels recessed instead of raised.
- Commissioner Susan Ford mentioned that from the pictures in the presentation, there are several other homes that have metal garage doors.

- Anais Starr stated that those homes were not approved by the Commission, and that they might have been installed before the designation of the Historic District. She also stated if you have a metal door, you can replace with metal.

**Motion** by Greg Heiser to approve the replacement of the garage door as submitted; **Second** by Mitch Baroff.

**Motion** by Mitch Baroff to amend the previous motion to postpone this item until the May 6<sup>th</sup> meeting; **Second** by Jo Ann Dysart.

***The motion to amend the motion was passed unanimously with a vote of 7-0.***

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

3. (HD 24-03) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 626 TULSA STREET FOR AN ADDITION ON THE REAR OF THE STRUCTURE.

**Motion** by Taber Halford to approve as submitted, for an addition on the rear of the structure; **Second** by Sarah Brewer.

#### STAFF PRESENTATION

- Anais Starr presented background information regarding the request to add an addition to the rear of the structure.
- Ms. Starr pointed out that while the requested addition will extend beyond the width of the house, it will only do so by 1'3" and therefore will have limited visibility.
- She further stated that materials and design were compatible with the house and met the Guidelines.

#### APPLICANT PRESENTATION

- Dave Boeck, architect for the project presented a PowerPoint of the requested addition and answered questions.
- Commissioners asked if the brick was to be painted, Mr. Boeck indicated yes, but that the rest of the house was painted brick. Ms. Starr pointed out that the brick on this house was painted prior becoming a Historic District.
- Commissioners pointed out that the specification sheet submitted was for aluminum-clad windows, but Mr. Boeck and the property owner, Anne Harris indicated that the windows were to be wood windows without cladding.
- Commissioners found the design and materials was compatible with the main structure and with the District as a whole.

There were no public comments.

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

4. (HD 24-04) 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 MODIFICATION: A) INSTALLATION OF A 4' WROUGHT IRON FENCE WITH BRICK COLUMNS IN THE FRONT YARD; B) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE SIDE YARD; C) INSTALLATION OF AN 8' SOLID 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 WALKWAY IN THE FRONT YARD; AND P) INSTALLATION OF NEW CONCRETE WALKWAYS IN THE SIDE AND REAR YARDS.

***THE APPLICANT HAS REQUESTED POSTPONEMENT TO THE MAY 6, 2024  
HISTORIC DISTRICT COMMISSION MEETING.***

**Motion** by Sarah Brewer to postpone (HD 24-04) until the May meeting; **Second** by Susan Ford.

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

5. (HD 24-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 221 E ALAMEDA STREET FOR THE FOLLOWING MODIFICATION: A) REMOVAL OF FRENCH DOORS ON FRONT FAÇADE AND REPLACEMENT WITH WINDOWS; B) REMOVAL OF WINDOWS ON THE FRONT FAÇADE AND REPLACEMENT WITH SIDING; C) MODIFICATION OF REAR DOOR ENTRY; D) REPLACEMENT OF METAL PORCH COLUMNS WITH WOOD COLUMNS; E) INSTALLATION OF FRONT PORCH STAIRS AND RAILINGS; F) INSTALLATION OF A ROOF RIDGE CAP; AND G) INSTALLATION OF SHUTTERS ON FRONT FAÇADE.

**STAFF PRESENTATION:**

- Anais Starr presented the staff report for all the items requested.
- Ms. Starr stated that the applicant is seeking to improve the exterior appearance of the home, as well as the internal programming. He has several proposed alterations which include: adding wood storm windows, which can be done by Administrative Bypass, replacing the 1950s metal posts with cedar posts, removal of the French doors at the

end of the driveway, removal of the small window to help with internal programming, removal of the windows on the front façade and replacement with siding, modification of rear door entry, installation of front porch stairs and railings.

- Ms. Starr explained that the French doors for item a) removal of french doors on front façade and replacement with windows, are located on the front façade at the end of the driveway which is not a historic design for a house of this age. The wing addition of the house which includes the French doors is not original to the historic house. The applicant's proposal of using wood windows is compatible with the house and compatible with the District.
- Ms. Starr stated for item b) removal of windows on the front façade and replacement with siding is not a typical modification approved on a front façade but since this is a non-original section of the house, the Commission may determine it is appropriate in this case.
- Ms. Starr stated on item c) modification of rear door entry, that such alterations are on the rear of the home is where the Guidelines encourage modern-day alterations.
- Ms. Starr explained that the applicant is keeping the original rear door, which meets the Guidelines, but will raise the door opening to match the internal finished floor elevation. New stairs will be required. Ms. Starr indicated that the proposal in item c meets the Guidelines.
- Ms. Starr stated that for item d) replacement of metal porch columns with wood columns, Ms. Starr stated that this request was similar to a request on a house at 606 Miller reviewed earlier this year. She explained that the applicant is going to replace the metal columns with cedar posts, and that the wood columns meet the Guidelines for material, and that several other structures in the neighborhood have similar square posts as well.
- Ms. Starr presented the drawings illustrating the front porch railings which is request e) installation of front porch stairs and railings;
- Ms. Starr stated that regarding item f) installation of a roof ridge cap Ms. Starr explained the Guidelines which state exterior features added shall not create a false sense of history. It is unclear whether or not this home had a metal ridge cap originally. However, staff would also note that a ridge cap is not a permanent fixture and could be removed in the future.
- Ms. Starr stated that for item g) Installation of shutters on front façade. Ms. Starr stated that the Commission has approved the addition of shutters on both historic and non-contributing structures previously. She stated that she did instruct the applicant that the shutters needed to be of a size and appearance so as to look operational even if they did not plan to have operable shutters.

**Motion** by Mitch Baroff to approve item a) removal of French doors on front façade and replacement with windows, as submitted; **Second** by Sarah Brewer.

J.T. Murrell, property owner discussed the project:

- The applicant shared with the Commission that he was able to salvage some original windows for the house at a sale in Guthrie.

There were no public comments.

Commission Discussion:

- Commissioner Mitch Baroff said that front elevations typically aren't touched in the Historic District. However, he can live with the changes on 221 Alameda since it is non-contributing, and the addition is post everything that is shown on the Sanborn Maps.
- Commissioner Sarah Brewer agreed with Commissioner Baroff that the commission typically wouldn't approve changes on the front façade, but since this is an addition, and the windows that are currently there and the French doors don't match, she feels like the proposed changes would actually be an improvement to making it more compatible with the District.

***The motion to approve item a) removal of French doors on front façade and replacement with windows, as submitted, was passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item b) removal of windows on front façade and replacement with siding, as submitted; **Second** by Mitch Baroff.

J.T. Murrell, property owner, answered a question:

- Commissioner Halford asked if the little window is wood, or what material it is. J.T. said that the window is aluminum.

There were no public comments.

Commission Discussion:

- Chair Michael Zorba mentioned the removal of that window, or the covering of that window, only works if the French Doors are removed. He asked the other commissioners if there would be any other technicalities if the applicant installs the windows and doesn't remove the third window.
- Commissioner Halford responded that he isn't as worried about this possibility. However, he isn't sure if the window was wood how he would feel about the replacement. But since it is an aluminum window he's okay with the removal.
- Commissioner Dysart stated that she is glad that the applicant has the original siding for the home.

***The motion to approve item b) removal of windows on front façade and replacement with siding, as submitted, was passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item c) modification to rear door entry, as submitted; **Second** by Susan Ford.

J.T. Murrell, property owner, discussed the project:

- The applicant stated that there wasn't much to say about this item, and that the stairs in his presentation were just roughly depicted.

There were no public comments.

Commission Discussion:

- Chair Michael Zorba and Commissioner Brewer agreed that they don't have an opposition to this proposal since it is on the rear.

***The motion to approve item c) modification to rear door entry, as submitted, was passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item d) the replacement of metal porch columns with wood columns, as submitted; **Second** by Susan Ford.

J.T. Murrell, property owner, discussed the project:

- The applicant stated that he chose cedar columns because they are more durable, but he is not opposed to painting them.

There were no public comments.

Commission Discussion:

- Commissioner Brewer explained that she thinks removing the metal columns makes sense, since they are not original to the house. However, she doesn't think that exposed cedar posts are compatible with the neighborhood.
- She stated that she would be more comfortable with cedar posts if they were painted.
- She asked the applicant if he would be able to paint the cedar posts, and he said yes.
- Commissioner Halford said that he supports removing the metal columns, and that his only concern would be the massing of the cedar columns.

**Motion** by Sarah Brewer to amend item d) replacement of metal porch columns with wood columns to include: smooth wood columns not to exceed 6"x6", trim around the top and bottom, and painted; **Second** by Susan Ford.

***The motion to amend the motion to add the columns are to be smooth wood columns not to exceed 6x6, trim around the top and bottom, and painted passed unanimously with a vote of 7-0.***

***The amended motion to approve item d) the replacement of metal porch columns with wood columns that are smooth wood columns not to exceed 6"x6", trim around the top and bottom, and painted passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer approve item e) installation of front porch stairs and railings, as submitted; **Second** by Mitch Baroff.

- Commissioners requested clarification on the design of the porch railings. In particular, there were two design presented on submitted renderings.
- Applicant was willing to clarify verbally, but the Commission requested the applicant return with revised drawings that show his intent.

**Motion** by Sarah Brewer to amend motion to postpone item e) the installation of front porch stairs and railings to the May meeting; **Second** by Susan Ford.

***The motion to amend the motion to postpone item e) installation of front porch stairs and railings till the May meeting, passed unanimously with a vote of 7-0.***

***The amended motion to postpone item e) installation of front porch stairs and railings till the May meeting, passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item f) installation of a roof ridge cap, as submitted;  
**Second** by Mitch Baroff.

J.T. Murrell, property owner, discussed the project:

- Mr. Murrell stated that he can think of five homes in the area that have ridge caps.
- He explained that he would like to add them to his home, but he also understands if the Commission feels like they aren't appropriate.

There were no public comments.

Commission Discussion:

- Commissioner Ford stated that ridge caps are historical according to Google, they have been around since the Victorian Era.
- Commissioner Halford said that he has reservations about approving the ridge caps. He feels like it's adding something historical to a contributing structure, and then later on if someone wanted to remove it, he feels like that could get tricky.

***The motion to approve item f) installation of a roof ridge cap, failed unanimously with a vote of 0-7. The request was denied.***

**Motion** by Sarah Brewer to approve item g) installation of shutters on front façade, as submitted;  
**Second** by Gregory Heiser.

J.T. Murrell, property owner, discussed the project:

- The applicant stated that he has a few panes of glass to replace, and he would like to protect them with shutters.
- However, if the Commission doesn't feel like shutters are appropriate then it isn't a deal breaker.

There were no public comments.

Commission Discussion:

- Chair Michael Zorba asked whether or not any other homes have shutters. Commissioner Halford responded that he only knows of two homes that have black plastic shutters, and those were installed prior to establishment of the Historic District.
- Commissioner Ford said that this particular window style didn't usually have shutters on it, and if it did, they were interior. Due to this, she doesn't feel like shutters would be appropriate for these windows.

***The motion to approve item g) installation of shutters on front façade, failed with a vote of 1-6. The request was denied.***

## **REPORTS/UPDATES**

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



- 549 S Lahoma: In court appeals process still.
- 610 Miller Ave: Roofing is almost complete.
- 514 Miller Ave: Building permit for deck and pergola issued.
- 904 Classen Ave: Work has not started.
- 607-609 S Lahoma: Work has not started.
- 425 S Lahoma Ave: Work has not started.

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

Project 1: Educational training \$2500 (decreased \$200)

Project 2: Membership dues for NAPC \$150

Project 3: Expansion of Tour App \$0.00 (decreased \$2,000)

Project 4: Historic Tour App Maintenance \$2,000

Project 5: Windows Workshops \$13,000 (Increased \$3,000)

Expended \$6,500 Spring Workshop set for May 18 & 19 on Moore Lindsay Carriage House.

Project 6: Quarterly Education Postcard \$1800 (expended \$700)

Total CLG Budget: \$18,375

**MISCELLANEOUS COMMENTS**

- Anais Starr discussed the window workshop coming up at the Moore-Lindsay House on May 18<sup>th</sup> and 19<sup>th</sup>, and how there was a good turnout of contractors at the last fall's window workshop and hopefully this would be repeated this year.
- Ms. Starr stated that she was unable to go to her conference this year, so she plans to spend those leftover funds on the printing of Historic Norman Coloring Book as the Library, the Depot and the Moore-Lindsay House needed more to distribute to visitors.

**ADJOURNMENT**

The meeting was adjourned at 8:10 p.m.

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

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Michael Zorba, Chair