

**HISTORIC DISTRICT COMMISSION
MINUTES OF
October 4, 2021**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on October 4, 2021, at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray Building-A, the Norman Municipal Building and at www.Normanok.gov twenty-four hours prior to the beginning of the meeting.

Commissioner Emily Wilkins called the meeting to order at 5:32p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT:	Mitch Baroff
	Aaron Brooks
	Shavonne Evans *Left 6:30pm
	Tabor Halford
	Joan Koos
	Emily Wilkins
	Barrett Williamson *Left 6:30pm

MEMBERS ABSENT:	Brent Swift
	Michael Zorba

A quorum was present.

STAFF MEMBERS PRESENT:	Anaïs Starr, Planner II
	Tara Reynolds, Admin Tech III
	Jeanne Snider, Assistant City Attorney

GUESTS:	Dave Boeck
	Fred Buxton

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Item No. 2, being: Approval of the Minutes from the September 7, 2021 regular meeting.

Motion by Barrett Williamson for approval of the minutes from the September 7, 2021 regular meeting; **Second** by Joan Koos.

The motion was passed unanimously.

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Motion by Shavonne Evans to amend the order of the agenda to review item #5 first; **Second** by Joan Koos.

The motion was passed unanimously with Commissioner Barrett Williamson abstaining.

Item No. 5, being: HD (21-15) Commission review and feedback regarding the proposed design for an addition, garage, pool, paving, fencing, and rear deck for the property located at 506 S. Lahoma.

Commissioner Barrett Williamson recused himself to present this proposal. He presented the proposed project and asked the Commission for their feedback

Commission comments and discussion consisted of:

- Will there be any demolition? No, the previous addition will remain, but a part of the rear non-original addition will be removed.
- The addition with a bedroom and bathroom suite will be 683 square feet; there will be a travertine pool to connect to a swimming pool,
- A 572 square foot garage is proposed to be placed at the southwest corner of the rear yard adjacent to the pool. The garage will have porch that will act as a cabana for the pool.
- Applicants would like to extend the 8 ft. privacy fence from the side property line to the side of the house.
- Commissioner Mitch Baroff suggested flipping the addition to behind the house. This would prevent the addition from extending past the wall of the original structure. This would mean less pavement, less visible garage, less impervious surface.
- Commissioner Shavonne Evans noted the suite is large, and could be scaled down to prevent the addition from protruding past the original structure.
- Commissioner Joan Koos agrees with the previous statements. She would prefer to not see the garage, and the addition portion past the edge of the house is a concern. She would like to see the current driveway utilized. It is a good design, and well done, though she recognized that is not in accordance with Historic District guidelines. However, the driveway was installed prior to the establishment of the Chautauqua Historic District.
- Commissioner Aaron Brooks thought it was a thorough presentation and addressed issues well.
- Commissioner Tabor Halford asked staff about feedback from the past approval of a 535 square foot garage, which was never built. Staff indicated that the neighborhood did not want a garage on the south side of the property, and did not want to see it from the front. Commission wanted the garage placed at the end of the driveway on north side.
- The addition will extend 10 feet from an existing “bump out” addition on the side of the house, and 15 feet from the original wall of the structure.

- The addition would increase the footprint of the house by approximately 25%.
- Chair Emily Wilkins agrees with the previous comments by Commissioners, and adds that this is a significantly sized addition. The main concern being how much the addition protrudes past the sides of the primary structure, and would like to see the addition behind the house if possible. Historic Guideline 4.2.2 states to “locate additions inconspicuously” and 4.2.3 states to “limit size and scale.” The width shouldn’t exceed the width of the house.

Item No. 3, being: HD (21-09) Consideration of a Certificate of Appropriateness request for the re-installation of a pair of wood windows on the south side of the structure for property located at 549 S. Lahoma Avenue.

Motion by Aaron Brooks to approve item as submitted #3; **Second** by Tabor Halford.

Anais Starr presented the staff report. In 2011 a COA was denied for replacement of three historic windows with inappropriate non-wood windows. The applicant appealed this decision to the City Council and then through a civil court appeal process. The ligation is now concluded and the applicant wishes to re-install a pair of one-over-one wood windows where there is currently one picture window. Ms. Starr presented a staff report regarding the request and pointed out this COA request was only concerned with the south picture window.

The applicant’s representative, Fred Buxton, discussed the reasons for the project:

- The applicant can now find historic windows to replace the windows and would like to have all historical windows. The picture window would be a pair of double hung one-over-one wood windows, which meet the Guidelines.

No public comments were made.

Commission comments and discussion consisted of:

- The Commission was in agreement that this request meets Historic District Guidelines.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued.

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Item No. 4, being: HD (21-17) Consideration of a Certificate of Appropriateness request for a garage with associated driveway, and for the replacement of rear porch with a deck for property located at 1320 Classen Boulevard.

Motion by Aaron Brooks to approve request as submitted. **Second** by Joan Koos.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, discussed the reasons for the project:

- The site plan reviewed in March had a front building line drawn and listed incorrectly at 25' instead of the actual 40' building line that exist. This error meant that the Commission must re-review the COA request for the garage, driveway, and deck with a corrected site plan.

No public comments were made.

Commission comments and discussion consisted of:

- The Commission had approved the same 718 square-foot garage and associated driveway at March meeting earlier this year.
- The proposed deck is 20 feet wide by 19 feet deep, which is too large for an administrative bypass.
- The footprint of the garage is 75% of the primary structure's footprint, and does not meet guidelines.
- The size of the garage at 704 square feet is too large; should be 500-600 square feet, and the garage is now closer to the deck because the site plan has been corrected. There will be 11 feet between the deck and the garage.

Motion by Joan Koos to amend the original motion to allow voting of items separately for item #4; **Second** by Aaron Brooks.

The motion was approved unanimously.

Motion by Aaron Brooks to approve the replacement of rear porch with a deck; **Second** by Tabor Halford.

The motion was approved unanimously with the following vote:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the garage as submitted; **Second** by Mitch Baroff. The voting went as follows:

Mitch Baroff: No
Aaron Brooks: Yes
Tabor Halford: No
Joan Koos: No
Emily Wilkins: No

The motion for approval of the garage as submitted failed 4-1.

Motion by Aaron Brooks to rescind original motion for the garage as submitted; **Second** by Mitch Baroff.

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the amended request for a garage of 575 square feet; **Second** by Joan Koos.

The motion was approved unanimously with the following vote:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the associated driveway as submitted; **Second** by Joan Koos.

The motion was approved unanimously with the following vote:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos

Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the deck as submitted; Second by Joan Koos.

The motion was approved unanimously with the following vote:

*YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins*

NAYS None

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued.

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Item No. 6, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since September 7, 2021 and consideration of six-month extension requests for expiring COAs.

- 904 Miller – Violation notice sent to property owner, who contacted staff and is weighing her options.
- 518 Chautauqua – COA issued 6/1/20, building permit issued August 2020, work has begun as of August 2021 and continues.
- 536 Chautauqua – COA issued 8/3/20. Work on garage and driveway is complete, and the fence is waiting to start.
- 1320 Classen – COA issued 3/1/21. Windows replaced correctly. Unapproved work on soffit was stopped by HPO, that work is in the middle of being replaced with original design. Rear porch was not built to the approved COA. Driveway and garage laid out incorrectly. Submitted site plan was incorrect. Stop work order issued after columns started to be painted. (COA to amend request submitted) Windows replaced correctly. Unapproved work on soffit was stopped by HPO, that work is in the middle of being replaced with original design. Rear porch was not built to the approved COA. Driveway and garage laid out incorrectly. Submitted site plan incorrect. Stop work order issued after columns started to be painted. COA reheard at tonight's meeting.
- 620 Miller – COA issued 3/1/21. Work has not started on the shutters.
- 605 Okmulgee – COA issued 4/5/21. Construction almost complete.
- 519 S Lahoma – Construction underway.

6 month extension requests – None.

Administrative bypass requests – 549 S Lahoma: Replacement of 10 deteriorated historic and non-historic windows with wood one-over-one wood sashes.

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Item No. 7, being: Discussion of progress report regarding the FY 2021-2022 CLG Projects.

2021-2022 Certified Local Government Fund

\$ 150 National Alliance of Preservation Conference (NAPC) Dues

\$7,000 Commission Assistance and Mentoring Program (C.A.M.P)

Training for Commissioners

\$2,500 Planning Conference attendance for staff

\$ 600 Education Mailing

\$10,750 CLG Total allocation for 2021-2022

The Commission will have to watch the NAPC C.A.M.P. training together in person, and they chose the dates of November 9 and November 18 from 8:30am – 12:30pm.

Special meeting November 1 at 4pm for a SHPO training over the Secretary of the Interior Standards. *

Item No. 7, being: Consideration and recommendation to the City Council of the Draft Historic District Ordinance.

The ordinance will go before Planning Commission for approval in November, and City Council in December.

Discussion about clarification of addition guidelines. The guidelines might be brought back at the next meeting for discussion.

Motion by Aaron Brooks to recommend the draft Historic District Ordinance to City Council for approval: **Second** by Joan Koos.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Item No. 9, being: Historic District Commission Meeting Calendar for 2022.

The Commission would like to relocate the regularly scheduled meetings in Conference room D of Building A in 2022.

Item No. 10, being: Miscellaneous comments of the Historic District Commission and city staff.

None.

Item No. 11, being: Adjournment.

The meeting adjourned at 7:47 p.m.

Passed and approved this _____ day of _____, 2021.

Emily Wilkins, Chair
Historic District Commission