



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, August 31, 2026 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers at the Municipal Building, on Monday, August 31, 2026 at 5:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT

Commissioner Mitch Baroff
Commissioner Michael Zorba
Commissioner Jo Ann Dysart
Commissioner Karen Thurston
Commissioner Kendel Posey
Commissioner Tyler Burns
Commissioner Trent Baggett

ABSENT

Commissioner Susan Skapik

STAFF PRESENT

Anais Starr, Planner II/Historic Preservation Officer
Jeanne Snider, Assistance City Attorney III
Casey Mayo, CDBG Program Tech

GUESTS PRESENT

John Allen, 434 College Ave., Norman, OK
Jan Davis, 434 College Ave., Norman, OK
Loretto Bass, 440 College Ave., Norman, OK
John Kmetz, 440 College Ave., Norman, OK
Dylan Herrick, 444 College., Norman, OK
Barrett Williamson, 102 W. Apache St., Norman, OK
Christopher Davis, 443 Chautauqua Ave., Norman, OK
Brent Swift, 606 Broad Ln., Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF AUGUST 3, 2026.

Motion made by Commissioner Baroff to approve August 03, 2026 minutes, as submitted, **Seconded** by Commissioner Thurston.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Posey, Commissioner Burns
Voting Abstaining: Commissioner Baggett

August 03, 2026 Historic District Meeting Minutes were Approved.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 26-23) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 443 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) RELOCATION OF THE FRONT PORCH; B) RELOCATION OF THE FRONT DOOR; C) THE ADDITION OF DORMERS; D) REMOVAL AND RELOCATION OF WINDOWS ON NORTH ELEVATION; E) REMOVAL OF WINDOWS ON THE EAST ELEVATION AND REPLACEMENT WITH DOORS; F) REMOVAL OF A SECONDARY CHIMNEY; G) INSTALLATION OF AN EXTERIOR BASEMENT STAIRWELL AND RAILING ON THE NORTH ELEVATION; H) RELOCATION OF FRONT SIDEWALK; I) REPLACEMENT OF THE EXISTING SIDING ON THE GARAGE; J) INSTALLATION OF SIX-FOOT SIDE YARD FENCES AND A DRIVEWAY GATE; K) INSTALLATION OF A CABANA IN REAR YARD.

Motion made by Commissioner Thurston, to approve (HD 26-23) item A) Relocation of the front porch; B) Relocation of the front door; C) The addition of dormers; D) Removal and relocation of windows on north elevation; E) Removal of windows on the east elevation and replacement with doors; F) Removal of a secondary chimney; G) Installation of an exterior basement stairwell and railing on the north elevation; H) Relocation of front sidewalk; I) Replacement of the existing siding on the garage; J) Installation of six-foot side yard fences and driveway gate; K) Installation of a cabana in rear yard, as submitted. **Seconded** by Commissioner Posey.

Staff Report

Anais Starr, Planner II/Historic Preservation Officer, presented the Staff Report.

Applicant Presentation

Barrett Williamson gave the applicant presentation.

Public Comment

Dylan Herrick, resident of 444 College Ave., gave public comment.
John Kmetz, resident of 440 College Ave., gave public comment.
Loretto Bass, resident of 440 College Ave., gave public comment.

Commission Discussion

Commissioner Zorba started the Commissioner's discussion by with item A) relocation of the front porch.

Commissioner Thurston stated the porch was not original.

Commissioner Bagget inquired what the porch would be made of. The applicant stated the porch would be concrete with wood on top.

Commissioner Zorba started discussion for item B) relocation of the front door.

Commissioner Bagget voiced a disapproval of an aluminum clad door. Commissioner Thurston agreed. The applicant stated they were willing to amend their application to a wood door.

Commissioner Zorba started discussion for item C) the addition of dormers.

Commissioner Dysart mentioned the addition of dormers were setback and met guidelines.

Commissioner Burns inquired if there was a possibility of obtaining a steeper pitch on the dormers to limit visibility.

The applicant answered that the possibility was explored but was not possible. The applicant stated to help balance the pitch of the roof, the dormers were stopped before the ridge.

Commissioner Thurston stated the addition of dormers would permit low visibility which was permitted in the guidelines.

The Historic District Commission took a short break at 7:01 pm and reconvened at 7:08 pm.

Commissioner Zorba started discussion for item D) removal and relocation of windows on north elevation, to the table for discussion.

Commissioner Baroff stated agreement with the removal and relocation of the windows on the north elevation as the home is non-contributing to the historic district.

Commissioner Zorba mentioned the replacement windows would better meet the historic district guidelines than the current windows.

Commissioner Zorba started discussion for item E) removal of windows on the east elevation and replacement with doors, to the table for discussion.

Commissioner Zorba mentioned the removal of windows and replacement with doors would be located in the backyard with no visibility.

Commissioner Zorba started discussion for item F) removal of secondary chimney, to the table for discussion.

Commissioner Baroff stated he saw no issue with removing the secondary chimney.

Commissioner Zorba mentioned the applicant would be keeping the chimney that is connected to the living room and saw no issue with removal of the secondary chimney.

Commissioner Zorba started discussion for item G) installation of an exterior basement stairwell and railing on the north elevation.

Commissioner Bagget voiced opposition on the placement of a basement access in the yard.

Commissioner Bagget stated he is aware there are properties with rear basement access, however, is not aware of another house that has side yard access to a basement.

Commissioner Baroff stated he believed the proposed fence would obscure any visibility of a side yard basement access.

Commissioner Zorba agreed that the proposed fence may help diminish visibility of side yard basement access, but the proposed fence was picket and there would still be visibility.

Commissioner Bagget continued that the structure may be non-contributing, but he was in opposition of a side yard basement access.

Commissioner Thurston stated this feature is not a typical feature found in the historic district which would go against stated guidelines.

The applicant approached the podium and stated that the railing surrounding the side yard basement access could be altered to help obscure visibility. The applicant continued stating there would need to be some sort of railing to meet applicable building code but that the railing could potentially be modified to mimic a more historical wrought iron fence look.

Commissioner Bagget thanked the applicant for the effort put forth, but stated the railing was not the issue.

Commissioner Thurston stated she would not be comfortable voting for railings for which there were no renderings.

The applicant stated the current basement access was currently in the kitchen, consumed valuable space, and was currently a safety hazard with the steepness of existing steps.

After discussion, it was decided that item G) installation of an exterior basement stairwell and railing on the north elevation would be voted on as a separate item.

Commissioner Zorba started discussion for item H) relocation of front sidewalk, for discussion.

Commissioner Thurston stated that the relocation was logical, but the width proposed seemed excessive.

Commissioner Zorba stated that in the past, the width was limited.

The applicant responded that they were willing to amend to a four-foot width.

Commissioner Zorba started discussion for item I) the replacement of existing siding on the garage and received no discussion.

Commissioner Zorba started discussion for item J) installation of six-foot side yard fences and a driveway gate.

Commissioner Baroff stated he was not comfortable with a six-foot fence.

Commissioner Thurston questioned the look of the proposed six-foot gate.

The applicant approached the commission and stated the fence could be removed and a four-foot fence would be sought through administrative bypass.

Commissioner Zorba started discussion for item K) installation of a cabana in rear yard.

Commissioner Thurston stated the cabana did not meet the guidelines for the design nor materials.

Commissioner Burns echoed Commissioner Thurston asking to see what materials the cabana would utilize.

Commissioner Bagget inquired if the applicant had pondered the possibility of expanding the existing deck instead of the cabana.

The applicant stated he was committed to the cabana idea, and the masonry look in the renderings would be the same tan brick that currently was in use on the primary structure.

Commissioner Bagget asked the applicant if he could address the concerns of water runoff onto the neighbors behind this property on College Ave.

The applicant stated the proposed cabana is in current alignment with planning and zoning codes. He further stated the roof is a low slope and would not create a waterfall of water runoff, and current pavers placed in the rear yard would be removed which would create more permeable area for water.

Commissioner Thurston interjected that approved cabanas in the past have always mimicked the principal structure, and the current proposed cabana does not.

The applicant stated he would agree to a postponement of the cabana and return with more extensive drawings.

Motion made by Commissioner Posey to amend (HD 26-23) item B) relocation of the front door to be a wood door; item G) installation of an exterior basement stairwell and railing on north elevation to remove as a separate item; item H) Relocation of front sidewalk to be 4' in width; item K) Installation of a cabana in rear yard to be postponed, **Seconded** by Commissioner Thurston.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart,

Commissioner Thurston, Commissioner Posey, Commissioner Burns, Commissioner Baggett

The motion to amend (HD 26-23) item B) relocation of the front door to be a wood door; item G) installation of an exterior basement stairwell and railing on north elevation to remove as a separate item; item H) Relocation of front sidewalk to be 4' in width; item J) installation of six-foot side yard fences and driveway gate to be removed for admin bypass; item K) Installation of a cabana in rear yard to be postponed, was approved.

Motion made by Commissioner Thurston to approve (HD 26-23) item A) Relocation of the front porch; Item B) Relocation of the front door to be a wood door; item C) The addition of dormers; item D) Removal and relocation of windows on north elevation; Item E) Removal of windows on the east elevation and replacement with doors; item F) Removal of secondary chimney; item G) installation of an exterior basement stairwell and railing on north elevation to remove as a separate item; item H) Relocation of sidewalk to be 4' in width; item I) Replacement of existing siding on the garage; item J) Installation of a six-foot side yard fences and driveway gate to be removed for admin bypass; item K) installation of a cabana in rear yard to be postponed, as amended. **Seconded** by Commissioner Posey.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Thurston, Commissioner Posey, Commissioner Burns, Commissioner Baggett

(HD 26-23) item A) Relocation of the front porch; Item B) Relocation of the front door to be a wood door; item C) The addition of dormers; item D) Removal and relocation of windows on north elevation; Item E) Removal of windows on the east elevation and replacement with doors; item F) Removal of secondary chimney; item G) installation of an exterior basement stairwell and railing on north elevation to remove as a separate item; item H) Relocation of sidewalk to be 4' in width; item I) Replacement of existing siding on the garage; item J) Installation of a six-foot side yard fences and driveway gate to be removed for admin bypass; item K) installation of a cabana in rear yard to be postponed, was approved, as amended.

Motion made by Commissioner Thurston to approve (HD 26-23) item G) Installation of an exterior basement stairwell with postponement to the railing on the north elevation, as amended. **Seconded** by Commissioner Posey.

Voting Yea: Commissioner Baroff, Commissioner Zorba, Commissioner Dysart, Commissioner Posey, Commissioner Burns

Voting Nay: Commissioner Thurston, Commissioner Baggett

(HD 26-23) item G) Installation of an exterior basement stairwell with postponement to the railing on the north elevation, was approved, as amended.

REPORTS/UPDATES

3. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE AUGUST 3, 2026.

Anais Starr reported on one Administrative Bypass that was issued since August 03, 2026.

725 Juniper Lane was approved for a Certificate of Appropriateness to widen a driveway to 10' width and is located off the side of the house onto S Lahoma Avenue.

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

The 25-26 CLG Grant Projects have competed.

MISCELLANEOUS COMMENTS FOR COMMISSION AND STAFF

Anais Starr reminded the Commission the next Historic District meeting would be October 05, 2026.

ADJOURNMENT

The meeting adjourned at 8:05 p.m.