CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, October 05, 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, October 05, 2026 at 5:30 PM. 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.

Chair Karen Thurston called the meeting to order at 5:30 p.m.

ROLL CALL

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

ABSENT
Commissioner Michael Zorba
Commissioner Susan Skapik

STAFF PRESENT
Anais Starr, Planner II/Historic Preservation Officer
Beth Muckala, Assistant City Attorney III
Laci Witcher, Permit Technician
Greyson Williams, Planner II

GUEST PRESENT
Julie Blacksten, 725 Juniper Ln., Norman, OK 73069
Greg Jungman, 642 S. Lahoma Ave., Norman, OK 73069
Michael Givel, 2800 Barry Switzer Ave., Norman, OK 73072
Loretta Bass, 440 College Ave., Norman, OK 73069
John Kmetz, 440 College Ave., Norman, OK 73069
Marsha McDaris, 439 Chautauqua Ave., and 448 College Ave., Norman, OK 73069
Dylan Herrick, 444 College Ave., Norman, OK 73069
Barrett Williamson, 102 W. Apache St., Norman, OK 73069

MINUTES

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

Motion made by Commissioner Dysart, **Seconded** by Commissioner Posey.

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

August 31, 2026 Historic District Commission Meeting Minutes were Approved.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 26-16) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 725 JUNIPER LANE FOR THE INSTALLATION OF SIX-FOOT WOOD STOCKADE FENCE IN THE SIDE YARD. (This request was postponed from the July 6, 2026 meeting).

Motion made by Commissioner Burns to approve (HD 26-16) as submitted, **Seconded** by Commissioner Posey.

Staff Presentation

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

Applicant Presentation

Julie Blacksten, the applicant, explained the proposed project.

Ms. Blacksten stated the proposed fence will provide a barrier from the trash cans while increasing her privacy and safety. She explained the fence would be 10 feet 8 inches wide according to the survey she had done.

Commissioner Baggett asked about the distance from the property line to the nearest neighboring house.

Ms. Blacksten replied it was 33 inches from the back of the house and 59 inches from the front.

Commissioner Thurston asked if the fence was completely on Ms. Blacksten's property line, and she confirmed it was.

Commissioner Baroff confirmed the fence in the documents submitted on the north and east side were considered the backyard.

Ms. Starr replied yes that the fence along the rear property line can be approved through the administrative bypass process.

Commissioner Thurston asked Ms. Blacksten whether she wanted to amend her application to reflect the fence mockup presented at today's meeting, which differed from the original wooden stockade fence submitted.

Beth Muckala, Assistant City Attorney III, explained to the applicant and commissioners the options for amending the application.

Ms. Blacksten agreed to amend her application to match the fence illustration presented at the meeting.

Public Comments

There were no public comments.

Commission Discussion

Commissioner Burns expressed slight concern that six feet would be visible from the front, as many approved fence request have only been approved for four foot in height on the side of a structure.

Commissioner Dysart noted there are other homes in the area where six-foot fences are visible.

Ms. Starr noted a few approved fences in the area have six-foot fences located in the side yards. She also clarified the structure was not a contributing structure.

Commissioner Baroff acknowledged the privacy concerns associated with the corner lot and expressed support for the proposed fence.

Commissioner Thurston noted the small backyard size in this instance makes it difficult to design the fence project that will fully comply with the guidelines.

Motion made by Commissioner Burns to amend (HD 26-16) to match the fence drawing with the cap on top, **Seconded** by Commissioner Posey.

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

Commission proceeded to a vote on the amended motion.

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

HD 26-16 was approved as amended to match the fence drawings with the cap on top.

3. (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) INSTALLATION OF A RAILING ON AN EXTERIOR BASEMENT ACCESS ON THE NORTH ELEVATION; B) INSTALLATION OF A CABANA IN THE REAR YARD (Both of these items were postponed from the August 31, 2026 meeting).

Motion made by Commissioner Baroff to approve item B as submitted, **Seconded** by Commissioner Posey.

Staff Presentation

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

Applicant Presentation

Barrett Williamson, the applicant, explained the proposed project.

Public Comments

Marsha McDaris, 448 College Ave., asked if the railing started before or after the basement access.

Commissioner Baroff replied the fence was starting in the front yard.

Ms. Starr clarified four feet fence was started at the front of the house.

Commission Discussion

Commissioner Baggett asked if there was going to be a drain for water runoff.

Mr. Williamson replied yes.

Commissioner Posey stated there is a sump pump indicated in the design.

Mr. Williamson clarified, in addition to the basement sump pump, there is a drain at the bottom of the stairs, meaning all waste from the house exits at the basement level.

Commissioner Baggett asked if the basement was truly going to be used as a basement and not an apartment.

Mr. Williamson confirmed it is a basement only.

Commissioner Thurston added all HVAC is currently located in the basement.

Commissioner Burns noted their concerns about the railing at the last meeting had been addressed.

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

Motion made by Commissioner Dysart to approve item B as submitted, **Seconded** by Commissioner Burns.

Staff Presentation

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

Commissioner Burns asked Ms. Starr if this was truly a cabana.

Ms. Starr stated it is a cabana or garden structure as opposed to an accessory structure such as a storage shed.

Applicant Presentation

Barrett Williamson, the applicant, explained the proposed project.

Commissioner Thurston asked for clarification on the siding material, noting both slatted and overlapped siding appeared in the presentation.

Mr. Williamson replied it will have both.

Commissioner Burns asked about the size of the garage next to the north of the proposed cabana.

Commissioners Thurston and Burns discussed the dimensions and concluded the structure is 11 feet tall, including the slab.

Public Comments

Dylan Herrick, 444 College Ave., thanked the Commission for postponing the item and allowing additional time for decisions. He also thanked Mr. Williamson for addressing his water runoff concerns and making the necessary adjustments.

Marsha McDaris, 448 College Ave., asked if the cabana would be taller than her garage adjacent to this property.

Commissioner Thurston explained the structure would be 11 feet tall with the slab.

Ms. McDaris asked if the structure was visible from the street.

Ms. Starr replied it was in the presentation and yes there will be some visibility from the street.

Ms. McDaris asked how far the cabana would be from her property line.

Commissioner Burns replied the site plan shows the cabana to be five feet from the property line.

Ms. Starr stated property line issues must be resolved between the property owners and are not within the purview of the Historic District Commission.

Commission Discussion

Commissioner Burns stated he was pleased with the changes made from the last meetings submittals.

Commissioner Thurston noted the structure appeared to be a covered pergola, which typically does not match the home, but agreed with Commissioner Burns that she was pleased with the revised changes.

Commissioner Baggett noted the structure did not appear to match anything else in the neighborhood.

Ms. Starr noted a structure with a larger mass had recently been approved in the Chautauqua Historic District.

Commissioner Burns asked Mr. Williamson to clarify whether the proposed stone was brick or stone.

Mr. Williamson explained the foundation stone was exposed when the siding was removed, and they planned to use a visually compatible material to replace it.

Commissioner Burns asked whether there were any concerns about the cabana being taller than the adjacent garage.

Commissioner Thurston stated the structure's massing would be minimized by its flat-sloped roof, compared to the garage's peaked roof.

Mr. Williamson noted although the fencing is not within the Historic District's purview, discussions with neighboring property owners are ongoing and appear to be progressing well. He also planned to further discuss with Ms. McDaris, the property owner to the north.

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

HD 26-23 was approved as submitted.

REPORTS/UPDATES

4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE AUGUST 31, 2026.

Anais Starr reported there were no Administrative Bypass COAs approved since August 31, 2026.

5. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2026-2027 CLG GRANT PROJECTS.

Anais Starr updated the Commission regarding CLG Grant.

MISCELLANEOUS COMMENTS FOR COMMISSION AND STAFF

Commissioner Dysart thanked everyone for a great three years and stated tonight's meeting was her last meeting.

Ms. Starr expressed her gratitude to Commissioner Dysart and wished her well.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

Passed and approved this _____ day of _____ 2026.