



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Monday, August 04, 2025 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room A at the Development Center, on Monday, August 04, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Development Center at 225 N. Webster Avenue, the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

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

ROLL CALL

PRESENT

Mitch Baroff
Karen Thurston
Taber Halford
Jo Ann Dysart
Michael Zorba

ABSENT

Kendel Posey
Gregory Heiser

STAFF PRESENT

Anais Starr, Planner II/Historic Preservation Officer
Jeanne Snider, Assistant City Attorney III
Whitney Kline, Admin Tech IV

GUEST PRESENT

Tyler Burns, 467 College Avenue, Norman OK
Mark Krittenbrink, 485 College Avenue, Norman OK
Janell McDonald, 469 College Avenue, Norman OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF JULY 7, 2025.

Motion by Commissioner Halford to approve the July 7, 2025 Historic District Commission meeting minutes; **Second** by Commissioner Dysart.

The motion passed unanimously with a vote of 5-0.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 25-24) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 467 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF THE ENTRY DOORS ON THE PRINCIPAL STRUCTURE; B) INSTALLATION OF DOORS ON THE ACCESSORY DWELLING UNIT; C) INSTALLATION OF THE WINDOWS ON THE ACCESSORY DWELLING UNIT.

Motion by Commissioner Thurston to approve (HD 25-24) as submitted; **Second** by Commissioner Dysart.

Staff Presentation

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

Applicant Presentation

Tyler Burns, applicant, explained the proposed project.

Commissioner Baroff asked if the City would require the applicant to pave the driveway to bring it up to code since it is currently gravel. Ms. Starr stated since the gravel driveway was original to the property, there would be no requirement to pave the driveway.

Public Comments

There were no public comments.

Commission Discussion

Commissioner Zorba explained this request satisfies what was requested of the applicant at the July Historic District meeting.

Commissioner Halford stated the proposed request meet the Guidelines and are an improvement to the house.

The motion passed unanimously with a vote of 5-0.

The Board discussed Item 4 before Item 3 due to applicant request.

3. (HD 25-26) 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 MODIFICATIONS: A) REPLACEMENT OF THE FRONT STOOP CANOPY ON THE PRINCIPAL STRUCTURE; B) REPLACEMENT AND INSTALLATION OF WOOD SHUTTERS ON THE FRONT AND REAR ELEVATIONS OF THE PRINCIPAL STRUCTURE; C) REMOVAL OF A WINDOW ON THE FRONT ELEVATION OF THE PRINCIPAL STRUCTURE; D) REPLACEMENT OF A DOOR ON NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE WITH A WINDOW; E) MOVE EXISTING WINDOW ON THE NORTH SIDE OF THE FRONT ROOM OF THE

PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; F) ADDITION OF A WINDOW ON THE NORTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE TO RESTORE SYMMETRY; G) REPLACEMENT OF A DOUBLE WINDOW WITH A SINGLE WINDOW ON THE SOUTH SIDE OF THE FRONT ROOM OF THE PRINCIPAL STRUCTURE; H) ADDITION OF A REAR PORCH TO THE PRINCIPAL STRUCTURE; I) REPLACEMENT OF A BAY WINDOW WITH A SLIDING GLASS DOOR UNIT ON THE REAR OF THE PRINCIPAL STRUCTURE; J) REPLACEMENT OF A DOOR WITH A WINDOW ON THE REAR OF THE PRINCIPAL STRUCTURE; K) RE-OPENING OF A WINDOW OPENING ON THE REAR OF THE PRINCIPAL STRUCTURE; L) RECONFIGURATION OF WINDOWS AND DOORS ON THE ACCESSORY STRUCTURE; M) INSTALLATION OF A STOOP CANOPY ON THE NORTH AND WEST (FRONT) SIDES OF THE ACCESSORY STRUCTURE; N) INSTALLATION OF WALKWAYS IN THE SIDE AND REAR YARDS.

Motion by Commissioner Halford to approve (HD 25-26) as submitted; **Second** by Commissioner Thurston.

Staff Presentation

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

Applicant Presentation

Mark Krittenbrink, representative of the applicant, explained the proposed project.

Commissioner Zorba asked if there were any changes to the proposed project since their feedback session at the July 7, 2025 Historic District Commission meeting. Mr. Krittenbrink responded they are showing two doors on the accessory structure instead of the one that was previously shown.

Commissioner Halford asked if the front of the canopy on the principal structure would be infilled with siding and if the canopies shown on the accessory structure would be similar. Mr. Krittenbrink responded yes, the canopies would be similar, and they would be infilled with siding to match the siding of the structures.

Commissioner Halford also requested more details regarding the shutters on the principal structure. Mr. Krittenbrink responded the shutters would be made of wood. Additionally, they would be painted and would have hinges. The shutters would also be bumped out to appear to be operable.

Public Comments

There were no public comments.

Commission Discussion

Commissioner Halford stated he would like to see more details regarding the canopy and shutters. Commissioner Zorba agreed that more detail would help in identifying exactly what the Commissioners are voting on regarding the canopy and shutters on the principal structure.

Commissioner Baroff explained the proposed items were an improvement from the presentation from the previous year.

Commissioner Thurston asked the applicant to show exactly where the concrete is being minimized from what is currently on-site. Mr. Krittenbrink showed the difference between the current site plan and the new proposed site plan.

Commissioner Halford explained he would like to see thicker trim around the windows in place of the shutters.

Commissioners discussed postponing Items A and B with the applicant, to allow development of more detailed drawings of the stoop canopy and the shutters. Mr. Krittenbrink agreed to postponing those items.

Motion by Commissioner Thurston to postpone Items A and B of (HD 25-26); **Second** by Commissioner Halford.

The motion passed unanimously with a vote of 5-0.

Motion by Commissioner Halford to approve HD 25-26 as submitted with the postponement of Items A and B; **Second** by Commissioner Thurston.

The motion passed unanimously with a vote of 5-0.

Mark Krittenbrink asked for feedback regarding an 8ft. wood fence on the side of the property and replacing it with metal. After further discussion with the Commissioners, it was decided the applicant would need to come back with details of the proposal.

REPORTS/UPDATES

4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JULY 7, 2025.

Staff Presentation

Anais Starr reported on active COAs as follows:

- 549 S. Lahoma Avenue - Applicant is in the process of submitting a COA request for the north windows.
- 904 Classen Avenue - Applicant is in the process of installing windows and siding on the north side of the house.
- 607-609 S. Lahoma Avenue - New wood front windows installed.
- 1320 Oklahoma Avenue - Demolition not completed. New construction has not started. Code enforcement action is underway on the property.
- 505 Chautauqua Avenue - Work continues.
- 643 Okmulgee Street - Work on the house is complete. Expansion of the driveway with an additional parking space has not started. The rear fence is complete.
- 700 Chautauqua Avenue - Work is complete.
- 424 College Avenue - Work has started.
- 538 Chautauqua Avenue - Work on siding and overhead garage are complete.
- 800 Miller Avenue - Work is in progress on siding, doors, and windows.
- 514 Shawnee Street - Work has not started.
- 510 Shawnee Street - Work has not started.
- 315 Castro Street - Work has not started.

- 467 College Avenue - Work is in progress.
- 610 Miller Avenue - Review of the restoration with before and after pictures.

5. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2025-2026 CLG GRANT PROJECTS.

Anais Starr reported on FYE 2025-2026 CLG Grant progress report stating the City is waiting to receive a contract from the State Historic Preservation Officer (SHPO) regarding funds.

MISCELLANEOUS COMMENTS

Anais Starr explained Commissioner Williamson turned in his resignation and Commissioner Halford would be resigning after the September Historic District meeting. With these two resignations, the Commission now has three vacancies on the Historic District Commission. In filling these vacancies, one needs to be a licensed Architect or degree in History or Archeology.

ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Passed and approved this _____ day of _____ 2025.

Michael Zorba, Historic District Commission Chair