

**HISTORIC DISTRICT COMMISSION
MINUTES OF
August 2, 2021**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on August 2, 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 5:34p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT:	Mitch Baroff
	Aaron Brooks
	Shavonne Evans
	Tabor Halford
	Joan Koos
	Brent Swift
	Emily Wilkins
	Barrett Williamson

MEMBERS ABSENT:	Michael Zorba
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A quorum was present.

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

GUESTS:

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Item No. 2, being: Approval of the Minutes from the April 5, 2021 regular meeting.

Joan Koos would like clarification on the motion for Item #3 that approval for the solar panels on the East side of the structure was in a single row of 3 panels.

Motion by Barrett Williamson for approval of the amended minutes from the April 5, 2021 Regular Meeting: **Second** by Joan Koos.

The motion was passed unanimously with Brent Swift abstaining.

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Item No. 3, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since April 5, 2021 and consideration of six-month extension requests for expiring COAs.

- 904 Miller – Staff will pursue violation notice.
- 510 Shawnee - COA was issued 7/1/19 and work has not started - No update given at this meeting.
- 720 W Boyd – Installation almost complete. No update given at this meeting.
- 518 Chautauqua – COA issued 6/1/20, building permit issued August 2020, work has begun.
- 536 Chautauqua – COA approved 8/3/20, and work on garage and driveway is complete.
- 1320 Classen – Interior work continues, windows were replaced.
- 620 Miller – Work has not started.
- 605 Okmulgee – COS issued 4/5/21, and work has not started on siding or windows.
- 428 Chautauqua – COA issued 3/17/21 and work is complete on solar panel installation.

6 month extension requests – None.

Administrative bypass:

802 Classen Blvd – Installation of wood storm windows
808 Classen Blvd – Installation of storage shed less than 108 sq ft.
421 College – Installation of storage shed less than 108 sq ft.
509 S Crawford – installation of 6' fence in the rear yard
712 Cruce – Installation of 4' side and rear yard fence
432 Chautauqua – Installation of solar panels on rear of house and rear garage

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Item No. 4, 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

Anais will send out possible dates of the CAMP and a 2-hour SHPO training to the Commission to choose which works best.

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Item No. 5, being: Discussion and recommendation to City Council of the revised Historic Preservation Guidelines.

The public comments gathered from the July 19 and July 26 meetings were discussed, including:

- **Are high impact shingles allowed?** Asphalt based shingles is permissible, but simulated/synthetic/composite materials will go through the commission for a case by case basis for review.
- **Guidelines should allow double pane window replacements for energy efficiency reasons.** Storm windows are permissible.
- **Corner lots should not have two fronts.** There will be no change regarding corner lots having two fronts.
- **Cement fiberboard/Hardieboard should be allowed in all cases.** There will be no change in allowing these materials. It is a case by case review basis.
- **Accessory Structures should not have to match principal structure if brick/stucco – allow wood accessory structures.** The guidelines will allow wood if appropriate and brick/stone masonry accessory structures.
- **Are plastic Tuff Sheds allowed or are they banned now?** They are not banned, as long as they are below 120 square feet.
- **Allow 650 sq ft. as a minimum for parking pad in rear yard.** No changes to this guideline.
- **6' tall fences on side yard should be allowed by Admin Bypass.** No changes.
- **Increase the size allowed for NHRP plaques.** No changes.
- **Allow the removal of secondary chimneys.** This is already allowed.
- **Allow metal shingles.** This was previously discussed.
- **Allow all access ramps on front of the house even if concrete.** No changes.
- **Clarify two fronts in Guidelines.** This will be clarified in the guidelines with illustrations.
- **Metal roofs should be allowed, since asphalt shingles are not historic either.** This was previously discussed.
- **Are garage apts. allowed in Historic Districts?** Some are, it depends on the zoning ordinance for that specific location.
- **Garages should be limited to one two-car garage, at the very least 2-car garage max.** Garages are limited to 575 square feet, or half the footprint of the primary structure, whichever is smaller. There is not a guideline limiting how many car bays a garage can have.
- **Should allow cement fiberboard on historic houses.** No changes.
- **Can guidelines prohibit small cell tower sites?** Legally the guidelines cannot prohibit them. Staff will check for more information about the small cell tower ordinance.
- **Make clear the Guidelines for Landscaping.** There are no guidelines that cover landscaping.
- **Add info to Handbook regarding the new Tree Ordinance which does provide a means to designate a tree historic.** This will be added to the handbook.
- **Feels strongly that accessory structures should be secondary to the main structure. The allowance in the Guidelines should not be increased.** The guidelines are restricting the size of accessory structures, not increasing it.

Commission asked that the Guidelines be revised as follows

- 1) Roofs: Metal roofs allowed upon Commission review. Any type of asphalt shingles are allowed to replace existing composition/asphalt shingles.
- 2) In regards to garage size, on page 13, it should be corrected to say: "The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is **smaller**." Currently it says greater.
- 3) In regards to materials for accessory structures states as: Brick and stone masonry, wood and stucco".

With a recommendation from the Commission the Preservation Guidelines would move forward to the Planning Commission meeting, and then on to City Council for approval, possibly in November. The revisions discussed tonight, and necessary editing will be completed before sending it forward to the Commission.

Motion by Brent Swift to recommend the revised guidelines as amended tonight to be forwarded to City Council. **Second** by Barrett Williamson.

The vote went as follows:

Mitch Baroff:	No
Aaron Brooks:	Yes
Shavonne Evans:	Yes
Taber Halford:	Yes
Joan Koos:	Yes
Brent Swift:	Yes
Emily Wilkins:	Yes
Barrett Williamson:	Yes
Michael Zorba:	Absent

Motion passes 7-1.

Item No. 6, being: Miscellaneous comments of the Historic District Commission and city staff.

Commissioner Barrett Williamson said well-done city staff.

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Item No. 7, being: Adjournment.

The meeting adjourned at 7:00p.m.

Passed and approved this _____ day of _____, 2021.

Emily Wilkins, Chair
Historic District Commission