



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Monday, April 07, 2025 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Development Center, Conference Room A, on Monday, April 07, 2025 at 5:30 P.M. and notice of the agenda of the meeting was posted at the Development Center at 225 N. Webster Avenue, and on the City website at least 24 hours prior to the beginning of the meeting.

Chair Michael Zorba called the meeting to order at 5:33 P.M.

ROLL CALL

PRESENT

Commissioner- Jo Ann Dysart
Commissioner- Taber Halford
Commissioner- Gregory Heiser
Commissioner- Michael Zorba
Commissioner- Mitch Baroff
Commissioner- Barrett Williamson

ABSENT

Commissioner- Karen Thurston
Commissioner- Sarah Brewer

STAFF PRESENT

Anais Starr, Planner II/Historic Preservation Officer
Amanda Stevens, Development Center Coordinator
Jeanne Snider, Assistant City Attorney II

GUESTS PRESENT

Lynda Ozan, 800 Nazin Zuhdi Dr., Oklahoma City, OK
Frank Sullivan III, 1100 E. Taylor Dr., Sallisaw, OK
Gunner Joyce, 126 Thompson Dr., Norman, OK
Ben LaCourse
Lee Young
Edwin Amaya, 1320 Oklahoma Ave. Norman, OK
Mark Krittenbrink, 119 W. Main Ave., Norman, OK
Catherine Gilarranz, 119 W. Main Ave., Norman, OK
Victor Watkins, 633 Chautauqua Ave., Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF MARCH 3, 2025.

Motion by Commissioner Gregory Heiser to approve the March 3, 2025 meeting minutes;
Second by Commissioner Taber Halford.

The motion was passed unanimously with a vote of 6-0.

PRESENTATION BY OKLAHOMA STATE HISTORIC PRESERVATION OFFICE OF THE NATIONAL REGISTER OF HISTORIC PLACES CERTIFICATE FOR PRAIRIE HOUSE 550 48th AVENUE NE, NORMAN OKLAHOMA.

Lynda Ozan, Deputy Director of the State Historic Preservation Office presented the Certificate for National Register of Historic Places to board members of the Prairie House Society.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS. (POSTPONED FROM THE OCTOBER 7, 2024 MEETING, THE FEBRUARY 3, 2025 MEETING, AND THE MARCH 3, 2025 MEETING).

Motion by Commissioner Jo Ann Dysart to approve (HD 24-20) items A, B, & C as submitted;
Second by Commissioner Gregory Heiser.

Anais Starr presented the staff report:

- The applicant hired a contractor, Old Home Rescue to develop a proposal to rectify items A, B, & C on the structure.

Gunner Joyce, representing the applicant, discussed the item:

- Mr. Joyce asked the Commission to keep in mind that this property is non-contributing to the Chautauqua Historic District.
- He stated that he knows the Commission typically does not approve vinyl windows, so they are asking to replace the windows that are visible from the right of way, instead of having to replace all of the windows on the structure.
- He also discussed how there are other painted homes in the Chautauqua Historic District.

Frank Sullivan III, the applicant, discussed the item:

- He stated that his father bought this home for his daughter, and when the home was purchased it was not stated in disclosure or on the MLS Listing, that it was in a Historic District.

Public Comments:

- Victor Watkins, a neighbor to Mr. Sullivan's property, discussed the property at 1320 Oklahoma Avenue. He stated that he doesn't like or support the fact that the structure was torn down, and that what is in his opinion, a modern farmhouse, is going to be rebuilt. His advice to Mr. Sullivan would be to tear down his structure as well.

Commission Discussion:

- Commissioner Halford stated that yes there are other painted homes in the Chautauqua District, but the Commissioners must vote as if the work on this home hasn't taken place yet. Although the home is non-contributing, the Commission does not want to set a precedent for other homes in the future.
- Commissioner Zorba told Mr. Sullivan that he realizes he is not at fault for what happened. However, he would like for the restorer tool attempted to remove the paint. He doesn't support the current siding that is on the home. He also doesn't have an issue with replacing only the windows visible in the right away being replaced.

Motion by Commissioner Jo Ann Dysart to approve items A, B, & C as submitted; **Second** by Commissioner Gregory Heiser.

The motion failed unanimously with a vote of 6-0.

3. (HD 25-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 1320 OKLAHOMA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) WINDOWS FOR A PROPOSED NEW HOUSE WITH AN ATTACHED GARAGE; B) WINDOWS FOR A PROPOSED DETACHED ACCESSORY DWELLING UNIT. (POSTPONED FROM THE MARCH 3, 2025 MEETING)

Motion by Commissioner Gregory Heiser to approve item (HD 25-04) as submitted, and allow the applicant to use the metal windows that he previously purchased; **Second** by Commissioner Barrett Williamson.

Anais Starr presented the staff report:

- At the March meeting, the structure was approved, excluding the windows. The Commissioners asked the applicant to look into the possibility of other options for materials for the windows.
- She stated that his request at the April meeting was to keep the metal windows that he purchased for the previous structure.

Edwin Amaya, the applicant, discussed the item:

- Mr. Amaya stated that the quote he received for new aluminum-clad wood windows was \$42,000, and that would not be financial feasible for him to spend on this project.

Public Comments:

- Victor Watkins, asked if the Commission is now going to allow double pane windows, because he had a neighbor that was told they could not have that type of window.

Commission Discussion:

- Commission Chair Zorba stated that for new construction modern materials are allowed.
- Several of the Commissioners stated that they do not have an issue with these windows, and they were approved for the previous structure.

Motion by Commissioner Gregory Heiser to approve item (HD 25-04) as submitted, windows and allow the applicant to use the metal windows that he previously purchased; **Second** by Commissioner Barrett Williamson.

The motion was passed unanimously with a vote of 6-0.

4. (HD 25-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 325 E KEITH STREET FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF FIRST FLOOR ADDITIONS B) INSTALLATION OF SECOND-FLOOR ADDITION; C) REMOVAL OF WALL VENTS AND INSTALLATION OF ROOF VENTS.

Motion by Commissioner Gregory Heiser to approve all 3 items for (HD 25-05) as submitted; **Second** by Commissioner Jo Ann Dysart.

Anais Starr presented the staff report:

- Ms. Starr stated that the applicant came to the Historic District Commission for a feedback session at the beginning of this year, and now returning to the April meeting with the revisions from the feedback session.

Mark Krittenbrink, representing the applicant, discussed the item:

- Mr. Krittenbrink reviewed the proposal for first floor additions and second floor addition.
- Mr. Krittenbrink stated that the previous staircase at the rear of the house was unsafe. In order provide a staircase that met code, an addition on the rear of the house would be needed. A variance to add an addition had been requested and approved by the Board of Adjustment for the proposed rear addition.
- He stated that one of the requests from Commissioners at February's feedback session was to bring the ridge height down, which with the revised drawings had been done.
- He explained that they plan to re-use windows and doors and to match the wood siding for the additions to the home so that all of the materials will match and look seamless as possible.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Mitch Baroff commented that he believes he missed the meeting with feedback session. However, he thinks the proposed drawings for this property look good.

Motion by Commissioner Gregory Heiser to approve all 3 items for (HD 25-05) as submitted;
Second by Commissioner Jo Ann Dysart.

The motion was passed unanimously with a vote of 6-0.

REPORTS/UPDATES

5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE MARCH 3, 2025.

- 549 S. Lahoma- Applicant is in the process of submitting a COA request for north windows.
- 904 Classen Ave- No change since last meeting.
- 607-609 S. Lahoma- Contractor installed incorrect window pane configuration and is working to correct.
- 712 Miller Ave- Work complete.
- 1320 Oklahoma Ave- Demolition not complete. New construction not started.
- 505 Chautauqua- Walls of structure constructed.
- 643 Okmulgee- Work complete.
- 627 Okmulgee- Work has not started
- 720 Miller Ave- COA by Admin Bypass issued for rear parking pad.

6. DISCUSSION AND RECOMMENDATION OF THE APPLICATION FOR FUNDS FOR THE FYE 2025-2026 CLG PROGRAM WITH THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

- Ms. Starr informed the Commissioners that the CLG funds for 2026 will be changing, and involve bigger projects such as surveys. However, surveys are expensive and she is trying to think of other projects that could be done.

7. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2024-2025 CLG GRANT PROJECTS.

- Of the \$18,375 CLG allocated for 24-25 FYE, \$11,050.00 has been spent or is earmarked for specific projects. There is \$6,425 still remaining to be expended. Ms. Starr has reprinted 2,000 Historic Norman coloring books. She is Ms. Starr is exploring the possibility of expending funds on IPADS for Commissioners to utilize the remaining CLG funds for this year.

MISCELLANEOUS COMMENTS

- The Commissioners discussed ways to mitigate homeowners not being informed that they're buying in a Historic District.

- Commissioner Halford suggested reaching out to local mortgage brokers and asking them to talk to realtors about this.
- Commissioner Halford also said he feels like the Feedback Sessions are very beneficial for properties that have several items.

ADJOURNMENT

The meeting was adjourned at 7:56 P.M.

Passed and approved this _____ day of _____ 2025.
