



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, October 07, 2024 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 Norman Municipal Building on the 7th day of October, 2024, at 5:30 p.m., and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray Street 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 5:31 p.m.

ROLL CALL

PRESENT

Mitch Baroff
Taber Halford
Karen Thurston
Susan Ford
Jo Ann Dysart
Michael Zorba

ABSENT

Sarah Brewer
Barrett Williamson
Gregory Heiser

A quorum was present.

STAFF PRESENT

Joyce Green, GIS Services Manager
Jeanne Snider, Assistant City Attorney
Roné Tromble, Admin. Tech. IV

GUESTS PRESENT

Evan Nixon, 1203 Brookhaven Blvd., Norman, OK
Jessica Guzman
Frank Sullivan, III, 1100 E. Taylor Dr., Sallisaw, OK
Frank Sullivan, Jr.

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MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS: HISTORIC DISTRICT COMMISSION MEETING OF SEPTEMBER 9, 2024.

Motion made by Commissioner Thurston to approve the minutes of the September 9, 2024 Historic District Commission meeting as presented. **Second** by Commissioner Baroff.

The motion to approve the minutes of the September 9, 2024 Historic District Commission meeting as presented passed by a vote of 6-0.

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CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 24-19) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF APPROPRIATENESS REQUEST FOR PROPERTY LOCATED AT 727 CHAUTAUQUA AVE. FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF EXISTING WINDOWS; C) ELIMINATION OF TWO EXTERIOR DOORS; D) ENCLOSURE OF THE EXISTING SUNROOM; E) EXPANSION OF EXISTING APPROACH AND DRIVEWAY.

Motion made by Jo Ann Dysart to approve Item 2a) Replacement of exterior siding, soffit, and trim, as submitted. **Second** by Karen Thurston.

Joyce Green presented the staff report:

- This is a circa 1946 Minimal Traditional house. It is a non-contributing, one-story, weatherboard single dwelling with asphalt-covered cross-gabled roof and concrete foundation. The wood windows are casement. The wood door is slab with a decorative wood screen door. The entry porch is sheltered by the principal roof and has a single support. Other exterior features include a large brick chimney on the façade and an integral single car garage with a glazed paneled overhead door. The house is set toward the back of the lot and is a non-contributing structure due to age.
- A COA was granted for driveway realignment in 2014. It appears it was never installed.

Evan Nixon, 1203 Brookhaven Boulevard, property owner, discussed the project:

- They believed the siding to be the original siding on the house. During interior renovation, they discovered this house has been added onto and altered at least three different times. They now believe the siding was added in the 1970s.
- They want to replace the siding to be able to address maintenance issues and deterioration over the years. They are not trying to alter the appearance of the home, but to bring it up to current standards, using products that will be easier to maintain.
- There are three different types of windows on the house: metal casement windows, metal single-hung windows, and wood single-hung windows.

- Another request is enclosure of a sunroom/porch. That area is not usable living space. There are no framed walls; it is just storm windows with 2x4 boards for dividers. They propose to frame in the sunroom and use the same siding as the rest of the house. They propose to add two windows and an exterior door to what is currently the sunroom/porch to access the rear yard. The two windows are designed to be the same size as the two windows on the front elevation, and will be line up with the front windows.
- There are two exterior doors on the house that they are proposing to remove. One is on the front porch and accesses the existing garage, where the laundry, utility, and mechanical area is located. They propose to replace that door with a new interior door. There is also an exterior door on the south facing wall from a bedroom located on the rear of the house. They propose to eliminate that door for security reasons.
- All of the proposed windows are egress size.
- They are requesting additional paving so the entire driveway will be the same width as the driveway at the house. This is to keep people from driving and parking in the yard. They are proposing to add about 120 sq. ft. of paving on the property, with a little additional paving in the right-of-way. The additional paving would put the property at 43.1% coverage.
- There are only two metal casement windows on the front of the house, which are the only windows visible from the front of the property. They propose to replace them with aluminum-clad wood casement windows.
- The photos show deterioration of the siding. There are also multiple roof leaks.
- The house is about 1.5' from the north property line.
- The existing siding has a 5" exposure; they are proposing to use smooth Hardie Plank with a 5" exposure.
- They propose Pella aluminum-clad wood windows for all the windows. They are planning to use white windows, white trim, and a blue painted siding to preserve the exterior look of the home.
- They originally thought that the rear portion of the house was the addition, and the front with the garage was the original structure. Through the interior remodel, they now believe the rear portion was the original 1950s structure. In the attic they could still see the original exterior elevation of the western gable. The original siding on the gable is not the same siding as the exterior of the home. There is not wall insulation anywhere in the home.
- They believe, based on construction practices and the types of windows, that the front of the house, including the garage, dining room, living room, and sun porch were added in the 1970s. A shower was added to the original bathroom, evidenced by a different type of sheathing. This was probably done in the 1990s.
- Commissioner Baroff asked what the fascia and soffit material will be. Mr. Nixon responded it will also be Hardie; they have coordinating products for the siding and trim.
- Commissioner Thurston commented that some of the current pictures of the soffits look like plywood. Mr. Nixon stated there is a mixture of products on the house and plywood soffits. Commissioner Thurston asked if the soffits will be one-piece. Mr. Nixon indicated they are planning to use spray foam insulation so they won't need soffit vents.

There were no public comments.

Commission Discussion:

- Commissioner Baroff is satisfied with the proposal for the siding. It is something that has been approved quite a few times.
- Commissioner Zorba agreed. He is familiar with the soffit material; it allows a modern day convenience to handle soffit venting.
- Commissioner Halford commented that there is really no waterproofing with the old siding. Replacing the siding with smooth Hardie makes sense and will not significantly impact the look of the home. It looks like it was originally a shotgun style house with later additions. So it is potentially not the original siding.
- Commissioner Dysart commented that she appreciates all the detailed drawings, and that they found 5” siding for an exact match.

The motion to approve Item 2a) as submitted was adopted by a vote of 6-0.

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Motion made by Karen Thurston to approve Item 2b) Replacement of existing windows, as submitted. **Second** by Taber Halford.

- Commissioner Halford asked for clarification on the front windows. He asked if they are the only casement windows that will be replaced with casement windows. Mr. Nixon confirmed that. There are other casement windows on the rear and the north side, but their proposal is to replace the others with single-hung windows on the other three sides of the property.
- Commissioner Baroff asked if they are replacing all the windows in the house. Mr. Nixon responded that is their plan. The existing windows are a variety of different materials; some have storm windows and some do not.
- Commissioner Thurston asked about the existing windows. Mr. Nixon explained that the original part of the house has a combination of wood windows and metal windows. The 1970s addition has metal casement windows.
- Commissioner Zorba noted that only the windows on the front are visible from the right-of-way.
- Commissioner Thurston asked about the front windows. Mr. Nixon explained they are circa 1970s metal casement, with eight lights, which they plan to match. They are planning white windows with blue siding.

There were no public comments.

Commission Discussion:

- Commissioner Zorba does not have an issue, especially replacing like for like in the front, and bringing all the rest of the windows to the same look.

- Commissioner Halford thinks it makes sense, especially with the aluminum-clad windows, which have been allowed on non-contributing structures. Metal casement windows sweat a lot in the winter and are hard to keep moisture off.

The motion to approve Item 2b) as submitted was adopted by a vote of 6-0.

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Motion by Mitch Baroff to approve Item 2c) Elimination of two exterior doors, as submitted. **Second** by Susan Ford.

- Commissioner Dysart asked about the doors being eliminated. Mr. Nixon explained that there is a place off the dining room where a new interior door can be installed to access the garage. The bedroom door is more of a security preference.
- Commissioner Zorba asked about the door in the sunroom. Mr. Nixon said the door to the sunroom will be shifted to the north and windows will be installed to line up with the two front windows.

There were no public comments.

Commission Discussion:

- Commissioner Thurston thinks it is wise to have the laundry room accessible from inside. It will be safer without the exterior door to the bedroom.
- Commissioner Zorba agreed.

The motion to approve Item 2c) as submitted was adopted by a vote of 6-0.

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Motion by Mitch Baroff to approve Item 2d) Enclosure of the existing sunroom, as submitted. **Second** by Karen Thurston.

- Commissioner Ford asked if the divided window near the sunroom will be kept in the same style. Mr. Nixon responded that the south-facing window will remain the same size but will be a one-over-one window.
- Commissioner Zorba read the Project Description from the staff report for this portion of the project.

There were no public comments.

Commission Discussion:

- Commissioner Baroff thinks making the sunroom part of the living room is logical. It is a good solution.
- Commissioner Zorba noted that it is in the back part of the structure.

The motion to approve Item 2d) as submitted was adopted by a vote of 6-0.

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Motion by Karen Thurston to approve Item 2e) Expansion of existing approach and driveway, as submitted. **Second** by Susan Ford.

- Joyce Green read the Project Description and the Issues and Considerations sections of the staff report.
- Commissioner Thurston commented that there is a single car garage, and the property originally had a single car approach to the garage. The driveway was added onto at some point and now goes to the front door.
- Mr. Nixon said they are requesting to maintain the existing width of the driveway that abuts the front porch and garage, and continue that width to the right-of-way. Photos show an arcing sweep driveway to the home, that was removed at some point. The previous owner had come to the Commission and received a Certification of Appropriateness to reconstruct the driveway, but the work was never completed. The assessors site shows the taper on the opposite side of the driveway from what exists. This is an attempt to correct the problem of cars driving over the sidewalk and grass or jumping the curb to hit existing paving. Bringing the width out to the street would allow cars to pull in and park side-by-side.
- Commissioner Thurston commented the Guidelines seem to be pretty clear that driveways shall be one car width, not to exceed 10', and may vary as it approaches a garage.
- Commissioner Zorba asked if there are adjacent properties with a wider driveway. Mr. Nixon responded that the property to the south has a single car approach. The property to the north has two curb cuts and a horseshoe driveway. The properties across the street to the west have two-car approaches.
- Mr. Nixon asked to postpone this item to a later date.

Motion by Susan Ford to postpone Item 2e) to a future meeting. **Second** by Jo Ann Dysart.

The motion to postpone Item 2e) to a future meeting was adopted by a vote of 6-0.

Jeanne Snider noted the 10-day waiting period before a building permit can be issued.

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3. (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF APPROPRIATENESS REQUEST FOR PROPERTY LOCATED AT 733 CHAUTAUQUA AVE. FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS.

Joyce Green presented the staff report:

- This is a circa 1950 non-contributing one-story, brick single dwelling, with an asphalt-covered, cross-gabled roof, and brick foundation. The windows are metal casement. The door is glazed paneled with a wood screen. The entry porch has a flat roof supported by wood supports. There is an integral, single-car garage on the north side with a wood, glazed paneled door. Decorative

details include wood on the gable ends, minimal eave overhang and a picture window on the porch. This house is non-contributing due to insufficient age.

- There have been no COA requests for this property.
- The property owners, unaware that the property was listed in the Chautauqua Historic District, began renovations on the exterior of the house. The applicants replaced all the original windows with vinyl windows, replaced the existing wood siding and associated trim with LP Smart materials, and a painted primer coat on the exterior brick.
- Staff visited the property in early August and issued a stop work order for the property. The applicant has now submitted an *ex post facto* COA request to retain the modifications performed. The owner proposes to keep the already installed vinyl windows and Smart materials. He also requested to be allowed to finish painting the brick exterior white.

Frank Sullivan III, 1100 E. Taylor Drive in Sallisaw, discussed the project:

- They did not understand that the property was in a historic district. When it was purchased, it was inadvertently left off of the disclosure statement. His daughter is currently living in the property, and his son may get an opportunity to live there some day as well.
- When the property was purchased, the inspection revealed many instances of water intrusion. They were told the windows had to be replaced; they were painted shut and none of them operated. There were gaps between some of the windows and the brick.
- They propose that the two front windows be replaced with aluminum-clad windows, and match the number of lights on the original window, and the same for the south facing window.
- The idea was to make the property more aesthetically pleasing and to harmonize with the neighborhood. They believe the brick was non-original. There was an addition to the house that extended a bedroom and it has a flat roof over it. The joists under that part of the bedroom run a different direction. The brick courses around that addition are uninterrupted.
- There are very few characteristics of this property that fit with the common characteristics that the historic district was created to preserve.
- They still have the shutters that were on the house. They will paint them and replace them on the house.
- The wood siding was extremely deteriorated and there were places where water was getting in the attic.
- They also want to paint the gutters and the downspouts black.

- Commissioner Zorba read the Guidelines regarding non-contributing structures. In addition, this is an *ex post facto* review which the Historic District Ordinance requires the Commission to review as if the work has not occurred.

Motion made by Karen Thurston to approve Item 3a) Replacement of exterior siding, soffit, and trim, as submitted. **Second** by Jo Ann Dysart.

- Commissioner Thurston noted the original circular venting over the garage; now it looks like there is no venting. Mr. Sullivan said they determined that the vent was not needed. They were not thinking about the need to match some of the

features aesthetically. He anticipates that is something they would need to rectify.

- Commissioner Dysart asked what the soffit material is. Mr. Sullivan responded it is Hardie plank.
- Commissioner Thurston commented that it looks like the grain side of the Hardie was used rather than the smooth side. Mr. Sullivan agreed.

There were no public comments.

Commission Discussion:

- Commissioner Zorba commented that the Commission generally requires the smooth side of Hardie. Commissioner Thurston asked if it would be possible to flip the product that has been applied. Commissioner Baroff did not think that would be possible since it is already on the house. He added that everything on this project is contrary to what the Commission would normally approve. Commissioner Ford commented that she has seen cases when smooth siding was put over historically grained siding. Commissioner Halford explained that over time smooth siding weathers and can look grained.
- Mr. Sullivan commented that part of the rationale for using textured siding was that it more closely represented what was being replaced.
- Commissioner Ford commented that when the Hardie is painted, the grain is going to be even less noticeable. Commissioner Baroff countered that it is the Commission's policy to use smooth siding.
- Commissioner Zorba commented that, of all the items that were submitted for consideration, the grained siding is the least of his worries.
- Mr. Sullivan asked about replacing the front-facing Hardie with smooth texture, and not replace the grained Hardie on the south, east, and north sides of the property. Commissioner Zorba commented that the sides would still be visible from the right-of-way.
- Mr. Sullivan asked that all of their items be postponed to the November meeting of the Commission.

Motion by Karen Thurston to postpone Items 3a)-3c) to the November 4 meeting at the request of the applicant. **Second** by Taber Halford.

The motion to postpone Items 3a), 3b), and 3c) to the November 4 meeting passed by a vote of 6-0.

- Commissioner Zorba noted the Commission has never approved vinyl windows, even on non-contributing structures, on the right-of-way facing sides of the structure.
- Ms. Snider noted that in other cases the applicants have been given up to 5 years to come into compliance because of the costs.
- Commissioner Halford noted the Commission has allowed replacement of vinyl windows with vinyl in the past, but not vinyl replacement for wood or other materials.
- Commissioner Zorba commented that they prefer the number of lights in replacement windows be similar to the original windows. Color is not a big issue for windows or trim.

- Commissioner Halford commented he couldn't tell if the concrete on the porch is already painted, but painted concrete is generally not allowed by the Guidelines. Mr. Sullivan thinks it is unpainted.
- Commissioner Halford commented that he would not be concerned with replacing the 20-light window on the rear with another 20-light window. Commissioner Zorba agreed.
- Commissioner Zorba commented that he didn't see other painted brick on the street.
- Mr. Sullivan, Jr. stated that 606 Chautauqua and 415 Chautauqua are painted and blend very well with everything around them.
- Commissioner Halford commented that the painted houses are from before the Historic District was established. At the previous meeting earlier this year, the Commission discussed a new house proposed to be built in the Chautauqua District, and were adamant that the new construction could not have painted white brick, so the applicants changed the proposed finish for the house.
- Commissioner Zorba does not know of any instances where the Commission has allowed brick to be painted. Commissioner Ford asked what the process would be to remove the paint. Commissioner Halford noted that sand-blasting is not allowed. Ms. Snider indicated that Ms. Starr had said Old Home Rescue contractors out of Oklahoma City may have a technique/product that will remove paint from brick.
- Commissioner Thurston commented that the brick on this house is actually historic brick, called wire-scratched brick. It is hard to find.
- Mr. Sullivan, Jr. commented that they appreciate the historic features of the area. They will explore what their options are.

REPORTS/UPDATES

4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE SEPTEMBER 9, 2024.
 - 549 S. Lahoma Ave. – no update.
 - 514 Miller Ave. – no update.
 - 904 Classen Ave. – Commissioner Halford noted the owner has stripped the whole front of the house, so you can now see the columns.
 - 607-609 D. Lahoma Ave. – Owner states they are waiting on Restor to start the windows.
 - 425 Chautauqua Ave. – Work ongoing.
 - 626 Tulsa St. – Work has not started. Owners considering an amendment to COA.
 - 712 Miller Ave. – Applicant is coordinating with their contractor.
 - 423 S. Lahoma Ave. – Work is complete.
 - 444 College Ave. – Work has started.
 - 485 College Ave. – no update.
 - 1320 Oklahoma Ave. – Building permit issued. Applicant may return.
 - 515 Miller Ave. – Commissioner Halford reported they completed the concrete in the back area so his son can now play basketball.
 - 505 Chautauqua Ave. – Applicant has submitted demo permit.
 - 800 Miller Ave. – Administrative Bypass issued for installation of rear yard fence.

5. DISCUSSION OF PROGRESS REPORT REGARDING FY 2024-2025 CLG GRANT PROJECTS.

- No discussion.

DISCUSSION

MISCELLANEOUS COMMENTS

- Ms. Snider reported she is working with Ms. Starr on some changes to the ordinance to do some updating.
- Commissioner Halford asked if the State Preservation Society has more to say about issues on non-contributing structures with lots of historic character.
- Ms. Green reported that C.A.M.P. will be November 7 and 14.
- Ms. Green reported they are in the process of getting a new ownership list in order to send out postcards in the next few weeks.

ADJOURNMENT

The meeting adjourned at 7:31 p.m.

Passed and approved this _____ day of _____, 2024.

Michael Zorba, Chair