



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, April 03, 2023 at 5:30 PM

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## MINUTES

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

Chair Emily Wilkins called the meeting to order at 5:31p.m.

### A. Roll Call

#### PRESENT

Commissioner - Vice Chair Barrett Williamson  
Commission - Chair Emily Wilkins  
Commissioner Mitch Baroff  
Commissioner Michael Zorba  
Commissioner Sarah Brewer

#### ABSENT

Commissioner Aaron Brooks  
Commissioner Brent Swift  
Commissioner Shavonne Evans  
Commissioner Taber Halford

A quorum was present.

#### STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney  
Whitney Kline, Administrative Technician III

#### GUESTS

Paul I. Johnston, 511 Shawnee St., Norman, OK  
Nancy Yoch, 617 Okmulgee St., Norman, OK

### B. Minutes

1. Approval of the Minutes from the March 6, 2023 Regular Meeting

**Motion** by Barrett Williamson for approval of the minutes from the March 6, 2023 regular meeting; **Second** by Michael Zorba.

***The motion was passed unanimously with a vote of 5-0. Minutes from the previous meeting were approved.***

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### **C. Certificates of Appropriateness Requests.**

**2. HD (23-07) Consideration of Certificate of Appropriateness requests located at 607- 609 S Lahoma Avenue for the following proposed work:**

**a. Replacement of original wood windows with vinyl windows.**

Anais Starr stated that the applicant notified her she has been unable to do research for the windows due to family illness and wished to ask for a postponement.

**Motion** by Barrett Williamson to postpone HD 23-07 till next month's meeting; **Second** by Sarah Brewer.

***The motion was passed unanimously with a vote of 5-0. This item has been postponed to the next meeting.***

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**3. HD (23-13) Consideration of Certificate of Appropriateness requests at 509 Shawnee Street. for the following proposed work:**

**a. Replace rear window with a set of French doors and stairs;**

**Motion** by Mitch Baroff to approve Item 3a. Replace rear window with a set of French doors and stairs, as submitted; **Second** by Barrett Williamson.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Most properties of Southridge are not on the Sanborn map as with this address.
- There have been no COAs submitted for the property.
- The guidelines states that the rear of a structure is held at a lesser standard and is where modern day conveniences are to be located.

There was no applicant presentation.

Public Comments:

- Paul Johnston, 511 Shawnee St., states he has lived next to the applicant property for 43 years.
- Mr. Johnston stated that the west and the east additions were added to the home in the 1960s by Fred Shellabarger, the original architect for the structure.

Commission Discussion:

- Barrett Williamson stated that the request is on the rear of the house and indicates the Guidelines allow for the request.

***There being no further discussion, a vote on the motion was taken. The motion passed 5-0.***

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**b. Replace wood front door with a replacement door with lites;**

**Motion** by Barrett Williamson to approve Item 3b. Replace wood front door with a replacement door with lites, as submitted; **Second** by Sarah Brewer.

Anais Starr presented a staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Applicant would like to replace the front door to allow more light into the entryway.
- The applicant has submitted 4 different style doors.
- The Guidelines state to preserve the original wood doors of the house and the replacement doors are to be wood doors unless other materials were documented for the historic.
- Commissioner Brewer clarified that it looks like the condition of the current door is in good condition. Ms. Starr agreed with that.

The property owner, Bill Hutcheson and Angela, discussed the project:

- Angela stated that they did pick out one wood door with 9 lites that would match up to the 3 small windows on each side of the door.

Public Comment:

- Nancy Yoch, 617 Okmulgee St, stated that they worked hard to get Southridge to be a historic district and you cannot start chipping away at the historic elements of the houses.
- Paul Johnston stated that the door on this house has been there for 94 years and has no deterioration that he can tell.
- Mr. Johnston also stated that this is the last original screen door in the district.

Commission Discussion:

- Commissioner Williamson stated that he is a hard no and that this house and front door are original and that we need to preserve that.
- Commissioner Brewer and Zorba fully agree with Commissioner Williamson.

***There being no other further discussion, a vote on the motion was taken. The motion was denied 0-5.***

**c. Replace side exterior doors with alternative material doors.**

**Motion** by Sarah Brewer to approve Item 3c. Replace side exterior doors with alternative material doors, as submitted; **Second** by Michael Zorba.

Anais Starr presented a staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.

- The applicant is wanting the side doors on the first and second floor to match.

The property owner, Bill Hutcheson, discussed the project:

- Mr. Hutcheson stated that they went with the proposed doors they are proposing is because wood is expensive and steel is more affordable.

Public Comment:

- Mr. Johnston stated that when they changed the sunroom into a room they built the doors and that was from the 1960s.
- Mr. Johnston also stated that this is the most exposed part of the house besides the front of the house.

Commission Discussion:

- Commissioner Brewer stated that because this side of the house is very exposed to one streetscape we need to keep them original.
- Commissioner Zorba agreed with Commissioner Brewer.
- Commissioner Williamson stated that the second floor door looks true divided and would not want replacement of that.

***There being no other further discussion, a vote on the motion was taken. The motion was denied 0-5.***

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**D. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since March 6, 2023.**

- 518 Chautauqua Ave: Work is nearing completion. No exterior progress apparent since March meeting. Swimming pool installed.
- 518 S Lahoma: Demolition of the non-original addition is complete. Greenhouse has been removed. The construction of the new addition is almost complete.
- 549 S Lahoma: BOA heard appeal, postponed to March 24, 2022, postponed again to April 28, 2022. Postponed to May 25, 2022. Applicant has replaced windows as per issued COAs. Oklahoma Supreme Court issues a ruling earlier this month regarding applicants request. Appeal made in court system, decision pending. Hearing set for May 16, 2023 at 1:30 p.m.
- 506 S Lahoma Ave: Construction continues.
- 434 College Ave: Work nearing completion. No exterior progress apparent since the March meeting.
- 434 College Ave: Work nearing completion. No progress since February meeting.
- 720 S Lahoma Ave: Work as not yet started. Building permit for interior work issued. No exterior progress apparent since the March meeting.
- 610 Miller Ave: Work has not started. Flat top roof installed. Property owner is addressing the leaning chimney prior to rebuilding the parapet wall. No change since the March meeting.
- 412 Chautauqua Ave: Work has not started.
- 514 Miller Ave: No change since March meeting. Work has not started.
- 640 E Boyd St: Work in progress. Removal of metal siding complete. Cement siding almost completely installed. Carport removed.

- 617 Chautauqua Ave: Work has no started.
- 904 Miller Ave: In the process of applying for demo permit.

**Administrative Bypass issued since March 6, 2023:**

- 633 Chautauqua Ave: Expansion of existing deck – still under 300 sq. ft.
- 503 S Crawford: Installation of 4’ fence in side yard and installation of 5’ fence in rear yard.
- 425 Chautauqua Ave: Installation of 4’ wrought iron fence and 4’ wood fence – both in side yard.
- 407 Chautauqua Ave: Installation of 6’ rear yard.

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**E. Miscellaneous comments of the Historic District Commission and City Staff.**

- Anais Starr mentioned that Brent Swift let us know over the weekend that he will no longer be able to serve on the Historic District Commission.

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**F. Adjournment**

**The meeting was adjourned at 6:35 p.m.**

**Passed and approved this \_\_\_\_\_ th day of \_\_\_\_\_, 2023.**

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Emily Wilkins, Chair  
Historic District Commission