



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, January 08, 2024 at 5:30 PM

---

## 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, relation, 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 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

Chair Emily Wilkins called the meeting to order at 5:30 p.m.

### ROLL CALL

#### PRESENT

Commission - Chair Emily Wilkins  
Commissioner Mitch Baroff  
Commissioner Michael Zorba  
Commissioner Taber Halford  
Commissioner Sarah Brewer  
Commissioner Jo Ann Dysart  
Commissioner Karen Thurston

\*Commissioner Michael Zorba arrived at 5:33 p.m.

#### ABSENT

Commissioner - Vice Chair Barrett Williamson

A quorum was present.

#### STAFF PRESENT

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

#### GUESTS

Robert Fightmaster, 12513 Shire Lane, OKC, OK  
Lloyd Bumm, 610 Miller Ave, Norman, OK

## MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF DECEMBER 4, 2023.

**Motion** by Sarah Brewer for approval of the minutes from the December 4, 2023 regular meeting; **Second** by Taber Halford.

***The motion was passed unanimously with a vote of 6-0. Minutes from the previous meeting were approved.***

## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 23-44) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 425 S LAHOMA AVENUE FOR AN ADDITION ON THE REAR OF THE STRUCTURE.

Commissioner Sarah Brewer recused herself from this item.

Anais Starr presented the staff report:

- Ms. Starr stated that this is a contributing structure in the Chautauqua District.
- She also stated the applicants want to preserve the large tree in the backyard, and maintain the kitchen windows.
- The proposed design tries to address these issues by bumping out the south wall on the proposed addition from the existing house.
- Ms. Starr stated that while the addition meets Preservation Guidelines for size, the bump out will make it appear wider than the house. The bumped out addition will be clearly visible from the front right-of-way.

Cameron Brewer, property owner, discussed the project:

- Mr. Brewer stated that the plans for the proposed addition had not changed significantly from those reviewed by the Commission during the feedback session at the December meeting.
- However, he did want to address Commissioner Halford's question about the cut-in on the roof between the existing house and the proposed addition. He stated that the original intent of the cut-in on the roof was to match the bump out.
- Mr. Brewer stated that they tried several different ideas, such as, removing the eave all together, and it didn't look right. Therefore, the roof cut-in will remain the same as previously shown.

There were no public comments.

## Commission Discussion:

- Chair Emily Wilkins stated that in the December meeting she felt like the Commissioners agreed that this addition was a good option and met the spirit of the *Preservation Guidelines*. She asked if the Commissioners still had the same opinions of the proposed addition.
- Commissioners found that while the proposed addition did have a bump out and was visible from the street, the design allowed for the retention of heritage tree in the backyard and allowed the homeowners to keep windows facing the rear yard.
- Commissioner Baroff stated that he was one of the commissioners that voted against the addition at the property located at 506 S Lahoma. However, he feels better about this addition because it is smaller and behind a fence.

**Motion** by Mitch Baroff to approve (HD 23-44) addition on the rear of the structure, as submitted; **Second** by Karen Thurston.

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

3. (HD 23-45) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN AMENDMENT TO A CERTIFICATE OF APPROPRIATENESS (HD 23-31) FOR THE PROPERTY LOCATED AT 606 MILLER AVENUE TO: 1) REPLACE EXTERIOR SIDING ON THE HOUSE AND GARAGE WITH WOOD SHIPLAP SIDING; 2) RECONSTRUCT THE NON-ORIGINAL FRONT PORCH WITH WOOD COLUMNS AND A METAL ROOF AS SHOWN ON SUBMITTED DRAWINGS.

Anais Starr presented the staff report:

- Ms. Starr stated that this structure is a non-contributing two-story structure.
- Ms. Starr mentioned that in October of 2023, a Certificate of Appropriateness was issued to replace the exterior siding on the house and garage. The COA stated that the applicant would replace the existing cement shingle siding on the home with either wood lap siding, or cement fiber board siding. However, when Ms. Starr visited the property in December, wood shiplap siding was being installed on exterior of the house.
- Due to the siding not being the correct type, she issued a stop work order in December, and contacted the property owner.
  - Ms. Starr explained that wood shiplap siding is not a typical material seen in the Miller Historic District, more typical for the District would be wood lap siding. Consequently she issued the stop work order and worked with the applicant to submit the amendment request that is before the Commission tonight.

Robert Fightmaster, property owner, discussed the project:

- Mr. Fightmaster explained that he thought that he would be able to use a wood substitute as long as it was smooth finish.
- He explained that he doesn't like the look of hardy board as much, and thought that wood shiplap would give the property a more historic look.

## Public Comments:

- Lloyd Bumm spoke and said that this siding wouldn't match the rest of the Miller District.

## Commission Discussion:

- Commissioner Brewer stated that she appreciates the fact that the applicant had chosen wooden siding. However, since it was wood shiplap, and not lap siding, it would not be compatible with the rest of the neighborhood.
- Commissioners Zorba and Brewer feel like even though this property is non-contributing, it still needs to be compatible with the rest of the neighborhood.

**Motion** by Sarah Brewer to approve item 1) replace the exterior siding on the house and garage with wood shiplap siding, as submitted; **Second** by Michael Zorba.

***This motion was denied with a vote of 0-7.***

**Motion** by Sarah Brewer to approve item 2) reconstruct the non-original front porch with wood columns and a metal roof as shown on submitted drawings, as submitted; **Second** by Taber Halford.

***This motion was approved unanimously with a vote of 7-0.***

## REPORTS/UPDATES

### 4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE DECEMBER 4, 2023.

- 904 Miller Ave: Construction complete.
- 518 Chautauqua Ave: Construction is complete. Staff is working to schedule a time for final pictures.
- 549 S Lahoma: In court system appeals process.
- 506 S Lahoma Ave: Construction continues. Scheduling a time with the applicant to take pictures.
- 610 Miller Ave: Custom roof material was delivered last week and installation will begin soon.
- 514 Miller Ave: Work has not started.
- 904 Classen Ave: Work has not started.
- 607-609 S Lahoma: Work has not started.
- 518 Shawnee: Windows ordered.
- 521 Miller Ave: Windows installed.
- 700 Chautauqua Ave: Work has not started.
- 712 Miller Ave: Will return in February with a revised garage door request.
- 633 Okmulgee: Work on the garage door completed.

Administrative Bypass:

- 515 Miller Ave - Installation of small deck in rear yard.
- 700 Chautauqua Ave - Removal of non-original metal siding and repair/restoration of wood siding underneath.
- 930 Miller Ave - Replacement of front concrete porch floor.

5. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2023-2024 CLG GRANT PROJECTS.

**2022-2023 Certified Local Government Grant Funds Budget**

<b>PROJECT 1:</b>	Educational Training	\$2,700
<b>PROJECT 2:</b>	Memberships Dues for NAPC	\$150
<b>PROJECT 3:</b>	Historic Tour Expansion	\$1,725
<b>PROJECT 4:</b>	Historic Tour App Maintenance	\$2,000
	& Maintenance	\$3,725
<b>PROJECT 5:</b>	Windows & Wall Workshop	\$10,000 \$6,500 expended
<b>PROJECT 6:</b>	Quarterly Education Postcard	\$1,800 Approx. \$700

**MISCELLANEOUS COMMENTS**

Chair Emily Wilkins stated that this would be her last Historic District meeting.

**ADJOURNMENT**

The meeting was adjourned at 6:48 p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_