

**HISTORIC DISTRICT COMMISSION
MINUTES OF**

April 6, 2015

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on April 6, 2015, at 6:30 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.

Chair Neil Robinson called the meeting to order at 6:30 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Cameron Brewer
 Anna Eddings
 Bill Hickman
 Russell Kaplan
 Loy Macari
 Chesley Potts
 Neil Robinson
 Scott Williams

MEMBERS ABSENT: David John

STAFF MEMBER PRESENT: Anaís Starr, Planner II
 Jolana McCart, Admin Tech IV

Item No. 2, being: Approval of the Agenda.

Motion by S Williams for approval of the Agenda; **Second** by C Brewer. All approve.

Item No. 3, being: Approval of Minutes from the March 2, 2015 Regular Meeting.

Motion by A Eddings for approval; **Second** by B Hickman. All approve.

Item No. 4, being: Staff report on active Certificate of Appropriateness since March 2, 2015 and consideration of six month extension requests.

- 549 S Lahoma – Litigation is pending. City Attorney and Plaintiff attorney are meeting with the judge of clarification.
- 410 Peters – Moving company is waiting on weather and contractor schedule to lower the house.
- 322 Alameda – Owner plans to begin the window replacement late summer/fall of this year to bring the windows into compliance.
- 727 Chautauqua – Owner is hoping to begin the driveway project when the students are gone at the end of the semester.
- 621 Chautauqua – Grasscrete parking installed. Front porch column project completed. The new garage plans are being designed.
- 434 Chautauqua – The front porch work is halted, waiting on decision of homeowners regarding front façade.

- 635 S Lahoma – The railing has been fabricated, but was painted the wrong color. Repainting.
- 408 Chautauqua – Work has not begun on the rear basement access.
- 645 S Lahoma – Work has not begun.
- 648 S Lahoma – Parking pad and installation of the storm windows are complete.
- 415 S Lahoma – New windows have been installed. Front porch alterations have begun. Owner looking for doors.
- 415 ½ S Lahoma – No change. Main house project being done first.
- 428 Chautauqua – Relocation of house and exterior project has not begun.
- 432 Chautauqua – Construction of an infill house has not begun.

No requests for 6 month extensions.

Item No. 5, being: Report on projects approved by Administrative Bypass since March 2, 2015.

There were none issued.

Item No. 6, Staff Report on CLG funded projects, consideration of the adjustments made to the FY2014-2015 Grant, and consideration of FY2015-2016 Application for funds with the Oklahoma State Historic Preservation Office as part of the CLG program.

The consultant is preparing a draft of the Southridge survey to be submitted to the SHPO by April 10th. Southridge Homeowners will be holding a meeting on April 21.

A revision to the FY 2014-2015 CLG Grant was presented to the Commission for their approval. The revision will need City Council approval also in April. (See attached).

Motion by R Kaplan for approval; **Second** by B Hickman. All approve.

The FY 2015-2016 CLG Grant application must be approved by City Council in April and submitted to the SHPO by May 1st. (See attached.)

Motion by B Hickman for approval as presented, with the exception of \$500 being added for a Chautauqua/Miller neighborhood informational mail-out; **Second** by R Kaplan. All approve.

Item No. 7, being: Discussion of Historic Preservation Guidelines regarding above ground storm shelters.

After discussion, the Commission was in agreement that above ground storm shelters should be reviewed by the Commission and standards will need to be added to the Guidelines when the document is revised.

Until that time, the following current standards will be used in reviewing above ground storm shelters:

Section 2.1 Site and Landscape. (Much the same as swimming pools are reviewed.)
Section 2.3 Garages & Accessory Structures and
Section 1.4 Secretary of Interior Standards for Rehabilitation

Item No. 8, being: Miscellaneous Comments.

The City of Norman received notice from the SHPO that the 2015 State Historic Officer's Citation of Merit is being given for the co-sponsorship of the 2014 Oklahoma State Historic Preservation Conference which was held in Norman last June. Chair Robinson was asked to attend the State Conference in Bartlesville to accept this award.

Item No. 9, being: Adjournment.

The meeting was adjourned at 7:50 p.m.

Passed and approved this 4th day of May 2015.



Neil Robinson, Chair

Date: April 6, 2015

To: Historic District Commissioners

From: Anaïs Starr, Historic Preservation Officer

Subject: Consideration of revising the FY 2014-2015 Certified Local Government Program (CLG) Funds with the Oklahoma State Historic Preservation Office.

Background: Staff budgeted \$15, 000 to commission a historic survey of the Southridge Survey to help the neighborhood become a local designated historic district. The contract with the consultant, Architectural Resources & Community Heritage Consulting, came in at \$13,959, leaving a balance of \$1,041 that can be reallocated for other SHPO-approved preservation activities. Staff proposes to reallocate the remaining funds from 2014-2015 to do the following project:

Current Project Proposals For FY 2014-15

FY 2014-15 CLG projects:

Southridge Addition Historic Survey (ongoing)	\$13,959
TOTAL ALLOCATED	\$15,000

Revised Project Proposals For FY 2014-15 (current year's budget)

Project description	Amount
Proposed revision: Travel to State Conference - HPO Send Historic Preservation Officer to SHPO Annual Conference June 3-5, 2015 in Bartlesville, OK. CLG funds would pay for registration, lodging, and travel. SHPO would approve this expenditure	\$ 500
Southridge Survey	\$13, 959
Subtotal	\$14, 459
Total Allocation	\$15,000
Unspent funds(will be returned to SHPO)	\$541

The remaining \$541 that is not spent will be returned to the SHPO, unless the Commission has project they desire to fund.

Action required:

Approve the revision of the FY 2014-2015 Certified Local Government Program Funds to include the reallocation of \$500 for the travel, lodging and registration for staff to attend the Oklahoma State Preservation Conference.

Date: April 6, 2015

To: Historic District Commissioners

From: Anaïs Starr, Historic Preservation Officer

Subject: Consideration of the FY 2015-2016 Application for Funds with the Oklahoma State Historic Preservation Office as part of the Certified Local Governments Program for Oklahoma.

Proposed 2015-2016 CLG projects and budget include the following:

Background: The Oklahoma State Historic Preservation has notified the City of Norman that it is entitled to apply for \$15,000 in CLG grant funds for the FY 2015-2016. Staff is seeking approval from the Commissioners regarding proposed projects for the CLG grant funds. Here is a list of proposed projects:

<i>Project</i>	Amount
Travel to State Conference – Staff Send Historic Preservation Officer to SHPO Annual Conference in June 2016 in Enid, OK. CLG funds would pay for registration, lodging, and travel.	\$500
Travel to State Conference – Commissioners Send interested Historic District Commissioner(s) to SHPO Annual Conference in Enid, OK in June 2016. CLG funds would pay for registration, lodging, and travel.	\$500 Per Commissioner
Material, Printing and Mailing expenses associated with designation of Southrdige Historic District- postcards mailed to both potential historic district home owners and to the notification area	\$500
Conduct a Survey – 900 Block of Timberdell Avenue (Wetzler Addition) - Provides baseline information which would help home owners with future actions such as nominations to the National Registry of Historic Places as well as provides documentation of this unique chapter of architectural history in Norman in case of demolition or change.	\$3,000
Old House Classes in Spring 2016 Conduct a series of classes, each being 2-3 hour in length, addressing such topics as what not to do to the exterior	\$5,000

of a historic home (Don't bungle that bungalow), architectural terminology, energy saving maintenance, and windows 101. Not hands on, but would be displays and handouts for homeowners.	
Historic Homes Seminar in Fall 2015: Conduct a two day seminars on historic district topics regarding historic home repairs and issues. Topics: greening your historic home – appropriate historic energy efficiency, appropriate infill design, appropriate addition. Not hands on, but would be displays and handouts, educational opportunity for professionals and residents alike.	\$5,000
TOTAL (not to exceed \$15,000)=	\$14,500

Action required:

Approve/reject proposed CLG 2015-2016 Application for Funds with the Oklahoma State Historic Preservation Office as part of the Certified Local Government Program in the amount of \$14,500. CLG funds will be available July 1, 2015.