

**HISTORIC DISTRICT COMMISSION
MINUTES OF**

May 4, 2015

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on May 4, 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.

Co-Chair Scott Williams called the meeting to order at 6:35 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Cameron Brewer
Anna Eddings
Bill Hickman
David John
Russell Kaplan
Chesley Potts
Neil Robinson*
Scott Williams

MEMBERS ABSENT: Loy Macari

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

GUESTS: Greg Jungman
Mark Krittenbrink

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

A Starr requested that items 4 and 5 be moved to the end of the Agenda.

Motion by D John for approval of the Agenda as amended; **Second** by C Potts. All approve.

Item No. 3, being: Approval of Minutes from the April 6, 2015 Regular Meeting.

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

Item No. 4, being: (HD Case 15-07) Consideration of a request for a Certificate of Appropriateness for the installation of an 8 foot rear yard fence for property located at 642 S. Lahoma Avenue.

A Starr gave the staff report; Greg Jungman was present to answer questions.

*Neil Robinson arrived at 6:45.

The applicant stated that they were undecided on the height of the fence due to input from the neighbors. What they were sure about wanting is a fence of up to 7 ½ feet on the south elevation, from the back corner of the garage to the neighbors connecting fence, in a style that was acceptable to the Commission.

After Commission discussion, due to the way the fence would have to curve around the deck, thus bringing it past the back of the house, the NE corner of the fence could not exceed 6 foot.

Motion by C Brewer for approval of an 8 foot fence as submitted; with the NE corner tapering to no more than 6 feet past the back corner of the house and the south elevation may be up to 7 ½ feet; **Second** by R Kaplan. All approve.

Any changes from the approved 8 foot height will need to come back to the Commission.

- *Due to a conflict of interest, C Potts recused herself from the rest of the items.*

Item No. 5, being: (HD Case 15-02a) Consideration of an amendment to a Certificate of Appropriateness for the installation of a front yard parking pad and for revisions to the window configurations on the west and south elevations of the primary structure for property located at 432 Chautauqua Avenue. The Historic District Commission approved a COA for relocating the current structure from Lots 7 and 8 Block 1 of Ross's Addition to Lot 7 Block 1 of Ross's Addition at the December 1, 2015 meeting and Lot 8 will be addressed as 432 Chautauqua.

A Starr gave the staff report; Mark Krittenbrink was present to answer questions.

The applicant wishes to change the lower west elevation double windows to a triple window and to change a square single window on the south elevation to an oval stained glass window.

Motion by R Kaplan to approve the window revisions as submitted; **Second** by N Robinson. All approve.

The applicant is also requesting to add a front yard parking pad.

It was pointed out by staff that even though the applicant had received a variance from the Board of Adjustment, the site plan that was approved was a different one than the one being presented to the Commission. And the BOA approval had no bearing on the application that was being presented to the Commission.

C Brewer stated that he was sympathetic to the convenience request, but that based on the Guidelines he could not be in favor of the application as submitted.

A Eddings said that the presented design was in violation of 2.4.1 of the Guidelines.

(The Historic Preservation Handbook addresses the issue in 2.4 Guidelines for Sidewalks, Driveways, and Off-Street Parking with the following:

.1 Driveway Location. In historic districts, residential driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located near the property line on one side of the house.)

S Williams said that he felt the Commission would be setting a precedent if the application was approved. He said that the house could have been designed differently to allow for appropriate parking.

R Kaplan said that he had to echo the sentiments of the other Commissioners.

N Robinson said that he recalled when drafting the Guidelines that driveways would be on the property lines to the back of the house. He said there wasn't any leeway for convenience.

D John stated that according to the Guidelines, the proposed drive was not appropriate.

B Hickman agreed with the previous comments.

Motion by D John to deny the application for the front yard parking pad as submitted based on the Guidelines as discussed; **Second** by C Brewer. All approve.

Item No. 6, (HD Case 15-08) Consideration of a request for a Certificate of Appropriateness to construct a garage and a parking pad in the rear yard and to install a 6 foot wood fence in the side yards for property located at 432 Chautauqua Avenue. The Historic District Commission approved a COA for relocating the current structure from Lots 7 and 8 Block 1 of Ross's Addition to Lot 7 Block 1 of Ross's Addition at the December 1, 2015 meeting and Lot 8 will be addressed as 432 Chautauqua.

A Starr gave the staff report; Mark Krittenbrink was present to answer questions.

Motion by B Hickman for approval of the 6 foot wood fence as submitted; **Second** by N Robinson. All approve

The applicant stated that he was seeking a four car parking pad with a 2 car garage. The garage would be lower in elevation than the house and be made of materials matching the house.

Motion by D John for approval of the garage and parking pad as submitted; **Second** by A Eddings. All approve.

Item No. 7, being: (HD Case 15-09) Consideration of a request for a Certificate of Appropriateness to construct a garage and a parking pad in the rear yard and to install a 6 foot wood fence in the side yards for property located at 428 Chautauqua Avenue. The Historic District Commission approved a COA for relocating the current structure from Lots 7 and 8 Block 1 of Ross's Addition to Lot 7 Block 1 of Ross's Addition at the December 1, 2015 meeting and the new location will be addressed as 428 Chautauqua.

A Starr gave the staff report; Mark Krittenbrink was present to answer questions.

Motion by C Brewer for approval of the 6 foot wood fence as submitted; **Second** by N Robinson. All approve.

Motion by B Hickman for approval of the garage and parking pad as submitted; **Second** by A Eddings. All approve.

Mr. Krittenbrink asked for feedback on a project that he will be presenting at the June meeting. This project was not listed on the Agenda and thus could not be discussed at the meeting.

Item No. 8, being: Staff report on active Certificate of Appropriateness since April 6, 2015 and consideration of six month extension requests.

Updates on approved active Certificates of Appropriateness:

- **549 S Lahoma** – Litigation regarding the denial of removal of windows is pending in District Court. Plaintiff and city attorney are still working on submitting a joint request to the judge for a clarification of the judge’s prior ruling which stayed the matter until it could be heard by the Board of Adjustment.
- **410 Peters** – Basement renovations were completed and the house was lowered back onto its foundation mid-April.
- **322 Alameda** – Owner plans to begin the window replacement late summer/fall of this year to bring the windows into compliance.
- **727 Chautauqua** – Applicant is hoping to begin the driveway realignment project after the university semester is over.
- **621 Chautauqua** - The new garage plans are being designed and will submit for a COA once complete.
- **434 Chautauqua** –The front porch work has been completed, however, the installation of columns was not part of the approved COA. Staff will make contact with architect to let them know that the change must come back to the Historic District Commission.
- **635 S Lahoma** – The railing is scheduled to be installed the second week of May.
- **408 Chautauqua** – Work has not begun on the rear basement access. Applicant is waiting till summer.
- **645 S Lahoma** –Owners are waiting till summer to start the fence project, once OU is out of school.
- **648 S Lahoma** – All COA’s are complete.
- **415 S Lahoma** – New windows are installed on the primary structure. Front porch alterations have started. Owner has submitted door for staff review which staff has approved.
- **415 ½ Lahoma** – The applicant is working on cleaning up the property and getting bids for demolition of additions to structure.
- **717 W Boyd** – Replacement of two sets of windows on the rear of the structure has not started.
- **428 Chautauqua** –Building permit application to move structure to new lot has been submitted. However, the building permit is on hold until adequate parking is approved by the Historic District Commission for the site.

- **432 Chautauqua** – Building permit application to construct infill structure has been submitted. However, the building permit is on hold until adequate parking is approved by the Historic District Commission for the site.

There were no extensions requested.

Item No. 9, being: Staff report on projects approved by Administrative Bypass since April 6, 2015.

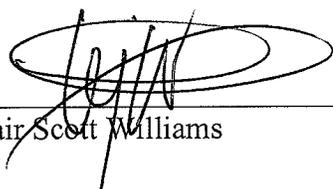
There were none.

Item No. 10, being: Announcements

A Starr stated that the draft of the Southridge Historic Survey had been submitted to the State Historic Preservation Office. She had spoken to the Southridge homeowners at a neighborhood meeting on April 21st. The 2015-2016 CLG Grant has been submitted.

The meeting was adjourned at 8:45 p.m.

Passed and approved this 6th day of July 2015.



Co-Chair Scott Williams