

**HISTORIC DISTRICT COMMISSION
MINUTES OF**

March 7, 2016

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on March 7, 2016, 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 David John called the meeting to order at 6:30 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Anna Eddings
 Jim Gasaway
 Bill Hickman
 David John
 Russell Kaplan
 Loy Macari
 Chesley Potts
 Scott Williams

MEMBERS ABSENT: Cameron Brewer

STAFF MEMBERS PRESENT: Anaís Starr, Planner II
 Jolana McCart, Admin Tech IV
 Jeanne Snider, Assistant City Attorney

GUESTS: See attached.

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

Motion by B Hickman for approval of the Agenda; **Second** by J Gassaway. All approve.

Item No. 3, being: Approval of Minutes from the February 1, 2016 Regular Meeting.

Motion by C Potts for approval of the minutes; **Second** by R Kaplan. All approve.

Item No. 4, being: Briefing by the City Attorney Office regarding Open Meetings Act and the conducting of public hearings before the Historic District Commission.

Jeanne Snider, Assistant City Attorney, stated that the Legal Department addresses the Boards and Commissions from time to time concerning the Open Meetings Act etc. She said that the HD Commission was different from other commissions as they are a quasi- judicial body, not an advisory commission. The City encourages public inclusion by following the Open Meetings Act. She reminded the Commission that a meeting can be physical or electronic. Never respond with “reply to all” and any time 5 members of the Commission are in attendance it is considered a meeting.

Item No. 5, being: (HD Case 16-03) Consideration of a request for a Certificate of Appropriateness for the installation of an addition on the rear of the primary structure which includes the removal of a shed roof on a non-original addition for the property located at 413 S Lahoma.

A Starr gave the staff report; Rex Moore, applicant, was present to answer questions.

S Williams asked if the false window on the north elevation could be moved more to the center of the proposed addition. Mike Pierce, builder for the applicant, said that would not be an issue.

B Hickman stated that the application showed nice form, scale, size and features. He could support the application.

A Eddings agreed with Commission Member Hickman and said that the application meets the Guidelines.

Motion by S William for approval of the application as submitted, but with the north elevation false window being centered on the addition; **Second** by B Hickman. All approve.

Item No. 6, being: (HD Case 16-04) Consideration of a request for a Certificate of Appropriateness for the demolition of a garage for the property located at 729 S Lahoma. (A demo request had come before the Commission in 2005 and 2010, with both requests having been denied. Staff approval for demolition at this time was given due to the deterioration of the garage, partly due to past ownership neglect and partly due to current winter damage.)

A Starr gave the staff report; Steve McDaniel, applicant, was present to answer questions.

Due to questions from the Commission, it was clarified that the concrete could be removed without coming back to the Commission, but other additions, like a fence, would require Commission approval.. A like-for-like garage could also not be constructed without coming before the Commission. The applicant could use the concrete for a parking pad, but no backyard parking would be allowed.

C Potts said that it was sad that the garage had been neglected by previous owners, thus allowing the garage to deteriorate beyond repair.

Motion by B Hickman for approval as submitted; **Second** by C Potts. All approve.

Item No. 7 being: Staff report on active Certificate of Appropriateness since February 1, 2016 and consideration of six month extension requests.

- 549 S Lahoma – Pretrial hearing was held on February 16, 2016; Bench Trial is scheduled for June 23, 24, and 27.
- 410 Peters – Foundation walls for the second floor addition have been poured.
- 415 ½ S Lahoma – Removal of addition complete. Applicant will be leaving the original door and window configuration as is.

- 428 Chautauqua – Relocation complete. Modifications have not begun.
- 432 Chautauqua – Applicant may be returning to the Commission for window modification and for shutter application.
- 642 Chautauqua – Work has not begun.
- 311 E Keith – Framing complete and walls have started.
- 506 S Lahoma – Project has not begun.
- 710 S Lahoma – Parking/patio has not begun.
- 717 W Boyd – Project has not begun but applicant may be returning to the Commission with fencing revision.

There were no 6 month extension requests.

Item No. 8, being: Staff report on projects approved by Administrative Bypass since February 1, 2016.

There were none.

Item No. 9, being: Staff Report on FY2015-2016 CLG funding projects.

Approximately \$5,950 - \$6,500 will be returned from this year's grant.

Item No. 10, being: Consideration of the FY 2016-2017 Application for Funds with the Oklahoma State Historic Preservation Office as part of the Certified Local Governments Program for Oklahoma.

See attached.

Motion by B Hickman for approval; **Second** by J Gassaway. All approve.

Item No. 8, being: Announcements

A study session will be held in April.

Item No. 9: Adjournment

The meeting was adjourned at 8:15 p.m.

Passed and approved this 4th day of April 2016.



David John, Chair

Historic District Commission

3/7/2016

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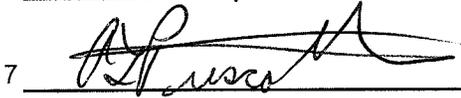
2 Roy Moore

3 Tami Murphy-Moore

4 Steve McDonald

5 Casson Cabbines

6 Lauri Kearns

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