

**HISTORIC DISTRICT COMMISSION
MINUTES OF
November 3, 2014
Study Session**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for a Study Session on November 3, 2014, at 7:00 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

Chairperson Neil Robinson called the session to order at 7:30 p.m.

Roll Call.

MEMBERS PRESENT: Cameron Brewer
 Anna Eddings
 David John
 Russell Kaplan
 Chesley Potts
 Neil Robinson

MEMBERS ABSENT: Loy Macari
 Scott Williams

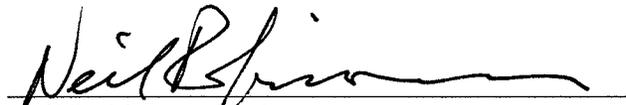
STAFF MEMBERS PRESENT: Linda Price, Revitalization Manager
 Ana's Starr, Planner II
 Jolana McCart, Admin Tech IV

Please see attached for topics covered.

An item will be added to the December Agenda for approval to move the meetings from 7:00 p.m. to 6:30 p.m..

The session was adjourned at 6:30 p.m.

Passed and approved this 1st day of December 2014.



Neil Robinson, Chairperson

Historic District Study Session

November 3, 2014, 7:00pm

1. Discussion of Certificate of Appropriateness Application types, process and terms:

- a. Complete Applications that meet the deadline will be forwarded to the HDC
 1. HDO & Guidelines defines complete application
- b. Amending Application for current approved COA- separate application required if a different element than the original COA
 1. No fee
 2. Same deadline
- c. Like with Like or in-kind or matching – means same composition, size, shape and profile – pertains to both:
 - a. Administrative By Pass
 - b. Ordinary Maintenance and repair
- d. “Ordinary maintenance and repair”

Does not require a COA

 1. Storm Doors and Windows
 2. Roofing
 3. Painting
 4. Deteriorated and Damaged parts
- e. COA by Administrative By Pass –
 1. Windows
 2. Storage Buildings less 108 sq ft
 3. Driveway up to 10 ft wide
 4. New/replacement Fencing – located behind front facade
 - a. Less than 6 ft
 5. Deck
 - a. Less 300 sq ft
 - b. Mostly invisible from public way
 - c. Storm Shelters – Parameters for bypass approval to be considered at December meeting
 - i. Below ground
 - ii. Rear yard

2. Review of Historic District Commission Meeting parliamentary procedures:

a. Update procedure for active COA's at the HDC meeting

- 1. Will no longer be listed on Agenda separately*
- 2. What is significant to the Commissioners on the update of COAs?*

b. Recommendations by staff to be included in the staff report

c. House Keeping

- 1. Audio Recording of Meetings*
- 2. All presenters and guest who wish to speak before the HDC need to stand at the podium give name and give address.*
- 3. Please make sure you drive by requests and review packets*
- 4. Please respond to Jolana's email- let us know you got the agenda packet and tell us if you are going to attend the meeting or not*

d. Keeping roles separate – When you are an applicant vs when you are a commissioners

e. Review of Recusal- When to recuse yourself and how?

Perception of conflict

Disclosures of relationship

f. Review of Exparte Communication – What can you say about a case?

g. Motions –

1. Need to be specific

2. Consistent

h. Meeting time – move up 6:00 pm?

i. New Commissioner – Rangar Cline declined to serve another term, a new Commissioner will be appointed.