

**HISTORIC DISTRICT COMMISSION  
MINUTES OF**

**October 7, 2013**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on October 7, 2013, 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](http://www.Normanok.gov) twenty-four hours prior to the beginning of the meeting.

Chair Neil Robinson called the meeting to order at 7:00 p.m.

Item No. 1, being: **Roll Call.**

MEMBERS PRESENT:                   Rangar Cline  
  Anna Eddings  
  David John  
  Russell Kaplan  
  Loy Macari  
  Neil Robinson  
  Scott Williams

MEMBERS ABSENT:                   Chesley Potts  
  Anaïs Starr

STAFF MEMBER PRESENT:           Susan Atkinson, Historic Preservation Officer  
  Jolana McCart, Admin Tech IV

GUESTS:                               Rick Poland

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

**Motion** by R Kaplan for approval; Second by S Williams. All approve.

Item No. 3, being: **Approval of Minutes from the September 9, 2013 Regular Meeting.**

**Motion** by A Eddings for approval; Second by R Kaplan. All approve.

Item No. 4, being: **Staff report on projects approved by Administrative Bypass since September 9, 2013.**

There had been none.

Item No. 5, being: **Staff report on CLG projects.**

S Atkinson reported that the Infill Development Workshop was attended by 35 participants. The Bob Yapp workshop will be held on November 9th and 10th at a location that has yet to be determined.

Item No. 6, being: **Continuation of the Certificate of Appropriateness at 549 S Lahoma. (Denied 11-7-11)**

Motion for Summary Judgment is still scheduled for October 31.

Item No. 7, being: **Continuation of Certificate of Appropriateness for 319 Castro. (Granted 05-07-12; 1-7-13)**

The exterior portion of this project is complete and will be removed from the agenda.

Item No. 8, being: **Continuation of the Certificate of Appropriateness at 435 Chautauqua Avenue. (Granted 10-8-12; Ext 04-13 and 10-13) (New COA granted 10-7-13)**

Because the original COA is expiring this month, the applicant, Rick Poland, is returning to the Commission with the same project as previously approved. The application is for the replacement of the front and rear doors, the addition of attic vents to the east and west gables, and the addition of an awning to the rear entrance of the west unit to match the existing awnings.

S Atkinson gave the staff report; Rick Poland was present to answer questions.

**Motion** by S Williams for approval; Second by R Cline. All approve.

Item No. 9, being: **Continuation of the Certificate of Appropriateness at 720 W Boyd. (Granted 12-3-12)**

Staff showed slides of the projects' exterior progress.

Item No. 10, being: **Continuation of the Certificate of Appropriateness at 410 S Peters. (Granted 12-3-12; Ext 1--13)**

The applicant is continuing to seek a contractor.

Item No. 11, being: **Continuation of the Certificate of Appropriateness at 231 E Symmes. (Granted 5-5-13) (Mary Abbot House)**

The funding for this project is an ongoing effort. The applicant has requested to remove this project from the agenda until further notice.

Item No. 12, being: **Continuation of Certificate of Appropriateness for 322 Alameda. (Denied 7-1-13 but the applicant will replace like with like. Has 30 months to complete project. Will monitor)**

No change.

Item No. 13, being: **Continuation of Certificate of Appropriateness for 321 Duffy. (Denied 8-5-13 but the applicant is now replacing like with like. Will monitor)**

The applicant has been in touch with staff and is making good on their commitment of restoring the windows to a wood window.

Item No. 14, being: **Continuation of Certificate of Appropriateness for 517 S Lahoma. (Granted 8-5-13)**

The applicant has applied for building permits.

Item No. 15, being: **Continuation of Certificate of Appropriateness for 640 Chautauqua. (Granted 9-9-13)**

The applicant has applied for building permits.

Item No. 16, being: **Request for Certificate of Appropriateness for 428 Chautauqua.**

This application is to move the existing house 25 feet to the south, place on a new foundation, and restore the porch and chimney.

S Atkinson gave the staff report. Jack Hooper, applicant, was not present.

Rick Poland, 425 Chautauqua, addressed the Commission. He was concerned about the possible damage to the trees lining the south elevation of the lot. He stated that there are already trees being removed from the rear of the lot and dirt work being done. He didn't feel that enough details of the project had been given for the Commission to make a decision.

After discussion, the Commission did not feel they had enough information on certain items of this application and the applicant was not present to provide answers.

The Commission was concerned about the finished floor elevation of the house, the possibility of tree damage on the south lot line, lack of a complete site plan, and questions about the driveway. They also wanted information on the plans for the remaining open lot.

**Motion** by R Cline to table the application pending more information from the applicant; Second by S Williams. All approve.

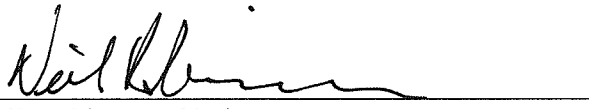
*(See attached e-mail sent to the applicant as follow-up to tonight's meeting.)*

Item No. 15, being: **Miscellaneous.**

There were no miscellaneous items.

Item No. 16, being; **Adjournment.** The meeting was adjourned at 8:05 p.m.

Passed and approved this 4th day of November 2013.

  
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Neil Robinson, Chair

## Jolana McCart

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**From:** Susan Atkinson  
**Sent:** Tuesday, October 22, 2013 11:27 AM  
**To:** Jolana McCart  
**Subject:** FW: follow up from HDC meeting

Susan Atkinson, AICP  
City of Norman

**From:** Susan Atkinson  
**Sent:** Tuesday, October 08, 2013 11:28 AM  
**To:** Jack Hooper ([jhoops@cox.net](mailto:jhoops@cox.net))  
**Cc:** Jolana McCart  
**Subject:** follow up from HDC meeting

Jack,

As I suspected might happen without you at last night's meeting, and given the minimal info included on your COA application, the Historic District Commission had questions about the proposal to move 428 Chautauqua and voted unanimously to table the application pending additional information. When you address the questions below, we can get you on the agenda for the next meeting which is November 4.

A couple commissioners stated that they did not object in concept to moving the structure but they needed more information to make sure that the move was consistent with the terms of the Historic Preservation Guidelines. Specifically they had questions about the following issues:

- No finished floor elevation was given. How tall will the new foundation be? What is the size and placement of basement windows (if any)? What is the material composition of the stem wall?
- No detailed, dimensioned site plan was provided. Exactly where on the site will the building be?
- What are your plans for the additional lot?
- No tree plan was presented. Several commissioners are skeptical that a number of trees on the site can survive excavation and the construction required to relocate the structure.
- What are the dimensions and placement of proposed driveway? Has Traffic Engineering signed off on a new curb cut?

To be included on the November 4 meeting, please prepare answers to these questions and get that info to me by October 21.

I'll be happy to discuss this with you any time.

Susan

**Susan Owen Atkinson, AICP**  
Community Planner/Historic Preservation Officer  
City of Norman  
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Norman, Oklahoma 73069