

**HISTORIC DISTRICT COMMISSION  
MINUTES OF  
December 3, 2018**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on December 3, 2018, 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](http://www.Normanok.gov) twenty-four hours prior to the beginning of the meeting.

Interim Chair Cameron Brewer called the meeting to order at 6:33 p.m.

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

MEMBERS PRESENT:                    Russell Kaplan  
   Glen Roberson  
   Emily Wilkins  
   Greg Heiser  
   Michael Zorba  
   Rick Hall  
   Elizabeth Foreman  
   Mitch Baroff  
   Cameron Brewer

MEMBERS ABSENT:                    None

A quorum was present.

STAFF MEMBERS PRESENT:        Anaïs Starr, Planner II  
   Roné Tromble, Admin. Tech. IV  
   Jeanne Snider, Assistant City Attorney

GUESTS:                                Mary "Kate" Bleckley

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

**Motion** by Russell Kaplan for approval of the agenda; **Second** by Glen Roberson. The motion was approved unanimously.

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**Item No. 3, being: Approval of the Minutes from the November 5, 2018 Regular Meeting.**

**Motion** by Rick Hall to approval of the minutes; **Second** by Russell Kaplan. The motion was approved unanimously.

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**Item No. 4, being: HD 18-17 – Consideration of the Certificate of Appropriateness request for the removal installation of rear porches for the property located at 228 East Duffy Street.**

**MOTION** by Russell Kaplan to approve the Certificate of Appropriateness for 228 East Duffy Street as submitted; **SECOND** by Mitch Baroff.

Anais Starr presented the staff report. Commission concerns included:

- Vinyl lattice vs. wood lattice;
- Inclusion of ballisters in the porch and steps railings.

Kate Bleckley, 228 E. Duffy, the applicant discussed the reasons for the proposed project:

- Porches were without railings and unsafe, 4' above grade, with very uneven steps; they were clearly not original to the house and covered a window to the basement.
- The lattice is to allow some light into the basement window.
- It is unusual for this style of home, Dutch colonial revival, to be built above grade.
- The porches will be built with pressure-treated wood, which will be painted white to go with the trim of the house.

Commission comments and discussion touched on several items:

- Vinyl lattice – wood lattice breaks down easily; it's on the back of the house and is not a large area of the porches. From the sketches, the lattice appears to be set back and no one would notice from a distance that it is not painted wood. Vinyl lasts longer than wood, but it also warps over time; it is molded so would not come apart during installation like wood.
- The porch design looks classy.
- Pressure-treated wood should not be painted for six months.

MOTION passed by a roll call vote of 9-0.

Commission added that, although the rendering did not include the ballisters, they should be included. The photo used to show the design should be included as part of the application and be attached to the Certificate of Appropriateness.

Ms. Starr noted that there is a 10-day waiting period before the installation can be done.

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**Item No. 5, being: Staff report on active Certificates of Appropriateness since November 5, 2018 and consideration of six month extension requests.**

- 549 S. Lahoma – They filed a petition for rehearing, which was denied. They have until December 9 to file cert with the Supreme Court.

- 717 W. Boyd – They are still working to get bids and a contractor to build the carport.
- 710 S. Lahoma – The applicant wanted to make sure the contractor was on track and could use hardiboard. They should be installing soon.
- 540 S. Lahoma – The applicant has applied for a building permit for the garage and it has been approved.
- 321 E. Apache – The work on the wood decking and the window had not started last time it was checked.
- There were not requests for extensions.

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**Item No. 6, being: Staff report on projects approved by Administrative Bypass since November 5, 2018.**

- None

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**Item No. 7, being: Discussion and consideration of amending the projects for the FY2018-19 Certified Local Government (CLG) grant contract with State Historic Preservation Office.**

Ms. Starr reported that no amendment is needed. City Council has approved the amendment and it has been signed by SHPO.

The C.A.M.P. needs to be scheduled. Following discussion, it was decided to see if SHPO was available to conduct the C.A.M.P. the last week of March or first week of April on a Monday or Wednesday, but not a Thursday, and including some input on design guidelines.

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**Item No. 8, being: Announcements.**

- There will be election of a new Chair and Vice-Chair at the January meeting.

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**Item No. 9, being: Adjournment.**

The meeting adjourned at 7:17 p.m.

Passed and approved this 7 day of January, 2018.



Cameron Brewer, Interim Chair