

**HISTORIC DISTRICT COMMISSION
MINUTES OF
January 7, 2019**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on January 7, 2019, 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.

Interim Chair Cameron Brewer called the meeting to order at 6:32 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT:	Russell Kaplan Emily Wilkins Greg Heiser Rick Hall Elizabeth Foreman Mitch Baroff Cameron Brewer
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MEMBERS ABSENT:	Glen Roberson Michael Zorba
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A quorum was present.

STAFF MEMBERS PRESENT:	Anaïs Starr, Planner II Tara Reynolds, Admin Tech III Jeanne Snider, Assistant City Attorney
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GUESTS:	Marika Cassiel Marielle Hoefnagels Doug Gaffin Doug Rogers
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Item No. 2, being: Approval of the Agenda.

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

Item No. 3, being: Approval of the Minutes from the December 3, 2018 Regular Meeting and study session.

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

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Item No. 4, being: HD (18-18) Consideration of the Certificate of Appropriateness request for the demolition of the garage structure and the installation of pavement for parking for the property located at 301 E Keith Street.

MOTION by Russell Kaplan to approve the Certificate of Appropriateness for 301 E Keith Street as submitted; **SECOND** by Elizabeth Foreman.

Anais Starr presented the staff report. Commission concerns included:

- Ms. Starr explained that the garage could no longer be accessed from Crawford Street, due to location of the driveway adjacent and parallel to the alley.
- Concern over utilizing existing pavement and the addition of pavement for parking.
- The location of parking pad – whether on the old driveway or where garage currently sits.
- Whether it is possible to locate the approach closer to the side of the garage, but unfortunately lack of space prevents that.

Doug Rogers, 301 E Keith, the applicant, discussed the reasons for the proposed project:

- The structure is a rent house, and its deterioration has made it into a safety issue.
- Property Rental Company said they can no longer rent the house due to the garage structure and safety concerns.
- It would be expensive to restore the structure.
- The structure is not able to function as a garage since it is not able to be accessed from Crawford Street.

Commission comments and discussion touched on several items:

- The cost of saving the structure – owner estimated \$40-\$50,000.
- Is it possible to restore the structure differently, for example clapboard to match the house? It would still be cost prohibitive for a non-functional garage.
- The south wall of the structure is leaning, so it is not structurally sound.
- If the owner wanted to build a new garage in the future he would have to request a COA.
- It would be preferable to save the structure, but not if it is non-functioning due inability to utilize the current driveway. As noted earlier, the existing driveway from Crawford is deteriorated and not usable. The redevelopment of the driveway would not be permitted since the driveway must meet current City traffic engineering regulation for placement and location.

MOTION passed by a roll call vote of 7-0.

Ms. Starr noted that there is a 10-day waiting period before the issuance of the COA, after which the applicant may apply for a demolition permit.

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Item No. 5, being: Staff report on active Certificates of Appropriateness since December 3, 2018, and consideration of six month extension requests.

- 549 S. Lahoma – The Court ruled in the City’s favor, and the applicant was denied a re-hearing by the court of appeals. The Applicant’s lawyer has filed an appeal to the Oklahoma Supreme Court.
- 717 W. Boyd – Carport access door design was modified, and they are now obtaining bids for construction.
- 710 S. Lahoma – The installation of siding has started.
- 540 S. Lahoma – No change; work has started.
- 321 E. Apache – No change; work has not started.
- 228 E Duffy – A building permit was issued.
- There were no requests for COA extensions.

Item No. 6, being: Staff report on projects approved by Administrative Bypass since December 3, 2018.

- None

Item No. 7, being: Staff report on FY2018-19 Certified Local Government (CLG) grant funded projects.

The C.A.M.P. training will be on March 29, and hopefully held in City Hall. Ms. Starr and any commissioners who desire will be attending a Preservation Conference in April. She is looking into the possibility of the City of Norman Historic District Commission hosting a workshop by OKC Wood Window Rescue in either March/April/May, as requested by a Historic District Commissioner.

Item No. 8, being: Announcements.

- There will be election of a new Chair and Vice-Chair at the February meeting.
- Ms. Starr has been tasked with Center City Form Based Code due to staffing constraints, so has been unable to meet with the sub-committee on updating the Historic District guidelines.

Item No. 9, being: Adjournment.

The meeting adjourned at 7:22 p.m.

Passed and approved this 4 day of February, 2019.


Cameron Brewer, Interim Chair

Russell Kaplan