

**HISTORIC DISTRICT COMMISSION  
MINUTES OF  
February 4, 2019**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on February 4, 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](http://www.Normanok.gov) twenty-four hours prior to the beginning of the meeting.

Commissioner Russell Kaplan called the meeting to order at 6:32 p.m.

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

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

MEMBERS ABSENT: Glen Roberson  
Cameron Brewer

A quorum was present.

STAFF MEMBERS PRESENT: Anaïs Starr, Planner II  
Tara Reynolds, Admin Tech III  
Jeanne Snider, Assistant City Attorney

GUESTS: Kyle Lynch

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

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

**Item No. 3, being: Approval of the Minutes from the January 7, 2019 Regular Meeting.**

**Motion** by Elizabeth Foreman to approve of the minutes; **Second** by Rick Hall. The motion was approved unanimously.

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**Item No. 4, being: Election of Chair and Vice Chair.**

**Motion** by Rick Hall to nominate Elizabeth Foreman as Vice Chair; **Second** by Russell Kaplan. The motion was approved unanimously.

**Motion** by Russell Kaplan to nominate Cameron Brewer as Chair; **Second** by Mitch Baroff. The motion was approved unanimously.

**Item No. 5, being: HI (19-1) Consideration of the Certificate of Appropriateness request for the replacement of rear deck and the addition of a screened back porch at 648 S Lahoma.**

**MOTION** by Elizabeth Foreman to approve the Certificate of Appropriateness for 648 S Lahoma as submitted; **SECOND** by Mitch Baroff.

Anais Starr presented the staff report. Commission concerns included:

- Will the applicant match the shingles on the screened porch to the house and he said he will.
- The electrical line might have to be moved to make room for the porch roof.

Rick Hall, 648 S Lahoma, the applicant, discussed the reasons for the proposed project:

- The deck needs to be widened to allow the tree room to grow.
- The back porch and deck are deteriorating and needs replacing.

Commission comments and discussion touched on several items:

- Ms. Starr drew the Commission's attention to the Secretary of the Interior's guidelines for additions to historical houses. The design of the porch was commended for matching the house without giving a false historical impression.
- The proposal was well researched and compatible in scale with the house.

**MOTION** passed by a roll call vote of 6-0, with Rick Hall abstaining.

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. 6, being: Staff report on active Certificates of Appropriateness since January 7, 2019, 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 – Building permit was issued on January 7, 2019. Work has not started.
- 710 S. Lahoma – No change; installation of siding is ongoing.

- 540 S. Lahoma – No change; work has started.
- 321 E. Apache – No change; work has not started. The Applicant, Kyle Lynch, was present at the meeting, and informed the Commission that he will be hosting a Window Restoration Workshop with Preservation Oklahoma and Window Preservation Alliance around Memorial Weekend.
- 228 E Duffy – A building permit was issued, but work has not started.
- 321 E. Apache requested an extension.

**Item No. 7, being: Staff report on projects approved by Administrative Bypass since January 7, 2019.**

- 430 S. Lahoma – Installation of a 6' rear yard privacy fence.

**Item No. 8, 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 held in the multi-purpose room City Hall. The topics covered will be a preservation overview, meeting procedures, outreach, and design review. Ms. Starr and any commissioners who desire will be attending a Preservation Conference April 24-26. 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. 9, being: Discussion of the update of the Historic District Guidelines**

- Ms. Starr has been waiting on the State Historic Preservation Office to release new guidelines for streamlining the process of updating the Historic District guidelines.
- The sub-committee has not met because due to staffing constraints she has not had time.
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**Item No. 10, being: Announcements.**

- None

**Item No. 11, being: Adjournment.**

The meeting adjourned at 7:28 p.m.

Passed and approved this 8 day of April, 2019.

  
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Cameron Brewer, Chair