

**HISTORIC DISTRICT COMMISSION
MINUTES OF
April 8, 2019**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on April 8, 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.

Chair Cameron Brewer called the meeting to order at 6:34 p.m.

Item No. 1, being: Roll Call.

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

MEMBERS ABSENT:

A quorum was present.

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

GUESTS: Alexander Holmes
Laddor Holmes
Bryce Lowery
Nancy Yoch
Lee Hall
Allan Potter
Christy Montenegro
Paul I. Johnston

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

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

Motion to approve the agenda with the correction of the dates by Russell Kaplan; **Second** by Elizabeth Foreman. The motion was approved unanimously.

Motion by Emily Wilkins to move Item #4 to the end of the agenda; **Second** by Elizabeth Foreman. The motion was approved unanimously.

Item No. 3, being: Approval of the Minutes from the February 4, 2019 Regular Meeting.

Motion by Russell Kaplan to approve of the minutes; **Second** by Emily Wilkins. The motion was approved unanimously.

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Item No. 4, being: HD (19-4) Consideration of a Certificate of Appropriateness request for the installation of a six foot tall fence along the side of the house for the property located at 527 Chautauqua Avenue.

Motion by Emily Wilkins to move this item to the end of the agenda; **Second** by Elizabeth Foreman.

Item No. 4b, being: HI (19-5) Consideration of the Certificate of Appropriateness request for construction of an addition, painting of brick & siding, matching aluminum windows in new addition, fiberglass doors on new addition, removal of existing front porch steps, construction of a new patio, installation of French doors on existing house and the widening of existing driveway at 635 Okmulgee Street.

Anais Starr presented the staff report. Commission concerns included:

- Procedure for COA consideration. It was decided to consider each request separately, numbered 1-6.
- Concern over the driveway width – Ms. Starr explained the Southridge Historic District has wider driveways than the other Historic Districts, so widening the driveway would not impact the historic characteristics of the property. It is more common for 2 car garages and 2 car driveways in the Southridge Historic District.
- It was pointed out that fiberglass is an alternative building material, but the Commission has not approved it before. The guidelines do not cover the use of fiberglass.

Allan Potter, 1635 Hawthorne Court, the applicant's representative, discussed the reasons for the proposed project:

- The applicant is moving from Louisiana to care for an aging parent.
- They would like to update the house to fit their needs.

Commission comments and discussion touched on several items:

- Clarification of the French doors being added to the 2001 addition.
- Fiberglass door will be added to the back of the garage, because it currently does not have a door.
- There are other wide driveways in the neighborhood.
- It was requested to see the french doors that were to be used, because the guidelines say a specific door must be approved.

Public comments:

Paul I. Johnston, 511 Shawnee, requested the Commission not approve the painting of the brick on the front and sides of the house at 635 Okmulgee. This house is on the National Register of Historic Places.

Request #1: The applicant proposes the construction of a brick addition on the northwest corner of the house behind the attached garage and wish to utilize aluminum windows and fiberglass doors in the new addition.

Motion by Russell Kaplan to approve request #1; **Second** by Elizabeth Foreman.

Commission discussion included:

- Approval of the addition because it is to be located on the rear of the house.
- Wanting the windows to match, and approval of the fiberglass door because it is on the back of the house.
- Commission said they are okay with either brick or hardie board as submitted.

The motion was approved unanimously.

Request #2: The applicants seek to paint the existing brick home and the proposed brick addition the same color to provide some cohesive to the existing house and the addition

Motion by Russell Kaplan to approve request #2; **Second** by Glen Roberson.

Commission discussion included:

- Painting the brick on the rear of the house on the existing addition would be approved, but the applicant asked to paint the façade of the house.
- The applicant can amend their request to paint just the new rear addition, but the guidelines state the painting of historic masonry on the front of the house is not recommended.
- The wood and hardie board siding can be painted any color.
- Ms. Starr advised using a mason to fix the brick properly.

Motion does not pass.

Request # 3: The applicants wish to remove a set of non-original front porch steps.

Motion Rick Hall to approve Request #3; **Second** by Elizabeth Foreman.

Commission discussion included:

- The guidelines states the driveway should be 10 feet, however this driveway is wider than 10 feet, and the applicant is asking to widen it further.
- Request #3 is closely related to Request #5, so the Commission chose to consider them together.

Elizabeth Foreman made a motion to amend the previous motion to add Request #5: The applicants wish to widen the existing driveway to match the width of the existing garage; **Seconded** by Greg Heiser.

Commission discussion included:

- Arial views show neighboring driveways are wider than 10 feet; however the guidelines should inform the Commission's decisions.
- Mr. Potter said the additional width on the driveway at the curb is about 6 feet.
- It was requested the driveway be no wider than the width of the garage door.

8-1 approves Request #3 & #5.

Request #4: The applicants are proposing a concrete patio on the east side of the existing house to allow access to the rear yard.

Motion by Russell Kaplan to approve Request #4; **Second** by Michael Zorba.

The motion was approved unanimously.

Request #6: The installation of fiberglass French doors that will provide access to the concrete patio on the east side of the house.

Motion by Russell Kaplan to approve Request #6; **Second** by Emily Wilkins.

Commission discussion included:

- Since the French doors will be on an addition to the house it does not conflict with the guidelines.

The motion was approved unanimously.

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.

Item No. 5, being: HD (19-6) Consideration of a Certificate of Appropriateness request for the installation of three wooden windows on the west wall of garage for property located at 520 Macy Street.

Motion by Russell Kaplan to approve item #5; **Second** by Emily Wilkins.

Anais Starr presented the staff report. Commission concerns included:

- The applicant's commitment to historic preservation is commended.

Bryce Lowery, 1622 Rosemont Drive, the applicant, discussed the reasons for the proposed project:

- They are restoring the property, and would like the windows to let in light and air into the garage.

The motion was approved unanimously.

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: HD (19-7) Consideration of the Certificate of Appropriateness request for the replacement of two windows and the addition of one window on the garage and the replacement of one window on the south side of the house for property located at 415/415 ½ Chautauqua.

Motion by Russell Kaplan to approve Item 6; **Second** by Elizabeth Foreman.

Anais Starr presented the staff report. Commission concerns included:

- Clarification of window type staff is recommending – metal window with similar pane construction to maintain appearance.
- The garage is a non-contributing structure built in 1960.

Alexander Holmes, 2519 Fairfield Drive, the applicant discussed the reasons for the proposed project:

- Mr. Holmes stated he recently learned he cannot put a new window on the north wall of the garage because it is within 5 feet of the property line. He would like to amend his request to put the new window on the south wall of the garage.
- Mr. Holmes suggested putting in a picture window with wooden muntins on the front of the garage.
- The window on the house is in the shower, and moisture has caused damage.

Laddor Holmes, 2519 Fairfield Drive, the applicant discussed proposed projects:

- Ms. Holmes discussed finding a glass wall for the interior of the window in the shower.

Motion by Russell Kaplan to approve Request #1 as submitted, and Request #2 as amended to the south wall; **Second** by Michael Zorba.

Commission discussion included:

- Amending the motion to include the movement of the new window on the garage to the south wall of the garage.
- Commissioner Greg Heiser recuses himself due to relationship to applicant.
- Replacement of windows on garage should be in a similar pane configuration as other windows.

The motion was approved unanimously.

Motion by Russell Kaplan to approve Request #3 replacement of large picture window on garage; **Second** by Emily Wilkins.

Commission discussion included:

- Picture window with wooden muntins in same patterns in wood or metal.

Motion by Rick Hall to amend motion to include picture window in either wood or metal in a similar 20 pane configuration to existing window; **Second** by Michael Zorba.

The motion was approved unanimously.

Motion by Russell Kaplan to approve Request #4 replacement of window on the house in the shower; **Second** by Emily Wilkins.

Commission discussion included:

- Replacement of the window in shower is not a long term solution.
- There is visibility of the wood window from the street, so removal of the window is not ideal.
- Wood Window Rescue has a man-made wood called Accoya that is supposed to be non-porous wood that is more water resistant.

Applicant Alexander Holmes requested to withdraw Request #4 to replace the bathroom window on the house. They can amend their request in the future.

Request #4 is withdrawn from HD 19-7.

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Item No. 4, being: HD (19-4) Consideration of a Certificate of Appropriateness request for the installation of a six foot tall fence along the side of the house for the property located at 527 Chautauqua Avenue.

Motion by Mitch Baroff to approve Item #4; **Second** by Emily Wilkins.

Anais Starr presented the staff report. Commission concerns included:

- How the fence will start at 4 foot and increase gradually to 6 feet.

The motion was approved unanimously.

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Item No. 7, being: 7. Staff report on active Certificates of Appropriateness since February 4, 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. No change from previous month.
- 717 W. Boyd –Work complete.
- 710 S. Lahoma – Siding has been installed, and the project is complete.
- 540 S. Lahoma – No change.
- 321 E. Apache – No change; work has not started.
- 228 E Duffy – Work is completed.
- 301 E Keith – Work complete.
- 648 S Lahoma – Work began March 15.

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Item No. 8, being: Staff report on projects approved by Administrative Bypass since February 4, 2019.

- None

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Item No. 9, being: 9.Discussion and consideration of progress report for the FY2019-2020 Certified Local Government (CLG) grant funded projects and possible modification of projects.

- CAMP was hosted on March 29, 2019 with three trainers and 20 attendees.
- Due to conference topics and time constraints Ms. Starr will not be attending the Oklahoma Preservation Conference, which was allotted \$700. She would like to use those funds to send a staff member to the national APA conference, increase the planned mail out, and for a window workshop.
- NAPC membership dues were renewed in March for \$150.

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Item No. 10, being: Discussion and recommendation of FY 2019-2020 CLG Application for funds with the Oklahoma State Historic Preservation Office.

The CLG application is due April 26th. Ms. Starr proposes a plan A of \$12,250 allocation of:

\$150 – NAPC Dues

\$2,500 – APA Conference

\$10,000 – Consultant Update Historic

District Guidelines

City Matching \$35,000

Plan B is a proposal of \$12,250 allocation of:
\$150 – NAPC Dues
\$2,500 – APA Conference
\$10,000 – Consultant Historic Context
Study & Implementation Analysis
City Matching \$2,200

Motion by Elizabeth Foreman to recommend Plan A & B for FY 2019-2020 CLG application for approval by City Council; **Second** by Michael Zorba.

Item No. 11, being: Discussion and recommendations regarding the update of the Historic District Guidelines.

- SHPO thinks they will have a template update available next year.
- No further discussion beyond funds allocated in the 2019-2020 budget.

Item No. 12, being: Announcements.

Item No. 13, being: Adjournment.

The meeting adjourned at 9:13 p.m.

Passed and approved this 12 day of June, 2019.



Cameron Brewer, Chair