

**HISTORIC DISTRICT COMMISSION  
MINUTES OF  
June 3, 2019**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on June 3, 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.

Chair Cameron Brewer called the meeting to order at 6:36 p.m.

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

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

MEMBERS ABSENT: Glen Roberson  
Emily Wilkins

A quorum was present.

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

GUESTS: Lee Hall  
Paul I. Johnston  
Clarese Harmeyer  
Lyna Harmeyer  
Mark Fisher  
Abigail Fisher  
Amy Keane

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

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

**Item No. 3, being: Approval of the Minutes from the April 8, 2019 Regular Meeting.**

**Motion** by Elizabeth Foreman to approve the minutes as amended to fix Nancy Yoch's name, and the progress report on 648 S Lahoma; **Second** by Greg Heiser. The motion was approved unanimously.

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**Item No. 4, being: Preliminary Design Review of Proposed Exterior Alteration to Logan Apartments located at 720 W Boyd Street.**

The property owner was not present, so the design review did not proceed.

**Item No. 5, being: HD (19-11) Consideration of the Certificate of Appropriateness request for the installation of an in-ground swimming pool in rear yard for property located at 425 Macy Street.**

**Motion** by Rick Hall to approve item #5; **Second** by Russell Kaplan.

Anais Starr presented the staff report. The applicant was not present.

Public comments:

Mark Fisher, 224 Emelyn Street, is concerned about the drainage plan for the pool. Water is already being pumped into the alley from 425 Macy, and it then seeps into their yard. There is concern about standing water and mosquitos, as well as how draining a new pool will affect the current problem.

Commission comments and discussion touched on several items:

- Where the current water being pumped out comes from – either from the yard or basement.
- Whether it was an alley or easement – it is not a drivable alley.
- The water is coming from 425 Macy and not another address.
- Ms. Starr noted there are regulations about what type of water is pumped where – and since the applicant was not present to answer questions about their drainage plan then the application should be postponed.

**Motion** by Elizabeth Foreman to amend the motion to continue this application; **Second** by Greg Heiser.

The motion was approved unanimously.

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**Item No. 6, being: HD (19-8) Consideration of a Certificate of Appropriateness request for the demolition of the garage for the property at 715 S Crawford.**

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

Anais Starr presented the staff report. Commission concerns included:

- Why it is a factor if the garage is under 240 square feet or not – this is to address whether or not a modern car can be parked in the garage.
- The garage doors are not operable.

The applicant, Clarese Harmeyer, Marlow, OK, discussed the reasons for the proposed project:

- The doors are inoperable and there is only 1-inch clearance inside to park their car, and she is not sure if the doors are wide enough.
- They feel like it is an unusable structure, and the concrete is cracked.

Commission comments and discussion touched on several items:

- A fine looking structure, but since it is non-contributing and barely visible from the street it is removable.
- It is in the rear and the condition is a secondary concern.
- Removal would not affect the district.

**Vote on the motion to approve the request as submitted was taken with the following result:**

**YEAS:** Mitch Baroff, Elizabeth Foreman, Rick Hall, Greg Heiser, Russell Kaplan,  
Michael Zorba

**NAYS:** Cameron Brewer

**ABSENT:** Glen Roberson, Emily Wilkins

*The motion was approved 6-1.*

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. 7, being: HD (19-10) Consideration of the Certificate of Appropriateness request for the re-installation of the original window openings and for the use of window replacements units for those new openings for the property at 514 Shawnee.**

**Motion** by Russell Kaplan to move this item to the end of the agenda; **Second** by Elizabeth Foreman. Motion approved unanimously.

The applicant was not present.

**Motion** by Russell Kaplan to continue item; **Second** by Elizabeth Foreman. Motion approved unanimously.

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**Item No. 8, being: HD (19-12) Consideration of the Certificate of Appropriateness request for the installation of French doors on the side of the garage for property located at 478 College Avenue.**

**Motion** by Michael Zorba to approve Item #4; **Second** by Rick Hall.

Anais Starr presented the staff report. Commission concerns included:

- The door opening would need to be enlarged to accommodate the French doors.
- Wooden doors were not considered.
- The French door design would match the back door of the house.

The applicant, Amy Keane, 478 College, discussed the reasons for the proposed project:

- Would like to add the French doors to repurpose the garage into a game day space, and use the extra brick removed from the garage doorway to fix the side of the house.

No public comments.

Commission discussion included:

- Materials allowed in the past is aluminum clad or metal in the rear.
- Widening door will not affect the integrity of the structure.
- Chair Cameron Brewer approved the request due to lack of visibility from the street.

**A vote on the motion to approve as submitted was taken with the following result:**

**YEAS:** Cameron Brewer, Mitch Baroff, Rick Hall, Greg Heiser, Russell Kaplan, Michael Zorba

**NAYS:** Elizabeth Foreman

**ABSENT:** Glen Roberson, Emily Wilkins

***The motion was approved 6-1.***

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. 9, being: 9. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since April 8, 2019 and consideration of six-month extension requests for expiring COAs.**

- 549 S. Lahoma –No change from previous month.
- 717 W. Boyd –Work 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 – Almost complete.

- 635 Okmulgee – Work has started.
- 527 Chautauqua – Work complete.
- 520 Macy – Work has not started.
- 415 Chautauqua – Work has not started.

Items approved by Administrative Bypass in May were as followed:

- 428 Chautauqua – 4 foot side yard fence

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**Item No. 10, being: Discussion and consideration of progress report for the FY2018-2019 Certified Local Government (CLG) grant funded projects and possible modification of projects.**

- Ms. Starr did not attend the Oklahoma Preservation Conference.
- An educational mailing was sent to historic district owners.
- The Wood Window Rescue Workshop was held on 6/1/19.

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**Item No. 11, being: Discussion and recommendation regarding the FY 2019-2020 CLG Application for funds with the Oklahoma State Historic Preservation Office.**

Plan A

\$150 – NAPC Dues  
\$2,500 – APA Conference  
\$10,000 – Consultant Update Historic  
District Guidelines  
City Matching \$35,000

Plan B

\$150 – NAPC Dues  
\$2,500 – APA Conference  
\$10,000 – Consultant Historic Context  
Study & Implementation  
Analysis  
City Matching \$2,200

\*\$4,517.00 Additional Funds Available –for a Total of \$16,767. Ms. Starr informed the Commission that she intended to add those additional funds to the consultant projects in either Option A or Option B, depending upon which project was moved forward. There was a consensus amongst Commissioners that this was appropriate use of the additional funds.

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**Item No. 12, being: Discussion and recommendations regarding the update of the Historic District Guidelines.**

No update.

**Item No. 13, being: Miscellaneous comments of the Historic District Commission and city staff.**

None

**Item No. 14, being: Adjournment.**

The meeting adjourned at 7:59 p.m.

Passed and approved this 1 day of July, 2019.

  
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Cameron Brewer, Chair