

**HISTORIC DISTRICT COMMISSION
MINUTES OF
July 1, 2019**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on July 1, 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 6:31 p.m.

Item No. 1, being: Roll Call.

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

MEMBERS ABSENT: Glen Roberson
 Mitch Baroff

A quorum was present.

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

GUESTS: Travis Kanard
 Cheryl Phillips
 Brent Swift
 Jeff Welch

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

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

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

Motion by Rick Hall for approval of the minutes from the June 3, 2019 regular meeting; **Second** by Elizabeth Foreman.

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.

Brent Swift presented his idea of adding three balconies to the rear of 720 W Boyd Street and requested feedback from the Commissioners. The Commissioners did not express any concerns. The Commissioners suggested researching sliding glass wood doors used for similar buildings of the era, matching the windows and doors if possible, matching existing light patterns, steel construction of the balconies, replicating details of the stairwell, perhaps keeping them away from the street, and making them simple.

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

Anais Starr presented the staff report.

The applicant, Cheryl Phillips, was present but did not present to the Commission.

There were no public comments.

Commission comments and discussion touched on several items:

- Was the drainage issue resolved? Drainage issues aren't in the purview of the Historic District Commission, and the applicant wasn't present to answer questions in June. Stormwater said chlorinated water can drain into the alley, and non-chlorinated water can drain into the street.

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 (19-15) Consideration of a Certificate of Appropriateness request for the removal of an addition and installation of new addition and wooden decks on the rear of the house for the property at 510 Shawnee.

Motion by Michael Zorba to approve item #6; **Second** by Greg Heiser.

Anais Starr presented the staff report.

The applicant, Travis Kanard, 510 Shawnee, discussed the reasons for the proposed project:

- The addition was in poor condition and he would like to add on a master bedroom.

There were no public comments.

Commission comments and discussion touched on several items:

- The existing addition is not visible from the street.
- The Commission is comfortable with the hardiboard, fiberglass doors, and aluminum clad windows.

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. 7, being: Discussion and possible action for changing the meeting time of the Historic District Commission effective January 2020.

In consideration of staff and the long meeting times it was proposed the meetings begin earlier. **It was passed unanimously to move the meeting time to 5:30 pm.**

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Item No. 8, being: Discussion and possible action for changing the regularly scheduled meeting of the Historic District Commission from September 9, 2019 to an alternate date.

Ms. Starr will be attending a planning conference September 8-11, so she proposes moving the meeting to September 3.

It was passed unanimously to move the meeting date from September 9 to September 3, 2019.

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Item No. 9, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since June 3, 2019 and consideration of six-month extension requests for expiring COAs.

- 549 S. Lahoma –Supreme Court ruled in City’s favor, and we are waiting on a mandate to be issued, then Easley will have 30 days to apply to the Board of Adjustment.

- 540 S. Lahoma – Construction continues.
- 321 E. Apache – Work not started.
- 301 E Keith – Project complete.
- 648 S Lahoma – Project complete.
- 635 Okmulgee – Work continues.
- 715 S Crawford – Work has not started.
- 514 Shawnee – Applicant withdrew request.
- 478 College – Building permit issued.

Items approved by Administrative Bypass were as followed:

- 717 W Boyd St – Accessory Storage Building

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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.

- 2018-2019 projects are completed.
- CAMP was great for Commissioner orientation.
- Community Outreach is helpful, and due to staff shortages, less of that has been happening. Commissioners are a great resource for residents of the Historic Districts.

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Item No. 11, being: Discussion and consideration of progress report 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

\$16,767 – CLG funds
\$1,500 Planning Conference
\$1500 Membership Dues for Staff and Commission
\$15,117 Consultant for Update of HP Guidelines
\$35,000 requested in matching funds

The Contract for Plan A will go to City Council on July 9. If that is approved an RFP will be issued in August to hire a consultant to update the Historic District Guidelines.

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

We will have to reconvene the sub-committee if the RFP goes forward.

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

Volunteer Recognition is July 2 in the Council Chambers with cake.

Item No. 14, being: Adjournment.

The meeting adjourned at 7:51 p.m.

Passed and approved this 5th day of August, 2019.



Russell Kaplan, Commissioner