

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

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on November 4, 2019, at 5:30 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 5:31 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Mitch Baroff
Elizabeth Foreman
Russell Kaplan
Joan Koos
Michael Zorba

MEMBERS ABSENT: Greg Heiser
Brent Swift
Emily Wilkins

A quorum was present.

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

GUESTS: Julie & Ben Vandaveer
Jack Beller
Reid Gossen

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Item No. 2, being: Approval of the Minutes from the September 3, 2019 Regular Meeting.

Motion by Russell Kaplan for approval of the minutes from the September 3, 2019 regular meeting; **Second** by Mitch Baroff.

The motion was approved unanimously.

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Item No. 3, being: HD (19-31) Consideration of a Certificate of Appropriateness request for the installation of a one-car garage and associated driveway, the re-installation of front porch columns, and the replacement of existing metal doors on the house with wood doors for property located at 323 E Apache St.

Motion by Russell Kaplan to approve item #3; **Second** by Michael Zorba.

Anais Starr presented the staff report.

The applicant's representative, Reid Gossen, discussed the reasons for the project:

- The house has been vacant for a while, and they are refurbishing the structure.
- The rear door doesn't match and is steel clad, so they would like to replace it with a solid wood door.

No public comments were made.

Commission comments and discussion touched on several items:

- Since the alley isn't useable and the garage is modest it appears to meet the guidelines.
- Building code inspectors will insure the concrete slab for the garage can uphold the weight.
- A shared driveway previously existed where the new driveway will be located.

The motion passed unanimously.

Ms. Starr noted that there is a 10-day period to file an appeal to the City Council.

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Item No. 4, being: HD (19-22) Consideration of a Certificate of Appropriateness amendment request for the installation of windows and solar tubes on the front façade of the house for the property located at 614 E Boyd.

Motion by Russell Kaplan to approve item #4; **Second** by Mitch Baroff.

Anais Starr presented the staff report.

The applicant, Julie Vandaveer, discussed the reasons for the project:

- Chose octagonal window to reflect the historic elements of the neighborhood, even though it is a non-contributing structure.
- Gable will obscure part of the view of the solar tubes on the roof.
- The front door window will be to provide symmetry.
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No public comments were made.

Commission comments and discussion touched on several items:

- Most of the elements fit, and since the structure is non-contributing to the district, it is acceptable.
- Appreciate the thought of blending into the neighborhood.

The motion passed unanimously.

Ms. Starr noted that there is a 10-day period to file an appeal to the City Council.

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Item No. 5, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since August 5, 2019 and consideration of six-month extension requests for expiring COAs.

- 635 Okmulgee – Work complete.
- 535 E Boyd – Front porch & driveway complete.
- 614 E Boyd – Work continues.
- 720 W Boyd – Work has not started.
- 904 Miller – Appeal scheduled for City Council for final time.

Administrative bypass:

- 503 Tulsa – 4' front yard replacement fence.

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Item No. 6, being: Discussion and consideration of progress report regarding the FY 2019-2020 CLG Application for funds with the Oklahoma State Historic Preservation Office.

\$16,767 CLG Allocation

\$150 – NAPC Dues

\$1,500 – APA Conference

\$14,517 – Consultant Update Historic District Guidelines

City Matching \$35,000

Next Step – Working with consultant to get a contract by end of November.

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Item No. 7, being: Discussion regarding the update of the Historic District Guidelines.

- The RFP resulted in 1 consultant proposal.
- Contract will hopefully be on the November 26 City Council meeting.
- Anticipate an introductory meeting with the consultant, Mainstreet Inc. in December.

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Item No. 8, being: Discussion regarding the meeting schedule for 2020.

- The 2020 Meeting Schedule was presented to the Commission.

Item No. 7, being: Miscellaneous comments of the Historic District Commission and city staff.

- 549 S Lahoma will go to the Board of Adjustments on December 4th.
- Jane Hudson was appointed Director of Planning.
- Welcome new Commissioner Joan Koos.
- Parts of Apache Street were missed in previous historical surveys, so a survey of that area is needed.
- Debarr, now Dean's Row, is no longer listed as a nationally registered district because it doesn't meet the requirements.
- Movement of a historical structure can change its historical designation.

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Item No. 8, being: Adjournment.

The meeting adjourned at 6:36 p.m.

Passed and approved this _____ day of _____, 2020.


Elizabeth Foreman, Chair Russell Kaplan
Historic District Commission