

**HISTORIC DISTRICT COMMISSION  
MINUTES OF  
December 9, 2019  
SPECIAL MEETING**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for a Special Meeting on December 9, 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](http://www.Normanok.gov) twenty-four hours prior to the beginning of the meeting.

Commissioner Russell Kaplan called the meeting to order at 5:36 p.m.

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

MEMBERS PRESENT:	Mitch Baroff Elizabeth Foreman Russell Kaplan Joan Koos Michael Zorba Greg Heiser Brent Swift
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MEMBERS ABSENT:	Emily Wilkins
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A quorum was present.

STAFF MEMBERS PRESENT:	Anaïs Starr, Planner II Tara Reynolds, Admin Tech III
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GUESTS:	Tanner Lee, Guest Sue Ann Pemberton, MainStreet Architects Christelle Arreola, MainStreet Architects Lee Hall, Council representative Ward 4
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**Item No. 2, being: Discussion and consideration regarding the update of the Historic District Guidelines and Historic District Ordinance.**

Staff gave a PowerPoint overview of the proposed changes identified the Historic District Guideline Update Subcommittee last year.

Potential revisions discussed included:

- Doors, windows, garage doors, siding, and freestanding buildings, such as garages are the most requested applications to the Historic District and will need in-depth review for clarity.
- Commissioner believes that consideration of the impact of changes on the historic nature of the neighborhood, and incorporating that into guidelines. The guidelines should be a road map and give the Commission confidence in their decisions.
- To make the guidelines more user-friendly it is requested clarification of the types of materials, doors, windows, and fences that the Commission finds appropriate be clearly outlined.
- A standardization of guidelines to streamline many requests.
- Clarify the type of windows allowed in new constructions – wood, fiberglass, aluminum clad?
- Window guidelines aren't currently not very clear, need to be revised.
- Add energy efficiency steps to the guidelines.
- Making changes to later additions is not held to the same standards as the original structure.
- Hardieboard materials should be required to be smooth texture when utilized in the new additions or new construction.
- Clarification of what are the rear/side yards.
- Many rear yard requests can be processed through the Administrative Bypass process.
- COA by Administrative Bypass criteria/standards should be outlined clearly in the revised guidelines.
- New technology should be incorporated, such as solar panels and their allowable locations.
- The guidelines should include the history of Norman and its development patterns.

**Item No. 3, being: Miscellaneous comments of the Historic District Commission and city staff.**

- Council Member Lee Hall voiced her support for Norman's Historic Districts.
- Realtor training can be an education tool for Historic Districts.

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**Item No. 4, being: Adjournment.**

The meeting adjourned at 7:23 p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

  
Elizabeth Foreman, Chair Russell Kaplan  
Historic District Commission