

**HISTORIC DISTRICT COMMISSION
MINUTES OF
March 1, 2021**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on March 1, 2021, at 5:30 p.m virtually via Zoom. 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.

Commissioner Russell Kaplan called the meeting to order at 5:39 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Mitch Baroff
Aaron Brooks
Shavonne Evans
Tabor Halford
Joan Koos
Brent Swift
Emily Wilkins
Barrett Williamson
Michael Zorba

MEMBERS ABSENT:

A quorum was present.

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

GUESTS: Ryan Bogie
Brett Bogie
Randall Adkins
Dan Walker
David Boeck
Kathleen Walker

*

Item No. 2, being: Approval of the Minutes from the November 2, 2020 Regular Meeting.

Motion by Brent Swift for approval of the minutes from the November 2, 2020 Regular Meeting:
Second by Mitch Baroff.

The motion was passed unanimously.

*

Item No. 3, being: Election of Chair and Vice Chair.

Joan Koos nominates Emily Wilkins for Chair; Second by Brent Swift. There were no other nominations for Chair.

The motion was passed unanimously.

Brent Swift nominates Barrett Williamson for Vice Chair; Second by Michael Zorba. There were no other nominations for Vice Chair.

The motion was passed unanimously.

*

Item No. 4, being: HD (21-01) Consideration of a Certificate of Appropriateness request for the installation of a 10' X 20' studio and concrete patio for the property located at 808 Classen Boulevard.

Motion by Shavonne Evans to approve item #4; **Second** by Mitch Baroff.

Anais Starr presented the staff report.

The applicant, Randall Adkins, discussed the reasons for the project:

- The applicant would like a studio space for creative projects, and building bikes.

Public comments were made by Kathleen Walker, of 802 Classen. Ms. Walker's concerns regarded the density, noise, the impact on the environment, drainage, sight line, and the metal roof.

Public comments were made by Dan Walker, of 802 Classen. Mr. Walker's concerns regarded the height of the structure.

Commission comments and discussion consisted of:

- There was questions about whether this space would be a short term rental, to which the applicant said no.
- There are no other garage or sheds on the property.
- The height is very tall, and not in proportion to the house. The studio would be positioned down a small slope from the house.
- The studio is not similar in design to the house, and is elevated off the ground.
- The metal roof is visible from Keith Street.
- Discussion revolved around design elements that are not compatible with the historic nature of the house and neighborhood.

Motion to withdrawal previous motion by Barrett Williamson; **Second** by Aaron Brooks. All approve.

Motion to continue application with revisions to a future meeting by Aaron Brooks; **Second** by Joan Koos. All approve.

*

Item No. 5, being: HD (21-02) Consideration of a Certificate of Appropriateness request for the installation of a garage and associated driveway, removal of two windows openings, replacement of all windows in the structure, installation of 8' side and rear yard fence with an associated driveway gate, replacement of soffit, installation of handrails and guardrails on front porch, replacement of rear porch, and replacement of front and rear doors for property located at 1320 Classen Boulevard.

Motion by Mitch Baroff to approve item #5 part 1-Garage & driveway installation; **Second** by Brent Swift.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, 922 Shultz Drive discussed the reasons for the project:

- There is no garage on this property.

Public comment was made by Pat Whitaker, who told of his history with the house.

Commission comments and discussion consisted of:

- There was discussion about both options of garage designs that revolved around the metal garage doors, hardi-siding is acceptable, doors should have a wood overlay, and option 1 is larger than option 2.
- Most commissioners favored option 2, but several found both options acceptable.

Motion by Barrett Williamson to withdraw the previous motion; **Second** by Aaron Brooks. All approve.

Motion by Aaron Brooks to approve the garage design option 1 as submitted; **Second** by Brent Swift.

The vote went as follows:

Mitch Baroff	No
Aaron Brooks	Yes
Shavonne Evans	Yes
Tabor Halford	No
Joan Koos	No
Brent Swift	Yes

Emily Wilkins	No
Barrett Williamson	Yes
Michael Zorba	Yes

The motion was approved 5-4.

Motion by Aaron Brooks to approve the garage design option 2 as submitted; **Second** by Barrett Williamson.

The motion was passed unanimously.

Motion by Aaron Brooks to approve item #5 part 2, removal of windows as submitted; **Second** by Tabor Halford.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, 922 Shultz Drive discussed the reasons for the project:

- The applicant is putting a bathroom in that area, so they would like to fill in the 2 rear windows and cover them with brick.

No public comment was made.

Commission comments and discussion consisted of:

- Since the windows are on the rear, and being closed due to a functionality change it is a reasonable request.

The motion was passed unanimously.

Motion by Barrett Williamson to approve item #5 part 3, replacement of all windows with wood windows as submitted; **Second** by Shavonne Evans.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, 922 Shultz Drive discussed the reasons for the project:

- The window frames are deteriorated, and they would like better energy conservation and better sound control.

No public comment was made.

Commission comments and discussion consisted of:

- Windows have long been deteriorated, and the proposal is a good solution.

The motion was passed unanimously.

Motion by Joan Koos to approve item #5 part 4, installation of an 8' side & rear fence and 8' driveway as submitted; **Second** by Aaron Brooks.

Motion by Barrett Williamson to withdraw previous motion; **Second** by Aaron Brooks.

The motion was passed unanimously.

Motion by Barrett Williamson to approve 8' fence in rear yard & transition to 4' at side yard; **Second** by Aaron Brooks.

Anais Starr presented the staff report.

No public comment was made.

The vote went as follows:

Mitch Baroff	Yes
Aaron Brooks	Yes
Shavonne Evans	Yes
Tabor Halford	Yes
Joan Koos	No
Brent Swift	Yes
Emily Wilkins	Yes
Barrett Williamson	Yes
Michael Zorba	Yes

The motion was approved 8-1.

Motion by Michael Zorba to approve item #5 part 5, replacement soffit as submitted; **Second** by Tabor Halford.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, 922 Shultz Drive discussed the reasons for the project:

- The new soffit looks similar to the old soffit on the front porch.

No public comment was made.

Commission comments and discussion consisted of:

- This does not meet the Historic District guidelines.
- The bead board replacement is not authentic, and should be replaced with like materials, not grooved plywood, and not adding a board down the middle of existing bead board.

The vote went as follows:

Mitch Baroff	No
Aaron Brooks	Yes
Shavonne Evans	No

Tabor Halford	No
Joan Koos	No
Brent Swift	No
Emily Wilkins	No
Barrett Williamson	No
Michael Zorba	No

The motion was not approved 8-1.

Motion by Aaron Brooks to approve item #5 part 6, installation of handrails & guardrails on front porch as submitted; **Second** by Joan Koos.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, 922 Shultz Drive discussed the reasons for the project:

- Due to building code requirements they are proposing wrought iron rails.

No public comment was made.

Commission comments and discussion consisted of:

- This is required so there is not a need for a lot of discussion.

The motion was passed unanimously.

Motion by Aaron Brooks to approve item #5 part 7, replacement of rear porch as submitted; **Second** by Joan Koos.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, 922 Shultz Drive discussed the reasons for the project:

- Replacement of the rear porch in a similar design to the original.

No public comment was made.

Commission comments and discussion consisted of:

- This is a simple request emulating the original.

The motion was passed unanimously.

Motion by Mitch Baroff to approve item #5 part 8, option 2 replacement of front & rear doors; **Second** by Barrett Williamson.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, 922 Shultz Drive discussed the reasons for the project:

- The doors are deteriorating and needs a more secure door.

No public comment was made.

Commission comments and discussion consisted of:

- Option 2, the black door with three lights at the top, is favored for both rear and front doors.

The motion was passed unanimously.

*

Item No. 6, being: HD (20-18) Consideration of a Certificate of Appropriateness request for the re-installation of wood shutters for the property located at 620 Miller Avenue.

Motion by Michael Zorba to approve item #6; **Second** by Mitch Baroff.

Emily Wilkins recused herself from this item.

Anais Starr presented the staff report.

The applicant, Emily Wilkins, discussed the reasons for the project:

- They found the original wood shutters and would like to re-install them on the house.

No public comments were made.

Commission comments and discussion consisted of:

- This seems like a simple case, and follows the Historic District guidelines.

The motion was approved unanimously.

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued.

*

Item No. 7 being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since November 2, 2020 and consideration of six-month extension requests for expiring COAs.

- 904 Miller – Staff will revisit with owner.
- 510 Shawnee - Applied for building permit.
- 720 W Boyd – Installation in process.
- 713 Cruce St – Side fence, windows, and deck installed.
- 536 Chautauqua – Garage nearing completion.
- 626 S Lahoma – Garage complete.
- 619 W Boyd – Installation complete.
- 446 College – Work not started.

6 month extension requests – None.

Administrative bypass:

- 536 Chautauqua – Rear deck.

*

Item No. 8, being: Discussion of progress report regarding the FY 2012-2021 CLG Projects.

~~\$19,459~~ \$23,484 CLG total allocation, Revised after additional allocation

\$150 \$150 NAPC Dues,

~~\$2,500~~ \$325 Virtual Planning Conference attendance

~~\$11,225~~ \$6,679 Production & printing-rev HD Guidelines, cost savings from using internal printing, allows for graphic consultant

~~\$2409~~ \$6,000 irtual Window repair workshop, Increased the # of registrants to 40, includes Commissioners and staff

\$5,330 Coloring Book Project (educational, will highlight historic structures in Norman)

\$23,484 Total allocation

*

Item No. 9, being: Discussion and recommendation of application for funds for the FY 2021-2022 CLG Program with the Oklahoma State Historic Preservation Office.

\$15,750 CLG 2021-2022 allocation

Proposed Projects:

\$ 150 NAPC Dues

\$3,000 Staff conference attendance (Spring 2022)

\$7,000 C.A.M.P. Training for Commission/Staff

\$5,000 Personnel Salary

\$ 600 Educational Mailing

\$15,750 Total

*

Item No. 10, being: Discussion regarding the update of the Historic District Guidelines.

There will be another Commission meeting on March 22 to review guideline edits, and two public hearings in April.

Item No. 11, being: Miscellaneous comments of the Historic District Commission and city staff.

None.

*

Item No. 12, being: Adjournment.

The meeting adjourned at 9:57p.m.

Passed and approved this _____ day of _____, 2021.

Emily Wilkins, Chair
Historic District Commission