

## HISTORIC DISTRICT COMMISSION

### MINUTES OF

**January 3, 2022**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on January 3, 2022 at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray, Building A, the Norman Municipal Complex and at [www.Normanok.gov](http://www.Normanok.gov) twenty-four hours prior to the beginning of the meeting.

Commissioner Emily Wilkins called the meeting to order at 5:34 p.m.

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

MEMBERS PRESENT:                   Shavonne Evans  
  Taber Halford  
  Joan Koos  
  Brent Swift  
  Emily Wilkins  
  Barrett Williamson  
  Michael Zorba

MEMBERS ABSENT:                   Mitch Baroff  
  Aaron Brooks

A quorum was present.

STAFF MEMBERS PRESENT:       Anaïs Starr, Planner II, Historic Preservation Officer  
  Jeanne Snider, Assistant City Attorney  
  Jessica Steele, Admin Tech III

GUESTS:                                Lisa Bridges  
  Ryan Hauser  
  Bryan Bloom  
  Kristi & John Pate  
  Kendall Posey  
  David John

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**Item No. 2, being: Approval of the minutes from the November 1, 2021 Meeting.**

**Motion** by Barrett Williamson for approval of the minutes from the November 1, 2021 regular meeting;  
**Second** by Shavonne Evans.

*The motion was passed unanimously. Minutes from the previous meeting were approved.*

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

**Motion** by Joan Koos to nominate Emily Wilkins as Chair;  
**Second** by Shavonne Evans. There were no other nominations for Chair. Barrett Williamson closed nominations.

*The motion was passed unanimously with a vote of 6-0.*

*Emily Wilkins was elected as Chair, after a unanimous vote of 6-0.*

**Motion** by Joan Koos to nominate Barrett Williamson as Vice Chair;  
**Second** by Michael Zorba. There were no other nominations for Vice Chair. Shavonne Evans closed nominations.

*The motion was passed unanimously with a vote of 6-0.*

*Barrett Williamson was elected as Vice Chair, after a unanimous vote of 6-0.*

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**Item No. 4, being: HD (22-01) Consideration of a Certificate of Appropriateness request for installation of a rear addition for the property located at 428 Chautauqua Avenue.**

**Motion** by Barrett Williamson to approve Item No. 4 as submitted;  
**Second** by Joan Koos.

Anaïs Starr presented the staff report. She noted that this structure, while it is a 1907 structure, may have lost some of its historic integrity due to the house being relocated at some point; it was originally straddling the two lots but was moved onto one. Regardless of the historic status, alterations to the structure must meet Historic Preservation Guidelines. The Guidelines encourage new additions to be of a different design, but compatible, to avoid creating a false sense of history. Due to the structure of the house, an inset would not be feasible. Staff recommends some sort of parting board to delineate new from old regarding this addition.

Bryan Bloom, the applicant, discussed the project:

The addition will be a new bedroom. Applicant intends to match materials and overall footprint of the house. Commissioner Barrett Williamson voices support of a vertical

trim to provide delineation between the old house and the new addition. Applicant hopes to use cedar/redwood for the siding material.

No public comments were made.

Commission comments and discussion consisted of:

- Commissioner Barrett Williamson had trim material questions. Applicant intends to match trim of the original structure.
- Commissioner Brent Swift liked the design; wood windows and wood siding the applicant has planned are compatible with Guidelines.
- Commissioner Joan Koos approved of the proposed footprint, it is not wider than the original structure.

*There being no further discussion, a vote on the motion was taken with the following result:*

*The motion was passed unanimously, with a vote of 7-0. COA Request was approved as submitted.*

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued. Applicant can submit a building permit application in the meantime.

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**Item No. 5, being: HD (22-02) Consideration of Certificate of Appropriateness for a second floor addition with an extension of the porte cochere below for the property located at 521 Miller Avenue.**

Anaïs Starr presented the staff report. Applicants wish to expand the second floor by creating a Master Bathroom above the porte cochere. The porte cochere would be extended and a new column would be added to support the proposed 165-square-foot addition, matching window styles with the original structure. Preservation Guidelines specify that new additions clearly be made of their own time, not to give a false sense of history, as it may in this case. There does not seem to be a clear delineation between old and new with this proposal.

The applicant's architect, Greg Ward, discussed the project:

Applicants wanted to explore expansion options after the last hail storm damaged the roof and structure. The porte cochere is unusable right now, due to damage. The brick columns are cracking at the top due to deflection and rot. The intention is to fix and expand porte cochere and the second floor above for another bathroom to the house. Addition will be mostly in the back of the house. Applicants want siding and details to match the original house. In response to Commission inquiries, the applicant's architect discussed ways to delineate the new addition, possibly adding a vertical partition, gable design, or inset/step-back if needed. Mr. Ward, the architect, believes an inset would be the best option for this addition. Roof design/pitch was discussed. Shutters are plastic and will not be retained. Window options were discussed; the property owners currently plan to repurpose windows from original structure. Commissioners mentioned owners should

consider whether to use windows of a different style in order to differentiate existing house from the new addition.

No public comments were made.

Commission comments and discussion consisted of:

- Commissioner Barrett Williamson discussed potential inset to avoid creating a false sense of history.
- Commissioner Brent Swift was concerned about the massing of the design. Would like to see a design that nods back to the historic design, which he believes is not achieved with this current proposal.
- Commissioner Taber Halford is concerned about the proposed rooflines being too complex/too busy with the half-gable option.
- Commissioner Michael Zorba would like to see an inset to delineate the new addition.
- Commissioner Barrett Williamson suggested the applicants visit with the architect to discuss potential options for differentiating the new addition.
- Commissioner Emily Wilkins agreed with the inset option; believes this might make the design feel less heavy.
- Commissioner Joan Koos was concerned about materials that are proposed. Should new addition utilize a different material as a mode to differentiate?
- Overall feedback from the Commission was for the applicant to consider options to determine the best way to avoid creating a false sense of history, and also tackle the massing problem; the massing is not correct. Applicants and architect should work together to determine how best to achieve these goals.
- After consideration of options, the owner's architect asked to postpone to allow time for revising their proposal and return to the February 2022 Historic District Commission Meeting.

**Motion** by Barrett Williamson to postpone;  
**Second** by Brent Swift.

*There being no further discussion, a vote on the motion was taken with the following result:*

*The motion to postpone was passed unanimously, with a vote of 7-0.*

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**Item No. 6, being: HD (22-03) Consideration of Certificate of Appropriateness for the modification of an existing accessory structure, the replacement of non-original metal siding with cement fiberboard siding, and for the replacement of windows on the north side of the house with aluminum-clad windows for property located at 904 Classen Boulevard.**

**Motion** by Michael Zorba to approve Item No. 6, modification of an accessory building as submitted;  
**Second** by Taber Halford.

Anaïs Starr presented the staff report regarding the accessory structure modifications. The house and the accessory structure are considered non-contributing to the Miller Historic District due to modifications of the house, which were undertaken in the past. Cabana/garage modifications were previously approved by the Historic District Commission in 2017, but construction was never started. However, cement fiberboard was applied to the accessory structure recently and the applicant wishes to have this approved by the Commission.

Applicant Ryan Hauser discussed the project:

Accessory building is not structurally sound, due to previous modifications by prior owners. Ceilings are low and the structure isn't very usable. Applicant intends to use pre-fabricated trusses for the roof, which would create a vaulted ceiling. Proposed pitch would be 8/12 at the most. Existing wall height will not change, but the design of the trusses would add approximately 2' in height to the walls and create a higher vaulted ceiling for the interior of the accessory structure. HardieBoard siding is proposed for the exterior of the accessory building. Doors will eventually be replaced with similar doors; metal. Garage door will also be replaced, but will be similar to the one currently in place. Accessory lights on the structure will also be added.

No public comments were made.

Commission comments and discussion consisted of:

- Commissioner Barrett Williamson did not have any issues with the proposal. Structure is non-contributing.
- Commissioners Brent Swift and Emily Wilkins also supported the proposal.

*There being no further discussion, a vote on the motion was taken with the following result:*

*The motion was passed unanimously, with a vote of 7-0. Modification of the accessory building was approved as submitted.*

A 5-minute recess was called by Commissioner Emily Wilkins. Meeting resumes at 7:18 PM.

**Motion** by Shavonne Evans to approve Item No. 6, siding modification as presented;  
**Second** by Emily Wilkins.

Anaïs Starr presented the staff report regarding replacement of metal siding with cement fiberboard. This is a non-contributing structure due to prior modifications. Metal siding is over asbestos siding and there is at least 2 layers of non-original siding. Applicant wishes to remove metal, asbestos and vinyl siding and replace with cement fiberboard. Ms. Starr indicated that cement fiberboard is more compatible with the surrounding Historic District than either metal or asbestos siding. She also highlighted that the house was originally built circa 1913 and that at some point prior to 1988, the wrap-around porch has been enclosed.

Applicant Ryan Hauser discussed the project:

Siding on the house is inconsistent and the plan is to replace all vinyl and asbestos siding with cement fiberboard siding. Due to modifications to the house undertaken in the past, the original siding is probably not salvageable.

No public comments were made.

Commission comments and discussion consisted of:

- Brent Swift was curious if there might be wood siding underneath the vinyl and asbestos layers. Applicant explains that this is not known currently. If wood siding does exist underneath, it is unlikely to cover the entirety of the house.
- Columns and brickwork were enclosed with vinyl siding at some point. Applicant wishes to possibly preserve some of these historic elements, if able. Will not know how much is salvageable until removal of metal and asbestos siding exposes the materials underneath.

*There being no further discussion, a vote on the motion was taken with the following result:*

*The motion was passed unanimously, with a vote of 7-0. Siding modification request was approved as submitted.*

**Motion** by Barrett Williamson to approve Item No. 6, window replacement request;  
**Second** by Shavonne Evans.

Anais Starr presented the staff report concerning the window replacement request. Storm windows on the north side were damaged by hail. Applicant would like to replace all windows with more energy-efficient design. The house is a non-contributing structure.

Ryan Hauser, the applicant, discussed the project:

Insurance company has indicated that replacement of windows damaged by the hail storm are covered under policy. Applicant indicated upon further examination of the windows on the north side of the house that it was the storm windows that were broken not the actual windows. Mr. Hauser indicated that aluminum clad windows are on the back of the house. Applicant wishes to replace all windows in order to make them matching. Windows are not an emergency to replace. Applicant would consider postponing the window COA request.

Ms. Starr explained that the windows can possibly be replaced with an Administrative Bypass, if just several of the windows and if in-kind replacement. She further indicated that the process of amending COA request is easier than coming back with a new COA application.

**Motion** amended to postponement by Barrett Williamson;  
**Second** by Shavonne Evans.

*Being no further discussion, a vote on the motion was taken with the following result:*

*The motion to postpone was passed unanimously, with a vote of 7-0.*

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

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**Item No. 7, being: HD (22-04) Consideration of the Certificate of Appropriateness for the removal of a non-original addition on the rear of the house, the replacement of 24 deteriorated wood windows, the replacement of front and rear doors, and the installation of a set of double doors on rear of the house, for the property located at 514 Miller Avenue.**

**Motion** by Joan Koos to approve removal of non-original addition on the rear of the house as submitted;

**Second** by Taber Halford.

Anaïs Starr presented the staff report. This is a contributing structure to the Miller Historic District. Applicant wishes to remove makeshift non-original addition on the back of the house, which is allowable under the Guidelines.

Lisa Bridges, the applicant, discussed the project:

The addition is not original. There are issues regarding damage to the stem wall and sewage runs underneath this addition which is collapsing. The addition has also had a tree fall on it.

No public comments were made.

*Being no further discussion, a vote was taken with the following result:*

*Motion was passed unanimously, with a vote of 7-0. Removal of non-original addition is approved as submitted.*

**Motion** by Michael Zorba to approve replacement of 24 windows, as submitted;

**Second** by Barrett Williamson.

Anaïs presented the staff report. Since windows have extensive damage due to lack of maintenance, applicant is requesting replacement rather than repair.

Lisa Bridges, the applicant, discussed the project:

The windows have not been maintained over the years and have deteriorated beyond repair. She has had three companies review repairing the windows. All contractors have indicated that repair is not feasible due to the extensive deterioration. Applicants ultimately chose Old Home Rescue to repair/replace the windows. Sashes will be replaced and trim and sills will be repaired. Wood siding was found under the metal siding which applicants wish to preserve.

Public comments: Neighbor Kendall Posey, of 410 N. Peters, asked whether windows will be salvaged. Lisa explained that they intend to salvage as much of the historic materials as possible.

Commission comments and discussion consisted of:

- Commissioner Barrett Williamson explained that laminated windows could offer more protection against hail.
- Anaïs mentioned revised Historic District Preservation Guidelines will allow for laminated glass windows to offer more protection against hail. It is uncommon for the Commission to approve full replacement of all windows; but in this case, being there is extensive damage, window replacement may be best option.
- Kendall Posey, neighbor at 410 N. Peters, offered his personal experience with screen/storm windows as a protection against hail damage.

*Being no further discussion, a vote was taken with the following result:*

*Motion was passed unanimously with a vote of 7-0. Replacement of 24 windows is approved as submitted.*

**Motion** by Joan Koos to approve replacement of front and rear doors along with installation of a set of double doors on the rear of the house;

**Second** by Brent Swift.

Anaïs presented the staff report. Applicant intends to refurbish old doors found on property, which may be the original doors to the house. If unable, will replace with wood doors of similar likeness to the originals.

Lisa Bridges, the applicant, discussed the project.

The old door was found on the property. The hope is to repair the old door, but the veneer is concerning. Applicant is unsure if it can be repaired. Will look into veneer/furniture repair options. If not able to repair, will choose replacement door(s) that are similar to the original(s).

*Being no further discussion, a vote was taken with the following result:*

*Motion was passed unanimously with a vote of 7-0. Replacement/Installation of doors is approved as submitted.*

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

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**Item No. 8, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since November 1, 2021 and consideration of six-month extension requests for expiring COAs.**



***Progress of active COA's:***

- 904 Miller—The house has been sold. Staff has reached out to the sellers repeatedly. Unsure if the new owners understand the code violation.
- 518 Chautauqua—Work continues, but construction is delayed due to unavailability of building supplies, like many construction projects.
- 1320 Classen—Work is finished. Soffit has been replaced. Still have the outstanding issue with caps on the columns.
- 620 Miller—Work has not started on the shutters.
- 605 Okmulgee—Construction complete. The wood siding was painted blue.
- 518 S. Lahoma—Non-original addition has been removed. New addition has not started. Greenhouse has been removed.
- 549 S. Lahoma—Applicant's BOA appeal heard; postponement requested until next meeting. In the meantime, owner replaced the window in question with a set of windows approved by the HDC.
- 503 Tulsa—Building permit issued. Work not yet started.
- 425 S. Lahoma—Solar panels have been installed.
- 506 S. Lahoma—Work has not started, but building permit application has been submitted.

***Administrative Bypasses Issued:***

- 633 Chautauqua—Replacement of driveway.
- 545 S. Lahoma—Installation of a 4' side-yard fence.
- 648 S. Lahoma—Replacement of asbestos shingles with composite shingles.
- 425 Chautauqua—Replacement of driveway and widening of driveway.
- 512 S. Lahoma—Installation of storm windows; they have not been installed yet. It will probably be 6 months before the storm windows arrive.
- 311 E. Keith—Installation of a 6' wood fence along the rear property line.

***Six-month extension requests: None.***

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**Item No. 9, being: Discussion of progress report regarding the FY 2021-2022 CLG Grant Projects.**

2021-2022 Certified Local Government Fund

\$ 150	National Alliance of Preservation Conference (NAPC) Dues
\$7,000	Commission Assistance and Mentoring Program (C.A.M.P) Training for Commissioners—Recording still available for those who missed this.
\$2,500	Planning Conference attendance for staff
\$ 600	Education Mailing—Sent out November 15, 2021.
\$10,750	CLG Total allocation for 2021-2022

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**Item No. 10, being: Discussion of potential FY 2022-2023 CLG Grant Projects.**

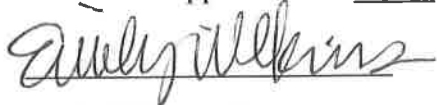
Application will be submitted in April. Presentation of the 2022-2023 CLG Grant application to the Commission will be given in March.

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**Item No. 11, being: Adjournment.**

The meeting adjourned at 8:30 p.m.

Passed and approved this 1 day of February, 2022.



Emily Wilkins, Chair  
Historic District Commission