

HISTORIC DISTRICT COMMISSION

MINUTES OF

July 5, 2022

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on July 5, 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 24 hours prior to the beginning of the meeting.

Chair Emily Wilkins called the meeting to order at 5:33 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Joan Koos
 Shavonne Evans
 Emily Wilkins
 Barrett Williamson*
 Mitch Baroff
 Aaron Brooks
 Brent Swift

MEMBERS ABSENT: Michael Zorba
 Taber Halford
 Mitch Baroff

A quorum was present.

*Commissioner Barrett Williamson arrived at 5:34 PM.

STAFF MEMBERS PRESENT: Anaïs Starr, Planner II, Historic Preservation Officer
 Jeanne Snider, Assistant City Attorney
 Tara Reynolds, Financial Mgmt Analyst

GUESTS: Savannah Owen
 Katie & David Miller, 518 Chautauqua
 Stanley Berry, 820 Clement Dr
 Julie Blacksten
 Andy Darks, 819 Clement Dr.
 Devon Miller via Zoom

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Item No. 2, being: Approval of the Minutes from the May 2, 2022 Regular Meeting.

Motion by Shavonne Evans for approval of the minutes from the May 2, 2022 regular meeting;
Second by Aaron Brooks.

The motion was passed unanimously with a vote of 6-0. Minutes from the previous meeting were approved.

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Item No. 3, being: HD (22-20) Consideration of an amendment to Certificate of Appropriateness 20-05 (approved for an addition and covered patio) to allow for the substitution of textured cement fiberboard siding for smooth cement fiberboard siding on the addition and for the installation of an outdoor fireplace on the covered patio for the property located at 518 Chautauqua Avenue. (Note: this project is currently under construction).

Motion by Brent Swift to approve Item No. 3 as submitted; **Second** by Aaron Brooks.

Anaïs Starr presented the staff report:

- The applicant is requesting an amendment due to a shortage of materials. The textured fiberboard has already been installed. They also wish to add an outdoor fire pit as well, which the guidelines do not address. The outdoor fire pit will not be visible from the front viewpoint.

The applicant's representative, Stan Berry, and the owner, Katie Miller discussed the project:

- There was a 2 year wait for the smooth siding, and it didn't seem practical to wait that long. There was a miscommunication between the owners, Historic District, and contractor. The siding went on around the first of the year.

No public comments were made.

Motion by Brent Swift to approve the fire place as submitted; **Second** by Aaron Brooks. The motion passed 6-0.

Motion by Joan Koos to approve the substitution of textured cement fiberboard siding as submitted; **Second** by Shavonne Evans.

Commission discussion consisted of:

- Commissioner Swift believes the smooth siding is available today.
- Commissioner Evans said if the textured fiberboard is approved that is setting a precedent going forward, and the Commission doesn't want this mistake happening again.
- The applicant is not happy with the textured siding and would still consider getting smooth because he wants it to match the other structures. The neighboring garage has smooth siding.

- There was discussion about setting a precedent for this. Their move in date is September. Can the siding be flipped over to the smooth side and reinstalled? The representative says no.
- Commissioner Brooks said if it's not that heavily textured it can be painted and it could look smooth from the front.
- Commissioner Swift suggested giving the owner a window of time to remedy the situation. Commissioner Williamson suggested 2 years. Staff suggested 6 months, but the applicant said due to shortages that is not enough time. Commissioner Swift suggested starting buying the product in smaller batches.
- A period of 2 years was agreed upon, Staff will check back at that time.

Motion by Aaron Brooks to amend the motion to allow the homeowners 2 years to replace the textured cement fiberboard siding for smooth cement fiberboard siding on the addition; **Second** by Brent Swift.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

Ms. Starr noted that the applicants have 10 days to appeal this decision with the Board of Adjustment if they so choose.

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Item No. 4, being: HD (22-21) Consideration of a Certificate of Appropriateness for the installation of a swimming pool for the property located at 518 Chautauqua Avenue.

Motion by Shavonne Evans to approve Item No. 4 as submitted; **Second** by Joan Koos.

Anais Starr presented the staff report:

- The request is to place the swimming pool behind the garage. The guidelines allow for administrative approval in the rear yard, but due to the location this requires Commission approval.

The applicant, Dave Miller, discussed the project:

- The children play directly behind the house, and behind the garage was deemed the safest location to install the pool.

There were no public comments made.

Commission Discussion:

- This location is not visible from the front, and the Commission can see no issues with it.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

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Item No. 5, being: HD (22-22) Consideration of a Certificate of Appropriateness request for the replacement of all windows in the structure, replacement of front and rear doors, removal of front porch wall, installation of additional front steps and installation of new walkway, removal of front door sidelight and relocation of front door, replacement of soffit with different design, demolition of existing shed and replacement with a free-standing covered patio for property located at 720 S Lahoma Avenue.

Motion by Shavonne Evans to approve the replacement of all windows as submitted; **Second** by Aaron Brooks.

Anais Starr presented the staff report:

- Windows are deteriorated and not currently operational.

The applicant, Devon Miller, discussed the project:

- He would like to keep the windows as similar as possible, but the current ones are rusted, bent, broken, and stuck shut. He would welcome recommendations for similar long lasting replacements.

There were no public comments made.

Commission Discussion:

- Commissioner Swift asked if the applicant had considered reglazing and sanding the panes, the applicant said that wasn't an option due to time constraints.
- There was a discussion about restoring the casement windows, or replacing with like steel windows. Some Commissioners believed the windows are reparable, and restoration is their first choice.

Motion by Brent Swift to amend the motion to allow repair/replace the existing window frames, hardware, glazing & glass, or replacement with new window frame with the same profile as existing in steel casement. **Second** by Barrett Williamson.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

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Motion by Aaron Brooks to approve the replacement of front & rear doors, & removal of front door sidelight & relocation of front door as submitted; **Second** by Joan Koos.

Motion by Aaron Brooks to amend the motion to include the removal of the front porch wall, installation of additional front steps and a new walkway as submitted. **Second** by Joan Koos.

Anais Starr presented the staff report:

- The sidelight would be removed to center the door on the new sidewalk. The planter would be removed. This structure is listed a non-contributing structure.

The applicant, Devon Miller, discussed the project:

- The current location of the steps are not convenient, and removal of the planter makes it more accessible. The carport is not functional because of it's small size. The front door will move over 2 inches.

Public comment was made by Andy Darks, 819 Clement Dr:

- Andy agreed with the Commission on their decision about the windows.

Commission Discussion:

- All of these requested items changes the historical character of the house. These alterations of the front façade of the house goes against the Historic District guidelines.
- The applicant said this is not a contributing structure, and denying these requests is not reasonable. He will seek demolition if the Commission does not grant him these requests.
- Applicant's representative, Savannah Owen, said due to having children the entrance needs to be made more accessible as it's currently unsafe.
- Commissioner Koos said the planter box is important; the stone matches the house, and the entire front would look different if it was removed.
- The planter boxes and carports are iconic for this house design, and the Commission would like to preserve this design.

There being no further discussion, a vote on the motion was taken. The motion failed unanimously.

Ms. Starr noted that the applicants have 10 days to appeal this decision with the Board of Adjustment if they so choose.

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Motion by Shavonne Evans to approve the replacement of soffit with different material as submitted; **Second** by Aaron Brooks.

Anais Starr presented the staff report:

- The applicant would like to replace the smooth soffit with a tongue and groove board with downlighting. It would run parallel to the house, and would not leave the current vent in place.

The applicant, Devon Miller, discussed the project:

- He prefers down lights because they are less maintenance, and the current soffit is in disrepair. He likes the tongue and groove board with the wood grain look.

No public comment was made.

Commission discussion:

- Commissioner Swift stressed that the Historic District guidelines specifically say to replace with like materials, and this proposal is not like materials or design.

- Commissioner Wilkins said the board should be smooth and look similar to what is currently there.
- There was a discussion about the modern design, and the Commission would like the applicant to stick with similar materials.

There being no further discussion, the following vote was taken:

<i>Aaron Brooks</i>	<i>Yes</i>
<i>Shavonne Evans</i>	<i>No</i>
<i>Joan Koos</i>	<i>No</i>
<i>Brent Swift</i>	<i>No</i>
<i>Emily Wilkins</i>	<i>No</i>
<i>Barrett Williamson</i>	<i>No</i>

The motion failed 6-1.

Ms. Starr noted that the applicants have 10 days to appeal this decision with the Board of Adjustment if they so choose.

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Motion by Barrett Williamson to approve the demolition of existing shed and replacement with a covered patio as submitted; **Second** by Shavonne Evans.

Anais Staff presented the staff report:

- The current concrete slab would be reused for the covered patio. There is no alley access in the rear. The patio cannot be seen from the front of the property.

The applicant, Devon Miller, discussed the project:

- The roof will mimic the pitch ratio of the house. It is a 6 post flat sloped roof using the same steel posts and trusses as the carport.

No public comment was made.

Commission discussion:

- No new concrete will be poured, and this isn't visible from the front.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

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Item No. 6, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since May 2, 2022 and consideration of approval, rejection, amendment and/or postponement of six-month extension requests for expiring COAs.

904 Miller Ave: Property is still for sale.

518 Chautauqua Ave: Work is almost done.

620 Miller Ave: Work started but not completed.

518 S Lahoma: Demolition of the non-original addition is complete. Greenhouse has been removed. The construction of the new addition is in progress.

549 S Lahoma: BOA heard appeal, postponed to March 24, 2022, postponed again to April 28, 2022. Postponed to May 25, 2022. Applicant has replaced windows as per issued COAs

503 Tulsa St: Building permit issued and construction is nearing completion.

506 S Lahoma Ave: Work has started.

428 Chautauqua Ave: Building permit issued, and work is nearing completion.

904 Classen Blvd: Work has not started.

514 Miller Ave: Building permit has been issued and work is nearing completion.

521 Miller Ave: Building permit has been issued and work has not started.

508 Macy Street: Work has started. Waiting on window and siding.

418 Macy Street: Work has not started.

434 College Ave: Building permit issued. Demolition of attached addition is complete.

COA extension requests: 904 Classen Ave

No administrative bypass requests.

Item No. 7, being: Discussion of progress report regarding the FY 2021-2022 CLG Grant Projects.

\$ 150 NACP Dues Spring 2022

\$5,000 C.A.M.P Training for Commissioners/Staff Nov. 9 & 18 2021

\$ 420 Education Mailing Mailed November 15, 2021

\$ 450 2nd Educational Mailing (HP Guidelines) Postcard sent February

\$ 100 Printing of HD Guidelines – Have printed 20, waiting for requests

\$1,200 Scanner & Software – Purchased in the process of scanning all HP documents

\$ 700 Extra Copies of Coloring Books – Parks will distribute at 4th of July & movie nights

\$ 295 Registration of Aaron Brooks for NACP Forum

\$ 875 Registration for :Taber Halford, Anais Starr, Jeanne Snider and 2 other staff members for Main Street Code Workshop in August

\$1,107 Registration for A. Staff for CNU Conf in OKC, Virtual APA Conf

Total Expended approx. \$10,297 of \$10,750 Budgeted

Item No. 8, being: Miscellaneous comments of the Historic District Commission and City Staff.

2022-2023 Certified Local Government Grant Funds Budget

PROJECT 1: Educational Training - \$1,500

PROJECT 2: Memberships Dues for NAPC - \$150

PROJECT 3: Development of Historic Walking Tour Mobile App \$5,500

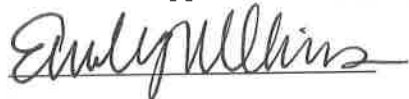
PROJECT 4: Quarterly Education Postcard - \$1,500

Total Budget Of CLG Funds - \$8,650

Item No. 9, being: Adjournment.

The meeting adjourned at 8:26pm p.m.

Passed and approved this 3rd day of October, 2022.



Emily Wilkins, Chair
Historic District Commission