

HISTORIC DISTRICT COMMISSION

MINUTES OF

November 7, 2022

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on November 7, 2022 at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray St, 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 5:34 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Emily Wilkins
 Barrett Williamson
 Brent Swift
 Michael Zorba
 Taber Halford
 Mitch Baroff
 Shavonne Evans*

MEMBERS ABSENT: Aaron Brooks
 Sarah Brewer

A quorum was present.

*Commissioner Shavonne Evans arrived at 5:40pm.

STAFF MEMBERS PRESENT: Anaís Starr, Planner II, Historic Preservation Officer
 Jeanne Snider, Assistant City Attorney
 Whitney Kline, Administrative Technician III

GUESTS: Joyce Green & Lloyd Bumm, 610 Miller Ave
 Nancy & Kent VonBargen, 412 Chautauqua
 Vicki Dollarhide, 645 S. Lahoma Ave
 Bob Monnet, 3333 NW 63rd St, Oklahoma City
 Greg Jungman, 642 S. Lahoma Ave

*

Item No. 2, being: Approval of the Minutes from the October 3, 2022 Regular Meeting.

Motion by Barrett Williamson for approval of the minutes from the October 3, 2022 regular meeting; **Second** by Michael Zorba.

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

*

Item No. 3, being: HD (22-25) Consideration of Certificate of Appropriateness requests at 610 Miller Avenue submitted by Lance Pound, with Source Management Services, LLC for Joyce Green for:

- a. **Replacement and modification of the roof structure;**
- b. **Replacement of discontinued metal roofing material with similar metal roofing material;**
- c. **Installation of solar panels on the flat roof top.**

Motion by Michael Zorba to approve Item No. 3a. replacement and modification of roof structure as submitted; **Second** by Brent Swift.

Joyce Green asked for postponement on 3a. replacement and modification of a roof structure. They have not broken it down enough to know if they need to change the rood structure or not.

Motion by Michael Zorba to amend his motion to postpone Item No. 3a. Replacement and modification of roof structure indefinitely; **Second** by Barrett Williamson

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

Motion by Barrett Williamson to approve Item No. 3b. Replacement of discontinued metal roofing material with similar metal roofing material as submitted; **Second** by Brent Swift.

Anaïs Starr presented the staff report:

- Ms. Starr presented a power point with pictures as well as the staff report.
- Ms. Starr discussed how this property had damage from the October 2021 hail storm. Applicant has been working with her insurance company for replacement of these items.
- Ms. Starr stated that the applicant came in front of the commission at the last meeting where she had brought samples. The commission suggested the applicant find other samples to bring forward which she was able to do.

The homeowner, Joyce Green, discussed the project:

- The applicant brought samples of metal roofing options (Met-Tile). She showed the different samples and discussed that none of them match perfectly whether it is by shape or length of the barrel.

- Commissioner Zorba asked if there was there a large cost difference from the original material and the one with more similarity with scale. Joyce Green responded with stating it's an aluminum material so more could be more expensive.

No public comments were made.

Commission discussion consisted of:

- Ms. Starr reminded the commission that at the last meeting the main concern with the original sample (Met-Tile), it was more wavy and didn't have the barrel shape and the hope was with the other sample that she got would be better.
- Commissioner Williamson states that the applicant has searched and other than getting a complete custom tile that her insurance will not cover, she has pretty well fleshed out all options of what is out there and is okay with what was originally proposed with the circumstances.
- Commissioner Swift asked if the new sample is a possibility to be close enough if it was bent at the proper dimension to work. He feels like it has more of the barrel shape where the Met-Tile is more flat.
- Joyce Green explained that the company was hard to work with because she is not using one of their contractors and took the entire month to get the sample in. She also stated that changing it would turn it into a custom project and would be more expensive.
- Commissioner Swift states that the homeowner has done her due diligence to try and get it where the commission can make a decision. He feels like with the options given that the Met-Tile is the he would support. He feels that it has the closest rhythm to the original even with the barrel shape is lost.

There being no further discussion, a vote on the motion was taking. The motion passed 7-0.

Joyce Green asked for postponement of 3c. Installation of solar panels on the flat roof top until they get the roof is entirely done and they can see how the solar panels will sit.

Motion by Michael Zorba to postpone Item No. 3c. Installation of solar panels on the flat roof top indefinitely; **Second** by Taber Halford.

The motion was passed unanimously with a vote of 7-0.

*

Item No. 4, being: HD (22-29) Consideration of Certificate of Appropriateness requests at 412 Chautauqua Avenue submitted by J. Kent and Nancy VonBargen for:

- a. **Replacement of existing Masonite lap siding with cement fiberboard siding;**

b. Replacement of a wood garage door on non-original garage with a metal garage door.

Motion by Shavonne Evans to approve Item No. 4a. Replacement of existing Masonite lap siding with cement fiberboard siding as submitted; **Second** by Taber Halford.

Anais Starr presented the staff report:

- Ms. Starr presented a power point with pictures as well as the staff report.
- Ms. Starr stated that this property is a non-contributing structure due to the loss of historic integrity.
- Ms. Starr stated that they came in front of the commission last month for feedback on what to do with the exterior that was damaged by the October 2021 hailstorm. The commission gave them feedback that the cement fiberboard would be a good choice to replace the Masonite.

The homeowners, Kent and Nancy VonBargen, discussed the project:

- Kent VonBargen states he wants to keep it as close to the original as possible.
- Kent VonBargen said it was going to be a 6 inch board with either a 4 or 5 inch exposure.

No public comments were made.

Commission Discussion:

There being no further discussion, a vote on the motion was taking. The motion passed 7-0.

Motion by Mitch Baroff to approve Item No. 4b. Replacement of wood garage door on non-original garage with a metal garage door, as submitted; **Second** by Shavonne Evans.

Anais Starr presented a staff report:

- Ms. Starr presented a power point with pictures as well as the staff report.
- Ms. Starr stated that it was a non-original garage that was built in recent decades.
- Commissioner Wilkins asked if there was any forward facing metal garage doors that got approved from the commission? Ms. Starr responded that there has not been any.

The homeowners, Kent and Nancy VonBargen, discussed the project:

- Nancy VonBargen stated that they walked the neighborhood to find carriage garage doors that would be appropriate and what they are proposing is the closest they could find.
- Nancy VonBargen stated that they wood doors they currently have are so heavy that they keep coming off the tract which is why they are wanting metal because it is lighter in weight.

No public comments were made.

Commission Discussion:

- Commissioner Zorba stated that the fact that it's non-original and a non-conforming structure is why he is voting yes.

There being no further discussion, a vote on the motion was taking. The motion passed 7-0.

*

Item No. 5, being: HD (22-28) Consideration of a Certificate of Appropriateness request at 645 S. Lahoma Avenue by Vicki Dollarhide for:

a. Replacement of the asbestos roof tiles with an alternative roof material.

Motion by Michael Zorba to approve Item No. 5a. Replacement of asbestos roof tiles with an alternative roof material, as submitted; **Second** by Barrett Williamson.

Anais Starr presented the staff report:

- Ms. Starr presented a power point with pictures as well as the staff report.
- Ms. Starr stated that her roof damage was from the October 2021 hailstorm.
- Ms. Starr stated that the three main reasons the applicant is proposing DaVinci Slate Tiles is that the applicant is limited to cost, wants to find something more appropriate to historic structure than asphalt shingles, and she is also looking for durability.

The homeowner, Vicki Dollarhide, and Contractor, Bob Monnet, discussed the project:

- Vicki Dollarhide stated that she has done all the can to keep her original roofing until this last hailstorm when it was damaged beyond repair.
- Bob Monnet brought a sample of the new DaVinci Slate Tile to show the commission.

Public Comments:

- Greg Jungman states that he lives across the street from the applicant and that she has always taken great care of her house and that she has done a lot of research to find what would be best for her house.

Commission Discussion:

- Commissioner Swift stated that this homeowner and other homeowners have come up with is a reasonable way to put their house together from the storm in a cost effective manner. He stated that it fits the context of the architecture. He also stated that this is simulated slate on a two story house and it works.
- Commissioner Williamson stated that if the roof pitch was steeper he would have the applicant do more research but since it is a low slopped roof on the second floor he can support it comfortably.
- Commissioner Wilkins stated that you can't really see the roof and it isn't really unique or speak to the character of the house.

There being no further discussion, a vote on the motion was taking. The motion passed 7-0.

*

Item No. 6, being: HD (22-30) Commission review and feedback at 635 Chautauqua Avenue submitted by Barrett Williamson, for Joe Deleon for:

- a. **Addition to the house;**
- b. **Removal of existing driveway;**
- c. **Installation of new approach and drive on south side of the house;**
- d. **Construction of new two-story garage in rear yard;**
- e. **Installation of a 6' fence side yard fence.**

Barrett Williamson, representing Joe Deleon, asks for a postponement on Item No. 6 indefinitely until the owner and previous owner figure out lot lines.

*

Item No. 7, being: Discussion of Historic District Commission Meeting Calendar for 2022 and 2023.

- Ms. Starr presented the 2022 and 2023 calendar to discuss changes to some meeting dates.

*

Item No. 8, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since October 3, 2022.

904 Miller Ave: Staff has been in contact with new owner's representative. Representative states that the owner did not know about the window violation prior to purchasing. Owner plans to re-sell the property. No change in ownership, property is still for sale. Continue to have inquires about the property.

518 Chautauqua Ave: Work is nearing completion.

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 almost complete.

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.

Oklahoma Supreme Court issues a ruling earlier this month regarding applicants request.

Appeal made in court system, decision pending.

503 Tulsa St: Work is complete.

506 S Lahoma Ave: Construction in progress. Roof has been shingled.

428 Chautauqua Ave: Work completed.

904 Classen Blvd: Work has not started. COA expires in January.

521 Miller Ave: Work completed.

508 Macy Street: Work completed.
434 College Ave: Work nearing completion.
720 S Lahoma Ave: Work as not yet started. Building permit for interior work issued.

Administrative Bypass:
504 Miller: Solar panels on the rear of the structure.

*

Item No. 9, being: Discussion of progress report regarding the FY 2022-2023 CLG Grant Projects.

\$ 150 NAPC 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 NAPC 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

2022-2023 Certified Local Government Grant Funds Budget

PROJECT 1: Educational Training - \$1,500 - Fall Mailing
PROJECT 2: Memberships Dues for NAPC - \$150
PROJECT 3: Development of Historic Walking Tour Mobile App \$5,500 - Staff working determining the scope of the tour
PROJECT 4: Quarterly Education Postcard - \$1,500

Total Budget of CLG Funds - \$8,650

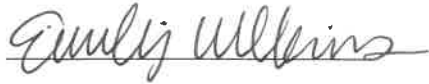
Item No. 10, being: Miscellaneous comments of the Historic District Commission and City Staff.

- Ms. Starr discussed that she gets a lot of upset applicants who are coming forward with roof issues due to storms.
- Commissioners discussed to take it easier on applicants but still stick to the guidelines the best they can.
- Commissioners discussed different ways to educate homeowners about roofing and siding as some of them don't know so they are more confident when they have to come to the commission for applications.

Item No. 11, being: Adjournment.

The meeting adjourned at 7:21p.m.

Passed and approved this 6th day of Feb, ²⁰²³~~2022~~.



Emily Wilkins, Chair
Historic District Commission