



## CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, August 07, 2023 at 5:30 PM

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### MINUTES

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

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

### ROLL CALL

#### PRESENT

Commissioner - Vice Chair Barrett Williamson  
Commission - Chair Emily Wilkins  
Commissioner Mitch Baroff  
Commissioner Michael Zorba  
Commissioner Shavonne Evans \*  
Commissioner Taber Halford  
Commissioner Sarah Brewer

A quorum was present.

\*Commissioner Shavonne Evans arrived at 5:35 p.m.

#### STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney  
Amanda Stevens, Development Center Coordinator

#### GUESTS

Carter Merkle, 518 Shawnee St, Norman, OK  
Milena Govich, 930 Miller Ave, Norman, OK  
David Cornue, 930 Miller Ave, Norman, OK  
Marilyn Govich, 440 Keith St, Norman, OK  
Kristi Pate, 521 Miller Ave, Norman, OK

## MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF JUNE 5, 2023.

**Motion** by Barrett Williamson for approval of the minutes from the June 5<sup>th</sup>, 2023 regular meeting; **Second** by Taber Halford.

***The motion was passed unanimously with a vote of 7-0. Minutes from the previous meeting were approved.***

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## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. HD (23-23) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 521 MILLER AVENUE FOR THE REPLACEMENT OF METAL WINDOWS WITH METAL WINDOWS OF A DIFFERENT PANE CONFIGURATION ON A NON-ORIGINAL ACCESSORY STRUCTURE.

**Motion** by Barrett Williamson to approve (HD 23-23) replacement of metal windows with metal windows of a different pane configuration on a non-original accessory structure, as submitted; **Second** by Michael Zorba.

Anais Starr presented the staff report.

- Anais stated that this accessory structure is non-contributing.

There was no applicant presentation.

There were no public comments.

Commission Discussion:

- Anais Starr explained that the property owner is replacing the metal windows with metal instead of wood, as like-for-like is allowed by the Preservation Guidelines. However, this particularly window pane configuration is not available on today's market.
- Commissioner Zorba asked if the twelve windows to be replaced are all metal windows.
- Anais Starr replied yes, the property owner is not wanting to replace the existing wood windows in the structure and they will remain.

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

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3. HD (23-24) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 518 SHAWNEE STREET FOR THE REPLACEMENT

OF NON-ORIGINAL WOOD WINDOWS WITH WOOD COMPOSITE WINDOWS ON THE REAR OF THE NON-CONTRIBUTING PRINCIPAL STRUCTURE.

**Motion** by Mitch Baroff to approve (HD 23-24) replacement non-original wood windows with wood composite windows on the rear of the non-contributing principal structure, as submitted; **Second** Shavonne Evans.

Anais Starr presented the staff report:

- Anais Starr stated that this is a non-contributing structure. Furthermore, she indicated that the windows are the original windows as they are located in a non-original addition.

The property owner, Carter Merkle, discussed the project.

There were no public comments.

There was no further Commission discussion.

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

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4. HD (23-26) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 930 MILLER AVENUE FOR THE ALLOWANCE FOR EGRESS EITHER BY: **OPTION 1** – THE ADDITION OF AN EXTERIOR DOOR ON THE EAST WALL OF THE GARAGE; AND/ OR **OPTION 2**- THE ENLARGEMENT OF AN EXISTING WINDOW OPENING ALONG WITH REPLACEMENT OF THE WINDOWS LOCATED ON THE EAST WALL OF THE GARAGE.

**Motion** by Michael Zorba to approve (HD 23-26) for the allowance for egress either by **Option 1**- The addition of an exterior door on the east wall of the garage; and/or Option 2- the enlargement of an existing window opening along with replacement of the windows located on the east wall of the garage, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that this is a contributing structure. However, the applicant is unable to expand the footprint of the structure, due to Zoning setback requirements but would like to improve the internal layout of the house. This requires egress for the bedroom that will be located in the garage area.

The property owner, Milena Govich discussed the project.

There were no public comments.

Commission Discussion:

- Commissioner Baroff was unsure as to whether or not the “fixed” windows would comply with code.
- Anais Starr explained that the property owner’s new windows would be operable. Which would mean that both option 1 & 2 would comply with code.

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

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## REPORTS/UPDATES

### 5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JUNE 5, 2023.

- 518 Chautauqua Ave: Cement fiberboard replaced and swimming pool installed.
- 549 S Lahoma: Appeal made by applicant. Judge handed down a mandatory ruling – install windows or make appeal by August 11<sup>th</sup>.
- 506 S Lahoma Ave: Construction continues.
- 720 S Lahoma Ave: Work has not started. Building permit for interior work has been issued. No exterior progress apparent since the March meeting.
- 610 Miller Ave: Parapet walls re-built and re-sided. Applicant has received approval from insurance company to have original metal tile roof manufactured. It has been ordered.
- 514 Miller Ave: No change since March meeting. Work has not started.
- 640 E Boyd St: Work is complete except for front door replacement and painting exterior.
- 904 Miller Ave: Construction has begun. Foundation is complete.
- 904 Classen Ave: Work has not started.

### Administrative Bypass issued since June 5, 2023:

- 616 Tulsa Ave: Installation of hand railing on front stairs.

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### 6. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2023-2024 CLG GRANT PROJECTS.

#### **2022-2023 Certified Local Government Grant Funds Budget**

<b>PROJECT 1:</b>	Educational Training	\$2,700
<b>PROJECT 2:</b>	Memberships Dues for NAPC	\$150
<b>PROJECT 3:</b>	Historic Tour Expansion	\$1,725
<b>PROJECT 4:</b>	Historic Tour App Maintenance & Maintenance	\$2,000 \$3,725
<b>PROJECT 5:</b>	Windows & Wall Workshop	\$10,000
<b>PROJECT 6:</b>	Quarterly Education Postcard	\$1,800

**Total CLG Budget** **\$18,375**

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## MISCELLANEOUS COMMENTS

- Anais Starr talked about the importance of making sure that historic home buyers are given an accurate disclosure statement so that they know they're buying in a city-designated Historic District. Staff will check on disclosures in the future when an applicant claims they were not informed.
- Ms. Starr stated that sometimes realtors from other cities will list historic homes in Norman, and not realize that they're in a historic district.
- Commissioner Evans said that realtors can't make sellers disclose anything, but by a realtor's code of ethics, they do have to disclose it.
- Anais Starr talked about how to allocate CLG grant project funds.
- This included funding for educational training for her, NAPC membership dues, historic tour expansion, and the windows & wall workshop.

## ADJOURNMENT

The meeting was adjourned at 6:38 p.m.

Passed and approved this 2 day of October 2023.



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Emily Wilkins, Chair  
Historic District Commission

