



**CITY OF NORMAN, OK**  
**HISTORIC DISTRICT COMMISSION MEETING**  
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069  
Monday, November 03, 2025 at 5:30 PM

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**MINUTES**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room A at the Development Center, on Monday, November 03, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Development Center at 225 N. Webster Avenue, the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Chair Michael Zorba called the meeting to order at 5:30 P.M.

**COMMISSIONER ROLL CALL**

**PRESENT**

Mitch Baroff  
Karen Thurston  
Tyler Burns  
Jo Ann Dysart  
Kendel Posey  
Gregory Heiser  
Michael Zorba  
Susan Skapik

**ABSENT**

Kayla Molina

**STAFF PRESENT**

Anais Starr, Planner II/ Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney III  
Laci Witcher, Permit Technician  
Brenda Wolf, Manager of Operations- Planning

**GUEST PRESENT**

Elaine & Harry Boyd, 500 Chautauqua Avenue, Norman, OK  
Stacy Pattillo & Scott Williams, 315 Castro Street, Norman, OK  
Jeff Greene, 523 Chautauqua Avenue, Norman, OK  
Doug Rogers, 301 Keith Street, Norman, OK  
Catherine Gilarranz, Kritenbrink Architecture, 119 W. Main Street, Norman, OK  
Steve & Jenny Ladner, 501 S. Lahoma Avenue, Norman, OK  
Stanley Berry, 820 Clement Drive, Norman, OK  
Cameron Dawson, 507 Chautauqua Avenue, Norman, OK  
Bob Craig, 506 S. Lahoma Avenue, Norman, OK  
Melissa Mortazavi, Roger Michalski, Tessa & Jack, 527 Chautauqua Avenue, Norman, OK  
Leyton Lawter, 720 S. Lahoma Avenue, Norman, OK

Rick Poland, 435 Chautauqua Avenue, Norman, OK

## MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF OCTOBER 6, 2025.

**Motion** by Commissioner Dysart to approve the October 6, 2025 Historic District Commission meeting minutes; **Second** by Commissioner Burns.

*The motion passed unanimously with a vote of 8-0.*

## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 25-25) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 315 CASTRO STREET FOR THE FOLLOWING MODIFICATION: A) THE CONSTRUCTION OF A GARAGE. *This was postponed from the September 8, 2025, meeting.*

**Motion** by Commissioner Thurston to approve (HD 25-25) as submitted; **Second** by; Commissioner Posey.

### Staff Presentation

Anais Starr, Planner II/Historic Preservation Officer, presented the staff report.

### Applicant Presentation

Scott Williams, applicant, explained the proposed project.

Commissioner Burns asked if the garage had been moved further back on the property compared to the original plan, and Ms. Starr confirmed that it had.

Commissioner Zorba inquired about the original location of the garage, noting it may have been positioned directly against the house. Ms. Starr replied the applicant would need to verify that information but confirmed the garage had been very close to the house.

Mr. Williams explained the original garage's eaves overlapped the house, so it was moved back to eliminate the interference.

Commissioner Thurston asked if the siding of the new structure would match the original home's exposure, and Mr. Williams confirmed that it would.

### Public Comments

There were no public comments.

### Commission Discussion

All commissioners agreed the revised project was an improvement over the previous version and expressed satisfaction with moving it forward since it met the Preservation Guidelines.

***The motion passed unanimously with a vote of 8-0.***

3. (HD 25-31) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 301 E KEITH STREET FOR THE FOLLOWING MODIFICATION: A) INSTALLATION OF WOOD SHUTTERS ON THE FRONT AND WEST SIDE ELEVATIONS OF THE PRINCIPAL STRUCTURE.

**Motion** by Commissioner Thurston to approve (HD 25-31) as submitted; **Second** by Commissioner Skapik.

### Staff Presentation

Anais Starr, Planner II/Historic Preservation Officer, presented the staff report.

Commissioner Zorba reminded Commissioners this was an ex post facto application.

Commissioner Zorba confirmed the current and previous shutters were non-operable and faux, and Ms. Starr agreed.

Commissioner Dysart asked if the shutters were the same size, and Ms. Starr confirmed they were approximately the same size.

### Applicant Presentation

Doug Rogers, applicant, explained the proposed project.

Mr. Rogers stated he had owned the house for thirty years and was unaware that replacing the shutters required approval, calling it an oversight. He explained all the shutters were replaced with stained cedar wood, with each shutter measuring 17.5 inches wide.

Commissioner Thurston asked if the shutters were the same size as the existing ones, and Mr. Rogers replied that they were very close in size.

Commissioner Burns asked if the old shutters were removed because of their condition, and Mr. Rogers confirmed they were deteriorated, noting they were 25 years old and in poor shape.

Commissioner Baroff asked if the shutters were present when the home was purchased, and Mr. Rogers explained the house originally had green awnings, which were later replaced with shutters.

Commissioner Thurston said she liked the change from vinyl to wood, as it aligns with guideline recommendations, but expressed uncertainty about how the shutters fit stylistically with a bungalow style home.

#### Public Comments

There were no public comments.

#### Commission Discussion

Commissioner Thurston stated she couldn't determine the style from the photo.

Commissioner Zorba explained them as having three vertical and three horizontal boards and noted that louvered shutters are common in the neighborhood. He felt the proposed bare wood shutters were not an appropriate fit.

Commissioner Skapik stated she liked the wood shutters and appreciated that they were not permanent but felt they were not the right fit for the house design wise.

Commissioner Baroff acknowledged the shutters are unconventional but said he was satisfied with the modification.

Commissioner Posey stated the shutters are stylistically inconsistent with the house and the surrounding neighborhood.

Commissioner Zorba concurred with other Commissioners that the design of the shutters and stained wood, were not appropriate for the house and the surrounding historic neighborhood.

Ms. Starr asked if the applicant could modify their request to meet Preservation Guidelines.

Commissioner Thurston said she was unsure about recommending a style change but suggested modifying the shutters to better suit the bungalow style rather than remaining as raw wood for decorative purposes.

Ms. Starr stated the issue is not whether the shutters create a false sense of history, but whether they stylistically fit the house and neighborhood. She also asked the Commissioners about potential options for the applicant.

Commissioner Burns stated he drove the neighborhood and did not observe any other raw wood shutters.

Commissioner Zorba stated the design does not fit the historic district style and suggested possibly postponing the request to submit a revised design.

Mr. Rogers stated he intends to remove the shutters entirely if he did not receive approval.

Ms. Starr said that on past request the Commission had viewed shutters as temporary feature on a historic structure.

Commissioner Dysart stated the wood shutters are an improvement over the previous ones.

Commissioner Zorba asked the Commission whether painting the wood shutters would affect their decision, specifically if that change would be sufficient for approval.

Commissioner Baroff stated although the shutters are unusual for this type of house; he would vote in favor of the application as submitted if it came to a vote.

Commissioner Zorba stated he would need to see a color change as the natural wood appears out of place.

Ms. Starr cautioned the commissioners do not usually get into color.

Commissioner Thurston stated she does not believe painting the shutters will hide what she described as their "barn-like" appearance.

Commissioner Posey stated this type of shutters are not typical on bungalows.

Commissioner Burns asked what the material of the siding was. Mr. Rogers replied it is aluminum.

Commissioner Posey asked if wooden shutters that matched the original vinyl ones were available and suggested replacing the shutters like for like rather than switching materials.

Commissioner Zorba asked the applicant if he wanted to amend his application and return with a different option or proceed with a vote as submitted.

Mr. Rogers stated he could obtain inexpensive vinyl shutters to replace the wood ones, and Commissioner Zorba agreed.

Ms. Starr asked Mr. Rogers if he wished to amend his application or proceed with a vote.

Mr. Rogers replied he would like to proceed with the vote on the application as submitted.

***The motion failed by a vote of 7 to 1 with Commissioners Thurston, Burns, Dysart, Posey, Heiser, Zorba, and Skapik voting against and Commissioner Baroff voting in favor.***

4. (HD 25-34) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING: A) THE INSTALLATION OF EIGHT-FOOT METAL SIDE AND REAR YARD FENCE.

**Motion** by Commissioner Heiser to approve (HD 25-34) as submitted; **Second** by Commissioner Posey.

#### Staff Presentation

Anais Starr, Planner II/Historic Preservation Officer, presented the staff report.

Commissioner Zorba confirmed that the fence under consideration was metal and would replace the existing wooden fence at the same height and in the same location. Ms. Starr responded affirmatively, noting the only difference was the material.

Commissioner Burns inquired about who installed the existing fence.

Ms. Starr replied they were unsure who installed the existing fence.

Commissioner Baroff stated he was not aware an eight-foot fence was legal in a residential area.

Ms. Starr replied it is allowed in all residential R-1 properties.

#### Applicant Presentation

Catherine Gilarranz, representative of the applicant, explained the proposed project.

Commissioner Zorba confirmed the property at 490 Elm Street and the property to the south, Hillel, was not in the Historic District. Ms. Gilarranz affirmed that was correct.

Commissioner Thurston confirmed the surrounding properties to the south and the east already had this metal fence design, and Ms. Gilarranz confirmed.

Commissioner Thurston asked if there were going to be any footings for the proposed fence. Ms. Gilarranz replied no, stating it would be metal poles set in concrete.

Commissioner Thurston asked whether there would be any space between the horizontal fence panels. Ms. Gilarranz replied yes, there would be small gaps, intended for air and light movement.

Commissioner Burns asked if the only portion of the fence visible from the road would be the small section on the north side. Ms. Gilarranz replied yes.

Commissioner Thurston asked if there would be a gate in the portion of the fence facing the street. Ms. Gilarranz responded there would not be a gate, adding there had not been one there previously.

#### Public Comments

There were no public comments.

#### Commission Discussion

Commissioner Burns confirmed that the fence would not be visible from the street. Ms. Starr replied that it would have limited visibility from the street.

Commissioner Skapik stated she believed the proposed fence is too modern for the Historic District and suggested wood would be more appropriate.

Commissioner Thurston stated the streetscape needed to remain historic and she would adhere to the Guidelines.

Commissioner Zorba suggested placing the metal fence behind a wood fence, out of public view. Commissioner Thurston responded she believed the streetscape needs to be preserved.

Commissioners asked if the applicant was willing to amend the request so that the wood fence facing the street between the house and the north property line would remain. The applicant agreed with this amendment.

**Motion** by Commissioner Thurston to amend the previous motion to approve the eight-foot metal fence on the north property line to the existing wood fence; **Second** by Commissioner Skapik.

***The motion to amend was approved 8-0.***

**Motion** by Commissioner Thurston to approve (HD 25-34) as amended; **Second** by Commissioner Skapik.

***The motion passed with a vote of 7-1 with Commissioner Skapik voting against.***

5. (HD 25-35) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED 508 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF A DETACHED ACCESSORY DWELLING UNIT; B) REPLACEMENT OF THE EXISTING REAR DRIVEWAY WITH A PARKING PAD; C) INSTALLATION OF A PARKING PAD IN THE REAR YARD.

**Motion** by Commissioner Burns to approve (HD 25-35) as submitted; **Second** by Commissioner Dysart.

#### Staff Presentation

Anais Starr, Planner II/Historic Preservation Officer, presented the staff report.

#### Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Commissioner Skapik inquired about the need for two bedrooms in the ADU structure, and Mr. Berry explained this was at the client's request.

Commissioner Burns asked to see photos from the alley. Ms. Starr replied that due to the height of the existing fence along the alley, it is not possible to see into the rear yard.

Ms. Starr reminded the Commission they may review the exterior design but not the use of the structure, which is permitted under the zoning ordinance.

## Public Comments

Steve Ladner, 501 S. Lahoma Avenue, Norman, OK (protest)  
Roger Michalski, 527 Chautauqua Avenue, Norman, OK (protest)  
Cameron Dawson, 507 Chautauqua Avenue, Norman, OK (protest)  
David Harper, 444 Chautauqua Avenue, Norman, OK (protest)  
Jeff Greene, 523 Chautauqua Avenue, Norman, OK (protest)  
Tessa Michalski, 527 Chautauqua Avenue, Norman, OK (protest)  
Terry Parks, 712 Juniper Lane, Norman, OK (protest)  
Melissa Mortazavi, 527 Chautauqua Avenue, Norman, OK (protest)  
Elaine Boyd, 500 Chautauqua Avenue, Norman, OK (protest)  
Rick Poland, 425 Chautauqua Avenue, Norman, OK (protest)

## Commission Discussion

Commissioner Baroff stated there was little to comment on regarding zoning and unrelated individuals, as everything in question was legal. He also stated the design of the proposed project looked good to him and met the Guidelines.

Commissioner Skapik stated she believed the parking should be on the back alley, not the existing backyard.

Commissioner Thurston said she was focused on ensuring the project met scaling and massing guidelines and asked for the ADU's height, expressing concern about potential over-massing.

Mr. Berry replied the existing garage is 11 foot 6 inches to the peak.

Commissioner Thurston stated there was no way the applicant's rendering from the streetscape was accurate.

Mr. Berry replied it was the perspective of the drawing, not that it was inaccurate.

Commissioner Zorba asked Mr. Berry to verify that his renderings were accurate.

Mr. Berry stated the proposed location of the ADU was chosen so it was not encroaching on the existing tree.

Commissioners asked the applicant if would consider postponing the request to allow time to discuss alternative locations with the property owner, and design modifications. Mr. Berry stated he would be willing to postpone.

**Motion** by Commissioner Thurston to postpone (HD 25-35) to a future meeting; **Second** by Commissioner Posey.

***The motion passed unanimously with a vote of 8-0.***



6. (HD 25-36) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 720 S LAHOMA AVENUE FOR THE FOLLOWING MODIFICATION: A) INSTALLATION OF A COVERED PERGOLA IN THE REAR YARD.

**Motion** by Commissioner Baroff to approve (HD-25-36) as submitted; **Second** by Commissioner Dysart.

Staff Presentation

Anais Starr, Planner II/Historic Preservation Officer, presented the staff report.

Commissioner Zorba asked if the trees were remaining. Ms. Starr replied yes.

Applicant Presentation

Leyton Lawter, representative of the applicant, agreed with Ms. Starr's explanation of their proposed project and had nothing further to add.

Commissioner Zorba asked the height of the pergola. Commissioner Baroff replied it was 8 foot and 2 inches.

Commissioner Thurston clarified there was existing concrete so there would be no issues with rainwater. Mr. Lawter confirmed yes, that was accurate.

Public Comments

There were no public comments.

Commission Discussion

Commissioner Zorba noted that he visited the site and observed the proposed pergola location is a small, limited area in the back corner near the trees.

Commissioner Thurston stated she believed it was appropriate outdoor architecture for the design of the principal structure.

***The motion passed unanimously with a vote of 8-0.***

**REPORTS/UPDATES**

7. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE OCTOBER 6, 2025.

Staff Presentation

Anais Starr reported on active COAs as follows:

- 549 S. Lahoma Avenue - Applicant is in the process of submitting a COA request for the north windows. Staff will be pursuing violation notice if application does not submit a COA request this month.
- 904 Classen Avenue - Applicant is in the process of installing windows and siding on the north side of the house. No change from last month.
- 607-609 S. Lahoma Avenue - New wood front windows installed. They have until 6/5/2028 to install remaining windows.
- 1320 Oklahoma Avenue – Demolition is complete and it is now a vacant lot. No building permit has been submitted for a new structure.
- 505 Chautauqua Avenue - Work continues. Applicant installed textured wood grain siding and trim. The Historic Preservation Officer notified the applicant this violated the COA. The applicant has now replaced the incorrect material with wood siding.
- 643 Okmulgee Street - Work on the house is complete. Expansion of the driveway with an additional parking space has not started. The rear fence is complete.
- 424 College Avenue – Parking pad installed. They are working with Public Works to resolve the sidewalk issues.
- 800 Miller Avenue - Work is complete.
- 514 Shawnee Street - Work has started, however, Historic Preservation Officer has not been able to take pictures due to the construction underway.
- 510 Shawnee Street – Demolition permit issued. Dumpster removed and demolition complete.
- 467 College Avenue - Work is in progress.
- 485 College Avenue – Work has not started.
- 325 Keith Street – Work has not started.
- 742 S. Lahoma Avenue- Building permit submitted.
- 630 Okmulgee Street- Work has not started.
- 502 Macy Street- Work has not started.

Anais Starr reported on Administrative Bypass issued since October 6, 2025.

- 433 College Avenue - Replacement of porch flooring in-kind.

#### 8. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2025-2026 CLG GRANT PROJECTS.

Anais Starr stated the Lunch and Learn Programs will take place in February and March of 2026. She also expressed hopes of having the Southridge Tour App released within the next month.

#### MISCELLANEOUS COMMENTS

Stan Berry, 820 Clement Drive, Norman, OK, stated he has been involved with the Historic District since its inception. He expressed understanding of the concerns raised by the protesters regarding the 508 Chautauqua Avenue project and said he hopes a solution can be found.

- 505 Chautauqua Avenue - Work continues. Applicant installed textured wood grain siding and trim. The Historic Preservation Officer notified the applicant this violated the COA. The applicant has now replaced the incorrect material with wood siding.
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### ADJOURNMENT

The meeting was adjourned at 8:41 p.m.

Passed and approved this 1<sup>st</sup> day of DECEMBER 2025.

