

**HISTORIC DISTRICT COMMISSION**

**MINUTES OF**

**October 3, 2022**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on October 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) 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  
Aaron Brooks  
Brent Swift  
Michael Zorba \*

MEMBERS ABSENT: Taber Halford  
Mitch Baroff  
Joan Koos  
Shavonne Evans

A quorum was present.

\*Commissioner Michael Zorba left after Item No. 3.

STAFF MEMBERS PRESENT: Anaïs 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 Ave  
Joshua Shumway, 904 Miller Ave  
Lance Pound

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**Item No. 2, being: Approval of the Minutes from the July 5, 2022 Regular Meeting.**

**Motion** by Barrett Williamson for approval of the minutes from the July 5, 2022 regular meeting;  
**Second** by Michael Zorba.

*The motion was passed unanimously with a vote of 5-0. Minutes from the previous meeting were approved.*

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**Item No. 3, being: HD (22-25) Consideration of a Certificate of Appropriateness request for removal of vinyl siding and replacement of damaged wood siding on all exterior elevations, replacement and modification of roof structure, replacement of discontinued metal roofing material with similar metal roofing material, and for installation of solar panels on the flat roof top for the property located at 610 Miller Avenue.**

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

Anaïs Starr presented the staff report:

- Ms. Starr presented the staff report along with a PowerPoint.
- 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 the roof and siding.

The applicant's contractor, Lance Pound, and the owners, Joyce Green and Lloyd Bumm discussed the project:

- The applicant brought samples of metal roofing options (Decra Villa Tile, Florida Metal Roofing Barrel Style Metal Tile, and Met-Tile).
- Commissioner Wilkins asked a question about the decorative brown pieces on the vinyl siding. Mr. Pound explained that they were a piece of wood painted brown and placed on there. He was not intending to replace them.
- Commissioner Wilkins asked about the weight of the materials in comparison with what is there currently and would be supported over time. Ms. Green explained they would be similar.
- Mr. Bumm explained that the solar panels would be on the back of the house or on the second level roof where there is a possibility of seeing the top inches depending on where you would be standing.

No public comments were made.

The Commissioners determined that each item of the proposed roof modifications should be discussed and voted on separately.

**Motion** by Brent Swift to amend the current motion and remove the solar panels from the other three items to allow for more information; **Second** by Aaron Brooks. The motion passed 5-0.

Siding

**Motion** by Brent Swift to amend the current motion and approve the removal of vinyl siding and replace it with wood siding as submitted; **Second** by Aaron Brooks. The motion passed 5-0.

Modification of Roof Structure

Commission discussion consisted of:

The Commissioners determined that the roof awning could be attached without having to add more bracing. The Commissioners found that the addition of a brace would significantly alter the appearance of the facades and did not meet the Preservation Guidelines.

**Motion** by Brent Swift to postpone the replacement and modification of the roof structure as submitted; **Second** by Barrett Williamson. The motion passed 5-0.

Replacement of metal roofing

Commission discussion consisted of:

The Commissioners found that none of the metal roofing samples (Decra Villa Tile, Florida Metal Roofing Barrel Style Metal Tile, and Met-Tile) that were presented meet the Historic Preservation Guidelines. The Commissioners asked the applicant to investigate other roof materials, in particular aluminum roof tiles, and return to the Commission with other roof material options.

**Motion** by Barrett Williamson to postpone the metal roofing material to allow the applicant to return with other material options. **Second** by Michael Zorba. The motion passed 5-0.

Solar Panels

Commission discussion consisted of:

The Commission would like to see the applicant come back with drawings of the solar panels and how they will be attached.

**Motion** by Barrett Williamson to postpone the solar panels. **Second** by Michael Zorba. The motion passed 5-0.

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**Item No. 4, being: HD (22-26) Commission review and feedback regarding the proposed demolition of existing structure and reconstruction of new structure for the property located at 904 Miller Ave.**

Anais Starr presented the staff report:

- The previous property owner (Ms. Mendros) removed all the windows without seeking a COA in 2020. Her subsequent request for a COA to retain the vinyl windows was

denied. Her appeal of the HD Commission decision was also denied by the City Council. Ms. Mendros sold the property in the fall of 2021. That property owner has stated that he was not aware when the house was purchased that the house had a Historic District Ordinance violation.

- Since last fall, Ms. Starr has discussed this property with a number of prospective property owners and informed all of them of the current historic district ordinance violation.
- In discussions with Mr. Shumway, staff had suggested the prospective buyer seek a feedback session with the Commission regarding the possibility of demolition of the dilapidated structure and replacement with new construction. Ms. Starr indicated that staff had reviewed the property and found it very deteriorated on the inside and would more than likely have to be stripped down to the studs and rebuilt. Ms. Starr suggested to the applicant to come to the Commission and receive feedback to see if demolition and reconstruction is an option before moving forward with a complete COA request.

The applicant, Joshua Shumway, discussed the project:

- Mr. Shumway stumbled upon this property when he was looking for a house for a friend. He realized it was in a Historic District. He spoke with Anais Starr and she informed him of the history of the property and the current historic district violation. When he walked inside the home he quickly realized it needed to be taken down to the studs. The smell of mold showed the house was not being heated or cooled appropriately which is further contributed to the dilapidation.
- Mr. Shumway asked for guidance on moving forward with demolition and reconstruction of a new structure.

There were no public comments made.

Commission Discussion:

- Commissioner Wilkins stated that the Commission would need pictures and documentation in order to determine if a demolition would be appropriate.
- Commissioner Williamson stated that approval of a design would be based upon some assurance that what will be built in its place will be better than what is there right now. The neighborhood is relying on the Commission to protect the neighborhood and not let something worse be built in its place.
- Commissioner Swift questioned the authenticity of the house being an original historic structure. He feels like the house did not start there and may have been moved there.
- Commissioner Wilkins suggested the new structure would need to be similar in massing and scale as a single family home in order to match the other houses in the neighborhood. Rather than a large structure on the corner of a single family home neighborhood.
- Ms. Starr verified the zoning for the property is R-3, multifamily and since the lot is 7000 sq. ft. that either a single family home with an apartment garage or a duplex is allowable.

**Item No. 5, being: HD (22-27) Commission review and feedback on the replacement of the non-original exterior siding for the property located at 412 Chautauqua Avenue.**

Anais Starr presented the staff report:

- Ms. Starr spoke about this property and how at some point stucco was placed over the wood and then covered up by the Masonite. The applicants would like to replace the Masonite with 4, 5, or 6 inch wide cement fiberboard siding.

The applicant, Kent VonBargen, discussed the project:

- Kent VonBargen brought multiple pictures and a sample of the Masonite to show the commission. He explained that in the process of remodeling the front porch several years ago is when they discovered the stucco. They removed both the stucco and wood siding and replaced them with Masonite siding some years ago. He explained that the Masonite siding was damaged in last October's hail storm.

Commission Discussion:

- The Commissioners advised the applicant that removing the Masonite siding and replacing it with 4 inch wide smooth cement fiberboard siding would be most appropriate.
- Applicants plan to return with a COA request cement fiberboard siding.

**Item No. 6, being: Discussion of Historic District Commission Meeting Calendar for 2023.**

- Anais Starr presented the calendar and meeting days. Every meeting is scheduled for the first Monday of the month except for January and September which are on the first Tuesday due to holidays.

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**Item No. 7, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since July 5, 2022 and consideration of approval, rejection, amendment and/or postponement of six-month extension requests for expiring COAs.**

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.

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 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.

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

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. Window installed.  
904 Classen Blvd: Work has not started.  
514 Miller Ave: Building permit has been issued and work is completed.  
521 Miller Ave: Building permit has been issued and work is in progress.  
508 Macy Street: Work has started, staff has approved the replacement window. Applicant has ordered replacement windows. Waiting on window and siding.  
418 Macy Street: Work has not started. Applicant was having difficulty finding smooth cement fiberboard. Siding is now installed.  
434 College Ave: Building permit issued. Demolition of attached addition is complete.  
720 S Lahoma Ave: Work as not yet started.

COA extension requests: This was the last meeting such a request will need to be made.

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**Item No. 8, being: Discussion of progress report regarding the FY 2022-2023 CLG Grant Projects.**

**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**

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Staff prepared and mailed a fall educational postcard to the property owners located in Chautauqua, Miller and Southridge Historic Districts.

**Item No. 9, being: Miscellaneous comments of the Historic District Commission and City Staff.**

**Item No. 10, being: Adjournment.**

The meeting adjourned at 7:41p.m.

Passed and approved this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2022.

  
Emily Wilkins (Nov 8, 2022 10:49 CST)

Emily Wilkins, Chair  
Historic District Commission



# HD\_Minutes\_October\_3\_2022

Final Audit Report

2022-11-08

Created:	2022-11-08
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