



**CITY OF NORMAN, OK**  
**HISTORIC DISTRICT COMMISSION MEETING**  
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069  
Monday, October 06, 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, October 06, 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.

Commissioner Zorba called the meeting to order at 5:30 p.m.

### **ROLL CALL**

#### **PRESENT**

Karen Thurston  
Tyler Burns  
Jo Ann Dysart  
Kendel Posey  
Michael Zorba  
Kayla Molina  
Susan Skapik

#### **ABSENT**

Mitch Baroff  
Gregory Heiser

#### **STAFF PRESENT**

Anais Starr, Planner II/Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney III  
Whitney Kline, Admin Tech IV

#### **GUEST PRESENT**

Erika Evans, 742 S. Lahoma Avenue, Norman, OK  
Stanley Berry, 820 Clement Drive, Norman, OK  
Matt Seaton, 630 Okmulgee Street, Norman, OK  
Brock & Trina Gibbins, 502 Macy Street, Norman, OK  
Michael Powers, 630 Okmulgee Street, Norman, OK

### **MINUTES**

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF SEPTEMBER 8, 2025.

**Motion** by Commissioner Thurston to approve the September 8, 2025 Historic District Commission meeting minutes; **Second** by Commissioner Posey.

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

## **CERTIFICATE OF APPROPRIATENESS REQUESTS**

2. (HD 25-28) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 742 S LAHOMA AVENUE FOR THE REPLACEMENT OF A STORAGE SHED.

**Motion** by Commissioner Skapik to approve (HD 25-28) as submitted; **Second** by Commissioner Thurston.

### Staff Presentation

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

### Applicant Presentation

Erika Evans, applicant, explained the proposed project.

Commissioners asked questions about the orientation of the new shed's door and the placement of windows.

### Public Comments

There were no public comments.

### Commission Discussion

Commissioners discussed the applicant's foundation options and the existing shed's current foundation.

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

3. (HD 25-29) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS FOR THE PROPERTY LOCATED AT 630 OKMULGEE STREET FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR METAL SIDING WITH HARDIE LAP SIDING; B) REPLACEMENT OF OVERHEAD GARAGE DOOR.

Motion by Commissioner Thurston to approve (HD 25-29) as submitted; Second by Commissioner Dysart.

### Staff Presentation

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

### Applicant Presentation

Matt Seaton (applicant) and Michael Powers (property owner) explained the proposed project.

Commissioners discussed the applicant's presentation, including the condition of the existing siding and the proposed materials for the new siding and garage door.

#### Public Comments

There were no public comments.

#### Commission Discussion

Commissioner Burns stated that this met the Guidelines.

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

4. (HD 25-30) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 502 MACY STREET FOR THE FOLLOWING MODIFICATIONS: A) DEMOLITION OF THE EXISTING GARAGE; B) DEMOLITION OF THE EXISTING STORM SHELTER; C) INSTALLATION OF A GARAGE WITH AN ATTACHED CABANA.

**Motion** by Commissioner Thurston to approve (HD 25-30) as submitted; **Second** by Commissioner Posey.

#### Staff Presentation

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

Commissioner Thurston questioned if the applicant was applying under the Guidelines for a new garage or new accessory structure. Ms. Starr clarified that the proposal is for a 640 sqft garage including a cabana, so the garage part is staying under at the 575 sqft that is listed in the Guidelines for a Garage.

#### Applicant Presentation

Stan Berry, applicant, explained the proposed project.

Commissioners asked questions about the height of the new structure and the use of the loft space.

#### Public Comments

There were no public comments.

#### Commission Discussion

Commissioner Thurston expressed her concern with the size of the garage and setting a precedent.

Commissioner Burns stated that he liked the design and the added dormers to match the primary structure as well as the proposed materials.

**Motion** by Commissioner Thurston to amend the original motion to separate into three separate motions; **Second** by Commissioner Molina.

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

**Motion** by Commissioner Dysart to approve (HD 25-30) item a) demolition of the existing garage; **Second** by Commissioner Posey.

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

**Motion** by Commissioner Thurston to approve (HD 25-30) item b) demolition of the existing storm shelter; **Second** by Commissioner Molina.

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

**Motion** by Commissioner Dysart to approve (HD 25-30) item c) installation of a garage with an attached cabana; **Second** by Commissioner Molina.

Commissioners discussed the surrounding garages and how this garage would compare.

***The motion passed with a vote of 6-1. Commissioner Thurston voting against.***

## **REPORTS/UPDATES**

### **5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE SEPTEMBER 8, 2025.**

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 sending a violation notice.
- 904 Classen Avenue - Applicant is in the process of installing windows and siding on the north side of the house.
- 607-609 S. Lahoma Avenue - New wood front windows installed. They have until 6/5/2028 to install remaining windows.
- 1320 Oklahoma Avenue - Demolition completed.
- 505 Chautauqua Avenue - Work continues. Applicant installed textured wood grain siding and trim. Historic Preservation Officer notified the applicant that this violated the COA. The applicant stated it will be replaced with smooth 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.
- 800 Miller Avenue - Work is complete.
- 514 Shawnee Street - Work has started.
- 510 Shawnee Street – Demolition permit issued. Dumpster placed for demolition work.
- 315 Castro Street – Demolition of garage complete.
- 467 College Avenue - Work is in progress.
- 485 College Avenue – Work has not started.
- 325 Keith Street – Work has not started.

Anais Starr reported on Administrative Bypass issued since September 8, 2025.

- 421 College Avenue – Swimming pool in rear yard behind the house. No visibility from the front.

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

Anais Starr stated there will possibly be a Lunch and Learn Program on November 14<sup>th</sup> but expressed confusion on the CLG grant funding availability with the current federal government shutdown.

**MISCELLANEOUS COMMENTS**

The newest Commissioners introduced themselves and discussed what roles they fill in regards to the Historic District Commission.

**ADJOURNMENT**

The meeting was adjourned at 7:06 p.m.

Passed and approved this 3rd day of November 2025.

P.M. Zimm  
Historic District

