



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, October 02, 2023 at 5:30 PM

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 5:35p.m.

ROLL CALL

PRESENT

Commissioner - Vice Chair Barrett Williamson
Commissioner - Chair Emily Wilkins
Commissioner Mitch Baroff
Commissioner Shavonne Evans
Commissioner Taber Halford
Commissioner Sarah Brewer
Commissioner Jo Ann Dysart
Commissioner Karen Thurston

ABSENT

Commissioner Michael Zorba

A quorum was present.

STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer
Amanda Stevens, Development Center Coordinator

GUESTS

Robert Fightmaster, 12513 Shire Lane, OKC, OK
Nathan Vaughn, 3324 Hidden Leaf Dr, Edmond, OK
Kathleen Walker, 802 Classen Blvd, Norman, OK
Jeri Smalley, 210 Ferrill St, Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF AUGUST 7, 2023.

Motion by Barrett Williamson for approval of the minutes from the August 7, 2023 regular meeting; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 8-0. Minutes from the previous meeting were approved.

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CERTIFICATE OF APPROPRIATENESS REQUESTS

2. HD (23-31) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 606 MILLER AVENUE TO: 1) REPLACE EXTERIOR SIDING ON THE HOUSE AND GARAGE WITH ALTERNATIVE MATERIAL AND ADD AN ALTERNATIVE MATERIAL SOFFIT TO THE GARAGE; 2) REPLACE A REAR WINDOW AND DOOR WITH METAL WINDOWS; AND 3) MODIFY THE NON-ORIGINAL FRONT PORCH.

Motion by Barrett Williamson to vote on all three items individually; **Second** by Sarah Brewer.

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

Motion by Barrett Williamson to approve item 1) replace exterior siding on the house and garage with alternative material and add an alternative material soffit to the garage, as submitted; **Second** by Shavonne Evans.

Anais Starr presented the staff report:

- Anais Starr stated this structure is none contributing.
- Anais Starr pointed out that the garage was added at a later date.
- Ms. Starr also stated that there is only sheathing under the metal siding and is not covering wood siding.
- The applicant is proposing smooth cement fiberboard siding.

Robert Fightmaster, property owner, discussed the project:

- Mr. Fightmaster explained that the house has 4 different type of siding. We are wanting to find one siding that is the same around the entire home.

There were no public comments.

Commission Discussion:

- Commissioner Williamson stated that this is an improvement. Also that this is in character with what is in the neighborhood.
- Commissioner Baroff stated that with this house being non-contributing, we do not have to push wood siding.

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

Motion by Shavonne Evans to approve item 2) replace a rear window and door with metal windows, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr stated that the applicant is wanting to replace a window on the back as well as replace a back door with metal windows.

Robert Fightmaster, property owner, discussed the project.

- Mr. Fightmaster stated that the windows will match the size and look of the other windows.

There were no public comments.

There was no Commission Discussion:

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

Motion by Mitch Baroff to approve item 3) modify the non-original front porch, as submitted; **Second** by Taber Halford.

Anais Starr presented the staff report:

- Ms. Starr stated that the applicant wants to encase the metal columns with cedar as well as replace the fiberglass with metal roofing.
- Ms. Starr also pointed out that he would also like to add shutters.

Robert Fightmaster, property owner, answered a question:

- Commissioner Thurston asked if the metal roofing will be visible from the street.
- Mr. Fightmaster stated that it will not be visible from the street and that it is matte so there will be no glare.

There was no public comments.

Commission Discussion:

- Commissioner Halford stated that he doesn't have an issue with the metal roofing but that cedar doesn't really fit in the historic neighborhoods.
- Commissioner Williamson asked if the cedar wood planned on being painted.
- Commissioners all feel that the cedar wood should be smooth and painted.
- The applicant was agreeable to make changes to the cedar wood to be smooth painted wood around the columns.
- Commissioner Williamson stated that the metal roofing is okay because it is not visible and on a flat roof.

Motion by Mitch Baroff to amend the original motion to include smooth painted wood in place of cedar on the columns; **Second** by Taber Halford.

The amendment was passed unanimously with a vote of 8-0.

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

Motion by Sarah Brewer to approve (HD 23-33) modify the proposed driveway and parking pad area off Ferrill Ave, as submitted; **Second** by Mitch Baroff.

3. HD (23-33) CONSIDERATION OF THE APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN AMENDMENT TO CERTIFICATE OF APPROPRIATENESS HD 23-08 FOR 904 MILLER AVENUE TO MODIFY THE PROPOSED DRIVEWAY AND PARKING PAD AREA OFF FERRILL AVENUE.

Anais Starr presented the staff report:

- Anais Starr stated that the applicant has proposed to reduce the parking pad to limit the impact on the neighbor, and to make driveway 18 feet.
- Ms. Starr also pointed out that no trees are proposed to be removed.
- Commissioner Halford asked if we have approved any other wider driveways. Anais Starr responded that we have approved one in the past to connect all the patches together. He also did not have alley way access.
- Commissioner Thurston asked if this drive part is going to be used for drive or parking.

Nathan Vaughn, property owner, discussed the project:

- The goal is to get the cars off the street as it is a narrow street and to prevent people from driving on the grass to get to the back of the property.

Public Comments

- Jeri Smalley, 210 Ferrill St, stated that she is in favor of the property getting as much parking as possible to get the extra cars off the street as it is a narrow street.

Commission Discussion:

- Commissioner Brewer stated she is uncomfortable approving it since the guidelines state that driveways cannot be more than 10 feet.
- Commissioner Baroff stated that he has dealt with the same thing with his house. If the driveway is not doublewide then people will park on the yard if there is nowhere else to park.
- Nathan Vaughn stated that the driveway that already exists is wider than 18 feet currently.
- Commissioner Williamson stated that with it being on the side of the house and not on Miller then it is okay.
- Commissioner Dysart stated this it is appropriate because you have 5 bedrooms meaning you will have more than 5 cars at one time.
- Commissioner Evans stated that you could have a total of 10 people living on this property and need somewhere for everyone to park.
- Commissioner Wilkins stated that she is having a hard time because we are to stick to the guidelines and they state no more than 10 feet wide.
- Jeri Smalley also stated that the reason there is no parking on the north side of her street is so that fire trucks and ambulances can make down the street.
- Anais Starr stated he is maxed out on the back so he cannot grow anymore along the alley.

The motion failed with a vote of 4-4.

REPORTS/UPDATES

4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE AUGUST 7, 2023.

- 518 Chautauqua Ave: No update.
- 549 S Lahoma: In Court System Appeals process.
- 506 S Lahoma Ave: Construction continues.
- 607-609 S. Lahoma: Work has started.
- 610 Miller Ave: Waiting on custom roof material to be delivered.
- 514 Miller Ave: No change since March meeting. Work has not started.
- 904 Miller Ave: Construction has begun.
- 904 Classen Ave: Work has not started.
- 518 Shawnee: Windows ordered.
- 521 Miller: Windows ordered.

Administrative Bypass:

- 520 Macy Ace – Amendment to issued Admin Bypass COA to request hot tub instead of swimming pool.
- 930 Miller Ave – For the replacement of front yard fence.
- 518 Chautauqua Ave – For the installation of rear yard fences.
- 512 S Lahoma Ave – For the installation of handrail.
- 634 Chautauqua Ave – For the installation of handrail and replacement of stairs to meet code.
- 640 Tulsa St – For the replacement of non-original window on a non-contributing house on rear of the structure.

5. DISCUSSION OF PROGRESS REPORT REGARDING FY 2023-2024 CLG GRANT PROJECTS.

2022-2023 Certified Local Government Grant Funds Budget

PROJECT 1:	Educational Training	\$2,700
PROJECT 2:	Memberships Dues for NAPC	\$150
PROJECT 3:	Historic Tour Expansion	\$1,725
PROJECT 4:	Historic Tour App Maintenance & Maintenance	\$2,000 \$3,725
PROJECT 5:	Windows & Wall Workshop	\$10,000 \$6,500 expended
PROJECT 6:	Quarterly Education Postcard	\$1,800 Approx. \$700

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

Anais Starr talked about the Wood Window Workshop.

6. DISCUSSION AND RECOMMENDATION OF APPLICATION FOR FUNDS FOR THE FY 2024-2025 CLG PROGRAM WITH THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

Anais Starr stated that she has been asked if we can use funds to resurvey Chautauqua and Miller Districts. To clear up some mistakes from last time but also to do a nomination to be on the National Register of Historic Places.

MISCELLANEOUS COMMENTS

Anais Starr explained to the commissioners that we are launching a new digital system for all applications.

ADJOURNMENT

The meeting was adjourned at 7:27 p.m.

Passed and approved this 4 day of December 2023.



Emily Wilkins, Chair
Historic District Commission