



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Monday, June 02, 2025 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in Conference Room A at the Development Center, on Monday, June 02, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Development Center, at 225 N Webster Avenue, and on the City website at least 24 hours prior to the beginning of the meeting.

Vice Chair Gregory Heiser called the meeting to order at 5:30 P.M.

ROLL CALL

PRESENT

Commissioner Vice Chair Gregory Heiser
Commissioner Jo Ann Dysart

Commissioner Sarah Brewer
Commissioner Taber Halford
Commissioner Kendel Posey
Commissioner Karen Thurston
Commissioner Mitch Baroff

ABSENT

Commissioner Chair Michael Zorba
Commissioner Barrett Williamson

STAFF PRESENT

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

GUESTS PRESENT

Morgan Reinart, 514 Shawnee St.

Starr Jones, 503 Shawnee St.
Keith Jones, 503 Shawnee St.
Zoen Finch, 538 Chautauqua Ave.
Scott Huskey, 800-802 Miller Ave.

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF MAY 5, 2025.

Motion by Commissioner Jo Ann Dysart to approve the May 5, 2025 meeting minutes;

Second by Commissioner Taber Halford.

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

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 25-12) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS FOR THE PROPERTY LOCATED AT 503 SHAWNEE STREET FOR THE FOLLOWING MODIFICATION: A) INSTALLATION OF A CONCRETE PATIO WITH A COVERED PERGOLA.

Motion by Commissioner Sarah Brewer to approve (HD 25-12) as submitted; **Second** by Commissioner Taber Halford.

Anais Starr presented the staff report:

- 503 Shawnee Street is a non-contributing structure in the Southridge Historic District.
- The applicant's contractor was unaware that a COA for the work was required prior to installation for this property.
- Ms. Starr informed the Commission that this is an ex post facto request, and should be treated as though the modifications haven't already taken place.

Keith Jones, the applicant, discussed the item:

- He stated that he received the contractor's plans from the previous homeowners, and he was not aware he needed to have a COA before starting the work.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer stated since the home is non-contributing, and you cannot see the concrete patio and pergola, she finds it is approvable.

The motion to approve (HD 25-12) as submitted was passed unanimously with a vote of 7-0.

3. (HD 25-13) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS FOR THE PROPERTY LOCATED AT 538 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR WOOD SHINGLES WITH HARDIE LAP SIDING; B) REPLACEMENT OF OVERHEAD GARAGE DOORS.

Motion by Commissioner Sarah Brewer to approve item (HD 25-13) as submitted; **Second** by Commissioner Karen Thurston.

Anais Starr presented the staff report:

- The home is a contributing structure, but the garage in the back is non-contributing structure.
- A power line came down during the wildfires in Norman a few months ago, and caught the structure on fire.
- The homeowner is no longer able to obtain the original fiberglass garage doors that were damaged by the fire.

Zoen Finch, representing the applicant, discussed the item:

- Commissioner Karen Thurston asked Mr. Finch if they are going to use the smooth side for the Hardie board siding, and he stated yes.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer stated that she supports replacing the siding on this structure. However, she would prefer to see garage doors that have recessed paneling as required by the Preservation Guidelines.
- Commissioner Karen Thurston stated that she does not believe that the proposed garage door fits the neighborhood.

Motion by Commissioner Sarah Brewer to amend the motion to approve Part A and postpone Part B; **Second** by Commissioner Mitch Baroff.

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

Motion by Commissioner Karen Thurston to approve the motion as amended; **Second** by Commissioner Taber Halford.

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

4. (HD 25-14) CONSIDERATION OR APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 800-802 MILLER AVENUE FOR THE FOLLOWING MODIFICATIONS ON THE GARAGE APARTMENT: A) REPLACEMENT OF WINDOWS WITH ALUMINUM-CLAD WOOD WINDOWS; B) REPLACEMENT OF WOOD LAP SIDING WITH HARDIE LAP SIDING; C) REPLACEMENT OF ENTRY DOOR WITH OPTION A OR OPTION B.

Motion by Commissioner Mitch Baroff to approve item (HD 25-14) Part A as submitted; **Second** by Commissioner Sarah Brewer.

Anais Starr presented the staff report:

- The house is a contributing structure, but the garage apartment is non-contributing.
- The applicant discovered during remodeling the structure, that there is a lot of water and termite damage.
- Since the garage apartment is non-contributing, the applicant is asking to use Hardie Lap siding to prevent any future maintenance issues.
- Ms. Starr also stated that because the garage apartment is non-contributing, the wood door that the applicant is requesting does meet the Historic Preservation Guidelines.

Scott Huskey, the applicant, discussed the item:

- Mr. Huskey stated that he was unaware of the termite and water damage, because the home was purchased last summer when Oklahoma had not received a lot of rain. It wasn't until all of the rain recently, that the damage became more apparent.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer stated the aluminum-clad windows are allowed within the Historic Preservation Guidelines.
- Commissioner Taber Halford stated that smooth Hardie board is appropriate on a non-contributing structure.

The motion to approve item (HD 25-14) Part A as submitted was passed unanimously with a vote of 7-0.

Motion by Commissioner Sarah Brewer to approve item (HD 25-14) Part B as submitted; **Second** by Commissioner Mitch Baroff.

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

Motion by Commissioner Karen Thurston to approve item (HD 25-14), Part C entry door with Option A; **Second** by Commissioner Sarah Brewer.

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

5. (HD 25-15) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS FOR THE PROPERTY LOCATED AT 514 SHAWNEE STREET FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF VINYL WINDOWS WITH ALUMINUM-CLAD WOOD WINDOWS; B) UNCOVER A WINDOW OPENING AND INSTALL AN ALUMINUM-CLAD WOOD WINDOW.

Motion by Commissioner Sarah Brewer to approve (HD 25-15) Part A as submitted; **Second** by Commissioner Karen Thurston.

Anais Starr presented the staff report:

- Ms. Starr stated that this is a non-contributing structure.
- The applicant is wanting to improve the look of the home and that is why they are wanting to replace the windows.
- Since the structure is non-contributing aluminum wood clad windows are allowed.

Morgan Reinart, representing the applicant, discussed the item:

- He stated that the proposed aluminum clad wood windows will have brick around them, and will replace the current vinyl windows.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer is in favor of replacing the windows for Part A, as the proposed windows match the Historic Preservation Guidelines.
- Commissioner Karen Thurston asked a question regarding the poor masonry work, and asked if it was “was it a window or was it a door” Anais stated that she visited with a contractor about that specific spot in the past, and had seen there were window frames in the wall.
- Commissioner Sarah Brewer stated that she is in favor of approving Part B as well, because it is helping to restore what was originally there.
- Commissioner Taber Halford also stated his support of approving Part B.

The motion to approve (HD 25-15) Part A as submitted was passed unanimously with a vote of 7-0.

Motion by Commissioner Sarah Brewer to approve (HD 25-15) Part B as submitted; **Second** by Commissioner Kendel Posey.

The motion to approve (HD 25-15) Part B as submitted was passed unanimously with a vote of 7-0.

REPORTS/UPDATES

6. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE MAY 5, 2025.

- 549 S. Lahoma Ave. - Applicant is in the process of submitting a COA request for north windows.
- 904 Classen Ave. - Window installation started on north side.
- 607-609 S. Lahoma Ave. - Contractor has rebuilt the upper sash for the two front windows and plans to install June 13, 2025.
- 1320 Oklahoma Ave. - Demolition is not complete. New construction has not started.
- 505 Chautauqua Ave. - Work continues.
- 643 Okmulgee St. - Work on house complete. Driveway is not started.

- 627 Okmulgee St. - Replacement windows on the rear of structure installed, and door replaced.
- 733 Chautauqua Ave. - Board of Adjustment heard an appeal of the HDC decision on May 28, 2025. BOA approved an Agreed Order. Front windows on the southwest corner of the house will be replaced with metal casement windows, paint and siding to remain.
- 325 E. Keith St. - Work has not started.
- 700 Chautauqua Ave. - Work has not started.
- 424 College Ave. - Work has not started.

7. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2024-2025 CLG GRANT PROJECTS.

PROJECT 1: Educational Training	<u>Budgeted</u> \$3,000	<u>Expended</u> \$175 staff NAPC webinar \$400 Virtual APA Conf.
PROJECT 2: Memberships Dues for NAPC	\$150	\$150, Renewed March
PROJECT 3: Southridge Historic Walking Tour Mobile App	\$1,500	\$750 for input of tour, \$750 final payment
PROJECT 4: Historic Tour App Maintenance	\$1,725	\$1,725 Renewed Dec. 2024
PROJECT 5: (NAPC) Commission Essentials	\$4,500	\$4,500 Nov. 7&14 th Workshop (Fall 2024) Training
PROJECT 6: (NAPC) Disaster Planning Workshop (Spring 2025)	\$4,000	Cancelled
PROJECT 7: Quarterly Education Postcard	\$1,800	\$485.24 for Fall, \$485.00
PROJECT 8: Historic Coloring Book Reprint	\$1,700	\$4,400 Coloring books, \$3,400 additional Coloring books Crayons – \$1,000
Total CLG Budget		\$18,375 to be expended!

MISCELLANEOUS COMMENTS

- Anais Starr asked the Commissioners who would be able to attend the July 7th, 2025 meeting, due to the July 4th holiday.

ADJOURNMENT

The meeting was adjourned at 7:04 P.M.

Passed and approved this 7th day of July 2025.

