



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Monday, February 03, 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 the Council Chambers at the Municipal Building, on Monday, February 03, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at 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.

ROLL CALL

PRESENT

Commissioner- Jo Ann Dysart
Commissioner- Taber Halford
Commissioner- Gregory Heiser
Commissioner- Michael Zorba
Commissioner- Susan Ford
Commissioner- Sarah Brewer
Commissioner- Karen Thurston

ABSENT

Commissioner- Mitch Baroff
Commissioner- Barrett Williamson

A quorum was present.

STAFF PRESENT

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

GUESTS PRESENT

Edwin Amaya, 1320 Oklahoma Ave., Norman, OK
Catherine Gilarranz, 119 W. Main St, Norman, OK
David Boeck, 922 Schulze Dr., Norman, OK
Mark Krittenbrink, 428 W Eufaula Norman, OK
Ryan Stover, 643 Okmulgee St., Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF DECEMBER 2, 2024.

Motion to approve the minutes by Commissioner Jo Ann Dysart; **Second** by Commissioner Susan Ford.

Motion to amend the minutes by Commissioner Karen Thurston; **Second** by Commissioner Gregory Heiser.

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

2. ACTION ITEMS

ELECTION OF CHAIR AND VICE CHAIR

Motion by Commissioner Karen Thurston to approve Michael Zorba as the Chair and Gregory Heiser as the Vice Chair; **Second** by Commissioner Jo Ann Dysart.

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

FEEDBACK

3. (HD 24-01) CONSIDERATION OF FEEDBACK FOR REQUESTS TO ADD FIRST AND SECOND-FLOOR ADDITIONS FOR THE PROPERTY LOCATED AT 325 E. KEITH STREET.

Anais Starr presented the staff report:

- This property is a 1923 Bungalow Craftsman is contributing to the Miller Historic District.
- There have not been any previous COA requests for this property.
- The Sanborn Maps show that there was an addition to this property post-1944.
- The current owners wish to add first and second floor additions to the existing house to accommodate their growing family's needs.

Mark Krittenbrink and Catherine Gilarranz, with Krittenbrink Architecture, representing the applicant, discussed the item:

- Mr. Krittenbrink stated that there is not room to extend an addition to the rear, as it is a small backyard, and zoning regulations require a 20' minimum setback from the rear property line. There will be two small additions on the first floor with the majority of the square footage desired being gained in a second floor addition.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Karen Thurston asked how many feet the addition will extend toward the west property line.
- Mark Krittenbrink stated that the addition will bump out about 6 feet from the current edge of the house.
- Commissioner Sarah Brewer said that she felt the proposed second story ridge line looked off since it was an asymmetrical gable. Catherine Gilarranz answered they can modify the gables so they tie into the existing ones.

CERTIFICATE OF APPROPRIATENESS REQUESTS

4. (HD 24-02) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 643 OKMULGEE STREET FOR THE FOLLOWING MODIFICATIONS: A) WIDENING OF DRIVEWAY AND ADDITION OF A CONCRETE WALKWAY; B) EXTENSION OF FRONT PORCH BY 4 FEET.

Motion by Commissioner Jo Ann Dysart to approve (HD 24-02) Item 2a) widening of a driveway and addition of a concrete walkway, as submitted; **Second** by Commissioner Greg Heiser.

Anais Starr presented the staff report:

- The property is a 1943 minimal traditional home that is contributing to the Southridge Historic District.
- The applicant would like to add to the existing driveway to provide additional parking for the lot.
- The current garage set approximately 17 feet from the street.
- Public Works requires a minimum of 20 feet in depth for the parking space.

Ryan Stover, Applicant, discussed the item:

- Mr. Stover stated that he plans to have the install a new approach for the expanded driveway.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Michael Zorba said that he understands the need for a larger driveway, given modern day needs. It would be impossible to get two cars bumper to bumper in this driveway.
- Commissioner Karen Thurston stated that she does not agree with the need for a larger driveway, and that the 10 foot maximum width stated in the Guidelines for driveways is very important to the look of the neighborhood.

Applicant agreed to a postponement of his request.

Motion by Commissioner Jo Ann Dysart to postpone (HD 24-02) Item 2a) widening of a driveway and addition of a concrete walkway, as submitted; **Second** by Commissioner Greg Heiser.

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

Motion by Commissioner Susan Ford to approve (HD 24-02) Item 2b) extension of the front porch by 4 feet; **Second** by Commissioner Sarah Brewer.

Anais Starr presented the staff report:

- The applicant wishes to expand the front porch to make it more useable.
- He wants to extend 4 feet forward towards Okmulgee Street.

- The Preservation Guidelines do not directly mention altering a historic porch. However, the Guidelines discourage alteration to the front façade.

Ryan Stover, Applicant, discussed the item:

- The applicant stated he would love to be able to sit on the porch with some chairs, and that is why he wishes to extend the porch. Due to the bay window that extends into the porch, there is not room to set chairs and a table.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer said that she understands because she loves to sit on the front porch as well. However, the Guidelines are clear about not changing the front façade.

Applicant agreed to a postponement of his request.

Motion by Commissioner Sarah Brewer to postpone (HD 24-02) Item 2b) extension of the front porch by 4 feet; **Second** by Commissioner Karen Thurston.

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

5. (HD 24-03) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 627 OKMULGEE STREET FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF WINDOWS; AND B) REPLACEMENT OF FRONT DOOR.

Motion by Commissioner Sarah Brewer to approve Item 2a) replacement of windows as submitted; **Second** by Commissioner Jo Ann Dysart.

Anais Starr presented the staff report:

- The property is a 1949 Modern Movement Ranch Style home that is contributing to the Southridge Historic District.
- There have not been any COA requests for this property since the Southridge District was established in 2016.
- The Guidelines encourage the preservation of the original windows. However, the windows can be replaced if they have deteriorated more than 50 percent and are not repairable.

David Boeck, representing the Applicant, discussed the project:

- Mr. Boeck stated that they contacted two companies in regards to repairing the windows. While the companies could repair the frames, they were not able to replace the cranks on the windows, and that is why they are proposing replacement.

Public Comments:

There were no public comments.

Commission Discussion:

- Commissioner Karen Thurston shared with Mr. Boeck that the original cranks on the windows can be repaired by taking them to a machine shop.
- Commissioner Sarah Brewer stated the Guidelines require the same profile for the mullions and the proposed windows did not meet the Guidelines.

Mr. Boeck agreed to postpone Item A.

Motion by Commissioner Karen Thurston to postpone Item 2a) replacement of windows;
Second by Commissioner Sarah Brewer.

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

***Commissioner Jo Ann Dysart left the meeting before voting took place for 1320 Oklahoma Avenue.**

6. (HD 24-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 1320 OKLAHOMA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) CONSTRUCTION OF A NEW HOUSE WITH AN ATTACHED GARAGE; B) CONSTRUCTION OF A DETACHED ACCESSORY DWELLING UNIT; C) CONSTRUCTION OF A CONCRETE PATIO WITH A COVERED PERGOLA.

Motion by Commissioner Susan Ford to approve (HD 24-04) Item 2a) Construction of a new house with an attached garage as submitted; **Second** by Commissioner Sarah Brewer.

Anais Starr presented the staff report:

- This property originally had a circa 1959 two-story non-contributing structure, which was demolished last fall.
- Ms Starr noted that when the structure was demolished, the non-conforming status was lost and any new structures must comply with the R-1 Zoning, which allows a single-family dwelling and accessory dwelling unit as proposed by the applicant.
- Ms. Starr provided an overview of the proposed new construction for the lot.

Edwin Amaya, Applicant, discussed the item:

- Mr. Amaya presented his proposal for the new construction for lot.
- The main structure will be four bedrooms and three and a half bathrooms, with an attached garage. An accessory dwelling unit and detached covered patio structure are also proposed.
- He proposes stucco around the front door entryway while the rest of the house will be composite siding. He is requesting to use the metal windows previously purchased for renovation of the former structure on this proposed new house. This will keep the window sizes the same as the original structure.

Public Comments:

There were no public comments.

Commission Discussion:

- The Commissioners stated that they don't believe that the design of the garage door matches with the rest of the house.
- Some of the Commissioners shared their concerns about the siding being both vertical and horizontal.
- Commissioner Susan Ford said that without the different colors of siding, and the siding being vertical and horizontal, the house will look like one big rectangular structure.
- Commissioners inquired about a porch element.
- Other feedback from the Commission included:
 - Reduce the size and/or height of the structure. The submitted design is large for the lot and is overwhelming the surrounding properties.
 - The Commission requested more details for the windows, doors, and exterior materials. Specifically, the Commission requested an elevation drawing or rendering be provided illustrating the complete house design.
 - Eliminate the vertical siding, to help reduce the verticality of the structure and thereby decrease the appearance of the height of the structure.
 - Include some elements in the structure that give "a nod" to the historic structures in the surrounding Southridge District. The Commission cautioned against duplicating a historic structure in the neighborhood.
 - Eliminate the stucco door surround, as this is not an element found in the Southridge Historic District and appears to be creating a sense of false history.
 - Re-design the garage door to match the design of the house. In particular, remove the carriage door hardware.
 - Reduce or eliminate the one-foot finished floor elevation to reduce the height and prevent this structure from overwhelming this parcel and adjacent properties.

Mr. Amaya agreed to postpone Item A and revise the proposal for the lot.

Motion by Commissioner Karen Thurston to postpone item 2a) Construction of a new house with an attached garage as submitted; **Second** by Commissioner Greg Heiser.

The motion was passed unanimously with a vote of 6-0.

Motion by Commissioner to approve item 2b) Construction of a detached accessory dwelling unit as submitted; **Second** by Commissioner

Anais Starr presented the staff report:

- Houses that are zoned R-1 are allowed by zoning ordinance to construct an accessory dwelling unit.

Edwin Amaya, Applicant, discussed the item:

- He stated that the City of Norman allows accessory dwelling units (ADU), as long as they meet the required setbacks.

Public Comments:

There were no public comments.

- Commission Discussion:

The Commission asked questions regarding the ADU. The Commissioners found that since the ADU had limited visibility behind the house, it appeared to meet the Guidelines for design or placement. However, since the house request was postponed, the Commission wanted to review the ADU along with the new submittal for the house.

Mr. Amaya agreed to postpone Item B.

Motion by Commissioner Karen Thurston to postpone item 2b) Construction of a detached accessory dwelling unit as submitted; **Second** by Commissioner Greg Heiser.

The motion was passed unanimously with a vote of 6-0.

Motion by Commissioner Karen Thurston to postpone Item 2c) Construction of a concrete patio with a covered pergola; **Second** by Commissioner Greg Heiser.

There was not a staff presentation for Item C.

Public Comment:

There was no public comment for this item.

Commission Discussion:

- Commissioner Mike Zorba said that he doesn't have an issue with a concrete patio and a pergola, because it wouldn't be visible to the street, only the alley.
- The Commission wants to review the entire request including the covered pergola and requested a postponement from the applicant.
- Mr. Amaya was agreed to a postponement of this item..

Motion by Commissioner Karen Thurston to postpone Item 2c) Construction of a concrete patio with a covered pergola; **Second** by Commissioner Greg Heiser.

The motion was passed unanimously with a vote of 6-0.

REPORTS/UPDATES

7. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE DECEMBER 2, 2024.

- 549 S. Lahoma - Applicant should be submitting COA request this week.
- 904 Classen Ave - No change since the last meeting.
- 607-609 S. Lahoma - Delayed still. Historic District Preservation Officer has reached out to the applicant to confirm the installation date.
- 425 Chautauqua Ave - Work is complete.
- 626 Tulsa St - No change since November meeting. Applicant is aware that since the work hasn't started the COA will expire.

- 712 Miller Ave - Work was to begin on Monday, November 4th, however storms delayed the contractor. The Historic District Preservation Officer will call the contractor to discuss the garage door modifications.
- 1320 Oklahoma Ave - Demolition isn't complete.
- 505 Chautauqua Ave - Work has started.
- 643 Okmulgee - Work has started.

Administrative Bypass

No COA by Admin Bypass issued since December 2, 2024.

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

	Proposed Budget	Spent
PROJECT 1: Education Training	\$3,000	\$175 (staff webinar)
PROJECT 2: Memberships Dues for NAPC	\$ 150	
PROJECT 3: Southridge Historic Walking Tour Mobile App	\$1,500	
PROJECT 4: Historic Tour App Maintenance	\$1,725	\$1,725 (Renewed in Dec 2024)
PROJECT 5: (NAPC) Commission Essentials Workshop (Fall 2024)	\$4,500	\$4,500 (Nov 7 & 14 CAMP Sessions)
PROJECT 6: (NAPC) Disaster Planning Workshop (Spring 2025)	\$4,000	
PROJECT 7: Quarterly Education Postcard	\$1,800	\$485.24 (postcard in October)
PROJECT 8: Historic Coloring Book Reprint	\$1,800	\$200 (Reprinting of Coloring books)
TOTAL CLG BUDGET	\$18,375	\$7,085.24

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 9:40 P.M.

Passed and approved this 3rd day of March 2025.

P.M. Zhan.