



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, March 04, 2024 at 5:30 PM

AGENDA

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, relation, 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.

ROLL CALL

MINUTES

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

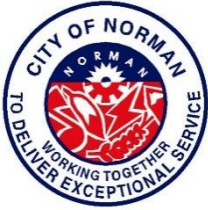
HISTORIC DISTRICT COMMISSION MEETING MINUTES OF FEBRUARY 5, 2024.

REPORTS/UPDATES

2. REVIEW & DISCUSSION OF PARLIAMENTARY PROCEDURES FOR COMMISSION.
3. DISCUSSION AND RECOMMENDATION OF APPLICATION FOR FUNDS FOR THE FYE 2024-2025 CLG PROGRAM WITH THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.
4. DISCUSSION REGARDING CHANGE TO SEPTEMBER 2024 HISTORIC DISTRICT COMMISSION MEETING DATE.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING - AMENDED

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, February 05, 2024 at 5:30 PM

MINUTES

AMENDED

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, relation, 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 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

Vice Chair Barrett Williamson called the meeting to order at 5:30p.m.

ROLL CALL

PRESENT

Commissioner Barrett Williamson
Commissioner Mitch Baroff*
Commissioner Michael Zorba
Commissioner Taber Halford
Commissioner Sarah Brewer*
Commissioner Jo Ann Dysart
Commissioner Karen Thurston
Commissioner Susan Ford
Commissioner Gregory Heiser

*Commissioner Mitch Baroff and Commissioner Sarah Brewer arrived at 5:31p.m.

A quorum was present.

STAFF PRESENT

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

GUESTS PRESENT

Preston O'Brien, 4501 Fox Croft Rd, Norman, OK 73026

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF JANUARY 8, 2024.

Motion by Michael Zorba for approval of the minutes from the January 8, 2024 regular meeting; **Second** by Taber Halford.

The motion was passed unanimously with a vote of 7-0. Minutes from the previous meeting were approved.

ACTION ITEMS

2. ELECTION OF CHAIR AND VICE CHAIR

Motion by Karen Thurston to approve Michael Zorba as the Chair and Gregory Heiser as the Vice Chair; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 9-0.

Commissioner Michael Zorba took the seat as chair for the rest of the meeting.

Commissioners went around the room introducing themselves as we have 2 new commissioners.

CERTIFICATE OF APPROPRIATENESS REQUESTS

3. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVE FOR THE REPLACEMENT OF THE GARAGE DOOR.

THE APPLICANT HAS REQUESTED POSTPONEMENT TO THE APRIL 1, 2024 HISTORIC DISTRICT COMMISSION MEETING.

Motion by Barrett Williamson to postpone (HD 23-41) replacement of the garage door, to the April 1, 2024 Historic District Commission meeting; **Second** by Sarah Brewer.

This motion was passed unanimously with a 9-0. This item has been postponed to the April 1, 2024 Historic District Commission meeting.

4. (HD 23-46) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 1004 MILLER AVENUE FOR 1) THE REMOVAL OF DOOR OPENINGS ON THE NORTH AND SOUTH ELEVATIONS AND REPLACEMENT WITH EITHER WOOD LAP SIDING OR STUCCO; 2) REPLACEMENT OF EXISTING WOOD EXTERIOR WALL MATERIAL ON THE NORTH AND SOUTH SIDE ELEVATIONS WITH EITHER WOOD LAP SIDING OR STUCCO.

Motion by Barrett Williamson to approve item 1) the removal of door openings on the north and south elevations and replacement with either wood lap siding or stucco, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Anais Starr stated that the property was built as a duplex but is now being used as a single family home.
- Ms. Starr also stated that the house is located on the corner meaning that it has 2 front facades.
- Ms. Starr also pointed out that the doors are non-original to the house as well as the additions that they are leading to.
- Sarah Brewer asked if the doors were visible from the street. Ms. Starr explained that the north side is visible from Emylyn and the south side is visible from the sidewalk along Miller.
- Taber Halford asked if these used to be screened in porches. Ms. Starr explained that yes at one point they were porches as you can see lap siding inside the house.
- Mitch Baroff asked what material the applicant preferred to use between lap siding or stucco. Ms. Starr stated the applicant can answer this.

Preston O'Brien, property owner, discussed the project:

- Preston O'Brien stated he would prefer stucco material if he had to choose.
- Mr. O'Brien stated he would like to keep the door on the south side for a rear egress and would be replacing the door with like for like.
- Sarah Brewer asked if it was possible to do brick to match the rest of the house.
- Mr. O'Brien stated that finding brick that matches the current brick would be an issue.
- Barrett Williamson asked what the applicant plants to put behind the wall inside on the north side. Mr. O'Brien stated that it's intended to be a bathroom.
- Taber Halford asked if there was any way to do a window so that it didn't look like a blank wall. Mr. O'Brien explained it is going to be a small bathroom and wouldn't have room for a window.

There was no public comments.

Commission Discussion:

- Taber Halford stated he would be okay with wood lap siding but would not approve stucco. Susan Ford agreed with this.
- Barrett Williamson stated there really is no way to make it not look like a fill in. He suggested the applicant could paint it to match the brick colors. He asked if it could read as a door but not be useable. Taber Halford agreed with this and was trying to figure out a way to make it happen.
- Mitch Baroff stated that it was not original so there is no reason to try and keep it. Mr. Baroff also stated that he would like stucco.
- Michael Zorba stated that he is okay with covering it all up and would like to see lap siding.
- Karen Thurston asked if he was planning on getting rid of the partitions between the wood panels. Preston O'Brien stated yes he would.

Motion by Barrett Williamson to amend the current motion to read for removal of door opening on the north elevation and replacement with either wood lap siding or stucco; **Second** by Michael Zorba.

The amendment passed unanimously with a vote of 9-0.

Applicant, Preston O'Brien, amended the motion to remove the option of stucco.

Motion by Barrett Williamson to amend the current motion to remove the word stucco from the original motion to read the removal of door opening on the north elevation and replacement with wood lap siding; **Second** by Sarah Brewer.

The amendment passed unanimously with a vote of 9-0.

Motion by Sarah Brewer to approve the removal of door opening on the north elevation and replacement with wood lap siding; **Second** by Barrett Williamson.

The motion was passed unanimously with a vote of 9-0.

Motion by Barrett Williamson to approve item 2) the replacement of existing wood exterior wall material on the north and south side elevations with wood lap siding; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 9-0.

REPORTS/UPDATES

5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JANUARY 8, 2024.

- 549 S Lahoma: In court system appeals process.
- 506 S Lahoma Ave: Proposed work is complete.
- 610 Miller Ave: Custom roof material delivered. Installation to start soon.
- 514 Miller Ave: Building permit submitted.
- 904 Classen Ave: Work has not started.
- 607-609 S Lahoma: Work has not started.
- 518 Shawnee: Proposed work is complete.
- 606 Miller Ave: Work has started.
- 700 Chautauqua Ave: Work has started.
- 712 Miller Ave: Requested postponement to April to allow for revisions for garage door replacement.
- 425 Chautauqua Ave: Work has not started.

Administrative Bypass:

- 1004 Miller Ave: Replacement of front porch and stairs in-kind with the same dimensions, design and materials.

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

2023-2024 Certified Local Government Grant Funds Budget

PROJECT 1:	Educational Training	\$2,500 (decreased \$200)
PROJECT 2:	Memberships Dues for NAPC	\$150
PROJECT 3:	Expansion of Tour App	\$0.00(decreased \$2,000)
PROJECT 4:	Historic Tour App Maintenance	\$2,000 (\$1725.00) **
PROJECT 5:	Windows Workshops	\$13,000(Increased \$3,000) expended \$6,500
PROJECT 6:	Quarterly Education Postcard	\$1,800 expended \$700
Total CLG Budget		\$18,375

**** Will utilize Historic Tour App Funds for Educational training and Window Workshop**

MISCELLANEOUS COMMENTS

ADJOURNMENT

The meeting was adjourned at 6:45p.m.

Passed and approved this _____ day of _____ 2024.

Michael Zorba
Historic District Chair



Date: March 4, 2024

To: Historic District Commissioners

From: Anaís Starr, Historic Preservation Officer

Subject: Discussion and recommendation of CLG FY 2024-2025 Certified Local Government (CLG) Application for Funds with the Oklahoma State Historic Preservation Office.

Background:

On April 14, 1998, Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO), making Norman a member city in the Certified Local Governments (CLG) Program. The CLG Program is part of the U.S. Department of the Interior's national program for development and support of local historic preservation programs. Since its initial participation in 1999, the City of Norman has received an approximate annual average allocation of \$15,000 in CLG grant funds. Over the 26 years that the City has participated in the CLG program, the City has received over \$250,000 in funding. In February, SHPO notified the City of Norman that the City was eligible to apply for \$18,375 in CLG funding for the 2024-2025 program year.

Designation as a CLG city recognizes Norman's historic preservation efforts and entitles the City to apply for a portion of the education/outreach funding set aside by the SHPO out of each year's budget. Funding is intended for historic research, public education and outreach programs. Over the past 26 years, Norman's CLG funding has created historic preservation educational materials, conducted historic architectural surveys, hosted free hands-on historic home repair workshops and provided training for staff and Commission.

DISCUSSION:

Staff, along with State Historic Preservation Office and the Historic District Commission has developed suggested projects for 24-25 CLG funds. Staff has prepared a funding application that includes project descriptions and a budget showing \$18,375 in proposed expenditures of CLG funds and documentation of matching funds.

The deadline for submission of the CLG grant request to the State Historic Preservation Office is March 29, 2024. The Commission will need to make a recommendation regarding the proposed CLG projects listed in the attached CLG funding request application. The Commission's recommendation will be forwarded to the March 12, 2024 City Council meeting along with the

attached CLG grant application. Staff is seeking input and recommendation regarding proposed CLG funded projects listed below.

CLG PROJECT	COST
Attendance/Participation at a Planning/Preservation Conferences for Staff/Commissioners	\$3,000
Walking Tour App Maintenance Fee	\$1,725
Walking Southridge Tour App (Contractor)	\$1,500
NACP Virtual CAMP Basics Workshop (4 topics)	\$4,500
NACP In-Person CAMP Disaster Planning (2 topics)	\$3,500
Training – Software/Hardware Supplies	\$500
Quarterly Postcard Project Printing	\$800
Quarterly Postcard Project Postage	\$1,000
NACP Membership Renewal	\$150
Re-Printing Historic Norman Coloring Books	\$1,700
TOTAL	\$18,375



Anais Starr, AICP
Historic Preservation Office/Planner II



CERTIFIED LOCAL GOVERNMENTS (CLG) APPLICATION

SECTION I: IDENTIFICATION

CLG (City): City of Norman FEI Number: 73-6005353

CLG Contact: Anais Starr Title: Planner II

Address: 225 N Webster Ave, Norman OK 73069

Phone: 405-366-5392 Email: anais.starr@normanok.gov

Population Based on Most Current Census: 128,026 Census Year: 2020

US Congressional District: 4

State House District: 44,45,46&53 State Senate District: 15,16,17

Was the public involved in the development of this application? Yes _____ No _____

In what way?

Discussion of potential CLG grant projects was held at regularly scheduled Historic District Commission meetings in October and December of 2023 and March of 2024.

CLG (City) Representative: To the best of my knowledge, all information included in this application is true and accurate. I am duly authorized to sign this document on behalf of the City, and the City will comply with the attached assurances if the requested assistance is provided.

Authorized CLG Representative Signature Date

Printed Name Title

Local Preservation Commission Chairman: I hereby certify that the local historic preservation commission established by city ordinance has participated in the development of this application and considers the activities described herein to be important to the continued development of our local preservation program.

Chairman, Local Preservation Commission, Signature Date

Printed Name Title

SECTION II: PROJECT WORK TO BE COMPLETED

A. National Register of Historic Places (NRHP)

1. Does the CLG plan to prepare NRHP nomination(s)? Yes _____ No X
_____ Individual How Many? _____
_____ District How Many? _____
2. Name and address of individual nomination(s) and/or name and boundary of district nomination(s).

3. SHPO staff has determined the property or district eligible for the NRHP _____
4. Who will conduct the work? _____ Consultant _____ In-house Staff

B. Survey

1. Does the CLG plan to prepare a survey(s)? Yes _____ No X
Type: _____ Architectural _____ Thematic _____ Archeological
Level: _____ Intensive _____ Reconnaissance (archeological only)
2. What is the name of the area being surveyed?

3. Boundary of survey area. Include map.

4. What is the estimated number of sites to be documented? _____
5. How many acres are included within the boundaries of the survey area? _____
6. Who will conduct the work? _____ Consultant _____ In-house Staff



C. Preservation Planning

- Does the CLG plan to prepare or update any of the following: Yes _____ No X
 _____ Preservation Plan _____ Design Guidelines
 _____ Historic Context (outside of a survey)
 _____ Other (describe) _____
- Will this work be new or an update? _____ New _____ Update
- If preparing a historic context, list topic(s).

- Who will conduct the work? _____ Consultant _____ In-house Staff

D. Publications and Digital Media

- Does the CLG plan to develop publications or digital media? Yes _____ No _____
 _____ HP Website X Cell Phone Tour
 _____ Activity/Youth Book _____ Brochure/Map (map must be in addition to digital)
 _____ Door Hangers/Yard Signs _____ Pamphlets
 _____ DVD/CD X Reprints of Existing Publications
X Maintenance of Digital Media (website, cell phone app, etc.)
 _____ Other (describe) _____
- Provide the proposed title(s) of publication(s) and a summary of the subject matter.
Reprints of existing publications including: Historic Norman Coloring & Activities Books and Historic District FAQ pamphlet
Expansion of existing cell phone tour-- Southridge Historic District.

- Who will conduct the work? _____ X Consultant _____ In-house Staff

E. Educational Programs

1. Does the CLG plan to present workshop(s) or other educational events?

Yes No

Workshop Type? NAPC Virtual CAMP Training Basics (3-6 topics)

Workshop Type? NAPC In-Person CAMP Resilience and Disaster Planning (2-6 topics)

Event Description? _____

2. Who will conduct the work? Consultant In-house Staff

F. Training, Memberships, Supplies, and Other

1. CLG plans to send staff or commission members for training.

Pre-approved training opportunities include PastForward, NAPC Forum, National Preservation Institute trainings, and NPS/CLG-sponsored trainings. All other trainings must receive prior approval from SHPO staff via email.

2. CLG plans to pay for updates of memberships as approved by the SHPO.

Pre-approved memberships include National Alliance of Preservation Commissions, National Trust for Historic Preservation, and Preservation Oklahoma, Inc. All other memberships must receive prior approval from SHPO staff via email.

3. CLG plans to pay for supplies as needed by the HP staff.

4. CLG plans to complete a different type of project, described below. _____

SECTION III: PROJECT BUDGET

Total CLG Funds Requested	\$ <u>18,375</u>	60%
Total Nonfederal Match	\$ <u>12,250</u>	40%
Total Project Cost	\$ <u>30,625</u>	100%

REMINDER: In most cases, a 60/40 match is required. This means the federal share will be 60% of the total project costs and the nonfederal matching share will be 40% of the total project costs. An easy way to calculate the required 40% is to take the allocated amount, multiply by 40 and divide by 60 (\$4,500 x 40 / 60 = \$3,000; Total project cost is \$7,500).

All three budget sections must be completed: Budget Summary, Itemized Budget, and Matching Share Disclosure Form. Failure to complete any of the three sections will be considered an incomplete application.

BUDGET SUMMARY			
CATEGORY	FEDERAL FUNDING	NONFEDERAL MATCH	TOTAL
Personnel		10,050	10,050
Consultant	11,225		11,225
Printing	2,500		2,500
Postage	1,000		1,000
Supplies	500		500
Travel/Training	3,000		3,000
Other *	150		150
*		2,200	
*			
Total	18,375	12,250	30,625

* Specify what is being included in the “Other” category or additional categories:

Membership Dues to the NAPC for Commissioners and Staff

2,200 from City of Norman General Fund is provided as match. It will be utilized for expenses not covered by CLG grant funds.

Supplies will be for training if needed.

Note: If you are applying an indirect cost rate, please contact the SHPO for more details.



ITEMIZED BUDGET

Provide a detailed cost breakdown of each category in the budget summary. All personnel involved must be listed with name, staff position, and hourly rate of pay.

Personnel:

Non-federal Match - \$10,050

Anais Starr, Historic Preservation Officer – 3.4 hrs./52 wks. at \$56.85/hr.

Whitney Kline, Administrative Technician – 1.51 hrs./52 wks. at \$31.84/hr.

Fringe: \$0

Supplies: \$0

Equipment:

Travel/Training:

Attendance/Participation at a Planning/Preservation Conferences for Staff/Commissioners

CLG Funding-\$3000

Non-federal match - \$0

Contractual:

Walking Tour App Maintenance Fee

CLG Funding-\$1,725

Non-federal match - \$0

Walking Southridge Tour App (Contractor)

CLG Funding-\$1,500

Non-federal match - \$0

NACP Virtual CAMP Basics Workshop (4 topics)

CLG Funding-\$4,500

Non-federal match - \$0

NAPC In-Person CAMP Disaster Planning (2 topics)

CLG Funding-\$3,500

Non-federal match - \$0

Supplies:

Training – Software/Hardware Supplies

CLG Funding-\$500

Non-federal match - \$0

Printing:

Quarterly Postcard Project

CLG Funding- \$800

Non-federal match - \$0 / Coloring Books CLG Funding - \$1700, Non-Federal Match - \$0

Postage:

Quarterly Postcard Project

CLG Funding- \$1,000

Non-federal match - \$0

Other:

NAPC Membership Renewal

CLG Funding- \$150

MATCHING SHARE DISCLOSURE FORM

Provide a complete disclosure of the matching share on the form below; there are multiple sections, but only one may be necessary. If personnel costs are included as matching share, include staff position and hourly rate of pay for each person.

Donor = agency or organization providing the matching share
 Source = where the match was obtained; may be "same as donor"
 Kind = what type of match is being used – cash or donated services
 Amount = dollar value of the contribution

Examples: Donor: City of SHPO
 Source: Personnel
 Kind: In-kind
 Amount: \$3,500
 Staff Position: Admin. Asst.
 Hourly Rate: \$12.50/hr.

Donor: City of SHPO
 Source: General Fund
 Kind: Cash
 Amount: \$2,000
 Staff Position: N/A
 Hourly Rate: N/A

Donor: City of Norman
 Source: Personnel Hours
 Kind: In-Kind
 Amount: \$7,537.50
 Staff Position: Planner II/Historic Preservation Officer
 Hourly Rate: \$56.85

Donor: City of Norman
 Source: Personnel Hours
 Kind: In-Kind
 Amount: \$2,512.50
 Staff Position: Administrative Tech III
 Hourly Rate: \$31.89

Donor: City of Norman
 Source: General Fund
 Kind: Cash
 Amount: \$2,200.00
 Staff Position: _____
 Hourly Rate: _____

Donor: _____
 Source: _____
 Kind: _____
 Amount: _____
 Staff Position: _____
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 Hourly Rate: _____

Donor: _____
 Source: _____
 Kind: _____
 Amount: _____
 Staff Position: _____
 Hourly Rate: _____

PROJECT SCHEDULE

List by project; see examples. It is not necessary to include dates of purchases of supplies or renewals of memberships. Project schedule dates may be adjusted in consultation with the applicant in the final contract to accommodate for staff review times.

Preferred Contract Start Date: July 1, 2024 ending June 30, 2025

(Examples: July 1, ending June 30; September 1, ending August 31; September 30, ending September 29)

Examples:

Survey - begin August 2023, send draft to SHPO by February of 2024, send second draft to SHPO by March 2024, send final to SHPO by May 2024

Kids Activity Book - begin October 2023, send first draft to SHPO by January 2024, send final draft to SHPO by March 2024, publish with SHPO approval in May 2024

Workshop - coordinate date with presenter November 2023, provide SHPO with topic and dates and reserve space in December 2023, present workshop in late summer 2024

CAMP Basics - Coordinate date of workshop with NAPC. Provide topics and reserve space by August 2024 present workshop September/October 2024.

Southridge Historic Tour App - Review and select material for utilization in the development of tour app and sign contract agreement with existing tour app contractor in November/December 2024. Spring of 2025 work with tour app contractor to develop South ridge tour app. Southridge tour app launched May 2025.

Re-print Historic Norman Coloring Books in July/August of 2024.

Quarterly Postcards - In July/August 2023, prepare and mail first postcard highlighting CAMP to be held in fall of 2023. Prepare and mail second postcard with general Historic District information in January 2025. Prepare and mail third postcard with general Historic District information in March 2025. Prepare and mail fourth postcard in May 2025 with information regarding the launch of Southridge Historic Tour App.

CAMP Disaster Recovery - Coordinate date of workshop with NAPC. Provide topics and reserve space by February 2025 present workshop March/April 2025.

Staff attends American Planning Association Conference - March 29 – April 1, 2025
Denver, Colorado.

NAPC- Membership- Renewed May 2025.

Mobile Tour App Maintenance Fee - Renewed December 2024.