

**HISTORIC DISTRICT COMMISSION
MINUTES OF**

December 1, 2014

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on December 1, 2014, at 7:00 p.m. Notice and Agenda of the meeting were posted at 201 West Gray Building A, the Norman Municipal Building and at www.Normanok.gov twenty-four hours prior to the beginning of the meeting.

Chair Neil Robinson called the meeting to order at 7:05 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Cameron Brewer
 Anna Eddings
 David John
 Bill Hickman
 Russell Kaplan
 Loy Macari
 Neil Robinson
 Scott Williams

MEMBERS ABSENT: Chesley Potts

STAFF MEMBER PRESENT: Linda Price, Revitalization Manager
 Anaïs Starr, Planner II
 Jolana McCart, Admin Tech IV
 Kristina Bell, Assistant City Attorney

GUESTS: Rick Poland
 Mark Krittenbrink
 Holly Hunt
 Jody Foote

Item No. 2, being: Approval of the Agenda.

Motion by S Williams for approval of the Agenda; **Second** by L Macari. All approve.

Item No. 3, being: Approval of Minutes from the October 6, 2014 Regular Meeting.

Motion by A Eddings for approval; **Second** by C Brewer. All approve.

Motion to approve the **Study Session Minutes of October 6, 2014** by R Kaplan; **Second** by D John. All approve.

Item No. 4, being: Election of Officers.

Item No. 5, being: Request for amendments to a COA for relocation of house to adjacent Lot 8 for the property at 428 Chautauqua to include: the relocation of house to adjacent Lot 7, removal of addition on the structure, removal of accessory building from property, the installation of driveway and removal of the sidewalk.

The previous owner had received a COA to relocate the house to the lot south of its current location. Mr. Krittenbrink has since purchased the house and is requesting to amend the COA to relocate the house north instead of south due to trees on the site. He is also requesting to remove an addition on the northwest corner of the house, to remove an accessory structure from Lot 7, to remove a sidewalk and to install a driveway.

Staff report was given by A Starr. Mark Krittenbrink, applicant, was present to answer questions.

Motion by S Williams for approval to relocate the house to Lot 7 with the recommendation that the applicant is to provide protection to existing trees on Lot 7 and 8 that are to remain during the relocation and construction process by installing safety screen at a minimum of 10 feet from the base of trees and to do prudent pruning prior to the relocation of the structures to prevent damage to the tree canopy. **Second** R Kaplan. All approve.

The Commission discussed the removal of the non-original addition on the northwest corner of the house and the accessory structure on Lot 7.

Motion by C Brewer for approval to remove the addition on the NW corner of the existing structure and demolition of the non-original accessory structure with the understanding that a COA would need to be applied for any proposed alterations to the exterior of the structure that are revealed with removal of the addition; **Second** R Kaplan. All approve.

The Commission discussed the installation of a standard width, 10 foot concrete driveway to replace the existing gravel drive and to remove an existing sidewalk that will no longer lead to the front of the house.

Motion by B Hickman for approval to install a standard 10 foot concrete driveway in the same location and to remove the existing 5 foot sidewalk to the house as presented on the site plans; **Second** A Eddings. All approve.

Item No. 6, being: Request for COA to construct a new primary structure for property described as Lot 8 of Ross's Addition, located at 432 Chautauqua Ave.

Upon completion of moving the house at 428 Chautauqua, Mr. Krittenbrink is planning on constructing a new primary structure at 432 Chautauqua. Staff's recommendations throughout the application were a request for more detail. The applicant is not asking the Commission for a decision at this time, but for feedback and clarification.

Staff report was given by A Starr. Mark Krittenbrink, applicant, was present to answer questions.

Rick Poland, 425 Chautauqua, stated that he would like to see more details and had some concerns per the mass of the structure. He said that drainage is very poor in this area and that he was also concerned about making the matter worse.

Issues and concerns from the Commission were:

- Mass and size for the lot and the area.
- Design too symmetrical and rigid.
- Style of trim around the windows.
- Windows and door out of scale.
- Style of stucco.
- Destroying the trees.
- Front door elevation and the drainage issues of the location.
- Lack of architectural detailing and articulation of front façade.

Suggestions:

- Moving the house to have the front door even with the front porch or front door of 434 Chautauqua to keep from having the “popped out” look.
- Shortening the length of the first floor windows.
- Short wall to create a courtyard in front of the house might break up the elevation.
- Cutting off 2.5 feet off of each side of the house.
- Softening/bringing down the ridge line.
- Provide more detailing around entryway and windows to break up front façade.

Motion by R Kaplan to table this application for want of more details as discussed throughout the meeting; **Second** B Hickman. All approve.

Item No. 7, being: Staff report on active COA’s since November 3, 2014.

- 410 Peters – owner has changed contractors. Once the foundation is corrected, the house will be lowered and the front porch work can begin.
- 322 Alameda – has until 2016 to change out the windows
- 727 Chautauqua – the owner has received bids for the driveway. No work has begun.
- 621 Chautauqua – exterior work is complete. Grasscrete parking should begin in January.
- 434 Chautauqua – front porch work has begun.
- 635 S Lahoma – has not begun but a design has been chosen.
- 408 Chautauqua – has not begun on the basement access.
- 645 S Lahoma – waiting until after the holidays to begin the fence project.
- 648 S Lahoma - parking pad project has not begun.
- 710 S Lahoma – the fence project is complete.

Item No. 8, being: Starr report on projects approved by Administrative Bypass since November 3, 2014.

There were none this month.

Item No. 9, being: Request to grant extensions for COA's presented.

(Staff will now be presenting the COA extension requests to the Commission for their approval each month.)

645 S Lahoma – fence project.

635 S Lahoma – second floor railing

408 Chautauqua – rear basement door access

Motion to approve the COA extensions by D John; **Second** by R Kaplan. All approve.

Item No. 10, Staff reports on CLG Projects.

The consultant has obtained the available city directory and Sanborn maps for the Southridge Area. Ms. Savage has begun to date the properties and is waiting for the leaves to finish falling before taking pictures. She believes she should be able to take them in late December.

Item No. 11, Discussion and consideration of changing the meeting time from 7:00 p.m. to 6:30 p.m.

Beginning in January, the Historic District Meetings will begin at 6:30 p.m.

Item No. 12, being: Miscellaneous Comments.

Storm shelters in the historic districts will be discussed next month.

Item No. 13, being: Adjournment.

The meeting was adjourned at 9:30 p.m.

Passed and approved this 5th day of January 2014.⁵



Neil Robinson, Chair