

Minutes
Historical Preservation and Landmark Board of Review
Regular Meeting
Will Rogers Building
EGID Central Conference Room on the 3rd Floor
2401 N. Lincoln Boulevard, Oklahoma City, OK 73105
August 3, 2023, 4:00 p.m.

MEMBERS PRESENT: Laura Stone
Mike Mays
Kassy Malone
Susan McCalmont
Carla Splaingard
Janis Powers

MEMBERS ABSENT: Camal Pennington

STAFF/GUESTS: Casey Jones, AICP, OMES, Planner
Beverly Hicks, OMES, Planning/Administrative Coordinator
Ethan Burton, Kerry on Homes & Restoration LLC, Applicant
Margaret Higgins, Applicant
Fran Patton, Church of the Living God, Applicant

A. Roll Call:

Chair Laura Stone called the meeting to order at 4:09 p.m. A roll call was taken, and a quorum was established. Ms. Stone was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.

B. Minutes:

1. Approval, disapproval, or amendment of the minutes of the July 12, 2023 meeting:

Mike Mays moved to approve the meeting minutes of July. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

C. Special Public Hearings: None.

D. Rezoning Requests: None.

E. Certificates of Appropriateness:

1. Discussion and possible action regarding CA-23-24-3, request by Margaret Higgins for a certificate of appropriateness for replacement of three original wood double hung 6-over-6 windows with Andersen E-Series aluminum clad wood double hung 6-over-6 windows with full divided light on the second story on the south elevation of the house at 800 NE 20th Street in the Lincoln Terrace East Historic District:

Mr. Jones reported that the applicant seeks to replace a bank of three original windows in deteriorated condition on the house's second floor on the south (rear) elevation with new aluminum-clad wood double-hung windows in a 6-over-6 pattern with integral divided lite that will fit the dimensions of the existing brick openings and will match all the windows with what was historically on the home.

Mike Mays moved to approve CA-23-24-3. Kassy Malone seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

2. **Discussion and possible action regarding CA-23-24-2, request by Andrew and Natalie McGuigan for a certificate of appropriateness for window restoration work and installation of custom wood storm windows on 57 windows on the house at 615 NE 15th Street in the Capitol-Lincoln Terrace Historic District:** (Tabled on 7/12/2023; Revised plans received 7/24/2023).

This item was deferred to the next board meeting at the applicant's request.

No action was taken.

3. **Discussion and possible action regarding CA-22-23-27, request by Church of the Living God for a certificate of appropriateness for the retainment of 29 vinyl windows currently installed on the dwelling, and for installation of wooden false rails, stiles, and muntins on the exterior of each window at 947 East Drive, also known as 949 East Drive, in the Lincoln Terrace East Historic District:** (Tabled on 5/4/2023).

Mr. Jones gave a synopsis of the history of this case. The property is a duplex in the Lincoln Terrace East Historic District, where work was done on the house without a certificate of appropriateness. All windows were replaced with non-compliant 1-over-1 double-hung vinyl windows. The applicant representing the property owner requested to install a wooden template, a faux frame, on the exterior of the existing vinyl windows consisting of rails, stiles, and muntins, giving the appearance of fixed divided lites. Photos of the original windows on the home had a 4-over-1 pattern and were wooden double-hung windows.

The board tabled the applicant's request for approval in May to retain the existing vinyl windows and install a wooden template placed over the windows for sixty days. They requested that the applicant contact the manufacturer of the vinyl windows for a possible solution/recourse and to come back in July with their findings.

Mr. Jones reported that he has worked with the applicant since the May meeting and administered a deferral for an additional thirty days to give the applicant extra time to research.

He informed members that a new application had not been received and has nothing further to report on the case.

The applicant was present at the meeting and informed members she is currently waiting on information from a few companies she has been in contact with regarding a possible solution for her case and, when received, plans to bring the data back to them at a later meeting.

The Board appreciated the applicant's efforts and agreed to allow more time.

Carla Splaingard moved to table CA-22-23-27, sixty days. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

4. **Discussion and possible action regarding CA-23-24-1, request by Ethan Burton for a certificate of appropriateness for construction of a detached garage with an apartment at 809 NE 18th Street in the Lincoln Terrace East Historic District:** (Tabled on 7/12/2023; Revised plans received 7/26/2023).

Mr. Jones reported at the last meeting that the Board tabled the applicant's request to construct a new garage in place of the previous garage recently approved for demolition and for the applicant to provide newly revised plans more appropriate to the style of the main dwelling.

The applicant provided staff in late July with a new set of revised plans with a different configuration from what was provided in the last meeting with an appropriate Tudor-Revival architectural style compatible with the main dwelling, including new site plan drawings and architectural elevation renderings.

The plans proposed are a detached one-bedroom studio apartment garage not visible from the street, oriented to the east, with a stairwell on the south side going up to the second floor. The driveway turns back behind the house to access the garage doors facing east, allowing up to two vehicles.

Initially, the former plans requested a variance from a five-foot setback, but it is no longer needed and has been withdrawn because the new plans comply with the zoning rules pertaining to yard requirements. Still, a request for a variance from the twenty-five percent lot coverage limit and a conditional use permit for the second-floor garage apartment will move forward to the zoning commission if the Board approves the new plans.

Carla Splaingard moved to approve CA-23-24-1. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

F. Miscellaneous:

1. Report on the Classen's North Highland Parked Neighborhood survey.

Mr. Jones updated members that Matt Pearce with the State Historic Preservation Office informed staff he expects the consultant's final draft submittal of the survey by the end of the month.

2. Report and possible discussion on a training opportunity on the National Register of Historic Places program:

Mr. Jones informed members that Dr. Pearce offered a one-hour training on the National Register program and is willing to work with staff to schedule if interested. Staff plans to schedule a special meeting at a location where all commission bodies and the public can attend, with details that will follow later.

3. Report and possible discussion on two board vacancies: Historian and Attorney.

Mr. Jones made known that the historian position is still vacant. He informed members that at the September zoning commission meeting, Commissioner Farrell suggested that staff contact Preservation Oklahoma to see if they might have someone interested.

Staff informed board members that if they know of anyone interested, to submit a brief letter of interest made to the attention of Janet Morrow, Zoning Commission Chair. Email it to Beverly Hicks, the Commission's Administrative Coordinator, at beverly.hicks@omes.ok.gov, or mail a letter to: Capitol Medical Zoning Commission, PO Box 53448, Oklahoma City, OK 73152.

G. Reports and Communications: None.**H. Adjournment:**

There being no further business, Janis Powers motioned to adjourn. Mike Mays seconded the motion. Seeing no opposition, the meeting adjourned at 4:44 p.m.