

**Minutes**  
**Citizens' Advisory Committee**  
**Hybrid Special Meeting**  
**Will Rogers Building, CR – 214 (Innovation) / 216 (Create)**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**May 13, 2021, 7:00 p.m.**  
**WebEx Platform**

---

**MEMBERS PRESENT:** Jeremiah Jordan  
Gregory Baum  
Samonia Byford  
Teri Green  
Audrey Jones  
Donna Moore  
Bill Morris  
Guy Parkhurst  
Ana Sharp  
Aneesa Sharp  
Rachel Smith  
Gina Washington

**MEMBERS ABSENT:** Gina Blaylock  
Sheryl Lovelady  
Jeff Wade

**STAFF/GUESTS:** Casey Jones, AICP, OMES Planner  
Beverly Hicks, OMES Planning/Administrative Coordinator  
Mike Wade, Extreme Home Builders  
Andrew McQuade, OMES  
Gloria Ross, OMES

**A. Roll Call:**

Chairman Jordan called the hybrid special meeting to order at 7:02 p.m. A roll call was taken and a quorum established. Mr. Jordan was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.

**B. Minutes:**

**Discussion and possible action on the minutes of the April 8, 2021, virtual special meeting:**  
Samonia Byford moved to approve as submitted the meeting minutes for April. Guy Parkhurst seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes; Ms. Moore, yes; Mr. Morris, yes; Mr. Parkhurst, yes; Ms. Ana Sharp, yes; Ms. Smith, yes; Ms. Washington, yes.

C. **Discussion and possible action to make recommendations to the Capitol – Medical Improvement and Zoning Commission concerning items on the commission’s May 28, 2021 meeting agenda:**

- 1. Discussion and possible action regarding BP-20-21-43, request by Gary Adams, Extreme Buildings, for a building permit for construction of a single family dwelling at 944 NE 30<sup>th</sup> Street on property described as Lots 1 and 2, Block 1, Powell Subdivision of Block 1, Alta Vista Addition to Oklahoma City.**

Staff recommended to approve the building permit with the finding that the proposed work complies with applicable zoning rules.

Teri Green moved to recommend approval of staff’s recommendation. Guy Parkhurst seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes; Ms. Moore, yes; Mr. Morris, yes; Mr. Parkhurst, yes; Ms. Ana Sharp, yes; Ms. Smith, yes; Ms. Washington, abstain.

- 2. Discussion and possible action regarding D-20-21-5, V-20-21-5 and BP-20-21-44, request by Kerstin and Michael Reinschmidt, for a permit for demolition of the existing detached garage; and a side yard setback variance and building permit for construction of a new detached garage at 725-727 NE 14<sup>th</sup> Street in Oklahoma City.**

On May 6, 2021, the Historical Preservation and Landmark Board of Review granted a certificate of appropriateness for the proposed work with findings and conditions for demolition of the existing garage and findings and conditions for construction of the new garage.

Staff recommended to approve building permit for demolition of the existing garage, with the finding that the proposed work complies with applicable zoning rules.

Staff recommended to approve side yard variance, and building permit for construction of a new garage, with the following findings:

- a. The proposed garage size, height, placement, and setbacks are consistent with the character of the neighborhood and are compatible with the surrounding structures.
- b. The proposed garage is in keeping with the spirit and intent of the Historic Preservation Standards and Guidelines.
- c. The proposed garage will have no detrimental impact on adjacent properties.

Guy Parkhurst moved to recommend approval of staff’s recommendations. Gina Washington seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes; Ms. Moore, yes; Mr. Morris, yes; Mr. Parkhurst, yes; Ms. Ana Sharp, yes; Ms. Aneesa Sharp, yes; Ms. Smith, yes; Ms. Washington, yes.

*Ms. Aneesa Sharp entered the meeting at 7:19 p.m.*

- 3. Discussion and possible action regarding CU-20-21-2, request by Kim Wigley, Aqua Haven Pools and Spas, on behalf of the property owners, Amanda Alewine and Daniel Mercer, for a conditional use permit and building permit at 901 NE 18<sup>th</sup> Street in Oklahoma City:**

Staff recommended to approve the conditional use permit and building permit with the following findings and conditions:

**Findings:**

- a. The proposed development is compatible with the Master Plan land use designation for the property, which is Single Family Residential.
- b. The proposed development complies with applicable zoning rules.
- c. The proposed development will have no adverse impact on:
  - i. the health, safety, and welfare of the neighborhood;
  - ii. the established property values in the area;
  - iii. the supply of light and air to adjacent properties;
  - iv. the flow of traffic on streets in the area.

**Conditions:**

- a. All work shall conform to the approved plans. Any proposed changes shall be submitted to the Commission staff for review and approval prior to making changes on site.
- b. All new impermeable surfaces shall be constructed to direct water away from surrounding structures and toward storm drains, French drains, or water harvesting containers. Water runoff shall not be directed onto an adjacent property.
- c. The pool shall be fenced on all sides as shown on the approved plans.
- d. All applicable permits required by the City of Oklahoma City shall be obtained prior to commencing work. All work shall comply with applicable building codes of the City.

Samonia Byford moved to recommend approval of staff's recommendation. Audrey Jones seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes; Ms. Moore, abstain; Mr. Morris, yes; Mr. Parkhurst, yes; Ms. Ana Sharp, yes; Ms. Aneesa Sharp, yes; Ms. Smith, yes; Ms. Washington, yes.

**D. Reports and Communications:**

1. Report on the April 23, 2021 Capitol – Medical Center Improvement and Zoning Commission meeting.
  - The Commission approved two applications:
    - 940 NE 30<sup>th</sup> Street – Building permit for a single family dwelling.
    - 950 NE 23<sup>rd</sup> Street – Permits for demolition of Valero gas station and construction of a new 7-Eleven.
    - Fiscal Year 2022 zoning enforcement contract
    - Appointments to CAC and HPLBOR

**E. Discussion and Election: None.**

**F. General Discussion:**

1. Update on Open Meeting Act virtual provisions.

**G. Adjournment:**

There being no further business, Gina Washington motioned to adjourn. Donna Moore seconded the motion. Seeing no opposition, the meeting adjourned at 7:30 p.m.