

Minutes
Historical Preservation and Landmark Board of Review
Special Meeting
Will Rogers Building
EGID Central Conference Room on the 3rd Floor
2401 N. Lincoln Boulevard, Oklahoma City, OK 73105
September 10, 2024, 4:00 p.m.

MEMBERS PRESENT: Laura Stone
Mike Mays
Janis Powers
Rachel Smith
Carla Splaingard

MEMBERS ABSENT: Stephanie Barbour-Cooper
Kassy Malone
Susan McCalmont

STAFF/GUESTS: Casey Jones, AICP, OMES, Planner
Beverly Hicks, OMES, Planning/Administrative Coordinator
Annette Johnson, Applicant
Sherry Grant, Guest
Arnell Johnson, Guest
Jeremiah Smith, Applicant
Debra Jefferson, Applicant
Kenneth Avey, Applicant
Sammy Aragon, Applicant representative
Axel Castillo, Guest

A. Roll Call:

Chair Laura Stone called the meeting to order at 4:05 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 August 1, 2024 meeting:

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

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

C. Special Public Hearings: None.

D. Rezoning Requests: None.

E. Certificates of Appropriateness:

1. Discussion and possible action regarding CA-23-24-13, request by Jeremy Gardner on behalf of the owner, Phyllis Jordan, for a certificate of appropriateness for exterior work at 1500 North Stiles Avenue in the Wilson-Harn Historic District (Tabled/Continued from 12/7/2023 Meeting; Revised Plans Received 8/16/2024):

Item 1: Construction of a new two-story addition on the south elevation of the dwelling.

Mike Mays moved to approve CA-23-24-13, item 1. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

Item 2: Alterations to window and door openings on the north and east elevations of the dwelling.

The Board tabled item 2, requested more specificity, particularly on the double door opening on the south elevation, and requested specifications for the doors. The Board advised the owner against installing a double door and recommended proposing a single door with two sidelights.

Carla Splaingard moved to table CA-23-24-13, item 2, and request more specificity on the proposed doors. Mike Mays seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

Item 3: Replacement of all windows on the dwelling with new aluminum clad wood windows.

Mike Mays moved to approve CA-23-24-13, item 3, with one-over-one double-hung windows. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

Item 4: Application of stucco to the exterior concrete block walls of the non-historic addition on the northeast corner of the dwelling.

Mike Mays moved to approve CA-23-24-13, item 4. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

Item 5: Painting of exterior brick on the dwelling.

Mike Mays moved to deny CA-23-24-13, item 5. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

2. **Discussion and possible action regarding CA-23-24-31, request by Whitney Chapman, Avvio Services LLC, on behalf of the owners, Sherry Grant, Dewayne Grant, and Jessica Gant, for a certificate of appropriateness for installation of roof-mounted solar panels on the dwelling at 807 NE 21st Street in the Lincoln Terrace East Historic District.**

CA-23-24-31 was approved for the installation of 27 solar panels on the east and west-facing roof slopes of the principal dwelling, and the installation of associated electrical equipment on the north elevation of the principal dwelling.

Carla Splaingard moved to approve CA-23-24-31. Mike Mays seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, no; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

3. **Discussion and possible action regarding CA-24-25-2, request by Kenneth Avey for a certificate of appropriateness for the replacement of windows on the second story on the east and west elevations and construction of a dormer on the south elevation of the dwelling at 814 NE 18th Street in the Lincoln Terrace East Historic District.**

CA-24-25-2 was approved:

- 1) The construction of a dormer on the rear (south elevation) of the dwelling. The dormer will have an aluminum clad wood casement window and stucco siding.
- 2) Window replacement:
 - a. East elevation, 2nd Story: Remove one window and replace with one WeatherShield Signature Series aluminum clad wood casement window for proper egress.
 - b. West elevation, 2nd Story: Remove two wood windows and replace them with two WeatherShield Signature Series aluminum clad wood casement windows for proper egress.

Rachel Smith moved to approve CA-24-25-2. Carla Splaingard seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

4. **Discussion and possible action regarding CA-24-25-4, request by Annette Johnson for a certificate of appropriateness for removal of the existing original clay tile roof and decking on the principal dwelling and replacement with new decking and Certainteed Grand Manor composite shingles with natural slate appearance in Georgian Brick color at 627 Culbertson Drive in the Capitol-Lincoln Terrace Historic District.**

Carla Splaingard moved to approve CA-24-25-4. Mike Mays seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, no.

5. Discussion and possible action regarding CA-24-25-5, request by Jeremiah Smith for a certificate of appropriateness for exterior work on the principal dwelling and grounds at 712 NE 15th Street in the Lincoln Terrace East Historic District:

Item 1: Remove and replace the existing concrete driveway, including the approach, with new concrete. Increase driveway width from 7.5 feet to 8.5 feet.

Item 2: Remove and replace the existing concrete parking pad in the rear yard with new concrete.

Item 3: Remove and replace all existing concrete floors and steps in kind with new concrete on the north, east, and south porches. Maintain and repair the existing brick porch foundation walls.

Item 4: Remove and replace the existing concrete sidewalks in the front yard with new concrete. Increase private sidewalk width from 4 feet to 5 feet. Replace public sidewalk in kind to same dimensions as existing.

CA-24-25-5, items 1 through 4 were taken as a combined vote.

Carla Splaingard moved to approve CA-24-25-5, items 1, 2, 3, and 4. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

Item 5: Reconstruct the missing balcony above the porch on the east elevation using like materials as seen on the existing porch including piers and railing.

Rachel Smith moved to approve CA-24-25-5, item 5, to match the materials and design of the existing porch railing on the ground floor. Mike Mays seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

Item 6: Remove and replace roof shingles in kind. Remove and replace roof decking with 3/4-inch decking boards – *Approved.*

Item 7: Remove and replace rotten wood trim boards in kind and coat with paint – *Approved.*

Item 8: Repair and rehabilitate deteriorated windows using like materials – *Approved.*

Item 9: Remove all unapproved replacement windows and replace with Pella Lifestyle Series aluminum clad wood double hung windows. Install Pella Lifestyle Series aluminum clad wood double hung windows in original window openings where windows are missing (Or can also be replaced with WeatherShield Signature Series aluminum clad wood double hung windows) – *Approved.*

Item 10: Repair all windowsills and brick molding. Repaint with white paint –*Approved.***Item 11: Alter and modify kitchen windows and openings.** (On the south and west elevations, filling in window opening with bricks, modifying or relocating window openings to accommodate interior remodeling) – Denied.

CA-24-25-5, items 6 through 11, were taken as a combined vote.

Carla Splaingard moved to approve CA-24-25-5, items 6, 7, 8, 9, and 10, and deny item 11. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

6. Discussion and possible action regarding CA-24-25-6, request by Debra Jefferson for a certificate of appropriateness for construction of a detached garage at 728 NE 15th Street in the Lincoln Terrace East Historic District.

Mike Mays moved to approve CA-24-25-6. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

F. Miscellaneous:**1. Discussion and possible action to approve the schedule of meetings for 2025 at 4 p.m.:**

Jan. 2, 3 or 7	May 1	Sept. 4
Feb. 6	Jun. 5	Oct. 2
Mar. 6	Jul. 3, 1 or 2	Nov. 6
Apr. 3	Aug. 7	Dec. 4

Mike Mays moved to approve the 2025 schedule of meetings with the chosen dates for January 7th and July 1st. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Smith, yes; Ms. Stone, yes.

2. Discussion on short-term residential rentals.

This item was not discussed due to the length of the meeting.

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

There being no further business, Carla Splaingard motioned to adjourn. Mike Mays seconded the motion. Seeing no opposition, the meeting adjourned at 5:47 p.m.