

**Citizens' Advisory Committee
Virtual Meeting/ WebEx
Special Meeting Minutes
Mar. 11, 2021, 7:00 p.m.
Oklahoma City, Oklahoma**

A meeting notice was given and an agenda was posted in accordance with the Open Meeting Act.

MEMBERS PRESENT: Jeremiah Jordan
Samonia Byford
Teri Green
Sheryl Lovelady
Bill Morris
Ana Sharp
Aneesa Sharp
Rachel Smith
Jeff Wade
Gina Washington

MEMBERS ABSENT: Gregory Baum
Gina Blaylock
Audrey Jones
Donna Moore

STAFF/GUESTS: Casey Jones, AICP, OMES Planner
Beverly Hicks, OMES Planning/Administrative Coordinator
Spencer Wilson, Applicant representative
Nash Thomas, Applicant representative
David Box, Applicant representative

A. Roll Call:

Chairman Jordan called the meeting to order at 7:13 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 November 12, 2020, virtual special meeting:

Samonia Byford moved to approve as submitted the meeting minutes for November. Gina Washington seconded the motion. The following votes were recorded and the motion passed:

Ms. Byford, yes; Ms. Green, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Ms. Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, 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 March 26, 2021 meeting agenda:

- 1. Discussion and possible action regarding V-20-21-1 and BP-20-21-18, request by David M. Box, Williams, Box, Forshee & Bullard, representing Timbercraft Homes LLC, the owner, for a variance from the 30-percent maximum lot coverage requirement in the RD-2 District and a building permit for construction of a 450-square-foot detached garage at 829 NE 16th Street in the Lincoln Terrace East Historic District of Oklahoma City.**

The Historical Preservation and Landmark Board of Review reviewed this proposal on March 4, 2021, and granted certificate of appropriateness for the proposed work with the condition that two single-car vehicle doors be installed on the front of the garage (CA-20-21-14).

Staff recommended to approve the variance and building permit with the following findings:

- a. The proposed garage size, height, placement, and setbacks are consistent with the character of the neighborhood and compatible with surrounding areas.
- b. The proposed garage is in compliance with the recommended size limit of 450 square feet for garages in the Historic Preservation district.
- c. The proposed development will have no detrimental impact on adjacent properties.
- d. The proposed development is compatible with the Master Plan land use designation for the property, which is Mixed Use – Residential Institutional.
- e. The proposed development is in keeping with the spirit and intent of the zoning rules.

Notice was mailed to the residents within a 300’ radius and published in the Journal Record on March 16, 2021 for the March 26, 2021, Public Hearing meeting.

Samonia Byford moved to recommend approval of the variance and building permit. Sheryl Lovelady seconded the motion. The following votes were recorded and the motion passed:

Ms. Byford, yes; Ms. Green, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Mr. Morris, yes; Ms. Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes; Ms. Washington, yes.

Mr. Morris entered the WebEx meeting at 7:18 p.m.

- 2. Discussion and possible action regarding BP-20-21-32, request by Spencer Wilson, Fitzsimmons Architects, representing 701 Culbertson LC, the owner, for a building permit for installation of two monument signs (one primary identification sign and one directional sign) on the property at 701 Culbertson Drive in Oklahoma City.**

The Historical Preservation and Landmark Board of Review granted a certificate of appropriateness for the proposed signs on March 4, 2021 (CA-20-21-16). Staff recommended to approve the building permit with the finding that the proposed work complies with applicable zoning rules.

Jeff Wade moved to recommend approval the building permit. Samonia Byford seconded the motion. The following votes were recorded and the motion passed:

Ms. Byford, yes; Ms. Green, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Mr. Morris, yes; Ms. Ana Sharp, yes; Ms. Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes; Ms. Washington, yes.

Ms. Ana Sharp entered the WebEx meeting at 7:24 p.m.

3. Discussion and possible action regarding V-20-21-3, request by Spencer Wilson, Fitzsimmons Architects, representing 701 Culbertson LC, the owner, for a variance from the siting standards for trash enclosures to allow for installation of a trash enclosure to the south of the existing building as indicated on the submitted application and plans for 701 Culbertson Drive in Oklahoma City.

The Historical Preservation and Landmark Board of Review reviewed this proposal on March 4, 2021, and granted a certificate of appropriateness for the proposed work as submitted (CA-20-21-17).

Staff recommended to approve the variance with the following findings:

- a. The location of the existing structure and the improvements on the property makes strict compliance with the zoning rules difficult and impractical and causes a hardship on the owner.
- b. The proposed trash enclosure's design, size, height, and placement are compatible with the existing building and surrounding buildings.
- c. The proposed work will have no detrimental impact on adjacent properties.
- d. The proposed work is compatible with the Master Plan land use designation for the property, which is Neighborhood Commercial.
- e. The proposed work is in keeping with the spirit and intent of the zoning rules.
- f. The proposed work will not adversely affect the integrity and historic character of the district or the property.
- g. The proposed work will not damage any historic materials or character-defining features.
- h. The proposed work, if removed in the future, would not impair the essential form and integrity of the property and its environment.

Notice was mailed to the residents within a 300' radius and published in the Journal Record on March 16, 2021 for the March 26, 2021, Public Hearing meeting.

Bill Morris moved to recommend approval of the variance. Jeff Wade seconded the motion. The following votes were recorded and the motion passed:

Ms. Byford, yes; Ms. Green, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Mr. Morris, yes;
Ms. Ana Sharp, yes; Ms. Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes;
Ms. Washington, yes.

D. Report on meetings of the Capitol – Medical Center Improvement and Zoning Commission held on November 13, 2020 and January 22, 2021:

Mr. Jones reported that the Commission approved the appointment of Sheryl Lovelady to the Citizens' Advisory Committee and a building permit for 712 Culbertson Drive for seven signs; 1 free standing sign and 6 building-mounted blade signs on the building at the November 13, 2020, Commission meeting.

The Commission approved the adoption of the current zoning map into the permanent administrative rules and approved a conditional use permit, setback variance and building permit for construction of an in-ground swimming pool at 736 NE 17th Street at the January 22, 2021, Commission meeting.

E. Reports and Communications: None.

F. Discussion and Election: None.

G. General Discussion: None.

H. Adjournment:

There being no further business, Gina Washington motioned to adjourn. Bill Morris seconded the motion. Seeing no opposition, the meeting adjourned at 7:50 p.m.