

**Minutes**  
**Citizens' Advisory Committee**  
**Hybrid Special Meeting**  
**Will Rogers Building**  
**CR – 214 (Innovation) /216 (Create)**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**Apr. 8, 2021, 7:00 p.m.**  
**WebEx Platform**

---

**MEMBERS PRESENT:** Jeremiah Jordan  
Gregory Baum  
Gina Blaylock  
Samonia Byford  
Teri Green  
Audrey Jones  
Sheryl Lovelady  
Donna Moore  
Rachel Smith  
Gina Washington

**MEMBERS ABSENT:** Jeff Wade  
Bill Morris  
Ana Sharp  
Aneesa Sharp

**STAFF/GUESTS:** Casey Jones, AICP, OMES Planner  
Beverly Hicks, OMES Planning/Administrative Coordinator  
Spencer Wilson, Applicant representative  
Mark Grubbs, Grubbs Consulting, Applicant  
Lisa Bouska, Applicant representative  
Joseph Henthorn, Applicant representative  
Guy Parkhurst, Resident

**A. Roll Call:**

Chairman Jordan called the hybrid special 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 March 11, 2020, virtual special meeting:**

Rachel Smith moved to approve as submitted the meeting minutes for March. Jeremiah Jordan 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. Lovelady, yes; Ms. Moore, yes; Ms. Smith, yes.

**C. Discussion and possible action to make recommendations to the Capitol – Medical Improvement and Zoning Commission concerning items on the commission’s April 23, 2021 meeting agenda:**

- 1. Discussion and possible action regarding BP-20-21-42, request by Gary Adams, Extreme Buildings, for a building permit for construction of a single family dwelling at 940 NE 30<sup>th</sup> Street on property described as Lots 3 and 4, 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.

Greg Baum moved to recommend approval of the building permit. Samonia Byford 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. Lovelady, yes; Ms. Moore, yes; Ms. Smith, yes.

- 2. Discussion and possible action regarding D-20-21-4, request by Mark Grubbs, Grubbs Consulting, LLC, for a building permit for demolition of all existing structures at 950 NE 23<sup>rd</sup> Street in Oklahoma City.**

*Items C.2, C.3, C.4 and C.5 were taken as a combined vote.*

- 3. Discussion and possible action regarding V-20-21-4, request by Mark Grubbs, Grubbs Consulting, LLC, for variances from strict application of specified zoning rules as they pertain to the proposed development of a filling station with convenience store and restaurant in the *CN Neighborhood Commercial District* at 950 NE 23<sup>rd</sup> Street in Oklahoma City:**

- Variance from OAC 120: 10-3-24(b)(4) to permit propane fuel and packaged ice to be stored and displayed for sale outside of the building.
- Variance from OAC 120: 10-7-11(a)(32) to permit the minimum parking requirement for a “retail/commercial establishment” to be calculated at the rate of one parking space per 200 square feet of net floor area.
- Variance from OAC 120: 10-7-12(1) to permit driveway widths of 35 feet for the driveway on NE 23<sup>rd</sup> Street and for one of the two driveways on North Kelley Avenue.
- Variance from OAC 120: 10-7-10(2) to permit parking spaces in the rear yard setback area.
- Variance from OAC 120: 10-5-4.1(8) to permit a trash enclosure in the side yard setback area.

*Ms. Blaylock and Ms. Washington entered the meeting at 7:38 p.m.*

- 4. Discussion and possible action regarding BP-20-21-45, request by Mark Grubbs, Grubbs Consulting, LLC, for a building permit for construction of a filling station with convenience store and restaurant in the *CN Neighborhood Commercial District* at 950 NE 23<sup>rd</sup> Street in Oklahoma City.**

**5. Discussion and possible action regarding BP-20-21-46, request by Mark Grubbs, Grubbs Consulting, LLC, for a building permit for alterations to an existing pylon sign and for installation of wall signs and fuel island canopy signs at 950 NE 23<sup>rd</sup> Street in Oklahoma City.**

The Committee request for Mr. Grubbs to add an air station.

Notice of the April 23, 2021 public hearing regarding this development was mailed to the owners of all properties within a 300' radius and published in the Journal Record on April 13, 2021.

Staff recommended approval of these requests as submitted with the condition that work shall be completed according to the submitted plans and that all required permits be obtained from the City of Oklahoma City prior to the commencement of work.

Samonia Byford moved to recommend approval of all the submitted requests, items C.2 through C.5. Donna Moore seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Blaylock, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes;  
Mr. Jordan, yes; Ms. Lovelady, yes; Ms. Moore, yes; Ms. Smith, yes; Ms. Washington, yes.

**D. Reports and Communications:**

1. Report on the March 26, 2021 Capitol – Medical Center Improvement and Zoning Commission meeting.
  - The Commission approved three applications:
    - 829 NE 16<sup>th</sup> Street – Lot coverage variance and building permit for a detached garage.
    - 701 Culbertson Drive – Building permit for two monument signs.
    - 701 Culbertson Drive – Front yard setback variance for trash enclosure.
2. Possible report on FY2022 zoning code enforcement contract.
  - Ms. Hicks updated the members on the status of the contract.

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

**F. General Discussion:** None.

**G. Adjournment:**

There being no further business, Greg Baum motioned to adjourn. Sheryl Lovelady seconded the motion. Seeing no opposition, the meeting adjourned at 7:50 p.m.