

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

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**MEMBERS PRESENT:** Jeremiah Jordan  
Gregory Baum  
Samonia Byford  
Teri Green  
Sheryl Lovelady  
Donna Moore  
Bill Morris  
Guy Parkhurst  
Rachel Smith

**MEMBERS ABSENT:** Gina Blaylock  
Audrey Jones  
Ana Sharp  
Aneesa Sharp  
Jeff Wade  
Gina Washington

**STAFF/GUESTS:** Casey Jones, AICP, OMES Planner  
Beverly Hicks, OMES Planning/Administrative Coordinator  
Hannah Sutter, Applicant

**A. Roll Call:**

Chairman Jordan called the hybrid special meeting to order at 7:01 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 June 10, 2021, meeting:**

Samonia Byford moved to approve the meeting minutes of June as submitted. Sheryl Lovelady seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Mr. Jordan, yes; Ms. Lovelady, yes;  
Ms. Moore, yes; Mr. Morris, yes; Mr. Parkhurst, 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 June 25, 2021 meeting agenda:**

**1. Discussion and possible action regarding BP-21-22-1, request by J.D. Terry, Lone Oak Custom Homes, on behalf of the owners, Blair Sutter and Hannah Sutter, for a building permit for construction of a two-story addition onto the south (rear) elevation of the home and a covered porch on the south and east elevations of the home at 428 NE 15<sup>th</sup> Street (Lot 17, Block 4, Classen’s North Highland Parked Addition to Oklahoma City):**

The Historical Preservation and Landmark Board of Review reviewed this proposal on July 1, 2021, and granted a certificate of appropriateness for the proposed work with the following findings and conditions (CA-21-22-3).

**Findings:**

- a. The proposed work is designed to be compatible with the original, historic home and will not adversely affect the integrity and historic character of the district or the property.

**Conditions:**

- a. Windows must have 6-over-1 simulated divided lights with muntins affixed to the exterior and interior of the glass and with spacer bars in between the glass panes.
- b. All exterior work shall conform to the approved plans and exterior material specifications. Any proposed changes must be submitted to commission staff for review and approval prior to making changes on site.
- c. A building permit shall be obtained from the Commission and from the City of Oklahoma City prior to the commencement of work.

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

Guy Parkhurst moved to recommend approval. Samonia Byford seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Ms. Moore, yes; Mr. Morris, yes; Mr. Parkhurst, yes; Ms. Smith, yes.

**D. Report on the June 25, 2021 meeting of the Capitol – Medical Center Improvement and Zoning Commission – The Commission approved the following:**

- *830 NE 26<sup>th</sup> Street*– Building permit for a single family dwelling.
- *925 NE 28<sup>th</sup> Street* – Lot coverage variance and building permit for a single family dwelling.
- *929 NE 28<sup>th</sup> Street* – Building permit for a single family dwelling.

**E. Reports and Communications:** None.

**F. Discussion and Election:** None.

**G. General Discussion:** None.

**H. Adjournment:**

There being no further business, Samonia Byford motioned to adjourn. Donna Moore seconded the motion. Seeing no opposition, the meeting adjourned at 7:19 p.m.