

**Minutes**  
**Capitol-Medical Center Improvement and Zoning Commission**  
**Virtual Special Meeting/ WebEx**  
**Mar. 26, 2021, 8:15 a.m.**

A meeting notice was filed with the Secretary of State and an agenda posted in accordance with the Open Meeting Act.

**MEMBERS PRESENT:** Anderson Dark  
Tiana Douglas  
Brian Downs  
Hillary Farrell  
Jeremiah Jordan  
Janis Powers  
Dan Ross

**MEMBERS ABSENT:** Kirkland Hall  
Paul Manzelli  
Ken Phillips

**STAFF/GUESTS:** Casey Jones, AICP, OMES, Planner  
Beverly Hicks, OMES, Planning/Administrative Coordinator  
Karl Kramer, OAG  
Nash Thomas, Applicant representative  
David Box, Applicant representative  
Spencer Wilson, Applicant representative  
Brian Fitzsimmons, Applicant representative  
Donna Moore, Public  
Audrey Jones, Public

**A. Roll Call:**

Chairman Dan Ross called the meeting to order at 8:27 a.m. A roll call was taken and a quorum established. Mr. Ross was advised a meeting notice was filed with the Secretary of State and agenda posted in accordance with the amendments to the Open Meeting Act made by enrolled Senate Bill 1031 (2021).

**B. Minutes:**

**1. Approval, disapproval and/or amendment of the minutes of the January 22, 2021 virtual special meeting:**

Anderson Dark moved to approve the meeting minutes of January. Hillary Farrell seconded the motion. The following votes were recorded and the motion passed:

Mr. Dark, yes; Ms. Douglas, yes; Mr. Downs, abstain; Ms. Farrell, yes; Mr. Jordan, yes;  
Ms. Powers, yes; Mr. Ross, yes.

**C. Land Use and Development Applications:**

**1. Discussion and possible action regarding V-20-21-1 and BP-20-21-18, requests 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 16<sup>th</sup> 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).

On March 11, 2021, the Citizens' Advisory Committee reviewed and recommended approval of the variance and building permit.

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 public hearing.

Public comment was made by Reverend Donna Moore and Ms. Audrey Jones in support of the applicant's project. Both ladies are members of the Citizens' Advisory Committee and live within the district.

Hillary Farrell moved to approve the variance and building permit. Anderson Dark seconded the motion. The following votes were recorded and the motion passed:

Mr. Dark, yes; Ms. Douglas, yes; Mr. Downs, yes; Ms. Farrell, yes; Mr. Jordan, yes; Ms. Powers, yes; Mr. Ross, yes.

**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.

Tiana Douglas moved to approve the building permit. Jeremiah Jordan seconded the motion. The following votes were recorded and the motion passed:

Mr. Dark, yes; Ms. Douglas, yes; Mr. Downs, yes; Ms. Farrell, yes; Mr. Jordan, yes; Ms. Powers, yes; Mr. Ross, yes.

**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 public hearing.

Jeremiah Jordan moved to approve the variance. Anderson Dark seconded the motion. The following votes were recorded and the motion passed:

Mr. Dark, yes; Ms. Douglas, yes; Mr. Downs, yes; Ms. Farrell, yes; Mr. Jordan, yes; Ms. Powers, yes; Mr. Ross, yes.

D. **Miscellaneous:** None.

E. **Reports and possible discussion from Commissioners or Director:** None.

F. **Adjournment:**

There being no further business, Tiana Douglas made a motion to adjourn. Janis Powers seconded the motion. Seeing no opposition, the meeting adjourned at 8:56 a.m.