



**Minutes**  
**Capitol-Medical Improvement & Zoning Commission**  
**Regular Meeting**  
**Will Rogers Building, CR – 214 (Innovate) / 216 (Create)**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**Nov. 18, 2022, 8:15 a.m.**

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**MEMBERS PRESENT:**

Janet Morrow	Jeremiah Jordan
Taylor Henderson	Tiana Douglas
Hillary Farrell	Travis Mason
Anderson Dark	

**MEMBERS ABSENT:**

Brian Downs	Paul Manzelli
Janis Powers	

**STAFF/GUESTS:**

Casey Jones, AICP, OMES Planner	Eleanor Thompson, Citizen
Beverly Hicks, OMES Staff	Z. Warrior, CWNA

**A. Roll Call:**

Chairwoman Morrow called the meeting to order at 8:15 a.m. A roll call was taken, and a quorum was established. Janet Morrow was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.

**B. Minutes:**

**Approval, disapproval, and/or amendment of the minutes of the October 28, 2022, meeting:**

Hillary Farrell moved to approve the meeting minutes of October. Travis Mason seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Ms. Farrell, yes; Mr. Jordan, yes; Mr. Henderson, yes; Mr. Mason, yes;  
Ms. Morrow, yes.

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

**1. Discussion and possible action regarding CU-22-23-1, request by Scott Potter and Jennifer Chancellor for a conditional use permit for construction of an in-ground swimming pool at 630 NE 18th Street in Oklahoma City.**

The applicant is requesting approval for an in-ground pool. According to applicable zoning rules, swimming pools in residential zoning districts require a conditional use permit from the Commission.

The Citizens' Advisory Committee met on November 10, 2022, and recommended approval. Public hearing notices were mailed by staff to the record owners of all surrounding properties within a radius of 300 feet of the subject property.

Staff recommended approval of CU-22-23-1 with the following findings and conditions:

*Findings:*

The proposed work complies with the applicable zoning rules and is compatible with the neighborhood's character, current zoning designations, and uses of surrounding properties. Having no adverse impact on the health, safety, and welfare of the neighborhood, established property values in the area, supply of light and air to adjacent properties, and flow of traffic on streets in the area.

*Conditions:*

All work will be consistent with the approved site plan. Any changes will be submitted to the Commission's staff and must be approved prior to making changes on site. All new impermeable surfaces shall be instructed to direct water away from surrounding structures and toward storm drains, French drains, or water harvesting containers. Water runoff shall not be directed onto an adjacent property. All child-proof fences shall be maintained on all sides of the pool. Any gates shall be self-closing and self-latching. All required permits shall be obtained from the City of Oklahoma City prior to the commencement of work. All work shall comply with the applicable building codes of the City.

Travis Mason moved to approve CU-22-23-1. Anderson Dark seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Ms. Farrell, yes; Mr. Jordan, yes; Mr. Henderson, yes; Mr. Mason, yes; Ms. Morrow, yes.

**2. Discussion and possible action regarding V-22-23-1, request by Aaron McRee, Central Oklahoma Habitat for Humanity, Inc., for a variance from the maximum driveway width of 12 feet required by the Oklahoma Administrative Rules, Title 120:10-7-10.9., to allow for construction of a driveway 18 feet in width at 700 NE 29th Street in Oklahoma City.**

On October 13, 2022, the applicant filed for a building permit for their project with the City of Oklahoma City. On October 26<sup>th</sup>, City staff placed the building permit application on hold and referred the applicant to the Commission's Office to apply for the required approvals from the Commission. The applicant submitted a CMZ variance for 6 feet to install an 18 feet wide concrete driveway to align with the proposed garage door on NE 29<sup>th</sup> Street and to allow two vehicles to be parked side by side on the driveway. The zoning rules limit the width of driveways in front yards in an RD-1 District to 12 feet.

The Citizens' Advisory Committee met on November 10, 2022, and recommended approval.

Public hearing notices were mailed by staff to the record owners of all surrounding properties within a radius of 300 feet of the subject property.

Staff recommended approval of V-22-23-1 with the finding that under the present circumstances, strict application of the applicable driveway width limit of 12 feet would result in an undue hardship on the owner.

Tiana Douglas motioned to approve the V-22-23-1 request. Jeremiah Jordan seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Ms. Douglas, yes; Ms. Farrell, yes; Mr. Jordan, yes; Mr. Henderson, yes; Mr. Mason, yes; Ms. Morrow, yes.

*Ms. Douglas entered the meeting at 8:21 a.m.*

**3. Discussion and possible action regarding BP-22-23-14, request by Aaron McRee, Central Oklahoma Habitat for Humanity, Inc., for a building permit for construction of a single-family dwelling at 700 NE 29th Street in Oklahoma City.**

The applicant submitted a building permit for a single-family 1,666 square feet dwelling, including the attached garage. It is a 50' x 130' parcel at the southeast corner of NE 29<sup>th</sup> Street and North Lindsay Avenue. The dwelling would be a one-story structure with an attached two-car garage and a driveway onto NE 29<sup>th</sup> Street.

Staff recommended approval of BP-22-23-14, with the finding that the proposed development is compatible with the character of the neighborhood; the proposed development is compatible with the Master Land Use Plan land use designation for the property, Single Family Residential; and the proposed development will have no adverse impact on the neighborhood's health, safety, and welfare; the established property values in the area; the supply of light and air to adjacent properties; or the flow of traffic on streets in the area.

Anderson Dark moved to approve BP-22-23-14. Travis Mason seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Ms. Douglas, yes; Ms. Farrell, yes; Mr. Jordan, yes; Mr. Henderson, yes; Mr. Mason, yes; Ms. Morrow, yes.

**D. Miscellaneous:**

**1. Discussion and possible action to designate one or more members to the ad hoc committee to review and propose updates to the Commission's master land use plan and zoning rules.**

Travis Mason was designated as a member of the ad-hoc committee to review the Master Land Use Plan and zoning rules.

No action was needed.

**E. Reports and possible discussion from Commissioners or Director:**

**1. Governor's proclamation of "Community Planning Month"**

Mr. Jones informed the members that the American Planning Association forwarded him the Governor's Proclamation signed by Governor Stitt declaring October for the State of Oklahoma as Community Planning Month.



**2. Update on historical resources survey of the Classen's North Highland Parked District.**

Mr. Jones reported that one proposal was received from the City of Oklahoma City's request for proposals for a consultant to conduct a survey of the neighborhood south of the Harn Homestead, which they plan to hire. The survey is expected sometime in Spring 2023.

**F. Adjournment:**

There being no further business, Travis Mason motioned to adjourn. Anderson Dark seconded the motion. Seeing no opposition, the meeting adjourned at 8:38 a.m.