

**Minutes**  
**Capitol-Medical Center Improvement & Zoning Commission**  
**Regular Meeting**  
**Will Rogers Building, 3rd Floor, EGID Central Conference Room**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**August 25, 2023, 8:15 a.m.**

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**MEMBERS PRESENT:**

Janet Morrow	Tiana Douglas
Jeremiah Jordan	Paul Manzelli
Taylor Henderson	Janis Powers

**MEMBERS ABSENT:**

Anderson Dark  
Brian Downs  
Hillary Farrell  
Travis Mason

**STAFF/GUESTS:**

Casey Jones, AICP, OMES  
Beverly Hicks, OMES  
Karl Kramer, AAG OAG  
Ethan Burton, Applicant

**A. Roll Call:**

Chair Janet Morrow called the meeting to order at 8:23 a.m. A roll call was taken, and a quorum was established. Ms. Morrow was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.

**B. Minutes:****1. Approval, disapproval, and/or amendment of the minutes of the July 28, 2023, meeting:**

Janis Powers moved to approve the meeting minutes of July. Jeremiah Jordan seconded the motion. The following votes were recorded, and the motion passed:

Ms. Douglas, yes; Mr. Jordan, yes; Mr. Henderson, aye; Mr. Manzelli, abstain; Ms. Powers, aye; Ms. Morrow, aye.

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

- 1. Discuss and consider action regarding CU-23-24-1, request by Ethan Burton for a conditional use permit for a garage apartment at 809 NE 18th Street.**
- 2. Discussion and possible action regarding V-23-24-1, request by Ethan Burton for a variance from the 25 percent lot coverage limit for buildings on an interior lot in the RD-1 District to allow for construction of a detached garage with an apartment at 809 NE 18th Street.**

**3. Discussion and possible action regarding BP-23-24-2, request by Ethan Burton for a building permit for construction of a detached garage with an apartment at 809 NE 18th Street.**

Mr. Jones reported that the HP Board of Review approved the applicant's request for a Certificate of Appropriateness (CA-23-24-1) on August 3, 2023, where the proposed detached garage apartment was found to reflect the character and design of the primary dwelling to be Tudor Revival style and with the finding that the work is compatible with the house and will not adversely affect the historic character of the Lincoln Terrace East Historic District or property.

Mr. Jones informed commission members that the Citizens' Advisory Committee did not meet on August 10, 2023, due to a lack of a quorum.

Staff recommends approval of the Conditional Use Permit (CU-23-24-1), Variance (V-23-24-1) and Building Permit (BP-23-24-2).

Items C.1 through C.3. were taken a combined vote by the Commission members.

Janis Powers moved to approve CU-23-24-1, V-23-24-1, and BP-23-24-2. Tiana Douglas seconded the motion. The following votes were recorded, and the motion passed:

Ms. Douglas, yes; Mr. Jordan, yes; Mr. Henderson, aye; Mr. Manzelli, aye; Ms. Powers, aye; Ms. Morrow, aye.

**D. Miscellaneous:**

**1. Discuss and possible action to confirm the appointment of Camal Pennington to fill the unexpired term of Joshua Greenhaw as an attorney on the Historical Preservation and Landmark Board of Review.**

Janis Powers moved to approve the appointment of Camal Pennington as attorney of the Board. Jeremiah Jordan seconded the motion. The following votes were recorded, and the motion passed:

Ms. Douglas, yes; Mr. Jordan, yes; Mr. Henderson, aye; Mr. Manzelli, aye; Ms. Powers, aye; Ms. Morrow, aye.

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

**1. Announcement of a vacancy on the Historical Preservation and Landmark Board of Review: The vacancy must be filled by a resident of the Capitol-Lincoln Terrace Historic District or the Lincoln Terrace East Historic District. Any resident who desires to be considered for nomination must submit a letter of interest to the Commission's Office.**

Mr. Jones made known there is a resident vacancy where those interested must live within the Capitol Lincoln Terrace Historic District or the Lincoln Terrace East Historic District to qualify.

Report only. No action was taken.

**2. Update on Classen’s Highland Parked Neighborhood historical resources survey.**

Mr. Jones informed commission members that he had nothing to report at this time.

Report only. No action was taken.

**3. Report and possible discussion on a training opportunity on the National Register of Historic Places program.**

Mr. Jones informed board members that staff is working with Dr. Matthew Pearce on training opportunities for all three zoning bodies.

Report only. No action was taken.

**F. Adjournment:**

There being no further business, Janis Powers motioned to adjourn. Tiana Douglas seconded the motion. Seeing no opposition, the meeting adjourned at 8:44 a.m.