

**Minutes**  
**Historical Preservation and Landmark Board of Review**  
**Virtual Special Meeting**  
**Mar. 4, 2021, 4:00 p.m.**  
**WebEx, Virtual Special Meeting**

A meeting notice had been given and an agenda was posted in accordance with the Open Meeting Act.

**MEMBERS PRESENT:** Kassy Malone  
Mike May  
Susan McCalmont  
Janis Powers  
Dr. Andreana Prichard  
Carla Splaingard  
Laura Stone

**MEMBERS ABSENT:** Josh Greenhaw

**STAFF/GUESTS:** Casey Jones, AICP, OMES, Planner  
Beverly Hicks, OMES, Planning/Administrative Coordinator  
David Box, Williams, Box, Forshee & Bullard, P.C.  
Spencer Wilson, Fitzsimmons Architects  
Brian Fitzsimmons, Fitzsimmons Architects

**A. Roll Call:**

Chairwoman, Laura Stone called the meeting to order at 4:02 p.m. A roll call was taken and a quorum was established. Ms. Stone 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 or amendment of the minutes of the November 5, 2020, virtual special meeting:**

Mike Mays moved to approve the special meeting minutes of November 2020. Janis Powers seconded the motion. The following votes were recorded and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Dr. Prichard, yes; Ms. Splaingard, yes;  
Ms. Stone, yes.

**C. Special Public Hearings:** None.

**D. Rezoning Requests:** None.

**E. Certificates of Appropriateness:**

**1. Discussion and possible action regarding CA-20-21-14, request by David Box representing Timbercraft Homes LLC, the owner, for a certificate of appropriateness for exterior work at 829 NE 16<sup>th</sup> Street in the Lincoln Terrace East Historic District of Oklahoma City:**

- a. Item 1, construct a 450-square-foot detached garage.
- b. Item 2, replace all existing wood windows on the home with JeldWen 2500 Series Traditional aluminum clad wood double hung windows with 6-over-1 configurations, except for the east-facing window on the front bedroom, where two windows would be installed in place of the original three windows to provide proper egress.

Staff recommended to approve the certificate of appropriateness, Items 1 and 2, with the following findings and conditions:

Recommended Findings:

- a. The proposed windows and garage are compatible with the existing home and will not have an adverse effect on the integrity and historic character of the district or the property.
- b. The alteration of one bedroom window on the east elevation (side of home) to provide egress serves the interest of life safety, which in this case outweighs preserving the original window configuration.
- c. The proposed garage has a modest design and is compatible yet differentiated from the original garage and from the existing home so as not to convey a false sense of historical development.
- d. The location, building footprint, scale, orientation, design and exterior materials of the proposed garage are compatible with the property's setting and with buildings on surrounding properties.

Recommended conditions:

- a. All exterior work shall conform to the approved site plan, architectural elevation drawings, and exterior material specifications. Changes to the approved plans must be submitted to commission staff for review and approval prior to making changes on site.
- b. All exterior siding, doors, and window framing materials used in this project shall have a smooth textured finish.

Mike Mays moved to approve with the modifications to the clear windows that were presented on screen, the arched windows at the front of the house and the divider at the garage. Janis Powers seconded the motion. The following votes were recorded and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Dr. Prichard, yes; Ms. Splaingard, yes; Ms. Stone, yes.

*Ms. Malone entered the meeting at 4:17 p.m.*

**2. Discussion and possible action regarding CA-20-21-16, request by Spencer Wilson, Fitsimmons Architects, representing 701 Culbertson LC, the owner, for a certificate of appropriateness for installation of two signs as indicated on the submitted application and**

**plans for 701 Culbertson Drive in the Lincoln Terrace East Historic District of Oklahoma City.**

3. **Discussion and possible action regarding CA-20-21-17, request by Spencer Wilson, Fitsimmons Architects, representing 701 Culbertson LC, the owner, for a certificate of appropriateness for installation of a trash enclosure as indicated on the submitted application and plans for 701 Culbertson Drive in the Lincoln Terrace East Historic District of Oklahoma City.**

Items E.2, CA-20-21-16 and E.3, CA-20-21-17 were taken as a combined vote.

Staff recommended to approve the certificate of appropriateness, for sign installation (16) and trash enclosure installation (17), with the following findings and conditions:

Recommended Findings:

- a. The proposed work will not adversely affect the integrity and historic character of the district or the property.
- b. The proposed work is compatible with the design of the existing building.
- c. The proposed work will not damage any historic materials or character-defining features.
- d. The proposed work, if removed in the future, would not impair the essential form and integrity of the property and its environment.

Recommended conditions:

- a. All exterior work shall conform to the approved plans. Any proposed changes must be submitted to commission staff for review and approval prior to making changes on site.
- b. A permit shall be obtained from the Commission prior to the commencement of work.
- c. All improvements shall be maintained in safe, working order.

Susan McCalmont moved to approve to CA-20-21-16 and CA-20-21-17. Carla Splaingard seconded the motion. The following votes were recorded and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Dr. Prichard, yes; Ms. Splaingard, yes; Ms. Stone, yes.

4. **Discussion and possible action regarding CA-20-21-25, request by the City of Oklahoma City for a certificate of appropriateness for demolition of a detached garage located at 410 NE 16<sup>th</sup> Street in the Wilson-Harn Historic District of Oklahoma City.**

Staff recommended to table the certificate of appropriateness to the April 1, 2021 Board meeting and direct the owner, in the meantime, to:

1. Begin stabilizing and repairing the garage; and
2. Submit a proposed timeline for completion of repairs to the Commission's staff by March 23, 2021, for consideration at the April 1, 2021 meeting.

Janis Powers moved to approve to accept staff's recommendation and table CA-20-21-25 to the April 1, 2021 meeting. Susan McCalmont seconded the motion. The following votes were recorded and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Dr. Prichard, yes; Ms. Splaingard, yes; Ms. Stone, yes.

**F. Miscellaneous:** None.

**G. Reports and Communications:**

1. Resident board member vacancy: Mr. Jones informed that Sharon Astrin notified staff of her resignation from her position on the Board.

**H. Adjournment:**

There being no further business, Susan McCalmont motioned to adjourn. Carla Splaingard seconded the motion. Seeing no opposition, the meeting adjourned at 5:14 p.m.