

**Minutes**  
**Historical Preservation and Landmark Board of Review**  
**Regular Meeting**  
**Will Rogers Building**  
**CR – 214 (Innovate) /216 (Create)**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**Dec. 1, 2022, 4:00 p.m.**

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**MEMBERS PRESENT:** Josh Greenhaw  
Kassy Malone  
Susan McCalmont  
Janis Powers  
Carla Splaingard  
Laura Stone

**MEMBERS ABSENT:** Mike Mays  
Camal Pennington

**STAFF/GUESTS:** Casey Jones, AICP, OMES, Planner  
Beverly Hicks, OMES, Planning/Administrative Coordinator  
Chris Smith, City of OKC, Applicant  
Chad Davidson, City of OKC, Applicant  
Scott Anderson, Total Home Construction, Applicant  
Mercedes Campbell, Guest

**A. Roll Call:**

Chair Laura Stone called the meeting to order at 4:09 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 3, 2022, meeting:**

Josh Greenhaw moved to approve the meeting minutes of November. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. McCalmont, yes; Ms. Powers, 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-21-22-51, request by the City of Oklahoma City (Applicant) for a certificate of appropriateness for demolition of a single family dwelling at 644 NE 14th Street in the Capitol-Lincoln Terrace Historic District.**

Recap: The Board met on July 7, 2022, and tabled this item with the intent to reconsider it in October. They requested that the owner (*who is not the applicant*) develop a plan for the property and begin taking steps to secure the damaged roof and make repairs. In response, the owner submitted to the Commission's Office, after the meeting on July 7, 2022, an estimate of repairs from Brad Owens, BDO Construction. On August 4, 2022, the owner provided a letter that stated the owner's intent to hire BDO Construction to repair the fire and water damage to the home.

The October meeting was canceled due to the lack of a quorum, and the item was addressed at the Board's November 3, 2022, meeting. The Board advised the owner, who was present at the meeting, to provide them at the next meeting with a contractor and the contractor's start date at the next meeting. The Board again tabled the item to the next meeting on December 1, 2022.

The applicant, Chris Smith, with the City of Oklahoma City, informed Board members that they visited the property yesterday and have yet to see any progress made to the dwelling.

Though the house is a key contributing structure, and demolition will damage the historic character of the Capitol-Lincoln Terrace Historic District, no progress has been made toward repairing the fire and water damage that occurred on April 2, 2022, or the ensuing damage that has happened since that date. The owner has yet to attempt to sell the property, and the structure is only likely to continue to deteriorate, further threatening the public's health, safety, and welfare. Therefore, staff recommends that the applicant's request for demolition of the house be approved.

Staff was directed after today's meeting to send a certified letter to the owner stating what is expected before the next meeting.

Carla Splaingard moved to table this item for an additional 60 days for the dwelling to be dry and secured by the February 2, 2023, HP Board meeting and to bring a receipt from the contractor and, in addition, provide the name and contact information of the engineer who visited the property and commented on the safety of the dwelling structure. Josh Greenhaw seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. Malone, yes; Ms. McCalmont, yes; Ms. Powers, yes;  
Ms. Splaingard, yes; Ms. Stone, yes.

*Ms. Malone entered the meeting at 4:25 p.m.*

2. **Discussion and possible action regarding CA-22-23-1, request by Scott Anderson, Total Home Construction, on behalf of the owner, Marty Minor, Harvest Time Investments LLC, for a certificate of appropriateness for exterior alterations to the two family dwelling and grounds as described in the submitted application, including replacement of windows, replacement of entry doors, filling in of door openings on side elevations with brick, replacement of front porches and walkways, replacement of the driveway and on-street parking area at 940-942 East Drive in the Lincoln Terrace East Historic District.**

Previous contractors completed inappropriate exterior alterations, and a notice of violation was issued. The applicant has stopped further exterior work and requests a certificate of appropriateness from the board before proceeding with exterior work.

Staff's recommendation on each aspect of the project:

- a. Replacement of windows: Denial; reapply for wood or aluminum-clad windows with 6-over-1 divided light pattern.
- b. Replacement of entry doors: Denial; reapply for solid wood paneled or plank doors.
- c. Filling in of door openings on side elevations with brick: Denial; reapply to include doors, either functional or decorative, in the openings.
- d. Replacement of front porches and walkways: Approval based on compatibility of materials, dimensions, and scale.
- e. Replacement of the driveway: Approval.
- f. Replacement of the on-street parking area: Denial; reapply to remove the existing on-street parking area and replace it with lawn, curbing, and gutter to city standards.

- a) Janis Powers moved to deny the replacement of windows of CA-22-23-1. Josh Greenhaw seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. Malone, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

- b) Janis Powers moved to deny the replacement of all non-compliant entry doors of CA-22-23-1. Carla Splaingard seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. Malone, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

*Motions continued on the next page.*

- c) Janis Powers moved to deny the filling in of door openings on side elevations with brick of CA-22-23-1. Susan McCalmont seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. Malone, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

- d) Janis Powers moved to approve replacement of front porches and walkways and not to replace the porches and walkways in kind of CA-22-23-1. Josh Greenhaw seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. Malone, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

- e) Josh Greenhaw moved to approve the driveway of CA-22-23-1. Carla Splaingard seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. Malone, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

- f) Janis Powers moved to deny the on-street parking area of CA-22-23-1. Josh Greenhaw seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Ms. Malone, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes; Ms. Stone, yes.

**F. Miscellaneous:** None.

**F. Reports and Communications:** None.

**H. Adjournment:**

There being no further business, Carla Splaingard motioned to adjourn. Josh Greenhaw seconded the motion. Seeing no opposition, the meeting adjourned at 5:21 p.m.