



**Minutes**  
**Historical Preservation and Landmark Board of Review**  
**Regular Meeting**  
**Will Rogers Building**  
**EGID Central Conference Room on the 3rd Floor**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**October 5, 2023, 4:00 p.m.**

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

**MEMBERS ABSENT:** Mike Mays  
Camal Pennington

**STAFF/GUESTS:** Casey Jones, AICP, OMES, Planner  
Beverly Hicks, OMES, Planning/Administrative Coordinator  
Fran Patton representing Church of the Living God, Applicant  
Brandon Swearingen, Applicant

**A. Roll Call:**

Chair Laura Stone called the meeting to order at 4:00 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 September 7, 2023 meeting:**

Janis Powers moved to approve the meeting minutes of September. Susan McCalmont seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, 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-22-23-27, request by Church of the Living God for a certificate of appropriateness for the retainment of 29 vinyl windows currently installed on the dwelling, and for installation of wooden false rails, stiles, and muntins on the exterior of each window on the dwelling at 947 East Drive, also known as 949 East Drive, in the Lincoln Terrace East Historic District. (Tabled on 5/4/2023 and 8/3/2023).**

Mr. Jones provided a status report on this case and presented photos of the window alterations that were reviewed by the Board at prior meetings. Mr. Jones advised the Board that the



Commission's office had received no new information or a revised window proposal from the applicant since the Board last considered this case on August 3, 2023.

The Board members asked for a report from the applicant. Ms. Patton stated that she did not make any progress in discussions with the window manufacturer or installer to modify or replace the windows to make them compliant with applicable zoning rules. Ms. Patton stated that she was in attendance on behalf of the Church Board, and they have decided not to pursue further work on the windows due mainly to financial reasons.

Laura Stone advised the applicant that non-compliance could result in fines and additional citations.

Ms. Patton thanked the Board for their consideration.

Janis Powers moved to deny CA-22-23-27 in its entirety. Carla Splaingard seconded the motion. The following votes were recorded, and the motion passed:

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

**2. Discussion and possible action regarding CA-22-23-28, request by Brandon Swearingen for a certificate of appropriateness for construction of a residential duplex and a detached garage with an apartment at 911 NE 16th Street in the Lincoln Terrace East Historic District.**

Mr. Jones presented background information on the applicant's property and an overview of the work proposed by the applicant. The staff report and copies of the application, site plan, and elevation drawings were provided to the Board members. The property consists of two platted lots, and there is an existing narrow concrete driveway on the property.

A site plan and elevation drawings were presented showing a proposed one-story all-brick duplex and a detached two-car garage with a second-story apartment. In the RD-2 District, a garage apartment is a permitted use if the principal structure is a single family dwelling or a duplex.

In concurrence with the application for certificate of appropriateness, Mr. Swearingen is requesting variances from the rules specific to the RD-2 District that require a garage apartment to be set back 10 feet from side and rear property lines. A side yard of 3 feet and a rear yard of 5 feet are proposed for the garage apartment. Mr. Swearingen is also requesting a variance from the 30 percent lot coverage limit applicable to the RD-2 District. The variance requests



would be scheduled for consideration by the Commission only if the Board were to grant a certificate of appropriateness for the project.

The Board members expressed concerns about the need for sufficient parking to be provided, particularly with a garage apartment being included in the proposal. Mr. Swearingen stated that he intends to install a paved parking space on the west side of the garage. The Board noted that the proposed parking space would need to be shown on the site plan and be presented to the Board before it can be considered for approval. However, it is important to maintain open space and not to pave most of the backyard. Installing a pervious parking surface, such as gravel or pervious pavers, would be an appropriate option.

The Board members stated that while the elevations for the duplex are compatible with the district, the proposed garage elevations, roofline, and massing make the garage appear too large in comparison to the duplex. Revised garage elevations are requested.

Carla Splaingard moved to table CA-22-23-28, so the applicant can bring back revised elevation drawings for the garage and a revised site plan showing any proposed changes, including parking surfaces. Kassy Malone seconded the motion. The following votes were recorded, and the motion passed:

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

**F. Miscellaneous:**

**1. Discussion and possible action to approve the schedule of meetings for 2024 at 4:00 p.m.**

The following 2024 meeting dates were presented for consideration:

January 4	May 2	September 5
February 1	June 6	October 3
March 7	July 1 or 2	November 7
April 4	August 1	December 5

Carla Splaingard moved to approve the proposed meeting dates as presented and set July 1<sup>st</sup> as the Board’s regular meeting date for July. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

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

**G. Reports and Communications: None.**

**H. Adjournment:**



There being no further business, Kassy Malone motioned to adjourn. Carla Splaingard seconded the motion. Seeing no opposition, the meeting adjourned at 5:05 p.m.