

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 23, 2024, 8:15 a.m.

MEMBERS PRESENT:

Nathan Wald, Chair	Paul Manzelli
Hillary Farrell	Travis Mason
Janis Powers	Jeremiah Smith

MEMBERS ABSENT:

Anderson Dark	Phoebe Barber
Tiana Douglas	Taylor Henderson

STAFF/GUESTS:

Casey Jones, AICP, OMES	Chad Davidson, City of Oklahoma City
Beverly Hicks, OMES	Rita Douglas-Talley, City of Oklahoma City
Karl Kramer, OAG	Phyllis Jordan, citizen (attended virtually)
Greg Gosnell, Applicant	Samuel Aragon, Gardner Studio
Adam Jacob, Aquascape Pools	Kapri Clytus, Guest
Auston Clark, Smith and Clark Homes	Steven Birkes, OMES IT
Derrick Smith, Smith and Clark Homes	

A. Call to Order, Roll Call, and Determination of Quorum:

Chair Nathan Wald called the meeting to order at 8:19 a.m. A roll call was taken, and a quorum was established. Mr. Wald was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.

Chairman Wald introduced new Commissioner Jeremiah Smith and welcomed him.

B. Minutes:**1. Approval, disapproval, and/or amendment of the minutes of the June 28, 2024 meeting:**

Hillary Farrell moved to approve the meeting minutes of June. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Ms. Farrell, yes; Mr. Henderson, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes; Mr. Smith, abstain; Mr. Wald, yes.

C. Land Use and Development Applications:

- Discussion and possible action regarding CU-24-25-1, request by Emily Jacob, Aquascape Pools, on behalf of the owner, Greg Gosnell, for a conditional use permit for installation of an in-ground swimming pool at 407 NE 15th Street in Oklahoma City.**

Mr. Jones provided a summary of the staff report on the proposed 20' x 28' in-ground swimming pool located in the rear of the yard, north of the dwelling. Since the applicant's property is in the HP District, a Certificate of Appropriateness was required for the pool. The proposed pool complies with the Historic Preservation Standards and Guidelines. According to the applicable zoning rules, swimming pools in residential zoning districts require a conditional use permit from this Commission.

In residential districts, a minimum of 25 percent of the lot shall be maintained as open space with no buildings, parking, or impervious surfaces. The existing house and garage cover 25 percent of the lot. Pools are not included in lot coverage calculations. More than 55 percent of the lot will be maintained as open space. The pool will be 25 feet from the rear (north) property line.

On August 8, 2024, the Citizens' Advisory Committee recommended approval of the conditional use permit.

Staff recommends approval of the Conditional Use Permit, finding the applicant's proposal to install an in-ground pool compliant with zoning rules. The proposed work is compatible with the neighborhood's character and with the current zoning designations and uses of surrounding properties. The proposed work will have 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 the flow of traffic on streets in the area.

In addition, staff recommended the following conditions:

- The owner shall secure the perimeter of the pool with a fence. Before the installation of any fences, the owner must obtain a certificate of appropriateness from the Commission's Office.
- All work shall be consistent with the approved site plan. Any changes shall be submitted to the Commission's office and approved before making changes on-site.
- All new impermeable surfaces shall be constructed 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.
- Before the commencement of work, all required permits shall be obtained from the City of Oklahoma City. All work shall comply with the city's applicable building codes.

Travis Mason moved to approve CU-24-25-1. Hillary Farrell seconded the motion. The following votes were recorded, and the motion passed:

Ms. Farrell, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes;
Mr. Smith, abstain; Mr. Wald, yes.

2. **Discussion and possible action V-24-25-1, request by Derrick Smith, Smith and Clark Homes LLC, for a building setback variance and lot coverage variance for construction of a detached garage at 832 NE 20th Street in Oklahoma City.**

Mr. Jones provided a summary of the staff report on the proposed building setback and lot coverage variance to allow for the construction of a 1 1/2-story, 517-square-foot detached two-car garage no taller than the principal dwelling.

The proposed placement of the garage maintains a 5 feet clearance from the south and west lot lines. However, the garage would be only two feet from the east lot line abutting Culbertson Drive. In contrast, the zoning rules require 25 feet, and the combined lot coverage of the dwelling and the garage would be 30.46 percent, whereas 30 percent is the maximum.

The variance would authorize the garage's square footage occupying 6.25 percent of the lot. The combined coverage of the dwelling and the garage would equal 30.46 percent of the lot, constituting a variance of 0.46 percent of the lot area or 38.08 square feet, which allows the garage to be built in the proposed location.

On August 1, 2024, the HP Board of Review approved a Certificate of Appropriateness (CA-24-25-1) for the detached garage. The Board approved the exterior materials for the roof, exterior walls, garage windows, two overhead doors, and a walk-in door. The CA was granted with the finding that the garage would be compatible with the property's character and setting and that the work would not damage the character of the property or the Lincoln Terrace East Historic District. [The HP Board of Review does not approve variances].

On August 8, 2024, the Citizens' Advisory Committee recommended approval of the variance requests.

The detached garage follows the typical orientation and placement of other garages in the district and is compatible with nearby structures. The property historically had a garage of comparable size and placement as substantiated by historical photographs.

Staff recommends approval of the variances based on the applicant's lot's atypical dimensions, which result in a restricted building area not common to most lots in the district. Strict application of the zoning rules would cause a peculiar and exceptional undue hardship on the owner by precluding a garage from being constructed.

Janis Powers moved to approve V-24-25-1. Travis Mason seconded the motion. The following votes were recorded, and the motion passed:

Ms. Farrell, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes;
Mr. Smith, abstain; Mr. Wald, yes.

D. Miscellaneous: None.

- 1. Update on the owner's renovation plans for the dwelling at 1500 North Stiles Avenue in Oklahoma City.**

Mr. Jones updated the members on the status of 1500 N. Stiles Avenue on the Northeast corner of NE 14th Street and North Stiles Avenue and provided a summary of the property's history.

Mr. Jones reported to the Commission members that the applicant, the City of Oklahoma City, brought this item before them for a building permit to demolish the single-family dwelling at their June 28, 2024, meeting, where they decided to table this item to the next meeting to give the owner time to secure financing, submit a plan of action for the property, and apply for renovation permits.

Mr. Jones reminded the members that they approved a demolition permit in December 2023 for the shed addition on the front of the home, where plans are to remove it soon.

The applicant, the City of Oklahoma City, asked staff to defer their application for now. The reason for deferral is that the property owner has since applied for a Certificate of Appropriateness (CA) to build a new two-story addition on the front of the house and a cinder block addition on the rear of the home.

The commission's staff received new plans on August 16, 2024, which include a site plan, floor plan, and elevation renderings. Staff is encouraged by these plans.

The property owner, Phyllis Jordan, and the architect, Jeremy Gardner, with Gardner Studio, joined the meeting remotely. Mr. Gardner commented on the property's new plans, which will be presented to the HP Board of Review for a CA at their next meeting in September.

If the HP Board of Review grants Ms. Jordan a CA, it will go before the Commission in September for a building permit.

Update only. No action was taken.

2. **Discussion and possible action to confirm the appointment of Kapri Clytus to the Citizens' Advisory Committee.**

Mr. Jones reported that Kapri Clytus, who was present at the meeting, is a resident of the Capitol View neighborhood. Ms. Clytus meets the requirements of owning property within the Capitol-Medical Zoning District and has attended a Citizens' Advisory Committee (CAC) meeting.

Staff recommends approval of Ms. Clytus' appointment.

Hillary Farrell moved to approve the appointment of Ms. Clytus to the CAC. The following votes were recorded, and the motion passed:

Ms. Farrell, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes;
Mr. Smith, abstain; Mr. Wald, yes.

E. Reports and possible discussion from Commissioners or Director: None.

No discussion was made on this item. No action was taken.

F. Adjournment:

There being no further business, Ms. Powers motioned to adjourn. Mr. Mason seconded the motion. Seeing no opposition, the meeting adjourned at 8:46 a.m.