

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
August 1, 2024, 4:00 p.m.

MEMBERS PRESENT: Laura Stone
Kassy Malone
Mike Mays
Susan McCalmont
Janis Powers
Rachel Smith

MEMBERS ABSENT: Stephanie Barbour-Cooper
Carla Splaingard

STAFF/GUESTS: Casey Jones, AICP, OMES, Planner
Beverly Hicks, OMES, Planning/Administrative Coordinator
Derrick Smith, Smith and Clark Homes, Applicant
Madison Von Tungeln, Applicant
Trevor Klaassen, Applicant

A. Roll Call:

Chair Laura Stone called the meeting to order at 4:03 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 June 6, 2024, special meeting:

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

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Smith, yes;
Ms. Stone, yes.

C. Special Public Hearings: None.

D. Rezoning Requests: None.

E. Certificates of Appropriateness:

1. Discussion and possible action regarding CA-23-24-29, request by Madison Von Tungeln on behalf of the owners, Hunter Morris and Emily Morris, for a certificate of appropriateness for exterior work at 624 Culbertson Drive in the Capitol-Lincoln Terrace Historic District:

The applicant requests a certificate of appropriateness for the following exterior work:

- a. **Construction of a detached shade structure on the west side of the existing detached garage.**
- b. **Extension and widening of the driveway in the rear yard. Driveway will be concrete with brick lining on the edges.**

On June 6, 2024, the Board tabled these items and requested revised plans for the shade structure. The applicant submitted revised plans, but the application could not be heard at the July 1, 2024, meeting due to the lack of a quorum.

Mr. Jones presented background information on the homeowner's request for a certificate of appropriateness. The applicant has provided revised plans for shade structure of wood construction with a pitched shingled roof that will look more compatible with the existing dwelling and garage. Based on the Historic Preservation Standard and Guidelines and applicable zoning rules for the RD-1 and HP Districts, staff recommends approval of the proposed work.

Mike Mays moved to approve CA-23-24-29. Kassy Malone seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Smith, yes; Ms. Stone, yes.

2. Discussion and possible action regarding CA-23-24-30, request by Trevor Klaassen, Pivot Construction Services, on behalf of the owner, Ladybug Ladybug Holdings LLC, for a certificate of appropriateness for alterations to the rear (south) elevation of the dwelling at 942 NE 17th Street in the Lincoln Terrace East Historic District:

The applicant requests a certificate of appropriateness for the following exterior work:

- a. **Removal of the rear entry door and enclosure of the door opening with bricks.**
- b. **Removal of the rear concrete stoop, metal handrail, and awning.**

This application was submitted on June 10, 2024, and could not be heard at the July 1, 2024, meeting due to the lack of a quorum.

The property contains a one-story, single-family principal structure and an 18' x 20' metal carport/awning/shade structure attached to the principal dwelling.

Mr. Jones presented background information on the homeowner's request for a certificate of appropriateness. The applicant requests the rear entry door opening be enclosed with bricks.

Based on the Historic Preservation Standard and Guidelines and applicable zoning rules for the RD-1 and HP Districts, rehabilitation is recommended over alteration. However, the proposed alterations are on the rear of the dwelling and would not be visible from the street. Staff recommends a flexible approach in this instance. In similar situations, the Board has typically permitted alterations to rear entries, sometimes allowing door openings

to be filled with brick and, in some cases, requiring a false door to keep with the originality of the structure.

Janis Powers moved to approve CA-23-24-30 to replace the doorway with matching brick. Mike Mays seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Smith, yes; Ms. Stone, yes.

3. Discussion and possible action regarding CA-23-24-31, request by Whitney Chapman, Avvio Services LLC, on behalf of the owners, Sherry Grant, Dewayne Grant, and Jessica Gant, for a certificate of appropriateness for installation of roof-mounted solar panels on the dwelling at 807 NE 21st Street in the Lincoln Terrace East Historic District:

Item 3 was called on after item 4.

This item was addressed after item 4 to allow the applicant to attend the meeting.

When the time came, the Board asked the staff if they heard from the applicant. Staff informed members that the applicant informed them that a company representative would attend this meeting. Staff also advised the applicant that the owner should attend.

It was determined that the applicant and owner were not present at the meeting.

Janis Powers moved to continue CA-23-24-23 to a future meeting. Mike Mays seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Smith, yes; Ms. Stone, yes.

4. Discussion and possible action regarding CA-24-25-1, request by Derrick Smith, Smith and Clark Homes LLC, for a certificate of appropriateness for the following work at 832 NE 20th Street in the Lincoln Terrace East Historic District:

Item 4 was called on before item 3.

Mr. Jones presented background information on the homeowner's request for a certificate of appropriateness and noted that this is a new application for three specific requests. The applicant's revised plans for construction of a dormer addition, window replacement, and construction of a garage were reviewed and discussed.

a. Construction of a dormer addition on the rear of the principal dwelling.

Staff recommends approval with the finding that the work is compatible with the dwelling and will not adversely affect the historic character of the Lincoln Terrace East Historic District or the property.

The Board requested that the cladding material on the dormer be stucco.

Mike Mays moved to approve CA-24-25-1; a. 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; Ms. Smith, yes; Ms. Stone, yes.

b. Replacement of existing windows on the dwelling with Quaker Brighton Series wood or aluminum-clad wood windows.

Staff recommends approval with the finding that the work is compatible with the dwelling and will not adversely affect the historic character of the Lincoln Terrace East Historic District or the property.

Janis Powers moved to approve CA-24-25-1; b. 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; Ms. Smith, yes; Ms. Stone, yes.

c. Construction of a one-story detached garage 517-square-feet in size.

Mr. Jones noted that the agenda for this item read incorrectly, as it is a 1.5-story detached garage.

Staff recommends approval with the condition that the applicant obtain a setback and lot coverage variance (V-24-25-1) and with the finding that the work is compatible with the dwelling and will not adversely affect the historic character of the Lincoln Terrace East Historic District or the property.

Janis Powers moved to approve CA-24-25-1; c, with the following conditions: 1) The garage will have Brighton windows, the same type as those installed on the principal dwelling. 2) The garage dormers shall have the same stucco siding as the dormers of the principal dwelling. 3) The garage doors shall be wooden, and 4) The garage shall be no taller than the principal dwelling. Mike Mays seconded the motion. The following votes were recorded, and the motion passed:

Ms. Malone, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Smith, yes; Ms. Stone, yes.

F. Miscellaneous: None.

G. Reports and Communications: None.

H. Adjournment:

There being no further business, Janis Powers motioned to adjourn. Mike Mays seconded the motion. Seeing no opposition, the meeting adjourned at 4:36 p.m.