

**Minutes**  
**Historical Preservation and Landmark Board of Review**  
**Regular Meeting**  
**Will Rogers Building**  
**OMES Will Rogers Motivation Conference Room 303**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**April 3, 2025, 4:00 p.m.**

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**MEMBERS PRESENT:** Laura Stone  
Mike Mays  
Stephanie Barbour-Cooper  
Janis Powers  
Carla Splaingard  
Susan McCalmont  
Rachel Smith

**MEMBERS ABSENT:** Kassy Malone

**STAFF/GUESTS:** Casey Jones, AICP, OMES, Planner  
Beverly Hicks, OMES, Planning/Administrative Coordinator  
Derrick Smith, Applicant  
Spencer Wilson, Applicant  
Kenneth Avey, Applicant  
DeAndre Martin, Applicant [Attended Remotely]

**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 February 6, 2025 meeting:**

Mike Mays moved to approve the meeting minutes of February. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**2. Approval, disapproval, or amendment of the minutes of the March 6, 2025 meeting:**

Mike Mays moved to approve the meeting minutes of March. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, 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-24-25-22, request by Matthew Stowe for a certificate of appropriateness for construction of a trash enclosure at 800 East Drive in the Lincoln Terrace East Historic District.**

Mr. Jones provided background information on the application. The property currently has a dumpster in the right-of-way on the east side of Phillips Avenue that does not comply with the siting and screening standards of the zoning rules. The owner received a notice of violation regarding the dumpster.

The applicant proposes a permanent trash enclosure and has provided board members with a site plan, an elevation drawing, and a description that would allow truck access from the existing north driveway on Phillips Avenue for consideration. Although trucks will need to back onto the street, there appears to be no viable alternative location that would permit trucks to enter and exit in a forward motion without removing existing parking spaces or paving the front yard.

Staff recommended approval with the finding that the proposed work is compatible with the structure and property and will not damage the character of the Lincoln Terrace East Historic District.

The Board expressed concerns regarding the proposed dumpster location, citing its close proximity to the residence windows. The owner's design professional was advised to submit an alternative plan by the next meeting.

Janis Powers moved to continue item E.1. for 30 days. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**2. Discussion and possible action regarding CA-24-25-1 (Revised Plans), request by Derrick Smith, Smith and Clark Homes LLC, for a certificate of appropriateness for construction of a detached garage at 832 NE 20<sup>th</sup> Street in the Lincoln Terrace East Historic District.**

Mr. Jones provided background information on the application. The applicant is requesting approval of revised plans for the construction of a 1½-story detached garage with a footprint of 517 square feet.

On August 1, 2024, the Board approved the applicant's plans for the construction of a 517-square-foot garage with attic dormers. On March 20, 2025, the applicant submitted revised plans that include an outdoor stairwell, a taller rear wall, and a slightly different roof pitch on the rear slope. The building's footprint and exterior materials have remained unchanged.

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

Carla Splaingard moved to approve item E.2. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**3. Discussion and possible action regarding CA-24-25-20, request by the owners, Walter and Whitney Floyd, for a certificate of appropriateness for the following work on the principal dwelling at 700 NE 19<sup>th</sup> Street in the Capitol-Lincoln Terrace Historic District:**

- a. Installation of two Pella Reserve Traditional wood single hung 1-over-1 windows in two existing window openings currently filled in with wood siding and paneling in the living room on the east elevation.**

Mr. Jones provided background information on the application for item E.3. a.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Capitol-Lincoln Terrace Historic District.

Janis Powers moved to approve item E.3.a. Susan McCalmont seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

- b. Replacement of three wood double hung 1-over-1 windows (a paired window in the kitchen and a single window over the kitchen sink) with Pella Reserve Traditional wood single hung 1-over-1 windows on the south elevation.**

Mr. Jones provided background information on the application for item E.3. b.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Capitol-Lincoln Terrace Historic District.

The Board was cautious about approving the applicant's proposal to replace the existing windows in the kitchen without first receiving an estimate on the cost of repairing the existing windows from a contractor, preservation specialist, or design professional. Therefore, they decided to continue this item to the next meeting until such an estimate is received.

Janis Powers moved to continue item E.3.b for 30 days. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**4. Discussion and possible action regarding CA-24-25-21, request by the owner, DeAndre Martin, Monsta Family Fund I LLC, for a certificate of appropriateness for the following work on the principal dwelling at 822 NE 17th Street in the Lincoln Terrace East Historic District:**

Mr. Jones reported that the applicant's property is currently under rehabilitation. He referred the applicant to the State Historic Preservation Office (SHPO), noting that there may be opportunities to apply for historic preservation tax credits for much of the proposed work.

Mr. Jones informed the board members that the applicant was looking into the matter and added that the applicant will still need to appear before this board to obtain approval for any exterior alterations before commencement of work.

**Window replacement (Items 2.a. (4.a.) through 2.d.(4.d.):**

- a. North Elevation: Replacement of 3 existing 1-over-1 vinyl windows with Pella Lifestyle Series aluminum clad wood windows: 2 double hung 1-over-1 windows and 1 fixed window.**

Mr. Jones provided background information on the application for item E.4.a.

Staff recommended approval subject to revision 1), with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District. 1) On the north elevation (primary street-facing façade), replace the front porch window with an aluminum-clad wood double-hung 1-over-1 window instead of a fixed window.

Janis Powers moved to approve item E.4.a with three operational windows. Susan McCalmont seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

- b. South Elevation: Replacement of 3 existing 1-over-1 vinyl windows with Pella Lifestyle Series aluminum clad wood windows: 2 double hung 1-over-1 windows and 1 fixed window.**

Mr. Jones provided background information on the application for item E.4.b.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District.

Janis Powers moved to approve item E.4.b with three operational windows. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

- c. **East Elevation: Replacement of 4 existing 1-over-1 vinyl windows with Pella Lifestyle Series aluminum clad wood windows: 1 double hung 1-over-1 window and 3 fixed windows.**

Mr. Jones provided background information on the application for item E.4. c.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District.

Janis Powers moved to approve item E.4.c with four operational windows. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

- d. **West Elevation: Replacement of 5 existing 1-over-1 vinyl windows with 5 Pella Lifestyle Series aluminum clad wood windows double hung 1-over-1 windows.**

Mr. Jones provided background information on the application for item E.4.d.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District.

Janis Powers moved to approve item E.4.d as submitted. Susan McCalmont seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**Window removal (Items 2.e.(4.e) and 2.f. (4.f.):**

- e. **South Elevation: Removal of 2 existing 1-over-1 vinyl windows from the south elevation and filling in of the window opening with brick.**

Mr. Jones provided background information on the application for item E.4. e.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District.

The Board was not in favor of bricking in the window and advised the applicant of some alternative options.

Janis Powers moved to deny item E.4.e. Susan McCalmont seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

- f. **West Elevation: Removal of 1 existing 1-over-1 vinyl window from the west elevation and filling in of the window opening with brick.**

Mr. Jones provided background information on the application for item E.4.f.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District.

The Board was not in favor of bricking in the window and advised the applicant of some alternative options.

Carla Splaingard moved to deny item E.4.f. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**Side entry door alterations (Item 2.g. (4.g.):**

**g. East Elevation: Removal of the existing side entry door, metal awning, and concrete steps, and filling in of the door opening with brick.**

Mr. Jones provided background information on the application for item E.4. g.

Staff recommended approval with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District.

The Board favored removing the metal awning over the door and rejected the proposals to remove the side entry door, eliminate the concrete steps, and fill in the door opening with brick.

Janis Powers moved to approve the removal of the metal awning only and to deny the remaining proposed requests in item E.4.g. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**Exterior brick work (Items 2.h. (4.h.) and 2.i. (4.i.):**

**h. Reconstruction of the brick arched openings on the north and east elevations of the front porch.**

Mr. Jones provided background information on the application for item E.4. h.

Staff recommended approval subject to revision 2, with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District. 2) On the exterior brick walls, use mortar of a composition and color that matches the existing historic mortar.

Janis Powers moved to approve item E.4.h. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;

Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**i. Reconstruction of the brick arched wing wall on the north elevation.**

Mr. Jones provided background information on the application for item E.4. i.

Staff recommended approval subject to revision 2, with the finding that the proposed work is compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District. 2) On the exterior brick walls, use mortar of a composition and color that matches the existing historic mortar.

The Board specified that the west side should be a mirror image of the east side arched wing wall, but it does not need to be as wide; the goal is to maintain the same lines.

Mike Mays moved to approve item E.4.i., requiring the east side of the existing arch to match the west side of the same arch. Carla Splaingard seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**5. Discussion and possible action regarding CA-24-25-23, request by Kenneth Avey, on behalf of the owner, Autumn West, for a certificate of appropriateness for construction for alterations to the principal dwelling at 917 NE 20<sup>th</sup> Street in the Lincoln Terrace East Historic District.**

**a. Demolition of the existing enclosed rear patio and construction of a one-story bedroom and utility room addition on the rear of the dwelling.**

Mr. Jones provided background information on the application. All proposed work is located at the rear of the dwelling. The existing rear porch would be removed and replaced with a fully enclosed addition. The addition would increase the footprint of the dwelling by approximately 144 square feet. The addition will have a rear entry door with a concrete stoop for the landing, aluminum-clad wood double-hung windows, fiber cement lap board siding, and composite architectural shingles. The rear of the dwelling is not visible from NE 20<sup>th</sup> Street but is partially visible from Culbertson Drive.

Mr. Jones informed board members that the addition would not encroach on any easements of record, would comply with all side and rear yard setbacks, and would be shorter than the existing ridgeline.

Staff recommended approval with the finding that the proposed work will be compatible with the structure and will not damage the character of the Lincoln Terrace East Historic District.

Carla Splaingard moved to approve item E.5.a. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:



Mr. Mays, yes; Ms. McCalmont, yes; Ms. Powers, yes; Ms. Splaingard, yes;  
Ms. Barbour-Cooper, yes; Ms. Smith, yes; Ms. Stone, yes.

**G. Miscellaneous:**

**Discussion on current legislative bills concerning the Capitol-Medical Center Improvement and Zoning Commission.**

Mr. Jones updated the board members on the status of two proposed legislative bills. House Bill 1035 pertains to the sunset of the zoning commission, which involves a routine hearing to review the Commission's effectiveness, necessity, and performance. HB 1035 proposes to extend the Commission until July 1, 2030. The other bill is Senate Bill 717, which addresses changing the boundaries of the Capitol-Medical Zoning District and modifying some of the Commission's authority, power, and duties, which would significantly alter the role of the Commission.

The board members were aware of both bills and expressed their concerns, particularly regarding SB717, and confirmed that they are actively involved in both initiatives.

*Rachel Smith exited the meeting at 4:56 p.m.*

*Stephanie Barbour-Cooper exited the meeting at 5:13 p.m.*

**H. Reports and Communications: None.**

**I. Adjournment:**

There being no further business, Carla Splaingard motioned to adjourn. Mike Mays seconded the motion. Seeing no opposition, the meeting was adjourned at 5:23 p.m.