

**MINUTES**  
**Regular Meeting**  
**HISTORIC PRESERVATION COMMISSION**

May 1, 2024 – 2:00 p.m.  
Municipal Building, City Council Chamber

The meeting of the Oklahoma City Historic Preservation Commission was called to order in the City Council Chamber, 3rd Floor of the Municipal Building, 200 N. Walker Avenue, Oklahoma City, Oklahoma. The meeting convened at 2:18 p.m. and adjourned at 4:11 p.m. Notice of the meeting and agenda were filed with the City Clerk’s office and posted on the Council bulletin board 24 hours prior to the meeting.

**I. Call To Order**

**A. Roll Call**

Members Present: John Milner, Chair  
Sarah Jordan, Vice-Chair  
Molly McBride  
Cassi Poor – at 3:33 p.m.  
David Remy  
Caitlin Whitley, AIA

Members Absent: Patrick Gaines  
Gary Wood

Staff Present: Katie McLaughlin Friddle, Historic Preservation Officer  
Angela Yetter, Associate Planner  
Daryl Callaway, Associate Planner  
Robi Jones, Associate Planner  
Rita Douglas-Talley, Municipal Counselor  
Keith Daniels, Administrative Coordinator

**B. Meeting Process**

**II. From The Office of The Historic Preservation Officer**

**A. The Historic Preservation Officer announced** that the Historic Preservation Commission would be hosting a special ‘Lunch & Learn’ Workshop on May 8, 2024, from 11:30 a.m. to 1:30 p.m. in the EMBARK Large Conference Room (Suite B) at 431 W. Main Street.

### **III. Acceptance Of Minutes of Previous Meeting**

#### **A. April 3, 2024, meeting.**

Motion: Jordan / Whitley to accept the minutes of the April 3, 2024, Historic Preservation Commission meeting.

Ayes: Jordan, McBride, Milner, Remy, Whitley

Nays: None.

Absent: Gaines, Poor, Wood

Abstained: None.

**Action: ACCEPTED**

### **IV. Code Enforcement Report**

#### **A. Code Enforcement Report**

### **V. Continuance Announcements and Requests**

#### **A. Uncontested Request(s)**

**1. None.**

**B. New Request(s):** (Contested Continuance Requests will be heard under Items for Individual Consideration.)

**1. None.**

### **VI. Public Hearings**

#### **A. Dilapidated Structures**

**1. C24-17972 at 2522 N Shartel Avenue (Paseo, Ward 2).** Request to receive Historic Preservation Commission comments regarding the structure in the process of being declared dilapidated by the City of Oklahoma City, Development Services/Code Enforcement, pertaining to contribution to the historic integrity of the historic district and the effect of proposed demolition on the historic character of the property and district.

**This case was heard after VII.F.**

**Caitlin Whitley recused on this case.**

**Cooper Hahn, Marva Ellard, Zella Gibson, and Tammy Donnell spoke on this case.**

Motion: McBride / Remy to **forward the following comments** to the City of Oklahoma City: 1) That the structure retains its historic integrity and contributes to the historic integrity of the Paseo Historic District. 2) That the demolition of the structure will have an adverse effect on the historic character of the District. 3) That the surrounding neighborhood has shown a sustained and persistent attempt to ensure that every opportunity to maintain the historic integrity of this building is pursued and therefore, if this building becomes recommended for demolition, we would request that first an economic impact study is performed to determine the viability of structural repair and rehabilitation. We would also like to forward the comment that in December, [2023], [an application for approval to demolish this structure] was heard and Denied by the Historic Preservation Commission at that time.

Ayes: Jordan, McBride, Milner, Poor, Remy  
Nays: None.  
Absent: Gaines, Wood  
Abstained: Whitley

**Action: FORWARDED COMMENTS**

## **B. National Register Nomination(s)**

- 1. None.**

## **C. Consent Docket**

- 1. HPCA-24-00040 at 108 NW 25th Street** (Jefferson Park, Ward 2). Consideration and possible action on application by Fallon Brooks-Magnus, Jollybird Design, for Aaron Soward, Five Top R&D, for Certificate of Appropriateness to: 1) Construct house (required); 2) Construct garage (required); 3) Install mechanical equipment (required); 4) Install paving (required); and 5) Install fence (elective).

**Specific Findings:**

1. That mechanical equipment must be minimized by both placement and screening;
2. That opaque fences shall be 40 percent back in the side yard;
3. That the finished side of the fence will face alley and street;
4. That side and front facing fences shall be no more than six feet tall and fences at the rear property line shall be no more than eight feet tall;
5. That the proposed structure is compatible in proportion, spacing, texture, setbacks, height, materials, color, and detail to adjacent buildings and streetscapes;
6. That the proposed structure's scale and size exceed that of surrounding structures but may not be incompatible with the development of the neighborhood as a whole;
7. That the proposed structure fills a larger proportion of lot area than surrounding buildings but respects the spacing between buildings, including front and side yard setbacks;
8. That the design components of the proposed dwelling appear compatible yet differentiated from the historic structures, but that some design details have not been fully illustrated;
9. That the proposed configuration of the driveway is not consistent with the character of the block or district and may require revision;
10. That driveways and sidewalks should have an aged appearance to match remaining or adjacent historic paving;
11. That new paving should direct water away from structures to the street;
12. That a front walkway perpendicular to the street is an appropriate feature consistent with the development of the block and district;
13. That the proposed garage is consistent with the Standards and Guidelines in size, form, orientation and material; and
14. That construction of the garage is dependent upon approval of the primary dwelling.

Motion: Remy / Jordan to **approve** Consent Docket items with the specific findings that the proposed work will not have an adverse effect on the historic character of the district or property; that the following unique circumstances exist; that the items do not strictly comply with all relevant Standards and Guidelines or are not addressed by them, but are nonetheless consistent with the spirit and intent of said Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the specific findings in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.

Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: APPROVED**

#### **D. Cases for Individual Consideration**

- 1. HPCA-24-00007 at 3233 N Harvey Parkway** (Edgemere Park, Ward 2). Consideration and possible action on application by Brandon Wesbury for Certificate of Appropriateness to: 1) Remove back patio, walls, and stoops (elective); 2) Construct raised patio with walls and lighting, counters and mechanical equipment (elective); and 3) Construct attached pergola with cover, fans, and light fixtures (elective).

Motion: Jordan / Remy to **approve HPCA-24-00007, Items 1 & 2**, with the specific findings that the proposed work will not have an adverse effect on the historic character of the district or property; that the following unique circumstances exist; that the items do not strictly comply with all relevant Standards and Guidelines or are not addressed by them, but are nonetheless consistent with the spirit and intent of said Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the specific findings in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: APPROVED**

#### **Specific Findings, Item 1:**

1. That landscape features in the back yard not visible from the public right of way or abutting properties require review only when six (6) feet tall or when permits are necessary.

#### **Specific Findings, Item 2:**

1. That landscape features in the back yard not visible from the public right of way or abutting properties require review only when six (6) feet tall or when permits are necessary;
2. That permeable paving is recommended but site coverage remains equitable; and
3. That lighting will be discrete.

Motion: Jordan / Remy to **continue HPCA-24-00007, Item 3**, with the specific findings that additional information is required from the applicant in order to determine whether the action requested is consistent with all relevant Standards and Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: CONTINUED TO JUNE 5, 2024, MEETING**

2. **HPCA-24-00020 at 928 NW 25th Street (Paseo, Ward 2)**. Consideration and possible action on application by Daniela Lara, Custompro Roofing and Solar, for Wayne Richards for Certificate of Appropriateness to: 1) Install solar (elective).

**David Hurder and Zella Gibson spoke on this case.**

Motion: Whitley / Jordan to **approve HPCA-24-00020 with the following conditions**, with the specific findings that the proposed work with the agreed-upon conditions will not have an adverse effect on the historic character of the district or property; the items comply with all relevant Standards and Guidelines and sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: APPROVED WITH CONDITIONS**

**Specific Findings:**

1. That the proposed placement of the solar panels will allow for them to be minimally visible from the public right-of-way; and
2. That the existing and proposed mechanical equipment on the western elevation of the primary dwelling is clearly visible from the public right-of-way.

**Condition(s):**

1. That the applicant should submit documentation illustrating how the proposed mechanical equipment will be screened.
3. **HPCA-24-00032 at 704 NW 28th Street** (Paseo, Ward 2). Consideration and possible action on application by Tuan Tran for Certificate of Appropriateness to: 1) Replace all windows (required); 2) Stucco brick (required); and 3) Paint remaining brick (required).

**Tammy Donnell spoke on this case.**

Motion: Jordan / Remy to **continue** HPCA-24-00032, **Item 1**, with the specific findings that additional information is required from the applicant in order to determine whether the action requested is consistent with all relevant Standards and Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: CONTINUED TO JUNE 5, 2024, MEETING**

Motion: Jordan / Remy to **deny** HPCA-24-00032, **Items 2 & 3, with Prejudice** with the specific findings that the proposed work will have an adverse effect on the historic character of the district or property; is not consistent with the provisions of the Standards and Guidelines, and is not in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the specific findings in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: DENIED WITH PREJUDICE**

**Specific Findings, Item 2 & 3:**

1. That the application of paint or stucco to existing unpainted brick will detract from the historic and architectural character of the building and the overall character of the district;
2. That the application of paint to brick is both potential highly damaging and potentially irreversible;

3. That the application of stucco to brick is potentially highly destructive;
  4. That repair and cleaning of the historic brick veneer would be necessary to acquire a durable surface for either installation while repair alone maintains the historic integrity and character of the structure and district.
4. **HPCA-24-00034 at 700 NW 14th Street** (Heritage Hills, Ward 6). Consideration and possible action on application by Shane Labeth, Cornerstone Architecture, for Ana Davis for Certificate of Appropriateness to: 1) Construct accessory building with brick counters, chimney, and appliances (elective).

**Shane Labeth spoke on this case.**

Motion: Whitley / McBride to **approve HPCA-24-00034 with the following conditions**, with the specific findings that the proposed work with the agreed-upon conditions will not have an adverse effect on the historic character of the district or property; the items comply with all relevant Standards and Guidelines and sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: APPROVED WITH CONDITIONS**

**Specific Findings:**

1. That accessory buildings more than six feet tall should be compatible in size, scale, proportion, spacing, texture, setbacks, height, materials, color and detail to the main residential building;
2. That new accessory buildings shall follow the historic side and back yard setback patterns of other accessory buildings on the property, in the block or in the historic district;
3. That roofing material should be architectural grade shingles to match the structures on site; and
4. That can lights should be limited to the golden end of the light spectrum and should be limited in number.

**Unique Circumstances:**

1. That the proposed gazebo location would remain minimally visible, were the historic garage still extant.

**Conditions:**

1. That architectural grade shingles will be used and documentation provided to staff prior to release of the Certificate of Appropriateness.
  2. That the color spectrum of can lights will be limited to golden, and the number of cans will be limited to reduce illumination as viewed from the street.
- 5. HPCA-24-00038 at 1525 Classen Drive** (Heritage Hills, Ward 6). Consideration and possible action on application by Jeff Blake, Gumerson-Blake, for Victoria Tracey for Certificate of Appropriateness to: 1) Construct dormer on rear roof (elective); and 2) Install skylight on rear roof (elective).

Motion: Jordan / Remy to **approve HPCA-24-00038 with the following conditions**, with the specific findings that the proposed work with the agreed-upon conditions will not have an adverse effect on the historic character of the district or property; the items comply with all relevant Standards and Guidelines and sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: APPROVED WITH CONDITIONS**

**Specific Findings:**

1. That the proposed dormer is located on a non-primary façade at the rear of the primary dwelling and minimally visible from the street at the public rights of way; and
2. That the proposed materials differentiate the dormer addition from the historic primary dwelling while it relates to and complements the style of the primary building.

**Unique Circumstance:**

1. That standing seam copper roofing material is consistent with similar features on the property.

**Conditions:**

1. That glass will exhibit transparency, consistent with that of the existing windows of the primary dwelling.
6. **HPCA-24-00041 at 500 NW 15th Street** (Heritage Hills, Ward 6). Consideration and possible action on application by Laura L. Russell, AIA, for Gary Derrick for Certificate of Appropriateness to: 1) Replace wood deck with brick and concrete deck (elective); 2) Replace stairs at Right of Way (elective); and 3) Install handrails (elective).

Motion: Whitley / Jordan to **approve HPCA-24-00041 with the following conditions**, with the specific findings that the proposed work with the agreed-upon conditions will not have an adverse effect on the historic character of the district or property; the items comply with all relevant Standards and Guidelines and sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: APPROVED WITH CONDITIONS**

**Specific Findings, Item 1:**

1. That the proposed accessory is based on existing historic porches;
2. That the proposed accessory is differentiated from the dwelling by both the floor finish and the detachment from the structure; and
3. That the proposed feature is minimally visible from the public rights of way and abutting property.

**Specific Findings, Items 2 & 3:**

1. That existing retaining walls should be retained and preserved;
2. That handrails are not prohibited;
3. That a modest increase in the width of the steps and the introduction of modest and functional railings do not detract from the established historic character of the site or the district.

**Condition(s), Items 2 & 3:**

1. That the steps may widen while matching the existing right angles of the retaining wall;
2. That railings are appropriate and should be either modest and functional or based on historic fabric.

7. **HPCA-24-00043 at 2121 NW 27th Street** (Shepherd, Ward 2). Consideration and possible action on application by Jonathan King, Perfect My Home, for Peter Markes for Certificate of Appropriateness to: 1) Replace garage (elective).

**Peter Markes spoke on this case.**

Motion: Jordan / Remy to **approve HPCA-24-00043 with the following conditions**, with the specific findings that the proposed work with the agreed-upon conditions will not have an adverse effect on the historic character of the district or property; the items comply with all relevant Standards and Guidelines and sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: APPROVED WITH CONDITIONS**

**Specific Findings:**

1. That the proposed materials appear to meet the Guidelines;
2. That the proposed garage appears to compliment the style and form of the previous garage and the surrounding neighborhood; and
3. That the proposed garage is larger than what is supported by the Guidelines.

**Condition:**

1. That the applicant submit documentation showing a garage square footage matching the historic garage;
2. That the applicant should confirm that the proposed cladding material is not vinyl.

8. **HPCA-24-00044 at 225 NW 27th Street** (Jefferson Park, Ward 2). Consideration and possible action on application by Epre Lorea for Maria Claravall for Certificate of Appropriateness to: 1) Construct addition to porte-cochere (required).

Motion: Remy / Whitley to **continue HPCA-24-00044** with the specific findings that additional information is required from the applicant in order to determine whether the action requested is consistent with all relevant

Standards and Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: CONTINUED TO JUNE 5, 2024, MEETING**

- 9. HPCA-24-00045 at 601 NW 21st Street** (Mesta Park, Ward 6). Consideration and possible action on application by Kristi Miller for Daniel Daniels for Certificate of Appropriateness to: 1) Install a retaining wall and infill (elective); and 2) Install a fence (elective).

**Daniel Daniels spoke on this case.**

Motion: Whitley / Remy to **continue** HPCA-24-00045 with the specific findings that additional information is required from the applicant in order to determine whether the action requested is consistent with all relevant Standards and Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

**Action: CONTINUED TO JULY 3, 2024, MEETING**

## **II. Other Business**

- A. BOA-15599 at 305 NW 25th Street** (Jefferson Park, Ward 2). Consideration and possible action on application by Alyssa Dyer to request a recommendation to the Board of Adjustment regarding an application for a Special Exception to allow for Home Sharing.

**Alyssa Dyer spoke on this case.**

Motion: Jordan / Whitley to **recommend approval** of BOA-15599 to the Board of Adjustment on a request for a Special Exception in the Historic Preservation District to allow for Home Sharing.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

Action: **RECOMMENDED APPROVAL**

- B. BOA-15627 at 305 and ½ NW 25th Street** (Jefferson Park, Ward 2). Consideration and possible action on application by Alyssa Dyer to request a recommendation to the Board of Adjustment regarding an application for a Special Exception to allow for Home Sharing.

**Alyssa Dyer spoke on this case.**

Motion: Jordan / Whitley to **recommend approval** of **BOA-15627** to the Board of Adjustment on a request for a Special Exception in the Historic Preservation District to allow for Home Sharing.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

Action: **RECOMMENDED APPROVAL**

- C. BOA-15629 at 819 NW 24th Street** (Paseo, Ward 2). Consideration and possible action on application by Richard Ayling to request a recommendation to the Board of Adjustment regarding an application for a Special Exception to allow for Home Sharing.

**Richard Ayling spoke on this case.**

Motion: Jordan / Remy to **recommend approval** of **BOA-15629** to the Board of Adjustment on a request for a Special Exception in the Historic Preservation District to allow for Home Sharing.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

Action: **RECOMMENDED APPROVAL**

- D. BOA-15631 at 316 NW 27th Street** (Jefferson Park, Ward 2). Consideration and possible action on application by Trisa Ulrich to request a recommendation to the Board of Adjustment regarding an application for a Special Exception to allow for Home Sharing.

Motion: Jordan / Remy to **recommend approval** of **BOA-15631** to the Board of Adjustment on a request for a Special Exception in the Historic Preservation District to allow for Home Sharing.

Ayes: Jordan, McBride, Milner, Remy, Whitley  
Nays: None.  
Absent: Gaines, Poor, Wood  
Abstained: None.

Action: **RECOMMENDED APPROVAL**

- E. Presentation.** A presentation, for informational purposes only, regarding a potential rezoning for the Walker Project from N Walker to N Dewey and NW 24th to NW 25th Street.

**Marva Ellard presented this item.**

- F. Presentation.** A presentation by staff, for informational purposes only, regarding draft revisions to the Oklahoma City Historic Preservation Design & Sustainability Standards and Guidelines pertaining to solar.

**Katie Friddle, Historic Preservation Officer, presented this item.**

## **VIII. Communications and Reports**

### **A. Administrative Approvals**

- 1. HPCA-24-00014 at 216 NW 35th Street** (Edgemere Park, Ward 2) by Hollie Hunt, Sam Gresham Architecture, for Chad Brown for Certificate of Appropriateness to: 9) Replace fence (elective).
- 2. HPCA-24-00036 at 2324 NW 26th Street** (Shepherd, Ward 2) by Brahk Hadick, EightTwenty, for Anthony Carfang for Certificate of Appropriateness to: 1) Install solar panels and equipment (elective).
- 3. HPCA-24-00037 at 1004 NW 39th Street** (Crown Heights, Ward 2) by Ivo Velikov, Sooner Renovations, for Christine Eddington for Certificate

of Appropriateness to: 1) Replace driveway, added paving, and private sidewalk (elective).

4. **HPCA-24-00039 at 401 NW 14th Street** (Heritage Hills, Ward 6) by Dan Morris, EAM Family Trust, for Certificate of Appropriateness to: 1) Install storm windows (elective).

**B. Withdrawals**

1. **None.**

**C. Administrative Closing(s):** Staff is announcing the following case(s):

1. **None.**

**D. City Council**

1. **None.**

**E. Board of Adjustment**

1. **BOA-15594 aka HPCA-23-00147 at 108 NW 19th Street** (Heritage Hills East, Ward 6). On May 16, 2024, the Board of Adjustment will hear an appeal of the denial by the Historic Preservation Commission on the application by Deana Canary, Omega Investments, for Scarlet Le-Cao, Omega Investments, for Certificate of Appropriateness to: 1) Replace windows damaged beyond repair (required); and 9) Replace front non-historic windows (elective).
2. **BOA-15596 aka HPCA-23-00117 at 700 NW 40th Street** (Crown Heights, Ward 2). On May 2, 2024, the Board of Adjustment will hear an appeal of the approval by the Historic Preservation Officer on the application by Hollie Hunt, HJH Design, for Corinne Greenfield for Certificate of Appropriateness to: 2) Revise Item 1) Construct addition to relocate windows (required).
3. **BOA-15626 aka HPCA-23-00148 at 827 NW 17th Street** (Mesta Park, Ward 6). On May 2, 2024, the Board of Adjustment will hear an appeal of the denial by the Historic Preservation Commission on the application by Taylor Volk for a Certificate of Appropriateness to: 1) Replace two-story accessory structure (elective).

**Staff reported that BOA-15626 would not be heard at the May 2<sup>nd</sup>, 2024, meeting of the Board of Adjustment.**

**F. Planning Commission**

1. **None.**

**G. Municipal Counselor**

1. **None.**

**H. Next Meeting Date**

1. The next regularly scheduled meeting for the Historic Preservation Commission is **Wednesday, June 5, 2024, at 2:00 p.m.** at the Municipal Building, City Council Chamber. New applications for this meeting were received **April 30, 2024**. New information on projects continued from today's meeting to the upcoming meeting must be submitted to staff by **4:00 p.m., Tuesday, May 7, 2024**.
2. The next regularly scheduled workshop for the Historic Preservation Commission on **Wednesday, September 11, 2024, from 11:30 a.m. to 1:30 p.m.** in the EMBARK Large Conference Room (Suite B) at 431 W. Main Street.

**IX. Items From Commissioners**

**X. Citizens to be Heard**

**XI. Adjourn: 4:11 p.m.**