

**MINUTES**  
**Special Meeting**  
**HISTORIC PRESERVATION COMMISSION**

February 17, 2025 – 1:00 p.m.  
420 W. Main Street, 10<sup>th</sup> Floor Conference Room

The special meeting of the Oklahoma City Historic Preservation Commission was called to order in the 10<sup>th</sup> Floor Conference Room, 420 W. Main Street, Oklahoma City, Oklahoma. The meeting was convened at 1:03 p.m. and adjourned at 3:07 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 – at 1:20 p.m.  
Cassi Poor  
David Remy, RA – at 1:09 p.m.  
Gary Wood  
Caitlin Whitley, AIA

Members Absent: Patrick Gaines

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 Assistant

**B. Meeting Process**

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

**A. None.**

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

**A. December 4, 2024, meeting.**

Motion: Jordan / Whitley to **accept** the minutes of the December 4, 2024, Historic Preservation Commission meeting.

Ayes: Jordan, Milner, Poor, Whitley  
Nays: None.  
Absent: Gaines, McBride, Remy  
Abstained: Wood  
**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. HPCA-24-00106 at 525 NW 27th Street (Paseo, Ward 2).** Consideration and possible action on application for Shawn Lawrence for Certificate of Appropriateness to: 1) Replace gutters (elective); 2) Install vertical board and batten fiber cement siding (elective); 3) Install horizontal fiber cement siding (elective); 6) Replace front porch columns (required); and 7) Remove/enclose windows on side of dwelling (required).

Motion: Poor / Wood to **continue HPCA-24-00106** 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, Milner, Poor, Whitley, Wood  
Nays: None.  
Absent: Gaines, McBride, Remy  
Abstained: None.  
**Action: CONTINUED TO MARCH 5, 2025, MEETING**

## **VI. Public Hearings**

### **A. Dilapidated Structures**

1. **None.**

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

1. **None.**

### **C. Consent Docket**

1. **HPCA-24-00068 at 709 NW 42nd Street** (Crown Heights, Ward 2). Consideration and possible action on application by Hollie Hunt, Sam Gresham Architecture, for Michael Rubenstein for Certificate of Appropriateness to: 4) Revise Items 2, Replace garage siding and 3, Repair retaining walls to demolish garage (elective).

#### **Specific Findings:**

1. That each window demonstrated to the Commission to be deteriorated 50 percent or more beyond repair may be replaced in-kind;
  2. That the proposed windows, both wood and aluminum clad, are simulated divided light to more accurately approximate muntins and glass exposure, while acquiring thermal pane windows at all window locations;
  3. That the alternatives to a simulated divided lite window include single pane, true divided lite windows with historically accurate muntins, and interior or exterior storm windows for additional insulation;
  4. That both proposed windows appear to meet allowances for VLT as quantified by 3.6.18 in the Guidelines;
  5. That all proposed windows will have clear, transparent glass.
2. **HPCA-24-00122 at 930 NW 22nd Street** (Mesta Park, Ward 6). Consideration and possible action on application by Nicholas Anastas for Certificate of Appropriateness to: 3) Install sidewalk (elective); and 4) Close one window on the rear, second story (elective).

#### **Specific Findings**

##### **Item 3:**

1. That a concrete walkway and stair with cheek walls to approach the front entry is consistent with similar, historic, front yard landscape features of the south side of the block;
2. That should the feature dry bright white a topical treatment is an appropriate means to acquire an aged appearance;
3. That particular care must be taken to maintain the stability of the terrace during and after installation.

**Item 4:**

1. That closing this central opening at the rear second story does not adversely affect the historic character of the dwelling or the district.
3. **HPCA-24-00132 at 2117 NW 26th Street** (Shepherd, Ward 2). Consideration and possible action on application by Caitlin Whitley for Certificate of Appropriateness to: 1) Demolish garage (elective); and 2) Replace fence (elective).

**Specific Findings**

**Item 1:**

1. That the demolition of any historic structure is an irreplaceable loss to the historic integrity of the district, however,
2. That the structure, as evaluated by the Commission based upon information including, but not limited to, reports, photographs, or inspection as part of a site visit, the structure is in a state of decay or ruin and poses an imminent threat to public health or safety and the demolition of said structure is required to alleviate said threat.

**Item 2:**

1. That the Guidelines state that chain link fencing shall have a top and bottom railing.
4. **HPCA-24-00134 at 512 NW 39th Street** (Crown Heights, Ward 2). Consideration and possible action on application by Diane Lewis for Certificate of Appropriateness to: 1) Install handrail at front steps of porch landing (elective).

**Specific Findings:**

1. That the proposed handrails are modest in both dimensions and ornamentation; and
2. That the proposed handrails do not alter the historic character of the dwelling; and
3. That the proposed handrails contribute to enhance livability for the homeowner.

5. **HPCA-24-00137 at 913 NW 36th Terrace** (Crown Heights, Ward 2). Consideration and possible action on application by Erin Smith, Smith Design Company, for Chris Peebles for Certificate of Appropriateness to: 1) Demolish garage (elective).

**Specific Findings:**

1. That the demolition of any historic structure is an irreplaceable loss to the historic integrity of the district, but
2. That conditions of the structure make it physically impractical to rehabilitate without the loss of all or nearly all fabric contributing to its historic integrity.

6. **HPCA-25-00002 at 311 NW 25th Street** (Jefferson Park, Ward 2). Consideration and possible action on application by Michael McGill, MaM Homes LLC, for Certificate of Appropriateness to: 1) Replace front decorative iron porch support columns with wood posts (elective); and 2) Replace light fixture (elective).

**Specific Findings:**

**Item 1:**

1. That the existing non-historic columns are deteriorated, and replacement is necessary;
2. That support for the porch roof is imperative to the maintenance of the existing structure;
3. That the proposed painted wood posts have no further adverse effect on the original historic character or integrity of the structure.

**Item 2:**

1. The proposed light fixture has no adverse effect on the existing structure or the block face.

**Unique Circumstance:**

1. That the property has undergone a significant transformation from the typical historic condition and further alterations necessary for the structural integrity of the building may have no further adverse effect than work that as already occurred.

Motion: Jordan / Poor 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 and complies with all relevant Standards and Guidelines and sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

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

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

- 1. HPCA-23-00132 at 401 NW 27th Street** (Jefferson Park, Ward 2). Consideration and possible action on application by Klaas Reimann-Philipp for FISCHKOPP LLC for Certificate of Appropriateness to: 14) Install skylight at northeast slope of roof (elective); and 15) Modify door(s) (elective).

**Klaas Reimann-Philipp spoke on this case.**

Motion: Jordan / Poor to **approve HPCA-23-00132** with the specific findings that the proposed work will not have an adverse effect on the historic character of the District or property and complies with all relevant Standards and Guidelines and sections of the Municipal Code, 2020\*, as referenced in the Staff Report.

#### **Specific Findings**

##### **Item 14:**

1. That the proposed skylight cannot be administratively approved because is not on the rear slope and is partially visible from the public right-of-way;
2. That the proposed skylight is located on a non-historic building and therefore is not directly affecting the character of a historic building;
3. That the skylight's placement makes it minimally visible from NW 27th Street and N Hudson Avenue;
4. That the skylight will have no adverse effect upon the character of the adjacent historic property and surrounding Historic District.

##### **Item 15:**

1. That the Guidelines support wood doors for primary entrances at new construction;
2. That the Guidelines generally support the use of appropriate alternative materials at new construction, including fiber cement siding and aluminum-clad wood windows;
3. That aluminum-clad wood doors may sufficiently approximate wood doors in the context of new construction.

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

- 2. HPCA-24-00083 at 1021 NW 37th Street** (Crown Heights, Ward 2). Consideration and possible action on application for Trina Bose North, Crown Heights United Methodist Church, for Certificate of Appropriateness to: 2) Install light fixture at east windows of sanctuary (required).

Motion: Poor / Jordan to **deny HPCA-24-00083 with prejudice** with the specific finding 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 Municipal Code, 2020\*, as referenced in the specific findings in the Staff Report.

#### **Specific Findings**

1. That the previous lighting fixture that existed prior to the installation of the proposed lighting fixture, did not appear to be historic;
2. That, if new light fixtures are needed, the new fixtures should be unobtrusive, conceal the light source, and direct light toward the building; and
3. That the design and materials of lighting fixtures on buildings should be compatible with the historic character of the area and match the style and period of the building.

Ayes: Jordan, Milner, Poor, Remy, Whitley, Wood  
Nays: None.  
Absent: Gaines, McBride  
Abstained: None  
**Action: DENIED WITH PREJUDICE**

- 3. HPCA-24-00093 at 2820 N Robinson Avenue** (Jefferson Park, Ward 2). Consideration and possible action on application by Klaas Reimann-Philipp, Philipp Architect PLLC, for Raymond Jacobs, for Certificate of Appropriateness to: Revise Item 1) Construct multifamily residential dwellings with detached garage to 8) Install double windows with Juliette balconies at middle building (elective); and 10) Modify door material (elective).

**Klaas Reimann-Philipp spoke on this case.**

Motion: Wood / Jordan to **approve HPCA-24-00093** with the specific findings that the proposed work 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.

**Specific Findings**

**Item 8:**

1. That the proposed Juliette balconies, in form and in placement, are not similar to historic counterparts in the district;
2. That the proposed balconies may be partially obscured from view by the building to their west but will remain visible from certain points along N Robinson.

**Item 10:**

1. That the Guidelines support wood doors for primary entrances at new construction;
2. That the Guidelines generally support the use of appropriate alternative materials at new construction, including fiber cement siding and aluminum-clad wood windows;
3. That aluminum-clad wood doors may sufficiently approximate wood doors in the context of new construction.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None

**Action: APPROVED**

4. **HPCA-24-00106 at 525 NW 27th Street** (Paseo, Ward 2). Consideration and possible action on application for Shawn Lawrence for Certificate of Appropriateness to: 1) Replace gutters (elective); 2) Install vertical board and batten fiber cement siding (elective); 3) Install horizontal fiber cement siding (elective); 6) Replace front porch columns (required); and 7) Remove/enclose windows on side of dwelling (required).

**This item heard under V.B.1.**

5. **HPCA-24-00126 at 610 NW 15th Street** (Heritage Hills, Ward 6). Consideration and possible action on application by Brit Portrey, James

Grey Homes, for Meghan and Daniel Bruner, for Certificate of Appropriateness to: 1) Construct addition in place of non-historic back deck/porch (elective); 2) Construct deck and stairs (elective); 3) Install pool and hardscape (elective); 4) Replace front door (elective); 5) Construct second story addition (elective); 6) Demolish garage (elective); and 7) Construct garage and apartment (elective).

**Justin Portrey, Meghan Bruner, and Randy Ice spoke on this case.**

Motion: Whitley / Wood to **approve HPCA-24-00126, items 1, 2, 3, 4, and 5, with unique circumstances and 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; 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 the Standards and Guidelines and are in compliance with the relevant sections of the Municipal Code, 2020\*, as referenced in the Staff Report.

### **Specific Findings**

#### **Item 1:**

1. That the square footage of the proposed one-story addition is consistent with criteria for additions and does not radically alter the built to open space of the site;
2. That the addition to historic building does relate to and complement the style of the main building, and may relate to the general style of the streetscape;
3. That the proposed one-story addition is located on the rear and minimally visible from the street right of way and the south façade is minimally visible from abutting properties;
4. That the proposed one-story addition is differentiated from the historic building;
5. That the design details of the south windows should be verified.

#### **Item 2:**

1. That the proposed wood deck is located in the back yard and is minimally visible;
2. That the proposed material and height is consistent with guidelines and standards for decks.

#### **Item 3:**

1. That pools contribute to site coverage and built space and the square footage of the pool is required;

2. That pools shall be located in the back yard, which by definition is beyond the rear wall of the primary building;
3. That pool placement in relation to adjacent structures must be noted;
4. That accurate site plans illustrating location and site coverage are required for existing and proposed;
5. That both pools and additions are trending heavily in the Districts, and requests for placement in the side yard is not unique or consistent with the Standards and Guidelines or Municipal Code for Site Planning

**Item 4:**

1. That the existing front door and material must be documented;
2. That the proposed front door material must be wood with clear glass;
3. That new doors should be based on the historic conditions;
4. That only wood doors are permitted.

**Item 5:**

1. That the proposed second story addition is compatible in placement, size, and proportion to the design of the historic structure and relates to and complements the historic structure;
2. That material and dimensions are required for the columns;
3. That a single, vertical board defining the boundary of the addition at the east and south connections to the historic walls is appropriate for differentiation;
4. That the addition is so uniquely small as to warrant no differentiation beyond the use of modern wood products at this location.

**Unique Circumstances**

**Item 5:**

1. That the proposed addition, is unique in that the usefulness of the addition would be undermined by typical offsets due to the small nature and location of the addition.

**Conditions**

**Item 1:**

1. That smooth wood patio doors with clear, transparent glass with low reflectivity be installed;
2. That the south window design and dimensions be verified and corrected in drawings.

**Item 4:**

1. That there is no change to the historic front door opening;
2. That a determination on the authenticity of the existing front door is needed;
3. That the proposed door must be wood with clear glass.

**Item 5:**

1. That additions must be designed to be visibly distinguishable from the original historic building; and
2. That material and dimensions of column be described at this meeting and documented prior to release of CA.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None

**Action: APPROVED WITH UNIQUE CIRCUMSTANCES AND CONDITIONS**

Motion: Whitley / McBride to **approve HPCA-24-00126, Item 6**, with the specific findings that the proposed work will not have an adverse effect on the historic character of the district or property and complies with all relevant Standards and Guidelines and sections of the Oklahoma City Municipal Code, 2010\*, as referenced in the Staff Report.

**Specific Findings, Item 6:**

1. The burden of proof to establish, by a preponderance of evidence, the necessary facts to warrant demolition, lies with the owner.
2. The condition of the structure may make it physically impractical to rehabilitate without the loss of all or nearly all fabric contributing to its historic integrity.

Ayes: Jordan, McBride, Poor, Remy, Whitley, Wood

Nays: Milner

Absent: Gaines

Abstained: None

**Action: APPROVED**

Motion: Whitley / Jordan to **continue HPCA-24-00126, Item 7**, with the specific finding 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 Municipal Code, 2020\*, as referenced in the Staff Report.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood  
Nays: None.  
Absent: Gaines  
Abstained: None  
**Action: CONTINUED TO APRIL 2, 2025, MEETING**

6. **HPCA-24-00127 at 215 NW 17th Street** (Heritage Hills, Ward 6). Consideration and possible action on application by Hollie Hunt, Sam Gresham Architecture, for Mallory O'Neill for Certificate of Appropriateness to: 1) Construct rear addition (elective); 2) Construct rear porch (elective); 3) Remove and relocate rear windows (elective); 4) Infill rear window openings (elective) and 5) Replace front door (elective).

**Hollie Hunt spoke on this case.**

Motion: Wood / Jordan to **approve HPCA-24-00127, Items 1, 2, 3, and 4, 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 Municipal Code, 2020\*, as referenced in the Staff Report.

**Specific Findings:**

1. That the proposed new addition and covered porch are constructed to the back of the property and not visible from the public right-of-way;
2. That the proposed addition does not exceed 50% of the square footage of the footprint of the existing historic structure (enclosed space only) and is no taller, no wider, and no deeper than the existing historic structure;
3. That the addition is differentiated from the historic structure via the use of vertical roll-lock bricks and a differentiated roof line;
4. That the proposed materials for walls and roofing are consistent with the Standards and Guidelines;
5. That further illustration of the proposed windows detailing consistency with the Standards and Guidelines, as related to simulated divided lites, is required to illustrate the muntin treatment;
6. That pedestrian doors must be of solid wood in Heritage Hills; and
7. That further illustration of solid wood pedestrian doors is required to meet the Standards and Guidelines.

**Conditions:**

1. That the applicant submit further window documentation to visually demonstrate that internal muntins are used in conjunction with permanently fixed surface-applied muntins on the interior and the exterior of the glass; and
2. That the applicant submit documentation of solid wood French doors that meet the Standards and Guidelines.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None

**Action: APPROVED WITH CONDITIONS**

Motion: Wood / Jordan to **continue HPCA-24-00127, Item 5**, with the specific finding 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 Municipal Code, 2020\*, as referenced in the Staff Report.

**Specific Findings:**

1. That the proportion, shape, location, pattern and size of doors contribute significantly to the historic character of a building and the replacement door should be based on historic documentation;
2. That the applicant submit evidence of a historical Craftsman style front door, or propose an “in kind” replacement door;
3. That historic door openings should be preserved; therefore, additional documentation should be submitted verifying the dimensions of the historic door opening; and
4. That primary entries should have wood doors unless documentation illustrates an alternative material historically.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None

**Action: CONTINUED TO APRIL 2, 2025, MEETING**

7. **HPCA-24-00133 at 811 NW 18th Street** (Mesta Park, Ward 6). Consideration and possible action on application by Andrew Thomas for Edward & Mary Clark, for Certificate of Appropriateness to: 1) Construct garage (elective).

Motion: Whitley / Poor to **continue HPCA-24-00133**, with the specific finding 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 Municipal Code, 2020\*, as referenced in the Staff Report.

**Specific Findings:**

1. That the proposed garage exceeds the maximum allowable size for a garage;
2. That the applicant should provide documentation showing a garage of no larger than 450 square feet.
3. That the proposed windows require additional documentation;
4. That the proposed garage door is not of an appropriate style; and
5. That the applicant should submit documentation showing an appropriate garage door selection.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None

**Action: CONTINUED TO APRIL 2, 2025, MEETING**

- 8. HPCA-24-00135 at 924 NW 16th Street** (Mesta Park, Ward 6). Consideration and possible action on application by Britni Portrey, James Grey Homes, for Clara Bruce for Certificate of Appropriateness to: 1) Remove deck and construct deck (elective); 2) Remove one window on the west elevation (elective); 3) Install three windows on the west elevation (elective); 4) Remove one window on the east under back porch (elective); 5) Remove one window on the south under back porch (elective); 6) Enclose southeast corner, back porch, reusing one of the windows (elective); 7) Remove pair of french doors and a window on the south, rear, elevation (elective); 8) Install a pair of french doors with side lights, a pedestrian door, and three light fixtures (elective); and 9) Relocate mechanical equipment to the west side of the dwelling (elective).

**Justin Portrey spoke on this case.**

Motion: Poor / Remy to **approve HPCA-24-00135 with unique circumstances and 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; 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 the Standards and Guidelines and are in compliance with the relevant sections of the Municipal Code, 2020\*, as referenced in the Staff Report.

### **Specific Findings**

#### **Item 1:**

1. That any construction requiring a building permit requires a Certificate of Appropriateness;
2. That the proposed replacement deck will meet all criteria of the above bullets from the Standards and Guidelines; and
3. That the existing deck is a non-historic feature that has gained no historical significance.

#### **Items 4, 5 & 7:**

1. That none of the proposed closed openings are visible from the public rights of way and are located on the rear of the dwelling; and
2. That though maintaining original doors, windows, and their openings contribute to the historic integrity of a building, the rear of the building is the most appropriate location for changes that enhance the livability of a building, including additions;

#### **Item 9:**

1. That the proposed mechanical equipment is screened from the street and public right of way.

#### **Items 2 & 3:**

1. That the window proposed for closure is not located within the rear 30% of the west side but is not visible from the public rights of way at the street due to the porte-cochere and the two-story projection on the west;

#### **Items 6 & 8:**

1. That the rear is the most appropriate location for changes that provided enhanced livability;
2. That design of the proposed addition does relate to and complement the historic structure;
3. That a single, vertical board defining the boundary of the addition at the east and south connections to the historic walls is appropriate for differentiation;
4. That the addition is so uniquely small as to warrant no differentiation beyond the use of modern wood products at this location.

### **Conditions**

**Items 4, 5 & 7:**

1. That maintaining and reuse of the historic wood siding within the historic wall will contribute to differentiation of the proposed addition at the southeast corner.

**Items 2 & 3:**

1. That the proposed new windows must be fully documented to meet all criteria for new windows within the boundary of the historic structure.

**Items 6 & 8:**

1. That door and light fixture specifications must be provided;
2. That sufficient illustration of “to match existing” must be provided
3. That material illustration is necessary for fine design detail including siding dimension and profile, window and door trim, etc.;
4. That additions must be designed to be visibly distinguishable from the original historic building.

**Unique Circumstances**

**Items 2 & 3:**

1. That the proposed new window locations, orientation, and divisions are uniquely designed to complement architectural and stylistic components of the dwelling and those of the streetscape;

**Items 6 & 8:**

1. That the proposed addition is unique in that the usefulness of the addition would be undermined by typical offsets due to the small nature and location of the addition;

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None

**Action: APPROVED WITH UNIQUE CIRCUMSTANCES AND CONDITIONS**

9. **HPCA-24-00140 at 326 NW 19th Street** (Heritage Hills, Ward 6). Consideration and possible action on application by Nicholas Drenzek for Certificate of Appropriateness to: 1) Replace six basement windows of dwelling (elective); 2) Replace two windows of pool house (elective); 3) Replace non-historic west door of dwelling (elective); 4) Replace west door of pool house (elective); and 5) Replace north door of pool house (elective).

**Nicholas Drenzek spoke on this case.**

Motion: Jordan / Whitley to **approve HPCA-24-00140 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 Municipal Code, 2020\*, as referenced in the Staff Report.

**Specific Findings**

**Item 1:**

1. That the Standards and Guidelines recommend opening original openings when they are blocked, and installing windows that are historically appropriate; and
2. That the proposed basement windows appear to be historically appropriate and meet the relevant Standards and Guidelines.

**Items 2, 4 & 5:**

1. That the east window is not visible from the right-of-way;
2. That the proposed east window appears to meet the relevant Standards and Guidelines;
3. That the north window and both proposed doors are minimally visible from the right-of-way;
4. That original or historic windows must be illustrated to be more than 50% deteriorated beyond repair;
5. That repairs should be made to an existing window rather than replacing the entire window unit, including replacement in kind of parts that are deteriorated beyond repair;
6. That the existing north window must be illustrated to be more than 50% deteriorated beyond repair;
7. That the existing doors appear to be non-historic;
8. That the design of replacement doors shall be based on historic documentation that reflects the style and period of the building;
9. That replacement doors shall be compatible with historic doors in proportion, shape, location, pattern, size, materials, and details;
10. That the Standards and Guidelines allow for greater flexibility in the back yard where not visible from the public right of way;
11. That simulated divided light windows may be appropriate when internal muntins are used in conjunction with permanently fixed surface-applied muntins on the interior and the exterior of the glass; and

12. That only wood doors are permitted in Heritage Hills Historic and Architectural District.

**Item 3:**

1. That the existing door is non-historic;
2. That the location of the door is minimally visible from the right-of-way;
3. That thermal pane windows are acceptable as replacement windows when the historic windows in a building have been previously removed but when used, thermal pane windows must have true divided lites;
4. That the width of the existing muntins in adjacent windows may not be able to be duplicated in thermal pane windows, therefore; simulated divided light windows with internal muntins may be appropriate when used in conjunction with permanently fixed surface-applied muntins on the interior and the exterior of the glass; and
5. That only wood doors are permitted in Heritage Hills Historic and Architectural District.

**Condition, Items 2, 4 & 5:**

1. That the applicant submit documentation to staff that the existing north window is illustrated to be more than 50% deteriorated beyond repair.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None.

**Action: APPROVED WITH CONDITIONS**

10. **HPCA-25-00001 at 442 NW 20th Street** (Jefferson Park, Ward 2) Application by Jeff Blake, Gumerson Blake Design Build, for Bailey Sparrow for Certificate of Appropriateness to: 1) Demolish garage (elective); 2) Construct new two-story garage (elective); and 3) Add a window to the rear elevation (elective).

**Jeff Blake, Randy Ice, and Amy Stephens spoke on this case.**

Motion: Poor / Remy to **approve HPCA-25-00001, Item 3**, with the specific findings that the proposed work will not have an adverse effect on the historic character of the district or property and complies with all relevant Standards and Guidelines and sections of the Municipal Code, 2020\*, as referenced in the Staff Report.

**Specific Findings:**

1. That the proposed new opening and window appear to meet the relevant Guidelines; and
2. That the proposed window will have a minimal impact on the historic integrity of the historic property.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None.

**Action: APPROVED**

Motion: Poor / Remy to **continue HPCA-25-00001, Items 1 and 2**, with the specific finding 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 Municipal Code, 2020\*, as referenced in the Staff Report.

**Specific Findings:**

1. That the garage floor, eastern stem wall, perimeter footing, roof structure, and beam all need to be repaired;
2. That the existing garage is presumed historic;
3. That the loss of any historic fabric negatively impacts the historic integrity of the property and surrounding district;
4. That the proposed garage exceeds the allowable square footage for new garages;
5. That the applicant should provide documentation showing a garage of no more than 450 sq ft;
6. That there is an abutting two-story garage;
7. That the existing garage is one-story; and
8. That the applicant needs to provide documentation of all exterior materials.

Ayes: Jordan, McBride, Milner, Poor, Remy, Whitley, Wood

Nays: None.

Absent: Gaines

Abstained: None.

**Action: CONTINUED TO APRIL 2, 2025, MEETING**

**Other Business**

**A. None.**

**Communications and Reports**

**A. Administrative Approvals**

- 1. HPCA-23-00132 at 2801 N Hudson Avenue** (Jefferson Park, Ward 2)  
Application by FISCHKOPP LLC, to: 15) Request 6-month extension to HPCA-23-00132.
- 2. HPCA-24-00093 at 2820 N Robinson Avenue** (Jefferson Park, Ward 2).  
Consideration and possible action on application by Klaas Reimann-Philipp, Philipp Architect PLLC, for Raymond Jacobs, for Certificate of Appropriateness to: Revise Item 1) Construct multifamily residential dwellings with detached garage to 4) Increase height by 10 inches (elective); 5) Change specified windows from hung to casement (elective); 6) Remove specified windows (elective); 7) Modify size and placement of windows and doors as specified (elective); and 9) Modify brick (elective).
- 3. HPCA-24-00136 at 227 NW 17th Street** (Heritage Hills, Ward 6)  
Application by Britini Portray, James Grey Homes, for John McBryde to: 1) Repair stucco (elective); 2) Repair soffit and fascia and remove vinyl and replace with matching wood (elective); and 3) Replace deck (elective).
- 4. HPCA-24-00139 at 218 NW 31st Street** (Edgemere Park, Ward 2)  
Application by Monica Wittrock to: 1) Install fence and driveway gate (required).
- 5. HPCA-24-00141 at 1528 NW 37th Street** (Putnam Heights, Ward 2)  
Application by Noah Beall, Beall Power Solutions, for Mark Cheek to: 1) Install roof-mounted solar panels (elective).

**B. Withdrawals**

- 1. HPCA-24-00067 at 600 NW 21st Street** (Mesta Park, Ward 6)  
Application by Hollie Hunt, Sam Gresham Architecture, for Jennifer Birdrow to: 9) Construct fence (elective); and 10) Install storm windows on all windows (elective).
- 2. HPCA-24-00114 at 420 NW 17th Street** (Heritage Hills, Ward 6)  
Application by Jarvis Taylor, ESI Design and Develop LLC, for Emily

Nixon to: 3) Replace integral gutters with standard gutters and downspouts (elective).

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

1. None.

**D. City Council**

1. None.

**E. Board of Adjustment**

1. None.

**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, March 5th, 2025, at 2:00 p.m.** at the Municipal Building, City Council Chamber. New applications for this meeting were received by **February 4th, 2025.**
2. The next regularly scheduled workshop for the Historic Preservation Commission is **Wednesday, April 9th, 2025, from 11:30 a.m. to 1:30 p.m.** in the EMBARK Large Conference Room (Suite B) at 431 W. Main Street.

**III. Items From Commissioners**

**IV. Citizens to be Heard**

**V. Adjourn**