Minutes
Citizens’ Advisory Committee
Hybrid Special Meeting
Will Rogers Building
CR – 214 (Innovation) / 216 (Create)
2401 N. Lincoln Boulevard, Oklahoma City, OK 73105
Apr. 8, 2021, 7:00 p.m.
WebEx Platform

MEMBERS PRESENT: Jeremiah Jordan
Gregory Baum
Gina Blaylock
Samonia Byford
Teri Green
Audrey Jones
Sheryl Lovelady
Donna Moore
Rachel Smith
Gina Washington

MEMBERS ABSENT: Jeff Wade
Bill Morris
Ana Sharp
Aneesa Sharp

STAFF/GUESTS: Casey Jones, AICP, OMES Planner
Beverly Hicks, OMES Planning/Administrative Coordinator
Spencer Wilson, Applicant representative
Mark Grubbs, Grubbs Consulting, Applicant
Lisa Bouska, Applicant representative
Joseph Henthorn, Applicant representative
Guy Parkhurst, Resident

A. Roll Call:
Chairman Jordan called the hybrid special meeting to order at 7:13 p.m. A roll call was taken and a quorum established. Mr. Jordan was advised that notice of the meeting had been given and an agenda posted in accordance with the Open Meeting Act.

B. Minutes:
Discussion and possible action on the minutes of the March 11, 2020, virtual special meeting:

Rachel Smith moved to approve as submitted the meeting minutes for March. Jeremiah Jordan seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes;
Ms. Lovelady, yes; Ms. Moore, yes; Ms. Smith, yes.
C. Discussion and possible action to make recommendations to the Capitol – Medical Improvement and Zoning Commission concerning items on the commission’s April 23, 2021 meeting agenda:

1. Discussion and possible action regarding BP-20-21-42, request by Gary Adams, Extreme Buildings, for a building permit for construction of a single family dwelling at 940 NE 30th Street on property described as Lots 3 and 4, Block 1, Powell Subdivision of Block 1, Alta Vista Addition to Oklahoma City.

   Staff recommended to approve the building permit with the finding that the proposed work complies with applicable zoning rules.

   Greg Baum moved to recommend approval of the building permit. Samonia Byford seconded the motion. The following votes were recorded and the motion passed:

   Mr. Baum, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Ms. Moore, yes; Ms. Smith, yes.

2. Discussion and possible action regarding D-20-21-4, request by Mark Grubbs, Grubbs Consulting, LLC, for a building permit for demolition of all existing structures at 950 NE 23rd Street in Oklahoma City.

   Items C.2, C.3, C.4 and C.5 were taken as a combined vote.

3. Discussion and possible action regarding V-20-21-4, request by Mark Grubbs, Grubbs Consulting, LLC, for variances from strict application of specified zoning rules as they pertain to the proposed development of a filling station with convenience store and restaurant in the CN Neighborhood Commercial District at 950 NE 23rd Street in Oklahoma City:

   a. Variance from OAC 120: 10-3-24(b)(4) to permit propane fuel and packaged ice to be stored and displayed for sale outside of the building.
   b. Variance from OAC 120: 10-7-11(a)(32) to permit the minimum parking requirement for a “retail/commercial establishment” to be calculated at the rate of one parking space per 200 square feet of net floor area.
   c. Variance from OAC 120: 10-7-12(1) to permit driveway widths of 35 feet for the driveway on NE 23rd Street and for one of the two driveways on North Kelley Avenue.
   d. Variance from OAC 120: 10-7-10(2) to permit parking spaces in the rear yard setback area.
   e. Variance from OAC 120: 10-5-4.1(8) to permit a trash enclosure in the side yard setback area.

   Ms. Blaylock and Ms. Washington entered the meeting at 7:38 p.m.

4. Discussion and possible action regarding BP-20-21-45, request by Mark Grubbs, Grubbs Consulting, LLC, for a building permit for construction of a filling station with convenience store and restaurant in the CN Neighborhood Commercial District at 950 NE 23rd Street in Oklahoma City.
5. **Discussion and possible action regarding BP-20-21-46, request by Mark Grubbs, Grubbs Consulting, LLC, for a building permit for alterations to an existing pylon sign and for installation of wall signs and fuel island canopy signs at 950 NE 23rd Street in Oklahoma City.**

The Committee request for Mr. Grubbs to add an air station.

Notice of the April 23, 2021 public hearing regarding this development was mailed to the owners of all properties within a 300’ radius and published in the Journal Record on April 13, 2021.

Staff recommended approval of these requests as submitted with the condition that work shall be completed according to the submitted plans and that all required permits be obtained from the City of Oklahoma City prior to the commencement of work.

Samonia Byford moved to recommend approval of all the submitted requests, items C.2 through C.5. Donna Moore seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, yes; Ms. Blaylock, yes; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Ms. Moore, yes; Ms. Smith, yes; Ms. Washington, yes.

D. **Reports and Communications:**

   1. **Report on the March 26, 2021 Capitol – Medical Center Improvement and Zoning Commission meeting.**
      - The Commission approved three applications:
        - 829 NE 16th Street – Lot coverage variance and building permit for a detached garage.
        - 701 Culbertson Drive – Building permit for two monument signs.
        - 701 Culbertson Drive – Front yard setback variance for trash enclosure.

   2. **Possible report on FY2022 zoning code enforcement contract.**
      - Ms. Hicks updated the members on the status of the contract.

E. **Discussion and Election:** None.

F. **General Discussion:** None.

G. **Adjournment:**

There being no further business, Greg Baum motioned to adjourn. Sheryl Lovelady seconded the motion. Seeing no opposition, the meeting adjourned at 7:50 p.m.