

**Minutes**  
**Citizens' Advisory Committee**  
**Regular Meeting**  
**Will Rogers Building, CR – 214 (Innovation) / 216 (Create)**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**Oct. 14, 2021, 7:00 p.m.**

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**MEMBERS PRESENT:**

Jeremiah Jordan	Ana Sharp
Gregory Baum	Aneesa Sharp
Samonia Byford	Rachel Smith
Teri Green	Jeff Wade
Audrey Jones	Gina Washington
Sheryl Lovelady	

**MEMBERS ABSENT:**

Gina Blaylock	Bill Morris
Donna Moore	Guy Parkhurst

**STAFF/GUESTS:**

Beverly Hicks, OMES Planning/Administrative Coordinator  
Z. Warrior, CWNR

**A. Roll Call:**

Chairman Jeremiah Jordan called the meeting to order at 7:02 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 July 8, 2021, meeting:**

Samonia Byford moved to approve the meeting minutes of July as submitted. Rachael Smith 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. Ana Sharp, yes; Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes;  
Ms. Washington, yes.

*Ms. Audrey Jones entered the meeting at 7:04 p.m.*

**C. Report on the July 23, 2021 meeting of the Capitol-Medical Center Improvement and Zoning Commission meeting:**

The Commission approved a building permit for a two-story addition and covered porch addition for owners, Blair and Hannah Sutter.

**D. Discussion and possible action to make recommendations to the Capitol-Medical Center Improvement and Zoning Commission concerning items on the commission's October 22, 2021 meeting agenda:**

1. V-21-22-1, request by Chris Harlin for variances from specified provisions of the Oklahoma Administrative Rules to allow for construction of a multiple family dwelling in the *CHC Health Center Commercial District* at 1111 NE 13<sup>th</sup> Street (Lots 25, 26, and 28, Block 11, Culbertson Heights Addition to Oklahoma City):
  - i. Variance from Title 120: 10-3-26.d1, d.2, and d.3, to reduce the minimum required front yard from 25 feet to 22 feet, the side yard from 14 feet to 13 feet, and the rear from 9 feet to 5 feet for construction of a 28-foot-high, two-story, multiple family dwelling containing five dwelling units.
  - ii. Variance from Title 120: 10-5-4.1 (8) to permit a trash enclosure to encroach into the side and rear yards.
  - iii. Variance from Title 120: 10-7-10(2) to permit a parking lot to encroach into the side and rear yards.

In the Commission's records, there are no prior building permits or land use applications on file for this site.

Since the driveway approach will curve out in front of the abutting property of the Medical Inn, staff requires the applicant to provide a letter of consent from the owner of that property. On October 14, 2021, staff received the letter of consent from Medical Inn provided by the applicant. The members present at the meeting were provided a copy.

Staff recommended to approve V-21-22-1 with the condition that the proposed work shall be completed according to the approved plans and that all required permits shall be obtained by the City of Oklahoma City prior to the commencement of work.

**D.1.i. (a), Variance from Title 120: 10-3-26.d1, d.2, and d.3, to reduce the minimum required front yard from 25 feet to 22 feet, the side yard from 14 feet to 13 feet, and the rear from 9 feet to 5 feet for construction of a 28-foot-high, two-story, multiple family dwelling containing five dwelling units.**

Greg Baum moved to recommend to approve item D.1.a. Gina Washington 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. Ana Sharp, yes; Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes; Ms. Washington, yes.

*Ms. Lovelady recommended frosted glass as screening for the north facing windows. The applicant asked if she and the committee members would allow for a broader solution of the northing facing windows addressing the privacy for the neighbors. Ms. Lovelady and the members agreed with his suggestion. The applicant will work with Planner, Casey Jones on details.*

**D.1.ii. (b), Variance from Title 120: 10-5-4.1 (8) to permit a trash enclosure to encroach into the side and rear yards.**

Samonia Byford moved to recommend to approve item D.1.b. Audrey Jones seconded the motion. The following votes were recorded and the motion passed:

Mr. Baum, no; Ms. Byford, yes; Ms. Green, yes; Ms. Jones, yes; Mr. Jordan, yes; Ms. Lovelady, yes; Ms. Ana Sharp, yes; Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes; Ms. Washington, yes.

**D.1.iii. (c), Variance from Title 120: 10-7-10(2) to permit a parking lot to encroach into the side and rear yards.**

Greg Baum moved to recommend to approve item D.1.c. Sheryl Lovelady 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. Ana Sharp, yes; Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes; Ms. Washington, yes.

**2. BP-21-22-20, request by Chris Harlin for a building permit for construction of a two-story, multiple family dwelling containing five dwelling units in the *CHC Health Commercial* at 1111 NE 13<sup>th</sup> Street (Lots 25, 26, 27, and 28, Block 11, Culbertson Heights Addition to Oklahoma City).**

Staff recommended to approve BP-21-22-20; with the condition, that the proposed work shall be completed according to the approved plans and that all required permits shall be obtained by the City of Oklahoma City prior to the commencement of work.

Greg Baum moved to recommend to approve D.2. 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. Ana Sharp, yes; Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes; Ms. Washington, yes.

*Ms. Lovelady reiterated the recommendation that the applicant explore a broader solution to the north facing windows.*

**E. Reports and Communications:**

**1. Announcement on vacancy of the position of historian on the Historical Preservation and Landmark Board of Review.**

**F. Discussion and Election:**

**1. Discussion and possible action to approve Citizens' Advisory Committee meeting dates for 2022.**

<b>Jan. 13</b>	<b>May 12</b>	<b>Sept. 8</b>
<b>Feb. 10</b>	<b>June 9</b>	<b>Oct. 13</b>
<b>Mar. 10</b>	<b>July 14</b>	<b>Nov. 10</b>
<b>Apr. 21</b>	<b>Aug. 11</b>	<b>Dec. 8</b>

Samonia Byford moved to approve the 2022 meeting dates. Jeff Wade 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. Ana Sharp, yes; Aneesa Sharp, yes; Ms. Smith, yes; Mr. Wade, yes;  
Ms. Washington, yes.

**G. General Discussion:** None.

**H. Adjournment:**

There being no further business, Gina Washington motioned to adjourn. Samonia Byford seconded the motion. Seeing no opposition, the meeting adjourned at 7:37 p.m.