



**Minutes**  
**Historical Preservation and Landmark Board of Review**  
**Special Meeting**  
**Will Rogers Building**  
**CR – 214 (Innovate) /216 (Create)**  
**2401 N. Lincoln Boulevard, Oklahoma City, OK 73105**  
**March 8, 2022, 4:00 p.m.**

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**MEMBERS PRESENT:** Josh Greenhaw  
Mike Mays  
Susan McCalmont  
Carla Splaingard  
Laura Stone

**MEMBERS ABSENT:** Kassy Malone  
Camal Pennington  
Janis Powers

**STAFF/GUESTS:** Casey Jones, AICP, OMES, Planner  
Beverly Hicks, OMES, Planning/Administrative Coordinator  
Stacey Ramsey (Appeared Remotely)  
Tyler Ramsey (Appeared Remotely)

**A. Roll Call:**

Chair Laura Stone called the meeting to order at 4:05 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 8, 2022, special meeting:**

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

Mr. Greenhaw, yes; Mr. Mays, yes; Ms. McCalmont, yes; Ms. Splaingard, yes;  
Ms. Stone, yes.

**C. Special Public Hearings: None.**

**D. Rezoning Requests: None.**

**E. Certificates of Appropriateness:**

**1. Discussion and possible action regarding CA-21-22-30, request by Stacey and Tyler Ramsey, prospective buyers, for a certificate of appropriateness for exterior alterations**

**to the south elevation of the home at 616 NE 15th Street in the Capitol-Lincoln Terrace Historic District:**

The applicant requests a certificate of appropriateness for alterations to the south elevation of the home. Following the request from the board during the February meeting, the applicant provided updated elevation drawings and two proposals for the board's consideration, as well as additional photos and a supporting letter. Both proposals include the removal of one, 4-over-4, wood double-hung window located in the kitchen between the existing laundry room and bay window projection, and replacement with two, 6-over-6, Quaker Brighton Series aluminum-clad wood, single hung windows; replacing the three bay windows with three, 6-over-6, Quaker Brighton Series aluminum-clad wood, single hung windows, raising the sills of the kitchen and bay windows on the south elevation by six inches (from 31 inches to 37 inches above the interior finished floor) and aligning their headers as shown on the revised architectural elevation drawings, dated March 7, 2022.

Staff recommended approval of this request either with or without changes to the laundry/ mud room windows. Option 1 would be to approve the request with changes to the laundry/ mud room south elevation windows, including removal of two square fixed windows and installation of one 6-over-6 Quaker Brighton Series aluminum-clad wood single hung window. Option 2 would be to approve the request without changes to the laundry/ mud room south elevation windows.

Mike Mays moved to approve CA-21-22-30, Option 1. Josh Greenhaw seconded the motion. The following votes were recorded, and the motion passed:

Mr. Greenhaw, yes; Mr. Mays, yes; Ms. McCalmont, yes;  
Ms. Splaingard, yes; Ms. Stone, yes.

**F. Miscellaneous:** None

**G. Reports and Communications:**

**1. Report on the status of a legislative bill impacting the sunset date for the Capitol-Medical Center Improvement and Zoning Commission:**

Mr. Jones reported on House Bill 2996 and some of the possible changes it would bring, such as the Long-Range Capital Planning Commission chair designating a person to serve on the Capitol-Medical Zoning Commission on their behalf to help meet quorum, as well as permitting the governor to make one of his appointments to the Capitol-Medical Zoning Commission without a recommendation from the Citizens Advisory Committee.

**H. Adjournment:**

There being no further business, Mike Mays motioned to adjourn. Joshua Greenhaw seconded the motion. Seeing no opposition, the meeting adjourned at 4:23 p.m.