Minutes

Historical Preservation and Landmark Board of Review
Regular Meeting
Will Rogers Building
OMES Will Rogers Motivation Conference Room 303
2401 N. Lincoln Boulevard, Oklahoma City, OK 73105
September 3, 2026, 4:00 p.m.

MEMBERS PRESENT: Laura Stone
Mike Mays
Janis Powers
Rachel Smith
Stephanie Barbour-Cooper

MEMBERS ABSENT: Kassy Malone
Carla Splaingard

STAFF/GUESTS: Casey Jones, AICP, OMES, Planner
Beverly Hicks, OMES, Planning/Administrative Coordinator
Alex Gaither, Applicant
Erica Emery, Applicant

A. Roll Call:

Chair Laura Stone called the meeting to order at 4:00 p.m. A roll call was conducted, and a quorum was established. Ms. Stone was informed that notice of the meeting had been given and that an agenda had been posted in accordance with the Open Meeting Act.

B. Minutes:

1. Approval, disapproval, or amendment of the minutes of the August 6, 2026, meeting:

Janis Powers moved to approve the meeting minutes of August. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Barbour-Cooper, yes; Ms. Smith, yes;
Ms. Stone, yes.

C. Special Public Hearings: None.

D. Rezoning Requests: None.

E. Certificates of Appropriateness:

1. **Discussion and possible action regarding CA-26-27-1, request by Alex Gaither on behalf of the owners, Hunter and Emily Morris, for a certificate of appropriateness for the following exterior work at 624 Culbertson Drive, further described as Lot 3, Lot 4, and the East 70 Feet of Lot 5, Block 19, Lincoln Terrace Addition, in the Capitol-Lincoln Terrace Historic District of Oklahoma City:**
    a. **Construction of a 1-1/2 story detached garage with upper living space and an attached carport.**
    b. **Construction of a new concrete driveway on Culbertson Drive.**
    c. **Construction of an ornamental steel fence and driveway gate with brick columns as shown on the site plan.**

Planner Casey Jones presented revised plans for CA-26-27-1, noting that the Board had requested additional information at its previous meeting regarding the proposed driveway, fencing, and a side-by-side elevation comparison of the existing and proposed garages. The revised plans retained the existing brick fence, added ornamental steel fencing with brick columns, provided an additional curb cut and driveway for access to the proposed garage, and included the requested elevation comparison. Mr. Jones noted that the distance between the existing and proposed garages remained the same as shown in the plans presented at the previous meeting.

During the presentation, Mr. Jones referred to the proposed upper space in the garage as an apartment. Mr. Gaither clarified that it was not an apartment and would include only a bathroom. Mr. Jones acknowledged this differed from his understanding and noted that a public hearing notice would not be required, although a building permit would still be required.

Board members discussed the amount of proposed concrete paving and whether the extent of the driveway and parking area was necessary for a single-family residence. Mr. Gaither explained that the additional paving would allow vehicles to maneuver through the circular drive when other vehicles were parked on the property. He also noted that the street was approximately eight feet below the garage elevation and that existing trees would help screen the new driveway. Chair Laura Stone acknowledged the explanation but reiterated her concern about the overall amount of concrete, referencing the Board's previous discussions about limiting excessive paving while accommodating necessary vehicle access. She also acknowledged that fencing and landscaping would provide additional screening. Other members commented on the location of the proposed driveway behind the house and the surrounding traffic conditions.

After the presentation and discussion, the Board considered the request.

Janis Powers moved to approve CA-26-27-1 in its entirety. Rachel Smith seconded the motion. The following votes were recorded, and the motion passed:

Mr. Mays, yes; Ms. Powers, yes; Ms. Barbour-Cooper, yes; Ms. Smith, yes;
Ms. Stone, yes.

2. **Discussion and possible action regarding CA-26-27-4, request by Gregg Jackson, JAAC Property, LLC, for a certificate of appropriateness for the following work at 1500 North Stiles Avenue, further described as Lot 10, Block 4, Amended Plat of Blocks 3 and 4, Classen's North Highland Parked Addition, in the Wilson-Harn Historic District of Oklahoma City:**
    a. **Construction of a single family dwelling.**
    b. **Construction of a detached garage with an apartment.**
    c. **Construction of a concrete driveway on Stiles Avenue.**
    d. **Construction of an ornamental steel fence six feet in height to enclose the yard north of the principal dwelling.**
    e. **Construction of patios and walkways as shown on the site plan.**

Planner Casey Jones introduced CA-26-27-4, noting that the Board had previously approved the demolition of the existing house and that the current request was for consideration of the proposed new single-family dwelling and detached garage with an upper-level studio apartment. Mr. Jones provided an overview of the property and surrounding development and explained that the proposed design incorporated architectural elements consistent with the Tudor Revival style of the former residence, including high gables, brick, stucco, and similar rooflines and pitches.

Mr. Jones reviewed the site plan and building elevations, noting that the proposed dwelling and detached garage complied with applicable setback and lot coverage requirements and did not require variances for those elements.

Mr. Jones noted that the applicant requested a variance for the proposed 18-foot-wide driveway, as the Historic Preservation District limits driveway widths in the front yard to 10 feet. He explained that the proposed driveway would provide parking for two vehicles in front of the garage without obstructing the sidewalk. He also noted that staff had recommended two separate, narrower garage doors rather than one wider door, consistent with the Board's previous decisions. The revised plans incorporated that recommendation, resulting in a slightly larger garage footprint.

Mr. Jones further explained that the proposed studio apartment above the garage would require a conditional use permit because there was no evidence of a previous garage apartment on the property. If the Board approved the plans, the conditional use permit and driveway variance would be presented to the Commission for consideration following the required public notice and hearing process.

Chair Laura Stone asked whether a conditional use permit was required because the apartment would create multiple dwelling units on the property. Mr. Jones confirmed and explained that the absence of evidence of a previous garage apartment was a primary consideration. He also noted that garage apartment requests rarely generate public comments or concerns and that the Commission generally does not impose additional conditions.

Ms. Janis Powers asked whether the Board was also being asked to vote on the driveway variance. Mr. Jones explained that the Board could include a recommendation regarding the variance in its motion on the Certificate of Appropriateness. Ms. Powers then asked whether the motion needed to include any additional recommendations or conditions. Mr. Jones explained that the Board could specify any revisions it wanted made to the plans.

After the presentation and discussion, the Board considered the request.

Janis Powers moved to approve CA-26-27-4, including a recommendation for a variance for an 18-foot-wide driveway. Stephanie Barbour-Cooper seconded the motion. The following votes were recorded, and the motion passed.

Mr. Mays, yes; Ms. Powers, yes; Ms. Barbour-Cooper, yes; Ms. Smith, yes;
Ms. Stone, yes.

F. <u>Miscellaneous:</u> Update and possible discussion on the front porch rehabilitation completed at 825 NE 16th Street in the Lincoln Terrace East Historic District.

Planner Casey Jones provided an update on the front porch rehabilitation completed at 825 NE 16th Street in the Lincoln Terrace East Historic District. Mr. Jones reported that the property owner, Ofonime Ntia had contacted him in early August to report completion of the porch wall repairs. Mr. Jones presented before-and-after photographs showing the completed work and noted that the owner had attempted to restore the wall to its original appearance.

Board members acknowledged that the completed work was an improvement but expressed concerns regarding the workmanship, mortar application, and overall appearance of the wall. Members discussed the need to clean excess mortar from the brick, consistent with the Board's previous direction. Chair Laura Stone indicated that no formal action was necessary and suggested that staff follow up with the owner to remind him that the mortar needed to be cleaned from the brick. Mr. Jones agreed to convey the Board's comments to the owner.

G. <u>Reports and Communications</u>: None.

H. <u>Adjournment</u>:

There being no further business, Janis Powers motioned to adjourn. Laura Stone seconded the motion. Seeing no opposition, the meeting was adjourned at 4:27 PM.