



# The City of **OKLAHOMA CITY**

## **HISTORIC PRESERVATION COMMISSION**

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**AGENDA**

**July 7, 2010**

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**Council Chamber, 3rd Floor Municipal Building, 200 N Walker Ave - 2:00 P.M.**

**Roland Tague, Chair  
Karen Zimmer, Vice-Chair  
Allen Brown, AIA  
Heather A. Clemmer  
Thomas J. Daniel IV  
Patrick Gaines  
Karen Nelson  
Geoffrey Parks  
Thomas Small, AIA  
Marnie Taylor**

It is the policy of the City to ensure that communications with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability who requires an accommodation, a modification of policies or procedures, or an auxiliary aid or service in order to participate in this meeting should contact the ADA Planning Department Coordinator at 297-1685 or TDD 297-2020 as soon as possible but not later than 48 hours (not including weekends or holidays) before the scheduled meeting. The Planning Department will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability. If you need an alternate format of the agenda or any information provided at said meeting, please contact the ADA Planning Department Coordinator listed above 48 hours prior to the scheduled meeting.

## **HISTORIC PRESERVATION COMMISSION MEETINGS AND PROCEDURES**

The Oklahoma City Historic Preservation Commission meets once a month in City Council Chambers to conduct public hearings on applications for a Certificate of Appropriateness (henceforth known as a “CA”) for the “erection, moving, demolition, reconstruction, restoration, or alteration of any structure” within a Historic Preservation District. These applications are reviewed by the Commission in keeping with the Preservation Guidelines and Standards for Oklahoma City Historic Districts in Oklahoma City. The Commission requires that each application be presented by the published deadline to the Historic Preservation Officer with complete and detailed information on each element of the proposal requiring a CA. Please note the following procedures governing the actions of Staff and Commissioners.

### **MEETING PREPARATION**

- Commissioners are provided a complete copy of all applications and staff reports several days before the meeting, so they may review proposals and visit project sites.
- Applicants must provide all supporting information to staff in time for review and inclusion in the Commissioners meeting packets. It is Commission policy to not consider any documentation presented by applicants at the meeting and not to design a project on the floor because late documentation has not had proper staff review.
- Applications with incomplete documentation are subject to continuance or denial.

### **PUBLIC MEETING PROCEDURES**

- The Chairman will announce each case and ask any party having an interest in the case to indicate their presence by raising their hand.
- Commissioners will then discuss the details of the case, calling on staff to provide details of the proposals.
- Following this discussion, Commissioners may choose to ask questions of the applicant, the staff and any other interested party.
- Interested persons may speak to support or protest the application. The applicant will be entitled to one brief rebuttal. Interaction between applicant and protestants on the floor is not permitted.
- Persons speaking are asked to approach the center podium one at a time, to introduce themselves by name and address, and to present their position as succinctly as possible. The Commission asks each speaker to limit his or her remarks to no more than five minutes.
- Following the public hearing on an application the Commission will take one of the following actions:
  1. Approve the Certificate of Appropriateness;
  2. Continue the proposal;
  3. Deny the proposal with prejudice, which means the application may not be resubmitted for at least one year unless the Commission determines that circumstances have changed;
  4. Deny the proposal without prejudice, which means the applicant may reapply at any time.

### **CERTIFICATES OF APPROPRIATENESS**

- When an application has been approved, and after a 10-day protest period has expired, the Historic Preservation Officer will mail the CA to the applicant.
- City Construction Permits cannot be issued until the CA has been issued.

### **APPEAL TO THE BOARD OF ADJUSTMENT**

Any person aggrieved by any decision granting or denying a CA may appeal to the Oklahoma City Board of Adjustment (BOA). All appeals shall be made within 10 days of the Commission decision by filing a written notice of appeal with the Clerk of the BOA. For more information about the BOA, call 297-2417 (TDD 297-2020).

**AGENDA**  
**OKLAHOMA CITY HISTORIC PRESERVATION COMMISSION**  
**July 7, 2010 – 2:00 p.m.**  
**City Council Chambers, Municipal Building, 200 North Walker Avenue**

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**I. CALL TO ORDER**

- A. Roll Call**
- B. Meeting Process**
- C. Standard Findings of Fact**

**II. FROM THE OFFICE OF THE HISTORIC PRESERVATION OFFICER**

**III. APPROVAL OF MINUTES OF PREVIOUS MEETING [June 2, 2010](#)**

**IV. [CITATION REPORT](#)**

**V. CONTINUANCE ANNOUNCEMENTS AND REQUESTS**

- A. Uncontested Request(s)**  
None.
- B. New Request(s)**  
None.

Contested Continuance requests will be heard in regular Agenda order.

**VI. PUBLIC HEARINGS**

**A. Consent Docket Cases**

- A1. [HPCA-10-00041](#) at 216 NW Eubanks. (Edgemere Park), Ward 2. Consideration and possible action on application of Robert Eugene Thompson for Certificate of Appropriateness to 1) Install gate.**
- A2. [HPCA-10-00073](#) at 311 NW 19th St. (Heritage Hills), Ward 6. Consideration and possible action on application of Jane & Pete Holcombe for Certificate of Appropriateness to 3) Reconstruct original parapets.**
- A3. [HPCA-10-00085](#) at 1005 NW 38th St. (Crown Heights), Ward 2. Consideration and possible action on application of B. Kay Carel (Smith) by Michael G. Smith for Certificate of Appropriateness to**

1) Replace roof, 2) Install turbines at back of roof, and 3) Install new gutters and downspouts.

- A4. [HPCA-10-00086](#) at 3717-3727 N Lee Ave. (Crown Heights), Ward 2. Consideration and possible action on application of Michael Guard for Casas Splendida, LLC for Certificate of Appropriateness to 1) Remove vinyl siding; and 2) Restore original wood siding.
- A5. [HPCA-10-00089](#) at 417 NW 16th St. (Heritage Hills), Ward 6. Consideration and possible action on application of Dr. Timothy Lyons for Certificate of Appropriateness to 1) Modify previously approved HPCA-09-133 to: a. Retain original wood siding; b. Remove plywood panel in front door; and c. Install single pane beveled glass in front door.

**B. Cases for Individual Consideration**

- B1. [HPCA-10-00049](#) at 808 NW 39th St. (Crown Heights), Ward 2. Consideration and possible action on application of Katharine Samis Regens for Certificate of Appropriateness to 1) Replace garage windows.
- B2. [HPCA-10-00078](#) at 823 NW 19th St. (Mesta Park), Ward 6. Consideration and possible action on application of Russell Fox and Mike Assef for Certificate of Appropriateness to 1) Complete construction of 2-story house; 2) Construct garage; 3) Construct driveway; and 4) Install walk.
- B3. [HPCA-10-000081](#) at 627 NW 14th St. (Heritage Hills), Ward 6. Consideration and possible action on application of Mark Randal Zimmer for Certificate of Appropriateness to 1) Replace chimney cap with copper cap.
- B4. [HPCA-10-00083](#) at 532 NW 36th Terrace. (Crown Heights), Ward 2. Consideration and possible action on application of Dana Vaden by Randy Cooper for Certificate of Appropriateness to 1) Replace roof.
- B5. [HPCA-10-00084](#) at 901 NW 40th St. (Crown Heights), Ward 2. Consideration and possible action on application of Neil & Moreth Steimer for Certificate of Appropriateness to 1) Demolish garage; 2) Construct garage; 3) Replace siding; 4) Replace entry window; 5) Replace driveway; 6) Install gutters; 7) Construct pergola; 8) Replace brick; 9) Replace roof; 10) Replace turbines; 11) Install

driveway gate; 12) Enclose front porch columns; and 13) Install railing.

- B6.** [HPCA-10-00087](#) at 917 NW 20th St. (Mesta Park), Ward 2. Consideration and possible action on application of Dana Vance by Nathan Larrinaga with Armadillo Construction for Certificate of Appropriateness to 1) Replace roof; 2) Install roof ventilation; 3) Install gutters and downspouts; 4) Construct covered patio; 5) Construct gazebo; 6) Demolish carport; and 7) Construct garage.
- B7.** [HPCA-10-00088](#) at 703 NW 24th St. (Paseo), Ward 2. Consideration and possible action on application of Shirley Martin & Rita Greer by Jeremy Owens for Certificate of Appropriateness to 1) Replace roof; 2) Install gutters and downspouts; and 3) Replace driveway.
- B8.** [HPCA-10-00090](#) at 236 NW 34th St. (Edgemere Park), Ward 2. Consideration and possible action on application of Justin & Rosa Byrne for Certificate of Appropriateness to 1) Remove windows at rear; 2) Install doors at rear; 3) Construct deck; and 4) Install fence.
- B9.** [HPCA-10-00091](#) at 616 NW 39th St. (Crown Heights), Ward 2. Consideration and possible action on application of James & Samantha Schlotzhauer for Certificate of Appropriateness to 1) Replace siding; 2) Replace gutters; 3) Replace roof; 4) Remove front door shutters; 5) Install columns at front door; 6) Replace side porch columns; 7) Replace garage siding; and 8) Replace garage doors.
- B10.** [HPCA-10-00094](#) at 1435 NW 35th St. (Putnam Heights), Ward 2. Consideration and possible action on application of John McCarthy by Sam Gresham for Certificate of Appropriateness to 1) Demolish garage; 2) Construct garage; 3) Relocate drive to the east side of the existing house; and 4) Install sidewalk.
- B11.** [HPCA-10-00095](#) at 432 NW 17th St.. (Heritage Hills), Ward 6. Consideration and possible action on application of Tony & Margaret Brooks by Sam Gresham for Certificate of Appropriateness to 1) Demolish first floor addition; and 2) Construct 2-story addition.
- B12.** [HPCA-10-00101](#) at 253 NW 35th St. (Edgemere Park), Ward 2. Consideration and possible action on application of William and Nicole Bondurant for Certificate of Appropriateness to 1) Replace roof at house and garage.

**C. Other Items for Individual Consideration**

- C1. Provide a recommendation on proposed [Historic Preservation related amendments](#) to:**
- [Chapter 59](#), Zoning and Planning Code
  - [Preservation Guidelines and Standards for Oklahoma City Historic Districts](#)

**VII. COMMUNICATIONS AND REPORTS**

**A. Administrative Approvals**

- A1. HPCA-10-00079** at Shartel & NW 39 and NW 40th St. (Crown Heights), Ward 2. Staff is announcing the Administrative Approval of the item(s) on the application of City of Oklahoma City by John Joyce for Certificate of Appropriateness to: Install monument sign.
- A2. HPCA-10-00086** at 3717-3727 N Lee Ave. (Crown Heights), Ward 2. Staff is announcing the Administrative Approval of the item(s) on the application of Michael Guard for Casas Splendida, LLC for Certificate of Appropriateness to: 3) install storm windows.
- A3. HPCA-10-00097** at 2229 NW 27th St. (Shepherd), Ward 2. Staff is announcing the Administrative Approval of the item(s) on the application of Kristen Burkholder & William Catterall for Certificate of Appropriateness to: 1) Install storm windows; 2) Install gutters; and 3) Relocate telecommunications and electrical equipment.
- A4. HPCA-10-00098** at 837 NW 41st St. (Crown Heights), Ward 2. Staff is announcing the Administrative Approval of the item(s) on the application of Christopher & Dominique Shadid for Certificate of Appropriateness to: build window frames and install storm windows.
- A5. HPCA-10-00100** at 627 NW 16th St. (Mesta Park), Ward 6. Staff is announcing the Administrative Approval of the item(s) on the application of Judd Schrader for Certificate of Appropriateness to: 1) repair sidewalk at front and 2) repair curb cut at driveway.

**B. Withdrawals**

None.

**C. City Council**

- C1.** On July 20, 2010 a revised Certified Local Government Contract will be presented to City Council to 1) accept additional grant money for staff training/education, and 2) incorporate state procurement rules revisions into the contract.
- C2.** On July 20, 2010, the Downtown Survey Phase II contract will be presented to City Council for approval.
- C3.** **SPUD-560** at 319 NW 23<sup>rd</sup> St. (Jefferson Park), Ward 2. Staff is announcing the application of Michael McCoy, to **REZONE** 319 NW 23<sup>rd</sup> Street which includes 328 NW 24<sup>th</sup> Street from R-4/Historic Landmark/Urban Conservation District/Urban Design District/Thirty Third Street Uptown to SPUD-560. **This application is scheduled for final hearing at the July 20, 2010 meeting.**

**D. Board of Adjustment**

- D1.** **HPCA-10-00009** at 524 NW 17<sup>th</sup> St. (Mesta Park), Ward 6. Staff is announcing the appeal of the Historic Preservation Commission's denial of the application of Bert and Mary Bowman for Certificate of Appropriateness to 1) Construct addition. **The case was heard at the June 17, 2010 meeting and the applicant's appeal was affirmed.**
- D2.** **Case No. 13256** at 300 N. Robinson Ave., 135 Robert S. Kerr Ave., 125 Robert S. Kerr Ave., 107 Robert S. Kerr Ave., and 120 Robert S. Kerr Ave. (Downtown Business District), Ward 7. Staff is announcing the appeal of the Downtown Design Committee's approval of the application of SandRidge Energy, Inc. for Certificate of Approval to demolish 5 buildings. **The appeal was heard at the June 17, 2010 Board of Adjustment meeting and continued to the July 1, 2010 meeting. On July 1, 2010, this appeal was continued to a Special Meeting scheduled on July 26, 2010 at 1:30 p.m.**
- D3.** **HPCA-10-00009** at 524 NW 17<sup>th</sup> St. (Mesta Park), Ward 6. Staff is announcing the appeal of the Historic Preservation Commission's denial of the application of Bert and Mary Bowman for Certificate of Appropriateness to 2) replace windows; 3)

reconstruct front porch; and 6) replace front door and sidelights. **The appeal is scheduled to be heard at the August 4, 2010 Board of Adjustment meeting.**

**D4. HPCA-10-00014** at 917 NW 40<sup>th</sup> St. (Crown Heights), Ward 2. Staff is announcing the appeal of the Historic Preservation Commission's denial of the application of Stanley E. Crawford for a Certificate of Appropriateness to 1) demolish garage. **The appeal is scheduled to be heard at the August 4, 2010 Board of Adjustment meeting.**

**D5. HPCA-10-00063** at 626 NW 19<sup>th</sup> St. (Mesta Park), Ward 6. Staff is announcing the appeal of the Historic Preservation Commission's denial of the application of Nicki Nabavizadeh by Hamid Nabavizadeh for Certificate of Appropriateness to 2) install brick sidewalk; 3) install brick over existing concrete steps. **The appeal is scheduled to be heard at the August 4, 2010 Board of Adjustment meeting.**

#### **E. Planning Commission**

**9E1. SPUD-560** at 319 NW 23<sup>rd</sup> St. (Jefferson Park), Ward 2. Staff is announcing the application of Michael McCoy, to **REZONE** 319 NW 23<sup>rd</sup> Street which includes 328 NW 24<sup>th</sup> Street from R-4/Historic Landmark/Urban Conservation District/Urban Design District/Twenty Third Street Uptown to SPUD-560. **The application was approved however the applicant realized the alcohol use was not included therefore he is amending his application to include alcohol sales. This application was recommended for approval at the June 10, 2010 meeting.**

#### **F. Planning Department**

1. The next regularly scheduled meeting for the Historic Preservation Commission is Wednesday, August 4, 2010 at 2:00 p.m. at the Municipal Building, City Council Chamber. New applications and information on continued projects are to be submitted to staff by 4:00 p.m., Tuesday, August 10, 2010.
2. The next regularly scheduled workshop for the Historic Preservation Commission is Wednesday, August 4, 2010 at 12:30 p.m. at 420 W. Main Street, Suite 900.

#### **G. Municipal Counselor**

**VIII. ITEMS FROM COMMISSIONERS**

**IX. CITIZENS TO BE HEARD**

**X. ADJOURN**

**ATTACHMENT I**  
**STANDARD MOTIONS AND FINDINGS OF FACT FOR**  
**OKLAHOMA CITY HISTORIC PRESERVATION COMMISSION**

**Continuance**

**I move to continue Case No. \_\_\_\_\_ [or items \_\_\_\_\_ of Case No. \_\_\_\_\_ ], for 30 [or 60] days, adopt the Standard Findings of Fact for Continuance, and upon approval of this motion direct that it be recorded in the minutes for this Commission meeting.**

*Standard Findings of Fact for Continuance*

- The Commission has considered the Application, the Staff Report, and the evidence presented during the public hearing;
- Additional information is required from the applicant in order to determine whether the action requested is consistent with the provisions of 4250.4 D, “Standards for Certificates of Appropriateness,” of the Historic Preservation Ordinance contained in the *Oklahoma City Municipal Code, as amended*.

**Approval**

**I move to approve Case No. \_\_\_\_\_ [or items \_\_\_\_\_ of Case No. \_\_\_\_\_ ], adopt the Standard Findings of Fact for Approval and all of the specific findings of fact [or specific findings of fact numbers \_\_\_\_\_ ] in the staff report, and upon approval of this motion direct that it be recorded in the minutes for this Commission meeting.**

*Standard Findings of Fact for Approval*

- The Commission has considered the Application, the Staff Report, and the evidence presented during the public hearing;
- The action requested is consistent with the *Preservation Guidelines and Standards for Oklahoma City Historic Districts* and in compliance with the provisions of the *Oklahoma City Municipal Code, as amended*;
- The proposed changes will not have an adverse effect on the historic character of the district or the property;
- Approval of this Application is consistent with the provisions of 4250.4 D, “Standards for Certificates of Appropriateness,” of the Historic Preservation Ordinance contained in the *Oklahoma City Municipal Code, as amended*.

**Approval with Modifications**

**I move to approve Case No. \_\_\_\_\_ [or items \_\_\_\_\_ of Case No. \_\_\_\_\_ ] with the following modifications:**

**[list modifications in a numbered format],**

**and adopt the Standard Findings of Fact for Approval with Modification and all of the specific findings of fact [or specific findings of fact numbers \_\_\_\_\_ ] in the staff report; and upon approval of this motion direct that it be recorded in the minutes for this Commission meeting.**

*Standard Findings of Fact for Approval with Modification*

- The Commission has considered the Application, the Staff Report, and the evidence presented during the public hearing;
- The Applicant has agreed to the modifications;
- The modified action requested is consistent with the *Preservation Guidelines and Standards for Oklahoma City Historic Districts* and in compliance with the provisions of the *Oklahoma City Municipal Code, as amended*;
- The proposed changes will not have an adverse effect on the historic character of the district or the property;
- Approval of this Application is consistent with the provisions of 4250.4 D, “*Standards for Certificates of Appropriateness*,” of the Historic Preservation Ordinance contained in the *Oklahoma City Municipal Code, as amended*.

**Approval with Unique Circumstances**

**I move to approve Case No. \_\_\_\_\_ [or items \_\_\_\_\_ of Case No. \_\_\_\_\_ ] in consideration of the following unique circumstances:**

**[list unique circumstances in a numbered format],**

**and adopt the Standard Findings of Fact for Approval with Unique Circumstances and all of the specific findings of fact [or specific findings of fact numbers \_\_\_\_\_ ] in the staff report; and upon approval of this motion direct that it be recorded in the minutes for this Commission meeting.**

*Standard Findings of Fact for Approval with Unique Circumstances*

- The Commission has considered the Application, the Staff Report, and the evidence presented during the public hearing;
- Unique circumstances exist;
- The application is not strictly consistent with or addressed by the *Preservation Guidelines and Standards for Oklahoma City Historic Districts*, but is nonetheless consistent with the spirit and intent of said guidelines and standards;
- The proposed changes will not have an adverse effect on the historic character of the district or the property;
- Approval of this Application is consistent with the provisions of 4250.4 D, “*Standards for Certificates of Appropriateness*,” and 4250.41, “*Unique*”

*Circumstances” of the Historic Preservation Ordinance contained in the Oklahoma City Municipal Code, as amended.*

### **Approval with Modifications and Unique Circumstances**

**I move to approve Case No. \_\_\_\_\_ [or items \_\_\_\_\_ of Case No. \_\_\_\_\_ ] with the following modifications:**

**[list modifications in a numbered format],**

**AND, because of the following unique circumstances:**

**[list unique circumstances in a numbered format],**

**and adopt the Standard Findings of Fact for Approval with Modification and Unique Circumstances and all of the specific findings of fact [or specific findings of fact numbers \_\_\_\_\_ ] in the staff report; and upon approval of this motion direct that it to recorded in the minutes for this Commission meeting.**

#### *Standard Findings of Fact for Approval with Modifications*

- The Commission has considered the Application, the Staff Report, and the evidence presented during the public hearing;
- The Applicant has agreed to the modifications;
- The modified action requested is consistent with the *Preservation Guidelines and Standards for Oklahoma City Historic Districts* and in compliance with the provisions of the *Oklahoma City Municipal Code, as amended*;
- The proposed changes will not have an adverse effect on the historic character of the district or the property;
- Approval of this Application is consistent with the provisions of 4250.4 D, “*Standards for Certificates of Appropriateness*,” of the Historic Preservation Ordinance contained in the *Oklahoma City Municipal Code, as amended*.

#### *Standard Findings of Fact for Approval with Unique Circumstances*

- The Commission has considered the Application, the Staff Report, and the evidence presented during the public hearing;
- Unique circumstances exist;
- The application does not strictly consistent with or is not addressed by the *Preservation Guidelines and Standards for Oklahoma City Historic Districts*, but is nonetheless consistent with the spirit and intent of said guidelines and standards;
- The proposed changes will not have an adverse effect on the historic character of the district or the property;
- Approval of this Application is consistent with the provisions of 4250.4 D, “*Standards for Certificates of Appropriateness*,” and 4250.41, “*Unique*

*Circumstances” of the Historic Preservation Ordinance contained in the Oklahoma City Municipal Code, as amended.*

## **Denial**

**I move to deny Case No. \_\_\_\_\_ [or items \_\_\_\_\_ of Case No. \_\_\_\_\_ ] with [or without] prejudice for the following reasons:**

[list the reasons in a numbered format]

**and adopt the Standard Findings of Fact for Denial and all of the specific findings of fact [or specific findings of fact numbers \_\_\_\_\_ ] in the staff report, and upon approval of this motion direct that it be recorded in the minutes for this Commission meeting.**

### *Standard Findings of Fact for Denial*

- The Commission has considered the Application, the Staff Report, and the evidence presented during the public hearing;
- The action requested is not consistent with the *Preservation Guidelines and Standards for Oklahoma City Historic Districts* and is not in compliance with the provisions of the *Oklahoma City Municipal Code, as amended*;
- The proposed change(s) will have an adverse effect on the historic character of the district or the property;
- Denial of this Application is consistent with the provisions of 4250.4 D, “*Standards for Certificates of Appropriateness,*” of the Historic Preservation Ordinance contained in the *Oklahoma City Municipal Code, as amended*.

**(OPTIONAL)**

**AND suggest the applicant work with staff on the following actions that might help to secure approval:**

[list the suggestions]

**\*\*\*End of Attachment I\*\*\***