

**MINUTES**  
**Regular Meeting**  
**HISTORIC PRESERVATION COMMISSION**  
February 06, 2008 - 2:00 p.m.  
Municipal Building, City Council Chamber

The meeting of the Oklahoma City Historic Preservation Commission was called to order in the City Council Chamber, 3rd Floor of the Municipal Building, 200 N. Walker Avenue, Oklahoma City, Oklahoma. The meeting convened at 2:08 p.m. Notice of the meeting and agenda were filed with the City Clerk's office and posted on the Council bulletin board 24 hours prior to the meeting.

**1. CALL TO ORDER AND ROLL CALL**

Members Present:     Thomas J. Daniel IV, Chairman     (arrived at item 6A)  
                          Thomas Small, AIA, Vice-Chairman     (arrived at item 6A)  
                          Carolee Galbraith                             (arrived at item 6A)  
                          Marnie Taylor  
                          Jane Holcombe  
                          Karen Collier  
                          Randy Floyd  
                          Karen Nelson  
                          Nedra Jones  
                          Karen Zimmer

Members Absent:     Roland Tague

Staff Present:        Eva Osborne, AIA, Preservation Architect, Planning Department  
                          Susan Miller, Planner IV, Planning Department  
                          Paula Hurst, Planning Department  
                          Susan Randall, Assistant Municipal Counselor     (arrived at item

6A)

**2. APPROVAL OF MINUTES**

APPROVED. Motion: Holcombe / Floyd to approve the minutes of the January 2, 2008 Historic Preservation Commission meeting. Ayes: Taylor, Holcombe, Collier, Floyd, Nelson, Jones, Zimmer. Nays: None. Absent: Daniel, Galbraith, Small, Tague.

**3. CITATION REPORT**

Mr. Woods, Zoning Inspector, was present for comment.

**4. CONTINUANCE REQUESTS**

A. Staff request continuance of the following cases:  
None.

- B.** Other continuance requests:  
None.

**5. CONSENT DOCKET CASES**

- 5A. HPCA-07-099 at 108 NW 17TH ST. (Heritage Hills East), Ward 7. Consideration and possible action on the application of Sean Jones by Matthew Miller for a Certificate of Appropriateness to extend for 6-months the previously approved Certificate of Appropriateness (CA) to 1.) remove all broken concrete and gravel from site, 2.) install 6'-4" tall split face C.M.U. screen wall, 3.) install concrete parking lot which shares drive with adjacent property, 4.) install 5'-0" sidewalk at north property line, and 5.) install lighting. The condition of approval requires the number of light fixtures to be reduced from 6 to 5 so that the total wattage will be 150 watts rather than 250 watts.

APPROVED. Motion: Floyd / Holcombe to move approval based upon the evidence presented in the application of HPCA-07-099 and during the public hearing, that the Commission finds the action requested is in compliance, according to the Preservation Guidelines and Standards for Oklahoma City Historic Districts for Oklahoma City, and according to the provisions of the Oklahoma City Municipal Code, 2007, as set forth in the Staff Report for this item and based on the facts as presented at this hearing and direct that such specific findings will be reflected in the minutes recording the action taken on this item.

The Commission specifically finds that the applicant has demonstrated the following:

- continuous progress towards completion of the approved work and
- the applicant has not abandoned the work for a period exceeding 180 days.

This approval is consistent with the provisions of **Chapter 59, 4200.7.A.(j)(2)**, "The painting, erection, moving, demolition, reconstruction, or alteration sanctioned by the granting of the certificate of appropriateness shall commence within six months of its issuance and shall be completed within one year of its issuance; except that fences, driveways, and sidewalks shall be completed within six months of its issuance."

(2) "An applicant may request additional time to complete a project at the time the application is heard by the Commission. Approval for such extension shall be subject to the applicant demonstrating continuous progress towards completion of the approved work and not abandoning the work for a period exceeding 180 days. If the Commission determines that the applicant has failed to comply with these conditions, the applicant shall then be required to complete the work within a time frame determined by the Commission, or the certificate of appropriateness shall be void."

Ayes: Taylor, Holcombe, Collier, Floyd, Nelson, Jones, Zimmer. Nays: None.  
Absent: Daniel, Galbraith, Small, Tague.

## **6. CASES FOR INDIVIDUAL CONSIDERATION**

- 6A. HPCA-08-003 at 611 NW 15th ST. (Heritage Hills), Ward 6. Consideration and possible action on the application of Brad & Elizabeth Gawey by Tim Zajac for a Certificate of Appropriateness to 2.) construct 1 1/2-story garage with 1-story addition including 2a.) composition shingle hipped roof with dormers, 2b.) HardiPlank horizontal lap siding on brick stem wall, 2c.) 3 custom cedar overhead garage doors, 2d.) 1/1 and fixed wood windows with clear glass, 2e.) wood pedestrian door with clear glass and 3.) replace and widen driveway.

Tim Zajac was present for comment. He amended the application to delete the proposed window on the North Elevation Drawing.

The neighbor submitted comments prior to the meeting.

Lea Eldridge, neighbor, appeared for comment.

APPROVED. Motion: Small / Holcombe to move approval based upon the evidence presented in the application and during the public hearing, that the Commission finds the action requested is in compliance, and the proposed material change in appearance would not have a substantial adverse effect on the aesthetic, historical or architectural significance and value of the historic district (or historic property) according to the Preservation Guidelines and Standards for Oklahoma City Historic Districts for Oklahoma City, and according to the provisions of the Oklahoma City Municipal Code, 2007, as set forth in the Staff Report for this item and based on the facts as presented at this hearing and direct that such specific findings will be reflected in the minutes recording the action taken on this item.

The Commission specifically finds that the applicant has demonstrated the following:

- The historic garage was 1 ½-stories high and the proposed garage is no higher than 1 ½-stories high,
- The existing garage has 3-bays and the proposed garage has no more than 3-bays,
- The abutting property has a single extension to the house with several garage door openings plus a 2-story garage/dwelling,
- The lots in this neighborhood are large in comparison to other lots in the historic districts subject to the HP Ordinance,
- The houses and garages on this block are large in comparison to other structures in the historic districts,
- The increase in the size of the footprint is minimal in relation to the necessity

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for a stair that increases the depth and the structural wall that separates the 1 ½-story form from the 1-story form of the proposed garage.

- The resulting amount of green space is comparable in size to other properties in the neighborhood and remains a good size for outdoor activities.

This approval is consistent with the provisions of **Chapter 59, 4200.7.(3)(d)(e)(f)** of the *HP Historic Preservation Ordinance* “**Certificate of Appropriateness: Review Criteria**. The Commission shall be guided by the following criteria:

(d) “The degree to which the proposed work would serve to isolate the resource from its historical or architectural surroundings, or would introduce visual, audible, vibratory, or polluting elements that are out of character with the resource and its setting, or that adversely affect the physical integrity of the resource.”

(e) “The compatibility of the building materials with the aesthetic and structural appearance of the resource, including but not limited to, the consideration of texture, style, color, or the components and their combinations of elements such as brick, stone, concrete, shingle, wood, or stucco.”

(f) “The compatibility of the proposed design to the significant characteristics of the resource, including, but not limited to, a consideration of a harmony of materials, details, height, mass, proportion, rhythm, scale, setback, shape, street accessories and workmanship.”

Additionally, this approval is consistent with the provisions of **Subchapter 3.3 of the Design Guidelines and Standards**. “Reconstruction of a missing garage must be based on accurate evidence of the original configuration, form, massing, style, placement and detail and supplemented with historic photographs that show the original garage.”

“New garages should be compatible in size, scale, proportion, spacing, texture, setbacks, height, materials, color and detail to the main residential building and/or relate to similar garages within the neighborhood.”

“New garages should follow the historic setback patterns of other garages in the streetscape or neighborhood.”

“Materials used at new garages should reflect the use and function of the garage, and not necessarily that of the primary building. Materials used at exterior facades of garages were often different (and less costly) than that of the main building.”

“Garages may be of ‘modest’ or ‘high-style’ design. In many instances, new garages should be ‘modest’ of a simple rectangular plan and form, low-pitched gable or hip roof, and little or no ornamentation at the doors or windows.”

“A replacement garage may be two-stories in height when the original garage was 2-stories, or if located in a block where two-story garages are dominant or occur on adjoining property. In those blocks that contain only one-story garages, new garages shall be one-story in height.”

Additionally, the approval is based on the statement, **Subchapter 1.6 LANDSCAPE ELEMENTS**, “It is not appropriate to alter the residential character of historic districts by substantially reducing the proportion of built area to open space on any site through new construction, additions or introduction of surface paving or other hardscape features.”

Ayes: Daniel, Galbraith, Taylor, Holcombe, Small, Collier, Tague, Floyd, Nelson, Jones, Zimmer. Nays: None. Absent: Tague.

- 6B. HPCA-07-166 at 529 NW 14th ST. (Heritage Hills), Ward 6. Consideration and possible action on the application of Susanna & Robert Voegeli for a Certificate of Appropriateness to 1.) replace front door.

APPROVED. Motion: Floyd / Collier to move approval based upon the evidence presented in the application HPCA-07-166 and during the public hearing, that the Commission finds the action requested is in compliance, according to the Preservation Guidelines and Standards for Oklahoma City Historic Districts for Oklahoma City, and according to the provisions of the Oklahoma City Municipal Code, 2007, as set forth in the Staff Report for this item and based on the facts as presented at this hearing and direct that such specific findings will be reflected in the minutes recording the action taken on this item.

The Commission specifically finds that the applicant has demonstrated the following:

- The existing door is not the historic door,
- There is no available evidence to illustrate the historic door,
- Other features of the existing house do not clearly point to what the front door configuration may have been.

This approval is consistent with the provisions of **Chapter 59, 4200.7(e) of the Historic Preservation Ordinance**, “The compatibility of the building materials with the aesthetic and structural appearance of the resource, including but not limited to, the consideration of texture, style, color, or the components and their combinations of elements such as brick, stone, concrete, shingle, wood, or stucco.”

Additionally, this approval is consistent with the provisions of **Subchapter 2.1 of the Design Guidelines and Standards**, “Where replication of original elements is not possible, a new design that is compatible with the original form, style and period of the building may be used. In such circumstances, it may be appropriate

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to design an interim solution that, while appropriate and consistent, is reversible and can be replaced at a later date when a more appropriate design is possible.”

“An acceptable option for the replaced feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale and material of the historic building itself and, more importantly, should be clearly differentiated so that a false historical appearance is not created.”

Ayes: Daniel, Galbraith, Taylor, Holcombe, Small, Collier, Floyd, Nelson, Jones.  
Nays: None. Absent: Tague.

- 6C. HPCA-07-173 at 825 NW 17th ST. (Mesta Park), Ward 6. Consideration and possible action on the application of 17th Street Investments, LLC by William Robinson for a Certificate of Appropriateness to 1.) replace all windows.

Bill Robinson was present for comment.

The Mesta Park Preservation Review Committee did not submitted written comments to staff prior to the meeting.

Raina Pelofsky, Mesta Park Preservation Review Committee, appeared for comment.

DENIED. Motion: Collier / Floyd to move denial with prejudice based upon the evidence presented in the application HPCA-07-173 and during the public hearing, that the Commission finds the action requested is not in compliance, and the proposed material change in appearance would have a substantial adverse effect on the aesthetic, historical or architectural significance and value of the historic district according to the Preservation Guidelines and Standards for Oklahoma City Historic Districts for Oklahoma City, and according to the provisions of the Oklahoma City Municipal Code, 2007, as set forth in the Staff Report for this item and based on the facts as presented at this hearing and direct that such specific findings will be reflected in the minutes recording the action taken on this item.

The Commission specifically finds that the applicant has **not** demonstrated the following:

- that the existing windows are deteriorated beyond repair and
- that the existing windows are **not** the historic windows and
- that the proposed windows match the quality and physical characteristics of the existing windows.

This decision is consistent with the provisions of **Chapter 59,4200.7.A.(3)(e)** of the **Historic Preservation Ordinance**, “The Commission shall be guided by the following criteria:

- (e) “The compatibility of the building materials with the aesthetic and

structural appearance of the resource, including but not limited to, the consideration of texture, style, color, or the components and their combinations of elements such as brick, stone, concrete, shingle, wood, or stucco.”

Additionally, this decision is consistent with the provisions of **Subchapter 2.5 of the Preservation Guidelines and Standards**, *“Windows by their proportion, shape, positioning, location, pattern and size can contribute significantly to a building’s historic character and are particularly indicative of styles or periods of architecture.”*

### **Existing Windows**

*“Windows are an important aspect of the architectural character of historic residential or multi-family buildings. Their design, craftsmanship, or other qualities make them worthy of preservation. The significance of original materials and features must be respected; existing windows must be repaired and retained wherever possible, and when necessary, replaced in kind.”*

“Retain and preserve original windows as these are character-defining features of a historic building.”

### **Replacement Windows**

*“The design of replacement windows must reflect the style and period of the building. The retention and repair of original wood or metal casement windows is encouraged whenever possible. Wood windows, which are repaired and properly maintained, will have greatly extended service lives while contributing to the historic character of the house. It is not unusual for historic wood windows to remain serviceable for 100 – 150+ years when maintained properly.”*

“Replacement of existing windows due to extreme deterioration must be reviewed carefully. Many times, original yet damaged wood windows are replaced with windows of lesser quality (such as aluminum or vinyl), which have a much shorter life span than the original windows, and in turn, will require replacement in relatively short intervals. In most cases it is less expensive to repair and replace components of the original window fabric than to replace the windows in their entirety.”

“When window replacement is necessary, do so within the existing historic opening. Use the same sash size to avoid filling in or enlarging the original opening.”

“When window replacement is necessary due to deterioration beyond repair, replace these with in-kind windows. If original wood windows are deteriorated beyond repair and require replacement, these must be replaced with wood windows that match in proportion, shape, location, pattern, size, materials, details and profile. These must have ‘true divided lites’ where these occur...”

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“Thermal pane windows are acceptable only as replacement windows when the historic windows in a building have been previously removed. These are not allowed for new rehabilitations. When used, thermal pane windows must have true divided lites.”

Ayes: Daniel, Galbraith, Taylor, Holcombe, Small, Collier, Floyd, Nelson, Jones, Zimmer. Nays: None. Absent: Tague.

- 6D. HPCA-07-171 at 311 NW 26th ST. (Jefferson Park), Ward 2. Consideration and possible action on the application of Joe G. Burkett for a Certificate of Appropriateness to 1.) demolish garage.

Mr. Burkett was present for comment.

APPROVED. Motion: Collier / Galbraith to move approval based upon evidence presented in the application HPCA-07-171 and during the public hearing, that the Commission finds the action requested is in compliance, and the proposed material change in appearance would not have a substantial adverse effect on the aesthetic, historical or architectural significance and value of the historic district according to the Preservation Guidelines and Standards for Oklahoma City Historic Districts for Oklahoma City, and according to the provisions of the Oklahoma City Municipal Code, 2007, as set forth in the Staff Report for this item and based on the facts as presented at this hearing and direct that such specific findings will be reflected in the minutes recording the action taken on this item.

The Commission specifically finds that the applicant has demonstrated the following:

- The subject garage has been altered with the covering of the wood siding with particle-board,
- The primary structure, the house has been removed from the site,
- The structure is in disrepair and with significant structural issues.

This approval is consistent with the provisions of **Chapter 59, 4200.8.H(2) Miscellaneous Provisions of the Historic Preservation Ordinance**, “Findings and Purpose: Demolition or removal of a historic structure constitutes an irreplaceable loss to the quality and character of the City. Therefore, a certificate of appropriateness shall only be granted if:

- (a) The structure is noncontributing to the historic district, and the demolition will not adversely affect the historic character of the property; or
- (b) The structure poses an imminent threat to public health or safety and the demolition of said structure is required to alleviate said threat. Provided however, if said structure has been declared a public nuisance by the City Council of Oklahoma City then no certificate of appropriateness is required;”

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Ayes: Daniel, Galbraith, Taylor, Holcombe, Small, Collier, Floyd, Nelson, Jones, Zimmer. Nays: None. Absent: Tague.

### 7. OTHER BUSINESS

- 7A. HPCA-08-004 at 2709 N HUDSON. (Jefferson Park), Ward 2. To receive comments from the Historic Preservation Commission concerning the proposed action by the City Council. This item, concerning the garage/storage building will be referred to Neighborhood Services for dilapidated structure processing.

FORWARD COMMENTS: Motion: Taylor / Small to forward comments that the Historic Preservation Commissions finding is that the garage is historic and retains sufficient historic integrity that the demolition would diminish the historic integrity of the Historic District.

Ayes: Daniel, Taylor, Holcombe, Small, Floyd, Nelson, Jones, Zimmer. Nays: Collier, Galbraith. Absent: Tague.

### 8. COMMUNICATIONS

#### A. Administrative Approvals

- 8A1.** HPCA-07-176 at 2209 NW 29th ST. (Shepherd), Ward 2. Staff is announcing the Administrative Approval of the item on the application of Kirby Killfooy for Certificate of Appropriateness to 2.) widen driveway to maximum 10'-0" wide.
- 8A2.** HPCA-08-001 at 520 NW 41st ST. (Crown Heights), Ward 2. Staff is announcing the Administrative Approval of the item on the application of Ed Holcomb for Certificate of Appropriateness to 1.) install fence.
- 8A3.** HPCA-08-005 at 712 NW 39th ST. (Crown Heights), Ward 2. Staff is announcing the Administrative Approval of the items on the application of Marinell Guild for Certificate of Appropriateness to 1.) install canvas awning for first floor kitchen window on west side of house to match existing canvas awnings on second floor bedroom windows (2) on west side of house.

#### B. Withdrawn

- 8B1.** HPCA-07-054 at 3101 N. Harvey Pkwy. (Edgemere Park), Ward 2. Staff is announcing the applicant's request, January 08, 2008, to withdraw the items on the application of Terry and Jann Hook by Randy Floyd Architects for Certificate of Appropriateness to 3.) change cantilevered flat roof over balcony to perforated or wire mesh screen panels on steel frame, and 4.) change wood sunscreen on steel frame to perforated or wire mesh screen panels on steel frame

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**8B2. HPCA-07-148** at 417 NW 16<sup>th</sup> ST. (Heritage Hills), Ward 6. Staff is announcing the applicant's request, January 08, 2008, to withdraw the items on the application of Dr. Timothy Lyons by Randy Floyd Architects for Certificate of Appropriateness to 3.) modify roof @ 1958 addition on east side of house, and 4.) remove north one-story form, and 5.) add two-story addition and porch on north side of house.

### **C. Board of Adjustment (BOA)**

**8C1. HPCA-07-150** at 314 NW 17TH ST. (Heritage Hills), Ward 6. Staff is announcing the action by the BOA, January 17, 2008 concerning the appeal of the Historic Preservation Commissions denial of the application of Lawrence & Magdalen DeBault for Certificate of Appropriateness to 1.) construct new 2-story garage including 1a.) side gable form with composition shingles and standing seam metal roof above dormer, 1b.) brick walls and cementitious siding, 1c.) wood windows, doors, columns, balcony with rail and overhead garage doors. The BOA determined that additional evidence had been created to support the proposal that was not presented to the HP Commission and therefore, the application was remanded to the **March 5, 2008 HP Commission Meeting**.

**D.** Internal Memorandum to Oklahoma City Abstract & Title Co., Escrow Managers.

**E.** The next regularly scheduled meeting for the Historic Preservation Commission is Wednesday, March 5, 2008 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 5:00 p.m., Tuesday, February 12, 2008.

## **9. ADJOURNMENT (3:30 p.m.)**

Motion: Holcombe / Collier to adjourn the February 6, 2008, meeting of the Historic Preservation Commission. Ayes: Daniel, Galbraith, Taylor, Holcombe, Small, Collier, Floyd, Nelson, Jones, Zimmer. Nays: None. Absent: Tague.

EO