

Minutes
Capitol-Medical Center Improvement and Zoning Commission
Jan. 22, 2015
8:15 a.m.
Will Rogers Building, Rm. 216
Oklahoma City, Oklahoma

A meeting notice was given and an agenda was posted in accordance with the Open Meeting Act.

MEMBERS PRESENT: J.R. Caton
Tiana Douglas
Reginald Johnson
Paul Manzelli
David Ooten
Dan Ross
Lenardo Smith
Sarah Welch

MEMBERS ABSENT: Joshua Greenhaw
John Woods

STAFF/GUESTS: Ben Davis, OMES Zoning Administrator, Director of Planning
Justin Henry, OMES CAM, Support Staff
Beverly Hicks, OMES CAM, Support Staff
Don Hackler, OK Dept. of Commerce
Fred Niggemeyer, Frankfurt Short Bruza, Assoc.

A. Roll Call:

The meeting was called to order by Chairman Ross at 8:16 a.m. Roll call was taken and a quorum was established. Mr. Ross was advised that notice of the meeting was given and an agenda posted in accordance with the Open Meeting Act.

B. Minutes:

1. **Approval, disapproval and/or amendment of the minutes of Dec. 18, 2015, meeting.**

Mr. Johnson moved to approve the December meeting minutes. Mr. Ooten seconded the motion, the motion passed and the following votes were recorded:

J.R. Caton, aye; Reginald Johnson, aye; David Ooten, aye; Dan Ross, aye; Lenardo Smith, aye; Sarah Welch, aye.

C. Special Public Hearings: None.

D. Rezoning Request: None.

E. Conditional Use Permits: None.

F. Building Permits: Action Required: Approval, disapproval or amendment of the permit.

1. **BP-15-16-6, Request by Oklahoma Department of Commerce to construct two monument signs and one wall-mounted sign at 900 N. Stiles Ave.**

Located in the Maywood Addition, Block 12, Lot 14. Mr. Davis explained that the applicant is requesting to construct two monument signs on the southeast and southwest corners of the property and one wall-mounted sign on the north side of the property facing west by the entrance drive. The existing wall sign is located on a wall that surrounds a transformer just north of the parking lot. The property is zoned Office Commercial.

The two large monument signs on the south side of the property would be made of brick veneer and cast stone with LED backlit aluminum lettering and the state seal cast in stone above the name of the department. There would be blue ceramic tiles on either side of the address at the bottom of the sign. The sign would read Oklahoma Department of Commerce and Oklahoma Department of Tourism and Recreation.

On the wall-mounted sign, the applicant proposes to build up the wall with brick veneer to have it replicate the other signs and re-center the sign with the gable. The applicant will add both department names and have a space for a future tenant for the existing sign facing west.

Mr. Davis informed the above request for size and location meet the rules and guidelines.

Mr. Caton moved to approve. Ms. Welch seconded the motion, the motion passed and the following votes were recorded:

J.R. Caton, aye; Tiana Douglas, aye; Reginald Johnson, aye; Paul Manzelli, aye; David Ooten, aye; Dan Ross, aye; Lenardo Smith, aye; Sarah Welch, aye.

Ms. Douglas entered the meeting at 8:18 a.m.

Mr. Manzelli entered the meeting at 8:20 a.m.

G. Miscellaneous:

1. Discussion of new and revised application forms.

Mr. Henry explained that staff is rewriting some of the commission's application forms to provide additional direction and clarity for users. The forms will be reviewed by this body before they are approved and adopted.

The current forms provide very few instructions regarding what information needs to be filled out or what the process is after submission. Many fields may not be applicable and could be confusing to the applicant. There are also unclear expectations on what supporting documents should be submitted with applications. Some processes are covered by multiple forms, causing staff confusion, and there are a few processes in the rules for which application forms do not exist.

Mr. Henry proposed that staff rewrite the Conditional Use Permit (CUP), combine both the Building Permit (BP) and the Demolition Permit (DP) and separate them into three different forms (primary use building, accessory use building and sign), and combine both the Rezoning Application (RA) and Master Plan Map (MP) Amendment into a single form. In addition, staff proposed to create two new forms: a Variance Request and Reasonable Accommodation Request.

Mr. Davis explained to the commission that, based on the rules and review by staff, administrative approval can be given for fences, driveways and other projects that do not expand square footage of a structure. Projects in the historic districts must go through the Historical Preservation and Landmark Board of Review for approval of a Certificate of Appropriateness (CA). All other permits and applications go to the commission for approval.

Mr. Davis introduced Emily Music, the new AAG, to the commission.

No action. Discussion only.

H. Reports from Commissioners or Director: None.

Chairman Ross expressed his appreciation to the two subcommittee members on the commission for the work they do and their time and effort.

I. Adjournment:

There being no further business, Mr. Johnson made the motion to adjourn. Mr. Manzelli seconded the motion. Seeing no opposition, the meeting adjourned at 8:30 a.m.