

**Minutes**  
**Capitol – Medical Center Improvement and Zoning Commission**  
**Dec. 18, 2015**  
**8:15 a.m.**  
**Will Rogers Building, Rm. 216**  
**Oklahoma City, Oklahoma**

A meeting notice was filed with the secretary of state and agenda posted in accordance with the Open Meeting Act.

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

**MEMBERS ABSENT:** John Woods

**OTHERS:** Ben Davis, OMES CAM  
Justin Henry, OMES CAM  
Beverly Hicks, OMES CAM  
Steven Barker, AAG  
Emily Music, AAG  
Gina Blaylock, Capitol View  
Irene Ewing, Capitol View  
Peggy Ewing, Capitol View  
Treb Praytor, HopeHouse, OKC  
Brandy Romine, HopeHouse, OKC

**A – Determination of quorum and call to order. [Dan Ross]**

Chairman Ross called the meeting to order at 8:15 a.m. A roll call was taken and a quorum was established. Mr. Ross was advised that notice of the meeting had been given, and an agenda posted in accordance with the Open Meeting Act.

**B – Approval, disapproval and/or amendment of the minutes of the Oct. 23, 2015, meeting.**

Mr. Johnson moved to approve the October meeting minutes. Mr. Caton seconded the motion; the minutes were unanimously passed and the following votes were recorded:

J.R. Caton – yes; Tiana Douglas – yes; Joshua Greenhaw – yes; Reginald Johnson – yes; Paul Manzelli – yes; David Ooten – yes; Dan Ross – yes; Lenardo Smith – yes; Sarah Welch – yes.

**C-F – Discussion and possible action on approval of hearings, requests or permits.**

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

**D: Rezoning Request** – None.

**E: Conditional Use Permits**

1. **CUP-15-16-1**, request by HopeHouse Supportive Transitional Living for a conditional use permit to operate a single-family home as an after-school tutoring center for children living in adjacent rental housing, at 7326 N.E. 25<sup>th</sup> St. in the Harrell Addition.

Action required: Approval, disapproval or amendment of the permit.

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

J.R. Caton – yes; Tiana Douglas – yes; Joshua Greenhaw – yes; Reginald Johnson – yes; Paul Manzelli – yes; David Ooten – yes; Dan Ross – yes; Lenardo Smith – yes; Sarah Welch – yes.

**F: Building Permits:** None.

**G – Miscellaneous.**

1. Discussion of new Historic Preservation Guidelines

As discussed in last month's meeting, Mr. Davis informed that the Historic Preservation (HP) Board decided to emulate the City of OKC Historic Preservation Guidelines as a basis for their own guidelines, adjusting to make them more district specific based on input from the HP Board. Mr. Davis will be sending his initial draft to the Historic Preservation Board and will update the commission on an in-depth overview of the guidelines in January.

2. Discussion of Comprehensive Planning Process

Mr. Davis made the commission aware the last comprehensive plan was updated in 1994. He will be focusing on how the staff can adjust the zoning and land use for the district, historic preservation, neighborhood improvements and improvements to the Capitol complex.

Mr. Davis is looking to fill the remaining vacancies on the Citizen's Advisory Committee (CAC) as well as the Senate appointment on the commission. The staff will also revise all remaining applications to make them more user-friendly for the applicants.

**H – Reports from commissioners or director.**

1. Director's Monthly Activity Report

**I – Adjournment. [Dan Ross]**

There being no further business, Mr. Ooten made the motion to adjourn. Mr. Greenhaw seconded the motion. Seeing no opposition, the meeting adjourned at 8:35 a.m.