

**MINUTES**  
**DOWNTOWN LAWTON ARCHITECTURAL REVIEW COMMITTEE**

Minutes of the Downtown Lawton Architectural Review Committee meeting held September 20, 2022 in the 2nd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

The meeting was called to order at 2:15 p.m. by Chairman Ernest Sheppard.

Notice of the meeting and agenda were posted on the City Hall bulletin board as required by State law.

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**ROLL CALL**

**MEMBERS PRESENT:** Joe Abshere  
Jacob Brox  
John Purcell, Jr.  
Ernest Sheppard

**MEMBERS ABSENT:** Jesse Cross

**OTHERS PRESENT:** Janet Smith, Planning Director  
Greg Gibson, Assistant City Attorney  
Kameron Good, City Planner  
Charlotte Brown, Code Plans Supervisor  
Cindy Augustine, City Attorney Office  
Denise Ezell, Recording Secretary

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**2. Verify posting of meeting according to The Open Meeting Act (Title 25, Okla. Statutes 301-314).**

Meeting posted on September 15, 2022 at 3:50 p.m. by Tammy Anderson

**3. Establish Quorum.**

Four (4) of the five (5) members present

**4. Approval of Minutes.**

Recommended Action: Motion to approve minutes from the July 19, 2022, meeting.

Sheppard stated on page five (5) third conservation negotiable should read negatable.

**Motion by Brox, Second by Purcell**, approve the July 19, 2022 minutes with the stated correction. **Aye:** Brox, Purcell, Sheppard. **Abstained:** Abshere. **Nay:** None. **Motion Passed.**

**BUSINESS**

**5. Consider approving a Certificate of Architectural Conformance for new VET center building signs on the East and West elevations and a new VET Center graphic on the double-sided tenant cabinet for the Insuirca Building located at 10 SW 2nd St, Lawton, OK 73501.**

Recommended Action: Approve a Certificate of Architectural Conformance for new VET center building signs on the East and West elevations and a new VET center graphic on the double-sided tenant cabinet for the Insuirca Building located at 10 SW 2nd St, Lawton, OK 73501.

Good stated this is the Insuirca Building. There is an existing sign on the building which should be the first image you see as an exhibit. They have updated their logo and are requesting to change the logo on the west and east side of the building. They also want to update their logo in the existing twelve (12) foot pylon sign. The first exhibit is the existing. Second and third exhibits are the new ones and the fourth is the old and new pylon sign.

Sheppard asked are they staying the same size.

Good stated yes, it will roughly be the same size.

Sheppard asked is there any difference in lighting.

Good stated no, it will be backlight.

**Motion by Abshere, Second by Brox**, to approve a Certificate of Architectural Conformance for new VET center building signs on the East and West elevations and a new VET Center graphic on the double-sided tenant cabinet for the Insuirca Building located at 10 SW 2nd St, Lawton, OK 73501. **Aye:** Purcell, Sheppard, Abshere, Brox. **Nay:** None. **Motion Passed.**

**6. Consider approving a Certificate of Architectural Conformance for new Oklahoma Human Services building signs on the West elevations and a new Oklahoma Human Services graphic on the double-sided tenant cabinet for the Insuirca Building located at 10 SW 2nd St, Lawton, OK 73501.**

Recommended Action: Approve a Certificate of Architectural Conformance for new Oklahoma Human Services building signs on the West elevations and a new Oklahoma Human Services graphic on the double-sided tenant cabinet for the Insuirca Building located at 10 SW 2nd St, Lawton, OK 73501.

Good stated this is the same applicant, same building, and same address. This is to add a new sign on the west side of the building for the Oklahoma Human Services.

Brown stated DHS is moving into the building.

Good stated it is on the west side with the same LED backlight. They will also add a tenant insert into the twelve (12) foot pylon sign.

Abshere asked is this DHS that is currently on Lee Boulevard.

Brown stated yes, since COVID they have been working from home. They have decided they don't need that large building.

Abshere stated okay.

Brown stated CCMH is moving some administrative stuff into the building on Lee and 26<sup>th</sup>.

Purcell asked is DHS keeping the building.

Brown stated Buddy Green owns the building and I believe CCMH is purchasing it from Buddy Green.

**Motion by Brox, Second by Abshere**, to approve a Certificate of Architectural Conformance for new Oklahoma Human Services building signs on the West elevations and a new Oklahoma Human Services graphic on the double-sided tenant cabinet for the Insuirca Building located at 10 SW 2nd St, Lawton, OK 73501. **Aye:** Sheppard, Abshere, Brox, Purcell. **Nay:** None. **Motion Passed.**

## 7. Reports.

Smith stated I would like to mention Charlotte will be moving back to planning as the Senior Planner. She has feet on both side of the hallway until we fill her spot in License and Permits. This means she will be my deputy for LURA and DLARC.

Sheppard stated congratulations, we are glad to have you. We had talked about an amendment coming back to DLARC. Where does that stand.

Smith stated we will bring it back next time. I was gone last week and wasn't able to give the agenda the oversight I normally do. We discussed repealing the administrative review process that was approved in 2015. At that time there was a lot of development happening. Upon further discussion with this board, I believe we should rescind it, and everything come back for your oversight.

Sheppard stated the implications to this is we will have to be responsive to request that come in. That may mean meeting frequently. So, think about that.

Abshere asked are you talking more than once a month.

Purcell stated we will meet once a month but may have to hold special meetings. It will be as needed.

Good stated we will send an email with some dates asking which is best for everyone.

## 8. Adjournment.

There being no further business the meeting adjourned at 2:23 p.m.

**Motion by Purcell, Second by Brox**, to adjourn. **Aye:** Abshere, Brox, Purcell, Sheppard. **Nay:** None. **Motion Passed.**