



**REGULAR MEETING MINUTES
OF THE
TULSA PRESERVATION COMMISSION**
Thursday, September 11, 2008, 11:00 a.m.
175 E. 2nd Street, 10th Floor North Conference Room
Tulsa, OK 74103

- 1. Roll Call** – Chairperson O’Neal called the Regular Meeting to order at 11:13 a.m.

Members Present:

Chairperson, Breniss O’Neal;
Vice-Chair, Barbara Smallwood;
Bob Winchester, Professional Banker;
Bob Sober, Arts Commissioner;
Charles Gilmore, Professional Developer;
Kristen Bergman, Community Group Resident;
Michelle Cantrell, Planning Commissioner;
Paula Wood, Professional Tulsa Public Schools Representative;
Mary Lee Townsend, Professional Historian; &
Jack Hodgson, Professional Real Estate Broker.

Members Absent:

Secretary, Alice Rodgers, Owner, Non-residential Representative;
Jim Turner, Community Group Resident;
Dusty Peck, Community Group Resident; &
Matt King, Professional Architect.

Others Present:

Kurt Ackermann, Fannie Warrior, Ed Sharrer, Amanda DeCort, Glen Roberson, Lynda Schwan, Mark Tanner, Daniel Matlock and Ron Flanagan.

**2. Approval of Minutes of Previous Meetings
Regular Meeting Minutes for August 14, 2008;**

Chairperson O'Neal asked if anyone would like to make a motion to approve the Regular Meeting Minutes for August 14, 2008.

Commissioner Bergman made a motion to approve the Regular Meeting Minutes for August 14, 2008 subject to the corrections that were made. The motion was seconded by Commissioner Townsend.

By a show of hands, all "In Favor" of the motion to Approve the August 14, 2008 Regular Meeting Minutes:

- (1) Chairperson O'Neal;
- (2) Vice-Chair Smallwood;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Mary Lee Townsend
- (6) Kristen Bergman;
- (7) Michelle Cantrell;
- (8) Bob Winchester;
- (9) Bob Sober; &
- (10) Paula Wood;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

**3. Consideration of the Mayo Building National Register
Nomination Review**

Chairperson O'Neal introduced Architectural Historian, Lynda Schwan and Glen Roberson, Director of the Certified Local Government (CLG) Program from the Oklahoma State Historic Preservation Office (SHPO) in Oklahoma City. She stated that they review all National Register Nominations at the State level; and would like for the Commission to consider the Mayo Building for nomination.

Ms. Schwan stated that Cathy Ambler was unable to attend the meeting to answer questions about the nomination. She stated that she had worked very closely with Ms. Ambler on the Mayo Building nomination; and that she, Mr. Roberson and Ms. Ambler would like for the Commission to please consider it for National Register Nomination.

Chairperson O'Neal asked the Commission if everyone had had a chance to review the Mayo Building Nomination; and if anyone would like to make a motion or ask any questions.

Mr. Sharrer made a brief comment stating that the Mayo Building was currently under construction to convert the upper floors of the building to apartments; and upon the approval of this nomination that the Mayo Building project would be eligible for historic rehabilitation tax credits.

Commissioner Bergman made a motion to approve the Mayo Building National Register Nomination. The motion was seconded by Commissioner Hodgson.

By a show of hands, all "In Favor" of the motion to Approve the Mayo Building National Register Nomination:

- (1) Chairperson O'Neal;
- (2) Vice-Chair Smallwood;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Mary Lee Townsend
- (6) Kristen Bergman;
- (7) Michelle Cantrell;
- (8) Bob Winchester;
- (9) Bob Sober; &
- (10) Paula Wood;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

4. Committee Reports

A. Historic Preservation Committee

i. Announcement of Conflict of Interest

Chairperson O'Neal asked the Commission if anyone had a conflict of interest with any of the Certificate of Appropriateness (COA) requests that have been brought before the Commission today. No one had a conflict of interest with any of the proposals.

ii. Applications for Certificate of Appropriateness

Chairperson O'Neal briefly informed the COA applicants of how their proposals would be reviewed by the Tulsa Preservation Commission for a final determination.

1. 1704 S. Madison Avenue (North Maple Ridge)

Applicant: Kevin Stephens

Request:

- I. Remove vinyl siding and repair original lap siding underneath. Repair window sills to original width. Repair water table trim above foundation stem wall.
- II. Remove slab door and replace with 42" x 83" wood, single light, clear glass door.

COA Subcommittee Complete Application Date:

09-09-2008

**APPROVED BOTH PARTS WITHOUT
CONDITIONS**

Mr. Sharrer presented both parts of Kevin Stephens' Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in North Maple Ridge.

Mr. Sharrer stated that Mr. Stephens plans to (Part I) remove the vinyl siding and repair the original lap siding underneath the vinyl siding; and repair the window sills to their original width; and repair the water table trim above the foundation stem wall. Mr. Sharrer stated that Mr. Stephens also plans to (Part II) remove the slab door and replace it with a 42" x 83" wood, single light, clear glass door.

Mr. Sharrer read the appropriate design guidelines for this proposal for *Rehabilitation in the North Maple Ridge District*.

Daniel Matlock, the contractor for Mr. Stephens, was present at the meeting; and he answered questions asked by the Commission.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation from the COA Subcommittee.

Vice-Chair Smallwood stated that the COA Subcommittee considered both parts of Mr. Stephens' application to be complete after his proposal was reviewed at the September 9, 2008 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to approve both parts of Mr. Stephens' proposal for *Rehabilitation in North Maple Ridge*.

Vice-Chair Smallwood made a motion to approve Mr. Stephens' application for Rehabilitation as recommended by the COA Subcommittee. The motion was seconded by Commissioner Gilmore.

By a show of hands, all "In Favor" of the motion to Approve both parts of Kevin Stephens' application without conditions:

- (1) Chairperson O'Neal;
- (2) Vice-Chair Smallwood;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Mary Lee Townsend
- (6) Kristen Bergman;
- (7) Michelle Cantrell;
- (8) Bob Winchester;
- (9) Bob Sober; &
- (10) Paula Wood;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

The Tulsa Preservation Commission Approved both parts of Kevin Stephens' proposal based on guidelines under General Requirements, 1.0.1, 1.0.2 & 1.0.3; Building Wall Materials, 1.1.1 & 1.1.1; and Windows & Doors, 1.2.1 & 1.2.3 for Rehabilitation of Existing Buildings for the North Maple Ridge Historical District.

2. 1620 S. Quincy Avenue (Swan Lake)

Applicant: Metro Development Group

Request: Replace existing front door with new Craftsman-style wood front door.

COA Subcommittee Complete Application Date: 09-09-2008

APPROVED WITHOUT CONDITIONS

Mr. Sharrer presented Metro Development Group's Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in Swan Lake.

Mr. Sharrer stated that Metro Development Group plans to replace the existing front door with a new Craftsman-style wood front door.

Mr. Sharrer read the appropriate design guidelines for this proposal for *Rehabilitation in the Swan Lake District*.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation from the COA Subcommittee.

Vice-Chair Smallwood stated that the COA Subcommittee considered Metro Development Group's application to be complete after their proposal was reviewed at the September 9, 2008 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to Metro Development Group's proposal for *Rehabilitation in Swan Lake*.

No one from Metro Development Group attended this meeting to represent this proposal.

Vice-Chair Smallwood made a motion to approve Metro Development Group's application for Rehabilitation as

recommended by the COA Subcommittee. The motion was seconded by Commissioner Wood.

By a show of hands, all “In Favor” of the motion to Approve Metro Development Group’s application without conditions:

- (1) Chairperson O’Neal;
- (2) Vice-Chair Smallwood;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Mary Lee Townsend
- (6) Kristen Bergman;
- (7) Michelle Cantrell;
- (8) Bob Winchester;
- (9) Bob Sober; &
- (10) Paula Wood;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

The Tulsa Preservation Commission Approved Metro Development Group’s proposal based on guidelines under General Requirements, 1.0.1 & from Windows and Doors, 1.2.1 & 1.2.3 for Rehabilitation of Existing Buildings for the Swan Lake Historical District.

3. 1711 S. Yorktown Avenue (Yorktown)

Applicant: Mark Tanner

Request:

I. Install composite lap siding and 1 x 8 waist trim.

COA Subcommittee Complete Application Date:

09-09-2008

RECOMMENDED FOR APPROVAL (PART I) WITH CONDITIONS

Mr. Sharrer presented Part I of II parts of Mark Tanner's Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in Yorktown.

Mr. Sharrer stated that the work had already been done on Mr. Tanner's house. He stated that Mr. Tanner had already installed composite lap siding on the structure, and that the proposal to install 1" x 8" waist trim would make the house match the original detailing more closely. Mr. Sharrer stated that the structure was non-contributing to the Yorktown Historic District according to the Yorktown National Register Nomination report; and that this house is two (2) structures combined together as one.

Mr. Sharrer read the appropriate design guidelines for Part I of this proposal for *Non-Contributing Structures in the Yorktown District*.

Mr. Tanner was present at the meeting; and he answered questions that were asked by the Commission. Mr. Tanner added that there were three (3) courses of siding in each board.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation from the COA Subcommittee.

Vice-Chair Smallwood stated that the COA Subcommittee considered Part I of Mr. Tanner's application to be complete after his proposal was reviewed at the September 9, 2008 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to approve Part I of Mr. Tanner's proposal for *Non-Contributing Structures in Yorktown* with the following conditions:

- ◇ That there be some type of top rail trim installed that is close to the photo shown by staff

Vice-Chair Smallwood made a motion to approve Part I of Mr. Tanner's application on this Non-Contributing Structure as recommended by the COA Subcommittee. The motion was seconded by Commissioner Sober.

By a show of hands, all "In Favor" of the motion to Approve Part I of Mark Tanner's application with conditions:

- (1) Chairperson O'Neal;
- (2) Vice-Chair Smallwood;
- (3) Charles Gilmore;

- (4) Jack Hodgson;
- (5) Mary Lee Townsend
- (6) Kristen Bergman;
- (7) Michelle Cantrell;
- (8) Bob Winchester;
- (9) Bob Sober; &
- (10) Paula Wood;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

The Tulsa Preservation Commission Approved Part I of Mark Tanner's proposal based on guidelines under General Requirements, E.1.0.3; & Building Wall Materials, A.1.1.1 & A.1.1.2 for Non-Contributing Residential Structures for the Yorktown Historical District.

3. 1711 S. Yorktown Avenue (Yorktown)

Applicant: Mark Tanner

Request:

- II. Install single-hung vinyl windows with 9-light Prairie design.

COA Subcommittee Complete Application Date:

09-09-2008

**RECOMMENDED FOR APPROVAL (PART II)
WITH OPTION**

Mr. Sharrer presented Part II of II parts of Mark Tanner's Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in Yorktown.

Mr. Sharrer stated again that the work had already been done on Mr. Tanner's house. He stated that Mr. Tanner had already installed the single-hung vinyl windows with the 9-light Prairie

design, except for two (2) windows on the south elevation, which were fixed 9-light windows. Mr. Tanner's proposal is to address those two (2) windows by replacing the glass with a 9-over-1 pattern, matching the original windows.

Mr. Sharrer read the appropriate design guidelines for Part II of this proposal for *Non-Contributing Structures in the Yorktown District*.

Mr. Tanner answered questions that were asked by the Commission. The Commission then complimented Mr. Tanner and stated that the house looks so much better now.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation from the COA Subcommittee.

Vice-Chair Smallwood stated that the COA Subcommittee considered Part II of Mr. Tanner's application to be complete after his proposal was reviewed at the September 9, 2008 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to approve Part II of Mr. Tanner's proposal for *Non-Contributing Structures in Yorktown* with an option:

- ◇ Having a window pane design with interior muntins to mimic 9 over 1 single hung windows.

Vice-Chair Smallwood made a motion to approve Part II of Mr. Tanner's application on this Non-Contributing Structure as recommended by the COA Subcommittee. The motion was seconded by Commissioner Sober.

By a show of hands, all "In Favor" of the motion to Approve Part II of Mark Tanner's application with an option:

- (1) Chairperson O'Neal;
- (2) Vice-Chair Smallwood;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Mary Lee Townsend
- (6) Kristen Bergman;
- (7) Michelle Cantrell;
- (8) Bob Winchester;
- (9) Bob Sober; &
- (10) Paula Wood;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

The Tulsa Preservation Commission Approved Part II of Mark Tanner's proposal based on guidelines under General Requirements, E.1.0.3; & Windows and Doors, A.1.2.1 through A.1.1.4 for Non-Contributing Residential Structures for the Yorktown Historical District.

B. Rules & Regulations Committee

No report from Committee Chairman Gilmore.

C. Outreach Committee

Committee Chairperson Bergman reported that Tim Williams has submitted an article for her review to be submitted for publication in the *Tulsa World*. She believes it is an outstanding article that was well written. The Commission applauded Mr. Williams.

Committee Chairperson Bergman announced the next meeting of the Outreach Committee will be at Elote at 11:30 a.m., on Friday, September 19, 2008.

4. Chair Report

Chairperson O'Neal thanked the Commissioners who attended the 3:30 meeting with Nore' Winter; and she thanked staff for doing a good job of putting the meeting together.

Chairperson O'Neal stated that staff had placed brochures and posters at the meeting room's back table about the PLANiTULSA Public Workshops on September 22nd & 23rd; and that they're available for them to take and hand out to their friends and to the public to spread the word about the workshops.

Chairperson O'Neal reported that in the opinion section of the (09-07-2008) Sunday Tulsa World that there is a great article about "Preservation Opinion Thoughts." She stated that you can read the entire article at www.tulsaworld.com/preservationsurvey

5. Staff Report

The September Staff Report was distributed to the Commission prior to this meeting by staff.

6. Absence Report

There were no absences to report.

7. New Business

None.

8. Other Business

This agenda item is reserved for public comment or presentations to the TPC.

a) Hazard Mitigation Plan HP Annex Update -- Ron Flanagan, R.D. Flanagan & Associates

Chairperson O'Neal introduced Ron Flanagan from R.D. Flanagan & Associates. She announced that Mr. Flanagan will give a 10 minute sneak peak of the presentation that he will be delivering at the National Preservation Conference on the HP elements of the Hazard Mitigation Plan update.

Mr. Flanagan stated that the Hazard Mitigation Plan presentation has been put together in conjunction with Tim Novell from Tulsa Partners and by working with the Tulsa Preservation Commission staff. He stated that this 20-minute presentation will be presented at the 5-day National Preservation Conference here in Tulsa, October 21 thru 25, 2008.

Mr. Flanagan stated that this is a pilot study funded by the Federal Emergency Management Agency (FEMA) to try to integrate historic preservation into hazard mitigation planning for communities throughout the country. He stated that he wanted to make a strong stand that the federal government needs to require historic preservation in all future hazard mitigation planning efforts; and that he believes that it is extremely important. Mr. Flanagan stated that he had completed about forty (40) studies throughout the state of Oklahoma; and that historic preservation is something that is extremely important, especially for small communities. Mr. Flanagan stated historic preservation is not just a "big community thing". He stated that small communities identify themselves with their historic structures in their communities. Mr. Flanagan stated that they're often the most important resources in their communities.

Mr. Flanagan stated that after the President has declared a federal disaster in a certain area that federal funds will be made available only to those communities with FEMA-approved hazard mitigation plans. He stated that the City of Tulsa has a hazard mitigation plan that was approved by FEMA in 2003; and that the City of Tulsa was one of the first in the Nation to have a FEMA approved plan. He stated that he was the consultant to the federal government back in the 1980's on the development of this entire process. Mr. Flanagan stated that the City of Tulsa has always been a leader in flood management; and in hazard mitigation and now he wants the City of Tulsa to also be a leader in pushing for historic preservation to become part of this planning process.

Mr. Flanagan stated that a representative from FEMA will be at the National Preservation Conference making a presentation on hazard mitigation. He wants to push FEMA to make historic preservation considerations in hazard mitigation planning more than just a recommendation; and that he would appreciate the Tulsa Preservation Commission's support to make it mandatory that communities take this into consideration into the future.

Mr. Flanagan stated that their goal is to develop hazard mitigation planning measures for preserving and enhancing the community's historic and cultural resources. Tulsa has a wealth of them. He stated that the process of preparing the plan includes working with the Citizens Advisory Committee, which includes members and staff from the Tulsa Preservation Commission.

Mr. Flanagan asked if he could take a picture of the Tulsa Preservation Commission; and Chairperson O'Neal responded by stating that he could. Before taking the picture, Mr. Flanagan asked the Commission if there was anything that he could do to make the pilot presentation better. Commissioner Bergman asked that Mr. Flanagan not use abbreviations or acronyms in the presentation. Chairperson O'Neal responded by stating to Mr. Flanagan that she will give the Commission his telephone number and have them contact him. No vote was taken.

b) PLANiTULSA Public Workshops, September 22-23 -- Bob Sober

Commissioner Sober announced that PLANiTULSA will be sponsoring two (2) citywide workshops on September 22nd and 23rd. He explained to the Commission members what to expect at the citywide workshops which may have over a thousand people in attendance. He stated that they're going to break people up in small groups to plan on how they want the City of Tulsa to change and how they want it to look in 10-20 years. He stated that each group will make a presentation; and that they want people with different opinions of guiding principles for the city.

Commission Sober stated that PLANiTULSA is building a plan for all Tulsans that will involve all of us. He encouraged all the members to attend one of these workshops later this month. He distributed brochures for their review; and he asked the Commission to invite all their family, friends and neighbors to this special event; and anyone who would like to know more about PLANiTULSA, please contact him.

c) Street Fleet, BOK Center Ambassadors -- Ed Sharrer

Mr. Sharrer stated that the Convention & Visitor's Bureau, Downtown Tulsa Unlimited, Tulsa Planning Department, Tulsa Parking Authority and numerous other groups put together a volunteer team called the Street Fleet. With the opening of the BOK Center, we're going to have a lot of visitors from outside of Tulsa and even some Tulsans who may be a little nervous about coming to the downtown arena, and the Street Fleet will be stationed out on the streets during BOK Center events to assist patrons and make them feel welcome. The Street Fleet consists of 150 volunteers; and Mr. Sharrer stated that he was one of those volunteers

Mr. Sharrer stated that they're given a lime green shirt to wear. They're all paired up and assigned to certain street corners throughout downtown. He stated that basically their jobs are to help people get to where they want to go -- maybe where they can get something to eat before the concert or where they can park. Their jobs are to be friendly to everyone during the event because some people are not that familiar with downtown Tulsa. Mr. Sharrer stated that getting the downtown visitors to their destination sometimes put a smile on their face when the volunteers help the visitors reach their destination in a timely manner.

Mr. Sharrer stated that his assigned corner was at 1st and Elgin near McNellie's; and that there were about 20,000 people downtown last weekend; and that he got several compliments from the public about how nice it was to have some assistance in getting to know downtown Tulsa better. He stated that he will be working the street corner this coming weekend also for the American Idol concert. The Commission thought Mr. Sharrer working the street corner was quite funny.

9. Adjournment

There being no other business, Chairperson O'Neal adjourned the meeting at 12:34 p.m. The Regular Tulsa Preservation Commission Meeting of September 11, 2008 was recorded; and the Meeting Minutes for this meeting were transcribed by Fannie Warrior.

Note: Please notify Mrs. Warrior by e-mail at Fwarrior@ci.tulsa.ok.us that you have received the information forwarded to you. Project plans will be available at the Planning Department office for review.

*K:/Planning/FW/MINS 09 11 2008R TPC
Minutes Approved by TPC on 10 06 2008*