



# TULSA PRESERVATION COMMISSION

## REGULAR MEETING MINUTES

**Thursday, May 13, 2010, 11:00 a.m.**

City Hall @ One Technology Center, 175 E. 2<sup>nd</sup> Street  
10<sup>th</sup> Floor North Conference Room

THE AGENDA FOR THIS MEETING WAS POSTED AT THE OFFICE OF THE TULSA CITY CLERK, 175 EAST SECOND ST., TULSA OKLAHOMA, IN COMPLIANCE WITH THE OPEN MEETING ACT ON MAY 12, 2010 AT 8:11 AM.

1. **Roll Call** – Chairman Sober called the Regular Meeting to order at 11:00 a.m.

### **Members Present**

Bob Sober, Chair  
Matt King, Vice-Chair\*  
Kristen Bergman, Secretary  
Pamela Curtis\*  
Charles Gilmore  
Susan McKee\*  
Anne Pollard\*  
Robert Shears  
Barbara Smallwood  
Mary Lee Townsend  
Bob Winchester  
Paula Wood

### **Members Absent**

Jack Hodgson  
Jim Turner  
Elizabeth Wright

### **Staff Present**

Patrick Boulden, Amanda DeCort, Ed Sharrer, Mark Swiney

\* Arrived late

2. **Approval of Regular Meeting Minutes of April 8, 2010**

Commissioner Smallwood made a motion to approve the Regular Meeting Minutes for April 8, 2010. Commissioner McKee seconded. Chairman Sober called for a vote on the motion. The motion was approved by majority.

**In Favor**

1. Bergman
2. Gilmore
3. King
4. McKee
5. Shears
6. Smallwood
7. Sober
8. Winchester
9. Wood

**Opposed**

None

**Abstaining**

1. Townsend

**Not Present**

1. Curtis
2. Pollard

**3. Committee Reports**

**A. Historic Preservation Committee**

**i. Announcement of Conflict of Interest**

No one responded to having a conflict of interest with any of the proposals on the agenda.

**ii. Applications for Certificate of Appropriateness**

**1. 1320 E. 18<sup>th</sup> Street (Swan Lake)**

Applicant: Stephen Fenno

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

Application Date: May 11, 2010

**APPROVED**

Mr. Sharrer presented Mr. Fenno's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district.

Mr. Fenno was not present.

Commissioner King gave the COA Subcommittee report on the application. The COA Subcommittee considered Mr. Fenno's application to be complete and recommended approval. Commissioner King made a motion to approve the application with no conditions. Commissioner Pollard seconded the motion. Chairman Sober asked for a vote on the motion.

Vote: 1320 E. 18<sup>th</sup> Street | Stephen Fenno

**In Favor**

1. Bergman
2. Curtis
3. Gilmore
4. King
5. McKee
6. Pollard
7. Shears
8. Smallwood
9. Sober
10. Townsend
11. Winchester
12. Wood

**Opposed**

None

**Abstaining**

None

**Not Present**

None

The motion was **Approved Unanimously** by members present and voting.  
Swan Lake Guidelines cited: A1.0.1, A1.2.1, A1.2.3

**2. 1702 S. Rockford Avenue (Swan Lake)**

Applicants: Sylvia & Tom Brown

Request: Enclose alcove and remove one existing aluminum window and three storm windows on south elevation of house. Install 4" Hardieboard smooth lap siding to match existing. Install two 3-over-1 jailhouse, double hung, clad wood windows (30"w by 36"t) and four jailhouse, clad wood transom windows (30"w by 12"t) according to plans submitted.

Application Date: May 11, 2010

**APPROVED**

Mr. Sharrer presented the Browns' Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district.

Ms. Brown was present. She answered the Commissioners' questions regarding the proposed work.

Commissioner King gave the COA Subcommittee report on the application. The Subcommittee requested an additional drawing showing the trim detail around the proposed windows, which was provided. The COA Subcommittee considered the Browns' application to be complete and recommended approval. Commissioner King made a motion to approve the application with no conditions. Commissioner Curtis seconded the motion. Chairman Sober asked for a vote on the motion.

Vote: 1702 S Rockford Avenue | Sylvia & Tom Brown

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Bergman	None	None	None
2. Curtis			
3. Gilmore			
4. King			
5. McKee			
6. Pollard			
7. Shears			
8. Smallwood			
9. Sober			
10. Townsend			
11. Winchester			
12. Wood			

The motion was **Approved Unanimously** by members present and voting.  
Swan Lake Guidelines cited: B1.0.1, B1.0.2, B1.0.3, B1.2.1, B1.2.2

**B. Rules and Regulations Committee**

No report.

**C. Outreach Committee**

Commissioner Bergman announced that the next Outreach Committee meeting would be held Thursday, May 20th at 11:30am at Eloté. The Committee will continue discussions on a trolley tour for local realtors, plans for this year's Open House, and updating the Outreach Communication Plan.

**D. Implementation Committee**

No report.

**E. Enforcement Committee**

No report.

**4. Chair Report**

**A. Recap of PLANiTULSA Change/Stability Mapping and Utica Corridor issue**

Chairman Sober reported that the Commission's request to include all residential properties within National Register-listed districts in the PLANiTULSA Areas of Stability was successful. The Tulsa Metropolitan Area Planning Commission (TMAPC) discussed and approved the request at its most recent meeting regarding the PLANiTULSA Comprehensive Plan update. The TMAPC is compiling all adjustments and corrections to the plan, which will be distributed in mid-May. A public hearing on the updated draft of the plan will take place in June.

In addition, Chairman Sober reported that he and Vice-Chair King would meet with Staff later in the day to review the process of how a neighborhood requests and receives Historic Preservation Overlay Zoning. The last neighborhood to go through the process did so 11 years ago, so a refresher on how the process works is in order. The Historic Preservation Committee, chaired by Commissioner King, would coordinate the Commission's review of the neighborhood's request.

Chairman Sober also mentioned that the Commission could take a proactive role in PLANiTULSA by requesting a small area plan for the Riverview neighborhood. The neighborhood is a mix of Areas of Stability and Growth, with four National Register-listed districts within the neighborhood association area. Chairman Sober believes TPC Staff, Ms. DeCort and Mr. Sharrer, would be ideal lead planners on a Riverview Small Area Plan and plans to make that recommendation to City officials.

## **5. Staff Report**

### **A. Placing Conditions on COA Applications**

Mr. Boulden circulated a memorandum explaining the conditions under which the Commission could attach conditions to a COA application. He summarized the memo by saying that the COA applicant proposes the work according to the ordinance. If the applicant agrees to modify their proposal, then the modification may be recorded as a condition. If the applicant does not want to modify their proposal, the Commission should deny the application if the proposed work is considered inappropriate (rather than forcing through the modification by approving the application with conditions).

Mr. Boulden also introduced Mark Swiney to the Commission. Mr. Swiney has served in the City Attorney's Office for 25 years and will be working with the Commission from time-to-time in the future should Mr. Boulden be unavailable.

In addition, Ms. DeCort reported that the program may be getting an intern for the Fall semester. She will meet next week with the interested student.

## **6. Absence Report**

### **A. No unexcused absences to report.**

### **B. Discussion of Number of Excused Absences / Twice-Monthly Meetings**

The Commission discussed the impact of holding twice-monthly meetings pertaining to the number of excused absences allowed per calendar year. The Rules & Regulations allow members up to four absences from regular and special meetings per calendar year. After discussion, the Commission decided not to change the Rules & Regulations at this time to see how the twice-monthly schedule works.

**7. Other Business**

No other business.

**8. New Business**

No new business.

**9. Adjournment**

Chairman Sober adjourned the meeting at 11:55 a.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of May 13, 2010 were recorded. The meeting minutes were transcribed by Ed Sharrer. Minutes approved by the TPC on June 10, 2010.