



TULSA PRESERVATION COMMISSION

REGULAR MEETING MINUTES

Tuesday, February 22, 2011, 4:30 p.m.
City Hall @ One Technology Center, 175 E. 2nd Street
10th 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 FEBRUARY 18, 2011 AT 8:12 AM.

A. Opening Matters

1. Call to Order and Verification of Quorum

Chairman King called the Regular Meeting to order at 4:30 p.m.

Members Present

Matt King, Chairman
Robert Shears, Secretary
Charles Gilmore
Anne Pollard*
Barbara Smallwood
Mary Lee Townsend
Jim Turner

Members Absent

Kristen Bergman, Vice-Chair
Pamela Curtis
Jack Hodgson
Susan McKee

Staff Present

Patrick Boulden, Amanda DeCort, Ed Sharrer

* Arrived late

2. Approval of Regular Meeting Minutes of January 13, 2011

Commissioner Smallwood made a motion to approve the Regular Meeting Minutes for January 13, 2011. Commissioner Townsend seconded. Chairman King called for a vote on the motion. The motion was approved unanimously by members present.

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Gilmore 2. King 3. Shears 4. Smallwood 5. Townsend 6. Turner	None	None	1. Pollard

3. Disclosure of Conflicts of Interest

No one reported a conflict of interest with the proposals on the agenda.

B. Actionable Items

1. COA-11-003 / 1214 E. 17th Place (North Maple Ridge)

Applicant: Paul Kane

Request: Replace three existing windows on east elevation with new 8/8 clad wood windows with exterior muntins.

Mr. Sharrer presented Mr. Kane's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Kane was present to answer questions. Commissioner Smallwood made a motion to approve the application with no conditions. Commissioner Townsend seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1214 E. 17th Place

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Gilmore 2. King 3. Pollard 4. Shears 5. Smallwood 6. Townsend 7. Turner	None	None	None

The motion was **Approved Unanimously** by members present and voting.
North Maple Ridge Guidelines cited: A1.2.1, A1.2.3, A1.2.4, A1.2.6

2. COA-11-004 / 1725 S. Yorktown Avenue (Yorktown)

Applicant: William Ramsay

Work begun prior to COA application

Request, **Part 1**: Replace existing jailhouse-pattern wood windows with new vinyl windows, exterior muntins to match existing.

Mr. Sharrer presented Part 1 of Mr. Ramsay's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Ramsay was not present. After discussion, Chairman Townsend made a motion to approve Part 1 of the application with no conditions. Commissioner Pollard seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1725 S. Yorktown Avenue, Part 1

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Gilmore	None	None	None
2. King			
3. Pollard			
4. Shears			
5. Smallwood			
6. Townsend			
7. Turner			

The motion was **Approved Unanimously** by members present and voting.
Yorktown Guidelines cited: A1.2.1, A1.2.3, A1.2.4

Request, **Part 2**: Replace front door with new panel front door.

Mr. Sharrer presented Part 2 of Mr. Ramsay's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Ramsay was not present. Chairman Townsend made a motion to deny Part 2 of the application due to the installed door being inconsistent with the Craftsman style of the home (A1.0.1). Commissioner Gilmore seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1725 S. Yorktown Avenue, Part 2

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Gilmore	None	None	None
2. King			
3. Pollard			
4. Shears			
5. Smallwood			
6. Townsend			
7. Turner			

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

3. **COA-11-005 / 1517 S. Yorktown Avenue** (Yorktown)

Applicants: Kelly & Virginie Gill

Work begun prior to COA application

Request: Replace existing, deteriorated wood windows with new vinyl windows, matching existing muntin patterns.

Mr. Sharrer presented the Gill's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. The applicants were not present. Commission members asked if the muntin grids on the front elevation were on the exterior or between the panes of glass. Mr. Sharrer reported they were between the panes of glass. Commission members asked staff to explore options with the applicants to retrofit the windows with exterior muntins. Chairman Townsend made a motion to deny the application. Commissioner Turner seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1517 S. Yorktown Avenue

In Favor

1. Gilmore
2. King
3. Pollard
4. Shears
5. Smallwood
6. Townsend
7. Turner

Opposed

None

Abstaining

None

Not Present

None

The motion **to Deny** was **Approved Unanimously** by members present and voting.
Yorktown Guidelines cited: A1.2.1, A1.2.3, A1.2.4

4. **COA-11-006 / 1831 E. 16th Place** (Yorktown)

Applicant: Tom Butchko

Work begun prior to COA application

Request: Construct stone veneer retaining wall in front yard.

Mr. Sharrer presented Mr. Butchko's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Butchko was present to answer questions. Chairman Pollard made a motion to approve the application with no conditions. Commissioner Townsend seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1831 E. 16th Place

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Gilmore	None	None	None
2. King			
3. Pollard			
4. Shears			
5. Smallwood			
6. Townsend			
7. Turner			

The motion was **Approved Unanimously** by members present and voting.
Yorktown Guidelines cited: B.1.1.3

5. COA-11-007 / 1844 E. 16th Place (Yorktown)

Applicant: Mary deCamp Miller

Request: Replace existing jailhouse-pattern wood windows with new vinyl windows, exterior muntins to match existing.

Mr. Sharrer presented Ms. Miller's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Ms. Miller was not present. Due to a lack of specifications provided on the proposed replacement windows, Chairman Gilmore made a motion to continue the application to the March 10 Regular Meeting. Commissioner Townsend seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1844 E. 16th Place

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Gilmore	None	None	None
2. King			
3. Pollard			
4. Shears			
5. Smallwood			
6. Townsend			
7. Turner			

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

C. Reports

1. Staff Report

Ms. DeCort distributed the staff report at the meeting. She reported that funding has been identified to begin work on the National Register Nomination process for the Greenwood Historic District. Ms. DeCort reported a partnership with Tulsa Foundation for Architecture to apply for a grant from

the State Historic Preservation Office to help prepare a National Register Nomination for the Civic Center Historic District. In addition, intern Audra Moore is continuing her work on the Whittier Square Determination of Eligibility proposal.

2. Chair Report

Chairman King thanked Commissioner Turner for hosting the Annual Retreat at his offices. He reported that Sunset Park has formally submitted an application for Historic Preservation Overlay Zoning and that the Historic Preservation Committee will soon begin working with the neighborhood.

3. Committee Reports

a. Rules & Regulations

Commissioner Gilmore reported that the scheduled meeting of the committee was snowed out and would be rescheduled soon.

b. Outreach

Commissioner Smallwood reported that the Wood Window Workshop with Bob Yapp is scheduled for March 4-5 and that registration forms are currently being distributed to the public and contractor community. She also reported that Commissioners Hodgson, Pollard and Turner, along with TPC Staff, will once again teach a Realtor Education Class at the Greater Tulsa Association of Realtors, March 9, 1:00 – 4:00pm.

c. Design Guidelines

Commissioner Smallwood reported that the Design Guidelines committee has worked through the section on Rehabilitation and is starting on the Additions section of the guidelines. The committee will meet every two weeks with the goal of completing a draft by May.

D. New Business

None.

E. Announcements and Future Agenda Items

None.

F. Adjournment

Chairman King adjourned the meeting at 5:33 p.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of February 22, 2011 were recorded. The meeting minutes were transcribed by Ed Sharrer. Minutes approved by the TPC on March 10, 2011.