



# TULSA PRESERVATION COMMISSION

## REGULAR MEETING MINUTES

**Tuesday, October 25, 2011, 4:30 p.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 OCTOBER 24, 2011 AT 3:20 PM.

### 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  
Kristen Bergman, Vice-Chair  
Jack Hodgson  
Susan McKee  
Barbara Smallwood  
Mary Lee Townsend\*

##### Members Absent

Robert Shears, Secretary  
Jim Turner

##### Staff Present

Amanda DeCort, Bob Edmiston, Ed Sharrer  
\* Arrived late

#### 2. Approval of Regular Meeting Minutes of October 13, 2011

Commissioner Bergman made a motion to approve the Regular Meeting Minutes for October 13, 2011 with one typographical correction. Commissioner Smallwood seconded. Chairman King called for a vote on the motion. The motion was approved by majority of members present.

**In Favor**

- 1. Bergman
- 2. Hodgson
- 3. King
- 4. Smallwood
- 5. Townsend

**Opposed**

None

**Abstaining**

- 1. McKee

**Not Present**

None

**3. Disclosure of Conflicts of Interest**

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

**B. Actionable Items**

**1. COA-11-043 / 1536 E. 20<sup>th</sup> Street (Swan Lake)**

Applicant: Sherri McMillan

*COA Subcommittee Review Date: None*

Request: Replace existing louvered attic vent on second story of north elevation with a pair of 6/1 clad wood windows with external muntins.

Mr. Sharrer presented Ms. McMillan's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Ms. McMillan was unable to attend the meeting.

Commissioner Townsend made a motion to approve the application with no conditions. Commissioner Hodgson seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1536 E. 20<sup>th</sup> Street

**In Favor**

- 1. Bergman
- 2. Hodgson
- 3. King
- 4. McKee
- 5. Smallwood
- 6. Townsend

**Opposed**

None

**Abstaining**

None

**Not Present**

None

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

Swan Lake Guidelines cited: A.1.2.5

## C. Reports

### 1. Staff Report

Ms. DeCort reported that the State Historic Preservation Review Committee approved the Blue Dome and Sophian Plaza National Register Nominations as submitted and will forward them to the Keeper of the Register for review. We should learn by the end of the year whether the districts have been listed in the National Register.

DeCort also reported that she received a draft of the Greenwood National Register Nomination. She is working with the State Historic Preservation Office on potential issues and edits.

### 2. Chair Report

#### a. Planning for TPC Holiday Party

Vice-Chair Bergman reported that Commissioner Shears has offered to host the annual holiday party at his house on Thursday, December 8 immediately following the regularly scheduled TPC meeting.

### 3. Committee Reports

#### a. Rules & Regulations

No report.

#### b. Outreach

No report.

#### c. Design Guidelines

Commissioner Smallwood reported that the committee met last week to discuss the input received on the draft of the Unified Design Guidelines. A revised draft reflecting the input was distributed to the Commission.

## D. New Business

None.

## E. Announcements and Future Agenda Items

Chairman King thanked Anne Pollard for her years of service on the Commission.

## F. Adjournment

Chairman King adjourned the meeting at 4:51 p.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of October 25, 2011 were recorded. The meeting minutes were transcribed by Ed Sharrer. Minutes approved by the TPC on November 10, 2011.