



TULSA PRESERVATION COMMISSION

REGULAR MEETING MINUTES
Tuesday, May 24, 2022, 4:30 P.M.
City Hall @ One Technology Center, 175 East 2nd Street
10th Floor - South Conference Room

A. Opening Matters

1. Call to Order and Verification of Quorum

Commissioner Turner called the Regular Meeting to order at 4:33 P.M.

Members Present

James E. Turner, AIA, Chair
Holly Becker, Vice-Chair*
Katelyn C. Parker, RA, Secretary
Chris J. Bumgarner
Royce Ellington
Peter Grant, CGR, CAPS
Susan J. McKee, MFA
Mary Lee Townsend, Ph.D.

Members Absent

Ted A. Reeds II, AIA
Mark D. G. Sanders
Robert L. Shears, ASLA

Staff Present

Roy M. (Jed) Porter, Felicity Good, Robi Jones

Others Present

John Spillyards

*Late arrival

2. Approval of Minutes – Regular Meeting, April 14, 2022 and May 12, 2022

Commissioner Bumgarner made a motion to approve the Minutes of the Regular Meeting on April 14, 2022. The motion was seconded by Commissioner Grant and approved with a majority.

Vote: Minutes – Regular Meeting, April 14, 2022

In Favor

- 1. Turner
- 2. Parker
- 3. Bumgarner
- 4. Ellington
- 5. Grant
- 6. McKee

Opposed

Abstaining

Townsend

Not Present

Becker
Reeds
Sanders
Shears

Commissioner Grant made a motion to approve the Minutes of the Regular Meeting on May 12, 2022. The motion was seconded by Commissioner Parker and approved with a majority.

Vote: Minutes – Regular Meeting, May 12, 2022

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Turner		Bumgarner	Becker
2. Parker		Ellington	Reeds
3. Grant		McKee	Sanders
4. Townsend			Shears

3. Disclosure of Conflicts of Interest
None

B. Actionable Items

1. **HP-0362-2022 / 630 N. Cheyenne Ave.** (Brady Heights/The Heights)
Historic Preservation Permit Subcommittee Review Date: May 17, 2022
Applicant: Brandon Neth
Proposal:
 1. Installation of windows

Staff directed commissioners' attention to Section 70.070-F of the Tulsa Zoning Code and afterwards presented its report, noting the Historic Preservation Permit Subcommittee had recommended approval with the condition that the proposed location of each window be identified. Commissioner Parker reported that the Historic Preservation Permit Subcommittee had found the windows to be appropriate in section but had neither information about where the windows would be placed nor a representation of the original windows. Commissioner Turner inquired whether the windows would fit the existing openings, and Commissioner Parker replied that it seemed they would but noted the applicant had been absent at the review of the application by the Historic Preservation Permit Subcommittee. Commissioner Parker observed that the proportions of two of the windows did not appear to match the locations indicated by the applicant. Commissioners Turner acknowledged that it was difficult to determine whether the sizes of the proposed windows would match the existing window openings on the residence since the images of the proposed windows were so small, and Commissioner Parker agreed, emphasizing the lack of information about the size of the original windows and existing window openings. Upon an inquiry from Commissioner Turner, Staff stated that no proposal for windows on the south or west facades of the residence had been submitted yet. Commissioner Parker observed that the window proposed for installation on the second story of the east facade appeared to be the window that would fit the opening on the west side of the north facade and vice versa and expressed that the application seemed incomplete. Commissioner Turner recalled from the Regular Meeting on April 14 that a window survey had not been completed because, according to the applicants, all the windows had been previously removed. Commissioner Parker disagreed that all the windows had been removed but agreed that a previous owner had removed at least some of the windows. Looking at a photograph of the residence as it previously appeared, Commissioner Grant observed that single windows had been present on the north facade, and Commissioner confirmed the observation with the exception the set of double windows at the west end of the north facade. Upon an inquiry from Commissioner Townsend, staff and Commissioner Parker stated that no muntins had been present

on the original windows. Commissioner Grant guessed that the sizes of the proposed windows were based on the rough openings on each facade. Upon an inquiry from Commissioner Bumgarner, Staff replied that there had been no correspondence with the applicant about installation of windows on the south or west facades as part of this application. Commissioner McKee inquired whether a survey photograph of the residence was available, but staff had been unable to locate one. Commissioner Parker shared an image of the residence as it previously appeared. Commissioner Bumgarner requested clarification on the proposal, and staff confirmed that the Tulsa Preservation Commission’s approval of the application would apply only to the north and east facades. Commissioner Townsend questioned how to address the issue of the two proposed windows’ locations being switched with each other, and Commissioner Grant suggested adding the condition that the new windows fill the existing openings. Commissioner Parker observed a lack of mullions between the windows. Commissioner Becker asked whether the proposed windows were appropriate, and Commissioner Parker confirmed that the wooden, double hung windows would be appropriate for the residence. Commissioner Turner inquired about the mullions, and Commissioner Parker replied that the windows appeared to be mulled during manufacturing. Commissioner Turner noted that trim should be added around and between the windows.

Commissioner Grant made a motion to approve the application with the condition that the new windows completely fill the existing rough openings. Commissioner Parker suggested that specifications about the mullions be added as a condition, but Commissioner Grant declined. Upon a suggestion from Commissioner Turner, Commissioner Grant amended his motion to approve the application for installation of windows on only the north and east facades with the condition that the new windows completely fill the existing rough openings. The motion was seconded by Commissioner Bumgarner and approved with a majority. Commissioners Parker and McKee disclosed that they voted against the motion because they desired to add a condition addressing the construction of the mullions.

Guidelines cited: A.1.1, A.1.2, A.1.3, A.1.4, A.4.1, A.4.2, A.4.3, A.4.4, A.4.5, A.4.6, A.4.7, A.4.8

Vote: 630 N. Cheyenne Ave. (**Brady Heights/The Heights**)

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Turner	Parker		Reeds
2. Becker	McKee		Sanders
3. Bumgarner			Shears
4. Ellington			
5. Grant			
6. Townsend			

- C. Discussion – Procedure for Reviews by the Historic Preservation Permit Subcommittee
 Staff directed commissioners’ attention to Article VI, Section 4 of the *The Rules and Regulations Governing Procedures of the Tulsa Preservation Commission* (“*The Rules and Regulations*”), which describes the review by the Historic Preservation Permit Subcommittee (“the subcommittee”). Commissioner Parker explained that applicants often mistakenly think that a recommendation of approval by the subcommittee means that the application has been approved by the Tulsa Preservation Commission (“the preservation commission”) and suggested that the subcommittee make determinations

about the completeness of applications rather than recommendations for approval or denial. Commissioner Turner stated that the Rules and Regulations already specify that incomplete applications shall not be forwarded to the preservation commission. Commissioners Becker and Townsend clarified that the issue was related to the role of the subcommittee in making recommendations of approval or denial, and Commissioner Parker agreed and suggested that the focus of the subcommittee be limited only to completeness of applications. Commissioner McKee recommended creating a checklist of requirements for complete applications, and Commissioner Parker agreed. Commissioner Grant expressed a preference for the subcommittee to continue making recommendations to the preservation commission and acknowledged the subcommittee's expertise and efforts to work through applications and ensure they are ready for approval by the preservation commission. Commissioner Grant suggested making the role and goals of the subcommittee clearer to applicants during subcommittee meetings, and Commissioner Parker agreed but felt that reports could be made to the preservation commission without a recommendation for approval or denial. Commissioner Bumgarner emphasized that the subcommittee's decision is a recommendation, not a final decision, and expressed that the recommendation should be made clear to applicants. Commissioner Parker stated that a larger issue is that of incomplete applications, and Commissioners Turner and Bumgarner noted that the subcommittee should not forward incomplete applications to the preservation commission. Commissioner Turner agreed with Commissioner Grant and stated that applications could be forwarded to the preservation commission without a recommendation when no consensus can be achieved. Commissioner Bumgarner agreed that applications should be complete before they reach the preservation commission or even the subcommittee. Commissioner Turner suggested a minor revision to the Article VI, Section 4, Subsection E of *The Rules and Regulations* to specify that the subcommittee may review an application more than once. Commissioner Becker stated that, moving forward, the subcommittee could continue making recommendations to the preservation commission but also focus on completeness of applications. Staff added that applicants and owners occasionally struggle to balance their schedules and, if data are not provided in a timely manner, the subcommittee can decline to forward an application or can forward it with conditions. Commissioner Townsend requested that staff provide a copy of the application checklist to the subcommittee members at each meeting, and Commissioner Parker suggested developing more detailed application checklists for different types of projects. Commissioner McKee suggested that the subcommittee could decline to review incomplete proposals within applications, and Commissioner Parker noted that the preservation commission's 30-day window for approving applications begins upon receipt of a complete application. Commissioner Turner stated that time constraints are a challenge for applicants but agreed that incomplete submittals, especially for reviews on complex projects like new construction, were common. Commissioner Bumgarner stated that incomplete applications should be caught upon submittal to staff, and Commissioner Ellington agreed that incomplete submittals cause the subcommittee to participate in the design of projects rather than respond to complete proposals. Commissioner Grant stated that preliminary reviews could be submitted with limited information, and Commissioner Parker agreed. Commissioner Turner indicated that the quality of proposals has increased over time and then summarized the consensus that staff and the subcommittee should work to ensure early on that applications are complete. Commissioner Turner added that multiple reviews of projects by the subcommittee improve proposals.

- D. Reports
 - 1. Chair Report

None

2. Staff Report

Staff reminded commissioners that the City Council had initiated the process for an Historic Preservation Zoning Map Amendment to establish an Historic Preservation Overlay District for the Tracy Park neighborhood. Notices were sent to property owners in anticipation of a public information session during the Regular Meeting on June 9, 2022, and a public meeting in which the Tulsa Preservation Commission will make a recommendation about the overlay during the Regular Meeting on June 28, 2022. Commissioner Turner announced that on June 4, 2022, the Tulsa Foundation for Architecture would host a tour of the Adah Robinson House, located within the Tracy Park Historic District listed on the National Register of Historic Places.

E. New Business
None

F. Announcements and Future Agenda Items
Commissioner Turner announced that a Happy Hour event would be held in honor of Roy M. (Jed) Porter, whose last day as Historic Preservation Officer would be on Friday, May 27, 2022.

G. Public Comment
None

H. Adjournment
Commissioner Turner adjourned the Regular Meeting at 5:12 P.M.