



TULSA PRESERVATION COMMISSION

REGULAR MEETING MINUTES

Thursday, January 25, 2024, 4:00 p.m.

City Hall at One Technology Center, 175 East 2nd Street
10th Floor, North Conference Room

A. Opening Matters

1. Call to Order and Verification of Quorum

Commissioner Sanders called the regular meeting to order at 4:02 p.m.

Members Present

Mark D. G. Sanders, Chair
Shane Hood, Vice-Chair
Katelyn Parker, RA, Secretary
Geoffery Evans, PLA, ASLA
Peter Grant, GMR, CAPS
Jackie Price Johannsen*
Susan McKee, MFA*
Mary Lee Townsend, Ph.D.
James E. Turner, AIA*

Members Absent

Royce Ellington

Staff Present

Audrey Blank, Felicity Good, Skylar Marlow-Fuson, Caleb Rocha, Rebecca Surber-Cantu

Others Present

Trude Parsley, Candance Dillingham, Steven Lassman, Kevin Kirby, Mitch Myers, Tracie Malloy, Michael Schulz

*Late arrival

2. Review and Approval of Minutes – Regular Meeting, October 24, 2023

Commissioner Grant made a motion to approve the minutes of the regular meeting on October 24, 2023. The motion was seconded by Commissioner Hood and passed unanimously.

Vote: Minutes – Regular Meeting, October 24, 2023

Motion to approve minutes

In Favor

1. Sanders
2. Hood
3. Parker
4. Evans
5. Grant
6. Townsend

Opposed

Abstaining

Not Present

Ellington
Johannsen
McKee
Turner

3. Disclosures of Conflicts of Interest

Commissioner Parker disclosed that she had a conflict of interest as the architect for HP-0546-2024 at 1709 South Trenton Avenue and would recuse herself during discussion and voting on that item. Commissioner Hood disclosed that he had a conflict of interest as the architect and applicant for HP-0537-2024 at 1615 South Owasso Avenue and would recuse himself during discussion and voting on that item.

B. Actionable Items

1. **HP-0511-2023 / 1623 S. Madison Ave.** (North Maple Ridge)

Historic Preservation Permit Subcommittee Review Dates: January 18, 2024

Applicant: Michael Schulz

Proposals:

1. Replacement of screens and screen dividers on porch
2. Installation of screen door on porch
3. Construction of concrete steps on porch

Commissioners Turner and Johannsen arrived.

Staff presented its report. Commissioner Hood reported that the Historic Preservation (HP) Permit Subcommittee had previously reviewed the application and recommended maintaining the existing pattern with the wood framework and fitting the door into the existing space. Commissioner Hood pointed out that the screen was probably not original but looked old enough to be built in the 1940s. Commissioner Hood added that the applicant took into consideration the suggestions that were made and came back with the right changes. Commissioner Hood noted that the only new item was the addition to the concrete stairs, but the subcommittee had decided the preservation commission could have the discussion on whether the steps should be brick or concrete. The applicant, Michael Schulz, was present and had no additional comments.

Commissioner Townsend exited the meeting at 4:08 p.m., and Commissioners Townsend and McKee reentered the meeting at 4:11 p.m.

Commissioner Sanders voiced that he believed the screening to be the most distinctive feature of the house from a historical perspective. Commissioner Sanders added that the west- and the south-facing facades were the most prominent. Commissioner Sanders asked the applicant why he chose not to add the door on the least visible side of the porch, which would be the east side of the home. Mr. Schulz responded that they had considered it, but a door was already in place behind the porch where the living room was, and putting another door would not solve the issue of the easy open access to the side yard that they needed. Commissioner Parker agreed with Commissioner Sanders. Commissioner Hood stated that it would be easier to put a door into an existing opening, and the pattern would blend better with the door. Mr. Schulz agreed and explained that the screen pattern on the east side of the porch had a wider spread, which would require him to build a structure to support the door.

Commissioner Grant asked the applicant what the jamb would look like and how wide the case mouldings were. Mr. Schulz stated that the dividers would be three quarters of an inch (0'-³/₄") wide with the doors being sized as close as they could be, and the jambs would be storm door jambs which should be structurally sound to hold the door. Mr. Schulz said that if there was still not enough strength to hold the doors on there, he would use an angle iron and paint it to match. Commissioner Grant pointed out that there was not a real structure to the screen, so to reestablish a firm point of contact he recommended building something from floor to ceiling with a header. Mr. Schulz

replied that had been an earlier design, but he now aimed to keep the door within the existing trim pattern. Commissioner Sanders said that Mr. Shulz could come back with amended plans if the structure was not solid.

Commissioner Sanders asked if the frame would be anchored, and Mr. Shulz said that the wood would be anchored to the thicker wood at the bottom of the frame. Commissioner Grant said that he agreed with the commission that the door should be on the east side of the house, but since the pattern was wider on that side, then it could be on the east end of the south side of the porch. Commissioner Hood explained that when it was first brought to the subcommittee meeting, the door was proposed in the center. He added that it was then proposed to change it to a location where the door would fit without having to alter the pattern of the wall. Commissioner Grant accepted the explanation.

Commissioner Turner asked the applicant what the plans were for the stairs. Mr. Shulz responded that he intended to have the stairs against the brick but not attached. Commissioner Turner asked if the door would swing in or out and Mr. Shulz answered that it would swing out. Commissioner Turner noted that the building code might require a landing if the door swung out.

Commissioner Sanders made a motion to approve the application as presented. The motion was seconded by Commissioner Johannsen and passed with a majority.

Vote: 1623 S. Madison Ave. (North Maple Ridge)
Motion to approve application

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Sanders		Turner	Ellington
2. Hood			
3. Parker			
4. Evans			
5. Grant			
6. Johannsen			
7. McKee			
8. Townsend			

2. **HP-0543-2024 / 1623 S. Madison Ave.** (North Maple Ridge)
Historic Preservation Permit Subcommittee Review Date: N/A
Applicant: Michael Shulz
Proposal:
1. Installation of HVAC Equipment

Staff presented its report. The applicant, Michael Shulz, explained that he proposed keeping all the equipment away from the street yard. He noted that most of it will not be visible from the street, and only the equipment on the north side would be visible, but it would be screened with a hedge. Commissioner Sanders asked if the request was all additional equipment, except for the electrical panel. Mr. Shulz responded that they were adding a second air conditioning unit, a dryer vent, and a hot water heater with a vent outside the house. Mr. Schulz explained that the equipment would allow for necessary updates to the home.

Commissioner Turner made a motion to approve the application on the condition that the ground-mounted equipment be screened from Madison Avenue with landscaping. The motion was seconded by Commissioner Grant and passed unanimously.

Vote: 1623 S. Madison Ave. (North Maple Ridge)

Motion to approve application with condition

In Favor

1. Sanders
2. Hood
3. Parker
4. Evans
5. Grant
6. Johannsen
7. McKee
8. Townsend
9. Turner

Opposed

Abstaining

Not Present

Ellington

3. **HP-0537-2024 / 1615 S. Owasso Ave. (North Maple Ridge)**

Historic Preservation Permit Subcommittee Review Date: N/A

Applicant: Shane Hood

Proposals:

1. Replacement of railing on front porch
2. Replacement of handrail on front steps
3. Replacement of railing around roof of rear sunroom
4. Installation of wood decking atop rear sunroom
5. Replacement of door hardware
6. Removal and replacement of light fixtures

Commissioner Hood exited the room during the discussion and voting on this item.

Staff presented its report. The applicant's representative, Trude Parsley, explained that the decking on the back would be barely visible from the street and even less so with the newly built fence along the parking lot to the south. Ms. Parsley added that the decking would not be permanent, but it would be more like a rug.

Commissioner Sanders asked when the brick was painted, and Ms. Parsley answered that she did not know. Commissioner Turner estimated that it was painted about 25 to 30 years ago. Commissioner Sanders asked how tall the railings would be because the application indicated that the railings should be no less than thirty-four inches (2'-10"). Ms. Parsley stated that they used that language on the application because the building code would require it to be at least thirty-four inches (2'-10"). Commissioner Sanders asked if she was okay with the commission stipulating that the height be no taller than thirty-six inches (3'-0"). Ms. Parsley accepted the stipulation and stated that they needed to replace the rails because they were very unsafe. She noted that they would order custom steel handrails that would look exactly like the existing rails. Commissioner Grant asked what the height of the existing handrails was, and she answered that the rails were thirty-two inches (2'-8") high. In response to questions from Commissioner Turner, Ms. Parsley clarified that the existing rails were not original, and the proposed rails on the front and back of the house would be the same style. Commissioner Sanders asked where the handrail on the front steps would be placed, and Ms. Parsley replied that a single handrail would run along the middle of the steps.

Commissioner Evans made a motion to approve the application on the condition that the railing have a maximum height between thirty-four inches (2'-10") and thirty-six inches (3'-0"). The motion was seconded by Commissioner Parker and passed with a majority.

Vote: 1615 S. Owasso Ave. (North Maple Ridge)

Motion to approve application with condition

In Favor

1. Sanders
2. Parker
3. Evans
4. Grant
5. Johannsen
6. McKee
7. Townsend
8. Turner

*Recused

Opposed

Abstaining

Hood*

Not Present

Ellington

4. **HP-0540-2024 / 1225 E. 19th St. (North Maple Ridge)**

Historic Preservation Permit Subcommittee Review Date: January 18, 2024

Applicant: Doogie, LLC, c/o Candace Dillingham

Proposals:

1. Removal of driveway on east side of the property
2. Construction of retaining wall segment on east side of property
3. Construction of wall along north property line
4. Construction of seat wall and planter on east side of property
5. Installation of paving in street yard on north side of property

Project initiated without an historic preservation permit

Staff presented its report. Commissioner Hood reported that the previous driveway had not been feasible to use because of its steep slope and had been dangerous for vehicles to pull out onto Peoria Avenue. Commissioner Hood stated that a driveway could be rebuilt in the future, and the Historic Preservation Permit Subcommittee had not felt the driveway was integral to the historic fabric of the property. Commissioner Hood stated the new wall segment was designed to match the existing stucco retaining wall, including the wrought iron fence panels atop it. Regarding the third proposal, Commissioner Hood said that the wall along the north property line appeared tall at the corner when viewed from the street, but was much shorter on the interior of the site. He noted that the wall could not be much shorter and still function as a wall on the interior, and the new wall along the rear property line would match the style of the existing retaining wall. He reported that the subcommittee did not have a problem with the seat wall and planter as landscape pieces. Lastly, Commissioner Hood added that the new paving would not be visible from the street when the wall was built. Commissioner Evans asked for clarification on the location of the street yard. Commissioner Parker replied that, since it is a corner lot, the street yard goes from the face of the house to the street. The applicant, Candace Dillingham, was present.

Commissioners Sanders asked why the project was begun without an HP permit. Ms. Dillingham stated that she had understood that the project had already received HP permit approval, and she had not communicated thoroughly with the architect about what process they had gone through and then what she needed to do. Ms. Dillingham also noted that, since most of the items would not be visible from the street yard except the tall wall, she did not think she needed an HP permit.

Commissioner Sanders asked if the planter adjacent to the sidewalk would be removed, and Ms. Dillingham answered that there were several phases in the project and when she was hired the driveway was already being removed. She explained that

the first phase was supposed to keep the driveway connected to Peoria and then as they discussed it further with the client, they discovered that it was a safety issue. She noted that in the process the retaining wall segment and the planter adjacent to the sidewalk had been built, but she was still designing the grading and drainage plan. Felicity Good informed the commission that an application was submitted by the architect to discuss the planter adjacent to the sidewalk, so it would be reviewed at the subcommittee meeting the following week. Commissioner Sanders acknowledged that the plan was to ask for approval for the planter in a separate application. He noted that the planter was the one part that he had heard the most complaints about from the neighborhood and public.

Commissioner Grant made a motion to approve the application as presented. The motion was seconded by Commissioner Evans and passed with a majority.

Vote: 1225 E. 19th St. (North Maple Ridge)
Motion to approve application

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Sanders		Turner	Ellington
2. Hood			
3. Parker			
4. Evans			
5. Grant			
6. Johannsen			
7. McKee			
8. Townsend			

5. **HP-0546-2024 / 1709 S. Trenton Ave.** (Swan Lake)

Historic Preservation Permit Subcommittee Review Date: N/A

Applicant: Myers Property Investments, LLC

Proposals:

1. Alteration of front door

Application to amend HP-0458-2023 approved by Tulsa Preservation Commission on October 12, 2023

Staff presented its report. The applicant, Mitch Myers, stated that he had tried to find the door that was approved but it cost more than \$8,000 and had a wait time of 16 weeks. Commissioner Sanders asked if the proposed door was slightly narrower, and Mr. Myers responded that it was a slightly narrower door with now only six (6) lites instead of twelve (12) and three (3) side lites instead of four (4) on each side of the door.

Commissioner Evans made a motion to approve the application. The motion was seconded by Commissioner Grant and passed with a majority.

Vote: 1709 S. Trenton Ave. (Swan Lake)
Motion to approve application

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Sanders		Parker*	Ellington
2. Hood			
3. Evans			
4. Grant			
5. Johannsen			

- 6. McKee
- 7. Townsend
- 8. Turner

*Recused

- 6. **HP-0538-2024 / 230 E. 18th St.** (North Maple Ridge)
Historic Preservation Permit Subcommittee Review Date: N/A
 Applicant: Oklahoma Natural Gas
 Proposal:
 1. Relocation of gas meter

Commissioner Johannsen exited the meeting at 5:06 p.m. and reentered the meeting at 5:08 p.m.

Staff presented its report. The applicant was not present.

Commissioner Turner made a motion to approve the application. The motion was seconded by Commissioner Grant and passed with a majority.

Vote: 230 E. 18th St. (North Maple Ridge)
 Motion to approve application

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Sanders		Johannsen	Ellington
2. Hood			
3. Parker			
4. Evans			
5. Grant			
6. McKee			
7. Townsend			
8. Turner			

- 7. **HP-0539-2024 / 204 E. 18th St.** (North Maple Ridge)
Historic Preservation Permit Subcommittee Review Date: N/A
 Applicant: Oklahoma Natural Gas
 Proposal:
 1. Relocation of gas meter

Staff presented its report. The applicant was not present.

Commissioner Evans made a motion to approve the application. The motion was seconded by Commissioner Turner and passed unanimously.

Vote: 204 E. 18th St. (North Maple Ridge)
 Motion to approve application

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Sanders			Ellington
2. Hood			
3. Parker			
4. Evans			
5. Grant			
6. Johannsen			

7. McKee
8. Townsend
9. Turner

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8. **Recommendation to the Tulsa Metropolitan Area Planning Commission (TMAPC) concerning an Historic Preservation Zoning Map Amendment to add property to the Tracy Park Historic Preservation Overlay Zoning District**

Applicant: Initiated by City Council

Location: City of Tulsa Park located at the southwest corner of East 11th Street South and South Peoria Avenue

Proposals:

1. Recommendation to adopt an Historic Preservation Zoning Map Amendment to supplementally rezone a property to Historic Preservation Overlay (designated as HP) in the Tracy Park Neighborhood
2. Direction to Staff to prepare a report outlining the recommendation and to forward the report and recommendation to the TMAPC

Staff presented its report. Steven Lassman with the City of Tulsa Department of Parks, Culture and Recreation said that after the process that they had been through with the unified design guidelines update for Tracy Park, he was confident that putting Tracy Park in the HP overlay district would not conflict with any park functions, and it would preserve the park's historic character. He expressed support of the recommendation to approve the overlay.

Commissioner Turner made a motion to approve the item. The motion was seconded by Commissioner Evans and passed unanimously.

Vote: Recommendation to the Tulsa Metropolitan Area Planning Commission (TMAPC) concerning an Historic Preservation Zoning Map Amendment to add property to the Tracy Park Historic Preservation Overlay Zoning District

Motion to approve

In Favor

1. Sanders
2. Hood
3. Parker
4. Evans
5. Grant
6. Johannsen
7. McKee
8. Townsend
9. Turner

Opposed

Abstaining

Not Present

Ellington

9. **Revised budget for Certified Local Government Program, Fiscal Year 2023-2024**

Staff presented the draft revised budget for the use of funds awarded to the City of Tulsa's Certified Local Government Program.

Commissioner Grant made a motion to approve the revised budget. The motion was seconded by Commissioner McKee and passed unanimously.

10. **Vote: Revised budget for Certified Local Government Program, Fiscal Year 2023-2024**

Motion to approve revised budget

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Sanders			Ellington
2. Hood			
3. Parker			
4. Evans			
5. Grant			
6. Johannsen			
7. McKee			
8. Townsend			
9. Turner			

C. Reports

1. Staff Report

Staff reported on staff-approved HP permits:

a. **1615 S. Owasso Ave. (HP-0536-2024)**

Repair of trim with in-kind material

Repair of balcony with in-kind material

Repair in-kind of damaged concrete and mortar on entry steps

Staff announced that the annual retreat would be held Saturday, January 27, from 9:00 a.m. to 12:00 p.m. at Cyntergy, 810 South Cincinnati Avenue.

2. Chair Report

None

D. New Business

None

E. Announcements and Future Agenda Items

None

F. Public Comment

None

G. Adjournment

Commissioner Sanders adjourned the regular meeting at 5:26 p.m.