



## REGULAR MEETING MINUTES

Thursday, September 4, 2025, 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 Hood called the regular meeting to order at 4:02 p.m.

#### Members Present

Shane Hood, Chair  
Royce Ellington, Vice-Chair  
Peter Grant, Secretary  
Mark Sanders  
Katelyn Parker, RA  
Jackie Price Johannsen  
Susan McKee, MFA

#### Members Absent

Geoffery Evans, PLA, ASLA  
Mary Lee Townsend, Ph.D.  
James E. Turner, AIA

#### Staff Present

Audrey Blank, Rebecca Cantu, Skylar Marlow-Fuson, Caleb Rocha

#### Others Present

Carrie Hawkins, Nick Schutz, Herb Gottfried, Joci Jensen, Bob Hulsey, Frank Neal

2. Review and Approval of Minutes – Regular Meeting, August 21, 2025. Motion made by Commissioner Grant to approve the minutes as presented. The motion was seconded by Commissioner Hood. The motion passed.

#### **Vote: Minutes – Regular Meeting, August 21, 2025**

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

## **Actionable Items**

### **1. Nomination of the Garden Park Historic District, located at 2126 E. 59<sup>th</sup> St. (H.O.A office), Tulsa OK to the National Register of Historic Places**

Michael Mayes from SHIPO addressed the nomination of the Garden Park Historic District. Jan Jennings remarked that the area possesses a unique landscape impact. She noted that it features an open plan design with three courtyards, which constitutes half of the livable square footage. Commissioner Sanders inquired why the nomination was submitted at this time. Ms. Jennings explained that there were concerns about potential funding cuts from the Department of Interior. The commission recommended the approval of the nomination.

### **Nomination of the Garden Park Historic District, located at 2126 E. 59<sup>th</sup> St. (H.O.A office), Tulsa OK to the National Register of Historic Places**

Commissioner Hood made a motion to approve the application as presented. The motion was seconded by Commissioner Ellington. The motion passed unanimously.

Cited Guideline (s): N/A

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

### **2. HP-0696-2025 / 1732 S. Yorktown Ave. (Yorktown)**

Applicant: Carrie Hawkins and Zach Fountain

Proposals:

1. Replacement of windows

Commissioner Ellington indicated that the locations where the applicants intend to replace the windows are not part of the original structure but rather an addition. He expressed support for the window replacement. Carrie Hawkins verified that the sunroom is indeed an addition to the original structure. She pointed out that the current installation consists of a sheet of glass held in place by deteriorating wood, rather than actual windows. Zach Fountain mentioned that the configuration would remain unchanged when the new windows are installed. Commissioner Grant asked whether the applicants had a design for the window frame trim. Ms. Hawkins responded that the window company aims to replicate the current appearance as closely as possible. Commissioner Grant recommended that the applicants opt for the option one window to match the other windows on the original structure. Commissioner Sanders concurred with Commissioner Grant's suggestion.

### **1732 S. Yorktown Ave. (Yorktown)**

Commissioner Ellington made a motion to approve item adding window number 16 and window option one used. The motion was seconded by Commissioner Hood. The motion passed unanimously.

Cited Guideline (s): A.4.3

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

3. **HP-0697-2025 /1808 E. 16<sup>th</sup> Pl. (Yorktown)**

Applicant: Nick Schutz

Proposals:

1. Replacement of siding on gable

Commissioner Ellington indicated that they advised the applicant to incorporate a gable vent to enhance its historic appearance. He mentioned that there were no concerns regarding the type of siding proposed for the gable, and they recommended approval. He noted that no suggestions were made regarding the replacement of windows. Commissioner Sanders proposed separating the two proposals for discussion, which the Commission consented to. Nick Schutz remarked that upon inspecting the attic, it seemed there was not originally a gable vent. He expressed a preference for not adding a gable vent but instead replacing the wood shake with hardy straight edge, which would maintain the original look of the existing structure.

**1808 E. 16<sup>th</sup> Pl. (Yorktown)**

Commissioner Sanders made a motion to approve application as presented. The motion was seconded by Commissioner McKee. The motion passed unanimously.

Cited Guideline (s): A.1.2

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

4. **HP-0697-2025 /1808 E. 16<sup>th</sup> Pl. (Yorktown)**

Applicant: Nick Schutz

Proposals:

2. Replacement of windows

Nick Schutz mentioned that his residence lacks many of the window features found in other homes within the neighborhood. He identified four primary sacrifices associated with the removal of original windows and their replacement. The first is the old wood growth, the second is the wavy glass, the third is the grid pattern, and the fourth is the storm windows. He emphasized that his home does not possess grid patterns like

some of the residences in Yorktown. He expressed his belief that using a storm window to preserve old windows is not a viable option. He pointed out that a storm window conceals the architectural depth of double-hung windows and the wavy glass. He remarked that advancements in products have significantly reduced the sacrifices one would encounter. Commissioner Parker expressed her disapproval of storm windows, preferring original windows in homes regardless of their level of detail, due to concerns about water intrusion and the integrity of the building envelope. She observed that replacing a window often leads to water issues that may not become apparent until the wall has deteriorated. She noted that while the windows the applicant wishes to install are quite nice, the cost of new windows would be equivalent to restoring the original windows to their former condition. She asserted that a restored original window offers superior air intrusion protection compared to a replacement window. Mr. Schutz disagreed with this assertion, explaining that modern windows are designed with a design pressure rating, unlike older windows which lack such ratings. He stated that a replacement window can be installed correctly, thereby avoiding the issues raised by Commissioner Parker. Commissioner Parker reiterated her preference for storm windows over the replacement of original windows. Commissioner Sanders added that storm windows provide a historical appearance to the home, even if they are not as visually appealing. Commissioner Hood inquired about the issues concerning the windows. Mr. Schutz responded that their condition is not particularly severe. Commissioner Hood remarked that when applicants request to replace their windows, they must provide evidence demonstrating that the windows are beyond repair. He emphasized that in the absence of such proof, it does not warrant the approval for the replacement of the original windows.

**1808 E. 16<sup>th</sup> Pl. (Yorktown)**

Commissioner Grant made a motion to deny the application as presented. The motion was seconded by Commissioner Hood. The motion passed.

Cited Guideline (s): A.4.1

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

**5. HP-0698-2025 /1531 S. Trenton Ave. (Swan Lake)**

Applicant: Chip Atkins

Proposals:

1. Replacement of porch railing

Commissioner Ellington conveyed that the design selected by the applicant was historically suitable and recommended its approval. Commissioner Grant pointed out that a photograph from 1995 depicts a different style of railing than what the applicant has presented. He asserted that the railing appears to be original to the house and does not seem to have been altered. Commissioner Ellington noted that the applicant informed them during the subcommittee meeting that it was not original.

Commissioner McKee remarked that the new pattern reflects what is currently on the home. Commissioner Sanders added that the applicant mentioned the granddaughter

of the original homeowner recalled that the starburst motif was present on the porch rail during her visits to her grandparents.

**1531 S. Trenton Ave.** (Swan Lake)

Commissioner Ellington made a motion to approve application as presented. The motion was seconded by Commissioner Parker. The motion passed unanimously.

Cited Guideline (s): A.6.5

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

**C. Discussion**

1. TPC Design Guideline updates and RFP discussion.  
The staff indicated that if the commission wishes to see any additions to the RFP or the guidelines, they should send an email to them.

**D. Reports**

1. Staff Report  
None
2. Chair Report  
None

**E. New Business**

None

**F. Announcements and Future Agenda Items**

None

**G. Public Comment**

None

**H. Adjournment**

Commissioner Hood adjourned the regular meeting at 5:29 p.m.