



**TULSA PRESERVATION COMMISSION
SPECIAL MEETING MINUTES**

Thursday, April 9, 2026, 12:30 p.m.
City Hall at One Technology Center, 175 East 2nd Street
4th Floor Central Hub

A. Opening Matters

1. Call to Order and Verification of Quorum
Commissioner Grant called the special meeting to order at 12:30 p.m.

Members Present

Peter Grant, GMR, CGR, CAPS, Chair
Royce Ellington, Vice-Chair
Shane Hood
Kayla Lee
Susan McKee, MFA
Katelyn Parker, RA
Mark Sanders
James E. Turner, AIA

Members Absent

Geoff Evans, PLA, Secretary
Jackie Price Johannsen
Mary Lee Townsend, Ph.D.

Staff Present

Rebecca Surber-Cantu, Eric Krampf, Felicity Good, Caleb Rocha

Others Present

Virgil Moore, Terry Foster, Josh Shriner, Jason Gibson, Kyle Gibson

2. Disclosure of Conflicts of Interest
Commissioner Hood disclosed a conflict of interest in case HP-0753-2026 at 2003 South Yorktown Avenue.

B. Actionable Items

1. **HP-0756-2026 / 1323 E. 20th St.** (Swan Lake)
Applicant: Oklahoma Natural Gas
Proposal:
 1. Relocation of gas meter

The staff presented the proposal. Virgil Moore, the manager of gas meter rebuilds at Oklahoma Natural Gas (ONG), indicated that their objective is to remove as many underground meters in Tulsa as possible. He pointed out that these underground meters are outdated and that they can no longer obtain replacement parts for them. He elaborated that the new meters to be installed will be safer, more dependable, and easier to maintain. He mentioned that their standard practice is to avoid placing the meter on the front façade, to stay clear of narrow driveways and high-traffic areas, and to ensure necessary clearances from windows and mechanical intakes. Commissioner Grant inquired about the rationale behind the proposed location of the gas meter. Mr. Moore responded that the placement might have been chosen for convenience, possibly because it aligns with the current line entering the structure. Terry Foster, ONG's supervisor of gas meter rebuilds, added that they aim to position the meter within the front third of the home while avoiding the front of the house. Commissioner Sanders raised a question regarding the size and aesthetic changes associated with the new gas meters. Mr. Moore explained that the size of the meter is contingent upon the energy load of the home. He noted that most homes in the vicinity would have the standard smaller meters installed.

Vote: 1323 E. 20th St.

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

Cited Guideline(s): A.7.5

In Favor: Grant, Ellington, Hood, Lee, McKee, Parker, Sanders, Turner

Opposed: None

Abstaining: None

Not Present: Evans, Johannsen, Townsend

2. HP-0757-2026 / 1328 and 1332 E. 19th St. (Swan Lake)

Applicant: Oklahoma Natural Gas

Proposal:

1. Relocation of gas meter

The staff presented the proposal. Terry Foster mentioned that the meter will feature a header to accommodate two meters, as it serves a duplex.

Vote: 1328 and 1332 E. 19th St.

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): A.7.5

In Favor: Grant, Ellington, Hood, Lee, McKee, Parker, Sanders, Turner

Opposed: None

Abstaining: None

Not Present: Evans, Townsend, Johannsen

3. HP-0758-2026 / 1532 E. 20th St. (Swan Lake)

Applicant: Oklahoma Natural Gas

Proposal:

1. Relocation of gas meter

The staff presented the proposal. Commissioner Grant inquired about the distance the meter would be installed from the house. Virgil Moore indicated that the standard distance is three feet (3'-0") from the residence; however, various factors may necessitate placing the meter either closer or further away from the home. Commissioner Parker remarked that it appeared ONG preferred to install them near a chimney. Terry Foster noted that older homes often have numerous windows, and the only area without a window is typically near the chimney.

Vote: 1532 E. 20th St.

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): A.7.5

In Favor: Grant, Ellington, Hood, Lee, McKee, Parker, Sanders, Turner

Opposed: None

Abstaining: None

Not Present: Evans, Townsend, Johannsen

4. HP-0758-2026 / 1323 E. 19th St. (Swan Lake)

Applicant: Oklahoma Natural Gas

Proposal:

1. Relocation of gas meter

The staff presented the proposal. Commissioner Turner questioned how ONG addresses the issue of trees obstructing the installation. Terry Foster explained that, in most cases, they can drill beneath the tree with minimal impact. He expressed uncertainty regarding the plans indicating the gas meter's placement on the west side of the house, given the presence of wall-to-wall windows. Commissioner Sanders suggested positioning the meter between two existing windows. Virgil Moore noted that they could move the meter where the commission would like them to move it. Commissioner Grant emphasized that the commission's guidelines aim to keep gas meters as inconspicuous as possible. He stated that approval would depend on the meter being installed behind the fence, between the two windows. He added that if it is determined that the location is unfeasible, ONG would need to return for permission to install it in another suitable area. Commissioner Ellington remarked that placing the meter in the front of the house would detract from the home's appearance.

Vote: 1323 E. 19th St.

Commissioner Hood made a motion to approve the application with the condition that the gas meter be located between the two southernmost windows on the west side of the residence. The motion was seconded by Commissioner Ellington. The motion passed unanimously.

Cited Guideline(s): A.7.5

In Favor: Grant, Ellington, Hood, Lee, McKee, Parker, Sanders, Turner

Opposed: None

Abstaining: None

Not Present: Evans, Townsend, Johannsen

5. HP-0751-2026 / 1865 E. 17th St. (Yorktown)

Applicant: Josh Shriner

Proposals:

1. Replacement of windows
2. Removal of porch enclosure
3. Construction of rails on porch
4. Installation of mailbox
5. Installation of light fixture

The staff presented the proposal. Commissioner Lee inquired whether the light fixture was damp rated. Josh Shriner replied that he was uncertain. Commissioner Lee suggested that he obtain a damp-rated light fixture. Commissioner Hood questioned if the screen door would be reinstalled on the porch. Mr. Shriner responded that there would be no screen door. Commissioner Sanders reported that the subcommittee had a close vote of three votes in favor of and two votes against recommending approval for the windows. Commissioner Hood expressed a preference for the railing to match precisely what is shown in the photographs rather than creating something new. Commissioner Turner mentioned that there had been extensive discussion regarding the railing, and the subcommittee had determined that it was probably not original to the house since the vinyl siding had been installed behind the rail. Commissioner Sanders indicated that there was a general agreement that it was likely not original, but it had been installed very early on and had become a defining characteristic of the home. He noted that during the subcommittee meeting, a neighborhood representative mentioned that with the removal of the porch enclosure, a lighter railing treatment would be more suitable. Commissioner McKee did not believe the railing to be original. Commissioner Hood asked the staff if the survey conducted in 2002 referred to anything about the porch. Staff replied that the survey only indicated the presence of a screen porch at the residence. Staff pointed out that Commissioner Turner highlighted that the railing is situated atop the vinyl siding of the house, suggesting that it was likely not original. Commissioner Sanders remarked that he would feel more at ease voting on the items individually, particularly concerning the windows.

Vote: 1865 E. 17th St.

Commissioner Lee made a motion to approve proposals 2 through 5 as presented. The motion was seconded by Commissioner Ellington. The motion passed by majority.

Cited Guideline(s): A.6.3, A.6.4, and A.6.5

In Favor: Grant, Ellington, Hood, Lee, Parker, Sanders, Turner

Opposed: McKee

Abstaining: None

Not Present: Evans, Townsend, Johannsen

Commissioner Grant observed that the windows which were taken out were single-pane, double-hung windows and were substituted with vinyl windows. Commissioner Hood expressed his concern that a loophole might exist if neighbors replaced their windows before an HP permit could be issued, potentially leading to a situation where the neighborhood could change them at their discretion. Commissioner Sanders remarked that he was among those opposed to the approval of the window changes, despite acknowledging that Mr. Shriner had a valid reason for being unaware of the preservation district standards. Commissioner Parker pointed out that the original windows were double-hung and had been replaced with single-hung windows. She emphasized that the new windows do not conform to the design guidelines, which call

for matching the original historic windows. She clarified that the primary issue lies not in the material but in the dimensions of the vinyl windows. Commissioner Hood noted that approving the windows would establish a precedent that the commission would struggle to uphold. Commissioner Ellington stated that had the applicant consulted the subcommittee prior to replacing the windows, they would have needed to provide evidence demonstrating that the original windows could not be repaired. He indicated that the windows chosen by the applicant would not have received approval from the subcommittee, as they should have been equivalent to the originals. The applicant apologized for completing the work without a permit and offered to install double hung windows on the front façade.

Vote: 1865 E. 17th St.

Commissioner Turner made a motion to approve the application as presented. The motion was seconded by Commissioner Grant. The motion failed.

Cited Guideline(s): A.4.5

In Favor: Grant, Ellington, Lee, Turner

Opposed: Hood, McKee, Parker, Sanders

Abstaining: None

Not Present: Evans, Townsend, Johannsen

Commissioner Hood recused himself and exited the room at 1:39 p.m.

6. HP-0753-2026 / 2003 S. Yorktown Ave. (Yorktown)

Applicant: Kyle Gibson

Proposals:

1. Construction of residence

The staff presented the proposals. Commissioner Ellington indicated that the subcommittee's primary concern had been the visibility of the solar panels. He remarked that the applicants had created a tasteful design for the home and expressed satisfaction with the plans. Jason Gibson, the architect for the project, mentioned that they made significant efforts to provide the family with the desired square footage while maintaining a low plate height and not fully extending the dormer. Commissioner Sanders inquired why the applicant had not submitted additional information regarding the solar panels as requested by the subcommittee. Mr. Gibson explained that it was challenging to convert a 3D model into a format that would accurately represent it. He pointed out that there are considerable foliage and pine trees that would reduce the visibility of the solar panels. He noted that if someone were on Yorktown Avenue, they would be able to see the solar panels due to an empty lot to the south; however, once a house is constructed there, the solar panels would no longer be visible. Commissioner Sanders acknowledged that he supports solar panels, but the regulations only allow them if they are not visible. He mentioned that the home could set a precedent in the neighborhood for allowing visible solar panels. Mr. Gibson stated that they are currently in the design phase and if the commission permitted the solar panels on the upper roof but not on the lower roof, they would be amenable to that arrangement. Commissioner Grant remarked that the commission would require additional information to permit the solar panels on the lower rear roof. He noted that the applicant could return with more information regarding the solar panels to seek approval at a future meeting.

Vote: 1323 E. 19th St.

Commissioner Sanders made a motion to approve the application with the condition that the solar panels be omitted from the south-facing, east roofline. The motion was seconded by Commissioner McKee. The motion passed unanimously.

Cited Guideline(s): All guidelines in Section C.1

In Favor: Grant, Ellington, Lee, McKee, Parker, Sanders, Turner

Opposed: None

Abstaining: Hood

Not Present: Evans, Townsend, Johannsen

7. Application – Funds for Certified Local Government Program, Fiscal Year 2026-2027

Staff indicated that the proposed uses for the funds included Phase 2 of the Harvard Hills intensive-level survey; printing around 150 copies of the newly updated design guidelines; annual district mailers; website/domain renewals; and research subscriptions. Staff noted that once the commission approves it, the proposal will then be forwarded to the mayor for his approval.

Vote: Application – Funds for Certified Local Government Program, Fiscal Year 2026-2027

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

Cited Guideline(s): NA

In Favor: Grant, Ellington, Hood, Lee, McKee, Parker, Sanders, Turner

Opposed: None

Abstaining: None

Not Present: Evans, Townsend, Johannsen

C. Reports

1. Staff Report

Staff informed the Commission of reports of activity at the following locations:

1609 S. St. Louis Ave.

- Repairs to porch

1723 S. Madison Ave.

- Replacement of fence

Staff informed the Commission of newly issued staff permits.

1723 S. Madison Ave.

- Replacement in-kind of fence

1211 E. 18th St.

- Repair and replacement in-kind of damaged elements on double-hung wood windows on the second story of the south and east facades

1204 S. Newport Ave.

- Replacement in-kind of driveways

Staff indicated that the appeal regarding the denial of the fence expansion at 1601 S. Trenton Ave. has been submitted to the Board of Adjustment. They stated that the appeal is scheduled for April 28, 2026. Furthermore, they mentioned that the First Christian Church has been nominated for the National Register of Historic Places, which will be discussed on the April 16, 2026, agenda for the commission's recommendation of eligibility prior to being sent to the Mayor and the State Historic

Preservation Office. They reported that Loggia Preservation had been hired as the consultant for the Harvard Hills district survey. It was noted that field work is set to commence from April 21 to 24, 2026, for the Phase one area. Additionally, they confirmed that an approved contract exists with RDG Planning and Design for the updates to the unified design guidelines.

2. Chair Report

None

3. Committee Reports

Commissioner Grant reported that the Outreach Committee recently met and discussed goals for the year. Commissioner Turner reported that the Demolition Committee was still working on a draft of proposed regulations.

D. New Business

None

E. Announcements and Future Agenda Items

None

F. Public Comment

None

G. Adjournment

Commissioner Grant adjourned the special meeting at 2:12 p.m.