# TULSA PRESERVATION COMMISSION
# REGULAR MEETING MINUTES

Thursday, June 18, 2026, 11:00 a.m.
City Hall at One Technology Center, 175 East 2nd Street
Tulsa City Council Chamber

## A. Opening Matters

1. Call to Order and Verification of Quorum
   Commissioner Grant called the regular meeting to order at 11:00 a.m.

   **Members Present**
   Peter Grant, GMR, CGR, CAPS, Chair
   Royce Ellington, Vice-Chair
   Shane Hood
   Susan McKee, MFA
   Katelyn Parker, RA
   Mark Sanders*
   Mary Lee Townsend, Ph.D.
   James E. Turner, AIA

   **Members Absent**
   Geoff Evans, PLA, Secretary
   Kayla Lee, NCARB

   **Staff Present**
   Jaron Chase, Felicity Good, Gunner Harris, Caleb Rocha, Caroline Guerra Wolf

   **Others Present**
   Jennifer Griffin, Karl Tietz, Austin Turner

   *Late arrival

2. Review and Approval of Minutes – Regular Meeting, May 21, 2026.
   Motion made by Commissioner McKee to approve the minutes as presented. The motion was seconded by Commissioner Turner. The motion passed by majority.

   **Vote: Minutes – Regular Meeting, May 21, 2026**

   **In Favor:** Ellington, Grant, Hood, McKee, Townsend, Turner
   **Opposed:** None
   **Abstaining:** Parker
   **Not Present:** Evans, Lee, Sanders

## B. Actionable Items

1. **HP-0795-2026 / 824 N. Cheyenne Ave.** (The Heights)
   Applicant: Lesli Dinsmore
   Proposal:
   1. Construction of residence

The staff presented the proposal for the construction of the residence. Commissioner Grant noted that the application, along with the subsequent one, had been scheduled for a subcommittee meeting the prior week, which was canceled due to insufficient quorum. He stated that consequently, the applications were sent to the full commission without being reviewed first by the subcommittee. He stated that the expectation was not to reach a final decision but rather for the commission to offer directional feedback. He mentioned that the more detailed assessment would still be conducted at the subcommittee level. Commissioner Townsend inquired whether the home's setback complied with the zoning code, as it appeared that the measurement was taken from the residence across Jasper Street instead of from the immediate neighboring properties on Cheyenne Avenue. Ms. Griffin clarified that they had spoken with the zoning department prior to initiating the project, and the zoning code permits a twenty-foot front setback. She explained that due to the lot being non-conforming in width, a reduced five-foot side yard setback is allowed along the street. She noted that homes to the north are set back at twenty feet, while others in the same vicinity have setbacks varying from fifteen to thirty-five feet. She stated that they aimed to be within that range to adhere to zoning code regulations. Ms. Townsend raised a question regarding the height of the home. Ms. Griffin responded that it was determined based on a visual survey of the number of stories in the surrounding homes. She pointed out that while the immediate corner features one-and-a-half-story houses, the broader Heights neighborhood encompasses a variety of homes ranging from one-story to two-and-a-half-story structures. She mentioned that their goal was to comply with the thirty-five-foot height limit set by the zoning code. Commissioner Sanders expressed his concerns regarding the setback of the residence. He inquired whether a shallow setback was necessary to facilitate the project in some manner or if it was merely an aesthetic decision. Ms. Griffin pointed out that the lot has a slope of approximately ten to eleven feet from the west to the east, and by positioning the house closer would allow for more usable space in rear of the property. She noted that moving the house forward to twenty feet would align it with the house across the street, thereby creating a cohesive appearance at the intersection, particularly since there is no house directly to the south. Commissioner Sanders remarked that, in his opinion, one of the most significant errors the commission has made pertains to setbacks. He contended that the porches on a single block should be aligned to preserve the historical, community-oriented character of the architecture. Commissioner Parker stated that the block and site are contextually unusual. She expressed her disagreement with Commissioner Sanders' viewpoint, arguing that there is no immediate context adjacent to this house to warrant a deeper setback. She pointed out that the lot is situated on a hill, and positioning the house further down the slope would help reduce its perceived height in relation to neighboring homes. She requested that actual dimensions of the home's details be provided for the subcommittee meeting to ensure everything was proportional. Ms. Griffin stated that they plan to supply the dimensions for the subcommittee meeting. Commissioner Hood expressed his support for the direction of the project. He indicated that he was not concerned about the setback; however, his primary worry was regarding the items marked as TBD. He stated the necessity of establishing a clear record to prevent future applicants from submitting vague proposals that could lead to the installation of inappropriate features. Commissioner Turner added that addressing the TBD items would expedite the process. Commissioner Lee conveyed her approval of the design,

indicating that it aligns well with the neighborhood and it is aesthetically appropriate. She mentioned that the setback was acceptable to her; however, her primary concern revolved around the TBD items, particularly regarding lighting and doors. Commissioner Grant noted that the item would be procedurally postponed to the next subcommittee meeting with the applicant's consent. Ms. Griffin confirmed her willingness to attend the subcommittee meeting.

2. **HP-0797-2026 / 1331 E. 17th St.** (Swan Lake)
   Applicant: Kate Huisenga
   Proposal:
   1. Removal of staircase on north side of building
   2. Construction of staircase and covered balconies on north side of building
   3. Installation of roof-mounted and wall-mounted mechanical equipment

The staff presented the proposal. Austin Turner mentioned that he was representing the project permit submitted by his firm's principal, Kate Huisenga, who was currently on vacation. He stated that he was available to address any inquiries and gather recommendations before returning to the subcommittee meeting. Commissioner Sanders expressed a desire for clarification regarding the proposed design alteration for the building's rear exterior. He observed that while the current structure included exterior stairs between levels, the new plans appeared to exclude them. Mr. Turner confirmed that the exterior stairs would be removed and explained that access between floors would be provided through two internal staircases situated at the front entries on the building's south side. He indicated that the decision to eliminate the rear staircase was based on safety concerns and compliance with building codes. He elaborated that by installing a sprinkler system throughout the building, they could satisfy the code requirement of having a minimum of two egress points using only the internal stairs. He noted that this modification would allow them to remove the stairs, thereby providing additional amenity space for the tenants and enhancing the appearance of the north side of the building, while still meeting the egress requirements. Commissioner Lee raised a concern regarding the proposed mini-split HVAC systems, particularly focusing on the aesthetic and historical suitability of the exterior condensate lines. She expressed her concern about the visual effect of these conduits running up the north elevation. Mr. Turner pointed out that a product cut sheet and a detail of the line routing on the north elevation were included to illustrate the visual impact. He explained that these lines would be concealed with a metal guttering system that would be positioned on the backside of the north elevation. He added that the color would be selected during construction to coordinate with the balcony railing and new shade structure. Commissioner Hood inquired about an existing downspout. Mr. Turner responded that he believed it was a new addition from a remodel conducted in the 1990s. Commissioner Sanders inquired about the applicant's rationale for introducing a new cover for the rear terrace. Mr. Turner clarified that the purpose of the covering was to improve the functionality of the recently expanded balconies. Commissioner Sanders recommended that the applicant adjust the angle of the balcony roof to align more closely with the building's roof, ensuring a cohesive appearance. Commissioner Hood advised the applicant to consider the infrastructure of the new sprinkler system, pointing out that a riser room would need to be incorporated and would be visible on the building. Commissioner Lee requested specifications for the new windows to be installed above the bathtubs. As a consensus emerged indicating that numerous questions remained unanswered, the Commission concluded that the project necessitated further refinement and referred it back to the subcommittee for additional review.

3. **Revised budget for Certified Local Government Program, Fiscal Year 2025-2026**

The staff provided an update concerning the Certified Local Government (CLG) grant application for the upcoming fiscal year. They reported that the Commission was nearly $2,000 under budget for contractual work and expressed a desire to utilize those funds before the August 13th deadline. They highlighted that the proposed reallocations, which had already been submitted to the State Historic Preservation Office (SHPO) for preliminary approval, included transferring funds from postage to printing, ordering new yard signs, and establishing a travel budget for Gunner Harris to participate in a national conference in Minneapolis in July 2026. Additionally, they mentioned other minor adjustments, such as the removal of a membership renewal and the allocation of $250 for website updates.

**Revised budget for Certified Local Government Program, Fiscal Year 2025-2026**
Commissioner Turner made a motion to approve the application as presented. The motion was seconded by Commissioner McKee. The motion passed unanimously.

Cited Guideline(s): NA

**In Favor:** Ellington, Grant, Hood, Lee, McKee, Parker, Sanders, Townsend, Turner
**Opposed:** None
**Abstaining:** None
**Not Present:** Evans

C. **Reports**

1. **Staff Report**

Staff informed the commission of reports of activity at the following locations:
1231 E. 18th St.

- Replacement of driveway

Staff informed the commission of newly issued staff permits.
210 E. 18th St.

- Replacement in-kind of concrete steps

The staff addressed the cancellation of the previous week's subcommittee meeting due to insufficient quorum. They suggested implementing a new calendar invitation system for scheduling purposes, which would allow commissioners to RSVP and view who had confirmed attendance to ensure a quorum in advance. They informed the Commission that the SHPO had notified them of a new National Register nomination for the Southwestern Bell East Dial building (Henneke Building) located at 1204 S. Harvard Ave. They announced an upcoming seminar scheduled for June 28, 2026, focusing on the design history of the Boston Avenue Church. The staff reminded the commissioners that the unified design guidelines would be revisited at the next subcommittee meeting, and the consultant would provide an updated draft on Monday, June 22, 2026.

2. **Chair Report**

None

D. **New Business**

None

E. **Announcements and Future Agenda Items**

None

F. **Public Comment**

None

**G. Adjournment**

Commissioner Grant adjourned the regular meeting at 11:58 a.m.