TULSA PRESERVATION COMMISSION
REGULAR MEETING MINUTES

Thursday, July 16, 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 11:01 a.m.

Members Present
Peter Grant, GMR, CGR, CAPS, Chair
Royce Ellington, Vice-Chair
Geoff Evans, PLA, Secretary
Shane Hood
Kayla Lee, NCARB*
Susan McKee, MFA
Katelyn Parker, RA
Mark Sanders

Members Absent
Mary Lee Townsend, Ph.D.
James E. Turner, AIA

Staff Present
Audrey Blank, Jaron Chase, Felicity Good, Gunner Harris, Caleb Rocha

Others Present
Lesli Dinsmore, Michele Falkensten, Kyle Gibson, Jennifer Griffen, Akhtar Perraiz, Amna Quraishi

*Late arrival

2. Review and Approval of Minutes – Regular Meeting, June 4, 2026.
   Motion made by Commissioner Evans to approve the minutes as presented. The motion was seconded by Commissioner Ellington. The motion passed by majority.

Vote: Minutes – Regular Meeting, June 4, 2026

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

B. Actionable Items

Commissioner Lee entered the meeting at 11:10 a.m.

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 Royce stated that the subcommittee had quite a bit of discussion about the setbacks and the roof. He explained that the project had been returned to the committee because of the setback being an issue. He stated that after further review from the committee they concluded that the proposed site followed the setback to home on the north and across the street. He mentioned that the site's slope influenced the design and that the applicant had followed the appropriate line. He explained that the subcommittee had discussed roof complexity with the owner and applicant representative, and that the logic of the roof configuration became clearer through that exchange. He noted that the applicant had modified the original design to accommodate the garage setback helping the project comply with city standards. Commissioner Sanders explained that the only thing he was slightly concerned about was the attached garage. He stated that he could not read the 2D drawings very well but noted that the new drawings gave him more clarity and understanding. He noted that the only thing that is a slight concern now is the roof line. He stated that he would have preferred a little more of a complete gable or a complete hip over the garage. He asked whether the commission had previously reviewed a fence or retaining wall because he was uncertain whether those elements had been included in the original application. Staff clarified that the fence was just recently added after having been left off or not fully identified in prior materials. Commissioner Evans pointed out that a concrete wall already existed along that side, implying that the proposed wall might be replacing or reflecting an existing condition rather than introducing an entirely new element. Jennifer Griffen stated that a fence was always on the site plan, but earlier plan submissions had not called out or specified the dog ear picket detail. Commissioner Ellington asked how far the fence went. Ms. Griffin stated that the fence begins at the west wall of the garage and runs along the backyard to the end of the property line. Commissioner Grant asked whether the pickets were four or six inches thick. Ms. Griffin stated that they were six-inch pickets. Commissioner Sanders asked about the concrete wall including its construction and height. Ms. Griffin stated that the wall is concrete and already exists. Commissioner Lee expressed appreciation for the completeness of the materials and for the applicant's responsiveness, particularly the three-dimensional renderings that clarified the design.

Vote: 824 N. Cheyenne Ave.
Commissioner Hood made a motion to approve the application as presented. The motion was seconded by Commissioner Grant. The motion passed unanimously.

Cited Guideline(s): C.1, C.2 and C.3

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

2. **HP-0801-2026 / 1123 S. Newport Ave.** (Tracy Park)
   Applicant: Amna Quraishi
   Proposal:
   1. Replacement of windows

The staff presented the proposal. Commissioner Ellington remarked that when the applicant brought back the application to them it did not contain enough detail for them to make a recommendation of approval and therefore it was denied. Commissioner Ellington thanked the application for adding the necessary details to be able to see exactly what the applicant wanted to do. Commissioner Sanders clarified that the denial that was made was not under the current ownership. He mentioned that the denial involved the previous owner who removed the windows without permission. Staff mentioned that there was no action made by the commission under the previous owner. Staff explained that the previous owner submitted an application that was never completed and the new owner had submitted the current application. They stated that all the other items had been approved but the window item had only been continued from the last preservation commission meeting. Amna Quraishi stated that she purchased the property when the windows were already removed and thrown in the dumpster. She noted that she is trying to replicate what was once there and get the approval to replace the windows. Ms. Quraishi asked if the inserts needed to be external grids or internal grids. Commissioner Sanders stated that they should have external grids. Commissioner McKee expressed concern about the proposed crown modeling noting that the crown molding on the door is quite different than what is shown on the window. Ms. Quraishi explained that the mockup had been prepared by the window installer, but that her intent was to match the existing door molding. Commissioner Grant suggested that approval should be conditioned with the molding needing to properly form the crown and match the existing door. Commissioner Parker questioned the suitability of the proposed CRVS Select window. She noted that the product appeared to be a replacement window insert, which would have thick jam visible beyond the trim jam the applicant had built. She mentioned that what the applicant wants to recreate will not be able to be done with the selected windows. Commissioner Grant mentioned that the frame of the insert window, combined with the new wood casing, could produce a total visible frame width of nine inches or more. Commissioner Hood stated that they are going to need to know exactly what will be going in its place and the dimensions. He stated that the windows proposed do not install into the sample framing that's been given. Ms. Quraishi mentioned that whatever she needed to do to make it right she would do that. Commissioner Grant recommended that the applicant order and install a single representative window as a mockup so staff and the commission could evaluate its actual fit, proportions, trim relationship, and historic appearance. The commission recommended to continue to the item to the next meeting and the applicant agreed to provide the information requested.

Commissioner Hood Recused and exited the room meeting at 11:55 a.m.
Commissioner Lee exited the meeting at 11:55 a.m.

3. **HP-0808-2026 / 1701 S. Newport Ave.** (North Maple Ridge)
   Applicant: Kyle Gibson
   Proposal:
   1. Replacement of vents with windows in gables

The staff presented the proposal. Commissioner Ellington stated that they were comfortable with the type of windows and now knowing the trim details that the applicant provided. Commissioner Parker asked whether the new window openings would match the existing vent sizes. Mr. Gibson stated that they would match. Commissioner Parker questioned the proposed top-third small-square division, noting that it appeared inconsistent with the house's dormer window patterns. She recommended matching the dormer windows' division pattern on the third story, described during the discussion as three-over-two or three-over-three, because those dormer patterns likely reflected original or historically consistent divisions and would create greater consistency on the same plane. Commissioner Sanders asked about the 5/8-inch simulated divided lite width. Staff confirmed that the width aligned with existing window patterns on the house. Commissioner Grant asked how the attic ventilation would be addressed. Mr. Gibson explained that there existed a roof venting through a back-side pipe.

Vote: 1701 S. Newport Ave.
Commissioner Sanders made a motion to approve the application on the condition that the muntin patterns match the front dormer windows. The motion was seconded by Commissioner McKee. The motion passed unanimously.

Cited Guideline(s): A.4.7

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

Commissioner Hood re-entered the meeting at 12:06 p.m.

4. **HP-0810-2026 / 2224 E. 20th St.** (Yorktown)
   Applicant: Michele Falkensten
   Proposal:
   1. Replacement of roof

The staff presented the proposal. Commissioner Ellington Reported that based of what they saw and the history of another house around the corner that has the same roof they felt that it was appropriate and recommended approval. Commissioner Grant noted that they were familiar with the brand and style of the roof because they had approved the same one on another house.

Vote: 2224 E. 20th St.
Commissioner Ellington made a motion to approve the application as presented. The motion was seconded by Commissioner Grant. The motion passed unanimously.

Cited Guideline(s): A.5.6, and A.5,7

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

C. Reports

1. Staff Report

Staff informed the commission of newly issued staff permits:

712 N. Cheyenne Ave.

- Removal of the non-historic porch panels on the front porch
- Repair in-kind for the porch gable window

2116 E. 19th St.

- Repair in-kind of damaged trim around the windows

1517 S. Owasso Ave.

- Replacement in-kind of a concrete section of the driveway

1231 E. 18th St.

- Replacement in-kind of the driveway

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

1591 Swan Dr.

- New concrete staircase and walkway on the front of the property

1641 E. 17th St.

- Demolition

The staff stated that the city's permit system included a pop-up warning flag for historic preservation overlays and the warning was present in the case of demolition but had been actively bypassed. Staff noted that a new staff member mistakenly approved the demolition permit without the required Historic Preservation Permit. Staff stated that Development Services had acknowledged the seriousness of the error and committed to reinforcing staff training and reviewing protocols. Staff mentioned that a hold was placed on the property to ensure that any future permits would trigger additional scrutiny. Staff stated that they would prepare an update on violations and current code enforcement processes for the next meeting.

2. Chair Report

Commissioner Grant asked all committee chairs to prepare a mid-year status report for the next meeting.

D. New Business

None

E. Announcements and Future Agenda Items

None

F. Public Comment

None

G. Adjournment

Commissioner Grant adjourned the regular meeting at 12:15 p.m.