



# TULSA PRESERVATION COMMISSION

## REGULAR MEETING MINUTES

**Tuesday, September 22, 2015**

City Hall @ One Technology Center, 175 East 2<sup>nd</sup> Street  
*3rd Floor North Presentation Room*

### A. Opening Matters

#### 1. Call to Order and Verification of Quorum

Chairman Pounds called the Regular Meeting to order at 4:31 pm.

#### **Members Present**

David Pounds, Chair  
Robert Shears, Vice-Chair  
David Schoell, Secretary  
Charles Sottong\*  
Susan McKee  
Tom Neal\*  
Jim Turner\*  
Mike Craddock  
\*Late

#### **Members Absent**

EX-OF Ted Reeds  
EX-OF Pam Deatherage

#### **Staff Present**

Bob Edmiston, Kristin Pack, Roy Malcolm Porter, Jr., Jennifer Gates\*

#### **Others Present**

Beji Malek, Shaun Udrea, Cherie Cook, Dan Hensiek, Chip Atkins

#### 2. Approval of Minutes from September 10, 2015.

Commissioner Craddock made a motion to approve the minutes. Commissioner Schoell seconded the motion. The motion was approved by majority.

**Vote: Meeting Minutes September 10, 2015.**

**In Favor**

- 1. Pounds
- 2. Schoell
- 3. Craddock
- 4. McKee

**Opposed**

- 4. Disclosure of Conflicts of Interest  
None

**Abstaining**

Shears

**Not Present**

Neal  
Snyder  
Sottong  
Turner

B. Actionable Items

1. **COA-13-29 / 1730 S. Quincy Ave** (Swan Lake)

Applicant: Dan Hensiek for Arnold Schmidt

*COA Subcommittee Review Date: None*

Request:

- 1. Extend prior approval to “construct 5-unit townhouse according to plans submitted” for one year

Staff presented the application to the Commission, and the applicant’s representative, Dan Hensiek, was present. Mr. Hensiek stated the applicant is a family friend who moved out of town and asked Mr. Hensiek to present the application to the Preservation Commission. Mr. Hensiek stated the reason the project has not moved forward was due to financial hardship.

Commissioner Turner stated when the application was presented in the past, the applicant needed to appeal the Board of Adjustment (BOA) decision. Mr. Hensiek stated the applicant is waiting for the adoption of the zoning code to see if it will impact the zoning. Mr. Hensiek stated the applicant wanted to change the design to four units, but he did not waste more time and stayed with five units.

Commissioner Turner asked Mr. Hensiek if any progress has been completed on the project. Mr. Hensiek replied the applicant is researching legal options with BOA. Commissioner Craddock asked if the applicant will change the proposal from five to four units. Mr. Hensiek replied the applicant wants to have five units, but he might be required to change the proposal to four units with the same design.

Citizen, Chip Atkins, stated a project has been proposed for this site for over 15 years, and the applicant has received numerous Certificates of Appropriateness. Mr. Atkins referred to Chapter 10A §1055(G) and stated no progress had been made. Commissioner Shears asked what the BOA ruled. Mr. Atkins stated the BOA appeal was in favor of the Preservation Commission, and the BOA minutes stated the parcel is not zoned for a townhouse and new zoning would require for the lots to split since they will be individually owned. Commissioner Pounds stated the representative did not have enough information to show the Commission the project is being carried to completion. Commissioner Turner stated he is in favor of continuing the application with the applicant’s approval

until evidence is provided showing the project is being carried to completion. Commissioner Pounds agreed and recommended a chronology be provided.

Commissioner Neal made a motion to continue the application with the applicant's approval. Commissioner Craddock seconded the motion. The motion was approved by majority. Reference Cited: Chapter 10A §1055(G).

**Vote: 1730 S. Quincy Ave (Swan Lake)**

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Pounds	McKee		Snyder
2. Shears			
3. Schoell			
4. Craddock			
5. Neal			
6. Sottong			
7. Turner			

**2. COA-15-40 / 1744 S. Yorktown Ave. (Yorktown)**

Applicant: Beji Malek

*COA Subcommittee Review Date: September 15, 2015*

Request:

1. Replace non-original door with Rogue Valley Craftsman door with three jailhouse lights and two flat panels as submitted
2. Install Prairie Style, leaded glass design with clear glass

Staff presented the application to the Commission, and the applicant, Beji Malek, was present. Staff stated the applicant wishes to withdraw Item 2. Commissioner Neal presented the COA Subcommittee report. The applicant stated the reason for the withdrawal is lack of information from the vendor about clear glass as requested by the COA Subcommittee.

Commissioner Craddock made a motion to approve the application. Commissioner Turner seconded the motion. The motion was approved unanimously. Guideline cited: A.3.1, A.3.2, A.3.4, A.3.5, A.3.8.

**Vote: 1744 S. Yorktown Ave. (Yorktown)**

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Pounds			Snyder
2. Shears			
3. Schoell			
4. Craddock			
5. McKee			
6. Neal			
7. Sottong			

8. Turner

### 3. Window Repair and Replacement Guide

Staff presented the changes to the Window Repair and Replacement Guide as requested from the Commission. Staff added to packet the guidelines for new construction including materials. The packet states vinyl windows are strongly discouraged. Commissioner Turner asked if the Window Survey Form was part of the packet. Staff stated it is an attachment. Commissioner Craddock asked if the guide and window survey form will be available online. Staff stated both will be available online including a section on one of the webpages, and the links listed in the guide will have a hyperlink. Commissioner McKee asked. if in the Window Repair and Replacement Guide under the New Construction section, it states vinyl windows cannot be denied. Staff clarified the entry and noted that the packet states vinyl windows are strongly discouraged.

Commissioner Turner asked for more clarification on Section F: Submittal Requirements where it references Section B for the Window Survey. Commissioner Pounds requested a revision date for the guide and the window survey form. Commissioner Schoell thanked Staff for working on the guide.

Mr. Atkins asked if future applicants will be required to duplicate the muntin profile. Staff stated it is not a specific guideline, and although duplicating muntin profiles is not mandated, it is encouraged. Commissioner Turner stated muntin profile dimensions can be added. Commissioner McKee agreed.

Commissioner Schoell made a motion to approve the Window Repair and Replacement Guide with the condition that the changes stated in the minutes be incorporated. Commissioner Craddock seconded the motion. The motion was approved unanimously.

#### **Vote: Window Repair and Replacement Guide**

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Pounds			Snyder
2. Shears			
3. Schoell			
4. Craddock			
5. McKee			
6. Neal			
7. Sottong			
8. Turner			

Staff asked the Commission for pictures of good and bad example of windows for the guide. Commissioner Schoell asked for more clarification. Staff stated a range of damage and deterioration to illustrate the different levels is presented in

*Preservation Brief 9*, as are examples of good and bad window replacement. Commissioner Pounds asked staff to make a list of the photos they need.

#### **4. Discussion regarding the Zoning Code Update draft**

Staff stated the Tulsa Metropolitan Area Planning Commission (TMAPC) will have a public hearing meeting on Monday, September 28, 2015 at 6:00PM. If the meeting reaches three hours, then the meeting will be continued to next evening. The Commission has requested the incorporation of four items, three of which were not incorporated into the second public draft of the Zoning Code Update. One item was revised. The three items the Commission requested included more clarification of which overlay will take precedent in 20.010 C(2), to change 30 days to 60 days and status from “approved” to “denied” in 70.070, and to strengthen the demolition ordinance in 70.070 G.

Commissioner Craddock asked if the language in 20.010 C(2) about application of the more restrictive overlay would lead to confusion. Commissioner Neal asked if staff received an explanation why the requests were not incorporated. Staff replied no explanation was received.. Commissioner Neal asked who decided which public comments are incorporated. Staff stated the consultant and his team, but staff sent a letter as requested from the Commission to the consultant. Commissioner Turner stated the letter was never mentioned at the Citizen Advisory Team meeting. Staff stated the demolition ordinance was put on a list for post-adoption amendments, but the two other requests seem minor. Citizen, Cherie Cook, stated she has worked on a demolition ordinance for years and would like to have it adopted. Mr. Atkins stated the overlay districts do not want a demolition stay, because it takes away the appeal from the citizens, and he has never seen a house saved in 90 days.

Commissioner Neal stated no response to the Commission’s letter is unacceptable, and some of the items requested will make the Commission’s operations consistent with other city operations. Commissioner McKee asked if the letter was sent to each City Councilman. Staff stated they sent the letter to each Councilman including their aides. Staff asked the Commission who is available to represent the Commission at the public hearing meeting. Citizen, Shawn Udrea, asked if the Commission’s letter is available online. Staff stated they can post it online.

Commissioner Turner asked who is facilitating the TMAPC meeting. Staff stated it is a formal special meeting. Commissioner Craddock asked if boards and commissions are presenting first. Staff replied it is first-come, first-serve basis. Commissioner Pounds and Commissioner Schoell will be late but will attend the meeting. Commissioner Craddock said he can attend. Commissioner McKee stated she can attend if needed but has a prior engagement. Commissioner Schoell stated he is not opposed to posting the letter on the website. Commissioner Turner stated he preferred to vote on selection of a representative

with talking points and what staff will post online. Staff stated they will send the talking points and the blog post to the Commissioners.

Commissioner Neal made a motion to designate Commissioner Craddock as Preservation Commission representative for the upcoming Tulsa Metropolitan Area Planning Commission Public Hearing Meeting on September 28, 2015, and designate Staff to create a blog post with the items discussed in the minutes. Commissioner Turner seconded the motion. The motion was approved unanimously.

**Vote: Window Repair and Replacement Guide**

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Pounds		Craddock	Snyder
2. Shears			
3. Schoell			
4. McKee			
5. Neal			
6. Sottong			
7. Turner			

**5. Discussion regarding future revisions of the Zoning Code and Unified Design Guidelines for HP Overlays on individual properties**

Staff stated the proposed Elmwood Historic District is moving forward for individual listing, and it passed unanimously at TMAPC. The proposed district will be reviewed by City Council for adoption. Staff stated other cities have landmark designations, and the Commission may want to think of changes in the future to accommodate individual designations with the Unified Design Guidelines. The ordinance is written so a property only needs to be 50 years old and meet one of the criteria for zoning, but not every building is individually significant for individual HP Zoning. The Unified Design Guidelines are written for districts rather than individual properties.

Commissioner Pounds proposed to the Commission to form an ad hoc committee to handle the issue. Ms. Cook asked the Commission to look into individual property designation. Commissioner Sottong stated he would volunteer for the ad hoc committee.

- C. Reports
  - A. Chair Report
    - None

The Outreach Committee met and is moving forward with the education series which will include presentations on tax credits, sustainability,

sustainable preservation and design, and Route 66 heritage tourism. The Outreach Committee is scheduling presentations for HP Overlay Districts. Mr. Udrea stated he is a member of the Tulsa Genealogical Society and has a contact for staff.

B. Staff Report

Since the September 10, 2015, staff has approved to remove non-original awnings from 1529 S. Rockford Ave., 1531 S. Rockford Ave., and 1507 E. 16<sup>th</sup> St.

D. New Business

None.

E. Announcement and Further Agenda Items

None.

F. Adjournment

Chairman Pounds adjourned the Regular Meeting at 5:55 pm.