



# TULSA PRESERVATION COMMISSION

## REGULAR MEETING MINUTES

**Thursday, July 14, 2016, 11:00 A.M.**

City Hall @ One Technology Center, 175 East 2<sup>nd</sup> Street  
10th Floor - South Conference Room

### A. Opening Matters

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

Chairman Shears called the Regular Meeting to order at 11:01 A.M.

#### **Members Present**

Robert Shears, Chairman  
David Schoell, Secretary  
David Pounds  
Jim Turner\*  
Susan McKee\*\*  
Tom Neal  
John Snyder

#### **Members Absent**

Mike Craddock, Vice Chairman  
Ted Reeds  
Peter Grant  
Michael Birkes

\*Late

\*\*Left Early

#### **Staff Present**

Kristin Pack, Audrey Blank

#### **Others Present**

Tim Williams, Sherri McMillan, Mark McMillan, Sharon Coleman, Lauren Mings\*, Alicia Shultz\*

#### 2. Approval of Minutes from June 28, 2016.

Commissioner Schoell made a motion to approve the Minutes. Commissioner Neal seconded the motion. The motion was approved by majority.

**Vote: Meeting Minutes, June 28, 2016.**

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

3. Disclosure of Conflicts of Interest  
Commissioner Neal stated the applicants at 1804 South Quaker Avenue are his clients, and he will recuse during their application.

**B. Actionable Items**

1. **HP-16-042 / 217 W. Latimer St.** (Brady Heights)  
Applicant: Tim Williams for TW's-AFAB Catering  
*HP Permit Subcommittee Review Date: None*  
Request:
  1. Paint 5x10 ft. sign on west elevation according to plan submitted

Staff presented the application, and the applicant, Tim Williams, was present. Commissioner Schoell noted the sign is intricate and would be difficult to paint the information at the bottom of the sign. Mr. Williams stated he planned to hire a painter, and if the painter cannot paint the sign as shown, he would return with a revision.

Commissioner Neal made a motion to approve the application. The motion was seconded by Commissioner Pounds. The motion was approved unanimously. Guidelines cited: A.1.1, A.1.2, A.1.3, A.1.4, G.3.1.

**Vote: 217 W. Latimer St. (Brady Heights)**

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

2. **HP-16-044 / 1014 N. Cheyenne Ave.** (Brady Heights)

Applicants: Jacob and Lauren Mings

*HP Permit Subcommittee Review Date: None*

Requests:

- 1. Construct Dog-Ear Picket Fence according to plans submitted
- 1. Install Solar Lamp Post in street yard according to site plan submitted

Staff presented the application, and the applicant was absent.

Commissioner Pounds made a motion to approve the application. The motion was seconded by Commissioner McKee. The motion was approved by majority. Guidelines cited: A.1.1, A.1.2, A.1.3, A.1.4, G.1.1, G.1.2, G.1.3, G.1.4.

**Vote: 1014 N. Cheyenne Ave. (Brady Heights)**

**In Favor**

- 1. Shears
- 2. Schoell
- 3. Pounds
- 4. McKee
- 5. Neal
- 6. Snyder

**Opposed**

**Abstaining**

Turner

**Not Present**

Craddock  
 Reeds  
 Grant  
 Birkes

3. **HP-16-045 / 1536 E. 20<sup>th</sup> St.** (Swan Lake)

Applicants: Mark and Sherri McMillan

*HP Permit Subcommittee Review Date: None*

Request:

- 1. Replace five second-story windows with aluminum-clad, wood windows which match existing windows

Staff presented the application, and the applicants, Mark and Sherri McMillan, were present. Commissioner Schoell asked the applicants to explain the deterioration. Mrs. McMillan explained the windows have a gap between sash and the sill which causes air infiltration into the house, and the current windows are double-hung and do not align. Commissioner Schoell asked the applicants how long they have lived at the residence. Mrs. McMillan stated 5 years and explained that the previous owner removed the sash locks and painted the windows shut. After moving into the residence, they attempted to repair the windows, and without an eave overhang, the second story windows received a lot of heat in the summer. Commissioner Schoell recommended weather-stripping and other techniques to repair the windows. Commissioner Neal stated he agreed with Commissioner Schoell's opinion that the windows are repairable.

Mrs. McMillan stated the second story windows are not original to the house. The Commission and the applicants discussed when the second story windows were installed. Commissioner Turner asked the applicants which type of window they propose for replacement. Mr. McMillan stated it would be an aluminum-clad window with an exterior muntin. Commissioner Schoell asked if there was any flashing around the windows. Mr. McMillan replied there is a flashing which resembles a small gutter. Mrs. McMillan stated the water infiltration runs along the joist, hits the ceiling, and compromised the ceiling in some areas. Mrs. McMillan asked where they could find someone to repair the windows. The Commission and the applicants discuss repair methods and avenues to find a window repairman.

Commissioner Schoell made a motion to deny the application. The motion was seconded by Commissioner McKee. The motion was approved by majority. Guidelines cited: A.1.1, A.1.2, A.1.3, A.1.4, A.4.1, A.4.2, A.4.3, A.4.4, A.4.5, A.4.6, A.4.7, A.4.8.

**Vote: 1536 E. 20<sup>th</sup> St. (Swan Lake)**

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

**4. HP-16-043 / 1316 E. 19<sup>th</sup> St. (Swan Lake)**

Applicants: Alicia and Joshua Schultz

*HP Permit Subcommittee Review Date: None*

Request:

1. Construct ribbon driveway according to site plan submitted

Staff presented the application, and the applicant was absent. Staff stated the site plan presented represents only what the Preservation Commission would review and that Staff has notified the applicant of other zoning concerns.

Commissioner McKee made a motion to approve the application. The motion was seconded by Commissioner Neal. The motion was approved unanimously. Guidelines cited: A.1.1, A.1.2, A.1.3, A.1.4, G.2.1, G.2.2, G.2.3.

**Vote: 1316 E. 19<sup>th</sup> St. (Swan Lake)**

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

**5. HP-16-004 / 1804 S. Quaker Ave. (Swan Lake)**

Applicants: Louis and Sharon Coleman

*HP Permit Subcommittee Review Date: None*

Request:

1. Revise the south and west elevations according to plans submitted.  
*This would amend the previous February 11, 2016 TPC approval to construct new single-family residence according to plans submitted.*

Commissioner Neal recused himself. Staff presented the application, and the applicant, Sharon Coleman, was present.

Commissioner Schoell made a motion to approve the application. The motion was seconded by Commissioner Turner. The motion was approved unanimously. Guidelines cited: C.1.1, C.1.2, C.1.3, C.1.4, C.1.5, C.3.1.

**Vote: 1804 S. Quaker Ave. (Swan Lake)**

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

**6. Discussion and Review of the Rules and Regulations**

Staff presented changes to the Rules and Regulations.

**7. Discussion and Review of the Unified Design Guidelines**

Staff presented changes to the Unified Design Guidelines.

C. Reports

1. Chair Report - None
2. Staff Report - None

D. New Business

No New Business was introduced.

E. Announcements and Future Agenda Items

No Announcements or Future Agenda Items were presented.

F. Adjournment

Chairman Shears adjourned the Regular Meeting at 12:11 P.M.