



# TULSA PRESERVATION COMMISSION

## REGULAR MEETING MINUTES

**Tuesday, February 24, 2015, 4:30 PM**

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

### A. Opening Matters

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

Susan McKee acted as Chairman called the Regular Meeting to order at 4:40 p.m.

Due to the absence of the majority of commissioners, a quorum was not verified.

#### **Members Present**

Susan McKee  
Tom Neal  
Mike Craddock

#### **Members Absent**

David Pounds, Chair  
Robert Shears, Vice-Chair  
David Schoell, Secretary  
Charles Sottong  
Jim Turner  
John Snyder  
Ted Reeds, EX-OF  
Pam Deatherage, EX-OF

#### **Staff Present**

Jennifer Gates, Jeanine Van Valkenbergh\*, Kristin Pack

\*Left early

#### **Others Present**

Sally Davies

2. Approval of Minutes from February 12, 2015.

Minutes were continued to next meeting on Thursday, March 12, 2015.

3. Disclosure of Conflicts of Interest

No one reported a conflict of interest with the proposals on the agenda.

B. Actionable Items

**1. National Register Nomination for Elizabeth Manor**

Lynda Ozan – State Historic Preservation Office

Lynda Ozan from the State Historic Preservation Office was absent from the meeting.

National Register Nomination for Elizabeth Manor was continued to the next meeting on Thursday, March 12, 2015

**2. Zoning Code Update Discussion**

Identify changes or questions for discussion at the Annual Retreat

Jennifer Gates reviewed the discussion from the Special Meeting on February 18 regarding the Zoning Code Update. It was noted the Commissioners present were at the Special Meeting.

The Commission and Staff noted the goal at the Annual Retreat is to discuss a compiled list of items, questions, and concerns the Staff and Commission may have and any questions regarding the Zoning Code Update.

Commissioner Craddock noted there was a difference between the consultant goals for Historic Preservation [HP] Zoning and TPC Staff goals.

Commissioner Neal commented on strengthening the demolition ordinance unless an applicant can prove his/her case. Jennifer Gates noted demolition cases in other cities can recognize instances where there is economic hardship. Commissioner McKee noted Oklahoma City has a strong demolition ordinance.

It was agreed by the Commissioners and Staff to add strengthening demolition ordinance to the list of items for discussion at the Annual Retreat.

Jennifer Gates noted the language used in the Zoning Code Draft needed to be change, and some of the original language will need to replace the new language.

Commissioner McKee commented on the precedence of HP overlays with other overlays, especially the addition of the Master Planned Development District [MPD]. The Commission and Staff noted the more restrictive overlay would prevail as the consultant, Kirk Bishop, said at the Special Meeting. The Commission and Staff noted they would need more clarification when working with multiple overlays regarding how to work with different entities regulating those overlays, and how the overlays would be regulated.

It was agreed by the Commissioners and Staff to add clarification of the regulation of multiple overlays and working with multiple entities regulating those overlays to the list of items for discussion at the Annual Retreat.

Commissioner Craddock commented on the shift of HP review begins with the Land Use Administrator at INCOG rather than with TPC Staff, and the confusion from changing the name "Certificate of Appropriateness" to "HP Permit". Commissioner Craddock noted the name "HP Permit" sounded like it is a permit to be considered a historic building.

It was agreed by the Commissioners and Staff to add the shift from TPC reviewing HP Zoning to the Land Use Administrator at INCOG to the list of items for discussion at the Annual Retreat.

It was agreed by the Commissioners and Staff to add language clarification to the list of items for discussion at the Annual Retreat.

Commissioner McKee commented on the notification of property owners when 300 feet HP Zoning Map amendments, and how to strengthen the approval of HP Zoning. Jennifer Gates noted the protest of a zoning map amendment is a public notice to all property owners 300 feet of the boundary. If 50% or more of the property owners part of the 300 feet outside the boundary protest, then it is valid. If 20% of property owners within the boundary protest the zoning overlay, then they can appeal, and the appeal of 20% of property owners is written in the **Charter (need official name)**.

Commissioner Craddock noted Ex-Officios were removed from the Zoning Code Draft.

It was agreed by the Commissioners and Staff to add removal and the role of Ex-Officios to the list of items for discussion at the Annual Retreat.

Jennifer Gates noted in Chapter 70: Review and Approval Procedures. If a new HP Overlay was adopted, the district would be given individual guidelines instead of adopting the Unified Design Guidelines.

The Commission noted the need to review and handle the window policy as a Commission at the Annual Retreat, so the Staff will not know what is required to have a complete application to move to a TPC meeting.

Jennifer Gates noted staff recommendations will be given to update the Certificate of Appropriateness application, and when the Zoning Code is adopted, the Commission needs to review TPC Rules and Regulations and make appropriate changes to fit the new Zoning Code.

The Commission asked Staff if they could receive printed copies of the Zoning Code Draft. Kristin Pack noted a copy could be placed the Commissioner Handbooks for those who asked for a copy of the Zoning Code Draft.

Jennifer Gates review the public hearing process, and how the Commission can input comments as a Commission.

#### C. Reports

A. Chair Report  
None

B. Staff Report  
None

C. Committee Reports  
None

D. New Business  
None

E. Announcement and Further Agenda Items  
None

F. Adjournment  
Acting as Chairman, Susan McKee adjourned the meeting at 5:30 p.m.