



# REGULAR MEETING MINUTES OF THE TULSA PRESERVATION COMMISSION (TPC)

Thursday, March 10, 2005- 11:00 A.M.  
111 South Greenwood, 2nd Floor - Conference Room A&B

Chair Townsend called the regular meeting to order at 11:15 a.m., after getting a regular/professional meeting quorum; and Mrs. Warrior announced the Roll Call.

## I. ROLL CALL

### Members Present:

Chair, Mary Lee Townsend, Prof. Historian;  
Vice-Chairman James Turner;  
Secretary, David Breed, Community Group Res.;  
Elizabeth deVerges, Professional Banker;  
Rex Ball, Community Group Resident;  
Stacey Bayles – Planning Commissioner;  
Jack Hodgson, Professional Realtor;  
Charles Gilmore, Professional Developer; &  
Michael B. Birkes, Arts Commissioner.

### Members Absent:

Susie Woody, Owner, Non-Resident;  
Herb Fritz, Professional Architect;

### Others Present:

David Simmons, Fannie Warrior, & Kevin Jordan.

## II. APPROVAL OF REGULAR MEETING MINUTES of February 10, 2005

Ms. Bayles made a motion to approve the Regular Meeting Minutes of February 10, 2005 as presented.

### Roll Call Vote to Approve Regular Meeting Minutes of February 10, 2005 as presented:

Chair Townsend – Aye;  
Vice-Chairman Turner – Aye;  
Secretary Breed – Aye;  
Elizabeth deVerges – Was not present during this vote;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball - Was not present during this vote; &  
Michael Birkes – Aye. The motion was **Approved Unanimously by members present.**

### III. UNFINISHED BUSINESS

#### A. Conflict of Interest

Chair Townsend asked the commission if anyone had a “Conflict of Interest” with the Certificate of Appropriateness (COA) Request that was brought before the board for review. Members were instructed to “Abstain” from voting if that were the case. No one responded.

#### B. Certificate of Appropriateness Request

The Commission made minor changes to Parts II, III; & IV of Mr. Jordan’s application; and changed Parts V & VI by converting these two parts of the application into one part, as Part V as indicated below:

- 1) **1525 S. Owasso Ave., Tulsa, OK 74120 (N. Maple Ridge)**  
**Part I of V: Propose to install two (2) shed awnings over front windows, repaint all masonry, and remove conduit and lights on front elevation; Add wood siding to match existing house in gable, (trim on the beam over columns and drip trim to remain as is);**  
**COA Subcommittee Complete Application Date: 03-08-2005**  
**KEVIN L. JORDAN – APPROVED**

Mr. Simmons presented Part I of Mr. Jordan’s Certificate of Appropriateness application to the commission. Photographs and drawings were available for review and a slide presentation was shown.

Mr. Simmons stated that Mr. Jordan plans to install two (2) shed awnings over the front windows; repaint all masonry; and remove the conduit and lights on the front elevation. He would also like to add wood siding to match the existing house in gable; and that the trim on the beam over the columns and drip trim will remain as is.

COA Subcommittee Chairman Turner stated that the COA Subcommittee recommended by a unanimous vote at the March 8, 2005 meeting to approve Part I of Mr. Jordan’s application. The Subcommittee’s decision was based on the appropriate design guidelines for Rehabilitation in the North Maple Ridge Historic District.

After careful consideration of the information and materials presented to the commission to make a final determination, V-Chairman Turner (of the TPC) made a motion to support the COA Subcommittee’s recommendation to **APPROVE Part I of Mr. Jordan’s application.** Mr. Birkes seconded.

**Roll Call Vote to Approve Part I of Mr. Jordan's application:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Aye;  
Elizabeth deVerges – Abstain;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball – Was not present during this vote; &  
Michael Birkes - Aye. The motion was **Approved by Majority.**

*The Tulsa Preservation Commission (TPC) “Approved Part I of Mr. Jordan's proposal” based on Section VIIIA, Windows & Doors, A.1.2.7, & Building Wall Materials, A.1.1.2 from Guidelines for Rehabilitation of Existing Buildings for the North Maple Ridge Historic District.*

**1-II) 1525 S. Owasso Ave., Tulsa, OK 74120 (N. Maple Ridge)**

**Part II: Remove hand rails from front steps and porch, replace walkway; pour six (6) steps to street in lieu of existing nine (9) steps to street (based on lowered yard that currently drains back towards the house); & paint the front porch masonry according to approved paint chart;  
COA Subcommittee Complete Application Date: 03-08-2005  
KEVIN L. JORDAN – APPROVED**

Mr. Simmons presented Part II of Mr. Jordan's Certificate of Appropriateness application to the commission. Photographs and drawings were available for review and a slide presentation was shown.

Mr. Simmons stated that Mr. Jordan plans to remove the hand rails from the front steps and porch of the structure; replace the walkway; pour six (6) steps to the street in lieu of the existing nine (9) steps to the street based on the lowered yard that currently drains back towards the house; and paint the front porch masonry according to the approved paint chart.

COA Subcommittee Chairman Turner stated that the COA Subcommittee recommended by a unanimous vote at the March 8, 2005 meeting to approve Part II of Mr. Jordan's application. The Subcommittee's decision was based on the appropriate design guidelines for Rehabilitation in the North Maple Ridge Historic District.

After careful consideration of the information and materials presented to the commission to make a final determination, V-Chairman Turner (of the TPC) made a motion to support the COA Subcommittee's recommendation to **APPROVE Part II of Mr. Jordan's application.** Mr. Birkes seconded.

**Roll Call Vote to Approve Part II of Mr. Jordan's application:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Aye;  
Elizabeth deVerges – Aye;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball – Was not present during this vote; &  
Michael Birkes - Aye. The motion was **Approved Unanimously by members present.**

*The Tulsa Preservation Commission "Approved Part II of Mr. Jordan's proposal" based on Section VIIIA, Porches, A.1.4.1, from Guidelines for Rehabilitation of Existing Buildings for the North Maple Ridge Historic District.*

**1-III) 1525 S. Owasso Ave., Tulsa, OK 74120 (N. Maple Ridge)  
Part III: Install 10, 12 or 15 lite wood panel door on front elevation;  
KEVIN L. JORDAN – APPROVED**

Mr. Simmons presented Part III of Mr. Jordan's Certificate of Appropriateness application to the commission. Photographs and drawings were available for review and a slide presentation was shown.

Mr. Simmons stated that Mr. Jordan plans install a 10, 12 or 15 lite wood panel door on the front elevation of the structure.

COA Subcommittee Chairman Turner stated that the COA Subcommittee recommended by a unanimous vote at the March 8, 2005 meeting to approve Part III of Mr. Jordan's application. The Subcommittee's decision was based on the appropriate design guidelines for Rehabilitation in the North Maple Ridge Historic District.

After careful consideration of the information and materials presented to the commission to make a final determination, V-Chairman Turner (of the TPC) made a motion to support the COA Subcommittee's recommendation to **APPROVE Part III of Mr. Jordan's application.** Mr. Birkes seconded.

**Roll Call Vote to Approve Part III of Mr. Jordan's application:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Aye;  
Elizabeth deVerges – Aye;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball – Was not present during this vote; &  
Michael Birkes - Aye. The motion was **Approved Unanimously by members present.**

*The Tulsa Preservation Commission “Approved Part III of Mr. Jordan's proposal” based on Section VIIIA, Windows & Doors, A.1.2.3, from Guidelines for Rehabilitation of Existing Buildings for the North Maple Ridge Historic District.*

**1-IV) 1525 S. Owasso Ave., Tulsa, OK 74120 (N. Maple Ridge)**

**Part IV: Install new driveway (at 1525 & 1529 S. Owasso Avenue) 18-24”, either all on this property or on each side, pending approval neighbor (coverage will not exceed 40% of each respective yard); Install 12 inches wide, 22 foot long, 2 foot tall concrete retaining wall on each side; & KEVIN L. JORDAN – APPROVED**

Mr. Simmons presented Part IV of Mr. Jordan's Certificate of Appropriateness application to the commission. Photographs and drawings were available for review and a slide presentation was shown.

Mr. Simmons stated that Mr. Jordan plans install a new driveway at 1525 & 1529 S. Owasso Avenue with 18”-24” either all on 1525 S. Owasso Avenue or on each side, pending the approval from the neighbor at 1529 S. Owasso Avenue; and that the coverage of the driveway will not exceed 40% of each respective yard. He also plans to install a 12 inch wide, 22 foot long, 2 foot tall concrete retaining wall on each side.

COA Subcommittee Chairman Turner stated that the COA Subcommittee recommended by a unanimous vote at the March 8, 2005 meeting to approve Part IV of Mr. Jordan's application. The Subcommittee's decision was based on the appropriate design guidelines for Additions in the North Maple Ridge Historic District.

After careful consideration of the information and materials presented to the commission to make a final determination, V-Chairman Turner (of the TPC)

made a motion to support the COA Subcommittee's recommendation to **APPROVE Part IV of Mr. Jordan's application.** Mr. Birkes seconded.

**Roll Call Vote to Approve Part IV of Mr. Jordan's application:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Aye;  
Elizabeth deVerges – Aye;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball – Abstain; &  
Michael Birkes - Aye. The motion was **Approved by Majority.**

*The Tulsa Preservation Commission “Approved Part IV of Mr. Jordan's proposal” based on Section VIIIB, Building Materials and Elements, B.1.2.2, from Guidelines for Additions to Existing Structures for the North Maple Ridge Historic District.*

**1-V) 1525 S. Owasso Ave., Tulsa, OK 74120 (N. Maple Ridge)**

**Part V: Replace all 1/1 aluminum windows, all 1/1 fixed aluminum windows, & all 3/1 and 4/1 wood windows with the appropriate 3/1 and 4/1 vinyl clad aluminum windows (interior muntins); Window placement on the front elevation shall demonstrate symmetry when installed such that wall material above and below windows will be equal.**

**KEVIN L. JORDAN – APPROVED**

Mr. Simmons presented Part V of Mr. Jordan's Certificate of Appropriateness application to the commission. Photographs and drawings were available for review and a slide presentation was shown.

Mr. Simmons stated that Mr. Jordan plans to replace all the one-over-one (1/1) aluminum windows, all the one-over-one fixed aluminum windows; and all the three-over-one (3/1) and four-over-one (4/1) wood windows with the appropriate three-over-one (3/1) and four-over-one (4/1) vinyl clad aluminum windows with interior muntins. Window placement on the front elevation shall demonstrate symmetry when installed such that wall material above and below the windows will be equal.

COA Subcommittee Chairman Turner stated that the COA Subcommittee recommended approval of Parts V & VI of Mr. Jordan's application at the March

8, 2005 meeting. The Subcommittee's decision was based on the appropriate design guidelines for Rehabilitation in the North Maple Ridge Historic District.

After careful consideration of the information and materials presented to the commission to make a final determination, Mr. Birkes made a motion to support the COA Subcommittee's recommendation to **APPROVE Parts V & VI of Mr. Jordan's application** that have been converted into only one part as **Part V by the TPC**. Ms. Bayles seconded.

**Roll Call Vote to Approve Part V of Mr. Jordan's application:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Aye;  
Elizabeth deVerges – Aye;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball – Aye; &  
Michael Birkes - Aye. The motion was **Approved Unanimously**.

*The Tulsa Preservation Commission “Approved Part V of Mr. Jordan's proposal” based on Section VIIIA, Windows and Doors, A.1.2.3, A.1.2.4, A.1.2.5 & A.1.2.6 from Guidelines for Rehabilitation of Existing Buildings for the North Maple Ridge Historic District.*

**Chair Townsend moved to Agenda Item III., under Unfinished Business, E., Excused Absence Request.**

**III. UNFINISHED BUSINESS,**

- E. Excused Absence Request**
- **Susie Woody – Job Conflict; &**
  - **Herb Fritz – Job Conflict.**

Vice-Chairman Turner made a motion to excuse Ms. Woody and Mr. Fritz from the March 10, 2005 Regular Meeting due to job conflicts. Ms. deVerges seconded.

**Roll Call Vote to Excuse TPC Members from 03-10-2005 Regular Meeting:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Abstain;  
Elizabeth deVerges – Aye;  
Charles Gilmore – Aye;

Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball – Aye; &  
Michael Birkes - Aye. The motion was **Approved by Majority**.

**Chair Townsend moved to Agenda Item III., under Unfinished Business, C., Tax Credits & D., Development Areas.**

- C. Tax Credits &**
- D. Development Areas**

Chair Townsend stated that she would like for staff to draft a letter to the State Historic Preservation Office (SHPO). She would like the letter to cordially invite and ask Ms. Melvena Heisch if she would give a presentation on addressing questions about the 20% tax credits in historic preservation (hp) zoned areas. Some discussion took place. Ms. deVerges stated that she believes that she will be able to reserve the F&M Motor Bank Conference Room (at 21<sup>st</sup> & Utica) for the meeting event if and when a date is confirmed.

Chair Townsend would like for staff to draft a second letter to SHPO. She would like this letter to cordially invite Ms. Melvena Heisch and other staff members from SHPO to our April 14, 2005 Regular Meeting. Chair Townsend would like for Ms. Heisch to give a presentation on how other historic preservation (hp) districts respond to pressures of commercial development.

Ms. Bayles made a motion for staff to draft these letters to SHPO about the tax credits and development areas as indicated above. Mr. Ball seconded.

**Roll Call Vote for staff to draft letters to SHPO:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Abstain;  
Elizabeth deVerges – Aye;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Aye;  
Rex Ball – Aye; &  
Michael Birkes - Aye. The motion was **Approved by Majority**.

**F. Committee Reports**

Chair Townsend reported that after reviewing the TPC Historic Preservation Committee Responsibility List that she has combined two subcommittees into one. Chair Townsend combined the Historic Preservation Zoning Subcommittee and the Conservation District Subcommittee into one subcommittee. The new subcommittee is now

called: Historic Preservation Zoning & Conservation District Subcommittee. The Chairperson of this committee is Charles Gilmore; with one (1) member, Stacey Bayles.

Mr. Gilmore reported that the TPC lost its appeal at the Tulsa Metropolitan Area Planning Commission (TMAPC) hearing of the Charles E. Norman/15<sup>th</sup> & Utica, LLC Proposal of PUD-708A (Planned Unit Development) on February 16, 2005.

Mr. Gilmore stated that the 15<sup>th</sup> & Utica, LLC Proposal of PUD-708A is scheduled soon for review before the Tulsa City Council. The commission believes that someone from the TPC should attend this meeting in order to address any questions that the City Council may have. V-Chairman Turner made a motion to authorize David Breed to speak at the City Council meeting when the 15<sup>th</sup> & Utica, LLC Proposal is scheduled for review. Ms. deVerges seconded.

**Roll Call Vote to authorize Mr. Breed to attend City Council meeting:**

Chair Townsend – Aye;  
V-Chairman Turner – Aye;  
Secretary Breed – Aye;  
Elizabeth deVerges – Aye;  
Charles Gilmore – Aye;  
Jack Hodgson – Aye;  
Stacey Bayles – Abstain;  
Rex Ball – Aye; &  
Michael Birkes - Aye. The motion was **Approved by Majority.**

**IV. NEW BUSINESS**

Ms. Bayles announced that a TMAPC public meeting has been scheduled on March 23, 2005 on how to address historic preservation (hp) and infill developments. She stated that this meeting will take place immediately after the TMAPC meeting; and that everyone is invited.

**V. COMMUNICATIONS**

Some TPC members would like to have the TPC join together under one roof with Tulsa Metropolitan Area Planning Commission (TMAPC) and the Board of Adjustment Commission (BOA) to discuss important Tulsa historic preservation (hp) issues. Ms. Bayles volunteered her services to get with someone in the Mayor's Office to try to accomplish this task.

## VI. ADJOURNMENT

V-Chairman Turner made a motion to adjourn. Mr. Birkes seconded.

### **Roll Call Vote to Adjourn:**

Chair Townsend – Aye;

V-Chairman Turner – Aye;

Secretary Breed – Aye;

Elizabeth deVerges – Aye;

Charles Gilmore – Aye;

Jack Hodgson – Aye;

Stacey Bayles – Aye;

Rex Ball – Aye; &

Michael Birkes - Aye. The motion was **Approved Unanimously.**

There being no other business, this meeting was adjourned at 2:06 p.m.

The Tulsa Preservation Commission Regular Meeting Minutes of March 10, 2005 were transcribed by Fannie Warrior.

*K:/Planning/Fannie Warrior/MINS 03 10 2005R TPC  
Minutes Approved by UDD Staff on 03 18 2005  
Minutes Approved by TPC on 04-14-2005*