



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

**Thursday, December 8, 2005, 11:00 A.M.  
111 South Greenwood, 2nd Floor - Conference Room A&B  
Tulsa, OK 74120-1820**

Chair Townsend called the regular meeting to order at 11:07 a.m., 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.  
Breniss O'Neal, Prof. Landscape Designer;  
Charles Gilmore, Professional Developer.  
Owen "Chip" Ard – Planning Commissioner;  
John Hamill, Professional TPS Member;  
Jack Hodgson, Professional Realtor;  
Chuck Chastain, Professional Banker.  
Rex Ball, Community Group Resident;  
Barbara Imel Smallwood, Com. Group Res.

**Members Absent:**

Michael B. Birkes, Arts Commissioner;  
Herb Fritz, Professional Architect; &

**Others Present:**

Amanda DeCort, Patrick Fox, Fannie Warrior, Kurt Ackermann, Richard Say & Melanie Higgins.

**II. APPROVAL OF MEETING MINUTES, Regular Meeting Minutes of  
November 10, 2005**

Chair Townsend asked if there was a motion on the floor to approve the Regular Meeting Minutes of November 10, 2005.

Ms. O'Neal made a motion to approve the Regular Meeting Minutes of November 10, 2005 as presented. Mr. Chastain seconded.

**Roll Call Vote to Approve Regular Meeting Minutes of November 10, 2005:**

Chair Townsend – Aye;  
V-Chair Turner – Abstain;  
Secretary Breed – Aye;  
Chuck Chastain – Aye;  
Charles Gilmore - Aye;  
Jack Hodgson – Aye;  
Rex Ball - Aye;  
Barbara Smallwood - Abstain;  
John Hamill - Abstain;  
Breniss O’Neal – Aye; &  
Chip Ard - Aye. The motion was **Approved Unanimously to Approve.**

**III. UNFINISHED BUSINESS**

**A. Nominate New Officers for 2006**

- ◇ **Vice Chairperson; &**
- ◇ **Secretary**

Mr. Ball made a motion by acclamation to nominate the following commission members as new officers for Year 2006:

- ◇ David Breed for Vice-Chairman; &
- ◇ Breniss O’Neal for Secretary.

Ms. Smallwood seconded.

According to the Revised Rules & Regulations Governing Procedure of the Tulsa Preservation Commission that was adopted on December 11, 2003, Article IV – Officers, Section I., states that: **At the end of the Vice-Chairperson’s term, the Vice-Chairperson shall automatically succeed the Chairperson for the forthcoming year to the Tulsa Preservation Commission.**

James Turner served as Vice-Chairman to the COA Subcommittee to the Tulsa Preservation Commission in Year 2005; therefore Mr. Turner shall automatically succeed the position as Chairperson in Year 2006 to the Tulsa Preservation Commission.

**B. Excused Absence Request:**  
    ◇ **Herb Fritz – Job Conflict**

Chair Townsend stated that Mr. Fritz had asked to be excused from the December 8, 2005 Regular Meeting. She asked Mrs. Warrior if Mr. Fritz had been absent from four (4) or more Regular and Special meetings that were unexcused during this calendar year. Mrs. Warrior responded by stating that he had not. Chair Townsend stated that Mr. Fritz’s request to be excused from the December 8, 2005 Regular Meeting would be considered “moot.” (No Vote was taken).

**C. Land Records Report – Patrick Fox & Kurt Ackermann**

Chair Townsend asked Mr. Fox and/or Mr. Ackermann to please give their land records report. Mr. Fox stated that the historic preservation (hp) district maps that were created through Indian Nations Council of Governments (INCOG) are complete; although they’re in their introductory stage at this time with INCOG before they are on display and becomes available to us (TPC/Staff/Public).

Chair Townsend moved to Agenda Item III., Unfinished Business, E., Fire Alarm Building – Report by Richard Say of Fritz Baily

**E. Fire Alarm Building – Report by Richard Say of Fritz Baily**

Chair Townsend stated that she aware that the TPC has an easement on the Fire Alarm Building. She asked staff to explain to the commission why the Fire Alarm Building needs commission approval or denial of their request when this is not a proposal for a Certificate of Appropriateness. Ms. DeCort stated that since the TPC has a façade easement on the Fire Alarm Building that the TPC is required to approve or deny any exterior changes that the commission believes is appropriate to the building. Ms. DeCort stated that the commission should have staff draft a letter of support or a non-support letter for the Fire Alarm Building, depending on the decision made by the commission.

Mr. Richard Say from Fritz-Baily Architects introduced himself and Ms. Melanie Higgins from the American Lung Association. Mr. Say stated that they are in the process of renovating the Fire Alarm Building for the American Lung Association. He stated that he has provided the commission with two (2) guardrail styles for review; and that he would like for the commission to decide which historic guardrail will best compliment the building historically. Mr. Say stated that it’s required of them to install the guardrails to protect the stairs on the West side of the building.

Mr. Say provided the commission with Option #1 - Curly Guardrail with painted steel; and Option #2 – the Straight Guardrail with painted steel.

After the commission discussed this issue on the guardrails, V-Chairman Turner made a motion to approve Option #1 – of the Curly Guardrail with painted steel. He believes that the curly guardrail complements the building more than the straight guardrail does. Ms. O’Neal seconded.

**Roll Call Vote to Approve Option #1 – Curly Guardrail:**

Chair Townsend – Aye;  
V-Chair Turner – Aye;  
Secretary Breed – Nay;  
Chuck Chastain – Nay;  
Charles Gilmore - Nay;  
Jack Hodgson – Aye;  
Rex Ball - Nay;  
Barbara Smallwood - Aye;  
John Hamill - Nay;  
Breniss O’Neal – Aye; &  
Chip Ard - Nay. The motion **Failed to Approve Option #1 of the Curly Guardrail.**

Chair Townsend asked the commission if there was another motion on the floor.

Mr. Gilmore made a motion to approve Option #2 – of the Straight Guardrail with painted steel.

**Roll Call Vote to Approve Option #2 – Straight Guardrail:**

Chair Townsend – Nay;  
V-Chair Turner – Nay;  
Secretary Breed – Aye;  
Chuck Chastain – Aye;  
Charles Gilmore - Aye;  
Jack Hodgson – Nay;  
Rex Ball - Aye;  
Barbara Smallwood - Nay;  
John Hamill - Aye;  
Breniss O’Neal – Nay; &  
Chip Ard - Aye. The motion was **Approved by Majority to Approve Option #2 of the Straight Guardrail.**

Chair Townsend asked the commission if there were any more discussion and/or comments on the Fire Alarm Building.

Mr. Gilmore stated that he believes that the commission should discuss and review the “light bollards.” After the discussing took place, most of the members believe that the light bollards should be installed in a dark bronze color. Mr. Gilmore made a motion to approve the Fire Alarm light bollards in a dark bronze color. Mr. Hamill seconded.

**Roll Call Vote to Approve the light bollards:**

Chair Townsend – Aye;

V-Chair Turner – Aye;

Secretary Breed – Aye;

Chuck Chastain – Aye;

Charles Gilmore - Aye;

Jack Hodgson – Aye;

Rex Ball - Aye;

Barbara Smallwood - Aye;

John Hamill - Aye;

Breniss O’Neal – Aye; &

Chip Ard - Aye. The motion was **Approved Unanimously to Approve the light bollards.**

Chair Townsend asked staff to please draft a “support letter” to Mr. Richard Say regarding the commission approval of the guardrail and light bollards of the Fire Alarm Building.

Chair Townsend moved back to Agenda Item III., Unfinished Business, D. Policy Statement regarding National Register plaques – final reading

**D. Policy Statement regarding National Register plaques – final reading**

Ms. DeCort distributed the second reading draft dated 08 December 2005 of the TPC Policy regarding National Register Plaques. Ms. DeCort stated that the TPC and the North Maple Ridge Association received an interesting letter from a North Maple Ridge resident stating that all the residents have to have their COA in hand before they’re permitted to install a National Register Plaque on their home or they will be fined \$500.00. Ms. DeCort stated that the TPC decided to come up with a policy regarding National Register Plaques as an amendment to the TPC Rules & Regulations.

The DRAFT: second reading states –

“Owners of properties located within HP zoned districts which are either individually listed on the National Register of Historic Places, or contributing to listed National Register historic districts, may purchase, at their own expense, a cast bronze or aluminum historical marker plaque from the manufacturer of their choosing. An owner may place one (1) historical marker plaque on the front façade of the building without first obtaining a Certificate of Appropriateness from the Preservation Commission, provided the plaque size does not exceed 10” high

by 12” wide and its inscription reads “Listed in the National Register of Historic Places.” Property owners are encouraged to consult Preservation Commission staff for assistance or verification of historical information. Plaques should be placed on a flat, vertical surface such as a wall. Owners shall take reasonable care during installation of plaques so that façade materials sustain minimal damage.”

The two diagrams that the TPC has provided are examples of the plaque languages and size, but are not intended to limit owners in having plaques made to their own designs.

For individual listed properties - the plaque should have similar words as:

This Property Has Been Listed In The NATIONAL REGISTER OF HISTORIC PLACES  
By the United States Department of the Interior

For properties within a National Register historic district – This property lies within the SWAN LAKE HISTORIC DISTRICT which has been listed in the NATIONAL REGISTER OF HISTORIC PLACES  
By the United States Department of the Interior

Mr. Gilmore made a motion to approve the second reading of the Tulsa Preservation Commission Policy Regarding National Register Plaques (dated 08 December 2005) by establishing this policy guideline as an amendment to the Rules & Regulations Governing Procedure of the Tulsa Preservation Commission. Ms. Smallwood seconded.

**Roll Call Vote to Approve the amended National Register Plaques Policy:**

Chair Townsend – Aye;  
V-Chair Turner – Aye;  
Secretary Breed – Aye;  
Chuck Chastain – Aye;  
Charles Gilmore - Aye;  
Jack Hodgson – Aye;  
Rex Ball - Aye;  
Barbara Smallwood - Aye;  
John Hamill - Aye;  
Breniss O’Neal – Aye; &  
Chip Ard - Aye. The motion was **Approved Unanimously to Approve.**

**F. Discuss the hazard mitigation program and potential funding sources**

Mr. Fox stated that the hazard mitigation program/plan has been approved by Mike Buchert in the Public Works & Development Department of the Internal Audit

Division. He stated that this plan was approved to add historic preservation elements to the multi-hazard mitigation. Mr. Fox introduced Mr. Tim Lovell to the commission.

Mr. Tim Lovell from the City of Tulsa Mayor's Citizens Core stated that the Mayor's Citizens Core (MCC) has made a commitment to try to find a way for historic and cultural resources to be prepared in the event of a disaster. He stated that our historic resources should be protected and have ways in play that if a disaster should occur, that these resources are cared for. Mr. Lovell distributed a 1-page brochure that he received from the National Trust for Historic Preservation in Washington, DC regarding the Johanna Favrot Fund for Historic Preservation. He stated that by receiving this grant that it will give MCC the opportunity to get funding to do hazard mitigation for historic preservation.

Mr. Lovell stated that MCC would like to include in the hazard mitigation plan an annex where dealing with historic resources. He stated that MCC and other previous TPC commission members have reviewed and revised a document that FEMA had created to base the planning. Mr. Lovell stated that the amount available from the Johanna Favrot Fund for this plan is \$10,000.00; although after meeting with Stormwater Management, it's not enough money to do the annex. Mr. Lovell stated that since the \$10,000.00 isn't enough money to do the annex that he plans to do some pre-work. He plans to meet with neighborhood associations that has historic designations; and also any other properties who would like to be identified. Mr. Lovell stated that there is a hazard mitigation plan for the community; but the plan does not deal with the question of historic resources. He stated that if a disaster occurs here in Tulsa like the Louisiana Katrina disaster that the community would not have the resources to preserve or rebuild Tulsa's historic landmarks.

Mr. Lovell stated that the City of Tulsa will be completing the grant application to submit to the National Trust for Historic Preservation by February 1, 2006. He stated that MCC would like to get a support letter from the Tulsa Preservation Commission supporting this plan for hazard mitigation for the community.

Chair Townsend stated that she would like to request that staff write a letter to support this project for the community hazard mitigation plan.

Chair Townsend turned the meeting over to V-Chairman Turner. She announced that she was leaving to go home to prepare for the Annual TPC Holiday Party. Fliers of the holiday party had been distributed to the members at this meeting and prior to the meeting. Chair Townsend stated that the holiday party will be held at her house this year and that everyone was welcome.

#### **IV. STAFF REPORTS**

V-Chairman Turner asked Ms. DeCort and Mr. Fox to please announce any staff report(s) that they may have.

##### **A. TPC staff report – Amanda DeCort and Patrick Fox**

Ms. DeCort stated that she talked with the Mayor's Office staff about the two (2) TPC vacancies on the commission that has been open for quite some time. She stated that Ms. Keith stated that she will look into this matter and get back with her. Ms. DeCort stated that she will inform the commission of its findings as soon as she hears from the Mayor's Office.

Ms. DeCort reported that Ms. Caroline Cardin, LLC had recently purchased the McBirney Mansion at 1414 S. Galveston. She stated that she wrote Ms. Cardin a letter welcoming her to the preservation community and offered assistance with any related matters that she might have.

Ms. DeCort reported that the National Trust for Historic Preservation is sponsoring its Preservation Leadership Training Program from June 10 – 17, 2006 in Nebraska City, Nebraska next year. She stated that the application deadline is March 31, 2006 if anyone is interested in attending the training program. Ms. DeCort stated that for more information about the program, please call 202.558.6067.

Ms. DeCort announced that the Tulsa Preservation Commission Annual Planning Meeting is scheduled for Saturday, January 21, 2006. She stated that a time schedule hasn't be determined yet; but that she will inform everyone of the meeting time at the next meeting.

Mr. Fox stated that they have received a response from Jim Gabbert at State Historic Preservation Office (SHPO) about one of the three (3) district survey proposals that they had submitted to them a few months ago. He stated that SHPO wants to exclude part of a section of the Riverview district. Mr. Gabbert believes that the blocks surrounding the Sophian Plaza did not retain sufficient integrity to be included. Mr. Fox stated that he doesn't agree with Mr. Gabbert wanting to exclude this area; and that he has responded (in writing) back to him.

#### **VI. NEW BUSINESS**

None.

#### **V. CHAIR REPORT – Mary Lee Townsend**

Vice-Chairman Turner reported that Chair Townsend asked him to remind the commission that when they're in the process of doing historic preservation

business, to please carbon copy Ms. DeCort as the primary staff person. He stated that she would like for the commissioners to please send a copy to the Chairperson of Tulsa Preservation Commission; and whoever else it applies to. He stated that this would only be a courtesy to the Chairperson; and that it will allow everyone to be on the same communication level.

**A. Committee Reports:**

◇ **Historic Preservation Committee**  
**Chair: Jim Turner**

COA Sub-Committee:

James Turner, Chairperson

No report was given due to the COA Subcommittee not having any applications/proposals to review for recommendation.

Important/Endangered Resources Sub-Committee:

Mr. Breed reported that the old Red Fork Motel that was built in the 1920's in Red Fork has future plans for renovation.

Historic Preservation Zoning & Conservation

District Sub-Committee: Charles Gilmore,  
Chairperson. No report.

Historic Preservation Incentive Subcommittee

No report.

◇ **Rules & Regulations Committee**  
**Charles Gilmore, Chairperson**

Rules & Regulations Sub-Committee:

Charles Gilmore, Chairperson. No report.

Awards & Recognition Sub-Committee:

Rex Ball, Chairperson. No report.

Community Outreach Sub-Committee:

Rex Ball, Chairperson. No report.

◇ **Program Planning & Neighborhood Conservation Committee**

**Chair: Rex Ball**

HP Education Sub-Committee: No report.

National Register Sub-Committee:  
Michael Birkes, Chairperson. No report.

Neighborhood History Sub-Committee:  
Herb Fritz, Chairperson. No report.

### **VIII. ADJOURNMENT**

There being no other business, Vice-Chairman Turner adjourned the meeting at 12:35 p.m. The Tulsa Preservation Commission Regular Meeting Minutes of December 8, 2005 were transcribed by Fannie Warrior.

*K:/Planning/Fannie Warrior/MINS 12 08 2005R TPC  
Minutes Approved by UDD Staff on 12 16 2005  
Minutes Approved by TPC on 01 12 2006*