



REGULAR MEETING MINUTES
OF THE

TULSA PRESERVATION COMMISSION

Thursday, February 14, 2008, 11:00 a.m.

**111 South Greenwood, 2nd Floor - Conference Rooms A&B
Tulsa, OK 74120-1820**

- 1. Roll Call** – Vice-Chairperson O’Neal called the Regular Meeting to order at 11:05 a.m.

Chairperson O’Neal introduced Ms. Tynesha Jackson to the Commission. Chairperson O’Neal announced that Ms. Jackson from the Planning Department will be recording the meeting minutes for the Commission today; and that they’re very happy to have her. Chairperson O’Neal thanked Ms. Jackson for being there; and she asked the Commission to be gentle with her since she was new.

Secondly, Chairperson O’Neal stated that she would like to mention a procedural reminder. She stated that in order for her to conduct a more efficient meeting that she (as Chairperson) would appreciate being recognized before you state your questions and comments to the Commission.

Chairperson O’Neal stated that the third item that she would like to briefly mention is on page 2 of the Agenda, Item #4., under Chair Report, a., Voting Method – Show of Hands vs. Roll Call. Chairperson O’Neal stated that she would like to implement this from the beginning of the meeting. She stated that, as Chairperson of the Tulsa Preservation Commission that she would like to implement (if there aren’t any objections) a show of hands versus the Roll Call voting that the Commission has done in the past. She stated that staff has created a check list that consists of the votes being recorded, the motion being made and the second to the motion. She stated that with all this

information on record that will become part of the meeting minutes, so she feels a show of hands would be appropriate and less time consuming.

Commissioner Bergman stated that she brought up this same idea to the Commission at her first TPC meeting; and that she was told by legal counsel that the Commission was not allowed to use this type of voting method. Chairperson O'Neal responded to Commissioner Bergman's statement by stating that she has discussed this matter with legal counsel and was told that it was acceptable for the Commission to use this type of voting method as long as every individual Commissioner's vote is recorded.

Chairperson O'Neal asked the Commission if anyone had any objections to the proposed voting method, and if not, that she would like to proceed in that manner today. No one had any objections.

Chairperson O'Neal asked Ms. Jackson to please announce the Roll Call.

Members Present:

Chairperson, Breniss O'Neal, Professional Landscape Designer;
Vice-Chair, Barbara Smallwood;
Dusty Peck, Community Group Resident;
Bob Winchester, Professional Banker;
Bob Sober, Arts Commissioner;
Mary Lee Townsend, Professional Historian;
Jim Turner, Community Group Resident;
Charles Gilmore, Professional Developer;
Paula Wood, Professional Tulsa Public Schools Representative;
Michelle Cantrell, Planning Commissioner;
Kristen Bergman, Community Group Resident;

Member(s) Absent:

Secretary, Alice Rodgers, Owner, Non-residential Representative;
Jack Hodgson, Professional Real Estate Broker;

Others Present:

Amanda DeCort, Ed Sharrer, Tynesha Jackson, David Breed, Jerry Gamster, Glen R. Roberson, Kelli Gaston, Cynthia Savage, Susan McKee, Pamela Curtis, Bob Sober, Daniel Matlach, Ron Flanagan, Chip Atkins, Roberta Clardy, Tim Lovell, Maurie Traylor & Scott D. Craig.

2. Approval of Minutes of Previous Meetings

**Regular Meeting Minutes for December 13, 2007; &
Regular Meeting Minutes for January 10, 2008;**

Chairperson O'Neal asked if anyone would like to make a motion to approve the Regular Meeting Minutes for December 13, 2007 and for January 10, 2008.

Commissioner Townsend made a motion to approve the December 13, 2007 Regular Meeting Minutes with a minor correction: editing the meeting start time from 11:00 a.m. to 10:00 a.m. Commissioner Gilmore seconded.

By a show of hands, all "In Favor" of the motion to Approve the December 13, 2007 Regular Meeting Minutes:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;
Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;
Paula Wood; &
Bob Sober;

The motion was **Approved Unanimously** by members present and by the show of hands.

Commissioner Townsend made a motion to approve the January 10, 2008 Regular Meeting Minutes with a minor correction: spelling out "Tulsa Public Schools" and not using the acronym T.P.S. for Commissioner Wood's title. Commissioner Gilmore seconded.

By a show of hands, all "In Favor" of the motion to Approve the January 10, 2008 Regular Meeting Minutes:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;
Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;
Paula Wood; &

Bob Sober;

The motion was **Approved Unanimously** by members present and by the show of hands.

3. Committee Reports

a. Historic Preservation Committee

i. National Register Nomination Review

- 1. City Veterinary Clinic;**
- 2. Hawk Dairy;**
- 3. Mayo Motor Inn; &**
- 4. Tulsa Monument Company**

Chairperson O'Neal announced that we have with us today, Glen R. Roberson and Kelli Gaston from the State Historic Preservation Office (SHPO); and Cynthia Savage, Preservation Consultant. She stated that they are here for the National Register Nomination Review for City Veterinary Clinic, Hawk Dairy, Mayo Motor Inn and the Tulsa Monument Company. Chairperson stated that she's hoping that the Commission will agree that these four (4) properties are eligible for listing in the National Register for Historic Places; and recommend that these nominations be considered by the State Historic Preservation Committee for listing. Chairperson O'Neal asked the Commission if anyone had any discussion or questions.

Commissioner Bergman complimented Mr. Roberson, Ms. Gaston and Ms. Savage on how well the nominations were written and how informative they were. Chairperson O'Neal stated that they did a great job. The Commission agreed with Chairperson O'Neal and with Commissioner Bergman.

Vice-Chair Smallwood made a motion to consider approval of the four (4) properties:

1. City Veterinary Clinic;
2. Hawk Dairy;
3. Mayo Motor Inn; &
4. Tulsa Monument Company to be eligible for listing in the National Register for Historic Places.

Commissioner Townsend seconded.

By a show of hands, all "In Favor" of the motion to Approve the 4 properties for nomination:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;

Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;
Paula Wood; &
Bob Sober;

The motion was **Approved Unanimously by members present and by the show of hands.**

Mr. Roberson thanked the Commission for their time; and for considering approval of the 4 properties for nomination.

ii. Announcement of Conflicts of Interest

Chairperson O'Neal asked the Commission if anyone had a conflict of interest with any of the Certificates of Appropriateness (COA) Requests that would be brought before the board for review. No one responded to having a conflict of interest with any of the proposals.

iii. Applications for Certificate of Appropriateness

Chairperson O'Neal briefly informed the COA applicants of the COA processing procedures of how their proposals would be reviewed by the Tulsa Preservation Commission for a final determination.

1. 1528 S. Gillette Avenue (Gillette)

Applicant: Jerry Gamster

Request: Install four 44 x 66" white storm windows on front elevation of house.

COA Subcommittee Complete Application Date:

02-12-2008

APPROVAL w/o Conditions

Mr. Sharrer presented Jerry Gamster's Certificate of Appropriateness application to the Commission for review. Photographs and drawings were available for review and a slide presentation was shown of the structure in the Gillette Neighborhood District.

Mr. Sharrer stated that Mr. Gamster plans to install four (4) 44 X 66" white storm windows by Croft on the front elevation of the

house. Mr. Sharrer stated that the four windows will be custom sized; and the horizontal framing portion of the storm window will align with the location of the meeting rail. Mr. Sharrer added that Mr. Gamster provided a storm window cut sheet; and that he proposes to install the Style 81, three track window design.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *Rehabilitation* in the Gillette Historic District.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation that was made on this proposal at the COA Subcommittee meeting.

Vice-Chair Smallwood stated that the COA Subcommittee considered Mr. Gamster's application to be complete after being reviewed at the February 12, 2008 meeting. She stated that the COA Subcommittee recommended unanimously to approve Mr. Gamster's proposal to *Rehabilitate* in the Gillette Historic District.

Chairperson O'Neal opened the floor to the Commission for discussion on Mr. Gamster's proposal; and for a motion to be made. After the Commission further discussed Mr. Gamster's proposal, Vice-Chair Smallwood made a motion to approve Mr. Gamster's application. Commissioner Peck seconded.

By a show of hands, all "In Favor" to Approve Jerry Gamster's application w/o Conditions:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;
Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;
Paula Wood; &
Bob Sober;

The motion was **Approved Unanimously** by members present and by the show of hands.

The Tulsa Preservation Commission Approved Jerry Gamster's proposal based on guidelines for Windows &

Doors, 1.2.7 for Rehabilitation of Existing Buildings in the Gillette Historic District.

2. 1619 S. Norfolk Avenue (North Maple Ridge)

Applicant: Kevin Stephens

Request:

- I. Remove existing vinyl siding and shutters; & Rehab/repair original lap siding underneath;

COA Subcommittee Complete Application Date:

02-12-2008

APPROVAL w/Conditions

Mr. Sharrer presented Part 1 of three parts of Kevin Stephens' Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in the North Maple Ridge Neighborhood District.

Mr. Sharrer stated that Mr. Stephens plans to remove the existing vinyl siding and shutters; and rehabilitate/repair the original lap siding underneath. Mr. Sharrer stated that the existing shutters are not historic; and the original siding underneath is 2" novelty lap siding that Mr. Stephens plans to rehabilitate. Mr. Sharrer stated that Mr. Stephens also plans to restore all the trim boards and corner boards around the house.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *Rehabilitation* in the North Maple Ridge Historic District.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation that was made on this proposal at the COA Subcommittee meeting.

Vice-Chair Smallwood stated that the COA Subcommittee considered Part 1 of Mr. Stephens' application to be complete after being reviewed at the February 12, 2008 meeting. She stated that the COA Subcommittee recommended unanimously to approve Part 1 of Mr. Stephens' proposal to *Rehabilitate* in the North Maple Ridge Historic District with the conditions:

- ◇ That the shadow lines of the trim (corner boards, window casing, cornice, etc.) be addressed through

repair of existing elements or replacement of missing trim matching dimensions of the shadow lines.

Chairperson O'Neal opened the floor to the Commission for discussion on Part 1 of Mr. Stephens' proposal; and for a motion to be made. After the Commission further discussed Mr. Stephens' proposal, Vice-Chair Smallwood made a motion to approve Part 1 of Mr. Stephens' application as indicated above. Commissioner Wood seconded.

By a show of hands, all "In Favor" to Approve Part 1 of Kevin Stephens' application w/Conditions:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;
Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;
Paula Wood; &
Bob Sober.

All "Opposed"

None.

The motion was **Approved Unanimously** by members present and by the show of hands.

The Tulsa Preservation Commission Approved Kevin Stephens' proposal based on guidelines for General Requirements, 1.0.2 and Building Wall Materials, 1.1.4 for Rehabilitation of Existing Buildings in the North Maple Ridge Historic District.

2. 1619 S. Norfolk Avenue (North Maple Ridge)

Applicant: Kevin Stephens

Request:

II. Add railing on north end of front porch;

COA Subcommittee Complete Application Date: 02-12-2008

APPROVAL w/o Conditions

Mr. Sharrer presented Part 2 of 3 Parts of Kevin Stephens' Certificate of Appropriateness application to the Commission for a

final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in the North Maple Ridge Neighborhood District.

Mr. Sharrer stated that Mr. Stephens plans to add a railing on the north end of the front porch of the structure.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *Additions* in the North Maple Ridge Historic District.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation that was made on this proposal at the COA Subcommittee meeting.

Vice-Chair Smallwood stated that the COA Subcommittee considered Part 2 of Mr. Stephens' application to be complete after being reviewed at the February 12, 2008 meeting. She stated that the COA Subcommittee recommended unanimously to approve Part 2 of Mr. Stephens' proposal to *Rehabilitate* in the North Maple Ridge Historic District.

Chairperson O'Neal opened the floor to the Commission for discussion on Part 2 of Mr. Stephens' proposal; and for a motion to be made. After the Commission further discussed Mr. Stephens' proposal, Vice-Chair Smallwood made a motion to approve Part 2 of Mr. Stephens' application as indicated above. Commissioner Peck seconded.

By a show of hands, all "In Favor" to Approve Part 2 of Kevin Stephens' application w/o Conditions:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;
Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;
Paula Wood; &
Bob Sober.

All "Opposed"

None.

The motion was **Approved Unanimously** by members present and by the show of hands.

The Tulsa Preservation Commission Approved Kevin Stephens' proposal based on guidelines for General Requirements, 1.0.2 and Building Wall Materials, 1.1.4 for Rehabilitation of Existing Buildings in the North Maple Ridge Historic District.

2. 1619 S. Norfolk Avenue (North Maple Ridge)

Applicant: Kevin Stephens

Request:

- III. Remove door on south elevation (first floor living space). Replace with a 6/1, simulated divided light, double hung wood window, 30"w x 42"h. Trim details will match existing windows. New wood lap siding will be installed to match existing original novelty lap siding.

COA Subcommittee Complete Application Date:
02-12-2008

APPROVAL w/Conditions

Mr. Sharrer presented Part 3 of 3 Parts of Kevin Stephens' Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in the North Maple Ridge Neighborhood District.

Mr. Sharrer stated that Mr. Stephens plans to remove the door on the south elevation on the first floor of the structure and replace it with a 6 over 1 simulated divided light, double hung wood window, 30"w x 42"h. Mr. Sharrer stated that the trim details will match the existing windows; and new wood lap siding will be installed to match the existing original 2" novelty lap siding.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *Rehabilitation* in the North Maple Ridge Historic District.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation that was made on this proposal at the COA Subcommittee meeting.

Vice-Chair Smallwood stated that the COA Subcommittee considered Part 3 of Mr. Stephens' application to be complete after being reviewed at the February 12, 2008 meeting. She stated that the COA Subcommittee recommended unanimously to approve Part 3 of Mr. Stephens' proposal to *Rehabilitate* in the North Maple Ridge Historic District with the conditions:

- ◇ That Mr. Stephens remove the landing.

Chairperson O'Neal opened the floor to the Commission for discussion on Part 3 of Mr. Stephens' proposal; and for a motion to be made. After the Commission further discussed Mr. Stephens' proposal, Vice-Chair Smallwood made a motion to approve Part 3 of Mr. Stephens' application as indicated above. Commissioner Townsend seconded.

By a show of hands, all "In Favor" to Approve Part 1 of Kevin Stephens' application w/Conditions:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;
Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;
Paula Wood; &
Bob Sober.

All "Opposed"

None.

The motion was **Approved Unanimously** by members present and by the show of hands.

The Tulsa Preservation Commission Approved Kevin Stephens' proposal based on guidelines for General Requirements, 1.0.2 and Building Wall Materials, 1.1.4 for Rehabilitation of Existing Buildings in the North Maple Ridge Historic District.

3. 320 E. 19th Street (North Maple Ridge)

Applicant: Kelly Ishmael

Request: Remove paint from horizontal limestone bands around house.

COA Subcommittee Complete Application Date:

02-12-2008

APPROVAL w/o Conditions

Mr. Sharrer presented Kelly Ishmael's Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in the North Maple Ridge Neighborhood District.

Mr. Sharrer stated that Ms. Ishmael plans to remove the paint from the horizontal limestone bands around the structure.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *Rehabilitation* in the North Maple Ridge Historic District.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation that was made on this proposal at the COA Subcommittee meeting.

Vice-Chair Smallwood stated that the COA Subcommittee considered Ms. Ishmael's application to be complete after being reviewed at the February 12, 2008 meeting. She stated that the COA Subcommittee recommended unanimously to approve Ms. Ishmael's proposal to *Rehabilitate* in the North Maple Ridge Historic District.

Chairperson O'Neal opened the floor to the Commission for discussion on Ms. Ishmael's proposal; and for a motion to be made. After the Commission further discussed Ms. Ishmael's proposal, Vice-Chair Smallwood made a motion to approve Ms. Ishmael's application. Commissioner Wood seconded.

By a show of hands, all "In Favor" to Approve Kelly Ishmael's application:

Chairperson O'Neal;

Vice-Chair Smallwood;

Charles Gilmore;

Jim Turner;

Mary Lee Townsend;

Michelle Cantrell;

Kristen Bergman;

Dusty Peck;
Bob Winchester;
Paula Wood; &
Bob Sober;

All “Opposed”

None.

The motion was **Approved Unanimously** by members present and by the show of hands.

The Tulsa Preservation Commission Approved Kelly Ishmael’s proposal based on guidelines for General Requirements, 1.0.2 and Building Wall Materials, 1.1.3 for Rehabilitation of Existing Buildings for the North Maple Ridge Historic District.

4. 1610-1612 S. Lewis Avenue (Yorktown)

Applicant: Maurie Traylor

Request: Remove existing driveway and replace with 12’ wide poured concrete driveway to allow safer access from Lewis Avenue. Reduce length of existing brick retaining wall on north and south ends according to plans submitted.

COA Subcommittee Complete Application Date:

02-12-2008

APPROVAL w/Conditions

Mr. Sharrer presented Maurie Traylor’s Certificate of Appropriateness application to the Commission for a final review. Photographs and drawings were available for review and a slide presentation was shown of the structure in the Yorktown Neighborhood District.

Mr. Sharrer stated that Ms. Traylor plans to remove the existing driveway and replace it with a 12’ wide poured concrete driveway to allow safer access from Lewis Avenue. He added that Ms. Traylor also plans to reduce the length of the existing brick retaining wall on the north and south ends of the structure according to the plans submitted.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *Additions* in the Yorktown Historic District.

Chairperson O'Neal asked Vice-Chair Smallwood to please give her report of the recommendation that was made on this proposal at the COA Subcommittee meeting.

Vice-Chair Smallwood stated that the COA Subcommittee considered Ms. Traylor's application to be complete after being reviewed at the February 12, 2008 meeting. She stated that the COA Subcommittee recommended unanimously to deny Ms. Traylor's proposal for *Additions* in the Yorktown Historic District due to a proposed planter box being constructed on the front of the retaining wall. The COA Subcommittee based its decision for denial on Building Site, B1.1.3, that states: Landscape features such as, but limited to, walls, fencing, retaining walls, lighting, planters, etc. should be consistent with the general character of those same elements that exist along the same street and approximate neighborhood.

Vice-Chair Smallwood stated that placing plants in front of the retaining wall is different from having a planter box constructed as part of the retaining wall, which in the view of the Subcommittee is inappropriate to the neighborhood. Vice-Chair Smallwood stated that however, the revised plans being presented to the Commission today without the planter box conforms to the Subcommittee's interpretation of the guidelines expressed at Tuesday's meeting, so she's going to recommend that the Commission approve Ms. Traylor's application today with conditions:

- ◇ That the retaining wall cap will be plain concrete.

Commissioner Bergman seconded.

Chairperson O'Neal opened the floor to the Commission for discussion, comments and/or for any questions it may have. No one responded.

By a show of hands, all "In Favor" to Approve Maurie Traylor's application w/Conditions:

Chairperson O'Neal;
Vice-Chair Smallwood;
Charles Gilmore;
Jim Turner;
Mary Lee Townsend;
Michelle Cantrell;
Kristen Bergman;
Dusty Peck;
Bob Winchester;

Paula Wood; &
Bob Sober;

All “Opposed”

None.

The motion was **Approved Unanimously** by members present and by the show of hands.

The Tulsa Preservation Commission Approved Maurie Traylor’s proposal based on guidelines for Building Site, B1.1.2 & B1.1.3 for Additions to Existing Residential Structures for the Yorktown Historic District.

b. Rules & Regulations Committee

i. Review of Proposed Changes to Rules of Procedure

Rules & Regulations Committee Chairman Charles Gilmore stated that the Committee has met and completed making changes to the Rules of Procedure. Chairman Gilmore distributed the amended Rules of Procedure to the Commission for review and asked the Commission if it would discuss the amended changes at the next meeting. The Commission agreed.

c. Outreach Committee

Outreach Committee Chair, Kristen Bergman stated that the committee only made one addition to the Outreach Committee Communications Plans for 2008, that:

- ◇ The committee has a designated spokesperson for the Tulsa Preservation Commission.

Chairperson O’Neal stated that she would like to see an Overview Statement included in the Outreach Committee Communications Plan. Chairperson O’Neal complimented Commissioner Bergman on the job she is doing. She believes since the Chairperson of the Tulsa Preservation Commission is the face of the Commission, the Chairperson be designated as the official spokesperson in Outreach Committee Communications Plan.

4. Chair Report

a. Voting Method – Show of Hands vs. Roll Call

This agenda item was discussed and completed prior to roll call. Please See: Roll Call on pages 1 & 2 of these meeting minutes.

5. Staff Report

The staff report was emailed to the members prior to this meeting.

6. Absence Report

There were no absences to report.

7. New Business

None.

8. Other Business

- a. RD Flanagan & Associates, presentation on Hazard Mitigation Plan;

Chairperson O'Neal introduced Mr. Ron Flanagan from R.D. Flanagan & Associates to the Commission. Mr. Flanagan distributed information to the Commission on the Hazard Mitigation Plan.

Mr. Flanagan stated that he was a Planning Consultant, based here in the City of Tulsa; and that his firm specializes in hazard mitigation planning. He appears today to inform the Commission that a study is going to be conducted and funded by the Federal Emergency Management Agency; and to ask for the Commission's participation in this process. Mr. Flanagan stated that in 2002 the City of Tulsa began a pilot study for the nation on hazard mitigation planning; and the City of Tulsa was the first city in the nation to approve a hazard mitigation plan. Tulsa's plan addresses fifteen (15) different hazards. Mr. Flanagan stated that he wants to inform the Commission on how the hazards affect the community and what the community can do to lesson the impact of these hazards on the citizens and our buildings. He stated that FEMA has come out with guidance on how to integrate historic preservation into the hazard mitigation planning process. Mr. Flanagan stated that FEMA has published guidance for it; but did not publish any requirements. He stated that R.D. Flanagan & Associates were getting ready to update Tulsa's 5-year-old hazard mitigation plan; and Tim Lovell, head of Tulsa Citizens Core and Tulsa Partners, suggested that Mr. Flanagan might want to include a historic preservation annex to the Plan since we have so many significant historic structures within the City of Tulsa.

Mr. Flanagan stated that he met with TPC staff, Ms. DeCort and Mr. Sharrer, to discuss the idea. Mr. Flanagan informed staff at that time of his intention to apply for a grant that would include historic preservation as a part of the hazard mitigation planning process. Mr. Flanagan stated that in the meantime that Mr. Lovell contacted the FEMA contact person

in Washington for instituting the idea as part of their study; and that FEMA stated that they would support applying part of the hazard mitigation plan grant to a historic preservation annex. The application was submitted with an HP annex and FEMA did approve it.

Mr. Flanagan stated that he is asking the Commission for their participation. He stated that the Commission will be asked to adopt a resolution designating the Tulsa Preservation Commission as the citizens' participation element to the planning process. Mr. Flanagan stated that Vice-Chair Smallwood has agreed to chair the committee that is going to oversee this part of the process. He stated that it will take approximately 18-24 months. The committee will meet on a monthly basis with TPC staff and with the citizens of the Advisory Committee. Mr. Flanagan stated that the whole purpose here is to consider the questions -- if we were to have a major hazard, such as a flood or tornado and it impacted areas with historic structures, what would we do about it? Mr. Flanagan stated that he wants the historic properties protected and that he was asking for the Commission's participation. Mr. Flanagan created a brochure on hazard mitigation that he distributed to the Commission for review. He asked the Commission if they had any questions to please contact him. Mr. Flanagan stated that he also has a copy of the FEMA guidance document called Integrating Historic Properties with the hazard mitigation planning process. Mr. Flanagan stated that anyone interested in a copy of the guidance document could get a copy from TPC staff.

Mr. Tim Lovell, Executive Director of Tulsa Partners, Inc., stated that he believes that the key element of this survey is that it's not only going to be for historic properties. He stated that cultural resources are also going to become part of the planning process as well. Mr. Lovell stated that this has not been done anywhere else in the nation. He stated that no community has added historic properties or cultural resources to their hazard mitigation plan. Mr. Lovell stated that he has proposed to the National Trust for Historic Preservation that an education session on this topic be held at the 2008 National Trust Conference in Tulsa this October. He stated that he's very excited that Tulsa, Oklahoma will be a national model for this type of planning activity.

The Commission asked Mr. Flanagan questions about the hazard mitigation plan; and they were answered accordingly.

Architect, Commissioner Jim Turner volunteered to serve on the Hazardous Mitigation Advisory Committee Board with Vice-Chair Barbara Smallwood.

Chairperson O'Neal thanked Mr. Flanagan, Mr. Lovell and Mr. Roberts for their presentation to the Commission.

b. Michelle Cantrell – Conservation Districts

Commissioner Cantrell stated that she gave a brief update at the Retreat Session on Conservation Districts; but not everyone was there. She stated that she wanted to briefly update everyone today. Commissioner Cantrell stated that the idea to draft proposed legislation came about when City Councilor Barnes and Councilor Carter indicated that they were willing to explore and potentially support Conservation Districts. She stated that they have been trying to come up with some ideas on how to go forth with this by looking at the key issues on Conservation Districts, such as: Which neighborhoods would be eligible? What are the elements of infill development that should be reviewed? How it will be administered?

Commissioner Cantrell stated that the Councilors are getting to a point to where they want to open this topic up to the public to get more input. She stated that a work session has been scheduled at the end of this month with the Tulsa Metropolitan Area Planning Commission (TMAPC) to start discussing the concept and getting feedback from other Planning Commissioners. Commissioner Cantrell stated that there are still parts of the Conservation District concept that are being discussed from all sides of the issue in order to reach consensus among the City Council. She added that she wanted everyone to know that this subject will have public participation; and that decisions that will not be made only by the City Council.

Commissioner Cantrell stated that Conservation Districts are not a historic preservation (hp) issue. She stated that Conservation Districts do not or will not supersede Historic Preservation. Commissioner Cantrell stated that if hp residents want to preserve their neighborhood that they really should turn to Historic Preservation Overlay Zoning. She stated that Conservation Districts are only a mechanism to make sure that infill houses are not oversized or grossly inappropriate for the neighborhoods. Commissioner Cantrell stated that they are not going to try to stop any demolitions or any rebuilding in the neighborhoods; but only to control more of the general form of the house. Commissioner Cantrell stated that she doesn't foresee Conservation Districts requiring the TPC to review applications; that the idea is to have the requirements administered through the permitting process. Commissioner Cantrell stated that there has been some discussion about the Tulsa Preservation Commission working with the neighborhoods to come up with Conservation District Guidelines. However, she stated that the one thing they don't want is for the guidelines to be difficult for the building permitting office to follow. Commissioner Cantrell stated that the work session will be held on the last Wednesday of this month following the

TMAPC regularly scheduled meeting around 1:30. She welcomed everyone to attend the work session.

9. Adjournment

There being no other business, Chairperson O'Neal adjourned the meeting at 12:28 p.m. The Tulsa Preservation Commission Regular Meeting Minutes of February 14, 2008 were transcribed by Tynesha Jackson/Fannie Warrior.

Note: Please notify Mrs. Warrior by e-mail at Fwarrior@ci.tulsa.ok.us that you have received the information forwarded to you. Project plans will be available at the Planning Department office for review.

*K:/Planning/FW/MINS 02 14 2008R TPC
Minutes Approved by TPC on*