



**REGULAR MEETING MINUTES
OF THE
TULSA PRESERVATION COMMISSION**

**Thursday, November 13, 2008, 11:00 a.m.
175 E. 2nd Street, 10th Floor North Conference Room
Tulsa, OK 74103**

1. Roll Call Vice-Chair Smallwood called the Regular Meeting to order at 11:02 a.m.

Members Present:

Vice-Chair, Barbara Smallwood;
Secretary, Alice Rodgers, Owner, Non-residential Representative;
Bob Sober, Arts Commissioner;
Charles Gilmore, Professional Developer;
Kristen Bergman, Community Group Resident;
Michelle Cantrell, Planning Commissioner;
Jack Hodgson, Professional Real Estate Broker;
Matt King, Professional Architect.
Paula Wood, Professional Tulsa Public Schools Representative;
Bob Winchester, Professional Banker;

Members Absent:

Chairperson, Breniss O'Neal;
Dusty Peck, Community Group Resident;
Jim Turner, Community Group Resident; &
Mary Lee Townsend, Professional Historian;

Others Present:

Fannie Warrior, Ed Sharrer, Amanda DeCort and David Breed.

**2. Approval of Minutes of Previous Meetings
Regular Meeting Minutes for October 9, 2008;**

Vice-Chair Smallwood asked if anyone would like to make a motion to approve the Regular Meeting Minutes of October 9, 2008.

Commissioner Bergman made a motion to approve the Regular Meeting Minutes of October 9, 2008; subject to a few minor changes that were made. The motion was seconded by Commissioner Gilmore.

By a show of hands, all "In Favor" of the motion to Approve the October 9, 2008 Regular Meeting Minutes:

- (1) Vice-Chair Smallwood;
- (2) Alice Rodgers;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Kristen Bergman;
- (6) Michelle Cantrell;
- (7) Bob Sober;
- (8) Matt King;

All Opposed:

None;

All Abstaining:

- (9) Bob Winchester;
- (10) Paula Wood;

All not present during this vote:

None;

The motion was **Approved by Majority** by members present and voting.

3. Committee Reports

A. Historic Preservation Committee

i. Announcement of Conflict of Interest

Vice-Chair Smallwood asked the Commission if anyone had a conflict of interest with any of the Certificate of

Appropriateness (COA) requests that have been brought before the Commission today. No one responded to having a conflict of interest with any of the proposals.

ii. Applications for Certificate of Appropriateness

Vice-Chair Smallwood briefly informed the COA applicants of how their proposals would be reviewed by the Tulsa Preservation Commission for a final determination.

1. 2020 S. St. Louis Avenue (Swan Lake)

Applicants: Andrew & Tara Urich

Request: Install 4' tall wrought iron fence around perimeter of lot for safety due to height of retaining wall.

COA Subcommittee Complete Application Date:

11-10-2008

APPROVED WITH CONDITIONS

Mr. Sharrer presented Andrew and Tara Urich'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 Swan Lake.

Mr. Sharrer stated that they plan to install a 4' tall wrought iron fence around the perimeter of the lot for safety due to the height of the retaining wall. Mr. Sharrer stated that the wall is 6' at its highest point; and that the Urich's have a 2 year old that they're afraid might fall off the wall while playing in the front yard. He added that there are other wrought iron fences in the neighborhood.

The Urichs were unable to attend the meeting; and no one else was present to represent their proposal to the Commission.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *New Construction in the Swan Lake District*.

Vice-Chair Smallwood reported the recommendation to the Commission that was made by the COA Subcommittee.

Vice-Chair Smallwood stated that the COA Subcommittee considered the Urich's application to be complete after the proposal was reviewed at the November 10, 2008 meeting. She stated that the COA Subcommittee recommended by a majority vote to approve the Urich's proposal for *New Construction in Swan Lake* with the following conditions:

- ◇ That the fence follows the curve of the stair bulkhead; and they install the gate at the top of the stairs (of both gates)

Commissioner King made a motion to approve the Urich's application for New Construction as recommended by the COA Subcommittee. The motion was seconded by Commissioner Cantrell.

By a show of hands, all "In Favor" of the motion to Approve Andrew & Tara Urich's application with conditions:

- (1) Vice-Chair Smallwood;
- (2) Alice Rodgers;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Kristen Bergman;
- (6) Michelle Cantrell;
- (7) Bob Winchester;
- (8) Bob Sober;
- (9) Paula Wood; &
- (10) Matt King;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

The Tulsa Preservation Commission Approved Andrew & Tara Urich's proposal based on guidelines under Building Site C.1.1.5, for New Construction in the Swan Lake Historic District.

- 2. 1146 N. Cheyenne Avenue (Brady Heights)**
Applicant: Brady Heights Neighborhood Association
Request: Install 4' tall picket fence around perimeter of lot.
COA Subcommittee Complete Application Date:
11-10-2008
APPROVED WITH CONDITIONS

Mr. Sharrer presented Brady Heights Neighborhood Association's (BHNA) 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 Brady Heights.

Mr. Sharrer stated that BHNA plan to install a 4' tall picket fence around the perimeter of the property. He added that the 2-story house that once existed on this lot was burnt down; and the property was later demolished by the City of Tulsa.

The Commission's legal advisor stated that the property belongs to an elderly lady in California who isn't and hasn't been taking care of the property for some time after the house burnt down; and that he doesn't believe that the elderly lady is aware that the neighborhood is taking care of her property by using it as a garden.

No one from the Brady Heights Neighborhood Association attended the meeting to represent its proposal to the Commission.

Mr. Sharrer verbally read the appropriate design guidelines for this proposal for *New Construction in the Brady Heights District*.

Vice-Chair Smallwood reported the recommendation to the Commission that was made by the COA Subcommittee.

Vice-Chair Smallwood stated that the COA Subcommittee considered the Brady Heights Neighborhood Association's application to be complete after the proposal was reviewed at the November 10, 2008 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to approve BHNA's proposal for *New Construction in Brady Heights* with the following conditions:

- ◇ That the design is approved subject to the property owner's approval of BHNA obtaining a building permit

Commissioner King made a motion to approve the Urich's application for New Construction as recommended by the COA Subcommittee. The motion was seconded by Commissioner Cantrell.

By a show of hands, all "In Favor" of the motion to Approve Andrew & Tara Urich's application with conditions:

- (1) Vice-Chair Smallwood;
- (2) Alice Rodgers;
- (3) Charles Gilmore;
- (4) Jack Hodgson;
- (5) Kristen Bergman;
- (6) Michelle Cantrell;
- (7) Bob Winchester;
- (8) Bob Sober;
- (9) Paula Wood; &
- (10) Matt King;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None;

The motion was **Approved Unanimously** by members present and voting.

The Tulsa Preservation Commission Approved Brady Heights Neighborhood Association's proposal based on guidelines for New Construction into the Brady Heights Historic District.

B. Rules & Regulations Committee

Rules & Regulations Committee Chairman Gilmore reported that a copy of a Code of Ethics policy was given to him at the National Preservation Conference. He circulated his copy of the policy around for the Commission to review. He asked the Commission, after they've read the policy, if it would like to approve this Code of Ethics and consider adopting it into our Rules & Regulations Policy. The Commission stated that they believe that the Code of

Ethics Policy would probably be something that it would like to consider approving and maybe adopting into our Rules and Regulations Policy after the Commission has read it more thoroughly. Ms. DeCort stated that she will email the Commission a copy of the Code of Ethics for their review.

C. Outreach Committee

Outreach Committee Chairperson Bergman reported that Tim Williams' guest editorial article appeared in the Tulsa World on October 17, 2008. Some commissioners had read the article in the Tulsa World and complimented Mr. Williams on writing a great article about the Brady Heights Historic District. Chairperson Bergman stated that she will email the commission a copy of the article for its review.

Chairperson Bergman reported that Ms. DeCort had an article that appeared in the current September/October issue of the National Alliance Preservation of Commissioners on building bridges to benefit connecting your commission to other departments within city government. She will get a copy of this article to everyone on the commission for its review.

Chairperson Bergman reported that the Outreach Committee will be skipping its November, 2008 meeting due to other members and staff being on vacation.

4. Chair Report

- a.) Update & discussion on Preservation Strategic Plan
- b.) Discussion on Certified Local Government (CLG) Budget priorities

Vice-Chair Smallwood stated that she would like for Ms. DeCort to give an update report to the Commission on the Preservation Strategic Plan; but that she wanted to first announce three (3) important topics that Chairperson O'Neal asked her to report to the Commission: #1) That Chairperson O'Neal was going to sponsor the Holiday Luncheon next month immediately after the December TPC Regular Meeting on Thursday, December 11, 2008. She stated that she (Vice-Chair Smallwood) will be helping Chair O'Neal host the Holiday Luncheon; and that you can bring a dish or soft drinks to the luncheon, if you desire.

#2) That three (3) TPC members and two (2) staff members participated in sponsoring a tour during the National Preservation Conference last month. She stated that they have been getting a lot of positive feedback from the tours that the Tulsa Preservation Commission participated in. She stated that Mr. Sharrer did the Safari tour; Ms. DeCort did the bike tour; Chair O'Neal did the garden tour; she did the Art Deco Field Session tour; and an overview tour was performed as well. She commended everyone for doing a great job; &

#3) That the TPC will be nominating new officers next month in December for the upcoming year; and that officers will be elected at the January, 2009 TPC Regular Meeting.

Ms. DeCort distributed a 42-page City of Tulsa, Oklahoma Preservation Strategy Report prepared by Winter & Company for the Commission to review of draft phases 1 & 2, dated September 29, 2008.

Chair Smallwood stated that she and Chair O'Neal believe that since we've started this work plan with Nore Winter & Company has done some wonderful work to date. She stated that their opinion is that we shouldn't stop in the middle of his work; but that we should complete this work with Nore Winter before we engage in other outside projects. She stated that she and Chair O'Neal were not making this decision by themselves. She would like for the Commission to review the outline of the phased work, and come back with comments and/or suggestions so we can vote on it at the December meeting.

Chair Smallwood stated that a conference call took place this morning with Nore Winter about phase 3. She stated that Nore Winter would like to discuss Phase 3 at the Annual TPC Retreat if Phases 1 & 2 are approved by the Commission at the December meeting.

The members were concerned about whether the Commission is financially able to fund phase 3; and staff responded by stating that it is.

5. Staff Report

- a.) Recap of National Preservation Conference – Amanda DeCort

Ms. DeCort reported that 1,822 attendees attended the National Preservation Conference here in Tulsa last month. She stated that everyone thought that the Art Deco Field Session sponsored by Vice-Chair Smallwood was excellent. Ms. DeCort stated that she has been getting good responses so far and that the biggest complaint was that it was too far to walk to their hotels from the Civic Center where the conference was held.

Vice-Chair Smallwood stated that the only feedback she has gotten was all positive. Commissioner Gilmore added that the Tulsa Preservation Commission was at the top of the list at how we operate in Historic Preservation. The Commission believes in an overall view that the National Preservation Conference here in Tulsa last month was a positive one.

6. Absence Report

None.

7. New Business

None.

Under the Open Meeting Act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda.

8. Other Business

This agenda item is reserved for public comment or presentations to the TPC.

a.) Illustrated Glossary of Terms – Jim Turner

Commissioner Turner was unable to attend this meeting. He asked staff to please distribute the 17-page Glossary of Architectural Terms to the Commission. These architectural terms were sponsored by Cyntergy AEC, compiled by Commissioner James E. Turner, AIA, Jamie Barnes and the illustrations were made by Tyler Holmes. The Commission was very pleased to receive the Glossary of Architectural Terms.

b.) Certificates of Appropriateness (COA) Before & Afters – Ed Sharrer

Mr. Sharrer presented three (3) before and after rehabilitation property sites in North Maple Ridge and Yorktown. The Commission was very pleased to see the before and afters.

9. Adjournment

There being no other business, Vice-Chair Smallwood adjourned the meeting at 11:55 a.m. The Regular Tulsa Preservation Commission Meeting of November 13, 2008 was recorded; and the Meeting Minutes for this meeting were transcribed by 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.

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Minutes Approved by TPC on*