



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

**Thursday, April 9, 2009, 11:00 a.m.
175 E. 2nd Street, 10th Floor North Conference Room
Tulsa, OK 74103**

- 1. Roll Call** – Chairperson Smallwood called the Regular Meeting to order at 11:04 a.m.

Members Present:

Chair, Barbara Smallwood;
Vice-Chairman Bob Sober, Arts Commissioner;
Secretary, Paula Wood, Professional Tulsa Public Schools Rep.;
Charles Gilmore, Professional Developer;
Mary Lee Townsend, Professional Historian;
Matt King, Professional Architect;
Jim Turner, Community Group Resident;
Bob Winchester, Professional Banker;
Robert Shears, Professional Landscape Architect;
Kristen Bergman, Building Owner, Non-Resident;
Elizabeth A. Wright, Planning Commissioner;
Anne Pollard, Community Group Resident; &
Pamela Curtis, Community Group Resident;

Members Absent:

Breniss O'Neal; Community Group Resident; &
Jack Hodgson, Professional Real Estate Broker;

Others Present:

Patrick Boulden, Fannie Warrior, Ed Sharrer, Amanda DeCort, Steve Olsen & Nore' Winter.

Chair Smallwood introduced new TPC member Anne Pollard to the Commission. She stated that Commissioner Pollard will be serving on the Board as one of our Community Group Residents. The Commission warmly welcomed her.

2. Approval of Minutes of Previous Meetings of Regular Meeting Minutes for March 12, 2009;

Chair Smallwood asked if anyone would like to make a motion to approve the Regular Meeting Minutes for March 12, 2009.

Commissioner Bergman made a motion to *Approve* the Regular Meeting Minutes for March 12, 2009 with minor corrections. Commissioner Winchester seconded.

Chair Smallwood asked for roll call to be announced.

By a show of hands, all “In Favor” of the motion to Approve the March 12, 2009 Regular Meeting Minutes:

- (1) Chair Smallwood;
- (2) Vice-Chair Sober;
- (3) Secretary Wood;
- (4) Charles Gilmore;
- (5) Mary Lee Townsend;
- (6) Robert Shears;
- (7) Matt King;
- (8) Kristen Bergman;
- (9) Jim Turner;
- (10) Pamela Curtis;
- (11) Bob Winchester;
- (12) Elizabeth Wright; &
- (13) Anne Pollard;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

None.

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

Approval of Minutes of Special Meeting Minutes for March 24, 2009;

Chair Smallwood asked if anyone would like to make a motion to approve the Special Meeting Minutes for March 24, 2009.

Commissioner Bergman made a motion to *Approve* the Special Meeting Minutes for March 24, 2009 as presented. Commissioner King seconded.

Chair Smallwood asked for roll call to be announced.

By a show of hands, all “In Favor” of the motion to Approve the March 24, 2009 Special Meeting Minutes:

- (1) Chair Smallwood;
- (2) Vice-Chair Sober;
- (3) Secretary Wood;
- (4) Charles Gilmore;
- (5) Mary Lee Townsend;
- (6) Robert Shears;
- (7) Matt King;
- (8) Kristen Bergman;
- (9) Elizabeth Wright;
- (10) Pamela Curtis; &
- (11) Bob Winchester;

All Opposed:

None;

All Abstaining:

- (12) Jim Turner; &
- (13) Anne Pollard;

All not present during this vote:

None.

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

3. A. Historic Preservation Committee

i. Announcement of Conflict of Interest

Chair Smallwood asked the Commission if anyone had a conflict of interest with any of the three (3) Certificate of Appropriateness (COA) requests that have been brought before the Commission today. Commissioner Pollard responded by stating that she had a conflict of interest with COA application #1, Duane Cuthbertson's proposal.

Chair Smallwood stated that she will ask Commissioner Pollard to please leave the meeting room shortly before the Commission reviews COA application #1 due to the Commissioner having a conflict of interest with Mr. Cuthbertson's proposal.

ii. Applications for Certificate of Appropriateness

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

Chair Smallwood moved to COA Agenda Item #3, Steve Olsen's proposal because COA Applicants #1 and #2 were not present at this meeting.

3. 1020 E. 18th Street (North Maple Ridge)

Applicant: Steve Olsen

Request: Construct 2' tall by 3' wide sandstone planter on west side of lot according to plans submitted.

COA Subcommittee Complete Application Date:
04-07-2009

APPROVAL WITHOUT CONDITIONS

Mr. Sharrer presented Steve Olsen's Certificate of Appropriateness application to the Commission for a final review. Mr. Sharrer stated that Mr. Olsen plans to construct a 2 foot tall by 3 foot wide sandstone planter on the west side of the lot according to the plans that were submitted.

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

Mr. Sharrer read the guidelines for Mr. Olsen's proposal under *Additions* for North Maple Ridge.

Chair Smallwood asked Mr. Olsen if he had any information to add to Mr. Sharrer's presentation; and Mr. Olsen responded by stating that Mr. Sharrer had covered everything very well. Mr. Olsen answered a few other questions that were asked by the Commission.

Chair Smallwood asked Secretary Wood to please give her report of the recommendation from the COA Subcommittee on Mr. Olsen's application.

Secretary Wood stated that the COA Subcommittee considered Mr. Olsen's application to be complete at the April 7, 2009 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to *Approve* Mr. Olsen's proposal for *Additions* based on the appropriate design guidelines for additions; and that she would like to make a motion to approve Mr. Olsen's application with no conditions.

The motion was seconded by Commissioner King.

After further review of this application, Chair Smallwood asked for roll call to be announced.

By a show of hands, all "In Favor" of the motion to "Approve" Steve Olsen's application without conditions:

- (1) Chair Smallwood;
- (2) Vice-Chair Sober;
- (3) Secretary Wood;
- (4) Charles Gilmore;
- (5) Mary Lee Townsend;
- (6) Robert Shears;
- (7) Matt King;
- (8) Kristen Bergman;
- (9) Jim Turner;
- (10) Pamela Curtis;
- (11) Bob Winchester;
- (12) Elizabeth Wright; &
- (13) Anne Pollard;

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 Steve Olsen's proposal based on guidelines under Section VIII B Building Site, B.1.1.3 for Additions to Existing Residential Structures for the North Maple Ridge Historic District.

Chair Smallwood announced that the Commission will be reviewing COA application #1. She asked Commissioner Pollard to please leave the room because she had a conflict with application #1; and that someone will come get her after the Commission has voted on the proposal. At 11:20 a.m., Commissioner Pollard stepped out of the conference room.

1. 1603 S. Rockford Avenue (Swan Lake)

Applicant: Duane Cuthbertson

Request: Install 4' metal fence along perimeter of front yard.

COA Subcommittee Complete Application Date:
04-07-2009

APPROVAL WITHOUT CONDITIONS

Mr. Sharrer presented Duane Cuthbertson's Certificate of Appropriateness application to the Commission for a final review. Mr. Sharrer stated that Mr. Cuthbertson plans to install a 4 foot metal fence along the perimeter of the front yard of the property.

Photographs and drawings were available for review and a slide presentation was shown of the structure in the Swan Lake District.

Mr. Sharrer read the guidelines for this proposal under *New Construction* for the Swan Lake District.

COA applicant, Duane Cuthbertson was unable to attend this meeting.

Chair Smallwood asked Secretary Wood to please give her report of the recommendation from the COA Subcommittee on Mr. Cuthbertson's application.

Secretary Wood stated that the COA Subcommittee considered Mr. Cuthbertson's application to be complete at the April 7, 2009 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to *Approve Mr. Cuthbertson's proposal for New Construction* based on the appropriate design guidelines for new construction with conditions:

- ◇ That the applicant may install a 3' or 4' fence

Secretary Wood stated that she would like to make a motion to approve Mr. Cuthbertson's application with no conditions.

Commissioner King seconded the motion.

After further review of this application, Chair Smallwood asked for roll call to be announced.

By a show of hands, all "In Favor" of the motion to "Approve" Duane Cuthbertson's application with no conditions:

- (1) Chair Smallwood;
- (2) Vice-Chair Sober;
- (3) Secretary Wood;
- (4) Charles Gilmore;
- (5) Mary Lee Townsend;
- (6) Robert Shears;
- (7) Matt King;
- (8) Kristen Bergman;
- (9) Jim Turner;
- (10) Pamela Curtis;
- (11) Bob Winchester; &
- (12) Elizabeth Wright;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

- (13) Anne Pollard;

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

The Tulsa Preservation Commission Approved Duane Cuthbertson's proposal based on guidelines under Section VIIC Building Site, C.1.1.5 for New Construction in the Swan Lake Historic District.

Chair Smallwood asked one of the Commissioners to please alert Commissioner Pollard that she could return to the conference room. Commissioner Pollard returned to the meeting room at 11:25 a.m.

2. 2215 E. 18th Street (Yorktown)

Applicant: Denise Brewer

Request: Widen driveway by 36" with concrete pavers.

COA Subcommittee Complete Application Date:

04-07-2009

DENIED

Mr. Sharrer presented Denise Brewer's Certificate of Appropriateness application to the Commission for a final review. Mr. Sharrer stated that Ms. Brewer has widened her driveway by 36" with concrete pavers.

Photographs and drawings were available for review and a slide presentation was shown of the structure in the Yorktown District.

Mr. Sharrer read the guidelines for this proposal under *Additions* to the Yorktown District.

Commissioners stated that the use of these concrete pavers is inappropriate for this driveway. They stated that within three (3) months the applicant will see erosion down the slope of the hill; and that the pavers are already cracked because it doesn't have a base. Other commissioners believe that the applicant made a poor solution under the circumstances; and that the pavers were an inappropriate material for widening the driveway.

COA applicant, Denise Brewer was unable to attend this meeting.

Chair Smallwood asked Secretary Wood to please give her report of the recommendation from the COA Subcommittee on Ms. Brewer's application.

Secretary Wood stated that the COA Subcommittee considered Ms. Brewer's application to be complete at the April 7, 2009 meeting. She stated that the COA Subcommittee recommended by a unanimous vote to *Deny Ms. Brewer's* proposal for *Additions* based on the appropriate design guidelines for additions.

Secretary Wood stated that she would like to make a motion to deny Ms. Brewer's application.

Commissioner King seconded the motion.

After further review of this application, Chair Smallwood asked for roll call to be announced.

By a show of hands, all "In Favor" of the motion to "Deny" Denise Brewer's application:

- (1) Chair Smallwood;
- (2) Vice-Chair Sober;
- (3) Secretary Wood;
- (4) Charles Gilmore;
- (5) Mary Lee Townsend;
- (6) Robert Shears;
- (7) Matt King;
- (8) Kristen Bergman;
- (9) Jim Turner;
- (10) Pamela Curtis;
- (11) Bob Winchester;
- (12) Elizabeth Wright; &
- (13) Anne Pollard;

All Opposed:

None;

All Abstaining:

None;

All not present during this vote:

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

The Tulsa Preservation Commission Denied Denise Brewer's proposal based on guidelines

under Section VIII B General Requirements, B.1.0.1, B.1.0.2 & B.1.0.3 for Additions to Existing Residential Structures for the Yorktown Historic District.

B. Rules & Regulations Committee

Rules & Regulations Committee Chairman Charles Gilmore had no report.

C. Outreach Committee

Outreach Committee Chairperson Kristen Bergman reported that the next Outreach Committee meeting will be at Elote, 5th & Boston at 11:30 a.m., on Friday, April 17, 2009.

Chair Smallwood moved to Agenda Item 7. Staff Report.

5. Staff Report

The April Staff Report was distributed to the Commission prior to this meeting by email. Ms. DeCort was happy to report that the downtown survey will be completed in September of this year. She reported that we have been allocated \$13,000.00 for this fiscal year's Certified Local Government (CLG) program and that the Commission will be asked to consider how the funds should be spent. She added that the funds could be spent toward National Register nominations; on publications; for training; or for travel. CLG funding will be placed on next month's agenda for consideration.

Ms. DeCort informed the Commission that the Tulsa Preservation Commission now has Internet communication on "Twitter."

4. Chair Report

Chair Smallwood reported that she had distributed copies of an invitation to Oklahoma's 21st Annual Statewide Preservation Conference from the State Historic Preservation Office (SHPO). She stated that the conference will be held in Lone Wolf, Oklahoma for 3 days from June 3-5, 2009 at the Quartz Mountain Resort Arts and Conference Center. Chair Smallwood stated that SHPO will be giving the Tulsa Preservation Commission an award at the conference. She encouraged all the commission members to please try to attend this year's event. A schedule-at-a-glance is included along with the invitation. For more information about the conference and about registration, please go to www.okhistory.org/shpo/events.

6. Absence Report

No report.

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

None.

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

9. Adjournment

There being no other business, Chairperson Smallwood adjourned the meeting at 11:58 a.m. The Regular Tulsa Preservation Commission Meeting of April 9, 2009 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.

*K:/Planning/FW/MINS 04 09 2009R TPC
Minutes Approved by TPC on 05 14 2009*