TULSA PRESERVATION COMMISSION

REGULAR MEETING MINUTES
Thursday, January 13, 2011, 11:00 a.m.
City Hall @ One Technology Center, 175 E. 2nd Street
10th Floor North Conference Room

The agenda for this meeting was posted at the Office of the Tulsa City Clerk, 175 East Second St., Tulsa Oklahoma, in compliance with the Open Meeting Act on January 11, 2011 at 12:34 PM.

A. Opening Matters

1. Call to Order and Verification of Quorum
   Chairman King called the Regular Meeting to order at 11:02 a.m.

   Members Present
   Matt King, Chairman
   Kristen Bergman, Vice-Chair
   Robert Shears, Secretary
   Pamela Curtis
   Jack Hodgson
   Susan McKee
   Anne Pollard*
   Barbara Smallwood
   Bob Sober
   Mary Lee Townsend
   Jim Turner*

   Members Absent
   Charles Gilmore
   Bob Winchester
   Elizabeth Wright

   Staff Present
   Patrick Boulden, Amanda DeCort, Ed Sharrer
   * Arrived late

2. Approval of Regular Meeting Minutes of December 9, 2010
   Commissioner Bergman made a motion to approve the Regular Meeting Minutes for December 9, 2010. Commissioner Townsend seconded. Chairman King called for a vote on the motion. The motion was approved unanimously by members present.
In Favor                        Opposed                        Abstaining                        Not Present
 1. Bergman                        None                                None                                1. Pollard
 2. Curtis
 3. Hodgson
 4. King
 5. McKee
 6. Shears
 7. Smallwood
 8. Sober
 9. Townsend

Opposed

None

Abstaining

None

Not Present

1. Pollard
2. Turner

3. Disclosure of Conflicts of Interest
   No one reported a conflict of interest with the proposals on the agenda.

B. Actionable Items

1. COA-11-001 / 1815 S. Quincy Avenue (Swan Lake)
   Applicant: Tom Neal
   Application Date: January 6, 2011
   Request: Construct a second-floor addition to southeast corner of house
   (within existing footprint) according to plans submitted.

   Mr. Sharrer presented Mr. Neal’s Certificate of Appropriateness application to
   the Commission and read the applicable guidelines for this district. Mr. Neal
   was present to answer questions. Commissioner Townsend made a motion to
   approve the application with no conditions. Commissioner Townsend
   seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1815 S. Quincy Avenue, Neal
In Favor                        Opposed                        Abstaining                        Not Present
 1. Bergman                        None                                None                                1. Turner
 2. Curtis
 3. Hodgson
 4. King
 5. McKee
 6. Pollard
 7. Shears
 8. Smallwood
 9. Sober
10. Townsend

Tulsa Preservation Commission Regular Meeting Minutes of:
 Thursday, January 13, 2011
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The motion was **Approved Unanimously** by members present and voting.
Swan Lake Guidelines cited: B1.0.1 - B1.0.4, B1.2.1, B1.2.2, B1.3.1, B1.3.2

2. **COA-11-002 / 1351 E. 19th Street** (Swan Lake)
   Applicant: Dru Meadows
   Application Date: January 13, 2011
   Work begun prior to COA application
   Request: Construct a multi-tiered concrete block retaining wall and concrete steps in front yard.

   Mr. Sharrer presented Ms. Meadow's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Ms. Meadows and Mr. Charles Bell were present to answer questions. After discussion, Chairman King made a motion to approve the application with no conditions. Commissioner Townsend seconded the motion. Chairman King asked for a vote on the motion.

   Vote: 1351 E. 19th Street, Meadows
   **In Favor**  |  **Opposed**  |  **Abstaining**  |  **Not Present**
   1. Bergman  |  None  |  1. Turner  |  None
   2. Curtis  
   3. Hodgson 
   4. King  
   5. McKee  
   6. Pollard  
   7. Shears  
   8. Smallwood  
   9. Sober  
   10. Townsend

   The motion was **Approved by Majority** by members present and voting.
   Swan Lake Guidelines cited: C1.1.5

3. **National Register Nominations**
   a. **How to Review a National Register Nomination**
      Lynda Schwan, Architectural Historian with the Oklahoma State Historic Preservation Office, gave a presentation to the Commission on reviewing National Register Nominations.

   b. **National Register Nomination – Cities Service Station #8**
      Cathy Ambler, Preservation Consultant, gave a presentation on Cities Service Station #8, located just west of the 11th Street Bridge crossing the Arkansas River on the former alignment of Route 66. Ms. Ambler
noted that the property is the only Cities Service Station left in Tulsa. Her presentation showed before and after photographs of the recent restoration work.

Commissioner Smallwood made a motion to find Cities Service Station #8 eligible for the National Register of Historic Places and forward the nomination to the State Historic Preservation Office. Commissioner Pollard seconded the motion. Chairman King asked for a vote on the motion.

Vote: Cities Service Station #8

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The motion was Approved Unanimously by members present and voting.

C. Reports

1. Staff Report
   Ms. DeCort distributed the staff report at the meeting. She asked the Commission to select a date for the Annual Retreat. The retreat was scheduled for Saturday, January 29, 9:00am – noon, at Commissioner Turner’s offices at 320 South Boston, 12th floor.

2. Chair Report
   Chairman King announced the committee assignments for 2011, which were distributed to the Commission by email prior to the meeting. He asked that if any Commissioners would like a different committee assignment to please contact him.

3. Committee Reports
   a. Rules & Regulations
      Commissioner Townsend reported that the committee would soon begin its annual review of the Rules & Regulations. She said that this year there
will be several edits in order to be consistent with the recently revised Historic Preservation Ordinance. Townsend asked the Commission to send any suggested changes to the Rules to her or Ms. DeCort via email.

b. **Outreach**

Commissioner Bergman reported that the committee continues to work with the Implementation Committee on updating the Design Guidelines.

c. **Implementation**

Commissioner Smallwood reported that the Design Guidelines committee will meet on January 20 at noon on the 10th floor of City Hall.

D. **New Business**

   None.

E. **Announcements and Future Agenda Items**

Glen Roberson, Certified Local Government Program Director at the Oklahoma State Historic Preservation Office, invited the Commission to attend the annual Statewide Preservation Conference, June 8-10, in Guymon. As always, there will be special sessions designed for Preservation Commissioners. Mr. Roberson noted that this year representatives from the National Alliance of Preservation Commissions and preservationists from the Four Corners area would be in attendance.

   Mr. Roberson also announced that he would soon hear how much Federal money is being appropriated to CLG programs for the next fiscal year. In early February, he will contact Ms. DeCort to notify her of the amount of Tulsa’s appropriation.

   Mr. Roberson closed his comments by thanking all the Commissioners for their time volunteering to serve on the Commission.

F. **Adjournment**

   Chairman King adjourned the meeting at 12:28 p.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of January 13, 2011 were recorded. The meeting minutes were transcribed by Ed Sharrer. Minutes approved by the TPC on February 22, 2011.