A. Opening Matters

1. Call to Order and Verification of Quorum
   Chairman King called the Regular Meeting to order at 4:30 p.m.

   **Members Present**
   Matt King, Chairman
   Robert Shears, Secretary
   Charles Gilmore
   Anne Pollard* 
   Barbara Smallwood
   Mary Lee Townsend
   Jim Turner

   **Members Absent**
   Kristen Bergman, Vice-Chair
   Pamela Curtis
   Jack Hodgson
   Susan McKee

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

2. Approval of Regular Meeting Minutes of January 13, 2011
   Commissioner Smallwood made a motion to approve the Regular Meeting
   King called for a vote on the motion. The motion was approved unanimously
   by members present.
3. **Disclosure of Conflicts of Interest**
   No one reported a conflict of interest with the proposals on the agenda.

### B. Actionable Items

1. **COA-11-003 / 1214 E. 17th Place** (North Maple Ridge)
   Applicant: Paul Kane
   Request: Replace three existing windows on east elevation with new 8/8 clad wood windows with exterior muntins.

   Mr. Sharrer presented Mr. Kane’s Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Kane was present to answer questions. Commissioner Smallwood 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: 1214 E. 17th Place
   In Favor
   1. Gilmore
   2. King
   3. Pollard
   4. Shears
   5. Smallwood
   6. Townsend
   7. Turner
   Opposed
   None
   Abstaining
   None
   Not Present
   None

   The motion was **Approved Unanimously** by members present and voting.
   North Maple Ridge Guidelines cited: A1.2.1, A1.2.3, A1.2.4, A1.2.6

2. **COA-11-004 / 1725 S. Yorktown Avenue** (Yorktown)
   Applicant: William Ramsay
   **Work begun prior to COA application**
   Request, **Part 1**: Replace existing jailhouse-pattern wood windows with new vinyl windows, exterior muntins to match existing.
Mr. Sharrer presented Part 1 of Mr. Ramsay’s Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Ramsay was not present. After discussion, Chairman Townsend made a motion to approve Part 1 of the application with no conditions. Commissioner Pollard seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1725 S. Yorktown Avenue, Part 1

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<tr>
<td>1. Gilmore</td>
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<td>7. Turner</td>
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The motion was **Approved Unanimously** by members present and voting. Yorktown Guidelines cited: A1.2.1, A1.2.3, A1.2.4

Request, **Part 2**: Replace front door with new panel front door.

Mr. Sharrer presented Part 2 of Mr. Ramsay's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Ramsay was not present. Chairman Townsend made a motion to deny Part 2 of the application due to the installed door being inconsistent with the Craftsman style of the home (A1.0.1). Commissioner Gilmore seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1725 S. Yorktown Avenue, Part 2

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<td>1. Gilmore</td>
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The motion **to Deny** was **Approved Unanimously** by members present and voting. Yorktown Guidelines cited: A1.0.1, A1.2.1, A1.2.3
3. **COA-11-005 / 1517 S. Yorktown Avenue** (Yorktown)
   Applicants: Kelly & Virginie Gill
   Work begun prior to COA application
   Request: Replace existing, deteriorated wood windows with new vinyl windows, matching existing muntin patterns.

   Mr. Sharrer presented the Gill’s Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. The applicants were not present. Commission members asked if the muntin grids on the front elevation were on the exterior or between the panes of glass. Mr. Sharrer reported they were between the panes of glass. Commission members asked staff to explore options with the applicants to retrofit the windows with exterior muntins. Chairman Townsend made a motion to deny the application. Commissioner Turner seconded the motion. Chairman King asked for a vote on the motion.

   **Vote: 1517 S. Yorktown Avenue**
   - **In Favor**
     1. Gilmore
     2. King
     3. Pollard
     4. Shears
     5. Smallwood
     6. Townsend
     7. Turner
   - **Opposed**
     None
   - **Abstaining**
     None
   - **Not Present**
     None

   The motion to **Deny** was **Approved Unanimously** by members present and voting. Yorktown Guidelines cited: A1.2.1, A1.2.3, A1.2.4

4. **COA-11-006 / 1831 E. 16th Place** (Yorktown)
   Applicant: Tom Butchko
   Work begun prior to COA application
   Request: Construct stone veneer retaining wall in front yard.

   Mr. Sharrer presented Mr. Butchko’s Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Butchko was present to answer questions. Chairman Pollard 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: 1831 E. 16th Place

In Favor   Opposed   Abstaining   Not Present
1. Gilmore   None   None   None
2. King
3. Pollard
4. Shears
5. Smallwood
6. Townsend
7. Turner

The motion was Approved Unanimously by members present and voting.
Yorktown Guidelines cited: B.1.1.3

5. COA-11-007 / 1844 E. 16th Place (Yorktown)
Applicant: Mary deCamp Miller
Request: Replace existing jailhouse-pattern wood windows with new vinyl windows, exterior muntins to match existing.

Mr. Sharrer presented Ms. Miller’s Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Ms. Miller was not present. Due to a lack of specifications provided on the proposed replacement windows, Chairman Gilmore made a motion to continue the application to the March 10 Regular Meeting. Commissioner Townsend seconded the motion. Chairman King asked for a vote on the motion.

Vote: 1844 E. 16th Place

In Favor   Opposed   Abstaining   Not Present
1. Gilmore   None   None   None
2. King
3. Pollard
4. Shears
5. Smallwood
6. Townsend
7. Turner

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

C. Reports

1. Staff Report
Ms. DeCort distributed the staff report at the meeting. She reported that funding has been identified to begin work on the National Register Nomination process for the Greenwood Historic District. Ms. DeCort reported a partnership with Tulsa Foundation for Architecture to apply for a grant from
the State Historic Preservation Office to help prepare a National Register Nomination for the Civic Center Historic District. In addition, intern Audra Moore is continuing her work on the Whittier Square Determination of Eligibility proposal.

2. Chair Report
Chairman King thanked Commissioner Turner for hosting the Annual Retreat at his offices. He reported that Sunset Park has formally submitted an application for Historic Preservation Overlay Zoning and that the Historic Preservation Committee will soon begin working with the neighborhood.

3. Committee Reports

a. Rules & Regulations
Commissioner Gilmore reported that the scheduled meeting of the committee was snowed out and would be rescheduled soon.

b. Outreach
Commissioner Smallwood reported that the Wood Window Workshop with Bob Yapp is scheduled for March 4-5 and that registration forms are currently being distributed to the public and contractor community. She also reported that Commissioners Hodgson, Pollard and Turner, along with TPC Staff, will once again teach a Realtor Education Class at the Greater Tulsa Association of Realtors, March 9, 1:00 – 4:00pm.

c. Design Guidelines
Commissioner Smallwood reported that the Design Guidelines committee has worked through the section on Rehabilitation and is starting on the Additions section of the guidelines. The committee will meet every two weeks with the goal of completing a draft by May.

D. New Business
None.

E. Announcements and Future Agenda Items
None.

F. Adjournment
Chairman King adjourned the meeting at 5:33 p.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of February 22, 2011 were recorded. The meeting minutes were transcribed by Ed Sharrer. Minutes approved by the TPC on March 10, 2011.