A. Opening Matters

1. Call to Order and Verification of Quorum
Chairman King called the Regular Meeting to order at 11:00 a.m.

**Members Present**
Matt King, Chairman  
Robert Shears, Secretary  
Jack Hodgson  
Susan McKee  
Barbara Smallwood  
Mary Lee Townsend  
Jim Turner

**Members Absent**
Kristen Bergman, Vice-Chair

**Staff Present**
Amanda DeCort, Bob Edmiston, Ed Sharrer  
* Arrived late

2. Approval of Regular Meeting Minutes of November 10, 2011
Commissioner Townsend made a motion to approve the Regular Meeting Minutes for November 10, 2011. Commissioner Smallwood seconded. Chairman King called for a vote on the motion. The motion was approved by majority of members present.
In Favor | Opposed | Abstaining | Not Present |
--- | --- | --- | --- |
1. Hodgson | None | 1. King | None |
2. Shears | None | 2. McKee | |
3. Smallwood | None | 3. Turner | |
4. Townsend | None | None | None |

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

B. Actionable Items

1. COA-11-046 / 1132 E. 18th Street (North Maple Ridge)
   Applicants: J.B. & Jennifer Kauffman
   COA Subcommittee Review Date: December 1, 2011
   Request: Construct 7’ x 12’ one-story addition on west elevation of house according to plans submitted.

   Mr. Sharrer presented the Kauffmans’ Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Kauffman was present to answer questions.

   Commissioner Shears read the COA Subcommittee Report. The Subcommittee found the application to be complete and recommended approval. Commissioner Shears 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: 1132 E. 18th Street

In Favor | Opposed | Abstaining | Not Present |
--- | --- | --- | --- |
1. Hodgson | None | None | None |
2. King | None | None | |
3. McKee | None | None | |
4. Shears | None | None | |
5. Smallwood | None | None | |
6. Townsend | None | None | |
7. Turner | None | None | |

The motion was Approved Unanimously by members present and voting.
North Maple Ridge Guidelines cited: B1.0.1 – B1.0.3, B1.2.1, B1.2.2
2. Election of Officers for 2012

Chairman King reported that the Nomination Committee has nominated Robert Shears for the office of Vice-Chairman and Susan McKee for the office of Secretary for 2012.

Commissioner Smallwood made a motion to accept the committee’s nominations and elect the nominees to their respective offices. Commissioner Turner seconded the motion. Chairman King asked for a vote on the motion.

Vote: Election of Officers for 2012

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<th>In Favor</th>
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<tbody>
<tr>
<td>1. Hodgson</td>
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The motion was Approved Unanimously by members present and voting.

C. Reports

1. Staff Report

Ms. DeCort reported that the Certified Local Government (CLG) contract with the new 2011-2012 fiscal year budget has been approved. In addition, the Ambassador Hotel preservation easement has been approved by the Mayor and will be reviewed by the City Council this evening for final approval. Ms. DeCort also reported that Requests for Proposals for Sunset Park and Reservoir Hill have been sent out to qualified consultants.

Ms. DeCort led a discussion to select a date for the TPC Annual Retreat. The Commission agreed to schedule the retreat for Saturday, January 21, 2012, from 9:00am to noon, at the Cynergy offices, 320 South Boston, 12th floor.

Commissioner Townsend asked the Commission to think about potential changes to the Rules and Regulations as a topic of discussion for the retreat. Chairman King suggested the Commission discuss neighborhood outreach to potential historic districts at the retreat.
2. **Chair Report**
   No report.

3. **Committee Reports**
   a. **Rules & Regulations**
      No report.
   
   b. **Outreach**
      No report.
   
   c. **Design Guidelines**
      Commissioner Smallwood reported that the committee plans to send out a postcard in January to all HP zoning district property owners to solicit input on the potential content changes at a meeting in February. This would allow the revised draft to be brought before the TPC for a vote in March.

D. **New Business**
   None.

E. **Announcements and Future Agenda Items**
   District 4 City Councilor Blake Ewing attended the meeting and requested a moment to address the Commission. He asked the Commission if it would submit an official opinion on the PUD amendment of the Zoning Code to the City Council. Councilor Ewing noted that, should the Commission want to fulfill the request, doing so after the TPC annual retreat would be fine.

   Councilor Ewing expressed his appreciation for the work the Commission does for Tulsa’s historic neighborhoods. He noted that these neighborhoods are “too valuable to mess with” and that he is “definitely on your team”.

F. **Adjournment**
   Chairman King adjourned the meeting at 11:44 a.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of December 8, 2011 were recorded. The meeting minutes were transcribed by Ed Sharrer. Minutes approved by the TPC on ____________.