



TULSA PRESERVATION COMMISSION

REGULAR MEETING MINUTES

TUESDAY, MARCH 27, 2012, 4:30 PM

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 STREET, TULSA, OKLAHOMA, IN COMPLIANCE WITH THE OPEN MEETING ACT, ON MARCH 23, 2012 AT 1:35 P.M.

A. Opening Matters

1. Call to Order and Verification of Quorum

Chairman Bergman called the Regular Meeting to order at 11:00 a.m.

Members Present

Kristen Bergman, Chairman
Robert Shears, Vice-Chair
Susan McKee, Secretary
David Blackburn
Jack Hodgson
Barbara Smallwood
Mary Lee Townsend

Members Absent

Matt King
Jim Turner

Staff Present

Amanda DeCort, Attorney Bob Edmiston, Ed Sharrer, Monty McElroy

Others Present

David Pounds; Hugh Abercrombie; Steve Kollmorgen; Brandon Perkins; Chip Atkins.

2. Approval of Regular Meeting Minutes of March 8, 2012

Commissioner Smallwood made a motion to approve the Regular Meeting Minutes for March 8, 2012. Commissioner Hodgson seconded.

Chairman Bergman called for a vote on the motion. The motion was approved unanimously.

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Bergman 2. Hodgson 3. McKee 4. Shears 5. Smallwood	None	None	1. Blackburn 2. Townsend

3. Disclosure of Conflicts of Interest

No one reported a conflict of interest with the proposals on the agenda.

B. Actionable Items

1. COA-12-010 / 2139 E. 19th Street (Yorktown)

Applicant: Steve Kollmorgen

COA Subcommittee Review Date: None

Request:

Replace existing double-hung wood windows on downstairs north, east and west elevations with new vinyl windows with exterior muntins to match existing sizes and muntin patterns.

Monty McElroy presented Mr. Kollmorgen's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Kollmorgen was present to answer questions.

Commissioner Smallwood made a motion to approve the application. Commissioner Blackburn seconded the motion. Chairman Bergman asked for a vote on the motion.

Vote: 2139 E. 19th Street

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Bergman 2. Blackburn 3. Hodgson 4. Shears 5. Smallwood 6. Townsend	1. McKee	None	None

The motion was **Approved by Majority** of members present and voting. Guidelines cited: A.1.2.1, A.1.2.3, A1.2.4.

2. COA-12-011 / 1133 N. Cheyenne Avenue (Brady Heights)

Applicant: Hugh Abercrombie

COA Subcommittee Review Date: None

Request:

1. Cover window opening and add wood novelty lap siding to 2nd story rear porch, with details and dimensions to match original siding on main body of house. Maintain or replace trim separating main house from porch.

2. Replace missing wood shingle in second story front gable. Repair existing wood rot and install window crown drip edge trim where missing, all to match original.
3. Scrape and paint exterior.
4. Replace sidewalk between bulkhead and porch steps with concrete to match original.
5. Repair broken pieces of bull nose porch steps.

Monty McElroy presented Mr. Abercrombie's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Abercrombie was present to answer questions.

Commissioners asked several questions and decided to vote on Item #1 separately from Items #2 - 5.

Commissioner Townsend made a motion to approve Item #1 of the application. Commissioner Smallwood seconded the motion. Chairman Bergman asked for a vote on the motion.

Vote: 1133 N. Cheyenne Avenue, Item #1

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Bergman	None	None	None
2. Blackburn			
3. Hodgson			
4. McKee			
5. Shears			
6. Smallwood			
7. Townsend			

The motion was **Approved Unanimously** of members present and voting. Guidelines cited: Building Wall Materials, Preferred Option 1., Second Preference 1.; Porches, Preferred Option 1; Building Site, 1.

Commissioner Smallwood made a motion to approve Items #2 - 5 of the application. Commissioner Shears seconded the motion. Chairman Bergman asked for a vote on the motion.

Vote: 1133 N. Cheyenne Avenue, Items #2 - 5

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Bergman	None	None	None
2. Blackburn			
3. Hodgson			
4. McKee			
5. Shears			
6. Smallwood			
7. Townsend			

The motion was **Approved Unanimously** of members present and voting. Guidelines cited: Building Wall Materials, Preferred Option 1., Second Preference 1.; Porches, Preferred Option 1; Building Site, 1.

3. COA-12-012 / 902 N. Denver Avenue (Brady Heights)

Applicant: Katelyn Parker

COA Subcommittee Review Date: None

Request: Replace existing back door with a new steel Craftsman-style, 2-panel door with six-lite window.

Monty McElroy presented Ms. Parker's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Ms. Parker was not present.

Commissioner Townsend made a motion to approve the application. Commissioner Blackburn seconded the motion. Chairman Bergman asked for a vote on the motion.

Vote: 902 N. Denver Avenue

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Blackburn	1. Bergman	None	None
2. Hodgson	2. McKee		
3. Shears			
4. Smallwood			
5. Townsend			

The motion was **Approved by Majority** of members present and voting. Guidelines cited: General Guidelines; Windows and Doors, Preferred Option, 1., Second Preference, 1.

4. Unified Design Guidelines

a. Review and possible approval of draft

Amanda DeCort presented both sets of guidelines, residential and non-residential. She explained that illustrations have been added, changes incorporated, and parking/paving/demolition language has been tweaked. Requiring replacement windows to be same material original to house was not incorporated. Windows will be addressed in the future.

Commissioners discussed Section G regarding wall materials. It was decided to make the change to G.1.5, to include in wall materials not allowed: modern segmental retaining wall systems.

b. Discussion of distribution methods

Commissioner Bergman suggested adding the final drafts to the TPC Website.

Commissioner Smallwood made a motion to approve the Uniform Design Guidelines with changes. Commissioner McKee seconded the motion. Chairman Bergman asked for a vote on the motion.

Vote: Uniform Design Guidelines, with changes

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Bergman	None	None	None
2. Blackburn			
3. Hodgson			
4. McKee			
5. Shears			
6. Smallwood			
7. Townsend			

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

5. Caveat to be filed for all HP Zoned properties

Attorney Bob Edmiston provided a draft of a proposed caveat, Notice of Historic Preservation Zoning. As a way to disseminate information and make prospective home buyers aware of restrictions in HP Zoned neighborhoods, a caveat would be filed with each abstract to make prospective home buyers aware of restrictions. There was discussion about including all districts in one caveat or creating separate caveats for each district.

6. Appointments to Citizens' Advisory Teams for Utica Midtown South Small Area Plan and for Zoning Code Update Project

- a. Discussion about Commissioners representing the TPC or acting as private citizens when participating in public bodies or meetings
- b. Selection of Representatives: Kristen Bergman for the Zoning Code Update and Jim Turner for the Small Area Plan.

Vote: Appointment to Citizens Advisory Teams for Utica Midtown South Small Area Plan and for Zoning Code Update Project

<u>In Favor</u>	<u>Opposed</u>	<u>Abstaining</u>	<u>Not Present</u>
1. Bergman	None	None	None
2. Blackburn			
3. Hodgson			
4. McKee			
5. Shears			
6. Smallwood			
7. Townsend			

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

C. Reports

1. Form Based Codes – Theron Warlick, Planning Department

Theron Warlick made a presentation regarding the new Form Based Codes (FBC). The ordinance was adopted in May 2011 and has already been applied to a small area of the Pearl District. FBC was mentioned as an option in the PLANiTULSA Comp Plan. It's a new approach to solving complex infill issues. FBC shapes land development by setting controls on building form. Form is more relevant than use and style in this code. It doesn't separate land uses as

does Tulsa's existing code; all types of land uses are permitted. Few design requirements are placed on development. FBC is not an overlay, like HP zoning; it's an entirely new category. It focuses primarily on building placement and street level façade articulation with the specific intent of creating a welcoming, walkable urban environment.

2. Staff Report

Amanda DeCort reported on CLG Funding for FY2012. She also discussed the development of mobile tours for historic districts, and mentioned that Commissioners are invited to attend an Open House at the McGay residence in Gillette.

3. Chair Report

Chairman Bergman is crafting an email regarding historic tax credits. She mentioned the Tulsa Business Journal recently featured a house at 1543 S. Norfolk and Realtor Education at GTAR is coming up April 11.

4. Committee Reports

No reports

D. New Business

E. Announcements and Future Agenda Items

1. Brandon Perkins, new Ex-Officio Commissioner appointed from TMAPC, was present and was introduced to the Commission.
2. David Pounds, a Stonebraker Heights homeowner, sat in the gallery during the meeting. He introduced himself to the Commission and said he wanted to observe a meeting and that he was interested in perhaps becoming a future member of the Commission. His house is the location of one of the upcoming window repair workshops.
3. Future agenda item: Caveat for Notice of Historic Preservation Zoning

F. Adjournment

Chairman Bergman adjourned the meeting at 6:27 p.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of March 27, 2012 were recorded. The meeting minutes were transcribed by Monty McElroy. Minutes approved by the TPC on April 12, 2012.