



TULSA PRESERVATION COMMISSION

REGULAR MEETING MINUTES

TUESDAY, MAY 22, 2012, 4:30 p.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 STREET, TULSA, OKLAHOMA, IN COMPLIANCE WITH THE OPEN MEETING ACT, ON MAY 21, 2012 AT 10:13 A.M.

A. Opening Matters

1. Call to Order and Verification of Quorum

Vice-Chairman Shears called the Regular Meeting to order at 4:31 p.m.

Members Present

Robert Shears, Vice-Chair
David Blackburn*
Jack Hodgson
Matt King
Barbara Smallwood
Mary Lee Townsend
Jim Turner*

Members Absent

Kristen Bergman, Chairman
Susan McKee, Secretary

*Arrived Late

Staff Present

Amanda DeCort, Attorney Bob Edmiston, Monty McElroy

Others Present

Kevin Kunkel, Noelle Kilgore, Ben Kilgore

2. Approval of Regular Meeting Minutes of May 10, 2012

Commissioner Townsend made a motion to approve, with two minor corrections, the Regular Meeting Minutes for May 10. Commissioner King seconded. Vice Chairman Shears called for a vote on the motion. The motion was approved unanimously.

In Favor

1. Shears
2. Hodgson
3. King
4. Smallwood
5. Townsend

Opposed

None

Abstaining

None

Not Present

1. Blackburn
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- COA-12-018 / 1102 N. Denver Avenue (Brady Heights)

Applicant: Ben and Noelle Kilgore

COA Subcommittee Review Date: None

Work partially completed prior to COA application

Request:

Replace selected windows with vinyl windows in original openings according to plans submitted.

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

Several vinyl windows had been installed by previous owners and some vinyl windows installed by the applicants prior to COA approval.

Commissioners discussed the original wood windows that had been replaced prior to receiving COA.

Mr. and Mrs. Kilgore stated that prior to starting any work, they talked to a Brady Heights neighborhood representative and had received the guidelines for the district. They completed a COA application to install several new windows and returned it to the representative; however, the application was not received by TPC staff. After time had passed, hearing nothing, the applicants assumed the application had been approved and ordered new windows.

Several windows had already been installed before TPC staff was alerted to the work in progress. TPC staff informed the applicants to cease any further installation until the Commission reviewed the COA application.

Applicants stated they were unaware that the Brady Heights Design Guidelines did not allow for the replacement of the original wood windows with vinyl windows.

After considerable discussion among Commissioners and applicants, Commissioners weighed in on arriving at a fair balance between the purposes

and intent of the design guidelines and the desires and needs of the property owners.

Commissioner Townsend made a motion to approve the application for the windows that had already been installed, provided that external muntins be applied in a pattern that matches the original, but not to approve the windows that had not yet been installed. Commissioner Smallwood seconded the motion. Vice-Chairman Shears asked for a vote on the motion.

Vote: 1102 N. Denver Avenue

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

The motion to approve with conditions passed. Brady Heights Guidelines cited: Windows and Doors, Preferred Option 1; Second Preference 1, 2, 3, 4.

2. COA-12-019/ 1580 Swan Drive (Swan Lake)

Applicant: Karen Wilson

COA Subcommittee Review Date: None

Request:

Replace original aluminum windows and storm windows with new aluminum-clad wood windows on east and west elevations to match existing sizes and muntin patterns.

Monty McElroy presented Ms. Wilson's Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Kevin Kunkel, contractor, was present to answer questions.

Commissioner Townsend made a motion to approve the application. Commissioner King seconded the motion. Vice-Chairman Shears asked for a vote on the motion.

Vote: 1580 Swan Drive

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

The motion was **Approved Unanimously**. Swan Lake Guidelines cited: A1.2.1; A1.2.3; A1.2.4; A1.2.5.

C. Reports

1. Staff Report

Amanda DeCort mentioned the Annual Statewide Preservation Conference taking place in Tahlequah, OK on June 6 – 8.

She reported that the historic tax credits appear to be surviving.

Amanda mentioned the dates of upcoming TPC meetings that will be short of Commissioners due to vacation schedules.

2. Chair Report

None

3. Committee Reports

a) Rules & Regulations

No Report

b) Outreach

No Report

c) Design Guidelines

Amanda DeCort mentioned that there will be a review meeting of the Design Guidelines the next day at 9:30 am, with a group from Sunset Park scheduled to come in at 10:00 am.

D. New Business

No new business.

E. Announcements and Future Agenda Items

F. Adjournment

Chairman Shears adjourned the meeting at 5:23 p.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of May 22, 2012 were recorded. The meeting minutes were transcribed by Monty McElroy. Minutes approved by the TPC on June 14, 2012.