A. Opening Matters

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

   Members Present
   Susan McKee, Secretary
   David Blackburn
   Matt King
   Barbara Smallwood
   Mary Lee Townsend

   Members Absent
   Kristen Bergman, Chair
   Robert Shears, Vice Chair
   Jack Hodgson
   Jim Turner

   Staff Present
   Attorney Bob Edmiston, Monty McElroy

   Others Present
   James Blesi and Hugh Abercrombie

2. Approval of Regular Meeting Minutes from September 13, 2012
   Commissioner Townsend made a motion to approve Regular Meeting Minutes from September 13. Commissioner King seconded the motion. The motion was approved by a majority of Commissioners present.

   Vote: Regular Meeting Minutes from September 13, 2012
   In Favor: Blackburn, King, McKee, Smallwood
   Opposed: None
   Abstaining: Townsend
   Not Present: 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-12-037 / 2224 E. 19th Street (Yorktown)
   Applicant: Lisa Crawford
   COA Subcommittee Review Date: None
   Request:
   Replace all existing, wood double-hung windows with new vinyl double-hung windows to match existing sizes and patterns.

   Monty McElroy presented Ms. Crawford’s Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Ms. Crawford was unable to attend the meeting.

   Commissioner King made a motion to approve application with the condition that the existing wood trim around the windows be retained. Commissioner Smallwood seconded the motion.

   **Vote: 2224 E. 19th Street**
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<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
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<tbody>
<tr>
<td>Blackburn</td>
<td>1. McKee</td>
<td>None</td>
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<td>2. King</td>
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<td>3. Smallwood</td>
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<td>4. Townsend</td>
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   The motion to approve with condition was Approved by Majority of Commissioners present. Yorktown Guidelines cited: A1.2.1, A1.2.3, A1.2.4, A1.2.6.

2. COA-12-038 / 216 E. 19th Street (North Maple Ridge)
   Applicant: James and Julianne Blesi
   COA Subcommittee Review Date: None
   Request:
   1. Replace eight double-hung wood windows on first floor, west elevation and three on first floor, east elevation with new aluminum double-hung windows with exterior muntins to match existing sizes and muntin patterns.
   2. Replace sliding, aluminum window (non-original) on first floor, east elevation with new aluminum double-hung window with exterior muntins to match muntin pattern of other new windows.

   Monty McElroy presented Mr. and Mrs. Blesi’s Certificate of Appropriateness application to the Commission and read the applicable guidelines for this district. Mr. Blesi was present to answer questions.
Commissioner King made a motion to approve application. Commissioner Smallwood seconded the motion.

**Vote: 216 E. 19th Street**

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<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
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</thead>
<tbody>
<tr>
<td>Blackburn</td>
<td>None</td>
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<td>King</td>
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The motion was **Approved Unanimously**. North Maple Ridge

3. **COA-12-039 / (Brady Heights)**
   Applicant: Hugh Abercrombie
   COA Subcommittee Review Dates: None
   Worked started prior to COA application
   Request:
   Construct two-tier stacked masonry retaining wall at northeast corner of front yard.

   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.

   Applicant stated he was unaware that a COA was required for the construction of a retaining wall. He assumed the retaining wall was considered landscaping and did not require a COA. He discussed the retaining wall with Commissioners and stated that he would like to have the option to extend the lower tier three to four feet to help control erosion of the corner of the yard.

   Commissioners discussed the extension of the lower tier and agreed to allow the applicant the option to extend the lower tier by a few feet.

   Commissioner King made a motion to approve the application for the construction of the retaining wall with an option to extend the lower tier no more than four feet in each direction, with the extension no higher than the existing wall. Commissioner Townsend seconded the motion.
Vote: 1014 N. Cheyenne Avenue

In Favor  Opposed  Abstaining  Not Present
1. Blackburn  None  None  None
2. King
3. McKee
4. Smallwood
5. Townsend

The motion to approve with condition was Approved Unanimously.
Brady Heights Guidelines cited: Building Site, 3.

C. Reports

1. Staff Report
   Monty McElroy mentioned that there had been a delay in the Mayor’s signing of the resolution to approve the new Unified Design Guidelines; therefore, the new guidelines would not be used until November.

2. Chair Report
   No Report

3. Committee Reports
   a) Rules & Regulations
      No Report
   b) Outreach
      No Report
   c) Design Guidelines
      No Report

D. New Business
   UNDER THE OPEN MEETING ACT, THIS AGENDA ITEM IS AUTHORIZED ONLY FOR MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN REASONABLY FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA OR ANY REVISED AGENDA.

E. Announcements and Future Agenda Items
   None

F. Adjournment
   Secretary McKee adjourned the meeting at 5:03 p.m.

The proceedings of the Tulsa Preservation Commission Regular Meeting of September 25, 2012 were recorded. The meeting minutes were transcribed by Monty McElroy. Minutes approved by the TPC on October 23, 2012.