Minutes
PONCA CITY HISTORIC PRESERVATION
Thursday, July 24, 2014

MEMBERS PRESENT: Keri Bartley; Marcia Davis; Jayne Detten; Mindy LittleCook; Richard Winterrowd

MEMBERS EXCUSED: Rob Bodick; Donna Reid

MEMBERS ABSENT: None

STAFF PRESENT: Rhonda Skrapke, Grant Administrator; Crystal Newman, Administrative Assistant

OTHERS PRESENT:

Pursuant to notice as required by law, the Historic Preservation Advisory Panel, of the City of Ponca City, convened in open session at 4:00 p.m. at City Hall in the Barnes room.

I. Call to order:
The call to order was ordered by Jayne Detten at 4:02.

II. Consider and vote to approve the minutes from the special meeting held July 9, 2014.

Motion was made by Richard Winterrowd to approve the minutes from July 9, 2014, seconded by Mindy LittleCook.

Ayes: Bartley, Davis, Detten, LittleCook, Winterrowd
Nayes: None
Motion passed

III. Consider and vote to approve a new committee chairperson and vice chairperson.

Motion was made by Marcia Davis to approve Mindy LittleCook as the new HPAP Chair, seconded by Richard Winterrowd.

Ayes: Bartley, Davis, Detten, Winterrowd
Nayes: None
Motion passed

Motion was made by Mindy LittleCook to approve Rob Bodick as the new HPAP Vice Chair, seconded by Keri Bartley.

Ayes: Bartley, Davis, Detten, LittleCook, Winterrowd
Nayes: None
Motion passed
IV. **Review and take any appropriate action on the draft proposal for the design guidelines.**

Rhonda informed the panel that each of them should have received the draft proposal of the Design Guidelines as well as another document labeled Letter to George via email. She asked that each panel please review the guidelines prior to the next meeting and to submit any changes, additions or correction that they would like taken under advisement via email prior to the next special meeting in August. Crystal Newman will keep a running list of all email inquiries to present to Terri Foley the consultant hired to complete the Design Guidelines.

V. **Discuss the upcoming special meeting to be held on August 21, 2014 at 5:45 p.m. in the Commission Chambers with the residents of both historic districts.**

Crystal Newman advised the panel that a letter was hand delivered to each resident with the two historic districts notifying them of the upcoming meeting in August. The letter also requested their email address so that the draft proposal of the Design Guidelines could be sent out for each resident to review prior to the next meeting. Crystal also stated that the meeting will be held at 5:45 p.m. in the Commission Chambers this time to allow for more room for more residents to attend.

Rhonda advised the panel that this will be the second meeting with Terri Foley present. The first meeting ran for a couple of hours and she anticipates that this meeting will run at least that long. She stated that due to the duration of the meeting it might be best that sandwiches be provided instead of cookies. Rhonda and Crystal will take care of providing the sandwiches for the special meeting.

Richard asked that since the meeting will be held in the Commission Chambers if it would be possible to display the Draft Design Guidelines on the big screen. The panel felt that this would be a great visual tool for all who are in attendance. This way if there is a question on a particular subject or page, the consultant could turn to that particular section within the guidelines to answer the question.

VI. **Discuss Ponca City’s Birthday Celebration during Local History Month in September and what special project the panel would like to recognize at the celebration.**

Jayne passed out a work plan for the Local History Month / Birthday Celebration to be held in September. Last year the celebration took place right before one of the regular scheduled Commission Meetings in the Commission Chamber. The panel as a whole felt this would be the best time to do it again.

Instead of having one special project recognized at the meeting this year the panel decided to recognize all of the contributing buildings in the historic downtown district. The celebration could be used as an educational tool to inform each of the contributing property owners of what this designation means. An invitation letter will go out to each downtown contributing property owner as well as each property owner that is currently on the National Register and each property owner that is currently nominated to be on the National Register. Letters will need to be sent out by the first part of September.
The panel felt it would be good to display a PowerPoint of the Downtown District Survey and to introduce the HPAP Panel Members. The panel will bring treats to share with all who are in attendance.

Mindy LittleCook stated that she would also like to thank the City of Ponca City for all of their efforts in keeping historic preservation alive and for a job well done on the Art Center’s sidewalk and ADA accessibility as well as the sidewalk project in the Downtown Historic District.

VII. Discuss future meeting topics (ie. Realtor Meet & Greet; Historic Preservation Plan of Ponca City; Rock Cliff Country Club Tour)

The panel will be meeting with the Realtors during their monthly General Membership meeting held on September 9, 2014 at 12:00 p.m. at Pizza Hut. This will be a chance for the panel to provide useful information to the Realtors regarding homes that are located within a historic district.

The panel will be discussing the HPAP Preservation Plan at October and possible November’s regular scheduled meeting. The purpose will be to review the current goals and objectives to see if any modifications are needed.

Jayne informed the panel that since the Rock Cliff Country Club is on the list as a possible NR property, it can be arranged for the panel to take a tour of the building. A future date and time will be determined for this tour.

VIII. Adjourn.

A motion was made by Keri Bartley to adjourn the meeting at 4:50 p.m. The motion was seconded by Mindy LittleCook.

Ayes: Bartley, Davis, Detten, LittleCook, Winterrowd
Nayes: None
Motion passed

Minutes passed and approved on ___________ day of ____________________, 2014.

_________________________________________
Rob Bodick, Vice Chairman

_________________________________________
Crystal Newman, Preparer