Pursuant to notice as required by law, the Historic Preservation Advisory Board of the City of Ponca City, convoked in open session at 4:00 p.m. in the B.S. Barnes room, City Hall, 516 East Grand Avenue, Ponca City, OK.

I. Call to order:
   Call to order was declared by Timilyn Crank, Chairman.

II. Minutes:
   Approval of February 7, 2011 special meeting minutes.

   Karen Banta made the motion to approve the minutes for the Special meeting on February 7, 2011. This was second by Richard Winterrowd.

   Ayes: Detten, Banta, Winterrowd, Davis, Crank, Cole and LittleCook
   Nays: None
   Motion Passed

III. New Business:

   1) Receive update on current CLG projects and take any appropriate action.

   Rhonda Skrapke explained what actions had taken place for the nomination and appointment of the Whitworth Historic District proposal. Mail outs to consultants was discussed along with the time schedules involved. It was pointed out that this was a short time line but they had to wait to hire a consultant to make sure all time lines and schedules would be worked out. Ms. Skrapke noted that she thought this might be a difficult project to find a consultant for because of all the requirements that were needed to qualify to do a project of this nature.

   2) Discuss Whitworth Historic District Street Signs.

   Rhonda Skrapke told the panel that Whitworth Avenue had been appointed as a historic district. Ms. Skrapke had copies of the ordinances describing this appointment and said that she thought that the regulations did not go into effect for 30 days but she would check with Chris Henderson to make sure and get back with the board.

   Ms. Skrapke asked if the panel had drove through the Gate Way District and looked at their signs to get an idea of what kind of signs they would like to have announcing the entrance to the Whitworth Historic District.
Historic Preservation
Page 2

It was also noted by the panel that the signs would be made in-house by the City Traffic Engineering Department, directed by Mike Lane. Pictures, colors, verbiage and the template used to make the signs were discussed at length. Richard Winterrowd was asked if he could draw something for the template and he said he would try. The consistency of signs and the names for the different districts that may want to join the historic districts movement in the future were discussed. What name could be used on the sign to call attention to the fact that it was a historic district was discussed in detail.

Karen Banta made the motion to use the verbiage, Whitworth Historic District on top of the sign and Acre Homes at the bottom of the sign over the same house template with the same colors and font used on the Gateway signs.

Timilyn Crank, Chairman, asked for any further discussion. There was more discussion of the color of the signs. Discussion of continuity for the Historic Districts was discussed in length. Differences in Historic Preservation Districts & Historic Registration Nominations were distinguished. A standard City Historic sign was discussed at length. It was suggested that blue be for Historic Districts and that there be a different color for the Downtown.

Names for different areas were discussed in length for brochures and other acknowledged documentation. Rhonda Skrapke pointed out that this area did not have to be voted for today. Beverly Bryant read what Chris Henderson had said before the Commissioners on the subject of the new Historic District. There was further discussion on what verbiage to use on the signs.

It was pointed out that there was a motion still on the floor. This motion could be seconded or resented or could just die for a lack of a second.

Mindy LittleCook seconded the motion made by Karen Banta. It was asked for a show of hands of the votes.

Ayes: LittleCook, Banta, Winterrowd and Cole.
Nays: Davis, Detten and Crank
Motion Passed, Four to Three for the verbiage, Whitworth Historic District on top of the sign and Acre Homes at the bottom of the sign over the same house template with the same colors and font used on the Gateway signs.

3) Discuss status of Downtown Historic District.

Rhonda Skrapke said she was in contact this week with Lynda Schwan of the State Historic Preservation office. There had been a small glitch in the downtown nomination that the United States Post Master had to be notified. Ms. Skrapke said that anytime a government building is included in a historic nomination that there has to be notification. In this case the letter was sent to the US Post Master and they have thirty days to reply with comments. Further timelines and notification for this project were discussed and it was noted that there would be a waiting period to hear further developments on the nomination.

4) Discuss “Community Development Week” scheduled for April 25-30, 2011.

Rhonda Skrapke said that a couple of months ago Karen Hunter was at the Historical Preservation meeting and said that she had a Centennial Parade Video on a VHS tape that she thought might be good to show during Community Development Week. Ms. Hunter had brought the tape to Rhonda and they had it transferred to a CD by the city IT Department. Ms Skrapke asked how the Historic Preservation Board felt about airing it on TV on our local channel during Community Development week. There was discussion on if the tape was professional enough to show on TV and Ms. Skrapke said she had vied it and thought it was. It was suggested that the Historic Preservation members review the tape, if they liked, and decide if it was ok for the TV airing. It was agreed that this would be a low cost viewing to let the public know about Community Development Week.
Other activities for the week were discussed along with the cost that would be involved.

Rhonda Skrapke asked if the board would like to view copies of the CD before making a decision. She said the film was about an hour long. Richard Winterrowd asked if it could be shown in snippets or would it be an hour long viewing. This would be looked into at a later date.

Jayne Detten made the motion to run the CD of the 1993 Centennial Parade on the local channel for “Community Development Week” scheduled for April 25-30, 2011. This was second by Charlene Cole.

Ayes:  Detten, Banta, Winterrowd, Davis, Crank, Cole and LittleCook
Nays:  None
Motion Passed

It was decided that this CD did not need reviewing by the panel since Rhonda Skrapke had already reviewed it.

IV.  Old Business:

There was discussion about what would be the next potential project.

Jayne Detten announced that the Post Office windows were being refurbished by the government. Ms. Detten said she had been in contact with the post office and they have started on the refurbishing but it was still just in the planning stage. They not only would be refurbishing the windows but also the roof and she thought they would start on the roof first. The architect was from Albuquerque, New Mexico and had done a lot of work on other U.S. Post Offices.

Karen Banta asked about the status of the Historic Plaques. Jayne Detten said that they all had been handed out and it was the City Parks Department that was making sure that they all got mounted.

V.  Public Comment:  None

VI.  Adjournment:

Jayne Detten made the motion for adjournment and it was second by Karen Banta. The meeting adjourned at 5:00 p.m.

Timilyn Crank, Chairman