TULSA PRESERVATION COMMISSION

STAFF REPORT

FEBRUARY 22, 2024
HP-0541-2024

HP PERMIT NUMBER: HP-0541-2024

PROPERTY ADDRESS: 1852 EAST 16TH STREET

DISTRICT: YORKTOWN

APPLICANT: PATRICIA GRAMI

REPRESENTATIVE: N/A

A. CASE ITEMS FOR CONSIDERATION
   1. CONSTRUCTION OF BRACKETS AND RAFTER TAILS IN EAVES
   2. RECONSTRUCTION OF GABLE ROOF OVER PORCH
   3. ALTERATION OF ROOFLINE
   4. REPLACEMENT OF SOFFIT

   PROJECT INITIATED WITHOUT AN HISTORIC PRESERVATION PERMIT

B. BACKGROUND
   DATE OF CONSTRUCTION: 1915
   ZONED HISTORIC PRESERVATION: 1995
   NATIONAL REGISTER LISTING: YORKTOWN HISTORIC DISTRICT, 2002
   CONTRIBUTING STRUCTURE: YES

   PREVIOUS ACTIONS:

   HP-0542-2024 - JANUARY 12, 2024 – STAFF APPROVAL
   1. REPAIR AND REPLACEMENT IN-KIND OF WINDOW TRIM
   2. REPAIR AND REPLACEMENT IN-KIND OF COLUMNS ON PORCH

   HP-0541-2024 - FEBRUARY 8, 2024 – TPC APPROVAL
   1. REPLACEMENT OF WINDOWS
   2. INSTALLATION OF SIDING
   3. REPLACEMENT OF HVAC MECHANICAL EQUIPMENT

B. ISSUES AND CONSIDERATIONS
   During the June 2023 windstorm, two trees fell on the applicant’s residence, causing severe damage to the roof. The roof has been reconstructed and covered with a 3-tab, 30-year shingle. Brackets and exposed rafter tails will be added but are a different size than the original 2 x 4 brackets and rafter tails. As proposed, the replacement rafter tails would be constructed with 2 x 6 boards. The gables over the porch and on the sides of the house have also been altered and no longer reflect the jerkinhead style original to the home. The subcommittee recommended denial of the four proposals at the meeting on February 15, 2024.

1. Reference: Tulsa Zoning Code
   SECTION 70.070-F Standards and Review Criteria
   In its review of HP permit applications, the preservation commission must use the adopted design guidelines to evaluate the proposed work and must, to the greatest extent possible,
strive to affect a fair balance between the purposes and intent of HP district regulations and the desires and need of the property owner. In addition, the preservation commission must consider the following specific factors:
1. The degree to which the proposed work is consistent with the applicable design guidelines.
2. The degree to which the proposed work would destroy or alter all or part of the historic resource.
3. The degree to which the proposed work would serve to isolate the historic resource from its surroundings or introduce visual elements that are out of character with the historic resource and its setting, or that would adversely affect the physical integrity of the resource.
4. The degree to which the proposed work is compatible with the significant characteristics of the historic resource; and
5. The purposes and intent of the HP district regulations and this zoning code.

2. Reference: *Unified Design Guidelines – Residential Structures*

**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES**

**A.1 General Requirements**

A.1.1 Retain and preserve the existing historic architectural elements of your home.

A.1.2 If replacement of historic architectural elements is necessary, match the size, shape, pattern, texture, and directional orientation of the original historic elements.

A.1.3 Ensure that work is consistent with the architectural style and period details of your home.

A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.

**A.5 Roofs**

A.5.1 Retain and preserve the original historic roof form (hipped, gabled, etc.) and pitch.

A.5.2 Do not remove character-defining architectural features of your roof, including, but not limited to, dormers, chimneys, cupolas, eaves, soffits, fascia boards, and decorative details, such as eave brackets, exposed rafter tails, or corbels.

A.5.3 If replacement of deteriorated architectural roof features is necessary, use materials that maintain the character of the structure and the size, shape, pattern, texture, dimensions, and directional orientation of the original historic roof features.

A.5.4 To return the home to its original historic appearance, use physical or pictorial evidence. If no evidence exists, select architectural roof features which are consistent with the architectural style of your home.

A.5.5 Replacement of existing roof covering—wood shingles, asphalt shingles, clay tile, etc.—with the same material does not require HP Permit review (for example, replacing an asphalt-shingled roof with asphalt shingles). Architectural shingles are encouraged.

A.5.6 When proposing to change the materials of your roof covering, replacement materials that maintain the character of the structure and the size, shape, pattern, texture, and directional orientation of the original historic roof covering will be considered on a case-by-case basis.

A.5.7 When replacing your roof covering, replace an entire roof section if it is visible from the street.

**A.6 Porches**

A.6.1 Retain and preserve the original historic porch and its character-defining architectural features through repair.

A.6.2 Do not remove character-defining architectural features of your porch, including, but not limited to, ceiling, floor, piers, columns, railings, handrails, steps, bulkheads,
skirt/stem wall, and decorative details, such as crown molding, trim, eave brackets, and exposed rafter tails.

A.6.3 If replacement of deteriorated porch elements is necessary, use materials that maintain the character of the structure and the size, shape, pattern, texture, dimensions, and directional orientation of the original historic features.

A.6.4 To return the home to its original historic appearance, use physical or pictorial evidence. If no evidence exists, select porch features which are consistent with the architectural style of your home. Return enclosed porches to original historic open design (which can be staff approved).

A.6.5 If adding a railing or other porch elements where none exists, select porch elements (columns, railing design, trim, etc.) which are consistent with the architectural style of your home.
My big plans for summer of 2023 were to continue repairing and repaint all the rest of the window trim. Mother Nature had different plans. On June 18\textsuperscript{th}, my little bungalow took a big hit with the 100+ mph winds. My 80+ foot tall Sycamore tree on the NE corner of my house had the top 20’ – 25’ snapped off and speared those into the front part of my roof, then my neighbor to my west even bigger Hackberry tree that was just on her side of the property line completely uprooted and slammed down on the back half of my house - directly on top of the area I was sheltering in. Me and my cats survived just fine, the house not so much. The whole SW corner of my roof, soffits, etc. were crushed and broken off, and there were large deep holes in the front north roof section of the house. Most windows sustained cracks or were impacted so heavily that they would not operate. My exterior HVAC package unit (gas/electric heat and A/C) was destroyed. Water came pouring into the living room and master bath. And there was much more structural damage to the roof and exterior walls. My insurance company, Progressive Homesite, did have the trees removed within a few days, but it took them 5 months, my hiring of a Public Adjuster, and a Forensic Engineer Inspection, to convince them of the extent of the damage. 5 months of torture, but the insurance finally agreed and approved approximately $150K for the repairs by November 26\textsuperscript{th}, 2023. I had found a licensed roofing, renovation and construction company and they had to immediately get to work as soon as they received funds the 2\textsuperscript{nd} week of December 2023. They were very concerned about getting the roof and rafters rebuilt as quickly as possible before any extreme winter weather. All the roof rafters on the north side of the ridgeline were cracked and broken, as well as others on the back, and damage to the new gable end built as an addition in late 2020 by the previous owner. Once the funds from my insurance company came in, there was a lot of work and quick decisions had to be made. My contractor understands that this is an Historic District and is attempting to make as few changes as possible to retain the houses historical integrity. I had spoke with TPC several times prior to getting approval and payment from my insurance company, and I understand the importance of getting approval for appropriate windows and replacing exterior elements with the same look as what would have been there historically.
The following 3 pictures show some of tree impact and damage from the June 18th storm:

Picture 3, June 18, 2023, west side of my house with neighbors uprooted tree on top of my house

Picture 4, June 20, 2023 showing more of both trees that fell on my house, along with the tree removal equipment sent by my insurance company

Picture 5, June 27, 2023- the aftermath
The damage to my house was extensive and it was necessary to replace all the roof rafters in the front half of the house and the porch rafters. By code they had to use 2 x 6's, not 2”x 4”s that were there originally. They were not able to leave the new rafter tails exposed, nor could they replicate the smallgable end that had been on the front of the porch. We are proposing to put ‘dummy’ rafter tails on the front of the house and on the sides of the porch roof to match what was there originally. To add a historical element, I am proposing a bracket at the peak of the porch roof. The original brackets on each side of the house will also be rebuilt.
Re-construction of my house started the 2\textsuperscript{nd} week of December 2023, immediately after insurance approved all the repairs. The pictures below, taken in late December, you can see my living room open to the roof with the new 2” x 6” roof rafter and new 2” x 6” ceiling joists.
House on E. 16th Pl showing decorative porch Rafter Tails – we are proposing to put back decorative rafter tails similar to these or less ornate

House on E.16th St. showing porch w/o small gable and with 1 over 1 original windows
TULSA PRESERVATION COMMISSION

STAFF REPORT
February 22, 2024
HP-0547-2024

HP PERMIT NUMBER: HP-0547-2024

PROPERTY ADDRESS: 1225 EAST 19TH STREET

DISTRICT: NORTH MAPLE RIDGE

APPLICANT: KEVIN KIRBY

REPRESENTATIVE:

A. CASE ITEMS FOR CONSIDERATION
   1. Construction of port cochere
      Amendment to HP-0331-2021 Approved by Tulsa Preservation Commission January 13, 2022*
      Permit expired January 15, 2024

B. BACKGROUND
   DATE OF CONSTRUCTION: 1919
   ZONED HISTORIC PRESERVATION: 1993; ORDINANCE AMENDMENT 2005
   NATIONAL REGISTER LISTING: MAPLE RIDGE HISTORIC RESIDENTIAL DISTRICT, 1983
   CONTRIBUTING STRUCTURE: NO, but identified as a contributing structure in the 2023 survey of
                              the Maple Heights Addition.

   PREVIOUS ACTIONS:
   HP-0540-2024 – JANUARY 18, 2024 – TPC APPROVAL
   Removal of driveway on east side of property
   Construction of retaining wall segment on east side of property
   Construction of wall along north property line
   Construction of seat wall & planter on east side of property
   Installation of paving in street yard on north side of property

   HP-0331-2021 – JANUARY 13, 2022 – TPC APPROVAL
   Construction of carport/port cochere
   Expansion of driveway
   Construction of steps

C. ISSUES AND CONSIDERATIONS
   The applicant is requesting an amendment to the expired permit # HP-0331-2021 that was
   approved by Tulsa Preservation Commission January 13, 2022. The permit expired January 15,
   2024, and included the construction of a carport/port cochere structure that was in the process
   of being constructed when the approved historic preservation permit expired.
   The applicant is requesting an amendment rather than a renewal because the original permit
   was contingent on the brick columns supporting the port cochere matching the width of the
   quoins on the first floor of the residence nearest the carport to ensure visual continuity of the
   Classical Revival style.

   Page 1 of 4
The quoins on the east elevation of the residence range from eighteen inches (1'-6") to twenty inches (1'-8") wide, and the applicant would like the new port cochere columns to have the following measurements: seventeen-inch (1'-5") wide column shaft and a twenty-eight-inch (2'-4") wide base and capital with a Tuscan style profile.

The applicant also intends to extend the cornice trim detail from the existing structure to the new port cochere to further integrate the new construction into the original structure.

a. Reference: *Tulsa Zoning Code*

**SECTION 70.070-F Standards and Review Criteria**

In its review of HP permit applications, the preservation commission must use the adopted design guidelines to evaluate the proposed work and must, to the greatest extent possible, strive to affect a fair balance between the purposes and intent of HP district regulations and the desires and need of the property owner. In addition, the preservation commission must consider the following specific factors:

1. The degree to which the proposed work is consistent with the applicable design guidelines;
2. The degree to which the proposed work would destroy or alter all or part of the historic resource;
3. The degree to which the proposed work would serve to isolate the historic resource from its surroundings, or introduce visual elements that are out of character with the historic resource and its setting, or that would adversely affect the physical integrity of the resource;
4. The degree to which the proposed work is compatible with the significant characteristics of the historic resource; and
5. The purposes and intent of the HP district regulations and this zoning code.

b. Reference: *Unified Design Guidelines – Residential Structures*

**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES**

**A.1 General Requirements**

A.1.1 Retain and preserve the existing historic architectural elements of your home.

A.1.2 If replacement of historic architectural elements is necessary, match the size, shape, pattern, texture, and directional orientation of the original historic elements.

A.1.3 Ensure that work is consistent with the architectural style and period details of your home.

A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.

**A.2 Exterior Walls**

A.2.1 Retain and preserve the original historic wall materials and character-defining details, including, but not limited to, window and door trim, eave brackets, and embedded porch columns.

A.2.2 To return the home to its original historic appearance, remove non-historic siding and trim. Repair and restore the underlying historic siding, trim, and details. Removal of non-historic siding is encouraged (and may be staff approved).

A.2.3 If replacement of deteriorated wall materials is necessary, use matching materials (wood, brick, etc.) that maintain the size, shape, pattern, texture, and directional orientation of the original historic material.

A.2.4 When proposing to use materials different from the original historic wall materials, replacement materials that maintain the character of the structure and the size, shape, pattern, texture, and directional orientation of the original historic siding will be considered on a case-by-case basis.

A.2.5 In order to maintain the historic appearance of the structure, do not apply paint to unpainted brick or stone walls. Staff can approve the removal of paint from brick or stone surfaces to return the structure to its original historic appearance. Repainting previously painted surfaces does not require HP Permit review.
SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.1 General Requirements
Use the following guidelines as the basis for all additions:
B.1.1 Locate additions on the side or rear of your home where the character-defining elements and visual appearance of the front façade will not be obscured, damaged, or destroyed.
B.1.2 Ensure that additions do not detract from the historic appearance, character-defining elements, historic patterns, scale and proportions of the existing structure.
B.1.3 Provide consistency and continuity between the addition and the historic portions of your home by using similar materials, style, forms, massing and scale.
B.1.4 Do not exceed the established height of structures along the same street.

B.2 Building Site
B.2.1 Match the front setback of the historic buildings along the same side of the street. When the front setback pattern of the historic structures on the same side of the street varies, locate the addition between the minimum and maximum of the prevailing front setbacks.
B.2.2 Maintain the pattern and rhythm of the side yard setbacks of the other historic structures on the same side of the street.
B.2.3 Limit paving within the street yard to primary driveways and sidewalks. Curb cuts and new driveways through the street yard are strongly discouraged for properties with alley access.
B.2.4 On interior lots, limit the surface area of driveways and sidewalks to no more than 50% of the street yard lot area.
   .1 Elmwood – no more than 25% of street yard lot area
B.2.5 On corner lots, limit the surface area of driveways and sidewalks to no more than 30% of the street yard lot area.

B.3 Building Materials and Elements
B.3.1 Use building materials that are consistent with the historic materials found on the existing structure.
B.3.2 The use of building materials different from historic materials will be considered on a case-by-case basis, if the proposed materials maintain the character of the structure and the historic size, shape, pattern, texture, and directional orientation. Unfinished or clear-finished metals are not allowed.
B.3.3 Create a visual consistency and continuity with the building elements of the existing structure by replicating the height of windows and doors, window glazing patterns, roof forms, eave lines and overhangs, and special detailing present on the existing structure.

B.4 Roofs
B.4.1 New roof features, such as dormers or cupolas, may be added to the existing roof, if the proposed elements maintain the scale, proportions, rhythms, and architectural character of the structure.
B.4.2 On additions, use roof forms, slope, detailing, and roofing materials that are consistent with the historic portions of the existing structure. Installation of metal roofs will be considered on a case-by-case basis.
   .1 Yorktown – Metal roofing is not allowed.

B.5 Porches
B.5.1 When adding a porch or expanding an existing porch, maintain the character, detailing, scale, rhythm, and proportions of the existing historic structure.
B.5.2 When enclosing porches with glass or screens, maintain the existing rhythms, scale, proportions, appearance, and character of the structure. Hard wall enclosure of porches is strongly discouraged but will be considered on a case-by-case basis.
B.5.3 Ramps may be installed when required to achieve access to the first-floor level. Construct the ramp so that, in the future, it can be removed without significantly altering the original historic structure. Designing ramps to access porches from the side, so the front elevation is not obscured, is encouraged.

B.6 Garages
B.6.1 Locate garages within the rear yard and detached from the primary residential structure. Detached buildings or structures, such as garages and sheds, not located in the street yard, as defined in the Zoning Code, are exempt from HP Permit review.
B.6.2 Adding a garage attached to the rear elevation of the primary residential structure will be considered on a case-by-case basis. Locate attached garages so that the front façade of the garage is not located forward of the rear wall of the primary structure.
B.6.3 Historically appropriate garage doors, such as carriage house doors, are encouraged.

B.7 Mechanical Systems, Etc.
Install engineering systems and their associated elements, such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes, ventilators, and louvers, on the side or rear façade of the structure.
B.3.1 Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably at the rear of your house or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building’s historic character and is reversible. These considerations will be made on a case-by-case basis.

B.7.1 Install engineering systems and their associated elements, such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes, ventilators, and louvers, on the side or rear façade of the structure.
B.7.2 Install utility meters on the side or rear façade of the house or underground in a subterranean vault.
B.7.3 Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably at the rear of your house or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building’s historic character and is reversible. These considerations will be made on a case-by-case basis.
B.7.4 Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.
ATTACHMENT A: SUBMITTAL MATERIALS

PROJECT DESCRIPTION

Give a detailed description and justification for each repair, alteration, new construction, or demolition planned. Include description and condition of affected existing materials. Attach additional pages as needed.

PROJECT CHECKLIST

- Digital color photographs of each elevation of the site, building(s), and project area(s) provided by email or memory device only. No external storage account invitations.
- Product brochures, color photographs, and/or material samples when new or replacement materials are proposed.
- Site plan, no larger than 11x17, to scale with dimensions and north arrow showing location of structures and project area or landscape features in respect to building line, property line, and adjacent structures on all sides.
- Elevation sketches or renderings to scale with dimensions showing location of work required for changes on exterior walls, additions, and new construction
- Window Survey Form for proposed window repair or replacement (see Attachment B)

FOR ADDITIONS AND NEW CONSTRUCTION, THE FOLLOWING ARE REQUIRED IN ADDITION TO THE ABOVE:

- Site Plan, Floor Plans, and Elevations should be at a scale of 1 inch = 20 feet, or greater
- Architectural rendering (optional)
- Legal description of the property as recorded on the deed
- Location of all existing and proposed structure(s), with front and side setback distances indicated
- Percentage of slope on lot
- Location of existing and proposed retaining walls, sidewalks, and driveways with front and side setbacks indicated
- An additional site plan showing approximate height, width and front setback of proposed project and all adjacent structures to show relationship to neighborhood
- Floor plan to scale with dimensions required for additions and new construction

ATTACHMENT B: WINDOW SURVEY FORM (if applicable - see Window Repair and Replacement Guide)
Boundary Survey
LOTS T & B, BLOCK 2, MAPLE HEIGHTS, TULSA COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

END OF FENCE IS
0.1' SOUTH &
0.1 WEST OF
PROPERTY CORNER
END OF FENCE IS
0.9' SOUTH &
0.3 EAST OF
PROPERTY CORNER

WALL CORNER IS
1.3' NORTH &
5.3' WEST OF
PROPERTY CORNER

6' WOOD FENCE

100.00' SANITARY SEWER MH

BRICK WALL
CONCRETE POOL/DECK
8 STAIRS

4.4' ONE STORY BRICK STRUCTURE
IRON FENCE
BRICK COLUMN

BRICK WALL
WALL CORNER IS
3.1' NORTH &
0.1 WEST OF
PROPERTY CORNER
100.00'

CONCRETE DRIVE
229.50' S 88°34'15"W
7 STAIRS

CONCRETE WALL
WIFENCE TOPPER
2 GATES

CONCRETE WALL
WIFENCE TOPPER

SUPERIOR WALL SYSTEM
CONCRETE PATIO
CONCRETE SIDEWALK
WILDSCAPING
CONCRETE WALL
WIFENCE TOPPER

MAPLE
HEIGHTS

70.9'

CONCRETE WALL
2

8 STAIRS

BASIS OF BEARINGS IS THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (ZONE 3501 NORTH), WITH THE SOUTH LINE OF BLOCK 2 BEING S 88°34'15" W.

SURVEYOR'S STATEMENT

JAY P. BISSELL
OKLAHOMA PLS NO. 1318

LEGGEND
IPF - IRON PIN FOUND
IPS - IRON PIN SET (W/ CAP STAMPED CA 6318)
North Elevation  - Original
Column Elevation - Proposed
East Elevation - Proposed
w/ Column Detail
Column & Cornice Detail - Proposed
Cornice Mock-up & Reconstruction Measurements
A. CASE ITEMS FOR CONSIDERATION
   1. INSTALLATION OF FENCE IN STREET YARD

B. BACKGROUND
   DATE OF CONSTRUCTION: 1922
   ZONED HISTORIC PRESERVATION: 1993; ORDINANCE AMENDMENT 2005
   NATIONAL REGISTER LISTING: MAPLE RIDGE HISTORIC RESIDENTIAL DISTRICT, 1983
   CONTRIBUTING STRUCTURE: YES

PREVIOUS ACTIONS:

   COA-1994-04-14 – April 14, 1994 – TPC APPROVAL
   Replace existing vinyl siding with new siding per existing conditions. Cover existing dormers with steel siding.

B. ISSUES AND CONSIDERATIONS
   The applicant proposes the installation of a traditional white picket fence in the front yard of the residence. The fence will feature a classic 3-foot-tall wood pickets, painted in a white color. The applicant believes that the design style ensures minimal disturbance to the existing landscaping and structures, maintaining the historic integrity of the neighborhood. The application has been forwarded directly to the Tulsa Preservation Commission without a review by the Historic Preservation Permit Subcommittee because of the limited scope of work.

   1. Reference: Tulsa Zoning Code
      SECTION 70.070-F Standards and Review Criteria
      In its review of HP permit applications, the preservation commission must use the adopted design guidelines to evaluate the proposed work and must, to the greatest extent possible, strive to affect a fair balance between the purposes and intent of HP district regulations and the desires and need of the property owner. In addition, the preservation commission must consider the following specific factors:
      1. The degree to which the proposed work is consistent with the applicable design guidelines;
      2. The degree to which the proposed work would destroy or alter all or part of the historic resource;
3. The degree to which the proposed work would serve to isolate the historic resource from its surroundings, or introduce visual elements that are out of character with the historic resource and its setting, or that would adversely affect the physical integrity of the resource;
4. The degree to which the proposed work is compatible with the significant characteristics of the historic resource; and
5. The purposes and intent of the HP district regulations and this zoning code.

2. Reference: *Unified Design Guidelines – Residential Structures*

**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES**

**A.1 General Requirements**

A.1.1 Retain and preserve the existing historic architectural elements of your home.
A.1.2 If replacement of historic architectural elements is necessary, match the size, shape, pattern, texture, and directional orientation of the original historic elements.
A.1.3 Ensure that work is consistent with the architectural style and period details of your home.
A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.

**SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING, AND SIGNAGE**

**G.1 Landscape Features**

G.1.1 Retain and preserve original historic walls, fencing, lighting, planters, and other landscape features through repair.
G.1.2 Removal of historic landscape features will be considered on a case-by-case basis. Removal of non-historic landscape features can be staff-approved.
G.1.3 Ensure that new landscape features are appropriate to the style of your home and consistent with the historic elements found along the same street and within the district.
G.1.4 Use fencing materials that are consistent with the historic fencing found along the same street and within the district. Chain-link fencing, wire fencing (12 gauge or less), vinyl fencing, or any fencing that blocks the view of structures is not allowed.
G.1.5 Use wall materials that are consistent with the historic walls found along the same street and within the district. Cinder block, segmental retaining wall systems, corrugated metal, and railroad ties are not allowed. Historically styled cast concrete block will be considered on a case-by-case basis.

.1 Elmwood – dry-stack retaining walls are not allowed
ATTACHMENT A: SUBMITTAL MATERIALS

PROJECT DESCRIPTION

Give a detailed description and justification for each repair, alteration, new construction, or demolition planned. Include description and condition of affected existing materials. Attach additional pages as needed.

The project proposes the installation of a traditional white picket fence around a residential property, designed to complement the area's architectural heritage. The fence will feature a classic 3-foot-tall wooden pickets, painted in a white color. The design ensures minimal disturbance to the existing landscaping and structures, maintaining the historic neighborhoods integrity.

PROJECT CHECKLIST

- Digital color photographs of each elevation of the site, building(s), and project area(s) provided by email or memory device only. No external storage account invitations.
- Product brochures, color photographs, and/or material samples when new or replacement materials are proposed.
- Site plan, no larger than 11x17, to scale with dimensions and north arrow showing location of structures and project area or landscape features in respect to building line, property line, and adjacent structures on all sides.
- Elevation sketches or renderings to scale with dimensions showing location of work required for changes on exterior walls, additions, and new construction
- Window Survey Form for proposed window repair or replacement (see Attachment B)

FOR ADDITIONS AND NEW CONSTRUCTION, THE FOLLOWING ARE REQUIRED IN ADDITION TO THE ABOVE:

- Site Plan, Floor Plans, and Elevations should be at a scale of 1 inch = 20 feet, or greater
- Architectural rendering (optional)
- Legal description of the property as recorded on the deed
- Location of all existing and proposed structure(s), with front and side setback distances indicated
- Percentage of slope on lot
- Location of existing and proposed retaining walls, sidewalks, and driveways with front and side setbacks indicated
- An additional site plan showing approximate height, width and front setback of proposed project and all adjacent structures to show relationship to neighborhood
- Floor plan to scale with dimensions required for additions and new construction

ATTACHMENT B: WINDOW SURVEY FORM (If applicable—see Window Repair and Replacement Guide)
Proposed work:
Adding white 3ft tall wood picket fence
HP PERMIT NUMBER: HP-0554-2024

PROPERTY ADDRESS: 1144 SOUTH OWASSO AVENUE

DISTRICT: TRACY PARK

APPLICANT: HEIDI WATERSTRADT

REPRESENTATIVE: N/A

A. CASE ITEMS FOR CONSIDERATION
   1. REPLACEMENT AND EXPANSION OF DRIVEWAY
   2. REPLACEMENT OF STEPS ON PORCH

B. BACKGROUND
   DATE OF CONSTRUCTION: 1925
   ZONED HISTORIC PRESERVATION: 2023
   NATIONAL REGISTER LISTING: TRACY PARK HISTORIC DISTRICT, 1982
   CONTRIBUTING STRUCTURE: YES
   PREVIOUS ACTIONS: NONE FOUND

B. ISSUES AND CONSIDERATIONS
   1. The first item proposed is the expansion of the width of the main slab of concrete on the driveway. The driveway width would be expanded by two feet where the grassy flower bed is located on the south side of the residence. The proposed changes to the driveway are for convenience purposes to get in and out of modern-day vehicles. The second item proposed is the replacement of damaged steps on the front porch. The applicant proposes to remove the existing steps and repour the concrete steps with the same dimensions, but the existing tiles on the steps would be removed altogether. The applicant states the tiles get slippery when wet and would prefer to have concrete only.

   2. Reference: Tulsa Zoning Code
      SECTION 70.070-F Standards and Review Criteria
      In its review of HP permit applications, the preservation commission must use the adopted design guidelines to evaluate the proposed work and must, to the greatest extent possible, strive to affect a fair balance between the purposes and intent of HP district regulations and the desires and need of the property owner. In addition, the preservation commission must consider the following specific factors:
      1. The degree to which the proposed work is consistent with the applicable design guidelines;
      2. The degree to which the proposed work would destroy or alter all or part of the historic resource;
      3. The degree to which the proposed work would serve to isolate the historic resource from its surroundings, or introduce visual elements that are out of character with the historic resource and its setting, or that would adversely affect the physical integrity of the resource;
      4. The degree to which the proposed work is compatible with the significant characteristics of the historic resource; and
5. The purposes and intent of the HP district regulations and this zoning code.


**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES**

**A.1 General Requirements**

A.1.1 Retain and preserve the existing historic architectural elements of your home.

A.1.2 If replacement of historic architectural elements is necessary, match the size, shape, pattern, texture, and directional orientation of the original historic elements.

A.1.3 Ensure that work is consistent with the architectural style and period details of your home.

A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.

**A.6 Porches**

A.6.1 Retain and preserve the original historic porch and its character-defining architectural features through repair.

A.6.2 Do not remove character-defining architectural features of your porch, including, but not limited to, ceiling, floor, piers, columns, railings, handrails, steps, bulk-heads, skirt/stem wall, and decorative details, such as crown molding, trim, eave brackets, and exposed rafter tails.

A.6.3 If replacement of deteriorated porch elements is necessary, use materials that maintain the character of the structure and the size, shape, pattern, texture, dimensions, and directional orientation of the original historic features.

A.6.4 To return the home to its original historic appearance, use physical or pictorial evidence. If no evidence exists, select porch features which are consistent with the architectural style of your home. Return enclosed porches to original historic open design (which can be staff approved).

A.6.5 If adding a railing or other porch elements where none exists, select porch elements (columns, railing design, trim, etc.) which are consistent with the architectural style of your home.

**G.2 Paving**

G.2.1 Retain and preserve original historic paving, steps, and bulkheads through repair.

G.2.2 Ensure that the design of new paving is consistent with historic elements found along the same street and within the same neighborhood.

G.2.3 Use paving materials that are consistent with the historic paving found along the same street and within the same neighborhood. Asphalt and stained concrete are not allowed.

G.2.4 Surface parking lots do not support the historic character of the district. Construction of parking lots is strongly discouraged, but will be considered on a case-by-case basis provided that the following guidelines are met:

1. Match the front setback pattern of the historic structures on the same side of the street. On corner lots, match the setback pattern of the historic structures on all adjoining streets. When the setback pattern of the historic structures on the same side of the street varies, locate the parking lot between the minimum and maximum of the prevailing setbacks.

2. The screening that is required by the Zoning Code shall meet the conditions of G.1.4 and G.1.5. Ensure that screening is of sufficient height and density to obscure the view of the parking lot from the street and adjacent historic structures.

3. When possible, provide vehicular access to the parking lot from an alley or arterial street to minimize the traffic impact on residential streets.
1144 S. Owasso Ave., date unknown
Photograph courtesy of Jeff Noftsger
**Project #1**- Repair existing gate and fence. We would like to keep the gate and front fence placement, length and height as it is now but replace the wood pickets (as described in the attached plan titled “Empire Fence”). Photos of the existing fence are included in this document. Note: We are deciding between either an access-controlled gate or a manual gate depending on the cost but aesthetically, they should be very similar when viewed from the street.

**Project #2**- See attached plan titled “driveway and steps” for detailed job description. We would like to demo and repour our cement driveway (the main slab) and extend its width to the house. See “drawing” attached for dimensions.

Note: We would not touch the slab closest to our southside neighbor’s home because of existing brickwork and because the slab is in good repair. See photo below.

This project would only be for the main slab of concrete and we would like to extend the width to meet our house, similar to other homes on our block, so as to have more room when unloading children, groceries, etc. from the car. The driveway would be extended where the grassy flower bed is pictured below.
As well, we have a damp basement and the cement company can provide enough of a grade to run water away from the house. See photo below to demonstrate the existing state of the concrete.
Note: We would not demo or replace the public sidewalk in front of the house or the initial slope of the driveway from the street.

Project #3- See attached plan titled “driveway and steps” for detailed job description and dimensions in the attached “drawing” PDF. We would like to demo and repour both sets of steps to the house as well as the connecting concrete sidewalk path between the two sets of steps and the one connecting that walkway to the driveway. Both sets of steps are in disrepair (cracks, unlevel and chipping concrete; see photos below). Again, the dimensions and design would be kept nearly identical, with the exception that we likely would not be able to find matching tile to tile the steps leading up to the porch. This would actually be preferable as the tile does get slippery when wet.
replace steps up to porch

demol + repour

do not touch existing sidewalk

or hang up from street

demol + repour

 garage

3 1/2 ft

treat existing

lay existing

bridge

replace steps up to sidewalk

10'

house

porch

N
RECIPIENT:

Heidi Waterstradt
1144 South Owasso Avenue
Tulsa, Oklahoma 74120

OKCrete Oklahoma Concrete
9708 East 55th Place #424
Tulsa, Oklahoma 74146
918-986-7236
office@okcretesolutions.com | www.okcretesolutions.com

Quote #917

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Detailed Job Description

Coordinate with USIC to mark underground utilities.

Shoot grade before tear out.

Remove and replace.

Remove a combination of concrete and or soil to get down and set grade. Can be anywhere between 2" - 7".

Compact earth/loose sub grade for maximum soil modification.

Place 4" of concrete screenings/crusher run evenly through entire footprint.

Wet and compact screenings twice to accomplish an approximate 2" base.

Set forms for a true 4" placement.

Place #3 FRP rebar 18" on center up on chairs to keep rebar in the middle of the new placement.

Expansion joint where required. (where new placement meets existing concrete; e.g. garage, curb, right of way in the approach)

Place 4" of concrete at 4000 PSI. Over entire footprint/body @5" slump and 6% air entrainment.

Put light broom finish over new placement.

Spray curing compound (rezall clear) over new placement so that concrete can cure properly.

Pull forms and back fill.

Safety cones placed at approach for 5-7 days until curing rate is optimal for use.

Saw cut 20% of slab thickness every 10-12 feet for control joints and/or required.

Clean job site thoroughly.

Haul off included.
<table>
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<td>have the same protocol as driveway.</td>
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A deposit of $5,076.00 will be required to begin.

* Non-taxable

Chris and Heidi thank you for meeting with me today! If you have any questions about your project or our availability please feel free to call. Thanks again Kevin Shipman!

This quote is valid for the next 30 days, after which values may be subject to change.

OKCrete is built on the core values of excellence, integrity, and trust. Please read this agreement in its entirety. Should you have any questions
or need any assistance please contact 918-986-7236.

Payment Terms:

INITIAL PAYMENT The initial payment is due payable to OKCrete Oklahoma Concrete, hereinafter referred to as "the Company," upon execution of this agreement.

INITIAL PAYMENT The initial payment of 40 percent is due payable to OKCrete Oklahoma Concrete, hereinafter referred to as "the Company," upon execution of this agreement.

PROGRESS PAYMENT: The Progress payments of 40 percent may be charged the day of the first pour at OKCrete discretion.

FINAL PAYMENT: Finally 20 percent Payment is due upon completion of the final walkthrough as outlined below.

LATE FEE AND NON PAYMENT:: A 10% fee will be applied after seven (7) business days tardy calculated from the due date of the payment and thirty (30) day grace period for Commercial Construction projects after which OKCrete reserves the right to lien property in accordance with state and federal law for non payment.

CREDIT CARD FEE: An ADDITIONAL processing fee of 3% will be applied to all credit card transactions.

Walkthroughs And Inspection

As part of the contractual agreement between the client and OKCrete, three walkthroughs will be conducted to ensure effective communication and quality control throughout the project.

Initial Walkthrough: The Initial Walkthrough will be conducted by the Company during which the scope of work and project requirements will be reviewed in detail with the client to establish a clear understanding of the project objectives.

Second Walkthrough: The Second Walkthrough will take place prior to the concrete pour. The primary objective of this walkthrough is to thoroughly inspect the job site and identify any issues or concerns with the framework, elevation, placement etc. Once the client provides their approval during this walkthrough, it signifies their acceptance of the form work in its entirety.

Final Walkthrough: The Final Walkthrough will occur upon completion of the project. The primary objective of this walkthrough is to thoroughly inspect the job site and identify any issues or concerns. The client is encouraged to collaborate with the OKCrete during this walkthrough to ensure prompt resolution of any identified issues should they arise.

By participating in the walkthroughs, the Client acknowledges and agrees to actively engage in the process, communicate their preferences and concerns, and provide timely approval when required.

Square Footage:

EXTRA SQUARE FOOTAGE: In the event that the Client modifies the actual square footage to exceed the initial agreed-upon square footage stated in the contract, the client shall be responsible for the payment corresponding to the extra square footage. The additional square footage will be determined based on the pricing specified in the contract. The client acknowledges that any increase in square footage beyond the original agreement will incur additional costs.

NOTIFICATION OF PAYMENT: Upon discovery of the extra square footage, the Company will promptly notify the client of the discrepancy and provide a detailed breakdown of the upcharge. The Client agrees to make the necessary payment for the additional square footage within the agreed-upon payment terms stated in the contract.

Warranty:

LABOR WARRANTY: We include a comprehensive 2-Year Labor Warranty on all workmanship. This warranty covers
structural cracks. This does not include hairline cracks due to drying conditions or acts of god beyond our control.

TOUCHUP:: We offer a 72-hour period following project completion during which the Client may request touch-ups and minor changes. After this period, all work shall be considered final. Modification beyond this point will be billed separately.

VOID OF WARRANTY: Failure to make the final payment within seven (7) business days will result in the warranty being voided. The client acknowledges that the warranty shall remain in effect only if all payments are made in accordance with the payment terms specified in this agreement.

Miscellaneous:

OKCrete is not liable for any delay due to circumstances beyond its control including strikes, casualty, or general unavailability of materials.

OKCrete is allowed to use any of its work, photos of work, videos of work, and drone footage for any and all marketing purposes. (We will not show customers’ addresses.)

OKCrete reserves the right to lien property described in this contract for non-payment and releases all rights to lien property paid in full.

HOMEOWNER RESPONSIBILITIES: Homeowners will be responsible for plumbing, sprinkler lines, sprinkler heads, gutter downspouts, and brickwork in and around our pour.

SPRINKLER SYSTEM: Client is responsible to mark sprinkler heads and lines prior to the start of the project. If said product is in the area of work, there will be damage to the system. If a client has an irrigation company that they work with, they should coordinate with their irrigation company. If not and there is damage, the client is expected to pay for necessary work, as an up charge.

PROPERTY DAMAGE: There will be damage to your property due to equipment usage. We will address and backfill the best we can. The Client has the option of installing sod at additional cost.

CONCRETE FINISH: Concrete is natural artwork. There will be variations in the finished product.

CONCRETE COLOR: Color is added to the mix on the pour. There are no guarantees of color. Due to external products. Color may not match color charts. (Color also can look different in areas due to the position of the sun or if shaded)

CONCRETE STAMPING: This is a process that is done as the concrete is pouring. There are no guarantees of the surface of this process.

CONCRETE CRACKING: Concrete may crack in some situations and environments. There is no one who can guarantee against this. If this happens to you please contact OKCrete and we will service our pour for free to sole///l discretion of OKCrete. Please be advised that there will be no guarantee of matching color, texture or finish.

DISPUTE RESOLUTION: The parties shall engage in good faith negotiations to attempt to resolve any disputes or disagreements arising from the Contract. If the parties are unable to resolve the dispute through negotiations within 30 days, either party may initiate mediation. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma.

Any Contract changes have to be addressed with a job order or email with noted acknowledgment by both parties. OKCrete will not honor any verbal agreements between clients addressed in this contract and/or any representative of OKCrete beyond what is written in the proposal and agreement.

By clicking approve, you are agreeing to all of the terms and conditions laid out in this contract.
Notes Continued...

Signature: _____________________  Date: _____________