INTRODUCTION AND NOTICE TO THE PUBLIC
At this Meeting, the Board of Adjustment, in accord with and pursuant to applicable
Board of Adjustment Policies and Procedures, will review, consider, discuss, and may
take action on, approve, amend, modify, approve with amendment(s) or modification(s),
deny, reject, or defer any action on any item listed on this Agenda.

UNFINISHED BUSINESS

1. **23411 – Encino’s 3D Custom Products & Signs**

   **Action Requested:**
   Variance to allow signs within 50-feet of Residential Districts (Sec. 60.040-B.3);
   Variance to increase the number of allowed drive-through signs and to allow the
   drive-through signs to be within 50-feet of residential zoning districts (Sec.
   60.030-B) **Location:** 1244 S. Harvard Ave. (CD-4)

2. **23427 - Hemphill, LLC, c/o Faulk & Faulk**

   **Action Requested:**
   Special Exception to permit a guyed communications tower in the IL zoning
   District (Sec. 40.420-E.2.b) Special Exception to waive the landscaping
   requirements for a communications tower within 300-feet of residential zoning
   districts or lots occupied by a residential uses (Sec. 40.420-F.4) **Location:** 1388
   N. New Haven Ave. (CD – 3)
NEW APPLICATIONS

3. **23430 - Amy Wightman**

   **Action Requested:**
   Special Exception to permit Moderate-Impact Medical Marijuana processing (Moderate-impact Manufacturing & Industry Use) in the IL district (Sec. 15.020, Table 15-2) **Location:** 905 S. Hudson Ave. (CD-3)

4. **23432 - Marketta Rowe**

   **Action Requested:**
   Special Exception to allow a manufactured housing unit in the AG District (Sec. 25.020-D, Table 25-1.5); Special Exception to extend the one-year time limit to allow the Manufactured Housing Unit permanently (Sec.40.210-A) **Location:** 1710 E 48th St N. (CD-1)

5. **23433 - Charles Maddox**

   **Action Requested:**
   Variance to reduce the required 35-foot arterial street setback in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 60-foot minimum lot width for a duplex use in the RS-3 District (Sec. 5.030-A, Table 5-3); Special Exception to permit a duplex in the RS-3 District (Table 5.020, Table 5-2, Table 5-2.5) **Location:** 4143 S. Riverside Dr. (CD-9) Application has been withdrawn.

6. **23434 - Charles Maddox**

   **Action Requested:**
   Variance to reduce the required 35-foot arterial street setback in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 60-foot minimum lot width for a duplex use in the RS-3 District (Sec. 5.030-A, Table 5-3); Special Exception to permit a duplex in the RS-3 District (Table 5.020, Table 5-2, Table 5-2.5) **Location:** 4153 S. Riverside Dr. (CD-9)

7. **23435 - Josh Miller**

   **Action Requested:**
   Special Exception to permit a Day Care Use in the RS-3 District (Table 5.020, Table 5-2) Variance to reduce the 12,000 square-foot minimum lot size and 100-foot minimum lot width for Special Exception uses in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 25-foot setback for non-residential Special Exception uses from R-zoned lots (Sec. 5.030-B,Table note [4]) **Location:** 2742 N. Boulder Ave. (CD-1)
8. **23437 - Tim Boeckman-CJC Architects, Inc.**

**Action Requested:**
Special Exception to allow a Large (>250 person-capacity) Commercial Assembly & Entertainment Use in the Central Business District (CBD)  
(Sec.15.020, Table 15-2)  
**Location:** 5 S. Boston Ave. (CD-1)

9. **23438 - Wayne Minshall**

**Action Requested:**
Special Exception to allow a fence or wall to exceed 4-feet in height in the street setback (Sec. 45.080-A)  
**Location:** 1332 E. 18th St. S. (CD-4)

10. **23439 - Signs & Wonder, LLC**

**Action Requested:**
Variance to allow more than one freestanding sign per lot with frontage on a minor street (Sec. 60.080-C.2.A)  
**Location:** 553 and 555 S. Zunis Ave. (CD-1)

11. **23440 - Joel & Cassia Carr**

**Action Requested:**
Appeal of the decision by the Tulsa Preservation Commission to deny a portion Historic Preservation Permit Application HP-0380-2022 (Sec. 70.070-L)  
**Location:** 308 W. King St. (CD-1)

**NEW BUSINESS**

**BOARD MEMBER COMMENTS**

**ADJOURNMENT**

**Website:** tulsaplanning.org  
**E-mail:** esubmit@incog.org  
CD = Council District

**NOTE:** If you require special accommodation pursuant to the Americans with Disabilities Act, please notify Tulsa Planning Office at 918-584-7526. Exhibits, Petitions, Pictures, etc., presented to the Board of Adjustment may be received and deposited in case files to be maintained by the Tulsa Planning Office at INCOG. All electronic devices must be silenced.
APPLICANT: Encino Custom 3D Products, LLC c/o Christian Ortiz

ACTION REQUESTED: Variance to allow signs within 50-feet of Residential Districts (Sec. 60.040-B.3); Variance to increase the number of allowed drive-through signs and to allow the drive-through signs to be within 50-feet of residential zoning districts (Sec. 60.030-B)

LOCATION: 1232 S. Harvard Ave. E. ZONED: CH

PRESENT USE: Commercial TRACT SIZE: 30850.15 SQ FT

LEGAL DESCRIPTION: LTS 8, 9, 10, 11 & 12 LESS E15 THEREOF & LESS S20 W20 LT 12 BLK 4, EAST LAWN ADDN City of Tulsa, Tulsa County, State of Oklahoma

RELEVANT PREVIOUS ACTIONS: None.

RELATIONSHIP TO THE COMPREHENSIVE PLAN: The Tulsa Comprehensive Plan identifies the subject property as part of a “Main Street” and an “Area of Growth”.

Main Streets are Tulsa’s classic linear centers. They are comprised of residential, commercial, and entertainment uses along a transit-rich street usually two to four lanes wide and includes much lower intensity residential neighborhoods situated behind. Main Streets are pedestrian-oriented places with generous sidewalks, storefronts on the ground floor of buildings, and street trees and other amenities. Visitors from outside the surrounding neighborhoods can travel to Main Streets by bike, transit, or car. Parking is provided on street, small private off street lots, or in shared lots or structures.

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

STATEMENT OF HARDSHIP: Topographic conditions.

STAFF ANALYSIS: The applicant is requesting a Variance to allow signs within 50-feet of Residential Districts (Sec. 60.040-B.3); and Variance to increase the number of allowed drive-through signs and to allow the drive-through signs to be within 50-feet of residential zoning districts (Sec. 60.030-B)
Facts staff finds favorable for variance request:
- None.

Facts Staff find unfavorable for the variance request:
- The applicant did not explain what topographic conditions have created hardship for the property owner.
- The residential district to the West is on a lower grade than the subject property and per the photos in your packet it would be more visible and screening my not obscure the signage.
- The location of the signage is proposed because of the site layout and not unique conditions related to the property.

SAMPLE MOTION:

Move to ________ (approve/deny) a **Variance** to allow signs within 50-feet of Residential Districts (Sec. 60.040-B.3); and **Variance** to increase the number of allowed drive-through signs and to allow the drive-through signs to be within 50-feet of residential zoning districts (Sec. 60.030-B)

- Finding the hardship(s) to be______________________________________.
- Per the Conceptual Plan(s) shown on page(s) _____ of the agenda packet.
- Subject to the following conditions ________________________________.

In granting the **Variance** the Board finds that the following facts, favorable to the property owner, have been established:
a. That the physical surroundings, shape, or topographical conditions of the subject property would result in unnecessary hardships or practical difficulties for the property owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;

b. That literal enforcement of the subject zoning code provision is not necessary to achieve the provision’s intended purpose;

c. That the conditions leading to the need of the requested variance are unique to the subject property and not applicable, generally, to other property within the same zoning classification;

d. That the alleged practical difficulty or unnecessary hardship was not created or self-imposed by the current property owner;

e. That the variance to be granted is the minimum variance that will afford relief;

f. That the variance to be granted will not alter the essential character of the neighborhood in which the subject property is located, nor substantially or permanently impair use or development of adjacent property; and

g. That the variance to be granted will not cause substantial detriment to the public good or impair the purposes, spirit, and intent of this zoning code or the comprehensive plan.”
Subject property
SIGN PLAN REVIEW

May 23, 2022

Phone: 918-286-8535

Christian Ortiz
9810 E. 58th St.
Tulsa, OK 74146

APPLICATION NO: SIGN-118022-2022 (PLEASE REFERENCE WHEN CONTACTING OUR OFFICE)
Location: 1244 S. Harvard Ave.
Description: Wall sign

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE
PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL
BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:
1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED
AT 175 EAST 2ND STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601.
THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE
PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. SUBMIT TWO (2) SETS OF REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED
   WITH CLOUDS AND REVISION MARKS.

2. INFORMATION ABOUT ZONING CODE, THE INDIAN NATION COUNCIL OF GOVERNMENT (INCOG),
   BOARD OF ADJUSTMENT (BOA), AND THE TULSA METROPOLITAN AREA PLANNING
   COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT
   2 WEST 2ND STREET, 8TH FLOOR, TULSA, OK, 74103 OR TELEPHONE (918) 584-7526.

3. PRESENT THIS LETTER TO INCOG WHEN APPLYING FOR BOARD OF ADJUSTMENT OR
   PLANNING COMMISSION ACTION.

(Continued)
REVIEW COMMENTS

SECTIONS REFERENCED BELOW ARE FROM THE CITY OF TULSA ZONING CODE TITLE 42 AND CAN BE VIEWED AT WWW.INCOG.ORG

Application No. SIGN-118022-2022

This letter of deficiencies covers Sign Plan Review items only.

For ground, monument, pole & outdoor advertising structure sign applications only, you may receive additional letters from other disciplines such as Water/Sewer/Drainage for additional deficiencies regarding Utility Easement placement which are not addressed in this letter.

1. 60.040-B.3 Required Setbacks, Spacing and Separations

Signs that are visible from an R or AG-R district (other than street, highway or freeway right-of-way) or from a designated residential development area must be separated from the R or AG-R district or residential development area by a minimum distance of 50 feet.

Review Comments:
The wall signs on the south elevation appear to be located closer than 50’ to the west property line, which abuts a residential zoning district. You may revise the site plan to show that no signs will be located within 50’ of a residential zoning district, or you may request a variance from the Board of Adjustment to permit a wall sign to be located closer than 50’ to a residentially zoned district.

NOTE: Please direct all questions concerning variances, special exceptions, appeals of an administrative official, Planned Unit Developments (PUD), Corridor (CO) zoned districts, zoning changes, platting, lot splits, lot combinations, alternative compliance landscape plans and all questions regarding (BOA) or (TMAPC) application forms and fees to an INCOG representative at 584-7526. It is your responsibility to send the decision of any actions by the BOA or TMAPC affecting the status of your application for a Sign Permit to our office so we may continue to process your application. INCOG does not act as your legal or responsible agent in submitting documents to the City of Tulsa on your behalf.

END – ZONING CLEARANCE AND SIGN CODE REVIEW

NOTE: THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A CITY OF TULSA SIGN PERMIT.
SIGN PLAN REVIEW

May 23, 2022

Phone: 918-286-8535

Christian Ortiz
9810 E. 58th St.
Tulsa, OK 74146

APPLICATION NO: SIGN-118028-2022 (PLEASE REFERENCE WHEN CONTACTING OUR OFFICE)
Location: 1244 S. Harvard Ave.
Description: Wall sign

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:
1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED AT 175 EAST 2ND STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601. THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. SUBMIT TWO (2) SETS OF REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED WITH CLOUDS AND REVISION MARKS.

2. INFORMATION ABOUT ZONING CODE, THE INDIAN NATION COUNCIL OF GOVERNMENT (INCOG), BOARD OF ADJUSTMENT (BOA), AND THE TULSA METROPOLITAN AREA PLANNING COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWWW.INCOG.ORG OR AT INCOG OFFICES AT 2 WEST 2ND STREET, 8TH FLOOR, TULSA, OK, 74103 OR TELEPHONE (918) 584-7526.

3. PRESENT THIS LETTER TO INCOG WHEN APPLYING FOR BOARD OF ADJUSTMENT OR PLANNING COMMISSION ACTION.

(Continued)
**REVIEW COMMENTS**

SECTIONS REFERENCED BELOW ARE FROM THE CITY OF TULSA ZONING CODE TITLE 42 AND CAN BE VIEWED AT [WWW.INCOG.ORG](http://WWW.INCOG.ORG)

Application No. SIGN-118028-2022

This letter of deficiencies covers Sign Plan Review items only. For ground, monument, pole & outdoor advertising structure sign applications only, you may receive additional letters from other disciplines such as Water/Sewer/Drainage for additional deficiencies regarding Utility Easement placement which are not addressed in this letter.

---

1. **60.040-B.3 Required Setbacks, Spacing and Separations**

   Signs that are visible from an R or AG-R district (other than street, highway or freeway right-of-way) or from a designated residential development area must be separated from the R or AG-R district or residential development area by a minimum distance of 50 feet.

   **Review Comments:**

   The wall signs on the west elevation appear to be located closer than 50’ to the west property line, which abuts a residential zoning district. You may revise the site plan to show that no signs will be located within 50’ of a residential zoning district, or you may request a variance from the Board of Adjustment to permit a wall sign to be located closer than 50’ to a residentially zoned district.

---

**NOTE:** Please direct all questions concerning variances, special exceptions, appeals of an administrative official, Planned Unit Developments (PUD), Corridor (CO) zoned districts, zoning changes, platting, lot splits, lot combinations, alternative compliance landscape plans and all questions regarding (BOA) or (TMAPC) application forms and fees to an INCOG representative at 584-7526. It is your responsibility to send the decision of any actions by the BOA or TMAPC affecting the status of your application for a Sign Permit to our office so we may continue to process your application. INCOG does not act as your legal or responsible agent in submitting documents to the City of Tulsa on your behalf.

---

**END – ZONING CLEARANCE AND SIGN CODE REVIEW**

**NOTE:** THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A CITY OF TULSA SIGN PERMIT.
SIGN PLAN REVIEW

May 23, 2022

Phone: 918-286-8535

Christian Ortiz
9810 E. 58th St.
Tulsa, OK 74146

APPLICATION NO: SIGN-118033-2022 (PLEASE REFERENCE WHEN CONTACTING OUR OFFICE)
Location: 1244 S. Harvard Ave.
Description: Wall sign

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE
PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL
BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:

1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED
AT 175 EAST 2nd STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601.
THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE
PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. SUBMIT TWO (2) SETS OF REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED
WITH CLOUDS AND REVISION MARKS.

2. INFORMATION ABOUT ZONING CODE, THE INDIAN NATION COUNCIL OF GOVERNMENT (INCOG),
BOARD OF ADJUSTMENT (BOA), AND THE TULSA METROPOLITAN AREA PLANNING
COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT
2 WEST 2ND STREET, 8TH FLOOR, TULSA, OK, 74103 OR TELEPHONE (918) 584-7526.

3. PRESENT THIS LETTER TO INCOG WHEN APPLYING FOR BOARD OF ADJUSTMENT OR
PLANNING COMMISSION ACTION.

(Continued)
REVIEW COMMENTS

SECTIONS REFERENCED BELOW ARE FROM THE CITY OF TULSA ZONING CODE TITLE 42 AND CAN BE VIEWED AT WWW.INCOG.ORG

Application No. SIGN-118033-2022

This letter of deficiencies covers Sign Plan Review items only.

For ground, monument, pole & outdoor advertising structure sign applications only, you may receive additional letters from other disciplines such as Water/Sewer/Drainage for additional deficiencies regarding Utility Easement placement which are not addressed in this letter.

1. 60.040-B.3 Required Setbacks, Spacing and Separations
Signs that are visible from an R or AG-R district (other than street, highway or freeway right-of-way) or from a designated residential development area must be separated from the R or AG-R district or residential development area by a minimum distance of 50 feet.

Review Comments:
The wall signs on the north elevation appear to be located closer than 50’ to the west property line, which abuts a residential zoning district. You may revise the site plan to show that no signs will be located within 50’ of a residential zoning district, or you may request a variance from the Board of Adjustment to permit a wall sign to be located closer than 50’ to a residentially zoned district.

NOTE: Please direct all questions concerning variances, special exceptions, appeals of an administrative official, Planned Unit Developments (PUD), Corridor (CO) zoned districts, zoning changes, platting, lot splits, lot combinations, alternative compliance landscape plans and all questions regarding (BOA) or (TMAPC) application forms and fees to an INCOG representative at 584-7526. It is your responsibility to send the decision of any actions by the BOA or TMAPC affecting the status of your application for a Sign Permit to our office so we may continue to process your application. INCOG does not act as your legal or responsible agent in submitting documents to the City of Tulsa on your behalf.

END – ZONING CLEARANCE AND SIGN CODE REVIEW

NOTE: THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A CITY OF TULSA SIGN PERMIT.
1.12
12226 Coast Drive
Whittier, CA 90601
Tel: (562) 946-7545
Fax: (562) 949-5707
St. Lic.: 455415
Los Angeles, CA

12-21-0011R2
SIGNS AND MENUS
ALL IDEAS, PLANS, AND ELECTRONIC ART INDICATED ON THIS DRAWING ARE COPYRIGHTED AND OWNED BY LOREN ELECTRIC SIGN CORPORATION AND SHALL NOT BE REPRODUCED, USED BY OR DISCLOSED TO ANY PERSONS, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT PERMISSION OF LOREN ELECTRIC SIGN CORPORATION.

1244 Harvard Ave
Tulsa, OK 74112

PROJECT MANAGER
Joanne P.
08/26/2022
REVISION DATE
08/26/2022
REVISION BY
Raul D.

CONSTRUCTION MGR.

EAST ELEVATION

TOTAL SQ. FT.: 28.33
Scale: 3/16"=1'-0"
WEST ELEVATION

TOTAL SQ. FT.: 46.36
Scale: 3/16"=1'-0"

CONSTRUCTION MGR.

12-21-0011R2
SIGNS AND MENUS

12226 Coast Drive
Whittier, CA 90601
Tel: (562) 946-7545
Fax: (562) 949-5707
St. Lic.: 455415
Los Angeles, CA

St. Lic.: 455415
Los Angeles, CA

12/15/2021
DATE:

Joanne P.
PROJECT MANAGER

12/15/2021
DATE:

Trong T.
DESIGNER:

08/26/2022
REVISION DATE:

Raul D.
REVISION BY:

CONSTRUCTION MGR.

1.16
SCOPE OF WORK: MANUFACTURE & INSTALL (2) ILLUMINATED CHANNEL LETTERS WITH REMOTE RACEWAYS

SIGN TYPE DBCL 10-REMOTE-RW: CHANNEL LETTERS WITH REMOTE RACEWAY

QTY. 2

TOTAL SQ. FT.: 28.33

Scale: 3/4" = 1'-0"

SPECIFICATIONS:

LETTERS: RACEWAY BEHIND WALL
FACES:................. 1/8" WHITE ACRYLIC W/1ST SURFACE VINYL
OUTLINE 230-127 INTENSE BLUE
RETURNS:............. .040" ALUM. PAINTED TO MATCH PMS 7691C
TRIMCAP:............. 1" PAINTED TO MATCH PMS 7691C
ILLUMINATION:..... WHITE LED W/REMOTE POWER SUPPLY

COFFEE UNDERSCORE:
FACES:................. 1/8" WHITE ACRYLIC W/1ST SURFACE VINYL
230-127 INTENSE BLUE, 230-33 RED AND
230-15 YELLOW
RETURNS:............. .040" ALUM. PAINTED TO MATCH PMS 7691C
TRIMCAP:............. 1" PAINTED TO MATCH PMS 7691C
ILLUMINATION:..... WHITE LED W/REMOTE POWER SUPPLY

COLOR SPECIFICATIONS:

- 230-015 YELLOW PSV
  PMS 116C
- 230-33 RED PSV
  PMS 1797C
- 230-127 INTENSE BLUE PSV
  PMS 300C
- PMS 7691C
- WHITE
**NOTES:**

- **ELECTRICAL COMPONENTS TO BE UL LISTED AND INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC).**
- **ALL WIRING SHALL BE 12 GA.**
  - (1) 120V/240V CIRCUIT TO BE BROUGHT TO JOB SITE BY LICENCED ELECTRICIAN.
  - **ALL SIGNAGE WILL BE UL2161 COMPLIANT AND CARRY UL LABELS.**

**LETTERS & COFFEE UNDERSCORE:**

- **LETTERS:** 1/8" WHITE ACRYLIC W/ first SURFACE VINYL OUTLINE 230-127 INTENSE BLUE, 230-33 RED AND 230-15 YELLOW
- **COFFEE UNDERSCORE:** 1/8" ACM BACKS (LETTERS)
- **1" JEWELITE TRIM CAP**
- **1/8" WHITE ACRYLIC W/ FIRST SURFACE VINYL 230-127 INTENSE BLUE, 230-33 RED AND 230-15 YELLOW**
- **1" JEWELITE TRIM CAP**

**GENERAL NOTES:**

1. **INSTALLATION SPECIFICATIONS:**
   - **ELECTRICAL SPECIFICATIONS:**
     - **LETTERS & COFFEE UNDERSCORE:**
       - (73) WHITE LED MODULES @ 0.72W EA. = 52.56W TOTAL
       - (1) 12V 60W POWER SUPPLIES @ 1.2 AMPS EA.
     - **CUSTOMER PROVIDED 120V/20A/60HZ IDENTIFIED CIRCUIT REQUIRED**
     - **TOTAL CIRCUIT LOAD:**
       - 1.2 AMPS @ 120 VAC

2. **INSTALLATION OF THIS SIGN SHALL CONFORM TO THE REQUIREMENTS OF ARTICLES 608 OF NEC, UL499 AND OTHER APPROPRIATE LOCAL CODES.**

3. **BRANCH CIRCUIT:**
   - **(1) ALL BRANCH CIRCUITS FOR SIGNS MUST BE TOTALLY DEDICATED TO SIGNS INCLUDING DEDICATED GROUND AND DEDICATED NEUTRAL PER CIRCUIT.**
   - **(2) SIGN CIRCUITS MUST BE SHARED WITH OTHER LOADS SUCH AS LIGHTING, AIR CONDITIONING AND OTHER EQUIPMENT.**
   - **(3) PROPERTY-SIZED GROUND WIRE THAT CAN BE TRACKED TO THE BREAKER PANEL MUST BE PROVIDED.**
   - **(4) UL AND DATA LABELS REQUIRED**
   - **(5) SIGN SATISFIES ALL REQUIREMENTS OF TITLE 24.**

4. **OUTDOOR SIGNAGE TO EMPLOY EITHER PHOTOCELL OR OUTDOOR ASTRONOMICAL TIMER**

5. **CONSTRUCTION MGR.**
   - **Raul D.**
   - **08/26/2022**
SCOPE OF WORK: MANUFACTURE & INSTALL (2) ILLUMINATED WINDMILL LOGOS

COLOR SPECIFICATIONS:
- 230-015 YELLOW PSV
- 230-33 RED PSV
- 230-127 INTENSE BLUE PSV
- PMS 300C
- PMS 7691C
- WHITE

SPECIFICATIONS:
- SELF CONTAINED
  - LOGO:
    - FACES: 3/16" WHITE ACRYLIC W/1ST SURFACE VINYL OUTLINE 230-127 INTENSE BLUE
    - RETURNS: .040" ALUM. PAINTED TO MATCH PMS 7691C
    - TRIMCAP: 1" PAINTED TO MATCH PMS 7691C
    - ILLUMINATION: WHITE LED W/SELF CONTAINED POWER SUPPLY

GENERAL NOTES:
1.) INSTALLATION OF THIS SIGN SHALL CONFORM TO THE REQUIREMENTS OF ARTICLE 600 OF NEC, UL48 AND/OR OTHER APPLICABLE LOCAL CODES.
2.) BRANCH CIRCUIT:
   A.) ALL BRANCH CIRCUITS FOR SIGNS MUST BE TOTALLY DEDICATED TO SIGNS (INCLUDING DEDICATED GROUND AND DEDICATED NEUTRAL PER CIRCUIT).
   B.) SIGN CIRCUITS MUST NOT BE SHARED WITH OTHER LOADS SUCH AS LIGHTING, AIR CONDITIONING AND OTHER EQUIPMENT.
   C.) PROPERTY SIZED GROUND WIRE THAT CAN BE TRACKED TO THE BREAKER PANEL MUST BE PROVIDED.
3.) U.L. AND DATA LABELS REQUIRED
4.) SIGN SATISFIES ALL REQUIREMENTS OF TITLE 24.
5.) OUTDOOR SIGNAGE TO EMPLOY EITHER PHOTOCELL OR OUTDOOR ASTRONOMICAL TIMER.

SIGN TYPE DBW13: SELF CONTAINED LOGO
TOTAL SQ. FT.: 18.03

QTY. 2
SCALE: 1" = 1'-0"

CONSTRUCTION MGR.

N4 N5

12/15/2021
PROJECT MANAGER
Joanne P.

DESIGNER
Trong T.

REVISION DATE:
08/26/2022

REVISION BY:
Raul D.
NOTES:

ELECTRICAL COMPONENTS TO BE UL LISTED AND INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRIC CODE (NEC).

1) 20 AMP-120V CIRCUIT TO BE BROUGHT TO JOB SITE BY LICENSED ELECTRICIAN.

ALL SIGNAGE WILL BE UL2161 COMPLIANT AND CARRY UL LABELS.

LED LAYOUT

INSTALLATION SPECIFICATIONS:
All hardware should be corrosion resistant. Recommended mounting hardware:

Option 1: -Stucco or dryvit over plywood substrate: #10” X 3” long hex head lag bolts & washers.

Option 2: -Stucco or dryvit over hollow substrate: 1/4” X 4” toggle bolts & washers.

Option 3: -Concrete or masonry: screws size #10 Tapcon anchors

Option 4: -Sheet metal: 1/4” X 4” threaded rods & washers w/ 2x4 wood blocking or 1 1/2” aluminum angle or 3/4” thick X 2” flat bars.

ELECTRICAL SPECIFICATIONS

LOGO:

(1) CUSTOMER PROVIDED 120V/20A/60HZ  DEDICATED CIRCUIT REQUIRED. ALL SIGNAGE WILL BE UL2161 COMPLIANT AND CARRY UL LABELS.

1) INSTALLATION OF THIS SIGN SHALL CONFORM TO THE REQUIREMENTS OF ARTICLE 600 OF NEC, UL48 AND/OR OTHER APPLICABLE LOCAL CODES.  
2) BRANCH CIRCUIT: 
A.) ALL BRANCH CIRCUITS FOR SIGNS MUST BE TOTALLY DEDICATED TO SIGNS INCLUDING DEDICATED GROUND AND DEDICATED NEUTRAL PER CIRCUIT. 
B.) SIGN CIRCUITS MUST NOT BE SHARED WITH OTHER LOADS SUCH AS LIGHTING, AIR CONDITIONING AND OTHER EQUIPMENT. 
C.) PROPERTY BARED GROUND WIRE THAT CAN BE TRACED TO THE BREAKER PANEL MUST BE PROVIDED.
3) U.L. AND DATA LABELS REQUIRED.  
4) SIGN SATISFIES ALL REQUIREMENTS OF TITLE 24. 
5) OUTDOOR SIGNS TO EMPLOY EITHER PHOTOCELL OR OUTDOOR ASTRONOMICAL TIMER.
SCOPE OF WORK: MANUFACTURE & INSTALL (1) NON-ILLUMINATED BUILDING ADDRESS

BUILDING ADDRESS
SCALE: 1 1/2" = 1'-0"

1244

SIDE DETAIL
FULL SCALE

THREAD STUD

1/4" ALUMINUM FACE ADDRESS NUMBER

ADDRESS NUMBERS:
FONT: ARIAL BOLD
MATERIAL: 1/4" THICK ALUMINUM
COLOR: PAINTED SATIN WHITE
INSTALLATION: STUD MOUNTED FLUSH TO BUILDING

ADDRESS NUMBERS

QTY. 1

Scale: 1 1/2" = 1'-0"

ALL IDEAS, PLANS, AND ELECTRONIC ART INDICATED ON THIS DRAWING ARE COPYRIGHTED AND OWNED BY LOREN ELECTRIC SIGN CORPORATION AND SHALL NOT BE REPRODUCED, USED BY OR DISCLOSED TO ANY PERSONS, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT PERMISSION OF LOREN ELECTRIC SIGN CORPORATION.

CONSTRUCTION MGR.
SCOPE OF WORK: MANUFACTURE & INSTALL (4) S/F WALL MOUNTED MENU SIGNS

COLOR CODE

A WALL-MOUNTED, BACKLIT MENU SIGN
- PRINTED MENU PANEL NOT INCLUDED
- LED OUTDOOR LIGHT BOX
- LOCKABLE HINGED DOOR
- ALUMINUM CONSTRUCTION

B PRINTED LIGHT GUIDE PANEL
- AS SEPARATE ORDER

SIGN TYPE DBMENU-WM-SF: WALL MOUNTED MENU BOARDS
TOTAL SQ. FT.: 10.70

QTY. 4

SCALE: 1" = 1'-0"
SCOPE OF WORK: MANUFACTURE & INSTALL (2) D/F POST MOUNTED MENU SIGNS

SIGN TYPE: DBMENU-PM-DF: FREE STANDING MENU BOARD
TOTAL SQ. FT.: 10.70

COLOR CODE:
- DIGITAL PRINT
- POWDER COATED DB CUSTOM DARK BLUE
- POWDER COATED SILVER

INSTALLATION ORIENTATION DETAIL
NOT TO SCALE

120 VAC GFI OUTLET W/LOCKABLE WEATHER PROOF COVER
SWITCH (LEFT SIDE)
POWER THRU POST
ALUMINUM BASE PLATE COVER

CONCRETE FOOTING INSTALLED BY GC WITH ELECTRICAL CONDUIT IN THE CENTER OF THE PIERS.

N9

DBMENU-PM-DF: 3" X 3" X 10" CONCRETE SLAB FOOTING

SCOPE: 1" = 1'-0"

Scale: 1" = 1'-0"

CONSTRUCTION MGR.

CLIENT: DUTCH BROS
ADDRESS: 1244 Harvard Ave
Tulsa, OK 74112

PROJECT MANAGER: Joanne P.
DESIGNER: Trong T.

DATE: 08/26/2022

REVISION BY: Raul D.

DRAWING/REVISION NO.: 12-21-0011R2
PAGE NO.: 13 OF 21

LoRes

12-21-0011R2 SIGNS AND MENUS

1.23

1206 Coast Drive
Whittier, CA 90601
Tel: (562) 946-7545
Fax: (562) 949-3707
St. Lic.: 455415

Los Angeles, CA

ALL IDEAS, PLANS, AND ELECTRONIC ART INDICATED ON THIS DRAWING ARE COPYED AND OWNED BY LOREN ELECTRIC SIGN CORPORATION AND SHALL NOT BE REPRODUCED, USED BY OR DISCLOSED TO ANY PERSONS, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT PERMISSION OF LOREN ELECTRIC SIGN CORPORATION.

12226 Coast Drive
Whittier, CA 90601
Tel: (562) 946-7545
Fax: (562) 949-3707
St. Lic.: 455415

Los Angeles, CA

All rights reserved. No part of this drawing or any ideas, plans, or electronic art contained therein may be reproduced, used by or disclosed to any persons, firm or corporation for any purpose whatsoever without the permission of Loren Electric Sign Corporation.
**SCOPE OF WORK:** MANUFACTURE & INSTALL (4) S/F POST MOUNTED MENU SIGNS

**COLOR CODE**
- DIGITAL PRINT
- DB CUSTOM DARK BLUE

**FREESTANDING BACKLIT MENU SIGN**
- ASSEMBLE POST & MENU
- FOOTING INSTALLED BY G.C.
- 120 V @ 1.0 AMP

**POWDER COAT POST & CABINET TO MATCH DB CUSTOM DARK BLUE**

**SIGN TYPE DBMENU-PM-SF:** FREE STANDING MENU BOARD

**QTY. 4**

**TOTAL SQ. FT.: 10.7**

---

**installation orientation detail**

**Not to Scale**

**CONSTRUCTION MGR.**

**SCALE: 1" = 1'-0"**

**Preferred install method:** expansion bolts into existing concrete pad.

**Alternate install method:** Concrete footing installed by GC with electrical conduit in the center of the pier where appropriate.
SCOPE OF WORK: MANUFACTURE & INSTALL (2) SNAP FRAMES

COLOR CODE:

- CLEAR ANODIZED ALUMINUM

SNAP FRAMES

QTY. 2

Scale: 1" = 1'-0"

CONSTRUCTION MGR.
SCOPE OF WORK: MANUFACTURE & INSTALL (2) D/F NON-ILLUMINATED DIRECTIONAL SIGN

SIGN TYPE DBDIR-DT-DF: NON-ILLUMINATED D/F DIRECTIONAL
TOTAL SQ. FT.: 3.13

DIAMOND GRADE REFLECTIVE WHITE VINYL WITH DIGITALLY PRINTED PMS 541 C BLUE BACKGROUND
2" X 2" SQUARE TUBE ALUMINUM FRAME & POST WITH ALUMINUM FACES & 3/8" X 6" X 6" PLATE
FABRICATED .090 ALUMINUM BOLT COVER
PAINT PMS 541 C
INSTALL PLATE-MOUNT SIGN WITH HILTI KWIK BOLTS
PAD FOOTING INSTALLED BY GC
SCOPE OF WORK: MANUFACTURE & INSTALL (1) D/F POST MOUNTED DIRECTIONAL SIGN

SIGN TYPE: DBDIR-EO-DF; NON-ILLUMINATED D/F DIRECTIONAL

QTY. 1

TOTAL SQ. FT.: 3.13

Scale: 1 1/2" = 1'-0"

COLOR CODE

PM3 541 C
WHITE REFLECTIVE VINYL

SIDE A

SIDE B

12" x 12" x 8" THICK CONCRETE PAD FOOTING

1/4" X 7" LONG WET SET ANCHORS

1/4" X 2" ALUM. TUBE

1" X 2" ALUM. TUBE

2" X 2" ALUM. TUBE

.090" ALUM. FACES

CONSTRUCTION MGR.

PM3 541 C

WHITE REFLECTIVE VINYL

1.28
SCOPE OF WORK: MANUFACTURE & INSTALL (1) S/F POST MOUNTED DOUBLE ARM CLEARANCE BAR WITH PIVOTING ARMS

SIGN TYPE DA-CLEARANCE BAR: S/F POST MOUNTED DOUBLE ARM CLEARANCE BAR W/PIVOTING ARMS

QTY. 1

TOTAL SQ. FT.: 33.19

Scale: 1/2" = 1'-0"

PLATE DETAIL

SCALE: 1 1/2" = 1'-0"

3/8" 4" x 4" STEEL PLATE GUSSETS
SET SCREW

1/16" CLEARANCE AROUND PIPE
(SEE PLATE DETAILS)

DIAMOND GRADE REFLECTIVE VINYL
WITH DIGITALLY PRINTED BLUE

ACM 'DRIVE-THRU' SIGN

SIDE VIEW

3" SCH 40 STEEL PIPE WITH CAPPED END
5" SCH 40 STEEL PIPE
1" BLACK CHAIN
3" DIA. WHITE PVC PIPE WITH END CAPS
4 1/2" SCH 40 STEEL PIPE

1/2" THICK X 10" DIA.
ROUND STEEL BASE PLATE

CUT OUT FOR
4 1/2" SCH 40 STEEL PIPE

11/16" DIA., HOLES
SCOPE OF WORK: MANUFACTURE & INSTALL (1) D/F INTERNALLY ILLUMINATED PYLON CUP SIGN

Fabricated .080" aluminum returns for 1/4" painted DB Custom dark blue with .177" white acrylic faces & blue trim cap. Translucent vinyl applied to faces. 7.10k white GE NB1000 LED illumination.

Fabricated "cup" with .125" aluminum faces & returns, 2" x 2" x .125" aluminum square tube internal structural frame. Paint white.

LED illuminated channel wrap windmill. .040" x 5" white returns & 1" white trim cap. .177" white acrylic face with perforated 30% vinyl digitally printed 1/16 PMS 7691 C blue & opaque white outline.

Digitally printed "Dutch Bros" logo applied to sides.

Allanson Blue Skyline LED. 1" wide

New 10" steel pipe support structure painted DB Custom Dark Blue. Pipe size 100 by engineer.

FOOTING TO BE EXCAVATED & CONCRETE POURED BY SIGN INSTALLER. POWER MUST BE SUPPLIED WITHIN 5' OF THE SIGN POLE LOCATION. FINAL CONNECTION BY SIGN INSTALLER.

SIGN TYPE: NEW ILLUMINATED PYLON CUP SIGN
TOTAL SQ. FT.: 102.5
**Case Report Prepared by:**
Austin Chapman

**Owner and Applicant Information:**

**Applicant:** Hemphill, LLC c/o Ralph Wyngarden, Faulk & Foster  
**Property Owner:** Hemphill Legacy LLC

**Action Requested:** Special Exception to permit a guyed communications tower in the IL zoning District (Sec. 40.420-E.2.b) Special Exception to waive the landscaping requirements for a communications tower within 300-feet of residential zoning districts or lots occupied by a residential uses (Sec. 40.420-F)

**Location Map:**

![Location Map](image)

**Additional Information:**

**Present Use:** Outdoor industrial storage  
**Tract Size:** 0.67 acres  
**Location:** 1388 N. New Haven Ave. E.  
**Present Zoning:** IL
**BOARD OF ADJUSTMENT**  
**CASE REPORT**

**STR:** 219  
**CD:** 3  
**Case Number:** B0A-23427

**HEARING DATE:** 09/27/22 (Continued from 09/13/2022) Item not properly notice prior to 09/13/22.

**APPLICANT:** Hemphill, LLC c/o Ralph Wyngarden, Faulk & Foster

**ACTION REQUESTED:** Special Exception to permit a guyed communications tower in the IL zoning District (Sec. 40.420-E.2.b) Special Exception to waive the landscaping requirements for a communications tower within 300-feet of residential zoning districts or lots occupied by a residential uses (Sec. 40.420-F.4)

**LOCATION:** 1388 N. New Haven Ave. E.  
**ZONED:** IL  
**PRESENT USE:** Outdoor industrial storage  
**TRACT SIZE:** 29098.2 SQ FT

**LEGAL DESCRIPTION:** LT 13 BLK 1, ACME ACRE ADD CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

**RELEVANT PREVIOUS ACTIONS:** None.

**RELATIONSHIP TO THE COMPREHENSIVE PLAN:** The Tulsa Comprehensive Plan identifies the subject property as part of an “Employment” land use designation and an “Area of Growth”.

Employment areas contain office, warehousing, light manufacturing and high tech uses such as clean manufacturing or information technology. Sometimes big-box retail or warehouse retail clubs are found in these areas. These areas are distinguished from mixed-use centers in that they have few residences and typically have more extensive commercial activity. Employment areas require access to major arterials or interstates. Those areas, with manufacturing and warehousing uses must be able to accommodate extensive truck traffic, and rail in some instances. Due to the special transportation requirements of these districts, attention to design, screening and open space buffering is necessary when employment districts are near other districts that include moderate residential use.

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

**STAFF ANALYSIS:** The applicant is requesting Special Exception to permit a guyed communications tower in the IL zoning District (Sec. 40.420-E.2.b) Special Exception to waive the landscaping requirements for a communications tower within 300-feet of residential zoning districts or lots occupied by a residential uses (Sec. 40.420-F.4)
Sec. 40.420-E.2.b of the Zoning Code:

b. Except in IM and IH zoning districts, communication towers must be of a monopole design unless the board of adjustment approves, by special exception, an alternative design that they determine would better blend into the surrounding environment or that the required antennas cannot be supported by a monopole.

Per section 40.420-D.5 of the code Monopole is defined as follows:

5. “Monopole” means a single, freestanding pole structure without guy wires or external supporting braces.

The following landscaping per Sec. 40.420-F.4 of the code is required if the Board does not approve the Special Exception to waive that requirement:

4. Landscaping
   The following requirements govern landscaping surrounding towers that require special exception approval; provided that the board of adjustment may modify or waive such requirements by special exception.
   a. Tower facilities must be landscaped with a continuously maintained buffer of plant materials that effectively screens the view of the tower compound from property within 300 feet used or zoned for residential purposes. The standard buffer requirement consists of a landscaped strip with a minimum width of 4 feet outside the perimeter of the compound.
   b. Existing mature tree growth and natural land forms on the site must be preserved to the maximum extent possible. In some cases, such as towers sited on large, wooded lots, natural growth around the property perimeter may provide sufficient buffer.

The subject property is within 300-feet of the residential properties visible on the aerial picture on the North side of Pine St. Additionally, there is an Industrial zoned lot South and East to the subject property that contains a residential home.
In granting a Special Exception for any tower the Board must take the following items into consideration per sec. 40.420-F:

40.420-F  Antennas and Towers Requiring Special Exception Approval

1. Applicability
   The regulations of this subsection (40.420-F) apply to all antennas and towers that require special exception approval.

2. Factors to be Considered
   a. In addition to any other applicable requirements, the following factors must be considered in a decision to approve or deny special exception approval for a tower:
      (1) Height of the proposed tower;
      (2) Proximity of the tower to residential structures, residential district boundaries and existing towers;
      (3) Nature of uses on adjacent and nearby properties;
      (4) Surrounding topography;
      (5) Surrounding tree coverage and foliage;
      (6) Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness;
      (7) The total number and size of antennas proposed and the ability of the proposed tower to accommodate co-location;
      (8) Architectural design of utility buildings and accessory structures to blend with the surrounding environment;
      (9) Proposed ingress and egress;
      (10) The need for a tower within the immediate geographic area to provide an acceptable level of communications service to the area;
      (11) The size of the tract and the most likely future development as indicated by the comprehensive plan, planned infrastructure, topography and other physical considerations.

b. Findings
   The findings of the board of adjustment as to each of these factors must be made on the record and included in the written minutes of the meeting.

3. Co-location
   Co-location of facilities is encouraged wherever practical by allowing reasonable extra height or tower diameter necessary to support multiple antennas.

Staff has requested of the applicant an exhibit responding to each of these factors.
SAMPLE MOTION: Move to ________ (approve/deny) a Special Exception to permit a guyed communications tower in the IL zoning District (Sec. 40.420-E.2.b); and a Special Exception to waive the landscaping requirements for a communications tower within 300-feet of residential zoning districts or lots occupied by a residential uses (Sec. 40.420-F.4)

- Per the Conceptual Plan(s) shown on page(s) ______ of the agenda packet.

- Subject to the following conditions (including time limitation, if any): ____________________

- Suggested Condition: Relief is not granted for any non-conforming improvements that currently exist on the property.

The Board finds that the requested Special Exception will be in harmony with the spirit and intent of the Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare. The Board also finds that the following factor have been taken into account in this decision:

1. Height of the proposed tower;
2. Proximity of the tower to residential structures, residential district boundaries and existing towers;
3. Nature of uses on adjacent and nearby properties;
4. Surrounding topography;
5. Surrounding tree coverage and foliage;
6. Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness;
7. The total number and size of antennas proposed and the ability of the proposed tower to accommodate co-location;
8. Architectural design of utility buildings and accessory structures to blend with the surrounding environment;
9. Proposed ingress and egress;
10. The need for a tower within the immediate geographic area to provide an acceptable level of communications service to the area.
11. The size of the tract and the most likely future development as indicated by the comprehensive plan, planned infrastructure, topography and other physical considerations.
Subject Property

Facing north on New Haven
Facing South on New Haven
DESCRIPTION OF SPECIAL EXCEPTIONS REQUESTED

Applicant: Hemphill, LLC
Owner: Hemphill Legacy, LLC
Project: 195’ guyed wireless communications tower with 4’ lightning rod. The tower will accommodate US Cellular at a 190’ centerline and other future carriers at lower levels. The guyed tower design was selected to accommodate tower crew training for climb and rescue certification.

Hemphill Site Name: 1588 Pine Street
Parcel #: R00700033300170
Parcel Address: 1388 N New Haven Ave, Tulsa, OK 74115
Zoning District: IL Light Industrial
Letter of Deficiency: BLDC-123397-2022 (Issued July 22, 2022)

Special Exception from Monopole Design Requirement in Section 40.420-E.2.b to Allow a Guyed Tower Design - (LOD Item #1)

Per Tulsa Zoning Code Section 15.020, Table 15-2, a freestanding wireless communication facility is permitted as-of-right in the IL zoning district subject to the Supplemental Regulations in Section 40.420. Per Section 15.030, Table 15-3, there is no maximum building height in the IL Industrial-Light district. So this project would only require a building permit if it were a monopole.

However, Hemphill, LLC is proposing a guyed tower design to accommodate tower crew training for climb and rescue certification. As a hometown tower manufacturer and a leader in the industry, Hemphill, LLC is proud to offer its facilities for regional safety and rescue training. A monopole design does not support the variety of training scenarios necessary for training and certification. A letter of support from Hemphill training partner RAKM Tower Rescue is attached as Exhibit A.

Section 40.420-E.2.b restricts use of the guyed tower design to the IM and IH zoning districts but would allow use of the guyed tower design in the IL zoning district with Special Exception approval from the Board of Adjustment.

The Special Exception request is in harmony with the spirit and intent of the zoning code and would not be injurious to the neighborhood or otherwise detrimental to public welfare. The subject parcel and all surrounding parcels are zoned IL Industrial-Light. The parcel is bounded on the north by a railroad ROW. To the east across New Haven Ave is a bakery operation. The property to the south and west is owned by Hemphill. There is no negative impact on any of these uses. In addition to the industrial character of the vicinity and the impact of the railroad ROW, the visual context includes overhead distribution lines and poles running along New Haven Avenue and taller transmission lines and poles running along Pine Street. Given these existing vertical elements, the proposed design will blend with the environment from many viewpoints. If a monopole design were used, the height would still be the same so, in this case, there is no significant difference in visibility between what is allowed as-of-right and what it proposed for Special Exception approval.

Given the built environment and adjacent uses, approving a guyed design in the IL district is consistent with the code’s allowance of a guyed design in other industrial districts (IM and IH) without a Special Exception. It is also in the public interest to have crews trained and certified in tower safety and rescue.
Special Exception to Waive Landscape Buffer Required by Section 40.420-F.4.a (LOD Item #2)
Tulsa Zoning Code Section 40.420-F.4.a requires a minimum 4’ wide landscaped buffer strip around the perimeter of the wireless telecommunications facility compound if there is property within 300’ that is used or zoned for residential purposes.

There are no residences within 300’ but there are two instances of residually used or zoned property within 300’.

Within 300’ to the north is the corner of a residential zoning district, but the entire area within 300’ lies within the Dawson Road and railroad rights-of-way and are consequently undevelopable. The distance to the nearest actual residential parcel is well over 300’. Please see the email correspondence with Dana Box attached as Exhibit B. Since the landscaping requirement is intended to protect residential use within 300’ and residential use within 300’ is not possible because the area is right-of-way, the waiver request is in harmony with the spirit and intent of the zoning code.

Within 300’ to the southeast is a parcel zoned IL but occupied by a residence. However, the residence is on the east side of the parcel facing Pittsburg Avenue rather than New Haven Avenue and with an intervening wooded area obscuring the view to the west. Please see the email correspondence with Dana Box attached as Exhibit B. Because the home is over 400’ away and the intervening area is wooded there is no residential impact from the proposed landscape waiver.

Waiver of a landscape buffer is consistent with the industrial zoning and character of the area and does negatively impact any adjacent uses. No screening is required for existing unscreened outdoor industrial storage. There are no residences within 300’. Because there is no residential impact the waiver is in harmony with the spirit and intent of the zoning code and will not be detrimental to public welfare.

Applicant Hemphill, LLC respectfully seeks approval of these Special Exception requests.

[Signature]
Date: 8/9/2022

Faulk & Foster, by Ralph Wyngarden, for applicant Hemphill, LLC
PINE STREET
SITE: 1588

195’ GUYED TOWER
FOR MULTIPLE WIRELESS CARRIERS

BEFORE YOU DIG, CALL OKLAHOMA LINE LOCATION FOR LOCATION OF UNDERGROUND UTILITIES. CALL 811

STS (SPECIALTY TELECOMUNICATIONS CONSULTANTS, LLC)
13431 BROADWAY EXT., SUITE 120,
OKLAHOMA CITY, OK 73114
405-753-7167

STTS (SPECIALTY TELECOMUNICATIONS CONSULTANTS, LLC)

SITE NUMBER: 1588
SITE NAME: PINE STREET
SITE ADDRESS: TULSA, OK 74115

COUNTY: MCKINLEY
ZONING CLASS: POWER COMPANY PSO

PHONE: ATT
CONTACT NAME: JOHN HEMPHILL

PROPERTY OWNER: JOHN HEMPHILL
TELEPHONE: 918-834-2200

SURVEY CONTACT: POINT TO POINT LAND SURVEYORS
TELEPHONE: 405-753-7167

2C COORDINATES
LAT 36° 10' 35.47"
LONG -95° 55' 58.97"
SURVEY AND 2C PROVIDED BY POINT TO POINT LAND SURVEYORS AND INCLUDED IN THIS SET OF DRAWINGS FOR REFERENCE ONLY.

ENGINEER OF RECORD
SAMUAL THEADORE CURTIS
OKLAHOMA LIC. NO. 22174
LICENSED PROFESSIONAL ENGINEER

OKIE 811
BEFORE YOU DIG, CALL OKLAHOMA LINE LOCATION FOR LOCATION OF UNDERGROUND UTILITIES. CALL 811

2.12
PARENT PARCEL

SURVEYOR'S CERTIFICATION

SITE INFORMATION

LEASE AREA = 5,159.00 SQUARE FEET (0.1201 ACRES)
LOCATION = + 3703.91' X + 7717.30' (43.11' X 233.00')
LATITUDE = + 30°23'48"54.94" N
LONGITUDE = -96°07'55.12" W
ELEVATION AT CENTER OF PROPOSED TOWER = + 673.5' MSL

GENERAL NOTES

This survey is for a proposed survey and has been performed by a local government official under the supervision of an experienced surveyor. This map is only intended for the parties and purposes shown, and the map is not for release.

Survey Provided by:
Point to Point Land Surveyors
100 Governors Trace
Suite 103, Peachtree City, GA 30269
678-565-4440

Surveyor:
D. Darrell Taylor
1957

Issued For:
Approval

Scale:
N.T.S.

WARNING: No part of this survey or drawing is to be reproduced without written authorization.

Drawing Date:
June 2, 2022

Checklist:

1. Legal Descriptions
2. Property Lines
3. Property Boundaries
4. Property Dimensions
5. Property Areas
6. Property Rectangles
7. Property Ellipses
8. Property Circles
9. Property Polygons
10. Property Polyconics
11. Property Polygons
12. Property Polyconics
13. Property Polygons
14. Property Polyconics
15. Property Polygons
16. Property Polyconics
17. Property Polygons
18. Property Polyconics
19. Property Polygons
20. Property Polyconics

Site Survey

Scale:
N.T.S.

Drawing Date:
June 2, 2022

Checklist:

1. Legal Descriptions
2. Property Lines
3. Property Boundaries
4. Property Dimensions
5. Property Areas
6. Property Rectangles
7. Property Ellipses
8. Property Circles
9. Property Polygons
10. Property Polyconics
11. Property Polygons
12. Property Polyconics
13. Property Polygons
14. Property Polyconics
15. Property Polygons
16. Property Polyconics
17. Property Polygons
18. Property Polyconics
19. Property Polygons
20. Property Polyconics

Site Survey

Scale:
N.T.S.

Drawing Date:
June 2, 2022

Checklist:

1. Legal Descriptions
2. Property Lines
3. Property Boundaries
4. Property Dimensions
5. Property Areas
6. Property Rectangles
7. Property Ellipses
8. Property Circles
9. Property Polygons
10. Property Polyconics
11. Property Polygons
12. Property Polyconics
13. Property Polygons
14. Property Polyconics
15. Property Polygons
16. Property Polyconics
17. Property Polygons
18. Property Polyconics
19. Property Polygons
20. Property Polyconics

Site Survey

Scale:
N.T.S.

Drawing Date:
June 2, 2022

Checklist:

1. Legal Descriptions
2. Property Lines
3. Property Boundaries
4. Property Dimensions
5. Property Areas
6. Property Rectangles
7. Property Ellipses
8. Property Circles
9. Property Polygons
10. Property Polyconics
11. Property Polygons
12. Property Polyconics
13. Property Polygons
14. Property Polyconics
15. Property Polygons
16. Property Polyconics
17. Property Polygons
18. Property Polyconics
19. Property Polygons
20. Property Polyconics

Site Survey

Scale:
N.T.S.
LEGAL DESCRIPTION SHEET

LEASE AREA

ALL THAT TRACT OR PARCEL OF LAND, MORE AND OTHERS, IN THE NORTHWEST 1/4 OF SECTION 31, TOWNSHIP 30 N., RANGE 13 E., CITY OF TULSA, TULSA COUNTY, OKLAHOMA, AND BEING A PART OF THE LANDS OF HEMPHILL, LLC, AS RECORDED IN INSTRUMENT 201700000, DOCUMENT NO. 46632, BLOCK 1, ON A Plat OF THE ACRE ADDITION TO TULSA OKLAHOMA, TULSA COUNTY RECORDS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TO FIND THE POINT OF BEGINNING, COMMENCE AT A 3/8-INCH REBAR FOUND ON THE SOUTHEASTERLY FOOT OR END LINE OF THE FRISCO RAILWAY COMPANY RIGHT-OF-WAY AT THE NORTHWESTERLY CORNER OF SCD LOT 13, SAY REBAR MARKS AN OKLAHOMA GRID NORTH, MIDDLE LATITUDE VALUE OF 36°47'56''54'' E.G.S. 1/4 SECTION 31, TOWING 30 N., RANGE 13 E., CITY OF TULSA, TULSA COUNTY, OKLAHOMA, AND BEING A PART OF THE LANDS OF HEMPHILL, LLC, AS RECORDED IN INSTRUMENT 201700000, DOCUMENT NO. 46632, BLOCK 1, ON A Plat OF THE ACRE ADDITION TO TULSA OKLAHOMA, TULSA COUNTY RECORDS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TO FIND THE POINT OF BEGINNING, COMMENCE AT A 3/8-INCH REBAR FOUND ON THE SOUTHEASTERLY FOOT OR END LINE OF THE FRISCO RAILWAY COMPANY RIGHT-OF-WAY AT THE NORTHWESTERLY CORNER OF SCD LOT 13, SAY REBAR MARKS AN OKLAHOMA GRID NORTH, MIDDLE LATITUDE VALUE OF 36°47'56''54'' E.G.S. 1/4 SECTION 31, TOWING 30 N., RANGE 13 E., CITY OF TULSA, TULSA COUNTY, OKLAHOMA, AND BEING A PART OF THE LANDS OF HEMPHILL, LLC, AS RECORDED IN INSTRUMENT 201700000, DOCUMENT NO. 46632, BLOCK 1, ON A Plat OF THE ACRE ADDITION TO TULSA OKLAHOMA, TULSA COUNTY RECORDS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TO FIND THE POINT OF BEGINNING, COMMENCE AT A 3/8-INCH REBAR FOUND ON THE SOUTHEASTERLY FOOT OR END LINE OF THE FRISCO RAILWAY COMPANY RIGHT-OF-WAY AT THE NORTHWESTERLY CORNER OF SCD LOT 13, SAY REBAR MARKS AN OKLAHOMA GRID NORTH, MIDDLE LATITUDE VALUE OF 36°47'56''54'' E.G.S. 1/4 SECTION 31, TOWING 30 N., RANGE 13 E., CITY OF TULSA, TULSA COUNTY, OKLAHOMA, AND BEING A PART OF THE LANDS OF HEMPHILL, LLC, AS RECORDED IN INSTRUMENT 201700000, DOCUMENT NO. 46632, BLOCK 1, ON A Plat OF THE ACRE ADDITION TO TULSA OKLAHOMA, TULSA COUNTY RECORDS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEARINGS BASED ON OKLAHOMA GRID NORTH, NAVD 85, NORTH ZONE.

SAY TRACT CONTAINS 0.2893 ACRES (12,600 SQUARE FEET), MORE OR LESS.
NOTES:

1. ALL COMPONENTS SHOWN ARE NEW CONSTRUCTION
2. PLACEMENT OF USCC BUILDING AND H-FRAME WITHIN THE COMPOUND IS APPROXIMATE AND MAY VARY DEPENDING ON SITE CONDITIONS AT TIME OF CONSTRUCTION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION OF APPROPRIATE EROSION CONTROL MEASURES, INCLUDING SILT FENCES, ON THE DOWN SLOPE SIDES OF ALL SOIL DISTURBING ACTIVITIES. SEE SHEET C4-1 DETAIL 3
THESE DRAWINGS ARE NOT INTENDED TO REFLECT THE STRUCTURAL INTEGRITY OF THE TOWER. THE PROPOSED ANTENNAS AND TRANSMISSION LINES SHOWN ARE REPRESENTATIVE IN NATURE AND DO NOT REFLECT THE ACTUAL CONFIGURATIONS REQUIRED. THE CONTRACTOR SHALL REFER TO THE STRUCTURAL ANALYSIS OF THIS TOWER SITE FOR THE APPROVED LOCATION AND CONFIGURATION OF ALL ANTENNAS AND TRANSMISSION LINES. ALL ANTENNAS MUST BE MOUNTED AND THE TRANSMISSION LINES CONFIGURED IN STRICT ACCORDANCE WITH THE STRUCTURAL ANALYSIS.

199'-0" TOTAL HEIGHT WITH APPURTENANCES

195'-0" TOP OF TOWER

4'-0" LIGHTNING ROD

USCC ANTENNAS AT 190'-0" RAD CENTER ELEVATION

FUTURE CARRIER ANTENNAS AT 170'-0" RAD CENTER ELEVATION

FUTURE CARRIER ANTENNAS AT 150'-0" RAD CENTER ELEVATION

FUTURE CARRIER ANTENNAS AT 130'-0" RAD CENTER ELEVATION

MICROWAVE DISH(ES) AT 98'-0" RAD CENTER ELEVATION

195' GUYED TOWER

COMPOUND FENCE SEE SHEET C6-1
POSTS TO BE SPACED MINIMUM 4'-0" O.C. AND MAXIMUM 10'-0" O.C.

WAVEGUILDE BRIDGE DETAIL

SCALE: N.T.S.
RESTORE SURFACE MATERIAL TO ORIGINAL CONDITION AFTER INSTALLATION OF UTILITIES; GRADE SURFACE TO LEVEL UNDISTURBED SOIL.

BACKFILL EARTH TO 90% RELATIVE COMPACTION PER ASTM D1557.
UTILITY WARNING TAPE ENTIRE LENGTH OF CONDUIT RUN.
BACKFILL SAND OR NATIVE SOIL W/ SAND EQUIVALENT GREATER THAN 30% COMPACT TO 90% RELATIVE COMPACTION PER ASTM D1557.
2" Ø FIBER CONDUIT WHERE APPLICABLE (OR PVC SIZING AS REQUIRED PER CABLE SIZE).

3" PVC SCH 40 ELECTRICAL CONDUIT WHERE APPLICABLE (OR PVC SIZING AS REQUIRED PER POWER PROVIDER DESIGN).

2.18
**WOODEN POST WITH SPACING @ 4’ MAX.**
**PLACE PLACE PARALLEL TO CONTOURS**

**MIRAFI 100X FILTER FABRIC OR EQUAL**

**1: INSTALLATION OF SILT FENCE - PRIOR TO ANY EARTH MOVING OPERATIONS, AS REQUIRED.**
**2: INSTALLATION OF STABILIZED CONSTRUCTION ENTRANCE.**
**3: STRIPPING AND STOCK PILING OF TOPSOIL AND ROUGH GRADING. TEMPORARY STABILIZATION WITHIN 15 DAYS.**
**4: CONSTRUCTION OF UNDERGROUND IMPROVEMENTS.**

**NOTE: IT IS THE CONTRACTOR’S RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS TO ENSURE THAT THE ENTRANCE MEETS ALL GOVERNING SPECIFICATIONS.**

**40'-0" MAX LENGTH CORRUGATED STEEL CULVERT PIPE WITH 0'-8" MINIMUM COVER (DIAMETER TO CONFORM TO LOCAL JURISDICTION CODE)**

**6" BASE MATERIAL COMPACTED TO 95% OF MAX DRY DENSITY PER AASHO T-99**

**MIRAFI 500 OR EQUAL**
NOTES:
1. REFER TO SHEETS G1-1 AND G1-2 FOR ADDITIONAL INFORMATION
2. ALL PIPE DIMENSIONS ARE INTERIOR DIAMETER

3 STRANDS OF 12 GAUGE GALV. BARBED WIRE

2" STANDARD GAUGE INTERMEDIATE POST

1.5" STANDARD GAUGE PIPE TOP RAIL

9GA 2"x2" FENCE FABRIC

3" STANDARD GAUGE CORNER AND END POST

TENSION BAND

1.5" STANDARD GAUGE PIPE

4" MAX FROM BTM. OF FABRIC

TENSION BAND 15" O/C MAX

3" STANDARD GAUGE TENSION WIRE

TIE WIRE AT 12" O/C MAX

7GA GALVANIZED TENSION WIRE

TIE WIRES OR CLIP TIP

ALL FENCE POST FOOTINGS SHALL BE A MINIMUM OF 3KSI COMプレSSIVE STRENGTH AT 28 DAYS

SEE MUSHROOM STOP DETAIL

MUSHROOM STOP DETAIL

METAL MUSHROOM STOP INSTALL WITH SLOT PARALLEL WITH CLOSED GATE

FINISH GRADE

CONCRETE

0'-10" DIA.
NOTES:

1. FOR ADDITIONAL INFORMATION
   REFERENCE C2-1

2. COMPLETION OF ELECTRICAL SERVICE
   SHALL BE PERFORMED BY LICENSED
   ELECTRICAL CONTRACTOR

PROPOSED
195' GUYED TOWER
SEE SHEET C3 FOR
ELEVATION DETAILS

PROPOSED
6'-0" CHAIN LINK FENCE
WITH 1'-0" BARBED WIRE
105'x120'

PROPOSED
H-FRAME

PROPOSED
6-0" CHAIN LINK FENCE
WITH 1'-0" BARBED WIRE
105'x120'
NOTES

1. CONTRACTOR SHALL PROVIDE AND INSTALL MODULAR METERING MAIN, 120/240V, 400A, NEMA 3R WITH FOUR METER SOCKETS. METER CENTER SHALL BE FURNISHED WITH 200A METER AND 200A CIRCUIT BREAKER. CIRCUIT BREAKERS SHALL BE COVERED WITH LEXAN METER COVER.

2. SHOULD CLIENT REQUEST A TELCO DEMARCATION BOX, CONTRACTOR SHALL PROVIDE AND INSTALL TELCO DEMARCATION BOX TO INCLUDE 48" X 48" X 12" NEMA 3R ENCLOSURE WITH BACKPLATE AND GFI RECEPTACLE (120V, 5A).

3. TOWER LIGHTING SHALL BE REQUIRED ON ALL TOWERS EXCEEDING 200' IN HEIGHT OR AS OTHERWISE REQUIRED BY FAA.

4. DIMENSIONS SHOWN ARE APPROXIMATE AND MAY BE ALTERED IN THE FIELD TO BETTER SUIT ACTUAL CONDITIONS OR EQUIPMENT RECEIVED.

5. ALL CONDUIT SHALL BE SCH. 40 PVC UNDERGROUND.

6. ALL MATERIALS AND EQUIPMENT SHALL BE NEW AND IN GOOD WORKING CONDITION WHEN INSTALLED AND SHALL BE OF THE BEST GRADE AND BY THE SAME MANUFACTURER THROUGHOUT FOR EACH CLASS OR GROUP OF EQUIPMENT. MATERIALS SHALL MEET WITH APPROVAL OF ALL GOVERNING ENTITIES HAVING JURISDICTION. MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH APPLICABLE STANDARDS AS ESTABLISHED BY ANSI, NEMA, NSFU, AND "UL" LISTED.

7. ALL CONDUIT SHALL HAVE A PULL STRING.

8. THE ENTIRE ELECTRICAL INSTALLATION SHALL BE GROUNDED AS REQUIRED BY IBC, NEC, AND APPLICABLE CODES.

9. UNDERGROUND AND/OR OVERHEAD LINES SHALL BE OF THE SIZE AND MATERIAL NECESSARY TO MEET THE LOCAL CODE REQUIREMENTS.

10. ALL FRAME MEMBERS TO BE 1-5/8" X 1-5/8" P1000 UNISTRUT (EXCEPT FOR LEGS). CONNECT TO LEGS WITH U BOLTS.
#2 TINNED AWG GROUND RING
WITH 5/8" X 10'-0" COPPER CLAD
GROUNDING RODS
SEE SHEET E4-1 DETAILS 1 & 4

TOWER GROUNDING DETAIL
SCALE: 1/4" = 1'-0"

NOTES:
1. INFORMATION SHOWN IS FOR INFORMATION PURPOSES
ONLY. DESIGN OF GROUNDING SYSTEM IS TO BE
CONFIRMED BY LYNCOLE PRIOR TO INSTALLATION
2. REFERENCE LYNCOLE DESIGN FOR INSTALLATION OF
GROUNDING
3. REFERENCE SHEET C2-1 FOR ADDITIONAL INFORMATION
1. The #2 AWG, BCW, from the ring ground shall be cadwelded to the post, above grade.

2. Vertical post shall be bonded to the ring at each corner and at each gate post. As a minimum, one vertical post shall be bonded to the ground ring in every 100 feet.

3. Installation of flexible gate jumpers is required for all compound access gates.

LEGEND

1. Copper ground bar, 2½"x4"x20". Hole centers to match NEMA double lug configuration.
2. Insulators.
3. Lockwashers.
4. Wall mounting bracket.
5. ¾"-11x1" H.H.C.S. bolts.

GROUNDING DETAIL

SCALE: N.T.S.

6. PVC threaded cap
7. PVC coupling (thrd.)
8. Notch sides of 6" PVC Sch. 40 pipe to allow exit/entrance of ground ring
9. Ground ring
10. 2½"x10' ground rod

GROUND BAR DETAIL

SCALE: N.T.S.

11. Ground bar on antenna tower
12. Exothermic weld, to be used with #2 AWG BCW to building or ring ground

INSTALLATION OF GROUND WIRE TO GROUND BAR

SCALE: N.T.S.

13. Installation of ground wire to ground bar
14. Grounding well
15. Grade
16. 30" (24" min)
17. Trench bottom
18. Trench

GROUNDING WELL

SCALE: N.T.S.

19. Cadweld
20. Ring ground #2 tinned AWG
21. Ground rods 2½"x10' copper clad

ROD AND RING GROUNDING

SCALE: N.T.S.

22. 30" (24" min)
23. Cadweld
24. Ring ground #2 tinned AWG
25. Ground rods 2½"x10' copper clad

FENCE GROUNDING

SCALE: N.T.S.

26. Flexible gate jumper
27. 24" x #2 AWG
28. Ring ground #2 AWG BCW
29. Cadweld
30. #2 AWG BCW cable to cable cadweld

NOTCH SIDES OF 6" PVC SCH. 40 PIPE TO ALLOW EXIT / ENTRANCE OF GROUND RING

1. Notch sides of 6" PVC Sch. 40 pipe to allow exit/entrance of ground ring
2. Grounding well
3. Grade
4. 30" (24" min)
CONSTRUCTION

GENERAL

General construction, electrical, tower and foundation drawings are interrelated. In performance of the work each contractor must refer to all drawings. Coordination is the responsibility of the general contractor.

SITE WORK

PART 1 - GENERAL

1. Work included: See Site Plan
2. Access road, turnaround areas and sites are constructed to provide a well-drained, easily maintained, even surface for material and equipment deliveries and maintenance personnel access.

3. SEQUENCING

A. Confirm survey stakes and set elevation stakes prior to any construction.
B. Grab the complete road (if applicable) and site area prior to foundation construction or placement of backfill or subbase materials.
C. Construct temporary construction zone along access drive.
D. Bring the site area to subbase course elevation and bring the access road to base course elevation prior to forming foundation.
E. Soil stabilizer shall be Mirafi - 500X or equal.
F. Grade, seed, fertilize and mulch disturbed areas immediately after bringing site and access road to base course elevation.
G. Remove gravel from temporary construction zone to an authorized area or as directed by the owner's representative.

4. SUBMITTALS

A. Before construction:
   1. If landscaping is applicable to contract, submit two copies of the landscape plan under nursery letterhead. If a landscape allowance was included in the contract, provide an itemized listing of proposed costs on nursery letterhead (refer to plans for landscaping requirements).
   2. Plant material other than those specifically included in the contract that is to be used. The species and supplier shall be shown on the planting plan and materials shall be approved by the owner's representative.

5. WARRANTY

A. In addition to the warranty on all construction covered in the contract documents, the contractor shall repair all damage and restore area as close to original condition as possible at site and surroundings.
B. Disturbed area will reflect growth of new grass cover prior to final inspection.

PART 2 - PRODUCTS

1. MATERIALS

A. Road and site materials shall conform to DOT specifications fill material - acceptable select fill shall be in accordance with State Department of Highway and Transportation standard specifications and approved by the owner's representative.
B. Soil stabilizer shall be Mirafi - 500X or equal.

2. PREPARATION

A. Clear trees, brush and debris from site area and access road right-of-way.
B. Prior to other excavation and construction, grub organic material to a minimum of six (6) inches below grade.
C. Clear excess spoils, if any, from job site and do not spread beyond the limits of project area unless authorized by the owner's representative.
D. Where unstable soil conditions are encountered, line the areas with stabilizer mat prior to placement of fill or base material.

3. INSTALLATION

A. The site and turnaround areas shall be at the subbase course elevation prior to forming foundation. Grade or fill the site and access road as required in order that upon distribution of spoils resulting from foundation excavations, the resulting grade will correspond with said subbase course, elevations are to be calculated from finished grades or slopes indicated.
B. Clear excess spoils, if any, from job site and do not spread beyond the limits of project area unless authorized by the owner's representative.
C. Prior to placement of fill or base material, roll the soil.
D. Where unstable soil conditions are encountered, line the areas with stabilizer mat prior to placement of fill or base material.

4. PROTECTION

A. Protect seeded areas from erosion by spreading straw to a uniform loose depth of 1 - 2 inches, stake and tie down as required. Use straw control mesh or mulch net will be an acceptable alternate.
B. Protect all exposed areas against washouts and soil erosion, place straw bales at the inlet approaches to all new or existing culverts. Where the site or road areas have been elevated immediately adjacent to the rail line, stake erosion control fabric full length in the swale to prevent contamination of the rail ballast.
C. The final grade of structural fill for all footings shall be capable of supporting the design soil bearing pressure load of 3,000 lbs. per square foot minimum.

FENCING AND GATE(S)

PART 1 - GENERAL

1. Work included: See plan for location of fence and gate(s).

2. QUALITY ASSURANCE

A. Construction of all steel materials utilized in conjunction with this specification will be galvanized or stainless steel. Weight of zinc coating of the fabric shall not be less than 12 ounces per square foot of material covered.

B. Soil stabilizer shall be Mirafi - 500X or equal.

PART 2 - PRODUCTS

A. All fabric wire, rails, hardware and other steel materials shall be hot-dipped galvanized.

B. Fabric shall be six-foot height two-inch chain link mesh of No. 9 gauge wire. The fabric shall have a knuckled finish for the top centers, conforming to ASTM A121 Design # 12-4-5-14R Type 2.

C. The post base shall be extending 12 inches, including dome cap, to provide for attachment of barbed wire.

D. Gate frame shall be metal stud, Type 1 ASTM F1083, High Strength (50 Ksi) Schedule 40 pipe, ASTM F1043 Group 1A, and of the following diameter (I.D. per fence industry standards).

<table>
<thead>
<tr>
<th>Line</th>
<th>2 inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comer</td>
<td>3 inches</td>
</tr>
<tr>
<td>Gate</td>
<td>4 inches</td>
</tr>
</tbody>
</table>

E. Gate posts shall be extended 12 inches, including dome cap, to provide for attachment of barbed wire.

F. All top and brace rails shall be 1-1/2” diameter mechanical service pipe. Frames shall have welded corners.

G. Gate frame shall have a full height vertical brace and a full width horizontal brace, secured in place by use of gate brace clamps.

H. Gate latches shall be Mirecham's Model 6-436h-long eyeplate adapter with Model 6-409, 188 degree attachment.

J. The gate (latch assembly) shall be heavy industrial gate latch. Master Hardware #17221.

K. Latches and stops shall be provided for all gates.

L. All stops shall have keepers capable of holding the gate leaf in the open position.

M. A No. 7 gauge zinc coated tension wire shall be used at the bottom of the fabric terminated with bank clips at corner and gatepost, conforming to ASTM A444 Type II.

N. A six-inch by 1/2-inch diameter eyebolt to hold tension wire shall be placed at the line posts.

O. Stretcher bars shall be 3/16-inch by 3/4-inch or have equivalent cross-sectional area, and conform to ASTM F526, having a minimum zinc coating of 1.25 oz/sq. ft.

P. All corner gate and panels shall have a 3/8-inch truss rod with tumbuckles.

Q. All posts except gateposts shall have a combination cap and barbed wire supporting arm. Gateposts shall have a dome cap.

R. Other hardware includes but may not be limited to the clips, band clips and tension band clips.

S. Barbed wire gate guards shall be fitted with dome caps.

T. Barbed wire support arms shall be cast iron with set bolt and lock wire in the arm.

U. All caps shall be cast steel.

V. Where the use of concertina has been specified, 24-inch diamter coil barbed tape, stainless steel, cyclone fence model gap to Type III shall be furnished. It shall be supported above the top rail by use of six wire barbed wire arms positioned atop each line/center post.

5. THE REQUIRED STRUCTURAL FILL OPERATIONS

A. The structural fill material shall be placed in lifts not exceeding six inches in loose thickness.

B. Each layer of structural fill material placed shall be compacted to a minimum of 95% of maximum density obtainable by ASTM compaction test designation D-337-64T for cohesive fill or 75% relative as determined by ASTM D-2049-64T for cohesionless fill, whichever is greater.

C. The final grade of structural fill for all footings shall be capable of supporting the design soil bearing pressure load of 3,000 lbs. per square foot minimum.

G. Place fill or stone in six inch maximum lifts and compact before placing next lift.

H. The top surface course shall extend a minimum of six inches beyond the site fence and shall cover the area as indicated.

I. Apply riprap gravel to the slopes of all fenced areas and parking areas and all other slopes greater than 2:1.

J. Apply seed, fertilizer and straw cover to all other disturbed areas, ditches, drainage and swales not otherwise riprapped.

K. Apply seed and fertilizer to surface conditions which will encourage rooting. Rake areas to be seeded to even the surface and loosen the soil.

L. Sow seed in two directions to twice the quantity recommended by the seed producer.

6. SUBMITTALS

A. Manufacturer's descriptive literature.

B. Certificate or statement of compliance with the specifications.

7. SEQUENCING

If the site has been brought up to surface course elevation prior to the fence construction, fence post excavation spoils must be controlled to preclude contamination of said surface course.

8. SUBMITTALS

A. Manufacturer's descriptive literature.

B. Certificate or statement of compliance with the specifications.

2.25
PART 3 - EXECUTION

1. INSPECTION
   To confirm proper depth and diameter of post hole excavations, all post holes will be excavated as per construction documents.

2. INSTALLATION
   A. Foundations shall have a minimum six-inch concrete cover under post.
   B. All fence posts shall be vertically plumb plus/minus one-quarter inch.
   C. At corner posts, gatelposts and sides of gate frame, fabric shall be attached with stretcher and tension band-clips at fifteen inch intervals.
   D. At line posts, fabric shall be attached with band-clips at fifteen inch intervals.
   E. Fabric shall be attached to brace rails, tension wire and truss rods with tie clips at two foot intervals.
   F. A maximum gap of two inches will be permitted between the chain link fabric and the final grade.
   G. Gate shall be installed so locks are accessible from both sides.
   H. Gate hinge bolts shall have their threads peened or welded to prevent unauthorized removal.

3. PROTECTION
   Upon completion of erection, inspect fence material and paint field cuts or galvanizing breaks with zinc-based paint, color to match the galvanized material.

   Applicable Standards:
   ASTM-A120 Specification for pipe, steel black and hot-dipped, zinc coated (galvanized) welded and seamless.
   ASTM-A123 Zinc (hot-dipped galvanized) coated steel chain link fence fabric.
   ASTM-A153 Specification for zinc coating (hot-dip) on iron and steel hardware.
   ASTM-A533 Specification for steel sheet zinc coated (galvanized) by the hot-dipped process.
   ASTM-A553 Specification for aluminum coated steel barbed wire.
   Federal Specification RR-F-191 Fencing Wire and Post Metal (and Gates, Chain Link Fence Fabric and Accessories)

   ELECTRICAL
   1. Contractor shall review the contract documents prior to the ordering of the electrical equipment and starting the actual construction. Contractor shall issue a written notice of all findings to the architect listing any discrepancies or conflicting information.
   2. Verify exact locations and mounting heights of electrical equipment with owner prior to installation.
   3. All materials and equipment shall be new and in good working condition when installed and shall be of the best grade and of the same manufacture throughout for each class or group of equipment. Materials shall be listed "J" where applicable. Materials shall meet with approval of all governing bodies having jurisdiction. Materials shall be manufactured in accordance with applicable standards established by ANSI, NEMA, NSFU and "UL" listed.
   4. All conduit shall have a pull string.
   5. Provide Project Manager with one set of complete electrical "As Installed" drawings at the completion of the job showing actual dimensions, routing and circuits.
   6. The entire electrical installation shall be grounded as required by IBC, NEC and all applicable codes.
   7. Patch, repair and paint any area that has been damaged in the course of the electrical work.
   8. Wire and cable conductors shall be copper 600 amp, type THHN or THWN with a minimum size of 52 AWG color-coded. All rectifier drops shall be stranded to accept crimp connectors.
   9. All chemical ground rods shall be "UL" approved.
   10. Meter socket amperes, voltage, number of phases shall be as noted on the drawings, manufactured by Milbank or approved equal and shall be utility company approved.

11. CONDUIT
   A. Electrical metallic tubing shall have UL label; fitting shall be gland ring compression type.
   B. Flexible metallic conduit shall have UL listed label and may be used where permitted by code. Fittings shall be "Jake" or "Squeeze" type. All flexible conduits shall have full length ground wire.
   C. All underground conduit shall be PVC Schedule 40 with UV protection (unless noted otherwise) at a minimum depth of 24" below grade.
   12. Contractor to coordinate with utility company for connection of temporary and permanent power to the site. The temporary power and all hookup costs are to be paid by the contractor.

13. All electrical equipment shall be labeled with permanent engraved plastic labels with white on blue background lettering (minimum letter height shall be 1/4"). Nameplates shall be fastened with stainless steel screws, not adhesive.

14. GROUNDING ELECTRODE SYSTEM
   A. PREPARATION
      i. Surface Preparation:
         All connections shall be made to bare metal. All painted surfaces shall be field inspected and modified to ensure proper contact. No washers are allowed between the items being grounded. All connections are to have a non-oxidizing agent applied prior to installation.
      ii. Ground Bar Preparation:
         All copper ground bars shall be cleaned, polished and a non-oxidizing agent applied. No fingerprints or discolored copper will be permitted.
      iii. All grounding conductors shall run through seal tight wherever conductors run through walls, floors or ceilings. If conductors must run through EMU, both ends of conduit shall be grounded. Seal both ends of conduit with silicone caulk.
   B. GROUND BARS
      i. All ground bars shall be 1¼" thick copper and of size indicated on drawings.
   C. EXTERNAL CONNECTIONS
      i. All grounding connections shall be made by the exothermic weld process. Connections shall include all cable, splicers, tee's, x's, etc. All cable to ground rods, ground rod splices and lightning protection systems are to be as indicated. All materials used (molds, welding metal, tools, etc.) shall be cadweld and installed per manufacturer's recommended procedures.
   D. GROUND RODS
      i. All ground rods shall be 5/8" diameter by 10'-0" long "copperweld" or approved equal of the number and locations indicated.
      ii. Ground rods shall be driven full length vertically in undisturbed earth.
   E. GROUND CONDUCTORS
      i. All ground conductors shall be standard tinned, solid bare copper, annealed and size indicated on drawings.
   F. GROUND RING
      i. The external ground ring encircling the tower (if applicable) and future carrier shall be minimum size of No. 2 AWG solid tinned, bare copper conductor in direct contact with the earth at a depth specified on plan sheets and details. Conductor bends shall have a minimum bending radius of eight inches.
      ii. All external ground rings are to be joined together and all connections must be cadwelded. No lugs or clamps will be accepted.
   G. FENCE / GATE
      i. Ground each gatepost, corner post and gate as indicated on drawing. Ground connections to fence posts and all other connections for the ground grid system shall be made by exothermic weld process and installed per manufacturer's recommendations and procedures and sprayed and cold-galvanized paint.

   PROJECT NO: 1588
   PROJECT NAME: PINE STREET
   DRAWN BY: SAMUEL T. CURTIS, P.E.
   OKLAHOMA LIC. NO. 22174
   DESCRIPTION: APPROVAL
   0
August 2, 2022

Scot Tinker
Hemphill Towers

Re: Training Tower

Scot, Good Morning!

As discussed over the phone if Hemphill has the ability to install a guyed tower on their property, RAKM Tower Rescue would like to partner and utilize that tower as an additional training tower for the telecom industry.

As you are aware, we are a national training company and currently own or partner with companies to have training towers in several key states around the country. A guyed tower in Tulsa Oklahoma would be a huge benefit for the industry and our company.

Please keep me posted as to when this tower could be used, as we would like to schedule training ASAP.

Sincerely,

Rick Flynt
President/Owner
RAKM Tower Rescue
Fort Worth, Texas
214-497-2121
rick.flynt@rakmlc.com
ZONING CLEARANCE PLAN REVIEW

July 22, 2022

LOD Number: 1
Ralph Wyngarden
678 Front Ave. NW, Suite 255
Grand Rapids, MI
Phone: 616-490-9804

APPLICATION NO: BLDC-123397-2022
(PLEASE REFERENCE THIS NUMBER WHEN CONTACTING OUR OFFICE)
Location: 1388 N. New Haven
Description: Wireless Communication Facility

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:

1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)
4. BOARD OF ADJUSTMENT APPROVAL DOCUMENTS, IF RELEVANT

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED AT
175 EAST 2nd STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601.
THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. IF A DESIGN PROFESSIONAL IS INVOLVED, HIS/HER LETTERS, SKETCHES, DRAWINGS, ETC. SHALL BEAR HIS/HER OKLAHOMA SEAL WITH SIGNATURE AND DATE.

2. SUBMIT TWO (2) SETS OF DRAWINGS IF SUBMITTED USING PAPER, OR SUBMIT ELECTRONIC REVISIONS IN “SUPPORTING DOCUMENTS”, IF ORIGINALLY SUBMITTED ON-LINE, FOR REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED WITH CLOUDS AND REVISION MARKS.

3. INFORMATION ABOUT ZONING CODE, INDIAN NATION COUNCIL OF GOVERNMENT (INCOG), BOARD OF ADJUSTMENT (BOA), AND TULSA METROPOLITAN AREA PLANNING COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT
2 W. 2nd ST., 8th FLOOR, TULSA, OK, 74103, PHONE (918) 584-7526.

4. A COPY OF A “RECORD SEARCH” IS NOT INCLUDED WITH THIS LETTER. PLEASE PRESENT THE “RECORD SEARCH” ALONG WITH THIS LETTER TO INCOG STAFF AT TIME OF APPLYING FOR BOARD OF ADJUSTMENT ACTION AT INCOG. UPON APPROVAL BY THE BOARD OF ADJUSTMENT, INCOG STAFF WILL PROVIDE THE APPROVAL DOCUMENTS TO YOU FOR IMMEDIATE SUBMITTAL TO OUR OFFICE. (See revisions submittal procedure above.)

(continued)
REVIEW COMMENTS

SECTIONS REFERENCED BELOW ARE FROM THE CITY OF TULSA ZONING CODE TITLE 42 AND CAN BE VIEWED AT

BLDC-123397-2022  1388 N. New Haven

Note: Staff review comments may sometimes identify compliance methods as provided in the Tulsa Zoning Code. The permit applicant is responsible for exploring all or any options available to address the noncompliance and submit the selected compliance option for review. Staff review makes neither representation nor recommendation as to any optimal method of code solution for the project. Requests for variances from the Board of Adjustment require proof of a hardship per Section 70.130.

This letter of deficiencies covers Zoning plan review items only. You may receive additional letters from other disciplines such as Building or Water/Sewer/Drainage for items not addressed in this letter. A hard copy of this letter is available upon request by the applicant.

Please Notify Plans Examiner By Email When You Have Submitted A Revision. If you originally submit paper plans, revisions must be submitted as paper plans. If you submit online, revisions must be submitted online.

1. Sec. 40.420 E 2. Towers and antennas are subject to all of the following requirements:
   a. Towers and antennas must be designed to blend into the surrounding environment through the use of color, galvanizing, or camouflaging architectural treatment, except in instances where the color is dictated by federal or state authorities, such as the Federal Aviation Administration.
   b. Except in IM and IH zoning districts, communication towers must be of a monopole design unless the board of adjustment approves, by special exception, an alternative design that they determine would better blend into the surrounding environment or that the required antennas cannot be supported by a monopole.
   c. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a color that closely matches or complements the color of the supporting structure, so as to make the antenna and related equipment as visually unobtrusive as possible.

Review comment: The proposed tower is located in IL zoned district and is not a monopole design, which requires a Special Exception, reviewed and approved by the Board of Adjustment (BOA). Contact Austin Chapman, Board of Adjustment Administrator, at achapman@incog.org or 918-584-7526.

2. Sec 40.420-F 1. Applicability The regulations of this subsection (40.420-F) apply to all antennas and towers that require special exception approval. 2. Factors to be Considered a. In addition to any other applicable requirements, the following factors must be considered in a decision to approve or deny special exception approval for a tower: (1) Height of the proposed tower; (2) Proximity of the tower to residential structures, residential district boundaries and existing towers; (3) Nature of uses on adjacent and nearby properties; (4) Surrounding topography; (5) Surrounding tree coverage and foliage; (6) Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness; (7) The total number and size of antennas proposed and the ability of the proposed tower to accommodate co-location; (8) Architectural design of utility buildings and accessory structures to blend with the surrounding environment; (9) Proposed ingress and egress; (10)The need for a tower within the immediate geographic area to provide an acceptable level of communications service to the area; (11)The size of the tract and the most likely future development as indicated by the comprehensive plan, planned infrastructure, topography and other physical considerations.

4. Landscaping The following requirements govern landscaping surrounding towers that require special exception approval; provided that the board of adjustment may modify or waive such requirements by special exception. a. Tower facilities must be landscaped with a continuously maintained buffer of plant materials that effectively screens the view of the tower compound from
property within 300 feet used or zoned for residential purposes. The standard buffer requirement consists of a landscaped strip with a minimum width of 4 feet outside the perimeter of the compound.

Review comment: The proposed tower is located within 300 feet of a residential zoned district. Provide landscaping as required in this section.

Note: All references are to the City of Tulsa Zoning Code. Link to Zoning Code: [http://tulsaplanning.org/plans/TulsaZoningCode.pdf](http://tulsaplanning.org/plans/TulsaZoningCode.pdf)

Please notify the reviewer via email when your revisions have been submitted

END – ZONING CODE REVIEW

NOTE: THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A ZONING CLEARANCE PERMIT.
Case Number: BOA-23430
Hearing Date: 09/27/2022

Case Report Prepared by:
Austin Chapman

Owner and Applicant Information:
Applicant: Amy Wightman
Property Owner: Mohamad K And Daad Soukieh,

Action Requested: Special Exception to permit Moderate-Impact Medical Marijuana processing (Moderate-impact Manufacturing & Industry Use) in the IL district (Sec. 15.020, Table 15-2)

Location Map:

Additional Information:
Present Use: Medical Marijuana Grow
Tract Size: 2.8 acres
Location: 905 S. Hudson Ave. E.
Present Zoning: IL
BOARD OF ADJUSTMENT
CASE REPORT

STR: 9303
CD: 3

HEARING DATE: 09/27/2022

APPLICANT: Amy Wightman

ACTION REQUESTED: Special Exception to permit Moderate-Impact Medical Marijuana processing (Moderate-impact Manufacturing & Industry Use) in the IL district (Sec. 15.020, Table 15-2)

LOCATION: 905 S. Hudson Ave E.

PRESENT USE: Medical Marijuana Grow

ZONED: IL

TRACT SIZE: 122090.47 SQ FT

LEGAL DESCRIPTION: BLK 67 & S30.43 VAC ST ADJ ON N THEREOF LESS S200 THEREOF BLK 67, GLENHAVEN CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

RELEVANT PREVIOUS ACTIONS:

Subject property:

Z-7492: On 10.23.19 the City Council approved a re-zoning from CH to IL with an optional development plan to permit Medical Marijuana Cultivation. The development plan does not permit Industrial uses.

Z-7492-1: On 09.21.22 the Tulsa Metropolitan Area Planning commission will hear a minor a amendment to the Development to allow Moderate-impact manufacturing and Industry uses if approved as a Special Exception. Should this item be continued or otherwise not heard on this date staff will request a continuance of BOA-23430.

RELATIONSHIP TO THE COMPREHENSIVE PLAN: The Tulsa Comprehensive Plan identifies the subject property as part of an “Employment” Land Use” Designation and an “Area of Growth”.

Employment areas contain office, warehousing, light manufacturing and high tech uses such as clean manufacturing or information technology. Sometimes big-box retail or warehouse retail clubs are found in these areas. These areas are distinguished from mixed-use centers in that they have few residences and typically have more extensive commercial activity. Employment areas require access to major arterials or interstates. Those areas, with manufacturing and warehousing uses must be able to accommodate extensive truck traffic, and rail in some instances. Due to the special transportation requirements of these districts, attention to design, screening and open space buffering is necessary when employment districts are near other districts that include moderate residential use.

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.
STAFF ANALYSIS: The applicant is requesting to allow a Special Exception to permit Moderate-Impact Medical Marijuana processing (Moderate-impact Manufacturing & Industry Use) in the IL district (Sec. 15.020, Table 15-2)

2. Moderate-Impact Medical Marijuana Processing Facility
An establishment in which the preparation, manufacture, processing or packaging of medical marijuana products by the holder of a medical marijuana processor license issued by the Oklahoma State Department of Health is conducted, in accordance with the terms of such license, and in which extraction processes are limited to use of non-flammable substances such as carbon dioxide, and to food-based and water-based extraction.

Medical marijuana uses are subject to the supplemental regulations of Sec. 40.225 of the Zoning Code:

<table>
<thead>
<tr>
<th>Section</th>
<th>Medical Marijuana Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.225-A</td>
<td>A medical marijuana grower operation must be located inside an enclosed building.</td>
</tr>
<tr>
<td>40.225-B</td>
<td>A medical marijuana processing facility, whether moderate-impact or high-impact, must be located inside an enclosed building.</td>
</tr>
<tr>
<td>40.225-C</td>
<td>A medical marijuana dispensary must be located inside an enclosed building.</td>
</tr>
<tr>
<td>40.225-D</td>
<td>A medical marijuana dispensary may not be located within 1,000 feet of another medical marijuana dispensary.</td>
</tr>
<tr>
<td>40.225-E</td>
<td>Drive-through windows and drive-through lanes are prohibited for medical marijuana grower operations, processing facilities, and research facilities.</td>
</tr>
<tr>
<td>40.225-F</td>
<td>Medical marijuana grower operations, processing facilities and dispensaries must provide the following:</td>
</tr>
<tr>
<td></td>
<td>1. A ventilation/air filtration system that prevents odor from being detectable at the boundaries of the lot within which the building housing the medical marijuana grower operation, processing facility or dispensary is located, except that if such use is located in multiple-tenant buildings, the ventilation/air filtration system must prevent odor from being detectable outside the tenant space housing the use.</td>
</tr>
<tr>
<td></td>
<td>2. An electronic security system and surveillance camera.</td>
</tr>
<tr>
<td>40.225-G</td>
<td>Medical marijuana grower operations, processing facilities, dispensaries and research facilities must be conducted and maintained in compliance with the license issued by the Oklahoma State Department of Health and in compliance with Oklahoma law, including but not limited to all applicable statutes, rules and regulations.</td>
</tr>
</tbody>
</table>

Chapter 40 | Supplemental Use and Building Regulations
Section 40.225 | Medical or Mineral Processing

40.225-H No medical marijuana grower operation, processing facility, dispensary or research facility shall be permitted or maintained unless there exists a valid license issued by the Oklahoma State Department of Health for the particular use at the particular location.

40.225-I The separation distance required under Section 40.225-D must be measured in a straight line between the nearest perimeter walls of the buildings (or portion of the building, in the case of a multiple-tenant building) occupied by the dispensaries. The separation required under Section 40.225-D shall not be applied to limit the location of a medical marijuana dispensary for which a license was issued by the Oklahoma State Department of Health prior to December 1, 2018 for the particular location.
The proposed use will occupy a tenant space on the southeast corner of the property labeled Suite D on the site plan.

**SAMPLE MOTION:** Move to _________ (approve/deny) a **Special Exception** to permit Moderate-Impact Medical Marijuana processing (Moderate-impact Manufacturing & Industry Use) in the IL district (Sec. 15.020, Table 15-2)

- Per the Conceptual Plan(s) shown on page(s) _____ of the agenda packet.
- Subject to the following conditions (including time limitation, if any):
  
  

The Board finds that the requested Special Exception will be in harmony with the spirit and intent of the Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
Subject property

Facing North on Hudson Ave.
3. **Z-7499 David Henke** (CD 4) Location: East of the northeast corner of East 10th Street South and South Peoria Avenue rezoning from RS-4 to CH (withdrawn by applicant)

****************************

4. **Z-7489 Kyle Gibson** (CD 4) Location: Northwest corner of East 5th Street South and South Norfolk Avenue rezoning from IL and RM-2 to CH (Continued from July 17, 2019 and August 21, 2019 and September 4, 2019) (withdrawn by applicant)

****************************

Mr. Covey addressed the continuance of item 6.

6. **Z-7498 Malcolm Rosser** (CD 6) Location: South of the southeast corner of East 11th Street South and East Skelly Drive rezoning from CS to IL with optional development plan (Continued to October 16, 2019)

The applicant indicated his agreement with staff's recommendation.

There were no interested parties wishing to speak.

TMAPC Action; 9 members present:

On MOTION of REEDS, TMAPC voted 9-0-0 (Covey, Fothergill, Kimbrel, McArtor, Ray, Reeds, Ritchey, Van Cleave, Walker, "aye"; no "nays"; none "abstaining"; Doctor, Shivel, "absent") to CONTINUE Item 6 to October 16, 2019.

****************************

5. **Z-7492 Mohamad Soukieh** (CD 5) Location: North of the northeast corner of South Hudson Avenue and East 11th Street South requesting rezoning from CH to IM (Continued from August 7, 2019 and September 4, 2019) with optional development plan

**STAFF RECOMMENDATION:**

**SECTION I: Z-7492**

DEVELOPMENT CONCEPT: Horticulture nursery uses are only allowed in AG, IL, IM and IH zoning districts. No options exist in the zoning code to use existing buildings in any of the commercially zoned districts for an indoor Horticulture Nursery. The rezoning request is to allow an indoor growing facility inside an existing building.
The applicant has indicated, in the narrative included with this report, that they will be taking measures to assure the security of the facility as well as those to mitigate any impacts from the growing operation.

SECTION II: Optional Development Plan Standards:

Z-7492 with the optional development plan standards will conform to the provisions of the Tulsa Zoning Code for development in an IL district and its supplemental regulations except as further refined below. All uses categories, subcategories or specific uses and residential building types that are not listed in the following permitted uses categories are prohibited:

PERMITTED USE CATEGORIES

i. PUBLIC, CIVIC, AND INSTITUTIONAL
   Safety Service

ii. COMMERCIAL
   Animal Service (includes all specific uses)
   Broadcast or Recording Studio
   Commercial Service (includes all permitted specific uses)
   Financial Services (includes all specific uses)
   Funeral or Mortuary Service
   Office (includes all specific uses)
   Parking, Non-accessory
   Restaurant
   Retail Sales (includes all specific uses)
   Self-service Storage Facility
   Studio, Artist, or Instructional Service
   Trade School
   Vehicle Sales and Service
      Commercial vehicle repair/maintenance
      Commercial vehicle sales/rentals
      Fueling Station
      Personal vehicle repair and maintenance
      Personal vehicle sales and rentals
      Vehicle parts and supply sales
      Vehicle body and paint finishing shop

iii. WHOLESALE, DISTRIBUTION AND STORAGE
    Warehouse
    Wholesale Sales and Distribution

iv. RECYCLING
    Consumer Material Drop-off Station

v. AGRICULTURAL
    Community Garden
    Farm, Market- or Community-supported
    Horticulture Nursery
vi. OTHER
  Drive-in or Drive-through Facility (as a component of an
  allowed principal use)

DETAILED STAFF RECOMMENDATION:

Uses that may be allowed in an IM district are not consistent with the expected
development in the area and,

IM zoning allows low-impact manufacturing and industry uses that may be
considered injurious to the surrounding properties,

All Industrial uses are prohibited, except for those within the Agricultural use
category;

IL zoning with an optional development plan would be non-injurious to the
surrounding properties and would be more consistent with the expected
development in the area.

Staff recommends denial of Z-7492 to rezone property from CH to IM and
approval of rezoning from CH to IL with an optional development plan.

SECTION III: Supporting Documentation

RELATIONSHIP TO THE COMPREHENSIVE PLAN:

Staff Summary: IM zoning may be consistent with the employment land
use designation in the comprehensive plan however there is no industrial
zoning or industrial use opportunities in the area. IL zoning with and
optional development plan would be compatible, as well, while remaining
less injurious to the surrounding properties.

Land Use Vision:

Land Use Plan map designation is Employment.

Employment areas contain office, warehousing, light manufacturing and
high tech uses such as clean manufacturing or information technology.
Sometimes big-box retail or warehouse retail clubs are found in these
areas. These areas are distinguished from mixed-use centers in that they
have few residences and typically have more extensive commercial
activity.

Employment areas require access to major arterials or interstates. Those
areas, with manufacturing and warehousing uses must be able to
accommodate extensive truck traffic, and rail in some instances. Due to the special transportation requirements of these districts, attention to design, screening and open space buffering is necessary when employment districts are near other districts that include moderate residential use.

Areas of Stability and Growth designation: Area of Growth

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

Areas of Growth are found throughout Tulsa. These areas have many different characteristics but some of the more common traits are close proximity to or abutting an arterial street, major employment and industrial areas, or areas of the city with an abundance of vacant land. Also, several of the Areas of Growth are in or near downtown. Areas of Growth provide Tulsa with the opportunity to focus growth in a way that benefits the City as a whole. Development in these areas will provide housing choice and excellent access to efficient forms of transportation including walking, biking, transit, and the automobile.

Transportation Vision:

Major Street and Highway Plan: None

Trail System Master Plan Considerations: none

Small Area Plan: None

Special District Considerations: The south portion of this lot is included in the RT 66 overlay. That overlay does not provide use opportunities and is limited to allowing signage that cannot be implemented in the rest of the city.

Historic Preservation Overlay: None

DESCRIPTION OF EXISTING CONDITIONS:
Staff Summary: The subject tract is a parking lot and car repair facility.

Environmental Considerations: None

Streets:

<table>
<thead>
<tr>
<th>Exist. Access</th>
<th>MSHP Design</th>
<th>MSHP R/W</th>
<th>Exist. # Lanes</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Hudson</td>
<td>Collector</td>
<td>60 feet</td>
<td>2</td>
</tr>
</tbody>
</table>

Utilities:

The subject tract has municipal water and sewer available.

Surrounding Properties:

<table>
<thead>
<tr>
<th>Location</th>
<th>Existing Zoning</th>
<th>Existing Land Use Designation</th>
<th>Area of Stability or Growth</th>
<th>Existing Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>RM-2</td>
<td>Employment</td>
<td>Growth</td>
<td>Single family</td>
</tr>
<tr>
<td>East</td>
<td>CH</td>
<td>Employment</td>
<td>Growth</td>
<td>Transitional Housing</td>
</tr>
<tr>
<td>South</td>
<td>CH</td>
<td>Employment</td>
<td>Growth</td>
<td>Used Car Lot</td>
</tr>
<tr>
<td>West</td>
<td>CH</td>
<td>Employment</td>
<td>Growth</td>
<td>Car lot and auto repair</td>
</tr>
</tbody>
</table>

SECTION III: Relevant Zoning History

ZONING ORDINANCE: Ordinance number 11816 dated June 26, 1970 established zoning for the subject property.

Subject Property:

BOA-19647 August 2003: The Board of Adjustment approved a special exception for Use Unit 20 (Commercial Recreation: Intensive) for conducting Motorcycle Safety Foundation approved rider safety courses subject to conditions, located on subject property.

BOA-15586 November 1990: The Board of Adjustment approved a special exception to permit off-street parking in an RM-2 zoned district, per plan submitted, located on subject property.

Surrounding Property:

BOA-20815 January 2008: The Board of Adjustment approved a special exception to permit fixture assembly and manufacturing (Use Unit 25) in a
CH District; a special exception to permit required parking on a lot other than the one containing the principal use, subject to conditions, on property located West of the Northwest corner of East 11th Street and South Hudson Avenue.

**BOA-17761 July 1997:** The Board of Adjustment approved a special exception to permit a lodge in an RM-1 District, per plan submitted, on property located at the Northeast corner of South Joplin Avenue and East 9th Street South.

**BOA-6545 January 1970:** The Board of Adjustment approved an exception to permit extending a nonconforming use (manufacturing of fixtures) in a U-3E district, subject to the plot plan, on property located North of the Northwest corner of East 11th Street South and South Hudson Avenue.

**BOA-5911 May 1968:** The Board of Adjustment approved an exception to permit a service station canopy to extend 12' 6" over into the major street setback requirements in a U-3E district, subject to the execution of a right-of-way removal agreement, on property located at the Southeast corner of East 11th Street South and South Hudson Avenue.

**TMAPC Comments:**
Ms. Kimbrel asked if staff could explain what an optional development plan does.

Staff stated they started with the basic requirements of the zoning and decide if an optional development plan is feasible for this application. Staff stated the optional development plan can restrict uses but it can't lessen the restrictions. Staff stated the uses are then looked at to decide which ones would be injurious to the area and eliminate those from being used.

**Applicant Comments:**
**Steve Soukieh** 9907 South 93rd East Place, Tulsa, OK 74133

Mr. Soukieh stated he would like to thank the Commission for giving him this opportunity as well as staff for their hard work on this. Mr. Soukieh stated he has owned the subject property for over 20 years and built the existing building in 2005. He stated the intent was to rent it out for more of a commercial use instead of a mechanic shop but that's mostly the type of interest that they have had in that area. Mr. Soukieh stated a few years ago the building was rented to a mechanic shop and he has cars stored on the property. Mr. Soukieh stated there are four units in the building and three are vacant. He stated when medical marijuana was approved, he was approached multiple times by different growers to rent the space and because of the zoning he was not allowed that use so the hope is to be able to use that building for marijuana cultivation and employ more people in the area. Mr. Soukieh stated moving away from all the cars will make it...
a nice area. He stated as far as security concerns the law states there has to be camera systems and 24-hour monitoring so that will be installed. Mr. Soukieh stated the property has a chain link fence with a rail all the way around it. He stated there will be carbon filters in the ventilation system for the smell. Mr. Soukieh stated he is hoping to get the zoning change approved.

Mr. Reeds asked if the growth will be inside and outside.

The applicant stated all indoors.

Mr. Reeds asked if there is an apartment building to the east.

The applicant stated he wasn’t sure how it is classified but it’s more of a homeless shelter ran by the Day Center.

Ms. Kimbrel asked if the applicant had talked to any neighboring residents or other community organizations or businesses in the area.

The applicant stated he had talked briefly with the Salvation Army.

Mr. Covey asked if the applicant owned the property to the south.

Mr. Soukieh stated he owned the property to the south and the east of the subject property.

Mr. Covey asked if the intent was to build a new facility.

Mr. Soukieh stated no, it was to use the existing building.

There were no interested parties wishing to speak.

TMAPC Action; 9 members present:
On MOTION of McARTOR, TMAPC voted 9-0-0 (Covey, Fothergill, Kimbrel, McArtor, Ray, Reeds, Ritchey, Van Cleave, Walker, “aye”; no “nays”; none “abstaining”; Doctor, Shivel, “absent”) to recommend APPROVAL of rezoning from CH to IL with optional development plan for Z-7492 per staff recommendations.

Legal Description Z-7492:
BLK 67 & S30.43 VAC ST ADJ ON N THEREOF LESS S200 THEREOF BLK 67, GLENHAVEN

***************

7. CZ-491 Christina Wilson (County) Location: West of the southwest corner of West 21st Street South and South 49th West Avenue rezoning from CS to IL
ZONING CLEARANCE PLAN REVIEW

July 28, 2022

Phone: 317-363-8879

LOD Number: 1
Amy Wightman
3705 S. Tamarack Ave.
Broken Arrow, OK

APPLICATION NO: COO-123333-2022
(PLEASE REFERENCE THIS NUMBER WHEN CONTACTING OUR OFFICE)
Location: 905 S. Hudson Ave.
Description: Medical Marijuana Moderate-impact Processing Facility

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:

1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)
4. BOARD OF ADJUSTMENT APPROVAL DOCUMENTS, IF RELEVANT

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED AT 175 EAST 2nd STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601.
THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. IF A DESIGN PROFESSIONAL IS INVOLVED, HIS/HER LETTERS, SKETCHES, DRAWINGS, ETC. SHALL BEAR HIS/HER OKLAHOMA SEAL WITH SIGNATURE AND DATE.

2. SUBMIT TWO (2) SETS OF DRAWINGS IF SUBMITTED USING PAPER, OR SUBMIT ELECTRONIC REVISIONS IN “SUPPORTING DOCUMENTS.” IF ORIGINALLY SUBMITTED ON-LINE, FOR REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED WITH CLOUDS AND REVISION MARKS.

3. INFORMATION ABOUT ZONING CODE, INDIAN NATION COUNCIL OF GOVERNMENT (INCOG), BOARD OF ADJUSTMENT (BOA), AND TULSA METROPOLITAN AREA PLANNING COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT 2 W. 2nd ST., 8th FLOOR, TULSA, OK, 74103, PHONE (918) 584-7526.

4. A COPY OF A “RECORD SEARCH” [X IJS I JS NOT INCLUDED WITH THIS LETTER. PLEASE PRESENT THE “RECORD SEARCH” ALONG WITH THIS LETTER TO INCOG STAFF AT TIME OF APPLYING FOR BOARD OF ADJUSTMENT ACTION AT INCOG. UPON APPROVAL BY THE BOARD OF ADJUSTMENT, INCOG STAFF WILL PROVIDE THE APPROVAL DOCUMENTS TO YOU FOR IMMEDIATE SUBMITTAL TO OUR OFFICE. (See revisions submittal procedure above.).

(continued)
Note: Staff review comments may sometimes identify compliance methods as provided in the Tulsa Zoning Code. The permit applicant is responsible for exploring all or any options available to address the noncompliance and submit the selected compliance option for review. Staff review makes neither representation nor recommendation as to any optimal method of code solution for the project. Requests for variances from the Board of Adjustment require proof of a hardship per Section 70.130.

This letter of deficiencies covers Zoning plan review items only. You may receive additional letters from other disciplines such as Building or Water/Sewer/Drainage for items not addressed in this letter. A hard copy of this letter is available upon request by the applicant.

Please Notify Plans Examiner By Email When You Have Submitted A Revision. If you originally submit paper plans, revisions must be submitted as paper plans. If you submit online, revisions must be submitted online.

1. Sec.15.020 Table 15-2: The proposed Medical Marijuana Processing is designated a Industrial/Moderate-Impact Manufacturing and Industry/Moderate-Impact Medical Marijuana Processing Facility Use and is located in an IL zoned district. This will require a Special Exception approved by the BOA.

Review comment: Submit a Special Exception reviewed and approved by the BOA, per Sec.70.120, to allow a Industrial/Moderate-Impact Manufacturing and Industry/Moderate-Impact Medical Marijuana Processing Facility in an IL zoned district.

Note: All references are to the City of Tulsa Zoning Code. Link to Zoning Code: http://tulsaPlanning.org/plans/TulsaZoningCode.pdf

Please notify the reviewer via email when your revisions have been submitted.
**Case Number:** BOA-23432  
**Hearing Date:** 09/27/2022 1:00 PM

<table>
<thead>
<tr>
<th>Case Report Prepared by:</th>
<th>Owner and Applicant Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Chapman</td>
<td>Applicant: Marketta Rowe</td>
</tr>
<tr>
<td></td>
<td>Property Owner: Tana Parks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action Requested:</th>
<th>Additional Information:</th>
</tr>
</thead>
</table>
| Special Exception to allow a manufactured housing unit in the AG District (Sec. 25.020-D, Table 25-1.5); Special Exception to extend the one-year time limit to allow the Manufactured Housing Unit permanently (Sec.40.210-A) | Present Use: AG  
Tract Size: 5.11 acres  
Location: 1710 E. 48 ST. N.  
Present Zoning: AG |
BOA-23432

20-13 7

0 300 600 Feet

SUBJECT TRACT

CS
OL
RS-3
AG
RM-2
AG
HNO

E 46TH ST N
E 51ST PL N
E 50TH PL N
E 49TH ST N
E 48TH ST N
E 47TH PL N
E 44TH ST N
E 43RD ST N
E 53RD ST N
E 52ND ST N
E 51ST ST N
N PEORIA AVE
N WHEELING AVE
N ROCKFORD AVE
N ST LOUIS AVE
N TRENTON AVE
N TROOST AVE
N VICTOR AVE
N YORKTOWN AVE
N ZUNIS AVE
N TROOST AVE
N ZUNIS AVE
N YORKTOWN AVE
N ZUNIS AVE
N YORKTOWN AVE
N ZUNIS AVE
BOA-23432

Subject Tract

20-13 7

Aerial Photo Date: 2020/2021

Note: Graphic overlays may not precisely align with physical features on the ground.

0 50 100 Feet

4.4
BOARD OF ADJUSTMENT
CASE REPORT

STR: 199
CD: 1
HEARING DATE: 09/27/2022 1:00 PM

APPLICANT: Marketta Rowe

ACTION REQUESTED: Special Exception to allow a manufactured housing unit in the AG District (Sec. 25.020-D, Table 25-1.5); Special Exception to extend the one-year time limit to allow the Manufactured Housing Unit permanently (Sec.40.210-A)

LOCATION: 1710 E. 48 St. N.  ZONED: AG

PRESENT USE: AG TRACT SIZE: 222562.02 SQ FT

LEGAL DESCRIPTION: BEG NWC SW SE TH E TO EL W/2 W/2 SW SE TH S712.11 W304.44 N737.43 POB LESS N25 &E25 FOR ST SEC 7 20 13, CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

RELEVANT PREVIOUS ACTIONS: None.

RELATIONSHIP TO THE COMPREHENSIVE PLAN: The Tulsa Comprehensive Plan identifies the subject property as part of a “New Neighborhood” and an “Area of Growth”.

The New Neighborhood designation is intended for new communities developed on vacant land. These neighborhoods are comprised primarily of single-family homes on a range of lot sizes but can include townhouses and low-rise apartments or condominiums. These areas should be designed to meet high standards of internal and external connectivity and shall be paired with an existing or new Neighborhood or Town Center.

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

STAFF ANALYSIS: The applicant is requesting a Special Exception to allow a manufactured housing unit in the AG District (Sec. 25.020-D, Table 25-1.5); Special Exception to extend the one-year time limit to allow the Manufactured Housing Unit permanently (Sec.40.210-A)
The site plan described a gravel construction entrance. The applicant has not requested any relief on the parking surface requirement and all parking area will need to be a dustless, all-weather material. There is an existing building on the property that appears to be the proposed manufactured housing. No Date of construction or elevation drawings have been provided for the proposed unit.

**SAMPLE MOTION:** Move to ________ (approve/deny) a Special Exception to allow a manufactured housing unit in the RS-3 district (Sec. 5.020, Table 5-2); Special Exception to extend the one-year time limit to allow the Manufactured Housing Unit permanently (Sec.40.210-A).

- Per the Conceptual Plan(s) shown on page(s) ______ of the agenda packet.
- Subject to the following conditions (including time limitation, if any):
  ________________________________

The Board finds that the requested Special Exception will be in harmony with the spirit and intent of the Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
Subject property

Facing South on N. Victor
**DEVELOPMENT SERVICES**  
175 EAST 2nd STREET, SUITE 450  
TULSA, OKLAHOMA 74103  

**ZONING CLEARANCE PLAN REVIEW**

LOD No. 2  
8/5/2022

Marketta Rowe  
301 W. 63rd Ct. N.  
Tulsa, OK 74126

**APPLICATION NO: BLDR-116828-2022**  
(Please reference this number when contacting our office)  
Project Location: 1710 E. 48th St. N.  
Description: Manufactured housing unit

---

**INFORMATION ABOUT SUBMITTING REVISIONS**

Our review has identified the following code omissions or deficiencies in the project application forms, drawings, and/or specifications. The documents shall be revised to comply with the referenced code sections.

**Revisions Need to include the following:**

1. A copy of this deficiency letter  
2. A written response as to how each review comment has been resolved  
3. The completed revised/additional plans form (see attached)  
4. Board of adjustment approval documents, if relevant

Revisions shall be submitted directly to the City of Tulsa Permit Center located at 175 East 2nd Street, Suite 450, Tulsa, Oklahoma 74103, phone (918) 596-9601. The City of Tulsa will assess a resubmittal fee. Do not submit revisions to the plans examiners.

**SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.**

---

**IMPORTANT INFORMATION**

1. Submit two (2) sets [4 sets if health department review is required] of revised or additional plans. Revisions shall be identified with clouds and revision marks.

2. Information about zoning code, Indian nation council of government (INCOG), board of adjustment (BOA), and Tulsa metropolitan area planning commission (TMAPC) is available online at [www.inco.org](http://www.inco.org) or at INCOG offices at 2 W. 2nd St., 6th floor, Tulsa, OK, 74103, phone (918) 584-7526.

3. A copy of a "record search" [isolated NOT included with this letter. Please present the "record search" along with this letter to INCOG staff at time of applying for board of adjustment action at INCOG. Upon approval by the board of adjustment, INCOG staff will provide the approval documents to you for immediate submittal to our office. (See revisions submittal procedure above.)

(continued)
1. **R106.2 Site plan or plot plan.** The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan where the application for permit is for alteration or repair or where otherwise warranted.

**Review Comment:** Please submit a site plan drawn to scale that provides all of the following information:

- Legal description of the property;
- Boundaries and dimensions of property drawn to scale, and names of bordering streets. All property lines must be shown;
- Drawing to scale with location, dimensions and identification of existing and proposed buildings, structures, driveways, and parking areas. Driveway dimensions need to be shown with length and width;
- Drawing to scale with distances from all property lines to the proposed building or structures, and the distance from the proposed work to the centerline of the street;
- Identify any easements and public rights of way;
- Include all architectural projections; i.e. stairs, porches, balconies, fireplaces, etc.;;
- Location of all utility service lines and meters;
- North arrow.

2. **Section 25.020-D, Table 25-1.5, Residential Building Types** Residential uses allowed in AG and AG-R districts must be located in residential buildings. Descriptions of the residential building types and references to applicable regulations are found in Section 35.010. The following residential building types are allowed in AG and AG-R districts.

**Review Comments:** Manufactured Housing Units are allowed in the AG district by special exception only. Apply for a Special Exception from the City of Tulsa Board of Adjustment (BOA) per Sec.70.120 to allow a Manufactured Housing Unit to be placed on this lot. Once you receive approval you will need to submit the approval documents to this office as a revision to your application for a building permit.

3. **55.090-A Applicability** The parking area design regulations of this section apply to all off-street parking lots for motor vehicles, whether containing required parking spaces or non-required parking spaces. You are required to provide 2 parking spaces on this lot per table 55-1.

**Review Comments:** Provide the required 2 parking spaces on this lot. Each parking space must be 8.5 feet by 18 feet on this lot, or one driveway 36' long by 8.5 feet wide. **Show the driveway/parking area on the lot, with dimensions.**

4. **55.090-F Surfacing.** All off-street drive and parking areas must be surfaced with a dustless, all-weather surface unless otherwise expressly stated in this zoning code. Pervious pavement or pervious pavement systems are allowed subject to the supplemental regulations of §55.090-F4. Parking area surfacing must be completed prior to initiation of the use to be served by the parking.

**Review Comments:** Revise site plan to indicate concrete or other approved dustless all-weather parking surface from the public street to the 2 required parking spaces.

The zoning review will resume after these modified plans are submitted. **Revise the site plan to show a concrete driveway with dimensions shown. Submit that site plan to the Board of Adjustment with the special exception request for a manufactured housing unit on this lot.** The zoning review will not resume until a corrected site plan AND Board of Adjustment approval documents are submitted to this office as revised plans. Additional deficiencies may be found which will need to be addressed prior to issuing the permit.
Note: Staff review comments may sometimes identify compliance methods as provided in the Tulsa Zoning Code. The permit applicant is responsible for exploring all or any options available to address the noncompliance and submit the selected compliance option for review. Staff review makes neither representation nor recommendation as to any optimal method of code solution for the project. Requests for variances from the Board of Adjustment require proof of a hardship per Section 70.130.

This letter of deficiencies covers Zoning plan review items only. You may receive additional letters from other disciplines such as Building or Water/Sewer/Drainage for items not addressed in this letter. A hard copy of this letter is available upon request by the applicant.

Please Notify Plans Examiner by Email When You Have Submitted A Revision. If you originally submit paper plans, revisions must be submitted as paper plans. If you submit online, revisions must be submitted online.

END - ZONING CODE REVIEW

NOTE: THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A ZONING CLEARANCE PERMIT.
**Case Number:** BOA-23433  
**Hearing Date:** 09/27/2022 1:00 PM

### Case Report Prepared by:

Austin Chapman

### Owner and Applicant Information:

**Applicant:** Charles Maddox  
**Property Owner:** ROBINSON, SCOTT A & VANESSA K

### Action Requested:

Variance to reduce the required 35-foot arterial street setback in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 60-foot minimum lot width for a duplex use in the RS-3 District (Sec. 5.030-A, Table 5-3); Special Exception to permit a duplex in the RS-3 District (Table 5.020, Table 5-2, Table 5-2.5)

### Location Map:

![Location Map](image)

### Additional Information:

**Present Use:** Residential  
**Tract Size:** 0.15 acres  
**Location:** 4143 S. Riverside Dr.  
**Present Zoning:** RS-3

*Application withdrawn by staff. Property does not meet the minimum 6,900 square feet lot size for a duplex.*
**Case Report Prepared by:**

Austin Chapman

**Owner and Applicant Information:**

Applicant: Charles Maddox

Property Owner: ROBINSON, SCOTT A & VANESSA K

**Action Requested:** Variance to reduce the required 35-foot arterial street setback in the RS-3 District (Sec. 5.030-A, Table 5-3); and Variance to reduce the 60-foot minimum lot width for a duplex use in the RS-3 District (Sec. 5.030-A, Table 5-3); and Special Exception to permit a duplex in the RS-3 District (Table 5.020, Table 5-2, Table 5-2.5)

**Location Map:**

![Location Map](image)

**Additional Information:**

Present Use: Residential

Tract Size: 0.18 acres

Location: 4153 S. Riverside Dr.

Present Zoning: RS-3
BOA-23434
19-12 25

6.2
Subject Tract

BOA-23434

19-12 25

Aerial Photo Date: 2020/2021

Note: Graphic overlays may not precisely align with physical features on the ground.
BOARD OF ADJUSTMENT
CASE REPORT

STR: 9225  
CD: 9

HEARING DATE: 09/27/2022 1:00 PM

APPLICANT: Charles Maddox

ACTION REQUESTED: Variance to reduce the required 35-foot arterial street setback in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 60-foot minimum lot width for a duplex use in the RS-3 District (Sec. 5.030-A, Table 5-3); Special Exception to permit a duplex in the RS-3 District (Table 5.020, Table 5-2, Table 5-2.5)

LOCATION: 4153 S. Riverside Dr.  
ZONED: RS-3

PRESENT USE: Residential  
TRACT SIZE: 7867.01 SQ FT

LEGAL DESCRIPTION: PRT LT 15 & S.2 LT 16 BEG SECR LT 15 TH W144.66 NE3.39 CRV LF53.27 E136.40 S56.06 POB BLK 3, PECAN TERRACE CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

RELEVANT PREVIOUS ACTIONS: None.

RELATIONSHIP TO THE COMPREHENSIVE PLAN: The Tulsa Comprehensive Plan identifies the subject property as part of the “Arkansas River Corridor” and an “Area of Growth”.

The Arkansas River Corridor is located along the Arkansas River and scenic roadways running parallel and adjacent to the river. The Arkansas River Corridor is comprised of a mix of uses - residential, commercial, recreation, and entertainment - that are well connected and primarily designed for the pedestrian. Visitors from outside the surrounding neighborhoods can access the corridor by all modes of transportation.

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

STATEMENT OF HARDSHIP: Not included with application.

STAFF ANALYSIS: The applicant is requesting a Variance to reduce the required 35-foot arterial street setback in the RS-3 District (Sec. 5.030-A, Table 5-3); a Variance to reduce the 60-foot minimum lot width for a duplex use in the RS-3 District (Sec. 5.030-A, Table 5-3); and a Special Exception to permit a duplex in the RS-3 District (Table 5.020, Table 5-2, Table 5-2.5)
Duplexes are defined as follows:

**35.010-E Duplex**

A duplex is a principal residential building occupied by 2 dwelling units, both of which are located on a single lot that is not occupied by other principal residential buildings. The 2 dwelling units are attached and may be located on separate floors or side-by-side.

![Figure 35-5: Duplex](image)

The applicant requesting a duplex on a lot with a width of approximately 56-feet and encroaching into the 35-foot arterial street setback by approximately 10-feet.

<table>
<thead>
<tr>
<th>Regulations</th>
<th>RE</th>
<th>RS-1</th>
<th>RS-2</th>
<th>RS-3</th>
<th>RS-4</th>
<th>RS-5</th>
<th>RT</th>
<th>RM-0</th>
<th>RM-1</th>
<th>RM-2</th>
<th>RM-3</th>
<th>RM-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Area (sq. ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detached house</td>
<td>22,500</td>
<td>13,000</td>
<td>9,000</td>
<td>6,900</td>
<td>5,600</td>
<td>6,900</td>
<td>5,600</td>
<td>6,000</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Patio house</td>
<td>-</td>
<td>6,900</td>
<td>5,600</td>
<td>6,900</td>
<td>5,600</td>
<td>6,000</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Townhouse</td>
<td>-</td>
<td>4,000</td>
<td>4,000</td>
<td>2,200</td>
<td>2,750</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
</tr>
<tr>
<td>Cottage house development</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Duplex</td>
<td>-</td>
<td>6,900</td>
<td>5,600</td>
<td>6,900</td>
<td>5,600</td>
<td>6,000</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Multi-unit house</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,300</td>
<td>4,900</td>
<td>5,500</td>
<td>6,000</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Apartment/Condo</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>6,000</td>
<td>4,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mobile home park</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other allowed buildings/uses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Permitted by right</td>
<td>22,500</td>
<td>13,000</td>
<td>9,000</td>
<td>6,900</td>
<td>5,600</td>
<td>6,900</td>
<td>5,600</td>
<td>6,000</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Special exceptions</td>
<td>22,500</td>
<td>13,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Minimum Lot Area per Unit (sq. ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detached house</td>
<td>22,500</td>
<td>13,000</td>
<td>9,000</td>
<td>6,900</td>
<td>5,600</td>
<td>6,900</td>
<td>5,600</td>
<td>6,000</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Patio house</td>
<td>-</td>
<td>6,900</td>
<td>5,600</td>
<td>6,900</td>
<td>5,600</td>
<td>6,000</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Townhouse</td>
<td>-</td>
<td>4,000</td>
<td>4,000</td>
<td>2,200</td>
<td>2,750</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
</tr>
<tr>
<td>Cottage house development</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>Duplex</td>
<td>-</td>
<td>2,250</td>
<td>2,750</td>
<td>1,600</td>
<td>2,750</td>
<td>2,750</td>
<td>2,750</td>
<td>2,750</td>
<td>2,750</td>
<td>2,750</td>
<td>2,750</td>
<td>2,750</td>
</tr>
<tr>
<td>Multi-unit house</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Apartment/Condo</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other allowed buildings/uses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Permitted by right</td>
<td>22,500</td>
<td>13,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>Special exceptions</td>
<td>22,500</td>
<td>13,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>Minimum Lot Width (ft.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detached house</td>
<td>150</td>
<td>100</td>
<td>75</td>
<td>60</td>
<td>50</td>
<td>40</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Patio house</td>
<td>-</td>
<td>60</td>
<td>50</td>
<td>40</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Townhouse</td>
<td>-</td>
<td>30</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Cottage house development</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Duplex</td>
<td>-</td>
<td>60</td>
<td>50</td>
<td>40</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Multi-unit house</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Apartment/Condo</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other allowed buildings/uses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Permitted by right</td>
<td>150</td>
<td>100</td>
<td>75</td>
<td>60</td>
<td>50</td>
<td>40</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Special exceptions</td>
<td>150</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Minimum Street Frontage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential (feet) [2]</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Street [3]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side (interior) [4]</td>
<td>15</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Min. Open Sp./Unit (ac. ft.)</td>
<td>12,000</td>
<td>7,000</td>
<td>5,000</td>
<td>4,000</td>
<td>8,000</td>
<td>2,000</td>
<td>600</td>
<td>600</td>
<td>1,200</td>
<td>1,200</td>
<td>600</td>
<td>200</td>
</tr>
<tr>
<td>Max. Building Height (feet)</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
</tr>
</tbody>
</table>
Facts staff finds favorable for variance request:
- The 35-foot setback is measured from the property line which is 75-feet from the C/L of Riverside Drive. The subject property was purchased from the City of Tulsa and a portion of the lot was retained by the City as right-of-way.
- The building line of the proposed duplex would still appear to be setback farther than the two adjacent properties.
- The Pecan Terrace Subdivision was platted in 1950 prior to the Zoning Code.

Facts Staff find unfavorable for the variance request:
- At the time of this application the applicant did not provide a statement of hardship, this has been requested by staff.

**SAMPLE MOTION:**

**Special Exception:**

Move to _________ (approve/deny) a Special Exception to permit a duplex in the RS-3 District (Table 5.020, Table 5-2, Table 5-2.5)

- Per the Conceptual Plan(s) shown on page(s) _____ of the agenda packet.
- Subject to the following conditions (including time limitation, if any):
  ____________________________________________.

The Board finds that the requested Special Exception will be in harmony with the spirit and intent of the Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

**Variances:**

Move to _________ (approve/deny) a Variance to reduce the required 35-foot arterial street setback in the RS-3 District (Sec. 5.030-A, Table 5-3); and Variance to reduce the 60-foot minimum lot width for a duplex use in the RS-3 District (Sec. 5.030-A, Table 5-3)

- Finding the hardship(s) to be________________________________________.
- Per the Conceptual Plan(s) shown on page(s) _____ of the agenda packet.
- Subject to the following conditions ____________________________.

In granting the Variance the Board finds that the following facts, favorable to the property owner, have been established:

a. That the physical surroundings, shape, or topographical conditions of the subject property would result in unnecessary hardships or practical difficulties for the property owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;

b. That literal enforcement of the subject zoning code provision is not necessary to achieve the provision’s intended purpose;

c. That the conditions leading to the need of the requested variance are unique to the subject property and not applicable, generally, to other property within the same zoning classification;
d. That the alleged practical difficulty or unnecessary hardship was not created or self-imposed by the current property owner;

e. That the variance to be granted is the minimum variance that will afford relief;

f. That the variance to be granted will not alter the essential character of the neighborhood in which the subject property is located, nor substantially or permanently impair use or development of adjacent property; and

g. That the variance to be granted will not cause substantial detriment to the public good or impair the purposes, spirit, and intent of this zoning code or the comprehensive plan.”
APPLICATION NO: BLDR-117203-2022
Project Location: 4153 S. Riverside Dr.
Description: New duplex

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:

1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)
4. BOARD OF ADJUSTMENT APPROVAL DOCUMENTS, IF RELEVANT

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED AT 175 EAST 2ND STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601. THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE PLANS EXAMINERS.

**SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.**

IMPORTANT INFORMATION

1. SUBMIT TWO (2) SETS [4 SETS IF HEALTH DEPARTMENT REVIEW IS REQUIRED] OF REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED WITH CLOUDS AND REVISION MARKS.

2. INFORMATION ABOUT ZONING CODE, INDIAN NATION COUNCIL OF GOVERNMENT (INCOG), BOARD OF ADJUSTMENT (BOA), AND TULSA METROPOLITAN AREA PLANNING COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT 2 W. 2ND ST., 8TH FLOOR, TULSA, OK, 74103, PHONE (918) 584-7526.

3. A COPY OF A “RECORD SEARCH” [ ] JIS [ x ] JIS NOT INCLUDED WITH THIS LETTER. PLEASE PRESENT THE “RECORD SEARCH” ALONG WITH THIS LETTER TO INCOG STAFF AT TIME OF APPLYING FOR BOARD OF ADJUSTMENT ACTION AT INCOG. UPON APPROVAL BY THE BOARD OF ADJUSTMENT, INCOG STAFF WILL PROVIDE THE APPROVAL DOCUMENTS TO YOU FOR IMMEDIATE SUBMITTAL TO OUR OFFICE. (See revisions submittal procedure above.).

(continued)
NOTE: each duplex unit requires a separate permit and address. Indicate which unit and address this permit will be for and apply for another permit for the other unit. Email addresschange@cityoftulsa.org for help with addressing these units.

1. **R106.2 Site plan or plot plan - Amendatory:** The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site; distances between structures and lot lines; property boundaries; established grades and proposed finished grades; easements; rights-of-way; utilities; and as applicable, flood hazard areas and limits, floodways, design flood elevations and finished floor elevations; in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan where the application for permit is for alteration, repair, or demolition or where otherwise warranted.

   **Review Comments:** Please revise the site plan to reflect the size and dimensions of your actual lot. Your site plan indicates a lot that is larger than the legal description and city records show. Additionally, please provide the legal description on the site plan.

2. **Section 5.020-G Residential Building Types:** Residential uses allowed in R districts must be located in residential buildings. Descriptions of the residential building types and references to applicable regulations are found in Section 35.010. The following residential building types are allowed in R districts.

   **Review Comments:** Per Table 5-2.5, duplexes are only allowed on an RS-3 zoned lot by special exception. Apply to the Board of Adjustment for a special exception to allow a duplex on an RS-3 zoned lot.

3. **Section 5.030-A Table of Regulations:** The lot and building regulations of Table 5-3 apply to all principal uses and structures in R districts, except as otherwise expressly stated in this zoning code. General exceptions to these regulations and rules for measuring compliance can be found in Chapter 90. Regulations governing accessory uses and structures can be found in Chapter 45.

   **Review Comments:** Per Table 5-3, a 35’ setback is required from an arterial street. This setback begins at your actual property line. Revise the plans to show that the duplex will set back 35’ from your lot’s front property line. You may also request a variance from the Board of Adjustment to construct a duplex on an RS-3 zoned lot with less than a 35’ setback from an arterial street.

4. **Section 55.090-F.3 Surfacing:** In RE and RS zoning districts, driveways serving residential dwelling units may not exceed 50% of the lot frontage or the following maximum widths, whichever is less, unless a greater width is approved in accordance with the special exception procedures of Section 70.120, or, if in a PUD, in accordance with the amendment procedures of Section 30.010-I.2. (Refer to the City of Tulsa Standard Specifications and Details for Residential Driveways #701-704).

   **Maximum Driveway Width**

<table>
<thead>
<tr>
<th>Lot Frontage</th>
<th>75’+</th>
<th>60’ – 74’</th>
<th>46’ – 59’</th>
<th>30’ – 45’</th>
<th>Less than 30’ [2]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driveway Within Right-of-Way (feet) [1]</td>
<td>27’</td>
<td>26’</td>
<td>22’</td>
<td>20’</td>
<td>12’</td>
</tr>
<tr>
<td>Driveway Within Street Setback (feet)</td>
<td>30’</td>
<td>30’</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

   [1] Maximum width applies to the composite of all driveways if multiple curb cuts are provided.

   **Review Comments:** It appears that your lot has a frontage of 53.27’. According to this chart, your driveway can have a maximum width of 22’ in the right of way, and 26.63’ (53.27 x 50%) in the front setback. Revise the driveway to show compliance with this section. You may also request a
special exception from the Board of Adjustment for a driveway that exceeds these maximum widths.

The zoning review will resume after these modified plans are submitted. Additional deficiencies may be found, which will need to be resolved before a permit can be issued.

Note: Staff review comments may sometimes identify compliance methods as provided in the Tulsa Zoning Code. The permit applicant is responsible for exploring all or any options available to address the noncompliance and submit the selected compliance option for review. Staff review makes neither representation nor recommendation as to any optimal method of code solution for the project. Requests for variances from the Board of Adjustment require proof of a hardship per Section 70.130.

This letter of deficiencies covers Zoning plan review items only. You may receive additional letters from other disciplines such as Building or Water/Sewer/Drainage for items not addressed in this letter. A hard copy of this letter is available upon request by the applicant.

Please Notify Plans Examiner by Email When You Have Submitted A Revision. If you originally submit paper plans, revisions must be submitted as paper plans. If you submit online, revisions must be submitted online.

END –ZONING CODE REVIEW

NOTE: THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A ZONING CLEARANCE PERMIT.
# Site Plan

### Site Coverage

<table>
<thead>
<tr>
<th>Category</th>
<th>Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot</td>
<td>7970</td>
<td>50.9%</td>
</tr>
<tr>
<td>Dwelling</td>
<td>1435</td>
<td>94.9%</td>
</tr>
<tr>
<td>Driveway</td>
<td>1840</td>
<td>12.4%</td>
</tr>
<tr>
<td>Percent of Coverage</td>
<td>42.18%</td>
<td></td>
</tr>
</tbody>
</table>

### Dwelling

<table>
<thead>
<tr>
<th>Floor</th>
<th>Area</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>1270</td>
<td>60.4 FT</td>
</tr>
<tr>
<td>Second Floor</td>
<td>992</td>
<td>49.6 FT</td>
</tr>
<tr>
<td>Total Living Area</td>
<td>2262</td>
<td>58.4 FT</td>
</tr>
<tr>
<td>Total Under Eave</td>
<td>2820</td>
<td>55.4 FT</td>
</tr>
</tbody>
</table>
**Case Number:** BOA-23435  
**Hearing Date:** 09/27/2022 1:00 PM

### Case Report Prepared by:
Austin Chapman

### Owner and Applicant Information:
**Applicant:** Josh Miller  
**Property Owner:** THOMPSON, BONITA K

### Action Requested:
Special Exception to permit a Day Care Use in the RS-3 District (Table 5.020, Table 5-2) Variance to reduce the 12,000 square-foot minimum lot size and 100-foot minimum lot width for Special Exception uses in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 25-foot setback for non-residential Special Exception uses from R-zoned lots (Sec. 5.030-B, Table note [4]).

### Location Map:
![Location Map](image)

### Additional Information:
**Present Use:** Day Care  
**Tract Size:** 0.16 acres  
**Location:** 2742 N. Boulder Ave. W.  
**Present Zoning:** RS-3
BOA-23435

Note: Graphic overlays may not precisely align with physical features on the ground.
**BOARD OF ADJUSTMENT**
**CASE REPORT**

**STR:** 0223  
**CD:** 1  
**Case Number:** BOA-23435

**HEARING DATE:** 09/27/2022

**APPLICANT:** Josh Miller

**ACTION REQUESTED:** Special Exception to permit a Day Care Use in the RS-3 District (Table 5.020, Table 5-2) Variance to reduce the 12,000 square-foot minimum lot size and 100-foot minimum lot width for Special Exception uses in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 25-foot setback for non-residential Special Exception uses from R-zoned lots (Sec. 5.030-B, Table note [4])

**LOCATION:** 2742 N. Boulder Ave. W.  
**ZONED:** RS-3

**PRESENT USE:** Day Care  
**TRACT SIZE:** 6873.8 SQ FT

**LEGAL DESCRIPTION:** LT 2 BLK 4, HIGHLAND HILLS AMD CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

**RELEVANT PREVIOUS ACTIONS:**

**BOA-22200:** On 02.28.17 the Board *accepted* a Verification of the 300-foot spacing for a family childcare home from other family child care homes.

**RELATIONSHIP TO THE COMPREHENSIVE PLAN:** The Tulsa Comprehensive Plan identifies the subject property as part of an “Existing Neighborhood” and an “Area of Growth”.

An *Existing Neighborhood* is intended to preserve and enhance Tulsa’s existing single-family neighborhoods. Development activities in these areas should be limited to the rehabilitation, improvement or replacement of existing homes, and small-scale infill projects, as permitted through clear and objective setback, height, and other development standards of the zoning code.

The **Areas of Stability** include approximately 75% of the city’s total parcels. Existing residential neighborhoods, where change is expected to be minimal, make up a large proportion of the **Areas of Stability**. The ideal for the **Areas of Stability** is to identify and maintain the valued character of an area while accommodating the rehabilitation, improvement or replacement of existing homes, and small-scale infill projects. The concept of stability and growth is specifically designed to enhance the unique qualities of older neighborhoods that are looking for new ways to preserve their character and quality of life. The concept of stability and growth is specifically designed to enhance the unique qualities of older neighborhoods that are looking for new ways to preserve their character and quality of life.

**STATEMENT OF HARDSHIP:** State DHS licenses home childcare for up to 12 kids, however, the city zoning ordinance only allows for 7. This is a DHS licensed facility that serves 12 children. The operation of the home is within the spirit of the City Zoning code as it is maintained, undergone renovation and is otherwise indistinguishable from the rest of the homes in the neighborhood.
STAFF ANALYSIS: The applicant is requesting a Special Exception to permit a Day Care Use in the RS-3 District (Table 5.020, Table 5-2) Variance to reduce the 12,000 square-foot minimum lot size and 100-foot minimum lot width for Special Exception uses in the RS-3 District (Sec. 5.030-A, Table 5-3); Variance to reduce the 25-foot setback for non-residential Special Exception uses from R-zoned lots (Sec. 5.030-B, Table note [4]).

The Board should consider this a principal use Day Care and not classified as a Family Child Care Home as there is no one residing at the house and more than 7 children under supervision.

---

**Table 5.2: R District Lot and Building Regulations**

<table>
<thead>
<tr>
<th>Regulations</th>
<th>BE</th>
<th>RS-1</th>
<th>RS-2</th>
<th>RS-3</th>
<th>RS-4</th>
<th>RS-5</th>
<th>RD</th>
<th>RT</th>
<th>RM-0</th>
<th>RM-1</th>
<th>RM-2</th>
<th>RM-3</th>
<th>RMH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Area (sq. ft.)</td>
<td>22,500</td>
<td>13,500</td>
<td>9,000</td>
<td>6,900</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Detached house</td>
<td>22,500</td>
<td>13,500</td>
<td>9,000</td>
<td>6,900</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Service house</td>
<td>22,500</td>
<td>13,500</td>
<td>9,000</td>
<td>6,900</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Mobile home</td>
<td>22,500</td>
<td>13,500</td>
<td>9,000</td>
<td>6,900</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Other allowed building/uses</td>
<td>22,500</td>
<td>13,500</td>
<td>9,000</td>
<td>6,900</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
</tbody>
</table>

7.6
Property is 6,865 square feet and 55-feet wide.

Buidling is currently setback 4.5-feet from the neighboring R-zoned lot.

**Facts staff finds favorable for variance request:**
- None.

**Facts Staff find unfavorable for the variance request:**
- The property was developed as a single-family home, the applicant provided no hardship that is related to the physical surroundings, shape or topographic condition of the subject property. The city zoning ordinance cannot be a considered a hardship.
- The subject property is not unique.
- The proposed/existing daycare is not considered a family childcare home not accessory to a residential-use.

**SAMPLE MOTION:**

Special Exception:
Move to ______ (approve/deny) a **Special Exception** to permit a Day Care Use in the RS-3 District (Table 5.020, Table 5-2)

- Per the Conceptual Plan(s) shown on page(s) ______ of the agenda packet.
- Subject to the following conditions (including time limitation, if any):
  - ________________________

The Board finds that the requested Special Exception will be in harmony with the spirit and intent of the Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
Variances:
Move to _________ (approve/deny) a **Variance** to reduce the 12,000 square-foot minimum lot size and 100-foot minimum lot width for Special Exception uses in the RS-3 District (Sec. 5.030-A, Table 5-3); and a **Variance** to reduce the 25-foot setback for non-residential Special Exception uses from R-zoned lots (Sec. 5.030-B, Table note [4])

- Finding the hardship(s) to be ________________________________.

- Per the Conceptual Plan(s) shown on page(s) _____ of the agenda packet.

- Subject to the following conditions ____________________________.

In granting the **Variance** the Board finds that the following facts, favorable to the property owner, have been established:

a. That the physical surroundings, shape, or topographical conditions of the subject property would result in unnecessary hardships or practical difficulties for the property owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;

b. That literal enforcement of the subject zoning code provision is not necessary to achieve the provision’s intended purpose;

c. That the conditions leading to the need of the requested variance are unique to the subject property and not applicable, generally, to other property within the same zoning classification;

d. That the alleged practical difficulty or unnecessary hardship was not created or self-imposed by the current property owner;

e. That the variance to be granted is the minimum variance that will afford relief;

f. That the variance to be granted will not alter the essential character of the neighborhood in which the subject property is located, nor substantially or permanently impair use or development of adjacent property; and

g. That the variance to be granted will not cause substantial detriment to the public good or impair the purposes, spirit, and intent of this zoning code or the comprehensive plan.”
Facing South on N. Boulder Ave.

Subject property
APPLICATION NO: ZCO-124756-2022

Location: 2742 N Boulder Ave W
Description: Zoning Clearance Only

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:

1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)
4. BOARD OF ADJUSTMENT APPROVAL DOCUMENTS, IF RELEVANT

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED AT 175 EAST 2nd STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601. THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. IF A DESIGN PROFESSIONAL IS INVOLVED, HIS/HER LETTERS, SKETCHES, DRAWINGS, ETC. SHALL BEAR HIS/HER OKLAHOMA SEAL WITH SIGNATURE AND DATE.

2. SUBMIT TWO (2) SETS OF DRAWINGS IF SUBMITTED USING PAPER, OR SUBMIT ELECTRONIC REVISIONS IN “SUPPORTING DOCUMENTS”, IF ORIGINALLY SUBMITTED ON-LINE, FOR REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED WITH CLOUDS AND REVISION MARKS.

3. INFORMATION ABOUT ZONING CODE, INDIAN NATION COUNCIL OF GOVERNMENT (INCOG), BOARD OF ADJUSTMENT (BOA), AND TULSA METROPOLITAN AREA PLANNING COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT 2 W. 2nd ST., 8th FLOOR, TULSA, OK, 74103, PHONE (918) 584-7526.

4. A COPY OF A “RECORD SEARCH” [ X ] IS [ ] NOT INCLUDED WITH THIS LETTER. PLEASE PRESENT THE “RECORD SEARCH” ALONG WITH THIS LETTER TO INCOG STAFF AT TIME OF APPLYING FOR BOARD OF ADJUSTMENT ACTION AT INCOG. UPON APPROVAL BY THE BOARD OF ADJUSTMENT, INCOG STAFF WILL PROVIDE THE APPROVAL DOCUMENTS TO YOU FOR IMMEDIATE SUBMITTAL TO OUR OFFICE. (See revisions submittal procedure above.).
REVIEW COMMENTS

Sections referenced below are from the City of Tulsa Zoning Code Title 42 and can be viewed at http://tulsaplanning.org/plans/TulsaZoningCode.pdf

ZCO-124756-2022 2742 N Boulder Ave W Aug 10, 2022

Note: As provided for in Section 70.130 you may request the Board of Adjustment (BOA) to grant a variance from the terms of the Zoning Code requirements identified in the letter of deficiency below. Please direct all questions concerning variances, special exceptions, appeals of an administrative official decision, Master Plan Developments Districts (MPD), Planned Unit Developments (PUD), Corridor (CO) zoned districts, zoning changes, platting, lot splits, lot combinations, alternative compliance landscape and screening plans and all questions regarding (BOA) or (TMAPC) application forms and fees to a representative at the Tulsa Planning Office 918-584-7526 or esubmit@incog.org. It is your responsibility to submit to our office documentation of any appeal decisions by an authorized decision-making body affecting the status of your application so we may continue to process your application. INCOG does not act as your legal or responsible agent in submitting documents to the City of Tulsa on your behalf. Staff review comments may sometimes identify compliance methods as provided in the Tulsa Zoning Code. The permit applicant is responsible for exploring all or any options available to address the noncompliance and submit the selected compliance option for review. Staff review makes neither representation nor recommendation as to any optimal method of code solution for the project.

Sec.35.040-D: Your proposed day care is designated as a Public, Civic, and Institution/Day Care use and is located within an RS-3 zoning district.

Review comment: Per Sec.15.020 Table 15-2 this use requires a Special Exception reviewed and approved in accordance with the Special Exception procedures of Sec.70.120. Submit a copy of the approved Special Exception.

Section 40.120 Day Cares: Day cares require a minimum lot area of one acre in AG, AG-R, RE or RS zoning districts.

Review Comment: Please review section 70.130 of the Tulsa Zoning Code in order to determine if your situation is applicable to a variance. If so provide a copy of the variance once reviewed and approved in accordance with the procedures of Sec.70.130.

5.030-B Table Notes The following notes refer to the bracketed numbers (e.g.,” [1]”) in Table 5-3

[4] Non-residential uses requiring special exception approval in R zoning districts require minimum 25-foot building setback from R-zoned lots that are vacant or occupied by residential uses.

Review Comment: Please review section 70.130 of the Tulsa Zoning Code in order to determine if your situation is applicable to a variance. If so provide a copy of the variance once reviewed and approved in accordance with the procedures of Sec.70.130.
Review Comment: A minimum lot width of 100’ is required for special exceptions uses within an RS-3 zoned district. Please review section 70.130 of the Tulsa Zoning Code in order to determine if your situation is applicable to a variance. If so provide a copy of the variance once reviewed and approved in accordance with the procedures of Sec.70.130.

Note: All references are to the City of Tulsa Zoning Code. Link to Zoning Code: [http://tulsaplanning.org/plans/TulsaZoningCode.pdf](http://tulsaplanning.org/plans/TulsaZoningCode.pdf)

Please notify the reviewer via email when your revisions have been submitted

This letter of deficiencies covers Zoning plan review items only. You may receive additional letters from other disciplines such as Building or Water/Sewer/Drainage for items not addressed in this letter.

A hard copy of this letter is available upon request by the applicant.
LEGAL DESCRIPTION:
Lot Two (2), Block Four (4), HIGHLAND HILLS AMENDED, an Addition to the City of Tulsa, Tulsa County, State of Oklahoma, according to the recorded Plat No. 1596.

SURVEYORS NOTES:
1. No Title Opinion or Title Commitment provided for the purposes of this Exhibit Drawing.
2. Easements and Setback Lines shown herein based upon the face of the Recorded Plat of Highland Hills Amended.
3. No Boundary Survey performed.
4. Fieldwork performed July 26, 2022.

Site Plan Exhibit
Lot Two (2), Block Four (4), Highland Hills Amended, City of Tulsa, Tulsa County, State of Oklahoma

Tulsa Engineering & Planning Associates
9810 E 42nd St., Suite 100 Tulsa, Oklahoma 74146
Phone: 918-252-9621 Fax: 918-340-5999
Certificate of Authorization No. 531 Renewal Date June 30, 2023
Proof of Hardship and Request for Special Exemption For Property 2742 N Boulder Ave W

Board of Adjustment Hearing

Property Use

• Thalisa "Lisa" Fuselier has operated an Oklahoma Department of Human Services' (DHS) “large family child care home” at 2742 N. Boulder Ave W for 18 years
• Provides a quality education for children from age 6 weeks through 5 years typically 8am through 6pm M-F
• Up to 12 children served as allowed by the state (see below)

Library: Policy

340:110-3-97.1. Requirements for large family child care homes

(a) Large family child care home. A large family child care home is a residential family home providing care and supervision for eight to 12 children for part of the 24 hour day.
Quality Standards of the Business

Lisa's business meets the highest quality standards

- DHS' highest level child care quality rating
- Office of Head Start standards due to Early Head Start Child Care Partnership with Tulsa Educare
  - Low child-teacher ratios
  - Research based curriculum and assessment system
  - Teachers meet teaching credentials
  - Supported by an Educare bachelor degreed specialist
- National Association of Family Child Care accredited
- USDA's Child and Adult Care Food Program

High Impact

- University of Oklahoma researchers report the following
  - Tulsa Educare graduates did significantly better than their peers in K through Grade 3 across several important early academic areas.
  - We found evidence of a sustained effect for Tulsa Educare for boosting language and math.

- Given Lisa’s program is similar to Tulsa Educare, similar benefits to the children she serves
- Additionally, her child care business allows these families to go to work, further benefiting our community
Hardship to only serve 7 children

- Decreasing the number of children served from 12 to 7 is not economically possible to maintain DHS and Head Start quality standards
- While revenues decrease with the number of children served, most expenses do not (ex: lease payment, utilities, property maintenance and insurance)
- Additionally, revenue from 12 children are necessary to reap the benefits of a $40,000 investment made in 2019

Special Exception Request

- Due to hardship to meet “family child care home” permit requirements, requesting a special exception for the business at 2742 N. Boulder Ave W to be permitted by the City of Tulsa as a “Day Care”
- Given changes to the property are impossible or extremely costly, requesting variances from 12,000 minimum lot size, 100-ft minimum lot width, and 25-ft setback for non-residential uses
In Harmony with Spirit and Intent
Not injurious to neighborhood

- Recently, Lisa has received complaints about parking despite the parking being on the street and legal
  - Nonetheless, Lisa has mitigated this by asking parents to park on her side of the street, arrive at staggered times, and not stay over 15 minutes
- Other reported concerns are unrelated to the business, such as trash cans on driveway and a red light at Christmas time; while all legal, she changed her practices to handle complaints
- The rumors of the property being used to operate other businesses are completely false; Educare staff visit weekly and can attest to this

Family Child Care Important Choice

- Many families prefer child care in a person’s home over a center
- Care provided by community members with multi-generational relationships with families
- Likely located close to where families live and work
- Hours of operation may be more accommodating
- Family child care providers may better reflect and support the child’s family culture

![Percentage of all infants and toddlers by primary care arrangement in the past week (2012)](image)
Number of Family Homes Decreasing

- DHS data report 264 licensed family child care homes in Tulsa County in 2021; 65% decrease since 2004
- Of the 264, estimate 150 licensed to serve 12 children

Parent Support

“I have three children (ages 10, 3, and 1) enrolled in Mrs. Lisa’s. My oldest started attending in 2017 and after receiving such outstanding care, I joined the waiting list to secure spots for each new addition to my family over the years. My children have been genuinely loved, professionally as well as exceptionally cared for, and there’s no other provider that I trust wholeheartedly to partner with to continue developing my children in a safe, creative learning environment.”

- Antwonette Cox
Policy Concerns

- No obvious reason why a Tulsa-specific regulation on family child care homes is needed
  - State licensing regulation is based on best practice, meets federal guidelines and is aligned with other states/territories
- DHS does not require a family child care home to be permitted in Tulsa to issue a state license
- Large benefits of city removing limit on number of children
  - Tulsa County is considered a “child care desert” according to the Center for American Progress; more providers would enter market due to increased profitability and in turn more adults enter the workforce
  - Recently announced DHS’ Child Care Desert grant opportunity would be more successful in Tulsa
**Case Report Prepared by:**

Austin Chapman

**Owner and Applicant Information:**

**Applicant:** Tim Boeckman CJC Architects, Inc.

**Property Owner:** The Jazz Foundation

**Action Requested:** Special Exception to allow a Large (>250-person capacity) Commercial Assembly & Entertainment Use in the Central Business District (CBD) (Sec.15.020, Table 15-2)

**Location Map:**

![Location Map](image)

**Additional Information:**

**Present Use:** Assembly, Large

**Tract Size:** 1.71 acres

**Location:** 5 S. Boston Ave.

**Present Zoning:** CBD
**BOARD OF ADJUSTMENT**

**CASE REPORT**

**STR:** 9201  
**CD:** 1  
**HEARING DATE:** 09/27/2022  

**APPLICANT:** Tim Boeckman CJC Architects, Inc.

**ACTION REQUESTED:** Special Exception to allow a Large (>250-person capacity) Commercial Assembly & Entertainment Use in the Central Business District (CBD) (Sec.15.020, Table 15-2)

**LOCATION:** 5 S. Boston Ave.  
**ZONED:** CBD  
**PRESENT USE:** Assembly, Large  
**TRACT SIZE:** 74400.78 SQ FT

**LEGAL DESCRIPTION:** See attached.

**RELEVANT PREVIOUS ACTIONS:** None.

**RELATIONSHIP TO THE COMPREHENSIVE PLAN:** The Tulsa Comprehensive Plan identifies the subject property as part of the “Downtown Core” “ and an “Area of Growth” .

Downtown Core is Tulsa’s most intense regional center of commerce, housing, culture, and entertainment. It is an urban environment of primarily high-density employment and mixed-use residential uses, complemented by regional-scale entertainment, conference, tourism, and educational institutions. Downtown Core is primarily a pedestrian-oriented area with generous sidewalks shaded by trees, in-town parks, open space, and plazas. The area is a regional transit hub. New and refurbished buildings enhance the pedestrian realm with ground-floor windows and storefronts that enliven the street. To support downtown’s lively and walkable urban character, automobile parking ideally is located on-street and in structured garages, rather than in surface parking lots.

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

**STAFF ANALYSIS:** The applicant is requesting a Special Exception to allow a Large (>250-person capacity) Commercial Assembly & Entertainment Use in the Central Business District (CBD) (Sec.15.020, Table 15-2)
The property has served as an event center for some time though no Exception has been approved on the property. No parking is required inside the CBD, though the Board may note that there is a large public parking garage immediately across Boston from the subject property.

**SAMPLE MOTION:** Move to ________ (approve/deny) a Special Exception to allow a Large (>250-person capacity) Commercial Assembly & Entertainment Use in the Central Business District (CBD) (Sec.15.020, Table 15-2)

- Per the Conceptual Plan(s) shown on page(s) ______ of the agenda packet.
- Subject to the following conditions (including time limitation, if any):

The Board finds that the requested Special Exception will be in harmony with the spirit and intent of the Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
LEGAL DESCRIPTION AS PROVIDED:

A TRACT OF LAND THAT IS PART OF LOTS 1-11, BLOCK 73, AND ALSO A PARCEL OF LAND LYING BETWEEN BLOCK 73 AND BLOCK 58, AND ALSO PART OF SOUTH BOSTON AVENUE, ALL IN THE 'ORIGINAL TOWNSITE OF TULSA', TULSA COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

'BEGINNING AT A POINT' THAT IS THE NORTHWEST CORNER OF SAID BLOCK 73; THENCE S 89°59'10" W ALONG THE PROJECTED NORTHERLY LINE OF BLOCK 72 IN THE 'ORIGINAL TOWNSITE OF TULSA' FOR 80.00 TO A POINT THAT IS THE NORTHEAST CORNER OF SAID BLOCK 72, SAID POINT ALSO BEING ON THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH BOSTON AVENUE; THENCE N 00°02'23" W ALONG THE PROJECTED EASTERLY LINE OF BLOCK 72 AND SAID WESTERLY RIGHT-OF-WAY LINE FOR 180.00'; THENCE N 89°59'10" E AND PARALLEL WITH THE NORTHERLY LINE OF BLOCK 73 FOR 380.00' TO A POINT ON THE PROJECTED EASTERLY LINE OF BLOCK 73 AND THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH CINCINNATI AVENUE; THENCE S 00°02'23" E ALONG SAID EASTERLY AND WESTERLY LINES FOR 180.00' TO A POINT THAT IS THE NORTHEAST CORNER OF BLOCK 73; THENCE CONTINUING S 00°02'23" E ALONG THE EASTERLY LINE OF BLOCK 73 AND SAID WESTERLY RIGHT-OF-WAY LINE FOR 20.00'; THENCE S 89°59'10" W AND PARALLEL WITH THE SOUTHERLY LINE OF BLOCK 73 FOR 300.00' TO A POINT ON THE WESTERLY LINE OF BLOCK 73 AND EASTERLY RIGHT-OF-WAY LINE OF SOUTH BOSTON AVENUE; THENCE N 00°02'23" W ALONG SAID WESTERLY AND EASTERLY LINES FOR 20.00' TO THE 'POINT OF BEGINNING' OF SAID TRACT OF LAND.
APPLICATION NO: BLDC-122714-2022

LOCATION: 5 S BOSTON AVE E

Description: Alteration

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:

1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)
4. BOARD OF ADJUSTMENT APPROVAL DOCUMENTS, IF RELEVANT

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED AT
175 EAST 2nd STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601.
THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. IF A DESIGN PROFESSIONAL IS INVOLVED, HIS/HER LETTERS, SKETCHES, DRAWINGS, ETC. SHALL BEAR HIS/HER OKLAHOMA SEAL WITH SIGNATURE AND DATE.

2. SUBMIT TWO (2) SETS OF DRAWINGS IF SUBMITTED USING PAPER, OR SUBMIT ELECTRONIC REVISIONS IN “SUPPORTING DOCUMENTS”, IF ORIGINALLY SUBMITTED ON-LINE, FOR REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED WITH CLOUDS AND REVISION MARKS.

3. INFORMATION ABOUT ZONING CODE, INDIAN NATION COUNCIL OF GOVERNMENT (INCOG), BOARD OF ADJUSTMENT (BOA), AND TULSA METROPOLITAN AREA PLANNING COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT 2 W. 2nd ST., 8th FLOOR, TULSA, OK, 74103, PHONE (918) 584-7526.

4. A COPY OF A “RECORD SEARCH” [X] IS [ ] IS NOT INCLUDED WITH THIS LETTER. PLEASE PRESENT THE “RECORD SEARCH” ALONG WITH THIS LETTER TO INCOG STAFF AT TIME OF APPLYING FOR BOARD OF ADJUSTMENT ACTION AT INCOG. UPON APPROVAL BY THE BOARD OF ADJUSTMENT, INCOG STAFF WILL PROVIDE THE APPROVAL DOCUMENTS TO YOU FOR IMMEDIATE SUBMITTAL TO OUR OFFICE. (See revisions submittal procedure above.).
Note: As provided for in Section 70.130 you may request the Board of Adjustment (BOA) to grant a variance from the terms of the Zoning Code requirements identified in the letter of deficiency below. Please direct all questions concerning variances, special exceptions, appeals of an administrative official decision, Master Plan Developments Districts (MPD), Planned Unit Developments (PUD), Corridor (CO) zoned districts, zoning changes, platting, lot splits, lot combinations, alternative compliance landscape and screening plans and all questions regarding (BOA) or (TMAPC) application forms and fees to a representative at the Tulsa Planning Office 918-584-7526 or esubmit@incog.org. It is your responsibility to submit to our office documentation of any appeal decisions by an authorized decision-making body affecting the status of your application so we may continue to process your application. INCOG does not act as your legal or responsible agent in submitting documents to the City of Tulsa on your behalf. Staff review comments may sometimes identify compliance methods as provided in the Tulsa Zoning Code. The permit applicant is responsible for exploring all or any options available to address the noncompliance and submit the selected compliance option for review. Staff review makes neither representation nor recommendation as to any optimal method of code solution for the project.

Sec.15.020 Table 15-2: The proposed Event Center is designated Commercial/Assembly and Entertainment Use/Indoor, Large > 250 person capacity. It is located in the CBD zoned district. This will require a Special Exception approved by the BOA.

Review comment: Submit an approved BOA Special Exception Commercial/Assembly and Entertainment Use/Indoor, Large > 250 person capacity to be allowed in a CBD zoned district.

Note: All references are to the City of Tulsa Zoning Code. Link to Zoning Code: http://tulsaplanning.org/plans/TulsaZoningCode.pdf

Please notify the reviewer via email when your revisions have been submitted

This letter of deficiencies covers Zoning plan review items only. You may receive additional letters from other disciplines such as Building or Water/Sewer/Drainage for items not addressed in this letter.

A hard copy of this letter is available upon request by the applicant.

END – ZONING CODE REVIEW

NOTE: THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A ZONING CLEARANCE PERMIT.
**Case Number:** BOA-23438  
**Hearing Date:** 09/27/2022 1:00 PM

<table>
<thead>
<tr>
<th>Case Report Prepared by:</th>
<th>Owner and Applicant Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Chapman</td>
<td>Applicant: Wayne Minshall</td>
</tr>
<tr>
<td></td>
<td>Property Owner: Keith &amp; Sasha Martin</td>
</tr>
</tbody>
</table>

**Action Requested:** Special Exception to allow a fence or wall to exceed 4-feet in height in the street setback (Sec. 45.080-A)

**Location Map:**

<table>
<thead>
<tr>
<th>Additional Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Use: Residential</td>
</tr>
<tr>
<td>Tract Size: 0.19 acres</td>
</tr>
<tr>
<td>Location: 1332 E 18 ST S</td>
</tr>
<tr>
<td>Present Zoning: RS-3</td>
</tr>
</tbody>
</table>
BOARD OF ADJUSTMENT
CASE REPORT

STR: 9307
CD: 4

HEARING DATE: 09/27/2022 1:00 PM

APPLICANT: Wayne Minshall

ACTION REQUESTED: Special Exception to allow a fence or wall to exceed 4-feet in height in the street setback (Sec. 45.080-A)

LOCATION: 1332 E 18 ST S

PRESENT USE: Residential

ZONED: RS-3

TRACT SIZE: 8315.64 SQ FT

LEGAL DESCRIPTION: LT 1 & W. 12.5 LT 2 BLK 3, SANGER-DOUGLASS SUB B25 PARK PLACE CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

RELEVANT PREVIOUS ACTIONS: None.

RELATIONSHIP TO THE COMPREHENSIVE PLAN: The Tulsa Comprehensive Plan identifies the subject property as part of an “Existing Neighborhood” and an “Area of Stability”.

An Existing Neighborhood is intended to preserve and enhance Tulsa’s existing single-family neighborhoods. Development activities in these areas should be limited to the rehabilitation, improvement or replacement of existing homes, and small-scale infill projects, as permitted through clear and objective setback, height, and other development standards of the zoning code.

The Areas of Stability include approximately 75% of the city’s total parcels. Existing residential neighborhoods, where change is expected to be minimal, make up a large proportion of the Areas of Stability. The ideal for the Areas of Stability is to identify and maintain the valued character of an area while accommodating the rehabilitation, improvement or replacement of existing homes, and small-scale infill projects. The concept of stability and growth is specifically designed to enhance the unique qualities of older neighborhoods that are looking for new ways to preserve their character and quality of life. The concept of stability and growth is specifically designed to enhance the unique qualities of older neighborhoods that are looking for new ways to preserve their character and quality of life.

STAFF ANALYSIS: The applicant is requesting Special Exception to allow a fence or wall to exceed 4-feet in height in the street setback (Sec. 45.080-A)
The applicant is requesting permission to reconstruct an existing non-conforming retaining that will be 5-feet and 4-inches above the grade of the sidewalk inside the front street setback of E. 18\textsuperscript{th} St. S. The property is located inside the Swan Lake Historic Preservation Overlay and a copy of their approved permit is attached.

**SAMPLE MOTION:** Move to _________ (approve/deny) a Special Exception to allow a fence or wall to exceed 4-feet in height in the street setback (Sec. 45.080-A)

- Per the Conceptual Plan(s) shown on page(s) ______ of the agenda packet.

- Subject to the following conditions (including time limitation, if any):
  ________________________________________________________________________

The Board finds that the requested Special Exception will be in harmony with the spirit and intent of the Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
An Historic Preservation Permit for work described below has been issued under the Zoning Ordinance of the City of Tulsa (Section 70.070) to Sasha A. and Keith A. Martin for the address of 1332 East 18th Street, Tulsa, Oklahoma, located in the Swan Lake Historic Preservation Overlay District. This proposal has been approved by the Tulsa Preservation Commission.

Any changes to the Approved Proposal require further review and approval by the Tulsa Preservation Commission prior to work being done. Unapproved changes to the Approved Proposal are a violation of the Zoning Ordinance and may result in revocation of a Building Permit and/or code enforcement.

This Historic Preservation Permit is not a Building Permit for residential or commercial zoning. A copy of this permit and approved project plans should be provided to the City of Tulsa Permit Center for the completion of the process to obtain a Building Permit, if applicable.

**APPROVED PROPOSAL**
Construction of a wall in accordance with the documentation submitted

Roy Malcolm Porter, Jr.
Historic Preservation Officer, City of Tulsa

Date issued: August 12, 2021
Expiration: August 14, 2023
Number: HP-0273-2021
CITY OF TULSA PRESERVATION COMMISSION

APPROVED DATE: August 12, 2021

BY Roy Harrison Parks, Jr.

SUCH APPROVED PLANS SHALL NOT BE CHANGED, MODIFIED OR ALTERED WITHOUT AUTHORIZATION
REDI-ROCK TEXTURE:
COBBLESTONE

Calling all blockheads! Redi-Rock Cobblestone blocks feature a double-whammy—engineering ingenuity and dashing good looks. The result is the best looking structural walls on the market.

Cobblestone blocks have a great stacked stone aesthetic. Each one-ton block features the appearance of six smaller blocks, making it a great look for projects that need a smaller-scale look.

Cobblestone Block Specifications
- Stacked stone texture
- 6.75 square feet (0.6 square meters) of face
- Four unique faces to give walls a random aesthetic
- Up to 23 square feet (2 square meters) of non-repeating texture available
- Wet-cast concrete gives a greater level of detail and durability

Regional colors and coordinating accessories are available. Contact your local Redi-Rock retailer or visit redi-rock.com to learn more about the Redi-Rock Cobblestone face today!
Cobblestone Case Study

Redi-Rock Gravity Walls Level Lot for Custom Sports Court

The Challenge
When the owners of this Washington home wanted to install a tennis/basketball court, their hilly property presented some unique challenges. To create enough space for a court, they needed to contend with a 20-foot (6 meter) elevation change on the proposed site.

The Solution
Copper Creek Landscaping considered several options with the owners, including a poured-in-place wall.

“We just thought a poured-in-place wall would be too sterile and not aesthetically pleasing,” explained Matt Barton, owner of Copper Creek Landscaping.

“We wanted really straight, square walls though, so obviously a boulder retaining wall wouldn’t have worked. We had a lot of restrictions with what we were trying to do, and Redi-Rock was the perfect product that allowed us to do everything we needed to do,” said Barton.

The biggest selling point of the Redi-Rock system was the ability to build retaining walls without requiring geogrid. After re-grading the area, the tallest wall required was 8′ 11″ feet (2.7 meters) and was installed as a gravity structure. This saved installers time because they did not have to excavate for geogrid, in turn saving the owners money. Plus, the aesthetic Cobblestone texture complemented the nearby home.

“we really liked the aesthetics of Redi-Rock because it blends in nicely with the surrounding terrain. We worked with Wilbert to do the custom work and they did a great job. We are really pleased with how it turned out—and we know it’s not going anywhere,” said owner Jeff Stockdale.


Your Complete Wall Solution—Each block in the Redi-Rock system is available in any texture and can coordinate in the same wall, giving you the flexibility you need.

Gravity Walls
MSE Walls
Freestanding Walls

See redi-rock.com for additional products and accessories.

Contact your local Redi-Rock retailer or visit redi-rock.com to learn more about the Redi-Rock Cobblestone face today!

CITY OF TULSA PRESERVATION COMMISSION

APPROVED DATE: August 12, 2021

BY Ray Mallison Porter, Jr. Page 3 of 3

SUCH APPROVED PLANS SHALL NOT BE CHANGED, MODIFIED OR ALTERED WITHOUT AUTHORIZATION
I am in favor of the requested action for Case Number BOA-23438

R Lee Selby
1352 E 18th St, Tulsa, OK 74120
918-698-4635
<table>
<thead>
<tr>
<th><strong>Case Report Prepared by:</strong></th>
<th><strong>Owner and Applicant Information:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Chapman</td>
<td>Applicant: Signs and Wonder LLC</td>
</tr>
<tr>
<td></td>
<td>Property Owner: TA LORTON LAND COMPANY LLC</td>
</tr>
</tbody>
</table>

**Action Requested:** Variance to allow more than one freestanding sign per lot with frontage on a minor street (Sec. 60.080-C.2.A)

<table>
<thead>
<tr>
<th><strong>Location Map:</strong></th>
<th><strong>Additional Information:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Location Map" /></td>
<td>Present Use: Home Decor</td>
</tr>
<tr>
<td></td>
<td>Tract Size: 0.35 acres</td>
</tr>
<tr>
<td></td>
<td>Location: 553 and 555 S. Zunis Ave. E.</td>
</tr>
<tr>
<td></td>
<td>Present Zoning: CS</td>
</tr>
</tbody>
</table>
BOARD OF ADJUSTMENT
CASE REPORT

STR: 9306 Case Number: B0A-23439
CD: 1

HEARING DATE: 09/27/2022 1:00 PM

APPLICANT: Signs and Wonder LLC

ACTION REQUESTED: Variance to allow more than one freestanding sign per lot with frontage on a minor street (Sec. 60.080-C.2.A)

LOCATION: 553 and 555 S. Zunis Ave. E. ZONED: CS

PRESENT USE: Home Decor TRACT SIZE: 15402.88 SQ FT

LEGAL DESCRIPTION: LTS 15 & 16 LESS BEG SWC LT 15 TH N43 SE TO SECR LT 15 W66 POB BLK 4, HILLCREST ADDN CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

RELEVANT PREVIOUS ACTIONS:

BOA-22705; On 08.13.19 the Board approved a variance of the parking design standards to allow the continued use of the existing non-conforming parking spaces.

RELATIONSHIP TO THE COMPREHENSIVE PLAN: The Tulsa Comprehensive Plan identifies the subject property as part of a “Mixed-use Corridor” and an “Area of Growth”.

Mixed-Use Corridors are Tulsa’s modern thoroughfares that pair high-capacity transportation facilities with housing, commercial, and employment uses. Off the main travel route, land uses include multifamily housing, small lot, and townhouse developments, which step down intensities to integrate with single family neighborhoods. Mixed-Use Corridors usually have four or more travel lanes, and sometimes additional lanes dedicated for transit and bicycle use. The pedestrian realm includes sidewalks separated from traffic by street trees, medians, and parallel parking strips. Pedestrian crossings are designed so they are highly visible and make use of the shortest path across a street. Buildings along Mixed-Use Corridors include windows and storefronts along the sidewalk, with automobile parking generally located on the side or behind.

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

STATEMENT OF HARDSHIP: Site is allowed one freestanding sign per lot. This site is actually two lots and there is currently a pole sign on each lot. The sign currently in review will include signage for the renter on that lot. The hardship is that 2 lots were combined so the area is larger. The site plan shows the location of the sign.
**STAFF ANALYSIS:** The applicant is requesting a **Variance** to allow more than one freestanding sign per lot with frontage on a minor street (Sec. 60.080-C.2.A)

60.080-C Sign Budget

1. **Applicability**
   
   The sign budget provisions of this subsection govern the maximum aggregate number and combined area of all projecting, roof, freestanding and off-premise outdoor advertising signs allowed on a lot in mixed-use, commercial and industrial zoning districts, except as otherwise expressly stated.

2. **Maximum Number**

   a. **Lots with Frontage on Only Minor Streets**

   Lots with frontage on only minor streets are allowed a maximum of one freestanding or projecting sign per lot.

The property currently has frontage on both E. 6th Street and S. Zunis Ave., both of which are classified as Residential Collector Streets per the Major Street and Highway Plan and defined as Minor Streets per the zoning code which limits the property to the one projecting sign that fronts E. 6th St.

---

![Map Image](image-url)

*Taken from the Major Street and Highway Plan*
Street, Minor

All classifications of public streets not defined as major streets.

Street, Major

All classifications of streets shown on and defined by the major street and highway plan, except residential collector streets. Major streets include freeways and freeway service roads.

Facts staff finds favorable for variance request:

- The property was originally two lots and it appears the bulk of the tenant spaced is reserved to a single lot though it is not clear that the lot boundaries align exactly with the tenant spaces.
- East 6th Street is considered an Industrial Collector Street West of S. Zunis which would be classified as a Major Street in the Zoning Code.
- Properties along 6th street that have visibility to the proposed sign are zoned commercial.
- A portion of the original lot 15 shown on the site plan was taken for City-of-Tulsa Right of Way leading to an oddly shaped lot and allows the existing sign to be visible from Both Zunis and 6th Street.

Facts Staff find unfavorable for the variance request:

- The applicant should confirm that the current property owner did not create the unique circumstances of the property.

SAMPLE MOTION: Move to ________ (approve/deny) a Variance to allow more than one freestanding sign per lot with frontage on a minor street (Sec. 60.080-C.2.A).

- Finding the hardship(s) to be______________________________.
- Per the Conceptual Plan(s) shown on page(s) _____ of the agenda packet.
- Subject to the following conditions ____________________________.

In granting the Variance the Board finds that the following facts, favorable to the property owner, have been established:

a. That the physical surroundings, shape, or topographical conditions of the subject property would result in unnecessary hardships or practical difficulties for the property owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;

b. That literal enforcement of the subject zoning code provision is not necessary to achieve the provision’s intended purpose;

c. That the conditions leading to the need of the requested variance are unique to the subject property and not applicable, generally, to other property within the same zoning classification;

d. That the alleged practical difficulty or unnecessary hardship was not created or self-imposed by the current property owner;

e. That the variance to be granted is the minimum variance that will afford relief;

f. That the variance to be granted will not alter the essential character of the neighborhood in which the subject property is located, nor substantially or permanently impair use or development of adjacent property; and

g. That the variance to be granted will not cause substantial detriment to the public good or impair the purposes, spirit, and intent of this zoning code or the comprehensive plan.”
SIGN PLAN REVIEW

July 7, 2022

Phone: 405-567-7472

Jennifer McClendon
108 E. 9th St.
Paden, OK 74860

APPLICANT NO:  SIGN-121372-2022 (PLEASE REFERENCE WHEN CONTACTING OUR OFFICE)

Location:  555 S. Zunis Ave.
Description:  Freestanding Sign

INFORMATION ABOUT SUBMITTING REVISIONS

OUR REVIEW HAS IDENTIFIED THE FOLLOWING CODE OMISSIONS OR DEFICIENCIES IN THE
PROJECT APPLICATION FORMS, DRAWINGS, AND/OR SPECIFICATIONS. THE DOCUMENTS SHALL
BE REVISED TO COMPLY WITH THE REFERENCED CODE SECTIONS.

REVISIONS NEED TO INCLUDE THE FOLLOWING:
1. A COPY OF THIS DEFICIENCY LETTER
2. A WRITTEN RESPONSE AS TO HOW EACH REVIEW COMMENT HAS BEEN RESOLVED
3. THE COMPLETED REVISED/ADDITIONAL PLANS FORM (SEE ATTACHED)

REVISIONS SHALL BE SUBMITTED DIRECTLY TO THE CITY OF TULSA PERMIT CENTER LOCATED
AT 175 EAST 2ND STREET, SUITE 450, TULSA, OKLAHOMA 74103, PHONE (918) 596-9601.
THE CITY OF TULSA WILL ASSESS A RESUBMITTAL FEE. DO NOT SUBMIT REVISIONS TO THE
PLANS EXAMINERS.

SUBMITTALS FAXED / EMAILED TO PLANS EXAMINERS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION

1. SUBMIT TWO (2) SETS OF REVISED OR ADDITIONAL PLANS. REVISIONS SHALL BE IDENTIFIED
   WITH CLOUDS AND REVISION MARKS.

2. INFORMATION ABOUT ZONING CODE, THE INDIAN NATION COUNCIL OF GOVERNMENT (INCOG),
   BOARD OF ADJUSTMENT (BOA), AND THE TULSA METROPOLITAN AREA PLANNING
   COMMISSION (TMAPC) IS AVAILABLE ONLINE AT WWW.INCOG.ORG OR AT INCOG OFFICES AT
   2 WEST 2ND STREET, 8TH FLOOR, TULSA, OK, 74103 OR TELEPHONE (918) 584-7526.

3. PRESENT THIS LETTER TO INCOG WHEN APPLYING FOR BOARD OF ADJUSTMENT OR
   PLANNING COMMISSION ACTION.

(Continued)
Applicant Name: SIGN-121372-2022

1. Section 60.080-C.2.a Sign Budget, Lots with Frontage on Only Minor Streets, Maximum Number:

   Lots with frontage on only minor streets are allowed a maximum of one freestanding or projecting sign per lot.

   Review Comments: This lot abuts E. 6th St. and S. Zunis Ave., which are minor streets according to the Major Street and Highway Plan. Lots with frontage on only minor streets are allowed a maximum of one freestanding sign per lot. The site plan already shows one freestanding sign on this lot. You may revise the site plan to show that only one freestanding sign will remain on this lot.

2. Section 60.110-A Administration:

   Any person proposing to erect any sign requiring a sign permit must submit a sign permit application to the development administrator. Applications for such permit must be accompanied by detailed plans, including scaled drawings of the proposed sign, a detailed site plan and other information deemed necessary by the development administrator to determine compliance with applicable regulations.

   Review Comments: Please provide a revised site plan that shows the exact location of this sign and the distance from the leading edge of the sign to the center of E. 6th St.

Note: Staff review comments may sometimes identify compliance methods as provided in the Tulsa Zoning Code. The permit applicant is responsible for exploring all or any options available to address the noncompliance and submit the selected compliance option for review. Staff review makes neither representation nor recommendation as to any optimal method of code solution for the project. Requests for variances from the Board of Adjustment require proof of a hardship per Section 70.130.

END – ZONING CLEARANCE AND SIGN CODE REVIEW

NOTE: THIS CONSTITUTES A PLAN REVIEW TO DATE IN RESPONSE TO THE SUBMITTED INFORMATION ASSOCIATED WITH THE ABOVE REFERENCED APPLICATION. ADDITIONAL ISSUES MAY DEVELOP WHEN THE REVIEW CONTINUES UPON RECEIPT OF ADDITIONAL INFORMATION REQUESTED IN THIS LETTER OR UPON ADDITIONAL SUBMITTAL FROM THE APPLICANT.

KEEP OUR OFFICE ADVISED OF ANY ACTION BY THE CITY OF TULSA BOARD OF ADJUSTMENT OR TULSA METROPOLITAN AREA PLANNING COMMISSION AFFECTING THE STATUS OF YOUR APPLICATION FOR A CITY OF TULSA SIGN PERMIT.
GENERAL NOTES

1. DESIGN CODE: IBC 2015
2. DESIGN LOADS: ASCE 7-10
3. WIND VELOCITY 115 MPH EXPOSURE C
4. CONCRETE 2500 PSI MINIMUM
5. PIPE STEEL ASTM A53 GR. B, $F_y = 35$ KSI MIN.
6. SQ. HSS STEEL ASTM A500 GR. B, $F_y = 46$ KSI MIN.
7. EYE BOLT STEEL ASTM A307
8. CHAINS TO HAVE 2150 LBS BREAKING STRENGTH MIN.
9. PROVIDE MIN. 3" CLEAR COVER ON ALL STEEL EMBEDDED IN CONCRETE WHEN CAST AGAINST SOIL
10. LATERAL SOIL BEARING PER IBC CLASS 4 (150 PSF/FT)
11. PROVIDE PROTECTION AGAINST DISSIMILAR METALS
12. ALL DIMENSIONS TO BE VERIFIED PRIOR TO FABRICATION

20'-6" OAH
2'-0"Ø
6'-6"
5'-0"
8" MAX.
5" MAX.
6'-9"
3'-0"
2'-0"Ø
1'-8" O.C TYP.
3'-8" O.C TYP.
6'-9"
5'-0"
3'-0"
2'-0"Ø
1'-8" O.C TYP.
3'-8" O.C
3x3x5/16" SQ. HSS
CHAIN - MIN. 2150 LB BREAK CAPACITY TYP.
¾"Ø EYE BOLT TYP.
8 STD. PIPE OD: 8.63"
WALL: 0.322"
Applied Wind Loads; from ASCE 7-10

\[ F = q_z \cdot G \cdot C_f \cdot A_f \]

with \( q_z = 0.00256K_zK_{zt}K_dV^2 \)  
\( C_f = 1.800 \) (Fig. 29.4-1)
\( K_z = \) from table 28.3-1
\( K_{zt} = 1.0 \) (26.8.2) (=1.0 unless unusual landscape)
\( K_d = 0.85 \) for signs (table 26.6-1)
\( V = 115 \) mph
\( G = 0.85 \) (26.9) weight = 0.465 kips
\( s/h = 0.146 \)
\( B/s = 1.67 \)

<table>
<thead>
<tr>
<th>Pole Loads</th>
<th>structure component</th>
<th>height at section c.g.</th>
<th>( K_z )</th>
<th>( q_z \cdot G \cdot C_f )</th>
<th>( A_f )</th>
<th>shear</th>
<th>Wind Moment ( M_W )</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6.63</td>
<td>0.850</td>
<td>24.5</td>
<td>37.43</td>
<td>9.5</td>
<td>357</td>
<td>2363</td>
</tr>
<tr>
<td>2</td>
<td>14.13</td>
<td>0.850</td>
<td>24.5</td>
<td>37.43</td>
<td>8.9</td>
<td>334</td>
<td>4716</td>
</tr>
<tr>
<td>3</td>
<td>17.50</td>
<td>0.876</td>
<td>25.2</td>
<td>38.57</td>
<td>25.5</td>
<td>983</td>
<td>17204</td>
</tr>
<tr>
<td>4</td>
<td>20.25</td>
<td>0.903</td>
<td>26.0</td>
<td>39.77</td>
<td>2.5</td>
<td>101</td>
<td>2053</td>
</tr>
</tbody>
</table>

sums: 46.49 1775 26.34 (\( M_w \)) k-ft arm= 14.8

\[ M_u = \sqrt{1.2M_{dl}^2 + 1.0M_{lw}^2} = 26.37 \text{ k-ft} \]

Pole Design section; pipe

\[ M_s \leq \phi M_n \]

\( M_n = f_y Z \)
\( f_y = 35 \text{ ksi} \)
\( \phi = 0.9 \)

<table>
<thead>
<tr>
<th>H</th>
<th>( M_s ) (k-ft)</th>
<th>( Z ) req'd. (in)</th>
<th>Size (in)</th>
<th>t (in)</th>
<th>Z</th>
<th>USE</th>
</tr>
</thead>
</table>
| at grade | 26.37 | 10.05 | 6 | 0.28 | 10.6 | 8 STD. Pipe, \( \phi M_n=54.6 \text{ k-ft} \)

Footing Design footprint: round

\[ 0 = 1.3 \]
\( P = 1.38 \text{ kip} \)
\( S1 = 867 \)
\( A = 1.87 \)

footing: 2' - 0" dia. 6' - 6" deep
Check 3”x3”x5/16” SQ. HSS (LRFD):

- **Pnet**: See Page #2 = 39.77 psf
- **Tributary Area**: $A_{\text{trib}} = 31.74 \text{ ft}^2$ (From Autocad)
- **Wind Load**: $W_L = Pnet \times A_{\text{trib}} = 1.262 \text{ kips}$
- **Dead Load**: $D_L = 1.2 \times 10 \text{ psf} \times A_{\text{trib}} = 0.381 \text{ kips}$
- **Arm (WL)**: $\frac{5\text{’}-0”}{2} + (8”) = 38 \text{ in}$
- **MWL**: $W_L \times \text{arm} = 47.972 \text{ k-in}$
- **MDL**: $D_L \times \text{arm} = 14.476 \text{ k-in}$
- **Total Moment, $\mu$**: $\mu = (\mu_{\text{WL}} + \mu_{\text{DL}}) = 5.20 \text{ k-ft}$ (From AISC Manual)
- **Moment Capacity**: $\mu_{\text{Mn}} = 10.00 \text{ k-ft}$ (From AISC Manual)
- **Ratio**: $\frac{\mu}{\mu_{\text{Mn}}} = 0.52 < 1 \quad \text{Ok}$

Calc. for Min. Chain Load Capacity (LRFD):

- **Pnet**: $= 39.77 \text{ psf}$ (See Page#2)
- **Tributary Area Per Chain**: $A_{\text{trib}} = 10.233 \text{ ft}^2$ (From AutoCAD)
- **Wind Load**: $W_L = Pnet \times A_{\text{trib}} = 407 \text{ lbs}$
- **Dead Load**: $D_L = 1.2 \times 10 \text{ psf} \times A_{\text{trib}} = 123 \text{ lbs}$
- **T**: $W_L + D_L = 530 \text{ lbs}$
- **Tcap**: $4 \times T = 2119 \text{ lbs}$ (Use 2150 lb)

Check 0.25” dia. Eye bolt, A307 (LRFD):

- **#bolts**: $= 1 \text{ bolt}$
- **$T_u$**: $\sqrt{W_L^2 + D_L^2} / \#\text{bolts} = 0.425 \text{ kips}$ (See Above)
- **$V_u$**: $W_L / \#\text{bolts} = 0.407 \text{ kips}$ (See Above)
- **$F_n$**: $(60 \text{ ksi} \times 0.75) = 45 \text{ ksi}$
- **$F_v$**: $(60 \text{ ksi} \times 0.45) = 27 \text{ ksi}$
- **$\phi T_n$**: $\phi \times F_n \times A_{\text{bolt}} = 1.657 \text{ kips} \quad \text{ok}$
- **$\phi V_n$**: $\phi \times F_v \times A_{\text{bolt}} = 0.994 \text{ kips} \quad \text{ok}$
- **$F$**: $V_u / A_{\text{bolt}} = 8.290 \text{ ksi}$
- **$F_n$**: $1.3 \times F_n - F_v / 2 \times F_v \times F_n = 40 \text{ ksi}$
- **$\phi T_n$**: $\phi \times F_n \times A_{\text{bolt}} = 1.475 \text{ kips} \quad \text{ok}$
Check Pipe8SCH40 for torsion and combined forces (AISC 14 H3)

Wind pressure= 39.77 psf (See Page#2)
Area= 31.74 ft$^2$ (See Page#3)
WL= 1.26 kips
arm= 42.315 in ($5'0"/2+(8")+(8.63")/2$
$Tu = WL*arm$
$Tu = 53.42$ k-in

Fy = 35 ksi
D = 8.63 in$^3$

or
Fcr = 100.28 ksi (eq'n. H3-2a)
t = 0.300 in$^3$
E = 29000 ksi

but not greater than:
Fcr = 112.78 ksi (eq'n. H3-2b)
L = 246 in
C = 32.70 in$^3$
$\phi = 0.9$

$\phi Tn = \phi Fcr C = 618$ k-in OK (Mr & Mc, See Page#3)

$Mr/Mc + (Tr/Tc)^2 = 0.490 < 1$ OK (eq'n. H3-6)

Unfactored Dead Load Moment

Area, A= (See Above)= 31.74 ft$^2$

Signage Weight= = 10 psf

Dead Load= DL=10psf*A= 0.317 kips

arm= = 42.315 in ($5'0"/2+(8")+(8.63")/2$

Unfactored Dead Load Moment= DL*arm= 1.12 k-ft
<table>
<thead>
<tr>
<th>Case Report Prepared by:</th>
<th>Owner and Applicant Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Chapman</td>
<td>Applicant: Joel and Cassia Carr</td>
</tr>
<tr>
<td></td>
<td>Property Owner: J Builds LLC</td>
</tr>
</tbody>
</table>

**Action Requested:** Appeal of the decision by the Tulsa Preservation Commission to deny Historic Preservation Permit Application HP-0380-2022 (Sec. 70.070-L)

**Location Map:**

![Location Map]

**Additional Information:**

- **Present Use:** Residential
- **Tract Size:** 0.18 acres
- **Location:** 308 W. King St. N.
- **Present Zoning:** RS-4 w/ HP Overlay
HEARING DATE: 09/27/2022 1:00 PM

APPLICANT: Joel and Cassia Carr

ACTION REQUESTED: Appeal of the decision by the Tulsa Preservation Commission to deny a portion of Historic Preservation Permit Application HP-0380-2022 (Sec. 70.070-L)

LOCATION: 308 W. King St. N.  
ZONED: RS-4 w/ HP Overlay

PRESENT USE: Residential  
TRACT SIZE: 7644.81 SQ FT

LEGAL DESCRIPTION: LT 1 & N10 LT 2 BLK 6, BURGESS HILL ADDN CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA

STAFF ANALYSIS:
The appellant is appealing the decision made by the Commission on August 23rd to deny the replacement of windows at the subject property. HP-0380-2022 included 15 separate items for the commission to review, of those items the Commission approved the remaining 14 items. The replacement of windows was denied by the Commission by a vote of six members voting to deny, no members voting to approve and five members not present.

Exhibits included in your packet:

- Explanation of appeal provided by appellant titled “Grounds for Appeal”.
- Case Minutes of HP-0380-2022, heard on August 23, 2022, titled “Minutes”.
- Staff report for HP-0380-2022 titles “Staff Report”.

Per Sec. 70.140-G of the Code the Board must grant the presumption of correctness to the decision of the Historic Preservation Commission and per Sec. 70.140-H of the code the Board may only reverse of modify the decision if it find that the Historic Preservation Commission erred in their decision.
SAMPLE MOTION: Move to ________ (affirm/reverse) the decision by the Tulsa Preservation Commission to deny a portion of Historic Preservation Permit Application HP-0380-2022 (Sec. 70.070-L).

Finding that the Tulsa Preservation Commission (acted appropriately/erred) in the decision to deny a portion of Historic Preservation Permit Application HP-0380-2022.
To: Board of Appeals/ Tulsa City Clerk
From: Joel and Cassia Carr (the “Carrs”)
Address in question: 308 W. King St. Tulsa, OK 74105 (“Property”)
Re: Appeal of denial of installed aluminum windows at the Property

Explanation:

The denial of installed aluminum windows at the Property should be overturned because the original historic window material is unknown, there is no physical or pictorial evidence of the original windows, and the windows installed at the Property are consistent with the architectural style of the home.

The Carrs purchased the Property from their parents in 2022. Their grandfather owned the Property since the 1990s. The house was covered in several layers of vinyl from different decades and appears to have been added onto several times. There was no remnant of 1917 when the home was supposedly built. Piers underneath the house and various foundational evidence suggests that the home was moved to its current location in the 1950s or 60s.

The Carrs were unaware of the necessary historic permit but contacted the Historic Preservation Commission (“Commission”) when neighbors informed them of the requirement. By this time, however, all of the vinyl and metal windows had been replaced with aluminum single hung.

The window guidelines for Brady Heights require that when replacing windows owners must, “match the historic window material” and “use pictorial and physical evidence” for guidance (Section A.4.5.1 and A.4.2). The only available pictures of the Property are from 2012 and 2016 – both of which show a mix of vinyl and aluminum windows.

In the absence of pictorial evidence of the original windows, an owner much “match the architectural style of the house” (A.4.3). This is a subjective requirement which is open to interpretation from different designers – but does not require the windows to be wood. This home was a mess and mix of several styles. Joel Carr is a general contractor and has attempted to bring congruency to this home. He choose a mix of ranch and craftsman elements. The Commission agreed with this choice. Aluminum windows match the ranch/craftsman style of the home. At the Commission’s suggestion, windowsills have been added to create detail and depth.

The Carrs have been cooperative and responsive during this process and the Commission has been patient. Over sixteen (16) items came before the Commission for review on this Property over a span of three meetings, and the Carrs have complied with all requests except this. Replacing the installed windows would cost the Carrs over $15,000 and months of delay to the renovation. The guidelines as written do not support this costly requirement.

Thank you,
HP PERMIT NUMBER: HP-0380-2022

PROPERTY ADDRESS: 308 WEST KING STREET

DISTRICT: BRADY HEIGHTS / THE HEIGHTS

APPLICANTS: JOEL & CASSIA CARR

REPRESENTATIVE: NONE

A. CASE ITEMS FOR CONSIDERATION
   1. Replacement of siding
   2. Replacement of fascia and soffit
   3. Replacement of vents in gables
   4. Installation of brackets under eaves
   5. Replacement of windows
   6. Replacement of trim around windows
   7. Replacement of window with door on east side of residence
   8. Replacement of door and hardware on north facade
   9. Replacement of garage door
  10. Reconstruction of porch
  11. Construction of rail on porch
  12. Construction of patio
  13. Replacement of driveway
  14. Replacement of fence
  15. Installation of light fixtures

   Project initiated without an Historic Preservation Permit

B. BACKGROUND
   DATE OF CONSTRUCTION: 1917
   ZONED HISTORIC PRESERVATION: 1999
   NATIONAL REGISTER LISTING: BRADY HEIGHTS HISTORIC DISTRICT: 1980
   CONTRIBUTING STRUCTURE: YES
   PREVIOUS ACTIONS: NONE

C. ISSUES AND CONSIDERATIONS
   In response to a report of activity on the site, the staff of the Tulsa Preservation Commission investigated and discovered Work in progress. A letter of notification was sent to the owners but was not delivered by the postal service. Staff was able to contact the owners, who responded promptly with an application form and documentation. Proposed are several alterations to the residence and its surroundings. According to the applicants, the residence had been altered significantly over time, and few original elements were present upon their purchase of the property. The Historic Preservation Permit Subcommittee reviewed the application on July 19, 2022. Because the scope of work was extensive and reconsideration of several items was requested, the applicants agreed to postpone review and returned with additional information on August 16, 2022. The proposals and the recommendations made by the Historic Preservation Permit Subcommittee, where applicable, are described in the following paragraphs.
1. Replacement of siding
   First proposed is the replacement of vinyl siding with Hardie Panel Vertical Siding, which has been partially installed, and the placement of Hardie Trim Batten Boards to give a board-and-batten appearance. Originally, the applicants proposed to install the batts sixteen inches (1'-4") apart. However, after a recommendation by the subcommittee, the applicants have revised the request to instead place the batts twelve inches (1'-0") apart. The applicants created a mock-up of the siding with twelve-inch (1'-0") spacing and included an image with the staff report.

2. Replacement of fascia and soffit
   Hardie Trim Boards are proposed for the fascia everywhere on the house except for the porch, which would have cedar fascia. Hardie Soffit Panels with a Cedarmill texture would replace the vinyl soffit previously on the residence.

3. Replacement of vent in gable on east facade
   The vent in the gable on the east facade has been replaced with a rectangular cedar vent. Another matching vent is proposed for installation in the gable on the south facade.

4. Installation of brackets in gable on east facade
   Originally proposed was the installation of two cedar brackets in the gable on the east facade. However, the subcommittee recommended reducing the beams running under the eaves on the north and south ends of that gable to be flush with the house. As a result, two additional brackets are proposed for a total of four in the east gable. The applicant also proposes to place brackets under the eaves on the west facade.

5. Replacement of windows
   The windows have been replaced with Reliabilt 85 Aluminum Single Hung windows with no muntins. According to the applicants, a mixture of window materials, including metal and vinyl, were previously present, and the original material of the windows is unknown. Although subcommittee members present during the first review did not express concern about the lack of muntins, they did suggest that the applicants consider an alternative proposal—namely, installation of wood windows rather than single-hung aluminum windows. The applicants have not proposed an alternative window but have provided an additional justification for the windows as installed. The subcommittee discussed the windows during the second review but ultimately forwarded the item without a recommendation.

6. Replacement of trim around windows
   A 2 X 4 cedar trim has been partially installed around the windows. Upon a recommendation from the subcommittee, the applicants have revised their proposal to include a sill and a piece of trim atop the header. The applicants created a mock-up of the window trim as proposed and included an image with the staff report.

7. Replacement of window with door on east side of residence
   Near the rear of the residence on an east-facing wall, a window was removed and replaced with a door, which would provide access to a proposed concrete patio (Item 11). Cedar trim would be installed around the door to match the trim around the windows, and the handle set will match that of the front door.

8. Replacement of door and hardware on north facade
   The front door was also replaced. During the first review, the subcommittee felt that the installed door emulated a Mid-Century Modern style and preferred a Craftsman style door. The applicants have revised their proposal to install a different door with hardware. Cedar trim would be installed around the door to match the trim around the windows.
9. Replacement of garage door
   The garage door, which has been damaged, is proposed for replacement. Product data for
   the garage door are included with the staff report.

10. Replacement of porch
   Although the main gable of the porch has been retained, a small, shed roof projection was
   removed on the west side of the porch. According to the applicants, most elements on the
   porch were previously vinyl, so nearly every feature on the porch would be replaced. The
   applicants have proposed cedar for the ceiling, columns, beam, and skirting and Trex
   Enhance Basics composite deck board for the floor and steps. The subcommittee
   recommended that the boards around the porch run perpendicular to the face of the house,
   and the applicant agreed. During the second review, the subcommittee also recommended
   running a piece of trim along the edge of the porch to conceal the ends of the boards. The
   applicants provided a drawing of the porch floor and rail with that detail included.

11. Construction of rail on porch
   As originally proposed, the rail would be aluminum and have an overall height of thirty-six
   inches (3'-0"). The subcommittee suggested that the rail be no higher than what is required
   by building code, that the rail be constructed with wood rather than aluminum, The applicant
   and has revised the proposal to instead construct a cedar rail with a height of twenty-four
   inches (2'-0"). The top rail would be two inches (0'-2") tall and eight inches (0'-8") wide. The
   balusters would be 2 x 2 cedar pieces with a four-inch (0'-4") space between each. A detailed
   drawing of the rail was provided by the applicants.

12. Construction of patio
   The proposed concrete patio would be ten feet (10'-0") wide and fifteen feet (15'-0") deep.
   During both reviews, the subcommittee requested additional information about the steps
   and rail leading to the door. The applicant has provided a drawing of the steps and hand rail.

13. Replacement of driveway
   The proposed driveway would match the existing driveway but have a slightly different slope
   to align with the floor of the garage. The subcommittee suggested reducing the width of the
   driveway to match the width of the existing apron, and the applicant agreed.

14. Replacement of fence
   Finally, the applicants have proposed the replacement of the chain link fence with a picket
   fence. The metal fence posts would remain, and the pickets would be forty-eight inches (4'-
   0") in height to match the height of the existing fence and posts. The subcommittee specified
   that the posts should be no taller than the pickets, and the applicant agreed.

15. Installation of light fixtures
   During the review of the application on August 16, the applicant mentioned that several light
   fixtures would be installed. The item has been added to the agenda, and the applicant has
   provided product data for the lights.

The Historic Preservation Permit Subcommittee forwarded the application with the following
recommendations:
- Approval of every item except Item 5: Replacement of windows, with the conditions that
  - Trim be added to cap each column on the porch,
  - The driveway width align with the width of the curb cut, and
  - The posts on the fence be no taller than the pickets
- No recommendation on Item 5: Replacement of windows
- Recommendation, but not a condition, that the construction of the back patio match
  that of the front porch
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.

Reference: *Unified Design Guidelines - Residential Structures*

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

**A.1 General Requirements**

Use the following guidelines as the basis for all exterior work:

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.

**A.3 Doors and Door Surrounds**

A.3.1 Retain and preserve original historic doors and door surrounds, including frames, glazing, panels, sidelights, fanlights, and transoms.

A.3.2 Do not remove, cover, or move existing door, sidelight, fanlight, and transom openings.
A.3.3 To return the home to its original historic appearance, remove non-historic doors and replace them using physical or pictorial evidence of the originals. If no evidence exists, select doors and surrounds which are consistent with the architectural style of your home.

A.3.4 To gain thermal efficiency, storm doors which maintain the appearance and allow maximum visibility of the original historic doors may be installed. Unfinished or clear-finished metals are not allowed. (Storm doors can be staff approved.)

A.3.5 If replacement of deteriorated doors is necessary, select doors and surrounds which are consistent with the architectural style of your home.

A.3.6 If replacement of deteriorated trim is necessary, match the appearance, size, shape, pattern, texture, and detailing of the original historic trim.

A.3.7 When adding new door openings, maintain the proportions of the façade. Match the dimensions and trim details of other doors and surrounds on your home. Select doors and surrounds which are consistent with the architectural style of your home.

A.3.8 Use clear glass in new or replacement doors and sidelights.

A.3.9 Exterior security bars and grilles are discouraged.

A.4 Windows and Window Trim

A.4.1 Retain and preserve original historic windows, including glazing, trim, muntins, and character-defining details.

A.4.2 Do not remove, cover, or move existing window openings.

A.4.3 To return the home to its original historic appearance, remove non-historic windows and trim. When selecting replacements, use physical or pictorial evidence. If no evidence exists, select windows which are consistent with the architectural style of your home.

A.4.4 To gain thermal efficiency, storm windows which maintain the appearance and allow maximum visibility of the original historic windows may be installed. Unfinished and clear-finished metals are not allowed. (Storm windows can be staff approved.)

A.4.5 If replacement of deteriorated windows is necessary, match the original historic windows in sash design, size, shape, muntin pattern, location, glazing area, and tint. Insulated glass (double-pane) windows may be used. Exterior muntins are required on simulated-divided-light windows.

A.4.6 If replacement of deteriorated trim is necessary, match the appearance, size, shape, pattern, texture, and detailing of the original historic trim.

A.4.7 When adding new window openings, maintain the proportions of the façade. Match the size, design, and pattern of the existing windows. Align the headers of new windows with the existing windows.

A.4.8 Exterior security bars and grilles are discouraged.

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.

1 Yorktown – Metal roofing is not allowed.

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.

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.

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.
Reasons to reconsider new window currently installed:

A) Thanks to the committee suggestion, I have researched and looked into era appropriate window trim for a house in the Heights. Please see the picture of the adjusted trim. All the windows and doors will be trimmed similarly. This changed the look of the window to tend much more traditional.

B) There are newer renovations and multiple houses in the Heights neighborhood that have aluminum windows. Please see the following pages with examples of these houses. One in particular appears to be the exact same window only in white not black.

C) The house appears to be moved to this lot and appears to not be built in 1917 as the county records state. We assume this because of several findings: - All the lumber is nominal lumber and generally that was not used before WW2. - The sheathing (see pics) is nominal not traditional. - The pitch of the roof does not match design criteria for a house built in 1917. A guess would be the house was located on that lot sometime mid century judging by the construction methods.

D) Windows that were in the house when we purchased it did not match. The house had every type of window on it...mainly vinyl and aluminum.

E) There was a concern about the shadow line of this window(please see pics). Measuring a neighbors house with original trim and wood windows. They have 3" from the face of the bottom window to the outside trim. With my current installed trim, the distance from the bottom window seal to the exterior trim is 2.5".

F) There is uncertainty on what windows were originally on the house. We could assume it would either be aluminum or wood windows. We believe the aluminum window selected will add to the design and neighborhood appearance and not deter from the historical value of the neighborhood.
House at 657 N Cheyenne with Metal Aluminum windows

Proof that the original sheathing on the house is nominal wood - 11-1/4” X 3/4”
A. Opening Matters
   1. Call to Order and Verification of Quorum
      Commissioner Turner called the Regular Meeting to order at 4:36 P.M.

   Members Present
   James Turner, AIA, Chair
   Holly Becker, Vice-Chair
   Royce Ellington
   Susan McKee, MFA
   Mark Sanders
   Mary Lee Townsend, Ph.D.

   Members Absent
   Katelyn Parker, RA, Secretary
   Chris Bumgarner
   Peter Grant, CGR, CAPS
   Ted A. Reeds II, AIA
   Robert Shears, ASLA

   Staff Present
   Audrey Blank, Felicity Good, Robi Jones

   Others Present
   John Spillyards, Joel Carr, Cassia Carr, Dariela Gonzales, Steven Jones, Kimberly McCoy

   *Late Arrival

2. Approval of Minutes – Regular Meeting, August 11, 2022
   Commissioner Turner made a motion to approve the Minutes of the Regular Meeting on August 11, 2022. The motion was seconded by Commissioner Ellington and approved unanimously.

   Vote: Minutes – Regular Meeting, August 11, 2022

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. Ellington</td>
<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>4. McKee</td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td>5. Sanders</td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
<tr>
<td>6. Townsend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Disclosure of Conflicts of Interest
   None

B. Actionable Items
1. **HP-0376-2022 / 1611 S. Troost Ave. (Swan Lake)**  
*Historic Preservation Permit Subcommittee Review Dates: July 7, 2022, August 16, 2022*

Applicant: Dariela Gonzalez  
Proposals:  
1. Replacement of rail on porch  
2. Replacement of door and hardware  

*Project completed without an Historic Preservation Permit*

Staff directed commissioners’ attention to Section 70.070-F of the Tulsa Zoning Code and afterwards presented its report. The applicant was present and had nothing to add to the staff report. Commissioner Turner stated that he was present at the most recent review of the application by the Historic Preservation Permit Subcommittee on August 16, 2022, and that there was not much discussion about the door or hardware. Commissioner Turner reported that the subcommittee focused discussion on the spacing of the balusters on the rail and ultimately recommended approval of the application as proposed. Commissioner Ellington concurred that the balusters were spaced wider than the previous balusters but indicated acceptance of the rail.

Commissioner Sanders asked if the Historic Preservation Permit Subcommittee had discussed the painting of the masonry piers on the porch. Commissioner Turner stated that it was not discussed, as the piers had been previously painted, and Commissioner Ellington agreed. Ms. Good stated that the piers appear to be painted in both an image of the residence from Google Street View and the survey photos from 1995. Commissioner Townsend inquired whether an historic preservation (HP) permit would be required to repaint the piers since they were masonry, and Ms. Good stated that in the past the requirement for an HP permit had been applied only to painting previously unpainted surfaces. Commissioner Sanders agreed with Commissioner Townsend’s question and inquired whether changing the paint color would be subject to review by the preservation commission. Commissioner Turner stated that the preservation commission did not typically regulate color and had not in the past reviewed the repainting of previously painted masonry. Commissioner Townsend advised the applicant, Dariela Gonzalez, to contact staff in the future before painting any surfaces to ensure that it would not require an HP permit, and Ms. Gonzalez agreed. Commissioner McKee expressed disapproval of the wider spacing of the balusters and objected to the top rail. Commissioner Turner stated that the reconstructed rail appeared to match that shown in the survey photo except for the spacing of the balusters. The applicant, Dariela Gonzalez, explained that she tried to preserve as many elements on the porch as possible and mimic the previous railing. Ms. Gonzalez stated that much of the wood was rotted, and the balusters had been unevenly spaced prior to her purchase of the house. Upon a request for clarification from Commissioner McKee, Ms. Gonzalez confirmed that the entire rail had been replaced, adding that the previous rail was unsafe. Commissioner McKee asked the applicant why the rail was not returned to its previous appearance, and Ms. Gonzalez emphasized that there had been no template for the spacing of the balusters because they had been unevenly spaced. Upon an inquiry from Commissioner Townsend, Commissioner Ellington said the Historic Preservation Permit Subcommittee had the same conversation about the spacing of the balusters, and Commissioner Turner stated that the recommendation of approval had not been unanimous.

As there was no further discussion, Commissioner Ellington made a motion to approve both items in the proposal as presented. The motion was seconded by Commissioner Sanders. The motion failed due to a lack of majority. Commissioner
Sanders clarified that his vote in favor of the application did not include the painting of the masonry piers.


Vote: 1611 S. Troost Ave. (Swan Lake)

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ellington</td>
<td>1. Turner</td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Sanders</td>
<td>2. Becker</td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. McKee</td>
<td>4. Townsend</td>
<td></td>
<td>Grant</td>
</tr>
</tbody>
</table>

Commissioner Turner then made a motion to approve Item 2: Replacement of door and hardware. The motion was seconded by Commissioner Becker and approved unanimously.


Vote: 1611 S. Troost Ave. (Swan Lake)

Item 2: Replacement of door and hardware

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. Ellington</td>
<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>4. McKee</td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td>5. Sanders</td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
<tr>
<td>6. Townsend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commissioner Becker made a motion to approve the proposal for Item 1: Replacement of rail on porch with the conditions that the rail have four (4) balusters for every three (3) existing balusters, and that a baluster be placed against each column. The motion was seconded by Commissioner Becker and was approved with a majority.


Vote: 1611 S. Troost Ave. (Swan Lake)

Item 1: Replacement of rail on porch

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td>Ellington</td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. McKee</td>
<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>4. Sanders</td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td>5. Townsend</td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
</tbody>
</table>

Commissioner Becker complimented Ms. Gonzalez on the treatment of the columns and the siding. In response to Commissioner Sanders’ and Commissioner Townsend’s earlier questions, Ms. Blank read aloud Section A.2.5 of the Unified
Design Guidelines for Residential Structures, which verified that painting previously painted masonry does not require an HP permit review.

2. **HP-0386-2022 / 1807 S. Quincy Ave. (Swan Lake)**

*Historic Preservation Permit Subcommittee Review Date: August 16, 2022*

Applicant: Steven Jones

Proposals:
1. Replacement of siding
2. Replacement of trim
3. Removal of shutters

Staff presented its report, and the applicant, Steven Jones, was present. Commissioner Turner asked Mr. Jones if he had anything to add, and he stated that he did not. Commissioner Turner reported that the Historic Preservation Permit Subcommittee reviewed the application and that Mr. Jones specified he would be removing the shutters at that meeting. Mr. Jones noted that the owner may want to reinstall them after the siding and trim have been replaced, depending on how the house looks without them. Ms. Good stated that the request for the removal of the shutters was added to the agenda for today’s meeting after Mr. Jones told the Historic Preservation Permit Subcommittee that he planned to remove the shutters. Upon an inquiry from Commissioner Turner, Mr. Jones stated that storm doors were not present on the set of doors above the porch but that they may have been previously. Mr. Jones informed the commissioners that the owners may want to make the second-story doors operable and build a rail above the port-cochere in the future. Commissioner Turner recalled that Mr. Jones had stated the soffit and brackets would be retained, and Mr. Jones concurred. Commissioner Ellington agreed with Commissioner Turner’s summary of the subcommittee review and expressed approval of the application. Commissioner Sanders commented that he was certain that the shutters were not original to the house and expressed support for the project only if the shutters are permanently removed.

As there was no further discussion, Commissioner Sanders made a motion to approve the application with the condition that the shutters be removed permanently. Commissioner Turner inquired whether one-inch (0’-1”) by four-inch (0’-4”) trim would be used around the windows, and Mr. Jones answered affirmatively, offering his project at 1616 South Quincy Avenue as an example. The motion was seconded by Commissioner McKee and approved unanimously.


**Vote: 1807 S. Quincy Ave. (Swan Lake)**

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. Ellington</td>
<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>4. McKee</td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td>5. Sanders</td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
<tr>
<td>6. Townsend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


*Historic Preservation Permit Subcommittee Review Date: August 16, 2022*

Applicant: Kimberly McCoy

Proposal:
1. Construction of addition
Staff presented its report, noting that the roof over the addition would match the existing roof. The applicant, Kimberly McCoy, was present. Commissioner Turner gave a brief overview of what was discussed during the review of the application by the Historic Preservation Permit Subcommittee. He stated that the subcommittee was concerned about the continuity of the siding along the side of the house and if they could salvage enough siding off the back of the house that would be the preferred option. Commissioner Ellington stated that the applicant had addressed his concerns about the roof material.

As there was no further discussion, Commissioner McKee made a motion to approve the application as submitted. The motion was seconded by Commissioner Becker and approved unanimously.


Vote: 1519 S. Norfolk Ave. (North Maple Ridge)

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Becker</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Ellington</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. McKee</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. Sanders</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6. Townsend</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

4. HP-0380-2022 / 308 W. King St. (The Heights/Brady Heights)

*Historic Preservation Permit Subcommittee Review Dates: July 19, 2022, August 16, 2022*

Applicants: Joel & Cassia Carr

Proposals:
1. Replacement of siding
2. Replacement of fascia and soffit
3. Installation of vents in gables
4. Installation of brackets under eaves
5. Replacement of windows
6. Replacement of trim around windows
7. Replacement of window with door on east side of residence
8. Replacement of door and hardware on north facade
9. Replacement of garage door
10. Reconstruction of porch
11. Construction of rail on porch
12. Construction of patio
13. Replacement of driveway
14. Replacement of fence
15. Installation of light fixtures

*Project initiated without an Historic Preservation Permit*

Staff presented its report, summarizing the suggestions made by the Historic Preservation Permit Subcommittee and the changes made to the application during each review. Staff noted that the installation of light fixtures came up during the review of the application by the subcommittee on August 16, 2022, and was added to the preservation commission agenda as Item 15. Staff also added that the subcommittee had recommended approval of Items 1 through 4 and 6 through 14 with several conditions. Item 5 was forwarded without a recommendation. The applicants, Joel Carr and Cassia Carr, were present. Commissioner Turner announced that each item would be
addressed one-by-one for discussion. Commissioner Turner directed commissioners’ attention to Item 1: Replacement of siding and expressed the opinion that the house resembled a Ranch style more than a Craftsman Bungalow and noted the mix of styles. Commissioner Turner stated that the Historic Preservation Permit Subcommittee did not have much discussion on the board and batten siding, the replacement of the fascia and soffit, or the installation of the vents in the gables. He commented that the brackets under the eaves would offer a nice level of detail and would be acceptable even if placed in the south gable. Staff asked for clarification on the location of the brackets on the west side, and Mr. Carr explained that they would be adding two brackets under the eaves to the west of the porch. Upon an inquiry from Commissioner Sanders, Mr. Carr clarified that no additional brackets would be placed near the garage.

Commissioner Sanders made a motion to approve Item 1: Replacement of siding, Item 2: Replacement of fascia and soffit, Item 3: Installation of vents in gables, and Item 4: Installation of brackets under eaves as submitted. The motion was seconded by Commissioner Ellington and approved unanimously.


Vote: 308 W. King St. (The Heights/Brady Heights)

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. Ellington</td>
<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>4. McKee</td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td>5. Sanders</td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
<tr>
<td>6. Townsend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commissioner Turner suggested that the commissioners skip any discussion of Item 5: Replacement of windows until the end since there would be a lot of discussion on that item. He moved on to Item 6: Replacement of trim around windows and said he thought the addition of the sill and the cap over the windows was a distinct improvement and would add to the Ranch style of the house. Commissioner Turner continued to Item 7: Replacement of window with door on east side of residence and Item 12: Construction of patio, and he noted that the subcommittee did not have much discussion but observed that the patio would be constructed from concrete rather than being similar in style to the front porch, which has a deck and rail. Commissioner Turner noted that, because the front of the house faces King Street, the new door on the east side, the new patio, and the front porch would all be visible from Denver Avenue. Upon a request for clarification by Commissioner Sanders, Mr. Carr and Ms. Carr clarified that the property at 308 West King Street abuts Denver Avenue. Commissioner Turner directed attention to Item 8: Replacement of door and hardware on north façade, and Item 9: Replacement of garage door. Commissioner Turner reported that the subcommittee members felt the simple styling of the proposed Craftsman style door and hardware was more appropriate to the style of the house, and Commissioner Ellington agreed that the style would fit in well with the style of the proposed siding. Commissioner Turner stated that the garage door matched the front door well. Commissioner Turner moved onto Item 10: Reconstruction of the porch and Item 11: Construction of rail on porch and expressed the opinion that the proposal would clean up the porch quite a lot by removing several elements. For clarification, Commissioner Turner asked the applicant if they had removed the ramp connecting the driveway to the porch, and Mr. Carr answered affirmatively and noted...
that a set of steps would be constructed in its place. Commissioner Turner reported that the subcommittee had asked the applicant to add a trim board along the edges of the Trex composite deck boards, which would run perpendicular to the house. Mr. Carr added that the subcommittee had requested that cap and base trim be added to the columns. Addressing Item 12: Construction of patio, Commissioner Turner stated that he had recommended the material match that of the front porch during the subcommittee review on August 16, 2022, but that the applicants selected concrete because of the cost. Moving on to Item 13: Replacement of driveway, Commissioner Turner stated that the reduction of the width of the driveway to match the existing curb cut would be an improvement. Commissioner Turner reported that the subcommittee was satisfied with Item 14: Replacement of fence and only requested that the metal posts to be reused from the existing chain-link fence be no taller than the pickets. He reminded the commissioners that the subcommittee did not have a submittal for Item 15: Installation of light fixtures, so there was not a recommendation. Commissioner Turner asked if anyone had any questions or concerns on any of the application, aside from Items 5 and 15. Commissioner Townsend asked if the open gable over the front porch would remain open, and the applicant answered affirmatively. Commissioner Townsend questioned whether the open gable would be appropriate, and Commissioner Turner expressed the opinion that it would be an appropriate detail for a Ranch style house. Upon an inquiry from Commissioner Turner, Mr. Carr explained that the siding in the gable and the ceiling of the porch were removed because the ceiling was so low. Commissioner Ellington noted that had been discussed by the subcommittee. Commissioner Sanders inquired about the skirting on the porch, and Mr. Carr stated that one-inch (0’-1”) by six-inch (0’-6”) painted boards had previously been present and would be replaced with one-inch (0’-1”) by six-inch (0’-6”) cedar boards placed vertically. Commissioner Sanders questioned whether the skirting constructed with vertical boards would be a historically appropriate treatment, and Commissioner Turner stated that a historical treatment would probably be an open crawl space under the porch or an open lattice around the porch but noted that an open crawl space under a porch would be atypical of a Ranch style house. Mr. Carr pointed out examples he had provided of other residences that had been sources of inspiration for the design and color selection. Commissioner Sanders asked the applicants if they had considered a wood lattice, and Mr. Carr explained that the space under the deck is so open that one would be able to see straight through the deck from King Street. Commissioner Becker indicated approval of the proposed cedar skirting and expressed a preference for it over lattice. Commissioner Sanders said he felt the monochromatic color of the previous skirting almost looked like cement or vinyl but expressed acceptance of cedar skirting if there was a clear delineation between the skirting and the trim around the porch floor. Mr. Carr explained that he would be staining the cedar boards so that the skirting would match the railing. Upon an inquiry from Commissioner Sanders, Mr. Carr confirmed that landscaping would be planted in the area in front of the porch. Commissioner McKee asked the commissioners about running the boards horizontally instead of vertically, but Commissioner Ellington felt that doing so would not be consistent with the siding on the house since it would be running in the opposite direction. Commissioner Sanders agreed. Commissioner Ellington expressed approval of the proposed garage door and front door because it would be consistent with the siding and indicated that the porch should be as well. Commissioner Turner asked the applicants if they had considered constructing the porch with the same materials and board and batten design as the siding, and Mr. Carr indicated a willingness to do so. Commissioner Sanders agreed with the suggestion. Ms. Carr indicated a preference for the cedar skirting but acceptance of the suggestion if it were preferred by the commission. Other commissioners agreed with the suggestion to match the skirting to the siding. Mr. Carr pointed out that constructing the skirting to match the siding would alleviate the large amount of cedar elsewhere on the porch. Commissioner Townsend suggested giving the option of either cedar or board and batten skirting.
Commissioner Sanders made a motion to approve Item 10: Reconstruction of porch with the condition that the porch skirting be a board and batten style in the same materials and condition as the siding on the house, including the trim. Commissioner Townsend informed the applicants that they could seek an amendment to the Approved Proposal if they decided to construct the skirting differently or needed to make any other changes to their application. The motion was seconded by Commissioner Ellington and approved unanimously.


Vote: 308 W. King St. (The Heights/Brady Heights)

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. Ellington</td>
<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>4. McKee</td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td>5. Sanders</td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
<tr>
<td>6. Townsend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commissioner Turner asked if there was any more discussion on Items 6 through 9 and 11 through 14. Commissioner Sanders asked if the door that was installed on the east side of the house was a steel door. Mr. Carr answered that it was steel and clarified that the proposed front door was also made from steel. Upon inquiries from Commissioner Sanders, Mr. Carr confirmed that both doors would be painted and would have black hardware. Commissioner Sanders questioned whether steel was generally an acceptable material, particularly in the Brady Heights Historic Preservation Overlay (The Heights), and Commissioner Turner stated that the Unified Design Guidelines do not prohibit steel doors.

Commissioner Becker moved to approve Item 6: Replacement of trim around windows, Item 7: Replacement of window with door on east side of residence, Item 8: Replacement of door and hardware on north façade, Item 9: Replacement of garage door, Item 11: Construction of rail on porch, Item 12: Construction of patio, Item 13: Replacement of driveway, and Item 14: Replacement of fence as presented. The motion was seconded by Commissioner Ellington and approved unanimously.


Vote: 308 W. King St. (The Heights/Brady Heights)

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. Ellington</td>
<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>4. McKee</td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td>5. Sanders</td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
<tr>
<td>6. Townsend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commissioner Turner opened discussion to Item 15: Installation of light fixtures. Staff directed commissioners’ attention to images of the proposed fixtures submitted by the applicants. Upon requests for clarification from Commissioners Turner and Sanders, Mr.
Carr verified the placement of the light fixtures above the garage door, near the door on the east side of the house, and in the ceiling of the porch. Commissioner Sanders inquired about the finish of the fixture on the porch ceiling, and Mr. Carr stated that the gold finish was proposed. The discussion continued about the color of the finish of the light fixture on the front porch. The applicant stated that if the gold finish was not satisfactory, he could possibly order it with a black finish or paint it black. Commissioner Sanders expressed the opinion that the fixture was on the edge of being historically appropriate but indicated that he might accept it because of the eclectic style of the house, although he expressed a preference for a black finish. Commissioner Townsend asked if the fixture would be visible since it would be hung from the ceiling of the porch. Mr. Carr answered that it probably would not, but it might be slightly visible through the gable. Ms. Carr stated that they intentionally selected the black and gold fixtures because they like the combination. Commissioner Becker stated that she did not have a problem with the gold finish, especially since the other fixtures have a gold element to them, and agreed with comments about the eclectic style of the house. Upon an inquiry from Commissioner Townsend, Ms. Carr stated that her grandfather had purchased the house in the 1980s, and Mr. Carr guessed that he had constructed the most recent addition.

Commissioner Ellington moved approval of Item 15: Installation of light fixtures. The motion was seconded by Commissioner Becker but failed due to a lack of majority.

Guidelines cited: A.1.1, A.1.2, A.1.3, A.1.4

**Vote: 308 W. King St. (The Heights/Brady Heights)**

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Becker</td>
<td>Turner</td>
<td></td>
<td>Parker</td>
</tr>
<tr>
<td>2. Ellington</td>
<td>McKee</td>
<td></td>
<td>Bumgarner</td>
</tr>
<tr>
<td>3. Townsend</td>
<td>Sanders</td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reeds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shears</td>
</tr>
</tbody>
</table>

Commissioner Townsend asked why those who opposed the proposal did so. Commissioner Turner stated that he did not feel that the light fixture proposed for the front porch matched the style of the house because it resembled a Mid-Century Modern style. Commissioner McKee agreed and clarified that she did like the other proposed fixtures. Commissioner Sanders stated that the mixture of black and gold finishes on the fixtures proposed for the garage and east side of the residence were acceptable but preferred something other than gold alone for the light fixture on the porch. Ms. Carr requested that the commission make a motion on the east-facing door and garage light fixtures only and offered to return with another proposal for the light fixture on the porch at a later date. The commissioners agreed with her suggestion.

Commissioner Turner moved approval of Item 15: Replacement of light fixtures for the light fixtures above the garage and on the east side of the residence only but not the light fixture on the front porch. The motion was seconded by Commissioner McKee and passed unanimously.

Guidelines cited: A.1.1, A.1.2, A.1.3, A.1.4

**Vote: 308 W. King St. (The Heights/Brady Heights)**

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td>Parker</td>
</tr>
</tbody>
</table>
Commissioner Turner asked if any of the commissioners were present at the first review of the application by the Historic Preservation Permit Subcommittee. Commissioners Sanders and Becker stated that they were present during that review. Commissioner Sanders explained that the subcommittee had a problem with the windows because matching the original window material is required for houses in The Heights. Commissioner Sanders recalled that the subcommittee agreed that, regardless of the alterations that had been made to the house over time, the original material of the windows would have been wood. He stated that there has been a lot of controversy in The Heights about the wood window requirement and the preservation commission has had to be very tough about honoring that requirement in the Unified Design Guidelines. Commissioner Sanders stated that deviating from the guideline would set a bad precedent. Commissioner Becker read aloud from Guideline A.4.3, which stated, “When selecting replacements, use physical or pictorial evidence. If no evidence exists, select windows which are consistent with the architectural style of your home.” Commissioner Becker questioned how to determine what the original material would have been if that evidence is not present and what type of window would be consistent with the architectural style. Commissioner McKee pointed out an image of the residence as it previously appeared in Google Street View and observed that a window near the rear of the house appeared to be a double-hung wooden window. Commissioner Sanders requested clarification from the applicants, and Mr. Carr stated that the window had not been present when they purchased the residence. Commissioner McKee expressed the opinion that there was pictorial evidence of probable wooden windows and asked about the date of the image. Ms. Good stated that she believed the image was from 2014. Commissioner Turner stated that his concern was not necessarily the material but the proportions of the frame of the window. Commissioner Turner explained that typically aluminum and vinyl windows do not have the same setbacks, proportions, or shadow lines that wood windows or good replacement windows have. Commissioner Turner indicated acceptance of the color and single-pane sashes and said that the addition of exterior muntins might be a step in the right direction but would not be supported by previous images of the residence. Commissioner Turner emphasized that his biggest concern is that the windows that had been installed do not have the correct proportions for windows in the neighborhood. Commissioner Sanders stated that he agreed with Commissioner Turner and hoped to meet the applicants somewhere in the middle so that they would not have to replace the entire frame along with the window.

Commissioner Sanders expressed approval of the window trim that had been approved and indicated support for that trim with wooden windows installed. Commissioner Sanders emphasized that the neighborhood worked hard to include the specific guideline about window materials in The Heights and that he was confident that the house originally would have had wooden windows. Commissioner Turner inquired whether Commissioner Parker, who lives in The Heights, had been present at the first review of the application by the Historic Preservation Permit Subcommittee, and Commissioner Sanders stated that she had been. Ms. Good stated that Commissioner Parker had said some of the same things during that review and noted that the subcommittee had based discussion on the assumption that the windows would have originally been wood. Commissioner Sanders recalled that Commissioner Parker had also expressed concern about the lack of shadow lines in the windows that had been installed. Commissioner Becker stated that she did not disagree with Commissioner Sanders or Turner but wanted to be sure that the preservation commission’s decision would be consistent with the Unified Design Guidelines. Commissioner Ellington agreed with the issues raised by Commissioners.
Sanders and Turner. Commissioner Turner further explained his rationale, stating that each window appeared to be in one plane with little offset between the bottom sash and top sash and that the stiles were much thinner than those typical of a wood window. Mr. Carr pointed to an image he had submitted showing wood windows on a neighboring residence that he said had similar shadow lines and similar depth between the glass and the outside of the trim. Upon requests from Commissioners Becker and Sanders, Mr. Carr clarified the location of the residences in the images. Commissioner Turner reviewed the Unified Design Guidelines and stated that he did not see a way to approve the proposal. Commissioner Turner stated that the Unified Design Guidelines are clear on the issue, noting that he felt a case could be made for approval if the sashes were roughly proportional to those of a wood window. Commissioner Turner showed the applicants which dimensions he was referring to—the stiles, the rails, and the offset between the sashes—and stated that he could not make a case to support the request for the replacement of the windows as proposed.

As there was no further discussion, Commissioner Turner moved to deny Item 5: Replacement of windows. The motion was seconded by Commissioner Ellington and the motion to deny passed unanimously.


Vote: 308 W. King St. (The Heights/Brady Heights)

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstaining</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Becker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ellington</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. McKee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Sanders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Townsend</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parker
Bumgarner
Grant
Reeds
Shears

Ms. Carr requested clarification about the types of windows that would be acceptable, and Commissioner Turner stated that a window with similar proportions to that of an original wood window would be important. Commissioner Turner noted Guideline A.4.5.1, which requires owners to match the original historic window material in The Heights. Commissioner Turner expressed the opinion that the house probably originally had wood windows, so any replacement windows should be wood. Commissioner Turner then informed the applicants of their right to appeal the decision to the Board of Adjustment. Commissioners Townsend, McKee, and Ellington agreed that the guidelines would direct the applicants to install wood windows. Ms. Carr requested clarification about whether Guideline A.4.5.1 requires wood windows or requires that the original window material be matched. Commissioner Sanders explained that the guideline requires the original window material to be matched and stated that the original window material on the residence most likely would have been wood. Ms. Carr guessed that most residences on the street would probably have originally had wood windows, and Commissioner Sanders agreed. Commissioner Sanders complimented the applicants on their project and the improvements to the residence and referenced a similar decision the preservation commission recently made about the replacement of windows at another residence in The Heights. Mr. Carr stated that a mixture of window materials had been present when they purchased the residence, but Commissioner Townsend explained that the existing windows when the house was purchased could differ from the original windows. Commissioner Turner questioned whether a replacement in-kind of windows could be approved at the staff level, but Ms. Good stated that Section 70.070-K of the Tulsa Zoning Code authorizes the preservation officer to approve the replacement
of materials with equivalent materials only if the work complies with the design guidelines of the subject historic preservation district. Ms. Carr inquired about the options for moving forward, and Commissioner Turner replied that they could propose a different type of window or appeal the decision to the Board of Adjustment.

C. Reports
   1. Staff Report
      Staff reported on Work completed at 1616 South Quincy Avenue.

   2. Chair Report
      None

D. New Business
   None

E. Announcements and Future Agenda Items
   None

F. Public Comment
   None

G. Adjournment
   Commissioner Turner adjourned the Regular Meeting at 6:15 P.M.