



The City of
OKLAHOMA CITY

Staff Only:

Zoning: HP or HL

District: J.P.

HPCA- 23 - 00083

Received by: DC

Date Stamp



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

NOTE: any relevant permits must be applied for and paid for separately in the Development Services Dept.

NOTE: Contact Historic Preservation Staff for final design inspection when work is complete.

Please select: ☐ New Project ☐ Revision ☐ Extension ☒ Violation Notice Issued

Location of Proposed Work (Address): 324 NW 26th St. Oklahoma City, OK 73103

Legal Description of Property (lot, block, addition): East 47 feet of West 95 feet of Lot 6:7, Block 11

Year built: 1918 Exterior wall material: Siding Floor area: 1459 sq.ft. T Jefferson
Par

Itemized Work Items (List EACH ITEM proposed. Work not listed here will NOT be reviewed):

☐ New Construction ☐ Addition ☐ Fence ☐ Demolition (specify structure) _____
☒ Paving (specify) concrete border on sidewalk ☒ Renovation (specify) Tile on front porch and steps
☐ Work not specified above _____ flower bed, Lighting

Owner's Authorization

I hereby certify that all above statements and statements contained in all attached and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with approved plans in a good and workmanlike manner. I authorize the City of Oklahoma City to enter the property for the purpose of observing and photographing the project for presentations and to ensure consistency between the approved proposal and the completed project.

☐ (If applicable): I authorize my representative to speak for me in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Owner's Signature Gina Buendia

Date 6/16/23

Name (printed) Gina Buendia

Organization Verana, LLC

Address 2712 Drakestone Ave

Phone 405-509-1351

City, State, Zip Oklahoma City, OK 73120

Email gina.pinc@hotmail.com

I prefer to be: ☒ Mailed or ☒ Emailed.

Representative Signature _____

Date _____

Name (printed) _____

Organization _____

Address _____

Phone _____

City, State, Zip _____

Email _____

I prefer to be: ☐ Mailed or ☐ Emailed.

Contact: ☒ Owner ☐ Representative

Is Federal money, a federal license or a federal permit included/required for any part of this project? Yes / No

If yes, what Federal agency? _____

Is the property owner pursuing the Federal Tax Credits for Rehabilitation of income producing historic properties? Yes / No (For questions concerning the federal tax credit program, telephone the State Historic Preservation Office at (405) 522-4479).

NOTE: Specific deadlines apply to submission of additional documentation or requests for appeals. Should your project be continued or denied, you are responsible for compliance with those deadlines.

Application for Certificate of Appropriateness for 324 NW 26th St, Oklahoma City, OK 73103

Scope of Work

We replaced rotting timbers around two flowerbeds with concrete borders. We used stones to fill in around small shrubs in the landscape. The home had to have piers and structural work done so we are trying to mitigate water from entering under the house. We continued the concrete border on both sides of front sidewalk leading to front of the house. Lighting along the sidewalk was added as the front walkway was very dark. The front porch has new tile on surface and steps to cover broken and cracked concrete. The home had been renovated before we purchased it due to a fire. The things we completed to the front of the home are listed above.





RECEIVED
JUN 16 2023
PLANNING DEPARTMENT



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JUN 1 6 2023
PLANNING DEPARTMENT



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JUN 16 2023
PLANNING DEPARTMENT



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JUN 16 2023
PLANNING
AND RESEARCH



The City of Oklahoma City
Planning Department, Subdivision and Zoning
420 West Main Street, Suite 910, Oklahoma City, Oklahoma, 73102
Phone: (405) 297-2623 – Web: <https://www.okc.gov>

W2 OKC

Staff Use Only	15387
BOA -	
Zoning:	R-2 HL JEFF PK UCD
	JEFFERSON PARKUCD NA

APPLICATION FOR BOARD OF ADJUSTMENT

Application for Special Exception - Lodging Accommodations: Home Sharing

Address of subject property: 324 NW 26th St., Oklahoma City, OK 73103
Present use of property: Airbnb/Short term rental Size of Property (Acres): .11 acres

☒ SPECIAL EXCEPTION: Chapter: 59 Section: 9350.38.1

SPECIAL EXCEPTION APPLICANTS:

Summary of Special Exception being sought

☒ I'm seeking home sharing for this property.

I certify that the submitted information is true and correct.

OWNER OF VERANA LLC

Property Owner Information (if other than Applicant):

Gina Buendia
Signature of Applicant
Gina Buendia
Applicant's Name (please print)
2712 Drakestone Ave
Applicant's Mailing Address
OKC OK 73120
City, State, Zip Code
405-509-1351
Phone
ginapinc@hotmail.com
Email

Name

Mailing Address

City, State, Zip Code

Phone

Email

Submit your Application by Email to Subdivisionandzoning@OKC.gov

Compressed files (.zip, etc..) or links to FileShare services (Dropbox, Google Drive, etc..) can not be accepted for security purposes.



(Individual Form)
WARRANTY DEED
(Oklahoma Statutory Form)

KNOW ALL MEN BY THESE PRESENTS:

THAT **Jacob Ryan Williams and Sarrah Michelle Williams, husband and wife** party of the first part, in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other valuable considerations to it in hand paid, the receipt of which is hereby acknowledged does hereby grant, bargain, sell and convey unto

Verana, LLC

party of the second part, the following described real property and premises situate in Oklahoma County, State of Oklahoma, to-wit:

For Tax Map ID(s): 046603780

The East 47 feet of the West 95 feet of Lots Six (6) and Seven (7), in Block Eleven (11), of JEFFERSON PARK ADDITION, to Oklahoma City, Oklahoma County, Oklahoma, according to the recorded plat thereof.

Subject to easements, rights of way and restrictive covenants of record. Less and except all oil, gas and other minerals previously reserved or conveyed of record.

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, its successors, heirs and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Signed and delivered July 23, 2021.

Jacob Ryan Williams

Sarrah Michelle Williams by Jacob Ryan Williams as Attorney in Fact
Sarrah Michelle Williams by Jacob Ryan Williams as Attorney in Fact

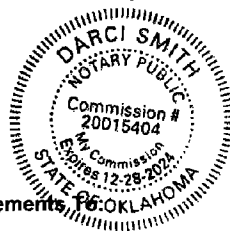
The State of OKLAHOMA

INDIVIDUAL ACKNOWLEDGMENT

County of OKLAHOMA

Before me, the undersigned, a Notary Public, in and for said County and State, on this 23 day of July, 2021, personally appeared Jacob Ryan Williams and Jacob Ryan Williams for Sarrah Michelle Williams as Attorney in Fact, to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that (he/she/they) executed the same as (his/her/their) free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.



Mail Deed and Tax Statements to:
Verana, LLC
2712 Drakestone Avenue
Oklahoma City, OK 73120

Notary Public in and for the State of _____
Notary's Printed Name: _____
Notary's Commission Expires: _____

Presented for filing by and return to:
Chicago Title Oklahoma Co.
3401 NW 63rd, Suite 300
Oklahoma City, OK 73116
File No.: 714052102287
Title Insurance Commitment, if any, issued by:
Chicago Title Insurance Corp.

The Legal Description of property 324 NW 26th St, Oklahoma City, OK 73103 is the East 47 feet of the West 95 feet of Lots Six (6) and Seven (7), in Block Eleven (11), of Jefferson Park Addition, to Oklahoma City, Oklahoma County, OK.

- ☐ Maximum of 3 guests
- ☐ Airbnb, VRBO
- ☐ Quiet time from 10 PM to 7 AM, No loud music, No smoking or anything that is illegal.
- ☐ Keeping property clean and being respectful of the neighbors.
- ☐ Driveway and Street Parking

AFFIRMATION

STATE OF OKLAHOMA)
) §
COUNTY OF OKLAHOMA)

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property which are within 300 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the 17th day of April, 2023

Gina Bwendia
Applicant Signature

Subscribed and sworn to before me, a Notary Public, in and for the State of Oklahoma,
County of Oklahoma, on the 17th day of April, 2023.

My Commission Expires:

19 June 2023

[Signature]

Notary Public

Commission #

19006166



NOTICE: Where requests are granted by the Board, an Order is issued subject to a 10-day appeal period as provided by law. Any action taken pursuant to and in reliance upon said Order within the 10-day appeal period will be taken at the applicant's risk. Upon presentation of a copy of the Order of this Board, a permit, when required, may be issued. Where appeals to the decision of the Board are taken to the District Court of Oklahoma County, no permits will be issued until the close of all litigation connected herewith.

Special Exception for Lodging Accommodations: Home
Sharing 324 NW 26th St., Oklahoma City, OK 73103

- A) Number of rooms being offered- Three rooms are being offered with two king beds, and one queen bed.
- B) Maximum number of guests to be accommodated- Five people is the maximum this home will accommodate. The average would be 2-5 people.
- C) Method of advertising- Airbnb and VRBO
- D) Self imposed rules of conduct for guests- Quiet hours are from 10 PM-7 AM to respect our neighbors. The home and grounds are smoke free of any type of substance. No pets allowed. Guests are to maintain a high standard of cleanliness and respect for our home. No new guests are allowed to stay at the property after booking or use the amenities. No street parking. Guests check in at 4 PM or after and check out at 11 AM. We have a camera on our Ring doorbell.
- E) Other home share properties in the city area: 531 W. Symmes St., Norman, OK 73069, and 1602 NW 21st St, Oklahoma City, OK 73106.
- F) Number of years sought for Special Exception- second year. Was approved last year.
- G) Off street parking availability- We have a one car garage, parking options in the driveway. Per our license we ask guests not to use street parking.





324 NW 26th st St, Oklahoma City, OK 73106



The Lola House

The reason we chose to purchase the house we call The Lola House is that we love the history of the area in Oklahoma City. The walkable neighborhood close to The Paseo Arts District and 23rd Street were a big attraction to us. Starting a short term rental home and sharing our love of hosting with guests is something we hope to continue. When traveling we always try to stay in a short term rental because of the memories and experiences our families gain. We have always chosen to stay in homes that are within walking distance to local arts districts and walkable neighborhoods where we can enjoy the best that cities have to offer. They have been our most memorable vacations as a family. We have put a lot of time, love and energy into beautifying the property which we think benefits the neighborhood. The Lola House is a high end short term accommodation of which we take great care on both the interior and exterior landscape. We have very strict rules that we state up front for guests which include no parties or gatherings and to observe quiet hours to respect our neighbors.

The Lola House was originally built in 1918 and has been completely renovated. The home maintains its historic charm with modern updates and comfort. The Lola House is located in the historic Jefferson Park neighborhood. The house has tremendous curb appeal and is one of the nicest on the street. The entrance to the home has a custom tiled porch and cozy porch swing. The back patio is an inviting place to eat under the string lights. There is a fire pit and hot tub for guests to enjoy during their stay. There is a driveway that can park three cars and ample street parking.

The interior of The Lola House is modern with high end furnishings for your comfort. It's a three bedroom home that sleeps six and limited to six people at a maximum. The master bedroom is complete with a king size bed and has a large flat screen tv and en suite bathroom. Guest room number one has a king size bed and flat screen tv. Guest room number two has a queen sized bed and a flat screen tv.

The kitchen is quite spacious and is fully equipped with a stove/oven, microwave, dishwasher and refrigerator. It is complete with anything you'd need to make a delicious meal at home. The dining room table seats 6 comfortably and is open to the living room. The living room is detailed with modern touches and comfort.



The Lola House sleeps a maximum of 6 people. The minimum nights booked are for two nights and maximum 28 days. The home is equipped with a ring doorbell which helps us to see who enters the home and how many are present.

Welcome To The Lola House

As a host I live in the Oklahoma City area and am available to our guests during their stay. These are the check in/ check out procedures and rules of the home.

Check In/Check Out Duties

Check in is at 4:00 PM and check out is no later than 11:00 AM the day of departure.

Below are some instructions for departure:

- Please place all dishes in the dishwasher and start it.
- Please take out all trash and place in the trashcan in the side yard by the gate.
- Please switch off all lights.
- Please lock all windows and doors.
- Please place used towels on top of washing machine.
- Please ensure all items are removed from the refrigerator/freezer.
- Please ensure that the grill is cleaned if used.
- If any items were moved during your stay please make sure they're moved back.

House Rules

- Out of respect to our neighbors that surround our property we ask you keep noise down after 10 PM and please do not play music outside. We do not allow parties or gatherings at The Lola House. Quiet hours are 10 PM to 7 AM.
- No additional guests can be added after check in. In order to add an extra guest it needs to be done prior to check in at an additional fee. Maximum of 6 guests.
- No pets
- No smoking in the house or on the premises of any kind.



- Please do not move furniture or redecorate.
- No confetti or glitter
- If grill is used it must be cleaned after using.
- Please follow check out procedures



