

MINUTES

Regular Meeting of the
Nichols Hills Building Commission
Tuesday, March 18, 2025 at 4:00 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

1. Call to Order
2. Roll Call

Attendees Present	Arrived
Commissioner John Lippert	4:00
Commissioner Larry Herzel	4:00
Commissioner Jeff Oakley	4:00
Chairman Rusty Caston	4:00
Vice-Chairman Tori Raines	Absent

3. Citizens Desiring to Be Heard
No one expressed a desire to be heard.
4. Minutes
 - a. January 21, 2025 Minutes
 - b. February 18, 2025 Minutes

MOTION: Larry Herzel moved to approve the January 21, 2025 minutes subject to the corrections of the Commissioners' titles.
Also moved to approve the February 18, 2025 minutes as presented. Jeff Oakley seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Larry Herzel
SECONDER:	Jeff Oakley
AYES:	John Lippert, Larry Herzel, Jeff Oakley, Rusty Caston

5. Public Hearings

- a. Certificate of Approval Application - 1710 Guilford Lane, Nichols Hills, OK.

Mr. Sam Gresham, with Sam Gresham Architecture, presented the application (addition to main building) to the Building Commission.

Following discussion among the Building Commission members, staff and the applicant, Chairman Caston opened the public hearing.

No one from the public expressing a desire to be heard, the public hearing was closed.

MOTION: John Lippert moved to approve subject to decreasing the size of the discharge drains from six-inch to four-inch before it discharges to the curb. Jeff Oakley seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	John Lippert
SECONDER:	Jeff Oakley
AYES:	John Lippert, Larry Herzel, Jeff Oakley, Rusty Caston

- b. Certificate of Approval Application - 2303 NW Grand Boulevard, Nichols Hills, OK.

Mr. Sawyer Wilson, with SHM Architects, presented the application (new main building) to the Building Commission.

Following discussion among the Building Commission members, staff and the applicant, Chairman Caston opened the public hearing.

Mr. Joe White spoke in favor of the application.

Seeing no others expressing a desire to be heard, the public hearing was closed.

MOTION: Jeff Oakley moved to approve subject to changing the four-inch PVC pipe to six-inch PVC pipe until you get close to the curb. John Lippert seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Jeff Oakley
SECONDER:	John Lippert
AYES:	John Lippert, Larry Herzel, Jeff Oakley, Rusty Caston

6. Items for Separate Vote

- a. Discussion, consideration, and possible action regarding an ordinance defining Demolition.

Mrs. Carla Sharpe, attorney for the City, reviewed with Building Commissioners the current City Code and other cities codes on the definition of demolition. The Commissioners suggested that the definition should be the removal of 50% of the linear exterior walls, including the garage or raising the roof.

Mrs. Sharpe will work with staff and draft an ordinance to present to the Commission at the next meeting.

- b. Discussion, consideration, and possible action regarding landscaping requirements for additions.

Mrs. Carla Sharpe, attorney for the City, discussed with the Building Commission the landscaping requirements for additions in front yards and side yards.

Mrs. Sharpe will bring back the updated ordinance to the next meeting for review.

- c. Discussion, consideration, and possible action regarding landscaping requirements in the rear yard.

Mrs. Carla Sharpe, attorney for the City, discussed with the Building Commission the landscaping requirements in the rear yard.

Mrs. Sharpe will bring back the updated ordinance to the next meeting for review.

- d. Discussion, consideration, and possible action regarding site plan requirements regarding existing trees.

Mrs. Carla Sharpe, attorney for the City, discussed the site plan requirements regarding existing trees with the Building Commission.

Mrs. Sharpe will draft an ordinance and bring back to the next meeting.

- e. Discussion, consideration, and possible action regarding an ordinance regarding the definition of "Construction Documents."

Mrs. Carla Sharpe, attorney for the City, discussed with the Building Commission the definition of Construction Documents. Mrs. Sharpe stated the City Council intended the Building Commission to review Construction Documents. The Commission requested that the Soils Test report be removed from the documents that the Commission reviews.

MOTION: Larry Herzel moved to recommend approval of agenda item 6e with the removal of the Soils Test report. Jeff Oakley seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Larry Herzel
SECONDER:	Jeff Oakley

AYES: Larry Herzel, Jeff Oakley, Rusty Caston

- f. Discussion, consideration, and possible action regarding an ordinance creating the Westminster Place 1800 Block Residential District and regulations applicable to the Westminster Place 1800 Block Residential District.

Mr. Shane Pate, City Manager, discussed with the Building Commission the draft ordinance creating the Westminster Place 1800 Block Residential District with specific regulations applicable to that block.

The Building Commission will continue to work on details to discuss at a future meeting.

- g. Discussion regarding Building Lot Coverage (BLC) and Floor Area Ratio (FAR) for E-2 Urban Estate Districts.

Commissioner Larry Herzel discussed with the Building Commission members the Building Lot Coverage (BLC) and the Floor Area Ratio (FAR) for E-2 Urban Estate Districts.

Commissioner Herzel will discuss with his Councilman and continue to work on details to discuss at a future meeting.

7. Adjournment

MOTION: There being no further business, Jeff Oakley moved to adjourn the meeting. Larry Herzel seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Jeff Oakley
SECONDER: Larry Herzel
AYES: Larry Herzel, Jeff Oakley, Rusty Caston



Chairman
Building Commission
City of Nichols Hills, Oklahoma



City Manager
Building Commission
City of Nichols Hills, Oklahoma



City Clerk
City of Nichols Hills, Oklahoma