

## AGENDA

Regular Meeting of the  
Nichols Hills Planning Commission  
Tuesday, May 6, 2025 at 5:30 PM  
City Hall, 6407 Avondale Drive  
Nichols Hills, OK 73116

If special assistance is needed for this meeting by any person wishing to attend, please contact the City Clerk's office no later than 48 hours prior to the meeting, and such assistance will be provided.

Official action may be taken by the Planning Commission only on items that appear on this Agenda. The Planning Commission may dispose of the business set out on this Agenda by accepting, approving, adopting, rejecting, amending, or postponing action as to each item, as determined by the Planning Commission.

1. Call to Order
2. Roll Call
3. Citizens Desiring to Be Heard

The purpose of this time is to allow members of the public to speak to the Planning Commission on any matter that is not otherwise set for consideration on this Agenda.

4. Minutes
  - a. April 1, 2025 Minutes

5. Public Hearings

Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:

- a. Public Hearing: An Ordinance amending the Nichols Hills City Code regarding applications for Certificates of Approval from the Building Commission; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

6. Adjournment

*Amanda Copeland*

City Clerk  
City of Nichols Hills, Oklahoma

## MINUTES

Regular Meeting of the  
Nichols Hills Planning Commission  
Tuesday, April 1, 2025 at 5:30 PM  
City Hall, 6407 Avondale Drive  
Nichols Hills, OK 73116

1. Call to Order
2. Roll Call

Attendees Present	Arrived
Chairman John McCaleb	5:30
Commissioner Tim Cheek	5:30
Commissioner Doug Franklin	5:30
Commissioner Mike Biddinger	5:30
Commissioner Ron Byrne	5:30
Commissioner Barbara Gilbert	Absent

3. Citizens Desiring to Be Heard

No one expressed a desire to be heard.

4. Minutes

- a. February 4, 2025 Minutes

**MOTION:** Doug Franklin moved to approve the February 4, 2025 minutes as presented. Ron Byrne seconded the motion.

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	Doug Franklin
<b>SECONDER:</b>	Ron Byrne
<b>AYES:</b>	John McCaleb, Tim Cheek, Doug Franklin, Mike Biddinger, Ron Byrne

5. Public Hearings

- a. PUBLIC HEARING: An application for approval of the Planned Unit Development of 1203 Sherwood Lane (PUD-10) involving the following described property: Lots Twenty-three (23) through Twenty-seven (27) in Block Twenty-eight (28) and Block F in BUSINESS SECTION OF NICHOLS HILLS and vacated street abutting abstracted property adjudicated in Court Case #CJ-2004-2234 in Oklahoma County, Oklahoma, as shown by the recorded plat thereof.

Mr. Mark Zitzow, Johnson & Associates, Inc., presented the application to the Planning Commission members. Other members of the development team present were, Mr. Charlie Givens, Mr. Bruce Bockus, architect, and Jessica Bloye, Johnson & Associates, Inc.

Following discussion among Planning Commission members and staff, Chairman McCaleb opened the public hearing.

Mrs. Virginia Hefner McKee asked to see the proposed street view on Sherwood Lane.

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

**MOTION:** Doug Franklin moved to recommend the City Council approve agenda item 5a as presented. Ron Byrne seconded the motion.

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	Doug Franklin
<b>SECONDER:</b>	Ron Byrne
<b>AYES:</b>	John McCaleb, Tim Cheek, Doug Franklin, Mike Biddinger, Ron Byrne

- b. PUBLIC HEARING: Discussion, consideration and possible approval of the preliminary plat for the Sanctuary, a tract of land containing 3.9039 acres, more or less, being a part of the Southeast Quarter (SE/4) of Section Five (5), Township Twelve (12) North, Range Three (3) West of the Indian Meridian, Nichols

Hills, Oklahoma County, Oklahoma, being all of Lots 23 through 27 Block 28 and Block F and a portion of the platted street The Strand in BUSINESS SECTION OF NICHOLS HILLS.

Mr. Mark Zitzow, Johnson & Associates, Inc., presented the proposed preliminary plat for the Sanctuary.

Following discussion among Planning Commission members and staff, Chairman McCaleb opened the public hearing.

Mr. Thomas Krieger spoke of his concerns of accessing his property by the alley.

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

**MOTION:** Tim Cheek moved to recommend the City Council approve agenda item 5b as presented. Doug Franklin seconded the motion.

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	Tim Cheek
<b>SECONDER:</b>	Doug Franklin
<b>AYES:</b>	John McCaleb, Tim Cheek, Doug Franklin, Mike Biddinger, Ron Byrne

- c. PUBLIC HEARING: An Ordinance amending Section 50-26 of the Nichols Hills City Code and the Official Zoning District Map to rezone and redistrict the property located in Nichols Hills, Oklahoma at 1203 Sherwood Lane from the U-4 Church District to the R-1-60 Single-Family Residential District and adopting and approving the Planned Unit Development for the 1203 Sherwood Lane; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

City Manager Shane Pate presented the proposed ordinance to the Planning Commission members.

Following discussion among Planning Commission members and staff, Chairman McCaleb opened the public hearing.

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

**MOTION:** Doug Franklin moved to recommend the City Council approve agenda item 5c as presented. Mike Biddinger seconded the motion.

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	Doug Franklin
<b>SECONDER:</b>	Mike Biddinger
<b>AYES:</b>	John McCaleb, Tim Cheek, Doug Franklin, Mike Biddinger, Ron Byrne

- d. PUBLIC HEARING: An application to rezone property generally located at 6501 Avondale Drive Lot One (1), Block Twenty-Eight (28) in Nichols Hills, Oklahoma (scriveners error in notice referenced 6502 Avondale Drive) from the C-1 Office Zoning District to the C-2 Retail Business Zoning District.

City Manager Shane Pate reviewed the application to the Planning Commission members. Mr. Mark Zitzow, Johnson & Associates, Inc., and Mr. Nolan Coyle, property owner, also discussed the application with the Planning Commission.

Following discussion among Planning Commission members and staff, Chairman McCaleb opened the public hearing.

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

**MOTION:** Doug Franklin moved to recommend the City Council approve agenda item 5d as presented. Tim Cheek seconded the motion.

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	Doug Franklin
<b>SECONDER:</b>	Tim Cheek
<b>AYES:</b>	John McCaleb, Tim Cheek, Doug Franklin, Mike Biddinger, Ron Byrne

- e. PUBLIC HEARING: An Ordinance amending Section 50-26 of the Nichols Hills City Code and official zoning map to rezone and redistrict the property located in Nichols Hills, Oklahoma at 6501 Avondale Drive Lot One (1), Block Twenty-Eight (28), Nichols Hills, Oklahoma (scriveners error in notice referenced 6502 Avondale Drive) from the C-1 Office Zoning District to the C-2 Retail Business Zoning District; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

City Manager Shane Pate presented the proposed ordinance to the Planning Commission members.

Following discussion among Planning Commission members and staff, Chairman McCaleb opened the public hearing.

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

**MOTION:** Tim Cheek moved to recommend the City Council approve agenda item 5e as presented. Mike Biddinger seconded the motion.

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	Tim Cheek
<b>SECONDER:</b>	Mike Biddinger
<b>AYES:</b>	John McCaleb, Tim Cheek, Doug Franklin, Mike Biddinger, Ron Byrne

## 6. Items for Separate Vote

- a. 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.

City Manager Shane Pate discussed with the Planning Commission the Westminster Place 1800 Block Residential District and the possible regulations that would encourage development in the area. The Planning Commission will review the proposed ordinance and discuss at a later date.

7. Adjournment

**MOTION:** There being no further business, Doug Franklin moved to adjourn the meeting. Ron Byrne seconded the motion.

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	Doug Franklin
<b>SECONDER:</b>	Ron Byrne
<b>AYES:</b>	John McCaleb, Tim Cheek, Doug Franklin, Mike Biddinger, Ron Byrne

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Chairman  
 Planning Commission  
 City of Nichols Hills, Oklahoma

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City Manager  
 Planning Commission  
 City of Nichols Hills, Oklahoma

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City Clerk  
 City of Nichols Hills, Oklahoma

Published in \_\_\_\_\_ on \_\_\_\_\_, 2025

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE NICHOLS HILLS CITY CODE REGARDING APPLICATIONS FOR CERTIFICATES OF APPROVAL FROM THE BUILDING COMMISSION; REPEALING ALL CONFLICTING ORDINANCES OR PARTS OF ORDINANCES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

**EMERGENCY ORDINANCE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NICHOLS HILLS, OKLAHOMA:

Section 1. Section 50-736 is hereby amended, with deleted language stricken through and new language underlined, to wit:

**Sec. 50-736. Application for Certificate of Approval.**

Applications for Certificates of Approval shall be filed with the City on forms provided by the City Clerk. Two originals and a digital version of the application and all required documents must be submitted. Applications must be certified by the owners of the Property. All plan sheets (Site Plans, Drainage Plans, Landscaping Plans, Floor Plans, Elevation Plans, Roof Plans, Detail Plans, and Section Cut Plans) and renderings required by this Section must be: (1) of sufficient notation, dimensions, and detail to indicate the extent of the proposed work and that the work will conform to the provisions of all applicable codes adopted by the City and City ordinances as a map for construction (the “Construction Document Requirement”); and (2) labeled “Construction Document” in the Title Block on each plan sheet submitted, which labeling will indicate that the applicant believes that the submissions meet the Construction Document Requirement. All renderings must also be labeled “Construction Document.”

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Section 2. All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 3. The provisions of this ordinance are severable and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such adjudication shall not affect or impair any of the remaining parts or provisions hereof.

Section 4. EMERGENCY SECTION. WHEREAS, in the judgment of the Council it is necessary for the preservation of the peace, health, welfare and safety of the City of Nichols Hills, Oklahoma, and of the inhabitants thereof that the provisions of this ordinance be put into full force and effect immediately, and therefore an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force from and after its passage as provided by law.

PASSED by the Council of the City of Nichols Hills, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED by the Mayor of the City of Nichols Hills, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Reviewed as to Form and Legality:

\_\_\_\_\_  
City Attorney