

MINUTES

Regular Meeting of the
Nichols Hills Building Commission
Tuesday, July 15, 2025 at 4:00 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

1. Call to Order
2. Roll Call

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

3. Citizens Desiring to Be Heard

No one expressed a desire to be heard.

4. Minutes

- a. June 17, 2025 Minutes

MOTION: John Lippert moved to approve the June 17, 2025 minutes subject to correcting Tori Raines' name on page 2. Tori Raines seconded the motion.

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

5. Public Hearings

- a. Certificate of Approval Application - 1807 Guilford Lane, Nichols Hills, OK

MOTION: Tori Raines moved to continue item 5a to the next regularly scheduled meeting. Jeff Oakley seconded the motion.

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

- b. Certificate of Approval Application - 1628 Queenstown Road, Nichols Hills, OK

Mr. Andrew Thomas, architect with Andrew C. Thomas Architect, 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 expressing a desire to be heard, the public hearing was closed.

MOTION: Larry Herzel moved to approve subject to the final plans showing all three sides of the addition connecting the downspouts to the new drainage in the backyard. Jeff Oakley seconded the motion.

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

- c. Certificate of Approval Application - 1710 Camden Way, Nichols Hills, OK

Mr. Westin Dinnes, Dinnes Studio, and Mr. John Matteson, Matteson Custom Homes, 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.

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

MOTIONS: John Lippert moved to approve subject to correcting the centroid and the finished floor on all elevations. Jeff Oakley seconded the motion.

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

- d. Certificate of Approval Application - 7000 NW Grand Boulevard, Nichols Hills, OK

MOTION: Rusty Caston moved to continue agenda item 5d to the next regularly scheduled meeting. Tori Raines seconded the motion.

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

6. Items for Separate Vote

- a. An Ordinance amending the Nichols Hills City Code regarding drainage for demolition and construction sites; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

Mrs. Carla Sharpe, attorney for the City, presented the proposed ordinance to the Building Commission.

MOTION: Rusty Caston moved to recommend approval to the City Council. Tori Raines seconded the motion.

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

- b. An Ordinance amending the Nichols Hills City Code regarding landscaping requirements for Building Commission Certificates of Approval; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

Mrs. Carla Sharpe, attorney for the City, presented the proposed ordinance to the Building Commission.

MOTION: Tori Raines moved to recommend approval, with the amendments that were discussed, to the Planning Commission. John Lippert seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Tori Raines
SECONDER:	John Lippert

AYES: Tori Raines, John Lippert, Larry Herzel, Jeff Oakley, Rusty Caston

7. Adjournment

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

RESULT: (UNANIMOUS)
MOVER: Tori Raines
SECONDER: Larry Herzel
AYES: Tori Raines, John Lippert, 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