

AGENDA

Regular Meeting of the
Nichols Hills Board of Park Commissioners
Wednesday, April 29, 2026 at 4:00 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 Board of Park Commissioners only on items that appear on this Agenda. The Board of Park Commissioners 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 Board of Park Commissioners.

1. Call to Order
2. Roll Call
3. Minutes
 - a. January 28, 2026 Minutes
4. Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:
 - a. Discussion, consideration, and possible recommendations regarding naming opportunities with respect to parks.
5. Adjournment



City Clerk
City of Nichols Hills, Oklahoma

MINUTES

Regular Meeting of the
Nichols Hills Board of Park Commissioners
Wednesday, January 28, 2026 at 4:00 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

1. Call to Order
2. Roll Call

Attendees Present	Arrived
Member Chip Oppenheim	4:00
Member Ryan Butts	4:00
Chairman Pete Everest	4:00
Member Rainey Williams	4:00
Member Jamie Farha	4:00
Member Karen Browne	Absent
Member Patty Anthony	Absent
Member Victoria English	Absent
Mmember Blake Fitzgerald	Absent

3. Minutes
 - a. October 15, 2025 Minutes

MOTION: Jamie Farha moved to approve the October 15, 2025 minutes as presented. Chip Oppenheim seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Jamie Farha
SECONDER: Chip Oppenheim
AYES: Chip Oppenheim, Ryan Butts, Pete Everest, Rainey Williams, Jamie Farha

4. Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:
- a. Discussion, consideration, and possible recommendations regarding new sign for Nichols Road Park.

MOTION: Jamie Farha moved to recommend approval of the Nichols Road Park sign. Rainey Williams seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Jamie Farha
SECONDER: Rainey Williams
AYES: Chip Oppenheim, Ryan Butts, Pete Everest, Rainey Williams, Jamie Farha

- b. Discussion, consideration, and possible recommendations regarding naming opportunities with respect to parks.

Mrs. Carla Sharpe, attorney for the City, presented proposed processes for naming parks. The Commissioners discussed that there needs to be an application process for naming a park, a financial obligation, the length of time of residency, and the length of the agreement. The Commissioners will bring back to the next meeting suggestions for financial requirements to name a park by the size and location of the park.

- c. Discussion, consideration, and possible recommendations regarding park reservation procedures.

Mrs. Carla Sharpe, attorney for the City, presented proposed permits for private social activities and use of ball fields in City facilities.

MOTION: Jamie Farha moved to recommend approval to City Council Attachment C Sec-34-5 deleting (d) and under Chapter 3 Sec.3-34-1 deleting all references to ball field use. Chip Oppenheim seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Jamie Farha
SECONDER: Chip Oppenheim
AYES: Chip Oppenheim, Ryan Butts, Pete Everest,
 Rainey Williams, Jamie Farha

- d. Discussion, consideration, and possible recommendations regarding park rules.

Mrs. Carla Sharpe, attorney for the City, presented possible recommendations regarding park rules. The Commission directed staff to create an ordinance for park rules to be presented to City Council.

MOTION: Jamie Farha moved to recommend approval to City Council of Sec.34-4 with the correction on number (18) "shooting" to be called "hitting," and on number (19) deleting the word charcoal. Chip Oppenheim seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Jamie Farha
SECONDER: Chip Oppenheim
AYES: Chip Oppenheim, Ryan Butts, Pete Everest,
 Rainey Williams, Jamie Farha

- e. Schedule the next regular meeting.

5. Adjournment

Chairman Pete Everest adjourned the meeting.

Chairman
 Board of Park Commissioners
 City of Nichols Hills, Oklahoma

City Manager
 Board of Park Commissioners
 City of Nichols Hills, Oklahoma

City Clerk
City of Nichols Hills, Oklahoma

Memorandum

**To: Nichols Hills Board of Park Commissioners
City Manager Shane Pate**
From: Carla Sharpe
Re: Park naming ordinance language for review
Date: March 18, 2026

This is to provide you with an overview of the attached ordinance language for the naming and renaming of parks, which is presented for your consideration. The proposed revisions are made to Nichols Hills City Code, Chapter 34 – *Parks, Recreation and Other Public Facilities*, Article III, *Park Establishment and Improvement*.

Parks may be named or renamed in any of the following scenarios:

- Based on existing City Code processes, when land is donated to the City for a new park or when a new public park is created as part of a new Subdivision; or
- Based on the existing City Code processes, when a park is “adopted” pursuant to a Park Adoption Agreement; or
- When someone proposes to name or rename a park outside the existing City Code process (for which the City Code does not now have a process and for which a new process is created, as discussed below).

The proposed ordinance language ensures the Board of Park Commissioners has the opportunity to review all park naming and renaming proposals and new naming restrictions. Specifically, the proposed ordinance language includes:

- Proposed “Park Naming Restrictions,” discussed in Section A below.
- Revisions to the existing processes for naming parks that are created when land is donated to the City for a new park or for new public parks that are created when a Developer creates a new subdivision, discussed in Section B below.
- Revisions to the existing process for naming parks as part of a park adoption (which requires a significant monetary obligation by the adopter), discussed in Section C below.
- Proposed new process for naming parks outside of the existing processes, discussed in Section D below.

A. Proposed “Park Naming Restrictions. The City Code now states that parks may be named only “in honor of persons who live and/or work (or who lived and/or worked) in Nichols Hills, and who have made a significant contribution to Nichols Hills.” The proposed revision includes similar language regarding residency and contributions to the City. The proposed Park Naming Restrictions also prohibit naming parks after then-current City employees or officials, and limit the number of parks that may be named after an individual(s) or family to one.

B. Naming rights for new parks created when land is donated to the City or when new subdivisions are created. The City Code now provides two methods for individuals to initiate the process to create new Parks: donation of land to the City for use as a park (Section 34-66) and by developers when creating new subdivisions (Division 4, Article III, Chapter 34).

1. City Code Section 34-66, *Donation of Real Property to the City for use as a Park.* This Section applies to donations of land to the City for a new park. The current ordinance requires that any park name proposed by the donor be approved by the City Council. The proposed revised version of this Section specifies that any park name proposed by the donor must be reviewed by the Board of Park Commissioners and must comply with the Park Naming Restrictions. Given that the land donated would have value, a monetary donation is not required in these situations.

2. City Code – Chapter 34, Article III, Division 4 – *Subdivision Parks.* This Division applies only to new public parks that may be part of a new subdivision created in Nichols Hills. In these cases, the subdivision is “dedicated” to the City. Therefore, a donation from the Developer or agreement to pay the City’s maintenance costs for the new park would not be relevant.

The proposed revised version of this Division specifies that if the new subdivision is to include a new public park and the Developer proposes to name that park, that name must be reviewed by the Board of Park Commissioners and must comply with the Park Naming Restrictions. The Board would provide its recommendation to both the Planning Commission and the City Council in advance of their hearings regarding the Preliminary Plat. The City Council would ultimately decide whether to approve the proposed name.

C. Naming rights for adopted parks – Division 3 – *Adoption of Parks.* This Division applies to park adoptions which are made by execution of a Park Adoption Agreement by the adopter and the City. Pursuant to the Park Adoption Agreement, the adopter agrees to pay all costs of installation of “large-scale and significant improvements” to an existing park and then to also pay for the ongoing maintenance for the park. The current ordinance requires that any park name proposed by the adopter be approved by the City Council.

The proposed revised version of this Division specifies that any park name proposed by the adopter must be reviewed by the Board of Park Commissioners and must comply with the Park Naming Restrictions.

D. Naming rights for parks outside the existing processes to do so. The proposed ordinance language adds a new process for naming parks in situations that are not related to the existing processes for donation of land, subdivision or park adoptions. This process is similar to the existing adoption process in that it requires an application be submitted by the individual(s) requesting the new park name and review of that application by the City Manager, the Board of Park Commissioners, and City Council. In the application, the applicant may propose to make a donation and/or to pay the City’s ongoing associated park maintenance costs or not.

The proposed language gives the Board of Park Commissioners and the City Council discretion to approve or disapprove of the proposed name and discretion whether or not to require a donation and/or payment of the City's associated park maintenance costs, depending on the facts. In other words, whether a donation is to be required (and if so, how much) and whether ongoing maintenance costs would be required to be paid (and for how long) would be for the Board of Park Commissioners to consider (and make a recommendation to City Council) and for the Council to decide. However, in all cases, the proposed name would be required to comply with the Park Naming Restrictions.

Nichols Hills City Code

Chapter 34, Parks, Recreation and Other Public Facilities

ARTICLE III. PARK ESTABLISHMENT AND IMPROVEMENT

DIVISION 1. GENERALLY

The existing Code provision states that “Parks shall only be named ... in honor of persons who live and/or work (or who have lived and/or worked) in Nichols Hills and/or who have made a significant contribution to Nichols Hills.” This provision is proposed to be deleted and replaced with proposed Sec. 34-64(a)(4) below.

Changes to existing City Code provisions are in green.

PROPOSED REVISION FOR REVIEW:

Sec. 34-64. Park naming; permitted characteristics of Park Amenities and Works of Art in Parks.

(a) Park naming. Naming new Parks and naming or renaming existing Parks is subject to the requirements of this subsection, effective as of the date of adoption of this ordinance.

- (1) Naming new Parks created pursuant to donation of Real Property or Dedication in a new Subdivision. The name of a new Park proposed by an Applicant / Developer in connection with: (1) donation of Real Property to the City for use as a Park pursuant to Section 34-66; or (2) Dedication to the City of a new public Park in a newly-platted Subdivision pursuant to Division 4 of this Article must comply with the Park Name Restrictions set out in subsection 4 of this subsection (a) and be reviewed by the Board and accepted and approved by the City Council in the applicable Resolution.
- (2) Naming or renaming Parks adopted pursuant to Park Adoption Agreements. The naming or renaming of a Park by an adopter of that Park in connection with a Park Adoption Agreement pursuant to Division 3 of this Article must comply with the Park Naming Restrictions set out in subsection 4 of this subsection (a) and be reviewed by the Board and accepted and approved by the City Council by Resolution.
- (3) Otherwise naming or renaming Parks.

 - a. In general. Persons wishing to name or rename an existing Park outside the processes described in subsection (1) and (2) may seek to do so pursuant to this subsection. In reviewing Applications pursuant to this subsection (3), the City may require that the Applicant make a donation to the City and/or that the Applicant agree to pay for the City’s projected maintenance and associated administrative costs (collectively, “Projected Costs”) for the Park for a stated period of time in exchange for the Park naming right. In such cases, the Applicant will enter into a binding contract with the City

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regarding such donation and/or payment of such Project Costs. In considering whether to require a donation and/or payment of Projected Costs, the Board and the City will review how the Park obtained its then-current name, if any; the Applicant’s reason for proposing to name or rename the Park; the size of the Park and the City’s Projected Costs for maintaining it; and any other relevant facts, in the Board’s and the City’s discretion.

- b. *Application.* Persons wishing to name or rename an existing Park shall file a written Application on an Application form supplied by the City Clerk. The Application must specify the proposed donation and/or payment of Projected Costs, if any, to be made by the Applicant for the naming right. The Application will be considered officially submitted and filed only after it is examined by the City Manager and found to be complete.
- c. *Transmittal to the Board.* The City Manager shall transmit to the Board the Application and the City Manager’s recommendation.
- d. *Board review.* The Board shall consider the Application and the recommendations of the City Manager at its next regularly scheduled meeting. The Board shall provide a recommendation to the City Council within 90 calendar days, recommending approval or disapproval of the Application. The Board may condition its approval of an Application based on a requirement that the Applicant be required to make a donation to the City (and if so, how much) and/or pay the Projected Costs for a stated period of time.
- e. *City Council determination.* The City Council shall hold a public hearing regarding the Application at its next regularly scheduled meeting (or a special meeting, at the City Council’s sole discretion) following receipt of the Board’s recommendation, subject to the City Council’s right to continue such hearing. The City Council shall thereafter review the Application and the recommendations of the City Manager, the Board, and any recommendations from officials or other municipal Departments, and testimony and exhibits submitted at the public hearing. The City Council shall approve, conditionally approve, or disapprove the Application by Resolution within 90 calendar days from the date of the public hearing. If the City Council disapproves the Application, the grounds for such disapproval must be stated in its decision. If the City Council conditionally approves the Application, the conditions that must be satisfied for full approval must be stated in the Resolution. If the City Council requires the Applicant to make a donation to the City and/or to pay the City’s Projected Costs for a stated period of time, the Applicant must enter into a binding contract with the City regarding such donation and/or payment.

(4) *Park Name Restrictions.* If a Park is proposed to be named or renamed after an individual(s), that individual(s) must live and/or work (or have lived and/or

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worked) in Nichols Hills and have shown extensive service to the City and/or have made a substantial financial contribution and support to the City. Parks may not be named after current City employees or current City officials. No more than one Park may be named after an individual or family.

Sec. 34-66. General procedure for Park creation. Donation of Real Property to the City for use as a Park.

(a) *Application.* Persons wishing to make donations of Real Property to the City for use as a Park ... shall file a written Application on an Application form supplied by the City Clerk. Applications for donations of Real Property for use as a Park may only be submitted by the Owners of that Real Property. The Application will be considered officially submitted and filed only after it is examined by the City Manager, or any entity designated with such authority by the City Council and found to be complete.

(b) *Assessor's report.* Applications must include a report certified by the County Assessor stating the names, addresses, and contact information for the Owners of Real Property within a 300-foot radius of the exterior boundary of the land proposed for donation.

(c) *City Manager review.* The City Manager shall assess the Application and determine the Projected Costs to the City. The City Manager shall then transmit to the Board the Application, the Manager's recommendation whether to approve or disapprove it, and the Manager's assessment of the Projected Costs.

(d) *Board review.* The Board shall consider the Application, including the donor's proposed name of the Park, if any, and the recommendations of the City Manager at its next regularly scheduled meeting. The Board shall provide a recommendation to the City Council within 90 calendar days, recommending approval or disapproval of the Application. The Board may condition its approval of an Application based on a requirement that the Applicant be required to pay ~~in advance~~ the City's Projected Costs for a stated period of time.

(e) *City Council public hearing; notice of hearings.* The City Council shall hold a public hearing regarding the Application. The City shall arrange for notice of the City Council hearing required by subsection (f) of this Section to be given by publication in a newspaper of general circulation in the City and by mailing written notice to the Owners of Property within a 300-foot radius of the proposed new Park as their names and addresses appear in the report provided pursuant to subsection (b) of this Section by registered or certified mail not less than ten calendar days before the date of the hearing. The notice of the public hearing must contain the date, time, and location of the hearing; a description of the Application for the proposed new Park; and the legal description of the proposed new Park.

(f) *City Council determination.* The City Council shall hold the public hearing regarding the Application at its next regularly scheduled meeting (or a special meeting, at the City Council's sole discretion) following receipt of the Board's recommendation, subject to the City Council's right to continue such hearing. The City Council shall thereafter review the Application and the recommendations of the City Manager, the Board, and any recommendations from officials or other municipal Departments, and testimony and exhibits submitted at the public hearing. The City

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Council shall approve, conditionally approve, or disapprove the Application by Resolution within 90 calendar days from the date of the public hearing. If the City Council disapproves the Application, the grounds for such disapproval must be stated in its decision. If the City Council conditionally approves the Application, the conditions that must be satisfied for full approval must be stated in the Resolution. If the City Council requires the Applicant to pay the City's Projected Costs for a stated period of time, such requirement will be stated in the Resolution and the Applicant must enter into a binding contract with the City regarding such payment.

(g) *Dedication accepted by Resolution.* If the Application is approved, the City Council shall accept Dedication of the Park by Resolution. To be effective, the donor's proposed name of the Park, if any, must comply with the Park Name Restrictions set out in Section 34-64 and be accepted and approved by the City Council in the Resolution. For donations of Real Property to the City for use as a Park, the City shall accept Dedication of the new Park upon filing of the Deed pursuant to subsection (h) of this Section.

DIVISION 3. ADOPTION OF PARKS

Sec. 34-113. Adoption of Parks defined.

This Article applies only to adoptions of Parks by Persons wishing to make large-scale and significant improvements to a particular Park, which improvements may consist of hardscape and Constructed facilities, significant Park Amenities, and/or significant plantings of Trees and plant material, such proposed improvements being of such size, scope, and permanency that a special permit from the City is required and engagement of a landscape architect and/or engineer for preparation of professional and detailed landscape plans and engagement of professional ors for installation are required. In the event of any uncertainty, the City Manager, and any Designee chosen by the City Council, will determine whether a particular plan for improvement constitutes a donation subject to Article III, Division 2, of this Chapter or an adoption subject to this Article.

Sec. 34-114. Adoption of Parks in general.

Unless waived by City Council, the adopter shall be responsible for all costs of installation and ongoing maintenance of the improvements at the Park. By making payment of a Yearly fee that shall be representative of the additional annual maintenance that would be required of the City attributable to the proposed improvements above the routine maintenance cost associated with the adopted Park. Adopting a Park pursuant to such process will not grant the adopter exclusive rights to the Park or to the improvements. Upon completion of installation of the improvements by the adopter, the improvements shall be submitted for Dedication to the City.

(a) *Application.* Persons wishing to adopt a Park shall file a written Application for a special permit to do so with the City Manager on an Application form supplied by the City Manager. The Application includes the City's form of Park adoption agreement, which, among other things, obligates the Applicant to make annual payments for maintenance of the improvements. The Applicant must agree to execute a Park Adoption Agreement if the Application is approved pursuant to this Article. The Application for the special permit must be accompanied by a detailed landscape plan for the proposed improvements. The Application will be considered

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officially submitted and filed only after it is examined by the City Manager and found to be complete.

(b) *Transmittal to the Board.* The City Manager shall transmit to the Board the Application and the City Manager’s recommendation.

(c) *Board review.* The Board shall consider the Application, including the donor’s proposed name of the Park, if any, and the recommendations of the City Manager at its next regularly scheduled meeting. The Board shall provide a recommendation to the City Council within 90 calendar days, recommending approval or disapproval of the Application.

(d) *City Council determination.* The City Council shall hold a public hearing regarding the Application at its next regularly scheduled meeting (or a special meeting, at the City Council’s sole discretion) following receipt of the Board’s recommendation, subject to the City Council’s right to continue such hearing. The City Council shall thereafter review the Application and the recommendations of the City Manager, the Board, and any recommendations from officials or other municipal Departments, and testimony and exhibits submitted at the public hearing. The City Council shall approve, conditionally approve, or disapprove the Application by Resolution within 90 calendar days from the date of the public hearing. If the City Council disapproves the Application, the grounds for such disapproval must be stated in its decision. If the City Council conditionally approves the Application, the conditions that must be satisfied for full approval must be stated in the Resolution. If the City Council wishes to waive the Applicant’s obligation to pay for the project’s installation and/or ongoing maintenance costs, such waiver shall be stated in the Resolution.

(e) *Permit and Park adoption agreement.* If the City Council approves the Application, the adopter will be issued a special permit, and the City and the Applicant will enter into a binding Park adoption agreement.

(f) *Acceptance of Dedication.* Upon completion of installation of the improvements pursuant to the Park adoption agreement, the City shall accept Dedication of the improvements by Resolution, subject to the ongoing obligations regarding maintenance of them as stated in the Park adoption agreement. To be effective, the Park adopter’s proposed name of the Park, if any, must comply with the Park Naming Restrictions set out in Section 34-64 and also be accepted and approved by the City Council in the Resolution. The Park will thereafter be listed on the City’s official Park list.

DIVISION 4. SUBDIVISION PARKS

Sec. 34-144. Dedication of Real Property for Parks required in plats.

(a) *In general.* To ensure that Parks are available to and adequate to meet the needs of newly platted Subdivisions and to offset the burden of increased population density on existing Parks, plats submitted by Developers for approval pursuant to the City’s Subdivision Regulations shall set aside Real Property for Dedication to the City as a Park, the sizes of which shall be appropriate for the size of the proposed Development. The City Manager shall transmit proposed

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plats to the Board for review and comment.

(b) Board review. The Board shall consider the proposed public Subdivision Park, including the Developer’s proposed name of the Park, if any, at its next regularly scheduled meeting. The Board shall provide a recommendation to the Planning Commission and City Council in advance of their public hearings regarding the Preliminary Plat, as scheduled pursuant to Section 40-105, recommending approval or disapproval of the proposed Subdivision Park and its proposed name, if any.

Sec. 34-147. Dedication of Parks in subdivisions required.

Dedication of each Park to the City must be accepted by the City Council by Resolution pursuant to the process set out in the City Subdivision Regulations. The Developer shall maintain the Park for one Year following acceptance of Dedication by the City Council as required by City Subdivision Regulations. To be effective, the Developer’s proposed name of the Park, if any, must comply with the Park Name Restrictions set out in Section 34-64 and also be accepted and approved by the City Council in the Resolution. The Park will thereafter be listed on the City’s official Park list.