

1. Agenda

Documents:

[2021-01-19 BUILDING COMMISSION - PUBLIC AGENDA-1600.PDF](#)

2. Meeting Materials

Documents:

[2021-01-19 BUILDING COMMISSION - FULL AGENDA-1600.PDF](#)

## **AGENDA**

Regular Meeting of the  
Nichols Hills Building Commission  
Tuesday, January 19, 2021 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 Building Commission only on items that appear on this Agenda. The Building Commission may dispose of the business set out on this Agenda by adopting, approving, denying, continuing, or taking other action as to each item, as determined by the Building 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 Building Commission on any matter that is not otherwise set for consideration on this Agenda.

4. Minutes

a. November 17, 2020 Minutes

5. Public Hearings

Discussion, consideration, and possible approval of the following:

a. Certificate of Approval Application - 1707 Elmhurst Avenue, Nichols Hills, OK.

b. Certificate of Approval Application - 6408 Briarwood Lane, Nichols Hills, OK.

c. Certificate of Approval Application - 1601 Randel Road, Nichols Hills, OK.

6. Items for Separate Vote

Items listed in this section of this Agenda are usually discussed, considered, and voted on individually by the Building Commission.

Discussion, consideration, and possible approval of the following:

- a. Discussion with Grady Wade, City Engineer from Smith, Roberts, Baldischwiler, regarding additional stormwater drainage requirements.

## 7. Adjournment

I certify that the forgoing was filed in the Office of the City Clerk at 10:45 AM on the 8th day of January, 2021 and posted in prominent view on the window at City Hall, 6407 Avondale Drive, at 11:15 AM on the 8th day of January, 2021; posted to the City of Nichols Hills website at <http://www.nicholshills.net> at 5:00 PM on the 8th of January, 2021; and transmitted by email at 5:00 PM on the 8th day of January, 2021 to those persons who have requested to be included on such notices pursuant to the Open Meeting Act and to those who have requested such notice.

Addendum filed in the Office of the City Clerk at 2:25 PM on the 13<sup>th</sup> day of January, 2021 and posted in prominent view on the window at City Hall, 6407 Avondale Drive, at 3:00 PM on the 13<sup>th</sup> day of January, 2021; posted to the City of Nichols Hills website at <http://www.nicholshills.net> at 5:00 PM on the 13<sup>th</sup> day of January, 2021; and transmitted by email at 5:00 PM on the 13<sup>th</sup> day of January, 2021 to those persons who have requested to be included on such notices pursuant to the Open Meeting Act and to those who have requested such notice.



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City Clerk  
City of Nichols Hills, Oklahoma

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a. November 17, 2020 Minutes

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City Clerk  
City of Nichols Hills, Oklahoma

## MINUTES

Regular Meeting of the  
Nichols Hills Building Commission  
Tuesday, November 17, 2020 at 4:00 PM  
City Hall, 6407 Avondale Drive  
Nichols Hills, OK 73116

**Original agenda filed in the Office of the City Clerk at 4:30 PM on  
the 12<sup>th</sup> day of November, 2020.**

1. Call to Order
2. Roll Call

| Attendee Name | Title    | Status  | Arrived |
|---------------|----------|---------|---------|
| Larry Herzel  |          | Present |         |
| Sam Gresham   |          | Present |         |
| John Lippert  | Chairman | Present |         |
| Tori Raines   |          | Present |         |
| Rusty Caston  |          | Absent  |         |

3. Citizens Desiring to be Heard

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

No one expressed a desire to be heard.

4. Minutes
  - a. October 20, 2020 Minutes

**MOTION:** Raines moved to approve the October 20, 2020 minutes as presented. Gresham seconded the motion.

|                  |                                  |
|------------------|----------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>      |
| <b>MOVER:</b>    | Tori Raines                      |
| <b>SECONDER:</b> | Sam Gresham                      |
| <b>AYES:</b>     | Herzel, Gresham, Lippert, Raines |
| <b>ABSENT:</b>   | Caston                           |

5. Public Hearings

Discussion, consideration, and possible approval of the following:

- a. Certificate of Approval Application - 1120 Larchmont Lane, Nichols Hills, OK.

Mr. Ryan Smith, owner, presented the application to the members of the Building Commission. Mr. Smith answered questions from the Building Commission concerning the drainage of the property.

Following discussion among the Building Commission Members, staff and applicant, Chairman Lippert opened the public hearing.

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

**MOTION:** Gresham moved to approve subject to the applicant providing a letter from an engineer stating there is no net increase in runoff by use of permeable material in the backyard of the driveway surfaces leading from the front edge of the house back to the back garage in lieu of the concrete originally shown. Also, provide a site plan indicating where the permeable material starts and stops, and the existing concrete remains. Herzel seconded the motion.

|                  |                                  |
|------------------|----------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>      |
| <b>MOVER:</b>    | Sam Gresham                      |
| <b>SECONDER:</b> | Larry Herzel                     |
| <b>AYES:</b>     | Herzel, Gresham, Lippert, Raines |
| <b>ABSENT:</b>   | Caston                           |

- b. Certificate of Approval Application - 1713 Drakestone Avenue, Nichols Hills, OK.

Ms. Rebecca Turnbow, property owner, presented the application to the Building Commission. Ms. Turnbow answered questions from the Commission concerning drainage pipes on the proposed plans and the roof plans in the middle of the existing house.

Following discussion among the Building Commission Members, staff and the applicant, Chairman Lippert opened the public

hearing.

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

**MOTION:** Herzel moved to approve, contingent upon re-sloping the flat roof line to the east or west, providing calculations from a civil engineer on the size of the roof drain pipes and check the survey to actually see where the front of the house sits in relationship to the building setback. Raines seconded the motion.

|                  |                          |
|------------------|--------------------------|
| <b>RESULT:</b>   | <b>APPROVED [3 TO 0]</b> |
| <b>MOVER:</b>    | Larry Herzel             |
| <b>SECONDER:</b> | Tori Raines              |
| <b>AYES:</b>     | Herzel, Lippert, Raines  |
| <b>ABSENT:</b>   | Caston                   |
| <b>RECUSED:</b>  | Gresham                  |

- c. Certificate of Approval Application - 1923 Huntington Avenue, Nichols Hills, OK.

Mr. Pat Bates, owner, presented the application to the Building Commission.

Following discussion among the Building Commission Members, staff and the applicant, Chairman Lippert opened the public hearing.

Mrs. Suzanne Spradling, neighbor to the property, spoke to the Building Commission Members about her concerns of the centroid not being built up, water management, ultimate height of the house, and the fence along the driveway between her house and the proposed application.

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

**MOTION:** Raines moved to approve agenda item 5c as

presented. Herzel seconded the motion.

|                  |                          |
|------------------|--------------------------|
| <b>RESULT:</b>   | <b>APPROVED [3 TO 0]</b> |
| <b>MOVER:</b>    | Tori Raines              |
| <b>SECONDER:</b> | Larry Herzel             |
| <b>AYES:</b>     | Herzel, Lippert, Raines  |
| <b>ABSENT:</b>   | Caston                   |
| <b>RECUSED:</b>  | Gresham                  |

## 6. Items for Separate Vote

Items listed in this section of this Agenda are usually discussed, considered, and voted on individually by the Building Commission.

Discussion, consideration, and possible approval of the following:

- a. PUBLIC HEARING: Discussion, consideration, and possible recommendation of approval or disapproval of an ordinance amending Section 50 of the Nichols Hills City Code to address the transfer of Certificates of Approval issued by the Nichols Hills Building Commission.

**MOTION:** Gresham moved to recommend the Planning Commission approve agenda item 6a amending Section 50 of the Nichols Hills City Code to address the transfer of Certificates of Approval issued by the Nichols Hills Building commission. Raines seconded the motion.

|                  |                                  |
|------------------|----------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>      |
| <b>MOVER:</b>    | Sam Gresham                      |
| <b>SECONDER:</b> | Tori Raines                      |
| <b>AYES:</b>     | Herzel, Gresham, Lippert, Raines |
| <b>ABSENT:</b>   | Caston                           |

## 7. Adjournment

**MOTION:** There being no further business, Gresham moved to adjourn the meeting. Raines seconded the motion.

|                  |                                  |
|------------------|----------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>      |
| <b>MOVER:</b>    | Sam Gresham                      |
| <b>SECONDER:</b> | Tori Raines                      |
| <b>AYES:</b>     | Herzel, Gresham, Lippert, Raines |
| <b>ABSENT:</b>   | Caston                           |

\_\_\_\_\_  
Chairman  
Building Commission  
City of Nichols Hills, Oklahoma

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City Manager  
Building Commission  
City of Nichols Hills, Oklahoma

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City Clerk  
City of Nichols Hills, Oklahoma

See City Clerk's office.

See City Clerk's office.

See City Clerk's office.

In order to be considered for approval by the Nichols Hills Building Commission, the applicant must show the following;

- A) Increase in impervious area from existing lot configuration to proposed lot configuration must be equal to zero (0) square feet. In order to receive approval the applicant must:
  - 1) Provide a site plan showing the impervious area square footage of both the current site and the proposed site. The plan must have clear dimensions that allow the commission to verify the square footage of impervious areas. The site plan shall show grading contours and flow arrows indicating the topography of the lot.
- B) If increase in impervious area is greater than zero (0) square feet, applicant must:
  - 1) Provide a site drainage plan, signed and sealed by a registered professional civil engineer, for the proposed residence that delineates existing and proposed storm water runoff patterns. The site plan shall show grading contours and flow arrows indicating the topography of the lot.
  - 2) Provide site drainage calculations, signed and sealed by a registered professional civil engineer, showing the 100-yr stormwater runoff for the historical and proposed layouts in all directions that affect adjacent properties.
  - 3) Provide site plan that indicates what efforts are being made to direct stormwater to the street and/or storm sewer system and away from adjacent residential properties. (Yard Drains, Guttering, Etc.)
  - 4) Eliminate any point flows onto adjacent residential properties resulting from the proposed construction.