

MINUTES

Regular Meeting of the
Nichols Hills Building Commission
Tuesday, September 19, 2023 at 4:00 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

Original agenda filed in the Office of the City Clerk at 2:07 PM on the 15th day of September, 2023.

1. Call to Order
2. Roll Call

Attendee Name	Title	Status	Arrived
Larry Herzel		Present	
John Lippert		Present	
Tori Raines	Chairman	Present	
Rusty Caston		Present	
Jeff Oakley		Present	

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. August 15, 2023 Minutes

MOTION: Herzel moved to approve the August 15, 2023 minutes as presented. Oakley seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Larry Herzel
SECONDER:	Jeff Oakley
AYES:	Herzel, Lippert, Raines, Caston, Oakley

5. Public Hearings

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

- a. Certificate of Approval Application - 1304 Glenwood Avenue, Nichols Hills, OK.

Mr. Cort Massey, with Cort Massey Construction, presented the application to the Building Commission.

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

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

MOTION: Caston moved to approve subject to providing the plans that show the footings with the piers and using a six inch PVC pipe for drainage. Lippert seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rusty Caston
SECONDER:	John Lippert
AYES:	Herzel, Lippert, Raines, Caston, Oakley

- b. Certificate of Approval Application - 1209 Marlboro Lane, Nichols Hills, OK.

Mr. Mark Malone, owner of the property, presented the application to the Building Commission. Mr. Andrew Thomas, architect with Andrew C. Thomas Architect, discussed the plans of the proposed home with the Building Commission.

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

Ms. Mary Jane Southwick spoke in favor of the application.

Mrs. Janel Johnson supports the application.

Mr. Harvey Deutsch spoke in favor of the application.

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

MOTION: Caston moved to approve subject to showing a six inch PVC pipe for roof drainage, show piers on plans, and revision of the landscape plan to show the correct calculations. Oakley seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rusty Caston
SECONDER:	Jeff Oakley
AYES:	Herzel, Lippert, Raines, Caston, Oakley

6. Items for Separate Vote

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

- a. Discussion regarding The Nichols Hills Building Commission Building Demolition, Design, and Construction Guidelines.

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

Building Commission members discussed the proposed guidelines. They will review and bring back to the next meeting any changes to the proposed guidelines.

- b. Discuss application requirements for detailed cut through drawings of an exterior wall.

Mrs. Carla Sharpe, attorney for the City, presented the proposed application requirements for section cut through exterior walls to the Building Commissioners.

Mrs. Sharpe will bring back the proposed changes with the suggested amendments for the Building Commission to review at the next meeting.

- c. Discussion regarding exterior building material requirements for residential homes.

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

Building Commission members discussed the change of the ordinance to only allow stone, masonry or brick as the primary material on the first floor of homes. Building Commission members would like a joint meeting with City Council in the future to discuss the changes.

Mr. Curtis Wilson spoke to the Building Commission concerning the homes that have glass as a primary material which he thought should be considered.

- d. Discussion regarding corner lot building requirement plan.

City Manager Shane Pate reviewed the existing corner lot building requirements with the Building Commission and the need to review and update the plan.

- e. Review of improvements to the Commission application and process, including but not limited to application pre-meeting concerns and the number of applications at each regular meeting.

Building Commissioners discussed the number of applications that they review at their regular meetings and the need to increase to more than four applications.

Mrs. Carla Sharpe, attorney for the City, stated that staff is working on revising the application form that will have a summary of the process and the importance of meeting the filing deadlines. The form will state that only completed applications will be set for a hearing date.

7. Adjournment

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rusty Caston
SECONDER:	Jeff Oakley
AYES:	Herzel, Lippert, Raines, Caston, Oakley

Chairman
Building Commission
City of Nichols Hills, Oklahoma

City Manager
Building Commission
City of Nichols Hills, Oklahoma

City Clerk
City of Nichols Hills, Oklahoma