

Minutes
Capitol-Medical Center Improvement & Zoning Commission
Regular Meeting
Will Rogers Building, 3rd Floor, OMES Motivation Conference Room 303
2401 N. Lincoln Boulevard, Oklahoma City, OK 73105
December 19, 2025, 8:15 a.m.

MEMBERS PRESENT:

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| Monte Kaul, Chair | Travis Mason |
| Anderson Dark | Janis Powers |
| Paul Manzelli | |
| Jeremiah Smith | |

MEMBERS ABSENT:

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| Jonathan Arps | Tiana Douglas |
| Phoebe Barber | Hillary Farrell |

STAFF/GUESTS:

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|-------------------------|---------------------------------|
| Casey Jones, AICP, OMES | Dustin Crawford, Guest |
| Beverly Hicks, OMES | Boston Snowden, Guest/Applicant |
| Melanee Clark, OMRF | Zenaphon Warrior, Guest |
| Jared Catalano, OMRF | Mary Jackson, OMES Legal |
| Melanie Compton, REES | |

A. Call to Order, Roll Call, and Determination of Quorum:

1. **Announcement of filing of meeting notice and posting of the agenda in accordance with the Open Meeting Act.**

Chairman Monte Kaul called the meeting to order at 8:21 AM. A roll call was conducted, and a quorum was established. Commissioner Kaul was informed that notice of the meeting had been given and that an agenda had been posted in accordance with the Open Meeting Act.

B. Minutes:

1. **Approval, disapproval, and/or amendment of the minutes of the October 24, 2025 meeting:**

Janis Powers moved to approve the October meeting minutes. Paul Manzelli seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, abstain; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes; Mr. Smith, yes; Mr. Kaul, yes.

C. Land Use and Development Applications:

1. **Discussion and possible action regarding BP-25-26-8, request by Boston Snowden for a building permit for the construction of a single family detached dwelling and driveway at 708 NE 29th Street in Oklahoma City:**

Mr. Jones presented background information regarding a proposed single-family detached dwelling and driveway. He explained that the applicant proposes to construct a modular, two-story single-family dwelling with a partial-width second story and an attached two-car garage facing the street. The proposed driveway would be concrete, with a 12-foot-wide approach that widens to 16 feet to match the garage door width.

Mr. Jones informed commission members that the Citizens' Advisory Committee was to review this case on December 11, 2025, but there was no quorum, and no action was taken.

Staff recommended approval of the project in its entirety, subject to the condition that all required permits must be obtained from the City of Oklahoma City and that the work comply with the City's adopted building codes. The work shall be consistent with the approved site plan and exterior elevation drawings. Any proposed changes must be submitted to the Commission's office for review and must be approved prior to making changes on site.

Travis Mason motioned to approve BP-25-26-8. Janis Powers seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes; Mr. Smith, yes; Mr. Kaul, yes.

2. Discussion and possible action regarding BP-25-26-9, request by the Oklahoma Medical Research Foundation for a building permit for the construction of the TSET Institute for a Healthier Oklahoma, a three-story imaging center and medical research building on the vacated right-of-way of Northeast 15th Street between Phillips Avenue and McMechan Parkway in Oklahoma City:

Mr. Jones presented background information on Items 2 and 3 related to the Oklahoma Medical Research Foundation's requests for a building permit to construct the TSET Institute, a three-story imaging center and medical research building, and a building permit for the installation of illuminated wall signs at the TSET Institute, both in support of a Healthier Oklahoma.

Mr. Jones informed commission members that the Citizens' Advisory Committee was to review this case on December 11, 2025, but there was no quorum, and no action was taken.

Staff recommended approval of both building permits for items 2 and 3, subject to the condition that all required permits must be obtained from the City of Oklahoma City and that the work must comply with the City's adopted codes. All work shall conform to the approved site plan, the approved exterior building material specifications, and the approved signage plans, and any proposed changes to the approved plans must be submitted to the Commission's office for review and approval prior to making changes on site.

Travis Mason motioned to approve BP-25-26-9. Paul Manzelli seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes; Mr. Smith, yes; Mr. Kaul, yes.

3. Discussion and possible action regarding BP-25-26-10, request by the Oklahoma Medical Research Foundation for a building permit for installation of illuminated wall signs for the TSET Institute for a Healthier Oklahoma:

Janis Powers motioned to approve BP-25-26-10. Anderson Dark seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes; Mr. Smith, yes; Mr. Kaul, yes.

D. Miscellaneous:

1. Discussion and possible action – Permanent Rulemaking – proposed amendment of the Commission’s administrative rules at O.A.C. 120:10, Appendix A, Official Zoning Map:

Mr. Jones presented the existing zoning map and the proposed amended map, explained the rulemaking process, and noted that this step represents the final phase before the amendments become permanent.

Mr. Jones highlighted two rezoning changes approved by the Commission on July 25, 2025, which authorized OMES to proceed with permanent rulemaking and a public comment period. The first rezoning involves a vacant lot owned by OMRF at the southeast corner of NE 16th Street and Phillips Avenue, located at 808 NE 16th Street, Lot 7, which was approved by the Zoning Commission on April 3, 2004, and rezoned to HC (Health Center District). The second rezoning involves the Armory located at 200 NE 23rd Street and 2311 Progress Drive, Lots 2 and 9, Block 2, Semper Anticus Subdivision, which was rezoned to a Planned Unit Development (PUD) District and approved by the Commission on June 28, 2024.

Ms. Mary Jackson, OMES legal counsel handling the permanent rulemaking for the proposed amendments, identified a third amendment involving an incorrect color designation, which is considered a non-substantive change. Mr. Jones explained that the area in question is the median south of Northeast 16th Street at McMecham Parkway, a city park owned by the State of Oklahoma and located within the City of Oklahoma City. He noted that the property is zoned residential and that the change was inadvertent.

Ms. Jackson further noted that the rulemaking process is lengthy and that staff is attempting to capture and correct all identified changes in a single rulemaking cycle. She explained that the third amendment resulted from an oversight and was included to ensure the zoning map accurately reflects the intended designations before the rules become permanent.

Mr. Dustin Crawford, a guest at the meeting, provided a public comment referencing the Commission’s July meeting minutes, stating that it appeared the initiation of the rulemaking process pertained only to one lot and not to the Planned Unit Development (PUD). He noted

that he was not present at the July meeting and observed that the zoning map presented reflects three changes, while the July minutes appeared to reference only one.

Mr. Karl Kramer, the Commission's legal counsel, responded to Mr. Crawford's comments, explaining that when the Commission approves a rezoning request, it simultaneously directs staff to implement both emergency and permanent rulemaking. He clarified that the PUD rezoning was approved at the time the zoning request was granted, but the associated rulemaking was not initiated until July 2025.

Janis Powers motioned to approve the proposed amendment of the Commission's administrative rules at O.A.C. 120:10, Appendix A, Official Zoning Map, through the rulemaking process. Travis Mason seconded the motion. The following votes were recorded, and the motion passed:

Mr. Dark, yes; Mr. Manzelli, yes; Mr. Mason, yes; Ms. Powers, yes; Mr. Smith, yes; Mr. Kaul, yes.

E. Reports and possible discussion from Commissioners or Director: None.

F. Adjournment:

There being no further business, Commissioner Powers motioned to adjourn. Commissioner Mason seconded the motion. Seeing no opposition, the meeting adjourned at 8:59 AM.