

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
May 29, 2026, 8:15 a.m.

MEMBERS PRESENT:

Monte Kaul, Chair
Anderson Dark
Tiana Douglas

Jonathan Arps
Travis Mason
Jeremiah Smith

MEMBERS ABSENT:

Hillary Farrell
Paul Manzelli
Janis Powers
Brian Sweeney

STAFF/GUESTS:

Casey Jones, AICP, OMES
Beverly Hicks, OMES
Karl Kramer, AAG, Commission Counsel
Michelle Hawkins, UHAT

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 8:15 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 March 27, 2026 meeting:**

Jonathan Arps moved to approve the February meeting minutes. Anderson Dark seconded the motion. The following votes were recorded, and the motion passed:

Mr. Arps, yes; Mr. Dark, yes; Ms. Douglas, yes; Mr. Mason, yes; Mr. Smith, yes;
Mr. Kaul, yes.

C. Land Use and Development Applications:**1. Discussion and possible action regarding BP-25-26-19, request by Michelle Hawkins, University Hospitals Authority and Trust, for a building permit for installation of two wayfinding signs for the Oklahoma Health Center:**

- a. A cantilevered over-road directional sign located on the south side of Northeast 13th Street east of Mark Everett Drive in front of the Garrison Tower in Oklahoma City; the sign will project 5.1 feet into the right-of-way of Northeast 13th Street.**
- b. A secondary directional sign located north of the University of Oklahoma Children's Hospital Behavioral Health Center at 960 NE 13th Street in Oklahoma City.**

Casey Jones, Planner, introduced Michelle Hawkins, representing the University Hospitals Authority and Trust (UHAT), to the Commission. Planner Jones reminded the Commission that UHAT had previously received approval from the Commission in 2016 to install a wayfinding signage system throughout the Oklahoma Health Center campus. Due to new construction within the health center, UHAT requested approval for two additional signs.

Planner Jones explained that the OU Children's Behavioral Health Center is a newly constructed building with an integrated parking garage and a new driveway entrance from Northeast 13th Street. He stated that the proposed signage will assist visitors unfamiliar with the area in locating the appropriate entrance and navigating the Oklahoma Health Center campus. He further explained that the request includes two different sign types: a larger cantilevered directional sign along Northeast 13th Street and a secondary identification sign near the Behavioral Health Center. Planner Jones noted that the proposed signs are consistent with the signage hierarchy and design standards previously approved by the Commission for the Oklahoma Health Center campus.

Planner Jones further noted that additional approvals from the City of Oklahoma City will be required due to the portion of one sign located within the public right-of-way.

The Citizens' Advisory Committee reviewed the request at its May 14, 2026, meeting and recommended approval.

Staff recommended approval of the signage request submitted by UHAT, finding it complies with applicable zoning rules.

Chairman Kaul asked Ms. Hawkins if she wished to address the Commission. Ms. Hawkins indicated she had no additional comments.

Commissioner Jonathan Arps noted that the building permit number listed at the top of the staff report provided to the Commission differed from the building permit number listed on the agenda. Planner Jones confirmed that the discrepancy was due to a scrivener's error in the staff report and that the building permit number listed on the agenda was correct. Commission counsel, Karl Kramer, confirmed that the discrepancy did not affect the item before the Commission.

Counsel Kramer inquired about the images on page C.1-7 of the staff report and their relation to the signs presented to the Commission. Planner Jones explained that the images depicted examples of materials and design elements that would be incorporated into the proposed signs.

Commissioner Arps inquired whether the image on page C.1-18 represented the back elevation of the sign shown on page C.1-17. Planner Jones referred the Commission to page C.1-4, which

depicted the sign with the OU logo, and explained that the logo would be located on the back of the cantilevered sign on a perforated metal panel. Ms. Hawkins confirmed that the back portion of the sign is perforated and stated that the front of the sign is black space.

Tiana Douglas moved to approve BP-25-26-19, items a. and b. Jonathan Arps seconded the motion. The following votes were recorded, and the motion passed:

Mr. Arps, yes; Mr. Dark, yes; Ms. Douglas, yes; Mr. Mason, yes; Mr. Smith, yes;
Mr. Kaul, yes.

D. Miscellaneous:

1. Update and discussion regarding permanent administrative rulemaking for the Capitol-Medical Center Improvement and Zoning Commission Title 120:10, Appendix A, Official Zoning Map:

Chairman Kaul introduced Mary Jackson, OMES Legal Counsel, to the Commission. Ms. Jackson updated the Commission on the status of the permanent administrative rulemaking discussed at the Commission's December 2025 meeting, when the rulemaking process began, noting minor revisions to the zoning map and the impact of the Regulations from the Executive in Need of Scrutiny (REINS) Act of 2025 on the rulemaking process.

Ms. Jackson explained that the rulemaking submitted this cycle was limited to revisions to Appendix A, the zoning map, to reflect zoning map changes and designations previously approved by the Commission, along with the correction of minor errors. She reported that the proposed rules received no public comments, no attendees at the public hearing, and no inquiries during the legislative review process.

Ms. Jackson advised that House Joint Resolution 1095, approving the Capitol-Medical Center Improvement and Zoning Commission's rules, was pending action by the Governor following the early adjournment of the 2026 legislative session. She stated that she would report back to the Commission after the Governor had acted on the resolution.

Commissioner Arps inquired whether the submitted rulemaking consisted only of previously approved map updates and minor revisions. Ms. Jackson confirmed that the submission reflected prior Commission actions and ensured that all previously approved zoning map changes and designations were incorporated into Appendix A.

Commission Counsel Karl Kramer explained the importance of amending Appendix A as part of the Commission's rulemaking, noting that an Oklahoma Supreme Court decision requires the Commission's zoning map to be incorporated into its administrative rules. He stated that, as a result, it could be argued that zoning changes approved by the Commission are not officially reflected until the corresponding rule amendments become effective. Ms. Jackson agreed.

Ms. Jackson provided an overview of the REINS Act of 2025 and its impact on the administrative rulemaking process. She explained that the Act expanded the analysis and

reporting requirements associated with proposed rules and established criteria for determining whether a rule is considered major or non-major based on anticipated economic impacts. Ms. Jackson noted that the Commission's current rulemaking was not considered a major rule but advised that future rulemaking actions would require consideration of the additional requirements under the REINS Act.

Commissioner Anderson Dark inquired whether the Commission would be required to obtain a third-party analysis when determining that a proposed rule is non-major. Ms. Jackson explained that the Commission would be required to provide a detailed explanation of the methodology used to determine the classification. She further advised that, if a rule is determined to be major, it would undergo additional review and analysis as part of the legislative review process.

Ms. Jackson concluded by advising that she would work closely with Commission Counsel Karl Kramer regarding any REINS Act analysis required for the rulemaking. She explained that additional information or discussion may be brought back before the Commission if further justification or analysis is needed to support a major or non-major rule determination. Ms. Jackson noted that minor revisions, such as correcting scrivener's errors or removing outdated information (e.g., an unnecessary fax number), would generally be considered non-major; however, changes that may impact affected classes would require identification of those classes and supporting analysis explaining the basis for the classification determination.

Update only. No action was taken.

2. Discussion and possible action to approve an agreement with the City of Oklahoma City for zoning enforcement services on behalf of the Capitol-Medical Center Improvement and Zoning Commission for Fiscal Year 2027 (FY27), July 1, 2026, through June 30, 2027, cost \$12,000:

Planner Jones advised that the item was an annual request to renew the agreement with the City of Oklahoma City. He stated that no substantive changes were proposed and that staff had updated the agreement dates to reflect the FY 2027 term of July 1, 2026, through June 30, 2027. Planner Jones noted that the annual cost of \$12,000 remains unchanged and has remained the same for several years.

Tiana Douglas moved to approve the agreement with the City of Oklahoma City for FY 27 zoning enforcement services on behalf of the Commission. Anderson Dark seconded the motion. The following votes were recorded, and the motion passed:

Mr. Arps, yes; Mr. Dark, yes; Ms. Douglas, yes; Mr. Mason, 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 Mason motioned to adjourn. Commissioner Arps seconded the motion. Seeing no opposition, the meeting adjourned at 8:39 AM.