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
July 24, 2026, 8:15 a.m.

MEMBERS PRESENT:

Monte Kaul, Chair	Anderson Dark	Janis Powers
Jonathan Arps	Paul Manzelli	
Jeremiah Smith	Brian Sweeney	

MEMBERS ABSENT:
Tiana Douglas
Hillary Farrell
Travis Mason

STAFF/GUESTS:
Casey Jones, AICP, OMES
Beverly Hicks, OMES
Karl Kramer, AAG, Commission Counsel
Hillary Burkholder, The CARE Center CEO
Lezel Safi, CARE Center Board Chair
Mary Jackson, OMES Legal Counsel

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 welcomed the members and guests and introduced Commissioner Brian Sweeney, newly appointed by Governor Stitt.

Chairman Kaul called the meeting to order at 8:22 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 May 29, 2026 meeting:

Janis Powers moved to approve the May meeting minutes. Anderson Dark seconded the motion. The following votes were recorded, and the motion passed:

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

C. Land Use and Development Applications:

1. Discussion and possible action regarding D-26-27-1, request by the CARE Center, Inc., for a building permit for demolition of a single family dwelling and surrounding fences at 1411 North Lottie Avenue in Oklahoma City:

Planner Casey Jones presented background information regarding the CARE Center, Inc.'s request for a building permit to demolish the single-family dwelling located at 1411 North Lottie Avenue, constructed in 1924. The CARE Center is a nonprofit organization that proposes to demolish the dwelling and surrounding fences and remove the deteriorated concrete driveways.

Planner Jones reviewed the CARE Center's strategic plan, which includes facility expansion and utilization, and discussed the organization's emphasis on community engagement. The dwelling has been vacant since 2020 and is boarded up. He also reviewed the location of 1411 North Lottie Avenue and the adjacent vacant lot the CARE Center is considering acquiring for possible future use, subject to available funding and a future capital campaign.

Planner Jones provided a brief overview of the Planned Unit Development (PUD) plan approved in 2019 for the CARE Center's property, which included plans for a new counseling center and office building. The buildings and associated parking have since been constructed. He discussed the possibility of rezoning the property or pursuing a conditional use permit for the CARE Center's future use and noted that any such action would require Commission approval before work could commence.

Commissioner Powers asked about notice requirements for demolitions outside Historic Preservation zones. Planner Jones stated that no notice is required. The Commission discussed the lack of notice requirements and criteria for demolitions.

The CEO of the CARE Center thanked the Commission for its consideration of the request and explained that individuals have been staying in the vacant dwelling and have occasionally damaged or removed portions of the fence adjoining the CARE Center's property. The CEO noted that these incidents create potential safety and liability concerns, particularly during the winter months.

The Citizens' Advisory Committee reviewed the request at its July 9, 2026, meeting and recommended approval.

Staff recommended approval of a building permit for the demolition of the existing dwelling and surrounding fences with the finding that the proposed work complies with applicable zoning rules and with the following conditions: all required permits must be obtained from the City of Oklahoma City prior to commencement of work; all existing foundations and deteriorated driveway pavement must be removed; and all existing utilities must be capped in accordance with the City's requirements.

Anderson Dark moved to approve D-26-27-1, as presented. Paul Manzelli seconded the motion. The following votes were recorded, and the motion passed:

Mr. Arps, yes; Mr. Dark, yes; Mr. Manzelli, yes; Ms. Powers, yes; Mr. Smith, yes; Mr. Sweeney, 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, and rulemaking timeline for 2026-2027:

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. She also provided an update at the May 29, 2026, meeting.

Ms. Jackson informed the Commission that OMES submitted amendments to the administrative rules this year regarding the Appendix A zoning map. She reviewed three major changes reflected on the map: Lot 7, Block 4 of the Amended Plat of the State Capitol, 808 NE 16th Street, was designated RD-2, Low Density General Residential; the Armory Development Group property was changed from Public District to Planned Unit Development District; and the property at 1601 McMechan Parkway, south of NE 16th Street, was corrected from HC, Health Center District, to RD-2, Low Density General Residential.

Ms. Jackson provided an update on the 2026–2027 rulemaking cycle and explained that OMES begins the rule-drafting process no later than September, with the process generally taking approximately one year. She noted that August is the time for the Commission to identify rules that may need to be amended, added, or updated, including changes required by new legislation. Ms. Jackson explained that, because the Commission is the rulemaking entity, Commission staff will coordinate proposed changes with OMES, which will assist with the rulemaking process, including notice, a rule impact statement, public hearing, and consideration of public comments. Following completion of the process, the proposed rules will return to the Commission for adoption before proceeding to the next step.

Commissioner Powers asked whether adding criteria for demolitions outside Historic Preservation zones would be an appropriate subject for rulemaking. Ms. Jackson confirmed that it would and explained that, upon direction from the Commission, staff would work with OMES to draft the proposed changes.

Commissioner Powers inquired about the anticipated timeline for updating the Master Plan. Ms. Jackson explained that it would be a broader discussion and could require additional time, even if the process were initiated immediately.

Ms. Jackson reminded the Commission that the REINS Act has increased scrutiny of proposed rules, including more detailed requirements for rule impact statements and fiscal analysis. She noted that the analysis distinguishes between major and non-major rules and may require evaluation of impacts exceeding $1 million over a five-year period. Ms. Jackson encouraged the Commission to consider these requirements when identifying potential rule changes so that any necessary analysis can be incorporated into the rulemaking process.

Commissioner Powers asked whether proposed rule changes must be identified during the current rulemaking period or could be considered throughout the year. Ms. Jackson explained that, except for emergency rules, proposed changes identified outside the annual rulemaking cycle would be addressed during the next rulemaking process.

Ms. Jackson encouraged the Commission to consider potential rule changes in advance, noting that, depending on the nature of a proposed change, additional consideration and preparation may be needed before the next rulemaking session.

Update only. No action was taken.

2. **Discussion and possible action to appoint rules liaisons pursuant to OAC 655:10-1-6 for Title120: Capitol-Medical Center Improvement and Zoning Commission:**

   Ms. Jackson explained that OMES provides administrative and legal support to the Commission in the administrative rulemaking process. She noted that the Commission, as the rulemaking entity, may designate individuals within OMES to perform these functions pursuant to the applicable administrative rules. OMES recommended appointing Jonathan Grimes and Elyse Mendoza as rules liaisons for the Oklahoma Capitol-Medical Center Improvement and Zoning Commission.

   Paul Manzelli moved to appoint Jonathan Grimes and Elyse Mendoza as rules liaisons pursuant to OAC 655:10-1-6 for Title 120. Jonathan Arps seconded the motion. The following votes were recorded, and the motion passed:

   Mr. Arps, yes; Mr. Dark, yes; Mr. Manzelli, yes; Ms. Powers, yes; Mr. Smith, yes;
   Mr. Sweeney, yes; Mr. Kaul, yes.

3. **Discussion and possible action to appoint attestation officer(s) pursuant to OAC 655:10-1-6 for Title120: Capitol-Medical Center Improvement and Zoning Commission:**

   Ms. Jackson informed the Commission that OMES recommended appointing Monte Kaul and Casey Jones as attestation officers for the Oklahoma Capitol-Medical Center Improvement and Zoning Commission.

   Jonathan Arps moved to appoint Monte Kaul and Casey Jones as attestation officers pursuant to OAC 655:10-1-6 for Title 120. Anderson Dark seconded the motion. The following votes were recorded, and the motion passed:

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

E. <u>Reports and possible discussion from Commissioners or Director</u>: None.

F. <u>Adjournment</u>:

There being no further business, Janis Powers motioned to adjourn. Anderson Dark seconded the motion. Seeing no opposition, the meeting adjourned at 8:54 AM.