



association of central oklahoma governments

Chair Mark Sharpton
Logan County Commissioner

Vice-Chair Willa Johnson
Oklahoma City Councilmember

Secretary/Treasurer Kathy Walker
Nichols Hills Councilmember

Executive Director
Zach D. Taylor

AGENDA

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

AREAWIDE PLANNING AND TECHNICAL ADVISORY COMMITTEE

November 9, 2006

9:00 a.m.

ACOG Conference Room

21 E. Main St.

Oklahoma City, Oklahoma 73104

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES ([ATTACHMENT II](#))
- III. ELECTION OF THE 2007 APTAC OFFICERS ([ATTACHMENT III](#))

Action Requested: Receive report from Nominations Committee and elect new Chairman and Vice Chairman

- IV. 2010 LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) ([ATTACHMENT IV](#))

Action Requested: None. For information only.

- V. NEW BUSINESS
- VI. ADJOURNMENT

MINUTES

**Areawide Planning and Technical Advisory Committee
September 14, 2006
9:00 a.m.**

The fourth meeting of the Areawide Planning and Technical Advisory Committee for the calendar year 2006 was convened on September 14, 2006 at 9:00 a.m. in the Board Room of the ACOG offices, 21 E. Main Street, Suite 100, Oklahoma City, Oklahoma. This meeting was held as indicated by notice filed with the Oklahoma County Clerk, and by notice posted at the ACOG offices at least twenty-four hours prior to the meeting.

PRESIDING

Anais Starr, Chairperson City of Midwest City

MEMBERS PRESENT

Mark Seibold	City of Choctaw
Rene Spineto	City of Guthrie
Elizabeth Jones	City of Moore
Lanc Gross	City of Oklahoma City
Erik Brandt	Oklahoma County
Tyler Gammon	Oklahoma County
Clark Williams	City of Piedmont

GUESTS PRESENT

Darryl Hughes	City of Guthrie
Susan Miller	City of Oklahoma City
Joe Blough	Oklahoma County

STAFF PRESENT

John Sharp, Program Coordinator, TPDS	ACOG
Andrea Weckmueller-Behringer, Assoc. Planner, TPDS	ACOG
Randy Entz, Associate Planner, TPDS	ACOG
Lisa Kehoe, Associate Planner, TPDS	ACOG
Pong Wu, Associate Planner, TPDS	ACOG
Ellen Owens, Department Secretary, TPDS	ACOG

I. CALL TO ORDER

Chairperson Starr called the meeting to order at 9:10 a.m.

II. APPROVAL OF MINUTES

Tyler Gammon made a motion to approve the minutes of the July 13, 2006 meeting. Clark Williams seconded the motion and, with the vote, the motion passed.

III. APPOINTMENT OF NOMINATIONS COMMITTEE TO NOMINATE THE NEXT APTAC OFFICERS

John Sharp informed the Committee that a Nominations Committee was being formed in order to select the next Chairman and Vice-Chairman of APTAC. The names that were forwarded for the Nominations Committee were Anais Starr, Elizabeth Jones, Tyler Gammon, Rene Spineto, and Mark Seibold. Ms. Starr made a motion to approve the names put forth for the Nominations Committee. Ms. Jones seconded the motion and the motion passed. Mr. Sharp said the Nomination Committee's recommendations would be announced at the next APTAC meeting.

IV. AREAWIDE PLANNING AND TECHNICAL COMMITTEE MEMBERSHIP LIST

John Sharp informed the Committee members that ACOG is in the process of updating its APTAC Membership list. He asked the Committee to read the current Membership list and if there are any changes or additions, to please send a letter outlining the changes to ACOG.

V. OKLAHOMA CITY COMMUNITY FOUNDATION'S "GET MOVING" OKC FUNDING OPPORTUNITY

Lisa Kehoe informed the Committee that the Oklahoma City Community Foundation has a new healthy initiatives program and there is a grant program associated with it. She said the initiative is for supporting and developing programs that provides awareness of healthy activities. She also said that nonprofit organizations in Oklahoma County such as schools, park groups, churches, and charitable organizations are eligible to apply for grant support up to \$7,000. She said that the project application deadline is January 2, 2007.

VI. CONTEXT SENSITIVE SOLUTIONS IN DESIGNING MAJOR URBAN THOROUGHFARES FOR WALKABLE COMMUNITIES – AN ITE REPORT

Lisa Kehoe commented that there is a new report from the Institute of Transportation Engineers (ITE). She said the report puts forth the use of context sensitive solutions (CSS) in the planning and design of major urban thoroughfares for walkable communities. She said it provides guidance and demonstrates how CSS concepts and principles can be applied in roadway improvement projects. The report concentrates on applying the CSS principles

regarding transportation planning and the design of roadway improvement projects where community objectives support walkable communities, compact development, mixed land uses and support for pedestrians and bicyclists.

Ms. Kehoe mentioned comments are being accepted on this report until December 31, 2006. She said the report mainly focuses on thoroughfares and roads that have low speeds [between 25 and 35 mph]. She commented that the goals are to identify inherent flexibility in design guidelines. Ms. Kehoe mentioned that the City of Oklahoma City has started a downtown streetscape study to create a more walkable environment. Ms. Kehoe pointed out that this report suggests how both cars and pedestrians or cyclists can coexist in a safe environment.

Mr. Sharp commented that Oklahoma is a very rural state. He said that in small towns people can park right outside their local stores; however, in the bigger cities, they can no longer do that. He said that public places have to be designed to allow people who park in a parking lot to walk to wherever they need to go safely. He said that the ITE report reviews some of the options for doing that.

Mr. Williams asked if this could be funded through a Community Development Block Grant (CDBG). Mr. Sharp replied that might be an option.

VII. NEW BUSINESS

City of Piedmont

Clark Williams said Building Permits in Piedmont are about the same as they were last year, 86 this year as compared to 87 last year. He said they anticipate passing last year's number because the city just passed a development enhancement fee for the community on building permits for structural improvements such as roads and sewer/water. Mr. Sharp asked what the cost for that would be and Mr. Williams replied it is about \$750 per unit. Mr. Williams indicated that there is a city-wide water and sewer extension payback policy being considered right now. He indicated he has written a new Parkland dedication ordinance. He said the city is in the process of working on a Comprehensive Planning Workshop. He said that Dr. Shinn from Oklahoma University would be giving a presentation. He said that it is his understanding that Oklahoma City is considering a northwest corridor and they are trying to develop a more integrated plan with Piedmont. Mr. Williams said that the Piedmont School District overlaps Oklahoma City and there are an estimated 7,000 lots in preliminary plat which would provide an estimated population of 21,000 based on family size which will have a definite impact on the area.

Mr. Williams said the city is working on final agreements to pave two linkages on NW. 164th St. and N. Mustang Rd. He said they have been approved for a \$4.6 million water line

improvement from Oklahoma Water Resources Board (OWRB). He said they will be finalizing service agreements with Oklahoma City and the city is also in the process of building a sewer interceptor to link with Oklahoma City's main sewer interceptor, which will eliminate the need for lagoons. He said they are trying to develop an aggressive CIP because 76% of the roads in Piedmont are in poor condition. Mr. Williams mentioned that their City Manager resigned recently, so they are looking for a replacement.

City of Choctaw

Mark Seibold commented that at the end of August, a Transportation Survey was issued to 1,500 residents and results are being received on that. He invited Committee members to a design charette scheduled for November 2, 6, and 9th in the city of Choctaw. He said that there was a rezoning meeting in the City last Thursday in opposition to rezoning a piece of property for commercial use. He remarked that Choctaw has had little commercial growth over the last fifteen years and said they are anticipating 1,000 housing that will go through the preliminary plat process in the next three or four months. They are also working on utility extensions.

City of Moore

Elizabeth Jones remarked that residential building is slowing in Moore and they are now focusing on commercial development which is on the rise. She indicated there are several redevelopment projects going on, a notable one at I-35 and SW. 19th St. They have demolished a Microtel Hotel and a Sam's Club (east of I-35) and will be building a traditional shopping center. She said there is also development at SE. 4th St. and Broadway. Ms. Jones mentioned the streetscape project on Broadway, between S. 4th to N. 5th streets.

She said there is commercial development on the west side of the Interstate. Lowe's is planning to be open in December and the new movie theater will start construction within two months. Ms. Jones said there is a large development at SW. 19th St. and Santa Fe. There will be a temporary sales tax proposed to the voters in November to raise funds for public safety. She said she will be working on biking and walking trails for the city.

Oklahoma County

Tyler Gammon commented that building permits filings have slowed down considerably. He said there are several plats in various stages of development. He indicated that more emphasis is being placed on improving roads and bridges. He said the Master Plan is currently in draft form and is out for comments from various committees and the Planning Commission. He said this will be the first Plan since 1945 and he hopes it will be finalized by December.

Mr. Gammon said the County depends on the cities to provide water or utilities to the unincorporated County land. He said the biggest future project is Highway 74 north to Logan

County. He anticipates that corridor will develop with commercial and industrial uses. He said there are a few building permits for small commercial development in the northwest part of the County. The opening of the eastern Oklahoma County gate on the turnpike should spur some economic development. Mr. Gammon indicated he anticipates some relief for the area around Crutch Park in the form of federal and state emergency management funds.

City of Oklahoma City

Lanc Gross briefly mentioned the On Street Bike Route Plan. He said the City will be getting together with other communities to discuss linkages between cities. Mr. Sharp asked about the EDAW group that is studying the downtown streetscape, asking about the timeframe for the project.

Susan Miller said that Terry Taylor is managing the contract for the streetscape project. She indicated that they are at the beginning of the project and that currently there is no timeframe. Ms. Miller said that at the end of September, they will present a new site design review process that the City has established to a development group. She said they will be utilizing this process before a building permit is granted for PUD's, SPUD's and any multi-family regardless of the zoning district. They will try to incorporate the crime-free design concept for multi-family housing similar to the safety concepts that the police department endorses. She said that when someone requests a PUD, there will be a more expanded list of what they will need to provide than has been in the past. She said a street and lot pattern will be needed for each design.

City of Guthrie

Rene Spineto said Guthrie has seen an increase in commercial development rather than in residential development. She said that the Wal-mart has broken ground and that project should be completed by August of 2007. She mentioned that it is being built adjacent to the old Wal-mart. She said there will be a Walgreens being built across the street from Wal-Mart.

City of Midwest City

Anais Starr said commercial development is growing in Midwest City. She informed the Committee that two senior housing developments are in the planning process. She said that they will be duplex and quadplex tax credit developments. One of them will be at NE. 13th St. and Spencer Road and one at NE. 19th St. and N. Post Rd. Ms. Starr said she had anticipated the old Firestone building to be demolished but that has not been done yet. The new Firestone building is open, and several new shops should be open by Thanksgiving.

VIII. ADJOURNMENT

Mr. Seibold made a motion to adjourn. Mr. Williams seconded the motion and the meeting adjourned at 10:00 a.m.

ACOG

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

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MEMORANDUM

DATE: November 9, 2006

TO: Areawide Planning and Technical Advisory Committee (APTAC)

FROM: John Sharp, Program Coordinator
Transportation Planning & Data Services

SUBJECT: Election of the 2007 APTAC Officers

INFORMATION:

At the November meeting, the 2007 APTAC Chairman and Vice-Chairman will be elected. The Nominations Committee will present their nominations at the meeting. Additional nominations from the floor will also be accepted.

ACTION REQUESTED:

Receive report from Nominations Committee and elect new Chairman and Vice-Chairman.

ACOG

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MEMORANDUM

DATE: November 9, 2006

TO: Areawide Planning and Technical Advisory Committee (APTAC)

FROM: John Sharp, Program Coordinator
Transportation Planning & Data Services

SUBJECT: 2010 Local Update of Census Addresses (LUCA)

INFORMATION:

The 2010 decennial census is just around the corner. In order to ensure that questionnaires are delivered to the correct address, the U.S. Census Bureau sends out a Master Address File to be checked by local staff.

In January 2007, advance-notice letters will be mailed to the highest elected official and other contacts in all active functioning governments. Registration materials will be mailed in July and within six months of that date the review materials will be shipped to each government. A schedule of the LUCA process is outlined in the attachment.

Both paper and computer readable address lists will be available for review. The participation options vary depending upon each entity's ability to check the address data and their computer capabilities.

ACOG staff will be meeting with Census Bureau representatives before the November APTAC meeting and will be able to provide the most recent information available.

ACTION REQUESTED:

None. For information only.

Yearly Boundary and Annexation Survey Schedule:

- September—the BAS contact is sent a prenotification letter (by fax/e-mail/mail) for the upcoming survey, asking if he or she will have changes to report as of January 1.
- January—BAS package mailed out.
- March–April—State Data Center staff conducts telephone follow-up.
- BAS packages received by April 1 will be included in the Population Estimates Program for estimates released the following calendar year.
- June 30—packages received will be included in the next BAS year materials.

Population Estimates Program

The Population Estimates Program publishes total resident population estimates and demographic components of change (births, deaths, and migration) each year. It also publishes the estimates by demographic characteristics (age, sex, race, and Hispanic origin) for the nation, states, and counties. In addition to the resident population universe, it also produces population estimates for these universes: resident plus armed forces overseas, civilian, and civilian noninstitutional at the national level; and civilian at the state level. The reference date for estimates is July 1 of each year.

American Community Survey

The American Community Survey (ACS) is a new nationwide survey designed to provide communities a fresh look at how they are changing. It is conducted instead of administering the long form in future censuses and is a critical element in the Census Bureau's reengineered 2010 Census plan. The ACS will enhance your ability to serve your constituents by providing you with more timely information about your community. Data from this survey will be released every year. Armed with more accurate and timely data, you will be able to make better informed decisions by having up-to-date information regarding your jurisdiction, its people, and its resources. The Census Bureau selects a random sample from its file of housing unit addresses. An address has about 1 chance in 480 of being selected in any month. No address will be selected more often than once every 5 years.

Both the Population Estimates Program and the ACS use the legal boundaries in existence for each jurisdiction on January 1 of each year. These boundaries are collected through the BAS, and all addresses geographically coded to the streets and roads within your jurisdiction become part of the sampling frame for the ACS as well as part of the base used to calculate your population estimates. Therefore, participation in the LUCA program and the BAS helps to ensure your community has good coverage—which contributes to good population estimates.

How do I find out more about LUCA and the other programs discussed?

Visit us at www.census.gov to reach the Census Bureau's home page.

To find out more about the LUCA, click on [Geography](#) then [Geographic Programs](#) or type in the URL www.census.gov/geo/www/programs.html. In July 2006, the Census Bureau will add a LUCA Web page to the Geographic Programs page. Your community will be able to find the latest information and documents about the LUCA program there. You may also send your questions and issues regarding the LUCA program to the following e-mail address: luca@geo.census.gov.

To find out more about the Boundary and Annexation Survey, click on [Geography](#) then [Geographic Programs](#) or type in the URL www.census.gov/geo/www/programs.html or contact us at GEO.BAS@census.gov.

To find out more about the Population Estimates Program and the American Community Survey, visit us at www.census.gov and click on links to the [Estimates](#) page and the [American Community Survey](#) page adjacent to People & Households in the center of the home page.

To find the local Census Bureau Regional Office that serves your community, visit us at www.census.gov and click on [Regional Offices](#) along the left side of the screen. Then click your state on the map to get to the regional office that serves your state.

For questions on general census geography, contact geography@geo.census.gov.

Will Your Community Be Ready for the 2010 Census Local Update of Census Addresses Program?

2010 Census LUCA Program

Issued
June 26, 2006

The Local Update of Census Addresses program, also known as LUCA, is a decennial census geographic partnership program that will allow the U.S. Census Bureau to benefit from local knowledge in developing its Master Address File for the 2010 Census and yearly ongoing household surveys. Tribal, state, and local governments can contribute to a complete enumeration of their community by reviewing and commenting on the list of housing units and group quarters addresses that the Census Bureau will use to deliver questionnaires within their community.

Why is the LUCA program important to your community?

An accurate population count starts with an up-to-date and accurate address list. If a housing unit or group quarters address is listed on the Master Address File, it will ensure that the people residing at the address will be enumerated. A February 2003 Government Accountability Office report prepared for a congressional requester indicated that in fiscal year 2000, about \$283 billion in federal grant money were distributed to state and local governments by formula; states received their share of this money based in part on factors such as annual population estimates derived from the 1990 decennial census. When the population estimates were updated to reflect the 2000 census results, an additional \$388 million in federal grant funding went predominantly to the 23 states that had above-average estimate revisions. Clearly the stakes are high, and a complete count is vital to cities and towns nationwide.

How is the LUCA program administered?

The LUCA program is made possible by the *Census Address List Improvement Act of 1994* (Public Law 103-430), which provides an opportunity for designated representatives of tribal, state, and local governments to review the addresses contained on the census address list. The program operates as follows:

- The invited governments designate a LUCA liaison to review the portion of the census address list covering the area under its jurisdiction. The LUCA liaison will be subject to the same confidentiality requirements as census workers, which prohibit the disclosure of census information. The address list is confidential under Title 13 U.S. Code and participants must review a set of security guidelines and sign a confidentiality agreement promising to protect the confidentiality of the addresses.
- The Census Bureau will send the LUCA liaison an address list from the Master Address File, corresponding maps, and address tallies.
- In areas with city-style addresses the LUCA liaison can provide input regarding individual addresses on the list, as well as addresses missing from the list that should be added. The Census Bureau will verify this input during the Address Canvassing Operation and provide feedback to the participants about the results.

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- In areas with non-city-style addresses (e.g., rural route and box number or post office box numbers), the LUCA liaisons will provide input regarding the count of housing unit and group quarters addresses. The Census Bureau will visit each census block during the Address Canvassing Operation and update the census address list. The Census Bureau will provide the LUCA participants with an updated address list and maps during the feedback phase.
- Public Law 103-430 allows the LUCA participants to appeal final Census Bureau decisions. All appeals must be adjudicated prior to Census Day to ensure that the housing unit is visited during the enumeration phase. An agency independent of the Census Bureau will review and decide on all appeals prior to Census Day, April 1, 2010.

How has the LUCA program changed from Census 2000?

The Census Bureau is making a number of improvements to the 2010 LUCA program:

- There will be a single review cycle for all address types.
- There will be a longer review period: 120 calendar days.
- There will be more advance notice so that participating governments can prepare.
- There will be more comprehensive program communications, as well as periodic contact to answer questions and gauge each participating government's progress.
- There will be three options for participation.
- Participating governments will be offered the option of using the Census Bureau supplied MAF/TIGER® Partnership Software application that combines the census address list, address count list, and maps in an easy-to-use software package.

What is the LUCA program schedule?

Time Frame	Activity
January 2007	LUCA advance-notice letters mailed to the highest elected official and other contacts in all active functioning governments.
July 2007	LUCA invitation letters and registration materials mailed to the highest elected official and other contacts of each government.
July 2007 to January 2008	Invited governments register for LUCA and the Census Bureau ships the LUCA review materials to each participating government.
August 2007 to April 2008	LUCA participants review and update the address list and return their comments to the Census Bureau's Regional Office within 120 days of receipt of materials.
April 2008 to October 2008	Census Bureau reviews the participant's LUCA submission and updates the Master Address File and TIGER® geographic database.
November 2008 to May 2009	Census Bureau prepares for and conducts the Address Canvassing Operation using GPS equipped handheld computers.
June 2009 to October 2009	Census Bureau processes feedback materials to the LUCA participants showing how it processed each government's LUCA submissions.
September 2009 to December 2009	LUCA participants review their LUCA feedback and have the opportunity to appeal the results to the LUCA Appeals Office.
September 2009 to January 2010	LUCA Appeals Office reviews and adjudicates appeals.

What are the LUCA participation options?

There are three participation options that provide each government with options based on the type of addressing within their community, access to an address list, willingness to sign a Title 13 confidentiality agreement, as well as level of resources for conducting the review.

Option 1—Full Address List Review

This option requires a Title 13 confidentiality agreement and allows the participating government to comment on the city-style addresses on the census address list and provide any city-style addresses that are missing from

the list. City-style addresses are those used for mailing or E-911 in a house number and street name format. In census blocks within a jurisdiction that contain non-city-style addresses (P.O. BOX, RR and BOX) the LUCA participant may challenge the count of addresses in each census block. After the Address Canvassing Operation validates the address changes, the participant will receive feedback on their submission and may "appeal" the results to an agency outside of the Census Bureau that will adjudicate the differences.

Option 2—Local Address List Submission (Title 13 option)

This option may be selected by governments that have city-style addressing (mailing or E-911) but do not wish to comment on the Census Bureau's address list. The participating government submits its list of city-style addresses assigned to the census blocks within its jurisdiction. The Census Bureau will provide Option 2 participants with the census address list and maps as a reference, which is why a Title 13 confidentiality agreement is required. After the Address Canvassing Operation validates the participant's address list submission, he or she will receive feedback on each address submitted to the Census Bureau. If the participant does not agree with the Census Bureau's treatment of his or her addresses, the government may "appeal" the results to an agency outside of the Census Bureau that will adjudicate the differences.

Option 3—Local Address List Submission (Non-Title 13 option)

This option may be selected by governments that have city-style addressing (mailing or E-911) but do not wish to comment on the Census Bureau's address list and do not wish to sign a confidentiality agreement, or cannot meet the Census Bureau's security guidelines for protecting Title 13 information. This option allows the participating government to help improve the census address list by submitting its city-style addresses coded to the census blocks within its jurisdiction. The Census Bureau will provide Option 3 participants with maps and counts of addresses for each census block. After the Address Canvassing Operation validates the participant's submission, he or she will receive updated maps and counts of addresses by census block. The participant cannot "appeal" the results under Option 3 since he or she will not be able to tell the independent appeals office which addresses are missing from the census address list.

What type of LUCA review materials will I receive?

Census Address List and Address Count List

The census address list will be offered in paper and computer-readable formats. The paper media option will be available for governments with 6,000 or fewer addresses (approximately 1,000 printed pages). The computer-readable lists are in ASCII pipe-delimited (|) text file format, which are easily opened using most common spreadsheet and database software applications.

Census Maps

The LUCA program maps will be offered in printed map sheet format or the participant may select the spatial data from TIGER® in shapefile format that requires a Geographic Information System (GIS) software application to view and update the file. LUCA participants using their own GIS software must use the Census Bureau-provided shapefiles and return their map feature updates in the specified shapefile format.

Census Bureau's MAF/TIGER® Partnership Software

Participating governments may also use a Census Bureau-supplied software application to update both the census address list and maps. The MAF/TIGER® Partnership Software (MTPS) is an easy-to-use tailored GIS application that combines both the census address list and digital maps into one application that the participant uses to do their address and map updates. The MTPS will also allow the LUCA participant to import his or her own address list and digital shapefiles for comparison to the Census Bureau's data. All address and map updates done with the MTPS will meet the Census Bureau's formatting requirements. This software is appropriate for any level of government that does not already have its own GIS software and only requires a Windows 98 or better operating system.

How does LUCA integrate with other Census Bureau programs?

One benefit of participation in the 2010 Census LUCA program is that participating governments will be able to use their LUCA maps to provide updates to their legal boundaries. This means that if your government provides legal boundary updates during LUCA, the Census Bureau will not contact your local government to participate in the 2008 Boundary and Annexation Survey (BAS). The Census Bureau conducts the BAS annually to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data from various programs and surveys, such as the **Population Estimates Program** and the **American Community Survey**. The boundaries are also provided to other federal agencies in accordance with Office of Management and Budget Circular A-16 and Executive Order 12906.