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AGENDA

JOINT LAND USE STUDY (JLUS) POLICY COMMITTEE
JOINT LAND USE STUDY TECHNICAL WORK GROUP

Friday, September 21, 2007
10:00 a.m.

ACOG Conference Room
21 E. Main Street, Suite 100, Oklahoma City, OK 73104

- A. Call to Order and Introductions (*Attachment A*)
- B. Approval of the June 22, 2007 Policy Committee Meeting Minutes (*Attachment B*)
- C. Overview of the JLUS Purpose, Goals and Desired Outcomes – James Falvo, DFW Advisors
- D. Review and Approval of JLUS Public Involvement Plan and Timeline – Linda Pavlik, Pavlik and Associates (*Attachment D*)
- D. New Business
- E. Adjourn

JLUS Policy Committee Members and Alternates

Name	Title	Entity	
Dave Howe			Chairman
Roger Malone	Councilmember	City of Choctaw	Member
Randy Ross	Mayor	City of Choctaw	Alternate
George Skinner	Commissioner	Cleveland County	Member
Denise Heavner	County Assessor	Cleveland County	Alternate
Brian Linley	Mayor	City of Del City	Member
Dick Carter	Councilmember	City of Del City	Alternate
Russell Smith	Mayor	City of Midwest City	Member
James L. Ray	Councilmember	City of Midwest City	Alternate
Kevin Loudermilk	Councilmember	City of Nicoma Park	Member
Theron Franks	Councilmember	City of Nicoma Park	Alternate
Pete White	Councilmember	City of Oklahoma City	Member
Brent Rinehart	Commissioner	Oklahoma County	Member
Earnest Ware	Vice Mayor	City of Spencer	Member
James C. Talley	Councilmember	City of Spencer	Alternate
Richard Burpee	Lt. Gen. USAF Ret.	Okla. Strategic Military Planning Commission	Member
Col. Lisa Tucker	72 ABW/Vice Commander	Tinker Air Force Base	Ex-Officio
Gene Gallogly	Director, Base Civil Engineer	Tinker Air Force Base	Ex-Officio

JLUS Technical Work Group Members and Alternates

Name	Title	Entity	
Mark Seibold	City Planner	City of Choctaw	Member
Robert Floyd	City Manager	City of Choctaw	Alternate
Dan Cary	Emergency Mgmt. Director	Cleveland County	Member
Robert Wood	Building Engineer	Cleveland County	Alternate
Judy Gordon	Interim Econ./CD Director	City of Del City	Member
Tom Leatherbee	City Planner	City of Del City	Alternate
Billy Harless	Community Develop. Dir.	City of Midwest City	Member
Ron Green	Current Planning Mgr.	City of Midwest City	Alternate
Jim Pumphrey	Mayor	City of Nicoma Park	Member
Beverly McManus	City Clerk	City of Nicoma Park	Alternate
John Dugan	Director of Planning	City of Oklahoma City	Member
Aubrey Hammontree	Planner III	City of Oklahoma City	Alternate
Tyler Gammon	Planning Director	Oklahoma County	Member
Ruth Walters	Planner	Oklahoma County	Alternate
Nicole Mukes	City Manager	City of Spencer	Member
Karen Scovill	Admin. Asst. to City Mgr.	City of Spencer	Alternate
Bill Dalke	Community Planner	Tinker Air Force Base	Ex-Officio
LouAnna Munkres	Community Planner	Tinker Air Force Base	Ex-Officio

MINUTES

JOINT LAND USE STUDY (JLUS) POLICY COMMITTEE

Friday, June 22, 2007

10:00 a.m.

The Joint Land Use Study (JLUS) Policy Committee met on Friday, June 22, 2007, at 10:00 a.m. in the ACOG Conference Room at 21 E. Main Street, Suite 100, Oklahoma City, Oklahoma.

PRESIDING

Mr. Dave Howe, Chairman

POLICY COMMITTEE MEMBERS PRESENT

Hon. Brian Linley	City of Del City
Hon. Russell Smith	City of Midwest City
Hon. Pete White	City of Oklahoma City
Ms. Denise Heavner	Cleveland County
Hon. Brent Rinehart	Oklahoma County
Mr. Gene Gallogly	Tinker Air Force Base – Ex Officio

MEMBER STAFF PRESENT

Mark Edwards	City of Del City
Hon. Dick Carter (alternate)	City of Del City
Judy Gordon	City of Del City
Tom Leatherbee	City of Del City
John Dugan	City of Oklahoma City
Bill Dalke	Tinker Air Force Base, Ex Officio
LouAnna Munkres	Tinker Air Force Base, Ex Officio

STAFF PRESENT

Zach Taylor	ACOG
Holly Massie	ACOG
Susan Yingling	ACOG

A. CALL TO ORDER AND INTRODUCTIONS

Chairman Howe called the meeting to order at 10:04 a.m. and asked all of the attendees to introduce themselves to the rest of the group.

B. APPROVAL OF THE MAY 4, 2007 MINUTES

Mr. Rinehart made a motion to approve the meeting minutes from the meeting held May 4, 2007. The motion was seconded by Mr. Smith and carried unanimously.

C. RECEIVE RECOMMENDATION FROM THE CONSULTANT EVALUATION SUBCOMMITTEE AND APPROVE CONSULTING FIRM TO CONDUCT THE TINKER AFB JOINT LAND USE STUDY

Holly Massie gave an overview of the proposal process. She said the deadline for the Request for Proposals was June 11, 2007, and that four proposals had been submitted. She said the Consultant Evaluation Subcommittee Members had viewed and scored the written proposals. Based on the scores, Ms. Massie said the Subcommittee chose to interview three of the four firms, including DFW Advisors Ltd. Co. of Dallas, Texas; C.H. Guernsey & Company of Oklahoma City; and H B & A of Colorado Springs, Colorado. The fourth firm, RW Armstrong of Indianapolis, Indiana, was not chosen for an interview because their bid was double the budget.

Ms. Massie said that after the interviews were conducted, the Subcommittee did a reevaluation and discussion and the firms were scored again. She said there was quite a bit of discussion and the recommendation had not been unanimous, but that ultimately, DFW Advisors Ltd. Co. of Dallas, Texas was recommended.

Mr. Smith asked who placed second in the scoring.

Ms. Massie indicated that C.H. Guernsey & Company had come in second.

Mr. Smith asked if C.H. Guernsey had placed first in the initial scoring.

Ms. Massie said the members of the Subcommittee were asked to give their first, second, and third choices. Initially, of the five voting members, three voted for C.H. Guernsey & Company and two voted for DFW Advisors Ltd. Co. She said there was further discussion and a revote. At that time, three members voted for DFW Advisors Ltd. Co. and two members voted for C.H. Guernsey & Company.

Mr. Smith asked who the low bidder was.

Ms. Massie said the lowest bid came from C.H. Guernsey & Company, but added the bids were very close.

John Dugan said he felt the Subcommittee members had a very healthy discussion on the selection committee and it went back and forth between DFW Advisors Ltd. Co. and C.H. Guernsey & Company. Mr. Dugan said he was strongly advocating for DFW Advisors Ltd. Co. for Oklahoma City's perspective because he felt that firm provided a much more objective perspective since they were from outside the city. He added that they were the only firm who had actually done a JLUS study before. He said the other firms had done similar projects but not the exact type of project they were being hired to do. Mr. Dugan said he thought DFW Advisors Ltd. Co. was the most professional and efficient and streamlined because they only had a few firms partnering together.

Judy Gordon said she agreed with Mr. Dugan's assessment of DFW Advisors Ltd. Co.

Chairman Howe explained that once the Policy Committee voted to approve the consultant selection, the recommendation would be forwarded to the ACOG Board of Directors for final approval.

Mr. Linley made a motion to approve the selection of DFW Advisors Ltd. Co. as the consultant for the JLUS Study. Mr. Rinehart seconded the motion. The motion carried with Linley, Rinehart, Heavner, and White voting Aye, and Smith voting Nay.

Chairman Howe thanked the Subcommittee members for all of their hard work and extra effort in reviewing the proposals and conducting the interviews.

D. NEW BUSINESS

Zach Taylor said that if there were any concerns about the technical work that needs to be done, those needed to be communicated to him or Holly Massie so they could be stipulated in the contract.

Holly Massie said they would be finalizing the grant application with the Office of Economic Adjustment as soon as the final approval on the Consultant contract was received.

Chairman Howe thanked Holly for her work on the project.

E. ADJOURNMENT

The meeting was adjourned at 10:15 a.m.

ADOPTED THIS _____ DAY OF _____, 2007.

CHAIRMAN

EXECUTIVE DIRECTOR

ACOG

Association of Central Oklahoma Governments

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MEMORANDUM

DATE: September 14, 2007
TO: JLUS Policy Committee and JLUS Technical Work Group
FROM: Holly Massie, Special Programs Officer
SUBJECT: Review and Approval of JLUS Public Involvement Plan and Timeline

INFORMATION:

Attached for your review and discussion are the proposed Public Involvement Plan for the JLUS, as well as a timeline for the specific components of the proposed plan. These items are intended to address all forms of public outreach that will be used to communicate the JLUS effort to elected officials, area stakeholders and the media through public meetings, targeted meetings, newsletters, and the internet.

Please be advised that the following initial activities have been scheduled:

- Member and Media Briefings – **Thursday, Sept. 27** in the ACOG Board Room:
 - 10:30 a.m. – media briefing
 - 11:00 a.m. to 12:30 p.m. – member briefing with lunch for study area elected officials, city managers and chambers of commerce representatives
- First public meeting – **Thursday, Oct. 18, 7:00 to 8:30 p.m.** (location to be announced)
The meeting will introduce the public to AICUZ, JLUS and BRAC and their importance and connection

Linda Pavlik will present the proposed JLUS Public Involvement Plan and Timeline at the upcoming meeting.

ACTION REQUESTED:

Motion by the Policy Committee to approve the JLUS Public Involvement Plan and Timeline.

JOINT LAND USE STUDY—TINKER AIR FORCE BASE PUBLIC INVOLVEMENT PLAN Draft 9-14-07

Public involvement is a key component of a Joint Land Use Study (JLUS) and assures that all stakeholders and the general public have opportunities to become involved in information-sharing and decision making. Public involvement principles which guide the Joint Land Use Study are:

- Provide an open exchange of information and ideas among the stakeholders, public, and participants of the Joint Land Use Study.
- Be proactive in providing complete information, timely public notice, full public access to decision making, and opportunities for early and continuing involvement.
- Involve all landowners who are potentially affected by the Joint Land Use Study and subsequent land development policy and building code recommendations and decisions. Provide an open forum in which affected parties feel welcome and encouraged to participate in the study process.

The Public Involvement Plan informs and educates the community about the importance of the Joint Land Use Study and how its recommendations will provide a blueprint for compatible development around Tinker Air Force Base. Given that the greater Oklahoma City area and Tinker have enjoyed a symbiotic relationship for decades, it is important to maintain the relationship especially when the prospect of a Base Realignment and Closure process reemerges. Thus, an on-going Public Involvement Plan is critical to the study process as well as the successful implementation of the recommendations of the Joint Land Use Study.

Stakeholders in the study area* who should be encouraged to participate include:

- All owners of property developed and undeveloped
- Elected officials (local, state and federal)
- Owners and managers of hospitals, other medical centers, nursing homes and day care centers
- Learning centers (public school districts, private schools, colleges, etc.)
- Home builders, residential and commercial developers, and realtors
- Veterans and retired military personnel and their families living in the area
- Leadership teams of aerospace industry companies in the area
- Chambers of Commerce and Economic Development Corps.
- Active military personnel stationed at Tinker

* The JLUS study area includes Tinker AFB and those areas designated in the *2006 Air Installation Compatible Use Zone (AICUZ) Study for Tinker AFB* within the Clear Zones, Accident Potential Zones and Noise Contours.

Communication activities that make up the Public Involvement Plan include:

- Public meetings of the Policy Committee;
- Continually-updated, detailed information on the website of ACOG with links to the websites of the area cities and Chambers of Commerce;
- Development of and on-going additions to a study database of stakeholders and interested members of the public;
- Information mailings that include public meeting notices to approximately 11,000 property owners in the study area;
- News release distribution to daily and community newspapers and broadcast media as well as editorial board participation;
- Briefings to area city councils and county commissioners that also serve as public briefings;
- Briefings to the Mid-Del School District superintendent and Board Members;
- Development and utilization of a graphic presentation for the study including a theme;
- Briefings to stakeholder groups including but not limited to area builders, developers, realtors and neighborhood associations;
- Outreach to military personnel and their families, retired military personnel and their families; and veterans;
- Utilization of print material outlets and email distribution networks that are available through major employers in the area; and
- Updates to state and federal elected officials, seeking on-going support and input.

Media relations are an important component of a successful Joint Land Use Study. News coverage should be encouraged throughout the process and editorial support from local media should be requested. Opinion page articles expressing reasons for supporting the study's recommendations should be submitted for publication. A media list that includes daily newspapers, community papers, radio, TV and publications of chambers of commerce and other community interests should be developed and maintained during the study.

The Public Involvement Plan is a guide for encouraging and soliciting public input during the Joint Land Use Study. From time to time, during the course of the study, components may be added to the plan in order to keep all interested parties fully informed.

Tinker AFB JLUS Public Involvement Timeline

		July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April
TASKS	DATES/NOTES										
POLICY MEETINGS											
1	Policy Committee Meeting										
	ACOG Member Briefing (local, state and federal officials, chambers)										
2	Technical Work Group										
PUBLIC MEETINGS											
4	General Public Meetings										
5	Oklahoma County Commissioners public meeting										
6	Cleveland County Commissioners public meeting										
7	Oklahoma City, City Council public meeting										
8	Midwest City, City Council public meeting										
9	Del City, City Council public meeting										
10	Spencer, City Council public meeting										
STAKEHOLDERS MEETINGS											
11	Public Independent School District, etc.										
12	Chambers of Commerce										
13	Tinker Leadership Council										
14	Neighborhood Associations in Affected Areas										
15	Area Builders/Developers/Realtors										
MEDIA/OUTREACH											
16	Daily Oklahoma Editorial Board and other media										
17	News Release, 1st public meeting										
18	News Release, 2nd public meeting										
19	News Release, 3rd public meeting										
20	News Release, Draft Recommendations										
21	Ongoing Media as desired										
22	Chamber Publications										
23	Cable TV local access										
INFORMATION MATERIALS											
24	Newsletters (print & electronic)										
25	Mailers										
26	Website (with FAQs)										

**Additional media & community meetings to be scheduled as needed*