



association of central oklahoma governments

Chair Mark Sharpton
Logan County Commissioner

Vice-Chair Willa Johnson
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker
Nichols Hills Councilmember

Interim Executive Director
John G. Johnson

AGENDA

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

AREAWIDE PLANNING AND TECHNICAL ADVISORY COMMITTEE

January 17, 2008

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. FORMATION OF A REGIONAL BICYCLE-PEDESTRIAN ADVISORY COMMITTEE (BPAC)
([ATTACHMENT III](#))

Action Requested: Consider recommending that the ITPC approve the formation of the regional Bicycle-Pedestrian Advisory Committee to serve as an advisory body to the Intermodal Transportation Policy Committee.

- IV. MASTER PLANNING IN OKLAHOMA COUNTY ([ATTACHMENT IV](#))

Action Requested: None. For information only.

- V. NEW BUSINESS
- VI. ADJOURNMENT

I. CALL TO ORDER

Chairperson Jones called the meeting to order at 9:05 a.m.

II. APPROVAL OF MINUTES

Doug Shivers made a motion to approve the minutes of the September 13, 2007 meeting. Clark Williams seconded the motion and, with the vote, the motion passed.

III. ELECTION OF THE 2008 APTAC OFFICERS

Mr. Sharp said that the Nominations Committee met and recommended the names of Erik Brandt as APTAC Chair and Mark Seibold as Vice-Chair. He asked for any additional nominations from the floor. There being no further nominations, he asked for a motion to approve the new officers. Tyler Gammon made a motion to approve. Anais Starr seconded the motion and the motion passed. Mr. Brandt took over as Chair for the remainder of the meeting.

IV. APTAC MEETING SCHEDULE FOR 2008

Mr. Brandt asked for approval of the 2008 APTAC meeting schedule. Mr. Gammon made a motion to approve the 2008 meeting schedule. Ms. Starr seconded the motion and the motion passed.

V. SAFE ROUTES TO SCHOOL PROGRAM (SRTS) WORKSHOP, THURSDAY, DECEMBER 6, 2007

Lisa Kehoe informed the Committee that anyone who plans to apply for the Safe Routes to School Program which opened October 1st, should do so by January 7, 2008. She said that there is a Safe Routes to School Program Workshop scheduled for Thursday, December 6 at 4:00 p.m. in the ACOG Conference Room. The unique safety program was created in an effort to improve the ability of primary and middle school students to walk and bicycle to school safely.

Ms. Kehoe said that Ms. Ernestine Mbroh, Safe Routes to School Programs Director with the Oklahoma Department of Transportation (ODOT), will deliver a presentation explaining the application process. She indicated the workshop is close to the first deadline of Phase 1 of the Program, the Travel Plan, which is January 7, 2008. She said that the workshop will include an overview of the program and will provide a question and answer session for discussion of specific application requirements and application paperwork.

Ms. Kehoe said there is \$3 million in the first funding cycle and the cap for the infrastructure projects is \$200,000; the cap for non-infrastructure projects, such as safety programs, is between \$5,000 and \$20,000. No local match is required.

John Sharp asked if anyone had met with their school districts to discuss these options. Mr. Brandt said that the Oklahoma County Engineer has been in contact with the Deer Creek Schools.

VI. 2007 ECONOMIC CENSUS

John Sharp said that the Economic Census occurs every five years and provides very important information to the Census Bureau and that information can be used primarily for economic development. He said that locally, over 20,000 businesses will receive these forms and that each business is required by law to return this information to the Census Bureau by February, 2008. He said there is an internet option available for filling out the forms. Mr. Sharp said this information will allow us to track what is happening locally and allows us to see what has changed since 2002. The benefits of this program include updating the Gross Domestic Product (GDP). He said that local entities should start seeing this information in December. He also indicated that there is a web site available to gather information at www.business.census.gov.

VII. EDMOND PLAN IV

Jan Fees informed the Committee that the Edmond Plan IV is work that took place in 2005-2006. She said that in 2005 there was an RFP to hire consultants to do an update of Edmond's Comprehensive Plan. She said they had a very site specific Plan since 1984, but after a visioning project that took place in the late 1990's, they decided they wanted to include, in the next Plan update, more information than just land use. She said they wanted to include transportation and utility aspects. Ms. Fees said the transportation aspect of the Plan was very important, therefore, the Council decided to go forward with the transportation Plan first; however, at some point, land use projections were needed. In 2005, the city hired Wilbur Smith & Assoc. to update the Plan and they subcontracted locally with C.H. Guernsey to do the Plan. She said that Carl Stickley of C.H. Guernsey was the main consultant on the transportation plan. She said that Edmond Plan IV was adopted in April of this year. Ms. Fees then introduced Mr. Stickley who gave the Edmond Plan IV presentation.

Mr. Stickley commented that in Edmond, when public input is required, a community connections meeting is set up for all the neighborhoods, including residents and businesses and this is what was done to present Edmond Plan IV to the public. He said that in the beginning, the existing Edmond Plan III was a parcel specific land use plan. He indicated that there were some differing views between the planning consultants and the city council. He said that planning wise, the planning team, led by Wilbur Smith, was interested in a less specific land use plan, but the city did not feel comfortable abandoning the specific land use plan and wanted to stay with something similar with a general overlay on top of that to people could understand what the density intent was. He said that Edmond now has a general plan overlaid upon a specific land use plan. He said they refer to this specific plan as an ordinance plan.

Mr. Stickley reviewed the components of Edmond Plan III. He indicated there were various residential components, both single and two family, and a downtown residential district, which allowed blending of business and residential uses. He said there is also some agricultural open space as well as a FEMA 100 year flood plain designation. He said the civic land use was the

educational, institutional, and a number of business and industrial uses. Mr. Stickley said there were some changes made to Plan III to try to emphasize the character of some of the areas. He said that instead of having just single-family residential, the idea was to adopt a large lot residential to separate it from the rest of the single-family residential areas. In addition, he mentioned mixed use business park urban, where in an urban environment, there could be a mixture of uses within the plan that would be acceptable and compatible in a particular area in a suburban setting. He said another revision was to drop the word FEMA from the 100 year flood plain. He remarked that Edmond has done extensive work on its own drainage master plan.

Mr. Stickley said that in Edmond no one wants their single-family residential up against an industrial or high intensity urban use, such as office space. He said that has been identified as a suburban office buffer zone to separate residential and industrial use.

He said that all of these changes were adopted into the Edmond Plan IV. He said that in Edmond now there is no more identified agricultural use. All of the area east of Westminster Road is now identified as large lot residential. He said that sewage disposal became a big issue in Edmond in terms of identifying large lot residential versus single-family residential. He indicated the area east of I-35 does not have water service, therefore, the city council said they would allow the use of a public water supply system, but the City of Edmond will not extend that; it will be a developers expense to extend the water to that area. He said the Edmond Plan IV document does include information about what is required in order to provide water service, but does not commit the City of Edmond to do that water provision. He said that along the I-35 corridor, there is more land identified as urban mixed use business park and suburban mixed use business park.

Mr. Stickley said if an area is identified as single-family residential, but there is a use that fits within the General Plan, then that would be considered as a use, not an ordinance change to the specific plan. It identifies six general land use characters that were acquired on the General Plan and then two special land uses. It also shows functional classification of the thoroughfares that were developed from the transportation plan. He said that there are six general land use types that Edmond decided upon:

1. Natural—Open spaces and natural areas not suitable for development; to be used as nature preserves or parks and would include flood plain or remnant forests.
2. Rural —This would be sparsely populated areas, low density residential and would also include various parks and natural areas, residential densities typically less than one-half dwelling unit per acre and also utilities.
3. Rural Suburban—Low densities to allow uses that do not required municipal services, land uses which included low density residential and recreation. Also included would be natural areas. Residential density would be less than 1 unit per acre and utilities would be well and septic water and sewer.
4. Suburban Mixed Use—Primarily single family residential but may include medium density residential and commercial. Land uses also include low to medium density residential,

neighborhood commercial, office and public facilities; may also include natural area, water and sewer would be required, and residential density would be up to 8 units per acre.

5. Urban Mixed Use—would be more intense to accommodate variety of residential and commercial scenarios; office and retail at a more intense level than in suburban mixed use and can accommodate businesses that have a regional versus a neighborhood trade area. Land uses may include medium and high density residential, commercial, office, public facilities and light industrial; open spaces would include greens, squares, plazas, parks, and playgrounds and water and sewer would be required.
6. Center – would be the urban center of a community which would contain the highest intensity of development and is intended to create an active mixed use center; land uses would include high density residential, commercial, office, retail and public facilities. Open spaces include squares, plazas, parks, and playgrounds; residential density would be up to 16 units per acre and water and sewer services would be required.

Mr. Williams asked where Planned Unit Development's (PUD's) fit in under the general characteristics. Mr. Stickley replied that PUD's would fit anywhere, and that it would depend upon the nature of the PUD. He said that almost every development in Edmond is now a PUD. Mr. Williams asked if there were revised zoning ordinances to reflect these changes. Ms. Fees said that a new zoning ordinance came into effect in March, this new Plan in April, and then the transportation plan as well. She said they worked on their zoning ordinances for four years. Mr. Stickley said that because it took four years to do a zoning plan, one of the charges from the city council was to not implement something that would cause conflict in the zoning ordinance.

Mr. Stickley said there were two Specialty land use types:

1. Urban District—This specifically defined downtown Edmond and the surrounding residential areas because it represents a mix of land uses that will not be found in newer developments.
2. Route 66 Village –This is located at Highway 66 and Douglas Ave. which is a unique opportunity to create a rural village reflective of the history and character of the area. It would be a small scale commercial area surrounded by pedestrian friendly neighborhoods and would provide amenities to visitors and users of Arcadia Lake.

Mr. Stickley commented that most of the city is the suburban mixed use type of area, but there are large blocks of urban mixed use along I-35 with the commercial areas extending to the industrial area along Kelley Ave. in southwest Edmond and a tract of industrial use in northwest Edmond. He said there are two center areas, one is the downtown area encompassing UCO and also at I-35 and Covell Road. He said that the transportation plan identified the primary arterials and he commented that many cities still use the 100 foot right of way for an arterial, but that the City of Edmond felt that was not enough. He indicated that the minor arterials were also identified in the transportation plan. He said he felt that the minor arterials might be suitable locations for bike routes in which city could incorporate lower speeds and lower volume traffic densities.

Ms. Fees remarked that as part of the Edmond Plan IV, there are goals and policies to be studied as well as assessments to be done.

Mr. Sharp asked if this allows the city to have a PUD discussion session each time that a new development comes in. Ms. Fees replied in the affirmative.

Elizabeth Jones asked if the General Plan was adopted with a resolution. Mr. Fees replied yes. Ms. Jones asked if a developer would have an opportunity to try to amend the General Plan. Ms. Fees said they do plan amendments and since the Ordinance Plan was adopted there have been five Plan amendments.

VIII. NEW BUSINESS

City of Choctaw

There were no comments from the representative from Choctaw.

City of Yukon

Doug Shivers commented that the city of Yukon has a lot of road construction in progress at the moment, which includes the widening of N.W. 10th St., the bridge over I-40 which should be completed by the end of the year. He said that Mustang Road is being widened with utility work being done, and at N.W. 11th St, the city has 180 days to get the grid back in.

Oklahoma County

Ruth Walters remarked that she has been working with Emergency Management Director David Barnes. She said they were able to fly an aerial reconnaissance of the Canadian River a month ago and found it was greatly affected by the storms indicated by changes in course and a large amount of erosion as well as siltation and debris. She commented that the Federal Emergency Management Agency (FEMA) does not seem to think funding is need to fix this. She said she believes the damage done to the river changes the preliminary flood plain maps and said she sent an official protest letter to FEMA with a video and pictures. She said the County's new Master Plan has been approved.

Midwest City

Anais Starr said the city is still working on its Town Center Plaza with more shops that will be opening for the holiday season. She said they are still working on their Comprehensive Plan.

City of Moore

Elizabeth Jones commented that the City of Moore is looking at a big development west of Home Depot that will have several retailers. She said she has been working on the Trails Plan

and the Safe Routes to School Program. She said she is also working on the entire Stormwater Quality Management Program, for which Moore just passed a comprehensive ordinance to the City Council and coming up with the policies and procedures to implement that program.

City of Oklahoma City

Lanc Gross said that the city is working on its new Comprehensive Plan and that it should be completed by 2011. He said there is a bond election coming up in December.

City of Piedmont

Clark Williams informed the Committee that Piedmont is 20% down on building permits year to date. He said they have commenced building five miles of 16 inch water line connecting to Oklahoma City. He said they are now in the agreement stage with Oklahoma City to build their first connection to their sewer system interceptor. Mr. Williams said the city is getting ready to begin their Comprehensive Plan process. He said they are also examining digital aerials. He mentioned that they filed a protest with FEMA and they will now have them redo a lot of their reaches. He said they have changed their elevation standard which, in turn, changes the elevations of all the reaches in the various communities. He said there are several bridges that must be replaced and they are preparing for joint projects with Oklahoma City.

City of Del City

Tom Leatherbee commented that the city has just started issuing their first permits for its Hidden Creek Addition – 77 new homes. He said they are continuing with their S.E. 15th St. widening, and starting work on a master drainage ordinance. He indicated that they may start a Comprehensive Plan in the early spring. He also said their Economic Development Director retired last week.

Tinker Air Force Base

Bill Dalke said that Tinker has just made an announcement of who the Housing Privatization contractor will be and indicated he believed that it was GMH. He said they will be working on 600 residential units on base, some of which will be repaired and some of which will be replaced.

City of Edmond

Jan Fees reminded the Committee about the 60th anniversary of the OU RCPL Program on November 30th and December 1st. She said there is information about that on the OK Planning website.

IX. ADJOURNMENT

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

ACOG

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

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MEMORANDUM

DATE: January 10, 2008

TO: Areawide Planning and Technical Advisory Committee (APTAC)

FROM: Lisa M Kehoe, Associate Planner
Transportation Planning & Data Services

SUBJECT: Formation of a regional Bicycle-Pedestrian Advisory Committee (BPAC)

INFORMATION:

ACOG staff recommends the formation of a regional Bicycle-Pedestrian Advisory Committee (BPAC). The Public Participation Plan (PPP) for the OCARTS area suggests that ACOG assist in defining a public education and input process to involve potentially impacted individuals and groups. The formation of a regional Bicycle-Pedestrian Advisory Committee (BPAC) will serve as an advisory body to the Intermodal Transportation Policy Committee (ITPC), and will participate in the establishment of regional transportation goals, track the region's present and future trail networks, review alternative networks and Intermodal strategies, and will eventually provide recommendations to the ITPC on the regional transportation plan to be adopted for 2035.

The proposed BPAC bylaws are enclosed for your review.

It is anticipated that the Committee will meet quarterly on the third Wednesday at 10:00 a.m. starting on March 19, 2008. BPAC will provide a forum to discuss the future of regional efforts for a bicycle/pedestrian friendly community and ways to collaborate efforts in educational campaigns and connectivity of trails and bikeways.

ACTION REQUESTED:

Consider recommending that the ITPC approve the formation of the regional Bicycle-Pedestrian Advisory Committee to serve as an advisory body to the Intermodal Transportation Policy Committee.

DRAFT

BYLAWS
BICYCLE-PEDESTRIAN ADVISORY COMMITTEE

PRELIMINARY FORMAT:
January 3, 2008

BYLAWS
BICYCLE PEDESTRIAN ADVISORY COMMITTEE

ARTICLE	I.	GENERAL
ARTICLE	II.	PURPOSE
ARTICLE	III.	MEMBERSHIP AND STRUCTURE
ARTICLE	IV.	MEETINGS
ARTICLE	V.	ADVISORY ROLE
ARTICLE	VI.	SEVERABILITY CLAUSE

ARTICLE I. GENERAL

SECTION 1. NAME. This committee shall be known as the Bicycle-Pedestrian Advisory Committee (BPAC) of the Association of Central Oklahoma Governments (ACOG).

SECTION 2. EFFECTIVE DATE. The effective date of these bylaws shall be upon adoption by the Intermodal Transportation Policy Committee (ITPC) and endorsement by the ACOG Board of Directors, December 20, 2007.

SECTION 3. AMENDMENTS TO BYLAWS. These bylaws may be amended by majority vote of the ITPC and endorsed by the ACOG Board of Directors on their own motion or in response to recommendations forwarded to the ITPC by the Bicycle Pedestrian Advisory Committee (BPAC)

ARTICLE II. PURPOSE

SECTION 1. PURPOSE. The purposes of the BPAC shall include:

- a. To update and maintain the regional bicycle and pedestrian system and serve in a planning and technical advisory capacity to the ACOG Board of Directors.
- b. To supplement and aid the functions and purposes of ACOG, as defined in the Agreement Creating the Association of Central Oklahoma Governments, effective February 16, 1977, as amended.
- c. To generate public interest in, and attention to, various elements of bicycle and pedestrian planning in the ACOG Region; and to coordinate with local bicycle and walking clubs, local, state, and federal agencies related to bicycle and pedestrian planning.
- d. To provide the ITPC and the ACOG Board of Directors with advisory recommendations in matters related to bicycle and pedestrian development.
- e. To act in any way reasonably related to any of the above-mentioned purposes.

ARTICLE III. **MEMBERSHIP AND STRUCTURE**

SECTION 1. **REPRESENTATION.** The BPAC shall consist of, but not limited to, representatives of the following groups:

- a. Municipal and county planners within the region.
- b. Bike and Pedestrian committee members from local member entities or local parks and recreation departments.
- c. Municipal managers from communities without a planner, or the manager's appointed representative.
- d. From entities without a planner, community development director, or manager, a representative as appointed by the governing body of that entity.
- e. Bicycling clubs and/or associations
- f. Walking/Running clubs and/or associations
- g. Interested private citizens
- h. Federal, State and Local agencies that manage transportation, environmental, safety and recreational issues related to transportation planning. Such representatives of federal, state, and local agencies shall serve in an advisory, non-voting capacity.
- i. ACOG Staff, who shall be non-voting members.

SECTION 2. **APPOINTMENT.** The members and alternates of the BPAC shall be confirmed by the ITPC and endorsed by the ACOG Board of Directors.

SECTION 3. **TERMS.** Members of the BPAC shall be appointed for an indefinite term, to serve as long as qualified under Section 1, above.

SECTION 4. **VACANCIES.** In the event of a vacancy on the BPAC, the vacancy shall be filled according to the procedures of ARTICLE III, Sections 1 and 2. Vacancies shall be deemed to exist in any of the following cases:

- a) A member resigns.
- b) A member, of his/her designated alternate, who has not attended any three (3) consecutive meetings shall be considered an inactive member. A inactive member will be notified of his/her status and ma be considered for replacement by the ITPC and ACOG Board of Directors should he/she fail to attend subsequent meetings of the BPAC.

SECTION 5. MEMBERS' OBLIGATION. Each member of the BPAC is charged with the responsibility of assisting the ITPC and the ACOG Board of Directors and other elected and appointed officials with their decision-making responsibility by making recommendations on important bicycle and pedestrian issues. As part of the above responsibility, members should foster a constructive interchange of views and attempt to develop areawide agreement on bicycle and pedestrian planning efforts.

SECTION 6. ALTERNATES. Every BPAC member shall have the power to appoint an alternate who is not already a member of BPAC to act in the member's capacity at any meeting, in the event such member cannot attend, provided:

- a) the alternate designation is made in writing and shall serve at the pleasure of the member,
- b) the alternate has been appointed to the BPAC as specified by Article III, Section 2, and
- c) an alternate may serve for more than one member, but may only serve as an alternate for one member at a time.

SECTION 7. COMMITTEE OFFICERS. The BPAC shall elect a Chairman and Vice-Chairman from its membership for a one year term. Committee officers may succeed themselves for additional terms.

SECTION 8. SUBCOMMITTEES. The BPAC shall have the power to create standing committees. Appointment of members to subcommittees shall be by the Chairperson, subject to approval of the membership, and shall not be limited to BPAC members. The Chairperson of a subcommittee shall be appointed by the BPAC Chairperson and shall be someone who is a member of the BPAC.

ARTICLE IV. MEETINGS

SECTION 1. MEETING TIME AND PLACE. Regular quarterly meetings of the BPAC shall be held on the third Wednesday of March, June, September and December (or as determined by a majority vote of the Committee) at 10:00 a.m. in the ACOG Conference Room, 21 E. Main St, Suite 100, except when this date conflicts with holidays or the BPAC or Board of Directors requests a change. Meetings may be cancelled or special meetings called at the discretion of the BPAC Chairman or the ACOG Executive Director.

SECTION 2. MEETING NOTICES AND MINUTES. The ACOG staff will send out a meeting notice to all members, by mail or email, approximately one week in advance of each meeting. Minutes of each BPAC meeting, based on notes and taped recordings of the meeting, will be prepared by the ACOG staff. Such minutes shall accurately reflect the conduct of the meeting, all activity and relevant discussion occurring at the meeting and a record of all votes taken, including a discussion of minority points of view. Tape recordings of all BPAC meetings shall be preserved at least eighteen (18) months from the date of the meeting and be available for review by any interested party.

SECTION 3. QUORUM. A quorum shall consist of representation by six member entities. Business conducted in the absence of a quorum shall be noted with a statement that a quorum was not present.

SECTION 4. OPEN MEETINGS. All meetings of the BPAC shall be conducted with no restrictions on the attendance of observers, citizens, or press, and in accordance with the Oklahoma Open Meetings Act.

SECTION 5. CONDUCT OF MEETINGS. All meetings of the BPAC shall be conducted in accordance with Robert's Rules of Order.

SECTION 6. VOTING; MAJORITY. Each BPAC member, or properly designated alternate, other than those listed in Article III, section 2 (h) above, shall have the right to exercise one vote in all individual proceedings of the BPAC. Majority vote shall consist of a majority of those members and alternates present and voting.

ARTICLE V. ADVISORY ROLE

SECTION 1. ADVISORY FUNCTION. BPAC may, on its own motion, bring important matters relative to area-wide bicycle and pedestrian planning to the attention of the ITPC and the ACOG Board of Directors.

SECTION 2. SPECIAL PROJECTS. BPAC, on its own motion, or on a motion by a member of the ITPC, may undertake special projects, programs or studies of policy areas, utilizing the available resources of BPAC.

ARTICLE VII. SEVERABILITY CLAUSE

SECTION 1. SEVERABILITY. The provisions of these bylaws are severable, and if any part hereof shall be held void by the ITPC and the ACOG Board of Directors, such holding shall not affect or impair any of the remaining parts.

ACOG

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MEMORANDUM

DATE: January 10, 2008

TO: Areawide Planning and Technical Advisory Committee (APTAC)

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

SUBJECT: Master Planning in Oklahoma County

INFORMATION:

The Oklahoma County Planning Department recently completed their first Master Plan update since 1949. Due to increased population growth and development in the unincorporated portion of the county, current county officials saw the need for a new planning document to aid in future decision making. The Master Plan will be used as a physical development plan, policy determinant, and educational tool. The Plan is designed to look to a 2030 horizon year in depicting future land use patterns.

Erik Brandt, APTAC Chair and County Planner will present the general theme of the Master Plan at the January APTAC Meeting.

ACTION REQUESTED:

None. For information only.