



*association of central oklahoma governments*

Chair Jay Adams  
Mustang Mayor

Vice-Chair Matt Dukes  
Midwest City Mayor

Secretary/Treasurer Lynne Miller  
Norman Mayor

Acting Executive Director  
John M. Sharp

## MEMORANDUM

**DATE:** January 11, 2018

**TO:** Areawide Planning and Technical Advisory Committee (APTAC)

**FROM:** Jennifer Sebesta, Program Coordinator  
Transportation & Planning Services (TPS)

**SUBJECT:** Meeting Notice

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The Areawide Planning and Technical Advisory Committee will hold a regular meeting on

**THURSDAY, JANUARY 11, 2018, AT 9:00 A.M.**

at the Association of Central Oklahoma Governments (ACOG), 4205 N. Lincoln Blvd., Oklahoma City

## AGENDA

- I. CALL TO ORDER ([ATTACHMENT I](#))
- II. APPROVAL OF THE DECEMBER 7, 2017 MINUTES ([ATTACHMENT II](#))
- III. ITEMS FOR INFORMATION ONLY
  - A. City of Oklahoma City EPA Technical Assistance Presentation ([ATTACHMENT III-A](#))
  - B. VillagesOKC Inc. – Village to Village Concept Presentation ([ATTACHMENT III-B](#))
  - C. Building Permit Request ([ATTACHMENT III-C](#))
  - D. Institute for Quality Communities – Request for Proposal for Community Assistance Projects ([ATTACHMENT III-D](#))
- IV. NEW BUSINESS
- V. ADJOURN

**AREAWIDE PLANNING AND TECHNICAL ADVISORY COMMITTEE  
VOTING MEMBERS AND ALTERNATES**

<b>CITY/ORGANIZATION</b>	<b>MEMBERS</b>	<b>ALTERNATES</b>
BETHANY	Danielle Barker Community Development Specialist	J. D. Cox, City Manager Steve Harzman, Deputy City Manager
BLANCHARD	Ryan Conner City Planner	Daniel Ofsthun Finance Director
CEDAR VALLEY	No Designee	
CHOCTAW	Chad Denson City Planner	
COLE	No Designee	
DEL CITY	Tom Leatherbee Director of Community Services	Mark Edwards, City Manager Monica Cardin, City Planner
EDMOND	Jan Fees City Planner	Larry Stevens City Manager
EL RENO	Dustin Downey Planner	Matt Sandidge Assistant City Manager
FOREST PARK	No Designee	
GOLDSBY	No Designee	
GUTHRIE	Rebecca Blaine City Planner	
HARRAH	Earl Burson City Manager	
JONES CITY	No Designee	
LEXINGTON	No Designee	
LUTHER	No Designee	
MIDWEST CITY	Julie Shannon Comprehensive Planner	Kellie Gilles, Planning Manager Christine Allison, Assoc. Current Planner
MOORE	Elizabeth Weitman Community Development Director	Ava Zrenda – Assistant Planner Stan Drake – Asst City Manager Jared Jakubowski-Associate Planner
MUSTANG	Melissa Helsel Community Development Director	Morgan Shepard City Planner
NEWCASTLE	No Designee	Nick Nazar City Manager
NICHOLS HILLS	No Designee	
NICOMA PARK	No Designee	

<b>CITY/ORGANIZATION</b>	<b>MEMBERS</b>	<b>ALTERNATES</b>
NOBLE	Bob Wade City Manager	
NORMAN	Wayne Stenis Senior Planner	Joyce Green GIS Services Manager
OKLAHOMA CITY	John Tankard Associate Planner	Vacant
PIEDMONT	No Designee	
SLAUGHTERVILLE	Marsha Blair Town Administrator	
SPENCER	No Designee	
TUTTLE	Tim Young City Manager	Vacant
THE VILLAGE	Bruce Stone City Manager	
WARR ACRES	Hon. Jim Mickley Vice-Mayor	Hon. Patrick Woolley Mayor
YUKON	Mitchell Hort Development Services Director	Claudia Krshka Grant Writer
CANADIAN COUNTY	No Designee	
CLEVELAND COUNTY	Jacob McHughes Asst. to Commissioner Rod Cleveland	
LOGAN COUNTY	No Designee	
OKLAHOMA COUNTY	Tyler Gammon Planning Director	Erik Brandt Comprehensive Planner

### **NON-VOTING MEMBERS AND ALTERNATES**

<b>ORGANIZATION</b>	<b>MEMBERS</b>	<b>ALTERNATES</b>
AREAWIDE AGING AGENCY	Don Hudman Executive Director	
CAPITOL-MEDICAL ZONING COMMISSION	Ben Davis Director	
CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA)	Larry Hopper Planning Manager - Administration	
METRO FAIR HOUSING COUNCIL	Mary Dulan Executive Director	
OKLAHOMA DEPARTMENT OF COMMERCE	No Designee	
TINKER AIR FORCE BASE	No Designee	

**MINUTES****Areawide Planning and Technical Advisory Committee****December 7, 2017****9:00 a.m.**

A regularly scheduled meeting of the Areawide Planning and Technical Advisory Committee for the calendar year 2017 was convened on December 7, 2017 in the ACOG Board Room, 4205 N. Lincoln Blvd., Oklahoma City, OK. This meeting was held as indicated by notice filed with the Oklahoma County Clerk, and by notice posted at the ACOG office at least twenty-four hours prior to the meeting.

**PRESIDING**

Jan Fees

**ENTITY**

Edmond

**MEMBERS PRESENT**

Robert Floyd

Danielle Barker

Monica Cardin

Rebecca Blaine

Ava Zrenda

Wayne Stenis

Eric Brandt

Hon. Jim Mickley

Blanchard

Bethany

Del City

Guthrie

Moore

Norman

Oklahoma City

Warr Acres

**NON-VOTING MEMBERS PRESENT**

None

**GUESTS PRESENT**

None

**ACOG STAFF PRESENT**

John Sharp

Jennifer Sebesta

Kathryn Wenger

Conrad Aaron

Charlotte Adcock

Stuart Campbell

Gwendolyn Gordon

Angela Hankins

Deputy Director, TPS

Program Coordinator, TPS

Program Coordinator, TPS

GIS Technician, TPS

Assistant Planner, TPS

Assistant Planner, TPS

Temp. Admin. Asst.

Economic Develop Program Coord

## **I. CALL TO ORDER**

Chair Jan Fees called the meeting to order at 9:07 a.m.

## **II. APPROVAL OF THE NOVEMBER 9, 2017 MEETING MINUTES**

Hon. Jim Mickley moved to approve the November 9, 2017 meeting minutes. Eric Brandt seconded the motion. The motion carried.

## **III. ACTION ITEMS:**

### **A. Motion to elect 2018 APTAC officers**

The committee elected to continue the two-year service term of previous committee chairs and vice chairs. Jan Fees was nominated to continue as Chair and Monica Cardin was nominated to continue as Vice Chair. The nominations were then closed and the Hon. Jim Mickley made the motion to accept these nominations for APTAC officers. Wayne Stenis seconded the motion. The motion carried.

## **IV. ITEMS FOR INFORMATION ONLY:**

### **A. Bicycle and Pedestrian Crash Analysis**

Charlotte Adcock, Assistant Planner with ACOG, provided an overview of her analysis of bicycle and pedestrian related crashes in Central Oklahoma. Ms. Adcock presented her initial findings, including information regarding crash cause, light conditions, and crashes involving distracted drivers. A list of the most dangerous locations in the region for both cyclists and pedestrians was provided to the committee and Ms. Adcock selected several of the locations for a more detailed indepth analysis. Ms. Adcock concluded by stating that many communities in the region are working to address bicycle and pedestrian safety issues. The committee was invited to review the data and provide feedback.

The power point presentation can be viewed at: [http://www.acogok.org/wp-content/uploads/2017/12/Bike-and-Pedestrian-Crash-Analysis\\_December-2017.pdf](http://www.acogok.org/wp-content/uploads/2017/12/Bike-and-Pedestrian-Crash-Analysis_December-2017.pdf)

### **B. 2018 Oklahoma Recreational Trails Program**

John Sharp, Deputy Director with ACOG, reminded committee members that the 2018 Oklahoma Recreational Trails Program application deadline is 4:00 p.m. on Wednesday, January 31, 2018. The program is a reimbursement-type grant program that provides 80 percent federal share and requires a 20 percent local match. Mr. Sharp stressed that a public meeting is required prior to applying for the grant.

C     Safe Routes to Grant and Transportation Alternative Program

John Sharp informed the committee that the application period for the statewide Safe Routes to Schools will likely open later in the spring of 2018. Originally, the application was to open in January 2018. Mr. Sharp also stated that ODOT will be requiring a preliminary project application to facilitate an ODOT project site visit and application feedback. The final project application will be due after the initial review.

D.     Planner Bingo

ACOG hosted the first annual Planner Bingo for APTAC committee members. The lucky winners were Rebecca Blaine (Guthrie), Danielle Barker (Bethany), Wayne Steins (Norman), Monica Cardin (Del City). ACOG staff thanked the committee for their involvement.

**V.     NEW BUSINESS**

Community Activities and Updates

Erik Brandt, Oklahoma County, said they are working on sixth phase of buyouts for residents of Crutcho Creek. Oklahoma County is expecting to purchase five or more houses in this phase, with another 20 to 30 remaining. The county has not received request for residential building permits, but has started work on their master plan and subdivision regulations updates.

Wayne Stenis, Norman, said the city is finalizing their comprehensive plan update. Through Norman Forward, the city has plans for two additional libraries, as well as park and trail improvements. Mr. Stenis also mentioned that Norman has adopted a form-based code for the center of the city.

Hon. Jim Mickley, Vice Mayor with Warr Acres, said he was just re-elected for a fourth term. Mr. Mickley said the city is focusing on economic development since they have lost several businesses, which is affecting their tax base. Warr Acres is also working on their town center redevelopment, which is expected to be a three-year project.

Rebecca Blaine, Guthrie, said they are working on an outdoor venue/green space for downtown Guthrie. The city is also working on economic development and city staff went to ICSC in Dallas last week to recruit retailers. Ms. Blaine said the city is working on two projects for trails grants. Guthrie's sales tax is up 15 percent from last month.

Danielle Barker, Bethany, announced that the city is working on their first TIF district. Bethany is currently working on vision plans for its 23<sup>rd</sup> Street corridor and historic areas. Ms. Barker mentioned that the city is reviewing its charter in order to increase the allowable density within the city limits. Bethany is also working on several other projects, including: revitalizing city parks, installing sidewalk, and rebuilding a city library.

Ava Zrenda, Moore, mentioned the city are working on rezoning a travel center project at 27<sup>th</sup> St. and I-35. The project has been on hold and has received some push back, but is going before the planning commission in January. Moore is also in the initial phase of developing a form-based code for the Old Town area.

Robert Floyd, Blanchard, said they have five new subdivisions in various stages for approval. In the spring, the University of Oklahoma will be assisting with a downtown concept plan. Also, Oklahoma State University will be completing a park study for community sports park. Blanchard has just finished its fourth building renovation, a senior citizens center on the corner of Broadway and May. Mr. Floyd mentioned the city has a 300,000-gallon water tower that will be in service by the first of the year and Blanchard's long-awaited water line service will be connected back to Oklahoma City by this Christmas 2017.

Jan Fees, Edmond, said the Spring Creek Trail opened on Thanksgiving Day. Ms. Fees also mentioned that the city has been busy, and the planning commission is expected to review twenty items at their next meeting.

**VI. ADJOURN**

There being no further business, the meeting adjourned at 9:55 a.m.

# ACOG

## Association of Central Oklahoma Governments

4205 N. Lincoln Blvd., Oklahoma City, OK 73105  
(405) 234-2264 Fax: (405) 234-2200 TDD/TTY: 7-1-1 Statewide  
www.acogok.org e-mail: acog@acogok.org

### MEMORANDUM

**DATE:** January 11, 2018

**TO:** Areawide Planning and Technical Advisory Committee

**FROM:** Jennifer Sebesta, Program Coordinator  
Transportation & Planning Services

**SUBJECT:** City of Oklahoma City EPA Technical Assistance Presentation

### INFORMATION:

The City of Oklahoma City received a technical assistance award from the U.S. Environmental Protection Agency (EPA) Office of Research and Policy's Greening America's Communities program. Through the award, Oklahoma City worked with EPA representatives and consultants to conduct stakeholder and community engagement regarding combined storm water management and bicycle and pedestrian infrastructure.

At the January meeting, planners with the City of Oklahoma City will discuss the final designs generated by this process, next steps, and how green infrastructure could benefit other regional municipalities.

### ACTION REQUESTED:

None. For information only.



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### MEMORANDUM

**DATE:** January 11, 2018

**TO:** Areawide Planning and Technical Advisory Committee

**FROM:** Stuart Campbell, Assistant Planner  
Transportation & Planning Services

**SUBJECT:** Villages OKC Inc. – Village to Village Concept Presentation

#### INFORMATION:

VillagesOKC is a 501c(3) organization established by a group of volunteer neighbors with a vision of cooperative Villages across the Oklahoma City metro area. The Village concept is a tool that enables older adults to build and sustain thriving community networks. As the local area's "hub" organization, VillagesOKC is helping communities build their own Villages by facilitating interactions that connect them with resources, education, and expertise.

The first Village in Oklahoma City will launch in May 2018. **VillagesOKC Northwest** has been developed by a volunteer planning committee in northwest Oklahoma City. Volunteers have spent many months researching Villages from across the country as they emphasize the unique characteristics of northwest Oklahoma City in their new Village.

Marilyn Olson, VillagesOKC Executive Director, will provide a presentation on the Village concept and Villages OKC Inc's progress in northwest Oklahoma City.

#### ACTION REQUESTED:

None. For information only.

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### MEMORANDUM

**DATE:** January 11, 2018  
**TO:** Areawide Planning and Technical Advisory Committee  
**FROM:** Conrad Aaron, GIS Technician  
Transportation & Planning Services  
**SUBJECT:** Building Permit Request

#### INFORMATION:

ACOG staff continues to collect 2015 demolition data along with 2016 and 2017 building permit data from each community. If this information could be delineated, whether it is a residential or a commercial permit, that would be very helpful. Demolition of residences and businesses is also being requested. Below is a list of data fields that ACOG is requesting from local members:

- Name (if business)
- Address
- City
- ZIP
- Units
- Type of residential (i.e. single family, duplex, multi-family)
- Year of permit

GIS file formats are preferred, but other digital formats (Excel or Word) will suffice if GIS files are not available. Staff would like to keep a current file of building permits for the region. If your community has not mapped this data, ACOG will be completing this task. Please submit data by **March 1, 2018**.

**The status of the requested dataset can be found on the attached table.**

#### ACTION REQUESTED:

None. For information only.

Community	Socio-Economic Data						
	2016 Res Permits	2017 Res Permits	2016 Comm Permits	2017 Comm Permits	2015 Demolitions	2016 Demolitions	2017 Demolitions
Arcadia							
Bethany					X		
Blanchard	X						
Bridge Creek							
Cedar Valley							
Choctaw							
Cole							
Del City					X		
Edmond					X		
Forest Park							
Goldsby							
Guthrie							
Harrah							
Jones City							
Lexington							
Luther							
Midwest City					X		
Moore					X		
Mustang					X		
Newcastle					X		
Nichols Hills							
Nicoma Park							
Noble	X		X		X	X	
Norman					X		
Oklahoma City					X		
Piedmont							
Purcell					X		
Slaughterville							
Smith Village							
Spencer							
Tuttle							
The Village							
Warr Acres							
Yukon					X		
Canadian County							
Cleveland County							
Grady County							
Logan County							
McClain County							
Oklahoma County	X		X				

X = Data Provided to ACOG

# ACOG

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### MEMORANDUM

**DATE:** January 11, 2018

**TO:** Areawide Planning and Technical Advisory Committee

**FROM:** Jennifer Sebesta, Program Coordinator  
 Transportation & Planning Services

**SUBJECT:** Institute for Quality Communities - Request for Proposals for Community Assistance Projects

### INFORMATION:

The Institute for Quality Communities (IQC) is requesting proposals for community assistance projects. The program provides communities with conceptual design and planning assistance, focusing on land use, urban design, public spaces, historic preservation, streetscapes, or other aspects of the built environment. Costs will vary based on project scope, but typically range between \$1,500 and \$25,000. Funding assistance, project cost waivers, and matching funds through the Oklahoma Municipal League may be available (see attachment for additional information and application instructions).

### Project Selection Timeline:

Proposal Workshop*	January 10, 2018 - 10:00 a.m. - 12:00 p.m. Gould Hall Gallery - 830 Van Vleet Oval Norman, Oklahoma RSVP to <a href="mailto:umander@ou.edu">umander@ou.edu</a>
Proposals Due	February 15, 2018
Notification of Selection	March 30, 2018

\* Workshop attendance not a requirement for application submission

If you have any questions, please contact **Hope Mander**, IQC Associate Director at (405) 325-2434, or by email at [umander@ou.edu](mailto:umander@ou.edu).

### ACTION REQUESTED:

None. For information only.