DATE: July 19, 2018
TO: Areawide Planning and Technical Advisory Committee (APTAC)
FROM: Jennifer Sebesta, Program Coordinator
Transportation & Planning Services (TPS)
SUBJECT: Meeting Notice

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

THURSDAY, JULY 19, 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 JUNE 14, 2018 MINUTES [ATTACHMENT II]

III. ITEMS FOR INFORMATION ONLY
   A. Presentation – John Harrington, ACOG Water Resources [ATTACHMENT III-A]
   B. ACOG Congestion Mitigation and Air Quality (CMAQ) Small Grant Program Workshop [ATTACHMENT III-B]
   C. ADA and Title VI Contact Person Request [ATTACHMENT III-C]
   D. Building Permit Fee Survey 2018 [ATTACHMENT III-D]

IV. NEW BUSINESS

V. ADJOURN
## Areawide Planning and Technical Advisory Committee
### Voting Members and Alternates

<table>
<thead>
<tr>
<th>City/Organization</th>
<th>Members</th>
<th>Alternates</th>
</tr>
</thead>
</table>
| **BETHANY**       | Amanda McCellon  
                    Director of Planning  
                    Danielle Barker  
                    Community Development Specialist  
                    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**        | No Designee | |
| **JONES CITY**    | No Designee | |
| **LEXINGTON**     | No Designee | |
| **LUTHER**        | No Designee | |
| **MIDWEST CITY**  | Kellie Gilles  
                    Planning Manager  
                    Lora Gwartney  
                    Associate 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**     | Todd Kennemer  
                    Community Development Director  | |
<p>| <strong>NICHOLS HILLS</strong> | No Designee | |</p>
<table>
<thead>
<tr>
<th>CITY/ORGANIZATION</th>
<th>MEMBERS</th>
<th>ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>NICOMA PARK</td>
<td>No Designee</td>
<td></td>
</tr>
<tr>
<td>NOBLE</td>
<td>Bob Wade</td>
<td>City Manager</td>
</tr>
<tr>
<td>NORMAN</td>
<td>Wayne Stenis</td>
<td>Joyce Green</td>
</tr>
<tr>
<td></td>
<td>Senior Planner</td>
<td>GIS Services Manager</td>
</tr>
<tr>
<td>OKLAHOMA CITY</td>
<td>John Tankard</td>
<td>Vacant</td>
</tr>
<tr>
<td></td>
<td>Associate Planner</td>
<td></td>
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<tr>
<td>PIEDMONT</td>
<td>No Designee</td>
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</tr>
<tr>
<td>SLAUGHTERVILLE</td>
<td>Marsha Blair</td>
<td></td>
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<tr>
<td></td>
<td>Town Administrator</td>
<td></td>
</tr>
<tr>
<td>SPENCER</td>
<td>No Designee</td>
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<tr>
<td>TUTTLE</td>
<td>Jacquelyn Porter</td>
<td>Vacant</td>
</tr>
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<td></td>
<td>City Planner</td>
<td></td>
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<tr>
<td>THE VILLAGE</td>
<td>Bruce Stone</td>
<td></td>
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<tr>
<td></td>
<td>City Manager</td>
<td></td>
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<tr>
<td>WARR ACRES</td>
<td>Hon. Jim Mickley</td>
<td>Hon. Patrick Woolley</td>
</tr>
<tr>
<td></td>
<td>Vice-Mayor</td>
<td>Mayor</td>
</tr>
<tr>
<td>YUKON</td>
<td>Mitchell Hort</td>
<td>Claudia Krshka</td>
</tr>
<tr>
<td></td>
<td>Development Services Director</td>
<td>Grant Writer</td>
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<tr>
<td>CANADIAN COUNTY</td>
<td>No Designee</td>
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<tr>
<td>CLEVELAND COUNTY</td>
<td>Jacob McHughes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asst. to Commissioner Rod Cleveland</td>
<td></td>
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<tr>
<td>LOGAN COUNTY</td>
<td>No Designee</td>
<td></td>
</tr>
<tr>
<td>OKLAHOMA COUNTY</td>
<td>Tyler Gammon</td>
<td>Erik Brandt</td>
</tr>
<tr>
<td></td>
<td>Planning Director</td>
<td>Comprehensive Planner</td>
</tr>
</tbody>
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### Non-Voting Members and Alternates

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>MEMBERS</th>
<th>ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREAWIDE AGING AGENCY</td>
<td>No Designee</td>
<td></td>
</tr>
<tr>
<td>CAPITOL-MEDICAL ZONING COMMISSION</td>
<td>Ben Davis</td>
<td>Casey Jones</td>
</tr>
<tr>
<td></td>
<td>Planning Director</td>
<td>Assistant Planner</td>
</tr>
<tr>
<td>CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY [COTPA]</td>
<td>Larry Hopper</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Planning Manager - Administration</td>
<td></td>
</tr>
<tr>
<td>METRO FAIR HOUSING COUNCIL</td>
<td>Mary Dulan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Executive Director</td>
<td></td>
</tr>
<tr>
<td>OKLAHOMA DEPARTMENT OF COMMERCE</td>
<td>No Designee</td>
<td></td>
</tr>
<tr>
<td>TINKER AIR FORCE BASE</td>
<td>No Designee</td>
<td></td>
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</tbody>
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MINUTES

Areawide Planning and Technical Advisory Committee
June 14, 2018
9:00 a.m.

A regularly scheduled meeting of the Areawide Planning and Technical Advisory Committee for the calendar year 2018 was convened on June 14, 2018 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
Monica Cardin
Del City
Dustin Downey
El Reno
Rebecca Blaine
Guthrie
Todd Kennemer
Newcastle
Wayne Stenis
Norman
Claudia Krshka
Yukon
Erik Brandt
Oklahoma County

NON-VOTING MEMBERS PRESENT
None

GUESTS PRESENT
Taylor Johnson
Cleveland Area Rapid Transit (CART)
Tim Crisp
OU Parking/ Cleveland Area Rapid Transit (CART)
Casey Jones
Capital-Medical Zoning Commission
Jennifer Wasinger
Freeze & Nichols
Robert Floyd
Blanchard

ACOG STAFF PRESENT
John Sharp
Acting Executive Director, TPS
Jennifer Sebesta
Program Coordinator, TPS
Jennifer McCollum
Public Relations & Community Div. Director
Stuart Campbell
Assistant Planner, TPS
Charlotte Adcock
Assistant Planner – Multimodal, TPS
Conrad Aaron
GIS Technician, TPS
Monica Stevens
Intern, TPS
Angela Hankins
Special Programs Officer 1
Beverly Garner
Assistant to the Executive Director
Gwendolyn Gordon
I. CALL TO ORDER

Chair Jan Fees called the meeting to order at 9:03 a.m.

II. APPROVAL OF THE MAY 17, 2018 MEETING MINUTES

Wayne Stenis moved to approve the May 17, 2018 meeting minutes. Dustin Downey seconded the motion. The motion carried.

III. ITEMS FOR INFORMATION ONLY:

A. Presentation – Crimson Cruiser Benefits

Tim Crisp, with Cleveland Area Rapid Transit (CART), gave a presentation on the University of Oklahoma and CART bike share program, the Crimson Cruisers. Mr. Crisp said the University was interested in offering an alternative mode of transportation to their students. He said in 2015, the student government conducted a poll and 94 percent of the students who responded supported a bikeshare program on campus. Mr. Crisp said they sent out a Request for Proposal (RFP) and chose Gotcha Group, located in South Carolina, because they provided the best financial stability. The Gotcha Group takes care of everything; maintenance, marketing, design, sponsorship. Mr. Crisp said the initial start-up cost was $100,000 for 75 bikes, each year after, to maintain the program, the cost is reduced to $75,000, which is paid for by student fees.

Mr. Crisp said they have 10 hub locations on the University’s campus. Mr. Crisp said the bikes have a very durable construction, light weight with waterproof seats; they are also belt driven, rather than chain driven, which cuts down on repairs. The back of the bike has the onboard technology that is solar powered, the battery powered hub, and has a GPS tracking system to track each bike. If the bike is going 35 miles an hour, an alarm goes off on the bike and the monitoring station is notified the bike possibly is being stolen. Mr. Crisp said the Crimson Cruisers bike share program has 5,615 active members that use the bike once a week. They have taken 84,773 trips on the bike in one year. Mr. Crisp said the Gotcha Groups gives detailed data on reduction in carbon emissions, the number of calories burned by students, and cost savings.

Jennifer McCollum, with ACOG asked Mr. Crisp about branding the Logo. Mr. Crisp said they worked with a graphic designer at Gotcha Group on the design while maintaining the trademark of the University. Ms. McCollum asked if there were plans to extend the program to University of Oklahoma Health Sciences Center. Mr. Crisp said yes, they are looking to expand the Crimson Cruisers bike share program.
Jan Fees, with City of Edmond asked if there is an education component when the bikes are checked out. Mr. Crisp said yes, in the basket of each bike there is a safety sticker with safety instructions on riding the bike. He said they host training sessions with the University of Oklahoma Police Department on safety tips when riding the bike.

Monica Stevens, Intern with ACOG, asked when the bike is going 35 miles an hour and the alarm is going off on the bike, will the bike become inoperable. Mr. Crisp answered no, you can still operate the bike with the alarm sounding off.

B. **Bike Month 2018**

Charlotte Adcock highlighted the information provided in the agenda memorandum. Due to time constraints, Ms. Adcock was unable to give the full presentation she prepared. She said there were 19 guests that responded to the Bike to School, event on Facebook but ACOG advised against it because of Ozone Alert. There were 165 guests that registered to the Facebook event for the Bike to Work, and 25 for the in Bike to Church event. Ms. Adcock said Oklahoma City had 75 people participate and the Boeing Company had their own Bike to Work day with 15 people participating. Edmond had 20 people, Guthrie had 15 people, Norman had 40 people and Yukon had 16 people show up for Bike To Work day.

C. **ACOG Congestion Mitigation and Air Quality (CMAQ) Small Grants Program — Project Selection Criteria**

Jennifer Sebesta highlighted the information provided in the agenda memorandum about Congestion Mitigation and Air Quality (CMAQ) Small Grant Program. Ms. Sebesta passed out information sheets to the members on the program guidelines and scoring criteria. She said the application will open on July 20, 2018 with a workshop.

D. **National Bike and Pedestrian Documentation Project 2018**

Charlotte Adcock highlighted the information provided in the agenda memorandum. Ms. Adcock said if their city hosted a count session, to please submit the data as soon as they can. ACOG is partnering with ODOT to loan count equipment to communities in Central Oklahoma.

E. **ADA and Title VI Contact Person Request**

Stuart Campbell highlighted the information provided in the agenda memorandum. He said ACOG is updating its list of American Disabilities Act (ADA) coordinators and contact persons within each of its members communities regarding the ADA and Title VI matters.
F. **Building Permit Fee Survey 2018**

John Sharp highlighted the information provided in the agenda memorandum. Mr. Sharp said in the agenda there is a link that takes you to an Excel file that shows the building permits for each member community. He asked each member to look at their city permit fee from 2013 and see what has changed and send that information back to ACOG to be updated and sent back to the city. Mr. Sharp said ACOG is also collecting cost on oil and gas permit fees information. He said he recently had a meeting with OCARTS area city managers and asked how much they charge for an oil company to come in the city, and what are the requirements, noise control issues and fencing issues?

IV. **NEW BUSINESS**

Jennifer Sebesta said the National Endowment for the Arts has a grant opportunity. The grant must be between a local community and cultural organization. It is a two-part deadline: the first is August 9 for application and August 14-21 for material.

V. **ADJOURN**

There being no further business, the meeting adjourned at 9:58 a.m.
DATE: July 19, 2018

TO: Areawide Planning and Technical Advisory Committee

FROM: Jennifer Sebesta, Program Coordinator
Transportation & Planning Services

SUBJECT: Presentation: Central Oklahoma Water Issues

INFORMATION:

John Harrington, ACOG’s Water Resources Division Director, will present to the committee on water issues facing Central Oklahoma.

ACTION REQUESTED:

None. For information only.
DATE: July 19, 2018

TO: Areawide Planning and Technical Advisory Committee

FROM: Jennifer Sebesta, Program Coordinator
       Transportation & Planning Services

SUBJECT: ACOG Congestion Mitigation and Air Quality (CMAQ) Small Grant Program Workshop

INFORMATION:

ACOG is hosting a workshop in coordination of the opening of the call for projects for the CMAQ Small Grant Program at 10am on July 20, 2018. The workshop, which will be in the ACOG Board Room, cover the CMAQ program guidelines, application requirements, project selection process, and reporting requirements. Please see the attached flyer for additional information.

The full CMAQ Small Grant Program Manual, which includes program guidelines and project selection criteria, is available on the ACOG website: http://www.acogok.org/air-quality-grants-oklahoma/

Please contact Jennifer Sebesta at 234-2264, or jsebesta@acogok.org, with any questions.

ACTION REQUESTED:

None. For information only.
CMAQ SMALL GRANT PROGRAM

CALL FOR PROJECTS
WORKSHOP

ACOG BOARD ROOM
FRIDAY, JULY 20, 2018 | 10 – 11:30 AM

The 2018 ACOG Congestion Mitigation and Air Quality (CMAQ) Small Grant Program application period will open on July 20, 2018. The goal of the CMAQ Small Grant Program is to improve regional air quality by reducing reliance on single-occupancy vehicle trips. The program aims to accomplish this goal by funding small active transportation and transit infrastructure projects as well as congestion relief efforts within the OCARTS region.

ACOG will host a grant workshop in coordination with the opening of the Call for Projects. The workshop will cover the CMAQ program guidelines, application requirements, project selection process, and reporting requirements.

All eligible grant applicants are strongly encouraged to attend.

FOR MORE INFORMATION CONTACT:
Jennifer Sebesta
Program Coordinator
Transportation & Planning Services Division
jsebesta@acogok.org
405.234.2264

4205 N. Lincoln Blvd. | OKC

III-B-2
MEMORANDUM

DATE: July 19, 2018

TO: Intermodal Transportation Technical Committee

FROM: Stuart Campbell, Assistant Planner
Transportation & Planning Services

SUBJECT: Americans with Disabilities Act (ADA) and Title VI Contact Person Request

INFORMATION:

ACOG is in the process of updating its Americans with Disabilities Act (ADA) and Title VI plans. These plans are produced to document the ongoing ADA and Title VI activities pursued by the Metropolitan Planning Organization (MPO). As a public agency that receives federal funds for programs and services, adherence to these federal laws is critical. Ensuring that ACOG’s programs, services, and regional projects are accessible and barrier-free to those with disabilities and without discrimination on the basis of race, color, national origin, or sex is of the highest importance.

As part of this report, ACOG staff is developing a list of ADA and Title VI Coordinators or contact persons within each of its member communities. This up-to-date list will allow for better coordination among staff from ACOG, ODOT, and member communities regarding ADA and Title VI matters.

Please provide the name and contact information of the ADA and/or Title VI contact person in your community to Stuart Campbell at scampbell@acogok.org.

ACTION REQUESTED:

None. For information only.
MEMORANDUM

DATE:    July 19, 2018

TO:      Areawide Planning and Technical Advisory Committee

FROM:    John Sharp, Acting Executive Director
         Transportation & Planning Services

SUBJECT: 2018 Building Permit and Oil Well Fees Survey

INFORMATION:

Periodically, ACOG conducts a building permit fees survey to determine the costs of residential permits throughout the region. This information is vital to ACOG’s long-range planning process. For the 2018 survey, ACOG is also interested in collecting information regarding oil and gas permitting fees for each applicable community.

To submit current building permit fee information for your community, please update the 2018 tabs in the building permit fee spreadsheet and return to Jennifer Sebesta at jsebesta@acogok.org by Friday, July 27, 2018. Please feel free to include additional components associated with each permitting process that are not listed in the spreadsheet.

The building permit fee spreadsheet is available for download at: Building Permit Fees Survey - 2018.xls

ACTION REQUESTED:

None. For information only.