



# AREAWIDE PLANNING & TECHNICAL **ADVISORY COMMITTEE**

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association of central oklahoma governments

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | [acogok.org](http://acogok.org)

**AGENDA:** THURSDAY, MARCH 17, 2022, AT 9 A.M.



THE AREAWIDE PLANNING & TECHNICAL ADVISORY COMMITTEE WILL HOLD A REGULAR MEETING ON MARCH 17, AT 9 A.M. IN THE ACOG BOARD ROOM, 4205 N. LINCOLN BLVD., OKLAHOMA CITY, OKLAHOMA.

PLEASE NOTIFY ACOG AT 405-234-2264 (TDD/TTY CALL 7-1-1 STATEWIDE OR EMAIL [title.vi@acogok.org](mailto:title.vi@acogok.org)) BY 5 P.M. MONDAY, MARCH 14, IF YOU REQUIRE ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT OR SECTION 504 OF THE REHABILITATION ACT.

# AGENDA

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**A. CALL TO ORDER** ([ATTACHMENT A](#))

**B. APPROVAL OF THE OCTOBER 14, 2021, MINUTES** ([ATTACHMENT B](#))

**C. ITEMS FOR INFORMATION ONLY:**

1. AAA Route 66 Road Fest: Eric Pollard, TPS Air Quality & Clean Cities Coordinator ([ATTACHMENT C-1](#)) *For information only.*
2. 2021 Building Permit Fee Survey Results: Hannah Nolen, TPS Program Coordinator ([ATTACHMENT C-2](#)) *For information only.*
3. Planning and Zoning Application Fees Survey: Hannah Nolen, TPS Program Coordinator ([ATTACHMENT C-3](#)) *For information only.*
4. 2022 Bike Month: Jordan Evans, TPS Associate Transportation Planner – Multimodal ([ATTACHMENT C-4](#)) *For information only.*

**D. UPDATES FROM MEMBERS**

**E. NEW BUSINESS**

**F. ADJOURN**

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**DEADLINE FOR MAY APTAC AGENDA ITEMS:**

Thursday, April 28, 2022, at 4 p.m.

**NEXT APTAC MEETING:**

Thursday, May 12, 2022, at 9 a.m.

# ATTACHMENT A

## AREAWIDE PLANNING AND TECHNICAL ADVISORY COMMITTEE

### VOTING MEMBERS AND ALTERNATES

CITY/ORGANIZATION	MEMBERS	ALTERNATES
BETHANY	Amanda McCellon Director of Planning & Community Development	Brendon Summerville Community Development Associate
BLANCHARD	Ryan Conner City Planner	Daniel Ofsthun Finance Director
CEDAR VALLEY	No Designee	
CHOCTAW	Purvi Patel Development Services Director	Sarah Huffine City Planner
		Ronnie Guest Jr. City Manager
COLE	No Designee	
DEL CITY	Mike Cantrell City Manager	Kelly Wilborn City Planner
	JD Hock Economic Development Director	Brittany Parrott Asst. to the City Manager
EDMOND	Jan Fees City Planner	
EL RENO	Dustin Downey Planner	Matt Sandidge City Manager
FOREST PARK	No Designee	
GOLDSBY	No Designee	
GUTHRIE	Dan Kassik Planning Director	
HARRAH	Clayton Lucas City Manager	Debby Keith Grant Administrator
JONES CITY	No Designee	
LEXINGTON	No Designee	
LUTHER	No Designee	
MIDWEST CITY	Kellie Gilles Planning Manager	Petya Stefanoff Comprehensive Planner
		Brandon Bundy Comm. Dev. City Engineer

CITY/ORGANIZATION	MEMBERS	ALTERNATES
MOORE	Sarah Copeland City Planner	Elizabeth Weitman Community Development Director
MUSTANG	Melissa Helsel Community Development Director	Morgan Shepard City Planner
NEWCASTLE	Janay Greenlee Planning & Comm. Dev. Director	Kevin Hegerberg Development Services Coordinator
NICHOLS HILLS	No Designee	
NICOMA PARK	No Designee	
NOBLE	Bob Wade City Manager	
NORMAN	Joyce Green GIS Services Manager	Anais Starr Planner II
OKLAHOMA CITY	Sasha Tepedelenova McCrone Senior Planner	Justin Henry Program Planner
PIEDMONT	No Designee	
SLAUGHTERVILLE	No Designee	
SPENCER	No Designee	
TUTTLE	Jacquelyn Porter City Planner	
THE VILLAGE	Bruce Stone City Manager	
WARR ACRES	Hon. Jim Mickley, Mayor	Hon. Patrick Woolley Councilmember
	Hon. John Knipp, Vice Mayor	
YUKON	Mitchell Hort Assistant City Manager	Julie Shannon Stormwater Program Manager
CANADIAN COUNTY	Marc Hader Commissioner District 1	David Anderson Commissioner District 2 ----- Jack Stewart Commissioner District 3
CLEVELAND COUNTY	Hon. Rod Cleveland Commissioner	Brian Wint Project Manager
		John Roberts Deputy Commissioner
		Mark Braley Deputy Commissioner
LOGAN COUNTY	Marven Goodman Commissioner, District 1	
OKLAHOMA COUNTY	Tyler Gammon Planning Director	Erik Brandt Comprehensive Planner

## NON-VOTING MEMBERS AND ALTERNATES

ORGANIZATION	MEMBERS	ALTERNATES
AREAWIDE AGING AGENCY	No Designee	
CAPITOL-MEDICAL ZONING COMMISSION	Casey Jones Assistant Planner	
CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA)	Chip Nolen Scheduling & Short-Range Planning Manager	Marty Dickens Grants Coordinator
CITY OF NORMAN - TRANSIT	Jason Huff Transit Planner & Grants Specialists	Taylor Johnson Transit & Parking Program Manager
METRO FAIR HOUSING COUNCIL	Mary Dulan Executive Director	
OKLAHOMA DEPARTMENT OF COMMERCE	No Designee	
TINKER AIR FORCE BASE	Steven Rhodes Community Planner	Heartsong Turnbull Community Planner

## ACOG STAFF

### TRANSPORTATION PLANNING SERVICES

NAME	TITLE	EMAIL ADDRESS
JOHN SHARP	Deputy Director	<a href="mailto:jmsharp@acogok.org">jmsharp@acogok.org</a>
JENNIFER SEBESTA	TPS Manager	<a href="mailto:jsebesta@acogok.org">jsebesta@acogok.org</a>
ERIC POLLARD	Air Quality & Clean Cities Coordinator	<a href="mailto:epollard@acogok.org">epollard@acogok.org</a>
HANNAH NOLEN	Program Coordinator	<a href="mailto:hnolen@acogok.org">hnolen@acogok.org</a>
JORDAN EVANS	Associate Planner - Multimodal	<a href="mailto:jevans@acogok.org">jevans@acogok.org</a>
LAUREN WOOD	Associate Planner - Performance	<a href="mailto:lwood@acogok.org">lwood@acogok.org</a>
SCOTT MCTHOMPSON	Assistant Planner - GIS	<a href="mailto:smcthompson@acogok.org">smcthompson@acogok.org</a>
GWEN GORDON	Administrative Assistant	<a href="mailto:ggordon@acogok.org">ggordon@acogok.org</a>
BEVERLY GARNER	Executive Assistant	<a href="mailto:bgarner@acogok.org">bgarner@acogok.org</a>

# ATTACHMENT B

## SUBJECT:

## MINUTES OF THE APTAC MEETING

## DATE:

OCTOBER 14, 2021

A regular in-person meeting of the Areawide Planning & Technical Committee (APTAC) was convened at 9:02 a.m. on October 14, 2021, in the Oklahoma County Board Room of the Association of Central Oklahoma Governments (ACOG), 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. This meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG office at least twenty-four (24) hours prior to the meeting.

### PRESIDING

Dustin Downey

### ENTITY/AGENCY

El Reno

### APTAC MEMBERS PRESENT

Purvi Patel  
Dan Kassik  
Petya Stefanoff  
Kevin Hegerberg  
Julie Shannon  
Erik Brandt

### ENTITY/AGENCY

Choctaw  
Guthrie  
Midwest City  
Newcastle  
Yukon  
Oklahoma County

### NON-VOTING MEMBERS PRESENT

Heartsong Turnbull

### ENTITY/AGENCY

Tinker Air Force Base

### GUESTS PRESENT

Dawn Warrick  
Sarah Huffine, City Planner  
J.W. Peters

### ENTITY/AGENCY

Freese & Nichols  
Choctaw  
Solar Power of Oklahoma (SPO)

### ACOG STAFF PRESENT

John Sharp  
Jennifer Sebesta  
Hannah Nolen  
Jordan Evans  
Lauren Wood  
Angela Hankins  
Kennedy Rozneck  
Gwendolyn Gordon

### POSITION

Deputy Director  
TPS Manager  
Program Coordinator, TPS  
Associate Planner - Multimodal, TPS  
Associate Planner - Performance, TPS  
Special Projects Planner, TPS  
Planning Assistant, TPS  
Administrative Assistant, TPS

**A. CALL TO ORDER**

Dustin Downey called the meeting to order at 9:01 a.m.

**B. APPROVAL OF THE AUGUST 12, 2021, MEETING MINUTES**

Petya Stefanoff moved to approve the August 12, 2021, minutes. Dustin Downey seconded the motion. The motion carried unanimously.

**C. ITEMS FOR INFORMATION ONLY:**

**1. Solar Power Presentation**

J.W. Peters, the founder and principal of Solar Power of Oklahoma (SPO), gave a presentation on the benefits of solar for Central Oklahoma and what city planners, building inspectors, and others need to know about the solar industry in Oklahoma. The presentation can be viewed here:

<https://www.acogok.org/wp-content/uploads/2021/11/ACOG-Solar-Presentaion.pdf>.

**2. Air Quality Small Grant Program Call for Projects**

Hannah Nolen reminded the committee that the Air Quality Small Grant Program Call for Projects is open, and applications are due Friday, November 19. She said there is \$400,000 in funding available this year for a variety of projects, including bike/ped infrastructure, transit improvements, and congestion reduction efforts.

**3. ACOG CLEAN Air Grants Call for Projects**

Angela Hankins highlighted the information as detailed in the agenda memorandum regarding the CMAQ Public Fleet Conversion Grant opportunity. She said there is \$550,000 in funding available for eligible projects such as alternative vehicles and related infrastructure. Ms. Hankins said applications are due Friday, November 19, and grant awards will take place in January. Additional information can be found on ACOG's website.

**4. USDA Rural Energy for America Program (REAP)**

Angela Hankins said the Rural Energy for America Program (REAP) provides guaranteed loan financing and grant funding to agricultural producers and rural small businesses for renewable energy systems or to make efficiency improvements. Ms. Hankins presented the committee with the information on different types of funding options, and what the funds can be used for. Anyone interested in assisting a rural small business or agricultural producer in their community, should reach out to Eric Pollard at [epollard@acogok.org](mailto:epollard@acogok.org) or (405) 234-2264.

**5. ACOG Potential Cost of Nonattainment Study**

John Sharp said in October 2019, ACOG secured match funding from regional partners required to access \$150,000 in Federal Transit Administration (FTA) funds to develop a Potential Cost of Nonattainment Study. Mr. Sharp said ACOG's goal is to remain in-attainment of air quality standards, although a study is needed to help the region prepare for economic and planning impacts of a nonattainment designation by the Environmental Protection Agency (EPA). Mr. Sharp said consultants have submitted their analyses, which have been reviewed by study stakeholders. ACOG staff is bringing the full study to the ACOG Board Directors for acceptance at the October 28, 2021, meeting.



**D. NEW BUSINESS**

John Sharp said ACOG sent out a survey to all the communities on building and residential permit costs. He said ACOG conducts a survey every two years because it is a resource for communities to see what other cities are charging for building permits. Mr. Sharp also asked the committee members to send in their 2020 building permit data to staff.

Marc Hader said Canadian County opened a new event center.

Petya Stefanoff said Midwest City is still working on the bond project, and recently finished their animal services center.

Kevin Hegerberg said Newcastle continues to grow.

Julie Shannon said Yukon has a new city manager. They are redoing their code book and it will be completed this summer. Ms. Shannon said the census numbers were lower than expected. Housing permits were pulled during COVID and that may have been a contributing factor.

Purvi Patel said Choctaw recently received an application for 526 multi-family units, which goes to city council next week. She said Choctaw is looking to have 900 single-family homes approved. They updated their landscaping ordinance recently, and they also approved a transportation impact fee.

Dustin Downey said El Reno is growing but the census numbers do not show that. Mr. Downey said the RV parks are not full anymore, but new houses continue to be built and sold. The Like Kind and Quality (LKQ) building is going up. This is an American provider of alternative and specialty parts to repair and accessorize automobiles. Once in full production the company will guarantee 100-150 jobs in El Reno. He said El Reno has a couple of sales taxes generated and they are working with Freese & Nichols in getting the unified development code set up.

**E. ADJOURN**

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

## ATTACHMENT C-1

### **SUBJECT:**

**AAA ROUTE 66 ROAD FEST**

### **DATE:**

MARCH 17, 2022

### **FROM:**

**ERIC POLLARD**

Air Quality & Clean Cities Coordinator  
Transportation Planning Services

### **INFORMATION:**

In 2026, America's Mother Road, Route 66, will be celebrating its 100th anniversary. In celebration of this upcoming milestone, the American Automobile Association (AAA) is creating the first ever Route 66 Road Fest with events in Oklahoma City on June 18 and 19 and in Tulsa on June 25 and 26. Activities at the Road Fest will include car shows, vintage RV displays, musical performances, interactive exhibits, and activities for kids.

In addition to establishing the Road Fest, AAA has created a Route 66 Revival Fund to support development and improvement projects from the Kansas border to the Texas Panhandle. This fund may be used to help Oklahoma Route 66 communities pay for public restrooms, signage, walkability initiatives, beautification, street lighting, and bike lanes.

To encourage travel along the route in the way of potential "day-trippers" and bite-size itineraries, AAA is also establishing a Route 66 Road Fest Ambassador Program. Participation in the Ambassador Program offers AAA members and Road Fest attendees opportunities to engage Route 66 communities in conjunction with the event.

Anne Oakley and Mike Wilkinson of Jordan Advertising (Route 66 Road Fest marketing partners) are interested in Road Fest partnership opportunities with APTAC members, especially APTAC Route 66 communities.

### **ACTION REQUESTED:**

For information only.

## ATTACHMENT C-2

**SUBJECT:**

**2021 BUILDING PERMIT FEE SURVEY RESULTS**

**DATE:**

MARCH 17, 2022

**FROM:**

**HANNAH NOLEN**

Program Coordinator

Transportation Planning Services

**INFORMATION:**

Last year, ACOG conducted a building permit fee survey to determine the costs of residential and business permits throughout the region. This information is vital to ACOG's long-range planning process and valuable for other municipalities in the region.

Twelve municipalities completed the survey and the average combined building permit cost in 2021 was \$1,013, (the high was \$2,385 and the low was \$200). The average combined utility fees cost in 2021 was \$1,838. Average building permit and utility fees combined cost in the region was \$3,038.

More detailed results of the survey can be found on the following pages.

**ACTION REQUESTED:**

For information only.

## Building Permit Fees - 2021

Comparison of a 2,500 square foot home, including a 400 square foot garage

	Blanchard	Bethany	Edmond	Guthrie	Midwest City	Moore
Building Permit	\$275	\$97		\$580	\$450	\$290
Electrical	\$250	\$111	\$120	\$375	\$180	\$110
Plumbing	\$250	\$116	\$227	\$375	\$245	\$95
Mechanical	\$250	\$59	\$90	\$200	\$145	\$65
Processing Fee/Plan Review	\$75	\$60	\$90			\$50
Building Inspection Fee	\$100		\$116			
Engineering Fee (Curb/Driveway)	\$25	\$100	\$30		\$35	
Occupancy Fee	\$50	\$25				\$10
Stormwater Fee		\$4			\$305	\$100
Other Permit Fees						
<b>Total Building Permit Fees</b>	<b>\$1,275</b>	<b>\$571</b>	<b>\$673</b>	<b>\$1,530</b>	<b>\$1,360</b>	<b>\$719</b>
Water Connection Fee				\$723	\$75	
Water Impact Fee	\$650	\$535	\$1,106			
Water Meter	\$751	\$634		\$3,490	\$304	\$250
Sewer Connection Fee	\$700	\$50	\$1,027	\$500	\$75	\$50
Contractor Meter Installation			\$213			\$575
Other Utility Fees			\$60			\$1,000
<b>Total Utility Fees</b>	<b>\$2,101</b>	<b>\$1,219</b>	<b>\$2,406</b>	<b>\$4,713</b>	<b>\$454</b>	<b>\$1,875</b>
<b>Total Fees</b>	<b>\$3,376</b>	<b>\$1,790</b>	<b>\$3,079</b>	<b>\$6,243</b>	<b>\$1,814</b>	<b>\$2,694</b>

	Newcastle	Norman	OKC	Slaughterville	The Village	Warr Acres
Building Permit	\$406	\$406	\$476	\$200	\$765	\$255
Electrical	\$203	\$58			\$340	\$215
Plumbing	\$175	\$53			\$430	\$300
Mechanical	\$175	\$35			\$415	\$87
Processing Fee/Plan Review		\$102	\$6		\$100	
Building Inspection Fee		\$25			\$105	
Engineering Fee (Curb/Driveway)	\$35	\$15	\$51		\$150	\$30
Occupancy Fee			\$11			
Stormwater Fee		\$80	\$45		\$80	
Other Permit Fees	\$200					
<b>Total Building Permit Fees</b>	<b>\$1,194</b>	<b>\$773</b>	<b>\$589</b>	<b>\$200</b>	<b>\$2,385</b>	<b>\$885</b>
Water Connection Fee	\$335	\$1,000			\$35	
Water Impact Fee	\$1,000		\$150			
Water Meter	\$50	\$250	\$1,083			
Sewer Connection Fee	\$1,500	\$275	\$100		\$35	
Contractor Meter Installation					\$25	
Other Utility Fees	\$3	\$3,450				
<b>Total Utility Fees</b>	<b>\$2,888</b>	<b>\$4,975</b>	<b>\$1,333</b>	<b>\$0</b>	<b>\$95</b>	<b>\$0</b>
<b>Total Fees</b>	<b>\$4,082</b>	<b>\$5,898</b>	<b>\$3,922</b>	<b>\$200</b>	<b>\$2,480</b>	<b>\$885</b>

	Low	High	Average
<b>Building Permit Fees</b>			
Building Permit	\$97	\$765	\$382
Electrical	\$58	\$375	\$196
Plumbing	\$53	\$430	\$226
Mechanical	\$35	\$415	\$152
Processing Fee/ Plan Review	\$6	\$102	\$69
Building Inspection Fee	\$25	\$116	\$87
Engineering Fee (Curb / Driveway)	\$15	\$150	\$52
Occupancy Fee	\$10	\$50	\$24
Stormwater Fee	\$4	\$305	\$102
Other Permit Fees	\$200	\$200	\$200
<b>Total Building Permit Fees</b>	<b>\$200</b>	<b>\$2,385</b>	<b>\$1,013</b>
<b>Utility Fees</b>			
Water Connection Fee	\$35	\$1,000	\$434
Water Impact Fee	\$150	\$1,106	\$688
Water Meter	\$50	\$3,490	\$852
Sewer Connection Fee	\$35	\$1,500	\$431
Contractor Meter Installation	\$25	\$575	\$271
Other Utility Fees	\$3	\$3,450	\$1,128
<b>Total Utility Fees</b>	<b>\$0</b>	<b>\$4,975</b>	<b>\$1,838</b>
<b>Total Fees</b>	<b>\$200</b>	<b>\$6,243</b>	<b>\$3,038</b>

## ATTACHMENT C-3

**SUBJECT:**

**PLANNING AND ZONING APPLICATION FEES SURVEY**

**DATE:**

MARCH 17, 2022

**FROM:**

**HANNAH NOLEN**

Program Coordinator  
Transportation Planning Services

**INFORMATION:**

Periodically, ACOG conducts a building permit fees survey to determine the costs of residential and business permits throughout the region. For the first time, ACOG is conducting a planning and zoning application fees survey to see how much each municipality in the region charges for things such as zoning, special use permit and subdivision plat applications.

You can access the survey as follows: <https://www.surveymonkey.com/r/2022FeeSurvey>

Please complete the survey by April 7, 2022. Results of the survey will be brought to a future APTAC meeting.

**ACTION REQUESTED:**

For information only.

## ATTACHMENT C-4

### SUBJECT:

**2022 BIKE MONTH**

### DATE:

MARCH 17, 2022

### FROM:

**JORDAN EVANS**

Associate Transportation Planner - Multimodal  
Transportation Planning Services

### INFORMATION:

May is National Bike Month, sponsored by the League of American Bicyclists and celebrated in communities from coast to coast. Established in 1956, National Bike Month is a chance to showcase the many benefits of bicycling and encourage more residents to give biking a try. ACOG is planning several events and activities to promote bicycling for transportation, recreation, and health.

**BikeFest** will serve as the kick-off to Bike Month and will feature bike shops, community organizations, live music, and bicycle demonstrations. This is an altered version of last year's Bicycle Expo. BikeFest will take place Sunday, May 1, 2022, from 12 p.m. to 4 p.m. at Wheeler District Park (1701 S Western Ave, Oklahoma City, OK).

**Bike to Work Week** will take place May 16 – 22, 2022. **Bike to Work Day** is Friday, May 20. Please begin planning your Bike to Work Day group rides and let ACOG know the routes you plan to take. Like in previous years, ACOG will assist in planning and create promotional material for each event.

**Bicycle Scavenger Hunt** is a fun activity for the whole family to get out and explore their community by bicycle. All participants that tag ACOG in their social media posts will be entered into a raffle. The event begins Sunday, May 1, and will end Tuesday, May 31.

### ACTION REQUESTED:

For information only.