



# MINUTES

**DRAFT**

## Development Codes Update

### Stakeholder Advisory Team Special Meeting

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**Date:** May 29, 2020

**Time:** 1:30 p.m.

**Location:** Video Conference Only. Phone 1 (346) 248-7799, Zoom Meeting: <https://okc.zoom.us/j/92615423167>, Conference ID: 926 1542 3167

The agenda was filed with the City Clerk of The City of Oklahoma City at 1:13 p.m. on May 27, 2020.

The meeting presentation and the meeting video recording are available at [okc.gov](http://okc.gov).

#### 1. CALL TO ORDER

Lisa Chronister called the meeting to order at 1:34 p.m.

#### 2. ROLL CALL

**Members Present:** Aimee Ahpeatone (joined by 2:30 p.m.), Allison Barta-Bailey, Jessica Black, Todd Booze, Gary Brooks, Andy Burnett, Ofelia Cancio, Nathan Cao, Jorge Charneco, James Cooper, Scott Cravens, Joel Dixon, Jonathan Dodson, Carl Edwards, Clay Farha, Chris Fleming, Chip Fudge, Asa Highsmith, Julie Hornbeek, Andrew Hwang, AJ Kirkpatrick, Mark Livingston, David Lloyd, Ricardo Montoya, Nikki Nice (joined by 2:30 p.m.) Jim Parrack, Emily Pomeroy, Janis Powers (joined by 2:30 p.m.), Mark Ruffin, Deemah Ramadan, Todd Stone, Tim Strange, Bryce Thompson, Marcus Ude and Mark Zitzow.

**Members Absent:** None.

**Staff Present:** Geoff Butler, Planning Director; Lisa Chronister, Assistant Director; Sarah Welch, Program Planner; Marilyn Lamensdorf, Associate Planner; Mark Mishoe, Admin Coordinator; and Susan Randall, Assistant Municipal Counselor.

**Consultants Present:** Mark White, White & Smith, LLC, Planning and Law Group; Triveece Penelton, Vireo.

#### 3. PROJECT PURPOSE

Lisa Chronister reviewed the project's purpose and guiding principles.

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### **4. REVIEW TEAM ROLES AND RESPONSIBILITIES**

The Stakeholder Advisory Team's role is to assist in the development of the code while referencing planokc, the Phase 1 code diagnosis, existing ordinances and stakeholder input. The Stakeholder Advisory Team will provide a recommendation to the Planning Commission and City Council on development code updates.

### **5. TEAM MEMBER INTRODUCTIONS**

Each Team member introduced themselves and described that they each wanted the code update to accomplish. These ideas will be referenced and discussed at various points throughout the code update process.

### **6. OVERVIEW OF PLANOKC AND PHASE 1 REPORT.**

Geoff Butler gave an overview of planokc and the Phase 1 Report.

### **7. OVERVIEW OF PROCESS**

Mark White gave an overview of the code update process and described that this phase of the project was beginning with updates to the sign code.

### **8. OVERVIEW OF SIGNS**

Mark White described why signs were currently a concern as well as related planokc policies, the types of sign elements that can be regulated, and a summary of recent focus group discussion. Signs will be the focus of the next meeting.

### **9. SCHEDULE & NEXT STEPS**

The next SAT meeting date is tentatively scheduled for Friday, June 19, from 1:30 to 3:30 p.m.

### **10. QUESTIONS AND DISCUSSION**

Janice Powers emphasized that the new code should be enforceable.

Lisa Chronister stated that Microsoft Teams will be used to house and distribute information resources and code drafts. SAT members should have received a link to join. Further instructions on Teams use will be provided.

### **11. PUBLIC COMMENT**

None.

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**12. ADJOURN**

The meeting was **adjourned at 3:16 p.m.**

*Note: These minutes are subject to acceptance by the Stakeholder Advisory Team.*