

**A G E N D A**  
**SAND SPRINGS DEVELOPMENT AUTHORITY**  
**Regular Meeting**  
**Wednesday, March 16, 2016, 4:00 p.m.**  
**Sand Springs Municipal Building, 100 E. Broadway**  
**City Council Chambers, Room 203**

1. Call to Order

2. Roll Call

3. Consider Approval of Minutes of December 16, 2015

4. Downtown Design Guidelines Implementation Process

Discussion and consideration of implementation process and timeline.

5. Sand Springs Keystone Corridor and Urban Renewal Area Report

Trustees will receive an update on Sand Springs' development opportunities within the corridor boundaries and the urban renewal areas.

6. Request for Executive Session

A. Development Authority will consider entering into Executive Session for the purpose of conferring on matters pertaining to economic development, per 25 O.S. Section 307 (C), paragraph 10.

B. Trustees will consider returning to the Development Authority meeting following the Executive Session.

C. Trustees will consider and take any action deemed appropriate by the Trustees as a result of the Executive Session.

7. Adjournment

This agenda was posted on the Sand Springs website at [www.sandspringsok.org](http://www.sandspringsok.org), as well as posted at 11:10 a.m./p.m. on March 9, 2016, on the digital display board in the lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma, 74063, by Cynthia Webster.

**SAND SPRINGS DEVELOPMENT AUTHORITY**  
**Regular Meeting Minutes**  
**Wednesday, December 16, 2015, 4:00 p.m.**  
**Sand Springs Municipal Building, 100 E. Broadway**  
**City Council Chambers, Room 203**

**MEMBERS PRESENT:** Troy Cox, Chairman (5-1)  
Tom Meshek, Vice-Chairman (5-1)-Arrived 4:19  
Dana Box (6-0)  
Chris Autrey (5-1)-Arrived 4:04  
Sharon Weaver (5-1)

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Brad Bates, City Planner  
Cynthia Webster, Recording Secretary

The Sand Springs Development Authority met in regular session on December 16, 2015, at 4:00 p.m. in the Sand Springs Municipal Building pursuant to the notice and agenda filed with the City Clerk's office and posted at 8:55 a.m., December 10, 2015, on the digital display board in the first floor lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, OK, 74063, and posted on the Sand Springs Website at [www.sandspringsok.org](http://www.sandspringsok.org).

**1. Call to Order**

Chairman Cox called the meeting to order at the noted time of 4:01 p.m.

**2. Roll Call**

Chairman Cox called for an individual roll call with members replying in the following manner: Trustee Box, here; Trustee Autrey, no response; Chairman Cox, here; Vice-Chairman Meshek, no response; Trustee Weaver, here.

**3. Consider Approval of Minutes of November 18, 2015**

The minutes of November 18, 2015 were presented for Trustees' review and consideration.

A motion was made by Trustee Weaver and seconded by Trustee Box that the minutes of the November 18, 2015 regular meeting, as presented, be approved.

Chairman Cox called for the vote recorded as follows: Trustee Box, aye; Chairman Cox, aye; Trustee Weaver, aye. The motion carried 3-0-0.

**4. 2016 Sand Springs Development Authority Calendar**

Trustees reviewed and considered the 2016 Sand Springs Development Authority Calendar. A motion was made by Trustee Box and seconded by Trustee Weaver that the 2016 Sand Springs Development Authority Calendar, as presented, be approved.

Chairman Cox called for the vote recorded as follows: Trustee Box, aye; Chairman Cox, aye; Trustee Weaver, aye. The motion carried 3-0-0.

**5. Sand Springs Keystone Corridor and Urban Renewal Area Report**

City Planner Brad Bates presented the staff report. Staff advised that due to the absence of City Manager Elizabeth Gray, there would not be an executive session today. Staff and Trustees discussed some current remodeling occurring in the downtown area. City Planner Bates stated that the City Manager's Office is still working with the River West developer and other possible developers.

It is noted for the record that Mr. Autrey arrived at 4:04 p.m.

**6. Downtown Design Standards**

City Planner Bates and Trustees discussed pages 6-10 of the Downtown Design Standards. A compilation of Trustees' comments were suggested for addition to the guidelines.

It is noted for the record that Trustee Meshek arrived at 4:19 p.m.

Trustees discussed signage proposed in the guidelines versus that outlined in the Zoning Code. It was discussed that signage may need to be addressed on a case by case basis. This item was for discussion purposes only and no action was necessary.

**7. Request for Executive Session**

Chairman Cox noted for the record that an Executive Session would not be held.

**8. Adjournment**

There being no further business, the meeting was adjourned at the noted time of 4:42 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Troy Cox, Chairman



# CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063  
Phone: 918.246.2500 • sandspringsok.org

**TO:** Sand Springs Development Authority  
**FROM:** Planning Staff  
**DATE:** March 9<sup>th</sup>, 2016  
**SUBJECT:** Downtown Design Guidelines Implementation Process

**OVERVIEW:**

In order to appropriately engage property owners and citizens an implementation process and timeline of meetings has been prepared for consideration. The City of Sand Springs is proposing an overlay district that would be guided by Downtown Design Guidelines that would promote high quality development that is consistent with existing traditional building practices and methods found in overlay area. Below is a tentative timeline for getting an overlay district and design guidelines approved.

- **MAY 2<sup>nd</sup>, 2016 @ 5:30 PM** - PUBLIC INFORMATION MEETING AT THE CASE COMMUNITY CENTER LOCATED AT 1050 W WEKIWA RD, SAND SPRINGS, OK 74063. CITY STAFF WILL GIVE A BRIEF OVERVIEW, RECEIVE INPUT FROM CITIZENS AND PROPERTY OWNERS, WHILE ANSWERING QUESTIONS ABOUT THE PROPOSED OVERLAY.
- **MAY 16<sup>th</sup>, 2016 @ 4:00 PM** - PUBLIC HEARING HELD BY THE SAND SPRINGS PLANNING COMMISSION AT CITY HALL, 100 E. BROADWAY ST, SAND SPRINGS, OK.
- **MAY 23<sup>rd</sup>, 2016 @ 7:00 PM** - PUBLIC HEARING HELD BY THE SAND SPRINGS CITY COUNCIL HELD AT CITY HALL, 100 E. BROADWAY ST, SAND SPRINGS, OK.

**ATTACHED:**

None