# TULSA DEVELOPMENT AUTHORITY
## STAFF REPORT

**MEETING DATE:** September 7, 2017  
**TO:** CHAIRMAN & BOARD MEMBERS  
**FROM:** O.C. Walker  
**SUBJECT:** Preparation of establishing preliminary budget and authorization for the TDA Executive Director to employ appropriate professional and support staff for proposed Sector Plan Areas  
**LOCATION:** The Crutchfield Area Neighborhood  
The Elm Creek Area Neighborhood/The Pearl District  
The Crosbie Heights Neighborhood Sector Plan Area

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| Location:   | Location:   | The Crutchfield Area Neighborhood  
Elm Creek Area Neighborhood/The Pearl District  
The Crosbie Heights Neighborhood |
| Size of Tract: | Size of Tract: | N/A |
| Zoning:     | Zoning:     | N/A |
| Development Area: | Development Area: | Proposed Sector Plan Areas |
| Fair Market Value | Fair Market Value | N/A |
| Executive Director: | Executive Director: | O.C. Walker |

**Relevant Info:** This request is in accordance with the 2015 – 2021 Strategic Plan, Growing Tulsa, Enriching Communities. It has been determined with the Strategic and Operational Plan that the Tulsa Development Authority should continue to seek out opportunities to create additional Sector Plan areas throughout the City of Tulsa.

In accordance with the Oklahoma Statutes Title 11, Chapter 1, Article XXXVIII, Section 38, The Tulsa Development Authority may itself prepare or cause to be prepared an urban renewal plan or any person or agency, public or private, may prepare and submit such a plan to the municipality. Prior to the approval of an urban renewal plan by the municipal governing body, the plan shall be submitted to the planning commission having official planning jurisdiction in the municipality and such planning commission shall determine if such plan conforms with the general plan for the area of operation and the municipality, and the planning commission shall submit its written recommendation to the municipality with respect thereto within sixty (60) days after receipt of the plan.
It has been determined that there is a need for TDA to enact Sector Plans near and around the Inner Dispersal Loop. Research indicates there is a lack of affordable homeownership in downtown Tulsa. By creating additional sector plan around the IDL, this would allow City of Tulsa Officials and TDA to facilitate growth patterns for this area of Tulsa.

This is a request to the TDA Board of Commissioners to approve a Resolution for the preparation of establishing a preliminary budget in the amount of $27,000.00 and authorization for the TDA Executive Director to employ appropriate professional and support staff for the creation of the additional Sector Plan Areas. The proposed Scope of Work is as follows:

- **Step 1:** Project Initiation Team Meeting
- **Step 2:** Define Boundary
  - Assessing Existing Boundaries
  - Team Meeting
- **Step 3:** Community Participation
  - Establishment of Citizen Advisory Team (CATs)
  - CAT “Kick-Off” Meeting
  - Press Release, Notices and Newsletter Articles
  - Community/Planning Area Workshop (for each Sector Plan Area)
  - RSS, Twitter and Social Networking
  - On-line Community Questionnaires for Residents and Business
  - Initial Outreach Summary and Analysis (SWOT)
- **Step 4:** Assessment – Inventory and Analysis
  - Past Studies, Plans and Reports
  - Existing land Use and Development Areas
  - Zoning and Development Controls
  - Economic Development and Demographic Overview and Analysis
  - Housing
  - Neighborhoods
  - Legacies – historic preservation, urban design, park and open spaces
  - Transportation and Mobility
  - Environmental Features and Open Spaces
  - Existing Conditions Synthesis Report – Issue, Opportunity’s and Influences
  - Team meeting
  - CAT meeting
- **Step 5:** Vision Statement
  - Visioning Charrette/Workshop
  - Vision Statement
  - Goals and Objectives
  - Team Review
  - CAT Review
- **Step 6:** Civic Responsibilities and Citywide Context
• Step 7: Plan Recommendations and Implementation
  o Draft Sector Recommendations
  o Implement Strategies
  o Draft Performance Measurements Matrix
  o Team Meeting
• CAT Meetings
  o Sector Plan Open House
• Step 8: Adoption Process
• Step 9: Implementation Process

**Recommendation:** Staff recommends this item be approved as presented with a proposed budget of $27,000.00.

**Reviewed By:** O.C. Walker