

## **GLOSSARY OF PLANNING TERMS AND ABBREVIATIONS**

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**This glossary of planning terms and abbreviations is compiled from terminology that is used in this publication. The definitions in the glossary are not intended to be comprehensive and complete. Words used in the singular number include the plural, words used in the plural number include the singular and words used in the present tense include the future tense. For the purposes of the 2030 Plan, the following abbreviations, usage and definitions shall apply:**

**100 - Year Frequency Flood.** See “Base Flood.”

**2013 INCOG Economic Development Plan (EDD) – Comprehensive Economic Development Strategy (CEDS).**

The Planning Area is a part of INCOG’s Regional Economic Development District (EDD) recognized by the US Department of Commerce, Economic Development Administration (EDA). The District includes Creek, Osage and Tulsa Counties. The CEDS serves as a current description of the economic and workforce development status, in order to identify opportunities and employ local, state and federal funds to meet current and emerging regional economic growth needs. INCOG submits a Comprehensive Economic Development Strategy (CEDS) Plan and update for the EDD every three (3) years that focuses on goals and strategies that demonstrate regional partnerships and progress for economic development and growth for the EDD. Prepared by INCOG, Adopted May, 2013

**2030 Plan.** The 2030 City of Sapulpa Comprehensive Plan – Connecting to the Future: Sapulpa 2030 Comprehensive Plan

**Access Limited.** The condition of a street or highway where no direct access from an abutting property or street is permitted and denoted on the face of a subdivision plat as “Limits of No Access (LNA)”.

**Activity Center.** Areas on the 2030 Plan map for the location of Medium Intensity land use at designated intersections of major streets. Activity Centers are classified as Type 1, 2 or 3 depending upon the classification of the intersecting primary or secondary arterial streets. Differing areas and types of intensities and/or uses may be permitted. Type 1 - The intersection of two (2) secondary arterials could qualify for 5-acres on each corner for a total of 20-acres. Type 2 – the intersection of a secondary arterial and a primary arterial could qualify for 10-acres on each corner with a total of 40-acres. The intersection of two (2) primary arterials could qualify for 15-acres for a total of 60-acres. Not all arterial intersections are designated as Activity Centers in the 2030 Plan and the existing land use of the abutting areas must be considered. Premature zoning of major street intersections should be avoided.

**Annexation Fenceline.** The unincorporated area enclosed in a strip of incorporated land that defines the area into which a city or town plans to grow. Preferably, the city or town and the applicable county, the case of Creek and Tulsa County will have a Referral Process within the Annexation Fenceline whereby the City or County will notify each other of any development related requests located within the Annexation Fenceline (such as for rezoning, board of adjustment, or subdivisions) and allow the opportunity to comment on such actions prior to a public hearing and action by the respective planning commission or board of county commissioners. Comments received from the Referral Process are not binding on the City within the Annexation Fenceline area. However, if Creek and/or Tulsa County adopt the city or town comprehensive plan for the Annexation Fenceline area, that plan will become an element of the 2030 Plan and also become the land use policy guide for Creek and/or Tulsa County.

**Base Flood.** The flood that has a 1-percent probability of being equaled or exceeded in any given year, also referred to by FEMA as the Special Flood Hazard Area; this area is also referred to as the 100 year Floodplain.

**BFE.** Base Flood Elevation - See also Floodway – Regulatory Flood.

**Business Improvement District (BID).** A **Business Improvement District (BID)** is a defined area within which businesses pay an additional tax or fee in order to fund improvements [including maintenance] within the district's boundaries. Grant funds acquired by the city for special programs and/or incentives such as tax abatements can be made available to assist businesses or to recruit new business. BIDs may go by other names, such as **Business Improvement Area (BIA)**, **Business Revitalization Zone (BRZ)**, **Community Improvement District (CID)**, **Special Services Area (SSA)**, or **Special Improvement District (SID)**.

**BMP – Best Management Practices.** A menu of adopted criteria and guides that are intended to support the implementation of a particular plan or program. In the Case of the City of Sapulpa such criteria is intended to guide the approach to implementation of the Stormwater Management Plan.

**Board of Adjustment.** The Board of Adjustment of the City or respective County sometimes referred to as the “Zoning Board of Adjustment”. Such a Board operates within the guidelines of Oklahoma State statutes and functions in a quasi-administrative capacity to hear appeals from an administrative decision. This Board is also charged with hearing appeals for clarification of the Zoning Code and zoning district boundaries. Decisions by the Board on Variances and Special Exceptions are final and are not reviewable by an elected or other appointed board of commission. Appeal of decisions from the Board must be filed with the district court.

**CBD.** CBD refers to the Central Business District of a city or town where it is expected that the core of retail and business services will be located. Unless otherwise specified, CBD refers to the designated CBD zoning district and Special District in the City of Sapulpa.

**City of Sapulpa (City).** The incorporated City limits of the City of Sapulpa, Oklahoma.

**Connections: 2035 Regional Transportation Plan.** Every five years, INCOG creates a transportation plan for the Tulsa Transportation Management Area (TMA), which includes parts of Creek, Osage, Rogers, and Wagoner Counties and all of Tulsa County. The Regional Transportation Plan (RTP) presents the improvements for roadways, freight, bicycle/pedestrian, and public transportation within the next 25 years. The most recent RTP, Connections 2035 Regional Transportation Plan was prepared by INCOG and adopted December 12, 2012.

**Complete Streets.** Complete streets enable safe access for all users, in that pedestrians, bicyclists, motorists and public transportation users of all ages and abilities are able to safely move along and across a street. Complete Streets function to: boost economic development through increased access to jobs; commerce, education and entertainment; attract and retain young professionals; increase property values; reduce transportation costs; provide independence for seniors, children and others who cannot drive; reduce fatal and injury collisions; and reduce healthcare costs by making it easier for Oklahomans to incorporate recommended physical activity into their daily routine.

**Corridors.** Corridors are defined as areas designated in the 2030 Plan that are located along major highways. Corridors may contain major employment and region serving business and industry in concert with a relatively high intensity residential base. The “C” in Corridor does not specifically mean only Commercial or other Medium or High Density non-residential uses. Corridors can be developed as appropriate locations for Medium and High Intensity residential uses as well as Medium and High Intensity non-residential uses.

**Corridor Management Plan.** The Oklahoma Route 66 Scenic Byway Corridor Management Plan (CMP) is intended to provide a collection of information that will assist in the preservation, promotion, interpretation, enhancement, and management of the intrinsic resources found throughout the Oklahoma Route 66 Scenic Byway corridor. The CMP fosters economic planning and activity within the Oklahoma Route 66 Scenic Byway communities and provides direction and foresight as to the proper course of promotion, use, and preservation of the corridor’s resources. The CMP addresses issues such as: tourism development, historic and natural preservation, roadway safety, and economic development.

**County.** Creek County or Tulsa County, Oklahoma, as may be applicable.

**County Commissioners – The Board of County Commissioners.** The governing body of Creek County and/or Tulsa County, Oklahoma as may be applicable.

**Density.** The number of dwelling units or population per acres of residential land.

**Development Sensitive and Conservation Area.** An area, which if developed deserves special attention. A Development Sensitive and Conservation Area designation may be superimposed over any land use classification. The use of the Planned Unit Development Concept (PUD) and reduced development densities or intensities is generally recommended for development in a Development Sensitive and Conservation Area. Unless measures are put in place to mitigate any negative impacts from development, the development of these areas is not recommended.

**Engineering Design Criteria.** (Also referred to as Standards and Specifications for Construction of Public Improvements) The minimum engineering standards and criteria adopted by the City for design and construction of public infrastructure as required in conjunction with the subdivision or development of land.

**FAR.** Floor Area Ratio – The total square feet of a building divided by the total square feet of the lot on which the building is located. – See also “Density”.

**FEMA.** The Federal Emergency Management Agency.

**Federal Land.** Land that is owned by the Federal Government, but does not include trust lands administered by the US Bureau of Indian Affairs. No data are collected for any year that land is in this ownership. (Source: National Resource Conservation Service, National Resources Inventory, 1997)

**FIRM.** The FEMA Flood Insurance Rate Map.

**Floodplain.** The area subject to inundation by floodwaters from any source defined by FEMA as A Special Flood Hazard Area subject to inundation by the 1% annual chance flood. (100-year flood)

**Floodplain Management.** The operation of an overall program based on an adopted ordinance for corrective and preventative measures for improving public safety and reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

**Floodway - Regulatory Floodway.** A floodplain management tool that is the regulatory area defined as the channel of a stream, plus any adjacent floodplain areas that must be kept free of encroachment so that the 100-year flood

discharge can be conveyed without increases of more than a specified amount in the Base Flood Elevation (BFE).

**Flood Fringe.** The portion of the 100-year floodplain that is not within the floodway and in which development and other forms of encroachment may be permitted in accordance with local floodplain management regulations and under certain other circumstances such as by reduced densities or intensities. In the case of the 2030 Plan, Floodway and Flood Fringe areas are designated as Development Sensitive and Conservation Areas.

**Goal.** A broad statement of what is desired to be accomplished.

**Green Building,** also known as **Green Construction** or **Sustainable Building.** The practice of creating structures and using processes that are design concerns of economy, utility, durability, and comfort. Although new technologies are constantly being developed to complement current practices in creating greener structures, the common objective is that green buildings are designed to reduce the overall impact of the built environment on human health and the natural environment by:

- Efficiently using energy, water and other resources
- Protecting occupant health and improving employee productivity
- Reducing waste, pollution and environmental degradation

**Horizon Year.** The year established by the 2030 Plan as the end of the Planning Period. The Horizon Year for Connecting to the Future: Sapulpa 2030 Comprehensive Plan is 2030.

**Impaired Streams.** Section 303(d) of the federal Clean Water Act requires each state to submit biannual reports on all impaired water bodies within the state. By definition of the Oklahoma Water Resources Board (OWRB), an impaired stream is any stream on which a “beneficial use” is not possible. A beneficial use for a stream could be considered as a use for fishing or swimming.

**Indian Nations Council Of Governments (INCOG)** INCOG is one of eleven officially created sub-state planning districts in the State of Oklahoma. INCOG provides local and regional planning and support, information, coordination, communications, implementation and management services to member governments and their constituent organizations. Sapulpa, Creek and Tulsa Counties are full members of INCOG.

**Industrial Authority.** The authority created by the board of county commissioners under Oklahoma State Law to support the development and expansion of industrial uses. In the case of the 2030 Plan, Industrial Authority refers to said authority of Creek or Tulsa County.

**Intensity.** Intensity of land use refers to the concentration of activity, traffic generated, amount of impervious surface, bulk of the structures, number of employees, density, or nuisances such as pollution, noise, light etc. of a property or area of land. Land Use Intensity Designation is expressed in the 2030 Plan in terms of High Intensity, Medium Intensity, Low Intensity and Agriculture Intensity.

**Low Impact Development (LID).** LID is a term used to describe a land planning and engineering design approach to managing stormwater runoff. LID emphasizes conservation and use of on-site natural features to protect water quality. This approach implements engineered small-scale hydrologic controls to replicate the pre-development hydrologic regime of watersheds through infiltrating, filtering, storing, evaporating and detaining runoff close to its source.

**Long Term and Throughout the Planning Period.** The “term” of development is defined as beginning at the start of the Planning Period and continuing throughout the Planning Period and as follows:

- Short Term for development would begin at the adoption of the 2030 Plan and end at 2018.
- Mid-term for development would begin in 2018 and extend to 2023.
- Long Term and Throughout the Planning Period for development would begin in 2023 and extend to 2030.

**Major Streets.** Those categories of street and roadway classifications included on the adopted Major Street and Highway Plan (MSHP) 2030 Plan. The classification of major streets is shown on **Map 17** as per the 2025 MSHP and 2025 Plan and on **Map 33** for the 2030 Future Major Street and Highway Plan, Corridors and Gateway Plan.

**Metropolitan Statistical Area.** The Tulsa Metropolitan Statistical Area (MSA) includes Creek, Osage, Tulsa, Rogers and Wagoner County. The MSA is the area for gathering of census related data as defined by the US Department of Commerce. In 2000, the MSA area was expanded to include Pawnee County.

**Mid-term.** See “Long Term”.

**Multi-Hazard Mitigation Plan.** Multi-hazard mitigation plans address natural hazards and hazardous materials events. The City of Sapulpa has adopted a Multi-Hazard Mitigation Plan which provides guidance for hazard recognition and understanding, and the identification of hazard mitigation activities. The responsibility for multi-hazard mitigation planning and administration is assigned to the City of Sapulpa Fire Department.

**Natural Resources Conservation Service (NRCS).** The NRCS works with landowners through conservation planning and assistance to benefit the soil, water, air, plants, and animals for productive lands and healthy ecosystems.

Working at the local level, – in field offices at USDA Service Centers in nearly every county in the Nation, -- NRCS employees' understanding of local resource concerns and challenges result in conservation solutions that last. Seventy percent of the land in the United States is privately owned, making stewardship by private landowners absolutely critical to the health of our Nation's environment.

**Neighborhood Improvement Program.** A comprehensive program intended to focus public and private resources on the stabilization and improvement of the neighborhood, including housing rehabilitation programs, code enforcement, improvements to public and private utilities, street improvements, and public and private property maintenance. The foundation for such programs is typically a Homeowners Associations and may include Community Policing Programs and Neighborhood Watch Groups.

**Neighborhood Unit Concept – Neighborhood.** As used in the 2030 Plan, Neighborhood is a term which describes a predominantly residential living area which may include various types of living units (single family attached or detached, duplexes, townhouses, condominiums, apartments) served by local area streets (often curvilinear) designed for low speeds and pedestrian friendly with sidewalks and on- and off-street trails, where cut-through traffic is avoided and the encroachment of non-residential uses is not allowed.

**Oklahoma Department of Environmental Quality (ODEQ).** ODEQ is a department of the government of Oklahoma under the Governor of Oklahoma. It is responsible for protecting human health and for safeguarding the natural environment: air, water, and land. DEQ is chiefly responsible for the environmental policy of Oklahoma. It is governed by a thirteen member Environmental Quality Board appointed by the Governor, which in turn appoints an Executive Director to administer the Department.

**Oklahoma Department of Transportation (ODOT).** ODOT is primarily funded by motor vehicle fuel taxes, legislative appropriations, and a return of federal matching dollars from the Federal Highway Trust Fund. ODOT's annual budget of both federal and state funds is applied to highway construction and maintenance activities, railways, waterways, public rural transit programs and administration statewide. While the primary business is construction and maintenance of the state's highways, the agency also promotes intermodal transportation such as railroads and waterways.

**Oklahoma Turnpike Authority (OTA).** Oklahoma has an extensive turnpike system, maintained by the state government through the Oklahoma Turnpike Authority. All of Oklahoma's turnpikes are controlled-access. Tolls on Oklahoma's turnpikes are collected through several methods, particular to each turnpike, involving mainline and sidegate toll plazas.

**Oklahoma Water Resources Board (OWRB).** OWRB is an agency in the government of Oklahoma under the Governor of Oklahoma. OWRB is responsible for managing and protecting the water resources of Oklahoma as well as for planning for the state's long-range water needs. The Board is composed of nine members appointed by the Governor with the consent of the Oklahoma Senate. The Board, in turn, appoints an Executive Director to administer the agency.

**Objective.** A specific task, aim, project or program, which will be the result of the implementation of the goals and policies set forth in the 2030 Plan.

**Oklahoma Route 66 Scenic Byway.** Part of the Oklahoma Scenic Byways Program to recognize outstanding roadways as part of the National Scenic Byways Program. The story of Oklahoma's Route 66 is the story of American transportation in the 20th Century. The Oklahoma section of the Mother Road includes several miles of the original 9-foot road segment that served travelers in their Model A's and T's during the 1920s and '30s. The existing roadbed includes unique trestle bridges and architectural wonders such as Arcadia's round barn, the elegance of the Oklahoma State Capitol, the grandeur of Miami's Coleman Theater and the fifth of Buckminster Fuller's Geodesic dome buildings. The story of Route 66 is the story of Oklahoma.

**PUD - Planned Unit Development.** The PUD concept is a discretionary form of development consisting of a zoning overlay applied in combination with the underlying zoning and requiring specific conditions of approval to be met before development can take place.

**Planning Area.** The Planning Area is that area enclosed by the boundaries of the City of Sapulpa's Annexation fenceline which includes unincorporated areas of Creek and a small part of Tulsa County.

**Planning Period.** The period of time from which the Connecting to the Future: Sapulpa 2030 Comprehensive Plan is adopted until the year at which the period of applicability of the 2030 Plan is scheduled to end. In the case of the City of Sapulpa, this period is scheduled to begin at the adoption of the 2030 Plan until the year 2030, which year is also said to be the "Horizon Year". The Planning Period is further divided into Short Term, Mid-term and Long Term periods.

**Policy.** The official procedures, guidelines and regulations that will be the basis for decision-making in the pursuit of implementing local goals and the intended objectives.

**Potential Growth Area.** See Annexation Fenceline.

**Referral Process.** The process whereby the Planning Commission shares information on applications for development with an affected County, city or town



seeking comment and input prior to holding public hearings and deciding or making recommendations to the County Commission on such applications. It is also anticipated that area cities and towns will share such information with the County and reciprocate by adopting such a practice.

**Sapulpa Metropolitan Area Planning Commission (SMAPC).** The official ten (10) member Planning Commission composed of representatives from the City of Sapulpa (including the Mayor or Mayor's designee) and Creek County (including the Chairperson of the Board of County Commissioners or designee) which was established in accordance with Oklahoma Statutes Title 19: Section 866 and referred to herein as the "SMAPC".

**Short Term.** See "Long Term".

**Spot Zoning.** Zoning not in accordance with the 2030 Plan, which generally results in serious cases of incompatibility with existing or planned adjacent or abutting land use and also typically results in such further unplanned zoning on adjacent and abutting properties.

**Strip Zoning.** Zoning of those areas along streets and roadways in an arbitrary manner and otherwise not in accordance with the 2030 Plan. Strip zoning is common to areas where residential development has been allowed to front arterial streets. Redevelopment of such areas causes an inordinate number of curb cuts on lot depths not suited for other than residential development, poor and unsafe ingress and egress to the abutting streets and incompatibility with abutting less intense development.

**Subdivision Regulations.** The Subdivision Regulations adopted by the City of Sapulpa and/or Creek or Tulsa County which regulate the platting and division of land into lots and blocks setting minimum design standards and requirements for physical improvements such as streets and utilities. Companion regulations that work in concert with the Subdivision Regulations are the zoning code and the engineering design criteria and/or the construction standards and specifications.

**Sustainability.** "Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic and other requirements of present and future generations. Sustainability is important to making sure that we have and will continue to have, the water, materials, and resources to protect human health and our environment.

EPA Sustainable communities' research is providing decision tools and data for communities to make strategic decisions for a prosperous and environmentally sustainable future, and providing the foundation to better understand the balance

between the three pillars of sustainability: the environment, society and economy. Supporting development and conservation strategies that help protect our natural environment and make our communities more attractive, economically stronger and more socially diverse.”

**Transportation Management Area (TMA).** The TMA is established by federal regulations and administered and managed by INCOG.

**Urban Sprawl.** Also referred to as Suburban Sprawl characterized as development which includes the spreading outwards from a city in an unplanned manner into low density areas creating an auto-dependent development on otherwise rural land.

**Wetlands.** According to the Classification of Wetlands and Deepwater Habitats of the United States Abstract, and in general, wetlands are lands where saturation with water is the dominant factor determining the nature of the soil development and the types of plant and/or animal communities living in the soil and on its surface.

**Zoning Code.** The officially adopted Zoning Code of the City of Sapulpa, Oklahoma.