



# City of Broken Arrow

City of Broken Arrow  
220 South 1<sup>st</sup> Street  
Broken Arrow, OK  
74012

## Minutes

### Planning Commission

**Robert Goranson Chairman**  
**Jason Coan Vice Chairman**  
**Jaylee Klempa Commissioner**  
**Jonathan Townsend Commissioner**  
**Mindy Payne Commissioner**

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**Thursday, February 13, 2025**

**5:30 p.m.**

**Council Chambers**

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#### 1. Call to Order

Chairman Robert Goranson called the meeting to order at 5:30 p.m.

#### 2. Roll Call

**Present: 5 -** Mindy Payne, Jonathan Townsend, Jaylee Klempa, Jason Coan, Robert Goranson

#### 3. Old Business - NONE

#### 4. Consideration of Consent Agenda

- A. 25-156 Approval of Special Planning Commission meeting minutes of January 16, 2025
- B. 25-157 Approval of Planning Commission meeting minutes of January 23, 2025
- C. 25-210 Approval of PT-001925-2025|PR-000173-2024, Preliminary Plat, Pathway Services, approximately 8.30 acres, 1 Lots, IL (Industrial Light)/PUD-001660-2024, located approximately one-quarter mile west of Olive Avenue (129th Avenue) and directly south of Florence Street (111th Street)
- D. 25-202 Approval of PT-001954-2025|PR-000222-2023, Conditional Final Plat for East Quik Trip on Kenosha, 10.2 acres, 2 lots, A-1 (Agricultural), R-2 (Single Family Residential) & SP (Specific Use Permit) 53 to CN (Commercial Neighborhood), A-1 and R-2, & SP-53 via BAZ-001225-2023, on the northeast corner of Kenosha Street (71st Street) and Evans Road (225th E. Avenue)
- E. 25-188 Approval of LOT-001952-2025, Pine Valley Reserve Amended, 4 lots to 3 lots, PUD-326, 0.559 acres, located approximately one-sixteenth of a mile west of Olive Avenue (129th Avenue) and one-eighth mile north of New Orleans Street (101st Street)
- F. 25-200 Approval of LOT-001811-2024, April Barker, 1 lot to 2 lots, 2.62 acres, RE (Residential Estate), located one-half mile north of New Orleans Street (101st Street), one-third mile west of 23rd Street (193rd E. Avenue/County Line Road)
- G. 25-205 Approval of LOT-001877-2024, Davis Lot Split, 1 lot to 2 lots, 0.40 acres, R-3 (Single Family Residential) to RD (Residential Duplex) via BAZ-001873-2024, located approximately one-half mile south of Kenosha Street (71st Street), east of 9th Street (177th East Avenue, Lynn Lane Road)

MOTION: A motion was made by Jaylee Klempa, seconded by Mindy Payne

**Move to Approve Consent Agenda minus 4D Item 25-202.**

The motion carried by the following vote:

**Aye: 5 -** Mindy Payne, Jonathan Townsend, Jaylee Klempa, Jason Coan, Robert Goranson

#### 5. Consideration of Items Removed from Consent Agenda

- D. 25-202 Approval of PT-001954-2025|PR-000222-2023, Conditional Final Plat for East Quik Trip on Kenosha, 10.2 acres, 2 lots, A-1 (Agricultural), R-2 (Single Family Residential) & SP (Specific Use Permit) 53 to CN (Commercial Neighborhood), A-1 and R-2, & SP-53 via BAZ-001225-2023, on the northeast corner of Kenosha Street (71st Street) and Evans Road (225th E. Avenue)

The commission discussed the conditional final plat for a QuickTrip on Kenosha Street and Evans Road (Plat 1954, Project 222) covers 10.2 acres with zoning adjustments through BAZ 1225. The project was previously approved but requires staff review due to adjustments in detention easements caused by state fuel storage regulations. Concerns about approving an unreviewed document led to a recommendation to defer the decision to February 27th. Additional discussion covered fencing requirements for adjacent residential areas, including tennis courts, and potential future church property developments. A motion was made and seconded to move the item to the next meeting for further review.

MOTION: A motion was made by Mindy Payne, seconded by Jaylee Klempa  
**Move to Continue Item 4D 25-202 to February 27th**

The motion carried by the following vote:

**Aye: 5 -** Mindy Payne, Jonathan Townsend, Jaylee Klempa, Jason Coan, Robert Goranson

## 6. Public Hearings

- A. 25-211 **Public hearing, consideration, and possible action regarding PUD-001941-2024, minor amendment to PUD-001503-2024 Three Oaks, 13.9 acres, A-1 (Agricultural) to RS-4 (Single-Family Residential) via BAZ-001502-2024, located approximately one-eighth mile north of East Washington Street (East 91st Street South) and approximately one-quarter mile east of 23rd Street (193rd E Ave/County Line Road).**

Henry Bibelheimer presented Item 25-211, a public hearing concerning a minor amendment (PUD 1941-2024) to PUD 1503 for the Three Oaks development, a 13.9-acre site rezoned from A1 agriculture to RS4 single-family residential. The amendment addresses a zoning issue for corner lots, allowing a reduced 15-foot setback on non-vehicular access frontages while maintaining a 20-foot setback for garages. This adjustment alleviates the burden of dual front yard requirements. The amendment aligns with the comprehensive plan and surrounding land uses, and staff recommends approval, subject to platting.

The commission discussed the minor amendment (PUD 1941-2024) to PUD 1503 for the Three Oaks development, adjusting setback requirements for corner lots and allowing a 15-foot setback on non-vehicular access frontages while maintaining a 20-foot setback for garages. The change aligns the PUD with the existing zoning ordinance without altering the number of lots. Discussion addressed potential privacy, safety, and alignment concerns, with staff confirming no significant issues. Contextual front setbacks allow up to a five-foot variation to prevent misalignment. The amendment does not require city council approval, and no public comments were received.

MOTION: A motion was made by Jason Coan, seconded by Jonathan Townsend.  
**Move to Approve Item 22-211 PUD-001941-2024, minor amendment to PUD-001503-2024 Three Oaks, 13.9 acres, A-1 (Agricultural) to RS-4 (Single-Family Residential) via BAZ-001502-2024, located approximately one-eighth mile north of East Washington Street (East 91st Street South) and approximately one-quarter mile east of 23rd Street (193rd E Ave/County Line Road).**

The motion carried by the following vote:

**Aye: 5 -** Mindy Payne, Jonathan Townsend, Jaylee Klempa, Jason Coan, Robert Goranson

## 7. Appeals - NONE

## 8. General Commission Business - NONE

## 9. Remarks, Inquiries, and Comments by Planning Commission and Staff (No Action)

Amanda Yamaguchi, Planning & Development Manager, gave information concerning the city's internal sidewalk policy, outlining when sidewalks are required and how sidewalk waivers are considered. In new developments, sidewalks must be installed according to code. Developers are responsible for sidewalks in public areas, while individual homeowners construct sidewalks on their lots as homes are built. Developers install sidewalks along arterial roads in commercial developments, while internal sidewalks are built when site plans are submitted.

For existing residential areas, when a property is redeveloped, such as when a house is torn down and rebuilt, a new sidewalk must be installed. A sidewalk waiver may be considered in rural or large-lot areas where sidewalks were not originally part of the neighborhood, especially if the surrounding properties do not have sidewalks.

When considering sidewalk waivers, the city evaluates whether other properties in the area have sidewalks, whether the development includes curb and gutter or bar ditches, and if there are planned road-widening projects. If a road improvement project is fully funded and designed, the city may install sidewalks as part of the project. If a project is planned but not yet funded, developers may be allowed to place funds in escrow, ensuring sidewalks are installed when the road is improved. Escrow is most commonly used when topographical challenges, such as creeks, make immediate sidewalk installation impractical.

The commission discussion focused on concerns over sidewalk waivers in new developments, emphasizing the need for clear justifications when recommending exemptions. Members preferred to default to requiring sidewalks unless developers presented a compelling reason. Staff agreed to provide more detailed explanations in reports and explore better visual formats for presenting zoning deviations.

Additional topics included the impact of escrowed sidewalk funds when properties change ownership, ADA compliance considerations, and requirements for sidewalks in industrial areas. There was also clarification on mountable curbs and construction standards for sidewalks.

Amanda Yamaguchi also updated recent staffing changes: Henry Biebelheimer was promoted to Planner II, Mackenzie Hackett was promoted to Staff Planner, and Jill Jones joined from the City Clerk's office as the new Administrative Specialist. Hannah Rystedt was hired as a Planning Intern. Most personnel remain the same but with new roles. Staff wishes happy birthday to Mackenzie Hackett.

## **10. Adjournment**

The meeting adjourned at 6:07 p.m.

MOTION: A motion was made by Robert Goranson, seconded by Jason Coan.

**Move to adjourn**

**The motion carried by the following vote:**

**Aye: 5 -**

Mindy Payne, Jonathan Townsend, Jaylee Klempa, Jason Coan, Robert Goranson