



# City of Broken Arrow

## Minutes Planning Commission

City Hall  
220 S 1st Street  
Broken Arrow OK  
74012

*Chairperson Jaylee Klempa*  
*Vice Chair Robert Goranson*  
*Member Jonathan Townsend*  
*Member Jason Coan*  
*Member Mindy Payne*

**Thursday, July 13, 2023**

**Time 5:30 p.m.**

**Council Chambers**

### 1. Call to Order

Chairperson Jaylee Klempa called the meeting to order at approximately 5:30 p.m.

### 2. Roll Call

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

### 3. Old Business

There was no Old Business.

### 4. Consideration of Consent Agenda

- A. 23-901 Approval of Planning Commission meeting minutes of June 22, 2023
- B. 23-892 Approval of PT-000892-2023 | PR-000166-2022, Preliminary Plat, One Gas Service Center, 15.59 acres, 1 Lot, R-1 (Single-Family Residential) to CG (Commercial General)/PUD-000725-2023, located one-half mile west of 9th Street (Lynn Lane) and one-half mile north of New Orleans Street (101st Street)
- C. 23-894 Approval of PT-000852-2023 | PR-000289-2023, Conditional Final Plat, Brook Chase-Phase II, 16.27 acres, 72 lots, A-1 (Agricultural) to RS-4 (Single Family Residential), west of the northwest corner of Washington Street (91st Street) and 23rd Street (193rd E. Avenue/County Line Road)
- D. 23-896 Approval of PT-000850-2023 | PR-000287-2023, Preliminary Plat, Juniper Square, 2.92 acres, 1 Lot, UN3+ (Urban Neighborhood) of the New Orleans Square Overlay District, located one-third mile west of Elm Place (161st East Avenue) and south of New Orleans Street (101st Street)
- E. 23-899 Approval of LOT-000887-2023, Lot Split, Pro Day Sports, 1 lot to 2 lots, 4.93 acres, ON (Office Neighborhood)/PUD (Planned Unit Development) 000619-2023, one-quarter mile south of Omaha Street (51st Street), east of 9th Street (177th E. Avenue/Lynn Lane Road)

Staff Planner Henry Bibelheimer presented the Consent Agenda.

Chairperson Klempa explained the Consent Agenda consisted of routine items, minor in nature, and was approved in its entirety with a single motion and a single vote, unless an item was removed for discussion. She asked if there were any Items to be pulled from the Agenda.

Commissioner Mindy Payne asked for Item 4C to be removed for discussion.

MOTION: A motion was made by Jonathan Townsend, seconded by Jason Coan.

**Move to approve the Consent Agenda less Item 4C**

The motion carried by the following vote:

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

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

Acting Planning and Development Manager Amanda Yamaguchi reviewed Item 4C. She reported PT-000852-2023, the conditional final plat for Brook Chase-Phase II, contained 53 lots on 18.96 acres. She stated this property was located west of the northwest corner of Washington Street (91st Street) and 23rd Street (193rd E. Avenue/County Line Road). She reported on March 2, 2021, the City Council conditionally approved BAZ-2074 to rezone an 81.17-acre portion of the owner's 160-acre site from A-1 to RS-4, subject to platting.

Commissioner Payne asked about the existing oil wells on the property.

Ms. Yamaguchi indicated there was one plugged oil well in Reserve A. She explained as part of the platting requirement, the City required documentation from the Oklahoma Corporation Commission saying the well was plugged in compliance with the OCC's regulations. She noted this documentation was received for Phase 1, and she was not certain it included this particular well, but as part of the final plat review the documentation would be reviewed to ensure the proper documentation was in place. She stated, even from a plugged well, there

was a minimum 10 foot setback from any structure, and this was observed as the well was within a reserve area.

MOTION: A motion was made by Mindy Payne, seconded by Jason Coan.

**Move to approve Consent Agenda Item 4C**

The motion carried by the following vote:

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

Chairperson Klempa indicated this Item would go before City Council on July 31, 2023.

**6. Public Hearings**

**A. 23-900 Public hearing, consideration, and possible action regarding BAZ-000864-2023 (Rezoning) and PUD-000865-2023 (Planned Unit Development), Iron Buck Acres, 5.85 acres, north and west of the northwest corner of Kenosha Street (71st Street) and Oneta Road (241st East Avenue)**

Ms. Yamaguchi reported Staff requested this Item to be tabled until the July 27, 2023 Planning Commission Meeting. She indicated there were some discrepancies in the exhibits and public notice.

MOTION: A motion was made by Jonathan Townsend, seconded by Robert Goranson.

**Move to continue Item 6A per Staff recommendations**

The motion carried by the following vote:

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

**B. 23-902 Public hearing, consideration, and possible action regarding PUD-000863-2023 (Planned Unit Development), Broken Arrow Rowhouse, 0.34 acres, DF (Downtown Fringe), one-half mile north of West Washington Street (91st Street), one-half mile east of South Elm Place (South 161st East Avenue)**

Mr. Bibelheimer reported the information packet indicated this was from Wallace Design Collective but was actually Route 66 Engineering. He reported Planned Unit Development (PUD)-000863-2023 involved 0.34 acres currently zoned DF (Downtown Fringe). He stated the property was platted as Lot 1, Block 1 of the Broken Arrow Heights Addition and was located one-half mile north of West Washington Street, one-half mile east of South Elm Place. He stated the proposed use type of Dwelling, Multi-Family, was a building containing three or more units located on one lot. He indicated the proposed Rowhouse development would fall into this use category, which was permitted by right within the DF zoning district. He stated PUD-000863-2023 was proposed to be developed in accordance with the use and development regulations of the DF district, except as follows: decreased lot coverage to 35%; front setback reduction to 10 feet; the building would be designed to resemble a multifamily rowhouse as opposed to a single family home; a 100 foot roofline without any elevation change; and 10% window coverage for the façade facing South Main Street. He reported the surrounding properties contained the following uses, along with the following development guide and zoning designations: to the north was Central Park, to the east a shopping center, and to the south and west was single family residential. He stated the property associated with PUD-000863-2023 was designated as Level 4 in the Comprehensive Plan; DF (Downtown Fringe) as proposed with PUD-000863-2023, was in conformance with the Comprehensive Plan in Level 4. He stated according to Section 6.4 of the Zoning Ordinance, the PUD provisions are established for one (1) or more of the purposes listed in the Agenda Packet and in Staff's opinion, PUD-000619-2023 satisfied item 1 and 5. He noted this development was an innovative approach to incorporate downtown aspects into the residential communities and was appropriately placed at an intersection with Main Street. He stated according to FEMA maps, none of the property was in the 100-year floodplain; water and sanitary sewer were available from the City of Broken Arrow. He stated based upon the location of the property, and the surrounding land uses, Staff recommended PUD-000863-2023 be approved and since the property was already platted, platting be waived.

The applicant, Blake Boswell, stated he felt this was the best use of the property in a location fronting a main street. He noted he worked closely with Staff to develop a product which would work on the site, and he agreed with Staff recommendations.

Chairperson Klempa indicated no citizens signed up to speak regarding this Item or submitted online comments; she closed the public hearing.

MOTION: A motion was made by Jason Coan, seconded by Mindy Payne.

**Move to approve Item 6B per Staff recommendations**

The motion carried by the following vote:

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

Chairperson Klempa indicated this Item would go before City Council on July 31, 2023; any citizens who wished to speak would be required to fill out a request to speak form prior to the City Council Meeting's start.

## 7. Appeals

There were no Appeals.

## 8. General Commission Business

### **Informational training session on TIF (Tax Increment Financing) funding options**

Finance Director Cindy Arnold made a presentation regarding TIF districts explaining a TIF district was a public financing method used to subsidize redevelopment, infrastructure, and other community improvement projects. She explained through the use of a TIF, municipalities could divert future property taxes or sales taxes or a combination of both. She explained this type of financing began in 1952 with California being the first State to have a TIF District. She stated a TIF District was an area within the City found to be undeveloped or underdeveloped where investment development and economic development was difficult. She noted a determination of “blight” qualified for a TIF, but a TIF did not require a blight qualification. She reported in 1992, Oklahoma passed a Local Development Act allowing the use of TIF Districts. She discussed the process of obtaining a TIF including formation of a review committee, creation of a proposed project plan, determination of financial impact of proposed project, recommendations regarding the potential TIF made to Planning Commission and City Council; the maximum TIF length was 25 years. She reviewed the City Council’s obligations regarding TIF Districts including reviewing the project plan and holding two public hearings. She stated a two-thirds majority City Council vote was required to approve the TIF District. She reviewed the permitted uses of TIF revenues including capital costs, financing costs, property purchase, environmental remediation, developer incentives, professional service costs and direct administrative costs. She reviewed the four existing Broken Arrow TIF Districts: Rose District, Creek 51 Business Park, South BA TIF, and Adams Creek.

Commissioner Townsend asked if the four existing TIF Districts were considered blighted before the TIF Districts were approved.

Finance Director Arnold responded in the negative; the properties were not necessarily blighted but were either difficult to develop or sitting vacant for a long time, for example, South BA land had been vacant for years and a TIF District for South BA was put into place as an incentive to bring in more development. She noted sometimes developers wanted an incentive for developing a property and investing large sums of money into said projects.

Ms. Yamaguchi asked if any property could have a TIF if it was deemed blighted or difficult to develop.

Assistant City Attorney Graham Parker responded in the affirmative. He stated there were many things which could qualify a property for a TIF, for example, if the location was not ideal or several sales had fallen through, etc.

Ms. Yamaguchi clarified a property did not necessarily need to be defined as blighted to qualify for a TIF.

Finance Director Arnold concurred noting the last three Broken Arrow TIFs were created for vacant land which needed development. She noted the maximum length of a TIF was 25 years, after which the TIF was sunset. She stated the Rose District was approaching its end.

Commissioner Payne asked if it was possible to do a shorter TIF length.

Finance Director Arnold responded in the affirmative; a TIF could be shorter in length but could not be longer than 25 years.

Discussion ensued regarding how the sales taxes and ad valorem taxes were distributed from the Rose District during the duration of the TIF.

Commissioner Coan asked why the City would choose to use a TIF as opposed to a bond.

Finance Director Arnold explained a TIF generated funds to pay for a bond. She explained, for example with the Rose District, a \$14 million dollar loan was taken by the City to begin development and improvement of the Rose District, and when the tax increment began to increase, the resultant funds were utilized to pay the \$14 million dollar loan. She noted the same was done with the South BA TIF. She explained a bond approved by the voters would be funded by taxes.

Assistant City Attorney Parker noted TIF districts encouraged a lot more economic development as opposed to a bond and were mutually beneficial for the community and the City.

Finance Director Arnold concurred noting a TIF District was essentially at no cost to the citizens.

Discussion ensued regarding the benefits of a bond project versus the benefits of a TIF project.

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

Mr. Farhad Daroga introduced the consultants for the Housing and Demographic Study, Brian and Pedro, from Points Consulting. He noted the study would last approximately 6 to 9 months and would be a broader scope study as compared with previous housing and demographic studies.

Brian of Points Consulting, discussed the Housing and Demographic Study which was intended to shed light on the housing situation in Broken Arrow, point out the gaps in demand, and provide novel approaches to development.

Commissioner Goranson noted he was present at the most recent Housing and Demographic Study meeting. He asked if a presentation could be made to Planning Commission.

Ms. Yamaguchi responded in the affirmative; presentations would be made to Planning Commission as the Study progressed.

Commissioner Goranson asked about design standards for roundabouts. He indicated design standards for roundabouts would be beneficial for future development.

Ms. Yamaguchi indicated the City was in the discussions stage with the consultant regarding design standards for roundabouts. She noted she would pass on Commissioner Goranson's comments to help ensure the City had set standards for roundabouts and traffic circles.

Commissioner Goranson noted it would be good for the Planning Commission to have some education regarding roundabouts.

Chairperson Klempa noted she had some knowledge of roundabouts. She noted roundabouts took up more space in intersections than typical signaled intersections, and there was a lot of engineering which went into designing roundabouts.

Discussion continued regarding roundabouts, the engineering involved, and DOT standards for roundabouts.

Mr. Daroga indicated the Streets for All Study was not setting standards for road development, it was an assessment of Broken Arrow streets and needs; however, the engineering department was reviewing street design criteria. He noted roundabout designs had improved dramatically in recent years; the engineering profession was getting better at designing roundabouts.

Commissioner Goranson stated he felt it was important to have engineering standards for traffic circles as well.

Discussion continued regarding traffic circles; traffic circles as traffic calming devices; traffic circles and roundabouts in other cities and counties; the possibility of forming a committee to evaluate traffic circles and roundabouts and the standards associated with each; having the Streets for All consultant review and consider traffic circles and roundabouts for Broken Arrow; and schools and roundabouts and crossings.

Ms. Yamaguchi indicated an update could be provided to the Planning Commission, and a presentation regarding roundabouts could also be made.

Mr. Daroga suggested allowing the Streets for All Committee to meet, review and consider traffic circles and roundabouts, and bring an update back to Planning Commission.

Chairperson Klempa stated this would be fine. She thanked Mr. Daroga.

Commissioner Coan shared some pictures of an egress point in New Orleans Square which had trees and signs obstructing the view of the street which potentially could cause an accident.

Ms. Yamaguchi stated Broken Arrow had sight triangles which were reviewed when considering signage setbacks. She indicated she would bring this to Staff and have the engineering team look into the situation and see what could be done to mitigate concerns.

Chairperson Klempa asked if there were any additional comments.

Ms. Yamaguchi shared information on APA (American Planning Association) trainings. She stated she would send training videos to the Planning Commission Members monthly for

review; discussion regarding the videos would be held during Planning Commission meetings.

10. Adjournment

The meeting adjourned at approximately 6:26 p.m.

MOTION: A motion was made by Robert Goranson, seconded by Mindy Payne.

**Move to adjourn**

The motion carried by the following vote:

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