



**City of Broken Arrow**  
**Minutes**  
**Downtown Advisory Board**

City of Broken Arrow  
Council Chambers  
220 S 1st Street  
Broken Arrow OK  
74012

*Chairperson Ernest Redwine*  
*Vice Chair Lee Whelpley*  
*Member Mike Barron*  
*Member Michelle Bergwall*  
*Member Greg Graham*  
*Member Kelley Rash*  
*Member Scott Eudey*  
*Member Patsy Terry*  
*Member Amy Leet*

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**Tuesday, November 8, 2016**

**4:15 PM**

**Council Chambers**

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**1. Call to Order**

Ernest Redwine called the Downtown Advisory Board meeting to order at 4:15 p.m.

**2. Roll Call**

**Present 8 -** Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Patsy Terry, Scott Eudey, Lee Whelpley, and Ernest Redwine  
**Absent 1 -** Greg Graham

**3. Election of Chairman and Vice-Chairman**

Greg Graham arrived at approximately 4:19 p.m.

**Present 9 -** Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Greg Graham, Patsy Terry, Scott Eudey, Lee Whelpley, and Ernest Redwine

**A. [16-1345](#) Nomination and election of the Downtown Advisory Board Chairperson and Vice Chairperson**

A motion was made by Lee Whelpley and seconded by Amy Leet to nominate Ernest Redwine for Chairman. The motion carried by the following vote:

**Aye: 9 - Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Greg Graham, Patsy Terry, Scott Eudey, Lee Whelpley, and Ernest Redwine**

A motion was made by Mike Barron, seconded by Greg Graham, to nominate Lee Whelpley for Vice Chairman. The motion carried by the following vote:

**Aye: 9 - Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Greg Graham, Patsy Terry, Scott Eudey, Lee Whelpley, and Ernest Redwine**

#### 4. Consideration of Consent Agenda

- A. [16-1343](#) **Approval of Broken Arrow Downtown Advisory Board Meeting Minutes of September 13, 2016**

A motion was made by Patsy Terry, seconded by Lee Whelpley, that this Consent Item be Approved. The motion carried by the following vote:

**Aye: 6 - Mike Barron, Amy Leet, Greg Graham, Patsy Terry, Lee Whelpley, and Ernest Redwine**

**Abstain: 3 - Michelle Bergwall, Kelley Rash, and Scott Eudey**

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

#### 6. General Board Business

- A. [16-1346](#) **Consideration, discussion and possible approval for a PUD for a proposed parking lot, 3.40 acres, DM, located on the southeast corner of Main Street and Broadway Avenue, Original Township of Broken Arrow**

Greg Graham left the room due to a conflict of interest.

Michael Skates spoke about this case. This is a request for an addition to the existing parking lot for First National Bank. The property is zoned DM. A PUD application is in process for this project. The PUD is to reduce the building coverage in order to be in compliance with the Zoning Code. The Code requires a three foot landscape buffer between the parking area and the street. The applicant is considering a wrought iron fencing around the parking area as part of the landscaping measures.

City staff is recommending approval. This case will go to the Planning Commission and then onto City Council.

A motion was made by Michelle Bergwall, seconded by Patsy Terry, that this General Business be Approved. The motion carried by the following vote:

**Aye: 8 - Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Patsy Terry, Scott Eudey, Lee Whelpley, and Ernest Redwine**

**Recused: 1 - Greg Graham**

- B. [16-1324](#) **Consideration, discussion and possible approval for building permit 16-76990 Sew Rose Quilt Shop, for an existing business remodel, 0.16 acres, DM, located east of Main Street, one-quarter mile south of Houston Street, Lot 9, Block 14, Fears Addition to Broken Arrow**

Michael Skates presented this case stating the applicant has requested a building permit to renovate a structure at 923 South Main Street. The building is approximately 1,350 square foot in size. The property is zoned DM. They wish to install new siding,

windows and add a new handicapped accessible entrance to the building.

A motion was made by Scott Eudey, seconded by Mike Barron, that this General Business be Accepted. The motion carried by the following vote:

**Aye: 9 - Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Greg Graham, Patsy Terry, Scott Eudey, Lee Whelpley, and Ernest Redwine**

**C. [16-1355](#) Presentation and possible discussion of Tax Increment Financing (TIF) Sales Tax and Ad Valorem Revenues and Financing**

Norman Stephens presented this case. He gave the update on the Tax Increment Financing and Ad Valorem Revenues and Financing. He said the City is responsible for a \$13,500,000 TIF District that encompasses the square mile from Kenosha to Houston and Elm Place to 9th Street. This TIF will be paid off by a combination of new property taxes generated by the TIF and new sales taxes in the TIF area.

Downtown area sales taxes collected for July, August, September, 2015 totaled \$69,155.29. Sales taxes collected in July, August, September, 2016 totaled \$91,998.92. Ad Valorem Taxes collected in July, August, September, 2016 was \$183,037.66. Ad Valorem Taxes collected in July, August, September, 2015 were \$5,110.22. Principal paid in 2016 is \$1,330,000.00 and Total Debt Service paid is \$2,476,609.33.

Informational only, no action required

This General Business was informational only - no action required or taken.

**D. [16-1360](#) Presentation by the Broken Arrow Economic Development Corporation concerning Rose District Holiday Lights, Small Business Saturday, Buy BA Program, and Holiday Window Display Contest**

Warren Unsicker presented this case. He said the Main Street Burn event was a huge success. Holiday lights will be turned on in conjunction with the annual Tea Off. They are encouraging all merchants to complete their window displays in time for this event on Thursday in Centennial Park. In the Downtown area, Small Business Saturday will occur after Black Friday shopping event. They will be working with Buy BA and other program events. The water fountain will close the week of November 14th for winterizing. The lights will still be utilized. The Civitans Christmas parade will be on December 3rd.

**7. Remarks and Inquiries by Governing Body Members and Staff**

Norman Stephens said unless something came up, there would be no meeting in December.

**8. Adjournment**

A motion was made by Michelle Bergwall, seconded by Amy Leet, to adjourn.

The motion carried by the following vote:

**Aye: 9 - Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Greg Graham, Patsy Terry, Scott Eudey, Lee Whelpley, and Ernest Redwine**