



**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*

---

<b>Tuesday, March 14, 2017</b>	<b>4:15 PM</b>	<b>Council Chambers</b>
--------------------------------	----------------	-------------------------

---

**1. Call to Order**

The Downtown Advisory Board meeting for March 14, 2017 was called to order at 4:15 p.m.

**2. Roll Call**

**Present**    7 - Mike Barron, Michelle Bergwall, Kelley Rash, Greg Graham, Patsy Terry, Lee Whelpley, and Ernest Redwine

**Absent**     2 - Amy Leet, and Scott Eudey

**3. Consideration of Consent Agenda**

**A.     [17-1828](#)     Approval of the meeting minutes from the January 10, 2017 DAB meeting**

A motion was made by Michelle Bergwall, seconded by Lee Whelpley, that minutes from the January 10, 2017 Downtown Advisory Board be approved. The motion carried by the following vote:

**Aye:**        5 - Michelle Bergwall, Greg Graham, Patsy Terry, Lee Whelpley, and Ernest Redwine

**Absent:**    2 - Amy Leet, and Scott Eudey

**Abstain:**   2 - Mike Barron, and Kelley Rash

**4. Consideration of Items Removed from Consent Agenda**

None

This was informational only - no action required or taken.

**5. General Board Business**

A. [17-1941](#) **Presentation, discussion and possible recommendation for approval of a detached garage at 424 East Elgin, 1 lot, 0.30 acres, R-3, located approximately one-third mile south of Kenosha Street, one-third mile west of 9th Street**

Amanda Yamaguchi presented the case stating the applicant wished to construct a 1200 square foot detached garage behind the existing one-story home located at 424 E. Elgin Street. The property is platted as blocks 11 and 12, block 7, College Addition. The property contains .3 acres and is zoned R3. The proposed garage meets the setback requirements, and does not exceed lot coverage. Access to the garage will be taken from 4th Street. Building materials will include wood siding, painted to match the existing home, with a composite shingle roof; making the structure in compliance with the Zoning Ordinance.

Staff recommended approval of this item.

A motion was made by Michelle Bergwall, seconded by Patsy Terry, that Item 17-1941 be approved. The motion carried by the following vote:

**Aye: 7 - Mike Barron, Michelle Bergwall, Kelley Rash, Greg Graham, Patsy Terry, Lee Whelpley, and Ernest Redwine**

**Absent: 2 - Amy Leet, and Scott Eudey**

B. [17-1939](#) **Presentation, discussion, and possible recommendation for approval of BAZ 1973 (rezoning request), Village on Elgin, located on the northwest corner of First Street and Elgin Street, Lots 13, 14, 15, 16, 17, Lot 15, Original Town of Broken Arrow**

Amanda Yamaguchi presented BAZ-1973 saying this was a request to rezone a half-acre undeveloped tract of land from R3 to DM. The property is located on the northwest corner of First Street and Elgin Street. The applicant wishes to develop a mixed use development with a two-story building on south, with retail on the lower level and an apartment on top. Along First Street, he is proposing three, two-story, single family attached units. The property is in conformance with the Comprehensive Plan. The Planning Commission has already heard this case, and it will go before the City Council on March 21, 2017.

Staff was recommending approval of this case.

A motion was made by Lee Whelpley, seconded by Michelle Bergwall, that BAZ-1973 be recommended for approval. The motion carried by the following vote:

**Aye: 7 - Mike Barron, Michelle Bergwall, Kelley Rash, Greg Graham, Patsy Terry, Lee Whelpley, and Ernest Redwine**

**Absent: 2 - Amy Leet, and Scott Eudey**

C. [17-1938](#) **Presentation, discussion, and possible recommendation for approval of 314 E Dallas Remodel, 1 lot, 0.18 acres, R-3, located approximately**

**one-third mile north of Houston Street, one-quarter mile west of 9th Street**

Amanda Yamaguchi presented the case saying the applicant, Born Again Restored, wished to remodel a single family residence located at 314 E. Dallas Street. The property is .18 acres and is zoned R3. The applicant wishes to increase the square footage but keep the structure in a similar fashion to other residences in the downtown area. The front, sides, and rear will be engineered wood siding and the roof will be composite shingle. The existing trees and sidewalk will remain. Access to garage will be from the alley. The applicant will be requesting a downtown overlay from the Planning Commission to reduce the sideyard setbacks from 10/5 feet to 5/3 feet. This is due to an existing encroachment issue; and the proposed garage expansion would increase the encroachment into the sideyard as well.

A motion was made by Michelle Bergwall, seconded by Patsy Terry, that this case be recommended for approval. The motion carried by the following vote:

**Aye: 5 - Mike Barron, Michelle Bergwall, Kelley Rash, Patsy Terry, and Ernest Redwine**

**Nay: 1 - Lee Whelpley**

**Absent: 2 - Amy Leet, and Scott Eudey**

**Abstain: 1 - Greg Graham**

**D. [17-1829](#) Presentation and Discussion on Way Finding Signs in the Rose District, including an update on new signage**

Clint Myers, Engineering Technician for Streets and Stormwater, presented the case. In January, Clint was contacted and advised the City wished to change the wayfinding signs to make them more visible. Twelve signs were made and eleven installed. They are full color and easier to see. Only the sign for 9th Street and Dallas remains to be installed. This last sign will be installed when the street widening of 9th Street is complete. This same type signage will be added to the new streetscape project currently under construction along Main Street and on Broadway from Main to Birch Street.

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

**E. [17-1932](#) Presentation, discussion and possible approval of art work for painted power boxes to be located at Dallas, Commercial and Broadway Streets in the Rose District**

Lori Hill presented this case saying the mayor approached city staff several months ago. He attended a conference in St. Louis and found they had a public art initiative where they painted the power boxes. Staff are currently working with three artist to develop drafts of potential artwork for the city's electrical boxes in the downtown area. The first three boxes under consideration are at Dallas, Commercial and Broadway Streets. Ms. Hill showed the first two artwork drafts and said both would include a rose theme. The Rose District logo would be included at the top. Vinyl wrap is also being considered, but if paint is used, it will be heat protected. Ms. Hill indicated if the initiative was not

well received, the boxes could be repainted and return to the original gray color. If the project is well-received, they will consider taking this project further.

A motion was made by Greg Graham, seconded by Michelle Bergwall, to approve artwork for the power boxes along Main Street. The motion carried by the following vote:

**Aye: 7 - Mike Barron, Michelle Bergwall, Kelley Rash, Greg Graham, Patsy Terry, Lee Whelpley, and Ernest Redwine**

**Absent: 2 - Amy Leet, and Scott Eudey**

**F. [17-1812](#) Presentation and possible discussion of the 2017 Tulsa Home and Garden Show Tradeshow Booth highlighting the Rose District**

Lori Hill presented this information. She said the City sponsored a 20' x 30' booth at the 2017 Tulsa Home and Garden Show. The initiative again was the Rose District. The City, in conjunction with the Chamber and BAEDC, worked with an artist to develop a Rose District coloring book. Coupons for the district were included on the back page.

Traffic was slower than last year. Spring break and the weather seemed to impact attendance.

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

**G. [17-1824](#) Presentation by representatives of the Broken Arrow Economic Development Corporation and City Staff concerning Rose District Promotions, Business Development, Request for Proposal and the closing of the Ice Skating Rink**

Cody Mosley presented the monthly update on the Rose District. The ice rink closed earlier than anticipated due to warmer weather. There was a large increase in traffic to the Rose District Plaza while the ice rink was open. Over 7,500 people enjoyed the rink.

They are continuing to work with prospects for development in the Rose District. Lynn Palmer will be redeveloping the old Presbyterian church.

Regarding Rose District promotions, information indicates there are now more than 20,000 member following on the various social media sites.

Loren Myer, Brand Manager, is meeting with merchants on weekly basis. She is a bridge and an advocate for them.

Chamber staff have reissued a Request For Proposals (RFP) for the city-owned property located at 305 N. Main Street. This RFP is a revision that includes modifications to the approach to the site; parking should be addressed onsite; and

incentives, although not included, they have not been ruled out. The breakdown between retail, office, and apartment percentages components will now be open to whoever is doing the project.

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

**H. [17-1834](#) Presentation and discussion on the Streetscapes IV construction status in downtown Broken Arrow**

Tim Robbins, Engineering and Construction Department, presented the case. He said the Streetscape Phases 4 project, as of March 4th, was approximately 95% complete on zones 1 through 5. The work from Dallas to El Paso and El Paso to Ft. Worth Street, Phase 1 & 2, were completed in approximately 45 days, with the exception of landscaping, which will start on April 1st. Lightpoles and banners have been installed.

On Dallas to El Paso, west of Main Street, all site civil work is complete and they are working on landscaping and irrigation.

They are just completing the phase at the Farmers Market, between El Paso and the railroad. Asphalt is in and striping is complete. The site civil is also complete. The monument for the water feature has been installed. Landscaping and irrigation is still underway. Trees are installed as well as the Rose District emblem. Lettering will be installed shortly. Final work should be completed by April. The Farmers Market is scheduled to start on April 1st.

The city's portion of the railroad right-of-way work is being done. They are now striping in this area and hope to be completed by the end of this week. A small portion of irrigation work will need to be completed in approximately two months, after the railroad company complete their own construction in this area. Construction from the railroad to Galveston Street, by McGraw Realty, is now complete. They reconfigured parking and added a planter to the area.

On West and East Commercial Street, part of Phase 2, there are residual pieces to left to complete. Landscaping, irrigation and lighting are under way. Some sidewalk areas are still closed until the handrails are installed.

The gateway monument section, at Kenosha Street, is under way. They reconfigured the ramps on east side of roadway for ADA compliance. No more lane closures are anticipated. Landscaping and irrigation, should be completed by the first or second week of April. A small retaining wall behind this monument is needed to facilitate some landscaping measures.

The project on Main Street, between College and Detroit Street will take approximately 45 days to complete. Demolition will start this week. An intersection shutdown will occur, with a detour to First Street or Ash Street, to start in early April. The redesign will also change this to a raised intersection. They hope to complete the project by first part of May.

Informational only - no action required or taken

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

None

**7. Adjournment**

A motion was made by Greg Graham, seconded by Michelle Bergwall, to adjourn the meeting. The motion carried by the following vote:

**Aye: 7 - Mike Barron, Michelle Bergwall, Kelley Rash, Greg Graham, Patsy Terry, Lee Whelpley, and Ernest Redwine**

**Absent: 2 - Amy Leet, and Scott Eudey**