



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

Tuesday, May 9, 2017

4:15 PM

Council Chambers

1. Call to Order

The Downtown Advisory Board was called to order at 4:15 p.m., by Chairman Ernest Redwine

2. Roll Call

Present 7 - Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Patsy Terry, Lee Whelpley, and Ernest Redwine

Absent 2 - Greg Graham, and Scott Eudey

3. Consideration of Consent Agenda

A. [17-2180](#) Approval of Broken Arrow Downtown Advisory Board Meeting Minutes of March 14, 2017

A motion was made by Michelle Bergwall, seconded by Patsy Terry, to approve the minutes from March 14, 2017. The motion carried by the following vote:

Aye: 7 - Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, Patsy Terry, Lee Whelpley, and Ernest Redwine

Absent: 2 - Greg Graham, and Scott Eudey

4. Consideration of Items Removed from Consent Agenda

None

5. General Board Business

A. [17-2182](#) Presentation and possible discussion of Tax Increment Financing (TIF) Sales Tax and Ad Valorem Revenues and Financing

Norm Stephens presented this item on updated sales tax and ad valorem figures. The TIF will be paid off from new property taxes and new sales taxes. Sales tax collected in the first quarter of 2017 over the same period in 2016 showed an increase of \$17,645. The ad valorem increase for this same time period was \$78,483. Norm advised the process was doing what we hoped it would do.

Greg Graham arrived at 4:22 p.m.

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

B. [17-2183](#) Presentation and discussion concerning a potential Economic Development Agreement for the City owned property located at 305 North Main Street

Norm Stephens presented an update for the property located at 305 N. Main Street. He apologized in advance for not providing complete details on this matter because the city has not put the completed economic development agreement in developers' hands as yet. He said once this is accomplished he will update the board.

In February 2016, the City purchased the church property at 305 N. Main Street. They contracted with Arc Wrecking to demolish the existing structure. The City went through the RFP (request for proposals) process, but the chosen company couldn't comply with scope proposed by the city. The original concept was to do 33 1/3 percentage on all three components, retail, office and residential, but it was determined this was not feasible. A new RFP was initiated in January 2017. They completed interviews and met with a group in this process. The proposed development will be a multi-story concept, with the ground floor utilized as retail and office, while the upstairs will be office space and apartments. The chosen firm is a very reputable group and have done numerous projects throughout the area, state and region.

At the direction of City Council, Staff has been working with the Legal Department to compile an economic development agreement and hope to again present it to City Council very soon.

The Chamber of Commerce and Economic Development Authority Corporation worked with the Tulsa Regional Chamber to compile some financials and determined this project will add a large amount of daytime traffic to downtown area and will also increase the ad valorem.

The site is currently being utilized for staging for the streetscapes project, but they hope to commence with construction as soon as they take possession; hopefully in mid June. They must secure parking for the site as part of the agreement. It is understood this project cannot move forward without adequate parking for the site. This project will be located within the existing TIF District.

Norm hopes to provide more information to the board at next month's meeting.

This General Business was formational only, no action required or taken.

C. [17-2179](#) **Presentation by the Broken Arrow Chamber of Commerce concerning the Rose District**

Cody Mosley presented this case. He said the Chamber of Commerce hosted a retail specific meeting with business owners within the Rose District. The purpose of this meeting was to get feedback and determine what's working, what does not, and what are the challenges. They provided data, historical collections, and discussed the highs and lows of consumer spending. Retailers appear to be very happy with the success of the Rose District. This was the first in a series of meetings.

Cody is working on a social media strategy with Facebook, Instagram and Twitter. They are attempting to grow awareness of the Rose District. He hopes to have a strategy in hand by end of month and start implementation before the end of the summer.

They are working on developing more events that will bring shoppers and diners to the area. The Farmers Market and fountain have returned. The Farmers Market is being held on Tuesday evenings as well as Saturday mornings.

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

D. [17-2184](#) **Consideration and possible approval to recommend two new single family residences, located at 520 & 524 N. 1st Street, Lots 21, 22, 23, & 24, Block 2, Original Town of Broken Arrow**

Amy Leet left the room due to a conflict of interest.

Brent Murphy presented the case. He said this was a request for two single family residences. Each will be a two-story structure, both over 2,300 square feet in size. The property is located at 520 and 524 N. First Street. The property has been platted as Lots 21 through 24, Original Town of Broken Arrow, and is zoned R3. A revised site plan has been submitted and was provided to the board members. One lot will be fifty feet in width and the other will be 55.8 feet wide. R3 zoning requires 60 foot wide lots, but provisions within the Zoning Ordinance provide for legal lots of record. These lots are considered legal non-conforming lots. The side setback must then be a minimum of five feet on one side and ten feet on the other side. Both the proposed structures meet this requirement and are in compliance with the R3 zoning guidelines. The project meets all six of the zoning criteria for development.

Staff recommended approval of this project subject to the installation of a four-foot wide sidewalk along First Street for the entire length of the property.

A motion was made by Greg Graham, seconded by Mike Barron, to approve the request for two single family residences at 520 and 524 N. First 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: 1 - Scott Eudey

Recused: 1 - Amy Leet

- E. [17-2118](#) Presentation, discussion, and possible recommendation of PUD 263 and BAZ 1980, Elgin Street Row Homes, 0.56 acres, PUD 241/R-3 to PUD 263/DF, northeast corner of Cedar Avenue and Elgin Street**

Amy Leet returned to the room.

Brent Murphy presented PUD 263/BAZ 1980. He said this was a request to change the zoning on a one-half acre lot from R3 (single family residential) to DF (Downtown Fringe). The previously located residential structure has been removed.

In January 2017, City Council approved BACP 158, a request to change from Level 2 to Level 3, in the Comprehensive Plan, subject to a PUD being submitted in substantial compliance with the draft PUD that was included with the comprehensive plan change request. The applicant proposes to construct five units fronting onto Elgin Street with access from a private drive off of Cedar Avenue; and two additional units facing north with access from a private drive in the center of the property. The exterior of the buildings will contain either masonry, stucco, stone or hardy plank. The units will be individually owned and there will be a property owners association that will maintain the common use space, such as open space, access drives and easements.

The submitted PUD is similar to the draft PUD. The Downtown Master Plan notes that residential buildings located in the downtown fringe areas can be located closer to the street, with parking on side or rear of the property. The property is not located in the 100-year floodplain, however, there is a creek on north and east boundary of the property that does have significant flows through it. There is also a significant change in the topography. These issues will be addressed during the platting process. The size and scope of the project is compatible with surrounding uses and it meets the design standards of the Downtown Master Plan.

Staff recommended PUD 263/BAZ 1980 be approved subject to platting.

The applicant showed the board the new elevation drawings of the proposed project. It was noted the applicant's engineer would be responsible to ensure no flooding would occur due to construction. No detention pond is required for this project.

A motion was made by Mike Barron, seconded by Michelle Bergwall, to recommend approval of PUD 264 and BAZ 1980 subject to the property being platted. The motion carried by the following vote:

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

Absent: 1 - Scott Eudey

F. [17-2147](#) Presentation, discussion, and possible recommendation to approve Coggins Residential Construction, located one-third mile south of Houston Street, one-quarter mile west of 9th Street

Brent Murphy presented this case saying this was a request for a single family residence which will contain over 2,800 square feet, to be located at 1017 S. Third Street. The property is zoned R1, and is surrounded by single family residences. The property was developed through a lot split process. This property meets four of the six development conditions in Zoning Ordinance. Staff recommended approval of this case as presented.

The applicant had to leave town on an emergency but sent in an email noting his agreement with staff recommendations. Discussion included the exterior building materials.

A motion was made by Michelle Bergwall, seconded by Kelley Rash to approve the Coggins Residential Construction case as presented in the fact sheet. The motion carried by the following vote:

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

Absent: 1 - Scott Eudey

7. Adjournment

Greg Graham made a motion to adjourn. Michelle Bergwall second the motion. The motion carried by the following vote:

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

Absent: 1 - Scott Eudey