



City of Broken Arrow

Minutes Planning Commission

Chairperson Lee Whelpley
Vice Chair Ricky Jones
Member Fred Dorrell
Member Carolyn Isbell-Carr
Member Mark Jones

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

Thursday, December 7, 2017

5:00 PM

Council Chambers

AMENDED AGENDA

1. Call To Order

Meeting was called to order by Chairperson, Lee Whelpley at 5:00 p.m.

2. Roll Call

Rollcall

Present 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

3. Old Business

None.

4. Consideration of Consent Agenda

Staff Planner, Amanda Yamaguchi presented the background for the Consent Agenda items.

Ricky Jones requested to remove Item 4C., Conditional Final Plat of Kensington Ridge II (PT17-108) saying his firm prepared the plat and he would have to recuse himself from discussion on the item.

Lee Whelpley explained the Consent Agenda and asked if anyone wished to remove any items for discussion. No one responded.

A. [17-2968](#) **Approval of Planning Commission meeting minutes of October 26, 2017**

A MOTION was made by Ricky Jones to approve Items 4A, B, D, E and F, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

B. [17-2973](#) **Approval of Planning Commission meeting minutes of November 16, 2017**

A MOTION was made by Ricky Jones to approve Item 4A, B, D, E and F, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

- C. [17-2930](#) **Approval of PT17-108, Conditional Final Plat, Kensington Ridge II, 39.85 acres, 45 Lots, A-1 to RS-1/PUD-262, one-quarter mile north of Houston Street, one-quarter mile west of Oak Grove Road**

This item was removed from the Consent Agenda.

- D. [17-2929](#) **Approval of PT17-112, Preliminary Plat, The Estates at Ridgewood, 41.05 acres, 88 Lots, A-1 to RS-3, one-quarter mile north of Houston Street, one-quarter mile east of Midway Road**

A MOTION was made by Ricky Jones to approve Item 4A, B, D, E and F, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

- E. [17-2950](#) **Approval of PT05-102A, Revised Conditional Final Plat, BA Lawn & Garden, 1 lot, 2.55 acres, CH, east of Elm Place, north of Kenosha Street**

A MOTION was made by Ricky Jones to approve Item 4A, B, D, E and F, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

- F. [17-2970](#) **Approval of PT15-117B, Conditional Final Plat, Ninety One Phase 3, 26.28 acres, A-1 to RS-3, one-quarter mile east of 9th Street, north of Washington Street**

A MOTION was made by Ricky Jones to approve Item 4A, B, D, E and F, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

Lee Whelpley said Item 4E & F will be heard by City Council on January 2, 2018, at 6:30 p.m.

5. Consideration of Items Removed from Consent Agenda

Ricky Jones left the Council Chambers for discussion of PT17-108, Kensington Ridge II Conditional Final Plat.

- C. [17-2930](#) **Approval of PT17-108, Conditional Final Plat, Kensington Ridge II, 39.85 acres, 45 Lots, A-1 to RS-1/PUD-262, one-quarter mile north of Houston Street, one-quarter mile west of Oak Grove Road**

A MOTION was made by Fred Dorrell to approve Item 4C, PT17-108, Conditional Final Plat of Kensington Ridge II, per Staff recommendations. The motion was seconded by Mark Jones. The motion carried the following vote:

Aye: 4 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, and Lee Whelpley

Recused: 1 - Ricky Jones

Lee Whelpley said Item 4C will be heard by City Council on January 2, 2018, at 6:30 p.m.

Ricky Jones returned to the Council Chambers.

6. Public Hearings

A. [17-2874](#) Public hearing, consideration, and possible action regarding BAZ-1991 (rezoning), Boston Heights, 2.10 acres, A-1 to RS-2, one-quarter mile south of Washington Street, one-half mile east of Elm Place

Senior Planner, Brent Murphy presented the background for Item 6A saying, BAZ-1991 is a request to change the zoning designation on 2.10 acres of undeveloped land located, one-quarter mile south of Washington Street, and one-half mile east of Elm Place. The request is to change from A-1 (Agricultural) to RS-2 (Single-Family Residential). The property, which has been platted as Lot 1, Block 2 Arrow Acres, is located on the southwest corner of Boston Street and First Place. Applicant is interested in developing 6 to 7 single-family, detached residential units on the property.

Mr. Murphy said the plat for Arrow Acres was recorded in Tulsa County on January 19, 1953. An existing single-family house is on the property and will be removed as part of this development. According to the FEMA maps, none of the property is located within a 100-year floodplain. There is a drainage area along the west boundary of the property that will need to be addressed as part of the replatting process.

Brent Murphy said the property is designated as Level 1 in the Comprehensive Plan and RS-2 zoning is identified as “possible” in Level 1. The abutting property, to the northwest, is zoned R-2. The property located less than 200 feet to the south of BAZ-1991 is zoned RD and RM. He said based on the Comprehensive Plan, the location of the property and the surrounding land uses, Staff recommends that BAZ-1991 be approved, subject to the property being re-platted.

Lee Whelpley asked if the applicant was present and to step to the podium and state their name and address, for the record.

JR Donelson, 12820 South Memorial Drive, Bixby, OK said he represents Charles Sanders and they request the Planning Commission to approve Staff recommendations to the approve the rezoning of this property. He said they are planning to build seven single-family residential homes on the land.

Lee Whelpley opened the public hearing and asked if anyone wished to speak on Item 6A.

Bruce Maxey, 2108 South First Place, Broken Arrow, said he owns the lot next to the property in question. He asked if the developers choose not to build immediately, if the property can

have other types of uses built on it, such as apartments.

Larry Curtis, Plan Development Manager, said the re-zoning being requested is for RS-2, single-family residential only. He said multi-family development would not be permissible in the RS-2 District.

Mr. Maxey asked if there are any guidelines on the type of houses that will be built, such as one-story or two-story houses.

Mr. Larry Curtis said the Zoning Ordinance does not require standards in the sense of the type of masonry material and things along those lines; however, there is a height limitation within the RS-2 District. Typically, no more than two and one-half stories are allowed.

Ricky Jones said the RS-2 also has minimum lot size is 70-foot-wide with 8,000 square foot lot area.

Mr. Maxey asked if there are any plans to upgrade the roads in the area, as it seems too narrow for current use.

Larry Curtis said through the platting process, the engineer must provide engineering plans which, include drainage, to ensure that no additional runoff will be added to the surrounding property or any abutting structures. The City also maintains a process of evaluating and updating roads and will be looking at this area as well.

Lee Whelpley asked if anyone else wished to speak on Item 6A, BAZ-1991. No one responded. Mr. Whelpley closed the public hearing.

After the vote, Lee Whelpley said Item 6A will be heard by City Council on January 2, 2018, at 6:30 p.m.

A MOTION was made by Fred Dorrell to approve Item 6A, BAZ-1991, per Staff recommendations. The motion was seconded by Mark Jones. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

B. [17-2911](#) Public hearing, consideration, and possible action regarding BAZ-1992 (rezoning), The Estates at Ridgewood, 40 acres, A-1 to RS-3, one-half mile north of Houston Street, one-quarter mile east of Midway Road

Staff Planner, Amanda Yamaguchi presented the background for BAZ-1992 saying, BAZ-1992 is a request to change the zoning designation on a 40-acre tract of undeveloped land located one-half mile north of Houston Street and one-quarter mile east of Midway Road. The request is to change from A-1 (Agricultural) to RS-3 (Single-Family Residential). Applicant wants to develop approximately 88 single-family detached homes on this property.

Ms. Yamaguchi said the parcel is currently land-locked and has no access to a public street;

however, a temporary access road is being proposed through the parcel to the south, which is currently in Wagoner County. The applicant is in the process of annexing the 40-acres, directly south of this property, into the Broken Arrow city limits. Until that time, the roadway will be dedicated by separate instrument to this plat. Access from Houston Street will be through Kensington Ridge I Subdivision, which goes through Kensington Ridge Phase II Subdivision. These plats were heard on the Consent Agenda.

Amanda Yamaguchi said that this property is designated as Level II in the Comprehensive Plan and RS-3 is in conformance with the Comprehensive Plan in that level. The property contains no areas within the 100-year floodplain. She said, based on the Comprehensive Plan, the location of the property, and the surrounding land uses, Staff recommends that BAZ-1992 be approved, subject to the property being platted and a temporary access road being constructed which connects this property to Houston Street per the Subdivision Regulations and International Fire Code.

Lee Whelpley asked if the applicant was present and to step to the podium and state their name and address, for the record.

John Taber, 1517 East Phoenix Street, Broken Arrow, with Schemmer & Associates, said he represents Armory, LLC and they agree with the Staff report.

Lee Whelpley opened the public hearing and asked if anyone wished to speak on Item 6B, BAZ-1992. No one responded. Mr. Whelpley closed the public hearing.

After the vote, Lee Whelpley said Item 6B will go before City Council on January 2, 2018, at 6:30 p.m.

A MOTION was made by Mark Jones to approve Item 6B, BAZ-1992, per Staff recommendations. The motion was seconded by Ricky Jones. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

C. [17-2953](#) Public hearing, consideration, and possible action regarding PUD-28M (Planned Unit Development), DJ Connections, a request for a minor amendment to PUD-28I, 7.02 acres, CG/PUD-28I to CG/PUD-28M, one-quarter mile south of Houston Street, one-quarter mile west of Elm Place

Staff Planner, Amanda Yamaguchi presented the background for Item 6C. saying, Planned Unit Development (PUD)-28M, minor amendment to PUD-28I, involves 7.02 acres located approximately one-quarter mile south of Houston Street and one-quarter mile west of Elm Place. The property, is zoned CG/PUD-28I, has been platted as Lot 1, Block 1 of Margaret Hudson South Tulsa Program.

Ms. Yamaguchi said, PUD-28 was approved by the City Council on June 7, 1982. PUD-28 restricted the parking in Development Areas E and F to 1 space per 200 square feet of building.

Development Areas E and F were developed as the Margaret Hudson School. PUD-28I, which was approved by City Council on April 1, 2002, and further modified the parking requirements of PUD-28 allowing school use on the property. The site was developed with the parking requirements of one space per 400 square feet as stated in PUD-28I, for the school.

Amanda Yamaguchi said the applicant is the owner of DJ Connections, a small business that employees about 35 people. The applicant intends to remodel the interior of the building for the new use but no exterior modifications are requested. With PUD-28M, the applicant is proposing to reduce the parking requirement of PUD-28I from 1 space per 200 square feet to 1 space per 300 square feet, which is in accordance to with the current parking requirements of the zoning ordinance. This minor amendment to PUD-28I would allow the applicant to proceed with operating his business without being required to construct additional parking. According to the applicant, the building is approximately 16,120 square feet and the current parking lot has 65 parking spaces. The proposed parking ratio of 1 space to 300 square feet of building would require 54 parking spaces.

Ms. Yamaguchi said none of the property is located within the 100-year floodplain. The property is designated as Level 4 in the Comprehensive Plan. Commercial General (CG) uses are permitted in the Comprehensive Plan in Level 4. The applicant's request to modify the parking requirement is in accordance with the zoning ordinance. Based on the Comprehensive Plan, the location of the property, and the surrounding land uses, Staff recommends that PUD-28M be approved as presented.

Ricky Jones said he knows minor amendments run with the use of the land, and asked if the minor amendment is for this use only.

Larry Curtis said this minor amendment is for the commercial use, to be in conformance with existing Commercial District requirements.

Amanda Yamaguchi said they left the wording to say, if it ever reverts back to school use than the 1 to 400 parking requirements will be in effect.

Lee Whelpley asked the applicant to step to the podium and state their name and address.

Jason Bailey, 6487 East 578 Road, Locust Grove, OK said they agree with Staff recommendations and are excited to bring their business to Broken Arrow.

Ricky Jones said he was curious as to what the company sales or manufactures.

Mr. Bailey said he owns DJ Connection which is the United States largest DJ Company, based out of Tulsa. He said they have 12 different locations and provide DJing for weddings, parties and such. He said this location will be utilized as their headquarters for a call center type of use.

Larry Curtis confirmed that the headquarters would be moved from Tulsa to Broken Arrow. Mr. Bailey said yes, the headquarters of 35 employees will be moving to Broken Arrow from Tulsa.

The Commissioners expressed enthusiasm and welcoming to Mr. Bailey in his endeavors to bring his company headquarters to Broken Arrow.

Lee Whelpley opened the public hearing and asked if anyone wished to speak on Item 6C, PUD-28M. No one responded. He closed the public hearing.

A MOTION was made by Ricky Jones to approve Item 6C, PUD-28M, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyne Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

D. [17-2931](#) Public hearing, consideration, and possible action regarding SP-286 (Specific Use Permit), Broken Arrow Wellness, 2.25 acres, IL, one-third mile south of Albany Street, one-eighth mile west of Aspen Avenue

Senior Planner, Brent Murphy presented the background for Item 6D saying, SP-286 is a request for a Specific Use Permit for a fitness center to be in an existing 42,000 square foot office warehouse building located one-third mile south of Albany Street, one-eighth mile west of Aspen Avenue. The property is zoned IL (Industrial Light). Fitness Centers are allowed in the IL district, with a specific use permit. Applicant is in the process of remodeling approximately 2,190 square feet in an existing industrial building for a fitness facility. As a result, they have submitted a request for a Specific Use Permit.

Mr. Murphy said the property is designated as Level 6 in the Comprehensive Plan. The existing CH zoning on the property is in conformance with the Comprehensive Plan in Level 6. He said Staff has not received any phone calls of opposition to this request. Based on the Comprehensive Plan, the location of the property, and the surrounding land uses, Staff recommends that SP 286 be approved as requested. Since the property is already platted, Staff recommends that platting be waived.

Lee Whelpley asked the applicant to step to the podium and state their name and address.

Jennifer Summers, 2005 W. Woodburn Street, Broken Arrow said she agrees with Staff recommendations.

Ricky Jones asked if there will be any activities done outside, like flipping tires.

Jennifer Summers said all activities will be inside.

Lee Whelpley opened the public hearing and asked if anyone wished to speak on Item 6D, SP-286. No one responded. Mr. Whelpley closed the public hearing.

After the vote, Lee Whelpley said Item 6D will go before City Council on January 2, 2018, at 6:30 p.m.

A MOTION was made by Fred Dorrell to approve Item 6D, SP-286, per Staff recommendations. The motion was seconded by Carolyn Isbell-Carr. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

E. [17-2941](#) Public hearing, consideration, and possible action regarding SP-287 (Specific Use Permit), Anthem Church Signage, 24.106 acres, RS-1/SP50, one-half mile south of Kenosha, east of Garnett Road

Jane Wyrick, Planner II, provided the background for Item 6E saying, Anthem Church is requesting approval of a Specific Use Permit for a proposed 20-foot-high monument sign. She said the site consists of 24.481 acres and is zoned R-1/SP-50 (Single-Family Residential with a Specific Use Permit), and is located one-half mile south of Kenosha, on the east side of Garnett.

Ms. Wyrick said SP-50 was approved on February 3, 1986, for a Specific Use Permit for First Liberty Baptist Church, subject to platting and final site plan review. Broken Arrow City Council approved the Liberty Church Plat in 1987 and was later amended for the church to expand.

Jane Wyrick said in accordance with the zoning ordinance, permanent freestanding signs, which function as on-premises advertising and are located on a lot used for institutional uses, including places of assembly, may be constructed in residential districts if they do not exceed 32-square-feet of display area and do not exceed 8-feet in height. Per Section 5.7.E.2 of the zoning ordinance, increases in display surface area and height may be requested through a PUD or Specific Use Permit.

Liberty Church recently merged with The Gathering Church and has changed its name to Anthem Church. SP- 287 is a request to replace the existing Liberty Church sign with a new 20-foot-high freestanding sign. The seven-foot, six-inch-wide sign is proposed to be clad with imitation wood planks, and a seven-foot, six-inch diameter brushed aluminum logo with the church name that amounts to 23.55 square feet of sign area, is proposed to be halo lit, and the applicant may include up lighting on the sign. Anthem Church is anticipating a remodel of the existing building and may elect to add a wall-mounted sign as part of the remodel which would be allowed by zoning code.

Jane Wyrick said, based on the Comprehensive Plan, the location of the property, and the surrounding land uses, Staff recommends that SP-287 be approved.

Lee Whelpley asked the applicant to step to the podium and state their name and address.

Ricky Jones said the sign does not appear to have led on it.

Jane Wyrick responded saying, the sign is halo lit with a backlighting behind the letters and may have some up lighting for the monument itself.

Lee Whelpley asked the applicant to step to the podium and state their name and address.

David Greggs, 121 S. Florence Place, Tulsa, said they agree with the Staff report.

Lee Whelpley opened the public hearing and asked if anyone wished to speak on Item 6E, SP-287. No one responded. Mr. Whelpley closed the public hearing.

After the vote, Lee Whelpley said Item 6E will go before City Council on January 2, 2018, at 6:30 p.m.

A MOTION was made by Mark Jones to approve Item 6E, SP-287, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyne Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

F. [17-2942](#) Public hearing, consideration, and possible action regarding SP-288 (Specific Use Permit), New Life Baptist Church, 4.195 acres, R-2, South of Norman Street, one-quarter mile west of Elm Avenue

Jane Wyrick, Planner II, provided the background for Item 6F saying, New Life Baptist Church is requesting a Specific Use Permit for a place of assembly in a residential district and for a proposed LED sign for their facility. The unplatted property, which contains 4.195 acres, is located south of Norman Street, one-quarter mile west of Elm Avenue.

According to the Broken Arrow Zoning Ordinance places of assembly are permitted in any residential zoning districts with a Specific Use Permit. Illuminated signs are permitted in residential districts, as part of institutional uses, such as places of assembly, with a Specific Use Permit. Therefore, SP-288 is a request for approval of a Specific Use Permit for a place of assembly and for an LED sign for New Life Baptist Church.

Ms. Wyrick said according to funding limitations, the applicant is proposing two options for signage. The first option is to replace the existing wall-mounted sign with a four-foot by eight-foot sign that includes fixed text identifying the name of the church at the top of the sign and an LED panel in the lower portion of the sign. The second option is to install a freestanding, four-foot by eight-foot sign on a three-foot-high brick base in the parking lot at the front of the property as shown on the site plan. The proposed sign location is within a parking space that will be striped as a no parking area. Bollards are proposed around the base of the sign to serve as a barrier between the sign and automobiles. The sign is proposed to be turned off at 10:00 p.m.

The property has not been platted and the applicant has requested that the City waive platting requirements. The applicant is proposing to dedicate a 17.5-foot utility easement along the Norman Street right-of-way.

Jane Wyrick said, based on the Comprehensive Plan, the location of the property, and the surrounding land uses, Staff recommends that SP-288 be approved, that platting be waived, and subject to the conditions provided in the Staff report.

Lee Whelpley asked for clarification if the applicant will be choosing between two signs.

Ms. Wyrick said, yes, the applicant will pick one or the other.

Lee Whelpley asked if one sign were to be approved, if the applicant would have to return to the Commission for the other sign.

Jane Wyrick said yes, and one of the requirements is that they must apply for a building permit for one of the two signs - they are not asking for two signs to be built.

Ricky Jones asked if they know what parking space will be utilized for the monument sign, should they choose that option.

Ms. Wyrick referred to the drawing, provided in the Staff report, indicating the parking space located along West Norman Street, along the proposed 17.5-foot easement.

Lee Whelpley asked the applicant to step to the podium and state their name and address.

Tim Martindale, 1509 S. Laurel Avenue, Broken Arrow, said they are trying to update an old sign in need of updating, and they agree with the Staff report.

Lee Whelpley opened the public hearing and asked if anyone wished to speak on Item 6F, SP-288. No one responded. Mr. Whelpley closed the public hearing.

Ricky Jones said the sign appears to be far enough away from Norman Street and far enough, to the west from the residential, that it should not be a negative impact to the surrounding neighborhood. He said he had concerns, initially, about the impact on the neighborhood but it appears that the sign is 100 to 150 feet away from the residential area.

Lee Whelpley asked if the big sign would be placed on Norman Street, if they choose that sign.

Larry Curtis said sometimes, Staff receives requests for signs within a utility easement. In this case the applicant is requesting it be outside of the utility easement.

After the vote, Lee Whelpley said Item 6E will go before City Council on January 2, 2018, at 6:30 p.m.

A MOTION was made by Ricky Jones to approve Item 6F, SP-288, per Staff recommendations. The motion was seconded by Fred Dorrell. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

7. Appeals

None.

8. General Commission Business

A. [17-2954](#) Consideration and possible approval of the 2018 Planning Commission meeting and calendar schedule

Plan Development Manager, Larry Curtis said every year the Commission vote on the next year's meetings and with the new year approaching it was time to do so again. He said a packet, with 2018 meeting dates, were provided to the Commissioner's to review. He said the Planning calendar has been updated with the 2018 meeting dates in addition to two new pages to help streamline the meeting cutoff dates.

Fred Dorrell commended Staff for the setup and look of the 2018 Planning Calendar.

A MOTION was made by Fred Dorrell to approve the 2018 Planning Calendar, as presented. The motion was seconded by Carolyn Isbell-Carr. The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley

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

Ricky Jones commended Staff on a quick meeting. He referenced other community Planning Commission meetings and said Broken Arrow meetings are much more organized and better managed and expressed appreciation.

Larry Curtis introduced Jason Dickeson, the City's new project engineer for Development Services. He said Jason will be a part of the Plan Development team of Development Services and Staff are looking forward to the help it will bring the department. He said the current project engineer, John McElhenney will now have help with reviews in which John is excited about. Larry said Jason worked at Guy Engineering for several years and has Bachelor Degree in Architectural Engineering, as well as being a P.E. (Professional Engineer). Prior to working for Guy Engineering, Jason worked for Tulsa Engineering and Planning (TEP) so he has both, private and public, knowledge.

10. Adjournment

A MOTION was made by Carolyn Isbell-Carr, at 5:35 p.m., to adjourn. The motion was seconded by Carolyn Isbell-Carr. The motion was seconded by Mark Jones.

The motion carried the following vote:

Aye: 5 - Mark Jones, Carolyn Isbell-Carr, Fred Dorrell, Ricky Jones, and Lee Whelpley