

January 14, 2019

Michael Skates  
Director of Development Services  
City of Broken Arrow  
230 S. First Street  
Broken Arrow, Oklahoma 74013



BROKEN ARROW, OK

Dear Michael,

Following the meeting between you and Brent Murphy for the City, and Tom Lawson and Randall Marrs for New Heart, this letter will memorialize the steps New Heart Church agrees to undertake concerning the required sidewalk along 23rd Street.

Specifically, New Heart Church will construct a five-foot wide sidewalk along New Heart's west property line fronting 23rd Street in accordance with the City of Broken Arrow standards.

The construction will be divided into three sections as follows:

**North Section** - From New Heart's north property line with Mark Snead to New Heart's existing north entry.

**Middle Section** - Between New Heart's north and south entries.

**South Section** - From New Heart's south entry to its south property line with David Allen.

In order to give Mark Snead and David Allen time to finalize their entrances, New Heart agrees to complete its sidewalk construction under the following schedule:

**Middle Section** - Completed before December 31, 2019

**North Section** - Completed before December 31, 2020

**South Section** - Completed before December 31, 2021

Prior to construction, New Heart will submit drawings showing the location of the sidewalk included the required handicap ramps.

Tom, Randall and I want to thank you and Brent for giving New Heart the flexibility to complete this work in three sections. We look forward to working with you as we implement this sidewalk project.

Regards,

A handwritten signature in black ink, appearing to read "Ben Calmer". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Ben Calmer  
Senior Pastor  
New Heart Church