



# City of Broken Arrow

## Request for Action

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**File #: 18-132, Version: 1**

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**Broken Arrow Downtown Advisory Board  
Meeting of: 01-09-18**

**To: Chairperson and Board Members**  
**From: Office of the City Manager**  
**Title:**

**Consideration, discussion, and possible action on the Downtown Advisory Board, including possible recommendation to City Council, to dissolve the Downtown Advisory Board**

**Background:**

The Downtown Advisory Board (DAB) was established by City Council on October 3, 2005, as part of approval of the Downtown Master Plan for the revitalization of downtown. Section 2-234 of the Broken Arrow Code provides that the Downtown Activity Board shall:

- (a) Develop and recommend to the City Council actions that serve to implement the Broken Arrow Downtown Master Plan, including, but not limited to, new ordinances, capital improvements, grant and loan funding applications, selection of consultants, property acquisition, design guidelines and development agreement.
- (b) Make recommendations to the City Council for policies and procedures regarding downtown
- (c) Identify and recommend to City Council businesses for the receipt of incentives under the Downtown Tax Increment Financing District
- (d) Advise the city council and planning commission regarding the impact of ordinances, applications for development and redevelopment, construction and demolition on the downtown planning area
- (e) Make written reports to the City Council of its activities from time to time as the board deems advisable or upon City Council request, but no less than annually
- (f) Perform such other duties as may be established by ordinances or assigned by the city council

There are six primary goals identified by the Downtown Master Plan to help Broken Arrow implement its vision for downtown. The goals reflect the desires of the community at a broad policy level are intended to function hand in hand, with each building upon the principles of the previous. Each goal is accompanied by a set of guiding principles that provide specific direction for the Downtown Framework Plan. The six primary goals are:

- Goal #1 - Downtown as the Civic/Cultural Heart of the Community
- Goal #2 - Healthy Downtown neighborhoods
- Goal #3 - A Unique and Identifiable Image for Downtown
- Goal #4 - An Enhanced Downtown Transportation Network
- Goal #5 - A Strong Retail/Mixed-Use Core

- **Goal #6 - Diverse Funding Strategies**

During the October 10, 2017 Downtown Advisory Board, City Manager Michael Spurgeon presented an overview of the DAB's accomplishments and requested input from Board Members on the future role of the Downtown Advisory Board. Several Board Members expressed their desire to continue to serve on the Board and to explore options to either expand or refine the mission of the Board. Board Members recommended putting together a sub-committee to explore options and report back to the DAB. The sub-committee was tasked with the responsibility to meet and make recommendations concerning the future role for the Downtown Advisory Board.

On December 12, 2017, sub-committee members met with the City Staff, Larry Curtis, Farhad Daroga and Norman Stephens. After much discussion, sub-committee members unanimously agreed the Downtown Advisory Board had fulfilled the mission established by City Council on October 3, 2005. Sub-committee members discussed expanding their role to a different part of the City, such as the New Orleans and Elm corridor; however, each agreed this would probably not be the best of use for the DAB. Sub-committee members also discussed meeting on a semi-annual basis to review the process for the Downtown Residential Overlay District; however, due to the current process, there already are checks and balances to help ensure successful implementations. Sub-committee members did believe, in the event the City ever establishes another Tax Incentive District, at least one former DAB member be allowed to work with staff on the implementation of the new Recommending Board. At the conclusion of the meeting, the consensus was to recommend that the Downtown Advisory Board recommend City Council dissolve the DAB.

**Cost:** None

**Prepared By:** Norman Stephens, Assistant to the City Manager / Economic Development Coordinator

**Reviewed By:** Legal Department

**Approved By:** Michael L. Spurgeon, City Manager

**Attachments:** None

**Recommendation:**

Recommend that the City Council dissolve the Downtown Advisory Board