

**BROKEN ARROW DOWNTOWN ADVISORY BOARD
MINUTES
COUNCIL CHAMBERS
220 SOUTH FIRST STREET
BROKEN ARROW, OKLAHOMA 74012
March 10, 2015
4:15 PM**

1. Call to Order

Section Minutes: Vice Chairman, Ernest Redwine, called the meeting to order at approximately 4:15 p.m.

2. Roll Call

Present:	Patsy Terry, Lee Whelpley, Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, and Ernest Redwine
Absent:	Greg Graham, and Jill Norman

3. Consideration of Consent Agenda

Section Minutes: Vice Chairman Redwine asked if there were any items to be removed from the Consent Agenda. There being none, he asked for a motion.

Motion:	Move to approve the Consent Agenda as presented
Motion by:	Michelle Bergwall
Second by:	Kelley Rash
Ayes:	Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, and Ernest Redwine
Nays:	None
Abstain:	Patsy Terry, Lee Whelpley

Approval of the meeting minutes of February 10, 2015

Section Minutes: Michelle Bergwall made a motion to approve the minutes of the February 10, 2015 meeting. Kelley Rash seconded the motion.

4. Consideration of Items Removed from the Consent Agenda

Section Minutes: There were no items removed from the Consent Agenda. No action was required or taken.

5. Citizen's Opportunity to Speak (No action can be taken on items not on tonight's agenda)

Section Minutes: None.

6. General Board Business

- A. Consideration, discussion, and possible approval regarding a new single family residence, Charles Sanders Inc., south of El Paso Street and east of Cedar Avenue at 311 West El Paso Street.

Item Minutes: Mr. Farhad Daroga introduced the case stating this was a request for a single family residence to be located at 311 W El Paso Street. The zoning is R3 which allows single family residences to be built. This will be a one story residence and there will be more brick siding than originally submitted. Staff recommendation is to approve this request.

Motion:	Motion to approve a new single family residence at 311 W El Paso Street
Motion by:	Michelle Bergwall
Second by:	Amy Leet
Ayes:	Patsy Terry, Lee Whelpley, Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, and Ernest Redwine
Nays:	None
Abstain:	None

- B. Consideration, discussion, and possible recommendation for approval of BAZ-1933, Imajenus Incorporated, 0.77 acres, R-3 to DM, on the southwest corner of Elgin Street and Main Street.

Item Minutes: Mr. Farhad Daroga presented the rezoning case, BAZ-1933, noting the property was located on the southwest side of Main Street at Elgin. The residence that was built many years ago has been used as an electrical design business. The Comprehensive Plan shows this as a Level 5. The applicant wishes to change the zoning from R3 to DM, downtown mixed core use. On the west side, parallel to Main Street, is an alley that is partially open. The applicant also wishes to rezone the vacant lot directly west of this alley. Staff recommends approval because the Comprehensive Plan and the Downtown Master plan both support this zoning. If approved by the DAB, this case will be heard by the Planning Commission at their next meeting to be held on March 26, 2015.

Mr. Daroga said the applicant does not intend to change the use at this time. Staff has given the applicant the criteria if upgrades to the mechanical and electrical systems are completed and noted he will be required to bring the structure up to current code requirements.

Ernest Redwine asked if the alleyway will be vacated. Mr. Daroga said the north and south ends of the alley were currently being utilized but come to a stop at this property. He said use of this alley will be beneficial in the future and therefore they are not recommending vacation.

Mr. Daroga said the applicant stated his intention to remove the existing storage building. If the applicant wished to place a storage unit on the property after DM zoning in place, he will be required to meet the current design requirements.

Mr. Michael Skates advised approximately three years ago a permit was inadvertently issued for the storage building. At the time this permit was issued staff wasn't fully aware it would be a pod versus a storage building. When the property owner requested another

storage permit for commercial use, he was advised he could not obtain the permit because it did not meet the zoning ordinance requirements for the current residential zoning. Staff met with the applicant to assist him in the process of rezoning the property to DM for a commercial use. After approval, he will then be allowed to utilize the property as a commercial business but he must meet the requirements of the zoning ordinance and the downtown master plan within the Rose District. DM zoning will allow him to utilize the structure in a commercial sense and he understands he will be required to bring the property and the structure into compliance for the electrical and the mechanical systems upgrade.

When Michelle Bergwall requested clarification, and she was told if the property is rezoned to commercial, the existing pod would be in compliance but a second unit would not meet the setback requirements. The property owner does wish to reconfigure the entire property and intends to remove the existing pod and bring the entire property into compliance.

Motion:	Move to recommend approval of BAZ-1933 to the Planning Commission
Motion by:	Michelle Bergwall
Second by:	Amy Leet
Ayes:	Patsy Terry, Lee Whelpley, Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, and Ernest Redwine
Nays:	None
Abstain:	None

- C. Consideration, discussion, and possible recommendation regarding BACP-143 (a change to the Comprehensive Plan), Callaway Office Building, 0.40 acres, R-3 to ON, northeast corner of First Street and Detroit Street

Item Minutes: Mr. Daroga advised the property is currently vacant. There are five lots and the applicant wishes to construct a one story office building. Currently the property is Level 2 in the Comprehensive Plan. When the Comprehensive Plan and the Downtown Master Plan were drafted, there was a need to protect existing housing. In the 1990's, there were houses on these lots. Subsequently, these houses were removed and parking areas for the church were established. It is now recognized this area will not be developed residentially. A change from Level 2 to a Level 5 will match the existing Level 5 for the downtown district. Once this plan change is approved, the applicants intends to return with a rezoning application within the next few months. Staff is recommending a PUD and ON zoning. The PUD would protect nearby residential areas and prohibit high commercial uses.

Motion:	Move to recommend approval of BACP143 to the Planning Commission
Motion by:	Lee Whelpley made a motion to approve
Second by:	Patsy Terry
Ayes:	Patsy Terry, Lee Whelpley, Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, and Ernest Redwine
Nays:	None
Abstain:	None

- D. Presentation, discussion and possible approval of Military History Museum Murals and installation on museum wall

Item Minutes: Mr. Redwine indicated staff requested this item be tabled until the next meeting.

- E. Presentation by the Broken Arrow Economic Development Corporation concerning the Rose District Familiarization Tour, Creating Experiential Retail, Business Recruitment and Operating Hours Survey

Item Minutes: Mr. Warren Unsicker presented the topic stating they were currently developing a familiarization tour for event planners to show them various venues, including the Historical Museum, Farmers Market, Performing Arts Center, restaurants and more.

They are also hosting an event specifically for the merchants on experiential retail. Since it is very easy to just purchase online, this event will help teach merchants how to create an experience for their customers that will bring them back again. They are developing a survey for merchants regarding operating hours for their businesses. An additional survey on operating hours is being developed for customers to complete.

Mr. Unsicker is continuing to market the Rose District. Recently he spoke at the Greater Tulsa Young Professionals Association. Broken Arrow is a finalist for the Best of Tulsa Awards, under the category of Best Urban Oasis. Results will be released on March 18th. Mr. Unsicker has been hosting realtors in the downtown district to familiarize them with both commercial and retail opportunities.

This item was information only. No action was required or taken.

Remarks and Inquiries by Board Members

Section Minutes: None

8. Adjournment

Section Minutes: The meeting adjourned at approximately 4:46 p.m.

Motion:	Move to adjourn
Motion by:	Mike Barron
Second by:	Patsy Terry
Ayes:	Patsy Terry, Lee Whelpley, Mike Barron, Michelle Bergwall, Kelley Rash, Amy Leet, and Ernest Redwine
Nays:	None

Attest: _____
Vice Chairman

City Clerk