

# CITIZEN PARTICIPATION

The City of Bartlesville Zoning Regulations requires the applicant provide for citizen participation and input prior to the Planning Commission public hearing as identified in the following section. In reference to Number 3 below regarding “the method of notification and details of techniques the applicant may use to involve the public,” **a copy of the Site Plan *must* be included as part of the required information distributed to property owners and neighbors.**

## **Section 12.1.4 B. Citizen Participation Activities Required.**

In order to encourage public participation in the development review process, the applicant of every application for zoning map amendment or other such application which requires a public hearing (such as a Planned Unit Development application) shall provide for citizen participation activities prior to the first public hearing.

1. The purpose of such citizen participation activities is to:
  - a. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
  - b. Ensure that the citizens and property owners of Bartlesville have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
  - c. Facilitate direct and ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application review process.
2. The requirement for citizen participation is not intended to produce complete consensus on all applications, but to facilitate direct communication between affected parties, to encourage applicants to be good neighbors and to allow for informed decision making.
3. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. Therefore, the target area for early notification and method of notification required for citizen participation activities will be determined by the Community Development Director after consultation with the applicant. The target area for early notification may include any or all of the following:
  - a. Property owners within 300 feet of the subject site as required by law;
  - b. Property owners within an extended area of the subject site but not to exceed 1000 feet of the subject site;
  - c. The head of any homeowners association or registered neighborhood within one-half mile of the subject site; and
  - d. Other interested parties who have requested that they be placed on the interested parties’ notification list maintained by the Community Development Department or as determined by the Community Development Director.

Further, required notification shall include information concerning the substance of the change, amendment or development proposed by the applicant and how affected or interested parties will be provided an opportunity to review and discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing. As determined by the Community Development Director, the method of notification and details of techniques the applicant may use to involve the public may include any or all of the following:

- a. Mailing of letter from applicant to those within the target area providing required information concerning the application;
  - b. Door-to-door distribution of required information concerning the application to those within the target area;
  - c. Hosting of a neighborhood meeting with those within the target area providing required information concerning the application.
4. These requirements shall apply in addition to any notice provisions required by any applicable regulations.
  5. The applicant shall complete citizen participation requirements as determined by the Community Development Director and provide documentation of compliance with such requirements at least one week prior to public review of their application. Such documentation shall consist, minimally, of a written summary prepared by the applicant describing the results of their citizen participation activities, including a summary of concerns, issues and problems expressed during the process. This summary will be attached to the staff report when presented for public review of the application.
  6. Failure to comply with these citizen participation activity requirements may cause the automatic delay of an application for public review.

**Questions concerning the implementation of these Citizen Participation Requirements should be addressed to the Director of Community Development at 918-338-4237.**