

EXHIBIT D

PUBLIC HEARINGS

WHAT IS A PUBLIC HEARING?

State Law requires a Public Hearing, also known as the Oklahoma Open Meeting Act, for all meetings of public bodies to be held at specified times and places which are convenient to the public and shall be open to the public.

A public hearing is required when citizens or businesses apply for a special zoning permit to place a mobile home on a lot, build a carport, request a zoning change or a planned unit development. Applicants are required to attend the meeting, present their application and be prepared to answer questions. The public is always invited to attend as well.

Although public hearings are a required part of the process, the Community Development staff do their best to keep the process simple and customer friendly! We know public speaking is not for everyone, and many suffer anxiety at the thought of standing before a council, committee or board, and others in an audience, to answer questions or present information. Do not worry – everyone there are fellow citizens and neighbors!

Whom should you expect to see in a Public Hearing?

In most cases, the public entities involved in public hearings are the City Council, the Bartlesville City Planning Commission (BCPC), and the Board of Adjustment (BOA). These people are dedicated to preserving the integrity of your town, and are fair-minded and unbiased. It is a vital part of their responsibility to interpret and apply City regulations, ordinances and resolutions to each individual application.

Depending on the type of application, one of the following entities will hear it.

- The Bartlesville City Planning Commission (BCPC) considers requests for: Rezoning; Planned Unit Developments; Site Development Plans; Lot Splits; Sketch Plans; Preliminary Plats; and Text Amendments to City Regulations. The BCPC was established to oversee the development of land within the City of Bartlesville and preserve the integrity of the Comprehensive Plan and Zoning Regulations. The seven (7) members are appointed by the Mayor and City Council.
- The City Council hears recommendations from the Bartlesville City Planning Commission on the above listed applications, as well as a variety of other city matters. They make well researched and educated decisions, and by vote, make a final determination. The five (5) City Council members are voted upon by citizens.
- The City Board of Adjustment hears applications for special zoning permits, variances, nonconforming uses and appeals. This usually entails carports, mobile home placement, wireless communication towers, etc. They are also appointed by the Mayor and City Council and are comprised of five (5) members.



Seated in the audience will be any interested neighbors that have been contacted concerning the application. City regulations require that neighbors who live within a 300-foot radius of the property listed on the application must be notified of the proposed construction. Interested citizens and neighbors are always welcome and are given the opportunity to speak at a certain point in the hearing. The Council, Committee or Board will listen to all public input before making their final decision

Community Development Staff will also be present. They have researched and prepared the information that will assist in the decision making process. A copy of the staff report is provided to the council, committee or board, as well as to the applicant, one week prior to the meeting. Copies of the staff report are available to the public, upon request, from the Community Development Department.

How are the hearings conducted? What is the procedure? What do I do?

The hearings are conducted under Parliamentary Procedure. Parliamentary Procedure is simply a time proven method that keeps a meeting in order, allows everyone a chance to speak and ensures that motions and votes are made a part of the public record. An agenda is followed, with the chairperson or Mayor opening and conducting the meeting. A week prior to the hearing, an applicant will receive a copy of the agenda with their copy of the staff report. Notice of the meeting is posted in the local newspaper, and the agenda is posted at the City Center one week before the meeting for public information.

Upon entering the City Council Room, the council, committee or board will be seated at the front of the room. They have microphones for enhanced listening for the audience. The meeting will be taped and/or taken by transcription by a clerk or administrative assistant. Minutes are available to the public upon request.

A podium and microphone is placed directly in front of the council, committee or board. Each application will be heard in the order it appears on the agenda. The council, committee or board will listen to the staff report, then will ask the applicant to come forward and add any information to what has already been reported. At this time, the applicant should step up to the podium and state his/her name and address for the record. The applicant can then provide any additional information or simply wait for the council, committee or board to make inquiries. Once they have completed their questions, the applicant can then be seated. The Chairperson will open the hearing to the public, and at that time, anyone wishing to speak may do so. Citizens should also step up to the podium and clearly state their name and address for the record. All parties are given an opportunity to speak either in favor of or in opposition to the particular application.

Once the council, committee or board feels they have all the information necessary to make a decision, a motion is made to approve the application. It will be seconded and a roll call vote is taken. Once the vote has been taken and the application either approved or denied, the applicant and neighbors are welcome to take leave of the hearing. A formal letter will be forwarded to applicants the following day for their records with further instructions if necessary.

Public hearings are a good venue for citizens to participate in the decisions and development of their town. We invite you to attend and take an active part in your community!

FOR MORE INFORMATION:

Inquiries about public hearings, or any city business, are welcomed. Please feel free to call us at 918-338-4238 between 8:00 a.m. and 5:00 p.m., Monday through Friday. We will be happy to answer your questions and provide assistance. Information can also be found on the City of Bartlesville website at www.cityofbartlesville.org. Zoning regulations, permit requirements, code enforcement, and much more can be found on this informative and easy to use website.