



**REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL**

**Monday, February 2, 2026
5:30 p.m.**

City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

**James S. Curd, Jr., Mayor
918-338-4282**

AGENDA

- 1. Call to order the business meeting of the Bartlesville City Council by Mayor Curd.**
- 2. Roll Call and Establishment of a Quorum.**
- 3. Invocation by Errol Hada, Executive Director, Lighthouse Outreach Center.**
- 4. Public Comments on Agenda Items.**
- 5. City Council Announcements and Proclamations.**
- 6. Authorities, Boards, Commissions and Committees**
 - One opening on the Bartlesville Area History Museum Board
 - Two openings on the White Rose Cemetery Board
- 7. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of January 5, 2026.
 - b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.**
 - i. Appointment of Ms. Sara King to the Keep Bartlesville Beautiful Committee to fulfill a vacated term at the recommendation of Councilman Kirkpatrick.
 - ii. Appointment of Ms. Deshane Williams to a three-year term on the Bartlesville Convention and Visitors Bureau Board of Directors at the recommendation of Vice Mayor Dorsey.
 - iii. Reappointment of Ms. Laura Higbee to an additional three-year term on the City Board of Adjustment at the recommendation of Mayor Curd.
 - c. Approval of Resolutions**
 - i. Directing the filing and notification of the publication of the October 2025 printed supplement No. 33 to the Bartlesville City Code.
 - d. Approval and Ratification of Agreements, Change Orders, Contracts, Donations, Easement Requests, Engagement Letters, Grant Applications, Leases, Memorandum of Understanding (MOU), and Proposals.**
 - i. Airport Hangar Lease Agreement with Gorman Aviation, LLC to lease space Hangar No. 8 at the rate of \$300 per month.
 - ii. Airport Hangar Lease Agreement with Lyndall Berwaldt to lease T-Hangar 4-B at the rate of \$100 per month.
 - iii. Airport Hangar Lease Agreement with Arthur Wilson to lease space in Hangar No. 8 at the rate of \$300 per month.

- iv. Engagement Letter for FY 2024-2025 with Crawford and Associates P.C. for audit consulting services, not to exceed \$35,000.
 - v. Professional Services Agreement with NewGen Strategies and Solutions to conduct a comprehensive rate study for water, wastewater, and solid waste, not to exceed \$110,000.
 - vi. Underground Right-of-Way easement request from Public Service Company of Oklahoma (PSO) to deed an easement on City-owned properties for an underground secondary feed and transformer to support the Kiddie Park.
- e. **Receipt of Bartlesville NEXT Progress Report**
 - i. Bartlesville NEXT Progress Report January 2026
 - f. **Receipt of ALPR (Flock Cameras) Report**
 - i. ALPR Report for January 2026
 - g. **Receipt of Financials**
 - i. Interim financials for six months ending December 31, 2025.
 - h. **Receipt of Bids**
 - i. Bid No. 2025-2026-011 for Central Fire Station Roof Repair
- 8. **Discuss and take possible action to award Bid No. 2025-2026-11 for Central Fire Station Roof Repair. Presented by Councilman Kirkpatrick.**
 - 9. **Presentation and discussion only regarding a diagnostic report on City Land Development Regulations, as part of the City Land Development Code update project. Presented by Larry Curtis, Community Development Director, introducing consultant, Freese and Nichols, Inc.**
 - 10. **New Business.**
 - 11. **City Manager and Staff Reports.**
 - 12. **City Council Comments and Inquiries.**
 - 13. **Adjournment.**

The Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 5:30 p.m. on Tuesday, January 27, 2026.

Jason Muninger

Jason Muninger, City Clerk/CFO

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

City of Bartlesville Website: <https://www.cityofbartlesville.org/city-government/city-council/meeting-agendas/>

Live Streaming: <https://www.cityofbartlesville.org/city-government/city-council/public-meeting-calendar/>

Cable Viewing on Sparklight: Channel 56

Open Meetings Act Compliance (25 O.S. Sec. 301 et seq.): all discussion items are subject to possible action by the City Council. Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the City Council may refer the matter to the City Manager, Staff or City Attorney, or back to a committee or other recommending body. Under certain circumstance, items are deferred to a specific later date or stricken from the agenda entirely. Agenda items requiring a public hearing as required by law will be so noted. The City Council may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.



**MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL**

**Monday, January 5, 2026
5:30 p.m.**

**James S. Curd, Jr., Mayor
918-338-4282**

City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

MINUTES

(The Notice of Meeting was posted December 12, 2025 and
the Agenda was posted December 30, 2025 at 5:30 p.m.)

City Council in attendance was Mayor James S. Curd, Jr., Vice Mayor Trevor Dorsey, and Councilmembers Tim Sherrick, Larry East and Aaron Kirkpatrick.

City staff in attendance was Mike Bailey, City Manager; Laura Sanders, Assistant City Manager, Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Micah Siemers, Director of Engineering; Kelli Williams, Chief Communications Officer; Acting Police Chief Troy Newell; Deputy Police Chief Andrew Ward; Police Captain Daniel Elkins; Fire Chief H.C. Call; Deputy Fire Chief Barry Campbell; Robin Betts, Director of Human Resources; Larry Curtis, Director of Community Development; three firemen; Police Officer McWilliams, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Curd at 5:32 p.m.**
- 2. Roll Call was conducted a quorum established.**
- 3. Invocation by Dr. Terry Koehn, Senior Pastor, First Church-A United Methodist Community.**
- 4. Public Comments on Agenda Items.**
There were no public comments.
- 5. City Council Announcements and Proclamations.**
 - Philanthropic Educational Organization (P.E.O.) Day – January 21, 2026 presented by Councilmember Sherrick.
- 6. Authorities, Boards, Commissions and Committees**
 - Two openings on the Bartlesville Area History Museum Trust Authority
 - One opening on the Bartlesville Convention and Visitors Bureau Board of Directors
 - One opening on Keep Bartlesville Beautiful Committee
 - Two openings on the White Rose Cemetery Board

Mayor Curd read the openings and encouraged citizens to volunteer.
- 7. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of December 1, 2025.
 - ii. The Special Meeting minutes of December 8, 2025.

- b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.**
 - i. Appointment of Ms. Leslie Calhoun to a three-year term on the White Rose Cemetery Board at the recommendation of Mayor Curd.

- c. Approval of Resolutions**
 - i. Amending the Budget for FY 2025-2026 accepting and appropriating unanticipated revenue in the Restricted Revenues Fund of the Library Department for the use of funds from the Friends of the Library to purchase digital e-book content for the Hoopla Platform.
 - ii. Accept a grant from the Oklahoma Department of Libraries and approve a Resolution amending the Budget for the City of Bartlesville, Oklahoma for Fiscal Year 2025-2026 appropriating unanticipated revenue in the Special Library Fund of the Library Department for the use of said funds.

- d. Approval and Ratification of Agreements, Change Orders, Contracts, Donations, Engagement Letters, Grant Applications, Leases, Memorandum of Understanding (MOU), and Proposals.**
 - i. Lease Agreement with E-Z-Go/Textron with trade in for replacing E-Z-Go Range Unit with the new 2026 Hauler Pro X Elite (lithium) model with a monthly fee of \$299.74 per month.
 - ii. Change Order No. 2 from Keohn Constructions Services for the Construct Box Hangar- Bartlesville Municipal Airport Project, adding \$59,977.64 to the total contract price funded by the Bartlesville Development Authority.
 - iii. Agreement with Local Government Testing Consortium to provide Federal Dept. of Transportation and Non-Department of Transportation drug and alcohol testing for municipalities.
 - iv. Kellogg and Sovereign Professional E-Rate Management Services Fee Schedules for E-Rate services, covering E-Rate and Oklahoma Universal Service Fund (OUSF) for the Bartlesville Public Library, consultant costs for these services will total \$2,753.80.

- e. Receipt of Bartlesville NEXT Progress Report**
 - i. Bartlesville NEXT Progress Report December 2025

- f. Receipt of ALPR (Flock Cameras) Report**
 - i. ALPR Report for December 2025

- g. Receipt of Financials**
 - i. Interim financials for five months ending November 30, 2025.

- h. Receipt of Permit**
 - i. Permit No. WL000074251050 for the construction of 156 linear feet of six (6) inch PVC potable waterlines and all appurtenances to serve 1310 Washington Boulevard, Bartlesville, Oklahoma.

Mayor Curd provided the consent docket on a PowerPoint slide and referred citizens to the agenda where every item was listed. He asked the Council if there were any items to be pulled for discussion. Mr. Kirkpatrick pulled Agenda Item 7.f.i.

Mr. East moved to approve the Consent Docket with the exception of Agenda Item 7.f.i., seconded by Mr. Kirkpatrick.

Voting Aye: Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mayor Curd
Voting Nay: None
Motion: Passed

Agenda Item 7.f. Receipt of ALPR (Flock Cameras) Report

i. ALPR Report for December 2025

Mr. Kirkpatrick stated that he and Mr. East had been aware of and watched a series of releases regarding how the Flock Camera System can potentially be compromised. He did confirm that to-date, there has not been any hacks into the City of Bartlesville Flock system. He and Mr. East are working with the Flock company to ascertain correct information regarding hacks that could cause information leaks. Mr. Sherrick stated that these are some of the issues he brought forward from the beginning when Flock was first discussed under the new council. He requested that staff re-visit the policies the City has in place to safe-guard citizens from such information leakage.

Mr. Kirkpatrick moved to receive Agenda Item 7.f.i., seconded by Mr. East.

Voting Aye: Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mayor Curd

Voting Nay: None

Motion: Passed

8. Unsheltered Homeless Task Force update. Presented by Rachel Showler, Vice Chairman, Unsheltered Homeless Task Force.

The Mayor pulled this item from the agenda. There is no report at this time.

9. New Business.

There was no new business to report.

10. City Manager and Staff Reports.

Mr. Bailey reported that the information regarding the February 10, 2026 election is now available on the City's website, www.cityofbartlesville.org. A citizen advocacy group and staff will be providing this information at a variety of community meetings over the course of the next month. He encouraged citizens to reach out if they had questions or desired additional information.

Mr. Bailey also announced that Deputy Chief Troy Newell will be Acting Police Chief due to Chief Ickleberry taking personal leave. The transition has been smooth and the high quality of service within the police department and from DC Newell has been and will be maintained. Prayers and well wishes for Chief Ickleberry's time away.

Christmas tree disposal will run through January 24. Citizens can take their undecorated trees to the upper parking lot at Sooner Park where they will be mulched. The mulch will be made available to citizens, free of charge.

11. City Council Comments and Inquiries.

There were no comments or inquiries.

12. There being no further business to address, Mayor Curd adjourned the meeting at 5:48 p.m.

James S. Curd, Jr., Mayor

Jason Muninger, CFO/City Clerk

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Consider and take action on the appointment of Ms. Sara King to Keep Bartlesville Beautiful, for the remainder of the term vacated by Tyler Vaclaw.

Attachments:

Application – Sara King

II. STAFF COMMENTS AND ANALYSIS

Former committee member, Tyler Vaclaw, notified staff of his change of residence in December 2025, which required him to vacate his position on the committee. Staff reviewed applications to fill the remainder of Mr. Vaclaw's term, set to expire in March of 2027.

Sara King submitted an application indicating interest in serving on Keep Bartlesville Beautiful Committee. Ms. King is the Studio Manager for HorizonLine Architects + Interiors, where she works closely with design, planning, and project coordination. Ms. King has been a resident of Bartlesville since 2012 and is eager to become more directly involved with the community by serving on this committee.

III. RECOMMENDED ACTION

Approve the appointment of Ms. Sara King to Keep Bartlesville Beautiful, for the remainder of the term set to expire in March of 2027.

Elaine Banes

From: City of Bartlesville <ian@bitbrilliant.com>
Sent: Tuesday, January 6, 2026 1:08 PM
To: Elaine Banes
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

Rec'd EB
Sara King
Elaine Banes

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- Bartlesville History Museum Trust Authority
- Keep Bartlesville Beautiful

Name

Sara King

Residential Address

323 Boston Ave
Bartlesville, OK 74006
[Map It](#)

Cell Phone

(918) 815-6663

Email

sarakingok@gmail.com

What in your background qualifies you for service on the committees chosen (volunteer work, education, employment)?

My background combines professional experience, education, and long-standing community ties that prepare me well for service on these committees. I am currently the Studio Manager at HorizonLine Architects + Interiors (formerly Ambler Architects), where I work closely with design, planning, and project coordination. I also bring over 11 years of experience in real estate as a licensed Realtor in both Oklahoma and Kansas, including working as an assistant to top brokers in Bartlesville, which has given me in-depth knowledge of local development, zoning considerations, and community needs. I hold a Master of Business Administration from Baker University, providing a strong foundation in organizational management, budgeting, and strategic decision-making. I have been a resident of Bartlesville since 2012 and have lived in the area my entire life, giving me a deep understanding of the community and a strong commitment to its continued growth and success.

Tell us about your previous community involvement and the duration of your involvement.

My community involvement to date has mainly been through my work. In my professional roles, I've spent many years working with local clients, projects, and businesses that serve the Bartlesville area. While I haven't held formal volunteer positions, I've stayed connected to the community through my career and long-term residency, and I'm excited to become more directly involved through committee service.

What would you like to see this board, commission, committee or authority accomplish?

I'd like to see both boards continue building pride in Bartlesville while also finding new ways to involve the community, especially younger generations. For the Bartlesville History Museum Trust Authority, that means preserving our local history while making it more engaging and accessible through interactive exhibits, educational opportunities, and youth-focused programming. For Keep Bartlesville Beautiful, I'd like to see continued efforts that improve the appearance and sustainability of our city, while encouraging community involvement and helping young people take ownership in keeping Bartlesville a place they're proud of.



Agenda Item 7.b.ii.

Date

Prepared by Marie Gus
Bartlesville Visitors and Convention Bureau
(Visitors Inc. dba Visit Bartlesville)

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to appoint Ms. Deshane Atkins to a three-year term on the Bartlesville Visitors and Convention Bureau Board of Directors (Visitors Inc. dba Visit Bartlesville).

Attachments:

Ms. Atkins' application

II. STAFF COMMENTS AND ANALYSIS

The Board of Directors, voted unanimously to recommend Ms. Atkins to the Board at their January 20, 2026 meeting. They feel she will be a great asset to the Board. She is filling an expired position, and will be eligible to serve for one additional term following the expiration of this term.

III. RECOMMENDED ACTION

The BCVB Board of Directors recommends the appointment of Ms. Deshane Atkins to the Bartlesville City Council at the February 2, 2026 City Council meeting at the recommendation of Vice Mayor Dorsey and Councilmember Kirkpatrick

Elaine Banes

From: City of Bartlesville <ian@bitbrilliant.com>
Sent: Wednesday, December 31, 2025 7:35 PM *hcd*
To: Elaine Banes
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

*cc: Maria Bus
Nicki Harney
Clark Kirkpatrick*

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- Bartlesville Convention & Visitors Bureau

Name

Deshane Atkins

Residential Address

1417 S Dewey Ave
Bartlesville, Oklahoma 74003
[Map It](#)

Home Phone

(918) 815-7828

Cell Phone

(918) 815-7828

Email

enahsed@gmail.com

What in your background qualifies you for service on the committees chosen (volunteer work, education, employment)?

My background qualifications are a combination of long-term employment in tourism, arts, and hospitality, as well as extensive community collaboration. I spent twenty-two years working at Price Tower Arts Center, where I saw many visitors from across the country and around the world. I was responsible for developing programs, exhibitions, and events designed to attract out-of-town visitors while also engaging and serving our local community. I regularly collaborated with local and regional artists, educators, businesses, and nonprofit organizations, creating partnerships that strengthened Bartlesville's cultural offerings and encouraged tourism.

Currently, I serve as Director of Sales and Marketing at the Hilton Garden Inn, where I work directly with visitors coming to Bartlesville for leisure travel, family visits, business, and community events. This role gives me daily insight into why people choose Bartlesville, what they value during their stay, and how our community's attractions, events, and amenities support Visit Bartlesville's mission.

Tell us about your previous community involvement and the duration of your involvement.

I have been an active member of the Bartlesville community for over three decades. I moved to Bartlesville in 1993 and graduated from Bartlesville High School in 2004. From a young age, I developed a strong commitment to volunteering, beginning through church involvement and school-related activities. These early experiences shaped my appreciation for community service and civic engagement.

I began working at Price Tower Arts Center while in high school, where I initially volunteered and interned in the collections department, assisted with tours, and supported numerous community events. As my career progressed, I became a Curatorial Assistant, where one of my rolls was to organize the Family Arts Festival that had around 1500-2000 visitors that worked over 40 non profits and businesses, numerous artist and vendors, and was made possible with the support of over 100 volunteers this event was held for 11 years and engaged families, artists, and visitors from across the region.

I later served as Curator for an additional 11 years, during which I created and managed several recurring community-centered events. One of the most impactful was Downtown Spooktacular, which attracted approximately 1,500 to 4,000 attendees of all ages to downtown Bartlesville. Over the course of my career, I organized or assisted in numerous public events annually and

collaborated with hundreds of artists, volunteers, businesses, and community partners. These efforts were focused on supporting local creatives, strengthening community connections, and expanding Bartlesville's reach to a broader regional audience.

What would you like to see this board, commission, committee or authority accomplish?

I would like to see this board continue to strengthen and expand opportunities for regional and out-of-town engagement that encourage increased visitation. I believe there is strong potential to build upon Bartlesville's existing cultural, historical, and business assets in ways that attract new visitors while also enriching the experience for our residents.

In my current role as Director of Sales and Marketing at the Hilton Garden Inn, I interact daily with visitors and gain firsthand insight into what brings people to our community and what encourages them to return. Serving on this board would allow me to contribute that perspective while learning from others who are equally invested in Bartlesville's growth.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Reappoint Laura Higbee to the Board of Adjustment for her second full three-year term.

Attachments: None

II. STAFF COMMENTS AND ANALYSIS

Laura Higbee was originally appointed in February of 2022 to fill the unexpired term of Jessie Gonzalez. That term expired January 2023. She was subsequently reappointed for her first full three-year term, which expired at the end of January 2026. Ms. Higbee has been a committed and diligent member of the Board of Adjustment, and has indicated her interest in continuing to serve.

III. RECOMMENDED ACTION

Reappoint Laura Higbee to the Board of Adjustment for her second full three-year term.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approve a resolution directing filing and notification of the publication of the October 2025 printed supplement to the Bartlesville Municipal Code.

Attachments:

Proposed Resolution
Supplement 33

II. STAFF COMMENTS AND ANALYSIS

The City contracts with Municode to prepare the City's supplements to the exiting Municipal Code. Pursuant to Section 14-110 of Title 11 of the Oklahoma Statutes, the City must adopt a resolution notifying the public of the publication and file a copy of the resolution and supplement in the offices of the County Clerks whom are affected by City of Bartlesville code changes.

III. RECOMMENDED ACTION

Staff recommends approval of the resolution as presented.

RESOLUTION NO. _____

A RESOLUTION DIRECTING FILING AND NOTIFICATION OF THE PUBLICATION OF THE OCTOBER 2025 PRINTED SUPPLEMENT TO THE BARTLESVILLE CITY CODE

WHEREAS, the City has contracted with Municode to prepare annual printed supplements to the City Code containing all permanent and general ordinances adopted in the past year and incorporating them into the codified and printed loose-leaf City Code books; and

WHEREAS, the City is required to publish its supplements and code of compiled penal ordinances and to deposit a copy with the County Law Library biennially pursuant to Sections 14-109 and 14-110 of Title 11 of the Oklahoma Statutes; and

WHEREAS, the City is required to adopt a resolution notifying the public of the publication of its supplements to the code pursuant to Section 14-110 of Title 11 of the Oklahoma Statutes and to file a copy of the Resolution in the Office of the County Clerk;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BARTLESVILLE:

THAT, the public is hereby notified of the publication of the October 2025 (#33) Supplement to the City Code; and

THAT, the City Clerk shall cause one copy of this Resolution and one copy of Supplements to the code to be filed with the Law Library of Washington County and Osage County; and

THAT, the City Clerk shall keep at least three copies of the Bartlesville City Code as supplemented available for public use, inspection and examination.

THAT, the City Code, as supplemented, shall be available electronically at https://library.municode.com/ok/bartlesville/codes/code_of_ordinances

DATED THIS 3rd DAY OF February, 2026.

James S. Curd, Jr., Mayor
City of Bartlesville, Oklahoma

ATTEST:

Jason Muninger, CFO/City Clerk

BARTLESVILLE MUNICIPAL CODE

Looseleaf Supplement

This Supplement contains all ordinances deemed advisable to be included at this time through:

Ordinance No. 3605, enacted June 2, 2025.

See the Code Comparative Table for further information.

Remove Old Pages

i
ix—xvi
Checklist of up-to-date pages
SH:5—SH:7
735—738.2
739—746
907, 908
1079—1084.2
2303—2307
2357—2404

Insert New Pages

i
ix—xvi
Checklist of up-to-date pages
(following Table of Contents)
SH:5—SH:7
735—737
739—746.6
907—912
1079—1084.2
2303—2308
2357—2404

Insert and maintain this instruction sheet in front of this publication. File removed pages for reference.

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P.O. Box 2235 Tallahassee, FL 32316

PREFACE

The Bartlesville, Oklahoma Municipal Code, originally published by Municipal Code Corporation in 1986, has been kept current by regular supplementation by Matthew Bender & Company, Inc., its successor in interest.

Beginning with Supplement No. 18, Municipal Code Corporation will be keeping this code current by regular supplementation.

During original codification, the ordinances were compiled, edited and indexed by the editorial staff of Municipal Code Corporation.

The code is organized by subject matter under an expandable three-factor decimal numbering system which is designed to facilitate supplementation without disturbing the numbering of existing provisions. Each section number designates, in sequence, the numbers of the Title, chapter, and section. Thus, Section 2.12.040 is Section .040, located in Chapter 2.12 of Title 2. In most instances, sections are numbered by tens (.010, .020, .030, etc.), leaving nine vacant positions between original sections to accommodate future provisions. Similarly, chapters and titles are numbered to provide for internal expansion.

In parentheses following each section is a legislative history identifying the specific sources for the provisions of that section. This legislative history is complemented by an ordinance disposition table, following the text of the code, listing by number all ordinances, their subjects, and where they appear in the codification; and beginning with Supplement No. 18, legislation can be tracked using the "Code Comparative Table and Disposition List."

A subject-matter index, with complete cross-referencing, locates specific code provisions by individual section numbers.

This supplement brings the Code up to date through Ordinance No. 3605, passed June 2, 2025.

Municipal Code Corporation
1700 Capital Circle SW
Tallahassee, FL 32310
800-262-2633

TABLE OF CONTENTS

	Page
Preface	i
Adopting Ordinance	vii
Supplement History Table	SH:1

PART I

CHARTER

Amended Charter of the City of Bartlesville	1
Preamble	1
Art. 1. Boundaries, Powers, Form of Government, Rights, Liabilities	3
Art. 2. Elective Officers, City Council	4
Art. 3. Nomination and Elections	6
Art. 4. Recall of Elective Officers	7
Art. 5. Appointive Officers	8
Art. 6. Appointments and Promotions	11
Art. 7. Initiative and Referendum	12
Art. 8. Public Utilities	12
Art. 9. Ordinances	13
Art. 10. The Budget	14
Art. 11. Audits and Reports	14
Art. 12. Labor	14
Art. 13. Public Library	14
Art. 14. Commissions, Boards, Committees, Depart- ments	14
Art. 15. City Buildings, Playgrounds, Parks, and Other Public Places	15
Art. 16. General Provisions	15
Art. 17. Succession in Government	18
Art. 18. Amendments	19
Art. 19. Schedule to Amended Charter	19
Charter Comparative Table	57

PART II

CODE OF ORDINANCES

Chapter	
1. General Provisions	67
2. Administration	121
Art. I. In General	122.3
Art. II. Board of Commissioners	122.3
Div. 1. Generally	122.3
Div. 2. Meetings	122.3

BARTLESVILLE CODE

	Page
Art. III. Boards, Commissions and Committees.....	122.3
Div. 1. Generally	122.3
Div. 2. Park Board.....	122.4
Div. 3. Committee on Employment of the Handicapped	122.4
Div. 4. Community Relations Commission.....	123
Div. 5. Economic Oversight Development Commit- tee.....	126
Div. 6. Library Board	126
Div. 7. Metropolitan Area Planning Commission..	127
Div. 8. Transportation Committee	128
Div. 9. Keep Bartlesville Beautiful Committee....	128.1
Art. IV. Officers and Employees	128.2
Div. 1. Generally	128.2
Div. 2. City Manager	129
Div. 3. City Clerk.....	130
Div. 4. City Treasurer	130.1
Art. V. Departments	130.1
Div. 1. Generally	130.1
Div. 2. Building Maintenance Department	130.1
Div. 3. Community Development Department	130.1
Div. 4. Engineering Department.....	130.2
Div. 5. Law Department	130.2
Div. 6. Municipal Garage	131
Div. 7. Parks Department.....	131
Art. VI. Annexations	131
Art. VII. Municipal Airport	132
Art. VIII. Emergency Management.....	133
Art. IX. Elections.....	136
Div. 1. Generally	136
Div. 2. Wards.....	136
Div. 3. Absentee Ballots.....	136
3. Animals	187
Art. I. General Provisions.....	189
Art. II. Dogs and Cats	191
Div. A. Spaying and Neutering	191
Div. B. General Restrictions.....	193
Div. C. Rabies Control	195
Div. D. Impoundment.....	196.1
Div. E. Vicious Dogs	196.2
Art. III. Dangerous Animals	197
Art. IV. Cruelty to Animals	198
Art. V. Enforcement and Penalties.....	200
4. Buildings and Building Regulations	243
Art. I. In General	245
Art. II. Building and General Construction Appeal Board.....	245
Art. III. Buildings	246

TABLE OF CONTENTS

	Page
Art. IV. Electrical	247
Div. 1. Generally	247
Div. 2. Licenses	248
Div. 3. Permits	248
Div. 4. Inspections	248
Div. 5. Standards and Regulations	248
Art. V. Plumbing	249
Div. 1. Generally	249
Div. 2. License	249
Div. 3. Permits	250
Div. 4. Standards	250
Art. VI. Mechanical Code	250
Art. VII. Housing Code	251
Art. VIII. Building Numbers	253
Art. IX. Dilapidated Buildings	254
Art. X. Manufactured Housing	254
Art. XI. Moving of Buildings	254
Art. XII. Fences	255
5. Business and Occupation Licenses	303
Art. I. In General	307
Art. II. General Business License and Tax	310
Art. III. Occupation Licenses	311
Div. 1. Passenger Carrier for Hire	311
Div. 2. Ambulance Service	314
Div. 3. Alcoholic Beverages	316
Div. 4. Coin-Operated Amusements and Product Vending Machines	318
Div. 5. Septic Tank Cleaning and Hauling Service	320
Div. 6. Sexually Oriented Businesses	320
Div. 7. Contractors	329
Div. 8. Food Services	330
Div. 9. Medical Marijuana Businesses	330
Art. IV. Temporary Business License	332
Div. 1. Door-To-Door Solicitors	335
Div. 2. Transient Merchants	336
Div. 3. Temporary Food Service	337
Div. 4. Garage Sales	340
Art. V. Employee Licenses	341
Div. 1. Chauffeur License	341
Div. 2. Sexually Oriented Business Employee License	342
Div. 3. Door-To-Door Solicitor Employee License ..	343
6. Fire Prevention and Protection	397
Art. I. In General	399
Art. II. Fire Department	399
Art. III. Fire Prevention Code	400
Div. 1. Generally	400
Div. 2. Fire Code Appeals Board	400

BARTLESVILLE CODE

	Page
Div. 3. Appeals Procedure	400
Div. 4. Standards	402
7. Flood Prevention and Control	451
Art. I. Flood Damage Prevention	451
Div. 1. Generally	451
Div. 2. General Provisions	456
Div. 3. Administration	457
Div. 4. Provisions for Flood Hazard Reduction	460
8. Garbage and Trash	517
Art. I. Generally	521
Art. II. Cart Service	526
Art. III. Commercial Container Service and Roll-Off Service	529
Art. IV. Fees, Charges, Billing and Refunds	531
Art. V. Private Refuse Hauling Services Permit	534
Art. VI. Disposal	535
Art. VII. Dead Animals	535
Art. VIII. Burning Refuse, Yard Trimmings, and Exempt Waste	536
Art. IX. Dumping Sites	536
9. Health and Safety	577
Art. I. In General	579
Art. II. Restaurants	579
Art. III. Swimming and Wading in Certain Areas	579
Art. IV. Youth Access to Tobacco	579
10. Municipal Court	629
Art. I. In General	631
Art. II. Municipal Court Procedure	631
Art. III. Bail	633
11. Public Nuisances and Property Enhancement	681
Art. I. General Provisions	683
12. Offenses	735
Art. I. In General	739
Art. II. Offenses By or Against Public Officers or Government	739
Art. III. Offenses Against the Person	743
Art. IV. Offenses Against Public Morality	745
Art. V. Controlled Substances	746
Art. VI. Offenses Against the Public Peace	746.2
Art. VII. Offenses Against Property	746.3
Art. VIII. Offenses by or Against Minors	748.1
Art. IX. Alcoholic Beverages	748.3
Art. X. Weapons	748.4
Art. XI. Equal Access to Housing	749
Art. XII. Adoption of State Statutes by Reference	755

TABLE OF CONTENTS

	Page
13. Parks and Recreation.....	795
Art. I. In General	797
Art. II. Use Regulations for Specific Park and Recreational Facilities.....	802
Art. III. Reserved	805
Art. IV. Adams Municipal Golf Course	805
Div. 1. Generally	805
Div. 2. Adams Municipal Golf Course Operating Committee	805
Art. V. Reserved.....	806
Art. VI. Reserved.....	806
14. Personnel.....	849
Art. I. In General	850.1
Art. II. Personnel Department	850.1
Art. III. Old-Age and Survivors Insurance	850.1
Art. IV. Employee Retirement System	850.2
Art. V. Life Insurance.....	856
15. Police.....	907
Art. I. In General	909
Art. II. Police Department	909
Div. 1. Generally	909
Div. 2. Auxiliary Police Reserve	909
Art. III. Automated License Plate Readers	910
16. Signs and Advertising	959
Art. I. In General	959
Art. II. Administration	960
Art. III. Regulations.....	962
Art. IV. Handbills	964.1
17. Streets, Sidewalks and Other Public Places.....	1015
Art. I. In General	1018.1
Art. II. Street Department.....	1018.1
Art. III. Streets	1018.1
Div. 1. Generally	1018.1
Div. 2. Damage.....	1018.1
Art. IV. Sidewalks	1018.2
Div. 1. Generally	1018.2
Div. 2. Construction	1018.11
Div. 3. Obstructing	1018.12
Div. 4. Sidewalk Cafes and Outdoor Dining	1018.12
Art. V. Driveways	1018.16
Art. VI. City Datum Base.....	1023
Art. VII. Excavations	1023
Div. 1. Generally	1023
Div. 2. Permit	1023
Div. 3. Barricades	1024
Art. VIII. Trees	1025
Div. 1. Generally	1025

BARTLESVILLE CODE

	Page
Div. 2. Tree Committee	1025
Div. 3. Trimming	1026
Div. 4. Planting, Removal and Replacement	1027
Art. IX. White Rose Cemetery	1028
18. Taxation and Finance	1067
Art. I. In General	1071
Art. II. Sales Tax	1071
Div. 1. Two and One-Fourth Percent	1071
Div. 2. Four-Tenths Percent	1079
Div. 3. One-Fourth Percent	1080
Div. 4. One-Half Percent	1081
Art. III. Gross Receipts Tax	1084.2
Div. 1. Generally	1084.2
Div. 2. Electricity	1084.2
Div. 3. Hotel Rooms	1085
Art. IV. Finance	1089
Art. V. Emergency Tax on Exchange Telephone Service	1092
Art. VI. Use Tax	1093
19. Traffic and Vehicles	1139
Art. I. In General	1141
Art. II. Street and Traffic Committee	1141
Art. III. Reserved	1142
Art. IV. Administration and Enforcement	1142
Div. 1. Generally	1142
Div. 2. Police Department	1142.1
Div. 3. Traffic Engineer	1143
Art. V. Penalties	1145
Art. VI. Licenses	1147
Art. VII. Traffic Control Devices	1147
Art. VIII. Accidents	1148
Art. IX. Rules of the Road	1148
Div. 1. Generally	1148
Div. 2. Overtaking and Passing	1148
Div. 3. Reckless Driving	1149
Div. 4. Right-of-Way	1149
Div. 5. Turning Movements	1149
Div. 6. Speed Restrictions	1150
Div. 7. Miscellaneous Driving Rules	1152
Art. X. Stopping, Standing and Parking	1154
Div. 1. Generally	1154
Div. 2. Loading and Unloading	1157
Div. 3. Parking Meters	1159
Art. XI. Vehicles Prohibited or Restricted	1159
Art. XII. Limited-Access Facility System	1160
Art. XIII. Impounded Vehicles	1161
Art. XIV. Pedestrians	1162
Art. XV. Motorcycles	1162
Art. XVI. Motorized Bicycles Licensing	1163

TABLE OF CONTENTS

	Page
Art. XVII. One-Way Streets and Alleys	1163
Art. XVIII. Bicycles.....	1163
Art. XIX. Emergency Vehicles	1164
Art. XX. Hazardous Materials Truck Routes	1165
Art. XXI. Railroad Trains and Crossings.....	1165
Art. XXII. Seatbelts	1165
20. Utilities	1237
Art. I. In General	1239
Art. II. Water	1239
Div. 1. Generally	1239
Div. 2. Water Department.....	1239
Div. 3. Installation of Service.....	1239
Div. 4. Rates and Billing	1239
Div. 5. Sale of Water Outside City	1244
Div. 6. Fluorination.....	1245
Div. 7. Shortages	1245
Art. III. Wastewater Systems	1248.2
Div. 1. Generally	1248.2
Div. 2. Wastewater Utility Department	1249
Div. 3. Sewer Use Pretreatment Standards	1249
Subdiv. A. General Provisions.....	1249
Subdiv. B. Sewer Use Requirements.....	1255
Subdiv. C. Pretreatment of Wastewater.....	1256.2
Subdiv. D. Wastewater Discharge Permit Application.....	1256.5
Subdiv. E. Wastewater Discharge Permit Issu- ance Process.....	1256.7
Subdiv. F. Reporting Requirements.....	1258
Subdiv. G. Compliance Monitoring	1263
Subdiv. H. Confidential Information.....	1264
Subdiv. I. Significant Noncompliance	1265
Subdiv. J. Administrative Enforcement Remedies	1265
Subdiv. K. Judicial Enforcement Remedies... ..	1267
Subdiv. L. Supplemental Enforcement Action	1268
Subdiv. M. Affirmative Defenses to Discharge Violations.....	1269
Subdiv. N. Severability	1270
Div. 4. Connection	1271
Div. 5. Fees, Charges and Billing Procedures	1275
Div. 6. Service Charge	1276
 Appendices	
A. Zoning.....	1555
B. Gross Proceeds Agreements.....	1737
Art. I. Public Service Company of Oklahoma	1737
Art. II. Gas Service Company	1742.6

BARTLESVILLE CODE

	Page
Art. III. CATV System	1742.14
Div. 1. Bartlesville Video, Inc.	1742.14
Div. 2. Clarity Telecom, LLC	1742.25
Art. IV. Bartlesville Municipal Authority	1742.33
Art. V. Telephone Inspection Fee	1742.33
C. National Zinc Overlay District	1745
D. General Schedule of Fees	1761
Ch. 1. General Provisions	1761
Ch. 2. Administration	1762
Ch. 3. Animals (Reserved)	1762
Ch. 4. Buildings and Building Regulations (Reserved)	1762
Ch. 5. Business and Occupation Licenses	1762
Ch. 6. Fire Prevention and Protection (Reserved)	1766
Ch. 7. Flood Prevention and Control (Reserved)	1766
Ch. 8. Garbage and Trash (Reserved)	1766
Ch. 9. Health and Safety (Reserved)	1766
Ch. 10. Municipal Court (Reserved)	1766
Ch. 11. Public Nuisances and Property Enhancement (Reserved)	1766
Ch. 12. Offenses (Reserved)	1766
Ch. 13. Parks and Recreation	1766
Ch. 14. Personnel (Reserved)	1767
Ch. 15. Police (Reserved)	1767
Ch. 16. Signs and Advertising (Reserved)	1767
Ch. 17. Streets, Sidewalks, and Other Public places (Reserved)	1767
Ch. 18. Taxation and Finance (Reserved)	1767
Ch. 19. Traffic and Vehicles (Reserved)	1767
Ch. 20. Utilities (Reserved)	1767
Code Comparative Table—1978 Code	2243
Code Comparative Table—Ordinances	2251
Statutory Reference Table—State Laws	2315
Statutory Reference Table—State Constitution	2337
Charter Index	2347
Code Index	2357

SUPPLEMENT HISTORY TABLE

Ord. No.	Date Adopted	Included/ Omitted	Supp. No.
3482	2- 6-2017	Included	25
3483	5-15-2017	Omitted	26
3484	6- 5-2017	Omitted	26
3485	9- 5-2017	Included	26
3486	10-16-2017	Omitted	26
3487	10-16-2017	Omitted	26
3488	11- 6-2017	Omitted	26
3489	11-20-2017	Omitted	26
3490	1- 2-2018	Omitted	26
3491	5-21-2018	Omitted	26
3492	5-21-2018	Omitted	26
3493	6- 4-2018	Included	26
3494	6- 4-2018	Included	26
3495	7- 2-2018	Omitted	26
3496	7- 2-2018	Omitted	26
3497	7- 2-2018	Included	26
3498	8- 6-2018	Omitted	27
3499	9- 4-2018	Included	27
3500	9- 4-2018	Included	27
3501	9- 4-2018	Included	27
3502	9- 4-2018	Included	27
3503	9- 4-2018	Included	27
3504	10- 1-2018	Omitted	27
3505	7- 2-2018	Omitted	27
3506	11- 5-2018	Omitted	27
3507	12- 3-2018	Included	27
3508	12- 3-2018	Included	27
3509	3-18-2019	Omitted	27
3510	4- 1-2019	Included	27
3511	4- 1-2019	Omitted	27
3512	9-17-2019	Included	27
3513	11- 4-2019	Omitted	27
3514	11- 4-2019	Omitted	27
3515	12- 2-2019	Included	27
3516	12- 2-2019	Included	27
3517	12-16-2019	Included	27
3518	12-16-2019	Included	27
3519	1- 6-2020	Omitted	27
3520	1- 6-2020	Included	27
3521	2- 3-2020	Omitted	27
3523	3- 2-2020	Omitted	27
3524	3-23-2020	Omitted	27
3525	3-23-2020	Omitted	27
3526	4- 6-2020	Omitted	27
3527	4-30-2020	Omitted	28
3528	6- 1-2020	Omitted	28

BARTLESVILLE CODE

Ord. No.	Date Adopted	Included/Omitted	Supp. No.
3529	6- 1-2020	Included	28
3530	8- 3-2020	Omitted	28
3531	9- 8-2020	Included	28
3532	9- 8-2020	Included	28
3533	9- 8-2020	Omitted	28
3534	9- 8-2020	Included	28
3535	1- 4-2021	Omitted	28
3536	1- 4-2021	Included	28
3539	6- 7-2021	Included	29
3540	6- 7-2021	Included	29
3541	6- 7-2021	Included	29
3542	7- 6-2021	Included	29
3543	7- 6-2021	Omitted	29
3544	8- 2-2021	Omitted	29
3545	8- 2-2021	Included	29
3546	9- 7-2021	Included	29
3547	10- 4-2021	Omitted	29
3548	10- 4-2021	Included	29
3549	10- 4-2021	Included	29
3550	11- 1-2021	Included	29
3551	2- 7-2022	Omitted	30
3552	4- 4-2022	Omitted	30
3553	4- 4-2022	Included	30
3554	4- 4-2022	Included	30
3555	5- 2-2022	Included	30
3556	5-23-2022	Omitted	30
3557	6- 6-2022	Omitted	30
3558	7- 5-2022	Omitted	30
3559	9- 6-2022	Included	30
3560	9- 6-2022	Included	30
3561	10- 3-2022	Omitted	30
3562	11- 7-2022	Omitted	30
3563	11- 7-2022	Included	30
3564	12- 5-2022	Omitted	30
3565	1- 3-2023	Included	30
3566	3- 6-2023	Omitted	30
3567	3- 6-2023	Omitted	30
3568	3- 6-2023	Included	30
3569	4- 3-2023	Included	30
3570	4- 3-2023	Omitted	30
3571	4- 4-2023	Included	30
3572	7- 3-2023	Omitted	30
3573	9- 5-2023	Omitted	31
3574	10- 2-2023	Omitted	31
3575	10- 2-2023	Omitted	31
3576	10- 2-2023	Included	31

SUPPLEMENT HISTORY TABLE

Ord. No.	Date Adopted	Included/ Omitted	Supp. No.
3577	10- 2-2023	Included	31
3578	10- 2-2023	Included	31
3579	11-20-2023	Omitted	31
3580	12- 4-2023	Omitted	31
3581	6- 1-2023	Included	31
3582	12- 4-2023	Included	31
3583	1- 2-2024	Omitted	31
3584	2- 5-2024	Omitted	32
3585	3- 4-2024	Omitted	32
3586	3- 4-2024	Included	32
3587	4- 1-2024	Included	32
Amend. of	4- 2-2024	Included	32
3588	5- 6-2024	Omitted	32
3589	6- 3-2024	Omitted	32
3590	6- 3-2024	Omitted	32
3591	7- 1-2024	Omitted	32
3592	7- 1-2024	Omitted	32
3593	7- 1-2024	Included	32
3594	8- 5-2024	Included	32
3596	9- 3-2024	Omitted	32
3597	10- 7-2024	Included	32
3522	2- 3-2020	Included	33
3537	2- 1-2021	Included	33
3598	1- 6-2025	Omitted	33
3599	11- 4-2024	Omitted	33
3600	4- 7-2025	Included	33
3601	5- 5-2025	Omitted	33
3602	5- 5-2025	Omitted	33
3603	6- 2-2025	Omitted	33
3604	6- 2-2025	Omitted	33
3605	6- 2-2025	Included	33

Chapter 12
OFFENSES*

Article I. In General

Secs. 12-11—12-15. Reserved.

Article II. Offenses By or Against Public Officers or Government

- Sec. 12-16. Escape unlawful.
- Sec. 12-17. Aiding escape unlawful.
- Sec. 12-18. Refusal to assist.
- Sec. 12-19. Resisting.
- Sec. 12-20. Impersonation.
- Sec. 12-21. False information.
- Sec. 12-22. Barricade removal.
- Sec. 12-23. False alarm.
- Sec. 12-24. Obstructing hydrant.
- Sec. 12-25. Tampering with fire hydrant.
- Sec. 12-26. Assault and battery upon police or other law officer.
- Sec. 12-27. False reporting of a crime.
- Sec. 12-28. Excessive false alarms.
- Sec. 12-29. Camping in public spaces prohibited.
- Sec. 12-30. Conduct prohibited in public spaces.
- Sec. 12-31. Sitting or lying in public rights-of-way prohibited.
- Sec. 12-32. Polluting or damaging public water sources prohibited.
- Secs. 12-33—12-40. Reserved.

Article III. Offenses Against the Person

- Sec. 12-41. Assault and battery.
- Sec. 12-42. Preventing witness from giving testimony.
- Sec. 12-43. Destroying evidence.
- Sec. 12-44. Possession/use of laser pointing device.
- Sec. 12-45. Aggressive solicitation prohibited.
- Secs. 12-46—12-55. Reserved.

Article IV. Offenses Against Public Morality

- Sec. 12-56. Gambling unlawful.
- Sec. 12-57. Equipping room.
- Sec. 12-58. Signaling devices.
- Sec. 12-59. Loitering.
- Sec. 12-60. Lookout.
- Sec. 12-61. Keeping bawdy house.
- Sec. 12-62. Person found in bawdy house.
- Sec. 12-63. Keeping disorderly house.
- Sec. 12-64. Indecent exposure.
- Sec. 12-65. Lewd conduct.
- Sec. 12-66. Obscene, threatening or harassing telephone calls.
- Secs. 12-67—12-75. Reserved.

***Cross references**—General penalty, § 1-18; municipal court, Ch. 10; nuisances, Ch. 11; police Ch.15; parks and recreation, Ch. 13; streets, sidewalks and other public places, Ch. 17; traffic and vehicles, Ch. 19.

State law references—Municipal powers, 11 O.S. § 22-101 et seq.; crimes and punishment, 21 OS.; prevention of public offenses, 22 O.S. § 31 et seq.

BARTLESVILLE CODE

Article V. Controlled Substances

- Sec. 12-76. Medical marijuana.
- Sec. 12-77. Non-medical marijuana.
- Sec. 12-78. Controlled dangerous substances.
- Sec. 12-79. Under influence of drugs.
- Sec. 12-80. Possession of drug paraphernalia.
- Secs. 12-81—12-90. Reserved.

Article VI. Offenses Against the Public Peace

- Sec. 12-91. Disturbing religious meetings.
- Sec. 12-92. Ball playing in public streets prohibited.
- Sec. 12-93. Use of language calculated to arouse anger or cause breach of peace prohibited.
- Sec. 12-94. Disturbance by loud or unusual noise or abusive, violent, obscene, profane or threatening language or allowing habitual howling, yelping, barking or other annoyance by dog or other animal prohibited; procedure for violation.
- Sec. 12-95. Unlawful assembly.
- Secs. 12-96—12-105. Reserved.

Article VII. Offenses Against Property

- Sec. 12-106. Destruction.
- Sec. 12-107. Trespass.
- Sec. 12-108. Larceny.
- Sec. 12-109. Theft of services.
- Sec. 12-110. Obtaining or attempting to obtain property by deception, false statements or pretenses, confidence games.
- Sec. 12-111. Possession of burglar's implements.
- Sec. 12-112. Entering buildings or structures with certain intent.
- Sec. 12-113. Intent to defraud.
- Sec. 12-114. Defrauding restaurants, hotels.
- Sec. 12-115. Embezzlement by bailee.
- Sec. 12-116. Embezzlement by clerk or servant.
- Sec. 12-117. Failure to return certain leased or rented property.
- Sec. 12-118. Mitigation of punishment.
- Sec. 12-119. Loitering in, injuring or molesting a motor vehicle.
- Sec. 12-120. Smoking prohibitions.
- Sec. 12-121. White Rose cemetery.
- Secs. 12-122—12-125. Reserved.

Article VIII. Offenses By or Against Minors

- Sec. 12-126. Definitions.
- Sec. 12-127. Curfew designated.
- Sec. 12-128. Owner responsibility.
- Sec. 12-129. Parent responsibility.
- Sec. 12-130. Special functions.
- Sec. 12-131. Enforcement procedure.
- Secs. 12-132—12-145. Reserved.

Article IX. Alcoholic Beverages

- Sec. 12-146. Adoption of Title 37A.
- Sec. 12-147. Definitions.
- Sec. 12-148. Drinking, possession, and transportation on public property.
- Sec. 12-149. Drinking and possession on private property.

OFFENSES

- Sec. 12-150. Public intoxication prohibited.
- Secs. 12-152—12-160. Reserved.

Article X. Weapons

- Sec. 12-161. Adoption of State Statutes.
- Sec. 12-162. Unlawful Carry or Transport.
- Sec. 12-163. Unlawful Use or Discharge.
- Sec. 12-164. Bows and arrows.
- Sec. 12-165. Firearms—Reckless conduct.
- Sec. 12-166. Transporting a loaded firearm.
- Sec. 12-167. Prohibition of firearms on city property.
- Secs. 12-168—12-175. Reserved.

Article XI. Equal Access To Housing

- Sec. 12-176. Policy.
- Sec. 12-177. Definitions.
- Sec. 12-178. Unlawful practice.
- Sec. 12-179. Discrimination in the sale or rental of housing.
- Sec. 12-180. Discrimination in financing or housing.
- Sec. 12-181. Discrimination in the provision of brokerage services.
- Sec. 12-182. Exemption.
- Sec. 12-183. Administration.
- Sec. 12-184. Education and conciliation.
- Sec. 12-185. Enforcement.
- Sec. 12-186. Investigations, subpoenas, giving of evidence.
- Sec. 12-187. Enforcement by private persons.
- Sec. 12-188. Interference, coercion or intimidation.
- Sec. 12-189. Severability of provisions.

Article XII. Adoption of State Statutes By Reference

- Sec. 12-190. Adoption of Title 47.
- Sec. 12-190A. Adoption of Title 22.
- Sec. 12-191. Adoption of Title 21.
- Sec. 12-192. Penalty for violation.

ARTICLE I. IN GENERAL

Secs. 12-11—12-15. Reserved.

ARTICLE II. OFFENSES BY OR AGAINST PUBLIC OFFICERS OR GOVERNMENT*

Sec. 12-16. Escape unlawful.

It is unlawful for any person confined in the city jail or other place of confinement by the city, or working upon the streets or other public places of the city in pursuance of any judgment, or otherwise held in legal custody by authority of the city, to escape or attempt to escape from any such jail, prison, or custody.

(Code 1978, § 9.02.020)

Sec. 12-17. Aiding escape unlawful.

It is unlawful for any person, in any unlawful manner, to set at liberty, rescue, or attempt to set at liberty or rescue, any prisoner or prisoners, from any officer or employee of the city having legal custody of the same or from the city jail or other place of confinement by the city; to assist such prisoner in any manner to escape from such prison or custody; to convey to a prisoner any instrument or thing which could facilitate his escape; or to furnish to a prisoner any alcoholic beverage or narcotics; or to loiter about the city jail or other place where prisoners are held without consent of the officer in charge.

(Code 1978, § 9.02.010)

State law references—Assisting prisoner to escape, 21 O.S. § 437; carrying into prison things to aid escape, 21 O.S. § 438.

Sec. 12-18. Refusal to assist.

(a) An officer of the city making or about to make an arrest, or executing or about to execute a warrant or other process, in accordance with the ordinances of the city or with state or federal law, or suppressing or about to suppress a riot, affray, or unlawful assembly, may call upon a

***State law references**—Escapes and aiding escapes, 21 O.S. § 431 et seq.; impersonating an officer, 21 O.S. § 263; interfering with public officers, 21 O.S. §§ 267, 268.

person or persons to assist him in making such arrest, executing such process, or suppressing such riot, affray, or unlawful assembly.

(b) It is unlawful for any person lawfully called upon to assist an officer of the city to refuse or fail to do so.

(Code 1978, § 9.04.010)

State law reference—Similar provisions, 21 O.S. § 537.

Sec. 12-19. Resisting.

It is unlawful for any person knowingly or willfully to resist, oppose, or obstruct the chief of police, any other policeman, the municipal judge, or other officer or employee of the city in the discharge of his official duties; or, by threats or otherwise, to intimidate or attempt to intimidate any such officer or employee from the discharge of his official duties; or to assault or beat, or revile, abuse, be disrespectful to, or use abusive or indecent language toward or about, any such officer or employee while such officer or employee is in the discharge of his official duties.

(Code 1978, § 9.04.020)

State law reference—Similar provisions, 21 O.S. § 540.

Sec. 12-20. Impersonation.

It is unlawful for any person to personate any officer or employee of the city, falsely represent himself to be an officer or employee of the city, or exercise or attempt to exercise any of the duties, functions, or powers of an officer or employee of the city without being duly authorized to do so.

(Code 1978, § 9.04.030)

State law reference—Similar provisions, 21 O.S. § 1533.

Sec. 12-21. False information.

It is unlawful for any person or any agent or employee thereof, knowingly to make any material misrepresentation to any officer, employee, or agency of the city government in any official application to, or official dealing or negotiation with, such officer or agency; or to commit perjury before any tribunal or officer of the city.

(Code 1978, § 9.04.040)

State law references—False report of a crime, 21 O.S. § 589; perjury, 21 O.S. § 491.

Sec. 12-22. Barricade removal.

It is unlawful for any person except by proper authority to remove any barricade or obstruction placed by authority of the city to keep traffic off any pavement, street, curb, sidewalk or other area.

(Code 1978, § 9.04.050)

State law reference—Injury to property, 21 O.S. § 1760.

Sec. 12-23. False alarm.

It is unlawful for any person to turn in a false fire alarm, or in any manner to deceive or attempt to deceive the fire department or any officer or employee thereof with reference to any fire alarm or reported fire, or knowingly to cause the fire department or its officers or employees to make a useless run.

(Code 1978, § 9.06.010)

State law reference—False alarms of fire, 21 O.S. 1851.

Sec. 12-24. Obstructing hydrant.

No person shall place or cause to be placed upon or about any fire hydrant any rubbish, plants, building material, fence or other obstruction of any character whatsoever, nor shall any person fasten to a fire hydrant any guy rope, cable, or brace, nor park any vehicle nearer than fifteen (15) feet to a fire hydrant.

(Code 1978, § 9.06.020)

Sec. 12-25. Tampering with fire hydrant.

No person shall, without authority, turn on any water plug or fire hydrant, as the same is generally known and designated, nor shall in any way damage, injure, tamper with, or interfere with any such water plug or fire hydrant.

(Code 1978, § 9.44.060)

Sec. 12-26. Assault and battery upon police or other law officer.

Every person who, without justifiable or excusable cause, knowingly commits an assault, battery or assault and battery upon the person of a police officer or other officer of the law while in the performance of his duties as a police officer, shall be guilty of an offense against the city.

(Ord. No. 2712, § 1, 5-7-90)

Sec. 12-27. False reporting of a crime.

It shall be unlawful for any person to willfully, knowingly and without probable cause make a false report to any person of any crime which report causes or encourages the exercise of police action by any law enforcement officer.

(Ord. No. 2712, § 2, 5-7-90)

Sec. 12-28. Excessive false alarms.

(a) While recognizing the value of effective alarm systems in deterring crime and preventing fire loss, and while encouraging the use of such alarm systems, it is the purpose of this section to prohibit excessive false alarms and to reduce, insofar as possible, the misuse of emergency public services.

(b) As used herein, "excessive false alarm" means:

- (1) Four (4) police responses to false alarms at the same location within one calendar month;
- (2) More than four (4) police responses to false alarms at the same location within a six-month period; or
- (3) More than six (6) police responses to false alarms at the same location within a twelvemonth period.

(c) For the purpose of this section, a false alarm includes those calls by the following:

- (1) Error or mistake. Any action by any person, firm, corporation or other entity, or agent thereof, owning or occupying any dwelling, building or place which results in the activation of any alarm system while no emergency exists.
- (2) Malfunction. Any activation of any alarm system caused by a flaw in the normal operation, design, installation, maintenance of the system, faulty equipment, or a change in the environment or premises upon or within which the alarm system is operating.

(3) Intentional misuse. Any intentional activation of an alarm system when no burglary, robbery, vandalism, fire or other emergency is in progress.

(d) For the purpose of this section, an alarm shall not be considered a false alarm if it is determined that the alarm was caused by any of the following:

- (1) Natural or manmade catastrophe or act of God, including tornadoes, floods, earthquakes or similarly violent conditions.
- (2) Vandalism causing physical damage to the premises.
- (3) Telephone line outage.
- (4) Attempted entry of a location causing visible physical or other evidence of damage to such location;
- (5) Severe weather causing physical damage to the premises;
- (6) The testing of a local/audible alarm system by a licensed alarm business agent or employee who is present at the premises, servicing, repairing, or installing the alarm when such testing does not result in the alarm being activated for an uninterrupted period exceeding sixty (60) seconds.

(e) It is a violation of law for a facility to have excessive false alarms. In such an event, the occupant and/or owner of the facility shall be guilty of an offense against the city.

(f) In the event of a violation of this section, the municipal judge shall consider good faith efforts to prevent future violations prior to imposing sentence for the violation hereof.
(Ord. No. 2755, 12-2-91)

Sec. 12-29. Camping in public spaces prohibited.

(a) No person shall camp, sleep, or establish a temporary living space in any public property, including, but not limited to parks, sidewalks,

streets, alleys, or any other public right-of-way, except in designated camping areas approved by the city.

(b) "Camping" is defined as residing in or using a public space for living accommodation purposes, including, but not limited to sleeping, storing personal belongings, erecting tents or temporary structures, lighting fires, or cooking in nondesignated areas.

(c) This prohibition shall not apply to special events authorized by the city where camping is explicitly permitted.

(d) Any person found in violation of this section shall be subject to a fine of up to five hundred dollars (\$500.00) per occurrence.

(e) Prior to enforcement, law enforcement or designated city officials may offer information on available shelter options and provide reasonable time to vacate the prohibited area.

(f) The city shall remove individuals, personal property, camping materials, and campsites that are in violation of this section from public property in the following manner:

- (1) If the camp is not in a public facility such as restroom or shelter, then official notice of the violation shall be placed at the location of the violation.
 - a. Offenders shall be given at least forty-eight (48) hours to remove all individuals, personal property, and camping materials.
 - b. After forty-eight (48) hours, the city may remove individuals, personal property, camping materials, and campsites that are in violation of this section with no further notice.
- (2) If the camp is in a public facility such as a restroom or shelter, then no official notice will be required and the city may remove individuals, personal property, camping materials and campsites that are in violation of this section with no notice.

(g) Personal belongings removed from an unauthorized encampment may be discarded including tarps, bedding, waste, clothes, and other personal items. Weapons, drug paraphernalia, items appearing to be stolen, and evidence of a crime may be retained as evidence by the police department until an alternate disposition is determined. Any personal property removed from a campsite which is not, disposed of, or held as evidence (as provided above), shall be stored by the city for a minimum of seven (7) days, during which time it shall be made reasonably available for and released to an individual confirming ownership.

(h) Repeat offenders may be subject to progressive fines, exclusion from specific public areas, or other legal remedies as determined by the city.

(i) Offenders who agree to remediate their campsites by removing all personal belongings, trash, individuals, and other campsite materials may be shown greater latitude by officers and the municipal judge. The speed of compliance and completeness of the restoration shall be determining factors in the degree of latitude granted.
(Ord. No. 3605, § 1, 6-2-25)

Sec. 12-30. Conduct prohibited in public spaces.

(a) No person shall vandalize, deface, or damage park property, including trees, shrubs, buildings, structures, benches, signage, playground equipment, or any other public asset within a park.

(b) No person shall dump, scatter, or leave garbage, refuse, or litter in any public park except in designated receptacles. Illegal dumping of bulk items is strictly prohibited.

(c) No person shall construct, place, or maintain any kind of road, trail, permanent structure, signs, markers, fences, permanent enclosures, or other improvements in any city park or on public property unless otherwise approved by the city.

(d) Public urination, defecation, or engaging in indecent exposure in public view or on public property is prohibited.

(e) No person shall engage in lewd or sexually explicit behavior in public view or on public property.

(f) Any person found in violation of this section shall be subject to a fine of up to five hundred dollars (\$500.00) per occurrence.

(g) Any person found engaging in illegal dumping or vandalism shall be required to perform community service related to park maintenance and cleanup.

(h) Law enforcement and park officials shall have the authority to issue immediate trespass orders for individuals engaging in repeated or severe violations.
(Ord. No. 3605, § 1, 6-2-25)

Sec. 12-31. Sitting or lying in public rights-of-way prohibited.

(a) No person shall sit or lie on any public sidewalk, street, alley, or right-of-way within the city between the hours of 7:00 a.m. and 11:00 p.m.

(b) No person shall sit or lie on any public sidewalk, street, alley, or right-of-way within the central business district as defined as the area enclosed by the following description and including the streets and pedestrian rights-of-way that bound the area.

- (1) Beginning at the intersection of Hensley Boulevard and Cherokee Avenue;
- (2) West on Hensley Boulevard to the railroad tracks;
- (3) Southwest on the railroad tracks to Adams Boulevard;
- (4) East on Adams Boulevard to Cherokee Avenue;
- (5) North on Cherokee back to the intersection of Cherokee Avenue and Hensley Boulevard.

(c) These prohibitions do not apply to:

- (1) Individuals experiencing a medical emergency.

- (2) Persons with bona fide medical conditions necessitating wheelchairs or other mobility aids.
- (3) Persons sitting on benches or other seating provided by the city.
- (4) Persons waiting in line for lawful commercial or public services.
- (5) Persons attending a public event including parades and other public activities.

(d) Any person found in violation of this section shall be subject to a fine of up to five hundred dollars (\$500.00) per occurrence.

(e) Law enforcement may issue exclusion orders for repeat offenders to prevent further violations in specified areas.

(Ord. No. 3605, § 1, 6-2-25)

Sec. 12-32. Polluting or damaging public water sources prohibited.

(a) No person shall damage or interfere with a public water supply defined as a public well, cistern, water plug, stream, lake, river, pool, pond, creek, any other waterway, or any fountain or recreational water device; or

(b) Bathe in a public water source; or

(c) Wash clothing or other personal items in a public water source.

(d) Any person found in violation of this section shall be subject to a fine of up to five hundred dollars (\$500.00) per occurrence.

(e) Repeat violations may result in exclusion from public restrooms, parks, or other city facilities where misuse has occurred.

(f) Law enforcement shall be authorized to remove individuals from facilities if they refuse to comply with an order to cease prohibited activities.

(Ord. No. 3605, § 1, 6-2-25)

Secs. 12-33—12-40. Reserved.

ARTICLE III. OFFENSES AGAINST THE PERSON

Sec. 12-41. Assault and battery.

(a) "Assault" as referred to in this section, is any wilful and unlawful attempt or offer, with force or violence, to do a corporal hurt to another.

(b) "Battery" as referred to in this section, is any wilful and unlawful use of force or violence upon the person of another, except as qualified in (c) and subject to the exceptions and qualifications contained herein.

(c) To use or attempt to offer to use force or violence upon or toward the person of another is not unlawful in the following cases:

- (1) When necessarily committed by a public officer in the performance of any legal duty, or by any other person assisting him or acting by his direction;
- (2) When necessarily committed by any person in arresting one who has committed any felony and delivering him to a public officer competent to receive him in custody;
- (3) When committed either by the party about to be injured or by any other person in his aid or defense, in preventing or attempting to prevent an offense against his person, or any trespass or any other unlawful interference with real or personal property in his lawful possession; provided, the force or violence used is not more than sufficient to prevent such offense;
- (4) When committed by a parent or authorized agent of any parent, or by any guardian, master, or teacher in the exercise of lawful authority to restrain or correct his child, ward, apprentice, or scholar, provided restraint or correction has been rendered necessary by the misconduct of the child, ward apprentice, or scholar, or by his refusal to obey the lawful command of such parent, authorized agent, guardian, master, or teacher, and the force or violence used is reasonable in manner and moderate in degree;

(5) When committed by a carrier of passengers, or the authorized agent or servants of such carrier, or by any person assisting him at their request in expelling from any carriage, railroad car, or other vehicle any passenger who refuses to obey a lawful and reasonable regulation prescribed for the conduct of passengers, if such vehicle has first been stopped and the force and violence used is not more than sufficient to expel the offending passenger with a reasonable regard to his personal safety;

(6) When committed by any person in preventing any idiot, lunatic, or insane person, or other person of unsound mind, including persons temporarily or partially deprived of reason, from committing an act dangerous to himself or to another, or enforcing such restraint as is necessary for his restoration to health, during such period only as is necessary to obtain legal authority for the restraint or custody of his person.

(Code 1978, §§ 9.12.010—9.12.040)

State law reference—Assault and battery, 21 O.S. § 641 et seq.

Sec. 12-42. Preventing witness from giving testimony.

Every person who willfully prevents any person from giving testimony or threatens physical or mental harm through force or fear with the intent to prevent the witness from appearing in municipal court to give his testimony, or to alter his testimony, is guilty of an offense against the city.

(Ord. No. 2712, § 3, 5-7-90)

Sec. 12-43. Destroying evidence.

Every person who, knowing that any book, paper, record, instrument in writing, or other matter or thing, is about to be produced in evidence upon any trial, proceeding, inquiry or investigation whatever, authorized by law, willfully destroys the same, with intent thereby to prevent the same from being produced, is guilty of an offense against the city.

(Ord. No. 2712, § 4, 5-7-90)

Sec. 12-44. Possession/use of laser pointing device.

A. It shall be unlawful for any person to focus, point or shine a laser beam directly or indirectly on another person or animal in such a manner as to harass, annoy or injure said person or animal.

B. It shall be unlawful for any person under the age of eighteen (18) years to possess a laser pointing device. A person shall not be in violation of this section if his possession of a laser pointing device is necessary for his employment, trade or occupation and it is necessary for the pointer to be carried on his person.

(Ord. No. 3006, § 1, 4-5-99)

Sec. 12-45. Aggressive solicitation prohibited.

(a) No person shall engage in aggressive solicitation within city limits. "Aggressive solicitation" is defined as:

- (1) Following, touching, or making continued demands of an individual after a request to stop.
- (2) Obstructing the path of a pedestrian or blocking access to a business or vehicle.
- (3) Using obscene language, threats, or intimidating behavior while soliciting.
- (4) Soliciting within twenty-five (25) feet of an ATM, bank entrance, bus stop, parking garage, fuel station, restaurant patio, public restroom, at a marked crosswalk, or on a block that contains an entrance or exit to a school or childcare facility.
- (5) Soliciting between the hours of 8:00 p.m. and 7:00 a.m. in public spaces.

(b) Any person found in violation of this section shall be subject to a fine of up to five hundred dollars (\$500.00) per occurrence.

(c) Officers shall prioritize voluntary compliance and may refer individuals to social services before enforcement action.

(Ord. No. 3605, § 1, 6-2-25)

Secs. 12-46—12-55. Reserved.

**ARTICLE IV. OFFENSES AGAINST
PUBLIC MORALITY***

Sec. 12-56. Gambling unlawful.

It is unlawful for any person, or agent or employee thereof, to play, to open or cause to be opened, or to operate, carry on, or conduct, whether for hire or not, any game of faro, monte, poker, roulette, craps, any banking, percentage, or other game played with dice, cards, or any device, for money, checks, chips, credit, or any other thing of value; to set up, operate, or permit to be operated, any slot machine or other device whatsoever where money, checks, chips, credit, or any other thing of value are played, when the act of playing the same might result in a gain or loss to the party playing; or to gamble knowingly in any other manner; or knowingly to permit his or its premises, houses, lot, or other property to be used in connection with, or for, any act declared unlawful in this section.

(Code 1978, § 9.22.010)

State law references—Gambling, 21 O.S. § 941 et seq.; three card monte, 21 O.S. § 954.

Sec. 12-57. Equipping room.

It is unlawful for any person within the city to use any room or building, or to equip any room or building with chairs, tables, wheels, registers, or other like material for gaming or gambling purposes.

(Code 1978, § 9.22.030)

State law reference—Illegal use of building, 21 O.S. § 946.

Sec. 12-58. Signaling devices.

It is unlawful for any person to equip any room or building used for gaming or gambling, or in which gaming or gambling is carried on within the limits of Bartlesville with electric bells, wires, or other signals, doors, barricades, speaking tubes, elevators, dumbwaiters, or other implements, appliances, or devices which are or may be used by persons for the purpose of communicating with the occupants of such room or building

***State law references**—Gambling, 21 O.S. § 941 et seq.; indecent exposure and indecent exhibitions, 21 O.S. § 1021.

or for the purpose of obstructing police officers seeking to gain admission to any such room or building.

(Code 1978, § 9.22.040)

State law reference—Communications for gamblers, 21 O.S. § 986.

Sec. 12-59. Loitering.

It is unlawful for any person within the city to visit, resort to, or loiter in any room, building, or other place used, equipped, and protected for gambling purposes, as described in sections 12-57 and 12-58 when three (3) or more persons are present.

(Code 1978, § 9.22.050)

Sec. 12-60. Lookout.

It is unlawful for any person in the city to act as doorkeeper or lookout for any room or building where gaming or gambling is carried on, or to use any signal, electric bell, or other apparatus, or in any manner to obstruct or hinder any police officer attempting to prevent or discover violations of this article or to discover or arrest persons violating same.

(Code 1978, § 9.22.060)

Sec. 12-61. Keeping bawdy house.

No person, either as owner or agent, shall within the limits of this city, keep any bawdy house, house of ill fame, or house of assignation or prostitution, or any other house for persons to visit for the purpose of unlawful sexual intercourse, or for any lewd, obscene, or indecent purpose.

(Code 1978, § 9.26.010)

State law reference—Bawdy house, 21 O.S. § 1025.

Sec. 12-62. Person found in bawdy house.

It shall be unlawful for any person to reside in, enter or remain in any house, place, building, vehicle, trailer or other conveyance for the purpose of lewdness, prostitution or assignation.

(Code 1978, § 9.26.020)

State law reference—Being in place of prostitution, 21 O.S. § 1029.

Sec. 12-63. Keeping disorderly house.

No person shall keep any disorderly house or house of public resort by which the peace, comfort, or decency of the immediate neighborhood is disturbed.

(Code 1978, § 9.26.030)

State law reference—Disorderly house, 21 O.S. §§ 1025, 1026.

Sec. 12-64. Indecent exposure.

"Lewd" means licentious, lecherous, dissolute, debauched, impure, salacious or pornographic.

Every person who willfully either lewdly exposes his person, or private parts thereof, in any public place, or in any place where there are present other persons to be offended or annoyed thereby, or procures, counsels, or assists any person to lewdly expose himself, or to make any other exhibition of himself to public view, or to the view of any number of persons such as is offensive to decency, or is adapted to excite vicious or lewd thoughts or acts, shall be guilty of an offense against the City of Bartlesville, Oklahoma.

(Ord. No. 2627, § 1, 2-16-88)

Sec. 12-65. Lewd conduct.

Every person who conducts himself in a lewd manner, or in any manner suggestive of lewdness, shall be guilty of an offense against the City of Bartlesville, Oklahoma.

(Ord. No. 2628, § 1, 2-16-88)

Sec. 12-66. Obscene, threatening or harassing telephone calls.

(a) It shall be unlawful for a person who, by means of a telephone, willfully either:

- (1) Makes any comment, request, suggestion, or proposal which is obscene, lewd, lascivious, filthy or indecent;
- (2) Makes a telephone call, whether or not conversation ensues, with intent to put the party called in fear of physical harm or death;
- (3) Makes a telephone call, whether or not conversation ensues, without disclosing

his identity and with intent to annoy, abuse, threaten, or harass any person at the called number;

- (4) Knowingly permits any telephone under his control to be used for any purpose prohibited by this section; and
- (5) In conspiracy or concerted action with other persons, makes repeated calls or simultaneous calls solely to harass any person at the called number(s).

(b) Use of a telephone facility under this section shall include all use made of such a facility between the points of origin and reception. Any offense under this act is a continuing offense and shall be deemed to have been committed at either the place of origin or the place of reception.

(Ord. No. 2753, 12-2-91; Ord. No. 2889, § 1, 11-6-95)

Secs. 12-67—12-75. Reserved.**ARTICLE V. CONTROLLED SUBSTANCES****Sec. 12-76. Medical marijuana.**

(a) *Adoption of state statutes and rules.* The City of Bartlesville hereby adopts by reference all regulations now contained or hereafter contained in 63, O.S. §§ 420A—426, concerning medical marijuana. Further, the City of Bartlesville hereby adopts by reference the final rules for the Oklahoma Medical Marijuana Control Program now contained or hereafter contained in title 310, chapter 681 of the Oklahoma Administrative Code.

(b) *Cultivation of marijuana for personal medical use.* A person in possession of a State-issued medical marijuana patient license or caregiver license shall be able to legally possess marijuana on their person and in their legally zoned and occupied full-time permanent private residence, and cultivate marijuana for personal medical use, in quantities as allowed by applicable Oklahoma statutes and rules. The following

regulations shall apply to the cultivation of medical marijuana for personal use as an accessory use within the City of Bartlesville:

- (1) All homegrown medical marijuana plants shall be grown in such a manner to be accessible only to the patient or caregiver.
- (2) If grown outdoors, plants shall be enclosed on all sides by an opaque fence or wall with a minimum height of six (6) feet and shall be secured at all times with a commercial quality lock and key that is accessible only to the patient or caregiver.
- (3) No marijuana plants, whether grown indoors or outdoors, shall be visible from any street or public right-of-way.
- (4) All indoor or outdoor areas used for medical marijuana growth shall comply with all applicable Codes as adopted by the City of Bartlesville.
- (5) The primary use of the residential property in which marijuana is grown for personal medical use shall remain at all times a residence, with legal and functioning cooking, eating, sleeping, and sanitation/bathing facilities with proper ingress and egress. No room shall be used for growing marijuana where such cultivation will impair or prevent the primary use of cooking, eating, sleeping, or sanitation/bathing.
- (6) If the residence is rented, consent of the property owner shall be obtained prior to any commencing any cultivation of marijuana for personal medical use. This consent must be evidenced by a signed and notarized statement from the property owner permitting the growth of marijuana for personal medical use in the residence.

(c) *Restriction on smoking of medical marijuana products.* Smoking of medical marijuana products shall be restricted as set forth in:

- (1) Section 12-120 of this Code;
- (2) In section 13-6 of this Code; and

(3) As per 63 O.S. § 1-1521 et seq., commonly referred to as the "Smoking in Public Places and Indoor Workplaces Act."

(d) *Public intoxication prohibited.* Any person who shall be under the influence of medical marijuana or any other medical marijuana product at a level that presents a danger to others or creates a disturbance of the peace in or upon any public or private road, in any vehicle, any public place or building, at any public gathering, place accessible to the public or open to being viewed by others, shall be guilty of an offense.

(e) *Medical marijuana waste disposal.* All medical marijuana waste shall be stored, managed, and disposed of in accordance with all applicable local and state statutes and rules.

(Ord. No. 3499, § 2, 9-4-18)

Editor's note—Ord. No. 3501, § 3, adopted Sept. 4, 2018, repealed § 12-76, which pertained to public intoxication prohibited and derived from Code 1978, § 9.20.010; Ord. No. 3102, § 1, adopted Jan. 21, 2003; Ord. No. 3322, § 2, adopted April 5, 2010; Ord. No. 3408, adopted Aug. 19, 2013.

Sec. 12-77. Non-medical marijuana.

The possession, use, cultivation, distribution, or transportation, including growing, manufacturing, extracting, or delivering, of any marijuana or marijuana-derived product in any form by any person or establishment, unless otherwise licensed by the City of Bartlesville and the State of Oklahoma for medical purposes and verified by possession of a state issued medical marijuana license, shall be illegal within the City of Bartlesville and regulated pursuant to the Uniform Controlled Dangerous Substances Act of the State of Oklahoma, hereby adopted by reference. (Ord. No. 3499, § 2, 9-4-18)

Editor's note—Ord. No. 3501, § 3, adopted Sept. 4, 2018, repealed § 12-77, which pertained to certain sales, etc., prohibited.

Sec. 12-78. Controlled dangerous substances.

Except as provided by the Uniform Controlled Dangerous Substances Act of the State of Oklahoma, it shall be unlawful for any person to distribute, dispense or possess with intent to manufacture, distribute or dispense, a controlled dangerous substance, or to create, distribute or

possess with intent to distribute, a counterfeit controlled dangerous substance; or to distribute any imitation controlled dangerous substance except when authorized by the Food and Drug Administration of the United States Department of Health and Human Services. All definitions and other provisions of the Uniform Controlled Dangerous Substances Act of the State of Oklahoma are hereby adopted by reference and made a part of this section.

(Code 1978, § 9.20.040; Ord. No. 2635, 3-21-88)

State law reference—Controlled substances act, 63 O.S. § 2-101 et seq.

Sec. 12-79. Under influence of drugs.

No person who is noticeably under the influence of any drug taken for other than strictly medicinal purposes shall be or remain upon any street, avenue, alley, other thoroughfare, or other public place within the limits of this city.

(Code 1978, § 9.20.020)

State law reference—Controlled substances, 63 O.S. 2401 et seq.

Sec. 12-80. Possession of drug paraphernalia.

Except as otherwise provided by the Uniform Controlled Dangerous Substances Act of the State of Oklahoma and 63 O.S. §§ 420A—426, concerning medical marijuana, it shall be unlawful for any person to possess drug paraphernalia. (Ord. No. 2634, § 1, 3-21-88; Ord. No. 3499, § 2, 9-4-18)

Secs. 12-81—12-90. Reserved.

ARTICLE VI. OFFENSES AGAINST THE PUBLIC PEACE

Sec. 12-91. Disturbing religious meetings.

(a) The following are the acts deemed to constitute disturbance of a religious meeting:

- (1) Uttering any profane discourse, committing any rude or indecent act, or making any unnecessary noise, either within the place where such meeting is held, or so near it as to disturb the order and solemnity of the meeting;

- (2) Exhibiting, within one mile, any shows or plays without a license by the proper authority;
- (3) Engaging in, or aiding or promoting within the like distance, any racing of animals or gaming of any description;
- (4) Obstructing in any manner, without authority of law, within the like distance, the free passage along any highway to the place of such meeting.

(b) It is unlawful for any person to willfully disturb, interrupt or disquiet any assemblage of people met for religious worship, by any of the acts or things enumerated in (a) above.

(Code 1978, § 9.32.010)

State law reference—Similar provisions, 21 O.S. §§ 915, 916.

Sec. 12-92. Ball playing in public streets prohibited.

It shall be unlawful for any person to pitch or bat a ball on the public streets of this city.

(Code 1978, § 9.32.020)

Sec. 12-93. Use of language calculated to arouse anger or cause breach of peace prohibited.

It is unlawful for any person to make use of any profane, violent, abusive or insulting language toward or about another person, in the presence or hearing, which language, in its common acceptation, is calculated to arouse to anger the person about or to whom it is spoken or addressed, or to cause a breach of the peace or an assault, every such person shall be deemed guilty of a breach of the peace.

State law reference—Similar provisions, 21 O.S. § 1363.

Sec. 12-94. Disturbance by loud or unusual noise or abusive, violent, obscene, profane or threatening language or allowing habitual howling, yelping, barking or other annoyance by dog or other animal prohibited; procedure for violation.

(a) It is unlawful for any person to willfully or maliciously disturb, either by day or night, the peace and quiet of the city, family or person by

loud or unusual noise, or by abusive, violent, obscene or profane language, whether addressed to the parties so disturbed or to some other person, or to threaten to kill, do bodily harm, or injure, destroy property, fight or quarrel, or challenge to fight, or shoot off any firearms, or brandish the same.

(b) It is unlawful to allow the habitual howling, yelping, barking or other annoyance by the owner, keeper or possessor of any dog or other animal. Upon determination that an individual is in violation of this section, such individual shall be given an oral warning that such noise is a violation of law. A warning to any one occupant of a residence is considered to be a warning to all residents or occupants of the premises. A subsequent violation within the next fourteen (14) days may result in a citation being issued. Upon the first conviction for the violation of this section, the maximum penalty is a suspended sentence. Upon conviction for subsequent violations of this section, a fine shall be imposed not to exceed fifty dollars (\$50.00).

(c) It shall be the duty of the police department to investigate all disturbances of peace, to arrest where, in the officer's judgment, it is proper and lawful to arrest, and to assist in the prosecution of those persons charged with violations of this section.

(d) Upon the arrest of a citizen within the limits of the city on a disturbance of the peace charge, the arresting officer may take the violator's name, address and other appropriate information and issue to him in writing a citation to answer to the charge against him at the municipal court if the accused gives his promise in writing to appear voluntarily. In all other instances, the arresting officer is authorized to arrest the accused pursuant to regular procedure.

(e) Any person who has received any citation to appear in answer to a disturbance of the peace charge under the ordinances of the city may, within the time specified in the citation, answer at the municipal court clerk's office to the charge set forth in such citation, by paying a fine of one hundred dollars (\$100.00) plus court costs, or such person may appear before the municipal

court, or in case of violation of section (b) may pay a fine of fifty dollars (\$50.00) plus court costs or appear before the municipal court

(f) No person shall pay a fine at the municipal court clerk's office in accordance with the above paragraph where such person questions his guilt of the offense charged. Upon any question of guilt, the accused must appear before the municipal court.

(Ord. No. 2819, 11-15-93; Ord. No. 3067, § 1, 7-2-01)

State law reference—Similar provisions, 21 O.S. § 1362.

Sec. 12-95. Unlawful assembly.

It shall be unlawful and shall constitute an unlawful assembly for a person to assemble or act in concert with four (4) or more persons for the purpose of engaging in conduct constituting the crime of riot, or to remain at the scene of a riot, after being instructed to disperse by law authorities.

(Code 1978, § 9.32.040)

State law reference—Unlawful assembly, 21 O.S. 1981 § 1314 et seq.

Secs. 12-96—12-105. Reserved.

ARTICLE VII. OFFENSES AGAINST PROPERTY*

Sec. 12-106. Destruction.

It is unlawful for any person to destroy, injure, deface, besmear, or molest any structure, building, outbuilding, fence, or any other property, real or personal, public or private, belonging to another; or to use any such property wrongfully to the detriment of the owner or other person entitled to its use; or to interfere wrongfully with the use of any such property by its owner or any other person entitled to its use.

(Code 1978, § 9.42.010)

State law reference—Similar provisions, 21 O.S. 1760.

***State law reference**—Crimes against property, 21 O.S. § 1381 et seq.

Sec. 12-107. Trespass.

(a) It is unlawful for any person to trespass upon the private property of any person within the city.

(b) Every person, partnership, corporation or other legal entity engaged in any public business, trade or profession, of any kind wherein merchandise, goods or services are offered for sale, may forbid the entry or presence of any person upon the premises of the place of business, if the person has been convicted of a crime involving entry onto or criminal acts occurring upon any real property owned, leased or under the control of such person, partnership, corporation or other legal entity. Such crimes shall include, but are not limited to, shoplifting, vandalism, and disturbing the peace while upon the premises of any place of business of the person, partnership, corporation or other legal entity.

(c) In order to exercise the authority conferred by subsection (c) of this section, the owner or an agent of the owner of a public business, trade or profession must notify the person whom the owner or agent desires to prohibit from such owner's place of business.

(d) No person shall willfully enter or remain upon the premises after being expressly forbidden to do so in the manner provided for in this section. Any person convicted shall be guilty of trespass and shall be punished in accordance with law.

(Code 1978, §§ 9.44.020, 9.42.030; Ord. No. 3005, § 1, 4-5-99; Ord. No. 3605, § 2, 6-2-25)

State law reference—Similar provisions, 21 O.S. § 1835.

Sec. 12-108. Larceny.

(a) It is unlawful and larceny as used in this section, for anyone to take personal property by fraud or stealth, with intent to deprive another thereof when such property does not exceed the value of fifty dollars (\$50.00).

(b) One who finds lost property, not exceeding the sum of fifty dollars (\$50.00), under circumstances which give him knowledge or means of inquiry as to the true owner, and who appropriates such property to his own use, or to the use of another person who is not entitled

thereto, without having first made such effort to find the owner and restore the property to him as the circumstances render reasonable and just, is guilty of larceny.

(Code 1978, § 9.46.020; Ord. No. 2633, § 1, 3-21-88)

State law reference—Larceny, 21 O.S. §§ 17011736.

Sec. 12-109. Theft of services.

(a) Theft of services is obtaining services from another by deception, threat, coercion, stealth, tampering or use of false token or device.

(b) "Services" within the meaning of this section, includes, but is not limited to, labor, professional service, cable television service, public or municipal utility or transportation service, telephone service, lodging, entertainment and the supply of equipment for use.

(c) "Tampering" within the meaning of this section, includes, but is not limited to:

- (1) Making a connection of any wire, conduit or device, to any service or transmission line owned by a public or municipal utility, or by a cable television service provider;
- (2) Defacing, puncturing, removing, reversing or altering any meter or any connections, for the purpose of securing unauthorized or unmeasured electricity, natural gas, water, telephone service or cable television service;
- (3) Preventing any such meters from properly measuring or registering;
- (4) Knowingly taking, receiving, using or converting to such person's own use, or the use of another, any electricity, water or natural gas which has not been measured; or any telephone or cable television service which has not been authorized; or
- (5) Causing, procuring, permitting, aiding or abetting any person to do any of the preceding acts.

(d) In any prosecution of this section, the existence of any of the connections of the meters, alterations or use of unauthorized or unmeasured

water, electricity, natural gas, telephone service or cable television service, specified in subsection (c), shall be prima facie evidence of intent to violate the provision of this section by the person or persons using or receiving the direct benefits from the use of the water, electricity; natural gas, telephone service or cable television service passing through such connections or meters, or using the electricity, natural gas, water, telephone service or cable television which has not been authorized or measured.

(Code 1978, § 9.46.030; Ord. No. 2875, § 1, 8-21-95)

State law reference—Larceny of cable service, 21 O.S. § 1737.

Sec. 12-110. Obtaining or attempting to obtain property by deception, false statements or pretenses, confidence games.

Every person who, with intent to cheat and defraud, shall obtain or attempt to obtain from any person, firm or corporation, any money, property or valuable thing, of the value of less than fifty dollars (\$50.00), by means or by use of any trick or deception, or false or fraudulent representation or statement or pretence, or by any other means or instruments or device, commonly called the "confidence game," or by means or use of any false or bogus checks, or by any other written, printed or engraved instrument or spurious coin, shall be guilty of an offense against the city.

(Code 1978, § 9.46.050; Ord. No. 2754, 11-2-91)

Sec. 12-111. Possession of burglar's implements.

Every person who has in possession a dangerous offensive weapon or instrument whatever, or any picklock, crow, key, bit, jack, jimmy, nippers, pick, betty or other implement of burglary, with intent to break and enter any building or part of any building, booth, tent, warehouse, railroad car, vessel or other structure or erection, and to commit any crime therein, is guilty of an offense against the city.

(Ord. No. 2631, § 1, 3-21-88)

Sec. 12-112. Entering buildings or structures with certain intent.

(a) Every person who, under circumstances not amounting to any burglary, enters any building or part of any building, booth, tent, warehouse, railroad car, vessel, or other structure or erection with intent to commit any felony, larceny, or malicious mischief, is guilty of an offense against the city.

(b) Every person who, without the intention to commit any crime therein, shall willfully and intentionally break and enter into any building, trailer, vessel, or other premises used as a dwelling without the permission of the owner or occupant thereof, except in the cases and manner allowed by law, shall be guilty of an offense against the city.

(c) The term "dwelling house" as used in Chapter 12 of the City Code includes any house or edifice, any part of which has usually been occupied by any person lodging there at any time, and any structure joined to and immediately connected with such a house or edifice.

(d) The term "dwelling" as used in this section includes every house, trailer, vessel, apartment or other premises, any part of which has usually been occupied by a person lodging therein at night, and any structure joined to and immediately connected with such house, trailer or apartment.

(Ord. No. 2632, § 1, 3-21-88; Ord. No. 2750, 11-18-91)

Sec. 12-113. Intent to defraud.

Whenever, by any of the provisions of this chapter, an intent to defraud is required in order to constitute any offense, it is sufficient if any intent appears to defraud any person.

(Ord. No. 2712, § 5, 5-7-90)

Sec. 12-114. Defrauding restaurants, hotels.

It shall be an offense for any person to obtain food, lodging, services or other accommodations at any restaurant, hotel, inn, boarding house, motel or auto camp with the intent to defraud

the owner or keeper thereof if the value of such food, lodging, services or other accommodations be of the value of fifty dollars (\$50.00) or less.
(Ord. No. 2712, § 6, 5-7-90; amended 1994)

Sec. 12-115. Embezzlement by bailee.

If any person being entrusted with any property as bailee, or with any power of attorney for the sale or transfer thereof, fraudulently converts the same or the proceeds thereof to his own use, or secretes it or them with a fraudulent intent to convert it to his own use, he is guilty of embezzlement, whether he has broken the package or otherwise determined the bailment or not.
(Ord. No. 2888, § 1, 11-6-95)

Sec. 12-116. Embezzlement by clerk or servant.

If any clerk or servant of any private person or copartnership or corporation, except apprentices and persons within the age of eighteen (18) years, fraudulently appropriates to his own use, or secretes with a fraudulent intent to appropri-

Chapter 15

POLICE*

Article I. In General

Secs. 15-1—15-15. Reserved.

Article II. Police Department

Division 1. Generally

Sec. 15-16. Established.
Sec. 15-17. Powers and duties.
Secs. 15-18—15-30. Reserved.

Division 2. Auxiliary Police Reserve

Sec. 15-31. Established.
Sec. 15-32. Purpose.
Sec. 15-33. Members—Qualifications.
Sec. 15-34. Same—Selection procedure.
Sec. 15-35. Same—Discipline.
Sec. 15-36. Same—Training.
Sec. 15-37. Supervision.
Sec. 15-38. Performance of functions.
Sec. 15-39. Rule review.
Secs. 15-40—15-60. Reserved.

Article III. Automated License Plate Readers

Sec. 15-61. Purpose and intent.
Sec. 15-62. Definitions.
Sec. 15-63. Scope.
Sec. 15-64. Permitted operational areas.
Sec. 15-65. Installation and relocation of regulated ALPR devices.
Sec. 15-66. Audit and reporting requirements.
Sec. 15-67. Data storage and retention.
Sec. 15-68. Misuse and disciplinary action.
Sec. 15-69. Complaints and oversight.
Sec. 15-70. Enforcement and penalties.

***Charter reference**—Police department, Art. 5, Sections 12—14.

Cross references—Administration, Ch. 2; departments, § 2-326; animals, Ch. 3; municipal court, Ch. 10; nuisances, Ch. 11; offenses, Ch. 12; traffic and vehicles, Ch. 19.

State law references—Police department, 11 O.S. § 34-101 et seq.; police pensions, 11 O.S. § 50-101 et seq.; police arrest procedure, 22 O.S. § 171 et seq.; municipal courts, 11 O.S. § 27-101 et seq.

ARTICLE I. IN GENERAL**Secs. 15-1—15-15. Reserved.****ARTICLE II. POLICE DEPARTMENT*****DIVISION 1. GENERALLY****Sec. 15-16. Established.**

There is hereby established a police department, the head of which is the chief of police, appointed by the city manager for an indefinite term and removable by the manager. The chief of police is an officer of the city and has supervision and control of the police department. All policemen are officers of the city.

(Code 1978, § 2.22.010)

Sec. 15-17. Powers and duties.

It is the duty of the police department to apprehend and arrest on view or on warrant and bring to justice all violators of the ordinances of the city; to suppress all riots, affrays, and unlawful assemblies which may come to their knowledge, and generally to keep the peace; to serve all warrants, writs, executions, and other processes properly directed and delivered to them; to apprehend and arrest persons violating federal or state law as provided by law, and to turn them over to proper authorities; and in all respects to perform all duties pertaining to the offices of policemen. The police department has charge of and operates the city jail.

(Code 1978, § 2.22.020)

Secs. 15-18—15-30. Reserved.**DIVISION 2. AUXILIARY POLICE
RESERVE†****Sec. 15-31. Established.**

There is established a Bartlesville Police Reserve for the city which shall consist of the

***Cross references**—Departments, § 2-326; police department to investigate accidents, § 19-71.

State law references—Police department, 11 O.S. § 34-101 et seq.; pensions, 11 O.S. § 50-101 et seq.; arrests, 22 O.S. § 171 et seq.; qualifications, 70 O.S. § 3311(F), (G).

†**State law reference**—Reserve police officers, 11 O.S. § 34-101(B).

reserve officers chief and such members of the police reserve as may be chosen in accordance with this chapter.

(Code 1978, § 2.52.010)

Sec. 15-32. Purpose.

The purpose of the police reserve is to assist and supplement the police department in providing for the law enforcement duties of the city, in such a manner as prescribed and provided for in the rules and regulations established by the police chief. In this regard it is understood that the police chief will be in charge of the police reserve, also the police reserve will have a chief in direct command and charge of the police reserve unit.

(Code 1978, § 2.52.020)

Sec. 15-33. Members—Qualifications.

To become a member of the police reserve, a member must meet the qualifications as set forth by the police chief, and the police reserve chief. An applicant must be at least twenty-one (21) years of age, be of good moral character and meet the qualifications required under this section.

(Code 1978, § 2.52.030)

State law reference—Qualifications, 70 O.S. § 3311.**Sec. 15-34. Same—Selection procedure.**

The police chief and the police reserve chief will establish procedures for the selection of the new members to the police reserve, which may include investigations, review boards and such other procedures as they may determine necessary.

(Code 1978, § 2.52.040)

Sec. 15-35. Same—Discipline.

The police chief and the police reserve chief will be primarily responsible for the discipline of the members of the police reserve. This will not prohibit the police reserve members from establishing, subject to the approval of the police chief and the police reserve chief, such disciplinary procedures as they determine necessary,

which will have, as will the police chief, the right to dismiss, suspend and or reprimand a member of the police reserve.
(Code 1978, § 2.52.050)

Sec. 15-36. Same—Training.

The police chief and the police reserve chief shall be responsible for implementing a program of training for the police reserve to insure that they are properly trained pursuant to 70 O.S. § 3311.
(Code 1978, § 2.52.060)

Sec. 15-37. Supervision.

Since the purpose of the police reserve is to assist and support the police department and any other law enforcement agency who may call upon the police department or the police reserve, the police reserve will be used primarily to aid and assist the members of the police department. When in police vehicles, the police reserve officer will be subject to the control of the member or officer of the police department, who will make arrests and issue any traffic tickets and make any official complaints from a particular incident. Only when members of the police department are not available, a member of the police reserve may use any city equipment, and then at the discretion of, or approval of, the police chief. If an officer of the police reserve has to take some official police action, it will be in an emergency nature, and upon taking any such action shall immediately call for assistance and supervision from a regular appointed police officer. If calling a member of the police department is not feasible or possible, and in a time of an emergency, then the police reserve officer is authorized to make an arrest.
(Code 1978, § 2.52.070)

Sec. 15-38. Performance of functions.

Police reserve members, except in emergency situations, shall perform police functions only when on assigned duties or called out to perform such duties by the police reserve chief.
(Code 1978, § 2.52.080)

Sec. 15-39. Rule review.

The rules and regulations pertaining to the police reserve shall be subject to periodic review by the police chief.
(Code 1978, § 2.52.090)

Secs. 15-40—15-60. Reserved.

ARTICLE III. AUTOMATED LICENSE PLATE READERS

Sec. 15-61. Purpose and intent.

This ordinance establishes regulations for the use of flock-style automated license plate readers (ALPRs) by the Bartlesville Police Department. Its intent is to affirm permitted operations, locations, and data practices for these devices while explicitly excluding:

- (1) ALPRs used exclusively for parking time violation enforcement, and
- (2) ALPRs that are privately owned or operated by state government agencies.

This article applies solely to systems operated and audited by the Bartlesville Police Department.
(Ord. No. 3600, § 1, 4-7-25)

Sec. 15-62. Definitions.

For the purposes of this article:

ALPR refers to automated license plate readers that store data in the cloud and provide searchable records.

ALPR for parking enforcement refers to devices used exclusively for the detection and enforcement of parking time violations; these devices are expressly excluded from this article.

Audit means a systematic review of ALPR operations and data management as specified herein.

Data means all photographic and electronically recorded information captured by a regulated ALPR device.

Regulated ALPR device means a flock-style ALPR that is operated and audited by the Bartlesville Police Department.

(Ord. No. 3600, § 2, 4-7-25)

Sec. 15-63. Scope.

This ordinance applies exclusively to flock-style ALPRs that are operated and audited by the Bartlesville Police Department. It does not affect privately owned ALPR systems or those operated by state government agencies, nor does it apply to ALPRs used solely for parking enforcement.

(Ord. No. 3600, § 3, 4-7-25)

Sec. 15-64. Permitted operational areas.

Regulated ALPR devices shall operate within the city limits of Bartlesville and may be placed no more than five-hundred (500) feet from the outermost boundary of the city's incorporated limits. Isolated unincorporated areas included within the city limits shall not be used to determine eligible locations.

(Ord. No. 3600, § 4, 4-7-25)

Sec. 15-65. Installation and relocation of regulated ALPR devices.

(a) The city currently has ten (10) cameras. These cameras will be placed at locations chosen by the city in compliance with this article.

(b) The city is authorized to install additional cameras, up to a total maximum of twenty (20), at locations determined by the city and compliant with this article.

(c) Prior to installation or relocation, the city manager will notify the city council via email regarding each proposed camera location. Council members have seven (7) days from notification to raise objections via email directly to the city manager. If a majority of the council objects to a specific location, the city manager will either suggest an alternative location or schedule the issue for discussion and a vote at the next city council meeting.

(d) Objections are evaluated individually; objecting to one (1) location does not imply objection to all proposed locations.

(e) Any deviation from the approved operational areas must be authorized by the city council in advance.

(Ord. No. 3600, § 5, 4-7-25)

Sec. 15-66. Audit and reporting requirements.

The Bartlesville Police Department shall provide a monthly audit report on regulated ALPR usage, to be included in the consent docket presented to the city council.

(1) These reports shall include statistical data indicating the usage of the system and any findings that occurred as well as a list of all authorized users including name, rank or title, and the reason for their access.

(2) *Annual audits.* An annual audit shall be conducted by a panel comprising the police chief, the city manager, and one (1) designated city council representative.

(Ord. No. 3600, § 6, 4-7-25)

Sec. 15-67. Data storage and retention.

(a) Data captured by regulated ALPR devices shall be retained for no more than 30 days.

(b) Storage of data beyond these periods is expressly prohibited unless amended by the city council.

(c) There will be no automatic data sharing with any federal agency.

(Ord. No. 3600, § 7, 4-7-25)

Sec. 15-68. Misuse and disciplinary action.

(a) Any misuse of data or operations associated with regulated ALPR devices is a violation of this article.

(b) Violators shall be subject to immediate administrative leave, termination, and, where applicable, prosecution to the fullest extent of the law.

(Ord. No. 3600, § 8, 4-7-25)

Sec. 15-69. Complaints and oversight.

(a) Individuals with concerns or complaints regarding the use or operation of regulated ALPR devices may submit their concerns to the Bartlesville Police Department or city manager.

(b) All complaints shall be reviewed in accordance with established city procedures to ensure accountability.

(c) No additional system features (software, hardware, or otherwise) may be installed without approval by the city council.
(Ord. No. 3600, § 9, 4-7-25)

Sec. 15-70. Enforcement and penalties.

(a) Enforcement of this article shall be the responsibility of the Bartlesville City Police, with oversight provided by the city manager and city council.

(b) Any violation of this article will result in disciplinary and/or legal action as provided by applicable city regulations and state law.
(Ord. No. 3600, § 10, 4-7-25)

the business conducted at the location of any business in the act of doing business while required tax payments are delinquent.

- (c) Upon the request of city's auditors, vendors shall produce records of each sales transaction made during the audit period.
 - (d) Upon the request of city's auditors, vendors shall produce records of each sales tax payment paid to the Oklahoma Tax Commission.
 - (e) City auditors will make available to the Oklahoma Tax Commission auditors all information found during the conducting of an audit of a delinquent vendor.
 - (f) City auditors may be accompanied by the Oklahoma Tax Commission auditors at times of business investigations and delinquent vendor audits.
 - (g) City auditors shall assist in the investigating of a delinquent vendor and may provide information leading to the Oklahoma Tax Commission's arrest and conviction of a State of Oklahoma Tax Code violator.
- (Ord. No. 3325, § 1, 5-3-10)

DIVISION 2. FOUR-TENTHS PERCENT

Sec. 18-39. [Four-tenths (0.4) percent sales tax.]

(a) Citation and Codification. This division shall be known and may be cited as the "City of Bartlesville Four-Tenths (0.4) of One Percent Sales Tax Ordinance" and shall be codified with the ordinances of the City of Bartlesville, Oklahoma (the "city") and is hereinafter referred to as "ordinance".

(b) Subsisting State Permits. All valid subsisting permits to do business by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purposes of this division, hereby ratified, confirmed, and adopted in lieu of any requirement for any additional city permit for the same purpose.

(c) Purpose of Revenues. It is hereby declared to be the purpose of this division to provide revenues for the support of the functions of the municipal government of the city.

(d) Effective Date. This division and the tax to be levied hereunder shall become effective on January 1, 2016, subject to the approval by a majority of the registered qualified electors voting on the question of its approval or rejection at a special election.

(e) Tax Rate—Sales Subject to Tax. There is hereby levied an excise tax of four-tenths (0.4) percent upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code, including all items listed under the applicable sections of the Oklahoma Sales Tax Code, as such may be amended from time to time.

(f) This Tax in Addition to Taxes Currently Levied; Administrative Procedures. The tax levied hereby is in addition to any and all other excise taxes levied or assessed by the city pursuant to existing city ordinances (the "existing ordinances"); provided, however, that those provisions, if any, of said existing ordinances relating to definitions; tax collector defined; classification of taxpayers - permit to do business; subsisting state permits; the portion of tax rate - sales subject to tax, pertaining to sales subject to tax (not rate of tax); the provisions of said existing ordinances regarding exemptions and other exempt transfers; the provisions of said existing ordinances regarding tax due when—returns—records; the portion of said existing ordinances regarding tax constituting debt; vendor's duty to collect tax; returns and remittances - discounts; interest and penalties—delinquency; waiver of interest and penalties; erroneous payments—claim for refund; fraudulent returns; and records confidential shall apply to the excise tax levied and assessed by this division. For purposes of this division, references in said existing ordinances, to specific provisions of the Oklahoma statutes shall be deemed to be references to said statutory provisions, as amended.

(g) Payment of Tax. The tax levied herein shall be paid to the tax collector at the time and in the form and manner provided for payment state sales tax under the Oklahoma Sales Tax Code.

(h) *Provisions Severable.* The provisions hereof are hereby declared to be severable, and in any section, paragraph, sentence or clause of this ordinance is, for any reason, held to be invalid or inoperative by any court of competent jurisdiction such decision shall not affect any other section, paragraph, sentence or clause hereof.

(i) *Amendments.* The people of the City of Bartlesville, Oklahoma, by their approval of this division at the election hereinabove provided, hereby authorize the city council by ordinances duly enacted to make such administrative and technical changes or additions in the method and manner of administration and enforcement of this division as may be necessary or proper for efficiency and fairness or in order to make the same consistent with the Oklahoma Sales Tax Code, as amended, except that the rate of tax levied hereunder shall not be changed without approval of the qualified electors of the city as provided by law.

(j) *Provisions Cumulative.* The provisions hereof shall be cumulative, and in addition to any and all other taxing provisions of city ordinances.

(Ord. No. 3453, §§ 1—10, 8-3-15)

DIVISION 3. ONE-FOURTH PERCENT*

Sec. 18-40. Economic development sales tax.

(a) *Citation and codification.* This division shall be known and may be cited as the "City of Bartlesville One-Quarter of One Percent ($\frac{1}{4}\%$) Economic Development Sales Tax Ordinance" and shall be codified with the ordinances of the City of Bartlesville, Oklahoma (the "city") and is hereinafter referred to as "ordinance." This division shall be effective July 1, 2021, subject to approval by a majority of the qualified electors of the city voting on the same in the manner prescribed by law and shall replace and supersede Ordinance No. 2579, Ordinance No. 2722, Ordinance No. 2876, Ordinance No. 3023, Ordinance No. 3149, Ordinance No. 3326, and Ordinance No. 3454.

**Editor's note*—Sales tax of one-fourth ($\frac{1}{4}$) percent levied in accordance with Division 3 is restricted for economic development.

(b) *Subsisting state permits.* All valid subsisting permits to do business by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purposes of this division, hereby ratified, confirmed, and adopted in lieu of any requirement for any additional city permit for the same purpose.

(c) *Purpose of revenues.* It is hereby declared to be the purpose of the revenues provided by the one-quarter of one percent ($\frac{1}{4}\%$) excise tax levied by this division to provide revenues for operation of an economic development program, including marketing, prospect development and administration, site development, engineering work, possible optioning or acquisition of development property and sustaining operations beyond the term of the tax. The proceeds of the excise tax levied hereby shall be used exclusively for the above purposes. An independent annual audit of expenditures and income generated shall be conducted and published in a newspaper of general circulation and a citizen's oversight committee shall continue to monitor the economic development effort.

(d) *Effective date and term.* This division shall become effective on July 1, 2021, subject to the approval by a majority of the registered qualified electors voting on the question of its approval or rejection at a special election and, if approved, shall remain in continuous effect until June 30, 2026. The sales tax referenced herein shall cease to be collected after June 30, 2026.

(e) *Tax rate—Sales subject to tax.* There is hereby levied an excise tax of one-quarter of one percent ($\frac{1}{4}\%$) upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code, including all items listed under the applicable sections of the Oklahoma Sales Tax Code, as such may be amended from time to time.

(f) *This tax in addition to taxes currently levied; administrative procedures.* The tax levied hereby is an extension of a tax currently levied by the city, but is in addition to any and all other excise taxes currently levied or assessed by the city pursuant to existing city ordinances (the "existing ordinances"); provided, however, that those provisions, if any, of said existing ordinances

relating to definitions; tax collector defined; classification of taxpayers—permit to do business; subsisting state permits; the portion of tax rate—sales subject to tax, pertaining to sales subject to tax (not rate of tax); the provisions of said existing ordinances regarding exemptions and other exempt transfers; the provisions of said existing ordinances regarding tax due when—returns—records; the portion of said existing ordinances regarding tax constituting debt; vendor's duty to collect tax; returns and remittances—discounts; interest and penalties—delinquency; waiver of interest and penalties; erroneous payments—claim for refund; fraudulent returns; and records confidential shall apply to the excise tax levied and assessed by this division. For purposes of this division, references in said existing ordinances, to specific provisions of the Oklahoma statutes shall be deemed to be references to said statutory provisions, as amended.

(g) *Payment of tax.* The tax levied herein shall be paid to the tax collector at the time and in the form and manner provided for payment state sales tax under the Oklahoma Sales Tax Code.

(h) *Provisions severable.* The provisions hereof are hereby declared to be severable, and in any section, paragraph, sentence or clause of this division is, for any reason, held to be invalid or inoperative by any court of competent jurisdiction such decision shall not affect any other section, paragraph, sentence or clause hereof.

(i) *Amendments.* The people of the City of Bartlesville, Oklahoma, by their approval of this division at the election hereinabove provided, hereby authorize the city council by ordinances duly enacted to make such administrative and technical changes or additions in the method and manner of administration and enforcement of this division as may be necessary or proper for efficiency and fairness or in order to make the same consistent with the Oklahoma Sales Tax code, as amended, except that the rate of tax and the termination date of the tax levied hereunder shall not be changed without approval of the qualified electors of the city as provided by law.

(j) *Provisions cumulative.* The provisions hereof shall be cumulative, and in addition to any and all other taxing provisions of city ordinances. (Ord. No. 2579, §§ 1—4, 3-17-86; Ord. No. 2722, § 1, 10-1-90; Ord. No. 2876, § 1, 10-2-95; Ord. No. 3023, § 1, 12-6-99; Ord. No. 3149, § 1, 12-20-04; Ord. No. 3326, § 1, 5-16-10; Ord. No. 3454, 8-3-15; Ord. No. 3537, §§ 1—10, 2-1-21)

DIVISION 4. ONE-HALF PERCENT*

Sec. 18-41.1. Citation and codification.

This division shall be known and may be cited as the "City of Bartlesville One-Half Percent Sales Tax Ordinance" and shall be codified with the ordinances of the City of Bartlesville, Oklahoma and is hereinafter referred to as "ordinance."

(Ord. No. 3001, § 1, 3-29-99)

Sec. 18-41.2. Subsisting state permits.

All valid subsisting permits to do business by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purposes of this ordinance, hereby ratified, confirmed, and adopted in lieu of any requirement for any additional city permit for the same purpose.

(Ord. No. 3001, § 2, 3-29-99)

Sec. 18-41.3. Purpose of revenues.

It is hereby declared to be the purpose of and it is the intent of this ordinance, subject to voter approval as provided herein, to levy and collect a one-half (1/2 of one (1) percent sales tax in addition to all other sales taxes collected by the city in order to provide funds for the making of capital improvements, as well as making debt service payments in connection with obligations to finance said capital improvements. For purposes of this section, capital improvement shall mean all items and articles, either new or replacements, not consumed with use but only diminished in value with prolonged use, including, but not limited to, roads and streets, drainage improvements, water improvements, sewer improve-

***Editor's note**—Sales tax on one-half (1/2) percent levied in accordance with Division 4 is restricted for capital improvements.

ments, machinery and equipment, furniture and fixtures, rights-of-way, all real property, all construction or reconstruction of buildings, appurtenances and improvements to real property and other costs and expenses related thereto, which shall benefit the City of Bartlesville, Oklahoma. A specific list of capital equipment and/or improvements which shall be financed from the proceeds of the tax, to the extent funds are available, is attached as "Exhibit A" and is included herein by reference. If additional funds from said tax become available, they shall be used for similar capital improvements.

(Ord. No. 3001, § 3, 3-29-99; Ord. No. 3264, § 3, 3-10-08)

Sec. 18-41.4. Effective date and term.

This division shall become effective on July 1, 2021, subject to the approval by a majority of the registered qualified electors voting on the question of its approval or rejection at a special election and, if approved, shall remain in continuous effect until June 30, 2026. The sales tax referenced herein shall cease to be collected after June 30, 2026.

(Ord. No. 3001, § 4, 3-29-99; Ord. No. 3404, § 4, 4-1-13; Ord. No. 3522, § 4, 2-3-20)

Sec. 18-41.5. Tax rate—Sales subject to tax.

There is hereby levied an excise tax of one-half (1/2) percent upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code, including all items listed under the applicable sections of the Oklahoma Sales Tax Code, as such may be amended from time to time.

(Ord. No. 3001, § 5, 3-29-99)

Sec. 18-41.6. Exemptions.

There is hereby specifically exempted from the tax levied by this ordinance the gross proceeds or gross receipts exempted from the Oklahoma Sales Tax Code, including all items listed under the Oklahoma Sales Tax Code, as such may be amended from time to time.

(Ord. No. 3001, § 6, 3-29-99)

Sec. 18-41.7. Tax Due When—Returns—Records.

The tax levied hereunder shall be due and payable at the time and in the manner and form prescribed for payment of the state sales tax under the Oklahoma Sales Tax Code.

(Ord. No. 3001, § 7, 3-29-99)

Sec. 18-41.8. Payment of tax.

The tax levied herein shall be paid to the tax collector at the time and in the form and manner provided for payment state sales tax under the Oklahoma Sales Tax Code.

(Ord. No. 3001, § 8, 3-29-99)

Sec. 18-41.9. Tax constitutes debt.

Such taxes, penalty and interest due hereunder shall at all times constitute a prior, superior and paramount claim against the claims of unsecured creditors, and may be collected by suit as any other debt.

(Ord. No. 3001, § 9, 3-29-99)

Sec. 18-41.10. Classification of taxpayers.

For the purpose of this ordinance the classification of taxpayers hereunder shall be as prescribed by State law for the purpose of the Oklahoma Sales Tax Code.

(Ord. No. 3001, § 10, 3-29-99)

Sec. 18-41.11. Vendor's duty to collect tax.

(a) The tax levied under this ordinance shall be paid by the consumer or user to the vendor, and it shall be the duty of each and every vendor in this city to collect from the consumer or user the full amount of the tax levied by this ordinance, or an amount equal as nearly as possible or practicable to the average equivalent thereof.

(b) Vendors shall add the tax imposed hereunder, or the average equivalent thereof, to the sales price or charge, and when added such tax shall constitute a part of such price or charge, shall be a debt from the consumer or user to vendor until paid, and shall be recoverable at law in the same manner as other debts.

(c) A vendor, as defined in the Oklahoma Sales Tax Code, who willfully or intentionally fails, neglects or refuses to collect the full amount of the tax levied hereof, or willfully or intentionally fails, neglects or refuses to comply with the provisions or remits or rebates to a consumer or user, either directly or indirectly, and by whatsoever means, all or any part of the tax levied herein, or makes in any form of advertising, verbally or otherwise, any statement which infers that he is absorbing the tax, or paying the tax for the consumer or user by an adjustment of prices or at a price including the tax, or in any manner whatsoever, shall be deemed guilty of an offense, and upon conviction thereof shall be fined not more than two hundred dollars (\$200.00) plus costs.

(Ord. No. 3001, § 11, 3-29-99)

Sec. 18-41.12. Returns and remittances—Discounts.

Returns and remittances of the tax levied herein and collected shall be made to the tax collector at the time, and in the manner, form and amount as prescribed for returns and remittances required by the state sales tax code; and remittances of tax collected hereunder shall be subject to the same discount as may be allowed by said code for collection of state sales taxes.

(Ord. No. 3001, § 12, 3-29-99)

Sec. 18-41.13. Tax collector defined.

The term "tax collector" as used herein means the department of the city government or the official agency of the state duly designated according to law or contract authorized by law to administer the collection of the tax herein levied.

(Ord. No. 3001, § 13, 3-29-99)

Sec. 18-41.14. Definitions.

The definitions of words, terms and phrases contained in the Oklahoma Sales Tax Code, Section 1352, Title 68 O.S. 1991, as amended, are hereby adopted by reference and made part of this ordinance.

(Ord. No. 3001, § 14, 3-29-99)

Sec. 18-41.15. Delinquency interest and penalties.

The Oklahoma State law, Title 68 O.S. Section 217, is adopted and made a part of this chapter. The interest and penalties at the rates and in the amounts as therein specified are levied and shall be applicable in cases of delinquency in reporting and paying the tax levied by this division. The failure or refusal of any taxpayer to make and transmit the reports and remittances of tax in the time and manner required by this division shall cause such tax to be delinquent.

- (a) Any vendor reported to be delinquent by the Oklahoma Tax Commission shall be deemed delinquent by the City of Bartlesville and shall be subject to enforcement of payments as prescribed by the State of Oklahoma.
- (b) Any vendor deemed to be delinquent in tax payments shall be subject to a collection fee assessed by the enforcing agency as prescribed by the State of Oklahoma.
- (c) Any collection fee or fees assessed against a vendor shall be in addition to the delinquent taxes paid, as prescribed by the State of Oklahoma.
- (d) Any subsequent delinquency requiring collection action shall be subject to an assessment fee, as prescribed by the State of Oklahoma.
- (e) The City of Bartlesville may enforce the payments of any taxes reported by the Oklahoma Tax Commission to be more than sixty (60) days delinquent.
- (f) The city clerk or his designee shall charge a fee to a delinquent vendor for the enforcement of delinquent taxes payments when such enforcement is conducted by City of Bartlesville officials or by a licensed collection agency contracted by the City of Bartlesville.
- (g) Any vendor reported to be delinquent in the payment of sales taxes for a period of sixty (60) days shall be given notice of delinquency by the City of Bartlesville

and shall be notified of delinquency again if payments have not been reported within thirty (30) days of first notice.

(h) The City of Bartlesville business license held by any vendor who refuses to pay delinquent tax payments to the tax collector, the Oklahoma Tax Commission, for the benefit of the City of Bartlesville, shall be immediately revoked and remains revoked only to be reissued as follows:

- (1) The vendor's place of business shall be posted as closed by the city clerk or his designee and the posting shall contain the cause or reason of closing.
- (2) The business license of that vendor shall remain revoked until notice from the Oklahoma Tax Commission is given to the City of Bartlesville that the delinquent taxes have been paid.
- (3) Any fines, court cost, or collection fees assessed against the business shall be paid before the revoked business license can be reinstated.
- (4) Any business closed for violations of this section or violations of any section of the City of Bartlesville sales tax ordinances shall not be reestablished under any other name at any other location within the City of Bartlesville if the vendor or persons in ownership of the vendor's business remain in the ownership of the business unless and until all delinquent tax payments for the revoked business and the associated fines and fees have been paid in full to the State of Oklahoma and to the City of Bartlesville as required by state law or city ordinance.

(Ord. No. 3001, § 15, 3-29-99; Ord. No. 3325, § 2, 5-3-10)

Sec. 18-41.16. Waiver of interest and penalties.

The interest or penalty or any portion thereof accruing by reason of taxpayer's failure to pay

the tax herein levied may be waived or remitted in the same manner as provided for said waiver or remittance as applied in administration of the state sales tax provided in 68 O.S. Section 220, as amended; and to accomplish the purposes of this section, the applicable provisions of said Section 220, as amended, are hereby adopted by reference and made a part of this ordinance.

(Ord. No. 3001, § 16, 3-29-99)

Sec. 18-41.17. Erroneous payments—Claim for refund.

Refund of erroneous payment of the city sales tax herein levied may be made to any taxpayer making such erroneous payment in the manner and procedure, and under the same limitations of time, as provided for administration of the state sales tax as set forth in 68 O.S., 1991, Section 227, as amended, and to accomplish the purposes of this section, the applicable provisions of said Section 227, as amended, are hereby adopted by reference and made a part of this ordinance.

(Ord. No. 3001, § 17, 3-29-99)

Sec. 18-41.18. Violation and fraudulent returns.

In addition to civil penalties provided in this division, it is unlawful for any person, or any officer, employee or agent of any of same, subject to the provisions of this division to fail to collect the tax or fail to file a report or return of same as provided by law, or fail to pay the taxes so collected, or to make any false or fraudulent report for the purpose of avoiding or escaping payment of any tax or portion thereof rightfully due under this division. The willful failure or refusal of any taxpayer to make reports or remittances herein required, or the making of any false or fraudulent report for the purpose of avoiding or escaping payments of any tax or portion thereof rightfully due under this chapter, shall be guilty of an offense and, upon conviction thereof, shall be subject to a fine in an amount not to exceed the maximum allowed by law.

(Ord. No. 3001, § 18, 3-29-99; Ord. No. 3325, § 2, 5-3-10)

Sec. 18-41.19. Records confidential.

The confidential and privileged nature of the records and files concerning the administration of the city sales tax is legislatively recognized and declared, and to protect the same the provisions of 68 O.S., 1991, Section 205, as amended, of the Oklahoma Tax Code, and each subsection thereof is hereby adopted by reference and made fully effective and applicable to administration of the city sales tax as if here set forth in full. (Ord. No. 3001, § 19, 3-29-99)

Sec. 18-41.20. Provisions severable.

The provisions hereof are hereby declared to be severable, and if any section, paragraph, sentence or clause of this ordinance is, for any reason, held to be invalid or inoperative by any court of competent jurisdiction such decision shall not affect any other section, paragraph, sentence or clause hereof. (Ord. No. 3001, § 20, 3-29-99)

Sec. 18-41.21. Amendments.

The people of the City of Bartlesville, Oklahoma, by their approval of this division at the election hereinabove provided, hereby authorize the city council by ordinances duly enacted to make such administrative and technical changes or additions in the method and manner of administration and enforcement of this division as may be necessary or proper for efficiency and fairness or in order to make the same consistent with the Oklahoma Sales Tax code, as amended, except that the rate of tax and the termination date of the tax levied hereunder shall not be changed without approval of the qualified electors of the city as provided by law. (Ord. No. 3001, § 21, 3-29-99; Ord. No. 3325, § 2, 5-3-10; Ord. No. 3404, § 9, 4-1-13; Ord. No. 3522, § 9, 2-3-20)

Sec. 18-41.22. Provisions cumulative.

The provisions hereof shall be cumulative, and in addition to any and all other taxing provisions of city ordinances. (Ord. No. 3001, § 22, 3-29-99)

Sec. 18-41.23. Presentation, or posting of sales tax permit.

The following provisions shall apply to any vendor required by the State of Oklahoma to obtain a sales tax permit:

- (a) If the vendor maintains a location open to the public for the sale of items or services subject to sales tax, the vendor shall post the permit or a legible copy of a valid permit on the premises within plain sight of the public on the premises.
- (b) If sales are transacted from a mobile location, including but not limited to a vehicle, a trailer, a tent, or other place from which the vendor conducts business, the vendor shall post the sales permit, or a legible copy of a valid permit upon such mobile location within plain sight of the public.
- (c) For all other sales transacted within the City of Bartlesville, Oklahoma, a legible copy of a valid sales tax permit issued to the vendor shall be furnished each employee or contractor entitled to present invoices or collect monies from customers, to be presented upon request as part of the invoicing or collection process.
- (d) A valid copy of a vendors State of Oklahoma sales tax permit is to be presented upon request to City of Bartlesville officials at the time of vendor's application for a City of Bartlesville business license, if that business is required by the State of Oklahoma to have such permit.
- (e) A valid copy of a vendors State of Oklahoma sales tax permit is to be presented upon request to City of Bartlesville officials at the vendor's place of business, if that business is required by the State of Oklahoma to have such permit.

Any person who violates any of the provisions of this section shall be deemed guilty of an

offense and, upon conviction thereof, and shall be fined an amount not to exceed the maximum allowed by law.

(Ord. No. 3325, § 2, 5-3-10)

Sec. 18-41.24. Audits of sales records and of sales tax payments.

Any vendor subject to violations hereof shall be subject to the following audits as allowed by state law:

- (a) Each sales transaction of the vendor shall be recorded and available for audit and shall contain the stated amount of the tax collected on each sales record, as prescribed by the State of Oklahoma.
- (b) The city clerk or his designee or the clerk's appointed auditor may make request of records of sales transactions of the business conducted at the location of any business in the act of doing business while required tax payments are delinquent.
- (c) Upon the request of city's auditors, vendors shall produce records of each sales transaction made during the audit period.
- (d) Upon the request of city's auditors, vendors shall produce records of each sales tax payment paid to the Oklahoma Tax Commission.
- (e) City auditors will make available to the Oklahoma Tax Commission auditors all information found during the conducting of an audit of a delinquent vendor.
- (f) City auditors may be accompanied by the Oklahoma Tax Commission auditors at times of business investigations and delinquent vendor audits.
- (g) City auditors shall assist in the investigating of a delinquent vendor and may provide information leading to the Oklahoma Tax Commission's arrest and conviction of a State of Oklahoma Tax Code violator.

(Ord. No. 3325, § 2, 5-3-10)

ARTICLE III. GROSS RECEIPTS TAX

DIVISION 1. GENERALLY

Secs. 18-42—18-60. Reserved.

DIVISION 2. ELECTRICITY*

Sec. 18-61. Levied.

Pursuant to the laws of the State, there is hereby levied and assessed an annual tax upon the gross receipts from residential and commercial sales of

*State law references—Rural electrical cooperative corporations, 68 O.S. § 1801 et seq.; tax levied, 68 O.S. § 1803.

CODE COMPARATIVE TABLE

Ord. No.	Adoption Date	Subject in this Code	Section	Section in this Code
3518	12-16-2019	Business taxes, licenses, and regulations	1(Exh. A) Added	5-407—5-411, 5-413—5-417, 5-431, 5-446—5-454, 5-471—5-477, 5-486—5-488, 5-490—5-492, 5-500—5-505, 5-520—5-552 5-1—5-10, 5-40—5-43, 5-60, 5-70 5-74, 5-80—5-83, 5-90—5-94, 5-100—5-104, 5-110—5-113, 5-120—5-124, 5-130—5-132, 5-140—5-143, 5-150—5-153, 5-180—5-184, 5-190, 5-191, 5-200, 5-201, 5-210—5-212, 5-220—5-222, 5-230, 5-240—5-242, 5-250—5-252, 5-260—2-262 App. B, tit App. B, Art. III App. B, Art. V App. D
		Gross proceeds agreements	2(Exh. B)	
3519	1- 6-2020	General schedule of fees	3(Exh. C) Added	
		Utility ease-ment closure		
3520	1- 6-2020	Barbed wire and electric fences	1, 2	4-311, 4-312
3521	2- 3-2020	Bonds		
3522	2- 3-2020	One-half of one percent sales tax	4	18-41.4
			9	18-41.21
3523	3- 2-2020	Rezoning		
3524	3-23-2020	Bonds		
3525	3-23-2020	Emergency measures related to the COVID-19 pandemic		

BARTLESVILLE CODE

Ord. No.	Adoption Date	Subject in this Code	Section	Section in this Code
3526	4- 6-2020	Emergency measures related to the COVID-19 pandemic		
3527	4-30-2020	Emergency measures related to the COVID-19 pandemic		
3528	6- 1-2020	Emergency measures related to the COVID-19 pandemic		
3529	6- 1-2020	Medical marijuana business establishments		5-151(2)a.2.
3530	8- 3-2020	Close a 20-foot wide alley		
3531	9- 8-2020	Bartlesville Skate Park		13-18
3532	9- 8-2020	Parking zones and establishing time limitations		19-401(a) 19-403(a)
3533	9- 8-2020	Detach corporate limits of the city		
3534	9- 8-2020	Enumerated violations	1	11-4 F.
3535	1- 4-2021	Utility and drainage easement closure		
3536	1- 4-2021	Pathfinder Parkway	1	13-19
3537	2- 1-2021	One-quarter of one percent sales tax	1—10	18-40
3539	6- 7-2021	Water and wastewater rates, billing and fees		20-56, 20-57 20-251
3540	6- 7-2021	Garbage and trash		8-122—8-124
3541	6- 7-2021	Animal control officer		3-135, 3-136
3542	7- 6-2021	Charges, designated		20-251(d)
3543	7- 6-2021	Rezoning		
3544	8- 2-2021	Annexation		
3545	8- 2-2021	Use of compression braking or Jake brakes prohibited		Added 19-423
3546	9- 7-2021	Granting a non-exclusive permit to Clarity Telecom	1—8	Added App. B, Art. III, §§ 3-51—3-58

CODE COMPARATIVE TABLE

Ord. No.	Adoption Date	Subject in this Code	Section	Section in this Code
3547	10- 4-2021	Utility and drainage easement closure		
3548	10- 4-2021	Contract terms		20-78(6)
3549	10- 4-2021	Water rates		20-56(a)(2)
3550	11- 1-2021	Use tax	1-22	18-171-18-191
3551	2- 7-2022	Closing a portion of right-of-way		
3552	4- 4-2022	Amending employee retirement system		
3553	4- 4-2022	Water and wastewater rates, billing and fees		20-56, 20-57
3554	4- 4-2022	Garbage and trash		20-251 8-122-8-124
3555	5- 2-2022	Sidewalks	1	17-61-17-63
3556	5-23-2022	Bonds		
3557	6- 6-2022	Closing of a portion of utility easement		
3558	7- 5-2022	Amends land use and zoning map		
3559	9- 6-2022	Keeping of dogs and cats restricted		3-25
3560	9- 6-2022	Public nuisances and property enhancement		11-3, 11-4
3561	10- 3-2022	Amends land use and zoning map		
3562	11- 7-2022	Granting a non-exclusive permit to Dobson Technologies, Inc		
3563	11- 7-2022	Hudson Lake Water Reservoir	1	13-16(5)
3564	12- 5-2022	Closing of a portion of utility easement		
3565	1-3-2023	Soil erosion and sediment control	1(Exh. A)	App. A, § 7.4.9
3566	3- 6-2023	Granting a non-exclusive franchise		
3567	3- 6-2023	Amends land use and zoning map		
3568	3- 6-2023	Sewer use pretreatment standards		20-156.0-20-156.3 20-158.0-20-158.4 20-160.0-20-160.3

CODE COMPARATIVE TABLE

Ord. No.	Adoption Date	Subject in this Code	Section	Section in this Code
3584	2- 5-2024	Amends land use and zoning map		
3585	3- 4-2024	Closing of a portion of utility easement		
3586	3- 4-2024	Amends land use and zoning map		
3587	4- 1-2024	Sidewalks	1	17-61—17-63
3588	5- 6-2024	Closing of a portion of utility easement		17-64—17-66
3589	6- 3-2024	Amending employee retirement system		
3590	6- 3-2024	Amending employee retirement system		
3591	7- 1-2024	Amending employee retirement system		
3592	7- 1-2024	Street names changed within Oak Wood		
3593	7- 1-2024	General schedule of fees	1(Exh. A)	App. D, §§ D-1-1—D-1-5 App. D, § D-2-1 App. D, §§ D-5-1—D-5-9
3594	8- 5-2024	Keep Bartlesville Beautiful Ordinance	1—8	App. D, §§ D-13-1—D-13-3 2-164—2-165.6
3596	9- 3-2024	Amends land use and zoning map		
3597	10- 7-2024	Permitted uses in residential districts; child care and adult care facilities	1(Exh. A)	App. A, table 4.2
3598	1- 6-2025	Amends land use and zoning map	2(Exh. B)	App. A, § 7.3
3599	11- 4-2024	Closing of a portion of utility easement		
3600	4- 7-2025	Police	1—10	15-61—15-70
3601	5- 5-2025	Closing of a portion of utility easement		
3602	5- 5-2025	Extending corporate limits		
3603	6- 2-2025	Amends land use and zoning map		
3604	6- 2-2025	Amends land use and zoning map		

BARTLESVILLE CODE

Ord. No.	Adoption Date	Subject in this Code	Section		Section in this Code
3605	6- 2-2025	Offenses	1	Added	12-29—12-32, 12-45
			2		12-107

CODE INDEX

A

<p>ABANDONMENT Abandoned, etc., motor vehicles declared nuisance 11-4 See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT Zoning regulations. See: ZONING (Appendix A)</p> <p>ABSENTEE BALLOTS Use 2-511 See: ELECTIONS</p> <p>ACCESSORY BUILDINGS, STRUCTURES AND USES Zoning regulations. See: ZONING (Appendix A)</p> <p>ACCIDENTS Traffic accidents 19-176 et seq. See: TRAFFIC</p> <p>ACCOUNTS, ACCOUNTING Posting delinquent, etc., accounts in public places 16-70</p> <p>ACTIONS OR PROCEEDINGS Code does not affect or abate pending actions or proceedings 1-11(b) Effect of repeal of ordinances on proceedings 1-12</p> <p>ADAMS MUNICIPAL GOLF COURSE Trespassing 13-51</p> <p>ADAMS MUNICIPAL GOLF COURSE OPERATING COMMITTEE Authority 13-63 Created, terms, etc. 13-61 Officers and meetings 13-62</p> <p>ADDRESSES Numbering of buildings 4-236 et seq. See: BUILDINGS</p> <p>ADULT CARE FACILITIES Zoning regulations. See: ZONING (Appendix A)</p> <p>ADVERTISING Alcoholic beverage advertisements 12-77(4) See: ALCOHOLIC BEVERAGES Handbill distribution 16-66 et seq. See: HANDBILLS Parking vehicle to display advertising, etc. 19.354(2) See: TRAFFIC Sign regulations 16-1 et seq. See: SIGNS AND BILLBOARDS</p> <p>AFFIRMATION. See: OATH, AFFIRMATION, SWEAR OR SWORN</p>	<p>AGENCIES OF CITY. See: DEPARTMENTS AND OTHER AGENCIES OF CITY AGENTS Acts by authorized agents 1-5</p> <p>AGREEMENTS. See: CONTRACTS AND AGREEMENTS</p> <p>AIDING AND ABETTING Counseling or aiding an offense 1-20 Prohibited acts to include 1-17</p> <p>AIRPORTS AND AIRCRAFT Aeronautical rules 2-448 Altitude of aircraft 2-448(a)(2) Approaches of aircraft 2-448(a)(4) Damaged or destroyed property, responsibility for 2-447(g) Disclaimer of liability 2-447(h) Gates Entrance gates to aircraft parking ramp 2-447(d) Field entrance vehicle gates 2-447(e) General rules 2-447 Gliders 2-448(a)(6) Helicopters 2-448(a)(8) Landing areas Vehicles and pedestrians on 2-447(f) Loitering on premises 2-447(c) Motor vehicles Landing area access 2-447(f) Parking 2-447(b) Speed limit 2-447(a) Parachute jumping 2-448(a)(7) Parking Terminal ramp parking 2-447(i) Vehicle parking 2-447(b) Pedestrians Landing area access 2-447(f) Rules adopted 2-446 Speed limit of vehicles 2-447(a) Taxiing aircraft 2-448(a)(1) Terminal ramp parking 2-447(i) Traffic direction of aircraft 2-448(a)(5) Traffic pattern of aircraft 2-448(a)(3) Vehicles. See herein: Motor Vehicles Violations 2-449 Zoning regulations. See: ZONING (Appendix A)</p> <p>ALARMS False fire alarms 12-23</p> <p>ALCOHOLIC BEVERAGES Adoption of Title 37A 12-146 Advertising 12-77(4) Certain sales, etc., prohibited 12-77 Definitions 12-147 Drinking and possession on private property 12-149 Drinking, possession, and transportation on public property 12-148</p>
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BARTLESVILLE CODE

ALCOHOLIC BEVERAGES (Cont'd.)

General Schedule of Fees
 Business and Occupation Licenses
 Alcoholic beverage license by type-
 (section 5-92) D-5-3
 Happy hours; advertising or offering 12-77
 Lotteries, games of chance, etc.
 Minors
 Employment of persons under age 12-77(2)
 Occupation licenses 5-90 et seq.
 See: BUSINESS AND OCCUPATION
 LICENSES
 Opened containers taken from premises . 12-77(5)
 Prisoners furnished alcoholic beverages.. 12-17
 Public intoxication prohibited 12-150
 Tax. See herein: License

ALLEYS

Bicycles emerging from alleys 19-555
 One-way streets and alleys 19-531 et seq.
 See: TRAFFIC
 Street regulations in general 17-1 et seq.
 See: STREETS AND SIDEWALKS
 Traffic regulations in general 19-1 et seq.
 See: TRAFFIC

AMBULANCES

Emergency vehicles 19-576 et seq.
 See: TRAFFIC
 Occupation licenses; ambulance service .. 5-80 et seq.
 See: BUSINESS AND OCCUPATION
 LICENSES

AMENDMENTS

Code amendments 1-14
 Zoning amendments. See: ZONING
 (Appendix A)

AMUSEMENTS AND AMUSEMENT PLACES

Curfew for minors 12-126 et seq.
 See: MINORS
 General Schedule of Fees
 Business and Occupation Licenses
 Coin-operated amusement and
 product vending machines.(sec-
 tion 5-101) D-5-4
 Noises attracting attention 11-4
 See: PUBLIC NUISANCES AND
 PROPERTY ENHANCEMENT
 Occupation licenses; coin-operated amuse-
 ments and product vending machines 5-100 et seq.
 See: BUSINESS AND OCCUPATION
 LICENSES

ANIMALS AND FOWL

Animal control officer
 Authority 3-135
 Citation
 Failure to appear 3-137
 Issuance 3-136
 Interference with prohibited 3-139

ANIMALS AND FOWL (Cont'd.)

Recordkeeping 3-138
 Right of entry 3-140
 Cats. See herein: Dogs and Cats
 Cemetery restrictions. See CEMETERIES
 City manager authority 3-141
 Compliance required 3-1
 Cruelty to animals
 Consideration required 3-122
 Control officer duties 3-126
 Prohibited 3-121
 Dangerous
 Definitions 3-101
 Impoundment, cost 3-103
 Notice to remove, impoundment 3-103
 Penalties 3-78
 Prohibited, exceptions 3-102
 Purpose of provisions 3-100
 Regulations 3-77
 Dead animals
 Disposal 8-172
 Exposed carcass prohibited 8-171
 Nuisance conditions affecting health .. 11-4
 See: PUBLIC NUISANCES AND
 PROPERTY ENHANCEMENT
 Definitions 3-2
 Dogs and cats
 Dogs
 Shelters, care generally 3-124
 Tie-outs, chaining limited 3-125
 Females in heat
 Confinement 3-27
 Impoundment
 Authority 3-60
 Disposal, adoption 3-62
 Redemption
 Animals running at large 3-61
 Generally 3-64
 Release for research prohibited 3-65
 Unsterilized, adoption prohibited .. 3-63
 Keeping restrictions 3-25
 Nuisance declaration 3-143
 Rabies control. See herein: Rabies
 Control
 Running at large 3-26
 Spaying, neutering
 Exceptions to provisions 3-12
 Intact permit
 Records 3-16
 Required 3-13
 Revocation, nonrenewal 3-14
 Tag attachment to collar 3-15
 Purpose of provisions 3-10
 Required 3-11
 Vicious dogs
 Confinement 3-75
 Penalties 3-78
 Redemption prohibited, hearing 3-76
 Regulations 3-77

BARTLESVILLE CODE

BALLOTS		BONDS (Cont'd.)	
Election absentee ballots	2-511	Electric contractor's bond	4-67
See: ELECTIONS		See: ELECTRICITY	
BALLPLAYING		Moving of buildings, bond requirements ..	4-293
Prohibited in public streets	12-92	See: BUILDINGS	
BANNERS		Municipal court clerk's bond	10-19
Banner signs	16-43	See: MUNICIPAL COURT	
See: SIGNS AND BILLBOARDS		Plumber's bond	4-142
BARBED WIRE		See: PLUMBING	
Annexed property exempted from certain		Sidewalk construction bonds	17-72
restrictions	2-430	See: STREETS AND SIDEWALKS	
See: ANNEXATIONS		Street excavation bond	17-151
Permission required for use	4-311	See: STREETS AND SIDEWALKS	
BARRICADES AND LIGHTS		BOOKS. See: RECORDS, REPORTS, BOOKS,	
Removal of barricades	12-22	ETC.	
Street excavation barricades	17-166 et seq.	BOUNDARIES	
See: STREETS AND SIDEWALKS		Annexation of territory or excluding terri-	
Traffic safety precautions for street repairs,		tory	
improvements, etc.	19-89	Ordinances not affected by Code	1-13(11)
See: TRAFFIC		Annexations	2-426 et seq.
BARTLESVILLE. See: CITY		See: ANNEXATIONS	
BATTERY. See: ASSAULT AND BATTERY		Election ward boundaries	2-496
BAWDY HOUSE		See: ELECTIONS	
Keeping	12-61	BOWLING ALLEYS	
Persons found in bawdy house	12-62	Hours of operation	3-352
BETTING. See: GAMBLING		BRIDGES	
BILLBOARDS. See: SIGNS AND		Parking prohibited	19-351(a)
BILLBOARDS		See: TRAFFIC	
BILLIARDS. See: POOLROOMS AND BIL-		BUILDINGS	
LIARD PARLORS		Addresses	
BLOCKS		Numbering of buildings	4-236 et seq.
Annexation plat requirements	2-427	Appeals	
See: ANNEXATIONS		Buildings and general construction	
BOARD OF ADJUSTMENT		appeal board	4-16 et seq.
Zoning regulations. See: ZONING		Bicycles emerging from buildings	19-555
(Appendix A)		Building code	
BOARD OF COMMISSIONERS		Adopted	4-31
Code definitions	1-2	Adoption of existing code	4-34
Election of members	2-16	Fees	4-33
Meetings		Repeal of existing structures provision	4-32
Compliance with Open Meeting Act ...	2-32	Building inspector	
Time	2-31	Citation authority for violation of	
BOARDS, COMMITTEES AND COMMIS-		ordinances and codes	2-166
SIONS. See: DEPARTMENTS AND		Building maintenance department	
OTHER AGENCIES OF CITY		Building maintenance superintendent,	
BOND ISSUES		appointment, etc.	2-336
Ordinances not affected by Code	1-13(1)	Established	2-336
BONDS		Powers and duties	2-337
City clerk as custodian	2-187	Buildings and general construction appeal	
		board	
		Appeal method	4-18
		Authority	4-17
		Created	4-16
		Codes	
		Building code	4-31 et seq.
		Electrical code	4-112 et seq.
		See: ELECTRICITY	

CODE INDEX

BUILDINGS (Cont'd.)		BUILDINGS (Cont'd.)	
Mechanical code adopted	4-196	Occupant and tenant	
Plumbing code	4-171 et seq.	Code definitions.....	1-2
See: PLUMBING		Owner	
Conflicting provisions	4-2	Code definitions.....	1-2
Destruction of property	12-106	Permits. See herein: Building Permits	
Dilapidated buildings		Plumbing requirements	4-126 et seq.
Abatement		See: PLUMBING	
Cost collection.....	11-93	Property maintenance code.....	4-221
Method	11-92	See: PROPERTY	
Removal, boarding, securing	11-91	Purpose of provisions	4-1
Definitions	11-90	Sign regulations.....	16-1 et seq.
Nuisances affecting public peace and safety.....	11-4	See: SIGNS AND BILLBOARDS	
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT		Superintendent. See herein: Building Maintenance Department	
Electricity in general	4-51 et seq.	Tenant and occupant	
See: ELECTRICITY		Code definitions.....	1-2
Entering buildings or structures with certain intent	12-112	Zoning requirements. See: ZONING (Appendix A)	
Fees		BURGLARS	
Building code fees.....	4-3	Possession of burglar's implements	12-111
Fences		BURIALS	
Barbed wire	4-311	White Rose Cemetery interments, etc.	17-246 et seq.
Electric fences	4-312	See: CEMETERIES	
Fire prevention.....	6-41 et seq.	BUSES	
See: FIRE PREVENTION		Bus stops	
Flood prevention and control regulations. See: FLOOD PREVENTION AND CONTROL	7-1 et seq.	Use restricted.....	19-387
Handbills attached to buildings	16-67	Parking regulated	19-386
See: HANDBILLS		Public carrier stops and stands, authority to establish	19-97
House numbering. See herein: Numbering of Buildings		BUSINESS AND OCCUPATION LICENSES	
Housing code.....	4-221 et seq.	Adoption of state statutes.....	5-4
See: HOUSING		Applicability	5-2
Inspections, tests		Definitions	5-3
Generally.....	4-4	Employee licenses	
Right of entry.....	4-5	Chauffeur license	
Inspectors		Annual renewal	5-242
Building inspector. See herein that subject		License required.....	5-240
Electrical inspector.....	4-52	Qualifications	5-241
See: ELECTRICITY		Door-to-door solicitor employee license	
Plumbing inspector	4-126	License required.....	5-260
See: PLUMBING		Operating rules and regulations....	5-262
Manufactured housing guidelines adopted	4-276	Qualifications	5-261
Mechanical code adopted.....	4-196	License required	5-230
Moving of buildings		Sexually oriented business employee license	
Permit		Annual renewal	5-252
Application fee	4-292	License required.....	5-250
Bond.....	4-293	Qualifications	5-251
Required.....	4-291	General business license and tax	
Refusal or prohibition on moving.....	4-295	Exemptions.....	5-41
Street passageway to be kept open....	4-294	General business license required.....	5-40
Numbering of buildings		General business tax.....	5-42
House numbers required	4-238	Multiple business locations	5-43
Streets running east and west	4-237	Inspection of building and premises; issuance of certificate of occupancy.....	5-10
Streets running north and south.....	4-236		

BARTLESVILLE CODE

BUSINESS AND OCCUPATION LICENSES
(Cont'd.)

Issuance of license; denial, revocation and appeal	5-6
Change of location	5-6(k)
City clerk or designee to issue	5-6(e)
Criminal background report	5-6(b)
Denial or revocation; appeal	5-6(h)
Driving history report	5-6(c)
Duplicate Licenses	5-6(j)
License	
Application	5-6(a)
Issuance and/or revocation	5-6(g)
Non-transferable, non-assignable, and non-refundable	5-6(i)
Record	5-6(f)
Proof of state or county license or registration	5-6(d)
License display required	5-9
License fee, term, and renewal	5-7
Compliance with all laws	5-7(e)
Delinquent fees	5-7(d)
Fee	5-7(a)
Prorating of license	5-7(c)
Term and renewal	5-7(b)
License required	5-5
Occupation licenses	
Additional requirements	5-60
Alcoholic beverages	
Adoption of Oklahoma Statutes Title 37A	5-90
Alcoholic beverage license and tax ..	5-92
Certificate of compliance	5-93
Definitions	5-91
Operating rules and regulations	5-94
Brewers and brewpubs	5-94(1)
Prohibited performances, displays or acts	5-94(5)
Retail spirits or package stores selling spirits, wine and/or beer for off premises consumption	5-94(3)
Retail stores selling wine or beer for off premises consumption	5-94(4)
Wine, beer, and mixed beverage sales for on premises consumption	5-94(2)
Ambulance service	
Additional requirements	5-81
Ambulance commission established ..	5-82
Definitions	5-80
Sole-provider ambulance system	5-83
Coin-operated amusements and product vending machines	
Definitions	5-100
Display of decals	5-102
Enforcement	5-104
Licensing of each vending device ...	5-101
Special licenses	5-103

BUSINESS AND OCCUPATION LICENSES
(Cont'd.)

Contractors	
Electrical, mechanical, and plumbing contractors	5-131
Failure to register	5-131(3)
Registration fees	5-131(2)
Registration of state licenses	5-131(1)
Public right-of-way contractors	5-130
Roofing contractors	5-132
Food services	
Adoption of state food service regulations	5-140
Food establishment defined	5-141
State license required	5-142
Temporary or mobile food service establishments	5-143
Medical marijuana businesses	
General requirements	5-152
Home occupations prohibited	5-153
Medical marijuana business establishments	5-151
Commercial medical marijuana grower	5-151(2)
Commercial medical marijuana processor or researcher	5-151(3)
Retail medical marijuana dispensary	5-151(1)
Purpose	5-150
Passenger carrier for hire	
Additional requirements	5-72
Additional service requirements for taxicabs	5-74
Definitions	5-70
Exemptions	5-71
Minimum service requirements	5-73
Septic tank cleaning and hauling service	
Disposal fees	5-113
License fee	5-111
License required	5-110
Location of disposal	5-112
Sexually oriented businesses	
Additional license fees	5-122
Additional operator license required ..	5-121
Definitions	5-120
Exemptions	5-124
Operating rules and regulations	5-123
Escort agencies	5-123(3)
Exhibition of sexually explicit films, videos or live entertainment in viewing rooms	5-123(2)
Hours of operation	5-123(7)
Nude model studios	5-123(4)
Prohibition against children in a sexually oriented business ..	5-123(6)
Public nudity prohibited	5-123(5)
Sexually oriented motels	5-123(1)
Purpose	5-1

CODE INDEX

BUSINESS AND OCCUPATION LICENSES		CABLE TELEVISION (Cont'd.)	
(Cont'd.)		Larceny of utilities 12-109	
Sexually oriented		CANEY RIVER. See also: WATERWAYS AND WATERCOURSES	
See: SEXUALLY ORIENTED BUSINESSES		Swimming, wading or ice skating-31	
State sales tax permit required.....	5-8	CANVASSERS AND SOLICITORS	
Temporary business license		Aggressive solicitation prohibited..... 12-45	
Definitions	5-180	Employee licenses; door-to-door solicitor . 5-260 et seq.	
Door-to-door solicitors		BUSINESS AND OCCUPATION LICENSES	
Additional requirements	5-190	Temporary business license; door-to-door solicitors 5-190 et seq.	
Operating rules and regulations....	5-191	BUSINESS AND OCCUPATION LICENSES	
Exemptions.....	5-182	Temporary business license; door-to-door solicitors 5-190 et seq.	
Garage sales		BUSINESS AND OCCUPATION LICENSES	
Frequency.....	5-221	Temporary business license; door-to-door solicitors 5-190 et seq.	
Garage sale signs.....	5-222	BUSINESS AND OCCUPATION LICENSES	
Notification required.....	5-220	Temporary business license; door-to-door solicitors 5-190 et seq.	
License fee and term	5-183	CARDS	
Limitations and conditions of operation	5-184	Gambling prohibitions 12-56 et seq.	
Required	5-181	See: GAMBLING	
Temporary food service		CARS. See: MOTOR VEHICLES AND OTHER VEHICLES	
Additional requirements	5-211	CATS	
Operating rules and regulations....	5-212	Dog and cat regulations..... 3-10 et seq.	
Fixed location food service business.....	5-212(a)	See: ANIMALS AND FOWL	
Mobile food service license.....	5-212(b)	CEMETERIES	
Types of licenses	5-210	Cemetery department	
Fixed location food service license	5-210(1)	Park superintendent; supervision and control of department 2-411	
Mobile food service license.....	5-210(2)	Park superintendent	
Transient merchants		Maintenance and operation supervision 2-412	
Operating rules and regulations....	5-201	Supervision and control of cemetery department..... 2-411	
BUSINESS DISTRICTS		Traffic requirements for funeral or other processions..... 19-315 et seq.	
Parking meters in central business district	19-401 et seq.	See: TRAFFIC	
See: TRAFFIC		White Rose Cemetery Board	
Snow or ice accumulations	17-87	Created	
Speed restrictions	19-292	Officers, meetings	
Zoning requirements in general. See: ZONING (Appendix A)		Powers, duties.....	
BUSINESSES		Fees.....	
Business and occupation licenses	5-1 et seq.	Interments	
See: BUSINESS AND OCCUPATION LICENSES		Prohibitions	
Business and Occupation Licenses. See General Schedule of Fees of Appendix D		CERTIFICATES	
Noises attracting attention.....	11-4	Business and occupation licenses	
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT		Inspection of building and premises; issuance of certificate of occupancy 5-10	
Sexually oriented		Occupation licenses	
See: SEXUALLY ORIENTED BUSINESSES		Alcoholic beverages	
BUTLER CREEK. See also: WATERWAYS AND WATERCOURSES		Certificate of compliance 5-93	
Swimming, wading or ice skating-31		Zoning regulations. See: ZONING (Appendix A)	
C		CHARTER	
CABLE TELEVISION		Code definitions	
CATV System	3-1 et seq.	1-2	
See: GROSS PROCEEDS AGREEMENTS (APPENDIX B.)			

BARTLESVILLE CODE

CHECKS			
Obtaining or attempting to obtain property by	12-110		
CHICKENS			
Domestic fowl regulations	3-105 et seq.		
See: ANIMALS AND FOWL			
CHILD CARE FACILITIES			
Zoning regulations. See: ZONING (Appendix A)			
CHILDREN. See: MINORS			
CHURCHES			
Church buses			
Defined; meeting and overtaking stopped bus; markings; etc.	19-223		
Disturbing religious meetings	12-91		
Loudspeakers used near	11-102		
See: NOISE			
CIRCULARS			
Handbill distribution	16-66 et seq.		
See: HANDBILLS			
CITATIONS			
Certain officers authorized to issue	2-166(a)		
Failure to appear	1-21		
Municipal court forms for notices	10-18		
See: MUNICIPAL COURT			
CITY			
Code definitions	1-2		
CITY ATTORNEY			
Appointment	2-381		
Law department			
Powers and duties	2-382		
Supervision and control of department ..	2-381		
CITY CLERK			
Business and occupation licenses			
Issuance of license; denial, revocation and appeal			
City clerk or designee to issue	5-6(e)		
Custodian of records, etc.	2-187		
Powers	2-186		
Safekeeping of records, etc.	2-188		
CITY COMMISSIONERS. See: BOARD OF COMMISSIONERS			
CITY COUNCIL			
Flood prevention and control. See also: FLOOD PREVENTION AND CONTROL			
Floodplain administrator, designation. . .	7-13		
Floodplain variances, hearing and judgment by city council	7-16		
CITY GARAGE. See: MUNICIPAL GARAGE			
CITY LIMITS			
City defined	1-2		
CITY MANAGER			
Disposition of surplus property	2-179		
Emergency repairs, authority for expenditures	2-177		
Powers and duties	2-176		
Purchase of materials and surplus	2-180		
Taxation			
Gross receipts tax			
Hotel rooms			
General powers of the city manager	18-90		
CITY OFFICERS AND EMPLOYEES. See: OFFICERS AND EMPLOYEES			
CITY TREASURER			
Appointment, powers and duties	2-201		
Reporting responsibilities	2-202		
CITY VEHICLES. See: MOTOR VEHICLES AND OTHER VEHICLES			
CIVIL ACTIONS OR PROCEEDINGS			
Code does not abate or affect pending actions or proceedings	1-11(b)		
CIVIL DEFENSE			
Definitions	2-461		
Director			
Duties	2-463		
Powers	2-464		
Enemy-caused emergency			
Definitions	2-461		
Director's powers	2-465		
Liability	2-467		
Natural emergency			
Definitions	2-461		
Director's powers	2-466		
Office of civil defense established	2-462		
Use of offerings of services, materials or funds	2-468		
CLERK			
City clerk	2-186 et seq.		
See: CITY CLERK			
Municipal court clerk	10-17		
See: MUNICIPAL COURT			
COASTERS			
Traffic restrictions	19-54		
CODE OF ORDINANCES			
Acts by agents	1-5		
Amendments or additions	1-14		
Catchlines of sections	1-9		
City clerk as custodian	2-187		
Computation of time	1-6		
Construction of provisions	1-8		
Definitions	1-2		
Departments, etc.; title of office	1-7		
Designated and cited	1-1		
Editor's notes	1-10		
Grammatical interpretation	14		
Index accessible to public	2-188		

CODE INDEX

CODE OF ORDINANCES (Cont'd.)			
Interpretation	1-3		
Offenses			
Aiding an offense	1-20		
Attempt	1-19		
Continuing violations	1-18		
Failure to appear	1-21		
General penalty	1-18		
Nuisances	11-4		
Prohibited acts include causing, permit- ting, etc.	1-17		
Officers and employees; title of office	1-7		
Ordinances not affected by Code	1-13		
Prior offenses, rights, etc., not affected by code	1-11		
References	1-10		
Repeal of ordinances, effect of	1-12		
Rules of construction	1-4		
Severability of parts of code	1-16		
Supplementation of code	1-15		
Violations			
Continuing violations	1-18		
General penalty	1-18		
Offenses	1-17 et seq.		
CODES ENFORCEMENT INSPECTOR			
Citation authority for violation of ordinances and codes	2-166		
COMMERCIAL DISTRICTS			
Zoning requirements. See: ZONING (Appendix A)			
COMMISSIONERS. See: BOARD OF COM- MISSIONERS			
COMMITTEES AND COMMISSIONS. See: DEPARTMENTS AND OTHER AGEN- CIES OF CITY			
COMMUNITY DEVELOPMENT DEPART- MENT			
Divisions	2-353		
Established	2-351		
Powers, duties	2-352		
COMMUNITY RELATIONS COMMISSION			
Complaints			
Consideration of complaint			
Determination	2-104		
Generally	2-103		
Filing	2-101		
Investigations	2-102		
Receiving and investigating	2-100		
Created	2-96		
Government cooperation	2-99		
Officers	2-98		
Powers and duties	2-97		
Reports	2-105		
COMMUNITY RESIDENTIAL LIVING FOR DISABLED PERSONS. See: HANDICAPPED PERSONS			
COMPLAINTS			
Community relations commission, complaints to	2-100 et seq.		
See: COMMUNITY RELATIONS COM- MISSION			
Municipal court forms for notices	10-18		
See: MUNICIPAL COURT			
COMPUTATION OF TIME			
Provisions re	1-6		
CONCEALMENT			
Prohibited acts include concealing the fact	1-17		
CONFIDENCE GAMES			
Obtaining or attempting to obtain property by	12-110		
CONSTRUCTION			
Building regulations in general	4-1 et seq.		
See: BUILDINGS			
Buildings and general construction appeal board	4-16 et seq.		
See: BUILDINGS			
Engineering department powers and duties re construction	2-352		
See: ENGINEERING DEPARTMENT			
CONTRACTORS			
Electric contractor's license application and bond	4-67		
See: ELECTRICITY			
General Schedule of Fees			
Business and Occupation Licenses			
Electrical, mechanical, and plumb- ing contractors.(section 5-131).	D-5-7		
Occupation licenses	5-130 et seq.		
See: BUSINESS AND OCCUPATION LICENSES			
CONTRACTS AND AGREEMENTS			
City clerk as custodian of contracts	2-187		
Old age and survivors insurance agree- ments	14-32		
See: OFFICERS AND EMPLOYEES			
Ordinances not affected by Code	1-13(1)		
Prior contracts, offenses, rights, etc., not affected by code	1-11		
Public Service Company of Oklahoma Gross Proceeds Agreements. See Article I of Appendix B			
Retirement system. See also: OFFICERS AND EMPLOYEES			
Contract amendment	14-48		
Purchase of group annuity contract ...	14-47		
Supplementation of code by contract	1-15		
CONTROLLED SUBSTANCES. See: DRUGS AND MEDICINES			
COUNTERFEITING			
Obtaining or attempting to obtain property by	12-110		

CODE INDEX

DEPARTMENTS AND OTHER AGENCIES OF CITY (Cont'd.)		
Community relations commission.....	2-96 et seq.	
See: COMMUNITY RELATIONS COMMISSION		
Engineering department.....	2-366 et seq.	
See: ENGINEERING DEPARTMENT		
Fair housing council.....	12-179 et seq.	
See: OFFENSES		
Fire code appeals board.....	6-41 et seq.	
See: FIRE PREVENTION		
Fire department.....	6-16 et seq.	
See: FIRE DEPARTMENT		
Law department.....	2-381 et seq.	
See: LAW DEPARTMENT		
Library board.....	2-131 et seq.	
See: LIBRARIES		
Metropolitan area planning commission..	2-151 et seq.	
See: PLANNING		
Municipal garage.....	2-396 et seq.	
See: MUNICIPAL GARAGE		
Park board.....	2-66 et seq.	
See: PARK BOARD		
Parks department.....	2-411 et seq.	
See: PARKS AND RECREATION		
Personnel department.....	14-16 et seq.	
See: OFFICERS AND EMPLOYEES		
Planning commission. See: ZONING (APPENDIX A)		
Police department.....	15-16 et seq.	
See: POLICE DEPARTMENT		
Retirement system board of trustees....	14-47	
See: OFFICERS AND EMPLOYEES		
Street and traffic committee.....	19-21 et seq.	
See: TRAFFIC		
Street department.....	17-16 et seq.	
See: STREETS AND SIDEWALKS		
Title of departments, etc.....	1-7	
Transportation committee.....	2-161 et seq.	
See: TRANSPORTATION COMMITTEE		
Tree committee.....	17-196 et seq.	
See: TREES AND SHRUBBERY		
Wastewater utility department.....	20-141 et seq.	
See: WASTEWATER UTILITY DEPARTMENT		
Water department.....	20-26 et seq.	
See: WATER DEPARTMENT		
DESTRUCTION OF PROPERTY. See: DAMAGE TO PROPERTY		
DEVELOPMENT		
Annexations.....	2-426 et seq.	
See: ANNEXATIONS		
Community development department....	2-351 et seq.	
See: COMMUNITY DEVELOPMENT DEPARTMENT		
Flood prevention and control regulations.	7-1 et seq.	
See: FLOOD PREVENTION AND CONTROL		
DEVELOPMENT (Cont'd.)		
Metropolitan area planning commission..	2-151 et seq.	
See: PLANNING		
Zoning requirements. See: ZONING (Appendix A)		
DICE		
Gambling prohibitions.....	12-56 et seq.	
See: GAMBLING		
DILAPIDATED BUILDINGS		
Provisions re.....	11-90 et seq.	
See: BUILDINGS		
DISABLED PERSONS. See: HANDICAPPED PERSONS		
DISASTERS		
Civil defense provisions.....	2-461 et seq.	
See: CIVIL DEFENSE		
DISCRIMINATION		
Community relations commission; duties to reduce discriminatory practices ..	2-97	
See: COMMUNITY RELATIONS COMMISSION		
Equal access to housing.....	12-176 et seq.	
See: OFFENSES		
DISEASE CONTROL		
Rabies control for dogs and cats.....	3-36 et seq.	
See: ANIMALS AND FOWL		
DISORDERLY CONDUCT		
Lewd conduct prohibited.....	12-65	
DISORDERLY HOUSES		
Keeping.....	12-63	
DISTRICTS		
Zoning requirements. See: ZONING (Appendix A)		
DISTURBANCES, DISTURBING THE PEACE		
Ballplaying in public streets.....	12-92	
Disorderly houses, keeping.....	12-63	
Noises.....	11-4	
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT		
Nuisances affecting public peace and safety	11-4	
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT		
Profane, violent, abusive, etc., language		
Disturbance by use prohibited.....	12-94	
Use to cause breach of peace.....	12-93	
Religious meetings, disturbing.....	12-91	
Unlawful assembly.....	12-95	
DOCUMENTS. See: RECORDS, REPORTS, BOOKS, ETC.		
DOGS		
Dog and cat regulations.....	3-10 et seq.	
See: ANIMALS AND FOWL		

BARTLESVILLE CODE

DRAG RACING
 Prohibited..... 19-292

DRAINAGE
 Flood prevention and control regulations. 7-1 et seq.
 See: FLOOD PREVENTION AND CONTROL
 Obstructing certain drainageways 17-1
 Street department powers and duties 17-17
 See: STREETS AND SIDEWALKS
 Zoning regulations. See: ZONING (Appendix A)

DRILLING
 Oil and gas wells 11-71 et seq.
 See: OIL AND GAS WELLS

DRIVEWAYS
 Bicycles emerging from driveways 19-555
 Construction standards, etc..... 17-101 et seq.
 See: STREETS AND SIDEWALKS
 Parking prohibited..... 19-351(a)
 See: TRAFFIC

DROUGHT
 Civil defense provisions 2-461 et seq.
 See: CIVIL DEFENSE

DRUGS AND MEDICINES
 Controlled dangerous substances 12-78
 Drug paraphernalia, possession of 12-80
 Medical marijuana..... 12-76
 Occupation licenses; medical marijuana businesses 5-150 et seq.
 See: BUSINESS AND OCCUPATION LICENSES
 Persons under influence of drugs 12-79

DUCKS
 Domestic fowl regulations 3-105 et seq.
 See: ANIMALS AND FOWL

E

EARTHQUAKES
 Civil defense provisions 2-461 et seq.
 See: CIVIL DEFENSE

EASTLAND CENTER DIVERSION CHANNEL
 Swimming, wading or ice skating-31

ELECTIONS
 Absentee ballots 2-511
 Board of commissioners, election of 2-16
 Gross Proceeds Agreements
 Public Service Company of Oklahoma
 Election required, acceptance by grantee 1-15
 Ordinances not affected by Code..... 1-13(16)
 Wards
 Designated 2-496
 Ordinances not affected by Code 1-13(16)

ELECTRIC FENCES
 Prohibited..... 4-312

ELECTRICITY
 Building maintenance department duties re municipal facilities 2-337
 Business and occupation licenses
 Occupation licenses
 Contractors; electrical, mechanical, and plumbing 5-131
 Code adopted..... 4-112
 Compliance with standards and regulations..... 4-111
 Contractors
 License, registration 4-66
 Defective wiring 4-53
 Definitions 4-51
 Electrical inspector 4-52
 Excavations 4-54
 General Schedule of Fees
 Business and Occupation Licenses
 Electrical, mechanical, and plumbing contractors.(section 5-131). D-5-7
 Gross receipts tax 18-61 et seq.
 See: TAXATION
 Licenses
 Required 4-66
 Revocation..... 4-69
 Registration..... 4-66
 Stringing wires; tree trimming permit and requirements 17-213 et seq.
 See: TREES AND SHRUBBERY
 Zoning regulations. See: ZONING (Appendix A)

ELEVATION
 City datum base..... 17-121 et seq.
 See: STREETS AND SIDEWALKS

EMBEZZLEMENT
 By bailee..... 12-115
 By clerk, servant 12-116
 Mitigation of punishment 12-118

EMERGENCIES
 City manager's authority re expenditures for emergency repairs..... 2-177
 Civil defense provisions 2-461 et seq.
 See: CIVIL DEFENSE
 Emergency tax on exchange telephone service 18-151 et seq.
 See: TAXATION
 Gross Proceeds Agreements
 Gas Service Company
 Emergency declared II-17
 Public Service Company of Oklahoma
 Emergency clause I-17
 Nuisance abatement in emergency situations..... 11-10
 See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT

CODE INDEX

EMERGENCIES (Cont'd.)		EXCAVATIONS (Cont'd.)	
Traffic engineer's power re emergency regulations	19-87	Traffic safety precautions	19-89
See: TRAFFIC		See: TRAFFIC	
EMERGENCY VEHICLES		EXPENDITURES	
Following emergency vehicles	19-313	City manager's authority re expenditures for emergency repairs	2-177
Traffic requirements	19-576 et seq.		
See: TRAFFIC		EXPLOSIVES AND BLASTING AGENTS	
EMPLOYEES. See: OFFICERS AND EMPLOYEES		Hazardous materials truck routes	19-591 et seq.
		See: TRAFFIC	
EMPLOYMENT OF HANDICAPPED		F	
Committee on employment of the handicapped	2-81 et seq.	FAIR HOUSING	
See: HANDICAPPED PERSONS		Equal access to housing	12-176 et seq.
ENCLOSURES. See: FENCES, WALLS, HEDGES AND ENCLOSURES		See: OFFENSES	
ENEMY ATTACK		Fair housing council	12-183
Civil defense provisions	2-461 et seq.	FALSE ALARMS	
See: CIVIL DEFENSE		False fire alarms	12-23
ENGINEERING DEPARTMENT		FALSE REPRESENTATION, STATEMENTS ETC.	
Department divisions	2-368	Impersonation of officers and employees .	12-20
Established	2-366	Misrepresentation to officers or employees	12-21
Powers and duties	2-367	Obtaining or attempting to obtain property by	12-110
ENTERTAINMENTS		FARO	
Business and occupation licenses		Gambling prohibitions	12-56 et seq.
Occupation licenses		See: GAMBLING	
Sexually oriented businesses		FEDERAL LAW defined	1-2
Operating rules and regulations		FENCES, WALLS, HEDGES AND ENCLOSURES	
Exhibition of sexually explicit films, videos or live entertainment in viewing rooms	5-123(2)	Airport gates	2-447(d), (e)
Exit instructions	6-70	See: AIRPORTS AND AIRCRAFT	
See: FIRE PREVENTION		Barbed wire	4-311
Noises attracting attention	11-101	Annexed property exempted from certain restrictions	2-430
See: NOISE		See: ANNEXATIONS	
ESCAPE		Destruction of fences, etc.	12-106
Aiding escape	12-17	Domestic fowl enclosures	3-5
Prohibited	12-16	See: ANIMALS AND FOWL	
EXAMINATIONS		Drainageways obstructed by fences, etc. .	17-1
Sign license applicant, examination of ...	16-18	Electric fences	4-312
See: SIGNS AND BILLBOARDS		Nuisances affecting public peace and safety	11-4(d)
EXCAVATIONS		See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT	
Barricade removal	12-22	Wall signs	16-41
Electrical excavations	4-54	See: SIGNS AND BILLBOARDS	
See: ELECTRICITY		FINANCES	
Nuisances affecting public peace and safety	11-4(g)	City treasurer	2-201
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT		Fees, charges, billing and refunds	8-121 et seq.
Parking prohibited	19-351(a)	See: GARBAGE AND TRASH	
See: TRAFFIC		One-half percent	18-41.1 et seq.
Street excavations	17-146 et seq.	See: SALES TAX	
See: STREETS AND SIDEWALKS		Ordinances not affected by Code	1-13

BARTLESVILLE CODE

FINANCES (Cont'd.)

Sales tax
 Four-tenths percent
 Four-tenths (0.4) percent sales tax... 18-39
 One-fourth percent
 Economic development sales tax... 18-40
 Two and one-fourth percent 18-16 et seq.
 See: SALES TAX

FINES, FORFEITURES AND OTHER PENALTIES

Continuing violations 1-18
 Effect of repeal of ordinances on penalties, etc. 1-12
 Failure to appear to pay fines 1-21
 General penalty 1-18
 Municipal court fines 10-16
 See: MUNICIPAL COURT
 Penalties for specific acts, omissions, offenses, violations, etc. See specific subjects as indexed
 Prior offenses, penalties, forfeitures, etc., not affected by code..... 1-11
 Traffic fines 19-3
 See: TRAFFIC

FIRE DEPARTMENT

Billing for fire services 6-19
 Chief 6-16
 Emergency vehicles 19-576 et seq.
 See: TRAFFIC
 Established 6-16
 False alarms 12-23
 Fire service outside city limits 6-18
 Following fire apparatus 19-312
 Parking prohibited near fire stations 19-351(a)
 See: TRAFFIC
 Powers and duties 6-17
 Rural fire services program 6-20
 Traffic
 Authority of officials 19-55

FIRE HOSES

Crossing 19-314

FIRE HYDRANTS

Obstructing hydrants 12-24
 Parking prohibited near 19-351(a)
 See: TRAFFIC
 Tampering with hydrants 12-25
 Trees planted within certain distance.... 17-229
 See: TREES AND SHRUBBERY
 Zoning regulations. See: ZONING (Appendix A)

FIRE PREVENTION

Appeals
 Basis for appeals 6-52
 City council, appeals to 6-54
 Fire code appeals board 6-41 et seq.
 Fire marshal's authority, appeals of ... 6-51
 Method 6-53

FIRE PREVENTION (Cont'd.)

Code
 Adopted 6-66
 Enforcement 6-69
 Fire code appeals board 641 et seq.
 Dilapidated buildings 4-251 et seq.
 See: BUILDINGS
 Emergency repair expenditures authorized 2-177
 Fire code appeals board
 Authority 6-42
 Created 6-41
 Fire marshal
 Authority re variances; appeals 6-51

FIREARMS AND WEAPONS

Disturbances caused by shooting firearms, etc. 12-94
 Regulations, general 12-161 et seq.

FIRES

Civil defense provisions 2-461 et seq.
 See: CIVIL DEFENSE

FLAMMABLE LIQUIDS

Hazardous material truck routes 19-591 et seq.
 See: TRAFFIC

FLOOD PREVENTION AND CONTROL

Flood damage prevention
 Abrogation, greater restrictions 7-10
 Administration
 Floodplain administrator
 Designation 7-13
 Duties, responsibilities 7-14
 Permit procedures 7-15
 Variance procedures 7-16
 Definitions 7-5
 Fact findings 7-2
 Flood hazard reduction provisions
 Floodways 7-20
 Standards
 General 7-17
 Specific 7-18
 Subdivision proposals 7-19
 Interpretation 7-11
 Lands this provisions applies 7-6
 Methods of reducing flood losses 7-4
 Noncompliance penalties 7-22
 Purpose 7-3
 Severability 7-21
 Special flood hazard areas
 Development permit 7-8
 Establishing basis 7-7
 Exceptions, existing uses, compliance 7-9
 Statutory authorization 7-1
 Warning, disclaimer, liability 7-12

FLOODS

Civil defense provisions 2-461 et seq.
 See: CIVIL DEFENSE

CODE INDEX

FOLLOWING AND PRECEDING			
Code definitions	1-2		
FOOD AND FOOD SERVICES			
Nuisance conditions affecting health.....	11-4(b)		
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT			
Occupation licenses.....	5-140 et seq.		
See: BUSINESS AND OCCUPATION LICENSES			
Restaurants			
Food handler's permit required	9-17		
Standards adopted	9-16		
Sidewalk cafes and outdoor dining.....	17-89 et seq.		
See: STREETS AND SIDEWALKS			
Temporary business license	5-210 et seq.		
See: BUSINESS AND OCCUPATION LICENSES			
FORFEITURES. See: FINES, FORFEITURES AND OTHER PENALTIES			
FOWL. See: ANIMALS AND FOWL			
FRANCHISES (Generally)			
Gas Service Company Gross Proceeds Agreements. See Article II of Appendix B			
Ordinances not affected by Code.....	1-13(2)		
Public Service Company of Oklahoma Gross Proceeds Agreements. See Article II of Appendix B			
FRAUD			
Larceny			
Generally.....	12-108		
Utility, larceny of	12-109		
by	12-110		
FUNERALS. See also: CEMETERIES			
Traffic requirements for funerals and other processions.....	19-315 et seq.		
See: TRAFFIC			
G			
GAMBLING			
Equipping room for gambling purposes ..	12-57		
Loitering about gambling place.....	12-59		
Lookout in gambling places	12-60		
Prohibited.....	12-56		
Signaling devices	12-58		
GAMES OF CHANCE			
Alcoholic beverages given as prizes, etc...	12-77(3)		
Gambling. See that subject			
GARAGES			
Municipal garage.....	2-396 et seq.		
See: MUNICIPAL GARAGE			
GARAGES (Cont'd.)			
Temporary business license; garage sales		5-220 et seq.	
See: BUSINESS AND OCCUPATION LICENSES			
GARBAGE AND TRASH			
Accumulation deemed nuisance.....		8-32	
Burning refuse, yard trimmings, and exempt waste			
Incinerators		8-183	
Material not to be burned		8-182	
Permit required.....		8-181	
Cart service			
Bulky materials.....		8-90	
Cart collection service.....		8-81	
Cart specifications		8-85	
Closed lid required.....		8-92	
Damaged, lost or stolen cart replacement		8-87	
Damaging prohibited.....		8-92	
Frequency for collection and disposal of refuse		8-83	
Ownership of cart.....		8-86	
Placement			
Collections		8-88	
Inclement weather.....		8-89	
Provision of carts and number and condition of carts.....		8-82	
Unauthorized collection prohibited		8-84	
Collection			
Collection by a refuse collection service other than the city		8-35	
Establishment of services by department		8-34	
Subscription and payment of refuse collection and disposal		8-33	
Supervision of collection.....		8-40	
Commercial container service and roll-off service			
Closed lid required		8-108	
Commercial container and roll-off—Damaging prohibited.....		8-109	
Damaged, lost or stolen commercial container and roll-off replacement		8-106	
Frequency for collection and disposal of refuse		8-103	
Ownership of		8-105	
Placement—Collections.....		8-107	
Provision of and number and condition of		8-102	
Provisions, re		8-101	
Unauthorized collection prohibited		8-104	
Dead animals			
Disposal.....		8-172	
Exposed carcass prohibited		8-171	
Definitions		8-31	
Deposit on public or private property		8-38	
Disposal			
Designated		8-161	

BARTLESVILLE CODE

GARBAGE AND TRASH (Cont'd.)

Dumping sites

- Approval or disapproval of licenses; standards. 8-193
- Closing of site 8-198
- Covering of dumped material 8-197
- Dumping on licensed site; permission of licensee required 8-200
- Exceptions to permit requirements 8-192
- Existing dump sites to require licensing 8-203
- License application; fee 8-194
- License required 8-191
- Posting signs at entrance 8-196
- Revocation of license; appeals 8-201
- Right of entry and inspection 8-199
- Service of notice 8-202
- Severability 8-204
- Term of license; non-transferability of license 8-195

Established 8-16

Fees, charges, billing and refunds

- Billing 8-126
- Charges and billing 8-125
- Fee for customers of private haulers 8-127
- Fees for collection of solid waste from commercial properties via carts or commercial containers 8-123
- Fees for roll-off service 8-124
- Refund of sanitation fees for newly-constructed residential homes 8-128
- Requirements and fees for residential properties for collection of solid waste via carts 8-122
- Unusual collection charges 8-121

Inspection 8-36

Liquids, wrapping and grease 8-43

Materials not to be placed in receptacles, refuse bags, yard trimming bags, commercial containers 8-44

Ownership of refuse 8-47

Powers and duties 8-17

Private refuse hauling services permit

- Investigation 8-142
- List of customers required 8-145
- Nontransferable, revocation 8-144
- Required 8-141
- Selling prohibited 8-146
- Term 8-143

Prohibited items 8-46

Property maintenance 8-37

Sanitary condition of vehicles 8-42

Unauthorized use 8-39

Unsanitary material storage 8-45

Vehicles 8-41

GAS

Gas Service Company Gross Proceeds Agreements. See Article II of Appendix B

GAS (Cont'd.)

Oil and gas drilling

- Annexed property exempted from certain restrictions 2-430
- See: ANNEXATIONS
- Oil and gas wells 11-71 et seq.
- See: OIL AND GAS WELLS

GATES. See: FENCES, WALLS, HEDGES AND ENCLOSURES

GENDER

- Grammatical rules in ordinances 1-4

GENERAL SCHEDULE OF FEES (APPENDIX D.)

(Citations found herein refer to sections contained within Appendix D, General Schedule of Fees)

Administration

- Copies of existing public records D-2-1
- Authorization to codifier to amend wording D-1-4

Business and Occupation Licenses

- Alcoholic beverage license by type.(section 5-92) D-5-3
- Coin-operated amusement and product vending machines.(section 5-101). D-5-4
- Electrical, mechanical, and plumbing contractors.(section 5-131) D-5-7
- Employee license.(section 5-220) D-5-9
- General business license.(section 5-42) D-5-1
- Septic tank cleaning and hauling service D-5-5
- Sexually oriented business—operator license.(section 5-122) D-5-6
- Temporary business license.(section 5-183) D-5-8
- Vehicle inspection fee.(section 5-72) D-5-2

Code references D-1-3

Organization D-1-2

Parks and recreation

- Shelters.(section 13-5) D-13-2
- Special event fees* .(section 13-5) D-13-1
- Sports and recreation facilities.(section 13-5) D-13-3

Payment required D-1-5

Title and purpose D-1-1

GLASS

- Putting glass, etc., on highway 19-330

GLIDERS

- Aeronautical rules 2-448(a)(6)
- See: AIRPORTS AND AIRCRAFT

***Note**—The adoption, amendment, repeal, omissions, effective date, explanation of numbering system and other matters pertaining to the use, construction and interpretation of this Code are contained in the adopting ordinance and preface which are to be found in the preliminary pages of this volume.

CODE INDEX

GRADES OF STREETS
 City datum base..... 17-121 et seq.
 See: **STREETS AND SIDEWALKS**
 Ordinances not affected by Code..... 1-13(5)

GRAVEYARDS
 White Rose Cemetery..... 17-246 et seq.
 See: **CEMETERIES**

GROSS PROCEEDS AGREEMENTS
 (APPENDIX B.)
 (Citations found herein refer to sections contained within Appendix B, Gross Proceeds Agreements)

CATV System
 Bartlesville Video, Inc.
 Cablecast of city council meetings and channel access..... 3-16
 Change of control of grantee..... 3-24
 City rights and permit..... 3-26
 Compliance with applicable laws and ordinances..... 3-4
 Conditions on street use..... 3-8
 Continuing obligation..... 3-13
 Definitions..... 3-2
 Duration and acceptance of ordinance..... 3-30
 Emergency use..... 3-19
 Erection, removal and joint use of poles..... 3-10
 Fairness of accessibility..... 3-28
 Forfeiture of ordinance..... 3-27
 Further agreement and acknowledgment by grantee..... 3-29
 Liability and indemnification..... 3-6
 Payments to the city..... 3-11
 Plats, records and reports..... 3-25
 Programming..... 3-15
 Publication cost..... 3-31
 Rates..... 3-14
 Removal of cable facilities from subscriber's premises..... 3-22
 Right-of-way easements and private property..... 3-9
 Safety requirements..... 3-21
 Sale, repair or installation of television sets by grantee prohibited..... 3-20
 Scope of ordinance requirement..... 3-3
 Separability..... 3-32
 Service and technical standards..... 3-7
 Service to fire stations..... 3-17
 Service to schools..... 3-18
 Subscriber privacy..... 3-12
 Territorial area involved..... 3-5
 Title, term and definition..... 3-1
 Transfer of ordinance..... 3-23

Clarity Telecom, LLC
 Compliance and monitoring..... 3-55
 Definition of terms..... 3-51
 Grant of permit..... 3-52
 Insurance, indemnification, and bonds or other surety..... 3-56

GROSS PROCEEDS AGREEMENTS
 (APPENDIX B.) (Cont'd.)
 Internet access service for public buildings; emergency alert.... 3-57
 Miscellaneous provisions..... 3-58
 Revelation by permitting authority... 3-54
 Standards of service..... 3-53

Gas Service Company
 Acceptance and effective date..... II-15
 Conditions of franchise..... II-12
 Consideration for franchise; franchise fee..... II-11
 Definitions..... II-1
 Depth of pipeline..... II-6
 Duty to move or alter lines..... II-7
 Election required..... II-14
 Emergency declared..... II-17
 Franchise assignment; sale or lease... II-3
 Grant of franchise..... II-2
 Grantee's rules and regulations..... II-9
 Indemnification of grantor..... II-8
 Inspection of records..... II-10
 Invalidity of ordinance..... II-13
 Regulation of service..... II-5
 Repeal or prior or conflicting ordinances..... II-16
 Use and repair of the public ways..... II-4

Public Service Company of Oklahoma
 Assignment sale of lease..... I-4
 Definitions..... I-1
 Duty to move or alter lines..... I-7
 Election required, acceptance by grantee..... I-15
 Emergency clause..... I-17
 Enforceability of rules and regulations of grantee..... I-5
 Fees..... I-12
 Grant of franchise..... I-2
 Location of plants and systems and transmission of energy and related services..... I-8
 Maintenance and inspection of records..... I-13
 Reasonable rates authorized..... I-10
 Repeal of previous franchise agreement..... I-16
 Right of city to purchase property..... I-14
 Sale of power of city..... I-11
 Standard of service, indemnification of city..... I-6
 Term of franchise..... I-3
 Use and repair of the public ways..... I-9

Telephone Inspection Fee
 Levied..... 5-1

GUNS. See: FIREARMS AND WEAPONS

H

HANDBILLS
 Buildings, attaching to..... 16-67
 Poles, attaching to..... 16-67
 Posting delinquent, etc., accounts..... 16-70
 Public places, distributing in..... 16-66

BARTLESVILLE CODE

HANDBILLS (Cont'd.)

- Vehicles
 - Attaching to 16-68
 - Throwing into vehicle 16-69

HANDICAPPED PERSONS

- Committee on employment of handicapped
 - Created 2-81
 - Meetings 2-83
 - Membership 2-81
 - Objectives 2-82

HAZARDOUS CONDITIONS

- Parking to create hazards 19-367
- Vehicles constituting hazards 19-422

HAZARDOUS MATERIALS

- Truck routes 19-591 et seq.

HEALTH AND SANITATION

- Dead animals
- Dilapidated buildings 11-90 et seq.
 - See: BUILDINGS
- Disposal of; fee 3-1, 8-124
- Food handler's permit. 9-17
 - See: RESTAURANTS
- Health inspector
 - Citation authority for violation of ordinances and codes 2-166
 - Nuisances affecting health 11-4
 - See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT
 - Rabies control for dogs and cats 3-36 et seq.
 - See: ANIMALS AND FOWL
 - Restaurants 9-16 et seq.
 - See: RESTAURANTS

HEDGES. See: FENCES, WALLS, HEDGES AND ENCLOSURES

HELICOPTERS

- Aeronautical rules re helicopters 2-448(a)(8)
 - See: AIRPORTS AND AIRCRAFT

HIGHWAY 75 OVERLAY DISTRICT

- Zoning regulations. See: ZONING (Appendix A)

HIGHWAYS. See: STREETS AND SIDEWALKS

HOME OCCUPATIONS

- Zoning regulations. See: ZONING (Appendix A)

HORSES

- Disturbances caused by running horses at unusual speed 12-94
- Livestock regulations 3-5 et seq.
 - See: ANIMALS AND FOWL

HOSPITALS

- Quiet zones 19-331

HOTELS AND MOTELS

- Business and occupation licenses
 - Occupation licenses
 - Sexually oriented businesses
 - Operating rules and regulations
 - Sexually oriented motels 5-123(1)
- Defrauding re 12-114
- Gross receipts tax 18-76 et seq.
 - See: TAXATION

HOUSING

- Bawdy houses 12-61 et seq.
 - See: PROSTITUTION
- Discrimination 12-176 et seq.
 - See: OFFENSES
- Disorderly house, keeping 12-63
- Equal access to housing 12-176 et seq.
 - See: OFFENSES
- Maintenance 4-221
 - See: PROPERTY
- Manufactured housing guidelines 4-276
- Numbering of buildings 4-236 et seq.
 - See: BUILDINGS
- Rental property registration program 4-222 et seq.
 - See: PROPERTY
- Zoning requirements. See: ZONING (Appendix A)

HUMAN RELATIONS

- Community relations commission 2-96 et seq.
 - See: COMMUNITY RELATIONS COMMISSION

HURRICANES

- Civil defense provisions 2-461 et seq.
 - See: CIVIL DEFENSE

I

ICE SKATING

- Swimming, wading or ice skating in certain areas 9-31

IMPERSONATION

- Officers and employees, impersonating... 12-20

IMPOUNDMENT

- Dogs and cats, impoundment of 3-60 et seq.
 - See: ANIMALS AND FOWL
- Motor vehicle impoundment 19-456 et seq.
 - See: TRAFFIC

IMPROVEMENTS. See: PUBLIC WORKS AND IMPROVEMENTS

INDEBTEDNESS OF CITY. See also: FINANCES

- Ordinances not affected by Code 1-13(1)

INDECENCY AND OBSCENITY

- Bawdy houses 12-61 et seq.
 - See: PROSTITUTION
- Disorderly houses, keeping 12-63

CODE INDEX

INDECENCY AND OBSCENITY (Cont'd.)		JUVENILES. See: MINORS	
Disturbing religious meetings by indecent acts, etc.	12-91		
Indecent exposure	12-64		
Obscene, profane, etc., language		K	
Disturbance by use prohibited	12-94	KEEP BARTLESVILLE BEAUTIFUL COMMITTEE	
Use to arouse anger or cause breach of peace	12-93	Composition of Keep Bartlesville Beautiful	2-165.3
Offenses against public morality.....	12-56 et seq.	Creation of Keep Bartlesville Beautiful ..	2-165.1
See: OFFENSES		Duties and powers of Keep Bartlesville Beautiful	2-165.5
INDUSTRIAL DISTRICTS		Findings and purpose	2-165
Snow or ice accumulations	17-87	Purpose of Keep Bartlesville Beautiful ..	2-165.2
Zoning requirements for industrial districts.		Reporting	2-165.6
See: ZONING (Appendix A)		Term, vacancies, compensation, and meetings	2-165.4
INSECTS		Title	2-164
Nuisance conditions affecting health	11-17	KNIVES. See: FIREARMS AND WEAPONS	
See: NUISANCES			
INSURANCE		L	
Old age and survivors insurance	14-31 et seq.	LARCENY	
See: OFFICERS AND EMPLOYEES		Prohibited	12-108
INTERMENTS		LASER POINTING DEVICES	
White Rose Cemetery interments	17-246	Possession, use restrictions	12-44
See: CEMETERIES		LAW	
INTERSECTIONS		Business and occupation licenses	
Traffic regulations in general	19-1 et seq.	License fee, term, and renewal	
See: TRAFFIC		Compliance with all laws	5-7(e)
Trees and shrubbery		Code definitions	1-2
Corner clearance	17-211	LAW DEPARTMENT	
Planting within certain distance of street corner	17-229	City attorney	
Visibility obstructions		Appointment	2-381
Nuisances affecting public peace and safety	11-4(f)	Powers and duties	2-382
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT		Established	2-381
INTOXICANTS, INTOXICATION		LAW ENFORCEMENT	
Alcoholic beverages		Police department	15-16 et seq.
Public intoxication prohibited	12-150	See: POLICE DEPARTMENT	
Medical marijuana		Uniforms and badges required	2-166
Public intoxication prohibited	12-76(d)	LEASES	
		Gross Proceeds Agreements	
J		Gas Service Company	
JAILS. See: PRISONS AND PRISONERS		Franchise assignment; sale or lease ..	II-3
JO ALLYN LOWE LAKE. See also:		Public Service Company of Oklahoma	
WATERWAYS AND WATERCOURSES		Assignment sale of lease	I-4
Swimming, wading or ice skating	9-31	Ordinances not affected by Code	1-13(1)
JUDGES		LEASH LAW	
Municipal court judge	10-3	Annexed property exempted from certain restrictions	2-430
See: MUNICIPAL COURT		See: ANNEXATIONS	
JUNK		LEWD CONDUCT	
Abandoned, junked, etc., motor vehicles declared nuisance	11-4	Prohibited	12-65
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT		LIBRARIES	
		Director	2-136

BARTLESVILLE CODE

LIBRARIES (Cont'd.)

Library board	
Designated	2-131
Established	2-132
Meetings	2-134
Officers	2-133
Powers and duties	2-135
Municipal library designated	2-131

LICENSES AND PERMITS

Burning refuse, yard trimmings, and exempt waste	8-181 et seq.
See: GARBAGE AND TRASH	
Business and occupation licenses	5-1 et seq.
See: BUSINESS AND OCCUPATION LICENSES	
Driver's license	19-136 et seq.
See: TRAFFIC	
Dumping sites	8-191 et seq.
See: GARBAGE AND TRASH	
Electrical licenses and permits	4-66 et seq.
See: ELECTRICITY	
Excavation permits	17-146 et seq.
See: STREETS AND SIDEWALKS	
Flood prevention and control	
Floodplain development permits	7-8 et seq.
Heavy machinery moved over streets, permit required	17-42
Loading or unloading permits	19-382
See: TRAFFIC	
Moving of buildings; permit requirements	4-291 et seq.
See: BUILDINGS	
Parade permits	19-318
Permits	
Ordinances not affected by Code	1-13(2)
Plumbing licenses and permits	4-141
See: PLUMBING	
Private refuse hauling services permit	8-141 et seq.
See: GARBAGE AND TRASH	
Restaurant food handler's permit-17	
See: RESTAURANTS	
Sidewalk construction licenses and permits	17-71 et seq.
See: STREETS AND SIDEWALKS	
Sign licenses and permits	16-17 et seq.
See: SIGNS AND BILLBOARDS	
Tax. See: BUSINESS LICENSE AND TAX	
Trees and shrubbery	
Stringing wires, permit required	17-213
Vehicle license	19-137
See: TRAFFIC	
Wastewater discharge permit	20-162.0 et seq.
See: SEWER USE PRETREATMENT STANDARDS	
Zoning regulations. See: ZONING (Appendix A)	

LIGHTS, LIGHTING

Zoning regulations. See: ZONING (Appendix A)	
--	--

LIVESTOCK

Animal regulations	3-95 et seq.
See: ANIMALS AND FOWL	

LOADING AND UNLOADING

Traffic requirements	19-381 et seq.
See: TRAFFIC	
Zoning regulations. See: ZONING (Appendix A)	

LOCAL IMPROVEMENTS. See: PUBLIC WORKS AND IMPROVEMENTS

LOITERING

Airport premises, loitering on	2-447(c)
See: AIRPORTS AND AIRCRAFT	
Gambling places, loitering about	12-59
See: GAMBLING	
Jail, loitering about	12-17

LOST PROPERTY

Larceny re lost property	12-108(b)
--------------------------------	-----------

LOTS

Annexation plat requirements	2-427
See: ANNEXATIONS	
Ground signs on vacant lots	16-44
See: SIGNS AND BILLBOARDS	

LOTTERIES

Alcoholic beverages given as prizes, etc...	12-77(3)
---	----------

M

MANAGER. See: CITY MANAGER

MANUFACTURED HOUSING. See also: MOBILE HOMES AND MOBILE HOME PARKS

Guidelines adopted	4-276
--------------------------	-------

MAPS. See: SURVEYS, MAPS AND PLATS

MAY

Grammatical rules in ordinances	1-4
---------------------------------------	-----

MECHANICAL CODE

Adopted	4-196
Business and occupation licenses	
Occupation licenses	
Contractors; electrical, mechanical, and plumbing	5-131
General Schedule of Fees	
Business and Occupation Licenses	
Electrical, mechanical, and plumbing contractors.(section 5-131) .	D-5-7
License required	4-198
Revocation	4-199

METERS

Parking meters	19-401 et seq.
See: TRAFFIC	

CODE INDEX

METROPOLITAN AREA PLANNING COMMISSION					
Establishment of	2-151 et seq.				
See: PLANNING					
MINORS					
Alcoholic beverage licensees employing persons under age	12-77(2)				
See: ALCOHOLIC BEVERAGES					
Child passenger restraint systems	19-324				
Curfew					
Definitions	12-126				
Enforcement procedure	12-131				
Owner responsibility	12-128				
Parent responsibility	12-129				
Prohibited	12-127				
Special functions	12-130				
Tobacco products-32 et seq.					
See: TOBACCO SALES					
Vehicle operation by minors	19-139				
See: TRAFFIC					
MISDEMEANORS. See also: OFFENSES					
Code definitions	1-2				
MOBILE HOMES AND MOBILE HOME PARKS					
Flood prevention and control					
Floodplain construction standards	7-18				
Manufactured housing guidelines	4-276				
Zoning regulations. See: ZONING (Appendix A)					
MONIES OF CITY. See: FINANCES					
MONTE					
Gambling prohibitions	12-56 et seq.				
See: GAMBLING					
MONTH					
Code definitions	1-2				
MONUMENTS AND MARKERS					
City datum base monument	17-122				
See: STREETS AND SIDEWALKS					
MORALS OFFENSES					
Public morality, offenses against	12-56 et seq.				
See: OFFENSES					
MOSQUITOES. See: PEST CONTROL					
MOTELS. See: HOTELS AND MOTELS					
MOTOR VEHICLES AND OTHER VEHICLES					
Abandoned, junked, etc., motor vehicles declared nuisance	11-4(c)				
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT					
Airport vehicle restrictions	2-447				
See: AIRPORTS AND AIRCRAFT					
Booting, towing vehicles	19-456				
MOTOR VEHICLES AND OTHER VEHICLES (Cont'd.)					
Business and occupation licenses					
Occupation licenses					
Food services; temporary or mobile food service establishments ...	5-143				
City vehicles					
Maintenance by municipal garage	2-397				
See: MUNICIPAL GARAGE					
Damage to streets by certain vehicles	17-41 et seq.				
See: STREETS AND SIDEWALKS					
Firearms and weapons					
Loaded in motor vehicles	12-166				
General Schedule of Fees					
Business and Occupation Licenses					
Vehicle inspection fee.(section 5-72).	D-5-2				
Handbills attached to or thrown into vehicles	16-68, 16-69				
See: HANDBILLS					
Junked, abandoned, etc., motor vehicles declared nuisance	11-4				
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT					
Loitering in, injuring	12-119				
Nuisances					
Abandoned, wrecked, junked, etc., vehicles					
Storing, parking or leaving	11-32				
Definitions	11-31				
Temporary business license	5-210 et seq.				
See: BUSINESS AND OCCUPATION LICENSES					
Traffic regulations in general	19-1 et seq.				
See: TRAFFIC					
MOVING OF BUILDINGS					
Permits, requirements, etc.	4-291 et seq.				
See: BUILDINGS					
MUNICIPAL AIRPORT					
Rules	2-446 et seq.				
See: AIRPORTS AND AIRCRAFT					
MUNICIPAL COURT					
Authority	10-1				
Bail and release of arrested persons	10-31				
Clerk					
Bond	10-19				
Duties	10-17				
Community service	10-23				
Costs	10-20				
Designated	10-2				
Effective date	10-4				
Execution of sentences	10-21				
Failure to appear	1-21				
False information; perjury	12-21				
Fines	10-16				
City manager's supervision	10-19				
Forms for notices	10-18				
Judge					
Resisting or obstructing	12-19				

BARTLESVILLE CODE

MUNICIPAL COURT (Cont'd.)		O	
Term	10-3	OATH, AFFIRMATION, SWEAR OR SWORN	
Municipal court clerk. See herein: Clerk		Code definitions	1-2
Municipal judge. See herein: Judge		OBSCENITY. See: INDECENCY AND	
Notice forms	10-18	OBSCENITY	
Park violations, jurisdiction of court	2-70	OBSTRUCTIONS	
Payment of fines or costs		Drainageways, obstructing	17 1
Community service in lieu of fine or in		Fire hydrants, obstructing	12-24
conjunction with imprisonment ..	10-23	Nuisances	
Enforcement by imprisonment; persons		Lakes, parks, streets, etc.; obstructing .	11-4(d)
unable to pay	10-22	Nuisances affecting public peace and	
Traffic fines, penalties, etc.....	19-117 et seq.	safety	11-4(f)
See: TRAFFIC		Sidewalks, obstructing	17-87 et seq.
MUNICIPAL GARAGE		See: STREETS AND SIDEWALKS	
Established	2-396	Traffic obstructions	19-1 et seq.
Garage superintendent		See: TRAFFIC	
Appointment; supervision and control		Zoning regulations. See: ZONING	
of garage	2-396	(Appendix A)	
Powers and duties	2-397	OCCUPANT, TENANT	
MUNICIPAL LIBRARY. See: LIBRARIES		Code definitions	1-2
MUSIC MACHINES		OFFENSES	
Noises attracting attention	11-101	Adoption of state statutes by reference...	12-190, 12-191
See: NOISE		Penalty, violation	12-192
MUST AND SHALL		Aiding an offense	1-20
Grammatical rules in ordinances	1-4	Alcoholic beverages	
N		Adoption of Title 37A	12-146
NARCOTICS. See: DRUGS AND		Certain sales, etc., prohibited	12-77
MEDICINES		Definitions	12-147
NATURAL EMERGENCIES		Drinking and possession on private	
Civil defense provisions	2-461 et seq.	property	12-149
See: CIVIL DEFENSE		Drinking, possession, and transporta-	
NATURAL GAS. See: GAS		tion on public property	12-148
NOISE		Public intoxication prohibited	12-150
Accelerating vehicle to create noise	19-292	Assault and battery	12-41
Attention attracting noise	11-4	Assemblies	
Dogs creating disturbances	3-74(c)	Unlawful assembly	12-95
See: ANIMALS AND FOWL		Attempt	1-19
Loud or unusual noises, disturbances by .	12-94	Ballplaying in public streets	12-92
Loudspeakers on streets	11-4	Barricade removal	12-22
Motor vehicle		Battery and assault	12-41
Sound system restrictions	19-334	Bawdy house	
Nuisance abatement procedures generally	11-10	Keeping	12-61
See: PUBLIC NUISANCES AND		Person found in bawdy house	12-62
PROPERTY ENHANCEMENT		Checks	
Religious meetings, disturbing	12-91	False or bogus checks	12-110
NONCONFORMITIES		Code definitions	1-2
Zoning regulations. See: ZONING		Confidence games	12-110
(Appendix A)		Continuing violations	1-18
NUMBERING OF BUILDINGS		Controlled substances	12-78
Provisions re	4-236 et seq.	Drugs	
See: BUILDINGS		Drug paraphernalia, possession of . .	12-80
		Under influence of drugs	12-79
		Medical marijuana	
		Adoption of state statutes and rules	12-76(a)
		Cultivation of marijuana for personal	
		medical use	12-76(b)
		Medical marijuana waste disposal . .	12-76(e)

CODE INDEX

OFFENSES (Cont'd.)		OFFENSES (Cont'd.)	
Public intoxication prohibited	12-76(d)	Public morality, offenses against	12-56 et seq.
Restriction on smoking of medical marijuana products	12-76(c)	Larceny	
Non-medical marijuana	12-77	Generally	12-108
Counterfeiting	12-110	Obtaining or attempting to obtain property by deception, fraud, etc.	12-110
Curfew		Laser pointers	12-44
Minors, curfew requirements	12-127 et seq.	Loitering	
Disorderly house, keeping	12-63	Gambling places, loitering in	12-59
Disturbances, disturbing the peace		Minors, offenses by or against	
Public peace, offenses against	12-91 et seq.	Curfew	
Drugs		Designated	12-127
Drug paraphernalia, possession of	12-80	Enforcement	12-131
Persons under influence	12-79	Owner responsibility	12-128
Equal access to housing. See herein: Housing, Equal Access to		Parent responsibility	12-129
Escape		Special functions	12-130
Aiding an escape	12-17	Definitions	12-126
Unlawful	12-16	Misdemeanor	
Failure to appear	1-21	Code definitions	1-2
Fair housing council. See herein: Housing, Equal Access to		Traffic	12-190
False alarms	12-23	Morals offenses. See herein: Public Morality, Offenses Against	
False information	12-21	Municipal court fines	10-16
Fire alarms		See: MUNICIPAL COURT	
False alarms	12-23	Noises	
Fire hydrants		Disturbance by loud or unusual noise, etc.	12-94
Obstructing	12-24	Nonintoxicating beverages. See herein: Alcoholic Beverages	
Tampering with	12-25	Obstructions	
Firearms and weapons		Fire hydrants, obstructing	12-24
Adoption of state statutes	12-161	Officers. See herein: Public Officers or Government	
Loaded in motor vehicle	12-166	Penalties	
Reckless conduct	12-165	General penalty; continuing violations.	1-18
Unlawful carry or transport	12-162	Persons, offenses against	
Unlawful use or discharge	12-163	Assault and battery	12-41
Gambling		Destroying evidence	12-43
Equipping room	12-57	Preventing witness from giving testimony	12-42
Loitering	12-59	Police department powers and duties	15-17
Lookout	12-60	See: POLICE DEPARTMENT	
Signaling devices	12-58	Prior offenses, rights, etc., not affected by code	1-11
Unlawful	12-56	Profane, violent or abusive language	
General penalty	1-18	Disturbances prohibited	12-94
Discrimination		Used to arouse anger or cause breach of peace	12-93
Brokerage services	12-181	Prohibited acts include causing, permitting, etc.	1-17
Financing	12-180	Property, offenses against	
Sale, rental	12-179	Burglar's implements, possession of	12-111
Education, conciliation	12-184	Confidence game	12-110
Enforcement by private persons	12-187	Counterfeiting	12-110
Exemptions	12-182	Defrauding	
Fair housing council	12-183	Intent	12-113
Housing, equal access to		Restaurants, hotels re	12-114
Complaint procedure	12-188	Destruction	12-106
Definitions	12-177	Entering buildings or structures with certain intent	12-112
Investigations	12-186		
Policy	12-176		
Prohibited practices	12-178		
Severability	12-189		
Impersonation of officer	12-20		
Indecency and obscenity			
Profane, violent, abusive, etc., language	12-92, 12-94		

BARTLESVILLE CODE

OFFENSES (Cont'd.)

False checks 12-110

Larceny 12-108

Trespass 12-107

Prostitution

 Keeping bawdy house 12-61

 Person found in bawdy house 12-62

Public morality, offenses against

 Bawdy houses

 Keeping 12-61

 Person found in 12-62

 Disorderly houses, keeping 12-63

 Gambling

 Equipping room 12-57

 Loitering 12-59

 Lookout 12-60

 Prohibited 12-56

 Signaling devices 12-58

 Indecent exposure 12-64

 Lewd conduct 12-65

Prostitution

 Keeping bawdy house 12-61

 Person found in bawdy house 12-62

Public officers or government, offenses by or against

 Aggressive solicitation prohibited 12-45

 Aiding escape 12-17

 Barricade removal 12-22

 Camping in public spaces prohibited .. 12-29

 Conduct prohibited in public spaces ... 12-30

 Escape 12-16

 Aiding an escape 12-17

 Excessive false alarms 12-28

 False alarms 12-23

 False information 12-21

 False reporting of crime 12-27

 Fire hydrants

 Obstructing 12-24

 Tampering with 12-25

 Impersonation 12-20

 Police or other law officer

 Assault and battery upon 12-26

 Polluting or damaging public water sources prohibited 12-32

 Refusal to assist officers 12-18

 Resisting officers 12-19

 Sitting or lying in public rights-of-way prohibited 12-31

Public peace, offenses against

 Ballplaying in public streets 12-92

 Disturbing religious meetings 12-91

 Language used to arouse anger or cause breach of peace 12-93

 Noises or abusive, violent, etc., language 12-94

 Unlawful assembly 12-95

Religious meetings, disturbing 12-91

Repeal or ordinances, effect for offenses.. 1-12

Resisting officers 12-19

Smoking prohibitions

 Adoption of state statutes and rules... 12-120(a)

OFFENSES (Cont'd.)

 Restriction on smoking of tobacco or tobacco-derived products and marijuana or marijuana-derived products for medicinal purpose... 12-120(c)

Trespass 12-107

Unlawful assembly 12-95

Violations

 General penalty; continuing violations. 1-18

 State Statute 12-192

Weapons. See herein: Firearms and Weapons

OFFICERS AND EMPLOYEES

Actions or proceedings by or against officers, etc.

 Code does not abate or effect pending actions 1-11(b)

Benefits

 Ordinances not affected by Code 1-13(3)

 Retirement system benefits 14-46 et seq.

Building inspector 4-36

 See: BUILDINGS

Building maintenance superintendent ... 2-336

 See: BUILDINGS

City attorney 2-381 et seq.

 See: CITY ATTORNEY

City clerk 2-186 et seq.

 See: CITY CLERK

City engineer 2-351

 See: CITY ENGINEER

City manager 2-176 et seq.

 See: CITY MANAGER

City treasurer 2-201

 See: CITY TREASURER

Civil defense director 2-463 et seq.

 See: CIVIL DEFENSE

Civil service

 Ordinances not affected by Code 1-13(3)

Codes enforcement inspector 2-166

Death benefits in retirement system 14-59, 14-60

Disability

 Retirement system benefits 14-61

Employee licenses 5-230 et seq.

 See: BUSINESS AND OCCUPATION LICENSES

False information to officers and employees 12-21

Fire marshal 6-51

 See: FIRE PREVENTION

Garage superintendent 2-396

 See: MUNICIPAL GARAGE

General Schedule of Fees

 Business and Occupation Licenses

 Employee license.(section 5-220).... D-5-9

Health inspector 2-166

 See: HEALTH AND SANITATION

Impersonation 12-20

Insurance

 Old age and survivor insurance 14-31 et seq.

CODE INDEX

OFFICERS AND EMPLOYEES (Cont'd.)

Leaves of absence
 Retirement system, effect on leave of absence and military leave 14-62
 Military leave
 Retirement system effect on military leave 14-62
 Municipal court judge 10-3
 See: MUNICIPAL COURT
 Offenses by or against public officers 12-16 et seq.
 See: OFFENSES
 Old age and survivors insurance
 Agreements authorized 14-32
 City contribution 14-34
 Exclusions 14-36
 Purpose 14-31
 Recordkeeping 14-35
 Withholding 14-33
 Park superintendent 2-411 et seq.
 See: PARKS AND RECREATION
 Pensions. See herein: Retirement System
 Perjury to officers 12-21
 Personnel department
 Established 14-16
 Personnel officer
 Duties and responsibilities 14-17
 Personnel officer, appointment of 14-16
 Personnel relations
 Ordinances not affected by Code 1-13(3)
 Refusal to assist officers 12-18
 Resisting officers 12-19
 Retirement system
 Amendment of plan 14-63
 Authorized 14-49
 Board of trustees 14-47
 City to pay cost 14-58
 Continued employment 14-55.1
 Contract amendment 14-48
 Death benefit
 Not provided after retirement; exception 14-60
 Not provided before retirement 14-59
 Definitions 14-46
 Designated 14-51
 Disability benefits 14-61
 Early retirement 14-54
 Effective date 14-52
 Eligibility
 Generally 14-53
 Notice of 14-65
 Group annuity contract, purchase of .. 14-57
 Leave of absence 14-62
 Military leave 14-62
 Normal retirement benefits, determination of 14-55
 Old age and survivors insurance 14-31 et seq.
 Past service benefit 14-56
 Purpose 14-50
 Termination of benefits 14-61
 Termination of plan 14-63

OFFICERS AND EMPLOYEES (Cont'd.)

Salaries
 Old age and survivors insurance with-holding 14-33
 Ordinances not affected by Code 1-13(3)
 Retirement system voluntary employee contribution 14-66
 Sales tax
 Two and one-fourth percent 18-16 et seq.
 Tax collector 18-24
 Social security
 Old age and survivors insurance 14-31 et seq.
 Street superintendent 17-16
 See: STREETS AND SIDEWALKS
 Supervision and control
 City manager's authority 2-176
 Termination of employment
 Retirement benefits 14-61
 Title of office 1-7
 Traffic regulations, compliance with 19-53
 Withholdings from salaries
 Old age and survivors insurance with-holding 14-33
 Retirement system voluntary employee contribution 14-66
 OIL AND GAS WELLS
 Annexed property exempted from certain ordinance restrictions 2-430
 See: ANNEXATIONS
 Nuisance abatement in general 11-4(g)
 See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT
 OKLAHOMA. See: STATE
 OLD AGE AND SURVIVORS INSURANCE
 Provisions for officers and employees 14-31 et seq.
 See: OFFICERS AND EMPLOYEES
 ONE-WAY STREETS AND ALLEYS
 Traffic requirements 19-531 et seq.
 See: TRAFFIC
 ORDINANCES. See: CODE OF ORDINANCES
 O.S.
 Code definitions 1-2
 OWNER Code definitions 1-2
 P
 PARACHUTES
 Aeronautical rules re parachute jumping. 2-448(a)(7)
 See: AIRPORTS AND AIRCRAFT
 PARADES
 Motorcycles in parades 19-494
 Traffic requirements for parades, funeral processions, etc. 19-315 et seq.
 See: TRAFFIC

BARTLESVILLE CODE

PARK BOARD			
Compensation	2-68		
Designated	2-66		
Meetings	2-68		
Membership	2-67		
Officers	2-69		
Powers and duties	2-70		
Term	2-68		
Vacancies	2-68		
PARKING			
Bicycle parking	19-557		
Cemetery prohibitions	12-121		
Municipal court forms for notices	10-18		
See: MUNICIPAL COURT			
Ordinances not affected by Code	1-13(13)		
Zoning regulations. See: ZONING (Appendix A)			
PARKS AND RECREATION			
Applicability	13-2		
General and special use	13-5		
Hours	13-4		
Legislative intent	13-1		
Penalty for violation of rules	13-3		
Prohibited acts	13-6		
Use regulations for specific park and recreational facilities			
Bartlesville Skate Park	13-18		
Lake Hudson Water Reservoir	13-16		
Lee Lake	13-17		
Pathfinder Parkway	13-19		
PEDESTRIANS			
Airport pedestrians on landing areas	2-447(f)		
See: AIRPORTS AND AIRCRAFT			
PENALTIES. See: FINES, FORFEITURES AND OTHER PENALTIES			
PENSIONS			
Old age and survivors insurance	14-31 et seq.		
See: OFFICERS AND EMPLOYEES			
Retirement system	14-46 et seq.		
See: OFFICERS AND EMPLOYEES			
PERJURY			
False information; perjury	12-21		
PERMITS. See: LICENSES AND PERMITS			
PERSON			
Code definitions	1-2		
PERSONAL PROPERTY			
Code definitions	1-2		
PERSONNEL OF CITY. See: OFFICERS AND EMPLOYEES			
PEST CONTROL			
Nuisance conditions affecting health	11-4(a)		
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT			
PISTOLS. See: FIREARMS AND WEAPONS			
PLANNED UNIT DEVELOPMENT			
Zoning regulations. See: ZONING (Appendix A)			
PLANNING			
Annexations	2-426 et seq.		
See: ANNEXATIONS			
Flood prevention and control regulations	7-1 et seq.		
See: FLOOD PREVENTION AND CONTROL			
Metropolitan area planning commission			
Compensation	2-154		
Composition	2-152		
Duties	2-156		
Establishment of the planning commis- sion	2-151		
Meetings, rules and procedures	2-155		
Removal	2-157		
Terms	2-153		
Planning commission. See: ZONING (Appendix A)			
Zoning requirements. See: ZONING (Appendix A)			
PLATS. See: SURVEYS, MAPS AND PLATS			
PLAY STREETS			
Authority to establish	19-92		
Traffic regulations in general	19-1 et seq.		
See: TRAFFIC			
Use restrictions	19-93		
PLAYGROUNDS. See: PARKS AND RECREATION			
PLUMBING			
Building maintenance department duties re municipal facilities	2-337		
Business and occupation licenses			
Occupation licenses			
Contractors; electrical, mechanical, and plumbing	5-131		
Code			
Adopted	4-171		
General Schedule of Fees			
Business and Occupation Licenses			
Electrical, mechanical, and plumb- ing contractors.(section 5-131) .	D-5-7		
Inspector	4-126		
License			
Registration	4-141		
Required	4-141		
Revocation	4-145		
Registration	4-141		
Water supply system protection	4-127		
PLURAL AND SINGULAR			
Grammatical rules in ordinances	1-4		

CODE INDEX

POKER			
Gambling prohibitions	12-56 et seq.		
See: GAMBLING			
POLES AND WIRES			
Handbills attached to poles	16-67		
See: HANDBILLS			
Stringing wires; tree trimming permit and requirements	17-213 et seq.		
See: TREES AND SHRUBBERY			
POLICE DEPARTMENT			
Arrest			
Park violations; arrest without warrant	2-70		
Assault and battery upon police or other law officer	12-26		
Automated license plate readers			
Audit and reporting requirements	15-66		
Complaints and oversight	15-69		
Data storage and retention	15-67		
Definitions	15-62		
Enforcement and penalties	15-70		
Installation and relocation of regulated ALPR devices	15-65		
Misuse and disciplinary action	15-68		
Permitted operational areas	15-64		
Purpose and intent	15-61		
Scope	15-63		
Auxiliary police reserve. See herein: Police Reserve			
Badges	2-166(b)		
Emergency vehicles	19-576 et seq.		
See: TRAFFIC			
Established	15-16		
Parks under police jurisdiction	2-70		
Police reserve			
Discipline	15-35		
Established	15-31		
Performance of functions	15-38		
Purpose	15-32		
Qualifications of members	15-33		
Rule review	15-39		
Selection procedure	15-34		
Supervision	15-37		
Training	15-36		
Powers and duties	15-17		
Reserve. See herein: Police Reserve			
Resisting or obstructing	12-19		
Taxation			
Emergency tax on exchange telephone service			
Chief of police to administer 9-1-1 service	18-155		
Traffic regulations, authority re	19-55 et seq.		
See: TRAFFIC			
Uniforms	2-166(b)		
PONDS. See also: WATERWAYS AND WATERCOURSES			
Nuisance conditions affecting health	11-17(2)		
See: NUISANCES			
PRECEDING AND FOLLOWING			
Code definitions	1-2		
PRISONS AND PRISONERS			
Alcoholic beverages or narcotics furnished to prisoners	12-17		
Bail and release of arrested persons	10-31		
Escape			
Aiding escape	12-17		
Prohibited	12-16		
Loitering about jail	12-17		
Police department powers and duties	15-17		
See: POLICE DEPARTMENT			
PRIVATE PROPERTY. See also: PROPERTY			
Abandoned, junked, etc., motor vehicles; nuisance declared	11-4(c)		
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT			
PRIVY VAULTS			
Nuisance conditions affecting health	11-4(a)		
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT			
PROCESS. See: WRITS, WARRANTS AND OTHER PROCESSES			
PROCESSIONS. See: PARADES			
PROFANITY			
Profane, violent, abusive, etc., language			
Disturbance by use prohibited	12-94		
Use to cause breach of peace	12-93		
PROJECTIONS			
Projecting signs	16-42		
See: SIGNS AND BILLBOARDS			
PROPERTY			
Abandoned, junked, etc., motor vehicles; nuisance declared	11-4(c)		
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT			
Alcoholic beverages			
Drinking and possession on private property	12-149		
Drinking, possession, and transportation on public property	12-148		
Annexations	2-426 et seq.		
See: ANNEXATIONS			
Code definitions	1-2		
Destruction of property	12-106		
Gross Proceeds Agreements			
Public Service Company of Oklahoma			
Right of city to purchase property ..	I-14		
Maintenance code adopted	4-221		
Personal property			
Code definitions	1-2		

BARTLESVILLE CODE

PROPERTY (Cont'd.)

Public buildings, places, etc. See that subject

Real property
Code definitions..... 1-2

Rental property registration program
Definitions 4-226
Generally..... 4-222
Interpretation 4-224
Penalty..... 4-230
Purpose and intent..... 4-223
Rental registration..... 4-227
Scope..... 4-225

Trespass 12-107

Vehicle accidents involving property damage 19-181

See: TRAFFIC

PROSECUTIONS

Effect of repeal of ordinances on prosecution, etc. 1-12

PROSTITUTION

Bawdy house
Keeping 12-61
Persons found in 12-62

PUBLIC BUILDINGS, PLACES, ETC.

Abandoned, junked, etc., motor vehicles on public property; nuisance declared
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT 11-4(d)

Building maintenance department duties 2-337

Handbill distribution in public places 16-66
See: HANDBILLS

Signs on public property 16-45
See: SIGNS AND BILLBOARDS

Trespass 12-107

PUBLIC GATHERINGS

Exit instructions 6-70
See: FIRE PREVENTION

PUBLIC INTOXICATION

Alcoholic beverages
Public intoxication prohibited 12-150

Medical marijuana
Public intoxication prohibited 12-76(d)
Prohibited..... 12-76

PUBLIC LIBRARY. See: LIBRARIES

PUBLIC NUISANCES AND PROPERTY ENHANCEMENT

Abatement
Assessment of city costs 11-13
Procedures 11-10

Adoption of state law 11-2

Animals..... 3-143

Conditions caused or permitted to exist in violation declared public nuisance .. 1-18(c)

Conflicts 11-14

Definitions 11-3

PUBLIC NUISANCES AND PROPERTY ENHANCEMENT (Cont'd.)

Nuisance
Abatement..... 11-8
Finding..... 11-9
Habitual..... 11-12

Public peace and safety, nuisances affecting 10-18

Purpose and scope 11-1

Responsibility for nuisances..... 11-7

Violations
Each day separate 11-11
Enumerated 11-4
Not exclusive 11-6
Unenumerated..... 11-5

PUBLIC PROPERTY. See: PUBLIC BUILDINGS, PLACES, ETC.

PUBLIC RECORDS. See: RECORDS, REPORTS, BOOKS, ETC.

PUBLIC WAYS. See: STREETS AND SIDEWALKS

PUBLIC WORKS AND IMPROVEMENTS

Ordinances not affected by Code..... 1-13(7)

R

RABIES CONTROL

Dog and cat vaccinations, tags, etc. 3-36 et seq.
See: ANIMALS AND FOWL

RACING

Drag racing prohibited..... 19-292

RADIOS

Emergency repair expenditures for radio communications 2-177

Motor vehicle restrictions 19-334

RAILROADS AND TRAINS

Parking prohibited..... 19-351(a)
See: TRAFFIC

Pedestrians
Compliance to railroad signals..... 19-477

Trains blocking streets..... 19-608

REAL PROPERTY

Code definitions 1-2

RECORDS, REPORTS, BOOKS, ETC.

Animal control officer; records required .. 3-22
See: ANIMALS AND FOWL

Business and occupation licenses
Issuance of license; denial, revocation and appeal
Criminal background report..... 5-6(b)
Driving history report 5-6(c)
License, record 5-6(f)

City clerk's duties re records, etc..... 2-187 et seq.
See: CITY CLERK

CODE INDEX

RECORDS, REPORTS, BOOKS, ETC. (Cont'd.)			
Community relations commission reports See: COMMUNITY RELATIONS COM- MISSION	2-105		
General Schedule of Fees Administration			
Copies of existing public records . . .	D-2-1		
Gross Proceeds Agreements			
Gas Service Company			
Inspection of records	II-10		
Public Service Company of Oklahoma			
Maintenance and inspection of records	I-13		
Old age and survivors insurance record- keeping	14-35		
See: OFFICERS AND EMPLOYEES			
Police department			
Automated license plate readers			
Audit and reporting requirements . .	15-66		
Traffic			
Accident reports	19-184		
Annual traffic safety report	19-74		
Records of traffic violations	19-72		
Zoning regulations. See: ZONING (Appendix A)			
RECREATION. See: PARKS AND RECREATION			
RECREATIONAL VEHICLES			
Zoning regulations. See: ZONING (Appendix A)			
REFUSE. See: GARBAGE AND TRASH			
REGISTRATION			
Business and occupation licenses			
Issuance of license; denial, revocation and appeal			
Proof of state or county license or registration	5-6(d)		
Occupation licenses			
Contractors; electrical, mechanical, and plumbing	5-131		
Plumber's registration	4-142		
See: PLUMBING			
REPEAL OF ORDINANCES			
Effect of	1-12		
REPORTS. See: RECORDS, REPORTS, BOOKS, ETC.			
RESIDENCES. See: HOUSING			
RESIDENTIAL DISTRICTS			
Zoning requirements. See: ZONING (Appendix A)			
RESTAURANTS			
Defrauding	12-114		
Standards adopted-16			
RETIREMENT			
Old age and survivors insurance	14-31 et seq.		
See: OFFICERS AND EMPLOYEES			
Retirement system for officers and employees	14-46 et seq.		
See: OFFICERS AND EMPLOYEES			
REVENUE OF CITY. See: FINANCES			
RICE CREEK. See also: WATERWAYS AND WATERCOURSES			
Swimming, wading or ice skating-31			
RIFLES. See: FIREARMS AND WEAPONS			
RIGHT-OF-WAY			
Business and occupation licenses			
Occupation licenses			
Contractors; public right-of-way	5-130		
Trees planted on right-of-way	17-231 et seq.		
See: TREES AND SHRUBBERY			
RIOTS			
Police department powers and duties	15-17		
See: POLICE DEPARTMENT			
Refusal to assist officer suppressing riot .	12-18		
Unlawful assembly	12-95		
RIVERS. See: WATERWAYS AND WATERCOURSES			
ROLLER SKATES			
Clinging to vehicles while riding	19-328		
Traffic restrictions	19-54		
ROULETTE			
Gambling prohibitions	12-56 et seq.		
See: GAMBLING			
RUBBISH. See: GARBAGE AND TRASH			
			S
SABOTAGE			
Civil defense provisions	2-461 et seq.		
See: CIVIL DEFENSE			
SALES TAX			
Four-tenths percent			
Four-tenths (0.4) percent sales tax	18-39		
One-fourth percent			
Economic development sales tax	18-40		
One-half percent			
Amendments	18-41.21		
Citation and codification	18-41.1		
Classification of taxpayers	18-41.10		
Definitions	18-41.14		
Delinquency interest and penalties	18-41.15		
Effective date and term	18-41.4		
Exemptions	18-41.6		
Payment of tax	18-41.8		
Payments			
Audits of sales records and of sales tax payments	18-41.24		

BARTLESVILLE CODE

SALES TAX (Cont'd.)

- Erroneous payments—Claim for refund 18-41.17
- Permits
 - Presentation, or posting of sales tax permit 18-41.23
 - Subsisting state permits 18-41.2
- Provisions cumulative 18-41.22
- Provisions severable 18-41.20
- Purpose of revenues 18-41.3
- Records confidential 18-41.19
- Returns and remittances—Discounts .. 18-41.12
- Tax collector defined 18-41.13
- Tax constitutes debt 18-41.9
- Tax Due When—Returns—Records 18-41.7
- Tax rate—Sales subject to tax 18-41.5
- Vendor's duty to collect tax 18-41.11
- Violation and fraudulent returns 18-41.18
- Waiver of interest and penalties 18-41.16
- Two and one-fourth percent
 - Amendments 18-29
 - Definitions 18-17
 - Delinquency interest and penalties 18-31
 - Exemptions 18-21
- Payment
 - Audits of sales records and of sales tax payments 18-38
 - Refund for erroneous payment 18-33
 - Time, manner of payment 18-23
- Permits
 - Collection required; vendor's duty to collect and remit tax 18-27
 - Existing permits 18-19
 - Presentation, or posting of sales tax permit 18-37
- Personal property transfers exempt ... 18-22
- Prior claim 18-25
- Provisions cumulative 18-30
- Provisions severable 18-36
- Record privacy 18-34
- Returns and remittances 18-28
- Tax collector 18-24
- Tax collector defined 18-18
- Tax rate—Sales subject to tax 18-20
- Taxpayer classification 18-26
- Title 18-16
- Violation and fraudulent returns 18-35
- Waiver of interest and penalties 18-32

SCHOOLS

- Parking adjacent to schools 19-352
- Speed restrictions in school zones 19-293

SEVERABILITY

- Severability of parts of code 1-16

SEWER USE PRETREATMENT STANDARDS

- Administrative enforcement remedies
 - Agreements 20-174.1
 - Cease and desist orders 20-174.4

SEWER USE PRETREATMENT STANDARDS (Cont'd.)

- Compliance orders 20-174.3
- Emergency suspensions 20-174.5
- Notification of violation 20-174.0
- Show cause hearing 20-174.2
- Termination of discharge 20-174.6
- Affirmative defenses to discharge violations
 - Bypass 20-180.2
 - Prohibited discharge standards 20-180.1
 - Upset 20-180.0
- Compliance monitoring
 - Right of entry: inspection and sampling 20-168.0
 - Search warrants 20-168.1
- Confidential information 20-170.0
- General provisions
 - Abbreviations 20-156.1
 - Administration 20-156.3
 - Definitions 20-156.0
 - Purpose and policy 20-156.2
- Judicial enforcement remedies
 - Civil penalties 20-176.1
 - Criminal prosecution 20-176.2
 - Injunctive relief 20-176.0
 - Remedies nonexclusive 20-176.3
- Pretreatment of wastewater
 - Accidental discharge/slug control plans 20-160.2
 - Additional pretreatment measures 20-160.1
 - Hauled wastewater 20-160.3
 - Pretreatment facilities 20-160.0
- Reporting requirements
 - Analytical requirements 20-166.10
 - Baseline self-monitoring reports 20-166.5
 - Compliance schedule progress reports . 20-166.6
 - Determination of noncompliance 20-166.4
 - Notice of violation/repeat sampling and reporting 20-166.9
 - Notification of the discharge of hazardous waste 20-166.14
 - Periodic compliance reports 20-166.1
 - Provisions, re 20-166.0
 - Recordkeeping 20-166.13
 - Reports from unpermitted users 20-166.8
 - Reports of changed conditions 20-166.2
 - Reports of potential problems 20-166.3
 - Reports on compliance with categorical pretreatment standard deadline . 20-166.7
 - Sample collection 20-166.11
 - Timing 20-166.12
- Severability 20-184.0
- Sewer use requirements
 - Bartlesville's right of revision 20-158.3
 - Dilution 20-158.4
 - Federal categorical pretreatment standards 20-158.1
 - Local limits 20-158.2
 - Prohibited discharge standards 20-158.0
 - Significant noncompliance 20-172.0

CODE INDEX

SEWER USE PRETREATMENT STANDARDS (Cont'd.)			
Supplemental enforcement action			
Performance bonds	20-178.0		
Public nuisances	20-178.2		
Water supply severance	20-178.1		
Wastewater discharge permit			
Application			
Application contents	20-162.5		
Application signatories and certification	20-162.6		
Decisions	20-162.7		
Existing connections	20-162.2		
Extra jurisdictional industrial users	20-162.4		
New connections	20-162.3		
Requirement	20-162.1		
Wastewater survey	20-162.0		
Issuance process			
Appeals	164.2		
Contents	20-164.1		
Continuation of expired permits	20-164.7		
Duration	20-164.0		
Modification	20-164.3		
Reissuance	20-164.6		
Revocation	20-164.5		
Transfer	20-164.4		
Water	20-41 et seq.		
See: WATER			
SEWERS AND SEWAGE DISPOSAL			
Definitions	10-126		
Zoning regulations. See: ZONING (Appendix A)			
SEXUAL CONDUCT. See also: SEXUALLY ORIENTED BUSINESSES			
Bawdy houses	12-61 et seq.		
See: PROSTITUTION			
SEXUALLY ORIENTED BUSINESSES			
Employee licenses	5-250 et seq.		
See: BUSINESS AND OCCUPATION LICENSES			
General Schedule of Fees			
Business and Occupation Licenses			
Sexually oriented business—operator license.(section 5-122)	D-5-6		
Occupation licenses	5-120 et seq.		
See: BUSINESS AND OCCUPATION LICENSES			
Zoning regulations. See: ZONING (Appendix A)			
SHALL AND MUST Grammatical rules in ordinances		1-4	
SHRUBBERY. See: TREES AND SHRUBBERY			
SIDEWALKS. See: STREETS AND SIDEWALKS			
Enforcement	17-65		
Enforcement appeal	17-65(b)		
Legal requirement	17-65(a)		
Funding	17-66		
Required sidewalks and fee-in-lieu option	17-63		
Annual report	17-63(j)		
Appeal to the street and traffic committee	17-63(f)		
Creation of separate fund; use of sidewalk fees collected	17-63(i)		
Critical sidewalk areas	17-63(c)		
Definitions	17-63(a)		
Determination of sidewalk fees	17-63(h)		
Fee-in-lieu option for property not within a critical sidewalk area	17-63(d)		
Other locations eligible for the fee-in-lieu option	17-63(e)		
Required sidewalks	17-63(b)		
Street and traffic committee action	17-63(g)		
Termination of sidewalk fees	17-63(k)		
Scope	17-61		
Sidewalk maintenance and repairs	17-64		
Emergency repairs	17-64(c)		
Maintenance of public sidewalks by abutting property owner	17-64(a)		
Major repairs of public sidewalks by the city	17-64(b)		
Permit application fee waiver for minor repair	17-64(d)		
Sidewalks and driveways	17-62		
Definitions	17-62(a)		
Maintenance by property owner	17-62(c)		
Permit application fee waiver for minor repair	17-62(d)		
Permits	17-62(b)		
SIGNS AND BILLBOARDS			
Alterations and repairs	16-38		
Appeals	16-28		
Banner signs	16-43		
Billboards	16-47		
Business and occupation licenses			
Temporary business license			
Garage sale signs	5-222		
Definitions	16-1		
Enforcement	16-2		
Exemptions and exclusions	16-3		
Ground signs on vacant lots	16-44		
Imprints required	16-24		
Inspections	16-25		
License			
Application	16-18		
Examination of applicant	16-18		
Exemptions	16-21		
Expiration, renewal	16-20		
Fee	16-19		
Imprints on signs	16-24		
Renewal	16-20		

BARTLESVILLE CODE

SIGNS AND BILLBOARDS (Cont'd.)			
Required	16-17		
Revocation.....	16-18		
Transferability.....	16-18		
Use by other than licensee.....	16-22		
Materials	16-36		
Nonconforming signs over sidewalks.....	16-40		
Nuisances affecting public peace and safety	11-4(e)		
See: PUBLIC NUISANCES AND			
PROPERTY ENHANCEMENT			
Permits			
Banner signs, permits required	16-43		
Number placed on signs	16-24		
Required	16-23		
Placement.....	16-36		
Projecting signs	16-42		
Public property, signs on	16-45		
Repairs and alterations	16-38		
Scaffolding	16-39		
Sidewalks			
Nonconforming signs over	16-40		
Streets			
Banner signs	16-43		
Signs over streets	16-46		
Traffic-control signs, signals and devices.	19-1 et seq.		
See: TRAFFIC			
Unlawful signs	16-26		
Unsafe signs	16-27		
Vacant lots, ground signs on.....	16-44		
Violations			
Unlawful signs.....	16-26		
Wall signs.....	16-41		
Wind loads	16-37		
Zoning regulations. See: ZONING			
(Appendix A)			
SINGULAR AND PLURAL			
Grammatical rules in ordinances	1-4		
SINKING FUNDS			
Ordinances not affected by Code.....	1-13(1)		
SKATES			
Ice skating in certain areas-31			
Traffic; use or roller skates restricted	19-54		
See: TRAFFIC			
SLOT MACHINES			
Gambling prohibitions	12-56 et seq.		
See: GAMBLING			
SMOKING			
Prohibited where	12-120		
SNOW AND ICE			
Accumulations in business and industrial			
districts.....	17-87		
Chains on trucks	17-45		
Ice skating in certain areas-31			
SOCIAL SECURITY			
Old age and survivors insurance.....	14-31 et seq.		
See: OFFICERS AND EMPLOYEES			
SOIL EROSION AND SEDIMENT			
CONTROL			
Zoning regulations. See: ZONING			
(Appendix A)			
SOLICITORS. See: CANVASSERS AND			
SOLICITORS			
SOLID WASTES			
Emergency repair expenditures authorized	2-177		
Garbage and trash			
Fees, charges, billing and refunds			
Fees for collection of solid waste from			
commercial properties via carts			
or commercial containers.....	8-123		
Requirements and fees for residential			
properties for collection of solid			
waste via carts	8-122		
SOUND-AMPLIFYING DEVICES			
Motor vehicle restrictions	19-334		
SPECIAL DISTRICTS			
Ordinances not affected by Code.....	1-13(15)		
SQUARES. See: STREETS AND			
SIDEWALKS			
STADIUM. See BILL DOENGES MEMO-			
RIAL STADIUM COMMITTEE			
STAGNANT WATER			
Nuisance conditions affecting health.....	11-4		
See: PUBLIC NUISANCES AND			
PROPERTY ENHANCEMENT			
STATE			
Code definitions	1-2		
STATUTES			
Law defined.....	1-2		
STEALING, STOLEN PROPERTY			
Larceny.....	12-108		
Leased, rented property.....	12-117		
Theft of services.....	12-109		
STORM SHELTER			
Zoning regulations. See: ZONING			
(Appendix A)			
STORMS			
Civil defense provisions	2-461 et seq.		
See: CIVIL DEFENSE			
STREETS AND SIDEWALKS			
Annexation plat requirements.....	2-427		
See: ANNEXATIONS			
Ballplaying in public streets	12-92		
Banner signs.....	16-43		
See: SIGNS AND BILLBOARDS			
Barricades and lights			
Excavation barricades.....	17-166 et seq.		
Removal of barricades.....	12-22		

CODE INDEX

STREETS AND SIDEWALKS (Cont'd.)

Bonds
 Sidewalk construction bond..... 17-72
 Building numbers 4-236 et seq.
 Numbering of buildings. See: BUILDINGS
 Business districts
 Snow and ice removal 17-87
 Chains on trucks 17-45
 City datum base
 Conformance required 17-121
 Designated 17-122
 Established 17-123
 Grades and lines on file 17-124
 Curfew for minors 12-126 et seq.
 See: MINORS
 Damage to streets by certain vehicles
 Chains on trucks 17-45
 Cost 17-44
 Manner of movement 17-43
 Permit required 17-42
 Rubber tire removal 17-44
 Vehicles prohibited 17-41
 Datum base. See herein: City Datum Base
 Ditching machines
 Damage to streets by certain vehicles . 17-41 et seq.
 Drainage
 Drainageways, obstructing 17-1
 Street department's powers and duties 17-17
 Driveways
 Construction or installation 17-101
 Corner clearance 17-108
 Ingress and egress facilities 17-102
 Number per parcel 17-107
 Performance standards generally 17-103
 Profiles 17-105
 Right turn lanes 17-104
 Spacing 17-106
 Engineering division powers and duties re streets 2-352(a)
 See: ENGINEERING DEPARTMENT
 Excavations
 Barricades
 Molesting or destroying 17-168
 Placement by city 17-167
 Required 17-166
 Permit
 Application 17-148
 Bond 17-151
 Failure to obtain 17-147
 Issuance 17-149
 City engineer to issue 17-150
 Required 17-146
 Fences
 Obstructing drainageways 17-1
 Garbage and trash
 Obstructing drainageways 17-1
 Grades of streets
 City datum base 17-124
 Ordinances not affected by Code 1-13(5)

STREETS AND SIDEWALKS (Cont'd.)

Handbill distribution 16-66 et seq.
 See: HANDBILLS
 Licenses
 Sidewalk construction licenses 17-71 et seq.
 Maintenance of streets
 Emergency repair expenditures authorized 2-177
 Street department's powers and duties 17-17
 Moving of buildings 4-291 et seq.
 See: BUILDINGS
 Nuisances
 Conditions interfering with, obstructing, etc. 11-16(3)
 Nuisances affecting public peace and safety 11-18
 Numbering of buildings 4-236 et seq.
 See: BUILDINGS
 Obstructions
 Drainageways, obstructing 17-1
 Nuisance conditions interfering with, obstructing, etc. 11-4(d)
 See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT
 One-way streets and alleys 19-531 et seq.
 See: TRAFFIC
 Ordinances not affected by Code 1-13(4)
 Pavement
 Damage to streets by certain vehicles . 17-41 et seq.
 Permits
 Excavation permits 17-146 et seq.
 Heavy machinery, etc.; permit for moving over streets 17-42
 Sidewalk construction permits 17-74 et seq.
 Sidewalks
 Bicycle riding on sidewalks 19-558
 Construction
 Bond 17-72
 License
 Bond 17-72
 Required 17-71
 Permit
 Filing 17-75
 Required 17-74
 Plans and specifications 17-73
 Driving on sidewalk prohibited 19-319
 Obstructions
 Snow and ice in business districts .. 17-87
 Vegetation accumulations 17-88
 Parking prohibited 19-351(a)
 See: TRAFFIC
 Sidewalk cafes and outdoor dining
 Application for permit; fee 17-91
 Conditions of permit 17-92
 Definitions 17-89
 Permit required 17-90
 Removal of property 17-93
 Revocation or denial of permit; notice; appeal 17-94

BARTLESVILLE CODE

STREETS AND SIDEWALKS (Cont'd.)

Snow and ice on sidewalks in business districts 17-87
 Trees planted within certain distance 17-228
 See: TREES AND SHRUBBERY
 Vegetation accumulations 17-88
 Signs and billboards
 Banner signs 16-43
 Nonconforming signs over sidewalks 16-40
 Signs over streets 16-46
 Snow and ice
 Accumulations on sidewalks in business district 17-87
 Chains on trucks 17-45
 Street department
 Established 17-16
 Powers and duties 17-17
 Street superintendent 17-16
 Streets
 Code definitions 1-2
 Traction engines, etc.
 Damage to streets by certain vehicles 17-41 et seq.
 Traffic regulations in general 19-1 et seq.
 See: TRAFFIC
 Trains blocking streets 19-608 et seq.
 See: RAILROADS AND TRAINS
 Trees and shrubbery
 Generally 17-181 et seq.
 Park board authority re trees in street parkings and parkways 2-70(b)
 Trucks
 Chains on trucks 17-45
 Vegetation accumulations 17-88
 Vehicles damaging streets 17-41 et seq.
 See herein: Damage to Streets
 Vehicles injuring streets 19-421
 Weeds and brush
 Accumulation of vegetation 17-88
 Weight of vehicles
 Damage to streets by certain vehicles 17-41 et seq.
 Zoning regulations. See: ZONING (Appendix A)

SUBDIVISIONS

Annexations 2-426 et seq.
 See: ANNEXATIONS
 Flood prevention and control
 Floodplain standards for subdivision proposals 7-19
 Metropolitan area planning commission 2-151 et seq.
 See: PLANNING
 Ordinances not affected by Code 1-13(8), (14)
 Zoning regulations. See: ZONING (Appendix A)

SUITS AND PLEAS

Effect of repeal of ordinances on suits, etc. 1-12

SUPPLEMENTATION OF CODE

Procedures 1-15

SURVEYS, MAPS AND PLATS

Annexation plat requirements 2-427
 See: ANNEXATIONS
 Plats
 Ordinances not affected by Code 1-13(8), (9)
 Zoning map amendments
 Ordinances not affected by Code 1-13(10)
 Zoning regulations. See: ZONING (Appendix A)

SWEAR OR SWORN. See: OATH, AFFIRMATION, SWEAR OR SWORN

SWIMMING POOLS

Park superintendent
 Operation of pools 2-412
 Supervision and control of public swimming pools 2-411

T

TAXATION

Emergency tax on exchange telephone service
 Administrative fee 18-157
 Chief of police to administer 9-1-1 service 18-155
 Collection and remittance 18-153
 Disposition of funds 18-154
 Intergovernmental participation 18-156
 Limitation on tax at one location 18-152
 Tax imposed 18-151

Finance

Capital reserve fund 18-113
 Convenience fee 18-114
 Returned check fee 18-111
 Stabilization reserve fund 18-112

General business license and tax 5-40 et seq.

See: BUSINESS AND OCCUPATION LICENSES

Gross receipts tax

Electricity
 Applicability 18-62
 Levied 18-61
 Payable 18-63

Hotel rooms

Administration of oaths and compelling testimony 18-91
 Assessment and determination of tax 18-86
 Bond required 18-85
 Definitions 18-76
 Delinquent taxes 18-93
 Entities exempt from hotel/motel tax 18-97
 Fraudulent returns 18-96
 General powers of the city manager 18-90
 Interest and penalties, delinquency 18-92
 Notices 18-88
 Operator responsible for collections 18-81
 Payment of tax 18-84
 Records confidential 18-95
 Records to be kept 18-82

CODE INDEX

TAXATION (Cont'd.)

Refunds	18-87
Determination and hearing	18-87(b)
Procedure	18-87(a)
Remedies exclusive	18-89
Returns	18-83
Tax rate	18-77
Tax to be separately designated on bills	18-80
Use of funds	18-94
One-half percent	18-41.1 et seq.
See: SALES TAX	
Sales tax	
Four-tenths percent	
Four-tenths (0.4) percent sales tax ..	18-39
One-fourth percent	
Economic development sales tax	18-40
Special districts; assessing taxes for	
Ordinances not affected by Code	1-13(15)
Two and one-fourth percent	18-16 et seq.
See: SALES TAX	
Use tax	
Automatic change in use tax rate upon change in sales tax rate	18-172
Classification of taxpayers	18-189
Collection of tax by retailer or vendor not maintaining a place of business within state or both within and without state-permits	18-177
Collection of tax by retailer or vendor ..	18-176
Definitions	18-187
Erroneous payments—Claim for refund ..	18-182
Excise tax on storage, use or other consumption of intangible personal property levied	18-171
Exemptions	18-173
Fraudulent returns	18-183
Interest and penalties—delinquency	18-180
Provisions cumulative	18-185
Provisions severable	18-186
Purposes of revenues	18-191
Records confidential	18-184
Remunerative deductions allowed vendors or retailers of other states ..	18-179
Revoking permits	18-178
Subsisting state permits	18-190
Tax collector defined	18-188
Tax constitutes debt	18-175
Time when due—returns—Payment	18-174
Waiver of interest and penalties	18-181

TAXICABS

Occupation licenses; passenger carrier for hire	5-70 et seq.
See: BUSINESS AND OCCUPATION LICENSES	
Parking regulated	19-386
Public carrier stops and stands	
Authority to designate	19-97

TAXICABS (Cont'd.)

Taxicab stands	
Designation of public carrier stops and stands	19-97
Use restricted	19-387

TELEGRAPH POLES

Stringing wires; tree trimming permit and requirements	17-213 et seq.
See: TREES AND SHRUBBERY	

TELEPHONES

Emergency tax on exchange telephone service	18-151 et seq.
See: TAXATION	
Gross Proceeds Agreements	
Telephone Inspection Fee	
Levied	5-1
Stringing wires; tree trimming permit and requirements	17-213 et seq.
See: TREES AND SHRUBBERY	

TELEVISION

CATV System	3-1 et seq.
See: GROSS PROCEEDS AGREEMENTS (APPENDIX B.)	
Larceny of cable service	12-109

TENANT, OCCUPANT

Code definitions	1-2
------------------------	-----

TENSE

Grammatical rules in ordinances	1-4
---------------------------------------	-----

TERRITORIAL LIMITS City defined

1-2

THEFT. See: EMBEZZLEMENT; STEALING, STOLEN PROPERTY

THREATS

Disturbance by threatening language	12-94
--	-------

TIME

Computation of time	1-6
---------------------------	-----

TOBACCO SALES

Definitions	9-32
Enforcement of provisions	9-37
Minors	
Furnishing to, prohibited	9-33
Possession by, prohibited	9-34
Sample distribution to	9-35
Original sealed package required	9-36
Violations, penalties	9-38

TOURISM

Economic development and tourism commission	2-116 et seq.
See : ECONOMIC DEVELOPMENT AND TOURISM COMMISSION	

TOY VEHICLES

Traffic; use restricted	19-54
See: TRAFFIC	

BARTLESVILLE CODE

TRAFFIC

Abandoned motor vehicles declared public nuisance 11-32
 See: NUISANCES

Accidents
 Drivers' files to be maintained 19-73
 Inattention of drivers 19-238(c)
 Police department authority 19-55, 19-71
 Reports
 Filing 19-184
 Studies 19-183

Advertising or displaying merchandise
 Parking prohibited 19-354

Airport traffic regulations 2-447 et seq.
 See: AIRPORTS AND AIRCRAFT

Alleys
 Bicycles emerging from 19-555
 One-way streets and alleys 19-531 et seq.
 Parking 19-361
 Speed restrictions designated 19-292

Ambulances
 Emergency vehicles 19-576 et seq.

Angle parking
 Obedience to signs or markings 19-349
 Procedure 19-350
 Signs and markings indicating 19-348

Annual traffic safety report 19-74

Arrest
 Bail and release of arrested persons... 10-31
 Drivers' files to be maintained 19-73
 Police department authority 19-55

Authorized emergency vehicles
 Emergency vehicles 19-576 et seq.

Bail and release of arrested persons 10-31

Barricades and lights
 Removal of barricades 12-22
 Safety precautions for repairs or improvements 19-89

Bicycles
 Bicycle paths, riding on 19-553
 Emerging from alley, driveway or building 19-555
 Equipment 19-559
 Parking 19-557
 Public property, riding on 19-558
 Roadways, riding on 19-553
 Sidewalks, riding on 19-558
 Speed 19-554
 Violations 19-560

Boulevards
 Speed restrictions designated 19-292

Brakes
 Bicycle equipment 19-559(c)

Bridges
 Impoundment of unattended vehicles.. 19-456(a)
 Parking prohibited 19-351(a)

Buildings
 Bicycles emerging from 19-555

Bus stops, stands, etc.
 Traffic engineer's authority to designate 19-97

TRAFFIC (Cont'd.)

Buses
 Parking, stopping and standing 19-386
 Restricted use of stands 19-387
 Traffic engineer's authority to establish bus stops, stands, etc. 19-97

Business districts
 Parking meters in central business district 19-401 et seq.
 Speed restrictions designated 19-292

Central business district
 Parking meters 19-401 et seq.

Chauffeur's license. See herein: Driver's License

Citations
 Municipal court forms for notices 10-18
 See: MUNICIPAL COURT

Coasters
 Use restricted 19-54

Collisions. See herein: Accidents

Compression braking or Jake brakes prohibited 19-423

Congested places
 Parking, stopping or standing near... 19-367

Controlled-access highways
 Limited-access facility system 19-441 et seq.

Corner clearance
 Generally 17-211
 Trees planted within certain distance.. 17-229

Court. See herein: Municipal Court

Crosswalks
 Parking prohibited 19-351(a)
 Pedestrians
 Traffic engineer's authority to designate 19-94

Curbs
 Trees planted within certain distance . 17-228

Damage to property 19-1

Definitions 19-292

Drag racing 19-292

Drivers
 Files to be maintained 19-73

Driveways
 Bicycles emerging from 19-555
 Construction standards, etc. 17-101 et seq.
 See: STREETS AND SIDEWALKS

Drugs and medicines

Emergency and experimental regulations
 Traffic engineer's duties 19-87

Emergency repair expenditures authorized 2-177

Emergency vehicles
 Following 19-313
 Operator 19-576
 Vehicles approaching 19-557

Engineer. See herein: Traffic Engineer

Engineering studies 2-352(b)
 Bicycle equipment 19-559

Excavations
 Parking prohibited 19-351(a)
 Safety precautions 19-89

CODE INDEX

TRAFFIC (Cont'd.)

Explosives	
Hazardous materials truck routes	19-591 et seq.
See herein: Truck Routes	
Fines	19-3
Failure to pay fine	19-120
Fire department	
Authority of officials	19-55
Emergency vehicles	19-576 et seq.
Flammable liquids	
Hazardous materials truck routes	19-591 et seq.
See herein: Truck Routes	
Funeral processions	
Drivers	19-316
Driving through	19-315
Identification	19-317
Permits	19-318
Garbage containers, parking near	19-368
Greasing vehicles, parking prohibited	19-354
Hazardous materials truck routes	19-591 et seq.
Hazardous or dangerous vehicles	19-422
Hazardous places	
Parking, standing or stopping near	19-367
Height of vehicles	19-425
Highways	
Speed restrictions designated	19-292
Impounded vehicles	
Authority	19-456
Disposal of unclaimed vehicles	19-457
Inattention of drivers	19-238
Injuring streets with vehicles	19-421
Inspection of vehicles	19-426
Insurance. See herein: Security Verifica- tion	
Intersection visibility	
Nuisances affecting public peace and safety	11-4(d)
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT	
Trees and shrubbery	
Corner clearance	17-211
Intersection	
Obstructed	19-311
Parking prohibited	19-351(a)
Speed restrictions designated	19-292
Traffic engineer's authority to designate crosswalks	19-94
Trees planted within certain distance	17-229
Investigations	
Traffic engineer's duties re	2-352(b)
Junked motor vehicles declared public nuisance	11-4(c)
See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT	
Lanes. See herein: Traffic Lanes	
Left turns	
Turning movements	19-271 et seq.
Length of vehicles	19-425
Licenses	
Driver's license	

TRAFFIC (Cont'd.)

State vehicle license	
Required	19-137
Lights	
Bicycle equipment	19-559
Limited-access facility system	
Designated	19-442
Established	19-441
Regulation of	19-443
Zoning ordinance not affected	19-444
Loading and unloading	
Authority to designate zones	19-381
Buses	
Parking, stopping and standing	19-386
Restricted use of bus stands	19-387
Loading zones	19-383
Authority to designate	19-381
Parking or standing in	19-385
Permit requirements	19-381
Passenger curb loading zone	19-384
Permits	
Backing to curb	19-382
Requirements for issuance	19-381
Taxicabs	
Parking, stopping and standing	19-386
Restricted use of stands	19-387
Loads on vehicles	19-425
Minor traffic violations, penalties for	19-121
Misdemeanor offenses	12-190
Motorcycles	
Parades	19-494
Motorized bicycles	
Applicability of other provisions	19-518
Moving of buildings	4-291 et seq.
See: BUILDINGS	
Municipal court	
Forms for notices	10-18
Violations	
Appearance at court clerk's office	19-117
Court costs	19-119
Failure to pay costs	19-120
Narrow streets	
Parking prohibited	19-366
Noise	
Spinning wheels to produce noise	19-292
Nuisances	
Nuisances affecting public peace and safety	11-18
Obstructions	
Impoundment of unattended vehicles	19-456(a)
Intersections, obstructing	19-311
Parking not to obstruct traffic	19-353
Vehicles causing delays in traffic	19-422
Officers and employees	
Obedience to traffic regulations	19-53
One-way streets and alleys	
Authority to designate	19-531
Authority to restrict during certain periods	19-534
Parking or standing on	19-359

BARTLESVILLE CODE

TRAFFIC (Cont'd.)

Operator's license. See herein: Driver's License

Ordinances not affected by Code..... 1-13(13)

Parades and processions

Drivers..... 19-316

Driving through processions..... 19-315

Funeral processions. See herein that subject

Motorcycles in parades..... 19-494

Permits..... 19-318

Parking meters

Avoidance schemes..... 19-403

Maximum time, fine..... 19-401

Penalties for violations..... 19-122

Violations

Penalties..... 19-122

Parking, stopping and standing

Airport parking..... 2-447 et seq.

See: AIRPORTS AND AIRCRAFT

Alleys..... 19-361

Angle parking

Obedience to markings or signs.... 19-349

Procedure..... 19-350

Signs and markings indicating..... 19-348

Bicycle parking..... 19-557

Buses..... 19-386

Fines..... 19-3

Garbage containers, parking proximity

Gasoline, etc., trucks; parking prohibited on certain streets..... 19-592

Hazardous or congested places..... 19-367

Hours in force..... 19-360

Impoundment of vehicles..... 19-456

Industrial Park; vehicle parking..... 19-369

Loading and unloading..... 19-381 et seq.

Loading zones, parking in..... 19-385

More than twenty-four hours..... 19-357

Municipal court forms for notices..... 10-18

See: MUNICIPAL COURT

Narrow streets..... 19-366

Obstructing traffic..... 19-353

One-way streets..... 19-359

Ordinances not affected by Code..... 1-13(13)

Penalties for certain violations..... 19-122

Prohibited places..... 19-351

Prohibited purposes..... 19-354

Schools, parking adjacent to..... 19-352

Storage..... 19-355

Taxicabs..... 19-386

Time limit authorized..... 19-356

Traffic engineer's authority..... 19-96

Vehicles in excess of three-fourths ton.

Violations

Penalties..... 19-122

Passengers

Loading zones..... 19-384

Passing. See herein: Overtaking and Passing

TRAFFIC (Cont'd.)

Pathfinder Parkway

Motorcycles prohibited..... 19-495

Use restrictions..... 19-495

Pedestrians

Airport pedestrians on landing areas.. 2-447(f)

See: AIRPORTS AND AIRCRAFT

Railroads and trains

Crossing gates or barriers..... 19-477

Right angles used for crossing..... 19-474

Penalties. See herein: Violations

Permits

Funeral, procession or parade permits. 19-318

Loading zone permits..... 19-381 et seq.

Play streets

Traffic engineer's authority to establish 19-92

Use restrictions..... 19-93

Police department

Accident investigations..... 19-71

Annual traffic safety report..... 19-74

Authority of officials..... 19-55

Driver's files to be maintained..... 19-73

Records of traffic violations..... 19-72

Traffic accident reports..... 19-184

Processions. See herein: Parades and Processions

Public carrier stops and stands

Traffic engineer's authority to designate 19-97

Public officials

Obedience to traffic regulations..... 19-52

Racing

Drag racing..... 19-292

Railroads and trains

Parking prohibited..... 19-35(a)

Pedestrians

Crossing gates or barriers..... 19-477

Trains blocking streets..... 19-608

Records, reports, etc.

Annual traffic safety report..... 19-74

Traffic violation records..... 19-72

Residential streets

Speed restrictions designated..... 19-292

Restricted access highways

Limited-access facility system..... 19-441 et seq.

Riding

Regulations generally..... 19-323

Unlawful riding..... 19-325

Right turns

Turning movements..... 19-271 et seq.

Roller skates

Use restricted..... 19-54

Safety precautions for street repairs or improvements..... 19-89

Safety zones

Traffic engineer's authority to establish 19-94

Sale of vehicles

Parking prohibited..... 19-354

School zones

Speed limits..... 19-293

CODE INDEX

TRAFFIC (Cont'd.)		TRAFFIC (Cont'd.)	
Schools		Speed regulated by signals	19-297
Parking adjacent to	19-352	Stop signs	
Sidewalks		Traffic engineer's authority to erect	
Bicycle riding on sidewalks	19-558	and maintain	19-98
Driving on prohibited	19-319	Traffic engineers authority to install ..	19-151
Parking prohibited	19-351(a)	Turning movements	
Trees planted within certain distance ..	17-228	Devices indicating course of turns ..	19-272
Skates		Restricted turn signs	19-273
Roller skates restricted	19-54	Yield signs	
Speed restrictions		Traffic engineer's authority to erect	
Airport vehicle speed limits	2-477(a)	and maintain	19-98
See: AIRPORTS AND AIRCRAFT		Traffic engineer	
Bicycle speed	19-554	Construction vehicles, applicability of	
Church zones	19-293	provisions	19-88
Designated	19-292	Crosswalks, authority to designate	19-94
Minimum speed	19-294	Duties	2-352(b)
Regulation of speed by traffic signals ..	19-297	Emergency and experimental regula-	
School zones	19-293	tions	19-87
State speed laws applicable	19-295	One-way streets and alleys, authority	
Traffic engineer's authority	19-296	to designate	19-531
State vehicle inspection sticker	19-426	Play streets	
State vehicle license		Authority to establish	19-92
Required	19-137	Use restrictions	19-93
Stop signs		Public carrier stops and stands, author-	
Traffic engineer's authority to erect and		ity to designate	19-97
maintain	19-98	Rules and regulations established by	
Traffic-control signs, signals and devices.		engineer, adoption of	19-91
See herein that subject		Safety precautions	19-89
Stopping. See herein: Parking, Stopping		Safety zones, authority to establish ...	19-94
and Standing		Speed limit authority	19-296
Street and traffic committee		Stop signs, authority for	19-98
Established	19-21	Stopping, standing and parking areas ..	19-96
Meetings	19-22	Traffic and engineering studies	2-352(b)
Officers	19-22	Traffic lanes	19-95
Powers and duties	19-23	Traffic-control devices, authority to	
Rules and regulations adopted	19-24	install	19-151
Street regulations in general	17-1 et seq.	Truck routes	19-99
See: STREETS AND SIDEWALKS		Turning devices in intersections, author-	
Streets		ity to place	19-272
Safety precautions for repairs or		Yield signs, authority for	19-98
improvements	19-89	Traffic lanes	
Taxicab stands		Traffic engineer's authority to mark ...	19-95
Traffic engineer's authority to establish	19-97	Trains. See herein Railroads and Trains	
Taxicabs		Trees and shrubbery	
Parking, stopping and standing	19-386	Corner clearance	17-211
Restricted use of taxicab stands	19-387	Planting within certain distance from	
Through streets		street corners	17-229
Speed restrictions designated	19-292	Truck routes	
Traffic engineer's authority	19-98	Exclusion of certain traffic	19-99(d)
Toy vehicles		Gasoline trucks	
Restrictions	19-54	Driving forbidden on other streets ..	19-592
Traffic and engineering	2-352(b)	Established	19-591
Traffic control signs, signals and devices		Grounding of vehicles	19-593
Angle parking signs and markings	19-348	Parking forbidden on other streets ..	19-592
Authority to install	19-151	Gross weight limits	19-99(a)
Avoiding	19-164	Size restrictions	19-99(c)
Parking prohibited	19-351(a)	Traffic engineer's authority	19-99
Presumption of legality	19-155	Truck restrictions	19-99(b)
Specifications	19-152		

BARTLESVILLE CODE

TRAFFIC (Cont'd.)

Trucks
 Parking vehicles in excess of three-fourths ton 19-362

Turning movements
 Compliance with authorized signs 19-274
 Devices indicating course of turn 19-272
 Position and method 19-271
 Restricted turn signs, authority to place Signals
 U-turns 19-275

Unattended vehicles
 Impoundment of unattended vehicles.. 19-456(a)

Underpasses
 Parking prohibited 19-351(a)(13)

Utilities
 Construction vehicles, applicability of provisions 19-88
 Safety precautions for installations, improvements or repairs 19-89
 U-turns 19-275

Viaducts
 Impoundment of unattended vehicles.. 19-456(a)

Violations
 Bicycle violations 19-560
 Court clerk's office, appearance at..... 19-117
 Court costs 19-119
 Failure to pay 19-120
 Drivers' files to be maintained 19-73

Fines
 Failure to pay 19-120
 Impoundment of vehicles involved in violations 19-456
 Minor traffic violation penalties 19-121
 Municipal court forms for notices... 10-18
 See: MUNICIPAL COURT

Obedience to traffic regulations required 19-51
 Parking violation penalties 19-122

Penalties
 Generally 19-118
 Minor traffic violations 19-121
 Parking violations 19-122
 Police department records 19-72
 Procedure 19-116

Visibility at intersections
 Corner clearance 17-211
 Nuisances affecting public peace and safety 11-4(c)
 See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT

Washing vehicles, parking prohibited 19-354

Weight of vehicles
 Damage to streets by certain vehicles 17-41 et seq.
 See: STREETS AND SIDEWALKS

Parking vehicles in excess of three-fourths ton 19-362

TRAFFIC (Cont'd.)

State law applicable 19-425
 Width of vehicles 19-425
 Speed restrictions designated 19-292
 Traffic engineers authority to erect and maintain 19-98
 Traffic-control signs, signals and devices. See herein that subject

Zoning
 Limited-access facility system; zoning ordinance not affected 19-444

TRAILERS AND TRAILER PARKS. See: MOBILE HOMES AND MOBILE HOME PARKS

TRANSPORTATION COMMITTEE
 Creation 2-161
 Duties and responsibilities 2-163
 Membership, terms, meetings, and officers 2-162

TRASH. See: GARBAGE AND TRASH

TREASURER. See: CITY TREASURER

TREES AND SHRUBBERY
 Burning refuse, yard trimmings, and exempt waste 8-181 et seq.
 See: GARBAGE AND TRASH

Corner clearance 17-211

Curbs
 Distance for planting from curb 17-228
 Distance for planting from set corners ... 17-229

Fireplugs
 Distance for planting 17-229

Nuisances affecting public peace and safety
 See: PUBLIC NUISANCES AND PROPERTY ENHANCEMENT

Park board; authority re trees 2-70(b)

Park trees
 Planting, removing and replacing 17-226 et seq.

Permits
 Stringing wires, permit required 17-213

Planting, removing and replacing
 Curbs and sidewalks, distance from ... 17-228
 Definitions 17-226
 Fireplugs, distance from 17-229

Right-of-way
 Planting new trees 17-232
 Responsibility for care and removal ... 17-231
 Sidewalks, distance from 17-228
 Street corners, distance from 17-229
 Street tree species not to be planted... 17-227
 Stump removal 17-234
 Utilities; planting under or near lines . 17-230

Rights-of-way
 Planting new trees on 17-232
 Responsibility for trees on right-of-way 17-231

Sidewalks
 Distance for planting 17-228

CODE INDEX

TREES AND SHRUBBERY (Cont'd.)

Street trees
 Planting, removing and replacing 17-226 et seq.
 Stump removal of street and park trees... 17-234
 Topping trees..... 17-215
 Tree committee
 Compensation 17-199
 Creation..... 17-197
 Duties and responsibilities 17-200
 Establishment 17-197
 Operation 17-201
 Purpose 17-196
 Term of office 17-198
 Tree removal 17-233
 Trimming trees
 City work..... 17-212
 Corner clearance..... 17-211
 Stringing wires
 Permit required 17-213
 Trimming method 17-214
 Topping trees 17-215
 Utilities
 Planting trees near 17-230
 Wires and cables, stringing 17-213 et seq.
 Wires and cables, stringing
 Permit required..... 17-213
 Trimming method..... 17-214
 Zoning regulations. See: ZONING
 (Appendix A)

TRESPASS

Adams Municipal Golf Course 13-51
 Prohibited..... 12-107

TRUCKS

Chains on trucks 17-45
 Hazardous materials truck routes 19-591 et seq.
 See: TRAFFIC
 Traffic regulations in general 19-1 et seq.
 See: TRAFFIC
 Truck routes 19-99

TURKEY CREEK. See also: WATERWAYS AND WATERCOURSES

Swimming, wading or ice skating-31

TURKEYS

Domestic fowl regulations..... 3-105 et seq.
 See: ANIMALS AND FOWL

U

UNIFORMS

Law enforcement, uniforms required..... 2-166(b)

UNLAWFUL ASSEMBLY. See: ASSEMBLIES

UNSAFE STRUCTURES

Dilapidated buildings..... 4-251 et seq.
 See: BUILDINGS
 Zoning regulations. See: ZONING
 (Appendix A)

UTILITIES

Construction of facilities 20-1
 Emergency repair expenditures authorized 2-177
 Sewer use pretreatment standards 20-156.0 et seq.
 See: SEWER USE PRETREATMENT STANDARDS
 Shortages
 Authority..... 20-106
 Resolution duration 20-109
 Resolution publication or issuance 20-108
 Water shortage condition 20-107
 Stringing wires; tree trimming permit and requirements..... 17-213 et seq.
 See: TREES AND SHRUBBERY
 Traffic
 Applicability of provisions to construction vehicles 19-88
 Safety precautions 19-89
 Trees planted near 17-230
 See: TREES AND SHRUBBERY
 Wastewater systems 20-126 et seq.
 See: WASTEWATER SYSTEMS
 Wastewater utility department..... 20-141 et seq.
 See: WASTEWATER UTILITY DEPARTMENT
 Water..... 20-41 et seq.
 See: WATER
 Zoning regulations. See: ZONING
 (Appendix A)

V

VACCINATIONS

Dog and cat vaccinations for rabies 36 et seq.
 See: ANIMALS AND FOWL

VARIANCES

Flood prevention and control
 Floodplain variances procedures 7-16 et seq.
 Zoning regulations. See: ZONING
 (Appendix A)

VEGETATION

Accumulations along sidewalks or curbsings..... 17-88
 Tree regulations..... 17-181 et seq.
 See: TREES AND SHRUBBERY
 Weeds and brush. See that subject

VEHICLES FOR HIRE

Railroad tracks, stopping required at all times 19-607

VEHICLES. See: MOTOR VEHICLES AND OTHER VEHICLES

VENDING MACHINES. See: AMUSEMENTS AND AMUSEMENT DEVICES

VICIOUS DOGS

Confinement of..... 3-75
 See: ANIMALS AND FOWL

BARTLESVILLE CODE

VIDEO
 Business and occupation licenses
 Occupation licenses
 Sexually oriented businesses
 Operating rules and regulations
 Exhibition of sexually explicit
 films, videos or live
 entertainment in viewing
 rooms 5-123(2)

VIOLATIONS. See: FINES, FORFEITURES
 AND OTHER PENALTIES

VOTERS. See: ELECTIONS

W

WAGERING. See: GAMBLING

WALLS. See: FENCES, WALLS, HEDGES
 AND ENCLOSURES

WARDS

Board of commissioners, election in respec-
 tive wards 2-16
 Election wards designated 2-496
 See: ELECTIONS
 Ordinances not affected by Code 1-13(16)

WARRANTS. See: WRITS, WARRANTS AND
 OTHER PROCESSES

WASTEWATER SYSTEMS

Connection
 Access and easements 20-226
 Applicability 20-230
 Connection to existing sewer, exception
 20-221
 Defective building sewers 20-222
 Equipment specifications 20-228
 Interruption of service due to power
 outage 20-229
 Maintenance and operation 20-227
 New sewers and sewer connections 20-223
 Pressurized sewer systems 20-225
 Service to outlying territory 20-224
 Definitions 20-126
 Emergency repair expenditures authorized
 2-177
 Fees, charges and billing procedures
 Billing period 20-239
 Charges and fees 20-238
 Payment of bill and penalty 20-240
 Purpose 20-236
 User charge system 20-237
 Service charge
 Charges, designated 20-251
 Charges for installation 20-252
 Sewer use pretreatment standards 20-156.0 et seq.
 See: SEWER USE PRETREATMENT
 STANDARDS
 Wastewater utility department 20-141 et seq.
 See: WASTEWATER UTILITY DEPART-
 MENT

WASTEWATER UTILITY DEPARTMENT

Established 20-141
 Powers and duties 20-142

WATER

Charges. See herein: Rates and billing
 Installation of service
 Charges 20-42
 Water meters 20-41
 Plumbing requirements; protection of water
 supply system 4-127
 See: PLUMBING
 Polluting or damaging public water sources
 prohibited 12-32
 Pretreatment of wastewater 20-160.0 et seq.
 See: SEWER USE PRETREATMENT
 STANDARDS
 Rates and billing
 Adjustment of bills in cases of undue
 hardship 20-64
 Billing 20-60
 Charge for insect control program; excep-
 tions 20-58
 Charges for shutting off and resuming
 service 20-61
 Deposits and set-up/transfer fees 20-59
 Failure to receive bill 20-62
 Provisions, re 20-56
 Service charges 20-57
 Where and when payable; partial pay-
 ment not accepted 20-63
 Wastewater discharge permit 20-162.0 et seq.
 See: SEWER USE PRETREATMENT
 STANDARDS
 Wastewater utility department 20-141 et seq.
 See: WASTEWATER UTILITY DEPART-
 MENT
 Water department 20-26 et seq.
 See: WATER DEPARTMENT

WATER DEPARTMENT

Established 20-26
 Powers and duties 20-27

WATERWAYS AND WATERCOURSES

Flood prevention and control regulations.
 See: FLOOD PREVENTION AND
 CONTROL 7-1 et seq.
 Nuisance conditions interfering with,
 obstructing, etc. 11-4
 See: PUBLIC NUISANCES AND
 PROPERTY ENHANCEMENT
 Swimming, wading or ice skating 9-31

WEAPONS. See: FIREARMS AND
 WEAPONS

WEEDS AND BRUSH

Accumulations on sidewalks or curbsings .
 17-88
 Nuisances
 Health, nuisances affecting 11-4(b)
 State statutes adopted 11-86

CODE INDEX

WELLS			
Oil and gas wells	11-4		
See: OIL AND GAS WELLS			
WHITE ROSE CEMETERY			
Board			
Created	17-248		
Officers, meetings	17-249		
Powers, duties	17-250		
Fees	17-247		
Interments	17-246		
Prohibition	12-121		
WIRELESS COMMUNICATIONS TOWERS			
Zoning regulations. See: ZONING (Appendix A)			
WORDS AND PHRASES			
Code definitions	1-2		
Grammatical interpretation	1-4		
Interpretation	1-3		
WORTHLESS CHECKS			
Arrest without proper warrants	2-166		
Municipal court forms for notices	10-18		
See: MUNICIPAL COURT			
Obtaining or attempting to obtain property by	12-110		
Police department powers and duties	15-17		
See: POLICE DEPARTMENT			
Refusal to assist officer in executing warrant or other process	12-18		
WRITTEN			
Code definitions	1-2		
Y			
YARDS AND OPEN SPACES			
Zoning regulations. See: ZONING (Appendix A)			
YEAR			
Code definitions	1-2		
Z			
ZONING			
Annexations	2-426 et seq.		
See: ANNEXATIONS			
Domestic fowl pens, proximity to residence	3-108		
See: ANIMALS AND FOWL			
Fire zones	4-1 et seq.		
See: FIRE ZONES			
Limited-access facility system, zoning ordinance not affected	19-444		
See: TRAFFIC			
Metropolitan area planning commission	2-151 et seq.		
See: PLANNING			
Ordinances not affected by Code	1-13(10)		
		ZONING (Appendix A)	
		(Citations found herein refer to sections contained within Appendix A, Zoning)	
		Abandonment	
		Special Conditions	
		Planned Unit Development	
		Administration of Planned Unit Development	7.6.5.9
		Accessory Buildings, Structures and Uses	
		General Provisions	8.3
		Administration and Enforcement	
		Enforcement	11.1
		Metropolitan Area Planning Commission	11.3
		Violation and Penalty	11.2
		Administrative Procedure, Required Permits and Fees	
		Board of Adjustment	10.4
		Appeals to Court	10.4.8
		Appointment	10.4.1
		Decisions and Records	10.4.6
		Fee	10.4.7
		Hearing and Notice	10.4.5
		Organization	10.4.3
		Duties/Officers	10.4.3.2
		Officers	10.4.3.1
		Rules and Meetings	10.4.3.3
		Powers and Duties	10.4.4
		Appeals	10.4.4.4
		Interpretation	10.4.4.1
		Special Exceptions	10.4.4.2
		Variances	10.4.4.3
		Removal and term	10.4.2
		Building Permit	10.1
		Certificate of Occupancy	10.2
		Platting Requirement	10.3
		Special Zoning Permit	10.5
		Adult Care Facilities	
		Special Conditions	7.3
		Airports and Aircraft	
		Special Conditions	
		Bartlesville Municipal Airport Zoning and Height Restrictions	7.12
		Allowable Uses	
		Industrial Districts	
		Districts	
		IP Industrial Park District	6.1.4.2
		Amendments, Validity, Enactment	
		Amendments	12.1
		Automatic Review of Commercially Zoned Lands	12.1.9
		Effect of Denial of Application	12.1.8
		General	12.1.1
		Governing Body Action on Zoning Amendments	12.1.6
		Planning Commission Action on Zoning Map Amendments	12.1.5
		Protests Against Map Amendments	12.1.7
		Public Notice and Citizen Participation Activities Required	12.1.4

BARTLESVILLE CODE

ZONING (Appendix A) (Cont'd.)

- Zoning Map Amendments 12.1.3
- Zoning Text Amendments 12.1.2
- Enactment..... 12.3
- Validity..... 12.2
- Billboards
 - Special Conditions
 - Signs and Sign Structures, Including Billboards..... 7.11
- Board of Adjustment
 - Administrative Procedure, Required Permits and Fees 10.4
 - Special Conditions
 - Bartlesville Municipal Airport Zoning and Height Restrictions..... 7.12
- Bulk Regulations
 - Commercial Districts
 - Districts
 - C-2 Neighborhood Shopping District..... 5.1.2.3
 - C-3 Major Shopping District..... 5.1.3.3
 - C-4 Central Commercial District.. 5.1.4.3
 - C-5 General Commercial Districts 5.1.5.3
 - O Office District 5.1.1.3
 - Industrial Districts
 - Districts
 - M-1 Limited Industrial District (Light) 6.1.1.4
 - M-2 General Industrial District (Medium)..... 6.1.2.4
 - M-3 Intensive Industrial District (Heavy)..... 6.1.3.4
 - Residential Districts
 - Districts
 - RA Residential Agriculture District 4.1.1.3
 - RE Residential Estate District ... 4.1.3.3
 - RM Multifamily Residential Districts..... 4.1.5.3
 - RS Single-Family Residential Districts..... 4.1.4.3
 - RT Mobile Homes Residential District..... 4.1.6.3
- Certificates
 - Administrative Procedure, Required Permits and Fees
 - Certificate of Occupancy 10.2
- Child Care Facilities
 - Special Conditions 7.3
- Commercial Districts
 - Districts..... 5.1
 - C-2 Neighborhood Shopping District 5.1.2
 - Bulk Regulations 5.1.2.3
 - Permitted Uses 5.1.2.2
 - Purpose 5.1.2.1
 - C-3 Major Shopping District..... 5.1.3
 - Bulk Regulations 5.1.3.3
 - Permitted Uses 5.1.3.2
 - Purpose 5.1.3.1
 - C-4 Central Commercial District ... 5.1.4
 - Bulk Regulations 5.1.4.3

ZONING (Appendix A) (Cont'd.)

- Design Review Procedure..... 5.1.4.4
- Permitted Uses 5.1.4.2
- Purpose 5.1.4.1
- C-5 General Commercial Districts .. 5.1.5
 - Bulk Regulations 5.1.5.3
 - Permitted Uses 5.1.5.2
 - Purpose 5.1.5.1
- C-6 Commercial Amusement District
 - District Regulations..... 5.1.6
 - Permitted Uses 5.1.6.3
 - Purpose 5.1.6.2
 - Purpose 5.1.6.1
- C-7 Highway Commercial District .. 5.1.7
 - District Regulations..... 5.1.7.3
 - Permitted Uses 5.1.7.2
 - Purpose 5.1.7.1
- O Office District..... 5.1.1
 - Bulk Regulations 5.1.1.3
 - Permitted Uses 5.1.1.2
 - Purpose 5.1.1.1
- Courts
 - Administrative Procedure, Required Permits and Fees
 - Board of Adjustment
 - Appeals to Court..... 10.4.8
 - Definitions..... 13
- Drainage
 - Special Conditions
 - General Development Standards
 - Drainage and On-Site Detention . 7.4.4
- Electricity
 - Special Conditions
 - Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Commercial Vehicles
 - Recreational Vehicle Parks
 - Lighting and Electrical Connections..... 7.5.4.5
- Establishment and Designation of Zoning Regulations
 - Combined Districts..... 2.2
 - Zoning Districts..... 2.1
- Exceptions and Modifications
 - Administrative Adjustment 9.3
 - Existing Lots of Record 9.1
 - Front Yard Exceptions and Modifications 9.2
 - Obstructions Around Fire Hydrants... 9.7
 - Planting in Parkways 9.6
 - Projections Into Required Yards..... 9.5
- Fire Hydrants
 - Exceptions and Modifications
 - Obstructions Around Fire Hydrants 9.7
- General Provisions
 - Accessory Buildings 8.3
 - Accessory Dwelling Units 8.3.4
 - Nonconforming Uses 8.1
 - Cessation of Use of Building or Land 8.1.3

CODE INDEX

ZONING (Appendix A) (Cont'd.)

Construction Approved Prior to These Regulations	8.1.5
Continuing Existing Nonconforming Uses	8.1.1
Discontinuance of Nonconforming Signs	8.1.4
Limitations on Nonconforming Uses	8.1.2
Repairs to Nonconforming Uses, Limitation	8.1.7
Replacement of Damaged or Destroyed Nonconforming Uses	8.1.6
Reduction of Required Area or Space ..	8.4
Unsafe Buildings	8.5
Highway 75 Overlay District	
Special Conditions	7.10
Home Occupations	
Special Conditions	7.2
Industrial Districts	
Districts	6.1
IP Industrial Park District	6.1.4
Allowable Uses	6.1.4.2
Environmental Performance Criteria	6.1.4.4
Intent and Purpose	6.1.4.1
Site Development Standards	6.1.4.3
M-1 Limited Industrial District (Light)	6.1.1
Bulk Regulations	6.1.1.4
Description	6.1.1.2
Permitted Uses	6.1.1.3
Purpose	6.1.1.1
M-2 General Industrial District (Medium)	6.1.2
Bulk Regulations	6.1.2.4
Description	6.1.2.2
Permitted Uses	6.1.2.3
Purpose	6.1.2.1
Use Conditions	6.1.2.5
M-3 Intensive Industrial District (Heavy)	6.1.3
Bulk Regulations	6.1.3.4
Description	6.1.3.2
Permitted Uses	6.1.3.3
Purpose	6.1.3.1
Use Conditions	6.1.3.5
Permitted Uses in Office, Commercial and Industrial Districts	6.2
Interpretation of District Boundaries	
Boundary Locations	3.2
Uncertainty of Boundaries	3.3
Zoning District Boundaries	3.1
Landscaping	
Special Conditions	
General Development Standards	
Landscaping Requirements	7.4.3
Licenses and Permits	
Administrative Procedure, Required Permits and Fees. See herein that subject	

ZONING (Appendix A) (Cont'd.)

Special Conditions	
Bartlesville Municipal Airport Zoning and Height Restrictions	
Permits and Fees	7.12.7
Lights, Lighting	
Special Conditions	
General Development Standards ...	7.4.6
Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Commercial Vehicles	
Recreational Vehicle Parks	
Lighting and Electrical Connections	7.5.4.5
Planned Unit Development	
Site Design Standards	
Off-Street Parking and Loading	7.6.3.4
Loading and Unloading	
Special Conditions	
General Development Standards	
Off-Street Loading Requirements	7.4.1
Mobile Homes and Mobile Home Parks	
Special Conditions	
Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Commercial Vehicles	7.5
Nonconforming Buildings, Structures and Uses	
General Provisions	8.1
Obstructions	
Exceptions and Modifications	
Obstructions Around Fire Hydrants	9.7
Parking	
Special Conditions	
General Development Standards	
Off-Street Parking Requirements	7.4.2
Planned Unit Development	
Site Design Standards	
Off-Street Parking and Loading	7.6.3.4
Permitted Uses	
Commercial Districts	
Districts	
C-2 Neighborhood Shopping District	5.1.2.2
C-3 Major Shopping District	5.1.3.2
C-4 Central Commercial District ..	5.1.4.2
C-5 General Commercial Districts	5.1.5.2
C-6 Commercial Amusement District	5.1.6.2
C-7 Highway Commercial District	5.1.7.2
O Office District	5.1.1.2
Industrial Districts	
Districts	
M-1 Limited Industrial District (Light)	6.1.1.3

BARTLESVILLE CODE

ZONING (Appendix A) (Cont'd.)

M-2 General Industrial District (Medium).....	6.1.2.3
M-3 Intensive Industrial District (Heavy).....	6.1.3.3
Permitted Uses in Office, Commercial and Industrial Districts.....	6.2
Residential Districts	
Districts	
RA Residential Agriculture District.....	4.1.1.2
RE Residential Estate District...	4.1.6.2
RM Multifamily Residential Districts.....	4.1.5.2
RS Single-Family Residential Districts.....	4.1.4.2
RT Mobile Homes Residential District.....	4.1.6.2
Permitted Uses in Residential Districts.....	4.2
Planned Unit Development	
Special Conditions.....	7.6
Planning Commission	
Administration and Enforcement	
Metropolitan Area Planning Commission.....	11.3
Amendments, Validity, Enactment	
Amendments	
Planning Commission Action on Zoning Map Amendments ..	12.1.5
Records, Reports, Books, etc.	
Administrative Procedure, Required Permits and Fees	
Board of Adjustment	
Decisions and Records.....	10.4.6
Recreational Vehicles	
Special Conditions	
Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Commercial Vehicles	7.5
Residential Districts	
Districts.....	4.1
RA Residential Agriculture District.....	4.1.1
Bulk Regulations.....	4.1.1.3
Permitted Uses.....	4.1.1.2
Purpose.....	4.1.1.1
RE Residential Estate District.....	4.1.3
Bulk Regulations.....	4.1.6.3
Permitted Uses.....	4.1.6.2
Purpose.....	4.1.6.1
RE, RS, RM, and RT Residential Districts.....	4.1.2
General Purposes.....	4.1.2.1
RM Multifamily Residential Districts.....	4.1.5
Bulk Regulations.....	4.1.4.3
Permitted Uses.....	4.1.4.2
Purpose.....	4.1.4.1
RS Single-Family Residential Districts.....	4.1.4
Bulk Regulations.....	4.1.3.3

ZONING (Appendix A) (Cont'd.)

Permitted Uses.....	4.1.3.2
Purpose.....	4.1.3.1
RT Mobile Homes Residential District	4.1.6
Bulk Regulations.....	4.1.5.3
Permitted Uses.....	4.1.5.2
Purpose.....	4.1.5.1
Permitted Uses in Residential Districts	4.2
Scope and Application	
Exemptions from Zoning Regulations..	1.5
Extension of Zoning Jurisdiction.....	1.6
Purpose and Intent.....	1.2
Scope and Conflict.....	1.3
Territorial Jurisdiction.....	1.4
Title and Authority.....	1.1
Sewers and Sewage Disposal	
Special Conditions	
Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Commercial Vehicles	
Recreational Vehicle Parks.....	7.5.4.3
Sexually Oriented Businesses	
Special Conditions	
Miscellaneous Uses.....	7.7.3
Signs and Billboards	
Special Conditions	
Signs and Sign Structures, Including Billboards.....	7.11
Soil Erosion and Sediment Control	
Special Conditions	
General Development Standards ...	7.4.10
Special Conditions	
Bartlesville Municipal Airport Zoning and Height Restrictions.....	7.12
Airport Zone Height Limitations....	7.12.4
Airport Zones.....	7.12.3
Appeals to the Board of Adjustment	7.12.10
Board of Adjustment.....	7.12.9
Definitions.....	7.12.2
Enforcement.....	7.12.8
Judicial Review of Decisions of Board of Adjustment.....	7.12.11
Nonconforming Uses.....	7.12.6
Permits and Fees.....	7.12.7
Purpose.....	7.12.1
Use Restriction.....	7.12.5
Child Care and Adult Care Facilities..	7.3
Commercial Child or Adult Care Facilities.....	7.3.2
Commercial Child or Adult Care Facilities.....	7.3.2.1
Residentially-Based Child or Adult Care Facilities.....	7.3.1
Adult Care Facilities.....	7.3.1.3
Family Child Care Home.....	7.3.1.1
Large Child Care Home.....	7.3.1.2
General.....	7.1
General Development Standards.....	7.4
Drainage and On-Site Detention....	7.4.4

CODE INDEX

ZONING (Appendix A) (Cont'd.)

Landscaping Requirements.....	7.4.3
Example of Point Calculation and Layout	7.4.3.4
General Requirements.....	7.4.3.1
Minimum Requirements by Land Use	7.4.3.3
Minimum Size Requirements and Point System	7.4.3.2
Lighting	7.4.6
Location and Screening of Refuse Collection Receptacles	7.4.9
Off-Street Loading Requirements...	7.4.1
Location.....	7.4.1.2
Requirement.....	7.4.1.1
Off-Street Parking Requirements...	7.4.2
Floor Area Defined.....	7.4.2.3
Location.....	7.4.2.5
Lot Area Defined.....	7.4.2.4
Number of Off-Street Parking Spaces Required	7.4.2.6
Requirement.....	7.4.2.1
Shared Parking	7.4.2.7
Size, Surface, Striping, and Drain- age and Perimeter Curbing	7.4.2.2
Outdoor Storage and/or Display of Materials or Goods	7.4.7
Residential Protection Standards...	7.4.11
Service Facilities	7.4.12
Soil Erosion and Sediment Control	7.4.10
Streets, Sidewalks, Access, and On- Site Vehicular Circulation.....	7.4.5
Highway 75 Overlay District.....	7.10
Development Design Standards	7.10.3
General Provisions	7.10.1
Site Development Plan Approval ...	7.10.4
Uses Permitted in the HY75-O District	7.10.2
Home Occupations	7.2
Approval Procedure.....	7.2.3
General Provisions	7.2.1
Permit Limitations	7.2.4
Miscellaneous Uses	7.7
General Uses.....	7.7.1
Sexually Oriented Businesses	7.7.3
Definitions	7.7.3.2
Non-Conforming Sexually Oriented Businesses.....	7.7.3.4
Purpose and Findings	7.7.3.1
Temporary Uses	7.7.2
Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Com- mercial Vehicles	7.5
Commercial Vehicles and Trucks ...	7.5.5
Mobile Home Park Regulations.....	7.5.3
Concrete Slab.....	7.5.3.5
Criteria	7.5.3.2
Districts.....	7.5.3.1
Interior Streets	7.5.3.6

ZONING (Appendix A) (Cont'd.)

Perimeter screen.....	7.5.3.7
Storm Shelter.....	7.5.3.8
Utilities Required.....	7.5.3.3
Wheels and Foundations.....	7.5.3.4
Parking of a Mobile Home.....	7.5.1
Recreational Vehicle Parks.....	7.5.4
Additional Requirements	7.5.4.9
Criteria	7.5.4.2
Lighting and Electrical Connec- tions	7.5.4.5
Other uses.....	7.5.4.8
Perimeter Screen.....	7.5.4.7
Permitted Districts.....	7.5.4.1
Sewer	7.5.4.3
Siting	7.5.4.6
Storage of Large Recreational Vehicles, Recreational Equip- ment and Certain Other Equip- ment.....	7.5.2
Regulated Vehicles and Equip- ment.....	7.5.2.1
Temporary Parking	7.5.2.2
Planned Unit Development.....	7.6
Administration of Planned Unit Development.....	7.6.5
Abandonment.....	7.6.5.9
Amendments	7.6.5.8
Application and Site Development Plan.....	7.6.5.2
Citizen Participation Activities... General	7.6.5.4
Pre-application Conference and Staff Level Review	7.6.5.3
Public Hearing and MAPC Action Time Limitation	7.6.5.5
Appeals.....	7.6.6
General Provisions	7.6.1
Location.....	7.6.1.2
Size	7.6.1.3
Subdivision of Land	7.6.1.5
Underlying Zoning District Standards	7.6.1.4
Phased Development.....	7.6.4
Site Design Standards	7.6.3
Bulk and Area Requirements	7.6.3.1
Height Requirements.....	7.6.3.2
Off-Street Parking and Loading..	7.6.3.4
Perimeter Requirements.....	7.6.3.3
Service Facilities.....	7.6.3.5
Uses Permitted in Planned Unit Developments	7.6.2
Accessory Uses.....	7.6.2.2
Principal Uses	7.6.2.1
Signs and Sign Structures, Including Billboards	7.11
Billboards.....	7.11.8
Definitions.....	7.11.3
Measurement Standards	7.11.4
Non-Residential Districts	7.11.6

BARTLESVILLE CODE

ZONING (Appendix A) (Cont'd.)

- Other Off-Premise Signs 7.11.9
- Purpose 7.11.1
- Requirements of General Applicability 7.11.2
- Residential Districts 7.11.5
- Supplemental Provisions Pertaining to On-Premise Signs 7.11.7
- Town House Dwelling Units in Residential Multifamily Districts 7.9
- Wireless Communications Towers 7.8
- Definitions 7.8.3
- General Requirements for Towers and Antennas 7.8.4
- Maintenance 7.8.6
- Performance Standards 7.8.5
- Purpose 7.8.1
- Removal of Abandoned Antenna and Towers 7.8.7
- Storm shelter
- Special Conditions
- Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Commercial Vehicles
- Mobile Home Park Regulations .. 7.5.3.8
- Streets and Sidewalks
- Special Conditions
- General Development Standards
- Streets, Sidewalks, Access, and On-Site Vehicular Circulation..... 7.4.5
- Subdivisions
- Special Conditions
- Planned Unit Development
- General Provisions
- Subdivision of Land 7.6.1.5
- Surveys, Maps and Plats
- Administrative Procedure, Required Permits and Fees
- Platting Requirement 10.3
- Amendments, Validity, Enactment
- Amendments 12.1
- Trees and Shrubbery
- Exceptions and Modifications
- Planting in Parkways 9.6
- Unsafe Buildings
- General Provisions 8.5
- Use conditions
- Industrial Districts
- Districts
- M-2 General Industrial District (Medium) 6.1.2.5
- M-3 Intensive Industrial District (Heavy) 6.1.3.5

ZONING (Appendix A) (Cont'd.)

- Utilities
- Special Conditions
- Mobile Homes/Manufactured Homes, Recreation Vehicles, Recreational and Other Equipment and Commercial Vehicles
- Mobile Home Park Regulations
- Utilities Required 7.5.3.3
- Variances
- Administrative Procedure, Required Permits and Fees
- Board of Adjustment
- Powers and Duties 10.4.4.3
- Wireless Communications Towers
- Special Conditions 7.8
- Yards and open spaces
- Exceptions and Modifications
- Front Yard Exceptions and Modifications 9.2
- Projections Into Required Yards 9.5
- ZONING (Appendix C)
- National zinc overlay district
- Definitions, premises C-2
- Enforcement C-5
- General C-1
- Soil disturbance activity permit C-4
- Standards and conditions C-3

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Gorman Aviation LLC. to lease space in Hangar No. 8 for aircraft storage and aeronautical activity at the Bartlesville Municipal Airport.

Attachment:

1-Lease Agreement between Gorman Aviation LLC. and City of Bartlesville.

II. STAFF COMMENTS AND ANALYSIS

Lease rate of \$300 monthly at fair market value.

III. BUDGET IMPACT

Revenue: \$3,600 annually.

IV. RECOMMENDED ACTION

Staff recommends entering into the lease agreement with Gorman Aviation LLC.

**AIRPORT HANGAR LEASE AGREEMENT FOR THE
BARTLESVILLE MUNICIPAL AIRPORT – CITY OWNED**

This AIRPORT HANGAR LEASE AGREEMENT for certain facilities in and upon the Bartlesville Municipal Airport ("Agreement") is dated as of the Effective Date (defined herein below) by and between the CITY OF BARTLESVILLE, Oklahoma, an Oklahoma municipal corporation, hereinafter referred to as "City" or "Lessor", and Gorman Aviation LLC, hereinafter referred to as "Lessee". The Lessor and Lessee may be individually referred to herein as a "Party", and collectively referred to herein as the "Parties".

RECITALS:

A. WHEREAS, Lessor owns a majority of the Bartlesville Municipal Airport consisting of approximately 430 acres of land located on the west side of the City of Bartlesville, County of Osage, State of Oklahoma, together with all buildings, structures, fixtures, improvements, runways, taxiways, roads, paved areas, facilities, equipment, personal property and other property of Lessor located on or used on or about the airport, as well as all additions and installations of Lessor, which may hereafter be constructed therein or thereon by Lessor during the term of this Lease (all of the foregoing being hereinafter collectively referred to as the "Airport" or "Property"); and

B. WHEREAS, Lessor desires to let and Lessee desires to lease certain facilities in and upon the Airport pursuant to the terms and conditions of this Agreement, all as more fully set forth herein below.

WITNESSETH:

NOW THEREFORE, for and in consideration of the respective promises and agreements herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. Leased Premises. Lessor, for and in consideration of the covenants and agreements herein contained to be kept and performed by Lessee, does hereby demise and lease to Lessee the following described hangar facilities, to wit:

**SEE EXHIBIT "A" attached hereto and incorporated herein
by this reference (the "Leased Premises").**

Lessor grants to Lessee the right of ingress and egress to and from the Leased Premises. Lessee shall not obstruct or interfere with use of the aprons or ramps as a means of access to and from other areas of the airport, nor interfere with the operations or business activities of Operator.

2. Permitted Use. All property leased and utilized by Lessee shall be used exclusively for aeronautical activities and such other permissible activities under City of Bartlesville Resolution 2668.

3. Term. This Agreement shall be effective for an initial term of one (1) month Commencing the 1st day of January, 2026, and ending on the 31st day of January, 2026, and shall continue in effect from month to month thereafter unless and until terminated by notice given to either Party by the other at least thirty (30) days in advance of said termination. Neither Lessor nor Lessee shall have any liability to each other for any such termination.

4. Rent. Lessee, in consideration of the mutual promises and covenants contained in this Agreement, does covenant and agree with the City of Bartlesville to pay its rent for said leased property in the sum of Three Hundred and NO/100 Dollars (\$300.00) per calendar month. The rent shall increase annually by the percentage increase of the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U) – (all items index, unadjusted) for the immediately preceding calendar year ending in December, results ordinarily published in January of the following year. *The following table is meant to illustrate and not revise the previous paragraph and is presented herein in order to assist in its interpretation:*

05/01/2025--04/30/2026	(12 months)	\$300.00/per month
05/01/2026--04/30/2027	(12 months)	\$300.00 rent + CPI-U Percentage Increase from 2025 = monthly rent

All such payments shall be made to Lessor, at the following address:

City of Bartlesville
401 S Johnstone
Bartlesville, OK 74003

An invoice will be sent to Lessee on the 1st business day of the month, to be payable by the last business day of the current month to Lessor at the address listed herein above. Lessor agrees that any adjustment to rent shall be made only after giving at least 60 days advance notice to Lessee.

5. Effective Date. The "Effective Date" of this Agreement shall be the later of the two (2) dates upon which this Agreement is executed by Lessor and Lessee as evidenced by the date inserted by each such Party next to their authorized agents' respective signatures, and concurrent with their signature hereto. If Lessee fails to date its signature hereto, the "Effective Date" of this Agreement shall be the date of Lessor's signature hereto, and if Lessor fails to date its signature hereto, the "Effective Date" of this Agreement shall be the date of Lessee's signature hereto.

6. Compliance with Laws. Lessee recognizes that the airport receives federal and state grant money from time to time, and that all Airport leases must comply with certain relevant federal laws and regulations, and agrees to comply with all such laws and regulations. Moreover, Lessee agrees to conduct all activities on the Leased Premises in compliance with all federal, state, and municipal statutes and ordinances, and with all regulations, orders, and directives of appropriate governmental agencies, as such statutes, ordinances, regulations, orders and directives now exist or provide.

7. Disclaimer. LESSOR HEREBY EXPRESSLY DISCLAIMS AND NEGATES, AND LESSEE HEREBY WAIVES, ALL WARRANTIES OF ANY KIND OR TYPE WHATSOEVER WITH RESPECT TO THE PROPERTY AND LEASED PREMISES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BY WAY OF DESCRIPTION BUT NOT LIMITATION ANY WARRANTY OF TITLE, CONDITION, SAFETY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. LESSEE ACKNOWLEDGES AND AGREES THAT NEITHER LESSOR NOR ANYONE ACTING FOR OR ON BEHALF OF THE LESSOR HAS MADE ANY REPRESENTATIONS, WARRANTIES, STATEMENTS OR PROMISES, EXPRESS OR IMPLIED, CONCERNING THE PROPERTY AND THE LEASED PREMISES, ITS QUALITY, VALUE, PHYSICAL ASPECTS OR CONDITIONS THEREOF, OR ANY OTHER MATTER WITH RESPECT THERETO, THAT LESSEE HAS NOT RELIED UPON ANY REPRESENTATIONS, WARRANTIES, STATEMENTS OR PROMISES OF LESSOR OR ANYONE ACTING FOR ON BEHALF OF LESSOR, AND THAT ALL MATTERS CONCERNING THE PROPERTY AND LEASED PREMISES HAVE BEEN INDEPENDENTLY VERIFIED BY LESSEE. LESSEE FURTHER ACKNOWLEDGES AND AGREES THAT LESSEE HAS MADE A COMPLETE INSPECTION OF THE LEASED PREMISES AND IS IN ALL RESPECTS SATISFIED THEREWITH, AND THAT LESSEE ACCEPTS THE SAME "AS IS", "WHERE IS", WITH ALL FAULTS IN ITS PRESENT CONDITION AND STATE OF REPAIR. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE DISCLAIMERS OF THE

WARRANTIES CONTAINED IN THIS PARAGRAPH ARE "CONSPICUOUS" DISCLAIMERS FOR THE PURPOSES OF ANY APPLICABLE LAW, RULE OR ORDER.

8. Indemnification. LESSEE SHALL RELEASE, INDEMNIFY, DEFEND AND HOLD LESSOR ITS PARENTS, SUBSIDIARIES, AFFILIATES, SUCCESSORS, ASSIGNS, PARTNERS AND CO-VENTURERS, AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, CONTRACTORS, SUBCONTRACTORS, AND REPRESENTATIVES (COLLECTIVELY THE "INDEMNIFIED PARTIES"), HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, SUITS, CAUSES OF ACTION, FINES, PENALTIES, DAMAGES, LOSSES, JUDGMENTS, COSTS AND EXPENSES (INCLUDING ATTORNEYS' FEES AND COSTS OF LITIGATION AND/OR INVESTIGATION), AND LIABILITIES, OF EVERY KIND, INCLUDING WITHOUT LIMITATION THOSE RELATING TO INJURY TO OR DEATH OF ANY PERSONS OR LOSS OR DAMAGE TO ANY PROPERTY, ARISING OUT OF, RESULTING FROM OR CONNECTED DIRECTLY OR INDIRECTLY WITH THE LEASE GRANTED HEREUNDER OR THE EXERCISE OF ANY OF LESSEE'S RIGHTS HEREUNDER, INCLUDING WITHOUT LIMITATION LESSEE, ITS EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, AGENTS OR REPRESENTATIVES USE OR PRESENCE ON THE LEASED PREMISES OR PROPERTY OR THEIR FAILURE TO COMPLY WITH ANY OF THE TERMS AND PROVISIONS OF THIS AGREEMENT, REGARDLESS OF THE CAUSE OR CAUSES THEREOF, INCLUDING WITHOUT LIMITATION STRICT LIABILITY OR THE SOLE, JOINT OR CONCURRENT NEGLIGENCE OR FAULT (WHETHER IMPOSED BY STATUTE, RULE, REGULATION OR OTHERWISE) OF THE INDEMNIFIED PARTIES, EXCEPT TO THE EXTENT CAUSED BY THE INDEMNIFIED PARTIES' WILLFUL MISCONDUCT.

9. Permits and Cooperation. Lessee shall, at no cost to Lessor, obtain any and all governmental permits and approvals which may be necessary for it to conduct any work or activities under this Agreement. Lessee shall coordinate all activities under this Agreement with Lessor to minimize any disruption to Lessor's facilities or operations on the Property.

10. Time of Essence. To the extent any obligations or time for performance set forth in this Agreement are to be performed by Lessor or Lessee or any rights under this Agreement are to be exercised by Lessor or Lessee, if at all, by a specific date or within a prescribed time period, **time shall be of the essence.**

11. Governing Law. The interpretation and performance of this Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Oklahoma, except for any rule of law of the State of Oklahoma which would make the law of another jurisdiction apply.

12. Conflict of Interest. Lessee shall not directly or indirectly pay any salaries, commissions or fees, or make payments or grant any rebates to, any employee, officer or agent of Lessor nor favor employees, officers or agents of Lessor, or designees of such employees, officers or agents, with gifts or entertainment of significant cost or value, nor with services or goods sold at less than full market value, nor enter into any business arrangement with employees, officers or agents of Lessor unless such employees, officers or agents are acting as representatives of Lessor.

13. Non-Assignment. This Agreement is personal to Lessee and Lessee shall not assign the Leased Premises nor sublet the same or any part thereof, and any such attempted assignment or sublease without the written consent of Lessor shall be void.

14. Waiver. One or more waivers of any covenant or condition by Lessor shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to or of any act by Lessee requiring Lessor's consent or approval shall not be deemed to waive or render unnecessary Lessor's consent or approval to or of any subsequent similar act by Lessee.

15. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to

which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be valid and be enforced to the full extent permitted by law.

16. Construction. The Parties have jointly participated in the negotiation and drafting of this Agreement. In the event any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring either Party by virtue of the authorship of any of the provisions of this Agreement.

17. Entire Agreement. This Agreement, including the attached exhibits, constitutes the entire agreement between the Parties and supersedes any prior understandings, covenants, promises, agreements, conditions or representations by or between the Parties, whether written or oral, related in any way to the subject matter hereof. No subsequent alteration, amendment, change, modification or addition to the Agreement shall be binding upon Lessor or Lessee unless reduced to writing and signed by authorized representatives of Lessor and Lessee. The indemnities and releases provided for in this Agreement shall survive the termination of this Agreement.

18. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original but all of which shall constitute but one and the same instrument.

19. Utilities. Lessee understands utilities are provided to the leased premises. The cost of utilities is included in the rent. Any supplemental heat will only be utilized while lessee is present on the leased premises.

20. Improvements, Alterations and Signage. Lessee shall not repaint, redecorate, or construct any improvement, alteration or sign(s) upon any portion of the Leased Premises without the advance written consent and approval of the Lessor, and any such work shall be done at Lessee's own expense. All alterations, additions, improvements and signs ("Lessee's Improvements") installed at the expense of Lessee shall remain the property of Lessee and may be removed from the Leased Premises by Lessee at any time prior to or within thirty (30) days following termination of this Lease; provided, however, that any part of Lessee's Improvements that are permanently affixed or cannot be removed without irreparable damage and any walls erected by Lessee or flooring materials placed on the Leased Premises by Lessee shall become the property of Lessor upon termination of this Lease. Lessee shall repair or cause to be repaired any damage to the Building and Leased Premises caused by such removal. Upon termination or expiration of the Term of this Lease, Lessee may at its election abandon in place any of Lessee's Improvements. Any of Lessee's Improvements that are not removed by Lessee within thirty (30) days after this Lease terminates or expires shall be deemed to have been abandoned by Lessee and shall become the property of Lessor. All alterations, improvements, additions and repairs made by Lessee shall be made in good and workmanlike manner.

21. Surrender. Lessee agrees that at the termination of this Agreement, all property in and upon the Leased Premises shall be returned to Lessor in at least as good condition as when first occupied by Lessee, excepting ordinary wear and tear and extraordinary loss by fire, wind, or accident not under the control of the Lessee or Lessee's employees. Lessee further agrees to keep premises in good repair at Lessee's own expense.

22. Risk of Loss. Should any extraordinary loss, injury, damage or delay of any nature whatsoever resulting therefrom, caused by an act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war, or any other cause beyond Lessor's control, Lessor is under no obligation to repair or replace said property nor shall Lessor be liable for any loss or damage to property belonging to Lessee or any other person, firm or organization.

23. Notices. Any notice which may be given by any Party to any other Party or entity hereunder shall be deemed to have been properly given if sent in writing by first class mail or by electronic means as follows:

Lessor: City of Bartlesville
Attn: Jason Muninger
401 S. Johnstone Ave.
Bartlesville, OK 74003
Facsimile: (918) 338-4229

Lessee: Gorman Aviation LLC
398060 S 2200 Rd
Bartlesville, OK 74006

N14P

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

(SIGNATURES ON FOLLOWING PAGE)

LESSOR:

CITY OF BARTLESVILLE

By: _____
Name: _____
Title: Mayor, City of Bartlesville

Date: _____

ATTEST:

City Clerk
APPROVED AS TO FORM AND CONTENT:

City Attorney

LESSEE:

By: 
Print Name: Thomas A. Berner
Title: Mayor

Date: 1/13/26

Exhibit "A"
(Description of Leased Premises)

Approx. 1140 sq. ft. within Hangar 8 located at the Bartlesville Municipal Airport in Section 3-T26N-R12E, Osage County, Oklahoma.



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Lyndall Berwaldt to lease T-Hangar 4-B for aircraft storage and aeronautical activity at the Bartlesville Municipal Airport.

Attachment:

1-Lease Agreement between Lyndall Berwaldt and City of Bartlesville.

II. STAFF COMMENTS AND ANALYSIS

Lease rate of \$100 monthly at fair market value.

III. BUDGET IMPACT

Revenue: \$1,200 annually.

IV. RECOMMENDED ACTION

Staff recommends entering into the lease agreement with Lyndall Berwaldt.

**AIRPORT HANGAR LEASE AGREEMENT FOR THE
BARTLESVILLE MUNICIPAL AIRPORT – CITY OWNED**

This AIRPORT HANGAR LEASE AGREEMENT for certain facilities in and upon the Bartlesville Municipal Airport (“Agreement”) is dated as of the Effective Date (defined herein below) by and between the CITY OF BARTLESVILLE, Oklahoma, an Oklahoma municipal corporation, hereinafter referred to as “City” or “Lessor”, and Lyndall Berwaldt, hereinafter referred to as “Lessee”. The Lessor and Lessee may be individually referred to herein as a “Party”, and collectively referred to herein as the “Parties”.

RECITALS:

A. WHEREAS, Lessor owns a majority of the Bartlesville Municipal Airport consisting of approximately 430 acres of land located on the west side of the City of Bartlesville, County of Osage, State of Oklahoma, together with all buildings, structures, fixtures, improvements, runways, taxiways, roads, paved areas, facilities, equipment, personal property and other property of Lessor located on or used on or about the airport, as well as all additions and installations of Lessor, which may hereafter be constructed therein or thereon by Lessor during the term of this Lease (all of the foregoing being hereinafter collectively referred to as the “Airport” or “Property”); and

B. WHEREAS, Lessor desires to let and Lessee desires to lease certain facilities in and upon the Airport pursuant to the terms and conditions of this Agreement, all as more fully set forth herein below.

WITNESSETH:

NOW THEREFORE, for and in consideration of the respective promises and agreements herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. Leased Premises. Lessor, for and in consideration of the covenants and agreements herein contained to be kept and performed by Lessee, does hereby demise and lease to Lessee the following described hangar facilities, to wit:

**SEE EXHIBIT “A” attached hereto and incorporated herein
by this reference (the “Leased Premises”).**

Lessor grants to Lessee the right of ingress and egress to and from the Leased Premises. Lessee shall not obstruct or interfere with use of the aprons or ramps as a means of access to and from other areas of the airport, nor interfere with the operations or business activities of Operator.

2. Permitted Use. All property leased and utilized by Lessee shall be used exclusively for aeronautical activities and such other permissible activities under City of Bartlesville Resolution 2668.

3. Term. This Agreement shall be effective for an initial term of one (1) month Commencing the 1st day December, 2025, and ending on the 31st day of December, 2025, and shall continue in effect from month to month thereafter unless and until terminated by notice given to either Party by the other at least thirty (30) days in advance of said termination. Neither Lessor nor Lessee shall have any liability to each other for any such termination.

4. Rent. Lessee, in consideration of the mutual promises and covenants contained in this Agreement, does covenant and agree with the City of Bartlesville to pay its rent for said leased property in the sum of One Hundred and NO/100 Dollars (\$100.00) per calendar month. The rent shall increase annually by the percentage increase of the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U) – (all items index, unadjusted) for the immediately preceding calendar year ending in December, results ordinarily published in January of the following year. *The following table is meant to illustrate and not revise the previous paragraph and is presented herein in order to assist in its interpretation:*

12/01/2025--04/30/2026	(5 months)	\$100.00/per month
04/30/2026--04/30/2027	(12 months)	\$100.00 rent + CPI-U Percentage Increase from 2025 = monthly rent

All such payments shall be made to Lessor, at the following address:

City of Bartlesville
401 S Johnstone
Bartlesville, OK 74003

An invoice will be sent to Lessee on the 1st business day of the month, to be payable by the last business day of the current month to Lessor at the address listed herein above. Lessor agrees that any adjustment to rent shall be made only after giving at least 60 days advance notice to Lessee.

5. Effective Date. The "Effective Date" of this Agreement shall be the later of the two (2) dates upon which this Agreement is executed by Lessor and Lessee as evidenced by the date inserted by each such Party next to their authorized agents' respective signatures, and concurrent with their signature hereto. If Lessee fails to date its signature hereto, the "Effective Date" of this Agreement shall be the date of Lessor's signature hereto, and if Lessor fails to date its signature hereto, the "Effective Date" of this Agreement shall be the date of Lessee's signature hereto.

6. Compliance With Laws. Lessee recognizes that the airport receives federal and state grant money from time to time, and that all Airport leases must comply with certain relevant federal laws and regulations, and agrees to comply with all such laws and regulations. Moreover, Lessee agrees to conduct all activities on the Leased Premises in compliance with all federal, state, and municipal statutes and ordinances, and with all regulations, orders, and directives of appropriate governmental agencies, as such statutes, ordinances, regulations, orders and directives now exist or provide.

7. Disclaimer. LESSOR HEREBY EXPRESSLY DISCLAIMS AND NEGATES, AND LESSEE HEREBY WAIVES, ALL WARRANTIES OF ANY KIND OR TYPE WHATSOEVER WITH RESPECT TO THE PROPERTY AND LEASED PREMISES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BY WAY OF DESCRIPTION BUT NOT LIMITATION ANY WARRANTY OF TITLE, CONDITION, SAFETY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. LESSEE ACKNOWLEDGES AND AGREES THAT NEITHER LESSOR NOR ANYONE ACTING FOR OR ON BEHALF OF THE LESSOR HAS MADE ANY REPRESENTATIONS, WARRANTIES, STATEMENTS OR PROMISES, EXPRESS OR IMPLIED, CONCERNING THE PROPERTY AND THE LEASED PREMISES, ITS QUALITY, VALUE, PHYSICAL ASPECTS OR CONDITIONS THEREOF, OR ANY OTHER MATTER WITH RESPECT THERETO, THAT LESSEE HAS NOT RELIED UPON ANY REPRESENTATIONS, WARRANTIES, STATEMENTS OR PROMISES OF LESSOR OR ANYONE ACTING FOR ON BEHALF OF LESSOR, AND THAT ALL MATTERS CONCERNING THE PROPERTY AND LEASED PREMISES HAVE BEEN INDEPENDENTLY VERIFIED BY LESSEE. LESSEE FURTHER ACKNOWLEDGES AND AGREES THAT LESSEE HAS MADE A COMPLETE INSPECTION OF THE LEASED PREMISES AND IS IN ALL RESPECTS SATISFIED THEREWITH, AND THAT LESSEE ACCEPTS THE SAME "AS IS", "WHERE IS", WITH ALL FAULTS IN ITS PRESENT CONDITION AND STATE OF REPAIR. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE DISCLAIMERS OF THE

WARRANTIES CONTAINED IN THIS PARAGRAPH ARE "CONSPICUOUS" DISCLAIMERS FOR THE PURPOSES OF ANY APPLICABLE LAW, RULE OR ORDER.

8. Indemnification. **LESSEE SHALL RELEASE, INDEMNIFY, DEFEND AND HOLD LESSOR ITS PARENTS, SUBSIDIARIES, AFFILIATES, SUCCESSORS, ASSIGNS, PARTNERS AND CO-VENTURERS, AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, CONTRACTORS, SUBCONTRACTORS, AND REPRESENTATIVES (COLLECTIVELY THE "INDEMNIFIED PARTIES"), HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, SUITS, CAUSES OF ACTION, FINES, PENALTIES, DAMAGES, LOSSES, JUDGMENTS, COSTS AND EXPENSES (INCLUDING ATTORNEYS' FEES AND COSTS OF LITIGATION AND/OR INVESTIGATION), AND LIABILITIES, OF EVERY KIND, INCLUDING WITHOUT LIMITATION THOSE RELATING TO INJURY TO OR DEATH OF ANY PERSONS OR LOSS OR DAMAGE TO ANY PROPERTY, ARISING OUT OF, RESULTING FROM OR CONNECTED DIRECTLY OR INDIRECTLY WITH THE LEASE GRANTED HEREUNDER OR THE EXERCISE OF ANY OF LESSEE'S RIGHTS HEREUNDER, INCLUDING WITHOUT LIMITATION LESSEE, ITS EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, AGENTS OR REPRESENTATIVES USE OR PRESENCE ON THE LEASED PREMISES OR PROPERTY OR THEIR FAILURE TO COMPLY WITH ANY OF THE TERMS AND PROVISIONS OF THIS AGREEMENT, REGARDLESS OF THE CAUSE OR CAUSES THEREOF, INCLUDING WITHOUT LIMITATION STRICT LIABILITY OR THE SOLE, JOINT OR CONCURRENT NEGLIGENCE OR FAULT (WHETHER IMPOSED BY STATUTE, RULE, REGULATION OR OTHERWISE) OF THE INDEMNIFIED PARTIES, EXCEPT TO THE EXTENT CAUSED BY THE INDEMNIFIED PARTIES' WILLFUL MISCONDUCT.**

9. Permits and Cooperation. Lessee shall, at no cost to Lessor, obtain any and all governmental permits and approvals which may be necessary for it to conduct any work or activities under this Agreement. Lessee shall coordinate all activities under this Agreement with Lessor to minimize any disruption to Lessor's facilities or operations on the Property.

10. Time of Essence. To the extent any obligations or time for performance set forth in this Agreement are to be performed by Lessor or Lessee or any rights under this Agreement are to be exercised by Lessor or Lessee, if at all, by a specific date or within a prescribed time period, **time shall be of the essence.**

11. Governing Law. The interpretation and performance of this Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Oklahoma, except for any rule of law of the State of Oklahoma which would make the law of another jurisdiction apply.

12. Conflict of Interest. Lessee shall not directly or indirectly pay any salaries, commissions or fees, or make payments or grant any rebates to, any employee, officer or agent of Lessor nor favor employees, officers or agents of Lessor, or designees of such employees, officers or agents, with gifts or entertainment of significant cost or value, nor with services or goods sold at less than full market value, nor enter into any business arrangement with employees, officers or agents of Lessor unless such employees, officers or agents are acting as representatives of Lessor.

13. Non-Assignment. This Agreement is personal to Lessee and Lessee shall not assign the Leased Premises nor sublet the same or any part thereof, and any such attempted assignment or sublease without the written consent of Lessor shall be void.

14. Waiver. One or more waivers of any covenant or condition by Lessor shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to or of any act by Lessee requiring Lessor's consent or approval shall not be deemed to waive or render unnecessary Lessor's consent or approval to or of any subsequent similar act by Lessee.

15. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to

which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be valid and be enforced to the full extent permitted by law.

16. Construction. The Parties have jointly participated in the negotiation and drafting of this Agreement. In the event any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring either Party by virtue of the authorship of any of the provisions of this Agreement.

17. Entire Agreement. This Agreement, including the attached exhibits, constitutes the entire agreement between the Parties and supersedes any prior understandings, covenants, promises, agreements, conditions or representations by or between the Parties, whether written or oral, related in any way to the subject matter hereof. No subsequent alteration, amendment, change, modification or addition to the Agreement shall be binding upon Lessor or Lessee unless reduced to writing and signed by authorized representatives of Lessor and Lessee. The indemnities and releases provided for in this Agreement shall survive the termination of this Agreement.

18. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original but all of which shall constitute but one and the same instrument.

19. Utilities. Lessee understands that no utilities are provided to the Leased Premises, and that all utilities must be procured by Lessee.

20. Improvements, Alterations and Signage. Lessee shall not repaint, redecorate, or construct any improvement, alteration or sign(s) upon any portion of the Leased Premises without the advance written consent and approval of the Lessor, and any such work shall be done at Lessee's own expense. All alterations, additions, improvements and signs ("Lessee's Improvements") installed at the expense of Lessee shall remain the property of Lessee and may be removed from the Leased Premises by Lessee at any time prior to or within thirty (30) days following termination of this Lease; provided, however, that any part of Lessee's Improvements that are permanently affixed or cannot be removed without irreparable damage and any walls erected by Lessee or flooring materials placed on the Leased Premises by Lessee shall become the property of Lessor upon termination of this Lease. Lessee shall repair or cause to be repaired any damage to the Building and Leased Premises caused by such removal. Upon termination or expiration of the Term of this Lease, Lessee may at its election abandon in place any of Lessee's Improvements. Any of Lessee's Improvements that are not removed by Lessee within thirty (30) days after this Lease terminates or expires shall be deemed to have been abandoned by Lessee and shall become the property of Lessor. All alterations, improvements, additions and repairs made by Lessee shall be made in good and workmanlike manner.

21. Surrender. Lessee agrees that at the termination of this Agreement, all property in and upon the Leased Premises shall be returned to Lessor in at least as good condition as when first occupied by Lessee, excepting ordinary wear and tear and extraordinary loss by fire, wind, or accident not under the control of the Lessee or Lessee's employees. Lessee further agrees to keep premises in good repair at Lessee's own expense.

22. Risk of Loss. Should any extraordinary loss, injury, damage or delay of any nature whatsoever resulting therefrom, caused by an act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war, or any other cause beyond Lessor's control, Lessor is under no obligation to repair or replace said property nor shall Lessor be liable for any loss or damage to property belonging to Lessee or any other person, firm or organization.

23. Notices. Any notice which may be given by any Party to any other Party or entity hereunder shall be deemed to have been properly given if sent in writing by first class mail or by electronic means as follows:

Lessor: City of Bartlesville
Attn: Jason Muninger
401 S. Johnstone Ave.
Bartlesville, OK 74003
Facsimile: (918) 338-4229

Lessee: Lyndall Berwaldt
PO Box 2343
Bartlesville, OK 74005

N6451E
N1718H

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

(SIGNATURES ON FOLLOWING PAGE)

LESSOR:

CITY OF BARTLESVILLE

By: _____

Date: _____

Name: _____

Title: Mayor, City of Bartlesville

ATTEST:

City Clerk

APPROVED AS TO FORM AND CONTENT:

City Attorney

LESSEE:

By: _____

Date: 11/10/2025

Print Name: Lynore Bennett

Title: President of Curran

Exhibit "A"
(Description of Leased Premises)

Hangar/T-Hangar 4-B located at the Bartlesville Municipal Airport in Section 3-T26N-R12E, Osage County, Oklahoma.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Arthur Wilson to lease space in Hangar No. 8 for aircraft storage and aeronautical activity at the Bartlesville Municipal Airport.

Attachment:

1-Lease Agreement between Arthur Wilson and City of Bartlesville.

II. STAFF COMMENTS AND ANALYSIS

Lease rate of \$300 monthly at fair market value.

III. BUDGET IMPACT

Revenue: \$3,600 annually.

IV. RECOMMENDED ACTION

Staff recommends entering into the lease agreement with Arthur Wilson.

**AIRPORT HANGAR LEASE AGREEMENT FOR THE
BARTLESVILLE MUNICIPAL AIRPORT – CITY OWNED**

This AIRPORT HANGAR LEASE AGREEMENT for certain facilities in and upon the Bartlesville Municipal Airport (“Agreement”) is dated as of the Effective Date (defined herein below) by and between the CITY OF BARTLESVILLE, Oklahoma, an Oklahoma municipal corporation, hereinafter referred to as “City” or “Lessor”, and Arthur Wilson, hereinafter referred to as “Lessee”. The Lessor and Lessee may be individually referred to herein as a “Party”, and collectively referred to herein as the “Parties”.

RECITALS:

A. WHEREAS, Lessor owns a majority of the Bartlesville Municipal Airport consisting of approximately 430 acres of land located on the west side of the City of Bartlesville, County of Osage, State of Oklahoma, together with all buildings, structures, fixtures, improvements, runways, taxiways, roads, paved areas, facilities, equipment, personal property and other property of Lessor located on or used on or about the airport, as well as all additions and installations of Lessor, which may hereafter be constructed therein or thereon by Lessor during the term of this Lease (all of the foregoing being hereinafter collectively referred to as the “Airport” or “Property”); and

B. WHEREAS, Lessor desires to let and Lessee desires to lease certain facilities in and upon the Airport pursuant to the terms and conditions of this Agreement, all as more fully set forth herein below.

WITNESSETH:

NOW THEREFORE, for and in consideration of the respective promises and agreements herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. Leased Premises. Lessor, for and in consideration of the covenants and agreements herein contained to be kept and performed by Lessee, does hereby demise and lease to Lessee the following described hangar facilities, to wit:

**SEE EXHIBIT “A” attached hereto and incorporated herein
by this reference (the “Leased Premises”).**

Lessor grants to Lessee the right of ingress and egress to and from the Leased Premises. Lessee shall not obstruct or interfere with use of the aprons or ramps as a means of access to and from other areas of the airport, nor interfere with the operations or business activities of Operator.

2. Permitted Use. All property leased and utilized by Lessee shall be used exclusively for aeronautical activities and such other permissible activities under City of Bartlesville Resolution 2668.

3. Term. This Agreement shall be effective for an initial term of one (1) month Commencing the 10th day of January, 2026, and ending on the 10th day of February, 2026, and shall continue in effect from month to month thereafter unless and until terminated by notice given to either Party by the other at least thirty (30) days in advance of said termination. Neither Lessor nor Lessee shall have any liability to each other for any such termination.

4. Rent. Lessee, in consideration of the mutual promises and covenants contained in this Agreement, does covenant and agree with the City of Bartlesville to pay its rent for said leased property in the sum of Three Hundred and NO/100 Dollars (\$300.00) per calendar month. The rent shall increase annually by the percentage increase of the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U) – (all items index, unadjusted) for the immediately preceding calendar year ending in December, results ordinarily published in January of the following year. *The following table is meant to illustrate and not revise the previous paragraph and is presented herein in order to assist in its interpretation:*

05/01/2026--04/30/2027	(12 months)	\$300.00/per month
05/01/2027--04/30/2028	(12 months)	\$300.00 rent + CPI-U Percentage Increase from 2026 = monthly rent

All such payments shall be made to Lessor, at the following address:

City of Bartlesville
401 S Johnstone
Bartlesville, OK 74003

An invoice will be sent to Lessee on the 1st business day of the month, to be payable by the last business day of the current month to Lessor at the address listed herein above. Lessor agrees that any adjustment to rent shall be made only after giving at least 60 days advance notice to Lessee.

5. Effective Date. The "Effective Date" of this Agreement shall be the later of the two (2) dates upon which this Agreement is executed by Lessor and Lessee as evidenced by the date inserted by each such Party next to their authorized agents' respective signatures, and concurrent with their signature hereto. If Lessee fails to date its signature hereto, the "Effective Date" of this Agreement shall be the date of Lessor's signature hereto, and if Lessor fails to date its signature hereto, the "Effective Date" of this Agreement shall be the date of Lessee's signature hereto.

6. Compliance with Laws. Lessee recognizes that the airport receives federal and state grant money from time to time, and that all Airport leases must comply with certain relevant federal laws and regulations, and agrees to comply with all such laws and regulations. Moreover, Lessee agrees to conduct all activities on the Leased Premises in compliance with all federal, state, and municipal statutes and ordinances, and with all regulations, orders, and directives of appropriate governmental agencies, as such statutes, ordinances, regulations, orders and directives now exist or provide.

7. Disclaimer. LESSOR HEREBY EXPRESSLY DISCLAIMS AND NEGATES, AND LESSEE HEREBY WAIVES, ALL WARRANTIES OF ANY KIND OR TYPE WHATSOEVER WITH RESPECT TO THE PROPERTY AND LEASED PREMISES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BY WAY OF DESCRIPTION BUT NOT LIMITATION ANY WARRANTY OF TITLE, CONDITION, SAFETY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. LESSEE ACKNOWLEDGES AND AGREES THAT NEITHER LESSOR NOR ANYONE ACTING FOR OR ON BEHALF OF THE LESSOR HAS MADE ANY REPRESENTATIONS, WARRANTIES, STATEMENTS OR PROMISES, EXPRESS OR IMPLIED, CONCERNING THE PROPERTY AND THE LEASED PREMISES, ITS QUALITY, VALUE, PHYSICAL ASPECTS OR CONDITIONS THEREOF, OR ANY OTHER MATTER WITH RESPECT THERETO, THAT LESSEE HAS NOT RELIED UPON ANY REPRESENTATIONS, WARRANTIES, STATEMENTS OR PROMISES OF LESSOR OR ANYONE ACTING FOR ON BEHALF OF LESSOR, AND THAT ALL MATTERS CONCERNING THE PROPERTY AND LEASED PREMISES HAVE BEEN INDEPENDENTLY VERIFIED BY LESSEE. LESSEE FURTHER ACKNOWLEDGES AND AGREES THAT LESSEE HAS MADE A COMPLETE INSPECTION OF THE LEASED PREMISES AND IS IN ALL RESPECTS SATISFIED THEREWITH, AND THAT LESSEE ACCEPTS THE SAME "AS IS", "WHERE IS", WITH ALL FAULTS IN ITS PRESENT CONDITION AND STATE OF REPAIR. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE DISCLAIMERS OF THE

WARRANTIES CONTAINED IN THIS PARAGRAPH ARE "CONSPICUOUS" DISCLAIMERS FOR THE PURPOSES OF ANY APPLICABLE LAW, RULE OR ORDER.

8. Indemnification. LESSEE SHALL RELEASE, INDEMNIFY, DEFEND AND HOLD LESSOR ITS PARENTS, SUBSIDIARIES, AFFILIATES, SUCCESSORS, ASSIGNS, PARTNERS AND CO-VENTURERS, AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, CONTRACTORS, SUBCONTRACTORS, AND REPRESENTATIVES (COLLECTIVELY THE "INDEMNIFIED PARTIES"), HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, SUITS, CAUSES OF ACTION, FINES, PENALTIES, DAMAGES, LOSSES, JUDGMENTS, COSTS AND EXPENSES (INCLUDING ATTORNEYS' FEES AND COSTS OF LITIGATION AND/OR INVESTIGATION), AND LIABILITIES, OF EVERY KIND, INCLUDING WITHOUT LIMITATION THOSE RELATING TO INJURY TO OR DEATH OF ANY PERSONS OR LOSS OR DAMAGE TO ANY PROPERTY, ARISING OUT OF, RESULTING FROM OR CONNECTED DIRECTLY OR INDIRECTLY WITH THE LEASE GRANTED HEREUNDER OR THE EXERCISE OF ANY OF LESSEE'S RIGHTS HEREUNDER, INCLUDING WITHOUT LIMITATION LESSEE, ITS EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, AGENTS OR REPRESENTATIVES USE OR PRESENCE ON THE LEASED PREMISES OR PROPERTY OR THEIR FAILURE TO COMPLY WITH ANY OF THE TERMS AND PROVISIONS OF THIS AGREEMENT, REGARDLESS OF THE CAUSE OR CAUSES THEREOF, INCLUDING WITHOUT LIMITATION STRICT LIABILITY OR THE SOLE, JOINT OR CONCURRENT NEGLIGENCE OR FAULT (WHETHER IMPOSED BY STATUTE, RULE, REGULATION OR OTHERWISE) OF THE INDEMNIFIED PARTIES, EXCEPT TO THE EXTENT CAUSED BY THE INDEMNIFIED PARTIES' WILLFUL MISCONDUCT.

9. Permits and Cooperation. Lessee shall, at no cost to Lessor, obtain any and all governmental permits and approvals which may be necessary for it to conduct any work or activities under this Agreement. Lessee shall coordinate all activities under this Agreement with Lessor to minimize any disruption to Lessor's facilities or operations on the Property.

10. Time of Essence. To the extent any obligations or time for performance set forth in this Agreement are to be performed by Lessor or Lessee or any rights under this Agreement are to be exercised by Lessor or Lessee, if at all, by a specific date or within a prescribed time period, **time shall be of the essence.**

11. Governing Law. The interpretation and performance of this Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Oklahoma, except for any rule of law of the State of Oklahoma which would make the law of another jurisdiction apply.

12. Conflict of Interest. Lessee shall not directly or indirectly pay any salaries, commissions or fees, or make payments or grant any rebates to, any employee, officer or agent of Lessor nor favor employees, officers or agents of Lessor, or designees of such employees, officers or agents, with gifts or entertainment of significant cost or value, nor with services or goods sold at less than full market value, nor enter into any business arrangement with employees, officers or agents of Lessor unless such employees, officers or agents are acting as representatives of Lessor.

13. Non-Assignment. This Agreement is personal to Lessee and Lessee shall not assign the Leased Premises nor sublet the same or any part thereof, and any such attempted assignment or sublease without the written consent of Lessor shall be void.

14. Waiver. One or more waivers of any covenant or condition by Lessor shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to or of any act by Lessee requiring Lessor's consent or approval shall not be deemed to waive or render unnecessary Lessor's consent or approval to or of any subsequent similar act by Lessee.

15. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to

which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be valid and be enforced to the full extent permitted by law.

16. Construction. The Parties have jointly participated in the negotiation and drafting of this Agreement. In the event any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring either Party by virtue of the authorship of any of the provisions of this Agreement.

17. Entire Agreement. This Agreement, including the attached exhibits, constitutes the entire agreement between the Parties and supersedes any prior understandings, covenants, promises, agreements, conditions or representations by or between the Parties, whether written or oral, related in any way to the subject matter hereof. No subsequent alteration, amendment, change, modification or addition to the Agreement shall be binding upon Lessor or Lessee unless reduced to writing and signed by authorized representatives of Lessor and Lessee. The indemnities and releases provided for in this Agreement shall survive the termination of this Agreement.

18. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original but all of which shall constitute but one and the same instrument.

19. Utilities. Lessee understands utilities are provided to the leased premises. The cost of utilities is included in the rent. Any supplemental heat will only be utilized while lessee is present on the leased premises.

20. Improvements, Alterations and Signage. Lessee shall not repaint, redecorate, or construct any improvement, alteration or sign(s) upon any portion of the Leased Premises without the advance written consent and approval of the Lessor, and any such work shall be done at Lessee's own expense. All alterations, additions, improvements and signs ("Lessee's Improvements") installed at the expense of Lessee shall remain the property of Lessee and may be removed from the Leased Premises by Lessee at any time prior to or within thirty (30) days following termination of this Lease; provided, however, that any part of Lessee's Improvements that are permanently affixed or cannot be removed without irreparable damage and any walls erected by Lessee or flooring materials placed on the Leased Premises by Lessee shall become the property of Lessor upon termination of this Lease. Lessee shall repair or cause to be repaired any damage to the Building and Leased Premises caused by such removal. Upon termination or expiration of the Term of this Lease, Lessee may at its election abandon in place any of Lessee's Improvements. Any of Lessee's Improvements that are not removed by Lessee within thirty (30) days after this Lease terminates or expires shall be deemed to have been abandoned by Lessee and shall become the property of Lessor. All alterations, improvements, additions and repairs made by Lessee shall be made in good and workmanlike manner.

21. Surrender. Lessee agrees that at the termination of this Agreement, all property in and upon the Leased Premises shall be returned to Lessor in at least as good condition as when first occupied by Lessee, excepting ordinary wear and tear and extraordinary loss by fire, wind, or accident not under the control of the Lessee or Lessee's employees. Lessee further agrees to keep premises in good repair at Lessee's own expense.

22. Risk of Loss. Should any extraordinary loss, injury, damage or delay of any nature whatsoever resulting therefrom, caused by an act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war, or any other cause beyond Lessor's control, Lessor is under no obligation to repair or replace said property nor shall Lessor be liable for any loss or damage to property belonging to Lessee or any other person, firm or organization.

23. Notices. Any notice which may be given by any Party to any other Party or entity hereunder shall be deemed to have been properly given if sent in writing by first class mail or by electronic means as follows:

Lessor: City of Bartlesville
Attn: Jason Muninger
401 S. Johnstone Ave.
Bartlesville, OK 74003
Facsimile: (918) 338-4229

Lessee: Arthur Wilson
40738 N. 3991 Drive
Collinsville, OK 74021

N282JL

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

(SIGNATURES ON FOLLOWING PAGE)

LESSOR:

CITY OF BARTLESVILLE

By: _____
Name: _____
Title: Mayor, City of Bartlesville

Date: _____

ATTEST:

City Clerk
APPROVED AS TO FORM AND CONTENT:

City Attorney

LESSEE:

By: 
Print Name: Anthony Wilson
Title: owner

Date: 1-16-26

Exhibit "A"
(Description of Leased Premises)

Approx. 1140 sq. ft. within Hangar 8 located at the Bartlesville Municipal Airport in Section 3-T26N-R12E, Osage County, Oklahoma.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Take action to approve engagement with Crawford and Associates P.C. for audit consulting services.

Attachments:

FY 2024-25 Engagement Letter

II. STAFF COMMENTS AND ANALYSIS

The City is required to annually perform an audit of financial statements. With the constant changes to accounting standards and interpretation of those standards, the City has chosen to hire a consultant to assist with the preparation of annual financial statements and general accounting and advisory assistance. This engagement is not to exceed \$35,000.

III. RECOMMENDED ACTION

City Staff recommends approval Crawford and Associates due to their lengthy work history with the City and overall expertise, vast knowledge, and quality of service.



April 17, 2025

Honorable Mayor and Members of the City Council
City of Bartlesville
401 S. Johnstone Ave.
Bartlesville, OK 74003

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Bartlesville (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Bartlesville management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Bartlesville contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Bartlesville are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements
- Schedule of Federal Expenditures (including schedule and notes)
- General Accounting and Advisory Assistance

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Bartlesville, Oklahoma as of and for the year ended June 30, 2025. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Bartlesville, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$275
- Shareholders \$190
- Senior Managers \$170
- Managers \$150
- Senior Professional Staff \$130
- Professional Staff \$90
- Clerical Staff \$60

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will perform the requested services at a fee not to exceed \$35,000, unless the City requests additional services outside the scope of this agreement, or substantial changes are made to the City's reporting entity or annual activity, or turnover of key staff at the City occurs, at which we will approach management and possibly the governing body at that time about possible adjustments to our fee range. In the event we complete FY 2025 prior to the end of FY 2026, we may begin interim preparations in the spring of 2026 to facilitate a more timely issuance of FY 2026's financial statements.

The term of this engagement is a period from July 1, 2025 through June 30, 2026. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Bartlesville.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Bartlesville:

By: _____

Title: _____

Date: _____



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to approve professional services to conduct a comprehensive rate study for water, wastewater, and solid waste with NewGen Strategies and Solutions

Attachments:

Proposal for Professional Services

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville currently doing its due diligence in seeking professional services to engage a rate study for Water, Wastewater, and Solid Waste. The City has not engaged in such a study since FY 2021. The City engaged NewGen on the most recently Cost of Service study referenced above and has utilized the lead Mr. Dave Yanke on various studies dating back to 2011. Cost of Services are not to exceed \$110,000.

III.

BUDGET IMPACT

Budgetary impact is \$110,000 to be paid from their respective Departments within the Capital Reserve Fund.

IV. RECOMMENDED ACTION

Staff recommends the approval of the Professional Service Agreement with NewGen Strategies and Solutions and the City of Bartlesville, Ok.



8140 North Mopac Expressway
Suite 1-240
Austin, TX 78759
Phone: (512) 479-7900

December 9, 2025

via email: jmuninger@cityofbartlesville.org

Mr. Jason Muninger
CFO/City Clerk
City of Bartlesville
401 S. Johnstone Ave.
Bartlesville, OK 74003

Subject: Proposal to Conduct a Comprehensive Water, Wastewater, and Solid Waste Cost of Service and Rate Design Study

Dear Mr. Muninger:

NewGen Strategies & Solutions, LLC (NewGen) appreciates the opportunity to offer our consulting services to assist the City of Bartlesville (City) by performing a comprehensive water, wastewater, and solid waste cost of service and rate design study (Study). This proposal letter details the tasks necessary to complete this scope of work, as well as the associated project schedule and budget.

Scope of Work

Task 1 – Initiation of Initial Data Request

The Project Team will develop an initial data request that will be needed to adequately begin the review and evaluation of the City's water, wastewater, and solid waste rates. This data will include, but is not limited to, operating, financial, management, policy, contract, and ordinance data. The purpose of the initial data request is to become more familiar with the City's operations and policies in order to maximize the effectiveness of our time with City representatives in the project kick-off meeting. The Project Team will issue the initial data request within three (3) days after receiving notice to proceed on the project.

Task 2 – Initial Data and Information Assessment

Once the City has submitted the initially requested data, the data will be reviewed for discussion during the project kick-off meeting. Throughout the course of the project, data received by the Project Team will be sampled and tested for accuracy. The sampling and testing of data is imperative as it relates to the billing data used to set rates and is essential in the development of proper cost allocations and reliable revenue projections. The Project Team will work closely with the City's billing staff and software provider to extract the appropriate billing data. In addition, as necessary, the Project Team will conduct informal interviews with City staff during our review of the historical data to ensure that the Project Team understands the information provided.

Task 3 – Project Kick-off Meeting

After receiving the initially requested data, the Project Team will work with the City to schedule an in-person kick-off meeting. The primary reason for the kick-off meeting is to allow the key Project Team consultants and participants from the City to be introduced and lay the general framework for how the Study will be conducted. This meeting will also allow for the finalization of the proposed work approach, as well as

Mr. Jason Muninger

December 9, 2025

Page 2

discussion and clarification of the information analyzed in Task 2. In addition, the project kick-off meeting will allow for the Project Team to gain a better understanding of the goals and objectives, as well as expectations, the City desires to achieve from the Study.

Task 4 – Determination of Test-Year Revenue Requirement

A test-year is a common term in rate studies that refers to an adjusted fiscal year cost that will be used as a basis for setting rates. The initial test year for the various service functions is proposed to be established as follows:

Water and Wastewater

The revenue requirement will be developed for the water and wastewater utilities using the American Water Works Association (AWWA) accepted cash needs approach. The cash needs approach closely follows municipal budgeting practices and incorporates a utility's operation and maintenance costs, debt service and bond coverage requirements, cash funded capital outlays, reserve requirements, and transfers. In developing the revenue requirement, the Project Team will assess and project each utility's cost of service by analyzing each utility's historical costs, the current budget year, and any forecasts made for future fiscal years. The test-year cost of service will be adjusted by non-rate revenue sources to develop the test-year revenue required from utility rates.

Solid Waste

The Project Team will work to document the full cost of the City's solid waste operations as well as the internal cost borne by the City for solid waste activities. This will include an analysis of solid waste operation's indirect cost responsibility and/or transfers to other funds, and reserve fund requirements.

Task 5 – Forecast of Revenue Requirement

Using the test-year developed in Task 4 for each utility, the Project Team will begin the development of a five (5) year revenue requirement forecast. As necessary, interviews with City staff may be conducted to gather additional data to complete this task. During this task, it is crucial to thoroughly analyze the assumptions used in projecting the revenue requirement. These assumptions may include, but may not be limited to, growth rate, inflation rates, changes in contractual obligations, and capital improvements. The Project Team will work closely with City staff to examine the City's planned method of financing (e.g., cash, debt, grants) future capital improvements and the financing methods' impact on rates, operating and capital reserve targets, and debt coverage requirements, as well as examine anticipated operational and/or staffing changes over the five-year forecast.

Task 6 – Determination of Realizable Revenue at Current Rates

The results of this task will provide the data to properly evaluate the cost of service, the magnitude of overall increases, if any, and the probability of redistribution of revenue responsibility between customer classes as well as providing the Project Team the ability to compare the actual cost to provide utility service with the anticipated billed revenues of the utility. In the revenue determination, adjustments will be made to the historical billing data to reflect normalized weather conditions and usage. This task will also provide a "check" of the data provided by City staff.

Mr. Jason Muninger

December 9, 2025

Page 3

Task 7 – Cost of Service

After developing the test year revenue requirement for each utility and forecasting the revenue requirement for a five-year period, the Project Team will perform a cost of service analysis specific to each service function. The cost of service analysis determines the overall cost responsibility of each customer class for the provision of the respective utility service and is crucial in establishing equitable rates. The following discusses the analysis to be performed for each utility:

Water and Wastewater

To begin the water and wastewater cost of service analysis, the Project Team will functionalize the water and wastewater revenue requirement. Functionalization is the process of grouping costs based on the function, or type, of service provided. For example, water utility costs can be functionalized into supply, treatment, transmission, and distribution. Discussions will be held with City staff to understand the types of services provided by the City, and what system information is available from the City, to determine the appropriate functional cost categories to be used in the cost of service determinations. The final selection of the functional cost categories will be discussed with City staff.

After the development of the functionalized costs in Task 7, water and wastewater costs are classified into the components of utility service that are provided. For the water utility, it is proposed that costs be classified using the American Water Works Association (AWWA) recommended Base Extra-Capacity Method, where costs are classified as base, extra-capacity, and customer related. For the wastewater utility, assuming the City utilizes an industrial strength surcharge, it is proposed that costs be classified using the Water Environmental Federation (WEF) recognized flow, Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), and customer parameters.

It should be noted that these are the Project Team's proposed classification methods. Discussions will be held with City staff before the finalization of the agreement between the City and the Project Team to determine the appropriate classification methods to utilize in recognition of the City's objectives and available system and billing data.

One of the most important considerations in the setting of fair and equitable rates for water and wastewater utility service is the establishment of the appropriate grouping of customers (i.e., customer classes for cost distribution after costs are classified). Generally, a customer class should only include those customers who: (a) are in a similar location in relation to the utility; (b) use the same or similar service from the utility; and (c) receive similar service from the utility and place similar demands upon the utility.

Costs within each utility will be allocated to the selected customer classes based on each customer class' level of service provided by the City. It is imperative that the factors that form the basis of costs incurred by the City to provide continuous and adequate service to its customers be appropriately identified. This identification requires a thorough understanding of the influencing conditions controlling the design and/or actual operation of a system. These conditions include normal and peak weather conditions. Members of the Project Team are thoroughly versed in appropriately identifying these costs. The factors for the allocation of costs to the customer classes will be dependent on the billing and system information available from the City.

Solid Waste

After developing and forecasting the revenue requirement for solid waste, the Project Team will allocate the revenue requirement to appropriate cost centers. Such cost centers might include, but would not be limited to:

Mr. Jason Muninger

December 9, 2025

Page 4

- Residential collection;
- Commercial collection;
- Bulk collection, and/or,
- Landfill operations.

The appropriate cost centers for allocation will be identified with the assistance of City staff. After allocation to the appropriate cost centers, the Project Team will then allocate each cost center or functional area to the City’s defined customer classes to determine overall cost responsibility by class.

Task 8 – Development of Rate and Fee Design

In the formulation of a rate and fee design plan, a clear and distinct understanding of the City’s overall goals and objectives should serve as the foundation for the development of options since rate and fee design enables the utility to meet its service pricing objectives. Prior to commencing this task, members of the Project Team will discuss with City staff the potential rate design alternatives that meet the City’s pricing goals and objectives. Please note that pricing for this task includes development of a maximum of three (3) alternative water rate structures, three (3) alternative wastewater rate structures, and two (2) alternative solid waste rate structures.

Task 9 – Draft Report Preparation

The Project Team will develop a draft report summarizing findings, conclusions, and recommendations resulting from the water, wastewater, and solid waste rate study. The Project Team is committed to ensuring that the City thoroughly understands the recommendations in the draft report and will ensure that City staff has sufficient time to address their concerns and/or questions prior to finalizing the report.

Task 10 – Final Report Preparation and Presentation

Upon receipt of City staff comments, the Project Team will make appropriate changes and provide the City with the final report. After completion of the final report, the Project Team will make a presentation of its recommendations to the City Council.

Deliverables:

- **Two (2) on-site presentations to City Council.** The first presentation by Mr. Dave Yanke would address the proposed rates for FY 2027 (in May 2026), and the second presentation to City Council would be in early August 2026 to present the comprehensive report, including the five year forecast of rates for FY 2027 – 2031.
- Electronic Copy of Draft Report; and,
- Electronic and Hard Copies of Final Report

Project Schedule and Budget

Subject to timely responses to information and data requests as well as a project initiation date no later than January 5, 2026, **NewGen will have draft rates for FY 2027 developed and provided to the City staff by May 1, 2026, for presentation to City Council by May 15, 2026.** The draft report including the comprehensive five-year forecast for FY 2027 – 2031 will be provided to City staff by July 10, 2026, so the **final report will be ready for presentation by Mr. Yanke to the City Council in early August 2026.**

The engagement will be billed using our standard billing rates listed in Table 1 with a not-to-exceed budget of \$110,000. Included in this project scope and budget are three (3) in-person meetings. Any additional in-person meetings would be billed in addition to this amount at a flat fee of \$6,000, to cover professional fees

Mr. Jason Muninger

December 9, 2025

Page 5

and travel expenses. NewGen invoices its clients monthly based on the percentage of the project that has been completed. Payment is due within thirty (30) days of the invoice date.

**NewGen Strategies and Solutions
2026 Billing Rates**

Position	Hourly Billing Rate
Partner	\$305 – \$455
Principal	\$295 – \$455
Senior Manager	\$250 – \$295
Manager	\$220 – \$250
Senior Consultant	\$200 – \$220
Consultant	\$185 – \$200
Administrative Services	\$145

Conclusion

NewGen appreciates the opportunity to continue our relationship with the City of Bartlesville and assist the City with this important study. Should you have any questions or comments concerning this letter, please do not hesitate to contact me at 512.649.1254 or dyanke@newgenstrategies.net

Sincerely,

NewGen Strategies and Solutions, LLC

Signed by:

 500E94C76CC84BC...

Dave Yanke
President

If the City of Bartlesville finds the scope of services, project timing and fees acceptable, please sign one copy as noted below, and retain one for the City’s records and return the other (via e-mail) to Dave Yanke at NewGen Strategies and Solutions, LLC.

City of Bartlesville, Oklahoma

Name _____ Signature _____

Title _____ Date _____

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action on request from Public Service Company of Oklahoma (PSO) to deed easement on City-owned properties for an underground secondary feed and transformer to support the Kiddie Park.

Attachments:

PSO Easement Document
Easement Location Exhibit

II. STAFF COMMENTS AND ANALYSIS

Public Service Company of Oklahoma (PSO) has requested dedication of a 10-foot wide easement on the City-owned property in Johnstone Park where the Kiddie Park is located. The power supply at the park is currently not sufficient for some of the recently added rides and for rides planned in the future. The current power supply is also inadequate for the concessions. PSO will be extending a secondary power supply to a transformer and will require an easement since PSO will own and maintain the infrastructure. The easement will be 10 feet wide and will extend approximately 75 feet from an existing power pole located along the street just north of the Kiddie Park. The easement remains subject to PSO's franchise agreement with the City of Bartlesville.

RECOMMENDED ACTION

Staff recommends authorizing the Mayor to execute the attached easement document.

PSO
212 E. 6th St.
Tulsa, OK 74119

Agent: Diana Rose/Joseph Mallinger
W.R.#: 91263528
OK 26 2017

UNDERGROUND RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That: the **City of Bartlesville, a municipal corporation**, hereinafter referred to as "Grantor(s)", for the sum of One Dollar (\$1.00) and other good and valuable considerations in hand paid, the receipt and sufficiency of which as consideration for any and all direct and indirect, current damage, injury or diminution in value to the property covered by this easement, or the property of Grantor(s) adjacent thereto is hereby acknowledged, hereby grants, bargains, sells and conveys unto **PUBLIC SERVICE COMPANY OF OKLAHOMA**, an Oklahoma corporation, its successors and assigns, hereinafter referred to as "Grantee", an easement consisting of the perpetual right, privilege and authority to construct, operate, maintain, reconstruct and remove an underground electrical system consisting of conduits, wires, cables, fixtures, surface-mounted transformers and pedestals and other appurtenances for the transmission, transformation, regulation and distribution of electrical current and other forms of energy and for the transmission or communication of data, audio and video information under, upon and across a portion of a tract or parcel of land owned by Grantor(s). Such tract or parcel is located in Section **12**, Township **26** North, Range 12 East, I.B.&M., **Washington** County, State of Oklahoma, and is described as follows:

PART SECT 12-26-12 THAT PART N 1/2 NE LYING E OF RAILROAD R/O/W, LESS FLAT IRON ADDN & LESS 0.11 AC TO YMCA: 33.58 AC BVILLE PART SECT 33.58 Acres

PSO
212 E. 6th St.
Tulsa, OK 74119

Section 12, T26N, R12E

The easement and right-of-way granted hereby is **five (5)** feet on each side of a centerline, more fully described as follows:

Beginning at a point that is approximately 615 feet North and 950 feet West of the Southeast corner of the above-described tract at existing pole #55265438359480; thence Southerly approximately 75 feet to a point of ending. Said point of ending is also location of pad-mounted transformer TLN# 2612-12-8384. Notwithstanding the foregoing, the actual, as-built location of the electric line shall locate, define and establish the centerline of the easement.

Said right-of-way to be **ten (10)** feet in width.

Grantor(s) warrant that the surface of the earth upon said easement will not be lowered without prior consent of Grantee. This covenant is recognized as being necessary for the protection of the underground facilities and the public. Grantor(s) agrees to be responsible for any damage to the facilities. Grantor(s) agrees to prevent the placement of any structure within said easement.

While the installations to be made by Grantee in pursuance of this grant are made to facilitate the development of Grantors' property and are permanent in nature, Grantor(s) nevertheless reserves the right to require relocation of all or part of said facilities installed by Grantee hereunder to the extent, from time to time, as is necessary to permit the further development of said property, upon the condition, however, and it is hereby agreed that Grantor(s), or the successors in interest to Grantor(s), will bear the cost of any and all such relocations.

PSO
212 E. 6th St.
Tulsa, OK 74119

Section 12, T26N, R12E

ALSO granting said Grantee, its successors and assigns, the perpetual right, privilege and authority to prevent the placement of any structure that may, in the judgment of the Grantee, interfere with or endanger said underground electrical system or its maintenance and operation; and to enter upon the above described premises for the purposes of constructing, operating, maintaining, reconstructing and removing its underground electrical system aforesaid, and further granting to said Grantee, its successors and assigns, the right, privilege and authority to construct, operate, maintain, reconstruct and remove such underground electrical system under, upon, over and across any street, alley, highway, railroad or other right-of-way now or hereafter established and existing on or across said premises or adjoining the same or adjacent thereto.

The failure of Grantee to exercise any of the rights granted hereby, in whole or in part, for any period of time shall not be deemed to constitute a waiver, release, abandonment or limitation of such easement, right, privilege or authority. Grantor(s) hereby reserves the right to make such use of the land included within the easement as is not inconsistent with the rights, privileges and authorities granted hereby.

Grantor(s) hereby warrants unto Grantee that Grantor(s) will defend the easement and all rights, privileges and authorities hereby granted against every person or persons who may lawfully claim an interest in the property of Grantor(s) contrary thereto. Grantor(s) hereby acknowledges that this document contains the entire agreement between Grantor(s) and Grantee regarding the easement, rights, privileges and authority granted herein and that Grantor(s) is not relying upon any oral or written representations or assurances given by Grantee in connection with the negotiations for this document. Any special agreements between Grantor(s) and Grantee shall be in writing, and signed by both parties.

EXHIBIT A

PSO RIGHT-OF-WAY EASEMENT – KIDDIE PARK





Progress Report

Bartlesville NEXT 2025

Current Reporting Date: Jan 01, 2026 - Jan 31, 2026

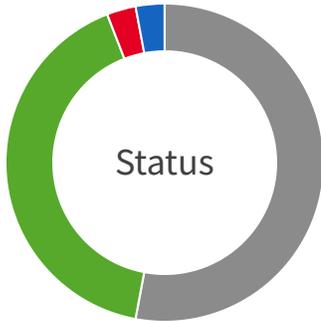
Report Created On: Jan 27, 2026



A City Strategic Plan for
Responsible Governance

5 Strategic Priority	14 Objective	34 Goal
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Overall Summary



	%
Status Pending	53
On Track	41
Major Disruption	3
Completed	3



Executive Summary

Summary:

The Bartlesville NEXT 2025 plan is a multifaceted municipal strategic initiative focused on five key priorities: Effective Infrastructure Network, Financial Strength & Operational Excellence, Community Collaboration, Economic Vitality, and Quality of Life. Current progress is measured at 8%, with a significant proportion of initiatives in a pending state (52.9%), 41.2% on track, while 2.9% have encountered major disruptions and another 2.9% are completed. The plan outlines detailed objectives and specific goals for organizational improvement, operational upgrades, community engagement, economic development, and enhancement of public amenities. Across these areas, early-stage groundwork, internal coordination, and the establishment of committees and partnerships characterize much of the present activity, with several goals advancing steadily toward implementation.

Accomplishments:

Notable achievements include the successful initiation and early planning of numerous community-based programs and volunteer initiatives, particularly through collaborations such as the partnership with Keep Bartlesville Beautiful and the commencement of multi-cultural events. Progress has been realized on the housing front, with a contracted consultant beginning the process to address housing gaps and incentives. Advancements in public safety include the rollout of Crisis Intervention Training for officers and the establishment of public feedback mechanisms on patrol effectiveness. Street improvement initiatives are ongoing with a rise in pavement condition index and backlog reduction. The foundation for improved staff recruitment, retention, and performance evaluation is being laid, alongside efforts to enhance transparency and participation through annual surveys and reporting.

Roadblocks:

Several critical initiatives remain stalled or under-resourced. Funding shortfalls have delayed key infrastructure projects, including the storm water master plan. Essential transparency tools and efforts to provide accessible financial data to citizens have seen no progress. Some administrative updates and policy reviews, such as branding consistency, employee handbook updates, and city-branded clothing, remain idle. The asset management program and its integration into city operations await consultant engagement or are early in their lifecycle. Additionally, efforts to update regulatory codes and conduct community surveys are still largely in the preliminary assessment and coordination stages, slowing overall plan momentum.

Recommendations:

To accelerate progress, strategic leadership should prioritize addressing funding gaps for high-impact infrastructure projects and explore alternative finance or grant options where appropriate. Stalled initiatives—particularly those related to transparency, employee engagement, and administrative policy—require renewed attention or reallocation of resources to move forward. Expanding public-private and civic partnerships can drive greater involvement and resource sharing for community-centered objectives, such as housing, childcare, and homelessness. Finally, establishing clear timelines, frequent interim reporting, and accountability checkpoints will help maintain focus and enable timely adjustments to ensure the plan’s successful and visible outcomes.

Report Legend



Priority



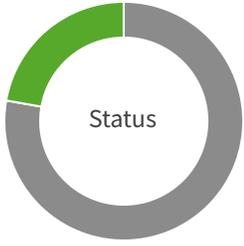
No Update



Overdue

Plan Summary

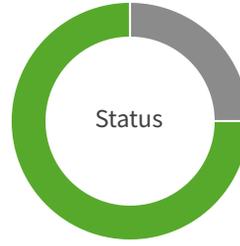
Strategic Priority 1 Progress 5%



Status	%	#
Status Pending	78	14
On Track	22	4

Financial Strength & Operational Excellence

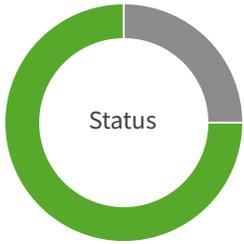
Strategic Priority 2 Progress 3%



Status	%	#
Status Pending	25	1
On Track	75	3

Economic Vitality

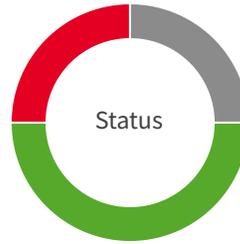
Strategic Priority 3 Progress 3%



Status	%	#
Status Pending	25	1
On Track	75	3

Community Collaboration

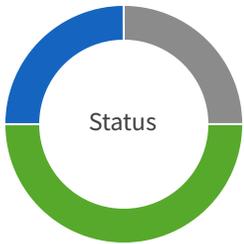
Strategic Priority 4 Progress 3%



Status	%	#
Status Pending	25	1
On Track	50	2
Major Disruption	25	1

Effective Infrastructure Network

Strategic Priority 5 Progress 38%



Status	%	#
Status Pending	25	1
On Track	50	2
Completed	25	1

Quality of Life

Strategic Priority 1 Progress 5%

Financial Strength & Operational Excellence

Owner: Mike Bailey

	%	#
Status Pending	78	14
On Track	22	4

Objective: 4

Goal: 18

Objective 1.1 Progress 1%

Focus on staff recruitment, retention, development, department collaborations, and safety programs to improve workplace culture and morale.

Owner: Mike Bailey

	%	#
Status Pending	86	6
On Track	14	1

Goal: 7

Goal 1.1.1 

Dec 01, 2025 - Dec 31, 2027

Status Pending

Progress 0%

Participate in and measure the success of four (4) recruitment opportunities per year. (HR to lead)

Owner: Robin Betts

Goal 1.1.2 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Implement a periodic new hire orientation. (HR to lead)

Owner: Robin Betts

Goal 1.1.3 

Dec 01, 2025 - Jun 30, 2026

Status Pending

Progress 0%

Incorporate job shadowing into our new job swap program to increase utilization and success of program. (HR to lead)

Owner: Robin Betts

Goal 1.1.4 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Research plans to increase and maintain employee morale, and overall employee buy in of the City's vision and culture. (HR to lead)

Owner: Robin Betts

Goal 1.1.5

Update provided by Jason Muninger on Jan 27, 2026 20:13:34

Dec 01, 2025 - Dec 31, 2026 On Track Progress 10%

Been idle, no movement.

Review tax and budget impacts of providing City branded clothing for non-labor employees. (A&F to lead)

Owner: Jason Muninger

Goal 1.1.6 

Dec 01, 2025 - Dec 31, 2026 Status Pending Progress 0%

Evaluate and update employee rules and regulations handbook. (HR to lead)

Owner: Robin Betts

Goal 1.1.7 

Dec 01, 2025 - Jun 30, 2027 Status Pending Progress 0%

Implement a standard consistent brand policy for all operations, buildings, uniforms, equipment, vehicles, and other relevant areas using existing logo. (Admin to lead)

Owner: Laura Sanders

Objective 1.2 Progress 13%

Improve and modernize our workplace including seeking accreditations for operational excellence, developing a performance and reward-based evaluation process, and furthering integration of IT systems into our operating departments.

	%	#
Status Pending	80	4
On Track	20	1

Owner: Mike Bailey

Goal: 5

Goal 1.2.1 

Dec 01, 2025 - Dec 31, 2026 Status Pending Progress 0%

Best practices committee will identify and begin implementation of best practices and accreditation programs in at least two areas. (Administration to lead)

Owner: Mike Bailey

Goal 1.2.2 

Dec 01, 2025 - Dec 31, 2026 Status Pending Progress 0%

Evaluate effectiveness of existing performance and reward-based evaluation process for general and police department employees. (HR to lead)

Owner: Robin Betts

Goal 1.2.3 

Dec 01, 2025 - Dec 31, 2026

Status Pending Progress 0%

Evaluate asset management system to determine how we can integrate this system into our operating departments. (Engineering/Water to lead)

Owner: Micah Siemers

Goal 1.2.4

Dec 01, 2025 - Jun 30, 2027

On Track Progress 65%

Revise and update utility billing and integrations to improve citizen satisfaction and e-gov capabilities. (A&F and IT to lead)

Owner: Jason Muninger

Update provided by Jason Muninger on Jan 27, 2026 20:14:44

Has made further progress, awaiting sewer cap custom modification to be implemented so we can verify it works correctly

Goal 1.2.5 

Dec 01, 2025 - Dec 31, 2026

Status Pending Progress 0%

Explore and create a plan for Artificial Intelligence (AI) initiatives and potential implementation. (Admin to lead)

Owner: Laura Sanders

Objective 1.3 Progress 1%

Develop annual communications and feedback systems to include a standard report to citizens, community survey, and employee survey.

	%	#
Status Pending	75	3
On Track	25	1

Owner: Mike Bailey

Goal: 4

Goal 1.3.1 

Dec 01, 2025 - Dec 31, 2026

On Track Progress 5%

Continue to publish annual report on overall City and departmental achievements, progress, and goals. Summary of report to be circulated by various means. (Admin to lead) – 1 year

Owner: Kelli Williams

Update provided by Kelsey Walker on Dec 29, 2025 17:34:14

The FY 2025-26 annual report is scheduled for production and publication by the end of August 2026. Selection of information and photos for inclusion in the 2025-26 report is underway. Design and layout of the report will commence toward the end of the fiscal year.

Goal 1.3.2 

Dec 01, 2025 - Dec 31, 2026

Status Pending Progress 0%

Continue to distribute surveys to obtain citizen feedback and requests for all City departments. Individual departments may also be surveyed individually as part of a larger survey plan. (Admin to lead) – 1 year

Owner: Mike Bailey

Goal 1.3.3 

Dec 01, 2025 - Jun 30, 2026

Status Pending Progress 0%

Continue to distribute annual survey for employees to rate their department and the City as an overall employer. (HR to lead) – 6 months

Owner: Robin Betts

Goal 1.3.4 

Dec 01, 2025 - Dec 31, 2026

Status Pending Progress 0%

Utilizing existing feedback cards, develop a formal plan for collection and review of all customer and citizen input to include frequency of review, contacting those who have requested it, and making recommendations to address areas of weakness. (Admin to lead) – 1 year

Owner: Mike Bailey

Objective 1.4 Progress 3%

Adopt governance best practices and update municipal criminal code.

Owner: Mike Bailey

	%	#
Status Pending	50	1
On Track	50	1

Goal: 2

Goal 1.4.1

Dec 01, 2025 - Dec 31, 2027

On Track Progress 5%

Investigate and where appropriate implement additional tools for citizens to have the ability to obtain financial data in an effort to be as financially transparent as possible. (A&F to lead) – 2 years

Owner: Jason Muninger

Update provided by Jason Muninger on Jan 27, 2026 20:15:15

Idle, no movement.

Goal 1.4.2 

Dec 01, 2025 - Dec 31, 2027

Status Pending Progress 0%

Review and update the municipal criminal code utilizing a consultant to remove outdated and obsolete language, ensure cohesion with State and U.S. criminal codes, and add any missing sections related to laws necessary to ensure the safety of the public. (Legal to lead) – 2 years

Owner: Laura Sanders

Strategic Priority 2 Progress 3%

Economic Vitality

	%	#
Status Pending	25	1
On Track	75	3

Owner: Mike Bailey

Objective: 3 Goal: 4

Objective 2.1 Progress 0%

Reevaluate our development regulatory policies to ensure all rules, regulations, and processes align with best practices and reflect the character of our community.

	%	#
On Track	100	1

Owner: Mike Bailey

Goal: 1

Goal 2.1.1 

Dec 01, 2025 - Dec 31, 2026 On Track Progress 0%

Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:51:24

√a. Conduct a comprehensive assessment of existing zoning, subdivision, and development codes to identify gaps, inconsistencies, and opportunities for improvement.

Objective 2.2 Progress 6%

Collaborate with economic development partners and experts to optimize development.

	%	#
On Track	100	2

Owner: Mike Bailey

Goal: 2

Goal 2.2.1 

Dec 01, 2025 - Dec 31, 2026 On Track Progress 6%

Convene quarterly meetings of economic development partners and other interested stakeholders to discuss primary jobs, retail development, and housing development opportunities and challenges. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:53:21

Community Development has begun preliminary coordination efforts related to this item, including internal discussions to identify potential partners, outline meeting objectives, and determine an appropriate structure and cadence for future stakeholder engagement. Initial groundwork is underway to support convening these meetings as the effort moves forward.

Goal 2.2.2 

Dec 01, 2025 - Dec 31, 2027 On Track Progress 5%

Convene quarterly meetings of tourism development partners and other interested stakeholders to discuss visitation trends, opportunities, and events. (Community Development to lead) – 2 years

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:53:48

Community Development has initiated preliminary coordination for this effort, including internal discussions to identify relevant tourism partners, consider potential discussion topics such as visitation trends and events, and explore an appropriate format for future meetings. Foundational steps are underway to support stakeholder engagement as this initiative progresses.

Objective 2.3 Progress 0%

Explore strategies to retain and attract young professionals and families to Bartlesville.

Status Pending

%	#
100	1

Owner: Mike Bailey

Goal: 1

Goal 2.3.1 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Work with economic development partners to understand young professionals' and families' needs to strengthen recruitment and retention in this area. (Admin to lead) – 1 year

Owner: Mike Bailey

Strategic Priority 3 Progress 3%

Community Collaboration

	%	#
Status Pending	25	1
On Track	75	3

Owner: Mike Bailey

Objective: 1 Goal: 4

Objective 3.1 Progress 3%

Partner with community groups to discuss, evaluate and report on existing needs and potential solution that address: Child Care, Housing, Homelessness, and Others to be Determined.

	%	#
Status Pending	25	1
On Track	75	3

Owner: Mike Bailey

Goal: 4

Goal 3.1.1 

Dec 01, 2025 - Dec 31, 2026 Status Pending Progress 0%

Child Care:

- Attend meetings with local groups to discuss childcare needs, issues, and barriers. (Admin to lead) – 1 year

Owner: Mike Bailey

Goal 3.1.2 

Dec 01, 2025 - Dec 31, 2026 On Track Progress 9%

Housing:

- Use current housing study to develop plans to incentivize and encourage development of housing that helps to fill the identified gaps. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:54:46

Community Development has initiated this effort by contracting with TSW to prepare the housing plan. TSW has begun preliminary research and review of the City’s current housing study to identify existing gaps and inform potential incentive strategies. Early coordination and analysis are underway to support development of targeted housing recommendations.

Goal 3.1.3 

Dec 01, 2025 - Jun 30, 2027 On Track Progress 0%

Homelessness:

- Monitor and evaluate the Park and Mental Health Co-Response Units’ activities and results to determine if patrolling of the park areas is meeting our expectations in preventing crime and enhancing the public’s trust in the safety of our public spaces, particularly as it relates to the unsheltered population. (Admin to lead) – 1 year
- Provide crisis intervention training to at least 90% of our officers, so they can more effectively address the challenges presented by the unsheltered and other suffering from mental illness. (Police Department to lead) – 18 months

Owner: Kevin Ickleberry

Update provided by Troy Newell on Dec 23, 2025 20:53:04

We are in the early stages of monitoring and evaluating the activities of the Park/Pathfinder and Mental Health Co-Response Units. We will also be using an online survey to ask the public how safe they feel with the Mental Health Co-Response Units and Park/Pathfinder patrols in place.

We have started Crisis Intervention Training (CIT) for all new hires and are working to have all other officers complete the 40-hour in-person training. Another CIT class is scheduled for February 2026.

- ✓Survey the public to determine how safe they feel in our public spaces, particularly the pathfinder and our parks. (Admin to lead) – 1 year
- ✓Report at least annually to the Council on these items. (Admin to lead) – 1 year

Goal 3.1.4 

Update provided by Larry Curtis on Dec 23, 2025 20:55:45

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 3%

Recreational sports and programming

Owner: Larry Curtis

Community Development has begun preliminary groundwork for this effort, including internal coordination and initial scoping of available recreational sports and programming information. Early steps are underway to identify data sources, define evaluation criteria, and outline the process for compiling programs, assessing demand, and developing future options for consideration by the Park Board and City Council.

Strategic Priority 4 Progress 3%

Effective Infrastructure Network

Owner: Mike Bailey

Objective: 3 Goal: 4

	%	#
Status Pending	25	1
On Track	50	2
Major Disruption	25	1

Objective 4.1 Progress 0%

Develop Asset Management Program for infrastructure.

Owner: Mike Bailey

Goal: 1

	%	#
Status Pending	100	1

Goal 4.1.1 

Dec 01, 2025 - Dec 31, 2028 Status Pending Progress 0%

The intent of the asset management program is to compile age, material, condition, and service life of the City’s infrastructure (facilities, airport, streets, storm drain, wastewater, water, signals, signs, etc.) into ESRI’s GIS software to aide in planning improvement priority and capital needs.

- Select consultant to collect and populate data into ESRI. (Engineering to lead) – 1 year
- Facilities, streets, storm drains, wastewater and water – (Engineering to lead) – 1 year from completion of first step
- Signs and signals – (Engineering to lead) – 2 years from completion of first steps

Owner: Micah Siemers

Objective 4.2 Progress 10%

Improve road conditions as captured by Pavement Condition Index (PCI).

Owner: Mike Bailey

Goal: 1

	%	#
On Track	100	1

Goal 4.2.1

Dec 01, 2025 - Dec 31, 2026 On Track Progress 10%

Improve road conditions as captured by Pavement Condition Index (PCI).

Owner: Micah Siemers

Update provided by Micah Siemers on Jan 27, 2026 20:59:32

Working this into our capital projects. Projects are selected based upon PCI and citizen input. We are completing previously approved and funded street projects and updating the pavement model accordingly. There has already been an increase in the PCI and a reduction of backlog

Objective 4.3 Progress 0%

Develop storm sewer system improvement plan.

Owner: Mike Bailey

Goal: 2

	%	#
On Track	50	1
Major Disruption	50	1

Goal 4.3.1

Update provided by Micah Siemers on Jan 27, 2026 21:00:17

Dec 01, 2025 - Jun 30, 2027

On Track

Progress 0%

Need to reach out to consultant to get proposal to do this work. Targeting discussions in February, 2026

Evaluate condition of current storm sewer system. (Engineering to lead) – 18 months

Owner: Micah Siemers

Goal 4.3.2

Update provided by Micah Siemers on Jan 27, 2026 21:01:00

Dec 01, 2025 - Jun 30, 2028

Major Disruption

Funding was not approved as requested for the 2026 GO Bond and Sales Tax capital elections. Funding will have to be identified for this project.

Progress 0%

Update storm water master plan. (Engineering to lead) – 12 months after completion of first step

Owner: Micah Siemers

Strategic Priority 5 Progress 38%

Quality of Life

Owner: Mike Bailey

Objective: 3 Goal: 4

	%	#
Status Pending	25	1
On Track	50	2
Completed	25	1

Objective 5.1 Progress 100%

Explore opportunities to embrace the unique cultures of our community.

Owner: Mike Bailey

Goal: 1

	%	#
Completed	100	1

Goal 5.1.1

Dec 01, 2025 - Dec 31, 2026 Completed Progress 100%

Continue coordinating a multi-cultural group to highlight the diverse cultures in our community. (Library to lead) – 1 year

Owner: Kiley Roberson

Update provided by Kiley Roberson on Dec 23, 2025 19:45:04

This event was held as part of Unityfest.

Objective 5.2 Progress 25%

Develop and maintain healthy lifestyle options as a segment of our parks, recreation and transportation systems.

Owner: Mike Bailey

Goal: 1

	%	#
On Track	100	1

Goal 5.2.1 

Dec 01, 2025 - Dec 31, 2026 On Track Progress 25%

Update a Trails/Multi-modal plan that incorporates existing assets and plans such as bicycle plan. (Community Development is lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:56:36

A committee has been established to support this effort, and Community Development staff have begun initial research and coordination. Early work is focused on reviewing existing plans and assets, including the bicycle plan, and identifying how they can be integrated into an updated trails and multi-modal framework.

Objective 5.3 Progress 13%

Ensure and maintain clean, bright, vibrant community spaces.

Owner: Mike Bailey

Goal: 2

	%	#
Status Pending	50	1
On Track	50	1

Goal 5.3.1 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Evaluate effectiveness of existing security measures in parks and community spaces. (Public Works/PD is the lead) – 1 year

Owner: Keith Henry

Goal 5.3.2 

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 25%

Coordinate citizen volunteer efforts to supplement our maintenance efforts and to improve the appearance of our City. These could include periodic clean up days, adopt a mile program, adopt a path program, etc. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:57:42

Community Development is coordinating this effort in partnership with Keep Bartlesville Beautiful, including early planning and internal coordination to identify potential volunteer programs such as periodic clean-up days and adopt-a-mile or adopt-a-path opportunities. Initial organizational steps are underway to support expanded citizen volunteer involvement and future implementation.

I. **Subject:** Monthly ALPR (Flock Cameras) report per Chapter 15 Ordinance 3600

II. **Background:**

- a. The City of Bartlesville recently passed a new ordinance pertaining to ALPR technology such as Flock Safety Cameras with guidelines on implementation and a report on monthly activity. Attached is a detailed report for the month of January 2026.

III. **Staff Comments and Analysis:**

- a. Staff has conducted an organizational audit and found no discrepancy for January 2026.

IV. **Recommended Action:**

- a. Review Attached reports.

Bartlesville Police Department

Chief of Police, Kevin Ickleberry – Deputy Chief of Police, Troy Newell
615 S. Johnstone Ave. Non-Emergency 918.338.4001
Bartlesville, OK 74003 Administration 918.338.4050



To: DC A. Ward

From: Capt. D. Elkins #2350

Subject: Monthly Flock Report -January 2026-

Date: 01/21/2025

1. System Overview

- Total ALPR Cameras Installed: 9

- Current Locations:

#	Location	Distance from City Limit
1	Frank Phillips & Western-Eastbound	Approx. 300' - Straight east of west city limit.
2	815 NE Washington Blvd-Southbound	Approx. 365' straight south of north city limit.
3	3250 SE Washington Blvd-Northbound	Approx. 160' straight North of south city limits.
4	East of Industrial Blvd and Nowata Blvd.- Westbound	Approx. 100' straight west of east city limit.
5	Tuxedo Blvd and Caney River Bridge – Eastbound	Approx. 80' straight south of north limit.
6	14 th Street & Texas Circle-Eastbound	Approx. 50' straight south or north city limit.
7	Adams Blvd and Adeline Ave -Eastbound	Approx. 125' straight north of south city limit. (Awaiting installation)
8	Silver Lake Rd. & Rice Creek Rd - Northbound	Approx. 5 feet straight west of east city limits.
9	Virginia Ave. & Herrick-Southbound	Approx. 105" straight south of north west city limit.
10	Bison Rd. & Adams Blvd.-Westbound	Approx. 490' straight west of the east city limit.

- System Manufacturer/Provider: Flock Safety

- Retention Period: 30 days

- Data Storage Location: AWS Cloud (encrypted) (FBI CJIS compliant)

2. System Activity Summary

Report Dates December 18 th to January 21 st	
Total License Plates Captured	355,324
Unique License Plates Captured	120,439
Total Hotlist Entered	11
Alerts Matched Against Hotlists	24
Searches Conducted by Personnel	88 searches total, on 14 cases

3. Hotlist Monitoring

- Hotlists Used:

- [e.g., NCIC Stolen Vehicle List, Amber Alert, Custom Local Lists]

- Hotlist Updates Verified: Yes/ No]

4. User Access & Searches

- Total Authorized Users: 24

- New User Accounts Created: 0

- Search Audit Logs Reviewed: Yes/ No]

First Name	Last Name	Title	Role	Last Login
Alison	Pittman	Dispatcher	User	1/10/2026
Andrew	Ward	Deputy Chief - Operations	Admin	11/11/2025
Chad	McCarty	D.A. Investigator	User	08/13/2025
Daniel	Elkins	CID Captain	Admin	01/21/2026
Daniel	Mains	Patrol Lieutenant	Admin	1/03/2026
Gina	Kennedy	Dispatcher	User	1/04/2026
Glenn	McClintock	CID Lieutenant	Admin	01/20/2026
Greg	Oates	LEAD	Admin	1/06/2026
Hannah	Harbour	LEAD	Admin	01/17/2026
Jakaya	Barker	Dispatcher	User	Deactivated
Jamie	Tennell	Dispatcher	User	Deactivated
Jasie	Mercier	Dispatcher	User	01/16/2026
Jay	Hastings	Service Captain	Admin	12/19/2024
Jennifer	Hart	Dispatcher	User	08/15/2025
Joshua	Johnson	Patrol Lieutenant	Admin	Deactivated
Kevin	Ickleberry	Chief	Admin	12/02/2025
Keylee	Johnson	LEAD	Admin	1/05/2026
Lauren	Holland	Dispatcher	User	1/11/2026
Lisa	Duncan	Dispatcher	User	08/24/2025
Makinze	Powell	Dispatcher	User	1/19/2026
Mike	Stokes	Dispatcher	Admin	12/06/2025
Rudy	Brooklyn	Dispatcher	User	01/20/2026
Sarah	Barajas	Dispatcher	User	Deactivated
Sarah	Vigil	Dispatcher	User	04/24/2025
Tanya	Yates	Dispatcher	User	01/20/2026

Travis	Martinez	Patrol Captain	Admin	
Tyler	Diedrich	Patrol Lieutenant	Admin	3/18/2025

5. System Maintenance & Uptime

Camera Location	Uptime %	Maintenance Performed	Notes
#1 Frank Phillips Blvd @ Hwy 123	99%	Device Operating Normally	Installed 2/5/2025
#2 815 NE Washington Blvd-Southbound	100%	Device Operating Normally	Installed 10/28/25
#3 3250 SE Washington Blvd-Northbound	100%	Device Operating Normally	Installed 10/30/25
#4 East of Industrial Blvd and Nowata Blvd.- Westbound	100%	Device Operating Normally	Installed 10/30/25
#5 Tuxedo Blvd and Caney River Bridge – Eastbound	100%	Device Operating Normally	Installed 10/28/25
#6 14th Street & Texas Circle- Eastbound	33%	Device needs serviced. Device is currently working	Originally installed 10/22/24 replaced September/October 2025
#7 Adams Blvd and Adeline Ave - Eastbound			Awaiting installation
#8 Silver Lake Rd. & Rice Creek Rd - Northbound	100%	Device Operating Normally	Installed 11/19/25
#9 Virginia Ave. & Herrick-Southbound	100%	Device Operating Normally	Installed 10/22/24
#10 Bison Rd. & Adams Blvd.- Westbound	100%	Device Operating Normally	Installed 10/22/25

6. Privacy & Compliance

- Data Retention Policy Enforced: Yes/ No
- Compliance Review Completed: Yes/ No

7. Comments/Recommendations

- The department has changed its data-sharing settings. We are now sharing only with in-state law enforcement agencies and with neighboring states that border Oklahoma, including Colorado, Kansas, Missouri, Arkansas, Texas, and New Mexico. This change reduces data sharing from more than 650 law enforcement agencies to 429 agencies.

See attached excel reports for greater detail.

Date	groupbysui	Volume
#####	All Devices	16456
#####	All Devices	16290
#####	All Devices	15966
#####	All Devices	15845
#####	All Devices	15096
#####	All Devices	14785
#####	All Devices	14575
#####	All Devices	14137
#####	All Devices	13984
#####	All Devices	13959
#####	All Devices	13878
#####	All Devices	13451
#####	All Devices	13410
#####	All Devices	12916
#####	All Devices	12591
#####	All Devices	12558
#####	All Devices	12534
#####	All Devices	11660
#####	All Devices	11105
#####	All Devices	10972
#####	All Devices	10555
#####	All Devices	10215
#####	All Devices	10026
#####	All Devices	8840
#####	All Devices	8307
#####	All Devices	8028
#####	All Devices	7999
#####	All Devices	7774
#####	All Devices	7412

captured_c total_unique_count (SUM)

#####	12564
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#####	10215
#####	7381
#####	8512
#####	9308
#####	6649
#####	10492
#####	11325
#####	11106

role_name	name	Service	Days Visited
Admin	Andrew W:	All FlockOS	
Admin	Andrew W:	Hotlist Page	
Admin	Andrew W:	Search Page	
Admin	Andrew W:	Sharing Page	
Admin	Andrew W:	VMS Page	
Admin	Andrew W:	Web App	
Admin	Daniel Elkir	All FlockOS	3
Admin	Daniel Elkir	Hotlist Page	2
Admin	Daniel Elkir	Search Page	
Admin	Daniel Elkir	Sharing Page	2
Admin	Daniel Elkir	VMS Page	
Admin	Daniel Elkir	Web App	3
Admin	Daniel Mai	All FlockOS	1
Admin	Daniel Mai	Mobile App	1
Admin	Daniel Mai	Search Page	
Admin	Daniel Mai	Web App	
Admin	Glenn McC	All FlockOS	7
Admin	Glenn McC	Hotlist Page	4
Admin	Glenn McC	Mobile App	
Admin	Glenn McC	Search Page	4
Admin	Glenn McC	Sharing Page	
Admin	Glenn McC	VMS Page	
Admin	Glenn McC	Web App	6
Admin	Greg Oates	All FlockOS	2
Admin	Greg Oates	Hotlist Page	1
Admin	Greg Oates	Search Page	
Admin	Greg Oates	Web App	1
Admin	Hannah Ha	All FlockOS	6
Admin	Hannah Ha	Hotlist Page	
Admin	Hannah Ha	Search Page	2
Admin	Hannah Ha	VMS Page	
Admin	Hannah Ha	Web App	2
Admin	Jay Hasting	All FlockOS	
Admin	Jay Hasting	Hotlist Page	
Admin	Jay Hasting	Sharing Page	
Admin	Jay Hasting	Web App	
Admin	Kevin Icklel	All FlockOS	
Admin	Kevin Icklel	Hotlist Page	
Admin	Kevin Icklel	Web App	
Admin	Keylee Johi	All FlockOS	9
Admin	Keylee Johi	Hotlist Page	6
Admin	Keylee Johi	Search Page	
Admin	Keylee Johi	Sharing Page	
Admin	Keylee Johi	VMS Page	
Admin	Keylee Johi	Web App	6
Admin	Mike Stoke	All FlockOS	

User	Jennifer Ha Web App	
User	Lauren Hol All FlockOS	4
User	Lauren Hol Hotlist Page	4
User	Lauren Hol Web App	4
User	Lisa Dunca All FlockOS	
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User	Tanya Yate Web App	

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt of Interim Financials for the six months ending December 31, 2025.

Attachments:

Interim Financials for December 31, 2025

II. STAFF COMMENTS AND ANALYSIS

Staff has prepared the condensed Interim Financial Statements for December 2025; these should provide sufficient information for the City Council to perform its fiduciary responsibility. All supplementary, detailed information is available for the Council's use at any time upon request. All information is subject to change pending audit.

III. BUDGET IMPACT

N/A

IV. RECOMMENDED ACTION

Staff recommends the approval the Interim Financials for December 31, 2025.



**REPORT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCES**

For The Six Months Ended December 31, 2025

CITY COUNCIL

Ward 1 - Tim Sherrick

Ward 2 - Larry East

Ward 3 - Jim Curd, Mayor

Ward 4 - Aaron Kirkpatrick

Ward 5 - Trevor Dorsey, Vice Mayor

City Manager
Mike Bailey

Prepared by:

Jason Muninger
Finance Director

Alicia Shelton
Finance Supervisor

TABLE OF CONTENTS

HIGHLIGHTS

MAJOR FUNDS:

GENERAL FUND

WASTEWATER OPERATING/BMA WASTEWATER FUNDS

WATER OPERATING/BMA WATER FUNDS

SANITATION

OTHER FUNDS:

REVENUE BUDGET STATUS

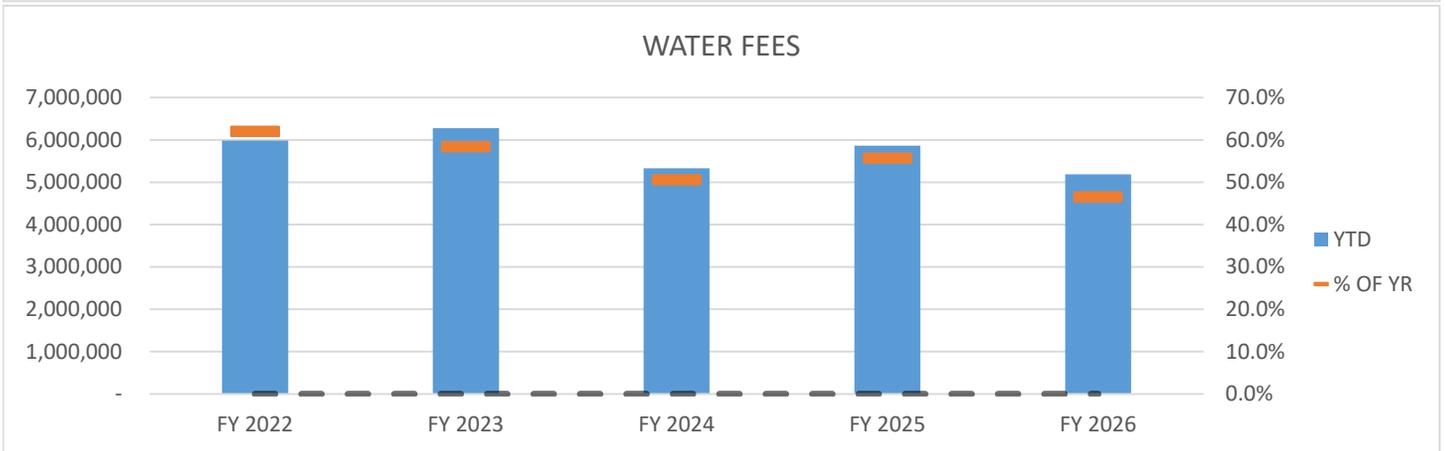
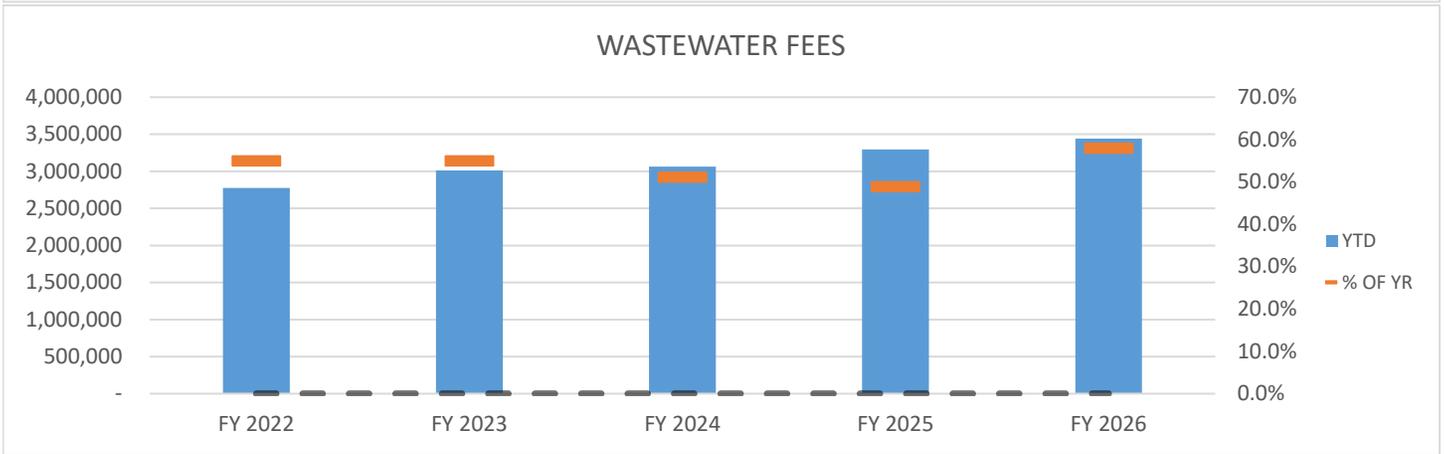
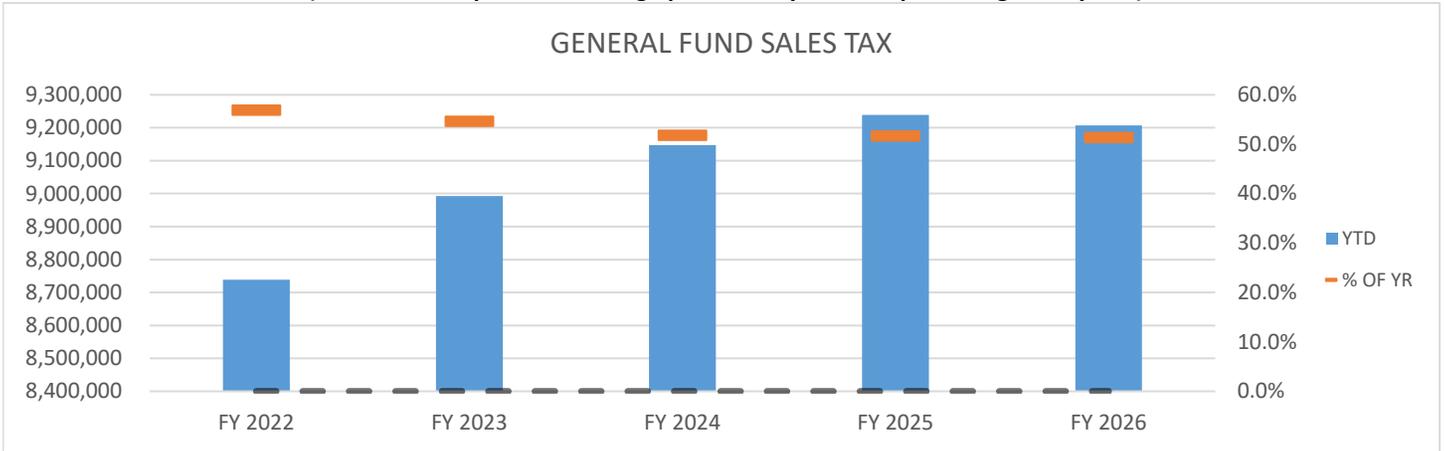
EXPENDITURE BUDGET STATUS

CHANGE IN FUND BALANCE

EXPLANATORY MEMO

FINANCIAL STATEMENT REVENUE HIGHLIGHTS

(Dashed line represents average percent of year for 4 preceding fiscal years)



GENERAL FUND
Statement of Revenue, Expenditures, and Changes in Fund Balances

50% of Year Lapsed

	<u>2025-26 Fiscal Year</u>					% of Budget	<u>2024-25 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Sales Tax	\$ 17,934,728	\$ 8,967,364	\$ 9,207,356	\$ -	\$ 9,207,356	51.3%	\$ 9,239,021	50.9%
Use Tax	4,700,959	2,350,480	2,539,825	-	2,539,825	54.0%	2,332,029	46.6%
Gross Receipt Tax	1,454,200	727,100	817,683	-	817,683	56.2%	757,014	50.5%
Licenses and Permits	258,100	129,050	190,817	-	190,817	73.9%	179,172	76.4%
Intergovernmental	686,200	343,100	344,384	-	344,384	50.2%	341,972	29.6%
Charges for Services	528,613	264,307	281,589	-	281,589	53.3%	276,291	52.4%
Court Costs	133,100	66,550	77,094	-	77,094	57.9%	62,330	40.5%
Police/Traffic Fines	266,300	133,150	134,899	-	134,899	50.7%	115,953	42.3%
Parking Fines	44,600	22,300	28,145	-	28,145	63.1%	23,600	48.0%
Other Fines	55,400	27,700	27,325	-	27,325	49.3%	25,696	44.2%
Investment Income	1,760,000	880,000	1,000,000	-	1,000,000	56.8%	1,053,472	43.7%
Miscellaneous Income	1,112,700	556,350	558,856	-	558,856	50.2%	605,799	46.9%
Transfers In	7,911,123	3,955,562	3,955,563	-	3,955,563	50.0%	3,274,809	50.0%
Total	<u>\$ 36,846,023</u>	<u>\$ 18,423,013</u>	<u>\$ 19,163,535</u>	<u>\$ -</u>	<u>\$ 19,163,535</u>	52.0%	<u>\$ 18,287,157</u>	48.9%
Expenditures:								
General Government	\$ 10,911,051	\$ 5,455,526	\$ 5,364,083	\$ (181,262)	\$ 5,182,821	47.5%	\$ 4,625,406	44.8%
Public Safety	19,884,970	9,942,485	9,656,173	209,232	9,865,405	49.6%	9,332,010	50.6%
Street	2,210,872	1,105,436	960,635	11,338	971,973	44.0%	967,702	46.3%
Culture and Recreation	3,927,421	1,963,711	1,771,073	32,052	1,803,125	45.9%	1,783,669	50.3%
Transfers Out	3,901,595	1,950,798	1,950,797	-	1,950,797	50.0%	2,393,754	50.0%
Reserves	1,288,490	644,245	-	-	-	0.0%	-	N.A.
Total	<u>\$ 42,124,399</u>	<u>\$ 21,062,201</u>	<u>\$ 19,702,761</u>	<u>\$ 71,360</u>	<u>\$ 19,774,121</u>	46.9%	<u>\$ 19,102,542</u>	48.7%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 6,869,826					
Net Revenue (Expense)			(539,226)					
Ending Fund Balance			<u>\$ 6,330,600</u>					

COMBINED WASTEWATER OPERATING & BMA WASTEWATER FUNDS
Statement of Revenue, Expenditures, and Changes in Fund Balances

50% of Year Lapsed

	<u>2025-26 Fiscal Year</u>					<u>% of Budget</u>	<u>2024-25 Fiscal Year</u>	
	<u>Total Budget</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Encum</u>	<u>YTD Total</u>		<u>YTD Total</u>	<u>% Total Year</u>
Revenue:								
Wastewater Fees	\$ 5,940,336	\$ 2,970,168	\$ 3,440,027	\$ -	\$ 3,440,027	57.9%	\$ 3,295,923	50.5%
Investment Income	202,166	101,083	-	-	-	0.0%	-	0.0%
Debt Proceeds	83,000,000	41,500,000	-	-	-	0.0%	-	N.A.
Miscellaneous	100,400	50,200	112,457	-	112,457	112.0%	106,314	97.3%
Total	\$ 89,242,902	\$ 44,621,451	\$ 3,552,484	\$ -	\$ 3,552,484	4.0%	\$ 3,402,237	49.6%
Expenditures:								
Wastewater Plant	\$ 3,097,300	\$ 1,548,650	\$ 1,564,447	\$ 1,527,644	\$ 3,092,091	99.8%	\$ 3,044,391	97.8%
Wastewater Maint	1,052,317	526,159	444,319	2,222	446,541	42.4%	470,093	52.0%
BMA Expenses	2,000,000	1,000,000	-	-	-	0.0%	-	N.A.
Transfers Out	2,015,278	1,007,639	1,007,638	-	1,007,638	50.0%	918,099	50.0%
Reserves	96,602	48,301	-	-	-	0.0%	-	N.A.
Total	\$ 8,261,497	\$ 4,130,749	\$ 3,016,404	\$ 1,529,866	\$ 4,546,270	55.0%	\$ 4,432,583	75.7%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 2,751,267					
Net Revenue (Expense)			536,080					
Ending Fund Balance			\$ 3,287,347					

COMBINED WATER OPERATING & BMA WATER FUNDS
Statement of Revenue, Expenditures, and Changes in Fund Balances

50% of Year Lapsed

	<u>2025-26 Fiscal Year</u>					% of Budget	<u>2024-25 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Water Fees	\$ 11,755,739	\$ 5,877,870	\$ 5,496,144	\$ -	\$ 5,496,144	46.8%	\$ 6,154,679	56.2%
Investment Income	274,059	137,030	-	-	-	0.0%	-	0.0%
Debt Proceeds	8,000,000	4,000,000	-	-	-	0.0%	-	N.A.
Miscellaneous	-	-	191	-	191	N.A.	4,042	45.6%
Total	<u>\$ 20,029,798</u>	<u>\$ 10,014,900</u>	<u>\$ 5,496,335</u>	<u>\$ -</u>	<u>\$ 5,496,335</u>	27.4%	<u>\$ 6,158,721</u>	55.3%
Expenditures:								
Water Plant	\$ 5,166,544	\$ 2,583,272	\$ 1,899,417	\$ 447,743	\$ 2,347,160	45.4%	\$ 1,925,205	49.1%
Water Administration	464,959	232,480	220,205	21,735	241,940	52.0%	271,583	56.5%
Water Distribution	2,470,881	1,235,441	1,097,863	(28,719)	1,069,144	43.3%	1,063,163	49.8%
BMA Expenses	11,184,392	5,592,196	179,769	-	179,769	1.6%	1,943,961	56.5%
Transfers Out	3,184,211	1,592,106	1,592,111	-	1,592,111	50.0%	1,439,379	50.0%
Reserves	253,961	126,981	-	-	-	0.0%	-	N.A.
Total	<u>\$ 22,724,948</u>	<u>\$ 11,362,476</u>	<u>\$ 4,989,365</u>	<u>\$ 440,759</u>	<u>\$ 5,430,124</u>	23.9%	<u>\$ 6,643,291</u>	51.7%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 6,293,695					
Net Revenue (Expense)			<u>506,970</u>					
Ending Fund Balance			<u>\$ 6,800,665</u>					

SANITATION FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

50% of Year Lapsed

	<u>2025-26 Fiscal Year</u>					% of Budget	<u>2024-25 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Collection Fees	\$ 6,581,948	\$ 3,290,974	\$ 3,424,792	\$ -	\$ 3,424,792	52.0%	\$ 3,380,737	49.9%
Investment Income	2,000	1,000	-	-	-	0.0%	-	0.0%
Miscellaneous	131,278	45,669	23,851	-	23,851	18.2%	17,586	45.5%
Transfers In	-	-	-	-	-	N.A.	-	N.A.
Total	\$ 6,715,226	\$ 3,337,643	\$ 3,448,643	\$ -	\$ 3,448,643	51.4%	\$ 3,398,323	49.8%
Expenditures:								
Sanitation	\$ 3,965,404	\$ 1,982,702	\$ 1,932,050	\$ 361,929	\$ 2,293,979	57.8%	\$ 2,060,967	55.1%
Transfers Out	2,866,594	1,433,297	1,433,296	-	1,433,296	50.0%	1,342,144	50.0%
Reserves	148,414	74,207	-	-	-	0.0%	-	N.A.
Total	\$ 6,980,412	\$ 3,490,206	\$ 3,365,346	\$ 361,929	\$ 3,727,275	53.4%	\$ 3,403,111	53.0%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 482,222					
Net Revenue (Expense)			83,297					
Ending Fund Balance			\$ 565,519					

ALL OTHER FUNDS
Revenue Budget Report - Budget Basis

50% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	2,105,695	959,742	46%
E-911 Fund	1,231,050	569,235	46%
Special Library Fund	99,386	455,068	458%
Special Museum Fund	10,726	866	8%
Municipal Airport Fund	5,548,464	948,095	17%
Harshfield Library Donation Fund	29,318	-	0%
Restricted Revenue Fund	187,245	207,208	111%
Golf Course Memorial Fund	2,875	300	10%
CDBG-COVID	485,000	-	0%
ARPA	-	-	N/A
Justice Assistance Grant Fund	-	14,410	N/A
Opioid Settlement Fund	-	30,000	N/A
Neighborhood Park Fund	4,133	-	0%
Cemetery Care Fund	2,601	1,409	54%
Debt Service Fund	4,893,260	1,425,765	29%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,839,586	1,744,123	45%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	9,394	18,000	192%
Wastewater Regulatory Capital Fund	36,556	-	0%
City Hall Capital Improvement Fund	62,203	47,880	77%
Storm Drainage Capital Improvement Fund	3,914	6,069	155%
Community Development Block Grant Fund	-	-	N/A
2008B G.O. Bond Fund	-	-	N/A
2009 G.O. Bond Fund	-	-	N/A
2010 G.O. Bond Fund	-	-	N/A
2012 G.O. Bond Fund	-	-	N/A
2014 G.O. Bond Fund	-	-	N/A
2014B G.O. Bond Fund	-	-	N/A
2015 G.O. Bond Fund	-	-	N/A
2017 G.O. Bond Fund	-	-	N/A
2018A G.O. Bond Fund	-	-	N/A
2018B G.O. Bond Fund	-	-	N/A
2018C G.O. Bond Fund	-	-	N/A
2019A G.O. Bond Fund	-	-	N/A
2019B G.O. Bond Fund	-	-	N/A
2021A G.O. Bond Fund	-	-	N/A
2022 G.O. Bond Fund	-	-	N/A
2023 G.O. Bond Fund	-	-	N/A
Proprietary Funds:			
Adams Golf Course Operating Fund	1,445,903	777,326	54%
Sooner Pool Operating Fund	90,835	44,059	49%
Frontier Pool Operating Fund	88,930	42,169	47%
Municipal Airport Operating	658,487	283,345	43%
Internal Service Funds:			
Worker's Compensation Fund	108,791	50,694	47%
Health Insurance Fund	6,371,415	3,771,055	59%
Auto Collision Insurance Fund	75,000	45,910	61%
Stabilization Reserve Fund	1,220,675	610,331	50%
Capital Improvement Reserve Fund	8,304,151	4,994,116	60%
Mausoleum Trust Fund	559	-	0%

ALL OTHER FUNDS

Expenditure Budget Report - Budget Basis

50% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	5,337,203	1,295,000	24%
E-911 Fund	1,694,229	759,214	45%
Special Library Fund	194,000	48,864	25%
Special Museum Fund	25,600	6,197	24%
Municipal Airport Fund	5,548,464	5,514,156	99%
Harshfield Library Donation Fund	483,825	10,788	2%
Restricted Revenue Fund	283,449	233,689	82%
Golf Course Memorial Fund	44,984	20,570	46%
CDBG-COVID	485,000	-	0%
ARPA	1,232,952	616,476	50%
Justice Assistance Grant Fund	-	-	N/A
Opioid Settlement Fund	244,818	120,000	49%
Neighborhood Park Fund	73,643	-	0%
Cemetery Care Fund	18,398	-	0%
Debt Service Fund	4,895,060	2,041,435	42%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	7,952,707	1,899,901	24%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	140,148	-	0%
Wastewater Regulatory Capital Fund	376,393	156,882	42%
City Hall Capital Improvement Fund	308,106	10,882	4%
Storm Drainage Capital Improvement Fund	70,379	-	0%
Community Development Block Grant Fund	-	-	N/A
2008B G.O. Bond Fund	-	-	N/A
2009 G.O. Bond Fund	-	-	N/A
2010 G.O. Bond Fund	-	-	N/A
2012 G.O. Bond Fund	-	-	N/A
2014 G.O. Bond Fund	-	-	N/A
2014B G.O. Bond Fund	3,885	-	0%
2015 G.O. Bond Fund	-	-	N/A
2017 G.O. Bond Fund	-	-	N/A
2018A G.O. Bond Fund	-	-	N/A
2018B G.O. Bond Fund	31,386	-	0%
2018C G.O. Bond Fund	-	-	N/A
2019A G.O. Bond Fund	-	-	N/A
2019B G.O. Bond Fund	322,278	-	0%
2021A G.O. Bond Fund	13,683	-	0%
2022 G.O. Bond Fund	476,133	178,798	38%
2023 G.O. Bond Fund	4,163,794	991,804	24%
Proprietary Funds:			
Adams Golf Course Operating Fund	1,456,327	585,091	40%
Sooner Pool Operating Fund	84,898	30,756	36%
Frontier Pool Operating Fund	106,024	34,911	33%
Municipal Airport Operating	826,621	419,282	51%
Internal Service Funds:			
Worker's Compensation Fund	430,000	113,527	26%
Health Insurance Fund	6,371,415	3,922,990	62%
Auto Collision Insurance Fund	446,559	6,803	2%
Stabilization Reserve Fund	15,997,043	-	0%
Capital Improvement Reserve Fund	15,818,560	3,339,269	21%
Mausoleum Trust Fund	9,968	-	0%

ALL OTHER FUNDS

Fund Balance Report - Modified Cash Basis

50% of Year Lapsed

	<u>Beginning of Year</u>	<u>Change</u>	<u>Current</u>
Special Revenue Funds:			
Economic Development Fund	2,603,212	137,659	2,740,871
E-911 Fund	367,641	(185,473)	182,168
Special Library Fund	407,134	406,752	813,886
Special Museum Fund	160,522	(5,331)	155,191
Municipal Airport Fund	147	365,390	365,537
Harshfield Library Donation Fund	450,528	(10,788)	439,740
Restricted Revenue Fund	203,720	131,027	334,747
Golf Course Memorial Fund	31,201	(27,619)	3,582
CDBG-COVID	-	-	-
ARPA	1,232,952	(616,476)	616,476
Justice Assistance Grant Fund	14,804	14,410	29,214
Opioid Settlement Fund	334,814	(66,246)	268,568
Neighborhood Park Fund	68,967	-	68,967
Cemetery Care Fund	12,627	1,409	14,036
Debt Service Fund	3,618,325	(615,670)	3,002,655
Capital Project Funds:			
Sales Tax Capital Improvement Fund	6,971,906	(2,200,063)	4,771,843
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	169,391	18,000	187,391
Wastewater Regulatory Capital Fund	402,311	(366,855)	35,457
City Hall Capital Improvement Fund	244,131	47,880	292,011
Storm Drainage Capital Improvement Fund	66,269	6,069	72,338
Community Development Block Grant Fund	211,387	-	211,387
2008B G.O. Bond Fund	-	-	-
2009 G.O. Bond Fund	-	-	-
2010 G.O. Bond Fund	-	-	-
2012 G.O. Bond Fund	-	-	-
2014 G.O. Bond Fund	-	-	-
2014B G.O. Bond Fund	3,885	-	3,885
2015 G.O. Bond Fund	-	-	-
2017 G.O. Bond Fund	-	-	-
2018A G.O. Bond Fund	-	-	-
2018B G.O. Bond Fund	31,386	-	31,386
2018C G.O. Bond Fund	-	-	-
2019A G.O. Bond Fund	867	-	867
2019B G.O. Bond Fund	333,952	-	333,952
2021A G.O. Bond Fund	23,188	-	23,188
2022A G.O. Bond Fund	844,885	(410,955)	433,930
2023 G.O. Bond Fund	4,624,341	(1,057,086)	3,567,255
Proprietary Funds:			
Adams Golf Course Operating Fund	165,922	119,270	285,192
Sooner Pool Operating Fund	40,725	8,645	49,370
Frontier Pool Operating Fund	75,044	962	76,006
Municipal Airport Operating	315,126	(110,054)	205,072
Internal Service Funds:			
Worker's Compensation Fund	313,401	(55,228)	258,173
Health Insurance Fund	107,844	(105,892)	1,952
Auto Collision Insurance Fund	526,546	(20,292)	506,254
Stabilization Reserve Fund	14,776,368	610,331	15,386,699
Capital Improvement Reserve Fund	25,289,727	527,112	25,816,839
Mausoleum Trust Fund	9,335	-	9,335



FROM: Jason Muninger, CFO/City Clerk

SUBJECT: Financial Statement Explanatory Information

GENERAL INFORMATION

The purpose of this memo is to provide some insight as to the construction of the attached financial statements and to provide some guidance as to their use.

The format of the attached financial statements is intended to highlight our most important revenue sources, provide sufficient detail on major operating funds, and provide a high level overview of all other funds. The level of detail presented is sufficient to assist the City Council in conducting their fiduciary obligations to the City without creating a voluminous document that made the execution of that duty more difficult.

This document provides three different types of analyses for the Council's use. The first is an analysis of revenue vs budgeted expectations. This allows the Council to see how the City's revenues are performing and to have a better idea if operational adjustments are necessary.

The second analysis compares expenditures to budget. This allows the Council to ensure that the budgetary plan that was set out for the City is being followed and that Staff is making the necessary modifications along the way.

The final analysis shows the fund balance for each fund of the City. This is essentially the "cash" balance for most funds. However, some funds include short term receivables and payables depending on the nature of their operation. With very few exceptions, all funds must maintain positive fund balance by law. Any exceptions will be noted where they occur.

These analyses are presented in the final manner:

Highlights:

The Highlights section presents a 5 year snap shot of the performance of the City's 4 most important revenue sources. Each bar represents the actual amounts earned in each year through the period of the report. Each dash represents the percent of the year's revenue that had been earned through that period. The current fiscal year will always represent the percent of the budget that has been earned, while all previous fiscal years will always represent the percent of the actual amount earned. This analysis highlights and compares not only amounts earned, but gives a better picture of how much should have been earned in order to meet budget for the year.

Major Operating Funds:

The City's major operating funds are presented in greater detail than the remainder of the City's funds. These funds include the General, Wastewater Operating, BMA – Wastewater, Water Operating, BMA – Water, and Sanitation. Due to the interrelated nature of the Wastewater Operating/BMA – Wastewater and the Water Operating/BMA – Water funds, these have been combined into Wastewater Combined and Water Combined funds. This should provide a better picture of the overall financial condition of these operating segments by combining revenues, operating expenses, and financing activities in a single report.

Other Funds:

All other funds of the City are reported at a high level. These funds are often created for a limited purpose, limited duration, and frequently contain only a one-time revenue source. This high level overview will provide Council with sufficient information for a summary review. Any additional information that is required after that review is available.

These condensed financial statement should provide sufficient information for the City Council to perform its fiduciary responsibility while simplifying the process. All supplementary, detailed information is available for the Council's use at any time upon request. Additionally, any other funds that the Council chooses to classify as a Major Operating fund can be added to that section to provide greater detail in the future.

(Published in Bartlesville, OK Examiner-Enterprise 1/3/2026, 1/7/2026, & 1/10/2026)

INVITATION FOR BIDS
City of Bartlesville
Central Fire Station Roof Repair
Bid No. 2025-2026-011

Notice is hereby given that the City of Bartlesville will receive sealed bids at the office of the City Clerk until **2:00 p.m.** on the 26th day of January, 2026 at such time bids will be opened and publicly read.

The project consists of furnishing all materials, labor, and expenses necessary to construct the project as called for in the plans and specifications on file in the Engineering Department, 3rd Floor, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, (918) 338-4252. Plans, specifications, and contract documents may be examined in this office and are available at a nonrefundable charge of **\$25.00** or they can be requested and received via email at no charge (sdroper@cityofbartlesville.org).

No documents will be mailed until payment is received in full.

A mandatory pre-bid conference will be held on January 15th, 2026 at 10:00 a.m. in the City Hall, 3rd Floor Conference Room, 401 S. Johnstone, Bartlesville, Oklahoma.

The major work on the project shall consist of the following:

BASE BID

5,384	SF	REMOVAL OF ROOF SURFACE
5,384	SF	NEW ROOFING SURFACE, INSTALLED
1	EA	REMOVE AND REPLACE ROOF HATCH

Proposals shall be submitted in sealed envelopes and marked, "City Clerk, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, **Central Fire Station Roof Repair, Bid No. 2025-2026-011**". Proposals shall be accompanied by a five percent (5%) bid guarantee.

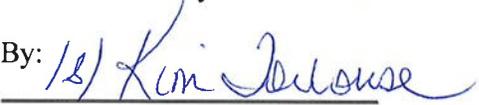
Each Bidder must deposit with his Bid, security in the amount, form, and subject to the conditions provided in the Information for Bidders. All Bids must be made on the required Bid form and Bidder shall be a record plan holder with the City.

The Owner reserves the right to waive any informality or to reject any or all Bids and select the lowest and best bid.

Bids received more than ninety-six (96) hours (excluding Saturdays, Sundays and Holidays) before the time set for receiving bids as well as bids received after the time set for receipt of bids will not be considered, and will be returned unopened. No Bidder may withdraw his Bid within 30 days after the actual date of the opening thereof.

DATED this 30th day of December, 2025.


 City Clerk

By: 
 Deputy Clerk

BID REVIEW RECOMMENDATION

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

A. SUBJECT:

Discuss and take action to award Bid No. 2025-2026-011 for the Central Fire Station Roof Repair.

B. ATTACHMENTS:

Bid Tabulation
Project Specifications

II. PROJECT DESCRIPTION, STAFF COMMENTS AND ANALYSIS, AND BUDGET AMOUNT.

A. PROJECT DESCRIPTION:

This project is a discretionary project included in the 2023 issuance of the 2020 General Obligation Bond (GO Bond). The project will replace the existing roof surface for the original portion of the Central Fire Station, Station #1.

B. COMMENTS:

In addition to advertising in the local newspaper, PWX Press, Dodge Reports, Construct Connect, ePlan, and Southwest Construction News, eighteen (18) contractors obtained copies of the bid documents and fourteen (14) contractors attended the mandatory pre-bid meeting. Six (6) contractors submitted a bid. The bids were as follows:

Accepted Bids

Commercial Roof Solutions (Oklahoma City, OK)	\$ 156,433.00
Bailey's Roofing & Construction (Sulfur, OK)	\$ 242,000.00

Rejected Bids

Streamlined Roofing (Mustang, OK)	\$ 68,053.84
Anytime Roofing (Collinsville, OK)	\$ 124,000.00
1907 Roofing (Blanchard, OK)	\$ 150,000.00
Hardworking Roofing and Construction (Oklahoma City, OK)	\$ 154,770.00

The bids were evaluated for addendums, bid bonds, line-item prices, and arithmetic. Both accepted bids had all of the necessary components and were mathematically correct. The rejected bids failed to provide complete bid forms, omitting some or all of the individual unit prices.

C. BUDGET AMOUNT:

This project was originally funded through the 2020 GO Bond, 2023 issuance. Project specifications were developed by Engineering Department staff allowing the \$164,665.00 to be allocated to the project, exceeding the amount bid.

III. RECOMMENDED ACTION

Commercial Roof Solutions , Inc. is an Oklahoma roofing contractor with experience on similar projects with the multiple local government entities in Oklahoma. Commercial Roof Solutions has provided information confirming they have the bonding capacity and technical expertise to complete this project.

Staff recommends awarding the bid to Commercial Roof Solutions, Inc. in the amount of \$156,433.00.

Council Member

Date

**LIST OF PLAN HOLDERS
CITY OF BARTLESVILLE, OK**

PROJECT: Central Fire Station Roof Repair LINE ITEM NO. 4892500-55930

Pre-Bid 1/15 at 10

BID NO.: 2025-2026-011 OPENING DATE: 1/26/26 DEPOSIT: \$25.00

ESTIMATED COSTS: \$ _____ PROJECT ENGINEER: Steve Roper, P.E.

APPROVAL DATE: _____ AWARD DATE: _____ P. O. NO.: _____

Name and Address of Bidder	Date Sent	Attend Pre-Bid	PD	Date Received	Bid Amount
HiTech Roofing Tim Hicks 918-633-9712 timothy@hitechroofing.com	1/7/2026				
Monark Construction Joshua Martinez josh@monarkconstruction.us	1/7/2026				
Oklahoma Roofing and Sheet Metal Ryan Merry 405-670-1429 ext. 115 oklahomacitybids@tectamerica.com	1/7/2026	Yes			
RoofPro Aaron Gettinger 918-766-1584 roofproteam@gmail.com	1/7/2026				
Black Oak Roofing, LLC Andy Lacks 405-693-4628 andy@blackoakroofing.us	1/8/2026	Yes			
Bailey Roofing Misty Pounds 405-331-8835 INFO@BAILEYROOFING.NET	1/9/2026	Yes			242,000
Red River Roofing Dalton Cobb 405-514-2943 580-744-0569	1/12/2026				
Commercial Roof Solutions Millie Treadway 405-501-1797 millie@commercialroofsolutions.net	1/12/2026	Yes			156,433
Hardworking Roofing & Construction Steve Walden 405-423-2580 steve@hwranc.com	1/13/2026	Yes			151,770
Joplin Roofing, Inc. Frank McLean 417-623-2057 joplinro@ipa.net	1/13/2026	Yes			

Name and Address of Bidder	Date Sent	Attend Pre-Bid	PD	Date Received	Bid Amount
Superior Roofing Troy Cantrell 405-640-7082 troycantrell1964@gmail.com		Yes			
1907 Roofing Cody Scott 405-570-2537 cody@1907roofing.com		Yes			150,000
Streamlined Roofing Preston Gilstrap 405-586-7732 preston@streamlinedroofing.com		Yes			68,053.84
Anytime Roofing Mark Grayson 918-639-3279 anymetroofingok@gmail.com		Yes			excluded addendum 124,000
Native Roofing Drew Proctor 918-914-9095 drew@nativeroofingok.com		Yes			
Universal Roofing John Dillon 918-606-5911 john@superiorroofingokc.com		Yes			
Central Weaterproofing Aaron Olsen 405-815-7040 Roof.cw@outlook.com		Yes			
Sooner Recon Mark Wilkerson 913-909-4241 markwilkerson@soonerrecon.com		Yes			
PWXPress 408-676-8941 Mary Miller bids@pwxpress.com	1/7/2026				
Construct Connect Desirre Ann Sibala 513-458-5922 desirree.sibala@ConstructConnect.com	1/12/2026				
Dodge Reports 844-326-3826 ext. 7282 Spencer Mantalaba Spencer.Mantalaba@construction.com	1/7/2026				
ePlan John Noll 573-447-7130 eplan@eplanbidding.com					

Name and Address of Bidder	Date Sent	Attend Pre-Bid	PD	Date Received	Bid Amount
Southwest Construction News Service 918-493-5066 Cathy Copeland prtulsa@swcnews.com	1/9/2026				

CENTRAL FIRE STATION ROOF REPAIR



Bid No. 2025-2026-011

Engineering Department
401 S. Johnstone Avenue, Bartlesville, OK 74003
918-338-4251

TABLE OF CONTENTS
CENTRAL FIRE STATION ROOF REPAIR
Bid No. 2025-2026-011

INVITATION FOR BID	INV-1
INSTRUCTIONS TO BIDDERS.....	IB-1 thru IB-4
BID PROPOSAL FORM	BPF-1 thru BPF-7
BIDDER'S STATEMENT OF QUALIFICATION.....	SQ-1 thru SQ-4
CONTRACT AGREEMENT	CA-1 thru CA-5
MAINTENANCE BOND	MB-1 thru MB-3
PERFORMANCE BOND	PB-1 and PB-2
STATUTORY BOND.....	SB-1 and SB-2
SALES TAX EXEMPTION CERTIFICATE	STEC-1
EVIDENCE OF TAX EXEMPT STATUS FORM	TESF-1
CONTRACTOR'S APPLICATION FOR PAYMENT	PA-1 thru PA-2
INVOICE AFFIDAVIT	IA-1
LIEN RELEASE	LR-1
GENERAL CONDITIONS	GC-1 thru GC-16
SECTION 01000-SPECIAL PROVISIONS	01000-1 thru 01000-15
EROSION CONTROL INSPECTION CHECKLIST.....	EC-1 and EC-2
PAY ITEM SPECIFICATIONS.....	PS-1 thru PS-4

INVITATION FOR BIDS
City of Bartlesville
Central Fire Station Roof Repair
Bid No. 2025-2026-011

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Proposals shall be submitted in sealed envelopes and marked, "City Clerk, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, **Central Fire Station Roof Repair, Bid No. 2025-2026-011**". Proposals shall be accompanied by a five percent (5%) bid guarantee.

Each Bidder must deposit with his Bid, security in the amount, form, and subject to the conditions provided in the Information for Bidders. All Bids must be made on the required Bid form and Bidder shall be a record plan holder with the City.

The Owner reserves the right to waive any informality or to reject any or all Bids and select the lowest and best bid.

Bids received more than ninety-six (96) hours (excluding Saturdays, Sundays and Holidays) before the time set for receiving bids as well as bids received after the time set for receipt of bids will not be considered, and will be returned unopened. No Bidder may withdraw his Bid within 30 days after the actual date of the opening thereof.

DATED this 30th day of December, 2025.


City Clerk

By: 
Deputy Clerk

INSTRUCTIONS TO BIDDERS

Bid. No. 2025-2026-011

IB-1. **PROPOSALS.** All proposals must be made on the forms provided in this bound copy of the contract documents. All proposals must be legibly written in ink, with all prices given in words and figures. No alterations in proposal or in the printed forms therefor, by erasures, deletions, or interpolations will be acceptable unless each alteration is signed or initialed by the Bidder; if initialed, the Owner may require the Bidder to identify the alteration so initialed. No erasures, interpolations, or other physical changes shall be made by anyone, in any bid, after its submission by the Bidder. Each proposal submitted shall be enclosed in a sealed envelope, addressed to the City of Bartlesville, and endorsed on the outside of the envelope with the words: **“CENTRAL FIRE STATION ROOF REPAIR, Bid No. 2025-2026-011” and the name of the bidder.** The sealed proposal shall be filed with the City Clerk within the time set for receipt of bids. Only the required forms from the **Bid Proposal Form** need be submitted with proposal.

IB-2. **SUCCESSFUL BIDDER MUST BE A HOLDER OF PLANS.** The successful bidder must be a holder of a complete set of plans and their name must be on the official plan holders list as maintained in the Engineering Department of the City of Bartlesville. If the successful contractor is on the official list, then the required documents to return for the bid are the Bid Proposal Form and bid surety in the amount as prescribed in the Proposal Guarantee.

IB-3. **PROPOSAL GUARANTEE.** Each proposal shall, as a guarantee of good faith on the part of the bidder, be accompanied by either a Cashier's Check or a Certified Check drawn on an acceptable bank, or an acceptable Bidder's Bond with an authorized Surety Company as surety, in an amount of not less than five percent (5%) of the total bid.

The proposal guarantee shall be made payable without condition to the City of Bartlesville and the amount of the check or bond may be retained by and forfeited to said City of Bartlesville as liquidated damages if such proposal is accepted and the contract is awarded, and the bidder fails to enter into a contract in the form prescribed, with legally responsible sureties, within ten (10) days after such award is made by the Owner.

IB-4. **SIGNATURE OF BIDDERS.** Each bidder shall sign his proposal, using his usual signature and giving his full business address. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations shall be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The names of all persons signing should also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president", "secretary", "agent", or other designation without disclosing his principal may be held to be the bid of the individual signing. Satisfactory evidence of the authority of the officer signing in behalf of a corporation should be furnished.

IB-5. **ONLY ONE PROPOSAL.** No bidder may submit more than one (1) proposal. Two proposals under different names will not be received from one firm or association.

IB-6. **QUALIFICATIONS OF BIDDERS.** Bidders shall have a practical knowledge of the particular work and shall have the necessary financial resources to complete the proposed work.

INSTRUCTIONS TO BIDDERS

Bid. No. 2025-2026-011

IN DETERMINING THE LOWEST AND BEST BID, THE FOLLOWING ELEMENTS WILL BE CONSIDERED:

WHETHER THE BIDDER INVOLVED:

- a) MAINTAINS A PERMANENT PLACE OF BUSINESS.
- b) HAS ADEQUATE EQUIPMENT TO DO THE WORK EXPEDITIOUSLY AND PROPERLY.
- c) HAS SUITABLE FINANCIAL STATUS TO MEET OBLIGATIONS INCIDENTAL TO THE WORK.
- d) HAS APPROPRIATE TECHNICAL EXPERIENCE.

Each bidder **may** be required to show that former work performed by him has been handled in such manner that there are no just or proper claims pending against such work. No bidder will be acceptable if he is engaged on any other work, which impairs his ability to finance this contract or provide proper equipment and labor.

IB-7. **LOCAL CONDITIONS AFFECTING WORK.** Each bidder shall visit the site of the work and thoroughly and fully inform himself relative to construction hazards and procedure, labor, and all other conditions and factors, local and otherwise, which would affect the prosecution and completion of the work and the cost thereof, including the arrangement and conditions of existing structures and facilities affecting or which are affected by the proposed work, access to the site, the availability and cost of labor, and available facilities for transportation, handling, and storage of materials and equipment. It is understood and agreed that all such factors have been properly investigated and considered in the preparation of every proposal submitted, as there will be no subsequent financial adjustment, to any contract award thereunder, in the event the lack of such prior investigation affects the cost of the work.

IB-8. **SUBSURFACE CONDITIONS.** The bidder shall be completely responsible for investigating subsurface conditions that may affect the proposed work and preparing his bid accordingly. The existence of unforeseen subsurface conditions, whether investigated or not, that adversely affect the work, shall not entitle the bidder to any additional compensation.

IB-9. **INTERPRETATION OF CONTRACT DOCUMENTS.** Any prospective bidder who is in doubt as to the true meaning of any part of the Contract Documents may submit to the Engineer a written request for an interpretation thereof. Any interpretation of such documents will be made only by Addendum duly issued and mailed or delivered to each bid document holder of record. **Deadline for submitting a written request for interpretation is January 20th, 2026.** No interpretation Addenda will be issued after January 21st, 2026. The Owner will not be responsible for any other explanations or interpretations of such documents which anyone presumes to make on behalf of the Owner.

The attention of the bidder is called to the provisions of the General Conditions relative to delays and extensions of time, and to liquidated damages.

IB-10. **TIME OF COMPLETION.** The time of completion of the work is a basic consideration of the contract. It will be necessary that the bidder satisfy the Owner of his ability to complete the work within the stipulated time. The allowable number of working days is stated in Article 8 of the Contract Agreement form herein.

INSTRUCTIONS TO BIDDERS

Bid. No. 2025-2026-011

- IB-11. **WITHDRAWAL OF BID.** No bidder may withdraw his proposal for a period of 30 days after the date and hour set for the opening herewith. A bidder may withdraw his proposal at any time prior to the expiration of the period during which proposals may be submitted, by written request of the bidder, which request must be signed in the same manner and by the same persons or person who signed the proposal.
- IB-12. **ACCEPTANCE AND REJECTION OF BIDS.** The City of Bartlesville reserves the right to accept the bid which, in its judgment, is the lowest and best bid, to reject any or all bids, and to waive irregularities in bids.
- IB-13. **RETURN OF PROPOSAL GUARANTEE.** The proposal guarantee deposit of the bidder will be returned when and in case his proposal is rejected. The Proposal Guarantee deposit of the bidder to whom the contract award is made will be returned provided and when said successful bidder executes a contract and files satisfactory bonds and proof of insurance coverage, as hereinafter stipulated. The proposal guarantee deposit of the next lowest responsible bidder may be retained for a period of not to exceed 45 days pending the execution of the contract by the successful bidder.
- IB-14. **BONDS.** The contractor to whom the work is awarded will be required to furnish the following Surety Bonds:
- a. Performance Bond. A Performance Bond to the City of Bartlesville in an amount equals to 100 percent of the contract price.
 - b. Statutory Bond. A Statutory Bond to the City of Bartlesville in an amount equal to 100 percent of the contract price.
 - c. Maintenance Bond. A Maintenance Bond to the City of Bartlesville in an amount equal to 100 percent of the contract price to protect against defective workmanship and materials for a period of one (1) year after acceptance of the project, and payment of all labor and materials including the prime contractor and all subcontractors.
- Each bond shall be executed in four counterparts on the forms attached hereto, signed by a Surety Company authorized to do business in the State of Oklahoma and acceptable as Surety to the City of Bartlesville. With each bond there shall be filed with the City of Bartlesville one copy of "Power of Attorney" certified to include the date of the bond.
- IB-15. **INSURANCE.** The contractor shall furnish the City of Bartlesville with certificates of insurance showing the amount in force of public liability, property damage, contractual liability, contractor's contingent, builder's risk and automobile insurance satisfactory to the City of Bartlesville. Failure to provide proper insurance will result in forfeiture of the bid guaranty and revocation of contract award. The contractor and his Surety shall indemnify and save harmless the City of Bartlesville from claims arising or recovered under the "Workmen's Compensation Law."
- IB-16. **LICENSES, PERMITS AND CERTIFICATES.** The contractor prior to commencement of work shall secure all licenses, permits, certificates, and similar documents required in connection with the work under these contract documents. All costs shall be the responsibility of the contractor. The contractor shall be responsible for maintaining such

INSTRUCTIONS TO BIDDERS

Bid. No. 2025-2026-011

documents effective for the duration of the contract. Proof shall be provided to the City of Bartlesville.

IB-17. **TAX EXEMPT STATUS.** The work under this contract is exempt from State and local Sales and Use Taxes. The Contractor will be furnished an exemption certificate by the Owner for the work herein.

IB-18. **SUBCONTRACTORS.** The experience, performance records and ability of each proposed subcontractor will be considered in the evaluation of bids, and those proposed to perform more than 10 percent of the work shall be listed on the Proposal Form. The contractor shall not subcontract out more than a maximum of 40%. If no subcontractors are listed on the Proposal Form it is assumed by the Owner that no subcontractors shall be used on the project. If the contractor wishes to use subcontractors after the contract has been signed the Owner shall either conditionally approve the subcontractor or have the right to terminate the contract.

The contractor shall be fully responsible to Owner for the acts and omissions of all his subcontractors. Acceptance of any subcontractor by the Owner shall not constitute a waiver of the Owner to reject defective work. Nothing contained in the Contract Documents shall create any contractual relation between any subcontractor and the Owner or any obligation on the part of the Owner to pay any monies due any subcontractor, except as may otherwise be required by law.

IB-19. **APPROXIMATE QUANTITIES.** On all items on which bids are to be received on a unit price basis, the quantities stated in the bid form will not necessarily be used in establishing final payment due the Contractor. The quantities stated are approximate only and each bidder shall make his own estimate of the quantities from the contract drawings and his site investigation, and shall calculate his unit price bid for each item accordingly. Bids will be compared on the basis of number of units stated in the bid form. Payment on the contract on unit price items will be based on the actual number of units installed in the completed work.

IB-20. **DELETED WORK.** The Owner reserves the right to delete any portions of the work included herein. Any such deletions will be made in writing by the Owner. The Contractor shall not be entitled to any compensation or damages for work deleted.

IB-21. **PAYMENTS.** Payment for all work performed under this contract will be made in cash, by the Owner within thirty (30) days after completion and acceptance of the work covered by the contract. Progress payments will be made as outlined in the specifications.

IB-22. **FINAL PAYMENT - LIEN WAIVER RELEASE.** The final payment request shall include a signed Lien Waiver Release as included with the Contract Documents before payment will be processed.

END OF SECTION

BID PROPOSAL FORM (REVISED2)
CENTRAL FIRE STATION ROOF REPAIR
Bid No. 2025-2026-011

THE UNDERSIGNED BIDDER, having examined the plans, specifications, the locations, arrangements and conditions of roads, streets, utilities and other facilities or appurtenances which affect or may be affected by the proposed work, the actual sites of the proposed improvements and being acquainted with and fully understanding: (1) the extent and character of the work covered by this proposal; (2) the locations and specified requirements of and for the proposed improvements and other items of work appurtenant thereto; (3) the normal existing, and probable construction difficulties, hazards or all other factors or conditions which may or may not be apparent, which may affect or be affected by the specified work.

HEREBY PROPOSES to furnish all required supplies, equipment, tools, and plant; to perform all necessary labor; and to install, construct, and complete all work stipulated in, required by, and in accordance with the contract documents hereto attached, for and in connection with the contract for which this proposal is herein submitted for and in consideration of the prices set out herein.

The undersigned bidder hereby agrees to furnish the required Performance Bond, Statutory Bond, Maintenance Bond, and proof of insurance and to enter into a contract within fourteen (14) days after the acceptance of this proposal, and further agrees to complete the work within a period of time not to exceed 2025-2026-011 (2025-2026-011) working days following receipt of the Owner's Work Order authorizing the Contractor to commence work.

Attached hereto is a Certified Check, Cashier's Check or Bidder's Surety Bond in the amount of:

_____ DOLLARS \$ _____

which the undersigned agrees is to be forfeited to and become the property of the City, as liquidated damages, should this proposal be accepted and the contract be awarded to him, he fails to enter into a contract in the form prescribed and to furnish the required bonds and proof of insurance within fourteen (14) days as above stipulated, but otherwise the proposal guarantee shall be returned to the undersigned upon the signing of the contract and delivery of the approved bonds and evidence of insurance to said Owner.

DATED this ___ day of _____, 2026

If an Individual:

d. b. a.:

Signature:

If a Partnership:

Signature:

Typed Name:

If a Corporation:

Signature:

Typed Name:

Title

ATTEST:

Secretary

(CORPORATE SEAL)

BID PROPOSAL FORM (REVISED2)
CENTRAL FIRE STATION ROOF REPAIR
Bid No. 2025-2026-011

Addendum No.	Date Received	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BID PROPOSAL FORM (REVISED2)
CENTRAL FIRE STATION ROOF REPAIR
 Bid No. 2025-2026-011

PAY ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE BID	TOTAL BID AMOUNT
1	MOBILIZATION	LSUM	1.00		
2	REMOVAL OF ROOF SURFACE	SF	5,384.00		
3	NEW ROOFING SURFACE, INSTALLED	SF	5,384.00		
4	FLASHING	LF	462.00		
5	ROOF DRAIN, INSTALLED	EA	1.00		
6	PENETRATIONS, UP TO 1.00 SF	EA	27.00		
7	PENETRATIONS, 1.01 SF OR LARGER	EA	7.00		
8	REMOVE AND REPLACE ROOF HATCH	EA	1.00		
9	FALL PROTECTION TIE-OFF	EA	1.00		
10	REMOVAL OF ANTENNA	EA	7.00		
11	RESET ANTENNA	EA	7.00		
12	GUTTERING SYSTEM	LSUM	1.00		
TOTAL BID					

Name and Address of Bidder

Telephone No.

Contact Person:

Title:

BID PROPOSAL FORM (REVISED2)
CENTRAL FIRE STATION ROOF REPAIR
Bid No. 2025-2026-011

List the Name and Address of all Proposed Subcontractors

**Scope and
Percentage of Work**

BID PROPOSAL FORM (REVISED2)
CENTRAL FIRE STATION ROOF REPAIR
Bid No. 2025-2026-011

**List the Name and Address of Proposed Major Material
Suppliers**

Material

**STATEMENT OF BIDDER'S QUALIFICATIONS
CENTRAL FIRE STATION ROOF REPAIR
2025-2026-011**

The low bidder will be asked to complete a Statement of Bidder's Qualifications prior to award of the contract. Should the low bidder be found not qualified the next lowest bidder will be asked to complete the Qualifications Statement.

The Owner reserves the right to reject the bid of any Bidder or disapprove any subcontractor who has not been pre-qualified or has previously failed to perform properly, or to complete on time, contracts of similar nature; who is not in a position to perform the contract; or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, materialmen or employees. In addition, the following elements will be considered: Whether the person or firm involved (1) maintains a permanent place of business; (2) has adequate equipment available to do the work properly and expeditiously; (3) has suitable financial resources to meet the obligations incident to the work; (4) has appropriate technical experience.

Said prime contractor shall have at least ten (10) years of experience in projects of similar nature prior to submission of his bid. The Bidder shall offer proof of his qualifications in meeting this standard. For all other contracts, the City reserves the right to consider as unqualified to do the work, any Bidder or subcontractor who does not habitually perform, with his own work forces, the basic work involved.

All questions must be answered. The data must be clear and comprehensive. This statement must be notarized. If it is necessary to give a more complete answer, you may add separate sheets.

The contractor shall have financial stability in order to fulfill all warranty requirements Contractor may be required to provide financial statements.

The following criteria will serve as a guide and will be used by the owner to evaluate the contractor.

- The prime bidder shall have at least ten (10) years of experience in work of a nature similar to the proposed project prior to submission of bids.
- Attest to the fact that the contractor has met the required level of experience per the specifications.

BIDDER'S QUALIFICATIONS STATEMENT

1. Name of Bidder _____
2. Permanent Main Office Address _____
3. When organized _____
4. If incorporated, when and where _____
5. How many years have you been engaged in the contracting business under your present firm or trading name? _____
6. General character of work performed by your company _____
7. Have you ever been informed you were not qualified to bid a project? _____
8. Have you ever failed to complete any work awarded to you? _____
9. Financial Information:

a. Bank with whom you do your principal business: _____
Bank Name

Bank Address	City	State	Phone Number
--------------	------	-------	--------------

b. Bonding Capacity:

Total Bonding Capacity	\$ _____
Total Currently under Contract	\$ _____
Total Currently out for Bid or Award	\$ _____

c. State 5 trade references with whom you do business:

1. _____
2. _____
3. _____
4. _____
5. _____

10. List 5 previous projects completed by Contractor prior to bid submission date involving work of a similar nature to this proposed project. Show job name, contact person, phone number, size, cost, and completion date.

Project	Owner	Owner Contact Information	Type (Prime or Sub)	% with own forces	Size in Dollars	Completion Date

Add additional sheets if necessary

11. Experience in work similar in importance to this contract. _____
12. Average number of employees on your payroll during the past year: _____
13. Have you ever been declared ineligible to receive awards on contracts from the Federal, State or local Governments? _____
14. If any Bidder feels that any information other than that requested above is pertinent to a determination of bidder's qualifications, such information may be added hereto and submitted together with this statement.

The undersigned will furnish any other information that Owner/Architect may request and the undersigned hereby authorizes request any person, firm or corporation to furnish any information requested by the Owner/Architect in verification of the recitals comprising this statement of Bidder's Qualifications.

Dated at _____ this _____ day of _____, _____

(Name of Bidder)

By:

Title:

State of: _____)

County of: _____) SS.

, being duly sworn deposes and says that he is of lawful age and that the answers to the foregoing questions and all statements contained herein are true and correct.

SWORN to before me this _____ day of _____, _____

Notary Public

CONTRACT AGREEMENT

2nd day of February, 2026, by and between the CITY OF BARTLESVILLE party of the first part, hereinafter termed "Owner" and

_____ party of the second part, hereinafter termed "Contractor".

WITNESSETH:

WHEREAS, the City of Bartlesville has caused to be prepared, in accordance with law, certain specifications, plans, and other bidding documents for the work hereinafter described and has approved and adopted all of said bidding documents, and has caused solicitation for bids to be given and advertised as required by law, and has received sealed proposals for furnishing materials, labor and equipment for:

Furnishing all materials, labor, equipment, and expense necessary to construct the project as called for in the plans and specifications on file in the Engineering Division Office for the CENTRAL FIRE STATION ROOF REPAIR project;

as outlined and set out in the bidding documents and in accordance with the terms, specifications, plans, and provisions of said Contract; and,

WHEREAS, Contractor, in response to said solicitation for bids, has submitted to the City of Bartlesville in the manner and at the time specified, a sealed proposal in accordance with the terms of this Contract; and,

WHEREAS, the City of Bartlesville, in the manner provided by law, has publicly opened, examined, and canvassed the proposals submitted and has determined and declared the above-named Contractor to be the lowest responsible bidder on the above-described project, and has duly awarded this Contract to said Contractor, and the said Contractor agrees to receive and accept the sum named in the proposal as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the Owner, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the Engineer under them, to wit:

_____ DOLLARS (\$.) _____

CONTRACT AGREEMENT

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained, the Parties to this Contract have agreed, and hereby agree, as follows:

- (1) That the Contractor hereby agrees to furnish all tools, equipment, materials and labor, and to construct and complete the above-described project in accordance with the specifications therefor on file in the office of the City Engineer of Bartlesville, Oklahoma.
- (2) That the Contractor's proposal is hereby made a part of this Agreement.
- (3) That the Owner shall pay the Contractor for the work performed, as follows:
 - (a) Payment for unit price items shall be based upon the unit prices in the Proposal and the actual completed construction quantities as determined by the Engineer.
 - (b) Construction items specified but not included as bid items shall be considered incidental, and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities.
- (4) That the Owner reserves the right to add to or subtract from the estimated quantities or amount of work to be performed. The work to be performed or deducted shall be at the unit price bid.
- (5) That the Contractor will not undertake to furnish any materials or to perform any work not specifically authorized under the terms of this Agreement unless additional materials or work are authorized by written Change Order from the Owner and that in the event any additions are provided by the Contractor without such authorization, the Contractor shall not be entitled to any compensation therefor whatsoever.
- (6) That if any additional work is performed or additional materials provided by the Contractor upon authorization by the Owner, the Contractor shall be compensated therefor at the unit price bid and as agreed to by both parties in the execution of the Change Order.
- (7) That the Contractor shall perform the work and provide the materials strictly in accordance with the specifications as to quality and kind and all work and materials shall be subject to rejection by the Owner through its authorized representatives for failure to meet such requirements, and in the event of such rejection, the Contractor shall replace the work and materials without compensation therefor by the Owner.
- (8) The Contractor shall complete all work in accordance with the terms of this Agreement within a period of time **not to exceed 2025-2026-011 (2025-2026-011) working days** following issuance by the Owner of a Work Order authorizing the Contractor to commence work on this project. The Contractor further agrees to pay liquidated damages as specified in the General Conditions of these documents. If the Add Alternate is selected by the Owner and included in the contract, an additional forty (40) working days shall be added to the time period for the contractor to complete all work. **If the Owner elects to include the Add Alternate, the total time to complete the Base Bid and Add Alternate shall not exceed One Hundred Sixty (160) working days.**

CONTRACT AGREEMENT

- (9) The Contractor shall furnish bonds and proof of insurance as specified, which bonds and insurance must be approved by the Owner prior to issuance of the Work Order and commencement of work on the project.
- (10) On completion of the work, but prior to the acceptance thereof by the Owner, the City Engineer, or his representative shall determine if the work has been completely and fully performed in accordance with said Contract Documents; and upon making such determination said official shall make his final certificate to the City of Bartlesville.
- (11) The attached sworn statement entitled "Contract Affidavit" must be signed and notarized before this Contract will become effective.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in four duplicate originals, the day and year first above written.

“OWNER”

City of Bartlesville

By:

ATTEST:

Mayor

City Clerk

(SEAL)

CONTRACT AGREEMENT

"CONTRACTOR"

If an Individual: _____, Doing business

as: _____

Signature: _____

If a Partnership: _____

Names of other partners:

If a Corporation: _____

Signature: _____

Typed Name: _____

Title: _____

ATTEST:

Business Address of Contractor

Secretary

(CORPORATE SEAL)

Telephone No: _____

CONTRACT AGREEMENT

CONTRACT AFFIDAVIT

STATE OF _____)

) ss.

COUNTY OF _____)

_____, of lawful age, being first duly sworn on oath says
That (s)he is the agent authorized by the firm of _____
To submit the above Contract to the City of Bartlesville, Oklahoma.

Affiant further states that such firm has not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the City of Bartlesville any money or other thing of value, either directly or indirectly, in the procuring of the Contract.

Company

Subscribed and sworn to before me on this _____ day of _____ 20 _____

(Seal)

Notary Public

My Commission Expires: _____

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____ as principal, and
_____ a corporation organized
under the laws of the state of _____ and authorized to transact business
in the State of Oklahoma, as Surety, are held and firmly bound unto the **City of Bartlesville,
Oklahoma**, in the penal sum of _____
_____ DOLLARS

_____ (\$.) _____ in lawful money of the United States of America said sum being equal to
one hundred percent (100%) of the contract price, for the payment of which, well and truly to be
made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors,
and assigns, jointly and severally, firmly by these presents.

DATED this _____ day of _____ 20 _____

The condition of this obligation is such that:

WHEREAS, said Principal entered into a written Contract with the

(Seal)

City of Bartlesville, Oklahoma, dated 2nd day of February, 2026 for:

CENTRAL FIRE STATION ROOF REPAIR Bid No. 2025-2026-011

all in compliance with the specifications therefor, made a part of said Contract and on file in the
office of the City Clerk, City of Bartlesville, City Administration Building, Bartlesville,
Oklahoma.

NOW, THEREFORE, if said Principal shall pay or cause to be paid to the City of
Bartlesville all damage, loss, and expense which may result by reason of defective materials
and/or workmanship in connection with said work, occurring within a period of one (1) year from
and after acceptance of said project by the City of Bartlesville; and if Principal shall pay or cause
to be paid all labor and materials, including the prime contractor and all subcontractors; and if
Principal shall save and hold the City of Bartlesville harmless from all damages, loss, and expense
occasioned by or resulting from any failure whatsoever of said Principal, then this obligation shall
be null and void, otherwise to be and remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or
alterations in said Contract and no deviations from the plan or mode of procedure herein fixed
shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

MAINTENANCE BOND

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year first above written.

PRINCIPAL:

ATTEST:

By _____

SURETY:

By _____

Attorney-in-Fact

Address of Surety or Agent:

Telephone No. of Surety/Agent:

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____ as principal, and

A Corporation organized under the laws of the State of _____ and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto the **City of Bartlesville**, in the penal sum of _____ DOLLARS

_____ (\$.) _____ in lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors, and assigns, jointly and severally, firmly by these presents.

DATED this _____ day of _____ 20 _____

The condition of this obligation is such that:

WHEREAS, said Principal entered into a written Contract with the

City of Bartlesville, Oklahoma, dated the 2nd day of February, 2026 for:

CENTRAL FIRE STATION ROOF REPAIR
Bid No. 2025-2026-011

_____ all in compliance with the specifications therefor, made a part of said Contract and on file in the office of the City Clerk, City of Bartlesville, City Administration Building, Bartlesville, Oklahoma.

NOW, THEREFORE, if said Principal shall, in all particulars, well, truly and faithfully perform and abide by said Contract and each and every covenant, condition, and part thereof and shall fulfill all obligations resting upon said Principal by the terms of said Contract and said specifications; and if said Principal shall promptly pay, or cause to be paid, all labor, materials, and/or repairs and all bills for labor performed on said work, whether by subcontract or otherwise; and if said Principal shall protect and save harmless said City of Bartlesville from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by said Principal or his or its agents, servants, or employees in the construction of said work, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of said Principal or his or its agents, servants, or employees, and if said Principal shall protect and save the City of Bartlesville harmless from all suits and claims in infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

PERFORMANCE BOND

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year first above written.

PRINCIPAL:

ATTEST:

By _____

SURETY:

By _____
Attorney-in-Fact

Address of Surety or Agent:

Telephone No. of Surety/Agent:

STATUTORY BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____ as principal, and

_____ a Corporation organized under the laws of the State of _____ and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto the **City of Bartlesville**, in the penal sum of _____ DOLLARS

_____ (\$.) in lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors, and assigns, jointly and severally, firmly by these presents.

DATED this _____ day of _____ 20 _____

The condition of this obligation is such that:

WHEREAS, said Principal entered into a written Contract with the

City of Bartlesville, Oklahoma, dated 2nd day of February, 2026 for:

CENTRAL FIRE STATION ROOF REPAIR Bid No. 2025-2026-011

all in compliance with the specifications therefor, made a part of said Contract and on file in the office of the City Clerk, City of Bartlesville, City Administration Building, Bartlesville, Oklahoma.

NOW, THEREFORE, if said Principal shall fail or neglect to pay all indebtedness incurred by said Principal or subcontractors of said Principal who performs work in the performance of such contract, for labor and materials and repairs to and parts for equipment used and consumed in the performance of said Contract within thirty (30) days after the same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this bond, the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

STATUTORY BOND

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year first above written.

PRINCIPAL:

ATTEST:

By: _____

SURETY:

By: _____

Attorney-in-Fact

Address of Surety or Agent:

Telephone No. of Surety/Agent:

SALES TAX EXEMPTION CERTIFICATE

Project Name: **CENTRAL FIRE STATION ROOF REPAIR**

has been appointed agent for the City of Bartlesville, Oklahoma, for the purchase of property or services for the above-referenced project to be owned by the City of Bartlesville. Payment of the purchase price of such property or services shall be made by the Company and not the City, and the supplier shall have no recourse whatever against the City on account of the failure of the Company or any of its subcontractors or agents to pay the purchase price, or any part thereof, of such property or services. Upon passage of title, all such property will be included in a project owned by the City. All of such property or services are exempt from Oklahoma Sales and Use Taxes and/or City Sales Taxes.

DATED this 20th day of August, 20 25

CITY OF BARTLESVILLE, OKLAHOMA

City Manager

EVIDENCE OF TAX EXEMPT STATUS

To Vendor: _____

Amount of Purchase: \$2,104,434.32 Date: _____

Project Name: **CENTRAL FIRE STATION ROOF REPAIR**

The City of Bartlesville, Oklahoma, hereby appoints:

Bright Lighting, Inc.

as its agent for the sole purpose of purchasing property described herein.

All materials acquired on the above project are for the City of Bartlesville, Oklahoma. Upon passage of Title, all of such property will be included in the above-referenced project owned by the City of Bartlesville. Title to all such property shall pass to said City from the Vendor, f.o.b., Bartlesville, Oklahoma.

This project is owned by the City and accordingly, all of such property is exempt from Oklahoma Sales and Use Taxes and City Sales Tax. Notwithstanding this appointment, the City is not responsible to the Vendor for the payment of the purchase price specified herein. Title to the property described is deemed to pass directly from the Vendor to the City of Bartlesville, Oklahoma.

DATED this 20th day of August, 2025

CITY OF BARTLESVILLE, OKLAHOMA

City Manager

Signature of Contractor/Purchaser

**CONTRACTOR'S APPLICATION FOR PAYMENT
BARTLESVILLE, OK**

Bid No.: 2025-2026-011 Project No.: 2025056. Date: _____

Account No.: _____ P.O. No.: _____ Application No.: _____

Project Name: CENTRAL FIRE STATION ROOF REPAIR

Contractor: _____

Engineer: Steve Roper, Project Engineer

Period From: _____ To: _____

ORIGINAL CONTRACT AMOUNT \$ _____

Net Adjustments Due To:

Change Orders (List No.'s, Dates, & Amount):

_____ \$ _____

Quantity Changes (List Sheet, Dates, & Amount):

_____ \$ _____

Other (Describe):

_____ \$ _____

A. CURRENT CONTRACT AMOUNT \$ _____

B. PREVIOUS PAYMENTS TO CONTRACTOR \$ _____

C. PREVIOUS RETAINAGE \$ _____

D. TOTAL VALUE OF WORK THIS PERIOD \$ _____

E. RETAINED AMOUNT _____ % \$ _____

F. ENGINEER'S ADJUSTMENTS \$ _____

DESCRIBE: _____

K. **PAYMENT DUE THIS PERIOD** \$ _____

L. TOTAL PAYMENTS TO DATE \$ _____

M. TOTAL RETAINIAGE TO DATE \$ _____

NOTES: _____

The undersigned engineer certifies that to the best of his knowledge, observations, and belief, the information presented as a basis payment in this Application is correct, and the Contractor is entitled to the **PAYMENT DUE THIS PERIOD**.

Engineer: _____

Date: _____

Owner: _____

Date: _____

APPLICATION FOR PAYMENT

CENTRAL FIRES STATION ROOF REPAIR					WORK COMPLETED					
PAY APPLICATION			Date		TOTAL PREVIOUS APPLICATIONS		TOTAL THIS APPLICATION		QUANTITIES TO DATE (* = FINAL)	\$ AMOUNT TO DATE
PAY ITEMS										
PAY ITEM	DESCRIPTION	PLAN QUANTITY	UNIT	UNIT PRICE	QUANTITY	\$ AMOUNT	QUANTITY	\$ AMOUNT		
1	MOBILIZATION	1.00	LSUM	\$0.00						
2	REMOVAL OF ROOF SURFACE	5,384.00	SF	\$0.00						
3	NEW ROOFING SURFACE, INSTALLED	5,384.00	SF	\$0.00						
4	FLASHING	480.00	LF	\$0.00						
5	ROOF DRAIN, INSTALLED	1.00	EA	\$0.00						
6	PENETRATION, UP TO 1.00 SF	27.00	EA	\$0.00						
7	PENETRATION, 1.01 SF OR LARGER	7.00	EA	\$0.00						
8	REMOVE AND REPLACE ROOF HATCH	1.00	EA	\$0.00						
9	FALL PROTECTION TIE-OFF	1.00	EA	\$0.00						
10	REMOVAL OF ANTENNA	7.00	EA	\$0.00						
11	RESET ANTENNA	7.00	EA	\$0.00						
12	GUTTERING SYSTEM	1.00	LSUM	\$0.00						
					PREVIOUS WORK		THIS APPLICATION		PROJECT TOTAL TO DATE	

The undersigned Contractor certifies that all work in this Application for Payment has been completed in accordance with the Contract Documents, and that he has paid all obligations for previously completed work on which payments have been issued.

Contractor _____

I've inspected the project and applicable stored materials and construction qualities requested in this payment are true and correct, and all work has been performed in accordance with the project plans and specifications.

Construction Inspector _____

INVOICE AFFIDAVIT

STATE OF _____)
) ss.
COUNTY OF _____)

The undersigned consulting engineer or contractor, of lawful age, being first duly sworn, on oath says that this invoice is true and correct. Affiant further states that the work, services or materials as shown by this invoice have been completed or supplied in accordance with the plans, specifications, orders, or requests furnished to the affiant. Affiant further states that (s)he has made no payment, given, or donated or agree to pay, give or donate, either directly or indirectly, to any elected official, officer, or employee of the City of Bartlesville, of money or any other thing of value to obtain payment of this invoice.

Subscribed and sworn to before me on this _____ day of _____ 20 _____

Consulting Engineer or Contractor

Notary Public
(Seal)

My Commission Expires: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The undersigned City of Bartlesville project engineer, of lawful age, being first duly sworn, on oath says that this invoice is true and correct. Affiant further states that the work, services, or materials as shown by this invoice have been completed or supplied in accordance with the plans, specifications, orders, or requests furnished to the affiant. Affiant further states that (s)he has received no payment of money, gift, or donation, or any other thing of value, either directly or indirectly, from consulting engineer or contractor to obtain payment of this invoice.

Subscribed and sworn to before me on this _____ day of _____ 20 _____

City of Bartlesville Project Engineer

Notary Public
(Seal)

My Commission Expires: _____

LIEN RELEASE

WHEREAS, _____ has contracted

with the City of Bartlesville to furnish materials and to provide labor and services for

CENTRAL FIRE STATION ROOF REPAIR

Project No. **2025056**

Bid No. **2025-2026-011**

THEREFORE, the undersigned Contractor does hereby certify and warrant that he has made payment in full for any and all labor and material obligations incurred directly and indirectly as a result of this work. Furthermore, the undersigned Contractor does hereby agree to indemnify and hold harmless from any and all claims and liens, the City of Bartlesville, its agents, and the project improvements and real property.

Contractor: _____

Authorized Agent: _____

Typed or Printed Name: _____

Title: _____ Date _____

STATE OF _____)
_____) ss.

COUNTY OF _____)

Before me the undersigned a Notary Public in and for said County and State on this _____ day of

_____, 20 _____, Personally appeared _____

_____, To me known to be the identical person(s) who

Executed the within and foregoing instrument, and acknowledged to me that he (they) executed the same as his (their) free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year above written.

Notary Public

My Commission Expires:

GENERAL CONDITIONS

1 DEFINITIONS

- 1.1. Any word, phrase or other expression defined in this paragraph and used in these Contract Documents shall have the meaning herein given:
- 1.2. "Contract" or "Contract Documents" shall include all of the documents and Drawings enumerated herein.
- 1.3. "Owner" shall mean the City of Bartlesville, designated as "Party of the First Part," in the Contract Agreement and for whom the work covered by this Contract is to be performed, acting on behalf of the City of Bartlesville, Oklahoma.
- 1.4. "Contractor" shall mean the corporation, company, partnership, firm, or individual named and designated in the Contract Agreement as the "Party of the Second Part" and who has entered into this Contract for the performance of the work covered thereby, and its, his (her) or their duly authorized agents and other legal representatives.
- 1.5. "Engineer" shall mean the City Engineer or engineers who have been designated, appointed, or otherwise employed or delegated by the Owner for this work, or their duly authorized agents, such agents acting within the scope of the particular duties entrusted to them in each case.
- 1.6. "Inspector" shall mean the engineering or technical inspector or inspectors duly authorized by the Owner or Engineer, limited in each case to the particular duties entrusted to him (her) or them.
- 1.7. "Date of Contract." Or words equivalent thereto, shall mean the date written in the first paragraph of the Contract Agreement.
- 1.8. "Working Day." Any day, other than a City holiday, Saturday or Sunday, on which weather and working conditions would permit the normal forces of the Contractor to proceed with regular work continuously for a period of at least 6 hours out of the normal 8-hour day, unless work is suspended for causes beyond the Contractor's control. Saturday's, Sunday's and City holidays on which the Contractor's forces engage in regular work requiring the presence of an inspector will be considered working days.
- 1.9. "The Work" shall mean the work to be done and the equipment, supplies, and materials to be furnished under this Contract, unless some other meaning is indicated by the context.
- 1.10. "Plans" or "the plans" shall mean and include all Drawings submitted by the successful bidder with his proposal and by the Contractor to the Owner, when and as approved by the Engineer, and all Drawings furnished by the Owner as a basis for proposals and those furnished during the progress of the work as provided for herein.
- 1.11. Whenever in these Contract Documents the words "as ordered," "as directed," "as required," "as permitted," "as allowed," or words or phrases of like import are used, it shall be understood that the order, direction, requirement, permission, or allowance of the Owner and Engineer is intended.
- 1.12. Similarly, the words "approved," "reasonable," "suitable," "acceptable," "properly," "satisfactory," or words of like effect and import, unless otherwise particularly specified herein, shall mean approved, reasonable, suitable, acceptable, proper, or satisfactory in the judgement of the Owner and Engineer.
- 1.13. Whenever any statement is made in the Contract Documents containing the expression "it is understood and agreed," or an expression of like import, such expression means the mutual understanding and agreement of the parties executing the Contract Agreement of which these General Conditions are a part.

GENERAL CONDITIONS

2 CONTRACT DOCUMENTS

2.1. GENERAL.

It is expressly understood and agreed that the Invitation for Bids, Instructions to Bidders, Proposal, Performance Bond, Statutory Bond, Maintenance Bond, Contract Agreement, General Conditions, Specifications, Drawings, and other Specifications and engineering data furnished by the Contractor (when and as approved by the Owner or Engineer), together with instructions furnished by manufacturers of equipment for the installation thereof, and such other additional Drawings and instructions which may be furnished by the Engineer as are necessary to make clear and to define in greater detail the intent of the Specifications, are each and all included in this Contract, and the work shall be done fully in accordance therewith.

The Contract Documents comprise the following general classifications of documents, including all modifications thereto.

- 2.1.1. Bidding Documents
- 2.1.2. Contractual Documents
- 2.1.3. General Conditions of the Contract
- 2.1.4. Specifications
- 2.1.5. Drawings
- 2.1.6. Additional Drawings and Instructions

The order of precedence for documents shall be the Specifications (Technical and General Provisions, respectively), Drawings, General Conditions, Contract Agreement, Instructions to Bidders, and Invitation to Bid.

2.2. BIDDING DOCUMENTS.

The bidding documents issued by the Owner to assist bidders in preparing their bids include:

- 2.2.1. Invitation to Bid bound herewith.
- 2.2.2. Instructions to Bidders bound herewith.
- 2.2.3. Federal-Aid contract special provisions, all executable provisions properly completed and signed.
- 2.2.4. The bid or proposal, which is the offer of a bidder to perform the work described in the Contract Documents, prepared and submitted on the Proposal Form and Bid Proposal Form bound herewith, and properly signed and guaranteed.
- 2.2.5. Bid Affidavits, all properly completed and signed.
- 2.2.6. Any addenda shall be made a part of the Contract. Receipt of each addendum issued during the bidding period shall be acknowledged in the bid.

2.3. CONTRACTUAL DOCUMENTS

- 2.3.1. AGREEMENT. The Agreement covers the performance of the work described in the Contract Documents, including all supplemental addenda thereto, and the Specifications and Drawings pertaining to the work or materials therefor. The Agreement Form is bound herewith.
- 2.3.2. BONDS. The Contractor shall furnish Surety Bonds payable to the Owner as indicated in these Contract Documents.

GENERAL CONDITIONS

- 2.3.2.1. Performance Bond in an amount equal to 100 percent of the total contract amount, conditioned upon the faithful performance and completion of all covenants and stipulations under the Contract.
- 2.3.2.2. Statutory Bond in an amount equal to 100 percent of the total contract amount, for the payment of all persons, companies, or corporations who perform labor or furnish materials under this Contract.
- 2.3.2.3. Maintenance Bond in an amount equal to 100 percent of the total contract amount, effective for a period of one year after written final acceptance of the work by the Owner.
- 2.3.2.4. Endorsement by the Surety Company of any of the Bonds listed above on behalf of the Contractor shall indicate their complete understanding and agreement with all of the conditions and provisions of this Contract. The Surety Company shall waive their right of notification by the Owner of any change or modification of this Contract, or of decreased or increased work, or of the cancellation of this Contract, or of any other acts by the Owner or its employees or agents under the terms of this Contract. This waiver by the Surety Company shall in no way relieve their obligations under this Contract.

2.4. GENERAL CONDITIONS

General Conditions of the Contract bound herewith and of which this paragraph is a part.

2.5. SPECIFICATIONS AND DRAWINGS

- 2.5.1. Specifications bound herewith, and of which this paragraph is a part.
- 2.5.2. All Drawings and Plans, including but not limited to those listed in the Specifications.

2.6. DISCREPANCIES.

- 2.6.1. Any discrepancies found between the Drawings and Specifications shall be immediately reported to the Engineer, who will promptly correct such inconsistencies or ambiguities in writing. Any work resolution shall be at the Contractor's own risk and expense.
- 2.6.2. In the event where existing conditions will not permit the construction of an improvement in accordance to the contract drawings and specifications, then the contractor shall immediately request written clarification from the Engineer before proceeding with the construction affected by such discrepancies.

2.7. INTERPRETATION OF SPECIFICATIONS AND DRAWINGS.

The Contract Specifications and Drawings are intended to be explanatory of each other. Any work indicated on the Drawings and not in the Specifications, or vice versa, is to be executed as if indicated in both. In the event of any doubt or question arising regarding the true meaning of the Specifications or Drawings, reference shall be made to the Engineer and his (her) decision thereon shall be final.

2.8. DIMENSIONS.

Finished surfaces in all cases shall conform with the lines, grades, cross-sections and dimensions shown on the plans. Deviations from the plans, as may be required by the exigencies of construction, shall in all cases be determined by the Engineer and authorized in writing.

GENERAL CONDITIONS

2.9. TITLES AND HEADINGS.

- 2.9.1. The titles and heading printed on the Drawings, the General Conditions, the Specifications, or elsewhere in the Contract Documents are inserted for reference only, and shall not be taken or considered as having any bearing on the interpretation thereof.
- 2.9.2. Separation of the Specifications into divisions and sections shall not operate to make the Engineer and arbiter, or to establish limits of work between the Contractor and subcontractors, or between trades.

3 OWNER-CONTRACTOR-ENGINEER RELATIONS

3.1. RIGHTS-OF-WAY.

The Owner will provide all rights-of-way and easements for the work under this Contract.

3.2. SUSPENSION OF WORK.

The Owner may at any time suspend the work or any part thereof, by giving five (5) days notice to the Contractor. The work shall be resumed by the Contractor on the date indicated by the written notice. If suspension of the work is due to no fault of the Contractor, and not otherwise authorized by provisions of the Contract Documents, the Owner will determine and reimburse the Contractor for his expenses incurred as a result of the suspension. There shall be no reimbursement if the suspension occurs after the time allowed for completion of the work, exclusive of any extension because of avoidable delays. The owner or Engineer may suspend without liability any portion of work that is in dispute due to an unresolved issue. The Contractor shall be required to continue work at other locations and make all relocations at his expense.

3.3. RIGHT OF OWNER TO TERMINATE AGREEMENT

- 3.3.1. The Owner shall have the right to terminate this Agreement because of any default by the Contractor. The Owner will provide five (5) days' written notice in such case.
- 3.3.2. It shall be considered a default by the Contractor whenever he shall:
 - 3.3.2.1. Declare bankruptcy, become insolvent, or assign his (her) assets for the benefit of his (her) creditors.
 - 3.3.2.2. Disregard or violate provisions of the Contract Document, or fail to prosecute the work in a manner consistent with the schedule of completion.
 - 3.3.2.3. Fail to provide a qualified superintendent, competent workmen or subcontractors, or proper materials, or fail to make prompt payment for all labor and material obligations under this Contract.
 - 3.3.2.4. In the event of termination of the Agreement by the Owner, the Owner may take possession of the work and of all materials and equipment thereon, and may finish the work by whatever method and means he (she) may select.

3.4. EMERGENCY PROTECTION

- 3.4.1. In case of an emergency which threatens loss, damage, or injury to persons or property, and which requires immediate action to remedy, the Owner shall require the Contractor to provide immediate suitable protection to the persons and property. In the absence of the Contractor's personnel, the Owner may cause emergency work to be done and material to be furnished and adequate. The cost and expense of such work and material shall be borne by the Contractor and

GENERAL CONDITIONS

if the same shall not be paid upon presentation of the bills therefor, then such costs shall be deducted from any amounts due or to become due the Contractor.

- 3.4.2. The performance of emergency work under the direction of the Owner shall in no way relieve the Contractor from any damages which may occur during or after such precaution has been taken by the Owner.

3.5. REPRESENTATIVE FOR CONTRACTOR AT SITE

During the performance of this Contract, the Contractor shall maintain an on-site Foreman or Superintendent designated to receive drawings, instructions, or other communications from the Owner. Any document delivered to the foreman or superintendent shall be deemed to have been delivered to the Contractor.

3.6. ATTENTION TO WORK

The Contractor shall fully supervise the work at all times to ensure completion in accordance with the Contract Documents. He shall be represented by a competent superintendent or foreman who shall be the legal representative of the Contractor at the site to receive instructions or orders given under this Contract, and who shall have full authority to execute the same. The superintendent or foreman shall have the authority to supply materials, tools and labor without delay. The Contractor shall be liable for the faithful observance of any instructions delivered to him (her) or to his (her) designated representative.

3.7. PROTECTION OF EXISTING STRUCTURES

Unless otherwise indicated on the drawings all utilities and structures above or below ground that may be affected by the work shall be protected and maintained by the Contractor, and shall not be disturbed or damaged during progress of the work. Should the Contractor disturb, disconnect, or damage any utility or structure, all expenses for the replacement or repair thereof shall be borne by the Contractor. This provision shall apply whether or not said utility or structure is indicated on the plans. The Contractor shall be responsible for all consequential damages.

3.8. PROTECTION OF CONTRACTOR'S WORK AND PROPERTY

- 3.8.1. The Contractor shall protect his (her) work, supplies, and materials from any source of damage at all times.
- 3.8.2. Neither the Owner nor any of its officers, employees, or agents assumes any responsibility for collecting an indemnity from any person or persons causing damage to the work of the Contractor.

3.9. SURVEYS

- 3.9.1. The Contractor shall provide all surveys required to complete the work.
- 3.9.2. The Contractor shall carefully preserve all existing benchmarks, reference points, and stakes established by others and shall be responsible for any errors or expense resulting from damage thereto.

3.10. LOCATION OF UTILITIES

- 3.10.1. The location of any utilities shown on the drawings were taken from public records. It shall be the responsibility of the Contractor to make final and exact determination of the location and extent of all utilities above and below ground. The Contractor shall use the "OKIE-1" system and any other means necessary in this regard. The Contractor shall be responsible for all damages resulting from his (her) operations.

GENERAL CONDITIONS

- 3.10.2. Because of the nature of the work, minor adjustments may be required in new construction to meet existing conditions. Adjustments approved by the Engineer which may be accomplished without expense to the Contractor shall be made without additional cost to the Owner.

3.11. SUBCONTRACTORS

- 3.11.1. All employees of subcontractors engaged in the work shall be considered employees of the Contractor.
- 3.11.2. Nothing contained in the Contract Documents shall create a contractual relationship between any subcontractor. All communications related to the work under this Contract will be made only to the Contractor.
- 3.11.3. Should any subcontractor fail to perform the work in a satisfactory manner, the subcontract shall be immediately terminated by the Contractor upon written request from the Owner.

3.12. LIABILITY OF CONTRACTORS

- 3.12.1. The mention of any specific duty or liability imposed upon the Contractor shall not be construed as a limitation or restriction of any general or other liability or duty imposed by this Contract. Any reference to specific duty or liability is made only for the purpose of explanation.
- 3.12.2. The Contractor shall be responsible for the acts and omissions of his (her) subcontractors, their agents and employees, and all other persons performing any of the work.

3.13. ASSUMPTION OF RISKS

Until completion of the work in accordance with the Contract Documents and written final acceptance by the Owner, the work shall be under the Contractor's care and charge, and he shall be fully responsible therefor. The Contractor shall replace, repair, or restore to the Engineer's satisfaction, all work damaged whatsoever.

3.14. RESPONSIBILITY FOR DAMAGE

- 3.14.1. The Contractor shall assume the defense of, and shall indemnify and save harmless the Owner, and each and every officer, employee, and agent thereof, and the Engineer from any and all losses, liability of damage, and from all suits, actions, damages, or claims, of every name and description to which the Owner or any of its officers, employees or agents, or the Engineer may be subjected or put to by reason of injury to persons or property in the execution of the work; or resulting from negligence or carelessness on the part of the Contractor, his (her) employees, subcontractors, or agents, in the delivery of materials and supplies; or by any act or omission of the Contractor, his employees, subcontractors, or agents, including but not limited to, failure to comply with all applicable laws and regulations. The Owner shall have the right to estimate the amount of any damages and to retain necessary sums from the money due or to become due the Contractor under this Contract, until all suits or claims for damages have been settled or otherwise disposed of by the Contractor, and satisfactory evidence to that effect furnished to the Owner.
- 3.14.2. The rights of the Owner under this Contract in control of the quality and completeness of the work shall not make the Contractor an agent of the Owner. The liability of the Contractor for damages to persons or property arising from the work shall not be lessened because of such rights.

3.15. ACCEPTANCE OF CONTRACTOR'S PLANS

The acceptance by the Engineer of any drawing or any method of work proposed by the Contractor shall not relieve the Contractor of his (her) responsibility under the provisions of this Contract. The Contractor shall not be regarded as an officer or employee of the Engineer or Owner, and shall have no claim because of the failure or inadequacy of any plan or method so accepted. Acceptance shall be considered

GENERAL CONDITIONS

to mean only that the Engineer has no objection to the Contractor using the proposed plans or method at his own risk and responsibility.

3.16. SUGGESTIONS TO CONTRACTOR

Any plan or method of work suggested by the Engineer to the Contractor, but not specified or required, shall be used only at the risk and responsibility of the Contractor. The Engineer shall not be responsible in any way for the methods used by the Contractor.

3.17. COOPERATION WITH THE OWNER AND OTHER CONTRACTORS

Any conflict which may arise between the Contractor and other contractors who may be performing work in behalf of the Owner or between the Contractor and employees of the Owner engaged on the project shall be adjusted and determined by the Engineer. The Contractor shall cooperate fully in this regard. If the work of the Contractor is delayed because of the acts or omissions of another contractor of the Owner, the Contractor shall have no claim against the Owner other than for any extension of time.

3.18. AUTHORITY OF THE ENGINEER

All work under this Contract shall be done in accordance with the Contract Documents and in a good workmanlike manner. To prevent disputes and litigation, the Engineer shall in all cases determine the amount, quality, acceptability, and fitness of the several kinds of work, which are to be paid for under this Contract. The Engineer shall decide all questions relative to the true construction, meaning, and intent of the Specifications and Drawings, and shall decide all questions which may arise relative to the classifications which may arise relative to the classifications and measurements of qualities. The Engineer shall have the power to reject work, which does not conform to the terms of this Contract. His (her) estimate and decision on all matters shall be a condition precedent to appeal to the Owner. Whenever the Engineer or the Owner shall perform any and all of the duties and be vested with any and all of the powers herein given to the Engineer. The Engineer's decision shall be final in regard to Change Order prices, and no claim shall be made for additional amounts after a Change Order has been approved by the Engineer.

3.19. INSPECTION

Properly authorized inspectors shall be considered to be the representatives of the Owner and the Engineer, limited to the duties and powers entrusted to them. It will be their duty to inspect materials and workmanship of those portions of the work to which they are assigned, either individually or collectively under direction of the Engineer, and to report any and all deviations which may come to their attention. Any inspector shall have the right to stop the work to which he is assigned if, in his (her) judgement, such action is necessary to allow proper inspection, avoid irreparable damage, safeguard persons or property, or avoid subsequent rejection of work which could not be readily replaced or restored to an acceptable condition. Such stoppage shall be for a period reasonably necessary for notification of the Engineer and his evaluation of the work. Any cost associated with the work stoppage shall be borne by the Contractor and no claim for additional time or compensation will be considered.

3.20. EXAMINATION OF COMPLETED WORK

3.20.1. The Contractor shall not cover up any work without it being inspected and approved by the Engineer or his Inspector. The Contractor shall be responsible for exposing any work that has been covered without such inspection, and subsequently restoring the work to the finished condition in accordance with the Contract Documents.

3.20.2. The Engineer may order the Contractor in writing to uncover any portion of the completed work for additional inspection at any time prior to final acceptance. The Contractor shall also properly restore the work. Should the work thus exposed be found acceptable by the Engineer, the cost of uncovering and restoring the work shall be paid for by the Owner as extra work. Should the work exposed be found unacceptable by the Engineer, the Contractor shall be responsible for all costs, including repair or replacement.

GENERAL CONDITIONS

3.21. CONSTRUCTION NOTIFICATION

The Contractor shall notify all property owners adjacent to the project before beginning actual construction. The notification shall be a brief visit with the property owner describing the project, schedule and discussion regarding questions about the project and its impact on the property.

4 MATERIALS, EQUIPMENT AND WORKMANSHIP

4.1. GENERAL QUALITY OF MATERIALS

Materials and equipment shall be new and of a quality equal to that specified.

4.2. QUALITY IN ABSENCE OF DETAILED SPECIFICATIONS

Whenever under this Contract it is required that the Contractor furnish materials or do work for which no detailed Specifications are indicated, the materials shall be of the best quality and workmanship obtainable from firms of established reputation and experience. In general, the work performed shall be in full conformity and harmony with the intent to secure the best standard of construction and equipment as a whole or in part.

4.3. APPROVAL OF MATERIALS AND EQUIPMENT

All materials and equipment proposed for the work are subject to inspection and approval by the Engineer. The Contractor may offer any material or equipment, which shall be equal in every respect to that specified. Written acceptance shall be obtained from the Engineer prior to purchase of such material or equipment. The decision of the Engineer shall be final.

4.4. REMOVAL OF REJECTED MATERIALS, STRUCTURES, OR WORK

The Contractor shall promptly remove from the site all rejected materials, structures, or work of any kind. Upon failure of the Contractor to do so, and following written notice from the Engineer, the rejected material or work may be removed by the Owner and all costs shall be paid from the money that may be due or may become due the Contractor under this Contract. No rejected material shall again be offered for use by the Contractor.

4.5. WEEKEND, HOLIDAY AND NIGHT WORK

No work shall be done by the Contractor between the hours of seven o'clock p. m. and seven o'clock a. m., nor on Saturdays, Sundays, or City holidays, except that which is necessary because of emergency or to properly care for and protect previously completed work. Night work may be established as a regular procedure by the Contractor if he first obtains the written permission of the Engineer. Such permission may be revoked at any time by the Engineer if in his opinion the Contractor fails to maintain adequate force and equipment to prosecute the work and justify inspection. The Engineer may require the Contractor to perform weekend, holiday, or night work in order to maintain the completion schedule or to complete a portion of work with a minimum of disruption to the public.

4.6. RECORDS OF EMPLOYEES

The Contractor and each subcontractor shall keep accurate records indicating place or residence, occupation, pay rate, and daily and weekly time logs for each person employed in connection with the work. The records shall be made available at any time to the Engineer or his (her) duly authorized representative upon request.

GENERAL CONDITIONS

4.7. FINAL GUARANTEE

- 4.7.1. All work shall be guaranteed by the Contractor for a period of one year after the date of final payment by the Owner.
- 4.7.2. If, within the guarantee period, repairs are required in connection with the guaranteed work, which, in the opinion of the Engineer are the result of materials equipment or workmanship which were inferior, defective, or not in accordance with the terms of this Contract, the Contractor shall promptly, upon receipt of written notice from the Owner and without expense to the Owner, correct the work and restore the site as acceptable to the Engineer.
- 4.7.3. If the Contractor fails within ten days of written notice to proceed with the terms of this guarantee, the Owner may have the defects corrected, and the Contractor or his Surety shall be liable for all expenses incurred. In the case of emergency where delay would cause loss or damage, according to the Engineer, repairs may be made without notice and the Contractor shall pay the costs thereof.
- 4.7.4. All special guarantees or warranties applicable to specific parts of the work as may be stipulated in the Specifications or other documents forming a part of this Contract, shall be subject to the terms of this paragraph during the first year of each such guarantee. All special guarantees and manufacturers' warranties shall be furnished by the Contractor to the Engineer before the acceptance of the work.

5 INSURANCE, LEGAL RESPONSIBILITY AND SAFETY

5.1. INSURANCE

The Contractor shall provide and maintain throughout this Contract the insurance coverage indicated below:

5.1.1. PUBLIC LIABILITY

5.1.1.1. LIABILITY AND PROTECTIVE LIABILITY POLICIES

The Contractor shall maintain a Contractor's Liability Policy and a Contractor's Protective Liability Policy which shall protect the Contractor from claims for bodily injury and property damage which may arise from his operations or those of his subcontractors. The Contractor shall also maintain liability coverage for loss or damage resulting from explosion and underground operations.

5.1.1.2. CONTRACTUAL LIABILITY POLICY

The Contractor shall provide a Contractual Liability Policy, which shall name the Owner, the Engineer, their partners, officers, agents and employees as insureds. A copy of the Original Certificate of Insurance policy shall be submitted for retention by the Owner along with a copy for the Engineer. This separate policy shall provide coverage to the Owner, the Engineer and their partners, officers, agents, and employees with respect to the work. Bodily injury and property damage insurance shall be on an occurrence basis. The coverage provided shall be primary coverage to the full limit of liability stated in the declarations, and if the Owner, the Engineer and their partners, officers, agents and employees have other insurance against the loss covered by said policy, that the other insurance shall be deemed excess insurance only. No exclusions shall be permitted by endorsement, with the exception of preparation or approval of maps and plans, opinions, reports, surveys, designs, or Specifications.

GENERAL CONDITIONS

5.1.1.3. SUBCONTRACTORS

Each subcontractor shall be required to maintain a Liability Policy providing the same coverage and limits of liability as those required of the Contractor. The Contractor shall retain certificates of insurance for each of his subcontractors and shall submit copies of the certificates to the Owner and Engineer.

5.1.1.4. AMOUNT OF COVERAGE

The Contractor shall maintain insurance on all motor vehicles used in conjunction with the work, which shall protect the Contractor from claims for bodily injury or property damage as may arise from the use of such motor vehicles. This insurance shall provide minimum limits of liability for bodily injury of \$1,000,000 for each person and \$1,000,000 each occurrence, and \$1,000,000 for property damage each occurrence.

5.1.2. ADDITIONAL INSURANCE

The Contractor shall also maintain the following insurance coverage:

5.1.2.1 COMPREHENSIVE AUTOMOBILE INSURANCE

The Contractor shall maintain insurance on all motor vehicles used in conjunction with the work, which shall protect the Contractor from claims for bodily injury or property damage as may arise from the use of such motor vehicles. This insurance shall provide minimum limits of liability for bodily injury of \$1,000,000 for each person and \$1,000,000 each occurrence, and \$1,000,000 for property damage each occurrence.

5.1.2.2 WORKER'S COMPENSATION INSURANCE

The Contractor shall maintain full Worker's Compensation Insurance for all persons whom he (she) may employ in prosecuting the work under this Contract. The coverage shall apply to the State of Oklahoma.

5.2 PROOF OF INSURANCE

The Contractor shall furnish the Owner with certificates of insurance for all policies required in these Contract Documents. Each such policy shall be satisfactory to the Owner and shall bear an endorsement precluding cancellation, reduction, or change in coverage without 30 days' prior written notice to the Owner. Nothing contained in the insurance requirements shall be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from his (her) operations under this contract.

5.3 NOTIFICATION OF INSURANCE COMPANIES

It shall be the responsibility of the Contractor to notify all insurance companies of the conditions and provisions of this contract. The insurance companies shall not receive notification by the Owner of any change or modification of this Contract, or of decreased or increased work, or of the cancellation of this Contract, or of any other acts by the Owner or its authorized employees or agents under the terms of this Contract.

5.4 HOLD HARMLESS AGREEMENT

By entering into this Contract, the Contractor agrees to indemnify and save harmless the Owner, the Engineer and all of their partners, officers, agents, and employees from all suits, actions, or claims of any character, brought for or on account of injuries, death, or damages to any persons or property, as may result from the operations of the Contractor or any of his (her) subcontractors, except only such damage, injury, or death as shall have been occasioned by the sole negligence of the owner or Engineer.

GENERAL CONDITIONS

5.5 LAWS TO BE OBSERVED

The Contractor shall comply with all local, State, and Federal laws and regulations applicable to this Contract.

5.6 DELIVERIES TO CONTRACTOR

Deliveries to the Contractor of any drawings, samples, notices, letters of communications by the Owner may be made directly to the Contractor, his foreman or superintendent at the site of the work, the Contractor's business address specified in the proposal or the Owner's current record of address, or the Contractor's local office. Delivery may be made either by personal delivery or through the United States Postal Service.

5.7 ASSIGNMENT OF CONTRACT

The Contract shall not be assigned in whole or in part except upon the written consent of the Owner. Any assignment agreement shall be subject to review and approval by the Owner.

5.8 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property. This requirement shall apply continuously and shall not be limited to normal working hours. The Contractor shall furnish watchmen, guards, fences, warning signs, lights, and walkways, and shall take all other necessary precautions to prevent damage to persons or property. All structures and improvements in the vicinity of the work shall be protected by the Contractor. Any property that is damaged, injured, or destroyed by the Contractor, his employees, subcontractors, or agents, shall be promptly replaced or repaired to the satisfaction of the Engineer.

5.9 CONTRACTOR'S METHODS AND SAFETY PROCEDURES

The Engineer's construction inspection does not include any review of the adequacy of the Contractor's safety measures in, on, or near the construction. The Contractor shall have full responsibility for the adequacy of all safety precautions, and for the means, methods, techniques, sequences, and procedures required to perform the work.

5.10 LIABILITY OF OWNER'S REPRESENTATIVES

The Owner, the Engineer, their partners, officers, employees, and agents shall not be held responsible for any liability arising under this Contract. The Owner and his representative shall not be responsible for the Contractor's failure to carry out the work in accordance with the Contract Documents nor for the acts or omissions of the Contractor, and subcontractors, or any of their agents or employees, or any other persons performing any of the work.

6 PROGRESS AND COMPLETION OF WORK

6.1 SUSPENSION OF WORK

The Contractor shall give written notice to the Engineer prior to any temporary suspension of work. Suspensions shall not be made without the Engineer's written authorization.

6.2 TIME OF COMPLETION

The Contractor shall faithfully prosecute the work in accordance with the schedule as accepted by the Engineer, and shall complete the work within the time specified in the Contract Documents.

GENERAL CONDITIONS

6.3 EQUIPMENT AND METHODS

All work shall be performed with materials, tools, machinery, equipment and labor, and by such methods as are necessary to complete the work in accordance with the Contract Documents. If at any time the Contractor's plant, equipment, or labor, or any of his methods of execution of the work are deemed inefficient or inadequate by the Engineer to ensure the required quality or rate of progress, the Owner may require the Contractor to increase or improve his labor, facilities, or methods. The Contractor shall comply promptly therewith, but neither compliance with such order nor failure of the Owner to issue such orders shall relieve the Contractor from his obligation to secure the quality of construction and the rate of progress required. The Contractor alone shall be responsible for the safety, adequacy, and efficiency of his (her) equipment methods.

6.4 UNFAVORABLE WEATHER AND OTHER CONDITIONS

During unfavorable weather and other unfavorable conditions, the Contractor shall pursue only such portions of the work as shall not be damaged thereby. No portions of the work whose satisfactory quality or efficiency will be affected shall be constructed while these unfavorable conditions exist unless, by special means or precautions, the Contractor shall be able to overcome them to the satisfaction of the Engineer.

6.5 ALTERATIONS, DELETIONS AND EXTRA WORK

- 6.5.1 The Owner reserves the right to increase or decrease any portion of the work or to omit portions of the work as may be deemed necessary. The Owner may also make alterations, deviations, additions, or deletions to the work and to the Drawings and Specifications. Upon written order of the Owner, the Contractor shall proceed with the work as modified. Such work shall be considered a part of and subject to all provisions of the Contract Documents.
- 6.5.2 The Engineer may order minor changes in the work which does not involve extra cost to the Owner and which does not change the character of the work.
- 6.5.3 No claim by the Contractor for extra compensation because of any change, alteration, deletion, addition, or extra work will be paid or be payable unless a written order for such modification is signed by the authorized representative of the Owner. Adjustments in the contract price shall be made as provided under the paragraph, "Payments to Contractor" in these General Conditions. Modifications shall in no way affect, vitiate, or make void this Contract or any part thereof, except that which is necessarily affected by such alteration and is clearly the evident intention of the parties to this Contract.
- 6.5.4 If the Contractor fails to promptly perform or make satisfactory progress on any extra work authorized by the Owner, the Owner may arrange for others to complete the work. The Contractor shall not in any way interfere with the work of others.
- 6.5.5 When any changes decrease the amount of work to be done, such changes shall not constitute a basis for any claim by the Contractor. The Contractor shall not be entitled to any compensation or damages therefor.

6.6 DELAYS

6.6.1 AVOIDABLE DELAYS

- 6.6.1.1 Avoidable delays in the prosecution or completion of the work shall include all delays which might have been avoided by the exercise of care, prudence, foresight or diligence on the part of the Contractor as determined by the Engineer.
- 6.6.1.2 Any delay for whatever reason in the prosecution of any part of the work, which may in itself be unavoidable but does not necessarily prevent or delay the prosecution of

GENERAL CONDITIONS

other parts of the work nor the completion of the whole work within the time herein specified, as determined by the Engineer, or any delay resulting from the Engineer's review of Contractor submittals, or the making of surveys, measurements, and inspections; shall all be deemed avoidable delays.

6.6.2 UNAVOIDABLE DELAYS

Unavoidable delays in the prosecution or completion of the work under this Contract shall include all delays beyond the control of the Contractor and which he could not have provided against by the exercise of care, prudence, foresight, or diligence. Changes in the work ordered by the Owner; failure of the Owner to provide necessary rights-of-way; and unforeseen delays in the work of other contractors employed by the Owner will all be considered unavoidable delays, so far as they interfere with the Contractor's completion of the whole of the work as determined by the Engineer.

6.6.3 NOTICE OF DELAY

Whenever the Contractor foresees any delay in the prosecution of the work or immediately upon the occurrence of any delay, he (she) shall notify the Engineer in writing. The Engineer shall determine whether the delay is to be considered avoidable or unavoidable, and its resolution. Any delays not properly brought to the attention of the Engineer at the time of their occurrence shall be deemed avoidable delays without recourse by the Contractor.

6.7 EXTENSION OF TIME

6.7.1 FOR UNAVOIDABLE DELAY

The Contractor shall be allowed, upon proper written application and approval by the Engineer and extension of time proportionate to any unavoidable delay. The Contractor shall not be charged liquidated damages for such an extension of time.

6.7.2 AVOIDABLE DELAY

The Contractor may be granted an extension of time for avoidable delays in the work. The Contractor shall submit written application to the Engineer for approval. Any such extension of time shall be subject to liquidated damages and engineering and inspection costs as indicated in the Contract Documents.

6.7.3 EFFECT OF EXTENSION OF TIME

The granting of any extension of time for an avoidable delay shall in no way operate as a waiver on the part of the Owner of its rights under this Contract.

6.8 PROOF OF COMPLIANCE WITH CONTRACT

The Contractor shall submit to the Engineer, upon request, properly authenticated documents or other satisfactory evidence that the work is in accordance with the Contract Documents.

7 PAYMENTS TO CONTRACTOR

7.1 PROGRESS PAYMENTS

7.1.1 The Owner will make payments periodically on an approximate monthly basis. Payment dates shall be either the first or third Tuesday of the month as established by the initial payment. Payment will be made on Wednesday if a holiday occurs on Monday of that week. Payment requests shall be prepared by the Contractor on forms provided by the Owner. The Contractor shall coordinate with the Engineer in preparing the estimate of work completed during the

GENERAL CONDITIONS

period. All work shall have been completed in accordance with the Contract Documents. Payment will only be made for fully completed work as determined by the Engineer. The payment request shall be submitted to the Engineer a minimum of 12, but no more than 14 calendar days prior to the payment date.

- 7.1.2 The estimates shall be subject to approval by the Engineer and the owner. The owner will pay, or cause to be paid on approval request, the estimated value of the work performed less a retained amount in accordance with the following schedule:

Five percent (5%) retainage until one hundred percent (100%) of project is complete, provided the Contractor is making satisfactory progress and there is no specific cause for greater withholding at the Engineer's discretion.

7.2 MODIFIED WORK

The Owner will prepare and issue a supplement to the Contract as required for modifications or additions outside the scope of the work. The supplement shall indicate the nature of the modified work and any adjustment in compensation due the Contractor. Adjustments in compensation shall be determined by negotiated unit prices or negotiated lump sum as selected by the Owner. The Owner may also elect to use a time and materials basis for adjusting compensation.

7.3 TIME AND MATERIALS PAYMENT

The Contractor will be paid the costs for direct labor, materials, and equipment plus a markup of 15 percent upon the Engineer's approval of the payment request. This markup shall constitute full compensation for overhead and profit. All such payments will be made to the Contractor. The Contractor shall furnish all payroll records, purchase orders, invoices, and any requested information to the Engineer for use in approving the payment request.

- 7.3.1 The direct labor cost shall be the wages paid to direct workers including foremen and superintendents devoting their exclusive attention to the work. The direct labor cost shall also include payments for health and welfare, pension, vacation, and similar fringe benefits as accepted by the Engineer.

The markup to the direct labor cost shall constitute full compensation for all payments imposed by State and Federal laws, for worker's compensation insurance, for public liability and property damage insurance, and for all other such payments made to, or on behalf of, the workers.

- 7.3.2 The Contractor will be reimbursed only for materials incorporated in the work upon approval of the Engineer. The Contractor shall furnish satisfactory evidence of the cost of materials to the Engineer for approval. If the cost of such materials is considered excessive by the Engineer, then the cost shall be determined by the lowest current wholesale price at which such materials are available in the required quantities delivered to the job site, less any discounts.

The Owner reserves the right to furnish any and all materials and the Contractor shall have no claim whatsoever.

- 7.3.3 The Contractor will be reimbursed for the use of required equipment, which shall include the cost of fuel, oil, lubrication, supplies, necessary attachments, necessary current repairs and maintenance, depreciation, storage, insurance, and all incidentals. The current rental rates of established local suppliers shall be used by the Engineer in approving the payment request.

Individual pieces of equipment having a replacement value of fifty dollars or less shall be considered small tools and equipment and no payment will be made for their use.

The rental period for equipment shall be the time the equipment is in operation on the work and shall include the time required to move the equipment to the site and return it to its original location.

GENERAL CONDITIONS

Reimbursement shall not be allowed while equipment is inoperative due to breakdowns or non-working days.

7.4 OWNER'S RIGHT TO WITHHOLD ADDITIONAL AMOUNTS

The Owner may withhold from payment to the Contractor, in addition to the retained percentage, any amount deemed necessary for:

- 7.4.1 Just claims for labor or materials.
- 7.4.2 Defective work not remedied.
- 7.4.3 Reasonable doubt that the Contract can be completed for the unpaid balance.
- 7.4.4 Damages to other Contractors.
- 7.4.5 Field engineer and inspection services and other expenses determined by the Engineer.
- 7.4.6 Unsettled claims.

The Owner shall have the right to act as agent for the Contractor in disbursing such funds as have been withheld pursuant to this section to the party or parties who are entitled to payment therefrom. The Owner will provide the Contractor with a proper accounting of all such funds disbursed in his behalf.

The Owner shall also have the right, following completion and final acceptance of the work, to withhold any final amount due the Contractor until it is satisfied that all subcontractors, material suppliers, and employees of the Contractor have been paid in full.

7.5 COST OF FIELD ENGINEERING AND INSPECTION

The Owner shall charge the Contractor for engineering and inspection expenses resulting from any overtime beyond the regular 8-hour day and for any time worked on Saturdays, Sundays, or City holidays, and each additional working day due to an avoidable delay. The Owner will require the presence of an inspector whenever the Contractor is performing work. The cost of this overtime shall be \$60.00 per hour and \$45.00 per hour for an Engineer and Inspector respectively for each hour or fraction thereof.

7.6 DEDUCTION FOR UNCORRECTED WORK

If any portion of the work done or material furnished proves defective and not in accordance with the Contract Documents, and if the imperfection is not of sufficient magnitude or importance to make the work dangerous or wholly undesirable according to the Engineer, or if the removal of such work is impracticable or will create conditions which are dangerous or undesirable, the Engineer shall have the right to make such determination and to retain the work instead of requiring correction. In such case, the Owner may make a just and reasonable deduction as determined by the Engineer from any payment due or to become due the Contractor.

7.7 PAYMENT FOR COMPLETION FOLLOWING TERMINATION

Upon termination of the Contract by the Owner in accordance with the Contract Documents, no further payments shall be due the Contractor.

7.8 LIQUIDATED DAMAGES

The time of completion is a basic consideration of this Contract. Should the work not be completed in all parts and in accordance with the Contract Documents on or before the time specified therein, including any extensions of time for unavoidable delay, substantial damage will be sustained by the Owner. If, because of an avoidable delay the Owner should grant to the Contractor an extension of time to finish and complete all the work, it would be difficult and impracticable to determine the actual amount of damage, which the Owner would sustain. In such case, the Contractor shall pay to the Owner, as liquidated damages and not as a

GENERAL CONDITIONS

penalty, the sum of \$500.00 plus field inspection costs for each and every calendar day required by him to complete the Contract.

7.9 ACCEPTANCE

Any part of the work may be accepted in writing by the Owner when it shall have been completed in accordance with the terms of the Contract Documents as determined by the Engineer. The Contractor shall furnish written notice to the Engineer 10 days in advance of the date upon which the work will be ready for inspection.

7.10 FINAL PAYMENT

Following completion of all the work and final acceptance by the Owner, the Contractor shall prepare a final estimate of the amount of work done and the value thereof. The final estimate shall be subject to approval by the Engineer and the Owner. Upon approval, the Owner shall pay to the Contractor the remaining balance due in accordance with the provisions of the Contract Documents.

The Contractor shall not receive final payment nor any part of the retained percentage until he furnishes to the Owner a complete release of all claims or liens for the work under this contract.

**SECTION 01000
SPECIAL PROVISIONS**

PART - 1. GENERAL

1.1. Construction Surveys.

- 1.1.1. The Contractor shall provide a land surveyor liscensed in Oklahoma to do all survey work required to complete project.
- 1.1.2. The Contractor shall carefully preserve all existing benchmarks, reference points, control points, and any stakes established by others and shall be responsible for any errors or expense resulting from damage thereto.
- 1.1.3. The Contractor shall be responsible for the accuracy of all lines and grades and for the finished work being constructed in conformity to the plans and specifications.

1.2. Explosives.

The use of explosives will not be permitted on this project.

1.3. Permits And Regulations.

- 1.3.1. The contractor shall secure and pay for all construction permits required to carry out the work unless otherwise specified and shall produce same upon demand of the Owner.
- 1.3.2. The Contractor shall give all notices and pay all fees and shall, before starting work, ascertain whether the drawings and Specifications are at variance with any codes or regulations applying at the site.
- 1.3.3. Note, fees for City permits shall be waived for this project.

1.4. Water.

- 1.4.1. The contractor may have access to approved fire hydrants to obtain water for compaction, testing and other construction uses provided a written request is submitted to and approved by the Engineer.
- 1.4.2. The cost of water will not be charged to the contractor unless wastage becomes excessive.

1.5. Classification Of Excavation.

- 1.5.1. All excavation shall be classified as unclassified excavation.
- 1.5.2. Unclassified excavation shall consist of the excavation and disposal of all materials of whatever character encountered in the work.
- 1.5.3. The Contractor shall base his bid solely upon his site investigations.
- 1.5.4. Where rock is encountered no direct payment shall be made for rock excavation as all costs in connection therewith are to be included in the unit price requiring such work.
- 1.5.5. No direct payment shall be made for earth or structural excavation, as all costs in connection therewith are to be included in the unit price items requiring such work.

**SECTION 01000
SPECIAL PROVISIONS**

PART - 2. REMOVAL OF WATER.

- 2.1. The Contractor shall at all times during the construction of the work provide and maintain proper and adequate dewatering equipment for the removal and disposal of all surface and ground water and water from other sources entering excavations for structures, trenches, or other parts of the work. Surface water shall be diverted, and otherwise prevented from entering excavations and trenches to the greatest extent practicable without damage to adjacent property from dikes, ditches, or impounded water.
- 2.2. Excavations for structures shall be kept dry until the structure to be built therein is completed to the extent that no damage from hydrostatic pressure, floatation, or otherwise will result from contact with water. All excavations for structures which extend down to or below the static ground water elevations at the sites of such structures shall be dewatered by lowering and maintaining the ground water beneath such excavations distance of not less than 12 inches below the bottom of the excavation at all times when work thereon is in progress, during subgrade preparation and the placing of concrete reinforcement thereon and continuously thereafter until the concrete in the floor or footing containing such steel has been placed and hardened. No reinforcement steel shall be placed in water and no water shall be permitted to rise over such steel before the concrete has been deposited.
- 2.3. Pipe trenches shall be kept free from water during excavation, fine grading, pipe laying and jointing, and pipe embedment operations in an adequate and acceptable manner. Where the trench bottom is mucky or otherwise unstable because of the presence of ground water, and in all cases where the static ground water elevation is above the bottom of any trench or bell hole excavation, such ground water shall be lowered by means of well points and keep the trench free from water and the trench bottom stable, at all times when work within the trench is in progress.
- 2.4. The Contractor will be held responsible for the condition of any existing or proposed drain or other conduit or pipe line which may be used for drainage purposes in the vicinity of construction and all such pipes or conduits shall be clean and free from all sediment before acceptance thereof by the Engineer.

PART - 3. TRAFFIC CONTROL AND SAFETY

- 3.1. **Safety.** The Contractor shall provide adequate barricades, flashers and signs on the construction site, all in accordance with the Manual on Uniform Traffic Control Devices to insure the safety of workmen and the public. This shall be considered incidental to construction. Anytime that an unsafe condition exists the field inspector shall immediately halt the construction and order the unsafe practice to be corrected.
- 3.2. **Stored Materials on Public Right-of-Way.** Materials stored about the work shall be so placed as to cause no greater obstruction to the traveling public than is considered necessary by the Engineer. Sidewalks must not be obstructed unless by special permission of the Engineer.

**SECTION 01000
SPECIAL PROVISIONS**

Neither the materials excavated nor the construction materials shall be placed so as to endanger the public or work or prevent free access to all fire hydrants, water valves, gas valves, manholes for electric or telephone, traffic signal conduits, sewers or fire alarms in the vicinity.

- 3.3. Road Closings.** The Contractor shall notify the Engineer at least forty-eight (48) hours prior to the time he intends to obstruct any portion of any thoroughfare or street. If the Engineer agrees to the street obstruction the Contractor shall notify the Fire Department, Police Department, Ambulance service and news media twenty-four (24) hours prior to obstructing the street and when directed by the Engineer shall keep the street in condition for unobstructed use by emergency vehicles. News media notification shall include at least one local newspaper and at least one local radio station.
- 3.4. Barricades.** When work is carried on, in, or adjacent to any street, alley or public place, the Contractor shall, at his own expense, furnish and erect such barricades, fences, lights and danger signals, shall provide such watchmen and flagmen and shall take such other precautionary measures for the protection of persons or property and of the work as are necessary. Barricades, lights, and other warning devices shall as a minimum meet all AASHTO Standards. The Contractor shall comply with the Manual of Uniform Traffic Control before erecting barricades.

All open trenches shall be barricaded and marked whether on or adjacent to the traveled portion of the right-of-way or not. Trenches on or adjacent to the traveled portion of the right-of-way shall, as a minimum, be completely barricaded and shall be marked (lighted) at forty (40) foot intervals. Trenches not on the traveled portion of the right-of-way shall be barricaded as necessary and shall, as a minimum, be marked at sixty (60) foot intervals.

The Contractor will be held responsible for all damage to the work due to failure of barricades, signs, lights, and watchmen to protect it.

PART - 4. UTILITY LOCATIONS.

- 4.1.** Major underground utilities crossing the work areas are shown in their approximate locations on the plans. All utilities may not be shown. The indicated locations are only general and the depths are unknown. Individual service drops or lines are not shown. The Contractor shall be responsible to determine and verify the exact location and depth to avoid interruption of services to any residence. The Contractor shall coordinate the lowering and/or relocation of any and all utilities which may interfere with the proposed construction.
- 4.2.** The Contractor shall arrange for all temporary safeguards necessary when working in proximity to utility facilities. The cost of these safeguards shall be included in other items of work. The Contractor shall give the utility company adequate notice to avoid delay of work.

**SECTION 01000
SPECIAL PROVISIONS**

- 4.3. Prior to beginning of construction the Contractor shall have all existing underground utilities located and marked on the ground and the alignment of proposed improvements staked. These utility locations will be used to determine the necessity of revisions to the location of underground improvement prior to beginning of construction.

PART - 5. SHOP DRAWINGS AND PRODUCT DATA.

- 5.1. Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor, manufacturer, supplier or distributor to illustrate some portion of the Work.
- 5.2. Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.
- 5.3. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. The purpose of their submittal is to demonstrate, for those portions of the Work for which submittals are required, the way the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents. Review by the Engineer is subject to the limitations stated below in paragraph 5.4.
- 5.4. The Engineer will review and approve or take other appropriate action upon the Contractors submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Engineer's action will be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate Contractors, while allowing sufficient time in the Engineer's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Engineer's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Engineer, of any construction means, methods, techniques, sequences or procedures. The Engineer's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- 5.5. The Contractor shall review, approve and submit to the Engineer Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate Contractors. Submittals made by the Contractor which are not required by the Contract Documents may be returned without action.

SECTION 01000
SPECIAL PROVISIONS

- 5.6.** The Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Engineer. Such Work shall be in accordance with approved submittals.
- 5.7.** By approving and submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents that the Contractor has determined and verified materials, field measurements and field construction criteria related thereto, and has checked and coordinated the information contained within such submittals with the requirements of the Work and the Contract Documents.
- 5.8.** The Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Engineer's approval of Shop Drawings, Product Samples or similar submittals unless the Contractor has specifically informed the Engineer in writing of such deviation at the time of submittal and the Engineer has given written approval to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples or similar submittals by the Engineer's approval thereof.
- 5.9.** The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples or similar submittals, to revisions other than those requested by the Engineer on previous submittals.
- 5.10.** Shop Drawings shall be submitted for all items specifically fabricated for this Project. Product data shall be submitted for all pre-manufactured items used on this Project. Product certifications shall be provided by the manufacturer for all items which are required to meet certain standards by these specifications.
- 5.11.** Submittals shall identify details by reference to plan sheets and/or by specification numbers. Minimum sheet size for submittals shall be 8.5" x 11". When using manufacturer's standard schematic drawings, modify to delete information which is not applicable to Project. Underline, circle or otherwise indicate what item is being proposed.
- 5.12.** The Contractor shall provide the number of copies of submittals required for his own distribution plus two (2) copies which will be retained and/or distributed by the Engineer.
- 5.13.** Each submittal shall be accompanied with a transmittal letter, containing:
- Date
 - Project Title and Number
 - Contractor's name and address
 - The number of copies of shop drawings, product datum and certifications
 - Notification of deviations from Contract
- 5.14.** Submittals shall include:
- Identification of product or material
 - Relation to adjacent structure or material if applicable

**SECTION 01000
SPECIAL PROVISIONS**

- Field dimensions, clearly identified as such
- Specification section subsection and/or addendum
- Applicable standards, such as ASTM number or ODOT Specification

PART - 6. MEASUREMENT AND PAYMENT.

It is the intent of the Proposal and these Special Conditions that the total bid, as submitted, shall cover all work shown on the contract drawings and required by the Specifications and other Contract Documents. All costs in connection with the work, including furnishing of all materials, equipment, supplies and appurtenances, providing all construction equipment and tools, and performing all necessary labor to fully complete the work, shall be included in the unit and lump sum prices named in the Proposal.

PART - 7. TRADE NAMES AND MATERIALS.

Where the words "Equivalent", "Proper", or "Equal to" are used, they shall be understood to mean that the thing referred to shall be proper, the equivalent of, or equal to some other thing, in the opinion or judgment of the Engineer. Unless otherwise specified, all materials shall be the best of their respective kinds and shall be in all cases fully equal to approved samples. When the words "or equal to" or other such expressions are used in the Specification in connection with a material, manufactured article or process, the material, article or process, specifically designated shall be used, unless a substitute shall have been approved in writing by the Engineer and the Engineer shall have the right to require the use of such specifically designed material, article or process.

PART - 8. STANDARD SPECIFICATIONS.

The Oklahoma State Highway Commission's "2019 Standard Specifications for Highway Construction", along with all special provisions and supplements, are hereby adopted as part of these specifications where reference is made. Said specifications will be hereinafter referred to as the "Standard Specifications", "ODOT Specifications", or "ODOT." However, portions of the Standard Specifications referring to Basis of Payment or contract provisions are not applicable to these specifications. When ODOT Specifications conflict with these specifications or the Construction Drawing, the more stringent shall apply.

PART - 9. PROTECTION OF PROPERTY.

- 9.1. The protection of City, State and Government monuments, street signs and other Owner's property is of prime importance, and if the same be damaged, destroyed or removed, they shall be repaired, replaced or paid for by the Contractor. Disturbance to this property must first be approved by the agency which owns or controls the property.

SECTION 01000
SPECIAL PROVISIONS

- 9.2. No valves or other control on any utility main or building service line shall be operated by the Contractor.
- 9.3. At places where the Contractor's operations are adjacent to railway, telegraph, telephone, electric and/or gas lines, or water, sanitary sewers and storm sewers, damage to which results in expense, loss or inconvenience, work shall not proceed until all arrangements necessary for the protection of said lines have been made.
- 9.4. The Contractor shall cooperate with the Owners of any underground or overhead utility lines in their removal and rearrangement operations in order that these operations may progress in a reasonable manner and duplication or rearrangement work may be reduced to a minimum. The revision and/or crossing of the various types of lines shall be made as follows:
- 9.4.1. All overhead and buried telephone and electrical conduits crossed by the construction of this project shall be protected in accordance with the directions of the utility company owning the conduits and/or mains. The Contractor shall notify the companies and obtain their permission before making any crossings. The crossing of said lines shall be at the expense of the Contractor. Any overhead cables or buried cables or conduits damaged by the Contractor shall be repaired at his expense to the satisfaction of the Engineer and the Owner.
- 9.4.2. The contractor shall not remove any water or sanitary sewer lines unless directed by the Engineer or as required by the Drawings and Specifications, and shall adequately brace and protect them from any damage during construction. Any existing water main or sewer main or lateral damage caused by the Contractor's operations will be repaired by the Contractor. The repairs will be made at the Contractor's expense.
- 9.5. The location of utility service lines serving individual properties are not shown on the Drawings, but the Contractor shall assume that such service lines exist and it shall be the responsibility of the Contractor to contact the necessary utilities and have all utilities located. It shall be the responsibility of the Contractor to make any necessary changes in the line and/or grade of such services, or to secure the necessary changes therein to be made by the particular utility company involved or other owner thereof, or by an agent or individual Contractor approved by such utility company or other owner. Contractor shall pay the cost of all such revisions whether performed by Contractor, the utility company or other owner, or an approved Contractor. In the event of interruption of a utility service as a result of accidental breakage, Contractor shall promptly notify the Engineer and the owner of the utility, and shall repair or cause the same to be repaired, in the same manner as necessary changes above are provided for, the Contractor shall do all things necessary to see that the restoration of services are done as promptly as may be reasonably done. All sanitary sewer service lines damaged shall be replaced with cast iron pipe regardless of type or kind damaged.

**SECTION 01000
SPECIAL PROVISIONS**

- 9.6.** In the event the Contractor in any way fails to comply with the requirements of protecting, repairing and restoring of any utility or utility service, the Owner may, upon forty-eight (48) hours written notice proceed to protect, repair, rebuild or otherwise restore such utility or utility service as may be deemed necessary, and the cost thereof will be deducted from any money due or which may become due the Contractor pursuant to the terms of his contract.

PART - 10. SCHEDULES.

The Contractor shall provide the following relative to project schedules.

- 10.1. Project Schedule:** The Contractor shall furnish the Engineer with a tentative schedule setting forth in detail the procedure he proposes to follow, and giving the dates on which he expects to start and to complete the separate portions of the work. The schedule shall be updated and submitted to the Engineer on a monthly basis corresponding with the date of the monthly progress meetings. If at any time, in the opinion of the Engineer, proper progress is not being obtained, such changes shall be made in the schedule of operations which will satisfy the Engineer that the work will be completed within the period stated in the contract, or extension thereof made as herein provided.
- 10.2. Weekly Schedule of Work:** The Contractor shall submit to the Resident Project Representative a schedule of work to be performed each week. The listing shall include the work to be performed each day of the week and the locations. The schedule shall be submitted by the close of business on the Friday before the week covered by the schedule.

PART - 11. SUBCONTRACTORS.

Contractor shall prepare list of proposed subcontractors including material suppliers and submit to Engineer for approval before subcontracts are awarded.

11.1. Safety Standards And Accident Prevention.

With respect to all work performed under this Contract the Contractor shall:

- 11.1.1. Comply with the safety standards provisions of applicable laws, building and construction codes and the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Section 1910 or 1926, as applicable.
- 11.1.2. Exercise every precaution at all times for the prevention of accidents and protection of persons (including employees) and property.

**SECTION 01000
SPECIAL PROVISIONS**

- 11.1.3. Submit for review by the Owner and Engineer a safety plan which addresses all applicable safety requirements of current Federal and State laws and outlines procedures for implementation. The plan shall be submitted on or before the seventh calendar day following the effective date of the Notice to Proceed. No field work except mobilization and initial site inspection shall be allowed until the plan is acknowledged by the Engineer.
- 11.1.4. Submit completed confined space entry forms on a monthly basis covering all confined space entries during the previous calendar month. The reports shall be submitted to the Engineer at the monthly progress meeting.

11.2. Access To The Work.

Some of the structures, pipeline segments, and swales scheduled for installation or replacement in the project are located on or near private property. Access to these pipeline segments is provided by easements and/or right-of-way; however, the legal access may be covered with private improvements such as fences, landscaping, out-buildings, etc. All proposed easements as indicated on the Construction Drawing may not be available during construction. In addition, the easements and/or right-of-way width covering the proposed work may not be sufficient for the Contractor's construction methods. In such cases, the Contractor shall work with the landowners to find alternative methods of access, and, if necessary, to gain additional work space. A written, signed agreement carefully detailing all provisions shall be obtained by the Contractor. Provisions of all agreements for restoration of removed or damaged private property shall be the responsibility of the Contractor and become part of the work. Private improvements located on the legal access shall be removed and replaced as required by the Contractor at his expense. In such cases the Contractor shall minimize the damage to private property and shall make every effort to work with the landowner. Fences, pavement, out-buildings, and other improvements located on the legal access shall be removed and replaced by the Contractor at NO additional cost to the Owner.

11.3. Monthly Progress Meetings.

The Contractor shall schedule and conduct project progress meetings on a monthly basis and also any additional meetings requested by the Owner or Engineer. The Contractor, Engineer, and all Subcontractors active on the site shall be represented at each meeting. Contractor may, at his discretion, request attendance by other parties involved in the project.

The Contractor shall preside over the meetings. Meeting minutes shall be prepared by the Contractor and distributed to the Owner, Engineer and Resident Project Representative. The purpose of the meetings shall be to review the progress of the Work, coordinate efforts of all parties, discuss any changes in scheduling, and resolve any problems and/or citizen complaints.

11.4. Field Office.

During the performance of this contract a field office is not required.

**SECTION 01000
SPECIAL PROVISIONS**

11.5. Testing Laboratory Services.

Refer to ODOT Specifications for testing requirements. Also See Part – 13. Quality Control.

11.6. Erosion Control & Pollution Prevention Plan.

This item shall govern the control measures necessary to prevent and control soil erosion, sedimentation and storm water pollution which may degrade receiving waters including rivers, streams, lakes reservoirs, ground water and wetlands. The control measures contained herein shall be installed and maintained throughout the construction contract and coordinated with the permanent or existing temporary pollution control features specified elsewhere in the Plans and Specifications to assure effective and continuous water pollution control throughout the construction and post construction period. These control measures shall not be used as a substitute for the permanent pollution control measures unless otherwise directed by the Engineer in writing. The controls may include silt fences, sediment filters, dikes, dams, berms, sediment basins, mats, soil retention blankets, temporary seeding, mulch, channel liners, slope drains and other structural or non-structural water pollution controls.

Prior to the start of any construction, the Contractor shall submit for approval to Engineering Department,

- 11.6.1. An Erosion Control Plan showing proposed methods of erosion control and plans for disposal of any waste material. Include in planning, areas outside construction limits such as construction and haul roads, field offices, equipment and supply areas, and material sources.
- 11.6.2. A Notice of Intent (NOI) for Storm Water Discharge shall be required for all projects that disturb one or more acres.
- 11.6.3. Notice of Intent shall also be required for any projects that disturb less than one acre when they are a part of a larger common plan of development or sale that will ultimately disturb an area equal to or greater than one acre.
- 11.6.4. The Notice of Intent (NOI) for Storm Water Discharges must be prepared in accordance with the requirements of ODEQ / EPA as applicable.
- 11.6.5. When an NOI is required, a Storm Water Pollution Prevention Plan (SWPPP) shall be prepared and submitted by an individual experienced in the preparation of SWPPP's, and shall include construction sequencing schedule for the accomplishment of appropriate pollution control measures.

No work shall begin on project until the above required items have been submitted, reviewed and approved by the Engineer in writing.

**SECTION 01000
SPECIAL PROVISIONS**

PART - 12. THE SWPPP SHALL ADDRESS THE FOLLOWING REQUIREMENTS:

- 12.1. All disturbed surface areas exposed by construction operations shall require stormwater pollution prevention control best management practices be used to prevent or minimize impact to receiving waters per applicable Oklahoma Department of Environmental Quality (ODEQ) requirements and applicable City of Bartlesville Codes and Regulations. Contractor shall make every effort to limit the amount of disturbed soil exposed at any given time.
- 12.2. Should control measures fail to function effectively, Contractor shall act immediately to bring the erosion and sedimentation under control by maintaining existing controls and by providing additional controls as needed. When in the opinion of the Engineer the site is adequately stabilized, the control measures shall be removed and properly disposed of by the Contractor.
- 12.3. For areas of the State which have an average annual rainfall less than 20 inches and where stabilization is precluded by seasonal arid conditions, stabilization measures shall be implemented as soon as practicable. For all areas of the State with an average annual rainfall greater than 20 inches, in any disturbed area where construction activities have ceased, permanently or temporarily, the Contractor shall stabilize the area by the use of seeding, mulching, soil retention blankets or other appropriate measures within 14 days, unless construction activities are scheduled to resume within 21 days. **(Bartlesville's average rainfall is over 40 inches.)**
- 12.4. The Contractor shall effectively prevent and control erosion and sedimentation on the site at the earliest practicable time as outlined in the approved SWPPP. Control measures, where applicable, will be implemented prior to the commencement of each construction operation or immediately after the area has been disturbed.
- 12.5. Disposal areas, stockpiles and haul roads shall be constructed in a manner that will minimize and control the amount of sediment that may enter receiving waters. Disposal areas shall not be located in any wetland, waterbody or streambed. Construction roads may not be located in or cross any waterbody or streambed without prior approval of the Engineer and shall be done in compliance with applicable rules and regulations.
- 12.6. Construction operations in rivers, streams, lakes, wetlands and other waterbodies shall be restricted to those areas where it is necessary to perform the work shown on the Plans. Wherever streams are crossed, temporary bridges, timber mats or other structures shall be used, as directed by the Engineer. The use of a work road within a stream channel shall be minimized to the greatest extent practicable.
- 12.7. Protected storage for paints, chemicals, solvents, fertilizers and other potentially toxic materials will be provided by the Contractor and on the location approved by the Engineer.

**SECTION 01000
SPECIAL PROVISIONS**

- 12.8.** Construction staging areas and vehicle maintenance areas shall be constructed by the Contractor in a manner to minimize the runoff of pollutants and their location will be approved by the Engineer. The Contractor shall prevent pollution or receiving waters with petroleum products or other hazardous or regulated substances. When work areas of material sources are located adjacent to a waterbody, control measures such as dikes, gabions or rock berms shall be used to keep sediment and other contaminants from entering the adjacent waterbody. Care shall be taken during the construction and removal of such barriers to minimize down-gradient sedimentation.
- 12.9.** All waterways shall be cleared as soon as practicable of temporary embankment, temporary bridges, matting, falsework, piling, debris or other obstructions placed during construction operations that are not a part of the finished work.
- 12.10.** Disturbance of existing vegetation shall be minimized and limited to only those areas approved by the Engineer.
- 12.11.** Construction entrances shall be stabilized by the use of rock, timber matting or other acceptable techniques to minimize the off-site vehicle tracking of sediment.
- 12.12.** The project will not be accepted until, in the opinion of the Engineer, the Contractor has established a uniform perennial vegetative cover with a density of 70 percent in all areas not covered by permanent structures, or that equivalent permanent or temporary stabilization measures (such as riprap, gabions, soil retention blankets, mulching or geotextiles) have been employed.
- 12.13.** After acceptance of the project by the Owner, the Owner will be responsible for maintenance of permanent erosion control practices.
- 12.14.** Development of the Storm Water Pollution Prevention Plan, temporary erosion, sedimentation and stormwater pollution prevention and control will not be measured for payment but shall be included in other items of work with the exception of bale barriers, silt fence, and permanent sodding or seeding. Pollution control measures may be applicable to construction work outside the right of way where such work is necessary as a result of related construction such as material-source operations, haul roads and equipment-storage sites. Pollution control measures outside the right-of-way or easement will not be measured for payment but shall be performed at the Contractor's expense.
- 12.15.** In case of failure on the part of the Contractor to prevent and control soil erosion, sedimentation and water pollution which may degrade receiving water, the Engineer reserves the right to employ outside assistance or to use City forces to provide the necessary corrective measures. Such incurred direct costs plus project engineering costs will be deducted from any monies due or to become due to the Contractor.

**SECTION 01000
SPECIAL PROVISIONS**

PART - 13. CONTRACTOR QUALITY CONTROL

All material testing during construction determined to be needed by Owner, shall be provided by an independent testing laboratory certified by the American Council of Independent Laboratories which shall be retained and paid for by the Owner. All testing methods shall be in accordance with applicable sections in the Standard Specifications. Each test report shall be submitted to the Engineer within 48 hours after test is completed. The testing laboratory shall give the engineer immediate verbal notification of any testing failure or irregularity. Material testing and certification shall be in accordance with the following schedule:

13.1 Minimum Sampling and Testing Schedule

13.1.1. Embankement

In place Density and Moisture Content	One per 1,000 linear feet per lift.
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13.1.2. Borrow Excavation

Classification	One per each source per 3,000 C.Y.
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13.1.3. Subgrade

In Place Density & Moisture Content	One each 500 linear feet.
-------------------------------------	---------------------------

13.1.4. Aggregate Base

Quality L.A. abrasion	One per Source
Gradiation, L.L., & P.I.	One per 750 C.Y.
Thickness in Place	One per 500 linear feet.

13.1.5. Lime Stabilized Subgrade

In Place Density & Moisture Content	One per 500 linear feet.
-------------------------------------	--------------------------

13.1.6. Rip Rap

Material	Field Inspection of material at source by project personnel.
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**SECTION 01000
SPECIAL PROVISIONS**

13.1.7	Filter Blanket	
	Quality	One per each source
	Gradation	Each 500 Ton or minimum of one per job.
13.1.8	Concrete Fine Aggregate	
	Quality	One per each source.
	Gradation	One per 300 Tons.
13.1.9	Concrete Course Aggregate	
	Quality	One per each source.
	Gradation	One per 300 Tons.
13.1.10.	Concrete	
	Slump & Air Content	Test first delivery and every 3rd unit thereafter and for each set of cylinders.
	Cylinders	One set of 3 cylinders for each days pour larger than 15 C.Y. and one set of 3 cylinders for each 50 C.Y. for 28 day strength. Pours smaller than 15 C.Y. to be casted and tested as required by Engineer to insure quality.
13.1.11.	Asphalt Concrete	
	Asphalt	One refinery certificate with test results each shipment

**SECTION 01000
SPECIAL PROVISIONS**

Aggregate	Preliminary, one L.A. abrasion test each source.
Mix	Extraction (asphalt, moisture and gradation) one each day or one each 500 tons, whichever is more frequent.
Mix Thickness	Two cores each day.
Density	Two each day or one per 500 tons, whichever is more frequent
13.1.12. Backfill for Cross Drain Culverts	
Density	Two each installation.

PART - 14. FLEXIBLE START

This project shall be bid with a flexible start incentive. The Contractor has the option to delay beginning construction up to six (6) months from award of bid without penalty or liquidated damages for the delayed start.

END OF SECTION 01000

EROSION CONTROL BMP INSPECTION CHECKLIST

The attached checklist is a generic document. It is included in the specifications as an example for the contractor. The contractor is encouraged to develop their own job specific checklist.

The ODEQ General Storm Water Permit and the Storm Water Management Plan (SWPPP) requires the use of structural Best Management Practices (BMP)

(i.e. Silt Fence shall be inspected at a minimum of weekly and after every rain event of greater than 1 inch.)

Erosion Control Inspection

Contractor _____

Date:	Inspector:
Project: CENTRAL FIRE STATION ROOF REPAIR	
Location:	
Contractor:	

Copy of NOI onsite: Yes No NA **Previously Checked** **NOI Submission Date:**

Copy of Permit onsite Yes No NA **Previously Checked** **Permit No.**_____.

Inspection Records Up to Date: Yes No NA

Copy of SWPPP onsite Yes No NA

Construction Entrance installed: Yes No NA

Comments: _____

Structural BMP(s) installed: Yes No NA

Comments: _____

Structural BMP(s) maintained: Yes No NA

Comments: _____

Notes: _____

CITY OF BARTLESVILLE
CENTRAL FIRE STATION ROOF REPAIR
Bid No. 2025-2026-011

PAY ITEM SPECIFICATIONS

1. PROJECT DESCRIPTION

- 1.1 City of Bartlesville is requesting proposals for a contractor to provide and install upgrade a roof replacement for the original portion of the Central Fire Station in Bartlesville, OK. This will include removal of the existing roofing system, placement of a new roofing system, and various safety improvements.
- 1.2 Oklahoma Department of Transportation 2019 Standard Specifications for Highway Construction shall govern the project except in direct conflict with the project specifications. Project specifications shall prevail when in conflict with ODOT Standard Specifications.

2. PROJECT PAY ITEMS AND NOTES

- 2.1 MOBILIZATION (EA)
 - 2.1.1 Mobilization shall be paid in accordance with the Oklahoma Department of Transportation Standard Specifications for Highway Construction Section 641 Mobilization.
 - 2.1.2 Mobilization shall include any required coordination with utilities for the project.
- 2.2 REMOVAL OF ROOF SURFACE (SF)
 - 2.2.1 This pay item includes removal and disposal of the existing roofing system to include existing membrane, coverboard, insulation, flashing, roof drains, and all other roofing material above the bare decking.
 - 2.2.2 This pay item includes removal and protection of all equipment, compressors, or other items identified by the engineer to remain after construction, except items covered by pay items 11 and 12.
 - 2.2.3 All removed roofing system material shall become property of the contractor, unless identified by the Engineer to remain City property, and shall be disposed in accordance with state statutes. Items identified by the Engineer to remain City property shall be protected as directed by the Engineer.
 - 2.2.4 Contractor shall provide the Engineer with a roof removal plan. The removal plan shall be approved by the engineer prior to beginning removal activities.
 - 2.2.5 This pay item shall be paid as plan quantity, per ODOT Spec 109.01.B.
- 2.3 NEW ROOFING SURFACE, INSTALLED (SF)
 - 2.3.1 This pay item includes installation of vapor retarder, insulation, coverboard, adhesive, and membrane.

- 2.3.2 Membrane shall be GAF EverGuard TPO Smooth Membrane, 60 mil, or Engineer approved equal. Membrane shall be adhered using adhesive approved by membrane manufacturer. Exposed surface of the membrane shall be white.
- 2.3.3 Coverboard shall be for low slope roofs and shall be approved for use by membrane manufacturer.
- 2.3.4 Insulation shall be GAF EnergyGuard Tapered Polyiso Insulation, or Engineer approved equal. Insulation shall be approved for use by the membrane manufacturer. Roof taper shall provide positive drainage to open edge of roof.
- 2.3.5 This pay item includes all adhesives, mechanical fasteners, and any other items required for installation of the roofing system excluding those items included in other pay items.
- 2.4 FLASHING (LF)
 - 2.4.1 This pay item includes all flashing required to tie roofing system to the building.
 - 2.4.2 Flashing shall be approved by the manufacturer of the roofing membrane.
- 2.5 ROOF DRAIN, INSTALLED (EA)
 - 2.5.1 Contractor shall install roof drain, cover, and any required adjustment to existing drain pipe. Any required extensions to the existing drain pipe shall not reduce flow capacity of the drain.
 - 2.5.2 Roof drain shall include cover and seal to new roofing system. Roof drain shall be approved for use with membrane by membrane manufacturer.
- 2.6 PENETRATION, UP TO 1.00 SF (EA)
 - 2.6.1 This pay item shall be used to seal the roofing system around roof penetrations of cross-sectional area up to 1.00 sf. Materials used shall be approved for use with membrane by the membrane manufacturer.
 - 2.6.2 This pay item shall include all items required to complete the sealing of the penetration.
 - 2.6.3 All penetrating items shall terminate at least six inches above the roofing surface. All costs associated with extending penetrating pipes, vents, or other objects shall be included in this pay item.
- 2.7 PENETRATION, 1.01 SF or greater (EA)
 - 2.7.1 This pay item shall be used to seal the roofing system around roof penetrations of cross-sectional area 1.01 sf or greater. Materials used shall be approved for use with membrane by the membrane manufacturer.
 - 2.7.2 This pay item shall include all items required to complete the sealing of the penetration.
 - 2.7.3 All penetrating items shall terminate at least six inches above the roofing surface. All costs associated with extending penetrating pipes, vents, or other objects shall be included in this pay item.
- 2.8 REMOVE AND REPLACE ROOF HATCH (EA)
 - 2.8.1 Contractor shall remove existing roof hatch and install a Babcock-Davis BA 3630 single point roof hatch. Installation shall include Babcock Davis 36X30 Roof Hatch Railing, Babcock Davis Safety Post, and OSHA approved wall mount ladder. The roof hatch, safety rail, ladder, and safety post listed may be

substituted with an Engineer approved equal, however, the contractor shall not submit non-compatible components.

2.8.2 The roof hatch and associated components shall be in the tower to access the roof. Should the contractor wish to locate the hatch in a location other than the existing location, the location of the hatch shall approved by the Engineer. All costs associated with redecking over the existing opening shall be included in this pay item.

2.8.3 Contractor shall provide shop drawings signed and sealed by a structural engineer licensed to practice engineering in the state of Oklahoma. Shop drawings shall be approved by the Engineer prior to the contractor beginning any demolition or construction activities related to the installation of the roof hatch.

2.8.4 Cost bid for Roof Hatch (EA) shall include repair of any disturbed roof to provide a watertight cover.

2.8.7 Installation shall be in accordance with manufacturer recommendations.

2.9 FALL PROTECTION TIE-OFF (EA)

2.9.1 Contractor shall install a permanent fall protection anchor capable of anchoring four people at the same time. Anchor system shall meet OSHA requirements. Product shall be approved by the engineer prior to installation.

2.10 REMOVEL OF ANTENNA (EA)

2.10.1 Contractor shall remove existing antenna and any associated anchoring systems necessary for installation of the new roofing system.

2.10.2 This pay item includes storage and protection of the antenna until installation after placement of the roofing system.

2.11 RESET ANTENNA (EA)

2.10.1 Contractor shall reset antenna and any associated anchoring systems following installation of the new roofing system.

2.10.2 This pay item includes all materials required by the membrane manufacturer for installing the antenna on or through the roofing system.

2.10.3 The reset antenna anchoring shall be in a manner similar to the existing antenna anchoring. Should the existing anchoring system not be compatible with the membrane or roofing system, the contractor shall provide an anchoring plan, signed and sealed by an engineer licensed by the State of Oklahoma. Anchoring plan shall be approved by the Engineer prior to installation. All anchoring costs shall be included in this pay item.

2.12 GUTTERING SYSTEM (LSUM)

2.12.1 Contractor shall remove existing gutters, downspouts, and associated materials and replace with new gutters, downspouts, and associated materials.

2.12.2 Guttering system shall not conflict with roofing system and shall catch all water falling of the edge of the roof.

2.12.3 Guttering System shall have a capacity meeting or exceeding the existing system.

2.12.4 Color of Guttering System shall be approved by the Engineer prior to installation

3. MATERIALS DELIVERY

- 4.1 This building is an active fire station. Contractor shall actively work to avoid impeding emergency vehicles or personnel. No material deliveries, storage locations, or any other contractor action shall cause any delay to emergency responses. All locations for material offloading and storage shall be coordinated with the Engineer and City of Bartlesville Fire Chief or his approved representative prior to use.
- 4.2 Contractor shall not restrict building access to any entrance or fire exit during normal without written approval of the Engineer.
- 4.3 Contractor shall not close any adjacent lanes or parking areas without written approval of the Engineer.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Presentation and discussion only regarding the Draft Diagnostic Report on City Land Development Regulations. Presented by Larry Curtis, Community Development Director, introducing consultant, Freese and Nichols, Inc.

Attachment: Land Development Regulations: Diagnostic Report

II. STAFF COMMENTS AND ANALYSIS

The City's consultant, Freese and Nichols, Inc., has completed an assessment and prepared a Draft Diagnostic Report on the City's Land Development Regulations. The assessment is based on community engagement and input from City staff, a stakeholders advisory committee, community stakeholder interviews, a community open house, survey, and an interactive map on the project web page, <https://fni.mysocialpinpoint.com/bartlesville-development-regulations>.

After receiving comment from City Council, this Diagnostic Report will be finalized and will provide the basis for the drafting of new land development regulations for the city. The draft regulations will be subject to additional community engagement and input, including a community open house and workshops, before being considered for recommendation by the City Planning Commission and approval by City Council.

III. RECOMMENDED ACTION

Discussion only, no action required.



Land Development Regulations: Diagnostic Report

City of Bartlesville

Contents

Introduction.....	1
Project Overview	1
Purpose of the Diagnostic	1
Overall Process	2
The “Why”	3
The Choice for a Unified Development Code.....	4
Foundational Components.....	5
Zoning Overview	7
Zoning Approaches	7
Applicability to Bartlesville.....	9
Zoning Tools.....	9
Summary of Existing Plans and Policies	13
Introduction	13
Endeavor 2045 Comprehensive Plan (2024).....	13
Bartlesville Housing Study (2024).....	14
City of Bartlesville Strategic Plan (2022).....	14
U.S. Highway 75 Corridor Study & Master Plan (2003)	14
Bartlesville Affordable Housing Plan (2008)	15
West Bartlesville Redevelopment Plan (2011) and Downtown Redevelopment District Implementation Plan (2009)	15
Downtown Design Guidelines.....	16
Additional Plans and Studies	16
Stakeholder Input	16
Staff Kick-Off Meeting	16
Stakeholder Interviews.....	17
Public Open House.....	18
Community Survey	19
Key Themes for the Code Update	19

Creating a User-Friendly Code	19
Organization	20
Language and Definitions	24
Graphic Enhancement.....	25
Sequence and Duplication.....	26
Right-Size District Standards to Meet the Vision of Endeavor 2045	27
Zoning Districts.....	27
Planned Unit Development	30
Separate and Update the Technical Standards.....	31
Concentrate Use and Development Standards	31
Define and Prescribe High-Quality Development Standards	32
Communicating Development Standards	32
Consistency with Other Codes	33
Term Integration	33
Summary of Recommended Revisions	34
General.....	34
Zoning Districts	36
Dimensional Requirements and Other Site Design Elements	38
Uses	42
Utilities, Stormwater Management and Environment.....	43
Subdivision Regulations.....	44
Administration, Applications, and Processes	47
Nonconformities	48
Enforcement	49
Conclusion	50
Summary	50
Next Steps	50
Annex A – Outline of New Code	51
Annex B – Summary of Recommendations.....	60

General.....	60
Zoning Districts	61
Dimensional Standards and Other Site Design Elements.....	62
Uses	66
Utilities, Stormwater Management, and Environment.....	67
Subdivision Regulations	68
Administration, Applications, and Processes	69
Nonconformities	70
Enforcement	70
Annex C – City Goals.....	72
Endeavor 2045 Comprehensive Plan (2024).....	72
Bartlesville Housing Study (2024).....	73
City of Bartlesville Strategic Plan (2022).....	74
U.S. Highway 75 Corridor Study & Master Plan (2003)	74
Bartlesville Affordable Housing Plan (2008)	75
West Bartlesville Redevelopment Plan (2011)	75
Downtown Redevelopment District Implementation Plan (2009).....	78
Annex D – Stakeholder Input Summary	81
Structure and Participation.....	81
In-Person Engagement	81
Online Engagement	99
Annex E – Zoning and Uses Approach	189
Zoning District Scenarios	189
Scenario 1: Simple Modern Menu	189
Scenario 2: Context Areas, Non-regulatory.....	190
Scenario 3: Context Areas, Regulatory	191
Land Uses.....	193
Current Uses	193
Proposed Uses.....	193

Land Use Structure Scenarios	194
Scenario Comparison.....	195
Temporary Uses	195
Other Considerations	195
Implementation of Activity Center and Mixed-Use Corridor Overlays	195
Treatments for Areas of Special Study.....	196
Sites with Redevelopment Potential	196

Introduction

Project Overview

The City of Bartlesville’s (the “City” or “Bartlesville”) development regulations are housed in an Appendix to the Municipal Code. Appendix A (zoning) and the Subdivision Regulations function as the primary regulatory documents used to ensure quality development, with some supplementations from Chapter 4 (Buildings and Building Regulations), Chapter 13 (Parks and Recreation), Chapter 16 (Signs and Advertising), Chapter 17 (Streets, Sidewalks, and Other Public Areas), and Chapter 20 (Utilities). Although amendments have been made over time since their 1966 adoption, the zoning regulations have not seen a comprehensive update since at least 2015. Similarly, the Subdivision Regulations, originally adopted in 1982, were revised in 1993 and 2001.

The City’s current Comprehensive Plan, *Endeavor 2045*, identifies and articulates the community’s vision and objectives to establish Bartlesville’s preferred development patterns. A key priority of the Comprehensive Plan is to update the City’s development regulations to implement long-range planning policies detailed within the Plan. Updating these regulations is a vital step that will modernize the regulations and improve usability for the public, applicants, and decision-makers.

This Bartlesville Development Regulations Diagnostic Report (“Diagnostic Report” or “Report”) outlines the initial phase of updating the City’s development regulations, including recommending conversion to a Unified Development Code¹ (UDC). The Report analyzes Bartlesville’s current land use regulations, summarizes feedback from various stakeholders, and highlights areas where existing regulations align with the vision outlined in the Comprehensive Plan.

Purpose of the Diagnostic

The purpose of this Diagnostic Report is to outline the key topics identified by Freese and Nichols’ (FNI’s) review of Bartlesville’s existing development regulations. The Diagnostic Report also includes initial proposed revisions to the following chapters of the City’s regulations:

- Appendix A of the City of Bartlesville Municipal Code of Ordinances – Zoning Regulations

¹ A UDC is a streamlined document that stores all a city’s development regulations in one place. A UDC typically combines zoning, subdivision, sign, development standards, and building regulations into one document.

- Subdivision Regulations for the Bartlesville Metropolitan Planning Area

Additionally, the following regulations were reviewed and included in the Diagnostic Report with recommendations designed to meet specific stakeholder requests and prevent contradictions created by any changes to other parts of the code:

- Chapter 4 of the City of Bartlesville Municipal Code of Ordinances – Buildings and Building Regulations
- Chapter 13 of the City of Bartlesville Municipal Code of Ordinances – Parks and Recreation
- Chapter 16 of the City of Bartlesville Municipal Code of Ordinances – Signs and Advertising
- Chapter 17 of the City of Bartlesville Municipal Code of Ordinances – Streets, Sidewalks, and Other Public Areas
- Chapter 20 of the City of Bartlesville Municipal Code of Ordinances – Utilities

This Diagnostic Report is intended to serve as a consensus-building tool, ensuring that all parties understand the major issues and anticipated revisions to the regulations before drafting the amendments. To this end, comments from stakeholder engagement meetings and workshops are included to provide context to FNI’s code review and suggest direction for changes not included in the preliminary recommendations.

While this report outlines a structured list of items to guide the regulatory update process, it is essential to acknowledge that it does not encompass every potential issue or consideration. As the revision process unfolds, further analysis and adjustments are anticipated. Consequently, this Report should be viewed as a starting point rather than a definitive and exhaustive catalog of all potential revisions.

Overall Process

The Bartlesville Development Regulations Diagnostic Report took place in four steps:

1. Reviewing the City’s existing planning and development regulations.
2. Collaborating with City staff on the City’s adopted long-term planning goals.
3. Listening to stakeholders’ goals and experience with the City’s planning and development regulations.
4. Providing suggestions for the UDC that reflect Bartlesville’s vision for the future.

Listening to stakeholders was the most important step in the process, as it gave the Consultant Team the opportunity to hear firsthand what was working and what was not regarding the City’s development activity. Comments were tracked and compared throughout the process to help narrow down specific topics for detailed review within the existing planning and development regulations.

The “Why”

Development regulation rewrites tend to generate a set of questions from the public, City staff, elected officials, and the development community. Although there may be an exhaustive question list, no question is more important than *why*. Why is the City updating its development regulations?

- To implement the Comprehensive Plan, *Endeavor 2045*.
- To help increase the housing stock in the community.
 - *Bartlesville should increase the amount and types of housing, so it is supportive for all residents and provides greater choice in all economic spectrums and lifestyle needs.*
- To promote economic vitality.
 - *Bartlesville should draw new businesses while retaining the existing retail and manufacturing.*
- To increase connectivity across the City for personal vehicles and trucks, public transit, bicyclists, and pedestrians.
 - *Bartlesville should encourage various forms of transportation.*
- To promote regulatory agility responsive to market interests.
 - *Bartlesville should create a regulatory framework equipped to address a highly dynamic market, and increasingly frequent market-disrupting innovations and practices.*
- To provide clarity for property owners, developers, staff, and the public.
 - *Bartlesville should facilitate clear rules and standards to reduce confusion between those involved in the development process.*

Additionally, this report addresses the following “*why*” questions associated with rewriting the development regulations process.

- Why do the City’s land use regulations perform well, fair, or poorly?
- Why are recommendations being proposed?
- Why are those the suggested recommendations, as opposed to other alternatives?

The Choice for a Unified Development Code

A Unified Development Code (UDC) is a local regulatory tool that combines traditional zoning and subdivision regulations with other desired regulations, such as design standards, sign regulations and floodplain and stormwater management, into a single document. By combining these regulations, a UDC can streamline and align the development permitting and approval processes for projects by removing inconsistencies and eliminating outdated policies. A UDC more effectively places all stages of the development process, from initial concept to project completion, into a cohesive framework in which each stage “talks” to the others. The required permits, processes, and regulations for development are outlined in one place, making it easier for staff, developers, applicants, and the community to understand. Along with compiling regulations and policies, UDCs utilize clear, consistent language and definitions, accompanied by numerous illustrations and tables, often in attractive, easy-to-read formats, to further enhance clarity and readability.

UDCs became popular in the 1980s, largely due to Michael B. Brough's publication, "A Unified Model Ordinance." Since that time, they have become more widely endorsed and adopted nationwide. UDCs have not faced any major legal challenges to date that we are aware of. In fact, proponents maintain that UDCs lead to fewer legal challenges as they tend to reduce the number of inconsistencies within municipal regulations.

UDCs can be beneficial for communities looking for a more comprehensive approach to land use regulation, environmental protection and economic development and are a helpful tool in accommodating neo-traditional and mixed-use development and providing a thorough and comprehensive approach to meeting goals, such as protection of surface water, transportation alternatives, engaging design, and mixed-housing types. They are perhaps the most useful for cities experiencing growth or redevelopment interest, where streamlining varied or complex development processes, or enhancing control over economic development and development performance, is desired. Because of the consolidated and streamlined requirements, UDCs afford stakeholders in the development process more predictability with respect to the standards for development and permit approval, and can allow for a reduction in process costs due to increased efficiency. As a general best practice, cities revising their zoning and subdivision standards at the same time should consider consolidation into a UDC.

For UDCs to be effective, they must be supported by carefully drafted standards and regulations, often necessitating broad policy determinations. The process of gathering input, preparing, drafting, and adopting the final document requires considerable

cooperation among stakeholders. Properly drafted, UDCs can substantially reduce the need for staff interpretation, particularly between sets of regulations contained in separate ordinances.

In the case of Bartlesville, several sets of standards intersect at multiple stages of the development process, and this will become more pronounced as redevelopment (rather than greenfield development) becomes more common. Cities may sometimes include building codes within the UDC, which opens the opportunity to lean into building code standards to perform certain tasks commonly found in zoning. For example, building codes rely on building separation standards based on the method of construction, presence of doors/windows, etc., rather than setbacks. This can provide more flexibility for development when deployed in the right circumstances.

In the case of Bartlesville, standards and specifications from various sections of the Code (Chapters 4, 16, 17, 19, 20, Appendix A, the Subdivision Regulations, and the Downtown Design Guidelines) intersect at multiple stages of the development process. As written, the Code does not provide the certainty and clarity necessary to result in high-quality, consistent development patterns throughout the City.

For these reasons, pursuing a Unified Development Code is the appropriate choice to meet Bartlesville's goals.

Foundational Components

In addition to answering the *why* questions, **this report is guided by the following foundational principles:**

- Provide a Holistic but Carefully Tailored Series of Development Regulations

Bartlesville has historically been predominantly residentially focused, with the economy recently being driven by manufacturing and the food and agricultural industries. Prior to the 1980s, the economy was focused on the oil and gas industry and supporting industries. The community has increasingly shown interest in diversifying its development patterns. The City has also begun seeing opportunities for mixed-use development, including vertical mixed-use development, that meet its unique needs. The First United Methodist Church and the Price Tower exemplify recent successes in this realm, and more corporate high-rise space will likely continue to become available for adaptive reuse projects in the future. The development regulations must provide tailored regulations for Bartlesville and cover all the community's different development contexts, from downtown intensity to manufacturing industry.

- Ensure a User-Friendly Collection of Development Regulations

The UDC should be easy to use for the public, applicants, and administrators. The UDC should be logically arranged, easy to navigate, and include language and graphics that are attractive and clear.

- Development Regulations Should Reflect Community Input

A process that includes several opportunities for the community to review and provide input that will produce processes and metrics that are understood and supported by the community.

- Development Regulations Should Make Processes Easier

Development that reflects the long-term planning policies of the comprehensive plan should have streamlined processes, with standards that align with preferred development patterns. This includes processes that are efficient and easily understandable for code users. It should seek to remove or avoid bureaucratic hurdles, or “red tape.”

- Development Regulations Reflective of Best Practices, Oklahoma State Law, and American Case Law

The current land use regulations are a set of conventional ordinances that guide development. The development regulations should be innovative but reflect best practices and comply with Oklahoma State law and American case law.

- Calibrate Standards and Procedures

Regulations should cultivate development that reflects the community’s expectations. Development regulation standards should reflect the needs and market conditions of Bartlesville for today and the future.

- Development Regulations Should Provide Flexibility but Deliver Certainty

While certain zoning approaches like form-based codes tie design to precise standards, excessively tight standards can discourage design creativity and diminish preferred development patterns. The development regulations should balance the benefits of clear, objective standards with common-sense flexibility that remains consistent with the community’s goals. The result should be consistent quality development, with multiple creative pathways and predictable outcomes.

- The Development Regulations Must be Enforceable

Development regulations are legal documents that provide jurisdictions with the authority to regulate and condition development. However, the regulations must be enforceable to meet their intended purpose. The approach should explore tools to improve enforceability, such as reporting requirements, compliance plans, and improved notification procedures. These processes will align with Oklahoma State Statutes.

Zoning Overview

Zoning Approaches

Most communities update their codes with a hybrid approach that incorporates elements from all zoning approaches. The different zoning approaches are summarized below.

Conventional (also known as “Euclidean”)

Conventional zoning divides a city into geographic districts that establish permitted, uniform uses and dimensional standards, such as setbacks, height, and density.

Advantages

Conventional zoning is one of the most common zoning approaches used in American cities. Because of its frequent use, it is widely familiar to zoning administrators and applicants. This approach is effective at controlling development scale and reducing dimensional standards to accommodate preferred development patterns.

Limitations

While there are some advantages to conventional zoning, there are noticeable limitations to the approach. Conventional zoning does not comprehensively regulate design as it is primarily focused on use alignment. Additionally, segregating uses and excessive building setback or height regulations can pose barriers to preferred development preferences described in newly adopted planning goals.

Form-Based

Form-based zoning divides a city into zones where development is regulated by physical design characteristics rather than by use alone.

Advantages

Form-based zoning is beneficial in that it directly addresses site design and provides landowners with greater flexibility through increased use allowances. Because site design

is the focal point of form-based zoning, rather than use classification, this approach applies well to urban contexts, such as downtown cores, urban districts, and corridors.

Limitations

Form-based zoning is a newer zoning approach that has gained popularity within the past decade. Due to its unfamiliarity compared to conventional zoning, form-based zoning tends to be complicated for zoning administrators and code users. Additionally, form-based zoning is typically limited in scope as it does not generally address issues like congestion, suburban corridors, stream corridors, and related issues.

Composite

Rather than zoning districts having just one component (e.g., a list of use Districts), composite Districts provide separate and independent zoning components such as use, site, and architectural characteristics. One of each of these components can then be combined to create a "composite" zoning district.

Advantages

This provides a very flexible approach to zoning, while preserving the basic standards that code users are familiar with.

Limitations

This has the effect of a series of overlay districts, so it is more complicated than conventional districts.

Performance-Based zoning

Like form-based zoning, performance-based zoning incorporates prescriptive ratio-based metrics to control development impacts. For example, the regulations could prescribe minimum ratios for landscaping and open space, along with maximum impervious surface, building coverage, or floor area metrics by District.

Advantages

It is more flexible than conventional, one-dimensional zoning. Standards, such as those related to impervious surfaces, limit the effectiveness of controlling development within natural features.

Limitations

The various metrics and calculations can be complicated. Development ratios tend to have a very weak relationship with design and are largely limited to restricting the scale and footprint of development.

Applicability to Bartlesville

Bartlesville currently uses a hybrid approach to regulations.

Conventional divisions separate uses (residential, commercial, and industrial) as well as intensities and densities.

Performance standards are present in the zoning bulk regulation tables, parking formulas in the use tables, the landscaping and other general development standards in zoning section 7.4, and standards in the Industrial Park zoning district. Performance zoning is effective in areas with persistent environmental or topographical issues, such as floodplains, riparian corridors, or steep slopes. However, it is not limited to these issues but also includes character-based regulations that blend building and site design with performance metrics. A performance-based zoning approach could also be practical in areas of Bartlesville with many rural properties and limited infrastructure.

The existing Downtown Design Guidelines offer a form-based approach to redevelopment in the area. This zoning approach may be the most practical way to achieve the desired development outcomes in Downtown Bartlesville and areas designated for redevelopment. Further discussion with elected officials, staff, and the community will be necessary to determine its integration into the UDC.

Composite zoning could be well-suited for districts that accommodate higher-density housing and mixed-use development, especially along I-75, around Downtown, or as a connection between the two along Frank Phillips Boulevard. The revised zoning regulations and the accompanying map would designate areas for specific uses, as well as classify buildings and sites according to their design.

The conventional zoning approach will continue to guide Bartlesville's zoning regulations, but the other zoning approaches included should be enhanced to support an effective, holistic zoning strategy.

Zoning Tools

Overlays

What is it?

Overlays are zoning districts that overlap base zoning districts to establish additional standards or incentives.

Advantages

Overlays allow the City to supplement existing districts with additional design standards and are frequently used in conventional zoning regulations. Due to the common use of overlays, most code users are familiar with how overlays work.

Limitations

Overlays can complicate development because they involve several layers of regulations that can vary in detail and scope.

Applicability to Bartlesville

Bartlesville has three overlay districts, but only one is codified within Appendix A of the Municipal Code. The Highway 75 Overlay District (HY75-O) is designed to implement the 2003 Highway 75 Corridor Study, providing a safe and convenient roadway that supports the City's economic vitality. The overlay offers additional design standards and limits access points along the frontage.

Second, the National Zinc Overlay District (NZOD) was created in response to historical contamination associated with zinc smelting operations in west Bartlesville. This District does not govern development standards and is not codified within Appendix A. Rather, the District requires soil sampling for development within the area to test for metal/metalloid contamination (e.g., lead, cadmium, arsenic) and is codified in Appendix C of the Municipal Code.

The Downtown Redevelopment District (DRC) requires an additional review of new and redevelopment projects within the Downtown area to ensure adherence to the Downtown Design Guidelines and maintain the historic character.

These overlays should be integrated into the UDC in a consistent manner.

Planned Unit Developments

What is it?

Planned Unit Developments (PUDs) enable negotiated modifications to development standards within master-planned developments. This development tool offers innovative approaches to development that fall outside the scope of conventional development proposals.

Advantages

PUDs are a common practice in Oklahoma. Most code users are familiar with the functionality and applicability of their code. Some applicants and zoning administrators

like the PUD tool because its flexibility allows standards to be negotiated on a case-by-case basis.

Limitations

While PUDs spur specific advantages, they are limited in certain ways. Because PUDs lack baseline standards, development outcomes can be unpredictable and undesirable. Additionally, this can result in a lengthy and uncertain approval process.

Applicability to Bartlesville

PUDs are relatively common in Bartlesville. Unlike many other municipalities, PUDs are *required* (section 7.6.1.2) when upzoning to multi-family, office, commercial, or industrial zoning district designations. PUDs serve as an overlay where PUDs must adhere to most of the standards of the underlying zoning district (bulk and area standards, parking and loading, etc.). This unusual approach limits the amount of creativity and innovation projects can achieve and creates a system where planned developments closely resemble basic developments. Through the UDC process, it is desirable to have zoning districts with quality standards to accommodate development rather than relying on the PUD process to achieve more consistent, predictable results. PUD regulations may benefit from rewriting to better accommodate neighborhood-level, mixed-use developments.

Design Guidelines

What is it?

Design guidelines are documents typically maintained separately from the UDC that contain flexibly written and typically nonbinding considerations for site design. They are usually administered by a board, such as the Planning Commission or a separately created design review board.

Advantages

Design guidelines are flexible in that the City and applicants retain more discretion in negotiating design solutions and can better customize design objectives to specific projects than through specific standards. Because of this flexibility, design guidelines can be amended more readily than the zoning regulations.

Limitations

Design guidelines are limited in that they can scatter design considerations among separate documents, which can lead to confusion and complexity. Additional confusion occurs because the applicability of design guidelines can become unclear to applicants and administrators, who may not know whether a guideline is binding. This can further

complicate the development process, leading to delays and unpredictable results due to ongoing compliance negotiations that require constant back-and-forth.

Applicability to Bartlesville

Design guidelines are currently applied on a case-by-case basis for designated properties within the Downtown area. These guidelines should be integrated into the UDC instead of remaining a standalone document. Further, design guidelines could be explored and applied to other places in Bartlesville, particularly along U.S. Highway 75 and Frank Phillips Boulevard, where a sense of place may be desired to promote economic vitality.

Technical Manuals

What is it?

Like design guidelines, technical manuals are documents typically maintained separately from the UDC that contain the recommended and required technical standards, specifications, and techniques necessary for site development. Staff usually prepares these manuals to help clarify certain procedural and design elements. Technical manuals typically include plat specifications, submittal checklists, and engineering design guidance and standard details and specifications.

Advantages

Technical manuals are flexible and responsive, allowing the City to modify specifications and techniques as new best practices and materials emerge, without requiring a public hearing process. Because of this flexibility, technical manuals can be amended more quickly than other codified regulations.

Limitations

Technical Manuals are limited in that they can place design considerations in various code sections, sometimes resulting in confusion and complexity. Additionally, technical manuals can exacerbate confusion because standards can sometimes become unclear to applicants and administrators regarding whether a standard is required or recommended. This confusion can delay the development process and produce unpredictable results that are incompatible with the UDC.

Applicability to Bartlesville

Current technical standards and requirements are available both via the City's website under the Engineering Department and within the existing Code. The standards should be consolidated into one location and expanded to include engineering design standards and technical specifications currently found in the Code.

Summary of Existing Plans and Policies

Introduction

As part of the Development Regulation update process, existing plans and policies adopted by the City, as well as ongoing planning policy efforts, were reviewed. Goals, objectives, and action items were extracted and examined to facilitate navigation through the diagnostic phase of the Development Regulation update process. This section provides an overview of the most recent planning policies, plans, and studies that guide Bartlesville’s development.

A full summary of the goals, actions, and recommendations in these plans and policies that are relevant to the Development Regulation update is provided in the Summary of Recommended Revisions Section.

Endeavor 2045 Comprehensive Plan (2024)

Vision Statement

“Bartlesville is a dynamic leading community of choice that endeavors to create opportunity for residents, business, and industry to innovate and prosper.”

Bartlesville’s comprehensive plan, *Endeavor 2045*, was adopted in 2024. *Endeavor 2045* is a long-range planning document that establishes the City’s vision and recommends strategies to achieve the desired development pattern for the continued growth and development of the City. The Plan includes guiding principles and recommendations related to land use, economic resiliency, and natural resources.

Endeavor 2045 identifies numerous recommendations that should be addressed through the Development Regulation update process. These recommendations include considerations such as:

- **Attune District Standards** – to promote mixed-use and infill development, revitalize underutilized spaces, and promote middle-density development types, along with establishing baseline city-wide architectural standards.
- **Protect the Environment** – with open space protection, green infrastructure, and low impact design practices, and environmentally sensitive site layout, water conservation and other environment protection measures can be implemented.
- **Provide for a variety of housing** – Enhance design standards, allow mixed-use, cluster, and conservation subdivisions, rethink minimum lot sizes and form and

massing standards, allow Accessory Dwelling Units (ADUs), and provide site design flexibility for parking, landscaping, utilities, and infrastructure.

- **Code for multimodal mobility** – distribute land uses conveniently, require sidewalks and bike lanes/trails, increase cross access and incorporate bike and transit-supportive site design.

Bartlesville Housing Study (2024)

A housing study is an in-depth analysis of a community’s housing market, essential for informed decision-making. It evaluates the availability, quality, and affordability of housing, and provides data to guide policy and development. It integrates data from various authoritative sources, including the U.S. Census, the Department of Housing and Urban Development (HUD), the Tulsa Multiple Listing Service (MLS), the Federal Reserve Bank, and local rental market survey data. The 2024 Housing Study aims to provide a comprehensive understanding of the City’s current housing environment, identifying trends, highlighting gaps, and projecting future needs.

The study outlines specific actions for implementation, including:

- **Developing incentive programs** for affordable housing production,
- **Strengthening regulations** to support affordable housing types, and
- **Integrating universal design principles²** in new housing projects.

City of Bartlesville Strategic Plan (2022)

The *City Strategic Plan*, adopted in July 2022, and updated in October 2025, focuses on financial strength and operational excellence, infrastructure, economic growth, quality of life, and community partnership, outlines the City’s vision, mission and values and identifies strategic priorities and key objectives that will guide City operations over the next three to five years. This plan proposes an update to the development regulations that align with the goals and vision outlined in the City’s comprehensive plan.

U.S. Highway 75 Corridor Study & Master Plan (2003)

The 2003 *U.S. Highway 75 Corridor Study and Master Plan* looks specifically at the needs and development possibilities along the U.S. Highway 75 corridor south of the main City, along the exclaves, from Rice Creek Road to County Road 3100. This plan supports the City’s interest in enhancing access management standards, carefully considering

² Universal design principles are guidelines to create environments that are accessible for everyone, guided by seven principles: equitable use, flexibility in use, simple and intuitive use, perceptible information, tolerance for error, low physical effort, and size and approach for use.

development patterns at arterial intersections, and promoting lower-intensity development in suitable locations.

Bartlesville Affordable Housing Plan (2008)

In 2008, the City Council formed the Affordable Housing Task Force and directed it to initiate a self-evaluation of its ordinances, codes, regulations, policies and procedures and report back with possible modifications that might assist in increasing the supply of affordable housing in the community. The resulting document includes recommendations like:

- **Incentivize development** – consider offering fast-track development review options, infrastructure assistance, inclusionary zoning incentives, and waiving development fees to help incentivize projects that expand housing choice.
- **Provide for a variety of housing** – by modifying dimensional standards and allowing for middle-density developments.

West Bartlesville Redevelopment Plan (2011) and Downtown Redevelopment District Implementation Plan (2009)

These plans take an in-depth look at unique areas within the City. A comprehensive vision specifically applicable to the western portions of Bartlesville, the 2011 West Bartlesville Redevelopment Plan provides a framework for improvements in west Bartlesville neighborhoods and identifies potential catalyst projects for change. The 2009 Downtown Redevelopment District Implementation Plan offered an in-depth look at Downtown Bartlesville and potential strategies and improvements.

The actions outlined within these plans include:

- **Revise development regulations** – including landscaping, parking, screening, and buffering regulations to allow better transitions between uses with different intensities.
- **Promote mixed-use development** – develop design guidelines for residential and non-residential development that provide for pedestrian activity and bolster streetscape and signage standards to support this goal.
- **Code for multimodal mobility** – plan for linking Downtown and the U.S. Highway 75 corridor with alternative modes of transportation.
- **Protect existing character** – establish a Historic Preservation Ordinance and related Demolition Ordinance.

Downtown Design Guidelines

Bartlesville’s Downtown Design Guidelines were developed by the Downtown Design Review Committee in 2008. These guidelines reflect the community vision and renovation of existing buildings in Downtown Bartlesville. The principles of these guidelines include:

- Require urban development patterns.
- Respect the historic fabric and character of Downtown.
- Recognize and reinforce existing Downtown vehicular and pedestrian patterns.
- Design all buildings to be pedestrian-oriented at the street level.
- Promote an understandable concept of parking and parking management.
- Promote Downtown as a mixed-use district.
- Provide landscape linkages.
- Emphasize strong activity core development along Frank Phillips Boulevard and east/west streets.
- Create suitable transitions into neighborhoods.

Additional Plans and Studies

Bartlesville’s shared community vision is not limited to these documents. Several additional plans and studies, such as the *Downtown Master Plan: A Community Vision* (2004) and the *Washington County Hazard Mitigation Plan*, include many actions and recommendations that are important to implement but do not impact the scope of this project.

Stakeholder Input

As a foundational step in developing this diagnostic report, the project team conducted a series of stakeholder interviews, an open house event, and online survey efforts in November 2025. These included in-depth discussions with City staff, the local development community and the general public to gather insights on the most significant challenges within the current documents, as well as suggestions for resolving them.

An in-depth review of stakeholder engagement is available in Annex D of this document.

Staff Kick-Off Meeting

The project team conducted a virtual kick-off meeting with City staff members representing key focus areas of the development regulations.

Overall, the findings underscore the importance of developing a cohesive, user-friendly, and enforceable code that reflects Bartlesville’s local needs while integrating innovative approaches alongside applicable state and regional standards. Common themes across the focus areas included reflecting public preferences as established in the Comprehensive Plan, improved use of graphics, and generally making development easier. Extending these ideas, project goals include streamlining processes, enhancing developer-friendliness, updating subdivision regulations, and considering changes to the overall organization of these regulations.

The staff interviews provided valuable insights that will help refine the code into a comprehensive tool designed to strengthen development outcomes for Bartlesville.

Stakeholder Interviews

The code update process began with stakeholder interviews between the Consultant Team and local developers, design professionals, local community organizations, and business owners on November 10, 2025. Stakeholders were identified by City staff and represent frequent code users and representatives of organizations that regularly have a role in development projects in Bartlesville.

As a result of the stakeholder interviews outlined above, six discussion topics emerged:

1. **Development in the Community People Like** - Stakeholders see the effort the City is putting in to keep Bartlesville competitive and are supportive of additional projects.
2. **Infrastructure Requirements** - Stakeholders desire to develop within the City but see many infrastructure requirements as unfeasible for making projects cost-effective, most notably requirements for sidewalk installation and landscaping. Alternative solutions to compliance and cost-sharing opportunities may provide relief to applicants, builders, and developers.
3. **Housing and Infill Development** - Stakeholders want to see infill standards and more cohesive development regulations to increase housing stock and provide more innovative developments that match Bartlesville’s uniqueness. Current zoning standards and rezoning requirements make redevelopment and adaptive reuse challenging, despite the potential benefits of rehabilitating existing, deteriorating properties and enhancing vibrancy to add immense value to the City. Minimum lot sizes and their hampering of lot splits are a crucial example of this.
4. **Improve Communication with City Staff, the Development Community, and the Public** - Stakeholders want communication between all parties involved in

- the development process to improve. The code should reduce miscommunication by providing clear language and easily navigable procedural requirements. At the same time, the code should provide an appropriate level of flexibility to empower staff to respond effectively to unusual development conditions.
5. **Clear, Consistent, and Fair Processes** - The code needs to streamline the development process with greater clarity, defensible criteria, and improved transparency. Developers often prefer not to coordinate with the City to avoid burdensome nonconformity abatement requirements, and the new code should encourage and reward proactive cooperation with the City.
 6. **Uses** - A comprehensive look at the list of allowable uses and where those uses are permitted is an opportunity to help realize the community vision. The conversation was not often focused on uses by name, but discussions around zoning, redevelopment opportunities and constraints, and desired allocation of residential versus commercial in Downtown all lend themselves to a detailed review and revision of land uses.

Public Open House

A public open house was held on November 10, 2025, at the Bartlesville Community Center (see Annex D for record of responses). During the session, participants heard a presentation from the Project Team. After the presentation, attendees recorded their input directly on interactive presentation boards, via comment cards, and through extensive conversations with each other and the project team.

The results highlighted community priorities related to the update of development regulations. Participants placed the greatest emphasis on or expressed the greatest preference for:

1. Traditional Suburban Single-family Homes
2. Townhomes
3. ADUs and Tiny Homes
4. Commercial Building Materials and Architectural Elements
5. Business Incubators and Shared Work Spaces
6. Mixed-use Development
7. Traditional Industry
8. Wall and Window Signs
9. Directional and Wayfinding Signs
10. Downtown Signage
11. Downtown Restaurants, Entertainment, and Community Spaces

Community Survey

Between November 10 and December 17, 2025, 90 individual contributors participated in the online community survey. A full, graphical report is available in Annex D. Some demographics include:

1. Almost 97% of respondents were Bartlesville residents.
2. Combined, a little more than 30% of respondents owned businesses or owned commercial or residential properties in Bartlesville.

Key themes include:

1. Respondents indicate that, on a scale of one to five, current development ordinances score an average of 2.9 in terms of their ability to produce quality developments that are appropriate for Bartlesville.
2. About 45% of respondents who have used the City's development application and inspection processes are neutral about how well those processes work; close to 20% feel they work very well, and just over 10% feel they work very poorly.
3. Almost 70% of respondents want to see more single-family homes in Bartlesville, and almost 53% want to see more duplexes/triplexes/townhomes; about 46% want to see more shopping centers, and close to 38% prioritize more mixed-use buildings.
4. The top 3 priorities respondents hoped to see addressed in the UDC update were sidewalk requirements (47%), drainage issues (40%) and enforcement (36%).

Key Themes for the Code Update

Several major themes and ideas emerged during the consultant team's review of the existing regulations and engagement process for the Diagnostic Report. This section identifies these key themes and provides strategies to implement them through the rewriting process:

Creating a User-Friendly Code

The City's development regulations should be well-organized, well-written, and easy to use. Staff, developers, applicants, consultants, and other users of the ordinance should be able to easily navigate the new ordinance. All development regulations should be accompanied by adequate and accurate cross-references between sections and relevant topics.

Organization

Bartlesville’s Zoning Regulations are codified within Bartlesville’s Municipal Code under Appendix A and are organized into 13 sections (Click [here](#) to access Appendix A – zoning on MuniCode). These regulations include the following Sections:

Appendix A – zoning	
Section	Description
Section 1: Scope and Application	<ul style="list-style-type: none"> Describes the purpose, applicability, and exemptions of the Zoning Ordinance.
Section 2: Establishment and Designation of Zoning Regulations	<ul style="list-style-type: none"> Provides a list of established zoning districts, Overlay Districts and Supplemental Districts, along with related abbreviations.
Section 3: Interpretation of Direct Boundaries	<ul style="list-style-type: none"> Describes where boundaries are mapped and how to interpret boundary locations.
Section 4: Residential Districts	<ul style="list-style-type: none"> Provides purpose statements for each Residential Zoning District. Lists and defines the pertinent land uses for each District. Establishes development and dimensional standards for each zoning district.
Section 5: Commercial Districts	<ul style="list-style-type: none"> Provides purpose statements for each Commercial Zoning District. Establishes development and dimensional standards for each zoning district. Describes Design Review Procedure for the C-4 District.
Section 6: Industrial Districts	<ul style="list-style-type: none"> Provides purpose statements for each Industrial Zoning District. Lists and defines the pertinent land uses for each Office, Commercial, and Industrial District. Establishes development and dimensional standards for each zoning district. Provides Site Development Standards and Environmental Performance Criteria for the IP District.
Section 7: Special Conditions	<ul style="list-style-type: none"> Includes provisions for the following: <ul style="list-style-type: none"> Home Occupations <ul style="list-style-type: none"> Description, standards, and permitting

	<ul style="list-style-type: none">○ Child Care and Adult Care Facilities<ul style="list-style-type: none">▪ Description and standards○ General Development Standards<ul style="list-style-type: none">▪ Off-street parking and loading▪ Landscaping▪ Lighting▪ Outdoor storage▪ Refuse collection location and screening▪ Soil erosion and sediment control▪ Residential protection screening○ Mobile Homes/Manufactured Homes, Recreational Vehicles, Recreational & Other Equipment & Commercial Vehicles<ul style="list-style-type: none">▪ Parking and storage▪ Mobile home park criteria and infrastructure○ Planned Unit Development<ul style="list-style-type: none">▪ General provisions▪ Uses permitted▪ Design standards▪ Phased Development▪ Administration▪ Appeals○ Miscellaneous Uses<ul style="list-style-type: none">▪ Use specific regulations for subjects such as: public land, swimming pools, sexually oriented businesses, live-work, etc.▪ Temporary Uses○ Wireless Communications Towers<ul style="list-style-type: none">▪ Purpose, requirements, and maintenance▪ Removal○ Town House Dwelling Units in Residential Multifamily Districts<ul style="list-style-type: none">▪ Design standards○ Highway 75 Overlay District<ul style="list-style-type: none">▪ General Provisions▪ Uses Permitted▪ Design Standards▪ Site Development Approval
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	<ul style="list-style-type: none"> ○ Signs and Sign Structures, Including Billboards <ul style="list-style-type: none"> ▪ Purpose ▪ Definitions ▪ Design Standards ▪ Enforcement ○ Bartlesville Municipal Airport Zoning and Height Restrictions <ul style="list-style-type: none"> ▪ Purpose, standards, and permitting ▪ Enforcement ▪ Appeals
<u>Section 8: General Provisions</u>	<ul style="list-style-type: none"> ● Establishes standards for non-conforming uses. ● Establishes standards for accessory buildings.
<u>Section 9: Exceptions and Modifications</u>	<ul style="list-style-type: none"> ● Existing lots of record minimum criteria. ● Front yard exceptions and modifications provisions. ● Administrative Adjustment processes. ● Describes allowances for projections into yards. ● States that obstructions to fire hazards or the creation of traffic hazards via landscaping are not permitted.
<u>Section 10: Administrative Procedure, Required Permits, and Fees</u>	<ul style="list-style-type: none"> ● Outlines the processes for: <ul style="list-style-type: none"> ○ Building Permits ○ Certificates of Occupancy ○ Platting ○ Board of Adjustment <ul style="list-style-type: none"> ▪ Variances ▪ Appeals ▪ Hearings and Notice ▪ Decisions and Records ○ Special Zoning Permits
<u>Section 11: Administration and Enforcement</u>	<ul style="list-style-type: none"> ● Describes enforcement authorities, including the Metropolitan Area Planning Commission (MPAC). ● Outlines the ability of enforcement authorities to seek a penalty for violation.
<u>Section 12: Amendments, Validity, Enactment</u>	<ul style="list-style-type: none"> ● Details the procedural requirements and process for approval of Zoning Map Amendments and Text Amendments.
<u>Section 13: Definitions</u>	<ul style="list-style-type: none"> ● Defines the pertinent abbreviations and terms used in the Zoning Ordinance.

Established zoning districts in the current regulations include:

- RA, Residential Agriculture
- RE, Residential Estate
- RS-12, Single-Family 12,000 sq. ft. minimum lot size
- RS-10, Single-Family 10,000 sq. ft. minimum lot size
- RS-7, Single-Family 7,000 sq. ft. minimum lot size
- RS-5, Single-Family 5,000 sq. ft. minimum lot size
- RM-3, Multi-Family 3,000 sq. ft. per unit minimum lot size
- RM-1.5, Multi-Family 1,500 sq. ft. per unit minimum lot size
- RM-.75, Multi-Family 750 sq. ft. per unit minimum lot size
- RT-3, Mobile Home 3,000 sq. ft. per unit minimum lot size
- RT-4, Mobile Home 4,000 sq. ft. per unit minimum lot size
- O, Office
- C-2, Neighborhood Shopping
- C-3, Major Shopping
- C-4, Central Commercial
- C-5, General Commercial
- C-6, Commercial Amusement
- C-7, Highway Commercial
- IP, Industrial Park
- M-1, Limited Industrial (Light)
- M-2, General Industrial (Medium)
- M-3, Intensive Industrial (Heavy)
- PUD, Planned unit development
- Overlay Districts:
 - HY75-0, Highway 75

The Subdivision Regulations are housed outside of the Municipal Code (click [here](#) to access the Subdivision Regulations on Code Library). The regulations are subdivided into the following eight sections:

Subdivision Regulations	
Section	Description
Section 1: General Provisions	<ul style="list-style-type: none"> • Describes the purpose, applicability, and jurisdiction under the Subdivision Regulations.
Section 2: Subdivision Application and Approval Process	<ul style="list-style-type: none"> • Defines Plat Approval processes, including sketch plan, preliminary and final plats, fees, vacation, and approval.
Section 3: Community Design Principles	<ul style="list-style-type: none"> • Defines the principles of neighborhood development, including circulation, amenities, and scale.
Section 4: Assurance for Completion and	<ul style="list-style-type: none"> • Outlines the installation and completion processes for improvements.

Maintenance of Improvements	<ul style="list-style-type: none"> • Details the acceptance of infrastructure and maintenance bond requirements.
Section 5: Design Standards	<ul style="list-style-type: none"> • Details additional subdivision design and infrastructure requirements necessary for cohesive development within Bartlesville, including: <ul style="list-style-type: none"> ○ Street and Alley Improvements ○ Easements ○ Blocks and Lots ○ Parks ○ Pathfinder Parkway ○ Availability of Fire and Police protection, and sanitation ○ Sidewalks
Section 6: Improvements	<ul style="list-style-type: none"> • Provides the standards and specifications of: <ul style="list-style-type: none"> ○ Sidewalks ○ Water Facilities ○ Survey monuments and signs ○ Sewage Facilities ○ Street Improvements
Section 7: Storm Water Management	<ul style="list-style-type: none"> • Outlines the general provisions and defines Bartlesville’s hydrology. • Includes design criteria for: <ul style="list-style-type: none"> ○ Drainage systems ○ Artificial channels ○ Inlets ○ Detention Facilities • Summarizes required supporting materials for subdivision construction. • Discusses vegetative cover and control measures for drainage improvements.
Section 8: Definitions	<ul style="list-style-type: none"> • Defines the pertinent abbreviations and terms used in the Subdivision Regulations.

Language and Definitions

While the City’s Zoning Regulations convert many legalese and jargon terms to common English for readability, the Subdivision Regulations could benefit from language revisions of this sort. The UDC will reduce legalese and convert those terms into simpler language by using common English terminology. This will create regulations that are less technical-sounding and more conversational.

Definitions are placed throughout Appendix A and at the end of the Subdivision Regulations. Many words are repeated, although their definitions are inconsistent. The figure shows a comparison of the definition for *right-of-way* in both the Zoning and Subdivision Regulations.

Right-of-Way Definition

<i>Appendix A – zoning</i>	The land opened, reserved, or dedicated for a street, sidewalk, sewer, water line, drainage course, or other public purpose.
<i>Subdivision Regulations</i>	A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or for another special use. The usage of the term "right-of-way" hereinafter established and shown on a final plat is to be separated and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, shade trees, or other use involving maintenance by a public agency shall be dedicated to public use by the maker of the plat on which such right-of-way is established.

Multiple definitions can cause confusion and, in cases where definitions conflict, can lead to lengthened processes and discussions. The UDC will house consistent definitions in one location to minimize conflict and enhance accessibility.

Graphic Enhancement

Modern development codes typically include graphics that are integrated with related code provisions. Graphics should illustrate dimensional relationships and site planning concepts, and can help to explain or amplify material that is sometimes difficult for casual or non-technical users to understand. Sections of Appendix A – Zoning, such as the signage section, effectively utilize graphics to convey ideas and relationships. However, most development regulations are text-heavy. This inundation of text makes regulations dense and burdensome for users by increasing the time required to understand the Code’s content. The largely text-only format of the Code does not provide readers with a clear understanding of what the City requires without careful examination of the details and a thorough reading of the text. Additionally, when graphics are provided, they are small, grainy, and hard to understand (see Figure 1). These shortcomings in the Code’s existing graphics only exacerbate the user’s challenging experience with the Code’s regulations.

Additionally, technical specifications, processes, and procedures of the zoning ordinance are found throughout. These components belong in the back of the UDC, or in the Technical Manual, because the most important parts – zoning districts, uses, development standards, and subdivision regulations – garner the user’s attention the most.

Development codes should create a flow that puts technical provisions toward the back of the document, and more substantive provisions toward the front. While development codes are not intended to be read from beginning to end, placing the more commonly used material near the front makes those provisions more accessible to a wider audience.

Right-Size District Standards to Meet the Vision of Endeavor 2045

Zoning Districts

The City has many zoning districts – some are extraneous, without substantial differences from other districts, and others apply only to a handful of parcels. Appendix A establishes 24 total zoning districts, including 22 base zoning districts, PUDs, and one overlay district. Appendix C establishes a second overlay district that does not govern development standards.

The table displays the general zoning group, the specific zoning district, the district’s total acreage and number of parcels, the total district acreage, and the zoning group's total acreage and number of parcels.

Zoning Analysis						
Zoning Category	Zoning District	District Total (Acreage)*	District Total (# of Parcels)	Zoning Category Total (Acreage)	Zoning Category Percent of all Land	Zoning Category Total (# of Parcels)
Agricultural	RA	7,404	1,415	7,404	39.9%	1,415
Residential	RE	46	32	5,535	29.9%	17,109
	RS-12	824	1,134			
	RS-10	1,818	4,450			
	RS-7	1,837	6,332			
	RS-5	819	4,036			
	RM-3	126	623			
	RM-1.5	33	227			
	RM-.75	8	239			
	RT-3 and RT-4**	24	36			
Commercial	O	4	24	1,142	6.2%	2,654
	C-2	35	164			
	C-3	164	279			
	C-4	138	374			
	C-5	493	1,642			
	C-6	263	78			
	C-7	45	93			
Industrial	IP	143	38	1,114	6.0%	777
	M-1	342	143			
	M-2	501	550			
	M-3	128	46			
Unclassified	PUD	3,330	3,753	3,330	17.9%	3,753
Overlay***	HY75-O	5,743				
	NZOD					
Total	25	18,525	25,708	18,525	100%	25,708

*Rounded to the nearest whole number

**Mobile home districts identified only as RT in GIS files.

***Overlays not counted toward totals

Note that RT-3 and RT-4 have no parcels attributed to the districts described in Appendix A. However, there are 26 acres of land zoned RT, which is not a codified district.

Furthermore, as PUDs serve as a supplemental district, the following table provides a breakdown of PUD Districts.

PUD Analysis				
Zoning Category	Zoning District	District Total (Acreage)*	District Total (# of Parcels)	Average Parcel Size (Acres)
Agricultural	RA/PUD	1,481	6	246.8
Residential	RS-12	123	4	30.75
	RS-10	548	16	34.25
	RS-7	424	12	35.33
	RS-5	45	3	15
	RM-3	102	13	7.85
	RM-1.5	121	16	7.56

PUD Analysis				
Zoning Category	Zoning District	District Total (Acreage)*	District Total (# of Parcels)	Average Parcel Size (Acres)
	RM-.75	4	3	1.3
Commercial	O	49	12	4.08
	C-2	12	11	1.09
	C-3	192	32	6
	C-5	366	48	7.63
	C-6	74	1	74
	C-7	7	4	1.75
Industrial	IP	16	1	16
	M-1	16	1	16
	M-2	13	4	3.25
Unclassified	RM-3/PUD/C-2/PUD	<1	1	<1
Total	18	3,593	188	28.26

*Rounded to the nearest whole number

These data show that many zoning district designations have small acreage and/or a small number of parcels in the current code. FNI recommends consolidating similar districts into new districts with flexible standards, which would allow more variation in development types while reducing the complexity of the code. FNI recommends an approach that utilizes an equivalency table to reflect relationship between current districts and proposed districts.

Agricultural Districts

Agricultural Districts make up approximately 40% of the City’s zoned acreage. These parcels tend to be larger in size than other districts. A significant portion of agriculturally zoned property is located within FEMA designated floodplains.

Residential Districts

Residential zoning makes up approximately 30% of the land within Bartlesville. Of that, only 167 acres, or less than 1% of total land, is zoned for multi-family housing options.

Generally, there is a lack of standards to support common middle housing types with the density and dimensional standards necessary for such desired housing options to be physically or financially feasible. Alternative regulations by building typology may help address this, providing both feasibility and regulatory clarity.

Figure 2. Examples of middle housing types.



Bartlesville generally employs large lot sizes and coverage and height maximums that are not conducive to compact development forms, market expectations, or long-term fiscal sustainability. There is no variation based on whether parking is front-loaded or rear-loaded from an alley.

Commercial Districts

Commercial zoning makes up a little more than 6% of the City of Bartlesville, with the most common districts being C-4, C-5, and C-6. These districts include the Downtown area, general commercial, and commercial amusement use types.

Industrial Districts

Industrial zoning accounts for approximately 6% of the zoned acreage within the City. With a decent distribution across all four districts, M-2, General Industrial District, is the most common industrial district. This district is intended for uses that are more intense than light industry and may produce moderate external impacts.

Planned Unit Development

An important part of the zoning regulations update is reworking the Planned Unit Development (PUD) District standards. Traditionally, PUDs are used to accommodate a mix of uses or unique development criteria that are not otherwise supported or envisioned by a standard zoning district. Currently, under the zoning regulations, PUDs are *required* when upzoning to multi-family, office, commercial, or industrial zoning district designations. They are also relied upon by developers to work around provisions of the code that do not function, either procedurally or in the market. The City encourages PUDs to promote higher-quality development, particularly where base zoning bulk requirements or use restrictions may hinder development, and to raise aesthetic and design standards. While this approach gives elected officials increased discretion regarding new development, the review, recommendation, and approval process can be lengthy and unpredictable, which itself prevents growth. Best practices indicate that PUDs should focus on accommodating

unique projects or addressing hyperlocal visions, such as the catalytic projects described in the West Bartlesville Redevelopment Plan, and the Areas of Special Consideration in Endeavor 2045. This focus requires that the City's base zoning districts have flexible standards and mixed-use allowances built in by right.

Separate and Update the Technical Standards

Technical standards should typically be kept and maintained separately from the UDC, as those standards may change frequently and keeping them separate saves time and the procedure for an ordinance amendment. For example, technical specifications for content on subdivision plats, such as page size, north arrow, or criteria for sub-base materials for streets and similar details, could be included in a separate manual. The Subdivision Regulations provide all technical specifications for the different plat types, which lengthens the document text and makes reading laborious. The City should relocate these technical items to a separate document, allowing staff to change standards quickly and efficiently. There should likewise be a regular outreach method established for those changes (see the links below as examples).

[Technical Manual | Seguin, TX](#)

[Technical Manual | Garland, TX](#)

Engineering design criteria encompass the requirements, performance measures, standards, and specifications related to various engineering specifications for public and private improvements. For example, while subdivision and zoning regulations may specify the maximum permitted length of a street block, engineering design criteria may identify the pavement material, thickness, and appropriate road subbase. Because these criteria are highly technical, locating them outside of a UDC is generally preferred for ease of review and amendment as new technologies and best practices arise. If included within the UDC, public hearings and notification are required for consideration by the Planning Commission and City Council.

Concentrate Use and Development Standards

Collecting the use and development standards in one place reduces the overall complexity of the code and helps staff and applicants review development proposals. Currently, many of the development standards for zoning districts (like lot coverage, setbacks, and height) are not grouped in one place; rather, they are distributed throughout Appendix A. Some standards are in Section 8, General Provisions. Some districts have uses listed under the zoning districts directly, in a use table, and some are cross-referenced to Section 7, Special

Conditions. Updating and centralizing these standards in one place will allow them to be referenced throughout the code, making the code easier to understand and enforce.

Define and Prescribe High-Quality Development Standards

While collecting the use standards in one place is a good first step to improving the current code, revisions to specific standards are also necessary. As the zoning districts are consolidated, the use and development standards within each district should be flexible enough to accommodate the new range of uses and strict enough to mitigate the impacts of uses on surrounding properties.

High-quality development standards Bartlesville may be interested in implementing include:

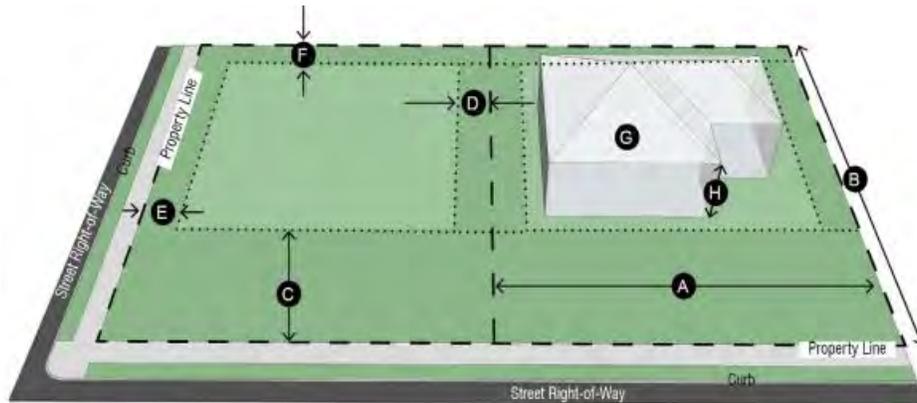
- Integrating context-sensitive, multi-modal design with roadway and pedestrian amenity design standards.
- City-wide architectural standards.
- Requiring underground utility installation to protect sightlines.
- Increased landscaping, screening, and buffering standards.

Communicating Development Standards

Dimensional requirements control lot size, setbacks, height, floor area, and lot coverage. The City provides tables with dimensional requirements for districts in Sections 4 through 6, and via text in Sections 7 and 8, with exceptions and modifications in Section 9.

The tables are clear and direct the reader to information relevant to a specific district. While the dimensional standards are straightforward, there are opportunities for improvement. Particularly, the dimensional standards tables should use a revised approach. For example, in Section 3, instead of the single, dimensional standards table for residential zoning districts, the UDC should provide separate dimensional tables for each district. This will help the user better understand the dimensional requirements for a specific zoning district. Furthermore, the dimensional standards table should adopt a revised approach that better communicates pertinent information by streamlining content and adding cross-references to separate applicable standards (a common practice for unique lot types, such as zero lot line and townhouse). Alternatively, instead of a one-dimensional table, there could be a dimensional table for each zoning district located in that district's section, with select elements organized by building type, and the district may be in a separate section. Regardless, these tables should have a supplemental graphic that depicts the applicable dimensional requirements for that zoning district (see Figure 3).

Figure 3. 3-D Dimensional Standards Graphic



Consistency with Other Codes

As the development regulations are updated, there will likely be many changes in standards and procedures. It is important to ensure that no conflicts arise with the other codes that may apply to development projects, such as the Fire Code or Building Code.

Term Integration

The development regulations are not always integrated with related provisions of the Code of Ordinances, Oklahoma State Law, or the City's adopted long-range planning policies. This is often due to changes to the City's Code of Ordinances, state statutes, or related items that have occurred since the development regulations were adopted. Cross-references and term integration assist both applicants and administrators with the entire development process and minimize confusion that results when provisions are inconsistent.

The State of Oklahoma has held several legislative sessions since the adoption of the development regulations. These sessions led to significant changes that impacted the development of Oklahoma cities. For example, in 2018, the State legalized medical marijuana, which generated new development issues for cities. Cities faced regulatory decisions on where to allow various types of medical marijuana facilities. The State's enactment of a new law primed cities to tackle land use issues with revised zoning and development regulations. The new UDC will align with the state's applicable development-related regulations and the City's adopted long-range planning policies, using similar terminology to provide consistency.

Summary of Recommended Revisions

General

Development Goals:
<ul style="list-style-type: none">• Attune District Standards – to promote mixed-use and infill development, revitalize underutilized spaces, and promote middle-density development types, along with establishing city-wide architectural standards.• Protect the Environment – with open space protection, green street and low impact design practices, and environmentally sensitive• Provide for a variety of housing – Enhance design standards, allow mixed-use, cluster, and conservation subdivisions, rethink minimum lot sizes and form and massing standards, allow Accessory Dwelling Units (ADUs), and provide site design flexibility for parking, landscaping, utility and infrastructure.• Code for multimodal mobility – distribute land uses conveniently, require sidewalks and bike lanes/trails, increase cross access and incorporate bike and transit-supportive site design
What We Heard:
<ul style="list-style-type: none">• Make the type of development desired by the Comprehensive Plan the easiest to get approved, and make proactive cooperation with the City easier, cheaper, and more pleasant than the alternative<ul style="list-style-type: none">○ Ensure the code is more responsive to contemporary local conditions○ Provide enough flexibility to reduce development burdens, such as discretionary review processes
What We Recommend:
<p><i>Organization</i></p> <ul style="list-style-type: none">• Merge the existing Zoning and Subdivision Regulations into a Unified Development Code (UDC) for ease of cross-referencing and simplification.<ul style="list-style-type: none">○ Eliminate navigation issues of the code caused by the organizational depth, being thoughtful about defining levels of organization within the UDC (e.g., sections, subsections, articles).• Create a logical order to the UDC that follows the typical development process and provides a uniform structure and appearance.• Consolidate processes and procedures in one place in the UDC to prioritize regulatory limits from a code-user’s point of view.• Provide purpose and applicability statements for each article and division to better communicate to the user the intent and regulatory application.

- Organize a permitted use chart that includes parking ratios and references to additional applicable requirements, in addition to the districts where listed uses are permitted.
- Structure the UDC following the recommended outline documented in Annex A of this report and consolidate repeated provisions (purpose statements, enforcement and penalties, etc.) into one dedicated section (see page 52).
- Revise cross-references between relevant code sections, such as between the zoning, subdivision, and building regulations and the plat, site plan, or building permit stage sections.
- Centralize all definitions into a dedicated definitions chapter at the end of the UDC.
- Structure the UDC following the recommended outline documented in Annex A of this report and consolidate repeated provisions (purpose statements, enforcement and penalties, etc.) into one dedicated section.
- Revise cross-references between relevant code sections, such as between the zoning, subdivision, and building regulations and the plat, site plan, or building permit stage sections.

Language

- Review overall language choice for the appropriate use of permissive (e.g., "may," "should") and prescriptive (e.g., "shall," "must") language.
- Simplify technical and legal language to enhance readability.
- Reduce the length of sentences and lean into "outline and bullet" format for enhanced readability.
- Use the active voice to communicate that an applicant, staff, approval body, etc., is performing an action instead of having an action performed on that applicant, staff, approval body, etc.
- Use clear and concise language and well-defined terms.
- Leverage internal linking and cross-referencing.
- Ensure language is gender neutral.
- Provide language that is consistent with State law.

Graphic Enhancement

- Enhanced graphics, including charts, tables, and flowcharts, to explain review procedures and dimensional requirements throughout the UDC.
- Revise existing graphics and tables as needed.

Connections:

- **Endeavor 2045 Comprehensive Plan**
 - Goals: FB. 1-3, FB. 1-6, FB. 2-2, FB. 3-1, FB. 3-7
- **Bartlesville Housing Study**
 - Goals: 1.i, 1.iii
- **City of Bartlesville Strategic Plan**

- Goals: Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan
- **Bartlesville Affordable Housing Plan**
 - Goals: 1, 9
- **West Bartlesville Redevelopment Plan**
 - Goals: A.3, B.2, E.5

Zoning Districts

Development Goals:
<ul style="list-style-type: none">● Provide for mixed-use, middle-density, and infill development by-right.● Incorporate alternative zoning tools such as Form-Based and Inclusionary Zoning, where appropriate.● Incorporate resiliency standards into the code.
What We Heard:
<ul style="list-style-type: none">● Numerous desirable redevelopment opportunities in and around Downtown are impeded by the current zoning● Key opportunity sites (such as high-traffic intersections identified in the Comprehensive Plan) require special treatments to best support
What We Recommend:
<p><i>Zoning Districts</i></p> <ul style="list-style-type: none">● Revise purpose statements to align with the City’s long-range planning policies and goals.● Generally, consolidate underutilized and underperforming zoning districts, particularly commercial and residential zoning districts, to reduce document text. This may include renaming zoning districts.<ul style="list-style-type: none">○ Repeal unused, antiquated, or seldom-used zoning districts or incorporate those districts into other zoning districts.○ Consolidate the active Residential and Commercial Districts into more distinct groupings.<ul style="list-style-type: none">▪ More clearly delineate between the different residential and commercial zones through bulk and design standards.● Allow for mixed-use development in high-density residential districts.● Allow ADUs, including garage apartments, in all residential zoning districts. <p><i>Special Districts</i></p> <ul style="list-style-type: none">● Integrate all special districts, namely the Highway 75 Overlay District, and any desirable components of the NZOD, into the UDC in a consistent manner.

- Consider integrating the Downtown Design Guidelines into the UDC as a Form-Based District. Other Form-Based applications may include U.S. Highway 75 and Frank Phillips Boulevard.
- Establish a Historic Preservation District with related necessary provisions, including demolition standards.

Planned Unit Development

- Refocus PUD standards around unique projects and direct developers away from relying on PUDs by expanding flexibility in base district standards.
- Require standardized PUD District ordinances for ease of review, presentation, and enforcement following adoption. PUD district ordinances should be structured with the same headings, topics, and exhibit order to ensure that future City staff and officials can efficiently and effectively locate and disseminate district requirements.
- Strengthen and clarify PUD district approval criteria without jeopardizing flexibility in the decision-making process. It is recommended that permissive and prescriptive language be used to establish the minimum base PUD district standards, thereby preventing inconsistent development outcomes and interpretations.
- Review the required amenities for PUD districts to verify that the requirements align with the City's vision and current market demands.
- Establish appropriate traffic impact analysis requirements for PUDs.

Connections:

- **Endeavor 2045 Comprehensive Plan**
 - Goals: FB. 1-3, FB. 1-4, FB. 1-6, FB. 3-1, FB. 3-4, FB. 3-7, PB. 2-6, NB. 1-3
- **Bartlesville Housing Study**
 - Goals: 1.iii
- **City of Bartlesville Strategic Plan**
 - Goals: Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.
- **Bartlesville Affordable Housing Plan**
 - Goals: 8, 9
- **West Bartlesville Redevelopment Plan**
 - Goals: A.3, B.2, Residential Design Policies, Commercial Design Policies, Industrial Design Policies, Streetscape Design Policies
- **Downtown Redevelopment District Implementation Plan**
 - Goals: E.1, N.4, O.5

Dimensional Requirements and Other Site Design Elements

Development Goals:
<ul style="list-style-type: none">• Promote development/redevelopment of under-utilized spaces.• Promote multi-modal design.• Expand housing choice.
What We Heard:
<ul style="list-style-type: none">• Minimum lot sizes are too large to enable effective (and sometimes necessary) lot splits• Sidewalk requirements and the triggers to install sidewalks may be excessively burdensome, especially for individual residential buyers – recent ordinances (3587) likely offer some relief, but there is room for continued examination of the standard and its application• Landscape requirements fail to create the flexibility they intend, instead constraining designers to meet point minimums with large, non-native, non-resilient plants that may be directly adjacent to plants on surrounding properties – while the existing Director appeal process does improve an applicant’s prospects for flexibility in design, a more streamlined process which reduces or negates Director involvement would be useful.
What We Recommend:
<p><i>General</i></p> <ul style="list-style-type: none">• Relocate technical specification elements from the zoning and subdivision regulations mentioned above to a technical manual, referencing the manual within the UDC "as amended" to verify that the reference is always relevant and enforceable.• Consider consolidating relevant checklists and procedures into a Development Manual for ease of reference and distribution.• Redirect to alternative standards in a separate section via reference and consider a separate section for adjacency compatibility.• Update site design standards to improve clarity and graphic content.• Codify a menu of required open space amenities, with the frequency or scale of amenities tied to the number of residential units anticipated within a development.• Integrate West Bartlesville Redevelopment Plan policies for residential, commercial, industrial, and streetscape design.• Standardize a Downtown furnishings and sign palette.• Incorporate universal design principles

Dimensional Standards

- Right-size dimensional standards, like setbacks, frontage, and lot width, with best practices.
- Consider focusing on lot width as the defining dimensional feature, potentially in conjunction with density, rather than minimum lot area. Widths should be differentiated based on whether parking is front-loaded or rear/alley-loaded. This provides more flexibility in neighborhood design.
- Provide dimensional standards tables for each Zoning District, and consider standards that should be defined by building typology (house, duplex, townhouse, fourplex, multiplex, etc.) rather than district.
- Provide graphics that communicate the various dimensional standards clearly.
- Consider the creation of residential standards that require developers to use a mix of lot sizes and product types to get the maximum density allowed on a property.
- Incorporate a “height-transition” approach for new structures taller than existing structures, if applicable.

Transportation, Parking and Access

- Consider requiring cross and joint access provisions to support access management and driveway separation.
 - Consideration should be given to the driveway’s relation to the building’s front door, the visual character of the street, and the overall circulation of emergency and utility vehicles.
- Assess the City's standard roadway sections to confirm proper separation between pedestrians and vehicles; and sidewalk, utility and landscaping placement; consider establishing street tree criteria as an appropriate means of physical separation. Currently, some standards are housed within Chapter 17 of the Bartlesville Code of Ordinances, but many of these considerations are not present.
- Require connectivity between multi-family residential development and abutting properties to ensure proper emergency vehicle ingress/egress and to help reduce traffic congestion.
- Right-size parking recommendations by identifying different parking ratios and matching them within certain development contexts; evaluate potential elimination of parking ratios (preferred).
- Assign parking ratios to every listed land use, if used, within the land use table.
- Use fixed parking ratio variables, like building square footage, site acreage, etc., to eliminate fluctuating required parking rates. Consider reduced or no parking minimums for certain areas, and parking maximums.
- Incentivize shared parking through a tradeoff system that allows for development flexibility.

- Provide context-sensitive parking adjustments and reductions to prevent excessive parking.
- Introduce bicycle parking standards.
- Update marking dimensional standards and metrics. Provide graphics that illustrate various parking metrics to enhance code readability and calibrate them effectively to local needs. This should include parallel, 30-degree, 45-degree, 60-degree and 90-degree angles in both one-way and two-way formats.
- Develop a roadway design manual for public improvements within rights-of-way.
- Develop green street design standards.

Landscaping and Tree Preservation

- Strengthen existing landscaping standards, specifically for surface parking lots and streetscape standards.
- Provide an approved and prohibited plant list as a technical manual or appendix, and require the planting of approved plants to ensure plants are conducive to the native environment.
- Promote green infrastructure by defining and creating standards for each green infrastructure item as it relates to landscaping, such as size, design, and locational requirements.
- Create landscape maintenance and replacement expectations.
- Consider graduated landscaping standards for parking lots based on the size of the parking lot and placement.
- Integrate with tree preservation to establish links for landscape/tree preservation credits to incentivize preservation of existing trees.
- Establish a cut/fill and slope protection regulation to reduce alteration to natural terrain, improving stormwater performance and environmental quality.
- Create xeriscaping standards to reduce irrigation demand.
- Develop a replacement tree list appropriate to the region.
- Locate landscape plan submittal requirements in a separate checklist outside of the UDC.

Signs

- Include matrices and graphics to communicate new sign types and dimensional requirements. The matrices should include physical characteristics like size, setbacks, and location. Other graphics illustrating sign, lettering, and font types will be added.
- Modernize sign typologies and regulations to comply with current best practices. This includes realigning sign types to Zoning Districts or street classification, and not by sign location.
- Provide clear and effective graphics, matrices, and tables to illustrate sign types and their associated dimensions.
- Update sign regulations to ensure compliance with case law, specifically content neutrality.
- Coordinate with the County to reduce the prevalence of electronic signage.

Fencing and Screening

- Provide regulations with clear standards that define screening and deliberately detail acceptable screening requirements, and when they are needed.
- Clarify the applicability of screening requirements.
- Provide graphics that communicate nuanced fencing and screening requirements.
- Clarify direction for integrated mixed-use design, both in application of standards to vertical mixed-use as well as by integrated design of adjacent mixed-use to support complete neighborhoods.
- Evaluate buffer yard approaches and creative design alternatives.
- Add stipulations for by-right alternative screening like setbacks, step-backs and other means.

Outdoor Lighting

- Establish enforceable lighting regulations with clear, measurable and understandable standards, designed to have performance paths and prescriptive paths to compliance. Include variation by Zoning Districts, light intensity, light temperature, and similar metrics.
- Refer to Dark Sky Standards for best practices.
- Provide applicability statements to tell the reader the situations in which these regulations apply.
- Require shielding for all outdoor lighting.
- Provide acceptable shielding examples.
- Use current terminology (lumen is the preferred unit of measure over footlambert).
- Improve lighting standards to promote a multi-modal transportation system.

Infill Standards

- Establish tailored residential and commercial infill standards.
- Allow for multiple housing types on residential infill lots, particularly for housing units located near downtown. Allow for smaller minimum lot sizes and/or lot widths.
- Require infill and redevelopment to respect the existing character of the street by incorporating dimensional standards and landscape elements.
- Require new utilities to be placed underground.

Connections:

- **Endeavor 2045 Comprehensive Plan**
 - Goals: FB. 1-3, FB. 1-4, FB. 1-6, FB. 1-7, FB. 2-2, FB. 2-13, FB. 2-14, FB. 3-1, FB. 3-3, FB. 3-4, LB. 2-7, NB. 1-3, NB. 2-2, NB. 2-4, NB. 2-5, NB. 2-6, NB. 2-7, NB. 2-8, NB. 3-8, NB. 3-11
- **Bartlesville Housing Study**
 - Goals: 1.iii, 3.i
- **City of Bartlesville Strategic Plan**

- Goals: Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.
- **U.S. Highway 75 Corridor Study & Master Plan**
 - Goals: Limit new access
- **Bartlesville Affordable Housing Plan**
 - Goals: 8
- **West Bartlesville Redevelopment Plan**
 - Goals: A.3, B.2, C.1, C.2, C.3, C.4, D.3, Residential Design Policies, Commercial Design Policies, Industrial Design Policies, Streetscape Design Policies
- **Downtown Redevelopment District Implementation Plan**
 - Goals: F.1, F.2, F.3, F.4, G.2, G.3, G.4, G.5, I.1, L.1, M.1, N.4, N.6, O.5, P.1, P.2, Q.1

Uses

Development Goals:
<ul style="list-style-type: none"> ● Modernize and revise Use lists to provide readability and cohesion.
What We Heard:
<ul style="list-style-type: none"> ● Facilitate the development of key services along arterials and at the edges of neighborhoods. ● Better accommodate innovative, market-sensitive housing types. ● Better align use-permissions with new zoning districts to facilitate appropriate infill and redevelopment.
What We Recommend:
<ul style="list-style-type: none"> ● Consider implementing a development-wide density approach (i.e., cluster developments), where higher-density products can be concentrated amongst open space or lower-density products so long as the overall density of a project does not exceed a predetermined threshold. ● Consider the adoption of a voluntary inclusionary zoning option to support the development of housing choice related to both type and price. ● Update the singular use-focused chapter to encompass the use table, specific, accessory, and temporary uses, and references to use-specific standards. ● Define all uses. ● Revise older uses by incorporating them into modern use definitions. ● Combine the use tables into one use table. ● Cross-reference the use table in each Zoning District section. ● Update and reorganize the use table to comply with revised uses.

- Create context-sensitive, use-specific standards tailored appropriately for specific Zoning Districts or character areas.
 - Reduce the number of uses that require specific use permits by implementing these standards.
- Eliminate exclusive single-family detached districts.
- Ensure use standards are cohesive throughout the Title, including development standards and off-street parking standards.
- Provide use-specific standards that comply with Federal regulations and 1st and 14th Amendment American case law (telecommunications, manufactured homes, sexually-oriented businesses).
- Establish appropriate traffic impact analysis requirements for Special Use Permits.

Connections:

- **Endeavor 2045 Comprehensive Plan**
 - Goals: FB. 1-3, FB. 3-1, FB. 3-4, FB. 3-7, PB. 2-6
- **City of Bartlesville Strategic Plan**
 - Goals: Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.
- **West Bartlesville Redevelopment Plan**
 - Goals: B.2, C.5
- **Downtown Redevelopment District Implementation Plan**
 - Goals: F.1, N.4, P.1

Utilities, Stormwater Management and Environment

Development Goals:

- The City should develop with resilience in mind.
- Promote energy-efficient system design.
- Ensure new development does not impact the level of service provided by existing utilities.

What We Heard:

- Inflexibility in standards can amount to high added construction costs where immediate and even long-term benefits are not apparent

What We Recommend:

General

- Transition technical standards to an Engineering Design Manual.
- Strengthen language surrounding determinations of adequate public facilities.

Utilities

- Incorporate standards for utility system efficiency and ideal system infrastructure sites.

- Clearly establish “to-and-through” requirements for water and wastewater infrastructure in subdivisions to support orderly development.
- Establish clear distance thresholds for mandating connection to public water and public sewer systems.

Stormwater Management

- Fully integrate flood damage prevention regulations into the UDC, together with improved stormwater management provisions.
- Consider enhancements to the flood damage prevention ordinance to include higher standard regulations, such as a bigger freeboard or lower thresholds for substantial damage determinations.
- Comprehensively update stormwater standards to utilize modern modeling requirements and available data.
- Adopt provisions for stormwater quality runoff that support or incentivize treatment, particularly LID and GSI approaches.
- Establish “to-and-through” requirements for stormwater infrastructure, with different standards reflective of the different effort and cost for underground versus open channels.

Environment

- Establish standards for cut/fill and slope protection and establish riparian/waterway setbacks for mapped watercourses and floodplains.
- Establish stream buffers that cannot be developed to allow for the preservation of green space, stormwater management, trails, or other opportunities.

Connections:

- **Endeavor 2045 Comprehensive Plan**
 - Goals: FB. 1-6, NB. 1-6, NB. 2-2, NB. 2-4, NB. 2-5, NB. 2-6, NB. 3-11
- **U.S. Highway 75 Corridor Study & Master Plan**
 - Goals: Permanent structures within the floodway.
- **Bartlesville Affordable Housing Plan**
 - Goals: FB. 3, 5
- **West Bartlesville Redevelopment Plan**
 - Goals: E.5, Streetscape Design Policies
- **Downtown Redevelopment District Implementation Plan**
 - Goals: I.1, P.2

Subdivision Regulations

Development Goals:

- Develop clear, context-sensitive regulations that offer design standards for residential and non-residential design.
- Strengthen frameworks to support housing type and price choice.

What We Heard:

- Lot splits can be lengthy processes and are often stalled by zoning regulations.
- Requirements for connection to existing infrastructure and utilities are, at times, burdensome; however, a detailed study of this issue is required in the wake of recent ordinances intended to provide relief.
- Generally, inflexibility creates procedural hurdles and construction burdens.

What We Recommend:

- Address significant wordiness of the subdivision ordinance.
- Remove definitions and add them to a global Definitions article. Ensure removal of regulatory content from definitions.
- Revise and modernize the subdivision regulations and processes to align with State law and regional best practices.
- Retitle various lot divisions to follow State law language regarding plat types, relying on state law cross-references when appropriate.
- Provide subdivision design standards that cover all development contexts within Bartlesville.
- Incorporate graphics that explain technically dense materials into the appropriate places.
- Shift application submittal requirements (checklists) to a Development Manual.
- Shift technical engineering specifications to an Engineering Design Manual (Technical Manual).
- Create right-of-way standards that align with both the City’s adopted Fire Code and engineering standards.
- Incorporate a reasonable Traffic Impact Analysis provision.
- Require “Letters of Correctness” or “Letters of Certification” from all utilities and review entities prior to plat submissions, particularly those entities outside of the municipal organization.
- Consider revising block lengths and vary lengths by lot size/width, and broadly reduce the maximum allowed for improved intersection density (and thus, connectivity). Shorten the maximum cul-de-sac length and add a maximum unit count allowed on a cul-de-sac.
- Provide subdivision connectivity ratios for links and nodes, and minimum connections to existing collectors and arterials. Clearly establish “to-and-through” requirements for streets, for future development of adjacent land.
- Establish sidewalk requirements as recommended in the comprehensive plan and add requirements to construct multi-use paths where appropriate.
- Establish standards and address the need to improve perimeter streets with new development.
- Update standard street design criteria to reflect the street classification descriptions in the Comprehensive Plan, either by incorporating into the regulation

or adopting by cross-reference. Ensure street design serves all users well, down to finite details like curb radii.

- Update sidewalk design criteria to link commercial and residential uses, as well as be required for industrial development.
- Clarify when alleys are required and their design standards. Provide options for alleys in residential and mixed-use projects.
- Adjust standards for public access to address unique development configurations, such as cottage courts and pocket neighborhoods.
- Keeping similar regulations for zoning and subdivision together for ease of reference.
- Establish thresholds for inclusion of placemaking elements other than parkland dedication, such as plazas and gathering spaces.
- Retitle variances as subdivision waivers, as “variance” is a zoning term of art, and the identical term causes undue confusion. Introduce a new section to provide detailed review criteria for subdivision waivers.
- Provide as many opportunities as possible to authorize staff-level approvals for subdivision procedures.
- While related to both zoning and subdivision, incorporate standards for open space subdivisions and cluster development, recognizing that contiguous open space creates greater value to nature as well as to nearby properties, while often also improving pedestrian connectivity and wildfire and flood resiliency.
- Update the parkland dedication and parkland development requirements to align with current state laws and case law, as well as best practices. The current language is not adequate.
- Update and establish clearer standards for public gathering spaces within both residential and nonresidential development, along with a broader selection of signature elements to support creativity.

Connections:

- **Endeavor 2045 Comprehensive Plan**
 - Goals: FB. 1-2, FB. 1-3, FB. 1-5, FB. 1-6, FB. 2-3, FB. 2-14, FB. 3-1, FB. 3-4, FB. 3-7, NB. 1-2, NB. 1-3, NB. 1-4, NB. 2-2, NB. 2-6, NB. 3-11
- **Bartlesville Housing Study**
 - Goals: 1.i, 1.iii, 3.1
- **City of Bartlesville Strategic Plan**
 - Goals: Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.
- **Bartlesville Affordable Housing Plan**
 - Goals: 1, 2, 3, 5
- **West Bartlesville Redevelopment Plan**

- Goals: A.3, B.2, E.5, Residential Design Policies, Commercial Design Policies, Industrial Design Policies, Streetscape Design Policies, Retail
- **Downtown Redevelopment District Implementation Plan**
 - Goals: E.1, G.2, G.4, G.5, I.1, N.4, N.6, P.2

Administration, Applications, and Processes

Development Goals:

- Develop clear and consistent development processes to improve user understanding.
- Provide alternative compliance pathways and enhance minor modification processes to streamline development.
- Carefully calibrate special use-specific standards to eliminate the need for Special Zoning Permits.

What We Heard:

- Procedures are not excessively complex or opaque, but there are needless delays and waiting periods
- Inflexibility in the application of review criteria without support for applicants seeking to achieve compliance is a challenge.

What We Recommend:

- Include administrative bodies in a separate section. Summarize the development approval processes in a table format, clearly outlining the lines of authority, notice requirements, and decision-making authority.
- Map each process with the newly established common procedural format, beginning with applicability, continuing to initiation and completeness, decision making, appeals, and the scope of approval. By following a uniform layout for each process, the development process will become easier to follow. Each section relating to a specific process would have the following subsections:
 - Applicability – who needs to go through this process?
 - Initiation – how and to whom is an application submitted?
 - Completeness – what is required when an application is ready to process?
 - Notice – what noticing requirements apply to a development application?
 - Approval Process – who makes the decision, and how?
 - Standards – what specific standards apply to the application?
 - Reapplication – if an applicant withdraws or is denied, can they file a new application, and when?
 - Appeals – who and how can an applicant appeal a decision?
 - Scope of Approval – what does this approval allow the applicant to do? What is the next step in the process?
 - Recordkeeping – who records the final document and where can it be found?

- Consolidate the submittal requirements (checklists) into a separate document outside of the code (a Development Manual).
- Provide an alternative compliance path or minor modification process that allows for staff-level approval for certain application types.
- Enable staff to adopt fee schedules and submittal checklists independent of the UDC.

Connections:

- **Endeavor 2045 Comprehensive Plan**
 - Goals: FB. 1-3
- **Bartlesville Housing Study**
 - Goals: 1.iii
- **City of Bartlesville Strategic Plan**
 - Goals: Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.
- **Bartlesville Affordable Housing Plan**
 - Goals: 1
- **West Bartlesville Redevelopment Plan**
 - Goals: A.3, F.2
- **Downtown Redevelopment District Implementation Plan**
 - Goals: E.1, O.2, O.5, S.1, S.2

Nonconformities

Development Goals:

- Seek pathways to incrementally bring a nonconforming property into compliance.
- Develop infill standards that account for lot size, setbacks, parking, and landscaping to resolve compatibility issues associated with existing developments seeking redevelopment.

What We Heard:

- Requirements for bringing legal nonconforming properties into complete compliance often incur untenable expenses on property owners, even when those property owners attempt to cooperate with the City proactively.

What We Recommend:

- Provide flexibility to existing nonconformity regulations by providing nonconformity types with clear and enforceable regulations.
- Provide enhanced infill standards and use those standards as a mechanism to reduce nonconformities and provide pathways to encourage incremental improvement.

<ul style="list-style-type: none">○ Craft regulations recognizing that the goal should be placing vacant and underutilized properties into productive use, rather than forcing vacancy and resulting in property management challenges.● Consider amortizing zoning or eliminating “use by right” for non-conforming properties.
Connections:
<ul style="list-style-type: none">● Endeavor 2045 Comprehensive Plan<ul style="list-style-type: none">○ Goals: FB. 1-6, FB. 1-7, FB. 3-7,● West Bartlesville Redevelopment Plan<ul style="list-style-type: none">○ Goals: E.1● Downtown Redevelopment District Implementation Plan<ul style="list-style-type: none">○ Goals: E.1, F.3, Q.1

Enforcement

Development Goals:
<ul style="list-style-type: none">● Ensure new standards are protected by clear enforcement and penalty regulations.● Clarify life-safety threshold penalties and all avenues of enforcement available to the City under state law.
What We Heard:
<ul style="list-style-type: none">● The enforcement of some zoning and subdivision standards seems to be occurring with redevelopment projects that create barriers to appropriate repair, improvement, or redevelopment of underperforming and dilapidated properties.
What We Recommend:
<ul style="list-style-type: none">● Strengthen existing enforcement and penalties regulations, but simplify the language and verify any cross-references to the City’s Code of Ordinances and Oklahoma State Statutes. Maximize the enforcement options available and their situational applicability.
Connections:
<ul style="list-style-type: none">● Endeavor 2045 Comprehensive Plan<ul style="list-style-type: none">○ Goals: FB. 3-7

Conclusion

Summary

The current land use regulations have some effective provisions, but most sections will require significant updates, revisions, or additions to adequately reach the City's planning goals and objectives. Further reorganizing, rewriting, and illustrating existing and revised development requirements will make the document easier to read and create higher quality development outcomes.

Next Steps

This is one of the initial steps in a process, as it sets the road map for a code rewrite. The UDC process will build on the recommendations outlined in this report and will be further discussed to determine the best approach to addressing each of the issues presented.

The updated code will be drafted in modules, including reorganization and technical edits, updating existing language, and developing new language. The final document will go through the standard adoption process, which includes public hearings.

Annex A – Outline of New Code

This appendix would contain a full outline of a proposed UDC update. It should consider additional stakeholder input and because this diagnostic report was prepared without benefit of operational testing. The organization of a future UDC requires further discussion, but should generally contain the following in terms of content and content adjacencies.

Existing Code Section	New UDC Article	New UDC Section
<ul style="list-style-type: none"> • Zoning Regulations Section 1 – Scope and Application • Subdivision Regulations Section 1. General Provisions 	Article I. General Provisions	Section 1. Generally
		Section 2. Legal Provisions
<ul style="list-style-type: none"> • Zoning Regulations Section 2 – Establishment and Designation of Zoning Regulations • Section 3 – Interpretation of District Boundaries 	Article II. Zoning Districts	Section 1. Generally
<ul style="list-style-type: none"> • Zoning Regulations Section 4 – Residential Districts • Section 5 – Commercial Districts • Section 6 – Industrial Districts • Table 4.3 – Residential District Bulk Regulations • Table 5.2 – Commercial District Bulk Regulations • Table 5.3 – Industrial District Bulk Regulations 		Section 2. Base Districts
<ul style="list-style-type: none"> • Zoning Regulations 		Section 3. Special Districts

<p>Section 7 – Special Conditions – 7.6 Planned Unit Development; 7.12 Bartlesville Municipal Airport Zoning Regulations</p>		
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.10 Highway 75 Overlay District 		<p>Section 4. Overlay Districts</p>
<ul style="list-style-type: none"> • Zoning Regulations Table 4.2 – Table of Permitted Uses in Residential Districts • Table 6.2 – Permitted uses in Commercial and Industrial Districts • Section 7 – Special Conditions – 7.1; 7.2; 7.3; 7.5; 7.7.1; 7.7.3; 7.8; 7.9 	<p>Article III. Uses</p>	<p>Section 1. Generally</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.1; 7.2; 7.3; 7.5; 7.7.1; 7.7.3; 7.8; 7.9 		<p>Section 2. Use-Specific Regulations</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions • Section 8 – General Provisions – 8.3 Accessory Buildings 		<p>Section 3. Accessory Use Regulations</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.7.2 Temporary Uses 		<p>Section 4. Temporary Use Regulations</p>
<ul style="list-style-type: none"> • Subdivision Regulations 	<p>Article IV. Development Standards</p>	<p>Section 1. Generally</p>

<p>Section 3. Community Design Principles</p>		
<ul style="list-style-type: none"> • Zoning Regulations Table 4.3 – Residential District Bulk Regulations • Table 5.2 – Commercial District Bulk Regulations • Table 5.3 – Industrial District Bulk Regulations 		<p>Section 2. Dimensional Standards</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.4 General Development Standards • Subdivision Regulations Section 5. Design Standards 		<p>Section 3. Site Design Requirements</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.4.2 Off-Street Parking Requirements • Subdivision Regulations Section 5. Design Standards 		<p>Section 4. Parking</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.4.1 Off-Street Loading Requirements • Subdivision Regulations Section 5. Design Standards 		<p>Section 5. Loading</p>
<ul style="list-style-type: none"> • Zoning Regulations 		<p>Section 6. Landscaping</p>

<p>Section 7 – Special Conditions – 7.4.3 Landscaping Requirements</p> <ul style="list-style-type: none"> • Subdivision Regulations Section 5. Design Standards 		
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.4.10 Residential Protection Standards • Subdivision Regulations Section 5. Design Standards 		<p>Section 7. Screening and Fencing</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.4.6 Lighting • Subdivision Regulations Section 5. Design Standards 		<p>Section 8. Outdoor Lighting</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.4.8 Location and Screening of Refuse Collection Receptacles • Subdivision Regulations Section 5. Design Standards 		<p>Section 9. Refuse Containers and Enclosures</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.11 Signs and Sign Structures, Including Billboards 		<p>Section 10. Signs</p>

<ul style="list-style-type: none"> • 		Section 11. Infill Development Standards
<ul style="list-style-type: none"> • Zoning Regulations Section 7 – Special Conditions – 7.4.4 Drainage and On-Site Detention; 7.4.9 Soil Erosion and Sediment Control; 7.4.10 Residential Protection Standards • Subdivision Regulations Section 7. Storm Water Management 		Section 12. Performance Standards
<ul style="list-style-type: none"> • Subdivision Regulations Section 1. General Provisions 	Article V. Subdivision Regulations	Section 1. Generally
<ul style="list-style-type: none"> • Subdivision Regulations Section 2. Subdivision Application and Approval Process 		Section 2. Platting
<ul style="list-style-type: none"> • Subdivision Regulations Section 3. Community Design Principles; Section 5. Design Standards; Section 6. Improvements; Section 7. Storm Water Management 		Section 3. Subdivision Design Standards
<ul style="list-style-type: none"> • Subdivision Regulations Section 4. Assurance for Completion and Maintenance of Improvements 		Section 4. Construction of Public Improvements
<ul style="list-style-type: none"> • Subdivision Regulations 	Article VI. Public Improvements, Stormwater	Section 1. Generally

<p>Section 4. Assurance for Completion and Maintenance of Improvements</p> <ul style="list-style-type: none"> Section 6. Improvements Section 7. Storm Water Management 	<p>Management and the Environment</p>	
<ul style="list-style-type: none"> Subdivision Regulations Section 4. Assurance for Completion and Maintenance of Improvements Section 6. Improvements 		<p>Section 2. Public Improvement Requirements</p>
<ul style="list-style-type: none"> Subdivision Regulations Section 3. Assurance for Completion and Maintenance of Improvements – 3-300 Circulation Section 5. Design Standards Section 6. Improvements – 6-200 Sidewalks; 6-600 Street Improvements 		<p>Section 3. Pedestrian and Vehicle Circulation</p>
<ul style="list-style-type: none"> Subdivision Regulations Section 6. Improvements – 6-300 Water Facilities 		<p>Section 4. Public Water</p>
<ul style="list-style-type: none"> Subdivision Regulations Section 6. Improvements – 6-500 Sewerage Facilities 		<p>Section 5. Public Wastewater</p>
<ul style="list-style-type: none"> Subdivision Regulations 		<p>Section 6. Flood Damage Prevention</p>

<p>Section 7. Storm Water Management</p>		
<ul style="list-style-type: none"> • Subdivision Regulations Section 7. Storm Water Management 		<p>Section 7. Drainage and Stormwater</p>
<ul style="list-style-type: none"> • Subdivision Regulations Section 5. Design Standards – 5-600 Parks 		<p>Section 8. Parkland Dedication</p>
<ul style="list-style-type: none"> • Subdivision Regulations Section 3. Community Design Principles 		<p>Section 9. Tree Preservation</p>
<ul style="list-style-type: none"> • Subdivision Regulations Section 4. Assurance for Completion and Maintenance of Improvements 		<p>Section 10. Public Improvement Guarantees</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 2 – Establishment and Designation of Zoning Regulations 		<p>Section 11. Creation of Special Purpose Districts</p>
<ul style="list-style-type: none"> • Subdivision Regulations Section 5. Design Standards – 5-300 Easements 		<p>Section 12. Easements</p>
<ul style="list-style-type: none"> • Zoning Regulations Section 10 – Administrative Procedure, Required Permits and Fees • Section 11 – Administration and Enforcement 	<p>Article VII. Procedures</p>	<p>Section 1. General Procedures</p>

<ul style="list-style-type: none"> • Section 12 – Amendments, Validity, Enactment – 12.1 Amendments 		
<ul style="list-style-type: none"> • Zoning Regulations Section 10 – Administrative Procedure, Required Permits and Fees – 10.1 Building Permit; 10.2 Certificate of Occupancy; 10.5 Special Zoning Permit • Section 12 – Amendments, Validity, Enactment – 12.1.3 Zoning Map Amendments 		Section 2. Zoning and Development Procedures
<ul style="list-style-type: none"> • Zoning Regulations Section 10 – Administrative Procedure, Required Permits and Fees – 10.3 Platting Requirement • Subdivision Regulations Section 2. Subdivision Application and Approval Process 		Section 3. Subdivision Procedures
<ul style="list-style-type: none"> • Zoning Regulations Section 9 – Exceptions and Modifications • Section 12 – Amendments, Validity, Enactment – 12.1.7 Zoning Map Amendments 		Section 4. Relief Procedures
<ul style="list-style-type: none"> • Zoning Regulations 	Article VIII. Nonconformities	Section 1. Generally

Section 8 – General Provisions – 8.1 Nonconforming Uses		
•		Section 2. Nonconformity-Specific Regulations
• Zoning Regulations Section 11 – Administration and Enforcement	Article IX. Enforcement	Section 1. General Enforcement Procedures
•		Section 2. Remedies and Penalties
•	Article X. Approval Authorities	Section 1. Quasi-Legislative Bodies and Personnel
•		Section 2. Administrative Bodies and Personnel
• Zoning Regulations Section 13 – Definitions	Article XI. Definitions	Section 1. Generally
• Subdivision Regulations Section 8. Definitions		
•		Section 2. Defined Terms
•	External Manual	

Annex B – Summary of Recommendations

This section includes a list of all recommendations, sorted by topic. For related public outreach comments and relevant goals or action items from existing plans and studies, refer back to the topic in the body of the document.

General

Organization

- Merge the existing Zoning and Subdivision Regulations into a Unified Development Code (UDC) for ease of cross-referencing and simplification.
 - Eliminate navigation issues of the code caused by the organizational depth, being thoughtful about defining levels of organization within the UDC (e.g., sections, subsections, articles).
- Create a logical order to the UDC that follows the typical development process and provides a uniform structure and appearance.
- Consolidate processes and procedures in one place in the UDC to prioritize regulatory limits from a code-user’s point of view.
- Provide purpose and applicability statements for each article and division to better communicate to the user the intent and regulatory application.
- Organize a permitted use chart that includes parking ratios and references to additional applicable requirements, in addition to the districts where listed uses are permitted.
- Structure the UDC following the recommended outline documented in Annex A of this report and consolidate repeated provisions (purpose statements, enforcement and penalties, etc.) into one dedicated section (see page 52).
- Revise cross-references between relevant code sections, such as between the zoning, subdivision, and building regulations and the plat, site plan, or building permit stage sections.
- Centralize all definitions into a dedicated definitions chapter at the end of the UDC.
- Structure the UDC following the recommended outline documented in Annex A of this report and consolidate repeated provisions (purpose statements, enforcement and penalties, etc.) into one dedicated section.

- Revise cross-references between relevant code sections, such as between the zoning, subdivision, and building regulations and the plat, site plan, or building permit stage sections.

Language

- Review overall language choice for the appropriate use of permissive (e.g., "may," "should") and prescriptive (e.g., "shall," "must") language.
- Simplify technical and legal language to enhance readability.
- Reduce the length of sentences and lean into "outline and bullet" format for enhanced readability.
- Use the active voice to communicate that an applicant, staff, approval body, etc., is performing an action instead of having an action performed on that applicant, staff, approval body, etc.
- Use clear and concise language and well-defined terms.
- Leverage internal linking and cross-referencing.
- Ensure language is gender neutral.
- Provide language that is consistent with State law.

Graphic Enhancement

- Enhanced graphics, including charts, tables, and flowcharts, to explain review procedures and dimensional requirements throughout the UDC.
- Revise existing graphics and tables as needed.

Zoning Districts

Zoning Districts

- Revise purpose statements to align with the City's long-range planning policies and goals.
- Generally, consolidate underutilized and underperforming zoning districts, particularly commercial and residential zoning districts, to reduce document text. This may include renaming zoning districts.
 - Repeal unused, antiquated, or seldom-used zoning districts or incorporate those districts into other zoning districts.
 - Consolidate the active Residential and Commercial Districts into more distinct groupings.

- More clearly delineate between the different residential and commercial zones through bulk and design standards.
- Allow for mixed-use development in high-density residential districts.
- Allow ADUs, including garage apartments, in all residential zoning districts.

Special Districts

- Integrate all special districts, namely the Highway 75 Overlay District, and any desirable components of the NZOD, into the UDC in a consistent manner.
- Consider integrating the Downtown Design Guidelines into the UDC as a Form-Based District. Other Form-Based applications may include U.S. Highway 75 and Frank Phillips Boulevard.
- Establish a Historic Preservation District with related necessary provisions, including demolition standards.

Planned Unit Development

- Refocus PUD standards around unique projects and direct developers away from relying on PUDs by expanding flexibility in base district standards.
- Require standardized PUD District ordinances for ease of review, presentation, and enforcement following adoption. PUD district ordinances should be structured with the same headings, topics, and exhibit order to ensure that future City staff and officials can efficiently and effectively locate and disseminate district requirements.
- Strengthen and clarify PUD district approval criteria without jeopardizing flexibility in the decision-making process. It is recommended that permissive and prescriptive language be used to establish the minimum base PUD district standards, thereby preventing inconsistent development outcomes and interpretations.
- Review the required amenities for PUD districts to verify that the requirements align with the City's vision and current market demands.
- Establish appropriate traffic impact analysis requirements for PUDs.

Dimensional Standards and Other Site Design Elements

General

- Relocate technical specification elements from the zoning and subdivision regulations mentioned above to a technical manual, referencing the manual within the UDC "as amended" to verify that the reference is always relevant and enforceable.

- Consider consolidating relevant checklists and procedures into a Development Manual for ease of reference and distribution.
- Redirect to alternative standards in a separate section via reference and consider a separate section for adjacency compatibility.
- Update site design standards to improve clarity and graphic content.
- Codify a menu of required open space amenities, with the frequency or scale of amenities tied to the number of residential units anticipated within a development.
- Integrate West Bartlesville Redevelopment Plan policies for residential, commercial, industrial, and streetscape design.
- Standardize a Downtown furnishings and sign palette.
- Incorporate universal design principles

Dimensional Standards

- Right-size dimensional standards, like setbacks, frontage, and lot width, with best practices.
- Consider focusing on lot width as the defining dimensional feature, potentially in conjunction with density, rather than minimum lot area. Widths should be differentiated based on whether parking is front-loaded or rear/alley-loaded. This provides more flexibility in neighborhood design.
- Provide dimensional standards tables for each Zoning District, and consider standards that should be defined by building typology (house, duplex, townhouse, fourplex, multiplex, etc.) rather than district.
- Provide graphics that communicate the various dimensional standards clearly.
- Consider the creation of residential standards that require developers to use a mix of lot sizes and product types to get the maximum density allowed on a property.
- Incorporate a “height-transition” approach for new structures taller than existing structures, if applicable.

Transportation, Parking and Access

- Consider requiring cross and joint access provisions to support access management and driveway separation.
 - Consideration should be given to the driveway’s relation to the building’s front door, the visual character of the street, and the overall circulation of emergency and utility vehicles.
- Assess the City's standard roadway sections to confirm proper separation between pedestrians and vehicles; and sidewalk, utility and landscaping placement;

consider establishing street tree criteria as an appropriate means of physical separation. Currently, some standards are housed within Chapter 17 of the Bartlesville Code of Ordinances, but many of these considerations are not present.

- Require connectivity between multi-family residential development and abutting properties to ensure proper emergency vehicle ingress/egress and to help reduce traffic congestion.
- Right-size parking recommendations by identifying different parking ratios and matching them within certain development contexts; evaluate potential elimination of parking ratios (preferred).
- Assign parking ratios to every listed land use, if used, within the land use table.
- Use fixed parking ratio variables, like building square footage, site acreage, etc., to eliminate fluctuating required parking rates. Consider reduced or no parking minimums for certain areas, and parking maximums.
- Incentivize shared parking through a tradeoff system that allows for development flexibility.
- Provide context-sensitive parking adjustments and reductions to prevent excessive parking.
- Introduce bicycle parking standards.
- Update marking dimensional standards and metrics. Provide graphics that illustrate various parking metrics to enhance code readability and calibrate them effectively to local needs. This should include parallel, 30-degree, 45-degree, 60-degree and 90-degree angles in both one-way and two-way formats.
- Develop a roadway design manual for public improvements within rights-of-way.
- Develop green street design standards.

Landscaping and Tree Preservation

- Strengthen existing landscaping standards, specifically for surface parking lots and streetscape standards.
- Provide an approved and prohibited plant list as a technical manual or appendix, and require the planting of approved plants to ensure plants are conducive to the native environment.
- Promote green infrastructure by defining and creating standards for each green infrastructure item as it relates to landscaping, such as size, design, and locational requirements.
- Create landscape maintenance and replacement expectations.
- Consider graduated landscaping standards for parking lots based on the size of the parking lot and placement.

- Integrate with tree preservation to establish links for landscape/tree preservation credits to incentivize preservation of existing trees.
- Establish a cut/fill and slope protection regulation to reduce alteration to natural terrain, improving stormwater performance and environmental quality.
- Create xeriscaping standards to reduce irrigation demand.
- Develop a replacement tree list appropriate to the region.
- Locate landscape plan submittal requirements in a separate checklist outside of the UDC.

Signs

- Include matrices and graphics to communicate new sign types and dimensional requirements. The matrices should include physical characteristics like size, setbacks, and location. Other graphics illustrating sign, lettering, and font types will be added.
- Modernize sign typologies and regulations to comply with current best practices. This includes realigning sign types to Zoning Districts or street classification, and not by sign location.
- Provide clear and effective graphics, matrices, and tables to illustrate sign types and their associated dimensions.
- Update sign regulations to ensure compliance with case law, specifically content neutrality.
- Coordinate with the County to reduce the prevalence of electronic signage.

Fencing and Screening

- Provide regulations with clear standards that define screening and deliberately detail acceptable screening requirements, and when they are needed.
- Clarify the applicability of screening requirements.
- Provide graphics that communicate nuanced fencing and screening requirements.
- Clarify direction for integrated mixed-use design, both in application of standards to vertical mixed-use as well as by integrated design of adjacent mixed-use to support complete neighborhoods.
- Evaluate buffer yard approaches and creative design alternatives.
- Add stipulations for by-right alternative screening like setbacks, step-backs and other means.

Outdoor Lighting

- Establish enforceable lighting regulations with clear, measurable and understandable standards, designed to have performance paths and prescriptive paths to compliance. Include variation by Zoning Districts, light intensity, light temperature, and similar metrics.
- Refer to Dark Sky Standards for best practices.
- Provide applicability statements to tell the reader the situations in which these regulations apply.
- Require shielding for all outdoor lighting.
- Provide acceptable shielding examples.
- Use current terminology (lumen is the preferred unit of measure over footlambert).
- Improve lighting standards to promote a multi-modal transportation system.

Infill Standards

- Establish tailored residential and commercial infill standards.
- Allow for multiple housing types on residential infill lots, particularly for housing units located near downtown. Allow for smaller minimum lot sizes and/or lot widths.
- Require infill and redevelopment to respect the existing character of the street by incorporating dimensional standards and landscape elements.
- Require new utilities to be placed underground.

Uses

- Consider implementing a development-wide density approach (i.e., cluster developments), where higher-density products can be concentrated amongst open space or lower-density products so long as the overall density of a project does not exceed a predetermined threshold.
- Consider the adoption of a voluntary inclusionary zoning option to support the development of housing type and price choice.
- Update the singular use-focused chapter to encompass the use table, specific, accessory, and temporary uses, and references to use-specific standards.
- Define all uses.
- Revise older uses by incorporating them into modern use definitions.
- Combine the use tables into one use table.
- Cross-reference the use table in each Zoning District section.
- Update and reorganize the use table to comply with revised uses.
- Create context-sensitive, use-specific standards tailored appropriately for specific Zoning Districts or character areas.

- Reduce the number of uses that require specific use permits by implementing these standards.
- Eliminate exclusive single-family detached districts.
- Ensure use standards are cohesive throughout the Title, including development standards and off-street parking standards.
- Provide use-specific standards that comply with Federal regulations and 1st and 14th Amendment American case law (telecommunications, manufactured homes, sexually-oriented businesses).
- Establish appropriate traffic impact analysis requirements for Special Use Permits.

Utilities, Stormwater Management, and Environment

General

- Transition technical standards to an Engineering Design Manual.
- Strengthen language surrounding determinations of adequate public facilities.

Utilities

- Incorporate standards for utility system efficiency and ideal system infrastructure sites.
- Clearly establish “to-and-through” requirements for water and wastewater infrastructure in subdivisions to support orderly development.
- Establish clear distance thresholds for mandating connection to public water and public sewer systems.

Stormwater Management

- Fully integrate flood damage prevention regulations into the UDC, together with improved stormwater management provisions.
- Consider enhancements to the flood damage prevention ordinance to include higher standard regulations, such as a bigger freeboard or lower thresholds for substantial damage determinations.
- Comprehensively update stormwater standards to utilize modern modeling requirements and available data.
- Adopt provisions for stormwater quality runoff that support or incentivize treatment, particularly LID and GSI approaches.
- Establish “to-and-through” requirements for stormwater infrastructure, with different standards reflective of the different effort and cost for underground versus open channels.

Environment

- Establish standards for cut/fill and slope protection and establish riparian/waterway setbacks for mapped watercourses and floodplains.
- Establish stream buffers that cannot be developed to allow for the preservation of green space, stormwater management, trails, or other opportunities.

Subdivision Regulations

- Address significant wordiness of the subdivision ordinance.
- Remove definitions and add them to a global Definitions article. Ensure removal of regulatory content from definitions.
- Revise and modernize the subdivision regulations and processes to align with State law and regional best practices.
- Retitle various lot divisions to follow State law language regarding plat types, relying on state law cross-references when appropriate.
- Provide subdivision design standards that cover all development contexts within Bartlesville.
- Incorporate graphics that explain technically dense materials into the appropriate places.
- Shift application submittal requirements (checklists) to a Development Manual.
- Shift technical engineering specifications to an Engineering Design Manual (Technical Manual).
- Create right-of-way standards that align with both the City’s adopted Fire Code and engineering standards.
- Incorporate a reasonable Traffic Impact Analysis provision.
- Require “Letters of Correctness” or “Letters of Certification” from all utilities and review entities prior to plat submissions, particularly those entities outside of the municipal organization.
- Consider revising block lengths and vary lengths by lot size/width, and broadly reduce the maximum allowed for improved intersection density (and thus, connectivity). Shorten the maximum cul-de-sac length and add a maximum unit count allowed on a cul-de-sac.
- Provide subdivision connectivity ratios for links and nodes, and minimum connections to existing collectors and arterials. Clearly establish “to-and-through” requirements for streets, for future development of adjacent land.
- Establish sidewalk requirements as recommended in the comprehensive plan and add requirements to construct multi-use paths where appropriate.

- Establish standards and address the need to improve perimeter streets with new development.
- Update standard street design criteria to reflect the street classification descriptions in the Comprehensive Plan, either by incorporating into the regulation or adopting by cross-reference. Ensure street design serves all users well, down to finite details like curb radii.
- Update sidewalk design criteria to link commercial and residential uses, as well as be required for industrial development.
- Clarify when alleys are required and their design standards. Provide options for alleys in residential and mixed-use projects.
- Adjust standards for public access to address unique development configurations, such as cottage courts and pocket neighborhoods.
- Keeping similar regulations for zoning and subdivision together for ease of reference.
- Establish thresholds for inclusion of placemaking elements other than parkland dedication, such as plazas and gathering spaces.
- Retitle variances as subdivision waivers, as “variance” is a zoning term of art, and the identical term causes undue confusion. Introduce a new section to provide detailed review criteria for subdivision waivers.
- Provide as many opportunities as possible to authorize staff-level approvals for subdivision procedures.
- While related to both zoning and subdivision, incorporate standards for open space subdivisions and cluster development, recognizing that contiguous open space creates greater value to nature as well as to nearby properties, while often also improving pedestrian connectivity and wildfire and flood resiliency.
- Update the parkland dedication and parkland development requirements to align with current state laws and case law, as well as best practices. The current language is not adequate.
- Update and establish clearer standards for public gathering spaces within both residential and nonresidential development, along with a broader selection of signature elements to support creativity.

Administration, Applications, and Processes

- Include administrative bodies in a separate section. Summarize the development approval processes in a table format, clearly outlining the lines of authority, notice requirements, and decision-making authority.
- Map each process with the newly established common procedural format, beginning with applicability, continuing to initiation and completeness, decision

making, appeals, and the scope of approval. By following a uniform layout for each process, the development process will become easier to follow. Each section relating to a specific process would have the following subsections:

- Applicability – who needs to go through this process?
- Initiation – how and to whom is an application submitted?
- Completeness – what is required when an application is ready to process?
- Notice – what noticing requirements apply to a development application?
- Approval Process – who makes the decision, and how?
- Standards – what specific standards apply to the application?
- Reapplication – if an applicant withdraws or is denied, can they file a new application, and when?
- Appeals – who and how can an applicant appeal a decision?
- Scope of Approval – what does this approval allow the applicant to do? What is the next step in the process?
- Recordkeeping – who records the final document and where can it be found?
- Consolidate the submittal requirements (checklists) into a separate document outside of the code (a Development Manual).
- Provide an alternative compliance path or minor modification process that allows for staff-level approval for certain application types.
- Enable staff to adopt fee schedules and submittal checklists independent of the UDC.

Nonconformities

- Provide flexibility to existing nonconformity regulations by providing nonconformity types with clear and enforceable regulations.
- Provide enhanced infill standards and use those standards as a mechanism to reduce nonconformities and provide pathways to encourage incremental improvement.
 - Craft regulations recognizing that the goal should be placing vacant and underutilized properties into productive use, rather than forcing vacancy and resulting in property management challenges.
 - Consider amortizing zoning or eliminating “use by right” for non-conforming properties.

Enforcement

- Strengthen existing enforcement and penalties regulations, but simplify the language and verify any cross-references to the City’s Code of Ordinances and

Oklahoma State Statutes. Maximize the enforcement options available and their situational applicability.

Annex C – City Goals

Endeavor 2045 Comprehensive Plan (2024)

Endeavor 2045 Action Plan		
	Future Bartlesville	Proposed UDC Ref.
FB. 1-2	CODE ASSESSMENT. Complete a comprehensive code assessment to establish the framework for land development code reform.	This diagnostic report.
FB. 1-3	REVISED OR NEW DEVELOPMENT CODE(S). Prepare revised or new development code(s) to implement Endeavor 2045’s Future Development Plan and Future Thoroughfare Plan.	The Unified Development Code
FB. 1-4	FORM-BASED ZONING DISTRICTS. Consider establishing form-based zoning districts to implement the recommendations of the Future Development Plan.	Art. II. Sec. 2, 3, 4
FB. 1-5	TRAFFIC STUDIES. Establish the standards to require traffic studies for proposed developments that exceed certain thresholds.	Art. IV. Sec. 5, 12 Art. V. Sec. 3 Art. VI. Sec. 3 Art. VII. Sec. 3
FB. 1-6	INFILL DEVELOPMENT. Promote infill development through ongoing policy application and programming adjustments.	Art. II. Sec. 2, 3, 4 Art. IV. Sec. 11
FB. 1-7	UNDER-UTILIZED SPACES. Promote the reuse of underutilized properties to absorb anticipated community growth.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 4 Art. IV. Sec. 2, 3, 11
FB. 2-2	ROADWAY DESIGN MANUAL. Prepare and adopt a design manual for public improvements within road rights-of-way.	Art. VI. Sec. 2, 3 External Manual
FB. 2-3	ROADWAY CONTEXT. Incorporate roadway context into technical standards and specifications.	Art. II Art. III Art. IV Art. V. Art. VI. Sec. 2, 3
FB. 2-13	LIGHTING FOR MOBILITY. Improve lighting to promote a multi-modal transportation system.	Art. IV. Sec. 8
FB. 2-14	CONSOLIDATE DRIVEWAYS. Incorporate enhanced access management standards in municipal land development regulations.	Art. IV. Sec. 3, 4 Art. V. Sec. 3 Art. VI. Sec. 3
FB. 3-1	PROMOTE MIXED-USE DEVELOPMENT. Implement the design objectives of Traditional character areas in targeted locations.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2, 3, 4
FB. 3-3	REDUCE PARKING MINIMUMS. Amend land development regulations to provide greater flexibility in parking requirements.	Art. IV. Sec. 4
FB. 3-4	PROMOTE MIDDLE DENSITY DEVELOPMENT. Adopt development provisions that provide for greater diversity in housing choice.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2, 3
FB. 3-7	REDUCE DEVELOPMENT BARRIERS. Incorporate a development case review as part of a code assessment process.	Art. VII. Sec. 2, 3, 4

Endeavor 2045 Action Plan		
Prosperous Bartlesville		Proposed UDC Ref.
PB. 2-6	ACCESSORY DWELLING UNITS. Explore allowing Accessory Dwelling Units (ADUs) by right.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 2, 3
Liveable Bartlesville		Proposed UDC Ref.
LB. 2-7	ARCHITECTURAL STANDARDS. Develop a city-wide architectural standards manual.	Art. IV. Sec. X External Manual
Natural Bartlesville		Proposed UDC Ref.
NB. 1-3	PROTECT OPEN SPACES. Proactively pursue the conservation and protection of open space and sensitive natural environments (such as floodplains or wildlife habitats).	Art. IV. Sec. 12 Art. VI. Sec. 2, 6, 7, 8, 9, 12
NB. 2-2	GREEN STREETS. Develop Green Street design practices and incorporate them into other policies and design standards.	Art. V. Sec. 3 Art. VI. Sec. 2
NB. 2-4	TREE PRESERVATION. Consider adopting a tree preservation ordinance to preserve and protect existing trees from new development.	Art. VI. Sec. 9
NB. 2-5	STREAMLINE BUFFER. Update the development code to establish streamline buffers which cannot be developed in to allow for the preservation of green space, stormwater management, trails, or other such opportunities.	Art. VI. Sec. 6, 7, 8, 12
NB. 2-6	LOW IMPACT DESIGN. Review and amend development regulations to encourage or incentivize sustainable or low impact design practices.	Art. IV. Sec. 2, 3, 6, 12 Art. V. Sec. 3 Art. VI. Sec. 2, 6, 7, 8
NB. 2-7	ELECTRONIC BILLBOARDS. Coordinate with the County to reduce the prevalence of electronic billboards.	Art. IV. Sec. 8, 10, 12
NB. 2-8	DARKSKY COMMUNITY. Evaluate the necessary programmatic and regulatory changes needed to become an International DarkSky community.	Art. IV. Sec. 8
NB. 3-8	ENERGY EFFICIENT DESIGN. Encourage energy efficiency and innovation in homes, businesses, and City facilities.	Art. IV. Sec. 12 Art. VI. Sec. 2
NB. 3-11	BURIED UTILITIES. Adopt a policy requiring electric, telephone, and cable lines to be installed underground in new developments unless determined otherwise by City staff.	Art. VI. Sec. 2 External Manual

Bartlesville Housing Study (2024)

Strategic Five-Year Goals		
Expand Affordable Housing Access		Proposed UDC Ref.
1.i	Implement incentive programs for developers to build affordable housing.	External Manual
1.iii	Strengthen zoning and policy frameworks to support affordable housing development.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 2, 3
Enhancing Housing		Proposed UDC Ref.

Strategic Five-Year Goals

3.i	Integrate universal design principles in new housing projects	Art. IV. Sec 3, 12, X
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City of Bartlesville Strategic Plan (2022)

Action Idea

	Economic Vitality	Proposed UDC Ref.
-	Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.	The Unified Development Code

U.S. Highway 75 Corridor Study & Master Plan (2003)

Figure 4

	Segment 1	Proposed UDC Ref.
-	Limit new driveways	Art. IV. Sec. 3, 4 Art. V. Sec. 3 Art. VI. Sec. 3
-	Highway commercial and multi-family development focused around signalized intersections (nodes). Single-family development surrounds the areas between and outside nodes.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2, 3
Segment 2		Proposed UDC Ref.
-	Limit new access	Art. IV. Sec. 3, 4 Art. V. Sec. 3 Art. VI. Sec. 3
-	No new permanent structures allowed within the designated 100-year flood plain and floodway.	Art. II. Sec. 2, 3, 4 Art. IV. Sec. 12 Art. V. Sec. 3 Art. VI. Sec. 6, 7, 8, 12
-	Land uses limited to ranches, agriculture, parks, open space and trails.	Art. II. Sec. 2, 3 Art. III. Sec. 1, 2
Segment 3		Proposed UDC Ref.
-	Limit new access	Art. IV. Sec. 3, 4 Art. V. Sec. 3 Art. VI. Sec. 3
-	Land uses limited to rural commercial center, rural residences, ranches, agriculture and open space and trails. Minimum lot sizes for residential must 10-acres or greater. Rural commercial centers limited to existing center and potential future center at signalized County Road 2900.	Art. II. Sec. 2, 3 Art. III. Sec. 1, 2

Bartlesville Affordable Housing Plan (2008)

Affordable Housing Strategies		
1	Fast Track Development Review – Expand to include rezoning, planned unit development, and subdivision applications for affordable housing projects.	Art. VII. Sec. 1, 2, 3, 4
2	Waiver of Development Fees – Consider waiving some or all of the development and permit fees related to bona fide affordable housing projects.	Art. VII. Sec. 1, 2, 3, 4 External Manual
3	Infrastructure Support – Seek ways to support the construction of new affordable housing by participating with the developer in the provision of some or all of the publicly-owned and maintained infrastructure systems.	Art. VI. Sec. 2, 10, 12
5	Subdivision Design – Modifications or reductions to building setbacks, street pavement widths, sidewalks requirements, curb and gutter drainage systems, and open space requirements may be appropriate for bonafide affordable housing developments.	Art. IV. Sec. 2, 3 Art. V. Sec. 3
8	Inclusionary zoning - The City of Bartlesville should consider the adoption of a voluntary inclusionary zoning ordinance to promote the development of affordable housing as follows: Developers of new residential subdivisions with 15 units or more that provide at least 15% of the units in a development as affordable housing units would receive a 20% density bonus to their development.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 2, 3 Art. IV. Sec. 12
9	Housing Replacement Ordinance - The City of Bartlesville should consider creating a Housing Replacement ordinance which requires a developer who converts or demos an affordable residential unit to replace the affordable unit within city limits or pay a fee in lieu of replacement. Any such ordinance should be structured to provide for a base measurement to ensure that there is no net loss of affordable housing within the community overall.	External Manual

West Bartlesville Redevelopment Plan (2011)

Actions for Change		
Change Market Perception		Proposed UDC Ref.
A.3	Revise zoning, Subdivision and Development Codes - For West Bartlesville, it may be necessary to create a transitional zoning or overlay zoning in an effort to advance the vision of this Plan prior to significant code revisions being in place.	The Unified Development Code Art. II. Sec. 4
Expand Housing Choices		Proposed UDC Ref.
B.2	Promote Mixed-Use Development	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2, 3

Actions for Change		
B.3	Prepare a Set of Housing “Prototypes” for Single Family Redevelopment	External Manual
Create Great Neighborhoods and Streets		Proposed UDC Ref.
C.1	Consolidate and Minimize Curb Cuts along Hensley, Frank Phillips, Adams and 14th Street	Art. IV. Sec. 3, 4 Art. V. Sec. 3 Art. VI. Sec. 3
C.2	Increase Landscape Requirements in Surface Parking Lots	Art. IV. Sec. 4, 6 Art. VI. Sec. 9
C.3	Establish Consistent Lighting and Streetscape Standards	Art. IV. Sec. 8
C.4	Strengthen Existing Screening and Buffering Requirements	Art. IV. Sec. 7
C.5	Strengthen Pedestrian Connections to Link Commercial and Residential Uses	Art. IV. Sec. 3 Art. V. Sec. 3 Art. VI. Sec 2, 3
Build Connections		Proposed UDC Ref.
D.2	Plan for Future Alternative Modes of Transportation linking West Bartlesville with Downtown and I-75 Corridor	Art. VI. Sec. 3
D.3	Prepare and Implement Wayfinding and Neighborhood Identity Program	Art. IV. Sec. 10, 11, X
Stabilize Property Ownership		Proposed UDC Ref.
E.1	Eliminate “Use by Right” for Non-Conforming Properties	Art. III. Sec. 2 Art. VIII. Sec. 1, 2 Art. IX. Sec. 1, 2
E.2	Amortize zoning	Art. II Art. VII. Sec. 2 Art. VIII. Sec. 1, 2
E.5	Apply Minimum Urban Standards Ordinance	Art. II. Sec. 2, 3, 4 Art. IV. Sec. X External Manual
Grow the Funding Toolbox		Proposed UDC Ref.
F.2	Explore Multiple Funding Mechanisms for Plan Implementation – Includes fee waivers and streamlined approvals.	Art. VII. External Manual
Residential Design Policies		Proposed UDC Ref.
-	New single-family construction should orient the front door of the primary structure to the street so that the door is visible from the street edge.	N/A (Art. IV. Sec. X) (External Manual)
-	New single-family construction should include a front porch to encourage pedestrian activity along the edge of the public right-of-way.	N/A (Art. IV. Sec. X) (External Manual)
-	New multi-family construction should place surface parking lots to the rear of the development. Surface parking lots should not separate the primary building mass from the street.	Art. IV. Sec. 3, 4, 5 Art. VI. Sec. 3 External Manual
-	New multi-family construction should include front porches and/or balconies that face the street to encourage pedestrian	Art. IV. Sec. X External Manual

Actions for Change		
	connections from the building to the street and generate pedestrian activity along the street edge.	
-	New residential development should include detached sidewalks within the public right-of-way.	Art. IV. Sec. 3, 12 Art. V. Sec. 3 Art. VI. Sec. 2, 3, 12
-	New residential development should include tree lawns between the curb and the sidewalk that contain (1) deciduous shade tree planted every 35'-0" on center.	Art. IV. Sec. 6 Art. VI. Sec. 8, 9, 12
Commercial Design Policies		Proposed UDC Ref.
-	Commercial development and redevelopment should orient buildings to the street.	Art. IV. Sec. 3, 4, 5, X
-	Curb cuts should be located on the side streets, whenever possible, to minimize curb cuts along the primary streets and encourage safe pedestrian connections along the primary street edge.	Art. V. Sec. 3 Art. VI. Sec. 2, 3
-	Signage should be integrated into the front building facade to minimize the reliance on pole-mounted signs. This will reduce visual clutter along the street.	Art. IV. Sec. 10
-	Commercial redevelopment should include sidewalks and paved links to the public right-of-way	Art. IV. Sec. 3, 12 Art. V. Sec. 3 Art. VI. Sec. 2, 3, 12
-	New commercial development should include tree lawns between the curb and the sidewalk that contain (1) deciduous shade tree planted approximately 35'-0" on center. This results in a continuous tree canopy along the street edge that provides shade for pedestrians and results in visual continuity along the right-of-way.	Art. IV. Sec. 6 Art. VI. Sec. 8, 9, 12
-	New commercial development should explore the potential for dedicated outdoor seating that encourages pedestrian activity along the street edge.	External Manual
Industrial Design Policies		Proposed UDC Ref.
-	Exterior storage should be screened from all publicly accessible streets.	Art. IV. Sec. 7
-	Exterior storage should be screened from adjacent, abutting residential land uses.	Art. IV. Sec. 7
-	Razor wire should not be permitted in Medium and General Industrial Districts.	Art. IV. Sec. 7
-	Curb cuts should be consolidated whenever feasible.	Art. IV. Sec. 3, 4 Art. V. Sec. 3 Art. VI. Sec. 3
-	Industrial redevelopment should include detached sidewalks.	Art. IV. Sec. 3, 12 Art. V. Sec. 3 Art. VI. Sec. 2, 3, 12
Streetscape Design Policies		Proposed UDC Ref.

Actions for Change		
-	Frank Phillips Boulevard should include the following streetscape elements: pedestrian lighting, signalized crosswalks at existing traffic signals, crosswalk striping, detached sidewalks on both sides of the streets, deciduous shade trees planted approximately 35' on center.	Art. IV. Sec. 6 Art. V. Sec. 3. Art. VI. Sec. 3, 8, 9, 12 External Manual
-	Pedestrian lighting and vehicular street lighting should complement one another. Pole locations should be coordinated to ensure proper spacing.	Art. IV. Sec. 8
-	Tree lawns should be a minimum 5'-0" minimum to allow for healthy growth of tree roots.	Art. IV. Sec. 3, 6 Art. VI. Sec. 9
-	Curb cuts should be consolidated whenever feasible to improve pedestrian safety.	Art. IV. Sec. 3, 4 Art. V. Sec. 3 Art. VI. Sec. 3
Market Summary: Strategic Considerations		Proposed UDC Ref.
Retail	Infill environments present one of the more challenging environments for larger format stores as lots tend to be narrow, forcing parking lots on their sides and thus large expanses of space without a building edge (less pedestrian friendly).	Art. IV. Sec. 11

Downtown Redevelopment District Implementation Plan (2009)

Implementation		
E. Redevelopment Incentives		Proposed UDC Ref.
E.1	Utilizing the flexibility provided through the planned unit development regulations and within reason and on a case-by-case basis, offer modification to existing regulations on setback requirements, density, lot coverage, rear access, etc. to incentivize and encourage redevelopment of downtown sites in a manner that conveys to the development team that there is a willingness to collaborate.	Art. II. Sec. 2, 3, 4 Art. IV. Sec. 2, 3, 11
F. Edges and Transitional Areas		Proposed UDC Ref.
F.1	Transition between land uses should occur along alleys to allow for a consistent street character and to minimize issues associated with conflicting land uses.	External Manual
F.2	When conflicting land uses back up to one another, buffers and screening mechanisms should be incorporated into the site plan to minimize noise impacts and glare from both vehicular headlights and overhead lights onto adjacent residential properties.	Art. IV. Sec. 7, 8 External Manual
F.3	Infill and redevelopment along existing commercial blocks and within residential blocks should respect the existing character of the street by incorporating similar front and side setbacks,	Art. IV. Sec. 2, 3, 11, X External Manual

Implementation		
	building massing, building heights and landscape elements into the proposed site plan.	
F.4	New buildings that are taller than existing structures on adjacent properties should “step down” to match the height of the existing building.	Art. II. Sec. 2, 3, 4 Art. IV. Sec. 2, 3, 11, X
G. Parking		Proposed UDC Ref.
G.2	Ensure that new road improvements allow for multiple modes of transportation (auto, pedestrian, bikes, public transit)	Art. IV. Sec. 4 Art. V. Sec. 3 Art. VI. Sec. 2 External Manual
G.3	Amend zoning regulations to allow for a range of parking solutions including regulations permitting on-street parking (as part of the ratio), shared parking and remote parking. Develop educational materials for property owners, developers and lenders about the vision of Downtown.	Art. IV. Sec. 4
G.4	For single-use sites that require on-site surface parking, ensure existing landscape regulations screen and buffer parked vehicles from sidewalks and other public rights-of-way. Minimize the number of curb cuts by targeting on-site parking access to and from the alley.	Art. IV. Sec. 4 Art. IV. Sec. 7 Art. VI Sec. 2
G.5	Eliminate or reduce parking requirements, or accept fees-in-lieu, for developments that include an appropriate balance of commercial and residential uses, using the funds for construction of structured parking facilities.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2 Art. IV. Sec. 4 External Manual
I. Publicly Accessible Outdoor Spaces with Private Development		Proposed UDC Ref.
I.1	Encourage large scale private development to integrate publicly accessible open spaces into the redevelopment projects.	Art. VI. Sec. 8
L. Streetscape		Proposed UDC Ref.
L.1	Standardize Downtown furnishings palette.	External Manual
M. Wayfinding and Signage		Proposed UDC Ref.
M.1	Develop Signage Palette.	External Manual (Art. IV. Sec. 10)
N. Residential Development in Downtown		Proposed UDC Ref.
N.4	Encourage mixed-use and mixed-income projects.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2
N.6	Assure compatibility among residential neighborhoods and commercial areas.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2, 3, 4 Art. IV. Sec. 2, 3, 7, 12
O. Historic Preservation		Proposed UDC Ref.
O.2	Adopt Historic Preservation Ordinance	External Manual
O.5	Expand and reformat existing Downtown Design Guidelines.	Art. IV. Sec. X External Manual

Implementation		
	<ul style="list-style-type: none"> Reformat guidelines so that each guideline is sequentially numbered for reference purposes; and Expand residential guidelines to ensure the infill residential projects respond to existing street character that is a result of building massing, facade delineation, front door orientation and front porches 	
P. Eliminate Surface Parking as Use-by-Right		Proposed UDC Ref.
P.1	Eliminate parking as a use-by-right in the Central Commercial Zone District.	Art. II. Sec. 2, 3, 4 Art. III. Sec. 1, 2, 3 Art. IV. Sec. 4
P.2	Revise existing landscape requirements for surface parking lots to require: <ul style="list-style-type: none"> (1) landscape island with (1) shade tree for (10) parking spaces separate parked cars from sidewalks using a combination of ornamental fencing and plant material 	Art. IV. Sec. 4, 6
Q. RM-3 Development Standards		Proposed UDC Ref.
Q.1	Amend existing zone district to ensure that future redevelopment is compatible with the existing development patterns.	Art. II Art. III. Sec. 1, 2, 3 Art. IV. Sec. 11, 12
S. Demolition Ordinance		Proposed UDC Ref.
S.1	Draft and Adopt Demolition Ordinance for Historic District.	External Manual
S.2	Expand Demolition Ordinance to include historic residential neighborhoods.	External Manual

Annex D – Stakeholder Input Summary

Structure and Participation

On Monday, November 10, 2025, the Project Team convened four stakeholder meetings, each an hour in length. These were diversified meetings, with stakeholders representing various industries and roles in the development process present during any given meeting. 20 total stakeholders were engaged through this process. These conversations were initiated by prepared prompts, but largely allowed to unfold organically with conversation between stakeholders and follow-up questions emerging from discussion, rather than relying on prepared material.

That same evening, the Project Team hosted a public open house at the Bartlesville Community Center, which included a presentation introducing the project’s goals, methodology, timeline, and scope. There were also five visual preference boards and a map available, gathering quantitative feedback on community priorities. Extensive conversation between community members and the project team occurred during this meeting.

The exhibits utilized during the open house were subsequently brought to the Planning Commission on November 18, 2025, and to the Board of Adjustment on November 20, 2025. Photographs of the exhibits below include responses (dots) from both the public and these meetings.

In-Person Engagement

Project Name: Bartlesville Land Development Regulations Project
 Meeting Purpose: Stakeholder Workshops
 Date: 11/10/2025
 Facilitator: Freese and Nichols
 GRU # 4 1, 2A - 2, 3A



	Name	Phone	Email
1	L. DAVIS		
2	J. MARSHALL		
3	Amos Rullinger		
4	Tanner Holden		
5	JOSEPH EVANS		
6	John Kase		
7			
8			
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20			

Group #3 1130-1230



Project Name: Bartlesville Land Development Regulations Project

Meeting Purpose: Stakeholder Workshops

Date: 11/10/2025

Facilitator: Freese and Nichols

	Name	Phone	Email
1	Brooke Cox		
2	Lois Pierce		
3	Brian Hindman		
4	Jacob Cap		
5	Dwight Hindman		
6	Nathan Lemay		
7			
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Group #2

10:15 - 11:15



Project Name: Bartlesville Land Development Regulations Project

Meeting Purpose: Stakeholder Workshops

Date: 11/10/2025

Facilitator: Freese and Nichols

	Name	Phone	Email
1			
2	<i>Richard Smith</i>		
3	<i>Walter Robertson</i>		
4			
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12



Project Name: Bartlesville Land Development Regulations Project

Date: 11/10/2025

Meeting Purpose: Stakeholder Workshops

Facilitator: Freese and Nichols

GAMP # J 9.00-14.00

	Name	Phone	Email
1	Mette Roark	[REDACTED]	[REDACTED]
2	Janelle Roark	[REDACTED]	[REDACTED]
3	Kylee McKeon	[REDACTED]	[REDACTED]
4	CHRIS BARTCHER	[REDACTED]	[REDACTED]
5	CHRIS WILSON	[REDACTED]	[REDACTED]
6		[REDACTED]	[REDACTED]
7		[REDACTED]	[REDACTED]
8		[REDACTED]	[REDACTED]
9		[REDACTED]	[REDACTED]
10		[REDACTED]	[REDACTED]
11		[REDACTED]	[REDACTED]
12		[REDACTED]	[REDACTED]
13		[REDACTED]	[REDACTED]
14		[REDACTED]	[REDACTED]
15		[REDACTED]	[REDACTED]
16		[REDACTED]	[REDACTED]
17		[REDACTED]	[REDACTED]
18		[REDACTED]	[REDACTED]
19		[REDACTED]	[REDACTED]
20		[REDACTED]	[REDACTED]

Date: 11/10/2025
 Facilitator: Freese and Nichols

Project Name: Bartlesville Land Development Regulations Project
 Meeting Purpose: Initial Public Open House



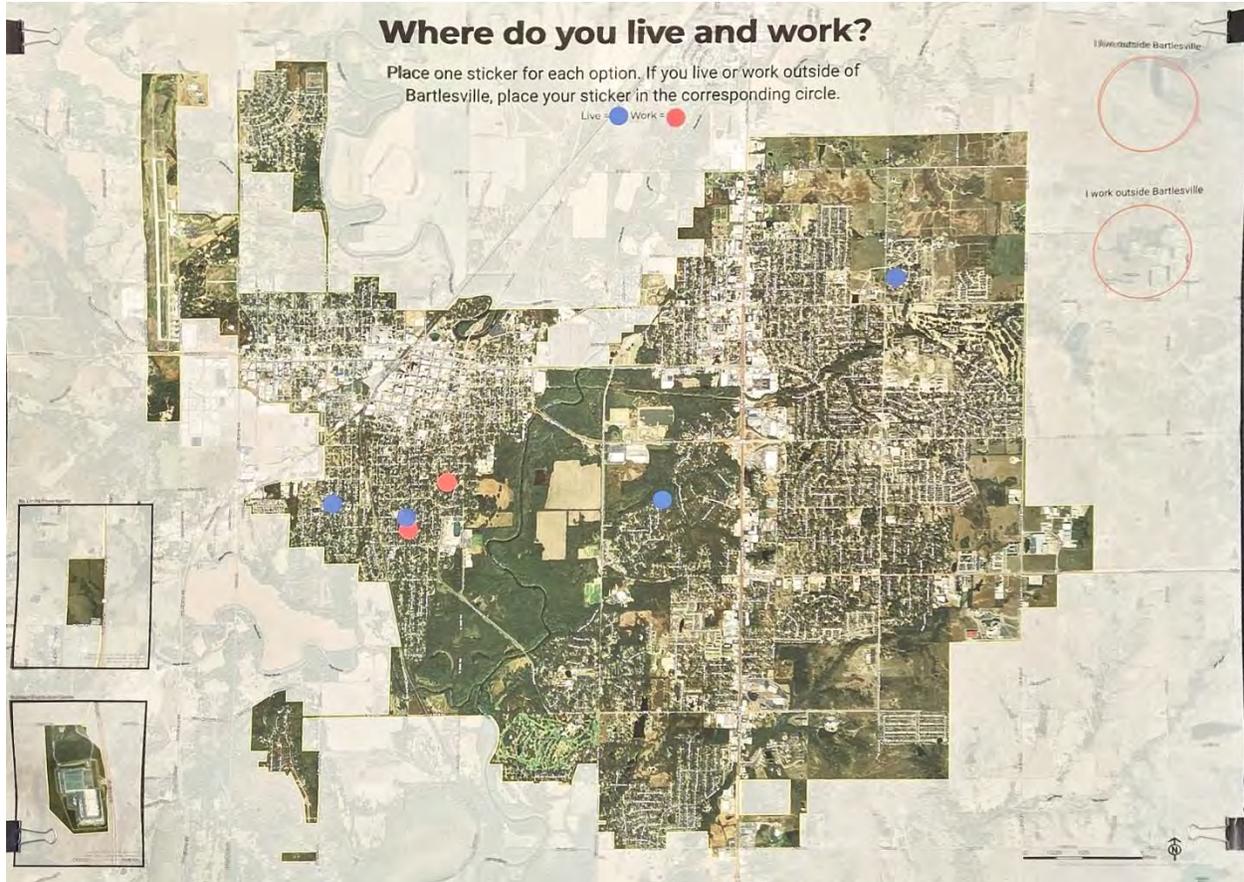
	Name	Phone	Email
1	GARY KILPATRICK		
2	SHEILA KILPATRICK		
3	BELLE GIBLIN		
4	RUSSELL ZORA		
5	QUINN SCHIPPER		
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19			
20			

Date: 11/10/2025
 Facilitator: Freese and Nichols

Project Name: Bartlesville Land Development Regulations Project
 Meeting Purpose: Initial Public Open House



	Name	Phone	Email
1	Sharon Pearson		
2	Deag Anderson		
3	Eddie Collins		
4	Rebecca Bembic		
5	Kayla Bx		
6	Alexis Martin		
7			
8			
9			
10			
11			
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20			



1 Bartlesville Development Code Update

WHAT TYPES OF HOUSING ARE NEEDED IN BARTLESVILLE?

Below are examples of different housing types. Use stickers to identify housing types you want to see (or see more of) in Bartlesville.

Single-Family Housing Types	Multi-Family Housing Types	Other Housing Types
LARGE-LOT ESTATE HOMES 	MISSING MIDDLE (2-3 HOME BUILDINGS) 	DOWNTOWN & LIVE-WORK 
TRADITIONAL SUBURBAN SUBDIVISION 	APARTMENTS (8+ HOMES PER BUILDING) 	MANUFACTURED HOMES 
URBAN AND SMALL LOT 	TOWNHOMES 	ADUs AND TINY HOMES 

2 Bartlesville Development Code Update

WHICH DEVELOPMENT STANDARDS NEED IMPROVEMENT?

Below are different Development Standards. Use the stickers to indicate which standards in Bartlesville need improvement.

CROSS ACCESS, SHARED DRIVEWAYS, AND ACCESS MANAGEMENT 	STREET AND PARKING LANDSCAPING 
COMMERCIAL BUILDING MATERIALS 	ARCHITECTURAL ELEMENTS 

Bartlesville Development Code Update

3

WHAT DOES BARTLESVILLE NEED MORE OF?

Below are examples of different commercial and retail developments. Use stickers to indicate development types that are desirable for Bartlesville.

BUSINESS INCUBATORS/SHARED WORK	HOME TO COMMERCE CONVERSION	BIG BOX STORES
SMALL OFFICE SPACES	LIGHT INDUSTRY FLEX SPACES	SMALL SCALE RETAIL
CORPORATE OFFICES	MIXED USE	TRADITIONAL INDUSTRY

Bartlesville Development Code Update

4

WHAT TYPES OF SIGNS WOULD YOU LIKE TO SEE IN BARTLESVILLE?

Below are examples of different sign types. Use the stickers to indicate sign types that are appropriate for Bartlesville.

Attached Signs	Detached Signs	Incidental/Temporary Signs
WALL & WINDOW SIGNS	MONUMENT SIGNS	BANNER & FEATHER SIGNS
AWNING & CANOPY SIGNS	SUBDIVISION ENTRY SIGNS	DIRECTIONAL & WAYFINDING SIGNS
MARQUEES & PROJECTING SIGNS	BILLBOARDS	MISCELLANEOUS

Bartlesville Development Code Update

5 DOWNTOWN DEVELOPMENT

WHAT DEVELOPMENT STANDARDS DOWNTOWN NEED IMPROVEMENT?
Below are Development Standards. Use the stickers to indicate your preferences.

- STREETSCAPES** (Stickers: 1 red, 1 yellow, 1 blue, 1 green)
- SIDEWALKS/CROSSINGS** (Stickers: 1 blue)
- BUILDING MATERIALS** (Stickers: 1 blue, 1 yellow, 1 green)
- SIGNAGE** (Stickers: 1 blue, 1 green, 1 yellow)
- WINDOWS** (Stickers: 1 yellow, 1 green)
- ARCHITECTURE** (Stickers: 1 red, 1 yellow, 1 blue, 1 green)

WHAT USES SHOULD BE DOWNTOWN?
Below are different Uses. Use the stickers to indicate your preferences.

- OFFICE** (Stickers: 1 blue, 1 yellow, 1 green)
- RETAIL** (Stickers: 1 red, 1 blue, 1 yellow, 1 green)
- RESTAURANT** (Stickers: 1 blue, 1 red, 1 yellow, 1 green)
- TERTAINMENT** (Stickers: 1 blue, 1 red, 1 yellow, 1 green)
- INDUSTRY** (Stickers: 1 blue, 1 red, 1 yellow, 1 green)
- COMMUNITY SPACE** (Stickers: 1 blue, 1 red, 1 yellow, 1 green)

Bartlesville Development Code Update
COMMUNITY OPEN HOUSE – NOVEMBER 10, 2025
ADDITIONAL FEEDBACK FORM

INSTRUCTIONS

The numbered sections below correspond to the exhibit boards numbered 1 – 5. After you indicate your preferences by placing dots on the boards, use this form to offer additional input, ask questions, or tell us about developments or amenities you like or dislike under each topic. Thank you for providing your input this evening!

Where do you live? I live in Bartlesville I do not live in Bartlesville

Which best describes you? (Select all that apply)

- | | |
|--|---|
| <input checked="" type="checkbox"/> I am a resident | <input type="checkbox"/> I am a developer |
| <input type="checkbox"/> I am an employee | <input type="checkbox"/> I am a design professional (architect, engineer, landscape architect, planner) |
| <input checked="" type="checkbox"/> I am a business owner | <input type="checkbox"/> I am a member of a Homeowners Association |
| <input type="checkbox"/> I own commercial/residential property | |
| <input type="checkbox"/> I am a contractor/builder | |

1 **WHAT TYPES OF HOUSING ARE NEEDED IN BARTLESVILLE?**
Please "vote" for your preferences on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

Affordable single family homes
Not so much rent driven homes, apartments

2 **WHAT DEVELOPMENT STANDARDS NEED IMPROVEMENT?**
Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

3

WHAT DOES BARTLESVILLE NEED MORE OF?

Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

Natural landscaping - city, parks, homes

4

WHAT SIGNS WOULD YOU LIKE TO SEE IN BARTLESVILLE?

Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

No more billboards - smaller signs

5

DOWNTOWN DEVELOPMENT

Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

Parking

Other

ADDITIONAL COMMENTS

If you have other comments or ideas related to these materials or the code update project overall, please use the space below to document them.

More areas zoned to stay undeveloped for structures and more foot access for trails, natural habitat - Natural areas goal for "Oxley Nature Center" emotional, physical well being

Bartlesville Development Code Update COMMUNITY OPEN HOUSE – NOVEMBER 10, 2025 ADDITIONAL FEEDBACK FORM

INSTRUCTIONS

The numbered sections below correspond to the exhibit boards numbered 1 – 5. After you indicate your preferences by placing dots on the boards, use this form to offer additional input, ask questions, or tell us about developments or amenities you like or dislike under each topic. Thank you for providing your input this evening!

Where do you live? I live in Bartlesville I do not live in Bartlesville

Which best describes you? (Select all that apply)

- | | |
|---|--|
| <input checked="" type="radio"/> I am a resident | <input type="radio"/> I am a developer |
| <input type="radio"/> I am an employee | <input type="radio"/> I am a design professional (architect, engineer, landscape architect, planner) |
| <input type="radio"/> I am a business owner | <input type="radio"/> I am a member of a Homeowners Association |
| <input type="radio"/> I own commercial/residential property | |
| <input type="radio"/> I am a contractor/builder | |

1

WHAT TYPES OF HOUSING ARE NEEDED IN BARTLESVILLE?

Please "vote" for your preferences on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

We need single family homes to serve the existing employment base and to attract future businesses to our community. These homes should support families and provide safe green space (playgrounds, etc). Also need retiree home and townhouses

2

WHAT DEVELOPMENT STANDARDS NEED IMPROVEMENT?

Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

Whatever standards result from the process, property rights should be maintained as long as they don't encroach on neighbor rights.

3

WHAT DOES BARTLESVILLE NEED MORE OF?

Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

Quality restaurants, small retail businesses, mixed use facilities,

4

WHAT SIGNS WOULD YOU LIKE TO SEE IN BARTLESVILLE?

Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

Don't need more of the expensive ^{existing} signs providing directions.

5

DOWNTOWN DEVELOPMENT

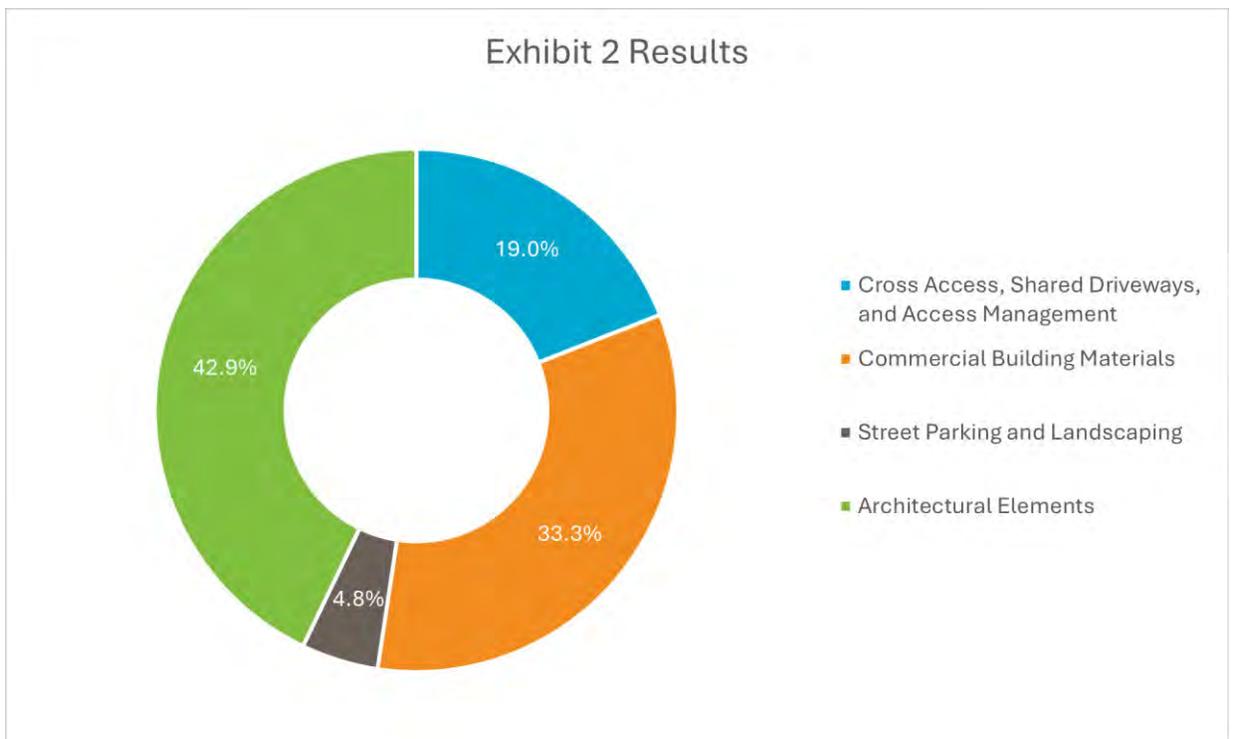
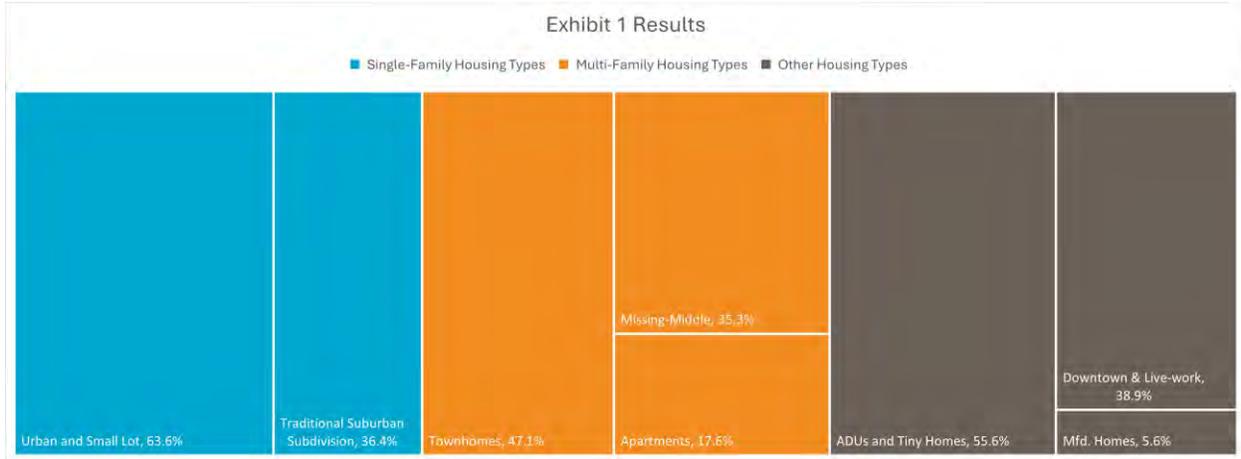
Please "vote" for your preference on the board. You may pick more than one option. Feel free to provide additional comments related to this question in the blank lines below.

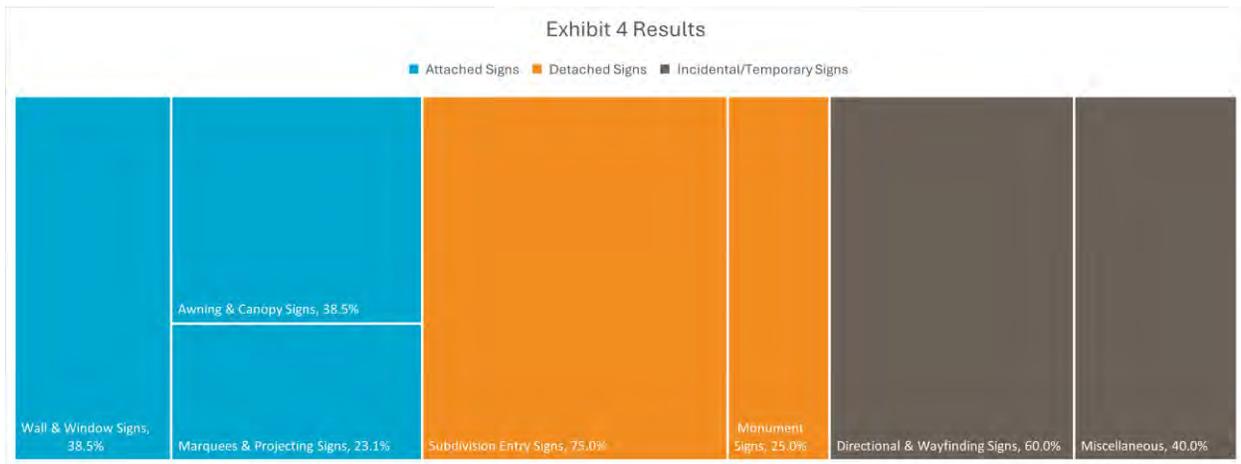
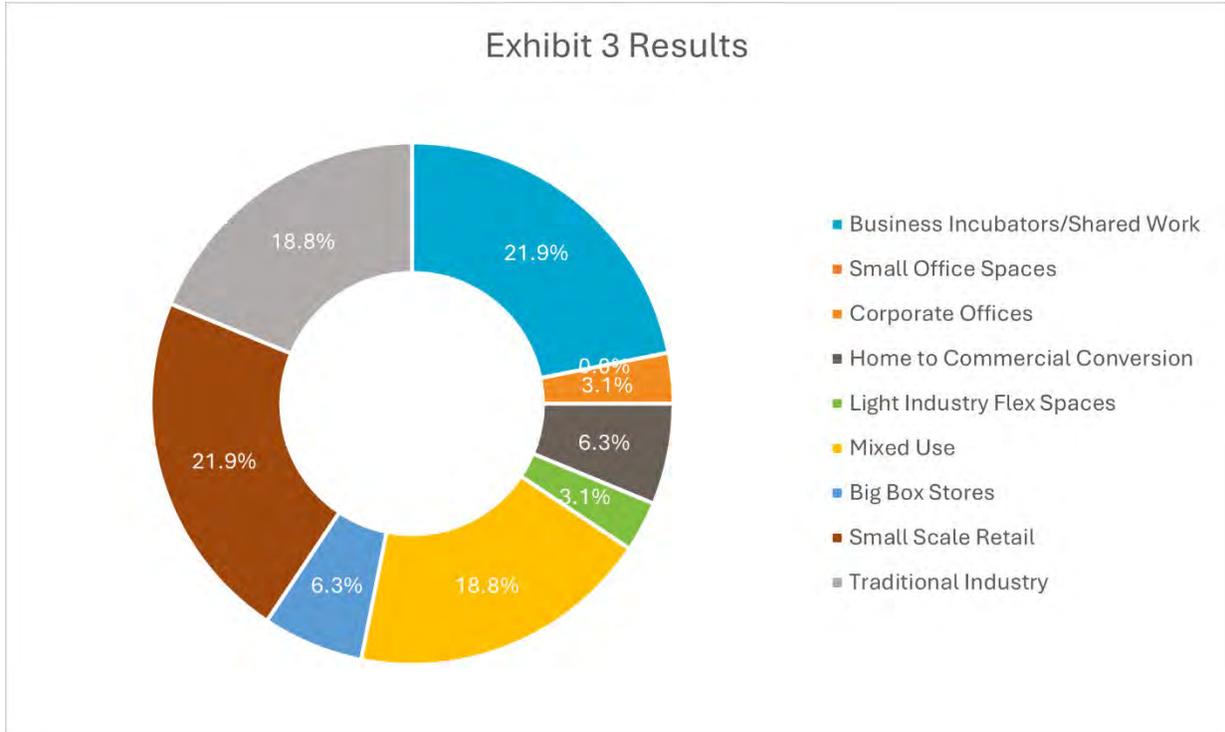
Need more flexibility for owners/developers to renovate existing properties and convert properties to new uses. Current rules seem to be expensive and time-consuming.

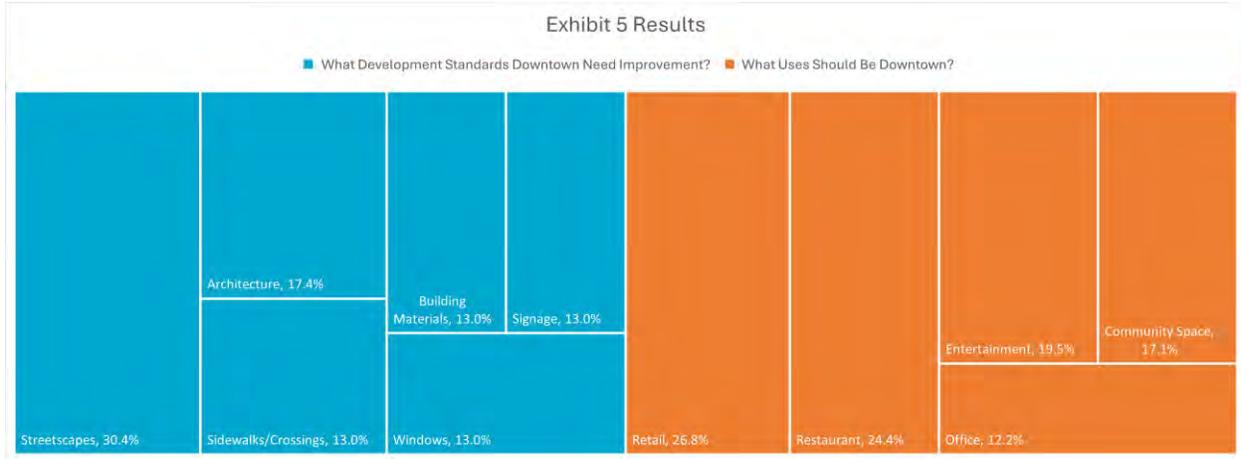
Other

ADDITIONAL COMMENTS

If you have other comments or ideas related to these materials or the code update project overall, please use the space below to document them.







Online Engagement

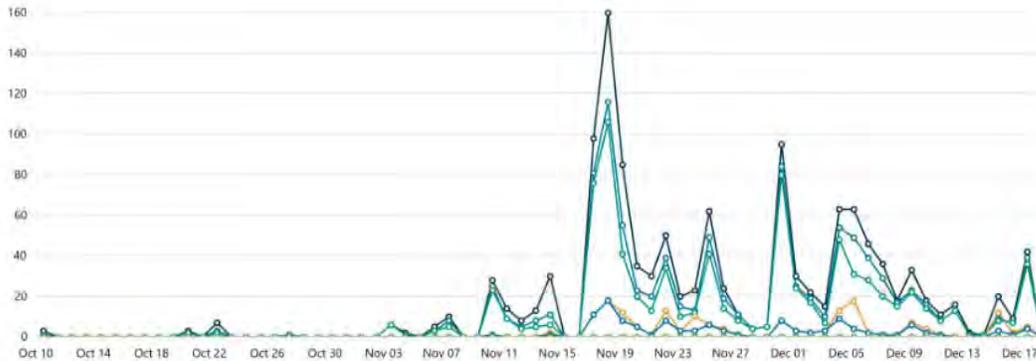
Hosted on the project website, an online survey, interactive map, and digital twin of the open house exhibits were available from November 10, 2025 to December 17, 2025. Below are statistics about the input gathered using those online tools, taken from a report generated within the website.

Engage Freese

Report Type: Project
Project Name: Bartlesville Development Regulations
Date Range: 10-10-2025 - 18-12-2025
Exported: 18-12-2025 09:29:16

Performance Summary

Information regarding key visitation and utilisation metrics for your Site or projects.



1,278
Views

977
Visits

676
Visitors

169
Contributions

105
Contributors

0
Followers

Views - The number of times a Visitor views any page on a Site.

Visits - The number of end-user sessions associated with a single Visitor.

Visitors - The number of unique public or end-users to a Site. A Visitor is only counted once, even if they visit a Site several times in one day.

Contributions - The total number of responses or feedback collected through the participation tools.

Contributors - The unique number of Visitors who have left feedback or Contributions on a Site through the participation tools.

Followers - The number of Visitors who have 'subscribed' to a project using the 'Follow' button.

Conversions

Information regarding how well your engagement websites converted Visitors to perform defined key actions.



Participation

Information regarding how people have participated in your projects and activities.

Contributions by Activity			
Contributions by Activity is a breakdown of contributions across each tool			
Activity	Contributions		%
Form	97	<div style="width: 57.4%;"></div>	57.4%
Social Map	72	<div style="width: 42.6%;"></div>	42.6%

Top Activities			
Top Activities is the top 5 tools that received the highest contributions			
Activity	Page Name	Contributions	Contributors
Form	Bartlesville Land Development Regulations Survey	93	90
Social Map	Bartlesville Development Regulations	72	23
Form	November Community Meeting	4	4
Form	Bartlesville Development Regulations	0	0
Form	Bartlesville Dev Regulations	0	0

Projects

The current number of published projects on your site

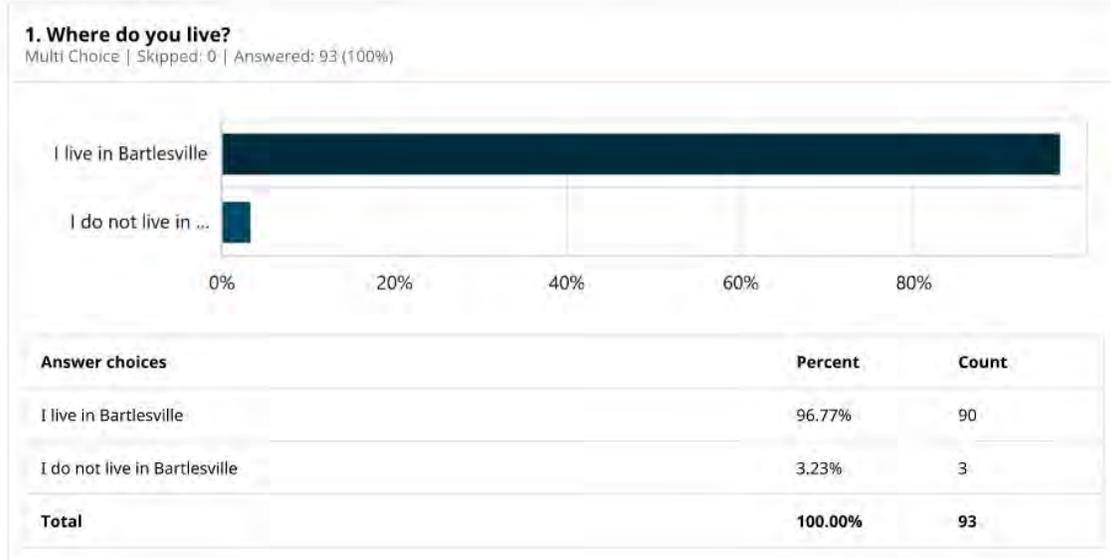
<p>Engagement Time</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>2 Days</p> </div> <div style="text-align: center;"> <p>3 Hours</p> </div> <div style="text-align: center;"> <p>1 Minutes</p> </div> </div> <div style="margin-top: 10px;"> <p>Nov 18th 2025 Peak Visitation Date</p> </div> <div style="margin-left: 20px;"> <p>Tuesday Peak Visitation Day</p> </div>	<p>Top Visited Pages Summary information for the top five most visited Pages.</p> <table border="1"> <thead> <tr> <th>Page Name</th> <th>Visitation %</th> <th>Visits</th> <th>Visitors</th> </tr> </thead> <tbody> <tr> <td>Bartlesville Development Regulations</td> <td>74.8%</td> <td>730</td> <td>508</td> </tr> <tr> <td>Bartlesville Land Development Regulations Survey</td> <td>40.47%</td> <td>395</td> <td>293</td> </tr> <tr> <td>November Community Meeting</td> <td>1.13%</td> <td>11</td> <td>11</td> </tr> </tbody> </table>	Page Name	Visitation %	Visits	Visitors	Bartlesville Development Regulations	74.8%	730	508	Bartlesville Land Development Regulations Survey	40.47%	395	293	November Community Meeting	1.13%	11	11
Page Name	Visitation %	Visits	Visitors														
Bartlesville Development Regulations	74.8%	730	508														
Bartlesville Land Development Regulations Survey	40.47%	395	293														
November Community Meeting	1.13%	11	11														

Closed

Bartlesville Land Development Regulations Community Survey
[Bartlesville Development Regulations](#)

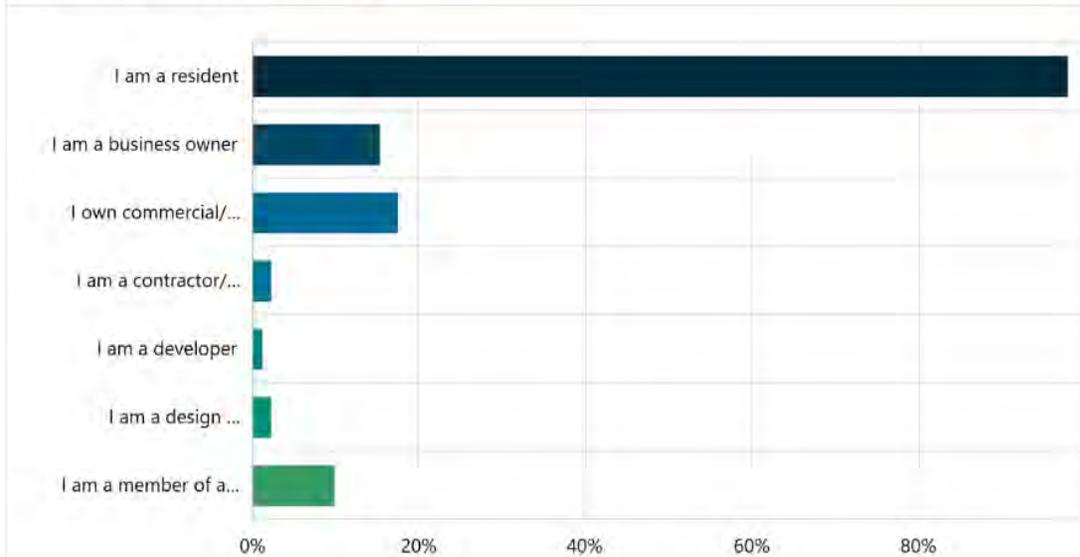
90 Contributors | 93 Contributions

Contribution Summary



2. Which best describes you?

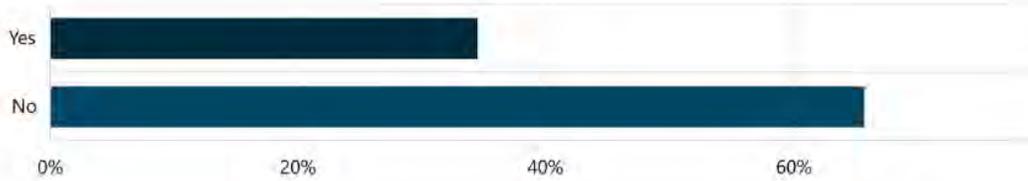
Multi Choice | Skipped: 1 | Answered: 92 (98.9%)



Answer choices	Percent	Count
I am a resident	97.83%	90
I am a business owner	15.22%	14
I own commercial/residential property	17.39%	16
I am a contractor/builder	2.17%	2
I am a developer	1.09%	1
I am a design professional (architect, engineer, landscape architect, planner)	2.17%	2
I am a member of a Homeowners Association	9.78%	9

3. Have you done a project that required you to use the current zoning and subdivision regulations or development processes (e.g., sign permit, building permit, rezoning)

Multi Choice | Skipped: 0 | Answered: 93 (100%)



Answer choices	Percent	Count
Yes	34.41%	32
No	65.59%	61
Total	100.00%	93

4. If you answered yes to the previous question, how long ago was that project?

Short Text | Skipped: 62 | Answered: 31 (33.3%)

Sentiment

No sentiment data

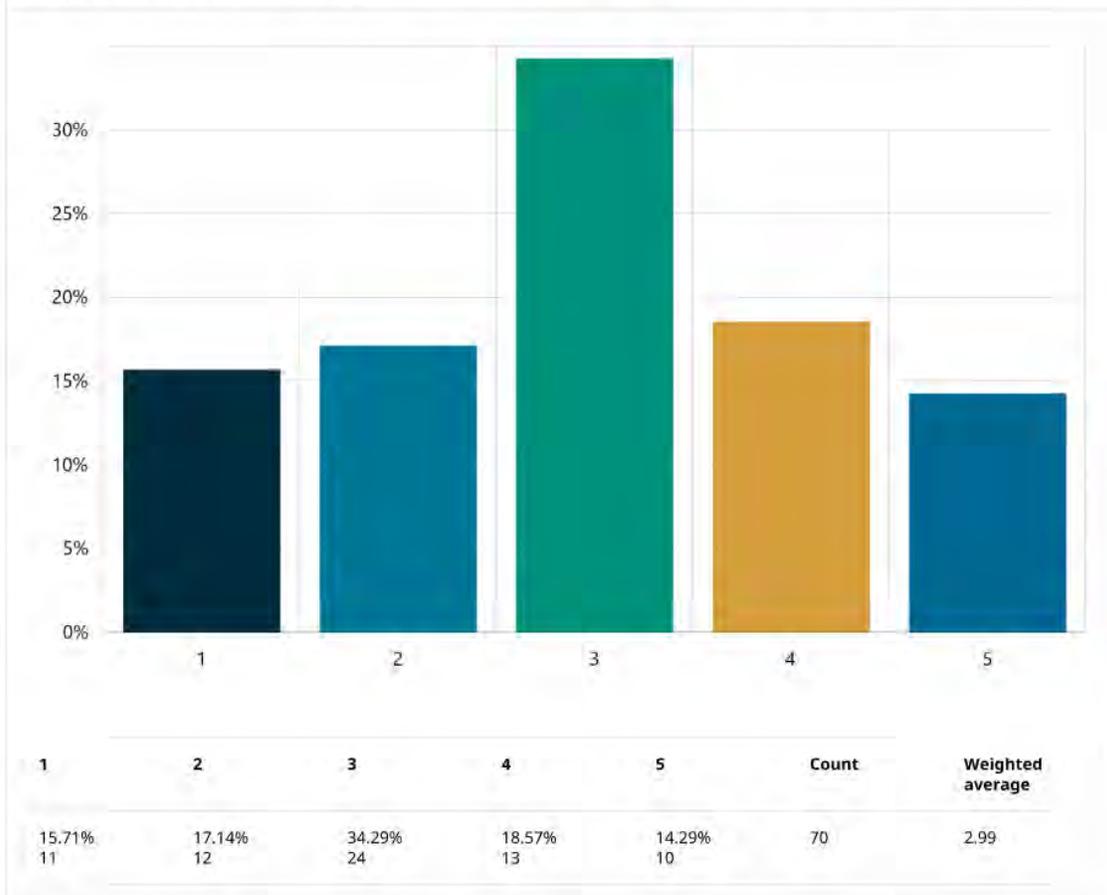
Tags

No tag data

Featured Contributions

No featured contributions

5. How well do the current City development ordinances produce quality developments that are appropriate for Bartlesville? (Click below on a scale of 1 thumb up (very poorly) to 5 thumbs up (very well)).
 Rating | Skipped: 23 | Answered: 70 (75.3%)



6. Please provide examples to explain your choice to the previous question.

Short Text | Skipped: 51 | Answered: 42 (45.2%)

Sentiment

No sentiment data

Tags

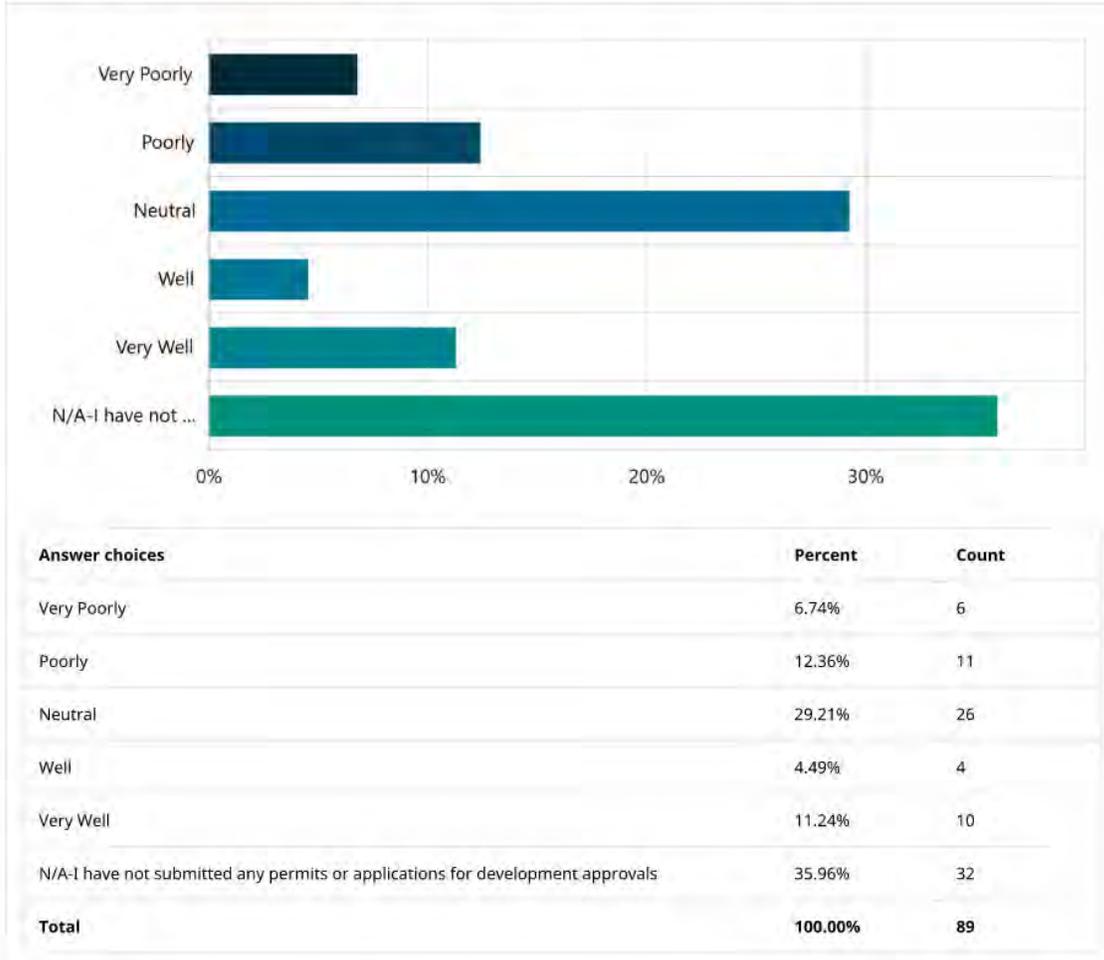
No tag data

Featured Contributions

No featured contributions

7. How well do the current City development application and inspection processes work?

Multi-Choice | Skipped: 4 | Answered: 89 (95.7%)



8. Please provide examples to explain your choice for the previous question Required

Short Text | Skipped: 66 | Answered: 27 (29%)

Sentiment

No sentiment data

Tags

No tag data

Featured Contributions

No featured contributions

9. Are there any specific land uses in Bartlesville that cause issues? For example, are there uses that you think should not be next to each other (e.g., industrial plants next to homes)?

Long Text | Skipped: 48 | Answered: 45 (48.4%)

Sentiment

No sentiment data

Tags

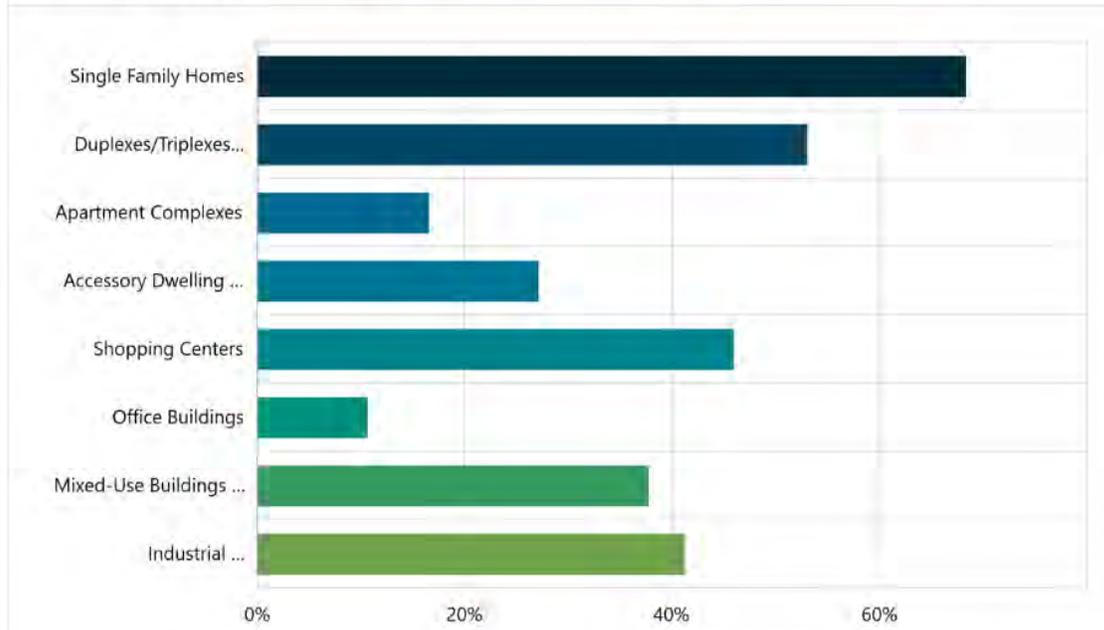
No tag data

Featured Contributions

No featured contributions

10. What kinds of development would you like to see more of in Bartlesville?

Multi-Choice | Skipped: 8 | Answered: 85 (91.4%)



Answer choices	Percent	Count
Single Family Homes	68.24%	58
Duplexes/Triplexes/Townhomes	52.94%	45
Apartment Complexes	16.47%	14
Accessory Dwelling Units (Garage Apartment or Backyard Cottage)	27.06%	23
Shopping Centers	45.88%	39
Office Buildings	10.59%	9
Mixed-Use Buildings (e.g., commercial and residential uses in the same building)	37.65%	32
Industrial Developments	41.18%	35

11. What are examples of good development in Bartlesville or another community?

Long Text | Skipped: 42 | Answered: 51 (54.8%)

Sentiment

No sentiment data

Tags

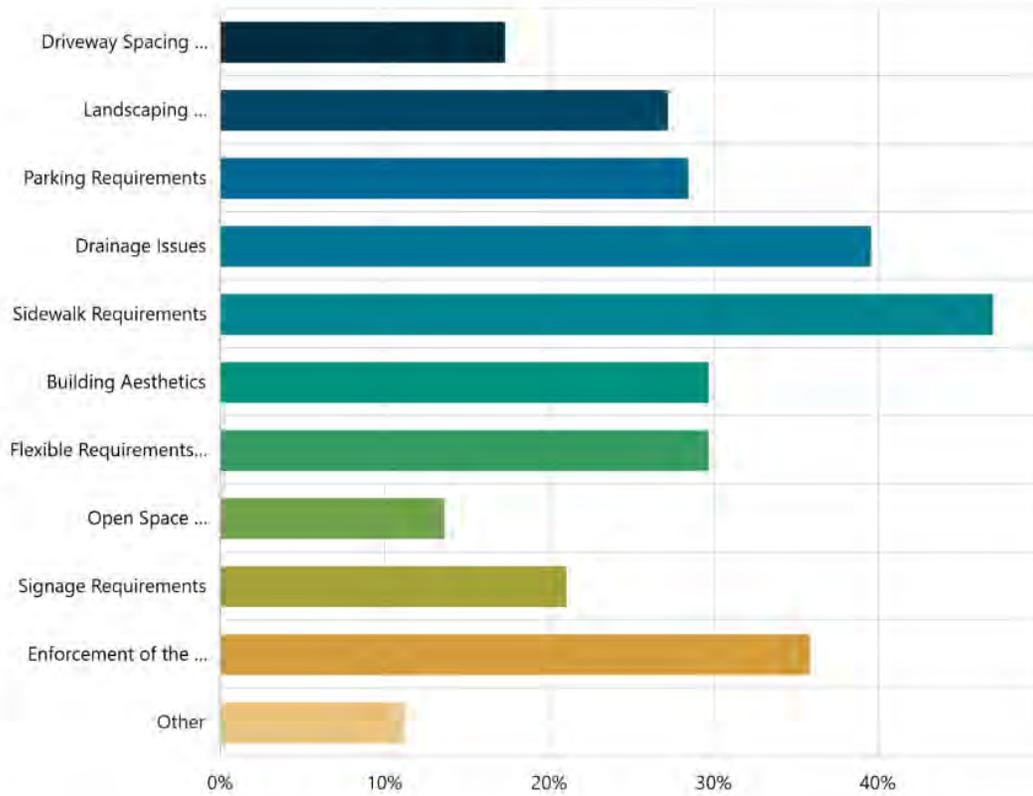
No tag data

Featured Contributions

No featured contributions

12. What are your concerns with the current development regulations that should be addressed in the update?

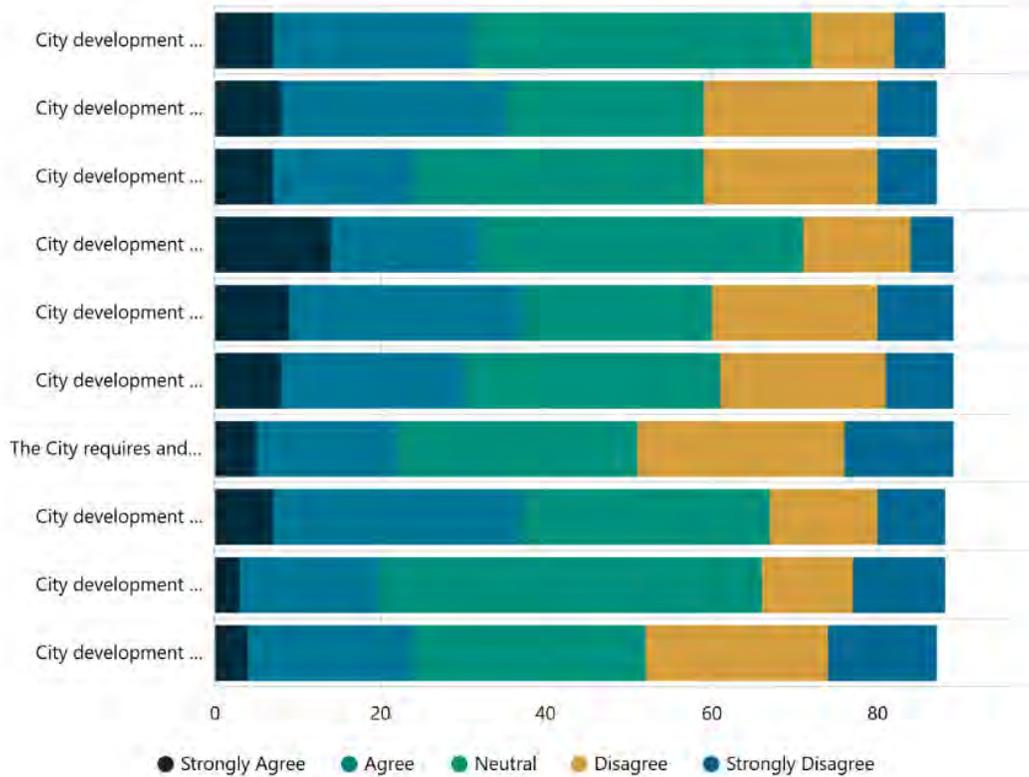
Multi Choice | Skipped: 12 | Answered: 81 (87.1%)



Answer choices	Percent	Count
Driveway Spacing and Access Management	17.28%	14
Landscaping Requirements	27.16%	22
Parking Requirements	28.40%	23
Drainage Issues	39.51%	32
Sidewalk Requirements	46.91%	38
Building Aesthetics	29.63%	24
Flexible Requirements for Redevelopment of Existing Sites (including infill development)	29.63%	24
Open Space Requirements	13.58%	11
Signage Requirements	20.99%	17
Enforcement of the ...	35.65%	29
Other	11.59%	9

Enforcement of the Regulations	35.80%	29
Other	11.11%	9

13. Development regulations address requirements such as how buildings look, how much parking and landscaping are provided, how many signs are permitted, and where or how buildings are preserved.
Matrix | Skipped: 3 | Answered: 90 (96.8%)



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Count	Score
City development regulations produce high-quality, well-designed buildings.	7.95% 7	27.27% 24	46.59% 41	11.36% 10	6.82% 6	88	2.82
City development regulations require enough parking to be provided on-site.	9.20% 8	31.03% 27	27.59% 24	24.14% 21	8.05% 7	87	2.91
City	8.05%	19.54%	40.23%	24.14%	8.05%	87	3.05

development regulations require or allow too much parking in certain places.	7	17	35	21	7		
City development regulations allow too many signs or ones that are too large.	15.73% 14	20.22% 18	43.82% 39	14.61% 13	5.62% 5	89	2.74
City development regulations create adequate green space.	10.11% 9	31.46% 28	25.84% 23	22.47% 20	10.11% 9	89	2.91
City development regulations require sufficient street landscaping.	8.99% 8	24.72% 22	34.83% 31	22.47% 20	8.99% 8	89	2.98
The City requires and enforces sufficient maintenance and replacement of street landscaping.	5.62% 5	19.10% 17	32.58% 29	28.09% 25	14.61% 13	89	3.27
City development regulations provide adequate protection for the City's historic buildings.	7.95% 7	34.09% 30	34.09% 30	14.77% 13	9.09% 8	88	2.83
City development regulations provide standards to help with the compatibility of commercial development when adjacent to residential development.	3.41% 3	19.32% 17	52.27% 46	12.50% 11	12.50% 11	88	3.11

City development regulations provide flexibility to allow older sites to redevelop and encourage upgrades.	4.60%	22.99%	32.18%	25.29%	14.94%	87	3.23
	4	20	28	22	13		

14. Do you have any other comments you would like to share about the current development regulations?

Short Text | Skipped: 53 | Answered: 40 (43%)

Sentiment

No sentiment data

Tags

No tag data

Featured Contributions

No featured contributions

Qualitative Response Summaries

Several of the online survey questions prompted respondents to provide open-ended comments, the key themes of which are summarized below.

How well do the current City development ordinances produce quality developments that are appropriate for Bartlesville? > Please provide examples to explain your choice to the previous question.

Mixed results, but of those highlighting challenges, repeated concepts include inflexibility, confusion, and extended permitting processes.

In terms of outcomes, people observe that there are barriers to adaptive reuse or other development (in Downtown and elsewhere), and there is at least one comment about housing affordability being inadequate. Also, there may currently be oversaturation of certain commercial market segments with too few alternatives (i.e., too many of certain types of business and too few of others).

How well do the current City development application and inspection processes work? > Please provide examples to explain your choice for the previous question.

As noted above, delays and unnecessary steps are common complaints, along with excess complexity and confusion.

Beyond this, there is a perception of inconsistency in interpretation and application of standards, related to a desire to see more staff support to achieve compliance or find alternative methods of getting an application approved; there is a sense that things are halted without sufficient insight given to the applicant to help them make adjustments and continue their project.

Are there any specific land uses in Bartlesville that cause issues? For example, are there uses that you think should not be next to each other (e.g., industrial plants next to homes)?

Responses cite standard zoning objectives of keeping odious uses away from residential areas - industry, certain types of commercial, etc.

Responses also observe the problem of pyramidal zoning which has resulted in large, single-family homes intruding on multi-family zoned property and reducing available housing stock relative to the maximum legal potential.

At least one response notes a home occupation which incurs adverse impacts beyond its property line that are not mitigated.

What are examples of good development in Bartlesville or another community?

Numerous examples at various levels of specificity - a few places in Tulsa seem to reoccur the most, but there is considerable diversity in location and type of development.

However, these responses reiterate previous themes about housing affordability, and suggest an ongoing conversation about priorities such as how to balance quiet neighborhoods with walkable mixed-use centers, each of which have proponents and detractors.

What are your concerns with the current development regulations that should be addressed in the update? Answer Other:

Fewer responses given to this question than most others, but a few recurring or prominent themes include issues with outdoor lighting regulations, as well as parking, and insufficient standards for architecture and materials. Enforcement is also cited, specifically in a manner reiterating the theme that regulations today are complex and confusing.

Another theme is extended here, that being that the development outcomes (types of businesses, services, and amenities) are not what the community needs most – certain needs are overfulfilled and others neglected.

Do you have any other comments you would like to share about the current development regulations?

This question received diverse answers, but some repeated issues include signage and lighting regulations (too many billboards, light trespass/pollution, etc.), a desire to elevate architectural and material standards for commercial uses, and some additional notes about public infrastructure maintenance.

Of particular note are enforcement issues (litter along thoroughfares as well as dilapidation of homes and other structures), and a note about insufficient clarity for public infrastructure requirements for infill development. At least one comment presents a note about the need for implementation of some historic designation and preservation regulations.

Qualitative Responses

How well do the current City development ordinances produce quality developments that are appropriate for Bartlesville? Please provide examples to explain your choice to the previous question.

Contribution ID	Date Submitted	Response
10028	Nov 17, 2025, 02:19 PM	
10029	Nov 17, 2025, 02:22 PM	Process was very simple
10030	Nov 17, 2025, 02:36 PM	Resident zoning has too many restrictions
10031	Nov 17, 2025, 03:56 PM	The zoning in Bartlesville is ridiculous at best
10032	Nov 17, 2025, 06:07 PM	
10033	Nov 17, 2025, 06:17 PM	I think the process is ok for people who know there is a process and why there is a process. It's helpful with informed contractor. The code is very challenging to read/translate for people who don't live in the zoning/city development world.
10034	Nov 17, 2025, 06:20 PM	
10035	Nov 17, 2025, 07:00 PM	Took 4+ years to complete a bond project which caused the price to go up and didn't get all that was promised.
10036	Nov 17, 2025, 07:58 PM	
10037	Nov 17, 2025, 11:53 PM	Poorly built small new homes with small lots. Quality homes that are nicer on larger lots. Also nice duplexes and well built condos

10038	Nov 18, 2025, 06:02 AM	
10040	Nov 18, 2025, 10:57 AM	I must admit, I don't have a lot of experience other than my own personal. I currently see patients out of my home as a "mostly retired Chiropractor" .
10041	Nov 18, 2025, 12:29 PM	
10043	Nov 18, 2025, 03:12 PM	
10045	Nov 18, 2025, 04:30 PM	Next door homeowner is running waste water from his roof and driveway through my yard.
10047	Nov 18, 2025, 04:46 PM	
10048	Nov 18, 2025, 04:55 PM	The city does a good job making sure the developers adhere to standards.
10049	Nov 18, 2025, 05:18 PM	
10050	Nov 18, 2025, 05:46 PM	The city makes it very difficult for business or individuals to build here. Trees, sidewalks, etc add much to the cost when there isn't as much potential compared to other cities. Many choose to go elsewhere.

10051	Nov 18, 2025, 05:50 PM	The street along Madison
10052	Nov 18, 2025, 05:56 PM	One person at the city straight up told me another person from another group could easily stall a development going forward because - even though they lived miles away - because of how they looked at population
10053	Nov 18, 2025, 09:33 PM	
10057	Nov 18, 2025, 09:41 PM	I do not know the current city ordinances
10058	Nov 18, 2025, 09:59 PM	
10061	Nov 19, 2025, 06:57 AM	It went just fine
10062	Nov 19, 2025, 07:01 AM	there is striving for consistency in standards and application, especially with new developments and in upgrading prior developments
10063	Nov 19, 2025, 07:23 AM	
10064	Nov 19, 2025, 08:22 AM	Codes are not enforced on the west side of town.
10065	Nov 19, 2025, 08:55 AM	
10066	Nov 19, 2025, 09:23 AM	

10067	Nov 19, 2025, 09:44 AM	
10069	Nov 19, 2025, 10:23 AM	
10073	Nov 20, 2025, 06:30 AM	
10074	Nov 20, 2025, 12:42 PM	
10075	Nov 20, 2025, 03:23 PM	
10076	Nov 20, 2025, 06:14 PM	More detailed regulations and enforcement are needed for external lighting.
10077	Nov 20, 2025, 07:43 PM	I'm a member of the Astronomy club. We used to go to JoAllyn park but a few years ago a resident put in some bright lighting at the entrance. I was not a member years before that but they tell me the club was told there would not be more bright lights i
10084	Nov 21, 2025, 11:43 AM	Permitting process took WAY too long; the code requirements for things like firewalls, storm water retention, and landscaping were oppressive and did not pass common sense.
10087	Nov 22, 2025, 10:45 AM	It holds the residents accountable for what they do on their property.
10093	Nov 22, 2025, 11:21 AM	
10094	Nov 22, 2025, 01:07 PM	None specific.

10095	Nov 22, 2025, 03:33 PM	The difficulty and length of time it takes to request zoning changes.
10096	Nov 22, 2025, 05:33 PM	
10097	Nov 22, 2025, 05:35 PM	
10098	Nov 22, 2025, 07:26 PM	
10102	Nov 22, 2025, 11:37 PM	
10106	Nov 23, 2025, 07:53 AM	
10107	Nov 23, 2025, 02:43 PM	lack of business development beyond Phillips 66 who is downsizing.
10108	Nov 23, 2025, 11:54 PM	
10110	Nov 24, 2025, 07:26 PM	
10122	Nov 25, 2025, 03:03 PM	Love that new businesses have to plant trees. Keeps Bartlesville looking nice.
10123	Nov 25, 2025, 07:54 PM	Too much paperwork
10124	Nov 25, 2025, 08:34 PM	I did an addition to my home. From what I heard from my contractor, all went well.

10125	Nov 25, 2025, 10:41 PM	Warehouse looking stores and strip malls. Poor quality new housing
10126	Nov 26, 2025, 12:33 AM	
10128	Nov 26, 2025, 11:25 AM	
10129	Nov 26, 2025, 02:06 PM	The lady at the office was very knowledgable and helpful.
10134	Nov 27, 2025, 08:20 PM	
10136	Nov 30, 2025, 02:57 PM	We seem to be getting an abundance of similar developments causing for gobs of the same types of businesses, for example: multiple chicken restaurants, multiple tire shops/lube shops, coffee shops, etc.... Would like to see greater commercial diversity
10137	Nov 30, 2025, 03:14 PM	
10140	Nov 30, 2025, 05:25 PM	Seems we have an abundance of coffee places and auto repair shops, but could definitely use more restaurants and fast food options
10141	Nov 30, 2025, 05:52 PM	
10144	Nov 30, 2025, 08:00 PM	
10150	Nov 30, 2025, 10:59 PM	
10153	Dec 01, 2025, 09:10 AM	To confusing

10157	Dec 01, 2025, 12:14 PM	
10170	Dec 02, 2025, 09:11 PM	All I see are pointless things being built/replaced. No drug rehabs, only one single government funded mental health facility, zero resources being built. Out of your 164 page plan it had maybe two sentences about the awful drug problem with zero solution
10171	Dec 03, 2025, 10:27 AM	
10221	Dec 03, 2025, 04:10 PM	
10288	Dec 04, 2025, 08:52 AM	Inflexible downtown building signage options, wasteful project spend for actual businesses that the city spearheads (i.e. downtown Christmas lights, planters, rerouting gas lines), barriers of entry to develop older downtown bldgs...
10296	Dec 04, 2025, 11:34 AM	

10301	Dec 04, 2025, 12:32 PM	
10305	Dec 04, 2025, 01:38 PM	
10319	Dec 04, 2025, 07:21 PM	Not timely. No follow up to ensure compliance.
10334	Dec 05, 2025, 04:41 AM	No substantial complains
10383	Dec 06, 2025, 12:57 AM	
10396	Dec 06, 2025, 06:21 PM	had no problems with current zoning regulations
10401	Dec 07, 2025, 10:59 AM	
10445	Dec 08, 2025, 10:52 AM	Don't really know either way.
10467	Dec 09, 2025, 12:08 AM	
10468	Dec 09, 2025, 08:38 AM	
10474	Dec 09, 2025, 05:24 PM	
10475	Dec 09, 2025, 05:27 PM	

10479	Dec 09, 2025, 09:44 PM	Most all of the developments are appropriate.
10492	Dec 11, 2025, 10:47 PM	
10558	Dec 15, 2025, 11:01 AM	
10560	Dec 15, 2025, 11:11 AM	
10589	Dec 15, 2025, 03:16 PM	Overall I think the City does a good job with this! I have concerns about the proposed development in the Madison/Frank Phillips/Adams area that I would like to address. There may be a place for this further down in the survey!
10609	Dec 15, 2025, 08:51 PM	No design standards for commercial buildings. Commercial buildings may be metal, and there's nothing anyone can do about it, unless it's downtown.
10651	Dec 17, 2025, 12:46 PM	
10654	Dec 17, 2025, 01:13 PM	Lack of availability of homes for first time buyers
10659	Dec 17, 2025, 08:04 PM	

How well do current City development application and inspection processes work? Please provide examples to explain your choice for the previous question.

Contribution ID	Date Submitted	Response
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10028	Nov 17, 2025, 02:19 PM	
10029	Nov 17, 2025, 02:22 PM	
10030	Nov 17, 2025, 02:36 PM	Container homes aren't allowed but commercial use is accepted
10031	Nov 17, 2025, 03:56 PM	The permit process is fine but the reasons for fines on certain laws are ridiculous
10032	Nov 17, 2025, 06:07 PM	
10033	Nov 17, 2025, 06:17 PM	Well when you know where to start.
10034	Nov 17, 2025, 06:20 PM	
10035	Nov 17, 2025, 07:00 PM	City seems to take longer to approve building of new businesses and requires extra costs in time and money.
10036	Nov 17, 2025, 07:58 PM	
10037	Nov 17, 2025, 11:53 PM	
10038	Nov 18, 2025, 06:02 AM	
10040	Nov 18, 2025, 10:57 AM	I had to apply for a city license in order to see those patients out of my home and also understand and make sure that I don't inconvenience my neighbors more than the absolute minimum.
10041	Nov 18, 2025, 12:29 PM	

10043	Nov 18, 2025, 03:12 PM	
10045	Nov 18, 2025, 04:30 PM	To have the Nextdoor homeowner fix the drainage I have to litigate.
10047	Nov 18, 2025, 04:46 PM	
10048	Nov 18, 2025, 04:55 PM	
10049	Nov 18, 2025, 05:18 PM	
10050	Nov 18, 2025, 05:46 PM	It seems very much set on keeping Bartlesville “special” when ultimately that runs off good businesses and citizens.
10051	Nov 18, 2025, 05:50 PM	
10052	Nov 18, 2025, 05:56 PM	Inspections seem to be fine at the moment but in the past were slow. Application process - besides not being easily found - or at all - online is another issue
10053	Nov 18, 2025, 09:33 PM	New builders are producing low quality homes. Rezoning residential areas is not good for Bartlesville citizens.

10057	Nov 18, 2025, 09:41 PM	
10058	Nov 18, 2025, 09:59 PM	
10061	Nov 19, 2025, 06:57 AM	
10062	Nov 19, 2025, 07:01 AM	
10063	Nov 19, 2025, 07:23 AM	
10064	Nov 19, 2025, 08:22 AM	
10065	Nov 19, 2025, 08:55 AM	
10066	Nov 19, 2025, 09:23 AM	
10067	Nov 19, 2025, 09:44 AM	
10069	Nov 19, 2025, 10:23 AM	
10073	Nov 20, 2025, 06:30 AM	Previous Pavement " Preservation"? Crap.
10074	Nov 20, 2025, 12:42 PM	City could consider providing tools and assistance to residents and builders with what are the city requirements for building and landscaping to meet city code requirements

10075	Nov 20, 2025, 03:23 PM	
10076	Nov 20, 2025, 06:14 PM	
10077	Nov 20, 2025, 07:43 PM	
10084	Nov 21, 2025, 11:43 AM	Please see above response.
10087	Nov 22, 2025, 10:45 AM	Application was simple. Took it downtown and submitted my plans to build a shed on my property. The city inspector came to my home during construction and approved what I was doing.
10093	Nov 22, 2025, 11:21 AM	
10094	Nov 22, 2025, 01:07 PM	
10095	Nov 22, 2025, 03:33 PM	
10096	Nov 22, 2025, 05:33 PM	
10097	Nov 22, 2025, 05:35 PM	

10098	Nov 22, 2025, 07:26 PM	So many builders, developers and individuals have expressed their frustration getting city officials to help them. Many have said they wished they could hear “we can’t approve your project as it is, but let’s figure out how we can make it work.”
10102	Nov 22, 2025, 11:37 PM	
10106	Nov 23, 2025, 07:53 AM	
10107	Nov 23, 2025, 02:43 PM	
10108	Nov 23, 2025, 11:54 PM	
10110	Nov 24, 2025, 07:26 PM	
10122	Nov 25, 2025, 03:03 PM	
10123	Nov 25, 2025, 07:54 PM	Too much paperwork
10124	Nov 25, 2025, 08:34 PM	I did an addition to my home. From what I heard from my contractor, all went well.
10125	Nov 25, 2025, 10:41 PM	
10126	Nov 26, 2025, 12:33 AM	
10128	Nov 26, 2025, 11:25 AM	
10129	Nov 26, 2025, 02:06 PM	It was very easy. I had my permit the same day.

10134	Nov 27, 2025, 08:20 PM	Inspections tend to show favoritism!
10136	Nov 30, 2025, 02:57 PM	N/A
10137	Nov 30, 2025, 03:14 PM	
10140	Nov 30, 2025, 05:25 PM	
10141	Nov 30, 2025, 05:52 PM	
10144	Nov 30, 2025, 08:00 PM	
10150	Nov 30, 2025, 10:59 PM	
10153	Dec 01, 2025, 09:10 AM	Difficult to understand
10157	Dec 01, 2025, 12:14 PM	

10170	Dec 02, 2025, 09:11 PM	
10171	Dec 03, 2025, 10:27 AM	
10221	Dec 03, 2025, 04:10 PM	
10288	Dec 04, 2025, 08:52 AM	Biz developers talk to other biz developers - Bartlesville is seen as a non business friendly city.
10296	Dec 04, 2025, 11:34 AM	
10301	Dec 04, 2025, 12:32 PM	

10305	Dec 04, 2025, 01:38 PM	
10319	Dec 04, 2025, 07:21 PM	
10334	Dec 05, 2025, 04:41 AM	no complaints about this process
10383	Dec 06, 2025, 12:57 AM	
10396	Dec 06, 2025, 06:21 PM	
10401	Dec 07, 2025, 10:59 AM	I found the permit process easy and the city inspectors easy to work with as well on the residential side of construstion.
10445	Dec 08, 2025, 10:52 AM	
10467	Dec 09, 2025, 12:08 AM	
10468	Dec 09, 2025, 08:38 AM	taken care of by a contractors
10474	Dec 09, 2025, 05:24 PM	
10475	Dec 09, 2025, 05:27 PM	
10479	Dec 09, 2025, 09:44 PM	

10492	Dec 11, 2025, 10:47 PM	
10558	Dec 15, 2025, 11:01 AM	
10560	Dec 15, 2025, 11:11 AM	
10589	Dec 15, 2025, 03:16 PM	I got a storm shelter in my garage approved by Washington County Emergency Mgt very quickly!
10609	Dec 15, 2025, 08:51 PM	The rezoning application requires a PUD and site development plan application, three applications for one hearing.
10651	Dec 17, 2025, 12:46 PM	
10654	Dec 17, 2025, 01:13 PM	
10659	Dec 17, 2025, 08:04 PM	

Are there any specific land uses in Bartlesville that cause issues? For example, are there uses that you think should not be next to each other (e.g. industrial plants next to homes)?

Contribution ID	Date Submitted	Response
10028	Nov 17, 2025, 02:19 PM	No more pot shops
10029	Nov 17, 2025, 02:22 PM	None

10030	Nov 17, 2025, 02:36 PM	Current residents the city will not split the lot in to two different properties. Will only zone it for one property that has two different addresses assigned to it.
10031	Nov 17, 2025, 03:56 PM	Campers next to driveways should be premitted
10032	Nov 17, 2025, 06:07 PM	I am concerned with homes being purchased by non local people for use as rentals. Poor upkeep of the dwellings and landscaping. Currently seems there is no way to force the landlord to take care of their property.
10033	Nov 17, 2025, 06:17 PM	more parks everywhere
10034	Nov 17, 2025, 06:20 PM	Remove the cap on chickens!
10035	Nov 17, 2025, 07:00 PM	
10036	Nov 17, 2025, 07:58 PM	Blue Whale farther away from homes/businesses
10037	Nov 17, 2025, 11:53 PM	Stop rezoning residential areas.
10038	Nov 18, 2025, 06:02 AM	
10040	Nov 18, 2025, 10:57 AM	None that I'm aware of.
10041	Nov 18, 2025, 12:29 PM	No apartments near upscale homes.

10043	Nov 18, 2025, 03:12 PM	No Data Centers at all - we don't have the water resources to support one. No industrial plants near homes.
10045	Nov 18, 2025, 04:30 PM	
10047	Nov 18, 2025, 04:46 PM	
10048	Nov 18, 2025, 04:55 PM	Obviously major industry near housing additions. High use retail near housing.
10049	Nov 18, 2025, 05:18 PM	
10050	Nov 18, 2025, 05:46 PM	
10051	Nov 18, 2025, 05:50 PM	
10052	Nov 18, 2025, 05:56 PM	
10053	Nov 18, 2025, 09:33 PM	Keep commercial areas away from residential and stop rezoning residential areas. Wesleyan College can cement part of the pond and build an apartment building or dormitory. Put Bartlesville residents first before changing

		zones. Long term and quality of life should be deciding factors.
10057	Nov 18, 2025, 09:41 PM	Pumping station near high school should not be in close proximity to school or homes. There is a rancid smell most days I walk by. I do not think the dispensary businesses should be zoned to be on the Main Street of a historical downtown such as Frank Phillips Blvd. I also think there should be zoning rules against so many dispensary businesses in our city. It should be based on population possibly.
10058	Nov 18, 2025, 09:59 PM	Industrial/toxic areas should not be next to homes.
10061	Nov 19, 2025, 06:57 AM	
10062	Nov 19, 2025, 07:01 AM	There is a plethora of vacant lots and houses (not all derelict, though some are) that could be developed. And, yes, there are uses that should not coexist - such as your example.
10063	Nov 19, 2025, 07:23 AM	
10064	Nov 19, 2025, 08:22 AM	The whole west side
10065	Nov 19, 2025, 08:55 AM	I do not like mixed-use properties! I hate to see the GIANT lit billboards coming into Bartlesville. The light pollution is horrible. Don't put cheap houses next to the nicest neighborhoods in town. Don't convert county roads into alternate traffic routes.
10066	Nov 19, 2025, 09:23 AM	
10067	Nov 19, 2025, 09:44 AM	

10069	Nov 19, 2025, 10:23 AM	
10073	Nov 20, 2025, 06:30 AM	
10074	Nov 20, 2025, 12:42 PM	
10075	Nov 20, 2025, 03:23 PM	
10076	Nov 20, 2025, 06:14 PM	There is a need for more attention to problems with external lighting. While there is some guidance on this in existing code, more detail is needed to help reduce inappropriate, misdirected, and overly bright external lighting. Ideally, there should be no light, and energy and taxpayer dollars wasted due to illumination pointed up into the sky. The best light illuminates only where it's needed. Better enforcement is needed to correct lighting code violations. Although not the only source, street lighting in Bartlesville is one major source of light loss and wasted energy and money. and detracts from the beauty of our city.
10077	Nov 20, 2025, 07:43 PM	
10084	Nov 21, 2025, 11:43 AM	No doubt there are things that need to be separate ... schools from bars, churches from bars, industrial plants near neighborhoods, etc. I have not spent a lot of time thinking about how well BVL does in this category.
10087	Nov 22, 2025, 10:45 AM	
10093	Nov 22, 2025, 11:21 AM	
10094	Nov 22, 2025, 01:07 PM	Industrial facilities should not be located near existing homes or schools.

10095	Nov 22, 2025, 03:33 PM	
10096	Nov 22, 2025, 05:33 PM	
10097	Nov 22, 2025, 05:35 PM	Any use that causes some form of significant negative externality to neighbors should be mitigated before considering it. Noise, traffic, air pollution, light pollution, etc. should all be considered. Obviously, the degree of potential harm should be taken into account when considering the level of restriction to apply. This involves tradeoffs which are sometimes difficult to reconcile. For example, I am a non-smoker, and I avoid smoking for the sake of my own health. Sometimes, however, my neighbors will smoke weed and I'll suffer from secondhand exposure from them. There are days where I'm not comfortable opening my own windows because my neighbor's smoke blows into my home.
10098	Nov 22, 2025, 07:26 PM	Common sense....no industrial next to any residential
10102	Nov 22, 2025, 11:37 PM	O am concerned about the supposed casino going in next to City Church in South Bartlesville.
10106	Nov 23, 2025, 07:53 AM	There should be a significant buffer be industrial sites and any type of home/apartment dwelling.
10107	Nov 23, 2025, 02:43 PM	
10108	Nov 23, 2025, 11:54 PM	The old hospital downtown needs to be addressed so that it does not continue to decline and become a place for crime
10110	Nov 24, 2025, 07:26 PM	
10122	Nov 25, 2025, 03:03 PM	

10123	Nov 25, 2025, 07:54 PM	
10124	Nov 25, 2025, 08:34 PM	
10125	Nov 25, 2025, 10:41 PM	Residential neighborhoods shouldn't be rezoned. Unfortunately more traffic has been brought by new Wesleyan apartments.
10126	Nov 26, 2025, 12:33 AM	
10128	Nov 26, 2025, 11:25 AM	home development in flood areas should be considered, as long as it adheres to building standards as utilized in other flood prone areas. E.g. homes built on piers opposed to slabs.
10129	Nov 26, 2025, 02:06 PM	Dispensaries shouldn't be within a mile or more of schools.
10134	Nov 27, 2025, 08:20 PM	
10136	Nov 30, 2025, 02:57 PM	N/A at this time.
10137	Nov 30, 2025, 03:14 PM	
10140	Nov 30, 2025, 05:25 PM	
10141	Nov 30, 2025, 05:52 PM	

10144	Nov 30, 2025, 08:00 PM	
10150	Nov 30, 2025, 10:59 PM	
10153	Dec 01, 2025, 09:10 AM	
10157	Dec 01, 2025, 12:14 PM	No tiny homes or rvs on westside
10170	Dec 02, 2025, 09:11 PM	Caney river has had children playing by the water. Seems dangerous and its my understanding this is waste water. Sooner park has a storm drainage ditch and numerous kids play in it right by the culverts. There are numerous reports of children being killed by playing under water by storm culverts that are sucking in water. Ive tried to warn parents and they say they had no idea it was storm water or that could happen. Signs would help. Also rural communities in bartlesville in osage County are allowed to have pools without a fence. This horrible oversight resulted in 5 yr old child drowning in 2019 with little to no accountability due to osage county refusing to implement pool fence ordinance like Washington County. It should be all of bartlesville regardless of county must have fence at least 5 ft high chain link total enclosure self latching gate. Please address this oversight so no one else experiences this awful tragedy
10171	Dec 03, 2025, 10:27 AM	
10221	Dec 03, 2025, 04:10 PM	

10288	Dec 04, 2025, 08:52 AM	Should this not allow for some discernment on a case-by-case basis? How many potential combination scenarios do you want to try to specify in your already long list of codes and regulations?
10296	Dec 04, 2025, 11:34 AM	
10301	Dec 04, 2025, 12:32 PM	I live in a nice residential area. The neighbor across the street runs an auto detailing business out of the home. All day I get to hear a compressor running. Vehicles come and go and park in front of my home. The driveway is full of equipment and vehicles. It's a full blown business in a nice subdivision.
10305	Dec 04, 2025, 01:38 PM	
10319	Dec 04, 2025, 07:21 PM	Destruction of natural habitats over reconstruction of old or outdated / unused property.
10334	Dec 05, 2025, 04:41 AM	Currently I believe Bartlesville does discriminate against existing buildings that were build before current environmental regulations and thus lock people north of Hensley into poverty via property value suppression and with preventing redevelopment causes their land lots to not have any value. Further, with code enforcement it feels very racket like in that the City puts people in a poor position and offers a way out in exchange for the donation of what little they own, their house or land, that then counselors like Kirkpatrick then suggest giving away to the middle and upper class city workers (fire fighters) and Teachers as was his election platform.
10383	Dec 06, 2025, 12:57 AM	

10396	Dec 06, 2025, 06:21 PM	low income housing in residential areas
10401	Dec 07, 2025, 10:59 AM	
10445	Dec 08, 2025, 10:52 AM	
10467	Dec 09, 2025, 12:08 AM	None that I can see
10468	Dec 09, 2025, 08:38 AM	
10474	Dec 09, 2025, 05:24 PM	No
10475	Dec 09, 2025, 05:27 PM	
10479	Dec 09, 2025, 09:44 PM	
10492	Dec 11, 2025, 10:47 PM	
10558	Dec 15, 2025, 11:01 AM	Industrial should not be by residential homes
10560	Dec 15, 2025, 11:11 AM	Industrial plants should not be near residential or water sources for risk of contamination and health issues of the city's residents.
10589	Dec 15, 2025, 03:16 PM	
10609	Dec 15, 2025, 08:51 PM	No industrial next to homes. Lots of old legacy industrial and commercial zoning that are actually used for residential. The zoning code allows single-family residential in multi-family by right, and so people build mansions on multi-family property, and create a shortage of multi-family zoned property for apartments, and it's very hard to rezone to multifamily because of NIMBYism. Also,

		the north end of U.S. 75 is old metal buildings, automotive related businesses, not very attractive for any other type of business.
10651	Dec 17, 2025, 12:46 PM	
10654	Dec 17, 2025, 01:13 PM	Industrial plants next to homes. Casinos, data centers should not be next to homes
10659	Dec 17, 2025, 08:04 PM	

What are examples of good development in Bartlesville or another community?

Contribution ID	Date Submitted	Response
10028	Nov 17, 2025, 02:19 PM	Owasso All businesses together
10029	Nov 17, 2025, 02:22 PM	The Kiddie Park
10030	Nov 17, 2025, 02:36 PM	More shopping and dining that is designed for walking to and from. Use of older buildings in town as they are to keep residents in town and buying local. Possibly an indoor year round farmers market.
10031	Nov 17, 2025, 03:56 PM	
10032	Nov 17, 2025, 06:07 PM	
10033	Nov 17, 2025, 06:17 PM	intentionally designed communities where the developments are cohesive but also logical based on the location and use over time

10034	Nov 17, 2025, 06:20 PM	
10035	Nov 17, 2025, 07:00 PM	Anything that will allow residents to not need to go elsewhere for entertainment, eating out or purchase.
10036	Nov 17, 2025, 07:58 PM	Decent restaurants, businesses that appeal to younger people and families
10037	Nov 17, 2025, 11:53 PM	Glynnwood and Starview except Wesleyan has a zoning a member that influences decisions of members - Joe Colaw should not be allowed to be a part of the board
10038	Nov 18, 2025, 06:02 AM	Bartlesville desperately needs more independent living communities for seniors (not assisted living).
10040	Nov 18, 2025, 10:57 AM	As I said, my experience with being able to see just a few people out of my home, has been a HUGE BLESSING!!! Unfortunately, otherwise, I don't have a lot of intelligent input.
10041	Nov 18, 2025, 12:29 PM	Luxury townhomes and condos for upscale retirees.
10043	Nov 18, 2025, 03:12 PM	<p>It would be nice to refurbish existing structures or build new ones. I'd like to see a better grocery store option. The downtown area needs to have stricter rules on existing homes. There are too many run-down homes in major thoroughfares - Adams Blvd. and Shawnee Blvd. are two good examples.</p> <p>I'd like to see the area around the high school categorized as a historic neighborhood (18th north to and including 14th; Shawnee Ave west to Dewey) with rules and regulations pertaining to: yard maintenance, how structures are built on properties (see mega large garage built behind 1429 Valley Rd that is most likely used for commercial purposes with employees coming and going), a measure on "yard art" (see farm equipment in front yard on Cherokee Ave across from Denver Rd.), city ordinances maintained (see multiple cars parked at 1415 Valley Rd. where there is also a lot of marijuana being smoked and most likely bought and sold at the residence), regulations on junk in driveway and garage visible from street (see 1415 Valley Rd.), and more. Take note of the house for sale on 16th Street across from the high school that needs to be torn down.</p>

10045	Nov 18, 2025, 04:30 PM	
10047	Nov 18, 2025, 04:46 PM	Oak park village is a great example of keeping industrial, office and shopping out of neighborhoods but close enough to drive to. However there needs to be way more shopping centers for everyday needs like walmart/ target type closer to the downtown area.
10048	Nov 18, 2025, 04:55 PM	Bartlesville needs developments for seniors. Small patio type homes or duplexes are needed for seniors so that those wanting to downsize have places to go and free up medium to smaller homes for 1st time buyers. We have plenty of upper medium to large homes in Bartlesville. The trend in the future (given the inability to afford bigger houses, smaller families) I believe will be smaller homes.
10049	Nov 18, 2025, 05:18 PM	
10050	Nov 18, 2025, 05:46 PM	Owasso, if they have the space it will get built and quickly. Let people build otherwise this city will die.
10051	Nov 18, 2025, 05:50 PM	
10052	Nov 18, 2025, 05:56 PM	The Hendrix Row Houses of Hindrex Village in Conway, Ark was something that on a smaller and more cost effective basis would have worked well in town but there was immediate pushback.
10053	Nov 18, 2025, 09:33 PM	Austin area
10057	Nov 18, 2025, 09:41 PM	Tiny homes, new police station/city jail, BCC, Kiddie Park, pools, library, restaurants, Cooper and Mill brewery, improved schools, athletic facilities, round about, public space landscaping, parks
10058	Nov 18, 2025, 09:59 PM	<ol style="list-style-type: none"> 1. The airport improvements 2. Lincoln Electric moving into the Siemens bldg 3. Unity Square 4. Kiddie Park renovation 5. The Gathering Place in Tulsa 6. The redevelopment of the Tulsa Arts District

10061	Nov 19, 2025, 06:57 AM	
10062	Nov 19, 2025, 07:01 AM	
10063	Nov 19, 2025, 07:23 AM	
10064	Nov 19, 2025, 08:22 AM	Downtown Tulsa
10065	Nov 19, 2025, 08:55 AM	More fast-casual restaurants - bit in already developed commercial spaces and off the highway. Traveling through Bartlesville on the highway is a nightmare.
10066	Nov 19, 2025, 09:23 AM	We need more businesses. Especially more varied clothing, grocery, restaurants and better health services. I go to Owasso or Tulsa for most of these things.
10067	Nov 19, 2025, 09:44 AM	Tiny homes and modular homes built in residential areas are more affordable for some
10069	Nov 19, 2025, 10:23 AM	
10073	Nov 20, 2025, 06:30 AM	
10074	Nov 20, 2025, 12:42 PM	Providing a diversity of quality living options for single residents, young families, and retirees to keep residents living in Bartlesville, such as Bison Trails.
10075	Nov 20, 2025, 03:23 PM	Downtown Tulsa is a great example
10076	Nov 20, 2025, 06:14 PM	While perhaps not ideal, the lighting at Unity Square seems more appropriate and dark sky friendly than most other areas. During the recent and very rare occurrence of northern lights visible from our area, I was able to capture photos of Price Tower with the aurora behind it, due to the more subdued lighting. But as soon as I moved to other downtown areas, such as the Library clock tower and the Depot, street lighting and other external lights overwhelmed the photos.

10077	Nov 20, 2025, 07:43 PM	
10084	Nov 21, 2025, 11:43 AM	Bartlesville is desperately in need of a new, upscale grocery store. We also need a competitor to WalMart such as Target. We need some clothing stores that aren't discount (Kohl's as an example). We also need an upscale neighborhood with covenants where a person can buy or build a home between \$500K-\$1,000K and not have to worry about things like RV parking in their neighbors driveway, "natural landscapes", weird paint colors, etc.
10087	Nov 22, 2025, 10:45 AM	Of course businesses. There is very little new home construction at this time. I do not support having mixed use buildings or property. Commercial and residential should not dwell in the same location.
10093	Nov 22, 2025, 11:21 AM	It would be great to have some more upscale restaurant and shopping options.
10094	Nov 22, 2025, 01:07 PM	Sare building (Hideaway, Refinery, etc.)
10095	Nov 22, 2025, 03:33 PM	
10096	Nov 22, 2025, 05:33 PM	
10097	Nov 22, 2025, 05:35 PM	<p>Development that is "walkable", where all daily essentials in life can potentially exist in a 15-minutes walk from someone's home. Giving citizens the opportunity to opt-out of having to drive everywhere is good for people's bank accounts, good for the quality of the air we breathe. good for traffic conditions of those who DO still drive, and good for the planet.</p> <p>Cars still have their place, but being effectively forced to have a car brings with it some negative consequences, especially for low-income people and young people.</p>
10098	Nov 22, 2025, 07:26 PM	Silver Lake Village shopping center is a good example....the apartments west of ABB as well.

10102	Nov 22, 2025, 11:37 PM	Upscale retirement condos needed. Concerned about brightly lit billboards that can shine into neighborhoods and degrade the properties.
10106	Nov 23, 2025, 07:53 AM	
10107	Nov 23, 2025, 02:43 PM	
10108	Nov 23, 2025, 11:54 PM	
10110	Nov 24, 2025, 07:26 PM	
10122	Nov 25, 2025, 03:03 PM	Like the Bison Run townhomes. Look nice. Need some middle income properties like that.
10123	Nov 25, 2025, 07:54 PM	
10124	Nov 25, 2025, 08:34 PM	There are still many empty buildings, such as the old hospital, that are need of redevelopment. Also, there are several vacant lots south of downtown that houses could be build on.
10125	Nov 25, 2025, 10:41 PM	
10126	Nov 26, 2025, 12:33 AM	More food places and Costco and/or Sam's Club
10128	Nov 26, 2025, 11:25 AM	
10129	Nov 26, 2025, 02:06 PM	In other cities we have visited there were lots of shops on lower levels with apartments above.
10134	Nov 27, 2025, 08:20 PM	

10136	Nov 30, 2025, 02:57 PM	Bartlesville: 1) Lee Lake - immediate lake/pond area; however wish fish species & turtle over-population was better managed. 2) Unity square (green space and event space adjacent to community center). Talequah / Arkansas River: 1) General cleanup of significant obstructions (downed trees upstream) and Floating on the Caney would be a great outdoor activity for families and visitors in Bartlesville area. 2) Bartlesville poor development example: Electric vehicle charging/parking at Maguey's Restaurant.
10137	Nov 30, 2025, 03:14 PM	
10140	Nov 30, 2025, 05:25 PM	
10141	Nov 30, 2025, 05:52 PM	
10144	Nov 30, 2025, 08:00 PM	
10150	Nov 30, 2025, 10:59 PM	
10153	Dec 01, 2025, 09:10 AM	Bartlesvilles attitude toward new developers and potential business owners is advising them all they cannot do instead of an attitude of how can we help.
10157	Dec 01, 2025, 12:14 PM	Tiny homes for the homeless, like in Tulsa, Eden Village

10170	Dec 02, 2025, 09:11 PM	Invest in public housing, create a HUD office, invest money in the willows and Brookhaven, create new public housing additions in the form of single family homes and townhouses and apartments. Stop investing money in golf courses and building restaurants. Replacing roads with cheap work. Wasted all that money on those roads and they are not that good. We could have used resources for struggling families instead of cheap tar on our roads. Oh and the water system needs updated. Rural water companies and even city water in Bartlesville charge residents exorbitant amounts of money. Perhaps updating the water system would eliminate the problem. The water treatment plant for our sewage stinks to high heaven and the creeks fill up really high and go really low on different sides. This suggests the entire system is completely flawed and needs rebuilt. But I am not building expert so no idea. I heard city council is proposing making 450k of upgrades to golf course that no one but top 1% of Bartlesville uses. Please choose to invest in Birthright, Concern, The Cottage, the Willows, Brookhaven and developing a HUD office to help people get housing rent or buy. Also a drug rehab. Read 164 pg plan for Bartlesville and only one sentence was written about it and zero solutions proposed. Grand lake mental health is totally overwhelmed with clients. Build another facility.
10171	Dec 03, 2025, 10:27 AM	
10221	Dec 03, 2025, 04:10 PM	
10288	Dec 04, 2025, 08:52 AM	The first question needs to be: does Bartlesville really want to develop? If so, what kind of development is desirable? IMO, business development drives community development. When businesses feel welcomed, city codes are less arduous, there is a culture that does not require status quo mindset and, in fact, celebrates open collaboration, this tends to create fertile soil for a community to thrive. Why do places like Silicon Valley seem to attract businesses, even when there is arduous and expensive barriers of entry? I've heard business leaders answer that question by stating that it is because the culture is "wildly collaborative". 36 Degrees North in Tulsa is on track, I believe. And, if God is a welcomed participant in the process, the right and right-minded people will show up. When you hear of businesses leaving town (a home builder in this case) saying they

		will never build another house in Bartlesville because of all the onerous regulations, that's not a good thing.
10296	Dec 04, 2025, 11:34 AM	
10301	Dec 04, 2025, 12:32 PM	
10305	Dec 04, 2025, 01:38 PM	
10319	Dec 04, 2025, 07:21 PM	Nothing new. Instead, tear down old and unused buildings/homes and build there. Use money to help poor home owners or business owners to update their properties.
10334	Dec 05, 2025, 04:41 AM	Personally, Ive always enjoyed the riverside drive in Tulsa, and the riverside shopping center in Jenks. I had a stay at the Blackstone Hotel in downtown Ft. Worth Tx. that had "superblocks" where their downtown streets were closed to traffic in an area that acted like a giant plaza between buildings and made the parks seem much larger.
10383	Dec 06, 2025, 12:57 AM	
10396	Dec 06, 2025, 06:21 PM	

10401	Dec 07, 2025, 10:59 AM	
10445	Dec 08, 2025, 10:52 AM	
10467	Dec 09, 2025, 12:08 AM	Access to city parks for families to play outside together.
10468	Dec 09, 2025, 08:38 AM	
10474	Dec 09, 2025, 05:24 PM	
10475	Dec 09, 2025, 05:27 PM	
10479	Dec 09, 2025, 09:44 PM	Industrial parks like out by the airport and the one on the East side of Bison.
10492	Dec 11, 2025, 10:47 PM	
10558	Dec 15, 2025, 11:01 AM	
10560	Dec 15, 2025, 11:11 AM	Silver lake shopping center
10589	Dec 15, 2025, 03:16 PM	I like the focus improving downtown, such as the wildflowers planted in the planter boxes!
10609	Dec 15, 2025, 08:51 PM	Mixed use, with build lines close to the right of way, to promote walk up business and pedestrian use, with parking in the middle or in the back.
10651	Dec 17, 2025, 12:46 PM	Enough affordable housing. This is definitely lacking. Minimum wage jobs can not support a family!!

10654	Dec 17, 2025, 01:13 PM	We need more inventory of single family homes for first time buyers. We have a situation where some companies or individuals have bought up single family homes and driving the rent prices up as well as depleting inventory for those who wish to buy their first home.
10659	Dec 17, 2025, 08:04 PM	

What are your concerns with the current development regulations that should be addressed in the update? (Answer "Other"):

Contribution ID	Date Submitted	Response
10028	Nov 17, 2025, 02:19 PM	
10029	Nov 17, 2025, 02:22 PM	
10030	Nov 17, 2025, 02:36 PM	
10031	Nov 17, 2025, 03:56 PM	
10032	Nov 17, 2025, 06:07 PM	
10033	Nov 17, 2025, 06:17 PM	
10034	Nov 17, 2025, 06:20 PM	
10035	Nov 17, 2025, 07:00 PM	
10036	Nov 17, 2025, 07:58 PM	

10037	Nov 17, 2025, 11:53 PM	
10038	Nov 18, 2025, 06:02 AM	
10040	Nov 18, 2025, 10:57 AM	
10041	Nov 18, 2025, 12:29 PM	
10043	Nov 18, 2025, 03:12 PM	
10045	Nov 18, 2025, 04:30 PM	
10047	Nov 18, 2025, 04:46 PM	
10048	Nov 18, 2025, 04:55 PM	
10049	Nov 18, 2025, 05:18 PM	

10050	Nov 18, 2025, 05:46 PM	
10051	Nov 18, 2025, 05:50 PM	
10052	Nov 18, 2025, 05:56 PM	
10053	Nov 18, 2025, 09:33 PM	
10057	Nov 18, 2025, 09:41 PM	
10058	Nov 18, 2025, 09:59 PM	
10061	Nov 19, 2025, 06:57 AM	
10062	Nov 19, 2025, 07:01 AM	
10063	Nov 19, 2025, 07:23 AM	
10064	Nov 19, 2025, 08:22 AM	
10065	Nov 19, 2025, 08:55 AM	
10066	Nov 19, 2025, 09:23 AM	

10067	Nov 19, 2025, 09:44 AM	
10069	Nov 19, 2025, 10:23 AM	
10073	Nov 20, 2025, 06:30 AM	
10074	Nov 20, 2025, 12:42 PM	Make the details of regulations readily accessible to builders/residents/business owners in order they do not have to wait until an inspector's visit to find out they have redo some aspect of interior or exteriorfind out
10075	Nov 20, 2025, 03:23 PM	
10076	Nov 20, 2025, 06:14 PM	Lighting regulations need to be tightened and better enforced.
10077	Nov 20, 2025, 07:43 PM	
10084	Nov 21, 2025, 11:43 AM	
10087	Nov 22, 2025, 10:45 AM	
10093	Nov 22, 2025, 11:21 AM	
10094	Nov 22, 2025, 01:07 PM	Repair of residential streets.

10095	Nov 22, 2025, 03:33 PM	
10096	Nov 22, 2025, 05:33 PM	
10097	Nov 22, 2025, 05:35 PM	
10098	Nov 22, 2025, 07:26 PM	
10102	Nov 22, 2025, 11:37 PM	
10106	Nov 23, 2025, 07:53 AM	
10107	Nov 23, 2025, 02:43 PM	
10108	Nov 23, 2025, 11:54 PM	
10110	Nov 24, 2025, 07:26 PM	
10122	Nov 25, 2025, 03:03 PM	
10123	Nov 25, 2025, 07:54 PM	
10124	Nov 25, 2025, 08:34 PM	

10125	Nov 25, 2025, 10:41 PM	
10126	Nov 26, 2025, 12:33 AM	
10128	Nov 26, 2025, 11:25 AM	
10129	Nov 26, 2025, 02:06 PM	
10134	Nov 27, 2025, 08:20 PM	
10136	Nov 30, 2025, 02:57 PM	
10137	Nov 30, 2025, 03:14 PM	
10140	Nov 30, 2025, 05:25 PM	
10141	Nov 30, 2025, 05:52 PM	
10144	Nov 30, 2025, 08:00 PM	
10150	Nov 30, 2025, 10:59 PM	
10153	Dec 01, 2025, 09:10 AM	

10157	Dec 01, 2025, 12:14 PM	
10170	Dec 02, 2025, 09:11 PM	Focus on wrong stuff no drug rehab no mental health services just restaurants
10171	Dec 03, 2025, 10:27 AM	
10221	Dec 03, 2025, 04:10 PM	
10288	Dec 04, 2025, 08:52 AM	Enforcement of the Regulations is part of the problem - too many regulations! These "barriers of entry" should be minimized. This list itself reveals a distraction and this mindset should be replaced with a bold vision of attracting businesses and risk takers into the community.
10296	Dec 04, 2025, 11:34 AM	

10301	Dec 04, 2025, 12:32 PM	
10305	Dec 04, 2025, 01:38 PM	
10319	Dec 04, 2025, 07:21 PM	
10334	Dec 05, 2025, 04:41 AM	
10383	Dec 06, 2025, 12:57 AM	
10396	Dec 06, 2025, 06:21 PM	
10401	Dec 07, 2025, 10:59 AM	
10445	Dec 08, 2025, 10:52 AM	
10467	Dec 09, 2025, 12:08 AM	
10468	Dec 09, 2025, 08:38 AM	
10474	Dec 09, 2025, 05:24 PM	
10475	Dec 09, 2025, 05:27 PM	

10479	Dec 09, 2025, 09:44 PM	Ugly metal buildings/garages built in residential neighborhoods
10492	Dec 11, 2025, 10:47 PM	
10558	Dec 15, 2025, 11:01 AM	Parking availability
10560	Dec 15, 2025, 11:11 AM	
10589	Dec 15, 2025, 03:16 PM	I had to select three items for this, to make this comment: As replace street lights, need lights to point just down. Also, have seen houses that have very bright lights outside (not by driveways) and the lights are very bright when seen even a couple of blocks away!
10609	Dec 15, 2025, 08:51 PM	
10651	Dec 17, 2025, 12:46 PM	
10654	Dec 17, 2025, 01:13 PM	
10659	Dec 17, 2025, 08:04 PM	

Do you have any other comments you would like to share about the current development regulations?

Contribution ID	Date Submitted	Response
10028	Nov 17, 2025, 02:19 PM	

10029	Nov 17, 2025, 02:22 PM	No
10030	Nov 17, 2025, 02:36 PM	Side walks should all be updated by city allowing full ada compliance access through out city. Or some sort of program to help home owners with sidewalk restoration.
10031	Nov 17, 2025, 03:56 PM	Do better
10032	Nov 17, 2025, 06:07 PM	Go to the Fayetteville ark are and look at their redevelopment and infill efforts. Infill vs expansion.
10033	Nov 17, 2025, 06:17 PM	
10034	Nov 17, 2025, 06:20 PM	
10035	Nov 17, 2025, 07:00 PM	It is beneficial to have new businesses come to town.
10036	Nov 17, 2025, 07:58 PM	
10037	Nov 17, 2025, 11:53 PM	Residential owners should have more of a voice regarding the rezoning of spaces adjacent to their neighborhoods.
10038	Nov 18, 2025, 06:02 AM	
10040	Nov 18, 2025, 10:57 AM	My experience and expertise here is only of my own experience, but I am SO THANKFUL FOR BEING ABLE to do what the city is allow me to do..
10041	Nov 18, 2025, 12:29 PM	Need more code enforcement for dwellings

10043	Nov 18, 2025, 03:12 PM	I would like to repeat this section, because it is so important and has gotten out of hand - I'd like to see the area around the high school categorized as a historic neighborhood (18th north to and including 14th; Shawnee Ave west to Dewey) with rules an
10045	Nov 18, 2025, 04:30 PM	
10047	Nov 18, 2025, 04:46 PM	
10048	Nov 18, 2025, 04:55 PM	
10049	Nov 18, 2025, 05:18 PM	
10050	Nov 18, 2025, 05:46 PM	Loosen the restrictions so this city can grow. It has been stuck for far too long.
10051	Nov 18, 2025, 05:50 PM	Use the money instead of an indoor pickleball, to go more places for the homeless!°
10052	Nov 18, 2025, 05:56 PM	
10053	Nov 18, 2025, 09:33 PM	Please do not rezone any more residential areas. We need more green space and a cohesive design for commercial structures instead of ugly warehouses

10057	Nov 18, 2025, 09:41 PM	I would like to see my neighborhood zoned as historical. There are two homes, one empty and one occupied by multiple families. The empty one was involved in a fire several years ago and is still not renovated to be livable. Stricter residential rules need
10058	Nov 18, 2025, 09:59 PM	Current development regulations seem to be inadequate in enforcing optimal usage/occupancy and upkeep of old buildings downtown.
10061	Nov 19, 2025, 06:57 AM	Very discouraged that city keeps want nicer and better things to draw new businesses and residents yet does almost NOTHING to enforce current violations of terribly trashy yards in current neighborhoods. Some yards are like junkyards yet nothing is done.
10062	Nov 19, 2025, 07:01 AM	
10063	Nov 19, 2025, 07:23 AM	
10064	Nov 19, 2025, 08:22 AM	
10065	Nov 19, 2025, 08:55 AM	
10066	Nov 19, 2025, 09:23 AM	
10067	Nov 19, 2025, 09:44 AM	I believe that property owners should be allowed to build tiny homes or have manufactured homes on their lot if they choose
10069	Nov 19, 2025, 10:23 AM	
10073	Nov 20, 2025, 06:30 AM	Stop wasting our money on bull, just to say yall are doing something when in fact yall are just giving yourselves bonuses and raises

10074	Nov 20, 2025, 12:42 PM	
10075	Nov 20, 2025, 03:23 PM	
10076	Nov 20, 2025, 06:14 PM	
10077	Nov 20, 2025, 07:43 PM	
10084	Nov 21, 2025, 11:43 AM	The City of BVL should first and foremost create a culture of welcoming and encouraging businesses to invest in the city of BVL. If that culture is prevalent, then common sense codes will be in place. Currently, that is not the case in BVL.
10087	Nov 22, 2025, 10:45 AM	Thank you for caring enough to hear our input and concerns.
10093	Nov 22, 2025, 11:21 AM	
10094	Nov 22, 2025, 01:07 PM	
10095	Nov 22, 2025, 03:33 PM	We need to make a greater effort to get new businesses into Bartlesville. I would also say the zoning regulations are very strict and very time consuming to request a change.
10096	Nov 22, 2025, 05:33 PM	

10097	Nov 22, 2025, 05:35 PM	I think regulations are inherently costly, and that any regulations we have should be minimal and well-thought-out, with the purpose to mitigate negative externalities.
10098	Nov 22, 2025, 07:26 PM	
10102	Nov 22, 2025, 11:37 PM	
10106	Nov 23, 2025, 07:53 AM	
10107	Nov 23, 2025, 02:43 PM	
10108	Nov 23, 2025, 11:54 PM	
10110	Nov 24, 2025, 07:26 PM	
10122	Nov 25, 2025, 03:03 PM	Just wish all business owners would maintain their street fronts. For example, the neck high grass and weeds in front of thirsties and the old dilapidated cleaners on Madison as well as the huge empty lots in the area. Such eye sores.
10123	Nov 25, 2025, 07:54 PM	Too many regulations
10124	Nov 25, 2025, 08:34 PM	
10125	Nov 25, 2025, 10:41 PM	

10126	Nov 26, 2025, 12:33 AM	
10128	Nov 26, 2025, 11:25 AM	
10129	Nov 26, 2025, 02:06 PM	
10134	Nov 27, 2025, 08:20 PM	
10136	Nov 30, 2025, 02:57 PM	Accessible parking to regular parking areas is significantly inflated among many commercial areas within the City Limits.
10137	Nov 30, 2025, 03:14 PM	
10140	Nov 30, 2025, 05:25 PM	
10141	Nov 30, 2025, 05:52 PM	
10144	Nov 30, 2025, 08:00 PM	
10150	Nov 30, 2025, 10:59 PM	
10153	Dec 01, 2025, 09:10 AM	City should be less rigid in dealing with the public
10157	Dec 01, 2025, 12:14 PM	

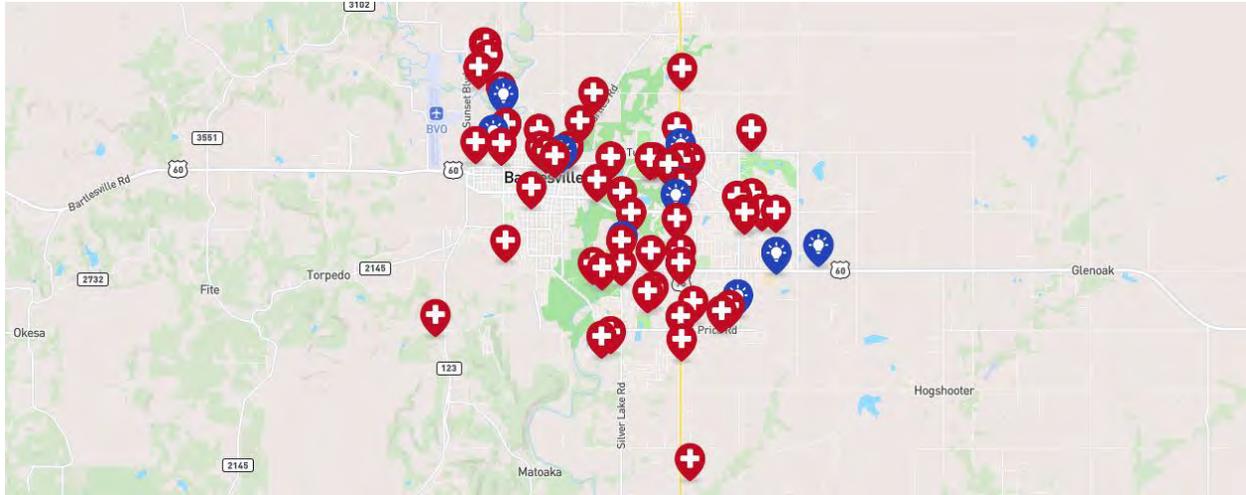
10170	Dec 02, 2025, 09:11 PM	Upgrade the willows and Brookhaven build drug rehab stop focusing on restaurants and golf courses. Please think of the families and their problems instead of building businesses. We have enough restaurants and casinos.
10171	Dec 03, 2025, 10:27 AM	
10221	Dec 03, 2025, 04:10 PM	Public infrastructure improvements required for infill projects need to be better identified. Shared drives need to be required for commercial properties along hwy 75, possible add a process of requiring existing sites along hwy 75 to consolidate drives.
10288	Dec 04, 2025, 08:52 AM	Again, the regulations are surface level issues and only turns off business developers (the true seeds of community growth) who see city "development" enforcement as innocuous attempts to wield power in fruitless directions.
10296	Dec 04, 2025, 11:34 AM	Please enforce maintenance of existing homes and vacant buildings
10301	Dec 04, 2025, 12:32 PM	

10305	Dec 04, 2025, 01:38 PM	City Development should be required to install SPEED HUMPS by ALL IF THE BARTLESVILLE SCHOOLS
10319	Dec 04, 2025, 07:21 PM	Roads need to be fixed. Not slapped with a bandaid overlay!
10334	Dec 05, 2025, 04:41 AM	
10383	Dec 06, 2025, 12:57 AM	
10396	Dec 06, 2025, 06:21 PM	don't change it
10401	Dec 07, 2025, 10:59 AM	
10445	Dec 08, 2025, 10:52 AM	I really don't keep up with too much. I'm just trying to make myself be more involved when I'm able to be.
10467	Dec 09, 2025, 12:08 AM	
10468	Dec 09, 2025, 08:38 AM	
10474	Dec 09, 2025, 05:24 PM	Too many wayfarer signs--these are overdone and should not be in residential areas. The ultra-large neon billboards coming into City on Hwy 75 are a disgrace and ugly, plus they cast bright lights in neighborhoods. Please do not allow those.
10475	Dec 09, 2025, 05:27 PM	

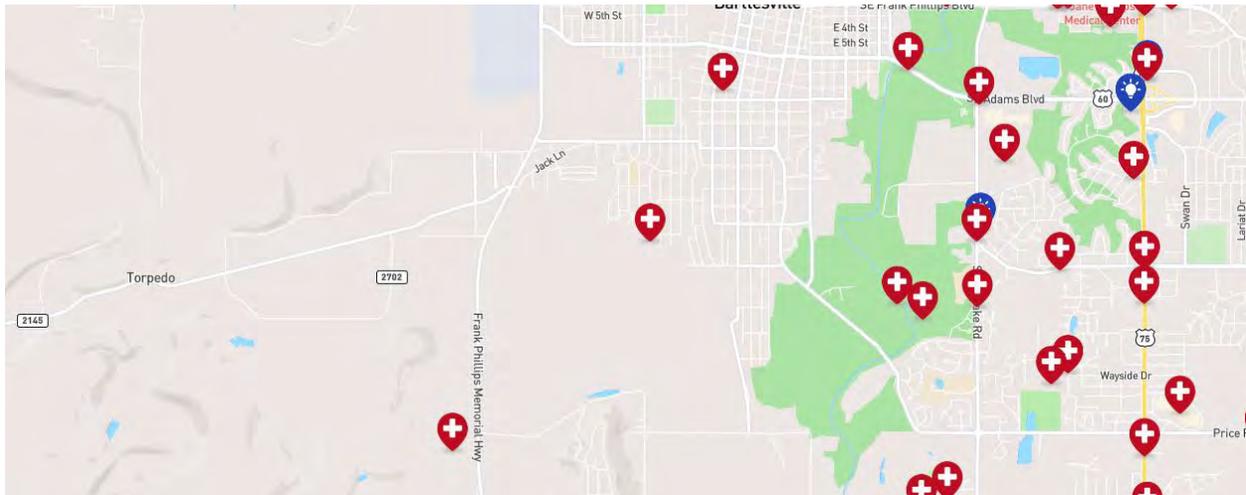
10479	Dec 09, 2025, 09:44 PM	
10492	Dec 11, 2025, 10:47 PM	
10558	Dec 15, 2025, 11:01 AM	The city needs to pick up trash along highway 123, 60, and 75 within its city/county limits. Currently the city/ county appears trashy!
10560	Dec 15, 2025, 11:11 AM	There is trash along the highways coming into and out of town. There is also a lot of trash along the overpass on highway 75 and Adam's. The city could do a much better job of keeping its town clean! Appearance and cleanliness is important for people
10589	Dec 15, 2025, 03:16 PM	Endeavor 2045 plan proposes traffic circle at Madison and Frank Phillips. Please don't do this. Would be traffic nightmare, cause accidents. Need 2 lanes each direction on Madison both N and S of Adams. Area doesn't need more development--nice as is
10609	Dec 15, 2025, 08:51 PM	Too many billboards, too much lighting on buildings and not directed downward on the parking lot. Need aesthetic design standards for commercial buildings on major corridors.
10651	Dec 17, 2025, 12:46 PM	
10654	Dec 17, 2025, 01:13 PM	
10659	Dec 17, 2025, 08:04 PM	Updating will place undue hardship l.

Interactive Map Responses

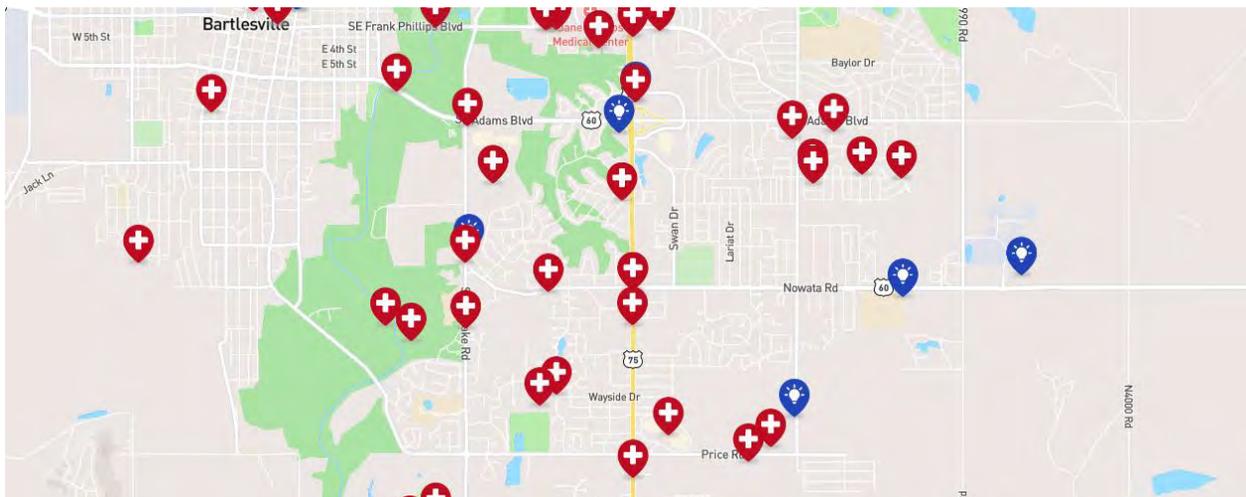
The Interactive Map component of the online engagement opportunities received 72 points of input while the survey was active. Respondents could place a pin on the map coded as “Improvement Area,” (red), “I Have an Idea,” (blue), or “Development I Like,” (green).These are first depicted visually below.



Full City



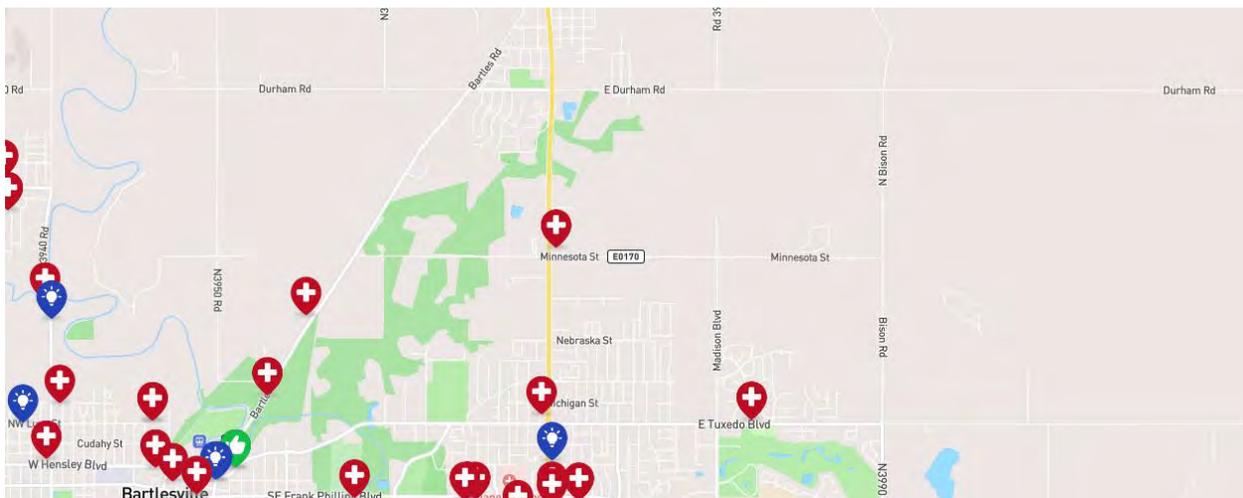
Southwest Quadrant



Southeast Quadrant



Northwest Quadrant



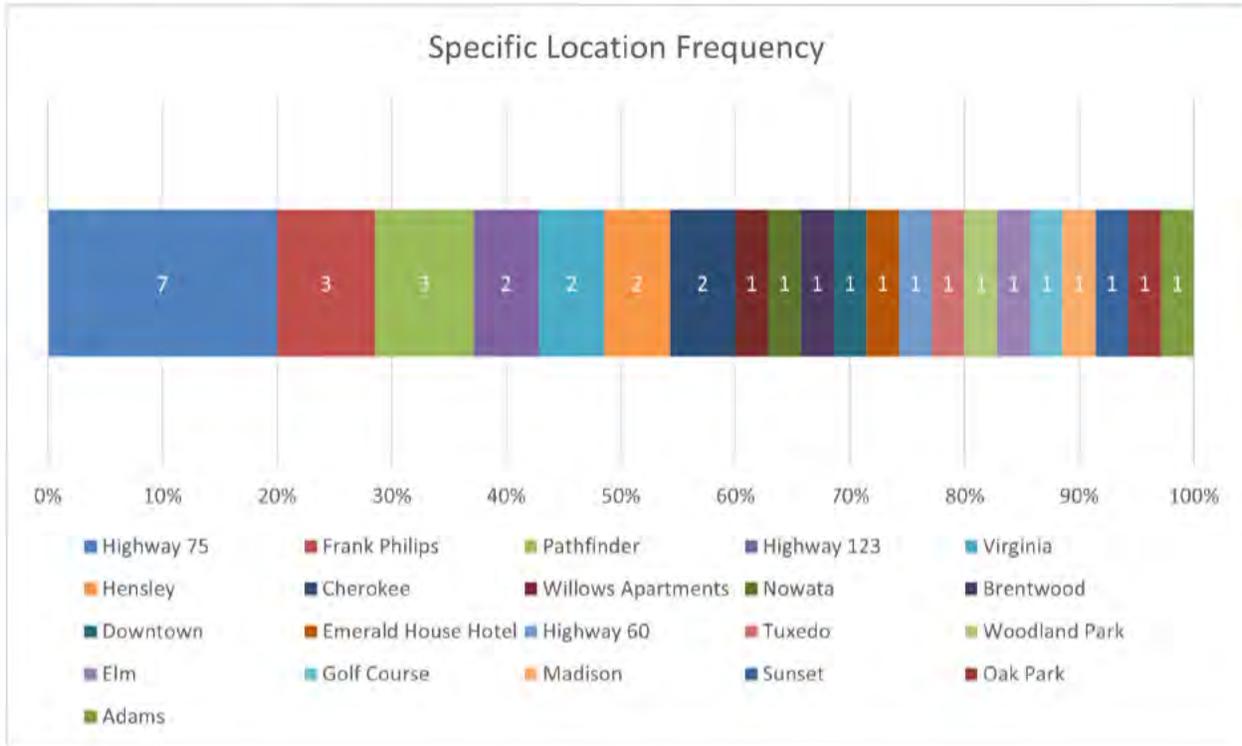
Northeast Quadrant

59 pins (81.9%) indicated Improvement Areas, 11 pins (15.3%) indicated Ideas, and 2 pins (2.8%) indicated Developments respondents Liked. Each pin was associated with a free-form response, which were read and categorized into a few key themes. Each response was assigned a primary theme, revealing the main issue or goal it articulates, and some were assigned a secondary theme in cases where the subject matter of the response also addressed another theme.

Theme	Primary Count	Secondary Count	Primary Percent	Secondary Percent
Crime	2	0	2.78	0.00
Safety	8	2	11.11	9.52
Nuisances/Property Maintenance/Architecture and Design Standards	10	2	13.89	9.52
Civic Services	2	1	2.78	4.76
Walking/Sidewalks/Bikes	10	3	13.89	14.29
Signs	4	5	5.56	23.81
Lighting	5	0	6.94	0.00
Public Facility Maintenance (Roadways, Medians, Trail Clearance, etc.)	7	3	9.72	14.29
Stormwater	6	0	8.33	0.00
Traffic/Access Management	7	4	9.72	19.05
Development Potential/Housing/Local Business/Employment	8	1	11.11	4.76
Property Rights	2	0	2.78	0.00
Other	1	0	1.39	0.00
Total	72	21	100.00	100.00

Responses were also reviewed for mentions of specific locations to understand what locations in Bartlesville received the most focus from respondents, as found in their written map comments – visual review of the map itself also reveals clusters and corridors of particular importance to respondents.

The chart below lists every specific location mentioned in the map responses – the data labels within the chart area list how many individual comments discuss that location, and the indices along the x-axis describe the percentage of responses including a specific location that reference that location – e.g., out of 35 responses mentioning a specific location, 7 mention Highway 75, which is 25% of that total response pool.



Individual Responses

Contribution ID	Date Submitted	Response	Improvement Area	I have an idea	Something I Like
9941	Nov 10, 2025, 02:04 PM	It would be nice to some regulation that prevents property owners from neglecting their buildings for long periods of time when incentives don't work.	1		
9983	Nov 14, 2025, 11:41 AM	Have the sign code allow for public signage in right-of-way or easement, for "gateway" signage, "Welcome to Bartlesville" at this location. The new bridge on Delaware Ave (no longer Cherokee Ave) is a new gateway to the city.		1	
9984	Nov 14, 2025, 11:43 AM	Have the sign code allow for public signage in right-of-way or easement, for "gateway" signage, "Welcome to Bartlesville" at this location. The new bridge on Delaware Ave (no longer Cherokee Ave) is a new gateway to the city.		1	

10017	Nov 17, 2025, 10:30 AM	This property is zoned single-family residential. It's on busy street frontage. Consider a different zoning category here, to allow for possible apartments, condos, office, and/or commercial, or a mix of these.		1	
10042	Nov 18, 2025, 02:24 PM	Put more light over adam Blvd	1		
10044	Nov 18, 2025, 03:33 PM	We need regulation that won't let properties sit neglected as an eyesore for so long.	1		
10046	Nov 18, 2025, 04:33 PM	At least one side of the road to have a bike lane area or walkable shoulder. The avid bicyclist in town go up or down Sunset Ave cross over thru Oak Park to Virginia Ave to come/go their bike path. I understand the city stance on "there is already one area in and out of housing addition that has room for bicyclist/those walking or jogging. But if you look at it, no one goes up Sunset Ave to go back down it. They always cut thru the neighborhood and use Virginia Ave as well. And it's not safe for the community.	1		
10068	Nov 19, 2025, 09:48 AM	zoning in this area should allow tiny homes	1		
10070	Nov 19, 2025, 01:29 PM	Zoning code should clarify that parking lot lighting should shine down directly on the parking lot, and not on the building. Shining light on building creates light pollution, distraction.	1		
10071	Nov 19, 2025, 01:58 PM	The light on the church sign is blinding at night when you are coming down an otherwise dark road. Should be some regulation as to the amount of light from digital signs	1		
10072	Nov 19, 2025, 01:59 PM	Sidewalks along this area of Madison would be phenomenal. There are tons of runners who like to utilize this area.		1	

10088	Nov 22, 2025, 11:08 AM	Really need to add speed bumps in this neighborhood!	1		
10089	Nov 22, 2025, 11:10 AM	The golf course needs to invest in underground drainage for this neighborhood. There are many times that runoff from the course makes it impossible to take walks in our neighborhood for days at a time.	1		
10090	Nov 22, 2025, 11:11 AM	It would be great to widen the pathfinder and have designated bike/pedestrian lanes.	1		
10091	Nov 22, 2025, 11:12 AM	It would really improve the pathfinder to actually remove the dead trees that are cut down or fallen and reduce the fire risk.	1		
10092	Nov 22, 2025, 11:14 AM	It would be great to be able to thumbs up or down each of the submissions.	1		
10111	Nov 24, 2025, 08:59 PM	Lots of mobile homes in what i thought was for single family neighborhoods. How this allowed by the zoning laws? Can we have these areas have more single family homes?	1		
10112	Nov 24, 2025, 09:09 PM	Sidewalk missing here. Does the city do this or developer or home builders? Fix the rules to have sidewalk put in when developed, or provide funds for it to be put in if it's not built on within a certain time limit.	1		
10113	Nov 24, 2025, 09:15 PM	Require new subdivisions to have HOAs, to mow medians and other neighborhood common areas the city doesn't mow.	1		
10114	Nov 24, 2025, 09:26 PM	Traffic jams happen here during school dropoff and pickup times. Provide more alternate streets network in development process to relieve congestion.	1		
10116	Nov 24, 2025, 11:11 PM	this u-haul truck fleet, what is it doing here in the shopping center parking lot, has gotten bigger and bigger, is that allowed?	1		

10117	Nov 24, 2025, 11:14 PM	Outdoor display of merchandise-- granite countertops--is that allowed? Can zoning prevent that?	1		
10118	Nov 24, 2025, 11:18 PM	Outdoor display and storage of merchandise in the spring--mulch, garden supplies etc. unsightly on such a prominent intersection. Add an ordinance to prohibit that.	1		
10119	Nov 24, 2025, 11:29 PM	Earth fill placed here, in flood area. Have city codes protect and enforce flood areas.	1		
10120	Nov 25, 2025, 07:03 AM	If this is in city limits, enforce nuisance code and zoning on scrapyards. If not city, talk to county about nuisance code within certain buffer distance to city limits.	1		
10121	Nov 25, 2025, 02:54 PM	The end of Elm is a sloping street to a natural runoff into Eliza or Sand Creek. Land modification is ongoing affecting the runoff of rainwater causing backup into the street. I believe a culvert should probably be installed.	1		
10138	Nov 30, 2025, 03:14 PM	This road is in need of a shoulder for pedestrians, bicycles, and vehicle problems. I am very concerned for the safety of the pedestrians that I frequently see on this road.	1		
10151	Nov 30, 2025, 11:50 PM	A tornado siren that we can hear in Woodland Park	1		
10161	Dec 01, 2025, 01:48 PM	What happened to the Welcome to Bartlesville Sign?	1		
10168	Dec 02, 2025, 05:43 AM	Hensley from the four way on HWY 60 to where it meets with Tuxedo Blvd including the railroad tracks on Hensley are in desperate need of repair. Would like to see a full redo instead of the patch work that has been happening for years.	1		
10173	Dec 03, 2025, 12:02 PM	No safe way to get from the pathfinder to the park.		1	

10291	Dec 04, 2025, 09:10 AM	Develop this area. It could lead to expand the city off of Hwy 75 and provide more options to residents to keep them local.	1		
10306	Dec 04, 2025, 02:40 PM	Something needs to be done to control the speed on this road. I think a stop sign here would help.	1		
10318	Dec 04, 2025, 07:06 PM	Can we recruit a drone manufacturer or something along a booming industry so we have more job options for growth and not decline with more layoffs each year?		1	
10321	Dec 04, 2025, 08:29 PM	Slower speed	1		
10322	Dec 04, 2025, 08:31 PM	Slower speed	1		
10325	Dec 04, 2025, 08:40 PM	Remove many dead trees and limbs littered all along this area to improve the beauty of Pathfinder once again.	1		
10327	Dec 04, 2025, 09:18 PM	Commercial buildings on major streets should have minimum exterior standards. No metal buildings on major streets.	1		
10328	Dec 04, 2025, 09:32 PM	This was zoned for apartments, but one large home was built. Keep apartment zoning for apartments, not single homes. Apartment zoning is hard to get, and should not be used for single homes.	1		
10336	Dec 05, 2025, 04:45 AM	People should mind their business and not complain about how other's use their own property			1
10338	Dec 05, 2025, 04:47 AM	Zoning should allow tiny homes and more manufactured (not trailer house) home options.		1	
10339	Dec 05, 2025, 04:53 AM	The old "Emerald House" Hotel should be procured or incentivized to be turned into homeless sheltering, or halfway housing.		1	

10340	Dec 05, 2025, 04:57 AM	Lots of bicyclists use the road here rather than the Pathfinder/sidewalk because the pathfinder/sidewalk has been neglected here for long enough its too rough and ugly/unsafe.	1		
10341	Dec 05, 2025, 05:00 AM	Due to the amount of people traveling to the landfill with open air trucks and trailers, the highway between the research center and the dump is absolutely trashed and needs cleaned up.	1		
10342	Dec 05, 2025, 05:02 AM	The giant lit billboard here is very bright and distracting. it needs toned down, especially at night.		1	
10343	Dec 05, 2025, 05:03 AM	The livestock found in this area suggest this is an AG area, not a downtown.	1		
10344	Dec 05, 2025, 05:06 AM	It would be nice if additional funding and partnerships could be found/made to add a "Crime Lab" education path here and an OSBI crime lab so we didn't have to rely on facilities hours away.		1	
10345	Dec 05, 2025, 05:12 AM	The fact that all the homeless shelter and resources have been railroaded into the neighborhood north of Hensley (Lighthouse, City Compassion, B the Light) This feels exceptionally unfair to the residence of this area who are over inundated with the homeless, drug users and other mentally ill individuals raising the crime rates against people and property in this section and lowering these particular property rates vs anywhere else in the city.	1		
10346	Dec 05, 2025, 05:14 AM	Property is essentially a dead mall, would convert easily to a homeless shelter.	1		
10357	Dec 05, 2025, 12:04 PM	Bob05 December, 2025 Your comment People should mind their business			1

		and not complain about how other's use their own property			
10367	Dec 05, 2025, 06:24 PM	Storm Water drainage needs to be upgraded on Brentwood . Water will run a foot deep after a steady rainfall and children have to wade through this getting to and from school and cars drown out because of the depth	1		
10368	Dec 05, 2025, 06:27 PM	Steet flooding when its a steady rain. Water gets into homes in this area and street becomes impassible.	1		
10369	Dec 05, 2025, 06:28 PM	Street flooding when it rains	1		
10370	Dec 05, 2025, 06:31 PM	Stop sign needs to be placed for north and south traffic. This is a blind corner because of the driveway place location of the home on the NE corner. Many T-bone accidents have happened here.	1		
10476	Dec 09, 2025, 08:46 PM	Add median to relieve congestion and accidenta	1		
10477	Dec 09, 2025, 08:47 PM	Median needed due to dangerous area getting in and out of parking lots	1		
10482	Dec 10, 2025, 07:56 AM	All businesses along Frank Phillips Blvd. have an obligation to the residential area on the North side of the street to avoid disruption to those who live in that area. Imagine the neighborhood's surprise when the car was was built and we learned it was a 24 business. That sounds innocent enough, until you realize that every vehicle going through the automatic wash bays is given very loud instructions to "Pull forward", "Stop", or "Back up". EVERY CAR!!! This can be heard inside of the homes going several properties deep to the North of FP. Adding insult to injury, the blow	1		

		<p>dryers are quite loud as well. During the day the noise is somewhat acceptable unless you work a night shift and are a day sleeper. Those who sleep in the dark hours, are often awoken to the announcements and noisy blowers as well. I would like to see noise ordinances set and enforced. The manual wash bays are not at issue. The automatic wash bays are a problem and "quiet hours" need established and enforced.</p> <p>With all of that said, the IQ Car Wash does an excellent job of keeping their property clean and neat. That is much appreciated! The trash from the motel's dumpster blows all along that area of FP. The trash ordinance covering the requirement for trash to be bagged also needs enforced.</p>			
10483	Dec 10, 2025, 08:07 AM	<p>A solution needs developed to control the traffic at the entrance to Starbucks. I feel like the access road entrance at Frank Phillips should be closed to South bound entry of the access road. This would force the cars to line up along the access road, making right turns into the drive through lane versus turning in with a left turn from the North. This would force the incoming traffic to one side of the road leaving the other lane . Traffic turning onto the access road from the West often blocks traffic on FP and it can back up to 75 creating a dangerous situation.</p>	1		
10484	Dec 10, 2025, 08:10 AM	<p>Bright digital billboard create visibility issues, particularly at night, and need to either be much taller or dimmed during the dark hours to reduce the glare.</p>	1		
10485	Dec 10, 2025, 11:23 AM	<p>It would be nice if Virginia had a bike/walking lane</p>		1	

10602	Dec 15, 2025, 07:05 PM	Would be good to have some signs on Nowata east of Hwy 75, westbound, to say that you lose the right-hand lane after you cross Hwy 75.	1		
10603	Dec 15, 2025, 07:12 PM	Saw a thoughtful comment about traffic flow near the Starbucks on Frank Phillips at Hwy 75. Another area nearby that could use something is on Frank Phillips, eastbound, as it leaves the Eastland Shopping area. The road narrows, but the signage is that the left-hand lane ends. But you need to be in the left-hand lane because cars are parked on the right-hand side of the road for an apartment complex that is there. Would be nice if we could do something for that area, don't know what, as the right-hand lane is needed to drive into Eastland Shopping Center!	1		
10604	Dec 15, 2025, 07:20 PM	Would be good if there could be some bright paint (maybe glow-in-the dark?) or something visible at night, to mark where to go if you want to make a left-hand turn onto Hwy 75, such as traveling west on Nowata and making a left-hand turn onto 75. Right now, where you are supposed to go is hard to see in the dark. This could apply to other intersections as well, know it applies to this one in particular!	1		
10610	Dec 15, 2025, 08:55 PM	Sidewalk gap. Need regulations to ensure that sidewalk is fully built after a certain time. When people buy vacant lots next door for more yard space, they don't apply for major building permits, and don't trigger a sidewalk construction requirement, and the sidewalk gap exists forever.	1		
10611	Dec 15, 2025, 08:58 PM	This detention pond is public responsibility, city owned. Should be HOA responsibility.	1		

10613	Dec 15, 2025, 09:00 PM	Willows Apartments somehow got built without having to install sidewalk. Need to require sidewalk for high density residential along collectors and arterials.	1		
10615	Dec 15, 2025, 09:06 PM	Improve building design standards for the north part of U.S. 75 area.	1		
10616	Dec 15, 2025, 09:08 PM	Work with county and ODOT to create and enforce spacing requirements for billboards, to reduce the number and frequency.	1		
10638	Dec 16, 2025, 03:24 PM	From a social media post: "I've been noticing a lot more walking traffic and bicycle traffic on Highway 75 and 123 in between Bartlesville and Dewey. When is the city and or state add a side walk or a bike path so someone doesn't get hurt and killed walking on the high way."	1		
10639	Dec 16, 2025, 03:24 PM	From a social media post: "I've been noticing a lot more walking traffic and bicycle traffic on Highway 75 and 123 in between Bartlesville and Dewey. When is the city and or state add a side walk or a bike path so someone doesn't get hurt and killed walking on the high way."	1		
10649	Dec 17, 2025, 10:30 AM	This place is a mess.....always crime going on there	1		
10650	Dec 17, 2025, 10:32 AM	I cannot believe this is mess is allowed. Not for sure if its county or city but it needs to be addressed. I've seen small children residing here and is not a healthy and is a dangerous atmosphere for them.	1		

Annex E – Zoning and Uses Approach

After completing this diagnostic process, additional direct review of the Comprehensive Plan and other relevant documents, and considering feedback from stakeholders engaged to date, the Project Team developed an Approach to creating the UDC’s zoning districts and land uses. This began with the following “scenarios” for each of these components, which were presented to and discussed with Staff to assess the benefits and drawbacks of each option before a selection was made.

Zoning District Scenarios

Scenario 1: Simple Modern Menu

This scenario proposes the creation of a menu of discrete zoning districts and is therefore structurally most similar to what the City utilizes today. These would, of course, be streamlined, modernized, stripped of redundancies, and more flexible, with greater implementation of development standards, to achieve the desired outcomes. That might look approximately like this:

Existing District	Proposed District
RA	R-R, Rural Residential R-C, Rural Commercial
RE	
RS-12	
RS-10	
RS-7	S-R, Suburban Residential S-N, Suburban Neighborhood
RS-5	
RS-3	
RM-3	T-N, Traditional Neighborhood T-R, Traditional Redevelopment
RM-1.5	

RM-.75	T-D, Traditional Downtown
RT-3	
RT-4	
O	
C-2	C-N, Neighborhood Commercial C-C, Community Commercial C-R, Regional Commercial
C-3	
C-4	
C-5	
C-6	
C-7	
IP	
M-1	I-L, Light Industrial I-H, Heavy Industrial
M-2	
M-3	
PUD	PUD
	Overlays

* Not all existing districts are mapped 1:1 to a proposed district; for example, “O” likely appears in multiple districts; C-4 fits best in T-C, etc.

Scenario 2: Context Areas, Non-regulatory

This scenario follows the structure suggested by Endeavor 2045’s Context Areas more closely – however, it does not propose to make the boundaries of, or similar boundaries to, those mapped therein formally regulatory, and thus does not suggest to limit rezoning potential to the menu provided within a given context (see Scenario 3 for a counterexample). That might look approximately like this:

Comp Plan Context Area	Comp Plan Character Area	Proposed District
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Rural	Parks and Open Space* Rural Residential	R-RE, Rural Residential R-NR, Rural Nonresidential
Suburban	Suburban Neighborhood* Community Commercial* Regional Commercial	S-RE, Suburban Residential S-NH, Suburban Neighborhood S-CC, Suburban Community Commercial S-RC, Suburban Regional Commercial
Traditional	Traditional Neighborhood Downtown*	T-NH, Traditional Neighborhood T-RD, Traditional Redevelopment T-DT, Traditional Downtown
Miscellaneous	Industry and Trade Civic and Institutional*	M-LI, Miscellaneous Light Industrial M-HE, Miscellaneous Heavy Industrial
		PUD
		Overlays

*~~Strikethrough~~ – A Character Area best achieved through uses, not districts

***Bold** – A Character Area best achieved via multiple districts

Scenario 3: Context Areas, Regulatory

This scenario follows the structure suggested by Endeavor 2045’s Context Areas more closely, and proposes the formal, regulatory establishment of mapped boundaries that are similar or identical to those of the Context Areas. From this higher-level of land use regulation, zoning districts emerge, and these are tethered to context areas such that rezoning is limited by a property’s context designation – a Suburban property may be any Suburban District, but may not rezone to anything considered Rural or Traditional. This

model also integrates the Miscellaneous Character Areas to promote greater flexibility in the development of employment centers, with reliance on development standards, adjacency requirements, etc., to protect neighborhoods and low-intensity uses from noxious uses. That might look approximately like this:

Comp Plan Context Area	Comp Plan Character Area	Proposed District
Rural	Parks and Open Space* Rural Residential	R-RE, Rural Residential R-NR, Rural Nonresidential
Suburban	Suburban Neighborhood* Community Commercial Regional Commercial	S-RE, Suburban Residential S-NH, Suburban Neighborhood S-CC, Suburban Community Commercial S-RC, Suburban Regional Commercial
Traditional	Traditional Neighborhood Downtown*	T-NH, Traditional Neighborhood T-RD, Traditional Redevelopment T-DT, Traditional Downtown
Miscellaneous	Industry and Trade Civic and Institutional*	M-LP, Miscellaneous Limited Production M-MP, Miscellaneous Major Production
		PUD
		Overlays

Land Uses

Current Uses

Between Tables 4.2 and 6.2 of the current Zoning Regulations, approximately 80 land uses are established in Residential Areas, and close to 270 uses are established in Nonresidential Areas.

These uses are not wholly consistent in their application, organized in a manner which is not user friendly, not all properly defined, and in many cases redundant and excessively granular – for example, many different uses are established which, in terms of the activity being conducted and the land use impacts of such an activity, should all be considered “Retail Sales,” but are instead listed and permitted differently as computer stores versus sewing machine stores versus gift stores, etc.

As such, we recommend consolidating down to one unified use table with all uses established and defined by the City contained within, providing total clarity on the permission status of every use in every district. This use table should also be significantly smaller than the sum of Tables 4.2 and 6.2 – many uses should be consolidated based on a rationale of land use impacts.

Proposed Uses

We propose the following land use categories and subcategories:

Residential Uses
Low-Density Living
Moderate-Density Living
High-Density Living
Group Living
Commercial Uses
Animal Services
Dining
Entertainment and Recreation
Limited Commercial
Lodging
Medical Facilities
Office and Professional Services
Retail Sales and Service
Vehicle and Equipment Sales and Service
Public and Civic Uses
Afterlife Care
Assembly

Cultural Facilities
Educational Facilities
Government Facilities
Parks and Open Spaces
Industrial Uses
Artisan Production
Heavy Industrial Service
Light Industrial Service
Agricultural Uses
Crop Production
Livestock Production
Miscellaneous Uses
Cannabis Uses
Infrastructure, Utilities, and Technology Uses
Accessory Uses
Residential
Nonresidential

Land Use Structure Scenarios

Scenario 1: Modernized Conventional Use Table

In this scenario, the above table will be expanded with individual use listings, each defined and allocated permissions and prohibitions in specific districts, and linked to any use-specific standards and parking ratios elsewhere in the code. As suggested above, this use table will be significantly more streamlined despite being unified across all districts and district types, but will still rely on comprehensiveness to ensure functional application processes for all development types.

Commercial Uses
Dining
Restaurant
Bar, Tavern, or Pub

Scenario 2: Category and Characteristic-based Use Table

In this scenario, the above table is not expanded with individual use listings in the same way as Scenario 1. Instead, each use subcategory is given a robust definition and set of characteristics, and a non-exhaustive list of examples will be provided, along with any critical exclusions, exceptions, special conditions, or other considerations. An example of this might be:

Commercial Uses
Dining

Characteristics: Establishments where the principal activity is the preparation and sale of food and/or beverages, whether for consumption on or off the premises.
Examples: Restaurants, cafes, delicatessens, tearooms, supper clubs, fast food restaurants, ice cream shops, patisseries, bakeries, bars, taverns, pubs
Use-specific Regulations: Where a Dining use includes alcohol sales, it shall be licensed according to ABLE and other State of Oklahoma requirements. Where a Dining use includes an Outdoor Dining accessory use, such area shall be screened from any abutting Residential properties to mitigate against adverse impacts crossing the property line.

Scenario Comparison

	Scenario 1	Scenario 2
Benefits	Familiarity Specificity Reduced Staff Liability	Flexibility Adaptability over Time Increased Staff Agency
Drawbacks	Inflexibility Deterioration over Time Reduced Staff Agency	Generality Increased Staff Liability Unfamiliarity

Temporary Uses

We propose to provide standards and procedures for Temporary Uses that empower the City to protect neighbors from adverse impacts and ensure adequate provision of necessary facilities at the location of Temporary Uses, while allowing applicants an intelligible and navigable process for obtaining approval and beginning their activities. We do not propose defining a list of Temporary Uses, instead an applicant may apply for a Temporary Use permit for any established use provided they comply with all applicable standards.

Other Considerations

Implementation of Activity Center and Mixed-Use Corridor Overlays

The development outcomes targeted by each of these Overlays are similar:

- Mix land uses within parcels and individual buildings
- Upper floor residential over ground-floor flex space
- Transition from higher-density housing down to lower density neighborhoods
- Shallow building setbacks and wide roadside areas
- Mimic historically small lot and block sizes
- Limit curb cuts

- Conceal and minimize parking
- Include dynamic, engaging façades with fenestration, ornamentation, pedestrian access

In each case, the goal is to create a vibrant, walkable environment, and the Mixed-Use Corridor notes that this character area mimics traditional downtowns and neighborhoods.

As such, it may be that a single or very limited set of overlays can set the right conditions for these outcomes everywhere, as designated in Endeavor 2045 – one overlay which facilitates traditional development patterns with high lot coverage, a focus on verticality in tandem with a well-appointed public realm, and a well-rounded mixture of living, working, and shopping options, all with standards to help this development harmonize with less-intense neighboring uses.

Treatments for Areas of Special Study

The Brickyard

The Brickyard Development Concept emphasizes engagement, storytelling, enhancements to certain rights-of-way and to pedestrian and cyclist access, but comments less directly on land use and built form (some general notes about inclusion of moderate density housing and commercial spaces).

Are there already thoughts on what the regulatory treatment for this area needs to look like?

The Point on Madison

Like the Brickyard, the focus of the Point on Madison Development Concept is on the area's identity, programming, communication between property owners and other stakeholders, and reinvention of the public realm, with proposals for a mixed-use development and some moderate density residential development.

Are there already thoughts on what the regulatory treatment for this area needs to look like?

Sites with Redevelopment Potential

Four areas are highlighted as having redevelopment potential – one of these is West Frank Philips Boulevard, the redevelopment of which will likely be dictated by the Mixed-Use Corridor Overlay.

The other three include the entire length of the US-75 Corridor, as well as Washington Park Mall and the Oklahoma Wesleyan Acquisition Area.

Many recommendations in the plan highlight opportunities to invest in the infrastructure and roadway design of US-75 itself, but a land use treatment is less clear.

The Plan observes that Oklahoma Wesleyan’s Acquisition Area will require special consideration to ensure that redevelopment activities are ultimately compatible with existing neighborhoods, but does not expound on likely pitfalls or points of conflict, nor on what sort of land use treatment may abate these issues.

Washington Park Mall’s ongoing vacancy issues are noted, and the site is highlighted for additional study for redevelopment potential – the need for a unique or distinct land use treatment is not specified.