

City of Alva, Oklahoma
Planning Commission Meeting
Application

(Note that this application must be completed to be considered)

Property Address _____

Owner Address _____

Owner Name _____

Owner Phone Number _____

Legal Description of property to be considered:

Lot _____ Block _____ Addition _____

What is this request for?

- Zoning Change Request
- Other

Fee for meeting \$150.00 (due with application)

Please include a copy of the payment receipt with this application.

ARTICLE II. BOARDS AND COMMISSIONS

DIVISION 1. GENERALLY

Secs. 36-19--36-39. Reserved.

DIVISION 2. PLANNING COMMISSION*

***State law references:** Planning commission, 11 O.S. § 45-101 et seq.

Sec. 36-40. Created.

There is hereby created within and for the city a planning commission, which shall consist of six members, all of whom shall be residents of the city, nominated by the mayor and confirmed by the city council. The appointed members of the commission shall be nominated and appointed solely with reference to their fitness and without reference to party affiliation, and shall serve without compensation except as hereinafter provided. Members may be removed by the mayor or the city council.

(Code 1994, § 12-101)

State law references: Planning commission authorized, 11 O.S. § 45-101.

Sec. 36-45. Power to employ staff; duties.

The members of the city planning commission shall serve without pay, and it shall be the duty of such commission to prepare from time to time plans for the systematic development and betterment of the municipality as a place of residence or for business. It shall have the power and authority to employ planners, engineers, attorneys, clerks or other help deemed necessary, subject to the approval of the city council. The salary and compensation of such employees shall be fixed by the city council and shall be paid out of the city treasury as other officers and employees, and the necessary expenses incurred by the council shall be paid out of the city treasury as other legal expense of the city government. The commission may incur necessary expenses within the limits of its appropriation to carry out its purposes and responsibility.

(Prior Code, § 16-4; Code 1994, § 12-106)

Sec. 36-49. Zoning.

The planning commission shall have the power to prepare and to recommend to the city council for adoption a zoning plan to regulate and restrict the height, number of stories, and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts, and other open spaces, the density of population, the location and use of buildings, structures and land for trade, industry, residences and other purposes.

(Prior Code, § 16-8; Code 1994, § 12-110)

Sec. 36-42. Ex officio members.

The mayor and the city engineer shall be ex officio members of the city planning commission, but shall receive no compensation other than their affixed salary of their office.

(Prior Code, § 16-1; Code 1994, § 12-103)

Sec. 36-43. Quorum.

Four members of the city planning commission shall constitute a quorum for the transaction of business. However, no action shall be taken and be binding upon the city planning commission unless concurred in by not less than a majority of all members comprising the city planning commission.

(Code 1994, § 12-104)

Sec. 36-44. Meetings; organization and rules.

The members of the city planning commission shall elect from their members a chair, vice-chair, and secretary, and shall adopt rules for the transaction of business. The terms of the chair, vice chair and secretary shall be one year with eligibility for reelection. The commission shall keep a record of its regulations, transactions, findings and determinations, which record shall be a public record.

(Prior Code, § 16-3; Code 1994, § 12-105)

Every owner within 300' of proposed zoning change is required to receive a meeting agenda at least (20 twenty days prior to the meeting. Those owners have a right to file complaints to be heard at the meeting.

Oklahoma Statutes Citationized

 **Title 11. Cities and Towns**

 **Chapter 1 - Oklahoma Municipal Code**

 **Article XLIII - Buildings and Zoning**

 **Section 43-104 - Notice and Public Hearing of Proposed Regulation, Restriction, or Boundary - Detoxification Facility Notice Requirements**

A. Parties in interest and citizens shall have an opportunity to be heard at a public hearing before any district regulation, restriction, or boundary shall become effective. At least fifteen (15) days' notice of the date, time, and place of the hearing shall be published in a newspaper of general circulation in the municipality. The notice shall include a map of

the area to be affected which indicates street names or numbers, streams, or other significant landmarks in the area.

B. In addition to the notice required in subsection A of this section, if the zoning change requested permits the use of treatment facilities, multiple family facilities, transitional living facilities, halfway houses and any housing or facility that may be used for medical or nonmedical detoxification as these terms are defined pursuant to Section 3-403 of Title 43A of the Oklahoma Statutes, the entity proposing the change in district regulation, restriction, or boundary shall mail a written notice within thirty (30) days of the hearing to all real property owners within one-quarter (1/4) of a mile where the area to be affected is located and shall be responsible for all costs incurred in mailing this notice.

For purposes of this subsection, "entity" means any individual, corporation, company, firm, partnership, association, trust, state agency, government instrumentality or agency, institution, county, incorporated municipality or municipal authority or trust in which any governmental entity is a beneficiary, venture, or other legal entity however organized.

 **Section 43-105 - Amendments or Changes of Regulations, Restrictions and Boundaries - Protests**

Cite as: O.S. §, ___ __

A. Regulations, restrictions and district boundaries of municipalities may be amended, supplemented, changed, modified or repealed. The requirements of Section 11- [43-104](#) of this title on public hearings and notice shall apply to all proposed amendments or changes to regulations, restrictions or district boundaries.

B. Protests against proposed changes shall be filed at least three (3) days before the date of the public hearings. If protests are filed by:

1. the owners of twenty percent (20%) or more of the area of the lots included in a proposed change, or
2. the owners of fifty percent (50%) or more of the area of the lots within a three hundred (300) foot radius of the exterior boundary of the territory included in a proposed change; then the proposed change or amendment shall not become effective except by the favorable vote of three-fourths of all the members of the municipal governing body where there are more than seven members in the governing body, and by three-fifths favorable vote where there are seven or less members in the governing body.

Office Use Only

Date application was received ___/___/_____

Was payment made yes no

Who received this application _____

Application reviewed by _____