

## **Procedures to Guide the TMAPC's Public Hearings and Review of the PLANiTULSA Comprehensive Plan**

Following are procedures for handling the public hearing and review of comments made on the PLANiTULSA Comprehensive Plan.

The goal of the hearing is to allow all interested parties to voice their opinions and specific concerns about the plan to the Commission in a comprehensive, transparent, respectful, and timely public process. Because of the substantial public interest in PLANiTULSA, the Commission anticipates that many Tulsans will wish to testify. The following procedures are intended to facilitate the process and ensure that everyone has an opportunity to participate, and that the Commission can comprehensively review all comments and suggested amendments.

### **Proposed Steps:**

#### Prior to Hearing:

1. All comments submitted prior to the public hearing will be included in the public record.
2. Comments submitted online at [www.planitulsa.org](http://www.planitulsa.org), in letter form, or by electronic mail will be taken in and organized up to the public hearing date.
3. Comments submitted in lieu of testimony at the public hearing, should include names and contact information, and may be submitted in one of the following manners:

- a. Letter form, to:

**Ms. Michelle Cantrell, TMAPC  
c/o INCOG  
Two West 2nd Street, Suite 800  
Tulsa, OK 74103-4236**

- b. Electronic mail, to:

**PLANiTULSA Team  
[planning@cityoftulsa.org](mailto:planning@cityoftulsa.org)**

4. TMAPC members read and review draft plan provided on January 19<sup>th</sup> and posted on website.
5. At close of business on Friday, February 19, the city will transmit a staff report to the TMAPC with the official transmittal of the plan and a summary of all of the comments, divided into three categories:
  - General comments and comments of support or opposition that do not require a specific response.

- Suggested corrections that are not substantive (i.e. typos, clarifications, verbiage)
  - Comments and suggested amendments that can be framed around topics that will be discussed and resolved by TMAPC (i.e. specific goal and policy language)
6. Citizens are encouraged to sign up to speak ahead of the hearing by calling **(918) 576-5684**.

February 23rd Hearing:

1. Consultants, City of Tulsa staff, and INCOG staff will present a staff report, either consolidated or separately, as part of the Commission packet.
2. Consultants will provide a brief overview of the plan. City and INCOG staff may comment and respond to any questions from the Commissioners. TMAPC will then open the public hearing.
3. TMAPC chair provides procedures for hearing.
  - a. The TMAPC would like to hear from everyone who wishes to speak.. In anticipation of a large public turnout, the Chair asks that verbal comments be limited to five (5) minutes per person. Prior planning and organization of comments is recommended. As a rule of thumb, normal speech occurs at a rate of about 185 words per minute. A five minute appearance allows for comments totaling about 1,000 words. Time extensions may be granted at the discretion of the Chair. The order of the testimony will be determined by the Chair, and will be called from the testimony cards submitted. Cards are available at the meeting and on line at [www.PLANiTULSA.org](http://www.PLANiTULSA.org).
  - b. Participants are encouraged to submit their comments in writing, especially if they are proposing specific amendments. Whenever possible, please cite the page(s) and section(s) to which you would like to direct the attention of the TMAPC.
  - c. Participants are encouraged to keep comments short and specific, and if submitting written comments, summarize the issues in the written comments.
  - d. Staff will provide a “30 second warning” card to help TMAPC monitor time and help keep the hearing on track.
  - e. TMAPC will attempt to allow every person wishing to provide testimony at the hearing to do so within the time available. Persons not allowed to speak, due to time constraints, on February 23<sup>rd</sup>, will be given priority to speak at the next hearing on March 10, based on the testimony cards submitted at the February 23<sup>rd</sup> hearing.
  - f. At end of the hearing TMAPC moves to keep the hearing open and continue it until March 10 at 1:30 pm.
  - g. Testimony will be recorded and televised if possible.
4. The City of Tulsa staff and consultants will summarize input and divide into the three categories for analysis and review by TMAPC, and provide a summary to TMAPC prior to the next public hearing date. The report on testimony will frame options for the Commission, but will not make recommendations on specific issues.

### March 10th Hearing

1. After a brief plan summary, TMAPC resumes the public hearing and proceeds with public input, following the same procedures used on February 23, 2010.
2. Persons who were unable to testify on February 23<sup>rd</sup> due to time constraints will be called, based on testimony cards previously submitted, to testify first at this hearing.
3. At end of the hearing, if appropriate, TMAPC closes public hearing and continues discussion of PLANiTULSA until the next regularly scheduled meeting.
4. If TMAPC has not been able to accommodate all parties wishing to participate, the public hearing may remain open and shall be continued at the next scheduled public meeting of the TMAPC.

### Following Public Hearing

1. The City of Tulsa staff and consultants will compile comments, categorize and where appropriate, provide language options to accommodate issues, but the city, consultants and INCOG staff will not make recommendations on specific issues.
2. TMAPC reviews and discusses the plan, comments and inputs received at public hearings, and potential actions during a regular TMAPC meeting.
3. TMAPC takes action on PLANiTULSA. An example motion would be to “adopt the PLANiTULSA draft plan with the following changes”:
  - a. Corrections as outlined in the correction matrix
  - b. Specification of additional language
  - c. If needed specific desired changes can be voted on individually, and then incorporated into an overall approval of the draft plan with the itemized changes.
4. The PLANiTULSA Comprehensive Plan, as amended by the TMAPC, along with an appropriate resolution, is forwarded to the Tulsa City Council for their review and approval in accordance with Title 19 Oklahoma Statutes, Section 863.7.

### **Comprehensive Plan Document Comment Intake Procedures**

At their hearings on February 23, 2010 and March 10, 2010, and at subsequent hearings if so designated, the TMAPC will consider the Comprehensive Plan that was distributed to the Planning Commission in notebooks on January 20, 2010 (currently online at [www.PLANiTULSA.com](http://www.PLANiTULSA.com)). This draft incorporates all of the changes reflected in the matrices that were also distributed to the TMAPC at the January 20 meeting.

Comments that are being made via the website are listed on [www.PLANiTULSA.com](http://www.PLANiTULSA.com) on the Plan Feedback Received page, located at <http://planitulsa.org/node/178>

Comments that are submitted prior to the public hearing by City staff, INCOG staff, and in emails from stakeholders, as well as the comments made on the PLANiTULSA website, are being logged into a matrix by Fregonese Associates. City of Tulsa staff and Fregonese Associates will separate these comments into three categories:

- General comments or comments of support or opposition that do require a specific

response.

- Clean up and corrections that are not substantive (i.e. typos, clarifications, verbiage)
- Framing of issues for discussion and resolution by TMAPC (i.e., specific goal and policy language).

**The TMAPC will accept comments on PLANiTULSA until all public hearings are closed.**

We anticipate that there will be issues for discussion and that the TMAPC will desire to make changes in response to the input received at the public hearings. Substantive issues must be framed for discussion, reviewed and decided upon by the TMAPC. The consultants, working with the PLANiTULSA staff team, will suggest alternatives to resolve substantive issues in their reports but will not make recommendation for action.