

Purpose and Process for the One Lawton Comprehensive Plan

Purpose: The purpose of a Comprehensive Plan is to provide a tool and guide to the City Planning Commission and City Council when making land use and other development-related decisions in Lawton. One component of the Comprehensive Plan is the Future Land Use Map, which illustrates the vision the City of Lawton desires for the development of different areas within the City. Zoning and land uses should align with this map. Deviations and amendments should be limited in nature and thoughtfully considered and reviewed prior to being adopted.

The following outlines a process for amendments to the Comprehensive Plan

Procedure:

1. Applications for an amendment to the Land Use plan are available on the Planning Department's website via the permit portal.
2. The application shall consist of:
 - a. Completed application form(s). All questions must be answered in order to process the application(s).
 - b. Certified ownership list of property owners within the notification area (all properties within 300 feet of the requested area).
 - c. Review Fee as set out in Appendix A. Schedule of Fees and Charges, Lawton City Code.
3. The Planning Department will prepare, for the applicant, a location map showing the requested area and the surrounding 300-foot area.
4. The applicant shall take the map to the Comanche County Assessor's office, a bonded abstractor, registered professional engineer, registered land surveyor, or attorney who will furnish a certified list of property owners within the notification area. The cost for the certified ownership list will be the responsibility of the applicant.
5. Once the applicant has submitted the completed application forms, certified ownership list of property owners within the notification area, and review fee, Planning Staff will schedule the public hearing before the City Planning Commission. Oklahoma Statutes and the Lawton City Code require letters be mailed at least 20 days prior to the City Planning Commission meeting date to property owners within the notification area advising them of the public hearing to consider the request and notice of public hearing be published in The Lawton Constitution at least 15 days prior to the City Planning Commission meeting date.
6. At the City Planning Commission meeting, Planning Staff will provide background information concerning the request. The Chair will open the public hearing to allow anyone to speak in favor of or opposition to the request.
7. Following close of the public hearing, a public comment period of 45 days shall commence, during which Planning Staff shall receive public comment on the request and conduct a review and produce a recommendation on the request.
8. Following the public comment period, the City Planning Commission shall hear the item for approval or denial following staff's report and recommendation on the item.
9. Staff will use, at least, the following evaluation criteria when reviewing such requests and forming recommendations:

- a. Staff shall review the proposed change based on the most intense zoning district related to the proposed land use plan change.
 - b. Public comments received regarding the request.
 - c. Potential impact of the proposed change on community infrastructure, facilities, and services, including those related to utilities, streets, drainage, parks, open space, fire, police, and emergency medical services.
 - d. Potential effects to nearby property including, but not limited to, any impact on, traffic, drainage, visual impairment, odor, noise, light, vibration, hours of use/operation, and any restriction to the normal and customary use of the affected property.
 - e. Consistency of the request with the One Lawton Comprehensive Plan vision and goals, specifically noting deviation from any plan objectives.
 - f. Compatibility of the request with the character of the surrounding area.
 - g. Consistency of the most intense zoning district related to the proposed land use plan change compared to the existing land use patterns for the area.
 - h. Potential for the proposed change to set precedent for additional changes that could negatively impact the area.
 - i. Potential impacts for the future use of area of the request and the potential change warranting a broader redevelopment of the area in which it is located.
10. The City Planning Commission shall consider public comments received as well as the staff recommendation in making a recommendation to the City Council. The City Planning Commission shall not recommend a plan change that has been demonstrated to have the potential for significant negative impact on the surrounding area or be substantially inconsistent with the vision, goals, and objectives of the One Lawton Comprehensive Plan.
 11. If the City Planning Commission recommends approval of the request, Planning Staff will advertise a second public hearing before the City Council. Oklahoma Statutes and the Lawton City Code require letters be mailed at least 20 days prior to the City Council meeting date to property owners within the notification area advising them of the second public hearing to consider the request and an additional notice of public hearing be published in The Lawton Constitution at least 15 days prior to the City Council meeting date.
 12. At the City Council meeting Planning Staff will provide background information on the request along with the City Planning Commission recommendation. The Mayor will open the public hearing to allow anyone to speak in favor of or opposition to the request. Once the public hearing is closed, the City Council may take action to approve or deny the request. A letter will be sent to the applicant stating the City Council's action.
 13. If the City Council approves the request, the Land Use Plan Map will be amended to reflect the new land use classification.
 14. The legislative action of the City Council is final unless appealed to a court of competent jurisdiction.