

Attachment: Detailed Description of Requested Records

Pursuant to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1 et seq., the requester seeks records sufficient to determine whether the City has adopted zoning regulations or zoning districts and, if so, the zoning classifications applicable to property within the municipal limits.

This request is intended to obtain records that conclusively establish the existence or nonexistence of municipal zoning regulations and the zoning status of property located within the City.

The requester seeks inspection of the following records:

1. Ordinances Establishing or Governing Zoning

Copies of all ordinances, resolutions, or other legislative actions adopted by the City Council that establish, adopt, amend, or repeal zoning regulations, zoning districts, land-use classifications, or land-use restrictions within the City, if any.

This includes, but is not limited to:

- Any ordinance adopting a municipal zoning code or zoning regulations
 - Any ordinance establishing zoning districts or land-use classifications
 - Any amendments to zoning ordinances
 - Any repeal or rescission of zoning ordinances
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2. Official Zoning Maps or District Maps

Copies of any official zoning maps, district maps, or similar records identifying zoning districts or land-use classifications within the City, if any.

If such maps exist in digital or GIS format, electronic copies are requested if available.

3. Records Identifying Zoning Classifications for Parcels or Lots

Records identifying the zoning classification assigned to parcels, lots, or tracts of land located within the municipal limits of the City, if any.

This may include, but is not limited to:

- Parcel-level zoning lists
 - GIS zoning layers associated with parcels
 - Property records identifying zoning designations
 - Planning or zoning department records identifying zoning classifications
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4. Planning or Zoning Administrative Records

Records relating to the administration of zoning regulations within the City, if any, including:

- Records of any planning commission acting in a zoning capacity
 - Records of any zoning board or board of adjustment
 - Records relating to variances, zoning cases, or zoning determinations
 - Any documents identifying zoning districts or classifications used by the City in the regulation of property use
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5. Records Demonstrating the Absence of Zoning Regulations

If the City has not adopted zoning regulations or zoning districts, please provide any records, policies, memoranda, legal opinions, or official statements indicating that the City does not maintain zoning classifications or zoning districts within the municipal limits.

6. Adoption of Zoning Maps or Zoning Regulations by Reference

Copies of any ordinances, resolutions, or legislative actions adopting zoning maps, zoning regulations, land-use classifications, or land-use regulatory systems by reference, if any.

This includes any adoption by reference of zoning regulations, zoning maps, or land-use regulatory systems maintained by another governmental entity, including but not limited to Osage County or any county authority.

This request also includes any records identifying the official zoning map or maps adopted by the City Council, even if such maps are maintained separately from the codified municipal code or maintained by another governmental entity.

7. Board of Adjustment or Zoning Appeals Records

Copies of any ordinances, resolutions, policies, or records establishing or governing a Board of Adjustment, zoning appeals board, or similar body responsible for hearing zoning variances, zoning appeals, or land-use determinations within the City, if any.

Inspection of Records

The requester intends to inspect responsive records in person and may make copies using personal equipment where permitted.

Purpose of Request

This request is made for a non-commercial purpose to determine whether zoning regulations exist within the City and, if so, the zoning classifications applicable to property within the municipal limits.

Several provisions of the City's health, sanitation, and nuisance ordinances reference zoning classifications (including agricultural, residential, and business zoning) when determining whether certain conditions constitute violations or qualify for exemptions. The requested records are therefore necessary to understand the legal framework governing the implementation and enforcement of those ordinances.

Respectfully,

Travis Ray

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