

**OKLAHOMA COUNTY PLANNING COMMISSION RESOLUTION # PC-2016-01**

**A RESOLUTION ESTABLISHING A POLICY REGARDING DEFERRALS OF AGENDA ITEMS  
PLACED ON THE OKLAHOMA COUNTY PLANNING COMMISSION MEETINGS.**

**WHEREAS**, Applicants have made verbal and written requests for the deferral of consideration of Planning Commission agenda items from time to time, and

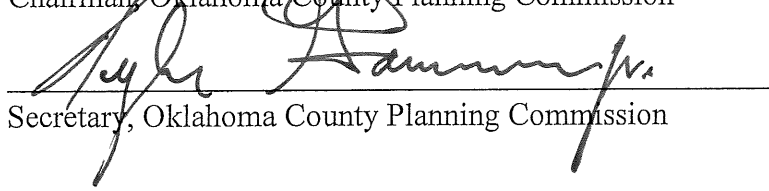
**WHEREAS**, the Oklahoma County Planning Commission has determined that it would be in the best interest of the applicants, the Commission Members, staff and the general public to develop a formal policy regarding requests for the deferral of agenda items.

**NOW, THEREFORE, BE IT RESOLVED** that the following policy is hereby established to assure fairness and consistency with regard to requests for the deferral of Planning Commission agenda items:

1. All requests for a deferral must be in writing and forwarded to the Planning Department a minimum of five business days prior to the meeting for which the deferral is being requested.
2. Planning Commission staff will draft the agenda item in the same manner but will add a notation that the applicant has made a request for a deferral.
3. Applicant must have a valid reason for requesting a deferral and must state that reason in its written request.
4. Deferrals may be requested in single or multiple periods (2 mo., 4 mo., 6 mo., etc.), but the length of time granted is subject to the Planning Commission's discretion.
5. Deferrals may not be requested for a period of time extending beyond 1 year (singly or cumulatively) unless the Planning Commission determines that the Applicant, the Board and the general public would be best served by granting the deferral.
6. Multiple requests for a deferral may result in a denial of the application and a new application will be required to be submitted.
7. Applicant and/or its representative must appear in person before the Planning Commission on the scheduled meeting date to present its request for deferral.

**PASSED AND APPROVED** this 18<sup>th</sup> day of February 2016.

  
\_\_\_\_\_  
Chairman, Oklahoma County Planning Commission

  
\_\_\_\_\_  
Secretary, Oklahoma County Planning Commission