

A.R.S. Section 9-461.06 C - Public Participation

The governing body shall:

1. Adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the municipality. The procedures shall provide for:

- (a) The broad dissemination of proposals and alternatives.*
- (b) The opportunity for written comments.*
- (c) Public hearings after effective notice.*
- (d) Open discussions, communications programs and information services.*
- (e) Consideration of public comments.*

2. Consult with, advise and provide an opportunity for official comment by public officials and agencies, the county, school districts, associations of governments, public land management agencies, the military airport if the municipality has territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and

12 – PUBLIC PARTICIPATION

The purpose of public participation efforts is to ensure that the community is informed of and involved in any additions or modifications to the City of Yuma General Plan. The goal is to educate the public on the City’s General Plan and generate increased public involvement in the preparation and adoption of the various elements. The public participation plan identifies the process and public notification efforts the City of Yuma will undertake in the review of any amendment of the General Plan.

Public Participation has the ability to encourage community and stakeholder collaboration through development decisions by promoting neighborhood meetings, public notifications and public hearings which attracts public opinion and action in development decisions within the City and meets the Smart Growth Principal to encourage community and stakeholder collaboration in development decisions.

Amendments to the General Plan include the following:

- The incorporation of new elements as required by State Statute
- The re-adoption of the entire General Plan every ten years
- Revisions or updates to the text and/or map of an existing element. The Land Use Element is further categorized into two types of amendments:
 - Major Land Use Plan amendments
 - Minor Land Use Plan amendments

A Major Amendment to the Land Use Element is defined as a substantial alteration of the land use mixture and balance established in the Land Use Map. The City of Yuma Major Amendment definition is discussed in more detail in the Implementation and Administration section – Chapter 13 of the General Plan.

CITIZEN PARTICIPATION

In accordance with State Statutes, the City must adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the community.

The Public Participation Plan is designed to exceed these requirements and identify other techniques to actively involve the citizens in the preparation and review of the General Plan. This document establishes the basic techniques for disseminating the information to the public and engaging the citizens in interactive discussions about the general plan and its elements. The City will continue to identify and pursue other ways to increase public knowledge and participation. This may include meeting

with the various Boards & Commission, Neighborhood Leadership Groups, and other organizations throughout the year to determine other appropriate information sources or preferred methods.

APPLICATION

An amendment to the General Plan may be initiated by: the City Council, the Planning & Zoning Commission, or a private property owner. An application, narrative statement of the proposal, and a non-returnable filing fee are required for any proposed amendment.

PUBLIC HEARINGS

For all amendments to the General Plan, two public hearings will be held by the Planning & Zoning Commission. These public hearings will be held at separate locations in order to solicit broad public comments. Additionally, a third public hearing will be held by City Council prior to action being taken on the proposed amendment.

NOTIFICATION

For all General Plan Amendments, the notification of the public hearings will be provided in accordance with State Law in the following manner:

At least fifteen (15) days prior to the first public hearing, a general explanation of the proposal, along with the date, time and the place of said hearing will be published at least once in a newspaper of general circulation in the City of Yuma. The display advertisement will be a minimum size of one-eighth of a full page.

In addition to the above state notification requirement, the City and/or the applicant will utilize the following techniques to disseminate the information to a larger audience: *As these are not State requirements, the failure of the City or the applicant to perform any of the following actions or failure of the property owner to receive said notice will not invalidate the proceedings but may cause a delay in the scheduling of the public hearings.*

- For land use plan amendments, the applicant will notify in writing all property owners within a radius of six hundred sixty feet (660') of the exterior boundaries of the subject property. The applicant will submit a copy of the letter provided to the public along with a certified mailing list from the County of Yuma, and a certificate of mailing from the post office to the project planner at least twenty-five (25) days prior to the first public hearing.
- For land use plan amendments, the applicant will post onsite a temporary 2'x3' sign that indicates the proposed change along with the date, time and place of the two public hearings by the Planning & Zoning Commission and the City Council public hearing. In the event that the anticipated schedule is not followed, the applicant will be responsible for revising the sign accordingly. The sign will be located in such a manner as to be visible from adjacent rights-of-way and will be installed at least twenty-five (25) days prior to the initial public hearing by the Planning & Zoning

citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the general plan.

Commission. A photograph of the sign and any subsequent revisions will be provided to the Department of Community Development as proof that this requirement has been satisfied.

In addition, the following additional techniques are encouraged during the processing of a General Plan amendment wherever possible. These may be implemented, either individually or cumulatively, based on the type and significance of the proposed amendment.

- Public Service Announcements on the radio and television to explain the proposal and promote public involvement. For private property owner initiated land use amendments, the applicant will be responsible for presenting the information as requested.
- Articles and Press Releases for the newspaper or other widely circulated publications.
- Mass mailings through utility bills or other documents that are periodically issued to the community at large.
- The establishment of workgroups to ensure that the community is actively involved in the preparation of the general plan elements and that all interest groups are included in the dialogue.
- The information regarding the amendment and scheduled public hearing will be posted on the City's Internet web-site and the Government Access Channel (YCTV) at least seven (7) days prior to the meeting date.
- Informal presentation of the proposed amendment during open houses, neighborhood round tables, or other community forums. For private property owner initiated land use amendments, the applicant will be responsible for presenting information as requested.
- Formal presentation of the proposed amendment to various service clubs, homeowner's associations, and other civic and professional groups. For private property owner initiated land use amendments, the applicant will be responsible for presenting information as requested.
- Utilization of electronic means of communication to the extent practical.

DISTRIBUTION

The proposed amendment will be distributed to a variety of stakeholders for initial review and comment prior to the first public hearing by the Planning & Zoning Commission. The list of individuals to be contacted includes, but is not limited to, the following:

- Bureau of Land Management
- U.S. Department of Agriculture
- United States Border Patrol
- Marine Corps Air Station - Yuma
- Yuma County Airport Authority
- Arizona Department of Transportation
- Arizona Fish & Game Department
- Arizona Department of Commerce

-
- The County of Yuma: Planning, Engineering, and Public Works
 - Utility Companies: APS, Southwest Gas, TimeWarner, Qwest
 - School Districts: Yuma Union High, Yuma Elementary, Crane
 - Irrigation Districts: YCWUA, YMIDD, YID, Unit B Irrigation District
 - City Departments: Attorney, Finance, Police, Fire, Public Works, Community Development
 - Yuma Metropolitan Planning Organization
 - Greater Yuma Economic Development Corporation
 - Yuma County Chamber of Commerce
 - Yuma County Realtor's Association
 - Yuma County Contractor's Association
 - American Society of Professional Engineers, American Society of Civil Engineers, Society of Military Engineers

As appropriate, additional public outreach to other civic, education, and professional organizations not identified on the above list will be conducted.

Amendments pertaining to any of the required elements or the re-adoption of the General Plan will also be placed on display at the following locations prior to adoption:

- The City Clerks Office of the City of Yuma
- The Mayor's Office
- The City/County Library
- The Department of Community Development

PLANNING & ZONING COMMISSION ACTION

Following the two public hearings, the Planning & Zoning Commission will file a report of its findings and recommendations with respect to the proposed amendment with the City Council within thirty (30) days of the second public hearing. The report will be in writing and will include the recommendations for approval, conditional approval or disapproval and will contain a brief summary of the reasons for said recommendations.

CITY COUNCIL ACTION

Upon receipt of the Commission's recommendation, the City Council will hold a third public hearing. Notice of the time and place of the hearing will be provided in accordance with State Law. Following the public hearing, the adoption or readoption of the General Plan or any amendment to such plan will be by resolution of the City Council. The adoption, readoption, or approval of a major amendment will require an affirmative vote of at least two-thirds (2/3) of the members of City Council. At least sixty (60) days before the public notice of the 1st public hearing on the adoption of the General Plan or a portion, element or major amendment of the land use plan, the Department of Community Development will transmit the proposal to the City Council and submit a copy for review and further comment to:

- The County of Yuma.

-
- The Yuma Metropolitan Planning Organization and other regional planning agencies that may be appropriate.
 - The Marine Corps Air Station – Yuma.
 - The City of San Luis.
 - The City of Somerton.
 - The State of Arizona Department of Commerce.
 - The State of Arizona Office of the Attorney General.
 - The Arizona State Land Department.
 - Imperial County.
 - Arizona Department of Water Resources.
 - Yuma County School Superintendent.
 - Cocopah Indian Tribe.
 - Quechan Indian Tribe.
 - Any person or entity that requests in writing to receive a copy of the proposal.

READOPTED AND RATIFICATION OF THE GENERAL PLAN

The general plan, with any amendments, is effective for up to ten years from the date the plan is readopted by the City Council and ratified by the voters during a general election. On or before the tenth anniversary of the plan's most recent adoption, the City Council will either readopt the existing plan for an additional ten years or adopt a new general plan in accordance with State Statutes.

If the General Plan is approved by a majority vote of the qualified electors, the Plan becomes effective as provided by law. If the General Plan fails to receive a majority vote then the current General Plan remains in effect until the voters approve a new plan. The City Council may resubmit the proposed new plan or revise the new plan for subsequent submission to the voters.

PUBLIC PARTICIPATION METHODS				
NOTIFICATION AND PARTICIPATION TECHNIQUES	New/Revised General Plan Element	Major General Plan Amendment	Minor General Plan Amendment	Re-Adoption of General Plan
PRINTED NOTIFICATION				
① The Sun – Display Ad	✓	✓	✓	✓
① Distribute for Case Comments	✓	✓	✓	✓
② 660 Foot Radius Notification (by applicant)		✓	✓	
② Posting of Site (by applicant)		✓	✓	
③ City Web Page Notice	✓	✓	✓	✓
② Post Flyers	✓	✓		✓
③ Press Release	✓	✓		✓
③ Articles	✓	✓		✓
③ Mass Mailing	✓			✓
TV/RADIO ADVERTISEMENTS				
③ YCTV Notice	✓	✓	✓	✓
③ Public Service Announcement	✓			✓
③ Interviews	✓	✓		✓
COMMUNITY FORUMS				
① Public Hearings	✓	✓	✓	✓
③ Workgroup	✓			✓
③ Open House	✓			✓
③ Neighborhood Round Tables	✓	✓	✓	✓
③ Service Club Presentations	✓	✓	✓	✓

- ① *State Requirements:* These items are mandatory requirements that must be fulfilled in order for any action to be taken by the PZ Commission or City Council.
- ② *City Requirements:* These items are additional requirements imposed by the City and failure to satisfy does not invalidate the authority of the PZ Commission or City Council to hear an application. However, the discretion as to whether the case will be presented to the Commission or Council if one of the items is not fulfilled will rest with the Assistant Director/Community Planning.
- ③ *Encouraged Alternatives:* These techniques are encouraged based on the type and significance of the proposed amendment.