



THE CITIZEN PARTICIPATION PLAN

Public participation and the opportunity for citizen involvement in the development review process is key to ensuring a successful proposal. A neighborhood's understanding, input, and support of a proposal can mean the difference between approval and a potential denial.

Citizen Participation Plans are required for Zone Changes and Conditional Use Permits in Coconino County. We hope you use this guide to understand the components of a successful public participation process.

In order to maximize the opportunity for citizen involvement in the Zone Change and Conditional Use Permit process that is described in the following sections, and to resolve any neighborhood issues at an early stage in the process, a Citizen Participation Plan is required as part of the application process.

Every Zone Change and Conditional Use Permit application shall include a Citizen Participation Plan that must be implemented prior to application submittal.

SUMMARY

The Citizen Participation Plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow affected neighbors to be informed and involved from the earliest stages of the review process.

While the guidelines outlined in this brochure provide the foundation for citizen participation efforts, it is also important to understand that these requirements apply in addition to any legal notice provisions required elsewhere in the County Zoning Ordinance.

Citizen Participation Plans are developed after an applicant's first "pre-application" meeting with Community Development staff. The Citizen Participation Plan is required to be completed before an application can be accepted for a Zone Change or Conditional Use Permit.

Please contact any of Coconino County's staff planners for more information.

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HOW TO DO A

CITIZEN PARTICIPATION PLAN



COCONINO COUNTY
COMMUNITY DEVELOPMENT
DEPARTMENT



THE CITIZEN PARTICIPATION PLAN As outlined in Section 30.3 of the Coconino County Zoning Ordinance and in accordance with Arizona Revised Statutes.

PURPOSE

The purpose of the citizen participation plan is to achieve the following:

1. Ensure that applicants pursue early and effective citizen participation, giving them the opportunity to understand and try to mitigate any real or perceived impacts their project may have on the community or neighborhood;
2. Ensure that affected neighbors have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
3. Facilitate ongoing communication between the applicant, affected neighbors, County staff, and elected officials throughout the application review process.

MINIMUM CONTENTS

At a minimum, the Citizen Participation Plan shall include the following:

1. A list of residents, property owners, interested parties and public and private agencies that may be affected by the application;
2. Scheduling of a neighborhood meeting to which affected parties will be invited to learn the details of the proposal;
3. A letter inviting the affected parties to the neighborhood meeting (the letter is subject to staff approval prior to mailing);
4. Opportunity for affected parties to provide comments at the neighborhood meeting or otherwise by phone, fax, email, etc. if they are unable to attend the meeting;
5. The applicant's schedule for completion of the Citizen Participation Plan; and
6. A summary report provided to Community Development on the results of the Citizen Participation process.



COMMUNITY MEETING

Applicants must conduct a neighborhood community meeting prior to submitting an application for a Zone Change or Conditional Use Permit.

1. The meeting shall be conducted at the subject property or a convenient location in the general vicinity. The meeting serves as a forum for information exchange between applicants and affected parties.
2. An applicant may make a written request and receive a written determination whether, due solely to impractical circumstances, the requirement for a community meeting should be waived by the Director of Community Development. At a minimum, the request must explain why the applicant's alternative Citizen Participation Plan provides other adequate, alternative opportunities for citizens to express any concerns, problems or issues they may have with the proposal. Community Development staff will make their determination a part of the written record in the case.

AREA OF NOTIFICATION

The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for notification will be determined by Community Development staff. At a minimum, the target area shall include the following:

1. Property owners within the legal notice area required by other sections of the Zoning Ordinance, i.e. all properties within 300 feet of the subject property;

2. Any property owners' association within the legal notice area;
3. Other potentially affected property owners outside of the legal notice area as determined by Community Development staff; and
4. Other interested parties who have requested that they be placed on a list of interested parties maintained by Community Development.

CITIZEN PARTICIPATION REPORT

When a Citizen Participation Plan is required, the applicant shall provide a written report on the results of their citizen participation effort in conjunction with their application submittal.

At a minimum, the report shall include the following information:

1. Details of the techniques the applicant used to involve the public, including:
 - a. A mailing list of those who were notified;
 - b. Dates and locations of all neighborhood meetings;
 - c. Copies of all letters, meeting notices, newsletters and other publications;
 - d. A map may be required corresponding to the mailing list;
 - e. The number of people that responded; and
 - f. The percentage of those notified that participated in the process.
2. A summary of concerns, issues, and problems expressed during the process, including:
 - a. The substance of the concerns, issues, and problems;
 - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
 - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.

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