



**A.R.S. Section 9-461.06 B
– Public Participation**

The governing body shall:

1. Adopt written procedures to provide effective, early, and continuous public participation in the development and major development of general plan 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 discussion, communications programs, and information services.
- (e) Consideration of public comment.

2. Consult with, advise, and provide an opportunity for official comment by public officials and agencies, the county, school districts, association of governments, public land management agencies, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organization, property owners and citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the general plan.

9 - Public Participation

The purpose of this Public Participation Element is to ensure that the community is informed of and involved in the adoption and ratification process of the Town of Quartzsite General Plan, as well as any additions or modifications to the General Plan. The goal of the Element is to educate the public on all of the aspects of the Town’s General Plan and to generate increased public involvement and enthusiasm in the preparation and adoption of the various elements. The Public Participation Element identifies the process and public notification efforts the Town of Quartzsite will undertake in the adoption and ratification process and the review of any amendment of the General Plan.

9.1 CITIZEN PARTICIPATION IN THE GENERAL PLAN PROCESS

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

The Public Participation Element 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 providing information to the citizens and general public throughout the process and obtaining broad-based citizen participation in the planning process and interactive discussions about the General Plan and its elements. The Town will continue to identify and pursue other ways to increase public knowledge and participation. This may include meetings with the various Boards and Commissions, Neighborhood and Community Leadership Groups, and other organizations throughout the year to determine other appropriate information sources or preferred methods.

9.2 GENERAL PLAN ADOPTION AND RATIFICATION PROCESS

The adoption or re-adoption of the General Plan shall be by resolution of the Town Council. Adoption or re-adoption of the General Plan must be approved by an affirmative vote of at least two-thirds of Town



Council Members and be ratified by a majority of the community's citizens voting in the election on the plan.

The General Plan must be submitted for voter approval every ten years. This requirement provides the opportunity for the Town to assess progress that has been made toward meeting the Town's goals and policies, and to respond to the changes in the community.

9.2.1 PUBLIC HEARINGS

Prior to adoption, re-adoption or amendment of the General Plan, two public hearings will be held by the Planning Commission. Additionally, a third public hearing will be held by Town Council prior to action being taken on the General Plan. Public and jurisdictional notice of the public hearings shall comply with all applicable State and Town regulations.

9.2.2 GENERAL PLAN AMENDMENTS

There are several things that could occur which could result in periodic amendments to the General Plan. To begin with, conditions change over time. The socioeconomic conditions of the Town may change or evolve and new community values may form. Additionally, the aspects of the General Plan are by their very nature, general. Changes or alterations in specific areas within the Town may call for amendments to the general policies and details of the General Plan.

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 maps of existing elements.

As with implementation, the Arizona State Legislature has provided guidelines for amending general plans. Amendment to the General Plan may be initiated by: The Town Council, The Planning Commission, or a private property owner. An application, public hearings, a narrative statement of the proposal, and a non-returnable filing fee are required for any proposed amendment.



MAJOR AMENDMENTS

A major amendment to the General Plan is any proposal that would result in a change to the Land Use Plan substantially altering the Town's planned mixture or balance of land uses. The following criteria are to be used to determine whether a proposed amendment to the General Plan substantially alters the mixture or balance of land uses. The term amendment shall apply to both text and map revisions.

A major amendment is any proposal that meets any one of the following criteria:

- A change from a residential land use classification to a non-residential land use classification on 100 or more acres, except for Open Space and Public classifications.
- A proposal on 100 or more acres that increases the maximum number of allowable residential units by more than 200 units.
- Any proposal that in aggregate includes changes in land use designations exceeding 100 acres.
- A proposal that results in significant alteration, displacement, or diversion of a road alignment from the Circulation Plan, including but not limited to, a change in functional classification.
- Any text changes that are in conflict with, eliminate, alter, and/or misconstrue the intent of any goal or objective.

In addition, major amendments to the Plan may only be considered by the Town Council at a single hearing designated each year for such cases. The amendment must be submitted in the same year it is heard and must receive a two-thirds majority vote of the Town Council for approval.

MINOR AMENDMENTS

Changes that are not considered major amendments to the General Plan may be considered by the Town Council throughout the year and shall be processed in accordance with State and Town of Quartzsite regulations concerning timing, notice, public hearing, and action. In addition, any changes mandated by initiatives for State law shall utilize the minor amendment process, regardless of the above guidelines.

9.2.3 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 newsletter or newspaper of general



circulation in the Town of Quartzsite. The display advertisement will be a minimum size of one-eighth of a full page.

In addition to the above State notification requirement, the following additional techniques are encouraged during the processing of a General Plan amendment wherever possible. They may be implemented, either individually or cumulatively, based on the type and significance of the proposed amendment. *As these are not State requirements, the failure of the Town 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 a public hearing.*

- Posting information regarding the amendment and scheduled public hearing on the Town's Internet web-site.
- For land use plan amendments, the notification in writing from the applicant for all property owners within a radius of 600 feet 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 Town of Quartzsite, 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, posting an onsite temporary four by six feet sign by the applicant that indicates the proposed change along with the date, time and place of the two public hearings by the Planning Commission and the Town Council public hearing.
- 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.
- 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.

9.2.4 PLANNING COMMISSION ACTION

Following the two public hearings, the Planning Commission will file a report of its findings and recommendations with respect to the proposed amendment with the Town Council within thirty (30) days of the first 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.



9.2.5 TOWN COUNCIL ACTION

Upon receipt of the Commission's recommendations, the Town Council will hold a second 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 re-adoption of the General Plan or any amendment to such plan will be by resolution of the Town Council. The adoption, re-adoption, or approval of a major amendment will require an affirmative vote of at least two-thirds (2/3) of the members of the Town Council.

At least sixty (60) days prior to the adoption of the General Plan or a portion, element, or major amendment of the Land Use Plan, the proposal will be transmitted to the Town Council and submitted to:

- The planning agency of the county in which the municipality is located.
- Each county or municipality that is contiguous to the corporate limits of the municipality or its areas of extraterritorial jurisdiction.
- The regional planning agency within which the municipality is located.
- The Department of Commerce or any other State agency that is subsequently designated as the General Plan agency for this State.
- Any person or entity that requests in writing to receive a copy of the proposal.

9.2.6 READOPTION AND RATIFICATION OF THE GENERAL PLAN

The General Plan, with any amendments, is an effective and legitimate Plan for up to ten years from the date the Plan is readopted by the Town Council and ratified by the voters during a general election. On or before the tenth anniversary of the Plan's most recent adoption, the Town 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 Town Council may resubmit the proposed new plan or revise the new plan for subsequent submission to the voters.

9.2.7 PUBLIC PARTICIPATION STRATEGIES

It is important that the Quartzsite Planning Commission and the Quartzsite Town Council and staff keep the General Plan in the public eye throughout the process of implementation to increase their understanding of the Plan's recommendations. The following strategies are recommendations on how the Town may be able to best achieve this goal:



- The Town staff shall conduct a public workshop on an annual or bi-annual basis to analyze the contents of the General Plan and to discuss the progress made in regards to each of the elements.
- The Town shall create and distribute printed notification of the workshops in accordance with State Statute, utilizing a variety of methods, some of which are described in the Public Participation Techniques.
- The Town shall establish relations with the local media to provide regular media releases regarding public workshops, amendments and proposals.

9.2.8 PUBLIC PARTICIPATION TECHNIQUES

The following strategies and specific actions should be implemented by the Town to encourage public participation in the addition or amendment of elements in the General Plan.

NOTIFICATION AND PARTICIPATION TECHNIQUES	Element (New or Revised)	Major Amendment	Minor Amendment	Re-Adoption of General Plan (every 10 years)
Printed Notification				
Display Ad	✓	✓	✓	✓
Distribute for Case Comments	✓	✓	✓	✓
City Web Page Notice	✓	✓	✓	✓
Post Flyers	✓	✓		✓
Mass Mailing	✓			✓
Community Forums				
Public Hearings	✓	✓	✓	✓
Workgroup	✓			✓
Open House	✓			✓
Neighborhood Round Tables	✓	✓	✓	✓
Service Club Presentations	✓	✓	✓	✓