

ZONING CODE

Article 16-4 Citizen Participation Requirements

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Section 16-4-1 Citizen Participation Plan

- A. Every application which requires a public hearing shall include a citizen participation plan which must be implemented fifteen (15) calendar days prior to the first public hearing.
- B. The purpose of the citizen participation plan is to:
 - 1. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
 - 2. Ensure that the citizens of the City of Maricopa and adjacent property owners 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, interested citizens and property owners, city staff, and elected officials throughout the application review process.
- C. 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 informed decision making.
- D. At a minimum the citizen participation plan shall include the following information:
 - 1. A narrative discussing the proposed time, place and location within the City of Maricopa of the neighborhood meeting;
 - 2. A list of names and addresses and addressed, stamped envelopes of all the property owners within the target area, as determined in sub-

section E below, of the subject property, with an affidavit by the applicant that the list of names and addresses is accurate, current and complete;

3. A list of names and addresses of all other interested parties who have requested that they be placed on a notification list maintained by the Planning Department;
4. A property owner notification letter including a general explanation of the substance of the proposed application, the date, time and place within the City of Maricopa scheduled for a neighborhood meeting; and the City of Maricopa and applicant contacts;
5. An 8 ½" x 11" reduction of the proposed neighborhood sign; and
6. The applicant's schedule for completion of the citizen participation plan.

- E. 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 early notification will be determined by the applicant after consultation with the Planning Department.
- F. These requirements apply in addition to any notice provisions required elsewhere.
- G. Thirty (30) calendar days to ninety (90) calendar days prior to the public hearing, the applicant may submit a citizen participation plan and begin implementation prior to formal application at their discretion. This shall not occur until after the required pre-application meeting and consultation with the Planning Department staff.

Section 16-4-2 Citizen Review Process

- A. Prior to scheduling a public hearing before the Planning and Zoning Commission, an applicant shall submit materials for citizen review to the Planning Department and conduct a neighborhood meeting within the City of Maricopa.
- B. Notice of the neighborhood meeting shall be given to the Planning Department at least fifteen (15) calendar days prior to the neighborhood meeting in the following manner:

1. A written notice of application shall be mailed to all landowners of property within the target area, as determined by sub-section E of the Citizen Participation Plan Section, of the subject property, and to such other persons as the Planning Department, or authorized designee, determines to be other potentially affected citizens.
 2. A notice of neighborhood meeting shall be published once in a newspaper of general circulation published or circulated in the City of Maricopa and shall include the date, time, location and nature of the meeting.
 3. The applicant shall post the proposed site with a neighborhood meeting sign. The sign shall be colored as approved by the Planning Department, waterproof and have a minimum size of twenty four (24) inches by thirty six (36) inches with all information evenly spaced and organized in a readable manner. The sign shall include the proposal, project description, time, date, location of neighborhood meeting, the names and telephone numbers citizens may call with complaints and applicant and City of Maricopa contacts, including name and telephone number. The sign shall be placed on the property in a location determined by the Planning Department or authorized designee.
- C. The Planning Department or authorized designee shall be responsible (i) to review and approve the property owner notification, newspaper advertisement, neighborhood meeting sign and neighborhood meeting location; (ii) to notify the applicant to proceed with the neighborhood meeting; and (iii) for mailing the property owner notifications provided by the applicant.
- D. Prior to holding the neighborhood meeting, the applicant shall receive written approval from the Planning Department or authorized designee.
- E. The applicant shall notify all applicable school district(s) not less than thirty (30) calendar days prior to any neighborhood meeting or public hearing on a (i) general plan amendment; (ii) new specific area plan or amendment to an existing specific area plan or (iii) rezoning request or text amendment to the Zoning Ordinance. The applicant shall provide the Planning Department with a letter from the applicable school district(s) indicating that the applicant has contacted and met with the school district(s). Such letter shall be submitted to the Planning Department not

less than seven (7) calendar days prior to any public hearing on a (i) general plan amendment; (ii) new specific area plan or amendment to an existing specific area plan or (iii) rezoning request or text amendment to the Zoning Ordinance.

Section 16-4-3 Citizen Participation Report

- A. This section applies only when a citizen participation plan is required to be submitted by an applicant.
- B. The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing. This report will be attached to the Planning Department's public hearing report.
- C. At a minimum, the citizen participation report shall include the following information:
 - 1. Details of techniques the applicant used to involve the public, including:
 - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters, maps and other publications;
 - c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located;
 - d. A copy of the sign in sheet from the neighborhood meeting which shall include attendees signature, physical property address, date and the following language "This sign in sheet is intended to serve as proof that public input was pursued. Your personal information will not be used for solicitation purposes";
 - e. A picture of the posted neighborhood meeting sign showing the date and time at which the picture was taken; and
 - f. A newspaper clipping of the legal advertisement as published

in the newspaper of general circulation in the City of Maricopa.

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.
3. Minutes of the neighborhood meeting(s).