

Town of Carefree

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CITIZEN PARTICIPATION ORDINANCE
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Article 1. CITIZEN PARTICIPATION PLAN

Section 1.01. When Required

1. Every application which requires a review by the Planning and Zoning Commission and/or Town Council shall include a citizen participation plan which must be implemented prior to the first meeting at which the application is reviewed, provided:
 - A. The Town Administrator shall have authority to waive requirements of this ordinance for minor variances and non-controversial applications.

Section 1.02. Purpose

1. The purpose of the citizen participation plan is to:
 - A. 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.
 - B. Ensure that the citizens and property owners of Carefree 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.
 - C. Facilitate ongoing communication between the applicant, interested citizens and property owners, Town staff, and elected officials throughout the application review process.
 - D. The citizen participation plan is not intended to produce complete consensus on all applications, but to insure Carefree citizens have an opportunity to become informed and to participate in the early planning process.

Section 1.03. Plan Requirements

1. At a minimum the citizen participation plan shall include the following information:
 - A. A list of residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application.
 - B. A statement on how those interested in and potentially affected by an application will be notified that an application has been made.
 - C. A statement on how those interested and potentially affected parties will be informed of any proposed development, change, or amendment.
 - D. A statement on how those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any

concerns, issues, or problems they may have with the proposed development, change, or amendment in advance of the public hearing.

- E. A proposed schedule for completion of the citizen participation plan including specific dates and times.
- F. A statement on how the applicant will keep the Town informed on the status of their citizen participation efforts.

Section 1.04. Who Should be Included in the Citizen Participation Plan

1. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site.
2. The list of parties to be included will be determined by the applicant and the Planning Department.
3. At a minimum, the requirements shall include the following:
 - A. Property owners within five hundred feet of the boundary line of the development site.
 - B. The head of any homeowners association within five hundred feet of the boundary line of the development site.
 - C. Other interested parties who have requested that they be placed on the notification list which is maintained by the Planning Department.
 - D. These requirements apply in addition to any notice provisions required in the zoning ordinance.

Section 1.05. When Can the Citizen Participation Plan be Started

1. After the required pre-application meeting and consultation with the Planning Department staff, the applicant may submit a citizen participation plan and begin implementation prior to formal application provided the plan shall be submitted no later than the date of formal application.

Article 2. CITIZEN PARTICIPATION REPORT

Section 2.01. Written Report Required

1. A report is required whenever a citizen participation plan is required by this ordinance.
2. The applicant shall provide a written report on the results of their citizen participation effort prior to the scheduling of the application for review by the Planning and Zoning Commission or Town Council.

3. This report will be attached to the Planning Department's Case Summary report.
4. At a minimum, the citizen participation report shall include the following information:
 - A. A lists of ways the applicant used to involve the public.
 - B. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
 - C. A copy and list of all mailings including content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
 - D. A description of where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located.
 - E. The names and addresses of all people that participated in the process.
 - F. A summary of concerns, issues and problems expressed during the process.
 - G. The substance of the concerns, issues, and problems and how the applicant has addressed or intends to address these concerns, issues and problems.
 - H. A list of the concerns, issues and problems the applicant is unwilling or unable to address and why.

**TOWN OF CAREFREE
PROPOSED CITIZEN PARTICIPATION PLAN
CHECKLIST**

DATE: _____ PROJECT NAME: _____ FILE NO: _____ ZONING: _____ REVIEWER: _____	
X In The Column Means The Information Is Needed Or Not Properly Addressed	
A written citizen participation plan is required	
Attach a cover page titled "Citizen Participation Plan" showing: 1. Project name 2. Address 3. General location, i.e., Northwest Corner of 4. Existing use of the property, i.e., vacant 5. The request, i.e., to rezone the property from _____ to _____ 6. Owner's name, address, phone and fax 7. Applicant's name, address, phone, and fax 8. Contact name, address, phone, and fax	
Provide a list of parties that may be affected by the application. 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 final list of parties to be included will be determined by the applicant and the Planning Department. 1. Residents and property owners within 500 feet of the boundaries of the application (this is minimum, a larger area may be required) 2. The head of any homeowners' association within five hundred feet of the boundaries of the application (this is minimum, a larger area may be required) 3. Other interested parties who have requested that they be placed on the notification list (check with the Planning Department) 4. All cities, towns and Maricopa County that are within ¼ mile of the boundaries of the application (this is minimum, a larger area may be required) 5. Wastewater service company 6. Water service company 7. Rural Metro	
A statement on how the above parties will be notified	
A statement on how the above parties will be informed of any proposed amendments	
A statement on how the above parties will be provided an opportunity to discuss the applicant's proposal with the applicant in advance of any public hearing	
A proposed schedule for completion of the citizen participation plan including specific dates and times.	
A statement on how the applicant will keep the Town informed on the status of their citizen participation efforts.	

**TOWN OF CAREFREE
CITIZEN PARTICIPATION REPORT
CHECKLIST**

DATE: _____ PROJECT NAME: _____ FILE NO: _____ ZONING: _____ REVIEWER: _____	
X In The Column Means The Information Is Needed Or Not Properly Addressed	
A written citizen participation report is required.	
Attach a cover page titled "Citizen Participation Report" showing: 1. Project name 2. Address 3. General location, i.e., Northwest Corner of 4. Existing use of the property, i.e., vacant 5. The request, i.e., to rezone the property from _____ to _____ 6. Owner's name, address, phone and fax 7. Applicant's name, address, phone, and fax 8. Contact name, address, phone, and fax	
Provide a list of parties that were notified of the project.	
Provide a general description of where notified parties are located.	
Provide a list of ways the applicant used to involve the public.	
Provide a list of dates and locations of all meetings 1. Provide a copy of all mailings showing the date mailed 2. List number of all mailings by type (letters, meeting notices, newsletters, etc.)	
Provide a list of parties that participated in the process.	
Provide a summary of concerns, issues and problems expressed during the process.	
Provide a detailed description of the concerns and how the applicant has addressed them.	
Provide a detailed description of the concerns the applicant will not address and why.	