

Town of Clifton General Plan Update Public Participation Plan

The Town of Clifton, Always a Step Ahead!



Bridging the Past with the Future



Economic Development ♦ Sense of Place ♦ Access/Mobility ♦ Quality of Life ♦ Character ♦ Identity



Adopted May 10, 2018

Town of Clifton General Plan Update Public Participation Plan

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Adopted May 10, 2018

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Where the Trail Begins!

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Growing Smarter Act

Growing Smarter Plus legislation, which became effective in May 2000, builds upon the 1998 Growing Smarter Act. These requirements created a new framework for the land-planning process in cities and counties within the State of Arizona. The Town of Clifton General Plan Update must meet of Growing Smarter and Growing Smarter Plus requirements and other applicable requirements outlined in Arizona Revised Statutes.

Clifton General Plan

The Arizona Revised Statutes requires that each municipality adopt a comprehensive, long-range general plan to guide the community's physical development. The purpose of the general plan is to:

- Express the community's vision
- Identify the community's goals and development priorities
- Serve as a policy guide for local decision-making
- Fulfill legal requirements created by state law

The Town of Clifton General Plan serves as the road map containing the policy direction to create a healthy community with a vibrant economic base.

The Public Participation Plan

ARS 9-461.06 requires municipalities to 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. This Public Participation Plan exceeds the requirements of the Growing Smarter and Growing Smarter Plus Acts as amended.

Legislative Framework

ARS 9-461.06 requires municipalities to adopt written procedures that provide for:

- The broad dissemination of proposals and alternatives.
- The opportunity for written comments.
- Public hearings after effective notice.
- Open discussions, communications programs and information services.
- Consideration of public comments.

It also requires municipalities to 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, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the general plan.

Public Participation Plan

Organization

The Town of Clifton General Plan will be prepared under the direction of the Town's planning agency, the Town of Clifton Planning and Zoning Commission and the Town of Clifton Mayor and Council. Town staff in partnership with The Planning Center team will be directly responsible for overseeing and managing the General Plan effort, facilitating public input and developing the Plan's content. The following groups will play significant roles guiding the preparation of the General Plan:

- Residents;
- Land Owners;
- Major Employers and Business Owners;
- Neighborhood Organizations and HOA groups;
- Interest Groups; and
- Other Stakeholders.

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This Public Participation Plan includes outreach efforts to engage a wide variety of stakeholders, including residents, land owners, major employers, business owners, various agencies, adjacent jurisdictions, interest groups, development and conservation entities, chambers of commerce and other stakeholders. The public involvement process will include the following stakeholder teams:



Stakeholder Team Meetings will include:

- Overview and Summary of Findings;
- PowerPoint Presentations;
- Questions and Answers
- Workshop/Visioning Sessions.

Stakeholders at these three levels will have the opportunity to review and comment on findings, make informed decisions, and provide input throughout the different phases of the General Plan Update at major project milestones. In addition, all stakeholders will have the opportunity to provide additional input during public hearings in front of the Planning and Zoning Commission and the Town of Clifton Mayor and Council.

Youth, homebound seniors, younger families and non-English speakers are usually less likely to attend organized meetings for a variety of valid reasons. Responding to the needs of these populations, the Project Team and Town ambassadors will do outreach to these groups in appropriate ways by attending and participating in community events, through electronic media contact, and visits to social meetings and gatherings.

Major Public and Private Land Owners and Other Jurisdictions

Major land owners including the Arizona State Land Department, the Bureau of Land Management, Forest Services, school districts, Greenly County and other jurisdictions owning land in the Town of Clifton, and owners of large tracts of land will have opportunities to provide comment and review at all stages of the planning process.

Alignment of planning efforts is key to preparing a General Plan that works for the Town, supports the region and can be successfully implemented and funded. Town Staff will offer to meet with all municipal, County, and special district jurisdictions receiving Town services. The regional agency, Southeastern Arizona Association of Governments (SEAGO) has been invited to participate in the planning process. Police, Fire districts, and school districts will be invited at key points in the planning process to discuss various aspects of the General Plan, solicit input, and coordinate with their planning efforts.

All pertinent agencies and jurisdictions will be formally invited to provide additional input during the required 60-day review prior to the Public Hearing phase of the project. Staff will work with the State Land Department to keep them informed and offer opportunities to participate in the Town's planning process.

The Town will, as required by state law, inform known sand and gravel mine owners of its planning process and invite them to participate in the planning process as major employers.

Public Service Providers

Physical infrastructure, fire, police and emergency services, public and private utilities, animal shelter and any other service providers will have opportunities to provide comment and review at all stages of the planning process.

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Volunteer-based Non-profit Groups

Volunteer-based non-profit groups serving the community are vital to the success of the Clifton General Plan Update. These groups will have ample opportunities to comment and review at all stages of the planning process. These organizations may also assist with the dissemination of digital materials and information to their members and networks.

Stakeholder Management

The Town of Clifton staff will compile and monitor a list of stakeholders, both external and internal to the Town, to determine whether targeted outreach efforts are appropriate. The Town will contact stakeholders and stakeholder groups regarding General Plan events or public meetings. Stakeholder management will primarily be the responsibility of the Project Management Team with direction from the Project Guidance Team.

Meetings and Community

Events Attendance

Meetings and community events attendance can be requested by members of the public. Staff will work with the interested parties (neighborhood groups, HOAs, business or trade groups, social service entities) to attend and engage with the group during the General Plan planning process. Engaging Town of Clifton employees in meetings and events attendance is also important. Department employees are subject matter experts and the Project Team will seek their involvement in solutions and strategies.

Project Teams

Project Management Team

The project management team includes the Town of Clifton Project Manager designated for this project and the Consultant Team Project Manager and Lead Planner. The Project Management Team includes:

- Planning Director
- Town Manager
- Project Manager, The Planning Center
- Lead Planner, The Planning Center

The Project Management Team will meet on a regular basis (1 monthly meeting or conference call) to monitor General Plan progress, identify strategic issues associated with the Plan's development, and ensure that project goals and objectives are addressed in an appropriate and timely manner.

Project Team

The project team includes members of the Consultant Team and of the Town of Clifton various department at the discretion of the Town's Project Manager.

The Guidance Team

The Guidance Team provides guidance and technical advice to The Project Team. The Guidance Team will at a minimum be comprised of one member of the Planning and Zoning Commission, key administrators and City department directors or managers who will have direct responsibility for ultimately implementing the General Plan once adopted. This Team will meet at key stages of the planning process to provide guidance to the Project Management Team.

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The Guidance Team is expected to actively engage in the creation of the Plan and identify strategies and policies to be included in the Plan. Four meetings during the lifespan of the planning process are anticipated. Individual meetings with department directors and managers who may or may not be on the Project Guidance Team will also take place as necessary.

The Guidance Team includes representatives from:

- Town of Clifton Mayor and Council
- Town of Clifton Planning and Zoning Commission
- Town of Clifton Manager's Office
- Adjacent Jurisdictions
- SEAGO, the Regional Agency
- Arizona Department of Transportation (ADOT).
- Greenly County Flood Control.
- Greenlee Regional Airport Authority
- School Districts
- Freeport-McMoRan
- Clifton Historical Society
- Art Coalitions
- Healthcare & Healthy Lifestyles
- Parks, Recreation and Open Space
- Public Land Owners (BLM, State Land Department, etc.)
- Town staff from the various departments (planning, housing, public works, transportation, water, sewer, etc.).
- Any other representative acting in a technical advisor capacity within the Town or region.

The Stakeholders Team

The Stakeholders Team includes major private land owners and other major stakeholders in the community. They assist in defining a vision that supports community needs and invigorates economic development. This team may include, at minimum:

- Major Private Land Owners
- Other Major Employers
- Business Owners
- Realtors and Land Developers
- Chamber of Commerce
- Home Owners Associations (HOAs)

Consultant Team

The Consultant Team will consist of The Planning Center - spearheading this project - and Atwell Consulting as subconsultants.



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Town of Clifton Public Involvement Policy

ARS 9-461.06 requires municipalities in the State of Arizona to adopt a public involvement policy to guide the update and amendment of general plans. This policy describes the basic steps that the Town of Clifton (the Town) will take to inform residents, business owners, and other stakeholders of updates and amendments to the Town of Clifton General Plan (the General Plan) and to involve them in the general plan planning and decision-making processes.

The process described below does not limit the Town in taking other steps to inform or involve residents in the plan update process. Additional steps could include and are not limited to holding additional meetings, distributing information via website, newsletters, and social media, placing articles in Town publications or conducting surveys.

Public Involvement Goals and Policies

GOAL: PROVIDE OPPORTUNITIES FOR EFFECTIVE AND CONTINUOUS PUBLIC PARTICIPATION THROUGHOUT THE GENERAL PLAN UPDATE AND MAJOR AMENDMENTS PLANNING PROCESSES.

Policy 1:

Make reasonable efforts to involve the public and affected entities in the planning process of the General Plan update.

Policy 2:

Support open discussions, innovative planning processes, communication programs, and information services to encourage public involvement in the General Plan Update process.

Policy 3:

Provide effective, early and continuous public participation that encourages involvement from all geographic, ethnic and economic areas of the Town.

IMPLEMENTATION MEASURES

- a. Form a General Plan Guidance Team early in the process to provide regular and ongoing technical support and expertise to the General Plan update process.
- b. Invite to the Guidance Team representatives from:
 - ~ Town Departments;
 - ~ Local, regional and state agencies;
 - ~ Southeastern Arizona Association of Governments (SEAGO) the regional agency;
 - ~ Adjacent jurisdictions;
 - ~ Other public institutions (such as school districts); and
 - ~ Major Employers
- c. Hold at least four Guidance Team meetings during the preparation of the General Plan update at major project milestones.

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- d. Seek guidance from the Guidance Team to identify major stakeholders.
- e. Include seniors and youth in the public participation process.
- f. Keep the public informed about the General Plan process, and provide opportunities for community participation in the development of the General Plan.
- g. Work with local press and other media to keep the General Plan planning process in the public eye.
- h. Provide information about the General Plan through a variety of venues, which may include, but are not limited to:
 - ~ Information posted on the Town's web page;
 - ~ Information articles in Town newsletters or utility bills;
 - ~ Press releases to the local press, newspapers or newsletters of general circulation, or other media;
 - ~ Town-owned or public cable television or radio; and
 - ~ Attendance to special engagements such as community festivals and events.
- i. Conduct one public meeting prior to the legislatively required Planning and Zoning Commission and City Council Public Hearings.
- b. Accept written comments at all public events and public hearings and in advance of the hearing.

Policy 4:

Provide effective notice of public hearings and meetings regarding the preparation of the General Plan and consideration of major amendments to the General Plan.

IMPLEMENTATION MEASURES

- a. Mail notice of the Planning and Zoning Commission public hearing as required by State Law to the following:
 - 1) Arizona Commerce Authority;
 - 2) Arizona State Land Department;
 - 3) Adjacent Jurisdictions and Native Tribes;
 - 4) School Districts;
 - 5) Public Utility Companies;
 - 6) Greenly County Flood Control District;
 - 7) Southeastern Arizona Association of Governments (SEAGO);
 - 8) Civic, Educational, Professional and Other Organizations;
 - 9) Property Owners and Residents; and
 - 10) Any other entities or individuals that notify the Town, in writing, of their desire to be notified about the preparation of the General Plan or major amendments to the General Plan.

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Policy 5:

Broadly disseminate proposals and alternatives in sustainable formats.

IMPLEMENTATION MEASURES

- a. Make digital copies of the plan or major plan amendments available to the entities required by State Law and to members of the public who request a copy of the plan or major plan amendment.
- b. Publish at least once in a newspaper of general circulation notice a general Plan Schedule containing the date, time, and location of all public meetings regarding the preparation of the General Plan or major amendments to the General Plan.
- c. Make available digital copies of the draft final plan and proposed major amendments to the General Plan for review at Town Hall, local library, the Town website, and other appropriate locations identified by the Town.
- d. At least sixty (60) days before the General Plan or major amendment is noticed, the Town of Clifton Planning Agency shall submit a digital copy for review and further comment as part of the **60-day Agency Review** period to:
 - 1) The Planning Agency of the County;
 - 2) Adjacent jurisdictions and Native Tribes;
 - 3) Southeastern Association of Governments (SEAGO);
 - 4) The Arizona Department of Transportation (ADOT);
 - 5) The Arizona State Land Department (ASLD);
 - 6) The Arizona Commerce Authority;
 - 7) The Arizona Department of Water Resources (ADWR); and
 - 8) The Arizona Department of Environmental Quality (ADEQ).
- e. Provide a digital copy to any person or entity that requests in writing to receive a review copy.