

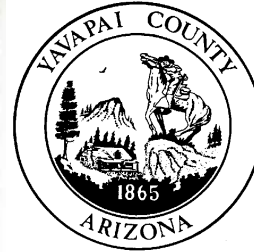
PROCEDURE FOR CASE PRESENTATION AT A P&Z COMMISSION PUBLIC HEARING:

- Chairman will announce the case.
- Staff will present an overview of the case, analysis, evaluations, and findings.
- Commission will ask questions of staff.
- The applicant and/or representative will present their request.
- Commission may question the applicant and/or representatives at the conclusion of their presentation.
- After the applicant/agent's presentation is finished, the Commission will then ask if anyone else wishes to speak on the current case.
- The Commission may ask questions of each speaker when they finish their presentation.
- After everyone has been given the opportunity to speak, the Chairman will permit the applicant/agent to respond.
- The Commission will take action on the application by recommending one of the following three motions: defer or continue the matter, denial, or approval with conditions or stipulations.
- The Commission's recommendation is forwarded to the Board for final action.

Note: (Board of Supervisors procedures are similar.)

ADDITIONAL SUGGESTIONS FOR APPLICANTS

- Take the time to understand the ordinances and the process.
- If you intend to submit new information for consideration at the public hearing, you should make them available to the assigned planner prior to the hearing.
- The time between the application submittal and the hearing is used by the planners to evaluate your request based on reviewing agency comments. If we have questions, we will call you.
- You or your representative must attend the meeting. You will be asked for your comments. Keep your remarks brief and to the point.



Development Services Department Locations:

Prescott Office

1120 Commerce Dr.
Prescott, AZ 86303



928-771-3214



928-771-3242

Cottonwood Office

10 S. 6th St.
Cottonwood, AZ 86326

928-639-8151

Web Page: <http://www.yavapai.us>
E-mail: Planning@yavapai.us

Yavapai County Government *Arizona*

Yavapai County Development Services Department

Public Hearing Process And Public Involvement

- Planning and Zoning Commission
- Board of Supervisors

1120 Commerce Dr., Prescott



10 S. 6th St., Cottonwood



GOALS FOR THE PUBLIC HEARING PROCESS AND PUBLIC INVOLVEMENT

- Make the public hearing process open and understandable to citizens and applicants.
- Explain requests and attempt to resolve major issues prior to the public hearing.
- Assist residents and applicants in becoming more effective in presentations and communicating ideas.
- Provide prompt efficient service to the public.
- Assist the public in the processing of Hearing Applications.

THE NOTIFICATION PROCESS

Public input is requested and often required throughout the public hearing process. The public notification and public hearing process is designed to encourage comment as early as possible. The purpose of the public notice is to advise the general public of an impending land use hearing. The County has three methods of public notification that are required by Ordinance and state statutes for every hearing application:

1. **NEWSPAPER:** All legal notices of an agenda item are published in a newspaper of general circulation between 10 and 15 days prior to the hearing.
2. **POSTINGS:** It is required to post the site of each item to be heard by the Planning Commission with legal notices at least fifteen (15) days in advance of the hearing.
3. **MAILINGS:** Adjacent property owners within 300 or 1,000 feet of the proposal are notified by first-class mail of items to be heard by the Planning Commission.



LOCATION AND SCHEDULE OF PUBLIC HEARINGS

There are two Planning and Zoning Commission meetings per month, one in Prescott and one in Cottonwood, each beginning at 9:00 a.m. The Prescott meetings are usually held the first Wednesday of every month at 1015 Fair Street, Prescott. The Cottonwood meetings are usually held on the third Wednesday of every month at 10 S. 6th St., Cottonwood. For a schedule of meeting dates, please check our website at: <http://www.yavapai.us/meetings>

Meetings dates can be affected by holidays

MEETING CALENDARS for each public body are published yearly and available at the Development Services Department or on the County web site. Prior to each public hearing, an **AGENDA** which contains all items and the order in which they will be heard is printed. This agenda can be picked up 3 days prior to the meeting at the Development Services Department or at the time of the scheduled meeting. The **DETAIL AGENDA** is printed after the hearing and contains the recommendation of an item by the Planning and Zoning Commission. The Commission makes a recommendation to the Board and following the Board of Supervisors meeting the **MINUTES** of the meeting and **DISPOSITION OF HEARING** which describes the action taken on each item by the Board of Supervisors are also made available to the public.

CITIZEN PARTICIPATION REQUIREMENT

In most cases, an applicant is required to meet with citizens before a submittal is made. The Citizen Participation process typically includes contacting a neighborhood group or adjacent residents. This should be done under the guidance of the Citizen Participation Ordinance.

The applicant's goal at this meeting should be to explain the proposal, answer questions and give accurate information. By doing this, minor conflicts may be resolved, rumors avoided and the applicant will receive feedback from the neighborhood.

PUBLIC MEETING CONDUCT

If you plan to make a presentation at a public hearing we suggest the following guidelines:

- Keep in touch with the planner assigned to the item. The planner can notify you of postponement or new information.
- There will be a sign-in sheet in the meeting room. We ask that you please sign-in when you speak at a public hearing.
- Speak to the issue at hand. Be forthright and state your name and whether you are for or against the application
- Give letters, petitions, and other documentation to the assigned planner in advance of the meeting. Written copy of your statements including your name or organization aids your presentation. The planner will see that it is distributed to the members of the Commission.
- There is a 3 minute time limit on comments, please try to be as brief as possible, and don't repeat comments made by others.
- If there are many people that are interested or intend to speak on the same subject you may want to select one representative to give the groups' position. Anyone wishing to address the item, however, may speak.
- Direct your comments to the Chairman at all times, not the applicant or staff.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission consists of ten (10) individuals appointed by the five (5) elected Board of Supervisors as advisors on land use matters. The Commission includes two (2) members from each supervisor district with terms of four years. The basic duties of the Commission are to hold public hearings on all matters relating to Planning and Zoning and to make recommendations to the Board of Supervisors on all land use, subdivisions, and comprehensive plan proposals. Commissioners are non-paid volunteers who have the right to express their opinions based on their experience and the right to vote their conscience.