



PLANNING & ZONING MEETING PROCESS AND PUBLIC INVOLVEMENT

YAVAPAI COUNTY DEVELOPMENT SERVICES

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OPEN · TRANSPARENT · ACCESSIBLE · COMMUNITY-FOCUSED

WHAT TO EXPECT AT THE MEETING

- 1 The Chairman will announce the case and open the hearing.
- 2 Staff will present an overview of the application, including analysis, evaluation, and findings. The Commission may ask Staff questions.
- 3 The Applicant and/or Representative will be asked to present their request. The Commission may ask questions following the presentation.
- 4 At the Chairman's discretion, the hearing will be opened to the public — first for those in support of the proposal, then for those in opposition.
- 5 A time limit may be imposed for each speaker.
- 6 The Chairman will close public participation.
- 7 Once public participation is closed, the Commission will engage in additional discussion and may ask further questions.
- 8 The Commission will then open for a motion, allow discussion among members, and take a vote. As an advisory board, the Commission's recommendation is forwarded to the Board of Supervisors for final action.

WORKING TOGETHER

Our goal is to make the public hearing process open, transparent, and understandable for both citizens and applicants. Our Staff is committed to providing prompt and efficient service — from helping clarify requests prior to the hearing, to assisting applicants and the public in navigating the process.

Your cooperation helps ensure meetings run smoothly. We encourage public participation and make every effort to notify the community. We welcome your input and invite you to attend, participate, and make your voice heard.

PLANNING & ZONING COMMISSION

The Yavapai County Planning & Zoning Commission is made up of **ten (10) members**, with two appointed from each of the five supervisor districts by the Board of Supervisors. Members serve four-year terms as non-paid volunteers. The Commission holds public hearings on all planning and zoning matters and makes formal recommendations to the Board of Supervisors on land use, subdivisions, use permits, rezoning, ordinance amendments, and comprehensive plan proposals.

Once an application meets all development standards and code requirements, it is scheduled for a public hearing. The Commission issues a formal recommendation to the Board of Supervisors, who holds their own hearing approximately one month later to make the final decision.

NOTIFICATION PROCESS

All notifications are provided at least **15 days prior** to the hearing:

NEWSPAPER — Published in a newspaper of general circulation at least 15 days prior to the hearing.

POSTINGS — Posted at the site of the proposed project at least 15 days prior to the scheduled hearing.

MAILINGS — Adjacent property owners of county record notified by first-class mail prior to the hearing.

WEBSITE — Agenda notices posted on the county website at least 24 hours prior to each meeting.

MEETING SCHEDULE

Meetings are held the 1st and 3rd Thursday of every month following the Board of Supervisors regular meeting schedule, beginning at 9:00 a.m. Agendas are available at both offices and at www.yavapaiaz.gov. The public will have access to the meeting place 15 minutes before the start time. Meeting minutes or a recording will be available within three working days per A.R.S. § 38-431.01(D).

PUBLIC MEETING CONDUCT

If you plan to speak at a public hearing, please follow these guidelines

All public participation is at the discretion of the Chairman. Contact Planning Staff prior to the meeting for information on how to participate.

Fill out a blue public participation form available on location before the meeting begins and give it to Staff.

State your full name and whether you are in support of or opposed to the application. Speak directly to the matter being considered.

Be brief and avoid repeating comments already made by others. The Chairman may set a time limit on public comments.

If multiple people wish to speak on the same topic, consider selecting one representative to present the group's position.

Always direct your comments to the Commission, not the applicant, staff, or public.

Letters, petitions, or supporting documents must be submitted to staff at least 24 hours before the meeting so all Commissioners can review materials beforehand.

For further information, see A.R.S. §38-431.01(H) and Ariz. Att'y Gen. Op. No. 178-00.

PUBLIC PARTICIPATION

While the public is welcome to attend all public meetings, participation in discussions is not required by law. The Commission may set reasonable guidelines including time limits and ground rules such as civility, appropriate language, and equal treatment of all speakers. (A.R.S. §38-431.01(H); Ariz. Att'y Gen. Op. 199-006)

Public calls are permitted but not required. Ground rules apply to all speakers equally — civility and respectful language are always expected.