



# 14. PLAN ADMINISTRATION

The State of Arizona requires that the City Council, "shall adopt 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." Statutes also require public demonstration of proposals and related information, discussions, written comments, public hearings and effective public notification which enables involvement by all affected groups and organizations.

## A. PLAN DEVELOPMENT AND CITIZEN REVIEW

The City of Cottonwood recognizes the importance of public participation in the development and amendment of the City's General Plan. The policy described by this section has been adopted by the City Council and is intended to guarantee adequate citizen involvement opportunities, public notification and the development of local input regarding issues. At a minimum, the following techniques of public involvement will be observed in association with General Plan development and any major amendment to the plan:

### 1. PUBLIC MEETINGS AND OPPORTUNITIES FOR COMMENT

- a. **Advance Informational Meetings:** The City shall conduct public information meetings regarding the intended review and or amendment to the General Plan, prior to the development of plan components or amendments or consideration by the Planning and Zoning Commission. Issues and public input received during this process will be considered in the development of plan revisions.
- b. **Neighborhood Meetings:** Site-specific amendments to the Proposed Land Use Map will require a neighborhood meeting a minimum of 30 days prior to hearing review by the Planning and Zoning Commission.
- c. **Regular Public Hearing Review and Updates:** Review of the General Plan and any amendment to the General Plan will be included as part of Planning and Zoning Commission agendas during the process of review and adoption.
- d. **Special Public Work Sessions:** Public work sessions will be held by either City staff or the Planning & Zoning Commission specific to each component of the plan under review in order to better enable public input and participation in the development of those components.

### 2. 60-DAY PUBLIC AND AGENCY REVIEW PROCESS

The State of Arizona under ARS §9-461.06.C requires a 60-day review period during which specific agencies, the public and anyone who requests information regarding the plan are invited to review the General Plan, an element or major amendment to the General Plan before adoption by City officials. The City of Cottonwood shall observe the following guidelines in this process:

- a. **Draft Plan:** In accordance with Statute, the Planning & Zoning Commission will present a draft plan to the City Council and for public review a minimum of 60 days prior to



advertisement of public hearing review and consideration for approval by the Planning and Zoning Commission and the City Council.

- b. **Agency Review:** In addition to the general public, affected agencies identified in this policy will also receive a copy of the draft plan as part of the 60 day review process.
- c. **Open Houses:** The City will also conduct open houses during this period to provide further information to the public regarding the plan contents and as additional opportunities for public education and comment.
- d. **Website:** The draft plan and/or any major amendment will also be made available on the City's website as part of the 60-day review process.

### 3. INTER-AGENCY REVIEW AND COORDINATION

- a. Information regarding adoption or any major amendment of the Cottonwood General Plan will be sent to the following agencies/officials in accordance with ARS § 9-461.06 (B) and (C):

- 1) City of Cottonwood City Council and Planning and Zoning Commission.
- 2) Yavapai County Development Services Department.
- 3) Northern Arizona Council of Governments
- 4) Arizona Department of Commerce
- 5) Town of Clarkdale
- 6) Town of Camp Verde
- 7) Arizona Department of Water Resources (if the water element is affected)
- 8) Any other individual or agency that requests to be notified of General Plan matters

- b. In addition to the above agencies, any major amendment or development of a new element to the Cottonwood General Plan will be sent to the following agencies/officials:

- 9) Yavapai County Public Works Department
- 10) Mingus Union High School District
- 11) Cottonwood-Oak Creek School District
- 12) Cottonwood Chamber of Commerce
- 13) Arizona Public Service Company
- 14) Cottonwood Water Works
- 15) Clemenceau Water Company
- 16) Cordes Lakes Water Company
- 17) Citizens Utilities Company
- 18) QWEST Communications
- 19) Cable One
- 20) Block Watch Captains
- 21) Cottonwood Ranch HOA
- 22) Verde Village Property Owners Association
- 23) Clemenceau Historical Society
- 24) Old Town Association
- 25) Yavapai - Apache Nation
- 26) Arizona State Land Department
- 27) Cottonwood Ditch Association
- 28) Dead Horse Ranch State Park / Verde Greenway



- 29) Tuzigoot National Monument
- 30) Prescott and Coconino National Forests
- 31) Verde Valley Fire District
- 32) Yavapai County Environmental Services
- 33) Yavapai County Health Department
- 34) Verde Watershed Association
- 35) Dead Horse Ranch Trails Coalition
- 36) US Fish and Wildlife Service
- 37) Verde Valley Transportation Planning Organization
- 38) Arizona Game and Fish Department
- 39) Arizona Department of Transportation
- 40) City of Sedona
- 41) Cottonwood City Manager
- 42) Cottonwood Community Development Director
- 43) Cottonwood Finance Director
- 44) Cottonwood Fire Chief
- 45) Cottonwood Police Chief
- 46) Cottonwood Parks & Recreation Director
- 47) Cottonwood Public Works Director
- 48) Cottonwood Area Transit System Director

#### 4. REVIEW OF COMMENTS

All comments received regarding the development of the General Plan, or in response to any proposed amendment to the General Plan will be made available for public review and presented to the Planning and Zoning Commission and to the City Council for their consideration prior to approval.

#### 5. PUBLIC HEARING REVIEW AND APPROVAL

- a. In accordance with ARS §9-461.06.D, all requests for adoption or amendment of the General Plan shall be subject to a minimum of two (2) public hearings; one by the Planning and Zoning Commission and one by the City Council.
- b. Approval of a major amendment by the City Council shall be by a two-thirds vote. All major amendments to the general plan shall be presented at a single public hearing during the calendar year the proposal is made. (ARS §9-461.06.G.)

#### 6. PUBLIC VOTE

Following Council approval, the General Plan must be approved by a vote of Cottonwood citizens. As prescribed by Statute (ARS §9-461.06.L), voter consideration of the plan shall occur as part of the City's next regularly scheduled election, or at a special election held a minimum of 120 days following Council approval.

#### 7. TIMELINE FOR GENERAL PLAN REVIEW

As indicated by Statute (ARS §9-461.06.J), the general plan is valid for up to 10 years from the date of adoption. However, the plan may be subject to review before that time at the discretion of the Planning & Zoning Commission or the City Council.



## 8. ANNUAL REPORT

The Planning & Zoning Commission shall submit an annual report to the City Council which provides an overview of the following:

- a. Recent progress made with action items set out by the General Plan (ARS §9-461.07.2).
- b. Compatibility with Capital Improvements Plan (ARS §9-461.07.B).

## B. GENERAL PLAN AMENDMENTS

Because of the central importance of the Cottonwood General Plan, it is desirable to keep the Plan up to date in reflecting major land use policies and trends. From time to time it may therefore be necessary to amend the General Plan, due to the unforeseen demands of progress, technology, growth and development.

### 1. DETERMINING WHEN A PLAN AMENDMENT IS NECESSARY

The Cottonwood General Plan is intended to be responsive to community needs and situations and should be regarded as both flexible and "general" in both the "Proposed Land Use" map and in descriptions of its land use categories. The map is not a zoning map, nor is it parcel specific. The descriptions of various residential land use categories provide for the usual variations in land uses inherent in normal neighborhood development patterns. Nonresidential land use descriptions also provide for a reasonably wide variety of specific development proposals. However, there may be development or land use proposals that are inherently inconsistent with the General Plan, because of their size, intensity, or land use characteristics.

- a. **Proposed Amendments:** The Community Development Director shall have the responsibility to determine if a specific development proposal is significant enough to require amendment of the General Plan. Factors to be reviewed on a case-by-case basis will include the following:
  - 1) Consistency of the land use proposal with the General Plan land use map, and with narrative goals, objectives and policies.
  - 2) The actual proposed change in land use, including density and intensity.
  - 3) Size and general impact of the land use proposal in relation to existing and anticipated area development patterns.

### 2. MAJOR AMENDMENTS

As defined by Statute, a major amendment means "a substantial alteration of the municipality's land use mixture or balance as established in the municipality's existing general plan land use element. The municipality's general plan shall define the criteria to determine if a proposed amendment to the general plan effects a substantial alteration of the municipality's land use mixture or balance as established in the municipality's existing general plan land use element."



- a. **Major Amendment:** A major amendment is a change in a land use designation exceeding 100 acres in size that intensifies land use impacts such as noise or traffic and increases the need for community infrastructure such as water and sewer facilities greater than anticipated in the General Plan. Also, any addition or deletion of a collector or arterial road directly affecting residential development depicted on the Circulation Element (other than the minor shifting in alignment due to site conditions) shall also be considered a major amendment. Development or re-development proposals for areas designated as Planned Development (PLD), Focus Area, or Special Study Area in the Land Use Element, including arterial and collector street alignments, shall not be considered a plan amendment if the proposal, in total, incorporates the principles set out in the text and map for the respective designation.

### 3. INITIATING PLAN AMENDMENTS

As provided by statute (ARS §9-461.06.G), all proposed major amendments must be reviewed at the same public hearing during the same calendar year they are filed. Any applicant considering amendment of the Plan text or Proposed Land Use map is strongly encouraged to contact planning staff regarding specific application requirements and timing.