

City of Safford General Plan Update Public Participation Plan

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City of
SAFFORD

Adopted by City of Safford Mayor and Council
June 2015



City of Safford General Plan Update Public Participation Plan

Prepared for:

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City of Safford General Plan Update Public Participation Plan



Table of Contents

Section	Page
Table of Contents	1
Legislative Framework	2
Public Participation Plan Organization	2
City of Safford Public Involvement Policy	6
Exhibit A: Design Charrette Process	9

City of Safford General Plan Update Public Participation Plan

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 City of Safford General Plan 2015 is required to meet the requirements of Growing Smarter as well as the general plan requirements outlined in Arizona Revised Statutes.

This Public Participation Plan meet or exceed the requirements of the Growing Smarter and Growing Smarter Plus Acts as amended which requires seeking and receiving input from all geographic, ethnic and economic areas of the municipality.

Safford 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 Safford General Plan serves as the road map containing the policy direction to create a healthy community.

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.

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.

City of Safford General Plan Update Public Participation Plan

Public Participation Plan Organization

The Safford General Plan will be prepared under the direction of the Planning and Zoning Commission and the City of Safford Mayor and Council. City staff in partnership with a consulting team led by The Planning Center, Tucson, 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;
- Business and Land Owners;
- Neighborhood Organizations and HOA groups;
- Interest Groups; and
- Other Stakeholders.

This Public Participation Plan includes outreach efforts to engage a wide variety of stakeholders, including residents, business and land owners, governmental agencies, adjacent jurisdictions, interest groups, development and conservation entities, chambers of commerce and others. The public involvement process will include:

- Guidance Team Meetings;
- Major Stakeholders Team Meetings; and
- A 6-day design charrette.

The 6-day Design Charrette is defined in Exhibit A: Included at the end of this Public Participation Plan. The design charrette will include:

- Overview session;
- Targeted meetings with the various teams;
- Visioning process;
- In-person meetings;
- Workshops and open houses; and
- Final Presentation.

Stakeholders will have the opportunity to provide input and comment during several feedback loops throughout different stages of the design charrette in addition to public hearings in front of the Planning and Zoning Commission and the City of Safford Mayor and Council.

As youth, homebound seniors, younger families and non-English speaking minorities are usually less likely to attend organized meetings for a variety of reasons, the City will reach out 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, the Arizona Board of Regents (University of Arizona), Graham County and other jurisdictions owning land in the City of Safford, 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 City, supports the region and can be successfully implemented and funded. City Staff will offer to meet with all municipal, County, and special district jurisdictions receiving City services. The regional agency, Southeastern Arizona Association of Governments (SEAGO) will also be invited to participate in the planning process. 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.

City of Safford General Plan Update Public Participation Plan

All agencies and jurisdictions will also have the opportunity to provide additional input during the required 60-day review prior to moving to the Public Hearing phase of the project. Staff will work with the Land Department to keep them informed and offer opportunities to participate in the City of Safford's Planning process.

The City 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 well.

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.

VOLUNTEER-BASED NON-PROFIT GROUPS

Volunteer-based non-profit groups serving the community are vital to the success of the General Plan. 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 contacts.

STAKEHOLDER MANAGEMENT

City of Safford Staff will compile and monitor a list of stakeholders, both external and internal to the City, to determine whether targeted outreach efforts are appropriate. The City of Safford 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 City of Safford 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 City of Safford Project Manager/Coordinator designated for this project and the Consultant Team Project Manager. The core Project Management Team includes:

- Dustin Welker - Planning and Community Development Director
- Horatio Skeete - City Manager
- Jenny Howard - Public Works Director
- Joe Brugman - Chief of Police
- Lance Henrie - Staff Engineer
- Maria Masque, The Planning Center
- Linda Morales, The Planning Center
- Mary Rodin, Kimley-Horn

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.

City of Safford General Plan Update Public Participation Plan

Project Team

The project team includes members of the Consultant Team and of the City of Safford Planning Department and any other City department at the discretion of the City of Safford Planning Director.

The Guidance Team

The Guidance Team provides 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.

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:

- City Manager's office.
- City of Safford Planning & Zoning Commission.
- Adjacent jurisdictions.
- SEAGO, the regional agency.
- Arizona Department of Transportation (ADOT).
- Graham County Flood Control.
- Safford Regional Airport Representatives.
- City staff from the various departments (planning, housing, public works, transportation, water, sewer, etc.).
- School District
- Public land owners (BLM, State, etc.)
- Any other representative acting in a technical advisor capacity within the City or region.

The Stakeholders Team

The Stakeholders Team includes major land owners and other major stakeholders in the community. They assist in defining a vision that supports community needs. This team may include representatives from:

- Any organization actively working closely with the City in specific ongoing efforts (for example the Safford Downtown Association).
- Chamber of Commerce.
- Area developers
- HOAs
- Major private land owners
- Major employers
- Business owners

Consultant Team

The Consultant Team will consist of The Planning Center - spearheading this project - and Kimley-Horn and Associates. The Safford General Plan Process Organization Chart is provided in Figure 1.



City of Safford General Plan Update Public Participation Plan

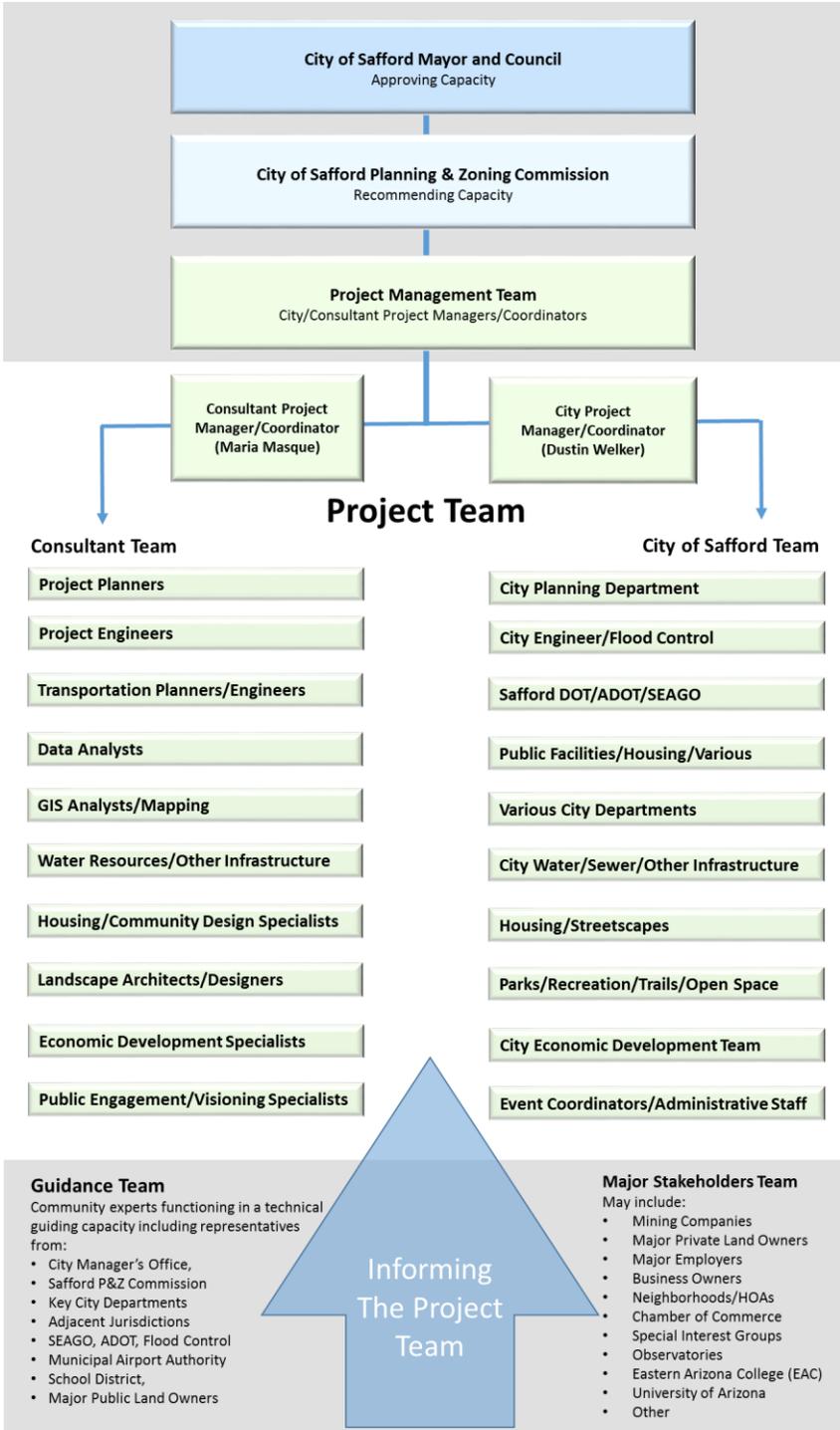


Figure 1: The Safford General Plan Process Organization Chart

City of Safford General Plan Update Public Participation Plan

City of Safford 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 City of Safford (The City) will take to inform residents, business owners, and other stakeholders of updates and amendments to the City of Safford 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 City in taking other steps to inform or involve residents in the plan update process. These steps could include and are not limited to holding additional meetings, distributing information via website, newsletters, and social media, placing articles in City and other 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 Safford 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 City.

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:
 - ~ City of Safford Departments;
 - ~ Local, regional and state agencies;
 - ~ Southeastern Arizona Association of Governments (SEAGO) the regional agency;
 - ~ Adjacent jurisdictions; and
 - ~ Other public institutions (such as school districts).
- c. Hold at least four Guidance Team meetings during the preparation of the General Plan update.

City of Safford General Plan Update Public Participation Plan

- d. Seek guidance from the Guidance Team to identify major stakeholders. Seek guidance from the Guidance Team to launch the Safford General Plan design charrette process.
- e. Include seniors and youth in the public participation process.
- f. Inform the general public of the General Plan process, and provide opportunities for their participation in the development of the 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 City's web page;
 - ~ Information articles in City newsletters or utility bills;
 - ~ Press releases to the local press or other media;
 - ~ City-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) Graham 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 City, in writing, of their desire to be notified about the preparation of the General Plan or major amendments to the General Plan.

City of Safford General Plan Update Public Participation Plan

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 Safford City Hall, local library, the City website, the City of Safford Planning Department and other appropriate locations identified by the City.
- d. At least sixty (60) days before the General Plan or major amendment is noticed, the City of Safford 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 Commerce Authority;
 - 5) The Arizona Department of Water Resources;Any person or entity that requests in writing to receive a review copy.

City of Safford General Plan Update

Exhibit A: Design Charrette Process

What is a Design Charrette?

As defined by the National Charrette Institute, the French word, "charrette" means "cart" and is often used to describe the final, intense work effort expended by art and architecture students to meet a project deadline.



This empowering, engaging and inclusive community involvement process allows the fast transfer of ideas into a cohesive vision, guiding principles and goals. Using conceptual graphics, illustrations, sketches and maps the planning and design team assists participants in envisioning the desired outcome.

A Design Charrette is a three-phase, holistic, collaborative and transparent planning process during which 6-day charrette is held as the central transformative event. The process commences with the Charrette Preparation Phase, which includes analysis of all the pertaining data, followed by the Charrette acting as a fulcrum at the middle phase, and closes with the Plan Implementation Phase.

The charrette is the catalytic event of this dynamic planning process. It is a collaborative event. The goal of the charrette is to produce a feasible plan or conceptual plan that benefits from the support of all stakeholders through its implementation. A multidisciplinary charrette team, consisting of stakeholders, community, support staff and consultants, produces this plan.

During the charrette, the consultant team first solicits the values, vision, and needs of the stakeholders.



Nogales Design Charrette Stakeholders Meeting Sessions

The team then breaks off to create alternative concepts, testing and refining them with the goal of producing preferred concepts.

The charrette is organized as a series of feedback loops through which different stakeholder groups, Guidance Team, property owners, interest groups, neighborhood groups, and community members are engaged at critical decision-making points. These decision-making points occur during stakeholder meetings, focus groups, community visioning sessions, one-on-one meetings, and open houses throughout the course of the charrette.



Consultant Team Conceptual Design/Work Session

City of Safford General Plan Update

Exhibit A: Design Charrette Process

Design Charrette Objectives



*El Mirage General Plan Design Charrette Conceptual Products
El Mirage, Arizona – The Planning Center*

Solution-oriented community conversations, workshops, forums, and one-person interviews are conducted during the Design Charrette. The target audience may include regional entities, jurisdictions, department heads, agency representatives, community stakeholders, developers, business and property owners, neighborhood associations, special interest groups and community members. The Charrette, allows the Consultant team to:

- Dissipate community fears, concerns and anxieties.
- Engage the major stakeholders in solution-oriented dialogue.
- Understand the unique needs of the community.
- Educate participants about the planning process.

This approach funnels all these various perspectives and input to create a mosaic of community needs and ideas. The Consultant team transforms these needs and ideas into guiding principles, goals, policies, action statements, and/or conceptual graphics that illustrate how the resulting policy will address community concerns and needs.

Design Charrette

Draft Schedule/Charrette Structure

Day 1	<p>Morning (8:00 am to 11:00 am) Consultant Team arrival and equipment set up.</p> <p>Noon (noon to 2:00 pm) Working Lunch with Project Team</p> <p>Afternoon (2:00 to 4:00 pm) Photo Tour and Walkabout Consultant Team members</p> <p>Evening (6:00 to 7:00 pm) Community Overview (Mayor's Welcome Address, Team Introductions, Project Overview by Consultant Team)</p> <p>Evening (7:00 to 8:00 pm) Community Visioning Process</p>
Day 2	<p>Morning (9:00 to 11:00 am) Guidance Team Meeting</p> <p>Afternoon (1:00 to 3:00 pm) Developers and Major Property Owners Round Table</p> <p>Afternoon (3:00 to 5:00 pm) Neighborhood Association/HOA Meeting.</p> <p>Evening (6:00 to 8:00 pm) Stakeholders Focus Groups</p>
Day 3	<p>Morning (9:00 to 11:00 pm) Special Interest Groups Round Table</p> <p>Afternoon (1:00 am to 3:00 pm) Business Owners Round Table</p> <p>Afternoon (3:00 to 5:00 pm) One-on-one interviews with major stakeholders/property owners (by appointment).</p> <p>Evening (6:00 pm to 8:00 pm) Open House - Displaying all the results, sketches, ideas and tabulated comments up to this point. Additional input</p>

City of Safford General Plan Update

Exhibit A: Design Charrette Process

Day 4	<p>Morning (9:00 am to 5:00 pm) Consultant Team Design/Work Sessions</p> <p>Afternoon (1:00 to 3:00 pm) Youth Visioning Session.</p> <p>Afternoon (3:00 to 5:00 pm) One-on-one interviews with major stakeholders and interest groups.</p> <p>Evening (6:00 pm to Midnight) Consultant Team Work Session – The community is invited to come in, look over our shoulders, watch the project evolve, participate in the planning/conceptual design process and co-create!</p>
Day 5	<p>(9:00 am to 11:00 am) Consultant Team Work Session</p> <p>Afternoon (1:00 to 5:00 pm) One-on-one interviews with major stakeholders and interest groups.</p> <p>Evening (6:00 pm to 9:00 pm) Open House - Displaying all the results, sketches, ideas and tabulated comments up to this point. Additional input</p>
Day 6	<p>Final Presentation (2:00 to 5:00 pm) Presentation including all the work products:</p> <ol style="list-style-type: none"> 1. Overall Vision Statement 2. Character Areas 3. Guiding Principles 4. Proposed Land Uses 5. Growth Areas 6. Conceptual Sketches

Design Charrette schedule and structure will be further refined with the assistance of the Project Management Team, the Project Team and the Guidance Team during Phase I: Initial Project Scoping.



El Mirage Design Charrette Focus Group



San Jose Design Charrette TAC Working Lunch