

effective means of noticing the application hearing.

2. Notice by Mail: The Land Use Specialist shall mail notices by first class mail of the Planning and Zoning Commission hearing, from a list supplied by the applicant, to each real property owner as shown on the last assessment of the property within three hundred feet (300') of a proposed district boundary change.
 - a. Such list shall be certified by a Title Company as current owners, or certified by the applicant as last owners of record in the County Assessor's Office.
 - b. The notice sent by mail shall include, at a minimum, the date, time and place of the hearing on the proposed amendment or change including a general explanation of the matter to be considered, a general description of the area of the proposed amendment or change, and how the real property owners within the Zoning area may file approvals or protests of the proposed rezoning.

SECTION 209 CITIZEN PARTICIPATION

I. CITIZEN PARTICIPATION PLAN

- A. Every applicant who is proposing a project, which requires a public hearing, shall include a citizen participation plan, which shall be implemented prior to the first public hearing. This process shall be started prior to submitting a rezoning, General Plan Major Amendment or Use Permit application. This process should not occur until after the required pre-application meeting and consultation with the Planning and Design Review Division staff.
- B. Purpose:
 1. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.
 2. Ensure that the citizens and property owners within the community have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process.
 3. Facilitate ongoing communication between the applicant, interested citizens and property owners, County staff, Planning Commissioners and elected officials throughout the application review process.
- C. The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision-making.
- D. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined by the applicant after consultation with the Planning and Design Review Division. At a minimum, the target area shall include the following:
 1. Property owners notice area shall be as follows:

Subject Property Size Notice Boundary

 - a. One (1) acre or less – three hundred feet (300')
 - b. More than one (1) acre – one thousand feet (1,000')

2. The head of any homeowners association or community/neighborhood within at least one thousand feet (1,000') radius of the project site unless a greater distance is required by other Sections of this Ordinance.
3. Other interested parties who have requested that they be placed on the interested parties' notification list maintained by the Development Services Department.
4. Those residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application.
5. The Planning and Design Review staff may determine that additional notices or areas be included.

E. At a minimum, the following information regarding the involvement of the target area must be included:

1. How those interested in and potentially affected by an application will be notified that an application has been made.
2. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application.
3. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing.
4. The applicant's schedule for completion of the citizen participation plan.
5. How the applicant will keep the Planning and Design Review Division informed on the status of their citizen participation efforts.

F. These requirements are in addition to any notice provisions required by State Statute and the Planning and Zoning Ordinance.

G. Additional Meetings:

Extenuating circumstances may warrant the Planning and Design Review staff to cause the applicant to hold additional citizen participation meetings including, but not limited to:

1. Timeframe between the last meeting and the date of the submittal.
2. Any substantial changes that have occurred to the development proposal since the last citizen participation meetings were held.

II. CITIZEN PARTICIPATION REPORT

A. The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing. This report will be included in the information provided to the Planning and Zoning Commission by the Planning and Design Review staff at the public hearing on the matter.

B. That the citizen participation report will include the following information:

1. Details of techniques the applicant used to involve the public, including:
 - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;

- c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located;
 - d. The number of people that participated in the process.
2. A summary of concerns, issues and problems expressed during the process, including:
- a. The substance of the concerns, issues, and problems;
 - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process;
 - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.