

# ***City of Douglas General Plan Update Public Participation Plan***

November 2023



***City of Douglas General Plan Update  
Public Participation Plan***



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# ***City of Douglas General Plan Update***

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### **City of Douglas General Plan Update**

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:

- Support the community's vision
- Identify the community's goals and development objectives
- Serve as a policy guide for local decision-makers
- Fulfill state legal requirements

The City of Douglas's General Plan serves as a guide for the City's policy makers to create a sustainable community with future growth.

In 2000, Growing Smarter Plus legislation created requirements for a detailed framework for the land-planning process in cities within the State of Arizona. The City of Douglas General Plan Update must meet the Growing Smarter and Growing Smarter Plus requirements as outlined in Arizona Revised Statutes.

ARS 9-461.06 requires municipalities to adopt written procedures to provide effective, early and continuous public participation in the development and major amendment processes of General Plans from all geographic, ethnic and economic areas of the municipality.

Additionally, ARS 9-461.06 requires municipalities to adopt written procedures that provide for:

- The broad distribution of the update or amendments.
- The opportunity for written comments.
- Public hearings after effective notice.
- Open discussions and communications with 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 government jurisdictions, public utility companies, civic and professional organizations, property owners and citizens to ensure coordination of the proposed plan to properly locate sites for all public purposes in the General Plan.

This Public Participation Plan provides those requirements of the Growing Smarter and Growing Smarter Plus Acts.

### **Public Participation Plan Organization**

The City of Douglas General Plan will be updated under the direction of the City's Management Team, the City of Douglas Planning and Zoning Commission and the City of Douglas Mayor and Council. City staff in partnership with Upfront Planning, LLC 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 creation of the General Plan Update:

- Residents;
- Land Owners;
- City staff and Elected Officials;
- Major Employers and Business Owners;
- Neighborhood Organizations and HOAs;
- Chambers of Commerce; and
- Other Stakeholders.

Additionally, the public involvement process will include an appointed General Plan Advisory Committee (GPAC).

General Plan Advisory Committee (GPAC) Meetings will include:

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- Overview and Summary of Findings of the Visioning Exercises and Background and Existing Conditions Reports;
- Various Project Presentations;
- Questions and Answers;
- Visioning Session.

Committee members will have the opportunity to review and comment on findings, make informed decisions, and provide input throughout the different phases of the General Plan Update at major project milestones. In addition, all committee members will have the opportunity to provide additional input during public hearings in front of the Planning and Zoning Commission and the City of Douglas Mayor and Council.

Youth, homebound seniors, younger families and non-English speakers are usually less likely to attend organized meetings for a variety of valid reasons. Responding to the needs of these populations, the Project Team and the City will do outreach to these groups in appropriate ways by attending and participating in community events, through electronic communication, and attendances at requested meetings and events when possible.

### **Major Public and Private Land Owners**

Major land owners including but not limited to: the Arizona State Land Department, Douglas Unified School District, Cochise County and other jurisdictions owning land in the City of Douglas or adjacent, 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, and can be successfully implemented. City Staff will offer to meet with all municipal, County, and special district jurisdictions receiving City services. Police, 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.

All pertinent agencies and jurisdictions will be formally invited to provide additional input during the required 60-day review prior to the final Public Hearing phase of the project.

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 major employers.

### **Public Service Providers**

Physical infrastructure, fire, police and emergency services, public and private utilities and any other service providers will have opportunities to provide comment and review at all stages of the public planning process.

### **General Plan Advisory Committee List**

The City of Douglas staff will compile a list of committee invitees, both external and internal to the City. The City and Upfront Planning will work together to contact persons and groups regarding General Plan events or public meetings. GPAC management will primarily be the responsibility of the Project Management Team and the City of Douglas will be responsible for reaching out to these members for meetings and agendas.

### **Meetings and Community Event Attendance**

Meetings and community event attendance can be requested by members of the public and provided based on City and Project Team availability. Engaging City of Douglas employees in meetings



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and being present at events is also important. Department employees are subject matter experts and the Project Team will seek their involvement in answering public questions and concerns. The City shall provide a minimum of one public event to be present at to present and inform the public about the General Plan Update and seek comment and input at aside from the City hearings.

### **Project Teams**

#### **Project Management Team**

The Project Management Team includes the City of Douglas Project Manager designated for this project and the Consultant Team Project Manager and Lead Planner. The Project Management Team includes:

- City of Douglas City Planner
- Project Manager, Upfront Planning

The Project Management Team will meet on a regular basis (a minimum of 1 monthly meeting or virtual call/ zoom) to monitor General Plan progress, identify issues associated with the Plan progress, and ensure that project goals, timelines and deliverables are addressed correctly to ensure meeting the project deadline.

#### **The General Plan Advisory Committee (GPAC)**

The General Plan Advisory Committee provides guidance and technical advice to the Project Team. The GPAC will at a minimum be comprised of one member of the Planning and Zoning Commission, one member of the City Council, 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 and review draft documents before they are presented to the Public for review. The General Plan Advisory Committee (GPAC) is expected to actively engage in the creation of the Plan and identify strategies and policies to be included in the Plan. A minimum of three meetings

during the lifespan of the General Plan update process are anticipated with a minimum of two being in person. 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 GPAC shall be created by the Mayor and Council and delegate the authority to appoint GPAC members to the city manager. The designated delegate shall invite 1 representative from and may or may not include:

- City of Douglas Council
- City of Douglas Planning and Zoning Commission
- Arizona Department of Transportation (ADOT)
- Douglas Unified School District #20
- Douglas Airport Authority
- Douglas Area Chamber of Commerce
- Douglas Parks & Rec Department
- SEAGO
- Douglas Public Library
- Douglas Terminal Railroad
- Public Land Owners (BLM, State Land Department, etc.)
- City staff from the various departments (police, fire, public works, etc.).
- Any other representative acting in a technical advisor capacity within the City or region.

#### **Consultant Team**

The Consultant Team will consist of Upfront Planning as the Team Lead for the project.

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## **City of Douglas Public Participation Plan**

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 Douglas (the City) will take to inform residents, business owners, and other stakeholders of updates and amendments to the City of Douglas General Plan (the General Plan) and to involve them in the General Plan planning and decision-making processes.

The process described below details the minimum which will be conducted during the process to ensure public interaction is engaged and received. Additional public engagement methods could be added to the process if more methods appear to be needed to get more effective public responses.

### **Public Involvement Goals and Policies**

**GOAL: PROVIDE OPPORTUNITIES FOR EFFECTIVE AND ENGAGED PUBLIC PARTICIPATION THROUGHOUT THE GENERAL PLAN UPDATE PROCESSES.**

#### **Policy 1:**

Make reasonable efforts to involve the public and affected entities in the planning process of the General Plan update.

#### **IMPLEMENTATION MEASURES**

- a. Provide public outreach via various media including not but limited to: electronic media, print, public hearings, surveys utilizing the City website and in person community events when possible.

#### **Policy 2:**

Support open communication for comment and review of the General Plan Update through: public engagement at a local event, digital engagement through digital review and surveys, and public discussions at the City Planning Commission and City Council during the General Plan Update process through public work sessions and hearings.

#### **IMPLEMENTATION MEASURES**

- a. Provide public ability to provide comment by contacting City staff and the project team through in person events, e-mail comments, website comments, and mail in comments.

#### **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 Advisory Committee early in the process to provide regular and ongoing expertise to the General Plan update process.
- b. Invite to the Advisory Committee representatives from:

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- ~ City Departments;
- ~ Local, regional and state agencies;
- ~ Adjacent jurisdictions;
- ~ Other public institutions (such as school districts); and
- ~ Major Employers and Land Owners
- c. Hold at least three GPAC Team meetings during the preparation of the General Plan update at major project milestones.
- d. Seek guidance from the City Manager and Council to identify major stakeholders.
- e. Include seniors and youth in the public participation process through outreach efforts via in person or virtual meetings or surveys.
- f. Keep the public informed about the General Plan process, and provide opportunities for community participation in the development of the General Plan through the City's website and in person events when possible.
- g. Work with local media to keep the General Plan planning process transparent, visible and available for public comment.
- 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 newsletters of general circulation;
  - ~ City-owned or public cable television or radio; and
  - ~ Attendance to special engagements such as community festivals and events.
- i. Conduct one public work session meeting prior to the legislatively required Planning and Zoning Commission and City Council Public Hearings for vote.
- j. Accept written comments at all public events and public hearings and in advance of the hearing via e-mail or hand written.

### **Policy 4:**

Provide effective notice of public hearings and meetings regarding the preparation of the General Plan Update.

### **IMPLEMENTATION MEASURES**

- a. Public notice of the Planning and Zoning Commission and City Council 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) Cochise County Public Works Department;
  - 7) Civic, Educational, Professional and Other Organizations;
  - 8) Property Owners and Residents; and
  - 9) Any other entities or individuals that notify the City, in writing, of their desire to be notified about the preparation of the General Plan Update.

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### **Policy 5:**

Distribute the proposed plan update draft and maps in viewable and easy to access formats.

#### **IMPLEMENTATION MEASURES**

- a. Make digital copies of the plan update available to the entities required by State Law and to members of the public who request a copy of the plan update as well as on the City website.
- b. Publish at least once notice in a newspaper of general circulation regarding the General Plan details for scheduled public meetings containing the date, time, and location and staff contact information where the public can comment and find more information.
- c. Make available a paper copy for review of the draft plan of the General Plan Update at City Hall and the local library
- d. At least sixty (60) days before the General Plan Update is noticed, the City of Douglas shall submit a digital copy for review and further comment as part of the required **60-day Agency Review** period to:
  - 1) The Planning & Zoning Division of Cochise County;
  - 2) Adjacent jurisdictions and any nearby Native Tribes;
  - 3) The Arizona Department of Transportation (ADOT);
  - 4) The Arizona State Land Department (ASLD);
  - 5) The Arizona Commerce Authority;
  - 6) The Arizona Department of Water Resources (ADWR); and
  - 7) The Arizona Department of Environmental Quality (ADEQ).
- e. Provide a digital copy to any person or entity that requests in writing to receive a review copy.