



# Citizen Participation

Resource Guide

# Citizen Participation

## Requirements and Process Overview

### Introduction

Citizen Participation Plans and Citizen Participation Reports are required for land use applications that require a public hearing, such as Planning & Zoning Board applications and Board of Adjustment applications. *Please note that Citizen Participation Plans and Citizen Participation Report are separate requirements from the required public notice process.*

### Planning & Zoning Board Applications:

- Rezoning
- Site Plan Review
- Major Site Plan Modification
- Council Use Permits
- Bonus Intensity Zone Overlays
- Planned Area Development Overlays
- General Plan Amendments

### Board of Adjustment Applications:

- Special Use Permits
- Variances
- Development Incentive Permits
- Substantial Conformance Improvement Permits
- Comprehensive Sign Plans
- Citizen Participation Plans (CPP) are designed to provide effective, early, and continuous public participation. Citizen Participation Plans are due when a formal land use application is submitted and must provide an outline of the planned outreach. (See example in this packet)
- Citizen Participation Reports (CPR) document the results of carrying out the CPP. The report must document the public outreach methods and/or events, the number of participants, comments received, and how the applicant is addressing those comments. (See example in this packet)
- Public Notice provides notice to the public of a public hearing or meeting as required by Arizona Revised Statutes (A.R.S.).

# Citizen Participation Process

- Start to develop the Citizen Participation Plan immediately after the Pre-submittal conference. *Please note that Citizen Participation and Public Notice are two separate requirements.*
- Submit the Citizen Participation Plan with your first formal submittal. Failure to provide the required Citizen Participation Plan will warrant an incomplete application and will not be reviewed until the Citizen Participation Plan is provided. An example Citizen Participation Plan has been provided in this packet as a template.
- As a part of the 1<sup>st</sup> review of a submitted application your assigned planner will provide you with a list of property owners and interested parties that must be notified as a part of your Citizen Participation Process.
- Conduct the appropriate public outreach per the submitted Citizen Participation Plan before a public hearing.
- Neighborhood Meeting: If there are many residents within 1,000 feet of the site, or there are potential impacts to the area, at least one neighborhood meeting should be held. Give contacts at least a full week notice prior to holding the meeting. Meetings can be held in-person or virtually. In-person meetings should be held within a half-mile of the site, if possible. Have sign-in sheets at the meeting and have someone take notes.
- Notify City of Mesa staff of neighborhood meetings.
- Notify the Council Member and Council Coordinator as a part of any neighborhood outreach or public hearing notification.
- Provide a complete Citizen Participation Report at least 15 days prior to the public hearing.

Note: Neighborhood meetings are not required for all requests. The assigned Planner will determine if a neighborhood meeting is necessary as a part of the first review.

# Citizen Participation Plan Requirements

- A general description of how interested persons, and those on the contact list provided by the City, may obtain information and updates on the project, such as newsletters, mailings, and meetings.
- A general description of how interested persons, including those on the contact list, will be provided an opportunity to discuss the proposal with the applicant, such as neighborhood meetings, phone contacts, or door-to-door visits.
- The applicant's proposed schedule for implementation of the Citizen Participation Plan.
- How the applicant plans to keep the City informed on the status of the implementation of its Citizen Participation Plan, such as providing staff copies of notices prior to meetings with citizens, and contact lists used to notify interested parties.

# Citizen Participation Report Requirements

Applicants must provide a written Citizen Participation Report describing the results of implementing their Citizen Participation Plan at least 30 days prior to the first scheduled public hearing. Failure to comply with the citizen participation requirements or a determination that such efforts were insufficient to provide adequate opportunities for citizen participation, may result in postponement, rescheduling, or denial of an application.

The Citizen Participation Report shall include the following information:

- A summary of neighborhood meeting (if held) including when and where they were held, number of attendees, copies of sign-in sheets, and results achieved at the meeting(s).
- A summary of citizen concerns, issues and problems expressed during the citizen participation process, and how these have been addressed through changes or stipulations to the project.
- Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.

Note: Required public notice does not constitute citizen outreach. Additional outreach should be conducted as a part of the Citizen Participation Process as requested by staff.

# Public Notice Process

All land use request requiring a public hearing are subject to the public notice requirements of Arizona Revised Statutes (A.R.S.) Section 9-462.04 and Section 11-67-5 of the Mesa Zoning Ordinance (MZO).

**Preparing Public Notice for Planning & Zoning Board and/or City Council.** When a subject application is deemed ready for public hearing the following actions must be executed by City staff and the applicant:

- Reminder to notice – No less than 21 days prior to the scheduled public hearing, City staff will email the applicant to remind them to post the site and provide a public notice letter template. Staff will provide the applicant with a list of names and addresses of property owners, associations, and interested parties that must receive public notice.
- Notify the Council Member and Council Coordinator as a part of any neighborhood outreach or public hearing notification.
- Deliver letter – No less than 15 days prior to the scheduled public hearing, the applicant must drop off the sealed and stamped public notices to the Planning Division no later than noon of that day. City staff will drop off the sealed and stamped public notices to the post office that same day.
- Posting the subject site – No less than 15 days prior to the public hearing the applicant must post a sign on the property in a manner that is legible from public right-of-way with the hearing information pursuant to A.R.S. §9-462.04 or A.R.S. §9-462.06(F).

**Preparing Public Notice for a Board of Adjustment.** When a subject application is deemed ready for public hearing the following actions must be executed by City staff and the applicant:

- Reminder to notice – No less than 21 days prior to the scheduled public hearing, City staff will email the applicant to remind them to post the site and provide a public notice letter template. Staff will provide the applicant with a list of names and addresses of property owners, associations, and interested parties that must receive public notice.
- Deliver letter – No less than 15 days prior to the scheduled public hearing, the applicant must drop off the sealed and stamped public notices to the Planning Division no later than noon of that day. City staff will drop off the sealed and stamped public notices to the post office that same day.
- Posting the subject site – No less than 15 days prior to the public hearing City staff will post a sign on the property in a manner that is legible from public right-of-way with the hearing information pursuant to A.R.S. §9-462.04 or A.R.S. §9-462.06(F).

**Preparing Public Notice for a Design Review Board.** When a subject application is deemed ready to be heard by the Design Review Board, the following actions must be executed by City staff and the applicant:

- Reminder to notice – No less than 21 days prior to the scheduled public hearing, City staff will email the applicant to remind them to post the site and provide a public notice letter template. Staff will provide the applicant with a list of names and addresses of property owners, associations, and interested parties that must receive public notice.
- Deliver letter – No less than 15 days prior to the scheduled public hearing, the applicant must drop off the sealed and stamped public notices to the Planning Division no later than noon of that day. City staff will drop off the sealed and stamped public notices to the post office that same day.

**Preparing Public Notice for Administrative Initial Site Plan Approval.** The following actions must be executed by City staff and the applicant when submitting and reviewing an Administrative Initial Site Plan:

- Reminder to notice – Once the application has been deemed complete City staff will email applicant the public notice letter template. Staff will provide the applicant with a list of names and addresses of property owners, associations, and interested parties that must receive public notice.
- Deliver letter – No less than 15 days after the application has been deemed complete, the applicant must drop off the sealed and stamped public notices to the Planning Division no later than noon of that day. City staff will drop off the sealed and stamped public notices to the post office that same day.
- Public Comment Period – The public will have ten days from the date of the postmarked public notice to provide the applicant and/or city with comment. After the 10-day public comment period, approval of the applicant may be considered by the Planning Director.

# Public Notice Requirements

- A general description of the proposed project or action and the location of the real property, if any, that is the subject of the application.
- The date, time, location, and purpose of the public hearing or the date of action when no public hearing is required.
- The identity of the hearing body or officer (i.e., Planning & Zoning Board, Board of Adjustment etc.).
- The names of the applicant or the owner of the property that is the subject of the application.
- A copy of the site plan and elevations.
- A statement that any interested person or authorized agent may appear, and be heard at a public hearing, if a public hearing is required.
- A statement describing how to submit written comments.

Note: Staff will provide applicant a template for public notice letter once staff has determined the case may proceed to a public hearing.



# [Citizen Participation Plan Example]

## Citizen Participation Plan for Maroon Subdivision

July 18, 2022

**Purpose:** The purpose of this Citizen Participation Plan is to inform citizens, property owners, neighborhood associations, agencies, schools, and businesses in the vicinity of the site of an application for the Maroon Subdivision. This site is located at 1234 East Red Street, west of the southeast corner of Red and Green Streets and is an application for the rezoning of 25 acres from AG to RS-6 for 100 single-residence housing units. This plan will ensure that those affected by this application will have an adequate opportunity to learn about and comment on the proposal.

**Contact:**

John Rustbrown  
1232 E. Purple Lane  
Phoenix, Arizona 85500  
(602) 555-1212; (602) 555-1213 (FAX)  
email: [gray121@yellow.com](mailto:gray121@yellow.com)

**Pre-Submittal Conference:** The Pre-submittal Conference with City of Mesa Development Services staff was held on May 10, 2022. Staff reviewed the application and recommended that adjacent residents, the Mesa School District, and nearby registered neighborhoods be contacted.

**Action Plan:** In order to provide effective citizen participation in conjunction with this application, the following actions will be taken to provide opportunities to understand and address any real or perceived impacts that members of the community may have.

1. A contact list will be developed for citizens and agencies in this area including:
  - a. All registered neighborhood associations within one mile of the project.
  - b. Homeowners Associations within one half mile of the project.
  - c. Interested neighbors - focused on 1,000 feet from site but may include more.
  - d. Mesa Public School District, in writing, with copies to the Blue High School, Pink Jr. High and Brown Elementary School, who may be affected by this application.

2. All persons listed on the contact list will receive a letter describing the project, project schedule, site plan, and invitation to a series of two neighborhood meetings to be held at Pink Jr. High.
  - a. The first meeting will be an introduction to the project, and opportunity to ask questions and state concerns. A sign-in list will be used and comment forms provided. Copies of the sign-in list and any comments will be given to the City of Mesa Planner assigned to this project.
  - b. The second meeting will be held two weeks later and will include responses to questions and concerns of the first meeting. A sign-in list and comment cards will be copied to the City of Mesa Planner.
3. Presentations will be made to groups of citizens or neighborhood associations upon request.

**[All materials such as sign-in lists, comments, and petitions received shall be uploaded to the record for the case.]**

**Schedule:**

Pre-Submittal Conference - May 10, 2022

Application Submittal - July 18, 2022

First neighborhood meeting - September 12, 2022

Second neighborhood meeting - September 26, 2022

Submittal of Citizen Participation Report and Notification materials - September 27, 2022

Planning and Zoning Board Hearing - October 12, 2022

# [Citizen Participation Report Example]

## Citizen Participation Report for Maroon Subdivision

### Case # Z22-XXXXX

September 27, 2022

**Overview:** This report provides results of the implementation of the Citizen Participation Plan for Maroon Subdivision. This site is located at 1234 East Red Street, west of the southeast corner of Red and Green Streets and is an application for the rezoning of 25 acres from AG to RS-6 for 100 single-residence housing units. This report provides evidence that citizens, neighbors, public agencies, and interested persons have had adequate opportunity to learn about and comment on the proposed plans and actions addressed in the application. Comments, sign-in lists, petitions, letters, summary sheets, and other materials are attached.

#### **Contact:**

John Rustbrown 1232 E. Purple Lane  
Phoenix, Arizona 85500  
(602) 555-1212: (602) 555-1213 (FAX)  
Email: [gray121@yellow.com](mailto:gray121@yellow.com)

**Neighborhood Meetings:** The following are dates and locations of all meetings where citizens were invited to discuss the proposal (comments, sign in lists and other feedback are attached);

1. 09/12/14 - Green Neighborhood Center. 234 E. Red Street. 7 P.M. to 8 P.M. -45 citizens in attendance
2. 09/26/14 - Golden School. 840 E. Red Street. 8 P.M. to 9:30 P.M.- 1 School Representative. 0 citizens in attendance.

#### **Correspondence and Telephone Calls:**

1. 1st letters mailed to contact list (1,000 feet of the subject site), including homes, apartments, HOAs, schools, and Neighborhood Associations on 8/29/22 (see attached list and example of materials mailed).
2. 2nd letters mailed to 200 entities on the contact list on 9/13/22 (see attached list and example of materials mailed).
3. Project published in the "Rainbow News" newspaper on September 24, 2022 (see attached notice).
4. Meeting notice mailed to 200 entities on the contact list on September 22, 2022 (see attached list and example of materials mailed).
5. Newsletter sent to 200 entities on the contact list and hung on 50 doors (see attached newsletter).

6. Petition of Support signed by 25 adjacent neighbors received on October 1, 2022 (see attached petition).
7. Questionnaire responses received by 30 persons on October 22, 2022 (see attached responses).

**Results:**

There were 225 persons on the contact list as of the date of this Citizen Participation Report (see attached)

1. Summary of concerns, issues, and problems:
  - a. Increased traffic in adjacent neighborhood
  - b. Impact on schools
  - c. Increased noise
  - d. Increase of light pollution
2. How concerns issues and problems were addressed:
  - a. Traffic will be routed to arterials more directly to avoid impact to neighborhood
  - b. Streetlights will be low glare sodium type
  - c. School indicates that new students will be accommodated in nearby schools
  - d. These improvements will be written in the stipulations (see attached stipulations)
3. Concerns, issues, and problems not addressed and why:
  - a. Applicant is unable to control noise pollution
  - b. Some increased traffic may be expected, but easily handle by existing roadway levels of service

**[All materials such as sign-in lists, comments, and petitions received shall be uploaded to the record for the case.]**