

[Citizen Participation Plan Example]

Citizen Participation Plan for Maroon Subdivision

Date: September 10, 2017

Purpose: The purpose of this Citizen Participation Plan is to inform citizens, property owners, neighbor 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 the single family 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.

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Pre-submittal Meeting: The pre-application meeting with City of Mesa planning staff was held on September 8, 2017. Staff reviewed the application and recommended that adjacent residents, Mesa School District and nearby registered neighborhoods be contacted.

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

1. A contact list will be developed for citizens and agencies in this area including:
 - All registered neighborhood associations within one mile of the project.
 - Homeowners Associations within one half mile of the project.
 - Property owners within 1,000 feet from site, but may include more
 - 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.
 - 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.
 - The second meeting (optional or as needed) 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 copied to the City of Mesa Planner.
3. Neighborhood Associations, Homeowners Associations and Neighbors within 1,000 feet of the site will be called by telephone to inform them personally of the project and receive comments (optional).
4. Presentations will be made to groups of citizens or neighborhood associations upon request.

[All materials such as sign-in lists, comments, and petitions received are copied to the City of Mesa]

Schedule: Pre-submittal meeting – September 8, 2017
Initial phone calls and door to door visits done – September 15, 2017
First neighborhood meeting - October 7, 2017
Application Submittal – October 12, 2017
Second neighborhood meeting – October 21, 2017
Submittal of Citizen Participation Report and Notification materials – November 21, 2017
Planning and Zoning Board Hearing – December 21, 2017