

Citizen Participation Plan

PHX-MESA Gateway Potato Barn

June 21, 2017



Purpose:

The purpose of this Citizen Participation Plan is to inform citizens, property owners, neighborhood associations, agencies, schools and businesses near the site of an application for a new Potato Barn Furniture Store. The site is located northeast of Power Road and Ray Road on approximately 8.4 acres. The applicant is requesting Design Review approval and a Council Use Permit.

This plan will ensure that those affected by this application will have an adequate opportunity to learn and comment on the proposal.

Contact:

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Pre-Submittal Conference:

The pre-submittal conference with the City of Mesa planning staff was held on Monday, June 12, 2017.

Action Plan:

In order to provide effective citizen participation in conjunction with the applications, the following actions will be taken to provide opportunities for members of the community to understand and address any real or perceived impacts of the proposed development:

1. A contact list will be developed for citizens and agencies in this area including
 - a. Interested neighbors – focused on 500 feet from the site, but may include more;
 - b. All registered neighborhood associations within 1,000 feet of the project;
 - c. Homeowner Associations within 1,000 feet of the project.
2. All persons listed on the contact list will receive a letter describing the project, site plan and invitation to a neighborhood meeting to be held in the area of the subject property to be determined.
 - a. The neighborhood 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, any comments and meeting minutes will be given to the City of Mesa Planner assigned to this project.



- b. If deemed necessary, a second neighborhood meeting may be held two weeks later and will include responses to questions and concerns of the first meeting. A sign-in list, any comments and meeting minutes will be copied to the City of Mesa Planner.
3. Neighborhood Associations and Homeowner Associations within 1,000 feet and property owners within 500 feet of the site will be notified by neighborhood notice to inform them of additional public hearings throughout the Design Review Board and Council Use Permit processes.
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 Conference: Monday, June 12, 2017
- Application Submittal: Monday, June 26, 2017
- Notice of neighborhood meeting: Ten (10) days prior to neighborhood meeting date. Notices were mailed TBD. See Notice draft attached.
- Neighborhood meeting: Meeting will be held on TBD at TBD at 6:30 PM
- Design Review Work Session: August 8, 2017
- Submittal of Final Citizen Participation Report and Notification materials: Ten (10) days prior to hearing. Submitted TBD
- Planning and Zoning Commission Hearing: TBD
- City Council Hearing: TBD

