

## Citizen Participation Plan

BioLife Plasma Service Site Plan, Special Use Permit, & Design Review

December 26, 2017

7538 East Hampton Avenue  
(Parcel Number: 218-56-939)

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**Ref. Number: PRS17-00301**

**Overview:** The purpose of this Citizen Participation Plan is to inform citizens, property owners, neighbor/homeowners associations, etc. within the vicinity of a site proposed for a BioLife Plasma Service building. This site is located at 7538 East Hampton Avenue, which we are requesting approval of a site plan, special use permit, and design review for a plasma service building on an unimproved 2.2 acre parcel. This participation plan will ensure that those affected by or interested in these applications and will have an adequate opportunity to learn about and comment on the proposal(s).

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**Pre-Application Meeting:** A pre-submittal meeting was held with the City of Mesa regarding the proposal on October 2, 2017.

**Action Plan:** As we progress through this public process and in order to provide effective citizen participation in conjunction with the applications, the following actions will be taken to provide opportunities to understand and address any perceived impacts that members of the community may have towards the proposal.

1. A contact list will be developed for citizens and agencies within this area including:
  - All property owners within 500 feet of the site as determined by the Maricopa County Assessor.
  - Registered Neighborhood and Homeowners Associations within one-mile of the project.
  - Interested parties list. Compiling an ongoing list (i.e., email, personal contact, and telephone calls) of any concerns expressed and responses, as needed, to those concerns.
2. We have retained Technical Solutions (Susan Bitter Smith and Prescott Smith) to assist in the initial public outreach as well as ongoing, as needed, which will entail them visiting early on with property owners within a minimum of 500 feet. The exact area of outreach and results will be provided with the final Citizen Participation Plan Report.
3. All persons/associations listed on the contact lists will receive a letter describing the project, site plan, and building elevation along with an invitation to a neighborhood meeting.
  - The neighborhood meeting will be an introduction to the project, and opportunity to ask questions, and to state concerns. A sign-in list will be used to confirm or add individuals to the contact list. Copies of the sign-in list and any comments, along with responses, will be given to the City of Mesa Planner assigned to this project.
  - The neighborhood meeting will be in advance of any formal City hearings.
4. Additional meetings or presentations will be made to groups of citizens or neighborhood associations upon request.

**Tentative Schedule:**

Pre-Submittal Meeting: October 2, 2017

Applications Submittals:

- (1) Site Plan Submittal – December 26, 2017
- (2) Special Use Permit Submittal – January 22, 2018
- (3) Design Review Board Submittal – January 29, 2018

Informational/Neighborhood Meeting Mailing (min 10-days prior to neighborhood meeting): TBD

Neighborhood Meeting: TBD

Submittal Citizen Participation Report: TBD

Planning & Zoning Board Hearing: TBD

City Council Hearings: TBD