

# Citizen Participation Plan for Villas at Alta Mesa Subdivision

Date: November 12, 2018

**Purpose:** The purpose of this Citizen Participation Plan is to inform property owners of an application for the Villas at Alta Mesa Subdivision. This site is located at 1775 N Higley Rd, south of McKellips Rd and is an application for the rezoning of 126 lots, to amend the tree planting requirement 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.

**Contact:**

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**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: home owners of the Villas at Alta Mesa.
2. All persons listed on the contact list will receive a letter describing the project, project schedule, and site plan.
3. The notice of plan will be posted on the Villas at Alta Mesa website accessible by all homeowners in the community. Additionally, a hard copy will be posted to the Villas at Alta Mesa community bulletin board located next to the community mailboxes.
4. A 4'x 4' sign will be posted on the property in the most visible location available and in such a manner that no landscaping or other obstruction will impair the visibility of the sign from the street, at least two weeks prior to the Planning and Zoning Board meeting.
5. Public Hearing Notification letters will be sent to all property owners within 500 feet of the subject property at least two weeks prior to the Planning and Zoning Meeting.

**Schedule:**

Pre-Submittal –August 17, 2018 (this is when the admin review was submitted)

Application Submittal –August 27, 2018

Submittal of Citizen Participation Plan December 4, 2018

Submittal of Citizen Participation Report and Notification materials – January 2, 2019

Planning and Zoning Board Hearing –January 16, 2019