



**Citizen Participation Plan  
For  
A Shell Building for LFLP Greenfield, LLC**

**Date:** November 26, 2018

**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 a new shell building with drive thru located at 74418 E. University Dr. in Mesa, Arizona, within the existing Greenfield Plaza. This is an application for a 3,000 Sq. Ft. shell building for two future suites. Site upgrades include new asphalt paving with new parking stalls, new foundation and parking lot landscape and new trash/recycle enclosure. 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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**Pre-application Meeting:** The pre-application meeting with the City of Mesa planning staff was held on December 22, 2014 (PS14-084). Staff reviewed the application and recommended that adjacent residents and nearby registered neighborhoods be contacted.

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

1. A contact list will be developed for citizens and agencies in this area including:
  - All registered neighborhood associations within 1000 feet of the project
  - Interested neighbors- within 500 feet from site
2. All persons listed on the contact list will receive a letter describing the project, project schedule, site plan and invitation to a neighborhood meeting to be held at the project site.
3. The 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.

4. If a second meeting is required, it will be held three 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.

**Anticipated Schedule:**

|   |                   |
|---|-------------------|
| Pre-application meeting:  | December 22, 2014 |
| Application Submittal:  | November 26, 2018 |
| First neighborhood meeting:   | January 3, 2018   |
| Submittal of Citizen Participation<br>Report and Notification Material: | January 8, 2019   |
| Planning and Zoning Board Hearing:                                      | February 20, 2019 |
| Board of Adjustment Hearing:  | March 6, 2019     |