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Citizen Participation Plan for Property near Shepherd Acres Subdivision

Date: April 16, 2019

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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 near Shepherd Acres and Sabin Acres Subdivisions. This site is located in the empty lot north of 1102 East University on Matlock Street (unaddressed). This project is an application for the rezoning of 0.38 acres from RM-4 to RS-6 for two single family homes. 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-application Meeting: The pre-application meeting with City of Mesa planning staff was held on March 12, 2019. Staff reviewed the application and recommended that adjacent residents, Mesa School District 1 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 regarding their development that members of the community may have.

1. A contact list has been 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.
 - Interested neighbors will focus on property owners within 1,000 feet of the site.
 - Mesa Public School District in writing, with copies to Mesa Unified #4 High School and Edison 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 neighborhood meeting to be held on April 30th, at 6pm in the Saguaro Room at the Main Public Library in Mesa.
 - The first and only 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. Responses to questions and concerns will be addressed directly and individually. Copies of those discussions and comments will be copied to the City of Mesa Planner.
3. 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.
4. Schedule:
 - Pre-Submittal meeting - March 12, 2019
 - Application Submittal - March 25, 2019
 - First neighborhood meeting - April 30, 2019 at Saguaro Room in Main Library, 6:00pm to 7:00pm
 - Submittal of Citizen Participation Report and Notification materials - no later than June 1, 2019
 - Planning and Zoning Board Hearing - June 12, 2019