

## Memorandum

February 28, 2020

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To: Planning & Zoning Board	Project	Valvoline Instant Oil Change
Charlotte Bridges Planner I City of Mesa 480-644-6712	Project #	Pre-Submittal Record ID: PRS19-00902
	From	Lori Gafner, Development Manager, GreenbergFarrow 970-980-9688   <a href="mailto:lgafner@greenbergfarrow.com">lgafner@greenbergfarrow.com</a>
	Re	Citizen Participation Plan

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### Citizen Participation Plan for Valvoline Instant Oil Change

**Date:** February 28, 2020

**Purpose:** The purpose of this Citizen Participation Plan is to inform citizens, property owners, neighbor associations, agencies, schools, and businesses within 500 FT of the proposed Valvoline Instant Oil Change of an application for new development. This site is located at 1864 E Baseline Rd on the northwest corner of N Gilbert Rd and E Baseline Rd. This submission is for a Site Plan Review through the Planning and Zoning Board at the City of Mesa, AZ. This plan will ensure that those impacted by this development have an opportunity to learn about and comment on the proposal.

**Contact (for citizen outreach):**

Kent Lupton, Project Manager Pre-Construction, Valvoline Instant Oil Change  
480-261-8436 | [kent.lupton@valvoline.com](mailto:kent.lupton@valvoline.com)  
Valvoline, 100 Valvoline Way  
Lexington KY 40509 USA

**Contact (for application/submittal):**

Lori Gafner, Development Manager, GreenbergFarrow  
970-980-9688 | [lgafner@greenbergfarrow.com](mailto:lgafner@greenbergfarrow.com)  
201 East 4<sup>th</sup> Street  
Loveland, CO 80537

**Pre-Submittal Meeting:** The pre-submittal meeting with the City of Mesa planning staff was held on December 2, 2019. Staff reviewed the application and recommended the following:

- All property owners within 1,000 feet of the proposed development be notified

- All registered neighborhood associations within 1 mile of the proposed development be notified
- All HOAs within ½ mile of the proposed development be notified
- Early outreach by Valvoline Instant Oil Change to the above parties

**Action Plan:** In order to provide effective citizen participation, the following actions will be taken to provide the community with opportunities to understand and address any real or perceived impacts from the proposed development.

1. A contact list will be developed for citizens and agencies in this area, including:
  - a. All property owners within 1,000 feet of the proposed development
  - b. All registered neighborhood associations within 1 mile of the proposed development
  - c. All HOAs within ½ mile of the proposed development
2. All persons on the above lists will receive a letter including the following:
  - a. Project Description
  - b. Site Plan
  - c. Building Elevations
  - d. Contact Information (as listed above for citizen outreach)
  - e. Invitation to the citizen participation meeting held at the Best Western Plus Mesa hotel (1563 S Gilbert Rd, Mesa, AZ 85204) on Thursday, March 19, 2020 at 7:00 pm.
3. The citizen participation meeting will provide an opportunity for citizens and agencies to learn about the proposed project, ask questions, raise concerns, and receive feedback. A sign-in list will be used and comment forms will be provided. A copy of the sign-in list and comments will be submitted to the City of Mesa (Attn: Charlotte Bridges, Planner I).
4. If there are an abundance of questions or concerns during the citizen participation meeting, the additional of a second citizen participation meeting will be considered. If a second meeting is held, Charlotte Bridges, Planner I, will be notified and secondary notifications will be sent to the parties listed above in point 1.

**Proposed Schedule:**

Pre-Submittal Meeting: Monday, December 2, 2019

Mailings to applicable citizens and agencies: Tuesday, March 3, 2020

Citizen Participation Meeting: Thursday, March 19, 2020

Submittal of Citizen Participation Report and Notification Materials: Mailed to City of Mesa, assigned Planner on Monday, March 23, 2020

Public Mailing Notices for Design Review Board Meeting: Mailed to City of Mesa to arrive on Monday, March 30, 2020

Design Review Board Meeting: Tuesday, April 14, 2020

Planning & Zoning Board Hearing: Wednesday, May 27, 2020

End of Memorandum