

# Citizen Participation Plan for Circle K

## Case # ZON-XXXXX

April 16, 2025

**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 proposed Circle K convenience store and gas station. This site is located at 7601 E Pecos Road, the southeast corner of Pecos Road and Sossaman Road, and is an application for a Special Use Permit, Site Plan, and Design Review. 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-Submittal Conference:** The Pre-submittal Conference with City of Mesa Development Services staff was held on January 30, 2024. Staff reviewed the application and recommended that adjacent residents, nearby registered neighborhoods, and other interested parties as identified by the City of Mesa be contacted.

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

1. A contact list will be developed for citizens and agencies in this area including:
  - a. Property Owners within 1000' of the application.
  - b. Residents, registered neighborhoods, and homeowner's associations that may be impacted as a result of the application, and other neighborhood entities identified by the City.
  - c. Interested parties which have requested that they be placed on a contact list for this application.
  - d. Interested parties that have been identified by the City.
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, that will be held at a location, date, and time that has yet to be determined. The meeting will be an introduction to the project, and an 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.
3. Presentations will be made to groups of citizens or neighborhood associations upon request.
4. A Citizen Participation Report will be submitted to the City which will include copies of the notification letter and sign-in sheets as well as all questions and comments with the responses from the development team.

**Schedule:**

Pre-Submittal Conference – January 30, 2025

First neighborhood meeting - TBD

Submittal of Citizen Participation Report and Notification materials – TBD