

# Citizen Participation Plan

**Higley 202 Industrial  
3813 North Higley Road  
July 6, 2023**

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## Purpose:

The purpose of this Citizen Participation Plan is to provide the City of Mesa staff with information regarding the efforts to be made by the applicant to inform citizens and property owners in the vicinity concerning the applicant's requests to the City of Mesa for a Site Plan Review. This request is for the proposed development of lots 141-38-009K; -009F; -009M & -009H as single user under one ownership.

By providing opportunities for citizen participation, the applicant will ensure that those affected by this application have had an adequate opportunity to learn about and comment on the proposed plan. The applicant will provide neighborhood notice for a neighborhood meeting and future public hearings. The format proposed is consistent with the City's notice with updated guidelines for the Citizen Participation and Neighborhood Outreach process for rezoning and site plan review cases. These guidelines permit alternative methods such as zoom, telephonic platforms, and video conferencing options, or similar methods, which is proposed in this Citizen Participation Plan.

## Contact Information:

Those coordinating the Citizen Participation activities are listed as follows:

### **Rauf Moosavi, AIA, RA**

Moosavi Design Group Architects, Inc  
14300 N. Northsight Blvd., Suite 113  
Scottsdale, AZ 85260  
480-451-8823

## Action Plan:

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 relating to the proposed development:

1. A contact list will be developed for citizens and agencies in this area including:
  - a. Interested neighbors – focused on 1000+ feet from parent parcel, but may include more (provided by the City);

- b. Registered neighborhood associations within 1 mile of the subject property and Homeowners Associations within 1/2 mile of the project (list of any associations to be provided by the City).
2. If necessary, a neighborhood meeting will be held by the applicant to provide the opportunity for members of the public to discuss the proposed project. It will be held in compliance with City policies. An attendance/participation list and a summary of the meeting will be submitted to the Planning Division.
  3. The notification list for the neighborhood meeting will include the above-referenced contact list of all property owners within 1000+ ft. of the subject property , HOAs within ½ mile, and neighborhood associations within 1 mile (The HOAs and registered neighborhood contact lists provided by the City of Mesa). A copy of the notification letter for the neighborhood meeting and contact list is attached to this Plan.
  4. The notice letter will list the options for contacting the applicant by phone or by the online neighborhood meeting to ask questions, comment on the request, and receive feedback from the applicant. This procedure will allow the neighbors to view the project details and contact the applicant regarding the project.
  5. Those who provide contact information to the applicant will be added to the public hearing notification list. A meeting summary and outline of the comments and issues provided to the applicant will be submitted to the City Staff along with the Citizen Participation Report for this case.
  6. Presentations will be made to groups of citizens or neighborhood associations upon request.
  7. For public hearing notice, applicant will comply with City requirements, which requires posting a minimum of one (1) 4' x 4' sign(s) on the property. The sign(s) will be placed on the property on or before the Wednesday two weeks prior to the Planning & Zoning Board meeting in accordance with City requirements. A notarized document with attached photograph of the sign(s) will be submitted to the Planning Staff to be kept in the case file.

**Estimated Schedule:**

Formal Submittal to City	April 5, 2023
<i>Follow-Up Submittals</i>	April 20, 2023, May 9, 2023, June 1, 2023, July 5, 2023
<i>Planning &amp; Zoning Public Hearing</i>	July 12, 2023

## Attached Exhibits:

- 1) List of property owners within 1000 ft. of the subject property, HOAs within ½ mile, and registered neighborhood contacts within 1 mile of the property (The city noted there are no registered neighborhoods in the surrounding area).
- 2) Public Hearing Notice Letter
- 3) Sign Posting Affidavit & Photo Evidence

Date: 06/23/2023

Re: **Mesa Planning and Zoning Board Meeting**

Dear Neighbor,

We have applied for a new ground up office/workshop building for the property located at 3813 North Higley Road, Mesa, Arizona 85215. This request is for development of lots 141-38-009K; -009F; -009M & -009H as single user under one ownership.

The case number assigned to this project is **ZON23-00276**

This letter is being sent to all property owners within 1000 feet of the property at the request of the City of Mesa Planning Division. Enclosed for your review is a copy of the site plan and elevations of the proposed development. If you have any questions regarding this proposal, please call me at please call me at **480-451-8823** or e-mail me at [raufm@moosavidesign.com](mailto:raufm@moosavidesign.com) .

This application will be scheduled for consideration by the Mesa Planning and Zoning Board at their meeting held on **July 12, 2023** in the City Council Chambers located at 57 East First Street. The meeting will begin at 4:00 p.m. You are invited to attend this meeting and provide any input you may have regarding this proposal.

The public can attend the meeting either in-person or electronically and telephonically. The live meeting may be watched on local cable Mesa channel 11, online at [Mesa11.com/live](http://Mesa11.com/live) or [www.youtube.com/user/cityofmesa11/live](http://www.youtube.com/user/cityofmesa11/live), or listened to by calling **888-788-0099** or **877-853-5247 (toll free)** using meeting ID **530 123 2921** and following the prompts. If you want to provide a written comment or speak telephonically at the meeting, please submit an online comment card by scanning the QR code below or visiting <https://www.mesaaz.gov/government/advisory-boards-committees/planning-zoning-board/online-meeting-comment-card> at least **1 hour prior to the start of the meeting**. If you want to speak at the meeting, you will need to indicate on the comment card that you would like to speak during the meeting, and you will need to call **888-788-0099** or **877-853-5247 (toll free)** using meeting ID **530 123 2921** and following the prompts, prior to the start of the meeting. You will be able to listen to the meeting; and when the item you have indicated that you want to speak on is before the Board, your line will be taken off mute and you will be given an opportunity to speak. For help with the online comment card, or for any other technical difficulties, please call 480-644-2099.

The City of Mesa has assigned this case to Josh Grandlienard, of their Planning Division staff. He can be reached at 480-644-4691 or e-mail at:

[Joshua.grandlienard@Mesaaz.gov](mailto:Joshua.grandlienard@Mesaaz.gov) , should you have any questions regarding the public hearing process. If you have sold this property in the interim, please forward this correspondence to the new owner.

Sincerely,

Rauf Moosavi, AIA, RA  
Principal Architect



APN_DASH	Owner Name *	Mailing Address
141-38-032	RED MOUNTAIN COMMERCE CENTER ASSOCIATION	24 N CENTER MESA AZ USA 85201
141-38-003D	WRIGHT STEPHEN E	2733 N. POWER RD. STE 102 PMB 631 MESA AZ USA 85215
141-38-009M	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-009F	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-042	BOYLE FAMILY LLC THE	745 N STAPLEY DR MESA AZ USA 85203
141-38-006Z	BOYLE FAMILY LLC	1261 E FAIRFIELD MESA AZ USA 85203
141-38-047A	R&S DEVELOPMENT GROUP LLC	8843 N 63RD PL PARADISE VALLEY AZ USA 85253
141-38-010K	AFG INC	10645 N TATUM BLVD STE C200670 PHOENIX AZ USA 85028
141-38-009G	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-003M	LEWIS DENNIS J	3923 N HIGLEY RD MESA AZ USA 85205
141-38-012F	CUMMARD WILLIAM G II/DIANA S	3256 N 88TH ST MESA AZ USA 85207
141-38-006X	BARRIENTOS ROGER/BARBARA A	3655 S HASSETT MESA AZ USA 85212
141-38-010M	AFG INC	10645 N TATUM BLVD STE C200670 PHOENIX AZ USA 85028
141-38-038	SUGARLOAF HOLDINGS LLC	PO BOX 21141 MESA AZ USA 85277
141-38-021	RED MOUNTAIN COMMERCE CENTER LOT 1	3255 N 90TH ST MESA AZ USA 85207
141-38-003C	WRIGHT STEPHEN E	2733 N. POWER RD. STE 102 PMB 631 MESA AZ USA 85215
141-38-009N	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-012E	TRI CITY READY MIX INC	745 N STAPLEY DR MESA AZ USA 85203
141-38-041	TRI CITY READY MIX INC	745 N STAPLEY DR MESA AZ USA 85203
141-38-003L	WRIGHT STEPHEN E	2733 N. POWER RD. STE 102 PMB 631 MESA AZ USA 85215
141-38-009E	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-009H	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-009D	AFG INC	10645 N TATUM BLVD STE C200670 PHOENIX AZ USA 85028
141-38-010N	TRI CITY READY MIX INC	745 N STAPLEY DR MESA AZ USA 85203
141-38-003H	LEWIS DENNIS J/CHARLENE L	3921 N HIGLEY RD MESA AZ USA 85215
141-38-014B	BURDETTE PROPERTY LLC	3941 N HIGLEY RD MESA AZ USA 85215
141-38-003K	IZZO MICHAEL D/MARNA	733 E GALVIN ST PHOENIX AZ USA 85086
141-38-010A	AFG INC	10645 N TATUM BLVD STE C200670 PHOENIX AZ USA 85028
141-38-039	TRI CITY READY MIX INC	745 N STAPLEY DR MESA AZ USA 85203
141-38-006E	BOYLE FAMILY LLC	1261 E FAIRFIELD MESA AZ USA 85203
141-38-009L	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-016A	SALK LLC	PO BOX 4241 MESA AZ USA 85211
141-38-009K	HIGLEY 202 INDUSTRIAL LLC	4505 E VIRGINIA ST MESA AZ USA 85215
141-38-006Y	REX BRYANT PHILLIPS LIVING TRUST	3737 N 54TH ST MESA AZ USA 85215
141-38-043	NAMMO TALLEY INC LEASE #03-93792-65	4051 N HIGLEY RD MESA AZ USA 85215
141-38-046	ARIZONA DEPT OF TRANSPORTATION	205 S 17TH AVE STE 612E PHOENIX AZ USA 850073212
141-38-040	TRI CITY READY MIX INC	745 N STAPLEY DR MESA AZ USA 85203
141-38-016B	SALK LLC	PO BOX 4241 MESA AZ USA 85211
141-38-008G	SALK LLC	PO BOX 4241 MESA AZ USA 85211
141-38-010G	AFG INC	10645 N TATUM BLVD STE C200670 PHOENIX AZ USA 85028
141-38-012V	MARK ALAN PROPERTIES LLC	2223 E VIRGINIA ST MESA AZ USA 85213
141-38-034A	DUANE AND BARBARA WIRTH TRUST	344 E HOPE ST MESA AZ USA 85203
141-38-018D	ARIZONA DEPT OF TRANSPORTATION	205 S 17TH AVE STE 612E PHOENIX AZ USA 850073212
141-38-044	ARIZONA DEPT OF TRANSPORTATION	205 S 17TH AVE STE 612E PHOENIX AZ USA 850073212
141-38-005	AFG INC	10645 N TATUM BLVD STE C200670 PHOENIX AZ USA 85028
141-38-012D	TRI CITY READY MIX INC	745 N STAPLEY DR MESA AZ USA 85203
141-38-006L	EARL CINDY LYNN	1008 N 110TH ST MESA AZ USA 85207

City of Mesa Planning Division

**AFFIDAVIT OF PUBLIC POSTING**

To be submitted to the Planning Division by June 27, 2023


Date: June 26, 2023

I, Tom Calvert, being the owner or authorized applicant for the zoning case below, do hereby affirm that I have posted the property related to Case #ZON23-00276 on the 26<sup>th</sup> day of June, 2023. At least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way.

**SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8.5” BY 11” SHEET OF PAPER WITH THIS AFFIDAVIT.**

Applicant’s/Representative’s signature: 

SUBSCRIBED AND SWORN before me this 26 day of June, 2023.

  
Notary Public



**CONNOR PRIEVE**  
Notary Public - Arizona  
Maricopa County  
Commission # 598130  
My Comm. Expires 02-28-2025

Case Number: ZON23-00276

Project Name: \_\_\_\_\_



**CITY OF MESA  
PUBLIC NOTICE  
ZONING HEARING**  
PLANNING & ZONING BOARD  
57 EAST FIRST STREET  
MESA, ARIZONA  
4:00 PM DATE: JULY 12, 2023  
CASE: ZON23-00276  
**Site Plan Review:**  
This request will allow for an industrial development.  
**Applicant: Moosavi Design Group, Inc**  
**PHONE: 480-451-8823**  
**Planning Division (480) 644-2385**  
Posting Date: June 26th, 2023