



**Citizen Participation Plan  
For  
Rezoning 1102 E University Drive**

**Date:** November 25, 2019 (updated)

**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 rezoning from RM-4 to LC for an existing office building located at 1102 E University Drive to allow for personal services to be located within the entire 3,256 SF building. Site upgrades include updating the northern parking lot to provide additional landscape islands, new landscape within the street setbacks, and new trash barrel 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 May 7, 2019 (PS19-00263). 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 1 mile of the project
  - All homeowners associations within ½ mile of the project
  - Interested neighbors- within 1,000 feet of the project
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: May 7, 2019  
Application Submittal: October 21, 2019  
First neighborhood meeting: November 14, 2019  
Submittal of Citizen Participation Plan: October 21, 2019  
Revised Citizen Participation Plan: November 25, 2019  
CPP Report and Notification Material: December 12, 2019  
Planning and Zoning Board Hearing: January 8, 2020  
Board of Adjustment Hearing: January 15, 2020-This is a tentative  
date