

**Citizen Participation Plan
for Kitchell Development Company
Northwest corner of Val Vista and Thomas Road
Site Plan Review and Design Review Board Applications**

Date: November 19, 2020

Purpose:

The Citizen Participation Plan was prepared in accordance with the City of Mesa Citizen Participation requirements. As prepared, the Plan meets the City's Citizen Participation requirements and the recommended notification area as identified by the Planning Department. The purpose of this plan is two-fold: (1) to identify citizens, property owners, and businesses in the vicinity who may be directly affected by the proposed Site Plan Review and Design Review Board applications and (2) to provide those same individuals and businesses an opportunity to provide comments on the proposed applications prior to public hearings.

Contact:

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Action Plan:

To allow for early and effective citizen participation, the following actions are proposed to allow the opportunity for citizens, property owners, and businesses in the vicinity to learn, participate and comment on the three requests.

1. Contact the Vice Mayor office to get list of key individuals to reach out to them prior to our official filing of the case.
2. Create a contact list, including:
 - All property owners within 1,000 feet of the subject site (as provided by Maricopa County Assessor's data base).
 - Homeowners Associations within on half mile of the project (if any as provided by the City of Mesa).
 - Mayor and Councilmember of this district.

2. Send out notification letters informing those listed in the above contact list of the proposed Site Plan Review and Design Review Board requests.
 - The notification letter will inform the property owners/residents, citizens, and businesses in the vicinity of the Site Plan Review and Design Review Board requests filing.
 - The notification letter will contain the following information: Purpose and description of requests, brief description of requests, aerial exhibit showing the property location, applicant contact person, and applicant contact information such as address, phone, e-mail, and fax number, and a conceptual site plan.
 - The letters will urge citizens, property owners, and businesses in the vicinity to learn, participate and comment on the two requests and contact the applicant's team with questions, comments, or input.
3. The applicant's development team will hold a virtual meeting to present the proposals to groups of citizens, interested parties and/or neighborhood associations who would like to participate.
4. Submit the Citizen Participation Final Report to the Planning Department.

Tentative Schedule:

ACTION	DATE
Pre-submittal meeting	October 13, 2020
Reach out to key stakeholders as provided by the Vice Mayor's office.	November 2020
Citizen Participation Plan Submittal.	November 2020
Send out Notification letters.	December 2020
Hold Neighborhood Meeting.	December 2020/January 2021
If necessary, meet with the Planning Department on follow-up issues if needed.	January 2021
Submit Citizen Participation Final Report.	January 2021
Planning and Zoning Board Hearing	TBD
Design Review Board	TBD

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