

## Interim Citizen Participation and Review Policy



Date: April 1, 2020  
From: Christine Zielonka, Development Services Director  
Nana Appiah, Planning Director

CC: Kari Kent, Assistant City Manager  
Margaret Robertson, Assistant City Attorney  
Charlotte McDermott, Assistant City Attorney

Re: Citizen Participation Process/Neighborhood Meeting for Land Use Applications

On March 17, 2020 Mayor Giles signed an Emergency Proclamation in response to the Coronavirus pandemic. The City of Mesa's goal is to continue to provide City services while carefully protecting the safety and well-being of residents and employees.

The City of Mesa will continue to accept and review development and land use applications. In adherence with the proclamation, the City will use alternative means of public outreach to inform residents of land use applications in place of traditional in-person neighborhood meetings. All other requirements for public notification outlined in the City's zoning ordinance and State Statute remain in effect.

Effective April 1, 2020, the City of Mesa will allow land use applicants to use alternative methods such as ZOOM, telephonic platforms, video conferencing platforms or other similar methods to comply with the neighborhood meeting requirement in the City's Citizen Participation process. The notice for the neighborhood meeting or alternative form of meeting shall include City staff and applicant contact information and provide an opportunity for the public to comment via email, phone, or US. Mail. Additionally, the land use applicant shall send out the notice at least 35 calendar days prior to holding the first public hearing meeting for the project. This will provide ample time for residents to review and comment on the project prior to the public hearing.

Land use applicants will still be required to comply with all other provisions of Mesa's Citizen Participation Process including, but not limited to, providing a written Citizen Participation Report on the results of the input they receive from the public review at least 10 City business days prior to the first scheduled public hearing. The report must include a summary of the citizen concerns, issues and problems expressed during the citizen participation process, and how these have been addressed through changes or stipulations to the project.

Additionally, land use applicants must still adhere to, and comply with, all applicable state laws and City of Mesa codes, including but not limited to, the public notice requirements in Section 11-67-5 of the Mesa Zoning Ordinance and A.R.S. § 9-462.04.

The public can continue to request, directly from the Planning Division staff or the project applicant, detailed project information including a project narrative, maps, draft documents and project plans. Anyone who cannot access electronic documents can request hard copies from City staff.

Once the emergency proclamation is officially withdrawn, the City will require applicants to resume the standard citizen participation process of holding in-person neighborhood meetings for certain project.