Happy New Year! Here at PDD we are looking forward to a busy and vibrant 2019. Development in the city continues to thrive and the projections for the year indicate things aren’t slowing down.

In the last fiscal year, we completed 239,059 inspections and that is projected to increase by at least 12 percent. PDD started out the year by adding another 13 positions. Last year 28 positions were added. Those positions, will serve important roles to meet the increased workload while maintaining the same level of turnaround and customer service. Spread the word!

That being said, there are some challenges ahead fitting everyone into our workspaces. Management Services is working on restack of the 2nd and 3rd floor and I am exploring options for additional space in city hall to ensure we have the proper spaces to complete our work and to be accessible to the public.

There are some major projects that will hit some big milestones in the coming year and we are looking at a number of new enhancements and programs that will help streamline the process.

We are looking at new programs and enhancements in the coming year that allow for us to better serve our customers while helping build a great city. Thank you for all your hard work and I am looking forward to a great 2019.

Alan Stephenson
Director, Phoenix Planning and Development
New Employees

New HRO Officer
Karen Truesdale joins PDD as our new Human Resources Officer. She comes to us from the Public Works Department where she worked for over four years. She brings a lot of experience to the department and is a valuable resource for our staff in understanding employee relations and at times complex policies. Karen replaces Renee Gillison who has served in the role for the past 2 years. I want to thank her and wish her well.

Contact: karentruesdale@phoenix.gov Direct 602.262.4651

Engaging Leaders

The Engaging Leader Program is the second level in our series of leadership programs. This program is designed for individuals who are front-line supervisors with the responsibility of managing a team or function.

The program objectives include the following:

• Identify individual strengths, opportunities and personal branding through a self assessment process
• Develop leadership competencies through creation of Individual Development Plan (IDP)
  ◦ Demonstrate effective team leadership skills through:
  ◦ Culture management
  ◦ Change management
  ◦ Relationship building
• Expand leader exposure through organizational awareness
• Complete Capstone Project with integration of all key learnings

Engaging Leaders Graduation

Planning and Development Engaging Leaders:
Lyndee Chicon, Amos Reed, Lynn Rossi
Pearl Harbor Day Walk

The city of Phoenix Pearl Harbor Day Walk held its annual Phoenix Pearl Harbor day on Friday, Dec 7. It started at Phoenix City Hall and proceeds to Wesley Bolin Plaza and ends at the anchor from the sunken USS Arizona.

Planning and Development Department’s Ben Enryei is the organizer and founder of the event that launched 13 years ago. Check out the video from this year’s event lead by Ben.

A tree full of holiday postcards were available for employees to send holiday messages to our troops who are away from their families.

Thank you Ben for your dedication!

Inspectors Appreciation Breakfast

The Inspections section held its annual Appreciation Breakfast to recognize our General Inspectors, Contract Inspectors, and the NPC Team. The event is held at the Deer Valley Airport restaurant. Thank you for all your hard work!

Up-Coming Training

Acing the Job Interview

Two classes have been added in eChris for Planning and Development staff. If you are looking to promote within Planning and Development or the City of Phoenix, this class will provide you with effective tools to assist you with obtaining your career goals.

Title: Acing the Job Interview
Instructor: Scott Kirshner
Course Code: PDINT
Location: 438 1A Conference Room
Dates and Times (only choose one date):
January 22, 2019 from 9 am-12 pm
February 5, 2019 from 9 am-12 pm
Take your career to the next level with “Acing the Job Interview.”

Thank you Ben for your dedication!
KUDOS!!!

Quarterly Coffee Chat- November
PDD staff were recently recognized for “Doing What Matters, Every Day, Every Customer” with a Coffee Chat invitation, an opportunity to visit with the manager team while enjoying coffee, juice and treats. Each staff were nominated as a result of a customer taking the extra time to write a letter, email or complete a customer survey that describes the excellent customer service provided to them. For any questions regarding the Coffee Chat, you may contact Leah Swanton at Leah.Swanton@Phoenix.gov

Employee Spotlight: Eric Buskirk

Eric Buskirk was recently promoted to Development Team Leader within the residential section of the Planning and Development Department (PDD). He is responsible for coordinating and managing the plan review and permit process for single family, duplex, and townhome residential subdivisions. Eric has held numerous positions as part of the Site Planning and Impact Fee sections, as well as the Office of Customer Advocacy during his 14 year career at City of Phoenix. He has developed a strong background in the Zoning Ordinance, Building Code, Subdivision Ordinance, through a broad range of experience which lends itself to guiding customers through the regulatory environment for new subdivisions.

General information regarding the residential plan review and permit process is available online at: https://www.phoenix.gov/pdd/

New homes with lots less than 65 feet wide are subject to single family design review (SFDR) guidelines. SFDR standards can be found at: https://www.phoenix.gov/pddsite/Pages/pdddesign.aspx
A new training class has been added in eChris.

Title: MLK & The Power of Words

Instructor: Scott Kirshner

Course Code: PDMLK

Location: 438 1A Conference Room

Dates and Times (only choose one date):
- 01/08/19 from 9:00am - 11:00am, or
- 01/17/19 from 1:00pm - 3:00pm

This class discusses numerous quotes of Dr. Martin Luther King, Jr. and the impact his words have had on society and civil rights.

- Learning objectives include:
  - Reflect on how words have been a catalyst for change in society;
  - Provide examples of such change

Remember, supervisor approval is required PRIOR to registering for classes.

Staff approved an issued a Certificate of Occupancy for the Churchill at 901 N. 1st Street.

The Churchill is a mixed use commercial development that is designed using shipping containers. The uses include restaurants, retail shops, and it “...is a locally focused community driven gathering place.” “At the heart of The Churchill is a 9,000 square foot courtyard intended for dining, drinking, socializing and learning. The space will be activated with curated speakers, art classes, fitness classes, sports viewing and pop up artist galleries.” – Churchill Website - https://thechurchillphx.com/about-us/

The Churchill

Village Planners

Do you know who your Village Planner is? The Planning and Development Department has recently updated the Village Planner assignments. The below map details the current assignments. Please feel free to contact your Village Planner if you have any village-related questions!

https://www.phoenix.gov/villages
SHAPE PHX Project Update

Proposals for the Revised RFP were due on December 14, 2018, and the process for evaluating them and selecting a vendor has begun. Based on the current project schedule it is anticipated that a vendor will be in place by late this summer. The SHAPE PHX team and experts from the PDD divisions have been working on a series of documents to help the vendor understand the city of Phoenix current processes. Called Business Process Maps, they are visualizations of the work that we do as we produce permits, plan reviews and inspections, who is responsible for the tasks on these projects, and what information is necessary to complete them. These detailed descriptions of the workflows will aid the vendor in meeting the unique needs of PDD due to Arizona state statutes, city ordinances and the adopted building codes. They will also assist the department in identifying opportunities for improvement.

Another important aspect of the pre-contract work that is underway deals with the data that is housed in KIVA, PlanWeb, SIRE and the other systems being integrated in SHAPE PHX. Where there are errors, clean up needs to occur. Decisions need to be made regarding what data will be moved into the new system and what will be archived for research purposes.

OCM: Organizational Change Management

In addition to these preparatory aspects is the Organizational Change Management plan or OCM plan. OCM Plans are designed to assist staff with the transition from the current way of doing things to the new way of doing things. Few of us are comfortable with change, and let’s face it, this is going to be a big change. Recognizing this and working together, focusing as a team on the positive changes that this will bring about for the staff and our customers, and the improvements that it offers us, will make the shift to the new way of doing things easier.

One way that you can get involved is by becoming part of the change agent network. These key players help to bridge the gap between the project team and PDD staff, delivering information, championing the project, encouraging people, and helping them through the process. This team will help when the new system is rolled out to the staff by delivering important updates and serving as super-users and on-the-spot experts when the new system goes live. If you are interested in getting involved with SHAPE PHX in this capacity, let your supervisor and the SHAPE PHX team (shapephx@phoenix.gov) know.
What’s In It For Me? (WII-FM)

That’s all very interesting, you’re saying. KIVA has been around for a long time, and it has some quirks, but it works. Why do we need to change? Why should I get on board with this? It’s going to disrupt the way I do things. I have to learn a new system. What’s in it for me? SHAPE PHX will integrate the disparate and unconnected or partially connected systems that we currently have for planning and zoning, electronic plan review, document management, permitting and plan review, and GIS and join them together to make a more integrated workflow.

Imagine not having to check multiple systems to know what the zoning of a property is, whether there has been a variance or a Use Permit, plans in electronic plan review, customer contacts, old permits, and current applications. Consider the time you would save if the system created the place holders like SDEVS and SPADs for you in the background rather than you having to do it while your customer sits at the counter waiting for you and the system. Think of how many phone calls and how much time our customers could save if they could request information or status updates on their applications online, or set up pre-application meetings, inspections or report violations using the online portal.

SHAPE PHX has the potential to improve how PDD does business in a variety of ways and streamline our communications with our customers.

If you have any questions or suggestions – contact the SHAPE PHX Team here:
PDD SHAPE PHX
shapephx@phoenix.gov

TRAINING

Title: Cesar Chavez and the Power of Words

(This class discusses numerous quotes of Cesar Chavez and the impact his words have had on society and workers’ rights.)

Trainer: Scott Kirshner

Course Code: PDCCH

Location 438 1A

Dates: 3/27/19
4/03/19
9 am-11 am

Remember, supervisor approval is required PRIOR to registering for classes.)
South Central Transit Oriented Development Steering Committee

The Long Range Planning section has a new Committee: The South Central Transit Oriented Development Steering Committee. The primary role of this Steering Committee is to participate in the creation of a Transit Oriented Development Policy Plan that is specific to the South Central Light Rail Corridor. The Steering Committee members will serve as a community leaders by representing their stakeholder groups and guiding the development of a community vision and plan implementation strategies. Steering Committee members also advocate for and play a direct role in implementing the future plan.

The resulting Policy Plan will be developed through three phases:

- Current conditions assessments (South Central Corridor Today)
- Vision for the future (South Central Corridor community vision)
- Implementation (Steps to achieve the community vision)

In late November the South Central Transit Oriented Development Steering Committee met for the first time at the South Mountain Community Center to start their work on the South Central TOD Policy Plan, in the first of many meetings that will take place over the next year to guide the development of a community plan for the South Central Light Rail Corridor. For more information about this new committee click here (hyperlink* https://boards.phoenix.gov/Home/BoardsDetail/72)

With the upcoming TOD Policy Plan for the South Central Corridor and for 19North, our Planning and Development website has expanded to include all the past and upcoming TOD plans in Phoenix. The new *TOD page (hyperlink* https://www.phoenix.gov/pdd/tod) in our website includes information on Transit Oriented Development in Phoenix and provides information on our existing and ongoing TOD plans.
Inspections

After-Hours Construction Noise Complaint Program

October 2018 marked the year anniversary of the Planning and Development Department’s After-Hours Construction Noise Complaint Program. Nine inspectors rotate being on-call each week and respond to complaints about construction noise after permitted working hours. Building construction in Phoenix is generally only permitted during daytime weekday hours, unless an extended hours construction permit has been issued. Complaints come in from residents across the city through a dedicated phone line and email address.

The original team of inspectors who were responsible for getting the program up and running in October 2017 were recently awarded the Planning and Development Department’s Trendsetter Award for their dedication to making the program a success. Other large City of Phoenix departments have taken notice of PDD’s construction noise complaint program and are starting similar programs of their own to address other sources of noise.

From the beginning of the program through December 2018, the After-Hours Construction Noise Complaint Program has received more than 900 complaints.

For more information about the program or to find out how to file an after-hours construction noise complaint, please visit https://www.phoenix.gov/pddsite/Pages/After-Hours-Construction-Noise-Complaints.aspx
Policies Update

Over the past year, HR and PDD staff have been working together to update several department policies (DPs).

Along this same time period, several City Administrative Regulations (ARs) have been updated as well. Many of PDD’s department policies are already governed by the city ARs and Personnel Rules. To streamline and not be redundant with policies, it was decided by HR & management staff to remove the following DPs and rely on the corresponding city ARs for the following policies:

- DP 307 – Transfers within a Department (Personnel Rules 7 & 12)
- DP 103 – Cell Phones/Equipment (AR 1.64)
- DP 115 – Computer Software (AR 1.86)
- DP 117 – Internet Use (ARs 1.63 & 1.64)
- DP Out-of-Class Guidelines (AR 2.20)
- DP 122 - Ethics policy, will also be removed due to the recent update to the new City Ethics Handbook along with ARs 2.91 & 2.93. (Although the DP will be removed, a supplemental acknowledgement form will soon be introduced to the department.

The listed DPs will also be removed from PDD’s intranet Policies page. HR and PDD staff will continue to work to update and/or remove the remaining DPs that are duplicative to the City’s ARs. Stay tuned for more updates in the future!

Contact Renee Gillison directly should you have any questions on city rules and regulations.

Renee Gillison
Human Resources Officer
Shared Services

City of Phoenix | Human Resources - Consulting
251 West Washington Street, 3rd floor
Phoenix, Arizona 85003

Direct 602-495-2480
Fax 602- 534-4786
renee.gillison@phoenix.gov
AR Updates

There have been some recent updates to the ARs pertaining to sick leave and the definition of a “family member.”

Those changes are explained below. Contact Renee Gillison or Karen Truesdale if you have any questions.

AR 2.30(A) and AR 2.30(B) Changes

- Expanding use of Sick Leave – BI can now be used for the care of immediate family members
- Updating “Family Member” definition
- Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; or
- A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee’s spouse or domestic partner or a person who stood in loco parentis when the employee or employee’s spouse or domestic partner was a minor child; or
- A person to whom the employee is legally married under the laws of any state or political subdivision; or
- A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee.
- Life-threatening personal/family conditions – all BN leave for life-threatening conditions will be held harmless with documentation
- Expanding Bereavement Leave
- Personnel Rule 15h expands the list of “immediate family” for bereavement leave to include the employee’s grandparent.

Vacation for new employees – newly hired employees can now use their vacation leave in the first 6 months of hire.

No Changes

- Earned Paid Sick Time – still only 40 hours can be used, per calendar year
- Acceptable limits of unscheduled absences – still up to 6 is allowable

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Historic Preservation: Tools of the Trade

So, how do those preservation planners hunt down information about our city’s historic properties?

Here are just a few tools of the trade folks in the Historic Preservation Office use in their day-to-day activities.

**City Directories:** Old phone books from decades past included listings by address and by last name. The listings for persons also included their professions. When conducting research on a historic property, having listings by address is particularly helpful. This allows one to trace back the owners of properties by year.

*Phoenix City Directory, 1937 – lists Walter R and Blanche Strong with home on Baseline near 24th Street, with Walter working in the citrus industry.*

**U.S. Geological Survey Historical Topographical Maps:** Topo maps often invaluably document the locations of buildings outside the city center, as well as important landmarks and former names of roads. Topos, over a range of years, can show the progression of city expansion.

**Sanborn Fire Insurance Maps:** The Sanborn Map Company published detailed hand-drawn maps of urban areas that were used to assess fire risk for insurance purposes. The maps note street addresses and an outline of each building with colors and symbols depicting their use, exterior wall and roof materials, number of stories, and other features including the presence of patios and chimneys.

This information is useful for understanding the history and evolution of a building or geographic area and for identifying original features and later alterations to buildings.

*Sanborn Map of Phoenix, 1915, depicting Kenilworth School building.*

**Newspaper Archives:** Newspaper archives are a valuable source of information for learning more about buildings and people as well as historical events and trends. Articles and ads can help identify when a building or neighborhood was built and who was associated with the property, including original owners, developers, builders, and architects. Early photographs and renderings may also be found and can help to identify a building’s original appearance.

**Building Permit Records:** Permits provide information about when a property was built, building materials used, when modifications were made, and the value of the construction. They may also contain information about the builder or architect, the name of the original owner, and alternate addresses.

*Original building permit for 1401 E. Van Buren, 1958.*
**Historic Preservation Tools of the Trade (Cont.)**

**County Recorder:** Planners often refer to the deeds filed with the county, and can trace back property ownership (and perhaps build dates) through these documents. Articles of incorporation, bills of sale and other documents can also provide helpful information on owners/properties.

**Flood Control District of Maricopa County Aerial Photographs:** These aerials date back to 1930, and in that year, were photographed by two men in a bi-plane from the Army Corps of Engineers. Though the quality of some of the aerial survey years can be lacking, other years are crisp detailing, features like original landscaping. Historic aerials can be used to trace the evolution of a property including initial construction and subsequent additions. They also demonstrate how areas surrounding a property have changed over time, i.e. shifts from agricultural to commercial/residential land.

_U.S. Census record for 1940 listing Walter R and Blanche F. Strong at residence on Baseline Road with Walter a farmer in the citrus industry._

_Walter Strong residence surrounded by agricultural fields, 1930 and with large addition to the west surround by residential and commercial development in 2017._

**Birth & Death Certificates from the Arizona Department of Health Services:** Birth and death certificates can provide information not easily found anywhere else, like full names of people who went by initials in other public records, addresses of residents not documented in city directories, birth dates/places, and sometimes professions.

**Census Records:** Detailed U.S. Census records provide information on households including the family members and non-family members who resided at the property, the professions of those employed, the ages of residents, birth locations, and whether the residents were owners or renters. The records can be used to demonstrate familial relationships, length of residency, and changes in occupation.

**U.S. Department of the Interior Bureau of Land Management General Land Office (GLO) Records:** Sometimes it’s necessary to go way back when researching a property, to when the Valley was first homesteaded by settlers. In the Phoenix area, homestead records date back to the late 1860s. The GLO records include land patents, surveys and field notes.

These are the primary source tools historians use to document a building’s history and potential significance.
HOLIDAY EVENT HOSTED BY THE EMPLOYEE RECOGNITION COMMITTEE

Trendsetter Award Winners:
The After Hours Inspections Team

Foundation Award Winners:
Elaine Noble
Veline Valencia
Mystery Game!

Who stole the Master Plan?????

**THE SUSPECTS:**

- Ace Love
- Joey-Bag-O-Donuts
- Robert the Builder
- Sally the Scarecrow
- Convict Carl
- Jumpin’ Johnny
- The Lone Mesa
- Fleet-footed Freddie

**Clues point to Ace Love and Robert the Builder!!**

**Session 1**

Motive: After being banned from competition he wanted to stop the development of a new tennis arena and stop an upcoming tournament.

**Session 2**

Motive: To stop his rival, Christopher the Constructor, who outbid him on a major development