



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

To: Planning and Development Department Applicants **Date:** April 17, 2020

From: Alan Stephenson *AS*
Planning and Development Director

Subject: REQUIRED NEIGHBORHOOD MEETINGS: LOCAL EMERGENCY GUIDELINES

In response to the Phoenix City Council's declaration of a Local Emergency on March 20, 2020 and to help ensure the health and safety of the public, applicants, Boards and Commission members and staff, the following guidelines have been developed for required neighborhood meetings for all General Plan Amendment, Rezoning, Special Permit and Text Amendment applications, along with any required meetings associated with the Zoning Adjustment Hearing Officer, Planning Hearing Officer, Design Review Committee, Historic Preservation Hearing Officer, Historic Preservation Commission and preliminary site plan reviews. These guidelines are effective immediately and applicable during the length of the Local Emergency declaration.

The applicant will adhere to the minimum notification requirements as outlined in the Phoenix Zoning Ordinance. In place of the required neighborhood meeting the applicant shall establish a website, or other web-based resource, regarding the request. At a minimum, the website shall provide the following information about the request:

- Location
- Project narrative outlining the requested changed and associated proposal
- Projects Maps (i.e. aerial, context)
- Project documents / application materials (i.e. site plan, elevations, renderings)
- Contact information for the applicant via e-mail and telephone
- Hearing dates, when available from staff
- Information regarding the virtual meeting, teleconference or alternative meeting format when scheduled

The website shall permit visitors to submit comments and questions about the request to the applicant. Information about the website shall be included in a notification letter or email to all property owners and neighborhood associations required to be noticed in the Zoning Ordinance within 10 working days of filing the application. The website shall be available for public review through the duration of the application review and public hearing process.

In addition, the applicant shall host an online virtual meeting, teleconference or other alternative meeting format where members of the public can safely engage with the applicant on the project. Notice for the virtual meeting, teleconference or alternative meeting format shall be sent a minimum of 30 days in advance of the first public presentation before a committee or hearing officer. Exceptions to this 30 day notice requirement will be made for applications already scheduled for review at a public meeting / hearing at the time of this memo.

All copies of any comments received by the applicant on their website and at the meeting, or through any other means of communication with the public, shall be included in a Citizen Participation Report as required in the Rezoning and Special Permit Procedures Outline or equivalent process guide. The Citizen Participation Report shall be submitted a minimum of 14 days prior to the first public meeting or hearing and will be included in the information provided to the committee or hearing officer.

Applicants are encouraged to utilize as many resources and strategies as possible to facilitate public awareness and discussion regarding the request. While these guidelines offer an alternative approach during the Local Emergency declaration, all applicants should at a minimum be following established standards in an attempt to address any community concerns or questions. All notification requirements (signs, letters) are still applicable per the appropriate application packet.

Resources

Please do not hesitate to contact assigned staff with any questions regarding these guidelines. The Planning and Development Department will be moving to a virtual format utilizing the WebEx Events platform for all public meetings and hearings starting on April 20, 2020. We have created a web page for information about the move to virtual meetings at <https://www.phoenix.gov/pdd/Covid19-Public-Meeting-Process>. The page will have links to resources and videos related to WebEx Events and additional information regarding changes in our processes and procedures.

Sunset

This guideline will sunset when the City lifts the Local Emergency declaration. The Planning and Development Director may terminate, extend, or modify these requirements at any time.

ADA Compliance

The website must comply with all applicable ADA requirements. The applicant must make appropriate accommodations to individuals with disabilities.