



CITY OF TUCSON

MEMORANDUM

DATE: April 27, 2020

for

TO: Public at Large and All Interested Parties

FROM: Scott Clark, Director
Planning & Development Services

SUBJECT: Notice of Changes to Neighborhood Meeting Requirements During COVID-19 Pandemic

Due to the impacts of the COVID-19 pandemic, which have prompted declarations of a public health emergency at the local, state and federal levels, neighborhood meetings required by the City of Tucson Unified Development Code Section 3.2.2 will be conducted using measures to protect public health. These meetings will be held remotely through technological means, as permitted under Arizona law.

IN-PERSON ATTENDANCE BY MEMBERS OF THE PUBLIC WILL BE PROHIBITED.

The following process will be followed until further notice:

- 1) Applicant shall hold an online neighborhood meeting with the purpose of the meeting to provide basic information about the proposed project, answer questions, and listen to comments and suggestions from the public.
- 2) Applicants may use their preferred platform (such as GoToMeeting, Zoom, Webex, etc) to hold the online meeting, provided it meets the following requirements: presenter(s) can share visual presentation; meeting can be accessed by the public online or using a call-in number; a channel is available for viewers to submit comments and questions during the meeting; meeting video and audio can be recorded.
- 3) Applicants are required to mail a neighborhood meeting invitation at least ten days prior to the date of the meeting to parties required to be noticed based on the application type. However, it is suggested that applicants mail the invitation letter between 14 to 21 days prior to the neighborhood meeting to allow additional notice. In addition to the invitation letter, the mailing should include a narrative description of the project, location map, and conceptual plan. The letter must include a link and instructions on how to access the meeting from a computer, tablet, or smartphone. The letter shall also include applicant contact information (phone, email and mailing address) where comments and questions can be directed.
- 4) The neighborhood meeting mailing list will be provided by the City of Tucson upon request of the applicant.
- 5) Those interested parties unable to attend the virtual web-based meeting may submit written comments on any aspect of the proposed project by sending an email to the applicant. The email should reference the project name and include the individual's name, address, and contact information.
- 6) Applicants must submit meeting notes including a list of online participants and comments received during the meeting, as well as audio/video file of the meeting, and any correspondence or comments received by mail, email or phone, before, during or after the meeting as part of their application submittal.