



# Maricopa County

Planning & Development Department

## INTERIM GUIDELINES CITIZEN REVIEW & PARTICIPATION

To help ensure the health and safety of the public, applicants, county commissioners/board members, and Maricopa County staff (staff) during the COVID-19 (Coronavirus) emergency, the following guidelines shall direct public participation procedures for applicants and staff. These guidelines are effective immediately for applicants and staff, for the Board of Adjustment beginning with their April 16, 2020 public hearing, and for the Planning and Zoning Commission beginning with their April 23, 2020 public hearing, continuing until further notice.

- ARS §11-813 will continue to be followed for public notice:
  - Notice in a newspaper of general circulation, prepared by staff, 15 days prior to hearing;
  - Site posting in no less than two places, with one sign for each quarter mile of frontage along perimeter ROW
    - Site postings will continue to follow the requirements established by Maricopa County, except that the location/time of hearing will be replaced with the following language:

*ATTENDANCE AT THIS HEARING SHALL BE ONLINE/TELEPHONIC ONLY. INSTRUCTIONS ON ATTENDANCE AND HOW TO SUBMIT QUESTIONS/COMMENTS MAY BE FOUND AT: [www.maricopa.gov/797](http://www.maricopa.gov/797) ONE WEEK PRIOR TO THE HEARING DATE OR BY CONTACTING THE PLANNER AS NOTED BELOW.*

- Notification, in accordance with Maricopa County requirements, sent to all property owners within 300' of the subject property.
- Applicants should continue to follow the public outreach guidelines established by Maricopa County, except that, in accordance with guidance from the Centers for Disease Control, no face-to-face community meetings of groups larger than 10 people should be held until further notice. Applicants are encouraged to communicate with potentially affected citizens to the greatest extent possible, to use technology options to provide broad dissemination and gathering of

information, and to promote public input. The results of public participation efforts will continue to be required prior to scheduling public hearings.

- Staff will continue to follow established public outreach protocols during the review phase of cases, except that no face-to-face meetings/interaction with the public will be allowed. All staff communication with the public shall be by written, verbal or online methods.
- Staff reports will continue to be prepared according to current guidelines, and will include a discussion of the public participation efforts by the applicant, specific numbers of support and opposition, and a summary of any concerns/issues submitted by the public.
- All comments received via email/mail or other print will be included in the packet for distribution to the Commission, and for public viewing via the department's website.

#### Planning and Zoning Commission and Board of Adjustment hearings

- Public hearings will be conducted in a 'virtual' setting; the public will not be allowed to attend public hearings in person until further notice. As noted on the site postings, instructions for how to attend and participate in the hearings in the 'virtual' setting will be provided at [www.maricopa.gov/797](http://www.maricopa.gov/797) one week prior to the hearing date.
- The Chairman will conduct the 'virtual' public hearing according to normal bylaws, and according to the rules established by the Chairman regarding public comment. However, any written public comment received by staff after publication of the Commission or Board of Adjustment packet will be read into the record by staff.
- To ensure accuracy, the Chairman will verbally identify the specific members responsible for all motions and seconds. Votes will be done by roll call vote only.