

## Attachment A



### City of Phoenix

PLANNING AND DEVELOPMENT DEPARTMENT

**To:** Mario Paniagua  
Deputy City Manager

**Date:** May 14, 2020

**From:** Alan Stephenson  
Planning and Development Director

**Subject:** ITEM 34 ON THE MAY 20, 2020 FORMAL AGENDA –EMERGENCY DECLARATION- TEMPORARILY EXTENDING DEVELOPMENT DEADLINES- RESPONSE TO COVID-19

Item 34, Emergency Declaration-Temporarily Extending Development Deadlines- Response to COVID-19, is a request to allow the extension of development deadlines due to the impacts of COVID-19 on the current state of the national, state and local economy.

The COVID-19 has resulted in state of emergency declarations by President Trump, Governor Ducey and declaration of a Local Emergency by the City Council. Development within the City of Phoenix is critical for the economy and health of the city, businesses and the community. Action needs to be taken to support the vitality of development through the unprecedented challenges triggered by COVID-19.

Responding to the COVID-19 pandemic, the Planning and Development Department will temporarily allow expanded timeframes from those identified in the City of Phoenix City Code, Zoning Ordinance and the adopted 2018 Phoenix Building Construction Code. Development projects will have additional time to complete plan reviews, purchase permits and complete construction. Projects will also be provided allowances for Zoning Adjustment related to the securing of building permits.

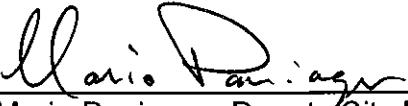
- Preliminary plats are authorizations for subdivisions (creating individual lots, tracks, easements and right-of-way) to proceed with preparation of a final plat and engineering plans and specifications for public improvements. The city will allow a preliminary plat to have up to three years (36 months) to obtain City Council approval and be recorded with Maricopa County. Currently preliminary plats have only two years (24 months).
- Development projects that obtain preliminary approval between January 1, 2020 and December 31, 2020 will have 3 years (36 months) from approval before they will expire. Currently the code only allows 2 years (24 months from approval). If a project is phased, preliminary approval will be valid for up to four years (48 months) from the date of preliminary approval.
- All active construction plan reviews (building, civil, site, and landscape) from January 1, 2020 until December 31, 2020 will have up to two years (24 months)

to obtain approval from the date of initial submittal. Currently the code only allows one year (12 months). Plan review extensions will not need to be filed by applicants and no additional fees will be charged for the original scope of work.

- Construction projects that purchased permits and those that have started construction after purchasing permits will be allowed up to three years (36 months) before the permits will expire. Currently construction permits for building and civil work are valid for two years (24 months). This will allow construction projects to pause their work to allow time to address financing, material and labor challenges due to COVID-19.
- Sign permits are currently issued with a 180-day expiration period. We are proposing an additional 180 days for all sign permits upon request from the applicant.
- Zoning Adjustment requests (variances and use-permits) are required by the Zoning Ordinance to be conditioned on the issuance of a building permit. The time frame for the issuance of the building permit is 60 days unless a greater time frame is stipulated by the Zoning Adjustment Hearing Officer during the hearing. For Zoning Adjustment with a stipulated time frame that will be expiring during the City's Local Emergency Declaration we are proposing an additional 180 days for up to one year from when the Declaration was issued to secure permits. For all new Zoning Adjustment requests, the stipulated time frame to secure building permits will be a minimum of 1-year.

Exhibit 1:

***List of Permit Extensions Due to COVID-19 Spreadsheet***

Approved:   
Mario Paniagua, Deputy City Manager