NOTICE OF PUBLIC MEETING
NEIGHBORHOODS, PLANNING AND DEVELOPMENT, HOUSING & HOMELESS SUBCOMMITTEE

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the **NEIGHBORHOODS, PLANNING AND DEVELOPMENT, HOUSING & HOMELESS SUBCOMMITTEE** and to the general public, that the **NEIGHBORHOODS, PLANNING AND DEVELOPMENT, HOUSING & HOMELESS SUBCOMMITTEE** will hold a meeting open to the public on **Tuesday, January 15, 2013 at 10:00 a.m. located at Phoenix City Hall, 1st Floor Atrium, Assembly Rooms A, B, & C, 200 West Washington Street, Phoenix, Arizona.**

One or more Subcommittee members may participate via teleconference.
The agenda for the meeting is as follows (items may be discussed in a different sequence than posted):

1.	**Call to Order**	Daniel Valenzuela, Chair
2.	**Call to the Public:** Consideration, discussion and comments from the public; those wishing to address the Subcommittee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.	Daniel Valenzuela, Chair
3.	**Review and Approval of the October 16, 2012 Neighborhoods, Planning and Development, Housing & Homeless Subcommittee Meeting Minutes** **This item is for action.**	Page 5
4.	**Review and Approval of the October 24, 2012 Neighborhoods, Planning and Development, Housing & Homeless Subcommittee Meeting Minutes** **This item is for action.**	Page 11
Items 5-7 are for information only. No presentations are planned; however staff will be available to answer questions.		
5.	**NEIGHBORHOOD SERVICES VOLUNTEER EFFORTS UPDATE** This report provides information regarding the Neighborhood Services Department volunteer efforts. **This item is for information only.**	Chris Hallett, Neighborhood Services Page 19
6.	**NEIGHBORHOOD NOTIFICATION DATABASE UPDATE** This report provides information on progress updating neighborhood organization information in the Neighborhood Notification Office (NNO) database and other program changes. **This item is for information only.**	Chris Hallett, Neighborhood Services Page 23

7.	**NEIGHBORHOOD STABILIZATION PROGRAM UPDATE** This report provides updated information on the Neighborhood Stabilization Program. **This item is for information only.**	Chris Hallett, Neighborhood Services Kim Dorney, Housing Page 25
Items 8-11 are for information, discussion and possible action.		
8.	**RECYCLING PROGRAM IN MULTIFAMILY HOUSING** This report provides an update on the multifamily recycling collection pilot program and requests the Subcommittee recommend City Council approval to transition all City-controlled multifamily properties to recycling collection. **This item is for information, discussion and possible action.**	Kim Dorney, Housing John Trujillo, Public Works Page 29
9.	**VACANT PROPERTY UPDATE** This report provides an update on vacant properties in Phoenix and requests that the Subcommittee recommend City Council approval to establish and attach a $20 fee to civil citations issued for violations of the Neighborhood Preservation Ordinance (NPO) to be used for emergency abatement of health and safety hazards and to remove blight from vacant or abandoned properties. **This item is for information, discussion and possible action.**	Chris Hallett, Neighborhood Services Page 31
10.	**IMPLEMENTATION OF FIVE DAY DEVELOPMENT SITE PLAN REVIEW** This report provides information on the proposed implementation of five day development site plan review, and requests that the Subcommittee recommend City Council approval of five new positions and $281,600 in funding to implement the program. **This item is for information, discussion and possible action.**	Derek D. Horn, Planning and Development Page 35
11.	**ZONING ORDINANCE TEXT AMENDMENTS TO MODIFY THE DOWNTOWN CODE AND TO SUNSET THE DOWNTOWN CORE AND THE WAREHOUSE OVERLAY DISTRICTS** This report provides information on a Zoning Ordinance Text Amendment to modify the Downtown Code and to sunset the Downtown Core and the Warehouse Overlay districts. Staff requests the Subcommittee recommend City Council approval of Z-TA-3-12 and Z-TA-16-12 with the addition of Environmental Remediation as an interim use in the Land Use Table in Section 1204 as shown in Attachment A. **This item is for information, discussion and possible action.**	Derek D. Horn, Planning and Development Page 37

Items 12-13 are for information and discussion.		
12.	**ZONING ORDINANCE TEXT AMENDMENT TO MODIFY REGULATIONS FOR CHARITABLE DONATION DROP BOXES: Z-TA-14-12** This report provides information on a Zoning Ordinance Text Amendment to create requirements for charitable drop boxes. This item is for discussion purposes only as the proposed language will be reviewed by the Village Planning Committees, Planning Commission and full City Council in early 2013. **This item is for information and discussion.**	Derek D. Horn, Planning and Development Page 41
13.	**NEIGHBORHOOD COLLEGE** This report provides information regarding the new Neighborhood Services Department Neighborhood College program. **This item is for information and discussion.**	Chris Hallett, Neighborhood Services Page 45
14.	**Future Agenda Items:** This item is scheduled to give Subcommittee members an opportunity to mention possible topics for future Subcommittee agendas or to request City staff to follow-up on Subcommittee issues.	
15.	**Call to the Public:** Consideration, discussion and comments from the public; those wishing to address the Subcommittee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.	
16.	**Adjournment**	

For further information, please call Brandie Barrett, Management Assistant, City Manager's Office, at 602-262-7684 or Wathsna Sayassne at 602-273-2769.

Persons paid to lobby on behalf of persons or organizations other than themselves shall register with the City Clerk prior to lobbying or within five business days thereafter, and must register annually to continue lobbying. If you have any questions about registration or whether or not you must register, please contact the City Clerk's Office at 602-262-6811.

For reasonable accommodations, call Brandie Barrett at Voice/602-262-7684 or TTY/602-534-5500, or Wathsna Sayassne at 602-273-2769 as early as possible to coordinate needed arrangements.

Subcommittee Members

Councilman Bill Gates
Councilman Tom Simplot
Councilman Jim Waring
Councilman Daniel Valenzuela, Chair

January 10, 2013

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Phoenix City Council
Neighborhoods, Planning and Development, Housing & Homeless Subcommittee
Summary Minutes
Tuesday, October 16, 2012

1st Floor Atrium
Assembly Rooms A, B, and C
200 West Washington Street
Phoenix, Arizona

Subcommittee Members Present
Councilman Daniel Valenzuela, Chair
Councilman Tom Simplot
Councilman Jim Waring

Subcommittee Members Absent
Councilman Gates

Staff Present
Alan Stephenson
Amanda Griffin
Ashley Bunch
Bethany Samaddar
Brandie Barrett
Brian Schmitt
Chris Hallett
DaNelle Haynes
Deanna Jonovich
Ernest Martinez
Erynn Crowley
Gabe Ramirez
Gary New
Gerard Brilhante
Greg Gonzales
Jeff Jamison
Jerome E. Miller
JoAnn Del-Colle

Staff Present
Jodi Liggett
Jennifer Emerson
Kathya Hidalgo
Kim Dorney
Kweilin Waller
Lina Cruz
Maria Bears
Mindy Davis
Nichole Ayoola
Patrick Ravenstein
Penny Parrella
Sandy Estrella
Sole Collins
Tim Boling
Toni Maccarone
Veronica Gonzalez
Wendy Villa
Wathsna Sayasane

Public Present
Abril Gallardo
Amy Schwabenlender
AnaMaria Reyes
Ben Konela
Bill Scheel
Brian Spicker
Carol A. Poore, Ph.D.
Charlie Parks
Darlene Newsom
David Hepburn
Diana Urrutia
Dianne Post
Irving Flores
Isaac Arondo
Jak Keyser
Jake Hinman

Public Present
Jeff Rosen
Jesus A. Aguirre
Larua Cooper
Lawrrie Fitzhugh
Lily Urrutia
Marc Scher
Mary Peterson
Melissa Frey
Michael Orr
Monica Sandschafer
Nic Wiesinger
Pleas L. Moore
Randy Decker
Raul Gallardo
Sergio Rodriguez
Stacey Langford

1. **Call To Order**
   Councilman Valenzuela called the meeting to order at 10:09 a.m. with Councilmen Simplot and Waring present. Councilman Gates was absent.

2. **Call to the Public**
   Jeff Rosen expressed concern regarding incorrect placement of recycle bins by residents within the community.

3. **Review and Approval of the September 18, 2012 Neighborhoods, Planning and Development, Housing & Homeless Subcommittee Meeting Minutes**

Councilman Simplot motioned to continue the item to a future meeting. Councilman Waring seconded the motion, which passed 3-0.

4. **National Association of Housing and Redevelopment Officials (NAHRO) "What Home Means To Me" Poster Contest Winners**

5. **Update on Neighborhood Stabilization Program**

6. **ARRA Weatherization Update**

7. **Illegal Signs Update**
   Items four through seven were for information only. No questions were asked.

8. **Naming of the Southwest Center for HIV/AIDS Facility**

9. **2013-14 Annual Action Plan and CDBG Request for Proposals**

10. **Affordable Housing Loan Program and Underwriting Guidelines—Modification to Application Process and Selection**
    No questions were asked. Councilman Simplot moved for approval to recommend City Council approval for Consent Agenda items eight through ten. Councilman Waring seconded the motion, which passed 3:0.

11. **Foreclosure/Vacant Property Update**
    Deputy City Manager Jerome Miller introduced the item, Chris Hallett, Neighborhood Services Department Director, and Tim Boling, Neighborhood Services Department Deputy Director.

    Councilman Simplot stated he had a possible conflict with the item and recused himself.

    Mr. Hallett stated the foreclosure and vacant properties issue was last heard by the Subcommittee in June. He summarized the code enforcement process noting the complaint basis approach and that priority is placed on areas such as targeted neighborhood initiative areas. He emphasized that the foreclosure and vacant property is a citywide issue, which has become a top priority through efforts for expedited enforcement. He explained the details and benefits of the State's abatement law. He also discussed the expansion and results of the Foreclosure Education and Blight Elimination Project.

    Mr. Hallett summarized the main challenges of resolving the issue, which included finding the responsible party, non-compliant work and lack of funds. He presented research findings from the Vacant Property Registry concept, which originated from the June Subcommittee meeting. He reviewed the results of the city comparison survey noting 12 of the 23 cities contacted had registries, and 1 of the 12 used a private vendor. He mentioned that 3 cities stated the registry was beneficial but added only 6 responded to that question. Mr. Hallett summarized pros and cons of implementing a registry.

Councilman Waring expressed concern of using a private vendor and asked for clarification on whether the registry would address the main issue of speeding up the process of cleaning the vacant properties. Mr. Hallett responded the benefits of a private vendor were unknown and explained how a registry would provide a method to find a responsible party in order for the city to send notices.
Councilman Waring restated his concern of the registry noting the length of time for implementation. Councilman Valenzuela stated his support for staff to research multiple options if needed, to find the solution best suited for the community in order to resolve the issue.

Mr. Hallett continued his presentation clarifying the legal notice requirements and noted the limited evidence of long term benefits of a registry. He presented trends impacting neighborhoods, such as annual abatement case statistics, abatements by owner type, total civil citations by owner type, and overall foreclosure numbers. He noted the assumption that the City was over the foreclosure peak but stated there was still a need to find a solution to handle the issue. Mr. Hallett concluded with recommendations, which included possible funding options, expansion of Foreclosure Education and Blight Elimination Program, and developing a method to obtain the authority to arrest.

Councilman Valenzuela noted the item would be continued to the next meeting with continued discussion of the options presented by staff.

Councilman Waring stated his agreement to hear other options but reaffirmed his concerns with the registry.

Councilman Valenzuela noted speaker comment cards were submitted by the following in relation to the item:

<u>In favor, did not wish to speak</u>
Jesus A. Aguirre
Diana Urrutia
AnaMaria Reyes
Isaac Arondo
Abril Gallardo
Charlie Parks
Nic Wiesinger
Raul Gallardo
Pleas L. Moore
Darlene Newsom

<u>Opposed, did not wish to speak</u>
Marc Scher

Bill Scheel, representative for vacantregistry.com, expressed his support for the registry in order to address houses that have defaulted but have not initiated foreclosure. He added the need to address investor property owners and suggested staff consider a combined policy with the existing Slumlord Ordinance to address the

issue. He noted his support for a third party vendor and additional funding for the foreclosure registry.

Lily Urrutia stated her support for the registry. She presented a petition of signatures in support and emphasized the nuisance and burden experienced by neighbors to handle abandoned homes in their community. She additionally submitted pictures of homes vacated in non-low-income neighborhoods.

Michael Orr expressed his opposition to the registry and noted his observations of foreclosure rates in Phoenix trending to normal levels. He stated that the issue was important but the registry would be late in handling the foreclosure crisis that occurred five years ago. He added that Maricopa County already collects data on foreclosures which could be repeated for the purposes of the registry.

Sergio Rodriguez stated his support for the registry noting that he did not see a decline in foreclosures from his own observations of his community. He expressed concerns regarding the safety and security of neighbors who live near vacant homes and presented his research findings regarding foreclosure proceedings and single-family vacancy rates. He concluded that the registry may not solve the entire crisis but was a move in the right step.

Lawrrie Fitzhugh expressed her support for the registry and explained the efforts her neighborhood association has made to address mortgage fraud in her neighborhood. She noted how other cities have adopted some form of vacant and blighted home policy and pointed out Chula Vista, California as a possible case study for staff. She also mentioned her own research she wanted to share with staff and provided specific examples of foreclosure issues in her neighborhood.

Dianne Post stated her support for the registry and expressed concerns regarding the violations of human rights for housing by government agencies. She emphasized the need to address the issue and requested the opportunity for the community to work with the City.

Stacey Langford, representative for Arizona Bankers Association, noted their appreciation to have an opportunity to work with the City and that they share the same goal to resolve issues of blight in neighborhoods.

Monica Sandschafer expressed her support for the registry but did not want the solution to be limited to just that option. She requested to see examples of implementation mechanisms for the various options and emphasized the important need to address the issue. She additionally expressed concern regarding the amount of community input needed to elevate the issue.

Councilman Valenzuela stated that the registry option would still be part of the discussion at the next meeting. He restated his support to continue looking for a solution and expressed his commitment through his district neighborhood meetings to bring awareness to the issue. Councilman Waring additionally acknowledged the meetings that have taken place to discuss the issue and obtain community input.

Mr. Miller requested that the item be presented at the Subcommittee's December meeting in order to provide staff additional time to research the additional options.

12. Authorized Issuance of Request for Proposals – Housing Vouchers and Homeless Services

Kim Dorney, Housing Department Director, introduced the item and highlighted the collaboration with the Human Services Department to address homelessness, as previously directed by the Mayor and City Council. She explained that the target population would be individuals, families and youth defined as chronically homeless and the goal would be to provide them with permanent supportive living. Ms. Dorney summarized the request to authorize a Request for Proposals (RFP) for housing vouchers and homeless services where over a period of three years, the Housing Department would dedicate 120 units to the vouchers.

Deanna Jonovich, Human Services Department Director, presented the Human Services portion of the proposal. She stated the target services included street outreach, rapid rehousing services and emergency shelter services. She explained that the proposal would use $545,000 from Emergency Solutions Grant and Community Development Block Grants. She noted existing contracts providing transitional services would be impacted but added staff would look at other agencies for assistance as possible new providers. Ms. Jonovich described the details of the RFP process including the composition of the evaluation panel and the selection criteria.

Brian Spicker, representative of the Valley of the Sun United Way, expressed his support for the request noting the benefits of their collaboration with the City. He added his support was for items 12, 13 and 14 on the agenda.

Councilman Waring asked for clarification on whether the proposal was using just federal funds and if it involved the extension of services. Ms. Jonovich replied that all the funds would be from federal grants. Ms. Dorney additionally clarified how the proposal was a re-alignment of housing programs and reprioritization to address homelessness.

Councilman Waring inquired what would happen if federal funds were eliminated and if the City were required to provide the proposed services. Ms. Dorney explained how there would be a large increase in homelessness if funds were cut off and that the City was not mandated to provide the services.

David Hepburn, representative from UMOM New Day Center, stated his support for the request and noted his concerns over the increasing homeless.

Councilman Simplot expressed his support of the proposed leveraging of resources and motioned approval to authorize the issuance of the RFP. Councilman Waring seconded the motion, which passed 3-0.

13. Family Homelessness Initiative

Ms. Jonovich introduced the item and explained the purpose of the initiative was to provide housing and support services to the chronically homeless. She pointed out

the negative effects of homelessness on youth and percentage of youth at the Watkins Emergency Shelter.

Ms. Dorney presented the types of housing barriers of the homeless, which included lack of moving costs and readily available supportive services. She described how the initiative would realign services and provide a wait list preference for the chronically homeless with a designated 25 public housing units per year.

Randy Decker challenged the Councilmembers to consider why people are homeless.

Councilman Waring expressed concerns regarding the possible removal of services from one group to another. Ms. Jonovich noted there would be an increase in case management for her staff and Ms. Dorney added the wait list preference could result in longer wait times for others.

Councilman Simplot motioned for approval. Councilman Waring seconded the motion, which passed 3-0.

14. Request for Proposal – Watkins Emergency Shelter

Ms. Jonovich introduced the item and provided background on the shelter and the services it provides. She emphasized the number of families and single women provided with emergency housing, meals, health care and case management. She noted that up to $1 million was available through grants, Arizona Department of Economic Security and the City's General Fund. She concluded with an explanation of the RFP process, evaluation panel, advertising process and criteria qualifications.

Councilman Simplot motioned for approval. Councilman Waring seconded the motion, which passed 3-0.

15. Multi-Family Properties – Code Compliance and Landlord/Tenant Concerns

Councilman Simplot motioned to continue the item to the next Subcommittee meeting. Councilman Waring seconded, which passed 3-0.

16. Future Agenda Items

Councilman Simplot requested information and possible discussion on Maricopa County's rental property recorded data and what it entails.

17. Call to the Public

None

19. Adjournment

The meeting adjourned at 11:43 a.m.

Respectfully submitted,

Wathsna Sayasane
Management Intern

Phoenix City Council
Neighborhoods, Planning and Development, Housing & Homeless Subcommittee
Summary Minutes
Wednesday, October 24, 2012

1st Floor Atrium
Assembly Rooms A, B, and C
200 West Washington Street
Phoenix, Arizona

Subcommittee Members Present
Councilman Daniel Valenzuela, Chair
Councilman Bill Gates
Councilman Tom Simplot
Councilman Jim Waring (via telephone)

Staff Present	**Public Present**
Alan Stephenson	Benjamin Graff
Ashley Bunch	Beverly Konik
Bethany Samaddar	Byron Schlomach
Brandie Barrett	Dianne Barker
Brian Schmitt	Jaime A. Molera
Cindy Stotler	Larry Lazarus
Derek Horn	Paul Barnes
Gabe Ramirez	Scott Allen
Hal DeKeyser	Stephen Anderson
Jerome E. Miller	
Laura Etter	
Megan Schmitz	
Michael Hammett	
Penny Parrella	
Rick Naimark	
Toni Maccarone	
Wathsna Sayasane	
Wendy Villa	

18. Call To Order

Councilman Valenzuela called the meeting to order at 3:12 p.m. with Councilmen Simplot and Gates present and Councilman Waring present via telephone.

19. Call to the Public

Paul Barnes expressed his opposition to Zoning Ordinance text amendment cases not being heard by Village Planning Committees (VPCs) before being considered at City Council meetings. He understood the Text Amendment Advisory Committee (TAAC) was established to replace the neighborhood input that was provided by the VPCs in the past, but stated not all members of the TAAC were attending the

meetings. He submitted a letter dated October 23, 2012 on behalf of the Neighborhood Coalition of Greater Phoenix for the record.

Beverly Konik concurred with Mr. Barnes' statements and emphasized her concern over the lack of transparency when citywide changes made by text amendments are not considered by VPCs.

20. Review and Approval of the September 18, 2012 Neighborhoods, Planning and Development, Housing & Homeless Subcommittee Meeting Minutes

Councilman Gates motioned approval. Councilman Waring seconded, which passed 4-0.

21. Zoning Ordinance Text Amendment on Auto Title Loan Establishments

Rick Naimark, Deputy City Manager, introduced the item and Derek Horn, Acting Planning and Development Director.

Mr. Horn introduced Alan Stephenson, Planning and Development Department Principle Planner, and provided a general overview of the text amendment process. He emphasized that the subsequent text amendment requests were heard and voted on by the VPCs and TAAC but the auto title loan item would be heard by the VPCs after receiving the Subcommittee's recommendation.

Mr. Stephenson presented the proposed regulations for auto title loan businesses. He described the multiple separation requirements from the same types of businesses and residential properties and presented the new definition to clarify the business. He explained that the recommended regulations would help address the proliferation of these types of businesses in proximity to each other and push auto title loan businesses to larger commercial shopping centers. He added staff would continue discussions with industry representatives who have expressed concern regarding the proposed separation requirements.

Councilman Waring inquired as to how the regulations would push the businesses to larger commercial shopping centers and why these businesses should be regulated away from smaller commercial properties. Mr. Stephenson responded that typically smaller commercial retail properties are located near residential areas, whereas larger commercial centers do not. Mr. Stephenson added that the proposed regulations originated from existing regulations for payday loan businesses. He noted many surrounding cities regulate auto title loan businesses the same as pay day loan businesses.

Stephen Anderson, representative of Arizona Title Loan stakeholders, expressed his opposition to the proposed separation requirement from residential uses. He stated that auto title loan businesses do not cause the same nuisances or concerns as other uses that have residential separation requirements, such as bars, pawn shops that sell guns and payday loan establishments that hold large amounts of cash. He compared the similarities of auto title loans to banks and acknowledged the continued discussions with staff.

Councilman Waring asked why auto title loan establishments were being grouped together with payday loan establishments. Mr. Stephenson responded that the intent was to regulate both businesses the same as how the majority of the surrounding cities do. Councilman Waring noted if auto title loans were not holding large amounts of cash, as he understood being the concern regarding payday loans, then it would not be appropriate to regulate them the same as payday loan establishments.
Scott Allen, representative of Arizona Title Loan Association, stated his opposition to auto title loan businesses being regulated similarly to the payday loan industry. He explained that payday loan businesses were eliminated due to state regulations and that auto title loan businesses do not have the same characteristics. He emphasized that auto title loan businesses do not decrease property values and should be considered a benefit because they occupy vacant commercial spaces. He noted City staff would be touring a auto title loan business to see first hand how the businesses operate, and invited the Subcommittee members to attend.

Larry Lazarus, representative of Title Max, expressed his opposition to the separation requirements. He noted the lack of evidence of auto title loans being detrimental to surrounding neighborhoods and compared the business to common office uses. He added the proposal would potentially create an unintended consequence of pushing the businesses to outer areas of shopping centers where they would be more visible.

Councilman Simplot inquired as to whether there was any evidence of crime related to the businesses. Mr. Stephenson replied that the Police Department noted some anecdotal evidence of crime, but that no specific studies existed. He added that existing studies referenced payday loan business, which can, but do not always, include auto title loan businesses.

Councilman Gates noted his agreement with the idea that the separation from residential would push the businesses to be more visible but stated his support for separation requirements to discourage the clustering of the businesses.

Councilman Valenzuela stated that based on the discussion and questions raised, staff could research further whether the spacing requirements are needed and bring their findings back to the Subcommittee.

22. **Development Process Ad Hoc Task Force follow up items**
Mr. Horn introduced the item and Cindy Stotler, Planning and Development Department Assistant Director.

Ms. Stotler explained that the item was a final follow-up on the Task Force meetings intended to develop recommendations to streamline processes and assist businesses in faster start-ups. She presented the accomplishments to date, noting the expansion of the self-certification program, development of the express pass site plan review process, consolidation of fire and plan review and the pending electronic plan review process. She listed the five final items recommended for discussion from the Task Force: 1) Privatization of non-life safety inspections; 2) Expansion of

contract inspectors; 3) Council approved inspection policy; 4) Comprehensive permit list; and 5) Permit and zoning streamlining.

Ms. Stotler explained that staff explored the privatization of non-life safety items, which included energy codes, Green Code, landscape codes and accessibility codes. She noted the program would be structured similarly to the existing special inspections program where all inspectors are required to be certified and registered, and that the private inspectors would be a voluntary option for customers. She stated the Development Advisory Board (DAB) agreed with the Mayor's Commission on Disability that the accessibility inspections should not be recommended for privatization, but noted DAB did approve moving forward with the other codes.

Ms. Stotler discussed the expansion of contract inspectors and emphasized staff's objective for better utilization of contractors while maintaining balance of customer expectations and maintaining low fees. She described the current contract process and terms, noting the current contract capacity was at 20 contracts, $6 million total with each contract limited to a $300,000 maximum.

Councilman Gates asked what the anticipated contract use would be. Ms. Stotler responded $1 million was planned to be used for next year and noted contractors have requested for more project commitments with longer timeframes.

Ms. Stotler noted staff explored a recommendation from the Task Force regarding a Qualified Vendor List, but explained that after researching and analyzing the process staff concluded it would be more administratively complex and inefficient overall.

Councilman Simplot left the meeting at 4:02 p.m.

Ms. Stotler stated the DAB recommended improving relations with vendors, better use of contractors, publishing a newsletter and identifying workload transitions to contractors when growth occurs. She continued with a discussion of streamlining permits through the elimination of hot water heater permits, some commercial re-roofing permits, pedestals in right-of-way, and residential fences 7 feet or shorter. She listed the DAB recommendations to consolidate permits related to fire, access control, gates and sprinklers in single-family homes.

Councilman Simplot returned at 4:06 p.m.

Ms. Stotler discussed the recommendation of an inspection policy to ensure timeliness and consistency. She discussed specific timelines inspectors would be required to commit to and the elimination of re-inspection of items that were previously inspected.

Ms. Stotler explained the recommendation to compile a list of all possible permits needed for a project. She noted the development of the list coincided with the recent legislation S.B. 1598. She described a Project Sequence Guide that includes all permits and items that would be required with a guaranteed turn around time. She noted the DAB requested that a list of other department permits and definitions also

be included with the guide. Ms. Stotler concluded with an outline of pending items, such as the continued research of a five day plan review process and expansion of the building maintenance registration program.

Mr. Barnes expressed his opposition to eliminating permits for fences 7 feet or shorter. He noted a previous attempt to eliminate the permit several years ago was unsuccessful.

Ms. Stotler explained the recommendation to eliminate the fence permit was due to the submittal of inaccurate plot plans due to lack of an official survey being required.

Councilman Gates motioned to approve the item as recommended by staff. Councilman Simplot seconded the motion noting his support to include the elimination of the fence permit. Motion passed 4-0.

23. Zoning Ordinance Text Amendments Recommended by the Development Process Ad Hoc Task Force

Mr. Horn noted that the proposed text amendments included changes to Use Permit and Special Permit requirements and a definition of general conformance. He introduced Larry Tom, Planning and Development Department Principle Planner.

Mr. Tom explained that the Planning and Zoning Subcommittee of the Development Process Ad Hoc Task Force did not vote on the items due to a lack of quorum before the Task Force was disbanded. He stated the item was vetted through the 15 Village Planning Committees and Planning Commission, and pointed out the summarized recommendations and votes in the Subcommittee report.

Mr. Tom presented the proposed changes as listed in the Attachment B handout provided to the Subcommittee. He discussed the elimination of more restrictive Special Permit requirements and less restrictive Use Permit requirements with proposed conditions to be imposed on the uses. He explained the different types of conditions to be imposed, such as square footage and outdoor uses limitations.

Councilman Simplot raised concern regarding the elimination of a Special Permit for apartment conversions to hotel or motel uses. He explained his opposition was due to the potential detrimental impacts the change of use would create to neighborhoods in his district. He was unaware of the legal risks that staff presented regarding the use conversion and requested more information from the Law Department.

Benjamin Graff, representative for Goodwill of Arizona, expressed his support regarding the proposed Use Permit removal for secondhand uses. He noted some needed clarification regarding distribution services and processing of items.

Jaime A. Molera expressed his support and described challenges when opening a dance studio and not meeting the existing zoning requirements.

Councilman Simplot inquired how the square footage requirements were established for items 1, 4 and 9 listed in Attachment B. Mr. Horn responded the requirements originated from neighborhood input and their concerns regarding sizes of the uses.

Councilman Gates requested clarification on what was categorized under the schools listed under items 1 and 4 of the attachment. Mr. Stephenson clarified that the listed types of schools were not exhaustive and noted private and parochial schools fell under a commercial school.

Byron Schlomach stated he was a member of the Task Force and representative from Goldwater Institute, and acknowledged staff's efforts and encouraged flexible regulation for schools and tattoo shops.

Mr. Barnes expressed his opposition to deregulating apartment conversions to hotels or motels, secondhand use stores and tattoo shops.

Mr. Stephenson noted the spacing requirements for secondhand uses would still be reviewed by zoning counter staff.

Councilman Simplot inquired as to whether donation bins fell under secondhand use. Mr. Horn responded that the donation bins issue would be presented in a different text amendment that was still being researched.

Councilman Gates motioned to approve Attachment A with the elimination of Use Permit and square footage requirements as proposed for items 1, 4 and 9, elimination of a Use Permit for item 12 with an increase to allow a maximum of 15 cars, modify item 14 to only require a Use Permit if there were outdoor RVs or trailers, and maintain existing Special Permit requirement for item 16. Councilman Simplot seconded.

Councilman Valenzuela stated he was not going to support the motion because the Attachment B recommendations were representative of the neighborhood input received from the Village Planning Committees. He noted his support to deny the recommendation as presented for item 16 regarding apartment conversions.

Councilman Simplot suggested a friendly amendment to approve items 2, 3, 5, 6, 7, 8, 10, 11, 13, 15, 17, 18, 19, 20, 21, 22 and deny item 16 as shown in Attachment B. Councilman Gates agreed, and the motion passed 4-0.

Councilman Gates motioned to eliminate the Use Permit and square footage requirements as proposed for items 1, 4 and 9, elimination of Use Permit for item 12 with increase to allow a maximum of 15 cars, and modify item 14 to only require a Use Permit if there were outdoor RVs or trailers. Councilman Simplot seconded, which passed 3-1 with Councilman Valenzuela dissenting.

Councilman Simplot left at 4:58 p.m. and returned at 5:00 p.m.

Mr. Naimark noted there was still one remaining request for the item and noted Mr. Stephenson would provide a brief presentation of the general conformance request. Mr. Stephenson explained the proposed request by City Council to define 90% general conformance to a site plan. He provided an example and noted staff would be developing a handout that further clarifies the definition to customers.

Councilman Gates motioned to approve. Councilman Simplot seconded, which passed 4-0.

24. Zoning Ordinance Text Amendment on Smoke Shops

25. Zoning Ordinance Text Amendment on Banquet Halls and Assembly Halls

Jerome Miller, Deputy City Manager, introduced items 7 and 8 together and noted staff was prepared for a presentation if further information was requested from the Subcommittee.

Councilman Waring inquired as to whether the text amendment referred to gas stations that sold hookah products. Mr. Stephenson responded that the request did not include gas stations or supermarkets where the majority of floor space is not dedicated to selling tobacco products. Mr. Stephenson added additional follow-up could be conducted if requested.

Councilman Simplot motioned for approval of items 7 and 8. Councilman Gates seconded, which passed 4-0.

26. Future Agenda Items

No future agenda items requested.

27. Call to the Public

None

19. Adjournment

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Wathsna Sayasane
Management Intern

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CITY COUNCIL REPORT

TO: Jerome E. Miller
Deputy City Manager

FROM: Chris Hallett
Neighborhood Services Director

SUBJECT: NEIGHBORHOOD SERVICES VOLUNTEER EFFORTS UPDATE

This report provides information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee regarding the Neighborhood Services Department volunteer efforts.

THE ISSUE

The Neighborhood Services Department (NSD) offers a variety of programs that promote volunteerism and civic engagement opportunities for residents within the City of Phoenix. NSD continues to partner with businesses, community organizations and residents, as well as City Council and other City departments, to provide tools, training and technical assistance for neighborhood blight removal and graffiti clean-up activities.

OTHER INFORMATION

NSD is dedicated to promoting volunteer opportunities, capacity building and leveraging resources to assist Phoenix residents. Strong partnerships and collaborations are key components to NSD's ability to effectively use volunteers. NSD's volunteer opportunities aide neighborhoods in the removal of blight, including graffiti; build the capacity of neighborhood organizations; develop partnerships with community organizations and agencies; expand opportunities for community service efforts; and help increase resident civic engagement in Phoenix neighborhoods. All of these volunteer activities serve an important role in helping residents to address ongoing neighborhood challenges during these tough economic times. Below are specific updates on NSD's volunteer efforts and programs:

- **AmeriCorps VISTA Program:** NSD recruited an AmeriCorps VISTA member to assist with department volunteer relations and programs. AmeriCorps VISTA is a federally funded program created to directly alleviate and eradicate poverty. VISTA members serve at organizations whose mission and/or programs seek to further VISTA's mission. NSD's VISTA member provided program support to NSD volunteer programs; worked closely with the City Manager's Volunteer Office where the member helped secure a $100,000 grant through Bloomberg Charities to support new volunteer initiatives in the city; worked with staff to form NSD Network, a staff committee tasked with leveraging resources to expand the capacity of department volunteer programs.

- **Community Bin Program:** To more effectively address the needs of residents seeking to improve their communities, the Coordination Division partnered with Public Works to provide a bin program for community members. The program allows neighborhood organizations to receive bins for debris removal as well as tool trailers at neighborhood clean-up projects. During FY 2011-2012, staff assisted in coordinating 67 clean-ups where over 5,000 volunteers logged more than 24,000 volunteer hours citywide and removed 202 tons of trash and debris from Phoenix neighborhoods.

- **Volunteer Assistance Program:** The Preservation Division also leveraged volunteers to assist Phoenix residents through the Volunteer Assistance Program (VAP). VAP connects financially and/or physically disadvantaged residents with community volunteer groups to correct code violations at single-family, owner-occupied properties. During FY 2011-12, staff worked with residents and community volunteer groups to coordinate 41 VAP projects. In addition, staff continued its longstanding relationship with the Maricopa County Probation Office, and partnered to utilize probationers in 32 VAP property clean-ups for a total of 73 VAP projects completed in the last 12 months.

- **Graffiti Busters Tool Lending Program:** The Tool Lending Program provides neighborhood organizations and block watches listed with NSD access to tools, paint and supplies for neighborhood improvement projects. Through the program, in FY 12-11 staff assisted with 33 paint-out and community cleanup projects and provided over 6,100 gallons of paint to 2,545 community service participants of these projects. These participants removed 160 tons of trash from community spaces.

- **Blight Busters Volunteer Program:** Blight Buster volunteers promote community pride and beautiful neighborhoods by removing graffiti and blight. Residents 18 years or older may receive free training to learn how to remove graffiti, illegal signs, litter/debris and shopping carts. In FY 2011-2012, 117 Blight Busters logged 3,245 volunteer hours in which they removed 7,029 graffiti sites and 7,256 illegal signs.

Additionally, the department expanded its anti-graffiti efforts through ‘Graffiti Free Phoenix: Wipe It Out!’, a joint effort between the City of Phoenix and the resident-driven Anti-Graffiti Task Force. The partnership worked to mobilize 3,000 residents across Phoenix in an effort to wipe out graffiti in our community. Individuals, along with community and corporate volunteers joined the City on November 3 in working towards making Phoenix graffiti free. This landmark event helped reach the goal of a city free of graffiti, but also encouraged community involvement and raised awareness. Implementing ‘Graffiti Free Phoenix: Wipe It Out!’ incorporated a variety of resources available within the city such as: corporations, media outlets, schools, small business owners and neighborhood leaders. Cross-sector involvement encourages collaboration and works to build community by fostering relationships between residents and other community entities. A pep rally was held on October 27 that brought neighborhood groups together to celebrate and kick off the event.

Forty two neighborhood groups attended the rally to show their support in making Phoenix graffiti free.

RECOMMENDATION

This report is for information only.

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CITY COUNCIL REPORT

TO: Jerome E. Miller
Deputy City Manager

FROM: Chris Hallett
Neighborhood Services Director

SUBJECT: NEIGHBORHOOD NOTIFICATION DATABASE UPDATE

This report provides information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee on progress updating neighborhood organization information in the Neighborhood Notification Office (NNO) database and other program changes.

THE ISSUE

In September 2011, staff from the Neighborhood Services Department (NSD) formed a work group to review the process for updating neighborhood organization information related to the Neighborhood Notification Office database. The review resulted in several process improvements and program changes that have been implemented to help improve the accuracy of neighborhood organization contact information captured in the database that is provided to city departments, outside agencies and posted on NSD's website.

OTHER INFORMATION

Since 1992, NSD has managed a listing of neighborhood organizations to allow Phoenix residents to get more involved in decisions affecting their neighborhoods. NNO has proven to be a vital communication tool used by NSD and other city departments to communicate important information about issues or projects that affect the livability of their neighborhood or opportunities.

Currently, the database is being used to:

- Build capacity and sustainability in Phoenix neighborhoods
- Provide a listing of active neighborhood organizations to city departments
- Assisting city departments and other agencies with the public notification process
- Enhance and improve communication between listed organizations, departments and other government agencies
- Help guide and unify community efforts to improve Phoenix neighborhoods
- Develop working relationships with Neighborhood Services and other city staff

NSD also uses the database to notify neighborhood leaders and organizations about free classes and events, to distribute NSD's quarterly newsletter and as a tool to enhance communication between neighborhoods and the city. NSD can also assist city departments in identifying and providing contact information for neighborhood

organizations in a particular neighborhood to allow them to provide information directly to neighborhood leaders and groups.

In an effort to provide timely notification services to neighborhood organizations and the most up to date information to city departments requesting neighborhood organization listing information several process improvements and changes were made to NNO including:

- Partnered with Phoenix Police Department to consolidate Block Watch Groups into the NNO database
- Implemented a database management process and established an annual relisting process for all organizations to remain active in the NNO database
- Reviewed the database for automations and efficiency updates which resulted in maintaining all NNO files electronically and the establishment of a records retention policy
- Met with client departments to discuss services NNO provides and how NSD can assist in public involvement outreach and/or notification
- Revised the Neighborhood Directory Listing Form to include changes requested by the Phoenix Police Department

Staff will continue to look at making additional improvements and changes to the NNO database to ensure that the information is most up to date and neighborhood organizations are being provided with timely and relevant information.

RECOMMENDATION

This report is for information only.

CITY COUNCIL REPORT

TO: Jerome E. Miller
Deputy City Manager

FROM: Chris Hallett
Neighborhood Services Director

Kim Dorney
Housing Director

SUBJECT: NEIGHBORHOOD STABILIZATION PROGRAM UPDATE

This report provides updated information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee on the Neighborhood Stabilization Program.

THE ISSUE

The U.S. Department of Housing and Urban Development (HUD) awarded the City of Phoenix three Neighborhood Stabilization Program (NSP) grants totaling approximately $115 million; $39.4 million in NSP1 funds from the Housing and Economic Recovery Act of 2008 (HERA) awarded in September 2009, $60 million in NSP2 funds under the American Recovery and Reinvestment Act (ARRA) awarded in February 2010, and $16 million in NSP3 as part of the Dodd-Frank Wall Street Reform and Consumer Protection Act awarded in March 2011.

The City of Phoenix met the first regulatory deadline of 100 percent NSP1 funds obligated to specific projects in March 2010; the final deadline to reach 100 percent expenditure is March 2013. To date, $36.2 million, or 92 percent, has been expended. Projections indicate the City will meet and exceed the goal in January 2013.

The City met and exceeded the NSP2 50 percent expenditure goal in February 2012; the 100 percent expenditure deadline is February 2013. Currently $50.2 million, or 84 percent has been expended. The City is on track to meet and exceed the expenditure goal in January 2013.

NSP3 has a 50 percent expenditure goal of March 2013. Currently $6.8 million, or 42 percent has been expended, and the City is on track to meet the goal in January 2013.

As of December 31, remaining single family goals include 22 acquisitions and 28 rehab completions through the Move In Ready Program.

The NSP Multi-family Program funded nine acquisition/rehabilitation projects. One community, Collins Court, is complete while five others are in the final stages of completion. Over 680 residential units have completed rehab thus far.

OTHER INFORMATION

NSP Strategies Update

	NSP1	NSP2	NSP3
Move In Ready - Completed	86	164	0
Home Improvement - Completed	2	11	N/A
Homeownership Assistance - Buyers Assisted	190	N/A	0
Demolition – Completed	16	13	2
Multi-family - Rehab Completed	435	191	56

Subdivision - New Home Construction: NSP developer, Mandalay Communities, Inc., began single family new home construction on 14 lots in the Vineyard Mountain Ranch subdivision in October. The subdivision is located near 16th Street and Southern Avenue and was acquired using NSP2 funds. The homes include solar power and energy-efficient features that exceed the Gold performance rating for green design under the National Green Building Standards. Homes are scheduled for completion in phases between January and March 2013.

Homeownership Assistance Program Exceeded Goal: The Homeownership Assistance Program provided a $15,000, 0 percent interest loan to buyers purchasing foreclosed homes in the city of Phoenix for closing costs and down payment assistance. A total of 190 households utilized the NSP Homeownership Assistance Program to purchase a foreclosed home, exceeding the goal of 188 homes.

Habitat for Humanity: The City partnered with Habitat for Humanity on a project that incorporates Youth Build job training, LEED Platinum Certified construction and solar energy. The blighted property was acquired for demolition using NSP funds and is in the Village Center Neighborhood Initiative Area. Wells Fargo is supporting the construction costs along with the Youth Build grant. Preparation of the lot began in December with construction scheduled to begin in January. The home was pre-sold to an eligible buyer that will receive NSP down payment assistance.

Commercial Property Acquisition for NSP Slum Blight Elimination: A vacant 20-unit motel located at 17th Avenue and Buckeye Road was purchased at foreclosure auction $80,000 below appraised value. The property was identified as a strategic acquisition due to numerous building code violations, slum/blight conditions, high crime and close proximity to a current Housing Department property. The Police, Law, Planning and Development, Housing, and Neighborhood Services departments worked together on the acquisition of the complex; the property is scheduled for demolition and future redevelopment.

Other Accomplishments:
The Arizona and Hispanic Associations of Real Estate Professionals toured Move in Ready (MIR) homes late this fall as developers presented information on energy efficiency improvements and customer service described program eligibility.

NSP is driving home sales through a media campaign including radio ads and freestanding inserts in the Arizona Republic in addition to ads and articles in community newspapers and newsletters.

HUD featured a Phoenix NSP homebuyer in the news banner at the top of their new consolidated Resource Library at onecpd.info, containing resources from NSP Resource Exchange (hudnsphelp.info), Homelessness Resource Exchange (hudhre.info), HOMETA.info, HUD.gov, Comcon.org, and other sources.

NSP developers and program partners volunteered over 260 hours painting out graffiti in five neighborhoods with clusters of Move In Ready homes. One hundred and nine volunteers removed 272 graffiti sites using 60 gallons of paint. In addition, cleans-ups were conducted in the same locations removing trash from seven alleyways and two wash areas.

RECOMMENDATION

This report is for information only.

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CITY COUNCIL REPORT

TO: Jerome E. Miller
Deputy City Manager

Rick Naimark
Deputy City Manager

FROM: Kim Dorney
Housing Director

John Trujillo
Acting Public Works Director

SUBJECT: RECYCLING PROGRAM IN MULTIFAMILY HOUSING

This report provides an update to the Neighborhoods, Planning and Development, Housing & Homeless (NPDHH) Subcommittee on the multifamily recycling collection pilot program discussed at the November 9, 2011 and January 15, 2012 Housing and Neighborhoods Subcommittee and requests the Subcommittee recommend City Council approval to transition all City-controlled multifamily properties to recycling collection.

THE ISSUE

The Housing and Public Works departments partnered to pilot a multifamily recycling collections program. Efforts to implement the program at two properties, Park Lee Apartments and Sunnyslope Manor, have been on-going with Public Works providing commingled recycling and refuse collection. Both departments have worked to identify statistical data for analysis to determine the diversion rate and reduction in costs. At both properties, the pilot program has been successful and recycling was expanded to the Summit Apartments effective December 1, 2012 and the Aeroterra Senior Village (formerly Frank Luke Addition Phase I) HOPE VI community effective December 18, 2012.

OTHER INFORMATION

Park Lee Apartments, located at 1600 West Highland Avenue in District 4, is an affordable housing community. It was acquired by the City of Phoenix in December 2009, after which renovation began and a City refuse and recycling collection service pilot was planned. The refuse collection portion of the pilot began in January 2012, with the recycling portion beginning a month later in February 2012. Under phased renovation, 130 of the 523 residential units were occupied when the refuse pilot started, and as of December 9, 2012, 311 units were occupied, more than doubling the population. Monthly data taken from the refuse and recycling collections showed average collected refuse tonnage of 14.43 tons, or 25.05 pounds per residential unit,

and average collected recycling tonnage of 2.23 tons, or 6.49 pounds per residential unit.

Community education and interaction has been an ongoing supplement to the service, with recycling audits conducted during the first half of the year showing low contamination. Recycling education was provided at resident meetings in February, April, and June 2012, and is continually provided every quarter or by special request. The resulting average monthly diversion rate is 13.12 percent. Trends in resident population growth, refuse generation, and diversion show that the Park Lee multi-family housing community not only increases its diversion monthly, but has been able to do so in line with its increasing occupancy. Park Lee has seen a reduction in costs for its trash service since beginning recycling collection, including the decreased need for trash containers and weekly service.

Sunnyslope Manor, located at 205 E Ruth Ave in District 3, is a senior living housing development. As of December 14, 2012, 100 percent of the residential units were occupied. Recycling collection began in 2010, with refuse collection and monitoring of the pilot officially beginning in February 2012. Monthly data taken from the refuse and recycling collections showed average collected refuse tonnage of 4.84 tons, or 15.86 pounds per residential unit, and average collected recycling tonnage of 0.25 tons, or 1.25 lbs. per residential unit. Recycling audits conducted during the first half of the year showed low contamination. Diversion in early months was very low and adjustments to the program have been made to make it easier for the seniors to recycle. This has recently increased diversion to nearly 15 percent. Community education has been on-going and was provided to Sunnyslope Manor residents in March, June, July 2012. Education is provided every quarter or by special request.

REQUESTED ACTION

This report requests the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee recommend City Council approval to transition all City-controlled multifamily properties to recycling collection.

CITY COUNCIL REPORT

TO: Jerome E. Miller
Deputy City Manager

FROM: Chris Hallett
Neighborhood Services Director

SUBJECT: VACANT PROPERTY UPDATE

This report provides information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee with an update on vacant properties in Phoenix. The report also requests Subcommittee recommend City Council approval to establish and attach a $20 fee to civil citations issued for violations of the Neighborhood Preservation Ordinance (NPO) to be used for emergency abatement of health and safety hazards and to remove blight from vacant or abandoned properties.

THE ISSUE

Neighborhood Services Department (NSD) staff utilizes several enforcement tools to address blighted vacant, or open and vacant properties. Blighted properties that are secured are addressed on a complaint basis. Enforcement is initiated based on the complaint and continues until the property is brought into compliance. Properties that are unsecured and vacant are potential hazards and follow an expedited enforcement process. These cases can be initiated by a complaint or by staff who identify them in the field.

In addition to the general enforcement process, staff also employs an abatement process. Problem properties that have not been cleaned and/or secured after a notice has been issued are cleaned and secured through a contractor, and then a lien is placed on the property for the cost of the abatement.

At the direction of the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee, staff developed some methods to address vacant properties more effectively and is proposing a new fee that would be attached to civil citations. Funds collected would be used for emergency abatement of health and safety hazards and to remove blight from vacant or abandoned properties.

OTHER INFORMATION

NSD staff resolved 61,761 code violation cases last fiscal year and 91 percent (56,203) were achieved through voluntary compliance. Four percent (2,614) of cases resolved last year went to abatement where extensive research is involved. These cases normally include vacant properties. Seven percent (188) of the 2,614 cases that were closed through abatement were held by financial institutions; 29 percent (762) were owned by corporations; and 64 percent (1,664) were held by private owners.

Staff coordinates efforts to correct violations at vacant properties by contacting the property owner, lien holders, and other responsible parties to address the violations. Last year, 71 percent (1,856) of abatement cases were corrected by property owners and lien holders through those efforts while 29 percent (758) were contractually abated by the City.

Staff met with members of the Arizona Bankers Association, members of Living United for Change in Arizona (LUCHA), and representatives of the three major mortgage holders in Arizona to discuss methods to improve maintenance of vacant properties in Phoenix. Efforts to increase communication were developed and have been implemented. Direct contact information for staff responsible for the maintenance of vacant properties for which the bank holds the mortgage was improved; contact information for other banks was developed through the Arizona Bankers Association; an agreement to post contact information on vacant properties was reached; and banks agreed to sign an "Authority to Arrest" agreement for vacant properties to provide Phoenix Police the authority to remove individuals that do not have a reason to be on the property. This will help prevent vandalism, reduce the number of fires at vacant homes, and prevent groups of individuals from gathering at vacant properties.

In addition to improved communication efforts and information posting, staff entered into a contractual agreement with Experian Data Base system which provides more recent contact information for property owners. This additional research tool will allow staff access to resources that will enable them to better contact property owners.

In Fiscal Year 2011-12, staff issued 1,882 citations (where a fine was imposed and paid) to property owners and responsible parties for code violations. The citations were issued usually after extensive notifications and unsuccessful efforts to cooperate with those individuals. These are the problem properties in Phoenix. Phoenix City Code 39-13F states:

> *"The City may charge reasonable fees to the owner and responsible party of a property for inspections, including their related activities and administrative functions, other than the initial inspection and the final inspection, conducted pursuant to this chapter."*

Staff is recommending adding a $20 fee to civil citations issued for violations of the NPO to create a fund to use for emergency abatement of health and safety hazards and to remove blight from vacant or abandoned properties. Based on citations issued last year, the fee would generate approximately $37,600 each year to address conditions at problem properties. Funds would be used to provide fencing around an unsafe structure, board up a missing window, cut and remove high, dry vegetation, drain a swimming pool, remove trash, and other abatement activities. Staff estimates $500-$1,000 cost for these activities resulting in 40-60 additional properties abated each fiscal year.

Other Neighborhood Preservation Foreclosure Initiatives

Due to the negative effects of blighted foreclosure properties on surrounding neighborhoods, NSD initiated the Foreclosure Education and Blight Elimination

Program. This program includes inspections of each property within the city of Phoenix when a lien holder issues a notice of trustee sale or completes its foreclosure and owns the property. The properties are inspected for the eight most common blight violations. If a violation is found, an informational letter is sent to the current owner providing foreclosure prevention resource links, and notifies them of their responsibility to maintain the property until the trustee sale is complete. An “Authority to Arrest” form will also be provided in the packet. Enforcement continues on properties that are not brought into compliance until compliance is achieved.

In order to place a lien for the cost of abatement, the City is required to issue a 35 day notice of violation to the owners and all financial interests. During this waiting period the property continues to deteriorate and adversely affect surrounding neighborhoods. In addition, property ownership may change during this period and proper notification to the new owner is required. The biggest challenge is the ability to address these vacant blighting properties during ownership transitions. The $20 fee collected from civil citation violations will be used to address problem vacant properties during this time frame.

In summary, enhanced efforts to address vacant property issues include:

- Access to more current property owner contact information using Experian database system.
- $20 fee attached to civil citations issued for violations of the Neighborhood Preservation Ordinance.
- Funds will be used to abate health and safety hazards and remove blight.
- Add the “Authority of Arrest” form in the Foreclosure Packet.
- Improve communication efforts with lending institutions.
- Inspection staff will open violations proactively.
- Increase public education to report vacant property violations to NSD quickly.

RECOMMENDATION

Staff requests Neighborhoods, Planning and Development, Housing & Homeless Subcommittee recommend City Council approval to establish and attach a $20 fee to civil citations issued for violations of the Neighborhood Preservation Ordinance to be used for emergency abatement of health and safety hazards and to remove blight from vacant or abandoned properties.

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CITY COUNCIL REPORT

TO: Rick Naimark
Deputy City Manager

FROM: Derek D. Horn
Acting Planning & Development Director

SUBJECT: IMPLEMENTATION OF FIVE DAY DEVELOPMENT SITE PLAN REVIEW

This report provides information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee on the proposed implementation of five day development site plan review. Staff requests the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee recommend City Council approval of five new positions and $281,600 in funding to implement the program.

THE ISSUE

In April 2012, City Council approved the concept of reviewing most site plans within five days. This report provides a description of the Planning and Development Department's (P&D) proposed implementation of 5 day development site plan review.

BACKGROUND

Development site plan approval is essential to nearly all construction projects. A development site plan is the project plan for a construction site. It is a detailed architectural and engineering plan of all proposed improvements. Site plans include a variety of items such as: setbacks, driveways, retention areas, fire hydrants, parking layout and calculations, building placement and dimensions, water and sewer connections, and more. Site plans are reviewed for conformance with the Zoning Ordinance, City Codes and Regulations, and other agency requirements. All of these items are documented and coordinated by the site plan reviewer prior to approval.

P&D has varied turnaround time goals for site plan reviews based on complexity. Current turnaround goals are one day (small plans approved at the counter), 20 days (minor plans), and 30 days (major plans). Last fiscal year, out of 1,770 total site plans, 46 percent of all site plans were reviewed in one day, 40 percent in 20 days or less, and 14 percent were reviewed in 30 days or less.

OTHER INFORMATION

An analysis of the review process for development site plans revealed that the majority of the 20-30 day turnaround time was taken up by researching paper files and routing plans to other City departments for comments. Once all the necessary information is gathered, the P&D site plan reviewer takes about 4 hours of dedicated plan review to

complete the process. Given this information, it was clear that speeding up and/or eliminating the research and routing portions of the process would enable P&D to complete most site plans in five days or less.

Two conditions are required for implementation of five day Site Plan Review:
1) dedicated key technical staff involved in site plan review from the Street Transportation and Water Services Departments must be located in P&D and 2) all research files, maps, design guidelines, and any other related information needs to be electronically accessible for P&D staff. With key staff located in P&D, the plan reviewers can work as a team quickly responding to questions and coordinating issues. In addition, having electronic access to information will remove the need for examining paper files and routing the plans so the P&D reviewers can immediately commence review and complete it within the five day goal.

When fully implemented, P&D estimates that 90 percent of all site plans will be performed in five days or less. The remaining 10 percent of all site plans will not be eligible for five day review because they are too complex and will require more time. These plans include downtown high rises, major planned unit developments (PUDs), large subdivisions, hillside and historic preservation projects, and sites with unresolved other agency issues.

FINANCIAL IMPACT

To implement this program, P&D is requesting five new staff positions: one Civil Engineer II, one Traffic Engineer II, one Engineering Technician, and two Planner II's. If approved, P&D, Street Transportation, and Water Services departments anticipate filling these positions in February 2013. Cost for these positions is approximately $185,500 for the remaining five months in FY 2012-13 and full year costs in FY 2013-14 are estimated to be $445,200.

P&D will also need temporary resources to create and input the electronic information needed for this program. P&D will contract for temporary staff for approximately six months to scan and index all existing zoning files. The cost for four, full-time temporary Clerk III positions for six months of scanning is estimated at $71,100. Lastly, P&D will need to contract with a GIS technician to input all the zoning stipulations into the GIS system as well as bring in map layers that were requested from other City departments. A GIS contractor for 6 months will cost approximately $25,000.

Total cost for FY 2012-13 is estimated to be $281,600, with full year costs for FY 2013/14 estimated at $445,200. Funding is available in the Development Fund.

RECOMMENDATION

Staff requests the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee recommend City Council approval of five new positions and $281,600 in development funds to implement this program.

CITY COUNCIL REPORT

TO: Rick Naimark
Deputy City Manager

FROM: Derek D. Horn, P.E., C.B.O.
Acting Planning & Development Director

SUBJECT: ZONING ORDINANCE TEXT AMENDMENTS TO MODIFY THE DOWNTOWN CODE AND TO SUNSET THE DOWNTOWN CORE AND THE WAREHOUSE OVERLAY DISTRICTS

This report provides information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee on a Zoning Ordinance Text Amendment to modify the Downtown Code and to sunset the Downtown Core and the Warehouse Overlay districts. Staff requests the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee recommend City Council approval of Z-TA-3-12 and Z-TA-16-12 with the addition of Environmental Remediation as an interim use in the Land Use Table in Section 1204 as shown in Attachment A.

THE ISSUE

The purpose of the proposed text amendments is to update the Phoenix Zoning Ordinance to modify the Downtown Code and sunset the Downtown Core and the Warehouse Overlay Districts.

OTHER INFORMATION

These text amendments are a result of the need to update the form-based code for Downtown Phoenix. The changes will improve clarity and consistency as well as streamline implementation of the Downtown Code and ensure a vibrant, quality, pedestrian friendly environment. Feedback and analysis of projects developed under this form-based code revealed areas that need adjustment.

The first text amendment resolves conflicts between development standards, other regulatory codes and policies with utility, infrastructure and engineering requirements. Sign regulations were included for each character area and entitlements were restored for parcels that had been in the Arts, Culture, and Small Business area prior to adoption of the Downtown Code. Additional uses with conditions have been documented in the land use matrix including brew pubs, second hand merchandise sales and interim community uses on vacant parcels.

The second text amendment will sunset the Downtown Core and Warehouse District since the form-based code encompasses those geographic areas and supersedes them.

Staff obtained feedback from downtown developers and concerned citizens since the form-based code was effective on March 14, 2010. The Design Standards Committee reviewed feedback and identified areas that needed to be addressed.

The Planning Commission initiated the text amendment on February 8, 2012.

The Design Standards Committee and the Design Review Committee conducted joint meetings to review the proposed text amendment. The committees met on a monthly basis between February and August 2012. On September 10, 2012, the Design Standards Committee unanimously approved the proposed text amendment.

Staff provided an overview of the proposed text amendment to the Historic Preservation Commission on September 17, 2012. Commission members unanimously supported the proposed improvements.

The Text Amendment Advisory Committee (TAAC) met on September 27, 2012, to discuss the proposed text amendment. Committee input has been incorporated.

The Downtown Code text amendment was reviewed by the Central City Village Committee on September 10, 2012, and was recommended for approval with some modifications on November 13, 2012.

Staff provided an overview of the proposed text amendments to the Planning Commission on November 13, 2012. The Planning Commission approved the text amendments on December 11, 2012 with minor modifications. Modifications included supporting staff's recommendation that mobile vending as an interim use in downtown be withheld to allow additional review time by staff, professionals, and the public.

These text amendments have been scheduled for public hearing and adoption on the January 16, 2013, City Council Formal agenda. At that hearing, staff will request that City Council add Environmental Remediation Facility as an interim use in all character areas with use permit approval. The addition of this use will allow cleanup of any possible contaminants within downtown. Through the use permit public hearing process, the hearing officer will be able to address improvements, screening and timing of the use.

RECOMMENDATION

Staff requests the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee recommend City Council approval of Z-TA-16-12 and Z-TA-3-12 with the addition of Environmental Remediation as an interim use in the Land Use Table in Section 1204 as shown in Attachment A.

Attachment A: Section 1204 Land Use Table

Link to Staff Reports online:

http://phoenix.gov/webcms/groups/internet/@inter/@dept/@dsd/documents/web_content/ta-3-12.pdf (156 pages)
http://phoenix.gov/webcms/groups/internet/@inter/@dept/@dsd/documents/web_content/ta-16-12.pdf (62 pages)

Attachment A

LAND USE CATEGORIES	CHARACTER AREAS															
	ACTIVE USE	BioMed	BC	Central Park	Commercial Corridor	Dntn Gateway	East Evergreen	Evans Churchill East	Evans Churchill West	McDowell Corridor	Roosevelt East	Roosevelt North	Roosevelt South	Townsend Park	Van Buren	Warehouse
***																
Interim Uses																
***																
INTERIM VACANT LAND USES		**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**UP**	**P**	**UP**	**P**	**P**
~~MOBILE VENDING~~		~~**UP**~~	~~**UP**~~	~~**NP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**NP**~~	~~**UP**~~	~~**NP**~~	~~**UP**~~	~~**UP**~~
ENVIRONMENTAL REMEDIATION		**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**
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CITY COUNCIL REPORT

TO: Rick Naimark
Deputy City Manager

FROM: Derek D. Horn
Acting Planning & Development Director

SUBJECT: ZONING ORDINANCE TEXT AMENDMENT TO MODIFY REGULATIONS FOR CHARITABLE DONATION DROP BOXES: Z-TA-14-12

This report provides information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee on a Zoning Ordinance Text Amendment to create requirements for charitable drop boxes. This item is for discussion purposes only as the proposed language will be reviewed by the Village Planning Committees, Planning Commission and full City Council in early 2013. The proposed text is contained in Attachment A.

THE ISSUE

This text amendment is being developed at the request of the City Council Finance, Efficiency, Innovation, and Sustainability (FEIS) Subcommittee to address issues related to negative impacts of charitable drop boxes. These types of donation drop boxes are typically placed in retail shopping centers and currently are not addressed by the Zoning Ordinance. Members of the City Council have heard from constituents about a lack of maintenance of existing drop boxes and lengthy delays in picking up donated material left around the boxes. Staff also has concerns related to placement of some boxes that may cause a loss of required on-site parking spaces, obstruction of on-site vehicular circulation or placement within required landscape setbacks. In some circumstances, property owners have had boxes left on site without proper approval of the property owner. In many instances, the box owner placed it on site with approval from a store manager or assistant manager who does not have the authority to permit that use on the parcel.

OTHER INFORMATION

Staff proposes to regulate charitable drop boxes as a temporary use pursuant to Section 708 of the Zoning Ordinance. This requires that the company complete an Administrative Temporary Use Permit application and pay $135 for each location. Staff will review each application to ensure that the placement does not impact required parking, traffic flow or required landscape setbacks. In addition, staff will ensure that the property owner has signed a notarized affidavit authorizing the placement of the box and that other proposed requirements are met prior to approving a location. Staff has met with representatives of charitable organizations such as Goodwill, and Boys and Girls Club, as well as members of the International Council of Shopping Centers (ICSC) and representatives of one for-profit enterprise that donates a portion of their charitable drop-box profits to charity. They are generally supportive of the regulations although the for-profit charitable drop box company does have concerns about the cost of the

permit, need to renew it on an annual basis, and the requirement for property owner authorization.

Staff also reviewed a draft version of the proposed text with the Text Amendment Advisory Committee (TAAC). This group is comprised of representatives from each of the Village Planning Committees. Several members had health and safety concerns because they reported seeing potentially toxic materials dumped in some boxes and a general lack of maintenance by others. Some members of the group suggested that these types of uses should be banned and that companies who wish to take donated items should rent a store front.

RECOMMENDATION

This item is for information only as staff will finalize the draft text in Attachment A and schedule it for review by the Village Planning Committees and Planning Commission. State law requires that the full City Council hold a public hearing on proposed text amendments and staff anticipates a full hearing before the City Council at the conclusion of the hearing process in February or March of 2013

Attachment:

A: Proposed Text Amendment Z-TA-14-12

Attachment A

PROPOSED LANGUAGE

Amend Chapter 7, Section 708.C (Temporary uses) to read as follows:

Administrative Temporary Use Permit. An administrative temporary use permit (ATUP) is subject to the following: +5

1. An administrative temporary use permit is required for the following uses or analogous uses: +5

    a. Community or other special events on commercial properties. +5

    b. Interim surface parking or temporary event parking. +5

    c. Promotional events for commercial retail or service businesses. +5

    d. Temporary residential dwelling units or residential accessory structures during construction. +5

    e. Temporary employment offices during construction. +5

    f. Portable searchlights. +5

    g. Promotional vehicle sales for sites with a minimum of 20 contiguous acres in size and conducted by an existing licensed auto dealership. +5

    h. Temporary generators. +5

    i. Temporary construction yards or staging areas. +5

    i. CHARITABLE DROP BOXES

        1) MUST BE CONSTRUCTED OF PAINTED METAL, RUBBER, WOOD OR PLASTIC AND SHALL BE PROPERLY MAINTAINED IN A SAFE AND NON-BLIGHTED CONDITION.

        2) THE CONTAINER SHALL HAVE MAXIMUM CAPACITY OF SIX CUBIC YARDS AND MUST HAVE A FIRMLY CLOSING LID. THERE SHALL BE NO MORE THAN 2 CONTAINERS ON ANY ONE PROPERTY OR SHOPPING CENTER, WHICHEVER IS MOST RESTRICTIVE.

        3) THE CONTAINER SHALL BE CLEARLY MARKED TO IDENTIFY THE SPECIFIC ITEMS AND MATERIALS REQUESTED TO BE LEFT FOR DONATIONS, THE NAME OF THE OWNER OR OPERATOR OF THE DONATION CONTAINER, AND A TELEPHONE NUMBER OF THE OWNER OR OPERATOR THAT MAY BE USED FOR CONTACT AT ANYTIME, AND A NOTICE THAT ITEMS SHALL NOT BE LEFT OUTSIDE OF THE

CONTAINER.

4) CONTAINERS ARE PERMITTED IN ALL NON-RESIDENTIAL ZONING DISTRICTS AND SHALL BE ON DEVELOPED SITES.

5) CONTAINERS MAY NOT TAKE UP REQUIRED PARKING OR LANDSCAPING.

6) EACH PERMIT IS ONLY GOOD FOR ONE YEAR, BUT MAY BE RENEWED ON AN ANNUAL BASIS.

CITY COUNCIL REPORT

TO: Jerome E. Miller
Deputy City Manager

FROM: Chris Hallett
Neighborhood Services Director

SUBJECT: NEIGHBORHOOD COLLEGE

This report provides information to the Neighborhoods, Planning and Development, Housing & Homeless Subcommittee regarding the new Neighborhood Services Department Neighborhood College program.

THE ISSUE

As part of the Phoenix Strategic Plan, the Neighborhood Services Department (NSD) goal was to develop a Neighborhood College program to strengthen the capacity of residents and neighborhood organizations in order to more effectively address neighborhood issues. Over the last several months, NSD staff has worked with City departments and residents to develop a Neighborhood College capacity and education continuum to begin in early 2013.

OTHER INFORMATION

The City's Neighborhood College is a new, exciting series of instructor-led, highly participatory workshops designed to increase residents' knowledge of their city, teach them how to access City resources and prepare them to become the next generation of neighborhood leaders. Participants in Neighborhood College will be able to choose from a variety of workshops that allow them to explore and learn about Phoenix's rich history, hidden gems, and City services and processes. Additional workshops will allow participants to gain insight into group dynamics, leadership style, and a more in-depth look at how the City works for them.

The primary goal of Neighborhood College is to build neighborhood capacity through education and a variety of opportunities for engagement and interaction with other neighborhoods and City departments. This will be accomplished through a curriculum continuum that includes two civic engagement tracks. The included workshops and experiences will assist residents in finding the resources they need to have a positive impact in their community's quality of life.

The first tract, currently labeled "Neighborhoodology," is for active neighborhood organizations listed with the City that are looking to enhance capacity through a more interactive, hands-on experience designed to increase their knowledge of civic engagement and community building. This track is specifically designed to offer active neighborhood associations and block watch groups a greater level of detail and information to assist them in working in their communities and with the City. The program will consist of approximately ten hours of core classroom instruction, hands on activities and required electives that must be completed over a nine-month period

culminating in a capstone community project. The “Neighborhoodology” track will begin in the late spring of 2013 with a pilot of four established neighborhood organizations. In the fall of 2013 four additional organizations will participate in the program.

The second track, currently labeled “Navigate PHX,” will offer workshops for any resident, block watch or neighborhood group looking to gain a new perspective on the City, the communities they live in, and access to City services. Interested residents/groups will be able to register on-line. Registration for Navigate PHX classes will begin in January 2013, with the first classes offered in the spring.

Staff is now working to finalize the Neighborhood College program based on feedback obtained from two resident focus groups that provided input on the program outlined above in mid-December. The Neighborhood College will be a one of a kind program that brings residents and city government together as partners to make Phoenix a great place to live.

RECOMMENDATION

This report is for information purposes only.