

Planning Services Citizen Participation Guidelines Amendments – Temporary Guidelines Modifications during COVID-19 Stay at Home period:

The following amendments to the Developer’s Guide to Citizen Participation Requirements are intended to provide the opportunity for virtual, online resident participation meetings. These modifications are in place so long as posted at www.a2gov.org/planning.

Modification #1 – Type 1 Projects – 1. Plan your meeting.

While the existing scheduling and notification guidelines remain, City Planning Services supports the use of virtual, or online meeting formats to meet the intentions of the Citizen Participation requirements. Meetings that are noticed as such by the same procedures may be held online, with the following criteria:

- Meeting format or platform should be widely available to interested participants without an enrollment or subscription fees.
- Notification of meeting access information must be provided in advance of the meeting in accordance with the existing guidelines, a minimum of 10 business days prior to the proposed meeting date. Notice must include specific access information (i.e. Meeting ID, code, etc.) and not simply refer to software platform.

Modification #2 – Type 1 Projects – 2. Request Labels & Draft Meeting Notice

In generating the draft notice to share with staff prior to distribution, the notice must include all of the following:

- Specific Information for accessing online meeting.
- Phone number and email address for alternative methods of contact, learning more, and sharing feedback on the proposed development.

Modification #3 – Type 1 Projects – 3. Review and Mail your Notices

While notifications may be widely distributed electronically, mailed notices must be sent in compliance with the guidelines. Electronic distribution is encouraged, but does not replace mailed notices.

Modification #4 – Type 1 Projects – 4. Hold your meeting

- Meetings shall provide forums to allow dialogue and/or question and answers from participants. To the greatest extent possible, full participation should be encouraged.
- Applicants must still identify and maintain a list of participants to include in the submitted report.
- Any reports of technological challenges or interruptions shall be included in the submitted report.

If you have any questions regarding these modifications, please contact Planning Services at planning@a2gov.org or 734.794.6265.