



**DATE:** April 8, 2021  
**TO:** Public at Large and All Interested Parties  
**FROM:** Christopher Poirier, Planning Official   
**SUBJECT:** Planning and Zoning Commission Meeting Change

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### **Notice of Planning and Zoning Commission Meeting Changes**

Until further notice, Planning and Zoning Commission meetings will occur virtually through Teams video conferencing with a phone in option. Some commissioners and ALL applicants, neighbors and other interested parties will participate through a computer video stream or over the telephone.

Interested parties will be able to listen to the hearing via the phone in option or virtually through a computer video stream upon request of a meeting invite. If you wish to address the commission with concerns on an agenda item, or would like a Teams meeting invite please send an email with your name and agenda item you wish to speak about, to: [DSDPlanning@pima.gov](mailto:DSDPlanning@pima.gov) For example: John Doe wishes to speak regarding Item #6.

The typical order of a case includes the Commission: 1) requesting a report from staff, 2) Q&A between staff and the Commission, 3) a presentation by the applicant to the Commission, 4) the Commission then calls upon interested stakeholders, 5) a final statement by the applicant, 6) deliberation and motion by the Planning and Zoning Commission.

To participate telephonically, please call (1-602-649-0382) shortly before 9 AM. Once prompted, enter the participation code (463 789 781#). Remember to mute your phone until called upon and please listen to the instructions of the Chairperson. Please do not call out of order even for things like, "Speak up." We will all do our best to speak clearly and loudly.

It is imperative that all participants mute their phones until such time that they are called upon. Pima County Development Services Department is attempting to keep our regular services and processes functioning during this challenging time, and we appreciate your patience. Questions about this process can be directed to 724-8800, or email [DSDPlanning@pima.gov](mailto:DSDPlanning@pima.gov)

Anyone needing special services (e.g., assistive listening device, Braille or large print agenda material, signer for hearing impaired, accessible parking, etc.) for participation in the wheelchair accessible meeting may contact Chris Poirier at (520) 724-8800 or email [DSDPlanning@pima.gov](mailto:DSDPlanning@pima.gov) for assistance.