



## **BACKGROUND**

A delegated staff member of the Planning & Development Department serves as the City Manager's Representative (CMR) to hear technical and proportionality appeals of development-related city codes, ordinances and policies. Hearings are open to the public and time is allocated for those who wish to speak regarding applications on the agenda. Applicants may appear on their own behalf or be represented by counsel or agent.

## **GENERAL RULES OF PROCEDURE**

1. Call to Order. The CMR will call the hearing to order. All parties will be asked to introduce themselves and indicate their reason for attending the hearing. Attendees will be asked to complete the hearing roster indicating their name, address, and phone number.
2. Staff introductions are made.
3. The CMR shall call each appeal on the agenda, announce the name of the applicant, the location of the property involved and the nature of the request. In the interest of maintaining a fair and efficient public hearing, adherence to the following time limits is required, unless modified by the City Manager's Representative:
  - a. Ten minutes for the applicant's presentation;
  - b. Ten minutes for the staff's presentation;
  - c. Ten minutes for community input (if more than five attendees, two minutes per person, per item);
  - d. Five minutes for rebuttal and summation by applicant;
  - e. Five minutes for summation by staff;
  - f. Parties should proceed without interruption by the other parties, and all arguments and concerns should be addressed to the Hearing Officer. Parties should select a spokesperson to present major points and strive to be non-repetitive. The Hearing Officer may ask questions or make comments relevant to the issues involved in the appeal.

## **HEARING OFFICER'S DECISION**

The City Manager's Representative may take the following actions:

- Approve the request as filed
- Deny the request as filed
- Deny the request as filed and approve an alternative with or without stipulations
- Continue the request
- Take the request under advisement for future discussion

## **SUBSEQUENT APPEAL**

City staff will be available to explain subsequent appeal filing requirements, fees, timeframes and procedures. For questions regarding these hearings, call 602-262-6647.

Technical Appeal

Proportionality Appeal

Applicant: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attending Appeal Hearing**

On behalf of applicant: \_\_\_\_\_

City of Phoenix Staff: \_\_\_\_\_

Community: \_\_\_\_\_

City Manager's Representative: \_\_\_\_\_

**Staff Presentation/Rationale:**

**Applicant Presentation/Rationale:**

**Community Input:**

**Decision/Rationale:**

**Stipulations:**