

Informational Videos and Neighborhood Meetings

Process and requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY AND OVERVIEW

Informational videos and neighborhood meetings are required for most projects in the Town of Oro Valley. Upon completion of a pre-application meeting, staff will coordinate the dates and times to record your informational video and participate in a neighborhood meeting.

SUBMITTAL REQUIREMENTS

Prior to the neighborhood meetings, the following must be submitted through the customer portal. If moving forward through the public outreach process, please contact staff to update your pre-application accordingly.

- Public Outreach Plan in PDF (must be provided or updated 20 days before each neighborhood meeting)
- Project Fact Sheet in PDF (must be provided or updated 20 days before each neighborhood meeting)
- Presentations in PowerPoint and PDF required for the informational video and both neighborhood meetings.
 - The presentation for the first neighborhood meeting is often similar to those provided during the informational video. The presentation for the 2nd neighborhood meeting incorporate updates made to the proposal based on the 1st neighborhood meeting and staff review.

PROCESS

- Informational video - Required, prior to the 1st neighborhood meeting to provide an introduction and brief overview of the proposal. The videos are posted at least 15-days prior to the neighborhood meeting and are recorded online via Zoom. Typically, the recording must be done at least 1 week prior to the 15-day posting deadline.
- Neighborhood Meetings: Neighborhood meetings are typically held at Town Hall (11000 N. La Canada Drive) from 6-7:30 PM. In-person attendance is required for the applicant. Applicants must provide a PowerPoint presentation and be prepared to answer questions. The public may attend in-person or online.
 - 1st Neighborhood meeting - Required before a formal application is submitted. The 1st neighborhood meeting is scheduled roughly 4 weeks after the pre-application meeting to allow time to record an informational video and send out the required notice. The main purpose of the first neighborhood meeting is to identify questions, comments, or concerns from the community. Goals for the first neighborhood meeting include:
 - 1) Everyone understands the proposal, review process and applicable code requirements.
 - 2) A list of questions, comments, or concerns from the community is identified.
 - 3) If time permits, design solutions to mitigate concerns are discussed.

- 2nd Neighborhood Meeting – Required after staff review (once major comments have been addressed) and prior to consideration by the Planning and Zoning Commission. The purpose of the second neighborhood meeting is to continue the previous conversation by discussing potential design solutions to mitigate concerns. Goals for the second neighborhood meeting include:
 - 1) Everyone understands the proposal (especially what has changed since the first meeting), review process and applicable code requirements.
 - 2) The list of questions, comments, or concerns is verified or expanded upon.
 - 3) Design solutions to mitigate concerns are discussed in detail.

FEES

- The cost for mailing postcards for the neighborhood meeting(s) will be added to the pre-application via the Town's online permitting system. All fees must be paid prior to final approval.

Presentations at Public Meetings and Hearings

Process and requirements for presentations

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STAFF PRESENTATION

Staff will provide a brief presentation to give an overview of the proposal and applicable code requirements at the beginning of an informational video, neighborhood, board, commission, or Town Council meeting.

Staff presentations typically include the following:

- Quick overview of the request (e.g., preliminary plat)
- Location of the project
- Background or history of the site
- Key zoning requirements (e.g., setbacks, height, criteria, if applicable)
- Public review process and/or neighborhood concerns
- Summary and recommendation

APPLICANT PRESENTATION

The applicant and/or property owner will be expected to provide a PowerPoint presentation about their proposal and answer questions or comments during the public meetings/hearings. Ultimately, it is the applicant's responsibility to promote their proposal and show how it meets Town standards.

At a minimum, presentations should include the following:

- Details about the proposal – including but not limited to the proposed use, number of lots/units, building square footage or lot size, access, and circulation, etc.
- How the proposal complies with zoning requirements – this includes any applicable criteria (e.g., CUP) or key standards such as setbacks, height, buffer yards, screening, use, design standards, courtyards, or rec area, etc.
- Impacts, if any, to traffic or drainage patterns
- How the proposal addresses concerns from neighbors (applicable for the 2nd neighborhood meeting, Planning and Zoning Commission and Town Council).

All presentations must be provided in “Widescreen” format in PPT and PDF.

PRESENTATION DEADLINES:

- Informational Videos and Neighborhood Meetings: Staff will coordinate the date(s) and time for recording the informational video and holding the neighborhood meeting. The presentation is due by 5 PM the day before the recording or meeting.
- Planning and Zoning Commission Meetings: Once staff have completed their review(s) and all code requirements have been met, the applicant will be notified of the date of the board or commission meetings. The presentation is due by 5PM the day before the meeting.
- Town Council Meetings: After the Planning and Zoning Commission meeting, the applicant will be notified of the date for the Town Council meeting. The presentation is due by 5PM the Thursday before the meeting.