



Patricia L. McNeese, AICP  
Acting Director

## *City of Tarpon Springs, Florida*

Planning and Zoning Department  
324 E Pine Street  
Tarpon Springs FL 34689  
(727) 942-5611

### MEMORANDUM

DATE: March 26, 2020

TO: Planning and Zoning Applicants and Interested Citizens

FROM: Patricia L. McNeese, AICP, Principal Planner/Acting Director

RE: COVID-19 Response Measures: Temporary Application Processing Protocols

---

Due to the current measures being implemented to respond to the COVID-19 pandemic situation, the Planning and Zoning Department has set temporary protocols for receiving applications:

- Applications may be submitted digitally by electronic mail.
  - For large files, please contact the department for instructions to upload the files onto a FTP site for the City to access
  - Payment is by check. Checks may be mailed or delivered. All deliveries will be left with the Security Guard at the main entrance to City Hall (324 East Pine Street).
  - Applications will not be entered for processing until a check payment is received.
  - Hard copy submittals are not necessary until the applicant is notified to submit them.
  - The Technical Review Committee meeting for April 2, 2020 has been cancelled. However, staff will carry out a desk top review of submittals and provide questions and comments back to the applicants.
  - The April 6, 2020 Heritage Preservation Board regular meeting and workshop have both been cancelled. The regular agenda items will be rescheduled for May 4, 2020. Notification of the new workshop date will be sent out when that date is set.
  - The following April Board meetings are currently scheduled to proceed:
    - April 20, 2020 Planning and Zoning Board
    - April 29, 2020 Board of Adjustment
- The Board of Commissioners will continue to provide direction on meetings. Any changes to the above will be posted immediately and applicants will be notified.
- Applicants will be notified when these meetings resume and when their item will be scheduled.
  - For administrative applications, please contact staff to discuss the procedure.
  - City staff is not conducting any other meetings with applicants or the public until further notice. Staff will not assemble internally for video or telephone conferences. Staff will coordinate individually with applicants and the public via email and phone communication.

#### **Planning and Zoning Contact Information:**

**Phone:** 727-942-5611

**Mailing Address:** P.O. Box 5004, Tarpon Springs, FL 34688-5004

**Shipping Address:** 324 East Pine Street, Tarpon Springs, FL 34689

**Email:** [planning@ctsfl.us](mailto:planning@ctsfl.us)

## 2020 PUBLIC HEARING SCHEDULE

<b>Heritage Preservation Board Meeting Dates – 6:30 P.M.</b>	
<b>Application Deadline</b>	<b>Meeting Date</b>
	1/13/2020
1/13/2020	2/3/2020
2/3/2020	3/2/2020
3/2/2020	4/6/2020
4/6/2020	5/4/2020
5/4/2020	6/1/2020
6/1/2020	7/6/2020
7/6/2020	8/3/2020
8/3/2020	9/14/2020
9/14/2020	10/5/2020
10/5/2020	11/2/2020
11/2/2020	12/7/2020

<b>Planning and Zoning Board Meeting Dates – 7:00 P.M.</b>	
<b>Application Deadline</b>	<b>Meeting Dates</b>
	1/22/2020
1/22/2020	2/26/2020
2/26/2020	3/25/2020
3/25/2020	4/20/2020
4/20/2020	5/18/2020
5/18/2020	6/15/2020
6/15/2020	7/20/2020
7/20/2020	8/17/2020
8/17/2020	9/21/2020
9/21/2020	10/19/2020
10/8/2020	11/9/2020
11/09/2020	12/21/2020

<b>Board of Adjustment Meeting Dates – 7:00 P.M.</b>	
<b>Application Deadline</b>	<b>Meeting Dates</b>
	1/22/2020
1/22/2020	2/26/2020
2/26/2020	3/25/2020
3/25/2020	4/29/2020
4/29/2020	5/27/2020
5/27/2020	6/24/2020
6/24/2020	7/29/2020
7/29/2020	8/26/2020
8/26/2020	9/30/2020
9/30/2020	10/28/2020
10/22/2020	11/18/2020
11/12/2020	12/16/2020

## 2020 PUBLIC HEARING SCHEDULE

<b>Technical Review Committee Meeting Dates - 9:00 A.M.</b>	
<b>Deadlines</b>	<b>Meeting Dates</b>
	1/9/2020
	1/23/2020
	2/6/2020
2/20/2020	3/5/2020
3/19/2020	4/2/2020
4/23/2020	5/7/2020
5/21/2020	6/4/2020
6/18/2020	7/2/2020
7/23/2020	8/6/2020
8/20/2020	9/3/2020
9/17/2020	10/1/2020
10/22/2020	11/5/2020
11/12/2020	12/3/2020

**APPLICATIONS WILL NOT BE SCHEDULED FOR PLANNING & ZONING BOARD, BOARD OF ADJUSTMENT OR BOARD OF COMMISSIONER REVIEW UNTIL ALL REQUIRED INFORMATION OR REVISED PLANS ARE PROVIDED. IF NO ADDITIONAL INFORMATION IS REQUIRED, THE APPLICATION SHOULD BE SCHEDULED FOR THE NEXT AVAILABLE MEETING IF SUFFICIENT TIME IS AVAILABLE TO MEET THE REQUIRED ADVERTISING DEADLINES (GENERALLY AT LEAST 21 DAYS).**

**\*Meeting dates are subject to change**