



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: May 6, 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.
- For Technical Review Committee (TRC) review submittals, leave three hard copies along with a digital submittal on CD and a check at the front lobby at City Hall.
- Technical Review Committee is not holding physical or virtual meetings. Staff is conducting desk top review of submittals. Questions and comments are then provided back to the applicants.
- The meetings of the Heritage Preservation Board, Planning and Zoning Board and Board of Adjustment are being conducted using conferencing services provided by Zoom. Please check the City's web site for agendas and log-in information to view or participate in these meetings.
- 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

City Hall Lobby Hours: 8:30am to 4:00pm Monday through Friday

2020 PUBLIC HEARING SCHEDULE

Heritage Preservation Board Meeting Dates – 6:30 P.M.	
Application Deadline	Meeting Date
	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

Planning and Zoning Board Meeting Dates – 7:00 P.M.	
Application Deadline	Meeting Dates
	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

Board of Adjustment Meeting Dates – 7:00 P.M.	
Application Deadline	Meeting Dates
	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

Technical Review Committee Meeting Dates - 9:00 A.M.	
Deadlines	Meeting Dates
	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**