

# PUBLIC MEETING AGENDA



## NEIGHBORHOOD ADVISORY COMMISSION MEETING

### MEETING DATE

Wednesday, Jan. 5, 2022 at 5:30 p.m.

### MEETING LOCATIONS

Join via Microsoft Teams

[Click here to join the meeting](#) on your computer or mobile app

Call in (audio only): [1-480-498-8745](tel:1-480-498-8745), Phone Conference ID: 779 303 628#

AND

In-Person (face coverings required)

Tempe Transportation Center

Don Cassano Community Room

200 E. Fifth Street, 2nd floor

Tempe, Arizona, 85281

## AGENDA

*NAC Mission Statement - "The Neighborhood Advisory Commission will advise the Mayor, Council and City departments by proposing and promoting programs and policies that preserve or enhance our neighborhoods and encourage a sense of community."*

1. Call to Order
2. Attendance Roll Call
3. Public Comment – The Neighborhood Advisory Commission welcomes public comment for items listed on this agenda. There is a three minute time limit per person.
4. Review and Approval of Meeting Minutes: December 1, 2021\*
5. Election of Chair and Vice Chair\*
6. Welcome and Introduction of New Members
7. 2022 Neighborhood Celebration Event Planning Update\*
8. Communication and Grants Working Groups Updates
9. Proposed Future Agenda Items – Opportunity for Commission members to raise potential future agenda items. No discussion or legal action will be taken on items\*
10. Adjournment

\*Background Materials Included in Meeting Packet

According to the Arizona Open Meeting Law, the Neighborhood Advisory Commission may only discuss matters listed on the agenda. The City of Tempe endeavors to make all public meetings accessible to persons with disabilities. With 48 hours advance notice, special assistance is available at public meetings for sight and/or hearing-impaired persons. Please call 350-2775 (voice) or 350-8400 (TDD) to request an accommodation to participate in a public meeting

**DRAFT** Minutes  
Neighborhood Advisory Commission  
December 1, 2021



Minutes of the Neighborhood Advisory Commission (NAC) held on Wednesday, December 1, 2021, virtual meeting using Microsoft Teams platform

**(MEMBERS) Present:** Hannah Moulton Belec, Maureen Eastty, Jana Lynn Granillo, Diane Harden, Barb Harris, Matt Heil, Linda Knutson, Melanie Larimer, Mark Rude, Daniel Schugurensky, Joel Stern, Nicholas Weller

**(MEMBERS) Absent:** Christopher McCabe, Michael McLendon

**City Staff:** Judi Baumann, City Attorney; Ryan Levesque, Deputy Community Development Director – Planning; Carla Reece, City Clerk; Elizabeth Thomas, Neighborhood Services Specialist; Shauna Warner, Neighborhood Services Manager

**Guests:** None

**Agenda Item 1 – Call to Order**

The meeting was called to order at 5:31 p.m. by Chair Hannah Moulton Belec

**Agenda Item 2 – Attendance Roll Call**

**Present:** Hannah Moulton Belec, Maureen Eastty, Jana Lynn Granillo, Diane Harden, Barb Harris, Matt Heil, Linda Knutson, Melanie Larimer, Daniel Schugurensky, Joel Stern, Nicholas Weller

**Absent:** Christopher McCabe, Michael McLendon, Mark Rude

**Agenda Item 3 – Public Comment**

None

**Agenda Item 4 – Review and Approval of Meeting Minutes: November 3, 2021**

**Motion:** Commissioner Stern made a motion to approve the November 3 minutes as presented.

**Second:** Commissioner Harris

**Result:** Approved by a 11-0 vote of those present at the time vote was taken.

**Commission Member Ayes:** Hannah Moulton Belec, Maureen Eastty, Jana Lynn Granillo, Diane Harden, Barb Harris, Matt Heil, Linda Knutson, Melanie Larimer, Daniel Schugurensky, Joel Stern, Nicholas Weller

**Absent:** Christopher McCabe, Michael McLendon, Mark Rude\*

\*Commissioner Rude arrived in meeting shortly after minutes vote was taken.

## Agenda Item 5 - Home Occupations Section 3-412 of the City Zoning and Development Code - salons update

Ryan Levesque, Deputy Community Development Director - Planning, shared that the current Zoning and Development Code was adopted and implemented in 2005. The Code includes rules governing home businesses intended to minimize impacts to neighbors and the neighborhood, while providing some opportunity to run a business from home. Throughout the covid pandemic, many office workers transitioned to working from home and inquiries about other types of work being done as a home occupation were received.

The Community Development Department received one request specific to allowing a hair salon as a home occupation, a use that was expressly prohibited. Staff thought it appropriate to pursue a more general conversation about home occupations and hair salons in particular, to help determine if there was cause to initiate the change, or other changes more broadly.

During the September 2, 2020 Neighborhood Advisory Commission meeting, NAC members received a presentation about potential changes to the Home Occupations section of the City Zoning and Development Code. Members posed questions, offered feedback and then voted 9 to 2 for recommending approval for the code text change. The proposed ordinance changes, including NAC's summarized input, then went before the Development Review Commission (October 27, 2020 meeting) where members voted to approve it 7-0. Subsequently, the direction preferred by City Council was to not pursue a formal code change request but instead to implement the proposed changes through a one-year Pilot Program.

It is nearing one year since the adoption of the Pilot Program, there are five\* known Barber Shops/Beauty Salons operating out of homes in Tempe (one is temporarily closed) and there have been no known/associated complaints received through Code Compliance. Current options are to: extend the program, move forward with ordinance adoption changes, or sunset the program. Staff is preparing a presentation to be held with City Council on December 9, 2021, for direction on the pilot program.

Ryan requested member feedback. Commissioner questions and comments included: Reached out to Nando Garcia, applicant, following the September 2020 NAC meeting and have become a regular, monthly customer. The salon is well run and following what was discussed and agreed upon. I have spoken with adjacent neighbors too, none have expressed any concerns.

How do we enforce sales tax collection?

A: This type of business is providing a service and most salons do not have a sales tax license unless they are selling products.

In general, don't see difference between remote workers today and someone working out of their house in this capacity.

Does the need still exist? Where I live is denser and lots of renters and parking challenges already. I'm in support of another year as a Pilot Program.

Were there parking rules with the Pilot Program?

A: Typically, only one guest/visitor per site. *For the purposes of the exemption in the code allowing the Pilot Program, the prohibition was lifted.* Additional stylist chairs might trigger a use permit process, as originally drafted.

What about apartments? How do they address separate entry?

A: Not sure. Arizona State Board of Cosmetology oversees and licenses Barber Shops and Beauty Salons and requires a salon chair, sink and side entry. If their unit does not provide for separate entry, the State will need to address that deficiency.

Live work units allow for a variety of businesses including uses like this on the first floor with living quarters above.

**Motion:** Commissioner Heil made a motion to support extending the Pilot Program permanently.

**Second:** Commissioner Harris

**Result:** Approved by a 11-1 vote of those present at the time vote was taken.

**Commission Member Ayes:** Hannah Moulton Belec, Maureen Eastty, Diane Harden, Barb Harris, Matt Heil, Linda Knutson, Melanie Larimer, Mark Rude, Daniel Schugurensky, Joel Stern, Nicholas Weller

**Commission Member No:** Jana Lynn Granillo,

**Absent:** Christopher McCabe, Michael McLendon

### **Agenda Item 6 – Recommended changes to Campaign Finance Code**

City Attorney Judi Baumann and City Clerk Carla Reece provided an overview of the proposed amendments to Tempe City Code, Chapter 13, regarding elections.

Recommended changes are as follows:

#### **Campaign Finance-Article II Div. 2**

- Campaign finance violations will require signed, written complaints (omits notary requirement)
- The penalty of first violation (up to \$200) may be waived for compliance within cure period
- Penalties for second and all subsequent violations (up to \$500) OR three times the amount in violation (staggered penalties rather than finite penalties mirroring State Law)

#### **Disclosure Obligations – Article II Div. 3**

- Define major contribution to exclude contributions exempt under State Law
- Require disclosure of the name of the candidate or ballot measure to which the expenditure was made and whether the expenditure was in support of or opposition to the candidate or ballot measure; the communication medium and description of what was purchased with the expenditure; and date the expenditure was made

#### **Clarifying Edits**

- Clarify that Maricopa County controls designation of ballot centers
- Authorize City Clerk to approve changes in case of emergency (coordinate with Maricopa County to change ballot center locations)

- Apply gender neutral pronouns throughout
- Reference ballot centers instead of polling places

Commission members had a number of comments and questions:

- What instigated changes?

The existing requirements have been in place for a number of years. City of Phoenix made some similar changes, we took this opportunity to compare and review our Code. Important to have an accessible, transparent process and to use similar language at the state and local levels - when it makes sense to do so.

- What is change on penalties?

The first penalty is lower and not meant to be punitive. The city will issue a notice and provide opportunity to cure or resolve situation understanding the candidate or campaign manager may not have had a sophisticated campaign in the past. For additional violations, fines up of up \$500 or three times the amount in violation if not cured or if some type of action is not taken.

- How many complaints last cycle?

Two to three formal and 2-3 anonymous, all were looked into and all were cured or found that there was not a violation per code.

- Still having trouble understanding major contributions, can you provide an example?

Alignment of city code with State Law. For example, bookkeeping fees uses to need to be noted as an expense. It still can be but no longer has to be. Change from \$50.00 and over contributions to \$100 and over contributions without donor having to disclose their name and occupation. This will be more applicable to future elections as many donors have already donated for current campaigns.

- Changes look great but really disappointed there was not consensus regarding loopholes. Who is maxing out? People with money and influence are making out.

Our city limits are really low compared to others. Difference between state and city, don't want to be challenged as Vermont was. Could favor incumbents or those who personally fund their campaigns. Can see it both ways. Local candidate limits are lower than legislative or state candidates likely because they can fundraise amongst a larger population.

### **Agenda Item 7 – STEP Update**

At the October 6, NAC meeting, Commissioner Knutson and other members gave feedback, which included expressing concerns over some of the static content as well as some of the proposed revisions to the document now renamed as the Neighborhood Traffic Calming Manual. Commissioner Knutson then attended the October 21 Tempe City Council Issue Review Session to speak in-person and emphasize her remaining concerns about the document as presented from a downtown resident perspective with personal traffic calming processes experience.

At that Council Issue Review Session, the following guidance was provided –

- Revisit the top tier's 100% approval threshold required for those adjacent to a device. There was much Council discussion about the acceptable range with somewhere in the range of 65% to 75% advised.
- Continue to look deeper and benchmark against peer Town and Gown cities like Boulder/Colorado, Madison/Wisconsin, Flagstaff/Arizona and Austin/Texas

- Respecting that all voices need to be heard, clarify “may sign” language regarding renter and/or owner situations to provide clear direction and understanding.
- Consider the Neighborhood Traffic Calming Manual as a living/working document. Need to establish resident trust. Report back between December and February about staff and public experiences using the manual with current traffic calming projects.

Commission members discussed how items come before the group (both from member input and from staff requests), what the process is when something like the STEP Manual Update is brought before the group and how the input or feedback is shared with Council. For staff requesting an agenda item, Chair Moulton Belec typically requests clarification of what the ask is and when the Commission as a whole takes formal action, the NAC meeting date with support or approval (when applicable) is noted in the later staff presentations to Council. The meeting minutes capture results of any Commission vote taken and highlight individual commissioner questions and comments.

Chair Moulton Belec emphasized that it’s helpful (and ensures input is shared in the spirit intended) when members can attend Council meetings to speak to issues and items they are especially passionate about. Other options mentioned included drafting a letter or memo from NAC to Council and helping by pushing information learned through NAC meetings out to neighbors.

Shauna agreed to confirm next steps for Neighborhood Traffic Calming Manual and Council schedule. Commissioner Knutson offered to share her downtown neighborhood areas traffic calming plan with those interested.

#### **Agenda Item 8 – Review and discussion of NAC Annual Report**

There was brief discussion and agreement to include the NAC Maryanne Corder Neighborhood Grants Survey in next year’s report after survey results are in. The goals listed in the Annual Report were affirmed and there was agreement to insert the two NAC media mentions.

**Motion:** Commissioner Weller made a motion to approve the Annual Report with the media mentions insertions.

**Second:** Commissioner Harris

**Result:** Approved by a 12-0 vote of those present at the time of the vote.

**Commission Member Ayes:** Hannah Moulton Belec, Maureen Eastty, Jana Lynn Granillo, Diane Harden, Barb Harris, Matt Heil, Linda Knutson, Melanie Larimer, Mark Rude, Daniel Schugurensky, Joel Stern, Nicholas Weller

**Absent:** Christopher McCabe, Michael McLendon

#### **Agenda Item 9 – State of the Neighborhoods & Awards 2022**

There was group review of proposed category names and criteria. The Chuck Malpede Award criteria specific to years of involvement was changed from 15 years to ten (previously was 3). This award is being broadened and will both celebrate longevity and be applicable to all award categories allowing a NA, HOA, individual or beautiful

space the opportunity to win. Chair Hannah Moulton Belec noted that NAC does not have to select a winner for each category, it will depend on the nominations pool.

Promotion of the neighborhood award nominations being open, all categories with emphasis on the new ones and the February 15 deadline for submissions will be through varied Neighborhood Services and Communications and Media Relations outreach channels as well as through NAC member personal contacts and NAC opt in list messages and reminders.

#### **Agenda Item 10 – Communication and Grants Working Group Updates**

The November Communications and Grants Working Group meeting notes were included in the meeting packet materials and highlights were briefly shared. Commissioner Harris is using NAC's editorial calendar and pitching storytelling ideas about neighborhood awards nominations and the 2022-2023 Maryanne Corder Neighborhood grants applications opening and other timely topic related suggestions from NAC members directly to Nikki Ripley, Communications/Media Relations Manager.

#### **Agenda Item 11 – Nominations for Chair and Vice Chair**

Members offered support for and nominations for Hannah Moulton Belec as Chair and Melanie Larimer as Vice Chair as noted below:

**Motion:** Commissioner Harden

**Second:** Commissioner Jana Lynn Granillo

Chair Moulton Belec and Vice Chair Larimer both expressed a willingness to continue serving in their respective roles while also encouraging any interested members to step up. Additional nominations, if any, are welcome and will be taken at the January 5, 2022 meeting before the election takes place. The election per commission ordinance must be held at the first meeting of the new year.

#### **Agenda Item 12 – Recognition of outgoing members**

Commissioners Heil, McLendon and Yates were thanked for their time and service to the Neighborhood Advisory Commission and will be invited to join the NAC Alumni Facebook Group.

#### **Agenda Item 13 – Joint meeting planning – Sustainability Commission and NAC**

Staff is forwarding out a google poll to members to verify their availability for meeting scheduling January through March. This poll includes a joint Sustainability and Neighborhood Advisory Commission meeting tentatively planned for Tuesday, January 10 beginning at 4:30 pm - pending confirmation of NAC's needed quorum of eight.

#### **Agenda Item 14 – Proposed Future Agenda Items**

See December meeting packet memo.

#### **Agenda Item 15 – Adjournment**

Meeting was adjourned at 7:04 p.m.

Prepared by: Elizabeth Thomas

**MEMORANDUM**

To: Neighborhood Advisory Commission

From: Elizabeth Thomas

Date: January 5, 2022



**Subject:** Final nominations and elections for Chair and Vice Chair

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**BACKGROUND**

During the December 1, 2021 Neighborhood Advisory Commission meeting, nominations were opened for Chair and Vice Chair of the Commission for the 2022 calendar year. Commissioners nominated Hannah Moulton Belec to another term as Chair. Hannah confirmed her willingness and interest in continuing to serve as Chair, while also encouraging any other members interested in serving as Chair or Vice Chair to please step up. Members also nominated Vice Chair Melanie Larimer to serve another term in that role and she is considering doing so. There were no additional nominations made at the December meeting.

Additional nominations for Chair and Vice Chair will be taken at the January 5, 2022 meeting, the first meeting of the Neighborhood Advisory Commission of the new year, and an election will be held immediately following.

Per City code - "The officers of the commission shall be selected by the commission members at the first meeting of the commission following the 31st day of December of each year and shall serve from January 1 until the 31st day of December of the next succeeding year. No officer may serve in the same capacity for more than three (3) consecutive one-year terms."



**MEMORANDUM**

**To:** Neighborhood Advisory Commission

**From:** Elizabeth Thomas, Neighborhood Services Specialist  
Shauna Warner, Neighborhood Services Manager

**Date:** January 5, 2022

**Subject:** 2022 Neighborhood Celebration Event Planning Update

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Staff from a number of areas including Neighborhood Services, Mayor's Office, Parks and Recreation, Special Events, Communication and Community Arts are working together to help reimagine and plan the 2022 Neighborhood Celebration (formerly known as the State of the Neighborhoods & Awards) event. Chair Hannah Moulton Belec and Commissioners Knutson, Larimer and Stern are participating in planning sessions led by Mayoral Aide Brianne Fisher.

Below are the main highlights of what is being considered/preliminarily planned thus far. Some of the plans are tentative and subject to change as more information becomes known for final decision making. The most current information will be available at [tempe.gov/neighborhoodcelebration](http://tempe.gov/neighborhoodcelebration).

**Award Nomination Information:**

Call for nominations open January 3 through February 15, 2022. Major categories include:

- Arts & Culture
- Neighborhood (new awards include: Neighborhood or HOA of the Year, Neighborhood Event of the Year and Neighborhood Friendly Business of the Year)
- Sustainability
- Water Wise Landscape
- Dolores Huerta Scholarship Award

We encourage all NAC members to actively seek nominations from your contacts and neighbors. As neighborhood leaders your word of mouth promotion is the most effective means of making sure there is representation from all corners of our community.

**Event Information**

2022 Neighborhood Celebration (new event graphic/logo is being designed)  
Saturday, March 26, 2022 from 8:30 to 10:30 a.m.  
Fiesta Ramadas at Kiwanis Park, 5711 S All America Way, Tempe

**DRAFT Run of show:**

**6:30 – 8:30 am – set up**

8:30-9:00 am – mingle/breakfast

9:00-9:30 am – awards presentations

9:30-10:30 am – tabling activities

Event Emcee: Mayor Corey Woods

Refreshments: Light breakfast offerings will be provided

Tabling (note: some tables may be static while others are active)

- Boards & Commissions (may include - Neighborhood Advisory Commission, Sustainability Commission, Arts and Culture Commission, Transportation Commission, Human Relations Commission – who are they, when do they meet, what are they prioritizing and working on?)

- Neighborhood Events (meet neighborhood leaders and learn from them about how they've organized popular community events such as Tempe Neighborhood Olympics, Ditchfest, Hoodstock, Fox and Peacock and much more)
- City Topical Info. (Maryanne Corder Neighborhood Grants, Neighborhood Services resources)
- Neighborhood Leaders, enlarged neighborhood map that NA and HOA guests can use to identify their neighborhoods
- Event sponsors like SRP may also have a table as well as organizations like Keep Tempe Beautiful for volunteer recruitment

Staff has compiled a list of previous (I'd just say award winners and keep it generic) Neighbor of the Year and Chuck Malpede award winners and event outreach will include invitations for them to attend and participate. They may be provided buttons or stickers at a welcome table to identify them as prior winners to encourage mingling and conversation.

Trees/tree planting options are being explored for planting in community spaces or city parks, perhaps in lieu of glass awards or perhaps applicable for certain award categories only. Free ramada rental is also being considered. Still exploring a giveaway for all event attendees.

Other potential activations or activities

- Live music
  - Public art project - yarn art on trees, sidewalk chalk, mural
- Vendors - A list of approximately a dozen 'mom and pop' business vendors has been compiled and will be offered free space at the event to sell their wares.

### Event Outreach

A summary of outreach and engagement rates for the 2021 event is attached as a starting point for discussion. In addition, Neighborhood Services staff shared event information with all associations, nominees, nominators and Boards and Commissions and yard signs and an event banner also helped advertise the event.

## 2021 State of the Neighborhoods Social Promotion

Views on YouTube (to date): 56

Views on the live stream of T11 on 4/17/21: 62

Views on Channel 11/Cox Subscribers: unknown

### **Tempe Today:**

- January
- February
- March
- April

### **Tempe.gov:**

- News release on event
- City Calendar of Events

### **Tempe eNews update**

**6700 distribution/30% open rate**

- 1/13
- 2/1
- 2/10
- 3/ 15
- 4/12
- 4/14

### **Mailchimp**

- 2/16

### **Social:**

#### **Facebook**

- 1/19– Promoted nominations via Tempe Gov
  - Reach/Impressions: 1,011
  - Engagement: 37
  - Shares: 7
- 2/10– Promoted nominations
  - Reach/Impressions: 1251
  - Engagement: 15
  - Shares: 6
- 2/16 – Promoted nominations
  - Reach/Impressions: 678
  - Engagement: 15
  - Shares: 2

## 2021 State of the Neighborhoods Social Promotion

- 3/22– Created FB event
- 4/8 – Event promotion
  - Reach/Impressions: 1880
  - Engagement: 110
  - Shares: 1
- 4/8 – Event promotion
  - Reach/Impressions: 1880
  - Engagement: 110
  - Shares: 1
- 4/12 – Event promotion
  - Reach/Impressions: 741
  - Engagement: 10
  - Shares: 1
- 4/16 – Event promotion
  - Reach/Impressions: 1095
  - Engagement: 21
  - Shares: 4
- **4/17 – Live event**
  - Reach/Impressions: 5.6k
  - 1.1k views
  - 5551 engagements
  - 192 page views
  - 108 comments
  - Shares 8

### **Sustainable Tempe FB**

- 2/1 – Nominations
  - Reach/Impressions: 31
  - Engagement: 1
- 2/14 – Nominations
  - Reach/Impressions: 72
- 4/14 – Event
  - Reach/Impressions: 31
- 4/16 – Event
  - Reach/Impressions: 30

## 2021 State of the Neighborhoods Social Promotion

### Twitter

- 2/16 – Nominations
  - Reach/Impressions: 1107
  - Engagement: 99
- 3/28 – Event
  - Reach/Impressions: 1566
  - Engagement: 20
- 4/16 – Event
  - Reach/Impressions: 1186
  - Engagement: 7

### Nextdoor

- 1/19 - Promoted nominations
  - Reach/Impressions: 1099
- 2/16- Promoted nominations
  - Reach/Impressions: 1064
- 3/29 – Promoted event
  - Reach/Impressions: 1065
- 4/17 - Promoted event
  - Reach/Impressions: 1150



## MEMORANDUM

**To:** Neighborhood Advisory Commission  
**From:** Shauna Warner  
**Date:** January 5, 2022  
**Subject:** Proposed Future Agenda Items and 2022 Meeting Dates

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Please be sure all noted meeting dates are saved on your calendars. The following future agenda items have been previously identified by Commission members or staff:

**Jan. 10, 2022 at 4:30 p.m. – Sustainability and Resilience Commission Joint Meeting**

- Climate Action Plan
- Adaptive Streets
- 2022 Neighborhood Celebration Event Update

**Feb. 2, 2022 at 5:30 p.m.**

- STEP Update
- Equity in Action Update
- 2022 Neighborhood Celebration Event Update

**Feb. 23, 2022 at 5:30 p.m. – meeting in place of March 2 for awards deadline**

- Neighborhood Award Winner nominees discussion and selections (voting)
- 2022 Neighborhood Celebration Event Update

**March 2, 2022 - MEETING CANCELLED**

**March 26, 2022 from 8:30 – 10:30 a.m. – Neighborhood Celebration at Kiwanis Park**

**April 6, 2022 at 5:30 p.m.**

- Crime Prevention – Blockwatch/Theft of catalytic converters from vehicles
- Housing affordability/Homelessness, hotel conversions

**May 4, 2022 at 5:30 p.m.**

**June 1, 2022 at 5:30 p.m.**

**July 6, 2022 - MEETING CANCELLED**

**Aug. 3, 2022 at 5:30 p.m.**

**Sept. 7, 2022 at 5:30 p.m.**

**Oct. 5, 2022 at 5:30 p.m.**

**Nov. 2, 2022 at 5:30 p.m.**

**Dec. 7, 2022 at 5:30 p.m.**

**\*retreat to be scheduled**