

(Arizona Technical Assistance Panel)

The AzTAP program was instituted to afford high-level land use and real estate executives an opportunity to help communities in Arizona with difficult development and planning issues. The AzTAP team is a service offered by the Arizona District Council of the Urban Land Institute (ULI) to assist Arizona municipalities, counties, regions, and non-profits in the preliminary study of unique land use planning, development, and re-development issues. The District Council's goal is to make some of the best and brightest talent in the industry available to local government.

As land use and real estate professionals with important skill sets to offer, there is a responsibility to foster the highest quality in the development and re-development of projects within our communities. The Arizona District Council's members wish to aid in addressing challenging planning issues so that appropriate and sustainable urban forms arise that are consistent with policies advocated nationally by ULI to create a sustain healthy, vibrant communities.

Because of the diverse talents of the group, a broad array of issues can be evaluated. Expertise can be brought to bear upon commercial, retail, industrial, residential and mixed land uses in a multiplicity of urban forms. The AzTAP team addresses concepts that contribute to sustainable, high-quality development.

An AzTAP team analysis will generally focus on issues pertinent to a particular site or study area within a community. Analysis could include:

- Defining site characteristics and limitations
- Identifying and assessing neighborhood, community, or regional goals
- Consideration of alternative land use and development strategies in the context of preliminary feasibility analysis and recommendations for next steps

The AzTAP team analysis is not intended to be a detailed highest- and best-use analysis. Rather, utilizing the input of experienced professionals who can speak to physical, market, and financial viability, the analysis is intended to produce a realistic range of alternative options. In most instances, the process will not necessarily lead to strong recommendations for a highly specific project. Indeed, it is likely that an analysis may produce recommendations for further, more directed study. Moreover, going through the process will not ensure the potential of success of any alternative use – rather it will introduce potentially new thoughts, ideas, and directions that may not previously have been considered.

The AzTAP team analysis will be conducted by members who are hand selected for a particular requirement. The AzTAP team will assemble individuals with the skills necessary to meet the problem at hand. ULI Arizona membership includes all areas of land use, design, development, and investment professions from both the private and public sectors. Collectively, the AzTAP team has a broad range of skill sets to address all stages of the pre-development process from feasibility analysis, planning, construction, and delivery of projects.

AzTAP: Sponsor Obligations

PANEL PREPARATION

Briefing Materials: The sponsor is responsible for assembling all relevant background information relating to the issues being addressed. This material should be ready for delivery to the Panel Chair, each panel member, and ULI Arizona staff at least two weeks before the scheduled panel. The ULI-assigned project manager will direct the determination of what is needed for the panel's review and will assist the sponsor in reviewing the materials and identifying additional materials and information the panel may need.

List of Resource People: The sponsor must prepare a list of resource people who may be interviewed by panel members, if needed. The list should be restricted to no more than ten people and should include key members of the private and public sectors that might provide valuable insight and information to the panel.

Interview Schedules (optional): If interviews are determined to be a necessary AzTAP component by the team, the sponsor is responsible for scheduling interviews. Panel members will be assigned to interviews based on their expertise.

Project/Area Tour: If the issues deal with a specific project or area, the sponsor is responsible for arranging a tour of the project or area. This includes transportation and resource personnel (the sponsor and/or staff) to answer panel questions.

Other Resource Materials: Additional resource materials that are not appropriate or are too bulky for inclusion in the panel briefing books should be made available at the panel meeting place. Such information might include: zoning and general plan materials; market data; economic studies and projections; maps; and other materials as needed. The ULI staff and the sponsor will determine prior to the panel session what materials might be helpful to the panel deliberations.

LOGISTICS

Panel Meeting Room(s): The sponsor is responsible for providing a conference room which is used by the panel for meetings, group interviews (if deemed necessary), and the panel presentation. The presentation room should be set up in a manner consistent with the type of final presentation and the amount of audience participation desired. It is helpful if interviews (optional) with key local resource people can be scheduled at the same location if adjacent meeting rooms or offices are available.

Transportation: It is helpful but not critical that transportation for group activities, such as the site or area tour, is provided in one vehicle. In order to reduce the time required for local transportation, it is recommended that as many interviews as possible be conducted at the main location where the panel is meeting.