

MEMORANDUM

TO: City Planning Commission  
FROM: Wendy Rampson, Planning Manager  
SUBJECT: **July 2011 - June 2012 Planning Commission Meeting Schedule**  
DATE: May 3, 2011

**PROPOSED CITY PLANNING COMMISSION MOTION**

The Ann Arbor City Planning Commission hereby adopts its meeting schedule for fiscal year 2011-12, with regular meetings occurring on the first Tuesday and third Tuesday of each month, and working sessions on the second Tuesday.

STAFF RECOMMENDATION: Approval

/mg

Attachment: Meeting Schedule

**ANN ARBOR CITY PLANNING COMMISSION MEETING SCHEDULE  
JULY 2011 - JUNE 2012**

<u>1st Tuesday</u> Planning Commission Regular Meeting	<u>2nd Tuesday</u> Planning Commission Working Session	<u>3rd Tuesday</u> Planning Commission Regular Meeting
July 7, 2011 <sup>(1)</sup>	July 12, 2011	July 19, 2011
August 3, 2011	August 9, 2011	August 16, 2011
September 8, 2011 <sup>(2)</sup>	September 13, 2011	September 20, 2011
October 4, 2011	October 11, 2011	October 18, 2011
November 1, 2011	November 7, 2011 <sup>(3)</sup>	November 15, 2011
December 6, 2011	December 13, 2011	December 20, 2011
January 5, 2012 <sup>(4)</sup>	January 10, 2012	January 19, 2012 <sup>(5)</sup>
February 7, 2012	February 14, 2012	February 23, 2012 <sup>(6)</sup>
March 6, 2012	March 13, 2012	March 20, 2012
April 3, 2012	April 10, 2012	April 17, 2012
May 1, 2012	May 8, 2012	May 15, 2012
June 5, 2012	June 12, 2012	June 19, 2012

<sup>(1)</sup> Rescheduled to Thursday, July 7, 2011, due to Council meeting July 5 (Independence Day).

<sup>(2)</sup> Rescheduled to Thursday, September 8, 2011, due to Council meeting September 6, 2011 (Labor Day).

<sup>(3)</sup> Rescheduled to Monday, November 7, 2011, due to Election Day November 8.

<sup>(4)</sup> Rescheduled to Thursday, January 5, 2012, due to Council meeting January 3 (New Years Day Observed).

<sup>(5)</sup> Rescheduled to Thursday, January 19, 2012, due to Council meeting January 17 (Martin Luther King, Jr. Day).

<sup>(6)</sup> Rescheduled to Thursday, February 23, 2012, due to Council meeting February 21 (President's Day).

**Ann Arbor Planning & Development Services Area  
Petition Review Calendar for Regular Planning Commission Meetings  
July 2011 – June 2012**

<b>NOON MONDAY Filing Deadline</b>	<b>Staff Review</b>			<b>Petitioner Revision</b>	<b>WEDNESDAY CPC new Public Hearing Agenda Set</b>	<b>FRIDAY Staff Report Available</b>	<b>TUESDAY Planning Commission Regular Meeting**</b>
	<b>TUES DRC Meeting</b>	<b>WED Notice of Acceptance or Rejection</b>	<b>FRI ADC Meeting/ Comments Provided *</b>	<b>NOON WEDNESDAY Revised Plans Due</b>			
5-31-11 <sup>(1)</sup>	6-1-11 <sup>(2)</sup>	6-2-11 <sup>(3)</sup>	6-10-11	6-22-11	6-28-11	7-15-11	7-19-11
6-27-11	6-28-11	6-29-11	7-8-11	7-20-11	7-26-11	8-12-11	8-16-11
7-25-11	7-26-11	7-27-11	8-5-11	8-17-11	8-23-11	9-16-11	9-20-11
8-29-11	8-30-11	8-31-11	9-9-11	9-21-11	9-27-11	10-14-11	10-18-11
9-26-11	9-27-11	9-28-11	10-7-11	10-19-11	10-25-11	11-10-11	11-15-11
10-31-11	11-1-11	11-2-11	11-10-11	11-23-11	11-29-11	12-16-11	12-20-11
11-28-11	11-29-11	11-30-11	12-9-11	12-21-11	12-27-11	1-13-12	1-19-12 <sup>(4)</sup>
12-27-11	12-28-11	12-29-11	1-6-12	1-18-12	1-24-12	2-17-12	2-23-12 <sup>(5)</sup>
1-30-12	1-31-12	2-1-12	2-10-12	2-22-12	2-21-12	3-16-12	3-20-12
2-27-12	2-28-12	2-29-12	3-9-12	3-21-12	3-27-12	4-13-12	4-17-12
3-26-12	3-27-12	3-28-12	4-5-12	4-18-12	4-24-12	5-11-12	5-15-12
4-30-12	5-1-12	5-2-12	5-11-12	5-23-12	5-29-12	6-15-12	6-19-12

Additional review revisions may cause delay. See \*\* Note Below

- (1) Rescheduled to Tuesday, May 31, 2011, due to Memorial Day (May 30).
- (2) Rescheduled to Wednesday, June 1, 2011, due to Memorial Day (May 30).
- (3) Rescheduled to Thursday, June 2, 2011, due to Memorial Day (May 30).
- (4) Rescheduled to Thursday, January 19, 2011, due to Council meeting January 17 (Martin Luther King, Jr. Day).
- (5) Rescheduled to Thursday, February 23, 2012, due to Council meeting February 21 (President's Day).

\* The date for the provision of comments is a suggested date. Staff will make every effort to provide comments by the date listed or soon thereafter; however, unanticipated circumstances may arise that will involve additional City staff review.

\*\* Petitions may not necessarily be scheduled for the corresponding Planning Commission meeting per this calendar. Reasons for postponing an item may include the need for more than one review/re-submittal cycle, a change of schedule, full agendas, outstanding issues, or other reasons per the discretion of the Planning and Development Services Manager.

**Summary of Petition Review Process**

All materials (petition application, plans, supporting documents, fees, etc.) must be submitted by 12:00 p.m. on the filing deadline. City staff will preliminarily review the materials on the following day (the Development Review Meeting, or DRC) to determine if all required information has been provided and if there are any major issues. Petitions that include all required information and have no major problems will be accepted for review. A notice of acceptance or rejection will be provided on the Wednesday following the Monday deadline. Notices of acceptance will include contact information for the petitioner; notices of rejection will explain why the petition was unacceptable.

City staff, including the Planning & Development Services, Systems Planning (a.k.a. Engineering), Parks, Transportation, Fire, Community Development, and other service units, will review the petition in depth and provide written comments within 2 weeks of the filing deadline. Certain large, complex projects will be scheduled for an Advisory Development Committee meeting (ADC), where all comments will be hand-delivered to the petitioner and discussed. Comments for non-ADC petitions will be provided by fax or email.

Revised plans addressing any and all comments must be submitted by 12:00 p.m. on the revised plan deadline in order to be eligible for the listed Planning Commission meeting. If all comments have been satisfactorily addressed, staff will begin the public hearing notice process. If there are still outstanding issues, a public hearing will not be scheduled and the petition must join the next review cycle (already in progress).

Planning Commission makes a recommendation to City Council for most petitions. Following a Planning Commission approval or denial recommendation, staff will schedule the petition for the next available Council meeting based on the filing deadlines for Council agenda items established by the City Administrator. Any conditions imposed by the Planning Commission must also be addressed prior to scheduling for City Council action. Petitions that are postponed by the Planning Commission will not return until the reason(s) for tabling are satisfactorily addressed.