

## MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

SUBJECT: **Planning Services FY14 Year-End Report**

DATE: July 31, 2014

The following is a brief summary of the status of the Planning Commission work program and Planning Services activities for FY13-14.

### Master Plan/Study Initiatives

- *Sustainability Action Plan:* In the first and second quarters of FY14, Planning and Systems Planning staff interviewed City staff throughout the organization to identify high priority projects for inclusion in the Sustainability Action Plan. The document and indicators were completed in the fourth quarter. *Next steps:* Systems Planning and Planning staff will share the Action Plan with board and commissions to communicate priority actions. Systems Planning staff will develop a website interface to track progress on the priority actions.
- *Non-motorized Plan Update:* The Planning Commission and City Council adopted the Update as an amendment to the Non-motorized Plan in the first quarter of FY14.
- *Washtenaw Avenue Corridor Plan:* Planning staff has met monthly with the Reimagine Washtenaw Joint Technical Committee (JTC) to coordinate planning initiatives along the corridor. Planning staff assisted JJR in researching and developing recommendations for a HUD-funded right-of-way study, which was completed in March 2014. *Next steps:* Planning staff and the Master Plan Revisions Committee will determine the best way to incorporate the Future Right-of-Way recommendations and any desired future land use revisions into the Master Plan: Land Use Element and City Code.
- *North Main/Huron River Corridor Vision Task Force:* Commissioners Bona and Briere served on the Task Force, which transmitted its recommendations to City Council in September 2013. City Council accepted the Task Force report and requested the City Administrator begin programming implementation of the recommendations, within the constraints of available resources and other priorities. *Next steps:* Planning Commission will review the Task Force's land use recommendations and begin the master plan amendment process in the second half of FY15.

## Ordinance Revisions

- *Downtown Zoning Evaluation:* In April 2013, City Council approved a resolution directing the Planning Commission to review aspects of the D1 and D2 zoning and report back with recommendations by October 2013. The Ordinance Revisions Committee selected a consultant in June 2013 to lead the evaluation and worked with the consultant and Planning staff to gather public input in the first quarter of FY14. The consultant's recommendations were provided to the Planning Commission in October 2014, and the ORC and full Commission reviewed and refined the recommendations throughout the second quarter of FY14. The Commission forwarded its recommendations to City Council in December 2013. In January 2014, City Council finalized the recommendations and directed Planning Commission to begin implementation. The ORC developed and forwarded to the Commission and City Council the first set of amendments – a rezoning and text amendment for the Main Street area –in the fourth quarter. *Next steps:* In the first quarter of FY15, the ORC will develop amendments for the East Huron corridor and hire a consultant to assist with amendments to the premium options. Amendments will be forwarded to the Commission and City Council as they are completed, with a target of completing all requested work by the end of the second quarter.
- *Citizen Participation Ordinance Evaluation:* In the second quarter of FY14, the Citizen Engagement Committee reviewed procedural changes recommended by staff to improve the CPO process. In the third quarter, staff developed postcard templates and a meeting checklist for developers. In the fourth quarter, staff developed guidelines for successful citizen participation and reorganized the Planning website. *Next steps:* In coordination with the Citizen Engagement Committee, Planning staff will develop additional resources for developers and citizens and explore code amendments to improve the citizen participation and notification process. The reorganized City website will go live in the first quarter.
- *Zoning Ordinance Reorganization Project:* No progress has been made on this project thus far in FY14. *Next steps:* Staff will send revisions to the consultant to incorporate into the public review draft. A public meeting will be scheduled to get feedback on the draft code, after which staff will work with consultant to finalize the draft and start the amendment process at Planning Commission.
- *R4C/R2A Study:* In July 2013, City Council reappointed the R4C Advisory Committee to provide comments on the Planning Commission's R4C/R2A Report recommendations, which were transmitted to Council in May 2013. The Advisory Committee met four times in the first quarter of FY14 and presented its recommendations to the Planning Commission in December 2013. *Next steps:* The ORC and Planning staff will begin drafting ordinance amendment language to implement the recommended changes to the R4C district after completion of the downtown zoning amendments. This effort is targeted to begin in the third quarter of FY15.

- *Floodplain Ordinance:* In the fourth quarter, Systems Planning established a scope of work with a team of Dow Fellows from the University of Michigan, which will be researching flood issues and developing a draft floodplain ordinance during the Fall 2014 semester. *Next steps:* Planning staff will work Systems Planning and the City Attorney's Office as advisors to the student team in the first half of FY15. After completion of the student project, the ORC would develop a schedule for reviewing the draft ordinance and moving it forward to the Commission and City Council for adoption.
- *Redevelopment Ready Communities:* In November 2013, City Council approved a Memorandum of Understanding with the Michigan Economic Development Corporation (MEDC) for participation in the Redevelopment Ready Communities certification process. MEDC initiated its audit in the fourth quarter. *Next steps:* MEDC will present its findings to staff and City Council in the first quarter of FY15.

#### Additional Work Efforts

- *Annexation Initiative:* Planning staff identified properties for the first annexation application to the State Boundary Commission and worked with staff from Systems Planning, Project Management and the City Attorney's Office to complete the applications. *Next steps:* In the first quarter of FY15, staff will submit to City Council and the Boundary Commission nine annexation applications for utility-owned and residential islands located in Ann Arbor Township. It is anticipated this process will take 6-9 months to complete. Once these annexations are complete, staff will evaluate the process and determine how to proceed with the next set of annexation applications.
- *Electronic Plan Review:* Planning staff implemented electronic plan submissions and reviews for all development petitions, beginning in September 2013. *Next steps:* Planning staff will implement electronic submissions for the Design Review Board, Brownfield Review Committee, Zoning Board of Appeals and Historic District Commission.
- *Design Review Board:* Planning staff worked with the Design Review Board to create and adopt bylaws. *Next steps:* The DRB will coordinate with the Planning Commission in its efforts to update the downtown zoning premiums. Staff will work with the DRB to clarify its role in revising the Downtown Design Guidelines.
- *Sale of City-Owned Properties:* Planning staff provided assistance to the City Administrator in implementing City Council directives related to the marketing and sale of city-owned parcels.
- *Edwards Brothers Site:* Planning staff worked with other City staff to evaluate the potential purchase and provide background information for City Council deliberations on the Edwards Brothers property in the third quarter of FY14.

- *South State Street Plan Implementation:* In the third quarter, Planning staff initiated rezoning of the Hofmann parcels at 1643 S. State from Unzoned to C1, consistent with the newly adopted South State Street Corridor Plan recommendations.
- *Streetscape Framework:* Starting in the second quarter, Planning staff assisted the DDA and Systems Planning in scoping, selection of a consultant and initial inventory work for the Streetscape Framework Plan. *Next steps:* Commissioner Clein and Planning staff will participate in advisory committees to guide the remainder of the planning effort.

#### Cross-Unit Activities

In addition to the Planning work program initiatives noted above, Planning staff participated in the following cross-unit activities in FY14:

- Village Oaks Storm Water Study
- ALT (Alternative Transportation) Committee
- Community Engagement Toolkit Advisory Committee
- North-South (WALLY) Rail Initiative
- Ann Arbor Station Environmental Assessment
- Connector Study
- DDA Parking Committee
- Allen Creek/Depot Street Embankment Study
- UM/City Coordinating Committee
- South State Street Transportation Study
- Nixon/Green/Dhu Varren Intersection Traffic Evaluation
- City Organizational Strategic Planning Effort

#### Training and Development Activities

- Two Planning Commissioners and three Planning staff attended the annual Michigan Association of Planning (MAP) conference in Kalamazoo in October 2013.
- The Zoning Board of Appeals participated in a board training session in February 2014.
- Two Planning staff and a City Council member attended the MAP Spring Institute in March 2014.
- One Planning Commissioner is completing on-line Citizen Planner training.
- One Historic District Commissioner attended the state Historic Preservation Network conference in May 2014.
- All six professional planners completed American Institute of Certified Planners (AICP) continuing education requirements.

### Board Activities

Zoning Board of Appeals applications:

- 17 (24 in FY13)

Design Review Board applications:

- 5 (4 in FY13)

Brownfield Review Committee applications:

- 0 (2 in FY13)

### Historic Preservation Activities

Historic District Commission:

- Determination of Appropriateness applications: 71 (52 in FY13)
- Notice to Proceed applications: 1 (0 in FY13)

Staff review applications:

- 177 (168 in FY13)

### Zoning Administration Activities

- Zoning compliance permit reviews: 240 (336 in FY13)
- Zoning compliance reviews as part of building permit: 1,180 (1,198 in FY13)
- Zoning code cases opened: 22 (13 in FY13)
- Sign permit reviews – conducted by Construction Services in FY14

### Development Review Activities

Planning Commission review:

- Annexation/zoning applications: 6 (6 in FY13)
- Land divisions: 5 (4 in FY13)
- Zoning/PUD: 20 (16 in FY13)
- Site plan/PUD site plan applications: 29 (25 in FY13)
- Special exception use applications: 11 (3 in FY13)

Staff review:

- Administrative land transfer applications: 6 (5 in FY13)
- Administrative amendment applications: 14 (12 in FY13)

### Site Compliance Activities

Site compliance projects initiated: 28 (22 in FY13)

Site plan compliance activities for the following construction projects:

- Glacier Hills Skilled Nursing Center (1200 Earhart Road)
- Retail Plaza (3980 Platt)
- Second Baptist Church (850 Red Oak)
- Ann Arbor City Apartments (201 S. First)

- The Varsity Apartments (425 E. Washington)
- 1500 Pauline Townhomes (1500 Pauline)
- Arbor Hills Crossing (3100 Washtenaw)
- Michcon Remediation (841 Broadway)
- Packard Square (2502 Packard)
- DTE Buckler Substation (984 Broadway)
- AATA Blake Transit Center (331 S. Fourth Ave)
- 922 Catherine Townhomes (922 Catherine)
- Food Gatherers (1 Carrot Way)
- Malletts Creek Office (385 E. Eisenhower)
- 555 Briarwood Office (555 Briarwood Circle)
- Upland Green Phase 2 (1777 Plymouth)
- GFS Marketplace (2151 W. Liberty)
- O'Reilly Auto Parts (2182 W. Stadium)
- John E. Green (2453 S. Industrial)
- Michigan Islamic Academy (2301 Plymouth)
- Community Day Care (1611 Westminster)
- 515 N. Fifth Avenue
- 413 E. Huron Apartments
- 618 S. Main Apartments
- Noodles & Co. (2245 W. Stadium)
- Blue Heron Pond (2536 W. Liberty)
- 401 N. Fourth Ave
- 414 N. Main St.
- 2300 Traverwood Parking Lot
- Honda Testing Facility (3947 Research Park Dr)
- Hideaway Lane (2000 Traver)
- Buffalo Wild Wings (3150 Boardwalk)
- Hampton Inn (2910 Jackson)
- Germain Motors (2575 S. State)
- Belle Tire (590 W. Ellsworth Rd.)
- 278-280 Collingwood Office
- Briarwood Restaurants (720-760 Briarwood Circle)
- Planet Fitness Parking Lot (2350 W. Stadium)
- Arbor Ace Parking Lot (2105 W. Stadium)
- 544 Detroit St Condominiums (544 Detroit St.)
- Montgomery Building (210 S. Fourth Ave.)
- 116-120 W. Huron/Marriott Residence Inn (116 W. Huron)
- Traverwood Apartments (2225 Traverwood Dr.)
- Ann Arbor Christian Reformed Church (1717 Broadway)
- U-Haul Storage (3655 S. State St.)
- 624 Church/Arbor Blu Apartments (624 Church St.)