

MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

SUBJECT: **Planning Division FY 2011 Third Quarter Staff Summary**

DATE: April 26, 2011

The following is a brief summary of Planning Services staff activities to date for FY 2011.

Work Program Initiatives

- *Washtenaw Avenue Corridor Plan:* Worked with representatives from Ypsilanti, Ypsilanti Township, Pittsfield Township and Washtenaw County to research the creation of a Corridor Improvement Authority. Provided support to City Council in drafting resolution of intent to establish a CIA (approved by City Council on December 20, 2010). Held informational meetings and public hearing to get feedback on the CIA concept. Started inventory work for Washtenaw Avenue Corridor Plan. Next steps: Focus retreat on Washtenaw corridor issues. Develop scope of work with Master Plan Review Committee for incorporating corridor strategy into master plan.
- *State Street Corridor Plan:* Completed initial inventory work for State Street corridor. Drafted RFP for consulting services. Next step: Review proposals, hire consultant and initiate project by end of fiscal year.
- *Parks and Recreation Open Space Plan Update:* Provided assistance to Parks staff in the review of the PROS Plan. Responded to Commission and Council questions. The PROS Plan was adopted by the CPC on February 15, 2011 CPC and by City Council on March 7, 2011. PROJECT COMPLETED.
- *Sustainability Study:* Assisted Systems Planning in developing proposal to create sustainability framework for city master plans. Grant was awarded by Home Depot Foundation in January 2011. Interviews of planning staff and commissioners to identify sustainability concepts have been completed. Next step: Identify gaps to be filled in master plan, identify core sustainability goals found in master plans.
- *Allen Creek Greenway Plan:* Sponsored a graduate student project that will evaluate ways to improve the storm water function of the Allen Creek. Next steps: Review student report, completed in April 2011.
- *Huron River Impoundment Management Plan:* Plans for Mill Race alterations were reviewed and bid out, with construction to start this Spring. Next steps: None currently planned.
- *A2D2 Evaluation (beginning January 2011):* Planning staff has drafted a memo outlining the status of the changes and potential refinements, to be presented to the CPC in May 2011.
- *A2D2 Downtown Design Guidelines:* Provided support to the Downtown Design Guidelines Task Force as it revised the design guidelines and outlined a review process. The guidelines and review process were approved by City Council in

February 2011. Worked with ORC and Attorney's Office to design review amendments to Chapter 57, which received an approval recommendation from CPC in April 2011 and will be considered by City Council in May 2011. Next steps: Create Review Board bylaws and, application materials, and fee schedule and conduct training.

- *Floodplain Ordinance* – No activity.
- *Area, Height and Placement Amendments*: Provided information for Council-sponsored amendments to the Area, Height and Placement zoning and parking amendments, which resulted in refinements to the proposal. The amendments were approved by City Council on January 3, 2011. Staff has revised materials and communicated new requirements. PROJECT COMPLETED.
- *R4C/R2A Study*: Worked with Advisory Committee to develop draft recommendations. The Committee held a community meeting on January 26, 2011 to get feedback. Held follow-up meeting to evaluate feedback with the Advisory Committee and revise recommendations. Next steps: Finalize recommendations for consideration by the Planning Commission and City Council.
- *Citizen Participation Ordinance Evaluation*: Developed summary report and proposed process for evaluation. Drafted on-line survey questions. Next steps: pre-test on-line survey and initiate, summarize results for review by original committee and Citizen Outreach Committee.
- *Sign Ordinance Amendments*: No activity. Next step: Minor revisions to draft presented at public meetings in early 2010; review by City Attorney's Office.
- *Zoning Ordinance Reorganization Project*: Received and started review of the first draft of the consolidated development code. Met weekly with City Attorney's Office in April 2011. Next steps: Complete city staff review of draft and return to consultant for updating. The updated draft will be distributed to the advisory committee for review.
- *Medical Marijuana Ordinance Amendments*: Planning staff and City Attorney's Office drafted zoning amendments in response to Council request in August 2010. ORC reviewed the draft in August and September 2010. CPC recommended approval of draft amendments in October 2010 and forwarded to Council. Council approved first reading in December 2010. The zoning amendments have been on hold as City Council has continued to evolve the licensing ordinance. Next steps: Action on the draft zoning amendments is anticipated in May 2011. If adopted, Planning staff will work with other units to develop the administrative procedures necessary to implement the ordinance.

Development Review (Year-to-Date)

Received and reviewed following petition types:

- Annexation/zoning: 5
- Site plans: 25 (includes 12 administrative amendments)
- Special exception use: 5

Coordinated site plan compliance activities for the following construction projects:

- Regency at Bluffs Park/Riverview Nursing Center (355 Huron View Blvd)
- Glacier Hills Skilled Nursing Center (1200 Earhart Road)
- Walgreens Pharmacy (2355 Jackson Rd)
- CVS Pharmacy (209 S. State)
- Washtenaw Fuel (3555 Washtenaw Ave)
- City MRF Expansion (E. Ellsworth)
- 601 Forest Apartments (1304 South University)
- Second Baptist Church (850 Red Oak)
- Pinelake Village Cooperative Community Center (2680 Adrienne)
- Kroger (Westgate) Drive-Thru Pharmacy (400 S. Maple)
- Hampton Inn (2355 Jackson Road)
- Windsong Townhouses (Valencia Circle)
- Zaragon Place 2 Apartments (500 E. William)
- Zingerman's Deli Addition (422 Detroit)
- Retail Plaza (3980 Platt)

Historic Preservation (Year-to-Date)

Received and reviewed the following petition types:

- Historic District Commission – determination of appropriateness: 24
- Historic District Commission – notice to proceed: 1
- Staff approval reviews: 87

Zoning Administration (Year-to-Date)

Received and reviewed the following:

- Zoning Board of Appeals applications: 13
- Zoning compliance permits issued: 235
- Zoning compliance reviews (as part of building permit): 396+ (data unavailable)
- Sign permits issued: 58
- Zoning code cases opened: 16

Training and Development Activities (Year-to-Date)

- Four Planning staff and three Planning Commissioners attended the annual Michigan Association of Planning conference in Detroit in October 2010.
- Two Planning Commissioners attended the SMART Transforming Transportation Conference in April 2011