

## MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

SUBJECT: **Planning Services FY 2012 Year End Report**

DATE: August 31, 2012

The following is a summary of Planning Services staff activities for FY 2012.

### Master Plan Initiatives

- *Washtenaw Avenue Corridor Plan:* Commission members and staff met monthly with the Reimaging Washtenaw Joint Technical Committee (JTC), and staff met monthly with the planner team to coordinate corridor efforts in the four communities. With assistance from Washtenaw County Office of Economic and Community Development, the JTC secured a HUD Sustainable Communities grant for the Reimaging Washtenaw project, including funds for the development of transit stops and Complete Streets cross-sections along the corridor. *Next steps:* hire consultant for grant work; support efforts to establish business association in the corridor; develop land use recommendations to incorporate into Master Plan Land Use Element; develop updated recommendations for Non-Motorized Plan update.
- *State Street Corridor Plan:* Staff completed inventory work in January 2012 and conducted 30+ stakeholder interviews in April and May 2012. A public input meeting was held in May 2012 to further identify issues in the corridor. *Next steps:* meet with the Master Plan Revisions Committee and city staff to develop preliminary recommendations for transportation, image and land use; present preliminary recommendations at second public meeting in late summer 2012; develop draft plan for consideration by Planning Commission and City Council in fall 2012.
- *Capital Improvements Plan:* Commission approved the updated CIP in May 2012. *Next steps:* Capital Improvements Plan Committee will meet with Systems Planning staff in October 2012 to begin work on the FY14-19 CIP.
- *Sustainability Framework:* Systems Planning and Planning staff coordinated a multi-unit effort to create summaries of 27 master plan documents and then compiled a database of goals from the plans in July-August 2011. Commission members met with other city commissions in a joint workshop in September 2011 to review the goals and identify priorities. Systems Planning staff worked with representatives of the commissions to create draft sustainability goals from October-December 2011. Systems Planning and Planning staff organized and conducted four Sustainability Forums at the Ann Arbor District Library from January-April 2012 and conducted a public workshop on draft goals in April 2012. The six commissions all adopted

resolutions requesting Council to adopt the draft sustainability goals as part of the City Master Plan. *Next steps:* Planning Commission and Planning staff will begin the process of incorporating goals into the master plan in Fall 2012; Planning staff will work with Systems Planning staff to develop a Framework Action Plan using existing master plan recommendations in Fall 2012.

- *Non-motorized Plan Update:* Planning staff worked with Systems Planning staff to develop the scope of work for a plan update and initiated the project in November 2011. A kick-off public meeting was held in February 2012. The ALT Committee is acting as an advisory committee for this planning effort. Systems Planning staff currently is developing issue papers for education, engineering and encouragement strategies. *Next steps:* Systems Planning will conduct focus groups through August 2012 and hold a public meeting to review preliminary recommendations in Fall 2012. The draft plan is targeted for review in late Fall 2012, and Planning Commission and City Council review and adoption in Winter 2013.
- *Allen Creek Greenway Plan:* Staff assisted citizens in investigating the historic district considerations for 415 W. Washington in April 2012. Community Services staff led a multi-unit effort to develop a scope of work for an Allen Creek Greenway planning effort in April 2012. City Council created the North Main/Huron River Task Force, which, as part of its charge, will evaluate the Allen Creek Greenway Task Force recommendations for 721 N. Main and connections to the Huron River from the Depot/Summit Street areas. *Next steps:* provide assistance to North Main/Huron River Task Force as needed; provide assistance to the Community Services Administrator in developing recommendations for 721 N. Main; provide technical support on RFP for historic structure assessment of 415 W. Washington.
- *Huron River Impoundment Management Plan:* The Master Plan Revisions Committee met in March 2012 to review the commercial land use recommendation from the HRIMP. *Next step:* defer action on amendments to master plan until North Main/Huron River Corridor task force completes its recommendations.

#### Ordinance Revisions

- *Zoning Ordinance Reorganization Project:* Planning and City Attorney staff reviewed a first draft of the consolidated development code in Fall 2011. The consultant provided a second draft of the code in May 2012. The Technical Review Committee met in early June 2012 to review the draft. *Next steps:* conduct a public meeting to get feedback on the draft code; work with consultant to finalize draft; start amendment process at Planning Commission, with City Council action targeted for December 2012.
- *Sign Ordinance Amendments:* No activity. *Next steps:* Planning staff will initiate amendments to shift Sign Board of Appeals responsibilities to the Zoning Board of

Appeals in Fall 2012. After adoption of the ZORO amendments, an inventory of existing signage should be conducted and the scope for the project determined.

- *R4C/R2A Study:* Planning staff worked with Advisory Committee to develop and refine draft recommendations. The Advisory Committee report was presented to the Planning Commission in May 2012. *Next steps:* the Ordinance Revisions Committee will review the Advisory Committee recommendations and report to the full Planning Commission; the Planning Commission will present its recommendations to City Council in Fall 2012.
- *Floodplain Ordinance* – The revised FEMA maps and associated ordinance changes were approved by City Council in March 2012. City Attorney and Systems Planning staff restarted review of the floodplain ordinance in Spring 2012. *Next steps:* once City Attorney review of the draft ordinance is complete, the Ordinance Revisions Committee will review the revised draft.
- *Citizen Participation Ordinance Evaluation:* There has been no activity this fiscal year on this project. *Next steps:* pre-test on-line survey and initiate review; summarize results for review by original committee and Citizen Outreach Committee.
- *A2D2 Evaluation:* There has been no activity this fiscal year on this project. *Next step:* develop scope for evaluation process and initiate review in Winter 2013.

#### Non-Work Program Projects

- *Amendments to Chapter 62:* The Ordinance Revisions Committee and Planning staff worked with Systems Planning staff to make adjustments to the Landscape Ordinance to address issues regarding the bioswale, parking row length and conflicting land use buffer standards adopted in Spring 2011. City Council defeated the proposal because of a concern that removing the requirement for a conflicting land use buffer from R4C district was premature, given the R4C/R2A Advisory Committee had not issued its recommendations. *Next step:* the Ordinance Revisions Committee will determine how to proceed after completing its R4C/R2A review.
- *Amendments to Chapter 59:* The Ordinance Revisions Committee and Planning staff developed amendments to the Off-Street Parking Ordinance to address issues regarding the implementation of the Area, Height and Placement zoning amendments for drive-thru uses and parking lots on multi-frontage sites. The amendments also included revised language for special parking districts to implement the A2D2 contribution in lieu of parking (CIL) requirements. Concurrent with these amendments, Planning and DDA staff presented the CIL policy for approval by City Council. COMPLETE.

- *Annexation Policy:* Planning and Systems Planning staff have been working with a multi-unit staff team for the past two years to develop an approach to annexing remaining township islands. In September 2011, City Council approved a resolution calling for a strategic process of annexing clusters of township islands into the City in accordance with staff analysis. Staff subsequently met with Ann Arbor Township officials to review the approach and has started collecting information on the first set of parcels to be annexed, which include UM and utility parcels. *Next steps:* develop process for city-initiated annexations; initiate annexation of selected parcels; identify next cluster of properties to annex; report back to City Council by January 2013.
- *Design Review Board:* Planning staff worked with the newly appointed Design Review Board to set up administrative procedures for operation of the board and provided staff support for the two DRB meetings held in FY12. *Next steps:* evaluate the DRB process to date and create by-laws in Fall 2012.
- *Medical Marijuana Ordinance Amendments:* Planning staff began implementation of the medical marijuana licensing and zoning ordinances by creating administrative processes and accepting applications in July 2011. Planning staff provided support to the Medical Marijuana Licensing Board in its review of the license applications from September-December 2011. Planning staff reviewed the Board's recommendations for changes to the zoning ordinance. Planning Commission recommended denial of the changes in May 2012. *Next steps:* work with the City Attorney's Office to determine how to proceed with requested licenses in light of a Court of Appeals opinion that calls the legality of dispensaries into question.
- *Electronic Plan Review:* Planning & Development staff developed a business case for moving to electronic plan submission and held several meetings with staff and conducted focus groups with customers to identify issues. *Next steps:* seek approval of project from City Council in Fall 2012; update submission and review processes and conduct training for staff and applicants in Winter 2013.
- *Planning & Development Services Moves:* Planning staff moved from temporary quarters to renovated offices on the 1<sup>st</sup> floor of Larcom in July 2011 and the remainder of Planning & Development functions moved back from South Industrial in October 2011. COMPLETE.

#### Training and Development Activities

- The Planning Manager participated in leadership academies on sustainability and sustainable economic development.
- Four staff members and one planning commissioner attended the annual Michigan Association of Planning conference in Grand Rapids in October 2011. Evan Pratt and Wendy Rampson presented a conference session on the A2D2 project at that

conference. Jill Thacher spoke on a panel that discussed local Medical Marijuana regulation.

- Two planning commissioners and one staff member attended the Michigan Association of Planning Spring Institute regarding aging issues in April 2012.
- The Planning Manager participated in the ICMA Climate Change Professionals exchange, hosting professionals from Indonesia in October 2011 and visiting Indonesia in March 2012.
- All six planners successfully completed the required continuing education credits to maintain American Institute of Certified Planners (AICP) certification.

### Committee Assignments

In addition to the work program initiatives noted above, Planning staff participated in the following committees in FY12:

- Urban and Community Forest Management Plan
- Village Oaks Storm Water Study
- Storm Water Model
- ALT (Alternative Transportation) Committee
- Community Engagement Toolkit Advisory Committee
- UM/City Coordinating Committee

### Board and Commission Support

- 70 meetings (includes preparation of mail, newspaper and email notices; scheduling of meeting dates and locations; preparation and distribution of meeting packets; and preparation of minutes for Planning Commission, Historic District Commission, Zoning Board of Appeals, Sign Board of Appeals, Parks Advisory Commission, Design Review Board and Brownfield Review Committee)

### Historic Preservation/Historic District Commission

Historic District Commission review:

- Determination of appropriateness applications: 47 (42 in FY11)
- Notice to proceed applications: 0 (1 in FY11)

Staff review:

- 157 applications (120 in FY11)

## Other Boards and Committees

Zoning Board of Appeals review:

- 23 applications (22 in FY11)

Sign Board of Appeals review:

- 6 applications (0 in FY11)

Design Review Board review:

- 2 applications (1 in FY11)

Brownfield Review Committee:

- 2 applications (2 in FY11)

## Zoning Administration

- Zoning compliance permits issued: 303 (302 in FY11)
- Zoning compliance reviews as part of building permit: 895 (756 in FY11)
- Zoning code cases opened: 21 (26 in FY11)
- Sign permit permits issued: 120 (121 in FY11)

## Development Review

Planning Commission review:

- Annexation/zoning: 7 applications (5 in FY11)
- Land division: 3 applications (3 in FY11)
- Zoning/PUD: 13 applications (1 in FY11)
- Site plan/PUD site plan: 28 applications (13 in FY11)
- Special exception use: 4 applications (5 in FY11)

Staff review:

- Administrative land transfer: 5 applications (5 in FY11)
- Administrative amendment: 11 applications (12 in FY11)

*Total Petitions:*

- 71 (44 in FY11)

## Site Compliance

Site compliance project applications:

- 21 (18 in FY11)

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)
- Landmark Apartments, formerly 601 Forest (1304 South University)
- Second Baptist Church (850 Red Oak)
- Windsong Townhouses (Valencia Circle)
- Zaragon West Apartments (500 E. William)

- Zingerman's Deli Addition (422 Detroit)
- Hilton Garden Inn & Town Place Suites Hotels (1301 & 1401 Briarwood Circle)
- Zahn Medical Office (2207 Jackson Rd)
- City Place Apartments (415 S. Fifth Ave)
- Lake Trust Credit Union (2180 W. Stadium)
- Ann Arbor City Apartments (201 S. First)
- Gallup One Stop (2955 Packard)
- The Varsity Apartments (425 E. Washington)
- West Towne Residential (2536 W. Liberty)
- Sigma Phi Epsilon Fraternity (730 Tappan)
- McDonald's Restaurant (2310 W. Stadium)
- UM Credit Union (340 E. Huron)
- Traver Village Parking (2601 Plymouth)
- Arbor Hills Crossing (3100 Washtenaw)
- Summers-Knoll (2203 Platt)