

## MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

SUBJECT: **Planning Division FY 2011 Midyear Staff Summary**

DATE: January 18, 2011/Revised February 11, 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). Next steps: hold informational meetings and public hearing to get feedback on the CIA concept; 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. Next step: finalize scope of work with Master Plan Review Committee and initiate project.
- *Parks and Recreation Open Space Plan Update:* Provided assistance to Parks staff in the review of the PROS Plan. Next steps: adoption of the plan is scheduled for the February 15, 2011 CPC meeting and the March 7, 2011 City Council meeting.
- *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. Next steps: Interviews of planning staff and commissioners to identify sustainability concepts currently in master plans and gaps to be filled.
- *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: assist students in collecting data.
- *Huron River Impoundment Management Plan:* No activity in first half of fiscal year. Next steps: none currently planned.
- *A2D2 Evaluation (beginning January 2011):* Planning staff will outline an evaluation process in February-March 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 on February 7, 2011. Next steps: Work with ORC and Attorney's Office to codify mandatory design review process. Create documentation and fee schedule for review process.
- *Floodplain Ordinance* – No activity in first half of fiscal year.

- *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. Next steps: communicate new requirements.
- *R4C/R2A Study:* Worked with Advisory Committee to develop draft recommendations. The Committee held a community meeting on January 26, 2011 to get feedback. Next steps: evaluate feedback with the Advisory Committee and revise recommendations.
- *Citizen Participation Ordinance Evaluation:* Developed summary report and proposed process for evaluation. Next steps: finalize evaluation process with Citizen Outreach Committee and create on-line survey.
- *Sign Ordinance Amendments:* No activity in first half of fiscal year. 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. Next steps: City staff review of draft.
- *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. Next steps: Council action on the draft amendments (anticipated in March 2011). If adopted, Planning staff will work with other units to develop the administrative procedures necessary to implement the ordinance.

### Development Review

Received and reviewed following petition types:

- Annexation/zoning: 4
- Site plans: 12 (includes 5 administrative amendments)
- Special exception use: 3

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)

### Historic Preservation

Received and reviewed the following petition types:

- Historic District Commission – determination of appropriateness: 18
- Historic District Commission – notice to proceed: 1
- Staff approval reviews: 52

### Zoning Administration

Received and reviewed the following:

- Zoning Board of Appeals applications: 10
- Zoning compliance permits issued: 207
- Zoning compliance reviews (as part of building permit): 396
- Sign permit reviews: 53
- Zoning code cases opened: 14

### Training and Development Activities

- Four Planning staff and three Planning Commissioners attended the annual Michigan Association of Planning conference in Detroit in October 2010.