

MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

SUBJECT: **Planning Division FY 2011 Year End Report**

DATE: September 28, 2011

The following is a summary of Planning Services staff activities 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. Conducted Planning Commission and staff retreat and corridor tour. Conducted pedestrian and bicycle counts in vicinity of Washtenaw/Huron Parkway to evaluate need for mid-block crossings.
- *State Street Corridor Plan:* Completed initial inventory work for State Street corridor. Drafted RFP for consulting services.
- *Parks and Recreation Open Space Plan:* 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 Framework:* Assisted Systems Planning in developing proposal to create sustainability framework for city master plans. Grant was awarded by Home Depot Foundation in January 2011. Systems Planning completed interviews of planning staff and commissioners and created a data base of all master plans goals and objectives. A work team of city staff developed two-page summaries of each City master plan.
- *Allen Creek Greenway Plan:* Sponsored a graduate student project that will evaluate ways to improve the storm water function of the Allen Creek.
- *Huron River Impoundment Management Plan:* Plans for Mill Race alterations were reviewed and bid out, with construction to start in the summer.
- *A2D2 Evaluation (beginning January 2011):* Planning staff drafted a memo outlining the status of the changes and potential refinements.

- *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. Planning staff worked with ORC and Attorney's Office to develop design review amendments to Chapter 57, which was reviewed by CPC in April 2011 and approved by City Council in May 2011. Council appointed the Design Review Board in May 2011, and the board reviewed its first project in June 2011.
- *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 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 meetings in March and June 2011 to evaluate feedback with the Advisory Committee and revise recommendations.
- *Citizen Participation Ordinance Evaluation*: Developed summary report and proposed process for evaluation. Drafted on-line survey questions.
- *Sign Ordinance Amendments*: No activity.
- *Zoning Ordinance Reorganization Project*: Received and started review of the first draft of the consolidated development code.
- *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. In June 2011, City Council approved the zoning amendments and licensing ordinance.

Training and Development Activities

- 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
- Planning Manager attended Climate Adaptation Workshop in September 2010

Development Review

- Annexation/zoning petitions: 6
- Site plan petitions: 32 (includes 19 administrative amendments)
- Special exception use petitions: 7
- Site plan compliance review for construction projects: 17
- Design Review Board applications: 1

Historic Preservation

- Historic District Commission applications for Determination of Appropriateness: 42
- Historic District Commission applications for Notice to Proceed: 1
- Staff approval reviews: 162

Zoning and Sign Administration

- Zoning compliance permits issued: 300
- Zoning compliance reviews completed (as part of building permit): 670
- Sign permits issued: 121
- Zoning/Parking/Sign code cases opened: 21
- Zoning Board of Appeals applications: 22