








City of Ann Arbor Public Notice & Input Process

One of the most important jobs of the Ann Arbor City Planning Commission is to provide an opportunity for the public to offer constructive comments on items before it and then to take those comments into account when making decisions. The Planning Commission usually meets the first and third Tuesdays of every month.

HOW NOTICE IS PROVIDED

Notice of upcoming public hearings is provided in several ways in order to reach the people most likely to be affected by or interested in proposals.

For all public hearing items:

-  • 15 days before a public hearing, a notice is published in the "Classified" section of <http://www.legalnews.com/washtenaw>.
-  • During the week preceding a hearing, the Planning Commission agenda is broadcast on Community Television Network Channel 16.
-  • On the Friday afternoon preceding the Planning Commission meetings, staff reports are available in the Planning and Development Services Unit, Sixth Floor, City Hall, and an agenda is posted in the lobby of City Hall.
-  • On the Friday late afternoon preceding the Planning Commission meeting, a link to the agenda in the City's Legislative Information Center is posted on the Planning and Development Services Web page. The webpage is found at www.a2gov.org. A reminder that the agenda is available in the City's Legislative Information Center is sent to subscribers of the City's e-mail notification service. Planning updates.
-  • On the Sunday preceding the Planning Commission meeting, the Planning Commission agenda is published in the "Classified" section of <http://www.legalnews.com/washtenaw/>.

In addition to each of the steps listed for the public hearing items, the following notices are provided for development petitions:

Upon receipt of a petition, usually about seven weeks before a public hearing, the area plan or site plan is displayed in the lobby of City Hall.



- Petitions can be viewed in either Microsoft Live maps or Google maps from the planning page of the City's web site.

- Any project that requires a public hearing needs to comply with the City's Citizen Participation Ordinance. The ordinance was adopted to facilitate ongoing communication between petitions and interested or potentially affected citizens throughout the application review process. The ordinance can be downloaded from the planning page of the City's web site.



- Two weeks before a Planning Commission hearing, letters are sent to property owners, residents and registered neighborhood and business groups who are within 300 feet of the property being considered.



- One week before the hearing, an orange sign is prominently posted on the property being considered. The sign contains:



1. the name of the petition
2. the time and place of the hearing
3. how to get more information
4. the date the property was posted

- Prior to a development petition going back for Planning Commission consideration after it has been postponed, an e-mail notification is sent to each person who signed up to be notified at the Planning Commission meeting when the petition was postponed. The e-mail notification will include the agenda for the meeting and the staff report for the petition.





HOW TO PROVIDE COMMENTS

There are several opportunities for the Planning Commission to be made aware of the concerns of individuals and groups. It is especially helpful if persons with questions or concerns call or write to the Planning and Development Services Unit before a meeting. This gives both staff and Commission maximum opportunity to consider comments.

Letters received at least five days before a meeting will be included in the Planning Commission's agenda packet, and those received less than five days before a meeting will be copied and distributed at the meeting.

At the beginning of each business and regular meeting, individuals may speak to the Planning Commission for up to three minutes about any item that is not listed as a public hearing under Regular Business on the agenda.

At public hearings, individuals are permitted to speak for up to three minutes. The first person who is the official representative of an organized group who is representing the petitioner may speak for five minutes, additional representatives may speak for three minutes. Written statements are also appreciated and are entered into the record.

Finally, there is time provided at the end of every Planning Commission meeting for public comments on any topic. Each person may speak for up to three minutes.

The City Planning Commission considers comments to be most constructive when they relate to:

1. City Code requirements and land use regulations,
2. Consistency with the City Master Plan,
3. Additional information about the area around the petitioner's property and the extent to which a proposed project may positively or negatively affect that area. Being "for" or "against" a project without saying "why" generally does not provide useful information to the Commission.

HOW TO REGISTER YOUR GROUP



To register your neighborhood association or business group in order to receive mailed notices, it is necessary to fill out a simple form and submit it to the Planning and Development Services Unit.

If you are interested in registering your association:

- Call the Ann Arbor City Planning and Development Services Unit at 734.794.6265.
- Write to us at P.O. Box 8647, Ann Arbor, Michigan 48107.
- Send us a fax at 734.994.8312
- Stop by our office on the sixth floor of City Hall, located on North Fifth Avenue between Ann and Huron Streets in downtown Ann Arbor.



THANK YOU ...

Thank you for your interest. We hope this description helps you understand the public notice and input. Your input is important to us.

For questions about the process please call the City of Ann Arbor Planning and Development Services staff at 734.974.6265.

Prepared by the City of Ann Arbor Planning and Development Services Unit, Fall 2009.