

PLANNING AND DEVELOPMENT SERVICES STAFF REPORT

For Planning Commission Meeting of December 2, 2025

**SUBJECT: Amendments to Chapter 55 (Unified Development Code)
Section 5.28.4 Community Participation Requirements**

PROPOSED CITY PLANNING COMMISSION MOTION

The Ann Arbor City Planning Commission hereby recommends that the Mayor and City Council approve amendments to Chapter 55, Unified Development Code, Section 5.28.4 Community Participation Requirements to require posted signs for certain developments, and to stipulate timing and duration guidelines.

STAFF RECOMMENDATIONS:

Staff recommends **approval** of proposed amendments to Section 5.28.4 of the Unified Development Code to require posted signs for developments appearing before the City Planning Commission, and to stipulate timing and duration of posted signs.

SUMMARY:

To ensure that all projects appearing before the Planning Commission have opportunity for community participation, staff propose amendments to Section 5.28.4 Community Participation Requirements to add a posted sign element to both Type 1 and Type 2 projects. These posted notices are intended to generally have the same descriptive information required for community participation meeting invitations or announcements, and public hearing mailed and posted notices. The size, content, and placement requirements for Type 1 and Type 2 project signage will be identical. Staff will provide detailed guidelines and a template in keeping with the guidelines and templates for community participation meeting invitations and written announcements. The timing of sign posting shall be within the review and approval process, and timely removal shall be required.

BACKGROUND:

Following adoption of [Ordinance 25-24](#) (Public Notices and Hearings), [Ordinance 25-25](#) (Citizen Participation) on July 21, 2025, fewer development activities require a public hearing and thus fewer mailed, published, and posted notices will be available to the community. As a result, additional information and notice via signage placed on a proposed project site is recommended. Staff presented research on the notice provisions from other communities to the Ordinance Revisions Committee at its July 22, 2025 meeting. Staff also provided draft ordinance changes and a draft sign template and guidelines at the September 25, 2025 Ordinance Revisions Committee (ORC) meeting.

The proposed concepts below address the feedback received from the two ORC meetings to require all projects appearing before the Planning Commission to provide on-site signage at early stages of the review and approval process. This feedback included adding standards for sign placement, required content, timing, and materials to the UDC. Further standards will be included in the guidelines and template provided by the Planning and Development Services Unit (PDSU).

REPORT:

The proposed amendments provide additional information and notice for proposed developments appearing before the City Planning Commission following the amendments to Community Participation Requirements.

Section 5.28.4 Community Participation Requirements

Current Standard: Section 5.28.4 Community Participation Requirements provides procedures for Type 1 community participation meetings and Type 2 mailed announcements.

Proposed Amendment: This section is proposed to be modified so that current content is retained and a section for posted sign requirements for both Type 1 and Type 2 projects are added. In particular, it would add the below requirements:

Posting Requirement

- Petitioners must install a durable, all-weather sign on all property frontages using PDSU-provided guidelines and templates.

Required Content

Signs must include:

- File number(s)
- Main address, petitioner's name and point of contact
- Project name (if applicable)
- Site description: all addresses and current zoning designation
- Project description in text and graphics: proposed use, development activity, zoning, and petitions included with the application
- Community participation meeting information (Type 1 projects only)

Posting Deadlines*Type 1 Projects*

- Post: 15 days before community participation meeting
- Remove: Within 15 days after building permit issuance, application denial, or withdrawal

Type 2 Projects

- Post: Within 15 days after PDSU accepts application for review
- Remove: Within 15 days after building permit issuance, application denial, or withdrawal

Prepared by: Emma Berger, Associate Planner
Alexis DiLeo, Principal Planner

Reviewed by: Hank Kelley, Deputy Planning Manager

Attachment: Proposed Ordinance (Community Participation Posted Sign)
Track Changes Ordinance (Community Participation Posted Sign)
[Ordinance 25-24](#) (Public Notices and Hearings)
[Ordinance 25-25](#) (Citizen Participation)