



Planned Unit Developments and Community Participation

City Planning Commission
Working Session

03-11-2025



Discussion Agenda

1. Introduction
2. Planned Unit Developments
3. Community Participation
 1. Current and proposed language
 2. Future directions
4. March 18, 2025 Agenda
5. Council Resolution R-24-109 Task Status
6. Open Discussion

1. Introduction



Introduction

- To advance items from Council Resolution [R-24-109](#), staff placed several Unified Development Code (UDC) sections on the March 18 agenda.
- Many of the proposed amendments were previously discussed at the [September 10, 2024 Working Session](#).
- Additional updates were since identified for simultaneous consideration with those discussed in September. These include a proposed change to Planned Unit Developments and a new requirement for Community Participation.
- Staff would also like to preview potential future directions for Community Participation.

2. Planned Unit Developments (PUDs)

UDC Sections 5.29.11, 5.30



Planned Unit Developments

Introduction

- Staff-initiated UDC amendment
- Address instances of one property owner seeking to amend a PUD where there may not be unanimous consent of property owners
- Distinct from initial PUD zoning application



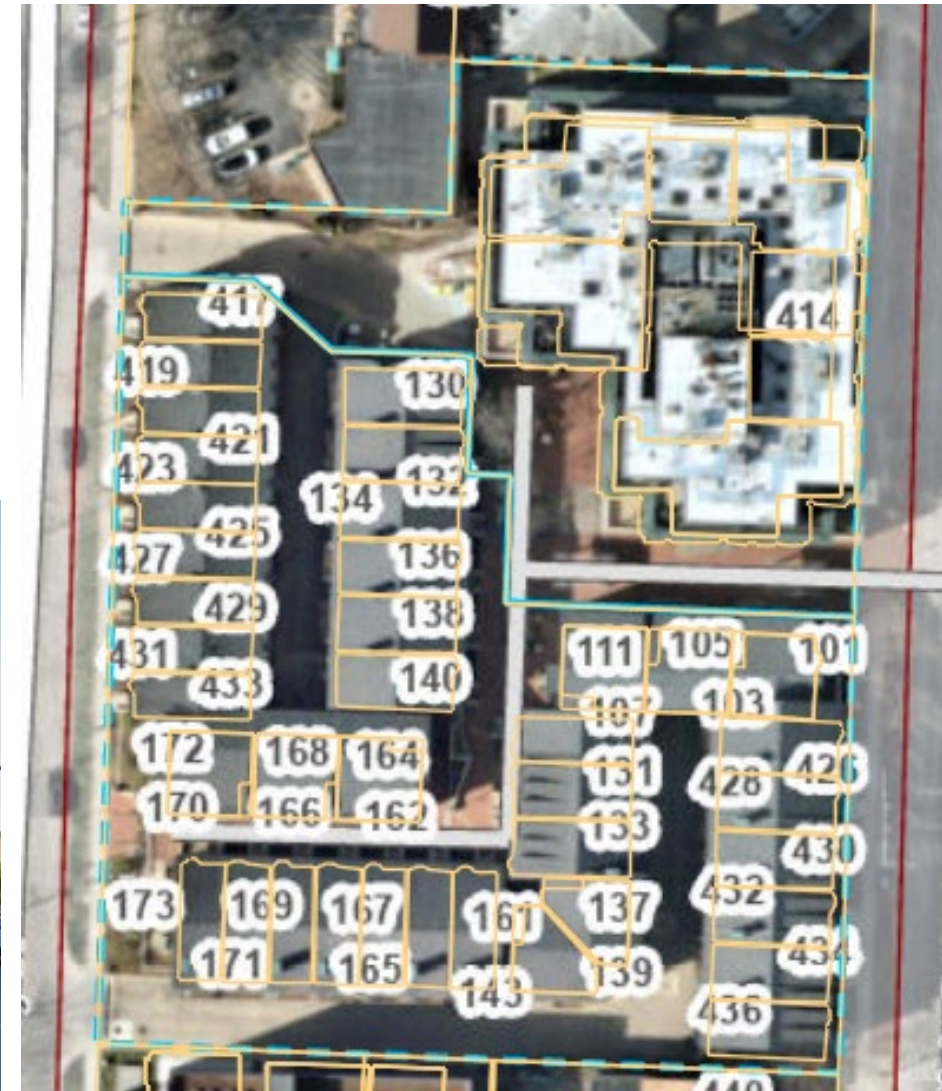
Planned Unit Developments

Example – Green Court



Planned Unit Developments

Example – Ashley Mews



Planned Unit Developments

Example – Plymouth Green Crossing





Planned Unit Developments

Amendments for consideration

- Distinguish initial application requirement from amendment/modification requirement
- Consider criteria requirement

3. Community Participation

UDC Section 5.28.4 “Citizen Participation Requirements”



Community Participation: Proposed Changes

- **Updated language:** To improve inclusivity and improve accuracy of intent, “Citizen Participation” references are proposed to change to “Community Participation”.
- **Changes to thresholds and meeting requirements:** Remove outdated threshold and simplify participation meeting timeline.
- **Future opportunities:** Staff note potential to improve participation to counterbalance the changes to public hearings, for example with on-site signage showing project details during the development review and subsequent project phases, as well as potential other engagement requirements.



Community Participation: Thresholds

- Projects are currently divided into Type 1 and Type 2 projects (UDC 5.28.4.B)

Type 1 thresholds:

- New or amended planned project site plan
- New or amended Planned Unit Development (PUD) zoning district
- Zoning map amendment
- Over 80 units
- Over 65' height
- Over 50K sf of floor area
- SEU permit
- Anywhere else determined by Planning Manager: scope, nature or unique/unusual characteristics

Type 2 thresholds:

- Any other application that requires a public hearing but is not covered by Type 1 applications



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Community Participation: **Type 1** (UDC 5.28.4.B)

Type 1 projects current requirements:

- Mailed written notice within 1,000 feet of site ten business days prior to a holding a participation meeting
- At least one participation meeting ten business days prior to the application submittal deadline
- A final report summarizing participation activities, submitted with other application documents



Community Participation: **Type 1** (UDC 5.28.4.B)

Type 1 projects changes to requirements:

- Mailed written notice within 1,000 feet of site ten business days prior to a holding a participation meeting
- **Inclusion of a project representative name, email address and phone number included with participation materials to answer questions and receive comments outside of the meeting**
- At least one participation meeting ~~ten~~ **15** business days prior to **CPC consideration** ~~the application submittal deadline~~
- A final report summarizing participation activities, submitted **10 days prior to CPC consideration** ~~with other application documents~~

← Michigan Zoning Enabling Act requires 300' - CPC 9/10/24 direction to maintain

← Require project representative to assist with resident questions and post on City engagement hub

← Require CPM and report before CPC meeting instead of application submittal



Community Participation: Future Opportunity – Notice Signs

- Large land use notice signs can alert area neighbors and members of the public that a project is under review.
- Although not an exhaustive review, we note large sign requirements of this kind in cities like Seattle, Vancouver, Toronto and NYC.

| Sign Requirement – Pros | Sign Requirement – Cons |
|---|--|
| <ul style="list-style-type: none">• Better inform public of site activity• Potential to incorporate information on simultaneous or subsequent project phases and permits | <ul style="list-style-type: none">• Time / cost to order, install and maintain (developer)• Time / cost to inspect (city)• New internal process creation• Possible new fee to inspect |

Community Participation: Future Opportunity – Notice Signs

Seattle requires “[Large Notice Signs](#)” to inform the public about proposed development and public comment options.

What Is a Large Notice Sign?

A large notice sign is a 4 by 8 feet sign that is required for certain types of public notices according to the Land Use Code. We require you to post a large notice sign if your project is subject to design review or environmental review. The sign explains about proposed development for the site and public comment options.

Large signs have several required elements including a short summary of the project, site map, project graphic, information about the public comment period, and how to find more information about the project. We will provide you with all of the sign's content, except for the project graphic, after we screen your application. You need to supply the project graphic. All large signs include information similar to what is shown below.

Seattle Department of Construction and Inspections is reviewing

A New X-Story Type of Building

Project:
303XXXX-LU

What is it?

- Units:
- Parking:
- Includes: Use (if relevant)
- Demo of existing (if relevant)
- No more than 5 bullets

Submit comments to:

- Online: seattle.gov/project/comment
- Mail: Public Comments, P.O. Box 34019
Seattle, WA 98124-4019

Include the project number and address.
(The comment period may be extended by written request prior to the date below. The comment period for shoreline applications cannot be extended.)

Submit comments by _____
All comments are posted on our website in their entirety.

Required approvals:

- Environmental Review
- Design Review
- Conditional Use

More information:

- Online: enter project address at maps.seattle.gov/shapingseattle/buildings
Send us a question at seattle.gov/sdci/questions
- Phone: (206) 684-8467 (message line)

Project Address Here

Place location map here.

Place proposed project photo here.

Representation only; approved project may vary.

Community Participation: Future Opportunity – Notice Signs

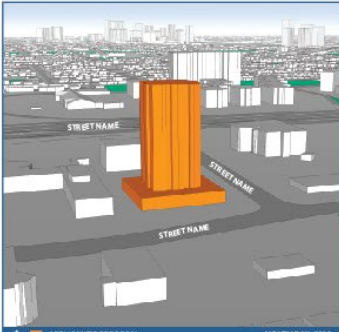





Image credits: <https://signsofseattle.com/land-use-signs/>

Community Participation: Future Opportunity – Notice Signs

Toronto requires sign posting for some development activities to inform the public about public comment options.

TORONTO **Notice**



↑ APPLICANT'S PROPOSAL MONTHDAY, 2018
The above image represents the applicant's proposal as submitted and may change. The City of Toronto's 3D Massing Model is available for free at <https://open.toronto.ca/dataset/3d-massing/>


-  XXX Storeys
XXXX Metres
-  XXXX Residences
XXXX m² Retail
-  XXX Cars
XXX Bikes

A change is proposed for this site.
The City has received an application to change the Official Plan and Zoning By-Law to allow the construction of a residential building with retail at street level.

Applicant: ABC Holdings Incorporated & XYZ Ontario Limited
Address: 123 Any Street & 456 Busy Boulevard

For more information about this application or to tell us what you think:

 **COMMUNITY PLANNING**
Planner's Name
416-39X-XXXX
email@toronto.ca

 **APPLICATION INFORMATION CENTRE**
aic.to/approved_url

3 1 1
toronto at your service

PUBLIC MEETING
Public meeting information will be posted on this sign when available.
File # 17 123456 STE 30 OZ

Image credit: www.toronto.ca/city-government/planning-development/application-forms-fees/notice-of-proposed-development-application-and-public-meeting-sign/



Community Participation: Future Opportunity – Notice Signs

Comparison cities and codes

- Research additional cities with this requirement and review details

Timing

- Determine duration and timing of potential signage

Content

- Determine what content would be included on signs

Impacts to other departments

- Discuss topic with Building staff, Community Standards and other relevant service areas

Identify Ann Arbor area vendors

- Ensure local vendors with ability to produce signs



Community Participation: Future Opportunity – Site Compliance and Construction Impacts

Budget request for Site Compliance Coordinator

- New position to assist with on-site compliance throughout variety of permit phases and project finalization
- Focus is on improving communication with developers and builders and internally
- Work with new Economic Development Director on Development Manual

Improve ongoing communication of construction impacts

- Catalog / leverage existing city regulations related to nuisance mitigation and project communication opportunities
- Consider public engagement or mitigation measures which may be missing from Ann Arbor City code, but perhaps common in peer cities
- If new requirements are identified as helpful, propose additional code language to address

4. March 18, 2025 Agenda

Recap of all agenda items



March 18, 2025 UDC Agenda Items

Updates from 9-10-2024 Work Session

- Community Participation Ordinance timing/title
- Public Hearing requirements
- Land Division notification changes

Planned Unit Development changes

- Dependent on feedback direction from CPC

5. Council Resolution R-24-109 Task Status

Review current status of resolution directives

6. Open Discussion