



# Report of Findings

CITY OF ANN ARBOR

JANUARY 12, 2015

# Recap of the RRC Process

Ann Arbor applied in the 1<sup>st</sup> open round in 2013

Kick off presentation

Staff attended Best Practice trainings




Evaluation conducted

Report of Findings completed



# Methodology



	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

Best Practice One:

# Community Plans & Public Outreach

Evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, downtown development plan and corridor plan.

Assesses how well the community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis.

# 1.1: The Plans

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a master plan in the past five years.	✓	
	The master plan identifies a strategy for redevelopment or a redevelopment plan.	✓	
	The governing body has adopted a capital improvements plan.	✓	
	The governing body has adopted a downtown plan.	✓	
	The governing body has adopted a corridor plan.	✓	

# 1.2: Public Participation

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a public participation plan for engaging a diverse set of community stakeholders in land use decisions.	✓	
	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
	The community shares outcomes of all public participation processes.	✓	



Best Practice Two:

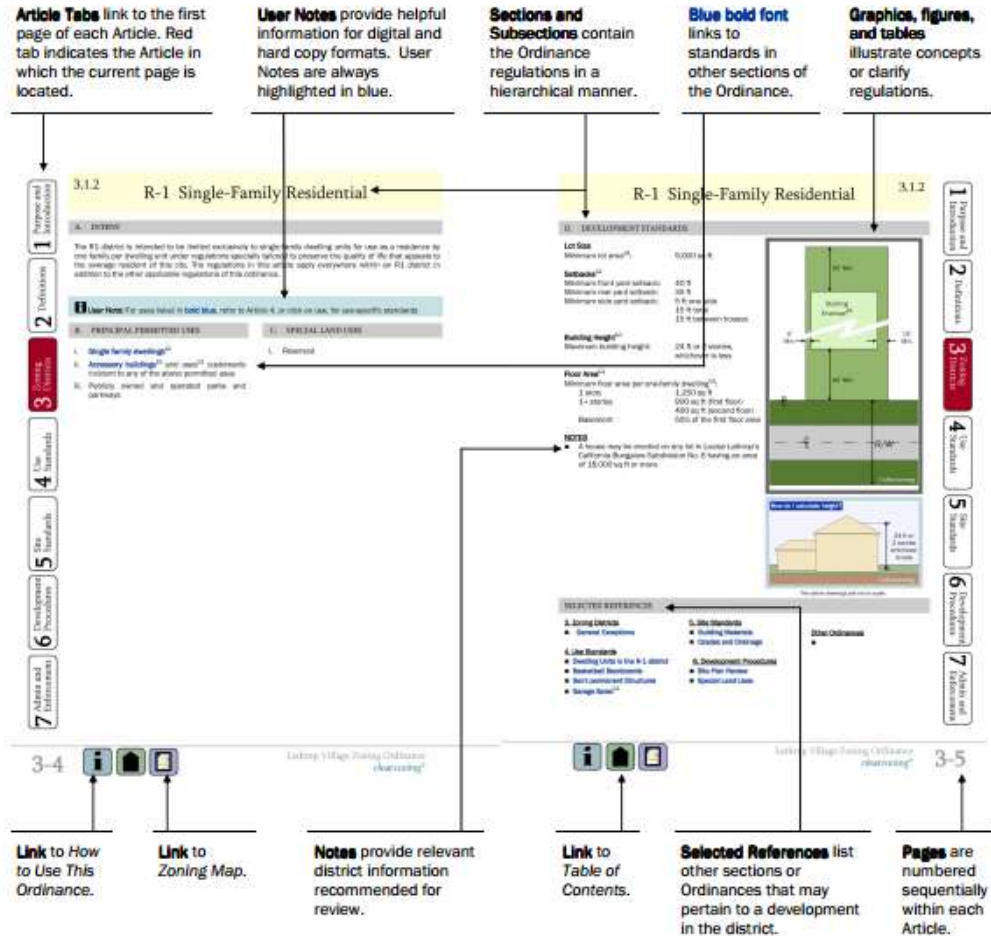
# Zoning Regulations

Evaluates a community's zoning ordinance and how well the ordinance regulates for the goals of the master plan.

## How to Use This Ordinance

### 1. CONTENT ORGANIZATION AND PAGE LAYOUT

The Zoning Ordinance is organized into seven Articles, which are further divided using standard outline hierarchy. The content and page layout are designed to promote a clear understanding of requirements, as well as quick retrieval of relevant standards, procedures and other information. The following key assists with navigating through this document.



# 2.1: Zoning Regulations

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	✓	
	The zoning ordinance is easy to read and accessible online.	<input type="checkbox"/> Complete work on the zoning ordinance reorganization to make the ordinance easy to read as outlined in RRC Best Practice 2.1	12 months
	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
	The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	✓	
	The zoning ordinance allows for a variety of housing options.	✓	
	The zoning ordinance includes standards to improve non-motorized transportation.	✓	
	The zoning ordinance allows for flexible parking requirements.	✓	
	The zoning ordinance includes standards for green infrastructure.	✓	



# 2.1: Zoning Regulations

## Current Scattered Regulations

### Development/Redevelopment Rules are Scattered

- Chapter 26 – Solid Waste
- Chapter 47 – Streets and Curb Cuts
- Chapter 55 – Zoning
- Chapter 56 – Prohibited Land Uses
- Chapter 57 – Subdivision and Land Use Controls (and Regs.)
- Chapter 59 – Off-Street Parking
- Chapter 60 – Wetlands Preservation
- Chapter 61 – Signs and Outdoor Advertising
- Chapter 62 – Landscaping and Screening
- Chapter 63 – Soil Erosion and Sedimentation Control
- Chapter 104 – Fences

# 2.1: Zoning Regulations

Ann Arbor, Michigan  
Zoning Ordinance Re-Organization (ZORO)  
Draft UDC (Chapter 55)



*prepared for the*

Office of the Ann Arbor City Attorney,  
Planning and Development Services Unit, &  
ZORO Technical Advisory Committee

by  
Clarion Associates, LLC

August 1 2012

Best Practice Three:

# Development Review Process

Evaluation of the community's site plan review policies, project tracking and internal/external communication.

Evaluation of the accessibility of the community's planning and development information.

# 3.1: Development Review Policy and Procedures

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The zoning ordinance articulates a thorough site plan review process.	✓	
	The community has a qualified intake professional.	✓	
	The community defines and offers conceptual site plan review meetings for applicants.	✓	
	The community has a clearly documented internal staff review policy.	✓	

# 3.1: Development Review Policy and Procedures cont.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
Green	The appropriate departments engage in joint site plan reviews.	✓	
Green	The community has a method to track development projects.	✓	
Yellow	The community promptly acts on development requests.	<input type="checkbox"/> Eliminate city council review of "permitted use" site plan	12 months
Green	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	✓	
Yellow	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Create a mechanism for customer feedback as outlined in Best Practice 3.1	6 months



# 3.1: Development Review Policy and Procedures cont.

**ANN ARBOR**

## The Site Plan Review Process for Major Projects

A Step-By-Step Guide for Developers

<b>1</b>	<b>Introductory Meeting with Planning Staff</b> Meet with staff to discuss your project, where staff list relevant process requirements, and prepare for the upcoming District Participation Meeting by reviewing checklist.	<b>Design Review Board</b> If the permit is not in the intended, present to the DRB to assess the project. Safety Department Judge Discretion.		
<b>2</b>	<b>Citizen Notification</b> After reviewing your notice by planning staff, notify all property owners within 1,000 feet of the petition site at least 10 business days before your District meeting date.	<b>Citizen Meeting</b> Present your project to citizens listed on their correspondence and answers, and answer any questions.	<b>Prepare Final Report</b> Document meeting. Package including form and all comments will be returned.	
<b>3</b>	<b>Pre-submission Meeting</b> Meet with staff to discuss your project to clarify the requirements. Bring a hard copy of your site plan and a completed Petition Checklist.	<b>File Petition</b> All materials in petition, plans, supporting documents, final development report must be submitted to staff through a "Petition" by the filing deadline, regularly by noon on the last Monday of the month.	<b>PERMIT</b> Once a Petition is filed for an applicant with the petition, staff will review and issue a permit or not and provide a written notice about compliance and project status.	
<b>4</b>	<b>Preliminary Review</b> Staff will review the petition at the Development Review Committee meeting one day following the filing deadline.	<b>Notification of Acceptance or Rejection</b> Petitioners will be notified of required information. If not complete, the review is postponed until the day after DRB meeting by the primary applicant to coordinate the review.	<b>Staff Review</b> City staff will review the petition and provide written comments within two weeks of the filing deadline. Staff petitions go before the District Development Committee to review other staff comments.	
<b>5</b>	<b>Plans Revised by Petitioners</b> Petitioners will make a plan and a staff following the issuance of comments by staff and/or public.	<b>Staff Review</b> Staff will review the revised plans and determine if complete.	<b>YES</b> Petition is approved by public action.	<b>NO</b> Plans require re-submission for further review.
<b>6</b>	<b>Public Notices</b> Staff provide public notice for a public hearing will be held at an upcoming City Planning Commission meeting.	<b>Plans Finalized</b> Petitioners plan and development agreement (if any).	<b>Staff Report</b> Staff prepare report for CPC will recommend either the approval, approval with conditions, or denial. CPC publicly views petition and discuss the Project before the meeting.	
<b>7</b>	<b>CPC Meeting</b> Staff present a petition to a public hearing process. Both the petitioners and the public may make comments.	<b>Recommend Approval</b> The project that requires City Council approval. City Planning Commission will recommend approval and the petition will move to the City Council.	<b>Petition Postponed</b> Petitioners will need to make revisions and may have approval at a later meeting.	
<b>8</b>	<b>City Council Review</b> City Council members will review and discuss the petition, both the petitioners and the public may make comments.	<b>Petition Approved</b> City Council approves the project and prepares to re-submit building permits.	<b>Petition Postponed</b> Petitioners will need to make revisions and may have approval at a later meeting.	

The DRB reviews development that is 20% or more of the City zoning district, but a limited amount of the project that is located in a residential zone. The DRB will review all projects that are 20% or more of the City zoning district, but a limited amount of the project that is located in a residential zone. The DRB will review all projects that are 20% or more of the City zoning district, but a limited amount of the project that is located in a residential zone.

For more information, visit the City website: [www.ci.ann-arbor.mi.us](http://www.ci.ann-arbor.mi.us) and the Planning & Development Department's website: [www.ci.ann-arbor.mi.us/planning-development](http://www.ci.ann-arbor.mi.us/planning-development)

City of Ann Arbor, Planning and Development Services | Last Updated May 2014

**CITY OF LANSING**

## SITE PLAN REVIEW PROCESS

Permit needed for any type of use that falls under "site plan review" in code. See [code](#)

- Applicant submits application and 8 site plan copies to Planning Office.
  - Application [here](#)
  - Entire permit processing takes approximately 4 to 6 weeks. \*
- Planning Office will review site plan for accuracy and refers application to applicable City departments for review.
  - Planning Office conducts review of site plan for compliance with zoning code.
- Planning office receives comments from all City departments. \*\*
  - \*\* Typically 2-3 weeks
- After the Planning Office receives approval from all reviewers Staff sends a letter notifying Applicant of approval.
- If a revision of site plans is required, the revised plans must be submitted to the Planning Office and will be processed in the same manner as steps 2 and 3.
- Building Safety Office will issue building permit after receiving approval of site plan from Planning Office.



# 3.2: Guide to Development

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	✓	
	The community annually reviews the fee schedule.	✓	

Best Practice Four:

# Recruitment and Education

Evaluation of how the community conducts recruitment and orientation for newly appointed or elected officials and board members.

Assessment of how the community encourages ongoing education and training, and tracks training needs for appointed officials, elected board members and staff.

# 4.1: Recruitment and Orientation

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community sets expectations for boards and commission positions.	✓	
	The community provides orientation packets to newly appointed and elected members of development related boards and commissions.	✓	

## 4.2: Education and Training

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a dedicated source of funding for training.	✓	
	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Create a training tracking mechanism for city boards, commissions, and staff as outlined in Best Practice 4.2	12 months
	The community encourages board and commission members to attend trainings.	✓	
	The community shares information between the governing body, boards, commissions, and staff.	<input type="checkbox"/> Establish a joint meeting with the city council, planning commission, zoning board of appeals, DDA, environmental commission, and the development review board as outlined in Best Practice 4.2	12 months



Best Practice Five:

# Redevelopment Ready Sites



**redevelopment ready**  
SITES

Assesses how the community identifies, visions and markets their priority redevelopment sites.

# 5.1: Redevelopment Ready Sites

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community identifies and prioritizes individual redevelopment sites.	<input type="checkbox"/> Prioritize the city's prime redevelopment sites as outlined in RRC Best Practice 5.1	3 months
	The community gathers preliminary development research for prioritized redevelopment sites.	✓	
	A public visioning session is held for the prioritized redevelopment sites.	✓	
	Available resources for the prioritized redevelopment sites are identified.	<input type="checkbox"/> Identify available resources for prioritized redevelopment sites as outlined in RRC Best Practice 5.1	12 months
	A "Property Information Package" for the prioritized redevelopment site(s) is assembled.	<input type="checkbox"/> Assemble a property information package for identified prioritized redevelopment sites as outlined in RRC Best Practice 5.1	12 months
	Prioritized redevelopment sites are actively marketed.	✓	

Best Practice Six:

# Community Prosperity

Assesses what goals and actions a community has identified to assist in strengthening its overall economic health.

Assesses how the community promotes and markets itself to create community pride and increase investor confidence, as well as an evaluation of the ease of access to documents on the community's website.

# 6.1: Economic Development Strategy

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has approved an economic development strategy.	<input type="checkbox"/> Draft and adopt an economic development strategy as outlined in RRC Best Practice 6.1	24 months
	The governing body annually reviews the economic development strategy.	<input type="checkbox"/> Review the economic development strategy annually as outlined with RRC Best Practice 6.1	24 months

# 6.2: Marketing and Promotion

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has developed a marketing strategy.	<input type="checkbox"/> Develop a marketing strategy as outlined in RRC Best Practice 6.1	12 months
	The community has an updated, user-friendly municipal website.	✓	



# Next Steps

Governing body adopts resolution of support to proceed with the RRC program

Continue to implement actions toward certification

Submit quarterly progress reports

**CERTIFICATION!**

