

MEMORANDUM

TO: Design Review Board
FROM: Planning Staff
DATE: March 13, 2015
SUBJECT: Amendments to Required Notice

When preparing a report on the design review process for City Council in 2012, the Design Review Board discussed amending the required notice radius. The current required notice radius is “the same radius required by Section 5:135 (Citizen participation for petitions that require public hearings),” which is 1000 feet for larger-impact projects and 500 feet for smaller-impact projects.

Staff explained that the 1000-foot notification radius has a capture rate of less than 1%, meaning that less than 1% of the people who receive written notification of a Design Review Board meeting come to the meeting or contact staff with questions, concerns or comments about the advertised project. Downtown Ann Arbor and its near neighborhoods are quite dense and a 1000-foot mailing radius translates to hundreds, sometimes thousands, of postcards. Postage expenses are significant and increasing.

For these reasons, staff recommended amending the required notice to 500 feet in all cases rather than matching the citizen participation requirements. The DRB approved of this amendment, however, since some time has passed since then, staff is seeking confirmation of your support to reduce the required notice radius.