

UNIFIED DEVELOPMENT CODE
(Community Participation Posted Signs)

AN ORDINANCE TO AMEND SECTION 5.28.4 OF CHAPTER 55 (UNIFIED
DEVELOPMENT CODE) OF TITLE V OF THE CODE OF THE CITY OF ANN ARBOR

The City of Ann Arbor ordains:

Section 1. That Section 5.28.4 of Chapter 55 (Unified Development Code) of Title V of the Code of the City of Ann Arbor be amended as follows:

5.28.4 Community Participation Requirements

A. Purpose

The intent of this Section 5.28.4 is to:

1. Ensure that *applicants* seeking approval of certain applications that require public hearings pursue early and effective community participation in conjunction with their proposed *developments*, giving people an early opportunity to learn about, understand and comment upon proposals, and providing an opportunity for the community to be involved in the development of their city.
2. Provide clear expectations and formal guidance for *applicants* to gather community comments regarding their proposals so that they may respond and attempt to mitigate any real or perceived impacts of their proposed *development*.
3. Facilitate ongoing communication between *applicants* and interested or potentially affected people throughout the application review process.

B. Type 1 Community Participation

1. Applicability

Type 1 Community Participation is required for any *development* activity that requires a public hearing by the Planning Commission or any proposed project that may require additional community participation depending on the scope, nature or unique and unusual circumstances as determined by the Planning Manager.

2. Procedures

a. Community Participation Meeting

Applicants shall hold at least one community participation meeting for all property owners, addresses and registered neighborhood groups within 1,000 feet of the proposed project site. Addresses shall be provided by the PDSU.

b. Meeting Invitation Content

Written invitations shall be prepared based on templates provided by the PDSU which shall:

- i) Explain to whom and why the invitation is being sent.
- ii) Explain how attendees may participate and how information gathered at the meeting will be used.
- iii) Provide alternative ways to learn about the proposed project and how participants can submit questions or comments if unable to attend the meeting.
- iv) Describe the proposed project in writing and conceptual sketches and graphics.
- v) State the date, time, and location of the meeting.

c. Posted Sign

A sign made of durable all-weather materials and securely installed based on templates provided by the PDSU shall be placed on each frontage of the proposed project site which shall:

- i. Provide the file number(s), main address, name of the proposed project (if any), and the *applicant's* name and point of contact.
- ii. Describe the site, including all addresses and current zoning designation.
- iii. Describe the proposed project in text and graphics, including the use, development activity, zoning designation, and petitions included with application.
- iv. Provide community participation meeting information.

d. Participation Report

Applicants shall provide a written report of the community participation process including a summary of comments, concerns, issues, and problems expressed by participants; how the *applicant* has addressed or

intends to address these concerns, issues, or problems, or why a concern, issue or problem cannot or will not be addressed.

e. Timing

- i) Type 1 Community Participation meetings shall be held within 45 days after the application has been accepted for review by the PDSU.
- ii) Invitations shall be mailed to all addresses provided by the PDSU and a digital copy shall be provided to the PDSU at least 15 days prior to the meeting.
- iii) Reports shall be provided to the PDSU within 15 days after the meeting.
- iv) Type 1 Community Participation posted signs shall be placed at least 15 days before the Community Participation meeting.
- v) Type 1 Community Participation posted signs shall be removed within 15 days after a building permit has been granted, or the application has been denied or withdrawn.

C. Type 2 Community Participation

Type 2 Community Participation is required for any development activity approved by the Planning Commission that does not require a public hearing.

1. Procedures

a. Community Mailed Announcement

Applicants shall mail a written announcement to all property owners, addresses, and registered neighborhood groups within 500 feet of the proposed project site. Addresses shall be provided by the PDSU.

b. Announcement Content

Written announcements shall be prepared based on templates provided by the PDSU which identify the *applicants*, indicate that an application has been submitted and describe the application in writing and graphics, explain how recipients can learn more about the application, and the anticipated review and approval process.

c. Posted Sign

A sign made of durable all-weather materials and securely installed based on templates provided by the PDSU shall be placed on each frontage of the proposed project site which shall:

- i) Provide the file number(s), main address, name of the proposed project (if any) and the *applicant's* name and point of contact.
- ii) Describe the site, including all addresses and current zoning designation.
- iii) Describe the proposed project in text and graphics, including use, development activity, zoning designation, and petitions included with application.

d. Timing

Announcements shall be mailed to all addresses provided by the PDSU, a digital copy shall be provided to the PDSU, and Type 2 Community Participation posted signs shall be placed within 15 days after the application has been accepted for review by the PDSU.

Type 2 Community Participation posted signs shall be removed within 15 days after a building permit has been granted, or the application has been denied or withdrawn.

D. Waiver of Requirements

The Planning Manager may waive these requirements for applications to amend the Zoning Map when:

1. The requested zoning designation is PL (Public Land).
2. The application is to annex a parcel of less than two acres and zone the parcel for *single-family* residential use.
3. There is no proposed change in land use and no *development* is proposed.
4. The application is for a special exception use that the Planning Manager has determined to be a temporary use.

Section 2. This ordinance shall take effect on July 1, 2026.