

UNIFIED DEVELOPMENT CODE
(Citizen Participation)

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 communications 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 application 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 at the meeting 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 include conceptual sketches or graphics.
- v. State the date, time, and location of the meetings.

c. 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.

3. Timing

- a. Community participation meetings shall be held within 45 days after the application has been accepted for review by the PDSU.
- b. 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.
- c. Reports shall be provided to the PDSU within 15 days after the meeting.

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.

2. Timing

Announcements shall be mailed to all addresses provided by the PDSU and a digital copy shall be provided to the PDSU within 15 days after the application has been accepted for review by the PDSU.

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 the tenth day after the date of publication.