

Suggested Amendments to Chapter 57 to Support the Design Review Board 2017 Annual Report to City Council

Chapter 57 - SUBDIVISION AND LAND USE CONTROL

5:136. - Design Review Board review for certain downtown properties.

- (1) *Intent.* The intent of this section is to foster excellence in the design of Ann Arbor's built environment and apply the Downtown Design Guidelines, as approved by City Council, by requiring a ~~mandatory~~ review of certain projects in the downtown area by the Design Review Board. This section provides ~~petitioners-applicants~~ with the ~~procedures and~~ requirements of the Design Review Board's review process.
- (2) *Applicability.* Projects that meet all of the following criteria shall submit an application to the Design Review Board:
 - (a) The project is on a lot zoned D1 or D2; or is located within the Downtown Development Authority boundary on a lot currently zoned or proposed to be zoned PUD; and
 - (b) The project is on a lot that is not located within a historic district; and
 - (c) The project proposes an increase in usable floor area; and
 - (d) The project is a:
 - i. site plan for City Council approval; or
 - ii. a Planned Unit Development Site Plan; or
 - iii. a site plan for Planning Commission approval; or
 - iv. a planned project site plan; or
 - v. an administrative amendment to an approved site plan that significantly alters the appearance of the building from the public right-of-way, as determined by the Planning Manager.
- (3) ~~Design Review Board's~~ *Submittal requirements.* The following steps shall be undertaken by the petitioner as part of the design review process.
 - (a) *Optional pre-application meeting.* The ~~petitioner-applicant~~ may meet with Planning and Development Services staff prior to an application to the Design Review Board to review the Downtown Design Guidelines and design review requirements set forth in this section.
 - (b) *Application.* The ~~petitioner-application~~ shall submit to Planning and Development Services an application for Design Review Board review and pay the required fee. ~~Preliminary project design plans shall be submitted with the application and shall include the following scaled drawings:- An application shall consist of the following information:~~
 - i. ~~Site plan – Scaled drawings illustrating the boundaries of the site, existing structures and improvements and proposed structures and improvements-~~
 - ii. ~~Floor plan(s)- Context Evaluation – Three-dimensional illustrations of existing structures and the proposed structure on the same block and all blocks facing the subject site, or within 200 feet of the subject site, or within a sufficient radius to evaluate how the proposed structure will fit in and interact with the proposed structure.~~

iii. Elevations – Scaled drawings of all facades of the proposed structures including notations and descriptions of proposed materials.

~~iv. Sections. Design Plan Narrative – A written statement describing how the Downtown Design Guidelines influenced the preparation, analysis and decisions involved in proposing a particular design.~~

(c) *Timing.* Submission of the Design Review Board application shall be made such that the Design Review Board's first meeting occurs prior to ~~the fulfillment of~~ the project's citizen participation notice and, if applicable, meeting requirements ~~if required by per~~ section 5:135 (Citizen participation for petitions that require public hearing), otherwise prior to submitting for site plan approval. Second meetings for the same application may be held after a site plan is submitted but shall occur before a public hearing is held.

~~(d) Number of reviews. One review by the Design Review Board is required for each site plan or planned unit development that meets the applicability criteria of section 5:136(2) above. Additional reviews for projects with design changes are optional and must follow the requirements of this section.~~

(4) *Required notice.* A Design Review Board meeting notice shall be mailed by the city to all property owners, addresses, and neighborhood groups within ~~the same radius required by section 5:135 (Citizen participation for petitions that require public hearings)~~ 500 feet at least 10 business days prior to the date of the Design Review Board meeting.

(5) ~~Design Review Board meeting and report~~*Reviews.* ~~The petitioner shall present the project to the Design Review Board.~~ The Design Review Board shall review the application at a public meeting and the petitioner shall have an opportunity to discuss with the applicant the design of the project plan and its consistency with the Downtown Design Guidelines. Following the discussion, the Design Review Board shall ~~make a report of its discussion~~ determine if the design plan is or is not consistent with the Downtown Design Guidelines. If determined to be not consistent, the Design Review Board may require the applicant to revise the design plan for further discussion at a future meeting. In no case shall an applicant be required to discuss the same application more than two times. This report shall be distributed to the Planning Commission and City Council as part of the site plan review and approval process and posted on the city website.