

## MEMORANDUM

TO: Mayor and Council

FROM: Jayne Miller, Community Services Administrator

DATE: September 24, 2007

SUBJECT: Resolution (A, B, C, D) to Approve Ann Arbor Discovering Downtown (A2D2) Implementation Schedules for Streamlining the Development Process, Downtown Parking Strategies, Urban Design Guidelines, and Historic District Guidelines

Attached for your review and approval are implementation schedules for four Ann Arbor Discovering Downtown (A2D2) work plans: streamlining the development proposal process, pursuing a comprehensive parking strategy for downtown, incorporating a set of essential design standards, and clarifying criteria for development within Historic Districts.

On March 20, 2006, City Council approved the Implementation Plan for the Downtown Development Strategies Final Report and directed staff to begin work on the following five priority elements of the plan:

- Create special overlay zoning for the downtown that identifies areas of similar character
- Streamline the development proposal process (process mapping and technology improvements)
- Incorporate a set of essential design standards
- Pursue a comprehensive parking strategy for the downtown
- Clarifying criteria for development within Historic Districts

On July 17, 2006, City Council approved the work plans for the five initiatives and in October 2006 appointed advisory committees for each project to assist staff and the Steering Committee in developing recommendations from these initiatives.

On June 18, 2007, City Council approved recommendations for four of these five initiatives that included:

- Approval of recommendations to streamline the development process
- Approval to create urban design guidelines for downtown Ann Arbor
- Approval of a set of recommended downtown parking policies and actions to support the comprehensive parking policy for downtown.
- Approval to move forward with the recommended Historic District Guidelines
- Approval to conduct an intensive level survey of the Old West Side Historic District to determine the historic and non-historic properties within the existing district

Additionally on June 18, 2007, Council directed staff to provide a schedule for implementation of the approved recommendations no later than September 2007.

The zoning recommendations will be considered by City Council on October 15, 2007 along with the urban design guidelines that are currently under development.

Below is additional information on the parking strategy, urban design guidelines and historic district design guidelines.

### **Parking Strategy for Downtown**

The Ann Arbor Downtown Development Authority engaged the firm of Nelson\Nygaard to conduct a comprehensive downtown parking study. This study served as Phase I of a parking strategy effort for downtown. Phase II built on the data collected in Phase I, and resulted in the development of a Toolbox containing a series of policies and actions, which was subjected to two rounds of intensive stakeholder input. Critical to the development of the principles and strategies was the participation of four key policy boards working in joint sessions, including members of Ann Arbor City Council and Planning Commission, Ann Arbor Transportation Authority board of directors and members of the Ann Arbor Downtown Development Authority. Phase II recommendations were approved on June 18, 2007 by City Council as part of its approval of several other A2D2 initiatives.

### **Urban Design Guidelines**

In March 2007, the City engaged the consultant team of Winter & Company and RACESTUDIO to facilitate public input in the development of a design framework and design guidelines for the downtown. The consultant team's Step 1 tasks involved gauging support in the community for the use of design guidelines. Public input gathered by the Design Guidelines Advisory Committee and the consultant team in May 2007 resulted in a recommendation to create downtown design guidelines, which was adopted by City Council on June 18, 2007.

### **Historic District Design Guidelines**

It needs to be noted that the proposed schedule is changed from the recommendations approved by Council in June 2007. New guidance issued by the State Historic Preservation Office (SHPO) has indicated that it is not required to appoint a study committee to develop a list of historic and non-historic resources within an existing district. The state further recommends that the Historic District Commission have final approval of the list of historic/non-historic resources. The proposed schedule to implement the recommendations for Historic Criteria approved by Council on June 18, 2007 includes modifications based on the SHPO:

Approval of the attached resolutions will provide needed direction, outlining the responsibility for actions and the timeline to complete the recommendations. Approval is important so that the City can continue the momentum of the A2D2 process and carry through the recommended actions.

Prepared by: Jayne Miller, Community Services Administrator  
Approved by: Roger W. Fraser, City Administrator

**R-443-9-07**

**RESOLUTION TO APPROVE ANN ARBOR DISCOVERING DOWNTOWN (A2D2)  
SCHEDULE FOR STREAMLINING THE DEVELOPMENT PROCESS  
(RESOLUTION A)**

Whereas, On March 20, 2006, City Council adopted Resolution R-94-3-06 to approve the Implementation Plan for the Downtown Development Strategies Final Report;

Whereas, On July 17, 2006 City Council adopted Resolution R-332-7-06 to approve the work plans for high priority projects related to downtown zoning, urban design guidelines, historic preservation criteria; parking and development processes;

Whereas, On October 3, 2006, City Council adopted Resolution R-448-10-06, appointing five Ann Arbor Discovering Downtown (A2D2) advisory committees to work with staff on the A2D2 work plans;

Whereas, The recommendations to streamline the development process were developed with the participation of the A2D2 Development Process Advisory Committee with public input and with oversight of the A2D2 Steering Committee;

Whereas, On June 18, 2007, City Council approved the recommendations for streamlining the development process along with three other A2D2 priority projects; and

Whereas, The attached schedule for implementation of the recommendations will assist staff in streamlining the development process;

RESOLVED, That City Council approve the attached implementation schedule.

Submitted by: Community Services

Date: September 24, 2007

**APPROVED  
BY ANN ARBOR CITY COUNCIL**

***September 24, 2007***

**CITY CLERK  
ANN ARBOR, MI**

Ann Arbor Discovering Downtown (A2D2) Schedule for  
Implementation of Recommendations to Streamline the Development Process  
(Resolution A)

October 2007	Identify reviewers, responsibilities and contact information (organization chart for development process)
November 2007	Establish a protocol to be used for providing process status information to all staff involved in the project review process
December 2007	Establish a protocol to be used for coordinating functions that involve other approvals (Brownfield Redevelopment Authority, Historic District Commission and Zoning Board of Appeals)
January 2008	Establish regular meetings with development community regarding topics of interest  Establish a protocol to be used that reduces the level of detail required on plans for City Planning Commission review such as engineering drawings and site grading
February 2008	Coordinate streamlining efforts with outside agencies including Washtenaw County Drain Commission, Department of Environmental Quality, etc  Establish a protocol to be used that provides for early review of projects by Planning Commission
March 2008	Create and publish detailed process maps
On-going or completed	Review of ordinances Continue with conditional approvals by City Planning Commission No building construction fee increases in FY 07/08 Establish and maintain consistency with inspections Provide early discussions with developers