



# City of Ann Arbor Citizen Participation Ordinance Guide for other projects that require public hearings

## A guide for petitioners who intend on submitting a project for the City of Ann Arbor's review

The City of Ann Arbor has adopted a Citizen Participation Ordinance (CPO) for three reasons:



**ONE:** To ensure that petitioners seeking approval of certain types of projects pursue early and effective citizen participation in conjunction with their proposed developments, giving citizens an early opportunity to learn about, understand and comment upon proposals, and providing an opportunity for citizens to be involved in the development of their neighborhood and community.



**TWO:** To provide clear expectations and formal guidance for petitioners to gather citizen comments regarding their proposals so that they may respond and attempt to mitigate any real or perceived impacts their proposed development may have on the community.



**THREE:** To facilitate ongoing communication between petitioners and interested or potentially affected citizens throughout the application review process.

### An added benefit for petitioners...

*The Citizen Participation Ordinance (CPO) formalizes a procedure for surfacing issues related to a petition early in the process before significant time is spent on detailed drawings. This ordinance will provide many benefits, including minimizing the costly and time-consuming reworking of plans that often results from getting feedback late in the design development process.*

## What types of projects are required to comply with the CPO?

Any proposed project that requires a public hearing needs to comply with the ordinance. This guide is for any project that requires a public hearing but is not specified as follows. \*

- Planned Unit Development (PUD) Site Plan

- Planned Project Site Plan

- Rezoning

- Major Site Plan  
Defined as a proposed project:

- a. Containing over 80 residential units

- b. Over 65 feet in height

- c. Over 50,000 square feet of non-residential usable floor area

- d. That may require citizen participation depending on the scope, nature or any unique or unusual characteristics as determined by the Planning & Development Services Unit Manager.

\* Note: If your project falls into one of the categories above, refer to the expanded guidebook.

# Three Step Process: Citizen Participation Ordinance requirements

## Step ONE

### Meet with Planning & Development Services Unit Staff



Make sure you know and understand the responsibilities and requirements to satisfy the ordinance. Call a planner (734.794.6265) to schedule an appointment well before you anticipate submitting a petition.

## Step TWO

### Prepare to Notify Citizens



You are required to notify citizens within 500 feet of the proposed petition site within five business days of acceptance of your petition by the Planning & Development Services Unit staff. Provide City staff with your site location and your e-mail address. City staff will provide you with a Word document of mailing labels that you can print and affix to postcards or envelopes. The mailing labels will include all property owners, addresses and registered neighborhood groups within 500 feet of the proposed petition site. Per the new ordinance, you are responsible for the cost of mailing the notices. You can save quite a bit of money by using a postcard format rather than a first class letter format.

### Mail Postcards or Letters



Choose the format which works best for you and drop the cards or letters in the mail within five business days of acceptance of your petition by the Planning & Development Services Unit staff. At the same time, provide a digital PDF copy of the card or letter so City staff can distribute it through the official City of Ann Arbor e-mail notification program (GovDelivery system). Make sure your notice conveys the following information:

- A statement explaining the citizen participation requirements, including an explanation of why and to

whom such information is being sent, the opportunities for participation, and how the information gathered through the citizen participation process will be used by the petitioner.

- A statement that a petition has been submitted along with a written description of the proposal and a conceptual sketch of the development.
- How those individuals who receive notices will be provided an opportunity to discuss the application with the petitioner and express any concerns, issues, or problems they may have with the proposed project.
- Contact name, phone number and e-mail address.

## Step THREE

### Document Comments



Provide the Planning & Development Services Unit with documentation of any meetings or discussions that are held with citizens at least 10 business days prior to the Planning Commission public hearing on the petition.



## Thank you...

*Thank you for your participation - we hope this process will improve communications between you and the citizens who may be affected by your plans.*

*For questions about these requirements, please call the City of Ann Arbor Planning & Development Services Unit staff at 734.794.6265.*

*The Citizen's Participation Ordinance can be downloaded from the Planning page of the City's Web site: [www.a2gov.org](http://www.a2gov.org).*