

Alton James  
Chairperson  
Lauren Hood, MCD  
Vice Chair/Secretary

Marcell R. Todd, Jr.  
Director

**City of Detroit**  
**CITY PLANNING COMMISSION**  
208 Coleman A. Young Municipal Center  
Detroit, Michigan 48226  
Phone: (313) 224-6225 Fax: (313) 224-4336  
e-mail: [cpc@detroitmi.gov](mailto:cpc@detroitmi.gov)

Brenda Goss Andrews  
Damion W. Ellis  
David Esparza, AIA, LEED  
Gregory Pawlowski  
Frederick E. Russell, Jr.  
Angy Webb

**City Planning Commission  
Regular Meeting  
October 17, 2019**

**Minutes**

**I. Opening**

A. Call to Order - - The meeting was called to order by Chairperson James at 5:20 pm.

B. Roll Call - Marcell Todd, Executive Director called the roll. A quorum was present

Attendees:, Ellis, Esparza, , James, Pawlowski and Russell

Excused: Andrews-Goss, Hood and Webb

C. Amendments to and approval of agenda

Commissioner Russell motioned to approve agenda, with amendements; seconded by Commissioner Pawlowski. Motion approved.

**II. Minutes**

Meeting minutes of September 19 and October 3, 2019. – **Bring back next meeting.**

**III. Public Hearings and Presentations**

A. **PRESENTATION** – Fees charged by CPC for rezoning requests and other reviews (last presentation July 19, 2018)

Chris Gulock , CPC staff, provided a summary of report submitted October 17, 2019 regarding issues relating to increasing rezoning application fees charged by CPC staff.

The Detroit Zoning Ordinance currently allows for application filing fees in Section 61-3-4, *“Applications shall be accompanied by the fee that has been established by the Buildings and Safety Engineering Department Board of Rules in regards to all fees that are charged by the Buildings and Safety Engineering Department, the Planning and Development Department, or the Department of environmental affairs, or by the City Council for fees charged by the Board of Zoning Appeals or the City Planning Commission.”*

CPC began to charge fees for processing rezoning applications in January 1995, per City

Council’s approval. The rezoning applications are: Standard Map Amendments, PD (Planned Development), PC (Public Center), PCA (Public Center Adjacent) map amendments and SD5 (Special Development District, Casinos and Casino Complexes) map amendments. CPC currently charges three hundred and fifty dollars (\$350.00) for zoning map amendments, plus twenty-five dollars (\$25.00) for each additional acre to a maximum of \$1,000.00.

CPC staff conducted online surveys of major US cities, larger cities in Michigan and Wayne County. Most major cities and large Michigan cities (including five (5) large cities in Wayne County) charge approximately \$1,000.00 or more for standard rezoning. Rezoning fees for smaller cities in Wayne County are lower. The report included information relative to land use fees charged by other City of Detroit Departments, remaining Wayne County cities; survey of twenty-five (25) municipalities in Michigan; eleven (11) major US cities; and estimated CPC staff cost.

*Commissioner Pawlowski requested a comparison based upon the amount of projects under current fee schedules and the proposed new fee schedule. Sstaff can calculate the difference and provide Commission with data.*

*Commissioner Russell requested information on the process*

*Chris Gulock, CPC staff, provided a brief summary of process; there is no cost for initial evaluation of request; fee is assessed upon receipt of application.*

**Staff Recommendation**

CPC staff recommends that r fees for different types of land use requests be clarified and the following rezoning fees be increased:

Standard Rezoning	\$1,000 for the first acre + \$50 for each additional acres to a maximum of \$2,250
PD, PD Major Plan Change SD4 (3 or more acres), SD5, PC, and PCA Rezoning	\$1,250 for first acre + \$50 for each additional Acre to a maximum of \$2,500
PC/PCA Major Plan Review	\$400
PD/PC/PCA Minor Plan Review	\$200
Text Amendment Major	\$1,000
Text Amendment Minor	\$700

- CPS staff further recommended the following policies for consideration:

For rezoning requests originating from other City departments or community organizations, the fee should be waived if the CPC agrees and then leads the initiative;

- If the CPC expands a rezoning request to include additional parces, the petitioner should be responsible for fees associated only with the orginal request;

- For text amendments, there should be a fee for requests originating outside City government, but the fee should be waived if the CPC determines the amendment has broad significance for the public good of the City; and
- Minor vs major changes with PC and PCA district fees, and minor vs. major text amendment fees be determined by the CPC Director.

Commissioner Esparza realized there is a desire to increase the fees; appreciate the benchmarking and the worksheet developed by Mr. Gulock. The proposed recommendations can be increased even more the get closer to the dollars identified on the worksheet, *Standard Rezoning, \$1500; PD, PD Major Change SD4 (3 or more acres), SD5, PC, and PCA Rezoning, \$1750; PC/PCA Major Plan Review, \$700; PD/PC/PCA Minor Plan Review, \$400; Text Amendment Major, \$1500; Text Amendment Minor, \$1000*. This is closer to the worksheet figures and has confidence on the figures put forward; expressed interest in the timeline.

Gulock, CPC Staff, There are no timelines, CPC staff hopeful that this can be moved forward giving time for City Council discussion.

Commissioner Russell requested a copy of letter presented to the Emergency Manager during the bankruptcy process relative to the responsibilities of the City Planning Commission.

**Commissioner Esparza motioned that the Commission accepts work presented except for page 6, proposing the following revised fee charges: *Standard Rezoning, \$1500; PD, PD Major Change SD4 (3 or more acres), SD5, PC, and PCA Rezoning, \$1750; PC/PCA Major Plan Review, \$700; PD/PC/PCA Minor Plan Review, \$400; Text Amendment Major, \$1500; Text Amendment Minor, \$1000*; seconded by Commissioner Russell. Motion approved.**

*Commissioner Pawlowski recommended motioned that CPC staff provide a one year review relative to impact of proposed fee schedule increase.*

**B. DISCUSSION – CPC Budget for 2020-21 (Continued from October 3, 2019)**

*Commissioner Russell made the following suggestions:*

1. *30 – 50 Personnel; travel and training of staff*
2. *Travel and training of staff every year including travel*
3. *Training and board for commissioners (i.e. Planners Association Conference; local retreat training )*
4. *CPC staff upgrade; computers and media*
5. *Food for Commissioners prior to meeting.*
6. *Commissioners' One Drive folder to eliminate paper.*

*Commissioner Pawlowski made the following suggestions*

1. *Funding to promote meetings in the seven (7) districts*
2. *Increase staff*

3. *Funding to send delegation to National Planning Meetings*
4. *Community Office (specifically for educating community organizations regarding Block Grant Applications.*
5. *Funding for mileage and gas/ partners beneficial to district; expense account for community block grant program*

*Marcell Todd, Executive Director commented that a joint meeting with the City Council may be a conflict*

*Commissioner Ellis – Business Cards/ name plates; tablets (Department equipment) with rezoning regulations*

*Commissioner Russell – Overdrive or DROP Box for agenda and materials*

**V. New Business - None**

**VI. Committee Reports - None**

**VII. Staff Report**

Discussion on Draft Meeting schedule for next year; including meetings in the community Sign Ordinance Discussion on the 7<sup>th</sup> of November  
Request to change venue for CPC meetings November 21 and December 5 to the auditorium.

**Commissioner Russell motioned to change the venue of the CPC Meetings on November 21<sup>st</sup> and December 5<sup>th</sup> to the auditorium; seconded by Commissioner Pawlowski. Motion approved.**

**Advised Commissioners to go to UniCode Corporation regarding the 2019 City Code, it has been officially recodified, Chapter 61 – Zoning is now Chapter 50, there are no hard copies.**

**VIII. Communications - None**

**IX. Public Comment - None**

**X. Adjournment**