

SUMMARY

AN ORDINANCE to amend Chapter 12 of the 2019 Detroit City Code, *Community Development*, by adding Article X, *Community Outreach*, Division 1, *Generally*, Sections 12-10-1 through Section 12-10-10; Division 2, *Notice and Distribution Requirements for Outreach Meetings, Technology Aided Outreach, and Outreach Alerts*, to include Sections 12-10-11 through Section 12-10-20; Division 3, *City-Wide Proposals, Class A Neighborhood Proposals, Class B Neighborhood Proposals, Class C Neighborhood Proposals, and Class D Neighborhood Proposals* to include Sections 12-10-21 through Section 12-10-25 to establish a community outreach process that promotes transparency and accountability and ensures community awareness on legislation, contracts, agreements, and resolutions regarding the City-Wide Proposals and Neighborhood Proposals identified in this Article.

1 **BY COUNCIL MEMBER _____** :

2 AN ORDINANCE to amend Chapter 12 of the 2019 Detroit City Code, *Community*
3 *Development*, by adding Article X, *Community Outreach*, Division 1, *Generally*, Sections 12-10-
4 1 through Section 12-10-10; Division 2, *Notice and Distribution Requirements for Outreach*
5 *Meetings, Technology Aided Outreach, and Outreach Alerts*, to include Sections 12-10-11 through
6 Section 12-10- 20; Division 3, *City-Wide Proposals, Class A Neighborhood Proposals, Class B*
7 *Neighborhood Proposals, Class C Neighborhood Proposals, and Class D Neighborhood Proposals*
8 to include Sections 12-10-21 through Section 12-10-25 to establish a community outreach process
9 that promotes transparency and accountability and ensures community awareness on legislation,
10 contracts, agreements, and resolutions regarding the City-Wide Proposals and Neighborhood
11 Proposals identified in this Article.

12 **IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT**
13 **THAT:**

14 **Section 1.** Chapter 12 of the 2019 Detroit City Code, *Community Development*, be
15 amended by adding Article X, *Community Outreach*, Section 12-10-1 through Section 12-10-25
16 to read as follows:

17 **CHAPTER 12. COMMUNITY DEVELOPMENT**

18 **ARTICLE X. COMMUNITY OUTREACH**

19 **DIVISION 1. GENERALLY**

20 **Section 12-10-1. Purpose; and Title.**

21 (a) The City is committed to community outreach that promotes transparency and
22 accountability and ensures community awareness on legislation, contracts, agreements, and

1 resolutions related to the City Wide Proposals and Neighborhood Proposals identified in this
2 Article.

3 (b) This Article shall be known as the “Detroit Community Outreach Ordinance.”

4 **Section 12-10 -2. Application of article; not applicable to certain development projects;**
5 **limitations; exemptions.**

6 (a) The application of this Article shall be limited to the City-Wide Proposals and
7 Neighborhood Proposals as defined in Section 12-10- 4 of this Code.

8 (b) This Article shall not apply to any development projects governed by Chapter 12,
9 Community Development, Article VIII, Community Benefits of this Code.

10 (c) If a stricter form of community outreach is required by other law, then this Article
11 shall not apply.

12 (d) The requirements of this Article may be waived by a two-thirds roll call vote of City
13 Council, upon submission of a resolution by the Director of the Administering Department,
14 identifying reasons that the requirements of this Article are impractical or not feasible, and
15 identifying how the City will otherwise provide an opportunity for other forms of community
16 outreach. If the resolution of a waiver is approved by City Council, the Administering Department
17 in collaboration with the Department of Neighborhoods shall forward an Outreach Alert notifying
18 the impacted area of the waiver, in accordance with the notice requirements of Section 12-10-16
19 of this Code.

20 **Section 12-10-3. Timing; requirements of article may be fulfilled by other mandated**
21 **forms of outreach; more than one City-Wide or Neighborhood Proposal may be addressed**
22 **during a community outreach process; appointment of liaison.**

1 (a) The community outreach requirements of this Article shall be completed prior to
2 City Council's consideration of the City-Wide Proposals, Class A Neighborhood Proposals and
3 Class B Neighborhood Proposals or the Administering Department's implementation of the Class
4 C Neighborhood Proposals and Class D Neighborhood Proposals identified in this Article.

5 (b) The community outreach requirements of this Article may be fulfilled by other
6 forms of outreach required by City Charter, local rules and regulations, or applicable state law,
7 provided that such proceedings are noticed in accordance with the requirements of this Article.

8 (c) The community outreach requirements of this Article may be fulfilled by
9 administering a community outreach process that addresses more than one City-Wide or
10 Neighborhood Proposal.

11 (d) City Council shall appoint a liaison from the Legislative Policy Division to monitor
12 the community outreach process set forth in this Article to provide updates to City Council.

13 **Section 12- 10-4. Definitions.**

14 Administering Department refers to the City department responsible for overseeing the
15 supervision, management and execution of the City-Wide Proposals or Neighborhood Proposals
16 identified in this Article.

17 Administrative Summary means an administrative account of the purpose, geographic
18 scope, cost/price analysis and effective date of the City-Wide or Neighborhood Proposal under
19 consideration.

20 Camera surveillance technology means City-owned video cameras installed in the City for
21 the purpose of observing an area unrelated to the execution of a search warrant or criminal
22 investigation.

1 City-Wide Proposal means all initiatives considered by City Council relating to the
2 Mayor’s annual recommended budget, bond proposals, any City-Wide Non-Motorized Urban
3 Transportation plan, any City-wide park improvement plan, and ballot initiatives that are led by
4 either the administration or City Council. City Wide Proposals are subject to the process set forth
5 in Subsection 12-10-21 (a) of this Code.

6 Class A Neighborhood Proposal means all initiatives considered by City Council relating
7 to the approval of surplus property sales, contracts regarding street scape projects and construction,
8 contracts regarding the installation of camera surveillance technology, and amendments to the City
9 of Detroit’s Master Plan. Class A Neighborhood Proposals are subject to the community outreach
10 process set forth in Subsection 12-10-22 (a) of this Code.

11 Class B Neighborhood Proposal means all initiatives considered by City Council relating
12 to neighborhood planning studies or contracts. Class B Neighborhood Proposals are subject to the
13 process set forth in Subsection 12-10-23 (a) and (b) of this Code.

14 Class C Neighborhood Proposal means all initiatives considered by an Administering
15 Department which relate to the installation or removal of bike lanes. Class C Neighborhood
16 Proposals are subject to the process set forth in Section 12-10- 24 (a) of this Code.

17 Class D Neighborhood Proposal means all initiatives considered by an Administering
18 Department which relate to the installation of speed humps or the installation of camera
19 surveillance technology. Class D Neighborhood Proposals are subject to the process set forth in
20 Section 12-10-25(a) of this Code.

21 Community Outreach means any Outreach Meeting, Technology Aided Outreach or
22 Outreach Alert that provides community awareness on legislation, contracts, agreements and

1 resolutions related to the City-Wide Proposals and Neighborhood Proposals identified in this
2 Article.

3 Community Outreach Plan means a report prepared by the Administering Department and
4 the Department of Neighborhoods that provides a detailed description of the community outreach
5 efforts that will be administered following City Council approval of the Class B Neighborhood
6 Proposals identified in this Article.

7 Community Outreach Report means a report prepared by the Administering Department
8 and the Department of Neighborhoods that provides a detailed account of the itemized concerns
9 raised by the impacted neighborhood during the community outreach process and a proposed
10 method to address each of those concerns.

11 Digital Notification means any form of automated communication received by e-mail or
12 text message.

13 Distribution List means a digital list of residents, businesses, community groups, or any
14 organization that has provided an email or telephone number for the purpose of receiving digital
15 updates from any city official or their designee.

16 Impacted Neighborhood means the geographic area that will be impacted by the City Wide
17 or Neighborhood Proposal as determined by the Administering Department or the Department of
18 Neighborhoods.

19 Neighborhood Planning Studies mean any strategic analysis completed by the City's
20 Planning and Development Department regarding neighborhood proposals which affect the social,
21 economic, and physical development and conservation of the City.

22 Outreach Meeting means any in-person or virtual meeting that provides for discussion,
23 dialogue, or comment among participants in which members of the public are able to take part.

1 Outreach Alert means any form of one-way communication that informs the community
2 or impacted neighborhood of an issue, problem, opportunity or decision, which includes website
3 postings, or digital notification.

4 Registered User means any city of Detroit resident, business, community group or
5 organization that has submitted their email address or telephone number for purposes of receiving
6 digital updates from any city official or their designee.

7 Street Scape Projects and Construction means any commercial corridor roadway
8 construction related to major aesthetic design improvements made in City neighborhoods which
9 are intended to improve the safety and quality of life for city residents, and includes sidewalk
10 replacement, lighting replacement, addition of furnishings, landscaping replacement and
11 neighborhood branding efforts.

12 Surplus Property Sales means any sale of City property that is subject to the approval of
13 City Council and involves at least five contiguous acres of publicly owned land which will be
14 transferred to a private entity for a single project.

15 Technology Aided Outreach means any form of electronic communication transmitted by
16 digital surveys or an on-line comment process that allows residents to provide community
17 comment on legislation, contracts, agreements, and resolutions related to the City-Wide Proposals
18 and Neighborhood Proposals identified in this Article.

19 **Section 12-10-5 – 12-10-10. Reserved.**

20 **DIVISION 2. NOTICE AND DISTRIBUTION REQUIREMENTS FOR**
21 **OUTREACH MEETINGS, TECHNOLOGY AIDED OUTREACH, AND OUTREACH**
22 **ALERTS**

23 **Section 12-10-11. Notice requirements of Outreach Meetings.**

1 (a) Before an Outreach Meeting required by this Article is held, notice of the meeting
2 shall be provided at least ten days prior in the manner explained by Section 12-10-12 of this Code.

3 (b) All notices of Outreach Meetings required under this Article shall include:

4 (1) The time, date and location of the meeting;

5 (2) An Administrative Summary of the City-Wide or Neighborhood Proposal under
6 consideration;

7 (3) Procedures by which persons may request translation or interpretation services
8 through the City's Human Rights Department; and,

9 (4) Procedures by which persons with disabilities may participate in the outreach
10 process.

11 **Section 12-10-12. Manner of providing notice of Outreach Meetings.**

12 (a) The Administering Department in collaboration with the Department of
13 Neighborhoods shall forward notice of each Outreach Meeting required under this Article by:

14 (1) Posting on the City of Detroit's website, the Department of Neighborhoods website,
15 and the City of Detroit's social media page;

16 (2) Sending digital notification to all residents and entities registered in the Department
17 of Neighborhoods' electronic database;

18 (3) Sending digital notification to City Council members and the established
19 Community Advisory Councils representing the impacted neighborhood;

20 (4) Broadcasting notice of the Outreach Meeting on the City's local access cable station
21 via Media Services Channel 10; and

22 (5) Providing hard copy distribution to all residents within 300 radial feet for in-person
23 meetings.

1 **Section 12-10-13. Notice requirements of Technology Aided Outreach.**

2 (a) Before any Technology Aided Outreach required by this Article is conducted,
3 notice of the Technology Aided Outreach shall be provided, in the manner explained by Section
4 12-10-14 of this Code, at least ten days prior to the start of the outreach process.

5 (b) All notices of Technology Aided Outreach shall include:

6 (1) An Administrative Summary of the City-Wide or Neighborhood Proposal under
7 consideration;

8 (2) Procedures by which persons may request translation or interpretation services
9 through the City's Human Rights Department;

10 (3) Procedures by which persons with disabilities may participate in the outreach
11 process; and

12 (4) A contact number for persons to request assistance with participation in the
13 outreach process.

14 **Section 12-10-14. Manner of providing notice of Technology Aided Outreach.**

15 (a) The Administering Department in collaboration with the Department of
16 Neighborhoods shall provide advance notice of Technology Aided Outreach by:

17 (1) Posting on the City of Detroit's website, the Department of Neighborhoods website,
18 and the City of Detroit's social media page;

19 (2) Sending digital notification to all residents and entities registered in the Department
20 of Neighborhoods electronic database;

21 (3) Providing digital notification to City Council members and the established
22 Community Advisory Councils representing the impacted neighborhood; and

- 1 (4) Broadcasting notice of the Technology Aided Outreach on the City's local access
2 cable station via Media Services Channel 10.

3 **Section 12-10-15. Notice requirements of Outreach Alert.**

- 4 (a) All Outreach Alerts required under this Section shall include:
5 (1) An Administrative Summary of the Neighborhood Proposal under consideration;
6 (2) Procedures by which interested persons may request translation or interpretation
7 services through the City's Human Rights Department;
8 (3) Procedures by which persons with disabilities may participate in the process; and
9 (4) A contact number for persons to request assistance with participation in the
10 outreach process.

11 **Section 12-10 - 16. Manner of providing Outreach Alerts.**

- 12 (a) The Administering Department in collaboration with the Department of
13 Neighborhoods shall forward Outreach Alerts required under this Article by:
14 (1) Posting on the City of Detroit's website, the Department of Neighborhoods website,
15 and the City of Detroit's social media page;
16 (2) Sending digital notification to all residents and entities registered in the Department
17 of Neighborhoods electronic databases;
18 (3) Providing digital notification to Detroit City Council members and the established
19 Community Advisory Council representing the impacted neighborhood; and
20 (4) Broadcasting the Outreach Alerts on the City's local access cable station via Media
21 Services Channel 10.

22 **Section 12-10-17. Distribution requirements of City Council.**

1 City Council may forward notice of any Outreach Meetings, Technology Aided Outreach
2 or Outreach Alerts required under this Section by sending digital notification of the outreach
3 process to registered users and entities on their respective distribution lists.

4 **Section 12-10-18: Distribution requirements of Community Advisory Councils established**
5 **by this Code.**

6 The established Community Advisory Councils, representing the impacted neighborhood
7 shall forward notice of any Outreach Meetings, Technology Aided Outreach, or Outreach Alerts
8 by sending digital notification of the outreach process to registered users and entities on their
9 respective distribution lists.

10 **Section 12-10-19 – 12-10-20. Reserved.**

11 **DIVISION 3. CITY WIDE PROPOSALS, CLASS A NEIGHBORHOOD PROPOSALS,**
12 **CLASS B NEIGHBORHOOD PROPOSALS, CLASS C NEIGHBORHOOD**
13 **PROPOSALS, AND CLASS D NEIGHBORHOOD PROPOSALS**

14 **Section 12-10-21. City-Wide Proposals.**

15 (a) Community Outreach Process

16 (1) Prior to submitting a City-Wide Proposal to City Council for consideration,
17 a representative of the Administering Department in collaboration with the
18 Department of Neighborhoods, shall hold one Outreach Meeting in each of
19 the seven City Council districts.

20 (2) The Administering Department shall present an Administrative Summary
21 of the proposed legislation, contract, agreement or resolution at the
22 meeting(s) required under Subsection (a)(1) of this section and discuss ways

1 in which the proposed legislation, contract, agreement or resolution is
2 anticipated to affect the impacted neighborhood.

3 (3) If an Outreach Meeting is not feasible, Technology Aided Outreach may
4 be used to allow community input for a minimum of four weeks.

5 (4) The Administering Department in collaboration with the Department of
6 Neighborhoods shall provide a Community Outreach Report to City
7 Council regarding the proposed legislation, contract, agreement or
8 resolution, prior to the request for any approval of a City-Wide Proposal.

9 The Community Outreach Report shall contain:

10 a. A detailed account of notice provided to organize the community
11 outreach process;

12 b. An itemized list of concerns raised by the impacted neighborhood
13 during the outreach process required under this Article;

14 c. Any proposed method to address the concerns raised by the
15 impacted community, or why a particular concern will not be
16 addressed;

17 d. Any submitted letters, comments, or reports from a resident,
18 business, neighborhood organization or community group within
19 the City of Detroit; and

20 e. If provided, a report from the established Community Advisory
21 Council within each district.

22 **Section 12-10-22. Class A Neighborhood Proposals**

23 (a) Community Outreach Process

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- (1) Prior to submitting a Class A Neighborhood Proposal to City Council for consideration, a representative of the Administering Department in collaboration with the Department of Neighborhoods, shall hold two Outreach Meetings in the impacted neighborhood.

- (2) The Administering Department shall present an Administrative Summary of the proposed legislation, contract, agreement or resolution at the meeting(s) required under Subsection (a)(1) of this section and discuss ways in which the proposed legislation, contract, agreement or resolution is anticipated to affect the impacted neighborhood.

- (3) If an Outreach Meeting is not feasible, Technology Aided Outreach may be used to allow community input for a minimum of two weeks.

- (4) The Administering Department in collaboration with the Department of Neighborhoods shall provide a Community Outreach Report to City Council regarding the proposed legislation, contract, agreement or resolution prior to the request for any approval of a Class A Neighborhood Proposal. The Community Outreach Report shall contain:
 - a. A detailed account of notice provided to organize the community outreach process;

 - b. An itemized list of concerns raised by the impacted neighborhood during the outreach process required under this Article;

 - c. Any proposed method to address the concerns raised by the impacted neighborhood, or why a particular concern will not be addressed;

- 1 d. Any submitted letters, comments, or reports from a resident,
2 business, neighborhood organization or community group within
3 the impacted neighborhood; and
4 e. If provided, a report from the established Community Advisory
5 Council within each impacted neighborhood.

6 **Section 12-10-23. Class B Neighborhood Proposals**

7 (a) Community Outreach Process

- 8 (1) Prior to submitting a Class B Neighborhood Proposal to City Council for
9 consideration, a designated representative of the Administering Department
10 in collaboration with the Department of Neighborhoods, shall hold two
11 Outreach Meetings in the impacted neighborhood.
- 12 (2) The Administering Department shall present an Administrative Summary
13 of the proposed legislation, contract, agreement or resolution at the
14 meeting(s) required under Subsection (a)(1) of this section and discuss ways
15 in which the proposed legislation, contract, agreement or resolution is
16 anticipated to affect the impacted neighborhood.
- 17 (3) If an Outreach Meeting is not feasible, Technology Aided Outreach may
18 be used to allow community input for a minimum of two weeks.
- 19 (4) The Administering Department in collaboration with the Department of
20 Neighborhoods shall provide a Community Outreach Report to the City
21 Council regarding the proposed legislation, contract, agreement or
22 resolution prior to the request for any approval of a Class B Neighborhood
23 Proposal. The Community Outreach Report shall contain:

- 1 a. A detailed account of notice provided to organize the community
2 outreach process;
- 3 b. An itemized list of concerns raised by the impacted community
4 during the outreach process required under this Article;
- 5 c. Any proposed method to address the concerns raised by the
6 impacted neighborhood, or why a particular concern will not be
7 addressed;
- 8 d. Any submitted letters, comments, or reports from a resident,
9 business, neighborhood organization or community group within
10 the impacted neighborhood; and
- 11 e. If provided, a report from the established Community Advisory
12 Council within each district.

13 (b) In addition to the outreach requirements required in Subsection (a) of this section,
14 the Administering Department and the Department of Neighborhoods shall submit a Community
15 Outreach Plan to City Council providing a detailed description of all community outreach efforts
16 that will be administered following City Council's approval of the Class B Neighborhood
17 Proposal.

18 **Section 12-10-24. Class C Neighborhood Proposals**

- 19 (a) Community Outreach Process
- 20 (1) Prior to the implementation of a Class C Neighborhood Proposal a
21 representative of the Administering Department, in collaboration with the
22 Department of Neighborhoods, shall hold two Outreach Meetings
23 throughout the impacted neighborhood.

1 (2) The Administering Department shall present an Administrative Summary
2 of the proposed legislation, contract, agreement or resolution at the
3 meeting(s) required under Subsection (a)(1) and discuss ways in which the
4 proposed legislation, contract, agreement or resolution is anticipated to
5 affect the impacted neighborhood.

6 (3) If an Outreach Meeting is not feasible, Technology Aided Outreach may
7 be used to allow community input for a minimum of two weeks.

8 **Section 12-10- 25. Class D Neighborhood Proposals**

9 (a) Community Outreach Process

10 (1) The Administering Department and the Department of Neighborhoods shall
11 provide an Outreach Alert of when the Administering Department plans to
12 implement a Class D Neighborhood Proposal to the impacted neighborhood
13 in accordance with the requirements of Section 12-10-15 through Section
14 12-10- 17 of this Article.

Section 2. This ordinance is hereby declared necessary to preserve the public peace, health, safety and welfare of the people of the City of Detroit.

Section 3. All ordinances, or parts of ordinances, that conflict with this ordinance are repealed.

Section 4. In the event that this ordinance is passed by two-thirds (2/3) majority of City Council Members serving, it shall be given immediate effect and become effective upon publication in accordance with Section 4-118 of the Detroit City Charter. Where this ordinance is passed by less than a two-thirds (2/3) majority of City Council Members serving, it shall become

effective on the thirtieth (30) day after enactment, or on the first day thereafter, in accordance with Section 4-118 of the 2012 Detroit City Charter.

Approved as to form:



Lawrence T. García
Corporation Counsel