


**David Whitaker, Esq.**  
*Director*  
**Irvin Corley, Jr.**  
*Executive Policy Manager*  
**Marcell R. Todd, Jr.**  
*Director, City Planning*  
*Commission*  
**Janese Chapman**  
*Director, Historic Designation*  
*Advisory Board*

**City of Detroit**  
**CITY COUNCIL**  
**LEGISLATIVE POLICY DIVISION**  
**208 Coleman A. Young Municipal Center**  
**Detroit, Michigan 48226**  
**Phone: (313) 224-4946 Fax: (313) 224-4336**

**Derrick Headd**  
**Marcel Hurt, Esq.**  
**Kimani Jeffrey**  
**Phillip Keller, Esq.**  
**Edward King**  
**Kelsey Maas**  
**Jamie Murphy**  
**Analine Powers, Ph.D.**  
**W. Akilah Redmond**  
**Laurie Anne Sabatini**  
**Rebecca Savage**  
**Sabrina Shockley**  
**Renee Short**  
**Floyd Stanley**  
**Thomas Stephens, Esq.**  
**Timarie Szwed**  
**Theresa Thomas**  
**Ashley A. Wilson**

**John Alexander**  
**Roland Amarteifio**  
**Megha Bamola**  
**LaKisha Barclift, Esq.**  
**Paige Blessman**  
**M. Rory Bolger, Ph.D., FAICP**  
**Eric Fazzini, AICP**  
**Willene Green**  
**Christopher Gulock, AICP**

TO: James Ribbron, Director  
Board of Zoning Appeals

FROM: David Whitaker, Director   
Legislative Policy Division

DATE: March 17, 2023

SUBJECT: 2023-2024 Budget Analysis

Attached is our budget analysis regarding the Board of Zoning Appeals' budget for the 2023-2024 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Wednesday, March 22, 2023, at 3:00 pm**. We would then appreciate a written response to the issues/questions at your earliest convenience before or after your budget hearing. Please forward a copy of your response to the Council Members, the City Clerk's Office, and the Legislative Policy Division.

Please contact us if you have any questions regarding our budget analysis.

Thank you for your cooperation in this matter.

Attachments

cc: Council Members  
Auditor General's Office  
Jay Rising, Chief Financial Officer  
Tanya Stoudemire, Chief Deputy CFO-Policy & Administrative Director  
Steve Watson, Budget Director  
Malik Washington, Mayor's Office  
Rachel Schafer, Budget Analyst  
James George, Agency OCFO

## Board of Zoning Appeals (51)

### FY 2023-2024 Budget Analysis by the Legislative Policy Division

#### Issues and Questions

- 1) Please briefly explain the new expense initiatives the Board of Zoning Appeals is planning to implement in FY 2024. Please provide which appropriation/cost center the new initiatives will affect in FY 2024.
- 2) Please briefly explain the new capital funding requests the Board of Zoning Appeals is planning to implement in FY 2024. Please provide which appropriation/cost center the new requests will affect in FY 2024.
- 3) Please briefly explain the operational reform and savings proposals the Board of Zoning Appeals is planning to implement in FY 2024. Please provide which appropriation/cost center the new reforms/proposals will affect in FY 2024.
- 4) Please briefly explain the new revenue initiatives/proposals the Board of Zoning Appeals is planning to implement in FY 2024. Please provide which appropriation/cost center the new initiatives/proposals will affect in FY 2024.
- 5) On page B51-4, for FY 2024, Employee Benefits will decrease by \$4,985 or 5% (\$109,634 to \$104,649), but the FTE will remain at four (4) and there is no change in FTEs within each job title. Please briefly explain the cause for the decrease in Employee Benefits, while Salaries & Wages increase by \$7,553 in FY 2024.
- 6) The recommended expense for Professional & Contractual Services has no change from the adopted FY 2023 budget to FY 2024 budget.
  - a) What types of contractual services will BZA have?
  - b) When will existing contractual services need to be renewed?
  - c) How much will BZA spend on litigation over various disputes through outside counsel in the current fiscal year?
- 7) For FY 2024, Operating Services will decrease by \$56,058 (\$71,523 to \$15,465) or 78%. Please explain the cause for the decrease. Please explain the impact of the large decrease in Operating Services on BZA operations in FY 2024.
- 8) One of the BZA's goals is to provide technical assistance to potential BZA applicants to ensure a thorough understanding of the City of Detroit Zoning Ordinance. Please describe how BZA educates and assists these potential applicants at the time of application.

# ZONING APPEALS BOARD (51)

## Mission

As a quasi-judicial body, the Board of Zoning Appeals' (BZA) primary role is to hear and rule on appeals for relief or relaxation of provisions of the zoning ordinance from any person, firm, partnership or corporation; or by any officer, department, commission, board, or bureau of the City aggrieved by a decision of an enforcing officer or of the Buildings, Safety, Engineering and Environmental Department. The Board conducts investigations and public hearings to determine whether variances, exceptions or modifications of approved regulated uses of land will be in the best interest of the public and that the spirit and intent of the zoning ordinance is upheld. The Board has discretionary powers granted by the local zoning ordinance and State Enabling Act. Any adjustment or reversal must conform to the Ordinance and provide neighborhood commercial stabilization.

## Operating Programs and Services

- **Zoning Appeals Division** reviews any order, requirement, decision or determination made in the enforcement of the City of Detroit Zoning Ordinance. The Board has certain discretionary powers in making its decision to comply with the powers granted to it by the local zoning ordinance and State Enabling Act. Any adjustment or reversal must conform to the provisions of the zoning ordinance and provide neighborhood and commercial stabilization.

# ZONING APPEALS BOARD (51)

## Goals, Strategic Priorities and Related City Outcomes

Goals / Strategic Priorities	Timeframe	Related City Outcome
1. Ensure that City land use is congruent with the spirit and intent of the ordinance through improved zoning and land use training	January 2023 – December 2023	Efficient & Innovative Operations
2. Provide technical assistance to potential BZA applicants at the point of application to ensure a thorough understanding of the ordinance and the applicant’s request	January 2023 – December 2023	Efficient & Innovative Operations
3. Enhance the quality of services to citizens and businesses through improved land use and planning technology	January 2023 – December 2023	Efficient & Innovative Operations
4. Respond to City Council, administration and departmental referrals	January 2023 – December 2023	Economic Equity & Opportunity
5. Make just decisions as they affect the applicant, people in the immediate vicinity of the property and the public	January 2023 – December 2023	Economic Equity & Opportunity

## Budget By Service

Services	FY 2024 Mayor Proposed	FY 2024 Mayor Proposed FTE
Technical Assistance	\$366,134	3.0
Zoning Appeals investigations	\$218,362	1.0
<b>Total:</b>	<b>\$584,496</b>	<b>4.0</b>

**Department Name:** Zoning Appeals

**Department #:** 51

**Budget Summary:**

	FY2022 Actual		FY2023 Adopted		FY2024 Mayor Proposed	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	115,199	115,199	110,000	110,000	110,000	110,000
Total Expenditures	548,873	548,873	637,986	637,986	584,496	584,496
<b>Net Tax Cost</b>	<b>433,674</b>	<b>433,674</b>	<b>527,986</b>	<b>527,986</b>	<b>474,496</b>	<b>474,496</b>

	FY2025 Forecast		FY2026 Forecast		FY2027 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	110,000	110,000	110,000	110,000	110,000	110,000
Total Expenditures	596,331	596,331	604,572	604,572	612,714	612,714
<b>Net Tax Cost</b>	<b>486,331</b>	<b>486,331</b>	<b>494,572</b>	<b>494,572</b>	<b>502,714</b>	<b>502,714</b>

Positions (by FTE):	2/10/2023 Actual	FY2023 Adopted	FY2024 Mayor Proposed	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast
General Fund	4	4	4	4	4	4
Non-General Fund	-	-	-	-	-	-
ARPA	-	-	-	-	-	-
<b>Total Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS  
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name Summary Category	FY2023 Adopted	FY2024 Mayor Proposed	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast
<b>51 - Zoning Appeals</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>
Salaries & Wages	320,197	327,750	334,305	339,320	344,410
Employee Benefits	109,634	104,649	106,886	108,561	110,048
Professional & Contractual Services	107,140	107,140	109,283	110,376	111,480
Operating Supplies	28,000	28,000	28,560	28,846	29,134
Operating Services	71,523	15,465	15,775	15,932	16,090
Other Expenses	1,492	1,492	1,522	1,537	1,552
<b>Grand Total</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
REVENUES BY SUMMARY CATEGORY - ALL FUNDS  
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name Summary Category	FY2023 Adopted	FY2024 Mayor Proposed	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast
<b>51 - Zoning Appeals</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
Sales & Charges for Services	110,000	110,000	110,000	110,000	110,000
<b>Grand Total</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL  
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name Fund # - Fund Name Summary Category	FY2023 Adopted	FY2024 Mayor Proposed	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast
<b>51 - Zoning Appeals</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>
<b>1000 - General Fund</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>
Salaries & Wages	320,197	327,750	334,305	339,320	344,410
Employee Benefits	109,634	104,649	106,886	108,561	110,048
Professional & Contractual Services	107,140	107,140	109,283	110,376	111,480
Operating Supplies	28,000	28,000	28,560	28,846	29,134
Operating Services	71,523	15,465	15,775	15,932	16,090
Other Expenses	1,492	1,492	1,522	1,537	1,552
<b>Grand Total</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>



**CITY OF DETROIT  
BUDGET DEVELOPMENT  
REVENUES BY SUMMARY CATEGORY - FUND DETAIL  
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name Fund # - Fund Name Summary Category	FY2023 Adopted	FY2024 Mayor Proposed	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast
<b>51 - Zoning Appeals</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
<b>1000 - General Fund</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
Sales & Charges for Services	110,000	110,000	110,000	110,000	110,000
<b>Grand Total</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - EXPENDITURES  
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name					
Fund # - Fund Name	FY2023	FY2024	FY2025	FY2026	FY2027
Appropriation # - Appropriation Name	Adopted	Mayor Proposed	Forecast	Forecast	Forecast
Cost Center # - Cost Center Name					
<b>51 - Zoning Appeals</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>
<b>1000 - General Fund</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>
<b>27510 - Zoning &amp; Land Use Controls</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>
510010 - Board of Zoning Appeals Administration	637,986	584,496	596,331	604,572	612,714
<b>Grand Total</b>	<b>637,986</b>	<b>584,496</b>	<b>596,331</b>	<b>604,572</b>	<b>612,714</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER - REVENUES  
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name					
Fund # - Fund Name	FY2023	FY2024	FY2025	FY2026	FY2027
Appropriation # - Appropriation Name	Adopted	Mayor Proposed	Forecast	Forecast	Forecast
Cost Center # - Cost Center Name					
<b>51 - Zoning Appeals</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
<b>1000 - General Fund</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
<b>27510 - Zoning &amp; Land Use Controls</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
510010 - Board of Zoning Appeals Administration	110,000	110,000	110,000	110,000	110,000
<b>Grand Total</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
POSITION DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER  
DEPARTMENT 51 - ZONING APPEALS**

Department # - Department Name					
Fund # - Fund Name					
Appropriation # - Appropriation Name	FY2023	FY2024	FY2025	FY2026	FY2027
Cost Center # - Cost Center Name	Adopted	Mayor Proposed	Forecast	Forecast	Forecast
Job Code - Job Title					
<b>51 - Zoning Appeals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>1000 - General Fund</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>27510 - Zoning &amp; Land Use Controls</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>510010 - Board of Zoning Appeals Administration</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
012063.Director Board of Zoning Appeals	1	1	1	1	1
013376.Executive Administrative Assistant II	1	1	1	1	1
199034.Zoning Inspector Zoning Appeals	1	1	1	1	1
43601102.Administrative Assistant II	1	1	1	1	1
<b>Grand Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>