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TO: James Ribbron, Director
Board of Zoning Appeals

FROM: David Whitaker, Director 
Legislative Policy Division

DATE: March 10, 2025

SUBJECT: 2025-2026 Budget Analysis

Attached is our budget analysis regarding your agency's budget for the 2025-2026 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Wednesday, March 12, 2025, 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 & Administration Director/Interim Budget Director
Donnie Johnson, Deputy Budget Director
Andre Blair, Agency OCFO
Malcolm Walker, Budget Analyst
Malik Washington, Mayor's Office

BZA (51)
Board of Zoning Appeals

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.

Issues and Questions

1. Please briefly explain any new expense initiatives, capital funding requests, operational reform and savings proposals, and new revenue initiatives/proposals to be implemented by the Board of Zoning Appeals in FY 2026. Please provide which appropriation/cost center the new initiatives will affect in FY 2026.
2. According to the Office of the Chief Financial Officer (OCFO), the Board of Zoning Appeals had one (1) vacancy through February 5, 2025.
 - a. Please indicate your number of vacancies as of March 10, 2025.
 - b. Please explain the difficulty of filling the vacancy and your strategy to fill the position.
3. For FY 2026, revenues from zoning appeals are expected to increase by \$21,000 or 23%. Please provide an explanation for the increase.
4. For FY 2026, expenditures for Professional & Contractual Services are expected to decrease by \$12,600 or 8%. Please explain the reason for the decrease and the impact on BZA operations in FY 2026.
5. For FY 2026, expenditures for Operating Supplies are expected to decrease by \$7,939 or 48.3%. Please provide an explanation for the decrease and the impact on BZA operations in FY 2026.

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 2025 – December 2025	Effective Governance
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 2025 – December 2025	Effective Governance
3. Enhance the quality of services to citizens and businesses through improved land use and planning technology	January 2025 – December 2025	Economic Equity and Opportunity
4. Respond to City Council, administration, and departmental referrals	January 2025 – December 2025	Efficient and Innovative Operations
5. Make just decisions as they affect the applicant, people in the immediate vicinity of the property, and the public	January 2025 – December 2025	Effective Governance
6. Ensure that City land use is congruent with the spirit and intent of the ordinance through improved zoning and land use training	January 2025 – December 2025	Effective Governance

Budget By Service

Services	FY 2026 Mayor Proposed	FY 2026 Mayor Proposed FTE
Zoning Appeals Investigations	\$641,919	4.0
Total:	\$641,919	4.0

Metrics and Data

Metrics	Data	Related Goal #
Receive and complete 100 Building and Safety Cases Annually	To be collected	5
Complete 15% Investigations and have each case on Docket within 30 Days.	To be collected	5

Department 51 - Board of Zoning Appeals

Budget Summary

	FY2024 Actual		FY2025 Adopted		FY2026 Mayor Proposed	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	238,356	238,356	91,000	91,000	112,000	112,000
Total Expenditures	450,324	450,324	636,840	636,840	641,919	641,919
Net Tax Cost	211,968	211,968	545,840	545,840	529,919	529,919

	FY2027 Forecast		FY2028 Forecast		FY2029 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	114,000	114,000	116,000	116,000	118,000	118,000
Total Expenditures	652,520	652,520	663,315	663,315	674,308	674,308
Net Tax Cost	538,520	538,520	547,315	547,315	556,308	556,308

General Fund Recurring vs One-Time Expenditures

	FY2025 Adopted	FY2026 Mayor Proposed
Recurring Expenditures	636,840	641,919
One-Time Expenditures	-	-
Total Expenditures	636,840	641,919

Positions (by FTE)

	2/5/2025 Actual	FY2025 Adopted	FY2026 Mayor Proposed	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast
General Fund	3.00	4.00	4.00	4.00	4.00	4.00
Non-General Fund	-	-	-	-	-	-
ARPA	-	-	-	-	-	-
Total Positions	3.00	4.00	4.00	4.00	4.00	4.00

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

Department # - Department Name Summary Category	FY2025 Adopted	FY2026 Mayor Proposed	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast
51 - Board of Zoning Appeals	636,840	641,919	652,520	663,315	674,308
Salaries & Wages	339,644	354,997	362,097	369,339	376,726
Employee Benefits	107,932	114,272	116,046	117,855	119,700
Professional & Contractual Services	154,000	141,400	142,814	144,243	145,685
Operating Supplies	16,439	8,500	8,585	8,671	8,758
Operating Services	17,325	18,250	18,433	18,617	18,803
Other Expenses	1,500	4,500	4,545	4,590	4,636
Grand Total	636,840	641,919	652,520	663,315	674,308

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

Department # - Department Name Summary Category	FY2025 Adopted	FY2026 Mayor Proposed	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast
51 - Board of Zoning Appeals	91,000	112,000	114,000	116,000	118,000
Sales & Charges for Services	91,000	112,000	114,000	116,000	118,000
Grand Total	91,000	112,000	114,000	116,000	118,000

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

Department # - Department Name Fund # - Fund Name Summary Category	FY2025 Adopted	FY2026 Mayor Proposed	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast
51 - Board of Zoning Appeals	636,840	641,919	652,520	663,315	674,308
1000 - General Fund	636,840	641,919	652,520	663,315	674,308
Salaries & Wages	339,644	354,997	362,097	369,339	376,726
Employee Benefits	107,932	114,272	116,046	117,855	119,700
Professional & Contractual Services	154,000	141,400	142,814	144,243	145,685
Operating Supplies	16,439	8,500	8,585	8,671	8,758
Operating Services	17,325	18,250	18,433	18,617	18,803
Other Expenses	1,500	4,500	4,545	4,590	4,636
Grand Total	636,840	641,919	652,520	663,315	674,308

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

Department # - Department Name Fund # - Fund Name Summary Category	FY2025 Adopted	FY2026 Mayor Proposed	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast
51 - Board of Zoning Appeals	91,000	112,000	114,000	116,000	118,000
1000 - General Fund	91,000	112,000	114,000	116,000	118,000
Sales & Charges for Services	91,000	112,000	114,000	116,000	118,000
Grand Total	91,000	112,000	114,000	116,000	118,000

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

Department # - Department Name					
Fund # - Fund Name	FY2025	FY2026	FY2027	FY2028	FY2029
Appropriation # - Appropriation Name	Adopted	Mayor Proposed	Forecast	Forecast	Forecast
Cost Center # - Cost Center Name					
51 - Board of Zoning Appeals	636,840	641,919	652,520	663,315	674,308
1000 - General Fund	636,840	641,919	652,520	663,315	674,308
27510 - Zoning & Land Use Controls	636,840	641,919	652,520	663,315	674,308
510010 - Board of Zoning Appeals Administration	636,840	641,919	652,520	663,315	674,308
Grand Total	636,840	641,919	652,520	663,315	674,308

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

Department # - Department Name	FY2025	FY2026	FY2027	FY2028	FY2029
Fund # - Fund Name	Adopted	Mayor Proposed	Forecast	Forecast	Forecast
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
51 - Board of Zoning Appeals	91,000	112,000	114,000	116,000	118,000
1000 - General Fund	91,000	112,000	114,000	116,000	118,000
27510 - Zoning & Land Use Controls	91,000	112,000	114,000	116,000	118,000
510010 - Board of Zoning Appeals Administration	91,000	112,000	114,000	116,000	118,000
Grand Total	91,000	112,000	114,000	116,000	118,000

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

Department # - Department Name					
Fund # - Fund Name					
Appropriation # - Appropriation Name	FY2025	FY2026	FY2027	FY2028	FY2029
Cost Center # - Cost Center Name	Adopted	Mayor Proposed	Forecast	Forecast	Forecast
Job Code - Job Title					
51 - Board of Zoning Appeals	4.00	4.00	4.00	4.00	4.00
1000 - General Fund	4.00	4.00	4.00	4.00	4.00
27510 - Zoning & Land Use Controls	4.00	4.00	4.00	4.00	4.00
510010 - Board of Zoning Appeals Administration	4.00	4.00	4.00	4.00	4.00
013376 - Executive Administrative Assistant 2	1.00	1.00	1.00	1.00	1.00
43601102 - Administrative Assistant 2	1.00	1.00	1.00	1.00	1.00
012063 - Director Board Of Zoning Appeals	1.00	1.00	1.00	1.00	1.00
199034 - Zoning Inspector Zoning Appeals	1.00	1.00	1.00	1.00	1.00
Grand Total	4.00	4.00	4.00	4.00	4.00