

## PLANNING DEPARTMENT (43)

### *AGENCY PLAN: MISSION, GOALS AND ACTIVITY SUMMARY*

#### **MISSION:**

The mission of the City of Detroit's Planning & Development Department (PDD) is to build a city secure in its future, grounded in its roots and hopeful in its present state. The vision that supports PDD's mission is a healthy and beautiful Detroit, built on inclusionary growth, economic opportunity and an atmosphere of trust.

#### **DESCRIPTION:**

Offices within the Planning & Development Department carry these responsibilities in support of the department's mission and vision:

The **Office of Planning and Design** provides planning and design leadership and coordination in three city regions (East, Central and West), which achieves neighborhood stabilization and revitalization and supports the growth of population and jobs.

The **Office of Zoning Innovations** translates City and neighborhood visions into regulatory language, ordinances and initiatives that guide developmental efforts, performs design review and oversees the Community Benefits Ordinance process.

The **Office of Historic Preservation** translates City and neighborhood visions into regulatory language, ordinances and initiatives that guide developmental efforts, environmental protection efforts, and the preservation of critical historic assets.

The **Office of Urban Research and Outreach** extracts, compiles, and interprets a large volume of quantitative and qualitative data from databases and neighborhood stakeholders to measure the performance of PDD's initiatives and development strategies. It also guides strategic planning, specifically the development and the implementation of a city Master Plan that captures the City's long-range vision for development and preservation and land use policies that support citywide and neighborhood visions for walkable, urban growth.

The **Office of Yes!** supports the efficient and cost-effective operations of PDD, including management of the Department's personnel operations and operating budget, grants, and contracts; its partnerships with key vendors, foundation and university partners; and its large-scale community communications, meetings, and workshops.

#### **AGENCY GOALS:**

Through the Planning & Development Department, the City of Detroit is committed to the following beliefs and values:

1. That every citizen has the right to live in a socially, environmentally, and economically healthy community.
2. That Detroit is blessed with a rich history and tremendous physical assets with opportunities for historic and environmental preservation.
3. That the potential of the City will best be realized by embracing the broadest, most far-reaching and inclusive vision of what is possible.
4. That citizen engagement strengthens decisions and generates confidence in the future.

**Department Name:** Planning & Development Department (PDD)

**Department #:** 43

**Budget Summary:**

	FY 2018 Actual		FY 2019 Adopted Budget		FY 2020 Recommended Budget	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	45,656	45,656	25,000	2,460,372	25,000	2,775,000
Total Expenditures	2,222,529	4,843,994	3,091,681	10,872,053	3,119,571	5,869,571
<b>Net Tax Cost</b>	<b>2,176,873</b>	<b>4,798,338</b>	<b>3,066,681</b>	<b>8,411,681</b>	<b>3,094,571</b>	<b>3,094,571</b>

	FY 2021 Forecast		FY 2022 Forecast		FY 2023 Forecast	
	General Fund	All Funds	General Fund	All Funds	General Fund	All Funds
Total Revenues	25,000	2,775,000	25,000	2,775,000	25,000	2,775,000
Total Expenditures	3,149,408	5,899,408	3,195,143	5,945,143	3,241,792	5,991,792
<b>Net Tax Cost</b>	<b>3,124,408</b>	<b>3,124,408</b>	<b>3,170,143</b>	<b>3,170,143</b>	<b>3,216,792</b>	<b>3,216,792</b>

Positions (by FTE):	1/1/2019 Actual	FY 2019 Adopted	FY 2020 Recommended	FY 2021 Forecast	FY 2022 Forecast	FY 2023 Forecast
General Fund	15	22	22	22	22	22
Non-General Fund	17	19	18	18	18	18
<b>Total Positions</b>	<b>32</b>	<b>41</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

## **PLANNING DEPARTMENT (43)**

### **ACTIVITY DESCRIPTIONS:**

#### **Office of Planning and Design**

1. Provides project management for the creation of neighborhood, commercial, business, industrial, historic district and citywide plans, including coordination with other City agencies and non-governmental partners, in three (3) city regions: East, Central and West.
2. Engages local communities in participatory planning through community workshops, design workshops, and presentations.
3. Develops urban design guidelines, including urban design objectives and urban design overlays for Requests for Proposals (RFP) and public developments.
4. Designs public realm improvements that support a variety of public uses for parks, streetscapes, open spaces, public art and supports implementation.
5. Develops landscape standards for vacant land maintenance and land stewardship schemes, including urban agriculture and green storm water infrastructure.
6. Identifies promising development sites, supports parcel assembly, and develops building-reuse scenarios for historic structures.

#### **Office of Zoning Innovations**

1. Guides the translation and implementation of zoning regulations that support neighborhood visions and City of Detroit goals working with the City Planning Commission and City Council.
2. Crafts amendments and new zoning regulations guided by the input of neighborhoods and City of Detroit long-range goals.
3. Guides the City's Community Benefits Ordinance process.
4. Performs design review.

#### **Office of Historic Preservation**

1. Using historical/heritage research, identifies and coordinates preservation of the City of Detroit's key historic buildings and sites.
2. Reviews permit applications, conducts historic district reviews, and investigates and resolves complaints within neighborhoods.
3. Serves as the liaison with the City of Detroit's City Planning Commission (CPC), Detroit Building Authority (DBA), Historic Designation Advisory Board (HDAB), Historic District Commission (HDC), Housing and Revitalization Department (HRD), and Buildings, Safety, Engineering and Environmental Department (BSEED).
4. Guides the development and implementation of and compliance with the City of Detroit's historic district ordinances.
5. Ensures compliance with federal historic preservation and environmental regulations, such as the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).
6. Conducts fieldwork to monitor historic sites for violations and assumes responsibility for violations reporting.
7. Provides orientation and training to new and existing staff and Commission/Council members on both general and specialized issues of interest.

#### **Office of Urban Research and Outreach**

1. Extracts, compiles, and interprets a large volume of quantitative and qualitative data from databases and neighborhood stakeholders to measure the performance of PDD's initiatives and development strategies.
2. Collects and analyzes demographic, environmental, and other data to support the identification of promising development and critical sites in priority corridors.
3. Utilizes GIS for spatial analyses, such as the overlay of demographic data (youth population) with land use (such as schools and parks), and to support targeting of resources (such as funding of youth programs).

## **PLANNING DEPARTMENT (43)**

4. Develops and monitors metrics to track PDD's success in achieving goals for population growth, economic development and neighborhood revitalization.
5. Leads engagement with local leaders and community stakeholders, ensures public voices provide important guidance to PDD's operations and performance.

### **Office of Yes!**

1. Supports the identification, recruiting and retaining of professional planning staff in accordance with departmental hiring plans.
2. Manages foundation requests and relationships for planning projects, including grant writing, tracking, and reporting.
3. Coordinates and manages special projects, including internship and fellows programs, and major professional convening's, including the Detroit Housing Expo and DETROIT BUILD in 2017, Biennial of Landscape Architecture in 2018.
4. Coordinates and manages department's evolving project development and budgeting approaches into a set of best practices.
5. Provides operations support for all PDD activities.
6. Supports the negotiation and management of vendor contracts for professional services.
7. Provides executive support for PDD's leadership and provides administrative support for all PDD's staff.
8. Works, in partnership, with the OCFO (Offices of Contracting and Procurement; Financial Departmental Services; Development and Grants) and other City departments and agencies as feasible.

CITY OF DETROIT  
 BUDGET DEVELOPMENT  
 EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS

Department # - Department Name Summary Category	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
43 - Planning & Development Department (PDD)	10,872,053	5,869,571	5,899,408	5,945,143	5,991,792
Salaries & Wages	3,424,404	3,523,424	3,563,791	3,604,967	3,646,966
Employee Benefits	1,283,817	1,240,942	1,245,412	1,249,971	1,254,621
Professional & Contractual Services	180,000	60,000	60,000	60,000	60,000
Operating Supplies	9,000	63,714	63,714	63,714	63,714
Operating Services	217,832	203,318	203,318	203,318	203,318
Equipment Acquisition	5,345,000	-	-	-	-
Other Expenses	412,000	778,173	763,173	763,173	763,173
<b>Grand Total</b>	<b>10,872,053</b>	<b>5,869,571</b>	<b>5,899,408</b>	<b>5,945,143</b>	<b>5,991,792</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
REVENUES BY SUMMARY CATEGORY - ALL FUNDS**

<b>Department # - Department Name Summary Category</b>	<b>FY2019 Adopted</b>	<b>FY2020 Recommended</b>	<b>FY2021 Forecast</b>	<b>FY2022 Forecast</b>	<b>FY2023 Forecast</b>
<b>43 - Planning &amp; Development Department (PDD)</b>	<b>2,460,372</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>
Grants, Shared Taxes, & Revenues	2,435,372	2,750,000	2,750,000	2,750,000	2,750,000
Revenues from Use of Assets	-	-	-	-	-
Miscellaneous	25,000	25,000	25,000	25,000	25,000
<b>Grand Total</b>	<b>2,460,372</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
EXPENDITURES BY SUMMARY CATEGORY - FUND DETAIL**

Department # - Department Name	FY2019	FY2020	FY2021	FY2022	FY2023
Fund # - Fund Name	Adopted	Recommended	Forecast	Forecast	Forecast
Summary Category					
<b>43 - Planning &amp; Development Department (PDD)</b>	<b>10,872,053</b>	<b>5,869,571</b>	<b>5,899,408</b>	<b>5,945,143</b>	<b>5,991,792</b>
<b>1000 - General Fund</b>	<b>3,091,681</b>	<b>3,119,571</b>	<b>3,149,408</b>	<b>3,195,143</b>	<b>3,241,792</b>
Salaries & Wages	1,935,183	2,018,397	2,058,764	2,099,940	2,141,939
Employee Benefits	725,509	710,876	715,346	719,905	724,555
Professional & Contractual Services	180,000	60,000	60,000	60,000	60,000
Operating Supplies	9,000	63,714	63,714	63,714	63,714
Operating Services	217,832	203,318	203,318	203,318	203,318
Other Expenses	24,157	63,266	48,266	48,266	48,266
<b>2001 - Block Grant</b>	<b>2,435,372</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>
Salaries & Wages	1,489,221	1,505,027	1,505,027	1,505,027	1,505,027
Employee Benefits	558,308	530,066	530,066	530,066	530,066
Other Expenses	387,843	464,907	464,907	464,907	464,907
<b>2116 - PDD Grants</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
Other Expenses	-	250,000	250,000	250,000	250,000
<b>4533 - City of Detroit Capital Projects</b>	<b>5,345,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Equipment Acquisition	5,345,000	-	-	-	-
<b>Grand Total</b>	<b>10,872,053</b>	<b>5,869,571</b>	<b>5,899,408</b>	<b>5,945,143</b>	<b>5,991,792</b>

**CITY OF DETROIT  
BUDGET DEVELOPMENT  
REVENUES BY SUMMARY CATEGORY - FUND DETAIL**

Department # - Department Name	FY2019	FY2020	FY2021	FY2022	FY2023
Fund # - Fund Name	Adopted	Recommended	Forecast	Forecast	Forecast
Summary Category					
<b>43 - Planning &amp; Development Department (PDD)</b>	<b>2,460,372</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>
<b>1000 - General Fund</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
Revenues from Use of Assets	-	-	-	-	-
Miscellaneous	25,000	25,000	25,000	25,000	25,000
<b>2001 - Block Grant</b>	<b>2,435,372</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>
Grants, Shared Taxes, & Revenues	2,435,372	2,500,000	2,500,000	2,500,000	2,500,000
<b>2116 - PDD Grants</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
Grants, Shared Taxes, & Revenues	-	250,000	250,000	250,000	250,000
<b>Grand Total</b>	<b>2,460,372</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>



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

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
<b>43 - Planning &amp; Development Department (PDD)</b>	<b>10,872,053</b>	<b>5,869,571</b>	<b>5,899,408</b>	<b>5,945,143</b>	<b>5,991,792</b>
1000 - General Fund	3,091,681	3,119,571	3,149,408	3,195,143	3,241,792
14026 - PLAN Planning City	3,091,681	3,094,571	3,124,408	3,170,143	3,216,792
433100 - Planning – City	3,091,681	3,094,571	3,124,408	3,170,143	3,216,792
20270 - PDD Special	-	25,000	25,000	25,000	25,000
430023 - PDD Services	-	25,000	25,000	25,000	25,000
2001 - Block Grant	2,435,372	2,500,000	2,500,000	2,500,000	2,500,000
14027 - PLAN Planning CDBG	2,435,372	2,500,000	2,500,000	2,500,000	2,500,000
433110 - Planning – CDBG	2,435,372	2,500,000	2,500,000	2,500,000	2,500,000
2116 - PDD Grants	-	250,000	250,000	250,000	250,000
20526 - African American Civil Rights Preservation Grant	-	250,000	250,000	250,000	250,000
431111 - Planning Grants	-	250,000	250,000	250,000	250,000
4533 - City of Detroit Capital Projects	5,345,000	-	-	-	-
20507 - CoD Capital Projects	5,345,000	-	-	-	-
433100 - Planning – City	5,345,000	-	-	-	-
<b>Grand Total</b>	<b>10,872,053</b>	<b>5,869,571</b>	<b>5,899,408</b>	<b>5,945,143</b>	<b>5,991,792</b>

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

Department # - Department Name Fund # - Fund Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
<b>43 - Planning &amp; Development Department (PDD)</b>	<b>2,460,372</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>
1000 - General Fund	25,000	25,000	25,000	25,000	25,000
20270 - PDD Special	25,000	25,000	25,000	25,000	25,000
430023 - PDD Services	25,000	25,000	25,000	25,000	25,000
<b>2001 - Block Grant</b>	<b>2,435,372</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>
14027 - PLAN Planning CDBG	2,435,372	2,500,000	2,500,000	2,500,000	2,500,000
433110 - Planning – CDBG	2,435,372	2,500,000	2,500,000	2,500,000	2,500,000
<b>2116 - PDD Grants</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
20526 - African American Civil Rights Preservation Grant	-	250,000	250,000	250,000	250,000
431111 - Planning Grants	-	250,000	250,000	250,000	250,000
<b>Grand Total</b>	<b>2,460,372</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>	<b>2,775,000</b>

**CITY OF DETROIT**  
**FY2020 - 2023 Positions - Mayor**

**43000-Planning Department**

Appropriation	FY 2018-19 FTE	FY 2019-20 FTE	FY 2020-21 FTE	FY 2021-22 FTE	FY 2022-23 FTE
Cost Center	Budget	Mayor	Forecast	Forecast	Forecast
Job Code and Title					
<b>14026-PLAN Planning City</b>					
433100-Planning-City					
013376.Executive Administrative Assistant II	0	1	1	1	1
076023.Project Manager and Analytics Specialist IV	1	0	0	0	0
11919901.Planning and Development Director	1	0	0	0	0
11919902.Planning and Development Deputy Director	1	1	1	1	1
11919906.Associate Director of Administration	0	2	2	2	2
13111101.Program Analyst I	0	1	1	1	1
13111104.Program Analyst IV	2	0	0	0	0
13111114.Supervisory Program Analyst IV	0	1	1	1	1
19305104.Planner IV (General and Strategic Planning)	4	3	3	3	3
19305114.Supervisory Planner IV (General and Strategic Planning)	3	0	0	0	0
19305201.Planner I (Urban Design)	1	0	0	0	0
19305202.Planner II (Urban Design)	0	1	1	1	1
19305503.Planner III (Historic Preservation Specialist)	1	1	1	1	1
43305102.Planner II (General and Strategic Planning)	2	0	0	0	0
43601103.Administrative Assistant III	1	2	2	2	2
653080.Executive Management Team	0	1	1	1	1
111004.Project Manager & Analytics Specialist IV	0	2	2	2	2
111101.Program Analyst I	2	0	0	0	0
11919903.Associate Director of Design	1	1	1	1	1
601101.Administrative Assistant I	1	0	0	0	0
19305124.Planner (General and Strategic Planning) Manager IV	0	1	1	1	1
19305102.Planner II (General and Strategic Planning)	0	2	2	2	2
43305114.Supervisory Planner IV (General & Strategic Planning)	0	2	2	2	2
19305124.Planner (General and Strategic Planning) Manager IV	1	0	0	0	0
<b>Total 433100-Planning-City</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>Total 14026-PLAN Planning City</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>14027-PLAN Planning CDBG</b>					
433110-Planning-CDBG					
19305104.Planner IV (General and Strategic Planning)	4	0	0	0	0
19305201.Planner I (Urban Design)	3	2	2	2	2
19305202.Planner II (Urban Design)	0	1	1	1	1
19305203.Planner III (Urban Design)	0	2	2	2	2
19305204.Planner IV (Urban Design)	0	2	2	2	2
19305502.Planner II (Historic Preservation Specialist)	5	2	2	2	2
19305503.Planner III (Historic Preservation Specialist)	3	2	2	2	2
43305102.Planner II (General and Strategic Planning)	1	0	0	0	0
11919903.Associate Director of Design	3	3	3	3	3
19305402.Planner (Landscape Architect) II	0	1	1	1	1
19305404.Planner (Landscape Architect) IV	0	1	1	1	1
19305504.Planner (Historic Preservation Specialist) IV	0	1	1	1	1
43305114.Supervisory Planner IV (General & Strategic Planning)	0	1	1	1	1
<b>Total 433110-Planning-CDBG</b>	<b>19</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>Total 14027-PLAN Planning CDBG</b>	<b>19</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>Agency Total</b>	<b>41</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>