



Paradise Valley - Beatrice Buck Park – Preliminary Plan Review Summary

January 25, 2024

Thank you for submitting preliminary documents to the City of Detroit, Buildings Safety Engineering and Environmental Department (BSEED) -- Development Resource Center (DRC) for participating in the Preliminary Plan Review (PPR) meeting.

The Preliminary Plan Review (PPR) process provides an opportunity for all relevant city departments to ask questions and provide guidance. Our goal is to help guide you through the site plan review, permitting process, and spot anything else that may be important to know for your project. For this meeting, we aim to answer any questions or concerns you may have and facilitate any further meetings this project might need. This meeting was held on January 11, 2024.

When your team is ready to apply for building permits, please reach out to Christine Dalton at the Development Resource Center (DRC). Ms. Dalton is your customer service contact for permitting at the DRC, and she can help guide you to the finish line.

Email: Christine.Dalton@detroitmi.gov

Phone: (313) 224-3233

Your PPR summary contains:

- Short project overview
- Abridged PPR meeting minutes
- Next steps that you can follow to get your project to the finish line.

Project overview

The Paradise Valley Cultural and Entertainment District is centered on African American arts and culture and seeks to enhance the Park as a top destination for cultural experiences. This project focuses on revitalizing the Park to engage more with the community and establish it as a versatile space for all seasons, paying tribute to both its historical significance and future potential. The redevelopment involves necessary repairs and upgrades to the park's pavements, lighting, electrical infrastructure, landscaping, and irrigation. It also includes refurbishing the existing fountain, updating hardscaping, and providing new furniture and equipment. The sound system and stage will be modernized, and enhancements like festoon lighting, a canopy, and projection lighting will be added. Spaces will be allocated for food trucks and event hosting by venue operators, aiming to create a lively and welcoming environment.

Next Steps/Action Items

1. Executed Development Agreement

The Michigan property Transfer Affidavit form **must be filed within 45 days** whenever real estate or some types of personal property are transferred (even if you are not recording a deed):

[Wayne County Office of Register of Deeds](#)



[State of Michigan Property Transfer Affidavit - Form 2766](#)

2. Pay any delinquent taxes or fees

[Pay Fine, Bill or Tax](#)

3. Parcel Splits and Combinations

[Parcel Revision Checklist](#)

4. Historic District Commission Project Review

[Historic District Commission Project Review Request](#)

5. Design Review / Concept Plan Review

Design Review will be required for developments which seek incentives or are purchasing city owned property and we highly recommend starting design review early in the process.

[Design Review / Concept Plan Review Information](#)

[Design Review Webpage](#)

6. City of Detroit Public Right-of-Way Encroachments and Vacations

[Requests for Status Changes to the Right-of-Way](#)

7. Site Plan Review

[Apply for site plan review on Accela - BSEED's Electronic Licensing and Permits System \(eLAPS\).](#)

[Site plan review checklist](#)

[Site plan review application](#)

8. Further along in your project & have Building/Trade code questions?

[Apply for an optional Pre-Plan Consultation here!](#)

9. Submit Building Permit Application

For a streamlined building permit process, use an email accessible and transferable to all current and future development team members.

[Permitting and Review Guide](#)

[Governing codes rubric](#)

[Applying for a permit through Accela Video.](#)

10. Department of Public Works Permit Application

DPW permits to repair the sidewalks, alley, and access the underground utilities.

[Right-of-way Permits and Standards](#)

[Right-of-Way/Sidewalk Permits Requirement Guide](#)

[City Of Detroit Right-of-Way Permit Applications](#)

11. Detroit Water and Sewerage Water and Sewer Permits



[Request a DWSD Permit](#)

12. Submit architectural drawings, material samples, and any other project documents through eLAPS. Please note that trade permits (e.g., Plumbing, Electrical, Mechanical, etc.) are separate permits that need to be applied for by your contractor team.

[Video guide on how to submit documents.](#)

[Go here to submit your applications for trade licenses, business licenses and permits.](#)

13. Receive a Certificate of Acceptance (C of A)

[Schedule an inspection with a Buildings & Safety Inspector online here](#) or call us at (313) 224-3202

14. Receive a Certificate of Occupancy (C of O)

Once all work is approved fill out the [Certificate of Occupancy Application](#). Complete your & submit in person to Room 408 or via email to bseed-construction@detroitmi.gov

15. Submit Sign Permit Application

[Advertising and Sign Permits](#)

16. Learn About Drainage Charge Credits. Roof top gardens may be an option for water drainage credits.

[Drainage Program Guides and Application Forms](#)

17. Electrical Utility Connection

[Electrical Service Reconnect Inspection Overview](#)

18. Turn on water service when ready.

[How to Turn On/Transfer/Turn Off Water Service](#)

[Water or sewer service permit flow chart guide.](#)

[Request a permit for the water and sewer system.](#)

[DWSD Permits / Stormwater / Drainage Meeting Request](#)

City Departments Discussion

GENERAL SERVICES DEPARTMENT (GSD)

Tim Karl – Chief of Landscape Architecture

- **Property Control Inquiry:** James Foster asked about the current ownership status of the park property. Nevan Shokar clarified that it is still under Parks and Rec's jurisdiction.
- **Maintenance and Utilities:** Tim Karl expressed concerns about the maintenance and utilities of the park post-development. Dennis explained that the maintenance, beautification, and programming responsibilities would be collaboratively managed by DDP and the Conservancy, similar to other downtown parks.



- **Property Line and Park Modification Discussion:** Tim Karl raised concerns about the proposed modifications to the park's boundary for truck access related to the Music Hall expansion. Dan Westenburg displayed the park's boundary lines and discussed the potential impact of these modifications on the park's property.
- **Potential Complications Addressed:** The discussion revealed that modifying the park boundary could involve challenges, as it would convert part of the park property into a public right-of-way. Tim Karl suggested that addressing these changes early in the process would be ideal.
- **Conclusion and Next Steps:** James Foster emphasized the importance of considering these factors in the project planning. The team agreed on the need to approach these modifications carefully, considering the potential bureaucratic hurdles. The park team suggested possibly deferring this aspect to simplify the current project scope, but no final conclusion was reached during the discussion.
- **Historic District Considerations:** Tim Karl brought up that Harmony Park's location in a historic district would necessitate passing all changes through the Historic Commission.

BUILDING, SAFETY ENGINEERING, AND ENVIRONMENTAL (BSEED)—ZONING DIVISION

Christopher Rodriguez – Zoning Inspector

Zoning District: [B5 MAJOR BUSINESS DISTRICT](#)

- **Kevin Ramos on Zoning and Historic District:** Kevin Ramos, an inspector with the zoning division, confirmed that the lot is in a B5 Major Business District Zoning District and a historic district, owned by the Detroit Recreation Department. He noted the area's history as a former parking lot and its current status as an existing park.

PLANNING & DEVELOPMENT DEPARTMENT (PDD)—DESIGN REVIEW

Russel Baltimore – Assistant Director, PDD

Zachary Funk – Urban Designer

- **Russell Baltimore's Feedback:** Russell Baltimore from Planning Development Design Review commented on the project, noting that many initial questions had been answered earlier in the meeting. He expressed concerns about maintenance and slip resistance for artwork on the right-of-way. Mr. Baltimore appreciated the layout of the park and its enhancements but highlighted the need to address maintenance and potential encroachments with DPW, especially regarding potted plants and seating.
- **Zachary Funk's Request for Updated Plans:** Zachary Funk requested an updated package of plans, particularly for Gratiot Plaza, which they did not previously have.
- **Timothy Boscarino on Historic District Compliance:** Timothy Boscarino from Planning and Development emphasized the need for project approval by the Historic District Commission. He advised submitting an application immediately and mentioned that most of the project elements seemed unobjectionable from a historic perspective.
- **Nevan Shokar's Inquiry About Staff-Level Approval:** Nevan Shokar asked whether any project elements could be approved at the staff level instead of going to the board. Boscarino responded that they could determine this after receiving the application.



DTE ENERGY

New Construction Resources: Helpful links for new constructions:

- [New construction project electric service.](#)
- [Electric checklists and guides.](#)
- [DTE project planning resources.](#)

DEPARTMENT OF PUBLIC WORKS (DPW)—CITY ENGINEERING DIVISION

Pamela Lemme - Sr. Assoc. Civil Engineer

- **Pamela Lemme's Comments on Sidewalk Issues:** Pamela Lemme brought up an issue regarding basement area ways extending into the right-of-way along the sidewalk. She was unsure if these had been reported as encroachments.
- **Response on Basement Vaults:** Dennis, speaking for properties 1427 and 1407, acknowledged the existence of vaults extending underneath these properties. He mentioned ongoing work due to unstable foundations and confirmed that permits had been obtained for property 1427, but was uncertain about 1407.
- **Further Discussion on Encroachments and Building Ownership:** Pamela Lemme noted that property 1407 also has area ways extending out, currently listed as unreported encroachments. Dennis highlighted that since these properties were previously city-owned, it could impact the situation. Pamela clarified that city ownership does not make a difference in this context.
- **Action Items for Property Owners:** Dennis concluded the discussion by noting the need for building owners to address these encroachment issues, particularly for properties 1407 and 1427.

DEPARTMENT OF PUBLIC WORKS (DPW)—MAPS AND RECORDS

Jered Dean – Manager, Maps and Records

- **Right-of-Way Clarification:** Jered Dean clarified that Harmony Park might exist entirely within the right-of-way, similar to Capital Park, which had no official lot designation. He suggested further discussions to confirm this status.
- **Resolution of Concerns:** Tim Karl expressed relief that his concerns about right-of-way and park property might not be issues if Harmony Park is indeed within the right-of-way.
- **Inquiry on Property Control and Park Status:** James Foster asked about the current control of the park property, specifically whether it was under Paradise Valley or Parks and Rec. Nevan Shokar confirmed it was still under Parks and Rec. Jered Dean later clarified that Harmony Park might exist entirely within the right-of-way, similar to Capital Park, without a designated parcel.
- **Discussion on Park Boundary and Right-of-Way Modifications:** Tim Karl inquired about potential modifications to the park's boundary for truck access related to the Music Hall expansion. Dan Westenburg showed the park's boundary lines, discussing the potential impact on the park's property.
- **Right-of-Way Clarifications and Potential Vacations:** Jered Dean mentioned the park's status as part of the right-of-way and the absence of a legal description for a park parcel. James Foster and Jered Dean discussed the possibility of vacating certain areas to officially designate them as park space, comparing the situation to Capital Park and Campus Martius Park.



- **Future Actions and Briefings:** Dennis noted the need to brief DPW leadership on the project, as they had not yet been given a detailed presentation. There was a consensus on the importance of further discussions to clarify the status of Harmony Park and Gratiot Plaza.
- **Future Actions:** Dennis noted that the leadership team of DPW (Department of Public Works) had not been briefed on the project's specifics, but they plan to do so shortly.

DEPARTMENT OF PUBLIC WORKS (DPW)—TRAFFIC ENGINEERING

Sunny Jacob - Sr. Assoc. Traffic Engineer

Ahmad Fawaz - Traffic Engineer

- **Sunny Jacob's Comments on Pavement Markings:** Sunny Jacob raised concerns about pavement markings along public rights of way. He emphasized the need for compliance with MUTCD (Manual on Uniform Traffic Control Devices) requirements and mentioned that any changes to approved pavement markings would require clearance from the Federal Highway Administration. This was specifically relevant to the renderings shown earlier in the meeting, which depicted various colors and types of pavement markings.
- **State Road and Approval Requirements:** Mr. Jacob also pointed out that when dealing with Gratiot Plaza, which is on state road right-of-way, approvals from MDOT (Michigan Department of Transportation) would be necessary.
- **Inquiry About Art in Right-of-way Policy:** Dan Westenburg inquired if there was an art in the right-of-way policy that could be applied outside of crosswalks or traffic control elements, such as in travel lanes or parking spaces.
- **Response on Standard Pavement Marking:** Mr. Jacob reiterated the importance of following MUTCD guidelines for pavement markings and offered to share these with the team. He stressed that their practices must conform to existing guidelines and nothing outside of them is created for their use.
- **Plans to Modify Based on Guidance:** Dan Westenburg acknowledged Mr. Jacob's guidance and the need to modify their plans in accordance with MUTCD and the received advice.
- **Ahmad Fawaz's Input on Traffic and Pedestrian Safety:** Ahmad Fawaz from the City of Detroit Traffic Division raised concerns about the proposed turnaround at Randolph St. and its impact on traffic and pedestrian safety. He noted the current one-way northbound configuration of Randolph and the stop signs at the crosswalk protecting pedestrians crossing Grand River. Mr. Fawaz questioned the rationale behind moving the crosswalk and expressed concerns about pedestrian safety in the new configuration.
- **Dan Westenburg's Response:** Dan Westenburg acknowledged the potential shift to a mid-block crossing and the need to comply with MUTCD standards. He expressed willingness to discuss further and ensure safety and compliance.
- **Additional Concerns by Ahmad Fawaz:** Mr. Fawaz highlighted the increased conflict points and the need for more detailed information on truck movements for the Music Hall. He emphasized that most drivers in Detroit tend to ignore pedestrian crossing signs, which could pose a safety risk.



- **Proposal for Detailed Discussion and Safety Compliance:** Mr. Westenburg agreed to provide more information about the access needs for trucks at the Music Hall and to prioritize safety in line with MUTCD. He proposed a smaller meeting with traffic engineering to discuss these details.
- **Discussion on Art Installations in Public Right-of-Way:** James Foster inquired about special considerations for art installations on pavement in the public right-of-way. Sunny Jacob responded that such installations are subject to debate due to technical and liability issues. He mentioned that in certain cases, like low-speed residential areas near schools, they might consider art installations, but the area in question, being a public right-of-way with significant vehicle traffic, would be treated differently.
- **Ahmad Fawaz's Comments on Street Markings and Pedestrian Areas:** Ahmad Fawaz discussed the challenges of marking pavements in downtown areas, emphasizing that any pavement markings need to comply with MUTCD standards. He noted that major streets like Grand River and Randolph are federally funded, requiring strict adherence to federal guidelines for pavement markings. Mr. Fawaz highlighted the difference between local streets and major streets in terms of pedestrian traffic and funding sources for pavement markings.
- **James Foster's Observations on Zoning and Right-of-way:** James Foster reflected on the uniqueness of the project, noting that it's situated in a right-of-way area with a B5 zoning district. He suggested that the zoning designation might have been applied as a placeholder, consistent with the surrounding areas.

DETROIT WATER AND SEWER (DWSD)

Delia Cormier – Permit Engineer

- **Comments from DWSD (Detroit Water and Sewerage Department):** Delia Cormier from DWSD mentioned that they did not have specific comments at this stage. She suggested setting up a meeting for detailed discussions, offering office hours on the DWSD page for scheduling.
- **Sierra Bain's Remarks on Infrastructure:** Sierra Bain, representing the infrastructure side, stated that she had no specific comments at the moment. She requested the presentation to review and offered to provide feedback later.

Tap Into the Main

- **Requirement for Multiple Permits:** Initiating water or sewer services involves obtaining two distinct permits. One is the DWSD Tap Permit for new water tap installations, and the other is a right-of-way permit from the DPW for construction within the right-of-way.
 - [Water and Sewer Service Permit Guide](#)
- **Application Process and Validity:** These permits must be applied for by a licensed and bonded Master Plumber, and they are valid for one year from the date of issuance. Specific application links are available for DWSD and DPW permits.
 - [Appling for DWSD Permits](#)
 - [Appling For DPW Right-Of-Way Permits](#)



○ [DPW Right-of-Way Permits and Standards](#)

- **Reference Standards for Service Connections:** Architects involved in the project must consult DWSD's official website, where specific service connection standards are provided.
- **Cost Implication:** Securing a DWSD Tap Permit involves a minimum charge of \$650 for a 1-inch line, not including potential additional fees for a right-of-way permit.
- **Standards and Inspections:** Project architects need to refer to the DWSD website for service connection standards essential for compliance. After obtaining the permits, all necessary water and sewer inspections must be scheduled and conducted through DWSD.

More DWSD Policies and Procedures

- **Single Meter Policy and Plan Review:** DWSD adheres to a strict policy wherein only one meter is allowed per structure. Furthermore, during the building permit application process with BSEED, the water and sewer plans undergo a thorough review.

DWSD Office Hours

If there's any questions for our permit engineers, you can reach out schedule a half an hour meeting with your contractor or your designer and we will be happy to answer questions.

DWSD—STORMWATER GROUP

Anna Timmis – Engineer - DWSD Storm Drainage

- **Drainage Fees:** Drainage charge by city for half-acre (21,780 SqFt) threshold of impervious surface.
- **Surface Flow:** Water cannot be sheet flow into the right-of-way, but you can into your own parcel.
- **Treatment:** In combined sewer areas, regulated construction activities must treat the 90-percent annual non-exceedance storm (1.0 inch). This water quality volume must be treated to remove 80 percent of the total suspended solids (TSS) projected to be in uncontrolled runoff from the site in the postconstruction condition or have an effluent concentration of less than or equal to 80 mg/L TSS.
- **Retention (Volume Control):** All regulated construction activities within the combined sewer area must ensure that the runoff volume from the 90-percent annual non-exceedance storm (1.0 inch) is retained on site using stormwater control measures that infiltrate or store/reuse this runoff.
- [Stormwater Management Design Manual](#)

OFFICE OF THE ASSESSOR—LAND RECORDS MAINTENANCE

Daniel Mills - Financial Analyst

- **Daniel Mills from Office of the Assessor:** Daniel Mills, representing the Office of the Assessor Land Records Maintenance, mentioned that if the parcel representing Harmony Park needs to be retired, his office would be responsible for it. He referenced a Common



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Council document from the 1850s that established various parks, including what would become Harmony Park. Mr. Mills suggested that this document might provide insight into whether the area was designated as a parcel or directed as right-of-way for public park use. He offered to send this information to Jared Dean for further clarification.