

# ZONING APPEALS BOARD (51)

## AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY

### MISSION:

As a quasi-judicial body, the Board’s primary role is to hear and rule on appeals for relief or relaxation of the provisions and requirements 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 any decision made by the Buildings, Safety Engineering and Environmental Department, where rigid enforcement could cause the appellant undue hardship, jeopardize equity or prevent proper utilization of property.

### AGENCY GOALS:

1. Make all zoning decisions necessary to ensure that City of Detroit land use is congruent with the spirit and intent of the Ordinance through improved Zoning and Land use training.
2. Make just decisions as they affect the applicant, the people in the immediate vicinity of the property in question and the general public.
3. Respond to City Council and administration referrals.
4. Develop recommendations for amendments to the Zoning Ordinance where appropriate and necessary.
5. Enhance the quality of services to citizens and businesses through improved land use and planning technology.
6. 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.

### AGENCY FINANCIAL SUMMARY:

<u>2013-14 Requested</u>		<u>2012-13 Budget</u>	<u>2013-14 Recommended</u>	<u>Increase (Decrease)</u>
\$ 680,297	City Appropriations	\$ 656,566	\$ 528,097	\$ (128,469)
\$ 680,297	Total Appropriations	\$ 656,566	\$ 528,097	\$ (128,469)
\$ 105,000	City Revenues	\$ 96,417	\$ 125,000	\$ 28,583
\$ 105,000	Total Revenues	\$ 96,417	\$ 125,000	\$ 28,583
\$ 575,297	NET TAX COST:	\$ 560,149	<u>\$ 403,097</u>	\$ (157,052)

### AGENCY EMPLOYEE STATISTICS:

<u>2013-14 Requested</u>		<u>2012-13 Budget</u>	<u>04-01-13 Actual</u>	<u>2013-14 Recommended</u>	<u>Increase (Decrease)</u>
4	City Positions	4	4	4	0
4	Total Positions	4	4	4	0

### ACTIVITIES IN THIS AGENCY:

	<u>2012-13 Budget</u>	<u>2013-14 Recommended</u>	<u>Increase (Decrease)</u>
Land Use Controls	\$ 656,566	\$ 528,097	\$ (128,469)
Total Appropriations	\$ 656,566	\$ 528,097	\$ (128,469)

## **ZONING APPEALS BOARD (51)**

### ***LAND USE CONTROLS ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: LAND USE CONTROLS**

The Board of Zoning Appeals' primary role is to hear and decide appeals and review 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.

#### **GOALS:**

1. Make all zoning decisions necessary to ensure that City of Detroit land use is congruent with the spirit and intent of the ordinance through improved Zoning and Land use training.
2. Make just decisions as they affect the applicant, the people in the immediate vicinity of the property in question, and the general public.
3. Respond to City Council and administration referrals.
4. To adhere and implement the adopted amendments to the new Zoning Ordinance where appropriate and provide workshops and training sessions for Board Members and staff.
5. Enhance the quality of services to citizens and businesses through improved land use and planning technology.
6. 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.

#### **MAJOR INITIATIVES FOR FY 2012-13**

The Board of Zoning Appeals will work with the City Planning Commission, Planning & Development Department, Building Safety, Engineering & Environmental Department and the Law Department leadership to coordinate land use, zoning and development policies in Detroit.

BZA leadership will provide technical training for staff and Board Members. The training will enable the department to continue improving the quality of service to citizens and businesses.

The BZA staff will develop an up to date filing system with a database to make our case files and decisions available electronically.

The BZA leadership will develop a technical assistance program and evaluation for potential BZA applicants.

The BZA leadership will conduct two training sessions each fiscal year covering changes and updates to the State Enabling Act, Chapter 61 the City of Detroit Zoning Ordinance, the City of Detroit Charter and Robert's Rules of Order.

## ZONING APPEALS BOARD (51)

### LAND USE CONTROLS MEASURES AND TARGETS

<b>Type of Performance Measure:</b> List of Measures	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Projection</b>	<b>2013-14</b> <b>Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b>				
Cases appealed	120	91	105	105
<b>Outputs: Units of Activity directed toward Goals</b>				
Zoning variance request processing from submission of application	30 days	30 days	30 days	30 days
Referrals response time	5-7 days	5-7 days	5-7 days	5-7 days
<b>Efficiency: Program Costs related to Units of Activity</b>				
Percentage completed of computer upgrade	97%	97%	97%	97%
Cases per investigator	53	45	105	105
Field hours per case	1	1	2	2
Cost per case including everybody involved	\$ 1,233.25	\$ 900.00	\$ 1,233.25	\$1,233.25
<b>Activity Costs</b>	<b>\$774,535</b>	<b>\$736,665</b>	<b>\$ 656,566</b>	<b>\$528,097</b>

**CITY OF DETROIT**  
**Board of Zoning Appeals**  
**Financial Detail by Appropriation and Organization**

Board of Zoning Appeals Ordinance Admi Land Use Controls	2012-13 Redbook		2013-14 Dept Final Request		2013-14 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00183 - Land Use Controls						
510010 - Board of Zoning Appeals Ordinance A	4	\$656,566	4	\$680,297	4	\$528,097
<b>APPROPRIATION TOTAL</b>	<b>4</b>	<b>\$656,566</b>	<b>4</b>	<b>\$680,297</b>	<b>4</b>	<b>\$528,097</b>
<b>ACTIVITY TOTAL</b>	<b>4</b>	<b>\$656,566</b>	<b>4</b>	<b>\$680,297</b>	<b>4</b>	<b>\$528,097</b>

**CITY OF DETROIT**  
**Budget Development for FY 2013-2014**  
**Appropriations - Summary Objects**

	<b>2012-13 Redbook</b>	<b>2013-14 Dept Final Request</b>	<b>2013-14 Mayor's Budget Rec</b>
<b>AC0551 - Land Use Controls</b>			
<i>A51000 - Board of Zoning Appeals</i>			
SALWAGESL - Salary & Wages	284,268	261,086	184,836
EMPBENESL - Employee Benef	208,803	289,422	218,016
PROFSVCSL - Professional/Cor	93,178	54,985	54,985
OPERSUPSL - Operating Suppli	3,000	3,000	2,300
OPERSVCSL - Operating Servic	65,937	71,304	67,460
OTHEXPSSL - Other Expenses	1,380	500	500
<i>A51000 - Board of Zoning Appeals</i>	<i>656,566</i>	<i>680,297</i>	<i>528,097</i>
<b>AC0551 - Land Use Controls</b>	<b>656,566</b>	<b>680,297</b>	<b>528,097</b>
<b>Grand Total</b>	<b>656,566</b>	<b>680,297</b>	<b>528,097</b>

**CITY OF DETROIT**  
**Budget Development for FY 2013-2014**  
**Appropriation Summary - Revenues**

	2011-12 Actuals	2012-13 Redbook	2013-14 Dept Final Request	2013-14 Adopted Budget	Variance
<b>A51000 - Board of Zoning Appeals</b>					
<i>00183 - Land Use Controls</i>					
448115 - Other Fees	70,687	96,417	105,000	125,000	0
<i>00183 - Land Use Controls</i>	70,687	96,417	105,000	125,000	0
<b>A51000 - Board of Zoning Appeals</b>	<b>70,687</b>	<b>96,417</b>	<b>105,000</b>	<b>125,000</b>	<b>0</b>
<b>Grand Total</b>	<b>70,687</b>	<b>96,417</b>	<b>105,000</b>	<b>125,000</b>	<b>0</b>

**CITY OF DETROIT  
MAYOR'S 2013-2014 RECOMMENDED BUDGET**

**Board of Zoning Appeals**

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2012	2013 FTE	FY 2013	2014 FTE	2013	2014 FTE
Classification						
<b>00183 - Land Use Controls</b>						
<b>510010 - Board of Zoning Appeals Ordinanc</b>						
Director - Board of Zoning App	1		1		1	
Asst to the Dir-Zoning Appeals	1		1		1	
Zoning Inspector	1		1		1	
Executive Secretary III	1		1		1	
<b>Total Board of Zoning Appeals Ordinance Ad</b>	<u>4</u>		<u>4</u>		<u>4</u>	
<b>Total Land Use Controls</b>	<u>4</u>		<u>4</u>		<u>4</u>	
<b>Agency Total</b>	<u>4</u>		<u>4</u>		<u>4</u>	

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