

Alton James
Chairperson
Lauren Hood, MCD
Vice Chair/Secretary

City of Detroit
CITY PLANNING COMMISSION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226
Phone: (313) 224-6225 Fax: (313) 224-4336
e-mail: cpc@detroitmi.gov

Brenda Goss Andrews
Lisa Whitmore Davis
David Esparza, AIA, LEED
Gregory Pawlowski
Frederick E. Russell, Jr.
Angy Webb

Regular Meeting - July 19, 2018

MINUTES

I. Opening

A. Call to Order

Chairperson James called the meeting to order at 5:28 pm.

B. Roll Call

Present: Andrews, Esparza, Pawlowski (*Arrival @ 6:53 pm*), **Russell, Webb** (*Departure @ 7:35 pm*) **and James.**

Excused: Davis and Hood

C. Amendments to and Approval of Agenda

Commissioner Russell motioned to approve agenda with amendments; seconded by Commissioner Andrews.

II. Minutes

A. Minutes for June 21, 2018

Commissioner Andrews motioned to approve minutes of the June 21, 2018 meeting; seconded by Commissioner Esparza. Motion approved.

III. Public Hearings and Presentations

A. DISCUSSION – 2019-20 Community Development Block Grant and Neighborhood Opportunity Fund Program

Staff members from City Planning Commission and the Housing and Revitalization Department provided update of upcoming application process for Neighborhood Opportunity Funds (NOF). The application process timeline begins August 31, 2018 and closes October 1, 2018 at 4:00 pm. Applicants will have several opportunities to learn the process.

CPC and HRD staff will conduct two (2) onsite workshops: Saturday, August 18, 2018, from 10:00 am to 1:00 pm at Focus Hope, located at 1400 Oakman Boulevard, Detroit, MI 48238; and Wednesday, September 12, 2018, from 5:00 pm to 8:00 pm at Samaritan Center, located at 5555 Conner St. #2210, Detroit, MI 48213. Applicants unable to attend the workshops can review on the City of Detroit/HRD *YouTube Channel*; and applicants can self-certify reviewed workshops when applying. Flyers will go out to the organizations based on CPC and HRD mailing lists. There will be advertisements in the *Detroit Free Press*, CPC, HRD, City Council websites and an unidentified event planner. City Council received an update of the timeline process on Tuesday, July 17, 2018; copies of timeline will be available to the City Planning Commission, including scheduled dates for Commission's review. Electronic copies of the flyers are also available.

The Housing and Urban Development Department's (HUD) findings during a 2017 audit of the City of Detroit's homeless services program may result in a specific change to the process. HUD expressed concerns regarding the two (2) RFP process for the distribution of CBDG funds, which require an additional funding match, the Emergency Solutions Grant. The HUD recommendation/request is to take the homeless program out of NOF competition; run separate competition that encompasses both funding grants (CDBG and Emergency Solutions). This cycle, which the Commission reviews, will not include homeless services program. HRD will run a separate competition that encompasses all of the funding received for the homeless services program in the spring for 2019 for CDBG 2019-20 funding.

Commissioner Andrews requested that the City Planning Commission be appraised of the new process.

For more information visit the City of Detroit website at <http://www.detroitmi.gov/hrd>, [Achieves/Reports/Resources](#) or call (313) 224-6380; or Bid Sync registration for online submission at www.BidSync.com or call (313) 224-1500

- B. DISCUSSION** – PCA (Public Center Adjacent) Special District Review for proposed addition and exterior changes to 2 Washington Boulevard, the Crowne Plaza Pontchartrain Hotel. **(This matter was denied by the City Council and has been resubmitted by the petitioner)**

Commissioner Esparza recused himself and left the Committee of the Whole Room during discussion, he is advisor to the petitioner. Commissioner Pawlowski entered the Committee of the Whole Room providing a quorum.

George Etheridge, CPC staff, provided a review and update regarding the current status of request for Special District Review. The City Planning Commission voted to recommend approval of request on March 1, 2018.

The request appeared before the Planning and Economic Development Standing Committee on March 15, 2018 but was returned to the Commission on April 19, 2018 for further review; and referred to the Buildings, Safety Engineering and Environmental Affairs Department and the Health Department for inspection relative to infestation. The hotel was cited, directed to implement preventative measures. Re-inspection on April 25, 2018 reflected monthly and annual pest elimination plans. BSEED issued a Certificate of Compliance and provided a report to the City Council.

Staff reissues recommendation for approval of proposed expansion based on findings of re-inspection. There were no issues with the design and proposed construction of the second hotel tower on site.

Commissioner Russell motioned to accept staff recommendation for approval, with conditions; seconded by Commissioner Pawlowski. Motion approved.

C. PRESENTATION – City Planning Commission Fees

Chris Gulock, CPC staff member, provided summary of report dated July 17, 2018, regarding analysis of current fees charged for rezoning requests. CPC began to charge fees for processing rezoning applications in January 1995, per City Council's approval. The rezoning applications are: Standard Map Amendments, PD (Planned Development), PC (Public Center), PCA (Public Center Adjacent) map amendments and SD5 (Special Development District, Casinos and Casino Complexes) map amendments. CPC currently charges three hundred and fifty dollars (\$350.00) for zoning map amendments, plus twenty-five dollars (\$25.00) for each additional acre to a maximum of \$1,000.00.

CPC staff conducted online surveys of major US cities, larger cities in Michigan and Wayne County. Most major cities and large Michigan cities (including five (5) large cities in Wayne County) charge approximately \$1,000.00 or more for standard rezoning. Rezoning fees for smaller cities in Wayne County are lower.

CPC staff also mentioned the issue of site plan reviews for land already zoned Planned Development (PD) which were not included in the research and analysis report. Chris Gulock suggested further analysis to determine potential fees for major and minor site plan reviews. These fees would be based on the amount of work hours required and the specifics of the review. CPC staff suggested \$200.00 for minor projects and \$500.00 major projects.

Commissioner Andrews suggested that a range of fees should be considered, based on major and minor reviews; determined on a case by case basis; and the introduction of language regarding annual reviews of fee schedules.

Gulock indicated more research is required and there will be consideration for review of fee schedules.

Commissioner Russell stated concerns regarding Form Based Codes and the rezoning fees in those areas; fees listed in the zoning ordinance when approved by City Council; provide applicants with

guidelines, real timelines, flow charts, showing progress of applications; applications provided electronically, etc.

Gulock: Regarding Form Based Codes areas, not ready to make fee determinations; applications regarding FBC should be separate; 2005 Zoning Ordinance including flowcharts in margins; staff plans to update applications after fee adjustments, looking to streamline process and include flowcharts; discourage including fee schedule in ordinance to avoid amending ordinance every time fees change; applications are currently available in a PDF version on City website. CPC staff hopes to improve website by next year.

Chairperson James concerns regarding impact of increasing fees; chart provided did in analysis did not specifically indicated where Detroit placed, compared to other cities in the US and Michigan; feedback from petitioners regarding fees; fee structures in other cities and how were fees determined; fee schedules should be reviewed every three (3) years.

Gulock: Analysis on impact, indicated more zoning amendment requests; fees are low in the city; Detroit is last of the twenty-one (21) largest cities in Michigan and nationally of the seven (7) analyzed, Detroit is the lowest; petitioner feedback not included in research.

Based on analysis, CPC staff recommends the following fees schedule: Standard zoning map amendments – a base fee of \$1,000.00, plus \$50 for each acre over one acre; PD zoning map amendment – a base fee of \$1,500.00, plus \$50.00 for each acre over one acre and; Zoning text amendments – a fee of \$,1000.00

CPC staff recommends the following polices relative to amendment fees:

Rezoning requests originating from community organizations, the fee should be waived if CPC agrees and spearheads the initiates;

CPC expands rezoning request to include additional parcels, petitioner should be responsible for fees associated only with original request;

A fee for text amendments received from outside City government, unless CPC staff determines the amendment has broad significance for the public good of the City.

Commissioner Russell made motioned to accept staff analysis and recommendation regarding the fee increases: Standard zoning map amendments – a base fee of \$1,000.00, plus \$50.00 for each acre over one acre; PD zoning map amendment – a base fee of \$1,500.00, plus \$50.00 for each acre over one acre and; Zoning text amendments – a fee of \$,1000.00; seconded by Commissioner Esparza. Motion approved.

Marcell Todd, CPC Director, indicated additional vetting needed from the Law and other departments; will provide Commissioners with a total package for review prior to it going to the City Council for approval.

IV. Unfinished Business

- A.** The request of Mr. Mike Semma on behalf of his client Mr. Talal Dickow to amend Article XVII, District Map 53 of the 1984 Detroit City Code Chapter 61, ‘Zoning’ by showing a B4 (General Business District) zoning classification where an R2 (Two-Family Residential District) zoning classification currently exists on three (3) parcels commonly identified as 2205, 2211 and 2215 Green Avenue, generally bounded by the one way east-west alley first south of W. Vernor Highway to the north, Green Avenue to the east, Whittaker Avenue to the south and the north-south alley first west of Green Avenue to the west.

Commissioner Esparza returned to the Committee of the Whole.

George Etheridge, CPC staff member, provided a summary of report submitted on July 16, 2018.

The proposed development is for the construction of a one-story commercial retail structure, to accommodate up to three (3) “*stores of generally recognized retail nature whose primary business is the sale of new merchandise, without drive-up or drive-through facilities.*”

The proposed rezoning to B4 would allow the use on a by-right basis per Section 61-9-76.

CPC and Planning and Development staff recommended situating the property at W. Vernor and Green Avenue; W. Vernor Highway at that junction is part of the Vernor/Springwells Traditional Main Street Overlay Area which is defined as:

“All zoning lots abutting West Vernor Highway between the center line of Clark Street and the zoning lots at the four (4) corners of West Vernor Highway and the four (4) corners of the Fisher Freeway (I-75) service drives.”

The City Planning Commission was previously presented this request in June 2018; and requested the petitioner to submit revised site plans showing the requested setback from Whittaker Avenue along with interior landscaping and perimeter landscaping and proposed parking. Revised site plans were submitted.

CPC staff maintained initial concerns relative to layout of proposed development, effects on ingress and egress, traffic congestion, and inconsistency of proposed development with the West Vernor Traditional Main Street Overlay. Staff recommended denial of requested rezoning.

Commissioner Esparza motioned to accept staff recommendation to deny rezoning request; seconded by Commissioner Andrews. Motion to deny was approved.

- B.** Consideration of the request of Tower Construction to amend map No. 11 of Chapter 61, Article XVII of the 1984 Detroit City Code, Zoning, and the provisions of an existing Planned Development (PD) District establish by Ordinance 512-H for the area generally bounded by Wight Street (extended), the Coast Guard facility, the Detroit River, and East Harbortown Drive, as known as 250 E. Harbortown Drive.

Commissioner Pawlowski motioned to accept staff recommendation and in addition to include recommendation that the Detroit Water

and Sewerage Department investigate possible solutions to the water issues; seconded by Commissioner Russell. Motion approved.

V. New Business – Walk On

Consideration of request of Doug Quarda to approve site plans and elevations for a Planned Development (PD) zoning classification on District Map No. 4 of the Detroit Zoning Ordinance, Chapter 61, Article XVII of the 1984 Detroit City Code, for the Henry Glover mansion commonly referred to as 229 Edmund Place, to renovate existing structure and also construct a two (2) story addition to the rear of building.

Kimini Jefferies, CPC staff member, provided a summary of report submitted July 18, 2018 regarding site plans and elevations for Henry Glover Mansion, commonly known at 229 Edmund Place. The developer plans to restore the property; to include three (3) units; and an addition to the rear, allowing for two (2) additional units. Each unit will be 1,400 square feet and include two (2) bedrooms. The building will remain at its original height of 42'; with the new addition reaching 35'; six (6) parking stalls will be in the rear, accessible from the alley.

The Historic District Commission has issued a Certificate of Appropriateness. The Brush Park CDC has submitted a letter supporting the proposal. The property is located in the Lower Woodward area of Neighborhood Cluster 4 and CPC staff has requested a Master Plan of Policies determination from the Planning and Development Department.

Staff recommends approval with conditions:

1. That developer works with the adjacent community to minimize disruption to the neighborhood during construction and address impacts that may arise;
2. That final site plans, elevations, lighting, landscape and signage plans be submitted by the developer to the staff of

the City Planning Commission for review and approval prior to making application for applicable permits.

Commissioner Andrews motioned to approve, with staff recommendations; seconded by Commissioner Pawlowski.

VI. Committee Reports - None

VII. Staff Report

Commissioner Russell motioned to amend City Planning Commission Meeting Schedule to remove tentative meeting on Thursday, July 26, 2018 and add formally add, Thursday, August 2, 2018; seconded by Commissioner Pawlowski. Motion Approve.

Letter to the City Council and the Administration recommending the establishment of a joint task force to prepare the City of Detroit for the potential passing, in November, of ballot initiative approving of Recreational Marijuana.

Commissioner Russell motioned to accept letter prepared by staff regarding the establishment of a joint task force to prepare the City of Detroit for potential passing, in November, of ballot initiative approving of Recreational Marijuana; seconded Commissioner Pawlowski. Motion approved.

Replacement for Commissioner Carr-Farriow.

VIII. Communications - None

IX. Public Comment –

Patricia Irvin Matland – Harbortown Expansion
Dr. Aditya Sood
Cheryl Rossman
Peter Cain
David K. Wenger
Pamela Williams
Eunice Gant

Eric Kessll
Lavar Perry
Arni Chambers
Asia Browner

X. Adjournment 9:31 pm