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# City of Detroit

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November 13, 2025

## HONORABLE CITY COUNCIL

RE: Delegation of City Council Special District Review and approval of building permit applications during Winter recess 2025 (**RECOMMEND APPROVAL**)

According to the City of Detroit Zoning Ordinance the Detroit City Council approves by resolution any work undertaken by permit on land zoned PC or PCA after receiving recommendation from the Planning and Development Department and the City Planning Commission. It has become the practice of Your Honorable Body, due primarily to the Auto Show and other special events, to delegate this responsibility to the staff of the City Planning Commission during periods of recess when permit applications of this sort may be submitted and need to be addressed in a timely fashion. The Council's delegation of this responsibility allows work, compliant with the City Code, to advance during recess and/or when the Body is not conducting business in the context of Your regular meetings.

Attached for Your consideration You will find a resolution effectuating the delegation of Special District Review and corresponding action jointly to the Planning and Development Department and the City Planning Commission staff for Your Winter recess 2025.

Respectfully submitted,



Marcell R. Todd, Jr., Director

cc: Alexa Bush, Director, PDD  
Greg Moots, PDD  
David Bell, Director, BSEED  
Jayda Philson, BSEED  
Eric Johnson, BSEED  
Conrad Mallett, Corporation Counsel  
Daniel Arking, Law Department

Attachment

**A RESOLUTION DELEGATING SPECIAL DISTRICT REVIEW AND APPROVAL  
FOR WINTER RECESS 2025**

**BY COUNCIL MEMBER \_\_\_\_\_ :**

**WHEREAS**, the Detroit Zoning Ordinance requires that any permit application submitted to the Building and Safety Engineering and Environmental Department related to the exterior alteration of the premises within areas zoned PC (Public Center) or PCA the (Public Center Adjacent/Restricted Central Business) must be reviewed by the City Planning Commission (CPC) and the Planning and Development Department (P&DD); and

**WHEREAS**, consistent with Sec. 50-3-182 of the Zoning Ordinance, the City Council approves by resolution such alterations subsequent to receipt of a report and recommendation from the Planning and Development Department and the City Planning Commission; and

**WHEREAS**, the Detroit City Council will be on recess November 26, 2025 through January 6, 2026; and

**WHEREAS**, time sensitive requests for work in these zoning districts may be received by the City while the Council is not in session; and

**WHEREAS**, it is the desire of the Detroit City Council to facilitate such requests and not unnecessarily delay the issuance of corresponding building permits. **NOW THEREFORE**

**BE IT RESOLVED**, the Detroit City Council authorizes the Planning and Development Department and the City Planning Commission staff to jointly review, approve, approve with conditions or deny any permit applications for land zoned PC or PCA submitted between November 26, 2025 and December 31, 2025 and to do so in consultation with other City agencies as may be appropriate.