




City of Detroit  
Detroit City Council - District 4

## MEMORANDUM

DATE: February 12, 2026

TO: David Whitaker, Legislative Policy Division

FROM: Latisha Johnson  
District 4 Councilmember 

**SUBJECT: Request for Report on Community Outreach Ordinance**

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Greetings,

Please provide a report on the Community Outreach Ordinance (COO) that addresses the following questions and concerns:

1. Who is responsible for administering and enforcing the Community Outreach Ordinance (department, office, or official title)?
2. How is the ordinance implemented across city departments?
3. Is there a designated point person or team for outreach compliance and follow-up?
4. What are the current notification requirements under the ordinance (methods, timelines, distances)?
5. How does the ordinance define “community outreach” and what types of projects trigger notification?
6. What tools or platforms does the city currently use to notify residents?

7. How does the ordinance ensure notifications are accessible to non-English speakers or those without internet access?
8. What is the current annual cost to administer outreach under the ordinance?
9. Has the city analyzed the cost implications of expanding notification from the current radius to 1,000 ft around a project?
10. What additional staff time, printing, mailing, translation, or technology costs would be required to notify all residents within 1,000 ft?
11. How does the city collect and incorporate feedback from residents about the outreach process?

If you have any questions, please contact Yolanda Jackson, our Senior Policy Analyst, at [yolanda.jackson@detroitmi.gov](mailto:yolanda.jackson@detroitmi.gov).