

City of Detroit


CITY COUNCIL

GABRIELA SANTIAGO-ROMERO
COUNCIL MEMBER, DISTRICT 6

MEMORANDUM

TO: James Ribbron, Director
Board of Zoning Appeals

THRU: Council Member James Tate, Council President

FROM: Council Member Gabriela Santiago-Romero 

DATE: March 24th 2026

RE: BZA Notices and Meeting Minutes

Residents have contacted my office with concerns regarding the availability of timely hearing notices, and of meeting minutes, for hearings conducted by the Board of Zoning Appeals. To that end, please answer the following questions:

1. What is the notice requirement for Board of Zoning Appeals hearings, if any, and what is the standard operating procedure for the distribution of notices?
2. What is the requirement for the taking and publication of meeting minutes at BZA hearings, if any, and what is the operating procedure for distribution of minutes?

Please do not hesitate to contact my office if you have any questions. Thank you.

Cc: Honorable Detroit City Council
Louise Jones, City Clerk's Office
Malik Washington, City Council Liaison