



The Haven – Preliminary Plan Review Summary

February 4, 2023

Thank you for submitting preliminary documents to the City of Detroit, Buildings Safety Engineering and Environmental Department (BSEED) -- Development Resource Center (DRC) for participating in the Preliminary Plan Review (PPR) meeting held January 24, 2023.

The Preliminary Plan Review (PPR) process provides an opportunity for all relevant city departments to ask questions and provide guidance. Our goal is to help guide you through the site plan review, permitting process, and spot anything else that may be important to know for your project. For this meeting, we aim to answer any questions or concerns you may have and facilitate any further meetings this project might need.

Your PPR summary contains:

- Short project overview
- Abridged PPR meeting minutes
- Next steps that you can follow to get your project to the finish line.

Project overview

The vision of this project is to promote wellness and holistic health in urban neighborhoods through a village concept called Haven. The mission is to provide a place for people to slow down and improve their overall health, both mental and physical, as well as spiritual well-being. The goals are to shrink some of the disparity gap in Detroit, particularly with contextualized health and information, and to offer educational opportunities and create a diverse community. The business model includes annual rentals of cottage courts at an accessible market rate, overnight accommodations in tiny homes, and events and workshops for shared learning.

The inspiration for the Haven project was in part derived from a combination of two ideas: accessory dwelling units and missing middle housing. The project incorporates both elements by having an "end" structure, which faces the street, and cottage courts in the middle and rear of the site. This creates a unique blend of housing and urban village, which can be replicated throughout the city in a contextual way that is tailored to the specific neighborhood. The prayer room is also functionally related to the end building, and all these elements together form a village. The goal is to use this development model to create sustainable and accessible housing options in Detroit.

Notable District, Objects & Features Surrounding Lots

The Willis-Selden Historic District is a neighborhood within the city of Detroit, Michigan that is designated as a historic district by the National Register of Historic Places. It is known for its collection of Victorian-era houses, many of which have been restored to their original grandeur.



The district is named after Willis Street and Selden Street which are the main streets of the neighborhood. The Willis-Selden Historic District is known for its cultural and historical significance, and it is considered as a prime example of late 19th- and early 20th-century housing development. Many of the houses in the district are in the Queen Anne, Victorian, and Italianate styles, making it an interesting area to visit for architecture enthusiasts.

City Departments Discussion

Building, Safety Engineering, and Environmental Zoning Division

Christopher Rodriguez, Zoning Inspector

Derek Dowdell, City Planner

- Address: 469 Brainard Street
- Parcel ID: 02000771
- Zoning District: SD1- Small Scale Mixed Use and Historic District (Sec. 50-11-201)
- Proposed: Mixed Multifamily residential dwellings and potentially a hotel (Sec. 50-12-228) or hostel (Sec. 36-1-41). Short term rentals are not allowed in the City of Detroit not within the context of a hotel, motel, or hostel use.
- Conditional: Hotels and Hostels are a conditional use in a SD1 district and would require a special land use hearing.
- By right: Sec. 50-11-204. - By-right residential uses.
 - This project has a mix of uses so here is a list of potential by-right uses:
 - Assisted living facility.
 - Boarding school and dormitory.
 - Loft.
 - Multiple-family dwelling.
 - Religious residential facilities (in conjunction with religious institutions in the immediate vicinity).
 - Residential use combined in structures with permitted (first-floor) commercial uses.
 - Shelter for victims of domestic violence.
 - Off-street parking requirements: 8 parking spaces for its current design

Pathway:

1. Site Plan Review (Sec. 50-3-111)
 - a. The Plan will be reviewed and routed to other necessary reviews and hearings.
2. Historic District Commission Hearing (Sec. 21-2-56 (2)(5))
 - a. The Historic District Commission hearing and the Special Land Use hearing can be done concurrently.
3. Special Land Use Hearing (Sec. 50-3-241)
4. Building Permit Application
 - a. More information about building permits is found in the City of Detroit Code of Ordinances. Detroit Code of Ordinances Division 3 through Division 8 (starting at



Sec. 50-4-41) is a great resource to better understand the site plan review and building permit application process.

Notes:

- The Haven project is in the SD-1 small scale mixed-use zoning district and the historic district. The project includes a proposal for short term rental programming, which is central to the project. However, the current zoning ordinance does not permit short term rentals. The closest land use classification would be hotel, which is permitted conditionally. The proposal as it currently stands does not meet the criteria for hotel and needs a minimum of 10 units. The number of units in the building would need to be considered in relation to these zoning regulations and criteria.
- The issue with the short-term rental proposal is that it does not meet the criteria for a hotel, which requires a shared entrance. As currently presented, with individual entrances from the outside, the project would be classified as a motel. However, motel is not permitted in the SD-1 district.
- The Haven project, which includes individual units designed for overnight stay, would not meet the requirements for either a hotel or hostel. The zoning ordinance currently doesn't allow overnight stay in any other form than a hotel or hostel, and the Haven project's design does not meet the requirements for either of those.
- The current zoning ordinance does not have a provision for short-term rentals, which would legalize the Haven project's proposal. The best course of action would be to defer to the Planning Commission and inquire about any updates on short-term rental developments that they have been working on over the past year. It would be important to understand the city council's stance on these developments and if there is a way to work within the existing ordinance or to update it to accommodate for the Haven project's proposal.

Definitions:

- Hotel (Sec. 50-16-243):
 - A building, or part of a building, or a group of buildings, on a single zoning lot, designed for or primarily occupied by transients, that contains more than ten rooming or dwelling units, and where fewer than 25 percent of said units are independently accessible from the outside without the necessity of passing through the main lobby of the building. The term "hotel" includes any such building or building group that is designated by the operator as a motor lodge, motor inn, or any other title intended for identification as providing lodging for compensation, and that is with or without a general kitchen and public dining room for the use of the occupants. Hotels are subject to licensing by the Buildings, Safety Engineering, and Environmental Department Business License Center, in accordance with Chapter 36, Article I, of this Code, Public Accommodations.



- Youth hostel/hostel (Sec. 50-16-462):
 - An overnight lodging facility, in a building originally constructed for other than use as a single-family or two-family dwelling, offering temporary lodging and services related to hosteling that is operated, managed, or maintained under sponsorship of a non-profit or for-profit organization, providing beds for rent on a daily basis in individual rooms or dormitories, and typically characterized by low cost, shared use of a self-service kitchen, common areas, sleeping rooms, and bathroom facilities. This use does not include emergency shelters, rooming houses, single-room-occupancy housing, prerelease adjustment centers, or "halfway houses."

Planning & Development Department (PDD) Design Review

Zachary Funk, Urban Planner – Urban Designer

Russel Baltimore, Urban Planner – Urban Designer

Notes:

- There are some concerns about how it interacts with the surrounding community. The Historic District Commission will have some insight into what can be proposed in terms of material and design, but there may be some changes needed to make the project more integrated and accessible to the community.
- The design of the "end" unit that fronts the street is a good approach, but the wall that surrounds the site needs to be evaluated in terms of material, whether it should be masonry brick, etc.
- The trash and recycling area as presented in the plans will need to be in some type of enclosure, as the dumpsters can't be left out in the open. Also, the dumpsters' doors can't swing into the right-of-way, so the area needs to be set back a bit to ensure that it doesn't impede on the right-of-way.
- The Haven project was initially considering to be a hostel, in which case it would require one parking spot per employee. For the detached cottages, the closest classification would be multifamily, and because it's close to high rapid transit corridor, the project is using a .75 parking spot factor. This means that for 10 units, 8 parking spots will be required, but the project is providing 14 spots, which is more than what is required. However, this estimation might change if the classification of the hostel changes.
- The team might have to consider parking agreements or other solutions if the parking doesn't fit on the site.
- It is important to note that the maintenance and upkeep of the alley, which will be used as access to the Haven project, will be the responsibility of the Haven project.
- Provide the most recent package of the project to James, so that comments and feedback can be made on the most up-to-date version of the project.

Historic District Commission (HDC)



Gerrick Landsberg, Planning & Development Dept Director of Historic Preservation

- The Historic District Commission is a separate body of mayoral appointees that reviews applications for alterations and new development in the historic districts. They will have final say on the material, design and other aspects of the project that might affect the historic district. It is important to note that the input provided in this process is to give perspective on what the Historic District Commission might think about the Haven project.
- By choosing a site in a historic district, it may have made things more difficult for the Haven project team as they will have to navigate the regulations and guidelines set by the Historic District Commission. There may be certain aspects of the project that would need to be modified to comply with the regulations and guidelines of the historic district.
- It is important to note that as a staff member, it is difficult to predict with a high degree of accuracy what the Historic District Commission will think about the Haven project as it is a unique concept and there are no recent precedents, or any comments made by the Commission on something similar in the Willis-Selden Historic District.
- It is important to note that as a staff member, it is difficult to predict with a high degree of accuracy what the Historic District Commission will think about the Haven project as it is a unique concept and there are no recent precedents, or any comments made by the Commission on something similar in the Willis-Selden Historic District.
- It will be discussed by the Historic District Commission, and it will also be subject to a public hearing. Property owners and residents within 500 feet of the parcel will receive notices about the public hearing. This means that the project will likely be subject to a robust discussion during the public hearing process, where the public will have the opportunity to provide their input and feedback on the project.
- I would recommend that the Haven project team meet with myself and my colleagues in the planning department such as Russell and Zach.
- The best-case scenario for the Haven project is that the Historic District Commission approves it in the first submission. However, if the Commission denies the proposal, the applicant will have to wait for a year or come back with changes that address the issues raised by the commission during the denial. This process can be an iterative one, and it can take a significant amount of time and energy.

DTE Energy

Here are some helpful links for new constructions:

- [New construction project electric service.](#)
- [Electric checklists and guides.](#)
- [DTE project planning resources.](#)

Detroit Water and Sewer (DWSD)

Devyn McNaughton, Engineer

- There is a 15/20-inch sanitary sewer in the alley directly behind your building for your sewer tap connection
- There is an 8-inch water main within Brainard Street for your water tap connection.
- Fire Suppression needed
- You can request records from DWSD



Notes:

- The Haven project team has multiple water service options for the project. One option is to have a single water tap on the site, with a master meter for the entire project. This would mean that all the water usage would be recorded and billed through a single meter. However, another option would be to break up the water service line between different uses, such as having separate water service lines for the cottage, hostel, and in-building, so that the water usage can be recorded and billed separately. These are decisions that can be discussed with the city's Water department to determine the best approach for the project.
- The city does not have a specific preference for how many water taps the Haven project team chooses to have for the site, but it's important for the team to consider and plan for the water service for the project.
- To have a fire suppression service within the city, the available flow on the water main within Brainard St will need to be tested by the city's Department of Water and Sewerage Department (DWSD). The process involves requesting a flow test on their website, which has a fee of \$550 (subject to change).
- The crews will test the flow on the water main around the area to determine the available flow and the building fire suppression designer will use that number to size the system and meet fire codes.
- It's important to note that the test results are valid for one year and the test should be requested when the ground is not frozen as it can cause ice and slippery roads.
- Additionally, it's recommended not to request the test too early in case there are hurdles or roadblocks that might make the test results invalid when the team is ready to construct the system.

You will need a fire suppression system. Water flow tests for fire suppression systems are good for one year and are done when there is less risk. 4-inch max tap for 6-inch lines.

How to Turn On/Transfer/Turn Off Water Service

- We will look at your water and sewer plans when you submit for your building permit with BSEED. Comments will be provided on your site plan so that your utility plans meet our standards.

How to tap into the main

- Usually, two separate permits are needed to tap into the water and sewer system.
 - A DWSD Tap Permit is required to install a new water tap that draws from the DWSD system.
 - A separate right-of-way permit from the Department of Public Works (DPW) is necessary to do construction in the right-of-way.
- Water or sewer service permit guide:
 - <https://detroitmi.gov/sites/detroitmi.localhost/files/2021-11/Water%20or%20Sewer%20Service%20Process%2011-22-21.pdf>
- A Licensed and bonded Master Plumber will need to apply for this permit on your behalf.



- Permits are valid for one year from issuance.
- Apply for DWSD permits here:
 - <https://www.detroitmi.gov/DWSDPermits>.
- Apply for a DPW right-of-way permit here:
 - <https://detroitmi.gov/departments/departments-public-works/right-way-permits-and-standards>
- DWSD's website has service connection standards for your architect to reference.
- A DWSD Tap permit costs a minimum of \$650 for a 1-inch line; this does not include the cost for a Right of Way Permit if required.
- DWSD permits will be valid for one year from issuance.
- Request all water and sewer inspection from DWSD.

More DWSD policies and procedures

- DWSD has a policy that it's just one meter per structure.
- We will look at your water and sewer plans when you submit for your building permit with BSEED. Comments will be provided on your site plan so that your utility plans meet our standards.

Water for fire suppression systems

- The standard fire suppression pipe size is 4-inches in diameter.
- We will need reviewed and stamped plans from the Fire Marshall when your contractor applies for your DWSD tap permit.
- Test results are good for one year.
- Request water flow tests from Detroit Sewer and Water Department (DWSD)
 - [This diagram depicts the typical steps necessary to complete a flow test.](#)
- [Fire line flow test request form](#)

More DWSD policies and procedures

- DWSD has a policy that it's just one meter per structure.
- We will look at your water and sewer plans when you submit for your building permit with BSEED. Comments will be provided on your site plan so that your utility plans meet our standards.
- New irrigation services are typically 1-inch in diameter and must include a meter set-up within a Wabash Box that can be purchased from a third-party vendor.

DWSD has office hours. If there's any questions for our permit engineers, you can reach out schedule a half an hour meeting with your contractor or your designer and we will be happy to answer questions.

DWSD Stormwater Group

Anna Timmis

- Apologies all, I have to drop off - for any stormwater management questions please email me at anna.timmis@detroitmi.gov. You can also schedule a meeting with the Permitting



and Stormwater Management Group using the following link:
<https://app.smartsheet.com/b/publish?EQBCT=8e19003a659b4c7487f49f70584a2369>

- The proposed parking lot will not trigger the stormwater ordinance requirements.
- Drainage charge by city for half-acre (21,780 SqFt) threshold of impervious surface.
- The water cannot be sheet flow into the right-of-way, but you can into your own parcel.
- **Treatment:** In combined sewer areas, regulated construction activities must treat the 90-percent annual non-exceedance storm (1.0 inch). This water quality volume must be treated to remove 80 percent of the total suspended solids (TSS) projected to be in uncontrolled runoff from the site in the postconstruction condition or have an effluent concentration of less than or equal to 80 mg/L TSS.
- **Retention (Volume Control):** All regulated construction activities within the combined sewer area must ensure that the runoff volume from the 90-percent annual non-exceedance storm (1.0 inch) is retained on site using stormwater control measures that infiltrate or store/reuse this runoff.
- [Stormwater Management Design Manual](#)

Department of Public Works (DPW)—City Engineering Division

Sunny Jacob

- It is important to note that if the Haven project team plans to use the public alley for accessing the parking space, they will need to have a maintenance agreement in place with the Department of Public Works. DPW is not responsible for alley maintenance. This means that the Haven project team will be responsible for maintaining the alley, including snow removal and cleaning. This will ensure that the alley remains accessible and safe for the residents and visitors of the Haven project.
- The front patio of the Haven project is encroaching into the public right-of-way. This requires an encroachment permit from the city, which can be obtained by going through the petition process. The Haven project team will need to submit the details of the proposed patio encroachment and it will be reviewed by the city engineering department and other utilities.

Office of the Mayor; Jobs and Economy Team

Megan Spitz—megan.spitz@detroitmi.gov

- We encourage the use of healthy materials in the development project, particularly in relation to health and wellness. We suggest incorporating renewable energy and using non-asphalt roofs and triple-paned windows to improve air quality and regulation within the buildings.

Consensus Next Steps/Action Items (in roughly chronological order)

1. Please file the recorded deed with the assessor's office prior to Site Plan Review.
2. Site Plan Review / Design Review:
[Site plan review checklist.](#)
[Site plan review application](#)



3. Submit to the Historic District Commission
[Historic District Commission Information](#).
4. Building permit submission
[Here is a building permitting and review guide.](#)
[Governing codes rubric](#)
[Applying for a permit through Accela Video.](#)
5. Building and trade permits are separate applications.
[Building & Trade Permits Information](#)
6. Your contractors will submit architectural drawings, material samples and any other project documents through eLAPS .
[Video guide on how to submit documents.](#)
[Go here to submit your applications for trade licenses, business licenses and permits.](#)
7. This project looks as if it will need to do construction work in the right-of-way for things such as the sidewalk and curb. Construction in the right-of-way requires separate permits.
[City of Detroit Right of Way Permit Applications](#)
[Right of way/sidewalk permits requirement guide](#)
8. Further along in your project & have Building/Trade code questions?
[Apply for an optional Pre-Plan Consultation here!](#)
9. Learn About Drainage Charge Credits. Roof top gardens may be an option for water drainage credits.
[Drainage Program Guides and Application Forms](#)
10. Turn on water service when ready.
[How to Turn On/Transfer/Turn Off Water Service](#)
[Water or sewer service permit flow chart guide.](#)
[Request a permit for the water and sewer system.](#)
[DWSD Permits / Stormwater / Drainage Meeting Request](#)

Other Resources

Please submit your plans electronically. All future application, plans, correspondence etc. should be submitted to BSEED, 407 CAYMC or electronically to City of Detroit point person Mr. James Foster at drc@detroitmi.gov or call (313)-224-2372.

Zoning Division information

<https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/bseed-divisions/zoning-special-land-use>

DWSD Stormwater Management Group



DEPARTMENT OF
**Buildings, Safety Engineering
& Environmental**

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 401
Detroit, Michigan, 48226

Phone 313-224-2733 TTY: 711
Fax 313-224-1467
www.detroitmi.gov

Guide to drainage charge credits:
https://detroitmi.gov/Portals/0/docs/DWSD/A%20Guide%20to%20Drainage%20Charge%20Credits_web.pdf?ver=2018-02-24-232140-960

DWSD

Office

Hours:

<https://app.smartsheet.com/b/publish?EQBCT=8e19003a659b4c7487f49f70584a2369>

Office of the Assessor

Information: <https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-assessor>