

# City of Highland Park Guide to Development

*March 20, 2026*



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## Contact Information Quick Reference

The development process is a multi-step process requiring the input of multiple different departments in the City. The Contact Information Quick Reference table below provides a one-stop location to reach all relevant departments that will be reviewing or approving your project. The City of Highland Park staff are happy to assist you with the development of your project!

<b>Department Name</b>	<b>Key Contact</b>	<b>Telephone Number</b>	<b>Email</b>
<b>Assessor's Office</b>	<i>Doug Shaw, WCA Assessing</i>	<i>(734) 634-0927</i>	<i>dshaw@wcaassessing.com</i>
<b>Building Department</b>	<i>Sam Woodrick</i>	<i>(313) 252-0050 ext. 209</i>	<i>building@highlandparkmi.gov</i>
<b>Code Enforcement</b>	<i>Najee Malone</i>	<i>(313) 465-0631</i>	<i>nmalone@highlandparkmi.gov</i>
<b>City Clerk's Office</b>	<i>Brenda Green, City Clerk</i>	<i>(313) 252-0050 ext. 220</i>	<i>clerksoffice@highlandparkmi.gov</i>
<b>Community and Economic Development</b>	<i>Carlton Clyburn, Director</i>	<i>(313) 252-0050 ext. 257</i>	<i>CED@highlandparkmi.gov</i>
<b>Engineering Department</b>	<i>Damon L. Garrett, P.E. (MCA)</i>	<i>(313) 865-1876</i>	<i>hpcityengineer@metroca.net</i>
<b>Fire Department</b>	<i>Erik Hollowell, Fire Chief</i>	<i>(313) 852-3221</i>	<i>ehollowell@highlandparkmi.gov</i>
<b>Planning &amp; Zoning</b>	<i>Donovan Smith, AICP, McKenna</i>	<i>(248) 596-0920</i>	<i>dsmith@mcka.com</i>
<b>Public Works</b>	<i>Alexander Forde</i>	<i>(313) 618-1401</i>	<i>aforde@highlandparkmi.gov</i>
<b>Wayne County Construction Permit Office</b>	<i>Oladayo Akinyemi, PE, Director of Public Services</i>	<i>(313) 224-7600</i>	<i>dpshelp@waynecounty.com</i>
<b>Michigan Department of Environment, Great Lakes, and Energy (EGLE)</b>	<i>Anita Singh, Permit Coordinator</i>	<i>(517) 281-2615</i>	<i>SinghA3@Michigan.gov</i>

# Important Terms

1. **Conceptual Approval:** *For Planned Redevelopment Projects (PRP), conceptual approval is a preliminary approval for a concept plan that identifies the general uses, dimensions of buildings, and community benefits proposed for the site. Projects that receive conceptual approval are subject to site plan review, where the site plans will be reviewed against relevant standards and what was approved in the conceptual approval.*
2. **Final Approval:** *For PRPs, final approval must be received prior to beginning construction. After conceptual and site plan approval, the applicant must submit detailed construction drawings for final review and approval.*
3. **Nonconforming Lot, Buildings and Structures, and Uses:** *A nonconforming lot, building, structure, or use is a lot, building, structure, or use that met the requirements of the Zoning Ordinance at the time it was built but has since fallen out of compliance when the Zoning Ordinance was updated. While nonconformity is allowed to continue after a Zoning Ordinance is amended, the nonconformity cannot be increased and may eventually be required to come into compliance with the Zoning Ordinance if the use, building, or structure is abandoned or destroyed at any time.*
4. **Public Hearing:** *An opportunity for the public to provide comments on an action being considered by the Planning Commission, Zoning Board of Appeals, or City Council. A public hearing is required for projects that involve special land uses, rezoning, or a Planned Unit Development (PUD).*
5. **Variance:** *an approved deviation from the standards of the Zoning Ordinance.*
  - a. **Non-use variance:** *A variance of the dimensional standards in a particular zoning district, including setbacks, lot coverage, building height, parking requirements, and similar standards.*
  - b. **Use variance:** *A variance of the land use standards in a particular zoning district.*
6. **Zoning Agreement:** *An agreement set forth by a property owner in a request for a conditional rezoning. The Zoning Agreement should include a Conditional Rezoning Offer that provides provisions that the property owner may follow as part of the rezoning, such as a limitation of the uses permitted on the property, preservation of natural features and open space on the property, or increased setbacks. The proposed Zoning Agreement and Conditional Rezoning offer must have a reasonable and rational connection to the property being proposed for a rezoning.*

# Finding Important Documents

Residents, developers, and business owners can access key planning documents online to better understand the City's land use policies, regulations, and review processes. These documents are located on the City of Highland Park website under the Community Development section, specifically within the Planning and Zoning subpage. Here's how to locate them:

## City of Highland Park Master Plan 2030

The City of Highland Park Master Plan 2030 is a policy document that provides guidance on how the City should steward development, consider changes that may need to be made in order to support resident needs in the future, and evaluates recent best practices for land use for potential application in Highland Park. The City is required to review its Master Plan every five years to confirm that the vision and information promoted in the document is still accurate to the City's needs today.

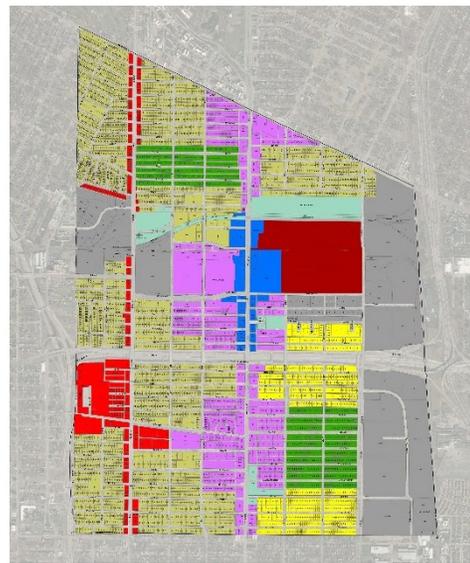
This Master Plan contains a Future Land Use Plan that provides recommendations on how each parcel should be used in the future. When conducting site plan reviews and reviewing rezoning, conditional rezoning, Planned Unit Development (PUD) and variance requests, the Zoning Administrator reviews the project against the recommendations in the Master Plan to ensure the project meets the vision of this Master Plan.

## City of Highland Park Zoning Ordinance

The Zoning Ordinance explains what land uses are allowed on your property, any additional conditions that may pertain to specific uses, general standards for all projects, and the approval process for different types of projects.

## City of Highland Park Zoning Map

The Zoning Map shows the Zoning District designation for every parcel in the City. The Zoning District dictates which uses are permitted, permitted by special land use, or prohibited on the property.



The City of Highland Park Zoning Map can help you determine the Zoning District your property is in.

# Property Due Diligence

*Prior to purchasing a property, there are several steps you should take to ensure the property will support the project you are considering. Each seller may allow different time periods to conduct property due diligence. You should work with the seller to come to an agreement on the due diligence period.*

*When conducting property due diligence, you should:*

- 1. Visit the Site**
- 2. Contact the Owner or Real Estate Agent** to learn about the history of the property, its price, and its current conditions.
- 3. Ensure Zoning Compliance**
  - *Prior to purchasing a property, you should reach out of the Planning Department to confirm if the use or building you are planning for the property is allowed by the Zoning Ordinance, or if the existing lot, use, building, or structure at the property is **nonconforming**. This may complicate the process of making any improvements or renovations.*
- 4. Conduct background research** including a title search and contacting Highland Park Assessor's Office, Planning Department, and Building Department for additional information, history, and records on the property. It is also recommended you call the Wayne County Register of Deeds Office to obtain any records or surveys on file for the property.
- 5. Complete an Environmental Assessment** of the property if there is a history of contamination or other environmental concerns. You will need the consent of the property owner to conduct this assessment. Securing the services of a reputable Phase 1 Environmental Assessment company will be an important step in this process.
- 6. Have the property surveyed**, as a registered survey will be required for any site plan submission. The Wayne County Register of Deeds may already have a registered survey for the property. If the Register of Deeds does not have a survey, you can search the Michigan Society of Professional Surveyors website for a professional surveyor.

## Key Contact Information

### Assessor's Office

(734) 634-0927

### Doug Shaw, WCA Assessing

dshaw@wcaassessing.com

## Key Term

### Nonconforming Lot, Buildings and Structures, and Uses

Check out the "Important Terms" section for more information.

# City-Owned Land Acquisition Process

*This section outlines the process for purchasing City-owned land in Highland Park.*

## ***How do I purchase a City-owned property?***

*The City has several residential or commercial properties for sale. Before purchasing, it is important to go through the property due diligence process described in the previous section. Please note that City-owned Residential Homes shall only be sold at City Auctions.*

*Once you've gone through the property due diligence process, you can.*

- 1. Submit an Offer to Purchase Application with the Community & Economic Development Department.*
- 2. Submitted Offer to Purchase Application will be reviewed by the Community & Economic Development Department, the Water Department, the Assessor's Office, the City's legal team, and any other relevant departments to ensure that you, as the applicant, do not currently owe money to the City or have code violations.*
- 3. Once all departments have reviewed the application, the application will come before City Council to their next regularly scheduled meeting. Based on the information in the application and the review from all relevant departments, the City Council may choose to approve or deny your application to purchase a City-owned property.*

### *Key Contact Information*

**Kalinda Powell-Watkins**  
**Administrative Assistant,**  
**Community & Economic**  
**Development**

*(313) 252-0050 ext. 255*  
*kpwatkins@highlandparkmi.gov*

# Development Processes

The table below provides an overview of the different types of review processes in Highland Park and the person or body that provides recommendations and approvals for each process:

<i>X = Approves R = Recommends</i>				
	<b>Zoning Administrator</b>	<b>Planning Commission</b>	<b>City Council</b>	<b>Zoning Board of Appeals</b>
<b>Administrative Review</b>	X			
<b>Site Plan Review</b>	R	X		
<b>Special Land Use</b>	R	X		
<b>Rezoning/Conditional Rezoning</b>	R	R	X	
<b>Variance</b>	R	R		X
<b>Planned Redevelopment Projects (PRP)</b>	R	R	X	

## Administrative Review

*Relevant Section of the Zoning Ordinance:*

**Section 1214.05**

*Key Contact Information*

**Donovan Smith of McKenna**

*dsmith@mcka.com*

### What Projects Qualify for Administrative Review?

In Section 1214.06 of the City of Highland Park Zoning Ordinance, the following projects do not require site plan review and may be reviewed administratively.

- A change in occupancy that does not result in a change of use, or a change in the intensity of the use.
- Exterior alterations
- Changes in parking lot layout or expansion of parking lots
- Any other change resulting in different requirements applying to the new use that were not applicable to prior use.

### Who Conducts the Administrative Review?

The Zoning Administrator is responsible for conducting and providing a decision for an administrative review.

### What is the Timeline for Receiving a Decision in Administrative Review?

Section 1214.05 (2)(b) requires that the Zoning Administrator complete the review and provide a decision on the project within thirty (30) days of the submission of a completed application.

## Site Plan Review

*Relevant Section of the Zoning Ordinance:*

### **Section 1214.06**

#### **When is a Site Plan Review Required?**

*In Section 1214.06 (2) (a) of the City of Highland Park Zoning Ordinance, the following projects require the applicant to provide a site plan:*

- *Expansions of existing buildings of more than twenty-five percent (25%) of the gross floor area of the main building(s), or forty thousand (40,000) square feet, whichever is greater, unless the expansion is approved administratively as described in Sec. 3.03.*
- *Special Land Uses in all Zoning Districts.*
- *Permitted Uses in all Zoning Districts, with the exception of one and two-family dwellings.*
- *Site condominiums in all Zoning Districts.*
- *Parking lots and parking lot expansions, unless the lot or expansion is approved administratively as described in Chapter 1234.05.*

#### **Who Approves Site Plan Reviews?**

*Multiple departments, including Engineering, Planning & Zoning, Community & Economic Development, the Fire Department, and other departments may review the site plan and write a staff report overviewing the project, standards within the City's Code of Ordinances that apply to them, and their recommendations regarding the project.*

*These staff reports are provided to the Planning Commission at the Planning Commission Meeting, where the project, staff reports, and recommendations are reviewed. The applicant must be present at this meeting. At the Planning Commission Meeting, the Planning Commission may take the following actions regarding the project:*

- *Approve: If the project meets the relevant standards in the Zoning Ordinance and other Code of Ordinance requirements, the Planning Commission will approve the project.*
- *Approved with Conditions: If the project largely meets the requirements of the Zoning Ordinance, but requires minor changes to ensure compliance, the Planning Commission may approve the project on the condition that these required changes are made. The applicant may be required to submit an amended site plan for review by the Zoning Administrator or at a later Planning Commission meeting to ensure the required changes are being completed.*
- *Denial: If the project does not meet the standards of the Zoning Ordinance, the Planning Commission will deny the project.*
- *Table: The Planning Commission may table the discussion of the project in this meeting and have further discussion at the following Planning Commission meeting. The applicant may be required to provide additional information prior to this meeting.*

If your site plan is approved, the approval is valid for a period of one (1) year. If construction has not begun within that year, you must obtain a new site plan approval.

### **What is the Timeline for the Site Plan Review Process?**

The timeline for the site plan review process is at least two (2) months to account for review time and appearance before the Planning Commission. This timeline may be extended if revisions are required.

### **Special Land Use Review**

Relevant Chapter of the Zoning Ordinance:  
**Chapter 1215**

### **What is Special Land Use?**

A special land use is a use that may be permitted in a particular zoning district but has additional standards and considerations to preserve the health, safety, and welfare of surrounding properties and the community as a whole. Each zoning district has a list of uses that may be permitted as a special land use.

### **Who Approves Special Land Uses?**

Similar to the site plan approval process, the applicant will need to submit a preliminary site plan to the Zoning Administrator meeting the site plan requirements of Section 1214.06. Engineering, Planning & Zoning, Community & Economic Development, the Fire Department, and other departments may review the site plan and write a staff report overseeing the project.

These staff reports are provided to the Planning Commission at the Planning Commission Meeting, where the project, staff reports, and recommendations are reviewed. Special land uses require a **public hearing**, which will take place at the Planning Commission prior to approval.

Key Term

**Public hearing**

Check out the “Important Terms” section for more information.

After the public hearing, the Planning Commission may take the following actions:

- *Approve: If the project meets the relevant standards in the Zoning Ordinance for the special land use involved and other Code of Ordinance requirements, the Planning Commission will approve the project.*
- *Approved with Conditions: If the project largely meets the requirements of the Zoning Ordinance, but requires minor changes to ensure compliance, the Planning Commission may approve the project on the condition that these required changes are made. The applicant may be required to submit an amended site plan for review by the Zoning Administrator or at a later Planning Commission meeting to ensure the required changes are being completed.*

- *Denial: If the project does not meet the standards of the Zoning Ordinance, the Planning Commission will deny the project.*
- *Table: The Planning Commission may table the discussion of the project in this meeting and have further discussion at the following Planning Commission meeting. The applicant may be required to provide additional information prior to this meeting.*

## Variance

*Relevant Chapter and Sections of the Zoning Ordinance:*

**Chapter 1211 Zoning Board of Appeals, Section 1211.03 (2) and (3)**

*A **variance** is an approval for a deviation from the standards of the Zoning Ordinance for a property. The Zoning Board of Appeals reviews and approves variances. There are two types of variances – **non-use variances** and **use variances**. Depending on the details of the project, you may need to apply for one type of variance or both types.*

### *Non-Use Variances*

*When reviewing an application for a non-use variance, the Zoning Board of Appeals will determine if there is a “practical difficulty” for the property owner to meet the dimensional standards of the Zoning Ordinance. More specifically, the Zoning Board of Appeals will determine if the following conditions are met:*

- *Extraordinary circumstances or conditions apply to the subject property that do not apply to other properties in the same Zoning District, such as an extremely narrow, shallow, or uncommonly shaped lot.*
- *Exceptional topographic or environmental conditions.*
- *The use or development of the property immediately adjacent to the site causes practical difficulties for implementing the provisions of the Zoning Ordinance.*

### **Use Variances**

*The standard for obtaining a use variance is higher than that of a non-use variance. Rather than showing that there is a practical difficulty for meeting the dimensional standards of the Zoning Ordinance, an applicant will need to show that there is an “unnecessary hardship” to meeting the use standards for the property. When reviewing an application for a use variance, the Zoning Board of Appeals will determine if the following conditions are met:*

- *The condition, location, or situation of the specific piece of property creates an unnecessary hardship that is unique to the property in the Zoning District in which it is located.*

### *Key Terms*

**Variance**

**Use variance**

**Non-use variance**

*Check out the “Important Terms” section for more information.*

- *The building, structure, or land cannot be reasonably used consistent to the uses allowed in the Zoning District the property is classified as.*
- *The variance will not alter the essential character of the neighborhood, the intent of the Master Plan, nor be a detriment to adjacent properties.*
- *If approved, the variance will not materially impair the intent and purpose of the Zoning Ordinance or the Zoning District where the property is located.*
- *The unnecessary hardship was not created by the applicant.*

### **What is the process for obtaining variance?**

*The following steps will be taken to review and come to a decision on the requested variance:*

1. *Complete a Zoning Variance application and submit along with the required fee.*
2. *Relevant City Departments and Commissions (e.g. Zoning Administrator, Planning Commission, Fire Department, etc.) may review the contents of the application and provide written recommendations for the Zoning Board of Appeals regarding your application.*
3. *The Zoning Board of Appeals will schedule and notice the required public hearing for the requested variance.*
4. *After the required public hearing, the Zoning Board of Appeals will vote to approve, approve with conditions, deny, or table the variance application.*

*Once the variance is approved, if work has not begun within one year of the approval date, or the use or work has been abandoned for a period of six months, the variance is no longer in effect.*

### **Rezoning/Conditional Rezoning**

*Relevant Chapter of the Zoning Ordinance:*

**Rezoning (Zoning Ordinance Map Amendments) – Chapter 1216**

**Conditional Rezoning – Chapter 1217**

### **What is a Rezoning?**

*A rezoning is a request to change the zoning designation of a property from one district to another. Typically, a property owner may choose to pursue a rezoning if a desired use is not permitted in the current Zoning District a property is zoned.*

### **What is the Process for Requesting a Rezoning?**

*To begin the process of requesting a rezoning, a property owner must submit the following:*

1. *Proof of Ownership of property or documentation of legal interest.*
2. *A plot plan or survey containing the information required by Section 1216.02 (4) (b) of the Zoning Ordinance.*
3. *A detailed statement of how the proposed amendment complies with the Master Plan.*

4. *Any additional reasonable information required by the Planning Commission or City Council to assist in its review.*

*Once these application materials are satisfactorily completed, the City Clerk will transmit the application to the Planning Commission. At the Planning Commission meeting, a public hearing will be held regarding the rezoning. After the public hearing, the Planning Commission will make a recommendation on the rezoning request to City Council. The City Council may choose to hold an additional public hearing and will review the Planning Commission recommendation on the rezoning and comments from the public hearing held by the Planning Commission. When considering a rezoning request, the Planning Commission and City Council will consider the following:*

1. *Whether the proposed rezoning meets the intent of the Zoning Ordinance.*
2. *Whether the proposed rezoning complies with the adopted Future Land Use Plan in the Master Plan.*
3. *Whether the parcel can meet the use and dimensional standards of the requested Zoning District.*
4. *If the site's physical, geological, hydrological, and other environmental features are compatible with the range of uses permitted in the requested Zoning District.*
5. *Whether the capacity of infrastructure and services is sufficient to accommodate the uses permitted on the parcel by the rezoning request without compromising the health, safety, or welfare of the city or the surrounding area.*

*Based on the considerations above, the recommendation from the Planning Commission, and the comments from the public hearing, the City Council may approve or deny the rezoning request.*

### **What is Conditional Rezoning?**

*A conditional rezoning allows a property owner to offer certain conditions or limitations as part of their application of rezoning to ensure the health, safety, and welfare of the city and the surrounding area are protected. While the approval process for a conditional rezoning is identical to that of a rezoning, a conditional rezoning requires the property owner to submit a **Zoning Agreement** with voluntary conditions that are equally or more restrictive than the regulations that would apply under the proposed zoning district.*

*Key Term*

#### **Zoning Agreement**

*Check out the “Important Terms” section for more information.*

# Final Engineering and Building Department Review

## Engineering Review

*Engineering plans include more detail than site plans, such as calculations for how the soil will support the building, utility capacity, and other considerations. Your engineering the City's Engineering Department and Fire Department will review plans to ensure that they meet all applicable engineering and safety standards.*

*Projects built along a County road right-of-way has contamination concerns, or similar characteristics may require additional approvals from Wayne County of the State of Michigan. These entities should be engaged early in the process to ensure the project receives all required approvals.*

## Building Department Review and Permitting

*After receiving approvals from the Building Department, Fire Department, and other necessary entities, you will submit your construction plans to the Building Department. Your construction plans will be reviewed for compliance with the most current Michigan Building Code. The Building Department will assist you in determining what building permits will be required for the project. To pull the required permits, a contractor must be licensed as a Residential Builder with the Michigan Department of Licensing and Regulatory Affairs. The Building Department is responsible for the following applications & permits:*

1. *Rental Registration*
2. *Business License Review (In coordination with City Clerk's Office)*
3. *Certificate of Occupancy/Compliance*
4. *Point of Sale Registration*
5. *Vacant Registration*
6. *Trade Permits (Electrical, Mechanical, Plumbing)*
7. *Building Permits*
8. *Specialty Reviews and Inspections*

### Key Contact Information

#### Engineering Department

(313) 865-1876

[hpcityengineer@metroca.net](mailto:hpcityengineer@metroca.net)

#### Fire Department

(313) 852-3221

#### Building Department

(313) 252-0050 ext. 209

#### Wayne County Construction

##### Permit Office

(313) 224-7600

# Single-Family Residential Construction or Rehabilitation

## Step 1: Call the Planning and Zoning Department

*The first step of completing new residential construction or rehabilitation is to call the Planning and Zoning Department to determine if your project will require Planning and Zoning approval or just needs Engineering and Building Department approvals. The Planning and Zoning administrator will discuss the details of the project with you to determine the appropriate approvals process.*



*A residential home in Highland Park.*

## Step 2: Development Process Review

*Most residential additions and new construction of low-density residential development (e.g. single-unit homes, duplexes, etc.) will go through an administrative review process. If there are nonconformities of the existing residential structure or lot, you may be required to pursue a variance. The Planning and Zoning administrator will discuss any considerations that may determine the type of Development Process your project will follow.*

## Step 3: Final Engineering and Building Department Review

*After the appropriate approvals through the Development Process review, the project will undergo final Building Department Review described earlier in this Guide. Most residential additions will not have to undergo Engineering Review, but some may. Most new construction projects will require a final Engineering Review.*

# Commercial and Industrial Development

## **Step 1: Pre-application Development Review**

*What is a Pre-application Development Review Meeting?*

*A pre-application development review meeting allows a developer to meet with the Zoning Administrator to learn about the type of review (e.g. administrative, site plan, special land use, etc.) that the project would fall under and the sections in the Zoning Ordinance that would apply to the process. This meeting is informational and non-binding. If the project is determined by the Zoning Administrator to be sufficiently complex, the Zoning Administrator may conduct a Pre-application Development Review.*

## **Step 2: Development Process Review**

*Depending on the use, intensity, and specific details of the project, the project will undergo one of the development process reviews explained earlier in this guide.*

## **Step 3: Final Engineering and Building Department Review**

*After the appropriate approvals through the Development Process review, the project will undergo the final Engineering and Building Department Review described earlier in this Guide.*

## **Step 4: Construction and Inspections**

*After final engineering and building department reviews are approved, you can begin to plan construction.*

*Are there any steps I should take prior to breaking ground?*

*Prior to starting construction, it is important to know where underground utilities may be located on your property. Call 811 or (800) 482-7171 or go to [www.missdig811.org](http://www.missdig811.org) to request service to locate any underground utility lines.*

### **What inspections are needed during construction?**

*The Building Department will conduct any inspections required during the construction process. You should be in close communication with the Building Department throughout the construction process to ensure all necessary inspections are completed at each stage of the process. If your project is on a County street right-of-way, inspections by the Wayne County Construction Permits Office may also be required.*

# Planned Redevelopment Projects (PRP)

*Relevant Section of the Zoning Ordinance:*

## **Section 1250.14**

*The PRP allows greater flexibility in the development of the former Ford Factory site by recognizing the need to flexibility from the standards of the Zoning Ordinance for large or multi-lot sites, encouraging a mix of land uses, and encouraging quality design sensitive of neighborhood character, natural and man-made features, and the environment.*

*The PRP requires a zoning district change from the property's current zoning district to the PRP.*



*The former Ford Factory site is in Highland Park.  
Source: Ford Motor Company, 1913.*

## **What is the process for PRP application and approval?**

The application and approval process for a PRP is as follows:

1. Complete a Zoning Application and submit the relevant fee. Indicate whether the application is for **conceptual approval** or **final approval**.
2. Submit site plan materials that meet all the requirements of Section 1214.06 Site Plan Review. Additionally, PRP projects are required to submit a Development Plan. Requirements for the Development Plan are described in Section 1250.14 (3) (e). Once all application materials are complete and submitted, the Zoning Administrator will schedule a public hearing for an upcoming Planning Commission meeting.
3. Planning Commission will review the proposed PRP and will provide comments and recommendations for City Council on the proposed action. The Planning Commission will consider the application based on the following standards:
  - Adherence to the Master Plan and the purpose and intent of the Zoning Ordinance
  - Compatibility with neighborhood surroundings
  - Compatibility with environmental surroundings
  - Adequacy of existing public and private infrastructure and services
4. The Planning Commission will host the required public hearing. If special land use is involved in the PRP, the Planning Commission is required to hold a separate public hearing regarding the special land use, although this public hearing can take place during the same meeting as the public hearing for the PRP itself.
5. After a public hearing is held by the Planning Commission and the Planning Commission provides a recommendation, the PRP will come before City Council for adoption of the zoning change to PRP.

Key Term

**Conceptual approval**

**Final approval**

Check out the “Important Terms” section for more information.

# Code Enforcement

*Code Enforcement identifies concerns in Highland Park that may be in violation with the City's ordinance, including the Zoning Ordinance, and works with the property owner on resolving any violations. The frequently asked questions below provide information regarding Code Enforcement and important next steps.*

## *Key Contact Information*

**Najee Malone Code  
Enforcement Officer**

*(313) 465-0631*

*nmalone@highlandparkmi.gov*

### ***Why is Code Enforcement important?***

*Code Enforcement helps ensure the health, safety, and welfare of the community by enforcing the City's Code of Ordinances. Code Enforcement helps the City identify zoning violations, construction work being completed without permits, and similar concerns that have a negative impact on the community.*

### ***What should I do if I receive an enforcement letter from Code Enforcement?***

*The first thing you should do is contact the Code Enforcement officer or City staff person listed on the enforcement letter and discuss a plan to resolve the noncompliance issue.*

### ***How many days do I have to resolve a code enforcement issue?***

*The enforcement letter you are provided with will provide a timeline for resolving the compliance issue or determining a plan of action with the Code Enforcement Officer. Typically, a maximum of 14 days is given to demonstrate compliance with the enforcement letter. If no action is taken or a plan to address the compliance issue is not provided within the 14-day time frame, Code Enforcement may begin issuing tickets to resolve the issue.*