



**Private use of public open space**  
**SIDEWALK CAFÉ, SIGNS, STREET FURNITURE**  
 Community Planning and Development  
 Downtown Design Review Committee  
 415 Stockbridge, Kalamazoo, MI 49001  
 Telephone: (269) 337-8804  
 FAX (269) 337-8429  
[ddrc@kalamazoo.org](mailto:ddrc@kalamazoo.org)

**DOWNTOWN DESIGN REVIEW COMMITTEE**  
**TIER I or TIER II REVIEW\***

Date submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

LOCATION of PROJECT: \_\_\_\_\_

OWNER: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Fax \_\_\_\_\_ email \_\_\_\_\_

APPLICANT: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Fax \_\_\_\_\_ email \_\_\_\_\_

Short description of project:

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Attached:

- Signs (projecting, wall and sidewalk signs) – TIER I or II REVIEW
  - Drawing/image – 11x17 plan size maximum including measurements, color if possible
  - Specifications: Materials and techniques – what is/will sign be made of
  - Drawing or photo showing specific placement of signs on building or in public Right of Way
- Carts, flags, banners, furniture not part of a sidewalk café, etc – TIER I or II REVIEW
  - Drawings or photos – 11x17 plan size maximum including measurements, color if possible
  - Specifications: Materials, placement
- Sidewalk café site plan – 11x17 plan size maximum – TIER II REVIEW (see reverse)
  - Sidewalk café site plan including dimensions, trash receptacles and enclosures
  - Specifications: Materials, furniture, trash receptacle and techniques

NOTE: The items above, except most wall mounted signs, will also require an encroachment agreement with the city. Call 269-337-8607

**\*Downtown Design Review Coordinator\***

TIER I reviews include signs, both building mounted and sidewalk signs (except new internally illuminated signs), sidewalk cafes, façade design changes such as doors, windows, cornices, balconies and exterior painting, installation and screening of mechanical and telecommunications equipment and dumpsters, awnings and canopies, lighting, fences and landscape elements. Tier I reviews may be approved administratively.

Tier I  Staff Review Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Tier II  DDRC meeting date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **SIDEWALK CAFES**

All sidewalk cafes require approval of the committee as a Tier II review. The following **standards** apply to sidewalk café's:

1. Proposed sidewalk cafes must submit:
  - a. Photos of the planned site
  - b. A simple diagram of the proposed location of the café
  - c. Details on the proposed furniture
  - d. Details of material for the enclosure if one is planned and written permission of adjoining property owners for using adjacent sidewalk space.
2. Enclosures:
  - a. If enclosures are used, they must be as simple as possible, no more than 32" tall and may be removed completely between November 1st and April 1st. Tables and chairs with an enclosure may be chained together outdoors.
  - b. Signage shall not be placed on enclosure materials
  - c. If there is no enclosure the café is defined by area where tables and chairs are set up. Tables and chairs without an enclosure should be stored inside the building at night.
3. The café must include and maintain a waste receptacle. It is the café operator's responsibility to keep the café area clean and tables cleared.
4. The café shall maintain clear pedestrian space, with a minimum of 6'.
5. Café must be wholly in front of the storefront operating it and shall not spill over in front of other storefronts without written permission of the adjoining property owners or tenants.
6. The City of Kalamazoo retains the right to remove the café for maintenance work.
7. The café must be authorized by the appropriate encroachment permit, issued by City of Kalamazoo Engineering staff and an annual fee may be required for the private use of public right-of-way.
8. Michigan Department of Transportation may require additional review and encroachment approval on State Trunk Lines (Michigan Ave and Kalamazoo Ave, Westnedge Ave & Park St)
9. Businesses serving alcohol in sidewalk cafés must comply with any additional regulations of the Michigan Liquor Control Commission.