



EXISTING BUILDING – Tier I or II
Downtown Design Review Committee
 415 Stockbridge
 Kalamazoo, MI 49001
 Telephone: (269) 337-8804, FAX (269) 337-8429
ddrc@kalamazoo.org

DOWNTOWN DESIGN REVIEW COMMITTEE

Project name: _____
 Project Address: _____
 Contact name: _____ Contact phone _____
 Contact email: _____
 Owner: _____
 Address: _____
 City _____ State _____ Zip _____

- CHECKLIST – include all material applicable to project**
- Photos of site/building – all sides visible from public right of way
 - 11x17 plans (smaller is acceptable if they are still clear)
 - Exterior elevations – all sides visible from public right of way
 - Site plans
 - Sealed final drawings (If not sealed, explain) _____
 - Percentage of ground floor street facade (commercial) in windows – 60%+ required _____ % (If work includes changes to storefront)
 - New exterior cladding materials specified – on plans or separate list
 - Details on windows – tear sheets or spec sheets
 - *Samples of materials
 - *Color rendering of exterior

IMPORTANT: A project is not ready for review by the DDRC until all these documents are complete. The material should be to the coordinator no later than Thursday at noon the week before the scheduled Tuesday DDRC meeting. Materials will be distributed to the committee in advance for review. Submissions may be electronic and must be in RTF, MS Word or readable with Adobe Acrobat Reader. Send to: ferraros@kalamazoo.org .

* These items may be brought to the DDRC meeting or delivered to the coordinator in advance.

Downtown Design Review Coordinator

CASE # IDDR _____
 Tier I Staff review date DDR Coordinator ____/____/____ DKI ____/____/____
 Tier II DDRC meeting date ____/____/____
 Site Plan Review date ____/____/____
 Historic District Commission review date ____/____/____ (If applicable)

Tier I - Administrative Review

City of Kalamazoo and Downtown Development Authority (DDA) staff review plans and details with applicant and approve, approve with conditions, or refer the project as proposed to the DDRC at a weekly meeting for review.

Review Process for Tier I Reviews:

Applicant (owner, architect, sign fabricator) submits an application, including design-related project criteria, plans and drawings to the Downtown Design Review Coordinator.

Downtown Design Review Coordinator and DDA staff review, and refer project to additional City of Kalamazoo staff as appropriate (for example, historic district, planning, zoning or permitting staff). City of Kalamazoo staff will approve the project as presented, approve the project with conditions, or deny project as proposed.

Approved projects are cleared to submit sign, historic district and building permit applications as needed.

Examples of Tier 1 Projects:

- New signs or re-facing existing signs
- Sidewalk signs
- Awnings and canopies
- Lighting
- Fencing
- Streetscape and street furniture
- Screening mechanical equipment
- Demolition of secondary structures
- Simple façade design changes and/or repairs

Tier II – Downtown Design Review Committee

City of Kalamazoo and Downtown Development Authority (DDA) staff review plans and details with the applicant and prepare staff recommendation for Downtown Design Review Committee (DDRC) review. At their regularly scheduled weekly meeting (Tuesday 9AM), the DDRC reviews and approves, approves with conditions, or denies the proposal and forwards their comments to Site Plan Review Team.

Review Process for Tier II Reviews that also require Site Plan Review (Site Plan Review is required for projects which expand the size of the existing structure or new construction):

- Proposal submitted for Site Plan Review—typically Site Plan Review does not require elevations of the building.
- Proposal submitted for Downtown Design Review Committee (and Historic District Commission* if applicable). Application should include drawings with elevations, exterior details on cladding and finishing materials
- City of Kalamazoo and DDA staff review design-related project criteria, and prepare recommendation for DDRC.
- Site Plan Review Team approves, approves with conditions, or denies project as proposed.

Review Process for Tier II Reviews that occur without Site Plan Review (Site Plan Review is required for projects which expand the size of the existing structure, change of use or new construction):

- Proposal submitted for Downtown Design Review Committee. (and Historic District Commission* if applicable) Application should include drawings with elevations, exterior details on cladding and finishing materials
- City of Kalamazoo and DDA staff review design-related project criteria, and prepare recommendation for DDRC.
- DDRC review, generally scheduled weekly, meets and reviews the application and specifications. The committee recommends approval, approval with conditions, or denial of the project.

Examples of Tier 2 Projects:

Exterior rehabilitation of existing buildings
Parking Lots and streetscapes
Public Open Spaces, parks, streetscape areas
New internally illuminated, animated, or moving signs
Any project requiring Site Plan Review
Any project which does not comply with the standards