



DOWNTOWN DESIGN REVIEW Standards and Guidelines EXISTING BUILDINGS

Kalamazoo, MI

July 2012

March 7, 2005—Kalamazoo City Commission adopted the Downtown Design Guidelines under Resolution #05-16 and enacted Ordinance 1783

July 16, 2012—Kalamazoo City Commission adopted the Downtown Design Guidelines by Resolution and enacted changes to the City of Kalamazoo Zoning Code 2.3G (5) under Section 6.5C of Appendix A-Zoning Ordinance

Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

DDRC STANDARDS AND GUIDELINES - 2012

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DDRC STANDARDS AND GUIDELINES - 2012

I. OVERVIEW

Purpose

The Downtown Design Review Committee (DDRC) Standards and Guidelines have been developed to give direction to public and private improvements within Kalamazoo's downtown. The standards and guidelines serve as a basis for common decision-making among downtown businesses, property owners, and City government. They also outline an approach for creating a coordinated design theme for downtown that is simple and elegant and encourage designs that are complementary to the current fabric of the city's core.

The DDRC Standards and Guidelines promote the evolution of a downtown supported by a lively, pedestrian-friendly space for commerce, government, residential, and social uses. The standards and guidelines integrate growth and new construction with historic buildings to encourage the creation of a vigorous and attractive urban hub.

The DDRC Standards and Guidelines are not intended to serve as, or supersede any MDOT, Historic District Commission or other safety or regulatory standards.

Statement of Intent

The City of Kalamazoo's DDRC Standards and Guidelines are a tool for architects, developers, and property owners who plan to build, renovate and rehabilitate projects within the downtown. The purpose of the DDRC Standards and Guidelines is to encourage new construction, building rehabilitation, and streetscape projects that help to create a dynamic and vibrant 24-hour downtown—ensuring an economic environment attractive to residents, businesses, consumers, and visitors alike, both now and in the future.

The City of Kalamazoo encourages creativity and inventiveness in building reuse and new construction, as well as the preservation of key architectural features that help define our downtown.

Design Direction

Downtowns that are viewed as vibrant and active also include landscape and streetscape features which bring green elements into the city, including trees, grass, open space, and outdoor dining and entertainment. These elements bring a vibrant layer of detail and soften the urban core, helping to humanize, enhance, and invigorate downtown. They provide places to socialize, whether they are small open spaces to relax, large gathering places for events, or sidewalk cafes to meet with friends or just to watch the activities of the city.

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Guiding Principles

In addition to referencing existing architectural and streetscape features, there are a number of guiding principles that underlie the DDRC Standards and Guidelines. The guiding principles are:

- Celebrate the Kalamazoo of yesterday and today, while looking to tomorrow,
- Create a setting for social, cultural, and environmental awareness and enjoyment,
- Create new kinds of urban districts that integrate workplace, housing, transportation, retail, and cultural amenities,
- Protect and leverage existing assets within downtown Kalamazoo (including existing neighborhoods, Kalamazoo Mall, open spaces, cultural facilities, and institutions),
- Define a hierarchy of streets and pedestrian linkages that bind the city together,
- Utilize existing styles (such as the Art Deco influence) as a design vocabulary to unify the built environment in the downtown,
- Celebrate the arts, entertainment, and culture of the people of Kalamazoo, and their diversity of thought, taste, and interest,
- Enhance Kalamazoo's sense of place.

Using the DDRC Standards and Guidelines

The DDRC Standards and Guidelines will be used by any entities, public or private, planning to renovate or add buildings or other elements that are viewed or experienced from the public realm. It should be noted that these guidelines do not omit the requirement to obtain building, zoning, encroachment, or other types of approvals from the City prior to any work. The document sets a minimum design standard, but individual efforts should be tailored to specific locations, land-uses and local character. This system of standards and guidelines is designed to be flexible, encouraging a balance between coordination and individuality.

The DDRC Standards and Guidelines do not omit the requirement to obtain building, zoning, encroachment, or other types of approvals from the City prior to any work.

The document is divided into four main sections:

- I. Overview: purpose and intent.
- II. New Construction: all new construction.
- III. Existing Buildings: façade restoration, rehabilitation, and additions to existing buildings or any alteration on the exterior of the building.
- IV. Streetscape Elements: both private and public streetscape elements.

Each section specifies the **standards** and discusses the more general **guidelines**:

- **Standards** represent the baseline that all projects must include in planning and design. Some examples include matching the setback of new buildings to adjacent buildings, pedestrian-oriented uses on the ground floor, sign dimensions, retaining existing architectural ornaments, etc. Often smaller projects that comply with the standards—like signs—can be a “Tier I Review.”

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- **Guidelines** are more flexible than the standards and require a “Tier II Review” by the Downtown Design Review Committee at a regular meeting. Guidelines allow more flexibility in maintaining the urban character of downtown Kalamazoo. The DDRC meets weekly as needed to fit within the Site Plan Review Committee schedule.

While the DDRC Standards and Guidelines can be referred to and used as a complete and comprehensive document, it has been structured so that each of the sections can be used individually, depending on the type of project. For example, an architect, developer, or owner wishing to renovate an existing building could refer to and use just Section III (Existing Buildings) if the project includes no streetscape elements.

Process

Applications are available from the Downtown Design Review Coordinator and are available for download from the city website from the Community Planning and Development Department.

Applications for review must be submitted with supporting documents. Depending on the project, the application may include plans, drawings, materials samples, elevations. Downtown design review is limited to the exterior of a building, so interior floor plans may not be necessary.

The process for reviewing an application is determined according to two levels of review:

- “Tier I Review” is an administrative review and applies to smaller-scale projects and those with less impact on the building fabric or streetscape that comply with the standards.
- “Tier II Reviews” are required for larger projects or projects which alter the exterior of a building including all new construction or additions and all projects that require Site Plan Review. Examples of Tier I and Tier II projects are outlined later in this section.

Appeals will be made to the Planning Commission in order to resolve issues between the Downtown Design Review Committee, the Site Plan Review Team, and the applicant. Details of the process are outlined in further detail in the following sections.

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The Downtown Design Review Committee prefers to meet with developers and project managers while large projects are still in the concept phase. A meeting with the Downtown Design Review coordinator or committee can be arranged by contacting the Downtown Design Review coordinator at 269-337-8804.

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:

1. Applicant (owner, architect, sign fabricator) submits an application, including design-related project criteria, plans and drawings to the Downtown Design Review Coordinator.
2. 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).
3. City of Kalamazoo staff will approve the project as presented, approve the project with conditions, or deny project as proposed.
4. 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

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Tier II - Site Plan Review

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, 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):

1. Proposal submitted for Site Plan Review—typically Site Plan Review does not require elevations of the building.
2. 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
3. City of Kalamazoo and DDA staff review design-related project criteria, and prepare recommendation for DDRC.
4. Site Plan Review Team approves, approves with conditions, or denies project as proposed.

Appeal: Planning Commission

Tier II 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):

1. 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
2. City of Kalamazoo and DDA staff review design-related project criteria, and prepare recommendation for DDRC.
3. DDRC review, generally scheduled on weekly, meets and reviews the application and specifications. The committee recommends approval, approval with conditions, or denial of the project.

* See pages 35 and 36 for a complete list of local historic district properties.

Appeal: Planning Commission

Examples of Tier 2 Projects:

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

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II. EXISTING BUILDINGS

Introduction

Kalamazoo has a wonderful variety of building stock within the downtown. Many examples exist where buildings have been upgraded and reused over time. This process of evolution and on-going development is natural, and many of the existing buildings downtown will continue to change over time.

With this process of evolution, many of the existing buildings undergo physical changes in order to accommodate different uses or are expanded to accommodate more activity.

These Standards and Guidelines identify a number of ways that existing buildings can be renovated or expanded, while respecting the original design intent and maintaining the building's architectural integrity. These Guidelines cover the full range of existing building types and uses, including commercial, manufacturing, mixed-use, and residential.

“Rehabilitation” is defined as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use, while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.” Rehabilitated buildings should be pedestrian-oriented and utilize urban building materials.

Guidelines for signage, awnings, canopies, lighting, open space, sidewalk cafes, and parking can be found in the “Streetscape” section of these Guidelines.

Site Planning

Skywalks

Skywalks may be useful to help to connect an existing building to a new building. Special care needs to be taken in designing the connector to be compatible with the existing building and its surroundings.

The following **standards** apply to skywalks:

- Shall be designed to be a minimum of 60% transparent along the entire length of the structure. This will help to achieve an open character and reveal pedestrian use of the structure.
- Shall be between 8 and 14 feet in width and no more than 14 feet in height.
- Shall bear structurally on private property, that is, to the two buildings it connects.
- Shall be removable without affecting the structural integrity of the buildings it connects.
- Have internal, year-round drainage connected to neighboring buildings.

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The following **guidelines** apply to skywalks:

- Enable comfortable, year-round access and be open for public use for at least the hours the buildings are open.
- Be architecturally designed to respect the character of buildings it will connect, in addition to nearby buildings.
- Consider the effect of the structure on views, daylight, or shading.
- Encourage connectivity between the skywalk and the street level. Access to and from street level at both ends of the structure is required.



Façade Rehabilitation

Design Compatibility

The following **guidelines** apply to design compatibility:

- Where inappropriate façade elements are being replaced or altered, the new design should be compatible with the massing, scale, architectural features, materials, color, and proportions of the historic façade design.
- A compatible contemporary treatment is appropriate as is a restoration treatment, if based on historic documentation. In all of these instances, the treatment should respect the integrity of the original design.
- In renovating a façade of an existing building it is important to align architectural features and establish patterns with neighboring buildings including:
 - Bulkhead
 - The top and bottom height of first floor display windows

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- Transom over the entranceway
- Clerestory portion of display windows
- Horizontal and vertical proportions of the building
- Storefront and restaurant front windows
- Window openings and styles, especially upper-story windows
- Sign-band above the street level
- Parapet and cornice line
- Window sills on upper floors
- Roof lines and proportions

Primary Façade

A building has only one primary façade. It is the exterior face of a building, which is the architectural and functional front of a building. It is oriented towards the primary street. A corner building has only one primary façade. The following **standards** apply to primary facades:

- 60% of the storefront zone must be clear glass and be active pedestrian use.
- Glazing must be clear. Reflective, fritted or tinted glass is not appropriate.
- Non-retail uses at ground level shall also respect the purpose of the storefront and meet the transparency criteria.
- The primary entry shall be oriented towards the street and clearly identified.
- Outward swinging doors at the storefront shall have a recessed entry off the sidewalk, to meet building code requirements.
- Buildings adjacent to parking areas or structures must have the primary entrance on the street-facing elevation. A secondary or minor entrance may face the parking area.
- For buildings that provide a separate, upper-story entrance on the exterior façade, the street-level entrance shall be the primary focus of the building façade.
- Access for handicapped users shall be appropriately designed, and use the same access routes as those used by non-handicapped users where possible. Ramps and related elements shall be modest in their design and be visually integrated with the overall building design and site plan.

Façade Design

Downtown façade designs vary widely but are generally consistent in terms of a few basic elements. In addition to a consistent street frontage, downtown façades typically feature regular bays above the base, horizontal expression lines, and some type of termination at the top.



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Entries

The following **standards** apply to entries:

- Outward swinging doors at the storefront shall have a recessed entry off the sidewalk, to meet building code requirements.
- The primary entry shall be oriented towards the street and clearly identified.
- Where only one route is determined to be accessible for disabled users and it is not the principle entrance, this route shall be clearly visible from the main entranceway or clearly signed.
- Buildings adjacent to parking areas or structures must have the primary entrance on the street-facing elevation. A secondary or minor entrance may face the parking area.

The following **guidelines** apply to entries:

- Existing storefront piers should remain exposed or be exposed if they have been covered.
- The ground level storefront should have a strong horizontal form at its top to differentiate it from the upper façade.
- For buildings that provide a separate, upper-story entrance on the exterior façade, the street-level entrance should be the primary focus of the building façade.

Secondary Façades

The following **guidelines** apply to secondary façades:

- Windows should be aligned in a regular pattern and should be scaled to harmonize with nearby side and rear walls. When visible from public streets, side and rear wall materials should complement the primary façade and nearby existing buildings.
- Secondary façades on public right-of-ways should contain windows, and encourage active uses at ground level.
- Where buildings are built on an alley or other public right-of-way, consider the opportunity for windows or secondary entries.
- Rear and side façades should provide sufficient architectural features, such as window and door openings, to articulate the building façade. They should also be developed and maintained to support the overall appearance of downtown.



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Rear entrances

The following **standards** apply to rear entrances:

- Rear entrances on existing buildings shall clearly be secondary entrances and avoid the appearance of a primary façade.
- The entrances shall be transparent, promoting visibility from inside and outside.

The following **guidelines** apply to rear entrances:

- Awnings, signs, and canopies may be considered as well as planter boxes and other furniture, if space allows.



Windows

The following **standards** apply to windows:

- Glazing shall be clear; reflective, fritted, or tinted glass is not appropriate.

The following **guidelines** apply to windows:

- The existing window configuration of upper façade windows should not be altered. Where windows have been altered in the past, contemporary treatment may be appropriate—provided that the new work does not destroy existing material and the design is compatible with remaining historic features.
- Security features on doors and windows should be complementary to the architectural design and detailing of the building. These should be installed so they do not damage the original structure.



Cornices & Rooftops

The following **standards** apply to cornices & rooftops:

- If a cornice is worn or deteriorated beyond repair or has been removed, it shall be replaced with materials that match the original in design, color, texture, and other visual qualities or is appropriate to the style of the building.

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- Bulkheads and rooftop elements shall be utilitarian in design and recessed from the primary façade

The following **guidelines** apply to cornices & rooftops:

- Downtown façades are typically finished by a cornice or other strong horizontal element. Wherever possible, existing cornices should be retained and restored.

Building Form for New Additions

The following **guidelines** apply to building form for new additions:

- A building addition should not alter the original structure's character. However, additions to the street or side façades are encouraged to complete the street edge.
- New additions should not alter the orientation of historic buildings.
- Additions visible from the street should complement the existing structure and be compatible with the massing, scale, and architectural features, materials, and proportions of the historic façade design.
- Additions at the rear or on top of the building—appropriate primarily for commercial buildings—can be planned so that they are not visible at the street level. Some commercial buildings are good candidates for added stories that would be visible from the street. This type of addition is most appropriate on a building shorter than most neighboring buildings. (See Appendix B for details on rooftop additions)
- Building additions should relate to existing buildings, while being clearly identified as new construction.
- Any new construction should relate to the existing buildings' basic shape, form, scale, and setback.
- Clearly differentiated details should include durable, high-quality building materials and inventive architectural detail—buildings can and should vary in height, color, materials, and architectural design.

Mechanical & Service Areas

The following **standards** apply to mechanical & service areas:

- New mechanical equipment (i.e. heating and cooling devices and telecommunications equipment) and service areas (i.e. dumpster enclosures) shall be located out of the public view, and designed as an integral part of the overall building design.

The following **guidelines** apply to mechanical & service areas:

- The location of such equipment should also consider views from the upper floors of neighboring buildings.

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- Skylights or solar panels should also have low profiles and not be visible from public right-of-ways. These features should be installed in a manner which minimizes alteration to historic features.
- Mechanical equipment located at street level should be relocated if possible or screened in a way appropriate to the streetscape and neighboring architecture.
- Low-profile mechanical units and elevator shafts may be appropriate on rooftops that are not visible from the street. If this is not possible, rooftop equipment should be set back or screened from view.

Materials

The following **standards** apply to materials:

- Existing materials and features that contribute to the building's historic, social, or cultural significance shall be retained and preserved.
- Where original materials or features are worn or deteriorated beyond repair, replacement materials or features shall match the old in design, color, texture, and other visual qualities and where possible, materials. Alternate or new materials may also be used as long as they are compatible with the physical characteristics of the historic materials which lend urban character to the downtown.
- A wide variety of building materials are appropriate, including but not limited to metal, stone, granite, terra cotta, concrete, glass, brick and stucco.

Rehabilitation of Residential Buildings

Rehabilitation of residential buildings may be appropriate to accommodate commercial uses but must continue to appear as a residential structure.

The following **guidelines** apply to the rehabilitation of residential buildings:

- Features such as windows, doors, porches, balconies, steps and historic materials should be retained and preserved.
- Where original materials or features are worn or deteriorated beyond repair, replacement materials or features should match the old in design, color, texture and other visual qualities.
- Where possible the replacement material should match the historic material. New materials are appropriate, provided they are compatible with existing materials.

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Emerging Technologies

Downtown Kalamazoo has an excellent opportunity to integrate sustainable practices into the design process of project sites. The Downtown Design Review Committee recognizes that sustainability and energy efficiency are at the forefront of the decision-making process. The committee will review these items (a sample listing is below) on a case-by-case basis with consideration for the sustainability impact a project may have.

- Examples of Emerging Technology Projects:
- Wind Turbines
- Solar Panels
- LED Lighting (including signage)
- Cisterns
- Green roofs

The following **standards** apply to emerging technologies:

- All visible emerging technologies require Tier II Review.

See Streetscape Elements for discussion of signs, awnings, banners and other streetscape elements.

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DDRC STANDARDS AND GUIDELINES - 2012

Standards Checklist

Skywalks:

- Shall be designed to be a minimum of 60% transparent along the entire length of the structure. This will help to achieve an open character and reveal pedestrian use of the structure.
- Shall be between 8 and 14 feet in width and no more than 14 feet in height.
- Shall bear structurally on private property, that is, to the two buildings it connects.
- Shall be removable without affecting the structural integrity of the buildings it connects.
- Have internal, year-round drainage connected to neighboring buildings.

Primary Facades:

- 60% of the storefront zone must be clear glass and be active pedestrian use.
- Glazing must be clear. Reflective, fritted or tinted glass is not appropriate.
- Non-retail uses at ground level shall also respect the purpose of the storefront and meet the transparency criteria.
- The primary entry shall be oriented towards the street and clearly identified.
- Outward swinging doors at the storefront shall have a recessed entry off the sidewalk, to meet building code requirements.
- Buildings adjacent to parking areas or structures must have the primary entrance on the street-facing elevation. A secondary or minor entrance may face the parking area.
- For buildings that provide a separate, upper-story entrance on the exterior façade, the street-level entrance shall be the primary focus of the building façade.
- Access for handicapped users shall be appropriately designed, and use the same access routes as those used by non-handicapped users where possible. Ramps and related elements shall be modest in their design and be visually integrated with the overall building design and site plan.

Entries:

- Outward swinging doors at the storefront shall have a recessed entry off the sidewalk, to meet building code requirements.
- The primary entry shall be oriented towards the street and clearly identified.
- Where only one route is determined to be accessible for disabled users and it is not the principle entrance, this route shall be clearly visible from the main entranceway or clearly signed.
- Buildings adjacent to parking areas or structures must have the primary entrance on the street-facing elevation. A secondary or minor entrance may face the parking area.

Rear Entrance:

- Rear entrances on existing buildings shall clearly be secondary entrances and avoid the appearance of a primary façade.
- The entrances shall be transparent, promoting visibility from inside and outside.

Windows:

- Glazing shall be clear; reflective, fritted, or tinted glass is not appropriate.

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Cornices & Rooftops:

- If a cornice is worn or deteriorated beyond repair or has been removed, it shall be replaced with materials that match the original in design, color, texture, and other visual qualities or is appropriate to the style of the building.
- Bulkheads and rooftop elements shall be utilitarian in design and recessed from the primary façade

Mechanical & Service Areas:

- New mechanical equipment (i.e. heating and cooling devices and telecommunications equipment) and service areas (i.e. dumpster enclosures) shall be located out of the public view, and designed as an integral part of the overall building design.

Materials:

- Existing materials and features that contribute to the building's historic, social, or cultural significance shall be retained and preserved.
- Where original materials or features are worn or deteriorated beyond repair, replacement materials or features shall match the old in design, color, texture, and other visual qualities and where possible, materials. Alternate or new materials may also be used as long as they are compatible with the physical characteristics of the historic materials which lend urban character to the downtown.
- A wide variety of building materials are appropriate, including but not limited to metal, stone, granite, terra cotta, concrete, glass, brick and stucco.

Emerging Technologies:

- All visible emerging technologies require Tier II Review.

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Locally Significant Buildings

Downtown Kalamazoo owes much of its character to its historic buildings. Not only do they remind us of the past, they provide anchors for the future. Kalamazoo has recognized historic buildings in

- Local Historic Districts (requires design review of exterior work)
- National Register Districts
- National Register buildings listed individually
- Locally significant buildings (not yet officially designated but eligible for designation)

The map on the next page (and in Appendix A) locates all the historic buildings within the boundaries of the Downtown Design Review area.

The Kalamazoo Historic District Commission reviews exterior work on buildings included within the local historic district for appropriateness. Most of these buildings are eligible for the Federal Rehabilitation Investment Income Tax Credit as income producing properties for substantial rehabilitation projects.

Haymarket Local and National Register Historic District

Kalamazoo has a wealth of historic structures throughout the downtown. In recognition of their worth, the Haymarket Local Historic District was established in 1980 and listed on the National Register in 1983 with additions in 1997 and 2010. A complete list of properties within the Haymarket Local and National Register Historic District can be found on pages 35 and 36. These buildings are subject to exterior design review by the Historic District Commission.

Bronson Park National Register Historic District

Most of the buildings surrounding Bronson Park are included in a National Register Historic District including churches, theaters and government buildings. A complete list of properties within the Bronson Park National Register Historic Districts can be found on page 36.

National Register listed individual buildings:

Several buildings downtown are also listed individually on the National Register and as single resources in the local historic district. These buildings are significant in the history of Kalamazoo for their association with events, patterns of events or people or are the last of their type of building. These buildings are all eligible for the Federal Rehabilitation Investment Income Tax Credit as income producing properties for substantial rehabilitation projects. A complete list of properties individually listed on the National Register of Historic Places can be found on page 36.

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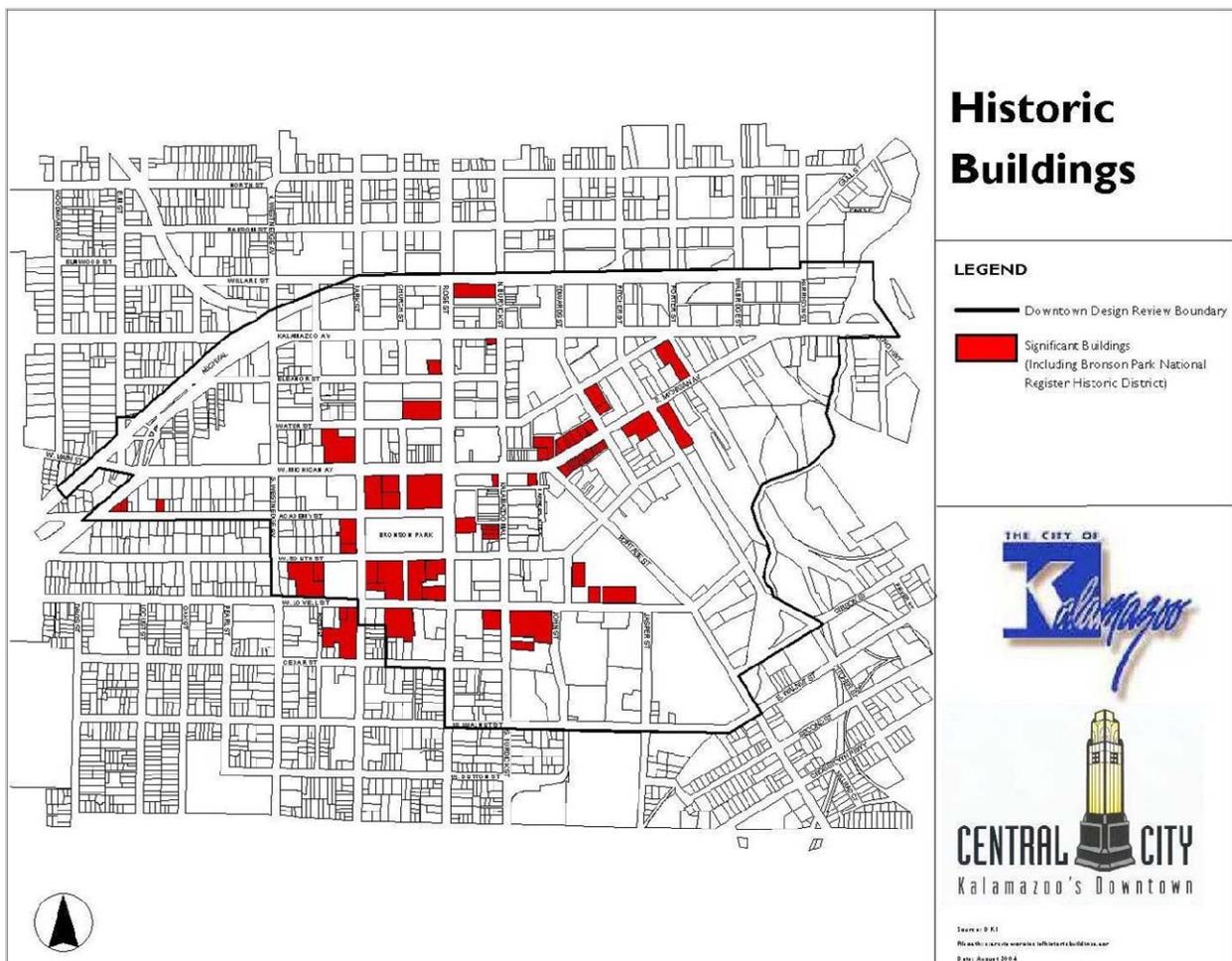
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Historically Significant Buildings

Since 1970, the City of Kalamazoo has had a dynamic and active historic preservation commission. The commission, in its advisory capacity to the City Commission, has contracted for more than eight historic resource surveys. The buildings listed on page 37 have been identified in the surveys as having historic significance and being potentially eligible for listing on the National Register of Historic Places. Listing on the National Register makes the building or district eligible for the Federal Rehabilitation Investment Income Tax Credit.

These buildings are significant in the history of Kalamazoo for their association with events, patterns of events or people or are the last of their type of building.

MAP – DDRC Review – Historic buildings – Appendix A



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These buildings are significant in the history of Kalamazoo for their association with events, patterns of events or people or are the last of their type of building. Demolition of any of these buildings would be considered only under extraordinary circumstances. Sites in **Bold** are located in designated local historic districts:

HAYMARKET LOCAL AND NATIONAL REGISTER HISTORIC DISTRICT

- Properties listed below require review by the Historic District Commission for any work on the Exterior of the building—including (non-historic buildings)
- All Historic Buildings (bold type) are also potentially eligible for Federal Rehabilitation Investment Tax Credits.

105 East Michigan - Metropolitan Center (4 buildings – north side)

Metropolitan-Hudson Block – 105 & 109 East Michigan

Baumann Block – 113 East Michigan

Henderson Block – 119 East Michigan

Lillienfeld Block – 123 & 127 East Michigan

131 East Michigan – Clapham-MacDonald Block (A-1 Printing)

(141 East Michigan - Argos Building – non-historic)

151 East Michigan - Kalamazoo City Savings Bank (Graydon-Willson)

161 East Michigan - Edwards & Chamberlain (Haymarket) Building

(203 East Michigan – Memories Bridal – non-historic)

(215 East Michigan – Kalamazoo Savings & Loan – non-historic)

224 East Michigan – Weber Boot and Shoe (London Grill & Winstons)

228 East Michigan – (Golden Needle Tailor)

251 East Michigan - Main Street East – (4 buildings – north side)

Doyle Building - 229 East Michigan

Doubleday Block 241 East Michigan

Desenberg Building 251 East Michigan

Ihling Bros-Everard Building 259-69 East Michigan

(232 East Michigan – Main Street Grill – non-historic)

234 East Michigan - Hiemstra Optical

242-6 East Michigan - Button-Jannasch Building

250 East Michigan - Kreeger Building

254 East Michigan - Jannasch-Shortt Building

258 East Michigan - Gault Building

262 East Michigan - Chau Building

266 East Michigan - Hall Block (Coney Island & Ouzos)

276 East Michigan - Hugh McHugh Building

310 East Michigan - Rosenbaum Building*

Post Office - 314 East Michigan

320 East Michigan - Columbia Candy Co (Alfred E. Bike)

336 East Michigan - Arlington Hotel (Bimbos/Club Soda)

350 East Michigan - Columbia Hotel

402 East Michigan - Grand Rapids & Indiana RR Depot

111 Portage - Peninsula Building

110-120 North Edwards - Newton Building

* (310 E. Michigan - National Register ONLY – not subject to HDC review)

STUART AREA LOCAL AND NATIONAL REGISTER HISTORIC DISTRICT

702, 726, 728 West Michigan

Allen Boulevard—all

Old Orchard—all

Eleanor—514, 518, 522, 523, 527, 531

Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

DDRC STANDARDS AND GUIDELINES - 2012

Bronson Park National Register Historic District

302 Academy Street - First Reformed Church

226 W. Lovell Street - Austin Sill House

247 W. Lovell Street - St. Luke's Episcopal Church

227 W. Michigan Avenue - Kalamazoo County Building

315 W. Michigan Avenue - First Baptist Church

410 W. Michigan Avenue - Federal Building

129 S. Park Street - First Congregational Church

212 S. Park Street - First United Methodist Church

329 S. Park Street - Civic Auditorium

333 S. Park Street - Ladies Library Association Building*

219 W. South Street - Park Club

241 W. South Street - City Hall

321 W. South Street - First Presbyterian Church

414 W. South Street - First Church of Christ Scientist

211 S. Rose Street - YWCA

340 S. Rose Street - Prange Building

National Register Listed as individual sites

309 N. Rose Street - Masonic Temple Building

427 S. Burdick Street - Isaac Brown House

415 W. Lovell Street - Henry Gilbert House

201 N. Rose Street - Lawrence & Chapin Building

345 N. Burdick Street - Rickman House*

333 S. Park - Ladies Library Association*

447 W. South Street - David Lilienfeld House*

471 W. South Street - The Marlborough Apartments*

405 N. Burdick - Michigan Central Depot*

*** LOCAL HISTORIC DISTRICT DESIGNATION**

(Proposed work also requires review by historic district commission)



Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

DDRC STANDARDS AND GUIDELINES - 2012

HISTORICALLY SIGNIFICANT BUILDINGS – eligible for historic designation

107 W. Michigan Avenue - Kalamazoo Building
220-346 W. Michigan - Commercial Buildings
543 W. Michigan - Orrin B. Hayes
762 W. Main - Commercial Building
301 John - Upjohn World Headquarters—Building # 24
217-247 S. Kalamazoo Mall—International Hotel, Montgomery Ward, Style Shop (East side)
236-250 S. Kalamazoo Mall—Boudeman-Bassett Buildings (West side)
118-124 W. South—Boudeman-Bassett Buildings (North side)
401 S. Burdick Street - Kalamazoo Gazette
404 S. Burdick - State Theater
405 W. Lovell Street - Carver Center/Parrish Theater
100 N. Kalamazoo Mall - Dewing Building
202-22 N Kalamazoo Mall - Waterbury Building
230-32 N. Kalamazoo Mall - Phelps & Bigelow Building
248 N. Kalamazoo Mall - Allen & Debow Buildings
318-336 N. Burdick – DeYoung/Smith & Pomeroy
329-333 N. Burdick – Fairbanks Building
340-50 N. Burdick – small commercial block
309 N. Burdick – Burdick Block
313-23 N. Burdick – Rooney Building
205 E. Water St - Globe Casket Co.
309 E. Water - National Storage Building
315 E. Water St - Triangle Service Station
121-129 W. Kalamazoo Ave - Schanz Building
325 W. Kalamazoo Ave - Saniwax (Park Trades)
244 North Rose - Salvation Army
344-48 N. Rose - Davis Block
169 Portage - Interurban Station
136 E. Michigan Avenue - American National Bank
401- 09 E. Michigan - Telegraph Building (Food Dance)
429 E. Michigan to 328 E. Water - Freight shed
167 E. Kalamazoo Ave. - Neil's Automotive
241 E. Kalamazoo Ave - Shakespeare's Office Building
242 E. Kalamazoo Ave. - Vosler & DeLoof Building
261 E. Kalamazoo Ave - Speareflex Building
355 E. Kalamazoo Ave. - Stewart &MacIntyre Building

Underlined - Not designated but officially determined eligible for listing on the National Register of Historic Places by the Michigan State Historic Preservation Office

Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

APPENDIX B: ROOFTOP ADDITIONS—TIER II REVIEW (see pages 7 & 8)

In order to judge the appropriateness of proposed rooftop additions to existing buildings, the Downtown Design Review Committee must understand the relationship of the addition to the design of the existing structure and/or to the surrounding buildings. The following page provides a drawn example of the three steps below.

Step 1—Prepare a Block Front Elevation

Provide a block plan and an elevation of the block front showing the addition, and adjacent buildings on the block, in the proper scale. For short blocks, draw the entire block front; for long blocks include enough of the block front to illustrate the buildings context.

Step 2—Prepare Sight-Line Drawings of the Building

Provide sight-line drawings of the building to illustrate the maximum visibility of the proposed addition at pedestrian eye-level.

The Most Common Viewpoints are:

A-B From the far side of the sidewalk directly across from the building;
A-C and A-D From the far side of the opposite sidewalk and down the street in both directions where the additions would be most visible; from the other public areas such as parks, squares, or bridges, or from the sidewalks around the corner from the building.

Draw the sight-lines selected on the block plan from Step 1 (which may need to be expanded to include all the viewpoints). Draw to scale cross-sections of the building with the proposed addition, following these sight-lines. The viewpoints for these drawings should be from an eye level of 6 feet off the ground. Note that except for a viewpoint directly in front of the building, the sightlines are not at right angles to the building. Take care to draw the sight-lines from the top of the building to the façade of the addition at the same angle as the line from the sidewalk to the top of the building.

Step 3—Prepare a Perspective Drawing with the Proposed Addition

(Skip this step if the sight-line analysis shows that the proposed addition would not be visible from public spaces)

Illustrate the block-front building and addition as they would actually appear to a person on the sidewalk. Perspective drawings or photo-montages, which are photographs with the addition drawn in or over-laid on a clear plastic sheet, can be used. The viewpoints selected will depend on the site conditions for each project, but should be the same as those selected for the sight-line drawings. Indicate these viewpoints on a block map. Viewpoints should always be taken from an eye level 6 feet off the ground.

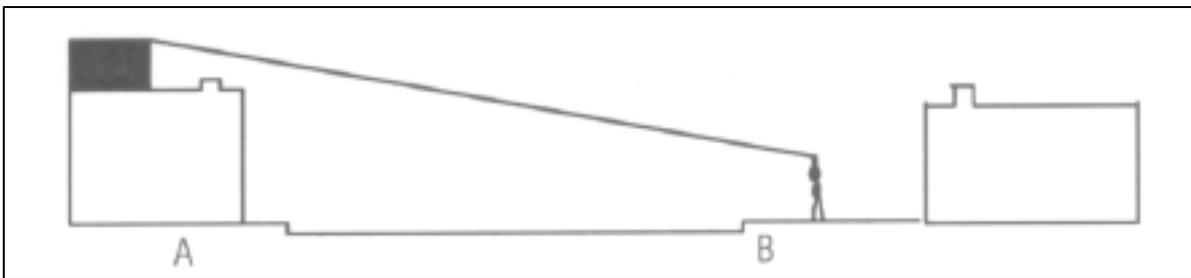
Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

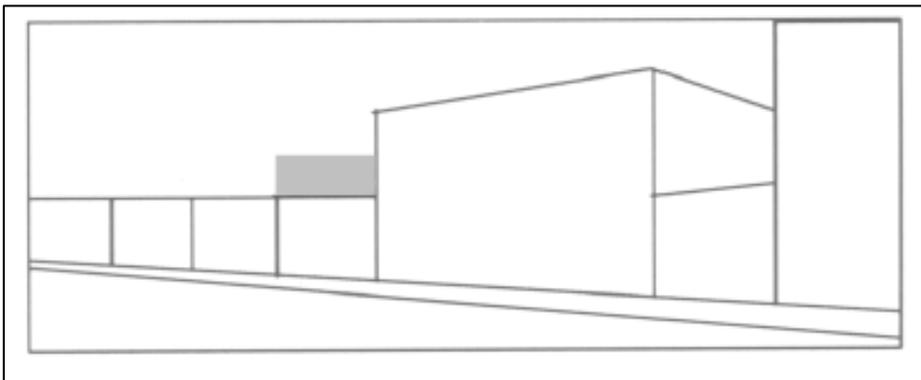
Appendix B – Roof Top Additions Drawings



STEP 1 - BLOCK FRONT ELEVATION



STEP 2 - SITE LINE CROSS SECTION

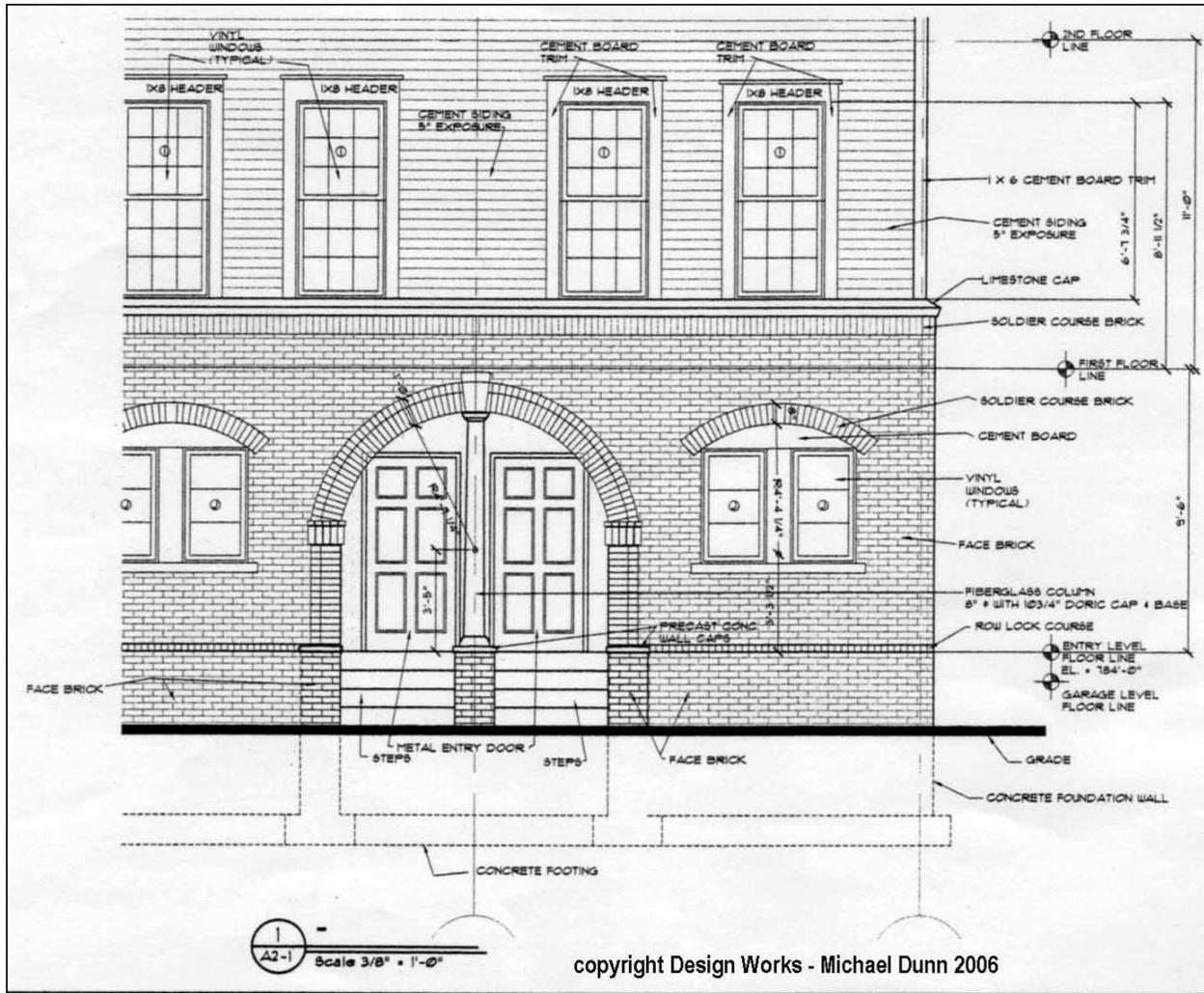


STEP 3 -PERSPECTIVE DRAWING WITH PROPOSED ADDITION

Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

Appendix C: Sample Review Submission



Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

DDRC STANDARDS AND GUIDELINES - 2012

APPENDIX D: GLOSSARY OF TERMS

Awning – a retractable or fixed shelter projecting from and supported by the exterior wall of a building and constructed of non-rigid materials on a supporting framework.

Canopy – means a permanent, roof-like shelter that extends from part or all of a building face and constructed of non-rigid material, except for the supporting framework.

Complement - An architectural feature which is similar in appearance to the original feature or is appropriate to the architectural style of the building where the characteristics of the original features are not known.

DDRC – Downtown Design Review Committee. Committee is comprised of staff from the Downtown Development Authority and the City of Kalamazoo along with an architect, a downtown business owner and a member of the DKI Project review team. The members are appointed jointly by DKI and the city manager.

DDRD – Downtown Design Review District.

DKI—Downtown Kalamazoo Incorporated

EIFS – Exterior Insulation Finish System. The most common brand name is Dryvit.

Encroachment – Any object including but not limited to banners, signs, street furniture, waste bins, newspaper boxes, works of art, either permanent or temporarily placed in or above the public right-of-way on sidewalks, alleys or streets. An encroachment permit from the City of Kalamazoo is required.

Façade – the front or face or faces of a building. (See also Primary façade and Secondary façades.)

Fence – Any permanently installed barricade intended to limit pedestrian or vehicular traffic or to mark the boundaries of a property, including but not limited to metal or wooden fences, masonry walls, chains and posts or operating gates.

Guideline - A guideline is a suggested threshold a project should meet as identified by the committee.

Historic District - means an area or group of areas, not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering, or culture and have been designated as historic through Michigan PA 169 or under Federal law listed on the National Register of Historic Places. A separate application to the Historic District Commission may be necessary for historic district properties.

Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

DDRC STANDARDS AND GUIDELINES - 2012

Informal / Passive Surveillance – the casual observation of activities and people in public and semi-public spaces by other people engaged in legitimate activity. Such observations may occur from inside buildings and is sometimes referred to as having ‘eyes on the street’

Marquee - means a permanent, roof-like shelter that extends from part or all of a building face and is constructed entirely of noncombustible materials.

Match – An architectural feature which is a replica in appearance and, where possible, uses materials of the original feature.

MDOT—Michigan Department of Transportation. MDOT regulates any items placed in the public right of way on state trunk lines (Kalamazoo, Michigan, Park and Westnedge)

Moving sign – A sign that blinks, flashes, flutters or changes intensity or includes moving messages with a continuous scrolling movement (ticker tape).

Nearby – Any building immediately adjacent to or within two buildings from the reference structure. This includes buildings immediately across the street or, when the reference building is on a corner, on both intersecting streets.

Primary façade – A building has only one primary façade. It is the exterior face of a building, which is the architectural and functional front of a building. It is oriented towards the primary street. A corner building should still only have one primary façade.

Rehabilitation – The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Renovation - The process of returning a property to a state of utility, through repair or alteration.

Sidewalk Sign – A sidewalk sign, also called a sandwich sign is a free-standing, moveable sign, usually shaped like an "A", used to advertise daily specials or special events. Sidewalk signs require a sign permit.

Secondary Façades – Secondary façades are the side or rear building faces. For a corner building, the side wall may face a street but will be secondary in style and detailing to the primary façade.

Setback – Distance from the property line to a building.

Sidewalk Café – An outdoor seating and serving area immediately outside the primary restaurant placed in the public right-of-way. Sidewalk cafes require an encroachment permit.

Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

DDRC STANDARDS AND GUIDELINES - 2012

Site Plan Review – In the city of Kalamazoo, the following projects are required to have site plan review and approval:

- A. Construction of new buildings and expansion of existing buildings
- B. Parking lot construction and expansion.
- C. Erection of communication towers and/or antennas.
- D. Parks and recreational facilities.
- E. Changes in use of land or buildings.
- F. Architectural changes to a multiple-family residential building or nonresidential building.
- G. Grading, excavation, filling, or removal of soil within an area containing ½ acre or more.
- H. Removal of trees within an area containing ½ acre or more.

Skywalk – An enclosed structure for the movement of pedestrians above the street level between buildings and/or blocks.

Standard – For the purposes of these Guidelines, a standard is a minimum requirement all projects must meet.

Storefront – The front of a store, restaurant or other establishment, at street level, with one or more windows for the display of goods or wares.

Urban Building Materials – Include traditional commercial, downtown or central business district materials including but not limited to metal, stone, granite, terra cotta, concrete, glass, brick, and stucco. Some materials are inappropriate in downtown settings, including but not limited to horizontal or vertical rough-textured wood siding, stone and gravel aggregate, shingles, vinyl or aluminum siding, T1-11 (plywood) and EIFS (Exterior insulating finish system). The use of these materials is strongly discouraged, but exceptions in unusual circumstances may apply.

Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.

City of Kalamazoo
Community Planning and Development
Downtown Design Review
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Standard - a minimum requirement all projects must/shall meet.

Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.