



# DOWNTOWN DESIGN REVIEW

## Standards and Guidelines

# NEW CONSTRUCTION

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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## DDRC STANDARDS AND GUIDELINES - 2012

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 I 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. NEW CONSTRUCTION

#### Introduction

Downtown Kalamazoo has a variety of architectural styles from the past and present. Buildings with historic integrity not only act as symbols of Kalamazoo's past, but also as models for future construction. This is not to say that all new construction must fit into a 'historic' style, but it should respect the existing urban fabric of the city.

Design guidelines provide developers, building owners, retail owners, and tenants with a means to express the individuality of their building, store, or service while contributing to the consistency of massing, form, materials, and proportion that enhance the downtown visiting, working, and living experience.

New construction, whether infill between existing buildings or freestanding, should enhance the downtown streetscape. Buildings should relate to nearby existing buildings, while being clearly identified as new construction; be pedestrian-oriented; and utilize urban building materials.

Guidelines for signage, awnings and canopies, lighting, open space, sidewalk cafes, and parking can be found in Section IV- Streetscape Elements of the DDRC Standards and Guidelines.

#### Site Planning

The character of the downtown streetscape can be preserved by maintaining the continuity of the street frontage. This is especially applicable to infill construction between existing buildings. The following **standards** apply to site planning:

- A building must provide street-level, pedestrian-oriented uses on all street frontages.
- A building must follow the traditional setback of its neighbors.
- A new building facing a public street must be placed at the lot line. In some instances, a recessed first floor façade may be appropriate—provided that at least 75% or more of the façade is flush to the street.

While detached building forms are not predominant in Downtown Kalamazoo, they can be found in the Bronson Park National Register Historic District, the Arcadia Creek area and near Bronson Hospital, and include religious, governmental, civic, or institutional uses. (see next page)

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## DDRC STANDARDS AND GUIDELINES - 2012

The following **guidelines** apply to detached building forms:

- The construction of new detached building forms should only occur in these areas.
- They should be set back from the property line to reflect existing characteristics, and the setback area should serve as a green-space or open space between the building and the sidewalk.

### Circulation

The following **guidelines** apply to circulation:

- The established nature of the downtown street grid should be maintained and improved wherever possible. Multi-block developments which close existing streets will not be recommended to Site Plan Review for approval, unless they are shown to provide major public benefit.
- Buildings should be sited and designed to minimize pedestrian / vehicular conflicts. Curb cuts should be minimized and concentrated at mid-block locations.
- Buildings should be designed and located to create or maintain pedestrian space that complements the use of existing pedestrian routes.
- Through-site links are encouraged in large projects, particularly multi-block or large block developments. These may utilize attractive and safe connections between buildings or open, public routes through the building.
- Through-site links should be designed to be safe, attractive, and interesting places. Materials and lighting should be compatible with the location and surrounding context. Opportunities for open space, artworks, and other visual innovations are encouraged.
- Pedestrian circulation at the street level is preferred. With the use of snowmelt systems such as the one used for Kalamazoo Mall, pedestrians can enjoy walking year-round. This also encourages an active street environment and supports the economic vitality of downtown.



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### Skywalks

The following **standards** apply to skywalks:

- Shall be designed to be a minimum of 60% transparent along the entire length 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.
- Shall have internal, year-round drainage connected to neighboring buildings.



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 recommended.

### External Utilities

The following **guidelines** apply to external utilities:

- Be placed underground in the public right-of-way.
- Utility connections and support that will be above ground should be located to avoid conflict with pedestrian movement in the right-of-way.

### Building Form

The following **guidelines** apply to building form:

- In general, new construction should respect the prevalent scale, massing, and height of nearby buildings.
- New buildings should have an elevation complementary to nearby buildings.

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### Width

An infill building should reflect the characteristic rhythm of façades along the streets. The following **guidelines** apply to width:

- The mass of the façade should be broken into a number of bays, typically 22 to 25 feet in width.
- Buildings should share party walls whenever possible.
- Façade widths for new buildings should correspond with other building widths in the same block.
- If the site is large, the mass of the façade should be divided into a number of smaller bays, to maintain a rhythm similar to surrounding buildings. This is particularly important for storefront level façade elements. Respect the rhythm of façade widths, with vertical divisions using architectural details, materials, colors, etc.

### Scale

Scale considers the proportions of a building with respect to its surroundings. The following **guidelines** apply to scale:

- All new buildings should consider width, including actual or gross linear footage, as well as the number of bays (windows and entrances).
- The plan should also consider height in terms of both the number of stories and the height of the building above grade.
- The scale of all new buildings should complement that of existing, adjacent buildings.

### Massing

Massing considers the overall volume or size of a building. The following **guidelines** apply to massing:

- Compatible designs need not be created through replication but should reflect a consideration of the massing of nearby buildings.



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## DDRC STANDARDS AND GUIDELINES - 2012

### Height

Although there are sections of the street frontage with buildings of the same height, changes in height are common. The following **standards** apply to the height of new buildings and relate to the map in Appendix A (page 20):

- Area 1, represented as the shaded central core area bounded by a dashed line, is the downtown core. Primary structures in this area shall be a minimum height of two stories. This area is not subject to a maximum height limit. Area 1 is bounded by Kalamazoo Avenue to the north, Lovell Street to the south, Pitcher Street to the east, and Park Street to the west. Buildings and lots directly facing Bronson Park are excluded.
- Area 2, the downtown perimeter, is represented by the darker shaded area outside the core area and is bounded by a solid line. Area 2 excludes the central core area. Primary structures in Area 2 are subject to a minimum building height of two stories and shall not be more than two stories taller than the tallest primary structure on any lot located within 200 feet of any property boundary of the subject lot. Area 2 applies to the remainder of the DDR (Downtown Design Review) district.

The following **guidelines** apply to height:

- A new building should stay within the range of heights found within its immediate streetscape on the same side of the street and on the opposite side.
- When determining the height of a building, consideration should be given to the effect of building height on shading and views, particularly if the building adjoins public open space.
- Corner buildings have historically been developed as landmark or feature buildings. To reflect this pattern of development, corner buildings may be higher than those buildings interior to the block.



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## DDRC STANDARDS AND GUIDELINES - 2012

### Façade Design

Downtown façades typically feature regular bays above the base, horizontal expression lines, and some type of termination at the top. The following **standards** apply to façade design:

- 60% of a new building's base must be devoted to openings for active pedestrian use.
- An infill building shall reflect the characteristic rhythm of façades along the streets.
- The mass of the façade shall be broken into a number of bays, typically 22 to 25 feet in width.
- Buildings shall share party walls whenever possible.
- Façade widths for new buildings shall correspond with other building widths in the same block.
- If the site is large, the mass of the façade shall be divided into a number of smaller bays, to maintain a rhythm similar to surrounding buildings. This is particularly important for storefront level façade elements. Respect the rhythm of façade widths, with vertical divisions using architectural details, materials, colors, etc.

### Design Compatibility

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

Align architectural features and establish patterns with neighboring buildings including:

- Bulkhead
- The top and bottom height of first floor display windows
- 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

### Composition

The following **guidelines** apply to composition:

- The façade of an infill building should complement nearby façades.
- The horizontal lines of display windows, bulkheads, and upper and lower cornices of nearby structures should be reinforced in the new façade.
- New buildings should reference the size, shape, and composition of features of nearby buildings. New buildings should maintain a distinction between upper stories and the street-level façade.

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## DDRC STANDARDS AND GUIDELINES - 2012

### Primary Façades

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

- In order to encourage pedestrian-friendly qualities such as transparency, openness, and movement, 60% of a new building's ground level must be devoted to openings for active pedestrian use including windows and doors.

### Façades Facing the Right-Of-Way

The following **standards** apply to facades facing the right-of-way:

- 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 and to create a more intimate sense of entry.
- 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.
- Non-retail uses at ground level can still contribute to an active building edge. The displays at the Kalamazoo Valley Museum are a creative solution to what would otherwise be a blank 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.
- Corner buildings must have a designated primary and secondary façade. The primary entrance to the building shall be on the primary façade for buildings that have a corner entrance facing the intersection of both streets.



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### Secondary Façades

Sidewalls and rear walls are very often visible and sometimes function as secondary façades within the downtown. The following **standards** apply to secondary facades:

- Windows shall be aligned in a regular pattern and shall be scaled to harmonize with nearby side and rear walls.
- When visible from public streets, side and rear wall materials shall complement the primary façade and nearby existing buildings.

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

- 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.
- Rear and side façades should also be developed and maintained to support the overall appearance of downtown.

### Rear Entrances

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

- Rear entrances shall be transparent, promoting visibility from inside and outside.

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

- Rear entrances may be a scaled-down version of the primary street front entrance or entirely different but equally welcoming.
- 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:

- The rhythm and proportion of window openings shall be similar to those on nearby façades.
- Glazing must be clear. Reflective, fritted, or tinted glass is not appropriate.

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## DDRC STANDARDS AND GUIDELINES - 2012

The following **guidelines** apply to windows:

- The ratio of window area to solid wall should be similar. The floor-to-floor height should appear similar to nearby buildings.
- Security features on windows should be complementary to the architectural design and detailing of the building.

### **Cornices & Rooftops**

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

- Downtown façades shall be finished by a cornice or other strong horizontal element.
- Bulkheads and rooftop elements shall be utilitarian in design and recessed from the primary façade.
- Roofs shall be designed and constructed in such a way that they acknowledge their visibility from other buildings.

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

- Any opportunities to use rooftops for entertainment areas or outdoor recreation are encouraged.

### **Building Materials**

A wide variety of building materials are appropriate, including but not limited to metal, stone, granite, terra cotta, concrete, glass, brick and stucco. 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.

The following **standards** apply to building materials:

- Appropriate materials: metal, stone, granite, terra cotta, concrete, glass, brick and stucco.
- Inappropriate materials: 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 Insulation Finishing System).

**See Streetscape Elements for Guidelines related to banners, signage and other elements visible from the public right-of-way.**

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### Mechanical & Service Areas

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

- Mechanical equipment, such as heating and cooling devices, telecommunications equipment, dumpster areas, service areas, and the like shall be located out of the public view and designed as an integral part of the overall building design. They shall be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
- Service and loading zones shall be located to minimize visibility from public streets and avoid interruption to pedestrian movement.
- Low-profile mechanical units and elevator shafts are appropriate on rooftops that are not visible from the public right-of-way. If this is not possible, rooftop equipment shall be set back or screened from view.
- Rooftop equipment location shall also minimize the impact on views from the upper floors of adjacent buildings.



### 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.

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## DDRC STANDARDS AND GUIDELINES - 2012

### Standards Checklist

#### Site Planning:

- A building must provide street-level, pedestrian-oriented uses on all street frontages.
- A building must follow the traditional setback of its neighbors.
- A new building facing a public street must be placed at the lot line. In some instances, a recessed first floor façade may be appropriate—provided that at least 75% or more of the upper façade is flush to the street.

#### Skywalks:

- Shall be designed to be a minimum of 60% transparent along the entire length 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.
- Shall have internal, year-round drainage connected to neighboring buildings.

#### Height:

- Area 1, represented as the shaded central core area bounded by a dashed line, is the downtown core. Primary structures in this area shall be a minimum height of two stories. This area is not subject to a maximum height limit. Area 1 is bounded by Kalamazoo Avenue to the north, Lovell Street to the south, Pitcher Street to the east, and Park Street to the west. Buildings and lots directly facing Bronson Park are excluded.
- Area 2, the downtown perimeter, is represented by the darker shaded area outside the core area and is bounded by a solid line. Area 2 excludes the central core area. Primary structures in Area 2 are subject to a minimum building height of two stories and shall not be more than two stories taller than the tallest primary structure on any lot located within 200 feet of any property boundary of the subject lot. Area 2 applies to the remainder of the DDR (Downtown Design Review) district. Corner buildings have historically been developed as landmark or feature buildings.

#### Façade Design:

- 60% of a new building's base must be devoted to openings for active pedestrian use.
- An infill building shall reflect the characteristic rhythm of façades along the streets.
- The mass of the façade shall be broken into a number of bays, typically 22 to 25 feet in width.
- Buildings shall share party walls whenever possible.
- Façade widths for new buildings shall correspond with other building widths in the same block.
- If the site is large, the mass of the façade shall be divided into a number of smaller bays, to maintain a rhythm similar to surrounding buildings. This is particularly important for storefront level façade elements. Respect the rhythm of façade widths, with vertical divisions using architectural details, materials, colors, etc.

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## DDRC STANDARDS AND GUIDELINES - 2012

### Design Compatibility:

Align architectural features and establish patterns with neighboring buildings including:

- Bulkhead
- The top and bottom height of first floor display windows
- 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 Facades:

- In order to encourage pedestrian-friendly qualities such as transparency, openness, and movement, 60% of a new building's ground level must be devoted to openings for active pedestrian use.

### Façades Facing the Right-Of-Way:

- 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 and to create a more intimate sense of entry.
- 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.
- Non-retail uses at ground level can still contribute to an active building edge.
- Access for handicapped users shall be appropriately designed, and use the same access routes as those used by non-handicapped users where possible.
- Barrier-free ramps and related elements shall be modest in their design and be visually integrated with the overall building design and site plan.
- Corner buildings must have a designated primary and secondary façade. The primary entrance to the building shall be on the primary façade for buildings that have a corner entrance facing the intersection of both streets.

### Secondary Facades:

- Windows shall be aligned in a regular pattern and shall be scaled to harmonize with nearby side and rear walls.
- When visible from public streets, side and rear wall materials shall complement the primary façade and nearby existing buildings.

**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

### Rear Entrances:

- Rear entrances shall be transparent, promoting visibility from inside and outside.

### Windows:

- The rhythm and proportion of window openings shall be similar to those on nearby façades.
- Glazing must be clear. Reflective, fritted, or tinted glass is not appropriate.

### Cornices & Rooftops:

- Downtown façades shall be finished by a cornice or other strong horizontal element.
- Bulkheads and rooftop elements shall be utilitarian in design and recessed from the primary façade.
- Roofs shall be designed and constructed in such a way that they acknowledge their visibility from other buildings.

### Building Materials:

- Appropriate urban building materials: metal, stone, granite, terra cotta, concrete, glass, brick, stucco. Alternate or new materials may also be considered as long as they are compatible with the physical characteristics of the historic materials which lend urban character to the downtown.
- Inappropriate building materials in urban 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 Insulation Finishing System).

### Mechanical & Service Areas

- Mechanical equipment, such as heating and cooling devices, telecommunications equipment, dumpster areas, service areas, and the like shall be located out of the public view and designed as an integral part of the overall building design. They shall be placed at the rear of the building, recessed on the roof of the building, or screened by appropriate fencing.
- Service and loading zones shall be located to minimize visibility from public streets and avoid interruption to pedestrian movement.
- Low-profile mechanical units and elevator shafts are appropriate on rooftops that are not visible from the public right-of-way. If this is not possible, rooftop equipment shall be set back or screened from view.
- Rooftop equipment location shall also minimize the impact on views from the upper floors of adjacent buildings.

### Emerging Technologies:

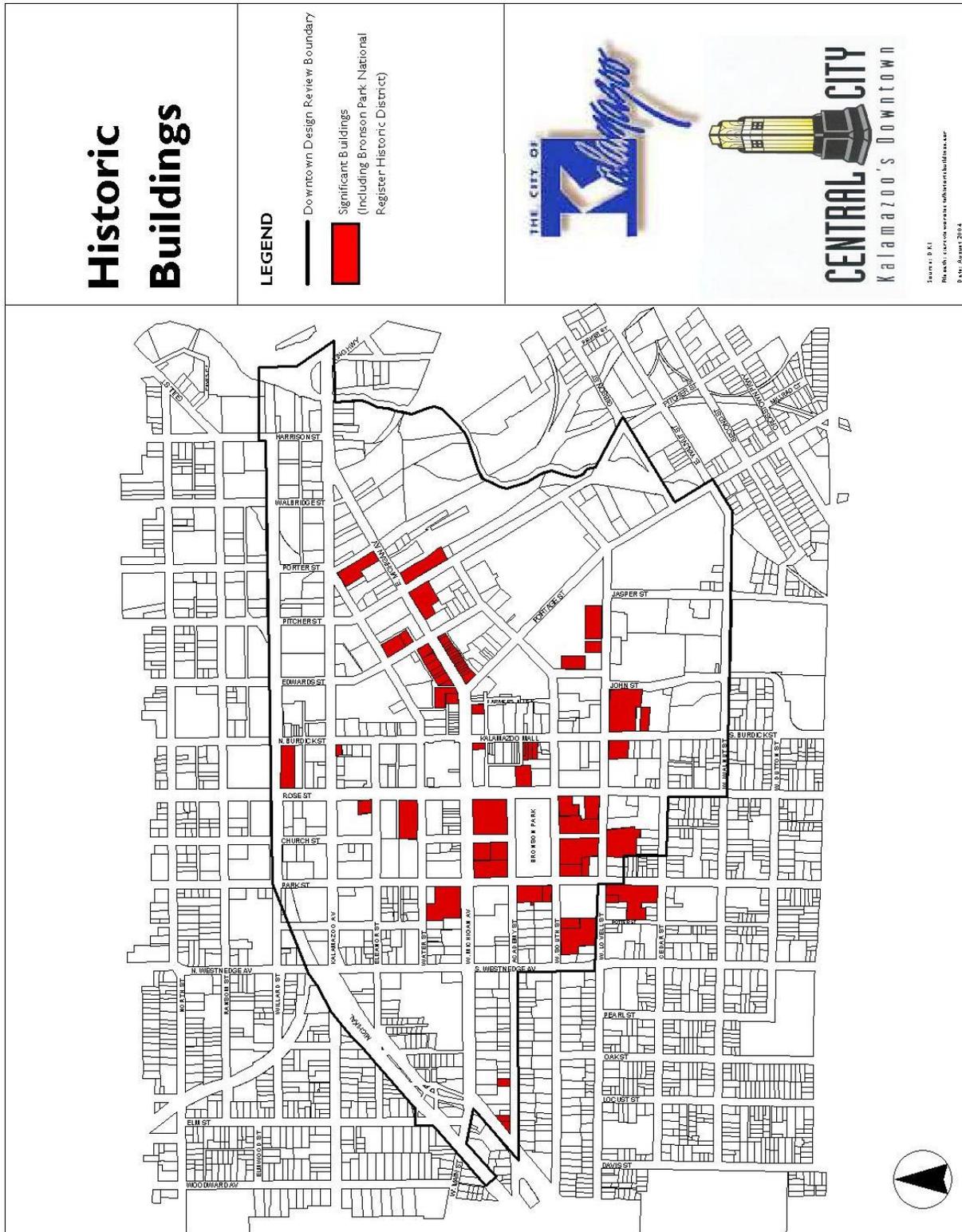
- All visible emerging technologies require Tier II Review.

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

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



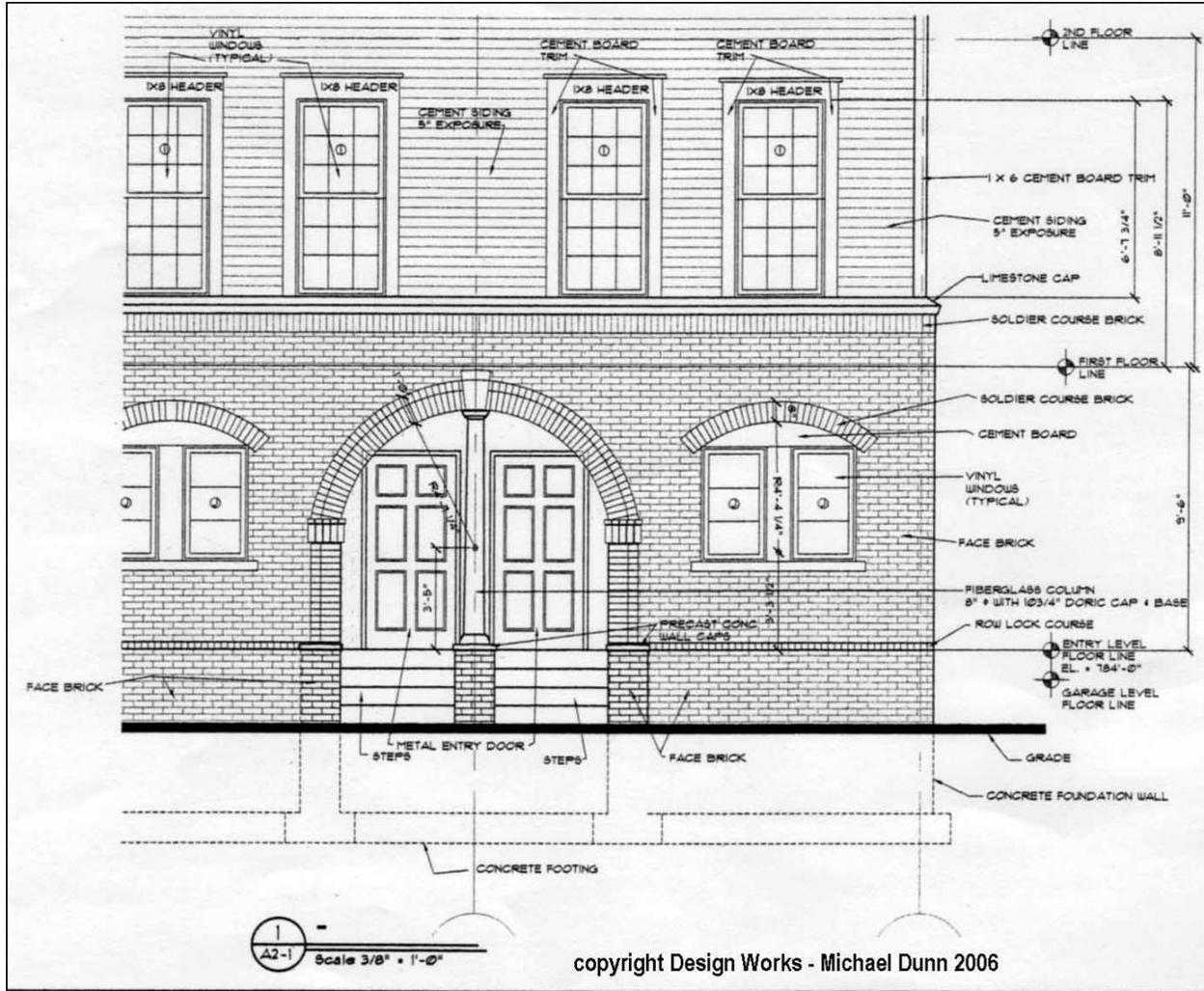
Appendix B: MAP – Historically significant buildings



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

### 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.

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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.