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

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

Use of 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.”
DDRC STANDARDS AND GUIDELINES - 2012

- **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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**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

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

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.

Appeal: Planning 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

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

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

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

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

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.

Standard - a minimum requirement all projects must/shall meet.
Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.
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.
DDRC STANDARDS AND GUIDELINES - 2012

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.

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

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.
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 on the following page (Also in Appendix A):

- 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.
DDRC STANDARDS AND GUIDELINES - 2012

MAP – DDRC Review – Building heights – Appendix A-1

**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

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.

Standard - a minimum requirement all projects must/shall meet.
Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.
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.
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.
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 Section IV. Streetscape Elements for Guidelines related to banners, signage and other elements visible from the public right-of-way.
DDRC STANDARDS AND GUIDELINES - 2012

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.

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

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.
**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.

**Facade 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.
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.
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

External Utilities

The following guidelines apply to external utilities:

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

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:
DDRC STANDARDS AND GUIDELINES - 2012

• 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.

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

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

- 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.

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

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 facades:

- 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.

**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

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.

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

- 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.

**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

- 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.
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
  - Cisterns
  - Solar Panels
  - Green roofs
  - LED Lighting (including signage)

The following standards apply to emerging technologies:

- All visible emerging technologies require Tier II Review.

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

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

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.

Standard - a minimum requirement all projects must/shall meet.
Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.
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.

**Standard** - a minimum requirement all projects must/shall meet,
**Guideline** - a threshold a project should meet as identified by the Downtown Design Review Committee.
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-2
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)
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 & Pomroy
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.
IV. STREETSCAPE

Introduction

The street environment needs to appear uncluttered, offer clear direction for vehicular traffic, and provide a pleasant environment for pedestrians. Each element in the streetscape should be selected with the intent to unify the overall environment, create a pleasant space to spend time by improving the visual aesthetics, and accentuate and clarify existing uses in each area by reducing or eliminating visual clutter.

The purpose of this section is to coordinate and unify the development of streets, parking spaces, planting areas, sidewalks and other open spaces within the downtown. Specific design cues and direction for the downtown streetscape have been taken from successful projects throughout the downtown, including the Kalamazoo Mall, Michigan Avenue, and Arcadia Creek Festival Place.

Many streetscape items are regulated by the City of Kalamazoo Code of Ordinances and the Downtown Design Review Standards and Guidelines. Please consult with city staff to ensure you are using a complete and updated copy of the design ordinances.

Signage

The size and scale of any building signs must be in proportion to the size and scale of the street level façade. The following guidelines apply to signage:

- The primary focus of signs downtown should be oriented toward pedestrian traffic and not vehicular traffic.
- Signs should be designed as an integral part of the overall building design, while also contributing to the streetscape.
- Signs should allow for clear visibility of significant architectural details and storefront windows and doors.
- The size, proportion, and location of signs should be consistent with the overall design of the façade, and be incorporated into other façade elements, such as awning valances, or be painted on storefront glass.
- All signs should reflect the overall design of the building and should not cover existing architectural features.
- Signs for multiple storefronts within the same building should align with and complement each other. Consideration should also be given to the alignment with other appropriate signs on the block. This will maintain the existing pattern of horizontal and vertical façade features.
- Signs should be designed in simple, straightforward shapes that convey their message clearly. Lettering styles should be simple, well proportioned, and easy to read. As a general guide, the number of fonts should be limited to two, and the text should occupy no more than 75% of the total sign panel.
DDRC STANDARDS AND GUIDELINES - 2012

All signs must comply with the City of Kalamazoo’s Code of Ordinances – Appendix A – Zoning, Chapter 7: Signs.

There are three main types of signs:
- Wall signs – mounted parallel to or directly on the building façade.
- Projecting signs – mounted perpendicular to the building façade.
- Sidewalk signs – movable signs put out daily to advertise an adjacent business.

Wall Signs

Historic painted signs are an authentic part of the downtown district.

The following standards apply to wall signs:
- Wall signs shall be limited in size and project less than 15 inches from the building.

The following guidelines apply to wall signs:
- Historic painted signs should be retained and, if necessary and still relevant, restored.
- New painted signs on primary and secondary façades will be reviewed on a case-by-case basis.
- Signs identifying the name of a building, the date of construction, or other historical information should be composed of materials similar to the building, or of bronze or brass.
- They may be incorporated into the façade design or mounted below the storefront cornice and be affixed flat against the building.
- They should not obscure architectural design elements.
- They should be positioned within architectural features such as the panels above storefronts, on the transom, or flanking doorways.
- Wall-mounted signs should align with others on the block, to maintain established patterns.

Standard - a minimum requirement all projects must/shall meet.
Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.
Projecting signs

Projecting signs are attached perpendicular to the building. The following standards apply to projecting signs:

- Projecting signs on the first floor must not project more than 5’ from the building’s face.
- Projecting signs on the second floor or above must not project more than 8’ from the building’s face.
- Projecting signs must have no less than eight feet of clearance between the sidewalk and the lowest part of the sign.
- The maximum distance between the sign and the face of the building is one foot.

The following guidelines apply to projecting signs:

- New projecting signs should not disrupt the sight line of an existing sign.
- Business signs should avoid spilling light into residential areas of surrounding buildings.

Sidewalk Signs

Sidewalk signs, often referred to as sandwich signs, may be placed on the sidewalk in the public right-of-way or on private property. The following standards apply to sidewalk signs:

- One sign per business is permitted, provided it is not chained or otherwise affixed to public property.
- Sidewalk signs require a sign permit.
- Shall be placed in front of a storefront during business hours only.
- Shall be placed so a minimum six foot pedestrian walkway is maintained.
- Shall maintain a clear building ingress and egress.
- Shall not obstruct any bus stop or loading zone.
- If placed near any street intersection a clear sight distance must be maintained.
- Shall be no more than three feet wide and no more than four feet high.
- Shall be not less than 18 inches wide and not less than two feet high.
- Feature the name of the business.
- Shall not advertise any service or product not available at the related business.
- Shall not have additional signs taped or attached to the base sign.
- Shall be kept in good repair.
- If the sidewalk in front of a building is less than six feet wide exclusive of the curb lawn, the business shall not display a sidewalk sign.

Awnings

Historically, awnings served as protection from the elements for storefront activities. In addition, they may serve to identify a business and differentiate storefronts. The following standards apply to awnings:

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

Awnings

Historically, awnings served as protection from the elements for storefront activities and to identify a business and differentiate storefronts.

The following **standards** apply to awnings:

- A standard street-level awning must be mounted so that the lowest edge of the valance (typically 12 inches) is at least 8½ feet above the sidewalk, directly over an individual window opening or bay.
- Awnings must project no more than five feet from the building.
- The valance is the only portion of the awning that may serve as a sign panel.
- The only information permitted on the valance is the business name, address, and logo.
- Box-type or curved awnings are not permitted.
- Awnings must be in proportion to the overall building façade and shall match the width of the storefront or window opening.
- The supporting framework of the awnings must not block pedestrian movement.
- Shiny, plastic, or rounded awnings are not appropriate. Material should have a canvas like appearance.
- Installing lights under an awning so that it is ‘back-lit’ is inappropriate.
- Lighting within a ground level awning to provide pedestrian lighting is encouraged.

The following **guidelines** apply to awnings:

- Awnings should not cover storefront elements such as cornices or piers.
- A retractable awning should be recessed within the storefront bay, so it does not compete with the structure of the base.
- Awnings on the storefront level should not extend into the second story of the building façade.
- Upper floor awnings should be mounted within the window opening.
- Awnings should complement the colors, design, and scale of the building, and should reinforce the window openings.
DDRC STANDARDS AND GUIDELINES - 2012

Canopies

Canopies and marquees should be designed as an integral component of the building. The following standards apply to canopies:

- Must be in proportion to the overall building façade, and the supporting framework should not block pedestrian movement.
- The valance is the only portion of the canopy that may serve as a sign panel. The only information permitted on this panel is the business name, address, and logo.

The following guidelines apply to canopies:

- Canvas, or some other type of durable fabric is an appropriate material for canopies.
- The color, font and design of the projection should be both complementary to the building and the colors and details of other buildings and signs nearby.
- All canopies on a single structure should have a consistent color and pattern.

Exterior Light Fixtures

The following standards apply to exterior light fixtures:

- Street-level light fixtures that project from the wall must be mounted with the lowest part of the light more than 8½ feet above the sidewalk.
- Lighting should minimize illuminating residential spaces in adjacent buildings.
- White light is required.

The following guidelines apply to exterior light fixtures:

- Exterior light fixtures should be complementary to existing historic lighting and architectural features.
- Light fixtures should be restrained in placement and intensity—located at intervals and heights to create uniform illumination targeted primarily at the pedestrian right-of-way.

Courtyards

Designs for new construction may include a courtyard set at the front of the ground floor. The following guidelines apply to courtyards:

- Should maintain the pattern of the street wall while providing ground-level private open space.
- Courtyards may have a three- to four-foot wall, fence, or other barrier constructed of an appropriate urban building material.
- Fencing, lighting and landscaping are subject to DDRC 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.
Private Use of Public Open Space

There are a variety of opportunities for private businesses and public institutions to make the environment around their buildings welcoming to passers-by. These include sidewalk cafes, moveable planters, benches and planter boxes. The following standards apply to private use of public open space:

- A minimum of six feet of clear space is required for the safe passage of pedestrians and those with disabilities.
- Private use of public space must be authorized by the appropriate encroachment permit, issued by City of Kalamazoo Engineering or MDOT staff and an annual fee may be required for the private use of public right-of-way.

Sidewalk Cafes

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

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

Standard - a minimum requirement all projects must/shall meet.
Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.
Public Streetscape Elements

General Selection Criteria

Material Choice

Materials should be durable, aesthetically pleasing, and of high quality.

Scale

Streetscape elements should be in scale with their surroundings. Elements too big to allow free pedestrian flow or small enough to become unrecognizable obstacles which could be easily stumbled over are not good uses of limited streetscape space. Scale has much to do with surrounding elements, as well as with functional uses involved.

Color

Color is a unifying element that can be used to identify special areas within larger districts. The color used on the Kalamazoo Mall and Arcadia Creek, for example, is dark green and the color used for the rest of the street furnishings in downtown Kalamazoo is black.

Maintenance and Durability

Materials need to be sturdy to withstand the rigors of a harsh outdoor environment. The materials chosen need to wear well – retaining aesthetic interest – under periodic maintenance.

Vandalism

Materials placed on the sidewalk or pedestrian right-of-way should either be fastened solidly to the pavement and/or heavy enough to make theft unappealing. The ability to resist graffiti, damage from skateboards and other harsh conditions should also be considered.

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

Public Street Furniture

A full catalog of approved Public Street Furniture is contained in Appendix E.

Public Art

Public art that is relevant to Downtown Kalamazoo or its particular location is preferred. The following guidelines apply to public art:

- The relationship of the proposed art to its proposed site
- The visual impact of the proposed work
- The ability for the work to enhance the downtown experience, bring people together, invite activity and interaction, or create interest
- The durability of materials and the maintenance requirements of the proposed work
- The placement of art to celebrate a gateway, terminate a vista, or create a focal point
- The scale of the work with respect to the location, street, and surrounding buildings
- The contribution of the art to the context and character of the proposed location
- The artwork’s aesthetic and symbolic qualities
- A plan for de-commissioning or removing artwork
- A maintenance plan for the work

Street Lighting

The following guidelines refer to street lighting:

- Lighting may be provided through the use of pedestrian-scaled pole fixtures or may be attached to the face of the building.
- The type and size of fixtures should be as consistent as possible along a single block.
- All fixtures should feature white light.

Pedestrian (decorative) Lighting

Pedestrian lighting brightens the street while respecting the historic nature of downtown. The following standards apply to pedestrian lighting:

- All light fixtures must provide a minimum of 1.5 foot candles of light.

The following guidelines apply to pedestrian (decorative) lighting:

- New decorative lights should be the Consumers Energy fluted decorative pedestrian light pole with the acorn style luminaire in black.
- Pole height and lamp wattage will be determined by street conditions.

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

- Pedestrian lighting should illuminate the sidewalk at a level that is consistent and conducive to pedestrian activities.
- Lights should be regularly spaced but may need to vary to accommodate other streetscape elements.

Road Lighting

The following standards apply to road lighting:

- Multi-purpose poles which include brackets for banners, pedestrian signals and street signs should be used where feasible.
- Approved Consumers Energy fixtures with a black finish.

Wayfinding Signage

Any additions to Wayfinding Signage must conform to the existing requirements. Any Wayfinding Signage additions/subtractions shall receive approval from a City of Kalamazoo and/or Downtown Kalamazoo, Inc. representative.
Landscape Elements

In general, trees on a particular street should be of the similar height and shape to create as much visual continuity as possible. Planting different tree species throughout the downtown and the city will avoid a monoculture within downtown.

Planting Layout

The following standards apply to planting layout:

- All new trees planted must be a minimum of 2” caliper.

The following guidelines apply to planting layout:

- Strengthen the grid street pattern of downtown with plantings of appropriate scale. In residential streets, a mix of species may be more appropriate. Plant to respect, frame, and strengthen space.
- Private planter boxes and pots can add to the color and interest of the street. (May require an encroachment agreement)
- Planting can also be used to recognize and reinforce distinct precincts within the downtown.
- Consider using planting along streets, walkways, and cycle-ways to increase legibility and direction.
- Street planting layouts should consider vehicle line-of-sight, entrance and exit curb cuts, and the location of street lights, street furniture, and traffic-control devices.
- Where opportunities exist, consider elevated planting beds or open space.
- Where opportunities exist, coordinate elements of public and private landscapes to create a cohesive streetscape character.
- In areas of high pedestrian use or narrow sidewalks, trees should be planted in tree grates.

Species Selection

Landscape plants for the streetscape include trees and groundcover. Consideration should be given to the size and scale of the space available for planting street trees when selecting the appropriate species. The rows of plantings should follow for only one block, and be consistent on both sides of the street. The following standards apply to species selection:

- All trees must be urban tolerant and able to withstand a reasonable level of road salt
- Wherever possible, it is desirable to maintain an 8-foot distance between the tree trunk and the building line. This will leave room for the tree to develop naturally and will also avoid any conflict with the building.
DDRC STANDARDS AND GUIDELINES - 2012

The following guidelines apply to species selection:

- Consider the street’s architectural form and pedestrian nature before deciding on an appropriate tree species.
- Consider the use of deciduous tree species where light, scale, and warmth are important.
- Avoid large-leafed deciduous species due to problems associated with their leaf drop.
- Annuals and perennials can add interest and color to an area. Low-level planting should be chosen to complement not only existing plantings, but the building form as well.
- Choose under-planting (groundcover or low-level planting) to complement the street tree species and any adjoining (public or private) plantings.
- All plant materials should be sized so that the landscaping has an attractive appearance at the time of installation and a mature appearance within three years of planting. (Trees should have a minimum caliper dimension of 2 inches).
- Combine tree species and low-level planting in combinations that maintain visibility and safety for pedestrians.
- Avoid trees whose root growth habits are proven to damage sidewalks, or site them away from such hard-scaped areas.
- Install trees in grates except at locations where they occur in large planted areas that are integrated with a sidewalk area, or where existing trees have superficial roots and the installation of a grate would injure the tree.
- Tree grates should be aligned with paving patterns and placed with careful consideration of sidewalk use.
- The groundcover plants recommended should be sufficient to spread fully throughout planting beds after one or two growing seasons. A comprehensive, but not all-inclusive list of approved groundcover species can be found in Appendix F. Plants native to Michigan are especially encouraged.

Sidewalks

Sidewalk widths vary widely within the downtown, but are typically between 8 and 10 feet. The following standards apply to sidewalks:

- Sidewalk must be at least 5 feet wide.

The following guidelines apply to sidewalks:

- 8-10 foot sidewalks are recommended to handle pedestrian traffic.

Paving Types

The following standards apply to paving types:

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

- All sidewalks, public-use buildings and public open spaces must be in compliance with American Disabilities Act (ADA) Standards. All accessible design elements must conform to applicable federal, state and local laws and codes.
- Concrete sidewalks are standard throughout downtown.

The following **guidelines** apply to paving types:

- Concrete sidewalks should be accompanied by brick treatments at crosswalks.
- In areas of high pedestrian traffic, brick or clay pavers are preferred materials for sidewalks.
- Where pavers are used, a concrete strip against the building edge should be used to create an even edge for the paving, while allowing for any levels or setback changes along the building edge.
- Each of the downtown districts have developed their own predominant paving pattern. These patterns should be followed where new sidewalks are being implemented.
- Special paving may also be used to highlight an important building, street, or pedestrian connection.

**Downtown Streetscape Three-Tier Design**

Streets are among the most important public infrastructure and place-making elements of the city because they can define how a visitor, resident, or worker perceives a neighborhood, downtown, or the city as a whole. It is important that streets foster safe travel for all modes of transportation and are easy to navigate. They must also look good, be inviting, and create the right impression.

The elements that most influence how people react to the character and design of streets include right-of-way and street widths, pavement conditions, driveway placement, sidewalks and pedestrian crossings, traffic speeds, on-street parking, the way building setbacks frame the street and the presence or lack of street trees.

The following **guidelines** apply to the Downtown Streetscape Three-Tier Design:

**Tier I – Special Streetscape/Open Space Design Areas**

Examples: Kalamazoo Mall, Arcadia Creek Festival Place, Linear Park, and Bronson Park.
- All items in Tier II
- Public Art
- Significant landscaping and natural features
- Unique sense of place and experience

**Tier II – High Quality Main Street Design Areas**

Examples: Michigan Avenue and Kalamazoo Avenue
- All features in Tier III including irrigation
- Brushed/Scored concrete
- Brick pavers or colored & stamped concrete

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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.
DDRC STANDARDS AND GUIDELINES - 2012

- Planter beds (precast or stone curbs), 5’ x 15’, 18” setback from back of curb, 18” wrought iron fence on top of curb
- 14’ Historic Pedestrian Lights w/flower baskets, dual head lamps, cast Iron, black
- Bump outs
- Optional: art sculpture, special features

Intersections

The following guidelines apply to intersections:

- The preferred treatment for crosswalks at the corners of intersections is red brick pavers in a herringbone pattern. Material may be individual pavers or stamped concrete.
- Each crosswalk should be barrier-free with a curb ramp.
- Tactile pavers should be installed along the street edge to assist the visually impaired.
- If signal poles, masts, and any associated elements are to be painted, they should be painted black.

Amenity Strips

Amenity strips are the areas between the curb and the sidewalk. They have often disappeared in order to widen the sidewalk area. In these instances, trees are planted in tree grates. However, amenity strips provide a great opportunity for planting. In areas with less than four feet available for planting or areas with very high pedestrian traffic, a paved solution is recommended.

Parking

Layout and Circulation

The following guidelines apply to layout and circulation:

Standard - a minimum requirement all projects must/shall meet.
Guideline - a threshold a project should meet as identified by the Downtown Design Review Committee.
Parking areas should be located at the rear of the property rather than along street frontages to screen it from the interior and exterior of the site. Parking should occur at interior courts or below grade.

Parking structures should be placed on blocks and streets without jeopardizing the pedestrian quality of the downtown.

Primary vehicular access to parking structures and lots should consider the location of pedestrian routes and avoid crossing/cutting major pedestrian thoroughfares.

Pedestrian routes in structures and lots should be easily identifiable and accessed.

Clear visual connections between a garage or surface parking lot and adjacent sidewalks and buildings are recommended.

Interior and exterior lighting should be designed for safety as well as night-time appearance.

Parking Structures

The following standards apply to parking structures:

- Parking structures shall be wrapped in active pedestrian-oriented uses at street level, retail or commercial is strongly recommended.
- Cars on the upper levels shall be screened, so that the building blends in with its surroundings.

The following guidelines apply to parking structures:

- Above-ground parking should be designed in such a way that neighboring buildings are not adversely affected by headlights.
- The primary façade of the parking structure should be designed to complement neighboring buildings. Façades of the parking structure should contain sufficient detail and modulation to break up the overall massing of the structure.
- Pedestrian lighting is an important consideration for any parking facilities. This should be a white light source and fixtures should complement surrounding pedestrian lighting styles. The interior of the structure should be light in color, preferably white, to improve safety and visibility.

Surface Parking Lots

The following standards apply to surface parking lots:

- Wrought iron, aluminum, brick, and stone are appropriate materials for fences and low walls.
- Wood and plastic fences are not allowed, nor are post/chain systems.
- Fences must enable some visibility between the lot and the adjoining sidewalk.
DDRC STANDARDS AND GUIDELINES - 2012

- Fences must be a maximum of 36 to 42 inches high.
- Must meet the Site Plan Review requirements for landscaping

The following **guidelines** apply to surface parking lots:

- Where new surface parking lots are created, they should be located at the interior of the block, not at corner locations, and should be located at the rear of any buildings.
- Large lots should be subdivided into smaller areas through the use of landscaping or other visual elements.
- Landscaped buffer strip a minimum of 3 feet in width, or the width equal to the setback of the adjacent building.
- The buffer may be designed in conjunction with a low wall or fence.
- Plants, materials, and architectural detailing selected for buffers should be complementary to the character and materials of the area.
- All screening and fencing should be designed as an integral part of the site.
- Landscaping and fencing should enable adequate sight distances for motorists and pedestrians entering and exiting a site and should not interfere with circulation patterns.
- Pedestrian lighting is also an important consideration for any parking facilities. This should be a white light source and fixtures should complement the style of surrounding pedestrian light poles and fixtures.
- Existing surface parking lots should be targeted for infill with appropriate new construction, and any existing surface parking lots to be retained should be improved with appropriate screening.

**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 (of which 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.

**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

Standards Checklist

Wall Signs:
- Wall signs shall be limited in size and project less than 15 inches from the building.

Projecting Signs:
- Projecting signs on the first floor must not project more than 5’ from the building’s face.
- Projecting signs on the second floor or above must not project more than 8’ from the building’s face.
- Projecting signs must have no less than eight feet of clearance between the sidewalk and the lowest part of the sign.
- The maximum distance between the sign and the face of the building is one foot.

Sidewalk Signs:
- One sign per business is permitted, provided it is not chained or otherwise affixed to public property.
- Sidewalk signs require a sign permit.
- Shall be placed in front of a storefront during business hours only.
- Shall be placed so that no a minimum six foot pedestrian walkway is maintained.
- Shall maintain a clear building ingress and egress.
- Shall not obstruct any bus stop or loading zone.
- If placed near any street intersection a clear sight distance must be maintained.
- Shall be no more than three feet wide and no more than four feet high.
- Shall be not less than 18 inches wide and not less than two feet high.
- Feature the name of the business.
- Shall not advertise any service or product not available at the related business.
- Shall not have additional signs taped or attached to the base sign.
- Shall be kept in good repair.
- If the sidewalk in front of a building is less than six feet wide exclusive of the curb lawn, the business shall not display a sidewalk sign.

Awnings:
- A standard street-level awning must be mounted so that the lowest edge of the valance (typically 12 inches) is approximately 8½ feet above the sidewalk, directly over an individual window opening or bay.
- Awnings must project no more than five feet from the building.
- The valance is the only portion of the awning that may serve as a sign panel.
- The only information permitted on the valance is the business name, address, and logo.
- Box-type or curved awnings are not permitted.
- Awnings must be in proportion to the overall building façade and shall match the width of the storefront or window opening.
- The supporting framework of the awnings must not block pedestrian movement.
- Shiny, plastic, or rounded awnings are not appropriate.
Canopies:
- Must be in proportion to the overall building façade, and the supporting framework should not block pedestrian movement.
- The valance is the only portion of the canopy that may serve as a sign panel. The only information permitted on this panel is the business name, address, and logo.

Exterior Light Fixtures:
- Street-level light fixtures that project from the wall must be mounted with the lowest part of the light more than 8½ feet above the sidewalk
- Lighting shall be placed to minimize illuminating residential living spaces.
- White light is required.

Private Use of Public Open Space:
- A minimum of six feet of clear space is required for the safe passage of pedestrians and those with disabilities.
- Private use of public space must be authorized by the appropriate encroachment permit, issued by City of Kalamazoo Engineering or MDOT staff and an annual fee may be required for the private use of public right-of-way.

Sidewalk Café’s:
- Proposed sidewalk cafes must submit photos of the planned site, a simple diagram of the proposed location of the café, details of material for the enclosure if one is planned and written permission of adjoining property owners for using adjacent sidewalk space.
- The café must be authorized by the appropriate encroachment permit, issued by City of Kalamazoo Engineering staff and an annual fee may be required for the private use of public right-of-way.
- Businesses serving alcohol in sidewalk cafés must comply with any additional regulations of the Michigan Liquor Control Commission.
- If enclosures are used, they must be as simple as possible, no more than 32” tall and must be removed completely between November 1st and April 1st.
- If there is no enclosure the café is defined by area where tables and chairs are set up.
- The café shall maintain clear pedestrian space, with a minimum of 6’.
- Café must be wholly in front of the storefront operating it and shall not spill over in front of other storefronts without written permission of the adjoining property owners or tenants.
- The City of Kalamazoo retains the right to remove the café for maintenance work.
- Signage shall not be placed on perimeter materials.
- The café must include and maintain a waste receptacle.
- It is the café operator’s responsibility to keep the café area clean and tables cleared.
- Tables and chairs inside an enclosure may be stored inside the building at night or chained together outdoors.
- They may not be secured to any public fixture.
- Tables and chairs without an enclosure must be stored inside the building at night.
Pedestrian (decorative) Lighting:
- All light fixtures must provide a minimum of 1.5 foot candles of light and have a black finish.

Road Lighting:
- Opportunities to use multi-purpose poles should be explored. For example, traffic signal poles could include brackets for pedestrian signals and street signs, reducing the number of poles on the street and removing potential pedestrian obstacles.
- Approved Consumers Energy fixtures with a black finish.

Planting Layout:
- All new trees planted must be a minimum of 2” caliper.

Species Selection:
- All trees must be urban tolerant and able to withstand a reasonable level of road salt
- All trees must be native to the Kalamazoo area.
- Wherever possible, it is desirable to maintain an 8-foot distance between the tree trunk and the building line. This will leave room for the tree to develop naturally and will also avoid any conflict with the building.

Sidewalks:
- Sidewalk must be at least 5 feet wide.

Paving Types:
- All sidewalks, public-use buildings and public open spaces must be in compliance with American Disabilities Act (ADA) Standards. All accessible design elements must conform to applicable federal, state and local laws and codes.
- Concrete sidewalks are standard throughout downtown.

Parking Structures:
- Parking structures must be designed so that they create a visually attractive and active pedestrian environment.
- Parking structures shall be wrapped in active pedestrian-oriented uses at street level, retail or commercial is strongly recommended.
- Cars on the upper levels shall be screened, so that the building blends in with its surroundings.

Surface Parking Lots:
- Wrought iron, aluminum, brick, and stone are appropriate materials for fences and low walls.
- Wood and plastic fences are not allowed, nor are post/chain systems.
- Fences must enable some visibility between the lot and the adjoining sidewalk.
- Fences must be a maximum of 36 to 42 inches high.
- Must meet the Site Plan Review requirements for landscaping.

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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.
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 A: MAP – Historically significant buildings – Appendix A-2

**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 draw 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.
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 D: 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.
APPENDIX E: Street Furniture

Street Furniture

A variety of street furniture is currently found throughout downtown. Recommended designs that have been developed through recent streetscape projects like the Kalamazoo Mall, Arcadia Creek, and Arcadia Creek Festival Place. These designs start to establish a design vocabulary that can be used throughout the downtown. The most common types of furniture are discussed in the following sections.

Benches

Landscape Forms – Hyde Park™ Bench
Hyde Park™ Bench for use on Kalamazoo Mall.
Location: Kalamazoo Mall
Model: HP3005-BS- 75 with Jarrah wooden seat
Powdercoat color: Ivy

Landscape Forms – Scarborough™ Bench
Location: Arcadia Creek Festival Place
Model: SC3005-BS-72 (with back)
SC3005-FS-72 (backless)
Horizontal strap panel
Powdercoat color: Ivy

Fairweather – Plaza Bench
Location: Arcadia Creek Linear Park & other
downtown locations
Model: PL-3
Powdercoat color: Evergreen

Litter Receptacles

Landscape Forms – Scarborough™ Litter Receptacle
Location: Arcadia Creek Festival Place
Model: SC5002-24-33 (top opening)
Vertical strap panel
Ash pan optional
Powdercoat color: Ivy

Landscape Forms – Presidio™ Litter Receptacle
Location: Kalamazoo Mall
Powdercoat color: Ivy

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

Tables and chairs provide a place to eat lunch, while creating an opportunity for activity and interest in the streetscape. Tables and chairs, typically provided by private property owners, should match the character of individual businesses or buildings, should be of good quality and durability, and should be replaced when worn or damaged.

Landscape Forms – *Carousel™ Table*
Location: Arcadia Creek Festival Place, Kalamazoo Mall
Model: CR 4302 – BS – 42 (with umbrella hole)
Available freestanding or surface mounted
Tabletop: Perforated Steelhead SH 4002
Powdercoat color: Ivy

Umbrella: Equinox
Color: White

Newspaper Rack

Public congregating areas are particularly well-suited for their placement. Where possible, newspaper racks should be placed against a building edge. Where this location interferes with pedestrian traffic or building servicing, the racks should be located at the curbside. A setback of 18 inches should be allowed to avoid damage from vehicles.

Manufacturer: Sho-Rack
Model: Arlington Model Modular
Color: City Green

Drinking Fountains

Manufacturer: Haws Corporation
Location: Arcadia Creek Festival Place, and downtown streets
Model: 3511FR

Powdercoat Color: Black Model 3511FR is a dual-height, freeze-resistant, antique style historical fountain made of heavy-duty cast aluminum with a powder-coated finish. A push-button pneumatic operated, freeze-resistant valve system, installed below the frost line allows the fountain to function year-round. This model meets all current federal regulations for the Americans with Disabilities Act.
**Bicycle Rack**

Manufacturer: Landscape Forms  
Model: Pi  
Color: Black

Manufacturer: FairWeather Products  
Model: BR 1.5  
Color: Black Ivy

**Bollards**

Bollards can be used to protect elements of the streetscape or pedestrians. Black metal bollards are preferred for most of the downtown. These may be permanent or removable. If the bollard is likely to be struck by vehicles, for example next to a parking space, it should have a flexible base to allow some movement.

Bollards in the public right of way on the state trunk lines including Michigan, Kalamazoo, Park and Westnedge may also need review and approval from the Michigan Department of Transportation.
APPENDIX C: 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.
**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.

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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.
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.