

**AGENDA
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
VIRTUAL (ZOOM) MEETING AVAILABLE FOR GENERAL PUBLIC
TUESDAY, MAY 2, 2023, 7:00 P.M.
CALL TO ORDER:**

1. PLEDGE OF ALLEGIANCE:

2. ROLL CALL: Binder, Branoff, Campbell, Currier, Grimes, Henry, Krueger, Sturgess,
Wyatt

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. CORRESPONDENCE:

- A. Resolutions
- B. Minutes: February 7, 2023
- C. Zoning Amendment Draft: Article 7 PUD
- D. Downtown Design Guidelines

6. MEETING OPENED TO PUBLIC (NON-PUBLIC HEARING ITEMS):

7. BUSINESS:

- A. Planned Unit Development Amendment
- B. Downtown Design Guidelines

8. MEETING OPENED TO THE PUBLIC:

9. REMARKS BY PLANNING COMMISSION MEMBERS:

10. ADJOURNMENT:

**RESOLUTIONS
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
TUESDAY, MAY 2, 2023, 7:00 P.M.**

Resolution No. 230502-01 **AGENDA OF MAY 2, 2023**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the agenda for the May 2, 2023 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230502-02 **MINUTES OF FEBRUARY 7, 2023**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the Minutes for the February 7, 2023 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230502-07 **ADJOURN**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission adjourns the May 2, 2023 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL PLANNING COMMISSION BOARD MEETING
ACCESS INSTRUCTIONS
TUESDAY, MAY 2, 2023, 7:00 P.M.**

The Planning Commission meeting of May 2, 2023 at 7:00 p.m. will be conducted as a hybrid meeting, with commissioners, staff, consultants, petitioners, and public attending in-person. The meeting will also be held virtually (online and/or by phone) to non-commissioners, due to health concerns surrounding Coronavirus/COVID-19.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Topic: City of Swartz Creek Planning Commission Meeting
Time: May 2, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83096401128>

Meeting ID: 830 9640 1128

One tap mobile

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Dial by your location

+1 301 715 8592 US (Washington DC)

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

If you have any further questions or concern, please contact 810-429-2766 or email colger@cityofswartzcreek.org. A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
 - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.

7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**CITY OF SWARTZ CREEK SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
February 7, 2023**

Meeting called to order at 7:00 p.m. by Commissioner Henry

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Branoff, Campbell, Sturgess, Grimes, Henry, Currier.

Commissioners absent: Krueger, Wyatt.

Staff present: Adam Zettel, City Manager.

Others present: Dennis Cramer, Ron Smith, Leandra Swayne, Kevin Burge, Don Jones, Neil Martz, George Hicks, Rae Lynn Hicks, Greg Fenner, Walt Melen.

Others Virtually Present: James Packer.

APPROVAL OF AGENDA:

Resolution No. 230207-01

(Carried)

Motion by Planning Commission Member Grimes
Second by Planning Commission Member Binder

I Move the Swartz Creek Planning Commission approves the agenda for the February 2023, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MINUTES OF AUGUST 25, 2022

Resolution No. 230207-02

(Carried)

Motion by Planning Commission Member Binder
Second by Planning Commission Member Grimes

I Move the Swartz Creek Planning Commission approves the Minutes for the August 25, 2022, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC:

None.

BUSINESS:

Selection of Chairperson, Vice Chairperson and Secretary

Resolution No. 230207-03

(Carried)

Motion by Planning Commission Member Grimes
Second by Planning Commission Member Binder

I Move, the Swartz Creek Planning Commission selects Commissioner Wyatt to serve as the Planning Commission Chairperson, Commissioner Henry to serve as Vice Chairperson and Commissioner Binder to serves as Secretary for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

YES: Branoff, Grimes, Henry, Currier, Binder, Sturgess, Campbell.
NO: None. Motion Declared Carried.

2022 Annual Report

Resolution No. 230207-04

(Carried)

Motion by Planning Commission Member Binder
Second by Planning Commission Member Campbell

WHEREAS, the Planning Enabling Act of the State of Michigan requires an annual report to be compiled that reflects the activities of the planning commission, and;

WHEREAS, the City of Swartz Creek desires to consolidate such activities with those of the Zoning Board of Appeals to better communicate with officials and the public, and;

WHEREAS, the annual report, as reviewed by the planning commission at their regular meeting on February 7, 2023 also includes training and related information to shape actions in the coming year.

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends the approval of the 2022 annual report and direct staff to submit the report to the city council.

YES: Grimes, Henry, Currier, Binder, Sturgess, Campbell, Branoff.
NO: None. Motion Declared Carried.

SITE PLAN REVIEW TRAINING

Mr. Zettel introduced Carmine Avantini who presented the Michigan Association of Planning “Site Plan Review.

Meeting Open to Public:

None.

Remarks by Planning Commission:

Several comments made by commissioners but could not transcribe due to background noise.

Adjourn

Commission Henry, meeting adjourned at 9:30 p.m.

Betty Binder, Secretary



Adam Zettel, AICP

City Manager
azettel@cityofswartzcreek.org

Date: April 24, 2023

To: Planning Commissioners
From: Adam Zettel, AICP
RE: May 2, 2023 Planning Commission/Zoning Board of Appeals Meeting

Hello everyone,

We will be meeting at 7:00 p.m. on May 2, 2023. Commissioners MUST attend in-person. However, we shall be conducting the meeting using the Zoom application for the benefit of the public. If you cannot attend, please let me know.

Firstly, thank you to those that were able to attend the site plan review training and the advanced zoning board of appeals training. **The sole purpose of this meeting will be to begin deliberation on the zoning updates that follow up with the Master Plan amendments.**

Our planner, Carmine with CIB Planning, will be walking us through this process and will provide an update of what is in store at our meeting. In short, the amendment will codify many of the design guidelines, land use expectations, and intent of the downtown features in the master plan. Once in zoning, these elements will have the weight of law.

I am including the draft text amendments to Article 7 (Planned Unit Development District). I am also including the affiliated Downtown Design Guidelines and 3D area map. These are the instruments that will help us achieve results. As of writing, I have just received these and am reviewing them from my own standpoint. Unfortunately (fortunately) I am leaving with my wife for about a week to celebrate a milestone birthday. As such, I am getting the packet out a bit early.

Please take a look at the materials. I may help to do so with our new master plan and DDA plan at your elbow. That is all for now. Contact me with questions or comments. If I get other materials, I will send them along!

Sincerely,

May 2, 2023
Planning Commission



Adam H. Zettel, AICP
City Manager
City of Swartz Creek
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Swartz Creek Michigan 48473

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Article 7. PUD, Planned Unit Development District¹

Section 7.00. Intent.

Planned Unit Development District (PUD) standards are provided to:

- a) Permit flexibility in the regulation of land development allowing for higher quality of design through innovation in land use, variety in design, layout, and type of structures constructed.
- b) Ensure various land uses and building bulk will relate to each other and to adjoining existing and planned uses in such a way that they will be compatible, with no material adverse impact of one use on another.
- c) Protect and preserve natural resources, natural features, open space, and historical or significant architectural features.
- d) Minimize adverse traffic impacts.
- e) Provide convenient vehicular access throughout the development and minimizing adverse traffic impacts.
- f) Provide complete non-motorized circulation to, from, and within developments.
- g) Encourage development of convenient recreational facilities as an integral part of residential developments.
- h) Eliminate or reduce the degree of non-conforming uses or structures.
- i) Promote efficient provision of public services and utilities.
- j) Provide adequate housing and employment.

The PUD standards are not intended to avoid the imposition of standards and requirements of other zoning classifications rather than to achieve the stated purposes herein set forth.

For properties approved for PUD designation, [the PUD standards consist of those requirements provided within this Article and by waivers granted by the Planning Commission authorizing a departure from one \(1\) or more of the requirements or standards of the underlying zoning district. these PUD standards provide the developer with flexibility in design and permit variation of the specific bulk, area, and in some specified situations the density requirements of this ordinance on the basis of the total PUD plan, subject to the approval of the PUD plan by the planning commission and city council in accordance with the requirements as herein set forth.](#)

This article provides for four types of PUD: 1) a residential overlay, 2) a Morrish Road Overlay, 3) a downtown overlay and 4) an industrial overlay. Each of the PUDs include both supplementary standards which apply simultaneously, or replace, standards of the underlying residential zoning district.

¹Editor's note(s)—Ord. No. 440 , §§ 1, and 10, adopted June 10, 2019, repealed the former Art. 7, §§ 7.00—7.04, and renumbered Art. 11 §§ 11.00—11.16 as Art. 7 §§ 7.00—7.16, as set out herein. The former Art. 7 pertained to the R-4, Two-Family Residential District and derived from Ord. No. 395, adopted August 15, 2006.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.01. Eligibility criteria.

To be eligible for PUD approval, the applicant must demonstrate that each of the following criteria will be met:

- (a) *Demonstrated benefit.* The PUD shall provide one or more of the following benefits not possible under the requirements of another zoning district, as determined by the planning commission:
 - (1) The site has significant natural or historic features which will be preserved through development under the PUD standards, as determined by the planning commission.
 - (2) A complementary mixture of uses or a variety of housing types.
 - (3) The PUD will create a more desirable environment than would be possible through the application of strict zoning requirements applied in other sections of this ordinance.
 - (4) Common open space for passive or active recreational use or a design which preserves common open space, not possible under the standards of another zoning district.
 - (5) Mitigation to offset community impacts.
 - (6) Redevelopment of a non-conforming site where creative design can address unique site constraints.
- (b) *Availability and capacity of public services.* The site shall be served by a sanitary sewer system and the municipal water system. The proposed type and density of use shall not result in an unreasonable increase in the use of public services, public facilities, and utility capacities.
- (c) *Compatibility with the master plan.* The proposed development shall not have an adverse impact on future development as proposed in the Swartz Creek Master Plan.
- (d) *Compatibility with the planned unit development intent.* The proposed development shall be consistent with the intent and spirit of this ordinance.
- (e) *Development impact.* The proposed development shall not impede the continued use or development of surrounding properties for uses that are permitted in this ordinance.
- (f) *Unified control of property.* The Planned Unit Development District site shall be under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit.
- (g) *Petition for PUD.* A PUD zoning classification may be initiated only by a petition.
- (h) *Minimum land area.* No minimum size is required.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.02. Types of PUD zoning designations.

A property meeting the eligibility criteria may be rezoned to a PUD District, based on the requirements shown in Table 7.03 and appropriate requirements contained elsewhere in this ordinance. The PUD rezoning shall be concurrent with the approval of a [Preliminary PUD conceptual-site](#) plan. Any changes to the underlying/pre-PUD zoning designation may be done concurrently with the PUD rezoning where such rezoning would be in accordance with the city's master plan. The PUD designation shall be noted in the application and on the official zoning map upon approval

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(Supp. No. 9)

Section 7.03. City of Swartz Creek—Planned Unit Development Districts.

District Name	Type of District	Permitted Uses	Special Land Uses	Additional Provisions
Residential Planned Unit Development (RPUD)	Overlay of a residential district	Open space or cluster housing projects with one or more types of residential uses Existing dwellings	Same as underlying residential district	Maximum density, minimum floor area and maximum height shall comply with the dimensional standards of the underlying zoning district, but the lot area, setback and width requirements may be reduced by up to 20 percent with the resultant area preserved as open space. Wetland setbacks may not be reduced. Wetlands and land without perkable soils shall be credited as 25 percent of their area for purposes of calculating overall density. <i>The overall density may be increased by up to ten percent for sites of at least 100 acres where the planning commission determines significant natural resources and open space will be preserved in a natural state and the increased density would be compatible with surrounding zoning.</i>
Morrish Road Planned Unit Development (MRPUD)	Overlay of a GBD District	Same as underlying district Existing dwellings	Same as underlying residential district	Maximum density, minimum floor area and maximum height shall comply with the dimensional standards of the underlying zoning district, but the lot area, setback and width requirements may be reduced by up to 20 percent upon a determination that the building contributes to an attractive entranceway into Swartz Creek, preferably with an emphasis on the well-being of downtown.
Downtown Planned Unit Development (DPUD)	Overlay of the CBD, Central Business District	Same as underlying district Existing dwellings	Same as underlying district	Projects shall comply with the Maximum density and, minimum floor area and maximum building height shall comply with the dimensional standards of the underlying zoning district, but can be changed through the granting of a waiver from the Planning Commission, the lot area, setback and width requirements may be reduced by up to 20 percent upon a determination that the building contributes to the well-being of the downtown area <u>and meets the Intent of Section 7.00.</u> On-site parking required by the zoning ordinance may be reduced by up to 25 percent where it can be demonstrated that the parking requirements are excessive, are needed at peak hours only, and/or that alternative parking facilities (including

				on-street spaces, shared parking areas, municipal parking lots) are available.
Planned Industrial Parks (PID)	Overlay of Industrial District	Uses permitted in the Industrial and Office Districts	Special Land Uses of the Industrial and Office Districts	All buildings, structures, accessory structures and parking areas shall meet the minimum setback standards of the Industrial District along the site lot lines, as specified in the Table of Dimensional Standards. Minimum lot size shall be two acres except up to 25 percent of the total number of lots may be between one and one-half and two acres in size. Maximum building height shall be consistent with the standards for the Industrial District.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.04. Application and review procedure.

The application process for a PUD involves the following steps:

- A. [An optional pre-application review by the Planning Commission to provide guidance to the applicant.](#)
- B. Request for rezoning to appropriate PUD designation and a ~~conceptual~~[Preliminary PUD](#) ~~(preliminary~~[Preliminary](#)) site plan.
- ~~CB.~~ A final [PUD](#) site plan(s).
- ~~DC.~~ A contractual agreement between the applicant and the city.
- ~~ED.~~ A final [PUD](#) site plan review for each building or project phase, where appropriate.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.05. Zoning and ~~conceptual~~[Preliminary PUD site plan approval process.](#)

- (a) *Pre-application workshop.* An optional pre-application workshop with the planning commission may be requested by the applicant to discuss the appropriateness of a PUD concept, solicit feedback and receive requests for additional materials supporting the proposal. An applicant desiring a workshop shall request placement on the planning commission agenda.
- (b) *Application.* A petition for a PUD District classification for a parcel of land may be made by the owner(s) of record or by any person(s) acting on behalf of the owner(s) of record of the subject parcel. The petition, including 12 copies of all ~~conceptual~~[Preliminary PUD site plan](#) submittal items listed in section 7.06, shall be filed with the city clerk who shall transmit the petition and the PUD concept plan to the city council. The city council shall forward the petition to the planning commission. The complete application shall be submitted at least 45 days prior to the meeting at which the planning commission shall first review the request.
- (c) *Planning commission public hearing.* The planning commission shall review the rezoning request, the ~~conceptual~~[Preliminary PUD site plan](#), and [draft](#) PUD agreement, conduct a public hearing, said hearing to be held within 32 days of the receipt by the planning commission of the information required for the PUD. The planning commission shall give notice of the public hearing as required by The Michigan Zoning Enabling Act (Public Act 110 of 2006).
- (d) Following the public hearing, the planning commission shall make a recommendation to the city council based on the following standards:
 - (1) The PUD shall satisfy the eligibility criteria of section 7.01.
 - (2) The PUD shall comply with the requirements of this article, other applicable sections of this ordinance and the subdivision or condominium requirements of the city, as applicable.
 - (3) The PUD shall be designed and constructed in a manner harmonious with the character of adjacent property and the surrounding area.
 - (4) The PUD shall be adequately served by essential public facilities and services, such as roads, pedestrian or bicycle facilities, police and fire protection, drainage systems, water supply, and sewage facilities. The design shall minimize the negative impact on the road system in consideration of items such as vehicle trip generation, access location and design, circulation, roadway capacity, traffic operations at proposed access points and nearby intersections.
 - (5) The proposed PUD shall not have an unacceptable significant adverse effect on the quality of the natural environment in comparison to the impacts associated with a conventional development.

-
- (e) *Revisions.* The applicant shall make any revisions to incorporate conditions noted by the planning commission and submit 12 copies to the city to provide sufficient time for review prior to the city council meeting.
- (f) *City council approval of ~~conceptual~~Preliminary PUD site plan.* Within 90 days following receipt of a recommendation from the planning commission, the city council shall conduct a public hearing on the requested PUD rezoning and the ~~conceptual~~Preliminary PUD site plan and either approve, deny or approve with a list of conditions made part of the approval. The city council may require a re-submittal of the ~~conceptual~~Preliminary PUD site plan reflecting the conditions for approval by the zoning administrator prior to submittal of a ~~final~~ PUD ~~final~~ site plan.
- (g) *Time limits for ~~conceptual~~Preliminary plan approval.* Approval of the ~~conceptual~~Preliminary PUD site plan by the city council shall confer upon the owner the right to proceed through the subsequent planning phase for a period not to exceed two years from date of approval. If application for final PUD site plan approval is not requested within this time period, the planning commission shall hold a public hearing to revert the site to the pre-PUD zoning. The city council may extend the period up to an additional two years, if requested in writing by the applicant prior to the expiration date, upon proof that there were extenuating circumstances why the project had not commenced.
- (h) *Conditions.* Reasonable conditions may be required with the approval of a PUD for the purpose of ensuring that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, protecting the natural environment and conserving natural resources, ensuring compatibility with adjacent uses of land, promoting the use of land in a socially and economically desirable manner, and further the implementation of the Swartz Creek Master Plan. Conditions attached shall be included in the PUD agreement.
- (i) *Final approvals.* Following approval of the ~~conceptual~~Preliminary PUD plan, the application shall follow the procedures and requirements for approvals under the subdivision, condominium or site plan review process, as applicable. All site plans or tentative ~~preliminary~~Preliminary plats subsequently submitted shall conform with the ~~preliminary~~Preliminary PUD concept plan, all conditions attached to ~~preliminary~~Preliminary approval, the PUD agreement and the requirements of this ordinance. Where the planning commission determines that changes to the final site plan or final ~~preliminary~~Preliminary plat significantly deviate from the ~~preliminary~~Preliminary PUD concept plan, the planning commission shall conduct another public hearing and review the plan as an amended resubmission of the concept plan under the requirements of this article.
- (k) The City Council may, by resolution and upon recommendation of the Planning Commission, approve an overall Preliminary PUD site plan establishing specific design guidelines and development standards for a site or multiple sites, which may include waivers for certain requirements and standards of the underlying zoning district or special use(s). For the purposes of this Article, an approved Preliminary PUD site plan requires each developer to follow the process for final PUD site plan approval outlined in this Article. The Planning Commission may require each developer to enter into a separate PUD Agreement for each individual site or series of projects as a condition of approval to the final PUD site plan approval. Deviations from an approved Preliminary PUD site plan or final PUD site plan shall be permitted only in accordance with Section 7.14. Amendments and deviations from approved final PUD site plan.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.06. ~~Conceptual~~Preliminary PUD site plan submittal requirements.

The purpose of the ~~conceptual~~Preliminary review is to provide a mechanism whereby the applicant can obtain a substantial review of the proposed project in order to prepare final site engineering and architecture plans, and to execute necessary agreements between the applicant and the city. Submittal requirements are listed below.

-
- A. Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.
 - B. A completed application form, supplied by the city clerk and an application fee. A separate escrow deposit may be required for administrative charges to review the PUD submittal.
 - C. Sheet size of submitted drawings shall be at least 24 inches by 36 inches, with graphics at an engineer's scale, [or in another format acceptable to the city](#).
 - D. Cover sheet providing:
 1. The applicant's name, address, telephone/fax number(s);
 2. The name of the development;
 3. The preparer's name and professional seal of architect, engineer, surveyor or landscape architect indicating license in the State of Michigan;
 4. Date of preparation and any revisions;
 5. North arrow;
 6. Property lines and dimensions;
 7. Complete and current legal description and size of property in acres;
 8. Small location sketch of the subject site and area within one-half mile; and to scale;
 9. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the PUD site;
 10. Lot lines and all structures on the property and within 100 feet of the PUD property lines;
 11. Location of any access points on both sides of the street within 100 feet of the PUD site along streets where access to the PUD is proposed.
 - E. An overall area map at a scale of not less than [one-inch-one-inch](#) equals 2,000 feet showing the relationship of the development to its surroundings such as major roads or collector roads.
 1. Physical development plan prepared at a minimum scale of [one-inch-one-inch](#) equals 100 [feet].
 2. Boundaries of proposed PUD and overall property dimensions.
 3. Property lines of adjacent tracts of subdivided and unsubdivided land shown in relation to the PUD site, including those of areas across abutting roads.
 4. Location, widths, and names of existing or prior platted roads and private roads, and public easements within or adjacent to the PUD site, including those located across abutting roads.
 5. Location of existing sewers, water mains, storm drains and other underground facilities within or adjacent to the PUD site.
 6. Topography drawn as contours with a one-foot contour interval. Topography to be based on USGS datum and be extended a minimum distance of 200 feet outside the PUD boundaries.
 7. Location of existing buildings and structures.
 8. Location of significant natural and historical features.
 9. Existing limits of major stands of trees and a tree survey indicating the location, species and caliper of all trees with a caliper over eight inches, measured four feet above grade.
 - F. A ~~conceptual~~[Preliminary](#) PUD site plan sheet including:

-
1. ~~Conceptual~~Preliminary layout of proposed land use, acreage allotted to each use, residential density overall and by underlying zoning district (calculations shall be provided for both overall and useable acreage), building footprints, structures, roadways, parking areas, drives, driveways, and pedestrian paths.
Note: Useable area is total area less public road rights-of-way, year-round surface water bodies, and MDEQ regulated wetlands.
 2. Building setbacks and spacing.
 3. General location and type of landscaping proposed (evergreen, deciduous, berm, etc.) noting existing trees over eight inches in caliper to be retained, and any woodlands that will be designated as "areas not to be disturbed in development of the PUD.
 4. A storm water management system, water supply and wastewater disposal systems, any public or private easements, and a note of any utility lines to be removed.
 5. A list of any requested (and known) deviations from the dimensional standards of the zoning ordinance or sign ordinance that otherwise would apply (permitted deviations include: minimum lot width, area or setbacks; private road standards).
 6. If a multi-phase Planned Unit Development District is proposed, the area of each phase must be identified. For residential uses identify the number, type, and density proposed by phase.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.07. Standards for approval of ~~conceptual~~Preliminary PUD site plan.

Based upon the following standards, the planning commission may recommend denial, approval, or approval with conditions, and the city council may deny, approve, or approve with conditions the proposed Planned Unit Development District.

- A. The Planned Unit Development District meets the qualification requirements.
- B. The uses proposed will have a beneficial effect, in terms of public health, safety, welfare, or convenience, on present and future potential surrounding land uses. The uses proposed will not adversely affect the public utility and circulation system, surrounding properties, or the environment. The public benefit shall be one which could not be achieved under the regulations of the underlying district alone, or that of any other zoning district.
- C. The Planned Unit Development District is generally consistent with the goals, objectives and land use map of the future land use plan.
- D. Judicious effort has been used to preserve significant natural and historical features, surface and underground water bodies and the integrity of the land.
- E. Public water and sewer facilities are available or shall be provided for by the developer as part of the site development. The planning commission may approve a RPUD without public water and sewer, if the overall density is one unit per acres or less.
- F. Safe, convenient, uncongested, and well defined vehicular and pedestrian circulation within and to the site is provided. Drives, streets and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points.
- G. Any waivers from the requirements or standards of the underlying zoning district or special use(s) in accordance with Section 13.13, such as but not limited to density, lot sizes, setbacks, height limits, required facilities, buffers, open space, or permitted sign area, shall be reviewed and approved by the

Planning Commission when it is determined that the waivers will accomplish the objectives identified in this Article and be consistent with the intent and purpose of the underlying zoning district.

- G. ~~Any deviations from the applicable zoning regulations are reasonable and meet the intent of this article.~~

The city council may impose additional reasonable conditions, 1) to ensure that public services and facilities affected by a Planned Unit Development District will be capable of accommodating increased service and facility loads caused by the Planned Unit Development District, 2) to protect the natural environment and conserve natural resources and energy, 3) to ensure compatibility with adjacent uses of land, and 4) to promote the use of land in a socially and economically desirable manner.

- H. In a Planned Industrial Park (PID) a setback of 50 feet wide shall be provided along the perimeter of the PID fronting on a public street.
- I. In a Planned Industrial Park (PID) a setback of 20 feet wide shall be provided along the perimeter of a PUD development not fronting on a public street. Such setback shall be designed and landscaped as a buffer strip; parking lots and driveways shall not be permitted in such yard, except that drives may cross such setback.
- J. A setback at least 35 feet wide shall be provided along the right-of-way of a public collector street proposed within any PUD, and a setback 50 feet wide shall be provided along the right-of-way of a public principal or minor arterial street proposed within the PUD. Collector roads and principal and minor arterials roads are shown on the Transportation Map in the Swartz Creek Master Plan.
- K. A landscaped setback at least ten feet wide shall be provided between a parking lot of five or more spaces and a property line within any PUD, and 20 feet from the perimeter property line of the PUD, except when adjacent to a public street right-of-way line, existing or proposed, in which case the preceding setbacks shall apply.
- L. All required setbacks shall be landscaped and adequately and permanently maintained by the property owner, tenant, or organization responsible for maintaining common areas as provided herein.
- M. Any single-family dwelling structure shall be located at least 20 feet from any other single-family dwelling structure unless structurally attached thereto.
- N. The location of buildings and uses, and the distances between buildings shall be clearly shown on the area plan and shall control the development and continued use of the property.
- O. There are no height regulations in a PUD provided that any buildings exceeding a height of two and one-half stories or 35 feet shall be approved as to specific height by the city council upon recommendation from the planning commission. Approval shall be based upon findings regarding light, air circulation, views, airport flight patterns and recommendations from the city fire chief regarding fire protection and safety.
- P. Each lot or principal building in a PUD shall have vehicular access from a public street or from a private street.
- Q. Each lot or principal building in a PUD shall have pedestrian access from a public or private sidewalk, where deemed necessary by the city council. All parts and phases of the PUD shall be interconnected by a sidewalk system which will provide the necessary, safe and convenient movement of pedestrians. A bicycle path system shall also be provided in the PUD and may be part of the sidewalk system, where approved by the city council. Said system shall be connected to the public sidewalk system.
- R. Public and private streets shall be designed and constructed according to standards established for public streets. If, in the future, private streets in a PUD are to be dedicated to a public agency, the

owners shall first fully agree to bear the full expense of construction or any other action required to make streets suitable for public acceptance.

- S. An individual dwelling unit in any single-family, two-family townhouse, or similar residential structure shall not have direct access to a collector or arterial street.
- T. Electrical, telephone, and cable television lines shall be underground.
- U. Open space areas shall be conveniently and equitably located through the PUD in relation to the location of dwelling units and natural features.
- V. Open space areas shall have minimum dimensions which, in the planning commission's opinion, are usable for the functions intended and which will be maintainable.
- W. The city council may require, that natural amenities such as ravines, rock outcrops, wooded areas, tree or shrub specimens, unique wildlife habitats, ponds, streams, and marshes be preserved as part of the open space system of the PUD.
- X. The city council may require dedication for road rights-of-way, schools and/or parks.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.08. Approval of ~~conceptual~~Preliminary PUD site plan.

Upon approval of the ~~conceptual~~Preliminary PUD site plan by the city council the property shall be rezoned to an appropriate Planned Unit Development District Zoning District, with the underlying zoning district noted on the official zoning.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.09. Expiration.

Approval of the ~~conceptual~~Preliminary PUD site plan by the city council shall confer upon the owner the right to proceed through the subsequent planning phase for a period not to exceed two years from date of approval. If application for final PUD site plan approval is not requested within this time period, re-submittal of the application shall be required. The city council may extend the period up to an additional two years, if requested in writing by the applicant prior to the expiration date.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.10. Process for final PUD site plan(s).

- A. The applicant shall submit 12 copies of a detailed final site plan for the entire approved ~~conceptual~~Preliminary PUD site plan to the city clerk at least 30 days prior to the planning commission meeting at which the planning commission shall first review the request.
- B. Upon submission of all required materials and fees required by Article 29, the planning commission shall hold such hearings as may be required by law, and shall approve, deny, or approve with conditions in accordance with the standards and regulations of Article 29, Site Plan Review.
- C. If the final PUD site plan was approved with conditions, the applicant shall submit a revised site plan to the city clerk for approval prior to the issuance of any building permits.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.11. Final PUD site plan submittal procedures and approval.

- A Final site plan review for each building or project phase shall be submitted according to the procedures and standards contained within this ordinance. The purpose of the PUD final review is to consider the final site plan for the entire PUD which is consistent with the approved ~~conceptual~~Preliminary PUD site plan. Receipt of a building permit shall require final approval by the city council.

The final submittal shall include the site plan information required by Article 29, and the following:

- A. *Development agreement.* A proposed written agreement specifying all the terms and understanding of the PUD development, and the conditions upon which the PUD approval was based including a specific list of any approved deviations from the standards of this ordinance. The final site plan shall not be officially approved until said agreement has been reviewed by the city attorney, signed by representatives of both parties and received by the city clerk. The agreement shall be recorded in the office of Genesee County, Registrar of Deeds at the expense of the applicant.
- B. *Hydrological impact assessment.* The planning commission may determine that a hydrological impact assessment is needed describing the existing ground and surface water resources including, but not limited to, a description of the water table, direction of groundwater flow, recharge and discharge areas, lake levels, surface drainage, floodplains, and water quality as well as the projected impact of the proposed development on such resources, in particular impacts associated with water supply development, wastewater disposal, and storm water management.

For projects over 100 acres, the applicant may submit a schematic site plan illustrating general building footprints, parking lot areas, road alignments, open space and general landscaping; with more detailed site plans submitted for the first building or project phase. Each detailed site plan shall be reviewed according to the procedures and standards of Article 29, Site Plan Review.

The final PUD site plan shall be reviewed by the planning commission, which shall make recommendations to city council, according to the procedures outlined in Article 29, Site Plan Review.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.12. Condominium projects.

For any condominium section of a PUD, the applicant shall provide a copy of the master deed and condominium association bylaws for approval by the city council. The condominium documents shall provide limits on use of common areas or open space for accessory structures such as swimming pools, decks, playground equipment and buildings. A plan shall be provided indicating the limits of such accessory structures within a defined envelope.

Prior to approval of the final PUD site plan, the applicant shall submit a written agreement to the city attorney for review and approval by the city council. The agreement shall:

- A. Set forth the conditions upon which the approval is based, with reference to the approved final PUD site plan.
- B. When open space or common areas are indicated in the PUD plan for use by the residents, the open space or common areas shall be conveyed in fee or otherwise committed by dedication to an association of the residents, and the use shall be irrevocably dedicated for the useful life of the residences, and retained as open space for park, recreation or other common uses.
- C. Set forth a program and financing for maintaining common areas and features, such as walkways, signs, lighting and landscaping.

-
- D. Assure that trees and woodlands will be preserved as shown on the site plan, or replaced on a caliper for caliper basis.
 - E. Assure the construction and maintenance of all streets and necessary utilities (including public water, wastewater collection and treatment) through bonds or other satisfactory means, for any and all phases of the PUD. In the case of phased PUDs this requirement shall be reviewed at the time of any final site plan approval.
 - F. Address any other concerns of the city regarding construction and maintenance.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.13. Schedule of construction.

Final site plan approval of a PUD, PUD phase or a building within a PUD shall be effective for a period of three years. Further submittals under the PUD procedures shall be accepted for review upon a showing of substantial progress in development of previously approved phases, or upon a showing of good cause for not having made such progress.

In the development of a PUD, the percentage of single-family dwelling units under construction, or lots sold, shall be at least in the same proportion to the percentage of multiple-family dwelling units under construction at any one time, provided that this section shall be applied only if single-family dwelling units comprise 25 percent or more of the total housing stock proposed for the PUD. Non-residential structures designed to serve the PUD residents shall not be built until the PUD has enough dwelling units built to support such non-residential use. The planning commission may modify this requirement in their [conceptualPreliminary](#) or final submittal review process. Further, this restriction does not apply to a Downtown PUD or the Morrish Road PUD since only non-residential might be constructed in the PUD.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.14. Amendments and deviations from approved final PUD site plan.

Deviations from the approved final PUD site plan may occur only when an applicant or property owner who was granted final PUD site plan approval notifies the zoning administrator of the proposed amendment to such approved site plan in writing, accompanied by a site plan illustrating the proposed change. The request shall be received prior to initiation of any construction in conflict with the approved final PUD site plan.

- A. *Procedure.* Within 14 days of receipt of a request to amend the final PUD site plan, the zoning administrator shall determine whether the change is major, warranting review by the planning commission, and city council or minor, allowing administrative approval, as noted below.
- B. *Minor changes.* The zoning administrator may approve the proposed revision upon finding the change would not alter the basic design nor any conditions imposed upon the original plan approval by the planning commission. The zoning administrator shall inform the planning commission of such approval in writing. The zoning administrator shall consider the following when determining a change to be minor.
 - 1. For residential buildings, the size of structures may be reduced; or increased by five percent, provided the overall density of units does not increase and the minimum square footage requirements are met.
 - 2. Gross floor area of non-residential buildings may be decreased; or increased by up to five percent or 10,000 square feet, whichever is smaller.

(Supp. No. 9)

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3. Floor plans may be changed if consistent with the character of the use.
 4. Horizontal and/or vertical elevations may be altered by up to five percent.
 5. Relocation of a building by up to five feet, if consistent with required setbacks and other standards.
 6. Designated "Areas not to be disturbed" may be increased.
 7. Plantings approved in the final PUD landscape plan may be replaced by similar types of landscaping on a one-to-one or greater basis. Any trees to be preserved which are lost during construction may be replaced by at least two trees of the same or similar species.
 8. Improvements or slight relocation of site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc.
 9. Changes of building materials to another of higher quality, as determined by the zoning administrator.
 10. Slight modification of sign placement or reduction of size.
 11. Internal rearrangement of parking lot which does not affect the number of parking spaces or alter access locations or design.
 12. Changes required or requested by the city, county or state for safety reasons.
- C. *Major changes.* Where the zoning administrator determines the requested amendment to the approved final PUD site plan is major, re-submittal to the planning commission and city council shall be required. Should the planning commission determine that the modifications to the final PUD site plan significantly alter the intent of the ~~conceptual~~preliminary PUD site plan, a revised ~~conceptual~~preliminary PUD site plan shall be submitted.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.15. Appeals, Variances and Waivers.

- A. No decision related to a PUD, including the approval or denial of a preliminary PUD plan or final PUD site plan or a decision to grant or deny a waiver, may be appealed to the Zoning Board of Appeals, nor are waivers granted subject to variance approval or modification by the Zoning Board of Appeals. Any departure from an approved final PUD site plan shall be permitted only as authorized in Section 7.14 Amendments and Deviations from Approved Preliminary PUD Plan or Approved Final PUD Site Plan.
- B. **Waivers.** A waiver may be granted as part of an approval according to the provisions of this Article for certain requirements and standards of the underlying zoning district or proposed special use upon the City Council or Planning Commission's own discretion or written request by the applicant. The requirements or standards shall be applied to the maximum extent possible, but suitable alternatives that substantially achieve the purpose of this Zoning Ordinance may be accepted, if any, if the requirements or standards are deemed impractical or unreasonable. Any final approval of the City Council or Planning Commission that provides for a relaxation of standards required by the underlying zoning district or this Chapter is presumed to have been waived in accordance with this Article.

The Planning Commission can approve waivers under this Article when the following conditions have been met:

1. The waiver will result in an improvement to the design or function of a building or site which would not be possible following the standards of the zoning district.
2. The need for the waiver cannot be the result of a self-created situation.

3. The waiver cannot be sought as a way to circumvent or avoid the requirements of the zoning ordinance.

Section 7.165. Performance guarantees.

- A. Performance bonds, irrevocable bank letters of credit, cash deposits, or other forms of security acceptable as to type and amount to the city council shall be provided by the applicant to the city clerk. Such security shall be for construction of site improvements shown on the approved area plan.
- B. The applicant shall submit a cost estimate of the improvements to be covered by the guarantee, and verified as to amount by the city manager. The city council may release portions of a deposit in relation to work completed and approved upon inspection as complying with an approved plan provided however, that the balance on deposit will be sufficient to complete remaining site improvements. In the event that the applicant shall fail to provide improvements according to an approved plan, the city council shall have the authority to have such work completed, and to reimburse itself for costs of such work by appropriating funds from the deposited security, or may require performance by the bonding company.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

Section 7.16. ~~Appeals and v~~Violations.

~~The zoning board of appeals shall have the authority to hear and decide appeal requests by property owners for variances from the city zoning ordinance. However, the zoning board of appeals shall not have the authority to change conditions or make interpretations to the PUD site plan or written agreement.~~

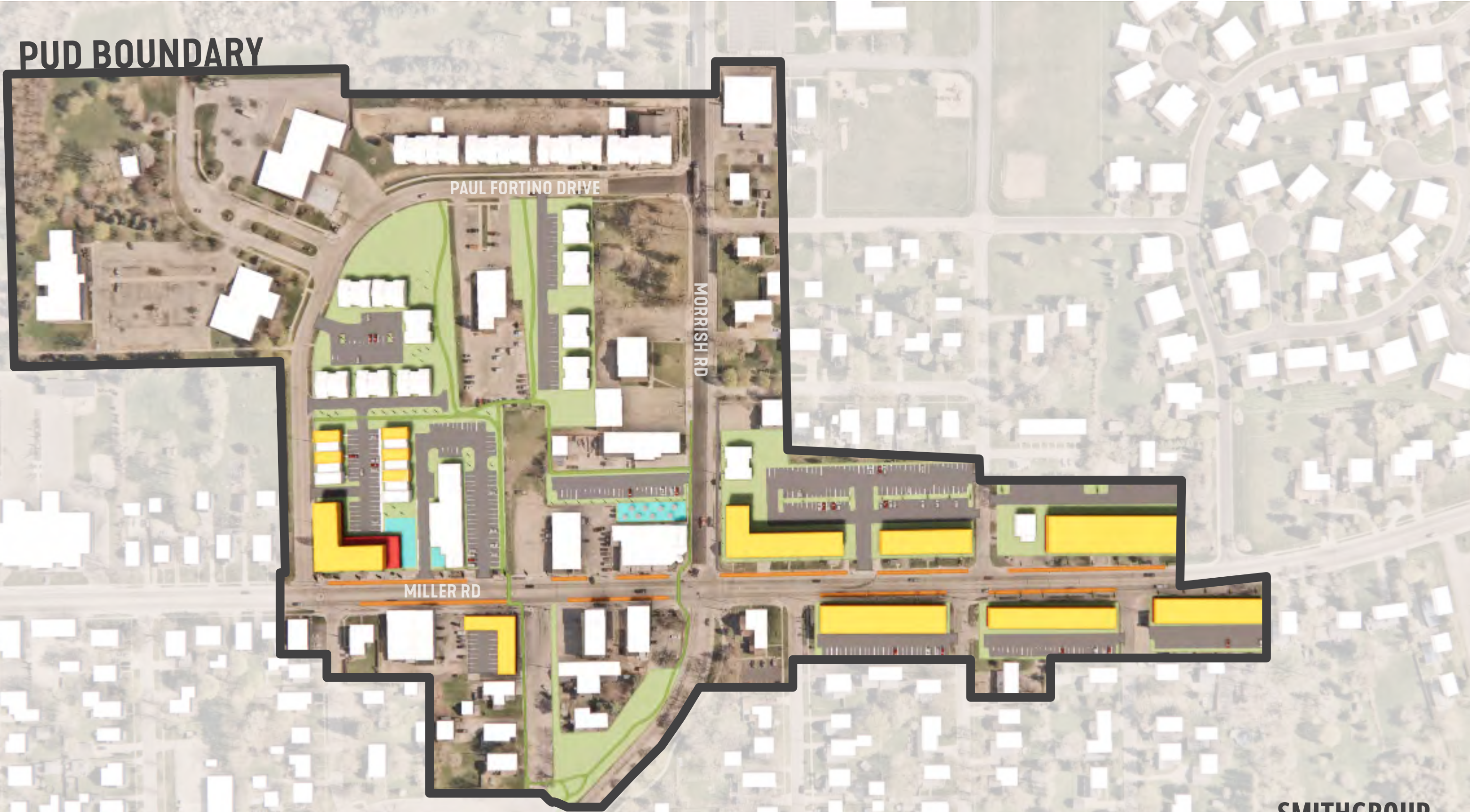
A violation of the PUD plan or agreement shall be considered a violation of this ordinance.

- A. Violations of any deviation from the approved PUD site plan, except as authorized in this ordinance, shall be considered a violation of this article and treated as a misdemeanor. Further, any such deviation shall invalidate the PUD designation.
- B. Violations of any plan approved under this section, or failure to comply with any requirements of this section, including any agreements and conditions attached to any approved plan, shall be considered a violation of this ordinance.

(Ord. No. 440 , §§ 1, 10, 6-10-19)

DOWNTOWN SWARTZ CREEK PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) PLAN

PUD BOUNDARY



DOWNTOWN SWARTZ CREEK PRELIMINARY PLANNED UNIT DEVELOPMENT PLAN



EXISTING VETERANS
MEMORIAL

LANDSCAPE
BUFFER AND PATH
FROM FUTURE
DEVELOPMENT

MULTIFAMILY
RESIDENTIAL

TOWNHOUSES

OUTDOOR DINING

TOWNHOUSES

MIXED-USE
DEVELOPMENT

TOWNHOUSES

MIXED-USE
DEVELOPMENT

ON STREET
PARKING

MIXED-USE DEVELOPMENT
WITH PARKING IN BACK

ACTIVATED
OUTDOOR SPACE

MIXED-USE
DEVELOPMENT

GREEN
NETWORK

SWARTZ CREEK

DOWNTOWN DESIGN GUIDELINES

For the City of Swartz Creek



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I. INTRODUCTION

The Design Guidelines for the Swartz Creek Downtown are intended to promote the City's set of expectations for building design. The design and construction of both new buildings and existing buildings should follow these standards to ensure that Downtown Swartz Creek encapsulates a vibrant, walkable charm while blending new buildings into the fabric of the existing character. The intent of these Design Guidelines is to support the strategic vision of the City of Swartz Creek Master Plan.

DESIGN GUIDELINES OVERVIEW

GENERAL PURPOSE AND OBJECTIVES

- Ensure new mixed-use development downtown is consistent with the vision of the City of Swartz Creek Master Plan
- Encourage physical improvements in a "traditional Main Street" design
- Provide building design and placement standards for the Downtown PUD zoning

GUIDING PRINCIPLES

- Promote an authentic, vibrant community
- Encourage a walkable, engaging street edge
- Preserve historic structures while promoting compatible infill
- Draw upon local design traditions
- Ensure quality building materials endure over time
- Improve and reinforce quality building design, upkeep, and renovation that draws visual appeal and interest
- Connect buildings to public space through building form and public space urban design standards

APPLICABILITY OF DESIGN GUIDELINES



The Downtown PUD Overlay applies to the area designated at left.

Future expansion of the boundary may extend to transitions along Miller and Morrish Roads once the downtown core is redeveloped.

The Downtown Storefront Frontage (orange dotted line) applies to properties within the Downtown PUD Overlay fronting Miller Road. Other properties within the Downtown PUD Overlay may redevelop as storefronts but may also redevelop as attached residential frontages.

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II. COMMERCIAL/MIXED-USE BUILDING DESIGN

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These commercial/mixed-use building guidelines particularly apply to the Downtown Storefront Frontage along Miller Road.

FAÇADE COMPOSITION

DEFINITION

The façade is the portion of the building facing the street. **Façade Composition** is the way the face of the building is organized. A good façade composition is naturally pleasing to the eye and creates a welcoming, walkable pedestrian experience.

OBJECTIVE

Create a comfortable and enticing street frontage. Employ strong hierarchy or organization of the building elements to shape a pleasing façade composition that resembles traditional "main street" scaling.



Elements of Façade Composition:

- (A)** Defined base
- (B)** Grid-like organization
- (C)** Defined middle and top
- (D)** Consistent scaling of windows and patterns compatible with neighboring buildings

Buildings fronting Miller Road in the Downtown Storefront Frontage area are required to be a minimum of two stories.

FAÇADE COMPOSITION

STRATEGIES

Apply some of these tips to achieve a balanced, welcoming façade:

- Align common elements along the street where a distinct alignment pattern already exists
- Retain the historic integrity of the façade
- Orient commercial building's active uses and entrances to the street, thus strengthening the street wall and ensuring a district character of active, pedestrian-oriented streets
- Break up building massing with elements such as projecting tray windows, projecting eaves and landscaping

DEFINE THE TERM:

- **Building Massing** refers to the perception of the general form as well as the size and volume of a building.

THINGS TO AVOID

- Splitting the building into two even portions, base and top with no middle. This makes a building feel short, disproportionate and unwelcoming
- Long expanses of one material type, either vertically or horizontally
- Using too many different materials



TOP

MIDDLE

BASE

Expression lines create a vertical articulation of base, middle, and top of a façade



Buildings are organized into horizontally repeated modules to reflect traditional building and lot widths

DESIGN THE BASE: GROUND FLOOR DESIGN

OBJECTIVE

The building base - most typically the ground floor - should create a pedestrian-friendly atmosphere through transparency, materials, and scale. Ground floor storefronts should be composed of a mix of glass and traditional high quality building materials. The ground floor design includes the street face of the building from the sidewalk to the level of the second floor. This includes storefronts and entrances, entrances to upper levels, awnings and canopies. Ground floor design considers materials, proportions, and placement of building elements.

RECOMMENDATIONS

1. Promote vertically proportioned windows in which the sills are not higher than 3-feet from the ground
2. Provide a high percentage of transparent glass on the ground floor to engage pedestrians along the sidewalk and provide window displays.
3. Use spandrel glass, shadow box, or window film only above the datum of the door height to conceal ceilings.
4. Clearly define the main entrance with a change in material or color, trim, canopy or awning, or a door yard recess.
5. Select materials that will withstand the elements and interaction over time.

Large Buildings

6. Use a complimentary material for the building base to differentiate from the upper floors.
7. Pay special attention to corners where the building fronts two streets.

RECOMMENDED MATERIALS

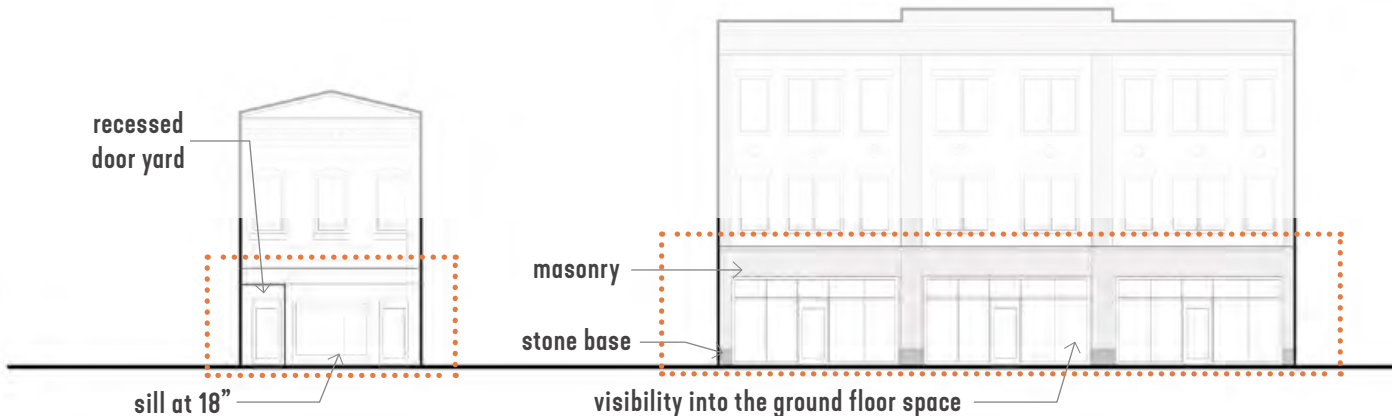
- Stone, brick, glass

COMPLETE THE PALETTE

- Use contrasting materials to accent storefronts, bays, windows, and doors
- Ground floors shall consist of a minimum 70% windows and doors

THINGS TO AVOID

- Do not try to screen interior seating by creating a higher sill. This creates awkward proportions and is unwelcoming to passers-by
- Avoid long blank walls without openings or architectural features
- Do not block vision into the ground floor with posters or display cases. A minimum of 80% of the window area shall allow view into the building for a depth of 12' minimum



DESIGN THE BASE: GROUND FLOOR DESIGN



DESIGN THE MIDDLE: UPPER FLOOR DESIGN

OBJECTIVE

The upper floors of a building should have a consistency and regularity that contribute to a harmonic streetscape. From the street, one's eye is naturally drawn to the activated and transparent base of the building, and to the top where the cornice line crowns the building. The upper floors should be harmonious with the overall building and streetscape and act as a background against which life happens.

TIPS TO FOLLOW

1. Size and place windows consistently.
2. Use the same color mullions and framing on windows in the upper floors as in the ground floor.
3. Maintain a continuous rhythm of windows in bays, aligned with the building base.
4. Orient windows vertically.
5. Provide at least 25% windows of the upper story façade (50% preferred).
6. Group windows together to create larger contiguous openings.
7. Double hung or picture windows are preferred to casement.

Small Buildings

8. Space windows across the façade evenly or symmetrically.

Large Buildings

9. Stick to a few different groupings of window sizes/types used strategically along the façade.
10. Group elements such as balconies to emphasize façade composition.

THINGS TO AVOID

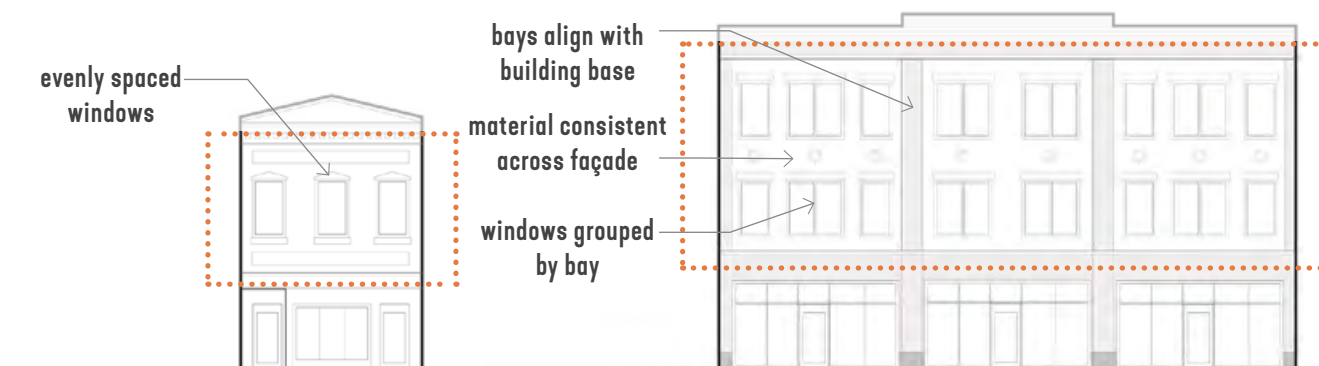
- Avoid continuous ribbon windows (windows that are horizontally cut across entire façades)
- Do not change the configuration, shape, or proportion of openings in existing façades
- Do not use heavily tinted, highly reflective, or otherwise incompatible glass finishes
- Limit the different size

RECOMMENDED MATERIALS

- Stone, brick, or terra cotta
- Architectural Metal Panel
- Siding/stucco (accent materials & residential uses only)

COMPLETE THE PALETTE

- Use contrasting materials as window head or sill, and architectural details
- Materials should be compatible in appearance from ground floor to cornice



DESIGN THE BASE: UPPER FLOOR DESIGN



Upper floors are divided into a set of vertical bays through shifts in plane and accompanying material changes.



Repetition and order create a harmonious, balanced upper floor design on this building. Materials create accent and detail within a consistent palette.

DESIGN THE TOP: CORNICES + PARAPETS

OBJECTIVE

The cornice is a horizontal architectural elements that creates an intentional cap to a building as a decorative feature. The parapet is a short wall that extends above the roof serving a practical function to hide rooftop mechanical equipment. A cornice may cover the entire parapet, overlap its top or base, or encompass the entire top occupied floor of a building. Together, the cornice and parapet are the final factors defining building scale and proportion. As the building element most visible from a distance, the cornice sets the tone for a building.

TIPS TO FOLLOW

1. Use a cornice to capture vertical bays and architectural detail.
2. Maintain a consistent cornice across the length of the building.
3. The cornice should be proportional to the overall building massing, relative the scale of other openings and compositional elements, like the base.
4. Repeat similar elements from the base definition to the top definition, such as dentils, a frieze, or the same accent material.

Small Buildings

5. Continue the primary building material through the top and use a band of accent material to make a distinct cornice.

Large Buildings

6. Include the entire top occupied floor in the building top; use a change in materials to emphasize a change in composition of the building mass.

THINGS TO AVOID

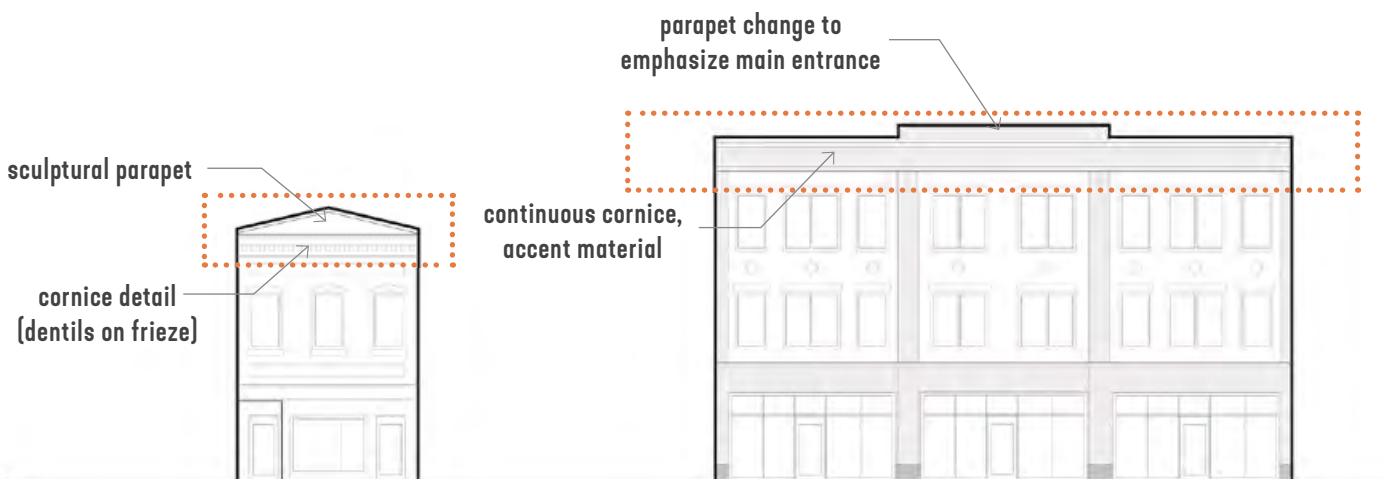
- Any change in parapet height should accompany a change in plan or accent the main entry
- Functional sheet metal flashing is not an acceptable substitute for a cornice

RECOMMENDED MATERIALS

- Stone, brick, or terra cotta
- Architectural Metal Panel

COMPLETE THE PALETTE

- Use an accent material for the entire building top, or as a distinctive band
- Materials should be compatible in appearance from ground floor to cornice



DESIGN THE BASE: CORNICICES + PARAPETS



No matter how many stories a building is, a definitive cap at the top frames the façade.



ARCHITECTURAL DETAILS

DEFINITION

Architectural Details are features on the building that do not relate to its function, but contribute material texture and visual interest to buildings. They reflect the period when the building was constructed and connect an entire building to the human scale. Architectural details may also be referred to as *embellishment* or *ornament*.

OBJECTIVE

Provide layers of visual interest at different distances near to the building. Relate the building to the human scale and historical context. Retain architectural details original to historical structures and introduce complimentary details in new construction.



ARCHITECTURAL DETAILS

STRATEGIES

- Retain, rehabilitate, or restore detail elements on historical buildings such as cornices, window and door trim, columns, piers, and carved detail work.
- Use design features such as columns, moldings, and cornices to define façades into distinct building modules or bays.
- Repair deteriorated historic features and replace only those elements that cannot be repaired.
- Detail building façades with architectural features such as windows, awnings, cornice work, belly bands, edge detailing, foundation wall and corner casings or other decorative features typical of building fronts.
- Replacement elements should be comparable in size, shape, texture, and finish
- Provide preventive maintenance such as rust removal, caulking, and repainting.
- Design new additions in a manner that makes clear what is historic and what is new, while still compatible.

THINGS TO AVOID

- Removing or radically changing architectural details that define the historic character of the building
- Failing to treat causes of deterioration
- Using a substitute material for replacement that does not convey the visual appearance of the architectural detail or is physically incompatible
- Adding new architectural details which are not present in the character of the building or are incompatible in size, scale, material or color
- Covering significant architectural features with awnings, canopies or marquees
- Backlighting or internally illuminating awnings
- Visible side and rear elevations should have a finished quality consistent with the other elevations of the building and be well screened where appropriate



Examples of Architectural Detail:

- Ⓐ Cornice
- Ⓑ Lintel
- Ⓒ Brick coursing articulation
- Ⓓ Pilasters
- Ⓔ Transom
- Ⓕ Sill/kickplate

BUILDING MATERIALS

OBJECTIVE

Exterior building material selection determines the durability and architectural language and compatibility of a building. Building materials reflect the quality of architecture designed to withstand time, and attract and inspire residents and visitors. Material selection also reflects the style of building and traditional methods of building that generate a unique sense of place to a downtown.

TIPS TO FOLLOW

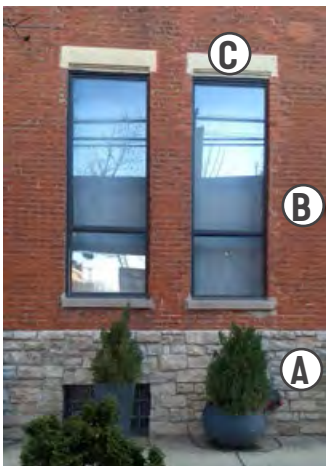
- Place materials that convey strength at the base of the building.
- Coordinate colors on the building wall, trim and moldings, cornice and parapet, signs, and primary entrance.
- Attention to detail and easily maintained, high-quality materials such as brick convey a message of good service and products.
- Use durable, high-quality building materials that have an appearance of permanence and substance, consistent with surrounding buildings. Brick, or stone is required, although other high-quality materials may

be considered by the Planning Commission.

- Design new building construction and renovations to have consistent massing and color with the desired scale and proportion of the business corridor or area.
- Use harmonious colors such as earth tones. Avoid bright tones except when used as accent tones.

THINGS TO AVOID

- Do not remove or cover an existing building façade with incompatible materials; restore the existing façade and celebrate historical character
- Avoid painting natural materials such as stone or brick
- Avoid low-quality or unfinished materials
- Do not sandblast or pressure wash without consulting a professional. These methods may damage a building in irreversible and expensive ways



Material Palette:

- Ⓐ Stone Base
- Ⓑ Brick
- Ⓒ Stone Lintel

BUILDING MATERIALS

Material	Building Type			
	Commercial, Mixed Use,		Multiple-Family Residential	
	Primary	Secondary	Primary	Secondary
Masonry <ul style="list-style-type: none"> ■ Brick (natural, glazed) ■ Stone (natural, synthetic) ■ Terra Cotta 	X	X	X	X
Concrete <ul style="list-style-type: none"> ■ Cast-in-Place ■ Precast 	X	X		
Siding <ul style="list-style-type: none"> ■ Wood (natural, composite) ■ Fiber Cement Board (e.g., Hardie Panel) 		X	X	X
Stucco (upper floors only) <ul style="list-style-type: none"> ■ Traditional cementitious ■ Synthetic EIFS 				X
Architectural Metal Panel <ul style="list-style-type: none"> ■ Insulated metal panel ■ Composite metal panel 		X		X

Note:

- Primary Materials must be used to compose a minimum of 75% of wall area of the building base and 50% of wall area for the upper floors.
- Secondary Materials are allowed to compose a maximum of 25% of wall area in the building base and 50% of wall area for the upper floors.

BUILDING MATERIALS



MASONRY

Masonry building materials include brick (natural, glazed, or painted), stone (natural and synthetic), and terra cotta. Masonry materials are preferred for their authenticity as traditional building materials and their durability.



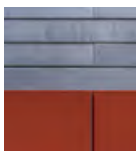
SIDING

Siding is a common vernacular material in residential construction. Siding products include natural or composite wood, or cement fiber board such as Hardie Panel. Use of siding is not recommended outside of residential applications.



STUCCO

Traditional stucco is a cement-based plaster for exterior application. Synthetic stucco and exterior insulation and finish system (EIFS) mimic the look of plaster with contemporary building products. Neither have the durability or quality for use beyond residential construction or in upper floor accents.



ARCHITECTURAL METAL PANEL

Metal panel is a common contemporary building material. While popular, it does not have the natural texture, scale, and traditional authenticity of masonry materials and should be used as a secondary material.



synthetic stucco detail



ARCHITECTURAL DETAIL, ACCENT & TRIM

Additional building materials may be a part of the palette for use in details, accent or trim. Wood and metal are traditionally found in storefronts within a masonry building. More contemporary materials such as glass fiber reinforced fiber cement or molded polyurethane may be used to create architectural details traditionally carved from wood or stone.

MURALS

OBJECTIVE

Murals in the downtown can create more vibrancy and interest for pedestrians and other users of the public right of-way. Incorporating public art into the built environment can transform common buildings and contribute to a unique sense of place. Public art helps to activate less intensely used areas and fosters care and investment in downtown.

TIPS TO FOLLOW

1. Involve local artists in the planning and implementation of murals in order to support and showcase the unique culture of Swartz Creek.
2. Limit murals to the sides of buildings in order to protect the cohesiveness of front building façades.
3. If the mural instillation is primarily for the purpose of advertising a particular brand or business and not in the common good and public interest, then it shall be treated as commercial signage and subject to the requirements of that section.
4. Murals should be maintained by the entity responsible for sponsoring the art. Public art should be maintained to consistently contribute to a vibrant downtown aesthetic.
5. Temporary murals are allowed.
6. Consider choosing a mural/artist that reflects the historic and cultural values of the community.



THINGS TO AVOID

- Planning murals along façades with architectural features or fenestration that might disrupt the artwork



SIGNS

OBJECTIVE

Downtown **signs** should be scaled for the pedestrian and mounted on the building in the sign band area of the façade. Signs should relate to the architecture in material, shape, and color. All signs must meet the standards of the City of Swartz Creek Zoning and Sign Ordinances.

TIPS TO FOLLOW

1. The design and scale should complement the intended traditional "main street" character and pedestrian orientation envisioned for the downtown.
2. Restrict signage to the name of the business located on the site. Buildings with multiple tenants on secondary floors shall be limited to one sign per main floor tenant and one multi-tenant business directory listing.

THINGS TO AVOID

- Signs should not obstruct windows, views of the architectural details of the building, or pedestrian circulation
- Signs with flashing lights, digital displays, and other repetitive illumination. Electronic signs are only permitted as secondary signage to serve a message board function



SIGNS

BOARD SIGNS

Individual letters mounted to a board framed with a finished edge and mounted to a sign band area between the first and second floors above awnings.



LETTER SIGNS

Individually mounted letters of metal, acrylic, or individually illuminated letters.



PROJECTING SIGNS

Blade signs hung 90 degrees perpendicular to the façade from ornamental brackets.



AWNINGS AND CANOPIES

OBJECTIVE

Awnings and **Canopies** help define the street level for pedestrians, but most importantly provide shelter from the sun and rain for pedestrians and storefront window displays. They are intended to highlight entrances and windows and should generally line up with adjacent awnings and transom windows.

TIPS TO FOLLOW

1. Select 45-degree canvas awnings or horizontal canopies of glass, metal, or wood.
2. Size awnings to be visually contained within the framework of building elements or architectural details.
3. Retractable awnings are encouraged as an energy-efficient mechanism for managing light and air.
4. Replace shingled mansard-style awnings with straight-shed awnings.
5. Discourage areas for birds to linger.
6. Structural elements that support canopies shall be primed and painted, anodized, or powder-coated.

THINGS TO AVOID

- Relying on the awning as primary signage
- Blocking too much of the window or sign band
- Odd shapes, bullnose, and bubble awnings are prohibited
- Post-supported canopies are not permitted
- Internal illumination is not permitted



AWNINGS AND CANOPIES



LIGHTING

OBJECTIVE

Lighting is a prime consideration when creating a theme or “brand” for a district. It promotes activity, establishes a safe pedestrian environment and provides nighttime orientation.

TIPS TO FOLLOW

- Adequate lighting should be provided along roadways and within parking lots to ensure a safe environment.
- Lighting within commercial districts should be designed to minimize light spillage on adjacent residential areas.
- Install traditional lighting and traffic standards throughout the development to achieve design character consistency.
- Encourage decorative banners attached to streetlights to promote the district. Color selection and use should be consistent throughout and approved by the City.
- Light parking lots to ensure a safe environment. Lighting should be designed to minimize light spillage into adjacent residential areas.
- Design lighting levels to meet the minimum Illumination Engineering Society of North America lighting standards for commercial and residential area classifications, 3:1 average to minimum ratio with a maximum intensity of 10 foot candles.

THINGS TO AVOID

- Outlining windows or other features with LED rope lighting
- Back lit awnings
- Using lighting that moves, flashes, or makes noise
- Out of scale fixtures
- Aiming light into the eyes of pedestrians
- Halogen or other “cool” lighting



LIGHTING



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III. RESIDENTIAL DESIGN STANDARDS

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Attached Residential Building Design	136

These residential building guidelines apply to areas in the Downtown PUD Overlay not included in the Downtown Storefront Frontage along Miller Road.

INCREASING HOUSING CHOICES

OBJECTIVE

Careful consideration of design elements such as compatibility of architectural styles, desired density level, parking location and layout, treatment of the public realm, and relationship to the street will contribute to the success of the downtown. The quality of residential development will have a tremendous impact on the existing community and encourage further investment in neighborhoods. Single-family residential when mixed with urban housing types like townhouses and live/work units offer higher densities that attract commercial and retail uses. Living areas and the front door should be the dominant feature or point of emphasis on the street.

A key premise underpinning the downtown is the need to transition from an individual building project focus to neighborhood building focus, implying that individual developments should fit within, and at the same time enhance, their urban context. Development should be high quality, intermediate scale, and occur incrementally, allowing buildings and facilities to be integrated with, and contribute to, the surrounding community.

TIPS TO FOLLOW

- Construct a porch, stoop, or terrace at the front of all residential units to create a semi-private space that encourages interaction between neighbors.
- Provide landscaping, as described in the landscaping guidelines, to complement the building and present an attractive entrance for each residence.
- Install street trees and pedestrian light fixtures, as specified in landscaping and lighting sections of this document, at time of construction and maintain after occupation.
- Design of multiple family housing should be complementary to the scale and massing of a single-family home by using front porches, stoops and peaked rooflines.
- Proposed buildings should possess high quality design and building materials.
- Single-family residential, mixed with urban housing types like townhouses and live/work units offer higher densities that attract commercial and retail uses.

GOAL

Residential architecture intended for the downtown should include a mix of traditional styles, consistent with the City's vision for the downtown and the site's context. Multiple family dwellings within the district rely on the continuity of well-defined architectural elements to establish strong street presence. However, each unit must be expressed so that the composition reads as the sum of the parts.

MATERIALS AND DETAILS

OBJECTIVE

Exterior building material selection determines the durability and architectural language and compatibility of a building. Building materials reflect the quality of architecture designed to withstand time, and attract and inspire residents and visitors. Material selection also reflects the style of building and traditional methods of building that generate a unique sense of place to a downtown.

STRATEGIES

- Design new additions in a manner that makes clear what is historic and what is new, while still compatible.
- Windows can have divided lights, but avoid snap-in grids.
- Articulation on side façades is encouraged.
- Because repetition is important to the composition of townhouses or flat type units, sufficient articulation of architectural elements on the primary façade of each unit is essential.
- Large windows on the front façade and the front door should be the dominant feature or point of emphasis on the street.
- See the materials chart on page 19.

DEFINE THE TERM:

- **Articulation, horizontal.** The arrangement and proportion of façade materials and elements (windows, doors, columns, pilasters, and bays) into discreet bays.
- **Articulation, vertical.** A visual distinction between a buildings' base, middle, and top. A distinct and separated ground floor area is created through the use of a horizontal expression line, such as a string course, change in material or textures, awnings or canopies, or sign band between the first and second stories.

TIPS TO FOLLOW

- The use of materials should match the scale of the massing and the other architectural details. Fewer, high quality materials with a cohesive appearance are preferred over a large range of contrasting materials.
- Do not use vinyl siding as a primary building material. It may be used as a secondary or accent material.
- Limit exterior finish materials for the first floor on all sides of attached residential to primarily glass, brick (but not paneled brick), cut stone or cast stone.

THINGS TO AVOID

- Adding new architectural details which are not present in the character of the building or are incompatible in size, scale, material or color.
- Locating parking, garages, garage doors and dumpsters within street view.
- Placing models with similar architectural styles in a row on the same block.
- Do not paint natural materials such as stone or brick.
- Avoid low-quality or unfinished materials.

Material Palette:

- Ⓐ Stone Detail
- Ⓑ Brick
- Ⓒ Siding



ATTACHED RESIDENTIAL BUILDING DESIGN

OBJECTIVE

Attached residential buildings consist of structures that contain two or more dwelling units stacked or placed side by side with a shared or unit-level entry and access to the street. The buildings are appropriately scaled to blend with single-family neighborhoods or mixed-use/neighborhood commercial districts. Some higher density, live/work buildings may offer retail/commercial/office uses on the first floor.

TIPS TO FOLLOW

- Multi-units are typically 2-3 stories and may include garden level units where possible.
- Garages are usually attached and accessed from the back.
- Alley access or shared driveways are preferred.
- Encourage alignment of windows.
- Encourage private exterior space.
- Encourage balconies or large windows facing the street.
- Encourage slight variation in architectural details, material or color to differentiate units.



IV. SITE DESIGN

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STREETSCAPE

OBJECTIVE

Streetscape improvements enhance right of way and help establish neighborhood/corridor identity. These improvements should be coordinated, flexible and adaptive.

TIPS TO FOLLOW

- 1. Street Trees** - Trees and plantings should be located within the Amenity Zone to buffer pedestrians from automotive use, and provide shade and a sense of scale. Street trees can be used to alert drivers of residential areas and to slow speeds. Street trees should be large canopy trees that frame the street.
- Incorporate **flexible** and **adaptive** street furnishings within the Amenity Zone such as light fixtures and outdoor seating that support and facilitate pedestrian access to commercial and mixed-use corridors. **(See Street Furnishings)**
- Provide distinct **character and identity** with continuous street edge. Curb-cuts for vehicular access should be avoided entirely on destination commercial blocks.
- Select high quality, durable furnishings. Preferred materials are **metals, finish grade woods, and sturdy recycled materials**.
- Consider the dooryard as an extension of the right-of-way, creating a transition using **solid surface pavement treatment like brick strips**.



Transitional brick material within the frontage zone

THINGS TO AVOID

- Incorporating non-linear streetscape clusters that disrupt pedestrian activity within the Walking Zone
- Streetscape clutter, such as too many sandwich board signs or other furnishings which might obscure the pedestrian flow and visual continuity

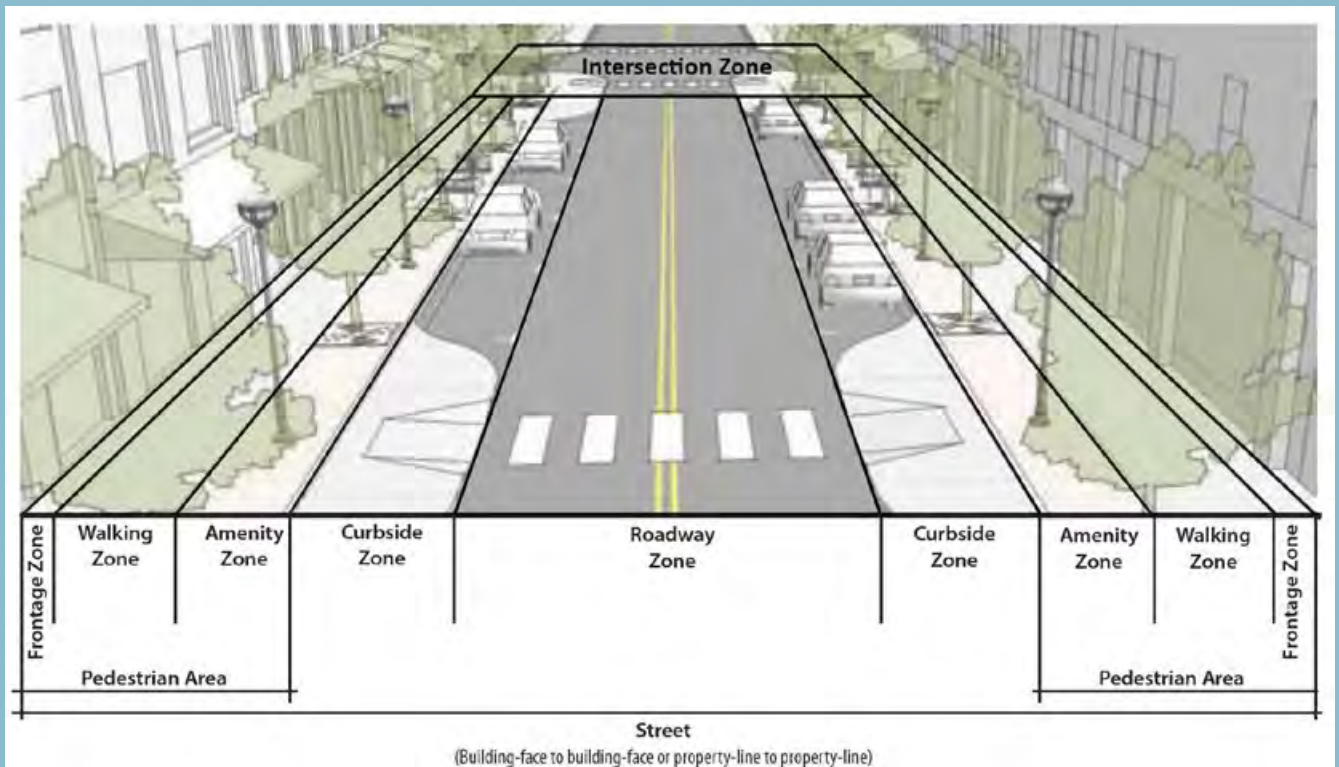
DESIGN ELEMENT PRIORITIZATION

TYPICALLY REQUIRED DESIGN ELEMENTS
Sidewalks (minimum 6-8 foot Clear Walk Zone)
On-street parking (may convert some parking spaces to alternate uses, e.g. bike corrals or parklets)
Space for cafe dining and outdoor retail
Pedestrian scaled lighting
Street trees in tree pits or planters
Shared lanes or bicycle lanes
Short, frequent, well-marked crosswalks (with curb ramps)
TYPICALLY RECOMMENDED DESIGN ELEMENTS
Bicycle parking (racks or corrals)
Loading zones on street or on nearby streets
Frequent seating, benches, or seat-walls
Landscape planters that provide a pedestrian buffer
Bumpouts
Public art
Mid-block crossings
Wayfinding

STREETSCAPE

STREET ZONES

- **Roadway Zone:** Includes travel lanes for traffic including cars, transit, trucks, and bicycles.
- **Curbside Zone:** May include parking lanes, bumpouts, loading zones, and other uses adjacent to the curb.
- **The Pedestrian Area** extends from the curb to the face of the building and/or the edge of the right-of-way and encompasses the following three specific zones:
 - **Amenity Zone:** Between the curb and main sidewalk area, containing street furnishings, lighting, amenities, landscaping, and expanded pedestrian areas.
 - **Clear Walk Zone:** Primary through-travel zone for pedestrian foot traffic and where paved sidewalks are located.
 - **Frontage Zone:** Area between the sidewalk and building face. The frontage zone is typically a 2-foot clear zone immediately adjacent to buildings. Buildings in the Downtown Storefront Frontage along Miller road should be built no more than 10 feet from the right-of-way line.
- **Intersection Zone:** Area where streets intersection and location for crosswalks, traffic signals, and other controls.



STREETSCAPE FURNISHINGS

OBJECTIVE

Site furnishings such as benches, bike racks, tables and lighting should be included in the streetscape to further enhance the corridor and promote pedestrian activity. By providing places to stop, rest, wait for services, or discard trash, the pedestrian realm will remain clean and functionally available for all.

TIPS TO FOLLOW

- Receptacles, planters, benches, pedestrian-scale lighting, and other such amenities should be strategically placed throughout the district.
- Place site furnishings within the Amenity Zone or Frontage Zone
- Ideally, seating should be placed below street trees or other shading elements.
- A 3-foot minimum clear zone shall be provided to the sides and front of the seat to provide ADA accessibility and clearance for wheelchairs.
- Provide a mixture of seating types, where multiple street furnishings are used in close proximity, to accommodate different user needs. Include both backed and backless bench seating and seating both with and without armrests.
- Seating can be integrated into building façades or other site elements.
- Bicycle racks shall be finished in black or the same color as other site furnishings and should be provided near building entrances

THINGS TO AVOID

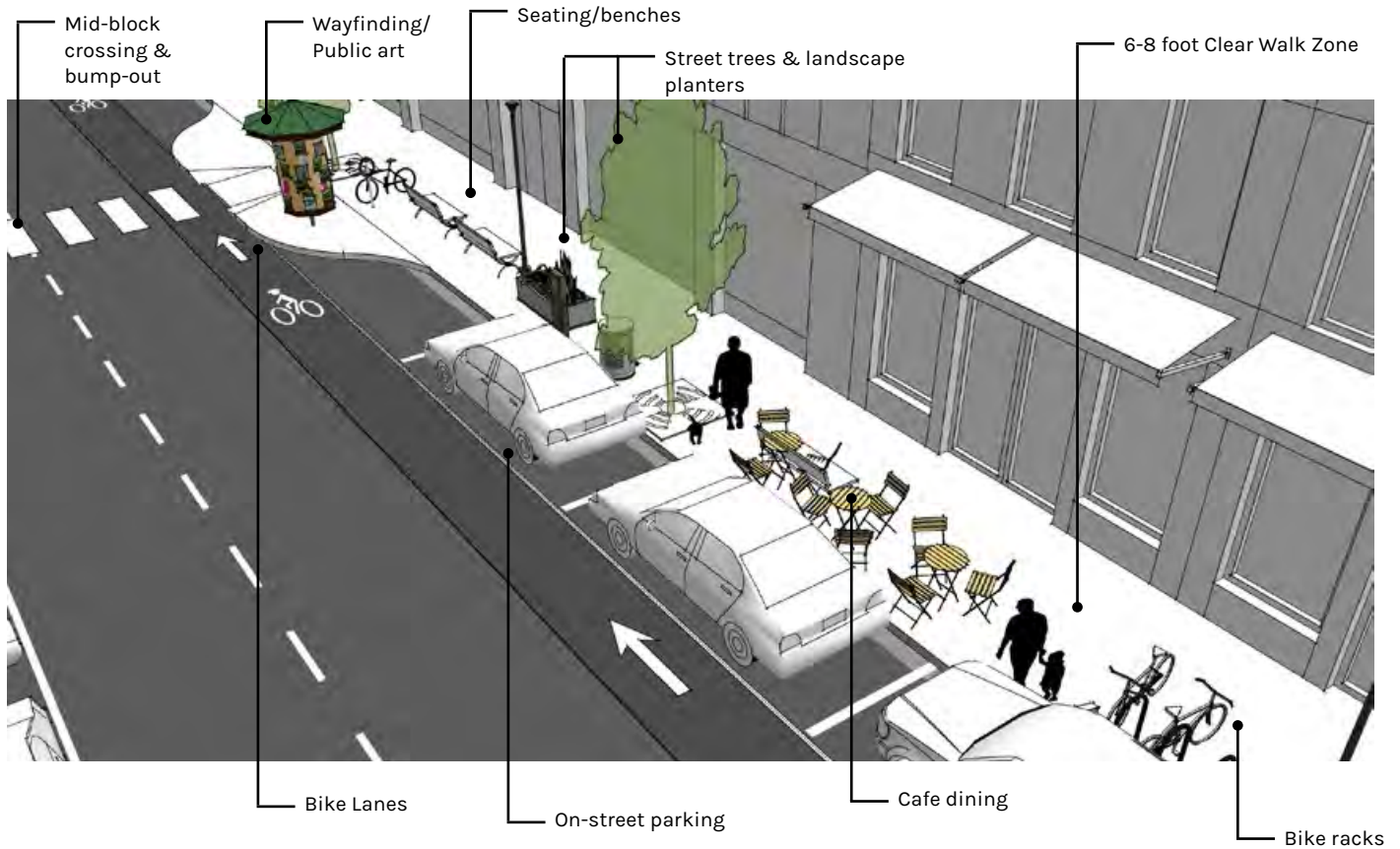
- Non-enclosed receptacles that collect rain, snow and other precipitation
- Placing site furnishings within the pedestrian walkway, blocking major pedestrian movements, building entries, loading zones or other street functions.



Potential streetscape furnishings

STREETSCAPE FURNISHINGS

AMENITY ZONE ELEMENTS



Bike racks, placemaking kiosks and wayfinding signs within the Amenity Zone.



Bike racks and street trees within the Amenity Zone, buffering the pedestrian from the roadway

PEDESTRIAN CIRCULATION

OBJECTIVE

Neighborhoods benefit from integrated pedestrian circulation systems that conveniently and safely link residents to businesses, public gathering places and other key destination points. Additionally, it is important to ensure appropriate connections are made to adjacent sidewalks, pathway systems and to nearby destinations in other districts. In commercial areas, a new sidewalk will comfortably connect retail frontage and should provide extra seating and public space.

TIPS TO FOLLOW

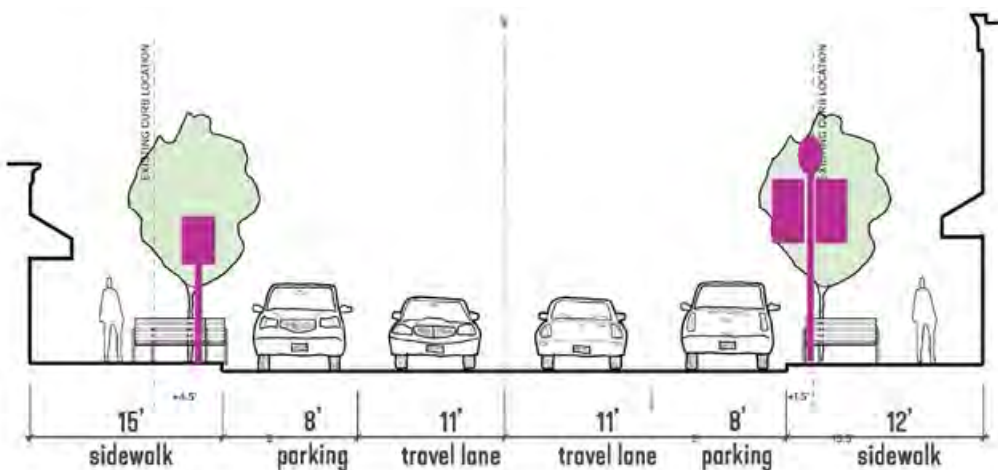
1. Ensure all bicycle parking facilities are highly visible to intended users. The bicycle parking facilities shall not encroach on any area within the public right of way intended for use by pedestrians, nor shall they encroach on any emergency access areas.
2. Provide for walkways in residential settings to be a minimum five feet wide.
3. Provide sidewalks along all street frontage. Sidewalks should be located in the right-of-way, unless there are space constraints.
4. Provide sidewalks on both sides of the street in each new residential development to provide access for alternative modes of transportation throughout the neighborhood.

5. Clearly mark and illuminate crosswalks to promote safety. Crosswalks in commercial and retail areas may have a change in surface material such as brick paving or stamped concrete.
6. Encourage minimum 15 feet between curb to existing and proposed storefronts where feasible, to allow for a five foot amenity zone including landscaping, signage and lighting.
7. Encourage additional space for outdoor café or sidewalk sale displays to help add activity and color to the consumer experience.
8. Define pedestrian routes both visually and physically where they cross vehicular drive aisles. Provide curb cuts in locations where sidewalks cross a road or driveway.

9. Encourage installation of accent paving at special locations throughout the district. Pavers, exposed aggregate, or other special paving will distinguish unique character uses within districts.

THINGS TO AVOID

- Closing front doors and relying on rear entries off parking lots
- Locating parking lot paving directly adjacent to the building
- Failing to provide adequate space for snow removal



Typical Streetscape Section

PEDESTRIAN CIRCULATION



Amenity seating located within the Frontage Zone



Amenity seating located within the Frontage Zone



Streetscape furnishings located within the Amenity Zone & the Frontage Zone, allowing the Walking Zone to be free



Frontage Zone Walking Zone Amenity Zone

SIDEWALK CAFES AND PATIOS

OBJECTIVE

Outdoor dining helps create vibrancy within the downtown streetscape. An outdoor dining area or sidewalk café is comprised of removable sets of tables and chairs typically shaded by umbrellas or canopies for patrons to eat and drink.

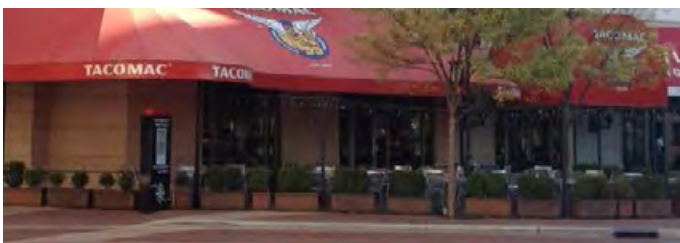
TIPS TO FOLLOW

1. Maintain a clear 5-6 foot sidewalk for pedestrians.
2. Maintain a clear path between the building entrance and the sidewalk, locating seating amenities within the amenity zone or dooryard.
3. Ensure shading devices, such as retractable awnings and umbrellas do not project into the clear sidewalk area (minimum 8-foot clearance height).
4. Location should be clear of fire hydrants, designated loading zones and on-street ADA parking.
5. Use hanging bulb lights to create a sense of atmosphere to illuminate patio areas on private property.

6. Maintain a clean café area with daily cleanings.
7. Outdoor heaters may be used within occupied areas provided they are free standing, do not generate noise, and do not require cables, wires, or other hookups to cross the clear Walking Zone.
8. For cafe dining uses serving alcohol, a rigid fence enclosure with at least two horizontal stringers along the entire run shall be used to define the edges of the occupied zone.
9. Select high quality, durable furnishings. Preferred materials are metals, finish grade woods, and sturdy recycled materials.

THINGS TO AVOID

- Stacking tables and chairs during colder seasons
- Permanently attaching chairs and tables to pavement in the right-of-way
- Attaching or bolting fencing to pavement surfaces, landscape planters, buildings, or other street fixtures, so that they can not be easily removed for maintenance or colder seasons



SIDEWALK CAFES AND PATIOS



Sidewalk patios within the Amenity & curbside zone

Amenity
Zone

Sidewalk
5-6 ft

Frontage
Zone

LANDSCAPING

OBJECTIVE

Landscape design enhances the social, environmental, economic, and aesthetic quality of a site. Green space and vegetation, particularly street trees, increase property values, reduce urban temperature, and enhance the pedestrian experience. These areas should be designed to enhance and establish neighborhood identity and invite pedestrian activity.

TIPS TO FOLLOW

1. Preserve and maintain existing mature trees whenever possible.
2. Ensure new trees are provided adequately sized tree pits or planters. Ensure location does not create an obstacle for pedestrians.
3. For street trees and landscape beds use hardy, salt-tolerant native and adapted plant varieties.
4. Landscape planters occur primarily within the Amenity Zone between the sidewalk and the curb. Where buildings are setback from the sidewalk, landscape planters are also appropriate in the Frontage Zone, and can be incorporated into building façades.
5. Coordinate landscaping with adjacent streets surrounding the corridor in order to be consistent

- with the adjacent neighborhood character.
6. Integrate landscaping with stormwater management systems.
7. Rain gardens and bioswales should be considered along sidewalks and parking lots. (See “*Low-Impact Design*”)
8. Encourage the installation of decorative hanging baskets and seasonal planters. Landscaping should not interfere with pedestrian circulation.
9. Provide landscaping to complement residential buildings and present an attractive entrance for each residence.
10. Plan for temporary irrigation or manual watering of new street trees for 2 years after planting.

THINGS TO AVOID

- Using plants species that are not native to the region’s climate
- Failing to have a maintenance plan for landscaping such as regular weeding and watering
- Failing to maintain at least 1 inch of mulch cover over exposed planting soils



LANDSCAPING

LOW-IMPACT DESIGN

Low Impact Design is a method of naturally treating stormwater runoff.

- Rain Gardens and Bioswales should be considered along sidewalks, parking lots, and rear service drives.
- Plant species should be salt tolerant, provide aesthetic benefits and be low maintenance.
- Sidewalks should be designed to direct runoff into stormwater areas, and maintenance agreements should be included as part of any installation.
- Porous pavement may be considered instead of impervious applications (i.e. asphalt or concrete) in parking areas or rear service drives. To function properly, porous pavement requires adequate subsurface soil conditions, overflow connection to a storm sewer or other final discharge location and routine vacuum maintenance. Porous pavement should not be installed in areas where there is a potential for soil contamination.
- Permeable pavers can be used wherever feasible to mitigate stormwater runoff. The change in pattern and material can also delineate the spaces between vehicle-only space and vehicle/pedestrian shared space between buildings and street curb.



Stormwater areas and porous pavers



Porous Pavers



Rain Garden Parking Lot Island

PARKING LOT DESIGN

OBJECTIVE

Management of parking is essential to creating a district that meets the needs of businesses without dominating the visual character of the corridor. Instead, parking should be designed in consideration of all the other design principles, especially reducing conflicts to improve safety for pedestrians and bicyclists. Parking should be provided in a convenient location, preferably located behind buildings. Side parking should be available where provision of all the parking in the rear is not practical. Visual impact of parking should be improved with landscape and design elements.

TIPS TO FOLLOW

1. Reduce the visual impact of surface parking. (See **Parking Lot Screening**).

- Locate a parking area on the rear end of a site to reduce curb cuts along the main pedestrian pathway.
- Reduce light pollution impacts on surrounding neighborhoods from overly or improperly lit parking areas.
- Use materials like vehicular grade concrete, pavers, brick, etc., to allow the surface parking to compliment the overall neighborhood composition. Materials like permeable pavers have the added benefit of aiding smart stormwater management.

2. Design a parking lot to allow convenient pedestrian access.

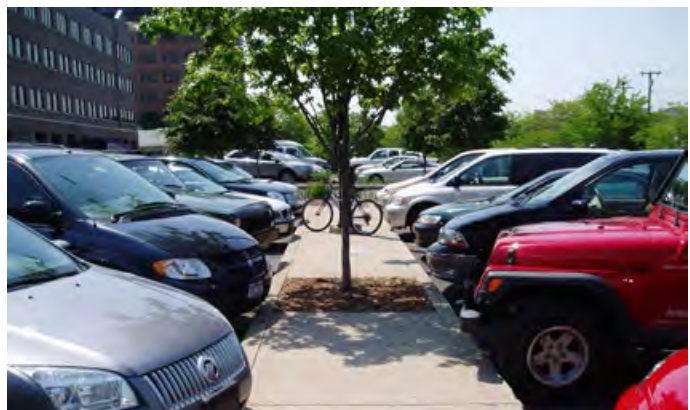
- Canopy trees, understory trees, and maintainable shrubs shall be used in islands and landscaped aisles to visually subdivide parking lots, to demarcate internal corridors which guide vehicles and pedestrians, to create a vertical dimension, to reduce the scale of the parking area, and to limit the heat island effect.
- Incorporate courtyards or plazas to provide pedestrian amenities & gathering spaces.
- Provide pedestrian access and wayfinding through buildings and blocks to access parking in rear of building.

- Install pedestrian signals and/or mid-block crossings where the distance between signals creates less safe crossing conditions; consider the impacts on traffic flow at access points as well.

3. Porous pavement with connections to storm water sewers may be considered in parking areas. These materials also delineate between vehicle-only space and vehicle/pedestrian shared spaces.

THINGS TO AVOID

- Locating surface parking directly in front of primary pedestrian entries
- Locating surface parking lots directly in front of buildings
- Providing an unnecessary amount of access points with no street edge buffer
- Using bumper blocks instead of curbs
- Gravel as a paving material



Islands, street trees and pedestrian walkways make parking lots more walkable

PARKING LOT DESIGN

PARKING LOT SCREENING

Minimize the view of parked cars from a public right-of-way utilizing a buffer of trees, shrubs or a low wall constructed from materials compatible with the site like masonry or brick knee walls

1. Masonry or brick knee walls with limestone caps can be used to screen parking lots where higher density uses abut lower intensity uses (e.g. commercial parking lots abutting residential uses)
 - Recommended height for knee walls is 24-36"
2. Wall design can provide variation by including modular wall openings for pedestrian access
3. In some medium density uses that abut lower density uses, wrought iron fence and/or a dense hedgerow can be used in place of a wall.
4. Strategic planting, as described in the landscaping section of this document, should be provided in addition to the noted screening.

For more information on Smart Stormwater Management, see the **Low-Impact Design** section under **Landscaping**



Brick or wrought iron knee walls or a hedgerow minimize the view of parked cars



Brick knee wall example section



Wrought iron fence example section

WAYFINDING

OBJECTIVE

Directional signage provides a convenient path to reach destinations for both motorists and pedestrians. Informational signage provides local area maps and other local information. Wayfinding systems enable travelers to navigate downtown independent of mobile devices or physical maps. The information wayfinding signs provide increases visitor level of comfort and confidence in visiting and traveling around downtown.

TIPS TO FOLLOW

1. Vehicle-oriented wayfinding

is used on key corridors of entry into the Downtown District to guide motorists from surrounding highways or other access points and combined with signage in the downtown to lead the driver to their destination

- Vehicle-oriented wayfinding shall be retro-reflective with larger lettering to increase legibility at night

2. Pedestrian-oriented wayfinding

is generally concentrated within the commercial areas of downtown, leading to commercial districts, key landmarks and cultural destinations

- On-street maps give pedestrians an opportunity to orient themselves and discover other destinations in downtown
- Pedestrian-oriented wayfinding shall be mounted at pedestrian eye level

3. Signs should feature clean lines and simple styling
4. Signs shall be clear and concise with limited text in order to be quickly read
5. Name plates should be interchangeable to permit updating and modification as needed
6. Install wayfinding signs in the Amenity Zone of the sidewalk

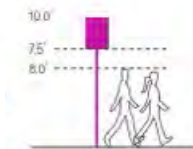
THINGS TO AVOID

- Placing wayfinding signs in obstruction of street and traffic signs
- Neglecting to update wayfinding signage
- Placing wayfinding signs in obstruction of the pedestrian Walk Zone
- Installing signage above infrastructure access points



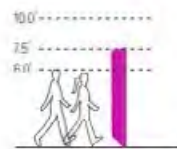
BANNERS

Banners establish a brand identity for downtown and introduce a color scheme for signage throughout the district. Banners draw visitors to the downtown core. Mounted high on street lights, banners are visible from the car. Additionally, pedestrian-oriented signage can be paired on the sidewalk side



3 "D" SIGNS

Three "D" signs display information on Destination, Direction, and Distance. These offer information at a scale legible to anyone moving under 25 mph.



INFO KIOSK

The info kiosk can be a traditional static map and information board, or a digital/electronic interactive station. The main audience is pedestrians. Dense in information, these may occur in less frequent intervals. An app might pair with an interactive kiosk.

NEIGHBORHOOD MANNERS

OBJECTIVE

Provide a transition between commercial development and adjacent residential neighborhoods that minimizes commercial impacts.

TIPS TO FOLLOW

1. Service Areas, Utilities & Mechanical Equipment.

- Enclose and screen any service area, utilities, or mechanical service equipment that are accessory to the building.
- Provide fully shielded, downward-directed lighting for service areas.
- Consider integrating a service area, utility or mechanical equipment into the rear design of a building.
- Screen rooftop equipment from public view
- Locate storage areas within the building floor plan and meet the side and rear setback standards for a principal structure

2. Neighborhood Transitions: Designing a project to be compatible with the surrounding neighborhoods.

- Avoid orienting the rear of the building or rear blank walls towards an adjacent residential neighborhood or street.
- Provide a buffer between residential areas and any commercial activity in order to minimize negative impacts noise/odor impacts.
- Provide proper dumpster enclosures and ensure trash is not left outside the dumpster.
- Avoid outdoor storage

3. Create connectivity between land uses, providing pedestrian, bike and vehicular connections to adjacent residential neighborhoods.



THINGS TO AVOID

- Locating service areas at the front of the building, visible from the public right-of-way
- Placing porous pavement in areas where no overflow connections exists or where there is a potential for soil contamination
- Obstructing walkways with temporary display of merchandise



GLOSSARY OF TERMS

Amenity Zone. Area between the sidewalk and the curb. Commonly the location for street trees, light poles, road signs, and other street furnishings.

Articulation, horizontal. The arrangement and proportion of façade materials and elements (windows, doors, columns, pilasters, and bays) into discreet bays.

Articulation, vertical. A visual distinction between a building's base, middle, and top. A distinct and separated ground floor area is created through the use of a horizontal expression line, such as a string course, change in material or textures, awnings or canopies, or sign band between the first and second stories.

Awning. A roof-like covering cantilevered, projected or suspended from a building, usually of canvas, metal, or similar material and often adjustable, placed over the sidewalk, windows, or doors to provide protection from sun and rain. It is distinguished from a canopy because it is not permanent, nor a structural portion or architectural feature of the building and does not support substantial weight.

Canopy. A bracketed or suspended cover projecting from the building over the sidewalk, or a roof-like covering placed over the sidewalk, windows, or doors, to provide protection from sun and rain and, unlike an awning, it is a permanent, durable, structural portion of the building as opposed to a light covering of canvas, metal or other similar material.

Clear Walk Zone. A clear, consistent, paved area dedicated to pedestrian movement.

EIFS. Exterior Insulation and Finish System. A synthetic alternative to stucco.

Elevation. The exterior face of a building.

Expression line. A line prescribed at a certain level of a building for the major part of the width of a façade, expressed by a variation in material or by a limited projection on such as a molding, balcony or canopy.

Façade. The building elevation built along the build-to line on the Primary Frontage.

Fenestration. Openings in the building wall, including windows, doors and open areas. When measuring fenestration, framing elements (such as muntins) with a dimension less than 1 inch are considered part of the opening.

Frontage Zone. Area between the sidewalk and the end of the public right-of-way.

Ground Floor. The first story of a building with an entrance at street level.

Mullion. A bar or post that separates two window units.

Pilaster. A column embedded into the wall.

Sprandrel Glass. The area of glass panels that conceals structural building components such as columns, floors, HVAC systems, electrical wiring, plumbing, etc.

Storefront. A frontage type appropriate for the ground floor of commercial / retail buildings. Storefronts provide large windows with transparent views into the building interior.

Street edge. The edge of the built form that establishes the envelope of the street.

Synthetic. Man-made or not natural.

Transom window. A window pane located above a door or main window, oriented horizontally.

Upper stories. Any story above the ground floor.