

City of Berkeley
Zoning Ordinance Steering Committee

Tuesday, October 3, 2023
6:00 p.m. – 8:30 p.m.

AGENDA

- 1. Check in (5 min)**
- 2. Review of previous work (45 min)**
 - a. Draft Article 13 – Parking & Access
- 3. Signs (45 min)**
 - a. Discussion
 - b. Direction
- 4. Preview: Landscaping & Lighting (15 min)**
 - a. Ideas
 - b. Advice
- 5. Check out (5 min)**
 - a. Community education and communication – Workshops scheduled
 - b. Joint City Council & Planning Commission meeting – November 30, 2023
 - c. Steering Committee: Questions & suggestions to staff by October 11, 2023
 - d. Staff & CWA: Materials for next meeting to Steering Committee by October 18, 2023
 - e. Next meeting date: November 1, 2023 at 6 p.m.

Decision-Making Process

The Steering Committee will make decisions by consensus, i.e., all members agree.

If consensus is not reached, CWA and staff will draft a memo to the Planning Commission, cc'd to City Council, explaining both sides of the issue. The Planning Commission would make a decision at its next meeting that would be acted upon during the Zoning Ordinance rewrite.



Carlisle | Wortman
ASSOCIATES, INC.

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TO: City of Berkley Zoning Ordinance Steering Committee
FROM: Megan A. Masson-Minock, AICP
Michelle Marin
DATE: September 20, 2023
RE: October 2023 Zoning Ordinance Steering Committee Meeting

Thank you for the productive meeting earlier this month where we discussed the draft zoning map, draft Article 7 – PUD, draft Article 15 – Site Plan Review, draft Article 16 – Special Land Use, and draft Article 19 - Rezoning.

At the upcoming October meeting, we would like to review draft Article 13 – Parking and Access. The draft article is in your packets. We would also like to discuss the revisions to the sign regulations in more detail.

Review of Previous Work: Article 14 - Parking and Access

We have posted on Google Drive a draft of Article 14 – Parking and Access. The table below describes the changes proposed in each Article from the current zoning:

| Article | Proposed Changes |
|---------------------------------|---|
| Article 13 – Parking and Access | <ul style="list-style-type: none"> ● The intent (preamble in the current ZO) is more descriptive. ● The minimum number of parking spaces is updated to reflect the recent parking study findings. The multiple family requirement has been updated based on bedroom size. A calculator is included as a google sheet in the packet. ● A clear vision zone section has been provided. ● The shared use provision provides more specific requirements. ● A process for exceptions has been provided. ● The exception for sites within 500 feet of a municipal parking lot no longer have the restriction of without crossing a major road. ● The parking requirement for non-residential uses has been reduced from 500 to 300 feet from the building or use that it serves. ● The design descriptions for residential uses are less prescribed than the current ordinance. ● Lighting and landscaping/screening standards reference those articles instead of detailing them in this article. ● A payment-in-lieu option has been added. ● The bicycle parking credit for off-street parking spaces provision has been removed. ● Plug-in EV parking requirements have been added. |

Benjamin R. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Senior Associate*
Richard K. Carlisle, *Past President/Senior Principal*

| Article | Proposed Changes |
|---------|---|
| | <ul style="list-style-type: none"> Off-street loading requirements have been updated to allow more flexibility in application. Drive-through facilities requirements have been added. |

Please come prepared to discuss the following:

- *Does the draft article reflect the discussion and concerns you expressed previously?*
- *What additional changes are needed?*

Signs

At your last meeting, the Steering Committee gave direction to move the sign regulations from a standalone ordinance to an article in the Zoning Ordinance and to implement the Downtown Design Guidelines with these regulations. The signs chapter from the Downtown Design Guidelines is in your packet. We encourage you to take special note of signs in Berkley over the next two weeks and think about what should be allowed, exempted (no permit needed) or prohibited. Please note that governmental uses (City Hall, the Library, school buildings) are not subject to zoning regulations, per State law.

As we discussed at your last meeting, sign regulations must be content-neutral, due recent U.S. Supreme Court cases including Reid vs. the Town of Gilbert. The current Sign Ordinance does not consistently maintain content-neutrality and will need to be updated.

At your upcoming Steering Committee meeting, we would appreciate your input on the following:

Exempt Signs

The table below lists signs exempt under the current Sign Ordinance and our recommendations for updating that list based on content-neutrality and the Downtown Design Guidelines:

| Signs Exempt under current Sign Ordinance | CWA Recommended Changes |
|---|--|
| <p>In all districts:</p> <ul style="list-style-type: none"> Any public notice or warning required by a valid and applicable federal, state, or local law, regulation or ordinance. Any sign inside a building that is not attached to a window or door and is not legible from a distance of more than three feet beyond the building that such sign is located. Building markers, not exceeding six square feet. Directional signs, not exceeding three square feet. | <p>Keep the following signs exempt:</p> <ul style="list-style-type: none"> Any sign inside a building that is not attached to a window or door and is not legible from a distance of more than three feet beyond the building that such sign is located. Flags (without limitation on number) Banners, one per location. We are unsure of the need for a six square feet maximum. Window signs, not exceeding 25 percent of glass. |

| Signs Exempt under current Sign Ordinance | CWA Recommended Changes |
|---|--|
| <ul style="list-style-type: none"> ● Flags, three per location. ● Holiday lights and decorations with no commercial message. ● Identification signs, not exceeding six square feet. ● Incidental signs, not exceeding two square feet. ● Religious symbols, not exceeding 32 square feet. ● Residential signs, not exceeding six square feet. <p>In Nonresidential Districts</p> <ul style="list-style-type: none"> ● Banners, not exceeding six square feet, one per location. ● Barber poles, not exceeding 12 inches in diameter and eight feet in height. ● Fuel pumps. ● Time/temperature signs, not exceeding 20 square feet, one per location. ● Vehicle signs. ● Window signs, not exceeding 25 percent of glass. | <p>Add the following signs as exempt. These restriction could apply to both temporary and permanent signs or one of the two sign types:</p> <ul style="list-style-type: none"> ● Signs two square feet or less on sites where residential uses are located in residential zoning districts. ● Signs six square feet or less where home-based businesses or non-residential uses are located in residential zoning districts. ● Signs six square feet or less in nonresidential zoning districts <p>Remove the following signs due to content neutrality:</p> <ul style="list-style-type: none"> ● Building markers. ● Directional signs. ● Holiday lights and decorations with no commercial message. ● Identification signs. ● Incidental signs. ● Religious symbols. ● Residential signs. ● Barber poles. ● Fuel pumps. ● Time/temperature signs. ● Vehicle signs. |

Prohibited Signs

The table below lists prohibited signs under the current Sign Ordinance and our recommendations for updating that list based on content-neutrality and the Downtown Design Guidelines:

| Signs Prohibited under current Sign Ordinance | CWA Recommended Changes |
|--|---|
| <ul style="list-style-type: none"> ● Animated signs. ● Banners, exceeding six square feet. ● Beacons. ● Pennants. ● Portable signs, exceeding six square feet. ● Temporary signs, exceeding six square feet. | <p>Add the following signs:</p> <ul style="list-style-type: none"> ● Vehicle signs <p>The Steering Committee should discuss whether electronic message signs (EMS) should be allowed and, if so, under what circumstances. With the changes in technology, EMS are able to change messages and images and can be regulated by movement (or lack of),</p> |

| Signs Prohibited under current Sign Ordinance | CWA Recommended Changes |
|--|---|
| <ul style="list-style-type: none"> ● Signs that either by their position, wording, illumination, size, shape, or color obstruct, impair, or interfere with traffic signs, signals, or devices. ● Signs that mimic official traffic control signs and devices. ● Signs that obstruct any door, fire escape, stairway, or opening intended to provide ingress or egress for any building. ● Illuminated signs that shine light directly onto traffic or that shine directly onto adjacent property. ● Illuminated signs that have blank sign faces. ● Sign support structures that do not support a sign or sign face. ● Sign support structures that no longer support a permitted sign. ● Any sign unlawfully installed, erected, or maintained. ● Signs installed in the public right-of-way without a permit. | <p>time between copy changes, how copy changes (fade in, switch), brightness and color of lights.</p> <p>We recommend the following:</p> <ul style="list-style-type: none"> ● Continue prohibition on animated signs ● Allow EMS as part of a wall or freestanding sign, where the EMS is 50% of the sign area, with certain uses (gasoline stations) or in certain zoning districts (Flex). An example from Oxford Township is attached. |

Regulations in the Gateway & Downtown Zoning District

The proposed Gateway and Downtown Zoning Districts are analogous to the area covered by the Downtown Design Guidelines. To implement the restrictions in that document, we recommend that the following provisions be included in the revised sign regulations:

- For wall signs, awning signs or projecting signs:
 - Signs are aligned on the same building.
 - Signs do not obscure windows, molding or other architectural details.
- Sign materials are limited to permanent, durable materials with glass, plastic with a matte finish, wood, metal, fabric, stone or concrete are preferred materials.
- No more than three (3) colors are allowed.
- Fluorescent colors are not permitted.
- Monument and pole-mounted signs should not be permitted in the Downtown.
- Pole-mounted signs should not be permitted in the Gateway Zoning District.

Regulations in the Site Design Based Zoning Districts

In addition to the recommendations above, we feel that the following items would be appropriate for sign regulations in the site design based zoning districts:

Berkley Zoning Ordinance Steering Committee
Cover Memo for August 2023 Meeting

- Monument and pole-mounted signs would be permitted in these districts when the lot is a minimum of 50 feet wide and the building is a minimum of 10 feet from the street right-of-way line.
- Allow for signs at the rear of buildings when doors from the parking lot are on the rear façade.
- Restrict roof signs to the Gateway Corridor and Woodward Zoning Districts.
- Allow larger maximum sign areas and heights on Woodward due to the higher speeds and larger road width on Woodward.
- The Residential Corridor District would have smaller maximum sign areas and heights, closer to those for the single-family zoning districts.

Please come prepared to discuss the following:

- *What signs in Berkley are models for the future?*
- *What signs in Berkley are mistakes that should not be repeated?*
- *What signs should be prohibited?*
- *What signs should be exempt, i.e. do not require a permit?*
- *What sign regulations should be put in place for the Downtown Zoning District? Gateway? Residential Corridor? Flex Zoning District?*

Thank you for your time and contributions. We look forward to meeting with you on October 3rd, 6 - 8:30 p.m.! Should you have any questions, please do not hesitate to contact us.



CARLISLE/WORTMAN ASSOC., INC
Megan Masson-Minock, AICP
Principal



CARLISLE/WORTMAN ASSOC., INC.
Michelle Marin
Community Planner

Oxford Township - Section 9.8 Signs in Non-Residential Districts

- K. Electronic Message Signs. Electronic Message Signs (LED), including fiber-optic signs, shall be permitted only within non-residential zoning districts, as either a freestanding or wall-mounted sign or window sign. Such signs shall be allowed subject to the sign regulations for each district and subject to the following additional regulations:
1. The electronic display shall not be animated, flashing, or scrolling.
 2. The frequency of the message change shall be restricted to no more than once every thirty (3) seconds.
 3. The maximum area of an electronic message board sign shall be considered part of a wall or freestanding sign and shall not exceed fifty percent (50%) of the total sign area.
 4. The maximum height of an electronic message board shall conform to the height regulations for signs allowed in each zoning district.
 5. The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Each electronic message sign must be automatically dimmed as determined by a light level detector on the electronic message sign. The automatic dimming system cannot exceed a level of illumination of five-hundredths (0.05) of a foot-candle (0.538 lux), and a luminaire brightness of sixteen hundred (1,600) foot-lamberts (lumens of light output per square foot) when measured from the nearest property line. For properties located adjacent to residentially zoned or used land, the following additional standard must be met:
 - a. All Electronic Message Signs are required to shut off between the hours of 10 PM or the closing time of normal business hours, whichever is later, and 7 AM or the opening of business hours, whichever is earlier.
 6. Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels, and that the intensity level is protected from end-users manipulation by password-protected software.

Article 14

OFF-STREET PARKING, LOADING, AND ACCESS STANDARDS

Section 14.01 INTENT

The intent of this Article is to provide safe, convenient, and well-designed vehicular access, promote pedestrian safety, improve the visual appearance of sites requiring off-street parking, and protect the public health safety and welfare within the City by requiring consistent standards for off-street parking, loading, drive-through facilities, and site access.

Section 14.02 STREETS, ROADWAYS, AND RIGHTS-OF-WAY

- A. The purpose of this Section is to ensure that the street system proposed for each development provides for continuity in the public street system in Berkley, minimum standards to establish a degree of quality that will enhance and maintain property values, and protect the rights of the present and future residents of Berkley. To accomplish this purpose the following rules will be in effect:
 - 1. Each development must be provided with local street, collector streets, street connections, and/or street stubs at locations where the Planning Commission deems them necessary for the purposes of fire and emergency vehicle access and connectivity between neighborhoods.
 - 2. All streets must meet the requirements of Chapter 106 of the City of Berkley General Code of Ordinances.
- B. Public street frontage requirements.
 - 1. The development of all parcels in the City must be predicated on having frontage on a public street that must comply with the provisions of this Ordinance and any other applicable City codes or ordinances.

- C. Curb cuts, driveways, and culverts may be located upon approval by the City Engineer and such other county and state authorities as required by law; provided, however, such approval must not be given where such curb cuts, culverts, and driveways must cause an unreasonable increase in traffic hazards. Refer to curb cut regulations in Section 106-47.

SECTION 14.03 CLEAR VISION ZONE

There must be a clear vision zone at all intersecting streets and at intersecting drives and/or maneuvering lanes within off-street parking areas consisting of a triangular area defined by the point of intersection of the driveways or maneuvering lanes and the two (2) points extended along a distance of fifteen (15) feet. The lines for the triangular area are created by utilizing the edge of the drives or maneuvering lanes closest to an existing or proposed building. The above-described triangular area must have no obstruction to vision permitted from a height of two (2) feet to eight (8) feet above the established grade as set by the City Engineer.

SECTION 14.04 VEHICLE PARKING REQUIREMENTS

General Standards.

- A. Whenever a use or activity requiring off-street parking is established, erected, altered, or enlarged, off-street parking spaces and associated maneuvering lanes must be provided in accordance with the standards of this Section. Required off-street parking must be maintained and irrevocably reserved as long as the use or activity requiring off-street parking remains, unless a revision to either the location of or number of spaces is approved by the City.
- B. ***Area for parking space.*** Unless otherwise specified herein, off-street parking requirements for all uses must be calculated using one hundred (100%) percent of the gross floor area, as defined by this Ordinance. For those buildings which feature unique interior features such as atriums and landscaped areas, the floor area occupied by such areas may be deducted from the gross floor area to calculate parking. When usable floor area is cited in the parking requirements, the usable floor area must be calculated per the definition of in Article 2, or, when the usable floor area is unknown, eighty percent (80%) of the total floor area maybe used for computation purposes.

- C. ***Fractional requirements.*** When units or measurements determining the number of required parking spaces result in the requirement of a fractional space, any fraction up to and including one-half (1/2) must be disregarded, and fractions over one-half (1/2) require one (1) parking space.
- D. ***Location of parking space for one- and two-family dwellings.*** The off-street parking facilities required for one- and two-family dwellings must be located on the same lot or plot of ground as the building they are intended to serve, and must consist of a parking strip, parking apron, carport, and/or garage.
- E. ***Location of parking space for other land uses.*** The off-street parking facilities required for all other uses must be located on the lot or within three hundred (300) feet of the permitted uses requiring such off-street parking, such distance to be measured along lines of public access to the property between the nearest point of the parking facility to the building to be served.
- F. ***Seating capacity of seats.*** As used in this article for parking requirements, seats must mean that each twenty-four (24) inches of seating facilities must be counted as one (1) seat.
- G. ***Similar uses and requirements.*** In the case of a use not specifically mentioned, the requirements for off-street parking facilities for a use, which is so mentioned, and which said use is similar, must apply.
- H. ***Existing off-street parking at effective date of Ordinance.*** Off-street parking existing at the effective date of the Ordinance from which this section is derived, which serves an existing building or use, must not be reduced in size less than that required under the terms of this article.
- I. ***Collective provisions.*** Nothing in this article must be construed to prevent collective provisions of off-street parking facilities for two (2) or more buildings or uses; provided such facilities collectively must not be less than the sum of the requirements for the various individual uses computed separately in accordance with Section 14.04.C.
- J. ***General use conditions.*** In nonresidential districts, and except when land is used as storage space in connection with the business of a repair or service garage, a twenty-four (24) hour time limit for parking in off-street parking areas must prevail, it being the purpose and intention of the foregoing that the requirements of maintaining vehicle storage or parking space is to provide for the public safety in keeping parked cars off the streets, but such requirement is not designed to or

intended to provide the storage or parking on such open land of wrecked or junked cars, or for creating a junkyard or a nuisance in such area.

- K. **Restriction on parking on private property.** It is unlawful for any person, firm, or corporation to park any motor vehicle on any private property, or use said private property for vehicle storage, or use any portion of any private property as parking space, without the expressed or implied consent, authorization, or ratification of the owner, holder, occupant, lessee, agent, or trustee of such property.
- L. **Shared use.** Parking spaces already provided to meet off-street parking requirements for theater, stadiums, auditoriums and other places of public assembly, stores, office buildings, and industrial establishments, lying within three hundred (300) feet of a church as measured along lines of public access, and that are not normally used between the hours of 6:00 a.m. and 6:00 p.m. on Sundays and that is made available for other parking, may be used to meet not more than fifty (50%) percent of the off-street parking requirements of a church.
- M. **On-street parking credit.** On-street parking spaces directly in front of a business’s building frontage may be counted toward the required number of parking spaces.
- N. **Leased parking in municipal lots.** If approved by the City, parking spaces leased in municipal lots may be counted towards required parking.
- O. **Barrier free parking requirements.** On each site proposed for use, addition, and/or conversion for which a site plan is required to be submitted, there must be provided on the same site a minimum of one (1) off-street parking space designed pursuant to the State of Michigan Barrier-free Design Standards.

| Total Parking Spaces in Parking Lot | Required Number of Barrier Free Parking Spaces |
|-------------------------------------|--|
| Up to 25 | 1 |
| 26 to 50 | 2 |
| 51 to 75 | 3 |
| 76 to 100 | 4 |
| 101 to 150 | 5 |
| 151 to 200 | 6 |
| 201 to 300 | 7 |
| 301 to 400 | 8 |
| 401 to 500 | 9 |
| 501 to 1000 | 2% of total |
| Over 1000 | 20 (plus 1 for each 100 over 1000) |

P. Flexibility in Application

1. The City recognizes that, due to the specific requirements of any given development, inflexible application of the parking standards set forth in Article 14 may result in development with inadequate parking or parking in excess of that which is needed. The former situation may lead to traffic congestion or unauthorized parking on adjacent streets or neighboring sites. The latter situation may result in excessive paving and stormwater runoff.
2. Accordingly, the Planning Commission may, in the reasonable exercise of discretion, permit deviations from the requirements of Article 14 and may require more or allow less parking upon a finding that such deviations are likely to provide an adequate number of parking spaces to accommodate the specific characteristics of the use in question. Such finding must take into consideration the following standards and must be based upon specific facts and information provided by the applicant, and such other information the Planning Commission must determine relevant:
 - a. **Nature of use.** The nature of the particular use or combination of uses (as the case may be), relying upon accepted planning principles with regard to the anticipation of parking demand.
 - b. **Allocation of square footage.** The allocation of square footage to and among uses, including the anticipation of long-term parking (e.g., grocery or movie theater uses), short-term parking (e.g., dry cleaner use), and/or the absence of parking for some portion of the use (e.g., drive-through use).
 - c. **Impact.**
 1. The reasonably anticipated circumstance in the event there is excess parking demand where the number of parking spaces is reduced, e.g., consideration should be given to alternate parking spaces available and/or the likelihood that parking would occur on major thoroughfares or within residential neighborhoods.
 2. The need for and benefit of additional open space or landscaped area on the area, which would not be feasible if

the full number of required spaces were improved in the face of an apparent lack of need for all of such spaces.

- d. **Specific reasons.** Other specific reasons which are identified in the official minutes of the Planning Commission.
2. The Planning Commission may attach conditions to the approval of a deviation from the requirements of Section 14.04.C that bind such approval to the specific use in question. Where a deviation results in a reduction of parking, the Planning Commission may further impose conditions which ensure that adequate reserve area or deferred parking is set aside for future parking, if needed.
- Q. Off-Street Parking Requirements. The amount of required off-street parking space for new uses or buildings, additions thereto, and additions to existing buildings as specified above must be determined in accordance with the following table, and the space so required must be stated in the application for a building permit:

| Table 14.04-1 | | |
|--|---|--|
| Off-Street Parking Requirements | | |
| | <i>Use</i> | <i>Number of Minimum Vehicle Parking Spaces Per Unit of Measure</i> |
| 1. | Residential: | |
| a. | Residential, one-family detached and two-family dwelling. | Two (2) for each dwelling unit. |
| b. | Residential, attached single-family, and multiple-family housing. | One (1) for studio and one-bedroom units, and 0.75 for each bedroom thereafter (1.75 for a two-bedroom, 2.5 for a three-bedroom, etc.) |
| c. | Housing for older persons. | |
| | (1) Independent living. | One (1) per employee plus one (1) per five (5) resident beds, plus one (1) drop-off/ pick-up space. |
| | (2) Assisted living. | One (1) per employee plus one (1) per twenty (20) resident beds, plus one (1) drop-off/ pick-up space. |
| d. | Bed and Breakfast. | One (1) per guest room plus one (1) per employee |
| 2. | Institutional: | |
| a. | Places of worship. | One (1) per one hundred (100) square feet of usable floor area |
| b. | General and specialty hospitals. | Three (3) per bed plus one (1) drop-off/pick-up space |

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| | c. | Homes for the aged and convalescent or nursing homes. | One (1) per employee plus one (1) per twenty (20) resident beds, plus one (1) drop-off/ pick-up space. |
| | d. | Elementary and intermediate schools. | One for each staff member, plus ten (10) spaces plus one drop-off/pick-up space. |
| | e. | High school. | One for each staff member, plus ten (10) spaces plus one drop-off/pick-up space. |
| | g. | Private clubs or lodge. | One (1) per one hundred (100) square feet of usable floor area |
| | h. | Private swimming pool clubs or other similar uses. | One (1) per five hundred (500) square feet of usable floor area, plus one (1) per employee. |
| | i. | Park (playfield with active sports facilities) | Five and a half (5.5) per acre plus ten (10) per marked playfield |
| | j. | Park (passive) | Five and a half (5.5) per acre plus ten (10) per marked playfield |
| | k. | Day care center and nursery schools. | One (1) per two hundred eighty-five (285) square feet of usable floor area, plus one (1) per employee, plus one (1) drop-off/pick-up space |
| | l. | Places of outdoor assembly such as stadiums, sports arenas, and similar uses. | One (1) per five hundred (500) square feet of usable floor area plus one (1) per employee plus one (1) drop-off/pick-up space |
| | m. | Places of indoor assembly such as theaters, auditoriums, and similar uses. | One quarter (0.25) per seat |
| | n. | Colleges, universities, vocational and other institutions of higher learning. | One (1) per employee plus (0.4) per student |
| | o. | Community Center | One (1) per three hundred and seventy (370) square feet of usable floor area |
| 3. | Business and Commercial: | | |
| | a. | Hair and nail care, spas, massage, and similar personal service uses. | One (1) per chair/station/bed plus one (1) per employee OR (1) per three hundred (300) square feet of usable floor area plus one (1) per employee |
| | b. | Indoor recreation uses such as bowling, court games, and similar uses. | Four (4) per lane/court plus one (1) per employee |
| | c. | Indoor recreation uses such as dance halls, pool or billiards, skating rinks, gun ranges, and similar uses. | Two (2) per game table/lane, plus one (1) per game device |
| | d. | Restaurants | |
| | | (1) Fast food, coffee shops, carry-out, and similar uses | Six and a half (6.5) spaces per one thousand (1,000) square feet of usable floor area |

Off-Street Parking, Loading, and Access Standards

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| | (2) Standard sit-down | <5,000 square feet: ten (10) spaces per one thousand (1,000) square feet of usable floor area >5,000 square feet: eleven (11) spaces per one thousand square feet of usable floor area |
| | (3) Bar, lounge, tavern, or night club, with or without a restaurant | Two (2) per sixty (60) square feet of usable floor area |
| | (4) Restaurant with drive-through | Twelve (12) spaces per one thousand (1,000) square feet of usable floor area, including stacking spaces |
| f. | Dry-cleaning and laundry outlets. | One (1) per three hundred (300) square feet of usable floor area plus one (1) per employee |
| g. | Laundromats and coin-operated dry cleaners. | One (1) per four hundred (400) square feet of usable floor area plus one (1) per employee |
| h. | Convenience stores/party stores. | 4.5 per eight hundred (800) square feet of usable floor area |
| i. | Grocery Stores. | Five (5) per one thousand (1000) square feet of usable floor area |
| j. | Funeral homes and mortuaries. | One (1) per two hundred (200) square feet of usable floor area plus one (1) per employee |
| k. | Lodging, such as hotels and motels. | 1.15 per room |
| l. | General retail stores except as otherwise specified herein. | One (1) per five hundred (500) square feet of usable floor area plus one (1) per employee |
| m. | Repair shop (appliance, furniture, shoe, non-vehicle) | One (1) per eight hundred (800) square feet of usable floor area plus one (1) per employee |
| n. | Planned commercial or shopping center. | One (1) per two hundred (200) square feet of usable floor area. Restaurants/bars calculated separately |
| o. | Health/exercise club. | One (1) per three hundred (300) square feet of usable floor area plus one (1) per employee |
| p. | Garden stores, building material sales, and open-air businesses, including greenhouses, nurseries, and agricultural sales | One (1) per eight hundred (800) square feet of usable floor area plus one (1) per employee |
| q. | Dance school | One (1) per three hundred (300) square feet of usable floor area plus one (1) per employee |
| r. | Beauty school | One (1) per operator station plus one (1) per total number of employees |
| s. | Tattoo/body piercing studio | One (1) per chair plus one (1) per employee |

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| | t. | Printing and publishing | One (1) per three hundred (300) square feet of usable floor area |
| | u. | Produce market/stand | One (1) per one hundred (100) square feet of usable floor area |
| | v. | Pawn shop | One (1) per three hundred (300) square feet of usable floor area plus one (1) per employee |
| | w. | Massage parlor | One (1) per massage room plus one (1) per employee |
| | x. | Miniature golf course | Two (2) per hole of play |
| | y. | Hardware store | 2.5 per four hundred (400) square feet of usable floor area |
| | z. | Adult bookstore, nude, photographic studio, massage establishment | Three (3) per one hundred (100) square feet of usable floor area |
| | aa. | Marijuana dispensary | One and a half (1.5) per two hundred (200) square feet of usable floor area, plus one (1) per employee |
| 4. | Offices: | | |
| | a. | Banks, credit unions, and similar uses. | One and a half (1.5) per four hundred (400) square feet of usable floor area plus five (5) stacking spaces per kiosk |
| | b. | Business or professional offices. | One (1) per three hundred (300) square feet of usable floor area |
| | c. | Veterinarian clinic | One (1) per three hundred and fifty (350) square feet of usable floor area |
| | d. | Blood and plasma office | One (1) per two hundred and twenty-five (225) square feet of usable floor area |
| | e. | Office, dental, or medical | One (1) per three hundred (300) square feet of usable floor area |
| | f. | Office, psychologist | One (1) per two hundred and twenty-five (225) square feet of usable floor area |
| 5. | Industrial: | | |

Off-Street Parking, Loading, and Access Standards

| | | | |
|----|-------------------------|--|---|
| | a. | Industrial establishments, research, and testing laboratories | One (1) per eight hundred (800) square feet of usable floor area |
| | b. | Heavy equipment storage yard, lumber and building materials yard | One (1) per five hundred (500) square feet of usable floor area for showroom/sales area, plus one (1) dedicated space per company vehicle |
| | c. | Manufacturing establishment or establishment for production, processing, assembly, compounding, preparation, cleaning, servicing, testing, repair, or storage of materials, goods, or products, and business offices accessory thereto | One (1) per seven hundred and fifty (750) square feet of usable floor area |
| | d. | Wholesale and warehouse establishments | One (1) per fifteen hundred (1,500) square feet of usable floor area |
| 6. | Automotive Uses: | | |
| | a. | Auto body shop, oil change shop | Two (2) per service stall plus one (1) per employee |
| | b. | Automobile sales, auto parts store, motorcycle service and sales, auto rental | Seven (7) per five hundred (500) square feet of usable floor area plus one (1) per employee |
| | c. | Automobile repair shop | Two (2) per service stall plus one (1) per employee |
| | d. | Automobile service station w/convenience and/or food service | One (1) per fueling position, plus three (3) per service stall, plus one (1) per each one hundred (100) square feet of floor area devoted to retail sales and customer service. |
| | e. | Automobile wash | One (1) per employee plus four (4) stacking spaces per washing stall |
| | f. | Gas station | One (1) per pump, plus one (1) per employee. With convenience shop: plus six (6) per one thousand (1,000) square feet of usable floor area |

R. Off-Street Parking Space Layout, Standards, Construction, and Maintenance.

Wherever the off-street parking standards in this section require the construction of an off-street parking facility, such off-street parking lots must be laid out, constructed, and maintained in accordance with the following standards and regulations.

1. The construction of any parking lot must be in accordance with the requirements and provisions of this section and Chapter 26 of the City of Berkley Code of Ordinances and must not commence until a permit is issued by the Building Official. Construction must be completed prior to issuance of a Certificate of Occupancy.
2. Plans for the development of any parking lot must be submitted to the Building Official and reviewed by the City Engineer. Plans must be prepared and sealed by an engineer, architect or surveyor registered in the State of Michigan and must be prepared at a scale of not less than fifty (50) feet equals one (1) inch, indicating existing and proposed grades, drainage, water mains and sewers, surfacing and base materials to be used and the layout of the proposed parking lot.
3. Parking lots must be curbed, paved, and drained in accordance with Chapter 26 of the City of Berkley Code of Ordinances. No surface water from such parking area must be permitted to drain onto adjoining property, except through a public drain. The use of bumper blocks in lieu of concrete curbing must be prohibited. All spaces must be striped.
4. Where parking abuts a curbed landscaped area at least five (5) feet in width or a raised sidewalk having a minimum width of at least seven (7) feet, the minimum parking stall depth of twenty (20) feet may be decreased by up to two (2) feet in depth in order to allow for a vehicle to overhang such landscaped area or such sidewalk. In no case must the parking stall depth be decreased to allow a vehicle to overhang a required parking setback or property line. Parallel parking or a maneuvering lane that abuts a building must be separated from the building by a sidewalk a minimum of five (5) feet wide.
5. Where a parking lot abuts a side or rear lot line, the face of the curb must be located at least four (4) feet from the property line. All setback areas must be graded and finished with ground cover and landscaping. No setback must be required if an irrevocable shared parking agreement with the abutting neighboring property is approved and recorded by the City.
6. Illumination of parking areas must meet the standards set forth in Article 13.

7. Ingress and egress to the parking lot must be provided by clearly limited and defined access drives that are a minimum of thirty (30) feet in width and at least twenty (20) feet from any adjacent property line. Access drives may cross the front setback area but must not be located with the front yard to run parallel to the street. Driveway access must cross the front yard in as close to a ninety (90) degree angle, but in no case must the drive cross in an angle of seventy-five (75) degrees or less.
8. Parking lot landscaping and screening must meet the standards set forth in Article 12.
9. The Planning Commission may require access easement to provide for vehicle access to adjacent parking lots for purposes of public safety, reduction in access drives and the convenient flow of traffic.
10. Parking lots, including parking spaces, and maneuvering lanes, must not be permitted within any front yard setback.
11. Parking standards as established by the Michigan Department of Transportation and the Americans with Disabilities Act will apply.
12. Compact car spaces meeting the dimensions in Table 14.04-2 may account for no more than thirty percent (30%) of the total parking requirement. Those spaces must be clearly signed for "small cars only", have a minimum width of eight (8) feet and minimum length of 16 feet.
13. Plans for the layout of off-street parking facilities must be in accordance with the following minimum requirements:

| Table 14.04 -2 | | | | |
|----------------------------------|------------------------------------|----------------|---------------------------------|----------------------------------|
| Off-Street Parking Layout | | | | |
| <i>Parking Pattern</i> | <i>Maneuvering Lane Width (ft)</i> | | <i>Parking Space Width (ft)</i> | <i>Parking Space Length (ft)</i> |
| | <i>One-way</i> | <i>Two-Way</i> | | |
| 0° (parallel parking) | 20 feet | 24 feet | 10 feet | 24 feet |
| 30° | 20 feet | 24 feet | 10 feet | 24 feet |
| 45° | 20 feet | 24 feet | 10 feet | 20 feet |
| 90° | 24 feet | 24 feet | 10 feet | 20 feet |

| | | | | |
|-----|---------|---------|---------|---------|
| 60° | 20 feet | 24 feet | 10 feet | 20 feet |
|-----|---------|---------|---------|---------|

SECTION 14.05 EXEMPTIONS

- A. Uses in non-residential zoning districts are exempt from the provisions of this Section if said use is located within 500 feet of municipal parking facilities. The distance shall be measured in a straight line from the center of a municipal parking lot to the nearest building line of said use.
- B. **Payment In-lieu Fees.** After using on-street, public parking, or municipal lot parking spaces towards the required parking, the Planning Commission may waive some or all of the remaining required parking for developments requiring a site plan, subject to the applicant’s election to contribute a one-time fee to the City’s Public Parking Fund in an amount established by resolution of City Council, in lieu of the number of spaces waived.

SECTION 14.06 BICYCLE PARKING REQUIREMENTS

- A. Bicycle Parking Requirements
 - 1. Bicycle parking is required for all multiple-family, commercial, retail, office, and industrial buildings.
 - 2. One (1) bicycle hoop shall be provided for every twenty (20) parking spaces.
 - 3. *Location.* Bicycle parking shall be visible from the main entrance of the structure or facility. Bicycle racks shall be securely anchored to the ground and shall allow the bicycle wheel and frame to be locked to the bicycle rack.
 - 4. *Size.* Each bicycle parking space shall be sufficient to accommodate a bicycle at least six feet in length and two feet wide. Bicycle racks shall be installed no closer than two (2) feet from a wall or parked vehicle. The bicycle rack shall be located where access is not restricted by legally parked vehicles.
 - 5. *Maintenance.* The surfacing of bicycle parking facilities shall be designed and maintained to be clear of mud and snow.
 - 6. *Design.* Required bicycle parking shall consist of a fixed bicycle rack, such as a hoop style rack or another type of rack that meets these standards

B. Site Design Based District Requirements

1. In the site design based districts, bicycle parking shall be in the locations prescribed in the general design standards and guidelines and also those for each site design based district.

SECTION 14.07 PLUG-IN ELECTRIC VEHICLE PARKING REQUIREMENTS

A. General

1. EV-I Parking Spaces must have signage indicating it is to be used exclusively for Electric Vehicles. Free-standing Electric Vehicle Charging Stations must have bollards, bumper blocks, or raised curbs to protect the system.
2. Electric Vehicle Charging Stations must be wall-mounted or located to accommodate the charging of more than one Parking Stall.
3. Electric Vehicle Charging Stations must not create a trip hazard or violation of the accessible path of travel when the cord is connected to an Electric Vehicle.
4. Where Parking Lots are separated into distinct areas or when Parking Structures have more than one level, the Electric Vehicle parking facilities must be evenly distributed among the separate areas or levels.

B. Placement of Electric Vehicle Charging Stations

1. Electric Vehicle Charging Stations may not reduce the required stall dimensions provided in Table 14.04-2 and must maintain compliance with state barrier-free design requirements.
2. Electric Vehicle Charging Stations in any walkways must maintain at least four (4) feet of walkway width for pedestrians.
3. Electric Vehicle Charging Stations may not be located in any required interior landscape island, right-of-way screening, or conflicting land use buffer.

C. Class Standards

1. EV-C (Electric Vehicle Capable) EV-C are Parking Spaces having a capped cable/raceway connecting the Parking Space to an installed electric panel with a dedicated branch circuit(s) to easily install the infrastructure and

equipment needed for a future Electric Vehicle Charging Station. The dedicated branch circuit panel space must be stenciled or marked legibly with the following text: Future Electric Vehicle Charging Circuit.

- D. EV-R (Electric Vehicle Ready)
 - 1. EV-R are Parking Spaces that are ready for installation of an Electric Vehicle Charging Station except for the EVCS itself. EV-R Parking Spaces must have a junction box, terminated in an approved method, for a direct-buried cable or raceway to an electrical panel with a dedicated branch circuit(s) to power a Charging Station. The junction box must be clearly marked and labeled with the following text: EV Ready Circuit. EV-I (Electric Vehicle Installed) EV-I are Parking Spaces with an operational Electric Vehicle Charging Station.

SECTION 14.08 DRIVE-THROUGH FACILITIES

In addition to meeting off-street parking requirements, all uses which provide drive-through facilities for serving customers within their automobile must meet the following requirements:

- A. No more than two (2) drive-through lanes servicing a pickup window must be permitted for each individual building, regardless of the number of uses.
- B. Ingress and egress to drive-through facilities must be part of the internal circulation of the site and integrated with the overall site design. Clear identification and delineation between the drive-through facility and parking lot must be provided. Drive-through facilities must be designed in a manner which promotes pedestrian and vehicular safety. Where necessary, protective fencing and/or landscaping must be used to separate vehicular and pedestrian traffic. Exits from drive-throughs must be designed to ensure clear visibility of other vehicular traffic.
- C. Any speaker at drive-throughs must not be audible from adjacent residential uses.
- D. Single-lane drive-throughs may be located at the side of a building. Multiple-lane drive-throughs must be located to be the least visible from a public thoroughfare. Canopy design must be compatible with the design of the principal building and incorporate similar materials and architectural elements.

- E. Each drive-through facility must provide adequate stacking space meeting the following standards:
1. Each stacking lane must be one (1) way, and each stacking lane space must be a minimum of twelve (12) feet in width and twenty (20) feet in length.
 2. Each drive-through facility must have an escape lane a minimum of twelve (12) feet in width to allow other vehicles to pass those waiting to be served.
 3. For car wash uses, a sufficient additional lane must be provided for the active or passive drying of the vehicle after the wash. Where the drying process is to be passive, greater lane space must be required in the discretion of the Planning Commission, applying accepted principles; and
 4. Each stacking space must be computed at twenty (20) feet in length. When a use is not specifically mentioned, the requirements for off-street stacking space for the use with similar needs, as determined in the discretion of the Planning Commission, must apply.
- F. ***Off-Street Waiting Space.*** Uses such as day cares, schools, hospitals, nursing homes, and churches must provide safe and efficient means for passengers to be dropped off and picked up. Such off-street waiting spaces must be clearly delineated to ensure the safety of pedestrians and motorists.

SECTION 14.09 OFF-STREET LOADING REQUIREMENTS

- A. On the same premises with every building, structure, or part thereof, erected and occupied with uses involving the receipt or distribution of vehicles, materials, or merchandise, there must be provided and maintained on the lot, adequate space for standing, loading, and unloading services in order to avoid undue interference with public use of the streets, alleys, or any required access for off-street parking area.
- B. Such loading and unloading space, unless adequately provided for within a building, must be an area nine (9) feet by fifty (50) feet, with fifteen (15) foot height clearance.

Berkley Downtown Design Guidelines

CITY OF BERKLEY, MICHIGAN



BERKLEY DDA
Retro Feel. Metro Appeal.

FINAL DRAFT APRIL 2018

SIGNS

6

The following guidelines promote sign designs that will enhance the District's character. The following guidelines can be used in a variety of ways. The DDA and the City will use the guidelines to review improvement projects and new or altered signage throughout the District.

Signs serve two functions: to attract attention and to convey information. Signs produce a lasting impression and an indication of the commercial health of a business district. All new signs should be developed with the character of the building and its overall context in mind.

IN THIS CHAPTER

| | |
|-----------------------------------|-----|
| A. General Sign Design Guidelines | 100 |
| B. Sign Types | 104 |
| C. Application by Character Area | 109 |

A. General Sign Design Guidelines

Signs are important design features in Berkley that bring attention to businesses, provide information about the City and direct visitors to their destinations. Balancing functional requirements for signs with objectives for the overall character of an area is a key consideration. While signs are needed for a variety of reasons, an overabundance of signs can be overwhelming and detract from the intent. Instead, the orderly location and design of signs can make fewer and smaller more effective. The design guidelines that follow provide considerations for all signs, as well as specific design guidelines based on sign type.



Consistency in sign location between businesses will influence their visibility. Align signs on the same building.

LOCATION

Consistency in sign location between businesses will influence visibility of signs, conflicts between signs, and integration with architectural character.

6.1 Locate a sign near the pedestrian level.

- a. Align signs on the same building. This applies to flush-mounted and projecting signs.
- b. Do not obscure windows, moldings or other architectural details.

SIGN CHARACTER

A sign should be in character with the materials, colors and details of the building. Integrating a sign with the building facade is important and should be a key factor.

6.2 Design a sign to be subordinate to the overall building composition.

- a. Keep a sign simple in character.
- b. Scale a sign to fit with the facade of the building.
- c. Locate a sign to emphasize design elements of the facade itself.
- d. Mount a sign to fit within existing architectural features using the shape of the sign to help reinforce the horizontal lines of the building.
- e. Avoid using rooftop signs, animated signs or message boards. These sign types are inappropriate.

SCALE

A sign should be in scale with its building and with other compatible signs in the Character Area.

6.3 Relate sign scale to its building and Character Area.

- Use a size that relates to pedestrians and people moving in slow-moving vehicles. Large, auto-oriented signs should be avoided.
- Use smaller, simply designed signs as they are the easiest to read, and generally are the most effective.
- See also the guidelines for individual sign types.

STYLE, CONTENT & LETTERING

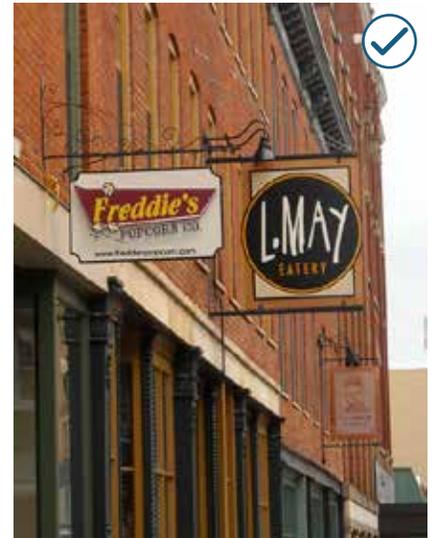
Sign content should be designed to be visually interesting and clearly legible.

6.4 Use a lettering style that is easy to read.

- Traditional block and curvilinear styles are preferred.
- Hard-to-read or overly intricate typeface styles should be avoided.

6.5 Design letters and symbols on signs to provide interest.

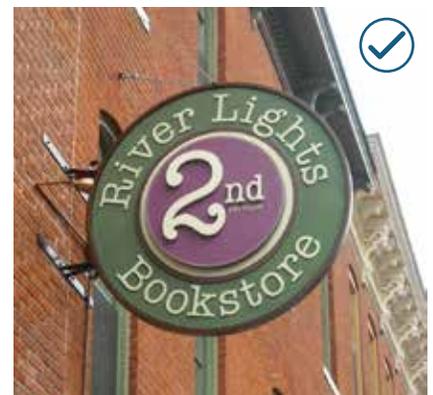
- Individual letters or symbols may be attached to an awning, marquee, building surface, wall or signboard.
- Use of a symbol for a sign is encouraged. A symbol sign adds interest to the street, can be read quickly and is often remembered better than written words.



The number and size of signs for each business has a direct influence on the character of the streetscape.



Use lettering styles which complement the style and period of the building on which they appear.



Sign content shall be designed to be visually interesting and clearly legible.



Use sign colors, materials and details that are compatible with the overall character of the building facade.

MATERIALS

A sign should exhibit qualities of style, permanence and compatibility with the District. Materials should complement the construction materials and architectural style of the building.

6.6 Use sign materials that are compatible with the building facade.

- a. Permanent, durable materials are encouraged.
- b. Appropriate sign materials include glass, plastic with a matte finish, wood, metal, fabric, stone or concrete.
- c. Highly reflective materials should be avoided.

COLOR

Consistency in sign colors among properties can enhance the impression of the District. Color shall be used both to accentuate the sign design and message and also to integrate the sign or lettering with the building and its context.

6.7 Use colors for a sign that are compatible with those of the building facade.

- a. Use sign colors that complement, not clash, with the color of the building facade.
- b. Limit the number of colors used on a sign. In general, no more than three colors should be used, although accent colors and additional colors for illustrations may be considered.
- c. Avoid "Day-Glo" colors, which are not appropriate.

LIGHTING

Sign illumination should be designed to enhance the day and nighttime impression of the District.

6.8 Use a shielded lighting source on a sign.

- a. Direct lighting at signage from an external, shielded lamp.
- b. Use small and discreet light fittings which provide an unobtrusive alternative.
- c. Limit the light level so as not to overpower the facade.
- d. Use warm-color light that is similar to daylight.
- e. Avoid strobe lighting, which is not appropriate.
- f. Avoid the use of internal illumination of an entire sign panel, which is not appropriate. An internally lit sign with an opaque background and glowing translucent letters is appropriate.
- g. Neon and other tubular lighting is appropriate.

6.9 Halo illumination can be used for a sign.

- a. This can be used as a sign panel or as individual letters.
- b. The light source should not be visible.



Illumination techniques can enhance the day and night time impression of the District.



Direct lighting at signage from an external, shielded lamp.



Use small and discreet modern light fittings which provide an unobtrusive alternative.

B. Sign Types

The type of sign used will have a large impact on the District. Sign types that are considered to be appropriate are defined here. While selecting a sign type, an important design principle is that it should not overwhelm the building.



FLUSH-MOUNTED SIGNS

A wall sign is one that is fastened to or painted on the wall of a building in such a manner that the wall becomes the supporting structure or forms the background of the sign. This includes signs composed of individual letters or symbols.

6.10 A flush-mounted sign may be considered.

- a. Place a wall sign to align with nearby buildings.
- b. Determine if decorative moldings exist that could define a sign panel. If so, locate a flush-mounted sign to fit within a panel formed by moldings or transom panels.



Locate a flush-mounted sign to fit within a panel formed by moldings or transom panels.

CANOPY AND AWNING SIGNS

A canopy or awning sign is a frame structure with flexible vinyl or cloth covering designed in awning form. A sign may be mounted on an awning or canopy.

6.11 A sign located on a canopy or awning may be considered.

- a. Consider using an awning or canopy sign where a flush-mounted sign would obscure architectural details.
- b. Use a canopy or awning sign if it complements the architectural character of the building.



Consider using an awning or canopy sign where a flush-mounted sign would obscure architectural details.

PROJECTING SIGNS

A projecting sign is one that extends from the building and has one end attached to a building, and which does not employ ground support.

6.12 A projecting sign may be considered.

- Locate a projecting sign near the business entrance, just above the door or to the side of the door.
- A small projecting sign is appropriate under a canopy or awning.



Locate a small projecting sign near the business entrance, just above the door or to the side of it.

MONUMENT SIGN

A monument sign is independent from a building and has a structural base of not less than 75 percent of the width of the sign face.

A small monument sign may be appropriate in the District where a shallow front yard exists. It should respect the scale of its setting.

6.13 A small monument sign should be in character with its setting.

- It is appropriate to provide a low-scale monument sign where a shallow front yard is provided.



A small monument sign should be in character with its setting.

POLE-MOUNTED SIGN

A pole-mounted sign is generally mounted on one or two simple poles.

6.14 A pole sign should be appropriate to the context.

- The sign panel should be in scale with building mounted signs.
- Low-scale pole signs are appropriate in yard type settings.
- The top of the sign should not rise above the typical top of the street level storefront of a traditional commercial building.

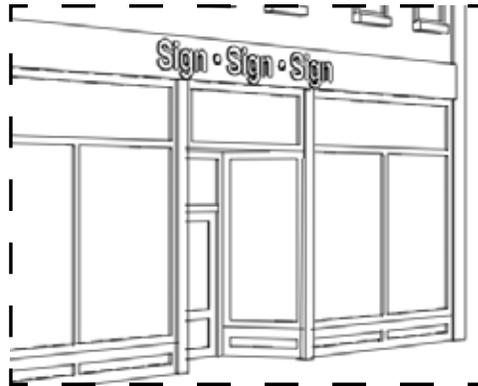
Flush-Mounted Signs

Images



Sign • Sign • Sign

Location



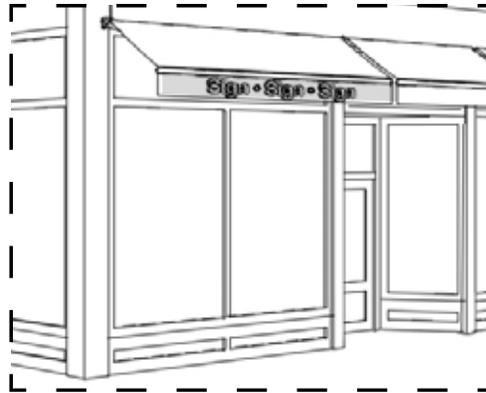
Canopy and Awning Signs

Images



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Location

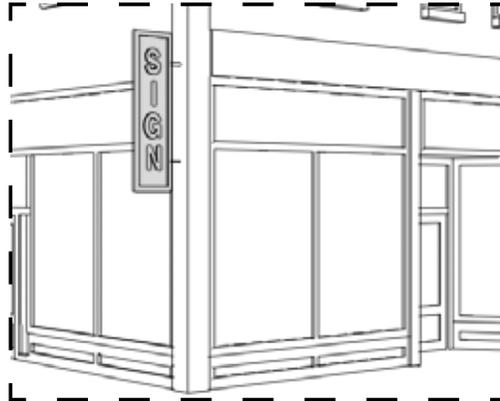


Projecting Signs

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Location



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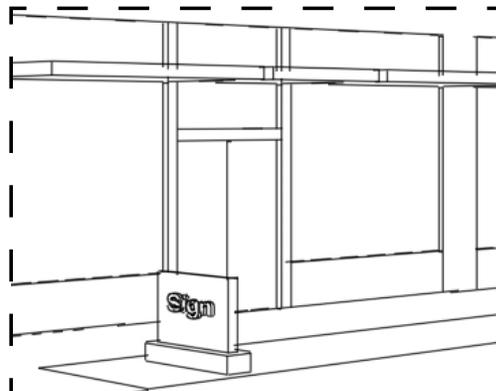


Monument Signs

Images



Location

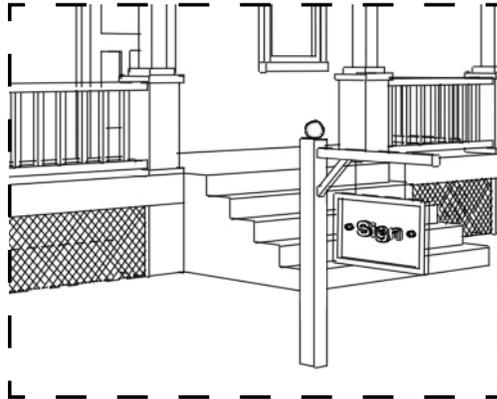
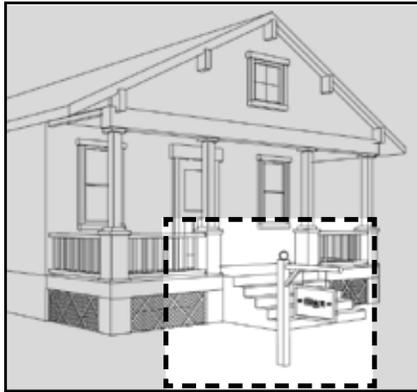


Pole-Mounted Signs

Images



Location



Image



C. Application by Character Area

The table below illustrates appropriate and inappropriate sign types for each Character Area in the District.

| | | Sign Types | | | | |
|-----------------|---------------|---------------------|-------------------------|------------------|----------------|--------------------|
| | | Flush-Mounted Signs | Canopy and Awning Signs | Projecting Signs | Monument Signs | Pole Mounted Signs |
| Character Areas | Gateway West | ✓ | ✓ | ✓ | ✗ | ✗ |
| | Downtown Core | | | | | |
| | Sub-area A | ✓ | ✓ | ✓ | ✗ | ✗ |
| | Sub-area B | ✓ | ✓ | ✓ | ✓ | ✗ |
| | Sub-area C | ✓ | ✓ | ✓ | ✗ | ✗ |
| | Gateway South | ✓ | ✓ | ✓ | ✓ | ✓ |

-  Appropriate
-  Inappropriate