Design Guidelines

City of Grosse Pointe, Michigan
Table of Contents

Section 1. Introduction ...................................................................................................... 4
Section 2. Building Uses ...................................................................................................... 7
Section 3. Building Scale & Character ..................................................................................... 8
Section 4. Building Recesses ..................................................................................................... 9
Section 5. Building Width .................................................................................................... 10
Section 6. Upper Story Setbacks ............................................................................................ 11
Section 7. Roof Design ............................................................................................................ 12
Section 8. Screening of Rooftop Equipment ........................................................................ 13
Section 9. Facade Transparency ............................................................................................. 14
Section 10. Ground Level Expression .................................................................................. 15
Section 11. Entries ...................................................................................................................... 17
Section 12. Building Materials & Details.................................................................................. 18
Section 13. Color ......................................................................................................................... 21
Section 14. Franchise Architecture ....................................................................................... 22
Section 15. Landscaping ............................................................................................................ 23
Section 16. Parking Structures ................................................................................................. 24
Section 17. Signs ......................................................................................................................... 25
Section 18. Lighting....................................................................................................................... 32
Section 19. Presentation Requirements .................................................................................... 34
Section 20. Deviations from the Design Standards................................................................. 36

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1 Introduction

1.1 Purpose and Scope

The Design Standards set forth in sections 1.1 through 20.1 and referred to collectively as the “Design Standards” or the “Standards” have been developed to allow the projected expansion of the Village, while ensuring that the Village will continue to be emblematic of the community.

The Standards have three primary functions:

• To guide applicants wishing to expand, renovate existing structures or construct New buildings or parking within the commercial districts of the City;

• To assist the City and the public in reviewing development proposals;

• To improve the City’s public realm — its streets, sidewalks, walkways, and its streetscape and landscape treatments.

The Standards also address issue of scale that is especially critical to preserving and enhancing Grosse Pointe’s character.

1.2 Village Design Vision Statement

1.21 To encourage best and consistent quality design in a conservative and traditional manner.
1.22 To develop a harmonious character between building facades.
1.23 To allow individual expression of a retail business within the scope of compatibility.
1.24 To develop a Village character where individual designs are harmonic.
1.25 To represent the history and ancestry of the community.
1.26 To encourage the community spirit.
1.27 To develop a visual and aesthetic focal center in the City at appropriate location.

1.3 Village Design Mission and Standards

1.31 To encourage the owner/proprietor to understand the spirit and architectural character of the Village and to enhance it.
1.32 To encourage a safe environment for family and children that is Lively.
1.33 To encourage harmonious signage and illumination.
1.34 To guide applicants to understand the design vision objectives while considering expanding or renovating their establishments.
1.4 City and District Character

The City of Grosse Pointe has a rich heritage of French and English architecture. Elegant homes of all sizes, public buildings, and commercial buildings dating to the early 20th century display the charming character that makes Grosse Pointe a highly desirable community. Its location along the shores of Lake St. Clair has contributed significantly to the character of the community and should be reflected in future development within the City.

As set forth in the 2004 Comprehensive Master Plan and the City of Grosse Pointe Zoning Ordinance, one of the City’s primary goals for established shopping districts is to “Promote development where the physical, visual and spatial characteristics are established and reinforced through the consistent use of traditional urban design and architectural design elements.” Continuing reference is made to the value of Grosse Pointe’s unique “collection of compact neighborhoods, with a balance of residential, office, commercial and public uses”.

The Standards seek to preserve the high quality “urban village” environment while accommodating future development.

1.5 Architectural Heritage

Having developed from its roots as a French farming settlement to the home of many affluent families associated with the industrial age, this community is filled with outstanding examples of traditional architecture including; Tudor, Colonial, French Country, Victorian styles of Italianate, Gothic, and Queen Anne. The Standards seek to encourage buildings that are consistent with the detail and character of these styles and that are well crafted, well detailed, and that express Grosse Pointe’s heritage and scale.

The location of the Village is central to its character. The location of the village business district along Kercheval, combined with the adjacent historic neighborhoods, gives the district an historic main street feel. To preserve the main street feel and protect the adjacent residential neighborhoods, buildings shall be designed in a manner that is compatible in scale and character with adjacent residential buildings.
1.7 Applicability

The Standards apply to each of the Design Districts as noted herein for nonresidential multifamily developments and mixed-use. In areas outside of the specified Design Districts, the Standards may be applied to any nonresidential and/or multifamily buildings or developments or any Renovation of the same and the City will determine which District standards are applicable.

1.8 Enforceability

Violation. Unless expressly provided otherwise, it shall be a misdemeanor for any person or entity to violate any provision of the City Code including the Design Standards, any rule or regulation adopted in pursuance of any such provision, or any order lawfully enforcing the City Code or the Design Standards. In addition to the prosecuting of a violation as a misdemeanor, the City may separately, or in conjunction with the misdemeanor prosecution, bring an action for specific performance to enforce any provisions of the City Code, including the Design Standards, any rule or regulation adopted in pursuance of such provision, or any order lawfully enforcing the City Code or the Design Standards.
2 Building Uses

2.1 All Districts

Commentary
Each of the three districts are unique, with a mix of Commercial, Office, and Residential uses. Uses in the Village are intended to: Promote a diversity of use, emphasize compactness, encourage intensity, maintain balance, ensure accessibility, maintain functional links, promote a positive identity, represent traditional architecture and design.

2.2 Village District

First/Ground Floor:
The ground floors of all buildings within the Village Business District shall be devoted to retail and related activities.

For all new buildings, the first/ground floor should be at least 15 feet in height, to maximize potential retail use. High ceilings make for inviting spaces that rent for more, are more visible from the street, and allow commercial uses to easily flourish.

Second Floor:
All new buildings within the Village Business District shall be limited to retail activities and/or office space on the second floor.

Third Floor:
All new multi-story buildings within the Village Business District are encouraged to have residential or office uses on the third floor and above.

Fourth Floor:
All new multi-store buildings within the Village Business District are encouraged to have solely residential uses on the fourth floor.
3 Building Scale and Character

3.1 Village Business District

Commentary
In order to ensure that future development emblematic of the rich architectural character and quality of buildings throughout the City of Grosse Pointe, it is necessary to regulate building scale and environment.

The physical, visual and spatial characteristics are established and reinforced through the consistent use of traditional urban design and architectural design elements. Such elements shall relate to the design characteristics of an individual structure or development based on usage of traditional early American and late 1800 to early 1900 architectural style influences, ranging from Colonial styles of Georgian and Williamsburg; Victorian styles of Italianate, Gothic and Queen Anne; and later Romanticized styles of Tudor and French Country, used in a harmonious manner, resulting in coherent overall development patterns and streetscape for the downtown as well as surrounding areas.

It is in the public interest of the City of Grosse Pointe to maintain an appropriate balance between building scale and the local environmental setting. The City is dedicated to maintaining the existing character and ambiance of the community.
4 Building Setbacks and Recesses

4.1 Village Business District

All buildings shall be built-to the predominant building line established along the block face between the two closest intersecting streets in an effort to maintain a continuity of storefronts.

Exceptions from this requirement may be permitted to provide visual interest along the building frontage.

Building recesses that incorporate plazas and other physical attributes to create visual interest are encouraged.
5 Building Width

5.1 General - All Districts

Commentary
The intention is to reduce the scale of longer facades.

In order to reduce the scale of longer facades and to eliminate the long horizontal expressions of buildings, divisions or breaks in materials should be provided. The following types of divisions or breaks are encouraged:

- Window bays
- Special treatment at entrances
- Subtle variations in roof lines and Parapet detailing
- Awnings
- Building setbacks
- Repetitive increments
- Variation in roof lines
- Alcoves

5.2 Village Business District
The majority of the older buildings in the Village are narrow in width. Thus for all new buildings, wide facades shall be divided in proportion and scale with existing buildings, to create compatibility with existing facades.

(a) Large, long facades shall be subdivided into bays, through the location and arrangement of openings and architectural treatments, that are compatible in size and scale to existing buildings.

(b) The height to width ratio of one-story, single bay facades, or individual bays of multiple bay facades, is not to exceed 1:2.

(c) The height to width ratio of two-story, single bay facades, or individual bays of multiple bay facades, is not to exceed 1:1.
6 Upper Story Setbacks

6.1 General - All Districts

Commentary
The intent of the upper story setbacks is to reduce the mass of taller / larger buildings in order to create a sensitive pedestrian scale.

6.2 Village Business District

All new four-story (and above) buildings with frontage in the Village Business District shall have the fourth story (and above) setback 15 feet from the building facade of the third story.

All buildings over two stories should provide a shadow study to determine the impact on adjacent properties.
7 Roof Design

7.2 Village Business District

Commentary
Roofline varieties with reference to the traditional styles that are prevalent throughout the community are encouraged.

Parapet or flat roofs should be well detailed. The City expects authentic interpretations of traditional parapets including appropriate cornice details.

Roof styles including gabled, or hipped roofs should be consistent in scale, proportion, material, pitch, and detail with their traditional references.

7.3 Roof Materials – Village Business District

Visible roof materials should be durable, low maintenance, and accurately resemble traditional roofing materials including: slate, cedar, and metal.
8 Screening of Rooftop Equipment

8.1 All Districts

All rooftop equipment shall be screened from view from adjacent properties and pedestrian view from adjacent sidewalks. Equipment screens shall be well-designed and detailed, using dark colors.

If rooftop equipment is screened by the building’s Parapet, the Parapet must meet building height limits.

Rooftop equipment should be set back from any Primary Facade that fronts a public street a distance equal to at least 1½ times its height. No enclosure should be larger than 25% of the roof area.
9.1 Commentary
The wood or metal glass framing system shall be painted, bronze, or powder coated.

9.2 Village Business District

Front:
Each storefront must have transparent areas, equal to 70 percent of its portion of the façade, between one and eight feet from the ground. The wood or metal glass framing system shall be painted, bronze, or powder coated.

Rear:
A minimum of one-half the rear façade should be designed with similar materials as the front façade, including a minimum of 70 percent transparency for that part of the façade. Display windows with a minimum depth of 3 feet in the rear façade are permitted, if used for displays only. (See display at right)

9.5 All Districts - Glass Calculations
The applicant must provide façade diagrams with calculations of glass and solid surfaces.
10.1 All Districts

Street Facade

The majority of the existing street facades, the facade that faces a public right-of-way, are comprised of common facade components. The arrangement of facade elements shall follow this model which include the following typical components: Facade Frame, Storefront Opening, Canopy/Awning and Sign.

(a) Facade Frame - The facade frame, or wall, shall be constructed primarily of brick, stone, or cultured stone constructed principally in a single plane. E.I.F.S (exterior insulation systems) shall not be permitted. The top of the parapet wall shall be flat or step slightly to accentuate end piers. The facade frame shall be capped by a stone, or simulated stone, coping or narrow cap flashing. Brick shall be laid primarily in running bond with minimal decorative detail.

(c) Blank walls shall not face a public street or parking area. Walls facing a public street or parking area shall included windows and architectural features customarily found on the front facade of a building, such as awnings, cornice work, edge detailing, or decorative finish materials.

(d) Canopies/Awnings - A canopy or awning is typically located at the top of the storefront opening.

i. Awning shall be traditional in design; they shall be triangular in section, sloping outward and down from the top of the opening. Narrow front and side flaps are common. Round-top, half-round, box, or other unusual awning shapes
are discouraged. Internally lighted awnings are prohibited. Signage on awnings shall be limited.

ii. Canopies shall be narrow in elevation, 6" to 12", and flat. Typically such canopies would have internal drainage. Canopies shall be self supporting or supported by tension rods. Canopy projections to be limited to 48". Sloping, or unusually shaped, canopies are prohibited.

(e) Building facades shall include physical breaks such as cornice lines, sills, and balconies. These breaks alter which light can pass through to the street, allowing for a more complex streetscape. (See Picture)

Rear Facade

Rear facades, facades not facing a public right-of-way, are as important as street facades because they are located adjacent to parking and, therefore, serve as the primary entrance to the building. Often times they must also accommodate service and delivery functions. Therefore, rear facades shall exhibit the same components as street facades.
11 Entries

11.1 All Districts

Commentary
Entries should be well-designed and detailed as a unique element of each business. Landscaping of entries with window boxes or planters shall be used.

11.2 Village Business District

Storefronts shall be directly accessible from public sidewalks. The building entry is often centered in the storefront opening and is commonly recessed.
12.1 General

Commentary
Applicants should study the surrounding context of the neighborhood for positive design influences and thoroughly discuss this context with City staff. Detail, scale, craftsmanship, and material are the key elements that create the City’s physical form. Due to the ever-expanding and improving list of exterior building materials, alternative materials may be permitted provided they are designed and applied in a manner that is consistent with the historic architectural character of the City.

12.2 All Districts - Materials

The following building materials and details standards apply in all Design Districts:

Brick and Stone:
The primary (more than 50%) exterior opaque materials on each elevation should be brick or stone.

Brick:
Facades should be standard modular brick-textures varied from smooth or glazed to rough or distressed in a range of dark color tones that are consistent with the predominate brick colors throughout the City. Light pink, white, or yellow brick colors are discouraged. In general, painting natural colored brick is discouraged.

Stone:
Facades should be a native stone. Recommended materials include fieldstone, limestone and sandstone, which are a light brown or gray in color.
Secondary Opaque Surfaces:
The following materials are recommended:

- Stone
- Cast stone
- Wood shingles (cedar shingles 6 inch maximum exposure)
- Lapsiding cedar or redwood (6 inch maximum width)
- Tongue & Groove paneling cedar or redwood (6 inch maximum width, no diagonal siding)
- Copper (untreated)
- Stucco and EFIS are acceptable, but can only be 15% of the opaque materials on any single elevation. Acceptable stucco EFIS colors are provided by the City.

Accent Materials:
The following materials are recommended for cornices, bases, and decorative accent trims:

- Stone (not polished)
- Cast stone
- Copper (untreated)
- Rock faced stone
- Aluminum or painted steel structural shapes
- Wood trim, mitered outside corners, premium grade (cedar, redwood, mahogany, teak)
- Exterior insulating and finishing systems (EIFS) may be used as an accent material on surfaces more than eight feet above grade and further provided that the application should be appropriately tooled to provide texture or other visual interest compatible with traditional building materials.
Synthetic materials such as fiber cement board, cultured stone, or fynon may also be used provided they are used to accurately resemble traditional building materials.

**Parapets, Flashing, Coping:**

*Commentary*

The tops of buildings historically were very important to their character. Their detailing was elaborate and inspiring. We expect the same detailing for dentils, brackets, banding, projections, overhangs, etc.

The following materials are approved: copper (untreated), brick, stone, cast stone, and wood (premium grade cedar, redwood mahogany, teak).

Prefinished painted metals may only be used as a standard Parapet coping with a maximum exposed edge of 5 inches. This material must be detailed and installed properly to minimize “oil canning.”

**Awnings:**

Fabric awnings must be heavy canvas fabric. Dark solid colors are encouraged (i.e. dark brown, navy blue, black, maroon, dark green, red). Highly detailed, ornate metal and/or glass awnings will be considered.

Backlit awnings are prohibited.

Awnings with graphic material must be approved via the sign permit process.

Striped awnings should be of a minimum contrast.

**Balconies:**

Balconies are encouraged to be usable space. Metal railings with thin members painted dark are allowed.

**Glass:**

Glass shall not be mirrored, reflective or darkened. Slight green tints are acceptable. Spandrel glass does not qualify towards the transparency requirements.

**Door Systems:**

Main entry doors shall be primarily glass. If, for unusual security reasons, glass doors are not possible, they shall be well detailed.
13  Color

13.1 Village District

Commentary

Colors should be limited to those traditional colors that were predominate in early American architectural styles. A color board showing the proposed colors and materials of the various exterior building elements shall be submitted during the site plan review process.

Building colors should be compatible and harmonious with the colors of adjacent structures or separated by a definitive building detail.
14.1 All Districts

Franchise businesses with standardized architecture and signage (building design that is trademarked or identified with a particular chain or corporation and is repetitive in nature), shall comply with these Design Standards.

Aggressive and bright signage must be altered and scaled down to meet the intentions of these standards.
15 Landscaping

15.1 All Districts

The use of window boxes, hanging flower baskets, vines and/or other seasonal landscaping is recommended. Window boxes, hanging baskets and planters should be used around entries. Vines shall be used to cover expansive blank walls.

Any off-street parking shall be screened from adjacent residential districts or roadways in accordance with the provisions of the zoning ordinance.

15.2 Village Business District

The established Village District landscape treatments should be followed.
16 Parking Structures

16.1 All Districts

Parking structures should meet the following design standards:

• The ground floor facade abutting any public street or walkway should be designed and architecturally detailed like other commercial or office buildings;
• The design should ensure that sloped floors do not dominate the appearance of the facade;
• Windows or openings shall echo those of surrounding buildings;
• Vines and other significant landscaping should be used to soften the design.

16.2 Village Business District

If any part of a parking structure abuts a public street, that entire portion of the ground floor facade shall be occupied by at least 50% retail plus commercial or office uses, extending to a depth of at least 30 feet.

Top decks of parking structures, visible from ground level of residential properties shall be designed with trellises and landscaping sufficient to screen at least 50% of the visible area.
17 Signs

17.1 All Districts

No signs shall be allowed in the district unless permitted herein.

Signs shall be architecturally compatible with the style, composition, materials, colors and details of the building, and with other signs on nearby buildings. Signs shall be an integral part of the building and site design.

A sign program shall be developed for buildings which house more than one business. Signs need not match, but shall be compatible with one another.

Franchise or national chains must comply with these standards to create signs sensitive to its context.

When internally illuminated signs are proposed, only the text and/or logo portion of the message may be illuminated. Illuminated signs must be sensitive to the location.

Backlighting of fabric awnings is prohibited.

Sign Location:
Wall Signs on a storefront-type building shall generally be placed within a “sign band” immediately above the storefront. Wall or Roof Signs on other buildings shall be placed where they do not obscure architectural features.

Sign Materials:
Sign materials shall be consistent or compatible with the original construction materials and architectural style of the building facade on which they are to be displayed. Natural materials such as wood and metal are appropriate.

17.2 Village Business District

Wall Signs

- Wall signs are to be mounted flush and fixed securely to a building wall, projecting no more than 12 inches from the face of a building wall, and not extending sideways beyond the building face or above the highest line of the building to which it is attached.
• Actual height of lettering on wall signs is to be a maximum of 12 inches.

• Wall signs should be located on the upper portion of the storefront, within or just above the enframed storefront opening. The length of the sign should not exceed the width of the enframed storefront.

• Wall signs shall be placed within a clear signable area. Signable areas are defined as an architecturally continuous wall surface uninterrupted by doors, windows or architectural detail.

• Wall signs shall not exceed 15% of the building façade (the exterior walls of a building exposed to public view).

• Wall signs shall be mounted in locations that respect the design of a building, including the arrangement of bays and openings.

• Signs should not obscure windows, grillework, piers, pilasters, and ornamental features.

• Typically, wall signs should be centered on horizontal surfaces (i.e., over a storefront opening).

• Wall signs shall be designed to be compatible with the storefront in scale, proportions, and color.

• Signs should be designed to create a clearly defined edge, provide shadow relief, and a substantial appearance. This effect is generally difficult to achieve by painting the sign directly on the building. For this reason, painted signs are discouraged.

**Awning & Canopy Signs**

• Sign lettering and/or logo shall comprise no more than 30% of the total exterior surface of an awning or canopy.
• Awnings and canopies must be permanently attached to buildings.

• The minimum height of awnings shall be 8 feet from the lowest point to the sidewalk.

• Awnings and canopies shall be mounted on the horizontal framing element separating the storefront window from the transom (a crosspiece separating a doorway from a window).

• Awnings shall be designed to project over individual window and door openings and not project as a single continuous feature extending over masonry piers or arches.

• Awnings shall be mounted on the wood or metal framing within a door or window opening, not on the wall surrounding the opening.

• Awnings with back-lit graphics or other kinds of interior illumination are not permitted.

• Matte finish canvas, glass, or metal are appropriate materials for awnings or canopies.

• Awnings with a solid color are preferred. Striped awnings are discouraged. Striped awnings with highly contrasting, bright colors may be visually blaring and inappropriate. Striped awnings may be permitted if the colors are of a minimum contrast.

**Projecting Signs (Blade Signs)**

• Projecting signs should not be mounted above the second floor window-sill in multi-storied buildings.

• The design of the sign should consider visually interesting elements such as square or rectangular shapes with painted or applied letters, two or three dimensional symbols or icons, irregular outlines, and/or internal cut-outs.

• Projecting signs shall be small in scale and provide a vertical clearance of 8 feet along pedestrian areas.
• Projecting signs shall be oriented to pedestrians passing on the sidewalk in front of the buildings rather than to automobiles or pedestrians on the far side of the street. This can be achieved by providing a minimum clearance of 12 inches between the building face and sign and maintaining a projection of 36 inches.

• Projecting signs should fit within an imaginary rectangle with a maximum area of 5 square feet, calculated only on one side.

• Mounting hardware should be an attractive and integral part of the sign design. Ornamental wrought iron brackets of a more decorative and complex shape are encouraged where appropriate to add to the character of the building.
Marquee Signs

- Marquee signs may only be installed only on buildings occupied by theaters, cinemas, performing arts facilities, or parking structures subject to City Council approval.

- The sign copy of marquee signs shall be limited to include only the facility’s name and changeable copy related to current and future attractions.

- The facility name portion of the sign shall not exceed 40 percent of the total sign area and the changeable copy portions of the sign shall not exceed 80 percent of the total sign area.

Hanging Signs

- Hanging signs shall be used only at ground floor locations, below canopies, except for upper floor businesses with covered entry porches and balconies.

- In all cases, a minimum clearance of 8 feet is required.

- Hanging signs shall be treated similar to but smaller than projecting signs.

- Hanging signs, excluding supporting rods, chains or similar hangers, shall fit within an imaginary rectangle with a maximum area of 2 square feet.

- Signs shall be oriented toward the pedestrian and impart a sense of creativity in its design.

Window Signs

- Window signs shall not exceed 10% of the window area so that visibility into and out of the window is not obscured.

- Sign copy shall not exceed 6 inches in height.

- Window sign copy shall be applied directly to glazed area.
• Window signs should be created from high quality materials such as paint or gold-leaf. Appropriate techniques for window signs include sandblasting or etched glass.

• Window signs should be applied directly to the interior face of the glazing or hung inside the window thereby concealing all mounting hardware and equipment.

• Well-designed window graphics shall be used in the construction of the sign to attract attention but still allow pedestrians to view store interiors.

Plaque Signs

• Plaque signs are to be located only on wall surfaces adjacent to tenant entries.

• Plaque signs are to fit within an imaginary rectangle with a maximum area of 2 square feet.

• Limit plaque sign projections from wall surfaces to a maximum of 2 inches.

• Signs are to include the business name and a business logo.

• Plaque signs are encouraged to include unique designs or other visually stimulating decorations and may be irregular in outline shape.

A-Frame Signs

• A-Frame signs are discouraged due to the negative impact they can have on pedestrian access and circulation and because of the limited sidewalk width throughout the Village.

Temporary Signs

• Temporary signs may contain written messages and should use a simple font that is easy to read.
• Temporary signs shall not cover more than 10% of the total window and door sign area visible from the exterior.

• Temporary signs are to be allowed on the interior of the business establishment only.

• Temporary signs are permitted to contain no more than 5 square feet of text and shall not exceed 10 square feet in size. Temporary signs should be proportional to the building.

• Temporary signs should be made of durable materials and shall not incorporate fluorescent or intensely bright colors.

• Temporary signs should be carefully designed and professionally prepared, as they reflect on the quality of the business.

• 3 temporary sign permits are allowed per year, not in succession.

Freestanding Signs

• Freestanding pole signs or monument signs are prohibited in the Village.
18.1 All Districts

Commentary
Lighting can add to the vitality of a business district if properly utilized. Lighting can just as easily become a nuisance and detraction from the character of a business district. The following guidelines are intended to ensure that lighting will be used to accent the buildings in the Village and create a vibrant and inviting pedestrian environment.

Building, Accent, and Display Lighting:

- External lighting should be used to highlight architectural features on buildings. Lighting should be directed at the building and the lighting source should not be visible to the eye.

- Interior display lighting should be used during non-business hours to illuminate display windows and provide for additional lighting for pedestrians and contribute to the overall vitality of the business district.

- Exterior lighting fixtures should be traditional in style, in keeping with the historic character of the City.

- All electrical wiring required for the lighting should be hidden or located in as unobtrusive a location as possible.

- The use of metal halide and incandescent lights are recommended for typical exterior uses. Mercury vapor, low-pressure sodium, and high-pressure sodium lights are discouraged.

Parking Lot Lighting:

- In order to reduce glare through appropriate lighting design, parking lot lighting shall be in scale with its surroundings.

- Cutoff fixtures shall be located below the mature height of trees located in parking lot island. This will prevent ambient “glow” or light pollution from large developments.

- The light source shall be consistent with that used in the City’s street lighting along Kercheval Avenue.
• The light intensity shall average a minimum of one-half (0.5) foot-candles, measured five (5) feet above grade for parking lots and one (1) to three (3) foot-candles measured five (5) feet above grade for pedestrian sidewalks.

• Building lighting shall be directed downward toward the building. Fixtures shall be compatible with the traditional style of building architecture.

• All parking lot lighting should be cut off during non-business hours or placed on motion detection devices.

• Parking lot fixtures should be as low as feasible to prevent light trespass on adjacent residential property.

Sign Lighting:

• Shaded gooseneck lamps or similar style lighting are encouraged for signs throughout the City.

• Bare bulb light fixtures such as flood and spotlights should not be used for sign lighting. This type of light fixture has a low quality appearance, creates glare and hot spots, and the bulb cannot be adequately screened.

• The light source should be shielded from pedestrian view.

• All sign lighting should remain in use until at least 11:30 P.M. year round.
19 Presentation Requirements

The presentations are essential to help the City understand the design of each building it reviews, and the applicant should seek to assist the City staff throughout the approval process.

19.1 Presentation Requirements

- Presentation to the Planning Commission and/or City Council or its designated review body will focus on design. The City staff will be responsible for reviewing the technical/engineering requirements.

- In addition to the general, technical and administrative submittal requirements outlined in the Zoning Ordinance, applicants shall provide the following design information:
  
  - Colored Illustrative Site Plan
  - Illustrated Landscape Plan (this can be incorporated into the Site Plan)
  - All images shall depict landscaping at five years’ growth.

- Samples of all exterior materials including (but not limited to):
  
  - brick/mortar color
  - glass samples
  - window frame color

- Accurately colored and detailed three dimensional computer images from at least two vantage points.

- For small projects where the design changes mainly focus on a street facade, the computer images may be waived.

- Colored building elevations of all facades (1/8” scale min.) The applicant must also include the adjacent buildings in the elevations. The Planning Commission and/or City Council must accurately see the scale of adjacent buildings and landscaping.

- Any project exceeding two million dollar construction costs should require an accurate detail computer or massing model, clearly demonstrating scale with respect to adjacent buildings.
19 **Presentation Requirements**

19.2 Applicant’s Pre-Design Meeting

The applicant must first meet with the City’s Design Consultant and/or the City Planner. This meeting is initiated by the applicant and scheduled by the City Planner. It should take place early in the process. Meeting with the City Planner / Design Consultant is a prerequisite to the approval of a permit and other City approvals.

The City Planner / Design Consultant will review the Standards with the applicant and define the presentation requirements. The City Planner will thoroughly explain the process and submittal deadlines.

The applicant may schedule additional meetings with the City Planner / Design Consultant as needed during the design process. The City Planner / Design Consultant will attend any applicable meetings and provide his/her comments.

The comments will be given significant weight by the City during the review process with the applicant.

19.3 Final Review—Design Critique

The applicant will schedule a final review with the Design Consultant, from which the Design Consultant will prepare a “Design Critique” to be used by the Planning Commission. This “Critique” will provide a detailed review of the design with respect to the Design Standards.
20.1 Deviations from the Design Standards—All Districts

A) The variance standards/procedures set forth in the Grosse Pointe Zoning Ordinance must be met in order to deviate from any of the standards contained in this document and the City zoning ordinance such as signage, building height, etc.

B) A deviation from any other sections of the Design Standards shall require a determination by the City Council that one or more of the following factors outweigh the negative impact of such deviation:

1. The extent to which the project advances specific policies and provisions of the City’s Comprehensive Plan;
2. The extent to which the deviation permits greater conformity with other standards, commentaries and examples set forth herein and with all other Zoning Ordinance standards;
3. The effect of the project (either negative or positive) on the area in which the project is proposed;
4. The deviation would alleviate undue burden, taking into account current leasing, housing, commercial or other market conditions;
5. The proposed deviation accommodates future possible uses contemplated by these Design Standards the Zoning Ordinance, and/or the Comprehensive Plan;
6. The structure has received national, state or local historic designation; and
7. The project is the remodeling of a building which largely otherwise conforms to the Design Standards.

20.2 Commentaries

Certain Sections herein are noted as commentaries, italicized and highlighted in blue. Such sections are discussion points to be used as guidance only and shall not be considered binding obligations.
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