

**City of Lathrup Village
Solicitation of Developer Qualifications
& Request for Proposals:**

**DDA Owned Parcel
&
City Owned Parcel**

Issued: Thursday, December 5th, 2024

Responses Due: ~~2:00 PM on Wednesday, January 15, 2025~~
2:00 PM on Wednesday, January 29, 2025

Respond to:

Mike Greene
City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600 ext. 225
mgreene@lathrupvillage.org

Solicitation of Developer Qualifications & Request for Proposals:

DDA Owned Parcel
&
City Owned Parcel

Purpose

The City of Lathrup Village, Michigan is seeking proposals from a developer or development company for the development of one or both City/DDA-owned parcels into a use that maximizes the usage of space while meeting the parcel's current zoning designation.

The City intends to enter into a redevelopment agreement with the selected developer. The purpose of this Solicitation of Developer Qualifications and Request for Proposals is to identify experienced developers and invite proposals that shall include design concepts and development plans. The City will accept proposals for this site per this document. The City will review each development submission received to select a developer that the City determines to be the best suited to this project based on the objectives of this request and existing City plans.

Community Description

Nestled in the heart of Oakland County, Lathrup Village is a vibrant and close-knit community known for its unique blend of small-town charm and modern amenities. With a commitment to fostering a high quality of life, the city boasts tree-lined streets, historic homes, and welcoming neighborhoods. Residents and visitors alike enjoy a strong sense of community, with numerous events, parks, and recreational spaces designed to bring people together.

Lathrup Village values diversity, sustainability, and active engagement, making it a great place to live, work, and raise a family. The city is conveniently located near major highways, providing easy access to the greater Detroit area while maintaining a peaceful, residential atmosphere. Whether you're looking to participate in local events, support small businesses, or simply enjoy the beauty of the surroundings, Lathrup Village invites you to discover all it has to offer.

Community Vision

The City of Lathrup Village envisions a future where community spirit, sustainability, and innovation flourish. Our goal is to build on our foundation as a welcoming, family-oriented community, fostering an inclusive environment that values diversity, resilience, and civic engagement. We strive to enhance our unique character and natural beauty through responsible development, environmentally friendly practices, and the preservation of our historic charm.

Lathrup Village will continue to prioritize public safety, accessible amenities, and high-quality services that meet the needs of residents of all ages. By encouraging active participation, supporting small businesses, and expanding recreational and cultural opportunities, we aim to create a vibrant, connected community where everyone can thrive. Together, we're building a city that is sustainable, welcoming, and forward-thinking for generations to come.

Community Profile

Located in the heart of Oakland County, the City of Lathrup Village is a thriving residential community with a rich history, beautiful architecture, and a welcoming atmosphere. Established as Michigan's

first planned residential community, Lathrup Village features distinctive historic homes, tree-lined streets, and an array of green spaces that make it a scenic and desirable place to live.

Key Features:

- **Population:** Approximately 4,000 residents, offering a small-town feel within the Detroit metropolitan area.
- **Community Spirit:** Known for its engaged, diverse population, Lathrup Village hosts numerous events year-round, such as community festivals, food truck Fridays, and family-friendly gatherings.
- **Parks & Recreation:** The city is home to several parks, walking paths, and recreational spaces, providing ample opportunities for outdoor activities and a healthy lifestyle.
- **Proximity to Detroit:** With easy access to major highways, Lathrup Village residents enjoy a convenient commute to downtown Detroit and nearby areas while benefiting from a quiet, suburban atmosphere.

Values:

Lathrup Village prioritizes safety, sustainability, and a high quality of life for all residents. It values inclusiveness, with a commitment to fostering connections among neighbors and supporting local businesses. The city places a strong emphasis on preserving its historical charm while embracing environmentally friendly initiatives and forward-thinking community planning.

With a rich heritage, a vibrant community culture, and a vision for future growth, Lathrup Village continues to be a community of choices for families, young professionals, and retirees alike.

Demographics

	Lathrup Village	Oakland County	Michigan
Population	4,088	1,274,395	10,077,331
Median Household Income	\$97,750	\$92,015	\$69,183
Bachelor's Degree or Higher	49.1%	51.1%	32.7%
Employment Rate	56.4%	64.2%	58.9%
Housing Units	1,708	554,403	4,570,173
Without Healthcare Coverage	1.4%	3.6%	4.5%
Median Age	48.2	41.4	40.5

Source: US Census Bureau, 2020

Site Context

Lot 1 (PIN 24-13-302-001) (DDA Lot) project site is located east of Southfield Rd, at the intersection of Goldengate Drive East and California Drive. This 0.32-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a religious institution on the west and single-family residential on the northeast and southeast.



Lot 2 (PIN 24-14-480-001) (City Lot) project site is located west of Southfield Rd, at the intersection of Goldengate Drive West and California Drive Southwest. This 0.29-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a two-family residential on the east and single-family residential on the northwest and southwest.



Planning Guidance

In 2021 the City of Lathrup Village adopted a Comprehensive Plan. The plan outlined the following objectives, specifically for the Village Center district:

The concept for the Village Center was first established in the 2009 Master Plan. It was further fleshed out and illustrated to include a conceptual development layout and precedent images from developments across the US, intended to help the community, property owners and developers understand what the Village Center could become.

Before this Comprehensive Plan process, some city officials, property owners, and residents expressed concern that, after 12 years of envisioning redevelopment, nothing has been realized. And yet, it remains clear that the corridor remains in need of redevelopment to improve the city's tax base.

Other goals of the city - providing destinations to which residents can walk, a variety of housing opportunities, and improving walkability - all are reflected in the Village Center concept. While the conversations tend to revolve around the redevelopment of the school property, there may be other opportunities to spur redevelopment in the corridor.

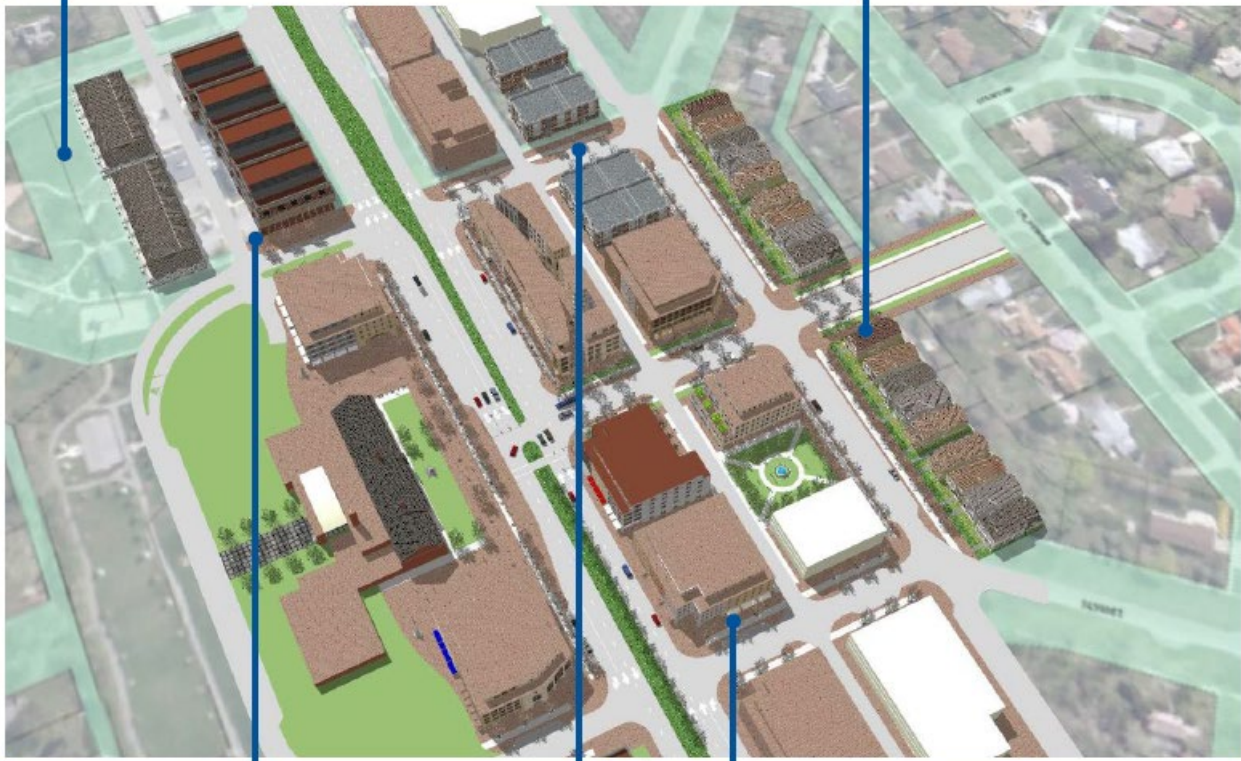
Housing is one of the strongest elements of the current real estate market. In the refined development concept, opportunities to add row houses, townhomes, and stacked flats in the transition areas could add the needed rooftops to draw additional retail and restaurant uses the city desires.

Zoning Context

The project sites are zoned to the Village Center (VC). The VC Village Center District intends to create a compact and unique downtown district for the City by encouraging the redevelopment of properties where buildings feature a mix of residential, retail, and office uses and are laid out in a pedestrian-oriented manner that reflects a traditional small-town urban form. There will be two types of roads in the VC District: Primary roads that function as the main streets and other roads that support the grid network. Parking will be provided on-street and in shared parking areas. Alleys will provide service and parking access.

FIGURE 1: VILLAGE CENTER REDEVELOPMENT CONCEPT

Refinements to the Village Center concept include the addition of row houses and town homes as transitional uses between Southfield Road and existing neighborhoods.



Live-work units could offer office, retail or service space on the ground floor and living space above and typically don't require significant parking.

Lower building heights in this concept reduce overall floor area and parking demands.

Other Considerations

Land Assembly

The City will consider proposals incorporating any and all other contiguous parcels not included in the RFQ provided the developer submitting the proposal can provide sound information that these parcels could be acquired at or around the date of the City's final acceptance of the development proposal.

Any land acquisitions would need to be private acquisitions. Additionally, any land acquisition information marked confidential would be kept as such by the City until a mutually accepted date.

Public Rights-of-Way

The City will consider the vacation of adjoining public rights-of-way in order to accommodate a development project. However, any proposal requesting a vacation of public right-of-way must state the terms by which such vacation would be made and demonstrate that unimpeded access will be maintained for all other properties currently served by the right-of-way.

If conceptually approved, any vacation of right-of-way may ultimately require the completion of a traffic impact study as well as a facilities impact study.

Zoning Flexibility

It is anticipated that a development project will be built in accordance with the current zoning classification perimeters. However, the City recognizes that regulatory flexibility may be required to improve the economic feasibility of a project and anticipates that proposals may include variations from the underlying zoning, such as maximum building height. The proposal should list all such variations.

Role of the City of Lathrup Village

The City of Lathrup Village is committed to exploring the redevelopment of these sites as described in this document.

The City is prepared to assist in the development of a partnering relationship with the selected developer that maximizes the vision of the Village Center. The City anticipates working closely and cooperatively with the chosen developer. Pending review of proposals, potential roles of the City could include, but are not limited to conveyance of land at a discounted rate; waiver of permit and other fees; flexible zoning and density considerations; and/or additional infrastructure improvements in the surrounding area. These potential roles will be defined during the final negotiation process based on the quality and impact of the proposed development.

Developer Selection Process

The first step in the selection process is a Request for Qualifications (RFQ). Based on the qualifications submitted, the City Staff will identify the most qualified developer team. The City Council and/or DDA Board will review the selection promptly and direct the staff to proceed to offer a Developer of Record. The team offering the most desirable proposal within the objectives outlined in this document will be designated the “Developer of Record” and will be asked to negotiate a final development agreement with the City.

The City of Lathrup Village fully reserves the right to reject any and all submittals of the RFQ if the City, in its sole discretion, determines that the submittals do not meet its goals and objectives for the development of this site.

Request for Qualifications

Prospective development teams should submit a statement of interest and qualifications. The information submitted should be explicit and informative. One (1) hard copy and a digital copy of each should be submitted. Submissions should be limited to thirty (30) pages.

Letters of interest should be submitted to the City Administrator. The deadline for submissions is noted in the cover letter enclosed with this document and below. The City of Lathrup Village staff will review qualifications and select development teams to interview with the City according to the following timeline:

- Deadline for RFQ submittal: 2:00 PM on Wednesday, ~~January 15, 2025~~ **January 29, 2025**.
- Interviews with selected teams: January 27th – 30th, 2025 or sooner if agreed upon by selected teams

After review by the City staff and the related interviews, if the credentials and experience of one team far exceed those of all other teams, the City Council and/or DDA Board, acting on the recommendation of staff, may choose to designate that team as the proposed “Developer of Record”.

RFQ Submittal Requirements (limited to 30 pages)

1. Submission Quantity and Format
 - a. One (1) hard and digital set of Qualifications shall be submitted and organized generally as follows:
 - i. Cover letter;
 - ii. Understanding of Request;
 - iii. Developer’s Relevant Qualifications and Experience;
 - iv. Developer/Team Description, Organizational Structure, and Capacity;
 - v. Summary Statement (optional); and
 - vi. Financial Information (under sealed cover).
 - b. Required financial information shall be included in a separate but attached sealed envelope identifying the prospective Developer.
2. Understanding the Request: This section shall summarize the prospective Developer’s understanding of the request and requirements, including site analysis and understanding of the community and neighborhood. The Developer may add any additional information to help the City determine that a Developer is qualified.
3. Developer’s Relevant Qualifications: The prospective Developer must demonstrate experience with facilitating successful projects of similar contemplated scope and quality. The relevant qualifications submissions must be a part of and fit into the response but outside of this requirement, the prospective Developer can determine the format. A short project synopsis addressing the scope, budget schedule, and reference contact may be provided. The City will look for a minimum level of experience to be demonstrated including but not limited to the following:
 - a. Demonstrated experience in, preferably, at least two (2) completed projects of similar size and quality as envisioned for the project.
 - b. Demonstrated financial resources and commitments to both acquire and develop the property as provided in financial statements, evidence of equity and debt financing, or other similar demonstrations.
 - c. A list of projects as Developer over the past five (5) years prior to the due date of this Request, including project overall size and by type of use (e.g., for-sale or rental multifamily, row homes, residential apartments), overall construction cost, major tenants, absorption, current photos of the site, and the current occupancy and ownership of these projects.
 - d. Description, location, and a brief summary of the past projects. The City would consider it a positive factor if the projects presented in this section were accomplished with the currently proposed Developer Team.

4. Developer Description

- a. Legal Name of the proposed development entity.
- b. Proposed form/structure of the proposed development entity (e.g., Corporation, Partnership, Limited Liability Corporation (LLC), Individual, Joint Venture, Not-for-Profit, etc.)
- c. Date Established to include constituent firms/partners/team members if a joint venture (JV) is proposed.
- d. Subsidiary status or affiliation with any other/parent entity including the name and address of and relationship to the parent or partner as well as identification of its key officers.
- e. Names, addresses, title of position, and nature and extent of the interest of the officers:
 - i. For corporations, the officers, directors, or trustees, and each stockholder owning any class of stock and each person's percentage ownership.
 - ii. For not-for-profit organizations, the members who constitute the board of trustees or board of directors, or similar governing body.
 - iii. For partnerships or limited liability corporations, each partner or member, whether a general or limited partner or member, and either the percent of interest or a description of the character and extent of interest.
 - iv. For joint ventures, each participant and either the percent of interest or a description of the character and extent of interest. If the joint venture partners are corporations or partnerships, then the information for such firms should be provided.
 - v. For any other type of entity, each officer, owner, and members of the governing body, and each person's percentage ownership.

5. Developer Organization and Capacity

- a. Proposed organizational chart identifying the Developer functions, roles, and responsibilities.
- b. Developer team partners, and/or consultants proposed to deliver the project including their relevant experience and a clear description of their roles and responsibilities (e.g., Architect/Engineer, Economic/ Financial consultant, Counsel, Construction, leasing/management, etc.); key staff and roles with individual résumés not exceeding one page, if included.
- c. The City would consider it a positive factor if the key Developer team members/partners/consultants and/or staff presented in this section also have contributed to the successful past projects presented by the prospective Developer.
- d. Anticipated general and tentative development/construction schedule, if selected.
- e. It is recognized that several factors that impact any expected schedule may be outside of the prospective Developer's direct control and that a mutually agreed upon schedule would be part of a redevelopment agreement with the Village. However, this information will assist the Village in assessing a prospective Developer's experience with a project of this type and insight into how the prospective Developer proposes to manage the Project process to successful completion.
- f. The number, location, and magnitude of projects currently on the prospective Developer's work plan for the next two calendar years.

6. **Summary Statement:** A summary statement is optional but can be included with information the prospective Developer feels would help the City select the best overall qualified Developer. For example, a discussion or list of the type and quality of commercial or mixed-use projects with which the Developer has a successful relationship and that are envisioned to be brought to this Project including any that may already have expressed interest would be appropriate here.
7. **Separate Financial Information Required from the Prospective Developer**
 - a. One (1) hard and digital set of the following information should be submitted at the same time as the related qualifications in a separate sealed envelope marked “confidential” relative to each person with an ownership interest in the development entity and the development entity itself:
 - i. Audited financial statements or federal income tax forms for the last three years.
 - ii. References from financial institutions with whom the Developer has dealt as a borrower or as a joint venture partner.
 - iii. Proposed sources of financing and preliminary evidence of interest from financial institutions or partners if available.
 - iv. List of pending litigation or other disputes including court case numbers, status, potential of a financial settlement, and impact on your ability to execute this Project.
 - v. Filings for bankruptcy including dates and circumstances, or foreclosures or returns to lenders via deed-in-lieu of foreclosure.

RFQ Basis for Evaluation

- **Developer Expertise---**Priority will be given to the development team that has a history of successful real estate development and demonstrates the interdisciplinary expertise required for this type of project. Also of prime consideration is a track record of high-quality development sensitive to the client and the setting, design expertise, innovative packaging, and the ability to attract and retain quality buyers/tenants.
- **Expertise in Similar Projects---**Experience in similar residential or mixed-use redevelopment projects is considered essential. Comparable projects that are relevant and transferable must be described.
- **Financial Capability---**Financial capability of the development team will be a major factor.
- **Creativity, appropriateness, and catalytic potential of the narrative concept plan.**

Developer of Record

The development team(s) selected as “Developer(s) of Record” must be prepared to promptly enter into a development agreement with the City. The agreement will specify each party’s specific roles and obligations in the implementation of the development project. The timeframe for negotiations will be subsequently determined.

City’s Selection of a Developer

The City reserves the right to consider in part or in whole, waive selection criteria in part or in whole, or waive any inconsistencies or irregularities in part or in whole in responses to determine and select the best overall qualified Developer(s), in the City’s opinion, to execute the Project. The final selection, based on the RFQ, to attempt to negotiate a development agreement with the City will be based on a combination of Developer qualifications and proposals and shall be made by the City at

its sole discretion. The City is not obligated or required to select any Developer or to negotiate any development agreement. The resulting development agreement will, at a minimum, include key provisions from this solicitation and the successful Developer's proposal.

Project qualifications may be subject to staff, consultants, as well as public review after which the City Council and/or DDA Board may approve a final selection for negotiation. Final negotiations are subject to the approval of the City Council and/or DDA Board.

Proprietary Information

All responses shall become property of the City of Lathrup Village upon receipt. Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The City will only be able to comply with a request for confidentiality to the extent allowed by law.

Response Deadline

Complete responses, including all required documentation identified in this solicitation, shall be sealed and marked Solicitation of Developer Qualifications, Request for Proposals: Lathrup Village Vacant Lot Development and shall be submitted no later than ~~2:00 PM on Wednesday, January 15, 2025~~ **2:00 PM on Wednesday, January 29, 2025.**

Questions

Questions must be submitted via mail or email to:

Mike Greene
City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600 ext. 225
mgreene@lathrupvillage.org

27907 CALIFORNIA DR NE LATHRUP VILLAGE MI 48076

beds / full baths / half baths / sq ft

Residential Property Profile
CLINT COUNTY MICHIGAN
PROPERTY GATEWAY

24-13-302-001

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : CITY OF LATHRUP VILLAGE
Postal Address : 27400 SOUTHFIELD RD LATHRUP VILLAGE MI 48076

Location Information

Site Address : 27907 CALIFORNIA DR NE LATHRUP VILLAGE MI 48076
PIN : 24-13-302-001 Neighborhood Code : R-7
Municipality : City of Lathrup Village
School District : 63060 SOUTHFIELD PUBLIC SCH DIST
Class Code : 402 Residential - Vacant

Property Description

T1N, R10E, SEC 13 LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUB NO 3 LOT 1652, ALSO VAC ELY 6 FT OF MONTEREY BLVD ADJ TO SAME

Most Recent Sale Since 1994

Date : 09/30/2013
Amount : \$58,348 Liber : 46447:604
Grantor : CITY OF LATHRUP VLG Grantee : CITY OF LATHRUP VLG
DOWNTOWN DEV AUTHORITY

Next Most Recent Sale

Date : 02/17/2012
Amount : \$53,199 Liber : 43937:067
Grantor : 2006 SECURITIZED ASSET BACKED RECEIVABLES TRUST Grantee : CITY OF LATHRUP VLG

Tax Information

Taxable Value : State Equalized Value :
Current Assessed Value : Capped Value :
Effective Date For Taxes : 07/01/2024 Principal Residence : N/A
Exemption Type :
Summer Principal : 0% Winter Principal : 0%
Residence Exemption Percent : Residence Exemption Percent :
2023 Taxes 2024 Taxes
Summer : \$0.00 Summer : \$0.00
Winter : \$0.00 Winter :
Village : Village :

Lot Information

Description

: **LEVEL**

Area

: **0.32 ACRES**

No property address available

beds / full baths / half baths / sq ft

24-14-480-001

Note: Please be advised the data included in Property Gateway originates from multiple local municipalities. Data, in regard to properties, may be classified and updated differently by municipalities. If you have any questions, please contact the local community where the data originated.

Owner Information

Owner(s) : CITY OF LATHRUP VILLAGE
Postal Address : 27400 SOUTHFIELD RD LATHRUP VILLAGE MI 48076-3412

Location Information

Site Address : No property address available
PIN : 24-14-480-001 Neighborhood Code : CME
Municipality : City of Lathrup Village
School District : 63060 SOUTHFIELD PUBLIC SCH DIST
Class Code : 402 Residential - Vacant

Property Description

T1N, R10E, SEC 14 LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUB LOT 167

Most Recent Sale Since 1994

Date : 01/03/2002
Amount : \$22,500 Liber : 24492:248
Grantor : KANG, BO H
KANG, JIN M Grantee : CITY OF LATHRUP VILLAGE

Tax Information

Taxable Value : State Equalized Value :
Current Assessed Value : Capped Value :
Effective Date For Taxes : 07/01/2024 Principal Residence : N/A
Exemption Type
Summer Principal : 0% Winter Principal : 0%
Residence Exemption Percent
Percent
2023 Taxes **2024 Taxes**
Summer : \$0.00 Summer : \$0.00
Winter : \$0.00 Winter :
Village : Village :

Lot Information

Description : LEVEL Area : 0.29 ACRES

3.1.8

VC Village Center District

A. INTENT

The intent of the VC Village Center District is to create a compact and unique downtown district for the City by encouraging the redevelopment of property where buildings feature a mix of residential, retail and office uses and are laid out in a pedestrian-oriented manner that reflects a traditional small town urban form. There will be two types of roads in the VC District: Primary roads that function as the main streets and other roads that support the grid network. Parking will be provided on-street and in shared parking areas. Alleys will provide service and parking access.



User Note: For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. VILLAGE CENTER DISTRICT USES

Use	Floor	
	Ground Floor	Upper Floor
Commercial Uses		
Restaurant, bar, tavern, live entertainment	P	P
Personal Services [□]	P	P
Bed & Breakfast, inn, hotel	P	P
Retail commercial uses [□] up to 6,000 sq. ft.	P	S
Grocery store up to 10,000 sq. ft.	P	
Post office and other government services	P	P
Professional & administrative offices [□]		P
Business service uses [□]	P	P
Establishments involving the manufacture or sale of any alcoholic beverages regulated by the Michigan Liquor Control Act, MCL 436.1101 et seq.	S	S
Banks and other financial institutions	P	P
Outdoor cafes	P	P
Temporary outdoor display and sales §36-4.14	A	A
Adult day care centers [□] §36-4.15	S	S
Recreation, Education & Assembly		
Library, museum	S	P
Child care centers [□] §36-4.15	S	S
Theater, cinema, performing arts, places of worship §36-6.2	S	S
Instruction centers for academic and fine arts purposes	P	P
Health/Fitness facility	P	P
Residential Uses		
Home occupations/Live-Work	P	A
Single family attached		P
Multiple family		P
Accessory uses, customarily incidental to permitted uses	A	A
Uses similar to the above uses, as determined by the Planning Commission	P*/S**	P*/S**
Publicly owned and operated parks and parkways		

P = Permitted S = Special Land Use A = Accessory use

* If similar to a permitted use on this level, as determined by the Planning Commission

** If similar to a special land use permitted on this level, as determined by the Planning Commission, and subject to reasonable conditions to address impacts of similar special land uses.



C. DEVELOPMENT STANDARDS

Lot Size

Minimum lot area[☒]: 5,000 sq ft
Minimum lot width[☒]: 20 ft

Setbacks[☒]

Minimum front yard setback: 0 ft
Minimum rear yard setback: 5 ft
Buildings w/ rear façade on California Drive: 20 ft
Minimum side yard setback: 0 ft
Build-to-line coverage[☒]:
Primary Roads: 90%
All other roads: 75%

Building Height[☒]

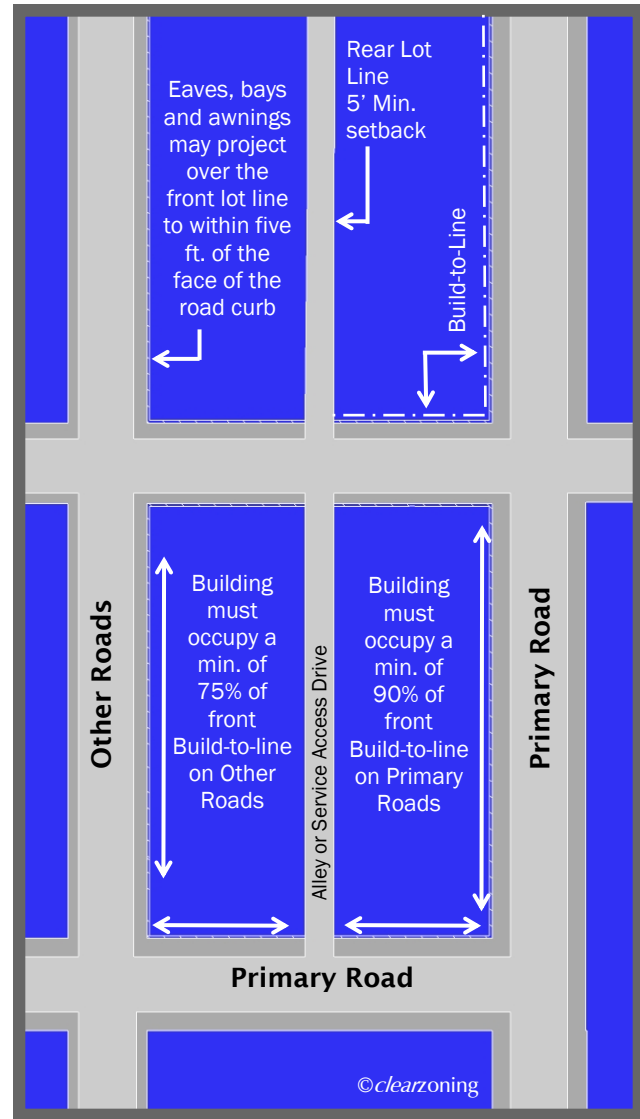
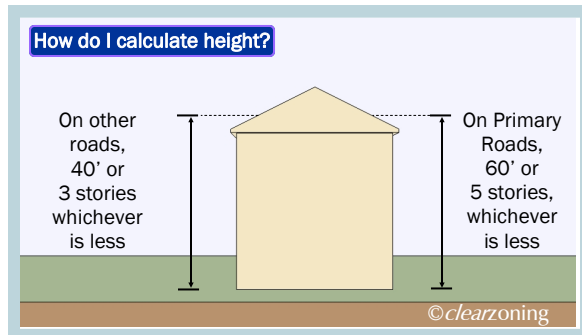
Maximum building height:
Primary Roads: 5 stories, 60 ft, whichever is less, when setback ten (10) ft from all building sides
All other roads: 3 stories, 40 ft, whichever is less

Minimum Floor Height

First/ground floor: 14 ft
Upper floors: 10 ft

Parking Setbacks

Minimum setback: 5 ft; 0 ft from interior lot line



The above drawings are not to scale.

SELECTED REFERENCES

3. Zoning Districts

- **Standards for the VC District** §36-3.1.8

4. Use Standards

- **Hours of operation for businesses** §36-4.7
- **Wireless Communication Facilities**[☒] §36-4.6
- **Mixed Use Building** §36-4.13

5. Site Standards

- **Off-street parking** §36-5.13
- **Building Materials** §36-5.4
- **Grades and Drainage** §36-5.9
- **Waste & Rubbish** §36-5.3

6. Development Procedures

- **Site Plan Review** §36-6.1
- **Mobile Food Vending** §36-6.1.1.B.xii
- **Special Land Uses** §36-6.2

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement

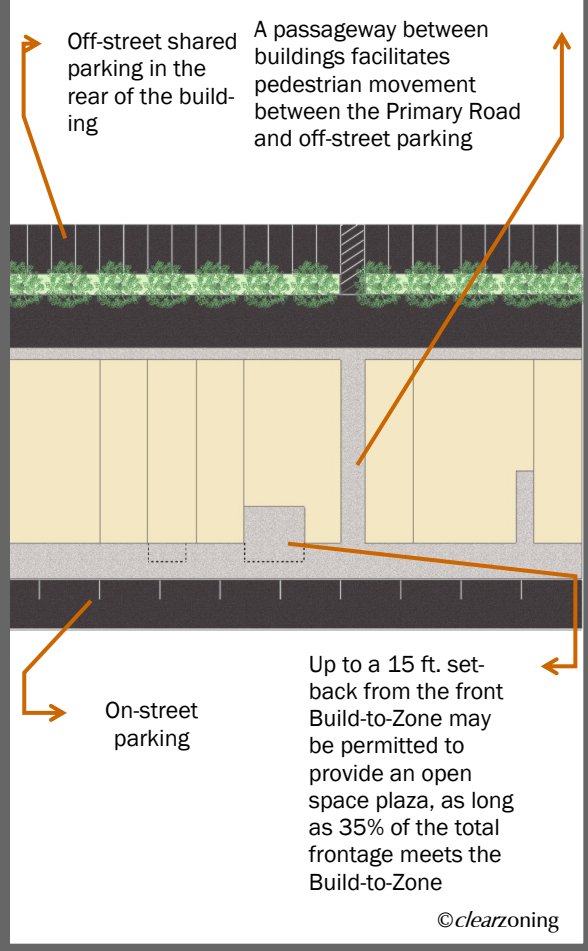


D. BUILDING PLACEMENT

1. Primary Roads: Buildings shall be constructed to the Build-to-Line and occupy 90 percent or more of the full width of the parcel, subject to the following:
 - A. Build-to-Zone¹: To allow variation and design flexibility, portions of the building façade may include jogs up to five (5') feet from the property line. Additional variations in setback for architectural features that meet the intent and spirit of this ordinance may be permitted at the discretion of the Planning Commission.
 - B. Building Entrances: Recessed areas from three (3) to five (5) feet from the Build-to-Zone shall be provided for primary building entrances.
 - C. Forecourts: The Planning Commission may grant an exception for a building façade to retreat up to fifteen (15') feet from the Build-to-Zone, into the building mass, to provide an open space plaza or courtyard provided that at least thirty-five percent (35%) of the total frontage meets the Build-to Zone.
 - D. Paved areas: All areas located between the building and the street shall be paved for pedestrians unless specific landscaped areas within the paved sections are approved.
2. Other Roads: Buildings that abut other roads shall be constructed to the Build-to-Zone and occupy 75% or more of the full frontage of the parcel and must meet 3.1.8.E.1 above. The Planning Commission may reduce the 75% frontage requirement to 50% when it determines that development of the site will be phased and that it is not reasonable to meet the 75% requirement at the time of site plan approval.
3. Interior Side Setbacks—None required

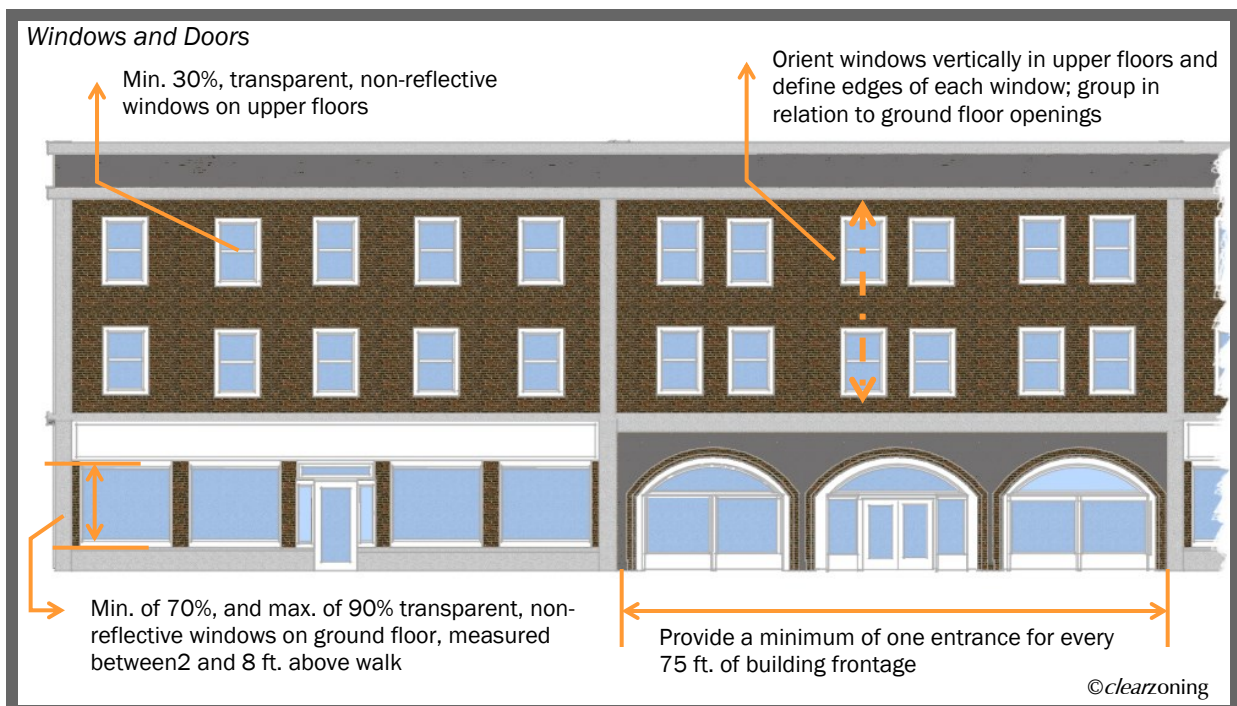
E. BUILDING ELEMENTS

The requirements listed in this subsection, shall apply to all front-facing and exterior-side facing facades as well as facades that directly face a park or plaza. Walls shall not be blank. Walls shall include windows and architectural features customarily found on the front of a building in a traditional downtown setting such as awnings, edge detailing, cornice work, decorative materials, and decorative lighting. The following additional requirements shall apply:

Building Placement

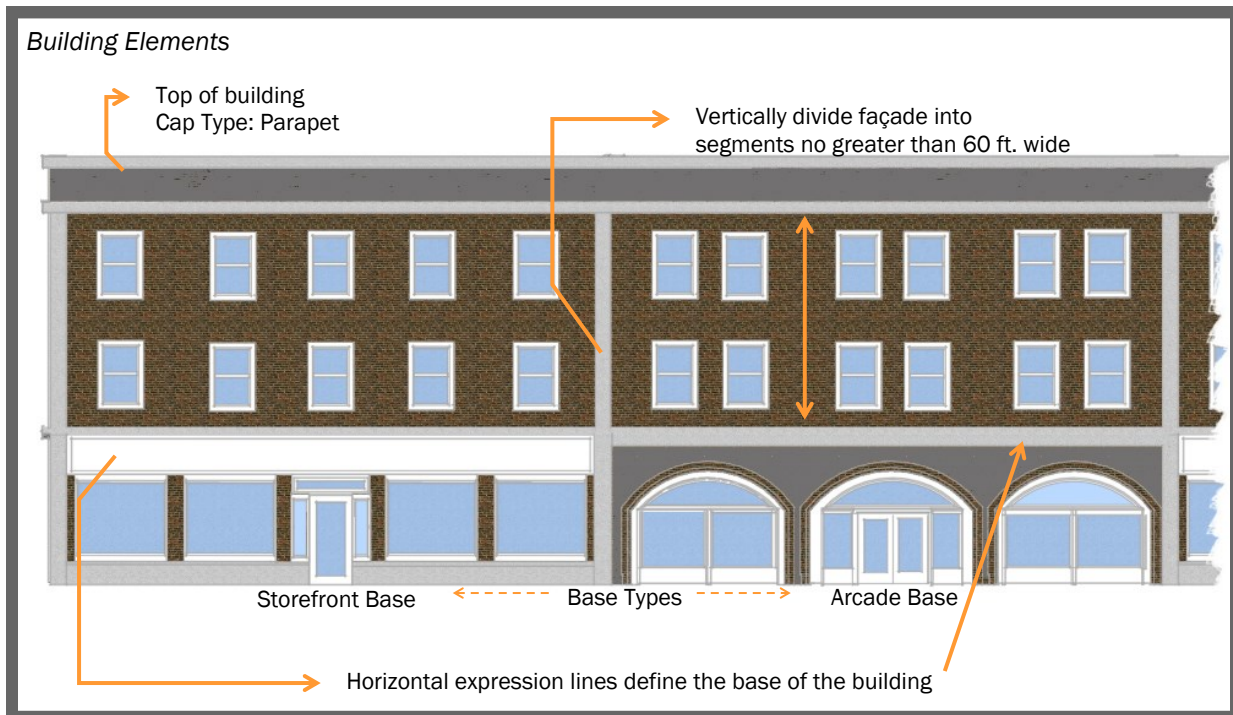
1. Building Composition: Building facades shall be comprised of three distinct components: a base or ground floor, a middle, and a top.
 - A. Base: The base of a building shall be designed to clearly define where the building begins. It shall enhance the pedestrian experience by providing quality durable materials as well as ample windows that encourage views into a ground floor space. Frontage base types shall be one of the following on Primary Roads:
 - i. Arcade: A façade featuring a series of arches and columns.
 - ii. Storefront: The front façade build-to line is at or near the edge of the right-of-way (within the build-to-zone). The entrance to the building, which may be recessed, is at the grade of the sidewalk.

- B. Middle: For buildings with more than one story, the middle of a building, which begins above the ground floor, shall be separated from the ground floor by a visible break that may include a change of color, material, or window pattern. This break may include the sign band area. Upper floor windows shall be inset and grouped to reflect the rhythm of the ground floor openings.
 - C. Top: The top of the building will distinguish the building with a cornice or noticeable roof edge. Flat roofs shall be enclosed with parapets.
 - i. Equipment: Rooftop mechanical and other equipment shall be positioned and screened to minimize views from adjacent properties and obscure views from the public rights-of-way.
 - ii. Accessibility: Roofs may be accessible and may be used as balconies or terraces. Vegetated roofs are encouraged to cool buildings and limit stormwater runoff.
2. Windows and Doors
- A. Generally
- i. Materials: Structural elements to support canopies or signage, along with mullion and frame systems for windows and doors shall be painted, powder-coated or stained (or the equivalent). Glass shall be clear or lightly tinted. Reflective glass is not permitted. Glass block windows shall not be permitted unless the Planning Commission grants an exception for use as an accent.
 - ii. Shutters: When shutters are used, whether operating or decorative, they shall be equal to the width of one half of the adjacent window opening
 - iii. Façade Openings: All porches, doors, colonnades, and upper floor windows, shall be vertically proportioned.
- B. Ground Floor windows and doors:
- i. Integral Design: All storefronts shall have doorways, windows, and signage that are integrally designed.
 - ii. Transparency: Each storefront shall have transparent or lightly tinted areas, equal to at least 70 percent, but not more than 90 percent of its portion of the façade, between two (2) and eight (8) feet from the ground. These required window areas shall be either windows that allow views into retail space, dining areas, office work areas, lobbies, pedestrian entrances, merchandise display windows or other windows consistent with encouraging



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an active pedestrian environment along the storefront.

- iii. Entry: At least one functioning doorway shall be provided for every street-facing storefront, with the primary entrance on the street. As applicable for a single ground floor use, one doorway shall be provided for every 75 feet in horizontal building length.
- C. Upper Floor windows and doors—Glazing: The glazed area of a façade above the first floor shall be between 30 and 50 percent, with each façade being calculated separately, floor to floor. Sill height: All windows shall maintain a consistent sill height, unless the Planning Commission grants an exception for a decorative window element or similar feature.
3. Building Materials
 - A. Facing Street, park or plaza: At least 90% of all exterior building façades facing a street, park, or plaza shall be finished with a combination of two or more of the following: Glass, brick, cut or cast stone, wood, cementitious board (e.g., Hardie Plank), integrally colored concrete units with brick proportions (e.g., half-high “C” brick), and textured stucco.
 - B. Facing other buildings: at least 70% of the exterior façade shall consist of the materials specified in 3.A. above and may also include split-faced, scored, or fluted block.
 - C. Variation: There shall be a change in the vertical or horizontal building plane when there is a change in color or material. Street facing facades shall be divided vertically into segments no greater than sixty (60) feet wide.
4. Corner Buildings. Buildings located at a street corner shall have appropriate architectural features and details that accentuate its prominent corner location through additional building height and /or adding a building peak or tower element at the corner. Other creative techniques may be used, subject to the acceptance of the Planning Commission. Special architectural corner features may be permitted to exceed the maximum building height by up to ten (10) feet if deemed appropriate by the Planning Commission.
5. Canopies and Awnings: Facades may be supplemented with awnings that do not serve as signage, but meet the following:
 - A. Style & Height: Straight sheds shall be used. Awnings shall be at least 8 feet above sidewalk grade at the lower drip edge.

- B. Encroachment: Awnings may encroach beyond the Front or Street-side Build-to-Zone and into the street right-of-way or easement, but must avoid the canopy area of street trees (based on tree maturity); and be set back a minimum of five (5) feet from the face of the road curb. Awnings shall be positioned immediately above the ground floor window, in scale with the window and overall building façade.
- C. Colors: Awnings shall be complementary to the building façade.
- D. Materials: Awnings shall be constructed of a durable material such as canvas or other material approved by the Building Official that will not fade or tear easily. Plastic and vinyl awnings are not permitted.
- E. Signage: The vertical drip of an awning may be stenciled with signage a maximum of 8 inches by a horizontal length not to exceed 80 percent of the awning width.
- 6. Balconies and Overhangs: Balconies and overhangs may be added to facades with the following conditions:
 - A. Balconies and overhangs shall not extend more than six feet from the building face.
 - B. Materials shall be compatible with the building and be integrally designed.
- 8. Building Lighting
 - A. Height: For building fronts, exterior lights must be mounted between six and fourteen feet above adjacent grade.
 - B. Alley lighting: Fixtures in alleys shall illuminate the alley, be between 9 and 14 feet in height, have a shield to prevent uplighting, and not cause glare onto adjacent lots.
 - C. Floodlights or directional lights: Such lighting may be used to illuminate alleys or parking garages, but must be shielded to prevent light spills upward, or into adjacent lots, the street, or area outside of the District. Floodlights shall not be used for uplighting.
 - D. Contained illumination: Site lighting shall be of a design and height and shall be located so as to illuminate only the lot. An exterior lighting plan must be submitted and approved with each site plan.

- E. Flashing, traveling, animated or intermittent lighting: Such lighting is not permitted, whether of a permanent or temporary nature.

F. OFF-STREET PARKING

1. Location:
 - A. Primary Roads: Surface parking lots shall have a minimum setback of 60 feet from the sidewalk and be located behind a building. Structured parking is permitted internally, but must be located behind occupied uses on the ground floor.
 - B. Other Roads: Surface parking lots are permitted in the rear or side of any lot and in structures and shall be setback a minimum of 5 feet from the sidewalk. Off-street parking is not permitted in front of a building.
2. Driveways and Access: Driveway access shall not be permitted off a Primary Road.
3. Screening and Landscaping: Parking lots adjacent to public or private streets shall be screened by a combination of landscaping (e.g., hedge row), brick walls, and ornamental metal fencing, with the design intent of screening an area 2.5 feet high adjacent to parking lots. Unless otherwise specified here, other parking requirements found in Section 5.16.4 also apply.
4. Shared Parking: see section 5.13.5
5. Bicycle Parking: Secure, visible, and accessible parking for bicycles shall be provided.

G. FUNCTIONAL ELEMENTS:

1. Loading docks, truck parking, utility meters, HVAC equipment, trash dumpsters, trash compaction and other service functions shall be incorporated into the overall design of buildings and landscaping.
2. Areas for truck parking, trash collection and/or compaction, loading and other such uses shall not be visible from public or private rights-of-way and shall be located at least 20 feet from all street and sidewalks.

H. LANDSCAPING

1. Generally: Sites should include landscaping as an integral part of site design and should give

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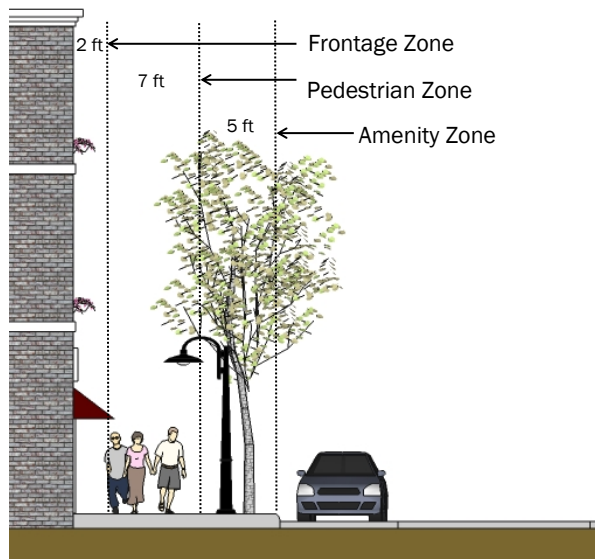
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consideration as to the use of landscaping for stormwater management.

2. Mechanical equipment: Mechanical equipment, including, but not limited to, HVAC equipment, electrical transformers, air compressors, pumps, exterior water heaters, water softeners, private garbage cans (not including public sidewalk waste bins) and storage tanks may not be stored at ground level on a front or exterior side of a building and if provided in the rear, must be screened from public view. Rooftop mechanical equipment must be screened from public view, using materials that are complementary to the overall building design.
3. Buildings, Fronts & Backs
 - A. Street opportunities: Building facades are the public 'face' of the VC district. The use of well-maintained, quality plant materials attract and engage pedestrians and shall be permitted subject to administrative review of a sidewalk permit.
 - B. Rear yards: The private, back yard portions of lots may provide opportunities for businesses to provide a semi-private space for patrons to enjoy, or allow residents to have private or semi-private (for apartments or condominiums) open spaces, gardens and courtyards.
5. Street Trees & Plantings
 - A. Spacing: Trees must be provided along the Primary Road streetscape, with a typical spacing of fifty (50) feet on center.
 - B. Tree wells: Tree wells in sidewalks must be 5 ft. by 5 feet with a 3.5 ft. minimum depth. Perimeter fencing shall not be permitted.
- C. Clear vision: Trees shall not be placed closer than thirty feet (30') from intersections, nor be placed in the clear vision triangle.
- D. Irrigation: Irrigation systems must be installed at the time of development.
- E. Maintenance of public realm: The owner shall maintain the portion of the street between the lot line and back-of-curb and, if applicable, the portion of the alley between the lot line and the edge of pavement.
- F. Plant Selections: Plants should be chosen for specific locations based on size and mass at maturation as well as ease of maintenance.
6. Street Lighting
 - A. Pedestrian-scaled lighting shall provide a minimum of one foot candle of warm light between the building face and the curb.
 - B. Street lights are required with any new development or redevelopment and must be of the type identified by The City.
7. Street Furniture
 - A. Street furnishings must be placed within the Amenity Zone, which is defined as the five (5) feet between the curb face and the pedestrian zone.
 - B. Street furnishing shall be placed at least 2.5 feet from the curb face where on-street parking occurs, and 5 feet where travel lanes adjoin the curb, subject to road commission approval, where required.
 - C. Planter walls, where proposed, shall be a minimum width of ten inches (10") and two and one-half feet (2.5') in height, and brick to match pavers. Planter walls shall be located at intersections and placed at evenly spaced intervals along the block.
 - D. Street furnishings must be those identified by The City.
8. Open Space Standards: Public spaces are meant to provide a means for social interaction. There are two general classifications of public spaces in the VC district: those that are part of a development and those that are to be developed by The City. Generally:

- A. Location: Public open spaces should be practically located so that the public is aware of their location
- B. Function: All open spaces should be functional and purposeful, yet flexible to provide for a variety of uses.
- C. Amenities: Outdoor furniture (benches and tables), art or sculptures, landscaping, change in the type of pavement, semi-enclosure to define the space, drinking fountains, trash receptacles should be added to defined open spaces.
- D. Awareness: Wayfinding signs should be used to direct the public to the location of open spaces, municipal parks or trailheads.
- E. Security: Open spaces shall be well-lit, well-maintained and allow for clear views to create a safe environment.

I. FIRST FLOOR USES ON PRIMARY STREETS

The following regulations apply to all first floor uses:

- 1. Retail and restaurant uses facing a primary street shall be at least twenty (20') feet deep, as measured from the street-facing facade.
- 2. In order to promote a walkable downtown area as described in the intent of this zoning district and the City's Master Plan, Banks, financial institutions, professional, medical, administrative offices, and day care centers shall not comprise more than twenty-five (25%) percent of the street facing façade of the same side of a single block along a primary street.

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