

BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY

BOARD OF DIRECTORS MEETING

Wednesday, September 13, 2023 8:15 AM

Berkley Public Safety - 2nd Floor Conference Room

MISSION: The Berkley Downtown Development Authority exists to spur economic vitality, improve the streetscape, enhance visitors' diverse experiences, and create connections to the community on Coolidge and Twelve Mile Road in downtown Berkley, Michigan.



AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
 - A. Regular Meeting Minutes of July 12, 2023
- V. **Treasurer's Report**
- VI. **Action Items**
 - A. Acceptance of Berkley Parking Study and Strategic Plan
 - B. Bombshell Treat Bar Mural Program Application (initial reading)
 - C. Law Office of Rachel Pinch Façade Grant Application (initial reading)
 - D. Perch Façade Grant Determination Appeal (initial reading)
- VII. **Discussion Items**
 - A. City Update on Additional Approval Required for Murals Within the Downtown
 - B. Coolidge Complete Streets Implementation Next Steps
 - C. Downtown Landscaping and Tree Replacement Developments
 - D. BOOKley Season Roster of Activities
 - i. Downtown Skeletons Engagement, Decorating, Installations
 - ii. DIY Skeleton Decorating Party at Ullman's Health and Beauty (Oct. 1)
 - iii. Restaurant Weekend with Berkley Chamber (Oct. 6-7)
 - iv. Witches Night Out (Oct. 12)
 - v. Ghost Chase (Oct. 20)
 - vi. Trick or Treat Stroll (Oct. 28)
 - vii. Monster Mash Block Party (Oct. 28)
- VIII. **Liaison Reports**
 - A. City Council – Steve Baker
 - B. Community Development – Kristen Kapelanski
 - C. Planning Commission – Lisa Kempner
 - D. Public Works – Shawn Young and Ric Chalmers
 - E. Chamber of Commerce – Tim Murad
- IX. **Student Board Member Updates**
- X. **Board Committee Updates**
 - A. Art & Design
 - 1. ArtSpace Plaza Dedicated with School District and City
 - 2. Downtown Murals and Public Art Mapping, Marketing
 - B. Business Development
 - C. Downtown Events
 - 1. Downtown Berkley Farmers Market Series (Thursdays Through October)
 - 2. Berkley CruiseFest (August 18)
 - 3. Irish Fest (September 9)
 - D. Marketing Strategies
 - 1. B.O.S.S. Social District Launching
 - E. Organization
 - F. West Twelve Mile
 - 1. Bear Planters Concept
- XI. **Executive Director Updates**
 - Past Executive Director Vivian Carmody's Passing
 - Michigan Municipal League Conference Participation (Oct. 18-20)
 - Michigan Downtown Association Conference Downtown Berkley Tour (Nov. 1)
 - Michigan Downtown Association Annual Conference (Nov. 2-3)
- XII. **Board of Directors' Comments**
- XIII. **Public Comments**
- XIV. **Adjournment**

APPROVAL OF MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS FOR JULY 12, 2023



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO APPROVE THE MINUTES FOR THE REGULAR MEETING OF JULY 12, 2023

BACKGROUND:

Penelope Morris has ably prepared a thorough account of the most recent meeting of the Berkley Downtown Development Authority Board of Directors, which took place on Wednesday, July 12, 2023. She shared an initial draft of minutes with me to review for corrections, and then circulated the draft minutes to the entire Board of Directors ahead of this Board Meeting. The draft minutes are also posted and available on our Downtown Berkley website for public viewing.

Please advise if there are any corrections needed. Once all corrections have been made, and upon an affirmative vote by the Board of Directors approving the July 12, 2023 meeting minutes, I shall post the adopted minutes to the Downtown Development Authority's website in order for the public, as well as members of this body, to access as needed in the future. A copy of the adopted minutes is also provided to the City of Berkley for their records.

- **Mike McGuinness, Executive Director.**
September 5, 2023.

**MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
Wednesday, July 12, 2023, 8:30 AM
Berkley Public Safety, 2nd Floor, Conference Room**



- I. **CALL TO ORDER:** The meeting was called to order at 8:17 AM with Chair Andy Gilbert presiding.
- II. **ROLL CALL:**
 - A. **Attendance Taken and Quorum Determined**

Present: Tim Barnes
Donna Dirkse
Desiree Dutcher
Katie Forte
Scott Francis
Andy Gilbert
Chris Gross
Uli Laczkovich
Matteo Passalacqua
Ashley Poirier
Brian Zifkin

Absent: Matthew Baumgarten – *excused*
Justin Findling – *excused*
Talia Wittenberg – *excused*

Also present: Steve Baker, City Council Liaison
Lisa Kempner, Planning Commission Liaison
Mike McGuinness, DDA Executive Director
Tim Murad, Chamber of Commerce Liaison
Elliott Nederhood
Darlene Rothman, Chamber of Commerce
Wayne Wudyka
Wayne Wudyka II
- III. **APPROVAL OF AGENDA:**

Passalacqua moved to add discussion of Coolidge and 12 Mile landscaping to the agenda, Zifkin seconded, and the Board approved the motion unanimously. On motion by Zifkin and second by Poirier, the amended agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES**
 - A. **Regular Meeting of June 14, 2023**

On motion by Dirkse and second by Francis, the minutes of the regular meeting of June 14, 2023 were unanimously approved by the Board.
- V. **TREASURER'S REPORT:**
 - A. **Financial Reports for May and June 2023**

Gross reported that June 30, 2023 ended the DDA's fiscal year, but figures may be amended as some income and expenditures might not have been recorded yet. For this ending period, revenues were \$29,000 and expenses \$105,000. Yearly revenues for the fiscal year were slightly less than

projected, but expenditures were quite a bit under what was budgeted. The ending fund balance was \$324,000.

Passalacqua moved to receive and approve the Financial Reports for May and June 2023, Dirkse seconded, and the motion was unanimously approved by the Board.

VI. ACTION ITEMS:

A. Annual Election of Board Officers

1. Board Chair

Poirier moved to re-elect Andy Gilbert, Zifkin seconded, and the motion was unanimously approved by the Board.

2. Board Vice-Chair

Dirkse moved to re-elect Tim Barnes, Passalacqua seconded, and the motion was unanimously approved by the Board.

3. Board Treasurer

Passalacqua moved to re-elect Chris Gross, Dirkse seconded, and the motion was unanimously approved by the Board.

4. Board Secretary

Dirkse moved to re-elect Matthew Baumgarten, Poirier seconded, and the motion was unanimously approved by the Board.

B. Be Well Lifestyle Center Façade Grant Request

McGuinness had sent renderings of the proposed upgrades to the building(s), which formerly housed the Coco Fairfields restaurant and had been renovated by the previous owners to join the two adjacent and previously separate buildings. Renovations to Be Well will be made to both the front and rear exteriors, as well as extensive interior changes. The façade changes will give a more cohesive look to the 12 Mile frontage. Owners are applying for the maximum \$10,000.00 grant.

Dirkse moved to approve the \$10,000.00 grant application of Be Well Lifestyle Center, Forte seconded, and the motion was unanimously approved by the Board.

All façade grants approved at this meeting are contingent upon revised application guidelines being approved by the Board.

C. Bombshell Treat Bar Façade Grant Request

McGuinness had sent renderings of the proposed upgrades to the building(s), which formerly housed Sugar Kisses bakery and snack bar, as well as the adjacent former Peggendott Design Studio on the south Coolidge side. McGuinness noted that business owners indicated to him they are interested in having a mural done on the Dorothea side of the building and picture a future public space on that side of the building. Building owners are applying for the maximum \$10,000.00 grant.

Passalacqua moved to approve the \$10,000.00 façade grant application of Bombshell Treat Bar, Forte seconded, and the motion was unanimously approved by the Board.

D. Wayne Wudyka Special Presentation on Development Proposal at Coolidge and Columbia

McGuinness introduced Wayne Wudyka, who had served twice on the DDA Board, and his two interns, who presented the Board their extensive proposal to construct a PUD on Coolidge spanning Columbia. Wudyka owns multiple properties in and around Berkley. He waited to formally present his plan until Berkley's Master Plan was complete.

The unit will be 40 feet tall, three stories, 45,000 square feet, with parking on the ground floor and residential space on the second and third floors. There will be studios and one-bedroom apartments

on the second floor and one-bedrooms and lofts on the third floor. Storm water will be held on site in an underground tank, and two fire hydrants will be added. Green space will wrap around the building, a pocket park.

He has met with adjacent residents to present the details and discuss any concerns they might have. He has also met with the City Manager, Community Development Director, and Planning Commission and received their feedback. Wudyka presented multiple views of the development in his slide presentation.

E. Consideration Resolution in Support of Coolidge and Columbia Development Proposal
McGuinness asked that the Board, if they supported the plan presented, to indicate their approval with a motion indicating same. He had offered the following resolution:

Whereas, the Board of the Berkley Downtown Development Authority has hereby reviewed the proposal of Mr. Wayne Wudyka and team for a Planned Unit Development on Coolidge in Downtown Berkley; now,

Therefore, Be It Resolved, the Berkley Downtown Development Authority Board of Directors hereby supports the concept and initial proposal of Mr. Wudyka for the residential new construction Planned Unit Development on Coolidge.

Passalacqua moved to approve the resolution in support of Wudyka's development proposal, Forte seconded, and the motion was unanimously approved by the Board.

VII. DISCUSSION ITEMS

A. Downtown Landscaping Issues

Passalacqua had recommended discussion of the downtown trees' condition as well as the general landscaping along both corridors and side plazas, as he noted several trees appear to be dead or dying. It needs to be determined which trees are the responsibility of the City/DPW and which are the DDA's. The DDA's current contractor for the flower basket program does not currently have that work in their contract scope with the DDA. Baker suggested utilizing the expertise and recommendations of the City's Tree Board. This item will remain on the agenda until resolved.

B. Board Meeting Start Time, Agenda Order, and Venue Location

At the June meeting, the Board approved changing monthly Board meeting start time from 8:30 AM to 8:15 AM. Several Board members and Liaisons weren't present for the vote, and Gilbert asked them if they also approved of the change. All present agreed. All liaisons present also agreed to the agenda order change that moved their reports back to after Discussion Items. Venue location change (to the Public Library) has not yet been discussed with the Library Director, who would need to come in to open the Library before regular hours or have a staff member do so.

C. Coolidge Complete Streets Implementation Next Steps

McGuinness noted that because of vacations, the DPW hadn't reviewed the contractor's quotation line by line. Baker hoped that review would be available for the August Board meeting.

D. Revitalization and Placemaking (RAP) 2.0 Grant Funding Applications for Berkley Submitted

McGuinness reported the application for Robina/12 Mile improvements was submitted as a part of the omnibus Oakland County application. The Cummings/12 Mile parking lot application was also submitted.

E. ArtSpace Grand Opening this Saturday, July 15, 2023 at 10:00 AM (Coolidge near Catalpa)

Francis reported that Austen Brantley, the artist who created the signature sculpture, would be present for the opening, and a food truck would be on site as well.

VIII. LIAISON REPORTS

A. City Council – Steve Baker

Baker reported that Council would be considering retail pet sales in Berkley at their next meeting. State government is also considering regulation, but any new rules wouldn't go into effect until 2025. He also reported that the Historical Commission had a presence at the Pride Block Party and that they're making plans for Berkley's 100th anniversary as a village on Oct. 8 and will also celebrate with a time capsule and historical marker.

B. Community Development – Kristen Kapelanski

McGuinness read Kapelanski's report in her absence. Wudyka's development project will be sent to the Planning Commission for a sketch plan review. Work continues on zoning ordinance revisions with the steering committee meeting that evening. Parking study results should be available for Council presentation in August followed by presentation to the DDA Board. The social district (B.O.S.S.) roll-out target date is mid-August.

C. Planning Commission – Lisa Kempner

Kempner reported there was no meeting to report on.

D. Public Works – Ric Chalmers

In Chalmers' absence, McGuinness reported DPW is addressing electrical hook-ups downtown.

E. Chamber of Commerce – Tim Murad

Murad reported the Chamber still needs volunteers for the July 15 Art Fest on Coolidge. Rain is a possibility, and some spaces will have canopies to protect them. Rothman noted other artists will create their designs on paper or poster board to display if the weather is rainy. The DDA doubled its sponsorship this year.

IX. STUDENT BOARD MEMBER UPDATES

The student Board members are excused for the summer.

X. BOARD COMMITTEE UPDATES:

A. Art & Design Committee – Matteo Passalacqua

In Passalacqua's absence, McGuinness reported the committee is working on mapping public art.

B. Business Development Committee

McGuinness reported Coffee & Bark, a new business, had its soft opening.

C. Downtown Events Committee

1. Berkley Pride Block Party Success (June 26)

Poirier reported the event was a "WOW!" with great sales and sponsorships and a continuous party vibe. All feedback has been positive.

2. Berkley Street Art Fest Sponsorship (July 15)

See Murad's Chamber report.

3. Next Ladies Night Out (August 3)

Poirier asked if a trolley will be available, and McGuinness reported probably in the fall and holiday season.

4. CruiseFest in Downtown Berkley (August 18)

5. Downtown Farmers Market Series (Ongoing)

6. BOOKley Season (This Fall)

Kempner reported they're working on streamlining activities this year.

D. Marketing Strategies Committee – Ashley Poirier

Gilbert noted that everything starts with marketing and thanked Poirier and her team for their efforts. McGuinness reported Berkley's DDA had two front page stories in the *Woodward Talk*: One covered the new Farmers Market and the other reported on the Pride Block Party. Gilbert reported he would be on Fox 2 TV the coming Saturday to talk about the Street Art Fest.

E. Organization Committee – Scott Francis

McGuinness reported Council approved the recommended Board members' term renewals. With more residents moving into the DDA district because of new multi-unit developments, such as Ivy Lofts and the 12 Mile development, a resident of the district will be required to have an at-large seat on the Board.

F. West 12-Mile Committee – Brian Zifkin

Zifkin reported the new art studio near him will have a fourth quarter opening. Positioning of hanging flower pots approved earlier in the year needs consideration so as not to interfere with vehicular or foot traffic. McGuinness noted that Mug & Jug near Greenfield will be taking a more active part in the BOOkley activities (more skeletons). Flowers could be located in planters under the trees. Kempner suggested drawing ideas from the Design Guidelines and making some areas distinctly different.

XI. EXECUTIVE DIRECTOR UPDATES

No report.

XII. BOARD OF DIRECTORS' COMMENTS:

Forte reported June & December is promoting hearts cards where people can write what they love about Berkley, and she hopes to reach 100 cards to display somewhere, maybe at the Art Fest.

Francis reminded everyone of the August bond proposal on the ballot.

XIII. PUBLIC COMMENTS: The opportunity for public comment was offered. Gilbert asked that anyone with comments or questions e-mail them to the DDA to be answered within five business days.

XIV. Adjournment:

The meeting was adjourned at 10:01 AM on motion by Poirier and second by Zifkin.

TREASURER'S REPORT

JULY 2023, AUGUST 2023 BALANCE SHEETS, REVENUE AND EXPENDITURE REPORTS FOR DDA



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO ACCEPT THE TREASURER'S REPORT

BACKGROUND:

The City of Berkley Finance Department has provided the Berkley Downtown Development Authority the Balance Sheet and Revenue and Expenditure Report for the months of both July 2023 and August 2023.

These past two months' reports have been received and analyzed by DDA Board Treasurer Chris Gross, as well as by Executive Director Mike McGuinness. They are included with the meeting materials for the Board of Directors and the public at large for further review.

All questions are welcomed and encouraged.

- Mike McGuinness, Executive Director.
September 12, 2023.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 07/31/2022	PERIOD ENDED 07/31/2023
*** Assets ***			
248-000-001-000	CASH IN BANK	305,404.90	297,920.90
248-000-004-000	CASH - IMPREST PAYROLL	0.00	(7,246.54)
248-000-005-000	PETTY CASH	300.00	300.00
248-000-026-000	DELINQUENT PPT RECEIVABLE	5,156.18	(6,563.80)
248-000-123-000	PREPAID EXPENSES	0.00	336.00
Total Assets		310,861.08	284,746.56
*** Liabilities ***			
248-000-202-001	ACCOUNTS PAYABLE - MANUAL	8,244.53	8,244.53
248-000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB	2,668.87	2,668.87
248-000-241-000	FICA TAXES	171.64	366.48
248-000-257-000	ACCRUED PAYROLL	2,266.47	4,839.18
248-000-259-000	ACCRUED HEALTH CARE	1,218.07	164.08
248-000-285-000	UNEARNED REVENUE	1,264.16	(7,847.15)
Total Liabilities		15,833.74	8,435.99
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	314,861.00	314,861.00
Total Fund Balance		314,861.00	314,861.00
Beginning Fund Balance		314,861.13	314,861.00
Net of Revenues VS Expenditures - 22-23			(60,003.36)
Fund Balance Adjustments - 22-23		(0.13)	
*22-23 End FB/23-24 Beg FB		254,857.64	
Net of Revenues VS Expenditures - Current Year		(19,833.66)	21,452.93
Fund Balance Adjustments		(0.13)	0.00
Ending Fund Balance		295,027.34	276,310.57
Total Liabilities And Fund Balance		310,861.08	284,746.56

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2023	MONTH 07/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Dept 001 - REVENUES						
248-001-402-000	PROPERTY TAXES	37,000.00	0.00	0.00	37,000.00	0.00
248-001-402-001	PROPERTY TAX CAPTURE - DDA	361,000.00	0.00	0.00	361,000.00	0.00
248-001-539-010	STATE GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
248-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	14,000.00	0.00	0.00	14,000.00	0.00
248-001-665-000	INVESTMENT EARNINGS (LOSSES)	11,000.00	0.00	0.00	11,000.00	0.00
248-001-674-005	MERCHANDISE REVENUE	5,000.00	0.00	0.00	5,000.00	0.00
248-001-675-005	CORPORATE DONATIONS	5,000.00	0.00	0.00	5,000.00	0.00
248-001-675-814	EVENT SPONSORSHIPS	20,000.00	0.00	0.00	20,000.00	0.00
Net - Dept 001 - REVENUES		463,000.00	0.00	0.00	463,000.00	
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,461.00	334.63	334.63	3,126.37	9.67
248-252-716-500	HEALTH CARE COSTS - BC/BS	25,682.00	0.00	0.00	25,682.00	0.00
248-252-718-000	RETIREMENT-DB MERS	26,000.00	0.00	0.00	26,000.00	0.00
Net - Dept 252 - ACTIVE EMPLOYEE BENEFITS		(55,143.00)	(334.63)	(334.63)	(54,808.37)	
Dept 265 - CITY HALL						
248-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
Net - Dept 265 - CITY HALL		(2,000.00)	0.00	0.00	(2,000.00)	
Dept 722 - DDA OPERATIONS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	0.00	0.00	20,000.00	0.00
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	0.00	0.00	300.00	0.00
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	0.00	0.00	1,100.00	0.00
248-722-807-000	AUDIT SERVICES	1,800.00	0.00	0.00	1,800.00	0.00
248-722-818-205	SECRETARIAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
248-722-824-000	LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
248-722-853-000	TELEPHONE	600.00	40.34	40.34	559.66	6.72
248-722-865-000	DOWNTOWN BERKLEY PARTNERS NON PROFIT	100.00	0.00	0.00	100.00	0.00
248-722-866-000	SUBSCRIPTION SERVICES	300.00	0.00	0.00	300.00	0.00
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00
Net - Dept 722 - DDA OPERATIONS		(29,000.00)	(40.34)	(40.34)	(28,959.66)	
Dept 724 - SPECIAL EVENTS						
248-724-706-000	DPW WORKERS	0.00	355.76	355.76	(355.76)	100.00
248-724-709-000	OVERTIME	0.00	107.71	107.71	(107.71)	100.00
248-724-715-000	FICA	0.00	35.11	35.11	(35.11)	100.00
248-724-758-001	BOOKLEY SKELETONS	20,000.00	0.00	0.00	20,000.00	0.00
248-724-817-004	DDA - EVENTS	45,000.00	2,423.37	2,423.37	42,576.63	5.39
248-724-817-015	HOLIDAY LIGHTS	50,000.00	0.00	0.00	50,000.00	0.00
Net - Dept 724 - SPECIAL EVENTS		(115,000.00)	(2,921.95)	(2,921.95)	(112,078.05)	
Dept 726 - MARKETING AND ADVERTISING						
248-726-814-000	WEBSITE	500.00	0.00	0.00	500.00	0.00
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	3,000.00	0.00	0.00	3,000.00	0.00
248-726-818-000	CONTRACTUAL SERVICES	48,000.00	0.00	0.00	48,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2023 NORMAL (ABNORMAL)	MONTH 07/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-726-901-000	ADVERTISING/MARKETING	17,800.00	200.00	200.00	17,600.00	1.12
248-726-901-001	MAP UPDATE & REPRINT	1,500.00	0.00	0.00	1,500.00	0.00
Net - Dept 726 - MARKETING AND ADVERTISING		(70,800.00)	(200.00)	(200.00)	(70,600.00)	
Dept 729 - STREETSCAPE & DESIGN						
248-729-818-200	FLOWER BASKET PROGRAM	78,000.00	(35,268.34)	(35,268.34)	113,268.34	(45.22)
248-729-818-201	PUBLIC ART/PLACEMAKING	40,000.00	0.00	0.00	40,000.00	0.00
248-729-818-207	PEST CONTROL	500.00	0.00	0.00	500.00	0.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00	0.00	0.00	15,000.00	0.00
Net - Dept 729 - STREETSCAPE & DESIGN		(133,500.00)	35,268.34	35,268.34	(168,768.34)	
Dept 740 - DDA ADMINISTRATION						
248-740-704-000	FULL TIME EMPLOYEES	79,567.00	6,031.39	6,031.39	73,535.61	7.58
248-740-715-000	FICA	6,600.00	456.78	456.78	6,143.22	6.92
248-740-728-000	OFFICE SUPPLIES	500.00	94.52	94.52	405.48	18.90
248-740-817-008	BOARD TRAININGS	2,000.00	0.00	0.00	2,000.00	0.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00	248.77	248.77	2,751.23	8.29
Net - Dept 740 - DDA ADMINISTRATION		(91,667.00)	(6,831.46)	(6,831.46)	(84,835.54)	
Dept 902 - PUBLIC IMPROVEMENT						
248-902-972-200	STREETSCAPE IMPROVEMENTS	160,000.00	3,487.03	3,487.03	156,512.97	2.18
Net - Dept 902 - PUBLIC IMPROVEMENT		(160,000.00)	(3,487.03)	(3,487.03)	(156,512.97)	
<hr/>						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		463,000.00	0.00	0.00	463,000.00	0.00
TOTAL EXPENDITURES		657,110.00	(21,452.93)	(21,452.93)	678,562.93	3.26
NET OF REVENUES & EXPENDITURES		(194,110.00)	21,452.93	21,452.93	(215,562.93)	11.05

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 08/31/2022	PERIOD ENDED 08/31/2023
*** Assets ***			
248-000-001-000	CASH IN BANK	360,138.83	360,828.41
248-000-004-000	CASH - IMPREST PAYROLL	0.00	(17,489.79)
248-000-005-000	PETTY CASH	300.00	300.00
248-000-026-000	DELINQUENT PPT RECEIVABLE	5,156.18	(7,831.81)
248-000-123-000	PREPAID EXPENSES	0.00	336.00
Total Assets		365,595.01	336,142.81
*** Liabilities ***			
248-000-202-001	ACCOUNTS PAYABLE - MANUAL	8,244.53	8,244.53
248-000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB	2,668.87	2,668.87
248-000-241-000	FICA TAXES	171.64	366.48
248-000-257-000	ACCRUED PAYROLL	2,266.47	4,839.18
248-000-259-000	ACCRUED HEALTH CARE	1,361.07	164.08
248-000-285-000	UNEARNED REVENUE	1,264.16	(7,847.15)
Total Liabilities		15,976.74	8,435.99
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	314,861.00	314,861.00
Total Fund Balance		314,861.00	314,861.00
Beginning Fund Balance		314,861.13	314,861.00
Net of Revenues VS Expenditures - 22-23			(60,003.36)
Fund Balance Adjustments - 22-23		(0.13)	
*22-23 End FB/23-24 Beg FB		254,857.64	
Net of Revenues VS Expenditures - Current Year		34,757.27	72,849.18
Fund Balance Adjustments		(0.13)	0.00
Ending Fund Balance		349,618.27	327,706.82
Total Liabilities And Fund Balance		365,595.01	336,142.81

* Year Not Closed

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Dept 001 - REVENUES						
248-001-402-000	PROPERTY TAXES	37,000.00	6,484.82	6,484.82	30,515.18	17.53
248-001-402-001	PROPERTY TAX CAPTURE - DDA	361,000.00	67,975.52	67,975.52	293,024.48	18.83
248-001-539-010	STATE GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
248-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	14,000.00	0.00	0.00	14,000.00	0.00
248-001-665-000	INVESTMENT EARNINGS (LOSSES)	11,000.00	0.00	0.00	11,000.00	0.00
248-001-674-005	MERCHANDISE REVENUE	5,000.00	40.00	40.00	4,960.00	0.80
248-001-675-005	CORPORATE DONATIONS	5,000.00	0.00	0.00	5,000.00	0.00
248-001-675-814	EVENT SPONSORSHIPS	20,000.00	0.00	0.00	20,000.00	0.00
Net - Dept 001 - REVENUES		463,000.00	74,500.34	74,500.34	388,499.66	
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,461.00	776.70	442.07	2,684.30	22.44
248-252-716-500	HEALTH CARE COSTS - BC/BS	25,682.00	0.00	0.00	25,682.00	0.00
248-252-718-000	RETIREMENT-DB MERS	26,000.00	0.00	0.00	26,000.00	0.00
Net - Dept 252 - ACTIVE EMPLOYEE BENEFITS		(55,143.00)	(776.70)	(442.07)	(54,366.30)	
Dept 265 - CITY HALL						
248-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
Net - Dept 265 - CITY HALL		(2,000.00)	0.00	0.00	(2,000.00)	
Dept 722 - DDA OPERATIONS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	0.00	0.00	20,000.00	0.00
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	0.00	0.00	300.00	0.00
248-722-758-000	PROGRAM SUPPLIES	0.00	0.49	0.49	(0.49)	100.00
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	0.00	0.00	1,100.00	0.00
248-722-807-000	AUDIT SERVICES	1,800.00	0.00	0.00	1,800.00	0.00
248-722-818-205	SECRETARIAL SERVICES	2,000.00	150.00	150.00	1,850.00	7.50
248-722-824-000	LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
248-722-853-000	TELEPHONE	600.00	80.68	40.34	519.32	13.45
248-722-865-000	DOWNTOWN BERKLEY PARTNERS NON PROFIT	100.00	0.00	0.00	100.00	0.00
248-722-866-000	SUBSCRIPTION SERVICES	300.00	0.00	0.00	300.00	0.00
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00
Net - Dept 722 - DDA OPERATIONS		(29,000.00)	(231.17)	(190.83)	(28,768.83)	
Dept 724 - SPECIAL EVENTS						
248-724-706-000	DPW WORKERS	0.00	355.76	0.00	(355.76)	100.00
248-724-709-000	OVERTIME	0.00	107.71	0.00	(107.71)	100.00
248-724-715-000	FICA	0.00	35.11	0.00	(35.11)	100.00
248-724-758-001	BOOKLEY SKELETONS	20,000.00	0.00	0.00	20,000.00	0.00
248-724-817-004	DDA - EVENTS	45,000.00	3,914.79	1,491.42	41,085.21	8.70
248-724-817-015	HOLIDAY LIGHTS	50,000.00	0.00	0.00	50,000.00	0.00
Net - Dept 724 - SPECIAL EVENTS		(115,000.00)	(4,413.37)	(1,491.42)	(110,586.63)	
Dept 726 - MARKETING AND ADVERTISING						
248-726-814-000	WEBSITE	500.00	0.00	0.00	500.00	0.00
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	3,000.00	0.00	0.00	3,000.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-726-818-000	CONTRACTUAL SERVICES	48,000.00	0.00	0.00	48,000.00	0.00
248-726-901-000	ADVERTISING/MARKETING	17,800.00	4,400.00	4,200.00	13,400.00	24.72
248-726-901-001	MAP UPDATE & REPRINT	1,500.00	0.00	0.00	1,500.00	0.00
Net - Dept 726 - MARKETING AND ADVERTISING		(70,800.00)	(4,400.00)	(4,200.00)	(66,400.00)	
Dept 729 - STREETScape & DESIGN						
248-729-818-200	FLOWER BASKET PROGRAM	78,000.00	(32,684.17)	2,584.17	110,684.17	(41.90)
248-729-818-201	PUBLIC ART/PLACEMAKING	40,000.00	0.00	0.00	40,000.00	0.00
248-729-818-207	PEST CONTROL	500.00	80.00	80.00	420.00	16.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00	0.00	0.00	15,000.00	0.00
Net - Dept 729 - STREETScape & DESIGN		(133,500.00)	32,604.17	(2,664.17)	(166,104.17)	
Dept 740 - DDA ADMINISTRATION						
248-740-704-000	FULL TIME EMPLOYEES	79,567.00	15,212.11	9,180.72	64,354.89	19.12
248-740-715-000	FICA	6,600.00	1,152.08	695.30	5,447.92	17.46
248-740-728-000	OFFICE SUPPLIES	500.00	94.52	0.00	405.48	18.90
248-740-817-008	BOARD TRAININGS	2,000.00	0.00	0.00	2,000.00	0.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00	248.77	0.00	2,751.23	8.29
Net - Dept 740 - DDA ADMINISTRATION		(91,667.00)	(16,707.48)	(9,876.02)	(74,959.52)	
Dept 902 - PUBLIC IMPROVEMENT						
248-902-972-200	STREETScape IMPROVEMENTS	160,000.00	7,726.61	4,239.58	152,273.39	4.83
Net - Dept 902 - PUBLIC IMPROVEMENT		(160,000.00)	(7,726.61)	(4,239.58)	(152,273.39)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		463,000.00	74,500.34	74,500.34	388,499.66	16.09
TOTAL EXPENDITURES		657,110.00	1,651.16	23,104.09	655,458.84	0.25
NET OF REVENUES & EXPENDITURES		(194,110.00)	72,849.18	51,396.25	(266,959.18)	37.53

ACTION ITEM A

ACCEPTANCE OF BERKLEY PARKING STUDY AND STRATEGIC PLAN



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO ACCEPT THE BERKLEY PARKING STUDY AND STRATEGIC PLAN

BACKGROUND:

The Berkley Parking Study and Strategic Plan has been completed. As you'll likely recall, the Berkley DDA and the Berkley City Council, respectively, voted to approve the Fishbeck firm to conduct the study and for the DDA and City to equally split the cost of the study, as a substantial focus of the study would be on downtown parking needs and opportunities. Now that the study is completed and a strategic plan was proposed, it was presented to the City of Berkley for acceptance; the City Council voted unanimously to accept the study at their most recent meeting. It now moves to the Berkley DDA for that same action.

For your consideration and your review,
I am providing the following four items:

- Berkley Parking Strategic Plan Executive Summary
 - Berkley Parking Strategic Plan Presentation Given to City Council
 - McKenna Firm Audit of City Zoning Ordinances Related to Parking
- Mike McGuinness, Executive Director.**
September 11, 2023.



Berkley Parking Strategic Plan

Executive Summary

August 14, 2023

Berkley has a history of strong neighborhoods and vibrant commercial corridors. Major vehicle routes such as Woodward Avenue, 12 Mile Road, 11 Mile Road, and Coolidge Highway create corridors that outline walkable neighborhoods of single-family homes and multi-family residences. The corridors are lined with a variety of commercial and institutional land uses with varying parking needs. Zoning requirements have largely managed the parking supply in Berkley, with many organizations having on-site parking while there are several municipal parking lots providing public parking. The municipal parking lots are largely located along 12 Mile Road and Coolidge Highway in the DDA Downtown District.



The businesses and institutions along the corridors create highly active areas. While distinctly different than downtown areas such as Detroit or a suburban city center like Royal Oak, Berkley is still an urban environment facing issues that come with density. Even with changing attitudes and improved infrastructure, Berkley is still overwhelmingly a driving city with over 90% of residents using a vehicle to commute. Correspondingly, the entities along the corridors require a certain amount of parking to be viable and accessible to their patrons.

Berkley is undertaking a thorough review of city-wide zoning code and policies, including parking requirements, as well as developing a parking strategy to protect existing neighborhoods and enhance the corridors. The parking study team, with the guidance of a Steering Committee, developed updated parking zoning recommendations along with parking policy options. The Committee consisted of City staff, council members, planning commission members, business owners and citizens. The study team hosted a public open house in January of 2023, with over sixty members of the community participating in-person, and over 400 hundred participating via online input.

The updated parking zoning recommendations consolidate several land uses and apply parking ratios based on current land use patterns, including a maximum parking provision of 120% (of parking minimums) to reduce unnecessary impervious surfaces. The recommended Useable Floor Area (UFA) percentage was changed from 70% to 80% to reflect greater efficiency of space. The recommendations also increase flexibility for administrative staff and the Planning Commission including provisions such as:

- Eliminating same side of the street requirements for the 500-foot Municipal Parking waiver.
- Allowing on-street parking to count towards the total number of parking spaces required.
- Administration and Planning Commission waivers, up to a total waiver threshold of 20%.

The zoning recommendations should be considered in the broader context of the comprehensive zoning update currently being undertaken by Berkley. Included in this report is a complete chart of the recommendations for updated parking requirements by land use, the most applicable and notable changes included:

	Current Standard	Proposed Standard
• Multiple-family:	2 per unit	0.85 per bedroom
• Restaurant (sit down):	1 per 60 UFA	2 per 100 UFA, plus 1 per employee
• Retail sales:	1 per 225 UFA	1 per 500 UFA, plus 1 per employee
• Professional office:	1 per 225 UFA	1 per 300 UFA
• Manufacturing facility:	1 per 250 UFA + company vehicles	1 per 750 UFA

- Nursery/Garden Center: 1 per 300 UFA + 1 per 800 UFA, +
1 per 300 outdoor 1 per employee

Parking policy applications were considered in the context of current conditions, the 2021 Master Plan, and input from the Steering Committee and community. Several current policies were studied to determine if policy was consistent with identified goals, with the following recommendations:

- The overnight parking prohibition on public streets should continue. The residential overnight permit system should be upgraded for online access. Enforcement of the prohibition should be consistent.
- The off-street Municipal Parking Lots should allow overnight parking but have a 48-hour maximum parking duration. Ordinance changes and enforcement policy will need further consideration.
- Free parking should continue in the Municipal Parking Lots and on-street.
- Public parking on the streets should continue, including vehicles associated with businesses or organizations on the corridors parking along the neighborhood side streets in the vicinity. The overnight parking prohibition requires that vehicles are moved often and are not permanently parked along those streets.
- The City should seek to bring more parking into the public domain through additional “Municipal Parking Lots” and greater sharing of parking assets among private parking owners. The goal is greater utilization of all parking along the corridors to avoid overbuilding of parking supply resulting in the loss of housing and underutilized paved surfaces.

Each of the above policies will need to be evaluated on a regular basis. Berkley will continue to change, and at some point one or all of these policies may need to be modified to best serve the community.

As the corridors continue to develop density and more transportation and parking related issues arise, it is important to have leadership to address the needs. The responsibility for parking policy and application is spread across numerous City departments. While each department completes their tasks, no entity is responsible for providing leadership, developing operational goals, or looking toward future parking and mobility opportunities.

Effective parking programs support many aspects of the community; economic development and vitality, neighborhood cohesion, safety, access, and sustainability to name a few. Berkley does not need a heavy investment in staff to have an effective parking program. Parking policy and leadership should reside in a single department that communicates effectively with all other City departments having parking responsibility or impacted by policy. Parking leadership should develop and communicate a thorough parking strategy that supports the residents and vision of Berkley.

Alternative transportation options should be encouraged with a long-term focus on increasing access and assets. Berkley will continue to be a predominately driving city for the foreseeable future. However, leveraging strong pedestrian connectivity with additional bicycle and transit options can increase alternative transportation use. Promotional programs and advertising will increase community awareness and build a desire for non-passenger vehicle options.

Parking issues and complaints can be frustrating and distract focus on other needs in Berkley. Updated zoning, streamlined approval processes, and effective leadership can mitigate issues and turn parking into a positive. Parking can be a vital support service that increases opportunities for economic development, maintains neighborhood charm, augments public safety, and entices residents and businesses to locate in Berkley.

Berkley Parking Plan

City Council Presentation

August 14, 2023



MCKENNA



Engineers | Architects | Scientists | Constructors

Goals of the Study

- A parking system that supports livability in the neighborhoods and development in downtown and along the commercial corridors.
- A realistic plan for effective use and management of downtown parking.
- Provide recommendations for updating the zoning ordinance regarding parking requirements.



Parking Strategic Plan Process

- Multi-Day Site Visit
 - Observations and document current conditions
 - Stakeholder interviews
 - Business owners / residents
 - City staff
 - Kick-off meeting with Steering Committee
 - Elected and appointed officials
 - Residents
 - DDA
- Public Open House at Berkley High School
 - Online public input
- 50% Workshop with Steering Committee
- 95% Review with Steering Committee
- Recommendations
 - Policy
 - Zoning requirements



Context

- Berkley residents drive where they go - per the 2020 Census and City Master Plan:
 - Drive alone – 91%
 - Walked – 1.9%
 - Public transportation – 0.2%
- Much of the “public” parking supply is “privately” owned
- Corridor health is vital
 - Business attraction and retention is priority #1 in Master Plan
- Corridors create difficulty in creating shared parking assets
 - Long pedestrian routes to multiple businesses



Issues Identified

- Residents
 - *On-street overnight parking prohibition*
 - *Encroachment of parkers from corridors into residential areas*
 - Consistency of enforcement
 - Drivers finding the available parking behind buildings
 - Improving pedestrian movement across corridors
- Property Owners
 - Site plan approval and parking requirements
 - Shared parking opportunities

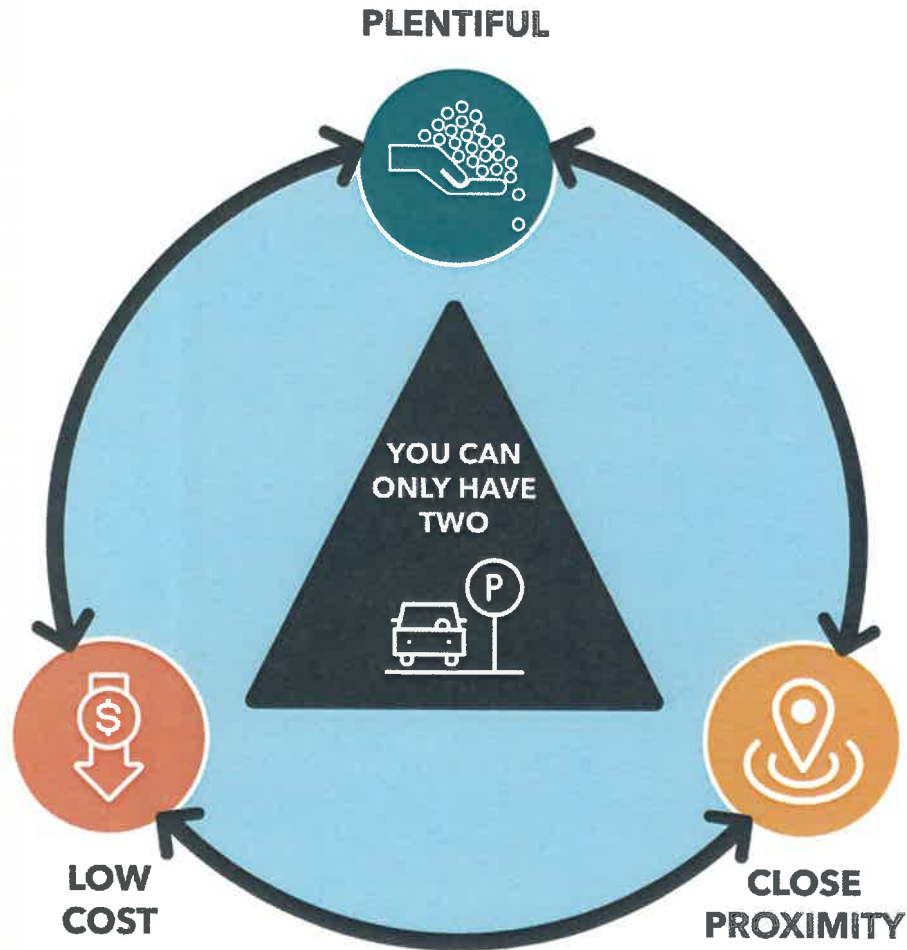


The Cost of Free Parking

- No such thing as Free Parking – someone is paying
 - Construction costs
 - Maintenance
 - Lights
 - Snow plowing
 - Asphalt repair / striping
 - Insurance, liability
 - Traffic, congestion, reduced walkability
- Berkley City Budget
 - \$14 Million - \$9 Million from taxes
 - New lot (\$900,000) – 10% of Annual Tax Budget



THE PARKING PARADIGM



What are the Highest Priorities or Harshest Realities?

Parking Supply

- Anything more than plentiful, free, lightly regulated parking requires planning and operational attention
 - Administrative time and organization
 - Effective enforcement
 - Planning, evaluation and adjustment
 - Avoid overbuilding the parking supply
- Parking supply is most efficient at 80% - 90% occupancy of ALL parking supply
 - Below 80% undervalues the land use
 - Too little parking availability (>95% occupancy) may diminish economic activity
 - It takes diligence to maintain 80%-90%



There are No Easy Solutions

- Build enough parking so that it is not a concern
 - Demolishing buildings to create parking (\$\$millions)
 - Less buildings, more pavement
- Convince private parking owners to share their parking
 - Difficult to build and hold this coalition (time / possible failure)
- Keep things the way they are
 - Limits growth on corridors (impact - quality of life / tax base)
- Regardless of policies - Not everyone will be happy
 - Big picture solutions can impact individual circumstances in different ways



Recommendations



Purposeful Action

- Things are going to change – Manage the Change
- Strong policy focused on meeting stated objectives can shape Berkley in the direction desired
- Being true to Berkley and the goals established in the Master Plan
- Operational consistency assures residents and visitors the City has a plan
 - Large impact on the perception of Royal Oak...not being able to consistently predict where to park in downtown (and avoid a ticket!)
- **MONEY ALWAYS MATTERS – PRIORITIES AND BUDGETS WILL DETERMINE OUTCOMES**



Zoning Code: Overall Recommendations

- Rework the purpose (intent) section to clearly express Berkley's goals
- Create more Administrative / Planning Commission flexibility
 - Count on-street parking
 - Increase waiver thresholds
- Modernize parking requirements to reflect Berkley today
 - Driving habits change
 - Berkley changes



Zoning Code: Parking Use Table

- Adjustments needed for many uses to update for current conditions

	<u>Current</u>	<u>Proposed</u>
• <u>Multiple-family:</u>	2 per unit	.85 per bedroom
• <u>Restaurant (sit down):</u>	1 per 60 UFA	2 per 100 UFA, plus 1 per employee
• <u>Retail sales:</u>	1 per 225 UFA	1 per 500 UFA, plus 1 per employee
• <u>Professional office:</u>	1 per 225 UFA	1 per 300 UFA
• <u>Manufacturing facility:</u>	1 per 250 UFA + company vehicles	1 per 750 UFA
• <u>Nursery/Garden Center:</u>	1 per 300 UFA + 1 per 300 outdoor	1 per 800 UFA, + 1 per employee



Overnight Parking Prohibition

- Recommendations
 - Continue with prohibition
 - Enforce regularly – not every vehicle, every night, but often enough that the rule is respected
 - Make getting an overnight permit significantly easier for residents
 - Online application approved immediately (someone decides to stay that day)
 - Individual properties or vehicles allowed 20 nights per year (assess over time to determine an amount that best supports the residents)
 - No commercial properties
 - Have discussion again in 2026 to see if conditions have changed
 - Allow overnight parking in Municipal Lots



Corridor Parking on Neighborhood Streets

- Recommendations
 - Continue to allow parking on public streets
 - Encourage organizations to park employees on-site to reduce 8+hour parking on-street
 - No valet storage on-street
 - Clearly explain benefits and urge dialogue among City staff, residents and corridor business/organizations
 - Measure on-street occupancy quarterly to measure impact on neighborhoods
 - No need for daytime or evening residential permit program (not including overnight permits for residents)
 - Review every three years to see if policy is still meeting goals



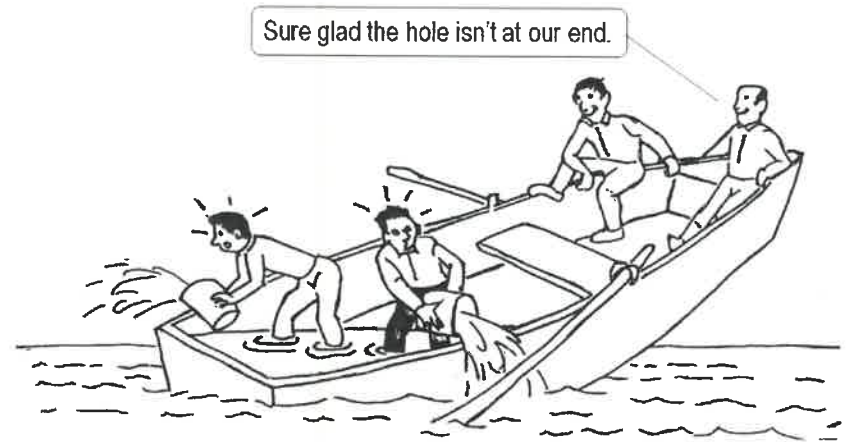
Free Parking

- Recommendations
 - Maintain free parking in municipal lots and on-street
 - Review policy over time to determine if / when it is time to change – every three years
 - Encourage owners of private parking to rent spaces to other businesses / organizations at reasonable costs
 - Add EV charging stations (patron paid) in Municipal Lots



Who Owns Parking?

- Complaints – City Manager
- Supply – Community Development
- Enforcement – Police
- Maintenance – DPW
- Economic development – DDA
- Policy – City Council



Leadership

- Recommendations
 - One department leads parking administration effort
 - City Council provides direction on goals and guiding principles
 - Chosen department has staff to support effort (10 hours week)
 - Assign contact points in other departments
 - Meet regularly (monthly or quarterly)
 - Develop metrics to measure success
 - Communicate with residents and businesses
 - Test new opportunities
 - Parklets
 - Shared parking arrangements
 - New technology
 - Adding parking supply



Funding

- Recommendation – start a parking fund for future needs and maintenance
- Sources
 - TIF (Tax Increment Financing) contributions
 - Special assessments - annually
 - Property owners who are short of zoning requirements
 - General fund budgeting
 - Grants from State or Federal sources
 - ALL OF THE ABOVE



Recommendations Summary

- Update zoning code
 - Streamline approval process
- Define responsibility for Parking and Mobility planning, policy and operations
 - Assign and authorize staff
- Conduct parking occupancy counts to understand use and demand patterns (monthly or quarterly)
 - Municipal lots
 - Private lots
 - On-street near corridors



Recommendations Summary - Continued

- Add Public Parking Supply Where Needed
 - Identify existing private parking lots for purchase by the City
 - Include private parking lots as municipal brand to share use
 - Add new parking lots as needed to fill gaps in supply
- Implement Operational Changes
 - Allow overnight parking in lots (with 48 hour max stay)
 - Brand public parking
 - Consistent enforcement
- Review policies regularly to determine if/when changes are necessary
- Communicate with the community regularly through a Parking Committee and updated webpage
- Update alternative transportation plan



Keep It Going

- Administrating parking is an ongoing process. The city will need to regularly assess the results and adjust as needed
 - Travel modes
 - Mix of businesses along corridors
 - Patron desires
 - City leadership and direction
 - Business environment
 - Resident satisfaction
- Only plentiful parking (<80% occupancy everywhere) avoids the need to actively manage the parking supply



Thank You



MCKENNA

ZONING ORDINANCE AUDIT:

Article IV: Parking, Loading, and Access

CITY OF BERKLEY, MICHIGAN

JULY 11, 2023

Communities for real life.

This page is intentionally left blank.



Zoning Ordinance Audit: Article IV: Parking, Loading, and Access

CITY OF BERKLEY, MICHIGAN
JULY 11, 2023

Prepared by:

MCKENNA
235 East Main Street, Suite 105
Northville, Michigan 48167

O (248) 596-0920
F (248) 596-0930
E info@mcka.com
MCKA.COM

MCKENNA

Communities for real life.

Memorandum

TO: Kristen Kapelanski, AICP, Community Development Director, City of Berkley
FROM: Laura Haw, AICP, NCI
SUBJECT: Zoning Ordinance Text Amendment Recommendations to Chapter 138, Article IV: Off-Street Parking and Loading
DATE: July 11, 2023

We understand that the City of Berkley and the Downtown Development Authority (DDA) is seeking opportunities to cultivate economic development and facilitate mixed-use redevelopment in a sustainable manner, creating a walking community, without overbuilding parking. This memorandum highlights potential zoning ordinance text amendments that, if adopted by City Council, would modernize parking regulations, and more effectively balance the need for parking with the desire for responsible, high-quality development along Berkley's commercial and mixed-use corridors and within the downtown district.

RECOMMENDED REVISIONS TO THE ZONING ORDINANCE

The following document contains a page-by-page comparison to the existing Off-Street Parking and Loading Article in Berkley's Zoning Ordinance. The left page contains the existing Ordinance text, while the right page identifies proposed revisions, where applicable. The suggested language is the result of analysis, relevant literature and studies, and best practices in planning and zoning. Sample amendment language has also been provided within the enclosed document, where applicable, and is identified by *italicized text*. A brief summary of the changes is detailed below:

Sec. 138-216. Purpose.

Rewrite to emphasize Berkley's priority to right-size the amount of required parking, and to not contribute to over-parking. The intent of rewording this section is to reduce the amount of unused impervious surfaces, use land more efficiently, encourage more affordable housing, and support alternative means of transportation by right-sizing parking.

Sec. 138-217. Units of Measurement.

- Rename the section to "Definitions" and locate other parking related definitions in one spot.
- Revise the definition of "Usable Floor Area" to specify 80% of the floor area may be used for computation purposes, as opposed to the current 70%.
- Add definition for "Employee Parking", "Off-Street Parking, Non-Residential", and "Off-Street Parking, Residential" and revise the definition for the "Rounding of Spaces".

Sec. 138-21_ (new section). General Standards.

Create a new section to include general standards, such as:

- Provisions to specify when off-street parking is triggered (required).
- Method on how to identify uses when not specifically listed within the parking table.
- Consideration for provisions related to parking maximums.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



Sec. 138-218. Shared Parking / Parking Waivers.

Divide into two separate sections for 218: (A) Shared Parking and (B) Flexibility in Standards.

Section 138-218(A): Shared Parking. Revise to streamline and provide greater guidance on the process of obtaining a shared parking agreement.

Section 138-218(B): Flexibility in Standards (new section).

- Add language to waive parking for non-residential uses, when a municipal parking lot is within 500-feet of the subject use (and eliminate the same side of the street requirement).
- Allow for on-street parking spaces to count towards the required off-street parking minimum, when located along the subject lot frontage (including side streets on corner lots).
- Relocate the provision for bicycle parking (from Sec. 138-268) to allow for bicycle parking credit.
- Allow for a reduction in off-street parking spaces when EV chargers are provided.
- Allow for Planning Commission and administrative waivers to parking minimums (with an established threshold).

Sec. 138-219. Parking Space Requirements by Use.

Necessary parking requirements revisions are proposed based on similar uses identified in the 5th Edition of the Parking Generation Manual, published by the Institute of Traffic Engineers (ITE) and the most recent Urban Land Institute (ULI) guidelines for parking, 3rd Edition. The Parking Generation Manual aggregates actual demand for parking to present ranges of probably demand per land use type. The proposed revisions will help ensure that necessary parking requirements are based on accepted industry standards for demand data.

Sec. 138-220. Parking Dimensions.

Add a provision to allow minor vehicle overhang onto non-landscaped green spaces or other unused surfaces.

Sec. 138-221. Barrier-Free Parking.

- Revise the table to include van-accessible parking spaces.
- Add a zoning graphic to illustrate the difference between stripping for barrier-free vs. van-accessible parking spaces.

Sec. 138-222. Parking Lot Location, Design, and Construction.

- Streamline the residential section and revise the zoning graphics to be more user friendly.
- Organize the residential driveway standards into a table, based on the frontage of the parcels.
- Consider access management standards to ensure safe, efficient travel for all street users. Such standards are an important tool to alleviate conflicts between vehicles, pedestrians, and bicycles.

Sec. 138-256. General Requirements.

Revise all references to "loading berths" to be noted as "loading zones".

Sec. 138-257. Specific Requirements.

- Organize the number of loading zones required into a table, based on the type and square footage of the subject use.
- Eliminate the need for office uses to provide a dedicated off-street loading space.
- Allow the Planning Commission to consider a waiver or reduction to the required number and/or size of loading zones.

PART II - CODE OF ORDINANCES
Chapter 138 - ZONING
ARTICLE IV. OFF-STREET PARKING AND LOADING

ARTICLE IV. OFF-STREET PARKING AND LOADING¹

DIVISION 1. OFF-STREET PARKING REQUIREMENTS

Sec. 138-216. Purpose.

In all zoning districts, space shall be provided as specified in this chapter for the parking and storage of self-propelled motor vehicles for the use of occupants, employees and patrons of buildings hereafter erected, altered or extended after the effective date of this chapter. Such parking space shall be maintained and shall not be encroached upon so long as said building or structure remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this chapter.

Sec. 138-217. Units of measurement.

- (a) *Total floor area.* The sum of the horizontal area of the first story measured to the inside face of interior walls, plus, similarly measured, that area of all other stories, including mezzanines which may be fit for occupancy, including the floor area of all accessory buildings measured similarly and the floor area of basements used for activities related to the principal use, such as storage.

The calculation shall exclude furnace and utility rooms, parking space located within a building, other mechanical equipment, unenclosed porches, public corridors and public toilets, whether located in a principal or an accessory building.

- (b) *Usable floor area.* In those cases where usable floor area cannot be determined, usable floor area shall be assumed to be equal to 70 percent of the total floor area of the building.
- (c) *Parking space requirements.* When determining parking requirements, any fraction equal to or greater than one-half shall go to the next higher number.

Sec. 138-218. Shared parking/parking waivers.

- (a) *Collective or joint use of parking areas.* The joint use of parking facilities by two or more uses is permitted whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction can be satisfied. A copy of any agreement between joint users shall be filed with the application for a business license. The agreement shall include a guarantee for continued joint use and a joint site maintenance agreement.

In computing capacities for any joint use, the off-street parking requirement is the sum of the individual requirements that will occur at the same time. In computing the required parking spaces for the total of joint off-street parking, the total spaces required may be reduced by the zoning officer whenever the facilities served do not operate during the same hours of the day or night and it can be clearly established that a simultaneous need for joint use parking will not occur.

- (b) *Reductions in existing off-street parking.* Effective with the date of this chapter, off-street parking existing in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

¹Cross reference- Parking accommodations at drive-in restaurants, §30-380; stopping, standing and parking generally, §122-91 et seq.

RECOMMENDATIONS

SEC. 138-216. PURPOSE.

Rewrite the intent (purpose) to emphasize Berkley's priority to right-size the amount of required parking, and to not contribute to over-parking. Provide language around the benefits of right-sizing parking; overly large parking lots are a drain on economic vitality, present safety hazards to pedestrians and motorists, and create environmental hazards such as heat islands, storm-water runoff, loss of habitat, and flood hazards.

Sample language to consider:

In all zoning districts, space will be provided for the parking and storage of motor vehicles for the use of occupants, employees, and patrons of buildings erected, altered, or extended after the effective date of this Article. Such parking must be maintained and not be encroached upon so long as said building or structure remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this Article.

Off-street parking facilities will be sufficient in number, adequately sized, and properly designed to meet a range of parking needs and demands. It is recognized that excessively large parking lots can hamper economic vitality, present safety hazards to pedestrians and motorists, and create environmental hazards such as heat islands, stormwater runoff, loss of habitat, and flood hazard. For these reasons, this Article aims to right-size off-street parking requirements and establish flexible parking requirements. This Article also provides access management standards to ensure safe, efficient travel for all street users. Managing access resolves conflicts between vehicles, pedestrians, and bicycles.

ADDITIONAL RECOMMENDATION(S):

- Consider renaming the entire article to: *Parking, Loading, and Access* to better describe the goal of the regulations.

SEC. 138-217. UNITS OF MEASUREMENT.

Rename this section to "Definitions" and reorganize all relevant definitions in one central location. A definition for "Employee Parking", "Residential and Non-Residential Off-Street Parking", and a revision to the Usable Floor Area definition (to account for 80%) is recommended.

Sample language to consider:

Employee Parking. *The amount of off-street parking spaces to be provided for employees in the largest working shift.*

Off-Street Parking, Non-Residential. *Parking spaces for vehicles on the same lot or within 500-feet of the building or use it serves (measured from property boundary to property boundary).*

Off-Street Parking, Residential. *Parking spaces for vehicles on the same lot or plot of ground as the buildings they are intended to serve.*

Rounding of Spaces. *Any fraction up to and including one-half is rounded down; any fraction greater than one-half is rounded up.*

Total Floor Area. *The sum of the horizontal area of the first story measured to the inside face of interior walls, plus, similarly measured, that area of all other stories, including mezzanines which may be fit for occupancy, including the floor area of all accessory buildings measured similarly and the floor area of basements used for activities related to the principal use, such as storage.*

Usable Floor Area. *The area used, or intended to be used for, the sale of merchandise or service or to serve patrons, clients, or customers. Floor area which is used or intended to be used principally for the storage or processing of merchandise or for hallways, utilities, or sanitary facilities, is excluded from this computation. When the usable floor area is unknown, 80% of the total floor area may be used for computation purposes.*

PART II - CODE OF ORDINANCES
Chapter 138 - ZONING
ARTICLE IV. OFF-STREET PARKING AND LOADING

ARTICLE IV. OFF-STREET PARKING AND LOADING¹

DIVISION 1. OFF-STREET PARKING REQUIREMENTS

Sec. 138-216. Purpose.

In all zoning districts, space shall be provided as specified in this chapter for the parking and storage of self-propelled motor vehicles for the use of occupants, employees and patrons of buildings hereafter erected, altered or extended after the effective date of this chapter. Such parking space shall be maintained and shall not be encroached upon so long as said building or structure remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this chapter.

Sec. 138-217. Units of measurement.

- (a) *Total floor area.* The sum of the horizontal area of the first story measured to the inside face of interior walls, plus, similarly measured, that area of all other stories, including mezzanines which may be fit for occupancy, including the floor area of all accessory buildings measured similarly and the floor area of basements used for activities related to the principal use, such as storage.

The calculation shall exclude furnace and utility rooms, parking space located within a building, other mechanical equipment, unenclosed porches, public corridors and public toilets, whether located in a principal or an accessory building.

- (b) *Usable floor area.* In those cases where usable floor area cannot be determined, usable floor area shall be assumed to be equal to 70 percent of the total floor area of the building.
- (c) *Parking space requirements.* When determining parking requirements, any fraction equal to or greater than one-half shall go to the next higher number.

Sec. 138-218. Shared parking/parking waivers.

- (a) *Collective or joint use of parking areas.* The joint use of parking facilities by two or more uses is permitted whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction can be satisfied. A copy of any agreement between joint users shall be filed with the application for a business license. The agreement shall include a guarantee for continued joint use and a joint site maintenance agreement.

In computing capacities for any joint use, the off-street parking requirement is the sum of the individual requirements that will occur at the same time. In computing the required parking spaces for the total of joint off-street parking, the total spaces required may be reduced by the zoning officer whenever the facilities served do not operate during the same hours of the day or night and it can be clearly established that a simultaneous need for joint use parking will not occur.

- (b) *Reductions in existing off-street parking.* Effective with the date of this chapter, off-street parking existing in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

¹Cross reference- Parking accommodations at drive-in restaurants, §30-380; stopping, standing and parking generally, §122-91 et seq.

RECOMMENDATIONS

SEC. 138-21_____ (NEW SECTION). GENERAL STANDARDS.

Specify when off-street parking requirements are triggered, designate how to approach uses that are not listed in the parking table, among other general provisions. Sample language to consider:

Parking Required. Except for when as listed in Sec. 138-218(B): Flexibility in Standards, off-street parking requirements must be met when one or more of the following occurs:

- 1. Construction of any new building or structure.*
- 2. Commencement of any special land use.*
- 3. Any addition or alteration to a building or structure that intensifies the use and there is an increase in seating capacity, which requires additional parking.*

Uses Not Listed. Where no default parking standard is offered in this Article, the city may apply a standard for a similarly determined use listed in the Zoning Ordinance.

Uses Meeting More Than One Category. Where more than one use is present in a building or on a site, the various components of the use must comply with the parking requirements applicable to each component. The applicant must provide information regarding the floor area, employees, or other relevant information about each use to allow the city to determine the minimum parking requirements for the building or site. Shared parking provisions may be applied, if applicable.

Permit Required. No parking lot may be constructed until a permit is issued by the Community Development Department.

ADDITIONAL RECOMMENDATION(S):

- **Maximum Parking.** Consider provisions for maximum parking. Minimum parking requirements ensure that infrastructure is not overly taxed by parking and circulation necessary for a development. However, it is also prudent to ensure that parking areas are not built larger than necessary as overbuilt parking areas contribute to depreciated aesthetics, higher rates of storm water runoff, and urban heat islands. Communities are implementing parking maximums to help guard against these negative impacts. Sample language to consider:

To minimize excessive areas of pavement which negatively impact aesthetic standards and contribute to high volumes of stormwater runoff, the maximum amount of required off-street parking permitted for any use cannot exceed 120% of the minimum parking requirements for a specific use. This does not apply to residential units or for the approved storage of vehicles for auto repair, sales, and storage and distribution. The Planning Commission may permit additional parking over and above the maximum parking limit based on documented evidence indicating that the maximum parking permitted will not be sufficient to accommodate the use on a typical day.

- **Pervious Pavement.** In the future, Berkley may also consider adding standards for pervious surfaces to parking design standards. Pervious parking surfaces can mitigate some of the negative environmental impacts of surface parking and could be advantageous to allow throughout the community, provided soil conditions allow.
- **Traffic Impact Studies.** Develop standards for Traffic Impact Studies (TIS) - i.e., what must be included in such a study, when they are required, etc.

PART II - CODE OF ORDINANCES
Chapter 138 - ZONING
ARTICLE IV. OFF-STREET PARKING AND LOADING

ARTICLE IV. OFF-STREET PARKING AND LOADING¹

DIVISION 1. OFF-STREET PARKING REQUIREMENTS

Sec. 138-216. Purpose.

In all zoning districts, space shall be provided as specified in this chapter for the parking and storage of self-propelled motor vehicles for the use of occupants, employees and patrons of buildings hereafter erected, altered or extended after the effective date of this chapter. Such parking space shall be maintained and shall not be encroached upon so long as said building or structure remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this chapter.

Sec. 138-217. Units of measurement.

- (a) *Total floor area.* The sum of the horizontal area of the first story measured to the inside face of interior walls, plus, similarly measured, that area of all other stories, including mezzanines which may be fit for occupancy, including the floor area of all accessory buildings measured similarly and the floor area of basements used for activities related to the principal use, such as storage.

The calculation shall exclude furnace and utility rooms, parking space located within a building, other mechanical equipment, unenclosed porches, public corridors and public toilets, whether located in a principal or an accessory building.

- (b) *Usable floor area.* In those cases where usable floor area cannot be determined, usable floor area shall be assumed to be equal to 70 percent of the total floor area of the building.
- (c) *Parking space requirements.* When determining parking requirements, any fraction equal to or greater than one-half shall go to the next higher number.

Sec. 138-218. Shared parking/parking waivers.

- (a) *Collective or joint use of parking areas.* The joint use of parking facilities by two or more uses is permitted whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction can be satisfied. A copy of any agreement between joint users shall be filed with the application for a business license. The agreement shall include a guarantee for continued joint use and a joint site maintenance agreement.

In computing capacities for any joint use, the off-street parking requirement is the sum of the individual requirements that will occur at the same time. In computing the required parking spaces for the total of joint off-street parking, the total spaces required may be reduced by the zoning officer whenever the facilities served do not operate during the same hours of the day or night and it can be clearly established that a simultaneous need for joint use parking will not occur.

- (b) *Reductions in existing off-street parking.* Effective with the date of this chapter, off-street parking existing in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

¹Cross reference- Parking accommodations at drive-in restaurants, §30-380; stopping, standing and parking generally, §122-91 et seq.

RECOMMENDATIONS

SEC. 138-218(A). SHARED PARKING.

Revise to streamline and provide greater guidance on the process of obtaining a shared parking agreement. Sample language to consider:

In all non-residential and mixed-use zones, private parking facilities may be shared by multiple uses whose activities are not normally conducted during the same hours, or when hours of peak use vary. The applicant has the burden of proof of a reduction in the total number of required off-street parking spaces. No reduction in the number of spaces reserved for persons with disabilities is permitted on site.

(A) Proof from Applicant. Evidence must be submitted that demonstrates shared parking will not result in inadequate parking. Required application information includes:

- *An analysis of available parking spaces based on parking counts taken at certain time intervals and days to verify parking usage patterns.*
- *The type and hours of operation and parking demand for each land use.*
- *A sketch or site plan detailing shared use spaces in the lot and the walking distance to the uses sharing the lot (property boundary to property boundary).*
- *A description of the character of land use and parking patterns of adjacent land uses.*
- *An estimate of turnover in parking space use over the course of 12 to 24 hours.*

(B) Design Standards. Users sharing a parking facility must provide for safe, convenient walking between land uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting. A pedestrian circulation plan must show connections, walkways, and signage between the parking facilities and subject uses.

Shared parking areas must be paved and properly striped. Details regarding the maintenance of the shared parking areas, including snow removal, must be provided.

(C) Process. A shared parking agreement requires a public hearing with the Planning Commission, who has final authority over granting such agreements. Should the Planning Commission grant approval, a written agreement must be reviewed and approved by the city attorney and executed by the property owner(s) to assure the continued availability of the shared parking spaces for the life of the development. The agreement must contain, at a minimum:

- *The names and ownership interest of all parties and the signatures of those parties.*
- *A legal description of the land upon which the parking area(s) and building(s) appurtenant to the parking areas are located.*
- *A sketch or site plan showing the area of the parking parcel, pedestrian and driver circulation, maintenance, etc.*
- *Details regarding the maintenance of the shared parking, including snow removal.*

(D) Change in Use. Should any of the shared parking uses be changed, or should the Community Development Department find that any of the conditions described in the approved shared parking study or agreement no longer exist, or if insufficient parking is an issue due to complaints, the owner must submit a revised shared parking study and an amended shared parking agreement in accordance with the standards of this subsection or provide the number of spaces required for each use as if computed separately. If the City determines that the revised shared parking study or agreement does not satisfy the off-street parking needs of the proposed uses, the shared parking request shall be denied, and no certificates of occupancy shall be issued until the full number of off-street parking spaces are provided.

ADDITIONAL RECOMMENDATION(S):

- Create a standard Shared Parking Application and Agreement Form to streamline the process for businesses.

PART II - CODE OF ORDINANCES
Chapter 138 - ZONING
ARTICLE IV. OFF-STREET PARKING AND LOADING

ARTICLE IV. OFF-STREET PARKING AND LOADING¹

DIVISION 1. OFF-STREET PARKING REQUIREMENTS

Sec. 138-216. Purpose.

In all zoning districts, space shall be provided as specified in this chapter for the parking and storage of self-propelled motor vehicles for the use of occupants, employees and patrons of buildings hereafter erected, altered or extended after the effective date of this chapter. Such parking space shall be maintained and shall not be encroached upon so long as said building or structure remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this chapter.

Sec. 138-217. Units of measurement.

- (a) *Total floor area.* The sum of the horizontal area of the first story measured to the inside face of interior walls, plus, similarly measured, that area of all other stories, including mezzanines which may be fit for occupancy, including the floor area of all accessory buildings measured similarly and the floor area of basements used for activities related to the principal use, such as storage.

The calculation shall exclude furnace and utility rooms, parking space located within a building, other mechanical equipment, unenclosed porches, public corridors and public toilets, whether located in a principal or an accessory building.

- (b) *Usable floor area.* In those cases where usable floor area cannot be determined, usable floor area shall be assumed to be equal to 70 percent of the total floor area of the building.
- (c) *Parking space requirements.* When determining parking requirements, any fraction equal to or greater than one-half shall go to the next higher number.

Sec. 138-218. Shared parking/parking waivers.

- (a) *Collective or joint use of parking areas.* The joint use of parking facilities by two or more uses is permitted whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction can be satisfied. A copy of any agreement between joint users shall be filed with the application for a business license. The agreement shall include a guarantee for continued joint use and a joint site maintenance agreement.

In computing capacities for any joint use, the off-street parking requirement is the sum of the individual requirements that will occur at the same time. In computing the required parking spaces for the total of joint off-street parking, the total spaces required may be reduced by the zoning officer whenever the facilities served do not operate during the same hours of the day or night and it can be clearly established that a simultaneous need for joint use parking will not occur.

- (b) *Reductions in existing off-street parking.* Effective with the date of this chapter, off-street parking existing in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

¹Cross reference- Parking accommodations at drive-in restaurants, §30-380; stopping, standing and parking generally, §122-91 et seq.

RECOMMENDATIONS

SEC. 138-218(B). FLEXIBILITY IN STANDARDS.

Create a section outlining the flexibility offered in parking standards and locate near the front of the parking article (this would replace the existing language in Sec. 138-226). Sample language to consider:

Exceptions. If a non-residential use is within 500-feet of a municipal parking lot, no on-premise parking is required. The distance is measured from property line to property line.

On-Street Parking Spaces. On-street parking spaces along the public parking lane (corresponding to the subject lot frontage, including side streets for lots on a corner) may be used to reduce the number of required off-street parking spaces for non-residential uses. The lot frontage is divided by the size of a typical parallel parking space (23-feet).

Shared Parking Agreement. Provide a Shared Parking Agreement, per Sec. 138-218(A).

Bicycle Parking. Bicycle parking may be used to reduce the number of required off-street parking spaces (by 1 vehicle parking space) by providing 2 bicycle parking spaces (installing an inverted U, loop style, or other approved style of bicycle rack).

EV Chargers. Spaces dedicated to EV chargers may be used to reduce the number of required off-street parking spaces: 1 EV charger with 2 charging spaces may reduce the overall parking requirement by 4 spaces. This can be used twice for a single development proposal.

Parking Waivers. The City may grant waivers to off-street parking requirements, provided there is no reduction in the number of spaces reserved for persons with disabilities nor employees. In no instance may the total amount of parking waivers be greater than 20% of the required parking.

- *Administrative Waivers. The Community Development Director may waive up to 5 off-street parking spaces, provided that the 5 parking spaces do not make up more than 10% of the total site parking. Regardless of the computation and parking required, 1 parking space may always be considered to be waived.*

- *Planning Commission Waivers. The Commission may modify the requirements for off-street parking, provided the applicant sufficiently demonstrates that the required parking is excessive, based on consideration of the factors listed below. The Commission may attach conditions of approval and a public hearing is required.*

(1) Current/anticipated levels of employees and/or patrons.

(2) Peak period usage versus normal usage.

(3) Banked/reserved parking for future use.

(4) Opportunities to provide green space, additional landscaping and to minimize impervious areas on the site.

(5) Valet parking or other means of accommodating parking off-site that will not overburden public parking and is a reasonable alternative. Valet parking must be available for the days and times needed and cannot conflict with other businesses that share the same parking facility or valet service.

(6) Neighborhood or other surrounding characteristics.

(7) Strict application of the ordinance unreasonably hinders development of the site for a permitted use.

(8) Modification will not negatively impact public parking in the city.

(9) Proximity of the site to local or regional transit, including but not limited to bus stops, bicycle sharing stations, light rail, etc.

Any modification under this section is contingent on the continuing use of the property as approved. Any change in the use, scope or intensity of the property use will invoke reinstatement and application of the standard parking requirements of this article.

Sec. 138-219. Parking space requirements by use.

Minimum number of off-street parking spaces by type and use shall be determined in accordance with the following schedule. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use that the zoning officer considers similar in type.

Use	Number of Parking Spaces Per Unit of Measure
(1) Residential	
Single-family residential detached or attached	Two per dwelling unit
Two-family residential	Two per dwelling unit
Multiple-family residential	Two per dwelling unit
Independent senior living facility	One per residential dwelling unit
Assisted living facility	0.5 per residential dwelling unit
Skilled nursing facility	1.5 per 1,000 sq. ft. of total area
(2) Institutional	
Church, chapel, synagogue, temple, or other place of worship	One per three seats or one per five feet of pew, whichever is greater
Community center	One per 250 sq. ft. of usable floor area
Commuter college, university, business, vocational, religious schools and similar institutions enrolling students seventeen years of age or older	One per employee and student
Convent	One per 1000 sq. ft. of usable floor area
Fraternity or sorority	One per 100 sq. ft. of usable floor area
Gymnasium	One per three seats or five feet of bench, whichever is greater plus one per 100 sq. ft. of usable floor area
Nursing homes, children's homes, and orphanages	One per bed
Hospitals and sanitariums	Two per bed
Libraries, museums or post offices	One per 150 sq. ft. of usable floor area
Nursery schools, day care or child care centers (Principal Use)	One per 300 sq. ft. of usable floor area plus one per employee
Park (Playfield with active sports facilities)	Thirty-four per diamond or marked field of play
Park (Passive)	Space equivalent to 5% of the total land area
Private and public elementary and junior high schools and similar institutions	One per employee plus the requirements of the auditorium or multipurpose room or gymnasium plus ten
Private clubs or lodges	One per 50 sq. ft. of usable floor area
Private swimming pool clubs or other similar uses	One per 100 sq. ft. of water area plus one per 30 sq. ft. used for spectator seating
Public and private high schools and similar institutions	One per employee plus one per eight students plus the requirements of the auditorium, multipurpose room or gymnasium
Public and private schools converted for adult education classes	One per employee and student
Stadia, sports arenas, or other places of outdoor assembly	One per three seats or five feet of bench, whichever is greater
Theaters and auditoriums, public assembly halls	(a) With fixed seating—One per three seats (b) Without fixed seating—One per three persons who may legally be admitted therein at one time under the occupancy load as established by local, adopted building code
(3) Commercial	
Adult bookstore, nude, photographic studio, massage establishment	Three per 100 sq. ft. of usable floor area
Adult theater	See "Theater"
Amusement center, video arcade, billiards/pool	Two per game table plus one per game device plus two
Art gallery (sales)	One per 300 sq. ft. of usable floor area plus two

RECOMMENDATIONS

SECTION 138-219. OFF-STREET PARKING REQUIREMENTS, BY USE.

Sample language to consider:

The minimum number of off-street parking spaces, by use, is determined by the following schedule:

Existing Use	Existing Berkley Standard	Recommended Berkley Standard	ITE / ULI Recommendations	Notes
Residential Uses				
Single-family residential (detached or attached)	2 per dwelling unit	2 per dwelling unit	1.67 to 2.14 per unit / 0.85 per bedroom	No change proposed
Two-family residential	2 per dwelling unit	2 per dwelling unit	1.67 to 2.14 per unit / 0.85 per bedroom	No change proposed
Multiple-family residential	2 per dwelling unit	0.85 per bedroom	1.12 per unit for low-rise; 1.31 per unit for mid-rise; 0.98 per unit for high-rise / 0.85 per bedroom	May warrant further discussion by the City.
Senior living facility (independent)	1 per dwelling unit	1 per employee, plus 1 per 5 resident beds, plus drop-off/pick-up space	0.61 per unit / 0.85 per bedroom	Renamed
Senior living facility (assisted) / Skilled nursing facility	0.5 per dwelling unit	1 per employee, plus 1 per 20 resident beds, plus drop-off/pick-up space	0.5 per unit / 0.85 per bedroom	Renamed; includes skilled nursing facility (previously at 1.5 per 1,000 of GFA)
Institutional Uses				
Religious institution (church, synagogue, temple, etc.)	1 per 3 seats or 1 per 5 feet of pew, whichever is greater	1 per 100 UFA	9.44 per 1,000 GFA (church), 19.22 per 1000 GFA (mosque)	Renamed
Community center	1 per 250 UFA	1 per 370 UFA	2 per 1,000 GFA (weekday); 4 per 1,000 GFA (Sunday) - 2.7 average	
School: college, university, trade and vocational	1 per employee and student	1 per employee, plus 0.40 per student	0.23 to 0.40 per student	Renamed (includes: commuter college, university, business, vocational, religious schools and similar institutions with students 17 years or older)
Hospital / sanitarium	2 per bed	3 per bed, plus drop-off/pick-up space	3.74 per bed	
Library, museum, or other cultural institution	1 per 150 UFA	1 per 400 UFA, plus 1 per employee	2.35 per 1,000 GFA (library); 0.92 per 1,000 GFA (museum) / 3.9 per 1,000 GFA	Renamed
Daycare center	1 per 300 UFA, plus 1 per employee	1 per 285 UFA, plus 1 per employee, plus drop-off/pick-up space	3.3 per 1,000 GFA / 3.5 per 1,000 GFA	Renamed (includes "nursery schools, day care or child care centers"
Park	34 per diamond or marked field / 5% of the total land area	5.5 per acre, plus 10 spaces for marked playfield	5.5 per acre	Renamed (includes playfield, passive, etc.)
Public and private school (K-12)	1 per employee, plus auditorium, multipurpose room or gymnasium, plus 10	1 per employee, plus 10 spaces, plus drop-off/pick-up space	0.95 per employee, plus drop-off/pick-up space	Renamed (includes K-12 now)
Private swimming pool clubs or other similar uses	1 per 100 GFA of water area, plus 1 per 30 GFA of spectator seating	1 per 500 UFA, plus 1 per employee	2.7 per 1,000 GFA / 4.1 per 1,000 GFA	
Stadium, sports arenas, or other places of outdoor assembly	1 per 3 seats or 5-feet of bench, whichever is greater	1 per 500 UFA, plus 1 per employee, plus drop-off/pick-up space	8.5 per hole (golf course Saturday); 4.8 per 1,000 GFA (tennis court)	

LEGEND

ITE = Institute of Transportation Engineers Parking Generation, 5th Edition
 ULI = Urban Land Institute and the National Parking Association, 3rd Edition

Auction house	One per two seats or two per 50 sq. ft. of usable floor area, whichever is greater
Auto body shop	Three per 250 sq. ft. of usable floor area plus two screened storage spaces per service bay
Auto parts store, auto rental	One per 300 sq. ft. of usable floor area
Automobile repair shop	One per 200 sq. ft. of sales area plus three screened storage spaces per service bay
Automobile sales	Seven per 1000 sq. ft. of showroom plus one per 350 sq. ft. of service bay
Bakery shop	One per 100 sq. ft. of usable floor area
Banks, financial institutions	One per 200 sq. ft. of usable floor area plus three per teller station plus eight stacking spaces for the first drive-in window and six stacking spaces per each additional window plus two per ATM
Banquet halls, dance halls, roller or skating rinks, tennis, clubs, exhibition, assembly or rental hall without fixed seats	One per three persons who may legally be admitted therein at one time under the occupancy load as established by the local, adopted building code
Bar, lounge, tavern, night club with or without a restaurant	One per 60 sq. ft. of usable floor area
Beauty and barber shops, tanning or nail salon	Three per service chair or station
Bed and breakfast	One per guest room plus two
Boarding house	Two per owner plus one per lodger
Bookstore, records, video or a combination of each	Four per 1000 sq. ft. of usable floor area
Bowling alley	Five per alley
Car wash, full service	Four per wash/drying/detailing bay/stall plus ten stacking spaces plus six
Car wash, self service	Four stacking spaces plus two drying spaces per stall
Cartage, express and parcel delivery	One per 500 sq. ft. of usable floor area
Cemetery	As required for the permitted accessory uses, see division 11, Cemetery District in article V
Convenience or liquor store	Six per 1000 sq. ft. of usable floor area.
Dry cleaning	One per 300 sq. ft. of usable floor area
Exterminator	Three per 1000 sq. ft. of usable floor area
Funeral home or mortuary establishment	One per 50 sq. ft. of assembly room used for services, parlors and slumber rooms
Furniture and appliance, household equipment, decorator, office supply, showrooms	One per 400 sq. ft. of usable floor area
Gas station, full serve	Two per service rack plus one per pump mechanism plus four
Gas station, self serve	One per pump mechanism plus two
Gas station, with convenience shop	Six per 1000 sq. ft. of usable floor area plus one per pump plus two
Grocery store	Nine per 1000 sq. ft. of usable floor area
Gunsmith/shop	One per 250 sq. ft. of usable floor area or four, whichever is greater
Hardware store	Four per 1000 sq. ft. of usable floor area
Health club	One per 150 sq. ft. of usable floor area designated for machines and free-weights plus one per 50 sq. ft. of usable floor area designated for aerobics classes
Hotels, motels	1½ per room
Indoor racquet facility	Four per court
Laundromat and coin operated dry cleaners	One per two washers and drying machines
Locksmith	Three per 1000 sq. ft. of usable floor area plus one per service vehicle
Massage parlor	One per 100 sq. ft. of usable floor area
Miniature golf course	Three per hole of play
Motorcycle service and sales	One per 200 feet of usable floor area or two, whichever is greater

RECOMMENDATIONS

Existing Use	Existing Berkley Standard	Recommended Berkley Standard	ITE / ULI Recommendations	Notes
Commercial Uses				
Adult bookstore, nude, photographic studio, massage establishment	3 per 100 UFA	3 per 100 UFA	-	No change
Indoor recreation (includes an amusement center, video arcade, billiards/pool)	2 per game table, plus 1 per game device, plus 2	2 per game table, plus 1 per game device	/ 2.75 per 1,000 GFA	Renamed
Assembly halls / private clubs / lodges / event halls	1 per 50 UFA	1 per 100 UFA	3.04 per 1,000 GFA (weekday for athletic club)	Renamed (includes assembly halls)
Automobile repair shop	3 per 250 UFA, plus 2 screened storage spaces per service bay	2 per service stall, plus 1 per employee	2 per service stall, plus 1 per employee	Renamed (previously "auto body shop", includes oil change shop)
Automobile sales	7 per 1,000 UFA of showroom, plus 1 per 350 UFA of service bay	7 per 500 UFA, plus 1 per employee	2.29 per 1,000 GFA (new sales); 1.69 per 1,000 GFA (service area)	Includes motorcycle sales
Automobile wash	Full service: 4 per wash/drying/detailing bay/stall, plus 10 stacking spaces, plus 6 Self service: 4 stacking spaces, plus 2 drying spaces per stall	1 per employee, plus 4 stacking spaces for each washing stall	1 per employee	Renamed (includes both full service and self service car washes)
Bakery	1 per 100 UFA	1 per 100 UFA	1 per 100 UFA, plus 1 per employee	No change
Bar, lounge, tavern, night club with or without a restaurant	1 per 60 UFA	2 per 100 UFA	19 per 1,000 GFA	Increased
Bed and breakfast	1 per guest room, plus 2	1 per unit, plus 1 per employee	1 per unit, plus 1 per employee	
Bowling alley / indoor racket ball	5 per alley / 4 per court	4 per lane / court, plus 1 per employee	4.39 per lane	
Convenience / liquor store	6 per 1,000 UFA	4.5 per 800 UFA	5.5 per 1,000 GFA	
Dry cleaning	1 per 300 UFA	1 per 300 UFA, plus 1 per employee	1 per 300 UFA, plus 1 per employee	
Financial institutions (banks, including drive-thrus)	1 per 200 UFA, plus 3 per teller station, plus 8 stacking spaces for the first drive-in window and 6 stacking spaces per each additional window, plus 2 per ATM	1.5 per 400 UFA, plus 5 stacking spaces per kiosk	3.72 per 1,000 GFA / 4.6 per 1,000 GFA	
Funeral home / mortuary	1 per 50 UFA of assembly room used for services, parlors and slumber rooms	1 per 200 UFA, plus 1 per employee	1 per 200 UFA, plus 1 per employee	
Gas station	1 per pump mechanism, plus 2 With convenience shop: plus 6 per 1,000 UFA	1 per pump, plus 1 per employee With convenience shop: plus 6 per 1,000 UFA	8 per 1,000 GFA of retail space	
Grocery store	9 per 1,000 UFA	5 per 1,000 UFA	5.1 per 1,000 GFA / 4.75 per 1,000 GFA	
Hardware store	4 per 1,000 UFA	2.5 per 400 UFA	6.7 per 1,000 GFA	
Health / fitness club	1 per 150 UFA designated for machines and free-weights, plus 1 per 50 UFA designated for aerobics classes	1 per 300 UFA, plus 1 per employee	4.3 spaces per 1,000 GFA	
Hotel / motel	1.5 per room	1.15 per room	0.5 per room (motel) / 1.15 per room (hotel)	

Newspaper/magazine stand	One per 300 sq. ft. or three, whichever is greater
Nursery, greenhouse or garden center	One per 300 sq. ft. of usable floor area plus one per 300 sq. ft. of outdoor space
Oil change shop	Three per service bay plus two stacking spaces per service bay
Outdoor dining or sales	Same as related interior uses
Pawn shop	One per 300 sq. ft. of usable floor area
Photography studio	One per 200 sq. ft. of usable floor area or four, whichever is greater
Planned commercial or shopping center	One per 100 sq. ft. of usable floor area. In addition, the parking requirements for restaurants located in shopping centers shall be calculated separately, based upon the restaurant requirements
Printing and publishing	One per 300 sq. ft. of usable floor area or four, whichever is greater
Produce market/stand	One per 100 sq. ft. of usable floor area
Radio or television station or production facility	One per 300 sq. ft. of usable floor area
Rental equipment	One per 200 sq. ft. of usable floor area
Repair shop (appliance, furniture, shoe, non-vehicle)	One per 250 sq. ft. of usable floor area
Restaurants, carry out	One per 75 sq. ft. of usable floor area
Restaurants, fast-food, drive-in, drive-through	One per 75 sq. ft. of usable floor area plus ten stacking spaces for the first drive-through lane and five stacking spaces per additional lane
Restaurants, other	One per 60 sq. ft. of usable floor area
Retail store	One per 225 sq. ft. of usable floor area
Rifle range	One per target area plus five
School, beauty	Two per operator station plus three
School, dance	One per 150 sq. ft. of dance floor area plus five
Tattoo/body piercing studio	One per 100 sq. ft. of usable floor area
Taxi stand	One per taxi
Telemarketing	One per 25 sq. ft. of usable floor area or ten, whichever is greater
Travel Agency	One per 250 sq. ft. of usable floor area
Veterinarian clinic	One per 100 sq. ft. of usable floor area
(4) Office	
Business and professional offices of architects, engineers, landscape architects, lawyers or similar allied professions	One per 225 sq. ft. of usable floor area
Office, dental	Two per examination or treatment room plus three
Office, medical	One per 100 sq. ft. of usable floor area or ten, whichever is greater
Office, psychologist	Two per examination or treatment room plus three
Blood and plasma office	One per 75 sq. ft. of usable floor area or eight, whichever is greater
(5) Industrial	
Industrial establishments, research and testing laboratories	One per 250 sq. ft. of usable floor area plus one per company vehicle, or ten, whichever is greater
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 per 250 sq. ft. of usable floor area plus one space per company vehicle and piece of mobile equipment or ten, whichever is greater
Wholesale and warehouse establishments	One per 250 sq. ft. of usable floor area
Heavy equipment storage yard, lumber and building materials yard	One per 250 sq. ft. of usable show room or sales area plus one per company vehicle
Cellular tower	Two

RECOMMENDATIONS

Existing Use	Existing Berkley Standard	Recommended Berkley Standard	ITE / ULI Recommendations	Notes
Laundromat and coin operated dry cleaners	1 per 2 washers and drying machines	1 per 400 UFA, plus 1 per employee	1.40 per 1,000 GFA	
Massage parlor	1 per 100 UFA	1 per massage room, plus 1 per employee	1 per massage room, plus 1 per employee	
Miniature golf course	3 per hole of play	2 per hole of play	-	
Nursery, greenhouse or garden center	1 per 300 UFA, plus 1 per 300 UFA of outdoor space	1 per 800 UFA (includes outdoor space), plus 1 per employee	1 per 800 UFA, plus 1 per employee	
Pawn shop	1 per 300 UFA	1 per 300 UFA, plus 1 per employee	-	
Personal service establishment	3 per service chair / station	1 per chair / bed / station, plus 1 per employee, OR 1 per 300 UFA, plus 1 per employee	1 per chair, plus 1 per employee, OR 1 per 300 UFA, plus 1 per employee	Renamed (includes beauty / barber shops, tanning, nail salon)
Planned commercial or shopping center	1 per 100 UFA. Restaurants located in shopping centers are calculated separately, based upon the restaurant requirements.	1 per 200 UFA. Restaurants/ bars are calculated separately, based upon those uses.	5.1 per 1,000 GLA	
Printing and publishing	1 per 300 UFA, or 4, whichever is greater	1 per 300 UFA, or 4, whichever is greater	4.3 per 1,000 GFA	No change
Produce market / stand / food truck	1 per 100 UFA	1 per 100 UFA (including outdoor seating areas)	-	No change
Repair shop (appliance, furniture, shoe, non-vehicle)	1 per 250 UFA	1 per 800 UFA, plus 1 per employee	0.96 per 1,000 GFA (weekend)	
Restaurants, fast casual	1 per 75 UFA	1 per 100 UFA, plus 1 per employee	9.9 per 1,000 GFA / 14.7 per 1,000 GFA	Renamed (previously called carry out)
Restaurants, quality (sit-down)	1 per 60 UFA	2 per 100 UFA, plus 1 per employee	23 per 1,000 GFA / 17.4 per 1,000 GFA	
Restaurants, fast-food, drive-through	1 per 75 UFA, plus 10 stacking spaces for the first drive-through lane and 5 stacking spaces per additional lane	1 per 100 UFA, plus 1 per employee, plus 7 spaces for each drive-thru kiosk / station	8.66 per 1,000 GFA (weekday); 12.41 per 1,000 GFA (weekend)	
Retail sales	1 per 225 UFA	1 per 500 UFA, plus 1 per employee	1.6 per 1,000 GFA (non-December); 2.6 per 1,000 GFA (December)	
Retail sales (marijuana dispensary only)	-	1.5 per 200 UFA, plus 1 per employee	7 per 1,000 GFA	
School, beauty	2 per operator station, plus 3	1 per operator station, plus the total number of employees	-	
Studio (dance, art, photography and the like)	Dance: 1 per 150 UFA of dance floor, plus 5 Art: 1 per 300 UFA, plus 2 Photography: 1 per 200 UFA or four, whichever is greater	1 per 300 UFA, plus 1 per employee	-	
Tattoo / body piercing studio	1 per 100 UFA	1 per chair, plus 1 per employee	1 per chair, plus 1 per employee	
Theatre / entertainment venue	Fixed seating: 1 per 3 seats No fixed seating: 1 per 3 persons admitted at 1 time under the occupancy load	0.25 per seat	0.10 per seat / 8.55 per 1,000 GFA	
Veterinarian clinic	1 per 100 UFA	1 per 350 UFA	2.8 per 1,000 GFA	

Newspaper/magazine stand	One per 300 sq. ft. or three, whichever is greater
Nursery, greenhouse or garden center	One per 300 sq. ft. of usable floor area plus one per 300 sq. ft. of outdoor space
Oil change shop	Three per service bay plus two stacking spaces per service bay
Outdoor dining or sales	Same as related interior uses
Pawn shop	One per 300 sq. ft. of usable floor area
Photography studio	One per 200 sq. ft. of usable floor area or four, whichever is greater
Planned commercial or shopping center	One per 100 sq. ft. of usable floor area. In addition, the parking requirements for restaurants located in shopping centers shall be calculated separately, based upon the restaurant requirements
Printing and publishing	One per 300 sq. ft. of usable floor area or four, whichever is greater
Produce market/stand	One per 100 sq. ft. of usable floor area
Radio or television station or production facility	One per 300 sq. ft. of usable floor area
Rental equipment	One per 200 sq. ft. of usable floor area
Repair shop (appliance, furniture, shoe, non-vehicle)	One per 250 sq. ft. of usable floor area
Restaurants, carry out	One per 75 sq. ft. of usable floor area
Restaurants, fast-food, drive-in, drive-through	One per 75 sq. ft. of usable floor area plus ten stacking spaces for the first drive-through lane and five stacking spaces per additional lane
Restaurants, other	One per 60 sq. ft. of usable floor area
Retail store	One per 225 sq. ft. of usable floor area
Rifle range	One per target area plus five
School, beauty	Two per operator station plus three
School, dance	One per 150 sq. ft. of dance floor area plus five
Tattoo/body piercing studio	One per 100 sq. ft. of usable floor area
Taxi stand	One per taxi
Telemarketing	One per 25 sq. ft. of usable floor area or ten, whichever is greater
Travel Agency	One per 250 sq. ft. of usable floor area
Veterinarian clinic	One per 100 sq. ft. of usable floor area
(4) Office	
Business and professional offices of architects, engineers, landscape architects, lawyers or similar allied professions	One per 225 sq. ft. of usable floor area
Office, dental	Two per examination or treatment room plus three
Office, medical	One per 100 sq. ft. of usable floor area or ten, whichever is greater
Office, psychologist	Two per examination or treatment room plus three
Blood and plasma office	One per 75 sq. ft. of usable floor area or eight, whichever is greater
(5) Industrial	
Industrial establishments, research and testing laboratories	One per 250 sq. ft. of usable floor area plus one per company vehicle, or ten, whichever is greater
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 per 250 sq. ft. of usable floor area plus one space per company vehicle and piece of mobile equipment or ten, whichever is greater
Wholesale and warehouse establishments	One per 250 sq. ft. of usable floor area
Heavy equipment storage yard, lumber and building materials yard	One per 250 sq. ft. of usable show room or sales area plus one per company vehicle
Cellular tower	Two

RECOMMENDATIONS

Existing Use	Existing Berkley Standard	Recommended Berkley Standard	ITE / ULI Recommendations	Notes
Office Uses				
Professional offices (business offices of architects, engineers, landscape architects, travel agency, psychologists, lawyers or similar allied professions)	1 per 225 UFA	1 per 300 UFA	3.3 per 1,000 GFA / 3.8 per 1,000 GFA	Renamed / regrouped
Medical and dental offices (including blood and plasma facilities)	1 per 100 UFA or 10 spaces, whichever is greater	1 per 225 UFA	4.3 per 1,000 GFA / 4.6 per 1,000 GFA	Renamed / regrouped
Industrial Uses				
General light industrial establishments, research and testing laboratories	1 per 250 UFA, plus 1 per company vehicle, or 10, whichever is greater	1 per 800 UFA	1.2 per 1,000 GFA	Renamed
Manufacturing (or establishment for production, processing, assembly, compounding, preparation, cleaning, servicing, testing, repair, or storage of materials, goods, or products)	1 per 250 UFA, plus 1 space per company vehicle and piece of mobile equipment or 10, whichever is greater	1 per 750 UFA	1.4 per 1,000 GFA	
Wholesale and warehouse establishments	1 per 250 UFA	1 per 1,500 UFA	0.6 per 1,000 GFA	
Heavy equipment storage yard, lumber and building materials yard	1 per 250 UFA show room or sales area, plus 1 per company vehicle	1 per 500 UFA for a showroom / sales area, plus 1 dedicated space per company vehicle	-	Same as retail, if use present

ADDITIONAL RECOMMENDATION(S):

- Add other uses such as a self-storage facility, smoking lounge, secondhand shop, pet grooming/pet boarding facility, artisan/maker-space, community incubator kitchen, drive-thru, all State of Michigan Group Homes (e.g., adult foster care, child care home, foster care), and transitional housing/shelters.

Sec. 138-220. Parking dimensions.

- (a) *Standard.* A basic residential or commercial parking space shall be an accessible rectangle having a width of nine feet and a length of 20 feet.
- (b) *Compact.* Compact car spaces shall be an accessible rectangle having a width of eight feet and a length of 16 feet. Compact car spaces shall account for no more than 30 percent of the total parking requirement and be clearly signed for "small cars only."
- (c) *Adjacent to walls and other structures.* When a parking space is located adjacent to a fixed object, such as a wall, fence, or support post, which interferes with the opening of any vehicle door, the width of the space shall be increased by one foot. Such parking spaces shall be located on the premises they are intended to serve.

Sec. 138-221. Barrier free parking requirements.

Each parking lot that serves a building, except single and two-family dwelling units, shall have a number of level parking spaces, identified by an above-grade sign placed six feet above grade which indicates the spaces are reserved for physically handicapped persons. Parking for the handicapped shall comply with the State of Michigan Barrier-Free Rules, Michigan Public Act No. 1 of 1996, as amended, and the adopted city building code. The number of barrier-free spaces required is as follows:

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)

Sec. 138-222. Parking lot location, design, and construction.

- (a) *Single- and two-family residential uses.*
 - (1) *Location.* The off-street parking facilities required for single- and two-family dwellings shall be located on the same lot or plot of ground as the buildings they are intended to serve.
 - (2) *Commercial vehicles.*
 - a. A commercial vehicle is defined as a truck, pick up truck, sedan or panel van, including tractors, trailers, semi-trailers, and step vans used for the transportation or delivery of goods or merchandise or used in the business occupation of the current resident. No commercial vehicle shall have a height greater than ten feet and a length greater than 24 feet.
 - b. Parking of the following vehicles for more than 48 hours shall be prohibited in any residential district:
 - Semi-tractor;
 - Tow truck;
 - Cement truck;

RECOMMENDATIONS

SEC. 138-220. PARKING DIMENSIONS.

Add provision (d) to allow minor vehicle overhang onto non-landscaped green spaces or other unused surfaces. Sample language to consider:

(d) Parking stall length may be reduced from 20-feet to 18-feet when the vehicle overhang is positioned over open green space or would not interfere with pedestrian access. Where a parking space directly abuts a pedestrian walkway, the walkway must be a minimum of 7-feet in width to accommodate pedestrian access.

SEC. 138-221. BARRIER-FREE PARKING.

Revise the table to account for the minimum of required van-accessible parking spaces. Consider adding a zoning graphic to illustrate the difference between striping standards for barrier-free vs. van-accessible parking spaces. Sample language to consider:

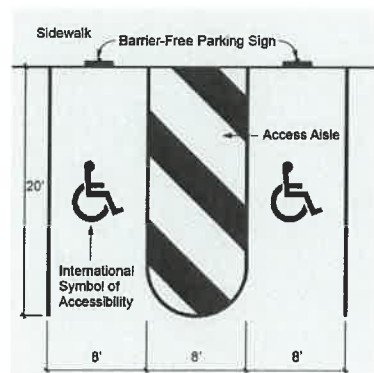
Each parking lot that serves a building, except one- and two-family dwelling units, must provide parking that meets the requirements for barrier-free access. A barrier-free route of travel from accessible parking spaces to the nearest barrier-free building approach must also be provided. The minimum number of barrier-free spaces is required, as described in the following table:

Total Number of Off-Street Parking Spaces	Total Minimum Number of Barrier-Free Spaces Required	Minimum Number of Spaces that must be Sized for Van-Accessible
Up to 25	1 total	At least 1
26 to 50	2 total	
51 to 75	3 total	
76 to 100	4 total	
101 to 150	5 total	
151 to 200	6 total	
201 to 300	7 total	
301 to 400	8 total	
401 to 500	9 total	At least 2
501 to 1,000	2% of total parking provided	At least 1/6 of total barrier-free spaces
1,001 and greater	20, plus 1 for each 100 over 1,000	At least 1/6 of total barrier-free spaces

Zoning Graphic Example:

Barrier-Free Parking Space Layout and Dimensions

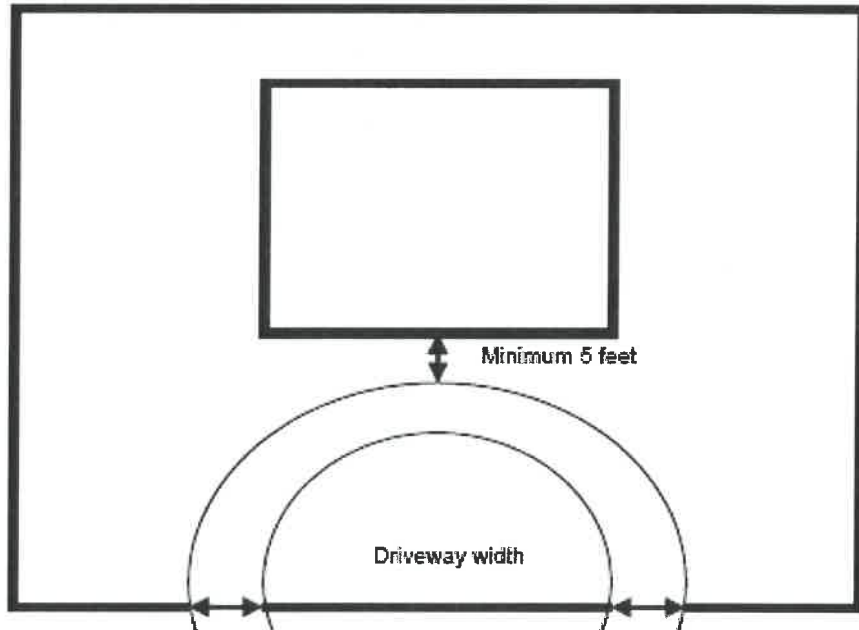
Van Accessible



Standard



- Flat-bed truck whose bed exceeds 10 feet;
 - Tank body truck;
 - Cherry pickers;
 - Dump truck;
 - Stake truck whose bed exceeds ten feet; or
 - Any type of construction or industrial equipment but not limited to bull dozers and hi-lo's, or vehicles equipped with open racks for transporting glass, lumber or any type of extended materials.
- c. All permitted commercial vehicles shall be currently licensed and operative. Vehicles shall be limited to those used by current residents.
- (3) *Residential drive ways.*
- a. *Number of driveways.*
1. *For parcels less than 100 feet wide.* No more than one driveway and approach per dwelling unit shall be permitted.
 2. *For parcels 100 feet or more in width.* A circular driveway with two approaches on the same street is permitted. Circular driveways shall not exceed 10 feet in width and shall not be less than 5 feet from the front building line. The driveway shall not be less than 5 feet from the side lot line as measured along the front lot line. Total pavement within the front yard shall not exceed 35% of the front yard.



3. *For parcels 100 feet or more in width and a corner lot.* In addition to the circular driveway described above, a separate driveway and approach from the side street is permitted if garage access is required.

RECOMMENDATIONS

SEC. 138-222. PARKING LOT LOCATION, DESIGN, AND CONSTRUCTION.

Streamline the residential section and revise the zoning graphics to be more user friendly.

Organize the residential driveway standards into a table, based on the frontage of the parcels.

ADDITIONAL RECOMMENDATION(S):

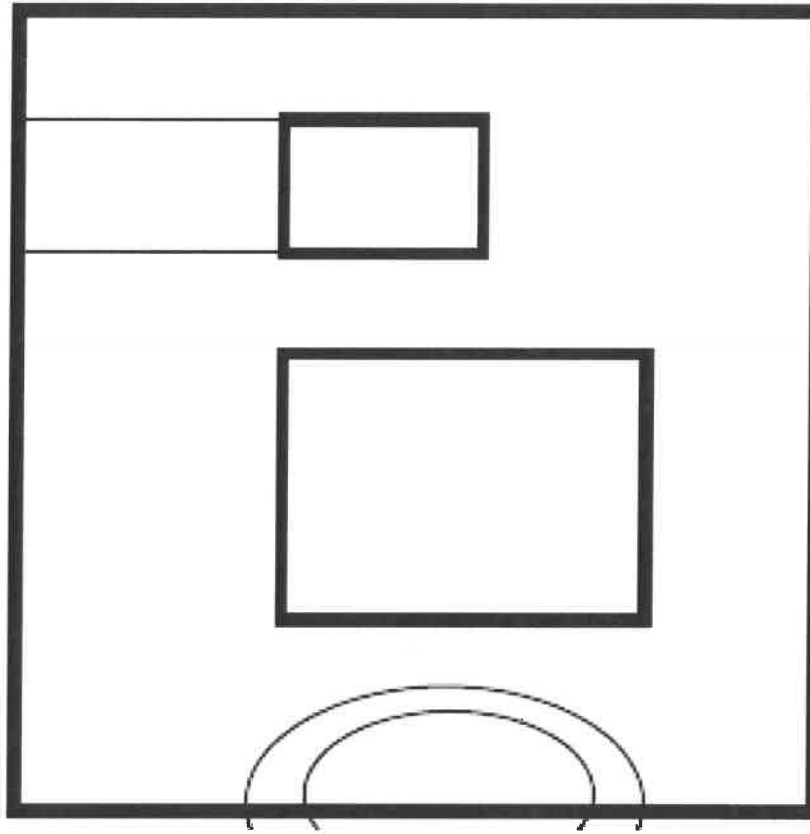
- Provide standards for Access Management to ensure safe, efficient travel for all street users. Such standards are an important tool to alleviate conflicts between vehicles, pedestrians, and bicycles. Sample language to consider:

Driveway Spacing. The minimum space between two non-residential driveways on the same side of the road is determined by posted speed limits along the parcel frontage. The minimum spacings indicated below are measured from centerline to centerline, as follows in the table to below.

Modifications. The Planning Commission may modify access management upon consideration of the following:

- *The standards would prevent reasonable access to the site or access via a shared driveway or service/frontage road is not possible due to the presence of existing buildings or topographic conditions.*
- *Roadway improvements (such as the addition of a traffic signal, center turn lane, or bypass lane) will be made to improve overall traffic operations prior to project completion, or occupancy of the building.*
- *The use involves the redesign of an existing development or a new use which will generate less traffic than the previous use.*
- *The proposed location and design are supported by the Michigan Department of Transportation (MDOT) as an acceptable design under the existing site conditions. The Commission may also request the applicant provide a traffic impact study to support the requested access design.*
- *Where there is a change in use or expansion at a site that does not comply with standards of this Zoning Ordinance, the Commission may determine the amount of upgrade needed in consideration of the existing and expected traffic pattern and the capability to meet the standards to the extent practical.*

Posted Speed Limit (MPH)	Minimum Spacing Required Between Driveways
25 MPH	130 feet
30 MPH	185 feet
35 MPH	245 feet
40 MPH	300 feet
45 MPH	350 feet
50+ MPH	455+ feet



- b. *Parking in the side and rear yards.* No parking shall be permitted on any residential lot or combination of residential lots, in the side or rear yards except upon a hard surface material.
- c. *Recreation vehicles.* Recreation vehicles, as defined in chapter 70, mobile homes, trailers, and recreational vehicles of the City Code, shall be stored in a garage or in the rear yard. See section 70-3, Parking outside of licensed park, for further requirements.
- d. *Parking in the front yard.* No parking shall be permitted on any residential lot or combination of residential lots, in any portion of the area extending between the residential structure and the public street, except upon a driveway area, parking strip or garage existing to the side of the residential structure.

RECOMMENDATIONS

SEC. 138-222. PARKING LOT LOCATION, DESIGN, AND CONSTRUCTION.

No additional changes recommended to this section.

ADDITIONAL RECOMMENDATION(S):

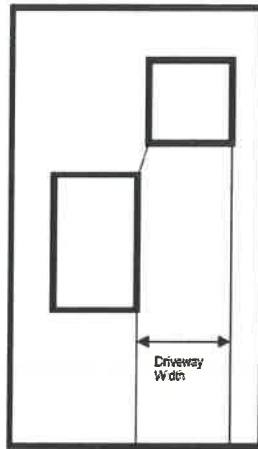
- Incentivize and provide standards for Cross Access between properties. This could be a requirement for new construction (over a certain threshold) and/or for development such as a PUD or special land use. Otherwise, it could remain a best practice or recommendation for the developer. Integration of cross access on site plans will likely require effort by the Community Development Department, in order to mobilize property owners to see the shared benefit in such an arrangement.

Sample language to consider:

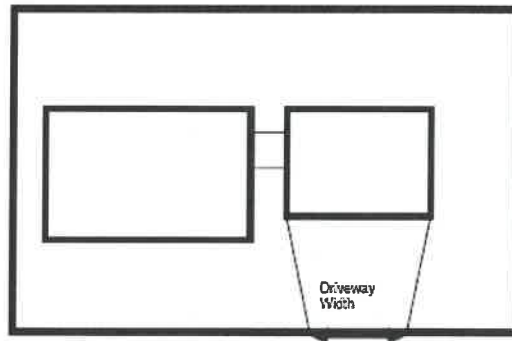
Cross access drive(s) are an easement which will permit the use of the drive for traffic circulation to provide ingress and egress to the two or more properties. All non-one or two-family residential developments should/must permit pedestrian and vehicle cross access for adjacent non-one or two-family sites.

Cross access agreements must be in a recordable form, approved by the City Attorney and will run with the land and benefit/burden the heirs, assigns and transferees of the properties to be served by the drivers. The easement must specify the means by which the drives will be maintained, including a specification of responsible parties for snow plowing, repair, and other maintenance practices.

Thee applicant must have the easement(s) recorded with the Oakland County Register of Deeds office and submit a copy to the city for permanent records.



- e. *Interior lots.* The width of the driveway area or parking strip shall not exceed 16 feet between the front building line and the front lot line.
- f. *Interior lots with attached garages.* The width of a driveway area or parking strip shall not exceed the width of the garage and shall taper uniformly to a width of 16 feet at the front lot line.

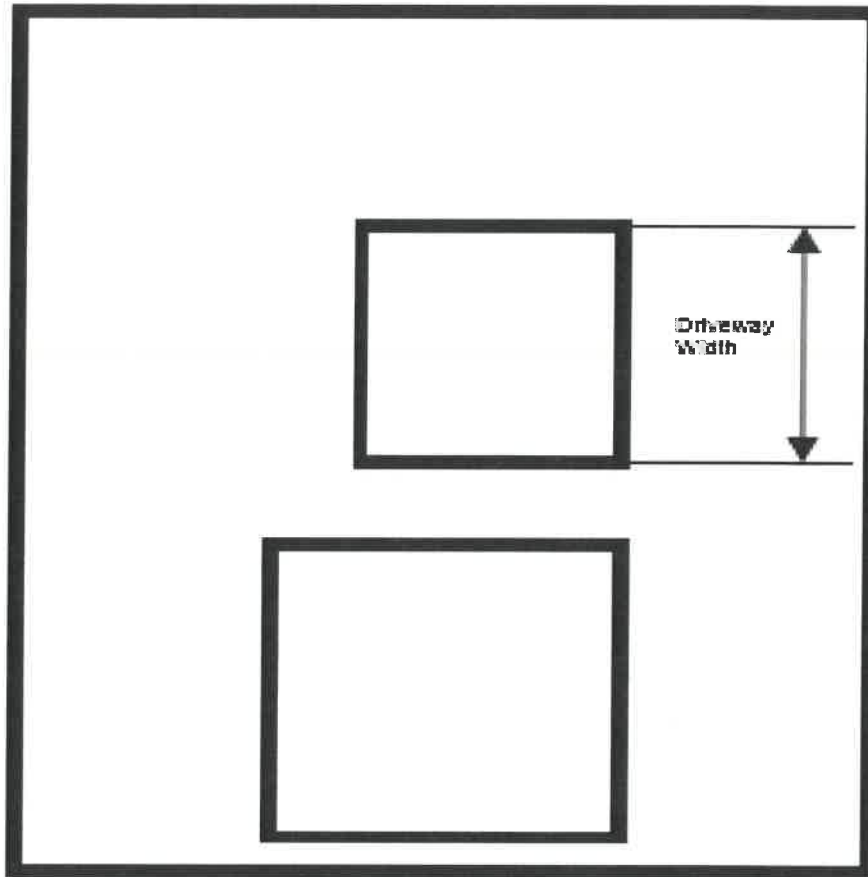


- g. *Corner lots.* Garages on corner lots shall be rotated so the driveway accesses the side street. See section 33-115, accessory buildings and structures, for setback requirements. The width of a driveway area or parking strip shall not exceed 20 feet or the width of the garage, whichever is greater. The width of the driveway may be maintained to the side lot line.

RECOMMENDATIONS

SEC. 138-222. PARKING LOT LOCATION, DESIGN, AND CONSTRUCTION.

No changes recommended.



- h. *Lots fronting on Greenfield.* Those residential lots fronting on Greenfield Road between 12 Mile Road and Catalpa shall be permitted a driveway approach not exceeding 20 feet in width in the area between the lot line and the street curb wherein parking in an east-west direction shall be permitted, subject to all other parking regulations.
 - i. *Lots backing to Coolidge.* Those residential lots backing to Coolidge between Twelve Mile Road and Webster that have a driveway and approach onto Coolidge as of June 19, 2008 shall be allowed to maintain and replace said driveway and approach. No additional driveways or approaches onto this portion of Coolidge shall be permitted.
- (b) *Multiple-family uses.*
- (1) *Location.* The off-street parking facilities required for single- and two-family dwellings shall be located on the same lot or plot of ground as the buildings they are intended to serve.
 - (2) *Commercial vehicles.*

 - a. A commercial vehicle is defined as a truck, pick up truck, sedan or panel van, including tractors, trailers, semi-trailers, and step vans used for the transportation or delivery of goods or merchandise or used in the business occupation of the current resident. No

RECOMMENDATIONS

SEC. 138-222. PARKING LOT LOCATION, DESIGN, AND CONSTRUCTION.

No changes recommended.

commercial vehicle shall have a height greater than ten feet and a length greater than 24 feet.

- b. Parking of the following vehicles for more than 48 hours shall be prohibited in any residential district:
- Semi-tractor;
 - Tow truck;
 - Cement truck;
 - Flat-bed truck whose bed exceeds ten feet;
 - Tank body truck;
 - Cherry pickers;
 - Dump truck;
 - Stake truck whose bed exceeds ten feet; or
 - Any type of construction or industrial equipment but not limited to bull dozers and hi-lo's, or vehicles equipped with open racks for transporting glass, lumber or any type of extended materials.
- c. All permitted commercial vehicles shall be currently licensed and operative. Vehicles shall be limited to those used by current residents.

(3) *Design.*

- a. *Parking lot ingress and egress.* Adequate ingress to the parking lot by means of clearly limited and defined drives shall be provided for all vehicles.
- b. *Backing onto public right-of-way.* Backing a vehicle onto or from public rights-of-way (public alley excepted) is prohibited in all areas except residential areas. Parking spaces shall be designed and arranged so that it is more convenient for the parking space user to accomplish the necessary backing movements on the private property than it is to work onto or from the public rights-of-way.
- c. *Screenwalls.* Where parking and/or off-street loading areas for business, office or industry are abutting a residential district, a six-foot obscuring masonry wall shall be constructed on the property line of such abutting districts. See article III "General Provisions," division 2 "Fences," for further screenwall requirements. Ownership shall be shown of all lots or parcels intended for use as parking by an applicant when an application for a building permit or certificate of occupancy is filed.
- d. *Attendant shelters.* Not more than one building for shelter of attendants shall be erected upon any given parking area and each such building shall not be more than 50 sq. ft. in area nor more than ten feet in height.
- e. *Aisle widths.* Aisle widths shall be required as follows to maintain vehicular and pedestrian safety. The planning commission may alter or revise the aisle width requirements if the commission finds that strict application of said requirements would endanger pedestrians or vehicular traffic.

RECOMMENDATIONS

SEC. 138-222. PARKING LOT LOCATION, DESIGN, AND CONSTRUCTION.

Update the zoning graphic: Parking Layouts to include the compact car layout.

Modernize the 90-degree parking dimensions from 64-feet in width, to 62-feet in width and stripe the spaces with the following:

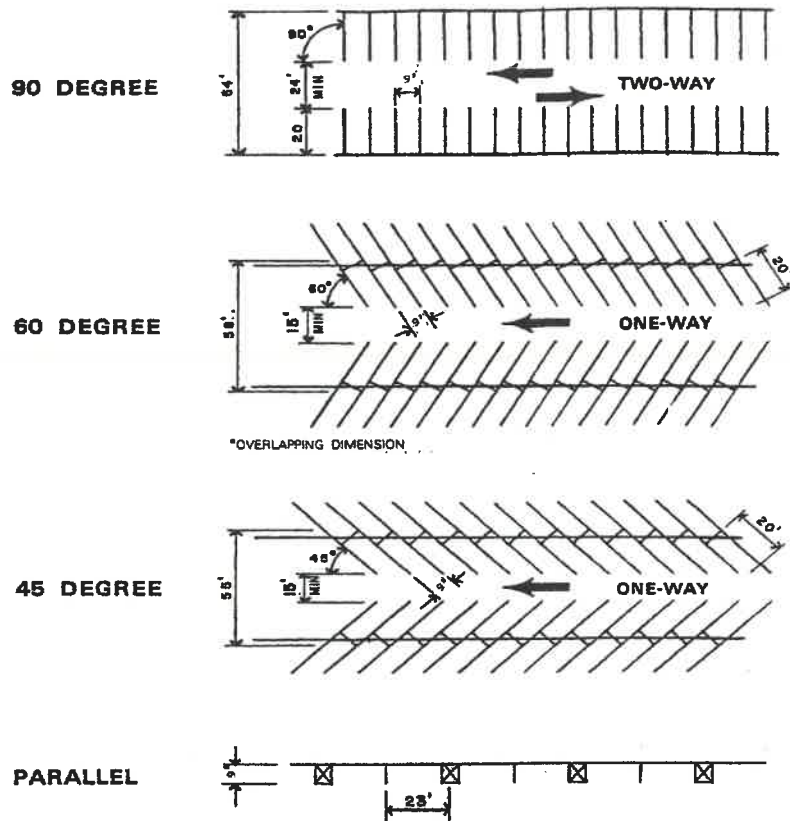
- 18-foot long parking space
- 26-foot wide drive aisle
- 18-foot long parking space

Modernize the 60-degree parking dimensions with a reduction to the overall width to 54-feet (currently 58-feet).

Modernize the 45-degree parking dimensions with a reduction to the overall width to 50-feet (currently 55-feet).

Remove provisions (c)(1)a and (c)(1)b as these have been revised and relocated to Sec. 138-218(B): Flexibility in Standards.

See the parking graphic on the following page for a detail of the revised parking dimensions.



PARKING LAYOUTS

(c) *Non-residential uses.*

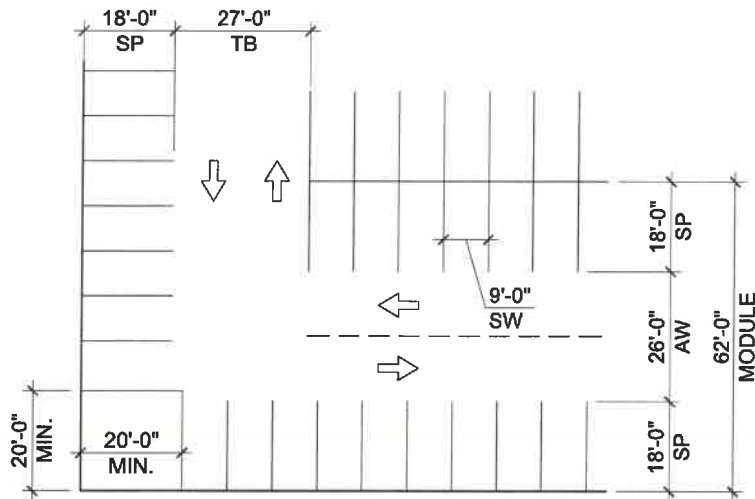
(1) *Location.*

- a. Required off-street for non-residential uses shall be on the same lot or within 500 feet of the building or use it is intended to serve, measured without crossing Twelve Mile Road, Coolidge Highway, Greenfield Road, Woodward Avenue, or Catalpa Drive from the nearest point of the required off-street parking facility.
- b. If a non-residential use is within 500 feet of a municipal parking lot, without crossing a major thoroughfare, no on-premise parking shall be required.
- c. No parking lots shall be permitted as a principal use in a zoning district other than the parking district (P-1).

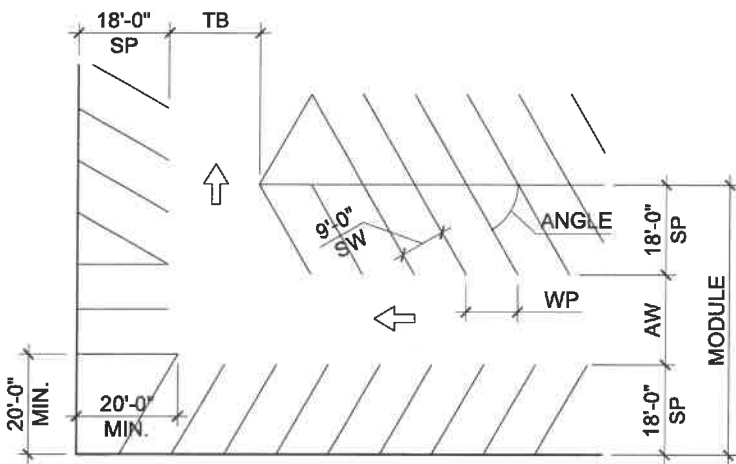
(2) *Design.*

- a. *Parking lot ingress and egress.* Adequate ingress to the parking lot by means of clearly limited and defined drives shall be provided for all vehicles.

RECOMMENDATIONS



90° PARKING - TWO WAY TRAFFIC



ANGLED PARKING - ONE WAY TRAFFIC

BASIC PARKING DIMENSIONS						
ANGLE	SW	SP	WP	AW	TB	MODULE
45	9'-0"	18'-0"	12'-9"	16'-0"	16'-0"	52'-0"
60	9'-0"	18'-0"	10'-5"	18'-0"	18'-0"	54'-0"
65	9'-0"	18'-0"	9'-11"	18'-6"	18'-6"	55'-0"
70	9'-0"	18'-0"	9'-7"	19'-0"	19'-0"	56'-0"
75	9'-0"	18'-0"	9'-4"	19'-6"	19'-6"	57'-0"
90	9'-0"	18'-0"	9'-0"	26'-0"	27'-0"	62'-0"

ABBREVIATION DEFINITIONS:

- SW = STRIPE WIDTH
- SP = STRIPE PROJECTION
- WP = WIDTH PROJECTION
- AW = AISLE WIDTH
- TB = TURNING BAY

- b. *Backing onto public right-of-way.* Backing a vehicle onto or from public rights-of-way (public alley excepted) is prohibited in all areas except residential areas. Parking spaces shall be designed and arranged so that it is more convenient for the parking space user to accomplish the necessary backing movements on the private property than it is to work onto or from the public rights-of-way.
 - c. *Screenwalls.* Where parking and/or off-street loading areas for business, office or industry are abutting a residential district, a six-foot obscuring masonry wall shall be constructed on the property line of such abutting districts. See article III "General Provisions," division 2 "Fences," for further screenwall requirements. Ownership shall be shown of all lots or parcels intended for use as parking by an applicant when an application for a building permit or certificate of occupancy is filed.
 - d. *Attendant shelters.* Not more than one building for shelter of attendants shall be erected upon any given parking area and each such building shall not be more than 50 sq. ft. in area nor more than ten feet in height.
 - e. *Aisle widths.* Aisle widths shall be required as follows to maintain vehicular and pedestrian safety. The planning commission may alter or revise the aisle width requirements if the commission finds that strict application of said requirements would endanger pedestrians or vehicular traffic.
- (d) *Construction.* All parking areas and drives shall be provided with paving having an asphaltic or portland cement binder at least 4 inches in depth so as to provide a permanent, durable, and dustless surface. Single family residential driveways may be constructed of masonry pavers. All parking areas shall be graded and drained so as to dispose of all surface water accumulated within the area according to Oakland County requirements prior to the issuance of an occupancy permit. Approaches shall be provided with paving having a portland cement binder at least 6 inches in depth. Approaches shall have a 2 foot flare on each side of the driveway.

Permeable pavement materials may be permitted, upon the review and recommendation by the city engineer. The planning commission shall have the authority to approve alternative paving materials in non-residential districts, based on the recommendation of the city engineer.

A zoning certificate shall be required for all driveway replacement and construction.

Sec. 138-223. Lighting and signage.

- (a) *Marking of parking lots.* All parking spaces shall be clearly marked to facilitate movement and to help maintain an orderly parking arrangement.
- (b) *Parking lot directional signs.* Directional signs and arrows and appropriate paving marking shall be installed and maintained by the owner or applicant to control the direction of traffic flows, as deemed necessary by the planning commission. All signs shall conform to the provisions in chapter 94, "Signs" of the Berkeley City Code.
- (c) *Lighting of off-street parking areas.* Except for single-family and two-family residential parking lots, all parking lots shall be lighted after dark throughout the hours when they are accessible to the public. Such lighting shall not exceed an intensity of five footcandles nor shall it be less than 1½ footcandles at pavement level. The installation of such lighting shall be hooded or shielded as to reflect the light away from abutting or neighboring property.

Sec. 138-224. Restrictions.

Required off-street parking space shall be for the use of occupants, employees, visitors, customers, clients, and patrons and shall be free of charge. Under no circumstances shall it be used for other than parking purposes, or allowed to become unusable (except for temporary repairs). Use of parking space for vehicles for sale, trucks, wrecked or junked vehicles or the repair or storage of vehicles is prohibited. No vehicle shall be parked in a required off-street parking area for a period longer than 48 hours. Loading spaces as required in this chapter shall not be construed as supplying off-street parking space.

RECOMMENDATIONS

SEC. 138-223. LIGHTING AND SIGNAGE.

No changes are recommended at this time.

SEC. 138-224. RESTRICTIONS.

No changes are recommended at this time.

Sec. 138-225. Maintenance and administration.

- (a) *Applications.* The amount of required off-street parking space shall be stated on an application for a building permit to build a new building or enlargement of an existing building or a business license.
- (b) *Certificate of occupancy.* No certificate of occupancy and use will be issued upon completion of any building or extension or addition thereto unless and until all off-street parking and loading space requirements shown on the plans, or made a part of the building permit, shall be in place and ready for use.
- (c) *Maintenance.* All paving, directional devices and protective equipment, landscaping and other equipment furnished or required on the parking facility shall be maintained by the owner or tenant to insure safe pedestrian movement, vehicular operation, adequate protection of adjoining properties and to present a neat and attractive appearance.
- (d) *Violations.* A violation of the requirements of this section shall be a misdemeanor.

Sec. 138-226. Parking requirement modification during site plan review.

An applicant for site plan approval may request the planning commission to modify the minimum numerical parking requirements of this chapter for off-street parking applicable to the proposed use, based upon the applicant's demonstration that a different parking standard would be more appropriate.

An approved deviation from the ordinance standard will be tied to the specific use and site plan approved and will not apply after the use on the site terminates or changes to another use. The planning commission may grant a parking modification up to ten percent of the total parking requirement for a particular use, as noted in section 138-219.

The planning commission shall have the authority and discretion to grant or deny the requested modification based on consideration of the following factors:

- (1) Current or anticipated levels of employees and/or patrons;
- (2) Peak period usage versus normal usage;
- (3) Banked or reserved parking for future use;
- (4) Opportunities to provide or accommodate green space, additional landscaping and to minimize impervious areas on the site;
- (5) Provision of valet parking or other means of accommodating parking off-site that will not overburden public parking and is a reasonable alternative to on-site parking. Further, the applicant must demonstrate that such valet parking will be available for the days and times needed and will not conflict with other businesses that share the same parking facility or valet service;
- (6) Neighborhood or other surrounding characteristics justify the requested deviation;
- (7) Strict application of the ordinance would unreasonably hinder development of the site for a permitted use, and an alternate parking requirement would be appropriate;
- (8) Modification will not negatively impact public parking in the city;
- (9) Proximity of the site to local or regional transit, including but not limited to SMART bus stops, bicycle sharing stations, lite rail, etc.

Any planning commission modification under this section shall be contingent on the continuing use of the property as approved. Any change in the use, scope or intensity of the property use will invoke reinstatement and application of the standard parking requirements of this chapter.

This section shall apply to all site plans on file with the city and awaiting review and approval as of the date of adoption of this ordinance and thereafter.

Created: 2022-10-26 10:16:21 [EST]

(Supp. No. 18)

RECOMMENDATIONS

SEC. 138-225. MAINTENANCE AND ADMINISTRATION.

No changes are recommended at this time.

SEC. 138-226. PARKING REQUIREMENT MODIFICATION DURING SITE PLAN REVIEW.

Remove this section as it was revised and relocated to Sec. 138-218(B): Flexibility in Standards.

PART II - CODE OF ORDINANCES
Chapter 138 - ZONING
ARTICLE IV. - OFF-STREET PARKING AND LOADING
DIVISION 2. OFF-STREET LOADING

DIVISION 2. OFF-STREET LOADING

Sec. 138-256. General requirements.

- (a) *Location and screening.* All required loading berths shall be located on the same lot as the use served. All motor vehicle loading berths shall be screened in accordance with the provisions of article V, division 9, of this chapter and with additional screening as determined necessary by the planning commission pursuant to article V, division 10, of this chapter. No loading berth shall be located in a front yard.
- (b) *Size.* A required off-street loading berth shall be at least 12 feet in width by 30 feet in length, exclusive of aisle and maneuvering space, and shall have a vertical clearance of 15 feet.
- (c) *Access.* Each required off-street loading berth shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movement.
- (d) *Surfacing.* All open off-street loading berths shall be provided with pavement having asphaltic or Portland cement binder so as to provide a permanent, durable and dustless surface. All loading berths shall be graded and drained so as to dispose of all surface water accumulated within the area prior to the issuance of an occupancy permit.
- (e) *Repair and service.* No motor vehicle repair work or service of any kind shall be permitted in conjunction with loading facilities.

Sec. 138-257. Specific requirements.

- (a) Any institutional use, as defined in section 138-219, where the building floor area exceeds 10,000 sq. ft. in area, shall provide a single off-street loading space.
- (b) Any commercial use, as defined in section 138-219, where the building floor area exceeds 10,000 sq. ft. in area, shall provide a single off-street loading space. If the floor area exceeds 20,000 sq. ft., two off-street loading spaces shall be required.
- (c) Any office use, as defined in section 138-219, where the building floor area exceeds 15,000 sq. ft. in area, shall provide a single off-street loading space.
- (d) Any industrial use, as defined in section 138-219, where the building floor area exceeds 10,000 sq. ft. in area, shall provide a single off-street loading space. If the floor area exceeds 20,000 sq. ft., two off-street loading spaces shall be required.

RECOMMENDATIONS

SEC. 138-256. GENERAL REQUIREMENTS.

Revise all references to "loading berths" to be noted as "loading zones".

SEC. 138-257. SPECIFIC REQUIREMENTS.

Organize the number of loading zones required into a table, based on the type and square footage of the subject use.

Eliminate the need for office uses to provide a dedicated off-street loading space.

Allow the Planning Commission to consider a waiver or reduction to the requirement number and/or size of loading zones. Sample language to consider:

The Planning Commission may modify or waive the requirement for a loading zone (number and size) and loading zone screening, upon determination that adequate loading space is available to serve the building/use, or that provision of such a loading zone is unnecessary for the use.

PART II - CODE OF ORDINANCES
Chapter 138 - ZONING
ARTICLE IV. - OFF-STREET PARKING AND LOADING
DIVISION 3. BICYCLE PARKING REQUIREMENTS

DIVISION 3. BICYCLE PARKING REQUIREMENTS

Sec. 138-266. Purpose.

The parking standards contained herein are intended to encourage public transit, bicycle usage and walking in lieu of automobiles. The requirements apply to bicycle parking on private property. For bicycle parking standards in the public right-of-way, see section 106-51.

Sec. 138-267. Requirements.

- (a) **Number.** A single inverted U or loop-style bicycle rack or another approved bicycle rack that will accommodate two bicycles shall be required when a parking lot is developed or an existing parking lot is resurfaced (including removal of asphalt but not including repair). In lieu of installing a bicycle rack on private property, the city may require the applicant to provide a bicycle rack in the public right-of-way within the same block said property is located. In these cases, the city shall install the bicycle rack and shall require that the fee for the bicycle rack as determined by city council be accompanied with the permit fee for the parking lot.
- (b) **Location.** Bicycle parking shall be visible from a 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.
- (c) **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 feet from a wall or parked vehicle. The bicycle rack shall be located where access is not restricted by legally parked vehicles.
- (d) **Maintenance.** The surfacing of bicycle parking facilities shall be designed and maintained to be clear of mud and snow.
- (e) **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.



RECOMMENDATIONS

SEC. 138-266. PURPOSE.

No changes are recommended at this time.

SEC. 138-267. REQUIREMENTS.

No changes are recommended at this time.



However, the City of Berkeley recognizes that the installation of bicycle racks of innovative designs improves Berkeley's transportation infrastructure and enhances the city's image as a livable city. Other designs will be considered. The following factors should be considered in developing and shall be considered in approving an individual design:

- (1) Caneable? (Can be detected by visually impaired person using cane to navigate)
- (2) Tripping hazard? (Nothing sticking out into pedestrian path of travel)
- (3) Lockable? (Able to use a standard U-lock with the rack)
- (4) Frame-restable? (36" height to allow leaning a bike against)
- (5) Child proof? (Child can't put head through space and become trapped)
- (6) Powder-coat or stainless-steel surface for durability
- (7) Tamper-proof bolts? (Securing rack to service walk or parking lot)



Styles that cannot ensure security and capacity shall not be approved. Below are some examples of such designs.



RECOMMENDATIONS

SEC. 138-267. REQUIREMENTS.

No changes are recommended at this time.



Sec. 138-268. Parking credit.

Bicycle parking may be used to reduce the number of required off-street parking spaces. Existing developments may elect to reduce the required off-street parking by two car parking spaces by providing four bicycle parking spaces (i.e., by installing two inverted U, loop style, or other approved style of bicycle rack).

Sec. 138-269. Approval process.

For new developments, the bike rack location and design shall be approved by the planning commission as part of site plan review. If a parking lot is being resurfaced, the bike rack location and design shall be approved by the building official as part of the building permit.

RECOMMENDATIONS

SEC. 138-268. PARKING CREDIT.

Reference Sec. 138-218(B): Flexibility in Standards.

SEC. 138-269. APPROVAL PROCESS.

Consider specifying that administrative review by the Community Development Director is also allowed for the review of new bike facilities, to encourage the addition of bicycle infrastructure at existing sites.

ACTION ITEM

BOMBSHELL TREAT BAR MURAL PROGRAM APPLICATION



retro feel. metro appeal.

RECOMMENDATION:

NO ACTION THIS MONTH

BACKGROUND:

New business Bombshell Treat Bar is renovating the former Sugar Kisses location at 2688 Coolidge. Last month the Board of Directors approved their façade grant application. We have also received interest in their installing public art on the northern wall of their exterior, with support from our DDA Mural Program. The current street view is included for your frame of reference, as is their proposed rendering by the artists at Golden Sign here in metro Detroit.

Please provide your initial feedback on the proposed design. We will also solicit the DDA Art & Design Committee for their feedback and guidance on the proposed design. The intent is to have this before the DDA Board again next month for a decision on whether it is to be approved.

- **Mike McGuinness, Executive Director. August 6, 2023.**

Google Maps 2714 Coolidge Hwy



Berkley, Michigan
 Google Street View
 Oct 2022 See more dates

Image capture: Oct 2022 © 2023 Google

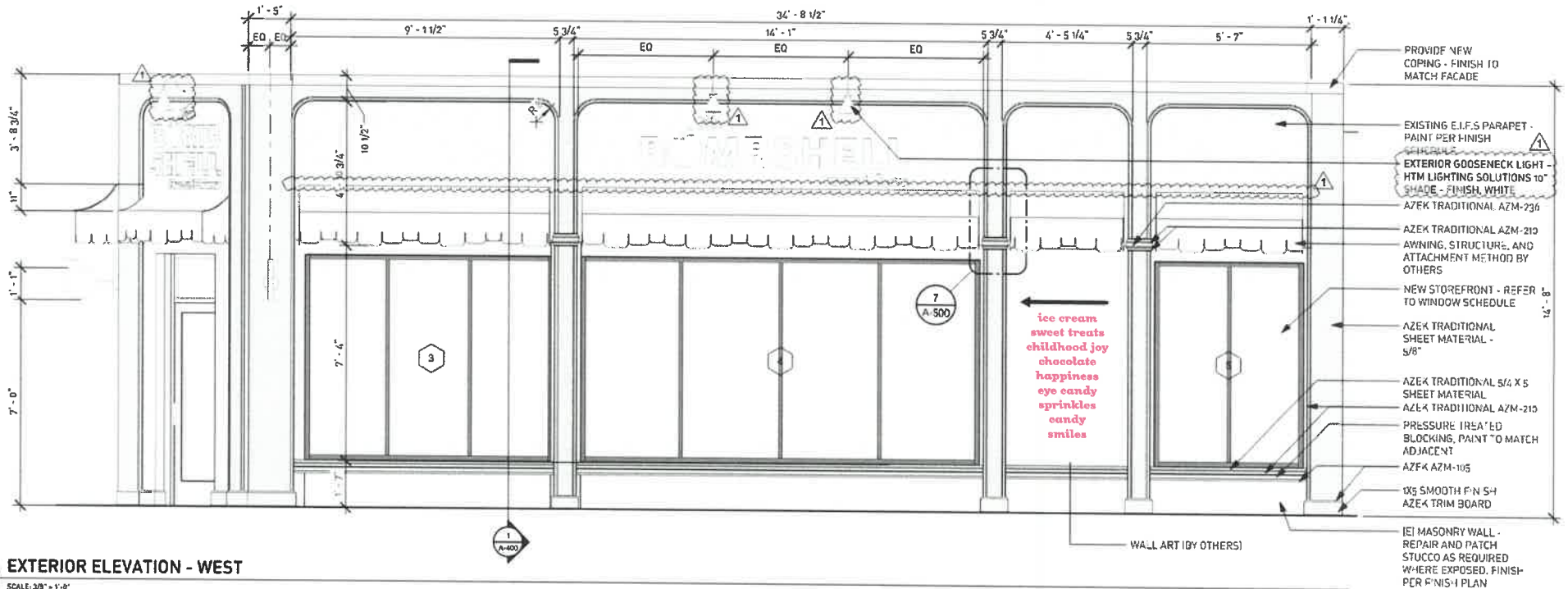
ranklin Rd
 Dorothea
 Berk
 Middle School



2 EXTERIOR ELEVATION - NORTH
SCALE: 3/8" = 1'-0"

L
AREA:

:
D



1 EXTERIOR ELEVATION - WEST
SCALE: 3/8" = 1'-0"

- PROVIDE NEW COPING - FINISH TO MATCH FACADE
- EXISTING E.I.F.S PARAPET - PAINT PER FINISH
- EXTERIOR GOOSENECK LIGHT - HTM LIGHTING SOLUTIONS 10" SHADE - FINISH WHITE
- AZEK TRADITIONAL AZM-236
- AZEK TRADITIONAL AZM-210 AWNING, STRUCTURE, AND ATTACHMENT METHOD BY OTHERS
- NEW STOREFRONT - REFER TO WINDOW SCHEDULE
- AZEK TRADITIONAL SHEET MATERIAL - 5/8"
- AZEK TRADITIONAL 5/4 X 5 SHEET MATERIAL
- AZEK TRADITIONAL AZM-210
- PRESSURE TREATED BLOCKING, PAINT TO MATCH ADJACENT
- AZEK AZM-105
- 1X5 SMOOTH F.N 5-4 AZEK TRIM BOARD
- (E) MASONRY WALL - REPAIR AND PATCH STUCCO AS REQUIRED WHERE EXPOSED. FINISH PER FINISH PLAN

ice cream
sweet treats
childhood joy
chocolate
happiness
eye candy
sprinkles
candy
smiles

WALL ART (BY OTHERS)

ACTION ITEM

LAW OFFICE OF RACHEL PINCH FAÇADE GRANT PROGRAM APPLICATION



retro feel. metro appeal.

RECOMMENDATION:

NO ACTION THIS MONTH

BACKGROUND:

New downtown Berkley business, the Law Office of Rachel M. Pinch, is renovating the former Smith Counseling Center at 2790 Coolidge. We have received a façade grant program application from proprietor Rachel Pinch.

Enclosed for your review:

- Summary Letter from Applicant
- "Before" Photographs of Façade
- Façade Elements Selections
- Contractor Proposal for Construction Costs
- Floor Plan and Façade Architect Sketches

Please provide your initial feedback on the application. We will also solicit the DDA Art & Design Committee for their feedback and guidance on the proposed façade enhancements. The intent is to have this before the DDA Board again next month for final verdict.

- **Mike McGuinness, Executive Director.**
September 11, 2023.

Law Office of
RACHEL M. PINCH

Professional Corporation
3150 Livernois Road
Suite 135
Troy, Michigan 48083

Telephone: (248) 244-3900
Facsimile: (248) 244-8050
Toll Free: (888) 772-5246

Rachel M. Pinch
David S. Hankus

July 19, 2023

Berkley Downtown Development Authority
3338 Coolidge Hwy.
Berkley, MI 48072

Re: DDA Façade Grant Program

Dear Berkley DDA Members:

I am writing to submit a grant proposal on behalf of the Law Office of Rachel M. Pinch to seek financial assistance for the improvement and renovation of our office façade. I recently purchased the building located at 2790 Coolidge and am very much looking forward to being part of the Berkley business community.

To introduce myself briefly, I am an attorney specializing in Social Security Disability law, which means I help individuals who cannot work (because of physical and/or mental health) with their claims for disability benefits. This includes filing initial applications, appealing denials, and representing clients at the hearing level in front of an Administrative Law Judge.

I currently lease office space in Troy MI, alongside my father, who will be retiring in April 2024. I live in Huntington Woods and when I came across this potential office space in Berkley, I jumped at the opportunity to relocate to this vibrant downtown area (tacos, tea, and Toadvine Books all within walking distance - amazing!).

In addition to working full time as an attorney, I'm also a mom to Clare (heading into first grade at Burton Elementary) and Jack (3 years old), who will both eventually attend Berkley High School – just a stone's throw from this new office! My husband, Andrew, and kids and I have really enjoyed exploring Berkley and spending time at the wonderful community events, including the Boo!kley Monster Mash Block Party, the Berkley Art Bash, and the Street Art Fair.

My current law practice is built on the foundation of providing excellent, compassionate, and personalized service to each of our clients. My office represents clients throughout Michigan, and while we have been in Troy for nearly 30 years, I look forward to putting down new roots in Berkley and welcoming community members into my office who may be looking for help with obtaining disability benefits.

Project Overview: The proposed project aims to enhance the visual appeal, functionality, and safety of our law office's façade. The building at 2790 Coolidge has been vacant for at least one year, and seemingly has not had any façade improvements in the years leading up to the vacancy. By revitalizing the exterior, I seek to create a more welcoming and professional environment for our clients and the public community.

Project Goals:

1. **Improve Aesthetics:** The exterior renovation will include a new brick façade, new doors and windows (with enlarged windows along Coolidge), new shingles, new lighting, and new signage to give our office a fresh and professional look that aligns with our commitment to excellence and client satisfaction and will more closely align with Berkley's Downtown Design Guidelines.
2. **Increase Accessibility:** The renovation will ensure compliance with ADA standards. Currently, an individual in a wheelchair is not able to enter the building and access the bathroom. Specifically, by updating the entrance doors as well as adding an interior ramp, we will ensure that all members of the community can easily access our services.
3. **Foster Community:** By renovating both the exterior and interior of 2790 Coolidge, I am investing in Berkley and looking forward to connecting with community members as well as local business owners. I also just joined the Berkley Chamber of Commerce and am excited to participate in and contribute to the numerous and exciting community events that make Berkley a thriving community with small-town charm.

Budget Breakdown:

The proposed cost for the project provided by my contractor Renaissance Building totals \$70,104 and includes demolition, carpentry, lumber, roofing, doors/windows, gutters, vapor barrier, thin brick, electrical /soffit and sconce lighting, and paint. Please see the included Façade Improvement Proposal from Renaissance Building as part of this application.

Funding Request:

I kindly request a grant of \$10,000 to support the realization of this project. This funding will play a significant role in helping our small law office enhance its appearance and maintain its commitment to serving the community effectively.

Conclusion:

I believe that enhancing our law office's façade will not only benefit our clients, but also contribute positively to the Berkley community. With your generous support, I look forward to creating a more inclusive, safe, and visually appealing office location that aligns with my commitment to providing excellent, compassionate, and personalized legal service to each of my clients. I would be honored to have the opportunity to discuss this grant proposal further or provide any additional information that may be required.

Thank you for considering this application.

Sincerely,



Rachel Pinch

2790 Coolidge Hwy., Berkley MI 48072



***October 2022:** Clare was checking out the skeletons during last year's Boo!kley Monster Mash, when 2790 Coolidge was still for sale and I had just started thinking about what a great opportunity it would be to have an office located in downtown Berkley: closer to home, close to our excellent Berkley schools, close to so many great local and small businesses!

****Fast forward to July 2023:** Clare and Jack enjoying Italian ice while watching David Zinn at this year's Street Art Fest, with my new office in the background – still a lot of work to be done on the exterior and interior before I can move in, but closing on the building was one big step closer in moving my business to Berkley!

Façade Selections:

GAF Timberline HDZ – Charcoal



Belden Brick Company – Provincial Blend Thin Brick Veneer



Visual Comfort Freeport 16” Outdoor Wall Sconce – Heritage Copper



Atlas Signs and Plaques – Notched Corner Sign 21 x 10.5” Cast Bronze



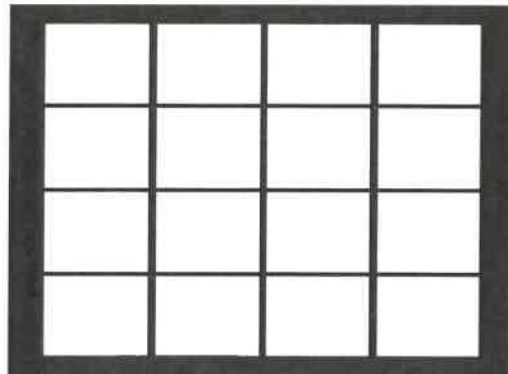
Montague Metal House Number

2790

Anderson Door Panel Style #181 Straightline – Dark Bronze



Anderson 100 Series Window – Dark Bronze



Metro Mail Boss Locking Mail Box - Black





www.renaissancebuilding.com

Builders License #: 2102155051

7/19/21
Law Office of Rachel Pinch
2790 Coolidge
Berkley, MI

Façade Improvement Proposal

Renaissance Building, Inc. appreciated the opportunity to review your project goals to make exterior improvements to your building facade. See our below recommend work scope.

WORK SCOPE

Demo and Construction per drawings titled Special Land Use and Site Plan Application Drawings dated 6/13/23 drawn by Slowtide Studio Architects.

Including the below items as shown in drawings mentioned above:

- Demo
- Wall Cutting
- Carpentry
- Lumber
- Roofing
- Doors/Windows
- Gutters
- Vapor Barrier
- Thin Brick
- Electrical / Soffit & Sconce Lighting
- Paint doors and trim

INVESTMENT

\$70,104.00

Project Timeline (starts when proposal is approved and we have the deposit and permit)

- *4-8 weeks – Construction to Completion of Façade Improvements*
- *If weather becomes a factor additional time may be needed.*



SLOWTIDE STUDIO,
ARCHITECTS

1145 N LONG LAKE ROAD - SUITE 110
BLOOMFIELD HILLS - MICHIGAN - 48302
HELLO @ SLOWTIDE.STUDIO | 248.691.2727

PINCH LAW

2730 COOLIDGE - BIRMINGHAM - 35202

SCHEDULES - PROJECT

SPECIAL LAND USE & SITE PLAN REVIEW APPLICATION DRAWINGS



PROJECT ISSUE DATE:
06 - 13 - 2023

G-
0.06

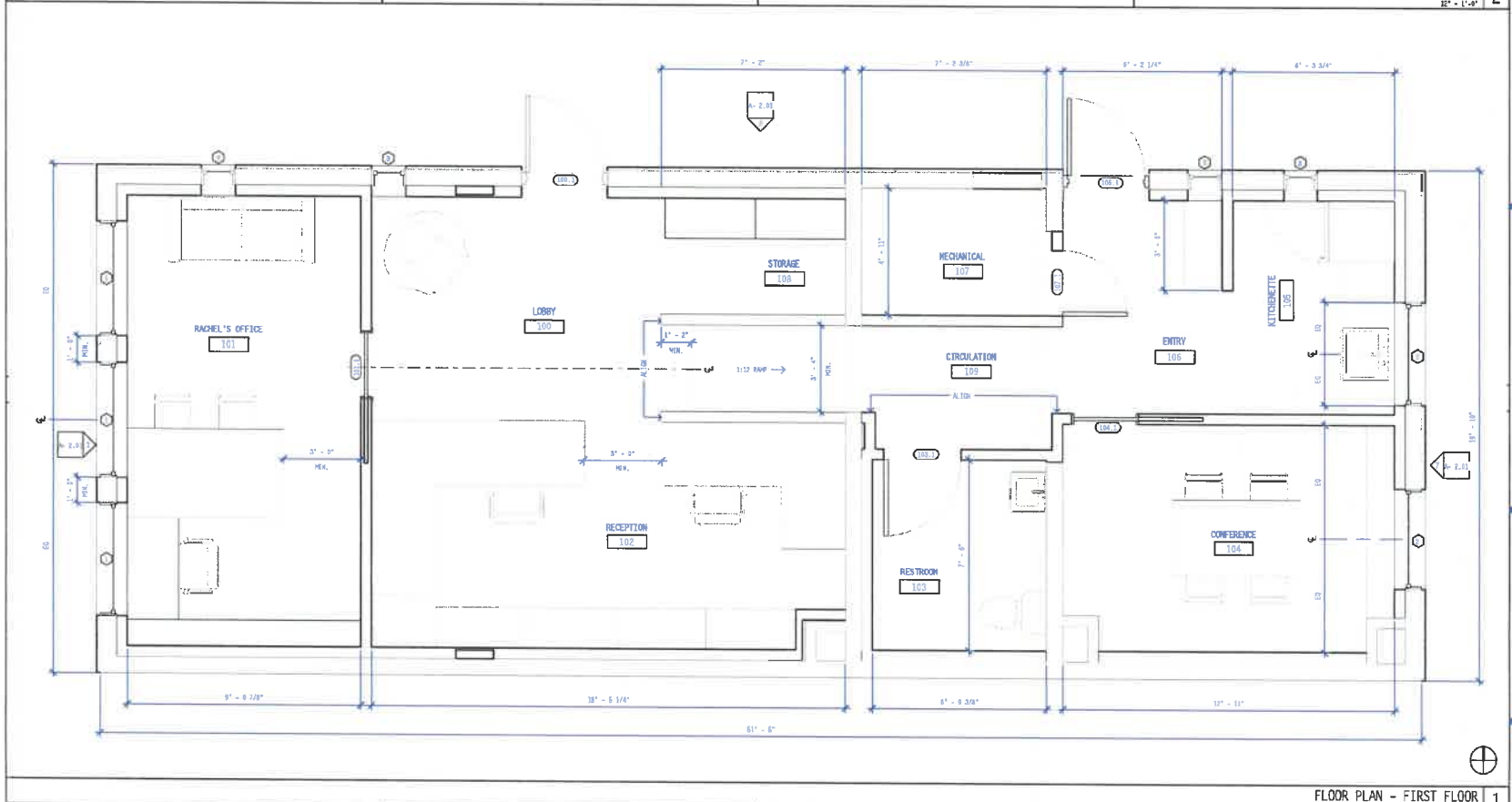
ITEM	QUANTITY	DESCRIPTION	MANUFACTURER	MODEL	COLOR / FINISH	NOTES
MH-1	4	ADDRESS NUMERAL	HERITAGE METAL PRODUCTS	CLASSIC HOUSE NUMBER, 6"	BLACK	HEIGHT PER ELEVATION, CONFIRM WITH ARCHITECT.
LT-1	2	DECORATIVE SCONCE	CMF BY CUPPARI AND HYERS	FREIGHT 1 LIGHT, OUTDOOR LIGHTING, 36.5"	HERITAGE COPPER	T10 40 WATT LIGHTBULBS, HWT., HEIGHT PER ELEVATION, CONFIRM WITH ARCHITECT.
MB-1	1	HULLDOY	PROLOGSS	NETO SECURITY LOCKING HULL-NEANT	BRONZE	HEIGHT PER ELEVATION, CONFIRM WITH ARCHITECT.
MT-1	AS REQ.	BRASS METAL	PER CONTRACTOR	PER CONTRACTOR	DARK BRONZE	
PS-1	1	PLACARD SIGN	ATLAS SIGNS AND PLQUES	NOTCHED CORNER SHAPE SIGN, 24" X 18.8"	CART BRONZE	HEIGHT PER ELEVATION, CONFIRM WITH ARCHITECT.
PE-1	AS REQ.	EXTERIOR PAINT	SHERWIN WILLIAMS	DURABLE, EXTERIOR	1000 DSG OR SIMILAR, APPROVED ALTERNATE, 3 COAT FINISH - SEMI-GLOSS	PREP SURFACE WITH WIRE WHEEL PRIOR TO APPLICATION.
BD-1	AS REQ.	BRICK VENEER	BULLDOG BRICK COMPANY	TOWN BRICK	PORPHYREAL BLEND OR SIMILAR, APPROVED ALTERNATE, SAND COATING, LIGHT BUFF HORIZONTAL	INSTALLATION DETAILS PER MANUFACTURER, ARCHITECT.
SH-1	AS REQ.	ASPHALT SHEINGLE	GAF	EMERALDLINE 140	CHIMNEAL OR SIMILAR, APPROVED ALTERNATE	INSTALL ICE AND WATER FOR FULL ROOF SURFACE.
ST-1	AS REQ.	WINDOW SILL	PER CONTRACTOR	3/4" QUARTZ	MIDNIGHT GREY	

NOTES: CONTRACTOR TO PROVIDE SUBMITTALS FOR REVIEW FOR ALL CONTRACTOR PROVIDED ELEMENTS

ITEM	QUANTITY	DESCRIPTION	MANUFACTURER	MODEL	SIZE	COLOR / FINISH	GLAZING	NOTES
1	3	FIXED WINDOW	ANDERSEN	100 SERIES	53.6" H X 73.6" T ENLARGE (E) OPENING	DARK BRONZE, INTERIOR / DARK BRONZE, EXTERIOR	SMART SUN GLASS	PROVIDE 3/4" COLONIAL GRILLE.
2	2	FIXED WINDOW	ANDERSEN	100 SERIES	47.6" H X 47.6" T 100 OPENING	DARK BRONZE, INTERIOR / DARK BRONZE, EXTERIOR	SMART SUN GLASS	PROVIDE 3/4" COLONIAL GRILLE.
3	4	FIXED WINDOW	ANDERSEN	100 SERIES	36" H X 62" T (E) OPENING	DARK BRONZE, INTERIOR / DARK BRONZE, EXTERIOR	SMART SUN GLASS	PROVIDE 3/4" COLONIAL GRILLE.
100-1	1	ENTRY DOOR	ANDERSEN	F181 - STRAIGHTFLINE GLASS PANEL	36" H X 84" T (E) OPENING	DARK BRONZE, INTERIOR / DARK BRONZE, EXTERIOR	LOW E4 GLASS	PROVIDE 3/4" COLONIAL GRILLE. PROVIDE ENCASED DISTRESSED BRONZE HORIZONTAL. PROVIDE DEADBOLT.
100-6	1	ENTRY DOOR	ANDERSEN	F181 - STRAIGHTFLINE GLASS PANEL	36" H X 84" T ENLARGE (E) OPENING	DARK BRONZE, INTERIOR / DARK BRONZE, EXTERIOR	LOW E4 GLASS	PROVIDE 3/4" COLONIAL GRILLE. PROVIDE ENCASED DISTRESSED BRONZE HORIZONTAL. PROVIDE DEADBOLT.

NOTES: CONTRACTOR TO PROVIDE SUBMITTALS FOR REVIEW FOR ALL CONTRACTOR PROVIDED ELEMENTS

			<ol style="list-style-type: none"> DO NOT SCALE FROM DIMENSIONS. ARCHITECT TO PROVIDE ADDITIONAL DIMENSIONS AS REQUESTED. ALL DIMENSIONS TO BE VERIFIED IN FIELD. IF DISCREPANCIES EXIST, CONSULT ARCHITECT. ALL DIMENSIONS ARE FROM FACE OF FINISH WALL. ALL ORYWALL TO BE 5/8", UNLESS OTHERWISE NOTED, AND IS TO BE GLEED AND SCAINED AT ALL LOCATIONS. PROVIDE SOLID HOOD BLOCCING AT ALL LOCATIONS FOR WALL-MOUNTED ITEMS. INCLUDE CUTTING, COILING, REPAIR, REINFORCEMENT, AND REPLACEMENT AS REQUIRED OF CONCRETE FLOOR, WOOD-SHEATHING SYSTEMS, PARTITION WALLS, AND OTHER KEY BUILDING ASSEMBLIES TO ACCOMMODATE ALTERATION PLANS. ANY EXPOSED CONDUIT, OUTWORK, OR PLUMBING TO BE AS NEAT AS POSSIBLE. LAYOUT TO BE COORDINATED WITH AND APPROVED BY ARCHITECT. ALL MECHANICAL TERMINATIONS TO BE ALIGNED WITH LIGHT FIXTURES. IF CONFLICT IS PRESENT, THE LOCATION OF THE LIGHT FIXTURE TO TAKE PRECEDENCE. FIRMING LAYOUT TO BE COORDINATED TO ACCOMMODATE CEILING LAYOUT, ESPECIALLY AS IT RELATES TO RECESSED FIXTURES, EXHAUST FAN HOUSING, AND OTHER COMPONENTS MOUNTED IN THE DEPTH OF THE FIRMING. AS LINES, LIVE SETS, AND OTHER INFRASTRUCTURE TO BE RUN EFFICIENTLY AND CONCENTRATED IN PANELS, WHEREVER POSSIBLE.
			GENERAL NOTES - FLOOR PLAN 2



FLOOR PLAN - FIRST FLOOR 1



SLOWTIDE STUDIO, ARCHITECTS

1145 W. LONG LAKE ROAD - SUITE 110
BLOOMSFIELD HILLS - MICHIGAN - 48302
HELLO @ SLOWTIDE.STUDIO & 248.691.2737

PINCH LAW

FLOOR PLAN - FIRST FLOOR

2796 COOLIDGE - BERKELEY - MICHIGAN - 48072

SPECIAL LAND USE & SITE PLAN REVIEW APPLICATION DOMAINS



PROJECT ISSUE DATE:
06 - 18 - 2023

A-1.01



SLOWTIDE.STUDIO,
ARCHITECTS

1145 W LONG LAKE ROAD - SUITE 110
BLOOMFIELD HILLS - MICHIGAN - 48302
HELLO @ SLOWTIDE.STUDIO & 248.851.2737

PINCH LAW

2759 COOLIDGE - BERKELEY - MICHIGAN - 48072

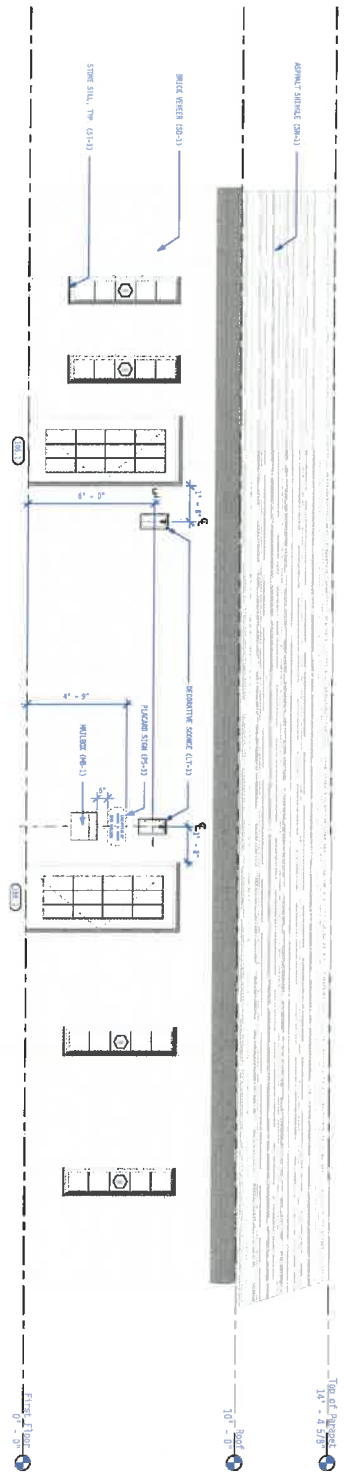
ELEVATIONS - EXTERIOR

SPECIAL LAND USE & SITE PLAN REVIEW APPLICATION DRAWINGS

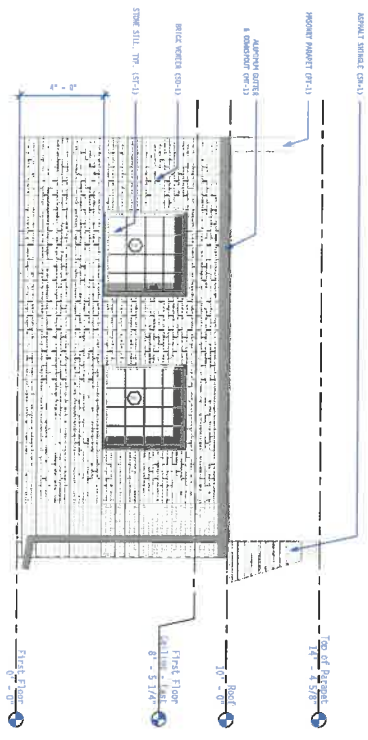


PROJECT ISSUE DATE:
06 - 13 - 2023

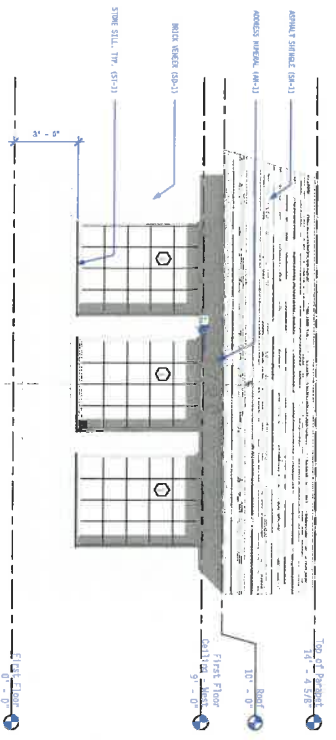
A-
2.01



EXTERIOR ELEVATION, N 2



EXTERIOR ELEVATION, E 7



EXTERIOR ELEVATION, W 1