



PLANNING COMMISSION MEETING

DATE: March 8, 2023

SUBJECT: Residential Design Standards

SUMMARY: The 2022 Master Plan contains recommendations that are collectively known as a "Zoning Plan." These recommendations are to inform future changes or modifications to the City's Zoning Ordinance. One of the Zoning Plan's recommendations is to *identify priority Residential Buildings Design Guidelines to be codified into the zoning ordinance*. An extensive overview of residential design guidelines is found in the Recommendations Chapter of the Master Plan. (Pages 70-77 of the Plan: [available here.](#))

As the Planning Commission continues its work on the zoning ordinance rewrite, McKenna has prepared the following materials to help evaluate and discuss how residential design guidelines can be incorporated - particularly when it comes to infill development.

- Presentation on Infill Design
- Excerpt from City of Holland's zoning ordinance
- Excerpt from City of Huntington Wood's zoning ordinance

FINANCIAL IMPACT: N/A

RECOMMENDATION: N/A

PREPARED BY: Warren Rothe, Assistant City Manager



Infill Design Residential City of Grosse Pointe Park

March 8, 2023

MCKENNA

Agenda

- 1) Local Background
- 2) Example Infill Ordinances
- 3) Discussion



Local Background

- Tear-downs starting to occur in small numbers throughout the city
- Façade makeovers and new garages increasing, not always in keeping with principal house or neighborhood
- New construction design **is not regulated**





Example Infill Ordinances

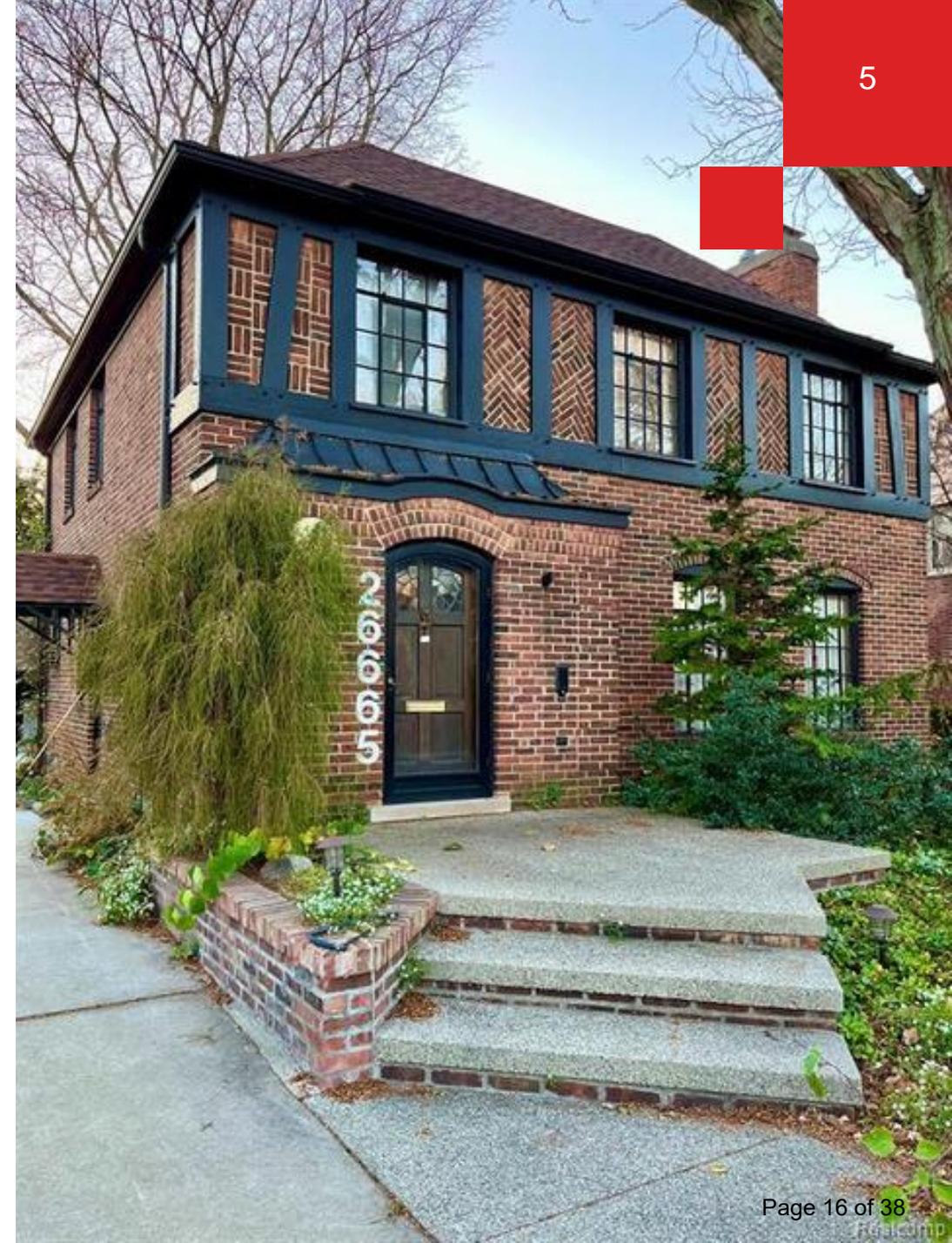
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Huntington Woods, MI

Two different types of infill regulations:

1. New buildings in historic neighborhoods (adopted 2004)
2. New buildings in all other neighborhoods (adopted 2018)

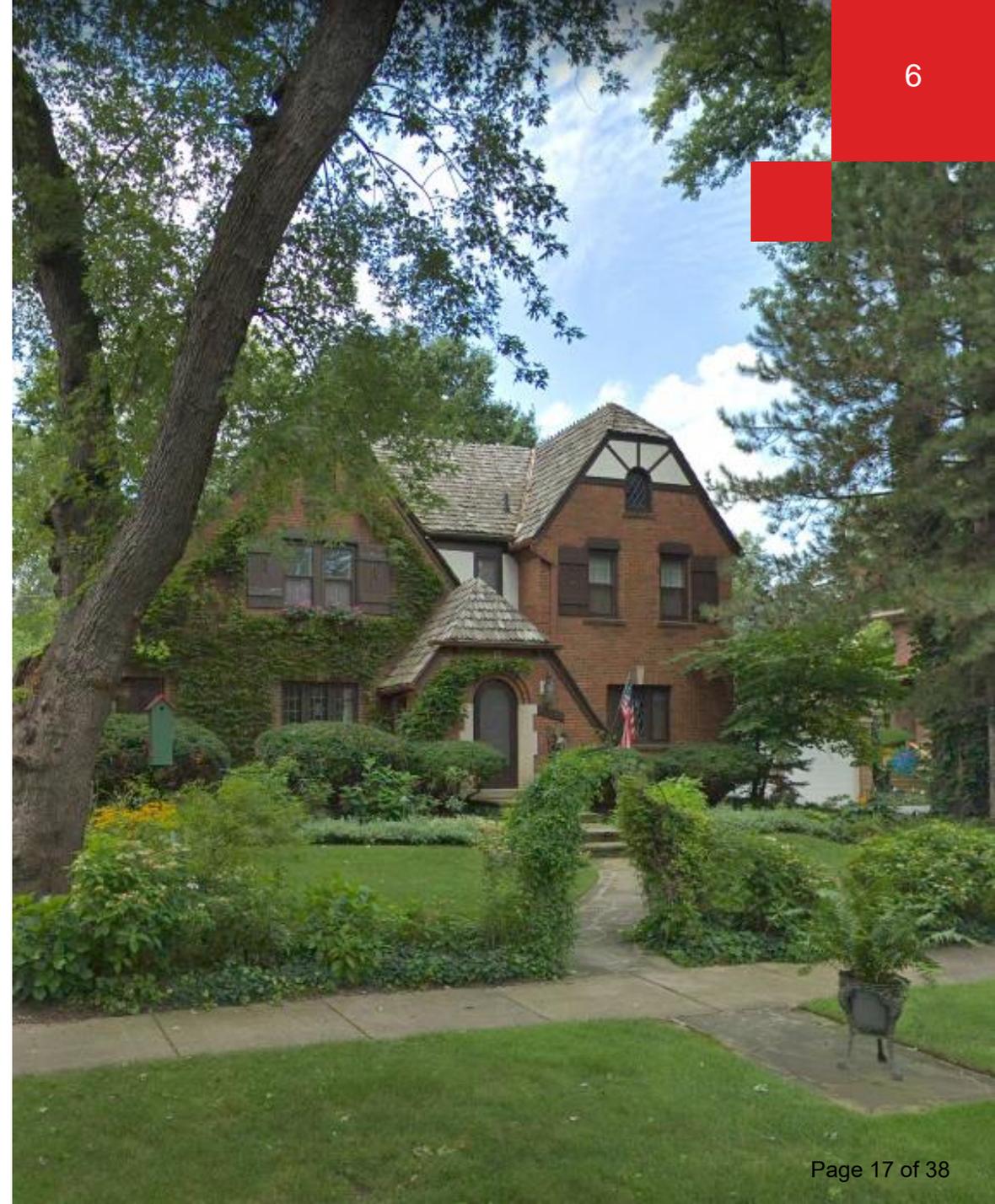
Both are **codified in the zoning code**, but they are treated very differently.



Huntington Woods, MI

Historic Neighborhood Infill

- Based on a separate “guideline” document, which is referenced in ZO
- Subjective standards – some discretion
- Can be updated without having to modify entire ZO
- Reviewed by Historic Commission



Huntington Woods, MI

Regular Neighborhood Infill

- Based on section of ZO
- Objective standards – very little discretion
- Must undergo ZO amendment process to update standards
- Reviewed by Planning Commission



Huntington Woods, MI

Pre-Regulation Infill



Huntington Woods, MI

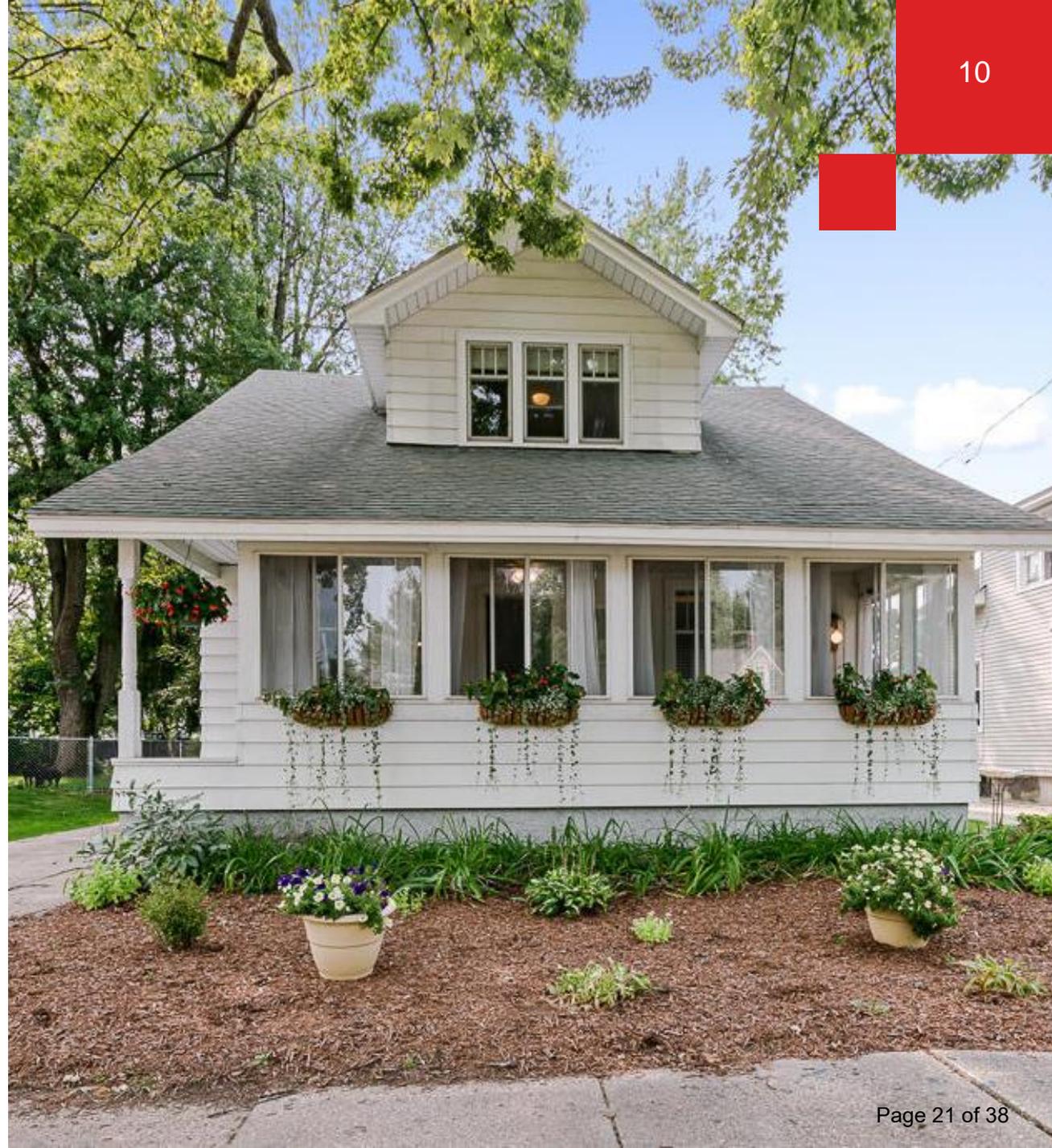
Post-Regulation Infill

- Exterior finish – 50% match to neighborhood
- Elevation (face design) – same proportions and design around entire house
- Form and mass – no cantilevers, depth cannot exceed 2x width, no 2nd floor bay windows, etc.
- Roof – max overhang, no more than two materials, etc.



Holland, MI

- Design controls limited to two zoning districts.
- Applies to new buildings, all accessory structures or additions, and reconstruction (if 50%+ is altered).
- Includes **clear description of process to apply and appeal.**



Holland, MI

Key Elements

- Design controls are general – typically just indicate that it has to “match the neighborhood”
- Limits vehicle access to the alley, if the property is served by an alley
- Includes porch regulations and allowances for front yard enclosed porches



Typical home design in Holland





What is Done Well?

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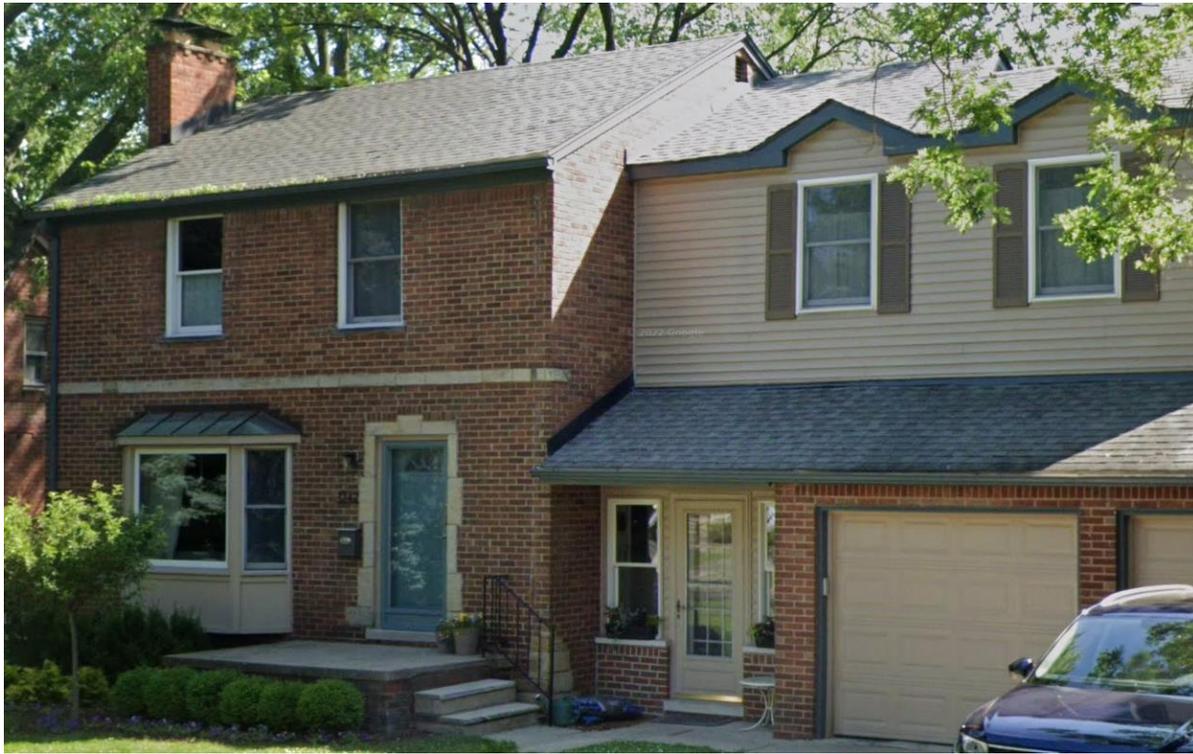




GROSSE POINTE PARK INFILL RESIDENTIAL DESIGN- MARCH 8, 2023









Key Discussion Questions

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Key Discussion Questions

- Should design regulations be more general, like Holland, or more specific, like Huntington Woods?
- Should the design regulations differ by zoning district?
- How do you envision fitting garages and additions into the fabric of the city?
- Would a duplex be acceptable in a mostly single-family neighborhood if it conformed to the design regulations?

SECTION 39-9.09 INFILL DESIGN REVIEW STANDARDS

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Toolbox

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Zone
Districts

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Form
Based
Code

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Add'l Use
Standards

5
Site Design
Review
Standards

6
Landscaping/
Green Inf.

7
Lighting

8
Signage

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General
Standards

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Streets/
Sidewalks/
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of Land

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Definitions

A. Intent. The intent of this Section is to:

1. Protect the visual character and economic stability of the neighborhoods located primarily within the **CNR** Cottage Neighborhood Residential and the **TNR** Traditional Neighborhood Residential *Zone Districts*;
2. Preserve and protect the public welfare and property values in these established residential neighborhoods;
3. Eliminate design incompatibility, promote complementary design, and enable a diversity of styles that maintain the attractiveness of the residential neighborhoods;
4. Provide reasonable deviations from the standards of review where necessary to include features that facilitate access to persons with disabilities or limited mobility.

B. Applicability. The standards of this section shall apply in the following circumstances:

1. **CNR and TNR Zone Districts:**
 - a. Construction of new residential *structures*.
 - b. **Accessory structure** construction or re-location on residential properties when **greater than 256 square feet** in area with a horizontal dimension of **16 feet** or greater.
 - c. **New non-residential structures** and additions to existing non-residential *structures*.
 - d. **Enclosure** of a front porch.
 - e. **Adding an additional story** to a *structure*.
 - f. **Substantial changes to increase the height** of any *story* or the overall height of a *structure*.
 - g. **Reconstruction** or substantially altering a *structure* if **50% or more** of the exterior shell is demolished or substantially altered due to fire, storm, or other circumstances.

2. **Moving a house.** When a *dwelling unit* is proposed to be moved from any location to a property within the **CNR, TNR, LDR, MDR, or HDR Zone Districts**.
3. **Accessory Dwelling Units (ADUs)**, in any *Zone District* where they are permitted. See Article 39-2 and Section 39-9.07.
4. **Exception:** Construction subject to *Historic District* Commission approval shall not be subject to this section.

C. Standards.

1. **Building Setbacks:** *Front yard building setbacks* shall comply with the *Zone District setback* requirements.
2. **Height:** *Building height* shall comply with the *Zone District* height requirements.
3. **First floor elevation height:** Shall not be higher than the average height of the first floor elevations of the *principal structures* on each side of the Infill Property. The first floor elevation shall be measured as the height above the ground elevation from the centerline of the fronting street.
4. **Scale:** Finished floor elevations, height of exposed *basement* walls, and *front yard grade* elevations shall be similar to those of adjacent dwellings.
5. **Width and general proportions:** Shall be consistent with or similar to the character of the neighborhood.
6. **Form, massing, and directional emphasis:** Shall conform to the established horizontal or vertical character of the neighborhood and the neighborhood's established *building* form and *massing* characteristics.
7. **Façade, materials, and detail:** Shall be consistent with the neighborhood's discernible patterns of detail including, but not limited to, door and window trim, corner boards, *cornice* details, railings, and shutters. Materials, siding width, and relative proportions of doors and windows shall be compatible with neighborhood character. Exposed wood shall be painted

or stained in a manner generally compatible with other *buildings* on the property and with the neighborhood character.

8. **Porches:** Whether enclosed or not, shall be similar in design to existing porches in the neighborhood. **Enclosed porches** may be allowed when the prevailing character of the neighborhood includes open front porches as long as the design is consistent with those porches that are open.
9. **Roof style and pitch:** Shall be architecturally consistent with the prevailing neighborhood character.
10. **Building Separation:** Shall be consistent with the character of the neighborhood.
11. **Orientation:** Front façades and primary entrances of *principal structures* shall face a street. Garages and *Accessory Dwelling Units* shall be oriented consistent with the character of garage orientations in the neighborhood.
12. **Alleys:** If the property has access to an *alley*, *vehicle* access to the property may be limited to the *alley*.

D. Review Procedures.

1. An application shall be submitted to the Community and Neighborhood Services Department (CNS) that includes:
 - a. **Site Plan** with scaled dimensions showing the placement of all *structures*;
 - b. **Elevation sketches** that are detailed and scaled or photographs of the front and side elevations of all proposed *structures*;
 - c. Additional information as reasonably necessary to assure compliance with standards.
2. CNS shall provide public notice to all properties **within 300 feet** of the infill property.
3. CNS shall approve, approve with conditions, or deny an application within **21 days, but not sooner than 15 days**, after public notice is given. This time period may be extended upon mutual agreement of the *applicant* and the City. In the absence of a

decision within the specified time period, as may be extended, an application shall be denied without prejudice.

4. **For infill properties also requiring site plan approval,** *Planning Commission* shall conduct the Infill Design Reviews.
5. **Expiration of Approval.** An Infill Design Review is valid for 18 months. If a building permit is not issued within the 18 month approval period, the Infill Design Review expires. Infill Design Reviews may be eligible for a 1 year extension if application is made and approval is granted prior to the original expiration date.

E. Appeals Procedure.

1. Any noticed resident may request that the *Planning Commission* undertake the Infill Design Review instead of the CNS Department, if a written request is received by the CNS Department no later than **15 days** after the notice was postmarked.
2. **Appeal of CNS Decision:** The *applicant* or a noticed resident may appeal a CNS Department decision no more than **10 days** after approval by providing a written request to the *Planning Commission*.
 - a. If a noticed resident appeals the CNS decision, they shall specify how the proposed design, in their opinion, does not meet the standards of this section. The appeal shall stay all further proceedings and shall be heard by the *Planning Commission* at its next regularly scheduled *public hearing*. The *Planning Commission* shall review only the resident's specified concerns with the proposed design to determine if the design meets the standards of this section, in the opinion of *Planning Commission*. *Planning Commission* shall then sustain or modify the CNS Department's determination.
3. **Appeal of a Planning Commission Decision:** The *applicant* may appeal the *Planning Commission* decision within **10 days** of the *Planning Commission* decision by providing a written request to the *Board of Appeals*. The appeal shall stay all further proceedings and shall be heard by the *Board of Appeals* at its next regularly

1	Toolbox
2	Zone Districts
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4	Add'l Use Standards
5	Site Design Review Standards
6	Landscaping/ Green Inf.
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scheduled *public hearing*. The *Board of Appeals* shall then sustain or modify the *Planning Commission's* determination.

4. **Appeal of a Board of Appeals Decision:** The *applicant* may appeal the *Board of Appeals* decision to Circuit Court.

F. Definitions.

1. **Infill Property:** The property to be considered for Infill Design Review.
2. **Neighborhood:** Shall be generally defined as within **300 feet** in either direction along street frontages, unless otherwise defined by CNS due to unique characteristics of the immediate surroundings. CNS shall notify the *applicant* of any change to the definition of “neighborhood” for a given application.

SECTION 39-9.10 FAIR HOUSING ACCOMMODATION POLICY

- A. **Intent.** It is the policy of the City of Holland, pursuant to the Federal Fair Housing Act and the Michigan Elliot Larsen Civil Rights Act (hereafter “fair housing laws”), to provide individuals with disabilities reasonable accommodation in rules, practices, and procedures to ensure equal access to housing and to facilitate the *development* of housing for individuals with disabilities. The intent of this section is to provide a procedure for individuals with disabilities and developers of housing for individuals with disabilities to seek relief from the application of *zoning* regulations, policies, practices, and procedures that will further the City’s compliance with fair housing laws and provide greater opportunities for the *development* of critically needed housing for individuals with disabilities.

- B. **Definitions.** For purposes of this section, the following terms shall be defined as:

1. **Eligible Person.** A person who is an individual with a disability, their representative, or a developer or a provider of housing for individuals with disabilities.

2. **Individual with a Disability.** Someone who has a physical or mental impairment that limits one or more major life activities, anyone who is regarded as having such impairment, or anyone with a record of such impairment. This term shall not include current, illegal use of, or addiction to, a controlled substance as defined in 21 U.S.C. § 802.
3. **Person.** An individual, partnership, limited-liability company, corporation, or other entity.
4. **Reasonable Accommodation.** Providing eligible persons with flexibility in the application of *zoning* regulations, policies, practices, and procedures, or even granting *Variances* from certain requirements, when it is necessary to eliminate barriers to equal housing opportunities.
5. **Request for Reasonable Accommodation.** A request by any individual with a disability, their representative, a developer or a provider of housing for individuals with disabilities, when the application of a *zoning* regulation, policy, practice, or procedure acts as a barrier to fair housing opportunities.

C. Notice of Fair Housing Assistance Policy.

1. **Notice of the availability of reasonable accommodation** shall be prominently displayed at public information counters in the Community and Neighborhood Services Department, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public in the Community and Neighborhood Services Department.
2. The notice shall indicate that the Community and Neighborhood Services Department will provide an *applicant* with **assistance in filing a request** for reasonable accommodation or an appeal from a decision on such request so that the process is *accessible*.

D. Application Process.

1. **The Board of Appeals** shall have the jurisdiction and power to grant a **Special Exception** from the non-use requirements of the *Zoning* requirements in *UDO*

Section 40-5.14 - Single-family Architectural Design Standards

- A. Community Expectations. Design review involves a balancing of the needs and expectations of the applicant with those of the surrounding neighbors, many of which bought into the neighborhood for the residential quality and character, have made substantial investments in their homes, and have developed an understandable attachment to the surrounding visual qualities. An applicant should be aware of the built and natural elements and architectural styles that establish the unique character and scale of each neighborhood and block.

The 2015 Huntington Woods Master Plan underlines the importance of residential quality and design integrity by retaining and enhancing the community character of the Huntington Woods' neighborhoods. Each Huntington Woods' neighborhood has its own unique image established by the existing setbacks, lot sizes, building materials, masonry and architectural styles that predominate the block. Huntington Woods neighborhoods vary from the older tracts of the Hill Historic District and the denser areas of the Bronx subdivision, to the larger lots on Borgman, LaSalle, and Nadine Avenue. The natural setting, the pattern of lot subdivision, and the dominant period of development establish the defining characteristics of each of Huntington Woods neighborhood.

Neighborhood character is often apparent through observable patterns, such as:

- Quality exterior building materials;
- Exterior wall complexity and fenestration;
- Appropriate window types, size, and proportions;
- Consideration of entry treatment and scale;
- Appropriate roof types, orientation, slopes, eave heights, gables, and over hangs;
- Compatible building heights;
- Congruent second floor size and placement;
- Proper garage location, size and treatment; and
- Use of decorative fencing and landscaping.

Huntington Woods' housing stock primarily consists of Colonial Revival, and Tudor Revival, but also includes a mix of Contemporary, Ranch, Craftsman, Prairie, Mid-Century Modern, and Foursquare. The community expects to see design integrity in additions and new homes that respect the qualities that make the neighborhood unique and to see care taken in the siting and design. Though new homes tend to be larger than the older homes of the neighborhood they should be designed to maintain a compatible scale and bulk of other nearby homes and add to the fabric of the neighborhood. The fact that one or more homes of a different scale and character have been constructed in the past, often before design review, does not negate the

need and desirability of relating new homes to the majority of homes nearby. Further, where streetscape components are similar or compatible in appearance, they contribute to and provide a cohesive sense of neighborhood character. These features should not necessarily be copied but should be respected to avoid new construction that detracts from the neighborhood.

- B. Purpose and Intent. The following standards are to help applicants prepare plans for construction. The standards will also be used by the Planning Commission to determine if proposed plans for new residential buildings (principal or accessory) or additions are in compliance with the Standards for Site Plan Review:

The standards emphasize the architectural elements that shape the building's appearance from the street. Primary importance is the use of high quality exterior finishes and 360-degree architecture treatment. These standards are intended to help maintain the high quality of Huntington Woods' neighborhoods by providing standards for the design of new houses, additions and/or remodels in existing neighborhoods. These standards are intended to focus on the characteristics of neighborhood compatibility and to leave individual homeowners with flexibility to build, expand or remodel to meet their own needs and objectives.

- C. Exterior Finishes.

- (1) Intent. Building materials shall be selected of high, durable quality that are representative of houses historically built in Huntington Woods.
- (2) Standards:
 - (a) The exterior building finish for new homes shall be the same predominant material as the existing homes in the neighborhood. A detached garage for a new home shall include a minimum of 50% of the predominant material used for the new home.
 - (b) The exterior building finish for additions shall be the same predominant material as the existing building. Materials shall be the same proportions, within 10%, as the original structure unless it can be reasonably demonstrated that those materials are unavailable.
 - (c) The Planning Commission on a case-by-case basis may consider alternative exterior materials of proven durability and longevity, which are compatible with existing materials in the neighborhood. Samples and specifications must be submitted for evaluation and the Planning Commission may impose restrictions as to grade, design, and area where certain materials may be used.
 - (d) Accent materials may be used for architectural detailing and trim such as wooden rake boards, limestone keystones, fieldstone corners, wooden columns, etc.
 - (e) Natural materials to the extent possible shall be used rather than engineered materials.
 - (f) Chimneys shall have a foundation and are of masonry or stone construction and finish.
 - (g)

Where the predominant exterior material is wood, vinyl, aluminum, cement board or other siding material, such material may also be used on the addition.

- (h) Roofing materials may include asphalt and wood shingles. Metal, copper, and clay-tile may be used as accent roofing materials.

D. Elevations.

- (1) Intent: The design of buildings shall coordinate the materials and details of all sides of the building with the design of the front elevation and side streets. Materials and colors shall harmonize with existing home design, desired architectural style, and neighborhood character.
- (2) Standards:
 - (a) All elevations of the main building shall have the same materials in the same approximate proportions, and matching windows, trim, and architectural details, providing a 360-degree finish.
 - (b) The exterior materials, windows, trim and architectural details on the sides and rear of a building shall be compatible with those used on the front.
 - (c) All elevations shall have windows and the windows shall be placed so that no elevation has a large expanse of blank wall. The Planning Commission may approve elevations without a window if the applicant is able to demonstrate difficulty including a window on an elevation due to floorplan layout or intended use. In lieu of a window, additional architectural details may be required.
 - (d) The addition is constructed so the character-defining features such as lintels, quoins, keystones, etc. are not obscured, damaged or destroyed.

E. Form, Scale and Massing.

- (1) Intent: The architectural form, scale, and massing shall be carefully crafted to reduce visual mass, and distinguish the house's architectural lines or style to ensure buildings are in proportion and complementary to those in the existing neighborhood.
- (2) Standards:
 - (a) Additions may not be greater than the floor area of the existing main building.
 - (b) The depth of the building cannot exceed twice the width of the building.
 - (c) No portion of the second story may be cantilevered beyond the first story by more than 18 inches. Cantilevers are only permitted when used for architectural feature appropriate for the architectural style. Cantilevers may not encroach within a required setback.
 - (d) Gables and dormers shall be proportional to and not dominate the main roof over the house or garage.
 - (e)

Entrance design characteristics shall be similar to other buildings in the neighborhood; specifically: (1) the main entrance faces the street, (2) the front porch is unenclosed, (3) if the front porch has a roof, it is only 1 story in height, not 1-1/2 or 2 stories, (4) the front porch and entrance are stepped up only slightly from the grade of the property, (5) the front door is a single door, not a double door or the appearance of a double door (such as a single door with a stationary door), and (6) if the building is masonry, the front porch is masonry.

- (f) Bay windows on the front facade shall not extend above the first story.
- (g) The building shall not have more than three front gables. Layered gables shall be separated by at least 12 inches of depth.
- (h) Front facing garage doors shall be stepped back from the plane of the front door of the house and the roof over the garage shall be lower than the height of the main building, even if living space is above the garage.
- (i) An attached garage cannot exceed more than 50% of first floor length of the front building façade.
- (j) Gables and dormers on an attached garage shall be no larger than the gables and dormers on the main house.
- (k) Side-entry doors may be covered with an awning or covering provided the canopy or covering does not encroach into a required side yard by more than three feet.

F. Roofs.

- (1) Roofing material, and style should be consistent with the building architectural style. Roof profiles shall enhance the form, scale and proportion of primary and secondary house volumes.
- (2) Standards:
 - (a) New roofs, including additions, porches, gables, and dorms, shall be perceived as similar or related to the pitch of the existing or main roof. These new roofs may have a different scale and/or style.
 - (b) Roofs may overhang a maximum of 12-inches into a side yard when used for an architectural feature appropriate for the architectural style. Roof overhangs over 12-inches may be granted by the Planning Commission if the overhang is appropriate for the architectural style.
 - (c) There shall only be one main roof ridge.
 - (d) Flat roofs may be used if appropriate for the architectural style.
 - (e) Reverse gables shall not be higher than the main roof.
 - (f) The height of the roof of an addition shall be less than or equal to the existing roof peak.
 - (g)

Roofs for additions shall utilize the same material and style as the existing remaining structure.

- (h) Buildings shall be limited to two roofing materials: one for the main roof and another material as an accent for dorms, porches, or other smaller roofs. Accessory structures shall utilize the same roofing material.
- (i) Metal roofs are permissible if determined by the Planning Commission to be compatible with and appropriate for the architectural style.

G. Windows and Doors.

- (1) Intent: Window and door styles and frame materials are an important expression of architectural style and should be consistent among all elevations of a building.
- (2) Standards:
 - (a) The style, sash color and proportions of new windows should be compatible with the existing windows on the original building unless the new windows are not visible from the street.

H. Yard and Landscape.

- (1) Intent: To ensure that the front yard complements the home and the street block face.
- (2) Standards:
 - (a) A front yard shall be 80% grass unless a natural lawn with native plants and maintenance plan is approved by the Planning Commission.
 - (b) Patios, and fountains are permitted in the rear and side yard but may not be located between the front building line and the street. Anything projecting into the required setback must obtain a variance.

(Ord. No. 600, § 1, 1-8-2018)