



MEMORANDUM

Planning Division

DATE: October 20th, 2021

TO: Historic District Commission

FROM: Nicholas Dupuis, Planning Director

SUBJECT: 300 W. Merrill – Baldwin Public Library – Historic Design Review

Zoning: PP (Public Property) & C (Downtown Overlay)

Existing Use: Institutional

History

The Village Library was originally located in the Library Hall building on the southeast corner of Maple and Woodward. Along with the library, the Library Hall building housed the Village Growth Offices and the Fire and Police Departments. Village growth during the early 1900's caused the building to be overcrowded and led to the establishment of a Civic Center Plan in 1925.

In August 1926, the residents of the Village passed two bond issues: one for a new library for \$175,000 and one for a fire station. On April 16, 1927, the cornerstone was laid for the library, which was designed by the architectural firm of Burrowes and Eurich of Detroit. The designs of the Library and City Hall, built one year later, are stylistically identical. The Buildings, with their warm colored brick, limestone trim and steeply sloped slate roofs are the visual anchors for the Shain Park Historic District. They establish its character.

Two major revisions have added space to the library. In 1960, 5,200 square feet of space was gained by the addition of a one-story wing on the east elevation. The original entry on the north was eliminated. In 1982, a second addition was constructed on the south and west elevations, completely covering the first addition. Birmingham Architect, Gunnar Birkerts, designed the addition to contrast, yet be compatible with the original structure. A circular plan was employed reorienting the entrance, once again, to the south. The exterior is clad with limestone.

Introduction

The applicant has submitted a Historic Design Review application for a small addition to the south side of the building along Martin St. as "Phase 3" of the larger Baldwin Public Library renovation project. Most recently, the Historic District Commission provided a courtesy review for Phase 2, which expanded and renovated the 1960's addition on the east side of the building. Although it is located on public property, the building is a designated historic resource in the City. Thus, a review by the Historic District Commission is required.

Proposal

The Baldwin Public Library is proposing to add a minimal amount of square footage to the library with a glass addition that “squares off” a section of the 1982 Birkerts addition at the south side of the property. With the addition, the library aims to provide improved circulation and access while also upgrading other services and offerings at the library. In addition, the current plaza at the south side of the building will be reconstructed to add additional programming space and create an active and flexible space for library patrons. The materials proposed are as follows:

Material	Location	Color
Nana Wall Glass	East side of addition at plaza	Clear
Glass	South side of addition	Clear

The building is also located in the Downtown Overlay District, which requires high quality materials such as glass and a minimum of 70% glazing at the first floor. The proposed addition meets both requirements of the Overlay District.

Signage

There are no new signs proposed as a part of the Phase 3 addition.

Lighting

There are no new exterior light fixtures proposed as a part of the addition proposed.

Planning and Zoning

Pursuant to Article 7, Section 7.25 (3) of the Zoning Ordinance, the proposed addition is required to be reviewed by the Planning Board for Site Plan Review. Planning and zoning issues such as setbacks, landscaping, parking and the like will be reviewed at that time.

Required Attachments

	Submitted	Not Submitted	Not Required
Detailed and Scaled Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Specification Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Material Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site & Aerial Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Design Review Standards

Chapter 127, Section 127-11 of the City Code of Ordinances states that in reviewing plans, the commission shall follow the U.S. secretary of the interior's standards for rehabilitation and guidelines for rehabilitating historic buildings as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the secretary of interior's standards and guidelines and are established or approved by the state historic preservation office of the Michigan Historical Center. The U.S. Secretary of the Interior Standards for Rehabilitation are provided in full at the end of this report.

In reviewing plans, the commission shall also consider all of the following:

1. The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
2. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
3. The general compatibility of the design, arrangement, texture, and materials proposed to be used.
4. Other factors, such as aesthetic value, that the commission finds relevant.
5. Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

Planning Division Analysis

The proposed work is located in an area that has received significant treatments in the past as described above. In addition, the addition is relatively minor and is located a distance away from the original library building. Thus, the project in general meets Standard numbers 1, 2, 3, 5 and 9. A review of each applicable standard is provided below:

1. *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*

The proposed addition will not affect the historic use as a library, and the use is not proposed to change.

2. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

Although it does not appear that any historic materials are being removed, this standard provokes a little more conversation regarding the alteration of features that characterize

a property. As noted above, the rear (now front/main entrance) of the library has been altered extensively over the years, first by the 1960's addition and then by the 1982 addition. The main façade of the original library is set back roughly 60 feet from the current façade of the Birkerts addition. An argument can be made that the 1960 and 1982 additions have already significantly altered the features and spaces that characterized the original library building, and that the new addition will not be further injurious to the features that remain visible and intact.

3. *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

The proposed addition does not create a false sense of historical development.

4. *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*

In contrast to the argument above that the 1982 addition may have inappropriately covered the character defining features of the original library, the 1982 Birkerts addition may have gained historical significance over time that should be considered here. IF the Birkerts addition were to be considered historically significant, the character may not be preserved with the introduction of the Phase 3 addition, as it would introduce a new material to the area, as well as disrupt the distinctive curved flow of the addition.

5. *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*

In general, the points made above in the review of Standard 4 also apply here in terms of preserving the distinctive feature of the Birkerts addition, but that the original library building would be undisturbed by the Phase 3 renovations.

9. *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

Regardless of the issues with Standard numbers 4 and 5 and the possibility that the Birkerts addition has gained historical significance, the Phase 3 addition does not propose to destroy any of the materials of the Birkerts addition, and certainly does not affect the original library building. Furthermore, the Phase 3 addition appears to be constructed so that it may easily be removed in the future without leaving any damage to the historic integrity of either part of the building.

Based on the requirements of Chapter 127, Section 127-11 of the City Code of Ordinances, the Planning Division recommends that the Historic District Commission **APPROVE** the Design Review application for 300 W. Merrill – Baldwin Public Library.

Sample Motion Language

I move that the Commission **APPROVE** the Historic Design Review application and issue a Certificate of Appropriateness for 300 W. Merrill – Baldwin Public Library. The proposed addition meets the Secretary of the Interior's Standards for Rehabilitation standard numbers 1, 2, 3, 5 and 9.

OR

I move that the Commission **POSTPONE** the Historic Design Review application and the issuance of a Certificate of Appropriateness for 300 W. Merrill – Baldwin Public Library – until the following conditions are met: (List Conditions).

1. _____
2. _____
3. _____

OR

I move that the Commission **DENY** the Historic Design Review application for 300 W. Merrill – Baldwin Public Library. Because of _____ the work does not meet The Secretary of the Interior's Standards for Rehabilitation standard number(s) _____.

Notice to Proceed

I move the Commission issue a Notice to Proceed for number _____. The work is not appropriate, however the following condition prevails: _____ and the proposed application will materially correct the condition.

Choose from one of these conditions:

- a) The resource constitutes hazard to the safety of the public or the structure's occupants.
- b) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district. have been attempted and exhausted by the owner.
- d) Retaining the resource is not in the best of the majority of the community.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION AND GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

The U. S. secretary of the interior standards for rehabilitation are as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

AERIAL VIEW



- ① EXISTING STREET TREES TO REMAIN
- ② EXISTING CHILDREN'S ADDITION
- ③ WRAP EXISTING EAST WALL BENCH/PLANTER ALONG SOUTH FACADE
- ④ NEW NANAWALL AT EAST WALL
- ⑤ COLORED PAVING MATERIAL (CHARCOAL & BUFF)
- ⑥ NEW PLANTER WITH BENCH
- ⑦ NEW DECIDUOUS SHADE TREES
- ⑧ NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ⑨ EXISTING SIDEWALK TO REMAIN
- ⑩ RELOCATED SIGNAGE
- ⑪ EXISTING BIRKERTS BUILDING TO REMAIN

VIEW FROM SHAIN PARK



- ① EXISTING CHILDREN'S AREA ADDITION
- ② EXISTING STREET TREES TO REMAIN
- ③ WRAP EXISTING EAST WALL BENCH/PLANTER ALONG SOUTH FACADE
- ④ NEW PLANTER WITH BENCH
- ⑤ NEW NANAWALL AT EAST WALL
- ⑥ EXISTING BIRKERTS BUILDING TO REMAIN
- ⑦ NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ⑧ NEW NATIVE PLANTINGS
- ⑨ COLORED PAVING MATERIAL (CHARCOAL & BUFF)
- ⑩ NEW DECIDUOUS SHADE TREES
- ⑪ EXISTING SIDEWALK TO REMAIN

VIEW OF MATERIAL RETURN



- ① RELOCATED SIGNAGE
- ② EXISTING BIRKERTS BUILDING TO REMAIN
- ③ NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ④ NEW ENTRY VESTIBULE
- ⑤ SIDEWALK LEVEL BOOK RETURN
- ⑥ NEW NATIVE PLANTINGS

VIEW FROM WEST



- ① EXISTING STREET TREES TO REMAIN
- ② NEW ENTRY VESTIBULE
- ③ NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ④ NEW NATIVE PLANTINGS
- ⑤ NEW BIKE RACK
- ⑥ NEW RETAINING WALL
- ⑦ EXISTING SIDEWALK TO REMAIN
- ⑧ RELOCATED SIGNAGE
- ⑨ EXISTING BIRKERTS BUILDING TO REMAIN
- ⑩ RELOCATED FLAGPOLE
- ⑪ NEW LANDSCAPING

VIEW OF ENTRY



- ① RELOCATED SIGNAGE
- ② NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ③ NEW NATIVE PLANTINGS
- ④ COLORED PAVING MATERIAL (CHARCOAL & BUFF)
- ⑤ EXISTING BIRKERTS BUILDING TO REMAIN
- ⑥ NEW ENTRY VESTIBULE
- ⑦ NEW RETAINING WALL
- ⑧ NEW BIKE RACK

VIEW FROM COMMUNITY HOUSE



- ① NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ② WRAP EXISTING EAST WALL BENCH/PLANTER ALONG SOUTH FACADE
- ③ NEW NATIVE PLANTINGS
- ④ EXISTING SIDEWALK TO REMAIN
- ⑤ EXISTING STREET TREES
- ⑥ RELOCATED FLAGPOLE
- ⑦ EXISTING BIRKERTS BUILDING TO REMAIN
- ⑧ EXISTING ORIGINAL BUILDING TO REMAIN
- ⑨ RELOCATED SIGNAGE
- ⑩ NEW LANDSCAPING
- ⑪ NEW RETAINING WALL
- ⑫ NEW BIKE RACK
- ⑬ COLORED PAVING MATERIAL (CHARCOAL & BUFF)
- ⑭ NEW ENTRY VESTIBULE

DATE: January 14, 2022

TO: Tom Markus, City Manager

FROM: Rebekah Craft, Library Director

SUBJECT: Phase 3 of Baldwin's Long-Range Building Program

At the City Commission's long-range planning session on January 22, 2022, I will deliver an update on the proposed Phase 3 of Baldwin's long-range building plan, which includes an expansion and renovation of the front entrance and circulation area. This final phase of the building plan will upgrade a space that has been largely untouched for 40 years and will help Baldwin offer amenities that are competitive with other local libraries that already have an accessible entrance and a café space. We anticipate that construction on Phase 3 will begin in spring 2023, pending necessary approvals.

The completion of Phase 3 will fulfill the library's long-range building plan, which was created in October 2015 and presented to the City Commission at its long-range planning session in January 2016. To support this project, we are asking for a continuation of the library's full millage rate through FY2025-26.

The library remains committed to maintaining and upgrading other areas of the building out of its operating budget and Trust. In the last year, we have doubled the footprint of the Idea Lab makerspace. We have also painted the Grand Hall for the first time in over 20 years, and painted, carpeted, and refurbished the administrative offices and two public meeting spaces on the second floor for the first time in 30 years. In May 2022, we will be updating the landscaping on the north side of the building along Martin Street to expand the children's garden and add an outdoor programming space for the Youth Department.

Library Improvement Goals

The library's long-range building plan contains the following goals:

- Increase the value that the library delivers to residents, businesses, and visitors of all generations
- Respond to public input gathered through various forums, including surveys and focus groups
- Balance community needs given limited resources
- Ensure that Birmingham remains competitive with other communities who have invested heavily in their libraries
- Strengthen Birmingham's civic center (Shain Park, Library, City Hall, etc.)

Phase 3: Expansion and Renovation of Front Entrance and Circulation Area

The Library Board issued an RFP to hire an architectural firm to design the conceptual/schematic plan for the final phase of library improvements in June 2021. Merritt Cieslak Design was awarded the bid in August 2021 and has been working with library staff and the building committee to design the project.

Input from Public and Staff

To determine the most important aspects to include in the design, Merritt Cieslak Design (MCD) used several outreach initiatives to gather input from the community. These initiatives included a meeting with library staff, a Community Forum, and a Community Survey. Feedback was gathered from 610 community members in total. Here is the feedback collected from the three outreach initiatives:

BPL is highly regarded within the community, with 95% indicating that it is “very important” to the community, and 84% indicating that it is “very important” to their family.

The vast majority of library users visit the library to borrow materials and, to a lesser degree, for studying, reading, meetings, and programs.

90% indicated that they would like BPL to be a “comfortable place for learning and studying.”

The main entrance is currently cold and dark looking and is not a reflection of the community.

The front steps are daunting.

It is hard to tell if the library is open because of a lack of visual lighting cues.

Respondents were evenly supportive of improving library signage, lighting, and finishes, while also expressing support for an easier entry processional, having a self-checkout near the entry, and having an interactive touch screen with the week’s activities posted.

The idea of adding a café to the library received mixed results. Approximately one-third of respondents indicated that it would be “very” or “somewhat” important to them, one-third indicated that it is “not that important” to them, and one-third indicated that it is “not important at all” to them.

Respondents rated the following services that they would like to have available at the street-level entrance, in order of preference:

1. a materials return drop
2. a place to pick up hold items
3. a self-checkout kiosk

4. the circulation desk
5. tables and chairs
6. a café

The survey also asked respondents to add any ideas about how the library might be improved and the responses were numerous and varied. Some of the recurring themes were as follows:

- The library is great as-is
- There could be a better space for the Friends book sales
- Aesthetics could be improved, particularly at the entry
- The architectural language of the original 1927 building is widely appreciated
- The library should have better accessibility
- Free parking (even short-term) is desired
- A drive-up, driver's side book drop is desired

Conceptual/Schematic Design of Phase 3

After careful consultation with the library's staff and Building Committee, MCD has developed a plan for the Front Entrance and Circulation Area. The project will enclose the space under the existing awning and add a small addition to the front entrance to create 1,940 square feet of interior space all for public use. The new entryway will have a more open and logical layout with intuitive wayfinding. All furniture, fixtures, and carpeting installed in this phase will carry on the color and design features previously used in the Adult Services and Youth Services renovations. The plan makes improvements to the following five areas:

Public Entrance

- Creates a fully accessible street-level entrance with both an interior two-stop elevator and an ADA-compliant ramp that is completely enclosed and protected from the elements
- Keeps the materials return slot and automated handling system adjacent to the front door for easy access after-hours and upon entering the library
- Provides a welcoming and inviting aesthetic
- Updates the lighting to improve visibility and safety

Circulation Area

- Adds an ADA-accessible service desk that is closer to the front entrance
- Establishes clear sightlines to the entryway
- Incorporates hold shelving adjacent to the service desk
- Creates a dedicated spot for the self-check machines
- Improves the appearance of the ceiling to be closer to the 1927 look

Collaboration space and café

- Provides flexible space for meeting and collaboration, with chairs and tables for 36 people
- Offers high quality coffee, drinks, and snacks at a self-service café
- Connects to exterior plaza with movable doors
- Allows for after-hours use for space rentals or programs
- Adds a street-level family restroom for easy access from Shain Park during the library's open hours

Plaza

- Adds exterior programming space
- Utilizes native plantings and reduces the amount of concrete by adding larger garden beds and more shade trees
- Integrates aesthetically with building
- Extends the library outdoors to provide additional seating and meeting space
- Relocates Marshall Fredericks Siberian Ram sculpture to a new garden bed
- Creates an inviting connection to Shain Park and the civic center
- Includes a partial snow melt system at the entrance and along a path to the Bates Street book drop to eliminate the need for salt during icy and snowy weather

Other

- Brings in light with an expansive skylight that gives visitors a floor-to-peak view of the original 1927 building
- Creates dedicated Friends book sale area with merchandising space
- Adds four private study rooms for use by one or two users, which are in high demand
- Enhances the connection between the entry and Grand Hall

Renderings of the design are in Appendix A.

PROCESS

Baldwin intends to proceed with the design of Phase 3 as it did with Phases 1 and 2. When the City Commission signals its approval to move ahead, the Library and City will issue an RFP for design development and construction documents and select an architect in a manner approved by the City. The architect will work with the Library Board and Library Administration—and, whenever appropriate, with City government—on design development and construction documents. The Library will continue to solicit input from library staff and the public. It will also consult various City boards and committees, especially to the extent that the design affects the exterior look of the building. The City Commission will have the final decision on approving the designs.

The precise features to be included in Phase 3 will be decided in the design development stage. The features and costs described in this document are the most accurate ideas possible at this stage in the process. Once the project is finalized and approved by the Library Board and City Commission, the City will issue an RFP for construction.

TIMELINE

Assuming that the public and City Commission are willing and financing is available, the Library Board would prefer to proceed with the construction of Phase 3 in the spring of 2023, at which point the project is estimated to cost \$3,526,316. The Library Board anticipates issuing an RFP for architectural services for design development and construction drawings in the next six weeks.

DEVELOPMENT OF COST ESTIMATES

The cost estimates for Phase 3 were developed in January 2022 by architects Merritt Cieslak Design in combination with general contractors Frank Rewold & Sons. These cost estimates are based on schematic designs for Phase 3 and account for design and construction contingencies and inflation.

Conclusion

We hope that the City Commission will agree to complete the library's three-phase building plan—originally proposed to the Commission in 2016—by planning to begin construction of Phase 3 in 2023. This would require a continuation of the existing library millage through FY 2025-26.

The library millage currently consists of 1.1 mills for operating expenses, plus additional millage—up to the voter-approved maximum Headlee millage cap—for building improvements. The library has been collecting its Headlee maximum millage since FY 2016-17, and has applied the money faithfully to Phases 1 and 2.

The additional Library millage to be collected each year, using estimates provided by the City of Birmingham's Finance Department, is listed below:

FY 2021-22	\$654,283	.2380 mills
FY 2022-23	\$672,833	.2315 mills
FY 2023-24	\$685,532	.2250 mills
FY 2024-25	\$699,051	.2185 mills
FY 2025-26	\$712,204	.2120 mills

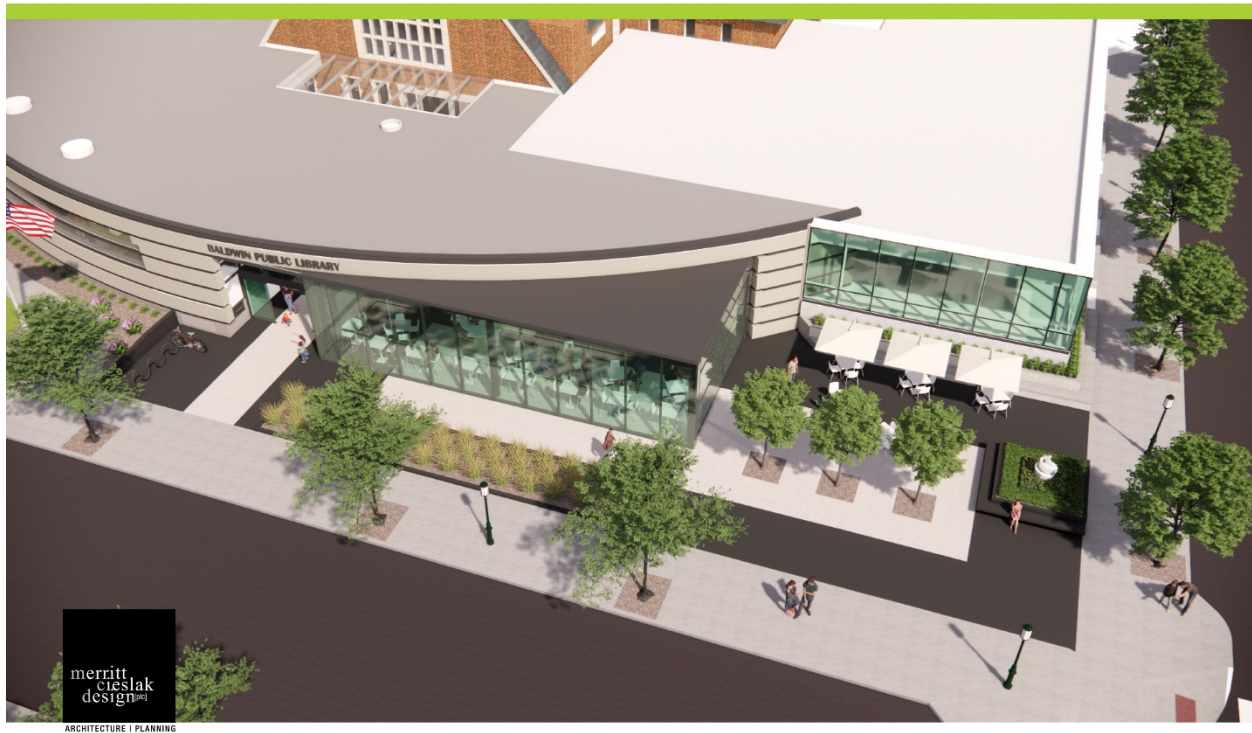
In its FY 2022-23 budget request, the library will ask for a total of 1.3315 mills, of which 0.2315 mills will be set aside for Phase 3. Details of the project, as well as final cost estimates, will be determined this year as we move into the design development and construction drawings stage of the project.

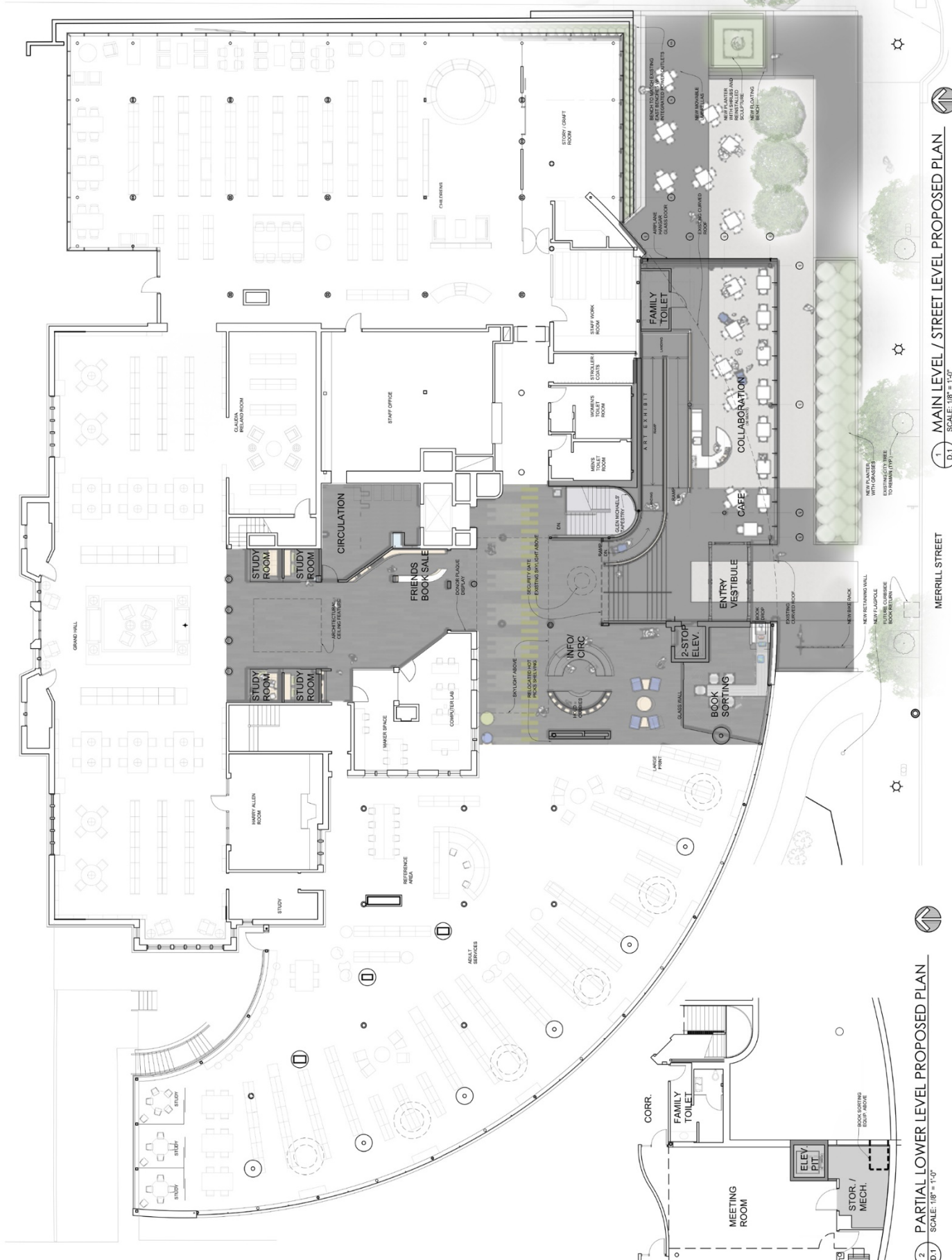
Appendix A

Project Scope of Phase 3

The designs on the following pages were developed jointly by Merritt Cieslak Design and the Baldwin Public Library Board of Directors and Library Staff.

AERIAL VIEW





1 MAIN LEVEL / STREET LEVEL PROPOSED PLAN
D.1 SCALE: 1/8" = 1'-0"

2 PARTIAL LOWER LEVEL PROPOSED PLAN
D.1 SCALE: 1/8" = 1'-0"



Design Review Application

Planning Division

Form will not be processed until it is completely filled out

1. Applicant

Name: _____
 Address: _____

 Phone Number: _____
 Email address: _____

2. Property Owner

Name: _____
 Address: _____

 Phone Number: _____
 Email address: _____

3. Project Contact Person

Name: _____
 Address: _____

 Phone Number: _____
 Email address: _____

4. Project Designer/Developer

Name: _____
 Address: _____

 Phone Number: _____
 Email address: _____

5. Required Attachments

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
 - i. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
 - ii. Colored elevation drawings for each building elevation;
 - iii. A Landscape Plan (if applicable);
 - iv. A Photometric Plan (if applicable);
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;

- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

6. Project Information

Address/Location of the property: _____

 Name of development: _____
 Sidwell #: _____
 Current Use: _____
 Proposed Use: _____
 Area of Site in Acres: _____
 Current zoning: _____

	Yes	No
Is the property located in a floodplain? -----	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within a Historic District? -----	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, which? _____		
Will the project require a variance? -----	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, how many? _____		
Has the project been reviewed by another board?	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, which? _____		

7. Details of the Proposed Development (attach separate sheet if necessary)

8. Required and Proposed Parking

Required number of parking spaces: _____
Proposed number of parking spaces: _____
Location of parking on site: _____
Location of parking off site: _____
Shared parking agreement? _____
Size of surface parking lot: _____

Number of underground parking levels: _____
Typical size of parking spaces: _____
Typical width of maneuvering lanes: _____
Number of handicap spaces: _____
Screenwall material: _____
Height of screenwall: _____

9. Landscaping

Location of landscape areas: _____

Proposed landscape material: _____

10. Streetscape

Sidewalk width: _____
Number of benches: _____
Number of planters: _____

Number of existing street trees: _____
Number of proposed street trees: _____
Number of waste receptacles: _____

11. Loading

Required number of loading spaces: _____
Proposed number of loading spaces: _____
Location of loading spaces on site: _____

Typical size of loading spaces: _____
Screenwall material: _____
Height of screenwall: _____

12. Exterior Waste Receptacles

Required number of waste receptacles: _____
Proposed number of waste receptacles: _____
Location of waste receptacles: _____

Size of waste receptacles: _____
Screenwall material: _____
Height of screenwall: _____

13. Mechanical Equipment

Utilities and Transformers:

Number of ground mounted transformers: _____
Location of all utilities & easements: _____

Size of transformers (L•W•H): _____
Screenwall material: _____
Height of screenwall: _____

Ground Mounted Mechanical Equipment:

Number of ground mounted units: _____
Location of all ground mounted units: _____

Size of ground mounted units (L•W•H): _____
Screenwall material: _____
Height of screenwall: _____

Rooftop Mechanical Equipment:

Number of rooftop units: _____
Type of rooftop units: _____
Location of all rooftop units: _____
Size of rooftop units (L•W•H): _____

Location of screenwall: _____
Screenwall material: _____
Height of screenwall: _____
Distance from rooftop units to all screenwalls: _____

14. Building & Site Lighting

Number of light fixtures on building: _____
Light level at each property line: _____
Type of light fixtures on building: _____
Location of light fixtures on building: _____

Number of light fixtures on site: _____
Type of light fixtures on site: _____
Height from grade: _____
Location of light fixtures on site: _____

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for Site Plan Review in Birmingham, and have complied with the same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Owner: _____ Date: _____

Print name: _____

Signature of Applicant:  _____

Date: 6/10/2022

Print Name: Steven Schneemann

Signature of Architect:  _____

Date: 6/10/2022

Print Name: Steven Schneemann

Office Use Only

Application #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Accepted By: _____