



City of Ann Arbor

PLANNING & DEVELOPMENT SERVICES — PLANNING DIVISION

301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
p. 734.794.6265 | f. 734.994.8312 | planning@a2gov.org

Ann Arbor Design Review Board

Procedures and Application

Please follow the procedures described below and complete the application included on these sheets for presentation to the Ann Arbor Design Review Board. These procedures, requirements and application may be revised – check with the Planning Division for updates.

Procedures – Many downtown projects are required to first present the project to the Ann Arbor Design Review Board. These projects include:

- Projects in the D1 or D2 zoning district, or located within the Downtown Development Authority boundary zoned or proposed to be rezoned PUD, and
 - Not in a historic district, and
 - Proposes an increase in floor area, and
 - Is a site plan for City Council approval, a PUD site plan, a site plan for Planning Commission approval, a planned project site plan, or administrative amendment to an approved site plan that includes significant building façade changes.
1. **Optional Pre-Application Meeting.** Potential petitioners have the option to meet with planning staff for a courtesy pre-application meeting to review the Downtown Design Guidelines and application procedures and requirements. Contact the Planning Division to schedule a pre-application meeting if desired.
 2. **Submittal and Filing Deadline.** Submit all completed forms and required materials, plans and supporting documents, along with the required fees, to the Planning Division by the filing deadline for the desired meeting, generally about four weeks prior to a meeting date. See the Design Review Board calendar for all filing deadlines in this fiscal year.
 3. **Notices.** Required notices will be prepared and distributed by City staff. Direct mailings will be sent to all property owners and residents within 500 feet of the project. Email notifications will be sent to all subscribers. A note will be posted on the City website.
 4. **Packet Distribution.** Staff will prepare an informational packet for the Design Review Board with the materials, plans and supporting documents provided. A meeting agenda and packets for each project on the agenda will be electronically distributed to Board members. Paper packets for Board members will be available for pickup at the Planning Division. Packets not picked up prior to the meeting will be distributed at the meeting. Petitioners will be electronically sent an agenda and a copy of their project's packet only.
 5. **Board Meeting and Project Presentation.** The Design Review Board meets on the third Wednesday of each month (subject to change). Applicants may give an informal

presentation up to 10-minutes. The Design Review Board will then have a dialogue with the project design team to discuss consistency with the Downtown Design Guidelines.

6. **Report.** Following the Design Review Board meeting, a report of the Board's discussion will be prepared. A copy of the report will be electronically sent to the petitioner and posted on the City website. If a site plan petition is submitted for review and approval, a copy of the report will be included in the site plan petition staff report packet to the Planning Commission and City Council.

Application Materials

Applicants are responsible for preparing and providing all materials for application and presentation to the Design Review Board. The following items must be provided in the required format in order for a project to be accepted for discussion by the DRB.

Required Information:

- Completed Application Form
- Site plan of proposed project including lot lines, proposed building footprint, walkways, driveways and curb cuts, landscape areas and other site improvements.
- Floor plan(s) of proposed building
- Elevations of every side of the proposed building, including identification of proposed materials and colors
- Ground level and upper level sections
- Photographs or massing drawings of surrounding site context
- Any other supporting materials you wish to provide which show or help explain how the design concept responds to the Downtown Design Guidelines

Required Format:

- All drawings must be at least at the preliminary design stage.
- All drawings must be scalable and provided on 11" x 17" paper.
- Submit 9 sets of all required materials.
- Submit 1 PDF file containing all required materials, up to 15 megabytes. This single PDF file can be emailed to a city planner or planning support specialist, or provided on a memory stick or disc. If the file size will exceed 15 MB, divide the file into two or more smaller files attached to the same email or saved on the same device. Materials sent "piecemeal" or in separate transmittals will not be accepted. Materials which require special software to view will not be accepted.
- Bring at least one set of full size drawings to the Design Review Board meeting.



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Ann Arbor Design Review Board Application

Section 1: General Information	
Project Name:	Ann Ashley Parking Structure Vertical Expansion
Project Location and/or Address:	East side of Ashley Street, south of Miller Ave Downtown Ann Arbor, Michigan
Base Zoning District, Character Overlay District, and Building Frontage Designation:	Zoning District: D1 Downtown Character Overlay District: Main Street Building Frontage Designation: Secondary
Type of Site Plan Petition (check):	<input checked="" type="checkbox"/> Site Plan for City Council approval <input checked="" type="checkbox"/> Site Plan for Planning Commission approval <input type="checkbox"/> PUD Site Plan <input type="checkbox"/> Planned Project Site Plan <input type="checkbox"/> Administrative Amendment with façade change
Developer:	Not Applicable
Property Owner:	City of Ann Arbor Managed by the Downtown Development Authority Susan Pollay, Executive Director Amber Miller, Capital Projects Manager
Property Owner's Signature:	
Developer's interest in property if not owner:	Not Applicable

<p>Design Team (include all individuals, firms and groups involved):</p>	<p>Carl Walker: Michael Ortlieb, PE FSP: Dan Mooney, AIA; Blake Hatterman, AIA LZA: Carl Luckenbach, FAIA Zeimet Wozniak and Assoc: Julian Wargo, PE</p>
<p>Contact Person (name, phone number and email of one person):</p>	<p>Dan Mooney Fusco, Shaffer & Pappas 550 E Nine Mile Road Ferndale, MI 48220 248.543.4100 dmooney@fsparch.com</p>

<p>Section 2: Project Details</p>	
<p>Project Specifics:</p>	<p>Site size (sq. ft.): <u>43,100 sf</u></p> <p style="padding-left: 100px;">Current: 278,500 sf With Expansion: 407,800 sf</p> <p>Total floor area (sq. ft.): _____</p> <p style="padding-left: 100px;">Current: 8 Levels; 6 Above Grade With Expansion: 11 Levels; 9 Above Grade</p> <p>Number of stories: _____</p> <p style="padding-left: 100px;">Current: NW(53'-3"); NE(47'-0"); SW(54'-6"); SE(51'-2") Expanded: NW(84'-1"); NE(77'-10"); SW(85'-4"); SE(82'-0")</p> <p>Building Height (ft.): _____</p> <p style="padding-left: 100px;">Current: Parking, bicycle parking and parking office Expanded: Parking, bicycle parking and parking office with possible commercial office space</p> <p>Ground floor uses: _____</p> <p style="padding-left: 100px;">Current: Parking Expanded: Parking</p> <p>Upper floor uses: _____</p> <p>Number dwelling units: <u>Not Applicable</u></p> <p style="padding-left: 100px;">Current: 817 Expanded: 1,217</p> <p>Number off-street parking spaces: _____</p> <p style="padding-left: 100px;">Current: 0 sf Expanded: 1,100 sf</p> <p>Open space (sq. ft.): _____</p>

On a separate sheet(s), please address each of the following in separate statements:

- 2a. Brief description of design concept (what the project/structure looks like).
See attached narrative and drawings.
- 2b. Brief description of development program (intended uses, known or possible tenants, etc.)

Parking

Section 3: Project Design

3a to 3g - See attached narrative and drawings.

On a separate sheet(s), please address each of the following in separate statements:

- 3a. Describe the context of the site.
- 3b. Is there an inspiration or a theme for the design concept? Describe.
- 3c. Describe how the project responds to the Design Guidelines for its Character District.
- 3d. Describe how the project responds to the Design Guidelines for Context and Site Planning.
- 3e. Describe how the project responds to the Design Guidelines for Buildings.
- 3f. Describe how the project responds to the Design Guidelines for Building Elements.
- 3g. If desired, note any other important elements, features or design concepts not covered above that will help the Design Review Board understand how the project fosters excellence in the design of the built environment of downtown Ann Arbor, the overarching goal of the Downtown Design Guidelines.

Section 3: Project Design

The Downtown Ann Arbor Design Guidelines were published in January 2011 after months of work by appointed committees, City staff, professional consultants and interested individuals. But, for all of this effort, nowhere does this document address additions or modifications to existing buildings. We have had to assume the intent behind many of the guidelines and follow our best judgement on their limited applicability.

- 3a. The context of the site is described and illustrated elsewhere in this submittal.
- 3b. The goal of the design concept is to mitigate the negative impact of adding three additional stories onto an already one and one-half block long, six story structure that visually dominates its neighborhood. The principal new element is a “veil” of aluminum louvers wrapping around the building and visually dividing each elevation roughly into thirds. Additionally, the veil is divided vertically to modulate its horizontal sweep.
- 3c. This site is in the Main Street Character District, which is the most urban, with the strongest street walls and has the possibility of limited future store fronts.
- 3d. Context and Site Plan are existing and to remain with the exception of the Ashley Street frontage. This will be designed and landscaped in coordination with the Ashley Street re-design.
- 3e. Pedestrian entrances will be significantly more prominent, the design includes a change of material on the elevations, a clearer definition of the base, and horizontal modulation. Ann Street is and will remain the principal pedestrian entrance.
- 3f. The Miller Ave. pedestrian entrance will be re-built to be more prominent, weather protected and fully accessible. It will better serve City Hall, the County Building, and North Main Street.