REQUEST FOR PROPOSAL
RESIDENTIAL FORM BASED CODE

The City of Berkley is requesting services from a planning firm to develop a form based code to permit diverse, contextual housing types.

Background:

Berkley has four single family residential districts with minimum lot sizes ranging from 12,000 square feet to 4,400 square feet. The City has several low rise apartment buildings, one parcel in from Coolidge and Woodward that were built between the late 1960's and the mid 1980's. A senior housing high-rise was constructed in 1975. The city has regulations adopted for a Two Family residential district; however, there is only one lot in the City with such zoning.

Local ordinance allows residential uses above business uses in the business districts. To date one new mixed use building has been built and two other existing ones have undertaken major renovations.

The City does not permit parking on any street between the hours of 2AM and 6AM.

The City has about 50 two-family to four-family units interspersed in the single family residential districts. Under the city ordinance, if these uses were established prior to December 9, 1963, they are allowed to continue. The City licenses rental properties on a biennial basis.

While the City has many sizes of single family houses, there is a desire to allow additional housing types such as townhouses, or more modern apartments, duplexes and the like. Many residents have asked how they would be able to continue living in the City if/when they are no longer able to care for a single family home. At the present moment, the only option is to move into an older apartment. While the City wants to accommodate this population cohort, anecdotal evidence suggests that developers don’t think that housing other than single family homes has a place in Berkley.

The City wants to ensure that such housing types are of equally high quality to the single family houses currently being constructed.

If high quality design were pre-determined, such development could be interspersed within residential districts and become part of the neighborhood fabric rather than the City having to set aside a separate zone.

Project Scope:

The Consultant will identify the existing neighborhoods and building types and determine which ones should be maintained and used as prototypes and which ones require a new form.

The Consultant will determine if any areas are more conducive to particular alternative housing types.

The Consultant will develop regulations for alternative housing from townhouses up to and including low rise apartments. The regulations must be user-friendly for developers, contractors and staff.

The Consultant will suggest whether an overlay zone or a parallel/alternative regulation would be appropriate.

The Consultant will plan to attend between 4 to 6 meetings with staff, Planning Commission, and City Council. These meetings will include the public hearing before the Planning Commission and a City Council work session.
Final Product:

An electronic version of the final ordinance. The format shall be 8.5 inches by 11 inches.

Selection Criteria:

Qualified candidates will be judged on the following criteria:

- Quality of proposed work plan – 35%
- Experience with form based codes – 35%
- Cost – 30%

The City reserves the right to reject any and all proposals regardless of cost and waive any irregularities.

Review Process:

The Planning Commission will review the proposals and may conduct interviews in order to recommend a consultant. The Planning Commission will make a recommendation to the City Council and the City Council will make the final decision.

Questions:

Questions regarding the form based code or proposal should be directed to Amy Vansen, City Planner at (248) 658-3320 or avansen@berkleymich.net.

Proposals:

Proposals should contain a proposed work plan, a proposed schedule, the names and resumes of members of the project team, references of other form based codes, and fee. Please submit 10 copies of the proposal to the City for review.

Please submit proposal to:

City of Berkley
City Clerk’s Office
3338 Coolidge Highway
Berkley, Michigan 48072

Envelope should be clearly marked: Residential Form Based Code Proposal

Proposals are due Tuesday, October 7, 2014, at 3 p.m. at the City Hall.