



## INTERIOR ENVIRONMENTS JSP13-18

### INTERIOR ENVIRONMENTS, JSP13-18

Consideration of the request of Interior Environments for Preliminary Site Plan and Stormwater Management Plan approval. The subject property is located in Section 17 at 48700 Grand River Avenue, on the north side of Grand River Avenue, east of Wixom Road in the B-3, General Business District. The subject property is 1.36 acres and the applicant is proposing to expand the parking area, update the façade and make other minor improvements.

### REQUIRED ACTION

Approval/denial of the Preliminary Site Plan and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	04/15/13	<ul style="list-style-type: none"> <li>• Variance from the Zoning Board of Appeals required to permit landbanked parking on a site with less than 45 spaces required</li> <li>• Variance from the Zoning Board of Appeals required for the deficient exterior side yard parking setback (20' required, 12' provided)</li> <li>• Planning Commission approval of landbanked parking required</li> <li>• Items to address on the Final Site Plan</li> </ul>
Engineering	Approval recommended	04/15/13	<ul style="list-style-type: none"> <li>• City Council waiver to allow an uncurbed parking lot</li> <li>• Administrative waiver for the lack of a 25' vegetative buffer around the stormwater basin</li> <li>• Items to address on the Final Site Plan</li> </ul>
Traffic	Approval recommended	04/10/13	Items to address on the Final Site Plan
Landscaping	Approval recommended	04/15/13	Items to address on the Final Site Plan
Facade	Approval recommended	04/11/13	Items to address on the Final Site Plan
Fire	Approval recommended	04/02/13	Items to address on the Final Site Plan

## **Motion sheet**

### **Approval – Preliminary Site Plan**

In the matter of Interior Environments, JSP13-18, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. With regard to the proposed landbanked parking, Planning Commission finding that:
  - i. The applicant has demonstrated through substantial evidence that the specified occupant and building use will require less parking than what is required by the Zoning Ordinance;
  - ii. Parking will not occur on any street or driveway;
  - iii. Parking will not occur on any area not approved and developed for parking;
  - iv. Parking will not occur on that area where parking construction has been landbanked until such time as that area is constructed for such parking;
  - v. The requested parking landbanking will not create traffic or circulation problems on or off site; and
  - vi. The requested parking landbanking will be consistent with the public health, safety and welfare of the City and the purposes of the Zoning Ordinance;
- b. Applicant receiving a variance from the Zoning Board of Appeals in order to allow landbanked parking on a site requiring less than 45 spaces;
- c. Applicant receiving a variance from the Zoning Board of Appeals for the deficient exterior side yard setback (20' required, 12' provided);
- d. City Council waiver to allow an uncurbed parking lot;
- e. Administrative waiver for the lack of a 25' vegetative buffer around the stormwater basin;
- f. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- g. *(additional conditions here if any)*

*(This motion is made because it is otherwise in compliance with Article 15, Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

### **Approval – Stormwater Management Plan**

In the matter of Interior Environments, JSP13-18, motion to **approve** the Stormwater Management Plan, based on and subject to:

- a. Administrative waiver for the lack of a 25' vegetative buffer around the stormwater basin;
- b. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- c. *(additional conditions here if any)*

*(This motion is made because it is otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

Denial

In the matter of Interior Environments, JSP13-18 motion to **deny** the Preliminary Site Plan, for the following reasons...(because the plan is not in compliance with Article 15, Article 24 and Article 25 of the Zoning Ordinance.)

Denial Storm Water Management Plan

In the matter of Interior Environments, JSP13-18, motion to **deny** the Stormwater Management Plan, for the following reasons...( because the plan is not in compliance with Chapter 11 of the Ordinance.)

**PLANNING REVIEW**





## PLAN REVIEW CENTER REPORT

April 15, 2013

**Planning Review**  
Interior Environments  
JSP 13-18

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### **Petitioner**

Interior Environments

### **Review Type**

Preliminary Site Plan

### **Property Characteristics**

- Site Location: 48700 Grand River Ave., North side of Grand River Ave. and east of Wixom Rd. (Section 17)
- Site School District: Novi Schools
- Site Zoning: B-3, General Business
- Adjoining Zoning: North: City of Wixom; South (across Grand River Ave.): I-1; East and West: B-3
- Site Use(s): Vacant warehouse/office/showroom building
- Adjoining Uses: North: City of Wixom; South (across Grand River Ave.): Light manufacturing; East: financial institution; West: restaurant
- Site Size: 1.36 acres
- Plan Date: 03-27-13

### **Project Summary**

The applicant is proposing to occupy and alter the site of the former Jimmie's Rustics on the north side of Grand River Avenue, east of Wixom Road. This site also has frontage on Twelve Mile Road on the north side of the property. The applicant is proposing to expand the parking area mainly in the north section of the site and update the façade and landscaping.

Four spaces near the south side of the site are proposed to be landbanked parking to be installed if the use of the site necessitates additional parking.

### **Recommendation**

Approval of the ***Preliminary Site Plan Is recommended***. There are planning related items that need to be addressed at the time of Final Site Plan submittal. Planning Commission approval of the Preliminary Site Plan and landbanked parking is required.

### **Ordinance Requirements**

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 15 (B-3, General Business District), Article 24 (Schedule of Regulations), Article 25 (General Provisions), and any other applicable provisions of the Zoning Ordinance. Please see the attached chart for information pertaining to ordinance requirements. Applicable sections of the Zoning Ordinance and other regulatory documents are highlighted in gray on the attached chart. Items in **bold** below must be addressed by the applicant or Planning Commission.

1. Exterior Side Yard Parking Setback: Twelve Mile Road is considered an exterior side yard and parking must be setback 20 feet from all exterior side yards in the B-3 District. The proposed parking area is setback 12 feet along Twelve Mile Road. **The applicant has indicated they will seek a variance from the Zoning Board of Appeals for this deficiency.**
2. Landbanked Parking Spaces: The applicant has elected to landbank 4 parking spaces on the south side of the site. Landbanked parking for up to 25% of the required parking is permitted provided the applicant can demonstrate the number of parking spaces required is in excess of the spaces needed for the 'functional use' of the building. **The applicant must submit additional information prior to the Planning Commission meeting indicating how the 43 spaces required by the Zoning Ordinance are in excess of the requirements for their particular use.** Several conditions apply:
  - a. The minimum number of spaces required for the site shall be 45 prior to the landbank request. **The minimum number of spaces required for this site is 43. The applicant will need to seek a variance from the Zoning Board of Appeals for this requirement.**
  - b. A plan showing the parking to be constructed and landbanked must be submitted showing compliance with ordinance standards if the parking were to be constructed and all landbanked areas must be kept as landscaped open space. The applicant has met these requirements.
  - c. The Planning Commission may attach conditions to the approval that will serve to meet the objectives and intent of the Ordinance. The Planning Commission shall make a finding that the plan meets the following standards:
    - i. The applicant has demonstrated through substantial evidence that the specified occupant or building use would require less parking than what would typically be required;
    - ii. Parking will not occur on any street or driveway;
    - iii. Parking will not occur on any area not approved and developed for parking;
    - iv. Parking will not occur on that area where parking construction has been landbanked until such time as that area is constructed for such parking;
    - v. The required parking landbanking shall not create traffic or circulation problems on or off site;
    - vi. The requested parking landbanking shall be consistent with the public health, safety and welfare of the City and the purposes of the Zoning Ordinance.
  - d. The owner of the property must report any change in use to the Building Official who may require the additional spaces to be constructed.
3. Sidewalks and Pathways: **The applicant should construct the required 6 foot sidewalk along Twelve Mile Road.**
4. Photometric Plan: Any exterior lighting changes or additions must be reviewed and approved by the Planning Division. **The applicant should include any lighting alterations in the Final Site Plan submittal.**

#### Response Letter

A letter from either the applicant or the applicant's representative addressing comments in this, and in the other review letters, is requested **prior to the Planning Commission meeting and with the Final Site Plan submittal.**

#### Site Addressing

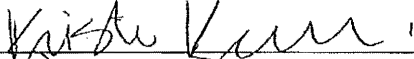
The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found on the Internet at [www.cityofnovi.org](http://www.cityofnovi.org) under the forms page of the Community Development Department.

Please contact Jeannie Niland [248.347.0438] in the Community Development Department with any specific questions regarding addressing of sites.

**Pre-Construction Meeting**

Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees and permits that must be issued before a Pre-Con can be scheduled. If you have questions regarding the Pre-Con, please contact Sarah Marchioni [248.347.0430 or [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org)] in the Community Development Department.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0586 or [kkapelanski@cityofnovi.org](mailto:kkapelanski@cityofnovi.org).

  
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Kristen Kapelanski, AICP, Planner  
Attachments: Planning Review Chart

**Planning Review Summary Chart**  
 Interior Environments JSP13-18  
 Preliminary Site Plan  
 Plan Dated: 03-27-13

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Community Commercial	No change	Yes	
Zoning	B-3	No change	Yes	
Use	Use permitted per Article 15 of the Zoning Ordinance	Office and Showroom	Yes	
Building Height (Sec. 2400)	30' maximum	18'	Yes	
<b>Building Setbacks (Section 2400)</b>				
Front (south)	30'	94'	Yes	
Interior Side (east)	15'	38'	Yes	
Interior Side (west)	15'	128'	Yes	
Exterior Side (north)	30'	30'	Yes	
<b>Parking Setbacks (Section 2400)</b>				
Front (south)	20'	22'	Yes	
Interior Side (east)	10'	16'	Yes	
Interior Side (west)	10'	58'	Yes	
Exterior Side (north)	20'	12'	No	The applicant has indicated they will seek a Zoning Board of Appeals varlance for the deficient parking setback.
Number of Parking Spaces (Sec. 2505)	Showroom: 1 space per 200 sq. ft. $2,260/100 = 11$ spaces Office: 1 space per 222 sq. ft. $7,051/222 = 32$ spaces <b>43 spaces required</b>	43 spaces proposed (4 landbanked)	Yes/No	Planning Commission approval of landbanked parking is required. See the planning review letter for additional information. A Zoning Board of Appeals varlance is required as the site does not the minimum standard (45 spaces) for

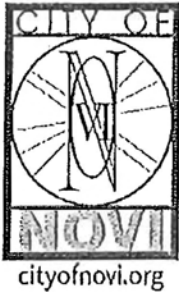
Item	Required	Proposed	Meets Requirements?	Comments
				landbanked parking.
Parking Space Dimensions (Sec. 2506)	9' x 19' parking space dimensions (9' x 17' if overhang on 7' wide interior sidewalk or landscaped area as long as detail indicates 4" curb) and 24 feet wide drives.	9' x 19' 24' drives	Yes	
Barrier Free Spaces (Barrier Free Code)	2 accessible spaces; 1 space must be van accessible	2 van accessible spaces	Yes	
Barrier Free Space Dimensions (Barrier Free Code)	8' wide with a 5' wide access aisle (8' wide access aisle for van accessible)	8' wide with a 5' wide access aisle (8' wide access aisle for van accessible)	Yes	
Barrier Free Signs (Barrier Free Design Graphics Manual)	One barrier free sign is required per space.	Barrier free signs indicated	Yes	
Loading Spaces (Sec. 2507)	All loading shall be in the rear yard except in those instances where the subject property is adjacent to an I, Industrial district.	Existing loading zone to remain	Yes	
Dumpster (Chap. 21, Sec. 21-145)	Dumpster enclosure to be located in rear yard, and set back from property line a distance equivalent to the parking lot setback and as far from barrier free spaces as possible. Screening of not less than 5 feet on 3 sides of dumpster	Existing dumpster to remain.	Yes	Applicant should confirm dumpster is in approved dumpster enclosure.

Interior Environments JSP13-18 – Preliminary Site Plan

Item	Required	Proposed	Meets Requirements?	Comments
	required, interior bumpers or posts must also be shown. Enclosure to match building materials and be at least one foot taller than height of refuse bin.			
Exterior Signs	Exterior Signage is not regulated by the Planning Division or Planning Commission.			Please contact <u>Jeannie Niland (248.347.0438)</u> .
Pathways and Sidewalks (Bicycle & Pedestrian Master Plan and Non-Motorized Plan)	A 6' sidewalk is required along Twelve Mile Road.	No sidewalk proposed along Twelve Mile Road. Existing sidewalk along Grand River Avenue.	No	The applicant should construct the required sidewalk.
Exterior Lighting (Sec. 2511)	Photometric plan and exterior lighting details needed at final site plan.	No lighting information is provided	Yes	<u>Submittal of lighting requirements can occur at Final Site Plan</u>

Prepared by Kristen Kapelanski, (248) 347-0586 or [kkapelanski@cityofnovi.org](mailto:kkapelanski@cityofnovi.org)

**ENGINEERING REVIEW**



## PLAN REVIEW CENTER REPORT

April 15, 2013

### Engineering Review

Interior Environments

JSP13-0018

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#### Pelllloner

Interior Environments, applicant

#### Review Type

Preliminary Site Plan

#### Property Characteristics

- Site Location: N. of Grand River, E. of Wixom Rd.
- Site Size: 1.36 acres
- Plan Date: March 27, 2013

#### Project Summary

- Construction of twelve (12) land banked parking spaces and other associated paving. Site access would be provided by Grand River Ave and Twelve Mile Rd.
- Water service would be provided by a domestic lead to serve the building from twelve-inch water main adjacent to Grand River Ave.
- Sanitary sewer service would be provided the existing sanitary sewer building lead with the addition of a sanitary sewer monitoring manhole.
- Storm water for the proposed parking construction would sheet flow into the detention basin through an eight (8) foot vegetated buffer strip.

#### Recommendation

Approval of the Preliminary Site Plan and Preliminary Storm Water Management Plan is recommended subject to approval by City Council for the Request for Variance from Design and Construction Standards Section 11-239(b) and approval of an Administrative Waiver from Chapter 5 Section 2.2.4(A)4 of the Engineering Design Manual for City of Novi. These items must be approved prior to Final Site Plan approval.



Comments:

The Preliminary Site Plan meets the general requirements of Chapter 11, the Storm Water Management Ordinance and the Engineering Design Manual with the following items to be addressed at the time of Final Site Plan submittal (further engineering detail will be required at the time of the final site plan submittal):

Additional Comments (to be addressed prior to the Final Site Plan submittal):

General

1. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.

Water Main

2. Provide the diameter, length and material type for the proposed water service lead.

Sanitary Sewer

3. Provide the rim and invert elevation for the proposed sanitary sewer monitoring manhole.
4. Revise the invert elevation for the existing catch basin from "671.81" to the correct elevation.

Storm Water Management Plan

5. The existing Storm Water Drainage Facilities Maintenance Agreement must be amended to include to maintenance schedule for the proposed filter strip.
6. Provide an **Administrative Waiver from Chapter 5 Section 2.2.4(A)4 of the Engineering Design Manual for City of Novi** for the lack of a twenty-five (25) foot vegetated buffer or provide a twenty-five (25) foot vegetated buffer where sheet flow is proposed towards the basin. This must be addressed in a separate letter which will include at a minimum, the proposed filter strip planting material, maintenance schedule, and how the performance of the requested variance will compare to the standards specified in Chapter 5 of the Engineering Design Manual for City of Novi.

Paving & Grading

7. Provide labels denoting the elevation of the existing and proposed contour lines.
8. Provide a **Design and Construction Standards variance from Section 11-239(b)** for lack of curbing around a parking lot or provide curbing around the perimeter of the proposed parking expansion.
9. Revise the grading plan to note the drainage direction of the sheet flow where the proposed pavement meets the existing pavement. The match point elevation of 957.1 where the proposed pavement meets the existing pavement appears to be a low point in the parking lot.

**The following must be submitted at the time of Final Site Plan submittal:**

10. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.
11. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. **The cost estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

**The following must be submitted at the time of Stamping Set submittal:**

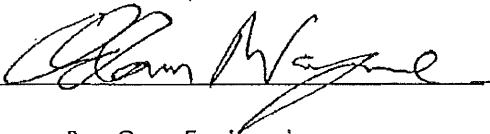
12. A draft copy of the **amended** maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
13. A draft copy of the 20-foot wide easement for the sanitary sewer to be constructed on the site must be submitted to the Community Development Department.

**The following must be addressed prior to construction:**

14. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchloni in the Community Development Department to setup a meeting (248-347-0430).
15. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
16. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchloni in the Community Development Department (248-347-0430) for forms and information.
17. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
18. An incomplete site work performance guarantee for this development will be calculated (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.

19. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.
20. Permits for the construction of each retaining wall (if applicable) must be obtained from the Community Development Department (248-347-0415).

Please contact Adam Wayne at (248) 735-5648 with any questions.

A handwritten signature in black ink, appearing to read "Adam Wayne", is written over a horizontal line.

cc: Ben Croy, Engineering  
Brian Coburn, Engineering  
Kristen Kapelanski, Community Development Department  
Tina Glenn, Water & Sewer Dept.

TRAFFIC REVIEW



April 10, 2013

Barbara McBeth, AICP  
Deputy Director of Community Development  
City of Novi  
45175 W. Ten Mile Road  
Novi, MI 48375

**Subject: Interior Environment, JSP13-0018, Preliminary Site Plan, PSP13-0065, Traffic Review**

Dear Ms. McBeth:

At your request, we have reviewed the above and offer the following recommendations and supporting comments.

#### **Recommendation**

We recommend approval of the preliminary site plan, subject to the items shown below in **bold** being satisfactorily addressed on the final site plan.

#### **Site Description**

What is the applicant proposing?

1. The applicant proposes to reoccupy the existing building at 48700 Grand River; change the building entrance and extend the sidewalk along the west side of the building; add 11 new parking spaces and land-bank another four possible future parking spaces; and make miscellaneous other site improvements. **To clarify and better justify the proposed improvements, the plan set should include an Existing Conditions sheet.**

#### **Trip Generation**

How much new traffic would be generated?

2. We understand that the existing building is now vacant but previously housed a Jimmie's Rustics furniture store. It is difficult for us to accurately forecast how much traffic the proposed new building use would generate, as it would consist of a 2,260-s.f. showroom and 7,051 s.f. of office space. **The applicant should be asked to comment on how much weekday, AM peak-hour, and/or PM peak-hour traffic the proposed new use may generate. (The amount of traffic generated by the new use may be less than that generated by the old use.)**

#### **Vehicular Access Locations**

Do the proposed driveway locations meet City spacing standards?

3. City staff should decide whether or not the City's driveway spacing standards apply where access drives already exist and will simply be reused (likely, in this case, by less traffic than previously). If the standards do apply, it should be noted that the 50-mph speed limit on both

abutting roads calls for a minimum same-side driveway spacing of 275 ft (near edge to near edge). Since the site's south drive is only 114 ft west of an existing exit-only drive for the neighboring bank, and the site's north drive is only 81 ft west of another bank driveway, **Planning Commission waivers of DCS Sec 11-216(d)(1)d may be required.**

4. The site plan does not show all existing drives within 200 ft of the site, as required by the City's Preliminary Site Plan Checklist (found in the *Site Plan and Development Manual*). However, we estimate using Google Earth that the existing site drive is about 98 ft east of an existing non-residential driveway on the south side of Grand River (center-to-center), thus posing a center-lane interlock for entering left turns. **If staff decides that the City's minimum opposite-side driveway spacing standard applies, the minimum spacing for an offset of this type is 200 ft and a Planning Commission waiver of DCS Sec 11-216(d)(1) e would be required.**

#### **Vehicular Access Improvements**

Will there be any improvements to the abutting road(s) at the proposed access point(s)?

5. We do not believe that the new use justifies any road improvements.

#### **Access Drive Design and Control**

Are the proposed design, pavement markings, and signage satisfactory?

6. No changes have been proposed to the existing two drives (one on Grand River and one on 12 Mile Road). **A 24-inch STOP (R1-1) sign should be installed on the exiting side of each access drive, placed 4 ft in advance of the sidewalk paralleling the road.**

#### **Pedestrian Access**

Are pedestrians safely and reasonably accommodated?

7. We note that the City's Bicycle & Pedestrian Master Plan calls for a sidewalk along the site's 12 Mile Road frontage west of the north access drive, effectively extending the sidewalk to the east that was constructed with the neighboring bank (but 6-ft wide per the current standard). **Staff and the Planning Commission should discuss this issue and decide whether or not the applicant in this case should be required to construct the planned sidewalk.**
8. **The sidewalk extension proposed along the west side of the building should be extended about 17.5 ft further north – as a 5-ft-wide walk with its east edge aligned with the building's west façade – to intersect the preceding walk (when that walk is constructed).**
9. **So that possible pedestrians from/to the Grand River sidewalk will not have to walk in the driveway close to where vehicles are entering and exiting Grand River, a 5-ft-wide walk should be constructed along the west edge of the site's south access drive, protected by a curb and equipped with a ramp at its north end.**

#### **Circulation and Parking**

Is the proposed parking properly designed? Can vehicles safely and conveniently maneuver through the site?

10. In our pre-application comments, we noted that the existing site appeared to be uncurbed. We then recommended that the City decide whether or not this site redevelopment application will be required to comply with Sec 11-239(b)(1)) of the Design and Construction Standards Ordinance, which mandates that parking lots be curbed. **If compliance with this provision is indeed required, a Council waiver would be required to proceed as proposed.** This appears to be the decision, given that Plan note 2 on sheet 2 indicates the need for a "Proposed Variance"; however, **the applicant should confirm with the Planning Commission that this need was indicated by City staff and not merely assumed.**
11. The site plan submitted for the pre-application meeting showed that existing parking spaces are 20 ft long and the existing west parking aisle is 22 ft wide. In response, our pre-application comments said that "the parking lot pavement should be seal-coated, and the repainting of parking space markings should shorten all spaces to [the current City standard of] 19 ft." Although the plan now under review now shows all spaces to be 19 ft long, we are unable to find a note indicating how the changed parking space dimensions would be implemented (e.g., seal-coating, grinding off of old markings, etc.). Such a note should be added to the plan.
12. **Either the lengths and widths of the five parking spaces along Grand River should be dimensioned, or the dimensioned lengths and widths of the parking spaces in the west lot noted as "typical."**
13. **The easternmost parking space along Grand River should have its east side striped, and the triangular remnant east of this new stripe should be crosshatched (in white).**
14. Given that all parking spaces are to be restriped, City policy and the MMUTCD call for regular parking spaces striped in white; barrier-free spaces and associated access aisles striped in blue; and the wheelchair symbols on the pavement marked in white. Where a barrier-free space abuts a non-barrier-free space, there should be abutting blue and white lines. A note ensuring these treatments should be included on the final site plan.
15. The two barrier-free parking spaces would desirably be located closer to the showroom doors, but presumably are proposed where they are due to the applicant's desire to locate the required handicapped ramp in the new section of sidewalk. **The City's ADA Compliance Officer should opine on this matter, potentially requiring a section of the existing walk nearer the doors to be removed and replaced with the required ramp.**
16. The plan's current notation simply indicating "See Ramp Detail Below" is inadequate, in that the standard details shown in the lower right corner of sheet 2 offer several ramp types. **Once the ramp location is finalized, it should be actually drawn in that location and labeled with the proposed type (presumably MDOT Ramp Type P).**
17. The details for Barrier-Free Reserved Parking Signs, in the lower left corner of sheet 2, show non-standard sign types and an inadequate mounting height for post-mounted signs. **These details should be revised to show and label MMUTCD-standard signs – with the main panel**

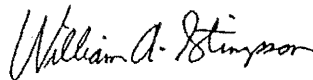
labeled R7-8 and reading (from top to bottom) RESERVED PARKING [wheelchair symbol] ONLY, and the VAN ACCESSIBLE sign labeled R7-8P. The mounting height for a post-mounted R7-8 must be a full 7 ft, or 84 inches (rather than the 80 inches now shown), but the mounting height for the supplemental, post-mounted R7-8P may be a foot less (74 inches). The wall-mounted height of 5 ft (apparently applicable in this case) is satisfactory.

18. Both barrier-free spaces in this case abut an 8-ft-wide access aisle, and therefore should be considered and signed VAN ACCESSIBLE.
19. The rectangle now labeled EXISTING LOADING AREA should not have any words shown on the pavement; should be bordered and crosshatched with 4-inch yellow striping 4 ft on-center; and should be posted with a wall-mounted NO PARKING LOADING ZONE (R7-6) sign if one does already exist.
20. The final site plan should include a Sign Quantities Table, listing by sign type a verbal description of the sign, associated MMUTCD code, and quantity required. Given the above comments, this table should include two 24-inch R1-1 signs, two R7-8 signs, two R7-8P signs, and one R7-6 sign.
21. The curb on the new end island at the southwest corner of the building does not transition smoothly to the much larger-radius curve spanning the three land-banked parking spaces and adjacent new "landscape area." A smooth compound curve should be proposed instead. Also, per our pre-application comments, all corner radii should be dimensioned (to back of curb where applicable).
22. The depth of the new "back-up tail" at the north end of the west parking lot should be dimensioned.

Sincerely,  
CLEARZONING, INC.



Rodney L. Arroyo, AICP  
President



William A. Stimpson, P.E.  
Director of Traffic Engineering



## LANDSCAPE REVIEW



## PLAN REVIEW CENTER REPORT

April 15, 2013

### Preliminary Landscape Plan

Interior Environments

#### Petitioner

Interior Environments

#### Review Type

Preliminary Site Plan

#### Property Characteristics

Site Location: 48700 Grand River Ave., North side of Grand River Ave. and east of Wixom Rd. (Section 17)  
Site School District: Novi Schools  
Site Zoning: B-3, General Business  
Adjoining Zoning: North: City of Wixom; South (across Grand River Ave.): I-1; East and West: B-3  
Site Use(s): Vacant warehouse/office/showroom building  
Adjoining Uses: North: City of Wixom; South (across Grand River Ave.): Light manufacturing; East: financial institution; West: restaurant  
Site Size: 1.36 acres  
Plan Date: 03-27-13

#### Recommendation

Preliminary Site Plan Approval of Interior Environments JSP13-18 is recommended.

#### Ordinance Considerations

##### Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Sec. 2509.3.b.)

1. The Applicant has provided a landscape berm and additional plantings in the area that will be modified under the proposed plan.
2. Twenty five foot clear vision areas has been provided as required.

##### Street Tree Requirements (Sec. 2509.3.b.)

1. The Applicant has added street trees in the area where the parking is to be expanded.

##### Parking Landscape (Sec. 2509.3.c.)

1. Interior Parking Lot Landscape Area has been increased on the proposed plan in the modified area. The requirement has been met.
2. A total of 17 Parking Lot Canopy Trees have been provided. This includes three additional trees and meets the Ordinance requirements.

##### Parking Lot Perimeter Canopy Trees (Sec. 2509.3.c.(3))

1. Perimeter Parking Lot Canopy Trees are required per 35 LF surrounding parking and access areas. The Applicant has met the requirement.

**Building Foundation Landscape (Sec. 2509.3.d.)**

1. Additional foundation landscape has been added where possible. The requirement has been met.
2. A minimum of 8' x the circumference of the building foundation is required as building foundation landscape area. This has been provided where possible.

**Storm Basin Landscape (LDM)**

1. The storm basin will not be altered.

**Plant List (LDM)**

1. The Plant List as provided meets the requirements of the Ordinance and the Landscape Design Manual.

**Planting Notations and Details (LDM)**

1. The Planting Details and Notations as provided meet the requirements of the Ordinance and the Landscape Design Manual.

**Irrigation (Sec. 2509 3.f.(6)(b))**

1. Existing irrigation will be modified as necessary for the new landscape area.

*Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and not intended to substitute for any Ordinance. For the landscape requirements, see the Zoning Ordinance landscape section on 2509, Landscape Design Manual and the appropriate items in the applicable zoning classification.*



Reviewed by: David R. Beschke, RLA

FACADE REVIEW



Phone: (248) 880-6523  
 E-Mail: dnecci@drnarchitects.com  
 Web: drnarchitects.com

DRN & ASSOCIATES, ARCHITECTS, PC

50850 Applebrooke Dr., Northville, MI 48167



April 11, 2013

City of Novi Planning Department  
 45175 W. 10 Mile Rd.  
 Novi, MI 48375-3024

Re: FACADE ORDINANCE - Facade Review – Preliminary Site Plan  
**Interior Environment, PSP13-0065**  
 Façade Region: 1, Zoning District: B-3, Building Size: 9,900 S.F.

Dear Ms. McBeth;

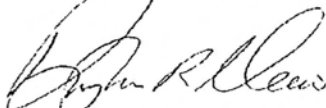
The following is the Facade Review for Preliminary and Final Site Plan Approval of the above referenced project based on the drawings prepared by Smith Group JJR, dated 2/22/13. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Schedule Regulating Façade Materials (AKA Façade Chart) of Ordinance Section 2520 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold.

	South (Front)	North	West	East	Ordinance Maximum (Maximum)
Brick	76%	78%	65%	78%	100% (30%)
EIFS	18%	12%	25%	12%	25%
Split Faced CMU	6%	10%	10%	10%	10%

**Recommendation** – This project consists of a façade alteration in accordance with Section 2520.6 of the ordinance. As shown above all façade materials are in full compliance with the Façade Chart. A Section 9 Waiver is not required for this project. A sample board is not required because all materials are existing.

**Notes to the Applicant:** Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department’s Online Inspection Portal with the following link. Please click on “Click here to Request an Inspection” under “Contractors”, then click “Façade”. <http://www.cityofnovi.org/Services/CommDev/OnlineInspectionPortal.asp>. If you have any questions regarding this project please do not hesitate to call.

Sincerely,  
 DRN & Architects PC



Douglas R. Necci, AIA

**FIRE REVIEW**



March 14, 2013

April 2, 2013 Revised

TO: Barbara McBeth, Deputy Director of Community Development  
Joseph Shelton, Fire Marshal

RE: **Preliminary Site Plan**

SP#: JSP13-0018  
PSP13-0053  
PSP13-0065

**CITY COUNCIL**

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**Director of EMS/Fire Operations**  
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**Assistant Chief of Police**  
Victor C.M. Lauria

**Assistant Chief of Police**  
Jerrod S. Hart

**Project Description:**

Building and Parking Lot additions – at Interior Environments  
48700 Grand River. No changes from previous review.

**Comments:**

1. All Fire Departments notes on page #1 shall be followed.
2. **CORRECTED 4/2/13** - Item #2 – shall be corrected to indicate 35 ton minimum load for Fire Apparatus.
3. Site turning radii appear to conform to required standards of 50' outside and 30' inside for fire apparatus.

**Recommendation:**

The above plan has been reviewed and would be recommended for **approval**; as the pending item, #2 was corrected and indicated on new plan set.

Sincerely,

Andrew Copeland – Inspector II/CFPE  
City of Novi – Fire Dept.

cc: file

Novi Public Safety Administration  
45125 W. Ten Mile Road  
Novi, Michigan 48375  
248.348.7100  
248.347.0590 fax

cityofnovi.org

**APPLICANT RESPONSE LETTER**



## STATEMENT OF PARKING REQUIREMENTS

The intended occupant of the building will be Interior Environments (IE). It will be a single user building. IE has twenty four (24) employees: nine (9) Salespersons, eight (8) Designers, and seven (7) Administrative personnel. Proposed parking is forty-three (43) minus the five (5) landbanked spaces leaves thirty eight (38) parking spaces.

- The Sales Department is in the office on an average of 60% of the day and at various times. All of the sales personnel are never in the office at the same time.
- The Design Department has five (5) full time and three (3) part time employees. The part time employees' work schedule is staggered. They would not all be in the office at the same time. The Design Department also functions as an arm of the Sales Department. Designers often accompanying the Sales team members on appointments.
- The Administrative Department has five (5) full time and two (2) part time employees. Part time employees' work schedule is staggered.

With these flexible schedules it is rare that all twenty four (24) employees are in the office at one time. At capacity that would leave 14 available spaces to park (assuming 38 spaces are granted). On average IE has 15-18 employees in the office on a regular basis.

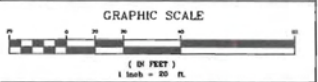
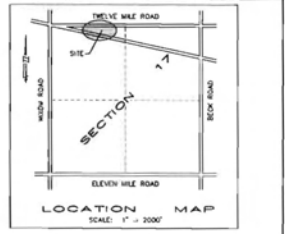
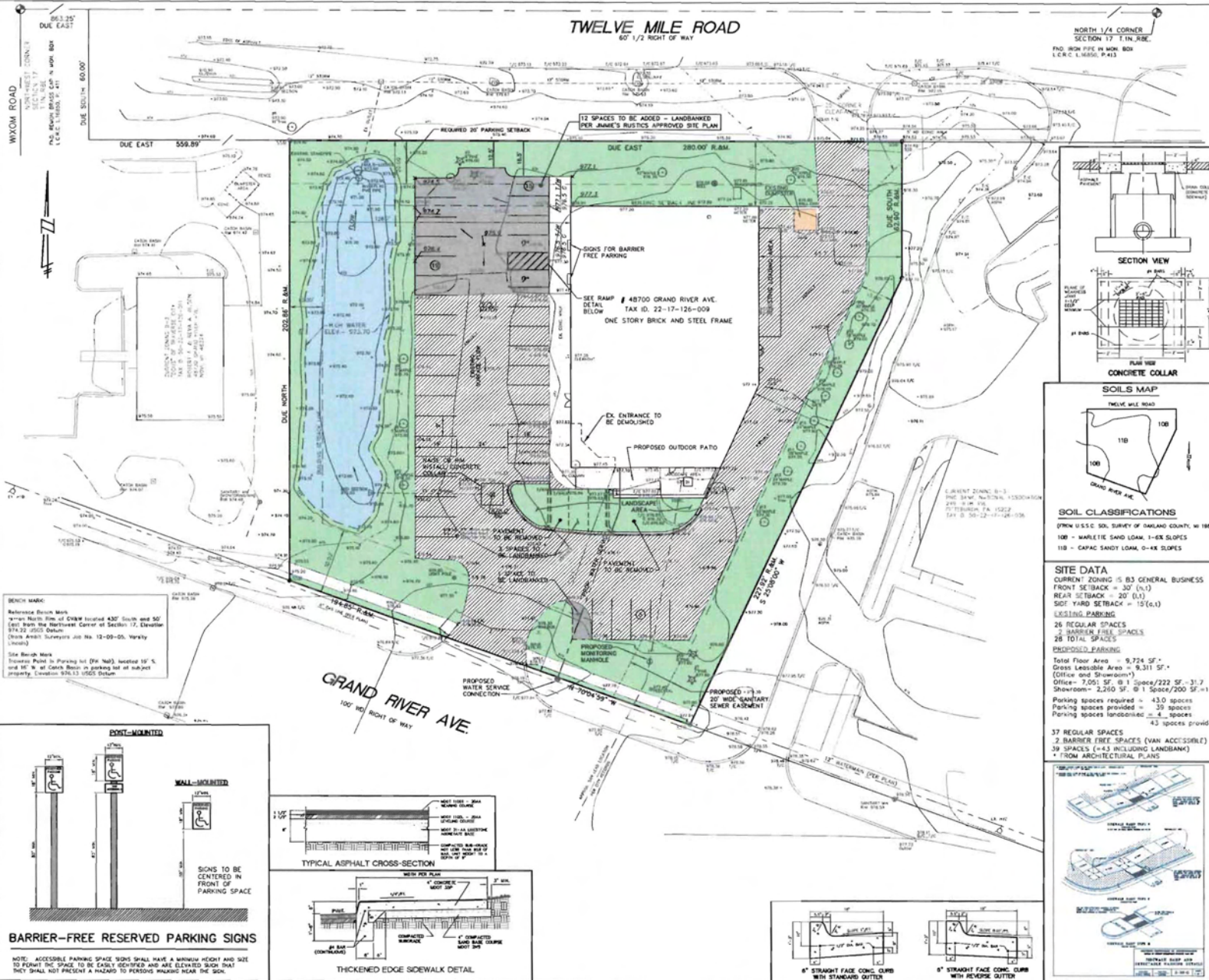
Even though IE sells retail merchandise, IE is not a retail store. IE's clients visit the office on an appointment basis. IE schedules these appointments so they do not over-lap. The appointments are monitored and typically only two (2) or three (3) appointments are scheduled per day. Most customer visits are with one (1) to four (4) people per group.

Given a rare example if all employees are in the office and there are three (3) appointments scheduled at the same time and each group had four (4) visitors IE would utilize thirty six (36) parking spaces. It is highly unlikely that all proposed thirty eight (38) parking spaces would be utilized at any given point in time.

April 18, 2013

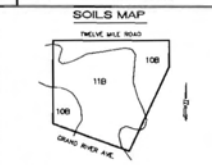
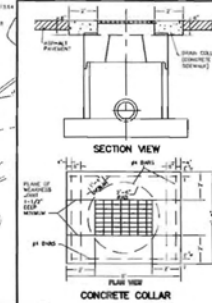
  
Kim Thomas Capello

**SITE PLAN**



**FLOOD PLAN NOTE**  
 The subject property lies within a Zone X flood hazard area, (area of minimal flooding).  
 Per the Flood Insurance Rate Map No. 26125C0607, effective date September 29, 2006.

The soils classification determined from the Soil Survey of Oakland County, Michigan, 1985, published by the United States Department of Agriculture, Soil Conservation Service, a 1:250,000 scale, is as follows:  
 Site Plan, a graphic representation.

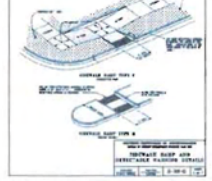


**SOIL CLASSIFICATIONS**  
 (FROM U.S.C. SOIL SURVEY OF OAKLAND COUNTY, MI 1985)  
 10B - MARLETTE SAND LOAM, 1-6% SLOPES  
 11B - CAPAC SANDY LOAM, 0-4% SLOPES

**SITE DATA**  
 CURRENT ZONING IS B3 GENERAL BUSINESS  
 FRONT SETBACK = 30' (1:1)  
 REAR SETBACK = 20' (1:1)  
 SIDE YARD SETBACK = 10' (1:1)  
**EXISTING PARKING**  
 26 REGULAR SPACES  
 2 BARRIER FREE SPACES  
 28 TOTAL SPACES  
**PROPOSED PARKING**  
 Total Floor Area = 9,724 SF  
 Gross Leasable Area = 9,311 SF  
 (Office and Showroom)  
 Office = 7,051 SF @ 1 Space/222 SF = 31.7  
 Showroom = 2,260 SF @ 1 Space/200 SF = 11.3  
 Parking spaces required = 43.0 spaces  
 Parking spaces provided = 39 spaces  
 Parking spaces landbanked = 4 spaces  
 43 spaces provided

**PROPOSED VARIANCE**  
 1) ZONING VARIANCE REQUIRED FOR - PARKING SETBACKS - 12 MILE ROAD REQUIRED = 20' PROPOSED = 12'  
 2) OCS VARIANCE REQUIRED FOR - NO CURBING AROUND NEW PARKING

**INTERIOR ENVIRONMENTS**  
 PART OF THE NORTHWEST 1/4 SECTION 17, TOWN 1 NORTH, RANGE 8 EAST CITY OF AOKI, OAKLAND COUNTY, MICHIGAN



EXISTING	PROPOSED	LEGEND
(Symbol)	(Symbol)	PAVEMENT (ASPHALT)
(Symbol)	(Symbol)	CONCRETE
(Symbol)	(Symbol)	CONCRETE CURB (6")
(Symbol)	(Symbol)	WOOD 82 CURB (STANDARD GUT.)
(Symbol)	(Symbol)	WOOD 82 CURB (REVERSE GUT.)
(Symbol)	(Symbol)	STONE SEWER
(Symbol)	(Symbol)	SAFETY SIGN
(Symbol)	(Symbol)	RAILS MARK
(Symbol)	(Symbol)	MANHOLE
(Symbol)	(Symbol)	CATCH BASIN W/ SEDIMENT FILTER
(Symbol)	(Symbol)	END SECTION W/ CONC. RP-RAP
(Symbol)	(Symbol)	CAST VALVE
(Symbol)	(Symbol)	INSURANT
(Symbol)	(Symbol)	WETLANDS
(Symbol)	(Symbol)	WETLAND BUFFER
(Symbol)	(Symbol)	SPOT ELEVATION
(Symbol)	(Symbol)	STAFF ANGLES
(Symbol)	(Symbol)	3" TREE
(Symbol)	(Symbol)	6" TREE
(Symbol)	(Symbol)	STREET LIGHT
(Symbol)	(Symbol)	CONCRETE RECEPTACLE

**UTILITY WARNING**  
 UNAUTHORIZED UTILITY LOCATIONS AS SHOWN ON THIS PLAN, SHALL CONSTITUTE A VIOLATION OF THE UTILITY LOCATIONS ACT. CALL 811 BEFORE YOU DIG.  

 For information, please see the back cover of this manual.  
 811-UTILITY LOCATIONS ACT, 1995, 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 2034, 2036, 2038, 2040, 2042, 2044, 2046, 2048, 2050, 2052, 2054, 2056, 2058, 2060, 2062, 2064, 2066, 2068, 2070, 2072, 2074, 2076, 2078, 2080, 2082, 2084, 2086, 2088, 2090, 2092, 2094, 2096, 2098, 2100, 2102, 2104, 2106, 2108, 2110, 2112, 2114, 2116, 2118, 2120, 2122, 2124, 2126, 2128, 2130, 2132, 2134, 2136, 2138, 2140, 2142, 2144, 2146, 2148, 2150, 2152, 2154, 2156, 2158, 2160, 2162, 2164, 2166, 2168, 2170, 2172, 2174, 2176, 2178, 2180, 2182, 2184, 2186, 2188, 2190, 2192, 2194, 2196, 2198, 2200, 2202, 2204, 2206, 2208, 2210, 2212, 2214, 2216, 2218, 2220, 2222, 2224, 2226, 2228, 2230, 2232, 2234, 2236, 2238, 2240, 2242, 2244, 2246, 2248, 2250, 2252, 2254, 2256, 2258, 2260, 2262, 2264, 2266, 2268, 2270, 2272, 2274, 2276, 2278, 2280, 2282, 2284, 2286, 2288, 2290, 2292, 2294, 2296, 2298, 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318, 2320, 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**Image above:**

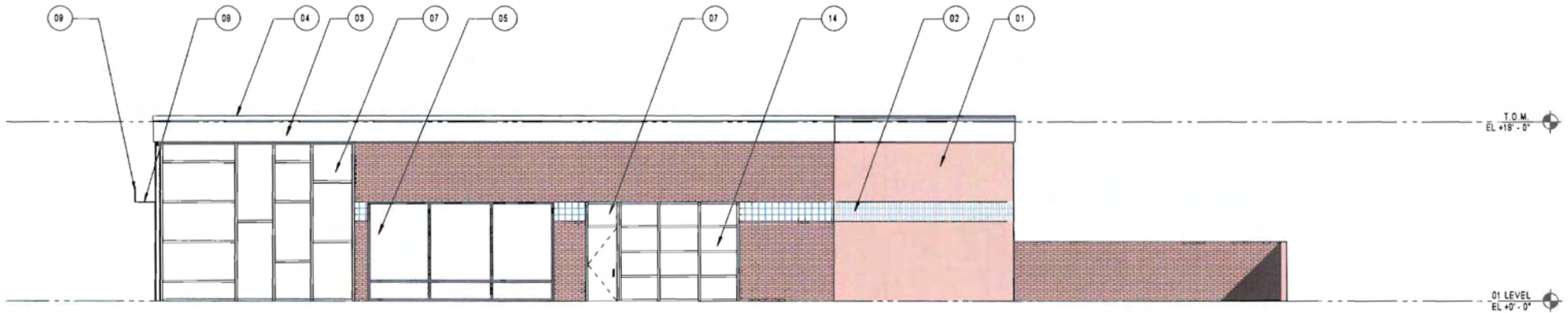
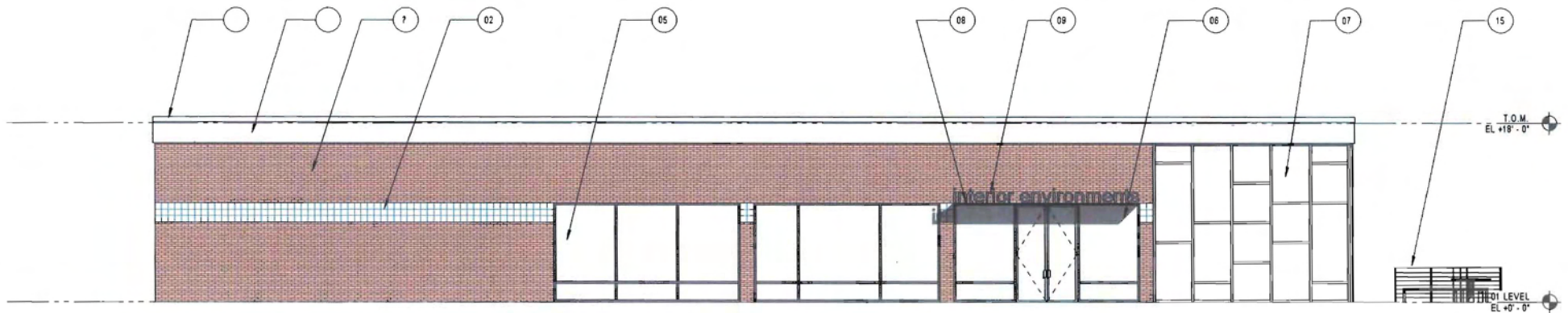
The corner of the building is squared off using an aluminum and glass curtain wall. The move increases space and light, reinforces brand identity, and layers the customer experience. Shifting the building entry away from the corner produces better interior spatial arrangements and new showroom area.

**Image left:**

Existing chamfered corner entry with massive aesthetic column.



**SMITHGROUP JJR**



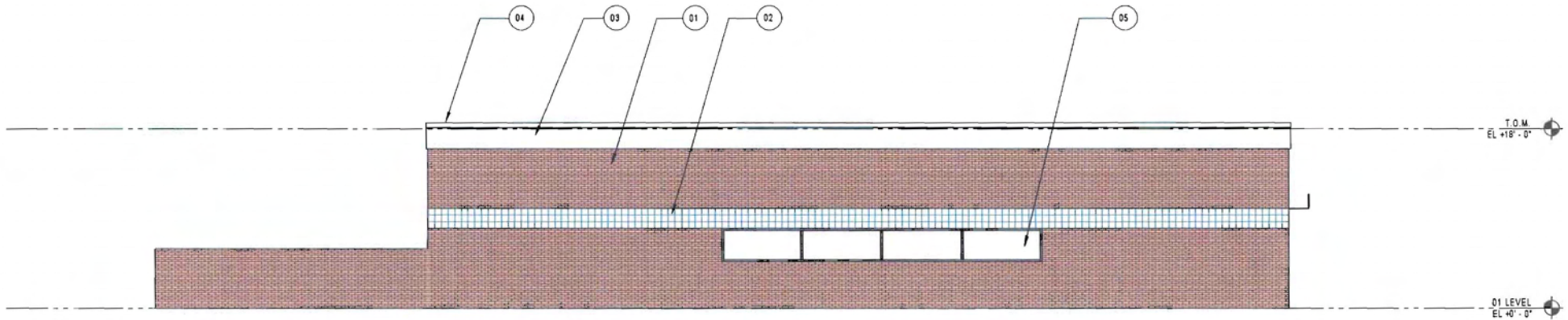
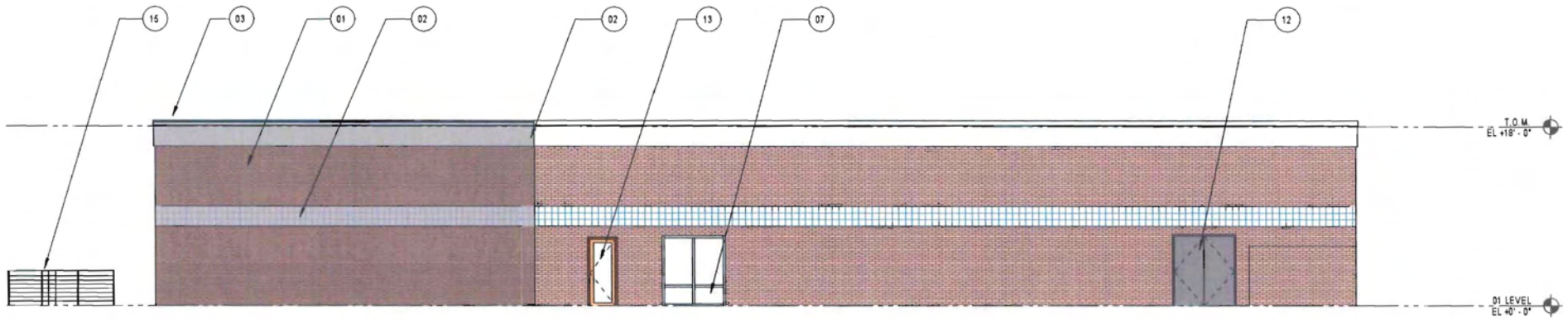
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- 02 EXISTING STRUCTURAL BLOCK TO REMAIN
- 03 EXISTING E.I.F.S. TO BE PATCHED AND PAINTED
- 04 EXISTING METAL COPING TO REMAIN
- 05 EXISTING ALUMINUM AND GLASS STOREFRONT TO REMAIN
- 06 ALUMINUM AND GLASS STOREFRONT ENTRY
- 07 ALUMINUM AND GLASS CURTAIN WALL
- 08 GALVANIZED STEEL PLATE

- 09 GALVANIZED SIGNAGE
- 12 ALUMINUM DOOR
- 13 ALUMINUM AND GLASS DOOR
- 14 ALUMINUM AND GLASS SECTIONAL OVERHEAD DOOR
- 15 METAL PRIVACY SCREEN



**SMITHGROUP JJR**





- 01 EXISTING STRUCTURAL BRICK TO REMAIN
- 02 EXISTING STRUCTURAL BLOCK TO REMAIN
- 03 EXISTING E.I.F.S. TO BE PATCHED AND PAINTED
- 04 EXISTING METAL COPING TO REMAIN
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- 10 GALVANIZED SIGNAGE
- 11 GALVANIZED SIGNAGE
- 12 ALUMINUM DOOR
- 13 ALUMINUM AND GLASS DOOR
- 14 ALUMINUM AND GLASS SECTIONAL OVERHEAD DOOR
- 15 METAL PRIVACY SCREEN



**SMITHGROUP JJR**

MAPS  
Location  
Zoning  
Future Land Use  
Natural Features



# Interior Environments JSP13-18

Location

Twelve Mile Rd

Grand River Ave

Map Author: Kristen Kapelanski  
Date: 04/16/13  
Project: JSP13-18 Interior Environments  
Version #: 1.0

### Map Legend

-  Subject Property
-  City Incorporated Boundary



**City of Novi**

Planning Division  
Community Development  
45175 W Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

**MAP INTERPRETATION NOTICE**  
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

0 12.5 25 50 75 100  
Feet

1 inch = 67 feet

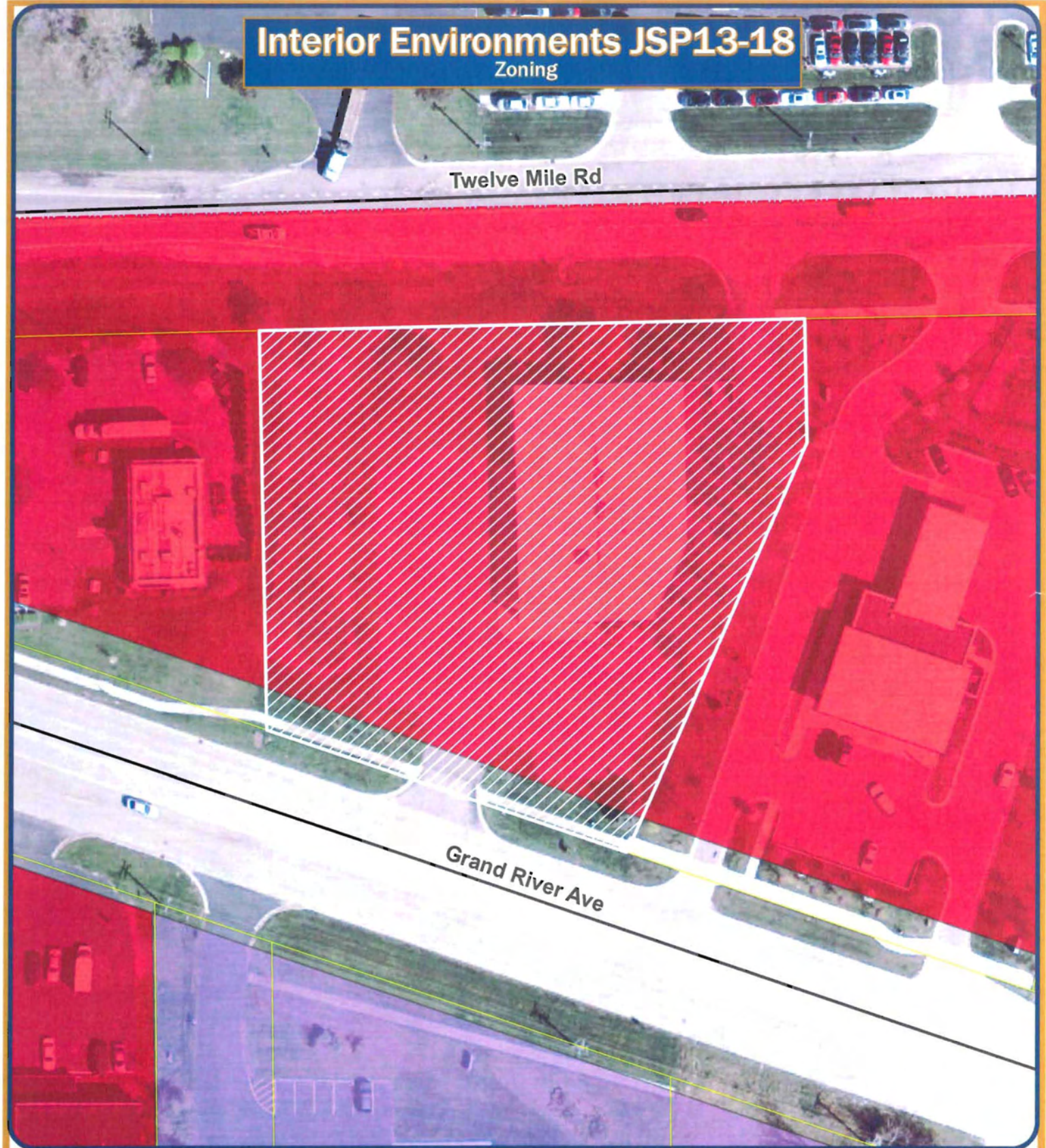


# Interior Environments JSP13-18

## Zoning





Twelve Mile Rd

Grand River Ave



Map Author: Kristen Kapelanski  
 Date: 04/16/13  
 Project: JSP13-18 Interior Environments  
 Version #: 1.0

### Map Legend

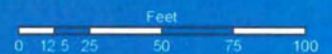
-  Subject Property
-  City Incorporated Boundary
-  B-3 - General Business District
-  I-1 - Light Industrial District



### City of Novi

Planning Division  
 Community Development  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
[cityofnovi.org](http://cityofnovi.org)

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1 inch = 67 feet

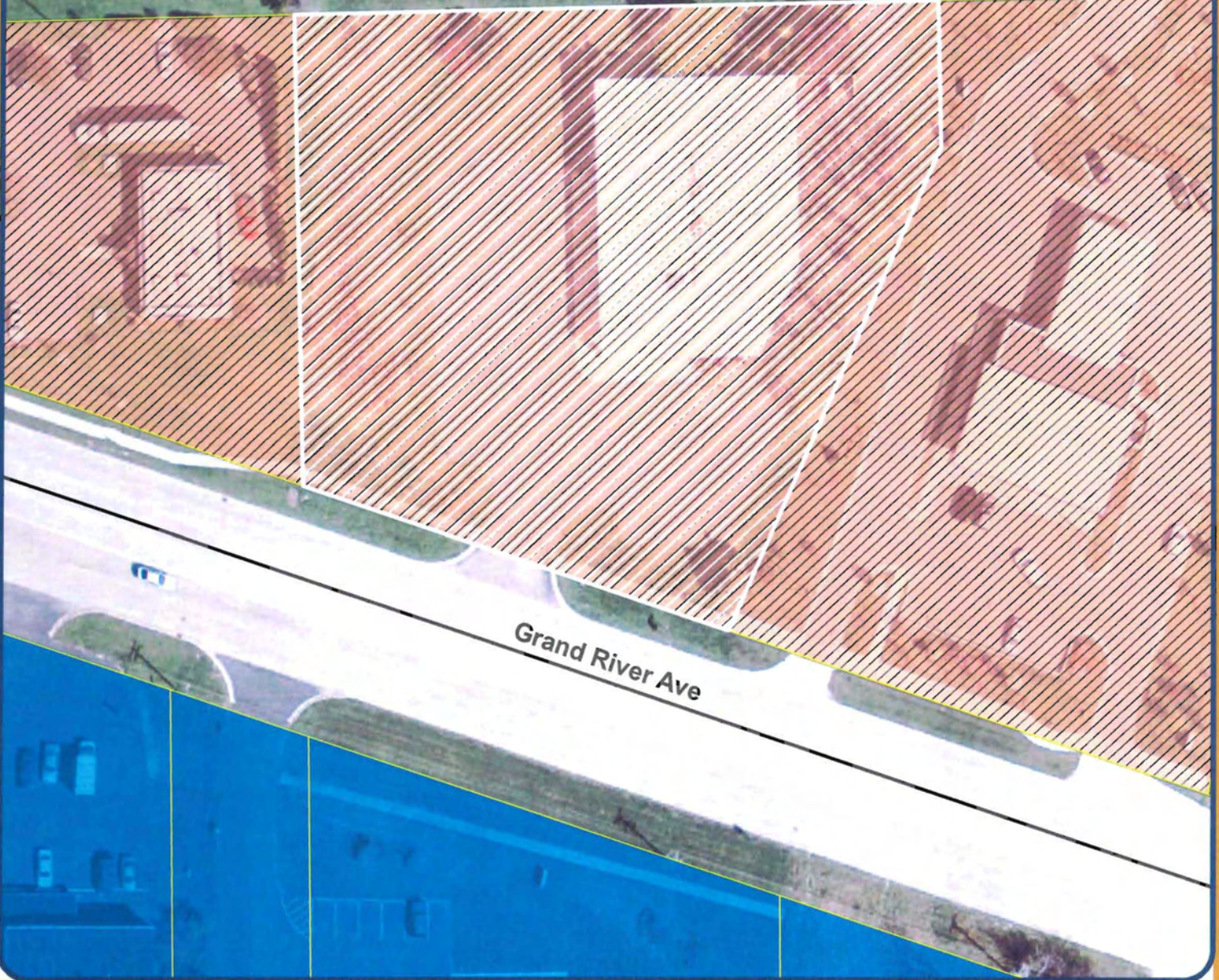


# Interior Environments JSP13-18

Future Land Use





Twelve Mile Rd

Grand River Ave



Map Author: Kristen Kapelanski  
Date: 04/16/13  
Project: JSP13-18 Interior Environments  
Version #: 1.0

### Map Legend

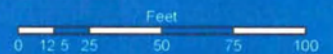
-  Subject Property
-  City Incorporated Boundary
-  Office RD Tech
-  Community Commercial



**City of Novi**

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1 inch = 67 feet

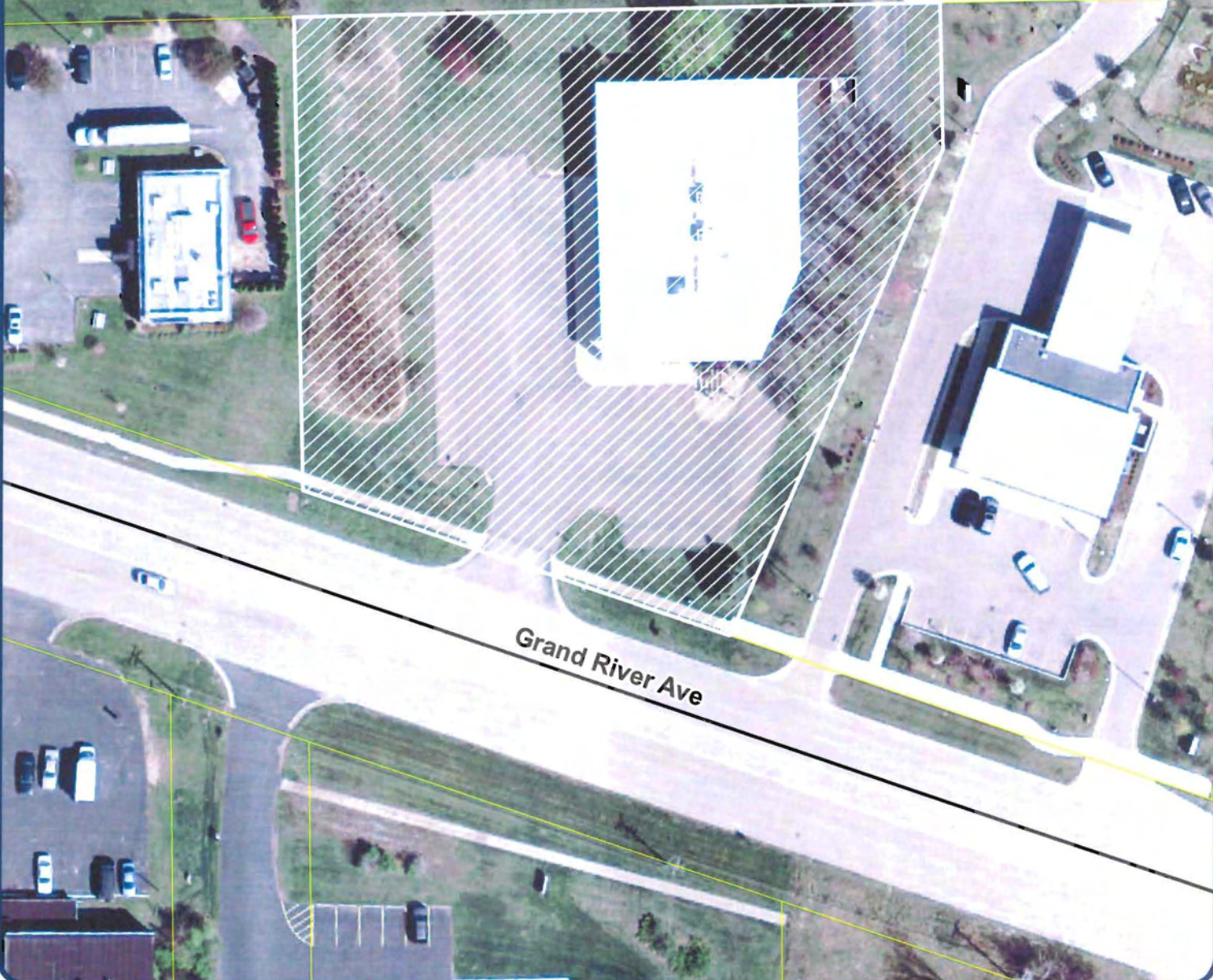


# Interior Environments JSP13-18

Natural Features





Twelve Mile Rd

Grand River Ave



Map Author: Kristen Kapelanski  
Date: 04/16/13  
Project: JSP13-18 Interior Environments  
Version #: 1.0

### Map Legend

-  Subject Property
-  City Incorporated Boundary
-  Wetlands
-  Woodlands

#### MAP INTERPRETATION NOTICE

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0 12.5 25 50 75 100  
Feet

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