



## Advanced Auto Parts JSP12-74

### Advanced Auto Parts, JSP12-74

Consideration of the request of WXZ Development, for Preliminary Site Plan and Stormwater Management Plan approval. The subject property is located in Section 23 at 42520 Grand River Avenue, north of Grand River Avenue and east of Town Center Drive in the B-3, General Business District. The subject property is 1.6 acres and the applicant is proposing a 6,895 sq. ft. Advance Auto Parts retail store.

### REQUIRED ACTION

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

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	01/03/13	Items to address on the Final Site Plan.
Engineering	Approval recommended	01/03/13	Items to address on the Final Site Plan.
Traffic	Approval not recommended	12/28/12	<ul style="list-style-type: none"> <li>• Planning Commission waiver of same-side driveway spacing required (275' required, 138' and 140' provided).</li> <li>• Planning Commission waiver of opposite-side driveway spacing required (200' required, 42' provided).</li> <li>• Applicant has not described efforts to provide cross-access.</li> <li>• Administrative secondary access waiver required.</li> <li>• DCS variance required from the City Council for lack of deceleration /acceleration tapers</li> <li>• Items to address on the Final Site Plan.</li> </ul>
Landscaping	Approval recommended	12/10/12	Items to address on the Final Site Plan.
Facade	Approval recommended	01/01/13	No additional items to address.
Fire	Approval recommended	12/12/12	Items to address on the Final Site Plan.

## Motion sheet

### Approval – Preliminary Site Plan

In the matter of Advanced Auto Parts, JSP12-74, motion to **approve** the Preliminary Site Plan subject to the following:

- a. Planning Commission waiver of the same-side driveway spacing required (275' required, 138' and 140' provided);
- b. Planning Commission waiver of the opposite-side driveway spacing required (200' required, 42' provided)
- c. DCS variance from the City Council for the lack of deceleration/acceleration tapers;
- d. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- e. *(additional conditions here if any)*

for the following reasons...*(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 Advanced Auto Parts, JSP12-74, motion to **approve** the Stormwater Management Plan, subject to:

- a. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

for the following reasons...*(because it otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

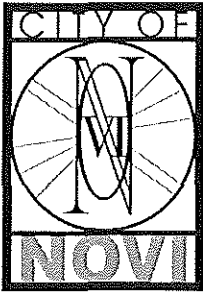
Denial

In the matter of Advanced Auto Parts, JSP12-74 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 Advanced Auto Parts, JSP12-74, 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

January 3, 2013

## Planning Review

Advanced Auto Parts

**JSP12-74**

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### Petitioner

WXZ Development

### Review Type

Preliminary Site Plan

### Property Characteristics

- Site Location: 42520 Grand River Ave., north of Grand River Ave. and east of Town Center Dr. (Section 23)
- Site Zoning: B-3, General Business
- Adjoining Zoning: North: I-1 (Light Industrial); South: B-3 (across Grand River Ave.); East: B-3; West: OS-1 (Office Service)
- Current Site Use: Vacant
- Adjoining Uses: North: Ecco Tool; South: Belle Tire (across Grand River Ave.); East: Flagstar Bank; West: Existing single-family home and office/former industrial and landscape site
- School District: Novi Community District
- Site Size: 1.6 acres
- Plan Date: 11-29-12

### Project Summary

The applicant is proposing to construct a 6,895 sq. ft. Advance Auto Part retail store along with associated parking, landscape and detention areas at 42520 Grand River Avenue, on the north side of Grand River Avenue, east of Town Center Drive. The proposed store does not include auto repair or service, which would be a special land use in the B-3 District. The subject property is 1.6 acres.

### Recommendation

**Planning staff recommends approval of the Preliminary Site Plan.** There are only minor planning related items to be addressed on the Final Site Plan submittal. Planning Commission approval of the Preliminary Site Plan and Stormwater Management Plan 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. Items in **bold** below must be addressed by the applicant.

1. Pedestrian Access and Pathways: **Staff recommends the applicant provide a pedestrian connection from the proposed sidewalk/pathway along the north side of Grand River Avenue to the proposed building entrance.** The applicant has proposed a 5' sidewalk along the north side of Grand River Avenue. The Bicycle and Pedestrian Master Plan indicates an 8' pathway is required. **The applicant should adjust the plans to provide an 8' pathway along Grand River Avenue.**
2. Photometric Plan: There are several items missing or deficient on the photometric plan. Additionally, the photometric plan does not match the updated engineering drawings. **The applicant should revised the photometric plan to match the engineering drawings and to comply with the requirements noted in the lighting review chart.**
3. Signage: Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland (248.347.0438) for information regarding sign permits.

4. At this time, no property combination or split has been submitted and the Community Development Department has not received a request for condominium approval that would affect the subject property. The applicant must create this parcel prior to Stamping Set approval. Plans will not be stamped until the parcel is created.

#### **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 checklist or the Pre-Con itself, please contact Sarah Marchioni [248.347.0430 or [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org)] in the Community Development Department.

#### **Chapter 26.5**

Chapter 26.5 of the City of Novi Code of Ordinances generally requires all projects be completed within two years of the issuance of any starting permit. Please contact Sarah Marchioni at 248-347-0430 for additional information on starting permits. The applicant should review and be aware of the requirements of Chapter 26.5 before starting construction.

#### **Response Letter**

A letter from either the applicant or the applicant's representative addressing comments in this and other review letters is required prior to consideration by the Planning Commission and with the next plan submittal.

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  
lighting review chart

**Planning Review Chart**

Advance Auto Parts JSP12-74

Preliminary Site Plan Review

Plan Date: 11-29-12

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	TC - Gateway	No change		
Zoning	B-3, General Business District	No change		
Proposed Use	Uses permitted listed in Section 1501	6,895 sq ft retail auto parts building	Yes	
Building Height (Sec. 2400)	30 ft	Approximately 22'	Yes	
<b>Building Setbacks (Sec. 2400)</b>				
Front (south)	30 feet	81 feet	Yes	
Interior Side (east)	15 feet	15 feet	Yes	
Rear (north)	20 feet	121 feet	Yes	
Interior Side (west)	15 feet	65 feet	Yes	
<b>Parking Setbacks (Sec. 2400)</b>				
Front (south)	20 feet, permitted in the front yard	20 feet	Yes	
Exterior Side (east)	10 feet	10 feet	Yes	
Rear (north)	10 feet	42 feet	Yes	
Exterior Side (west)	10 feet	10 feet	Yes	
Number of Parking Spaces (Sec. 2505)	Retail : 1 space per 200 sq. ft. of gross leasable area $6895 \text{ sf} / 200 = 34$ spaces, including 2 barrier free spaces with one of the barrier free spaces being van accessible	35 provided, 2 barrier free spaces provided, both van accessible	Yes	
Parking Space Dimensions (Sec. 2506) and	90 degree parking- 9 feet by 19 feet or 17 feet (when 4" curb shown)	Generally 19' long and 10' wide	Yes	Applicant could reduce the width of parking spaces to 9 feet to reduce the amount of impervious surface.  Additionally,

Item	Required	Proposed	Meets Requirements?	Comments
				spaces could be reduced to 17 feet long (w/ 4" curb) with a 2' overhang onto a sidewalk or landscaped area.
Maneuvering Lanes (Sec. 2506)	24 feet required when abutting parking, 22 feet allowed when no parking is abutting lane	Min. 24 feet	Yes	
Barrier Free Spaces (ADA standard)	2 barrier free spaces required, including 1 van accessible space	2 provided, both van accessible	Yes	
Barrier Free Space Dimensions (Barrier Free Code)	8 feet wide with a 5 foot wide access aisle for standard b.f. 8 feet wide with an 8 foot wide access aisle for van accessible	Spaces sized appropriately	Yes	
Barrier Free Signs (Barrier Free Design Graphics Manual)	One barrier free sign is required per space	Signs shown.	Yes	
Loading Spaces (Sec. 2507.2)	<ul style="list-style-type: none"> <li>- Off street loading in the B-3 district shall be in the rear yard</li> <li>- Must provide 10 sq. ft. for each front foot of building- approx. 800 sq. ft. required</li> <li>- Loading area must be set back in an amount equal to a parking area- 20 feet from any side property line and 10 feet from the rear line.</li> </ul>	802 sq. ft. loading zone provided at rear of building, and meets setback requirements.	Yes	
Sidewalks (Sec. 2516.2)	Pedestrian access to public streets must be provided	Sidewalk proposed along frontage 1 foot inside right of way; no connection to building proposed	TBD	Planning Commission must determine whether sufficient pedestrian access is provided. Staff recommends a connection from



Item	Required	Proposed	Meets Requirements?	Comments
Non-motorized Plan	Proposed sidewalk/pathway			the proposed sidewalk along the north side of Grand River to the building entrance.
Pedestrian Safety Paths (DCS Art. XII Sec. 11-276)	8 ft concrete safety path required consistent with Bicycle and Safety Master Plan	5 ft sidewalk proposed	No	8 ft safety path planned and required
Dumpster Requirements (Chap. 21, Sec. 21-145)	Screening of not less than 5 feet on 3 sides of dumpster required, interior bumpers or posts must also be shown. Screening should be 1 foot taller than dumpster.	Screening on four sides of approx. 6 feet. Interior bumpers shown.	Yes	
Dumpster Setbacks (Sec. 2503.2.F)	Dumpster enclosure must be located in rear yard and meet same setback requirements as parking lot.	Dumpster is attached to the building and meets setback requirements.	Yes	
Lighting (Sec. 2511)	Exterior lighting plan needed at time of Final Site Plan review	Photometric plan provided	No	See lighting review chart.  There are substantial differences between the plan set and the photometric plan, including differences in end islands and the lack of painted loading zone on the photometric plan. The photometric plan should be revised to match the proposed engineering plans.

Prepared by Kristen Kapelanski, AICP  
kkapelanski@cityofnovi.org (248) 347-0586

**Lighting Review Summary Chart**

Advance Auto Parts JSP12-74

Preliminary Site Plan Review

Plan Date: 06-26-12

Item	Required	Meets Requirements?	Comments
Intent (Section 2511.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties, reduce unnecessary transmission of light into the night sky	Yes	
Lighting plan (Section 2511.2.a.1)	Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures	No	There are substantial differences between the plan set and the photometric plan, including differences in end islands and the lack of painted loading zone on the photometric plan. The photometric plan should be revised to match the proposed engineering plans.
Lighting Plan (Section 2511.2.a.2)	Specifications for all proposed and existing lighting fixtures including: <ul style="list-style-type: none"> <li>▪ Photometric data</li> <li>▪ Fixture height</li> <li>▪ Mounting &amp; design</li> <li>▪ Glare control devices</li> <li>▪ Type and color rendition of lamps</li> <li>▪ Hours of operation</li> <li>▪ Photometric plan</li> </ul>	No	Applicant should include a note indicating the hours of operation.
Required conditions (Section 2511.3.a)	Height not to exceed maximum height of zoning district (30 feet) or 25 feet where adjacent to residential districts or uses.	Yes	

Item	Required	Meets Requirements?	Comments
Required Notes (Section 2511.3.b)	<ul style="list-style-type: none"> <li>- Electrical service to light fixtures shall be placed underground</li> <li>- No flashing light shall be permitted</li> <li>- Only necessary lighting for security purposes and limited operations shall be permitted after a site's hours of operation.</li> </ul>	No	Applicant should include the required notes on the photometric plan.
Required conditions (Section 2511.3.e)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1.	Yes	
Required conditions (Section 2511.3.f)	Use of true color rendering lamps such as metal halide is preferred over high and low pressure sodium lamps.	Yes	
Minimum Illumination (Section 2511.3.k)	<ul style="list-style-type: none"> <li>- Parking areas- 0.2 min</li> <li>- Loading and unloading areas- 0.4 min</li> <li>- Walkways- 0.2 min</li> <li>- Building entrances, frequent use- 1.0 min</li> <li>- Building entrances, infrequent use- 0.2 min</li> </ul>	No	Light level falls below 1.0 fc at main building entrance
Maximum Illumination adjacent to Non-Residential (Section 2511.3.k)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Yes	
Cut off Angles (Section 2511.3.1(2))	All cut off angles of fixtures must be 90 degrees when adjacent to residential districts	Yes	

Prepared by Kristen Kapelanski, AICP  
kkapelanski@cityofnovi.org

(248) 347-0586

**ENGINEERING REVIEW**



## PLAN REVIEW CENTER REPORT

January 3, 2013

### Engineering Review

Advanced Auto Parts

JSP12-0074

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#### Petitioner

WXZ Development, Inc., Applicant

#### Review Type

Preliminary Site Plan

#### Property Characteristics

- Site Location: N. of Grand River and E. of Town Center
- Site Size: 1.31 acres
- Plan Date: November 29, 2012

#### Project Summary

- Construction of an approximately 6,895 square-foot building and associated parking. Site access would be provided by a single driveway from Grand River Ave.
- Water service would be provided by an 8-inch extension from the existing 16-inch water main along the south side of Grand River Ave. A 1-inch domestic lead would be provided to serve the building, along with an additional hydrant north of Grand River.
- Sanitary sewer service would be provided by an 8-inch extension along Grand River from the existing 30-inch sanitary sewer stub on the south side of Grand River Ave, adjacent to Parcel 22-23-251-021.
- Storm water would be collected by a single storm sewer collection system and discharged into the storm sewer network on the north side of Grand River on Parcel 22-23-226-028

#### Recommendation

Approval of the Preliminary Site Plan and Preliminary Storm Water Management Plan is recommended.

**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. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
2. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.
3. Submit IWC Non-Domestic form to Oakland County.
4. Revise the plan set to update all sheets with the current site and utility layout.

**Water Main**

5. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

**Sanitary Sewer**

6. Provide a sanitary sewer stub on the west property line to serve the adjacent parcel in case of future development.
7. Five (5) sealed sets of revised utility plans along with the MDEQ permit application (11/07 rev.) for sanitary sewer construction and the Streamlined Sanitary Sewer Permit Certification Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets. Also, the MDEQ can be contacted for an expedited review by their office.

**Storm Sewer**

8. Provide the 10-year hydraulic grade line on the storm sewer profile.

**Storm Water Management Plan**

9. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
10. Provide elevations and volumes for First Flush and Bank Full storm events.
11. Provide calculations used to determine the composite runoff 'c' factor used in the SWMP.

Paving & Grading

12. Provide a cross-section for the proposed parking lot pavement.

Off-Site Easements

13. A temporary construction easement is needed for all off-site utility work.
14. All off-site water and sanitary sewer easements must be dedicated as a public easement.

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

15. 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.
16. 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:**

17. A draft copy of the 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.
18. An executed copy of the off-site drainage easement must be submitted to the Community Development Department.
19. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.
20. 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.
21. An executed copy of the 20-foot wide easement for the water main to be constructed off-site site must be submitted to the Community Development Department.

22. An executed copy of the 20-foot wide easement for the sanitary sewer to be constructed off-site must be submitted to the Community Development Department.
23. Executed copies of all required off-site utility/construction easements must be submitted to the Community Development Department.

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

24. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
25. 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.
26. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.
27. A permit for work within the right-of-way of Grand River Ave must be obtained from the City of Novi. The application is available from the City Engineering Department and should be filed at the time of Final Site Plan submittal. Please contact the Engineering Department at 248-347-0454 for further information.
28. A permit for work within the right-of-way of Grand River Ave must be obtained from the Road Commission for Oakland County. Please contact the RCOC (248-858-4835) directly with any questions. The applicant must forward a copy of this permit to the City. Provide a note on the plans indicating all work within the right-of-way will be constructed in accordance with the Road Commission for Oakland County standards.
29. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
30. A permit for sanitary sewer construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the sanitary sewer plans have been approved.
31. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
32. A storm water performance guarantee, equal to 1.5 times the amount required to complete storm water management and facilities as specified in the Storm Water Management Ordinance, must be posted at the Treasurer's Office.
33. 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.

34. 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.
35. Permits for the construction of each retaining wall 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  
Debra Peck, Water & Sewer Dept.

TRAFFIC REVIEW

December 28, 2012

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



**SUBJECT: Advance Auto Parts, JSP12-0074,  
Traffic Review of Preliminary Site Plan (PSP12-0055)**

Dear Ms. McBeth:

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

### **Recommendation**

We can not recommend approval of the preliminary site plan. The applicant should prepare a revised preliminary site plan addressing our concerns shown below in **bold**, as well as formally request the needed Planning Commission driveway spacing waivers.

### **Project Description**

What is the applicant proposing?

1. The applicant, WXZ Development, Inc., is proposing to construct a 6,895-s.f. auto parts store at 42520 Grand River (Figure 1). The lot is only 160 ft wide and the sole proposed means of vehicular access is a driveway offset slightly east of Constitution Drive (Figure 2).

### **Trip Generation**

How much traffic would the proposed development generate?

2. According to data and methodology recommended by the Institute of Transportation Engineers, the proposed use can be expected to generate 408 one-way vehicle trips over the course of a typical weekday, 15 in the AM peak hour and 39 in the PM peak hour (19 in and 20 out). ITE has no data for a Saturday, although we would expect site traffic that day to be somewhat greater than on a typical weekday.

### **Vehicular Access Locations**

Do the proposed driveway locations meet City spacing standards?

3. No. The same-side spacing would be 138 ft to the east and 140 ft to the west (near-back-of-curb to near-back-of-curb), whereas the City's Design and Construction Standards require a minimum same-side spacing on a 50-mph road (such as Grand River) of 275 ft. Hence, a **Planning Commission waiver of DCS Sec 11-216(d)(1)d is required.**

4. Given the two-way left-turn lane on Grand River, the proposed driveway location relative to Constitution Drive is even more problematic. The effective centerline of Constitution relative to entering left turns is the west edge of the median island. The physical centerline of the new driveway would be offset 42 ft to the east of that reference point, creating a very awkward "interlock" between would-be left-turn vehicles traveling in opposite directions in Grand River's center lane. Based on the large area served by Constitution (Figure 2), we would expect the westbound left-turn volume attempting to enter that street would be fairly substantial, especially in the PM peak hour when opposite-direction left turns into the proposed store would also be at or near their peak. DCS Fig IX.12, referenced in Sec 11-216(d)(1)e, requires a minimum opposite-direction spacing for this direction of offset of 200 ft; hence, **a Planning Commission waiver of DCS Sec 11-216(d)(1)e would also be required.**
5. In our pre-application comments of July 25, 2012, we stated that "Prior to requesting a Planning Commission waiver of the City's minimum opposite-side driveway spacing standard..., the applicant should make a good-faith effort to arrange cross access through one or both neighbors." **The transmittal letter accompanying the preliminary site plan now under review does not describe such an effort. Given our traffic safety concerns regarding the entering left-turn interlock, we are not inclined to support the needed driveway spacing waiver at this time.**
6. **The proposed site plan also lacks the secondary driveway normally required (by DCS Sec 11-194(a)19) to ensure effective emergency access.** This requirement can be waived for a single building when "the Fire Chief (or designee) determines, based on the use and occupancy of the proposed building, that there is a reduced risk of fire hazard...". While we defer to the Fire Marshal on this matter, it appears likely to us that the flammable substances stocked in a typical auto parts store may disqualify this plan from the needed secondary access waiver.

### Vehicular Access Improvements

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

7. No. Given Grand River's average daily traffic volume of roughly 20,000 vehicles, DCS Fig IX.10 (equivalent to RCOC Figure 6-3) would require a right-turn deceleration taper, which (per DCS Fig IX.11) would have to be at least 75 ft long. However, in the location now proposed, the entering curb return for the new driveway would be only 65 ft from the west end of the next (existing) upstream curb return. This fact, along with our finding that the corresponding MDOT taper warrant would *not* be met, indicates that RCOC and/or City Council should waive the installation of deceleration and acceleration tapers.

### Driveway Design and Control

Are the driveways acceptably designed and signed?

8. The 30-ft driveway width and 20-ft exiting radius both meet City design standards for a commercial drive. The 25-ft entering radius is reasonable and acceptable. Consistent with our pre-application request, **a 24-inch STOP sign should be proposed 4 ft in advance of the Grand River safety path.**

## Pedestrian Access

Are pedestrians safely and reasonably accommodated?

9. In response to our pre-application comment that the City's Bicycle & Pedestrian Master Plan calls for an 8-ft-wide concrete safety path on this side of Grand River, the site plan now has a label indicating a "PROP. 8' WD SAFETY PATH." However, that note points to the originally proposed 5-ft-wide sidewalk. **The illustrated path must be actually drawn 8 ft wide, and the note should indicate that it will be constructed of Portland Cement concrete.**
10. To allow pedestrian access to the proposed store without having to walk in the driveway, **a 5-ft-wide sidewalk should be shown at the back of curb on the east side of the driveway, connecting the Grand River safety path to the site parking lot.**
11. **We are unable to find the cited "ADA ramp detail" for the sidewalk location served by the barrier-free access aisle.** Attached to this letter are three common alternatives for providing the required ramp. We have a general preference for Alternative A, since it does not require bumper blocks or a warping of the pavement surface (which complicates maintenance and could pose a tripping hazard).

## Parking and Circulation

Are parking spaces appropriately designed, marked, and signed? Can vehicles safely and conveniently maneuver through the site?

12. The proposed parking spaces would be 10-ft wide and 20-ft long, except where they would overhang the proposed 7-ft-wide, 4-inch-high sidewalk, where they would be 18 ft long. Although these dimensions exceed the City standards outlined in Sec 2506.2 of the Zoning Ordinance, those standards are formally classified as "minimum." According to the plan transmittal letter, "the owner prefers to keep the larger parking spaces... because many of their customers have large vans and trucks."
13. The main north-south parking aisle is shown 2 ft wider than the City standard of 24 ft. Although this would also result in additional impervious surface, the additional width could be permitted if the owner considers it important to convenient vehicle maneuvering.
14. North of the building, the aisle width widens to 30 ft, said to be necessary for maneuvering by larger trucks. **It appears to us, however, that the 30-ft aisle width could be narrowed past the point needed by trucks accessing the dumpster; this would be about 65 ft south of the lot's north end. In addition to reducing the amount of impervious surface, such a narrowing may avoid possible parallel parking along the west side of the aisle. This matter should be discussed with the Planning Commission.**
15. As required by Sec 2506.13 of the Zoning Ordinance and as requested in our pre-application comments, **the raised islands at the southwest corner of the building pad and directly across the aisle to the south must be redesigned. The northerly of these two islands must have "a main (circulating) radius of 15 ft"**

**(not a semicircular rounding as now proposed); “a back-of-curb setback relative to the aisle of 2 ft” (not 5 ft as now proposed); and “a minor radius (into the adjacent parking stall) of at least 3 ft.” Similarly, the island to the south must also have a main radius of 15 ft and a minor radius of 2-3 ft.**

16. The northwest building corner will constitute a serious sight constraint between northbound site traffic and the drivers of vehicles exiting the west-facing overhead door at the rear of the building. **STOP (R1-1) signs should be proposed on both the northbound and westbound approaches to this building corner (the westbound sign could be cantilevered from the side of the building; both signs should be of the 24-inch minimum size).**
17. **No later than the final site plan, the following specifications should be included:**
  - a. **The marking of the loading zone will utilize 4-inch yellow crosshatching 4 ft on-center, and a NO PARKING LOADING ZONE (R7-6) will be mounted on the building façade.**
  - b. **All regular parking space stripes will be white (per the 2011 MMUTCD).**
  - c. **The barrier-free parking spaces and associated crosshatched access aisle will be blue, with the adjacent barrier-free and non-barrier-free spaces separated by both a blue stripe and a white stripe (abutting each other).**
  - d. **The International Symbol of Accessibility (wheelchair symbol) on the pavement will be white.**
  - e. **Each barrier-free signing installation will utilize both a RESERVED PARKING [wheelchair symbol] ONLY (R7-8) sign (the detail now proposed lacks the word ONLY) and a VAN ACCESSIBLE (R7-8P) sign.**
  - f. **A Signing Quantities table listing each sign description, MMUTCD sign code, sign size, and quantity required.**

### Miscellaneous

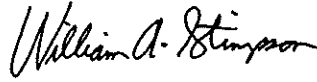
What other issues should be addressed?

18. **The existing lane markings on Grand River should be shown (field-expedient measurements of such would be adequate).**
19. **The incorrect reference to Grand River as “US-16 Hwy” should be removed.**
20. **The note calling for a City of Novi permit for work within the right-of-way should be augmented to cite the same need relative to the owner of Grand River (the Road Commission for Oakland County).**

Sincerely,  
BIRCHLER ARROYO ASSOCIATES, INC.



Rodney L. Arroyo, AICP  
Vice President



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

Attachments:

Figures 1 and 2 (aerial photos)  
Typical details for alternative treatment of barrier-free parking ramps

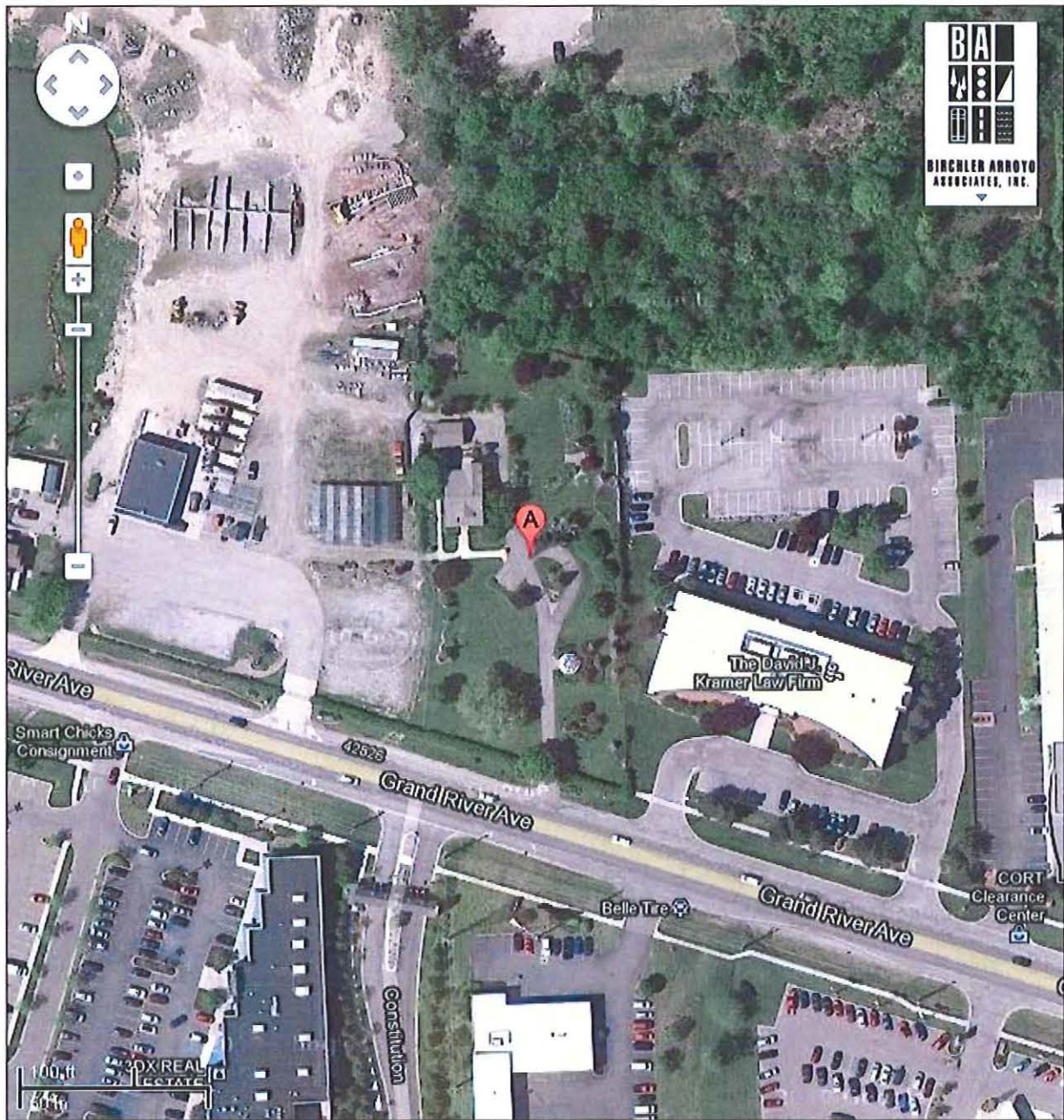


Figure 1. Site of Proposed Advance Auto Parts



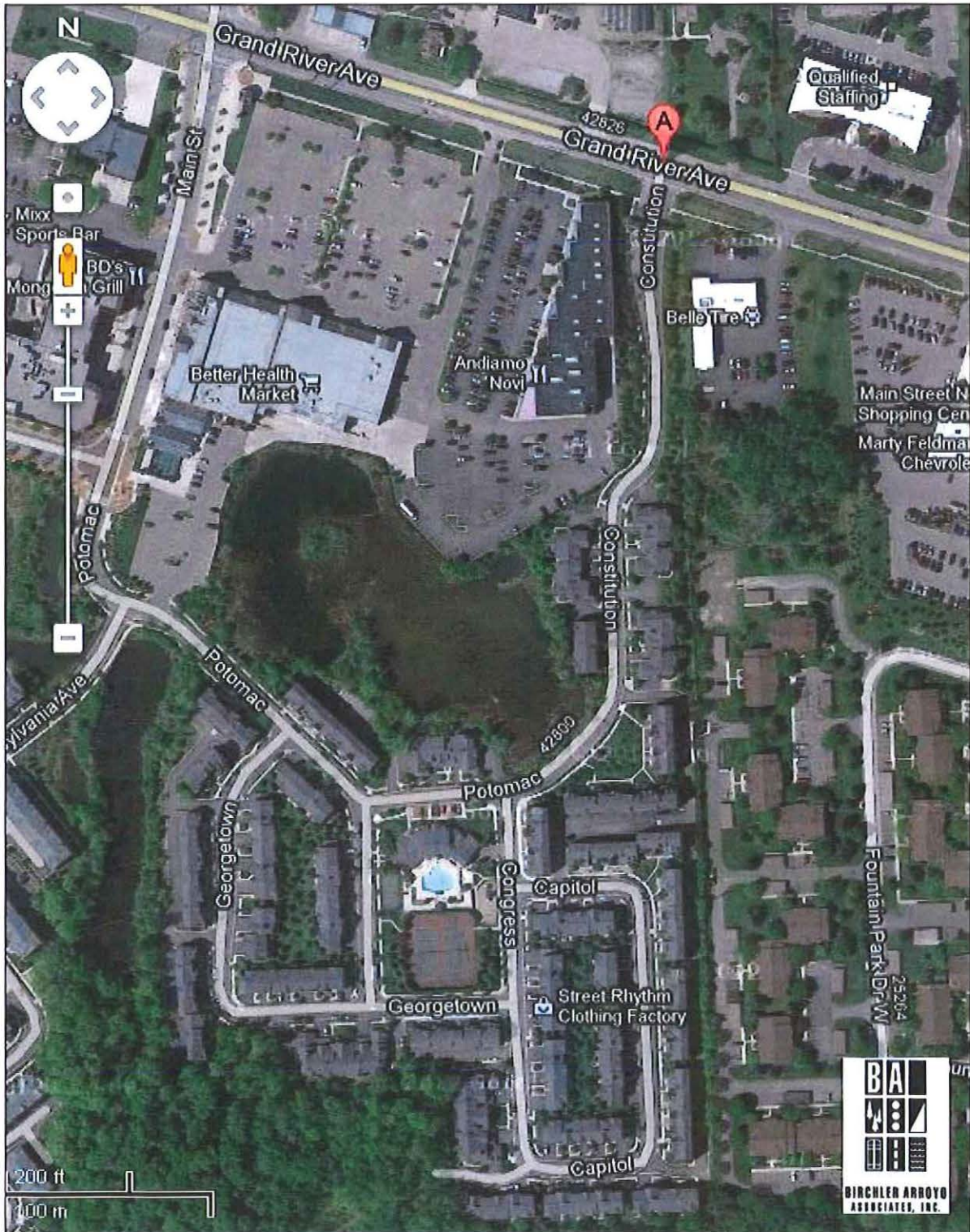
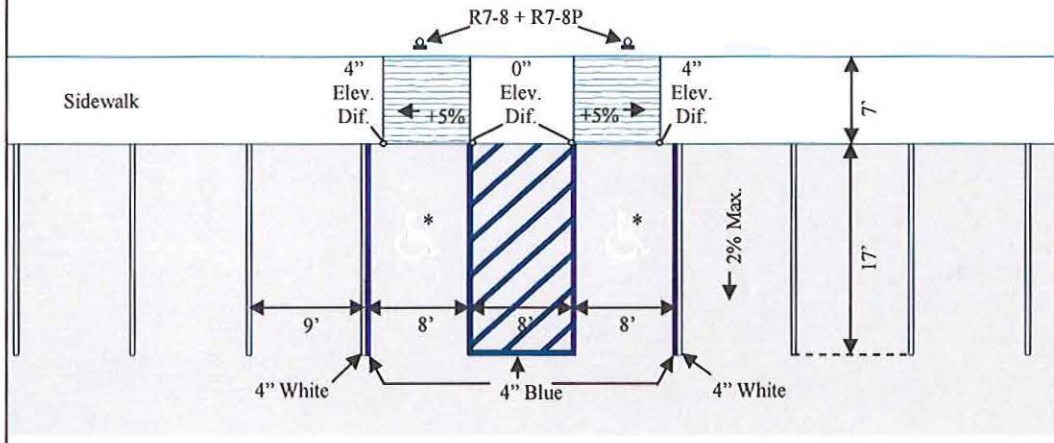


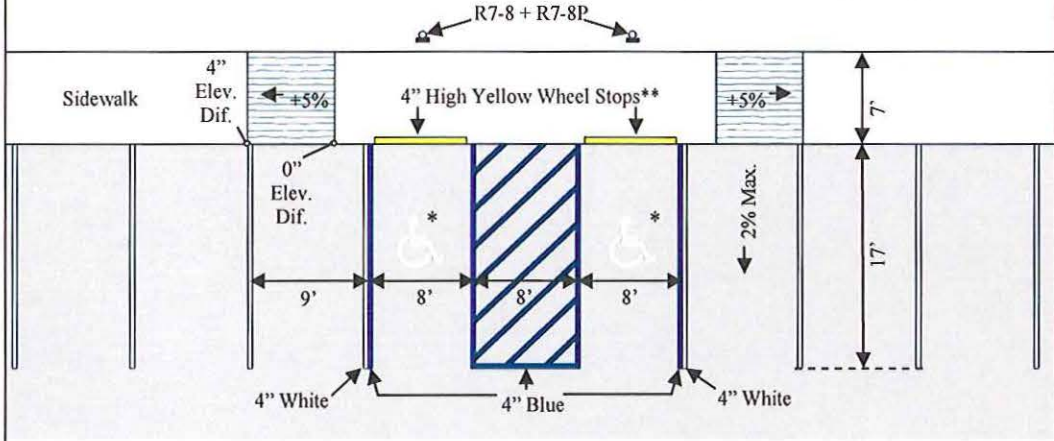
Figure 2. Area Served by Constitution Drive

**Alternative A: Flat Parking Surface with Sidewalk Ramped - Wheel Stops Not Required**



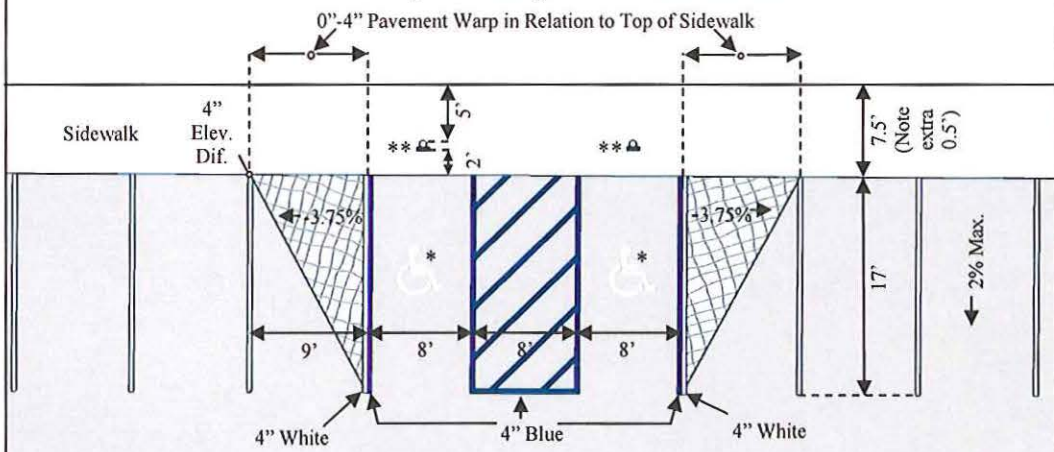
\*White, per MMUTCD Fig. 3B-22

**Alternative B: Flat Parking Surface with Sidewalk Ramps - Wheel Stops Required**



\*White, per MMUTCD Fig. 3B-22 \*\* Parking face 17' from parking aisle

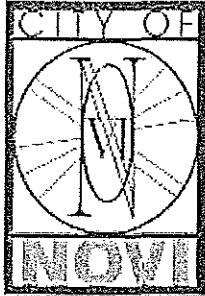
**Alternative C: Sloped Parking Surface with Flat Sidewalk**



\*White, per MMUTCD Fig. 3B-22 \*\* Standard signs with 6" diameter base pipes (If signs are located behind walk, wheel stops are needed.)



## LANDSCAPE REVIEW



cityofnovi.org

## PLAN REVIEW CENTER REPORT

December 10, 2012

### Preliminary Landscape Review

Advance Auto Parts – PSP 12-55

---

#### Property Characteristics

Site Location: Grand River Avenue  
Site Zoning: B-3 – General Business  
Plan Date: 11/21/2012

#### Recommendation

Approval of the Preliminary Site Plan for Advance Auto Parts PSP#12-55 is recommended.

#### Ordinance Considerations

##### Adjacent to Residential – Buffer (Sec. 2509.3.a.)

1. The project site is not adjacent to residential property.

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

1. A 3' tall landscape buffer berm is required along the Grand River Avenue frontage. This requirement has been met.
2. One canopy tree per 40 l.f. is required along the berm area. This requirement has been met.
3. One subcanopy tree per 35 l.f. is required along the frontage of Meadowbrook Road. This requirement has been met.

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

1. One street tree is required per 45 l.f. of road frontage. Four (4) street trees are required. This requirement has been met.

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

1. Calculations have been provided for the required Parking Lot Landscape Area per Ordinance requirement. The Applicant is required to install a total of 1,596 square feet of Interior Parking Lot Landscape Area. This requirement has been met.
2. Perimeter Parking Lot Canopy Trees are required at one per 35 LF. This requirement has been met.

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

1. A 4' landscape bed is required adjacent to all building foundation areas with the exception of access areas. This requirement has been met.
2. A total of 8' x the building foundation length is required as foundation landscape area. This requirement has been met.

**Plant List (LDM)**

1. The Plant List generally meets the requirements of the Ordinance and Landscape Design Manual.
2. **A cost estimate per City of Novi standards must be provided on the Plant List.** City fees and warranty amounts will be calculated once the information is provided.

**Planting Details & Notations (LDM)**

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

**Storm Basin Landscape (Sec. 2509.3.e.(4)) & LDM)**

1. A total of 70% to 75% of storm basin rims are required to have a landscape buffer. This requirement has been met.

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

1. All landscape areas are required to be irrigated.

**General**

1. Please see woodland and wetland reviews for additional comments.
2. Please identify the large tree near the Grand River frontage.

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. Also see the Woodland and Wetland review comments.



Reviewed by: David R. Beschke, RLA

FACADE REVIEW



January 1, 2013

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

Re: **FACADE ORDINANCE - Façade Review – Preliminary S.P.**  
**Advanced Auto Parts, PSP12-0055**  
 Façade Region: 1, Zoning District: B-3

Dear Ms. McBeth;

The following is the Façade Review for Preliminary and Final Site Plan Approval of the above referenced project based on the drawings prepared by Shive Hattery, Architects, dated 3/30/12. 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	East	West	Ordinance Maximum (Minimum)
Brick	62%	75%	77%	77%	100% (30%)
EIFS	20%	24%	22%	22%	25%
Flat Metal	18%	1%	1%	1%	50%

As shown above all materials are in full compliance with the Façade Chart. A Section 9 Waiver is not required for this project.

The Façade Ordinance's includes restrictions on using façade materials to form the background of a sign or to increase the visual presence of the building for the purpose of advertising. In this case the proposed red colored Flat Metal Panels together with the matching red accent band have been integrated into the overall building design in a manner that does violate this restriction.

**Notes to the Applicant:**

1. A masonry dumpster enclosure is indicated on the Site Plan, however no detail is provided. Please note that the Façade Ordinance requires that the dumpster enclosure be clad with brick matching that used on the building.
2. The 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. This should occur immediately after the materials are delivered. Materials must be approved before installation on the building. Please use the Novi Building Department's Online Inspection Portal by following the link below. 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.

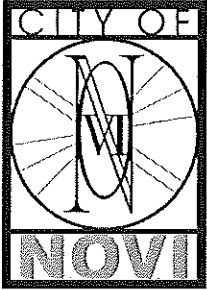
Sincerely,  
DRN & Architects PC



Douglas R. Necci, AIA



**FIRE REVIEW**



July 31, 2012  
December 12, 2012

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

RE: Advanced Auto Parts – Store #7211 @ 42520 Grand River

**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
Dave Staudt

Terry K. Margolis

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

**City Manager**  
Clay J. Pearson

**Director of Public Safety**  
**Chief of Police**  
David E. Molloy

**Director of EMS/Fire Operations**  
Jeffery R. Johnson

**Assistant Chief of Police**  
Victor C.M. Lauria

**JSP12-0074**

**Project Description:**

Site is a 57,064 Sq FT (1.31 net acre) property. Building to be constructed is 6,895 sq/ft building – Leased for Advanced Auto Parts retail store. There is one access point to this site, north off of Grand River Ave. One Fire Hydrant is to be added to the site, located on the south of the building at main approach curb island.

**Comments:**

1. **Corrected, addressed at Pre-Construction Meeting 12/12 -** Building will be required to have a full fire sprinkler system installed. No FDC location was seen on the elevation plan. Recommended location for the FDC would be on the front (south) elevation side, within 150' of the new hydrant, per City of Novi Ordinance.
2. **Corrected, will be addressed upon alarm review 12/12 -** Building will be required to have a full fire alarm system installed. Alarm key pad (shown on page #2), could be blocked by bulk storage products. Recommend moving key pad location to allow for free and unobstructed access.

**Recommendation:**

This project is recommended for approval. Items #1 & 2 above can be re-reviewed during inspection processes.

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

**SITE PLAN**

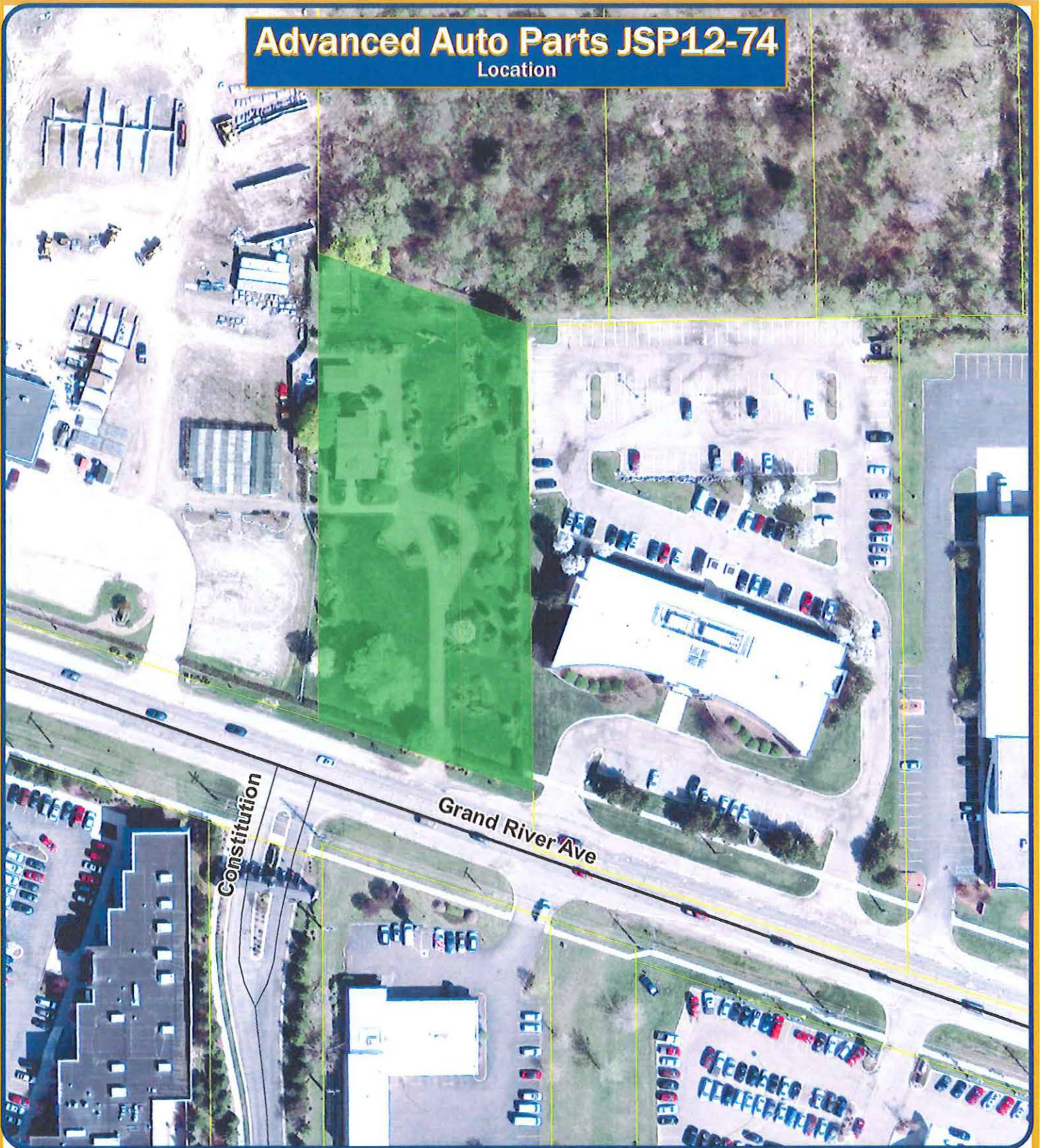


MAPS  
Location  
Zoning  
Future Land Use  
Natural Features




# Advanced Auto Parts JSP12-74

Location



Map Author: Kristen Kapelanski  
Date: 12-20-12  
Project: JSP12-74 Advanced Auto Parts  
Version #: 1.0

### Map Legend

 Subject Property



## 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 the map.



1 inch = 104 feet



# Advanced Auto Parts JSP12-74

## Zoning



Map Author: Kristen Kapelanski  
 Date: 12-20-12  
 Project: JSP12-74 Advanced Auto Parts  
 Version #: 1.0

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Map Legend	
	Subject Property
	B-3: General Business District
	I-1: Light Industrial District
	OS-1: Office Service District
	OSC: Office Service Commercial
	TC-1: Town Center -1 District



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

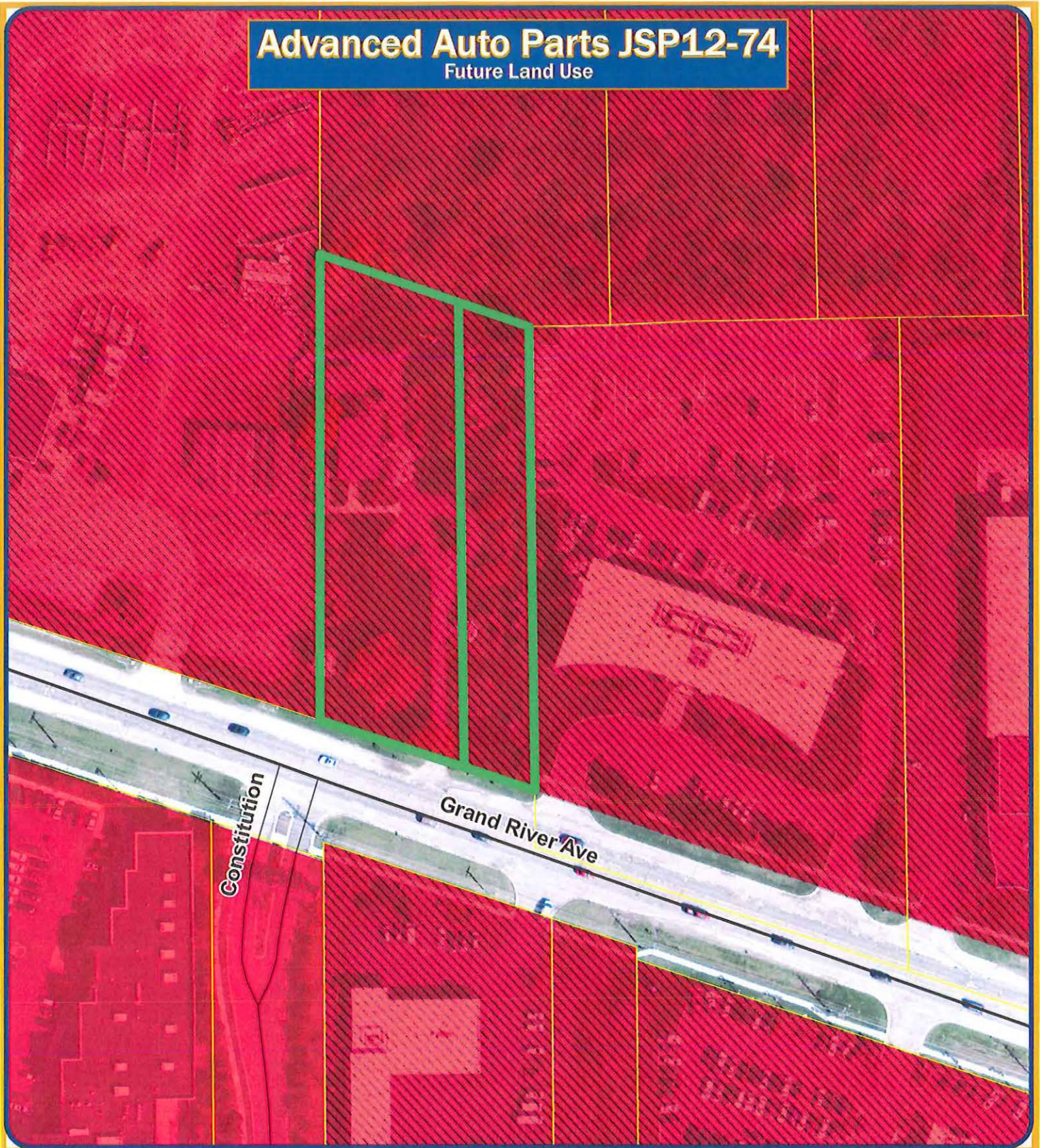


1 inch = 104 feet



# Advanced Auto Parts JSP12-74

Future Land Use



Map Author: Kristen Kapelanski  
 Date: 12-20-12  
 Project: JSP12-74 Advanced Auto Parts  
 Version #: 1.0

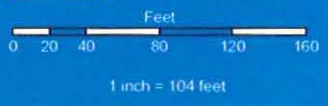
**MAP INTERPRETATION NOTICE**  
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**Map Legend**

-  Subject Property
-  TC Commercial
-  TC Gateway



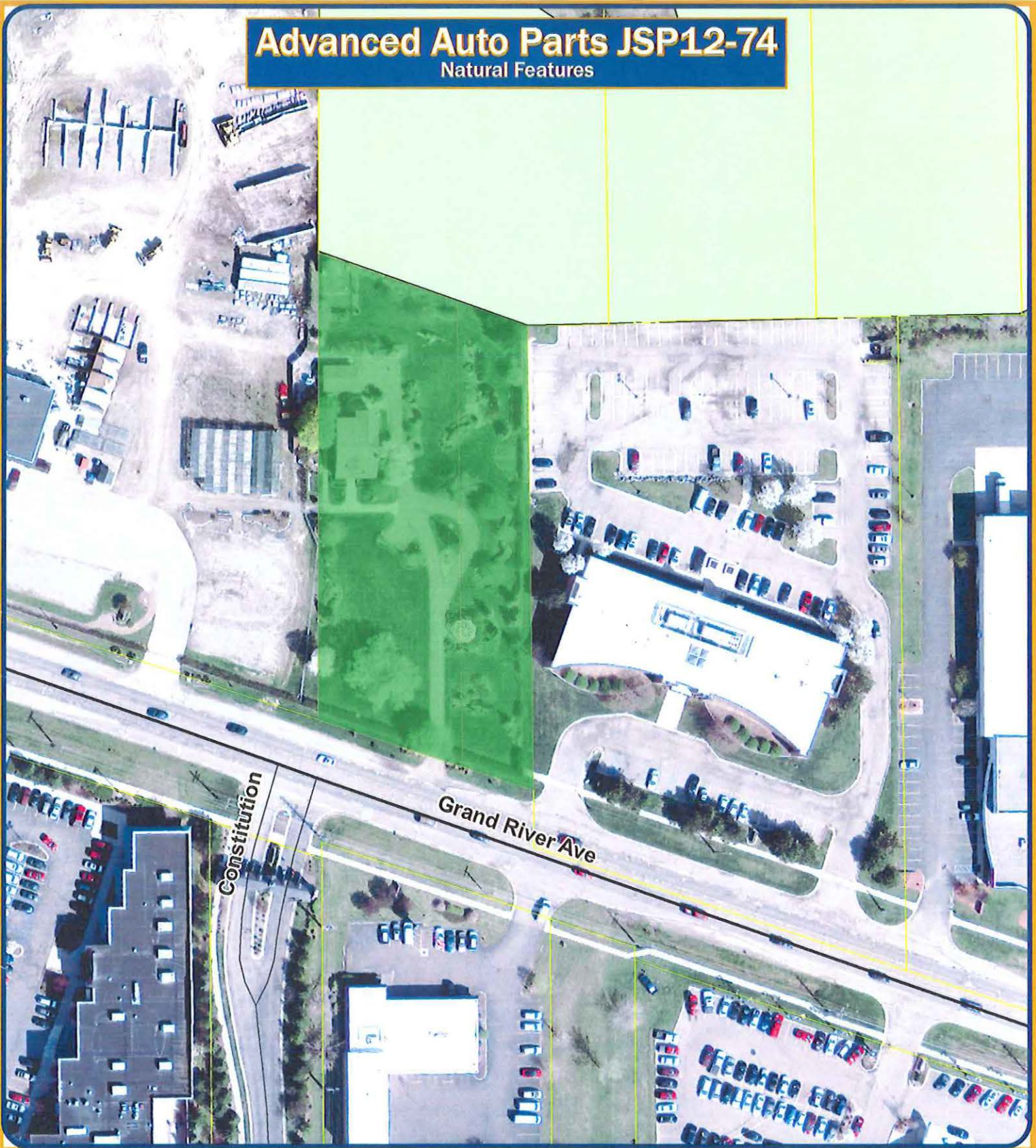
**City of Novi**  
 Planning Division  
 Community Development  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
 cityofnovi.org





# Advanced Auto Parts JSP12-74

## Natural Features



Map Author: Kristen Kapelanski  
 Date: 12-20-12  
 Project: JSP12-74 Advanced Auto Parts  
 Version #: 1.0

Map Legend	
	Subject Property
	Wetlands
	Woodlands

**MAP INTERPRETATION NOTICE**  
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**City of Novi**  
 Planning Division  
 Community Development  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
 cityofnovi.org



1 inch = 104 feet





January 4, 2013

City of Novi  
Kristen Kapelanski, AICP, Planner  
Community Development  
45175 W. Ten Mile Road  
Novi, MI 48375-3024

Dear Kristen,

This letter will serve as response to Planning Review, Public Safety Review and the City's Fire Department review letters.

In response to your review letter dated January 3, 2013, I offer the following comments.

**RE: Planning Review for Advance Auto Parts – JSP12-74**  
**Ordinance Requirements**

Item 1. **Pedestrian Access and Pathways:** A pedestrian connection from the sidewalk/pathway along the north side of Grand River Avenue to the proposed building will be incorporated and shown on the final site plan set. The pathway was labeled as 8' but drawn at 5' and will be corrected on the final site plan.

Item 2. **Photometric Plan:** The photometric plan will be updated to include all of the revisions to the site plan. The store operating hours will be shown on the photometric plan and the required notes will be added. We will make the necessary adjustments to increase the light levels at the main entrance to meet the 1.0 fc requirement.

Item 4. We will start the process for the lot combination immediately.

**Site Addressing**

An address request application will be filed immediately.

**Pre-Construction Meeting**

Pre-Con process will be followed prior to the start of construction.

**Chapter 26.5**

Construction will be completed within the 2 year requirement.

In response to the City's Fire Department review letter dated July 31, 2012 and updated December 12, 2012, I offer the following comments.

**RE: Public Safety Review for Advance Auto Parts – JSP12-74**

Item 1. **No comment.**

Item 2. **We will evaluate and adjust as recommended during the inspection process.**

**RE: Traffic Review for Advance Auto Parts – JSP12-74**

In response to Item 5 of the traffic review dated December 28, 2012.

We have evaluated shared access to both the east and the west and have been unsuccessful. The corner of the existing office building to the east is approximately 10 feet from property line and lines up with the middle of the drive. A continuation of the drive aisle is not possible. We have made numerous attempts to secure easements from the adjoiner to the west including a simple sanitary easement and they are unwilling to cooperate and have indicated that they will not grant any easements. The possibility of a shared access in the future if the property were ever to be developed would also prove to be problematic since a minimum of four parking spaces would have to be eliminated for the drive aisle. This would put the project at a parking deficit and relocating the four spaces to rear of the site would cause additional hardships eliminating required landscaping and putting customer parking from the front of the site near the store access to a remote portion of the site.

Please find attached letters from our consultants as well. If you have any questions or need anything further, please contact me at 440-686-1442 or [bmclean@wxzdevelopment.com](mailto:bmclean@wxzdevelopment.com).

Sincerely,



Bradley S. McLean

Enclosures

January 3, 2013

Brad McLean  
WXZ Development  
22720 Fairview Center Drive, #150  
Fairview Park, OH 44126

**Re: Advance Auto Parts #7211  
42520 Grand River Avenue  
Novi, MI  
Facade Ordinance-Facade Review, PSP12-0055**

Dear Mr. McLean:

We offer the following responses to the DRN & Associates, Architects, PC Facade Review comments in their letter dated January 1, 2013

**Facade Materials**

1. Facade Chart- We acknowledge the materials are in full compliance.
2. The red colored Flat Metal Panels referenced were removed in the latest Color Elevation drawing dated Nov. 16, 2012. The sign background is now EIFS material to match the masonry color.

**Notes to the Applicant:**

1. Masonry dumpster enclosure details will be provided in the construction drawings to be submitted for permit. The enclosure will be constructed of masonry materials to match the building in compliance with the Facade Ordinance..
2. Acknowledged- The Owner and GC will comply with the stated inspection requirement.

Sincerely,

SHIVE-HATTERY, INC.



Brett R. Webster, Project Manager  
bwebster@shive-hattery.com





**Civil Engineers  
Land Surveyors  
GPS Consultants  
Planners**

**8800 Twenty Three Mile Road  
Shelby Township, MI 48316-4516  
Phone: (586) 731-8030  
Fax: (586) 731-2605  
Email: info@urban-land.com**

January 4, 2013

Ms. Kristen Kapelanski, AICP, Planner  
City of Novi  
45175 W. 10 Mile Road  
Novi, Michigan 48375

RE: Advance Auto Parts  
42520 Grand River Ave.  
Site Plan Revisions

Dear Ms. Kapalanski:

This letter is a response to comments for said Advance Auto Parts store located at 42520 Grand River Ave., City of Novi. The following comments are in answer to your staff comments of January 3, 2013.

**Ordinance Requirements**

1. Pedestrian Access and Pathways: The owner will provide a 5' wide sidewalk from the 8' pathway to the proposed building entrance. The 8' pathway along Grand River was drawn only 5' feet wide. We will draw the pathway to 8' in width.

**Planning Review Chart – JSP 12 74**

The 8' wide safety path will be redrawn and a 5' wide sidewalk will be added to the entrance.

**Engineering Review JSP 12-0074**

The engineering plans will be revised to conform with the comments so all the permits can be obtained from the state, county, and city.

The water main permits will be obtained.

The proposed 8" sanitary sewer will be extended to the west property line and a state permit will be obtained.

The storm sewer calculations will be finalized including the 10 year hydraulic grade line.

The storm water management plans will be revised to conform to the current standards.

The paving cross-section shall be included.

Offsite easement shall be included for review.

A cost estimate will also be included for all onsite and offsite utilities.

The remainder of items will be addressed during final engineering approval and permits.



**Civil Engineers  
Land Surveyors  
GPS Consultants  
Planners**

**8800 Twenty Three Mile Road  
Shelby Township, MI 48316-4516  
Phone: (586) 731-8030  
Fax: (586) 731-2605  
Email: [info@urban-land.com](mailto:info@urban-land.com)**

**Preliminary Landscape Review PSP 12-55**

A 3' tall berm will be added to the cover sheet to conform with the landscaping plans.

**Traffic Review of Preliminary Site Plan PSP 12-0055**

Vehicular Access Locations – Items 3, 4, 5 & 6:

Waivers from Planning Commission DCS Sec. 11-216(d)(1)d are required for driveway location on Grand River.

Driveway Design and Control Item 8:

A stop sign will be added to the driveway next to the safety path.

Pedestrian Access Items 9, 10 & 11:

The safety path will be redrawn to an 8' wide concrete walkway.

A 5' wide walk will be added to the plan connecting the front of the store with the 8' wide safety path along Grand River.

ADA Details will be added to the plan.

Parking and Circulation

Items 14, 15, 16 & 17:

The parking lot islands will be revised to provide 15' and 2-3' radius.

The stop signs requested to be installed on the corners of the building should be discussed by the Planning Commission Members at this meeting.

The parking lot notes in Item 17 will be added.

Miscellaneous Items 18, 19 & 20

The plans will be revised per these comments.

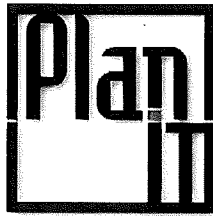
I hope we have addressed your concerns so we can obtain final site plan approval.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert W. Lindh', is written over a printed name.

Robert W. Lindh, P.E.

Cc: Brad McLean, Senior Development Manager  
WXZ development, Inc.



Planning - Landscape Architecture

January 4, 2013

David R. Beschke, RLA  
City of Novi, MI

Re: Preliminary Landscape Review  
Advance Auto Parts – PSP 12-55

David,

This letter is in response to your preliminary landscape review dated December 10, 2012 for the Advance Auto Parts – PSP 12 -55.

**Plant List (LDM) - Comment 2** - A landscape cost estimate will be provided with the next submittal.

**Irrigation Section – Comment 1** – The site will be irrigated per section 2509.3.e(4)) and the Landscape Design Manual. This plan will be submitted with subsequent submissions.

**General - Comment 1** – No comments regarding the woodland and wetland review were found.

**General - Comment 2** – The large tree near Gand River frontage will be added to the plan and will be provided with the next submittal.

If you have any further questions or comments, please do not hesitate to contact me.

Sincerely,

Andy English, RLA

cc. Brad McLean