



## BUILDING NO. 2 DRIVE THROUGH AT NOVI TOWN CENTER JSP17-08

### **BUILDING NO.2 DRIVE THRU AT NOVI TOWN CENTER JSP 17-08**

Public hearing at the request of Novi Town Center Investors, LLC for Building No. 2 Drive Through at Novi Town Center JSP 17-08, for Planning Commission's recommendation to the City Council for approval of Special Land Use Permit, Preliminary Site Plan and Storm Water Management Plan. The subject property is zoned Town Center District (TC). It is located in Novi Town Center in Section 14, on the northeast corner of Grand River Avenue and Novi Road. The applicant is proposing to reconstruct the existing parking lot on the southwest end of Novi Town Center in order to construct a drive-through lane for a future coffee shop. A 48 square foot addition along with outdoor seating is also proposed. A Special Land Use Permit is required in order to permit Drive-Through restaurants in the TC Town Center District.

### **Required Action**

Hold and adjourn the public hearing and postpone the consideration of the Special Land Use Permit, Preliminary Site Plan, and Stormwater Management Plan until the next Planning Commission meeting.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	04-28-17	<ul style="list-style-type: none"> <li>• <b>Special Land Use for proposing a drive-thru</b></li> <li>• <b>Planning Commission findings for Special Land Use</b></li> <li>• Items to be addressed by the applicant prior to Electronic stamping set approval</li> </ul>
Engineering	Approval recommended	05-03-17	<ul style="list-style-type: none"> <li>• <b>Revise the site plan to relocate trash enclosure outside of sanitary sewer easement</b></li> <li>• Items to be addressed by the applicant prior to Electronic stamping set approval</li> </ul>
Landscaping	Approval recommended	04-19-17	<ul style="list-style-type: none"> <li>• <b>Waiver for reduction of building foundation landscape</b></li> <li>• Items to be addressed by the applicant prior to Electronic stamping set approval</li> </ul>
Traffic	Approval recommended	04-25-17	<ul style="list-style-type: none"> <li>• Items to be addressed by the applicant prior to Electronic stamping set approval</li> </ul>
Traffic Study	Approval recommended	03-21-17	Items to be addressed by the applicant prior to Electronic stamping set approval
Wetlands	Not Applicable		
Woodlands	Not Applicable		
Façade	Approval recommended	05-01-17	No additional comments
Fire	Approval recommended	04-19-17	No additional comments

**MOTION SHEET**

**Postpone**

In the matter of Building No. 2 Drive Through at Novi Town Center JSP 17-08, motion to **postpone the consideration of the Special Land Use Permit, Preliminary Site Plan, and Storm water Management Plan** to the meeting on June 14, 2017 based on applicant's request.

MAPS

Location

Zoning

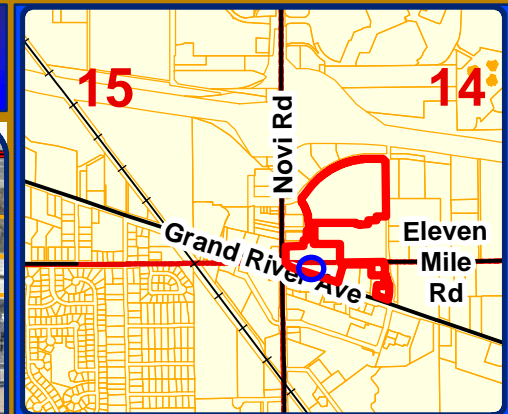
Future Land Use

Natural Features



# BUILDING NO.2 DRIVE THRU AT NOVI TOWN CENTER

Location



### Legend

 Sections

 Proposed Drive-Thru Location



## City of Novi

Dept. of Community Development  
City Hall / Civic Center  
45175 W Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

Map Author: Sri Komaragiri

Date: 05/19/17

Project: Building No.2 Drive Thru at Novi Town Center

Version #: 1



1 inch = 387 feet



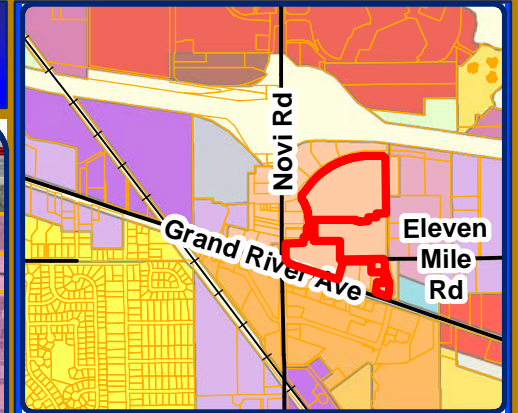
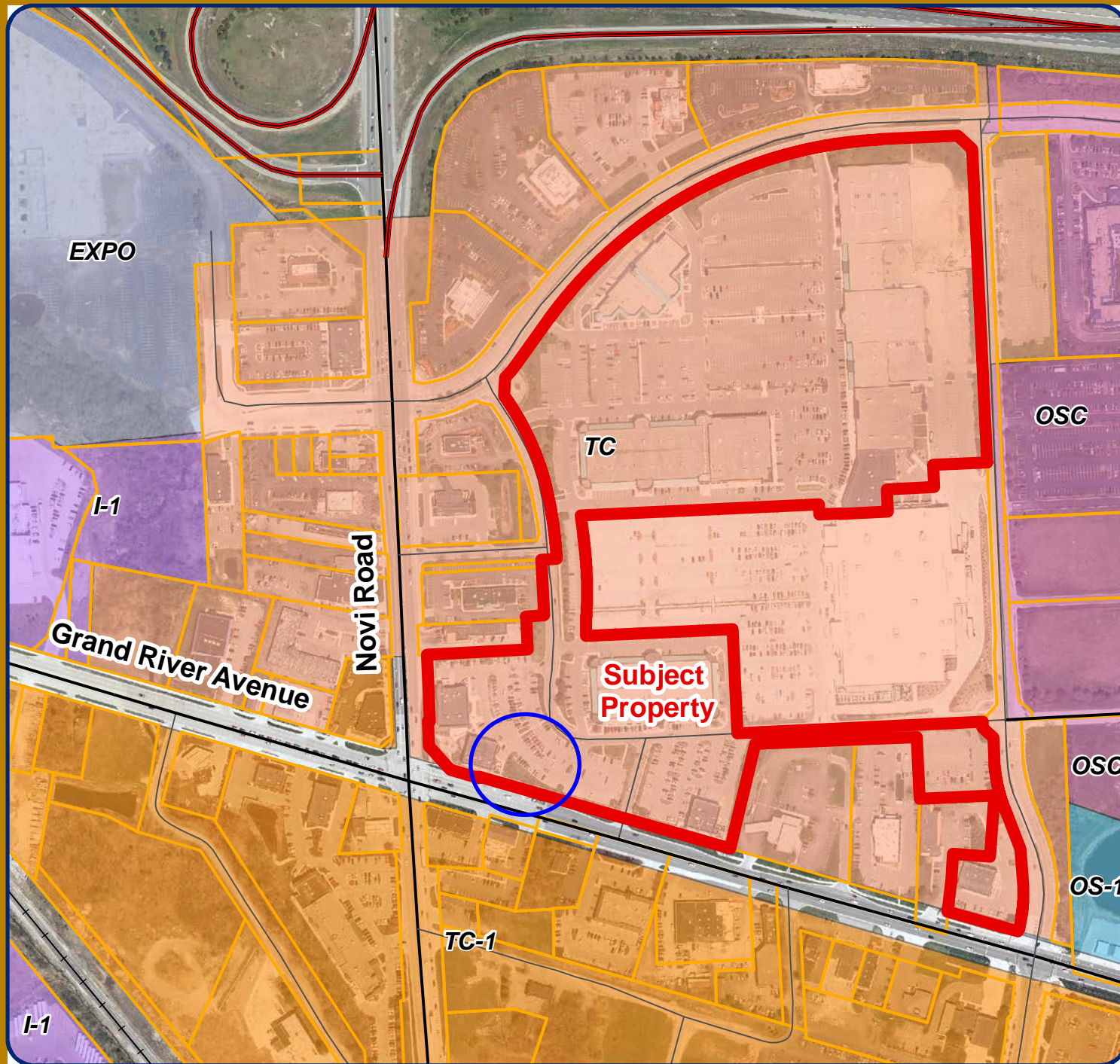
### MAP INTERPRETATION NOTICE

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.




# BUILDING NO.2 DRIVE THRU AT NOVI TOWN CENTER

## Zoning




Legend

	R-A: Residential Acreage
	R-4: One-Family Residential District
	RM-1: Low-Density Multiple Family
	RM-2: High-Density Multiple Family
	B-3: General Business District
	C: Conference District
	EXPO: EXPO District
	I-1: Light Industrial District
	I-2: General Industrial District
	OS-1: Office Service District
	OSC: Office Service Commercial
	OST: Office Service Technology
	RC: Regional Center District
	P-1: Vehicular Parking District
	TC: Town Center District
	TC-1: Town Center -1 District

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0 85 170 340 510 Feet  
1 inch = 387 feet



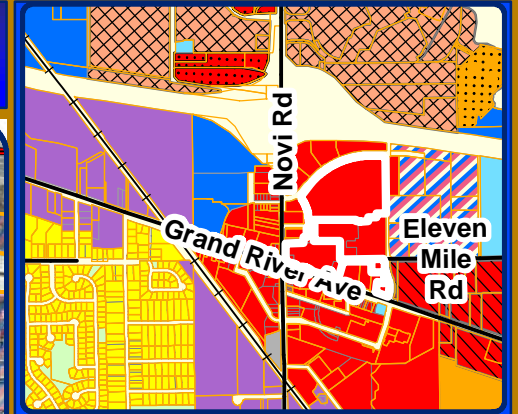
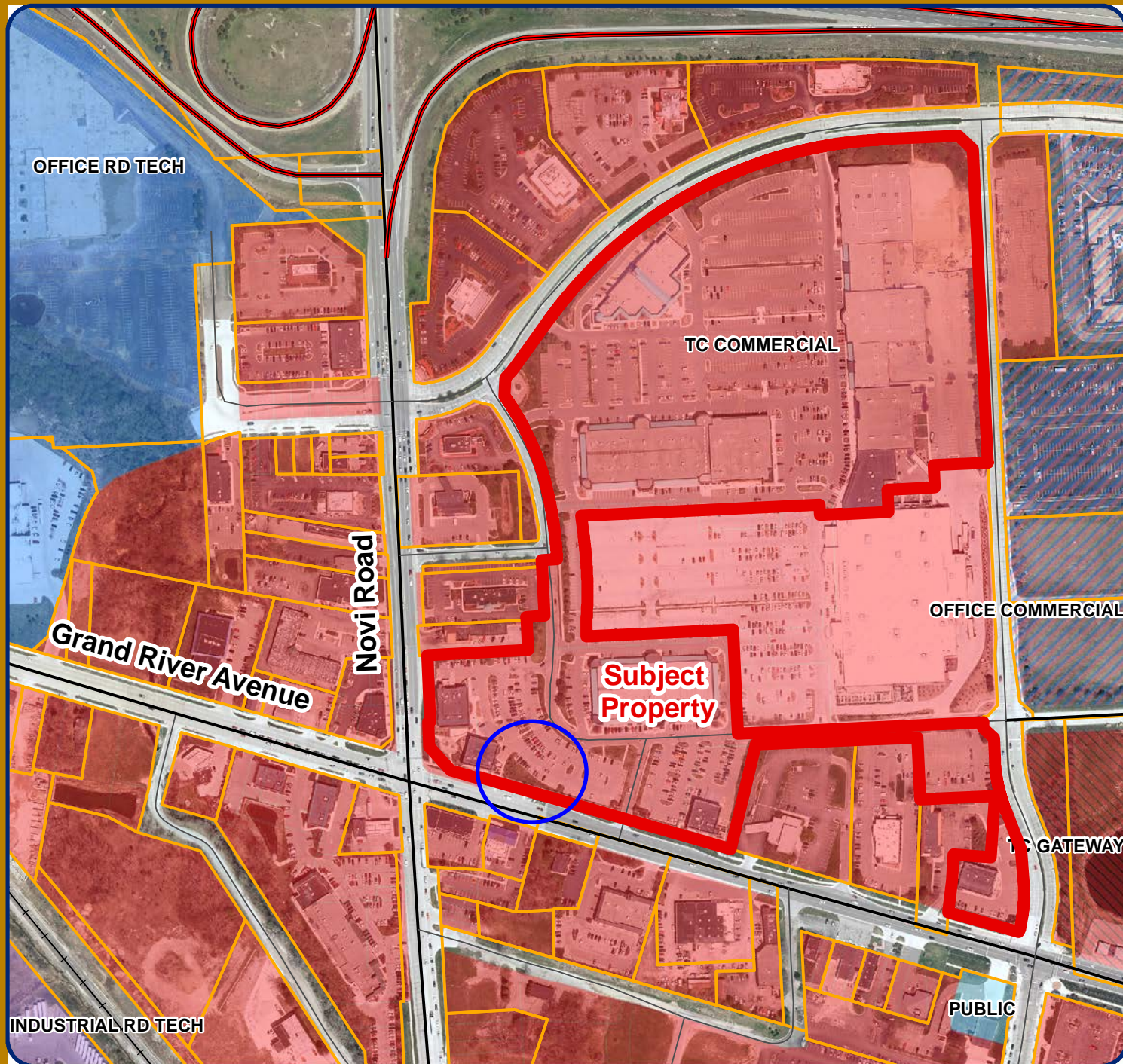
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# BUILDING NO.2 DRIVE THRU AT NOVI TOWN CENTER


## Future Landuse




- SINGLE FAMILY
- MULTIPLE FAMILY
- PD1
- OFFICE RES DEV TECH
- OFFICE COMMERCIAL
- INDUSTRIAL RES DEV TECH
- REGIONAL COMMERCIAL
- TC COMMERCIAL
- TC GATEWAY
- PD2
- PUBLIC
- PRIVATE PARK
- CEMETERY


**City of Novi**  
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 City Hall / Civic Center  
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Feet  
 0 85 170 340 510  
  
 1 inch = 387 feet



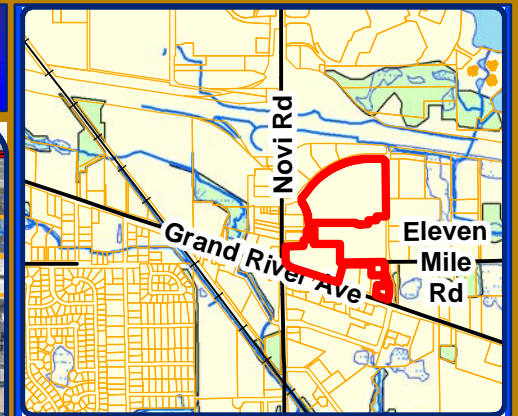
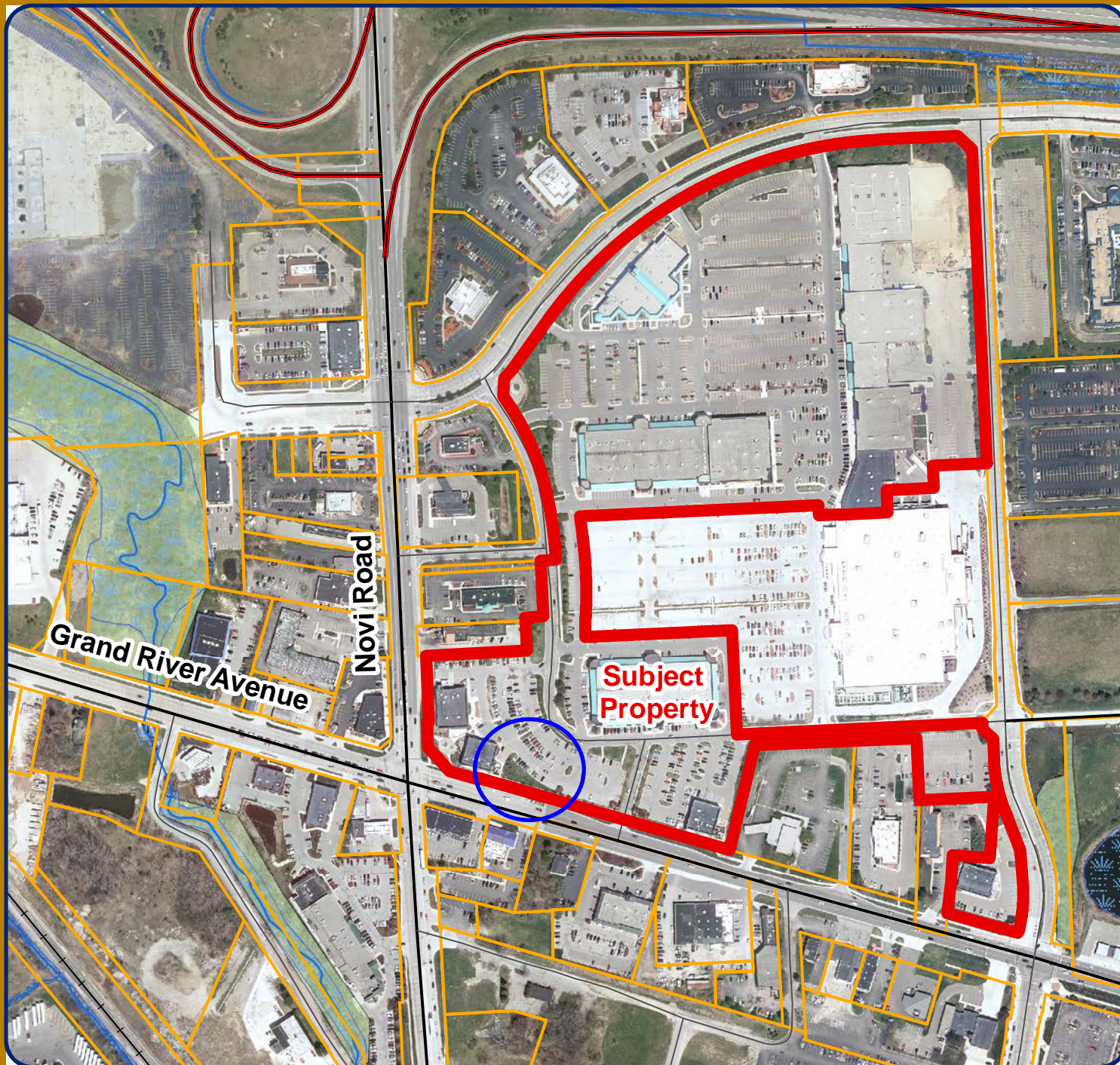
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# BUILDING NO.2 DRIVE THRU AT NOVI TOWN CENTER

## Natural Features



### Legend

-  Wetlands
-  Woodlands



### City of Novi

Dept. of Community Development  
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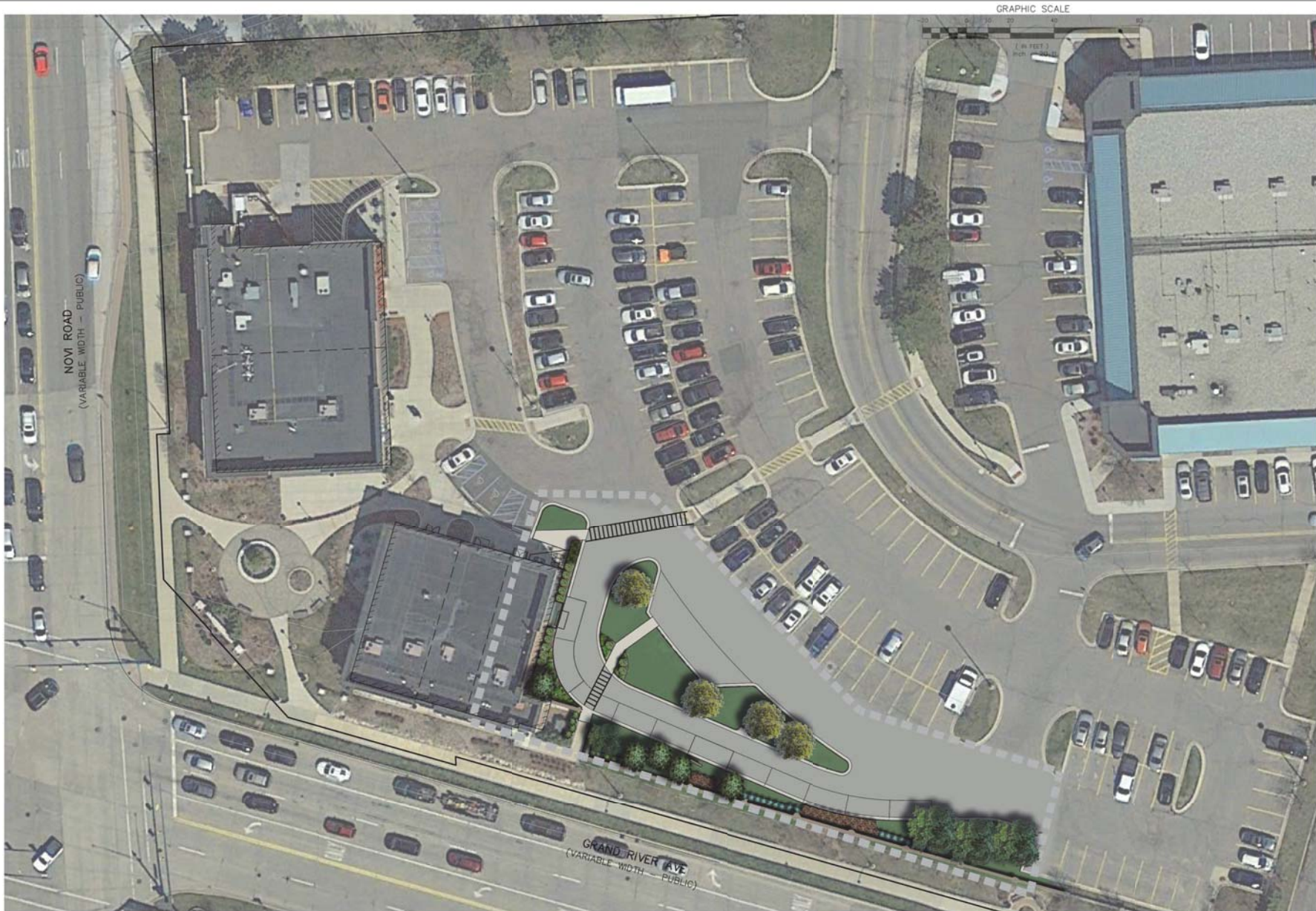
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**SITE PLAN**

**(Full plan set available for viewing at the Community Development Department.)**





# Novi Town Center Drive-Thru

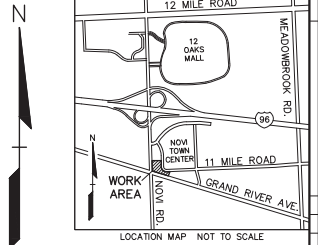
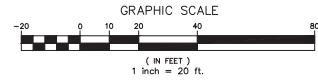
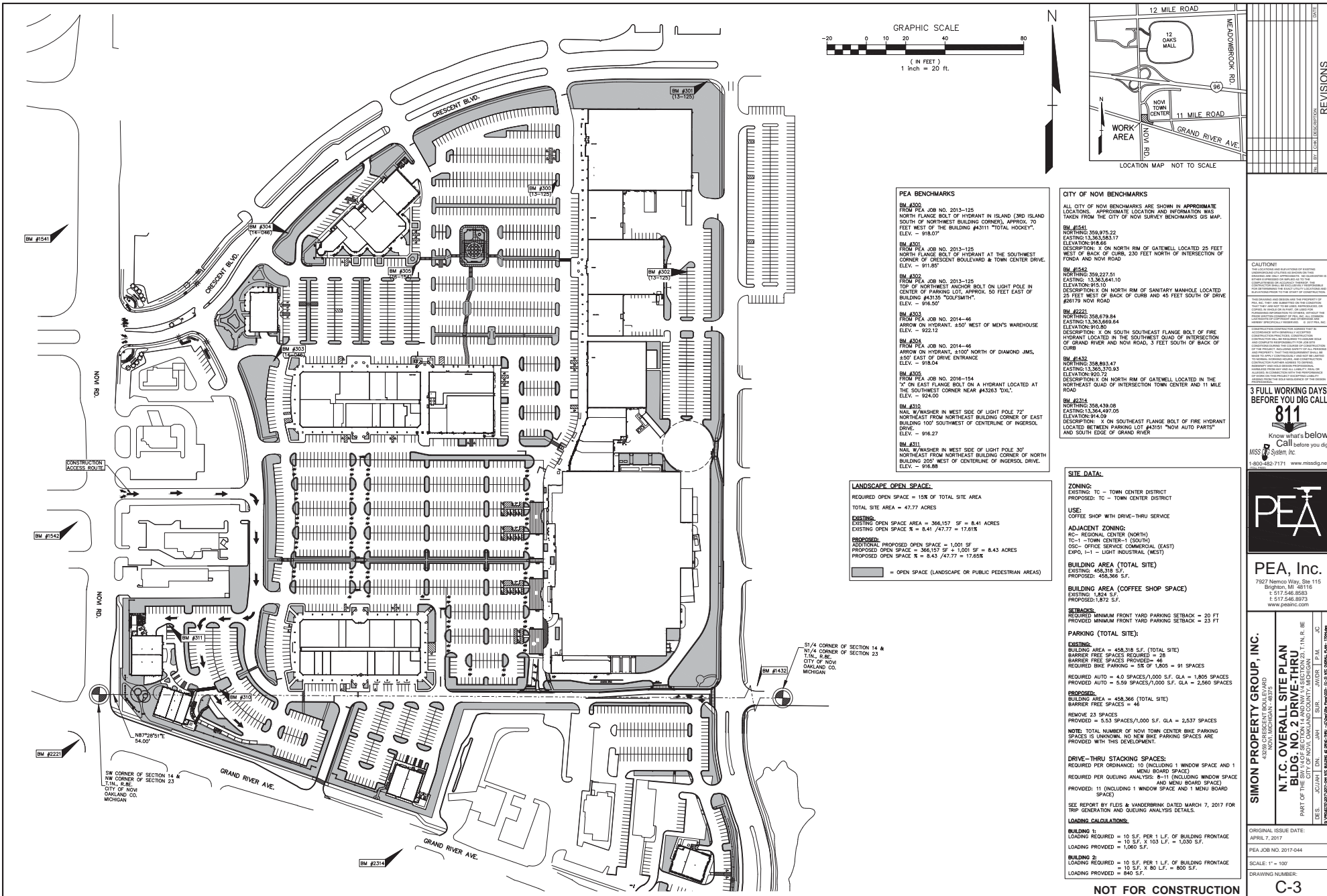
Novi, Michigan

May, 2017

PEA, Inc.

7927 Nemco Way, Ste 115  
Brighton, MI 48116  
t: 517.548.8593  
f: 517.548.8973  
www.peainc.com





**PEA BENCHMARKS**

BM #300  
FROM PEA JOB NO. 2013-125  
NORTH FLANGE BOLT OF HYDRANT IN ISLAND (SND ISLAND SOUTH OF NORTHWEST BUILDING CORNER), APPROX. 70 FEET WEST OF THE BUILDING #43111 "TOTAL HOCKEY".  
ELEV. - 918.07

BM #301  
FROM PEA JOB NO. 2013-125  
NORTH FLANGE BOLT OF HYDRANT AT THE SOUTHWEST CORNER OF CRESCENT BOULEVARD & TOWN CENTER DRIVE.  
ELEV. - 911.80

BM #302  
FROM PEA JOB NO. 2013-125  
TOP OF NORTHWEST ANCHOR BOLT ON LIGHT POLE IN CENTER OF PARKING LOT, APPROX. 50 FEET EAST OF BUILDING #43115 "CROSSBATH".  
ELEV. - 916.50

BM #303  
FROM PEA JOB NO. 2014-46  
ARROW ON HYDRANT, 150' WEST OF MEN'S WAREHOUSE.  
ELEV. - 922.12

BM #304  
FROM PEA JOB NO. 2014-46  
ARROW ON HYDRANT, 110' NORTH OF DIAMOND JMS, 150' EAST OF DRIVE ENTRANCE.  
ELEV. - 918.04

BM #305  
FROM PEA JOB NO. 2014-154  
1" ON EAST FLANGE BOLT ON A HYDRANT LOCATED AT THE SOUTHWEST CORNER NEAR #43263 "DXL".  
ELEV. - 924.00

BM #310  
NAIL W/WASHER IN WEST SIDE OF LIGHT POLE 72' NORTH-EAST FROM NORTH-EAST BUILDING CORNER OF EAST BUILDING 100' SOUTHWEST OF CENTERLINE OF INGERSOLL DRIVE.  
ELEV. - 916.27

BM #311  
NAIL W/WASHER IN WEST SIDE OF LIGHT POLE 30' NORTH-EAST FROM NORTH-EAST BUILDING CORNER OF NORTH BUILDING 200' WEST OF CENTERLINE OF INGERSOLL DRIVE.  
ELEV. - 916.88

**CITY OF NOV BENCHMARKS**

ALL CITY OF NOV BENCHMARKS ARE SHOWN IN APPROXIMATE LOCATIONS. APPROXIMATE LOCATION AND INFORMATION WAS TAKEN FROM THE CITY OF NOV SURVEY BENCHMARKS GIS MAP.

BM #1541  
NORTHING: 359,975.22  
EASTING: 13,363,177  
ELEVATION: 916.66  
DESCRIPTION: X ON NORTH RM OF GATEWELL LOCATED 25 FEET WEST OF BACK OF CURB, 230 FEET NORTH OF INTERSECTION OF FONDA AND NOWI ROAD

BM #1542  
NORTHING: 359,227.31  
EASTING: 13,363,410  
ELEVATION: 915.10  
DESCRIPTION: X ON NORTH RM OF SANITARY MANHOLE LOCATED 25 FEET WEST OF BACK OF CURB AND 45 FEET SOUTH OF DRIVE #4373 NOWI ROAD

BM #1543  
NORTHING: 358,679.84  
EASTING: 13,363,695.64  
ELEVATION: 910.80  
DESCRIPTION: X ON SOUTH SOUTHWEST FLANGE BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHWEST QUAD OF INTERSECTION OF GRAND RIVER AND NOWI ROAD, 3 FEET SOUTH OF BACK OF CURB

BM #1544  
NORTHING: 358,893.47  
EASTING: 13,365,370.83  
ELEVATION: 901.72  
DESCRIPTION: X ON NORTH RM OF GATEWELL LOCATED IN THE NORTH-EAST QUAD OF INTERSECTION TOWN CENTER AND 11 MILE ROAD

BM #2316  
NORTHING: 358,439.08  
EASTING: 13,364,497.05  
ELEVATION: 916.50  
DESCRIPTION: X ON SOUTHWEST FLANGE BOLT OF FIRE HYDRANT LOCATED BETWEEN PARKING #43151 "NOV AUTO PARTS" AND SOUTH EDGE OF GRAND RIVER

**LANDSCAPE OPEN SPACE**

REQUIRED OPEN SPACE = 15% OF TOTAL SITE AREA  
TOTAL SITE AREA = 47.77 ACRES

**EXISTING**  
EXISTING OPEN SPACE AREA = 366,157 SF = 8.41 ACRES  
EXISTING OPEN SPACE % = 8.41 / 47.77 = 17.61%

**PROPOSED**  
ADDITIONAL PROPOSED OPEN SPACE = 1,001 SF  
PROPOSED OPEN SPACE = 367,158 SF = 8.43 ACRES  
PROPOSED OPEN SPACE % = 8.43 / 47.77 = 17.65%

Legend:  
[Gray box] = OPEN SPACE (LANDSCAPE OR PUBLIC PEDESTRIAN AREAS)

**SITE DATA**

**ZONING:**  
EXISTING: TC - TOWN CENTER DISTRICT  
PROPOSED: TC - TOWN CENTER DISTRICT

**USE:**  
COFFEE SHOP WITH DRIVE-THRU SERVICE

**ADJACENT ZONING:**  
NC - REGIONAL CENTER (NORTH)  
TC-1 - TOWN CENTER-1 (SOUTH)  
OSC - OFFICE SERVICE COMMERCIAL (EAST)  
EXP. I-1 - LIGHT INDUSTRIAL (WEST)

**BUILDING AREA (TOTAL SITE)**  
EXISTING: 458,318 S.F.  
PROPOSED: 458,366 S.F.

**BUILDING AREA (COFFEE SHOP SPACE)**  
EXISTING: 1,824 S.F.  
PROPOSED: 1,872 S.F.

**SETBACKS:**  
REQUIRED MINIMUM FRONT YARD PARKING SETBACK = 20 FT  
PROVIDED MINIMUM FRONT YARD PARKING SETBACK = 23 FT

**PARKING (TOTAL SITE):**  
**EXISTING:**  
BUILDING AREA = 458,318 S.F. (TOTAL SITE)  
BARRIER FREE SPACES REQUIRED = 25  
BARRIER FREE SPACES PROVIDED = 46  
REQUIRED BIKE PARKING = 25 OF 1,000 = 91 SPACES  
REQUIRED AUTO = 4.0 SPACES/1,000 S.F. GLA = 1,826 SPACES  
PROVIDED AUTO = 5.59 SPACES/1,000 S.F. GLA = 2,560 SPACES

**PROPOSED:**  
BUILDING AREA = 458,366 (TOTAL SITE)  
BARRIER FREE SPACES = 46  
REMOVED 23 SPACES  
PROVIDED = 5.53 SPACES/1,000 S.F. GLA = 2,537 SPACES

**NOTE:** TOTAL NUMBER OF NOWI TOWN CENTER BIKE PARKING SPACES IS UNKNOWN, NO NEW BIKE PARKING SPACES ARE PROVIDED WITH THIS DEVELOPMENT.

**DRIVE-THRU STACKING SPACES:**  
REQUIRED PER ORDINANCE: 10 (INCLUDING 1 WINDOW SPACE AND 1 MENU BOARD SPACE)  
REQUIRED PER QUEUING ANALYSIS: 8-11 (INCLUDING WINDOW SPACE AND MENU BOARD SPACE)  
PROVIDED: 11 (INCLUDING 1 WINDOW SPACE AND 1 MENU BOARD SPACE)

**SEE REPORT BY FILES & WANDERBINK DATED MARCH 7, 2017 FOR TRIP GENERATION AND QUEUING ANALYSIS DETAILS.**

**LOADING CALCULATIONS:**

**BUILDING 1:**  
LOADING REQUIRED = 10 S.F. PER 1 L.F. OF BUILDING FRONTAGE = 10 S.F. X 103 L.F. = 1,030 S.F.  
LOADING PROVIDED = 1,080 S.F.

**BUILDING 2:**  
LOADING REQUIRED = 10 S.F. PER 1 L.F. OF BUILDING FRONTAGE = 10 S.F. X 80 L.F. = 800 S.F.  
LOADING PROVIDED = 840 S.F.

5/4 CORNER OF SECTION 14 & N1/4 CORNER OF SECTION 23 T1N, 8E CITY OF NOV OAKLAND CO. MICHIGAN

SW CORNER OF SECTION 14 & NW CORNER OF SECTION 23 T1N, 8E CITY OF NOV OAKLAND CO. MICHIGAN

REVISIONS

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T: 517-546-8583  
F: 517-546-8973  
www.peainc.com

**SIMON PROPERTY GROUP, INC.**  
4500 NICHOLETTA AVE., SUITE 300  
LANSING, MI 48209

**N.T.C. OVERALL SITE PLAN BUILDING NO. 2 DRIVE-THRU**

PART OF THE 2017 OCTOBER SECTION 16 ANIMAL RESCUE CENTER, T1N, 8E CITY OF NOV OAKLAND COUNTY, MICHIGAN

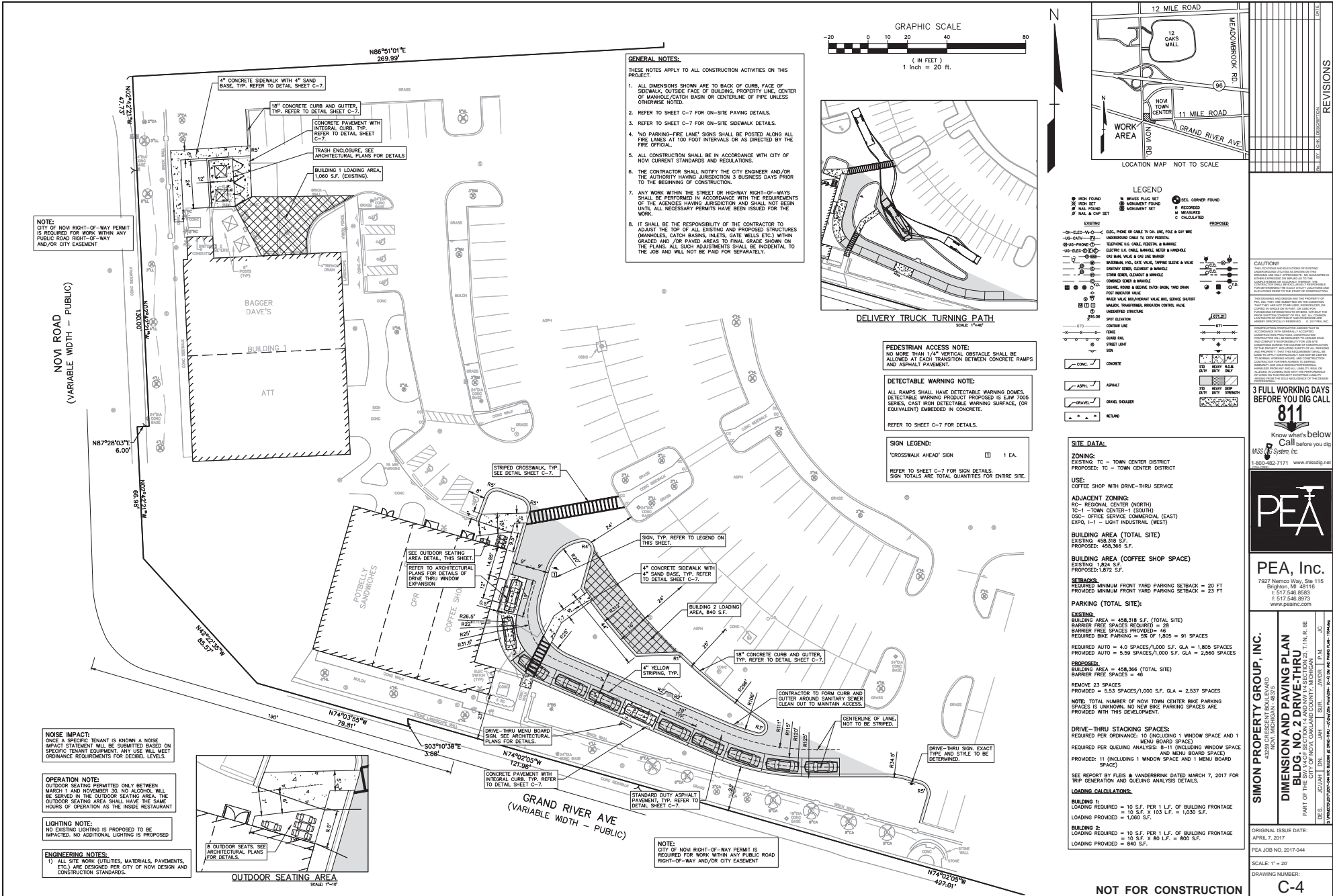
D.E.S. JACOB E. DON. JAM. J. SM. J.S.R. JAVOIR. T. PAUL JOE

PROJECT NO: 2017-044

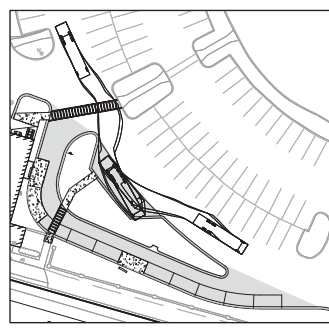
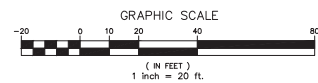
ORIGINAL ISSUE DATE: APRIL 7, 2017  
PEA JOB NO. 2017-044  
SCALE: 1" = 100'  
DRAWING NUMBER: C-3

**NOT FOR CONSTRUCTION**





- GENERAL NOTES:**  
 THESE NOTES APPLY TO ALL CONSTRUCTION ACTIVITIES ON THIS PROJECT.
1. ALL DIMENSIONS SHOWN ARE TO BACK OF CURB, FACE OF SIDEWALK, OUTSIDE FACE OF BUILDING, PROPERTY LINE, CENTER OF MANHOLE/CATCH BASIN OR CENTERLINE OF PIPE UNLESS OTHERWISE NOTED.
  2. REFER TO SHEET C-7 FOR ON-SITE PAVING DETAILS.
  3. REFER TO SHEET C-7 FOR ON-SITE SIDEWALK DETAILS.
  4. NO PARKING-FIRE LANE SIGNS SHALL BE POSTED ALONG ALL FIRE LANES AT 100 FOOT INTERVALS OR AS DIRECTED BY THE FIRE OFFICIAL.
  5. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH CITY OF NOW CURRENT STANDARDS AND REGULATIONS.
  6. THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER AND/OR THE AUTHORITY HAVING JURISDICTION 3 BUSINESS DAYS PRIOR TO THE BEGINNING OF CONSTRUCTION.
  7. ANY WORK WITHIN THE STREET OR HIGHWAY RIGHT-OF-WAYS SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCIES HAVING JURISDICTION AND SHALL NOT BEGIN UNTIL ALL NECESSARY PERMITS HAVE BEEN ISSUED FOR THE WORK.
  8. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ADJUST THE TOP OF ALL EXISTING AND PROPOSED STRUCTURES (MANHOLES, CATCH BASINS, VALVES, GATE WELLS ETC.) WITHIN GRADED AND/OR PAVED AREAS TO FINAL GRADE SHOWN ON THE PLAN. ALL SUCH ADJUSTMENTS SHALL BE INCIDENTAL TO THE JOB AND WILL NOT BE PAID FOR SEPARATELY.



**PEDESTRIAN ACCESS NOTE:**  
 NO MORE THAN 1/4" VERTICAL OBSTACLE SHALL BE ALLOWED AT EACH TRANSITION BETWEEN CONCRETE RAMPS AND ASPHALT PAVEMENT.

**DETECTABLE WARNING NOTE:**  
 ALL RAMPS SHALL HAVE DETECTABLE WARNING DOMES. DETECTABLE WARNING PRODUCT PROPOSED IS LUMINOUS GRANITE, CAST IRON DETECTABLE WARNING SURFACE, (OR EQUIVALENT) EMBEDDED IN CONCRETE.  
 REFER TO SHEET C-7 FOR DETAILS.

**SIGN LEGEND:**  
 "CROSSWALK AHEAD" SIGN 1 EA.  
 REFER TO SHEET C-7 FOR SIGN DETAILS.  
 SIGN TOTALS ARE TOTAL QUANTITIES FOR ENTIRE SITE.

**LEGEND**

● NON FOUND	○ BRASS PLUS SET	○ REC. CORNER FOUND
● FOUND	○ MONUMENT FOUND	○ RECORDED
● WALL FOUND	○ MONUMENT SET	○ RECORDED
● WALL & TOP SET	○ CALCULATED	○ CALCULATED

**EXISTING**

- ON-ELECT-VA—C—: EXIST. FENCE OR GATE TO GAS LINE, POLE & BURY WIRE
- ON-CATY—: UNDERGROUND CATY TO GUY WIRE
- ON-PROP—C—: BURIED GAS OR CABLE IN MANHOLE
- ON-ELEC—: EXISTING EA. CABLE, MANHOLE, METER & MANHOLE
- ON-VALVE—: EXISTING VALVE OR GATE
- ON-PIPE—: EXISTING PIPE, GUY WIRE, SUPPORTS & VALVE
- ON-CONCRETE—: EXISTING CONCRETE
- ON-PAVEMENT—: EXISTING ASPHALT OR GRAVEL
- ON-GRASS—: EXISTING GRASS
- ON-TREE—: EXISTING TREE
- ON-UTILITY—: EXISTING UTILITY
- ON-STRUCTURE—: EXISTING STRUCTURE
- ON-OBSTACLE—: EXISTING OBSTACLE
- ON-SPOT—: EXISTING SPOT
- ON-CURB—: EXISTING CURB
- ON-FENCE—: EXISTING FENCE
- ON-SIGNAL—: EXISTING SIGNAL
- ON-POST—: EXISTING POST
- ON-PILE—: EXISTING PILE
- ON-ANCHOR—: EXISTING ANCHOR
- ON-FOUNDATION—: EXISTING FOUNDATION
- ON-FLOOR—: EXISTING FLOOR
- ON-CEILING—: EXISTING CEILING
- ON-WALL—: EXISTING WALL
- ON-ROOF—: EXISTING ROOF
- ON-DOOR—: EXISTING DOOR
- ON-WINDOW—: EXISTING WINDOW
- ON-FURNITURE—: EXISTING FURNITURE
- ON-EQUIPMENT—: EXISTING EQUIPMENT
- ON-VEHICLE—: EXISTING VEHICLE
- ON-PERSON—: EXISTING PERSON
- ON-ANIMAL—: EXISTING ANIMAL
- ON-PLANT—: EXISTING PLANT
- ON-ROCK—: EXISTING ROCK
- ON-DEBRIS—: EXISTING DEBRIS
- ON-OTHER—: EXISTING OTHER

**PROPOSED**

- ON-ELECT—: PROPOSED ELECTRIC
- ON-CATY—: PROPOSED UNDERGROUND CATY
- ON-PROP—: PROPOSED BURIED GAS OR CABLE
- ON-ELEC—: PROPOSED EXISTING EA. CABLE
- ON-VALVE—: PROPOSED EXISTING VALVE
- ON-PIPE—: PROPOSED EXISTING PIPE
- ON-CONCRETE—: PROPOSED CONCRETE
- ON-PAVEMENT—: PROPOSED ASPHALT OR GRAVEL
- ON-GRASS—: PROPOSED GRASS
- ON-TREE—: PROPOSED TREE
- ON-UTILITY—: PROPOSED UTILITY
- ON-STRUCTURE—: PROPOSED STRUCTURE
- ON-OBSTACLE—: PROPOSED OBSTACLE
- ON-SPOT—: PROPOSED SPOT
- ON-CURB—: PROPOSED CURB
- ON-FENCE—: PROPOSED FENCE
- ON-SIGNAL—: PROPOSED SIGNAL
- ON-POST—: PROPOSED POST
- ON-PILE—: PROPOSED PILE
- ON-ANCHOR—: PROPOSED ANCHOR
- ON-FOUNDATION—: PROPOSED FOUNDATION
- ON-FLOOR—: PROPOSED FLOOR
- ON-CEILING—: PROPOSED CEILING
- ON-WALL—: PROPOSED WALL
- ON-ROOF—: PROPOSED ROOF
- ON-DOOR—: PROPOSED DOOR
- ON-WINDOW—: PROPOSED WINDOW
- ON-FURNITURE—: PROPOSED FURNITURE
- ON-EQUIPMENT—: PROPOSED EQUIPMENT
- ON-VEHICLE—: PROPOSED VEHICLE
- ON-PERSON—: PROPOSED PERSON
- ON-ANIMAL—: PROPOSED ANIMAL
- ON-PLANT—: PROPOSED PLANT
- ON-ROCK—: PROPOSED ROCK
- ON-DEBRIS—: PROPOSED DEBRIS
- ON-OTHER—: PROPOSED OTHER

**SITE DATA:**  
**ZONING:**  
 EXISTING: TC - TOWN CENTER DISTRICT  
 PROPOSED: TC - TOWN CENTER DISTRICT  
**USE:**  
 COFFEE SHOP WITH DRIVE-THRU SERVICE  
**ADJACENT ZONING:**  
 RC - REGIONAL CENTER (NORTH)  
 TC-1 - TOWN CENTER-1 (SOUTH)  
 OSC - OFFICE SERVICE COMMERCIAL (EAST)  
 EXPO-1 - LIGHT INDUSTRIAL (WEST)  
**BUILDING AREA (TOTAL SITE)**  
 EXISTING: 458,318 S.F.  
 PROPOSED: 458,366 S.F.  
**BUILDING AREA (COFFEE SHOP SPACE)**  
 EXISTING: 1,824 S.F.  
 PROPOSED: 1,872 S.F.  
**REQUIREMENTS:**  
 REQUIRED MINIMUM FRONT YARD PARKING SETBACK = 20 FT  
 PROVIDED MINIMUM FRONT YARD PARKING SETBACK = 23 FT  
**PARKING (TOTAL SITE):**  
**EXISTING:**  
 BUILDING AREA = 458,318 S.F. (TOTAL SITE)  
 BARRIER FREE SPACES REQUIRED = 28  
 BARRIER FREE SPACES PROVIDED = 46  
 REQUIRED BIKE PARKING = 5% OF 1,805 = 91 SPACES  
 REQUIRED AUTO = 4.0 SPACES/1,000 S.F. GLA = 1,805 SPACES  
 PROVIDED AUTO = 5.59 SPACES/1,000 S.F. GLA = 2,560 SPACES  
**PROPOSED:**  
 BUILDING AREA = 458,366 (TOTAL SITE)  
 BARRIER FREE SPACES = 46  
 REMOVE 23 SPACES  
 PROVIDED = 5.53 SPACES/1,000 S.F. GLA = 2,537 SPACES  
**NOTE:** TOTAL NUMBER OF NOW TOWN CENTER BIKE PARKING SPACES IS UNKNOWN. NO NEW BIKE PARKING SPACES ARE PROVIDED WITH THIS DEVELOPMENT.  
**DRIVE-THRU STACKING SPACES:**  
 REQUIRED PER ORDINANCE 10 (INCLUDING 1 WINDOW SPACE AND 1 MENU BOARD SPACE)  
 PROVIDED FOR QUEUING ANALYSIS: 8-11 (INCLUDING WINDOW SPACE AND MENU BOARD SPACE)  
**LOADING CALCULATIONS:**  
**BUILDING 1:**  
 LOADING REQUIRED = 10 S.F. PER 1 L.F. OF BUILDING FRONTAGE  
 LOADING PROVIDED = 10 S.F. X 103 L.F. = 1,030 S.F.  
**BUILDING 2:**  
 LOADING REQUIRED = 10 S.F. PER 1 L.F. OF BUILDING FRONTAGE  
 LOADING PROVIDED = 10 S.F. X 80 L.F. = 800 S.F.

**NOTE:**  
 CITY OF NOW RIGHT-OF-WAY PERMIT IS REQUIRED FOR WORK WITHIN ANY PUBLIC ROAD RIGHT-OF-WAY AND/OR CITY EASEMENT

NOVI ROAD (VARIABLE WIDTH - PUBLIC)

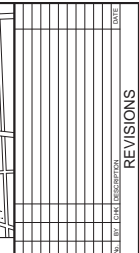
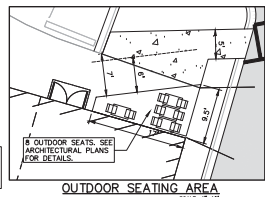
NOVI ROAD (VARIABLE WIDTH - PUBLIC)

**NOISE IMPACT:**  
 ONCE A SPECIFIC TENANT IS KNOWN A NOISE IMPACT STATEMENT WILL BE SUBMITTED BASED ON SPECIFIC TENANT EQUIPMENT. ANY USE WILL MEET ORDINANCE REQUIREMENTS FOR DECIBEL LEVELS.

**OPERATION NOTE:**  
 OUTDOOR SEATING PERMITTED ONLY BETWEEN MARCH 1 AND NOVEMBER 30. NO ALCOHOL WILL BE SERVED IN THE OUTDOOR SEATING AREA. THE OUTDOOR SEATING AREA SHALL HAVE THE SAME HOURS OF OPERATION AS THE INSIDE RESTAURANT

**LIGHTING NOTE:**  
 NO EXISTING LIGHTING IS PROPOSED TO BE IMPACTED. NO ADDITIONAL LIGHTING IS PROPOSED

**ENGINEERING NOTES:**  
 1) ALL SITE WORK (UTILITIES, MATERIALS, PAVEMENTS, ETC.) ARE DESIGNED PER CITY OF NOW DESIGN AND CONSTRUCTION STANDARDS.



**CAUTION!**  
 THIS PLAN IS A PRELIMINARY DESIGN. IT IS NOT TO BE USED FOR CONSTRUCTION OR AS A BASIS FOR OBTAINING PERMITS. THE USER ASSUMES ALL LIABILITY FOR ANY DAMAGE OR INJURY RESULTING FROM THE USE OF THIS PLAN. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED.

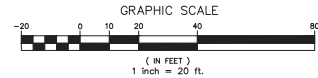
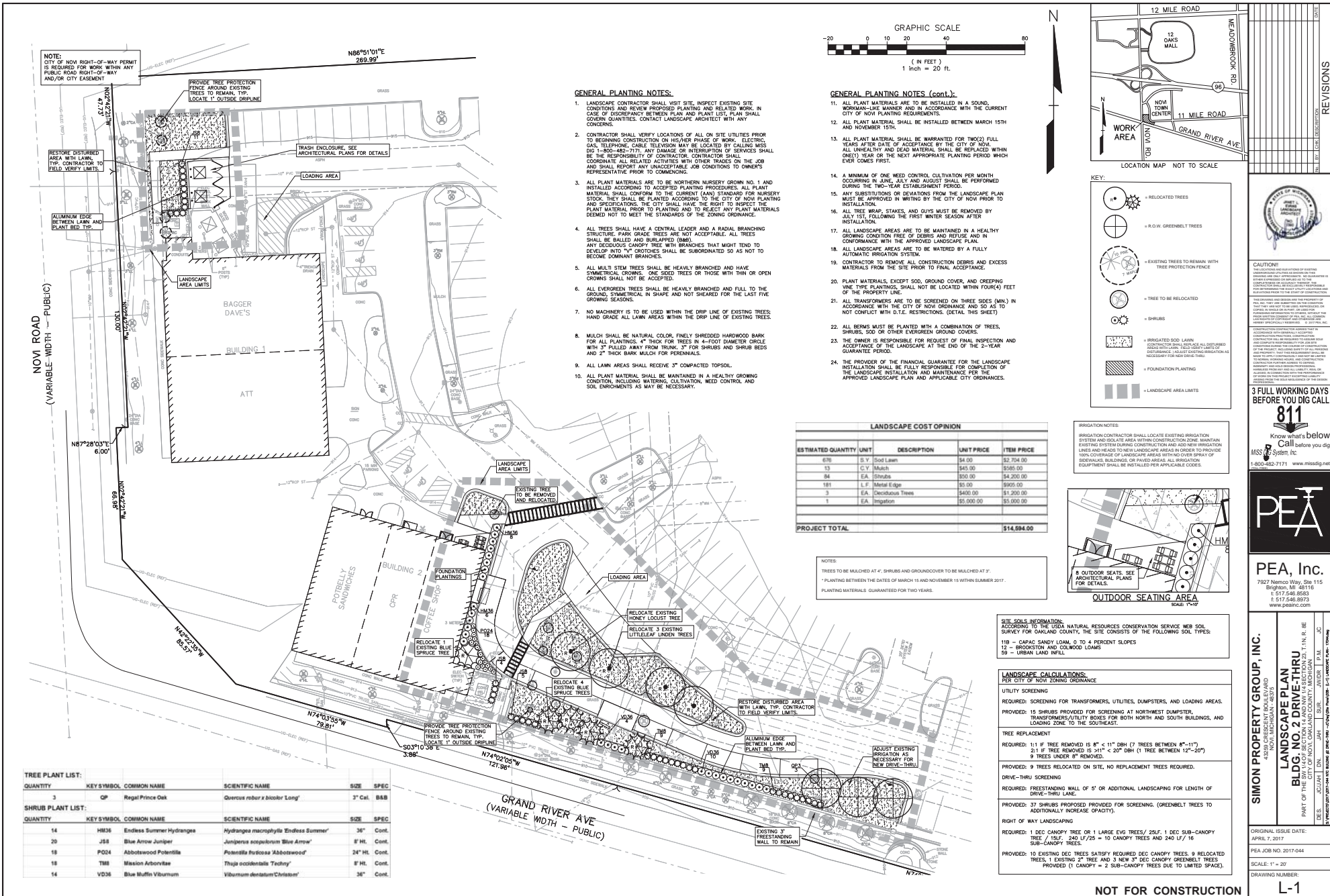
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**SIMON PROPERTY GROUP, INC.**  
 4530 N. HIGHLAND AVENUE  
 ANN ARBOR, MI 48106  
**DIMENSION AND PAVING PLAN**  
**BUILDING NO. 2 DRIVE-THRU**  
 PART OF THE 2017-04-11 ANNUAL RESECTION PLAN, R.E.  
 CITY OF NOW, OAKLAND COUNTY, MICHIGAN  
 D.E.S. JACOB I. DON. JAM. J. SUR. JAVOR I. P.M. J.C.  
 1-800-482-7171 www.missdip.net

ORIGINAL ISSUE DATE: APRIL 7, 2017  
 PEA JOB NO. 2017-044  
 SCALE: 1" = 20'  
 DRAWING NUMBER: C-4

NOT FOR CONSTRUCTION



**GENERAL PLANTING NOTES:**

- LANDSCAPE CONTRACTOR SHALL VISIT SITE, INSPECT EXISTING SITE CONDITIONS AND REVIEW PROPOSED PLANTING AND RELATED WORK IN CASE OF DISCREPANCY BETWEEN PLAN AND PLANT LIST. PLAN SHALL GOVERN QUANTITIES. CONTACT LANDSCAPE ARCHITECT WITH ANY CONCERNS.
- CONTRACTOR SHALL VERIFY LOCATIONS OF ALL ON SITE UTILITIES PRIOR TO BEGINNING CONSTRUCTION ON HIS/HER PHASE OF WORK. ELECTRIC, GAS, TELEPHONE, CABLE TELEVISION MAY BE LOCATED BY CALLING MISS 501-480-4271 AND WATER OR INTERFERENCE OF SERVICES SHALL BE THE RESPONSIBILITY OF CONTRACTOR. CONTRACTOR SHALL COORDINATE ALL RELATED ACTIVITIES WITH OTHER TRADES ON THE JOB AND SHALL REPORT ANY UNACCEPTABLE JOB CONDITIONS TO OWNER'S REPRESENTATIVE PRIOR TO COMMENCING.
- ALL PLANT MATERIALS ARE TO BE NORTHERN NURSERY GROWN NO. 1 AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIAL SHALL CONFORM TO THE CURRENT (ASAP) STANDARD FOR NURSERY STOCK. THEY SHALL BE PLANTED ACCORDING TO THE CITY OF NOVI PLANTING AND SPECIFICATIONS. THE CITY SHALL HAVE THE RIGHT TO INSPECT THE PLANT MATERIAL PRIOR TO PLANTING AND TO REJECT ANY PLANT MATERIALS DEEMED NOT TO MEET THE STANDARDS OF THE ZONING ORDINANCE.
- ALL TREES SHALL HAVE A CENTRAL LEADER AND A RADIAL BRANCHING STRUCTURE. PARK GRADE TREES ARE NOT ACCEPTABLE. ALL TREES SHALL BE BALLED AND BURLAPPED (BMB). ANY OCCASIONAL SANGUARY TREE WITH BRANCHES THAT MIGHT TEND TO DEVELOP INTO "V" CROTCHES SHALL BE SUBORGNATED SO AS NOT TO BECOME DOMINANT BRANCHES.
- ALL M.B.S. STEM TREES SHALL BE HEAVILY BRANCHED AND HAVE SYMMETRICAL CROWNS. ONE SIDED TREES OR THOSE WITH THIN OR OPEN CROWNS SHALL NOT BE ACCEPTED.
- ALL EVERGREEN TREES SHALL BE HEAVILY BRANCHED AND FULL TO THE GROUND. SYMMETRICAL IN SHAPE AND NOT SHEARED FOR THE LAST FIVE GROWING SEASONS.
- NO MACHINERY IS TO BE USED WITHIN THE DRIP LINE OF EXISTING TREES. HAND GRADE ALL LAWN AREAS WITHIN THE DRIP LINE OF EXISTING TREES.
- MULCH SHALL BE NATURAL COLOR, FINELY SHREDED HARDWOOD BARK FOR ALL PLANTINGS. 4" THICK FOR TREES IN 4-FOOT DIAMETER CIRCLE WITH 3" PULLED AWAY FROM TRUNK. 3" FOR SHRUBS AND SHRUB BEDS AND 2" THICK BARK MULCH FOR PERENNIALS.
- ALL LAWN AREAS SHALL RECEIVE 3" COMPACTED TOPSOIL.
- ALL PLANT MATERIAL SHALL BE MAINTAINED IN A HEALTHY GROWING CONDITION, INCLUDING WATERING, CULTIVATION, WEED CONTROL AND SOIL ENRICHMENTS AS MAY BE NECESSARY.

**GENERAL PLANTING NOTES (cont.):**

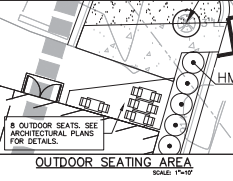
- ALL PLANT MATERIALS ARE TO BE INSTALLED IN A SOUND, WORKMAN-LIKE MANNER AND IN ACCORDANCE WITH THE CURRENT CITY OF NOVI PLANTING REQUIREMENTS.
- ALL PLANT MATERIAL SHALL BE INSTALLED BETWEEN MARCH 15TH AND NOVEMBER 15TH.
- ALL PLANT MATERIAL SHALL BE WARRANTED FOR TWO(2) FULL YEARS AFTER DATE OF ACCEPTANCE BY THE CITY OF NOVI. ALL UNWEALTHY AND DEAD MATERIAL SHALL BE REPLACED WITHIN ONE(1) YEAR OR THE NEXT APPROPRIATE PLANTING PERIOD WHICH EVER COMES FIRST.
- A MINIMUM OF ONE WEED CONTROL CULTIVATION PER MONTH OCCURRING IN JUNE, JULY AND AUGUST SHALL BE PERFORMED DURING THE TWO-YEAR ESTABLISHMENT PERIOD.
- ANY SUBSTITUTIONS OR DEVIATIONS FROM THE LANDSCAPE PLAN MUST BE APPROVED IN WRITING BY THE CITY OF NOVI PRIOR TO INSTALLATION.
- ALL TREE WRAP, STAKES, AND CUTS MUST BE REMOVED BY JULY 1ST, FOLLOWING THE FIRST WINTER SEASON AFTER INSTALLATION.
- ALL LANDSCAPE AREAS ARE TO BE MAINTAINED IN A HEALTHY GROWING CONDITION FREE OF DEBRIS AND REFUSE AND IN CONFORMANCE WITH THE APPROVED LANDSCAPE PLAN.
- ALL LANDSCAPE AREAS ARE TO BE WATERED BY A FULLY AUTOMATIC IRRIGATION SYSTEM.
- CONTRACTOR TO REMOVE ALL CONSTRUCTION DEBRIS AND EXCESS MATERIALS FROM THE SITE PRIOR TO FINAL ACCEPTANCE.
- PLANT MATERIALS, EXCEPT SOIL, GRASS COVER, AND CREEPING VINE TYPE PLANTINGS, SHALL NOT BE LOCATED WITHIN FOUR(4) FEET OF THE PROPERTY LINE.
- ALL TRANSFORMERS ARE TO BE SCREENED ON THREE SIDES (MIN.) IN ACCORDANCE WITH THE CITY OF NOVI ORDINANCE AND SO AS TO NOT CONFLICT WITH D.T.E. RESTRICTIONS. (DETAIL THIS SHEET)
- ALL BERMS MUST BE PLANTED WITH A COMBINATION OF TREES, SHRUBS, SOIL OR OTHER EVERGREEN GROUND COVER.
- THE OWNER IS RESPONSIBLE FOR REQUEST OF FINAL INSPECTION AND ACCEPTANCE OF THE LANDSCAPE AT THE END OF THE 2-YEAR GUARANTEE PERIOD.
- THE PROVIDER OF THE FINANCIAL GUARANTEE FOR THE LANDSCAPE INSTALLATION SHALL BE FULLY RESPONSIBLE FOR COMPLETION OF THE LANDSCAPE INSTALLATION AND MAINTENANCE PER THE APPROVED LANDSCAPE PLAN AND APPLICABLE CITY ORDINANCES.

**LANDSCAPE COST OPINION**

ESTIMATED QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	ITEM PRICE
676	S.V.	Soil Lamin	\$4.00	\$2,704.00
13	C.V.	Mulch	\$45.00	\$585.00
84	E.A.	Shrubs	\$50.00	\$4,200.00
181	L.F.	Material Edge	\$5.00	\$905.00
3	L.F.	Perennials Trees	\$41,200.00	\$123,600.00
1	E.A.	Irrigation	\$5,000.00	\$5,000.00
<b>PROJECT TOTAL</b>				<b>\$14,594.00</b>

**IRRIGATION NOTES:**  
 IRRIGATION CONTRACTOR SHALL LOCATE EXISTING IRRIGATION SYSTEM AND ISOLATE AREA WITHIN CONSTRUCTION ZONE. MAINTAIN EXISTING SYSTEM DURING CONSTRUCTION AND ADD NEW IRRIGATION LINES AND HEADS TO NEW LANDSCAPE AREAS IN ORDER TO PROVIDE 100% COVERAGE OF LANDSCAPE AREAS WITH NO OVER SPRAY OF SIDEWALKS, BUILDINGS OR PAVED AREAS. ALL IRRIGATION EQUIPMENT SHALL BE INSTALLED PER APPLICABLE CODES.

**NOTES:**  
 TREES TO BE MULCHED AT 4". SHRUBS AND GROUND COVER TO BE MULCHED AT 3".  
 \* PLANTING BETWEEN THE DATES OF MARCH 15 AND NOVEMBER 15 WITHIN SUMMER 2017.  
 PLANTING MATERIALS GUARANTEED FOR TWO YEARS.



**TREE PLANT LIST:**

QUANTITY	KEY SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE	SPEC
3	QP	Regal Prince Oak	<i>Quercus robur x bicolor</i> Long'	3"	Cal. BAB

**SHRUB PLANT LIST:**

QUANTITY	KEY SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE	SPEC
14	HM36	Endless Summer Hydrangeas	<i>Hydrangea macrophylla</i> 'Endless Summer'	36"	Cont.
20	J88	Blue Arrow Juniper	<i>Juniperus scopulorum</i> 'Blue Arrow'	8" Ht.	Cont.
18	PO24	Abbotswood Potentilla	<i>Potentilla fruticosa</i> 'Abbotswood'	24" Ht.	Cont.
18	T888	Mission Arborvitae	<i>Thuja occidentalis</i> 'Tudorhy'	8" Ht.	Cont.
14	VD36	Blue Muffin Viburnum	<i>Viburnum dentatum</i> 'Christen'	36"	Cont.

**REVISIONS**

NO.	DATE	DESCRIPTION

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**SIMON PROPERTY GROUP, INC.**  
 4500 NICHOLAN AVE, SUITE 200  
 NOVI, MI 48220  
**LANDSCAPE PLAN**  
**BLDG NO 2 DRIVE THRU**  
 PART OF THE 2017-04-20 ANNUAL BUDGET FOR THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN  
 D.E.S. JACOB E. DON. JAN. 2017. SUR. ZAVOR. T. PAUL. JC.  
 17/04/2017 09:58:30 AM

ORIGINAL ISSUE DATE: APRIL 7, 2017  
 PEA JOB NO. 2017-044  
 SCALE: 1" = 20'  
 DRAWING NUMBER: L-1

NOT FOR CONSTRUCTION



## PLANNING REVIEW



# PLAN REVIEW CENTER REPORT

April 28, 2017

## Planning Review

Building No.2 Town Center Drive Thru

JSP 17-08

### Petitioner

Novi Town Center Investors, LLC

### Review Type

Preliminary and Final Site Plan

### Property Characteristics

<b>Section</b>	14	
<b>Site Location</b>	Novi Town Center	
<b>Site School District</b>	Novi Community School District	
<b>Site Zoning</b>	TC- Town Center	
<b>Adjoining Zoning</b>	North	TC: Town Center
	East	OSC: Office Service Commercial
	West	TC: Town Center
	South	TC-1: Town Center One
<b>Current Site Use</b>	Shopping Center	
<b>Adjoining Uses</b>	North	Restaurants
	East	Hotels
	West	Shopping Center
	South	Retail/Restaurants
<b>Site Size</b>	Total Site: 47.77 Acres	
<b>Plan Date</b>	April 07, 2017	

### Project Summary

The applicant is proposing a coffee shop with a drive-thru in the existing building no.2 in the Town Center Development. The site plan proposes removing 23 parking spaces to allow for a drive-thru lane with 11 stacking spaces. Other improvements include relocating the existing dumpster and proposing a new loading space and additional improvements required for a drive-thru. On January 23, 2017 City Council approved a text amendment in order to permit Drive-Through Restaurants as a Special Land Use in the TC Town Center District based on certain conditions. The text amendment also requires that the restaurant proposes a minimum of eight outdoor seating.

### ARTICLE 4.40.3 RESTAURANTS IN THE CHARACTER OF A FAST FOOD CARRYOUT, DRIVE-IN, FAST FOOD DRIVE-THROUGH, OR FAST FOOD SIT-DOWN

In the TC-1 and TC district, fast food drive-through restaurants are permitted as a special land use subject to the following conditions:

B. For TC District only:

In the TC District only, a fast food drive-through restaurant shall apply to a retail use that primarily sells beverages and bakery goods.

- i. A minimum 1100 square foot area with indoor seating for at least 20 people shall be provided.
- ii. An outdoor seating area comprising at least 8 seats and in compliance with the provisions of Section 4.84 of the Zoning Ordinance shall be provided.



- iii. The site shall have a frontage on a private collector Local Street (staff change) and at least 100 feet of frontage on an arterial road.
- iv. The building shall be located within 300 feet of an intersection of two Arterial roads, but provide two-way access only from a Local Street, as identified on the City of Novi Thoroughfare Classification Plan. (staff change)
- v. No more than one fast food drive-through restaurant shall be located per intersection. (staff addition)

C. For both TC and TC-1 districts:

- i. The site plan shall be designed to achieve traffic circulation features both within the site and in relation to access streets that assure the safety and convenience of pedestrian traffic. Pedestrian connections to sidewalks and all adjacent uses shall be provided that ensure pedestrians are kept out of the travel path of vehicles visiting the site as much as possible. The drive through lanes shall provide sufficient space so that motor vehicles will not impede the circulation of pedestrians, cyclists and motorists. Drive-through lanes shall be set back to the largest extent feasible from any designated pedestrian access (sidewalks, crosswalks, etc.). A low brick wall shall be provided wherever suitable to minimize potential conflicts between pedestrians and exiting drive through traffic.
- ii. The drive-through shall be accessory to a full-service, indoor use on-site.
- iii. Drive-through lanes shall be screened from view from adjacent properties by the building, a decorative screen wall or landscaping planted to achieve a minimum opacity of ninety (90) percent during the summer and eighty (80) percent during the winter.
- iv. No parcel with a drive-through restaurant shall be located closer than one-hundred fifty (150) feet from any other parcel with a drive-through restaurant.
- v. In addition to the special land use requirements noted in Section 6.1.2.C, the Planning Commission shall make a finding that the proposed plan will not have an adverse impact on the site and on the adjacent lands and uses with respect to landscaping, screening, off-street parking, vehicular and pedestrian circulation, and the compatibility of its physical design with respect to adjacent buildings.
- vi. An outdoor seating area comprising at least eight seats and in compliance with the provisions of Section 4.84 of the Zoning Ordinance shall be provided.
- vii. A Traffic Impact Statement prepared in accordance with the standards in the City of Novi Site Plan and Development Manual.

**Recommendation**

Approval of the *Preliminary and Final Site Plan is recommended*. The plan mostly conforms to the requirements of the Zoning Ordinance, with a few deviations listed in this and other review letters. **City Council's approval after review and recommendation from Planning Commission's for Preliminary Site Plan, Special Land Use and Storm Water Management Plan is required.**

**Site Plan and Special Land Use Approval**

Per Section 3.271.A for all uses permitted in the TC and TC-1 districts, site plans shall be submitted for preliminary approval by the Planning Commission, in accordance with the provisions of this ordinance and other applicable ordinances. In those instances where the site under development is five (5) acres or more in area, preliminary site plan approval shall be by the City Council after review and recommendation by the Planning Commission.

The site plan is proposing a drive-thru in Town Center district which requires a Special Land Use Permit. **This must be approved by the City Council after review and recommendation by Planning Commission in accordance with requirements of Section 6.1.2.C for special land uses and subject to the public hearing requirements set forth and regulated in Section 6.2.**

Section 6.1.2.C of the Zoning Ordinance outlines specific factors the Planning Commission shall consider in the review of any Special Land Use:

- i. Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on existing thoroughfares in terms of overall volumes, capacity, safety, vehicular turning patterns, intersections, view obstructions, line of sight, ingress and egress, acceleration/deceleration lanes, off-street parking, off-street loading/unloading, travel times and thoroughfare level of service.
- ii. Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on the capabilities of public services and facilities, including water service, sanitary sewer service, storm water disposal and police and fire protection to service existing and planned uses in the area.
- iii. Whether, relative to other feasible uses of the site, the proposed use is compatible with the natural features and characteristics of the land, including existing woodlands, wetlands, watercourses and wildlife habitats.
- iv. Whether, relative to other feasible uses of the site, the proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood.
- v. Whether, relative to other feasible uses of the site, the proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use.
- vi. Whether, relative to other feasible uses of the site, the proposed use will promote the use of land in a socially and economically desirable manner.
- vii. Whether, relative to other feasible uses of the site, the proposed use is
  - a. Listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and
  - b. Is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located.

### **Ordinance Requirements**

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. **Deviations from the Zoning Ordinance are listed below.**

Items in **bold** below must be addressed and incorporated as part of the Electronic stamping set:

1. Noise Impact Statement:
2. Dumpster Location: **The proposed dumpster location conflicts with the parking spaces and sanitary sewer easement. Refer to Engineering and Traffic review for more details**
3. Plan Review Chart: **Refer to other minor comments in Plan Review Chart for more information requested with the electronic stamping set**

### **Other Reviews**

- a. Engineering Review: Additional comments to be addressed with Final Site Plan. Engineering recommends approval.
- b. Landscape Review: Additional comments to be addressed with Final Site Plan. Landscape recommends approval.
- c. Wetlands Review: The proposed project limits do not contain regulated wetlands. Wetlands review is not required this site plan.
- d. Woodlands Review: The proposed project limits do not contain regulated trees. Woodland review is not required this site plan.
- e. Traffic Review: Additional comments to be addressed with Final Site Plan. Traffic does not recommend approval.
- f. Traffic Study Review: Traffic recommends approval with additional information to be submitted with revised study.
- g. Facade Review: A section 9 waiver is not required. Façade recommends approval.
- h. Fire Review: Fire recommends approval.



### **NEXT STEP: Planning Commission Meeting**

This Site Plan is scheduled to go before Planning Commission for public hearing on May 24, 2017. Please provide the following **no later than May 15, 2017** if you wish to keep the schedule.

1. Original Site plan submittal in PDF format. **NO CHANGES MADE**
2. A response letter addressing ALL the comments from ALL the review letters and **a request for waivers as you see fit.**
3. A color rendering of the Site Plan, if any.

### **Final Site Plan Submittal**

After receiving the Preliminary Site Plan approval, please submit the following for Final site plan review and approval

1. Seven copies of Final Site Plan addressing all comments from Preliminary review
2. Response letter **addressing all comments and refer to sheet numbers where the change is reflected.**
3. Final Site Plan Application
4. Final Site Plan Checklist
5. Engineering Estimate
6. Landscape Estimate
7. Other Agency Checklist
8. Hazardous Materials Packet (Non-residential developments)
9. Non-Domestic User Survey (Non-residential developments)
10. No Revision Façade Affidavit (if no changes are proposed for Façade)
11. Legal Documents as required per the attached Planning and Engineering Legal Transmittals

### **Electronic Stamping Set Submittal and Response Letter**

After receiving Final Site Plan approval, please submit the following for Electronic stamping set approval:

1. Plans addressing the comments in all of the staff and consultant review letters in PDF format.
2. Response letter addressing all comments in ALL letters and ALL charts and **refer to sheet numbers where the change is reflected.**

### **Stamping Set Approval**

Stamping sets are still required for this project. After having received all of the review letters from City staff the applicant should make the appropriate changes on the plans and submit **10 size 24" x 36" copies with original signature and original seals,** to the Community Development Department for final Stamping Set approval. Plans addressing the comments in all of the staff and consultant review letters should be submitted electronically for informal review and approval prior to printing Stamping Sets.

### **Site Addressing**

**A new address is not required for this project.** 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 by clicking on this [link](#).

Please contact the Ordinance Division 248.735.5678 in the Community Development Department with any specific questions regarding addressing of sites.

### **Signage**

**Exterior Signage is not regulated by the Planning Division or Planning Commission.** Sign permit applications that relate to construction of a new building or an addition to an existing building may be submitted, reviewed, and approved as part of a site plan application. Proposed signs shall be shown on the preliminary site plan. Alternatively, an applicant may choose to submit a sign application to the Building Official for administrative review. Following preliminary site plan approval, any application to amend a sign permit or for a new or additional sign shall be submitted to the Building Official. Please contact the Ordinance Division 248.735.5678 for information regarding sign permits.

### **Street and Project Name**

**This project does not require approval from the Street and Project Naming Committee.** Please contact Richelle Leskun (248-347-0579) in the Community Development Department for additional information. The address application can be found by clicking on this [link](#).

### **Parcel Split/Combination**

**A parcel split/combination is not proposed at this time.** The applicant must create this parcel prior to Stamping Set approval and/or applying for new site address. Plans will not be stamped until the parcel is created.

### **Pre-Construction Meeting**

**A Pre-Construction meeting is required for this project.** 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.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5607 or [skomaragiri@cityofnovi.org](mailto:skomaragiri@cityofnovi.org).

---

Sri Ravali Komaragiri – Planner





**PLANNING REVIEW CHART: TC - Town Center District; Drive-Thru**

**Review Date:** May 01, 2017  
**Review Type:** Preliminary/Final Site Plan  
**Project Name:** **NOVI TOWN CENTER : OUT BUILDING DRIVE-THRU**  
**Plan Date:** April 07, 2017  
**Prepared by:** Sri Ravali Komaragiri, Planner  
**E-mail:** [skomaragiri@cityofnovi.org](mailto:skomaragiri@cityofnovi.org) **Phone:** 248.347.05607

Items in **Bold** in the comments column need to be addressed by the applicant with the Preliminary Site Plan Submittal. Items in Underline need to be addressed by the applicant with Stamping Set Submittal.

Item	Required Code	Proposed	Meets Code	Comments
<b>Zoning and Use Requirements</b>				
<b>Master Plan</b> <i>(adopted Aug. 25, 2010)</i>	TC Commercial	No Change	Yes	
<b>Area Study</b>	Town Center Area Study Recommends to consider events in redeveloped park/feature community space such as farmers market, ethnic food market , art market etc	The proposed use also includes outdoor seating	Yes	
<b>Zoning</b> <i>(Effective Dec. 25, 2013)</i>	TC: Town Center	No Change		
<b>Uses Permitted</b>	Sec. 3.1.25.B. - Principal Uses Permitted Sec. 3.1.25.C. – Special Land Uses Permitted	Special Land Use: Fast food Drive-Thru	Yes	
<b>Site Plan Review (Sec. 6.1)</b>	- Administrative Approval - Planning Commission Approval - Planning Commission recommendation to City Council	This would require a 15 day Public hearing for Planning Commission recommendation to City Council	Yes	
<b>Restaurant in the Character of a Fast Food Carryout, Drive-In, Fast Food Drive-Through, or Fast Food Sit Down (Sec. 4.40.3) (Ordinance Amendment 18 . 277)</b>				
<b>Noise Impact Statement</b> <i>(Sec. 4.40.1)</i>	A noise impact statement is required subject to the standards of Sec. 5.14.10.B.	Applicant indicated to submit the statement once the tenant is identified	Yes?	<b>Planning Commission should approve the delay in submission</b>

Item	Required Code	Proposed	Meets Code	Comments
<b>Fast food Use</b> <i>(Sec. 4.40.3.B.i)</i>	A retail use that primarily sells beverages and bakery goods	Coffee Shop	Yes	
<b>Minimum Size Requirements</b> <i>(Sec. 4.40.3.B.ii)</i>	- 1100 square foot area minimum - indoor seating for at least 20 people	1,872 sf	Yes	
<b>Minimum Frontage</b> <i>(Sec. 4.40.3.B.iii)</i>	- frontage on a local street - 100' minimum frontage on an arterial road	Frontage on Eleven Mile Road (local road) and Grand River Avenue (Arterial)	Yes	
<b>Maximum Distance from the intersection of two arterial roads</b> <i>(Sec. 4.40.3.B.iv)</i>	300 feet maximum	190 ft	Yes	
<b>Number of drive-thru per intersection</b> <i>(Sec. 4.40.3.B.v)</i>	Maximum One	This is the first one	Yes	
<b>Site Location and Access</b> <i>(Sec. 4.40.3.B.vi)</i>	- At the intersection of two arterial streets - two-way access <u>ONLY</u> from a Local Street	Located at the intersection of Grand River Avenue and Novi Road (Arterials) and two-way access from Eleven Mile Road and Ingersol Drive (local) only	Yes	
<b>Pedestrian Circulation</b> <i>(Sec. 4.40.3.C.i)</i>	- assure the safety and convenience of pedestrian traffic - ensure pedestrians are kept out of the travel path of vehicles visiting the site as much as possible - set back to the largest extent feasible from any designated pedestrian access - A low brick wall shall be provided wherever suitable to minimize potential conflicts between pedestrians and exiting drive through traffic	Plans have been revised to meet the requirements for safety and convenience	Yes	
<b>Accessory Use</b>	The drive-through shall	The drive-through is	Yes	



Item	Required Code	Proposed	Meets Code	Comments
(Sec. 4.40.3.C.ii)	be accessory to a full-service, indoor use on-site.	accessory to the coffee shop		
<b>Drive-Thru Screening Requirements from adjacent properties</b> (Sec. 4.40.3.C.iii)	Screening to include a decorative screen wall or landscaping planted to achieve a minimum opacity of 90% during the summer and 80 % during the winter.	Some screening is provided. Plans require few minor modifications to meet the requirement.	Yes?	<b>Refer to Landscape comments for more details</b>
<b>Planning Commission Findings</b> (Sec. 4.40.3.C.iv)	<ul style="list-style-type: none"> <li>- Special land use requirements noted in Section 6.1.2.C</li> <li>- No adverse impact on the site and on the adjacent lands and uses with respect to landscaping, screening, off-street parking, vehicular and pedestrian circulation, and the compatibility of its physical design with respect to adjacent buildings.</li> </ul>	To be determined at the Planning Commission and City Council meeting	Yes	
<b>Outdoor Seating</b> (Sec. 4.40.3.C.v)	<ul style="list-style-type: none"> <li>- Minimum 8 seats</li> <li>- Refer to Sec.4.84 for more details</li> </ul>	8 seats proposed	Yes	
<b>Traffic Impact Statement</b> (Sec. 4.40.3.C.vi)	In accordance with the standards in the City of Novi Site Plan and Development Manual.	Applicant has provided a queuing analysis in lieu of Traffic Impact Statement based on discussion with staff	Yes	<b>Refer to Traffic review for more details.</b>
<b>Drive-through Lanes</b> (Sec. 5.3.11)				
<b>Drive-through Lanes Separation</b> (Sec. 5.3.11.A,C)	Drive-through lanes shall be separate from the circulation routes & lanes necessary for ingress to & egress from the property	Drive-thru lanes are provided farther from ingress and egress.	Yes	
<b>Drive-through setbacks</b> (Sec. 5.3.11.A,B)	Drive through shall follow parking setback requirements and applicable parking lot landscaping requirements	23 ft.	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>Bypass Lane for Drive-through</b> (Sec. 5.3.11.D)	Drive-through facilities shall provide 1 bypass lane, min. of 18 ft. in width, unless otherwise determined by the Fire Marshal	22 ft. (11 ft. of drive-thru and 11 ft. of bypass lane)	Yes	
<b>Width &amp; Centerline Radius of Drive-through Lanes</b> (Sec. 5.3.11.E,F,H)	Drive-through lanes shall have a minimum 9 ft. width, centerline radius of 25 ft. and a minimum length of 19 ft.	Meet the requirement	Yes	
<b>Drive-through Lane Delineated</b> (Sec. 5.3.11.G)	Drive-through lanes shall be striped, marked, or otherwise delineated	Lane markings indicated in yellow	No	<b>Change the color to white</b>
<b>Drive-Thru Stacking Spaces</b> (Sec. 5.3.11.I)	The distance between the order board and the pick-up window shall store four (4) vehicles, and four (4) vehicles shall be stored in advance of the menu board (not including the vehicles at the pick-up window and menu board).	4 vehicles between drive-thru window and menu board and 4 from menu board.  Queuing analysis suggested a total of 11 stacking spaces, which is what the plan proposes	Yes	
<b>Outdoor Sales and Seating (Sec 4.84)</b>				
<b>Accessory Use</b> (Sec. 4.84)	Outdoor seating as an accessory use is allowed per section 4.84.	Outdoor seating for 8 people is proposed.	Yes	
<b>Site Plan Review</b> (Sec. 4.84.1)	If the seating area is proposed as part of a site plan application it shall require site plan review and approval by the Planning Commission	The seating will be reviewed along with the current site plan	Yes	
<b>Building and fire codes</b> (Sec. 4.84.1)	Outdoor seating areas shall also comply with all applicable building and fire codes	Will be reviewed with Outdoor seating permit	NA	
<b>Timings</b> (Sec. 4.84.2)	Permitted between March 1 <sup>st</sup> and November 30 <sup>th</sup> .	Note added to plan	Yes	
<b>Pathway</b> (Sec. 4.84.4)	Outdoor seating areas shall be located in a manner to maintain a minimum pathway width	6 feet clear space indicated	Yes	



Item	Required Code	Proposed	Meets Code	Comments
	of six (6) feet (clear of structures such as light poles, trees and hydrants) along the sidewalk			
<b>Enclosure</b> (Sec. 4.84.4)	It shall be enclosed where there is alcohol service.	Note added that no alcohol will be served	Yes	
<b>Location</b> (Sec. 4.84.5)	If located in public, ROW, then approval from all relate agencies is required. Additional requirements may apply.	It is not located in Public-Right of way	NA	
<b>Parking</b> (Sec. 4.84.6)	For more than 20 seating, parking shall be calculated.	Outdoor seating for 8 people is proposed	Yes	
<b>Hours of Operation</b> (Sec. 4.84.7)	Hours of operation same as inside restaurant.	Note added to plan	Yes	
<b>Height, bulk, density and area limitations</b>				
<b>Frontage on a Public Street.</b> (Sec. 5.12) <b>Access To Major Thoroughfare</b> (Sec. 5.13)	Frontage on a Public Street and access to major thoroughfare are required	The site has frontage and access to Novi Road	Yes	
<b>Open Space Area</b> (Sec. 3.27.1 F)	15% (permanently landscaped areas and pedestrian plaza areas)	Existing : 17.61% Proposed: 17.65%	Yes	
<b>Open Space for Multi-family residential</b> (Sec. 3.1.25 D)	200 SF per dwelling unit	No residential proposed	NA	
<b>Maximum % of Lot Area Covered</b> (By All Buildings) (Sec. 3.6.2 D)	No Maximum	Changes are proposed within the existing building	NA	
<b>Building Height</b> (Sec. 3.1.25 D)	65 ft. or 5 stories, whichever is less	No change is proposed to existing building height	NA	
<b>Building Setbacks</b> (Sec 3.1.25 D)				

Item	Required Code	Proposed	Meets Code	Comments
Front (Grand River Avenue)	50' (but can be reduced based upon PC recommendation for sites under 5 acres)	Changes are proposed within the existing building	NA	
Exterior Side (Ingersol Drive and Novi Road)	50' (but can be reduced based upon PC recommendation for sites under 5 acres)			
Rear (north)	50' (but can be reduced based upon PC recommendation for sites under 5 acres)			
<b>Parking Setback (Sec 3.1.25.D)</b>				
Front (Grand River Avenue)	20 ft.	No change to existing parking boundaries	NA	
Exterior Side (Ingersol Drive and Novi Road)	20 ft.	Drive-thru lanes meet the parking setbacks		
Rear (north)	20 ft.			
<b>Note To District Standards (Sec 3.6.2)</b>				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard (50')	No change proposed to existing yards	NA	
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Off-street parking is allowed in front yard, as long as it's outside of the required setback (20')	No change proposed	NA	
Distance between buildings (Sec 3.6.2.H&L)	If site abuts a residential zone, buildings must be set back at least 3' for each 1' of building height, but in no case can be less than 20' setback	Does not abut residential zone	NA	
Wetland/Watercourse Setback (Sec 3.6.2.M)	A setback of 25ft from wetlands and from high watermark course shall be maintained	No wetlands exist on site	NA	
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.	No change proposed	NA	
Modification of	The Planning Commission	No change proposed	NA	

Item	Required Code	Proposed	Meets Code	Comments
<b>setback requirements</b> (Sec 3.6.2.Q)	may modify setback requirements based on its determination according to Sec 3.6.2.Q			
<b>TC District Required Conditions</b> (Sec 3.27)				
<b>Surface parking lot screening</b> (3.27.1 D)	Parking areas must be screened by either a 2.5' brick wall or a landscaped berm	No additional parking proposed	NA	
<b>Façade materials</b> (Sec. 3.27.1 G)	All sides of the building and accessory buildings must have the same materials. Façade materials may deviate from brick or stone with PC approval	Revised building elevations are provided. Façade is in full compliance	Yes	
<b>Parking requirement reduction</b> (Sec. 3.27.1 H)	PC may allow parking requirement reduction when parking areas serve dual functions	Required 1,805 Proposed after current revisions: 2,537 spaces	Yes	
<b>Sidewalks required</b> (Sec. 3.27.1 I)	Sidewalks required along Novi (8'), Crowe (5') and Ingersol (5') roads.	Existing	NA	
<b>Bicycle Paths</b> (Sec. 3.27.1 J)	Bike paths required to connect to adjacent residential & non-residential areas. No paths in area	No bicycle paths proposed	NA	
<b>Development amenities</b> (Sec. 3.27.1 L)	All sites must incorporate amenities such as exterior lighting, outdoor furniture, safety paths in accordance with Town Center Study Area	Bike parking, planters, bench, trash, sidewalks, and lighting proposed	Yes	
<b>Uses within structure</b> (Sec. 3.27.1 M)	Residential use must be above commercial and office at all times. Levels with split uses not permitted	Existing coffee shop replaces with new one	Yes	
<b>Parking, Loading and Dumpster Requirements</b> (5.3 site specific review required)				
<b>Required Parking Calculation for Planned commercial or shopping centers</b>	One (1) for each 250 square feet of GLA (4 spaces per 1,000 sq. ft. GLA) at 400,000 square feet	Required 1,805 Proposed after current revisions: 2,537 spaces	Yes	



Item	Required Code	Proposed	Meets Code	Comments
(Sec. 5.2.12.C)				
<b>Parking Space Dimensions and Maneuvering Lanes</b> (Sec. 5.3.2)	<ul style="list-style-type: none"> <li>- 90° Parking: 9 ft. x 19 ft.</li> <li>- 24 ft. two way drives</li> <li>- 9 ft. x 17 ft. parking spaces allowed as long as detail indicates a 4" curb at these locations</li> </ul>	Modifications are proposed to the existing parking lot. But all proposed spaces appear to be 90° parking.	Yes	
<b>Parking lot entrance offset</b> (Sec. 5.3.6)	Parking lot entrances must be set back 25' from any single-family residential district.	Does not abut single-family residential	NA	
<b>End Islands</b> (Sec. 5.3.12)	<ul style="list-style-type: none"> <li>- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles.</li> <li>- The end islands shall generally be at least 8 ft. wide, have an outside radius of 15 ft., and be constructed 3 ft. shorter than the adjacent parking stall</li> </ul>	Proposed end islands	Yes	
<b>Parking stall located adjacent to a parking lot entrance</b> (public or private) (Sec. 5.3.13)	<ul style="list-style-type: none"> <li>- Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer</li> </ul>	No changes are proposed at the entrance to the parking lot	NA	
<b>Barrier Free Spaces</b> <i>Barrier Free Code</i>	<p>For 1001 and over, 20 plus 1 for each 100 over 1000</p> <p>For 2,562: 20+16 = 36 spaces</p>	Additional barrier free spaces are not proposed	NA	
<b>Barrier Free Space Dimensions</b> <i>Barrier Free Code</i>	<ul style="list-style-type: none"> <li>- 8' wide with an 8' wide access aisle for van accessible spaces</li> <li>- 8' wide with a 5' wide access aisle for regular accessible spaces</li> </ul>		NA	
<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	Additional barrier free spaces are not proposed	NA	

Item	Required Code	Proposed	Meets Code	Comments
<b>Minimum number of Bicycle Parking for Shopping Centers</b> <i>(Sec. 5.16.1)</i>	Five (5) percent of required automobile spaces, minimum eight spaces 2,562 spaces = 128 bike spaces	Additional bike racks are not proposed	NA	
<b>Bicycle Parking General requirements</b> <i>(Sec. 5.16)</i>	<ul style="list-style-type: none"> <li>- No farther than 120 ft. from the entrance being served</li> <li>- When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations</li> <li>- Spaces to be paved and the bike rack shall be inverted "U" design</li> <li>- Shall be accessible via 6 ft. paved sidewalk</li> </ul>	Additional bike racks are not proposed	NA	
<b>Bicycle Parking Lot layout</b> <i>(Sec 5.16.6)</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	Additional bike racks are not proposed	NA	
<b>Loading Space Area</b> <i>(Sec. 5.4.2)</i>	Within TC zoning, loading space shall be provided in the rear yard (or in the interior side yard beyond the side yard setback for double frontage lots) in the ratio of 10 sq. ft. per front foot of building.	Located in side yard	Yes	
<b>Loading Space Screening</b> <i>(Sec. 5.4.2 B)</i>	Loading area must be screened from view from adjoining properties and from the street.	Loading space screening meets the code	Yes	
<b>Dumpster</b> <i>Sec 4.19.2.F</i>	<ul style="list-style-type: none"> <li>- Located in rear yard</li> <li>- Attached to the building or no closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback (20 ft.)</li> <li>- Rear lot abuts ROW, 50</li> </ul>	Existing dumpster is relocated farther away from Building 2	No	<b>The proposed dumpster location conflicts with the parking spaces and sanitary sewer easement. Refer to Engineering and Traffic review for more details</b>

Item	Required Code	Proposed	Meets Code	Comments
	ft. setback required. - Away from Barrier free Spaces			
<b>Dumpster Enclosure</b> <i>Sec. 21-145. (c)</i> <i>Chapter 21 of City Code of Ordinances</i>	- Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery	Screening meets the requirements	Yes	
<b>Building Code and Other Requirements</b>				
<b>Exterior Building Wall Façade Materials</b> (Sec. 5.15)	Region 1 level façade	Revised elevations are submitted	Yes	
<b>Roof top equipment and wall mounted utility equipment</b> <i>Sec. 4.19.2.E.ii</i>	All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	No changes to existing	NA	
<b>Building Code</b>	Building exits must be connected to sidewalk system or parking lot.	No changes to existing	NA	
<b>Design and Construction Standards Manual</b>	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	No changes to existing	NA	



Item	Required Code	Proposed	Meets Code	Comments
<b>General layout and dimension of proposed physical improvements</b>	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Some provided	Yes	
<b>Preliminary site plan checklist – item 27 (on City website under “forms”)</b>	Existing on-site and off-site driveways must be illustrated within 200’ of property if located on a major thoroughfare.	Provided	Yes	
<b>Economic Impact</b>	<ul style="list-style-type: none"> <li>- Total cost of the proposed building &amp; site improvements</li> <li>- Number of anticipated jobs created (during construction &amp; after building is occupied, if known)</li> </ul>	Not provided	No	<b>Please provide the required information with Preliminary Site Plan</b>
<b>Development/ Business Sign &amp; Street addressing</b>	<ul style="list-style-type: none"> <li>- Signage if proposed requires a permit.</li> <li>- The applicant should contact the Building Division for an address prior to applying for a building permit.</li> </ul>	No signage illustrated		<b><u>Contact Jeannie Niland regarding sign permit 248-347-0438</u></b>
<b>Project and Street naming</b>	Some projects may need approval from the Street and Project Naming Committee.		NA	
<b>Property Split</b>	The proposed property split must be submitted to the Assessing Department for approval.	No split proposed		
<b>Lighting and Photometric Plan (Sec. 5.7)</b>				
<b>Intent (Sec. 5.7.1)</b>	Establish appropriate minimum levels, prevent unnecessary glare, reduce spill-over onto	No changes to existing building and site lighting	NA	

Item	Required Code	Proposed	Meets Code	Comments
	adjacent properties & reduce unnecessary transmission of light into the night sky			

**NOTES:**

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4, and 5 of the zoning ordinance for further details.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

## ENGINEERING REVIEW





## PLAN REVIEW CENTER REPORT

May 3, 2017

### Engineering Review

Novi Town Center Drive-Thru (JSP17-0008)

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#### Applicant

Novi Town Center

#### Review Type

Preliminary and Final Site Plan and Stormwater Management Plan

#### Property Characteristics

- Site Location: Novi Town Center at the northeast corner of Novi Road and Grand River Avenue
- Site Size: 47.77 acres (as noted on plan)
- Plan Date: 04/07/17
- Design Engineer: PEA, Inc.

#### Project Summary

- Proposed addition of a drive-through window to Building 2 of the Novi Town Center shopping center. Removal of existing parking spaces to construct a drive-thru lane for the proposed coffee shop.
- Proposed new sidewalk and curb for additional loading zone at the northwest corner of the site.
- An 8" public water main sewer exists within the project site. There is no water main extension or connection necessary or required for this project.
- A 10" public sanitary sewer exists within the project site. There is no sanitary sewer extension or connection necessary or required for this project.
- Storm sewer is existing all throughout the project site. There is no storm sewer extension involved with this project other than replacement and/or rim cover adjustment of a few storm structures.

#### Recommendation:

**Approval of the combined Preliminary and Final Site Plan and Storm Water Management Plan is recommended, subject to items being addressed on the Stamping Set submittal.**

**Comments:**

The Preliminary Site Plan and Final Site Plan meets the general requirements of the design and construction standards as set forth in Chapter 11 of the Novi Codified Ordinance, the Storm Water Management Ordinance and the Engineering Design Manual with the following exceptions, which can be addressed at Stamping Set submittal:

General

1. Sheet C-4: Locate the proposed drive-thru menu board outside of the existing sanitary sewer easement. Show a portion of said easement on the same plan sheet as a reference relative to the menu board location.
2. **Sheet C-4: Locate the proposed trash enclosure wall foundation outside of the existing sanitary sewer easement. Show a portion of said easement on the same plan sheet as a reference relative to the trash enclosure wall location.**
3. Sheet C-5: It appears that the proposed top-of-curb elevations on south side of new driveway are substantially higher than those existing ground elevations on north side of the existing brick wall. Although there is an existing beehive cover catch basin (with rim elevation=911.28) midway between the east and west ends of this area, it is not clear on the plan how runoff will reach this catch basin.
4. Sheet C-2: Indicate removal of the existing crosswalk striping on plan.
5. Sheet C-4/C-5: Note and show the proposed detectable warning surface on sidewalk ramp at new crosswalk.
6. Sheet C-5: Adjusting the existing storm sewer cleanout (c.o.) from 912.25 to 912.75 indicates that the proposed concrete curb will go around the said c.o. on the pavement side creating a protrusion on the drive-thru by-pass lane. This curb should go around said c.o. on the landscaped area side.

Utilities

7. Sheet C-1: Note the liber and page numbers of existing utility easements on plan.

Soil Erosion and Sedimentation Control

8. Soil Erosion and Sedimentation (SESC) permit is not required for this project based on the area size of disturbance but this does not relieve the developer from his responsibility to provide adequate temporary SESC measures during construction of the project.

**The following must be submitted with the Electronic Stamping Set Submittal:**

9. The City standard detail sheets are required with the Stamping Set submittal. They can be found on the City website ([www.cityofnovi.org/DesignManual](http://www.cityofnovi.org/DesignManual)).

- (Note that these standard detail sheets are not required with the Final Site Plan submittal.)
10. The Non-Domestic User Survey form is required for this development. Submit this form to the City, and the City will forward the completed form to the Oakland County Water Resources Commissioner.
  11. Draft copies of any off-site easements, a recent title search, and legal escrow funds must be submitted to the Community Development Department for review and approved by the Engineering Division and the City Attorney prior to signatures.
  12. Draft copies of any required utility and/or access easements.
  13. A letter from either the applicant or the applicant's engineer must be submitted with the Electronic Stamping Set in PDF format, highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved. **Additionally, a statement must be provided stating that all changes to the plan have been discussed in the applicant's response letter.**

**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 Marchioni 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 (no application required). No fee is required for this permit.
16. Material certifications must be submitted to Spalding DeDecker for review prior to the construction of any utilities on the site. Contact Ted Meadows at 248-844-5400 for more information.
17. Construction inspection fees in the amount of \$973.50 must be paid to the City Treasurer's Office.
18. A street sign financial guarantee in the amount of \$800 (\$400 per traffic control sign proposed) must be posted at the City Treasurer's Office. Signs must be installed in accordance with MMUTCD standards.

**The following must be addressed prior to issuance of a Temporary Certificate of Occupancy approval for the development:**

19. The amount of the incomplete site work performance guarantee for any outstanding site improvement items, limited to top course of pavement and other minor items, at 1.2 times the amount required to complete the site improvements as specified in the Performance Guarantee Ordinance.
20. Spalding DeDecker will prepare the record drawings for this development. The record drawings will be prepared in accordance with Article XII, Design and Construction Standards, Chapter 11 of the Novi Code of Ordinances.

To the extent this review letter addresses items and requirements that require the approval of or a permit from an agency or entity other than the City, this review shall not be considered an indication or statement that such approvals or permits will be issued.

Please contact Noel Y. Santos or David E. Richmond at (248) 844-5400 with any questions.



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Noel Y. Santos, P.E.

cc: Angela Pawlowski, Community Development  
Tina Glenn, Treasurers  
Kristin Pace, Treasurers  
Ben Croy, Water and Sewer  
Theresa Bridges, Engineering  
Darcy Rechten, Engineering  
George Melistas, Engineering  
T. Meadows, Spalding DeDecker



## LANDSCAPE REVIEW



# PLAN REVIEW CENTER REPORT

April 19, 2017

## Preliminary/Final Site Plan - Landscaping

### Town Center Drive-Thru

#### Review Type

Preliminary/Final Landscape Review

#### Property Characteristics

- Site Location: Northeast corner of Grand River and Novi Roads
- Site Acreage: 47.77 acres
- Site Zoning: TC
- Adjacent Zoning: TC-1
- Plan Date: 4/7/2017

#### Ordinance Considerations

This project was reviewed for conformance with Chapter 37: Woodland Protection, Zoning Article 5.5 Landscape Standards, the Landscape Design Manual and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed and incorporated as part of the revised Preliminary/Final Site Plan submittal. Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and not intended to substitute for any Ordinance.

#### Recommendation

This project is **recommended for approval**. Please make the revisions requested below and on the accompanying Landscape Chart on revised Final Site Plans.

#### Ordinance Considerations

Existing Soils (Preliminary Site Plan checklist #10, #17)

Provided

Existing and proposed overhead and underground utilities, including hydrants.(LDM 2.e.(4))

Provided. There are no overhead lines in the project area.

Existing Trees (Sec 37 Woodland Protection, Preliminary Site Plan checklist #17 and LDM 2.3 (2) )

1. Provided
2. There are no woodland or protected trees on the site.
3. **Please add a tree protection detail showing the fence at 1 foot outside the dripline to the plans.**

Adjacent to Residential - Buffer (Zoning Sec. 5.5.3.B.ii and iii)

Property is not adjacent to Residential

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Zoning Sec. 5.5.3.B.ii and iii)

1. The ordinance calls for a total of 10 canopy/large evergreen trees and 16 sub-canopy trees along the Grand River frontage adjacent to the drive-thru.
2. There are 10 existing canopy trees planted in front of the existing wall, and the applicant is proposing to save one canopy tree, transplant 9 canopy or large evergreen trees from their existing locations on the site, and are using 3 canopy trees in place of the remaining

required subcanopy trees. This is acceptable.

3. Please transplant one of the 4 relocated canopy trees to a spot west of the sidewalk cutting through the island to spread the shade they provide across the parking lot more evenly.
4. Please copy these requirements for transplanted trees to the details sheet:  
***Transplanted material guidelines (from Landscape Design Manual)***

***3.f. Collected or Transplanted Trees***

1. *All collected trees shall be from on-site and inspected by the City. Trees may be rejected for reasons of insect infestation, disease or standards set forth in this ordinance. Such plant material may be rejected either in full or in part.*
2. *All transplanted trees shall conform to standards set forth in Section 3c.*
3. *The root ball of any transplanted tree shall measure 1 foot for each inch of trunk diameter measured 12” above the ground.*
4. *If trees are to be stored, they shall be burlapped and heeled in with mulch in a pre-determined area approved by the City.*
5. *The trees shall be provided with a working irrigation system approved by the City to ensure their viability during storage.*

Street Tree Requirements (Zoning Sec. 5.5.3.E.i.c and LDM 1.d.)

No street trees are required in the Town Center districts.

Parking Lot Landscaping (Zoning Sec. 5.5.3.C.)

As there is a net decrease in the number of parking spaces, and a net decrease in impervious surface, no additional parking lot trees are required

Parking Lot Perimeter Canopy Trees (Zoning Sec. 5.5.3.C.(3) Chart footnote)

As there is a net decrease in the number of parking spaces, and a net decrease in impervious surface, no additional parking lot perimeter trees are required

Drive-thru Screening (Zoning Sec. 4.40.3.C.iii)

1. There is an existing brick wall approximately 3 feet tall that will remain.
2. A mix of evergreen and large deciduous shrubs is proposed behind the wall.
3. The evergreens will provide the required 80-90% opacity, but viburnums will not. **Either a different, denser species needs to be substituted for the viburnums, or more viburnums, in an staggered, double-stacked configuration need to be provided.**

Loading Zone screening (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)

The loading zone will be screened from Grand River by the required drive-thru screening.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. Based on the building's eastern frontage (less the southeast corner which is screened by the utility box screening), 552 sf of foundation landscaping is required.
2. **Please add the calculations to the plan and add additional area in the island if any is required.**
3. **Please label each landscape area with its SF.**

Plant List (LDM 2.h. and t.)

Provided.

Planting Notations and Details (LDM)

1. Planting details are provided.

2. Amend Canopy Tree and Multistem Tree planting detail to have 3" of mulch.
3. Amend Shrub planting detail to have 2" of mulch
4. Please add a tree protection fence detail showing the fence at 1 foot outside of the tree's dripline.

Storm Basin Landscape (Zoning Sec 5.5.3.E.iv and LDM 1.d.(3))

Not required.

Irrigation (LDM 1.a.(1)(e) and 2.s)

A note stating that the existing irrigation system will be adjusted per the new plantings has been provided. This is acceptable.

Proposed topography. 2' contour minimum (LDM 2.e.(1))

Provided.

Snow Deposit (LDM.2.q.)

**Please show the proposed snow deposit areas on the landscape plan.**

Proposed trees to be saved (Sec 37 Woodland Protection 37-9, LDM 2.e.(1))

1. No woodlands exist on the site.
2. Trees to be removed or transplanted are clearly marked.

Corner Clearance (Zoning Sec 5.9)

**Please add corner clearance zone for drive-thru exit on the plan and keep all shrubs taller than 30" and trees out of the zone.**

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5621 or rmeader [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org).



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Rick Meader – Landscape Architect



## LANDSCAPE REVIEW SUMMARY CHART

**Review Date:** April 19, 2017  
**Project Name:** JSP17 – 0008: TOWN CENTER BLDG #2 DRIVE-THRU  
**Plan Date:** April 7, 2017  
**Prepared by:** Rick Meader, Landscape Architect E-mail: [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org);  
 Phone: (248) 735-5621

Items in **Bold** need to be addressed by the applicant before approval of the Preliminary Site Plan.  
Underlined items need to be addressed for Final Site Plan.

Item	Required	Proposed	Meets Code	Comments
<b>Landscape Plan Requirements (LDM (2))</b>				
<b>Landscape Plan</b> (Zoning Sec 5.5.2, LDM 2.e.)	§ New commercial or residential developments § Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. § 1"=20' minimum with proper North. Variations from this scale can be approved by LA § Consistent with plans throughout set	Yes	Yes	Scale 1"=20'
<b>Project Information</b> (LDM 2.d.)	Name and Address	Yes	Yes	
<b>Owner/Developer Contact Information</b> (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Yes	Yes	
<b>Landscape Architect contact information</b> (LDM 2.b.)	Name, Address and telephone number of RLA	Yes	Yes	
<b>Sealed by LA.</b> (LDM 2.g.)	Requires original signature	Yes	Yes	<u>Need for Final Site Plans</u>
<b>Miss Dig Note</b> (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	Yes	Yes	
<b>Zoning</b> (LDM 2.f.)	Include all adjacent zoning	Parcel: TC South, West: TC-1	No	<b>Please show zoning of parcel and parcels across Grand River and Novi Road from project on plan.</b>
<b>Survey information</b> (LDM 2.c.)	§ Legal description or boundary line survey § Existing topography	Yes	Yes	Description on Cover Sheet

Item	Required	Proposed	Meets Code	Comments
<b>Existing plant material</b> <b>Existing woodlands or wetlands</b> (LDM 2.e.(2))	§ Show location type and size. Label to be saved or removed. § Plan shall state if none exists.	Yes	Yes	<b>As no woodland trees or specimen trees are being removed, the replacements calculations can be removed from the calculations table.</b>
<b>Soil types</b> (LDM.2.r.)	§ As determined by Soils survey of Oakland county § Show types, boundaries	Yes	Yes	On Sheet C-1
<b>Existing and proposed improvements</b> (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
<b>Existing and proposed utilities</b> (LDM 2.e.(4))	Overhead and underground utilities, including hydrants	Yes	Yes	
<b>Proposed grading. 2' contour minimum</b> (LDM 2.e.(1))	Provide proposed contours at 2' interval	Yes	Yes	Spot elevations on C-5
<b>Snow deposit</b> (LDM.2.q.)	Show snow deposit areas on plan	No	No	<b>Please indicate snow deposit areas that won't harm landscaping.</b>
<b>LANDSCAPING REQUIREMENTS</b>				
<b>Parking Area Landscape Requirements LDM 1.c. &amp; Calculations (LDM 2.o.)</b>				
<b>General requirements</b> (LDM 1.c)	§ Clear sight distance within parking islands § No evergreen trees	Yes	Yes	
<b>Name, type and number of ground cover</b> (LDM 1.c.(5))	As proposed on planting islands	Yes	Yes	Sod is indicated on islands.
<b>General (Zoning Sec 5.5.3.C.ii)</b>				
<b>Parking lot Islands</b> (a, b. i)	§ A minimum of 300 SF to qualify § 6" curbs § Islands minimum width 10' BOC to BOC	Yes	Yes	
<b>Curbs and Parking stall reduction</b> (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	NA		
<b>Contiguous space limit</b> (j)	Maximum of 15 contiguous spaces	NA		No new parking spaces are proposed.
<b>Plantings around Fire Hydrant</b> (d)	No plantings with matured height greater	No	Yes	No new or existing plantings are shown

Item	Required	Proposed	Meets Code	Comments
	than 12' within 10 ft. of fire hydrants			near the existing hydrant.
<b>Landscaped area (g)</b>	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
<b>Clear Zones (LDM 2.3.(5))</b>	25 ft corner clearance required. Refer to Zoning Section 5.5.9	No	No	1. Please indicate 25 foot clear vision zone for drive-thru exit. 2. Remove any shrubs taller than 30" or trees from the zone.
<b>Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)</b>				
A = Total square footage of parking spaces not including access aisles x 10%	$A = \text{ } \times 10\% = \text{ } \text{ sf}$	NA		As the net impervious parking lot surface is being decreased, no new landscape area is required.
B = Total square footage of additional paved vehicular use areas (not including A) under 50,000 SF) x 5%	$B = \text{ } \times 5\% = \text{ } \text{ sf}$	Yes		
C = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	$C = \text{ } \times 1\% = \text{ } \text{ sf}$	NA		
<b>Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)</b>				
A. = Total square footage of parking spaces not including access aisles x 7%	$A = 7\% \times \text{xx sf} = \text{xx sf}$	NA		
B = Total square footage of additional Paved vehicular use areas (not including A) under 50,000 SF) x 2%	$B = 2\% \times \text{xx sf} = \text{xx sf}$	NA		
C = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 0.5%	$C = 0.5\% \times 0 \text{ sf} = 0 \text{ SF}$	NA		
<b>All Categories</b>				
D = A+B or A+C	$\text{xxx} + \text{xxx} = \text{xxx SF}$	None	Yes	As the net impervious

Item	Required	Proposed	Meets Code	Comments
Total square footage of landscaped islands				parking lot surface is being decreased, no new landscape area is required.
E = D/75 Number of canopy trees required	§ xxx/75=xx Trees	None	Yes	<b>No new trees are required, but one of the transplanted trees should be placed west of the cross walk in the large island to provide more consistent shading of the parking lot.</b>
<b>Perimeter Green space</b>	§ 1 Canopy tree per 35 lf ; xx/35=x trees § Perimeter green space canopy Plantings required at 1 per 35 LF. Sub-canopy trees can be used under overhead utility lines.	None	Yes	As the net impervious parking lot surface is being decreased, no new landscape area is required.
<b>Parking land banked</b>	§ NA	No		
<b>Berms, Walls and ROW Planting Requirements</b>				
<b>Berms</b>				
§ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours § Berm should be located on lot line except in conflict with utilities. § Berms should be constructed with 6" of top soil.				
<b>Residential Adjacent to Non-residential (Sec 5.5.3.A) &amp; (LDM 1.a)</b>				
<b>Berm requirements (Zoning Sec 5.5.A)</b>	Refer to Residential Adjacent to Non-residential berm requirements chart	NA		No residential zoning is adjacent to site.
<b>Planting requirements (LDM 1.a.)</b>	LDM Novi Street Tree List	NA		
<b>Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)</b>				
<b>Berm requirements (Zoning Sec 5.5.3.A.(5))</b>	Refer to ROW landscape screening requirements chart for corresponding requirements.	NA		Town Center does not require a berm.
<b>Cross-Section of Berms (LDM 2.j)</b>				
Slope, height and width	§ Label contour lines § Maximum 33% § Min. 5 feet flat horizontal area	NA		Town Center does not require a berm.



Item	Required	Proposed	Meets Code	Comments
Type of Ground Cover		NA		
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	NA		No overhead utilities exist near the project.
<b>Walls (LDM 2.k &amp; Zoning Sec 5.5.3.vi)</b>				
<b>Material, height and type of construction footing</b>	Freestanding walls should have brick or stone exterior with masonry or concrete interior	Existing wall to remain	Yes	
<b>Walls greater than 3 ½ ft. should be designed and sealed by an Engineer</b>		NA		Existing wall to remain with no changes.
<b>ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)</b>				
<b>Greenbelt width (2)(3) (5)</b>	Parking: 20 ft.	23 ft minimum	Yes	
Min. berm crest width	None	No	Yes	
Minimum berm height (9)	None	No	Yes	
3' wall	(4)(7)	Yes	Yes	
<b>Canopy deciduous or large evergreen trees Notes (1) (10)</b>	§ Parking: 1 tree per 35 lf § 240/25= 10 trees	10 existing canopy trees on road side of wall will remain.	Yes	
<b>Sub-canopy deciduous trees Notes (2)(10)</b>	§ Parking: 1 tree per 20 lf § 240/15 = 16 trees	<ul style="list-style-type: none"> <li>• 9 relocated canopy and evergreen trees</li> <li>• 1 existing canopy tree to remain</li> <li>• 3 canopy trees in place of 6 subcanopy trees</li> </ul>	Yes	<ol style="list-style-type: none"> <li>1. The tree counts are acceptable.</li> <li>2. <b>Please locate one of the relocated canopy trees to the west side of the sidewalk crossing the island to distribute the shade more evenly across the parking lot.</b></li> </ol>
<b>Canopy deciduous trees in area between sidewalk and curb (Novi Street Tree List)</b>	None required			
<b>Non-Residential Zoning Sec 5.5.3.E.iii &amp; LDM 1.d (2)</b> Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
<b>Interior Street to Industrial subdivision (LDM 1.d.(2))</b>	§ 1 canopy deciduous or 1 large evergreen per 35 l.f. along ROW § No evergreen trees closer than 20 ft.	NA		

Item	Required	Proposed	Meets Code	Comments
	§ 3 sub canopy trees per 40 l.f. of total linear frontage § Plant massing for 25% of ROW			
<b>Drive-Thru Screening Requirements from adjacent properties</b> <i>(Sec. 4.40.3.C.iii)</i>	Screening to include a decorative screen wall or landscaping planted to achieve a minimum opacity of 90% during the summer and 80 % during the winter.	<ul style="list-style-type: none"> <li>There is an existing brick wall, approximately 3 feet tall, along Grand River Avenue.</li> <li>Additional shrubs are proposed along the drive-thru, behind the wall.</li> </ul>	No	1. The evergreens proposed are acceptable. 2. <b>The viburnums should be replaced with a species that will provide denser winter screening up to a height of 5-6 feet to meet the 80-90% opacity requirement.</b>
<b>Transformers/Utility boxes</b> <i>(LDM 1.e from 1 through 5)</i>	§ A minimum of 2ft. separation between box and the plants § Ground cover below 4" is allowed up to pad. § No plant materials within 8 ft. from the doors	Additional evergreen shrubs are proposed for screening on east side of box, existing landscaping on north and south side to remain, building on west side.	Yes	
<b>Building Foundation Landscape Requirements (Sec 5.5.3.D)</b>				
<b>Interior site landscaping SF</b>	§ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. § <b>69 lf x 8ft = 552 SF</b> § <b>(Frontage used is east side of building, not including the frontage screened by the utility box screening.)</b>	Some landscape area and plantings are provided along east side of building.	TBD	1. Some landscape area is provided along drive-thru on east side of building. 2. <b>Please add calculations for required area based on east side frontage.</b> 3. <b>Please add additional landscape area and landscaping near entry if required. A landscape waiver would allow it to be placed on the large island across the drive-thru lane.</b> 4. <b>Please label area of foundation landscaping provided in SF – do</b>

Item	Required	Proposed	Meets Code	Comments
				<b>not include utility box screening.</b>
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	<ul style="list-style-type: none"> <li>No new landscaping is provided along Grand River but as building is not changing, none is required.</li> <li>The entire frontage of the new dumpster enclosure is screened from view of Novi Road.</li> </ul>	Yes	
<b>Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)</b>				
<b>Planting requirements</b> (Sec. 5.5.3.E.iv)	§ Clusters shall cover 70-75% of the basin rim area § 10" to 14" tall grass along sides of basin § Refer to wetland for basin mix	NA		No above-ground detention is proposed for this project.
<b>LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS</b>				
<b>Landscape Notes – Utilize City of Novi Standard Notes</b>				
<b>Installation date</b> (LDM 2.i. & Zoning Sec 5.5.5.B)	Provide intended date	Between Mar 15 and Nov 15.	Yes	
<b>Maintenance &amp; Statement of intent</b> (LDM 2.m & Zoning Sec 5.5.6)	§ Include statement of intent to install and guarantee all materials for 2 years. § Include a minimum one cultivation in June, July and August for the 2-year warranty period.	Yes	Yes	
<b>Plant source</b> (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
<b>Irrigation plan</b> (LDM 2.s.)	A fully automatic irrigation system and a method of draining is required with Final Site Plan	A note stating that existing irrigation system will be modified per the new plantings is provided.	Yes	
<b>Other information</b> (LDM 2.u)	Required by Planning Commission	NA		

Item	Required	Proposed	Meets Code	Comments
<b>Establishment period</b> (Zoning Sec 5.5.6.B)	<b>2 yr. Guarantee</b>	Yes	Yes	
<b>Approval of substitutions.</b> (Zoning Sec 5.5.5.E)	City must approve any substitutions in writing prior to installation.	Yes	Yes	
<b>Plant List (LDM 2.h.) - Include all cost estimates</b>				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	
Type and amount of lawn		Yes	Yes	
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	Yes	Yes	<b>Please use \$6/sy as the cost for sod and \$35/cy as the cost for mulch.</b>
<b>Planting Details/Info (LDM 2.i) - Utilize City of Novi Standard Details</b>				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes/No/NA	Yes/No	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes	Yes	
<b>Other Plant Material Requirements (LDM 3)</b>				
<b>General Conditions</b> (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	No	Yes	
<b>Plant Materials &amp; Existing Plant Material</b> (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	Yes	Yes	
<b>Landscape tree credit</b> (LDM3.b.(d))	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM	No		
<b>Plant Sizes for ROW, Woodland replacement and others</b> (LDM 3.c)	Canopy Deciduous shall be 3" and sub-canopy deciduous shall be 2.5" caliper. Refer to section for more details	Yes	Yes	



Item	Required	Proposed	Meets Code	Comments
<b>Plant size credit</b> (LDM3.c.(2))	NA	No		
<b>Prohibited Plants</b> (LDM 3.d)	No plants on City Invasive Species List	No	Yes	
<b>Recommended trees for planting under overhead utilities</b> (LDM 3.e)	Label the distance from the overhead utilities	NA		There are no overhead utilities in the vicinity of the work proposed on Grand River or Novi Road.
<b>Collected or Transplanted trees</b> (LDM 3.f)		Yes	Yes	<b>Please add the transplant notes included in the review letter on the landscape plan.</b>
<b>Nonliving Durable Material: Mulch</b> (LDM 4)	<p>§ Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth</p> <p>§ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate.</p> <p>§ Refer to section for additional information</p>	Yes	Yes	

**NOTES:**

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. For the landscape requirements, please see the Zoning Ordinance landscape section 5.5 and the Landscape Design Manual for the appropriate items under the applicable zoning classification.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

TRAFFIC REVIEW



AECOM  
27777 Franklin Road  
Southfield  
MI, 48034  
USA  
aecom.com

**Project name:**  
JSP17-0008 Town Center Drive-Thru Traffic  
Impact Assessment Review

**To:**  
Barbara McBeth, AICP  
City of Novi  
45175 10 Mile Road  
Novi, Michigan 48375

**From:**  
AECOM

**Date:**  
March 21, 2017

**CC:**  
Sri Komaragiri, Kirsten Mellem, George Melistas,  
Theresa Bridges, Richelle Leskun, Darcy Rechten

# Memo

**Subject:** Town Center Drive-Thru Traffic Impact Assessment (TIA)/Queuing Analysis Review

The TIA/queuing analysis was reviewed to the level of detail provided and AECOM **recommends approval** for the applicant to move forward with the condition that the comments provided below are adequately addressed to the satisfaction of the City.

## GENERAL COMMENTS

1. The TIA includes the results of a trip generation forecast as well as a queuing analysis for the proposed coffee shop with drive through in the Novi Town Center. The Novi Town Center is located in the northeast quadrant of the Novi Road and Grand River Avenue intersection.
2. The proposed development is a coffee-shop with a drive-thru and replaces the previous development that was a coffee-shop without a drive-thru.
3. The drive-through lane is proposed to be located in the adjacent parking lot and was requested to be studied to determine the impact of vehicles potentially queueing into and conflicting with parking and/or traffic operations in the adjacent parking lot.

## Site Trip Generation Analysis

1. The ITE *Trip Generation Manual* was used to estimate the net change in the number of trips generated by the development during the AM and PM peak hours of traffic.
2. It is estimated that the proposed coffee-shop with a drive-thru will produce eight fewer trips in the AM peak hour and two more trips in the PM peak hour than the original coffee shop without a drive-through. This net change is considered negligible.

## Queueing Analysis

1. The proposed drive-thru operations were analyzed in order to determine if the number of provided stacking spaces could accommodate the expected queue length.
2. Due to the lack of available coffee-shop drive-thru data, three separate research articles were reviewed and included to aid in the analysis.
3. The results of the state-of-the-practice review indicated that:

- a. On average, sites should provide a minimum of eight to 11 stacking spaces, four of which should be located between the menu board and pick-up window for the AM peak hour.
  - b. Queues may extend into the parking lot during the AM peak hour such that:
    - i. There are no other adjacent land uses that will be impacted during the AM peak hour
    - ii. The queue length will not obstruct site access
    - iii. The queue length will not back-up into the adjacent street.
4. The state-of-the-practice review should provide citations throughout the text to indicate which study the recommendations are derived from. Two of the referenced auxiliary studies indicate a maximum queue length of 13 and 16 vehicles whereas the TIA recommends a maximum queue length of 11 vehicles based on the studies.
  5. The TIA states that the proposed development provides 11 total stacking spaces with four (4) stacking spaces located between the menu board and the pick-up window; however, the plans only indicate eight total stacking spaces, and three (3) stacking spaces between the menu board and the pick-up window.
  6. The TIA states that "if the queue length exceeds the storage lane, patrons are more likely to park and walk into the coffee-shop." While this may be the case, the study should provide a source to support this statement.
  7. The TIA states that Novi Town Center is not open during the AM peak period. The study should clearly define the extents of the AM peak period. The AT&T store, the cell phone repair store, and Bagger Dave's located within the same shared parking area open at 10 AM and the Athenian restaurant in Novi Town Center, which may also use the same (or nearby) parking area, opens at 6:30 AM. The Athenian restaurant parking area is of main concern due to the proximity of the parking area to the drive-through entrance and the hours of operation. The TIA should show that the drive-thru lane will not interfere with the parking operations for these developments that may overlap with the peak period of the coffee shop.
  8. The maximum queues are expected during the AM peak period and shorter queues are expected during the mid-day and PM peak periods.

## Conclusion

In conclusion, AECOM generally agrees with the results of the TIA, and would recommend providing at least 11 stacking spaces with four (4) in between the menu board and pick-up window to provide optimal queueing operations. Some TIA details, as listed below, should further be considered:

- The number of stacking spaces indicated in the TIA is not consistent with the site plans provided. The applicant should review the results of this TIA and consider altering the site plan to provide enough space for queueing, based on the recommendations of the TIA.
- The preparer of the TIA, Fleis and VandenBrink, should update the TIS according to the comments stated herein and confirm that there will be no further impacts to the existing land use traffic operations (specifically, those associated with Athenian restaurant) near the proposed drive-through.

Should the City or applicant have questions regarding this review, they should contact AECOM for further clarification.

Sincerely,

**AECOM**



Sterling J. Frazier, E.I.T.  
Reviewer, Traffic/ITS Engineer



Matthew G. Klawon, PE  
Manager, Traffic Engineering and ITS Engineering Services



AECOM  
 27777 Franklin Road  
 Southfield  
 MI, 48034  
 USA  
 aecom.com

**Project name:**  
 JSP17-0008 PSP/FSP Traffic Review  
**From:**  
 AECOM

**Date:**  
 April 25, 2017

**To:**  
 Barbara McBeth, AICP  
 City of Novi  
 45175 10 Mile Road  
 Novi, Michigan 48375

**CC:**  
 Sri Komaragiri, Kirsten Mellem, George Melistas,  
 Richelle Leskun, Darcy Rechten, Theresa Bridges

# Memo

**Subject:** Novi Town Center Building Two Drive-Thru Traffic Review – PSP/FSP

The preliminary/final site plan was reviewed to the level of detail provided and AECOM **recommends approval** for the applicant to move forward with the condition that the comments provided below are adequately addressed to the satisfaction of the City.

## GENERAL COMMENTS

1. The applicant, Novi Town Center Investors, LLC, is proposing the addition of a drive-thru window onto building 2 of the existing Novi Town Center. Building 2 is located in the southwest corner of the development near the intersection of Grand River Avenue and Novi Road.
2. There are not any proposed rezoning changes.

## TRAFFIC IMPACTS

1. AECOM performed an initial trip generation estimate based on the ITE Trip Generation Manual, 9<sup>th</sup> Edition, as follows:

ITE Code: 937 (Coffee Shop with Drive-Through)  
 Development-specific Quantity: 1,872 square feet GFA  
 Zoning Change: N/A

Trip Generation Summary					
	City of Novi Threshold	Existing Trips	Proposed Trips	Difference	Analysis
AM Peak-Hour, Peak-Direction Trips	100	104	94	-10	Average Rate



<b>PM Peak-Hour, Peak-Direction Trips</b>	100	38	40	+2	Average Rate
<b>Daily (One-Directional) Trips</b>	750	N/A	1,532	N/A	Average Rate

2. The applicant submitted a Trip Generation and Queueing Analysis on March 7, 2017. The analysis was reviewed in a separate letter from AECOM dated March 21, 2017.

## EXTERNAL SITE ACCESS AND OPERATIONS

*The following comments relate to the external interface between the proposed development and the surrounding roadway(s).*

1. There are not any proposed modifications or new plans for external site access or external traffic operations.

## INTERNAL SITE OPERATIONS

*The following comments relate to the on-site design and traffic flow operations.*

1. General Traffic Flow
  - a. The proposed drive-through modifications are not expected to impact emergency vehicle or truck access to building 2.
  - b. The applicant has proposed an 840 square foot loading zone. Loading zones in TC zoning require 10 square feet for each front foot of building resulting in a required loading zone area of 800 square feet.
  - c. The applicant has addressed safety concerns over the location of the loading zone by redesigning the loading zone so that vehicles are not expected to interfere with parking operations. The applicant has also provided a crosswalk through the drive-thru lane to provide safe passage for pedestrians unloading items from the loading zone to Building 2.
  - d. The curb radius for the exiting corner from the loading zone should be increased to two feet.
  - e. The applicant has relocated the trash enclosure to be adjacent to the other existing trash enclosure next to Potbelly. The relocation removes three parking spaces and would require additional parking spaces to be blocked during loading/unloading times, which is not in compliance with City Zoning Ordinance 5.4.4. The applicant should request a variance for this issue or relocate the trash enclosure, and/or note that trash collection operations will be handled during non-business hours, if applicable.
  - f. The drive-through is generally compliant with City standards with the following exceptions:
    - i. The applicant has provided 11 stacking spaces, which is consistent with the minimum recommendations within the Queueing Analysis.
  - g. The drive-through bypass lane width of 9 feet can be approved administratively based on approval from the Fire Marshal.
2. Parking Facilities
  - a. Novi Town Center requires a total of 1,805 parking spaces and 2,560 parking spaces are provided.
  - b. The proposed drive-thru lane eliminates a total of 23 spaces resulting in 2,537 total parking spaces provided.
3. Pedestrian Facilities
  - a. The applicant should indicate where and which type of sidewalk ramps will be located throughout the site.
4. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices. The following is a discussion of the proposed signing and pavement markings.

Memo

- a. The applicant should indicated the grade of sign posts (2# or 3#) as applicable, within the signing details.
- b. The applicant should consider the inclusion of "No Parking Loading Zone" signs within the proposed loading zone.
- c. The lane line dividing the drive-through lane from the bypass lane should be white, not yellow.

Should the City or applicant have questions regarding this review, they should contact AECOM for further clarification.

Sincerely,

**AECOM**

A handwritten signature in blue ink, appearing to read "Sterling Frazier".

Sterling J. Frazier, E.I.T.  
Reviewer, Traffic/ITS Engineer

A handwritten signature in blue ink, appearing to read "Maureen Peters".

Maureen Peters, PE  
Senior Traffic/ITS Engineer

FAÇADE REVIEW



May 1, 2017

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

*Façade Review Status Summary:*  
**Approved, Full Compliance, No Waiver Required.**

Re: **FACADE ORDINANCE - Façade Review**  
**Town Center Drive Thru, PSP17-0046**  
 Façade Region: 1, Zoning District: TC

Dear Ms. McBeth;

The following is the Façade Review for Preliminary Site Plan Approval of the above referenced project based on the drawings prepared by Yah Yee Architecture dated 4/7/17. 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 5.15 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold.

<b>Bldg. 1, Drive Thru Addn.</b>	West	South	North	East	Ordinance Maximum (Minimum)
Brick	80%	80%	80%	60%	30 % Minimum
Cast Stone	5%	5%	5%	15%	50%
EIFS	5%	5%	5%	10%	25%
Standing Seam	5%	5%	5%	10%	25%
Molded Cornice and Trim	5%	5%	5%	5%	15%

<b>Bldg. 2, Dumpster Enclosure Addition</b>	West	South	North	East	Ordinance Maximum (Minimum)
Brick	80%	80%	90%	90%	30 % Minimum
Cast Stone	5%	5%	5%	5%	50%
EIFS	5%	5%	0%	0%	25%
Standing Seam	5%	5%	5%	5%	25%
Molded Cornice and Trim	5%	5%	5%	5%	15%

**Recommendation** - This project consists of two additions, one for the drive thru window and one for the relocated dumpster enclosure. As shown above all proposed façades are in full compliance with the Façade Ordinance Section 5.15, and Section 3.27.G of the TC Ordinance which requires that facades be primarily Brick and Stone. A Section 9 Waiver is not required for this project.

1. The Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board (in this case the brick existing on the east façade) 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

A handwritten signature in black ink, appearing to read "Douglas R. Necci". The signature is fluid and cursive, written over a light blue horizontal line.

Douglas R. Necci, AIA



**FIRE REVIEW**



April 19, 2017

TO: Barbara McBeth- City Planner  
Sri Ravali Komaragiri- Plan Review Center  
Kirsten Mellem- Plan Review Center

**CITY COUNCIL**

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Jeffery R. Johnson

**Assistant Chief of Police**  
Erick W. Zinser

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

RE: Drive thru coffee shop

PSP# 17-0046

**Project Description:**

Make a drive thru coffee shop.

**Comments:**

**Meets Fire Department standards.**

**Recommendation:**

**APPROVAL**

Sincerely,

Kevin S. Pierce-Fire Marshal  
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



Civil Engineers | Land Surveyors | Landscape Architects

experienced. responsive. passion for quality.

Branch Office: 7927 Nemco Way, Suite 115 • Brighton, MI 48116  
t: 517.546.8583 • f: 517.546.8973 • www.peainc.com

Date May 17<sup>th</sup>, 2017  
PEA Project No: 2017-044

Sri Ravali Komaragiri  
Planner  
City of Novi  
45175 Ten Mile Road  
Novi, MI 48375

**RE: Preliminary Site Plan Review  
Novi Town Center Building No. 2 Drive Thru  
43259 Crescent Blvd., Novi, MI 48375  
City File Number: JSP 17-08**

Dear Ms. Komaragiri:

This office is in receipt of your review letter dated May 1<sup>st</sup>, 2017, regarding the subject development. We have revised the plans accordingly.

Please note the following revisions and clarifications in response to the review letter comments:

#### Planning Review

1. Noise Impact Statement- Once a specific tenant is known a noise impact statement will be submitted based on specific tenant equipment. Any use will meet ordinance requirements for decibel levels.
2. Dumpster Location- The proposed dumpster location has been revised to stay out of the sanitary sewer easement. Refer to Email exchange on May 2<sup>nd</sup>, 2017 (attached).
3. No response required.

#### Planning Review Chart: TC-Town Center District

1. Noise Impact Statement: No response required.
2. Drive-through Lane Delineated: The lane markings will be changed to color white.
3. Dumpster: The proposed dumpster location has been revised to stay out of the sanitary sewer easement. Refer to Email exchange on May 2<sup>nd</sup>, 2017.
4. Economic Impact: An economic impact statement will be provided with the Electronic Stamping Set submittal.

#### Engineering Review

1. A waiver is requested for the proposed menu board to remain in the existing Sanitary Sewer easement. The developer will agree to replace the menu board at the owner's expense should removal be required for sanitary sewer repair or replacement by the City. The existing Sanitary Sewer easement will be shown on the Dimension and Paving plan.
2. The proposed dumpster location has been revised to stay out of the sanitary sewer easement. Refer to Email exchange on May 2<sup>nd</sup>, 2017 (attached). The existing Sanitary Sewer easement will be shown on the Dimension and Paving Plan.

3. The current grading plan, as proposed, matches the existing drainage pattern from the south back of curb to the wall. No more additional runoff is being directed towards the wall than the existing conditions. For the Electronic Stamping Set submittal additional swale grading will be provided to intercept additional surface drainage into the existing beehive catch basin.
4. The existing crosswalk striping will be called out to be removed on the Electronic Stamping Set submittal.
5. On the Electronic Stamping Set the locations of detectable warning surfaces will be called out.
6. The existing clean out rim elevation will be adjusted from 912.25 to 912.75 in order for the rim elevation to be flush with the back of curb elevation so that it can be formed into the back of curb without creating a protrusion in the gutter pan.
7. The liber and page numbers will be noted on the Topographic Survey for the Electronic Stamping Set.
8. Soil Erosion and Sediment Control measures are presented on sheet C-5, Grading and SESC plan.
9. The City Standard Storm Sewer detail sheets will be provided with the Electronic Stamping Set submittal.
10. The Non-Domestic User survey form will be filled out by the owner with input from the tenant once the tenant is known.
11. There are no known offsite easements associated with the area of development for this project. A recent title search will be provided at the time of electronic stamping sets.
12. No new access or utility easements are anticipated for this project. If any are required, draft copies will be provided with the Electronic Stamping set submittal.
13. A letter will be submitted with the Electronic Stamping Set highlighting all changes made to the plan.
14. No response required.
15. No response required.
16. No response required.
17. No response required.
18. No response required.
19. No response required.
20. No response required.

#### Landscape Review

1. The tree protection detail on the landscape detail sheet will be edited to show the fence at 1 foot outside the dripline.
2. One of the four relocated canopy trees will be relocated to the portion of the landscape island west of the sidewalk to distribute the shade more evenly across the parking lot.
3. Transplanted tree material guidelines will be added to the detail and plan sheets.
4. Additional, double stacked, staggered viburnums will be added to provide the required 80-90% opacity for the winter months.
5. 98 square feet of building foundation landscape area will be added to the landscape island to meet requirements. Due to limited space between the building foundation and the drive-thru lane a waiver is requested for allowance of the planting to be within the island. Each proposed building foundation landscape area will be labeled and calculations will be shown in the landscape calculation table.
6. Amendments to the canopy and multi-stem tree planting detail will be made to show 3" of mulch.
7. The shrub planting detail will be amended to specify 2" of mulch.
8. Proposed snow deposit areas will be added to the landscape plan.
9. 25' corner clearance will be shown for the exit of the drive-thru lane and the shrubs within the clearance triangle will be changed for species that do not grow more than 2'; so that they will not obstruct the driver's vision.
10. Tree replacement calculations will be removed from the landscape plan since none were required.



11. Due to corner clearance and a utility line in the landscape island to the west of the crosswalk, one of the transplanted trees will not be relocated on the plan due to lack of space.
12. The cost estimate will be adjusted for the cost of sod to be \$6 and \$35 for a cubic yard of mulch. Other quantities and total cost will be adjusted per other required updates to the plan.
13. Zoning of the parcel and parcels across Grand River and Novi Road will be added to the plan.

#### AECOM TIA/ Queuing Analysis Review

No response required. Site Plan layout for drive thru has been revised since letter was written on March 21<sup>st</sup>, 2017. The revised queuing analysis has been provided to the City.

#### AECOM Traffic Review

##### General Comments

1. No response required.
2. No response required.

##### Traffic Impacts

1. No response required.
2. No response required.

##### External Site Access and Operations

1. No response required.

##### Internal Site Operations

###### 1. General Traffic Flow

- a) No response required.
- b) No response required.
- c) No response required.
- d) The curb radius for the exiting corner of the loading area will be revised from 1' to 2'.
- e) Dumpster: The proposed dumpster location has been revised to stay out of the sanitary sewer easement. Refer to Email exchange on May 2nd, 2017.
- f) No response required.
- g) No response required.

###### 2. Parking Facilities

No response required

###### 3. Pedestrian Facilities

The types of sidewalk ramps will be shown on the Electronic Stamping Set submittal.

###### 4. Signage/Striping

- a) The grade of the sign posts will be shown on the sign and post detail for the Electronic Stamping Set.
- b) A "No Parking Loading Zone" sign will be shown within the proposed loading zone.
- c) The lane dividing stripe in the drive thru lane will be changed from yellow to white for the Electronic Stamping Set submittal.

#### Facade Review

No Response Required

#### Fire Department Review

No Response Required

If you should have any questions or require any additional information, please feel free to contact this office.

Sincerely,

**PEA, Inc.**



Jacob Holda  
Staff Engineer



Jonathan E. Curry, PE  
Project Manager

Cc: James H. Clear- Simon Property Group, Inc.

## Jon Curry

---

**From:** Komaragiri, Sri <skomaragiri@cityofnovi.org>  
**Sent:** Tuesday, May 02, 2017 9:00 AM  
**To:** mniles@wahyeeassoc.com  
**Cc:** JClear@simon.com; Jon Curry; Jacob Holda; CFOSSE@WAHYEEASSOC.COM  
**Subject:** RE: Drive-Thru Window At Novi T.C. : Dumpster Enclosure Wall Proposal

Hi Matt,

Everyone is good with the revision.

I will send the review letters out today.  
Thank you, Sri



**Sri Ravali Komaragiri** | Planner  
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA  
t: 248.735.5607 f: 248.735.5600

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**From:** Matt Niles [mailto:mniles@wahyeeassoc.com]  
**Sent:** Monday, May 01, 2017 4:10 PM  
**To:** Komaragiri, Sri  
**Cc:** JClear@simon.com; Jon Curry; Jacob Holda; CFOSSE@WAHYEEASSOC.COM  
**Subject:** Drive-Thru Window At Novi T.C. : Dumpster Enclosure Wall Proposal

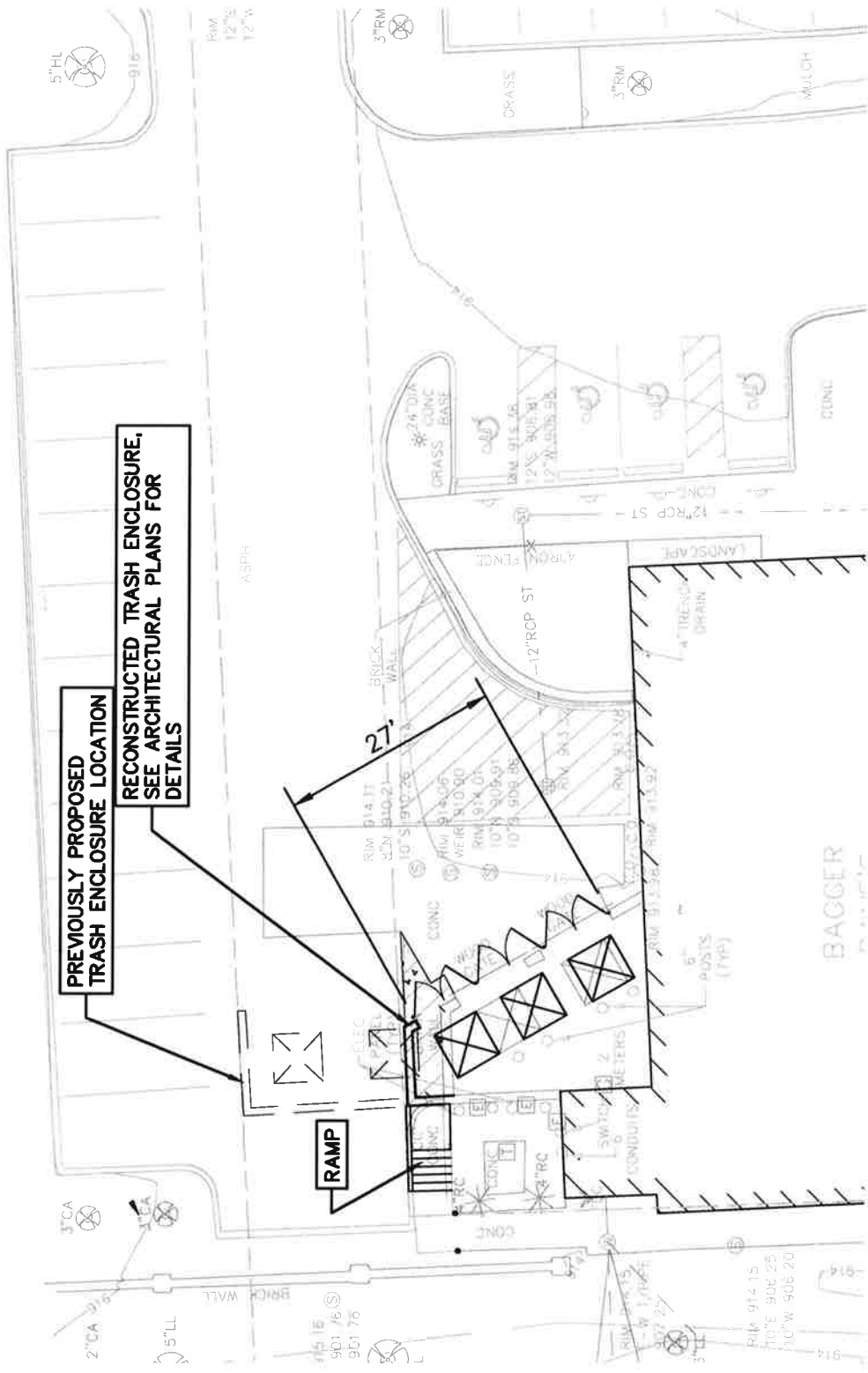
Sri ;

Attached is our proposal for resolving the issues with the new dumpster enclosure. Instead of building a new structure, we propose to just expand the existing enclosure a little to the north to accommodate one more dumpster. This should eliminate the conflict between parked cars and a truck servicing the dumpsters, but we can add the note designating these spaces as "employee spaces" if you still think that is needed. This also gets the enclosure off of the 10" sanitary easement. In this option, there will be one less dumpster than previously proposed, but we can resolve this by having the dumpsters serviced a little more often as needed. This proposal is actually much better than before as the overall dumpster enclosure will be smaller. Please see the attached plan. I would like to talk to you still today if possible to make sure that we will still be on the May 24<sup>th</sup> Planning Commission, and if there is anything else that you will need from us such as a revised submittal plan and or elevations incorporating this.

Thank you Sri for all of your help

Matt Niles

**NOV TOWN CENTER DRIVE-THROUGH  
REVISED TRASH ENCLOSURE PLAN  
5-1-2017**



**BAGGER**  
PAVING & CONCRETE