



CITY of NOVI CITY COUNCIL

Agenda Item 5
June 27, 2016

SUBJECT: Consideration of the request of Sue Nebe for an Unlisted Use Determination under Section 4.87 of the Zoning Ordinance. The applicant is requesting a determination as to which zoning district or districts the proposed use of the existing historic Chapman House at 46690 West Road as a retreat facility for small groups to engage in crafting activities, with meals and sleeping rooms provided, should be permitted in.

SUBMITTING DEPARTMENT: Community Development Department - Planning

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The applicant has made an inquiry as to whether she could open a "Retreat Getaway for Crafters" offering accommodations for crafting activities, and provisions for meals and sleeping rooms in the historic Chapman House located at 46689 West Road. The applicant plans to allow groups up to 20 people to reserve rooms for up to seven days, with space provided for learning and practicing various craft activities. A location map and pictures of the home are attached.

After reviewing the Zoning Ordinance, Planning Staff determined that the proposed "crafting retreat" use was not a use allowed within the City. The closest use is a "Bed and Breakfast" (B & B) land use (ordinance section attached) but the proposed use is not completely consistent with either the definition of that use or its conditions. The described use as a crafting retreat facility has features that make it distinct from the Zoning Ordinance's B & B description, primarily that the owner does not intend to reside in the home (which is required in a B & B), one of the bedrooms would accommodate up to eight overnight guests (a maximum of four guests per room is permitted in a B & B), and a microwave and sink will be provided to the guests in the home to prepare supplemental food. However, B & B Operations are permitted with special land use approval in any Zoning District as a means to preserve historical resources within the City, and the Chapman House may otherwise qualify for such a use, with a few exceptions to those standards proposed by the applicant.

Given those exceptions, and because no other use in the ordinance matching the proposed description, the applicant has chosen to pursue a determination of the proposed use as an "Unlisted Use" request as provided for in Section 4.87 of the Zoning Ordinance. An Unlisted Use Determination allows the City Council, after review and recommendation by the Planning Commission, to determine the appropriate zoning district for a specific use that is not listed in the Zoning Ordinance. Once the Council decides what district (if any) is appropriate, the applicant applies for site plan and special land use approval by the Planning Commission.

After researching this issue and gathering case studies from other Michigan communities, Planning Staff recommends that the Planning Commission and City Council consider allowing this unlisted use as a Special Land Use applicable in all districts, when a *building is significant in the history, architecture, archaeology, engineering, or culture of the City of Novi, the State of Michigan or the United States* in all Zoning Districts, and otherwise subject to most of the current ordinance standards for Bed and Breakfasts.

The Planning Commission reviewed the request at the May 25th meeting, and made a motion to recommend to City Council that the described Unlisted Use be permitted, subject to Special Land Use consideration, in all Zoning Districts.

The City Council is asked to review the request and, taking into consideration the spirit, purpose and intent of the Ordinance and the Master Plan for Land Use, make the following determinations:

1. Such use does not appear to be expressly authorized in the zoning ordinance as a principal permitted use or a principal use permitted subject to special conditions,
2. Such use does not appear to have been contemplated by this Ordinance as a principal permitted use or a principal permitted use subject to special conditions, or
3. Such use involves features which do not appear to have been contemplated by the zoning ordinance as features of a principal permitted use or a principal permitted use subject to special conditions, the City Council shall specify what district or districts, if any, in which the proposed use may be appropriate as a special land use.

RECOMMENDED ACTION:

Determination under Section 4.87 of the Zoning Ordinance that the described use as a retreat facility for small groups to engage in crafting activities, with meals and sleeping rooms provided, be considered as a Special Land Use in all Zoning Districts, when the building is determined by the Planning Commission to be significant in the history, architecture, archaeology, engineering, or culture of the City of Novi, the State of Michigan or the United States. This Determination is based on the following:

1. Such use does not appear to be expressly authorized in the zoning ordinance as a principal permitted use or a principal use permitted subject to special conditions;
2. Such use does not appear to have been contemplated by this Ordinance as a principal permitted use or a principal permitted use subject to special conditions, or;
3. Such use involves features which do not appear to have been contemplated by the zoning ordinance as features of a principal permitted use or a principal permitted use subject to special conditions, the City Council shall specify what district or districts, if any, in which the proposed use may be appropriate as a special land use.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

DRAFT EXCERPT FROM
PLANNING COMMISSION MINUTES
MAY 25, 2016

1 MR. BOWMAN: Yeah, it should be, and I
2 believe there is --

3 MR. BARATTA: You're not going to put it
4 on the soccer field, you're going to put it in your --

5 MR. BOWMAN: There was some anticipation
6 for it, like Comicon, where we really are stretched for
7 parking spots, we may park on the grass, it's going to
8 be really tough, and then we would be responsible for
9 repairing those to whatever condition it was in before.

10 MR. PEHRSON: So with that you got our
11 input. We'll move forward with the City to look forward
12 to future review.

13 MS. McBETH: Yes. We anticipate that
14 we'll bring this back to an upcoming Planning Commission
15 meeting for site plan review, woodland and wetland
16 permits.

17 MR. PEHRSON: Thank you. Thank you, Mr.
18 Bowman.

19 Next on the agenda is Matter For
20 Consideration, Unlisted Use Determination. And it's a
21 consideration of the request of Sue -- oh, boy, how do I
22 say it, Nebe, Nebe? I knew I was going to get it wrong.
23 Sorry -- for an Unlisted Use Determination under Section
24 4.87 of the Zoning Ordinance. The applicant is
25 requesting a determination on the appropriateness of a

1 Group Retreat House in the I-2, General Industrial
2 District.

3 Adrianna. Good evening.

4 MS. JORDAN: Good evening.

5 MR. PEHRSON: How are you?

6 MS. JORDAN: Doing well. How are you?

7 MR. PEHRSON: I'm doing well.

8 MS. JORDAN: So in April the applicant
9 inquired whether she could open a scrapbooking and
10 crafting retreat facility offering accommodations for
11 crafting activities and provisions for meals and
12 sleeping rooms in the historic Chapman Home located at
13 46689 West Road. Here's a photograph of that residence.

14 After reviewing the Zoning
15 Ordinance, Planning Staff determined that the proposed
16 scrapbooking retreat land use was dissimilar enough from
17 the existing bed and breakfast land use to warrant
18 review by the Planning Commission and City Council as an
19 unlisted use. The proposed use has features which make
20 it distinct from the bed and breakfast description,
21 primarily that the owner does not intend to reside in
22 the home, which is a requirement for a bed and
23 breakfast.

24 One of the bedrooms would
25 accommodate up to eight overnight guests and a maximum

1 of four guests per room is permitted in a bed and
2 breakfast. And a microwave and sink would be provided
3 to the guests in the home to prepare supplemental food.

4 After researching this issue and
5 gathering case studies from other Michigan communities,
6 Planning Staff recommends that the Planning Commission
7 and City Council consider allowing this unlisted use as
8 a special land use applicable when a building is
9 significant in the history, architecture, archeology,
10 engineering or culture of the city of Novi, the state of
11 Michigan or the United States. We recommend that in all
12 zoning districts and otherwise subject to most of the
13 current ordinance standards for beds and breakfasts.

14 The Planning Commission is asked
15 to review the attached documents -- sorry, I don't need
16 to read that part -- and provide a recommendation to the
17 City Council regarding whether or not the unlisted use
18 would be appropriate as a special land use in all zoning
19 districts. The matter would then be forwarded to the
20 City Council for a final determination on the use and
21 the districts in which it would be most appropriate.
22 Thank you.

23 MR. PEHRSON: Thank you. Appreciate
24 that.

25 Would the applicant wish to

1 address the Planning Commission at this time?

2 MS. NEBE: I'm Sue Nebe. I have been
3 doing crafting and scrapbooking and quilting and things
4 like that for about 55 years and I would like to be able
5 to use this beautiful historic home to be able to allow
6 that teaching to other people that might be interested
7 in learning those kind of things and spending their time
8 learning some of those items and crafting things that
9 have long gone by the wayside and continue the beauty of
10 that historic home.

11 MR. PEHRSON: Very good. If we have any
12 questions, we'll ask them.

13 MS. NEBE: Thank you.

14 MR. PEHRSON: I'll turn this over to the
15 Planning Commission for their consideration. Who would
16 like to start?

17 MR. GRECO: I'd like the applicant to
18 come up again.

19 MR. PEHRSON: Might as well just sit in
20 the front row. Save you a walk.

21 MR. GRECO: So we've read the materials.
22 I mean, this is something that's trending, this type of
23 situation?

24 MR. PEHRSON: What? You don't know about
25 scrapbooking?

1 MR. GRECO: No, I know about
2 scrapbooking, believe me, in my house, but a place to go
3 stay, you know, like a retreat for the weekend or
4 something?

5 MS. NEBE: Yes.

6 MR. GRECO: And is this a business that
7 you own?

8 MS. NEBE: It would be a business. I've
9 done this out of my home in Farmington Hills for about
10 15 years, not the overnight stays for the most part, and
11 I have a small store in Farmington that is a scrapbook
12 store. But the trend is that the existing retreat homes
13 where groups of friends and ladies go and usually on a
14 Thursday, go home on a Monday. They spend the entire
15 time, they get pampered. You might have massage people
16 there to give a massage after they've been sitting there
17 scrapbooking or quilting all day. They get their meals
18 served to them.

19 All that is taken care of by a
20 small staff that would be available at the retreat house
21 most of the time. And those folks in the retreats that
22 are available within two hours of the city, right now
23 there's up to a two year wait to get a weekend to be
24 able to take up to eight or 12 of your friends and go
25 spend a weekend like that.

1 MR. GRECO: So people, like, book it for
2 a group of friends, like you get together with some or
3 your friends and you actually book the house for the
4 weekend or something?

5 MS. NEBE: Yes, sir.

6 MR. GRECO: Okay. Thank you.

7 MR. PEHRSON: Are you planning an
8 excursion for the Planning Commission?

9 MR. GRECO: That's right.

10 MR. PEHRSON: Member Zuchlewski.

11 MR. ZUCHLEWSKI: I have just a couple
12 questions. I haven't seen a floor plan so I'm not sure
13 what the plan is to remodel certain areas or whatever.
14 I understand you want to keep as it is pretty much. How
15 about handicap access ramps in toilet rooms and grab
16 bars and thing like that?

17 MS. NEBE: At this point, because of the
18 historic nature of the home, we were planning on putting
19 a ramp on the backside of the porch from the outside.
20 Basically that would be more for folks that come in and
21 they bring their suitcases full of supplies that they're
22 going to use for the time they're there. Most of those
23 are on wheels so it would be an easy way to get in and
24 out.

25 The accessibility, because there

1 is -- three are three bedrooms on the main floor, which
2 would be used for sleeping rooms, along with two on the
3 second floor, which would be used for sleeping rooms.
4 There is accommodation for handicapped folks on the
5 first floor with that ramp, getting in and out of the
6 house.

7 The existing bathroom on the
8 main floor is a little tight for a wheelchair, but if
9 that was, you know, there would be someone there to help
10 if need be.

11 The only remodeling that we
12 intended to do at this point, on the second floor there
13 are two rooms that were at one time a bathroom and we
14 would make those into two bathrooms that are large, but
15 those were on the second floor.

16 MR. ZUCHLEWSKI: You had indicated
17 serving of food. Do you have to get a permit from the
18 health department to serve food in a facility like this?

19 MS. NEBE: At this point that's not
20 required by the state. We would check into that further
21 if there's anything from the City that would be required
22 for that.

23 MR. ZUCHLEWSKI: All right. Were you
24 planning on serving beer and wine to the guests?

25 MS. NEBE: At this point I don't have --

1 we would not have a beer and wine license. One of the
2 things that we are allowed to do in the city of
3 Farmington is that if people want to bring their own
4 wine or beer with them they could do that, but I would
5 -- I was not looking to get a beer and wine license
6 where I could serve it.

7 MR. ZUCHLEWSKI: Then the last thing.
8 Are you on a sewer there or are you on septic and well?

9 MS. NEBE: Right now it is septic and
10 well. We did also look at putting into our plan to
11 attach to city water and sewer.

12 MR. ZUCHLEWSKI: Thank you very much.

13 MR. PEHRSON: Barbara, is this building
14 sprinklered, does it have a sprinkler and does it
15 require it by a code?

16 MS. McBETH: I don't believe it's
17 sprinklered currently. We have -- from the very
18 beginning of the discussions we've suggested that the
19 applicant get in touch with an architect and talk over
20 some of the improvements that may be needed to the home.
21 That was one of the issues, along with this use question
22 as well. So I'm trusting that they're in contact with
23 their architect to find these things out.

24 MR. PEHRSON: I guess from my standpoint
25 I have no issue with the undetermined use, and the

1 appropriateness of this seems perfectly reasonable to
2 have a historic gem like this be used in such a fashion.
3 And after I heard the fact that there's going to be
4 massages and food, I guess how can I say no. I'd have
5 to be involved with scrapping.

6 Member Greco, please.

7 MR. GRECO: I'd like to make a motion.
8 Motion to recommend for consideration of Special Land
9 Use this particular unlisted use, this
10 scrapbooking/crafting retreat for use in all districts
11 for -- recommendation for consideration for Special Land
12 Use to the City Council.

13 MR. GIACOPETTI: Second.

14 MR. PEHRSON: We have a motion by Member
15 Greco, second by Member Giacometti. Any other comments?

16 Adrianna or Sri.

17 MS. KOMARAGIRI: I'm going to make up for
18 all the roll calls I missed.

19 MR. PEHRSON: Got you. Call the roll,
20 please.

21 MS. KOMARAGIRI: Member Baratta?

22 MR. BARATTA: Yes.

23 MS. KOMARAGIRI: Member Giacometti?

24 MR. GIACOPETTI: Yes.

25 MS. KOMARAGIRI: Member Greco?

1 MR. GRECO: Yes.

2 MS. KOMARAGIRI: Member Lynch?

3 MR. LYNCH: Yes.

4 MS. KOMARAGIRI: Chairperson?

5 MR. PEHRSON: Yes.

6 MS. KOMARAGIRI: Member Zuchlewski?

7 MR. ZUCHLEWSKI: Yes.

8 MS. KOMARAGIRI: Motion passes 6 to 0.

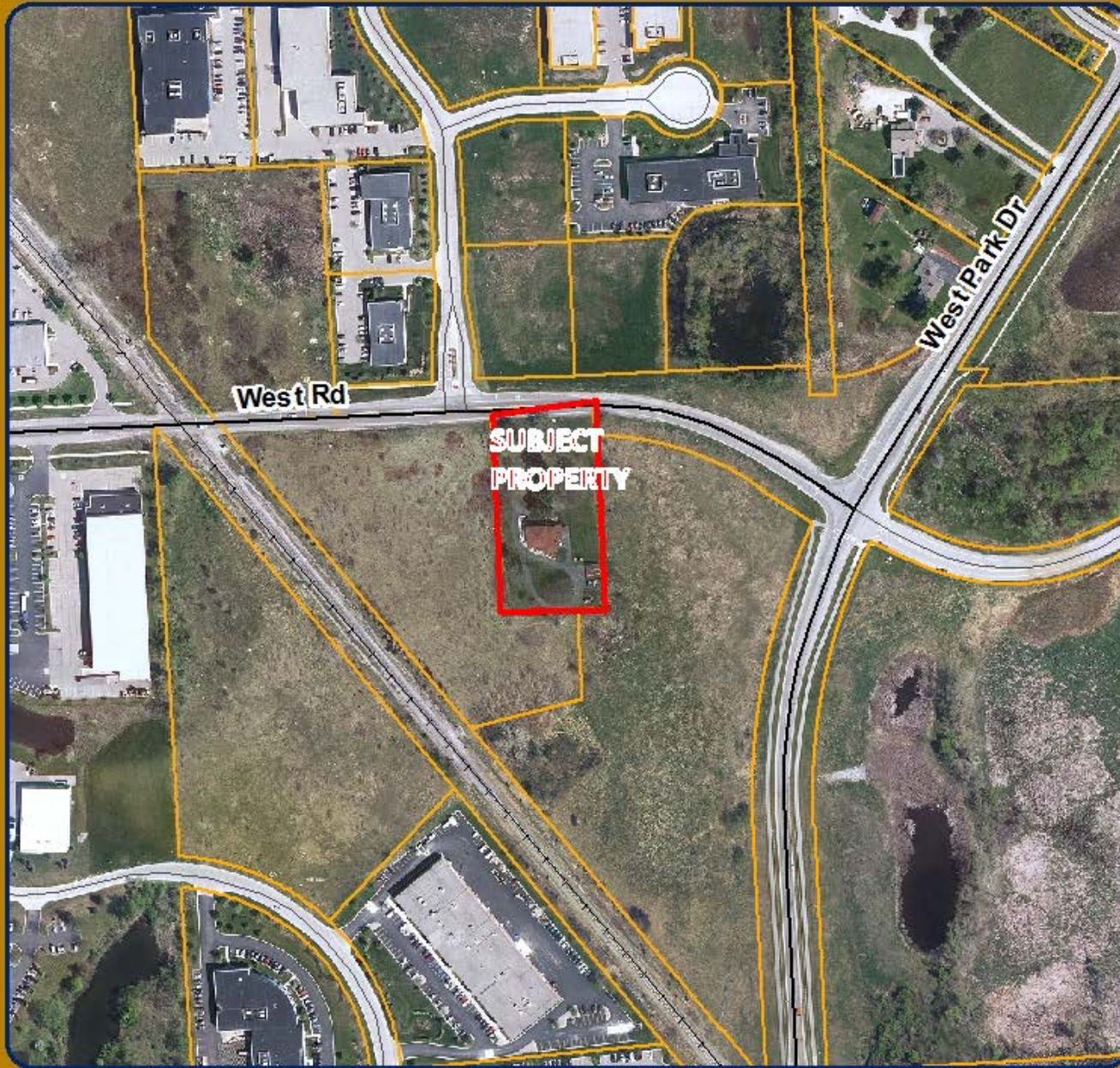
9 MR. PEHRSON: Very good. Thank you.

10 Next on the agenda is a Matter
11 for Consideration, Town Center Gardens JSP15-77, and
12 it's consideration of the request of the Novi Town
13 Center Plaza, LLC for approval of the Preliminary Site
14 Plan, Stormwater Management Plan, and Section 9 Facade
15 Waiver. The subject property is located in Section 14,
16 north of Grand River and east of Novi Road, in the TC:
17 Town Center District. The site is approximately 1.13
18 acres and the applicant is proposing a new single-story,
19 multi-tenant facility to provide restaurant and retail
20 activities with associated improvements.

21 Oh, Kirsten. We're going down the whole
22 line, huh? Jeremy, are you next?

23 MS. MELLEM: Good evening, members.
24 Before you, the subject property is located east of Novi
25 Road and north of Grand River in Section 14 on 1.13

46689 West Road
Group Retreat Unlisted Use Request



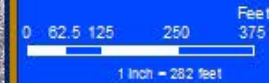
Legend

-  Freeway
-  Major Streets
-  Minor Streets
-  Railroad
-  Tax Parcels



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

Map Author: Adrianna Jordan
Date: 05/18/16
Project: 46689 West Road
Version #: 1



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 or 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.







MEMORANDUM



TO: PLANNING COMMISSION
THROUGH: BARBARA MCBETH, AICP, CITY PLANNER
FROM: ADRIANNA JORDAN, AICP, PLANNER
SUBJECT: GROUP RETREAT UNLISTED USE
DATE: MAY 19, 2016

Section 4.87 of the City of Novi Zoning Ordinance contains provisions for an Unlisted Use Determination, which allows the City Council, after review and recommendation by the Planning Commission, to determine the appropriate zoning district for a specific use that may not be listed in the zoning ordinance. A copy of the Unlisted Use ordinance language is attached to this memo.

This ordinance allows for a decision to be made on a *specific use request by a specific applicant*. It does not formally amend the ordinance to permit this use in the future in the district requested, although the Planning Commission and City Council may wish to pursue a Zoning Ordinance text amendment as well, after the determination is made. The actual location of the proposed use will be reviewed at the time of site plan review, in conjunction with the Special Land Use request. At this point, the Planning Commission and City Council are asked to make a determination whether or not the use is appropriate for the district in which the applicant has requested it.

The request under consideration concerns whether to allow Group Retreat Facilities as a Special Land Use within the City of Novi. **A prospective owner of the 4,015 square foot historic Chapman House, located on the south side of West Road, west of West Park Drive in the northwest corner of the City (location map attached), which is currently used as a single-family residence, is requesting an Unlisted Use Determination to seek permission to use the building as a "Group Retreat Facility". The Chapman House property is currently located in the I-2, General Industrial Zoning District, and contains a building of local historic interest, dating from 1840 as noted on the attached Novi Public Library webpage.** The prospective owner has indicated that retreat activities could include scrap-booking, knitting, sewing, quilting, and other types of crafting. In addition, guests would stay overnight on the property, and the property owner would be responsible for providing meals. These meals would be prepared in the main kitchen of the residence by the property owner; however, the prospective owner has also indicated that they would like their guests to have access to a microwave to prepare supplemental food. Planning Staff has determined that the Zoning Ordinance does not provide for the use as it has been described, with the closest use provided for in the ordinance being a Bed and Breakfast, but lacks certain characteristics as noted later in this memo. Therefore, the City Planner has forwarded the request for a decision under the Unlisted Use section of the ordinance.

There are a number of crafting retreats located in Michigan. Initial research has indicated that most of these retreats are permitted under the "Bed and Breakfast" land

use designation. Approximately half of these retreats are full-service and half are self-service. In addition, approximately half the communities with crafting retreats permit them by-right, and half the communities require approval of a Special Land Use or similar zoning tool. Most of the crafting retreats are located in residentially zoned districts.

As part of the information gathered for this memo, Planning Staff also researched Michigan communities that already define Group Retreat Facilities as a land use in their zoning ordinances. Six communities were used as case studies:

Community	Land Use Category	Permitted Zoning Districts?	Is owner required to live on premises?	Do guests have access to any cooking facilities?
Clinton Co.	Limited Recreational Retreat Center	SLU in RR, R-1, C-1, C-2	No	Yes – Principal kitchen
Carson City	Institution, Social	By right in B-1, B-2, I; SLU in R-1, R-2	No	Yes
Elk Rapids	Group Retreat Center	SEU in R-1	No	Yes – Meals in main structure only
Larkin Twp	Retreat Center	By right in Zone VII (Commercial "A"); SLU in Zone V, Agricultural	Yes (or a full-time staff member)	Text references "food service". Probably no guest access.
Lee Twp	Institution, Social	By right in C, I; SLU in R-C	No	No
Montcalm Twp	Retreat Center	SLU in A-1, R-1	No specific text	No specific text

The City of Novi Zoning Ordinance defines "Bed and Breakfast" as:

"A private residence that is an historic resource that offers sleeping accommodations to transient tenants for rent, which is on the same premises as the innkeeper's residence, and which serves breakfast at no extra cost to such tenants. Such use is distinguished from a boarding house, rooming house, hotel or motel. A residence shall be considered to be an historic resource if: (1) pursuant to Chapter 17, Article III of the Novi Code of Ordinances, it is within an historic district or has been designated an historic landmark; (2) it is designated as an historic landmark on a state or national historic register; or (3) the Planning Commission determines that the building is significant in the history, architecture, archaeology, engineering, or culture of the City of Novi, the State of Michigan or the United States."

The unlisted use in question shares similarities with, but remains distinct from the Bed and Breakfast land use currently allowed in any zoning district as a Special Land Use. Please see the chart below for a comparison between staff’s suggestions for the proposed unlisted use and the current zoning ordinance requirements for a Bed and Breakfast land use:

Existing Bed and Breakfast Land Use Requirements (Section 4.18)	Proposed Group Retreat Facility Land Use Requirements
Must be a designated historic residence	Same
Allowed in any zoning district as a SLU	Same
Must serve breakfast for no extra charge	Must serve all meals for no extra charge
Must front collector or arterial street	Same
Owner must live on premises	Owner would not live on premises; owner would be present 12 hours per day
No more than eight bedrooms	Same
If home has more than two bedrooms, rooms shall have two means of egress	Same
Signs must comply with Chapter 28 of Novi Code of Ordinances	Same
Facilities must comply with all applicable regulations and codes	Same
Maximum guest occupancy of 14 days	Same
No more than four guests per room	One bedroom on subject property sleeps eight guests
No guest cooking facilities	Microwave and sink access for guests
Must have lavatory and bathing facilities for all occupants	Same
Must display fire escape plans and have smoke detectors and fire extinguishers	Same
Provide one off-street parking space per guest room in rear or side yard	Same

The primary differences between the proposed Group Retreat Land Use and the existing Bed and Breakfast are the following:

- all meals are served for no extra charge,
- the prospective owner would not live on the premises,
- one of the bedrooms accommodates eight overnight guests, and
- the prospective owner would like to provide guest access to a microwave and sink for the preparation of supplemental food.

Additionally, due to the subject property’s location in an I-2, General Industrial Zoning District, the prospective owner is unable to obtain a residential mortgage for the

property, and intends to obtain a Small Business Loan instead; however, the Small Business Loan stipulates that no one can live full-time at the place of business.

Planning Staff recommends that the Planning Commission and City Council consider approving this unlisted use as a Special Land Use applicable to historically significant residences in all Zoning Districts, with standards similar to the current ordinance standards for Bed and Breakfasts. These include:

1. Subject property must be a designated historic residence. A residence shall be considered to be an historic resource if: (1) pursuant to Chapter 17, Article III of the Novi Code of Ordinances, it is within an historic district or has been designated an historic landmark; (2) it is designated as an historic landmark on a state or national historic register; or (3) the Planning Commission determines that the building is significant in the history, architecture, archaeology, engineering, or culture of the City of Novi, the State of Michigan or the United States.
2. Can be allowed in any zoning district as a Special Land Use.
3. All meals are served to guest occupants for no extra charge.
4. Not more than eight (8) bedrooms in the group retreat shall be used for group retreat sleeping rooms. Use of a garage for group retreat sleeping rooms is prohibited. Accessory buildings may be used for group retreat sleeping rooms when they were originally constructed to accommodate housing use.
5. If more than two (2) such rooms are for rent, each room shall have access to two (2) separate means of egress. Access shall not be through another bedroom.
6. Signs identifying the group retreat operation shall comply with the requirements of Chapter 28 of the Novi Code of Ordinances, except that in a residential district identification signs shall be no larger than two (2) square feet, and in a non-residential district, signage shall be subject to the provisions of the OS-1 zoning district.
7. Such facilities shall comply with all applicable local, county, state and federal ordinances, laws, rules, regulations and codes.
8. Guest occupancy shall be no longer than fourteen (14) consecutive days.
9. Bedrooms within the retreat shall be a minimum one hundred-twenty (120) square feet of space for the first two (2) occupants and fifty (50) square feet per additional occupant.
10. Food preparation facilities for use by the guest occupants shall be located in one (1) communal room in the primary structure with additional facilities, not limited to a sink, microwave, coffee-maker, and refrigerator, provided for the benefit of the guests if desired.
11. Lavatory and bathing facilities shall be available for all persons utilizing the bed and breakfast.
12. A fire escape plan shall be developed and graphically displayed in each guest room. A smoke detector in proper working order shall be placed in every sleeping room and a fire extinguisher in proper working order shall be placed on every floor. The site shall be reviewed by the Fire Official pursuant to the standards contained within Section 313 of the Novi Fire Prevention Code (Novi Code Chapter 15, Article II), as to the necessity for fire lanes.

13. One (1) off-street parking space shall be provided in the rear or side yard, behind the front building setback line, for each guest room. For parcels abutting an exterior side street, parking shall not be closer to the street than the principal structure. Such parking lot shall be exempt from paving requirements at Section 5.3.2.

The Planning Commission is asked to review the applicant's information, which is attached, along with the other information collected regarding similar facilities, and the information provided by the Novi Public Library for the historic Chapman House, and determine whether or not the use would be appropriate as a Special Land Use in all zoning districts. The matter will then be forwarded to the City Council for a final determination on the use and the districts in which it would be most appropriate. Please Note: If approved, the applicant will still need to obtain Special Land Use approval through the Planning Commission during Preliminary Site Plan review.

If the Planning Commission requires additional information, please feel free to contact me at (248) 347-0586.

- B. Any use permitted herein shall be developed only on sites of at least forty (40) acres in area, and shall not be permitted on any portion of a recorded subdivision plat.
- C. All access to said site shall be in accordance with [Section 5.13](#) of this Ordinance.
- D. No building shall be closer than eighty (80) feet to any property line.
- E. Buildings to be used for servicing or maintenance such as heating plants, garages, storage structures and the like, shall not be located on the outer perimeter of the site where abutting property is zoned for residential purposes.
- F. Buildings of greater than the maximum height allowed in the schedule of regulations may be allowed provided front, side and rear yard setbacks are increased above the minimum required yards by one (1) foot for each foot of building height that exceeds the maximum height allowed.
- G. A noise impact statement is required subject to the standards of [Section 5.14.10.B](#).

- 2. In the OST district and EXO Overlay district:
 - A. Administrative offices, conference rooms, classrooms, and related educational support uses shall be permitted under this subsection as accessory to the main educational facility.
 - B. No dormitories or outdoor sports facilities shall be permitted in association with an institution of higher learning under this subsection.
 - C. All buildings proposed to be located within an existing or future corporate park shall be designed to be architecturally integrated into the corporate park.

4.16 PRIVATE POOLS

In the RA, R-1, R-2, R-3, and R-4 districts, private pools shall be permitted as an accessory use within the rear yard or a nonrequired interior side yard and shall not require Planning Commission review and approval, provided all pools and pool areas shall comply with the conditions set forth in [Section 4.13.4](#) of this Ordinance.

4.17 MORTUARY ESTABLISHMENTS

In the RA, R-1, R-2, R-3, R-4, B-1 and OS-1 districts, mortuary establishments are permitted as a special land use subject to the following:

- 1. In the RA, R-1, R-2, R-3, R-4, B-1 and OS-1 districts:
 - A. Adequate assembly area shall be provided off-street for vehicles to be used in funeral processions, and that such assembly area shall be provided in addition to any required off-street parking area.
 - B. A caretaker's residence may be provided within the main building or mortuary establishments.
- 2. In the RA, R-1, R-2, R-3, and R-4 districts:
 - A. Mortuary must be located on a designated major thoroughfare.
 - B. When reviewing such uses, the Planning Commission shall take into consideration the provisions of [Section 7.12](#) of this Ordinance.
 - C. A noise impact statement is required subject to the standards of [Section 5.14.10.B](#).

4.18 BED AND BREAKFAST OPERATIONS

Intent. It is the intent of this section to permit the operation of bed and breakfast facilities as a vehicle for preserving historical resources within the City of Novi. Historical preservation is recognized as a public purpose by statute and local ordinance as a means to safeguard local heritage, preserve cultural, social, economic, political and architectural history, to stabilize and improve property values, to foster civic beauty, to strengthen local economies and to promote the education, pleasure and welfare of the citizenry. The purpose of this section is to advance those goals by enhancing the viability of historical preservation.

Bed and breakfast operations may be permitted by Planning Commission in any Zoning District, as special land uses after holding a public hearing in accordance with the requirements as set forth and regulated in [Section 6.2](#) of this Ordinance, subject to the following standards:

- 1. The bed and breakfast site shall be located on parcel fronting onto collector or arterial road as defined in the Thoroughfare Plan of the Master Plan for the City of Novi, provided that no such site shall be located within a single-family residential subdivision.



2. Such operations shall be run by persons who own and occupy the premises for residential purposes.
3. Not more than eight (8) bedrooms in the bed and breakfast operation shall be used for bed and breakfast sleeping rooms. Use of a garage for bed and breakfast sleeping rooms is prohibited. Accessory buildings may be used for bed and breakfast sleeping rooms when they were originally constructed to accommodate housing use.
4. If more than two (2) such rooms are for rent, each room shall have access to two (2) separate means of egress. Access shall not be through another bedroom.
5. Signs identifying the bed and breakfast operation shall comply with the requirements of Chapter 28 of the Novi Code of Ordinances, except that in a residential district identification signs shall be no larger than two (2) square feet.
6. Such facilities shall comply with all applicable local, county, state and federal ordinances, laws, rules, regulations and codes.
7. Guest occupancy shall be no longer than fourteen (14) consecutive days.
8. No more than four (4) occupants per room shall be allowed.
9. There shall be no cooking facilities for use by the occupants of the bed and breakfast sleeping rooms.
10. Lavatory and bathing facilities shall be available for all persons utilizing the bed and breakfast.
11. A fire escape plan shall be developed and graphically displayed in each guest room. A smoke detector in proper working order shall be placed in every sleeping room and a fire extinguisher in proper working order shall be placed on every floor. The site shall be reviewed by the Fire Official pursuant to the standards contained within [Section 313 of the Novi Fire Prevention Code \(Novi Code Chapter 15, Article II\)](#), as to the necessity for fire lanes.
12. One (1) off-street parking space shall be provided in the rear or side yard, behind the front building setback line, for each guest room. For parcels abutting an exterior side street, parking shall not be closer to the street than the principal structure. Such parking lot shall be exempt from paving requirements at [Section 5.3.2](#).

4.19 ACCESSORY USES

Accessory uses, except as otherwise permitted in this Ordinance, shall be subject to the following regulations:

1. Accessory Buildings
 - A. Where the accessory building is structurally attached to a main building, it shall be subject to, and must conform to, all regulations of this Ordinance applicable to the main building.
 - B. Accessory buildings shall not be erected in any required front yard or in any required exterior side yard.
 - C. The total floor area of all accessory buildings shall not occupy more than twenty-five (25) percent of any required rear yard.
 - D. Each accessory building shall meet all setback requirements for the zoning district in which the property is situated, and all requirements of the City Code regarding woodlands and wetlands.
 - E. Except as set forth in [Section 4.19.1.E.iv](#), in a residential district, the aggregate of all accessory buildings on the property shall not exceed the following square footage of area:
 - i. In the R-3, R-4 and RT districts, eight-hundred fifty (850) square feet;
 - ii. In the R-2 district, one-thousand (1000) square feet; and
 - iii. In the RA and R-1 districts, one-thousand five-hundred (1500) square feet; provided, however, that for lots in the R-1 district, the lot must meet the requirements of the Zoning Ordinance for area and width for such district, otherwise one-thousand (1000) square feet shall apply.
 - iv. For residential developments approved under [Section 3.28](#), One-Family Clustering Option; [Section 3.29](#), RUD, Residential Unit Development; and [Section 3.30](#) Open Space Preservation Option, the aggregate of all accessory buildings on a one-family residential lot shall be governed by the underlying Zoning District on which the lot is located, unless varied by the approving body in accordance with such provisions.



4-19-16
Mtg.

Bed & Breakfast Use - Novi

Sunday, April 17, 2016 8:43 AM

Here are the ordinance standards for Bed and Breakfast:

4.18 BED AND BREAKFAST OPERATIONS

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Bed and breakfast operations may be permitted by Planning Commission in any Zoning District, as special land uses after holding a public hearing in accordance with the requirements as set forth and regulated in Section 6.2 of this Ordinance, subject to the following standards:

1. The bed and breakfast site shall be located on parcel fronting onto collector or arterial road as defined in the Thoroughfare Plan of the Master Plan for the City of Novi, provided that no such site shall be located within a single-family residential subdivision.

Location of property at 46689 West Road, Novi, in the Light Industrial Zoned section makes this an ideal spot to repurpose this property as a Retreat Getaway for Crafters.

2. Such operations shall be run by persons who own and occupy the premises for residential purposes.

Property will be owned and operated by the same person. Due to the Small Business Loan Rules, the property cannot be used as a primary residence and a business. We would propose that we maintain our current residence, and spend time at the retreat as required to run the business.

3. Not more than eight (8) bedrooms in the bed and breakfast operation shall be used for bed and breakfast sleeping rooms. Use of a garage for bed and breakfast sleeping rooms is prohibited. Accessory buildings may be used for bed and breakfast sleeping rooms when they were originally constructed to accommodate housing use.

The property currently has five (5) bedrooms that would be used as sleeping rooms, all located in the house proper.

4. If more than two (2) such rooms are for rent, each room shall have access to two (2) separate means of egress. Access shall not be through another bedroom.

All bedrooms have two (2) separate means of egress, no bedroom access is through another bedroom.

5. Signs identifying the bed and breakfast operation shall comply with the requirements of Chapter 28 of the Novi Code of Ordinances, except that in a residential district identification signs shall be no larger than two (2) square feet.

We will comply with all Codes of Ordinances for any signage that is used for the property.

6. Such facilities shall comply with all applicable local, county, state and federal ordinances, laws, rules, regulations and codes.

All applicable local, county, state and federal ordinances, laws, rules, regulations and codes will be adhered to.

7. Guest occupancy shall be no longer than fourteen (14) consecutive days.

Guests will be reserving rooms for maximum of five (5) consecutive days, at any given time.

8. No more than four (4) occupants per room shall be allowed.

1. The property currently has one oversized bedroom (aprox. 34' x 14') that would be used for groups of up to eight

- (8) occupants that would like to room together.*
 - 2. The remaining four (4) rooms would be at four (4) occupants or less.*
 - 3. All rooms would have single beds for each of the occupants.*
9. There shall be no cooking facilities for use by the occupants of the bed and breakfast sleeping rooms.
The full kitchen space with microwave oven and coffee service would be available to occupants during their stay for their convenience. This is consistent with the various other Michigan Retreat Houses used by crafters, for weekend stays. This allows all dietary options to be met for people with special needs and/or diet restrictions.
10. Lavatory and bathing facilities shall be available for all persons utilizing the bed and breakfast.
Three (3) full bathrooms will be in the house, so both floors that have bedrooms will have full bathrooms available.
11. A fire escape plan shall be developed and graphically displayed in each guest room. A smoke detector in proper working order shall be placed in every sleeping room and a fire extinguisher in proper working order shall be placed on every floor. The site shall be reviewed by the Fire Official pursuant to the standards contained within Section 313 of the Novi Fire Prevention Code (Novi Code Chapter 15, Article II), as to the necessity for fire lanes.
- 1. The plan for fire escape will be documented, and placed in each guest room on the back of the door.*
 - 2. Smoke detectors will be placed in each sleeping room, hall ways, kitchen and each other room.*
 - 3. Fire extinguishers shall be placed on each floor, and identified with instructions for use.*
 - 4. Novi Fire Department will be consulted to validate the access to the property meets the emergency procedure requirements.*
12. One (1) off-street parking space shall be provided in the rear or side yard, behind the front building setback line, for each guest room. For parcels abutting an exterior side street, parking shall not be closer to the street than the principal structure. Such parking lot shall be exempt from paving requirements at Section 5.3.2.
Paved Parking is currently available behind the building for ten (10) plus vehicles, leaving the front circle drive clear for any emergency vehicles.

From <<https://us-mg5.mail.yahoo.com/neo/launch?partner=sbc&rand=86iuvvrrk46hf>>

Subject: FW: 46689 West Road

Narrative for Group Retreat (excerpt from applicant's e-mail to City):

Retreat House Operations ~ Baker's Manor

It is our intent to create a Retreat house that would be conducive to groups of crafters, quilters, knitters, etc., who would be able to come and use the facility for 1 to 7 days at a stay.

Using an existing historical building to house the retreats, *46689 West Road, Novi*, compliments our teaching of the value of saving memories for future generations, that we teach at our scrapbooking events and makes this an ideal spot to repurpose this property as a Retreat Getaway for Crafters.

We would look forward to the opportunity to continue the preservation of a beautiful historical home within the City of Novi.

Historical preservation is recognized as a public purpose by statute and local ordinance as a means to safeguard local heritage, preserve cultural, social, economic, political and architectural history, to stabilize and improve property values, to foster civic beauty, to strengthen local economies and to promote the education, pleasure and welfare of the citizenry.

Property will be owned and operated by Sue and Bill Nebe, proprietors. We would spend time at the retreat as required to run the business for crafters, scrapbookers, quilters and others who may want to use the location for conferences and gatherings.

The weekend and day retreats would be hosted to allow for meals and snacks to be prepared onsite, in the large eat in kitchen, or brought in, for the participants of the retreat. The full kitchen space with microwave oven and coffee service would be available to occupants during their stay for their convenience. This allows all dietary options to be met for people with special needs and/or diet restrictions.

The living room will become the main crafting/retreat area, located on the main floor, with large 5' crafting tables, comfortable chairs, lighting, wifi, crafting tools and other various supplies. The beautiful sunroom will be used as a reading/quiet room for the ladies. We will insulate and make it suitable as a 4 season room.

The 5 bedrooms and 3 full bathrooms will be furnished with single beds, bedding and linens, for the use of up to 20 participants during an event. All items will be geared towards comfort for the participants, and also in keeping with the historic period of the home.

Paved Parking is available behind the building where we will install a small ramp to the porch allowing for easy entry and exit of the participants with their craft supplies and tools, leaving the front of the house to remain as is, with it's beautiful welcoming view, the large circle drive and tree lined approach from the main road looking like a drive into the past.

Other Similar Retreat houses around the State with their locations: all locations can be found by their web pages to see what services they offer, photos, and more.

Dixboro Inn, Dixboro, MI

Cropin' Inn the Country, Capac, MI

Creative Passions Crop & Quilt Retreat 1 & 2, Chesaning, MI

Cropping Daze Retreat, Chesaning, MI

Sunset Shores, Clare, MI

Country CropInn, LLC, Croswell, MI

The Kings Cottage Luxury Scrapbooking Resort, Deckerville, MI

Crafty Crop Inn, Deerfield, MI

Four Seasons Scrap-Inn, Emmett, MI

Family Ties Getaway, Gregory, MI

Rose Corner Inn, Hillsdale, MI

Archival Inn, Holland, MI

Create A Memory Inn, Holly, MI

Rose Villa Retreat, Laingsburg, MI

A Night to Remember B&B, Lexington, MI

Gotta Scrap Inn, Manchester, MI

Red Barn Retreat, Marcellus, MI

Holder House Scrapbooking Retreat, North Branch, MI

Inspiration Station Retreat, Ovid, MI

The Scrap Palace, Romeo, MI

B&B on the River, St Clair, MI

Memories Manor, St Clair, MI

Autumn's Edge, St John's, MI

Scrap & Spa, Union Pier, MI

Inspiration Inn Bloom, Oak Harbor, Ohio

Please let me know if there is additional information you would like.

Sue Nebe

Chapman Residence



Chapman House

When: 1840

Where: 46689 West Road, Novi, Michigan 48377

This two story Italianate house is known as the Chapman House or the Chapman/Porter house. The house features a low-pitched, square roof typical of the Italianate style of architecture. As with most old farmsteads, the Chapman house also bears evidence of numerous additions. Many farm homes would grow as the family within grew and prospered. The property also sports a row of Austrian pines, a species typical of old farmsteads.

The Chapman family and relatives owned this property near Walled Lake and other property elsewhere in what is now Novi. The Chapman's were instrumental in starting an early school in the Novi area. During the 1940's the Chapman House was converted from a residence to a restaurant know especially for its Chicken.

