



## West Oaks I Renovation JSP14-57

### West Oaks I Renovation JSP14-57

Consideration of the request of West Oaks Renovation for recommendation of approval to the City Council of the Preliminary Site Plan and Stormwater Management Plan. The subject property is 20.12 acres in Section 15 of the City of Novi and located at 43741 West Oaks Drive in the RC, Regional Center district. The applicant is proposing a 17,291 sq. ft. addition on the north and west sides of the existing center with associated parking and landscaping.

### Required Action

Recommend Approval/Denial of the Preliminary Site Plan and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	01-06-15	<ul style="list-style-type: none"> <li>• <b>Zoning Board of Appeals variances required for deficient northern and western building setbacks (100 ft. required, 70 ft. and 68 ft. provided) – staff supports</b></li> <li>• <b>Zoning Board of Appeals variance required to permit a loading zone in the exterior side yard - staff supports</b></li> <li>• Items to be addressed on the Final Site Plan submittal</li> </ul>
Engineering	Approval recommended	01-06-15	Items to be addressed on the Final Site Plan submittal
Traffic	Approval recommended	12-30-14	Items to be addressed on the Final Site Plan submittal
Landscaping	Approval recommended	01-06-15	<ul style="list-style-type: none"> <li>• <b>Canopy tree required in proposed parking lot island</b></li> <li>• Items to be addressed on the Final Site Plan submittal</li> </ul>
Facade	Approval Recommended	01-07-15	Items to be addressed on the Final Site Plan submittal
Fire	Approval recommended	12-30-14	Items to be addressed on the Final Site Plan submittal

## Motion Sheet

### Approval –Preliminary Site Plan

In the matter of West Oaks I Renovation, JSP14-57, motion to recommend **approval** of the Preliminary Site Plan to the City Council based on and subject to the following:

- a) Zoning Board of Appeals variances are required for the deficient building setback in the northern yard (100 ft. required, 70 ft. provided) and western yard (100 ft. required, 68 ft. provided);
- b) Zoning Board of Appeals variance required to permit a loading zone in the exterior side yard;
- c) The applicant providing the required canopy tree in the proposed interior parking lot island;
- d) The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Final Site Plan; and
- e) *(additional conditions here if any)*

*This motion is made because the plan is otherwise in compliance with Article 17, Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance.*

**-AND-**

### Approval –Stormwater Management Plan

In the matter of West Oaks I Renovation, JSP14-57, motion to recommend **approval** of the Stormwater Management Plan to the City Council based on and subject to the following:

- a) The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b) *(additional conditions here if any)*

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

**-OR-**

### Denial –Preliminary Site Plan

In the matter of West Oaks I Renovation, JSP14-57, motion to recommend **denial** of the Preliminary Site Plan to the City Council, *for the following reasons...(because the plan is not in compliance, Article 17, Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

**-AND-**

### Denial –Stormwater Management Plan

In the matter of West Oaks I Renovation, JSP14-57, motion to recommend **denial** of the Stormwater Management Plan to the City Council, *for the following reasons...(because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

Maps  
Location  
Zoning  
Future Land Use  
Natural Features


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# West Oaks I Renovation JSP14-57

Location



## Map Legend

 Area of Proposed Renovations



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

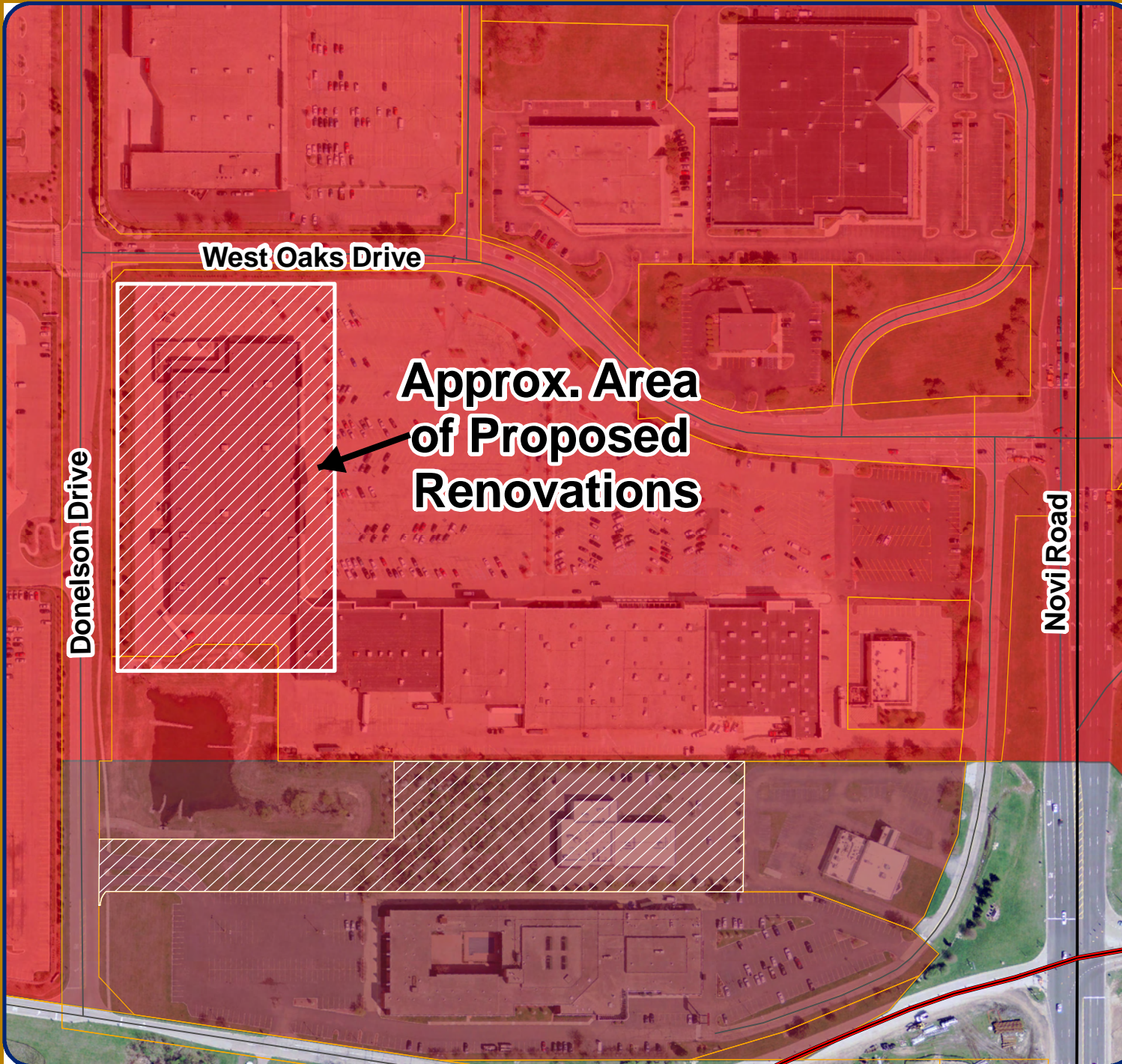
Map Author: Kristen Kapelanski  
Date: 01-07-15  
Project: West Oaks I Renovation JSP14-57  
Version #: 1.0

### 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.

# West Oaks I Renovation JSP14-57

Zoning



## Map Legend

-  Area of Proposed Renovations
-  C: Conference District
-  RC: Regional Center District



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

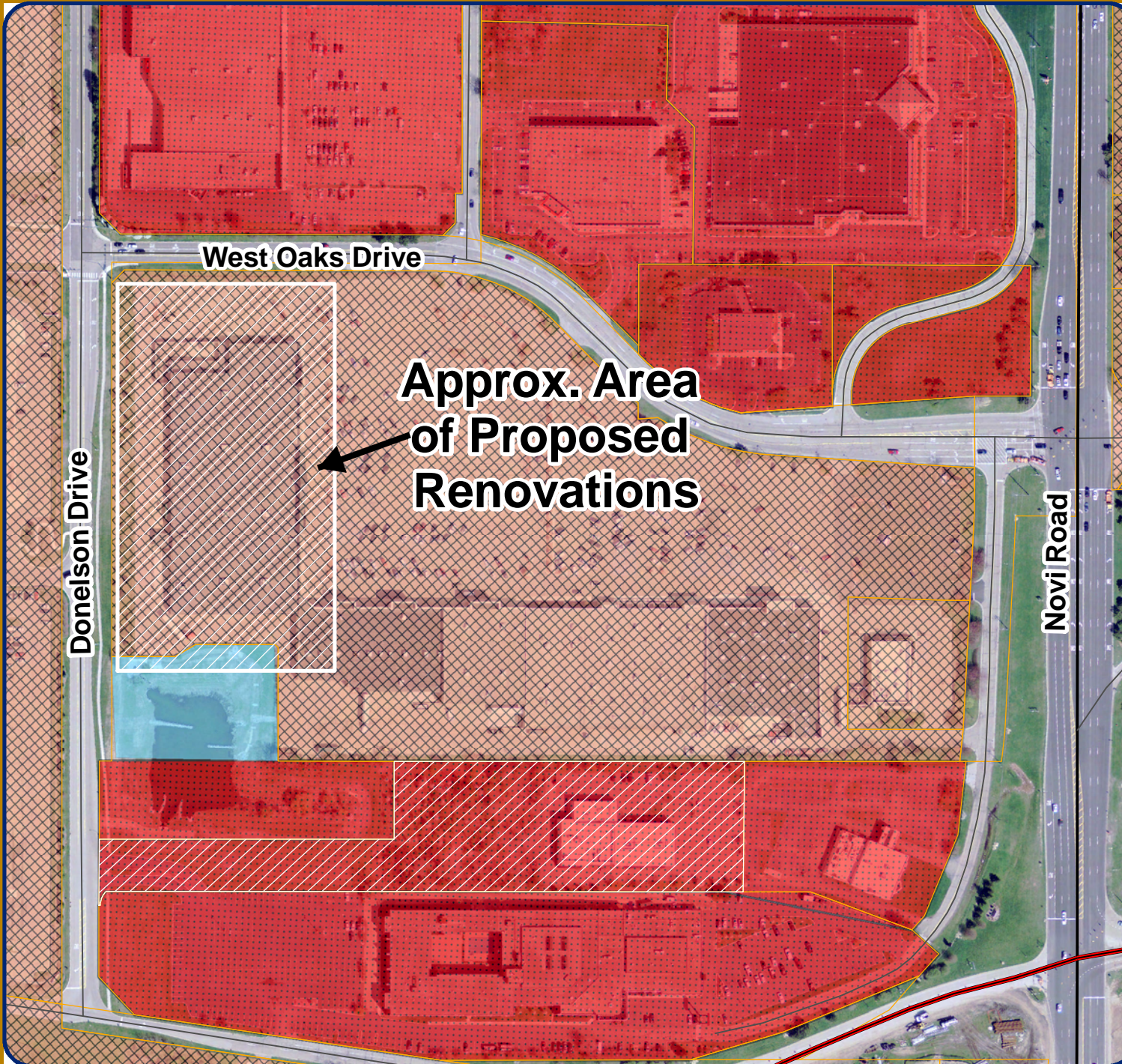
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# West Oaks I Renovation JSP14-57

Future Land Use



## Map Legend

- Area of Proposed Renovations
- Regional Commercial
- PD2
- Public



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

Map Author: Kristen Kapelanski  
Date: 01-07-15  
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# West Oaks I Renovation JSP14-57

Natural Features



## Map Legend

- Area of Proposed Renovations
- Wetlands
- Woodlands



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

Map Author: Kristen Kapelanski  
Date: 01-07-15  
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Site Plan

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

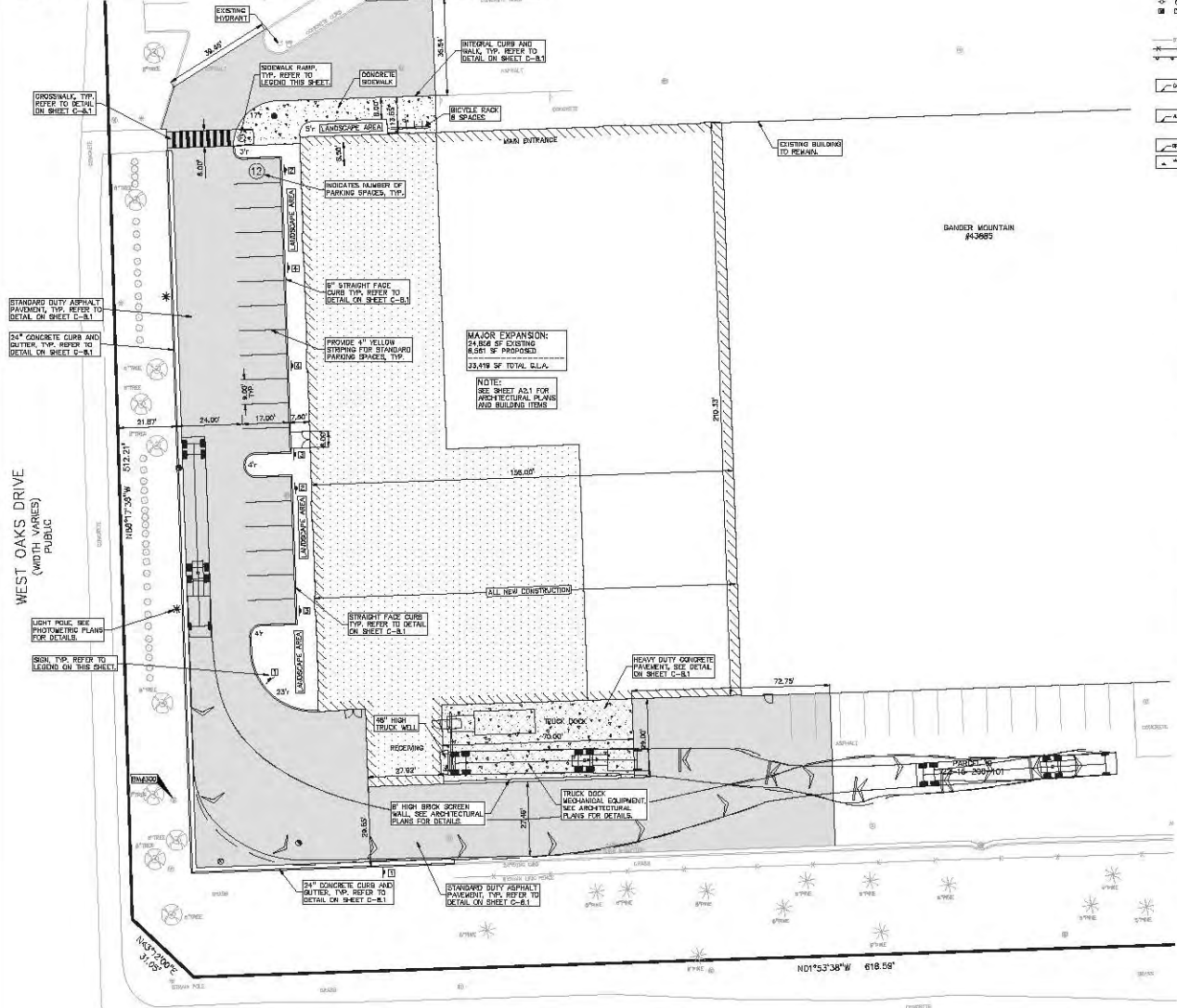
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BENCH MARKS  
CITY OF NOVI DATUM

BM #300  
N. RM. OF SANITARY MANHOLE AT THE 30' SOUTH OF THE SOUTH CURB OF WEST OAKS DRIVE AND 100' EAST OF THE EAST CURB OF DONELSON DRIVE. ELEV. 926.22

BM #301  
N. RM. OF A SANITARY MANHOLE 20' NORTH OF THE SOUTH PROPERTY LINE OF WEST OAKS CENTER BEHIND (SOUTH) OF #43713 (DSW) ELEV. 925.16



**LEGEND**

NEW FOUND  
EXISTING FOUND  
REMOVED  
CALCULATED

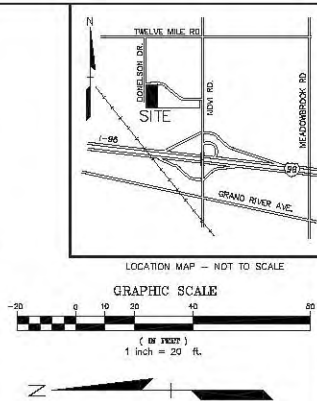
**DRIVING**

4'-0" CLEARANCE - 4'-0" CLEARANCE BY SIDE OF ROAD, FREE BY DRIVE  
4'-0" CLEARANCE - 4'-0" CLEARANCE BY SIDE OF ROAD, FREE BY DRIVE  
4'-0" CLEARANCE - 4'-0" CLEARANCE BY SIDE OF ROAD, FREE BY DRIVE

**REFERENCE DRAWINGS**

WATER MAIN  
SEWER MAIN  
STORM SEWER  
ELECTRICAL  
GAS  
TELEPHONE

NEW OR AS SHOWN  
NEW OR AS SHOWN  
NEW OR AS SHOWN  
NEW OR AS SHOWN  
NEW OR AS SHOWN  
NEW OR AS SHOWN



**SITE DATA:**

ZONING: RC - REGIONAL CENTER DISTRICT (PER CITY OF NOVI GIS DATABASE)

PROPOSED USE: RETAIL STORE

**BUILDING AREA (TOTAL SITE):** 243,887 S.F.

PROPOSED MAJOR EXPANSION: 18,160 S.F. (THIS SHEET)

PARTY CITY EXPANSION: 1,800 S.F.

PARTY CITY DIMINUTION: -238 S.F.

TOTAL EXPANSION: 17,922 S.F.

TOTAL BUILDING AREA: (MAJOR + PARTY CITY + PARTY CITY DIMIN.) 241,679 S.F.

**PARKING (TOTAL SITE):**

EXISTING REQUIRED = 4.0 SPACES/1,000 S.F. G.L.A. = 978 SPACES  
PROVIDED = 1,049 SPACES = 4.28 SPACES/1,000 S.F. G.L.A.

PROPOSED REQUIRED = 4.0 SPACES/1,000 S.F. G.L.A. = 1,049 SPACES  
PROVIDED = 1,049 SPACES = 4.28 SPACES/1,000 S.F. G.L.A.

BARBER FREE SPACES: 21 REQUIRED, 31 PROVIDED

REQUIRED NETWORK (PER CITY OF NOVI CODE OF ORDINANCES, APPENDIX A, ARTICLE 17 AND 24.)

**BIKE PARKING:**

PER CITY OF NOVI CODE OF ORDINANCES, APPENDIX A, ARTICLE 17 AND 24.)

REQUIRED AUTOMATED 4 SPACES/1,000 S.F. G.L.A. = 134 SPACES  
REQUIRED BI-CYCLE: 134 x 0.05 = 7 SPACES  
8 SPACES MINIMUM PER SECTION 2505

**RE ZONINGS:**

FRONT YARD: 100 FT  
REAR YARD: 100 FT  
SIDE YARD: 10 FT EXCEPT IN A PLANNED DEVELOPMENT OF RETAIL COMMERCIAL OUTLETS, NO YARD SHALL BE REQUIRED ALONG INTERIOR LOT LINES COMPOSED OF COMMON PARTY WALLS.

MINIMUM BUILDING HEIGHT: 45 FT, 3 STORIES

**REARING SETBACKS:** TULKLE (15) NEW PARKING SPACES ARE PROPOSED.

**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 D-8-1 FOR ON-SITE PAVING DETAILS.

3. REFER TO SHEET D-8-2 FOR ON-SITE SIDEWALK RAMP DETAILS.

4. NO PARKING-FREE LANE SPACES 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 NOVI 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, INLETS, GATE WELLS, ETC.) WITHIN GRADED AND JOB PAVED AREAS TO FINAL GRADE SHOWN ON THE PLANS. ALL SUCH ADJUSTMENTS SHALL BE ACCIDENTAL TO THE JOB AND WILL NOT BE PAID FOR SEPARATELY.

**SIDEWALK RAMP LEGEND:**

REFER TO SHEET D-8-2 FOR H.D.G. 8-28-H STANDARD RAMP AND DETECTABLE WARNING DETAILS

**CONSTRUCTION SITE ACCESS NOTE:**

CONTRACTOR SHALL USE DRIVE APPROACHES OFF OF WEST OAKS DRIVE TO ACCESS THE SITE.

**SIGN LEGEND:**

NO PARKING FIRE LANE SIGN

EMPLOYEE PARKING ONLY SIGN RIGHT APPROX

EMPLOYEE PARKING ONLY SIGN LEFT APPROX

EMPLOYEE PARKING ONLY SIGN DOUBLE APPROX

REFER TO SHEET D-8-1 FOR SIGN DETAILS

**NOTES:**

1) NO WETLANDS OR WOODLANDS WILL BE IMPACTED.

2) SITE OPEN SPACE WILL NOT BE IMPACTED.

3) TOTAL BUILDING AREA WILL INCREASE.

4) IMPERVIOUS AREA ON SITE WILL REMAIN UNCHANGED. (PERCENTAGE OF LOT COVERAGE WILL NOT INCREASE)

5) A TOTAL OF TWO (2) TREES ARE ANTICIPATED TO BE REMOVED. REPLACEMENT TREES WILL BE PROVIDED BASED ON THE CITY'S LANDSCAPING STANDARDS, AS REQUIRED.

6) NO NEW ROADS OR DRIVEWAYS ARE PROPOSED.

**ENGINEERING NOTES:**

1) TOTAL AREA OF IMPERVIOUS SURFACES ON SITE WILL BE REMAIN UNCHANGED. THEREFORE, NO STORM WATER MANAGEMENT IMPROVEMENTS ARE REQUIRED ON SITE FOR THE NEW REGIONAL SYSTEM.

2) ALL SITE WORK (UTILITIES, MATERIALS, PAVEMENTS, ETC.) WILL BE DESIGNED PER CITY OF NOVI DESIGN AND CONSTRUCTION STANDARDS.

**CITY OF NOVI NOTES:**

1. ACCORDING TO THE USGS NATURAL RESOURCES CONSERVATION SERVICE WEB SOIL SURVEY FOR ZILAND COUNTY, THE SITE CONSISTS OF THE FOLLOWING SOIL TYPES:

10B - WAPLETTIC SANDY LOAM, 1 TO 8 PERCENT SLOPES  
12 - BROOKSTON AND COLWOOD LOAMS  
40C - ROLLS SANDY LOAM, 8 TO 10 PERCENT SLOPES

2. DISTURBED AREA = 80,847 SQUARE FEET

**LANDSCAPE NOTE:**

1. LANDSCAPE PLANS WILL BE SUBMITTED AS PART FINAL SITE PLAN SUBMITTAL.

**CAUTION!**

THE CITY OF NOVI HAS A POLICY OF ENCOURAGING THE USE OF LOCAL BUSINESS AND INDUSTRY. WE ARE CURRENTLY SEARCHING FOR QUALIFIED FIRM TO ASSIST US IN THE DESIGN AND CONSTRUCTION OF A NEW 100,000 SQ. FT. RETAIL STORE. IF YOU ARE INTERESTED IN BEING CONSIDERED FOR THIS PROJECT, PLEASE CONTACT US AT THE ADDRESS BELOW.

**3 FULL WORKING DAYS BEFORE YOU DIG CALL**

**811**

Know what's below  
Call before you dig

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**PEA**

PROFESSIONAL  
ENGINEERING  
ASSOCIATES

2430 Rochester Ct. Suite 100  
Troy, MI 48063-1970  
Phone: (248) 689-9090  
Fax: (248) 689-1044  
website: www.pea.com

**RAMCO GERSHENSON**  
27800 NORTHWESTERN AVENUE, SUITE 200  
FARMINGTON HILLS, MI 48334

**DIMENSION PLAN - NORTH**  
**WEST OAKS**

PART OF THE CITY OF NOVI, MICHIGAN

DES. G.S. DN. G.A.B. SUR. G.W.C. P.M. DN.

ORIGINAL  
ISSUE DATE: DEC. 18, 2014  
PEA JOB NO. 2014-166  
SCALE: 1" = 20'  
DRAWING NUMBER:  
**C-3.1**

**PRELIMINARY - NOT FOR CONSTRUCTION**



## Planning Review

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# PLAN REVIEW CENTER REPORT

January 6, 2015

## Planning Review

West Oaks I Renovation

**JSP14-57**

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### Petitioner

Ramco-Gershenson Inc.

### Review Type

Revised Preliminary Site Plan

### Property Characteristics

- Site Location: 43741 West Oaks Drive (south of West Oaks Drive, west of Novi Road) (Section 15)
- Site Zoning: RC, Regional Center District
- Adjoining Zoning: North, East and West: RC; South: C, Conference District
- Current Site Use: Existing West Oaks shopping center
- Adjoining Uses: North, East and West: various retail and restaurant; South: retail and office
- School District: Novi School District
- Site Size: 20.12 acres
- Plan Date: 12-18-14

### Project Summary

The applicant is proposing to demolish a portion of the existing West Oaks I shopping center and construct an additional 17,291 sq. ft. on the north and west sides of the existing center with associated parking and landscaping. Existing tenants will be relocated a new tenant has been proposed. The applicant previously submitted a plan showing a 9,942 sq. ft. expansion but has since revised the plan to increase the expansion area.

### Recommendation

**Staff recommends approval of the Revised Preliminary Site Plan.** There are minor planning related items to be addressed on the Final Site Plan submittal. City Council approval of the plan is required after a recommendation from the Planning Commission per Section 1703.4 of the Zoning Ordinance. Zoning Board of Appeals variances are required.

### Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 17 (Regional Center District), Article 24 (Schedule of Regulations), Article 25 (General Provisions) and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed by the applicant.

1. Building Setbacks: Required building setbacks in the RC District are 100 feet. The proposed setbacks in the northern and western yards are 70 feet and 68 feet. **The applicant has applied for variances from the Zoning Board of Appeals for the deficient setbacks.** Plans will not be stamped approved until variances are granted. It should be noted that any previously submitted ZBA applications based on the previous plan iteration will need to be updated along with the ZBA application.
2. Loading Space: Loading space must be located in the rear yard or interior side yard. **The applicant has proposed a loading zone in the exterior side yard and has applied for a variance from the Zoning Board of Appeals for this deficiency.** Plans will not be stamped approved until this variance is granted.

3. Exterior Lighting: **A photometric plan with proposed lighting and manufacturer's details is required with the Final Site Plan submittal.**
4. Bicycle Parking: Bike parking spaces have been indicated on the east side of the proposed storefront. **The applicant should provide a detail of the bike parking layout consistent with the requirements outlined in the planning review chart.**
5. Economic Impact: **The applicant should provide the total cost of the site improvements, proposed building and approximate number of jobs during and after construction in the response letter.**
6. Signage: Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland (248.347.0438) for information regarding sign permits.

#### **Site Addressing**

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

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

#### **Pre-Construction Meeting**

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

#### **Chapter 26.5**

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

#### **Response Letter**

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

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



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Kristen Kapelanski, Planner, 248.347.0586 or [kkapelanski@cityofnovi.org](mailto:kkapelanski@cityofnovi.org)  
Attachments: planning review chart

**Planning Review Summary Chart**

West Oaks 1 Renovation JSP14-57  
 Revised Preliminary Site Plan Review  
 Plan Date: 12-18-14

Item	Proposed	Meets Requirements?	Comments
<b>Master Plan</b> Regional Commercial	Regional Commercial	Yes	
<b>Zoning</b> RC, Regional Center	No change	Yes	
<b>Use</b> Various retail and business uses	Retail space	Yes	
<b>Max. Building Height (Sec. 2400)</b> 45 feet or 3 stories	~38 feet	Yes	
<b>Building Setbacks (Sec. 2400)</b>			
Front (north): 100 ft.	70 feet	No	The applicant has applied for variances from the Zoning Board of Appeals for the deficient setbacks
Sides (east and west): 100 ft.	100 feet + (east) 68 feet (west)	No	
Rear (south): 100 ft.	Existing building to remain	N/A	
<b>Parking Setbacks (Sec. 2400)</b>			
Front (north): 20 ft.	21 ft.	Yes	
Sides (east and west): 10 ft.	No additional spaces proposed (east) 39 ft. (west)	Yes	
Rear (south): 10 ft.	No additional spaces proposed	N/A	
<b>Number of Parking Spaces (Sec. 2303A.3)</b>  Shopping Center: 4 spaces per 1,000 sq. ft. GLA  254,027 sq. ft. = 1,017 spaces required	1,069 spaces provided	Yes	
<b>Parking Space Dimensions (Sec. 2506)</b> 9 ft. x 19 ft. parking spaces with 24 ft. drives  9 ft. x 17 ft. parking spaces along curbs	9 ft. x 17 ft. parking spaces with 24 ft. drives	Yes	The applicant should indicate 4" curbs wherever 17' spaces are proposed
<b>Barrier Free Spaces (Barrier Free Code)</b> 20 accessible spaces; 3 space must be van accessible	31 barrier free spaces provided throughout site (no new spaces proposed)	Yes	

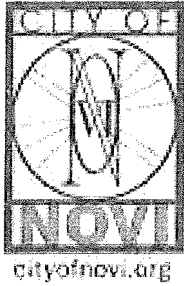
Item	Proposed	Meets Requirements?	Comments
<b>Barrier Free Space Dimensions</b> (Barrier Free Code) 8 ft. wide with an 8 ft. wide access aisle for van accessible	N/A	N/A	
<b>Barrier Free Signs</b> (Barrier Free Design Graphics Manual) 1 barrier free sign per space	N/A	N/A	
<b>Loading Spaces</b> (Sec. 2507) 10 square feet per front foot of building = 208 x 10 = 2,080 sq. ft.  All loading shall be in the rear yard or interior side yard if a double-fronted lot	2,030 sq. ft. shown in exterior side yard	No	The applicant has applied for a variance from the Zoning Board of Appeals for the location of the proposed loading zone
<b>Loading Space Screening</b> (Sec. 2302A.1) View of loading & waiting areas must be shielded from rights of way & adjacent properties	Screen wall proposed	Yes	
<b>Accessory Structure Setback-Dumpster</b> (Sec. 2503) Located in the rear yard  Min. 10 ft. from any building unless structurally attached & setback the same as parking from all property lines	Trash compactor to be located in loading area and screened by proposed screen wall	Yes	
<b>Dumpster</b> (Chap. 21, Sec. 21-145) Screening of not less than 5 ft. on 3 sides of dumpster required, interior bumpers or posts must also be shown  Screening should be 1 foot taller than dumpster	Trash compactor adequately screened	Yes	
<b>Exterior Lighting</b> (Sec. 2511) Photometric plan & exterior lighting details needed at final site plan	No plan provided		Full photometric plan and details required by Final Site Plan submittal
<b>Sidewalks</b> (Non-Motorized Plan) No additional sidewalks required  Building exits must be connected to sidewalk system	Sidewalk and crosswalk connecting new building to parking area proposed	Yes	

Item	Proposed	Meets Requirements?	Comments
or parking lot			
<p><b>Bicycle Parking</b> (Sec. 2526)                      5% of required automobile spaces minimum 8 spaces                      Located along the building approach line &amp; easily accessible from the building entrance                      Max. 120 ft. from entrance being served or the nearest auto parking space to that entrance                      Must be accessible via a paved 6 ft. wide route &amp; separated from auto facilities                      4 ft. wide maneuvering lane required with a 6 ft. parking space width &amp; a depth of 2 ft. for single spaces &amp; 2.5 ft. for double spaces</p>	<p>8 bicycle parking spaces indicated                      No detail provided for layout                      Detail for bike rack provided</p>	<p><b>No</b></p>	<p><b>Applicant should provide bike parking layout detail per standards described</b></p>
<p><b>Economic Impact</b>                      Total cost of proposed building &amp; site improvements                      Number of jobs created (during construction &amp; after building is occupied if known)</p>	<p>None provided</p>	<p><b>No</b></p>	<p><b>Address economic impacts of project in site plan and/or response letter</b></p>
<p><b>Exterior Signs</b>                      Signage is not regulated by the Planning Division or Planning Commission</p>		<p>If a sign is proposed, contact Jeannie Niland at 248.347.0438 or <a href="mailto:jniland@cityofnovi.org">jniland@cityofnovi.org</a> for information</p>	



## Engineering Review

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# PLAN REVIEW CENTER REPORT

January 6, 2015

## Engineering Review

West Oaks 1 Renovations  
JSP14-0057

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### Applicant

RAMCO-GERSHENSON, INC.

### Review Type

Revised Preliminary Site Plan

### Property Characteristics

- Site Location: S. of West Oaks Drive and E. of Donelson Drive
- Site Size: 0.87 acres
- Plan Date: 12/18/14

### Project Summary

- Expansion of the existing building by an approximately 243,987 square-foot to a 261,278 square foot building and associated parking. Site access would be provided by existing curb cuts and driveways from West Oaks Drive and Donelson Drive.
- Water service would be relocated around the building expansion extending the existing 12-inch water main running through the site. Two 4-inch domestic lead and a 6-inch fire suppression lead, would be provided to serve the building along with an additional hydrant.
- Sanitary sewer service would be provided by a two 4-inch lead from the existing 15 inch sanitary sewer line running along the west side of the site.
- Storm water would be collected by a single storm sewer collection system and discharge into the existing storm water system. Net impervious area will decrease, no new detention is required.

### Recommendation

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

**Comments:**

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

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

General

1. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County. This form was included in the original site plan package.
2. Provide a traffic control sign table listing the quantities of each sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.
3. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.

Water Main

4. Note that a tapping sleeve, valve and well will be provided at the connection to the existing water main.
5. Provide a profile for all proposed water main 8-inch and larger.
6. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

Sanitary Sewer

7. The Oakland County Water Resource Commission IWC form for non-domestic sites must be submitted prior to Final Stamping Set approval.

Storm Sewer

8. Provide a 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs.
9. Match the 0.80 diameter depth above invert for pipe size increases.
10. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot deep plunge pool.
11. Label the 10-year HGL on the storm sewer profiles, and ensure the HGL remains at least 1-foot below the rim of each structure.
12. Illustrate all pipes intersecting storm structures on the storm profiles.
13. Provide profiles for all proposed storm sewer.

Storm Water Management Plan

14. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
15. Provide a drainage area map.

Paving & Grading

16. Provide top of curb/walk and pavement/gutter grades to indicate height of curb adjacent to parking stalls or drive areas.
17. The plan currently shows 17 foot deep parking stalls adjacent to a 6-inch high curbed sidewalk on the north side of the building. If 17-foot deep stalls are provided, the curb height should be reduced to 4-inch.

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

18. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. **The cost estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

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

19. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department. The existing easement must be amended or a vacated.
20. Executed copies of any required off-site utility easements must be submitted to the Community Development Department.

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

21. 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).
22. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
23. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.

24. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
25. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
26. An incomplete site work performance guarantee for this development will be calculated (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.
27. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.

Please contact Jeremy Miller at (248) 735-5694 with any questions.

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

## Traffic Review

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December 30, 2014

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

**SUBJECT: West Oaks I Renovation, JSP14-0057, Traffic Review of Revised Preliminary Site Plan, PSP14-0214**

Dear Ms. McBeth:

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

**Recommendation**

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

**Issues to Resolve**

What Needs to Be Addressed to Provide a Satisfactory Plan?

1. The height of the new east-west curb nearest the building is correctly indicated on the Grading Plan - North (sheet C-4.1) as 0.33 ft high (necessary to permit the abutting 17-ft-long parking stalls), but the two associated labels on the Dimension Plan – North (sheet C-3.1) are inconsistent with this requirement. The label to the east reads ‘6” Straight Face Curb Typ. Refer to detail on sheet C-8.1,’ and the label to the west reads “Straight Face Curb Typ. Refer to detail on sheet C-8.1.’ **Both of these two labels should read ‘4” Concrete Straight Face Curb, Typ. Refer to Detail on Sheet C-8.1.’** (Note: This is the label used on the first version of the revised preliminary site plan, which we were asked not to review since the proposed building footprint and related parking lot features were being changed to those now under review.)
2. General note 1 on sheet C-3.1 is inconsistent with the dimensioning of the parking spaces along the north end of the building. Those spaces are correctly designed and dimensioned as 17 ft long to the face of curb, but the note appears to indicate that such dimensions are to back of curb. **Note 1 should be revised to specifically state that “parking space dimensions – length as well as width – are referenced to the face of curb or walk.”**
3. Since six customized parking signs are now proposed behind the above-cited curb, where they could be susceptible to impact damage from vehicles parking in the adjacent spaces, **a note should be added to the plan specifying that all signs shall be placed a minimum of 2 ft behind the curb** (the sign symbols now appearing are only about 1 ft behind the curb).

4. Since the proposed new north parking lot now has parking spaces on only one side, **the other (north) side of the lot needs to be posted NO PARKING FIRE LANE. A series of three uniformly spaced signs indicating such should be added to both the plan. In a related matter, general note 4 on sheet C-3.1 should either be deleted (since it is unnecessary in this case) or revised to reflect the 75-ft (not 100-ft) maximum sign spacing appearing in Sec 15-99(e)(1) of the Novi Fire Protection and Prevention Ordinance.**
5. **The Sign Legend now appearing on sheet C-3.1 should be retitled Sign Quantities, and it the table should list the quantities of each sign type required.**

Sincerely,  
CLEARZONING, INC.



Rodney L. Arroyo, AICP  
President



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



## Landscape Review

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## PLAN REVIEW CENTER REPORT

January 6, 2014

### Preliminary Landscape Review

West Oaks I Renovation JSP14-57

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#### Petitioner

Ramco Gershenson

#### Review Type

Revised Preliminary Site Plan

#### Property Characteristics

- Site Location: West Oaks Drive (adjacent parking lot)
- Site Zoning: RC – Regional Center
- Adjoining Zoning: RC – Regional Center
- Site Use(s): Commercial
- Adjoining Uses: Commercial
- Plan Date: 12-18-14

#### Recommendation

**Approval of the Revised Preliminary Site Plan for West Oaks I Renovation JSP14-57 is recommended.** Please address the concerns noted below.

#### Ordinance Considerations

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

1. The property is not adjacent to residential properties.

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

1. No alterations are proposed in the area of the public right-of-way. The existing vegetation will be maintained.

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

1. Existing street trees will be maintained.

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

1. The existing parking lot will be reduced in size by the proposed building addition.
2. No more than 15 contiguous parking spaces are allowed. The applicant has met this requirement. **Canopy trees are required in all parking lot islands. A canopy tree should be added to island interior to the proposed row of parking. Alternately the Applicant could seek a waiver from the Planning Commission.**
3. Perimeter Parking Lot Canopy Trees are required at one per 35 LF. This requirement has been met with the existing trees to be preserved.

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

1. A 4' wide landscape bed is required at the building foundation with the exception of access areas. The frontage of the proposed building renovation is entirely walkway as is typical of the commercial development as a whole. No foundation landscape is proposed at this access walkway.

2. Foundation landscape is proposed along the north face of the building addition. This is an improvement over the existing development that currently has no landscape at this end of the building. The minimum 4' wide landscape bed requirement has been met.
3. A total of 8' x the building foundation is required as foundation landscape area is required. This requirement has been met.

**Plant List (LDM)**

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

**Planting Details & Notations (LDM)**

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

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

1. No storm basin is proposed.

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

1. All landscape areas are required to be irrigated. A note states such on the plan.

**General**

1. The loading dock has been appropriately screened with an 8' high brick screen wall.

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

Reviewed by: Kristen Kapelanski, AICP

## Façade Review

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January 7, 2014

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

Attn: Ms. Barb McBeth – Director of Community Development

Re: FACADE ORDINANCE – Revised Preliminary Site Plan Review  
**West Oaks Renovations, PSP14-0214**  
 Façade Region: 1, Zoning District: RC

Dear Ms. McBeth:

The following is the Façade Review for Revised Preliminary Site Plan Approval of the above referenced project based on the drawings prepared by Wah Yee Associates, dated December 18, 2014. The applicant has made revisions in response to our prior review. 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 of Ordinance Section 2520 are shown in the right hand column. Materials in non-compliance with the Façade Schedule, if any, are highlighted in **bold**.

Façade Region 1		Front (East)	North (Major)	West (Major)	Ordinance Maximum (Minimum)
1	Brick	30%	58%	30%	100% (30% Min)
2	EIFS	10%	25%	10%	25%
3	Cement Composite Panels	10%	14%	0%	50%
4	Aluminum Ribbon Accent Feature	10%	0%	0%	50%
5	Wood Beam Truss (log motif @ entrance gable)	10%	0%	0%	15%
6	Scored & Fluted CMU, painted (existing)	10%	0%	60%	10%
7	Cultured Stone (existing)	5%	0%	0%	50%
8	Cast Stone	1%	2%	1%	25%
9	Standing Seam Metal	10%	0%	0%	25%
10	Molded Cornice	4%	1%	NA	15%

This project consists of façade alterations and a building addition in accordance with Façade Ordinance Sections 2520.6 and 2520.7, respectively. The applicant has made minor revisions since our prior review consisting of increasing the size of the addition and relocation of certain tenant entrances. These revisions do not significantly affect the overall quality and quantity of façade materials with respect to the Façade Ordinance.

**Recommendation** – As shown above the design is in full compliance with the Façade Ordinance. A Section 9 Waiver is not required for this project.

**Notes to the Applicant:**

1. It should be noted that any roof top equipment must be screened from view from all on-site and off-site vantage points using materials consistent with the building design.
2. Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. It is the applicant's responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department's Online Inspection Portal with the following link. Please click on "Click here to Request an Inspection" under "Contractors", then click "Façade".

<http://www.cityofnovi.org/Services/CommDev/OnlineInspectionPortal.asp>.

If you have any questions regarding this project please do not hesitate to call.

Sincerely,  
DRN & Associates, Architects PC



Douglas R. Necci, AIA

## Fire Review

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December 30, 2014

TO: Barbara McBeth- Deputy Director of Community Development  
Kristen Kapelanski- Plan Review Center  
Sri Komaragiri- Plan Review Center

**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
Dave Staudt

Gwen Markham

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Doreen Poupard

**City Manager**  
Pete Auger

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

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

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

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

RE: West Oaks I Renovations

**PSP#14-0214**

**Project Description:** Renovation of existing building known as David's Bridal and Gander Mountain.

**Comments:** Existing hydrants must be in service during demo and construction.

**Recommendation: Approval**

Sincerely,

Joseph Shelton- 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

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Wah Yee Associates  
Architects & Planners  
Since 1961

Response to the Plan Review Center Report of January 6, 2015  
West Oaks I Renovation  
JSP 14-57

January 8, 2015

Ms. Kristen Kapelanski, Planner  
City of Novi  
45175 Ten Mile Road  
Novi, MI 48375

Planning Review by Kristen Kapelanski, 1-7-2015

#### Ordinance Requirements

1. No response required
2. No response required
3. A Photometric Plan will be submitted with the Final Site Plan package.
4. Bicycle parking spaces will be detailed as required by ordinance with the Final Site Plan package.
5. Economic Impact: The total cost of the site improvements and proposed building renovation/addition will be around 7.5 million dollars. During the time of construction there will be an average of 45 jobs. These jobs will change as certain trades finish their work and new trades start. After construction, Ramco-Gershenson expects no new employees for Party City, David's Bridal or Gander Mountain. The new tenant expects to employ roughly 60 to 75 people.
6. No response required

Please refer to the Response Letter from Professional Engineering Associates of January 7, 2015 for the response to the Engineering, Traffic and Landscape review comments.

37911 West Twelve Mile Road  
Farmington Hills, MI 48331  
(248) 489-9160 FAX: (248) 489- 0133  
E-Mail: [wya@wahyeeassoc.com](mailto:wya@wahyeeassoc.com)





Wah Yee Associates  
Architects & Planners  
Since 1961

Façade Ordinance Review by Douglas R. Necci, January 7, 2015

1. Roof top equipment will be screened from view as required.
2. Façade material inspection will be scheduled as required.

Sincerely,  
Wah Yee Associates

A handwritten signature in purple ink that reads "C. E. Fosse". The signature is fluid and cursive.

Charles E. Fosse, NCARB  
Principal

37911 West Twelve Mile Road  
Farmington Hills, MI 48331  
(248) 489-9160 FAX: (248) 489- 0133  
E-Mail: [wya@wahyeeassoc.com](mailto:wya@wahyeeassoc.com)





**PROFESSIONAL ENGINEERING ASSOCIATES, INC.**

Civil Engineers | Land Surveyors | Landscape Architects

Corporate Office • 2430 Rochester Court • Suite 100 • Troy, MI 48083  
(P) 248.689.9090 • (F) 248.689.1044 • [www.peainc.com](http://www.peainc.com)

January 7, 2015  
PEA Project No: 2014-166

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

**RE: Preliminary Site Plan Review Comments  
West Oaks I Renovation JSP14-57**

Dear Ms. Kapelanski:

In response to the comments received from various City departments during the Preliminary Site Plan Review process, we offer the following responses:

Planning Review Comments dated January 6, 2015:

Responses are offered for only those items where a plan revision or typed response was necessary.

3. A photometric plan with proposed lighting and manufacturer's details will be submitted for Final Site Plan review.
4. The plans will provide a bike parking lot layout consistent with the requirements outlined in the planning review chart.

Engineering Department Review dated January 7, 2015:

Responses are offered for only those items where a plan revision or typed response was necessary.

General:

1. The non-domestic user survey will be submitted prior to Final Stamping Set approval
2. A sign table will be added to the plans with quantities. A note will also be provided stating "All traffic signage shall comply with the current MMUTCD standards".
3. City standard details will be included for the Final Stamping Set submittal.

Water Main:

4. A tapping sleeve, valve and well connecting to the existing water main will be shown on the plans.
5. Water main profiles will be included for the Final Site Plan submittal.
6. Three sealed sets of drawings for water main permitting will be submitted.

Sanitary Sewer:

7. The Oakland County Water Resources Commission IWC form for non-domestic sites will be submitted prior to Final Stamping Set submittal.

Storm Water Management Plan:

8. Due to existing constraints, we are not able to meet the requirements of the 0.1 foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs and match the 0.80 diameter depth above the invert for pipe size increases. We will submit the Request for Variance Design and Construction Standards form to obtain a variance for the 0.1 foot drop in inverts of all storm structures.
9. At the location where the pipe diameter changes, the plans will indicate the pipes match at the 0.80 diameter depth above the inverts of the 36 inch and 42 inch storm sewer.
10. Plunge pools will be added to manholes where difference of inverts exceeds 2 feet.
11. The 10-year HGL will be shown in the profiles.
12. All pipes intersecting a storm structure will be shown on the plans.
13. Profiles of all proposed storm sewers will be shown for the Final Site Plan submittal.

Storm Water Management Plan:

14. The storm water management will be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
15. A drainage area map will be shown on the drawings.

Paving and Grading:

16. The top of curb/walk and top of pavement/gutters will be shown to indicate height of curb adjacent to parking stalls or drive areas.
17. The curb height will be reduced from 6-inches to 4-inches where the parking stalls are adjacent to the parking stalls.

Final Site Plan Submittal:

18. An itemized cost opinion will be included for the Final Site Plan submittal.

Stamping Set Submittal:

19. – 20. Response not required – Items will be addressed prior to Final Stamping Set submittal.

Prior to Construction:

21. – 27. Responses not required. Items will be addressed prior to construction.

Traffic Review by Clearzoning dated December 30, 2014

Responses are offered for only those items where a plan revision or typed response was necessary.

1. The labels will be revised to read '4" Concrete Straight Face Curb, Typ. Refer to Detail on Sheet C-8.1'
2. Note 1 will be revised to specifically state that "parking space dimensions – length as well as width – are referenced to the face of curb or walk"
3. A note will be added to the plan specifying all signs shall be placed a minimum of 2 feet behind the back of curb.
4. No parking fire lane signs will be added in the landscaping area on the north side of the drive aisle. Note 4 will be revised accordingly.
5. The sign legend will be retitled to sign quantities and it will include the quantities of each sign type required.

Landscape Review Comments dated January 6, 2015

Responses are offered for only those items where a plan revision or typed response was necessary.

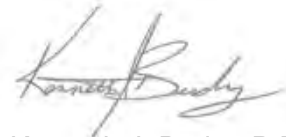
Parking Landscape

2. Plans will be revised to include a canopy tree in all parking lot islands.

If you should have any further questions or comments, please contact this office.

Sincerely,

**PROFESSIONAL ENGINEERING ASSOCIATES, INC.**



Kenneth J. Budry, P.E.  
Project Engineer