



HILLSIDE INVESTMENTS OFFICE JSP17-84

HILLSIDE INVESTMENTS OFFICE BUILDING JSP 17-84

Consideration at the request of Hillside Investments for Preliminary Site Plan and Storm Water Management plan approval. The subject property contains 1.7 acres and is located in Section 12, on the southwest corner of Haggerty Road and Thirteen Mile Road. The vacant parcel is zoned I-1, Light Industrial. The applicant is proposing to construct a two-story professional office building with a total of 25,881 square feet.

Required Action

Approve/Deny the Preliminary Site Plan and Storm water Management plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	2-23-18	<ul style="list-style-type: none"> • A Planning Commission waiver for full screening of the loading zone due to the proposed location in the parking lot (staff supports). • Items to be addressed by the applicant prior to Final Site Plan approval
Engineering	Approval recommended	2-22-18	<ul style="list-style-type: none"> • Items to be addressed by the applicant prior to Final Site Plan approval
Landscaping	Approval recommended	2-11-18	<ul style="list-style-type: none"> • Waiver for Right of Way berm along Haggerty Road due to the topography of the site (staff supports) • Items to be addressed by the applicant prior to Final Site Plan approval
Woodlands	Not Applicable		
Wetlands	Not Applicable		
Traffic	Approval recommended	2-21-18	<ul style="list-style-type: none"> • Items to be addressed by the applicant prior to Final Site Plan approval
Façade	Approval recommended	2-20-18	<ul style="list-style-type: none"> • Section 9 Waiver for overage of CMU material that replicates the appearance of limestone (staff supports) • Addition is in full compliance with Façade ordinance
Fire	Approval recommended	2-28-18	<ul style="list-style-type: none"> • Items to be addressed by the applicant prior to Final Site Plan approval

MOTION SHEET

Approval – Preliminary Site Plan

In the matter of Hillside Investments Office Building JSP17-84, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. A waiver from Section 3.20.2.A for the full screening of the loading zone due to the location in the parking lot (with minor modifications to the location of the loading area at the time of Final Site Plan) with the reasoning that it cannot be reasonably placed elsewhere and appropriately screened, which is hereby granted;
- b. Landscape waiver from Section 5.5.3.B.ii and iii for not providing a berm adjacent to the public Right-of-Way along Haggerty and Thirteen Mile Roads with the reasoning that the site topography makes it unreasonable to provide a berm, which is hereby granted;
- c. A Section 9 waiver for exceeding the maximum allowed percentages for Decorative Block, which is determined to resemble Limestone Panels, is hereby granted
- 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 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)

- AND -

Approval – Stormwater Management Plan

In the matter of Hillside Investments Office Building JSP17-84, motion to **approve** the Stormwater Management Plan 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 Hillside Investments Office Building JSP17-84, motion to **deny** the Preliminary Site Plan...*(because the plan is not in compliance with Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

-AND-

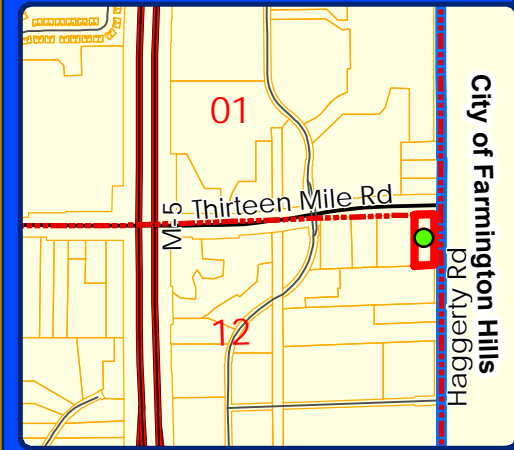
Denial – Stormwater Management Plan

In the matter of Hillside Investments Office Building JSP17-84, motion to **deny** the Stormwater Management Plan...*(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

HILLSIDE INVESTMENTS OFFICE BUILDING: JSP 17-84

Location




LEGEND

- City of Novi
- Sections
- Subject Property

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

Map Author: Lindsay Bell
Date: 03/7/2018
Project: HILLSIDE INVESTMENTS_JSP17-84
Version #: 1

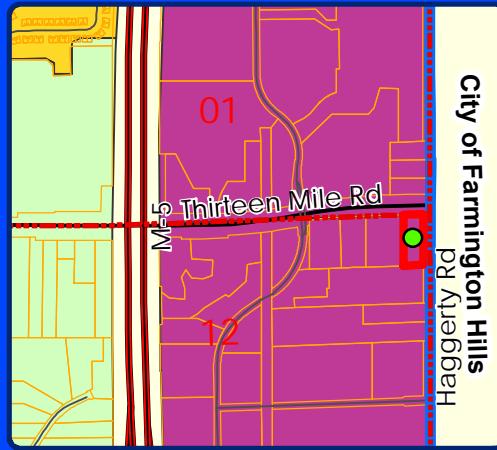
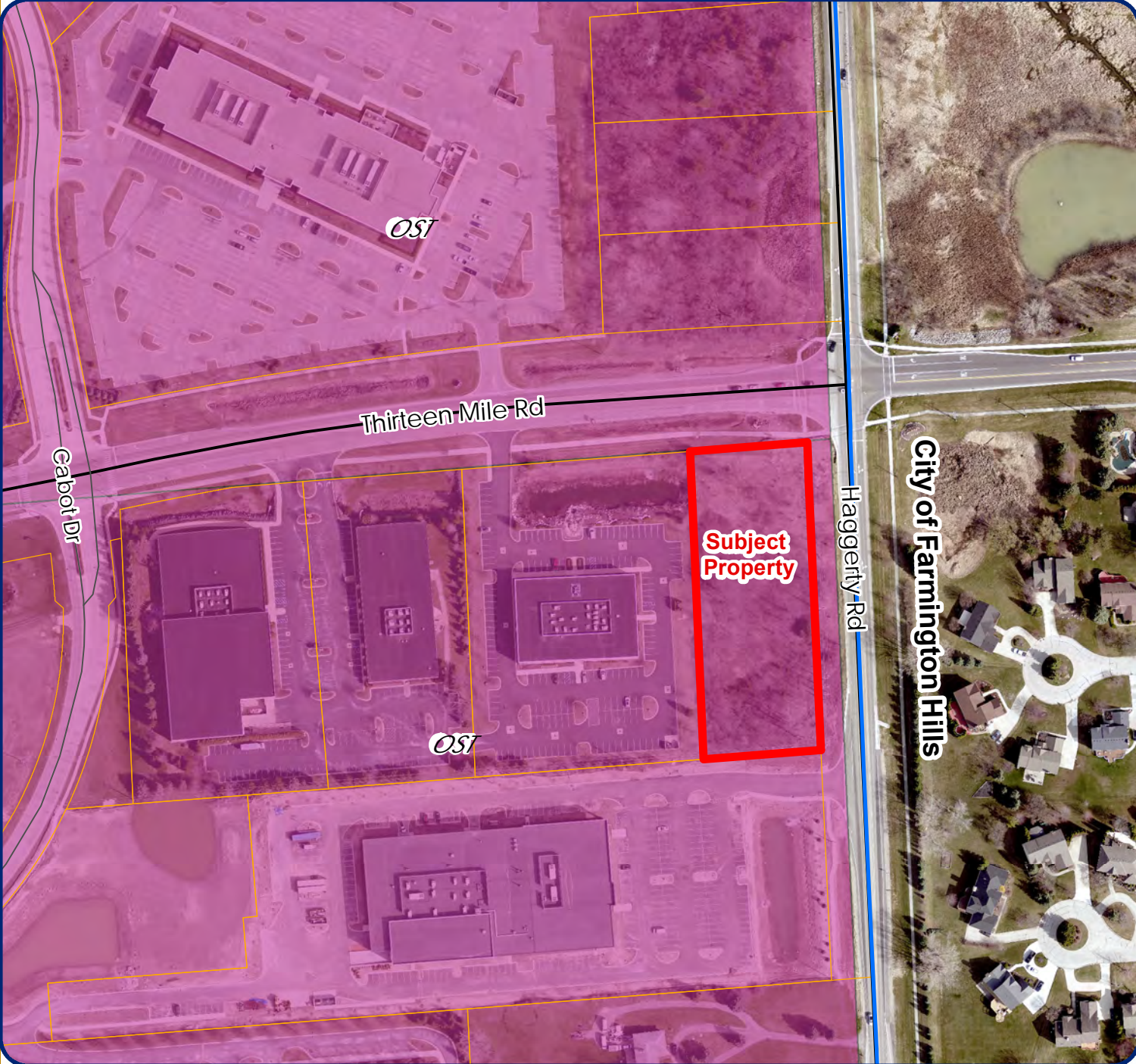
0 45 90 180 270 Feet
1 inch = 208 feet



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

HILLSIDE INVESTMENTS OFFICE BUILDING: JSP 17-84

Zoning



LEGEND

- City of Novi
- Sections
- R-A: Residential Acreage
- RM-1: Low-Density Multiple Family
- OST: Office Service Technology
- Subject Property

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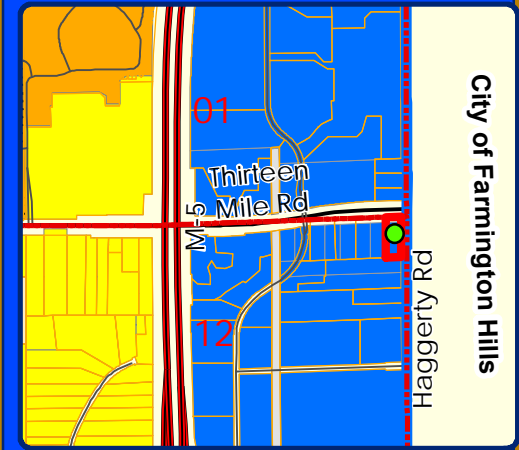
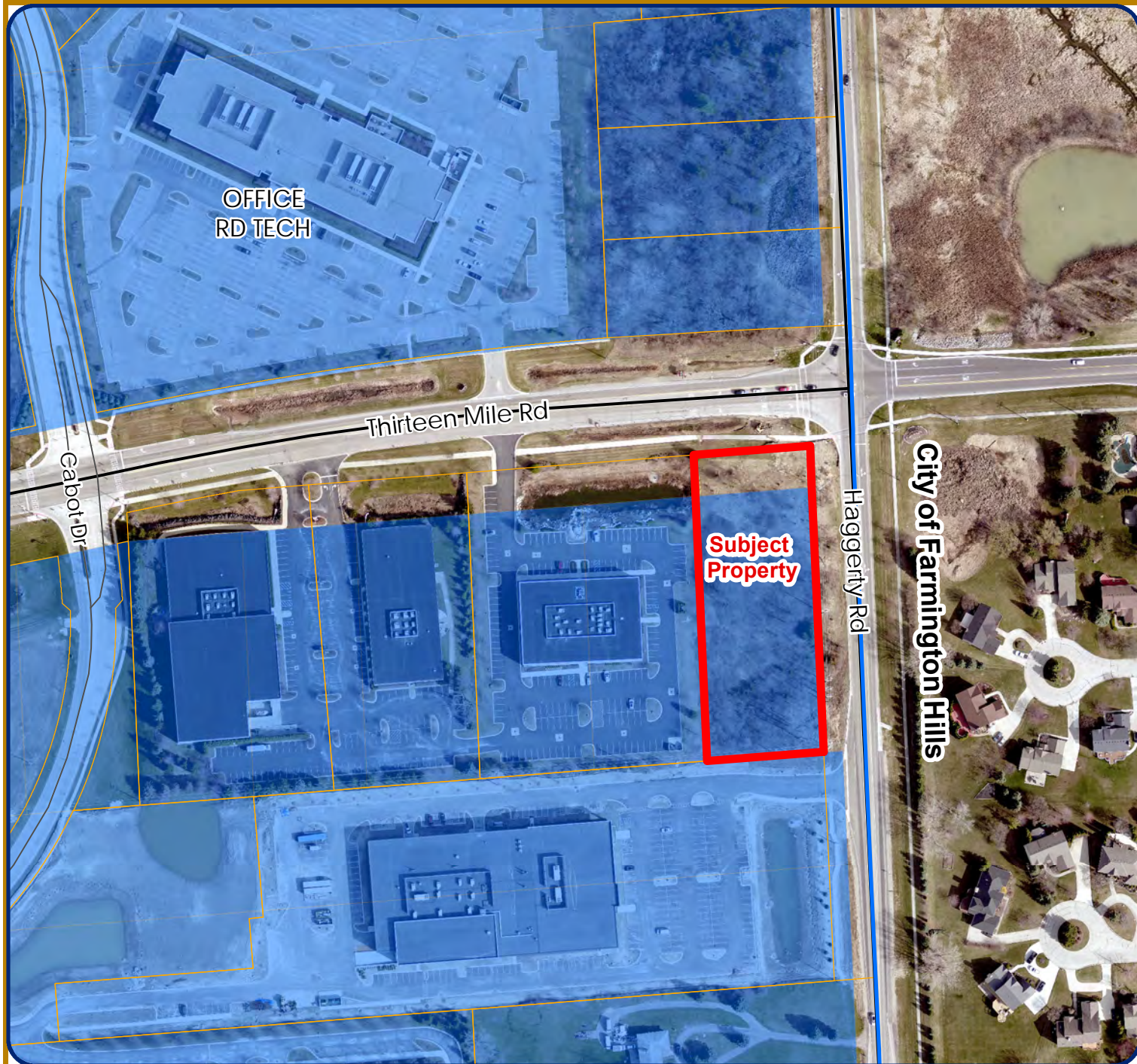
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HILLSIDE INVESTMENTS OFFICE BUILDING: JSP 17-84

Future Land Use



LEGEND

- City of Novi
- Sections
- FUTURE LAND USE**
- Single Family
- Multiple Family
- PD1
- Office RD Tech
- Educational Facility
- Utility
- Subject Property



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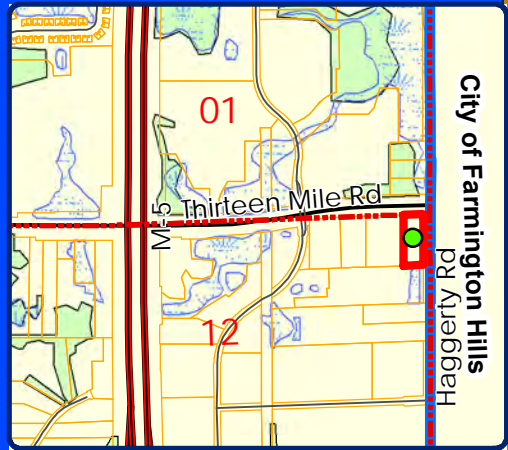
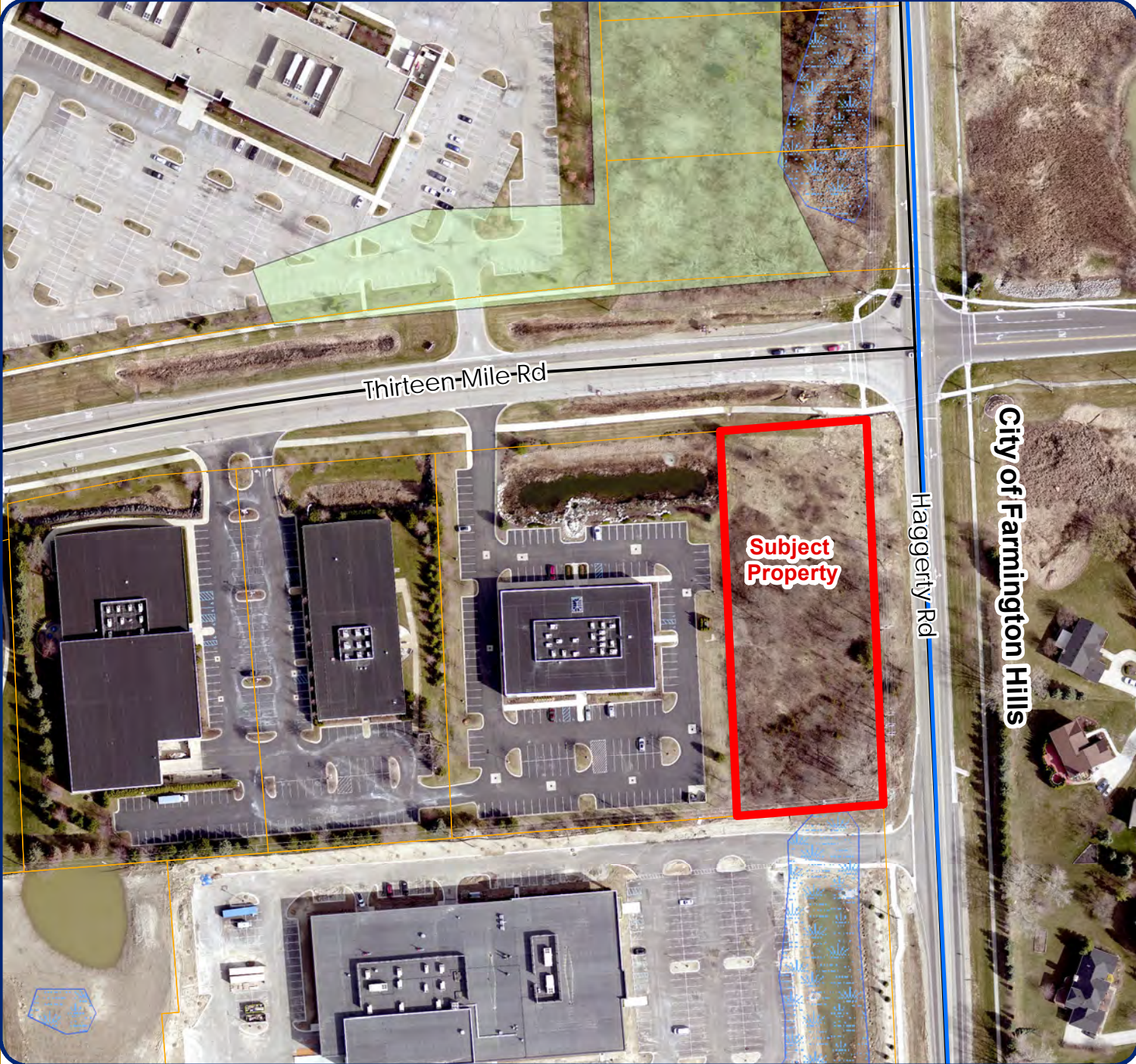


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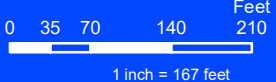
Natural Features



- LEGEND**
- City of Novi
 - Sections
 - WETLANDS
 - WOODLANDS
 - Subject Property

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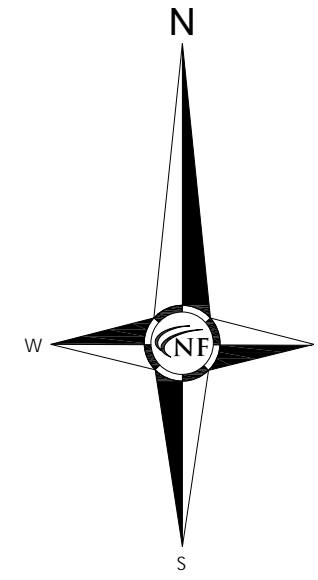


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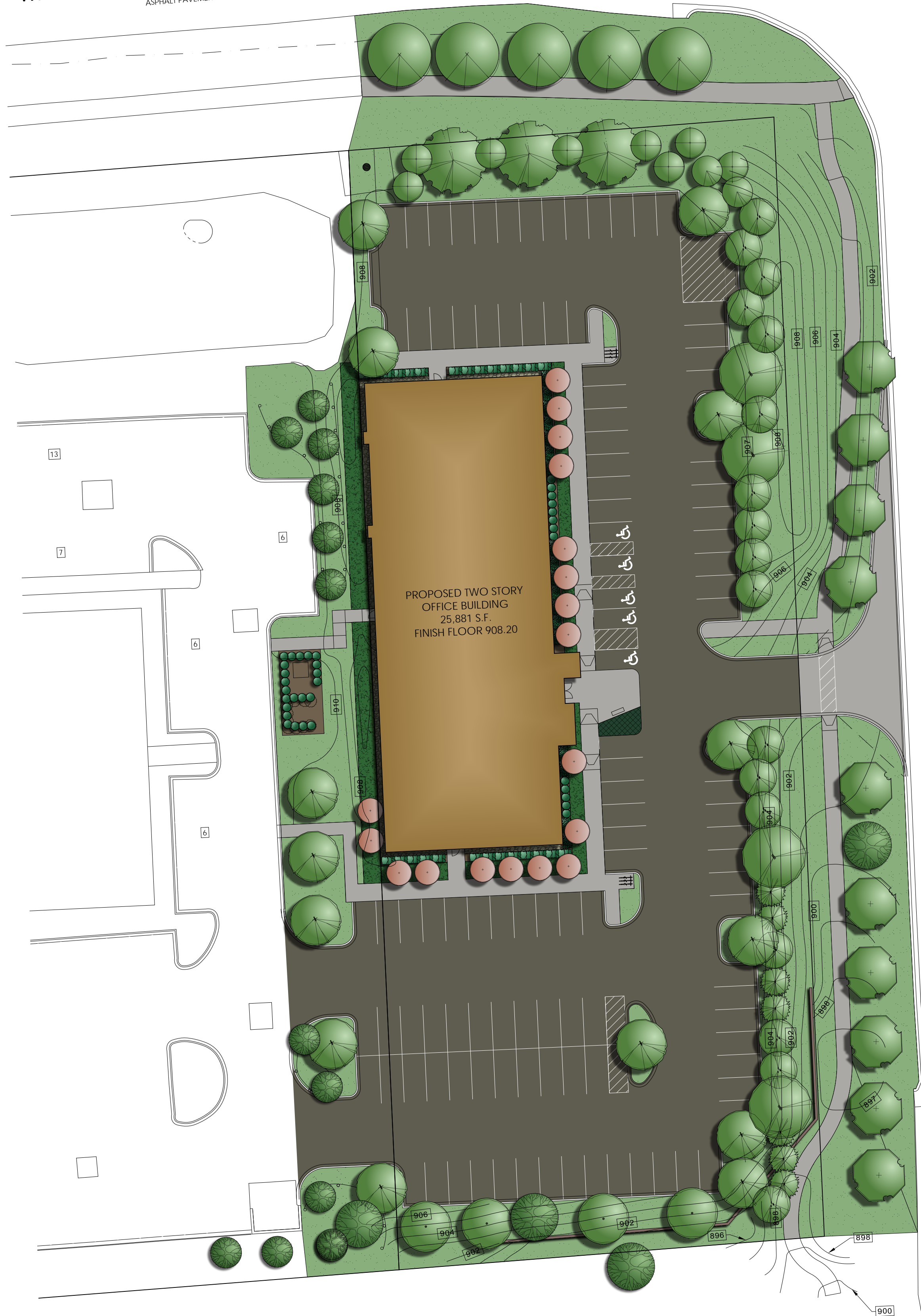
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SITE PLAN

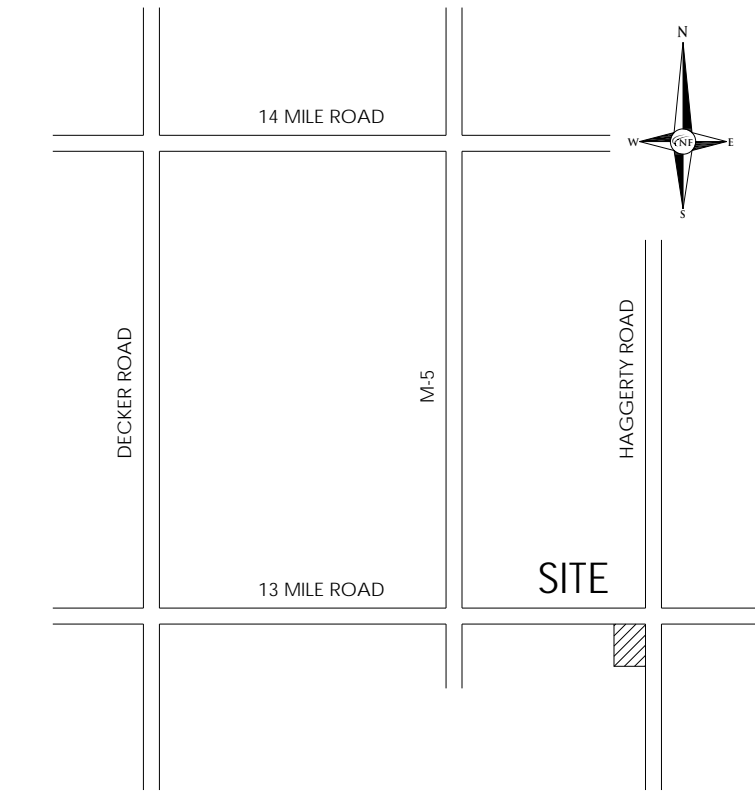
(Full plan set available for viewing at the Community Development Department.)



PUBLICLY DEDICATED
WEST 13 MILE ROAD - WIDTH VARIES
ASPHALT PAVEMENT



PUBLICLY DEDICATED
HAGGERTY ROAD - 120' WIDE
ASPHALT PAVEMENT W/ CONCRETE CURB AND GUTTER



LOCATION MAP
N.T.S.



ENGINEERS
CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL. (248) 332-7931
FAX. (248) 332-8257

SEAL

PROJECT
Novi Office
39475 West 13 Mile Road
and Vacant Land
Novi, Michigan

CLIENT
Hillside Investments
47901 5 Mile Road
Plymouth, MI 48170

Contact: Jaimey Roth
Ph: (734) 335-7160
Fax: (734) 667-1973

PROJECT LOCATION
Part of the Northeast 1/4
of Section 12
T. 1 North, R. 8 East
City of Novi,
Oakland County, Michigan

SHEET
Landscape Plan



Know what's below
Call before you dig.

REVISIONS

DRAWN BY:
G. Ostrowski

DESIGNED BY:
G. Ostrowski

APPROVED BY:
G. Ostrowski

DATE:
07-29-2016

SCALE: 1" = 30'



NFE JOB NO. SHEET NO.
1897 L2

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

February 23, 2018

Planning Review

Hillside Investments Office Building
JSP17-84

PETITIONER

Hillside Investments

REVIEW TYPE

Preliminary Site Plan

PROPERTY CHARACTERISTICS

- Site Location: Section 12; South of Thirteen Mile Road, West of Haggerty Road
- Site Zoning: OST: Office Service Technology District
- Adjoining Zoning: OST: Office Service Technology District
- Site Use(s): Vacant
- Adjoining Uses: North: Office/Technology, East: Haggerty Road/Single Family Residential in Farmington Hills, South: Autoneum Office/Technology, West: Caring Nurses Office Building
- Site Size: 1.704 acres
- Building Size: 2 story office building with a total of 25,881 square feet.
- Plan Date: 01.29.2018

PROJECT SUMMARY

The applicant is proposing to construct a 2-story building, consisting of 25,881 square feet of professional office uses for Hillside Investments, a real estate development and construction firm currently located in Plymouth Township, with speculative space for additional professional tenants.

RECOMMENDATION

Approval of the *Preliminary Site Plan is recommended*. The plan mostly conforms to the requirements of the Zoning Ordinance with some deviations listed below. Additional details and changes are requested at the time of Final Site Plan submittal.

ORDINANCE REQUIREMENTS

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. All items from the Preliminary Site Plan review have been addressed on the Final Site Plan.

1. Property Combination/Split: The site plan indicates a proposed property combination and condominium ownership agreement. **The proposed property combination must be [submitted to the Assessing Department](#) for approval.**
2. Loading and Unloading Screening (Sec 3.20.2.A): The loading area is proposed in the southeast area of the parking lot. The 323 square foot designated area is to be screened by landscaping in the adjacent parking lot end island. The site configuration (dual

frontage and existing building to the rear) makes it impossible to completely screen from all public right-of-ways and adjacent properties. The applicant has indicated there will not be large truck deliveries for the office users, which will minimize the need for the loading area. **Planning Commission waiver should be requested. Staff supports the waiver for the reasons above as long as landscaped screening is provided.** If the waiver is granted, the applicant should enlarge the loading zone to meet the 360 square foot requirement.

3. Lighting (Sec 5.7): Provide details of lighting fixtures, locations, and a photometric plan to meet requirements of Section 5.7 of the Ordinance for Final Site Plan review. See details in Planning Chart.
4. Other Reviews:
 - a. Landscape Review: **Waiver required for missing berm along Haggerty Road due to site grading.** Additional comments to be addressed with final site plan submittal. Landscape recommends approval.
 - b. Traffic Review: Additional comments to be addressed with final site plan submittal. Traffic recommends approval.
 - c. Engineering Review: Additional comments to be addressed with final site plan submittal. Engineering recommends approval.
 - d. Facade Review: **Section 9 waiver should be requested for the overage of Decorative Block material, which resembles limestone panels, on all four elevations.** Façade supports the waiver and recommends approval.
 - e. Fire Review: **Fire recommends approval.** See comments in Fire Review letter.

NEXT STEP: PLANNING COMMISSION MEETING

This site plan has been scheduled for consideration by the Planning Commission on March 14, 2018 meeting. Please provide via email the following **no later than noon on March 7**, 2018 if you wish to keep this schedule.

1. Original Site Plan submittal in PDF format (maximum of 10MB). **NO CHANGES MADE.**
2. A response letter addressing ALL the comments from ALL the review letters and **a request for waivers as you see fit.**
3. A color rendering of the Site Plan, if any.
4. A sample board of building materials as requested by our Façade Consultant. The applicant can bring the material samples to the Planning Commission meeting.

FINAL SITE PLAN SUBMITTAL

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

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

12. Drafts of any legal documents (note that off-site easements need to be executed and any on-site easements need to be submitted in draft form before stamping sets will be stamped)

ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER

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

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

STAMPING SET APPROVAL

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

SITE ADDRESSING

A new address is required for this project. The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found by clicking on this [link](#). Please contact the Ordinance Division 248.735.5678 in the Community Development Department with any specific questions regarding addressing of sites.

STREET AND PROJECT NAME

This project does not require approval from the Street and Project Naming Committee. Please contact Hannah Smith (248-347-0579) in the Community Development Department for additional information.

PRE-CONSTRUCTION MEETING

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

CHAPTER 26.5

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

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0484 or lbell@cityofnovi.org.



Lindsay Bell, Planner



PLANNING REVIEW CHART: Office Service Technology (OST)

Review Date: February 28, 2018
Review Type: Pre-Application Review
Project Name: JSP 17-84 Hillside Investments Office Building
Location: Parcel 22-12-200-008; SW corner of 13 Mile & Haggerty
Plan Date: January 29, 2018
Prepared by: Lindsay Bell, Planner
E-mail: lbell@cityofnovi.org; **Phone:** (248) 347-0484

Bold	To be addressed with the next submittal
<u>Underline</u>	To be addressed with final site plan submittal
<u>Bold and Underline</u>	Requires Planning Commission and/or City Council Approval
<i>Italics</i>	To be noted

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan <i>(adopted August 25, 2010)</i>	Office research development and technology	Professional Office building	Yes	
Area Study	The site does not fall under any special category	NA	NA	
Zoning <i>(Effective December 25, 2013)</i>	OST: Office Service and Technology	OST	Yes	
Uses Permitted (Sec 3.1.23.B & C)	Sec. 3.1.23.B. - Principal Uses Permitted. Sec. 3.1.23.C. – Special Land Uses Permitted.	Office	Yes	
Height, bulk, density and area limitations (Sec 3.1.21.D)				
Frontage on a Public Street. <i>(Sec. 5.12)</i> Access To Major Thoroughfare <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	The site has frontage and access to 13 Mile and Haggerty Road	Yes	
Minimum Zoning Lot Size for each Unit in Ac <i>(Sec 3.6.2.D)</i>	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback		NA	
Minimum Zoning Lot Size for each Unit: Width in Feet <i>(Sec 3.6.2.D)</i>			NA	

Item	Required Code	Proposed	Meets Code	Comments
	or usable open space			
Maximum % of Lot Area Covered (By All Buildings)	(Sec 3.6.2.D)	Building: 25,881 SF Footprint: 13,275 SF Site: 1.7 acres Coverage: 17.9%	NA	
Building Height (Sec. 3.20)	Properties north of Grand River Avenue: Max height: 65 ft with additional setbacks of 2 ft for every 1 ft in excess of 46 ft.	Maximum height: 35.2'	Yes	
Building Setbacks (Sec 3.1.23.D)				
Front (Haggerty Road)	50'	86'	Yes	
Rear (West)	50'	0-2'		<i>Plan to combine with parcel to west</i>
Side (north)	50'	87'	Yes	
Side (south)	50'	162'	Yes	
Parking Setback (Sec 3.1.23.D) Refer to applicable notes in Sec 3.6.2				
Front (Haggerty Road)	20 ft.	22'	Yes	
Rear (West)	20 ft.	0'		<i>Lot combination proposed</i>
Side (north)	20 ft.	22'	Yes	
Side (south)	20 ft.	20'	Yes	
Note To District Standards (Sec 3.6.2)				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	North side yard observes 50 ft setback	Yes	
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Off-street parking is allowed in front yard, but outside of the parking setback	Parking is proposed in front yard and meets the parking setback requirements	Yes	
Distance between buildings (Sec 3.6.2.H)	It is governed by Sec. 3.8.2.H or by the minimum setback requirements, whichever is greater	91.6' proposed between buildings; 70.68' required	Yes	<i>Assumes lot combination as proposed</i>
Wetland/Watercourse Setback (Sec 3.6.2.M)	A setback of 25ft from wetlands and from high watermark course shall be maintained	No wetlands on site	NA	
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per 5.5.3.	A landscape plan is provided		Please refer to landscape review for additional comments
Modification of	The Planning	No setback	NA	

Item	Required Code	Proposed	Meets Code	Comments
parking setback requirements (Sec 3.6.2.Q)	Commission may modify parking setback requirements based on its determination according to Sec 3.6.2.Q	modifications proposed		
OST District Required Conditions (Sec 3.20)				
Additional Height (Sec 3.20.1)	Properties north of Grand River Avenue: Max height: 65 ft with additional setbacks of 2 ft for every 1 ft in excess of 46 ft.	Maximum height: 35.4'	Yes	
Loading and Unloading Screening (Sec 3.20.2.A)	Truck service areas and overhead truck loading/unloading doors shall be totally screened from view from any public right-of-way, including freeway right-of-way, and adjacent properties, except for required driveway access. PC may waive this requirement.	Loading area (323 sf) proposed in SE area of parking lot. Parking lot end island plantings to provide landscape screening	No	PC waiver required
Additional conditions for permitted uses in 3.1.23.B.ii - v (Sec 3.20.2.C)	Uses permitted under subsections 3.1.23.B.ii - v shall not be located on property sharing a common boundary with property zoned for R-A, R-1, R-2, R-3, R-4 or MH district use unless conditions in section 3.20.2.C are met	Use falls under subsection 3.2.23.B.i	NA	
Outdoor storage (Sec 3.20.2.D)	The outdoor storage of goods or materials shall be prohibited.	Note added to Sheet C-2		
Parking, Loading and Dumpster Requirements				

Item	Required Code	Proposed	Meets Code	Comments
Number of Parking Spaces Office (Sec.5.2.12.D)	“Business/Professional Office”: 1 space for every 222 of GLA. 25,881 SF office *90% UFA=23,293/222 = 105 spaces required.	113 spaces provided	Yes	Revise parking calculations to account for spaces removed for Fire Lane
Parking stall located adjacent to a parking lot entrance (public or private) (Sec. 5.3.13)	Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer		Yes	
End Islands (Sec. 5.3.12)	<ul style="list-style-type: none"> - End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3’ shorter than the adjacent parking stall as illustrated in the Zoning Ordinance 	Dimensions generally shown	Yes	
Parking Space Dimensions and Maneuvering Lanes (Sec. 5.3.2)	<ul style="list-style-type: none"> - 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4” curb at these locations and along landscaping 	<ul style="list-style-type: none"> - 24 ft. to 28 ft. two way drives - 9 ft. x 17 ft. parking w/2 ft. overhang into landscape space or adjacent to 7’ sidewalk 	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Barrier Free Spaces <i>Barrier Free Code</i>	101-150 spaces requires 4 regular handicap + 1 van handicap	3 regular & 2 van spaces proposed	Yes	
Barrier Free Space Dimensions <i>Barrier Free Code</i>	- 8' wide with an 8' wide access aisle for van accessible spaces - 8' wide with a 5' wide access aisle for regular accessible spaces	Two types of accessible spaces are provided	Yes	
Barrier Free Signs <i>Barrier Free Code</i>	One sign for each accessible parking space.	Sign detail shown and location indicated on plan	Yes	Add note that signs should be located 2 feet from walkway; show signs to scale
Minimum number of Bicycle Parking <i>(Sec. 5.16.1)</i>	<u>General Offices:</u> Five (5) percent of required automobile spaces, minimum two (2) spaces For 112 spaces, 6 bike spaces	6 bike parking spaces shown	Yes	
Bicycle Parking General requirements <i>(Sec. 5.16)</i>	- No farther than 120 ft. from the entrance being served - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations - Spaces to be paved and the bike rack shall be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk	Complies Located at two entrances Curve-it bike rack Accessible via sidewalk	Yes	
Bicycle Parking Lot layout <i>(Sec 5.16.6)</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	Layout shown	Yes	
Loading Spaces <i>Sec. 5.4.1</i>	- Within the OS districts, loading space shall be provided in the rear yard or in the case of a double frontage lot, in the interior side yard, - in the ratio of five (5)	Loading Area in the front/interior side yard – 323 sf proposed – 360 sf required	No	Location is closer to Haggerty than the actual building; 34 sf less than required 360 sf; adjust loading zone size to meet requirement

Item	Required Code	Proposed	Meets Code	Comments
	square feet per front foot of building up to a total area of three-hundred sixty (360) square feet per building. - When in use should not cut off or diminish access to parking spaces or service drives			
Dumpster Sec 4.19.2.F	- Located in rear yard - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft. from property line. - Away from Barrier free Spaces - When in use should not cut off or diminish access to parking spaces or service drives	Dumpster located in the rear/interior side yard Not attached to building Farther than 10 ft. Outside the parking setback 20' from property line Away from the barrier free spaces	Yes	<i>Will use the existing enclosure shared with other building</i>
Dumpster Enclosure Sec. 21-145. (c) Chapter 21 of City Code of Ordinances	- Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery	- No detail of dumpster enclosure shown; existing structure	Yes	
Roof top equipment and wall mounted utility equipment Sec. 4.19.2.E.ii	All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	RTU screen of Metal Panel Siding shown on plans		See Façade comments
Roof top	Roof top	RTU screen shown		See Façade comments

Item	Required Code	Proposed	Meets Code	Comments
appurtenances screening	appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	on plans		
Non-Motorized Facilities				
Article XI. Off-Road Non-Motorized Facilities	A 6 foot sidewalk is required along collector and arterial roads	6' sidewalk shown along Haggerty Road. Existing 7-8' asphalt path shown on 13 Mile frontage.	Yes	Provide off-site connection to sidewalk south of property along Haggerty Road.
Pedestrian Connectivity	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Sidewalks are proposed throughout the site and connection to sidewalk on Haggerty	Yes	
Building Code	Building exits must be connected to sidewalk system or parking lot.	All exits are connected to internal sidewalk		
Lighting and Photometric Plan (Sec. 5.7)				
Exterior lighting (Sec. 5.7.2)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal;	No lighting details or photometric plan provided		Provide details of lighting fixtures, locations, and a photometric plan to meet requirements of this section below for Final Site Plan review
Lighting Plan (Sec. 5.7.2.A.i)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures			
Lighting Plan (Sec.5.7.A.2)	Specifications for all proposed & existing lighting fixtures			
	Photometric data			
	Fixture height			
	Mounting & design			
	Glare control devices			
	Type & color rendition of lamps			
	Hours of operation			

Item	Required Code	Proposed	Meets Code	Comments
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties			
Required Conditions (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses			
Required Conditions (Sec. 5.7.3.B)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation 			
Required Conditions (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1			
Required Conditions (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps			
Min. Illumination (Sec. 5.7.3.k)	Parking areas: 0.2 min			
	Loading & unloading areas: 0.4 min			
	Walkways: 0.2 min			
	Building entrances, frequent use: 1.0 min			
	Building entrances, infrequent use: 0.2 min			
Max. Illumination adjacent to Non-Residential (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle			

Item	Required Code	Proposed	Meets Code	Comments
Cut off Angles <i>(Sec. 5.7.3.L)</i>	When adjacent to residential districts: - All cut off angles of fixtures must be 90° - maximum illumination at the property line shall not exceed 0.5 foot candle			
Other Requirements				
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Yes	
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Provided	Yes	
Economic Impact Information	- Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction & after building is occupied, if known).	Provided	Yes	
Development and Street Names	Development and street names must be approved by the Street Naming Committee before Preliminary Site Plan approval	Name approval for business not required	NA	
Development/ Business Sign	Signage if proposed requires a permit. Can be considered during site plan review process or independently.	None shown	NA	<u>For sign permit information contact Maureen Underhill 248-735-5602.</u>

Item	Required Code	Proposed	Meets Code	Comments
NOTES: <ol style="list-style-type: none"><li data-bbox="118 264 1471 327">1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.<li data-bbox="118 327 1455 390">2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4 and 5 of the zoning ordinance for further details<li data-bbox="118 390 1487 453">3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.				

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

February 22, 2018

Engineering Review

Hillside Investments Office Building

JSP17-0084

Applicant

Hillside Investments

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: West of Haggerty Road, South of Thirteen Mile Road
- Site Size: 1.7 acres
- Plan Date: 01/29/2017
- Design Engineer: Nowak & Fraus Engineers

Project Summary

- Construction of an approximately 24,432 square foot two-story office building.
- Water service would be provided by an 8-inch extension from existing 8-inch water main west of the site to serve an additional fire hydrant. Domestic and fire service leads would be provided off of existing 8-inch water main running north-south on the adjacent site to the west.
- Sanitary sewer service would be provided by a new service lead connected to existing sanitary sewer manhole in the Thirteen Mile right-of-way on existing 8-inch sanitary sewer.
- Storm water would be collected by a single storm sewer collection system and detained in an existing off-site storm water detention basin located on the parcel to the west.

Recommendation

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

Comments:

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

General

1. Right-of-way permits will be required from the City of Novi and Oakland County for work in the Haggerty Road right-of-way.
2. Provide a traffic control plan for the proposed road work activity.
3. Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas, and illustrate on the profiles.
4. 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.
5. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.
6. Provide a backflow prevention device on all irrigation systems. The backflow prevention device shall be an RPZ, or another approved device based on site conditions such as irrigation head heights (pop-ups), grade changes, berms etc. Please contact Kevin Roby in the Water and Sewer Division at 248-735-5640 with any questions.
7. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website (www.cityofnovi.org/DesignManual).
8. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan submittal highlighting the changes made to the plans addressing each of the comments in this review.

Water Main

9. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (06/12 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

10. Revise the Sanitary Sewer Basis of Design to use a peak factor of 4.0. This basis of design should be shown on the utility plan for use in the Water Main permit submittal.

Paving & Grading

11. Provide at least 3-foot of buffer distance between the sidewalk and any fixed objects, including hydrants.
12. Include additional dimensions and notes to maintain minimum 3 feet clearance from power poles and other fixed objects, and minimum distance of 5 feet from edge of sidewalk to back of curb.
13. The end islands shall conform to the City standard island design, or variations of the standard design, while still conforming to the standards given in Section 2506 of Appendix A of the Zoning ordinance (i.e. 2' minor radius, 15' major radius, minimum 8' wide, 3' shorter than adjacent 19' stall).
14. Refer to the City's standard sidewalk detail for right-of-way sidewalk. Sand base shall not be used for right-of-way sidewalk.
15. Further discussion of the alignment of the sidewalk at the south end of the site may be required to coordinate with the City's future public sidewalk plans.

Storm Sewer

16. Match the 0.80 diameter depth above invert for pipe size increases.
17. A Design and Construction standards variance application must be submitted under a separate cover where 3-feet of cover cannot be provided.
18. 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.
19. Illustrate all pipes intersecting storm structures on the storm profiles.
20. Provide a schedule listing the casting type and other relevant information for each proposed storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.

Storm Water Management Plan

21. A Storm Drain Facility Maintenance Easement Agreement will be required on the last structure containing the oil/gas separator. Also include an access easement to the structure from the public road right-of-way.

Soil Erosion and Sediment Control

22. A SESC permit is required. A full review has not been done at this time. The review checklist detailing all SESC requirements is attached to this letter. Please address the comments below and submit a SESC permit application under a separate cover. The application can be found on the City's website at <http://cityofnovi.org/Reference/Forms-and-Permits.aspx>.

Off-Site Easements

23. Off-site easements must be executed prior to final approval of the plans. No off-site easements are anticipated at this time.

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

24. 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 management items (basin construction, control structure, pretreatment structure and restoration).

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

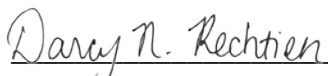
25. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
26. 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.
27. A draft copy of the 20-foot wide access easement for sanitary sewer monitoring manhole must be submitted to the Community Development Department.
28. Legal escrow fees in an amount to be determined must be deposited with the Community Development Department. Unused escrow will be returned to the payee at the end of the project. This amount includes engineering legal fees only. There may be additional legal fees for planning legal documents.
29. Executed copies of any required off-site utility easements must be submitted to the Community Development Department (none anticipated at this time).

The following must be addressed prior to construction:

30. 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).
31. 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. There is no fee for this permit.
32. 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.
33. A permit for work within the right-of-way of Haggerty Road must be obtained from the City of Novi. The application is available from the City Engineering Department and should be filed at the time of Final Site Plan submittal.

- Please contact the Engineering Department at 248-347-0454 for further information.
34. A permit for work within the right-of-way of Haggerty Road must be obtained from the Road Commission for Oakland County. Please contact the RCOC (248-858-4835) directly with any questions. The applicant must forward a copy of this permit to the City. Provide a note on the plans indicating all work within the right-of-way will be constructed in accordance with the Road Commission for Oakland County standards.
 35. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the Engineering Division after the water main plans have been approved.
 36. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
 37. 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.
 38. 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 Darcy Rechten at (248) 735-5695 with any questions.



Darcy N. Rechten, P.E.
Plan Review Engineer

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

February 11, 2018

Preliminary Site Plan

Hillside Investments

Review Type

Preliminary Site Plan Landscape Review

Job

JSP17-0084

Property Characteristics

- Site Location: Southwest corner of 13 Mile Road and Haggerty Road
- Site Zoning: OST
- Adjacent Zoning: North, South West: OST, East: Farmington Hills Single family
- Plan Date: 1/29/2018

Ordinance Considerations

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

Recommendation:

This project is **recommended for approval** with the understanding that the items listed below will be addressed **on Final Site Plans**.

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

A full tree survey, including size and species of trees 8" dbh and greater, has been provided and trees to be removed and saved are clearly shown.

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

Thirteen Mile Road

1. The required numbers of large and subcanopy trees are provided.
2. **The required 3 foot tall berm is not provided. If it is not added, a landscape waiver will be required. Please list this and any other waivers requested in a table on the landscape plan, listing the waiver, the impact (what is missing) and the justification for the waiver.**

Haggerty Road

1. The required numbers of large and subcanopy trees are provided.
2. **The required 3 foot tall berm is not provided due to the site grading. If it is not added, a landscape waiver will be required. Please list this and any other waivers requested in a table on the landscape plan, listing the waiver, the impact (what is missing) and the justification for the waiver. Based on the site grading, this waiver request will probably be supported by staff.**

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

Thirteen Mile Road

The required street trees are provided.

Thirteen Mile Road

1. The required street trees are provided.
2. If the Road Commission for Oakland County does not allow some or all of the proposed trees, they do not need to be planted elsewhere but documentation must be provided showing that decision.

Parking Lot Landscape (Zoning Sec. 5.5.3.C.) – Commercial Section

1. Parking lot interior landscaping calculations were revised to show the correct requirement and correct number of trees provided.
2. **Parking lot trees are required in the islands at the northeast and southeast corners of the building in order to break up the bays along the north, east and south sides of the building. The islands also need to be expanded to have at least 200sf of landscape area.**

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

1. Perimeter calculations have been provided, but the basis was understated. The outer perimeter of the north, east and south sides of the parking lot, less the access ways is actually 686 lf, not 127.
2. **Please revise the calculations and provide the required deciduous canopy trees.**
3. **The revised regulations allows for greenbelt canopy trees within 15 feet of the curb to also count as perimeter trees. If trees are double-counted, they should be labeled as both for verification of the count.**

Transformer/Utility Box Screening (Zoning Sec 5.5.3.D.)

Provided.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

The required landscape area and coverage is provided

Planting List and Costs (LDM)

Provided.

Planting Notations and Details (LDM)

Provided.

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

1. No additional plantings are required if no changes to the detention pond are required.
2. Any missing detention basin plantings from the original approved plan must be replaced as part of this project.

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

An irrigation plan for landscaped areas is required for Final Site Plans.

Snow Deposit (LDM.2.q.)

Please show areas for snow deposits on the landscape plan.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5621 or meader rmeader@cityofnovi.org.



Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART – PRELIMINARY SITE PLAN

Review Date: February 11, 2018
Project Name: JSP17-84: Hillside Investments Office Building
Plan Date: December 12, 2017 (Landscape plan 7/29/2016)
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org;
 Phone: (248) 735-5621

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

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM (2))				
Landscape Plan (Zoning Sec 5.5.2, LDM 2.e.)	<ul style="list-style-type: none"> ▪ New commercial or residential developments ▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. ▪ 1"=20' minimum with proper North. Variations from this scale can be approved by LA ▪ Consistent with plans throughout set 	1"=30'	Yes	
Project Information (LDM 2.d.)	Name and Address	Yes	Yes	
Owner/Developer Contact Information (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Yes	Yes	
Landscape Architect contact information (LDM 2.b.)	Name, Address and telephone number of RLA	Yes	Yes	
Sealed by LA. (LDM 2.g.)	Requires original signature	Yes	Yes	<u>Required for Final Site Plan</u>
Miss Dig Note (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	Yes	Yes	
Zoning (LDM 2.f.)	Include all adjacent zoning	Site: OST North, South, West: OST East: Farmington Hills SF Residential	Yes	
Survey information (LDM 2.c.)	<ul style="list-style-type: none"> ▪ Legal description or boundary line survey ▪ Existing topography 	Both on Sheet SP-1	Yes	

Item	Required	Proposed	Meets Code	Comments
Existing plant material Existing woodlands or wetlands (LDM 2.e.(2))	<ul style="list-style-type: none"> ▪ Show location type and size. Label to be saved or removed. ▪ Plan shall state if none exists. 	Sheet SP-1 Tree survey completed 11/3/15	Yes	Based on aerial photos and ECT review, there is no regulated woodland on the site.
Soil types (LDM.2.r.)	<ul style="list-style-type: none"> ▪ As determined by Soils survey of Oakland county ▪ Show types, boundaries 	Shown on L-1	Yes	
Existing and proposed improvements (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
Existing and proposed utilities (LDM 2.e.(4), Sec 5.5.3.C.ii.j)	Overhead and underground utilities, including hydrants	Yes	Yes	<ol style="list-style-type: none"> 1. Please be sure trees in 13 Mile greenbelt are sufficiently spaced from the underground gas line and any other utilities. 2. Per Sec 5.5.3.C.ii.j, no plantings taller than 12" shall be planted within 10 feet of a fire hydrant. The TOs being used to screen the loading zone are too large to fulfill this requirement. 3. If the hydrant is relocated, be sure to locate it so any required trees near it can be planted such that it still meets its requirement in terms of placement.
Proposed grading. 2' contour minimum (LDM 2.e.(1))	Provide proposed contours at 2' interval	Spot elevations on Sheet SP-2	Yes	
Snow deposit (LDM.2.q.)	Show snow deposit areas on plan	No	No	Please provide snow deposit areas.
LANDSCAPING REQUIREMENTS				
Berms, Walls and ROW Planting Requirements				
Berms				
<ul style="list-style-type: none"> ▪ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours ▪ Berm should be located on lot line except in conflict with utilities. ▪ Berms should be constructed of loam with 6" top layer of top soil. 				

Item	Required	Proposed	Meets Code	Comments
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				
Berm requirements (Zoning Sec 5.5.A)	Refer to Residential Adjacent to Non-residential berm requirements chart	NA		Project does not abut residential within the city limits
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List	NA		
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	Retaining wall 3-6' tall is provided at southeast corner of site.		
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		See above		Design details will need to be provided with building permit submittal.
ROW Landscape Screening Requirements (Sec 5.5.3.B. ii) and (LDM 1.b)				
Greenbelt width (2)(3) (5)	Adjacent to parking: 20 ft	21-25 feet	Yes	
Berm requirements (Zoning Sec 5.5.3.A.(5))				
Min. berm crest width	Adjacent to parking: 3 ft	None	No	1. Due to the site elevation along Haggerty, and the underground gas line along 13 Mile Road, the required berms aren't provided. 2. Please put these and any other waiver requests in a table on the landscape plan, listing the waiver and their impacts (missing lf of berm, missing trees, etc.)
Minimum berm height (9)	Adjacent to parking: 3 ft	None	No	See above.
3' wall	▪ (4)(7)	None		See note above regarding retaining wall at southeast corner of site.
Canopy deciduous or large evergreen trees Notes (1) (10)	<ul style="list-style-type: none"> ▪ Adjacent to Parking: 1 tree per 35 lf ▪ 13 Mile Road: 168/35 = 5 trees ▪ Haggerty Road: (442-24)/35 = 12 trees 	<ul style="list-style-type: none"> ▪ 13 Mile Road: 5 trees ▪ Haggerty Road: 12 rees 	Yes	
Sub-canopy	• Adjacent to Parking:	▪ 13 Mile Road: 8	Yes	

Item	Required	Proposed	Meets Code	Comments
deciduous trees Notes (2)(10)	<ul style="list-style-type: none"> 1 tree per 20 lf • 13 Mile Road: 168/20 = 8 trees • Haggerty Road: (442-24)/20 = 21 trees 	<ul style="list-style-type: none"> trees ▪ Haggerty Road: 21 trees 		
Canopy deciduous trees in area between sidewalk and curb (Novi Street Tree List)	<ul style="list-style-type: none"> • Adjacent to Parking: 1 tree per 35lf • 13 Mile Road: 168/35 = 5 trees ▪ Haggerty Road: (442-49/35 = 21 trees 	<ul style="list-style-type: none"> • 13 Mile Road: 5 trees • Haggerty Road: 11 trees (10 new + 1 existing) 	Yes	If the RCOC does not allow any of the Haggerty Road trees to be planted, they do not have to be planted elsewhere, but documentation of that decision needs to be provided to the City.
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	<ul style="list-style-type: none"> ▪ Label contour lines ▪ Maximum 33% ▪ Constructed of loam ▪ 6" top layer of topsoil 	No	No	<ol style="list-style-type: none"> 1. No new berms are proposed. 2. Landscape berms will not be provided due to site grading and underground utilities.
Type of Ground Cover		Seed or sod	Yes	
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	Yes, along Haggerty Road	Yes	Please dimension distance between new trees close to overhead lines and the lines.
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements (LDM 1.c)	<ul style="list-style-type: none"> ▪ Clear sight distance within parking islands ▪ No evergreen trees 	Yes		
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	Seed or sod	Yes	
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	<ul style="list-style-type: none"> ▪ A minimum of 200 SF to qualify ▪ Minimum 200 SF per tree planted in island ▪ 6" curbs ▪ Islands minimum width 10' BOC to BOC 	Yes	Yes	Islands at northeast and southeast corners of the building need to be enlarged with a canopy tree planted in them.
Curbs and Parking stall reduction (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of min. 7 ft.	Yes	Yes	
Contiguous space limit (j)	Maximum of 15 contiguous spaces	Maximum bay is 14 spaces.	Yes	

Item	Required	Proposed	Meets Code	Comments
Plantings around Fire Hydrant (d)	No plantings with matured height greater than 12' within 10 ft. of fire hydrants	Yes	Yes	
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
Clear Zones (LDM 2.3.(5))	25 ft corner clearance required. Refer to Zoning Section 5.9	Yes	Yes	
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of vehicular use area up to 50,000 sf x 7.5%	$A = x \text{ SF} \times 7.5\% = A \text{ sf}$ $A = 37866 \times 7.5\% = 2840 \text{ sf}$	3,290 sf	Yes	
B = Total square footage of additional paved vehicular use areas over 50,000 SF) x 1 %	$B = x \text{ SF} \times 1\% = B \text{ sf}$	NA		
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of vehicular use area up to 50,000 sf x 5%	$A = x \text{ SF} \times 5\% = A \text{ sf}$	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5 %	$B = x \text{ SF} \times 0.5\% = B \text{ SF}$	NA		
All Categories				
C = A+B Total square footage of landscaped islands required	$2840 + 0 = 2840 \text{ SF}$	3290 sf	TBD	Islands at northeast and southeast corners of the building need to be enlarged with a canopy tree planted in them.
D = D/200 Number of canopy trees required	$2840/200 = 14 \text{ Trees}$	14 trees (11 new + 3 existing)	Yes	1. Islands at northeast and southeast corners of building must be enlarged to at least 200sf planting area and have a canopy tree planted in them. 2. Two of the new offsite maples can be used for these islands.
Perimeter Green	▪ 1 Canopy tree per 35	4 trees (based on		1. Perimeter to be used

Item	Required	Proposed	Meets Code	Comments
space	lf; <ul style="list-style-type: none"> ▪ 686/35 = 20 trees 	127lf perimeter)		<p>in calculation is 686lf, not 127lf</p> <ol style="list-style-type: none"> 2. Perimeter trees must have a mature height of at least 30 feet and mature canopy width of at least 20 feet. 3. Per 5.5.3.C.iv, greenbelt canopy trees that are within 15 feet of the back of curb of the parking lot or access way may be double-counted as perimeter trees. 4. Please clearly label any trees that are double-counted. 5. Up to 25% of required perimeter trees can be conifers to assist with screening.
Parking land banked	NA	No		
Other Landscaping				
Non-Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2)				
Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
Interior Street to Industrial subdivision (LDM 1.d.(2))	<ul style="list-style-type: none"> ▪ 1 canopy deciduous or 1 large evergreen per 35 lf along ROW ▪ No evergreen trees closer than 20 ft. ▪ 3 sub canopy trees per 40 lf of total linear frontage ▪ Plant massing for 25% of ROW 	NA		
Other Screening				
Screening of outdoor storage, loading/unloading (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)		Loading zone is screened with evergreen shrubs and a mix of other plantings in the greenbelt.	Yes	<ol style="list-style-type: none"> 1. There are too few arborvitaes to sufficiently screen the loading space from Haggerty Road. As noted above, the hydrant can't have anything taller than 12" closer than 10 ft. 2. Based on this, either the hydrant or

Item	Required	Proposed	Meets Code	Comments
				loading zone should be moved to a different location. 3. A more salt-tolerant species than arborvitae is recommended for the island plantings.
Transformers/Utility boxes (LDM 1.e from 1 through 5)	<ul style="list-style-type: none"> ▪ A minimum of 2ft. separation between box and the plants ▪ Ground cover below 4" is allowed up to pad. ▪ No plant materials within 8 ft. from the doors 	Transformers on west side of building are screened sufficiently.	Yes	
Building Foundation Landscape Requirements (Sec 5.5.3.D)				
Interior site landscaping SF	<ul style="list-style-type: none"> ▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. ▪ 520 lf x 8ft = 4160 SF ▪ All areas except paved access points should have landscaping other than just lawn. 	4465 sf	Yes	
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	68% of 13 Mile and Haggerty road frontages is landscaped	Yes	
Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)				
Planting requirements (Sec. 5.5.3.E.iv)	<ul style="list-style-type: none"> ▪ Clusters shall cover 70-75% of the basin rim area ▪ 10" to 14" tall grass along sides of basin ▪ Refer to wetland for basin mix 	None required if there are no changes required for the detention pond.	Yes	If pond plantings for the western building's original plan are missing, they should be replaced as part of this project.
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				
Landscape Notes – Utilize City of Novi Standard Notes				
Installation date (LDM 2.I. & Zoning Sec 5.5.5.B)	<ul style="list-style-type: none"> • Provide intended dates • Should be between March 15 and November 15. 	Fall 2018	Yes	
Maintenance &	<ul style="list-style-type: none"> • Include statement of 	Yes	Yes	Please change General

Item	Required	Proposed	Meets Code	Comments
Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	intent to install and guarantee all materials for 2 years. <ul style="list-style-type: none"> • Include a minimum one cultivation in June, July and August for the 2-year warranty period. 			Landscape Note #6 to read 2 years, not 1.
Plant source (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (LDM 2.s.)	A fully automatic irrigation system is required with Final Site Plan	Note indicates that an irrigation system will be provided.		<u>Need for final site plan</u>
Other information (LDM 2.u)	Required by Planning Commission	NA		
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. (Zoning Sec 5.5.5.E)	City must approve any substitutions <u>in writing</u> prior to installation.	Yes	Yes	
Plant List (LDM 2.h.) – Include all cost estimates				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	
Type and amount of lawn		Yes	Yes	<u>Include total areas in cost calculation.</u>
Cost estimate (LDM 2.t)		For all new plantings, mulch and sod as listed on the plan	Yes	
Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Multi-stem Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes – Sheet L1	Yes	Please copy fencing line shown on L1 to demolition plan/grading plan.

Item	Required	Proposed	Meets Code	Comments
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	
Plant Materials & Existing Plant Material (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	Yes – Sheet L1	Yes	
Landscape tree credit (LDM3.b.(d))	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM	No	No	
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	Refer to Landscape Design Manual for requirements	Yes	Yes	
Plant size credit (LDM3.c.(2))	NA	No	No	
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	No	Yes	
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	Yes	Yes	
Collected or Transplanted trees (LDM 3.f)		No		
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> ▪ Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth ▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate. ▪ Refer to section for additional information 	Yes	Yes	

NOTES:

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

TRAFFIC REVIEW



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

Project name:
 JSP17-0084 Hillside Investments Preliminary
 Traffic Review

From:
 AECOM

Date:
 February 21, 2018

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

CC:
 Sri Komaragiri, Lindsay Bell, George Melistas,
 Theresa Bridges, Darcy Rechten, Hannah Smith

Memo

Subject: Hillside Investments Preliminary Traffic Review

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

GENERAL COMMENTS

1. The applicant, Hillside Investments, is proposing a new office building on Haggerty Road near the southwest corner of the intersection of 13 Mile Road and Haggerty Road. The proposed building is 25,881 square feet (SF).
2. Haggerty Road is under the jurisdiction of the Road Commission for Oakland County (RCOC).
3. The site is zoned OST.
4. Summary of traffic-related waivers/variances:
 - a. There are not any traffic-related waivers or variances requested by the applicant at this time.

TRAFFIC IMPACTS

1. AECOM performed an initial trip generation estimate based on the ITE Trip Generation Manual, 10th Edition, as follows:

ITE Code: 710 General Office Building
 Development-specific Quantity: 25,881 SF gross floor area (GFA)
 Zoning Change: N/A

Trip Generation Summary				
	City of Novi Threshold	Estimated Trips	Method	Above Threshold?
AM Peak-Hour, Peak-Direction Trips	100	44	Fitted Curve Equation	No
PM Peak-Hour, Peak-Direction Trips	100	26	Fitted Curve Equation	No

Daily (One-Directional) Trips	750	285	Fitted Curve Equation	No
--------------------------------------	-----	-----	-----------------------	----

- The number of trips does not exceed the City's threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour. AECOM recommends performing the following traffic impact study in accordance with the City's requirements:

Traffic Impact Study Recommendation	
Type of Study	Justification
None	N/A

EXTERNAL SITE ACCESS AND OPERATIONS

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

- The applicant is proposing a site driveway located on Haggerty Road with additional access via the development located directly west of the proposed development. The existing development that will provide access to the proposed development has an existing driveway on 13 Mile Road.
 - The proposed width of the driveway on Haggerty Road is 24 feet. The applicant should revise the driveway width to 30 feet in order to comply with City standards; or, may provide justification for the use of 24 feet and request an administrative variance.
 - The applicant has also proposed 25 feet turning radii at the Haggerty Road driveway. The applicant should revise the turning radii to 20 feet to be in compliance with City standards; or, provide justification for the use of 20 feet and request an administrative variance.
- The applicant is required to provide a right-turn taper at the site driveway into the development based on the two-way traffic volume of Haggerty Road (13,860 vehicles per day) and the estimated number of peak-hour right turns into the development (23 vehicles).
 - The applicant has provided a right turn taper into the development that is 100 feet in length and is in compliance with City standards.
- The applicant has indicated 197 feet of storage space in the left turn lane on approach to the development. Given the estimated peak hour entering trips, it is likely that there will be sufficient storage space for vehicles turning left into the development.
- The applicant has provided a line-of-sight for vehicles in the landscape plan; however, the plans should indicate that 510 feet of sight distance is provided in each direction (or to the intersection of 13 Mile Road and Haggerty Road).
- The applicant has provided driveway spacing dimensions; however, the provided driveway spacing dimensions are not the spacing dimensions that need to be shown. For driveways on the same side of Haggerty Road as the proposed driveway, the City requires 230 feet of spacing from near approach curb to near approach curb (in this case, northernmost end of each turning radii). The applicant should revise the driveway spacing dimension to indicate the proper dimension as well as the 230 feet that is required. Given the driveway dimensions and the spacing given, it is likely that he applicant is in compliance with City driveway spacing standards for both opposite and same side driveway spacing; however, the applicant should still indicate the requirements above on the plans.

INTERNAL SITE OPERATIONS

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

- General Traffic Flow

- a. Proposed aisle widths at the adjoining property line with the site to the west are in compliance with City standards. The applicant should provide a turning radius dimension for the proposed turning radii nearest the southwest corner of the proposed building.
- b. The applicant has proposed a 323 SF loading zone which is in compliance with City standards; however, there are concerns with the proposed width (8.5 feet) of the loading zone and accessibility to/from the loading zone. The applicant should provide additional information on the types of vehicles that will access the loading zone and vehicle turning paths indicating adequate accessibility.
- c. The applicant has indicated that they are locating their dumpster in the existing trash enclosure that is located at existing property located to the west.
- d. The applicant has indicated that the site is fully accessible to trucks and emergency vehicles; however, there is not the availability for a large vehicle to turn around on the north side of the site. The applicant should provide a commentary on how trucks will operate/maneuver in this area.

2. Parking Facilities

- a. The applicant is required to provide one parking space for each 222 square feet GLA for office buildings up to 100,000 square feet. The applicant has indicated 23,293 SF of the building as GLA, resulting in a total of 105 required parking spaces.
 - i. The applicant has proposed 116 total parking spaces. It should be noted that parking at the existing development to the west is not impacted by the proposed parking areas.
 - ii. Standard parking space dimensions are in compliance with City standards.
- b. The applicant is required to provide a total of five accessible parking spaces (with one van accessible parking space) to be in compliance with ADA standards.
 - i. The applicant is proposing five accessible parking spaces, one of which is van accessible.
 - ii. Accessible parking spaces are in compliance with City standards.
 - iii. The applicant should place 4 inch high parking blocks in front of the three center accessible parking spaces. Parking blocks should be placed such that access aisles are free of obstacles and such that a walk-way is available between parking spaces. Detectable warning surfaces may still be placed in front of access aisles.
- c. The applicant should increase all end island widths to a minimum of 10 feet.
- d. The applicant should indicate that all end islands are three feet shorter than the adjacent parking space length.
- e. The applicant should increase the radii of the parking peninsulas to be 15 feet. There are a few instances near the northeast corner of the building and near the connection to the development to the west where the radii are indicated at 10 feet or unmarked.
- f. The applicant should provide a radii dimension for the parking peninsula near the southeast corner of the building.
- g. All landscaped areas such as parking peninsulas and end islands are required to have a six inch curb. Revise the site plan to indicate as such.
- h. The applicant is required to provide a total of five bicycle parking spaces.
 - i. The applicant has provided six bicycle parking spaces.
 - ii. The proposed bicycle parking layout is not in compliance with City standards and lacks required details. Please review Figure 5.16.6 of the City's Zoning Ordinance and update details to be in compliance with the figure.

3. Sidewalk Requirements

- a. The applicant has provided sidewalk along Haggerty Road as indicated in the City's non-motorized master plan. The sidewalk is proposed at 6 feet in width and in compliance with City standards.
- b. Internal sidewalk widths are in compliance with City standards. However, the building appears to protrude into the sidewalk and infringes upon the required seven foot width. Revise the plans such that the proposed sidewalk has a continuous seven foot width.

- c. The applicant notes on sheet C-4 that the connector walk to the public walk is not ADA compliant. The applicant should provide justification for this or provide ADA compliant walks throughout the site. Recommendations for such are as follows:
 - i. The applicant should include sidewalk ramps at the west ends of the sidewalks connecting to the existing development to the west in order to be ADA compliant.
 - ii. The applicant should include a sidewalk ramp at the connector walk to the public walk on the east side of the site.
 - d. The applicant should provide MDOT ramp detail R-28-J within the plans.
4. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the proposed signing and striping.
- a. Proposed signing is in compliance with MMUTCD standards.
 - b. The applicant should indicate that traffic control signs shall have High Intensity Prismatic (HIP) sheeting to meet FHWA retroreflectivity requirements.
 - c. The applicant should consider providing a R1-1 (stop) sign at the driveway.
 - d. The applicant could consider providing no parking signs.
 - e. The applicant should provide a signing quantities table with sign sizes within the final site plan.
 - f. The applicant should provide additional pavement marking details for parking striping and the proposed crosswalk.
 - i. Parking striping is required to be four inches in width
 - ii. Provide a detail including dimensions and colors for the proposed crosswalk.

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

Sincerely,

AECOM



Sterling Frazier, PE
Reviewer, Traffic/ITS Engineer



Maureen N. Peters, PE
Senior Traffic/ITS Engineer

FAÇADE REVIEW



February 20, 2017

Façade Review Status Summary:
Approved, Section 9 Waiver Recommended

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

Re: **FACADE ORDINANCE - Façade Review**
Hillside Investments, PSP17-0084
 Façade Region: 1, Zoning District: OST

Dear Ms. McBeth;

The following is the Façade Review for Final Site Plan Approval of the above referenced project based on the drawings prepared by Faudie Architects, dated 1/30/18. The percentages of materials proposed for each façade are as shown on the table below. The maximum and minimum percentages allowed by the Schedule Regulating Façade Materials (AKA Façade Chart) of Ordinance Section 5.15 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold.

	East (Front)	West	North	South	Ordinance Maximum (Minimum)
Brick	34%	58%	35%	50%	100% (30% Minimum)
Decorative Block (32"x16" face)	15%	22%	25%	11%	10%
Flat Metal , Urethane Backed	25%	4%	18%	21%	50%
Flat Metal (RTU Screen)	5%	5%	6%	6%	50%
Spandrel Glass	21%	11%	16%	12%	50%

As shown above, the percentage of Decorative Block exceeds the maximum amount allowed by the Façade Ordinance. The drawings indicate that the Decorative Block is presented in an integrally colored 32" wide by 16" high format. The appearance of this material is more consistent with limestone panels than traditional block. Limestone panels are allowed up to 50% by the Façade Ordinance. A sample board should be provided to confirm the color and texture of this and other façade materials.

Recommendation – In consideration of the fact that the Decorative Block will have the appearance of Limestone Panels and that the facades are otherwise in conformance with the Façade Ordinance, a Section 9 Waiver is recommended for the overage of this material. This recommendation is contingent upon the sample board being provided not less than 5 day prior to the Planning Commission meeting.

Notes to the Applicant:

1. 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>.
2. The dumpster enclosure, if provided, must be constructed of materials matching the primary building (brick).

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



February 28, 2018

TO: Barbara McBeth- City Planner
Sri Ravali Komaragiri- Plan Review Center
Lindsay Bell-Plan Review Center
Hannah Smith-Planning Assistant

RE: Hillside Investments Office Building

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
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Andrew Mutch

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David E. Molloy

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Jeffery R. Johnson

Assistant Chief of Police
Erick W. Zinser

Assistant Chief of Police
Scott R. Baetens

PSP# 18-0013 (Revised)
PSP# 17-0182

Project Description:

Build a two story building 25,881 S.O. F.T. building on the corner of Haggerty Rd. and Thirteen Mile Rd.

Comments:

1. **MUST add fire hydrants to site plan. Hydrant spacing is 300' from hydrant to hydrant and NOT as the crow flies. City Ordinance 11-68(F)(1)c. CORRECTED 2/28/18 KSP**
2. **MUST have a hydrant within 100 feet from a FDC. Fire suppressed structure. (IFC 912.2.3.) CORRECTED 2/28/18 KSP**
3. **Parking lot MUST be able to hold 35 ton weigh capacity.(IFC 503.2.3.)**
4. **Turning radius from entrance off of Haggerty Rd. turning both north and south in parking lot doesn't meet fire department standards. (50' outside and 30' inside turning radius). CORRECTED 2/28/18 KSP**
5. **MUST provide a Hammerhead turnaround to the north end of parking lot.(IFC 503.2.5). CORRECTED 2/28/18 KSP**

Recommendation:

APPROVED

Sincerely,

Kevin S. Pierce-Fire Marshal
City of Novi – Fire Dept.

cc: file

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

cityofnovi.org

APPLICANT RESPONSE LETTER



47075 Five Mile Road

Plymouth, MI 48170

P: (734) 335-7160

F: (734) 667-1313

March 6, 2018

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
Attn: Ms. Lindsay Bell, Planner

Subject: **Hillside Office Center**
SW corner Haggerty and 13 Mile
NE ¼ Section 12
JSP 17-84

Dear Ms. Bell,

Thank you for recommending Preliminary Site plan approval on the subject project. This letter will summarize our request for certain waivers that may be granted by the Planning Commission and our rationale for doing so. Additionally, there are a number of comments relative to Final Site Plan approval which we will briefly address but in general we do not anticipate any issues preventing full compliance.

Plan Center Review February 23,2018:

1. Ordinance Requirement – Lot Combination

Response: The applicant intends to combine this parcel with the adjacent parcel immediately to the west by creating a two-unit site condominium where by all parking, open space and storm water detention pond are common area elements. A draft of the proposed condominium documents will be sent under separate cover.

2. Loading and Unloading Screening – [Waiver Requested.](#)

Response: Because of the pure office use nature of this facility, the applicant does not anticipate the use of semi-truck loading of any product. Deliveries of packages and office type supplies are expected to be a van or UPS sized vehicle. Two end-to-end spaces are conveniently located for this purpose near the SE corner of the parking area as shown on Sheet C -2 and screened by a heavily landscaped island to the east of the designated loading spaces as shown on Sheet L-2. The applicant feels this is an appropriate response to this issue and respectfully requests a waiver for this location with the understanding that in increase in loading area size of 37 square feet will be provided on the final plans to achieve the requisite 360 Square feet.

3. Lighting (Sec 5.7)

Response: The applicant hereby agrees to provide the required site lighting plan and associate photometric plan as a part of the final plan submittal requirements.

4. Other Reviews (***Additional comments for each review are attached following this letter***)

a. Landscape Review – **Waiver Requested**

Response: Haggerty Road Berm -The topography of the site is such that the proposed parking lot is as much as 9' higher than the proposed sidewalk elevation along Haggerty road near the south end of the property. Even deploying a partial retaining wall as shown on Sheet C-4, the resulting grade is at the maximum of a reasonably maintainable slope. Further, that slope and the Haggerty ROW is utilized for a variety of proposed trees as shown on Sheet L-2. The applicant feels this topographic condition together with the significant amount of landscaping provided justifies a waiver of the berm requirement along the Haggerty road edge of the parking lot and respectfully request same. The applicant further agrees to the comments relative to the minor landscape revisions required to be shown on the final submission sets.

b. Traffic Review

Response: The traffic consultant recommends approval of the preliminary site plan and requested certain engineering detail be provided with the final submittal. The applicant hereby agrees to same.

c. Engineering Review

Response: The reviewing engineer recommends approval of the preliminary site plan and has requested certain engineering detail be provided with the final submittal. The applicant hereby agrees to same.

d. Façade Review – **Waiver Requested**

Response: To meet the design intent of the building, the applicant proposed a 32" wide 16" high CMU product which replicates the appearance of limestone. The applicant feels the proposed product will be visually identical to limestone and respectfully requests a waiver for its use beyond the allowed percentages in the Façade Ordinance. A color board and product sample will be provided at the PC meeting.

Should the City of Novi have any additional issues that you feel should be addressed in advance of the March 14, 2018, Planning Commission meeting please contact me. Otherwise, assuming a favorable decision by the PC, Hillside Investments intends to move immediately forward with this project.

Thank you again for your kind assistance with this review and submission process.

Sincerely,
Hillside Investments

David Hardin

cc. Gary Roberts
Nowak & Fraus Engineers
Faudie Architecture



PLAN REVIEW CENTER REPORT

February 23, 2018

Planning Review

Hillside Investments Office Building
JSP17-84

PETITIONER

Hillside Investments

REVIEW TYPE

Preliminary Site Plan

PROPERTY CHARACTERISTICS

- Site Location: Section 12; South of Thirteen Mile Road, West of Haggerty Road
- Site Zoning: OST: Office Service Technology District
- Adjoining Zoning: OST: Office Service Technology District
- Site Use(s): Vacant
- Adjoining Uses: North: Office/Technology, East: Haggerty Road/Single Family Residential in Farmington Hills, South: Autoneum Office/Technology, West: Caring Nurses Office Building
- Site Size: 1.704 acres
- Building Size: 2 story office building with a total of 25,881 square feet.
- Plan Date: 01.29.2018

PROJECT SUMMARY

The applicant is proposing to construct a 2-story building, consisting of 25,881 square feet of professional office uses for Hillside Investments, a real estate development and construction firm currently located in Plymouth Township, with speculative space for additional professional tenants.

RECOMMENDATION

Approval of the *Preliminary Site Plan is recommended*. The plan mostly conforms to the requirements of the Zoning Ordinance with some deviations listed below. Additional details and changes are requested at the time of Final Site Plan submittal.

ORDINANCE REQUIREMENTS

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. All items from the Preliminary Site Plan review have been addressed on the Final Site Plan.

1. Property Combination/Split: The site plan indicates a proposed property combination and condominium ownership agreement. **The proposed property combination must be [submitted to the Assessing Department](#) for approval.**
2. Loading and Unloading Screening (Sec 3.20.2.A): The loading area is proposed in the southeast area of the parking lot. The 323 square foot designated area is to be screened by landscaping in the adjacent parking lot end island. The site configuration (dual

frontage and existing building to the rear) makes it impossible to completely screen from all public right-of-ways and adjacent properties. The applicant has indicated there will not be large truck deliveries for the office users, which will minimize the need for the loading area. **Planning Commission waiver should be requested. Staff supports the waiver for the reasons above as long as landscaped screening is provided.** If the waiver is granted, the applicant should enlarge the loading zone to meet the 360 square foot requirement.

3. Lighting (Sec 5.7): Provide details of lighting fixtures, locations, and a photometric plan to meet requirements of Section 5.7 of the Ordinance for Final Site Plan review. See details in Planning Chart.
4. Other Reviews:
 - a. Landscape Review: **Waiver required for missing berm along Haggerty Road due to site grading.** Additional comments to be addressed with final site plan submittal. Landscape recommends approval.
 - b. Traffic Review: Additional comments to be addressed with final site plan submittal. Traffic recommends approval.
 - c. Engineering Review: Additional comments to be addressed with final site plan submittal. Engineering recommends approval.
 - d. Facade Review: **Section 9 waiver should be requested for the overage of Decorative Block material, which resembles limestone panels, on all four elevations.** Façade supports the waiver and recommends approval.
 - e. Fire Review: **Fire recommends approval.** See comments in Fire Review letter.

NEXT STEP: PLANNING COMMISSION MEETING

This site plan has been scheduled for consideration by the Planning Commission on March 14, 2018 meeting. Please provide via email the following **no later than noon on March 7**, 2018 if you wish to keep this schedule.

1. Original Site Plan submittal in PDF format (maximum of 10MB). **NO CHANGES MADE.**
2. A response letter addressing ALL the comments from ALL the review letters and **a request for waivers as you see fit.**
3. A color rendering of the Site Plan, if any.
4. A sample board of building materials as requested by our Façade Consultant. The applicant can bring the material samples to the Planning Commission meeting.

FINAL SITE PLAN SUBMITTAL

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

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

12. Drafts of any legal documents (note that off-site easements need to be executed and any on-site easements need to be submitted in draft form before stamping sets will be stamped)

ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER

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

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

STAMPING SET APPROVAL

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

SITE ADDRESSING

A new address is required for this project. The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found by clicking on this [link](#). Please contact the Ordinance Division 248.735.5678 in the Community Development Department with any specific questions regarding addressing of sites.

STREET AND PROJECT NAME

This project does not require approval from the Street and Project Naming Committee. Please contact Hannah Smith (248-347-0579) in the Community Development Department for additional information.

PRE-CONSTRUCTION MEETING

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

CHAPTER 26.5

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

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0484 or lbell@cityofnovi.org.



Lindsay Bell, Planner



PLANNING REVIEW CHART: Office Service Technology (OST)

Review Date: February 28, 2018
Review Type: Pre-Application Review
Project Name: JSP 17-84 Hillside Investments Office Building
Location: Parcel 22-12-200-008; SW corner of 13 Mile & Haggerty
Plan Date: January 29, 2018
Prepared by: Lindsay Bell, Planner
E-mail: lbell@cityofnovi.org; **Phone:** (248) 347-0484

Bold	To be addressed with the next submittal
<u>Underline</u>	To be addressed with final site plan submittal
<u>Bold and Underline</u>	Requires Planning Commission and/or City Council Approval
<i>Italics</i>	To be noted

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan <i>(adopted August 25, 2010)</i>	Office research development and technology	Professional Office building	Yes	
Area Study	The site does not fall under any special category	NA	NA	
Zoning <i>(Effective December 25, 2013)</i>	OST: Office Service and Technology	OST	Yes	
Uses Permitted (Sec 3.1.23.B & C)	Sec. 3.1.23.B. - Principal Uses Permitted. Sec. 3.1.23.C. – Special Land Uses Permitted.	Office	Yes	
Height, bulk, density and area limitations (Sec 3.1.21.D)				
Frontage on a Public Street. <i>(Sec. 5.12)</i> Access To Major Thoroughfare <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	The site has frontage and access to 13 Mile and Haggerty Road	Yes	
Minimum Zoning Lot Size for each Unit in Ac <i>(Sec 3.6.2.D)</i>	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback		NA	
Minimum Zoning Lot Size for each Unit: Width in Feet <i>(Sec 3.6.2.D)</i>			NA	

Item	Required Code	Proposed	Meets Code	Comments
	or usable open space			
Maximum % of Lot Area Covered (By All Buildings)	(Sec 3.6.2.D)	Building: 25,881 SF Footprint: 13,275 SF Site: 1.7 acres Coverage: 17.9%	NA	
Building Height (Sec. 3.20)	Properties north of Grand River Avenue: Max height: 65 ft with additional setbacks of 2 ft for every 1 ft in excess of 46 ft.	Maximum height: 35.2'	Yes	
Building Setbacks (Sec 3.1.23.D)				
Front (Haggerty Road)	50'	86'	Yes	
Rear (West)	50'	0-2'		<i>Plan to combine with parcel to west</i>
Side (north)	50'	87'	Yes	
Side (south)	50'	162'	Yes	
Parking Setback (Sec 3.1.23.D) Refer to applicable notes in Sec 3.6.2				
Front (Haggerty Road)	20 ft.	22'	Yes	
Rear (West)	20 ft.	0'		<i>Lot combination proposed</i>
Side (north)	20 ft.	22'	Yes	
Side (south)	20 ft.	20'	Yes	
Note To District Standards (Sec 3.6.2)				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	North side yard observes 50 ft setback	Yes	
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Off-street parking is allowed in front yard, but outside of the parking setback	Parking is proposed in front yard and meets the parking setback requirements	Yes	
Distance between buildings (Sec 3.6.2.H)	It is governed by Sec. 3.8.2.H or by the minimum setback requirements, whichever is greater	91.6' proposed between buildings; 70.68' required	Yes	<i>Assumes lot combination as proposed</i>
Wetland/Watercourse Setback (Sec 3.6.2.M)	A setback of 25ft from wetlands and from high watermark course shall be maintained	No wetlands on site	NA	
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per 5.5.3.	A landscape plan is provided		Please refer to landscape review for additional comments
Modification of	The Planning	No setback	NA	

Item	Required Code	Proposed	Meets Code	Comments
parking setback requirements (Sec 3.6.2.Q)	Commission may modify parking setback requirements based on its determination according to Sec 3.6.2.Q	modifications proposed		
OST District Required Conditions (Sec 3.20)				
Additional Height (Sec 3.20.1)	Properties north of Grand River Avenue: Max height: 65 ft with additional setbacks of 2 ft for every 1 ft in excess of 46 ft.	Maximum height: 35.4'	Yes	
Loading and Unloading Screening (Sec 3.20.2.A)	Truck service areas and overhead truck loading/unloading doors shall be totally screened from view from any public right-of-way, including freeway right-of-way, and adjacent properties, except for required driveway access. PC may waive this requirement.	Loading area (323 sf) proposed in SE area of parking lot. Parking lot end island plantings to provide landscape screening	No	PC waiver required PC WAIVER REQUESTED
Additional conditions for permitted uses in 3.1.23.B.ii - v (Sec 3.20.2.C)	Uses permitted under subsections 3.1.23.B.ii - v shall not be located on property sharing a common boundary with property zoned for R-A, R-1, R-2, R-3, R-4 or MH district use unless conditions in section 3.20.2.C are met	Use falls under subsection 3.2.23.B.i	NA	
Outdoor storage (Sec 3.20.2.D)	The outdoor storage of goods or materials shall be prohibited.	Note added to Sheet C-2		
Parking, Loading and Dumpster Requirements				

Item	Required Code	Proposed	Meets Code	Comments
Number of Parking Spaces Office (Sec.5.2.12.D)	“Business/Professional Office”: 1 space for every 222 of GLA. 25,881 SF office *90% UFA=23,293/222 = 105 spaces required.	113 spaces provided	Yes	Revise parking calculations to account for spaces removed for Fire Lane CALCULATIONS WILL BE REVISED
Parking stall located adjacent to a parking lot entrance (public or private) (Sec. 5.3.13)	Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer		Yes	
End Islands (Sec. 5.3.12)	<ul style="list-style-type: none"> - End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3’ shorter than the adjacent parking stall as illustrated in the Zoning Ordinance 	Dimensions generally shown	Yes	
Parking Space Dimensions and Maneuvering Lanes (Sec. 5.3.2)	<ul style="list-style-type: none"> - 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4” curb at these locations and along landscaping 	<ul style="list-style-type: none"> - 24 ft. to 28 ft. two way drives - 9 ft. x 17 ft. parking w/2 ft. overhang into landscape space or adjacent to 7’ sidewalk 	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Barrier Free Spaces <i>Barrier Free Code</i>	101-150 spaces requires 4 regular handicap + 1 van handicap	3 regular & 2 van spaces proposed	Yes	
Barrier Free Space Dimensions <i>Barrier Free Code</i>	- 8' wide with an 8' wide access aisle for van accessible spaces - 8' wide with a 5' wide access aisle for regular accessible spaces	Two types of accessible spaces are provided	Yes	
Barrier Free Signs <i>Barrier Free Code</i>	One sign for each accessible parking space.	Sign detail shown and location indicated on plan	Yes	Add note that signs should be located 2 feet from walkway; show signs to scale NOTE WILL BE ADDED
Minimum number of Bicycle Parking <i>(Sec. 5.16.1)</i>	<u>General Offices:</u> Five (5) percent of required automobile spaces, minimum two (2) spaces For 112 spaces, 6 bike spaces	6 bike parking spaces shown	Yes	
Bicycle Parking General requirements <i>(Sec. 5.16)</i>	- No farther than 120 ft. from the entrance being served - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations - Spaces to be paved and the bike rack shall be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk	Complies Located at two entrances Curve-it bike rack Accessible via sidewalk	Yes	
Bicycle Parking Lot layout <i>(Sec 5.16.6)</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	Layout shown	Yes	
Loading Spaces <i>Sec. 5.4.1</i>	- Within the OS districts, loading space shall be provided in the rear yard or in the case of a double frontage lot, in the interior side yard, - in the ratio of five (5)	Loading Area in the front/interior side yard – 323 sf proposed – 360 sf required	No	Location is closer to Haggerty than the actual building; 34 sf less than required 360 sf; adjust loading zone size to meet requirement WAIVER REQUEST FOR LOCATION, SIZE WILL BE ADJUSTED

Item	Required Code	Proposed	Meets Code	Comments
	square feet per front foot of building up to a total area of three-hundred sixty (360) square feet per building. - When in use should not cut off or diminish access to parking spaces or service drives			
Dumpster Sec 4.19.2.F	- Located in rear yard - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft. from property line. - Away from Barrier free Spaces - When in use should not cut off or diminish access to parking spaces or service drives	Dumpster located in the rear/interior side yard Not attached to building Farther than 10 ft. Outside the parking setback 20' from property line Away from the barrier free spaces	Yes	<i>Will use the existing enclosure shared with other building</i>
Dumpster Enclosure Sec. 21-145. (c) Chapter 21 of City Code of Ordinances	- Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery	- No detail of dumpster enclosure shown; existing structure	Yes	
Roof top equipment and wall mounted utility equipment Sec. 4.19.2.E.ii	All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	RTU screen of Metal Panel Siding shown on plans		See Façade comments
Roof top	Roof top	RTU screen shown		See Façade comments

Item	Required Code	Proposed	Meets Code	Comments
appurtenances screening	appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	on plans		
Non-Motorized Facilities				
Article XI. Off-Road Non-Motorized Facilities	A 6 foot sidewalk is required along collector and arterial roads	6' sidewalk shown along Haggerty Road. Existing 7-8' asphalt path shown on 13 Mile frontage.	Yes	Provide off-site connection to sidewalk south of property along Haggerty Road. WILL DISCUSS WITH PLANNING DEPARTMENT
Pedestrian Connectivity	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Sidewalks are proposed throughout the site and connection to sidewalk on Haggerty	Yes	
Building Code	Building exits must be connected to sidewalk system or parking lot.	All exits are connected to internal sidewalk		
Lighting and Photometric Plan (Sec. 5.7)				
Exterior lighting (Sec. 5.7.2)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal;	No lighting details or photometric plan provided		Provide details of lighting fixtures, locations, and a photometric plan to meet requirements of this section below for Final Site Plan review WILL BE PROVIDED
Lighting Plan (Sec. 5.7.2.A.i)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures			
Lighting Plan (Sec.5.7.A.2)	Specifications for all proposed & existing lighting fixtures			
	Photometric data			
	Fixture height			
	Mounting & design			
	Glare control devices			
	Type & color rendition of lamps			
Hours of operation				

Item	Required Code	Proposed	Meets Code	Comments
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties			
Required Conditions (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses			
Required Conditions (Sec. 5.7.3.B)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation 			
Required Conditions (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1			
Required Conditions (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps			
Min. Illumination (Sec. 5.7.3.k)	Parking areas: 0.2 min			
	Loading & unloading areas: 0.4 min			
	Walkways: 0.2 min			
	Building entrances, frequent use: 1.0 min			
	Building entrances, infrequent use: 0.2 min			
Max. Illumination adjacent to Non-Residential (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle			

Item	Required Code	Proposed	Meets Code	Comments
Cut off Angles <i>(Sec. 5.7.3.L)</i>	When adjacent to residential districts: - All cut off angles of fixtures must be 90° - maximum illumination at the property line shall not exceed 0.5 foot candle			
Other Requirements				
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Yes	
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Provided	Yes	
Economic Impact Information	- Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction & after building is occupied, if known).	Provided	Yes	
Development and Street Names	Development and street names must be approved by the Street Naming Committee before Preliminary Site Plan approval	Name approval for business not required	NA	
Development/ Business Sign	Signage if proposed requires a permit. Can be considered during site plan review process or independently.	None shown	NA	<u>For sign permit information contact Maureen Underhill 248-735-5602.</u>

Item	Required Code	Proposed	Meets Code	Comments
NOTES: <ol style="list-style-type: none"><li data-bbox="118 264 1471 327">1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.<li data-bbox="118 327 1455 390">2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4 and 5 of the zoning ordinance for further details<li data-bbox="118 390 1487 453">3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.				



PLAN REVIEW CENTER REPORT

February 22, 2018

Engineering Review

Hillside Investments Office Building

JSP17-0084

Applicant

Hillside Investments

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: West of Haggerty Road, South of Thirteen Mile Road
- Site Size: 1.7 acres
- Plan Date: 01/29/2017
- Design Engineer: Nowak & Fraus Engineers

Project Summary

- Construction of an approximately 24,432 square foot two-story office building.
- Water service would be provided by an 8-inch extension from existing 8-inch water main west of the site to serve an additional fire hydrant. Domestic and fire service leads would be provided off of existing 8-inch water main running north-south on the adjacent site to the west.
- Sanitary sewer service would be provided by a new service lead connected to existing sanitary sewer manhole in the Thirteen Mile right-of-way on existing 8-inch sanitary sewer.
- Storm water would be collected by a single storm sewer collection system and detained in an existing off-site storm water detention basin located on the parcel to the west.

Recommendation

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

Comments:

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

General

1. Right-of-way permits will be required from the City of Novi and Oakland County for work in the Haggerty Road right-of-way. **UNDERSTOOD**
2. Provide a traffic control plan for the proposed road work activity. **WILL PROVIDE**
3. Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas, and illustrate on the profiles. **WILL PROVIDE**
4. 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. **WILL PROVIDE**
5. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance. **WILL PROVIDE SEPARATION AS REQUIRED**
6. Provide a backflow prevention device on all irrigation systems. The backflow prevention device shall be an RPZ, or another approved device based on site conditions such as irrigation head heights (pop-ups), grade changes, berms etc. Please contact Kevin Roby in the Water and Sewer Division at 248-735-5640 with any questions. **WILL PROVIDE**
7. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website (www.cityofnovi.org/DesignManual). **ACKNOWLEDGED**
8. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan submittal highlighting the changes made to the plans addressing each of the comments in this review. **WILL PROVIDE**

Water Main

9. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (06/12 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. **WILL BE PROVIDED**

Sanitary Sewer

10. Revise the Sanitary Sewer Basis of Design to use a peak factor of 4.0. This basis of design should be shown on the utility plan for use in the Water Main permit submittal. **WILL REVISE**

Paving & Grading

11. Provide at least 3-foot of buffer distance between the sidewalk and any fixed objects, including hydrants. **WILL PROVIDE**
12. Include additional dimensions and notes to maintain minimum 3 feet clearance from power poles and other fixed objects, and minimum distance of 5 feet from edge of sidewalk to back of curb. **WILL INCLUDE**
13. The end islands shall conform to the City standard island design, or variations of the standard design, while still conforming to the standards given in Section 2506 of Appendix A of the Zoning ordinance (i.e. 2' minor radius, 15' major radius, minimum 8' wide, 3' shorter than adjacent 19' stall). **WILL CONFORM**
14. Refer to the City's standard sidewalk detail for right-of-way sidewalk. Sand base shall not be used for right-of-way sidewalk. **ACKNOWLEDGED**
15. Further discussion of the alignment of the sidewalk at the south end of the site may be required to coordinate with the City's future public sidewalk plans. **WILL DISCUSS**

Storm Sewer

16. Match the 0.80 diameter depth above invert for pipe size increases. **ACKNOWLEDGED**
17. A Design and Construction standards variance application must be submitted under a separate cover where 3-feet of cover cannot be provided. **ACKNOWLEDGED**
18. 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. **WILL LABEL**
19. Illustrate all pipes intersecting storm structures on the storm profiles. **WILL PROVIDE**
20. Provide a schedule listing the casting type and other relevant information for each proposed storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures. **WILL PROVIDE**

Storm Water Management Plan

21. A Storm Drain Facility Maintenance Easement Agreement will be required on the last structure containing the oil/gas separator. Also include an access easement to the structure from the public road right-of-way. **WILL PROVIDE**

Soil Erosion and Sediment Control

22. A SESC permit is required. A full review has not been done at this time. The review checklist detailing all SESC requirements is attached to this letter. Please address the comments below and submit a SESC permit application under a separate cover. The application can be found on the City's website at <http://cityofnovi.org/Reference/Forms-and-Permits.aspx>. **WILL PROVIDE**

Off-Site Easements

23. Off-site easements must be executed prior to final approval of the plans. No off-site easements are anticipated at this time.

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

24. 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 management items (basin construction, control structure, pretreatment structure and restoration).
WILL PROVIDE

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

25. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
26. 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.
27. A draft copy of the 20-foot wide access easement for sanitary sewer monitoring manhole must be submitted to the Community Development Department.
28. Legal escrow fees in an amount to be determined must be deposited with the Community Development Department. Unused escrow will be returned to the payee at the end of the project. This amount includes engineering legal fees only. There may be additional legal fees for planning legal documents.
29. Executed copies of any required off-site utility easements must be submitted to the Community Development Department (none anticipated at this time).

ALL COMMENTS ABOVE ACKNOWLEDGE AND WILL BE ADDRESSED APPROPRIATELY

The following must be addressed prior to construction:

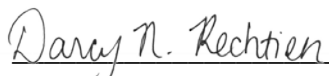
30. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
31. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. There is no fee for this permit.
32. 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.
33. A permit for work within the right-of-way of Haggerty Road must be obtained from the City of Novi. The application is available from the City Engineering Department and should be filed at the time of Final Site Plan submittal.

Please contact the Engineering Department at 248-347-0454 for further information.

34. A permit for work within the right-of-way of Haggerty Road must be obtained from the Road Commission for Oakland County. Please contact the RCOC (248-858-4835) directly with any questions. The applicant must forward a copy of this permit to the City. Provide a note on the plans indicating all work within the right-of-way will be constructed in accordance with the Road Commission for Oakland County standards.
35. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the Engineering Division after the water main plans have been approved.
36. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
37. 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.
38. 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.

ALL COMMENTS ABOVE ACKNOWLEDGED AND WILL BE ADDRESSED APPROPRIATELY

Please contact Darcy Rechten at (248) 735-5695 with any questions.



Darcy N. Rechten, P.E.
Plan Review Engineer



PLAN REVIEW CENTER REPORT

February 11, 2018

Preliminary Site Plan

Hillside Investments

Review Type

Preliminary Site Plan Landscape Review

Job

JSP17-0084

Property Characteristics

- Site Location: Southwest corner of 13 Mile Road and Haggerty Road
- Site Zoning: OST
- Adjacent Zoning: North, South West: OST, East: Farmington Hills Single family
- Plan Date: 1/29/2018

Ordinance Considerations

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

Recommendation:

This project is **recommended for approval** with the understanding that the items listed below will be addressed **on Final Site Plans**.

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

A full tree survey, including size and species of trees 8" dbh and greater, has been provided and trees to be removed and saved are clearly shown.

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

Thirteen Mile Road

1. The required numbers of large and subcanopy trees are provided.
2. **The required 3 foot tall berm is not provided. If it is not added, a landscape waiver will be required. Please list this and any other waivers requested in a table on the landscape plan, listing the waiver, the impact (what is missing) and the justification for the waiver. WAIVER REQUESTED**

Haggerty Road

1. The required numbers of large and subcanopy trees are provided.
2. **The required 3 foot tall berm is not provided due to the site grading. If it is not added, a landscape waiver will be required. Please list this and any other waivers requested in a table on the landscape plan, listing the waiver, the impact (what is missing) and the justification for the waiver. Based on the site grading, this waiver request will probably be supported by staff. WAIVER REQUESTED**

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

Thirteen Mile Road

The required street trees are provided.

Thirteen Mile Road

1. The required street trees are provided.
2. If the Road Commission for Oakland County does not allow some or all of the proposed trees, they do not need to be planted elsewhere but documentation must be provided showing that decision.

Parking Lot Landscape (Zoning Sec. 5.5.3.C.) – Commercial Section

1. Parking lot interior landscaping calculations were revised to show the correct requirement and correct number of trees provided.
2. **Parking lot trees are required in the islands at the northeast and southeast corners of the building in order to break up the bays along the north, east and south sides of the building. The islands also need to be expanded to have at least 200sf of landscape area. WILL REVISE**

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

1. Perimeter calculations have been provided, but the basis was understated. The outer perimeter of the north, east and south sides of the parking lot, less the access ways is actually 686 lf, not 127. **WILL REVISE**
2. **Please revise the calculations and provide the required deciduous canopy trees. WILL REVISE**
3. **The revised regulations allows for greenbelt canopy trees within 15 feet of the curb to also count as perimeter trees. If trees are double-counted, they should be labeled as both for verification of the count. WILL LABEL AS NECESSARY**

Transformer/Utility Box Screening (Zoning Sec 5.5.3.D.)

Provided.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

The required landscape area and coverage is provided

Planting List and Costs (LDM)

Provided.

Planting Notations and Details (LDM)

Provided.

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

1. No additional plantings are required if no changes to the detention pond are required.
2. Any missing detention basin plantings from the original approved plan must be replaced as part of this project.

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

An irrigation plan for landscaped areas is required for Final Site Plans. WILL PROVIDE

Snow Deposit (LDM.2.q.)

Please show areas for snow deposits on the landscape plan. WILL SHOW

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5621 or meader meader@cityofnovi.org.



Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART – PRELIMINARY SITE PLAN

Review Date: February 11, 2018
Project Name: JSP17-84: Hillside Investments Office Building
Plan Date: December 12, 2017 (Landscape plan 7/29/2016)
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org;
 Phone: (248) 735-5621

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

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM (2))				
Landscape Plan (Zoning Sec 5.5.2, LDM 2.e.)	<ul style="list-style-type: none"> ▪ New commercial or residential developments ▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. ▪ 1"=20' minimum with proper North. Variations from this scale can be approved by LA ▪ Consistent with plans throughout set 	1"=30'	Yes	
Project Information (LDM 2.d.)	Name and Address	Yes	Yes	
Owner/Developer Contact Information (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Yes	Yes	
Landscape Architect contact information (LDM 2.b.)	Name, Address and telephone number of RLA	Yes	Yes	
Sealed by LA. (LDM 2.g.)	Requires original signature	Yes	Yes	<u>Required for Final Site Plan</u>
Miss Dig Note (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	Yes	Yes	
Zoning (LDM 2.f.)	Include all adjacent zoning	Site: OST North, South, West: OST East: Farmington Hills SF Residential	Yes	
Survey information (LDM 2.c.)	<ul style="list-style-type: none"> ▪ Legal description or boundary line survey ▪ Existing topography 	Both on Sheet SP-1	Yes	

Item	Required	Proposed	Meets Code	Comments
Existing plant material Existing woodlands or wetlands (LDM 2.e.(2))	<ul style="list-style-type: none"> ▪ Show location type and size. Label to be saved or removed. ▪ Plan shall state if none exists. 	Sheet SP-1 Tree survey completed 11/3/15	Yes	Based on aerial photos and ECT review, there is no regulated woodland on the site.
Soil types (LDM.2.r.)	<ul style="list-style-type: none"> ▪ As determined by Soils survey of Oakland county ▪ Show types, boundaries 	Shown on L-1	Yes	
Existing and proposed improvements (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
Existing and proposed utilities (LDM 2.e.(4), Sec 5.5.3.C.ii.j)	Overhead and underground utilities, including hydrants	Yes	Yes	<p>1. Please be sure trees in 13 Mile greenbelt are sufficiently spaced from the underground gas line and any other utilities. ACKNOWLEDGED</p> <p>2. Per Sec 5.5.3.C.ii.j, no plantings taller than 12" shall be planted within 10 feet of a fire hydrant. The TOs being used to screen the loading zone are too large to fulfill this requirement.</p> <p>3. If the hydrant is relocated, be sure to locate it so any required trees near it can be planted such that it still meets its requirement in terms of placement. ACKNOWLEDGED</p>
Proposed grading. 2' contour minimum (LDM 2.e.(1))	Provide proposed contours at 2' interval	Spot elevations on Sheet SP-2	Yes	
Snow deposit (LDM.2.q.)	Show snow deposit areas on plan	No	No	Please provide snow deposit areas. WILL PROVIDE

LANDSCAPING REQUIREMENTS
Berms, Walls and ROW Planting Requirements
Berms
<ul style="list-style-type: none"> ▪ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours ▪ Berm should be located on lot line except in conflict with utilities. ▪ Berms should be constructed of loam with 6" top layer of top soil.

Item	Required	Proposed	Meets Code	Comments
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				
Berm requirements (Zoning Sec 5.5.A)	Refer to Residential Adjacent to Non-residential berm requirements chart	NA		Project does not abut residential within the city limits
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List	NA		
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	Retaining wall 3-6' tall is provided at southeast corner of site.		
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		See above		Design details will need to be provided with building permit submittal. WILL PROVIDE
ROW Landscape Screening Requirements (Sec 5.5.3.B. ii) and (LDM 1.b)				
Greenbelt width (2)(3) (5)	Adjacent to parking: 20 ft	21-25 feet	Yes	
Berm requirements (Zoning Sec 5.5.3.A.(5))				
Min. berm crest width	Adjacent to parking: 3 ft	None	No	1. Due to the site elevation along Haggerty, and the underground gas line along 13 Mile Road, the required berms aren't provided. 2. Please put these and any other waiver requests in a table on the landscape plan, listing the waiver and their impacts (missing lf of berm, missing trees, etc.) WILL PROVIDE
Minimum berm height (9)	Adjacent to parking: 3 ft	None	No	See above.
3' wall	▪ (4)(7)	None		See note above regarding retaining wall at southeast corner of site. WILL PROVIDE
Canopy deciduous or large evergreen trees Notes (1) (10)	<ul style="list-style-type: none"> ▪ Adjacent to Parking: 1 tree per 35 lf ▪ 13 Mile Road: 168/35 = 5 trees ▪ Haggerty Road: (442-24)/35 = 12 trees 	<ul style="list-style-type: none"> ▪ 13 Mile Road: 5 trees ▪ Haggerty Road: 12 rees 	Yes	
Sub-canopy	• Adjacent to Parking:	▪ 13 Mile Road: 8	Yes	

Item	Required	Proposed	Meets Code	Comments
deciduous trees Notes (2)(10)	<ul style="list-style-type: none"> 1 tree per 20 lf • 13 Mile Road: 168/20 = 8 trees • Haggerty Road: (442-24)/20 = 21 trees 	<ul style="list-style-type: none"> trees ▪ Haggerty Road: 21 trees 		
Canopy deciduous trees in area between sidewalk and curb (Novi Street Tree List)	<ul style="list-style-type: none"> • Adjacent to Parking: 1 tree per 35lf • 13 Mile Road: 168/35 = 5 trees ▪ Haggerty Road: (442-49/35 = 21 trees 	<ul style="list-style-type: none"> • 13 Mile Road: 5 trees • Haggerty Road: 11 trees (10 new + 1 existing) 	Yes	If the RCOC does not allow any of the Haggerty Road trees to be planted, they do not have to be planted elsewhere, but documentation of that decision needs to be provided to the City. ACKNOWLEDGED
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	<ul style="list-style-type: none"> ▪ Label contour lines ▪ Maximum 33% ▪ Constructed of loam ▪ 6" top layer of topsoil 	No	No	<ol style="list-style-type: none"> 1. No new berms are proposed. 2. Landscape berms will not be provided due to site grading and underground utilities.
Type of Ground Cover		Seed or sod	Yes	
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	Yes, along Haggerty Road	Yes	Please dimension distance between new trees close to overhead lines and the lines. WILL PROVIDE
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements (LDM 1.c)	<ul style="list-style-type: none"> ▪ Clear sight distance within parking islands ▪ No evergreen trees 	Yes		
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	Seed or sod	Yes	
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	<ul style="list-style-type: none"> ▪ A minimum of 200 SF to qualify ▪ Minimum 200 SF per tree planted in island ▪ 6" curbs ▪ Islands minimum width 10' BOC to BOC 	Yes	Yes	Islands at northeast and southeast corners of the building need to be enlarged with a canopy tree planted in them. WILL REVISE
Curbs and Parking stall reduction (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of min. 7 ft.	Yes	Yes	
Contiguous space limit (j)	Maximum of 15 contiguous spaces	Maximum bay is 14 spaces.	Yes	

Item	Required	Proposed	Meets Code	Comments
Plantings around Fire Hydrant (d)	No plantings with matured height greater than 12' within 10 ft. of fire hydrants	Yes	Yes	
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
Clear Zones (LDM 2.3.(5))	25 ft corner clearance required. Refer to Zoning Section 5.9	Yes	Yes	
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of vehicular use area up to 50,000 sf x 7.5%	$A = x \text{ SF} \times 7.5\% = A \text{ sf}$ $A = 37866 \times 7.5\% = 2840 \text{ sf}$	3,290 sf	Yes	
B = Total square footage of additional paved vehicular use areas over 50,000 SF) x 1 %	$B = x \text{ SF} \times 1\% = B \text{ sf}$	NA		
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of vehicular use area up to 50,000 sf x 5%	$A = x \text{ SF} \times 5\% = A \text{ sf}$	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5 %	$B = x \text{ SF} \times 0.5\% = B \text{ SF}$	NA		
All Categories				
C = A+B Total square footage of landscaped islands required	$2840 + 0 = 2840 \text{ SF}$	3290 sf	TBD	Islands at northeast and southeast corners of the building need to be enlarged with a canopy tree planted in them. WILL REVISE
D = D/200 Number of canopy trees required	$2840/200 = 14 \text{ Trees}$	14 trees (11 new + 3 existing)	Yes	<ol style="list-style-type: none"> Islands at northeast and southeast corners of building must be enlarged to at least 200sf planting area and have a canopy tree planted in them. Two of the new offsite maples can be used for these islands. ACKNOWLEDGED
Perimeter Green	▪ 1 Canopy tree per 35	4 trees (based on		1. Perimeter to be used

Item	Required	Proposed	Meets Code	Comments
space	lf; <ul style="list-style-type: none"> 686/35 = 20 trees 	127lf perimeter)		<p>in calculation is 686lf, not 127lf WILL REVISE</p> <p>2. Perimeter trees must have a mature height of at least 30 feet and mature canopy width of at least 20 feet. ACKNOWLEDGED</p> <p>3. Per 5.5.3.C.iv, greenbelt canopy trees that are within 15 feet of the back of curb of the parking lot or access way may be double-counted as perimeter trees. ACKNOWLEDGED</p> <p>4. Please clearly label any trees that are double-counted. WILL PROVIDE</p> <p>5. Up to 25% of required perimeter trees can be conifers to assist with screening. ACKNOWLEDGED</p>
Parking land banked	NA	No		
Other Landscaping				
Non-Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2)				
Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
Interior Street to Industrial subdivision (LDM 1.d.(2))	<ul style="list-style-type: none"> 1 canopy deciduous or 1 large evergreen per 35 lf along ROW No evergreen trees closer than 20 ft. 3 sub canopy trees per 40 lf of total linear frontage Plant massing for 25% of ROW 	NA		
Other Screening				
Screening of outdoor storage, loading/unloading (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)		Loading zone is screened with evergreen shrubs and a mix of other plantings in the greenbelt.	Yes	<p>1. There are too few arborvitaes to sufficiently screen the loading space from Haggerty Road. As noted above, the hydrant can't have anything taller than 12" closer than 10 ft. REVISED</p> <p>2. Based on this, either the hydrant or</p>

Item	Required	Proposed	Meets Code	Comments
				loading zone should be moved to a different location. REVISED 3. A more salt-tolerant species than arborvitae is recommended for the island plantings. WILL REVISE
Transformers/Utility boxes (LDM 1.e from 1 through 5)	<ul style="list-style-type: none"> ▪ A minimum of 2ft. separation between box and the plants ▪ Ground cover below 4" is allowed up to pad. ▪ No plant materials within 8 ft. from the doors 	Transformers on west side of building are screened sufficiently.	Yes	
Building Foundation Landscape Requirements (Sec 5.5.3.D)				
Interior site landscaping SF	<ul style="list-style-type: none"> ▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. ▪ 520 lf x 8ft = 4160 SF ▪ All areas except paved access points should have landscaping other than just lawn. 	4465 sf	Yes	
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	68% of 13 Mile and Haggerty road frontages is landscaped	Yes	
Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)				
Planting requirements (Sec. 5.5.3.E.iv)	<ul style="list-style-type: none"> ▪ Clusters shall cover 70-75% of the basin rim area ▪ 10" to 14" tall grass along sides of basin ▪ Refer to wetland for basin mix 	None required if there are no changes required for the detention pond.	Yes	If pond plantings for the western building's original plan are missing, they should be replaced as part of this project. ACKNOWLEDGED
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				
Landscape Notes – Utilize City of Novi Standard Notes				
Installation date (LDM 2.I. & Zoning Sec 5.5.5.B)	<ul style="list-style-type: none"> • Provide intended dates • Should be between March 15 and November 15. 	Fall 2018	Yes	
Maintenance &	<ul style="list-style-type: none"> • Include statement of 	Yes	Yes	Please change General

Item	Required	Proposed	Meets Code	Comments
Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	intent to install and guarantee all materials for 2 years. <ul style="list-style-type: none"> • Include a minimum one cultivation in June, July and August for the 2-year warranty period. 			Landscape Note #6 to read 2 years, not 1. WILL REVISE
Plant source (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (LDM 2.s.)	A fully automatic irrigation system is required with Final Site Plan	Note indicates that an irrigation system will be provided.		<u>Need for final site plan</u>
Other information (LDM 2.u)	Required by Planning Commission	NA		
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. (Zoning Sec 5.5.5.E)	City must approve any substitutions <u>in writing</u> prior to installation.	Yes	Yes	
Plant List (LDM 2.h.) – Include all cost estimates				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	
Type and amount of lawn		Yes	Yes	<u>Include total areas in cost calculation.</u>
Cost estimate (LDM 2.t)		For all new plantings, mulch and sod as listed on the plan	Yes	
Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Multi-stem Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes – Sheet L1	Yes	Please copy fencing line shown on L1 to demolition plan/grading plan. WILL COPY

Item	Required	Proposed	Meets Code	Comments
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	
Plant Materials & Existing Plant Material (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	Yes – Sheet L1	Yes	
Landscape tree credit (LDM3.b.(d))	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM	No	No	
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	Refer to Landscape Design Manual for requirements	Yes	Yes	
Plant size credit (LDM3.c.(2))	NA	No	No	
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	No	Yes	
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	Yes	Yes	
Collected or Transplanted trees (LDM 3.f)		No		
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> ▪ Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth ▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate. ▪ Refer to section for additional information 	Yes	Yes	

NOTES:

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



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

Project name:
 JSP17-0084 Hillside Investments Preliminary
 Traffic Review

From:
 AECOM

Date:
 February 21, 2018

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

CC:
 Sri Komaragiri, Lindsay Bell, George Melistas,
 Theresa Bridges, Darcy Rechten, Hannah Smith

Memo

Subject: Hillside Investments Preliminary Traffic Review

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

GENERAL COMMENTS

1. The applicant, Hillside Investments, is proposing a new office building on Haggerty Road near the southwest corner of the intersection of 13 Mile Road and Haggerty Road. The proposed building is 25,881 square feet (SF).
2. Haggerty Road is under the jurisdiction of the Road Commission for Oakland County (RCOC).
3. The site is zoned OST.
4. Summary of traffic-related waivers/variances:
 - a. There are not any traffic-related waivers or variances requested by the applicant at this time.

TRAFFIC IMPACTS

1. AECOM performed an initial trip generation estimate based on the ITE Trip Generation Manual, 10th Edition, as follows:

ITE Code: 710 General Office Building
 Development-specific Quantity: 25,881 SF gross floor area (GFA)
 Zoning Change: N/A

Trip Generation Summary				
	City of Novi Threshold	Estimated Trips	Method	Above Threshold?
AM Peak-Hour, Peak-Direction Trips	100	44	Fitted Curve Equation	No
PM Peak-Hour, Peak-Direction Trips	100	26	Fitted Curve Equation	No

Daily (One-Directional) Trips	750	285	Fitted Curve Equation	No
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- The number of trips does not exceed the City's threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour. AECOM recommends performing the following traffic impact study in accordance with the City's requirements:

Traffic Impact Study Recommendation	
Type of Study	Justification
None	N/A

EXTERNAL SITE ACCESS AND OPERATIONS

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

- The applicant is proposing a site driveway located on Haggerty Road with additional access via the development located directly west of the proposed development. The existing development that will provide access to the proposed development has an existing driveway on 13 Mile Road.
 - The proposed width of the driveway on Haggerty Road is 24 feet. The applicant should revise the driveway width to 30 feet in order to comply with City standards; or, may provide justification for the use of 24 feet and request an administrative variance. **WILL PROVIDE JUSTIFICATION & VARIANCE REQUEST**
 - The applicant has also proposed 25 feet turning radii at the Haggerty Road driveway. The applicant should revise the turning radii to 20 feet to be in compliance with City standards; or, provide justification for the use of 20 feet and request an administrative variance. **WILL PROVIDE JUSTIFICATION & VARIANCE REQUEST**
- The applicant is required to provide a right-turn taper at the site driveway into the development based on the two-way traffic volume of Haggerty Road (13,860 vehicles per day) and the estimated number of peak-hour right turns into the development (23 vehicles).
 - The applicant has provided a right turn taper into the development that is 100 feet in length and is in compliance with City standards.
- The applicant has indicated 197 feet of storage space in the left turn lane on approach to the development. Given the estimated peak hour entering trips, it is likely that there will be sufficient storage space for vehicles turning left into the development.
- The applicant has provided a line-of-sight for vehicles in the landscape plan; however, the plans should indicate that 510 feet of sight distance is provided in each direction (or to the intersection of 13 Mile Road and Haggerty Road). **WILL INDICATE**
- The applicant has provided driveway spacing dimensions; however, the provided driveway spacing dimensions are not the spacing dimensions that need to be shown. For driveways on the same side of Haggerty Road as the proposed driveway, the City requires 230 feet of spacing from near approach curb to near approach curb (in this case, northernmost end of each turning radii). The applicant should revise the driveway spacing dimension to indicate the proper dimension as well as the 230 feet that is required. Given the driveway dimensions and the spacing given, it is likely that he applicant is in compliance with City driveway spacing standards for both opposite and same side driveway spacing; however, the applicant should still indicate the requirements above on the plans. **WILL INDICATE**

INTERNAL SITE OPERATIONS

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

- General Traffic Flow

- a. Proposed aisle widths at the adjoining property line with the site to the west are in compliance with City standards. The applicant should provide a turning radius dimension for the proposed turning radii nearest the southwest corner of the proposed building. **WILL PROVIDE**
- b. The applicant has proposed a 323 SF loading zone which is in compliance with City standards; however, there are concerns with the proposed width (8.5 feet) of the loading zone and accessibility to/from the loading zone. The applicant should provide additional information on the types of vehicles that will access the loading zone and vehicle turning paths indicating adequate accessibility. **WILL PROVIDE**
- c. The applicant has indicated that they are locating their dumpster in the existing trash enclosure that is located at existing property located to the west.
- d. The applicant has indicated that the site is fully accessible to trucks and emergency vehicles; however, there is not the availability for a large vehicle to turn around on the north side of the site. The applicant should provide a commentary on how trucks will operate/maneuver in this area. **PLAN HAS BEEN REVISED - NOW SHOWN**

2. Parking Facilities

- a. The applicant is required to provide one parking space for each 222 square feet GLA for office buildings up to 100,000 square feet. The applicant has indicated 23,293 SF of the building as GLA, resulting in a total of 105 required parking spaces.
 - i. The applicant has proposed 116 total parking spaces. It should be noted that parking at the existing development to the west is not impacted by the proposed parking areas. **WILL NOTE**
 - ii. Standard parking space dimensions are in compliance with City standards.
- b. The applicant is required to provide a total of five accessible parking spaces (with one van accessible parking space) to be in compliance with ADA standards.
 - i. The applicant is proposing five accessible parking spaces, one of which is van accessible.
 - ii. Accessible parking spaces are in compliance with City standards.
 - iii. The applicant should place 4 inch high parking blocks in front of the three center accessible parking spaces. Parking blocks should be placed such that access aisles are free of obstacles and such that a walk-way is available between parking spaces. Detectable warning surfaces may still be placed in front of access aisles.
- c. The applicant should increase all end island widths to a minimum of 10 feet. **WILL REVISE**
- d. The applicant should indicate that all end islands are three feet shorter than the adjacent parking space length. **WILL INDICATE**
- e. The applicant should increase the radii of the parking peninsulas to be 15 feet. There are a few instances near the northeast corner of the building and near the connection to the development to the west where the radii are indicated at 10 feet or unmarked. **WILL REVISE**
- f. The applicant should provide a radii dimension for the parking peninsula near the southeast corner of the building. **WILL PROVIDE**
- g. All landscaped areas such as parking peninsulas and end islands are required to have a six inch curb. Revise the site plan to indicate as such. **WILL REVISE**
- h. The applicant is required to provide a total of five bicycle parking spaces.
 - i. The applicant has provided six bicycle parking spaces.
 - ii. The proposed bicycle parking layout is not in compliance with City standards and lacks required details. Please review Figure 5.16.6 of the City's Zoning Ordinance and update details to be in compliance with the figure. **WILL REVIEW AND REVISE AS NECESSARY**

3. Sidewalk Requirements

- a. The applicant has provided sidewalk along Haggerty Road as indicated in the City's non-motorized master plan. The sidewalk is proposed at 6 feet in width and in compliance with City standards.
- b. Internal sidewalk widths are in compliance with City standards. However, the building appears to protrude into the sidewalk and infringes upon the required seven foot width. Revise the plans such that the proposed sidewalk has a continuous seven foot width. **WILL REVISE**

Memo

- c. The applicant notes on sheet C-4 that the connector walk to the public walk is not ADA compliant. The applicant should provide justification for this or provide ADA compliant walks throughout the site. **GIVEN THE SITE TOPOGRAPHY AND THE EXISTING GRADES AT THE BUILDING TO THE WEST, AN ADA COMPLIANT WALK OFF EITHER HAGGERTY OR 13 MILE IS NOT FEASIBLE.** Recommendations for such are as follows:
 - i. The applicant should include sidewalk ramps at the west ends of the sidewalks connecting to the existing development to the west in order to be ADA compliant. **WILL REVIEW**
 - ii. The applicant should include a sidewalk ramp at the connector walk to the public walk on the east side of the site. **WILL REVIEW**
 - ci. The applicant should provide MDOT ramp detail R-28-J within the plans. **WILL REVIEW**
4. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the proposed signing and striping.
- a. Proposed signing is in compliance with MMUTCD standards.
 - b. The applicant should indicate that traffic control signs shall have High Intensity Prismatic (HIP) sheeting to meet FHWA retroreflectivity requirements. **WILL INDICATE**
 - c. The applicant should consider providing a R1-1 (stop) sign at the driveway. **WILL CONSIDER**
 - d. The applicant could consider providing no parking signs. **WILL PROVIDE**
 - e. The applicant should provide a signing quantities table with sign sizes within the final site plan. **WILL PROVIDE**
 - f. The applicant should provide additional pavement marking details for parking striping and the proposed crosswalk. **WILL PROVIDE**
 - i. Parking striping is required to be four inches in width **ACKNOWLEDGED**
 - ii. Provide a detail including dimensions and colors for the proposed crosswalk. **WILL PROVIDE**

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

Sincerely,

AECOM



Sterling Frazier, PE
Reviewer, Traffic/ITS Engineer



Maureen N. Peters, PE
Senior Traffic/ITS Engineer



February 20, 2017

Façade Review Status Summary:
Approved, Section 9 Waiver Recommended

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

Re: **FACADE ORDINANCE - Façade Review**
Hillside Investments, PSP17-0084
 Façade Region: 1, Zoning District: OST

Dear Ms. McBeth;

The following is the Façade Review for Final Site Plan Approval of the above referenced project based on the drawings prepared by Faudie Architects, dated 1/30/18. The percentages of materials proposed for each façade are as shown on the table below. The maximum and minimum percentages allowed by the Schedule Regulating Façade Materials (AKA Façade Chart) of Ordinance Section 5.15 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold.

	East (Front)	West	North	South	Ordinance Maximum (Minimum)
Brick	34%	58%	35%	50%	100% (30% Minimum)
Decorative Block (32"x16" face)	15%	22%	25%	11%	10%
Flat Metal , Urethane Backed	25%	4%	18%	21%	50%
Flat Metal (RTU Screen)	5%	5%	6%	6%	50%
Spandrel Glass	21%	11%	16%	12%	50%

As shown above, the percentage of Decorative Block exceeds the maximum amount allowed by the Façade Ordinance. The drawings indicate that the Decorative Block is presented in an integrally colored 32" wide by 16" high format. The appearance of this material is more consistent with limestone panels than traditional block. Limestone panels are allowed up to 50% by the Façade Ordinance. A sample board should be provided to confirm the color and texture of this and other façade materials. **SAMPLE BOARD WILL BE PROVIDED**

Recommendation – In consideration of the fact that the Decorative Block will have the appearance of Limestone Panels and that the facades are otherwise in conformance with the Façade Ordinance, a Section 9 Waiver is recommended for the overage of this material. This recommendation is contingent upon the sample board being provided not less than 5 day prior to the Planning Commission meeting. **REQUESTING WAIVER**

Notes to the Applicant:

1. 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>.
2. The dumpster enclosure, if provided, must be constructed of materials matching the primary building (brick).

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

Sincerely,
DRN & Associates, Architects PC



Douglas R. Necci, AIA



February 28, 2018

TO: Barbara McBeth- City Planner
Sri Ravali Komaragiri- Plan Review Center
Lindsay Bell-Plan Review Center
Hannah Smith-Planning Assistant

RE: Hillside Investments Office Building

CITY COUNCIL

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Scott R. Baetens

PSP# 18-0013 (Revised)
PSP# 17-0182

Project Description:

Build a two story building 25,881 S.O. F.T. building on the corner of Haggerty Rd. and Thirteen Mile Rd.

Comments:

1. **MUST add fire hydrants to site plan. Hydrant spacing is 300' from hydrant to hydrant and NOT as the crow flies. City Ordinance 11-68(F)(1)c. CORRECTED 2/28/18 KSP**
2. **MUST have a hydrant within 100 feet from a FDC. Fire suppressed structure. (IFC 912.2.3.) CORRECTED 2/28/18 KSP**
3. **Parking lot MUST be able to hold 35 ton weigh capacity.(IFC 503.2.3.) WILL ADHERE TO THIS REQUIREMENT**
4. **Turning radius from entrance off of Haggerty Rd. turning both north and south in parking lot doesn't meet fire department standards. (50' outside and 30' inside turning radius). CORRECTED 2/28/18 KSP**
5. **MUST provide a Hammerhead turnaround to the north end of parking lot.(IFC 503.2.5). CORRECTED 2/28/18 KSP**

Recommendation:

APPROVED

Sincerely,

Kevin S. Pierce-Fire Marshal
City of Novi – Fire Dept.

cc: file

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

cityofnovi.org