



## TOWN CENTER GARDENS JSP15-77

### Town Center Gardens JSP15-77

Consideration at the request of Novi Town Center Plaza, LLC for approval of the Preliminary Site Plan, Stormwater Management Plan, and Section 9 Façade Waiver. The subject property is located in Section 14, north of Grand River Road and east of Novi Road, in TC: Town Center District. The site is approximately 1.13 acres and the applicant is proposing a new single-story, multi-tenant facility to provide restaurant and retail activities with associated site improvements.

### Required Action

Approval of the Preliminary Site Plan, Stormwater Management Plan, and Section 9 Façade Waiver.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	05/16/16	<ul style="list-style-type: none"> <li>• <b>Requires Planning Commission approval of deviations for reduced building setback and reduced exterior side yard setback.</b></li> <li>• <b>Requires ZBA variances for the reduced parking setback.</b></li> <li>• Items to be addressed on the final site plan submittal.</li> </ul>
Engineering	Approval recommended	04/11/16	<ul style="list-style-type: none"> <li>• Items to be addressed on the final site plan submittal.</li> </ul>
Landscaping	Approval recommended	05/16/16	<ul style="list-style-type: none"> <li>• <b>Requires landscape waivers for: shortage in greenbelt width, greenbelt plantings, and lack of perimeter trees.</b></li> <li>• Items to be addressed on the final site plan submittal.</li> </ul>
Traffic	Approval recommended	05/18/16	<ul style="list-style-type: none"> <li>• Items to be addressed on the final site plan submittal.</li> </ul>
Façade	Approval recommended with a Section 9 Waiver	04/18/16	<ul style="list-style-type: none"> <li>• <b>Requires a Section 9 Façade Waiver.</b></li> <li>• Items to be addressed on the final site plan submittal.</li> </ul>
Fire	Approval recommended	05/11/16	<ul style="list-style-type: none"> <li>• Items to be addressed on the final site plan submittal.</li> </ul>

## **MOTION SHEET**

### **Approval – Preliminary Site Plan**

In the matter of Town Center Gardens, JSP15-77, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. Waiver for building setback reduction from the west parcel line (Novi Road) from 50 feet to 14.7 feet, from the north parcel line (Crowe Drive) from 50 feet to 15 feet, and from the south parcel line from 50 feet to 11.4 feet, which is hereby granted. Setbacks may be reduced by Planning Commission provided:
  - i. That a reduction in setback, or waiver of a setback altogether, will not impair the health, safety or general welfare of the City as related to the use of the premises or adjacent premises;
  - ii. That waiver of the setback along a common parcel line between two premises would result in a more desirable relationship between a proposed building and an existing building;
  - iii. The adherence to a minimum required setback would result in the establishment of nonusable land area that could create maintenance problems;
- b. A landscape waiver for shortages in greenbelt widths, greenbelt plantings, and lack of parking lot perimeter trees, which is hereby granted.
- c. Zoning Board of Appeals variance is required to permit a reduced parking setback from the north parcel line (Crowe Drive) from 20 feet to 9.8 feet, from the east parcel line (Ingersol Drive) from 20 feet to 9.4 feet, and from the south parcel line 20 feet to 0 feet;
- d. 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
- 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 Town Center Gardens, JSP15-77, motion to recommend **approval** of the Stormwater Management Plan to the City Council based on and subject to the following:

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

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

**- AND -**

**Approval – Section 9 Façade Waiver**

In the matter of Town Center Gardens, JSP15-77, motion to **approve** the Section 9 Façade Waiver, based on and subject to the following:

- a. To allow the overage of cement board siding (Allowed: 0 percent; Proposed: 12 percent on west (front), 9 percent on east, and 20 percent on north), because the proposed cement board siding will have a color and texture similar to natural wood and is contingent upon completion of the crescent-shaped outdoor seating area, which is hereby granted;
- b. The findings of compliance with Ordinance standards in the staff review letter and the conditions and the items listed in that letter being addressed.

*This motion is made because the plan is otherwise in compliance with Article 3, Article 4 Article 5, and Article 6 of the Zoning Ordinance and all other applicable provisions of the Ordinance.*

- OR -

**Denial – Preliminary Site Plan**

In the matter of Town Center Gardens, JSP15-77, 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 Town Center Gardens, JSP15-77, 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.)*

- AND -

**Denial –Section 9 Façade Waiver**

In the matter of Town Center Gardens, JSP15-77, motion to **deny** the Section 9 Façade Waiver... *(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.)*

MAPS  
Location  
Zoning  
Future Land Use  
Natural Features

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


# JSP 15-77 Town Center Gardens

## Location



### Legend

 Tax Parcels



### City of Novi

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

Map Author: Kirsten Mellem

Date: 05/16/2016

Project: JSP 15-77 Town Center Gardens

Version #: 1



1 inch = 100 feet



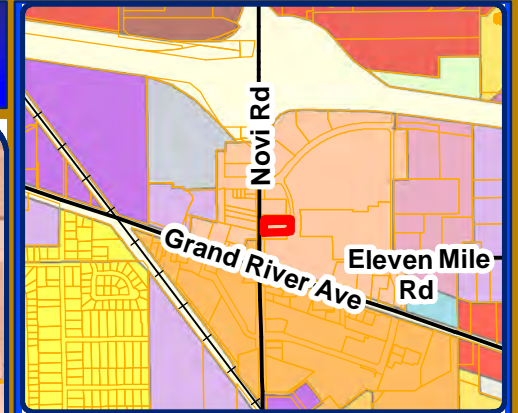
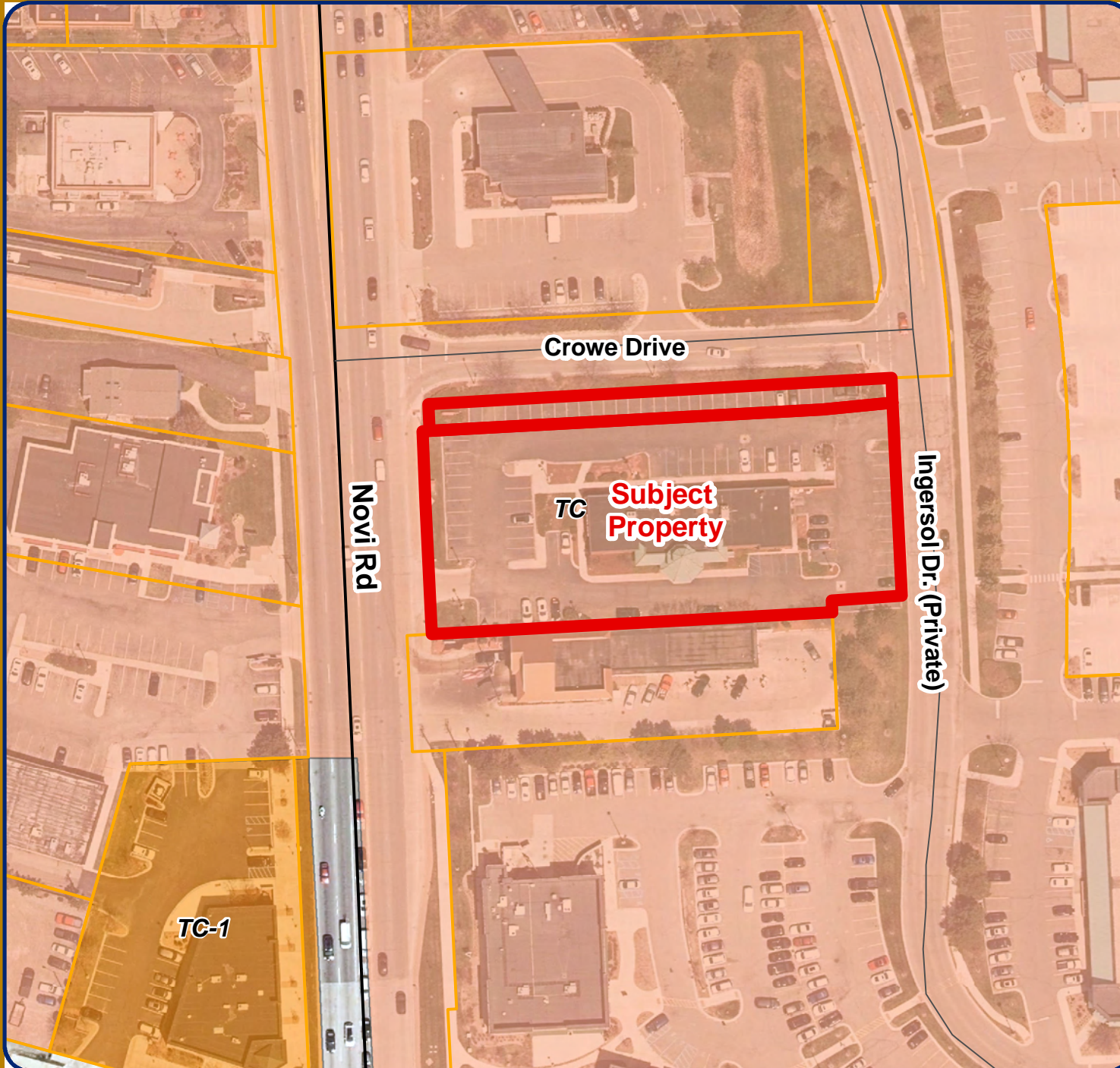
#### MAP INTERPRETATION NOTICE

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.



# JSP 15-77 Town Center Gardens

## Zoning



### Legend

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



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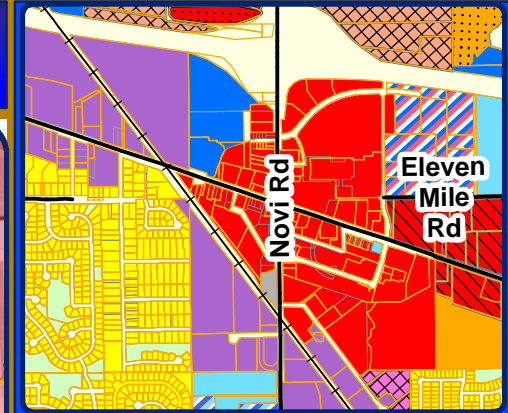
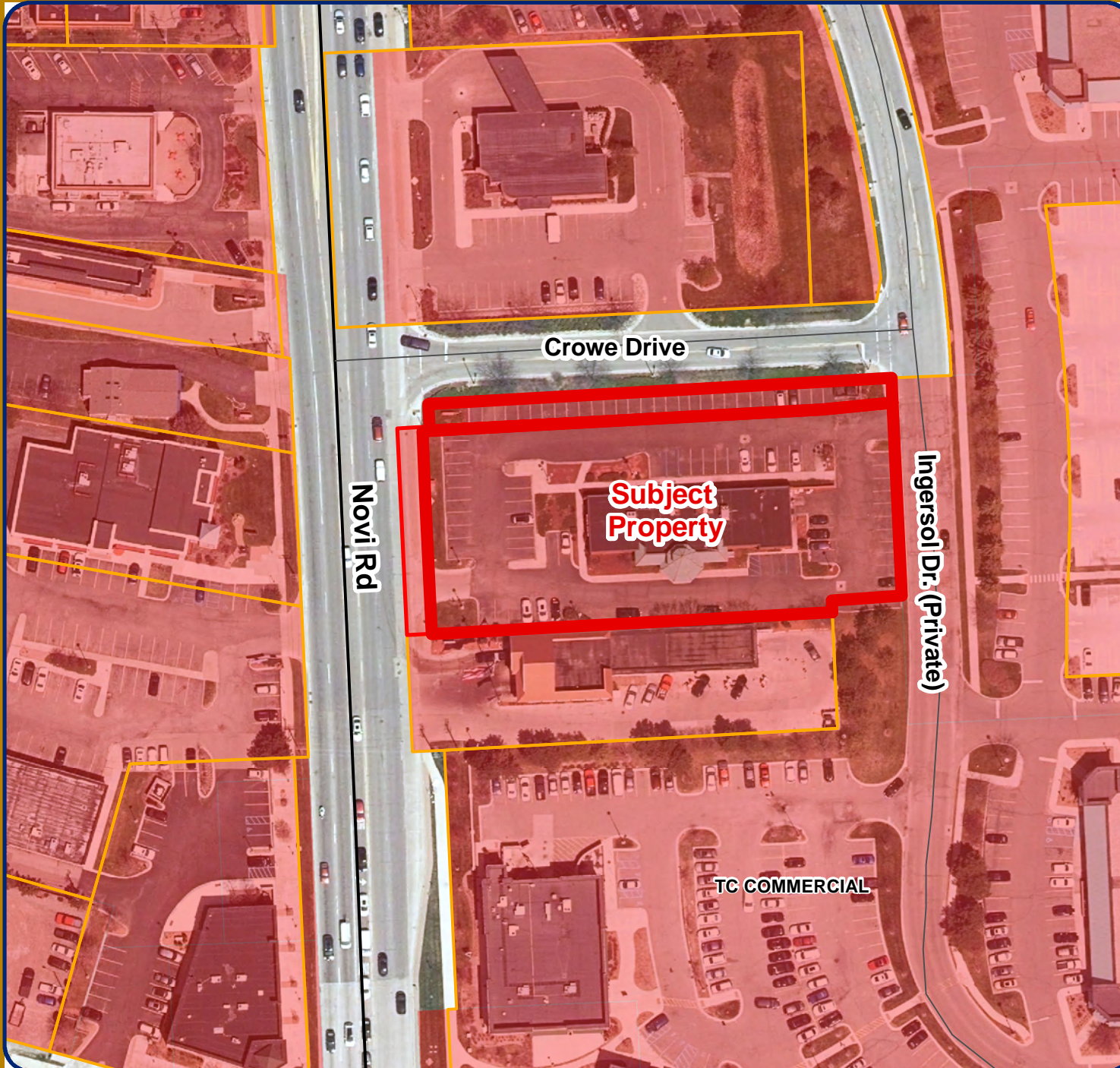
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# JSP 15-77 Town Center Gardens

## Future Land Use



### Legend

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



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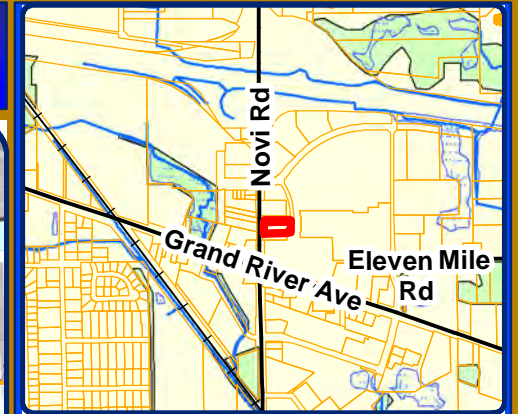
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# JSP 15-77 Town Center Gardens

## Natural Features



### Legend

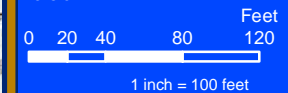
-  Wetlands
-  Tax Parcels
-  Woodlands



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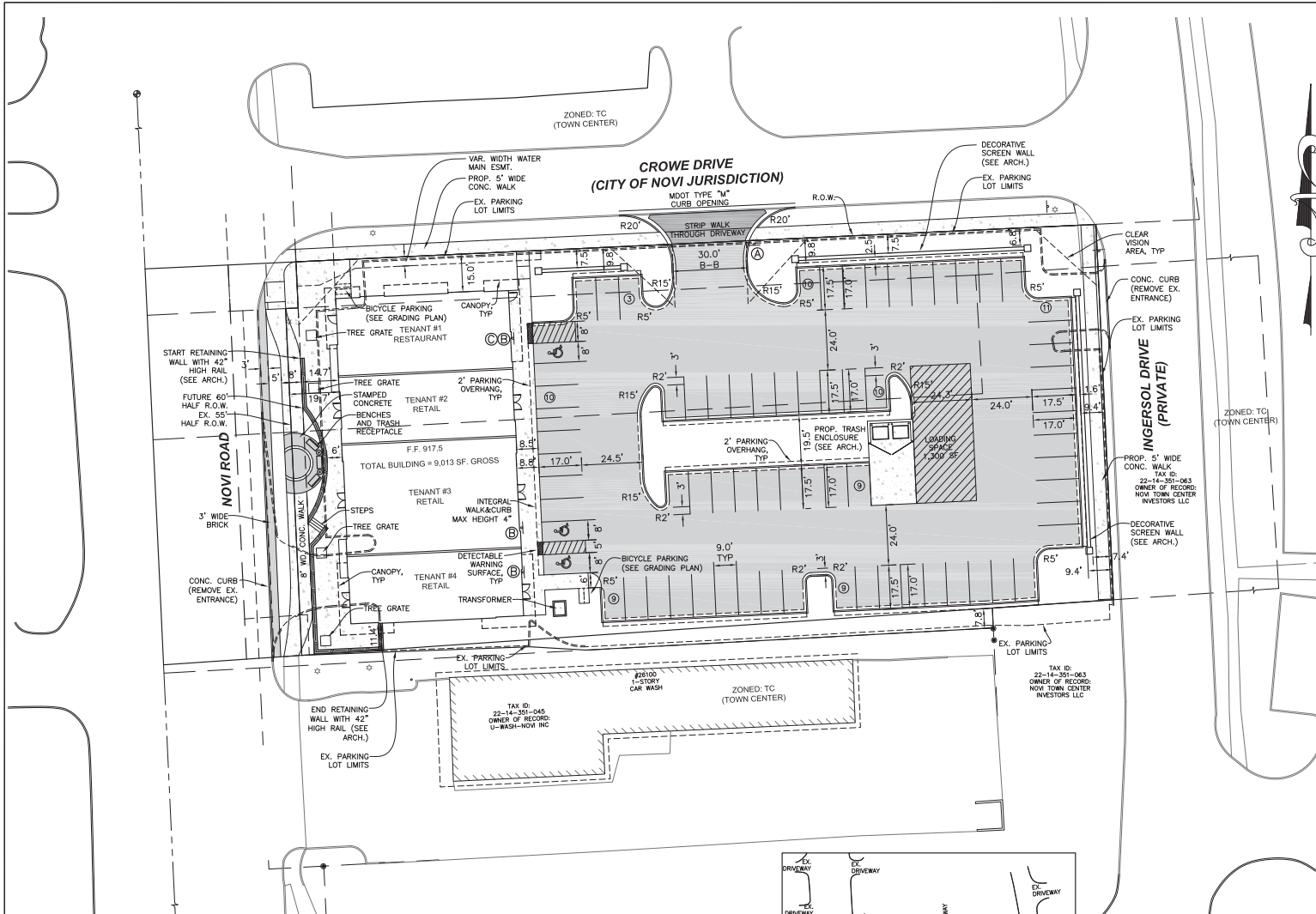
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**SITE PLAN**

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

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**SITE DATA:**

**ZONING:**  
TC TOWN CENTER DISTRICT

**SITE AREA DATA:**  
TOTAL SITE AREA: 1.13 ACRES±  
PARCEL ID: 22-14-351-058 & 22-14-351-057

**BUILDING DATA:**  
RESTAURANT #1: 2,340 SF  
RETAIL #2: 1,704 SF  
RETAIL #3: 3,074 SF  
RETAIL #4: 1,895 SF  
TOTAL BUILDING AREA: 9,013 SF

**BUILDING SETBACKS:**

	REQUIRED	PROPOSED
FRONT (NOVI RD)	50 FT	14.7 FT
EXTERIOR SIDE (CROWE/INGERSOL DR)	50 FT	15 FT N.L., 233.9 FT E
SIDE (SOUTH)	50 FT	11.4 FT

**PARKING SETBACKS:**

	REQUIRED	PROPOSED
FRONT (NOVI RD)	20 FT	90.8 FT
EXTERIOR SIDE (CROWE DR)	20 FT	9.8 FT
EXTERIOR SIDE (INGERSOL DR)	20 FT	9.4 FT
SIDE (SOUTH)	20 FT	0 FT

**TRASH ENCLOSURE SETBACKS:**

	REQUIRED	PROPOSED
REAR ROW	50 FT	76.3 FT

**PARKING CALCULATIONS:**  
RETAIL 1 SPACE / 200 SF. OF GROSS LEASABLE AREA (6,672 / 200) = 33 SPACES

**RESTAURANT (SIT-DOWN TYPE) 1 SPACE / 70 SF. OF GROSS FLOOR AREA (2,340 / 70) = 33 SPACES**

**PARKING REQUIRED= 66 SPACES REQUIRED**

**PARKING PROVIDED= 71 SPACES ON-SITE (INCLUDES 3 H.C. SPACES)**

**REQUIRED BICYCLE PARKING:**  
REQUIRED: 5% OF REQUIRED AUTO SPACES = 71x.05= 4 BICYCLE PARKING SPACES  
PROVIDED: 4 BICYCLE PARKING SPACES

- FIRE DEPARTMENT NOTES:**
1. WATER MAINS AND FIRE HYDRANTS SHALL BE INSTALLED PRIOR TO CONSTRUCTION ABOVE FOUNDATION.
  2. THE BUILDING ADDRESS IS TO BE POSTED FACING THE STREET THROUGHOUT CONSTRUCTION. THE ADDRESS IS TO BE AT LEAST 3" HIGH ON A CONTRASTING BACKGROUND.
  3. FIRE APPARATUS ACCESS DRIVES TO AND FROM BUILDINGS THROUGH PARKING LOTS SHALL HAVE A MINIMUM FIFTY (50) FEET OUTSIDE TURNING RADIUS AND DESIGNED TO SUPPORT A MINIMUM OF THIRTY-FIVE (35) TONS.
  4. IMMEDIATE ACCESS TO FIRE DEPARTMENT CONNECTIONS SHALL BE MAINTAINED AT ALL TIMES AND WITHOUT OBSTRUCTION BY FENCES, BUSHES, TREES, WALLS OR ANY OTHER OBJECT FOR A MINIMUM OF 3 FEET.
  5. IN ANY BUILDING OR STRUCTURE REQUIRED TO BE EQUIPPED WITH A FIRE DEPARTMENT CONNECTION, THE CONNECTION SHALL BE LOCATED WITHIN ONE HUNDRED (100) FEET OF A FIRE HYDRANT.

- GENERAL SITE NOTES:**
1. ALL WORK SHALL CONFORM TO THE CURRENT CITY OF NOWI STANDARDS AND SPECIFICATIONS.
  2. ROOF TOP EQUIPMENT MUST BE SCREENED PER ORDINANCE REQUIREMENTS.
  3. EXTERIOR LIGHTING MUST COMPLY WITH SECTION 2511 OF THE CITY OF NOWI CODE.
  4. RIGHT OF WAY PERMIT IS REQUIRED FOR THE ROAD COMMISSION FOR OAKLAND COUNTY AND CITY OF NOWI FOR ANY WORK IN THE 12 MILE ROAD RIGHT-OF-WAY.
  5. ALL SIGNS SHALL CONFORM TO ALL APPLICABLE CODES AND ORDINANCES (CHAPTER 28) OF THE CITY OF NOWI, AND WHERE REQUIRED SHALL BE RENEWED AND APPROVED BY THE DEPARTMENT OF BUILDING AND SAFETY AND A PERMIT ISSUED. NO SIGNS (OTHER THAN TYPICAL TRAFFIC CONTROL SIGNS) ARE APPROVED AS PART OF THIS SITE PLAN APPROVAL. PRIOR TO ERECTION OF A SIGN, AN APPLICATION AND APPROPRIATE SUBMISSIONS SHALL BE MADE TO THE BUILDING DEPARTMENT FOR REVIEW, APPROVAL AND ISSUANCE OF A SIGN PERMIT.
  6. ALL PARKING AND TRAFFIC CONTROL SIGNS SHALL COMPLY WITH THE DESIGN AND PLACEMENT REQUIREMENTS OF THE "2011 MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES" (2011 MUTCD).
  7. NOTIFY THE CITY OF NOWI A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION.
  8. CALL MISS DIG (811) A MINIMUM OF 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
  9. ALL SOIL EROSION AND SILT MUST BE CONTROLLED AND CONTAINED ON-SITE.
  10. ALL EXCAVATION UNDER OR WITHIN A 1 ON 1 INFLUENCE OF PUBLIC PAVEMENT, EXISTING OR PROPOSED, SHALL BE BACKFILLED AND COMPACTED WITH SAND (CLASS II MIDDY).
  11. THE CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES.
  12. PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT, ENGINEERING SITE INSPECTION IS REQUIRED.
  13. IF DEWATERING IS ANTICIPATED OR ENCOUNTERED DURING CONSTRUCTION THE CONTRACTOR IS REQUIRED TO SUBMIT A DEWATERING PLAN TO THE CITY ENGINEERING DIVISION FOR REVIEW.

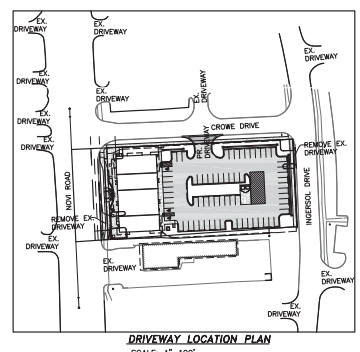
**NOTICE:**  
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

**NOTE:**  
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AS DISCLOSED BY AVAILABLE UTILITY COMPANY RECORDS AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE COMPANY. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER IMMEDIATELY IF A CONFLICT IS APPARENT.

**TRAFFIC SIGNING REQUIREMENTS**

ITEM	MUTCD CODE	QUANTITY	SIZE	DESCRIPTION
(A)	R1-1	1	24"x24"	STOP
(B)	R7-8	3	12"x18"	RESERVED PARKING ONLY
(C)	R7-8P	1	12"x6"	VAN ACCESSIBLE

- TRAFFIC SIGNING AND STRIPING REQUIREMENTS**
1. ALL PERMANENT AND TEMPORARY TRAFFIC SIGNAGE & STRIPING SHALL COMPLY WITH THE 2011 MUTCD.
  2. SIGNS SHALL BE MOUNTED ON 1 1/2" SQUARE GALVANIZED STEEL POST, WALL OR FENCE MOUNTED AS INDICATED ON THE PLANS. LOCATE AND INSTALL IN ACCORDANCE WITH ALL APPLICABLE STANDARDS AND REGULATIONS.
  3. STRIPING FOR HANDICAPPED PARKING SPACES SHALL BE BLUE AND MARKINGS FOR NON-HANDICAPPED PARKING SPACES SHALL BE WHITE. WHERE A HANDICAPPED PARKING SPACE ADJUTS A NON-HANDICAPPED SPACE, THE TWO SPACES SHALL BE SEPARATED BY ADJUTING BLUE AND WHITE STRIPES.
  4. AN END PARKING SPACE ADJUTING A CURB OR WALK SHOULD BE 8 FEET WIDE IF DESIGNATED A HANDICAPPED SPACE OR 9 FEET WIDE IF NOT. THESE WIDTHS ARE REFERENCED TO THE FACE OF CURB OR WALK.
  5. EACH INTERNATIONAL SYMBOL OF ACCESSIBILITY (WHEELCHAIR) TO BE PAINTED ON THE PAVEMENT SHALL BE WHITE.
  6. SOLID ARROWS INDICATE WHERE ARROWS ARE PROPOSED AS PART OF THE STRIPING PLAN; HOLLOW ARROWS ARE PROVIDED TO DENOTE TRAFFIC FLOW DIRECTION.



**LEGEND:**

[Pattern]	PROP. RIGHT-OF-WAY ASPHALT
[Pattern]	PROP. ON-SITE ASPHALT
[Pattern]	PROP. CONCRETE

**COMMERCIAL**  
SITE PLANNING  
SURVEYING  
INDUSTRIAL & MULTI-UNIT  
CONSTRUCTION LAYOUT

**SURVEYING**  
ALTA SURVEYS  
TOPOGRAPHIC SURVEYS  
PARCEL SPLITS  
CONSTRUCTION LAYOUT

**RESIDENTIAL**  
SUBDIVISIONS  
MULTI-FAMILY  
CONSTRUCTION LAYOUT

ALPINE ENGINEERING, INC.  
CIVIL ENGINEERS & LAND SURVEYORS

4892 WEST ROAD  
NOVI, MICHIGAN 48377  
(248) 888-3701 (BUS)  
(248) 888-3702 (CELL)  
WWW.ALPINE-INC.COM

**811**  
Know what's below  
Call before you dig.

NOVI TOWN CENTER PLAZA, LLC  
PRELIMINARY SITE PLAN  
SECTION: 14  
TOWN CENTER GARDENS  
CITY OF NOWI COUNTY OF OAKLAND MICHIGAN

CLIENT: \_\_\_\_\_

REVISED

2016-03-29 P5P SUBMITTAL

2016-05-06 P5P SUBMITTAL

DATE: 2016-03-29

DRAWN BY: TG

CHECKED BY: SD/TG

SCALE: 1" = 20' FT

16-160



ZONED: TC  
(TOWN CENTER)

**CROWE DRIVE  
(CITY OF NOVI JURISDICTION)**

TOTAL BUILDING = 9,013 SF.

**NOVI ROAD**

**INGERSOL DRIVE  
(PRIVATE)**

69'-4"

TENANT #1  
RESTAURANT  
LEASE SPACE = 2,340 SF.

33'-9"

TENANT #2  
RETAIL  
LEASE SPACE = 1,704 SF.

24'-8"

130'-0"

TENANT #3  
RETAIL  
LEASE SPACE = 3,074 SF.

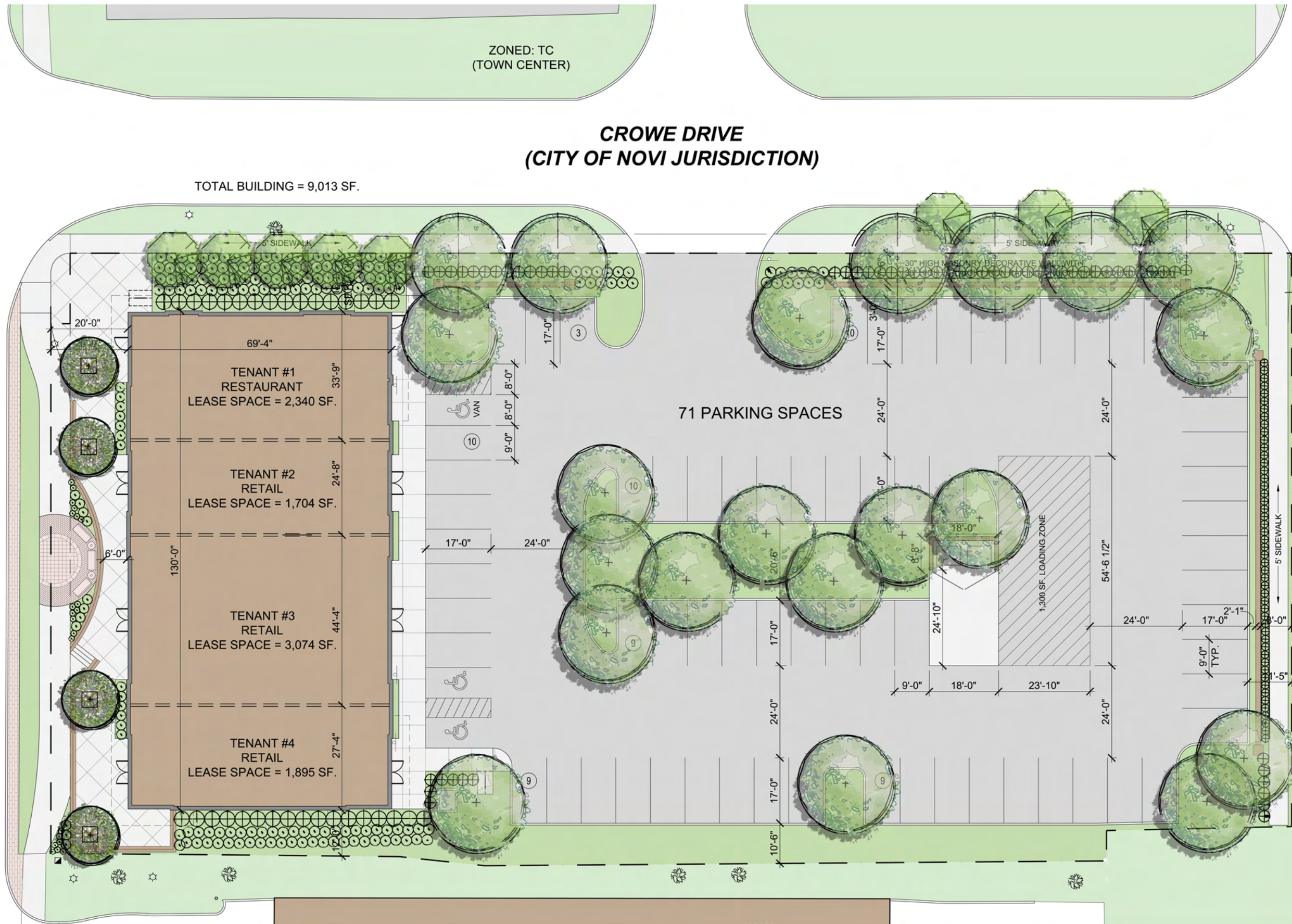
44'-4"

TENANT #4  
RETAIL  
LEASE SPACE = 1,895 SF.

27'-4"

71 PARKING SPACES

1,300 SF. LOADING ZONE









**PLANNING REVIEW**

<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>	<b>Presented to PC</b>
Preliminary Site Plan	03/29/16	All Agencies	No
Revised Preliminary Site Plan	05/06/16	Planning, Landscape, and Traffic Only	Yes. On May 25, 2016



## PLAN REVIEW CENTER REPORT

May 16, 2016

### Planning Review

Town Center Gardens

JSP 15-77

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#### Petitioner

Novi Town Center Plaza, LLC

#### Review Type

Revised Preliminary Site Plan

#### Property Characteristics

- Site Location: On the east side of Novi Road, North of Grand River, and South of I-96
- Site Zoning: TC – Town Center District
- Adjoining Zoning: TC on all sides
- Current Site Use: Restaurant
- Adjoining Uses: Commercial
- School District: Novi Community School District
- Site Size: 1.13 Acres
- Plan Date: 03.29.2016

#### Project Summary

The applicant is proposing a new single-story, multi-tenant facility to provide restaurant and retail activities with associated site improvements. The property is located at 26150 Novi Road, previously known as Kim's Garden. The site is 1.13 acres and will be 9,013 sq. ft. It is currently zoned TC: Town Center District and the future land use map shows TC Commercial. This site is also part of the Novi Town Center Area Study (2014). The intended uses of retail and restaurant activities are permitted uses.

The Plan Review Center met with the applicant in a Pre-Application meeting providing comments on November 23, 2015 and additional comments from planning on January 16, 2016. During the Pre-Application response, it was determined that there are no wetlands or woodlands on the site.

The Plan Review Center provided feedback on the Preliminary Site Plan, which had a few outstanding items that were addressed with the Revised Preliminary Site Plan review submitted May 6, 2016. The changes include the reintroduction of the pedestrian-oriented, semi-circle feature along Novi Road to comply with the recommendations of the Town Center Area Study (2014).

#### Recommendation

Approval of the ***Preliminary Site Plan is recommended at this time.*** The plan conforms to the requirements of the Zoning Ordinance, with additional details required at the time of Final Site Plan submittal. Planning Commission approval of the Preliminary Site Plan and ZBA approval of variances are still required.

#### Town Center Area Study (2014)

The Town Center Area Study provides a vision for the Novi Road and Grand River intersection and adjacent corridors. The overall vision of the study is to "create a dynamic, attractive city core that provides residents and visitors with unique opportunities to participate in active community life and meet their needs for goods, services, housing, and entertainment" (pg. 3). The proposed project at Crowe Drive and Novi Road is part of the study subarea: Grand River-Novı Road Business Area. The subarea is "intended to provide a dense, walkable, retail, office, and restaurant area and serve as the spine of the overall Town Center area. This subarea should be easily accessible from the other subareas via ample vehicular and pedestrian facilities, including connections, crosswalks, and signage" (pg. 42). The form/design of this area should reflect the following:



- Pedestrian-oriented with small front/side setbacks
- Landscaping used to screen parking lots
- Consistent lighting
- Reduced vehicle speeds
- Connections between existing screen walls and businesses

The applicant should revisit the design of this site to reflect the recommendations in the Town Center Area Study. The Pre-Application submittal showed an interesting pedestrian focal point and crescent at the front that is missing from this submittal. There are also little to no pedestrian/customer amenities such as benches, plazas, street trees, outdoor seating, or landscaping throughout the site. The applicant has provided some pedestrian amenities reflecting the Town Center Area Study (2014) requirements.

### **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. Please see the attached charts for information pertaining to ordinance requirements. Items in **bold** below must be addressed by the Planning Commission in its review of the Preliminary Site Plan.

1. Property Combination: **The two parcels will need to be combined prior to final site plan approval.**
2. Building Setbacks (Sec. 3.1.25.D): Buildings in the TC District must be setback 50 feet from all property lines. The plan indicates reductions to 14.7 ft. setback in the front (Novi Road), 15 ft. setback in the exterior side (Crowe Road), and 11.4 ft. setback in the interior side (south). **Building setback reductions may be granted by the Planning Commission for lots of less than five acres in area; where strict adherence would serve no good purpose or where the overall intent of the TC district would be better served by allowing a lesser setback, provided the conditions listed below are found to exist:**
  - i. That a reduction in setback, or waiver of a setback altogether, will not impair the health, safety or general welfare of the City as related to the use of the premises or adjacent premise;
  - ii. That waiver of the setback along a common parcel line between two premises would result in a more desirable relationship between a proposed building and an existing building; and
  - iii. The adherence to a minimum required setback would result in the establishment of nonusable land area that could create maintenance problems.
3. Parking Setbacks (Sec. 3.25.D): Parking in the TC District must be setback 20 ft. from the right-of-way line of any street or roadway. The plan indicates reductions to the setback from Crowe Dr. to 9.8 ft., Ingersol Dr. to 9.4 ft., and the interior side (south) to 0 ft. **Parking setback reductions may be granted by the Zoning Board of Appeals. The ZBA will consider variances for these deficiencies on June 14, 2016.**
4. 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 the front yard, which in TC is 50 ft. The applicant is proposing 10 ft. setback. **Side yard setback reductions may be granted by the Planning Commission for "instances where it determines that such modification may result in improved use of the site... however, that such modification of the setback requirements does not reduce the total area of setback on a site below the minimum setback area requirements of this Section."**
5. Development Amenities (Sec. 3.27.1.L): All sites shall provide development amenities in accordance with the Town Center Area Study. The applicant provided the following statement: *"The design has been adjusted to incorporate a semicircle pedestrian area with a stamped concreted design allowing for (3) 60" public benches and (2) trash cans. This interesting area forms a niche in the retaining wall and flanking grade level landscape areas help soften the environment. Pedestrian seating is places in multiple areas on the high side of the retaining wall to diffuse gathering opportunities."*
6. Economic Impact: The applicant has provided the following economic impact statement: *"the project is estimated to be around (1.5) million dollars and could provide between 20-30 employees during construction and many more once occupied."*

### **Summary of Reviews**

- a. Planning Review: **Approval is recommended** contingent on Planning Commission and ZBA approvals.
- b. Engineering Review: **Approval is recommended.**
- c. Landscape Review: **Approval is recommended** with changes requested on the Final Site Plan submittal.
- d. Traffic Review: **Approval is recommended** with changes requested on the Final Site Plan submittal.

- e. Facade Review: **Approval is recommended** and a Section 9 Façade waiver is required.
- f. Fire Review: **Approval is recommended**.

### **Response Letter & Next Steps**

This Site Plan is scheduled to go before the Planning Commission on May 25, 2015. Please provide the following **no later than May 20, 2015 by 12:00pm** if you wish to keep the schedule.

1. A response letter addressing **ALL** the comments from **ALL** the review letters and **a request for waivers and variances as you see fit**.
2. A PDF version of the all Site Plan drawings that were dated 05-06-2016. **NO CHANGES MADE**.
3. A color rendering of the Site Plan, if any.

This site plan is subject to Planning Commission and ZBA approval of items noted in the letters. Additional details will be required at the time of Final Site Plan submittal.

### **Site Addressing**

The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. Please contact and submit an [application](#) to Jeannie Niland [248.347.0438] in the Community Development Department.

### **Signage**

Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland [248.347.0438] in the Community Development Department for information regarding sign permits.

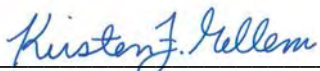
### **Pre-Construction Meeting**

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

### **Chapter 26.5**

Chapter 26.5 of the City of Novi Code of Ordinances generally requires all projects be completed within two years of the issuance of any starting permit. Please contact Sarah Marchioni [248.347.0430 or [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org)] 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 [kmellem@cityofnovi.org](mailto:kmellem@cityofnovi.org).



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Kirsten Mellem, Planner





## PLANNING REVIEW CHART: TC - Town Center District

**Review Date:** May 16, 2016  
**Review Type:** Revised Preliminary Site Plan  
**Project Name:** Town Center Gardens, JSP15-77  
**Plan Date:** May 6, 2016  
**Prepared by:** Kirsten Mellem, Planner  
**E-mail:** [kmellem@cityofnovi.org](mailto:kmellem@cityofnovi.org) **Phone:** 248.347.0484

Items in **Bold** in the comments column need to be addressed by the applicant and/or the Planning Commission before approval of the Final Site Plan. Underlined items need to be addressed on the Final Site Plan.

Item	Required Code	Proposed	Comments
<b>Zoning and Use Requirements</b>			
<b>Master Plan</b> (adopted Aug. 25, 2010)	TC Commercial	Retail & restaurant	Complies
<b>Area Study</b>	Grand River/Novi Business Area		Study area will require pedestrian amenities
<b>Zoning</b> (Effective Dec. 25, 2013)	TC: Town Center	No Change	Complies
<b>Uses Permitted</b> (Sec 3.1.23.B & C)	Sec. 3.1.25.B. - Principal Uses Permitted. Sec. 3.1.25.C. – Special Land Uses Permitted.	Retail & restaurant	Complies, permitted uses
<b>Height, bulk, density and area limitations</b>			
<b>Frontage on a Public Street.</b> (Sec. 5.12) <b>Access To Major Thoroughfare</b> (Sec. 5.13)	Frontage on a Public Street and access to major thoroughfare are required	The site has frontage and access to Novi Road	Complies
<b>Open Space Area</b> (Sec. 3.27.1 F)	15% (permanently landscaped areas and pedestrian plaza areas)	Proposed on Sheet L-1. = 18%	Complies
<b>Open Space for Multi-family residential</b> (Sec. 3.1.25 D)	200 SF per dwelling unit	No residential proposed	NA
<b>Maximum % of Lot Area Covered</b> (By All Buildings) (Sec. 3.6.2 D)	No Maximum	19.16%	Complies
<b>Building Height</b> (Sec. 3.1.25 D)	65 ft. or 5 stories, whichever is less	1 story building proposed, 30' tall.	Complies
<b>Building Setbacks (Sec 3.1.25 D)</b>			

Item	Required Code	Proposed	Comments
Front (Novi Road)	50' (but can be reduced based upon PC recommendation for sites under 5 acres)	14.7 ft.	Planning Commission may grant setback reduction per Sec. 3.27.1.C
Exterior Side (Crowe Road & Ingersol Drive)	50' (but can be reduced based upon PC recommendation for sites under 5 acres)	15 ft. to north, 231 ft. to east	Planning Commission may grant setback reduction per Sec. 3.27.1.C
Side (south)	50' (but can be reduced based upon PC recommendation for sites under 5 acres)	11.4 ft.	Planning Commission may grant setback reduction per Sec. 3.27.1.C
<b>Parking Setback (Sec 3.1.25.D)</b>			
Front (West/Novi)	20 ft.	90 ft.	Complies
Exterior Side (North/Crowe)	20 ft.	9.8 ft.	Applicant is seeking a ZBA variance.
Exterior Side (East/Ingersol)	20 ft.	9.4 ft.	Applicant is seeking a ZBA variance.
Side (south)	20 ft.	0 ft.	Applicant is seeking a ZBA variance.
<b>Note To District Standards (Sec 3.6.2)</b>			
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard (50')	10 ft. side yard setback proposed.	Planning Commission may grant setback reduction.
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Off-street parking is allowed in front yard, as long as it's outside of the required setback (20')	Parking is not proposed in the front yard	NA
Distance between buildings (Sec 3.6.2.H&L)	If site abuts a residential zone, buildings must be set back at least 3' for each 1' of building height, but in no case can be less than 20' setback	Does not abut residential zone	NA
Wetland/Watercourse Setback (Sec 3.6.2.M)	A setback of 25ft from wetlands and from high watermark course shall be maintained	No wetlands exist on site	NA
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.	Proposed landscaping	See Landscape Review Letter
Modification of setback requirements	The Planning Commission may modify setback	Building and parking lot do not conform to	Planning Commission may grant setback reduction.



Item	Required Code	Proposed	Comments
(Sec 3.6.2.Q)	requirements where it determines that such modification may result in improved use of the site and/or in improved landscaping.	minimum setback requirements.	
<b>TC District Required Conditions (Sec 3.27)</b>			
<b>Surface parking lot screening</b> (3.27.1 D)	Parking areas must be screened by either a 2.5' brick wall or a landscaped berm	Parking areas screened by a 2.5' tall decorative wall and 2.5' tall decorative fence on top of that	Complies
<b>Façade materials</b> (Sec. 3.27.1 G)	All sides of the building and accessory buildings must have the same materials. Façade materials may deviate from brick or stone with PC approval		See Façade Review Letter
<b>Parking requirement reduction</b> (Sec. 3.27.1 H)	PC may allow parking requirement reduction when parking areas serve dual functions	None proposed	NA
<b>Sidewalks required</b> (Sec. 3.27.1 I)	Sidewalks required along Novi (8'), Crowe (5') and Ingersol (5') roads.	Novi (8'), Crowe (5') and Ingersol (5') roads proposed.	Complies
<b>Bicycle Paths</b> (Sec. 3.27.1 J)	Bike paths required to connect to adjacent residential & non-residential areas. No paths in area	No bicycle paths proposed	NA
<b>Development amenities</b> (Sec. 3.27.1 L)	All sites must incorporate amenities such as exterior lighting, outdoor furniture, safety paths in accordance with Town Center Study Area	Bike parking, planters, bench, trash cans, sidewalks, and lighting proposed.	Complies
<b>Uses within structure</b> (Sec. 3.27.1 M)	Residential use must be above commercial and office at all times. Levels with split uses not permitted	Only commercial uses proposed	Complies
<b>Parking, Loading and Dumpster Requirements (5.3 site specific review required)</b>			
<b>Required Parking Calculation</b>	Restaurant use 1:70 SF GFA. $2,340/70 = 33$	71 spaces proposed.	Complies

Item	Required Code	Proposed	Comments
(Sec. 5.2.12)	spaces. Retail use: 1:200 GLA. 7,367/200 = 37 spaces. 70 total required.		
<b>Parking Space Dimensions and Maneuvering Lanes</b> (Sec. 5.3.2)	<ul style="list-style-type: none"> <li>- 90° Parking: 9 ft. x 19 ft.</li> <li>- 24 ft. two way drives</li> <li>- 9 ft. x 17 ft. parking spaces allowed as long as detail indicates a 4" curb at these locations</li> </ul>	Proposed	Complies
<b>Parking lot entrance offset</b> (Sec. 5.3.6)	Parking lot entrances must be set back 25' from any single-family residential district.	Does not abut single-family residential	NA
<b>End Islands</b> (Sec. 5.3.12)	<ul style="list-style-type: none"> <li>- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles.</li> <li>- The end islands shall generally be at least 8 ft. wide, have an outside radius of 15 ft., and be constructed 3 ft. shorter than the adjacent parking stall</li> </ul>	Proposed end islands	See Landscape Review Letter
<b>Parking stall located adjacent to a parking lot entrance</b> (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	Proposed.	Complies
<b>Barrier Free Spaces</b> <i>Barrier Free Code</i>	70 spaces = 3 ADA required 2 regular, 1 van space	2 regular, 1 van space provided	Complies
<b>Barrier Free Space Dimensions</b> <i>Barrier Free Code</i>	<ul style="list-style-type: none"> <li>- 8' wide with an 8' wide access aisle for van accessible spaces</li> <li>- 8' wide with a 5' wide access aisle for regular accessible spaces</li> </ul>	Two types of accessible spaces are provided	Complies
<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	Barrier free signs proposed.	Complies
<b>Minimum number of Bicycle Parking</b> (Sec. 5.16.1)	<u>General Offices:</u> Five (5) percent of required automobile spaces	4 bike spaces proposed, in two locations	Complies

Item	Required Code	Proposed	Comments
	72 spaces = 4 bike spaces		
<b>Bicycle Parking General requirements</b> (Sec. 5.16)	<ul style="list-style-type: none"> <li>- No farther than 120 ft. from the entrance being served</li> <li>- When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations</li> <li>- Spaces to be paved and the bike rack shall be inverted "U" design</li> <li>- Shall be accessible via 6 ft. paved sidewalk</li> </ul>		
<b>Bicycle Parking Lot layout</b> (Sec 5.16.6)	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	Proposed on Sheet 4.	Complies
<b>Loading Space Area</b> (Sec. 5.4.2)	Within TC zoning, loading space shall be provided in the rear yard (or in the interior side yard beyond the side yard setback for double frontage lots) in the ratio of 10 sq. ft. per front foot of building. 130'x10 = 1,300 SF required	Loading area located outside of front building setbacks on Crowe & Ingersol. 1,300 SF of loading area provided. Does not interfere with parking circulation.	Complies
<b>Loading Space Screening</b> (Sec. 5.4.2 B)	Loading area must be screened from view from adjoining properties and from the street.	Screening is proposed to be provided by parking and landscaping along site perimeter	Complies
<b>Dumpster</b> Sec 4.19.2.F	<ul style="list-style-type: none"> <li>- Located in rear yard</li> <li>- Attached to the building or no closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback (20 ft.)</li> <li>- Rear lot abuts ROW, 50 ft. setback required.</li> <li>- Away from Barrier free Spaces</li> </ul>	Located in the rear yard.	Complies



Item	Required Code	Proposed	Comments
<b>Dumpster Enclosure</b> <i>Sec. 21-145. (c)</i> <i>Chapter 21 of City Code of Ordinances</i>	<ul style="list-style-type: none"> <li>- Screened from public view</li> <li>- A wall or fence 1 ft. higher than height of refuse bin</li> <li>- And no less than 5 ft. on three sides</li> <li>- Posts or bumpers to protect the screening</li> <li>- Hard surface pad.</li> <li>- Screening Materials: Masonry, wood or evergreen shrubbery</li> </ul>	Proposed 6 ft. tall enclosure made of masonry and aluminum gates.	Complies
<b>Building Code and Other Requirements</b>			
<b>Exterior Building Wall Façade Materials</b> <i>(Sec. 5.15)</i>	Region 1 level façade	Elevation drawings submitted	See Façade Review Letter
<b>Roof top equipment and wall mounted utility equipment</b> <i>Sec. 4.19.2.E.ii</i>	All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	Note on sheet 2	Complies
<b>Building Code</b>	Building exits must be connected to sidewalk system or parking lot.	Sidewalks illustrated	Complies
<b>Design and Construction Standards Manual</b>	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Complies
<b>General layout and dimension of proposed physical improvements</b>	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Provided	Complies
<b>Economic Impact</b>	- Total cost of the proposed building & site	Proposed \$1.5 million investment; 20-30 jobs	Complies

Item	Required Code	Proposed	Comments
	improvements - Number of anticipated jobs created (during construction & after building is occupied, if known)	during construction.	
<b>Development/ Business Sign &amp; Street addressing</b>	- Signage if proposed requires a permit. - The applicant should contact the Building Division for an address prior to applying for a building permit.	No signage illustrated	<a href="#">Contact Jeannie Niland regarding sign permit 248-347-0438</a>
<b>Project and Street naming</b>	Some projects may need approval from the Street and Project Naming Committee.	Names have been proposed and approved by the Committee.	Complies
<b>Property Split</b>	The proposed property split must be submitted to the Assessing Department for approval.	No split proposed, but the two parcels must be combined.	<a href="#">Lot combination required prior to final site plan approval. Contact Assessing 248-347-0492</a>
<b>Lighting and Photometric Plan (Sec. 5.7)</b>			
<b>Intent (Sec. 5.7.1)</b>	Establish appropriate minimum levels, prevent unnecessary glare, reduce spill-over onto adjacent properties & reduce unnecessary transmission of light into the night sky	Provided	Complies
<b>Lighting Plan (Sec. 5.7.2 A.i)</b>	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Provided	Complies
<b>Lighting Plan (Sec.5.7.2 A.ii)</b>	Specifications for all proposed & existing lighting fixtures	Provided	Complies
	Photometric data	Provided	Complies
	Fixture height	8 ft., 23 ft., 25 ft.	Complies
	Mounting & design	Provided	Complies
	Glare control devices	Provided	Complies
	Type & color rendition of lamps	Provided	Complies

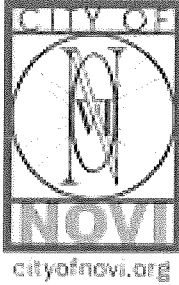
Item	Required Code	Proposed	Comments
	Hours of operation	Provided	Complies
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties	Provided, spill-over from neighboring properties not identified	Complies
<b>Required Conditions</b> (Sec. 5.7.3.A)	Light pole height not to exceed maximum height of zoning district (65 ft. for TC)	Proposed 25 ft. maximum height	Complies
<b>Required Conditions</b> (Sec. 5.7.3.B&G)	<ul style="list-style-type: none"> <li>- Electrical service to light fixtures shall be placed underground</li> <li>- Flashing light shall not be permitted</li> <li>- Only necessary lighting for security purposes &amp; limited operations shall be permitted after a site's hours of operation</li> </ul>	Notes provided	Complies
<b>Required Conditions</b> (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	Meets	Complies
<b>Required Conditions</b> (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps	LED lights proposed	Complies
<b>Min. Illumination</b> (Sec. 5.7.3.K)	Parking areas: 0.2 min	Meets	Complies
	Loading & unloading areas: 0.4 min	Meets	Complies
	Walkways: 0.2 min	Meets	Complies
	Building entrances, frequent use: 1.0 min	Meets	Complies
	Building entrances, infrequent use: 0.2 min	Meets	Complies
<b>Max. Illumination adjacent to Non-Residential</b> (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Meets	Complies



Item	Required Code	Proposed	Comments
<b>Cut off Angles</b> (Sec. 5.7.3.L)	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	NA	NA
<b>Misc.</b>			
<b>Preliminary site plan checklist – item 27 (on City website under “forms”)</b>	Existing on-site and off-site driveways must be illustrated within 200’ of property if located on a major thoroughfare.	Provided	Complies
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.</li> <li>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> <li>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.</li> </ol>			

**ENGINEERING REVIEW**

<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>	<b>Presented to PC</b>
Preliminary Site Plan	03/29/16	All Agencies	No
Revised Preliminary Site Plan	05/06/16	Planning, Landscape, and Traffic Only	Yes. On May 25, 2016



# PLAN REVIEW CENTER REPORT

04/11/2016

## Engineering Review

TOWN GARDEN CENTER

JSP15-0077

### Applicant

NOVI TOWN CENTER PLAZA, LLC

### Review Type

Preliminary Site Plan

### Property Characteristics

- Site Location: S. of Crowne Dr. and E. of Novi Rd.
- Site Size: 1.16 acres
- Plan Date: 03/29/2016

### Project Summary

- Construction of an approximately 9,707 square-foot building and associated parking. Site access would be provided by a drive onto Crowne Dr.
- Water service would be provided by an 8-inch extension from the existing 8-inch water main along the east side of Novi Rd. for an additional hydrant. A 2-inch domestic lead would be provided to serve the building from the existing 8-inch water main along Novi Rd.
- Sanitary sewer service would be provided connecting to the existing sanitary lead connecting to the existing 8-inch sanitary sewer along the west side of Novi Rd.
- Storm water would be collected by a single storm sewer collection system and detained in an underground storage system.

### Recommendation

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

### Comments:

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



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

General

1. A right-of-way permit will be required from the City of Novi and Oakland County.
2. Soil borings shall be provided for a preliminary review of the constructability of the proposed development (roads, basin, etc.). Borings identifying soil types, and groundwater elevation should be provided at the time of Preliminary Site plan.
3. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County. This form was included in the original site plan package.
4. Provide a traffic control plan for the proposed road work activity (City roads).
5. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
6. Provide a utility crossing table indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained.
7. 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.
8. Show the locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur. Light poles in a utility easement will require a License Agreement.
9. 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](http://www.cityofnovi.org/DesignManual)).

Water Main

10. Provide a profile for all proposed water main 8-inch and larger.
11. Provide proposed size and material for the water service lead.
12. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

Sanitary Sewer

13. Note on the construction materials table that 6-inch sanitary leads shall be a minimum SDR 23.5, and mains shall be SDR 26.

14. Provide a note on the Utility Plan stating the sanitary lead will be buried at least 5 feet deep where under the influence of pavement.
15. Provide proposed size and material for the sanitary service lead. A lead 8-inches or larger will require approval from Oakland County.
16. Provide a sanitary sewer basis of design.

Storm Sewer

17. A minimum cover depth of 3 feet shall be maintained over all storm sewers. Currently, a few pipe sections do not meet this standard. Grades shall be elevated and minimum pipe slopes shall be used to maximize the cover depth. In situations where the minimum cover cannot be achieved, Class V pipe must be used with an absolute minimum cover depth of 2 feet. An explanation shall be provided where the cover depth cannot be provided.
18. Provide a 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs.
19. Match the 0.80 diameter depth above invert for pipe size increases.
20. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot deep plunge pool.
21. Provide a four-foot deep sump and an oil/gas separator in the last storm structure prior to discharge to the storm water basin.
22. Label all inlet storm structures on the profiles. Inlets are only permitted in paved areas and when followed by a catch basin within 50 feet.
23. 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.
24. Illustrate all pipes intersecting storm structures on the storm profiles.
25. 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.
26. Show and label all roof conductors, and show where they tie into the storm sewer.

Storm Water Management Plan

27. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
28. Provide an access easement for maintenance over the storm water detention system and the pretreatment structure. Also, include an access easement to the detention area from the public road right-of-way.
29. Provide manufacturers details and sizing calculations for the pretreatment structure(s) within the plans. Provide drainage area and runoff coefficient calculations specific to the area tributary to each treatment structure.
30. Provide the overland routing that would occur in the event the underground system cannot accept flow. This route shall be directed to a recognized drainage course or drainage system.

31. Provide an under drain along the downstream side of the underground detention system which is tied into a manhole as a means of secondary storm water conveyance to the outlet.
32. Provide a soil boring in the vicinity of the proposed underground detention system to determine bearing capacity and the high water elevation of the groundwater table.
33. Provide a table or note addressing the required bedding depth vs. bearing capacity of the underlying soils in the vicinity of the underground detention system per the manufacturer's specifications.
34. Provide a note on the plans stating the City's inspecting engineers shall verify the bearing capacity of the native soils to verify an adequate bedding depth is provided.
35. Indicate the assumed porosity of the aggregate. The volume calculations shall consider only 85-percent of that volume as available for storage to account for sediment accumulation in the aggregate.
36. Provide a note on the underground detention detail that aggregate porosity will be tested, and results provided to the City's inspecting engineers.
37. Provide an isolator row in the underground detention system in addition to the swirl concentrator chamber. Contact the Engineering Department for further information.
38. The underground storage system shall include 4-foot diameter manholes at one end of each row for maintenance access.
39. Provide inspection ports throughout the underground detention system at the midpoint of a couple storage rows, and one in the center of the header and footer. Two inspection ports should be located along the isolator row.
40. Provide critical elevations (low water, first flush, bank full, 100-year, and pavement elevation) of the detention system on the underground detention system cross-section. Insure there is at least 1 ft. of freeboard between the 100-year elevation and the subgrade elevation under the pavement.

#### Paving & Grading

41. The right-of-way sidewalk shall continue through the drive approach. If like materials are used for each, the sidewalk shall be striped through the approach. The sidewalk shall be increased to 8-inches thick along the crossing or match the proposed cross-section if the approach is concrete. The thickness of the sidewalk shall be increased to 8 inches across the drive approach. Provide additional spot grades as necessary to verify the maximum 2-percent cross-slope is maintained along the walk.

#### Off-Site Easements

42. A temporary grading/construction easement is required for the work on Ingersol Dr.

Soil Erosion

43. A SESC permit is required. The review checklist detailing all SESC requirements is attached to this letter. Please 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>.

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

44. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.
45. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. **The cost estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

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

46. 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.
47. Executed copies of any required off-site utility easements must be submitted to the Community Development Department.

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

48. 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).
49. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. No fee is required for this permit.
50. 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.
51. A permit for work within the right-of-way of Novi Rd. and Crowne Dr. 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.

52. A permit for work within the right-of-way of Novi Rd. 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.
53. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
54. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
55. A storm water performance guarantee, equal to 1.5 times the amount required to complete storm water management and facilities as specified in the Storm Water Management Ordinance, must be posted at the Treasurer's Office.
56. 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.
57. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.

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



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cc: Adam Wayne, Engineering  
Brian Coburn, Engineering  
Kirsten Mellem, Community Development  
Sabrina Lilla, Water & Sewer

## LANDSCAPE REVIEW

Type of Submittal	Date of Submittal	Reviewed by	Presented to PC
Preliminary Site Plan	03/29/16	All Agencies	No
Revised Preliminary Site Plan	05/06/16	Planning, Landscape, and Traffic Only	Yes. On May 25, 2016



# PLAN REVIEW CENTER REPORT

May 16, 2016

## Revised Preliminary Site Plan - Landscaping

### Town Center Gardens

#### Review Type

Revised Preliminary Site Plan Landscape Review

#### Project Number

JSP15-0077

#### Property Characteristics

- Site Location: Southeast corner of Beck and Marketplace Dr.
- Site Zoning: OST
- Adjacent Zoning: OST
- Plan Date: May 6, 2016

#### Recommendation:

This project is **recommended for approval**. There are some minor changes to the plans that are required. While some landscape waivers will be required, the applicant has worked to make the site an attractive addition to the Town Center area.

#### Ordinance Considerations

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

#### **EXISTING ELEMENTS**

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

Soil information has been provided on the Storm Water Management plan.

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

All existing and proposed utilities are shown on the landscape plans.

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

No woodlands exist on the site and no existing trees will be preserved.

#### **LANDSCAPING REQUIREMENTS**

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

##### **NOVI ROAD**

1. No berm is required in the Town Center zoning district. A brick wall with iron railing is proposed along the Novi Road frontage. A landscaped area has been added in the center of the site along Novi Road to provide a visual and practical benefit to the Novi Road frontage.
2. There is no required greenbelt for frontages that don't front parking and no street trees are required in the Town Center zoning district.
3. **Please provide calculations for the Novi Road greenbelt landscaping as have been provided for Crowe and Ingersol.** Based on the frontage, 5 large evergreen or canopy

trees and 8 subcanopy trees are required. The proposed walls with railings provide a visual buffer/separation between Novi Road and the buildings. 4 subcanopy trees are provided but no large trees are provided.

4. **A landscaping waiver is required for the tree shortages. Based on the limited space and underground utilities, and the other landscaping elements provided along the Novi Road frontage, this waiver is supported by staff but the shortages to be covered by the waiver need to be called out in the calculations.**

#### **INGERSOL AND CROWE DRIVES**

1. As noted above, no berm or street trees are required in the Town Center district. It should be noted, however, that 3 existing street trees along Crowe Drive are being removed to install the new sidewalk. The applicant is proposing to add 3 flowering crabapples along Crowe to replace the removed trees. This is acceptable.
2. The required greenbelt width for Ingersol and Crowe is 20 feet. 11 feet are provided along Crowe and 11' (including a 5' sidewalk) are provided along Ingersol. (The existing conditions do not provide any greenbelt between the property line and the parking).
3. **18 large evergreen or canopy trees (1 per 25 lf) and 30 subcanopy trees (1 per 15 lf) are required as greenbelt plantings for both frontages combined. 6 large canopy trees are provided along Crowe and 5 subcanopy trees are provided as part of the foundation landscaping between Crowe and the building. Landscape waivers for the shortages in greenbelt widths and greenbelt plantings are required, but they are supported by staff as the proposed landscaping represents a significant improvement over the existing conditions.**

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

1. No street trees are required in the Town Center district and none are provided.
2. As noted above, the 3 existing street trees being removed for the sidewalk along Crowe are being replaced with 3 subcanopy trees.

#### **Parking Lot Landscape (Zoning Sec. 5.5.3.C.)**

1. Based on the paved vehicular use areas in the parking lots, 25 canopy trees are required (1 per 75 sf of paved area) within the boundaries of the parking lot. (Parking category 1, not 2, should be used for the calculations). 15 are provided in islands that meet the requirements for size. While this is below the required amount, the proposed trees are sufficient for the layout.
2. The loading zone has been moved to the east end of the center island and endcaps have been provided on each end, as requested.
3. **As the eastern endcap is mostly on top of the underground detention, that island area cannot have a deciduous canopy tree. Please replace it with shrubs or other plantings that do not have deep roots. The additional shortage caused by this complication is acceptable.**

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

Based on the total perimeter of the parking lot, 670 lf, 19 perimeter trees are required. The 6 greenbelt trees along Crowe cannot be double-counted as perimeter trees, but given the closeness of the greenbelt trees to the parking lot perimeter, and the overall tightness of the site, additional trees along the perimeter are not required. The decorative walls and associated landscaping do provide an attractive screen for the parking from both Crowe and Ingersol. **A landscape waiver can be requested for not providing any perimeter trees and will be supported by staff.**



### Loading Zone Screening

The loading zone has been moved to the east end of the center island, thus being screened by the decorative walls and associated landscaping. In addition, ornamental grasses have been added across the entry islands to soften the view from Crowe to the parking lot.

### Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. Based on the building perimeter of 406 lf, 3,248 sf of foundation landscaping is required at the base of the building. The applicant has provided a total of 1,816 sf split approximately equally between each end of the building. 2 smaller foundation landscaping islands placed on the Novi Road side of the building have been added as well.
2. 60% of the building visible from public roads is to have foundation landscaping. As proposed, approximately 52% of the building visible from Novi Road or Crowe Drive is landscaped. This is acceptable.
3. In addition, the new sitting area along Novi Road helps to soften the appearance of the building from Novi Road.
4. Wall planters have been added to the east side of the building to soften the view of that side of the building from the parking lot.

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

Only underground storage is proposed so no storm basin landscaping is required.

### Transformer/Utility Box and Fire Hydrant Plantings (LDM 1.3 from 1-5, Zoning Sec 5.5.3.C.ii.d)

The required utility box screening and screening details have been provided.

## **OTHER REQUIREMENTS**

### Plant List, Notations and Details (LDM 2.h. and t.)

All have been provided satisfactorily.

### Cost estimates for Proposed Landscaping (LDM 2.t.)

Cost estimates have been provided.

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

An irrigation plan for all landscaped areas is required as part of the Final Site Plans.

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

Proposed spot elevations have been provided on the Grading Plan. This is sufficient.

### Snow Deposit (LDM.2.q.)

Snow deposit areas have been noted on the plans.

### Corner Clearance (Zoning Sec 5.9)

Required corner clearances are provided.

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



## LANDSCAPE REVIEW SUMMARY CHART

**Review Date:** May 16, 2016  
**Project Name:** JSP15 – 0077: TOWN CENTER GARDENS  
**Plan Date:** May 6, 2016  
**Prepared by:** Rick Meader, Landscape Architect E-mail: [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org);  
 Phone: (248) 735-5621

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

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

Item	Required	Proposed	Meets Code	Comments
<b>Existing plant material</b> <b>Existing woodlands or wetlands</b> (LDM 2.e.(2))	<ul style="list-style-type: none"> <li>▪ Show location type and size. Label to be saved or removed.</li> <li>▪ Plan shall state if none exists.</li> </ul>	Yes	Yes	1. Note stating that no part of site is within a regulated woodland has been added. 2. All existing landscaping will be removed.
<b>Soil types</b> (LDM.2.r.)	<ul style="list-style-type: none"> <li>▪ As determined by Soils survey of Oakland county</li> <li>▪ Show types, boundaries</li> </ul>	Yes	Yes	Soil information is provided on Storm Water Management Plan.
<b>Existing and proposed improvements</b> (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
<b>Existing and proposed utilities</b> (LDM 2.e.(4))	Overhead and underground utilities, including hydrants	Yes	Yes	
<b>Proposed grading. 2' contour minimum</b> (LDM 2.e.(1))	Provide proposed contours at 2' interval	Yes	Yes	Spot elevations provided on Grading Plan.
<b>Snow deposit</b> (LDM.2.q.)	Show snow deposit areas on plan	Yes	Yes	In center island.
<b>LANDSCAPING REQUIREMENTS</b>				
<b>Parking Area Landscape Requirements LDM 1.c. &amp; Calculations (LDM 2.o.)</b>				
<b>General requirements</b> (LDM 1.c)	<ul style="list-style-type: none"> <li>▪ Clear sight distance within parking islands</li> <li>▪ No evergreen trees</li> </ul>	Yes	Yes	
<b>Name, type and number of ground cover</b> (LDM 1.c.(5))	As proposed on planting islands	Yes	Yes	Sod in all areas except landscape areas.
<b>General (Zoning Sec 5.5.3.C.ii)</b>				
<b>Parking lot Islands</b> (a, b. i)	<ul style="list-style-type: none"> <li>▪ A minimum of 300 SF to qualify</li> <li>▪ 6" curbs</li> <li>▪ Islands minimum width 10' BOC to BOC</li> </ul>	Yes	Yes	1. Center island in southern bay has been widened and roots have room to south. 2. Endcaps have been added to west end of island.
<b>Curbs and Parking stall reduction</b> (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	Yes	Yes	
<b>Contiguous space</b>	Maximum of 15	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
limit (i)	contiguous spaces			
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 5.5.9	Yes	Yes	
<b>Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)</b>				
A = Total square footage of parking spaces not including access aisles x 10%	<ul style="list-style-type: none"> <li>▪ A = x 10% = sf</li> <li>▪ 11,487 x 10% = 1,149sf</li> </ul>	804 sf (at 7%)		Please revise calculations on plan. Calculations should use Category 1, not 2.
B = Total square footage of additional paved vehicular use areas (not including A) under 50,000 SF) x 5%	<ul style="list-style-type: none"> <li>▪ B = x 5% = sf</li> <li>▪ 13,933 x 5% = 697 sf</li> </ul>	279 sf (at 2%)		See above
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	C = x 1% = sf	NA		
<b>Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)</b>				
A. = Total square footage of parking spaces not including access aisles x 7%	A = 7% x xx sf = xx sf	NA		
B = Total square footage of additional Paved vehicular use areas (not including A) under 50,000 SF) x 2%	B = 2% x xx sf = xx sf	NA		
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 0.5%	C = 0.5% x 0 sf = 0 SF	NA		
<b>All Categories</b>				
D = A+B or A+C	1,149 + 697 = 1,844 SF	2,092 SF	Yes	1. Please revise

Item	Required	Proposed	Meets Code	Comments
Total square footage of landscaped islands				<b>calculations per notes above.</b> 2. Center island is labeled with SF.
E = D/75 Number of canopy trees required	1,844/75 = 25 Trees	15 trees	No	<b>Remove tree from eastern finger island per detention system.</b>
<b>Perimeter Green space</b>	<ul style="list-style-type: none"> <li>▪ 1 Canopy tree per 35 lf</li> <li>▪ 690/35 = 19 trees</li> <li>▪ Perimeter green space canopy Plantings required at 1 per 35 LF. Sub-canopy trees can be used under overhead utility lines.</li> </ul>	0 trees	No	1. Greenbelt trees along Crowe provide perimeter shading on that side of parking lot. 2. <b>Landscape waiver is required for perimeter tree deficiency.</b>
<b>Parking land banked</b>	NA	No		
<b>Berms, Walls and ROW Planting Requirements</b>				
<b>Berms</b>				
<ul style="list-style-type: none"> <li>▪ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours</li> <li>▪ Berm should be located on lot line except in conflict with utilities.</li> <li>▪ Berms should be constructed with 6" of top soil.</li> </ul>		NA		Berms not required in TC, TC-1 districts
<b>Residential Adjacent to Non-residential (Sec 5.5.3.A) &amp; (LDM 1.a)</b>				
<b>Berm requirements (Zoning Sec 5.5.A)</b>	Refer to Residential Adjacent to Non-residential berm requirements chart	NA		
<b>Planting requirements (LDM 1.a.)</b>	LDM Novi Street Tree List	NA		
<b>Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)</b>				
<b>Berm requirements (Zoning Sec 5.5.3.A.(5))</b>	Refer to ROW landscape screening requirements chart for corresponding requirements.	NA		Berms not required in TC, TC-1 districts
<b>Cross-Section of Berms (LDM 2.j)</b>				
Slope, height and width	<ul style="list-style-type: none"> <li>▪ Label contour lines</li> <li>▪ Maximum 33%</li> <li>▪ Min. 5 feet flat horizontal area</li> </ul>	NA		Berms not required in TC, TC-1 districts
Type of Ground Cover		NA		See above
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft.	NA		See above



Item	Required	Proposed	Meets Code	Comments
	setback from closest pole			
<b>Walls (LDM 2.k &amp; Zoning Sec 5.5.3.vi)</b>				
<b>Material, height and type of construction footing</b>	Freestanding walls should have brick or stone exterior with masonry or concrete interior	Brick wall 2'10" tall + 25" iron railing	Yes	Detail for walls along Novi Road, Crowe Drive and Ingersol Drive are provided on architectural plans.
<b>Walls greater than 3 ½ ft. should be designed and sealed by an Engineer</b>	NA			
<b>ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)</b>				
<b>Greenbelt width (2)(3) (5)</b>	<ul style="list-style-type: none"> <li>▪ Parking: 20 ft.</li> <li>▪ No Parking: 0 ft.</li> </ul>	Crowe Dr: 11 feet Ingersol Dr: 6 feet (+ 5' sidewalk in property) Novi Rd: 10/15 feet	No	A zoning variance is required for the narrower parking setbacks.
Min. berm crest width	Parking: 2 ft.	NA		Berms not required in TC, TC-1 districts
Minimum berm height (9)	Parking: 3 ft.	NA		Berms not required in TC, TC-1 districts
3' wall	(7)(8)	A 2'10" wall + 25" iron railing on top is proposed	Yes	
<b>Canopy deciduous or large evergreen trees</b> Notes (1) (10)	<ul style="list-style-type: none"> <li>▪ Parking: 1 tree per 25 lf</li> <li>▪ No Pkg: 1 tree per 30 lf</li> <li>▪ Ingersol + Crowe: Total frontage 467 lf</li> <li>▪ 377/25 + 90/30 = 18 trees</li> <li>▪ Novi Rd: 157 lf</li> <li>▪ 157/30 = 5 trees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ingersol + Crowe: 6 trees</li> <li>▪ Novi Frontage: 0 trees</li> </ul>	No	<ol style="list-style-type: none"> <li>1. <b>A landscape waiver will be required for the shortages.</b></li> <li>2. <b>Please note the waiver requests on Sheet L-1, with the tree quantities impacted.</b></li> </ol>
<b>Sub-canopy deciduous trees</b> Notes (2)(10)	<ul style="list-style-type: none"> <li>▪ Parking: 1 tree per 15 lf</li> <li>▪ No Pkg: 1 tree per 20 lf</li> <li>▪ Ingersol + Crowe: Total frontage 467 lf</li> <li>▪ 377/15 + 90/20 = 30 trees</li> <li>▪ Novi Rd: 157 lf</li> <li>▪ 157/30 = 8 trees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ingersol + Crowe: 5 trees</li> <li>▪ Novi Rd: 4 trees</li> </ul>	No	<ol style="list-style-type: none"> <li>1. <b>See above.</b></li> <li>2. <b>Landscape waiver is required for shortages.</b></li> </ol>
<b>Canopy deciduous trees in area between sidewalk and curb</b> (Novi Street Tree List)				No street trees are required in Town Center districts, however, since 3 existing trees were removed, 3 subcanopy trees have been provided to replace them.
<b>Non-Residential Zoning Sec 5.5.3.E.iii &amp; LDM 1.d (2)</b>				

Item	Required	Proposed	Meets Code	Comments
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"> <li>▪ 1 canopy deciduous or 1 large evergreen per 35 l.f. along ROW</li> <li>▪ No evergreen trees closer than 20 ft.</li> <li>▪ 3 sub canopy trees per 40 l.f. of total linear frontage</li> <li>▪ Plant massing for 25% of ROW</li> </ul>	NA		
Screening of outdoor storage, loading/unloading (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)		Parking lot walls with railings	Yes/No	Loading zone has been moved to the eastern end of the center island and is screened by greenbelt trees and decorative walls and landscaping.
Transformers/Utility boxes (LDM 1.e from 1 through 5)	<ul style="list-style-type: none"> <li>▪ A minimum of 2ft. separation between box and the plants</li> <li>▪ Ground cover below 4" is allowed up to pad.</li> <li>▪ No plant materials within 8 ft. from the doors</li> </ul>	Yes	Yes	Transformer and sufficient screening have been added to the plan.
<b>Building Foundation Landscape Requirements (Sec 5.5.3.D)</b>				
Interior site landscaping SF	<ul style="list-style-type: none"> <li>▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft.</li> <li>▪ <b>406 lf x 8ft = 3248 SF</b></li> </ul>	1,816 sf (total) landscaping on each end of the building, adjacent to patios.	No	<p>1. The applicant has added additional foundation plantings on the west side of the building and wall planters on the east side.</p> <p><b>2. Landscape waiver is required.</b></p>
Zoning Sec 5.5.3.D.ii. All items from (b) to (e)	<ul style="list-style-type: none"> <li>▪ If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space</li> <li>▪ 204.67 lf x 60% = 122 lf</li> </ul>	52% of the building facing Novi and Crowe are landscaped	No	Approximately 52% of the building visible from Novi or Crowe is landscaped. This is acceptable.
<b>Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)</b>				
Planting requirements (Sec. 5.5.3.E.iv)	<ul style="list-style-type: none"> <li>▪ Clusters shall cover 70-75% of the basin rim area</li> <li>▪ 10" to 14" tall grass along sides of basin</li> </ul>	NA		No above-ground detention proposed on site.

Item	Required	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> <li>Refer to wetland for basin mix</li> </ul>			
<b>LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS</b>				
<b>Landscape Notes – Utilize City of Novi Standard Notes</b>				
<b>Installation date</b> <i>(LDM 2.i. &amp; Zoning Sec 5.5.5.B)</i>	Provide intended date (must be between Mar 15 and Nov 15)	Fall 2016 or Spring 2017	Yes	
<b>Maintenance &amp; Statement of intent</b> <i>(LDM 2.m &amp; Zoning Sec 5.5.6)</i>	<ul style="list-style-type: none"> <li>Include statement of intent to install and guarantee all materials for 2 years.</li> <li>Include a minimum one cultivation in June, July and August for the 2-year warranty period.</li> </ul>	Yes	Yes	
<b>Plant source</b> <i>(LDM 2.n &amp; LDM 3.a.(2))</i>	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
<b>Irrigation plan</b> <i>(LDM 2.s.)</i>	A fully automatic irrigation system and a method of draining is required with Final Site Plan	No	No	<u>Need for final site plan</u>
<b>Other information</b> <i>(LDM 2.u)</i>	Required by Planning Commission	NA		
<b>Establishment period</b> <i>(Zoning Sec 5.5.6.B)</i>	<b>2 yr. Guarantee</b>	Yes	Yes	
<b>Approval of substitutions.</b> <i>(Zoning Sec 5.5.5.E)</i>	City must approve any substitutions in writing prior to installation.	Yes	Yes	
<b>Plant List (LDM 2.h.) – Include all cost estimates</b>				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	
Type and amount of lawn		Yes	Yes	
Cost estimate <i>(LDM 2.t)</i>	For all new plantings, mulch and sod as listed on the plan	Yes	Yes	
<b>Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details</b>				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/		Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
Ground Cover				
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	NA		
<b>Other Plant Material Requirements (LDM 3)</b>				
<b>General Conditions</b> (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	Note provided on plans near property lines.
<b>Plant Materials &amp; Existing Plant Material</b> (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	No	No	1. All existing trees are to be removed, including existing street trees to provide sidewalk. 2. The latter removals are acceptable.
<b>Landscape tree credit</b> (LDM3.b.(d))	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands.	NA		
<b>Plant Sizes for ROW, Woodland replacement and others</b> (LDM 3.c)	Canopy Deciduous shall be 3" and sub-canopy deciduous shall be 2.5" caliper. Refer to section for more details	Yes	Yes	
<b>Plant size credit</b> (LDM3.c.(2))	NA	No	No	Not required.
<b>Prohibited Plants</b> (LDM 3.d)	No plants on City Invasive Species List	None	Yes	
<b>Recommended trees for planting under overhead utilities</b> (LDM 3.e)	Label the distance from the overhead utilities	NA		There are no overhead utility lines on the site.
<b>Collected or Transplanted trees</b> (LDM 3.f)		NA		
<b>Nonliving Durable Material: Mulch</b> (LDM 4)	<ul style="list-style-type: none"> <li>▪ Trees shall be mulched to 4" depth and shrubs, groundcovers to 3" depth</li> <li>▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate.</li> <li>▪ Refer to section for additional information</li> </ul>	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
<p><b>NOTES:</b></p> <ol style="list-style-type: none"><li>1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.</li><li>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.</li><li>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.</li></ol>				



### TRAFFIC REVIEW

Type of Submittal	Date of Submittal	Reviewed by	Presented to PC
Preliminary Site Plan	03/29/16	All Agencies	No
Revised Preliminary Site Plan	05/06/16	Planning, Landscape, and Traffic Only	Yes. On May 25, 2016

**Memorandum**

To Barbara McBeth, AICP Page 1  
 CC Kirsten Mellem  
 Subject JSP 15-0077 –Town Center Gardens – Revised Preliminary Site Plan – Traffic Review  
 From Matt Klawon, PE  
 Date May 18, 2016

The revised 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, Novi Town Center Plaza, LLC, is proposing the removal of the existing Kim's Garden restaurant and the addition of a 9,707 square foot building that will contain one (1) restaurant space and three (3) additional retail spaces. It is located between Novi Road and Ingersol Dive, south of Crowe Drive.
2. Crowe Drive is under the City of Novi's jurisdiction and Ingersol Drive is under private jurisdiction.
3. The site is zoned TC – Town Center District.

**TRAFFIC IMPACTS**

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

ITE Land Use: 826 – Specialty Retail Center / 932 – High-Turnover (Sit-Down) Restaurant  
 Development-specific Quantity: 7,367 sq ft (Land Use 826); 2,340 sq ft (Land Use 932)  
 Zoning Change: N/A

Trip Generation Summary					
	City of Novi Threshold	Land Use 826	Land Use 932	Total	Analysis
AM Peak-Hour, Peak-	100	79 (if open for business)	17 (if open for business)	96	

<b>Direction Trips</b>					
<b>PM Peak-Hour, Peak-Direction Trips</b>	100	21	23	44	
<b>Daily (One-Directional) Trips</b>	750	327	298	624	

- The number of trips does not exceed the City's threshold of more than 750 trips per day or 100 peak direction 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	Not warranted.

**EXTERNAL SITE ACCESS AND OPERATIONS**

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

- The sight distance along Crowe Drive is adequate.
- The proposed driveway location has been revised and lines up with the existing driveway on the other side of the street.
- The number of access points provided for the site is adequate.
- The Crowe Drive entrance is compliant with City standards.

**INTERNAL SITE OPERATIONS**

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

- General traffic flow
  - Trucks and emergency vehicles are able to maneuver throughout the site.
- Parking facilities
  - The number of parking spaces provided meets the minimum requirement as indicated in the City Zoning Ordinance.
  - Parking spaces are in compliance with City standards.
  - The handicap parking spaces are adequate in terms of quantity and design.
  - The applicant should indicate the parking island width dimensions.
  - The bicycle parking facilities provided are adequate.
- The roadway/aisle widths are in compliance with City standards.
- Sidewalk Requirements
  - The proposed sidewalks adjacent to the facility are in compliance with standards.

- b. Where the sidewalk meets the parking lot near the bicycle parking appears to be a ramp. The applicant should consider making the ramp ADA compliant and providing ramp details.
  - c. The applicant should consider making the sidewalk ramps at the driveway crossing ADA compliant and providing ramp details.
  - d. The applicant should confirm that the sidewalk ramps at the southeast quadrant of Novi Road and Crowe Drive will or will not be affected. If they will be affected, the applicant should include ramp details in future submittals.
  - e. The proposed sidewalk along Ingersol Drive is in compliance with standards.
5. All on-site signing and pavement markings are in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the pavement markings and signing.
- a. Label white crosswalk markings through driveway or add a note to the "Traffic Signing and Striping Requirements" section.
  - b. Label pavement markings in the loading zone or add a note to the "Traffic Signing and Striping Requirements" section.
  - c. Recommend placing a "No Parking Loading Zone" sign R7-6 in the island adjacent to the loading zone.

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

Sincerely,

**AECOM**



Paula K. Johnson, PE  
Reviewer



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

## FAÇADE REVIEW

Type of Submittal	Date of Submittal	Reviewed by	Presented to PC
Preliminary Site Plan	03/29/16	All Agencies	No
Revised Preliminary Site Plan	05/06/16	Planning, Landscape, and Traffic Only	Yes. On May 25, 2016



April 18, 2016

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

**Re: FACADE ORDINANCE - Facade Review – Preliminary S.P.**  
**Town Center Gardens, SP16-0029**  
 Façade Region: 1, Zoning District: TC, Building Size: 9,750 S.F.

Dear Ms. McBeth;

The following is the Facade Review for Preliminary Site Plan Approval of the above referenced project based on the drawings prepared by API Builders, dated 3/30/16. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Schedule Regulating Façade Materials (AKA Façade Chart) of Ordinance Section 2520 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold.

	West (front)	East	South	North	Ordinance Maximum (Minimum)
Brick	56%	57%	47%	68%	100% (30%)
Stone Veneer	16%	18%	42%	0%	50%
EIFS	10%	10%	6%	5%	25%
Cement Board Siding (Simulated Wood)	<b>12%</b>	<b>9%</b>	0%	<b>20%</b>	0%
Limestone	3%	3%	1%	2%	50%
Flat Metal	3%	3%	4%	5%	50%

As shown above the percentage of Cement Board siding exceeds the maximum amount allowed by the Ordinance. A Section 9 Waiver would be required for this material. The applicant has provided literature indicating that the proposed Cement Board Siding (Nichiha, Vintage Wood, Cedar) will have a color and texture simulating natural wood. This type of material is not pacifically listed in the Façade Chart and unlike natural wood provides permanent maintenance-free color and texture. The drawings indicate an outdoor seating area with a brick retaining wall and decorative iron railing along Novi Road. This feature adds significantly to the overall appeal of the building and is taken into consideration in our recommendation, below.

**Recommendation** – For the reasons stated above we recommend that the overall design is consistent with the intent and purpose of the Façade Ordinance and that a Section 9 Waiver be granted for the overage of Cement Board siding (Nichiha, Vintage Wood, Cedar). This recommendation is contingent upon completion of the outdoor seating area as depicted on the drawings as part of the initial project.




**Notes to the Applicant:**

1. Inspections –The City of Novi requires Façade Inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time. This should occur immediately after the materials are delivered. Materials must be approved before installation on the building. Please contact the Novi Building Department’s Automated Inspection Hotline at (248) 347-0480 to request the Façade inspection.
2. Roof Appurtenances – The drawings indicate that all roof appurtenances are fully screened using the building parapets. It is the applicant’s responsibility to coordinate parapet and roof equipment heights to maintain full screening.

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

Sincerely,  
DRN & Architects PC



Douglas R. Necci, AIA

**FIRE REVIEW**

<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>	<b>Presented to PC</b>
Preliminary Site Plan	03/29/16	All Agencies	No
Revised Preliminary Site Plan	05/06/16	Planning, Landscape, and Traffic Only	Yes. On May 25, 2016



May 11, 2016

TO: Barbara McBeth- Deputy Director of Community Development  
Kirsten Mellem- Plan Review Center

**CITY COUNCIL**

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

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

RE: Kim's Gardens/Town Center Gardens

PSP#16-0047

**Project Description:** Demolition of existing Building and construction of a new retail stores.

**Comments:**  
Meets Fire Department standards.

(Reminder- FDC must be within 100' of a hydrant)

**Recommendation:**  
Recommended for **Approval.**

Sincerely,

Joseph Shelton- Fire Marshal  
City of Novi – Fire Dept.

cc: file

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

cityofnovi.org

APPLICANT RESPONSE LETTER

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**Novi Town Center Gardens  
JSP15-77**

Date: May 20, 2016

**Response Letter**

Please find the following comments to address items presented in the review letters received on May 19, 2016. The order of the items follow the same general order as the review letter for convenience.

**Planning Review dated May 16, 2016**

**Ordinance Requirements**

1. The two parcels will be combined prior to final site plan approval.
2. Building Setbacks (Sec. 3.1.25.D): Buildings in the TC District must be setback 50 feet from all property lines.  
The plan indicates reductions to 14.7 ft. setback in the front (Novi Road), 15 ft. setback in the exterior side (Crowe Road), and 11.4 ft. setback in the interior side (south). Building setback reductions are requested.
3. Parking Setbacks (Sec. 3.25.D): Parking in the TC District must be setback 20 ft. from the right-of-way line of any street or roadway. The plan indicates reductions to the setback from Crowe Rd. to 9.8 ft., Ingersol to 9.4 ft., and the interior side (south) to 0 ft (minimum). Parking setback reductions are being applied for to the Zoning Board of Appeals.
4. 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 the front yard, which in TC is 50 ft. 9.8 feet (to parking overhang) along Crowe Drive is proposed. Side yard setback reductions are requested.

**Engineering Review dated April 11, 2016**

**General**

1. A right-of-way permit will be obtained from the City of Novi and Oakland County.
2. Soil borings will be provided by the applicant.
3. The Non-domestic User Survey form will be submitted to the City so it can be forwarded to Oakland County.
4. A traffic control plan will be provided for the proposed road work activity (City roads).
5. A construction materials table will be provided on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
6. Utility crossing information will be provided indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained.
7. Generally, all proposed trees will 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 will be shown on the landscape plan to confirm the separation distance.
8. The locations of all light poles will be shown on the utility plan with typical foundation depth noted for the pole.
9. The City standard detail sheets will be provided with the Stamping Set submittal.

API Plan Design Build

5101 Williams Lake Road, Waterford, Michigan 48329

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### Water Main

10. All proposed water main 8-inch and larger will be profiled.
11. Proposed size and material for the water service lead will be provided.
12. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1 /07 rev.) for water main construction and the Streamlined Water Main Permit Checklist will be submitted to the Engineering Department for review. Utility plan sets will include only the cover sheet, any applicable utility sheets and the standard detail sheets.

### Sanitary Sewer

13. 6-inch sanitary leads will be a minimum SDR 23.5, and mains will be SDR 26.
14. A note will be provided on the Utility Plan stating the sanitary lead will be buried at least 5 feet deep where under the influence of pavement.
15. Provide proposed size and material for the sanitary service lead will be provided.
16. Sanitary sewer basis of design will be provided.

### Storm Sewer

17. Minimum cover depth of 3 feet will be maintained over all storm sewers where feasible. In situations where the minimum cover cannot be achieved, Class V pipe will be used with an absolute minimum cover depth of 2 feet. An explanation will be provided where the cover depth cannot be provided.
18. A 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs will be provided.
19. The 0.80 diameter depth above invert for pipe size increases will be provided.
20. Storm manholes with differences in invert elevations exceeding two feet will contain a 2-foot deep plunge pool.
21. A four-foot deep sump and an oil/gas separator will be provided in the last storm structure prior to discharge to the storm water basin.
22. All inlet storm structures will be labeled on the profiles.
23. The 10-year HGL will be noted on the storm sewer profiles.
24. All pipes intersecting storm structures will be noted on the storm profiles.
25. A casting type schedule will be provided for each proposed storm structure on the utility plan. Round castings will be provided on all catch basins except curb inlet structures.
26. All roof conductors will be shown and labeled, and where they tie into the storm sewer.

### Storm Water Management Plan

27. The Storm Water Management Plan for this development will be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
28. An access easement for maintenance over the storm water detention system and the pretreatment structure will be provided. Also, an access easement to the detention area from the public road right-of-way will be provided.
29. Manufacturers details and sizing calculations for the pretreatment structure(s) will be provided within the plans. Drainage area and runoff coefficient calculations specific to the area tributary to each treatment structure will be provided.
30. The overland routing that would occur in the event the underground system cannot accept flow will be provided.

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31. An under drain will be provided, if the large pipes are perforated, along the downstream side of the underground detention system which is tied into a manhole as a means of secondary storm water conveyance to the outlet.
32. A soil boring in the vicinity of the proposed underground detention system to determine bearing capacity and the high water elevation of the groundwater table will be provided.
33. Required bedding depth vs. bearing capacity of the underlying soils in the vicinity of the underground detention system per the manufacturer's specifications will be noted.
34. Note will be provided on the plans stating the City's inspecting engineers shall verify the bearing capacity of the native soils to verify an adequate bedding depth is provided.
35. The assumed porosity of the aggregate will be provided in the event storage is proposed in the aggregate. The volume calculations shall consider only 85-percent of that volume as available for storage to account for sediment accumulation in the aggregate.
36. A note will be provided on the underground detention detail that aggregate porosity will be tested, and results provided to the City's inspecting engineers, if applicable.
37. An isolator row in the underground detention system in addition to the swirl concentrator chamber will be provided if applicable.
38. The underground storage system will include 4-foot diameter manholes at one end of each row for maintenance access.
39. Inspection ports will be provided throughout the underground detention system.
40. Critical elevations (low water, first flush, bank full, 100-year, and pavement elevation) will be shown of the detention system on the underground detention system cross-section with at least 1 ft. of freeboard between the 100-year elevation and the subgrade elevation under the pavement.

#### Paving & Grading

41. The right-of-way sidewalk will continue through the drive approach. If like materials are used for each, the sidewalk will be striped through the approach. The sidewalk will be increased to 8-inches thick along the crossing or match the proposed cross-section if the approach is concrete. Additional spot grades will be provided to verify the maximum 2-percent cross-slope is maintained along the walk.

#### Off-Site Easements

42. Temporary grading/construction easement for the work on Ingersol Dr to be addressed by the applicant.

#### Soil Erosion

43. A SESC permit will be obtained.

#### To be submitted at the time of Final Site Plan submittal:

44. A letter from either the applicant or the applicant's engineer will be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.
45. An itemized construction cost estimate will 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 will only include the civil site work and not any costs associated with construction of the building or any demolition work. The cost estimate will be itemized for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving



(including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

To be submitted at the time of Stamping Set submittal:

46. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, will be submitted to the Community Development Department with the Final Site Plan.

47. Executed copies of any required off-site utility easements will be submitted to the Community Development Department.

To be addressed prior to construction:

Required items listed in the review will be addressed, as necessary.

### **Landscape Review dated May 16, 2016**

#### Novi Road

3. Novi Road greenbelt calculations will be added to the plans.

4. A landscape waiver is requested for the tree shortages. The landscape waiver shortages will be identified on the revised plan.

#### Ingersol and Crowe Drives

3. Landscape waiver is requested for the shortages in greenbelt widths and greenbelt plantings.

#### Parking Lot Landscape

3. The eastern endcap island landscaping will be revised due to underground detention.

#### Parking Lot Perimeter Canopy Trees

A landscape waiver is requested for perimeter tree shortages. A perimeter parking lot tree waiver will be noted on the next submitted plan set.

#### Other Requirements

An irrigation plan will be provided.

### **AECOM Traffic Review dated May 18, 2016**

#### Internal Site Operations

2.d. Parking island dimensions will be provided.

4.b. The ramp where the sidewalk meets the parking lot near the bicycle parking will be ADA compliant with details provided.

4.c. The sidewalk ramps at the driveway crossing will be ADA compliant with details provided.

4.d. The ramps at the southeast quadrant of Novi Road and Crowe Drive will be affected. Ramp details will be provided.

5.a. White crosswalk markings through driveway will be noted.

5.b. Pavement markings in the loading zone will be labeled.

5.c. A "No Parking Loading Zone" sign (R7-6) will be shown in the island adjacent to the loading zone.

### **DRN & Associates, Architects, PC review dated April 18, 2016**

- DRN recommends approval.
- Section 9 waiver is requested.

### **Fire Department review dated May 11, 2016**

- Fire Department recommends approval.

#### **API Plan Design Build**

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