



## PROVIDENCE PARK ONE ACRE OFFICE BUILDING JSP14-87

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Public hearing at the request of Whitehall Real Estate Interests for the approval of Preliminary Site Plan, Woodlands Permit and Stormwater Management Plan. The subject property is located in Section 17 in the south west corner of Grand River Avenue and Providence Parkway. The applicant, Whitehall Real Estate Interests, proposes to build a one story 6,660 square foot speculative general medical office building and associated parking facilities on the northwest corner of the Providence Park Hospital planned office complex site. The project fronts on Providence Parkway and is adjacent to Grand River Avenue.

#### Required Action

Approval/Denial of the Preliminary Site Plan, Woodlands Permit and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	04-29-15	Items to be addressed on the final site plan submittal
Engineering	Approval recommended	04-29-15	Items to be addressed on the final site plan submittal
Traffic	Approval recommended	04-16-15	Items to be addressed on the final site plan submittal
Landscaping	Approval recommended	04-22-15	Items to be addressed on the final site plan submittal
Wetlands	Approval recommended	04-30-15	Items to be addressed on the final site plan submittal. <b>City of Novi authorization to encroach the 25 foot natural features setback is required</b>
Woodlands	Approval recommended	04-30-15	Items to be addressed on the final site plan submittal
Facade	Approval Recommended	04-29-15	Section 9 Waiver is not required. A sample board is requested with additional items to be addressed on the final site plan submittal
Fire	Approval recommended	04-16-15	Items to be addressed on the final site plan submittal

Motion sheet

**Approval – Preliminary Site Plan**

In the matter of Providence Park One Acre Office Building JSP14-87, motion to approve the Preliminary Site Plan based on and subject to the following:

- a. Work with Oakland County Road Commission (OCRC) to relocate the required street trees between the existing sidewalk and the curb along Grand River Avenue, conforming to OCRC requirements.
- b. 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
- c. *(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 – Woodland Permit**

In the matter of Providence Park One Acre Office Building JSP14-87, motion to **approve** the Woodland Permit 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 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

-AND-

**Approval – Stormwater Management Plan**

In the matter of Providence Park One Acre Office Building JSP14-87, motion to **approve** the Stormwater Management Plan, based on and subject to:

- 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 it otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

-OR-

**Denial – Preliminary Site Plan**

In the matter of Providence Park One Acre Office Building JSP14-87, 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- Woodland Permit**

In the matter of Providence Park One Acre Office Building JSP14-87, motion to **deny** the Woodland Permit...*(because the plan is not in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

-AND-

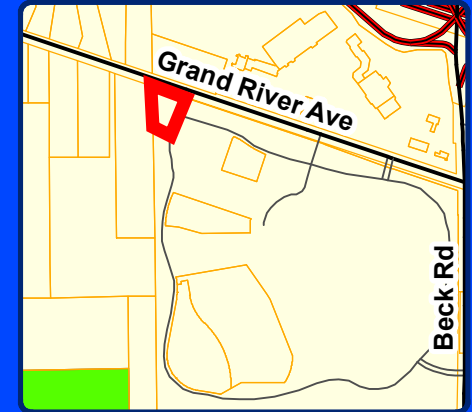
**Denial – Stormwater Management Plan**

In the matter of Providence Park One Acre Office Building JSP14-87, motion to **deny** the Stormwater Management Plan...*(because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

MAPS  
Location  
Zoning  
Future Land Use  
Natural Features

# JSP 14-87 Providence Park 1 Acre Office Building

Location



## City of Novi

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

Map Author: Sri Komaragiri  
Date: 04/29/2015  
Project: Providence Park 1 Acre Office Building  
Version #: 1



1 inch = 58 feet

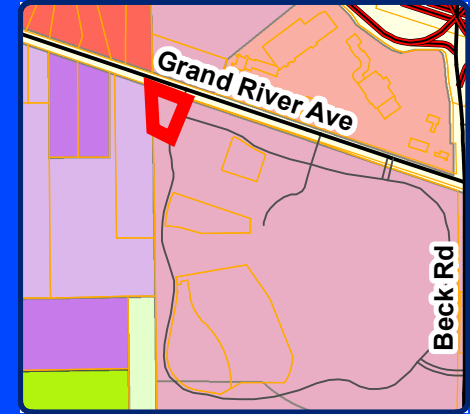
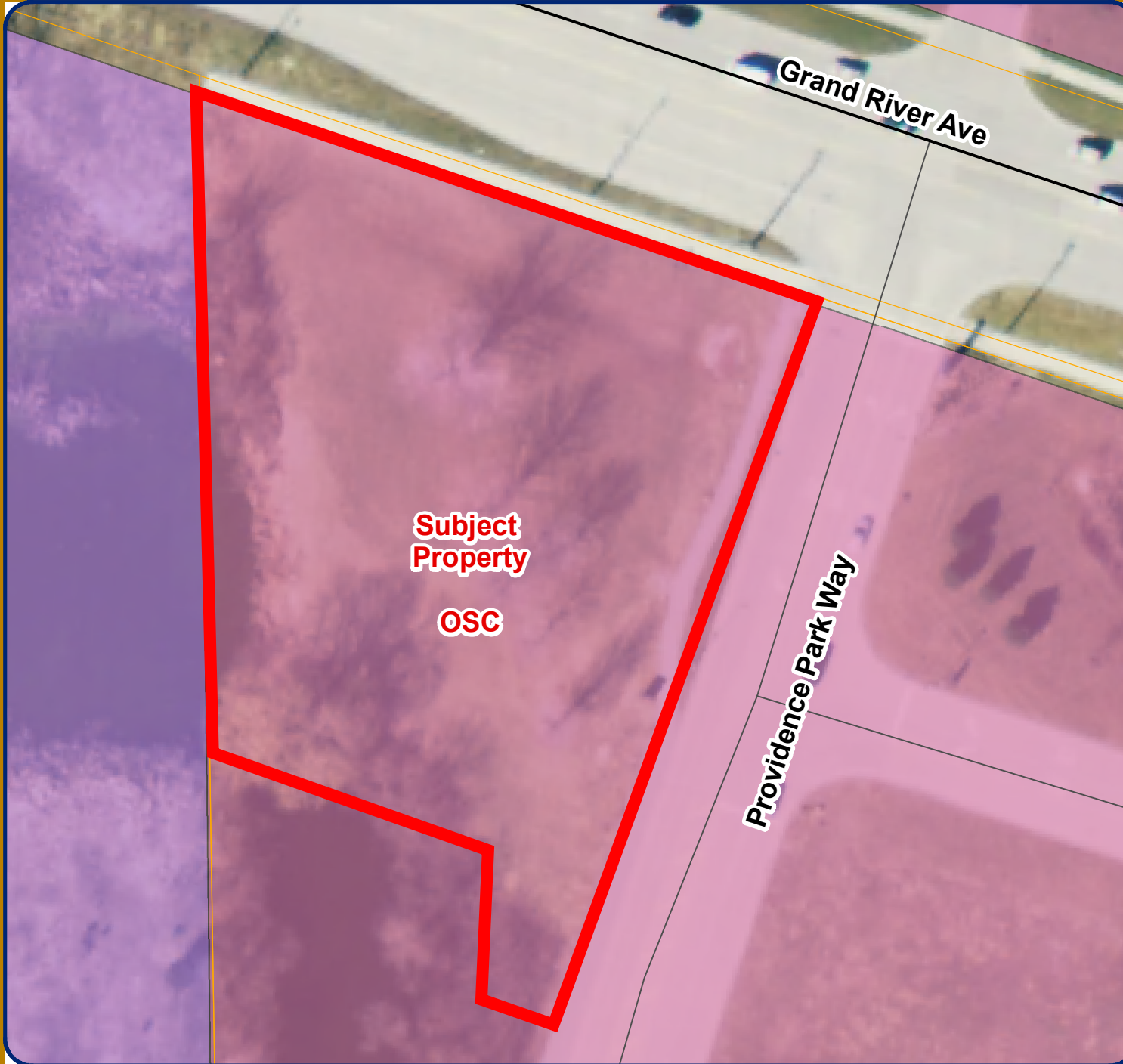


### MAP INTERPRETATION NOTICE

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 14-87 Providence Park 1 Acre Office Building

Zoning



## Legend

- R-A: Residential Acreage
- R-1: One-Family Residential District
- RM-1: Low-Density Multiple Family
- B-2: Community Business District
- B-3: General Business District
- I-1: Light Industrial District
- I-2: General Industrial District
- OS-1: Office Service District
- OSC: Office Service Commercial



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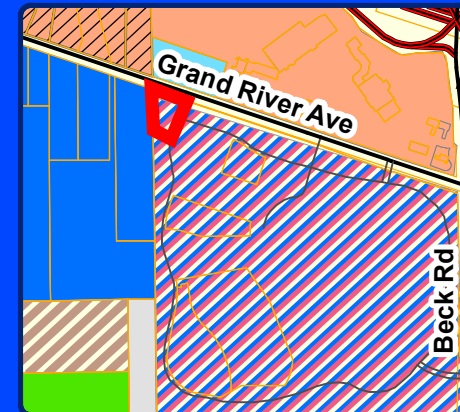


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# JSP 14-87 Providence Park 1 Acre Office Building

Future Land Use



## Legend

-  SUBURBAN LOW-RISE
-  OFFICE RES DEV TECH
-  OFFICE COMMERCIAL
-  LOCAL COMMERCIAL
-  COMMUNITY COMMERCIAL
-  PUBLIC
-  PUBLIC PARK
-  UTILITY



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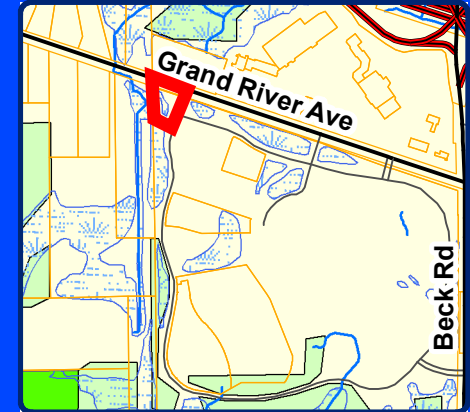
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# JSP 14-87 Providence Park 1 Acre Office Building

Natural Features



**Subject  
Property**  
**Section 17**



## Legend

-  Wetlands
-  Woodlands



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**SITE PLAN**

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

**Site Landscape Tabulations**

**INTERIOR PARKING AREA LANDSCAPE REQUIREMENTS**  
 14 PARKING SPACES (IN 10) @ 171 SF EA. = 2,394 SF  
 10 PARKING SPACES (IN 12) @ 173 SF EA. = 1,730 SF  
 7 B.F. SPACE (IN 18) @ 152 SF EA. = 1,064 SF  
 1 S.F. ASLE (IN 18) @ 50 SF EA. = 50 SF  
 1 B.F. ASLE (IN 18) @ 152 SF EA. = 152 SF  
**TOTAL = 5,380 SF**

**A. TOTAL SF LANDSCAPE REQ'D = 5,852 SF X 10% = 585 SF**  
**B. VEHICULAR USE AREA = 12,000 SF X 5% = 600 SF**  
**C. TOTAL REQ'D AREA FOR PARKING LOT LANDSCAPING = 1,185 SF (1,185 SF TOTAL LANDSCAPE AREA PROVIDED)**  
**D. REQ'D DECID. SHADE TREES IN PARKING LOT AREAS = 1,185 SF (1,185 SF TOTAL TREES REQ'D FOR PARKING LOT AREA)**

**6.0 W. STREET TREE REQUIREMENTS**  
**Providence Parkway**  
 181 LF ADJ. TO PARKING / 35' = 5 TREES  
 43 LF NOT ADJ. TO PARKING / 35' = 1 TREE  
**Grand River Ave.**  
 87 LF ADJ. TO PARKING / 35' = 2 TREES  
 41 LF NOT ADJ. TO PARKING / 35' = 1 TREE  
**TOTAL R.O.W. TREES REQUIRED = 13**  
**TOTAL R.O.W. TREES PROVIDED = 13**

**GREENBELT REQUIRED LANDSCAPE CANOPY EVERGREEN TREES**  
**Providence Parkway**  
 181 LF ADJ. TO PARKING / 35' = 8 TREES  
 43 LF NOT ADJ. TO PARKING / 35' = 1 TREE  
**Grand River Ave.**  
 87 LF ADJ. TO PARKING / 35' = 3 TREES  
 41 LF NOT ADJ. TO PARKING / 35' = 4 TREES  
**TOTAL CANOPY EVERGREEN TREES REQUIRED = 13**  
**TOTAL CANOPY EVERGREEN TREES PROVIDED = 13**

**SUB-CANOPY TREES**  
**Providence Parkway**  
 181 LF ADJ. TO PARKING / 35' = 8 TREES  
 43 LF NOT ADJ. TO PARKING / 35' = 1 TREE  
**Grand River Ave.**  
 87 LF ADJ. TO PARKING / 35' = 1 TREE  
 41 LF NOT ADJ. TO PARKING / 35' = 1 TREE  
**TOTAL SUB-CANOPY TREES REQUIRED = 23**  
**TOTAL SUB-CANOPY TREES PROVIDED = 23**

**BUILDING FOUNDATION - REQUIRED LANDSCAPE**  
 845' x 11' 2.7M SF - LANDSCAPE REQUIRED  
 3,000 SF OF LANDSCAPE PROVIDED

**WETLAND IMPACT CALCULATIONS**  
 TOTAL WETLAND ON PROPERTY: 2,275 SF (NO IMPACT TO WETLANDS PROPOSED)  
 TOTAL 25-FOOT BUFFER ON PROPERTY: 25M SF  
 PERMANENT BUFFER IMPACT: 3,120 SF (100%)  
 TEMPORARY BUFFER IMPACT: 2,015 SF (110%)  
 4,135 SF TOTAL IMPACT TO BE CROWNED HOUSING FOR PARKED VEHICLE OVERHANGS  
 - 1,814 SF TO BE RESTORED WITH WALLE SCREENS  
 BUFFER REPLACEMENT: 2,321 SF (NO OVERSIGHT)

**Plant Schedule**

Code	Species	Quantity	Notes
1	Deciduous Tree Planting	13	See Detail
2	Evergreen Tree Planting	13	See Detail
3	3" Depth Shredded Bark Mulch	13	See Detail
4	1" Depth Shredded Bark Mulch	13	See Detail
5	1" Depth Shredded Bark Mulch	13	See Detail
6	1" Depth Shredded Bark Mulch	13	See Detail
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**City of Novi Standard Notes**

ALL LANDSCAPE MATERIALS, INSTALLATION, AND MAINTENANCE SHALL COMPLY WITH SECTION 2109, SECTIONS 6, INSTALLATION, MAINTENANCE AND THE LANDSCAPE DESIGN MANUAL, SECTION 3, PLANT MATERIAL REQUIREMENTS.  
 ALL PLANT MATERIAL SHALL BE SCALED GROWN OR IN THE NORTH MIDWEST AMERICAN REGION AND CONFORM TO THE CURRENT ANSI STANDARDS. USE NOT GROWN PLANT MATERIAL.  
 ALL PLANTINGS SHALL BE INSTALLED BETWEEN MARCH 15TH AND NOVEMBER 15TH IN 2024 OR 2025.  
 PLANTING PERIOD SHALL BE: MARCH 15 - NOV 15 (WEEKDAYS) 2024-25  
 ALL PLANT MATERIAL SHALL BE MAINTAINED IN A HEALTHY GROWING CONDITION FREE OF WEEDS AND DEBRIS WITH ONE CULTIVATION FOR WEED CONTROL PER MONTH DURING JUNE, JULY AND AUGUST. THE ESTABLISHMENT PERIOD SHALL BE 12 YEARS FROM THE DATE OF APPROVAL OF PLANTINGS BY THE CITY OF NOVI. REPLACEMENT OF ANY FAILING PLANT MATERIAL, INCLUDING TREES, SHALL BE GUARANTEED DURING THE TWO (2) YEAR ESTABLISHMENT PERIOD. FAILING PLANT MATERIAL SHALL BE REPLACED WITHIN ONE YEAR OR THE NEXT GROWING SEASON.  
 ALL LANDSCAPE AREAS SHALL BE IRRIGATED BY AN AUTOMATIC IRRIGATION SYSTEM.  
 ALL TREE WRAP, STAKES AND GUY SHALL BE REMOVED AFTER ONE WINTER SEASON.  
 NO PLANTINGS GREATER THAN 12" HIGH SHALL BE PLANTED WITHIN TEN (10) FEET OF FIRE HYDRANTS. PLANT MATERIAL SHALL NOT BLOCK VISIBILITY OF HYDRANT.  
 ANY AND ALL SUBSTITUTIONS OR DEVIATIONS SHALL BE APPROVED BY THE CITY PRIOR TO INSTALLATION.  
 NATURAL COLOR, FINELY SHREDED HARDWOOD BARK-SEE PLANTING DETAILS FOR DETAIL.

**Note Key**

- 1 DECIDUOUS TREE PLANTING, SEE TYP. DETAIL.
- 2 EVERGREEN TREE PLANTING, SEE TYP. DETAIL.
- 3 3" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
- 4 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
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- 58 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
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- 69 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
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- 71 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
- 72 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
- 73 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
- 74 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
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- 99 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS
- 100 1" DEPTH SHREDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS

**Legend**

- GREENBELT TREES
- Canopy
- Sub-Canopy
- Evergreen
- PARKING LOT TREE
- ROW TREE
- WOODLAND REPLACEMENT TREE
- SHRUBS - 3" DEPTH IN THE WETLAND BUFFER AREA ARE BEING USED AS FIRE WOOD AND SHEETS
- LANDSCAPE AREA PROVIDED FOR PARKING LOT INTERIOR LANDSCAPE REQUIREMENT

**General Notes**

CONTRACTOR TO BEED ALL DISTURBED WETLAND AREAS OVER 4" DEPTH TOPSOIL.  
 ALL EVERGREEN TREES AND SHRUBS IN GROUPS OF 3 OR MORE SHALL BE MULCHED PER CITY OF NOVI STANDARD DETAIL. AS ONE COMPANY SHALL BE RESPONSIBLE FOR MULCHING WITH 3" DEPTH CUT EDGE.  
 SEE EMPLOYMENT PLAN FOR TREE SEASONAL AND TREE PROTECTION FINISHING.  
 USE TO THE USE OF VEGETATION TECHNIQUES AND THE USE OF DROUGHT TOLERANT PLANTS. IRRIGATION HAS BEEN OBTAINED FROM PARKING LOT BOUNDARY AND FOUNDATION FINISHING.

**Reforestation Credit Table**

ITEM	QTY	UNIT	DESCRIPTION	AMOUNT	TOTAL
1	13	EA	DECIDUOUS TREE	10.00	130.00
2	13	EA	EVERGREEN TREE	10.00	130.00
3	13	EA	3" DEPTH SHREDED BARK MULCH	10.00	130.00
4	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
5	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
6	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
7	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
8	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
9	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
10	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
11	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
12	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
13	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
14	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
15	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
16	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
17	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
18	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
19	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
20	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
21	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
22	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
23	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
24	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
25	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
26	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00
27	13	EA	1" DEPTH SHREDED BARK MULCH	10.00	130.00

## PLANNING REVIEW



# PLAN REVIEW CENTER REPORT

April 29, 2015

## Planning Review

Providence Park One Acre Office Building  
JSP14-87

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### Petitioner

Whitehall Real Estate Interests

### Review Type

Preliminary Site Plan

### Property Characteristics

- Site Location: South of Grand River, West of Beck Rd., West of Providence Park Way in Providence Park Hospital campus;
- Site School District: Novi Schools
- Site Zoning: OSC, Office Service Commercial
- Adjoining Zoning: OSC, Office Service Commercial
- Site Use(s): Current Vacant; Proposed Medical Office
- Adjoining Uses: Medical
- Site Size: 1.31 acres
- Building Size: 6,660 square feet
- Plan Date: 04/10/2015

### Project Summary

The applicant, Whitehall Real Estate Interests, proposes to build a one story 6,660 square foot speculative general medical office building and associated parking facilities on the northwest corner of the Providence Park Hospital planned office complex site. The project fronts on Providence Parkway and is adjacent to Grand River Avenue.

This project appeared before the Planning Commission on December 10th, 2008 where the Preliminary Site Plan, Woodland Permit and Storm Water Management Plan were approved. The approvals are currently no longer applicable. The applicant has decreased the square footage of the footprint, and narrowed down the use to medical office.

### Recommendation

Approval of the ***Preliminary Site Plan is recommended.*** The plan generally conforms to the requirements of the Zoning Ordinance. Planning Commission approval of the Preliminary Site Plan, Woodlands permit and storm water management is required.

### 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 and incorporated as part of the Final Site Plan submittal.

1. Private Road Frontage: The proposed development site fronts directly on Providence Parkway, a private road with access to Grand River Avenue and Beck Road. A blanket variance for fronting on a Private Street (Providence Parkway) is approved by Zoning Board of Appeals on 10 February 2015. **PZ14-0063**
  
1. Loading Space (Sec.5.4.1) The applicant is proposing to provide a 370 square foot unloading area in the rear yard. Since the loading space will be visible from Grand River Avenue, the applicant is proposing to screen the area with a brick masonry wall. **Modify the loading space square footage to meet the maximum allowed (360 square feet). Provide details of the screen wall. Walls greater than 3 ½ ft. should be designed and sealed by an Engineer.**
  
2. Dumpster Enclosure (Sec. Sec 4.19.2.F & 21-145): Also located in the rear yard, the proposed dumpster enclosure will be attached to the above screen wall and match the material of the proposed building. Complete details of the enclosure were not provided. **Provide a dumpster enclosure detail that includes gate details and protective bollards inside the enclosure and at the gate corners.**
  
3. Bicycle Parking (Sec 5.16): One (1) space for each twenty (20) employees on the maximum shift, minimum two (2) spaces. **Provide at least 2 bicycle racks as per the standards listed in 5.16. Provide details of the rack and layout.**
  
4. Photometric Plan (Sec 5.7): The applicant has provided a photometric plan;
  - a. *Height shall not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses.* **Provide the maximum height or the mounting height for the light fixtures.**
  - b. **Add required notes as listed in Sec. 5.7.3.B to the plan sheets**
  - c. *Minimum Illumination for walkways is 0.2 and for loading and unloading zones is 0.4.* **Foot-candle values in certain areas do not meet the minimums standards. Provide the minimum required lighting for sidewalk along Providence Park Way and the loading area**
  
5. Economic Information: **The applicant is asked to indicate in their response letter the expected approximate construction cost of the project and anticipated number of jobs created.**
  
6. Review Chart: **The applicant is asked to review other items in the attached Summary Chart and make corrections as noted.**
  
7. Other Reviews: Refer to individual letters for more details.
  - a. Engineering Review: Additional Comments to be addressed with Final Site Plan submittal. Engineering recommends approval.
  - b. Landscape Review: Additional Comments to be addressed with Final Site Plan submittal. Landscape recommends approval. A waiver for absence of required street trees may be required contingent on Oakland County review.
  - c. Wetlands and Woodlands Review: Additional Comments to be addressed with Final Site Plan submittal. Wetlands and Woodlands recommend approval. The site plan would require will require a City of Novi authorization to encroach the 25 foot natural features setback and a Woodland permit.
  - d. Traffic Review: Additional Comments to be addressed with Final Site Plan submittal. Traffic recommends approval.
  - e. Facade Review: A section 9 waiver is not required. A material sample board is required. Façade review recommends approval.
  - f. Fire Review: Additional Comments to be addressed with Final Site Plan submittal. Fire recommends approval.

### **Response Letter**

This Site Plan is scheduled to go before Planning Commission on May 13, 2015. Please provide the following **no later than May 6, 2015** if you wish to keep the schedule.

1. A response letter addressing **ALL** the comments from **ALL** the review letters and associated charts and **a request for waivers as you see fit.**
2. A PDF version of the all Site Plan drawings that were submitted for the revised Preliminary review. **NO CHANGES MADE.**
3. A color rendering of the Site Plan, if any.
4. A sample board of building materials as requested by our Façade Consultant

### **Site Addressing**

The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found on the Internet at [www.cityofnovi.org](http://www.cityofnovi.org) under the forms page of the Community Development Department. Please contact Jeannie Niland (248.347.0438 or [jniland@cityofnovi.org](mailto:jniland@cityofnovi.org)) in with any specific questions regarding addressing of sites.

### **Signage**

Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland (248.347.0438) for information regarding sign permits.

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



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Sri Ravali Komaragiri – Planner

**PLANNING REVIEW SUMMARY CHART**

**Review Date:** April 21, 2015  
**Review Type:** Preliminary Site Plan  
**Project Name:** JSP14 – 87: Providence Park One Acre Office Building  
**Plan Date:** April 10, 2015  
**Prepared by:** Sri Komaragiri, Planner **E-mail:** skomaragiri@cityofnovi.org; **Phone:** (248) 735-5607

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

Item	Required Code	Proposed	Meets Code	Comments
<b>Zoning and Use Requirements</b>				
<b>Master Plan</b> <i>(adopted August 25, 2010)</i>	Office Commercial	Office	Yes	<b>The Preliminary Site Plan will require a Planning Commission approval</b>
<b>Area Study</b>	The site does not fall under any special category	NA	Yes	
<b>Zoning</b> <i>(Effective December 25, 2013)</i>	OSC: Office Service Commercial Article 12	OSC	Yes	
<b>Uses Permitted</b> (Sec 3.1.22.B & C)	Sec. 1201. - Principal Uses Permitted.	Office Service Commercial	Yes	
<b>Height, bulk, density and area limitations (Sec 3.1.23)</b>				
<b>Frontage on a Public Street.</b> <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	The site has double frontage of Providence Parkway (Private Street) and Grand River Avenue	<b>Yes</b>	A blanket variance for fronting on a Private Steet( Providence Parkway) is approved by Zoning Board of Appeals on 10 February 2015. <b>PZ14-0063</b>
<b>Minimum Zoning Lot Size</b> for each Unit in Ac <i>(Sec 3.6.2.D)</i>	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space		<b>NA</b>	
<b>Minimum Zoning Lot Size</b> for each Unit: Width in Feet			<b>NA</b>	
<b>Open Space Area</b>	----	---	---	---
<b>Maximum % of Lot Area Covered</b>	<i>(Sec 3.6.2.D)</i>	11.67%		

Item	Required Code	Proposed	Meets Code	Comments
(By All Buildings)				
<b>Building Height</b> (Sec. 3.1.23.D)	65 feet or 5 stories whichever is less	18' Building + 2' Rooftop Screening	Yes	
<b>Building Setbacks</b> (Sec 3.1.23.D)				
Front East @ Providence Park Way	35 ft.	35 ft minimum on all sides.	Yes	The review is based on Providence Park Way frontage.
Rear West	35 ft.		Yes	
Side	35 ft.		Yes	
<b>Parking Setback</b> (Sec 3.1.23.D) Refer to applicable notes in Sec 3.6.2				
Front East @ Providence Park Way	25 ft. (See 3.6.2.E)	No Parking	Yes	
Rear West	20 ft.	20 ft. min	Yes	
Side North exterior	20 ft. @Grand River Avenue	No Parking	Yes	
Side South interior	20 ft.	20 ft. min	Yes	
<b>Note To District Standards</b> (Sec 3.6.2)				
<b>Exterior Side Yard Abutting a Street</b> (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	Exterior Side yard abutting Grand River Ave	Yes	
<b>Off-Street Parking in Front Yard</b>	Off-street parking is allowed in front yard, provided conditions listed in 3.6.2.E are met.	No Parking is proposed in front yard	NA	
<b>Off-Street Parking in Side and Rear Yards</b> (Sec 3.6.2.F)	Off-street parking is allowed in side and rear yards if the site does not abut residential. If it does, additional conditions apply.	Not adjacent to residential districts	NA	
<b>Setback from Residential District</b> (Sec 3.6.2.H)	Building shall be setback 3 feet for each foot of building height	Not abutting a residential district	NA	
<b>Wetland/Watercourse Setback</b> (Sec 3.6.2.M)	A setback of 25ft from wetlands and from high watermark course shall be maintained	25' setback is marked on the plan. Proposed parking encroaches into the setback buffer.	NA	
<b>Parking setback screening</b> (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.	Parking lot is screened	Yes	
<b>Modification of parking setback requirements</b> (Sec 3.6.2.Q)	Refer to Sec 3.6.2 for more details	Parking setbacks conform to the minimum required	NA	



Item	Required Code	Proposed	Meets Code	Comments
<b>Parking, Loading and Dumpster Requirements</b>				
<b>Number of Parking Spaces</b> Medical Office (Sec.5.2.12.D)	- For buildings greater than 5,000 square feet, 1 space per 175 SF GLA For 6,660 SF, required spaces = 34 spaces	Total Proposed = 35 spaces	Yes	
<b>Parking Space Dimensions and Maneuvering Lanes</b> (Sec. 5.3.2)	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping	90° Parking: 9 ft. x 17 ft. along 7 ft. wide interior sidewalks	Yes	
<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	The parking stall is 35' from the street right-of-way	Yes	
<b>End Islands</b> (Sec. 5.3.12)	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance	End Islands are proposed.  Site plan includes the typical details for end islands for City of Novi and not the dimensions for the end islands proposed for this site plan.	Yes/ No	<b>The end islands appear to meet the standards. Please dimension the radius and the offset distance according to standards.</b>
<b>Barrier Free Spaces</b> <i>Barrier Free Code</i>	2 barrier free parking spaces (for total 26 to 50) including 1 van barrier free parking space	1 regular barrier Free parking & 1 van barrier free space are proposed	Yes	
<b>Barrier Free Space Dimensions</b> <i>Barrier Free Code</i>	- 8' wide with an 8' wide access aisle for van accessible spaces - 5' wide with a 5' wide access aisle for regular accessible spaces	Two types of accessible spaces are provided	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	Individual signs are proposed	Yes	
<b>Minimum number of Bicycle Parking</b> <i>(Sec. 5.16.1)</i>	One (1) space for each twenty (20) employees on the maximum shift, minimum two (2) spaces	Bicycle parking not indicated	No	<b>Staff recommends adding a bike rack as per the code.</b>
<b>Bicycle Parking General requirements</b> <i>(Sec. 5.16)</i>	<ul style="list-style-type: none"> <li>- No farther than 120 ft. from the entrance being served</li> <li>- When 4 or ore 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>	No	No	<b>Provide the required details for bike racks.</b>
<b>Bicycle Parking Lot layout</b> <i>(Sec 5.16.6)</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	No	No	<b>Provide a plan detail of the bicycle parking as required</b>
<b>Loading Spaces</b> <i>Sec. 5.4.1</i>	<ul style="list-style-type: none"> <li>- Within the OS districts, loading space shall be provided in the rear yard or</li> <li>- in the case of a double frontage lot, in the interior side yard,</li> <li>- in the ratio of five (5) square feet per front foot of building up to a total area of three-hundred sixty (360) square feet per building.</li> </ul>	<ul style="list-style-type: none"> <li>- Loading Area in the interior side yard along Grand River Ave.</li> <li>- Loading area and dumpster is screened with 8' high masonry screen wall.</li> <li>- 370 square feet of loading space is provided</li> </ul>	Yes	<b>Provide the details of the screening. Label the loading space dimensions and the wall on the plan. <u>Walls greater than 3 ½ ft. should be designed and sealed by an Engineer.</u></b>  <b>Modify the loading space square footage to meet the maximum allowed.</b>
<b>Dumpster</b> <i>Sec 4.19.2.F</i>	<ul style="list-style-type: none"> <li>- Located in rear yard</li> <li>- Attached to the building or</li> <li>- No closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback</li> </ul>	One dumpster is provided in the interior side yard along Grand River Ave.  Yes	Yes	<b>See above</b>

Item	Required Code	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> <li>- If no setback, then it cannot be any closer than 10 ft, from property line.</li> <li>- Away from Barrier free Spaces</li> </ul>	Yes, it is away		
<b>Dumpster Enclosure</b> <i>Sec. 21-145. (c) 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>	<ul style="list-style-type: none"> <li>- An enclosure is shown on the plans</li> <li>- Height is not specified</li> <li>- A concrete surface is indicated</li> <li>- Screening materials not specified.</li> </ul>	No	<b>The site plan refers to Architectural drawings, but the drawings are not provided. Applicant should provide dumpster screening details.</b>
<b>Lighting and Other Equipment Requirements</b>				
<b>Exterior lighting</b> <i>Sec. 5.7</i>	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	A lighting plan is provided	Yes	<u>See Lighting Review chart for more details.</u>
<b>Roof top equipment and wall mounted utility equipment</b> <i>Sec. 4.19.2.E.ii</i>	- All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	No Roof top equipment proposed	NA	<b>See Façade comments</b>
<b>Roof top appurtenances screening</b>	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	No Roof top equipment proposed	NA	
<b>Sidewalks Requirements</b>				
<b>Sidewalks</b> Article XII <i>Sec. 11-276(b)&amp; Sec. 11-279</i>  Town Center Area Study	<ul style="list-style-type: none"> <li>- A 6' -10' wide sidewalk shall be constructed along all arterial and collector roads except in industrial districts</li> <li>- All pedestrian safety paths shall be concrete and four (4) in. thick except residential driveway crossings</li> </ul>	<ul style="list-style-type: none"> <li>-6ft. concrete sidewalk is proposed along Providence Parkway</li> <li>-Internal sidewalk abutting proposed parking spaces is 7 feet wide.</li> </ul>	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	which shall be six (6) in. thick, and industrial/commercial driveway crossings which shall be eight (8) in. thick.			
<b>Pedestrian Connectivity</b>	Whether the traffic circulation features within the site and location of automobile parking areas are designed to assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Sidewalks are proposed throughout the site for convenient and safe pedestrian access	Yes	
<b>Building Code and other design standard Requirements</b>				
<b>Building Code</b>	Building exits must be connected to sidewalk system or parking lot.	All exits are connected to internal sidewalk	Yes	
<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	Yes	
<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).	Incomplete	No	<b>Provide details for end islands, bike racks, dumpster enclosure and others listed in all review letters.</b>
<b>Economic Impact</b>	- Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction & after building is occupied, if known)	Information Not Provided	No	<b>Please provide the information in the cover letter.</b>
<b>Development/ Business Sign</b>	Signage if proposed requires a permit.			<u>For sign permit information contact Jeannie Niland 248-347-0438.</u>

**LIGHTING REVIEW SUMMARY CHART**

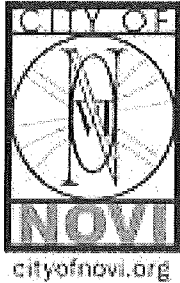
**Review Date:** April 21, 2015  
**Project Name:** JSP14 – 87: Providence Park One Acre Office Building  
**Plan Date:** April 10, 2015  
**Prepared by:** Sri Komaragiri, Planner **E-mail:** skomaragiri@cityofnovi.org; **Phone:** (248) 735-5607

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

Item	Required Code	Proposed	Meets Code?	Comments
<b>Intent</b> (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	Yes	No	<b>Footcandle values in certain areas do not meet the minimums standards</b>
<b>Lighting Plan</b> (Sec. 5.7.A.1)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Yes	Yes	
<b>Lighting Plan</b> (Sec.5.7.A.2)	Specifications for all proposed & existing lighting fixtures: <ul style="list-style-type: none"> <li>▪ Photometric data</li> <li>▪ Fixture height</li> <li>▪ Mounting &amp; design</li> <li>▪ Glare control devices</li> <li>▪ Type &amp; color rendition of lamps</li> <li>▪ Hours of operation</li> </ul> Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties	<ul style="list-style-type: none"> <li>▪ Yes</li> <li>▪ No</li> <li>▪ Yes</li> <li>▪ Yes</li> <li>▪ Yes</li> <li>▪ Yes</li> </ul>	Yes	
<b>Required Conditions</b> (Sec. 5.7.3.A)	Height shall not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses	Unable to determine	No	<u>The specification sheets list the fixture height. Provide the total height including mounting height</u>
<b>Required Conditions</b> (Sec. 5.7.3.B)	<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</li> </ul>	Yes	Yes	<u>Add these "required conditions" notes to the plan</u>

Item	Required Code	Proposed	Meets Code?	Comments
	security purposes & limited operations shall be permitted after a site's hours of operation			
<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	4:1	Yes	
<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	Yes	Yes	
<b>Min. Illumination</b> (Sec. 5.7.3.K)	<ul style="list-style-type: none"> <li>▪ Parking areas: 0.2 min</li> <li>▪ Loading &amp; unloading areas: 0.4 min</li> <li>▪ Walkways: 0.2 min</li> <li>▪ Building entrances, frequent use: 1.0 min</li> <li>▪ Building entrances, infrequent use: 0.2 min</li> </ul>	<ul style="list-style-type: none"> <li>▪ 0.2 min</li> <li>▪ 0.2 min</li> <li>▪ 0.0 min</li> <li>▪ 1.0 min</li> <li>▪ 0.2 min</li> </ul>	Yes No No Yes Yes	<u>Provide the minimum required lighting for sidewalk along Providence Park Way and the loading area</u>
<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	Do not abut residential	NA	
<b>Cut off Angles</b> (Sec. 5.7.3.L)	<ul style="list-style-type: none"> <li>▪ All cut off angles of fixtures must be 90° when adjacent to residential districts</li> <li>▪ maximum illumination at the property line shall not exceed 0.5 foot candle</li> </ul>	Yes	Yes	

## ENGINEERING REVIEW



## PLAN REVIEW CENTER REPORT

04/29/2015

### Engineering Review

St. John Providence One Acre Outlet  
JSP14-0087

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#### Applicant

HUBBELL, ROTH & CLARK, INC.

#### Review Type

Preliminary Site Plan

#### Property Characteristics

- Site Location: S. of Grand River Ave. and W. of Providence Parkway
- Site Size: 1.31 acres
- Plan Date: 04/10/2015

#### Project Summary

- Construction of an approximately 6,660 square-foot building and associated parking. Site access would be provided by one curb cut onto the Providence Parkway Private roadway.
- Water service would be provided by a 4-inch extension from the existing 12-inch water main stub at the east side of the site. A 2-inch domestic lead and a 4-inch fire lead would be provided to serve the building.
- Sanitary sewer service would be provided a 6-inch sanitary lead from the existing 15-inch sanitary sewer running along the south side of Grand River Ave.
- Storm water would be collected by a single storm sewer collection system and detained in an off-site detention pond.

#### 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. Provide a traffic control sign table listing the quantities of each sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.
3. 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.
4. 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.
5. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.
6. 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.
7. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website ([www.cityofnovi.org/DesignManual](http://www.cityofnovi.org/DesignManual)).

**Water Main**

8. The proposed water main extension must be a minimum of 8-inches in diameter.
9. Provide a profile for all proposed water main 8-inch and larger.
10. 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.

### Storm Sewer

11. 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.
12. 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.
13. Match the 0.80 diameter depth above invert for pipe size increases.
14. 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.
15. 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.
16. Illustrate all pipes intersecting storm structures on the storm profiles.
17. Show and label all roof conductors, and show where they tie into the storm sewer.

### Storm Water Management Plan

18. 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.
19. Provide a drainage area map for the proposed site.

### Paving & Grading

20. Revise the sidewalk detail to show 2% maximum cross-slope.
21. Provide 6-inches of 21AA for sidewalk base course.

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

22. 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:**

23. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.

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

24. 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).
25. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
26. 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.
27. 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.
28. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
29. 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.
30. 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.
31. 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.
32. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

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

  
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cc: Ben Croy, Engineering  
Brian Coburn, Engineering  
Sri Komaragiri, Community Development  
Sabrina Lilla, Water & Sewer

LANDSCAPRE REVIEW



# PLAN REVIEW CENTER REPORT

April 20, 2015

## Preliminary Site Plan - Landscaping

Providence Novi One Acre Office Building

### Review Type

Preliminary Site Plan Landscape Review

### Project Number

JSP 14-0087

### Property Characteristics

- Site Location: NW corner of Providence Hospital Complex
- Site Zoning: OSC
- Adjacent Zoning: OSC, I-1
- Plan Date: April 9, 2015

### 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. Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and not intended to substitute for any Ordinance.

### Recommendation

The plan is **recommended for approval**, with the understanding that the below items will be addressed in the Final Site Plans.

## EXISTING ELEMENTS

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

1. **Existing soil types are listed, but soil boundaries are not shown. Please add.**

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

1. No overhead lines or hydrants are indicated. **If they exist, please show clearly with callouts and keep all trees 10 feet from a hydrant, and dimension distance of tree center to overhead wire.**

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

1. Eight trees are scheduled to be removed, none of which are regulated. If the applicant chooses to, they can remove the replacement calculations and trees from the plan.

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

1. **Tree protection details need to be corrected to show the fence is located at 1 foot outside of the dripline.**

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

1. Only trees within the wetland will be saved, and that is protected by silt fencing.

## LANDSCAPING REQUIREMENTS

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

1. Calculations for right-of-way plantings should be based on the entire lot width at the frontage, which are 259 feet for Grand River and 315 feet for Providence.
2. The calculations should be revised and the correct number of trees and subcanopy trees be shown on the plans.
3. It appears that berms are minimum height of 2 feet, not 3 feet. Please raise the berms' minimum height.
4. Add note stating that each berm is to have 6" of topsoil.

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

1. As with the Right-of-Way plantings, the street trees should be calculated based on the entire lot width of the frontage.
2. The calculations should be revised and the correct number of street trees placed on the plan.
3. The applicant should check with the Oakland Road Commission to see whether street trees are allowed within the Grand River right-of-way. If they're not, we will support a waiver for the Grand River street trees.

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

1. Please indicate areas used in calculations on plans, with sf called out for each area. This can be done in a reduced size detail.
2. Please add area labels for all islands to be counted toward requirement.

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

1. No calculations were provided. Please add.
2. Please add trees as required and label to indicate they are perimeter trees.

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

1. Greater than 60% of foundation visible from streets are green space.
2. Calculations indicate that more than enough area is provided, but areas attributed to the requirement are not indicated.
3. Please indicate areas (with sf) that are to be counted toward requirement.

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

No basin exists on the site.

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

1. Required screening for transformer/utility box is provided.
2. Label any hydrants on site clearly (if they exist).

## OTHER REQUIREMENTS

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

1. Plant list is correct.

### Planting Notations and Details (LDM)

1. Please fix installation dates (shows as being planted in 2008-09).
2. Please fix tree protection fence detail to show City of Novi (not Southfield).
3. Revise the tree protection detail and associated notes/diagrams to show fence at 1 foot outside of dripline.
4. Detail for guying trees should be added to the plan. The City of Novi detail is attached.

5. **Be sure that natural colored, shredded hardwood mulch is specified in all notes and details.**

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

1. Provided.

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

1. Berms will need irrigation provided on final site plans.
2. **Please provide support for choice of plantings in areas that would not have irrigation, that they can survive in those positions without supplemental watering.**

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

- Provided.

Snow Deposit (LDM.2.q.)

**Please provide an area wide enough such that plantings won't be covered with snow. The proposed location seems to be too narrow to accommodate all of the snow from the parking lot without harming the trees.**

Corner Clearance (Zoning Sec 5.9)

- Provided

Landscape Tree Credits (LDM 3.b.(d)) and Woodland Replacement Credits (LDM 3.c)

1. No trees are being saved on site except for those in wetland.
2. Trees being removed are not in regulated woodland and aren't 36" dbh or greater so they are not regulated. Woodland replacement trees are not required.
3. *Miscanthus sinensis* would not be eligible for woodland credits as they are not native to Michigan.

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).



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Rick Meader – Landscape Architect

## LANDSCAPE REVIEW SUMMARY CHART

**Review Date:** April 20, 2015  
**Project Name:** JSP14 – 0087: PROVIDENCE NOVI ONE ACRE OFFICE BLDG  
**Plan Date:** April 9, 2015  
**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>	<ul style="list-style-type: none"> <li>▪ Name and Address</li> </ul>	Yes	Yes	
<b>Owner/Developer Contact Information</b> <i>(LDM 2.a.)</i>	<ul style="list-style-type: none"> <li>▪ Name, address and telephone number of the owner and developer or association</li> </ul>	Yes	Yes	
<b>Landscape Architect contact information</b> <i>(LDM 2.b.)</i>	<ul style="list-style-type: none"> <li>▪ Name, Address and telephone number of RLA</li> </ul>	Yes	Yes	
<b>Sealed by LA.</b> <i>(LDM 2.g.)</i>	<ul style="list-style-type: none"> <li>▪ Requires original signature</li> </ul>	Yes	Yes	
<b>Miss Dig Note</b> <i>(800) 482-7171 (LDM.3.a.(8))</i>	<ul style="list-style-type: none"> <li>▪ Show on all plan sheets</li> </ul>	Yes	Yes	
<b>Zoning</b> <i>(LDM 2.f.)</i>	<ul style="list-style-type: none"> <li>▪ Include all adjacent zoning</li> </ul>	Yes	Yes	I-1 to west
<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	
<b>Existing plant material Existing woodlands or wetlands</b> <i>(LDM 2.e.(2))</i>	<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</li> </ul>	Yes	Yes	



Item	Required	Proposed	Meets Code	Comments
	exists.			
<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/No	Yes/No	1. Types are shown. 2. <b>Please show boundaries</b>
<b>Existing and proposed improvements</b> (LDM 2.e.(4))	<ul style="list-style-type: none"> <li>Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W</li> </ul>	Yes	Yes	
<b>Existing and proposed utilities</b> (LDM 2.e.(4))	<ul style="list-style-type: none"> <li>Overhead and underground utilities, including hydrants</li> </ul>	Yes	Yes	1. <b>Please show utilities a little heavier.</b> 2. <b>Label overhead lines clearly.</b>
<b>Proposed grading. 2' contour minimum</b> (LDM 2.e.(1))	<ul style="list-style-type: none"> <li>Provide proposed contours at 2' interval</li> </ul>	Yes	Yes	
<b>Snow deposit</b> (LDM.2.q.)	<ul style="list-style-type: none"> <li>Show snow deposit areas on plan</li> </ul>	Yes	Yes	<b>Provide wider space between trees so they won't get crushed.</b>
<b>LANDSCAPING REQUIREMENTS</b>				
<b>Parking Area Landscape Requirements LDM 1.c. &amp; Calculations (LDM 2.o.)</b>				
<b>General requirements</b> (LDM 1.c)	<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))	<ul style="list-style-type: none"> <li>As proposed on planting islands</li> </ul>	Yes	Yes	<b>No cover indicated for island closest to van space.</b>
<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/No	Yes/No	<b>Please label areas in SF of all islands used toward requirements</b>
<b>Curbs and Parking stall reduction</b> (c)	<ul style="list-style-type: none"> <li>Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.</li> </ul>	Yes	Yes	
<b>Contiguous space limit</b> (j)	Maximum of 15 contiguous spaces	Yes	Yes	
<b>Plantings around Fire Hydrant</b> (d)	<ul style="list-style-type: none"> <li>No plantings with matured height greater than 12' within 10 ft. of fire hydrants</li> </ul>	NA		1. No hydrants seen on site. 2. <b>If hydrant exists, please label it clearly.</b>

Item	Required	Proposed	Meets Code	Comments
Landscaped area (g)	<ul style="list-style-type: none"> <li>Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped</li> </ul>	Yes	Yes	
Clear Zones (LDM 2.3.(5))	<ul style="list-style-type: none"> <li>25 ft corner clearance required. Refer to Zoning Section 5.5.9</li> </ul>	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 5852 x 10% = 585 sf</li> </ul>	Yes	Yes	1. Please show areas counted in calculations with SF. 2. Can be a reduced detail if preferred.
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>Paved Vehicular access area includes loading areas</li> <li>12086 x 5% = 604 sf</li> </ul>	Yes	Yes	See above
C = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	<ul style="list-style-type: none"> <li>C = x 1% = sf</li> </ul>	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%	<ul style="list-style-type: none"> <li>A = 7% x xx sf = xx sf</li> </ul>	NA		
B = Total square footage of additional Paved vehicular use areas (not including A) under 50,000 SF) x 2%	<ul style="list-style-type: none"> <li>B = 2% x xx sf = xx sf</li> </ul>	NA		
C = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 0.5%	<ul style="list-style-type: none"> <li>C = 0.5% x 0 sf = 0 SF</li> </ul>	NA		
<b>All Categories</b>				
D = A+B or A+C Total square footage of landscaped islands	585 + 604 = 1189 SF	1635 sf	Yes	
E = D/75 Number of canopy	<ul style="list-style-type: none"> <li>1189/75=16 Trees</li> </ul>	16 trees	Yes	

Item	Required	Proposed	Meets Code	Comments
trees required				
<b>Perimeter Green space</b>	<ul style="list-style-type: none"> <li>▪ 1 Canopy tree per 35 lf ; xx/35=x 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>	None	No	<ol style="list-style-type: none"> <li>1. Please show calculations.</li> <li>2. Add required trees.</li> <li>3. Label to indicate which trees are perimeter trees.</li> </ol>
<b>Parking land banked</b>	<ul style="list-style-type: none"> <li>▪ NA</li> </ul>	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>	Yes		Please add note that 6" of topsoil are to be added to each berm.
<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>	<ul style="list-style-type: none"> <li>▪ Refer to Residential Adjacent to Non-residential berm requirements chart</li> </ul>	NA		
<b>Planting requirements (LDM 1.a.)</b>	<ul style="list-style-type: none"> <li>▪ LDM Novi Street Tree List</li> </ul>	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>	<ul style="list-style-type: none"> <li>▪ Minimum 3 feet high</li> </ul>	Yes		Appears that berms have maximum of 3' high, but minimum is less. Please verify or correct.
<b>Street tree requirements (Zoning Sec 5.5.3.B.ii)</b>	<ul style="list-style-type: none"> <li>▪ LDM Novi Street Tree List</li> <li>▪ No street trees within 25 ft. clear vision triangle</li> </ul>	Yes	No	<ol style="list-style-type: none"> <li>1. Basis of calculations should be 315 lf for Providence, 259 lf for Grand River. Please correct.</li> <li>2. Check with Oakland County Road Commission to see if street trees in ROW are allowed.</li> </ol>
<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. 2 or 3 feet flat horizontal area</li> </ul>	Yes	No	Minimum berm height appears to be less than 3 feet. Please correct.
Type of Ground Cover		Yes	Yes	Seed.

Item	Required	Proposed	Meets Code	Comments
Setbacks from Utilities	<ul style="list-style-type: none"> <li>Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole</li> </ul>		TBD	<b>Please label any overhead utility lines clearly (if they exist) and dimension to nearest trees.</b>
<b>Walls (LDM 2.k &amp; Zoning Sec 5.5.3.vi)</b>				
<b>Material, height and type of construction footing</b>	<ul style="list-style-type: none"> <li>Freestanding walls should have brick or stone exterior with masonry or concrete interior</li> </ul>	Yes		1. Only wall proposed is non-decorative retaining wall at wetland edge. 2. Civil plans do not show detail.
<b>Walls greater than 3 ½ ft. should be designed and sealed by an Engineer</b>		NA		See above
<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: 25 ft</li> </ul>	35 ft minimum	Yes	
Min. berm crest width	<ul style="list-style-type: none"> <li>Parking: 2 ft.</li> <li>No parking: 3 ft</li> </ul>	Minimum of 2 feet	Yes	
Minimum berm height (9)	<ul style="list-style-type: none"> <li>3 ft.</li> </ul>	2-3 feet	No	<b>Berms need to be at least 3 feet high, with undulations above that.</b>
3' wall	<ul style="list-style-type: none"> <li>(4)(7)</li> </ul>	No		
<b>Canopy deciduous or large evergreen trees</b> Notes (1) (10)	<ul style="list-style-type: none"> <li>Parking: 1 tree per 35 l.f.; <math>xx/35 = x</math> trees</li> <li>No Parking: 1 tree per 40 l.f.; <math>xx/40 = x</math> trees</li> </ul>	Calculations based on 224 lf for Providence, 248 lf for Grand River	No	1. <b>Basis of calculations should be 315 lf for Providence, 259 lf for Grand River.</b> 2. <b>Please correct calculations and add required additional trees, if any.</b>
<b>Sub-canopy deciduous trees</b> Notes (2)(10)	<ul style="list-style-type: none"> <li>Parking: 1 tree per 20 l.f.; <math>xx/20 = xx</math> trees</li> <li>No Parking: 1 tree per 25 l.f.; <math>xx/25 = xx</math> trees</li> </ul>	Calculations based on 224 lf for Providence, 248 lf for Grand River	No	See above
<b>Canopy deciduous trees in area between sidewalk and curb</b> (Novi Street Tree List)	<ul style="list-style-type: none"> <li>Parking: 1 tree per 35 l.f.</li> <li>No Parking: 1 tree per 45 l.f.</li> </ul>	Calculations based on 224 lf for Providence, 248 lf for Grand River	No	See above
<b>Non-Residential Zoning Sec 5.5.3.E.iii &amp; LDM 1.d (2)</b>				
Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
<b>Interior Street to Industrial subdivision</b> (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</li> </ul>	NA		

Item	Required	Proposed	Meets Code	Comments
	40 l.f. of total linear frontage ▪ Plant massing for 25% of ROW			
<b>Screening of outdoor storage, loading/unloading</b> <i>(Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)</i>		NA		No loading area
<b>Transformers/Utility boxes</b> <i>(LDM 1.e from 1 through 5)</i>	▪ A minimum of 2 ft. separation between box and the plants ▪ Ground cover below 4" allowed up to pad. ▪ No plant materials within 8 ft. from doors	Yes	Yes	
<b>Building Foundation Landscape Requirements (Sec 5.5.3.D)</b>				
<b>Interior site landscaping SF</b>	▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. ▪ <b>xx If x 8ft = xx SF</b>	3858 sf (2784 sf req'd)	Yes	<b>Label areas, with SF, used to fulfill requirement.</b>
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	▪ If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	Over 60% of foundation covered in green space	Yes	
<b>Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)</b>				
<b>Planting requirements</b> <i>(Sec. 5.5.3.E.iv)</i>	▪ Clusters shall cover 70-75% of the basin rim ▪ 10" to 14" tall grass along sides of basin ▪ Refer to wetland for basin mix	NA		No detention basin on site.
<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	Yes	No	<b>Please correct dates in notes. Years shown as 2008-09.</b>
<b>Maintenance &amp; Statement of intent</b> <i>(LDM 2.m &amp; Zoning Sec 5.5.6)</i>	▪ Include statement of intent to install and guarantee all materials for 2 years. ▪ Include a minimum one cultivation in June, July and August for the 2-year warranty period.	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
<b>Plant source</b> (LDM 2.n & LDM 3.a.(2))	<ul style="list-style-type: none"> <li>Shall be northern nursery grown, No.1 grade.</li> </ul>	Yes	Yes	
<b>Irrigation plan</b> (LDM 2.s.)	<ul style="list-style-type: none"> <li>A fully automatic irrigation system and a method of draining is required with Final Site Plan</li> </ul>	Yes (in note)	Yes	<p><u>Need for final site plan Berms will need irrigation.</u></p> <p><b>Please provide support that plants at foundation and in islands do not need irrigation.</b></p>
<b>Other information</b> (LDM 2.u)	<ul style="list-style-type: none"> <li>Required by Planning Commission</li> </ul>	NA		
<b>Establishment period</b> (Zoning Sec 5.5.6.B)	<b>2 yr. Guarantee</b>	Yes	Yes	
<b>Approval of substitutions.</b> (Zoning Sec 5.5.5.E)	<ul style="list-style-type: none"> <li>City must approve any substitutions in writing prior to installation.</li> </ul>	Yes	Yes	
<b>Plant List (LDM 2.h.) – Include all cost estimates</b>				
Quantities and sizes	<ul style="list-style-type: none"> <li>Refer to LDM suggested plant list</li> </ul>	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	
Type and amount of lawn		Yes	Yes	
Cost estimate (LDM 2.t)	<ul style="list-style-type: none"> <li>For all new plantings, mulch and sod as listed on the plan</li> </ul>	Yes	Yes	
<b>Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details</b>				
Canopy Deciduous Tree	<ul style="list-style-type: none"> <li>Refer to LDM for detail drawings</li> </ul>	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		No	No	<b>Please add attached detail to plans.</b>
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes	No	<ol style="list-style-type: none"> <li>Please revise details to show fencing at 1' outside of dripline.</li> <li>Please revise tree protection detail to replace City of Southfield with City of Novi.</li> </ol>
<b>Other Plant Material Requirements (LDM 3)</b>				
<b>General Conditions</b> (LDM 3.a)	<ul style="list-style-type: none"> <li>Plant materials shall not be planted within</li> </ul>	Yes	No	<b>Generally compliant, but some CF symbols</b>

Item	Required	Proposed	Meets Code	Comments
	4 ft. of property line			are over property line.
<b>Plant Materials &amp; Existing Plant Material</b> <i>(LDM 3.b)</i>	<ul style="list-style-type: none"> <li>Clearly show trees to be removed and trees to be saved.</li> </ul>	Yes	Yes	
<b>Landscape tree credit</b> <i>(LDM3.b.(d))</i>	<ul style="list-style-type: none"> <li>Substitutions to landscape standards for preserved canopy trees outside woodlands/wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM</li> </ul>	NA		Not provided.
<b>Plant Sizes for ROW, Woodland replacement and others</b> <i>(LDM 3.c)</i>	Canopy Deciduous shall be 3" and sub-canopy deciduous shall be 2.5" caliper. Refer to section for more details	Yes	Mostly	<b>Woodland credit is not allowed for miscanthus. Only native plants qualify.</b>
<b>Plant size credit</b> <i>(LDM3.c.(2))</i>	NA	NA		
<b>Prohibited Plants</b> <i>(LDM 3.d)</i>	No plants on City Invasive Species List	No	Yes	
<b>Recommended trees for planting under overhead utilities</b> <i>(LDM 3.e)</i>	<ul style="list-style-type: none"> <li>Label the distance from the overhead utilities</li> </ul>	No		<b>Please clearly label any overhead utilities and dimension distance to them from nearby trees.</b>
<b>Collected or Transplanted trees</b> <i>(LDM 3.f)</i>		NA		
<b>Nonliving Durable Material: Mulch</b> <i>(LDM 4)</i>	<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 est.</li> <li>Refer to section for additional information</li> </ul>	Yes	Yes	<b>Please be sure natural colored mulch is called out in all notes and details.</b>

**NOTES:**

- This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
- 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.
- 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.

WETLANDS REVIEW





April 29, 2015

Ms. Barbara McBeth  
Deputy Director of Community Development  
City of Novi  
45175 West Ten Mile Road  
Novi, MI 48375

Re: Providence Novi – One Acre Office Building (JSP15-0029)  
Wetland Review of the Preliminary Site Plan (PSP15-0054)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan (Plan) for the proposed Providence Novi – One Acre Office Building project prepared by HRC dated April 10, 2015. The proposed project location is south of Grand River Avenue and west of Providence Parkway, Section 17. The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the natural features setback provisions in the Zoning Ordinance. ECT previously visited the site in order to verify wetland boundaries. The wetland boundaries appear to be accurately depicted on the Plan.

The current site plan includes the construction of a proposed 5,994 square foot office building, associated parking and utilities. Site storm water appears to be routed to an existing storm sewer in the northeast corner of the proposed site, with an ultimate outlet to Detention Basin A on the Providence Hospital site.

What follows is a summary of our findings regarding on-site wetlands and proposed wetland impacts associated with the current Plan.

#### **Existing Wetlands and Wetland Impacts**

Based on our review of the Plan, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands Map, and our on-site wetland evaluation, it appears as if this site contains City-regulated wetlands. The site plan indicates an area of existing wetland located along the western edge of the proposed project site (see Figure 1). This area consists of emergent as well as open-water wetland area. The *Landscape Plan* (Sheet L-1) notes that the site contains 7,275 square feet (0.17-acre) of wetland, but that no wetland impacts are proposed.

This wetland appears to be considered regulated, essential wetland by the City of Novi and any impacts to wetlands or wetland buffers would require approval and authorization from the City of Novi. This wetland could be regulated by the Michigan Department of Environmental Quality (MDEQ) as well. The wetland does not appear to be contiguous to a pond, stream, drain or lake; however, the wetland may be larger than five (5) acres in overall size. Final determination of regulatory status should be made by the MDEQ however. A permit from this agency may be required for any direct impacts, or potentially for storm water discharge from the proposed detention basin. **The current Plan does not, however, appear to propose wetland impacts.**

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**Existing 25-Foot Wetland Buffers and Wetland Buffer Impacts**

The Plan does appear to propose impacts to the 25-foot wetland buffer associated with this wetland. As such, the project would require a City of Novi *Authorization to encroach the 25-foot Wetland Buffer*. The *Landscape Plan* (Sheet L-1) notes that the site contains 7,548 square feet (0.17-acre) of wetland buffer. Of this, 3,120 square feet (0.07-acre) of permanent wetland buffer impact is proposed (160 cubic yards). As such, the Plan will permanently disrupt 41% of the existing 25-foot buffer.

In addition to permanent wetland buffer impacts, the Plan proposes a total 2,014 square feet (0.05-acre) of temporary wetland buffer impacts. Of this, the following details have been provided:

- 400 square feet of turf grass to be mowed regularly for parked vehicle overhang;
- 1,614 square feet is to be restored with native seed mix.
  - Total Temporary buffer impacts = 2,014 square feet

It can be argued that the 400 square feet of turf grass to be regularly mowed should be considered a permanent impact to the wetland buffer as opposed to a temporary one.

The Plan does not appear to provide details or description pertaining to the proposed native seed mix to be used in the restoration of temporary wetland buffer areas. The applicant should provide additional information related to the type of native seed mix (plant species and seeding rates) that will be proposed as part of the restoration of temporary wetland buffer impacts.

ECT encourages the Applicant to minimize impacts to wetland setbacks to the greatest extent practicable. The Applicant should consider modification of the proposed site design in order to preserve existing wetland buffer areas. The City regulates wetland buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

*“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses”.*

In addition, ECT recommends that the Applicant propose additional wetland buffer enhancements/plantings and or areas of wetland buffer mitigation/expansion in order to help mitigate for the permanent loss of wetland buffer area that is proposed. It appears as if there are areas on the north and south sides of the project that would allow for an expansion of the 25-foot wetland buffer in an attempt to mitigation for the loss of buffer described above.

**Permits & Regulatory Status**

The on-site wetlands are considered regulated, essential wetland by the City of Novi and any impacts to wetlands or wetland buffers would require approval and authorization from the City of Novi. However, no wetland impacts are proposed.

The project as proposed will require a City of Novi *Authorization to Encroach the 25-Foot Natural Features Setback*. This permit and authorization are required for the proposed impacts to wetland and regulated wetland setbacks.

**Comments**

Please consider the following comments when preparing subsequent site plan submittals:

1. The Plan does not appear to provide details or description pertaining to the proposed native seed mix to be used to restore areas of temporary wetland buffer impacts. The applicant should provide additional information related to the type of native seed mix on the Plan (i.e., seed types and seeding rates, etc.).
2. It can be argued that the 400 square feet of turf grass to be regularly mowed should be considered a permanent impact to the wetland buffer as opposed to a temporary one. Please review and revise the wetland buffer impact quantities as necessary.
3. ECT encourages the Applicant to minimize impacts to wetland setbacks to the greatest extent practicable. The Applicant should consider modification of the proposed site design in order to preserve existing wetland buffer areas. If this is not possible, ECT recommends that the Applicant propose additional wetland buffer enhancements/plantings and or areas of wetland buffer mitigation/expansion in order to help mitigate for the permanent loss of wetland buffer area that is proposed. It appears as if there are areas on the north and south sides of the project that would allow for an expansion of the 25-foot wetland buffer in an attempt to mitigation for the loss of buffer described above.

**Recommendation**

ECT recommends approval of the Preliminary Site Plan for Wetlands. The Applicant should address the concerns noted above in the *Comments* section prior to receiving Final Site Plan Approval.

Providence Novi – One Acre Office Building (JSP15-0029)  
Wetland Review of the Preliminary Site Plan (PSP15-0054)  
April 29, 2015  
Page 4 of 5

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**

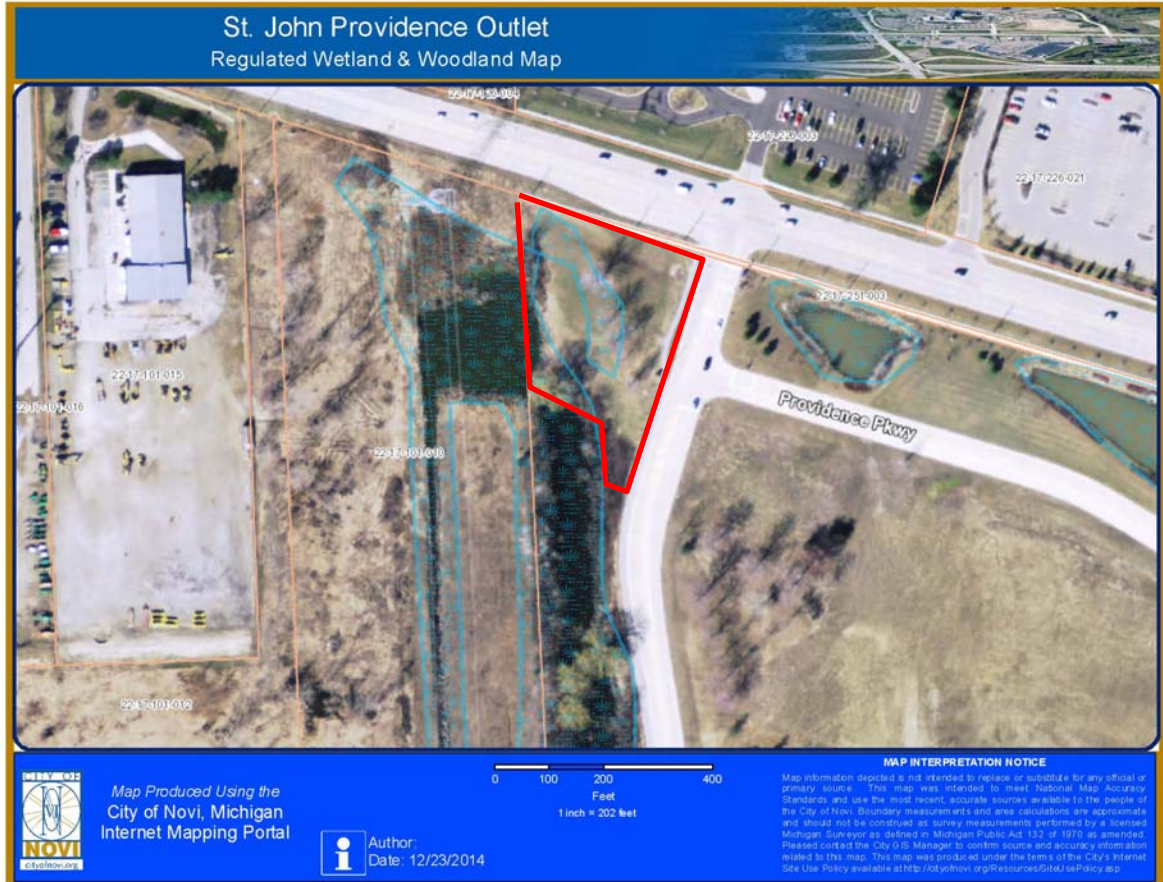


Pete Hill, P.E.

Senior Associate Engineer

cc: Kristen Kapelanski, AICP, City of Novi Planner (e-mail)  
Sri Komaragiri, City of Novi Planner (e-mail)  
Rick Meader, City of Novi Landscape Architect (e-mail)  
Stephanie Ramsay, City of Novi Customer Service Representative (e-mail)

Attachments: Figure 1



**Figure 1.** City of Novi Regulated Wetland & Woodland Map (approximate project boundary is shown in red). Regulated Wetland areas are shown in blue. The area of on-site wetland is over-estimated on the City Map.

WOODLANDS REVIEW

April 29, 2015

Ms. Barbara McBeth  
Deputy Director of Community Development  
City of Novi  
45175 West Ten Mile Road  
Novi, MI 48375

Re: Providence Novi – One Acre Office Building (JSP15-0029)  
Woodland Review of the Preliminary Site Plan (PSP15-0054)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan (Plan) for the proposed Providence Novi – One Acre Office Building project prepared by HRC dated April 10, 2015. The proposed project location is south of Grand River Avenue and west of Providence Parkway, Section 17. The Plan was reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37. The purpose of the Woodlands Protection Ordinance is to:

- 1) *Provide for the protection, preservation, replacement, proper maintenance and use of trees and woodlands located in the city in order to minimize disturbance to them and to prevent damage from erosion and siltation, a loss of wildlife and vegetation, and/or from the destruction of the natural habitat. In this regard, it is the intent of this chapter to protect the integrity of woodland areas as a whole, in recognition that woodlands serve as part of an ecosystem, and to place priority on the preservation of woodlands, trees, similar woody vegetation, and related natural resources over development when there are no location alternatives;*
- 2) *Protect the woodlands, including trees and other forms of vegetation, of the city for their economic support of local property values when allowed to remain uncleared and/or unharvested and for their natural beauty, wilderness character of geological, ecological, or historical significance; and*
- 3) *Provide for the paramount public concern for these natural resources in the interest of health, safety and general welfare of the residents of the city.*

The proposed Plan would construct one (1) office building, associated parking and utilities.

What follows is a summary of our findings regarding on-site woodlands and proposed woodland impacts associated with the current Plan.

**Woodlands**

The current Plan (*Soil Erosion/Sedimentation Control and Removals Plan*, Sheet C-4) indicates that twelve (12) trees have been surveyed and are located on the proposed site (see Site Photos).

Based on our review of the Plan, the applicant proposes to remove 8 trees (Tree Tag #'s 98, 270, 506, 507, 510, 511, 512 and 522). A total of eight (8) trees (or 11 total stems 8-inch diameter-at-breast-height (DBH) or greater) will be removed. The Plan currently notes that twenty (20) Woodland Replacement trees are required. The Plan also states that the Woodland Replacement requirements will be fulfilled through the planting of a variety of plant materials, including: canopy trees, evergreen trees, large shrubs and perennials.

**On-site Woodland Evaluation**

ECT has completed an on-site Woodland Evaluation for this project site (January 20, 2015). The *Soil Erosion/Sedimentation Control and Removals Plan*, Sheet C-4, indicates that twelve (12) trees have been surveyed and are located on the proposed site. The Plan appears to accurately depict the location, species composition and the size of the existing trees. ECT took numerous diameter-at-breast-height (d.b.h.) measurements and found that the data provided in the tree table is consistent with the field measurements.

The entire site is approximately 1.3 acres with twelve existing trees measuring 8-inches diameter-at-breast-height or greater. A significant portion of the property consists of previously disturbed, mowed open-space and a wetland and wetland buffer are located along the western section of the property. On-site trees include maples, ash (dead), American elm (dead) and weeping willow.

Based on the *Tree List* information as well as our site assessment, the maximum size tree diameter on the site is a 40+ inch weeping willow. This tree will be preserved during the development. In terms of habitat quality and diversity of tree species, the project site is of fair quality. The majority of the existing trees are located within an area that is currently being maintained as mowed lawn/turf grass.

After our woodland evaluation and review of the tree list provided, there appear to be two (2) trees on-site that meet the minimum caliper size for designation as a specimen tree. These trees include:

**Table 1. Potential Specimen Trees**

Tag #	DBH	Common Name	Removal Status	Woodland Replacement Credits Required
270	32	Maple	Remove	4
510	29/15	Maple	Remove	6

As indicated in Table 1, both of the potential specimen trees found on this project will be removed in the current site design. ECT recommends that the applicant consider preservation of as many existing trees as feasible, including potential specimen trees. However, due to the small size of this project site, and the location of these trees within the project site, impacts to these trees appear to be unavoidable.



**Woodland Impact Review**

As shown, the Plan appears to propose the removal of 8 total trees (11 total stems) 8-inch DBH and greater. Of these two of these trees are dead (#98, 14" ash and #522, 10" elm). The following trees are proposed for removal:

Tree Tag Number	Common Name	Diameter	Condition	Status	Woodland Replacement Requirements
98	Ash	14"	Dead	Remove	0
270	Maple	32"	Not reported	Remove	4
506	Maple	17"	Not reported	Remove	2
507	Maple	11"	Not reported	Remove	1
510	Maple	29"/15"	Not reported	Remove	6
511	Maple	23"/13"	Not reported	Remove	5
512	Maple	12"/8"	Not reported	Remove	3
522	Elm	10"	Dead	Remove	0
523	Willow	12"	Not reported	Preserve	0
524	Willow	30"	Not reported	Preserve	0
525	Willow	40+"	Not reported	Preserve	0
528	Willow	10"/8"	Not reported	Preserve	0
Total	--	--	--	--	21

The Applicant shall report the number of trees that are proposed to be removed within the following categories and indicate how many Woodland Replacements are required for each removed tree (as shown above):

Replacement Tree Requirements

Removed Tree D.B.H. (In Inches)	Ratio Replacement/ Removed Tree
8 < 11	1
>11 < 20	2
> 20 < 29	3
> 30	4

It should be noted that when a proposed tree to be removed has multiple trunks, each multi-stemmed tree's caliper inch diameter shall be totaled and then divided by 8 to determine the required number of Woodland Replacement trees. The result shall be rounded up to determine the number of replacement credits required. For example, a multi-stemmed tree with 10", 12"

and 13” trunks (10+12+13=34 divided by 8 = 4.25. Therefore, rounding to the next full number, five (5) replacement credits would be required.

Based on the existing tree survey information, it appears as if the proposed site improvements would require twenty-one (21) total Woodland Replacement Credits. The tree removal/replacement information should be reviewed and revised as necessary.

**Woodland Replacement Review**

Per the *Landscape Plan* (Sheet L-1), 21.01 total tree replacement credits will be provided. As noted above, these Woodland Replacements will be in the form of canopy trees, evergreen trees, large shrubs and perennials. The applicant proposes the following woodland replacement credit materials:

Type	Size	Species	Quantity	Replacement Ratio	Credits
Canopy Tree	3.0” caliper	Swamp white oak (5), red maple (1), bur oak (1), hackberry (2)	9	1:1	9
Evergreen Tree	8’ height	Red cedar	3	3:1	1
Large Shrubs	48” height	Gray dogwood and arrowwood viburnum	37	6:1	6.1
Large Shrubs	36’ height	Nannyberry	14	6:1	2.3
Perennials	2 gallon	Miscanthus sinensus	42	25:1	1.68
Total	--	--	--	--	20.08

Based on these calculations, there appears to be a small discrepancy with the total number of Woodland Replacement credits being provided. The evergreen trees appear to only provide for 1 replacement credit, as opposed to 2 as shown on the Plan. The applicant should review and revise the *Landscape Plan* and *Reforestation Credit Table* as necessary.

**Woodland Permit Requirements**

A Woodland Permit from the City of Novi will be required for proposed impacts to any trees 8-inch d.b.h. or greater. Such trees shall be relocated or replaced by the permit grantee. All replacement trees shall be two and one-half (2 ½) inches caliper or greater.

**Comments**

Please consider the following comments when preparing subsequent site plan submittals:

1. The quantity of Woodland Replacements Required appears to be incorrect. The Applicant shall report the number of trees that are proposed to be removed within the following categories and indicate how many Woodland Replacements are required for each removed tree (as shown above).
2. Based on our review of the Plan, there appears to be a small discrepancy with the total number of Woodland Replacement credits being provided. The evergreen trees appear to only provide for 1 replacement credit, as opposed to 2 as shown on the Plan. The applicant should review and revise the *Landscape Plan* and *Reforestation Credit Table* as necessary.
3. Replacement material should not be located 1) within 10' of built structures or the edges of utility easements and 2) over underground structures/utilities or within their associated easements. In addition, replacement tree spacing should follow the *Plant Material Spacing Relationship Chart for Landscape Purposes* found in the City of Novi *Landscape Design Manual* (<http://www.cityofnovi.org/services/commdev/InfoSheetsManualsAndPubs/LandscapeDesignManual.pdf>). Please review and revise the *Landscape Plan*, if necessary.
4. Where woodland replacements are installed in a currently non-regulated woodland area on the project property, appropriate provision shall be made to guarantee that that replacement trees shall be preserved as planted, such as through a conservation or landscape easement to be granted to the City. Such easement or other provision shall be in a form acceptable to the City attorney and provide for the perpetual preservation of the replacement trees and related vegetation (City Woodland Ordinance, Section 37-8.h, *Relocation or replacement of trees*).
5. The Applicant will be required to pay the City of Novi Tree Fund at a value of \$400/credit for any Woodland Replacement tree credits that cannot be placed on-site.

**Recommendation**

ECT recommends approval of the Preliminary Site Plan for Woodlands. The Applicant should address the concerns noted above in the *Comments* section prior to receiving Final Site Plan Approval.

Providence Novi – One Acre Office Building (JSP15-0029)  
Woodland Review of the Preliminary Site Plan (PSP15-0054)  
April 29, 2014  
Page 6 of 7

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**



Pete Hill, P.E.

Senior Associate Engineer

cc: Kristen Kapelanski, AICP, City of Novi Planner (e-mail)  
Sri Komaragiri, City of Novi Planner (e-mail)  
Rick Meader, City of Novi Landscape Architect (e-mail)  
Stephanie Ramsay, City of Novi Customer Service Representative (e-mail)

Attachments: Site Photos

**Site Photos**



**Photo 1.** Looking north at central section of site (trees #506, #507, #510, #511, #512 and #270, to be removed (ECT, January 20, 2015).

TRAFFIC REVIEW

April 16, 2015

Barbara McBeth, AICP  
Deputy Director of Community Development  
City of Novi  
45175 W. 10 Mile Road  
Novi, MI 48375

**SUBJECT: St. John Providence One Acre Outlet, Traffic Review for Preliminary Site Plan  
JSP14-0087**

Dear Ms. McBeth,

AECOM has completed our review of the preliminary site plan submitted for the above referenced development. Our comments are as follows:

**1. General Comments**

- a. The applicant, Hubbell, Roth & Clark, Inc., is proposing the development of a 1.31 acre parcel on the west side of Providence Parkway and the south side of Grand River Avenue.
- b. The applicant previously submitted plans in 2009 and received final plan approval with 7,015 square feet of office space that was divided into 3,500 square feet of dental office and 3,515 square feet of general office. The development is now being proposed as 6,660 square feet medical office building under OSC zoning.
- c. Providence Parkway is within the City of Novi's jurisdiction and Grand River Avenue is within the Road Commission for Oakland County's jurisdiction.

**2. Potential Traffic Impacts**

- a. The proposed development decreased in square footage and is not expected to generate more than the thresholds of 100 trips per peak hour or more than 750 trips per weekday; therefore, traffic impact studies are not recommended at this time.

**3. General Plan Comments** – Review of the plans generally show compliance with City standards; however, the following items should be reviewed further in the Final Site Plan submittal.

- a. The applicant should consider providing additional details regarding the radius of the entrance at Providence Parkway.
- b. The applicant replaced the MDOT sidewalk ramp detail R-28-F with the updated detail R-28-I on sheet C-12.

**4. Signing and Pavement Marking** – Initial review of the plans generally show compliance with City standards, with the exception of the following:

- a. Sheets C-2 and C-11 call for a R7-8a sign for "Reserved Parking Only – Van Accessible". According to the Michigan Manual on Uniform Traffic Control Devices (MMUTCD), the sign should be labeled as a R7-8 ("Reserved Parking - Handicap Only") with a R7-8p ("Van Accessible") sign below.
- b. The total quantity of the R7-8 sign should be 2 each. The quantity for R7-8a should be removed and replaced with a R7-8p sign with a quantity of 1 each.
- c. The applicant should consider removing the word "VAN" on the van accessible parking stall on sheet C-2 if the intent is not to place a "VAN" pavement marking.



- 5. Bicycle and Pedestrian Master Plan** – Initial review of the plans generally show compliance with City standards.

The preliminary site plan was reviewed to the level of detail provided and AECOM **recommends approval** of the plans with the condition that the items identified above are adequately addressed to the satisfaction of the City.

Sincerely,

**AECOM**

A handwritten signature in blue ink, appearing to read 'Matthew G. Klawon'. The signature is fluid and cursive.

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



FAÇADE REVIEW



April 29, 2015

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

Attn: Ms. Barb McBeth – Director of Community Development

Re: **FACADE ORDINANCE – Preliminary Site Plan**  
**Providence Novi i-Acre Office, PSP15-0054**  
 Façade Region: 1, Zoning District: OSC, Building Size: 6,800 S.F.

Dear Ms. McBeth:

The following is the Façade Review for Preliminary Site Plan Approval of the above referenced project based on the drawings prepared by P&DM Project Design and Management, dated 4/10/15. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Schedule Regulating Façade Materials of Ordinance Section 5.15 are shown in the right hand column. Materials in non-compliance with the Façade Schedule, if any, are highlighted in **bold**. A façade material sample board was not provided at the time of this review.

	North (Grand River)	South (Parking Lot)	East	West	Ordinance Maximum (Minimum)
Brick, utility sized	73%	47%	70%	71%	100% (30% Min)
Stone	18%	44%	21%	20%	50%
Prefinished Metal Coping	9%	9%	9%	9%	50%

This project consists of a new building constructed primarily of brick and stone. As shown above these materials are in full compliance with the Façade Ordinance.

The drawings show no roof equipment screening. It is assumed that parapets are raised sufficiently to screen any roof top equipment. The applicant should note the all roof equipment must be screened from view from all vantage points both on and off- site, using compliant materials.

**Recommendation** – It is our recommendation that this application is in full compliance with the Façade Ordinance, Section 5.15 and that a Section 9 Waiver is not required for this project.

**Notes to the Applicant:** Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. Also the visibility of roof top equipment will be checked. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department’s Online Inspection Portal with the following link. Please click on “Click here to Request an Inspection” under “Contractors”, then click “Façade”.

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

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

Sincerely,  
DRN & Associates, Architects PC

A handwritten signature in black ink, appearing to read "Douglas R. Necci". The signature is fluid and cursive, written over the printed name below.

Douglas R. Necci, AIA

**FIRE REVIEW**



April 16, 2015

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

RE: Providence Novi – One Acre Office Building

PSP# 15-0054

**CITY COUNCIL**

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Bob Gatt

**Mayor Pro Tem**  
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David E. Molloy

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

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

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

**Project Description:**

Proposed new 6,660 sq ft office/multi-tenant building on 1.31 acres.

**Comments:**

1. 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. ***(D.C.S. Sec 11-239(b)(5))***. Prints show turning radius of 50'/30' – however exceed curb islands in middle of parking lot. This will need to be corrected. Approach from Providence Parkway road is acceptable at this time.
2. With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. The location of fire department connections shall be approved. ***(International Fire Code)***. Hydrant will need to be relocated to north-side of driveway/entryway.
3. Proximity to hydrant: 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. ***(Fire Prevention Ord. Sec. 15-17)***
4. Requirements of NFPA 24 (Chapter 13), shall be followed in reference to water main supply to building. Mains under 6" will be required to conform to 13.2. (1, 2, & 3).

**Recommendation:**

Comments above will need to be addressed before final approval is given.

Sincerely,

Andrew Copeland – FPO/Inspector II - CFPE  
City of Novi – Fire Dept.  
cc. FPO Krajnovich - CFPE training.

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

cityofnovi.org

APPLICANTS RESPONSE LETTER



**PRINCIPALS**

George E. Hubbell  
Thomas E. Biehl  
Walter H. Alik  
Keith D. McCormack  
Nancy M. D. Faught  
Daniel W. Mitchell  
Jesse B. VanDeCreek  
Roland N. Alik

**SENIOR ASSOCIATES**

Gary J. Tressel  
Kenneth A. Melchior  
Randal L. Ford  
William R. Davis  
Dennis J. Benoit  
Robert F. DeFrain  
Thomas D. LaCross  
Albert P. Mickalich

**ASSOCIATES**

Jonathan E. Booth  
Michael C. MacDonald  
Marvin A. Olane  
Marshall J. Grazioli  
James F. Burton  
Donna M. Martin  
Charles E. Hart  
Colleen L. Hill-Stramsak  
Bradley W. Shepler  
Karyn M. Stickel

HUBBELL, ROTH & CLARK, INC.  
OFFICE: 555 Hulet Drive  
Bloomfield Hills, MI 48302-0360  
MAILING: PO Box 824  
Bloomfield Hills, MI 48303-0824  
PHONE: 248.454.6300  
FAX: 248.454.6312  
WEBSITE: www.hrc-engr.com  
EMAIL: info@hrc-engr.com

May 6, 2015  
City of Novi  
45175 W. Ten Mile Road  
Novi, Michigan 48375

Attn: Sri Komaragiri, Planner

Re: Providence Park One Acre Office Building  
Preliminary Site Plan Submission  
Planning Review JSP14-87  
HRC Job No. 20140820

Dear Ms. Komaragiri:

Attached are our responses to your Planning Review Letter dated April 29, 2015:

**Petitioner**  
Whitehall Real Estate Interests

**Review Type**  
Preliminary Site Plan

**Property Characteristics**

- Site Location: South of Grand River, West of Beck Rd., West of Providence Park
- Site School District: Way in Providence Park Hospital campus; Novi Schools
- Site Zoning: OSC, Office Service Commercial
- Adjoining Zoning: OSC, Office Service Commercial
- Site Use(s): Current Vacant; Proposed Medical Office
- Adjoining Uses: Medical
- Site Size: 1.31 acres
- Building Size: 6,660 square feet
- Plan Date: 04/10/2015

**Project Summary**

The applicant, Whitehall Real Estate Interests, proposes to build a one story 6,660 square foot speculative general medical office building and associated parking facilities on the northwest corner of the Providence Park Hospital planned office complex site. The project fronts on Providence Parkway and is adjacent to Grand River Avenue.

This project appeared before the Planning Commission on December 10th, 2008 where the Preliminary Site Plan, Woodland Permit and Storm Water Management Plan were approved. The approvals are currently no longer applicable. The applicant has decreased the square footage of the footprint, and narrowed down the use to medical office.

**Recommendation**

Approval of the *Preliminary Site Plan is recommended.* The plan generally

conforms to the requirements of the Zoning Ordinance. Planning Commission approval of the Preliminary Site Plan, Woodlands permit and storm water management is required.

#### **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 and incorporated as part of the Final Site Plan submittal.

1. Private Road Frontage: The proposed development site fronts directly on Providence Parkway, a private road with access to Grand River Avenue and Beck Road. A blanket variance for fronting on a Private Street (Providence Parkway) is approved by Zoning Board of Appeals on 10 February 2015. **PZ14-0063**

**Response: No further action required by Owner.**

1. Loading Space (Sec.5.4.1) The applicant is proposing to provide a 370 square foot unloading area in the rear yard. Since the loading space will be visible from Grand River Avenue, the applicant is proposing to screen the area with a brick masonry wall. **Modify the loading space square footage to meet the maximum allowed (360 square feet). Provide details of the screen wall. Walls greater than 3 ½ ft. should be designed and sealed by an Engineer.**

**Response: Agreed and will submit with Final Site Plan Package.**

2. Dumpster Enclosure (Sec. Sec 4.19.2.F & 21-145): Also located in the rear yard, the proposed dumpster enclosure will be attached to the above screen wall and match the material of the proposed building. Complete details of the enclosure were not provided. **Provide a dumpster enclosure detail that includes gate details and protective bollards inside the enclosure and at the gate corners.**

**Response: Agreed and will submit with Final Site Plan Package.**

3. Bicycle Parking (Sec 5.16): One (1) space for each twenty (20) employees on the maximum shift, minimum two (2) spaces. **Provide at least 2 bicycle racks as per the standards listed in 5.16. Provide details of the rack and layout.**

**Response: Agreed and will submit with Final Site Plan Package.**

4. Photometric Plan (Sec 5.7): The applicant has provided a photometric plan;
  - a. *Height shall not to exceed maximum height of zoning district (or 25 ft.*



*where adjacent to residential districts or uses. Provide the maximum height or the mounting height for the light fixtures.*

- b. Add required notes as listed in Sec. 5.7.3.B to the plan sheets**
- c. Minimum Illumination for walkways is 0.2 and for loading and unloading zones is 0.4. Foot-candle values in certain areas do not meet the minimum standards. Provide the minimum required lighting for sidewalk along Providence Park Way and the loading area**

**Response: Agreed and will submit with Final Site Plan Package.**

- 5. Economic Information: **The applicant is asked to indicate in their response letter the expected approximate construction cost of the project and anticipated number of jobs created.**

**Response: The project will cost approximately \$1,090,000.00 and create 8 permanent jobs.**

- 6. Review Chart: **The applicant is asked to review other items in the attached Summary Chart and make corrections as noted.**

**Response: Agreed and will submit with Final Site Plan Package.**

- 7. Other Reviews: Refer to individual letters for more details.
  - a. Engineering Review: Additional Comments to be addressed with Final Site Plan submittal. Engineering recommends approval.
  - b. Landscape Review: Additional Comments to be addressed with Final Site Plan submittal. Landscape recommends approval. A waiver for absence of required street trees may be required contingent on Oakland County review.
  - c. Wetlands and Woodlands Review: Additional Comments to be addressed with Final Site Plan submittal. Wetlands and Woodlands recommend approval. The site plan would require will require a City of Novi authorization to encroach the 25 foot natural features setback and a Woodland permit.
  - d. Traffic Review: Additional Comments to be addressed with Final Site Plan submittal. Traffic recommends approval.
  - e. Facade Review: A section 9 waiver is not required. A material sample board is required. Façade review recommends approval.
  - f. Fire Review: Additional Comments to be addressed with Final Site Plan submittal. Fire recommends approval.

#### **Response Letter**

This Site Plan is scheduled to go before Planning Commission on May 13, 2015. Please provide the following **no later than May 6, 2015** if you wish to keep the schedule.

1. A response letter addressing **ALL** the comments from **ALL** the review letters and associated charts and a **request for waivers as you see fit**.
2. A PDF version of the all Site Plan drawings that were submitted for the revised Preliminary review. **NO CHANGES MADE**.
3. A color rendering of the Site Plan, if any.
4. A sample board of building materials as requested by our Façade Consultant

**Response: All Responses and additional information will be furnished to the City by May 6, 2015 as requested.**

#### **Site Addressing**

The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found on the Internet at [www.cityofnovi.org](http://www.cityofnovi.org) under the forms page of the Community Development Department. Please contact Jeannie Niland (248.347.0438 or [jniland@cityofnovi.org](mailto:jniland@cityofnovi.org)) in with any specific questions regarding addressing of sites.

**Response: Understood and will be completed prior to Building Permit Application being submitted.**

#### **Signage**

Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland (248.347.0438) for information regarding sign permits.

#### **PLANNING REVIEW SUMMARY CHART**

**Review Date:** April 21, 2015  
**Review Type:** Preliminary Site Plan  
**Project Name:** JSP14 – 87: Providence Park One Acre Office Building  
**Plan Date:** April 10, 2015  
**Prepared by:** Sri Komaragiri, Planner **E-mail:** [skomaragiri@cityofnovi.org](mailto:skomaragiri@cityofnovi.org);  
**Phone:** (248) 735-5607

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

Item	Required Code	Proposed	Meets Code	Comments
<b>Zoning and Use Requirements</b>				
<b>Master Plan</b> <i>(adopted August 25, 2010)</i>	Office Commercial	Office	Yes	<b>The Preliminary Site Plan will require a Planning Commission</b>
<b>Area Study</b>	The site does not fall under any special category	NA	Yes	
<b>Zoning</b> <i>(Effective December 25, 2013)</i>	OSC: Office Service Commercial Article 12	OSC	Yes	
<b>Uses Permitted</b> (Sec 3.1.22.B & C)	Sec. 1201. - Principal Uses Permitted.	Office Service Commercial	Yes	
<b>Height, bulk, density and area limitations (Sec 3.1.23)</b>				
<b>Frontage on a Public Street.</b> <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	The site has double frontage of Providence Parkway (Private Street) and Grand River Avenue	<b>Yes</b>	A blanket variance for fronting on a Private Street (Providence Parkway) is approved by Zoning Board of Appeals on 10 February 2015. <b>PZ14-0063</b>
<b>Minimum Zoning Lot Size</b> for each Unit in Ac <i>(Sec 3.6.2.D)</i>	Except where otherwise provided in this Ordinance, the minimum lot area		NA	

<b>Minimum Zoning Lot Size</b> for each Unit: Width in Feet	and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space		NA	
<b>Open Space Area</b>	----	---	---	---
<b>Maximum % of Lot Area Covered</b>	(Sec 3.6.2.D)	11.67%		

<b>(By All Buildings)</b>				
<b>Building Height</b> (Sec. 3.1.23.D)	65 feet or 5 stories whichever is less	18' Building + 2' Rooftop Screening	Yes	
<b>Building Setbacks</b> (Sec 3.1.23.D)				
Front East @ Providence Park Way	35 ft.	35 ft minimum on all	Yes	The review is based on Providence Park Way frontage.
Rear West	35 ft.		Yes	
Side	35 ft.		Yes	
<b>Parking Setback</b> (Sec 3.1.23.D) Refer to applicable notes in Sec 3.6.2				
Front East @ Providence Park Way	25 ft. (See 3.6.2.E)	No Parking	Yes	
Rear West	20 ft.	20 ft. min	Yes	
Side North exterior	20 ft. @Grand	No Parking	Yes	
Side South interior	20 ft.	20 ft. min	Yes	
<b>Note To District Standards</b> (Sec 3.6.2)				
<b>Exterior Side Yard Abutting a Street</b> (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	Exterior Side yard abutting Grand River Ave	Yes	

<b>Off-Street Parking in Front Yard</b>	Off-street parking is allowed in front yard, provided conditions listed in 3.6.2.E are met.	No Parking is proposed in front yard	NA	
<b>Off-Street Parking in Side and Rear Yards</b> <i>(Sec 3.6.2.F)</i>	Off-street parking is allowed in side and rear yards if the site does not abut residential. If it does, additional conditions apply.	Not adjacent to residential districts	NA	
<b>Setback from Residential District</b> <i>(Sec 3.6.2.H)</i>	Building shall be setback 3 feet for each foot of building height	Not abutting a residential district	NA	
<b>Wetland/Watercourse Setback</b> <i>(Sec 3.6.2.M)</i>	A setback of 25ft from wetlands and from high watermark course shall be maintained	25' setback is marked on the plan. Proposed parking encroaches into the setback buffer.	NA	
<b>Parking setback screening</b> <i>(Sec 3.6.2.P)</i>	Required parking setback area shall be landscaped per sec 5.5.3.	Parking lot is screened	Yes	
<b>Modification of parking setback requirements</b> <i>(Sec 3.6.2.Q)</i>	Refer to Sec 3.6.2 for more details	Parking setbacks conform to the minimum required	NA	
<b>Parking, Loading and Dumpster Requirements</b>				

<p><b>Number of Parking Spaces Medical Office</b>  <i>(Sec.5.2.12.D)</i></p>	<p>- For buildings greater than 5,000 square feet, 1 space per 175 SF GLA          For 6,660 SF, required spaces = 34 spaces</p>	<p>Total Proposed = 35 spaces</p>	<p>Yes</p>	
<p><b>Parking Space Dimensions and Maneuvering Lanes</b>  <i>(Sec. 5.3.2)</i></p>	<p>- 90° Parking: 9 ft. x 19 ft.          - 24 ft. two way drives          - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping</p>	<p>90° Parking: 9 ft. x 17 ft. along 7 ft. wide interior sidewalks</p>	<p>Yes</p>	<p>.</p>
<p><b>Parking stall located adjacent to a parking lot entrance</b>(public or private)  <i>(Sec. 5.3.13)</i></p>	<p>- 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</p>	<p>The parking stall is 35' from the street right-of- way</p>	<p>Yes</p>	

<p><b>End Islands</b>  <i>(Sec. 5.3.12)</i></p>	<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 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance</li> </ul>	<p>End Islands are proposed.</p> <p>Site plan includes the typical details for end islands for City of Novi and not the dimensions for the end islands proposed for this site plan.</p>	<p>Yes/ No</p>	<p><b>The end islands appear to meet the standards. Please dimension the radius and the offset distance according to standards.</b></p> <p><b>Agreed prior to Final Site Plan Submission.</b></p>
<p><b>Barrier Free Spaces</b>  <i>Barrier Free Code</i></p>	<p>2 barrier free parking spaces (for total 26 to 50) including 1 van barrier free parking space</p>	<p>1 regular barrier Free parking &amp; 1 van barrier free space are proposed</p>	<p>Yes</p>	
<p><b>Barrier Free Space Dimensions</b>  <i>Barrier Free Code</i></p>	<ul style="list-style-type: none"> <li>- 8' wide with an 8' wide access aisle for van accessible spaces</li> <li>- 5' wide with a 5' wide access aisle for regular accessible spaces</li> </ul>	<p>Two types of accessible spaces are provided</p>	<p>Yes</p>	

<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	Individual signs are proposed	Yes	
<b>Minimum number of Bicycle Parking</b> <i>(Sec. 5.16.1)</i>	One (1) space for each twenty (20) employees on the maximum shift, minimum two (2) spaces	Bicycle parking not indicated	No	<b>Staff recommends adding a bike rack as per the code.</b> <b>Agreed.</b>
<b>Bicycle Parking General requirements</b> <i>(Sec. 5.16)</i>	<ul style="list-style-type: none"> <li>- No farther than 120 ft. from the entrance being served</li> <li>- When 4 or ore 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>	No	No	<b>Provide the required details for bike racks.</b>  <b>Agreed and will be submitted prior to Final Site Plan Submission.</b>
<b>Bicycle Parking Lot layout</b> <i>(Sec 5.16.6)</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	No	No	<b>Provide a plan detail of the bicycle parking as required</b>  <b>Agreed and will be submitted prior to Final Site Plan Submission.</b>



<p><b>Loading Spaces</b>  <i>Sec. 5.4.1</i></p>	<ul style="list-style-type: none"> <li>- Within the OS districts, loading space shall be provided in the rear yard or</li> <li>- in the case of a double frontage lot, in the interior side yard,</li> <li>- in the ratio of five (5) square feet per front foot of building up to a total area of three-hundred sixty (360) square feet per building.</li> </ul>	<ul style="list-style-type: none"> <li>- Loading Area in the interior side yard along Grand River Ave.</li> <li>-</li> <li>- Loading area and dumpster is screened with 8' high masonry screen wall.</li> <li>- 370 square feet of loading space is provided</li> </ul>	<p>Yes</p>	<p><b>Provide the details of the screening. Label the loading space dimensions and the wall on the plan. Walls greater than 3 ½ ft. should be designed and sealed by an Engineer.</b></p> <p><b>Modify the loading space square footage to meet the maximum allowed.</b></p> <p><b>Agreed and will be submitted prior to Final Site Plan Submission.</b></p>
<p><b>Dumpster</b>  <i>Sec 4.19.2.F</i></p>	<ul style="list-style-type: none"> <li>- Located in rear yard</li> <li>- Attached to the building or</li> <li>- No closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback</li> </ul>	<p>One dumpster is provided in the interior side yard along Grand River Ave.</p> <p>Yes</p>	<p>Yes</p>	<p>See above</p> <p><b>Agreed and will be submitted prior to Final Site Plan Submission.</b></p>
	<ul style="list-style-type: none"> <li>- If no setback, then it cannot be any closer than 10 ft. from property line.</li> <li>- Away from Barrier free Spaces</li> </ul>	<p>Yes, it is away</p>		

<b>Dumpster Enclosure</b> <i>Sec. 21-145. (c)          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>	<ul style="list-style-type: none"> <li>- An enclosure is shown on the plans</li> <li>- Height is not specified</li> <li>- A concrete surface is indicated</li> <li>- Screening materials not specified.</li> </ul>	No	<p><b>The site plan refers to Architectural drawings, but the drawings are not provided. Applicant should provide dumpster screening details.</b></p> <p><b>Agreed and will be submitted prior to Final Site Plan Submission.</b></p>
<b>Lighting and Other Equipment Requirements</b>				
<b>Exterior lighting</b> <i>Sec. 5.7</i>	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	A lighting plan is provided	Yes	See Lighting Review chart for more details.
<b>Roof top equipment and wall mounted utility equipment</b> <i>Sec. 4.19.2.E.ii</i>	- All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	No Roof top equipment proposed	NA	<p><b>See Façade comments</b></p> <p><b>Agreed and will be submitted prior to Final Site Plan Submission.</b></p>
<b>Roof top appurtenances screening</b>	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	No Roof top equipment proposed	NA	
<b>Sidewalks Requirements</b>				

<p><b>Sidewalks</b> Article XII <i>Sec. 11-276(b)&amp; Sec. 11-279</i></p> <p>Town Center Area Study</p>	<ul style="list-style-type: none"> <li>- A 6' -10' wide sidewalk shall be constructed along all arterial and collector roads except in industrial districts</li> <li>- All pedestrian safety paths shall be concrete and four (4) in. thick except residential driveway crossings</li> </ul>	<p>-6ft. concrete sidewalk is proposed along Providence Parkway</p> <p>-Internal sidewalk abutting proposed parking spaces is 7 feet wide.</p>	<p>Yes</p>	
	<p>which shall be six (6) in. thick, and industrial/commercial driveway crossings which shall be eight (8) in. thick.</p>			
<p><b>Pedestrian Connectivity</b></p>	<p>Whether the traffic circulation features within the site and location of automobile parking areas are designed to assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets</p>	<p>Sidewalks are proposed throughout the site for convenient and safe pedestrian access</p>	<p>Yes</p>	
<b>Building Code and other design standard Requirements</b>				
<p><b>Building Code</b></p>	<p>Building exits must be connected to sidewalk system or parking lot.</p>	<p>All exits are connected to internal sidewalk</p>	<p>Yes</p>	

<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	Yes	
<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).	Incomplete	No	<p><b>Provide details for end islands, bike racks, dumpster enclosure and others listed in all review letters.</b></p> <p><b>Agreed and will be submitted prior to Final Site Plan Submission.</b></p>
<b>Economic Impact</b>	<ul style="list-style-type: none"> <li>- Total cost of the proposed building &amp; site improvements</li> <li>- Number of anticipated jobs created (during construction &amp; after building is occupied, if known)</li> </ul>	Information Not Provided	No	<p><b>Please provide the information in the cover letter.</b></p> <p><b>Contained within the letter.</b></p>
<b>Development/ Business Sign</b>	Signage if proposed requires a permit.			<p><u>For sign permit information contact Jeannie Niland 248-347-0438.</u></p>

**LIGHTING REVIEW SUMMARY CHART**

**Review Date:** April 21, 2015

**Project Name:** JSP14 – 87: Providence Park One Acre Office Building

**Plan Date:** April 10, 2015  
**Prepared by:** Sri Komaragiri, Planner **E-mail:** skomaragiri@cityofnovi.org;  
**Phone:** (248) 735-5607

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

Item	Required Code	Proposed	Meets Code?	Comments
<b>Intent</b> (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	Yes	No	<b>Footcandle values in certain areas do not meet the minimum standards</b>  <b>Understood will be adjusted to comply prior to Final Site Plan Submission</b>
<b>Lighting Plan</b> (Sec. 5.7.A.1)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Yes	Yes	

<p><b>Lighting Plan</b> (Sec.5.7.A.2)</p>	<p>Specifications for all proposed &amp; existing lighting fixtures:</p> <ul style="list-style-type: none"> <li>▪ Photometric data</li> <li>▪ Fixture height</li> <li>▪ Mounting &amp; design</li> <li>▪ Glare control devices</li> <li>▪ Type &amp; color rendition of lamps</li> <li>▪ Hours of operation</li> </ul> <p>Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties</p>	<ul style="list-style-type: none"> <li>▪ Yes</li> <li>▪ No</li> <li>▪ Yes</li> <li>▪ Yes</li> <li>▪ Yes</li> <li>▪ Yes</li> </ul>	<p>Yes</p>	
<p><b>Required Conditions</b> (Sec. 5.7.3.A)</p>	<p>Height shall not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses</p>	<p>Un able to determine</p>	<p>No</p>	<p><u>The specification sheets list the fixture height. Provide the total height including mounting height</u></p>
<p><b>Required Conditions</b> (Sec. 5.7.3.B)</p>	<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</li> </ul>	<p>Yes</p>	<p>Yes</p>	<p><u>Add these "required conditions" notes to the plan</u></p> <p><b>Understood will be adjusted to comply prior to Final Site Plan Submission</b></p>

	security purposes & limited operations shall be permitted after a site's hours of operation			
<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	4:1	Yes	
<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	Yes	Yes	
<b>Min. Illumination</b> (Sec. 5.7.3.k)	<ul style="list-style-type: none"> <li>▪ Parking areas: 0.2 min</li> <li>▪ Loading &amp; unloading areas: 0.4 min</li> <li>▪ Walkways: 0.2 min</li> <li>▪ Building entrances, frequent use: 1.0 min</li> <li>▪ Building entrances, infrequent use: 0.2 min</li> </ul>	<ul style="list-style-type: none"> <li>▪ 0.2 min</li> <li>▪ 0.2 min</li> <li>▪ 0.0 min</li> <li>▪ 1.0 min</li> <li>▪ 0.2 min</li> </ul>	Yes s No No Yes s Yes	<u>Provide the minimum required lighting for sidewalk along Providence Park Way and the loading area</u>  <b>Understood will be adjusted to comply prior to Final Site Plan Submission</b>
<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	Do not abut residential	NA	

<p><b>Cut off Angles</b> (Sec. 5.7.3.L)</p>	<ul style="list-style-type: none"> <li>▪ All cut off angles of fixtures must be 90° when adjacent to residential districts</li> <li>▪ maximum illumination at the property line shall not exceed 0.5 foot candle</li> </ul>	<p>'Yes</p>	<p>Yes</p>	
---	---	-------------	------------	--

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Gary J. Tressel  
Senior Associate

GJT/nf

pc:

HRC; File





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May 6, 2015

City of Novi  
45175 W. Ten Mile Road  
Novi, Michigan 48375

Attn: Jeremy Miller

Re: Providence Park One Acre Office Building  
Preliminary Site Plan Submission  
Engineering Review JSP14-0087

HRC Job No. 20140820

Dear Mr. Miller:

Attached are our responses to your Engineering Review Letter dated April 29, 2015:

Applicant  
HUBBELL, ROTH & CLARK, INC.

**Review Type**

Preliminary Site Plan

**Property Characteristics**

- Site Location: S. of Grand River Ave. and W. of Providence Parkway
- Site Size: 1.31 acres
- Plan Date: 04/10/2015

**Project Summary**

- Construction of an approximately 6,660 square-foot building and associated parking. Site access would be provided by one curb cut onto the Providence Parkway Private roadway.
- Water service would be provided by a 4-inch extension from the existing 12-inch water main stub at the east side of the site. A 2-inch domestic lead and a 4-inch fire lead would be provided to serve the building.
- Sanitary sewer service would be provided a 6-inch sanitary lead from the existing 15-inch sanitary sewer running along the south side of Grand River Ave.
- Storm water would be collected by a single storm sewer collection system and detained in an off-site detention pond.

**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.

**Response: Providence Parkway is privately owned and Owner will apply to**

**R.C.O.C. for work within Grand River Avenue.**

2. Provide a traffic control sign table listing the quantities of each sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

3. 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.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

4. 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.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

5. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

6. 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.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

7. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website ([www.cityofnovi.org/DesignManual](http://www.cityofnovi.org/DesignManual)).

**Response: Will be provided as a part of Stamping Set Submission.**

Water Main

8. The proposed water main extension must be a minimum of 8-inches in diameter.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

9. Provide a profile for all proposed water main 8-inch and larger.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

10. 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.

**Response: Will be provided as requested prior to Final Site Plan Approval.**

#### Storm Sewer

11. 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.

**Response: Understood.**

12. 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.

**Response: Understood.**

13. Match the 0.80 diameter depth above invert for pipe size increases.

**Response: Understood.**

14. 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.

**Response: Understood – no inlets are proposed.**

15. 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.

**Response: Understood.**

16. Illustrate all pipes intersecting storm structures on the storm profiles.

**Response: Will be provided as a part of Final Site Plan Approvals.**

17. Show and label all roof conductors, and show where they tie into the storm sewer.

**Response: Will be provided as part of Final Site Plan Approvals. Roof conductors are shown on Sheet C-5.**

Storm Water Management Plan

18. 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.

**Response: Sheet C-8 has been provided as part of Preliminary Site Plan Package.**

19. Provide a drainage area map for the proposed site.

**Response: Will be provided as a part of the Final Site Plan Approval.**

Paving & Grading

20. Revise the sidewalk detail to show 23 maximum cross-slope.

**Response: The Cross Section on Sheet C-10 shows a 2% slope.**

21. Provide 6-inches of 21AA for sidewalk base course.

**Response: Will be provided as a part of the Final Site Plan Approval.**

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

22. 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).

**Response: Agreed.**

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

23. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.

**Response: Agreed.**

The following must be addressed prior to construction:

24. 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).

**Response: Agreed.**

25. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.

**Response: Agreed.**

26. 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.

**Response: Agreed.**

27. 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.

**Response: Agreed.**

28. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.

**Response: Agreed.**

29. 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.

**Response: Agreed.**

30. An incomplete site work performance guarantee for this development will

Jeremy Miller  
May 6, 2015  
HRC Job Number 20140820  
Page 6 of 6

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.

**Response: Agreed.**

31. 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.

**Response: Agreed.**

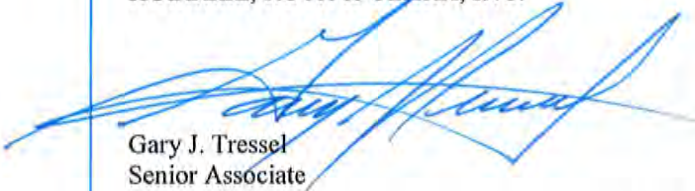
31. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

**Response: Agreed.**

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Gary J. Tressel  
Senior Associate

GJT/nf

pc: City of Novi; Ben Croy, Brian Coburn, Sri Komaragiri, Sabrina Lilla  
HRC; File



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May 6, 2015

City of Novi  
45175 W. Ten Mile Road  
Novi, Michigan 48375

Attn: Barbara McBeth, Deputy Director of Community Development

Re: Providence Park One Acre Office Building  
Preliminary Site Plan Submission  
Traffic Review JSP14-0087

HRC Job No. 20140820

Dear Ms. McBeth:

Attached are our responses to your Traffic Review Letter dated April 16, 2015:

AECOM has completed our review of the preliminary site plan submitted for the above referenced development. Our comments are as follows:

1. General Comments
  - a. The applicant, Hubbell, Roth & Clark, Inc., is proposing the development of a 1.31 acre parcel on the west side of Providence Parkway and the south side of Grand River Avenue.
  - b. The applicant previously submitted plans in 2009 and received final plan approval with 7,015 square feet of office space that was divided into 3,500 square feet of dental office and 3,515 square feet of general office. The development is now being proposed as 6,660 square feet medical office building under OSC zoning.
  - c. Providence Parkway is within the City of Novi's jurisdiction and Grand River Avenue is within the Road Commission for Oakland County's jurisdiction.

***Response: Agreed.***

2. Potential Traffic Impacts
  - a. The proposed development decreased in square footage and is not expected to generate more than the thresholds of 100 trips per peak hour or more than 750 trips per weekday; therefore, traffic impact studies are not recommended at this time.

***Response: Agreed.***

3. General Plan Comments – Review of the plans generally show compliance with City standards; however, the following items should be reviewed further in the Final Site Plan submittal.
  - a. The applicant should consider providing additional details regarding the radius of the entrance at Providence Parkway.
  - b. The applicant replaced the MDOT sidewalk ramp detail R-28-F with the updated detail R-28-I on sheet C-12.

***Response: Items in Comment #3 will be addressed in the Final Site Plan Approval***

4. Signing and Pavement Marking – Initial review of the plans generally show compliance with City standards, with the exception of the following:
  - a. Sheets C-2 and C-11 call for a R7-8a sign for “Reserved Parking Only – Van Accessible”. According to the Michigan Manual on Uniform Traffic Control Devices (MMUTCD), the sign should be labeled as a R7-8 (“Reserved Parking - Handicap Only”) with a R7-8p (“Van Accessible”) sign below.
  - b. The total quantity of the R7-8 sign should be 2 each. The quantity for R7-8a should be removed and replaced with a R7-8p sign with a quantity of 1 each.
  - c. The applicant should consider removing the word “VAN” on the van accessible parking stall on sheet C-2 if the intent is not to place a “VAN” pavement marking.

***Response: Items in Comment #4 will be addressed in the Final Site Plan Approval***

5. Bicycle and Pedestrian Master Plan – Initial review of the plans generally show compliance with City standards.

***Response: Agreed.***

The preliminary site plan was reviewed to the level of detail provided and AECOM recommends approval of the plans with the condition that the items identified above are adequately addressed to the satisfaction of the City.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Colleen Hill-Stramsak, P.E., PTOE  
Associate – Transportation

CHS

pc: HRC; G. Tressel, File





May 6, 2015

Ms. Sri Komaragiri  
Ms. Barbara McBeth  
Planning and Community Development  
City of Novi  
45175 W. Ten Mile Road  
Novi, MI 48375

**RE: Response to Landscape Architectural Preliminary Site Plan Approval Review  
JSP 14-0087**

Dear Ms. Komaragiri:

The comments provided in the preliminary site plan approval landscape review letter by Rick Meader dated April 20, 2015 have been addressed as follows. Revisions to our plans will appear on the resubmitted final site plan documents.

### **EXISTING ELEMENTS**

#### **1. Existing Soils:**

- a. We will add soil type boundaries to our drawings.

#### **2. Existing and Proposed Overhead and Underground Utilities including Hydrants:**

- a. The existing and proposed utilities are located on our drawings. We obtained this information from the civil engineer to use as our backgrounds. Please also reference their drawings. We will keep all trees 10 feet from hydrants as required. We will dimension tree center to overhead wire, or center line of utility easement.

#### **3. Existing Trees**

- a. We will remove replacement calculations and trees from our plans.

#### **4. Existing Tree Protection**

- a. We will modify the location of the tree fence to comply with ordinance requirement.

### **LANDSCAPE REQUIREMENTS**

#### **1. Adjacent to Public Rights-of-Way – Berm and Buffer:**

- a. We will confirm frontage dimensions and adjust required plant quantities if necessary.
- b. We have shown the required berm on our drawing, see Sheet L-1. The required cross section appears on Sheet L-2. We will adjust contours to depict elevations accurately.
- c. We will add a note to reflect the required 6" of topsoil.

## **2. Street Tree Requirements**

- a. We will confirm frontage dimensions and adjust required plant quantities if necessary.
- b. We have discussed the street tree plantings within the OCRC right-of-way with Scott Sintkowski (248) 858-4842. He indicated that the trees reflected on the plan would be permitted outside of the road commission site distance triangle. We will plot the required triangle on our drawings and adjust street tree quantities if required.

## **3. Parking Lot Landscape**

- a. We will clearly identify the square footage of the areas within the parking lot used in our calculations.

## **4. Parking Lot Perimeter Canopy Trees**

- a. We will provide calculations and additional trees and labels as required.

## **5. Building Foundation Planting**

- a. We will clearly identify the square footage of the areas within the parking lot used in our calculations.

## **6. Transformer/Utility Box and Fire Hydrants Plantings:**

- a. See note 2 under Existing Elements

## **OTHER REQUIREMENTS:**

- a. We will fix installation dates.
- b. We will provide an original seal and signature on the final site plan submittal.
- c. We will provide an irrigation plan and cost estimate in our final site plan submittal. We will also provide a statement of documentation for plant material selection relative to irrigation.
- d. We will adjust location of proposed trees to accommodate snow storage.
- e. We will provide an alternative shrub for Miscanthus sinensis.
- f. We will provide the required bike parking location, detail and quantity

## **WOODLAND AND WETLAND IMPACTS:**

- a. We will substitute proposed 400 sf of turf grass with native seed mix. (Per ECT)
- b. We will provide seed mix and seeding rates. (Per ECT)

Page 3  
Ms. Sri Komaragiri  
Ms. Barbara McBeth

If we can provide you any additional information, or answer any questions, please do not hesitate to call.

Sincerely,  
RUSSELL DESIGN, INC.

A handwritten signature in black ink that reads "MARC R. RUSSELL" with a long, sweeping horizontal line extending to the right.

Marc R. Russell, ASLA  
Principal



May 6, 2015

Ms. Sri Komaragiri  
Ms. Barbara McBeth  
Planning and Community Development  
City of Novi  
45175 W. Ten Mile Road  
Novi, MI 48375

**RE: Response to Woodland Preliminary Site Plan Approval Review  
JSP 14-0087**

Dear Ms. Komaragiri:

The comments provided in the preliminary site plan approval landscape review letter by Pete Hill of ECT dated April 29, 2015 have been addressed as follows.

#### **WOODLANDS**

We are in agreement with the plan review and on-site evaluation. We are proposing to remove 8 trees total. Six of these trees are healthy (#270, #506, #507, #510, #511 and #512). Two trees that are proposed to be removed are dead (#98, #522).

Pursuant to a conversation with Rick Meader, city landscape architect on May 6, 2015 and following his conversation with Pete Hill, the trees that have been identified to be removed are not considered woodland trees and therefore will not require the replacements identified in the ECT report. The trees in question were trees that were part of the landscaping of the former golf course site.

Due to the findings mentioned above, we will not be responsible for the stated replacements and will not be seeking a woodland permit.

If we can provide you any additional information, or answer any questions, please do not hesitate to call.

Sincerely,  
RUSSELL DESIGN, INC.

A handwritten signature in black ink that reads "MARC R. RUSSELL".

Marc R. Russell, ASLA  
Principal



**PRINCIPALS**

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**HUBBELL, ROTH & CLARK, INC.**

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May 6, 2015

City of Novi  
45175 W. Ten Mile Road  
Novi, Michigan 48375

Attn: Barbara McBeth, Deputy Director of Community Development

Re: Providence Park One Acre Office Building HRC Job No. 20140820  
Preliminary Site Plan Submission JSP15-0029  
Wetland Review PSP15-0054

Dear Ms. McBeth:

Attached are our responses to your Wetland Review Letter dated April 29, 2015:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan (Plan) for the proposed Providence Novi – One Acre Office Building project prepared by HRC dated April 10, 2015. The proposed project location is south of Grand River Avenue and west of Providence Parkway, Section 17. The Plan was reviewed for conformance with the City of Novi Wet- land and Watercourse Protection Ordinance and the natural features setback provisions in the Zoning Ordinance. ECT previously visited the site in order to verify wetland boundaries. The wetland boundaries appear to be accurately depicted on the Plan.

The current site plan includes the construction of a proposed 5,994 square foot office building, associated parking and utilities. Site storm water appears to be routed to an existing storm sewer in the northeast corner of the proposed site, with an ultimate outlet to Detention Basin A on the Providence Hospital site.

What follows is a summary of our findings regarding on-site wetlands and proposed wetland impacts associated with the current Plan.

**Existing Wetlands and Wetland Impacts**

Based on our review of the Plan, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands Map, and our onsite wetland evaluation, it appears as if this site contains City-regulated wet- lands. The site plan indicates an area of existing wetland located along the western edge of the proposed project site (see Figure 1). This area consists of emergent as well as open-water wet- land area. The Landscape Plan (Sheet L-1) notes that the site contains 7,275 square feet (0.17- acre) of wetland, but that no wetland impacts are proposed.

This wetland appears to be considered regulated, essential wetland by the City of Novi and any impacts to wetlands or wetland buffers would require approval and authorization from the City of Novi. This wetland could be regulated by the Michigan Department of Environmental Quality (MDEQ) as well. The wetland does not appear to be contiguous to a pond, stream, drain or lake; however, the wetland may be larger than five (5) acres in overall size. Final determination of regulatory status should be made by the MDEQ however. A permit from this agency may be required for any direct impacts, or potentially for storm water discharge from the proposed de- tention basin. The current Plan does not, however, appear to propose wetland impacts.

**Response: No wetland impacts are proposed by this project.**

**Existing 25-Foot Wetland Buffers and Wetland Buffer Impacts**

The Plan does appear to propose impacts to the 25-foot wetland buffer associated with this wetland. As such, the project would require a City of Novi Authorization to encroach the 25-foot Wetland Buffer. The Landscape Plan (Sheet L-1) notes that the site contains 7,548 square feet (0.17-acre) of wetland buffer. Of this, 3,120 square feet (0.07-acre) of permanent wetland buffer impact is proposed (160 cubic yards). As such, the Plan will permanently disrupt 41% of the existing 25-foot buffer.

**Response: A waiver of the wetland buffer is requested, as the site will become unbuildable if a waiver is not granted.**

In addition to permanent wetland buffer impacts, the Plan proposes a total 2,014 square feet (0.05-acre) of temporary wetland buffer impacts. Of this, the following details have been provided:

- 400 square feet of turf grass to be mowed regularly for parked vehicle overhang;
- 1,614 square feet is to be restored with native seed mix.
- Total Temporary buffer impacts = 2,014 square feet

It can be argued that the 400 square feet of turf grass to be regularly mowed should be considered a permanent impact to the wetland buffer as opposed to a temporary one.

The Plan does not appear to provide details or description pertaining to the proposed native seed mix to be used in the restoration of temporary wetland buffer areas. The applicant should provide additional information related to the type of native seed mix (plant species and seeding rates) that will be proposed as part of the restoration of temporary wetland buffer impacts.

**Response: Additional information will be provided prior to Final Site Plan Submission.**

ECT encourages the Applicant to minimize impacts to wetland setbacks to the greatest extent practicable. The Applicant should consider modification of the proposed site design in order to preserve existing wetland buffer areas. The City regulates wetland buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum set-back from wetlands and watercourses”.

In addition, ECT recommends that the Applicant propose additional wetland buffer enhancements/plantings and or areas of wetland buffer mitigation/expansion in order

to help mitigate for the permanent loss of wetland buffer area that is proposed. It appears as if there are areas on the north and south sides of the project that would allow for an expansion of the 25-foot wetland buffer in an attempt to mitigation for the loss of buffer described above.

**Response: A waiver of the wetland buffer is requested as the site will become unbuildable if a waiver is not granted.**

#### Permits & Regulatory Status

The on-site wetlands are considered regulated, essential wetland by the City of Novi and any impacts to wetlands or wetland buffers would require approval and authorization from the City of Novi. However, no wetland impacts are proposed.

The project as proposed will require a City of Novi Authorization to Encroach the 25-Foot Natural Features Setback. This permit and authorization are required for the proposed impacts to wetland and regulated wetland setbacks.

**Response: A waiver of the wetland buffer is requested as the site will become unbuildable if a waiver is not granted.**

#### Comments

Please consider the following comments when preparing subsequent site plan submittals:

1. The Plan does not appear to provide details or description pertaining to the proposed native seed mix to be used to restore areas of temporary wetland buffer impacts. The applicant should provide additional information related to the type of native seed mix on the Plan (i.e., seed types and seeding rates, etc.).

**Response: A waiver of the wetland buffer is requested as the site will become unbuildable if a waiver is not granted.**

2. It can be argued that the 400 square feet of turf grass to be regularly mowed should be considered a permanent impact to the wetland buffer as opposed to a temporary one. Please review and revise the wetland buffer impact quantities as necessary.

**Response: A waiver of the wetland buffer is requested as the site will become unbuildable if a waiver is not granted.**

3. ECT encourages the Applicant to minimize impacts to wetland setbacks to the greatest extent practicable. The Applicant should consider modification of the proposed site design in order to preserve existing wetland buffer areas. If this is not possible, ECT recommends that the Applicant propose additional wetland buffer enhancements/plantings and or areas of wetland buffer mitigation/expansion in order to help mitigate for the permanent loss of wetland buffer area that is proposed. It appears as if there are areas on the

north and south sides of the project that would allow for an expansion of the 25-foot wetland buffer in an attempt to mitigation for the loss of buffer described above.

**Response: A waiver of the wetland buffer is requested as the site will become unbuildable if a waiver is not granted.**

**Recommendation**

ECT recommends approval of the Preliminary Site Plan for Wetlands. The Applicant should address the concerns noted above in the Comments section prior to receiving Final Site Plan Approval.

**Response: Additional detail will be provided prior to Final Site Plan Submission.**



Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate project boundary is shown in red). Regulated Wetland areas are shown in blue. The area of on-site wetland is over-estimated on the City Map.

If you have any questions or require any additional information, please contact the





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May 6, 2015

City of Novi  
45175 W. Ten Mile Road  
Novi, Michigan 48375

Attn: Andrew Copeland, FPO/Inspector II – CFPE

Re: Providence Park One Acre Office Building  
Preliminary Site Plan Submission JSP15-0029  
Fire Review PSP15-0054

HRC Job No. 20140820

Dear Ms. McBeth:

Attached are our responses to your Fire Review Letter dated April 16, 2015:

**Project Description:**

Proposed new 6,660 sq ft office/multi-tenant building on 1.31 acres.

**Comments:**

1. 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. (*D.C.S. Sec 11-239(b)(5)*). Prints show turning radius of 50'/30' – however exceed curb islands in middle of parking lot. This will need to be corrected. Approach from Providence Parkway road is acceptable at this time.

**Response: The interior 30' Radius will be modified prior to Final Site Plan Submission.**

2. With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. The location of fire department connections shall be approved. (*International Fire Code*). Hydrant will need to be relocated to north-side of driveway/entryway.
3. Proximity to hydrant: 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. (*Fire Prevention Ord. Sec. 15-17*)

**Response: Understood – Hydrant will be relocated prior to Final Site Plan Submission.**

4. Requirements of NFPA 24 (Chapter 13), shall be followed in reference to water main supply to building. Mains under 6" will be required to conform to 13.2. (1, 2, & 3).

**Response: Understood.**

**Recommendation:**

Comments above will need to be addressed before final approval is given.



Andrew Copeland  
May 6, 2015  
HRC Job Number 20140820  
Page 2 of 2

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A handwritten signature in blue ink, appearing to read 'Gary J. Tressel', written over a light blue horizontal line.

Gary J. Tressel  
Senior Associate

GJT/nf

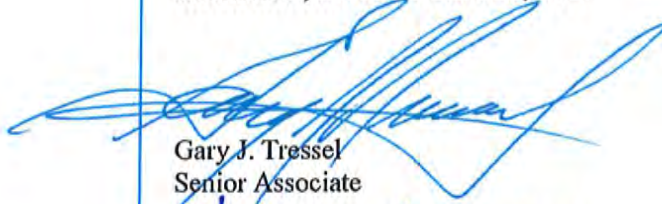
pc: City of Novi; Barbara McBeth, Kristen Kapelanski, Sri Komaragiri  
City of Novi Fire Department; FPO Krajnovich  
HRC; File

Barbara McBeth  
May 6, 2015  
HRC Job Number 20140820  
Page 5 of 5

undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Gary J. Tressel  
Senior Associate



Derek Stratelak  
Sr. Licensed Landscape Architect

GJT/nf

pc: ECT; Peter Hill, P.E.  
City of Novi; Kristen Kapelanski, Sri Komaragiri, Rick Meader,  
Stepahnie Ramsay

HRC; File



Project & Design Management  
3060 Hilton  
Ferndale, MI. 48220  
office (248) 298-0810  
facsimile (248) 298-0811

May 5, 2015

Ms. Sri Ravali Komaragiri - Planner  
City of Novi  
Community Development  
45175 W. Ten Mile Road  
Novi, MI 48375-3024

Re: Providence Park One Acre Office Building  
JSP 14-87

PDM Project No.: 103-008

Dear Ms. Ravali Komaragiri,

This letter is in response to Plan Review Comments dated April 29, 2015 for the above mentioned project.

We have written out your comments in **bold** with our response immediately after.

**2. Dumpster Enclosure ( Sec 4.19.2.F & 21-145): Provide a dumpster enclosure detail that includes gate details and protective bollards inside the enclosure and at the gate corners.**

Acknowledged. We will provide details of the gate enclosure and additional protective bollards at the gate corners as well as inside the enclosure.

**4. Photometric Plan (Sec 5.7).**

- a. **Provide the maximum height or the mounting height for the light fixtures.** The light fixtures will be 25 feet high and rest on a 2 foot high concrete pedestal. The total height of the light pole and pedestal will be 27 feet above grade.
- b. **Add required notes as listed in Sec. 5.7.3.B to the plan sheets.** Acknowledged. We will add the notes listed in item "a" above.
- c. **Minimum foot candles. Foot candles in certain areas do not meet the minimum standards. Provide the minimum required lighting for sidewalk along Providence Park Way and the loading area.** Acknowledged. We will add an additional light pole or building light to achieve the required illumination levels at the dumpster. We will add the existing and existing to be relocated light pole at Providence Parkway and include those lights in the revised photometrics, to ensure that the sidewalk in this area will exceed minimum illumination levels.

**Façade Comments: Roof Top Equipment.**

The parapet wall is designed to provide screening of the mechanical units located on the roof.

Please call or contact me if you have any questions or require additional information.

Thank you,



James Lemire, AIA  
President  
Project & Design Management

CC: Gary Jonna,  
Gary Tressel,  
Chris Bayer/Scott Wheeler,  
Stephen Vecchi,

Whitehall Real Estate Interests  
HRC  
MA Engineering  
PDM