



OAK POINTE CHURCH PARKING EXPANSION/RE-PHASING JSP 14-35

Oak Pointe Church Parking Expansion/Re-Phasing JSP14-35

Consideration of the request of Oak Pointe Church for approval of the Preliminary Site Plan, Re-Phasing Plan and Stormwater Management Plan. The subject property is located on the north side of Ten Mile Road, between Napier and Wixom Roads, in Section 19 of the City. The property totals 27.21 acres and the applicant is proposing to construct a parking lot addition for Oak Pointe Church and reorder the phases as part of an existing phasing plan.

Required Action

Approval/Denial of the Preliminary Site Plan, Re-Phasing Plan and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	7-22-14	Planning Commission acknowledgment to allow administrative approval of future phases provided there are no significant changes from the previously approved plan (Staff supports)
Engineering	Approval recommended	7-24-14	Items to be addressed on the Final Site Plan submittal
Traffic	Approval recommended	07-17-14	Items to be addressed on the Final Site Plan submittal
Landscaping	Approval recommended	07-15-14	Waiver of excess of 15 contiguous parking spaces without a landscaped island in five locations (Staff does not support)
Fire	Approval recommended	07-23-14	Items to be addressed on the Final Site Plan submittal

Motion sheet

Approval – Preliminary Site Plan and Phasing Plan

In the matter of the request of Oak Pointe Church for Oak Pointe Church Parking Expansion, JSP14-35, motion to **approve** the Preliminary Site Plan and Phasing Plan, subject to the following:

- a. Applicant to adjust the Final Site Plan to eliminate excess of 15 contiguous parking spaces without a landscaped island;
(Alternatively, the Planning Commission may waive the requirement for landscaped islands based on the consistency with previous approval of the overall plan for the Oak Pointe Church); and
- b. Planning Commission acknowledgement that future minor changes (including re-ordering of phases) may be reviewed administratively, provided that staff determines that there are no significant traffic issues or substantial changes from what had been presented and approved previously by the Planning Commission; and
- c. Compliance with all the conditions and requirements listed in the staff and consultant review letters; and
- d. *(additional conditions here if any)*

This motion is made because the plan is otherwise in compliance with Article 4, Article 24 and Article 25 and all other applicable provisions of the Zoning Ordinance.

-AND-

Approval – Storm Water Management Plan

In the matter of the request of Oak Pointe Church for Oak Pointe Church Parking Expansion, JSP14-35, motion to **approve** the Storm Water Management Plan, subject to:

- a. Compliance with all the conditions and requirements listed in the staff and consultant review letters;
- b. *(additional conditions here if any)*

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

-OR-

Denial – Preliminary Site Plan and Phasing Plan

In the matter of the request of Oak Pointe Church for Oak Pointe Church Parking Expansion, JSP14-35, motion to **deny** the Preliminary Site Plan and Phasing Plan...because the plan is not in compliance with Article 4, Article 24 and Article 25 of the Zoning Ordinance.

-AND-

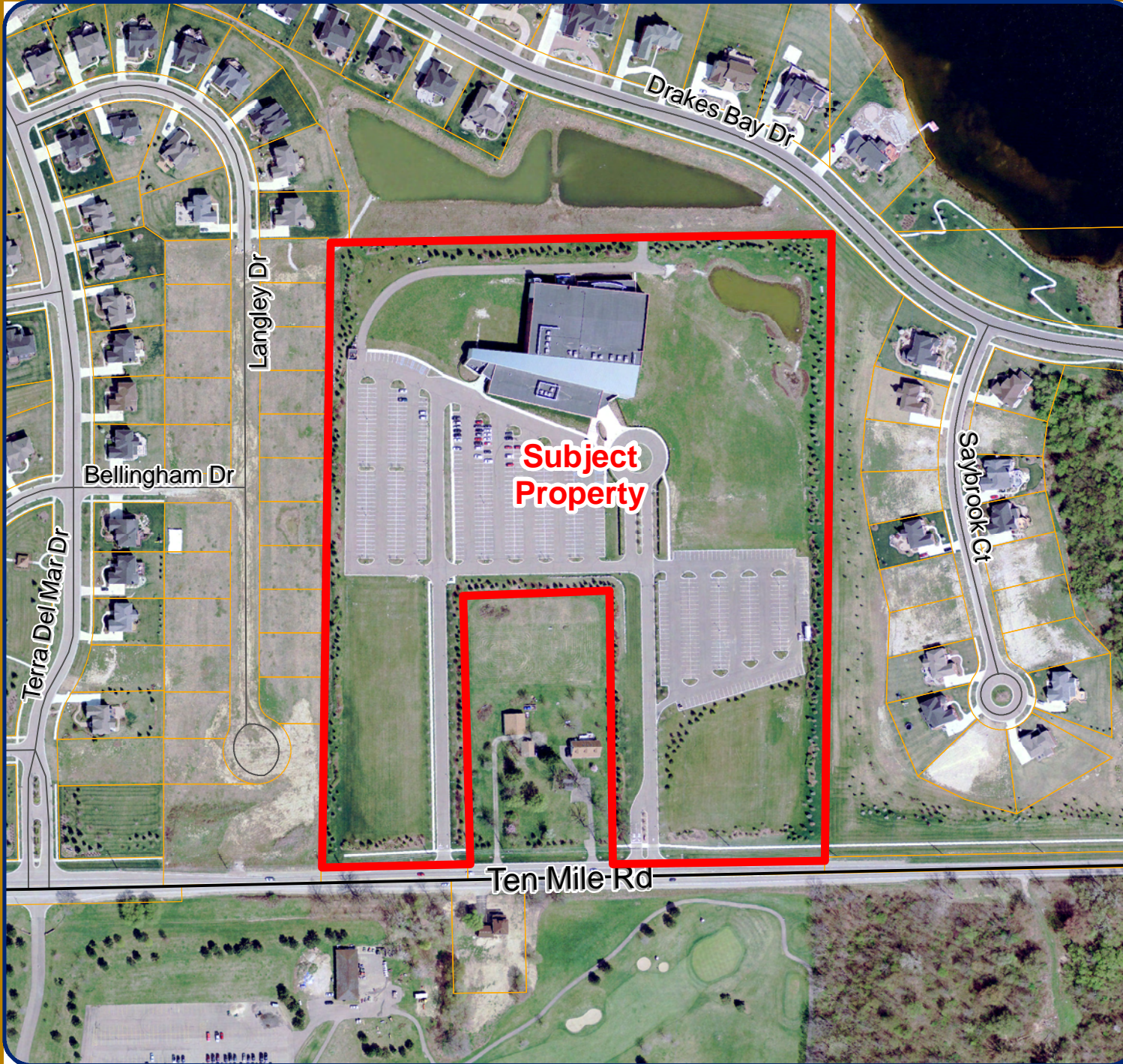
Denial – Storm Water Management Plan

In the matter of the request of Oak Pointe Church for Oak Pointe Church Parking Expansion, JSP14-35, motion to **deny** the Storm Water Management Plan ...because the plan is not in compliance with Chapter 11 of the Code of Ordinances.

MAPS
Location
Zoning
Future Land Use
Natural Features

JSP14-35 Oak Pointe Church Parking Expansion

Location



Map Legend

 Subject Property



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

Map Author: Sara White
Date: 06-30-14




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.

JSP14-35 Oak Pointe Church Parking Expansion Zoning



Map Legend

-  Subject Property
-  R-A: Residential Acreage
-  R-1: One-Family Residential



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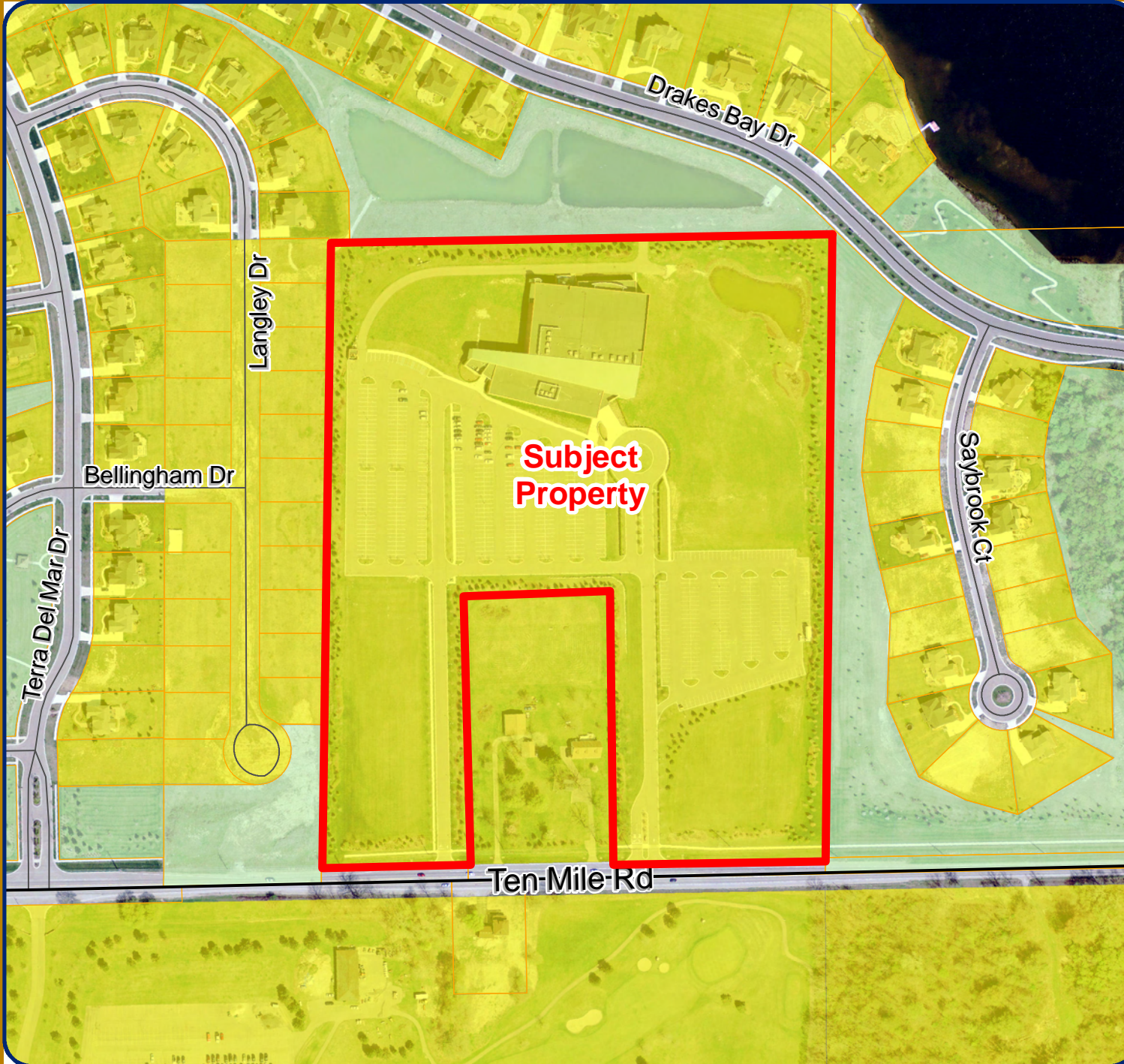
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JSP14-35 Oak Pointe Church Parking Expansion

Future Land Use



Map Legend

-  Subject Property
-  Single Family
-  Private Park



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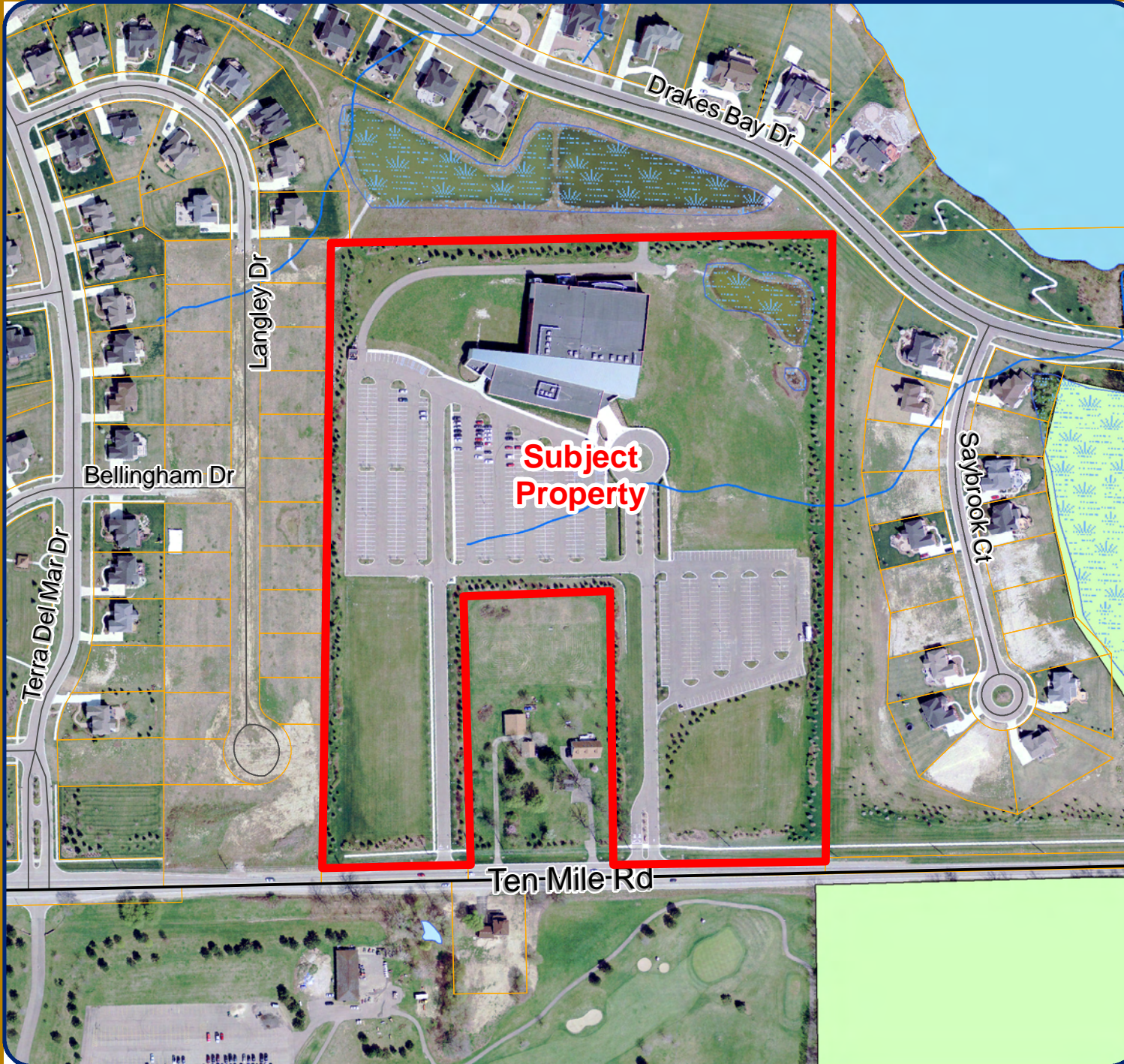
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JSP14-35 Oak Pointe Church Parking Expansion

Natural Features



Map Legend

-  Subject Property
-  Waterways
-  Lake
-  Pond
-  Wetlands
-  Woodlands



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Planning Division
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45175 W Ten Mile Rd
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Map Author: Sara White
Date: 06-30-14

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SITE PLAN

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

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

July 22, 2014

Preliminary Site Plan Review

Oak Pointe Church Parking Lot/Re-phasing

JSP 14-35

Petitioner

Nowak & Fraus Engineers

Review Type

Preliminary and Re-Phasing Plan Review

Property Characteristics

- Site Location: North side of Ten Mile Road, between Napier and Wixom Roads
- Site Zoning: RA, Residential Acreage
- Adjoining Zoning: North, East, and West: RA, Residential Acreage; South: R-1, One-Family Residential and RA, Residential Acreage
- Adjoining Uses: North, East, and West: Island Lake of Novi Subdivision; South: Links of Novi Golf Course and single-family homes along Ten Mile
- School District: Novi Community School District
- Site Size: 27.21 acres
- Plan Date: 07-07-2014

Project Summary

The applicant is proposing to construct a parking lot addition for the already built Oak Pointe Church. This area was previously identified to be a part of the fifth phase of construction for the church, along with building additions and another small parking lot. The applicant is proposing to reorder the phases along with this parking lot expansion.

Ordinance Standards

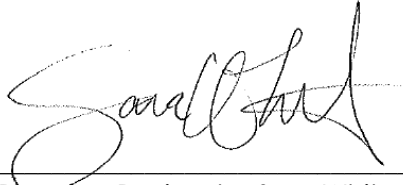
This project was reviewed for compliance with the City of Novi Zoning Ordinance, Article 3 (Residential Acreage), Article 24 (Schedule of Regulations), Article 25 (General Provisions), and any other areas of the ordinance, as noted. The plans show general compliance with ordinance requirements, except as noted in the following review letter.

1. Requirement of Planning Commission Review: The applicant is requesting approval of two separate pieces of the overall site plan approval for Oak Pointe Church. First, the parking lot expansion could possibly be reviewed administratively as part of the previously approved phasing plan. However, the potential second part of the request, the re-phasing approval, is required to be approved by the Planning Commission. **The Planning Commission will need to review and approve the plans under Section 2516.b(7).iv.** The applicant is also requesting that Planning Commission grant staff administrative approval powers for any future re-phasings that are not determined by staff to be major changes.
2. Differences from Previously Approved Phasing Plan: The proposed lot was previously approved as part of Phase V of the master plan for the site along with building expansions and another small area of parking on the West side of the site. The proposed parking lot expansion is now identified as Phase 3. Phases 4 and 5 now consist of 5,145

JSP14-35

square foot building expansion and a 25,796 square foot building expansion on the west side of the building, respectively. Phase 6 consists of a 78,790 square foot building expansion along with more parking expansion and recreation fields. The configuration of these expansions has not changed significantly since the original approval.

3. Parking Spaces: Parking provided is sufficient for current size of church. **Parking calculations are incorrect on plans. Make sure updated numbers are on Final Site Plan submittal.**
4. Bike Racks: Parking space for 10 bicycles is being provided. **Provide detail on rack design and layout so that compliance can be confirmed.**
5. Lighting Plan: See attached lighting review chart for additional details. **Manufacturer cut sheets should be provided for the chosen fixtures.**
6. Gazebo: The applicant has provided under separate cover the intended location of a gazebo. The shown placement of the structure does not comply with setback standards, as it is within the required 75 foot setback from the property line and the 25 foot wetland buffer from the pond. **The gazebo should be relocated within the rear yard as to not impede on either setback.** Gazebo location should be included on Final Site Plan submittal as part of engineered and scaled drawings.



Planning Review by Sara White, Planner (248) 347-0484

JSP14-35

Lighting Review Summary Chart

Oak Pointe Church

Preliminary Site Plan JSP14-35

Plan Date: 07-07-14

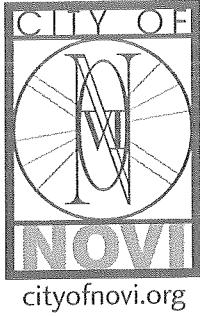
Bolded items must be addressed at the time of Final Site Plan

Item	Required	Meets Requirements?	Comments
Intent (Section 2511.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties, reduce unnecessary transmission of light into the night sky	Yes	
Lighting plan (Section 2511.2.a.1)	Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures	Yes	
Lighting Plan (Section 2511.2.a.2)	Specifications for all proposed and existing lighting fixtures including: Photometric data ___ Fixture height ___ Mounting & design ___ Glare control devices ___ Type and color rendition of lamps ___ Hours of operation ___ Photometric plan ___	No	The applicant should submit manufacturer's cut sheets outlining the type of fixtures being proposed and note hours of operation on plan
Required conditions (Section 2511.3.a)	Height not to exceed maximum height of zoning district or 25 feet where adjacent to residential districts or uses.	Yes	
Required Notes (Section 2511.3.b)	- Electrical service to light fixtures shall be placed underground - No flashing light shall be permitted - Only necessary lighting for security purposes and limited operations shall be permitted after a site's hours of operation.	No	Add all three notes to the plan sheet.

JSP14-35

Item	Required	Meets Requirements?	Comments
Required conditions (Section 2511.3.e)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1.	Yes	Avg:Min is 2.6:1 for parking area
Required conditions (Section 2511.3.f)	Use of true color rendering lamps such as metal halide is preferred over high and low pressure sodium lamps.	Yes	
Minimum Illumination (Section 2511.3.k)	<ul style="list-style-type: none"> - Parking areas- 0.2 min - Loading and unloading areas- 0.4 min - Walkways- 0.2 min - Building entrances, frequent use- 1.0 min - Building entrances, infrequent use- 0.2 min 	Yes	
Maximum Illumination adjacent to Residential (Section 2511.3.l)	When site abuts a residential district, maximum illumination at the property line shall not exceed ½ foot candle	Yes	
Cut off Angles (Section 2511.3.1(2))	All cut off angles of fixtures must be 90 degrees when adjacent to residential districts	Yes	

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

07/24/2014

Engineering Review

Oak Pointe Parking Lot Expansion
JSP14-0035

Applicant

OAK POINTE CHURCH

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: N. of Ten Mile Road and W. of Wixom Road
- Site Size: 27.23 acres
- Plan Date: July 7, 2014

Project Summary

- Construction of an approximately 6,720 square-foot associated parking lot expansion.
- Storm water would be collected by a single storm sewer collection system and be detained in the existing on-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. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.

Storm Water Management Plan

2. 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.
 - a. Provide detention volume calculations using City of Novi standards, not the Oakland County Method as shown.

Paving & Grading

3. Provide additional grading on ADA ramps and parking stalls to confirm compliance with standards.

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

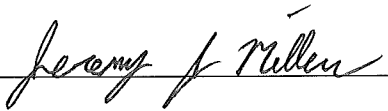
4. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction 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 addressed prior to construction:

5. 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).
6. 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.
7. 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.
8. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
9. 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.

10. 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.
11. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.

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



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

TRAFFIC REVIEW

July 17, 2014

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

**SUBJECT: Oak Pointe Church Parking Lot Expansion, JSP14-0035,
Traffic Review of Preliminary Site Plan, PSP14-0121**

Dear Ms. McBeth:

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

Recommendation

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

Site Description

What is the applicant proposing?

1. The applicant is proposing to remove 28 existing parking spaces and add 184 new spaces (for a net increase of 156 spaces). Our attached aerial photo shows the general location of the parking lot expansion.

Trip Generation

How much new traffic would be generated?

2. We have no basis for predicting an increase in site visitation.

Vehicular Access Locations

Do the proposed driveway locations meet City spacing standards?

3. Not applicable. The expansion area will take access to the existing parking lot to the south.

Vehicular Access Improvements

Will there be any improvements to the abutting road(s) at the proposed access point(s)?

4. Not applicable.

Access Drive Design and Control

Are the proposed design, pavement markings, and signage satisfactory?

5. Not applicable.

Pedestrian Access

Are pedestrians safely and reasonably accommodated?

6. No. The barrier-free signing has been proposed to be located in the sidewalk and at too low of a height for tall pedestrians walking nearby. Also, the 7-ft-long bumper blocks are longer than requested. If the blocks are centered on each of the two 8-ft-wide barrier-free parking spaces, there would be only 1 ft between blocks, too narrow of a passageway for pedestrians to safely walk through. Ideally, pedestrians – especially a handicapped person accessing a vehicle on the side away from the crosshatched access aisle – should not have to step over a bumper block. Appropriate corrections are noted below.

Circulation and Parking

Can vehicles safely and conveniently maneuver through the site?

7. As pointed out in our pre-application comments of 6-16-14, Sec 2509.3c(2)(c) of the Zoning Ordinance requires a full 17 ft of parking space length, referenced to the face of the 4-inch-high, 7-ft-wide sidewalk. The same minimum parking space length applies relative to any bumper blocks placed to act as wheel stops in lieu of a raised sidewalk. **The two proposed bumper blocks – now shown straddling the joint between the concrete and asphalt – must be moved back about a half foot to achieve the required parking space length (as noted in our pre-app comment 2, this will place the parking or south face of the blocks directly over the pavement joint). As also previously requested, the bumper blocks used should be 6 ft long (not 7 ft as now proposed). The blocks should also be yellow in color for maximum visibility. (Yellow rubber blocks of the size requested are commercially available.)**
8. **The barrier-free signs should be moved to the landscaped area at the back of the sidewalk. Also, to further reduce the hazard these signs pose to pedestrians, the associated detail on sheet C1 should be revised to show the bottom of the RESERVED PARKING ONLY sign a minimum of 7'-0" above grade and the bottom of the VAN ACCESSIBLE sign a minimum of 6'-3" above grade (although, given the latter panel's 6" height dimension, the achievable 6'-6" ground clearance would even more desirable). This sign detail should also be revised to include the two sign codes (R7-8 and R7-8P), a realistic rendition of the VAN ACCESSIBLE sign, and recognition that the latter sign is to be installed at every barrier-free space adjacent to an 8-ft-wide access aisle (potentially resulting in more than one van-accessible space for every eight barrier-free spaces, the ADA minimum, as it will in this case).**
9. **A Signing Quantities Table must be added to the plan, listing by brief sign description and MMUTCD code the number of such signs required.**
10. The width of two end parking spaces have been dimensioned: the northernmost regular space along the east bank of 21 spaces, and the westernmost barrier-free space. While the respective dimensions of 9 ft and 8 ft appear to be to the face of curb, this is rather subtle at the scale drawn and may not be noticed by the contractor. The note on sheet C1 reading "all dimensions are to the outside building wall, back of curb, or to the face of sidewalk unless otherwise noted" is apparently meant to infer that these two parking space width dimensions are as "otherwise noted"; however, we believe that **the required end parking space widths**

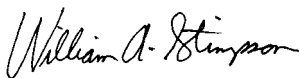
would be more reliably achieved if either (a) the above two dimensions are provided to back of curb and increased by 0.5 ft, or (b) another sentence is added to the plan note, indicating that “The widths of end parking spaces are referenced to the face of curb.” Option (a) may be preferable, given that it would be stylistically consistent with the 17.5-ft *length* dimension shown for the easternmost and westernmost perimeter spaces.

11. **Width dimensions are required for the other two barrier-free spaces and the two cross-hatched access aisles.**
12. It appears that undedicated parking spaces have been randomly dimensioned in two locations as 9 ft. **At least one such dimension should be read “9.0’ (Typ.)”** (and one of the these dimensions could be deleted).
13. At the southeast corner of the 24-ft-wide landscape strip along the west side of the new lot, the proposed curb radius is only 5 ft. This would likely result in many circulating vehicles encroaching on the wrong side of the drive aisle and/or end aisle. **To comply as closely as possible with Sec 2506.13 of the Zoning Ordinance, the existing curb on the strip’s southwest corner should be removed, and the south end of the strip equipped with a new 12-ft radius curb over a full half circle.**
14. **Pavement marking specifications are required. Per the MMUTCD and City policy, undesignated parking spaces must be striped in white; barrier-free spaces and access aisles must be striped in blue; and the International Symbol of Accessibility (wheelchair) must be marked in white. Also, where a barrier-free space abuts an undesignated space, the two spaces must be separated by abutting blue and white stripes.**

Sincerely,
CLEARZONING, INC.



Rodney L. Arroyo, AICP
President



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

Attached:
Aerial photo

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

July 15, 2014

Landscape Plan

Oak Pointe Church Parking Lot Expansion JSP14-35

Review Type

Preliminary Landscape Review

Property Characteristics

- Site Location: Ten Mile Road
- Site Zoning: RA – Residential Acreage
- Adjacent Zoning: RA – Residential Acreage. R-1 south of Ten Mile.
- Plan Date: 6/5/14

Recommendation

Approval of the Preliminary Site Plan for JSP14-35 Oak Pointe Parking Lot Expansion is recommended. Please address the concern noted below.

Ordinance Considerations

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

1. The project area is not directly adjacent to any public or private road.

Street Tree Requirements (Sec. 2509.3.b.)

1. No street trees are required.

Parking Landscape (Sec. 2509.3.c.)

1. A total of 4,633 SF of Parking Lot Landscape Area is required. This requirement has been met.
2. **No more than 15 contiguous parking spaces are allowed without a parking island. Please adjust the parking lot accordingly.**

Parking Lot Perimeter Canopy Trees (Sec. 2509.3.c.(3))

1. Parking lot perimeter trees are required at one per 35' of the proposed parking lot expansion boundary. This requirement has been met.

Building Foundation Landscape (Sec. 2509.3.d.)

1. No building is proposed and no alterations are proposed to existing buildings.

Plant List (LDM)

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

Planting Notations and Details (LDM)

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

Storm Basin Landscape (LDM)

1. No storm basin is proposed.

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

1. An Irrigation Plan and Cost Estimate must be provided upon future submittals.

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

Reviewed by: David R. Beschke, RLA

FIRE REVIEW



June 12, 2014
July 23, 2014

TO: Barbara McBeth- Deputy Director of Community Development
Kristen Kapelanski- Plan Review Center
Sara Roediger- Plan Review Center

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Gwen Markham

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

Interim City Manager
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**Director of Public Safety
Chief of Police**
David E. Molloy

Director of EMS/Fire Operations
Jeffery R. Johnson

Assistant Chief of Police
Victor C.M. Lauria

Assistant Chief of Police
Jerrod S. Hart

RE: Oak point Parking lot expansion

PSP#14-0100
PSP#14-0121

Project Description: Lot expansion at the north end of main drive

Comments: Meets FD standard

Recommendation: Approval

Sincerely,

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

cc: file

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

cityofnovi.org

APPLICANT RESPONSE LETTER



CIVIL ENGINEERS

LAND SURVEYORS

LAND PLANNERS

August 5, 2015

Emailed: August 5, 2015

City of Novi
Community Development Dept.
45175 West Ten Mile Road
Novi, MI 48375

Attn: Barbara McBeth
Deputy Comm. Develop. Dir.

Re: **Oak Pointe Church - 2014 Parking Lot Expansion/Re-Phasing
JSP 14-35**
Novi, Michigan

Dear Ms. McBeth:

Please see below for a written response to the City of Novi review letters for the above reference project received from your office on July 25, 2014.

Sincerely,

NOWAK & FRAUS ENGINEERS

A handwritten signature in black ink that reads 'Brad Brickel'. The signature is written in a cursive, flowing style.

Brad W. Brickel, P.E.
Associate

Enclosures

cc: Oak Pointe Church, Mr. Daryl Rice, Exec. Pastor, (50200 W. Ten Mile, Novi, MI 48374)
S3 Architecture, Mr. Steve Schneemann, (23629 Liberty, Ste. 200, Farmington, MI 48335)
Nowak & Fraus Engineers, Mr. Timothy L. Germain, P.E., Vice-President
Project File: B814-06

NOWAK & FRAUS ENGINEERS

PLAN REVIEW CENTER REPORT

PRELIMINARY SITE PLAN REVIEW

Ordinance Standards

This project was reviewed for compliance with the City of Novi Zoning Ordinance, Article 3 (Residential Acreage), Article 24 (Schedule of Regulations), Article 25 (General Provisions), and any other areas of the ordinance, as noted. The plans show general compliance with ordinance requirements, except as noted in the following review letter.

1. Requirements of Planning Commission Review: The applicant is requesting approval of two separate pieces of the overall site plan approval for Oak Pointe Church. First, the parking lot expansion could possibly be reviewed administratively as part of the previously approved phasing plan. However, the potential second part of the request, the re-phasing approval, is required to be approved by the Planning Commission. **The Planning Commission will need to review and approve the plans under Section 2516.b(7).iv.** The applicant is also requesting that Planning Commission grant staff administrative approval powers for future re-phasings that are not determined by staff to be major changes.

We are in agreement with this.

2. Differences from Previously Approved Phasing Plan: The proposed lot was previously approved as part of Phase V of the master plan for the site along with building expansions and another small area of parking on the West side of the site. The proposed parking lot expansion is now identified as Phase 3. Phases 4 and 5 now consist of 5,145 square foot building expansion and a 25,796 square foot building expansion on the West side of the building, respectively. Phase 6 consists of a 78,790 square foot building expansion along with more parking expansion and recreation fields. The configuration of these expansions has not changed significantly since the original approval.

We are in agreement with this.

3. Parking Spaces: Parking provided is sufficient for current size of church. **Parking calculations are incorrect on plans. Make sure updated numbers are on Final Site Plan submittal.**

The revised calculations will be shown correctly on the Final Site Plan.

4. Bike Racks: Parking space for 10 bicycles is being provided. **Provide detail on rack design and layout so that compliance can be confirmed.**

A detail will be provided on the Final Site Plan.

5. Lighting Plan: See attached lighting review chart for additional details. **Manufacturer cut sheets should be provided for the chosen fixtures.**

A detail will be provided on the Final Site Plan.

6. Gazebo: The applicant has provided under separate cover the intended location of a gazebo. The shown placement of the structure does not comply with setback standards, as it is within the required 75 foot setback from the property line and the 25 foot wetland buffer from the pond. **The gazebo should be relocated within the rear yard as to not impede on either setback.** Gazebo location should be included on Final Site Plan submittal as part of engineered and scaled drawings.

The gazebo will be shown in compliance with the setback standards on the Final Site Plan.

Lighting Review Summary Chart

1. Lighting Plan (Section 2511.2.a.2) - Specifications for all proposed and existing lighting fixtures including: Photometric Data, Fixture Height, Mounting & Design, Glare Control Devices, Type and Color, rendition of lamps, Hours of Operation, Photometric Plan.

This information will be provided in the submittal of the Final Site Plan.

2. Required Notes (Section 2511.3.b) - Electrical service to light fixtures shall be placed underground, no flashing light shall be permitted, only necessary lighting for security purposes and limited operations shall be permitted after a site's hours of operation.

The notes will be provided in the submittal of the Final Site Plan.

ENGINEERING REVIEW OF PRELIMINARY SITE PLAN

Comments

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

General

3. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.

The details sheets will be provided with the Stamping Set submittal.

Storm Water Management Plan

4. 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.
 - a. Provide detention volume calculations using City of Novi standards, not the Oakland County Method as shown.

Our office will work with the Engineering Department to best determine what improvements are necessary to provide an acceptable design. The existing detention system was designed for all future phases of this project.

Paving & Grading

5. Provide additional grading on ADA ramps and parking stalls to confirm compliance with standards.

This will be provided and all grading shall conform to the ADA standards.

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

6. 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).

This will be provided by our office.

The following must be addressed prior to construction:

7. 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).

This will be set up as required.

8. 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.

This will be submitted prior to any grading.

9. 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.

This will be applied for as required.

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

This shall be paid as required.

11. 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.

Once detention requirements are finalized this will be provided if necessary.

12. 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.

This will be provided as required.

13. 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.

Any applicable fees is be paid as required.

LANDSCAPE PLAN REVIEW

Ordinance Considerations

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

1. The project area is not directly adjacent to any public or private road.

No comment

Street Tree Requirements (Sec. 2509.3.b)

2. No street trees are required.

No comment

Parking Landscape (Sec. 2509.3.c)

NOWAK & FRAUS ENGINEERS

3. A total of 4,633 square feet of Parking Lot Landscape Area is required. This requirement has been met.

No comment

4. No more than 15 contiguous parking spaces are allowed without a parking island. Please adjust the parking lot accordingly.

The parking was laid out in a similar fashion as the existing lot. The client would seek a waiver from this requirement in order to eliminate excessive islands in the northeast corner of the parking lot. Perimeter trees more than meet the intent of shading the parking lot in this area. If required, the islands will be added as necessary.

Parking Lot Perimeter Canopy Trees (Sec. 2509.3.c.(3))

5. Parking lot perimeter trees are required at one per 35 feet of the proposed parking lot expansion boundary. This requirement has been met.

No comment

Building Foundation Landscape (Sec. 2509.3.d)

6. No building is proposed and no alterations are proposed to existing buildings.

No comment

Plant List (LDM)

7. The Plant List as provided meets the requirements of the Ordinance and the Landscape Design Manual.

No comment

Planting Notations and Details (LDM)

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

No comment

Storm Basin Landscape (LDM)

9. No storm basin is proposed.

No comment

Irrigation (Sec. 2509.3.f.(6)(b))

10. An Irrigation Plan and Cost Estimate must be provided upon future submittals.

The irrigation system is existing and will be expanded as needed to include all the new landscape areas. An estimate has been provided for on the landscape drawings.

CLEARZONING REVIEW

Recommendation

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

Site Description

What is the applicant proposing?

1. The applicant is proposing to remove 28 existing parking spaces and add 184 new spaces (for a net increase of 156 spaces). Our attached aerial photo shows the general location of the parking lot expansion.

No Comment

Trip Generation

How much new traffic would be generated?

2. We have no basis for predicting an increase in site visitation.

No Comment.

Vehicular Access Locations

Do the proposed driveway locations meet City spacing standards?

3. Not applicable. The expansion area will take access to the existing parking lot to the south.

Not Applicable.

Vehicular Access Improvements

Will there be any improvements of the abutting road(s) at the proposed access point(s)?

4. Not applicable.

Not Applicable.

Access Drive Design and Control

Are the proposed design, pavement markings, and signage satisfactory?

5. Not applicable.

Not Applicable.

Pedestrian Access

Are pedestrians safely and reasonably accommodated?

6. No. The barrier-free signing has been proposed to be located in the sidewalk and at too low of a height for tall pedestrians walking nearby. Also, the 7-ft-long bumper blocks are longer than requested. If the blocks are centered on each of the two 8-ft-wide barrier-free parking spaces, there would be only 1 ft between blocks, too narrow of a passageway for pedestrians to safely walk through. Ideally, pedestrians – especially a handicapped person accessing a vehicle on the side away from the crosshatched access aisle – should not have to step over a bumper block. Appropriate corrections are noted below.

The proper signing and size and location of bumper blocks will be shown on the revised plan.

Circulation and Parking

Can vehicles safely and conveniently maneuver through the site?

7. As pointed out in our pre-application comments of 6-16-14, Sec 2509.3c(2)(c) of the Zoning Ordinance requires a full 17 ft of parking space length, reference to the face of the 4-inch-high, 7-ft-wide sidewalk. The same minimum parking space length applies relative to any bumper blocks placed to act as wheel stops in lieu of a raised sidewalk. **The two proposed bumper blocks – now shown straddling the joint between the concrete and asphalt – must be moved back about a half foot to achieve the required parking space length (as noted in our pre-app comment 2, this will place the parking or south face of the blocks directly over the pavement joint). As also previously requested, the bumper blocks used should be 6 ft long (not 7 ft as now proposed). The blocks should also be yellow in color for maximum visibility. (yellow rubber blocks of the size requested are commercially available.)**

The proper size, color and location of the bumper blocks will be provided on the revised plans.

8. **The barrier-free signs should be moved to the landscaped area at the back of the sidewalk. Also, to further reduce the hazard these signs pose to pedestrians, the associated detail on sheet C1 should be revised to show the bottom of the RESERVED PARKING ONLY sign a minimum of 7'-0" above grade and the bottom of the VAN ACCESSIBLE sign a minimum of 6'-3" above grade (although, given the latter panel's 6" height dimension, the achievable 6'6" ground clearance would even be even more desirable). This sign detail should also be revised to include the two sign codes (R7-8 AND R7-8P), a realistic rendition of the VAN ACCESSIBLE sign, and recognition that the latter sign is to be installed at every barrier-free space adjacent to an 8-ft-wide access aisle (potentially resulting in more than one van-accessible space for every eight barrier-free spaces, the ADA minimum, as it will in this case).**

The location and height above and denotation of the barrier free signs will be shown in compliance on the revised plans.

9. **A Signing Quantities Table must be added to the plan, listing by brief sign description and MMUTCD code the number of such signs required.**

This will be added to the revised plans.

10. **The width of two end parking spaces have been dimensioned: the northernmost regular space along the east bank of 21 spaces, and the westernmost barrier-free space. While the respective dimensions of 9 ft and 8 ft appear to be to the face of curb, this is rather subtle at the scale drawn and may not be noticed by the contractor. The note on sheet C1 reading "all dimensions are to the outside building wall, back of curb, or to the face of sidewalk unless otherwise noted" is apparently meant to infer that these two parking space width dimensions are as "otherwise noted"; however, we believe that the required end parking space widths would be more reliably achieved if either (a) the above two dimensions are provided to back of curb and increased by 0.5 ft, or (b) another sentence is added to the plan note, indicating that "The widths of end parking spaces are referenced to the face of curb." Option (a) may be preferable, given that it would be stylistically consistent with the 17.5-ft length dimension shown for the easternmost and westernmost perimeter spaces.**

The dimensions shown on the revised plans will be more clear. The intent is to have a clear 17' deep parking space adjacent to sidewalk or curb. The clear width of the parking spaces are to be 8' for handicap and 9' for regular parking spaces.

11. **Width dimensions are required for the other two barrier-free spaces and the two cross-hatched access aisles.**

This will be added to the revised plans.

12. **It appears that undedicated parking spaces have been randomly dimensioned in two locations as 9 ft. At least one such dimension should be read "9.0' (Typ.)" (and one of these dimensions could be deleted).**

This will be added to the revised plans.

13. **At the southeast corner of the 24-ft-wide landscape strip along the west side of the new lot, the proposed curb radius is only 5 ft. This would likely result in many circulating vehicles encroaching on the wrong side of the drive aisle and/or end aisle. To comply as closely as possible with Sec 2506.13 of the Zoning Ordinance, the existing curb on the strip's southwest**

corner should be removed, and the south end of the strip equipped with a new 12-ft radius curb over a full half circle.

Additional curbing shall be removed at this location to provide for a better turning movement.

14. Pavement marking specifications are required. Per the MMUTCD and City policy, undesignated parking spaces must be striped in white; barrier-free spaces and access aisles must be striped in blue; and the International Symbol of Accessibility (wheelchair) must be marked in white. Also, where a barrier-free space abuts an undesignated space, the two spaces must be separated by abutting blue and white stripes.

All requirements for striping will be clearly indicated on the Final Site Plan.



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July 10, 2014

Barbara McBeth
Deputy Director Community
Development-City of Novi
45175 West Ten Mile Road
Novi, Michigan 48375

Dear Ms. McBeth,

In conjunction with our Site Plan/Engineering submittal package submitted on July 8, 2014, please find following a request for future re-phase reviews.

In consideration of the original, approved phased master plan from 2005, on the approved re-phased master plan from 2007, and on the current (2014) re-phasing request to accommodate additional parking, it has become clear that the Oak Pointe Church congregation has experienced and will continue to experience dynamic physical plant needs at its Ten Mile Road property. In the spirit of efficacy we therefore request that included in, or in addition to, its motion the Novi Planning Commission grant authority to the Novi Planning Department to administratively review and approve future requests for re-phasing of the approved master plan for this parcel. This request is made for matters related to re-phasing only, not for design revisions to the approved master plan.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven G. Schneemann', written in a cursive style.

Steven G. Schneemann
S3 Architecture, PLLC