

COMERICA BANK AT WESTMARKET SQUARE SP 07-57

COMERICA BANK AT WESTMARKET SQUARE, SITE PLAN NUMBER 07-57

Consideration of the request of Jonna Companies for Preliminary Site Plan and Stormwater Management Plan approval. The subject property is located in Section 17, west of Beck Road, north of Grand River Avenue, in the B-2, Community Business District. The subject property is approximately 1.01 acres and the applicant is proposing to construct a 3,310 sq. ft. Comerica Bank with 3 drive-thru lanes in West Market Square.

Required Action

Approve/deny the Preliminary Site Plan and Storm Water Management Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	01/25/08	<ul style="list-style-type: none"> • Suggest extending decorative wall along entire 205'-long Beck Road frontage, matching Chase Bank wall (requires Planning Commission waiver) • Minor items to be addressed at time of Final Site Plan submittal
Landscaping	Approval recommended	01/16/08	<ul style="list-style-type: none"> • Planning Commission Waiver necessary to provide a decorative wall in substitution of a landscaped berm along Beck Road • Minor items to be addressed at time of Final Site Plan submittal
Traffic	Approval recommended	11/30/07	<ul style="list-style-type: none"> • Minor items to be addressed at time of Final Site Plan submittal
Engineering	Approval recommended	01/15/08	<ul style="list-style-type: none"> • Minor items to be addressed at time of Final Site Plan submittal
Façade	Approval recommended	01/28/08	
Fire	Approval recommended	12/07/07	<ul style="list-style-type: none"> • Modify turning radius • Minor notes to be provided on Final Site Plan
Wetlands			N/A
Woodlands			N/A

Motions

Approval – Preliminary Site Plan and Special Land Use

In the matter of Comerica Bank at Westmarket Square, SP 07-57, motion to **approve** the Preliminary Site Plan, subject to the following:

a. Planning Commission waiver to provide a decorative wall, matching Chase Bank's wall, in substitution for a landscaped berm along

1. the first 115' of the Beck Road frontage from Grand River;

OR

2. the entire 205' of Beck Road frontage;

b. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and

c. (additional conditions here if any)

for the following reasons...(because it is otherwise in compliance with Article 14, Section 2400 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance).

Approval – Storm Water Management Plan

In the matter of Comerica Bank at Westmarket Square, SP 07-57, motion to **approve** the Storm Water Management Plan, subject to:

a. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and

b. (additional conditions here if any)

for the following reasons...(because it is otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)

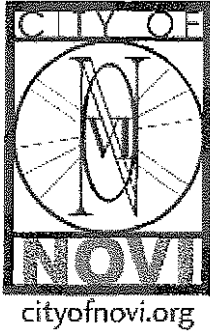
Denial Preliminary Site Plan

In the matter of Comerica Bank at Westmarket Square, SP 07-57, motion to **deny** the Preliminary Site Plan, for the following reasons...(because it is not in compliance with the Ordinance.)

Denial Storm Water Management Plan

In the matter of Comerica Bank at Westmarket Square, SP 07-57, motion to **deny** the Storm Water Management Plan, for the following reasons...(because it is not in compliance with Chapter 11 of the Ordinance.)

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

January 25, 2008

Planning Review

Comerica Bank (West Market Square)

SP 07-57

Petitioner

Jonna Companies

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: Northwest corner of Grand River and Beck
- Site Zoning: B-2 (Community Business)
- Adjoining Zoning: North: I-96 East: OST (Office Service Technology) West: B-2 (Community Business) South: OSC (Office Service Commercial)
- Proposed Use(s): Comerica Bank on the corner lot within West Market Square with accessory drive-thru
- Adjoining Uses: North: TCF Bank; East: Chase Bank; West: East outlot of West Market Square; South: Providence Medical Complex
- Site Size: 1.01 acres
- Building Size: 3,310 square feet
- Plan Date: November 5, 2007

Project Summary

The applicant is proposing to construct a 3,310 square foot Comerica bank with 3 drive-thru lanes in West Market Square, at the northwest corner of Grand River and Beck. The site is zoned B-2 (Community Business), and a bank is a Principal Permitted Use. Previously, a gas station was reviewed by the Planning Commission and approved for the site. The gas station plan included a decorative wall along Beck Road, which mirrored the wall on the east side of Beck Road (Chase Bank site).

Recommendation

Approval of the Preliminary Site Plan is **recommended**, subject to addressing the following on the Final Site Plan:

1. Provide a 205'-long decorative wall along the entire Beck Road frontage, matching the wall on the Chase Bank site across Beck Road. (A Planning Commission waiver from the berm standard would be required to provide the wall);

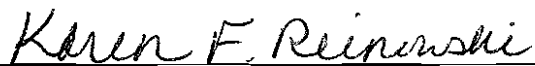
2. Address the minor issues underlined in the "Comments" section below on revised plans.

Comments:

The Preliminary Site Plan was reviewed per the standards of Article 14, B-2 (Community Business District); Section 2400 (Schedule of Regulations); Article 25 (General Provisions) of the Zoning Ordinance, and other sections of the ordinance as noted. Staff provides the following comments regarding the plan:

3. The approved Westmarket Fuel plan for this site included a decorative wall in lieu of the berm standard along Beck Road. The wall had the same design and materials as the decorative wall built on the Chase Bank site, on the northeast corner of Grand River and Beck Road. The Applicant is proposing a matching decorative wall along only 115' of the 205' total feet along the Beck Road frontage, with a berm along the remaining Beck Road frontage. The Chase Bank wall extends the entire 290' north from the Grand River right-of-way. In addition, we note the previous plan included an area near the corner of the subject site to accommodate a place for an identification sign for Novi. Staff recommends the decorative wall be extended along the entire 205'-long Beck Road frontage in order to mirror the wall on the east side of Beck Road. In addition, the extension of the wall would more effectively screen the vehicular circulation lanes and access to the drive-thru. A waiver, which would be supported by staff, is required to substitute the wall for the berm.
4. **Drive-Thru Lanes:** Per Section 2506.12 of the Zoning Ordinance, the site plan must clearly distinguish the drive-thru lane from the 18'-wide bypass lane. Also, a 25' centerline radius must be indicated on the drive-thru.
5. **Sidewalks:** After further review of the plan, the 5' sidewalk on the west side of the site (near the drive-thru lanes) should be eliminated. The 11'-wide pedestrian crossing on the east side of the site should connect to the Beck Road sidewalk, by providing a break in the proposed brick wall, which would result in providing a safe pedestrian access from the sidewalk to the bank.
6. **Dumpster:** It is our understanding that a dumpster is not proposed for the site. Based on information provided at the Preapplication meeting, we were expecting to see an alternate disposal unit on the site, which is not on the plans. If Comerica plans to have a unit on site to dispose of its waste, details must be provided, including its location, elevations, and screening (to match the building).
7. **Loading and Unloading:** Per Section 2507.5 of the Zoning Ordinance, banks are not required to provide a loading space, if documentation is provided to justify that the sensitivity of information and deliveries to the site necessitates providing deliveries as close to the door as possible. Information must be provided to justify why a loading area is not proposed on the site, or else a variance from the Zoning Board of Appeals would need to be requested if the loading area is not provided.

8. **Exterior Lighting Plan** A photometric plan and additional lighting information was provided with the Preliminary Site Plan submittal. Please see the attached lighting review chart for issues to be addressed at the time of Final Site Plan Review.
9. **Site Addressing:** The applicant should contact the Building Division for an address, as an address must be assigned before a building permit is issued. The address application can be found on the Internet at <http://www.cityofnovi.org/Resources/Library/Forms/Bldg-AddressesApplication.pdf>. Questions about the application should be directed to Jeannie Niland, Ordinance Enforcement, at (248) 347-0438 or jniland@cityofnovi.org.
10. **Planning Review Summary Chart:** The applicant is asked to review other items in attached Summary Chart and make corrections as noted.
11. **Response Letters:** When the site plan is scheduled for review by the Planning Commission, the applicant must submit 13 full-sized copies of the plan, (no changes made from submitted plans), renderings, 1-8.5"x11" color copy of the façade rendering, and a response letter addressing how each of the issues will be resolved, to the Community Development Department, due by Thursday at noon, the week before the Planning Commission meeting. After the Planning Commission's review, the plans will need to be revised and submitted for Final Site Plan review, addressing all of the comments in the review letters and those comments made by the Planning Commission. Please contact the Planning Division with any questions about this review or any of the other reviews for the project, or if you do not receive a complete package of review letters. (Letters needed: Planning, Engineering, Landscaping, Traffic, Façade, and Fire)



Planning Review by Karen F. Reinowski, AICP, PCP (248) 347-0484

Attachments: Planning Review Chart
Lighting Review Chart

PLANNING REVIEW SUMMARY CHART

Review Date: 1.25.08
Project Name: Comerica Bank (West Market Square)
Plan Date: 11.5.07

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

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Local Commercial	No change proposed	Yes	
Zoning	B-2 (Community Business)	No change proposed	Yes	
Use	Principal Permitted Uses – Any retail business or service establishment permitted in the B-1 District, which includes banks per Section 1301.4 of the B-1 District	Bank with drive-thru	Yes	
Building Height (Section 2400 and Section 1403.5)	42' maximum, since it does not abut residential	Approximately 27.5'	Yes	
Building Setback				
Front (south) (Section 2400)	40'	86.16'	Yes	Since Comerica is part of the West Market Square condo, (not its own separate lot), it technically does not have a north or west lot line. Therefore, it meets the setback standards for both site boundaries.
Side - exterior (east) (Section 2400)	40'	67.19'	Yes	
Side – interior (west) (Section 2400)	30', if Comerica site was its own lot	24.5' to edge of canopy; 62' to building, both measured from interior drive from Grand River	Yes	
Rear (north) (Section 2400)	30', if Comerica site was its own lot	Approximately 67' to access drive from Beck	Yes	
Parking Setback				
Front (south) (Section 2400)	20'	20.5'	Yes	
Side –exterior (east) (Section 2400)	10'	21.35'	Yes	

Item	Required	Proposed	Meets Requirements?	Comments
Side - interior (west) (Section 2400)	10'	12'	Yes	
Rear (north) (Section 2400)	10'	16.76'	Yes	
Number of Parking Spaces (Section 2505.14)	1/192 square feet; 3,310 square feet proposed, with 17 spaces required	29 proposed	Yes	An additional 12 parking spaces are provided over the Zoning Ordinance standard
Parking Space Dimensions and Maneuvering Lanes [Section 2506.1 and Section 2509.3.c.(2)(c)]	9' X 19' 90 degree parking spaces with 24' wide aisles; Spaces may be reduced to 17' deep from face of curb where vehicles can overhang landscaping or 7' sidewalk (if 4" curb is provided)	9'x19' and 9'x19.5' spaces	Yes	
Drive-thru lanes (Section 2506.12)	Drive-thru facilities shall provide one bypass lane (minimum 18' wide, unless otherwise determined by the Fire Marshall); Drive-thru lanes shall have a minimum 9' width; Drive-thru lanes shall have a minimum 25' centerline radius; Drive-thru lanes shall be striped, or otherwise delineated	By-pass lane not indicated; Drive-thru has 9' wide lanes; 25' centerline radius not shown; Drive-thru lanes not striped	No	An area for the bypass lane appears to be accommodated, however it must be clearly indicated on the pavement to separate it from the drive-thru lane, which must be marked on the pavement as well; 25' centerline radius of the drive-thru must be shown
Stacking Spaces (Section 2506.12.i)	3 stacking spaces, inclusive of vehicle at window – stacking spaces shall have a minimum length of 19'		Yes	
Drive through lanes separation (Section 2506.12.a)	Drive-through lanes shall be separate from the circulation routes and lanes necessary for ingress to, and egress from, the property.		Yes	

Item	Required	Proposed	Meets Requirements?	Comments
End Islands (Section 2506.13)	End islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. (At least 8' wide, have an outside radius of 15', and be constructed 3' shorter than the adjacent parking stall – see Zoning Ordinance).	End island in front of building, between bank of 8 parking spaces and 18' drive to drive-thru, appears to be less than 7' in width	No	End island in front of building should be revised to a minimum of 8' in width
Barrier Free Spaces (Barrier Free Code)	2 barrier free spaces required: 1 standard and 1 van accessible	2 barrier free spaces, both serviced by van accessible aisle	Yes	
Barrier Free Space Dimensions (Barrier Free Code)	8' wide space, with a 5' wide access aisle for standard barrier free spaces, or an 8' wide access aisle for van accessible spaces	Meets requirements	Yes	
Barrier Free Signs (Barrier Free Design Graphics Manual)	One sign for each accessible parking space	Plan shows barrier-free parking space signs, however the type of sign must be clarified, as the van-accessible sign must be provided for the space to the left of the aisle	No	Modify the type of sign proposed on the left side of the access aisle
Dumpster	Location, materials, and screening must meet Zoning Ordinance standards	None shown	Unknown	The applicant indicated at the preapplication meeting that in lieu of a dumpster, a 4'x4'x6' padlocked unit would be provided instead. Pick up from the unit would occur during off hours. If this is so, information must be provided on a revised plan.
Loading and Unloading (Section 2507.5)	Banks not required to designate loading space, but must submit information to document sensitivity of deliveries to the site and need to have deliveries as close to the door as possible	Information not submitted	No	Documentation must be provided to justify not providing a specified delivery area

Item	Required	Proposed	Meets Requirements?	Comments
Exterior lighting [Section 2511.2.a.(2)]	Photometric plan and exterior lighting details provided			See attached chart
Sidewalks (City Code Section 11-276(b))	8' wide pathway along Grand River	5' sidewalk along Beck Road; 8' pathway on Grand River is existing	Yes	<u>Beck Road sidewalk and decorative wall within site must be located within an easement</u>
Pedestrian Connectivity [Section 2516.2.b(3)]	The Planning Commission shall consider the following factors in exercising its discretion over site plan approval ... 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.	11'-wide crosswalk between building and Beck sidewalk	No	Connect the Beck Road sidewalk to the site where the 11'-wide pedestrian path crosses the driveway east of the building. An opening in the decorative wall must be provided to accommodate this design.
Design and Construction Standards Manual	Legal description		Yes	
Development Sign	Signage is proposed and a permit will be required.	Location proposed	Yes	<u>Contact Alan Amolsch at 248-347-0463 for permit information</u>

Prepared by Karen F. Reinowski, AICP, PCP (248) 347-0484 or kreinowski@cityofnovi.org

Lighting Review Summary Chart

Comerica Bank (West Market Square)

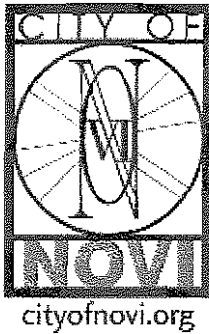
Preliminary Site Plan 07-57

Review Date: January 25, 2008

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	No	We recommend decreasing the wattage of the canopy lighting (Type "OB/DB" and "GE"), as 31-46 footcandles greatly exceeds an appropriate minimum level for the site
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 ____	Yes	It appears the "OB" fixtures beneath the canopy on Sheet FC-1 are the same as the "DB" fixture detailed on Sheet FC-2. Please clarify.
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)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - No flashing light shall be permitted - Only necessary 	Yes	

Item	Required	Meets Requirements?	Comments
	lighting for security purposes and limited operations shall be permitted after a site's hours of operation.		
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	
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 Non-Residential (Section 2511.3.k)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Yes	

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT
January 16, 2008
Preliminary Landscape Review
Comerica Bank – West Market Square 07-57

Review Type

Preliminary Landscape Review

Property Characteristics

- Site Location: Grand River Avenue / Beck Road
- Site Zoning: B-2
- Site Use(s): Commercial / Office
- Plan Date: 11/06/06

Recommendation

Approval of the Preliminary Site Plan for SP#07-57 Comerica Bank is recommended provided the Applicant receives the necessary Planning Commission waiver. The Applicant is asked to please address the concerns raised below.

Ordinance Considerations

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

1. Landscape berms are required along the Grand River and Beck Road right-of-ways. Previously a gas station / convenience store was approved on this site. As a berm alternative along Beck Road, and at the suggestion of Staff and the Planning Commission, the previously approved site plan included a decorative wall that mirrored the wall at the recently built Chase Bank building on the northeast corner of Grand River and Beck Road. As a significant entry to the community of Novi, the matching walls were a means to announce arrival to the community and set the character of the intersection. The Applicant has provided a matching decorative wall along a portion of the Beck Road frontage. A 3' high berm is proposed for the remaining Beck Road frontage. The Chase Bank wall across the street extends 290 LF north from the Grand River right-of-way; the proposed Comerica Bank wall extends 115 LF. Adequate space exists to extend the proposed wall an additional 90 LF. Please also note that the proposed wall is to match the design and construction of the wall on the opposite side of Novi Road. The proposed wall meets this intent. **Per past action, the Planning Commission may wish to consider requesting that the wall be extended along the entire Beck Road frontage in order to mirror the wall on the east side of Beck Road. A waiver is required for the use of the wall in place of a berm. Staff would support the waiver.**

2. A 3' high berm with a 2' crest is required along Grand River Avenue. A small berm currently exists and will be preserved. The proposed parking area will be 3' lower than the top of the berm. These grades allow for adequate screening of parked cars and meet Ordinance requirements.
3. Calculations have been provided for the required greenbelt plantings. The Applicant has met the requirements for Canopy/ Large Evergreen Trees. The Applicant has met requirements for Sub-canopy plantings on both roadways.
4. Twenty five foot clear vision areas have been shown at all entry drives.

Street Tree Requirements (Sec. 2509.3.b.)

1. Street trees are required along both road frontages provided permission is granted by the MDOT for Grand River Avenue and by the Road Commission for Oakland County for Beck Road. The Applicant has provided the required Street Trees on both road frontages.

Parking Landscape (Sec. 2509.3.c.)

1. Parking Lot Interior Landscape Area calculations have been provided. Appropriate landscape area has been provided.
2. A total of seventeen (17) Parking Lot Canopy Trees are required and have been provided.
3. It appears that a pavement pattern or material will delineate a pedestrian area crossing the easterly access drive. A complete walkway connecting directly to the public sidewalk on Beck is advisable. Please clarify the intent. This would require an acceptable breach in the decorative wall, as was done at the Chase Bank. Please see the Planning Review for additional comments on pedestrian circulation.
4. Please depict areas for snow storage.

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

1. Perimeter Parking Lot Canopy Trees are required per 35 LF surrounding parking and access areas. This has been provided.

Building Foundation Landscape (Sec. 2509.3.d.)

1. Foundation Landscape area is required per the Ordinance. A minimum 4' wide bed is required along the entire foundation excluding access points. The Applicant has met this requirement. However, the proposed walkway at the south side of the building could be reduced to 7' in width, thereby allowing for additional planting space in front of the building.
2. A total area of 8' x the length of the foundation is required as Foundation Landscape Area. A total of 2,049 SF is required. This area has been provided.
3. It is assumed that the transformer and other utility structures will be located within the area screened by a brick wall at the north side of the building. Please clarify.
4. Please clarify the location for the transformer and screen appropriately.

Plant List (LDM)

1. The Plant List meets the requirements of the Ordinance and Landscape Design Manual.
2. Reported landscape material costs could be reduced utilizing the standard City of Novi landscape materials costs as attached.

Planting Details (LDM)

1. The Planting Details provided meet the requirements of the Ordinance and City of Novi Landscape Design Manual.

Landscape Notes (LDM)

1. The Landscape Notations provided generally meet the requirements of the Ordinance and City of Novi Landscape Design Manual.
2. Please include a note requiring a minimum one cultivation during each of the months of June, July and August during the two-year warranty period.
3. Please provide a Miss Dig note.

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

1. An Irrigation Plan and accurate Cost Estimate will be required upon Final Landscape 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. For the landscape requirements, see the Zoning Ordinance landscape section on 2509, Landscape Design Manual and the appropriate items in the applicable zoning classification. Also see the Woodland and Wetland review comments.

Landscape Review Summary Chart

Date: January 16, 2008

Project Name: Comerica Bank - Westmarket
 Project Location: Grand River Avenue / Beck
 Sp #: 07-57
 Plan Date: 1/7/08
 Review Type: Preliminary Landscape Plan
 Status:

Approval recommended, subject to a Planning Commission waiver to provide a decorative wall in substitution for a berm.

Item	Required	Proposed	Meets Requirement	Comments
Name, address and telephone number of the owner and developer or association.(LDM 2.a.)	Yes	Yes	Yes	Include on plan sheets.
Name, Address and telephone number of RLA (LDM 2.b.)	Yes	Yes	Yes	Include on plan sheets.
Legal description or boundary line survey.(LDM 2.c.)	Yes	Yes	Yes	Include on plan sheets.
Project Name and Address (LDM 2.d.)	Yes	Yes	Yes	Include on plan sheets.
A landscape plan 1"-20' minimum. Proper North. (LDM 2.e.)	Yes	Yes	Yes	
Consistent Plans throughout set.	Yes	Yes	Yes	All plan sheets much match.
Proposed topography. 2' contour minimum (LDM 2.e.(1))	Yes	Yes	Yes	Provide proposed contours at 2' interval for the entire site.
Existing plant material. (LDM 2.e.(2))	Yes	Yes	Yes	Show location type and size. Label to be saved or removed. Plan shall state if none exists.
Proposed plant material. (LDM 2.e.(3))	Yes	Yes	Yes	Identify all, including perennials.
Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W. (LDM 2.e.(4))	Yes	Yes	Yes	
Existing and proposed overhead and underground utilities, including hydrants. (LDM 2.e.(4))	Yes	Yes	Yes	
Clear Zone (LDM 2.3.(5) - 2513)	Yes	Yes	Yes	
Zoning (LDM 2.f.)	Yes	Yes	Yes	Include all adjacent zoning.
Sealed by LA. (LDM 2.g.)	Yes	Yes	Yes	Requires original signature.
Plant List (LDM 2.h.) – Include all cost estimates.				
Quantities	Yes	Yes	Yes	
Sizes	Yes	Yes	Yes	Canopy trees must be 3" in caliper. Sub-Canopy trees must be 2.5" in caliper.
Root	Yes	Yes	Yes	
Type and amount of mulch	Yes	Yes	Yes	Specify natural color, finely shredded

Item	Required	Proposed	Meets Requirement	Comments
				hardwood bark mulch. Include in cost estimate.
Type and amount of lawn	Yes	Yes	Yes	Include in cost estimate.
Acceptable species	Yes	Yes	Yes	Per the Landscape Design Manual.
Diversity	Yes	Yes	Yes	Max. 20% Genus, 15% Species.
Planting Details/Info (LDM 2.i.) – Utilize City of Novi Standard Details.				
Deciduous Tree	Yes	Yes	Yes	
Evergreen Tree	Yes	Yes	Yes	
Shrub	Yes	Yes	Yes	
Perennial/ Ground Cover	Yes	Yes	Yes	
Transformers (LDM 1.e.5.)	Yes	Yes	Yes/No	Please clarify location.
Cross-Section of Berms (LDM 2.j.)	Yes	Yes	No	Provide all proposed dimensions.
ROW Plantings (LDM 1)	Yes	Yes	Yes	Include required calculations.
Walls (LDM 2.k.)	Yes/No	Yes	Yes/No	Waiver required. See Landscape Review Letter for additional information.
Landscape Notations – Utilize City of Novi Standard Notes.				
Installation date (LDM 2.l.)	Yes	Yes	Yes	Provide intended date.
Statement of intent (LDM 2.m.)	Yes	Yes	Yes	Include statement of intent to install and guarantee all materials for 2 years.
Plant source (LDM 2.n.)	Yes	Yes	Yes	Indicate Northern grown nursery stock.
Miss Dig Note (800) 482-7171	Yes	No	No	All plan sheets.
Mulch type.	Yes	Yes	Yes	Natural color, shredded hardwood mulch.
2 yr. Guarantee	Yes	Yes	Yes	
Approval of substitutions.	Yes	Yes	Yes	City must approve any substitutions in writing prior to installation.
Tree stakes & guys.	Yes	Yes	Yes	No wire or hose. Upright stakes only.
Maintenance	Yes	Yes	No	Include a minimum of one cultivation in June, July and August for the 2-year warranty period.
Car Parking (Landscape) Setback (2400)	Yes	Yes	Yes	Refer to Planning Review comments.
Parking Area Landscape Calculations (LDM 2.o.)				
A. 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	Yes			A = 5242 x 10% = 525 sf
B. 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	Yes			B = 14032 x 5% = 702 sf

Item	Required	Proposed	Meets Requirement	Comments
C. 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	NA			$C = x 1\% = sf$
A. For: I-1 and I-2 Landscape area required due to # of parking spaces	NA			$A = 7\% x = SF$
B. For: I-1 and I-2 Landscape area required due to vehicular use area	NA			$B = 2\% x = SF$
C. For: I-1 and I-2 Landscape area required due to vehicular use area	NA			$C = 0.5\% x = SF$
Total A, B and C above = Total interior parking lot landscaping requirement	Yes	Yes	Yes	Total interior landscaping required = $A + B + C = 1227 SF$ required and provided.
Parking lot tree requirement	Yes	Yes	Yes	17 required. 17 provided.
Perimeter greenspace Plantings	Yes	Yes	Yes	Perimeter trees provided at 1 per 35 LF.
Parking Lot Plants				
Max. 15 contiguous space limit	Yes	Yes	Yes	
Parking Land Banked	NA			
Interior Landscape requirements (LDM.2.p.)	Yes	Yes	Yes	Include calculations on landscape plan. Plant beds must be a min. 10' wide and 300 SF to qualify.
Snow Deposit (LDM.2.q.)	Yes	Yes	Yes/No	Depict adequate areas on plan.
Soil Type (LDM.2.r.)	Yes	Yes	Yes	Per USDA or borings.
Irrigation plan (LDM 2.s.)	Yes	Yes	No	Provide irrigation plan with final site plan.
Cost Estimate (LDM 2.t.)	Yes	Yes	Yes	Include estimate of irrigation system at Final Site Plan submittal.
Placement (LDM 3.a.(4) and Subdivision 4.03 B)	Yes	Yes	Yes	All plants except creeping vine type plantings, shall not be located within 4' of a property line. Do not plant trees within 15' of overhead utilities.
Residential Adjacent to Non-residential				
Berm requirements met (2509.3.a.)	NA			
Planting requirements met (LDM 1.a.)	NA			
Adjacent to Public Rights-of-Way				
Berm requirements met (2509.3.b.)	Yes/No	Yes	Yes/No	Waiver required. See Landscape Review Letter for additional information.

Item	Required	Proposed	Meets Requirement	Comments
Planting requirements met (2509.3.b.- LDM 1.b.)	Yes	Yes	Yes	
Street tree requirements met (2509.3.b)	Yes	Yes	Yes	
Detention Basin Plantings (LDM 1.d.(3))	NA			
Subdivision requirements				
R.O.W. and Street Trees (2509.3.f - LDM 1.d))	NA			
Single Family	NA			
40 wide non-access greenbelt				
Street Trees				
Islands and boulevards				
Multi family	NA			
Condo Trees				
Street trees				
Foundations plantings				
Non-Residential	NA			
Interior street trees				
Evergreen shrubs				
Subcanopy trees				
Plant massing				
Basin plantings				
Loading Zone Screening (2507)	Yes	Yes	Yes	Located to rear of build & adjacent to same zoning.
Landscape Wall or Berm for OST loading zone screening (2302.A)	NA			
Wildlife Habitat Area (Wildlife Habitat Master Plan Map)	NA			
Subdivision Ordinance Appendix C - ROW Buffer Non-Access Greenbelt (402.B3, 403.F)	NA			
Subdivision Natural Features (403.C) Man-made Bodies of Water (403.D) Open Space Areas (403.E)	NA			

Financial Requirements Review

To be completed at time of Final Site Plan Review.

Item	Amount	Verified	Adjustment	Comments
Full Landscape Cost Estimate	\$ 60,500			Includes street trees. Does not include irrigation costs.
Final Landscape Review Fee	\$ 907.50			1.5% of full cost estimate Any adjustments to the fee must be paid in full prior to stamping set submittal.

Financial Requirements (Bonds & Inspections)

Item	Required	Amount	Verified	Comments
Landscape Cost Estimate	YES	\$ 64,100		Does not include street trees. Includes irrigation.
Landscape Financial Guaranty	YES	\$ 96,150 (150%)		This financial guarantee is based upon 150% of the verified cost estimate. For Commercial, this letter of credit is due prior to the issuance of a Temporary Certificate of Occupancy. For Residential this is letter of credit is due prior to pre-construction meeting.
Landscape Inspection Fee (Development Review Fee Schedule 3/15/99)	YES	\$ 3,846		For projects up to \$250,000, this fee is \$500 or 6 % of the amount of the Landscape cost estimate, whichever is greater. This cash or check is due prior to the Pre-Construction meeting.
Landscape Administration Fee (Development Review Fee Schedule 3/15/99)	YES	\$ 576.90		This fee is 15% of the Landscape Inspection Fee. This cash or check is due prior to the Pre-Construction meeting.
Transformer Financial Guarantee	YES	\$ NA		\$500 per transformer if not included above. For Commercial this letter of credit is due prior to the issuance of a Temporary Certificate of Occupancy. For Residential this is letter of credit is due prior to pre-construction meeting.
Street Tree Financial Guaranty	YES	\$ 4,400		\$400 per tree – Contact City Forester for Details
Street Tree Inspection Fee	YES	\$ 264		6% of the Street Tree Bond as listed above. – Contact City Forester for Details
Street tree Maintenance Fee	YES	\$ 275		\$25 per trees – Contact City Forester for Details
Landscape Maintenance Bond	YES	\$ 6,410		10% of verified cost estimate due prior to release of Performance Guaranty (initial permit received after October 2004)

NOTES:

1. 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 2509, Landscape Design Manual and the appropriate items under the applicable zoning classification.
2. NA means not applicable.
3. Critical items that must be addressed are in bold.
4. 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.
5. For any further questions, please contact:

David R. Beschke, RLA
City of Novi Landscape Architect
45175 W. Ten Mile Road
Novi, Michigan 48375-3024
(248) 735-5621
(248) 735-5600 fax
dbeschke@cityofnovi.org

TRAFFIC REVIEW

November 30, 2007

Ms. Barbara E. McBeth
Deputy Director Community Development
45175 West Ten Mile Road
Novi, MI 48375-3024



Re: Comerica Bank West Market Square – Preliminary – 1st Review
SP No. 07-57
OHM Job No. 163-07-0462

As requested, we have reviewed the preliminary site plan submitted for the proposed Comerica Bank at West Market Square development. The plans were prepared by Hubbell, Roth & Clark, Inc. and are dated November 05, 2007.

OHM RECOMMENDATION

At this time, we recommend approval of the preliminary site plan. There are several items of concern, listed below, which should be addressed prior to final plan submittal.

DEVELOPMENT BACKGROUND

- The site is currently zoned as B-2 (Community Business District).
- The property contains approximately 1.00 acre.
- The applicant has proposed a Comerica Banking Center at this property.
- The proposed building will be 3,310 Sq. Ft (gross) in size.

ROADWAY NETWORK

The development is located west of Beck Road on the north side of Grand River Avenue. Both Beck Road and Grand River Avenue are functionally classified as arterial routes with posted speed of 40 mph. and are under the jurisdiction of the Road Commission of Oakland County (RCOC).

SITE PLAN CORRECTIONS

1. **Right-Of-Way (ROW):** We noticed that a small portion of Beck Road and Grand River Avenue intersection at the southeast corner of the proposed site lies outside the ROW boundaries. Any declaration of ROW easement at that location should be clearly stated on the site plan.
2. **Clear Sight Triangle:** A 25' clear sight triangle from the ROW line should be provided at the northwest corner of the Beck Road and Grand River Avenue intersection. Any obstruction that lies within the clear sight triangle should be noted on the site plan.
3. **Parking Stalls:** Width of the parking stalls adjacent to the turnaround areas should be 9' from the face of the curb. Such dimension should be clearly labeled on the plan.
4. **Sidewalk and Ramps:**
 - Pedestrian pathway from the sidewalk along Beck Road to the proposed sidewalk east of the proposed building should be provided.
 - We believe that the 5' concrete walk provided on the west of the proposed building is redundant. This walk should either be eliminated or be equipped with ADA compliant sidewalk ramps where it crosses the roadway and the parking lot. Receiving sidewalk ramps on both east and west of the walk should also be provided

- The ADA ramp provided south of the proposed building should be dimensioned to ensure the provision of 5' clear width of the sidewalk north of the ramp.
 - Sidewalk at the northeast corner of the proposed site should be modified to provide gradual horizontal curve. Also, ADA compliant ramp through the triangular island and the receiving sidewalk ramp on the opposite side of the east-west drive should be provided.
 - Type of ramp provided should be noted on the site plan.
 - The most current MDOT details for ADA compliant ramps shall be provided in the plan set.
5. Signs: Following signs should be provided on the site plan:
- Signs R7-9a (mod) "NO PARKING FIRE LANE" should be provided along one-way circulation aisle and should be spaced at 100'. These signs should be included in the Sign Quantity Table.
 - Barrier-free parking signs R7-8 and R7-8a are different signs with different messages. Sign R7-8 is always to be provided with all kinds of barrier-free parking spaces and sign R7-8a is to be provided only with "Van Accessible" parking space. Hence, these signs should be appropriately noted on the plans
6. Sign Quantity Table:
- A traffic sign quantity table should include a brief description, sign code, dimensions along with quantity for each sign.
 - We noted that only one "Van Accessible" parking space is provided at the proposed development and two quantities of the corresponding signs are noted on Sign Quantity Table. Such anomaly should be corrected.
7. Loading zone and Dumpster: The provision of loading zone and dumpster and their location should be indicated on the plan.

If you have any concerns or questions, please feel free to contact us at 734-522-6711.

Sincerely,

Orchard, Hiltz & McCliment, Inc.



Stephen B. Dearing, P.E., PTOE.
Manager of Traffic Engineering



Anita S. Katkar, P.E.
Traffic Project Engineer

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

January 15, 2008

Engineering Review

Comerica Bank (Westmarket Square)

SP #07-57

Petitioner

Jonna Companies

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: Grand River Ave and Beck Road
- Site Size: 1.0 acres
- Date Received: November 9, 2007

Project Summary

- Construction of an approximately 3,310 square-foot bank and associated parking. Site access would be provided by two existing approaches to Westmarket Square (one off of Beck Road and one off of Grand River Ave).
- Water service would be provided by an extension of an existing 4-inch lead coming off an existing 12-inch water main along the north side of the parcel running perpendicular to Beck Road. Two existing hydrants are shown, to the east and south of the proposed building.
- Sanitary sewer service would be provided by a 6-inch lead tapping into an existing monitoring manhole at the northwest corner of the site.
- Storm water would be collected by a single storm sewer collection system and detained at an existing onsite detention basin located on the northeast corner of the West Market Square site.

Recommendation

Approval of the Preliminary Site Plan is recommended.

Comments:

The Preliminary Site Plan meets the general requirements of Chapter 11 and the Storm Water Management Ordinance, 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. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
2. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.
3. Provide a sheet index on the cover sheet.
4. Label the existing 139-foot right-of-way width for Beck Road and the existing 120-foot right-of-way on Grand River on the plan.
5. Label all relevant utility easements on the plan in the vicinity of the proposed improvements.
6. Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas, and illustrate on the profiles.
7. Provide a note stating if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Department for review.
8. Show the locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur.

Water Main

9. If a fire suppression system is proposed, then a single 4-inch water lead would not be sufficient to handle both the fire suppression as well as the domestic water lead.
10. Label all water main sizes on the plan.
11. Show the extent and connections of all water mains on the plan.
12. Show all water main easements on the plan.

Sanitary Sewer

13. Note on the construction materials table that 6-inch sanitary leads shall be a minimum SDR 23.5, and mains shall be SDR 26. The quantities table on sheet C-4 shows the 6-inch sanitary lead as being Schedule 40.
14. Show any and all existing sanitary easements on the plan.

Storm Sewer

15. An easement is required over the storm sewer accepting and conveying off-site drainage. Show all existing and proposed storm sewer easements on the plan.
16. All collector pipes shall be a minimum of 8-inches in diameter. Both downspout connectors are currently shown as 6-inches on the plan.
17. Provide a schedule listing the casting type for each proposed catch basin on the utility plan.

Storm Water Management Plan

18. The Storm Water Management Plan for this development shall comply with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
19. Show all storm water management calculations for the site on the storm water management plan. In addition, add a note to the end of the storm sewer to the southwest part of the site stating all drainage will head north to the existing basin for Westmarket Square.

Paving & Grading

20. A sidewalk easement is required for the proposed sidewalk along Beck Road.
21. Relocate the sidewalk ramp on the north side of the site further west in order to lineup with the existing sidewalk, or show the required curb cuts through the splitter island to connect the two sidewalk segments.
22. If the 18-foot wide drive that wraps around the east side of the building is designed for one-way traffic, show this on the plan. Show the proper pavement marking and signage.
23. The 5-foot walk on the west side of the site needs to be ramped and have detectable warning surfaces in compliance with ADA standards.
24. Label specific ramp locations for ADA detectable warning surfaces on the plans (or label as typical), and specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Department. Stamped concrete will not be acceptable.
25. Add ADA detectable warning surfaces to the two existing ramps along the site's Grand River Ave frontage.
26. Identify the concrete segment of pavement at the beginning of the drive located on the east side of the site.
27. Provide a note on the Grading Plan stating the right-of-way pathway will match existing grades at both ends.
28. All structures shall maintain 3-feet of horizontal clearance with sidewalks. The retaining wall at the southeast corner of the site is being proposed as 2-feet from the sidewalk. The pillars along the screen wall encroach on the 3-foot clearance as well.
29. Provide a more detailed signage table on the plan.

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

30. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.
31. 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:

32. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
33. A draft copy of the 20-foot wide easement for the sanitary sewer to be constructed on the site must be submitted to the Community Development Department.
34. A 20-foot wide easement where storm sewer or surface drainage crosses lot boundaries must be shown on the Exhibit B drawings of the Master Deed.

The following must be addressed prior to construction:

35. 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.
36. 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.
37. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
38. 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.
39. 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.
40. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

Please contact Lindon K. Ivezaj at (248) 735-5694 with any questions or concerns.


cc: Rob Hayes, City Engineer
Karen Reinowski, Community Development Department
Tina Glenn, Water & Sewer Dept.

FAÇADE REVIEW

METCO SERVICES, INC.

ENGINEERS, ARCHITECTS, & SURVEYORS

23917 Cass St. · Farmington · Michigan · 48335 · (248) 478-3423 · Fax (248) 478-5656

January 28, 2008

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

Attn: Ms. Barb McBeth – Deputy Director Community Development

Re: **FACADE ORDINANCE – Preliminary Site Plan Review**
Comerica Bank (Westmarket Square)
SP-07-57
Façade Region: 1
Zoning District: B-2
Size: (1) Building – 1 story, 3,310 Sq. Ft.

Dear Ms. McBeth:

The following is the Façade Review for preliminary site plan review regarding the drawings prepared by LITTLE Diversified Architectural Consulting, dated 10-30-07 for compliance with Novi Ordinance 2520; the Façade Ordinance. The percentages of materials proposed are as shown below. A “check” by the percentage signifies that the range is within the ordinance guidelines, while an “x” indicates an overage. The maximum percentages allowed by the Schedule Regulating Façade Materials are shown in the right hand column.

Drawings Dated 10-30-07	NORTH FACADE	SOUTH FACADE	EAST FACADE	WEST FACADE	ORDINANCE MAXIMUM
NATURAL BRICK	73.1% ✓	61.2% ✓	75.2% ✓	76.2% ✓	100% (30% Min.)
FLAT METAL	21.5% ✓	34.4% ✓	22.4% ✓	21.3% ✓	50%
E.I.F.S.	5.4% ✓	4.4% ✓	2.4% ✓	2.5% ✓	25%

Recommendations:

1. The materials shown on the sample board are consistent with the façade ordinance.
2. The drawings do not have provisions for a Trash enclosure.
3. The mechanical equipment is screened on the ground and is comprised of standard brick that matches the building with regards to color, texture, and scale. The civil drawings have a callout stating “4” utility brick” to be used on the screen wall (detail on sheet C-5). The color, texture, and scale of the screen wall should be consistent with the screen walls that are located across the street and therefore appropriate to be constructed of matching materials.

It is our recommendation that the building meets the intent of the façade ordinance and a Section 9 Waiver is not required.

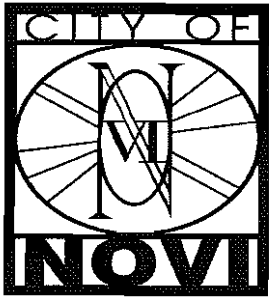
If you have any questions regarding this matter, please contact me at your convenience.

Sincerely,
Metco Services



Douglas R. Necci AIA

FIRE REVIEW



cityofnovi.org

Novi Fire Department

42975 Grand River Avenue
Novi, MI 48375

248.349.2162 fax 248.349.1724

December 7, 2007

TO: Barbara McBeth, Deputy Director
Community Development, City of Novi

RE: Comerica Bank @ Westmarket Square, SP07-57, Preliminary Site Plan
Fire Department Review

Dear Ms. McBeth,

The above plan has been reviewed and is **Recommended for Approval** with the following items being corrected on the next plan submittal.

1. The turning radius on the southeast side of the parking lot does not meet the minimum 50' outside turning radius and 30' inside radius. This layout and drive width has changed from the pre-application submittal.
2. All weather access roads capable of supporting 35 tons are to be provided for fire apparatus prior to construction above the foundation. This shall be noted on the plans.
3. All water mains and fire hydrants are to be installed and be in service prior to construction above the foundation. This shall be noted on the plans.
4. The building address is to be posted facing the street throughout construction. The address is to at least 3 inches high on a contrasting background. This shall be noted on the plans.

Sincerely,

Michael W. Evans
Fire Marshal

cc: file

APPLICANT RESPONSE LETTER(S)

Comerica Bank

P.O. Box 75000
Detroit, Michigan 48275

February 7, 2008

City of Novi
45175 West 10 Mile Road
Novi, MI. 48375

Re: Loading/Unloading Areas at Financial Institutions

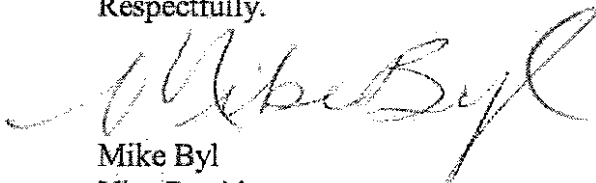
To Whom It May Concern.

This letter is written in response to the requirement for loading/unloading spaces at commercial properties, specifically as it relates to banks.

As a financial institution, Comerica is not in the business of shipping and receiving goods. Armored car visits to our offices comprise the most common delivery of information, and are not frequent in nature. Obviously, these deliveries are very sensitive, requiring armed guards and the need for quick and open access to the building.

A loading zone/space would move this access further away from the quick and easy access compromising security. Therefore, Comerica requests that a loading/unloading space not be a requirement for the approval of our proposed new branch at the intersection of Grand River and Beck roads.

Respectfully,

Mike Byl
Vice President
Comerica Bank



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

Principals
George E. Hubbell
Thomas E. Biehl
Walter H. Aijx
Peter T. Roth
Michael D. Waring
Keith D. McCormack
Curt A. Christeson
Thomas M. Doran

Senior Associates
Frederick C. Navarre
Gary J. Tressel
Lawrence R. Ancypa
Kenneth A. Melchior
Dennis M. Monsere
Randal L. Ford
David P. Wilcox
Timothy H. Sullivan

Chief Financial Officer
J. Bruce McFarland

Associates
Thomas G. Maxwell
Nancy M.D. Faught
Jonathan E. Booth
Michael C. MacDonald
Marvin A. Olane
Richard F. Beaubien
William R. Davis
Daniel W. Mitchell
Jesse B. VanDeCreek
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross

February 7, 2008

City of Novi
45175 West 10 Mile Road
Novi, Michigan 48375

Attn: Ms. Karen Reinowski, AICP, PCP

Re: Planning Review
Comerica Bank at Westmarket Square
City of Novi, Michigan

HRC Job No. 20070466.07

Dear Ms. Reinowski:

We have received your letter dated January 25, 2008 and will provide the following plan changes and information at the time of final site plan approval as follows:

- The approved Westmarket Fuel plan for this site included a decorative wall in lieu of the berm standard along Beck Road. The wall had the same design and materials as the decorative wall built on the Chase Bank site, on the northeast corner of Grand River and Beck Road. The Applicant is proposing a matching decorative wall along only 115' of the 205' total feet along the Beck Road frontage, with a berm along the remaining Beck Road frontage. The Chase Bank wall extends the entire 290' north from the Grand River right-of-way. In addition, we note the previous plan included an area near the corner of the subject site to accommodate a place for an identification sign for Novi. Staff recommends the decorative wall be extended along the entire 205'-long Beck Road frontage in order to mirror the wall on the east side of Beck Road. In addition, the extension of the wall would more effectively screen the vehicular circulation lanes and access to the drive-thru. A waiver, which would be supported by staff, is required to substitute the wall for the berm.*

The wall, as shown, matches the length that was to be provided by the West Market Fuel approved site plan. The design materials will match the wall built on the Chase Bank site on the opposite side of Beck Road. It is the owner's desire to provide the wall to limits as shown on the plan and continue with a 3' high berm that is required by the ordinance.

- Drive-Thru Lanes:** Per Section 2506.12 of the Zoning Ordinance, the site plan must clearly distinguish the drive-thru lane from the 18'-wide bypass lane. Also, a 25' centerline radius must be indicated on the drive-thru.*

Striping will be added to delineate the by-pass lane from the drive-thru lane. The 25' centerline radius will be shown on the plan.

- Sidewalks:** After further review of the plan, the 5' sidewalk on the west side of the site (near the drive-thru lanes) should be eliminated. The 11'-wide pedestrian crossing on the east side of the site should connect to the Beck Road sidewalk, by providing a break in the proposed brick wall, which would result in providing a safe pedestrian access from the sidewalk to the blank.*

The 5' sidewalk on the west side has been eliminated. The sidewalk on the east side will be extended through the wall to meet the sidewalk along the Beck Road frontage.

Y:\200704\20070466\Design\Corrs\04Ltr.doc

555 Hulet Drive, PO Box 824
Bloomfield Hills, Michigan 48303-0824
Telephone 248 454 6300 Fax 248 454 6312
www.hrc-engr.com

Engineering. Environment. Excellence.

6. **Dumpster:** *It is our understanding that a dumpster is not proposed for the site. Based on information provided at the Preapplication meeting, we were expecting to see an alternate disposal unit on the site, which is not on the plans. If Comerica plans to have a unit on site to dispose of its waste, details must be provided, including its location, elevations, and screening (to match the building).*

The attached photo shows the secure document storage utilized by the bank. This 5'x5'x5' painted steel box has a 2'x2' pad locked door and contains no more than 5 days of bank documents discarded for destruction. A document destruction company removes the discarded items once per week. The secure document storage unit is located within the mechanical patio adjacent the rear egress and is screened by the brick mechanical screening wall. Service/trash items are removed by a nightly cleaning service and do not make their way into the secure document storage unit.

7. **Loading and Unloading:** *Per Section 2507.5 of the Zoning Ordinance, banks are not required to provide a loading space, if documentation is provided to justify that the sensitivity of information and deliveries to the site necessitates providing deliveries as close to the door as possible. Information must be provided to justify why a loading area is not proposed on the site, or else a variance form the Zoning Board of Appeals would need to be requested if the loading area is not provided.*

All office deliveries for Comerica, post opening, are performed through inter-office mail. Cash deliveries are performed by armored car. Due to safety and bank security standards, these cash deliveries require front door access and may be performed weekly or bi-weekly. The armored car delivery typically takes 10 minutes or less per occurrence. Therefore, we feel that the proposed Comerica Banking Center is in compliance with Section 2507.5.

8. **Exterior Lighting Plan:** *A photometric plan and additional lighting information was provided with the Preliminary Site Plan submittal. Please see the attached lighting review chart for issues to be addressed at the time of Final Site Plan Review.*

Per the lighting review summary chart, these items will be addressed at the final site plan submittal.

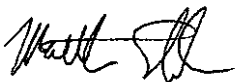
9. **Site Addressing:** *The applicant should contact the Building Division for an address, as an address must be assigned before a building permit is issued. The address application can be found on the Internet at <http://www.cityofnovi.org/Resources/Library/Forms/Bldg-AddressesApplication.pdf>. Questions about the application should be directed to Jeannie Niland, Ordinance Enforcement, at (248) 347-0438 or jniland@cityofnovi.org.*

An address will be applied for before the building permit is issued.

Enclosed are 13 full size copies of the plans previously submitted including color elevations and an 8.5" x 11" copy of the site plan, color copy of the site plan and color copy of the facade rendering.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Matthew G. Slicker, P.E.

MGS/jjb
Attachment

pc: Jonna Companies; Frank Jonna, Mike Hamame
CBRE; Leonard Murz
Little; DaMarlon Carter
Deak Planning and Design; Steve Deak
HRC; G. Tressel, File





HUBBELL, ROTH & CLARK, INC
Consulting Engineers

Principals
George E. Hubbell
Thomas E. Biehl
Walter H. Alix
Peter T. Roth
Michael D. Waring
Keith D. McCormack
Curt A. Christeson
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William R. Davis
Daniel W. Mitcheil
Jesse B. VanDeCreek
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross

February 7, 2008

City of Novi
45175 West 10 Mile Road
Novi, Michigan 48375

Attn: Mr. Rob Hayes, City Engineer

Re: Engineering Review for the
Comerica Bank at Westmarket Square
City of Novi, Michigan

HRC Job No. 20070466.07

Dear Mr. Hayes:

We have received your letter dated January 25, 2008 and will provide the following plan changes and information at the time of final site plan approval as follows:

General

1. *Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.*

This note will be provided on the plans.

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

Standard detail sheets will be provided in the final stamping.

3. *Provide a sheet index on the cover sheet.*

The plan index will be provided.

4. *Label the existing 139-foot right-of-way width for Beck Road and the existing 120-foot right-of-way on Grand River on the plan.*

This will be added to the plans.

5. *Label all relevant utility easements on the plan in the vicinity of the proposed improvements.*

This will be added to the plans.

6. *Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas, and illustrate on the profiles.*

This note will be added to the plans.

7. *Provide a note stating if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Department for review.*

This note will be added to the plans.

8. *Show the locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur.*

This will be shown on the plans.

Water Main

9. *If a fire suppression system is proposed, then a single 4-inch water lead would not be sufficient to handle both the fire suppression as well as the domestic water lead.*

This building will not be suppressed. A 4" water lead will be more than adequate for this use.

10. *Label all water main sizes on the plan.*

This will be shown.

11. *Show the extent and connections of all water mains on the plan.*

This will be shown on the plans.

12. *Show all water main easements on the plan.*

This will be shown on the plans.

Sanitary Sewer

13. *Note on the construction materials table that 6-inch sanitary leads shall be a minimum SDR 23.5, and mains shall be SDR 26. The quantities table on sheet C-4 shows the 6-inch sanitary lead as being Schedule 40.*

This will be changed as stated.

14. *Show any and all existing sanitary easements on the plan.*

This will be shown on the plans.

Storm Sewer

15. *An easement is required over the storm sewer accepting and conveying off-site drainage. Show all existing and proposed storm sewer easements on the plan.*

The easements will be shown on the plans.

16. *All collector pipes shall be a minimum of 8-inches in diameter. Both downspout connectors are currently shown as 6-inches on the plan.*

These will be upsized to be 8" in diameter.

17. *Provide a schedule listing the casting type for each proposed catch basin on the utility plan.*

This will be provided on the plans.

Storm Water Management Plan

18. *The Storm Water Management Plan for this development shall comply with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.*

We will provide the information required.

19. *Show all storm water management calculations for the site on the storm water management plan. In addition, add a note to the end of the storm sewer to the southwest part of the site stating all drainage will head north to the existing basin for Westmarket Square.*

We will provide the information required.

Paving & Grading

20. *A sidewalk easement is required for the proposed sidewalk along Beck Road.*

This will be provided.

21. *Relocate the sidewalk ramp on the north side of the site further west in order to lineup with the existing sidewalk, or show the required curb cuts through the splitter island to connect the two sidewalk segments.*

This will be revised on the plans.

22. *If the 18-foot wide drive that wraps around the east side of the building is designed for one-way traffic, show this on the plan. Show the proper pavement marking and signage.*

This will be shown on the plans.

23. *The 5-foot walk on the west side of the site needs to be ramped and have detectable warning surfaces in compliance with ADA standards.*

All ramps will be ADA compliant.

24. *Label specific ramp locations for ADA detectable warning surfaces on the plans (or label as typical), and specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Department. Stamped concrete will not be acceptable.*

Detectable warning surfaces will be provided where required per ADA guidelines.

25. *Add ADA detectable warning surfaces to the two existing ramps along the site's Grand River Ave frontage.*

All ramps will be ADA compliant.

26. *Identify the concrete segment of pavement at the beginning of the drive located on the east side of the site.*

This will be provided.

27. *Provide a note on the Grading Plan stating the right-of-way pathway will match existing grades at both ends.*

A note will be added to the plans.

28. *All structures shall maintain 3-feet of horizontal clearance with sidewalks. The retaining wall at the southeast corner of the site is being proposed as 2-feet from the sidewalk. The pillars along the screen wall encroach on the 3-foot clearance as well.*

This will be revised.

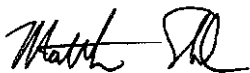
29. *Provide a more detailed signage table on the plan.*

Additional information will be provided.

All line items will be addressed at the time of final site plan submittal. Please review the plans at your earliest convenience. If you have any questions or require any additional information, please contact me at (248) 454-6379.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Matthew G. Slicker, P.E.

MGS/jjb
Attachment

pc: Jonna Companies; Frank Jonna, Mike Hamame
CBRE; Leonard Murz
Little; DaMarlon Carter
Deak Planning and Design; Steve Deak
HRC; G. Tressel, File



HUBBELL, ROTH & CLARK, INC
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Richard F. Beaubien
William R. Davis
Daniel W. Mitchell
Jesse B. VanDeCreek
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross

February 7, 2008

OHM
34000 Plymouth Road
Livonia, Michigan 48150

Attn: Mr. Stephen B. Dearing, P.E., PTOE, Manager of Traffic Engineering

Re: Preliminary-1st Review
Comerica Bank at Westmarket Square
City of Novi, Michigan

HRC Job No. 20070466.07

Dear Mr. Dearing:

We have received your letter dated November 30, 2007 and will provide the following plan changes and information at the time of final site plan approval as follows:

1. *Right-of-Way (ROW): We noted that a small portion of Beck Road and Grand River Avenue intersection at the southeast corner of the proposed site lies outside the ROW boundaries. Any declaration of ROW easement at that location should be clearly stated on the site plan.*

This will be clarified at the time of final site plan approval.

2. *Clear Sight Triangle: A 25' clear sight triangle from the ROW line should be provided at the northwest corner of the Beck Road and Grand River Avenue intersection. Any obstruction that lies within the clear sight triangle should be noted on the site plan.*

The clear vision triangle will be provided for.

3. *Parking Stalls: Width of the parking stalls adjacent to the turnaround areas should be 9' from the face of the curb. Such dimension should be clearly labeled on the plan.*

All parking stalls shall be 9' wide from the face of curb.

4. *Sidewalk and Ramps:*

- *Pedestrian pathway from the sidewalk along Beck Road to the proposed sidewalk east of the proposed building should be provided.*

A sidewalk will be provided to the site to the proposed sidewalk along Beck Road.

- *We believe that the 5' concrete walk provided on the west side of the proposed building is redundant. This walk should either be eliminated or be equipped with ADA compliant sidewalk ramps where it crosses the roadway and the parking lot. Receiving sidewalk ramps on both east and west of the walk should also be provided.*

This sidewalk has been removed from the plans. All sidewalk plans will be ADA compliant.

- *The ADA ramp provided south of the proposed building should be dimensioned to ensure the provision of 5' clear width of the sidewalk north of the ramp.*

This dimension will be clarified to be 5'.

- *Sidewalk at the northeast corner of the proposed site should be modified to provide gradual horizontal curve. Also, ADA compliant ramp through the triangular island the receiving sidewalk ramp on the opposite side of the east-west drive should be provided.*

The ramp will be relocated to provide the most appropriate crossing to the north side of the Beck Road entrance.

- *Type of ramp provided should be noted on the site plan.*

All ramps shall be noted as what type they should be.

- *The most current MDOT details for ADA compliant ramps shall be provided in the plan set.*

The most current MDOT details will be used.

5. Signs: *Following signs should be provided on the site plan:*

- *Signs R7-9a (mod) "NO PARKING FIRE LANE" should be provided along one-way circulation aisle and should be spaced at 100'. These signs should be included in the Sign Quantity Table.*

These signs shall be added.

- *Barrier-free parking signs R7-8 and R7-8a are different signs with different messages. Sign R7-8 is always to be provided with all kinds of barrier-free parking spaces and sign R7-8a is to be provided only with "Van Accessible" parking space. Hence, these signs should be appropriately noted on the plans.*

This will be revised on the plans.

6. Sign Quantity Table:

- *A traffic sign quantity table should include a brief description, sign code, dimensions along with quantity for each sign.*

This will be added to the plans.

- *We noted that only one "Van Accessible" parking space is provided at the proposed development and two quantities of the corresponding signs are noted on Sign Quantity Table. Such anomaly should be corrected.*

This will be revised.

7. *Loading zone and Dumpster: The provision of loading zone and dumpster and their location should be indicated on the plan.*

Please see our response in our planning review response letter.

Please review the plans at your earliest convenience. If you have any questions or require any additional information, please contact me at (248) 454-6379.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Matthew G. Slicker, P.E.

MGS/jjb

Attachment

pc: Jonna Companies; Frank Jonna, Mike Hamame
CBRE; Leonard Murz
Little; DaMarlon Carter
Deak Planning and Design; Steve Deak
HRC; G. Tressel, File



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Thomas D. LaCross

February 7, 2008

City of Novi Fire Department
42975 Grand River Avenue
Novi, Michigan 48375

Attn: Mr. Michael W. Evans, Fire Marshall

Re: Fire Department Review
Comerica Bank at Westmarket Square
City of Novi, Michigan

HRC Job No. 20070466.07

Dear Mr. Evans:

We have received your letter dated December 7, 2007 and will provide the following plan changes and information at the time of final site plan approval as follows:

1. *The turning radius on the southeast side of the parking lot does not meet the minimum 50' outside turning radius and 30' inside radius. This layout and drive width has changed from the pre-application submittal.*

This corner will be revised to provide the radius as required.

2. *All weather access roads capable of supporting 35 tons are to be provided for fire apparatus prior to construction above the foundation. This shall be noted on the plans.*

This will added to the plans.

3. *All water mains and fire hydrants are to be installed and be in service prior to construction above the foundation. This shall be noted on the plans.*

This will added to the plans.

4. *The building address is to be posted facing the street throughout construction. The address is to be at least 3 inches high on a contrasting background. This shall be noted on the plans.*

This will be added to the plans.

Mr. Michael W. Evans
February 7, 2008
HRC Job Number 20070466.07
Page 2 of 2



Please review the plans at your earliest convenience. If you have any questions or require any additional information, please contact me at (248) 454-6379.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A handwritten signature in black ink, appearing to read 'Matt Slicker', written in a cursive style.

Matthew G. Slicker, P.E.

MGS/jjb

Attachment

pc: Jonna Companies; Frank Jonna, Mike Hamame
CBRE; Leonard Murz
Little; DaMarlon Carter
Deak Planning and Design; Steve Deak
HRC; G. Tressel, File

February 5, 2008

Mr. Douglas R. Necci, AIA
METCO Services, Inc.
23917 Cass St.
Farmington, MI 48335

Project: Comerica Bank
West Market Square
Novi, MI

RE: SP-07-57
Façade Ordinance Review

Mr. Necci,

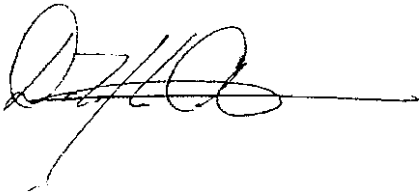
In response to your 1/28/08 review letter, we offer the following:

1. Complete
2. The bank utilizes a nightly cleaning service for trash removal and does not dispose of any service/waste items on site. A "Secure Document Storage" unit is utilized for sensitive documents that require destruction. This 5'x5'x5' painted steel box has a 2'x2' pad locked door and contains no more than 5 days of bank documents discarded for destruction. A document destruction company removes the discarded items once per week. The secure document storage unit is located within the mechanical patio adjacent the rear egress and is screened by the brick mechanical screening wall. Please see attached photo.
3. The detail on C-5 is not intended for the mechanical screening wall attached to the bank building. The C-5 detail is for the perimeter wall only. The bank mechanical screening wall is constructed of the same brick as the bank exterior walls.

I trust these responses are complete and meet with the City of Novi's expectations and standards.

Sincerely,

LITTLE DIVERSIFIED ARCHITECTURAL CONSULTING, INC.

A handwritten signature in black ink, appearing to read 'DMC', with a long horizontal line extending to the right.

DaMarlon Carter
Senior Project Manager



DEAK
PLANNING +
DESIGN, LLC

February 7, 2008

☒ land planning
☒ site design
☒ landscape architecture

Ms. Karen Reinowski, AICP, PCP
City of Novi Planning Department
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: **Comerica Bank (West Market Square) SP 07-57**

Dear Ms. Reinowski:

We have reviewed the Preliminary Landscape Review for Comerica Bank per the review packet dated January 16, 2008. Our responses to the review comments are listed below:

A. Landscape Review

1. The proposed decorative screen wall matches the previously approved wall for this site. Please note that the Chase Bank wall was established to match the wall originally proposed for this site under the approved gas station. The Chase Bank wall is broken into three sections that only total 186 feet rather than the 290 feet requested for this site. The Comerica Bank wall functions to screen the actual parking spaces facing Beck Road, while the berm will screen the travel lanes for the drive through. The landscape plan as proposed meets the requirements of the ordinance.
2. Noted.
3. Noted. The sidewalk will be extended, breaching the wall to connect with the sidewalk along Beck Road. Snow storage areas will be added to the landscape plan.
4. Noted.
5. Noted. The width of the sidewalk on the south side of the building will be reviewed. The proposed width reflects the design standards for Comerica Bank. The transformers screened by the brick wall on the north side of the building will be depicted on revised plans.
6. Noted. The cost estimate will be revised per the City of Novi standards for landscape material costs.
7. Noted.
8. Noted. The note requiring a minimum one cultivation during the warranty period will be added to revised plans. A Miss Dig note will also be added to the revised plans.
9. An Irrigation Plan and accurate cost estimate will be provided with the Final Landscape Plan submittal.

I hope this information is helpful in your review of Comerica Bank landscape plans. If you have any questions, please feel free to contact me at your convenience. Enclosed are 13 full size copies of the plan previously submitted including an 8.5" x 11" color copy of the site plan.

Sincerely,

Steve Deak, RLA, ASLA
Deak Planning + Design, LLC

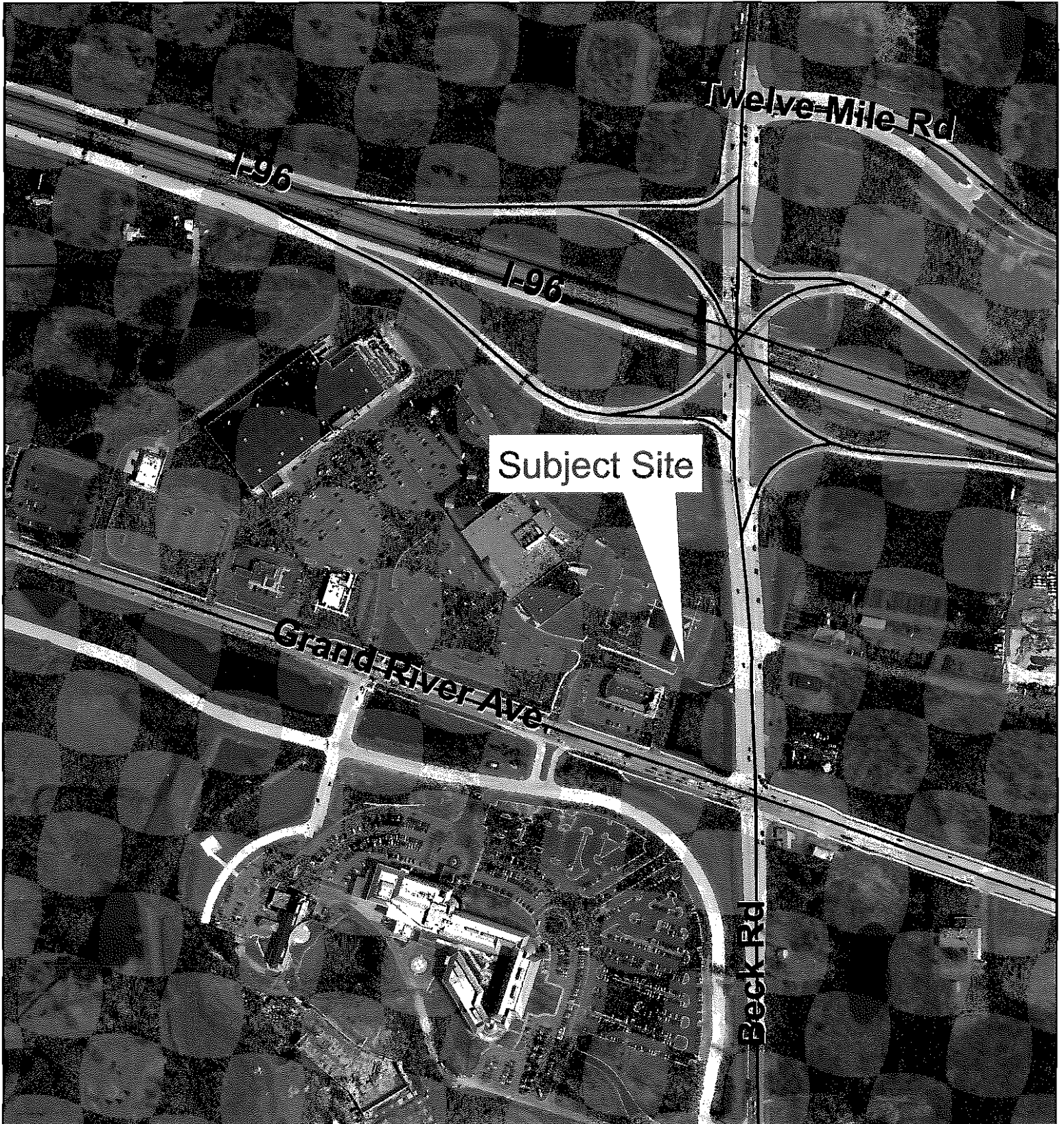
cc: Jonna Companies; Frank Jonna, Mike Hamame
HRC; Matt Slicker

MAPS

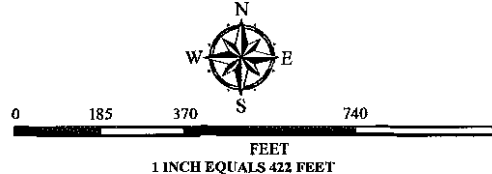
**Location/Air Photo
Zoning
Future Land Use
Wall Length**

SP07-57 Comerica Bank at Westmarket Square

Location Map



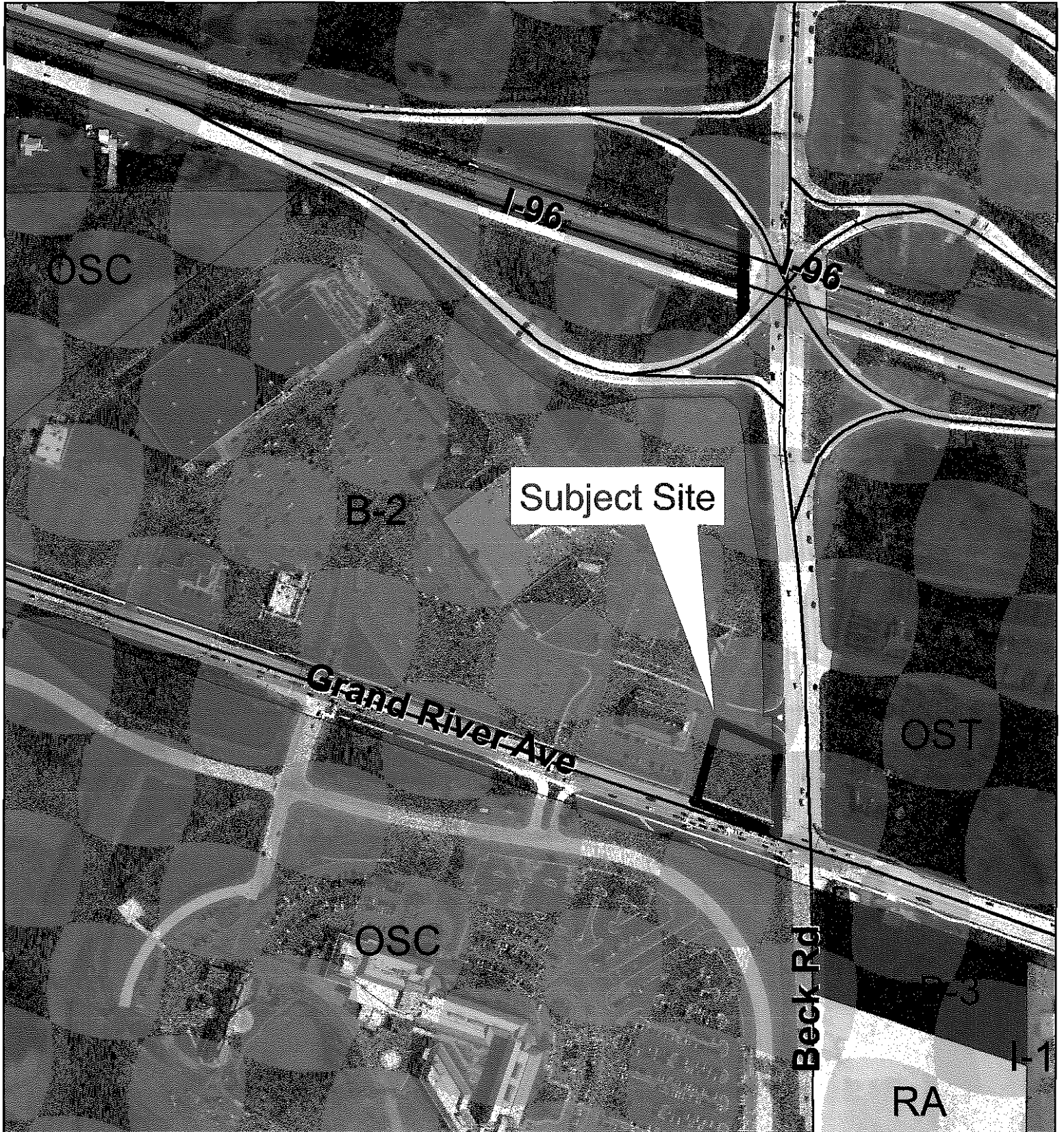
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NOVI, MI 48375-3024
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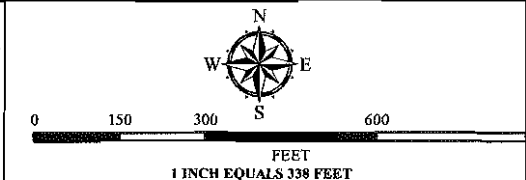
SP07-57 Comerica Bank at Westmarket Square

Zoning Map



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GEOGRAPHIC INFORMATION SYSTEMS OFFICE
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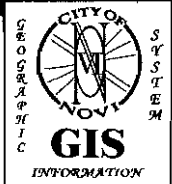
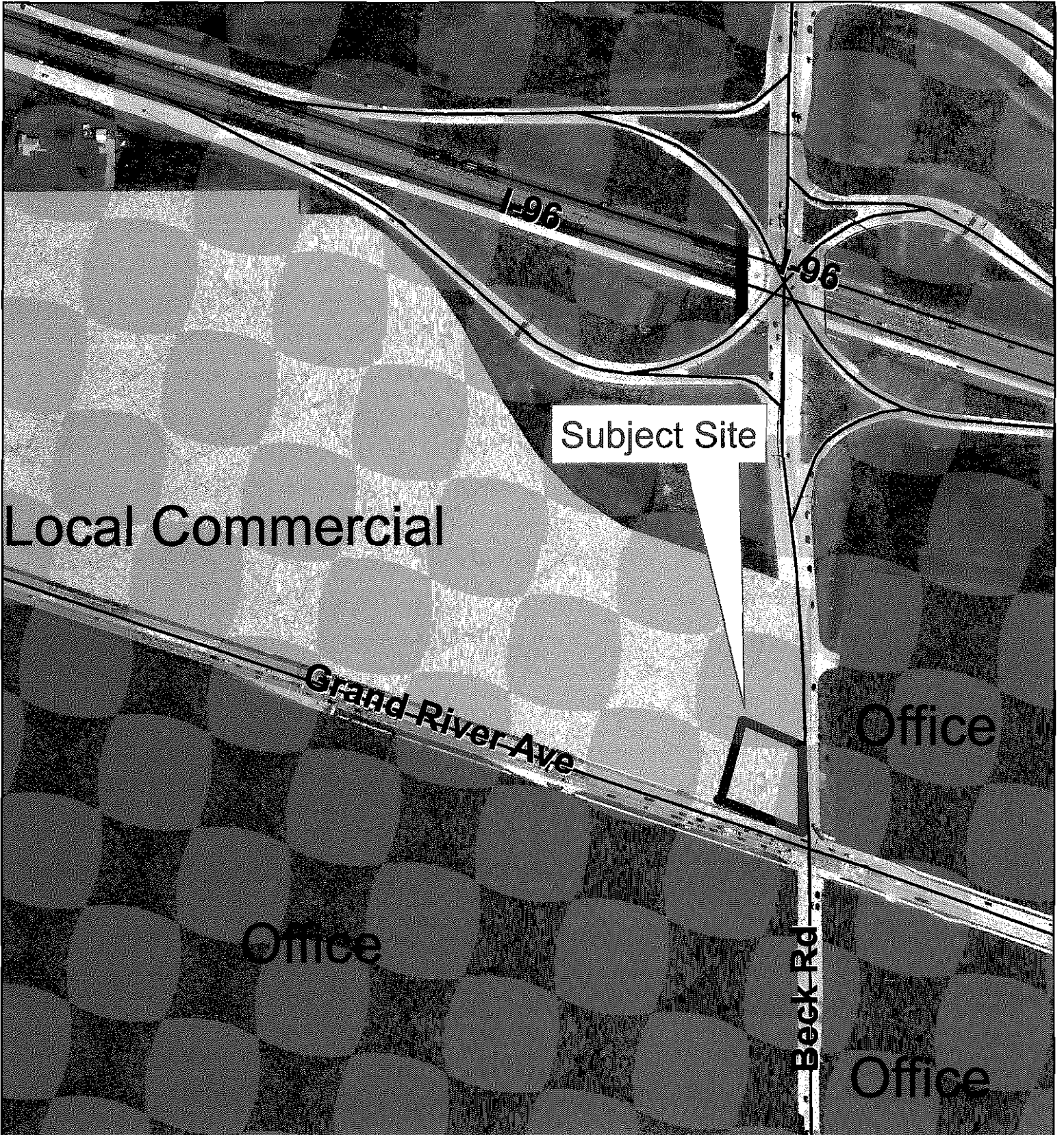
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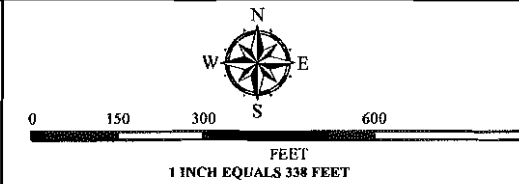
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SP07-57 Comerica Bank at Westmarket Square
 Future Land Use Map



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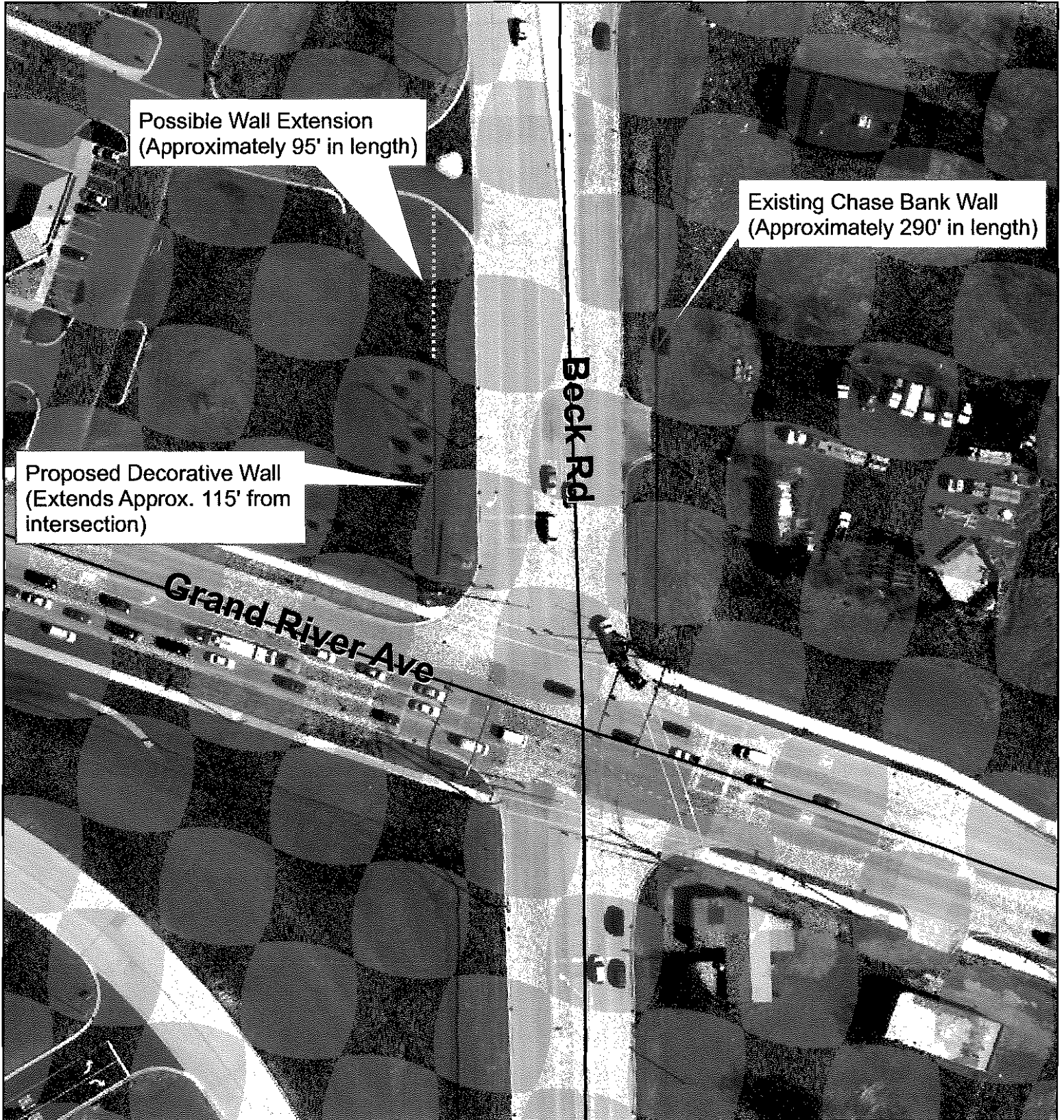


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SP07-57 Comerica Bank at Westmarket Square

Wall Length



Possible Wall Extension
(Approximately 95' in length)

Existing Chase Bank Wall
(Approximately 290' in length)

Proposed Decorative Wall
(Extends Approx. 115' from
intersection)

Beck Rd

Grand River Ave



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048 16 24
FEET



1 INCH EQUALS 79 FEET

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REDUCED SITE PLAN



NORTH

0 10 20 40
SCALE: 1" = 20'

DATE: 10/15/14
PROJECT: 10739
DRAWN BY: [unintelligible]
CHECKED BY: [unintelligible]

SITE PLAN ILLUSTRATIVE

Comerica Bank
Beck Road & Grand River Ave. - Novi, Michigan

DEAK
PLANNING
DESIGN, LLC
10000 Grand River Ave., Suite 1000
Novi, MI 48240-3000
Phone: 248.348.1000
Fax: 248.348.1001
www.deakplanning.com

PROJECT NO.
10739
DATE
10/15/14
DRAWN BY
[unintelligible]
CHECKED BY
[unintelligible]

PROJECT NO.
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