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HILTON HOMEWOOD SUITES – SP 08-11A

HILTON HOMEWOOD SUITES – SITE PLAN NUMBER 08-11A

Public Hearing of the request of Truss Development, LLC, for Preliminary Site Plan, Stormwater Management Plan and Wetland Permit approval. The subject property is located in Section 12, at the southeast corner of Thirteen Mile and the M-5 Connector, in the OST, Planned Office Service Technology District. The subject property is approximately 4.61 acres and the applicant is proposing to construct a 98-unit Hilton Homewood Suites on Unit 1 within the Haggerty Corridor Corporate Park I (HCCP I) condominium.

Required Action

Approve/deny the Revised Preliminary Site Plan, Stormwater Management Plan, and Wetland Permit

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	07/15/08	<ul style="list-style-type: none"> • PC finding that the proposed hotel is an integral part of an OST District • PC approval of the proposed HCCPI condominium amendment to modify the boundary between Unit 1 and Park "A", SP08-10 • Minor items to be addressed at time of Final Site Plan submittal
Landscaping	Approval recommended	07/14/08	Minor items to be addressed at time of Final Site Plan submittal
Wetlands	Approval recommended	08/04/08	Minor items to be addressed at time of Final Site Plan submittal
Traffic	Approval recommended	07/01/08	Minor items to be addressed at time of Final Site Plan submittal
Engineering	Approval recommended	07/10/08	Minor items to be addressed at time of Final Site Plan submittal
Façade	Approval recommended	07/10/08	Section 9 waiver requested for overage of asphalt shingles
Fire	Approval recommended	06/27/08	N/A

Motions

Approval – Revised Preliminary Site Plan

In the matter of Hilton Homewood Suites, SP 08-11A, motion to **approve** the Revised Preliminary Site Plan, subject to the following:

- a. Planning Commission finding that the proposed hotel is "...designed to be an integral part of an overall design of an OST District...", meeting the standard of Section 2301A.5 of the Zoning Ordinance;
- b. Approval of the proposed amendment to the Haggerty Corridor Corporate Park Phase I condominium, SP08-10, which modifies the boundaries of Unit 1 and Park "A";
- c. Section 9 waiver to permit a maximum of 28% asphalt shingles on the east facade; and
- d. The conditions and items listed in the staff and consultant review letters being addressed on the plans prior to Stamping Sets; and
- e. (additional conditions here if any)

for the following reasons...(because it is otherwise in compliance with Article 23A, Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance).

Denial Revised Preliminary Site Plan

In the matter of Hilton Homewood Suites, SP 08-11A, motion to **deny** the Revised Preliminary Site Plan, for the following reasons...(because it is not in compliance with the Ordinance).

Approval – Storm Water Management Plan

In the matter of Hilton Homewood Suites, SP 08-11A, 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 otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

Denial - Storm Water Management Plan

In the matter of Hilton Homewood Suites, SP 08-11A, motion to **deny** the Storm Water Management Plan, for the following reasons...*(because it is not in compliance with Chapter 11 of the Ordinance.)*

Approval Wetland Permit

In the matter of Hilton Homewood Suites, SP 08-11A, motion to **approve** the Wetland Permit, for the following reasons...*(because it is in compliance with Chapter 12 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

Denial Wetland Permit

In the matter of Hilton Homewood Suites, SP 08-11A, motion to **deny** the Wetland Permit, for the following reasons...*(because it is not in compliance with Chapter 12 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

July 15, 2008

Planning Review

Hilton Homewood Suites

SP #08-11A

Petitioner

Truss Development, LLC

Review Type

Revised Preliminary Site Plan

Property Characteristics

- Site Location: Southeast corner of Thirteen Mile Road and M-5, generally
- Site Zoning: OST, Planned Office Service Technology
- Adjoining Zoning: North, South and East: OST; West: RA (across M-5)
- Proposed Use(s): 98-room hotel (79,002 sf)
- Adjoining Uses: North: Haggerty Corridor Corporate Park II (north side of 13 Mile Road); East: HCCP I – Park A (regulated wetland) and OST uses further east; West: M-5 Connector with residential further west; South: HCCP I – Park A (regulated wetland) and OST uses further south
- Site Size: Existing 3.58 acres; Proposed 4.61 acres (would include portions of "Park A" regulated wetlands, if approved)
- Plan Date: June 9, 2008

Project Summary

The applicant is proposing to construct a 98-unit Hilton Homewood Suites on Unit 1 within the Haggerty Corridor Corporate Park I (HCCP I) condominium, located at the southeast corner of 13 Mile and M-5. In order to develop the project as proposed, Unit 1's existing 3.58 acres would need to be expanded to a total of 4.61 acres. This would be accomplished by transferring 1.03 acres from "Park A" of the HCCP I condominium development to Unit 1, a portion of which is regulated wetlands. (A separate site plan review of the revised condominium plan is being reviewed concurrently with this project, SP08-10, which would be an amendment to the approved Haggerty Corridor Corporate Park I Condominium – SP 03-58. An amendment to the condominium plans, and the associated Master Deed, would necessitate review and approval by the Planning Commission). The applicant notes that the proposed hotel could not be built if the condominium amendment is not approved, in which case a new hotel plan would need to be submitted for consideration.

We note that since the previous submittal, the applicant has eliminated the previously-proposed phasing plan, showing Phase 1 as the hotel and Phase 2 as a development at the front of the hotel, facing 13 Mile, without a specified use. The applicant has not changed the boundaries of the site plan, and the area shown as Phase 2 is currently an open area. The applicant indicates it may be used as an area for expansion in the future, however, again, the use of that area was not specified.

Recommendation

Approval of the Preliminary Site Plan is **not recommended**, due to the outstanding issues related to the Master Deed for Haggerty Corridor Corporate Park I Condominium. Once the outstanding Master Deed issues are satisfactorily resolved, we are prepared to recommend approval of the Preliminary Site Plan, subject to the following items being addressed by the Planning Commission or on a revised site plan:

1. Approval of SP08-10, the condominium amendment proposing the boundary change between Unit 1 and "Park A" within Haggerty Corridor Corporate Park I condominium, which would transfer 1.03 acres from "Park A" to Unit 1;
2. A Planning Commission finding that the proposed hotel is an integral part of the OST District;
3. Satisfactorily address the outstanding issue regarding the dimensions and maneuverability of the proposed loading zone; and
4. Resolve the remaining issues in the Planning Review, Planning Review Chart, Lighting Review Chart, and staff and consultant reviews on the Final Site Plan.

Comments:

The Revised Preliminary Site Plan was reviewed according to the standards of Article 23A, Planned Office Service Technology District, Section 2400, the Schedule of Regulations of the Zoning Ordinance, and other sections of the Zoning Ordinance, as noted. Items underlined below need to be addressed by the applicant or the Planning Commission at the time of Preliminary Site Plan Review:

1. **OST DISTRICT:** Per Section 2301A.5 of the Zoning Ordinance, the Hilton Homewood Suites may be permitted subject to the following:

Hotels and business motels when such are designed to be an integral part of an overall design of an OST District development under Section 2301A, which shall be constructed at the same time as or after one (1) of the principal permitted uses on the same development site is constructed.

While the proposed hotel would have separate parcel entrances from the remainder of the condominium sites, the development may serve the needs of the OST district. The Planning Commission would need to make a finding that the proposed hotel meets the standard, noted above. The applicant submitted a Marketing Plan (with the previous

site plan submittal) to provide justification for how the site is an integral part of the OST District.

2. **CONDOMINIUM:** As noted in the previous review, the site plan should indicate that the condominium area to the east and south of Unit 1, noted as "Park" and "wetlands" is "Park A", per the approved Haggerty Corridor Corporate Park I Condominium plan. Also, please provide a clearer differentiation between the existing and proposed site boundaries for reference, and to eliminate potential confusion. Without notes, it is not necessarily clear to someone looking at the plans the significance of each of the lot lines. Also, the outstanding issues related to the Master Deed for the condominium (noted in the review for SP08-10, and as discussed at a June 12, 2008 meeting between the applicant and city's representatives) should be addressed prior to scheduling this plan for consideration by the Planning Commission. The revised condominium plan would need to be approved prior to the approval of the Hilton Homewood Suites. It is expect that both projects would be on the same Planning Commission agenda for consideration.
3. **BUILDING SETBACKS:** Building setback standards are dependent upon building height. See Planning Chart for additional details.
4. **OPEN SPACE:** An open space area, composed of a lawn, is located to the north of the proposed hotel. We note this area is not approved for any development at this time.
5. **PARKING:** We note an additional 12 parking spaces are proposed on-site over and above the minimum standard for the hotel. If the open area at the front of the hotel were to be developed in the future, we note sufficient parking would need to be provided to accommodate that (unknown) use, which may not be provided with the current configuration.
6. **LOADING ZONE:** While the location of the loading space meets the intent of Section 2507.1 of the Zoning Ordinance, its dimensions do not appear to accommodate the movements of a "FedEx"-sized delivery truck. The face-of-curb to face-of-curb measurement of the loading zone is approximately 21' in length, which is less than the Zoning Ordinance standard of 23' for the length of a parallel parking space (Section 2506.2 of the Zoning Ordinance). While we believe the loading zone should be redesigned, autoturn movements should be placed on the site plan for the loading zone to verify it can properly accommodate a truck and be practical to use. If a loading zone is proposed without appropriate dimensions and location, it will not likely be utilized by the driver.
7. **DUMPSTER:** The dumpster would be more appropriately located at the rear of the site, where it is less visible to patrons yet easily accessible to the truck.
8. **PLANNING AND LIGHTING SUMMARY CHARTS:** The applicant is asked to review other items in the attached Summary Charts and make corrections as noted.

9. **RESPONSE LETTERS:** Prior to the hotel plan being considered by the Planning Commission, the applicant is asked to provide a response letter addressing all outstanding issues, as well as an amended Haggerty Corridor Corporate Park I condominium plan (SP08-10) and Master Deed for review by the Planning Division (note: Master Deed documents were submitted for review just prior to finalization of these letters). Also, we note there are outstanding issues in the wetland review that should be addressed on a revised plan prior to consideration of the project by the Planning Commission. After the Planning Commission's review of the hotel and amendment to the condominium plan, 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.
10. **ADDRESS:** An address must be assigned before a building permit is issued. The address application (available at <http://www.ci.novi.mi.us/Resources/Library/Forms/Bldg-AddressesApplication.pdf>) should be submitted prior to submittal for building permits. The applicant indicates it will be submitted with the Final Site Plan.

Karen F. Reinowski

Reviewed by Karen F. Reinowski, AICP, PCP at 248-347-0484 or
kreinowski@cityofnovi.org

Attachments: Planning Review Chart; Lighting Review Chart

PLANNING REVIEW SUMMARY CHART

Review Date: **7.11.08**
 Project Name: **Hilton Homewood Suites**
 Project Number: **SP08-11A**
 Plan Date: **6.9.08**

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Office	No change proposed	Yes	
Zoning	OST	No change proposed	Yes	
Use	Principal Permitted Uses – Hotels, when integral to an OST development, and constructed at the same time or after 1 of the principal permitted uses;	98-unit hotel		Hotel site is Unit 1 of the HCCP Phase I Condominium, however the unit boundaries are proposed to be modified (see SP08-10) to include additional acreage that was not part of the approved condominium plan. <u>The unit boundaries would have to be modified to permit the proposed hotel.</u>
Building Height (Section 2400 u)	46' and 3 stories; May be increased up to 65' if setbacks are increased by 2' for every 1' of building height in excess of 46'	Approx. 48' and 4 stories – permitted if setback is increased by 4' from the minimum standard	Yes, subject to approval of <u>modification to proposed Unit 1 boundaries</u>	Rooftop equipment not proposed.
Building Setback				
Front – north (2400 h, t, u)	50' if 46' in height; <u>54' required if hotel is 48' in height</u>	138.01' from existing & proposed right of way	Yes	
Side - east interior (2400 c, m, t, u)	50' if 46' in height; <u>54' required if hotel is 48' in height</u>	29.35' WITHIN setback from existing lot line; 100.13' from proposed lot line	No – Hotel does not meet setback standard from <u>existing lot line</u>	<u>Setbacks based on proposed unit boundaries may not be approved unless the condominium boundaries and Master Deed are altered</u>
Side - west exterior (2400 c, m, t, u)	50' if 46' in height; <u>54' required if hotel is 48' in height</u>	59.8' from right of way	Yes	
Rear – south (2400 l, m, t, u)	50' if 46' in height; <u>54' required if hotel is 48' in height</u>	103.43' from existing lot line; 75.59' from proposed lot line	Yes	
Parking Setback				
Front - north (2400)	20'	20.07'	Yes	

Item	Required	Proposed	Meets Requirements?	Comments
Side - east interior (2400)	20'	Encroaches into adjacent park/wetlands, outside of existing unit boundaries; Proposed unit would have a 34.08' setback	<u>Yes, for only proposed unit boundaries</u>	<u>Setbacks based on proposed unit boundaries may not be approved unless the condominium boundaries and Master Deed are altered</u>
Side - west exterior (2400)	20'	20'	Yes	
Rear - south (2400)	20'	Encroaches into adjacent park/wetlands, outside of existing unit boundaries; Proposed unit would have a 28.07' setback	<u>Yes, for only proposed unit boundaries</u>	<u>Setbacks based on proposed unit boundaries may not be approved unless the condominium boundaries and Master Deed are altered</u>
Number of Parking Spaces (2505.14.c(14))	1 for each unit, plus 1 for each employee, plus parking for accessory uses 98 rms + 6 emp = 104	116 total (including 8 barrier-free and 2 van spaces)	Yes	<u>Parking exceeds minimum standard by 12 spaces. We note if the front of the hotel is proposed to be used for a future phase, sufficient on-site parking may not be available with current parking configuration.</u>
Parking Space Dimensions and Maneuvering Lanes (2506)	9' X 19' 90 degree parking spaces with 24 feet wide aisles - Spaces may be reduced to 17' deep from face of curb (4" curb height) where vehicles can overhang landscaping or 7' sidewalk	17' - 90 degree spaces proposed with 24' aisles	<u>Yes, however 18' aisle in front of main entrance appears to be one-way only. If so, this must be appropriately signed.</u>	
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. They shall generally be at least 8' wide, have an outside radius of 15', and be constructed 3' shorter than the adjacent stall as illustrated in the Zoning Ordinance.	Islands proposed	Yes	

Item	Required	Proposed	Meets Requirements?	Comments
Loading Spaces (Section 2507)	Required (in rear yard or interior side yard) on all premises where receipt or distribution of materials or merchandise occurs and shall be separate from parking areas	360sq. ft. loading area	No	Proposed location is in the interior side yard, but does not appear to accommodate the turning movements of a FedEx-sized truck (the applicant indicated the site will receive deliveries via this method, not semi trucks). See Planning Letter for further details
Dumpster (Chapter II, Section 21-145, Section 2503.2.F, Section 2520.1)	Screen wall or fence required on three sides, must be at least 5' in height, enclosure to match building materials, must include protective bollards or similar features. Must be set back from the property line a distance equivalent to the parking lot setback. It is to be located as far from barrier free spaces as possible.	Brick screen wall on three sides; 6'4" in height; Bollards provided; Setback from lot line and barrier-free parking	Yes	
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Legal descriptions provided for existing Unit 1 (3.58 ac) and proposed Unit 1 (4.61 ac)	No	Proposed Unit 1 boundaries have not been approved. The HCCPI condominium, as approved, (SP 03-58) must be modified to permit the proposed change to Unit 1 and the adjacent "Park A". The modification would reduce the size of "Park A" by transferring 1.03 acres to Unit 1. Also, modifications to the Master Deed would need to be approved. See Planning Review Letter.
Development Sign	Permit required for any proposed signage			Contact Alan Amolsch at 248-347-0463 for permit information

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

Lighting Review Summary Chart

Hilton Homewood Suites

Final Site Plan 08-11A

Review Date: July 11, 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	Unknown	Previously-submitted lighting details must be provided with each submittal to verify proposed fixtures meet Zoning Ordinance standards.
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 <u> x </u> Fixture height <u> x </u> Mounting & design <u> </u> Glare control devices <u> </u> Type and color rendition of lamps <u> x </u> Hours of operation <u> </u> Photometric plan <u> x </u>	No	Previously-submitted lighting details (catalog sheets) must be provided with each site plan submittal to verify proposed fixtures meet Zoning Ordinance standards. The sheets must clearly indicate the selected options.
Lighting Plan (Section 2511.2.a.3)	Building elevations showing all fixtures, portions of walls to be illuminated, illuminance levels and aiming points	N/A	
Required conditions (Section 2511.3.a)	Height not to exceed maximum height of zoning district	Yes	

Item	Required	Meets Requirements?	Comments
Required Notes (Section 2511.3.b, c & g)	<ul style="list-style-type: none"> - 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	Notes must be provided on lighting plans to verify compliance with the standards.
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.	No	Ratio is 53.40
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	
Required conditions (Section 2511.3.h)	Lighting for security purposes shall be directed only onto the area to be secured.	Yes	
Required conditions (Section 2511.3.i)	Full-cut off fixtures shall be used and designs that result in even levels of illumination across a parking area are preferred	No	Fixture details must be provided
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	

Item	Required	Meets Requirements?	Comments
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	
Cut off Angles (Section 2511.3.l(2))	Fixture cut-off angles must be 90 degrees when adjacent to residential districts	Yes	

LANDSCAPING REVIEW



PLAN REVIEW CENTER REPORT

July 14, 2008

Revised Preliminary Landscape Review

Hilton Homewood Suites SP#08-11A

Review Type

Revised Preliminary Landscape Review

Property Characteristics

- Site Location: Thirteen Mile Road / M-5
- Site Zoning: OST -- Planned Office Service Technology
- Plan Date: 6/5/08

Recommendation

Approval of the Landscape for Revised Preliminary Site Plan 08-11A Hilton Homewood Suites is recommended. Please address all other minor comments upon Final Site Plan Submittal.

Ordinance Considerations

Adjacent to Residential – Buffer (Sec. 2509.3.a.)

1. The property is not adjacent to residential property.

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

1. The required 20' wide greenbelt along the road frontages should be labeled on the plans. This space has been adequately provided.
2. A 3' high landscape berm with a 3' crest is required within the greenbelt areas along both Thirteen Mile Road and M-5. A large berm already exists along M-5 and the Applicant has provided and labeled the proposed berm along Thirteen Mile. Cross sections have been provided.
3. Canopy/ Large Evergreen Trees at one per 35 LF of frontage are required and have been provided.
4. Sub-canopy Trees at one per 20 LF of frontage are required and have been provided.

Street Tree Requirements (Sec. 2509.3.b.)

1. One Canopy Street Tree per 35 LF is required between the proposed sidewalk and roadway. No sidewalk has been proposed along M-5. Street Trees have been provided along both right-of ways in locations most appropriate for the plantings.

Parking Landscape (Sec. 2509.3.c.)

1. Calculations and required Parking Lot Landscape Area has been provided per Ordinance requirements.
2. Parking Lot Canopy Trees have been provided per Ordinance requirements.
3. Please depict all snow storage areas.

4. The Applicant may wish to choose an alternate and less visible location for the dumpster. The dumpster will be screened with materials matching the building.

Building Foundation Landscape (Sec. 2509.3.d.)

1. A 4' wide landscape bed is required along all building foundations with the exception of access points. These areas have been provided.
2. An area 8' wide multiplied by the length of building foundations is required as foundation landscape area. Sufficient area has been provided.
3. Please show all proposed transformer locations.

Storm Basin Landscape (LDM)

1. The storm basin has been adequately landscaped utilizing native plantings. Appropriate seed mixes have been specified.

Plant List (LDM)

1. A Plant List has been provided per Ordinance requirements.

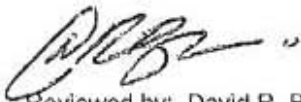
Planting Details & Notations (LDM)

1. Planting Details and Notations have been provided per Ordinance requirements.

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

1. All landscape areas are required to be irrigated. Please provide an Irrigation Plan upon Final Site Plan submittal.

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



Reviewed by: David R. Beschke, RLA

Landscape Review Summary Chart

Date: July 14, 2008

Project Name: Hilton Homewood Suites
 Project Location: Thirteen Mile Road
 Sp #: 08-11A
 Plan Date: 6/5/08
 Review Type: Revised Preliminary Landscape Plan
 Status: **Approval recommended.**

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 hardwood bark mulch. Include in cost estimate.

Item	Required	Proposed	Meets Requirement	Comments
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	No	Show location and provide 24" clear of plantings on all sides.
Cross-Section of Berms (LDM 2.j.)	Yes	Yes	Yes	
ROW Plantings (LDM 1)	Yes	Yes	Yes	Include required calculations.
Walls (LDM 2.k.)	No	Yes	Yes	Include required calculations.
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	Yes	Yes	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 guy wires and tree wrap.	Yes	Yes	Yes	No wire, hose or plastic.
Maintenance	Yes	Yes	Yes	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 and Plantings (LDM 2.0.)				
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			$A = 17372 \times 10\% = 1737.2 \text{ sf}$
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			$B = 39197 \times 5\% = 1959.9 \text{ sf}$
C. For : OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special	NA			$C = \times 1\% = \text{sf}$

Item	Required	Proposed	Meets Requirement	Comments
Land Use or non-residential use in any R district				
A. For: I-1 and I-2 Landscape area required due to # of parking spaces	Yes			A = 7% x = SF
B. For: I-1 and I-2 Landscape area required due to vehicular use area	Yes			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 area	Yes	Yes	Yes	Total interior landscaping required = A + B + C = 3698 SF required and provided.
Parking lot tree requirement	Yes	Yes	Yes	48 required. 48 provided.
Perimeter greenspace Plantings	Yes	Yes	Yes	Perimeter trees provided at 1 per 35 LF.
Max. 15 contiguous space limit	Yes	Yes	Yes	
Parking Land Banked	NA			
Interior Landscape requirements (LDM.2.p.)	Yes	Yes	Yes	
Snow Deposit (LDM.2.q.)	Yes	Yes	Yes	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	
Residential Adjacent to Non-residential				
Berm requirements met (2509.3.a.)	NA			
Planting requirements met (LDM 1.a.)	Yes	Yes	Yes	
Adjacent to Public Rights-of-Way				
Berm requirements met (2509.3.b.)	Yes	Yes	Yes	
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))	Yes	Yes	Yes	
Subdivision requirements				
R.O.W. and Street Trees (2509.3.f - LDM 1.d))	NA			
Single Family	NA			

Item	Required	Proposed	Meets Requirement	Comments
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	\$ 139,204			Includes street trees. Does not include irrigation costs.
Final Landscape Review Fee	\$ 2,088.06			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	\$ 176,760.92		Does not include street trees. Includes irrigation (estimated).
Landscape Financial Guaranty	YES	\$ 265,837.38 (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	\$ 10,633.49		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	\$ 1,595.02		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	\$ 500 (to be verified).		\$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	\$ 9,600		\$400 per tree – Contact City Forester for Details
Street Tree Inspection Fee	YES	\$ 576		6% of the Street Tree Bond as listed above. – Contact City Forester for Details
Street tree Maintenance Fee	YES	\$ 600		\$25 per trees – Contact City Forester for Details
Landscape Maintenance Bond	YES	\$ 17,722.49		10% of verified cost estimate due prior to release of Financial 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

WETLAND REVIEWS

**July 15, 2008 &
August 4, 2008**



Environmental Consulting & Technology, Inc.

August 4, 2008

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

Re: Hilton Homewood Suites (SP#08-11)
Wetland Review of the Wetland Mitigation Plan

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the proposed Hilton Homewood Suites Mitigation Plan (Plan), Sheet WM-1, prepared by King & MacGregor Environmental, Inc. dated July 31, 2008. This plan (WM-1) has been submitted by the Applicant's Wetland Consultant in response to the comments in our Wetland Review of the Revised Preliminary Site Plan Letter dated July 31, 2008. We have previously visited the site for the purpose of wetland boundary verification. The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the setback provisions in the Zoning Ordinance.

Existing Conditions

The proposed development is located in Section 12 on the south side of Thirteen Mile Road and east of M-5. The project appears to consist of a proposed 79,002 square foot hotel and associated parking and storm water detention areas. Existing wetland is located on both the east and the south sides of the project.

Wetland Verification

ECT conducted a wetland boundary verification on November 28, 2007 (for Truss Development, L.L.C.). During the site visit with the applicant's representatives, some portions of the wetland boundary were adjusted. ECT believes that the wetland boundary is accurate as portrayed on the previously submitted Revised Preliminary Site Plan prepared by A.R. Decker and Associates, Inc. dated June 9, 2008. The wetland found on the site is predominantly emergent with some scrub-shrub fringe. Dominant vegetation found in the wetland included reed canary grass (*Phalaris arundinaceae*), cattail (*Typha angustifolia*), common reed (*Phragmites australis*), boxelder (*Acer negundo*), glossy buckthorn (*Rhamnus frangula*), and grey dogwood (*Cornus foemina*). The reed canary grass, buckthorn and common reed are all considered invasive species. The wetland has been determined to be both MDEQ and City regulated and offers significant benefit by stormwater storage, erosion and sediment control, and some wildlife habitat.

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Proposed Impacts and Mitigation

The Applicant was issued a MDEQ wetland permit (issued June 3, 2008, MDEQ Permit Number 08-63-0015-P) for 0.32-acres of wetland impacts and the discharge of pre-treated storm water to wetland from two (2) detention basins. The MDEQ Permit did not require wetland mitigation. The proposed impacts are, however, above the threshold for City-required wetland mitigation.

The current *Mitigation Plan* (Sheet WM-1) provides additional detail for the proposed Detention Basin A and for the proposed wetland mitigation area that we had requested in our Revised Preliminary Plan Review letter. Planting and seeding specifications and information describing the proposed hydrology within both the detention basin and the mitigation area have now been provided on this Plan.

Permits

The proposed Hilton Homewood Suites project will require a City of Novi Wetland Non-Minor Use permit, an MDEQ Wetland Permit as well as a Natural Features Setback Authorization (for temporary and permanent impacts proposed within the wetland setback). As noted above, a MDEQ Permit was issued on June 3, 2008 authorizing 0.32-acre of wetland impacts.

Recommendations and Conditions

We currently recommend approval of the Revised Preliminary Site Plan and newly-submitted Wetland Mitigation Plan (Sheet WM-1). The following are review comments from our Revised Preliminary Site Plan Letter dated July 15, 2008, the current status of each item is listed in *italics*. Please consider addressing the remaining comments in the Final Site Plan submittal:

1. Based on the overall proposed area of wetland impact (0.30-acre), 0.45-acre of wetland mitigation would be required (1:1.5 impact/mitigation ratio). The proposed wetland mitigation area appears to be 5,953 square feet (0.14-acre). As a result, the Plan should provide for at least 0.31-acre of additional mitigation area elsewhere on the Plan. This may be achieved within Detention Basin A; but needs to be indicated as such on the Plan. Please review and revise as necessary. *This condition has been clarified. The proposed Wetland Mitigation Plan provides for a total of 0.43-acres of emergent wetland mitigation (0.14-acre in the mitigation area on the south side of the site and 0.29-acre of mitigation within the detention basin bottom). This is a mitigation ratio of 1:1.43. ECT considers this acceptable as it exceeds the City's minimum requirement of 1:1 and mitigation is not a condition of the MDEQ permit associated with this project.*
2. ECT recommends that the applicant clarify what type of stormwater pre-treatment (if any) is proposed 'upstream' of the proposed mitigation area, if applicable (this is not clear on the *Storm Water Management Plan* – Sheet SP-4). Please clarify if there is a proposed sediment "swirl" chamber proposed upstream of the inlet to the mitigation area. Please provide additional design information for the storm water pre-treatment (i.e., manufacturer, discharge capacity, etc.), if applicable. *This condition has not been clarified. It is clear that the storm water entering the proposed stormwater detention basin will be routed through a sediment forebay adjacent to the detention basin. It is, however, not clear from the Revised Preliminary Site Plan or the Wetland Mitigation Plan if there is any stormwater*

pretreatment provided for the runoff entering the mitigation area on the south side of the site (i.e., swirl concentrator, sediment removal chamber, etc.). ECT continues to recommend that pretreatment be provided for water entering the mitigation area. Please review and revise the Plan as necessary.

3. ECT recommends that the applicant clarify the permanent water elevation within both proposed Detention Basin A and the proposed wetland mitigation area. It is not clear what depth of permanent water is proposed within these two (2) areas. We would like to be assured that the seed mix proposed within the proposed detention basin (i.e., JFNew Stormwater Seed Mix) and the seed mix to be proposed in the wetland mitigation area contains plant species that are appropriate for the proposed permanent water depths. ***This condition has been met.***
4. Related to Item No. 3 above, please provide additional design information for the proposed detention basin and the proposed wetland mitigation area restricted outlets (i.e., proposed permanent water elevation and the elevations of the proposed drainage holes, if applicable). ***This condition has been met.***
5. The *Landscape Plan* (Sheet L-2) notes that the proposed wetland mitigation area landscaping is to be designed/provided by others. It does not appear as if the details of the mitigation plan have been included with this Plan set. Please review and revise as necessary. ***This condition has been met.***
6. Please provide a description of the proposed seed mixes on the Plan (including species list and seeding rates). ***This condition has been met.***
7. In order to provide a more diverse range of habitat (and vegetative growth) within the proposed detention basin and mitigation area, we continue to recommend that the bottom of proposed Detention Basin A and the proposed mitigation area each be graded in a manner that provides for areas with varying depths of permanent water (i.e. provide for areas of shallow water and pools of deeper water). As stated in Item No. 1 above, the proposed wetland mitigation area is approximately 0.14-acre, whereas a total of 0.45-acre of mitigation is required. Please review and revise the Plan as necessary. ***This condition has been met.***
8. It is important to note that the current site layout and design for the proposed Hilton Homewood Suites project is contingent on the reconfiguration of the current Haggerly Corridor Corporate Park (HCCP) Phase 1 (Parcel 1) boundaries (i.e., the HCCP Phase I Condo Revision SP #08-10). The current impacts, as proposed, would be outside of the HCCP Phase I parcel boundaries previously approved by the Novi Planning Commission. As stated above, ECT believes that the proposed wetland impacts would require a Novi Non-Minor Use Wetland Permit and an MDEQ Wetland Permit. If the City decides to consider the approval of the proposed HCCP Phase I boundary revision, ECT believes that the proposed wetland impacts associated with this project could be reasonably mitigated with proper wetland mitigation design, construction and monitoring. ***No additional comment.***
9. The applicant should be advised of upcoming review fees:
Final Site Plan Review for Wetlands \$550 + 15% Administration Fee = \$632.50
Wetland Permit Application Fee: \$200 + 15% Administration Fee = \$230.00
Environmental Preconstruction Meeting, at the City's request: \$300 + 15% = \$345
Onsite inspections at the City's request, per inspection: \$300.00 + 15% = \$345
No additional comment.

Additional Comments

1. The north arrow on the Wetland Mitigation Plan appears to be incorrect. Please review and revise as necessary.

If you have any questions please feel free to contact our office

Respectfully,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Peter F. Hill, P.E.
Associate Engineer

cc: Angela Pawlowski
Karen Reinowski



Environmental Consulting & Technology, Inc.

July 15, 2008

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

Re: Hilton Homewood Suites
Wetland Review of the Revised Preliminary Site Plan (SP# 08-11A)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the proposed Hilton Homewood Suites Revised Preliminary Site Plan (Plan) prepared by A.R. Decker & Associates, Inc. dated June 9, 2008. We have also visited the site previously for the purpose of wetland boundary verification. The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the setback provisions in the Zoning Ordinance.

Existing Conditions

The proposed development is located in Section 12 on the south side of Thirteen Mile Road and east of M-5. The project appears to consist of a proposed 79,002 square foot hotel and associated parking and storm water detention areas. Existing wetland is located on both the east and the south sides of the project.

Wetland Verification

ECT conducted a wetland boundary verification on November 28, 2007 (for Truss Development, L.L.C.). During the site visit with the applicant's representatives, some portions of the wetland boundary were adjusted. ECT believes that the wetland boundary is accurate as portrayed on the Plan. The wetland found on the site is predominantly emergent with some scrub-shrub fringe. Dominant vegetation found in the wetland included reed canary grass (*Phalaris arundinaceae*), cattail (*Typha angustifolia*), common reed (*Phragmites australis*), boxelder (*Acer negundo*), glossy buckthorn (*Rhamnus frangula*), and grey dogwood (*Cornus foemina*). The reed canary grass, buckthorn and common reed are all considered invasive species. Still the wetland appears to be both MDEQ and City regulated and offers significant benefit by stormwater storage, erosion and sediment control, and some wildlife habitat.

Proposed Impacts

This Plan currently shows three (3) areas of proposed construction impacting existing wetland (wetland impact areas #1, #2 and #3). Wetland Impact Area #2 is for parking lot construction and associated grading on the southeast side of the site. The purpose of Wetland Impact Area #3 on the southwest side of the site is for grading associated with the proposed parking lot and construction of the segmental

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retaining wall. The purpose of Wetland Impact Area #1 is not as clear on the Plan. It appears as if a segmental retaining wall is proposed along the edge of the proposed parking lot and the majority of the east and south sides of the project. It also appears as if Wetland Impact Area #1 is associated with this retaining wall and the associated grading.

The previous Plan included two (2) storm water detention areas (Detention Basins A & B). These proposed detention areas also served as proposed wetland mitigation areas. The current Plan now includes an area on the south side of the site designated solely as wetland mitigation (previously Detention Basin B). Detention Basin A continues to be located on the east side of the site.

The current Plan provides some detail for the proposed Detention Basin A (i.e., proposed seed mixes, etc.), however little detail has been included for the proposed wetland mitigation area. The Plan states that Detention Basin A will be seeded with JFNew Stormwater Seed Mix on the bottom and the side slopes will be seeded with JFNew Economy Prairie Seed Mix. Additional information about the proposed hydrology within the detention basin and mitigation area should be provided on the Plan. It is not clear from the Plan what the proposed water depth is in either Detention Basin A or the proposed mitigation area. This information is listed below in the *Recommendations and Conditions* section.

Impacts

As stated above, the proposed project would fill three (3) areas of on-site wetland as well as permanently disturb several (4) areas of wetland buffer as follows:

<i>Proposed Wetland Impacts</i>		
Wetland Impact Area	Impact Area (acre)	Impact Volume (cubic yards)
Area #1	0.09	1,528
Area #2	0.20	7,828
Area #3	0.01	12
Total	0.30	9,368

<i>Proposed Permanent Wetland Buffer Impacts</i>		
Wetland Buffer Impact Area	Impact Area - square feet (acre)	Impact Volume (cubic yards)
Area #1	3,228 (0.074)	90
Area #2	176 (0.004)	5
Area #3	4,491 (0.103)	125
Area #4	288 (0.007)	8
Total	8,183 (0.188)	228

Permits

The proposed Hilton Homewood Suites project will require a City of Novi Wetland Non-Minor Use permit, an MDEQ Wetland Permit as well as a Natural Features Setback Authorization (for temporary

and permanent impacts proposed within the wetland setback). It is the applicant's responsibility to confirm the need for an MDEQ permit. Associated correspondence with the MDEQ should be provided with the next plan submittal (i.e. wetland permit application). Based on a check of the MDEQ's Land and Water Management Divisions Coastal and Inland Waters Permit Information System, it does not appear as if the applicant has submitted a permit application for the proposed work within wetlands.

Recommendations and Conditions

We currently do not recommend approval of the Revised Preliminary Site Plan. Few of the review comments from our Wetland Review of the Preliminary Site Plan letter dated April 15, 2008, have been addressed. Therefore, most of the following are repeat comments/recommendations from our Preliminary review letter. Please consider the following comments when preparing the next Plan submittal:

1. Based on the overall proposed area of wetland impact (0.30-acre), 0.45-acre of wetland mitigation would be required (1:1.5 impact/mitigation ratio). The proposed wetland mitigation area appears to be 5,953 square feet (0.14-acre). As a result, the Plan should provide for at least 0.31-acre of additional mitigation area elsewhere on the Plan. This may be achieved within Detention Basin A; but needs to be indicated as such on the Plan. Please review and revise as necessary.
2. ECT recommends that the applicant clarify what type of stormwater pre-treatment (if any) is proposed 'upstream' of the proposed mitigation area, if applicable (this is not clear on the *Storm Water Management Plan* – Sheet SP-4). Please clarify if there is a proposed sediment "swirl" chamber proposed upstream of the inlet to the mitigation area. Please provide additional design information for the storm water pre-treatment (i.e., manufacturer, discharge capacity, etc.), if applicable.
3. ECT recommends that the applicant clarify the permanent water elevation within both proposed Detention Basin A and the proposed wetland mitigation area. It is not clear what depth of permanent water is proposed within these two (2) areas. We would like to be assured that the seed mix proposed within the proposed detention basin (i.e., JFNew Stormwater Seed Mix) and the seed mix to be proposed in the wetland mitigation area contains plant species that are appropriate for the proposed permanent water depths.
4. Related to Item No. 3 above, please provide additional design information for the proposed detention basin and the proposed wetland mitigation area restricted outlets (i.e., proposed permanent water elevation and the elevations of the proposed drainage holes, if applicable).
5. The *Landscape Plan* (Sheet L-2) notes that the proposed wetland mitigation area landscaping is to be designed/provided by others. It does not appear as if the details of the mitigation plan have been included with this Plan set. Please review and revise as necessary.
6. Please provide a description of the proposed seed mixes on the Plan (including species list and seeding rates).
7. In order to provide a more diverse range of habitat (and vegetative growth) within the proposed detention basin and mitigation area, we continue to recommend that the bottom of proposed Detention Basin A and the proposed mitigation area each be graded in a manner that provides for areas with varying depths of permanent water (i.e. provide for areas of shallow water and pools of deeper water). As stated in Item No. 1 above, the proposed wetland mitigation area is

approximately 0.14-acre, whereas a total of 0.45-acre of mitigation is required. Please review and revise the Plan as necessary.

8. It is important to note that the current site layout and design for the proposed Hilton Homewood Suites project is contingent on the reconfiguration of the current Haggerty Corridor Corporate Park (HCCP) Phase 1 (Parcel 1) boundaries (i.e., the HCCP Phase I Condo Revision SP #08-10). The current impacts, as proposed, would be outside of the HCCP Phase I parcel boundaries previously approved by the Novi Planning Commission. As stated above, ECT believes that the proposed wetland impacts would require a Novi Non-Minor Use Wetland Permit and an MDEQ Wetland Permit. If the City decides to consider the approval of the proposed HCCP Phase I boundary revision, ECT believes that the proposed wetland impacts associated with this project could be reasonably mitigated with proper wetland mitigation design, construction and monitoring.
9. The applicant should be advised of upcoming review fees:
Final Site Plan Review for Wetlands \$550 + 15% Administration Fee = \$632.50
Wetland Permit Application Fee: \$200 + 15% Administration Fee = \$230.00.
Environmental Preconstruction Meeting, at the City's request: \$300 + 15% = \$345
Onsite inspections at the City's request, per inspection: \$300.00 + 15% = \$345

If you have any questions please feel free to contact our office

Respectfully,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Peter F. Hill, P.E.
Associate Engineer

cc: Angela Pawlowski
Karen Reinowski

TRAFFIC REVIEW

July 1, 2008



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

Re: Hilton Homewood Suites – Preliminary – 2nd Review
SP No. 08-11A
OHM Job No. 163-08-152

As requested, we have reviewed the revised preliminary site plan submitted for Hilton Homewood Suites. The plans were prepared by A.R. Decker & Associates, Inc. and are dated June 9, 2008.

OHM RECOMMENDATION

At this time, we recommend approval of the preliminary site plan, subject to the items listed below being corrected prior to final plan submittal.

DEVELOPMENT BACKGROUND

- The site is currently zoned as OST (Office Service Technology).
- The property contains approximately 4.6 acres.
- The applicant is proposing to build a 4-story hotel.
- The hotel will be 79,002 SFT, and will contain 98 rooms.
- The Phase 2 building addition is no longer part of the site plan.

ROADWAY NETWORK

The development is located east of the M-5 Connector, on the south side of 13 Mile Road. M-5 is functionally classified as an arterial route with a posted speed of 50 mph, and is under the jurisdiction of the Michigan Department of Transportation (MDOT). 13 Mile Road is considered a minor arterial with a posted speed limit of 40 mph, and falls within the jurisdiction of the City of Novi. The developer has proposed two access points on 13 Mile, one of which will be a gated emergency-only driveway.

SITE PLAN CORRECTIONS

1. **Sidewalk Ramp:** The proposed sidewalk ramp at the northeast corner of the building cannot be constructed as shown. Since the ramp is located at the intersection of two sidewalks, this piece must be a landing pad with no more than 2% slope in all directions, per ADA guidelines. Please revise to show this as a level landing pad, and re-grade the nearby sidewalk as necessary.
2. **Sidewalk Ramp Detail:** Sheet SP-5 should be updated to reflect the most recent version (dated 4-17-2008) of the MDOT Special Detail for Sidewalk Ramps, R-28-F. The plans currently contain a version dated 8-1-07. References to ramp types & grades should be modified as necessary to comply with current standards.
3. **Pavement Marking:** We presume that the handicap symbols shown at each barrier-free parking space are oriented to be read on paper, and that the intent is to place the pavement markings in the 'proper' orientation. Please verify.
4. **Crosswalk at Driveways:** The crosswalk pavement markings can be removed at both site driveways.

The standard grading (level crossing, no ramps at the drives) indicated in the letter and on the plans will be sufficient.

5. Exterior Doors: Based on the architectural plans, there appears to be an exterior door located on the north side of the building (at Stairwell #3). This door should be shown on SP-1. Also, we recommend verifying that the sidewalk grades will be ADA-compliant. We believe the curb elevations may need to be altered slightly, to prevent the sidewalk cross-slope from exceeding 2%.
6. Traffic Signs: "Do Not Enter" (R5-1) signs should be added at the emergency access driveway, facing traffic along 13 Mile Road. The 'face' of both signs should be oriented parallel to the curb radii: the sign on the south side of the driveway should face northwest, and the sign on the north side of the driveway should face southwest. The sign quantity table should be updated to reflect the two additional signs.

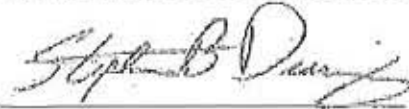
At the handicap parking spaces near the lodge portion of the hotel, there should be both a "Reserved Parking" (R7-8) sign and a "Van Accessible" (R7-8a) plaque. The plans currently indicate only the plaque. The sign quantity table should reflect a total of (10) R7-8 signs, and (2) R7-8a plaques.

7. Sign Quantity Table: In addition to the corrections noted above, please also revise the descriptions in the table to remove the word "sign" from the phrases in quotation marks. This applies to both the R1-1 and R7-9a MOD lines. Also, the correct spelling of "Accessible" should be used for the R7-8a sign.

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



Sara A. Merrill
Traffic Engineer

ENGINEERING REVIEW



cityofnovi.org

PLAN REVIEW CENTER REPORT

July 10, 2008

Engineering Review

Hilton Homewood Suites

SP #08-11A

Petitioner

Truss Development, LLC

Review Type

Revised Preliminary Site Plan

Property Characteristics

- Site Location: Southeast corner of Thirteen Mile and M-5
- Site Size: 3.58 acres plus additional to be acquired
- Date Received: June 9, 2008

Project Summary

- Construction of a 79,000 square-foot hotel and associated parking. Site access would be provided by an entrance on Thirteen Mile Road, with a gated secondary access connection to the west, also on Thirteen Mile.
- Water service would be provided by an 8-inch extension from the existing 16-inch water main along the south side of 13 Mile. A domestic lead and fire lead would be provided to serve the building, along with three additional hydrants.
- Sanitary sewer service would be provided by a lead connecting to a relocated portion of the existing 15-inch RCP sanitary main (OCDJ jurisdiction). Approximately 320 feet of main is proposed to be relocated as part of this development. Additional main may require relocation.
- Storm water is proposed to be collected and routed to an on-site detention basin sized for the 100-year storm. The basin would discharge at controlled rates to the adjacent wetland system. Some roof drainage will be directed to a proposed wetland mitigation area.

Recommendation

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

Comments:

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

General

1. Show and label modifications to the center turn lane striping proposed as part of the HCCP PH II project.
2. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County. This form was included in the original site plan package.
3. Provide sight distance measurements for the eastern entrance in accordance with Figure VIII-E of the Design and Construction Standards.
4. Although MDOT hasn't provided any detailed information regarding the limits of their right-of-way, it appears the secondary access drive entrance encroaches into an area that would be under MDOT jurisdiction. This is based on the assumption that the eastern limits of the MDOT right-of-way extend to a line drawn between the property corners north and south of 13 Mile.

Sanitary Sewer

5. Since the 15-inch sanitary sewer is maintained by the Oakland County Drain Commission, please forward any comments they may have to the Engineering Department for our records.
6. The abandoned pump station should be labeled on the plan, and a note shall be provided stating the applicant shall work with the City of Novi DPW to properly abandon (grout fill) or remove the pump station and associated sewer.
7. A License agreement will be required for the retaining wall that crosses the existing sanitary easement. An exhibit shall be provided showing the depth of wall foundation vs. depth of sewer.

Storm Sewer

8. To avoid an extreme invert differential in any one storm structure between the parking lot and the storm water basin, the inverts shall be stepped down in the last three structures prior to discharge to the basin. These structures (manholes and catch basins) shall be equipped with appropriately sized sumps.

Storm Water Management Plan

9. Access along the north side of the basin to the outlet structure for maintenance purposes shall also be provided.
10. Due to maintenance concerns, each restricting orifice in the control structure shall be a minimum of one square-inch in size. Per our calculations, this would result in three 1-inch holes. Also, the head on the orifice shall be calculated as 2/3 of the elevation difference.
11. Combine the two sets of existing and proposed runoff rate calculations on Sheet SP-4, and verify the calculations are consistent (i.e. C-factor and acreage).

12. Provide soil borings in the vicinity of the storm water basin to determine soil conditions and to establish the high water elevation of the groundwater table.

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

13. 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.
14. 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 and restoration).

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

15. 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.
16. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.
17. 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.

The following must be addressed prior to construction:

18. 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.
19. 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.
20. A permit for work within the right-of-way of 13 Mile must be obtained from the City of Novi. The application is available from the City Engineering Department and should be filed at the time of Final Site Plan submittal. Please contact the Engineering Department at 248-347-0454 for further information.
21. If needed, a permit for work within MDOT's right-of-way must be obtained. The applicant must forward a copy of this permit to the City.

22. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
23. A permit for sanitary sewer construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the sanitary sewer plans have been approved.
24. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
25. 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.
26. 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.
27. 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.
28. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

Please contact Benjamin Croy, PE at (248) 735-5635 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

July 10, 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 REVIEW
Homewood Suites by Hilton, SP08-11A
Façade Region: 1 (M-5 & 13 Mile), Zoning District: OST, Project Size: 79,002 Sq. Ft.

Dear Ms. McBeth:

The following is the Façade Review for preliminary site plan application of the drawings prepared by Architectural Group III, of Elkhart Indiana, dated May 27, 2008, for compliance with Novi Ordinance 2520; the Façade Ordinance. The percentages of materials proposed for each façade are as shown on the table below. An "X" indicates that the proposed material exceeds the maximum percentage allowed by the Schedule Regulating Façade Materials. The maximum percentages allowed are shown in the right hand column.

Drawings Dated 5-27-08	NORTH (Rt. Side)	SOUTH (Left Side)	EAST (Front)	WEST (Rear)	ORDINANCE MAXIMUM (MIN.)
BRICK	62.8%	60.7%	53.0%	59.7%	100% (30% MIN.)
CAST STONE (LIMESTONE)	3.0%	4.1%	4.0%	3.9%	50%
METAL TRIM / LOUVERS	11.6%	11.7%	15.0%	11.5%	15%
ASPHALT SHINGLES	22.6%	23.5%	28.0% X	24.9%	25%

Recommendations:

1. The percentage of Asphalt Shingles on the East Façade exceeds the ordinance maximum by a small amount. This small deviation has no impact on the overall aesthetic quality and would therefore qualify for a Section 9 Waiver.
2. The drawings indicate that the trash dumpster enclosure is "brick", with "pressure treated board" gates. The wood gates should be painted to match the building.
3. The drawings indicate that no roof top mechanical equipment is proposed. All mechanical equipment whether roof or ground mounted is required to be screened with materials matching the building.
4. The Ordinance requires inspection of façade materials prior to installation on the building. All materials must correspond to those on the sample board. Therefore, any changes to façade material made after approval by the Planning Commission will require reapplication.

It is our recommendation that the design meets the intent and purpose of the ordinance and that a Section 9 Waiver be granted for the small deviation in the percentage of Asphalt Shingles.

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

Sincerely,
METCO Services, Inc.

Douglas R. Necci AIA



FIRE REVIEW



June 27, 2008

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Kim Capello

Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

City Manager
Clay J. Pearson

Fire Chief
Frank Smith

Deputy Fire Chief
Jeffrey Johnson

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

RE: Hilton Homewood Suites, Thirteen Mile & M-5

SP#: 08-11A, Revised Preliminary Site Plan

Project Description:

Four Story, 98 Room, 79,000 S.F. Hotel

Comments:

All items from my April 3, 2008 letter have been addressed.

Recommendation:

The above plan has been reviewed and it is **Recommended for Approval.**

Sincerely,

Michael W. Evans
Fire Marshal

cc: file

APPLICANT RESPONSE LETTER(S)

August 6, 2008

City of Novi
45175 W. Ten Mile Rd.
Novi, MI 48375

Attn: Ms. Karen Reinowski

Re: Hilton Homewood Suites
Site Plan Review # 08-11

The following are responses to comments for the listed review items. Please note the item numbers used correspond to the item numbers of each original comment.

City of Novi – Planning Review – July 15, 2008

1. As the owner has indicated to the planning department, he currently owns the Hampton Inn located north of Fourteen Mile Road and east of M-5 in Commerce Township. This current location receives significant business from Novi's OST district. It is our opinion that the location of this proposed site is much more convenient for the OST users than the current site in Commerce, because it is located in the middle of the district (north – south) and is directly next to M-5 for very easy access to the major highways in the area.
2. The "Park" area will be revised to be labeled as "Park A". An additional sheet or detail will be provided making the existing and proposed setback lines more clear. The outstanding issues with the condominium have been outlined in a separate letter.
3. The setbacks include both existing and proposed property lines. However, it needs to be understood, if the revision to the condominium is not approved we would not ask for the setback variances, a completely different site plan would be submitted.
4. We understand that no matter what is proposed for the open space, we will need to submit a site plan and go through the normal approval process.
5. We understand that no matter what is proposed for the open space, we will need to submit a site plan and go through the normal approval process.
6. We believe that the loading space provided is adequate for the type of vehicles expected. However, we will work with City staff to provide the most usefull space possible.

7. Based on the nature of this corner lot there is no rear yard, the dumpster enclosure has been located in the most discrete location possible.
8. The lighting details will be included with all future submittals.
9. The wetland issues have been addressed, see wetland response letter.
10. Application for an address will be submitted.

City of Novi – Engineering Review – July 10, 2008

General:

1. The existing and proposed striping will be clarified on the plan.
2. The Non-domestic user form has will submitted with the stamping sets.
3. The sight distance measurements will be added to the plan.
4. Plans will be submitted to MDOT for their review and comment.

Sanitary Sewer

5. Plans have been forwarded to the Oakland County Drain Commission for their review and comment.
6. The sanitary pump station has previously been abandoned, there are no pumps within the structure. The sewer pipes and structures will be removed or properly grout filled and abandoned.
7. A licensing agreement will be sought for the one location (along the south side of the site) where the existing sanitary sewer crosses the proposed retaining wall.

Storm Sewer

8. The storm sewer inverts will be properly designed to eliminate large drops and/or increased structure diameter and sump for energy dissipation.

Storm Water Management Plan

9. Access to the outlet structure will be provided.
10. The orifice sizes and calculations will be revised as necessary.
11. The calculations will be reviewed and adjusted as necessary.
12. Soil borings have been completed and will be submitted to the city with the plans.

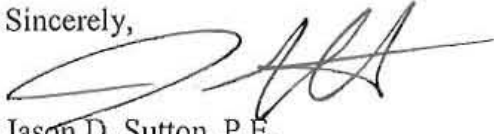
The remaining items in the engineering review will be addressed at the appropriate time.

OHM – Traffic Review – July 1, 2008

1. The ramp will be revised to meet ADA standards.
2. The MDOT ramp details will be updated to the current versions.
3. The handicap symbols will be revised to indicate the actual orientation.
4. The crosswalk markings will be removed.
5. The doorway will be added and sidewalk grades will be reviewed.
6. The traffic signs will be revised as noted.
7. The sign table will be revised as noted.

Please call to discuss any items that may still be of concern.

Sincerely,

A handwritten signature in black ink, appearing to read 'JDS', written over a horizontal line.

Jason D. Sutton, P.E.
A.R. Decker & Associates

cc: Mr. Basil Bacall



King & MacGregor
Environmental
Inc.

August 6, 2008

Sent via UPS

Mr. Peter F. Hill, P.E.
ECT
2200 Commonwealth Blvd.
Suite 300
Ann Arbor, MI 48105

Re: Hilton Homewood Suites
Wetland Review of the Wetland Mitigation Plan

Dear Mr. Hill:

We are in receipt of your August 4, 2008 review letter for the proposed wetland mitigation and offer the following clarification regarding the wetland mitigation plan.

Recommendations and Conditions

2. The hydrologic inputs to the smaller wetland mitigation area (0.14 acre) is from approximately 871 square feet of roof drainage area only. No parking, lawn, landscaped or other hard surfaces will be draining into this wetland mitigation area. Consequently, no storm water pre-treatment is proposed.

Thank you for your time and efforts associated with this project. We look forward to addressing any future questions or comments you may have.

Sincerely,

King & MacGregor Environmental, Inc.
Woody L. Held

cc: Basil Bakal (Truss Development, LLC)
Barbara McBeth (City of Novi)
Jason Sutton (AR Decker & Associates, Inc.)

40595 Koppernick Rd.
Canton, MI 48187
Phone: 734/354-0594
Fax: 734/354-0593

Other Michigan Offices:
Grand Rapids
East Lansing
Traverse City
St. Clair Shores

e-mail: info@king-macgregor.com

MAPS

Location/Air Photo

Zoning

Future Land Use

Wetlands and Regulated Woodlands

08-11A Hilton Homewood Suites Location Map

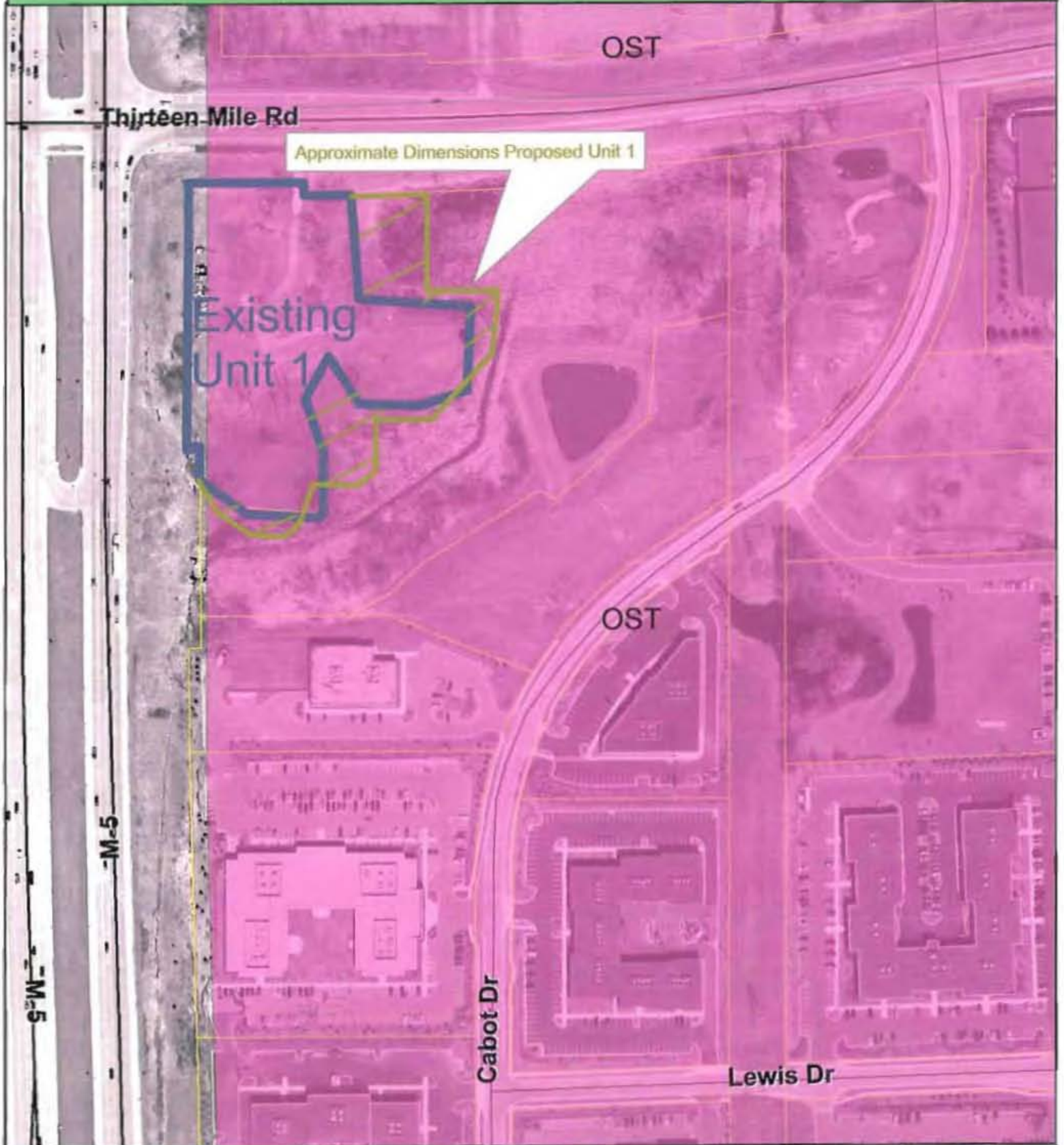


CITY OF NOVI
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 45175 W. TEN MILE ROAD
 NOVI, MI 48375-3028
 (248) 347-0410
 MAP AUTHOR: Karen F. Rowland, AICP, PCF

1" = 216 FEET
 MAP PRINT DATE: July 24, 2009

MAP INTERPRETATION NOTICE
 Map information depicted is not intended to constitute 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 considered as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 137 of 1970 as amended. Please contact the City GIS Manager for specific source and accuracy information related to this map.

08-11A Hilton Homewood Suites Zoning Map



CITY OF NOVI

DEPARTMENT OF COMMUNITY DEVELOPMENT

41175 W. TEN MILE ROAD
NOVI, MI 48275-3004
(248) 347-0410

MAP AUTHOR: Kevin E. Raskowski, AICP, PCP



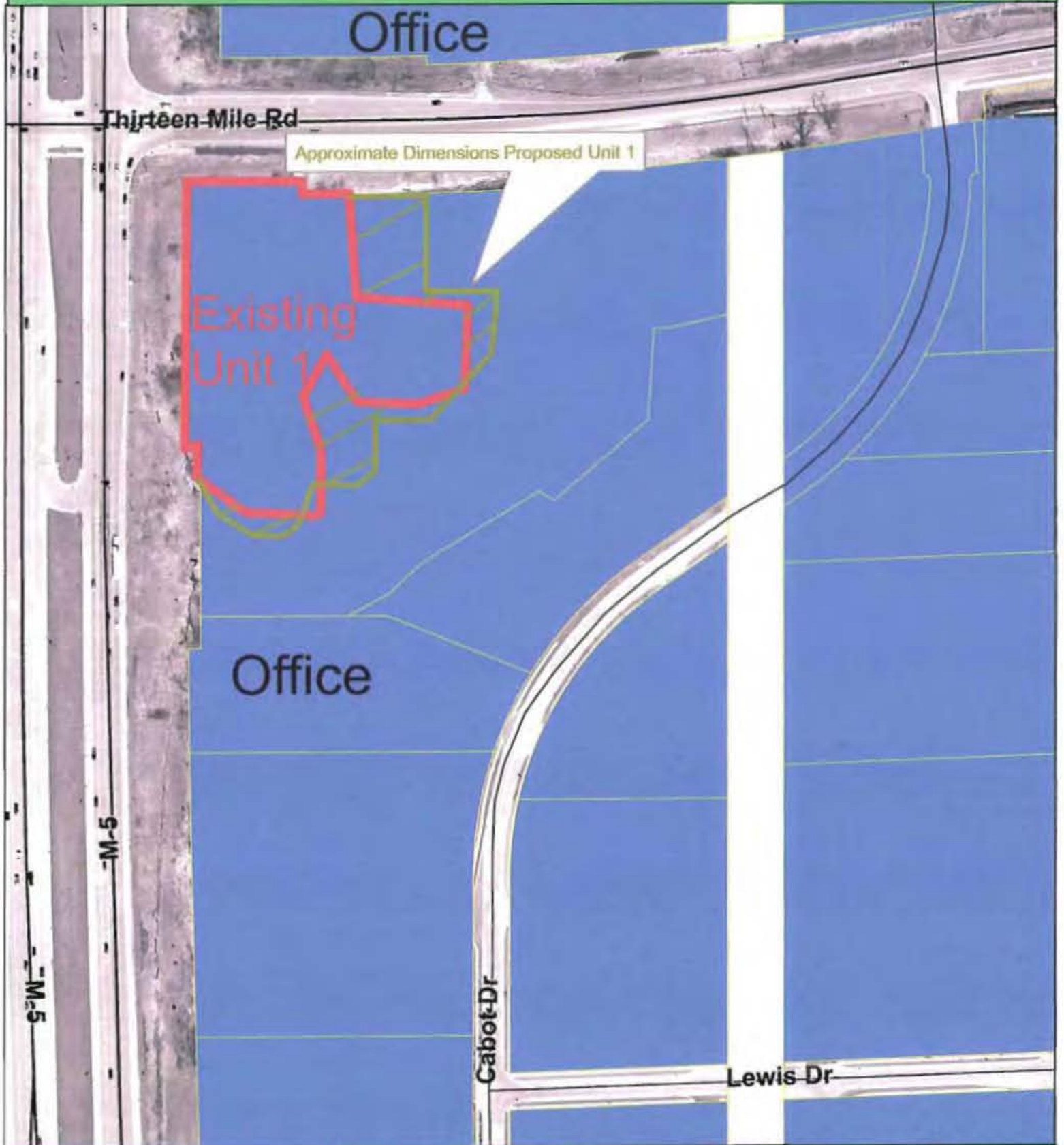
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MAP PRINT DATE: July 24, 2008

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08-11A Hillton Homewood Suites
Future Land Use Map



CITY OF NOVI

DEPARTMENT OF COMMUNITY DEVELOPMENT

46175 W. TEN MILE ROAD
NOVI, MI 48375-3224
(248) 247-0415

MAP AUTHOR: Karen T. Brindowak, AICP, PCP



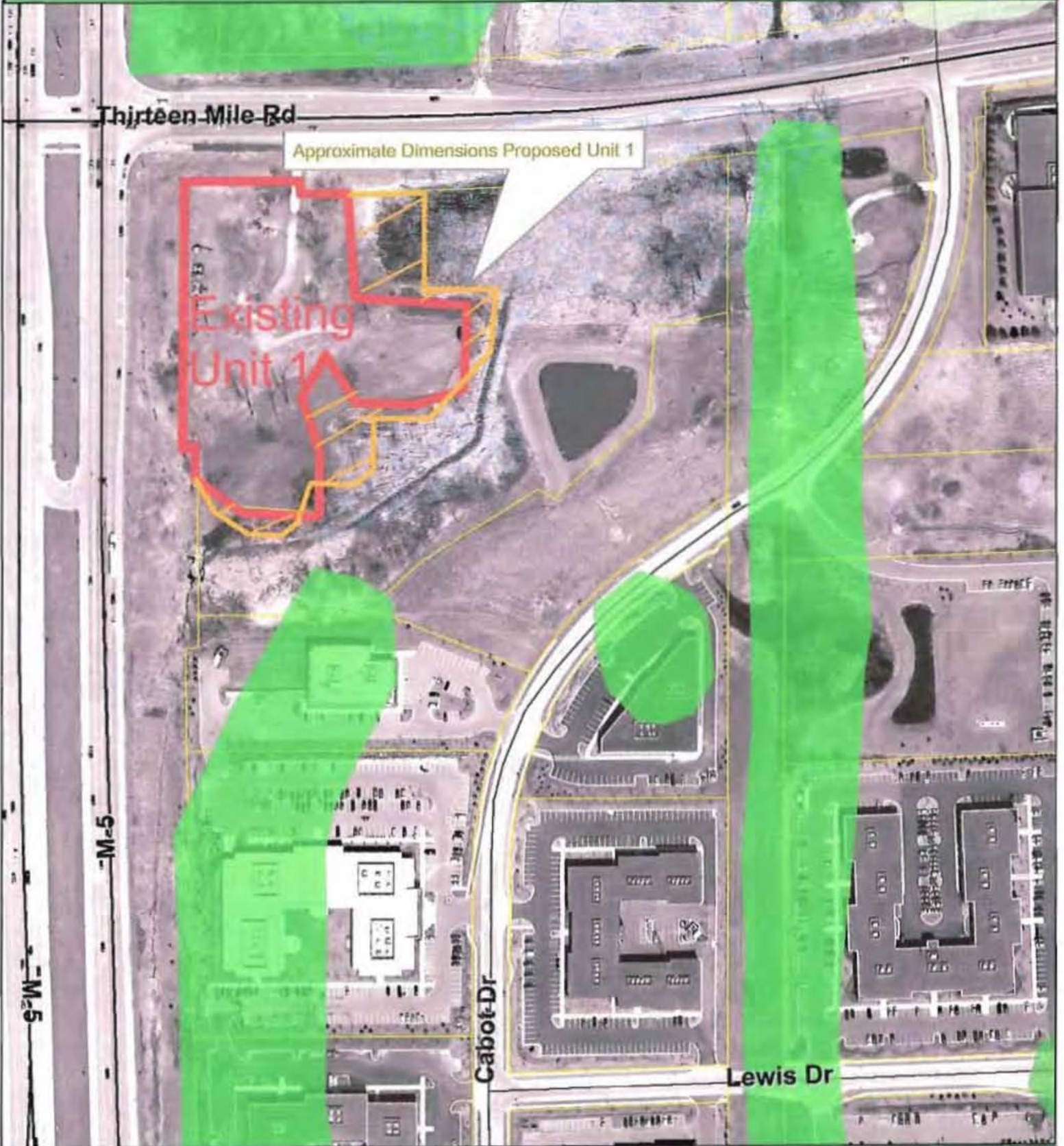
1 INCH EQUALS 340 FEET

MAP PRINT DATE: July 24, 2008

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08-11A Hilton Homewood Suites Wetlands and Regulated Woodlands Map



CITY OF NOVI

DEPARTMENT OF COMMUNITY DEVELOPMENT

48175 W. TEN MILE ROAD
NOVI, MI 48275-3024
(248) 247-0419

MAP ACTION: KAREN F. REYNOLDS/ARCH/PCP



0 80 170 260 340 510
FEET

1/8" = 100' (EQU. TO 3/16" = 100 FEET)

MAP PRINT DATE: JAN 24, 2008

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Plans available for viewing at the
Community Development Department.