



Novi Corporate Campus Parcel 8 SP 11-39

NOVI CORPORATE CAMPUS PARCEL 8 SP 11-39

Public hearing before Planning Commission of the request of Novi Corporate Park V LLC for Novi Corporate Campus Parcel 8 for Preliminary Site Plan, Woodland Permit, and Stormwater Management Plan approval. The subject property is located on the north side of Dylan Drive east of West Park Drive within Novi Corporate Campus, which is north of Twelve Mile Road and west of the CSX railroad tracks in the City's Section 9. The property totals 8.34 acres, and the zoning of the parcel is OST, Planned Office Service Technology. The applicant is proposing a speculative 34,260 square foot business office/warehouse building.

REQUIRED ACTION

Approval or denial of Preliminary Site Plan, Woodland Permit, and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Preliminary Site Plan approval recommended	09/20/11	Items to be addressed on a revised Final Site Plan submittal.
Engineering	Preliminary Site Plan approval recommended	09/20/11	<ul style="list-style-type: none"> • Planning Commission waiver required for deficient same-side driveway spacing. • Items to be addressed on a revised Final Site Plan submittal.
Traffic	Preliminary Site Plan approval recommended	09/07/11	<ul style="list-style-type: none"> • Planning Commission waiver required for deficient same-side driveway spacing. • Items to be addressed on a revised Final Site Plan submittal.
Landscape	Preliminary and Final Site Plan approval recommended	09/16/11	Items to be addressed on subsequent submittals.
Woodland	Preliminary and Final Site Plan approval recommended w/ conditions.	09/19/11	<ul style="list-style-type: none"> • Woodland Permit required. • Items to be addressed on subsequent submittals.

Wetland	Preliminary and Final Site Plan approval recommended.	09/16/11	Natural Features Setback Authorization required.
Façade	Preliminary and Final Site Plan approval recommended	09/19/11	Façade materials inspection required prior to installation.
Fire	Preliminary and Final Site Plan approval recommended	09/10/11	None

Motion sheet

Approval – Preliminary Site Plan

In the matter of the request of Novi Corporate Park V LLC for Novi Corporate Campus Parcel 8 SP 11-39, motion to **approve** the Preliminary Site Plan, subject to the following:

- a. Waiver of the City's same-side driveway spacing standards for both proposed driveways on the north side of Dylan Drive;
- b. The conditions and items listed in the staff and consultant review letters being addressed on a revised Final Site Plan; and
- c. *(Additional conditions here if any.)*

(This motion is made because the plan is otherwise in compliance with Article 15, Article 24 and Article 25 and all other applicable provisions of the Zoning Ordinance.)

Approval – Woodland Permit

In the matter of the request of Novi Corporate Park V LLC for Novi Corporate Campus Parcel 8 SP 11-39, motion to **approve** the Woodland Permit, 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.)*

(This motion is made because it is in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)

Approval – Storm Water Management Plan

In the matter of the request of Novi Corporate Park V LLC for Novi Corporate Campus Parcel 8, SP 11-39, 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 submittal; and
- b. *(Additional conditions here if any.)*

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

Denial – Preliminary Site Plan

In the matter of the request of Novi Corporate Park V LLC for Novi Corporate Campus Parcel 8 SP 11-39, motion to **deny** the Preliminary Site Plan ...because the plan is not in compliance with Article 15, Article 24 and Article 25 of the Zoning Ordinance.

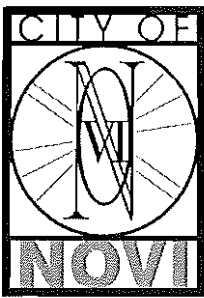
Denial – Woodland Permit

In the matter of Novi Corporate Park V LLC for Novi Corporate Campus Parcel 8, SP 11-39, motion to **deny** the Woodland Permit ...because the plan is not in compliance with Chapter 37 of the Code of Ordinances.

Denial – Storm Water Management Plan

In the matter of Novi Corporate Park V LLC for Novi Corporate Campus Parcel 8, SP 11-39, motion to **deny** the Storm Water Management Plan ...because the plan is not in compliance with Chapter 11 of the Code of Ordinances.

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

September 20, 2011

Planning Review

Novi Corporate Campus Parcel #8

SP11-39

Petitioner

Novi Corporate Park V LLC (Jackie Varney)

Amson Dembs Development Inc. (Ryan Dembs or Oleg Amcheslavsky)

Review Type

Preliminary Site Plan and Final Site Plan (concurrent)

Property Characteristics

- Site Location: 46090 Dylan Drive, north side of Dylan Drive cul-de-sac, north of Twelve Mile Road, east of West Park Drive (Section 9)
- Site Zoning: OST, Office Service Technology
- Adjoining Zoning: East: OST and I-2; West: OST and I-2; South: OST; North: I-2
- Current Site Use: Undeveloped
- Adjoining Uses: North: Undeveloped (City of Novi property); Southwest: Undeveloped (Novi Corporate Campus); Southeast: Toyota Boshoku America, Inc. (Novi Corporate Campus Parcel 6); East: Nitto Denko Auto Inc. (Novi Corporate Campus Parcel 7); West: NuMatics (Novi Corporate Campus Parcel 9)
- School District: Novi School District
- Site Size: 8.34 acres
- Proposed: 34,260 square foot, one story speculative office building w/ ancillary warehouse
- Plan Date: 08/18/11

Project Summary

The applicant is proposing to construct a speculative 34,260 square foot, one-story building on an undeveloped parcel within the Novi Corporate Campus. Building design and materials are consistent with the neighboring buildings already constructed in the Novi Corporate Campus development. Speculative building's floor plan is based on 15,417 square feet of business office (45% of total) and 18,843 square feet of ancillary warehouse (55% of total). In addition to the building, applicant proposes a 98-space parking area. Site would have four points of access – two new driveways along the north side of the Dylan Drive cul-de-sac and two rear cross-access connections to each of the adjacent parcels. The proposed use (business office with ancillary warehouse) is a principal permitted use in the OST zoning district. Applicant is seeking Preliminary Site Plan approval from the Planning Commission concurrent with Final Site Plan approval from Staff.

Recommendation

Staff recommends Planning Commission approval of the Preliminary Site Plan, contingent upon the items outlined in the "Ordinance Requirements" comments below and any other items noted in the consultant and department review letters being adequately addressed on a revised Final Site Plan (the revised Final Site Plan to be reviewed and approved by Staff).

Ordinance Requirements

This project was reviewed for conformance with the City of Novi's Zoning Ordinance with respect to Article 23A (OST - Planned Office Service Technology District), Article 24 (Schedule of Regulations), Article 25 (General Provisions) and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be considered by the Planning Commission and adequately addressed by the applicant on a revised Final Site Plan.

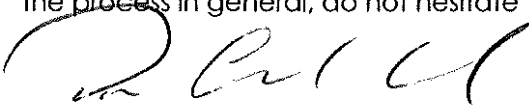
1. Building Size: The engineer's Sheet 1 ("Layout Plan") lists the proposed building's area as 34,165 square feet, while the architect's Sheet SP. 101 ("Site Plan") - along with most other documentation included in the submittal - lists the building's area as 34,260 square feet. **This slight discrepancy should be addressed in the applicant's response letter and resolved on the revised Final Site Plan.** Applicant's engineer is aware of the discrepancy and will make the necessary changes to the revised Final Site Plan.
2. Building Setback: While the proposed building meets all setback requirements, there is an apparent error in the "Site Statistics" table on Sheet SP. 101 "Site Plan" which lists the building's side setback relative to the east property line as $\pm 87'8"$, where the setback shown on the plans measures approximately 71 feet. **This minor error should be addressed in the applicant's response letter and corrected on the revised Final Site Plan.**
3. Parking Lot Design: **Per Section 2506.13, all parking lot end islands must have an outside radius of 15 feet. The island on the east side of the westerly Dylan Drive driveway, and on the west side of the easterly Dylan Drive driveway, must be revised from a 10' to a 15' outside radius. Furthermore, the island on the west side of the easterly Dylan Drive driveway must be 8' wide per Section 2506.13, where 7' is currently proposed.** The City's traffic consultant's review letter further discusses parking lot design, and Staff defers to any design recommendations contained within that review.
4. Off-Street Parking Calculation: The parking calculation is based on a speculative floor area ratio of 45% business office and 55% warehouse. **Revised Final Site Plan should include a conceptual graphic and statistic representation of the floor plan for the proposed uses, consistent with the standards of Section 2302A.3.**
5. Pedestrian Connectivity: Per Section 2516.2.b.3 of the Zoning Ordinance, the Planning Commission has the discretion to determine whether the pedestrian connections to the building proposed on the site plan are designed to be convenient and safe. There is a proposed sidewalk connection to the building (across the proposed parking lot) from the proposed sidewalk along the site's Dylan Drive frontage. However, that connection leads to a secondary entrance which is likely to remain locked and inaccessible from the outside. No pedestrian connection is proposed from the Dylan Drive sidewalk to the building's main entrance at the southwest corner of the building. **The applicant's design team should redesign the site to accommodate this connection, most likely by widening the landscape island on the east side of the westerly Dylan Drive driveway to allow for a ramped 5 foot sidewalk connection. This connection should include a crosshatched crosswalk striped across the parking lot to align with the proposed ramp on the south side of the building's main entrance.** Doing so may eliminate one or more parking spaces on the south side of the proposed parking area, but those spaces may be regained by eliminating the proposed sidewalk connection between the Dylan Drive sidewalk and the secondary entrance and reconfiguring the landscape islands accordingly. The site as proposed has a surplus of one parking space (98 proposed, 97 required), so a space could be eliminated if necessary. See traffic consultant's review for related comments.
6. Barrier-Free Accessibility: The proposed barrier-free space nearest to the northwest corner of the building is not located in area of the parking lot that offers the most accessible route to an accessible entrance as required by the Americans with Disabilities Act. The access aisle is adjacent to a ramped sidewalk leading directly to a secondary entrance that is likely to remain locked from the outside, and there is no paved connection between that sidewalk and the building's main entrance. **The barrier-free space should be relocated to a position adjacent to the main entrance, similar to the location of the barrier-free spaces for Novi Corporate Park Parcel 7**

- (next door to the east). Doing so may require slight modifications to the proposed parking area, including its striping and location of landscape islands. See traffic consultant's review for related comments.
7. Traffic Control Signage: Sheet SP. 101 (architect's "Site Plan") should identify the location and MMUTCD designation of barrier-free parking signs, STOP signs, and any other traffic-control and regulatory signs, similar to Sheet 1 (engineer's "Layout Plan").
 8. Exterior Lighting Plan: A photometric plan and lighting information was provided. Please see the attached Lighting Review Summary Chart for revisions to be made on the revised Final Site Plan. Most notably, light levels around the building's main entrance must be raised / adjusted slightly to meet the minimum lighting levels required by Sec. 2511.3.k of the Zoning Ordinance. Site plan should verify that the base of all lighting fixtures adjacent to the perimeter of the parking area will be installed at least two feet from the face of the parking lot curb to avoid being struck by the overhang of a parked vehicle (comment applies to four fixtures – 2 on the south side of the parking area and 1 each on the east and west sides). See traffic consultant's review for related comments.
 9. Overhead Doors: Per Sections 2302A.1 and 2507 of the Zoning Ordinance, overhead doors and truck service areas must be screened from neighboring properties and all right-of-ways. It is the opinion of Staff that the location and orientation of the overhead doors and loading area, along with the proposed landscaping along the east property line and the zoning of adjacent properties (I-2 and OST), meets the intent and spirit of the Zoning Ordinance.
 10. Retaining Wall and Railing: As noted on engineer's Sheet 4 (Grading Plan), proposed retaining wall and railing along the north side of the site's proposed developed area will require review and approval by the Building Division. See Woodland review letter for comments related to the proximity of proposed tree plantings to the retaining wall.
 11. Site Addressing: Novi Corporate Park Parcel 8 has previously been issued an address (46090 Dylan Drive), and that address should still be valid. The applicant should contact the Building Division to verify the address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found on the Internet at www.cityofnovi.org under the forms page of the Community Development Department. Please contact Jeannie Niland [248.347.0438] in the Community Development Department with any specific questions regarding addressing of sites.
 12. Pre-Construction Meeting: Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees and permits that must be issued before a Pre-Con can be scheduled. If you have questions regarding the checklist or the Pre-Con itself, please contact Sarah Marchioni [248.347.0430 or smarchioni@cityofnovi.org] in the Community Development Department.

Response Letter

A letter from either the applicant or the applicant's representative addressing comments in this and all other review letters along with any changes or revisions not reflected in the submittal under review is required prior to review by the Planning Commission.

If the applicant or the applicant's representatives have any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0484 or dcampbell@cityofnovi.org.



David R. Campbell, AICP, Planner

Planning Review Chart

SP11-39 Novi Corporate Campus Parcel 8

Plan Date: August 18, 2011

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Light Industrial	No change	Yes	
Zoning	OST (Planned Office Service Technology)	No change	Yes	
Proposed Use (Article 23A)	Uses permitted in the OS-2 District, high-tech R&D, data processing and computer centers, accessory light manufacturing and storage/warehouse, financial institutions, labs, daycare centers, restaurants, and other uses in Article 23A of the Zoning Ordinance	Speculative multi-tenant building of 34,260 square feet. 15,417 square feet office (45%) and 18,843 square feet ancillary warehouse (55%).	Yes	Apparent discrepancy between building square footage as shown on engineer's Sheet 1 ("Layout Plan") and architect's Sheet SP. 101 ("Site Plan"); 34,165 s.f. versus 34,260 s.f.)
Building Height (Sec. 2400)	46 – 65 feet	27' 4" to top of masonry, 31' 4" to top of peaked entry feature	Yes	
Building Setbacks – OST (Sec. 2400)				
Front (south)	50 feet	Approx. 87'7"	Yes	"Site Statistics" data atop Sheet SP. 101 lists east setback as ±87'8" which is not accurate (closer to 71 feet)
Side (west)	50 feet	Approx. 87'8"	Yes	
Side (east)	50 feet	Approx. 71'	Yes	
Rear (north)	50 feet	Varies; min. approx. 170'	Yes	
Parking Setbacks – OST (Sec. 2400)				
Front (south)	20 feet	Approx. 22 feet	Yes	
Side (west)	20 feet	Approx. 22 feet	Yes	
Side (east)	20 feet	Approx. 22 feet	Yes	
Rear (north)	20 feet	Varies, but greater than 20 feet	Yes	

Item	Required	Proposed	Meets Requirements?	Comments
Number of Parking Spaces (Sec. 2505.14e)	<p>97 spaces total</p> <p>Office = 1 space per 222 square feet of GLA, so 15,417 s.f. / 222 = 70 spaces</p> <p>Warehouse = 1 space per 700 square feet useable floor area, so 18,843 s.f. / 700 = 27 spaces</p>	98 spaces; 94 standard spaces, 3 barrier-free spaces, and 1 van-accessible barrier-free space	Yes	Parking count may need to be adjusted to address comments under "Sidewalks and Pedestrian Connectivity" below;
Parking Space Dimensions (Sec. 2506)	9' x 19' parking space dimensions (9' x 17' if overhang on 7' wide interior sidewalk or landscaped area as long as detail indicates 4" curb) and 24' wide drives for 90° parking layout.	Generally 9' x 17' with 24' wide maneuvering lanes.	Yes	
Barrier Free Spaces (ADA standard)	<p>4 spaces total, including one van accessible space</p> <p>For parking areas of 76-100 total spaces, 4 must be barrier free of which one must be van accessible</p>	4 spaces total, including one van accessible space	Yes	
Barrier Free Space Dimensions and Location (Barrier Free Code)	<p>8 feet wide with a 5 foot wide access aisle for standard b.f.</p> <p>8 feet wide with an 8 foot wide access aisle for van accessible</p>	Spaces sized appropriately	No	Barrier free space near northwest corner of the building should be located adjacent to the building entrance to meet ADA requirements
Barrier Free Signs (Barrier Free Design Graphics Manual)	One barrier free sign is required per space	Signs shown on Sheet 1 "Layout Plan". Sign details provided on Sheets 11 and SP. 401	Yes	Location of barrier free signs should be noted on Sheet SP. 101 "Site Plan"

Item	Required	Proposed	Meets Requirements?	Comments
Loading Spaces (Sec. 2507)	In OST, required loading space must be in rear yard, minimum 360 square feet	919 s.f . sloped concrete truck well proposed	Yes	
Accessory Structure Setback- Dumpster (Sec. 2503 and Chap. 21, Sec. 21-145 of City Code)	In OST, dumpster setback same as parking setback (minimum 20 feet) and located in the rear yard. Dumpster must be at least 10 feet from any building unless structurally attached, and as far away as possible from barrier-free spaces.	Dumpster located in rear yard, detached from building, >20 feet from property line, >10 feet from proposed building, and >200 feet from barrier-free spaces (including those on Parcel 7).	Yes	
Dumpster Enclosure and Screening (Chap. 21, Sec. 21-145 of City Code and Sec. 2503)	Enclosure to match building materials, enclosure to include protective bumpers, constructed on a concrete pad.	6 foot enclosure on three sides matches building, wood gate, protective bumpers, concrete base. Accommodates 2 dumpsters.	Yes	
Exterior Signs	Exterior Signage is not regulated by the Planning Division or Planning Commission.	None proposed (spec building)	NA	Please contact Jeanie Niland (248.735.5678)
Lighting (Sec. 2511)	Exterior lighting plan required for Final Site Plan approval.	Lighting detail provided. See attached "Lighting Review Chart"	No	See "Lighting Review Chart" (attached) for comments

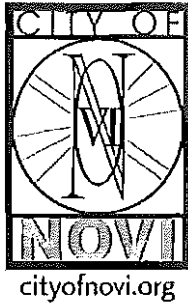
Item	Required	Proposed	Meets Requirements?	Comments
<p>Sidewalks and Pedestrian Connectivity (City Code Sec. 11-276(b))</p>	<p>A 5' to 8' wide sidewalk shall be constructed along all major thoroughfares and collectors as required by the City's Pedestrian and Bicycle Master Plan.</p> <p>Building exits must be connected to sidewalk system or parking lot.</p>	<p>5' concrete sidewalk proposed along site's Dylan Drive frontage to connect with existing sidewalks along frontage of adjacent Parcels 7 and 9. One connection made from sidewalk to secondary building entrance at midpoint of south elevation.</p>	<p>No</p>	<p>No connection proposed from sidewalk along Dylan Drive to proposed building's primary entrance. Connection proposed leads to a secondary entrance that is likely to be locked to the outside. Applicant should consider widening the landscape island along the east side of the westerly Dylan Drive driveway to accommodate a sidewalk connection to the main entrance.</p>

Lighting Review Summary Chart
 Novi Corporate Campus Parcel 8
 SP 11-39

Item	Required	Meets Requirements?	Comments
Intent (Section 2511.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties, reduce unnecessary transmission of light into the night sky	Yes	
Lighting plan (Section 2511.2.a.1)	Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures	Yes	
Lighting Plan (Section 2511.2.a.2)	Specifications for all proposed and existing lighting fixtures including: Photometric data Fixture height Mounting & design Glare control devices Type and color rendition of lamps Hours of operation Photometric plan	No	Applicant should include a note providing (speculative) hours of operation for all light fixtures, and clarify whether lighting levels will vary based on building operations. (Staff presumes approx. 8-5 for building operations and dusk until dawn for exterior lighting.) Mounting bases for light poles around the perimeter of the parking area should be located at least two feet from the face of curb to avoid being struck by overhanging vehicles.
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	

Item	Required	Meets Requirements?	Comments
Required Notes (Section 2511.3)	<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	Applicant should add the required notes to the photometric plan of the revised Final Site Plan.
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 	No	Lighting levels dip slightly below 1.0 foot candles around the building's main entrance.
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	Photometric plan does not show illumination levels along the north property line but only along the northern side of the north service drive (where they exceed 1 fc). Given the distance from there to the north property line (across detention basin), it is reasonable to assume illumination levels will fall well below 1 fc.
Cut off Angles (Section 2511.3.i)	Full cutoff fixtures shall be used to prevent glare and direct illumination away from adjacent properties and streets	Unsure	Lighting cut sheet (Sheet SP. 601) suggests all fixtures will be full-cutoff but a note should be included on revised photometric plan confirming such

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

9/20/11

Engineering Review

Novi Corporate Campus, Parcel 8
SP11-39

Petitioner

Novi Corporate Park V LLC

Review Type

Final Site Plan

Property Characteristics

- Site Location: Dylan Drive, Novi Corporate Campus.
- Site Size: 8.34 acres
- Plan Date: 9/20/11

Project Summary

- Construction of a 34,165 square foot building and associated parking. Site access would be provided by two connections to Dylan drive, along with drive connections to the parcels to the east and west.
- Water service would be provided by an 8-inch connection to the existing main on Parcel 9 extending to existing main on Parcel 7. A 2-inch domestic lead and an 8-inch fire lead will be provided to serve the building. Two additional hydrants are proposed.
- Sanitary sewer service would be provided by a 6-inch lead connection to the existing 18-inch sanitary sewer that was recently relocated to the northern limits of this parcel.
- Storm water would be collected by three storm sewer collection systems and routed to the existing storm water management basin constructed for the entire Novi Corporate Campus development.

Recommendation

Approval of the Preliminary Site Plan is recommended.

Approval of the Final Site Plan is NOT recommended until the following items are addressed.

Comments:

The Final Site Plan does not meet the general requirements of Chapter 11 of the Code of Ordinances, the Storm Water Management Ordinance and/or the Engineering Design Manual. The following must be addressed prior to resubmittal:

General

1. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County. This form has not been provided yet. The form was included in the original site plan package.

Water Main

2. It is recommended that the placement of the fire hydrants be at least 7 feet off the back of curb.
3. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

Sanitary Sewer

4. The east portion of the proposed retaining wall is located within the existing sanitary sewer easement. Relocate the retaining wall to the north, outside of the sanitary sewer easement.
5. Near the northeast corner of the parking lot a light pole is located within the sanitary sewer easement. Relocate the light pole outside of the sanitary sewer easement.
6. Provide a note on the utility Plan and sanitary profile stating the sanitary lead that is under the influence of pavement will have a minimum of 5 feet of cover.
7. Five (5) sealed sets of revised utility plans along with the MDEQ permit application (11/07 rev.) for sanitary sewer construction and the Streamlined Sanitary Sewer Permit Certification Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets. Also, the MDEQ can be contacted for an expedited review by their office.

Storm Sewer

8. Provide and label the 10-year HGL on the storm sewer profiles, and ensure that the HGL remains at least 1-foot below the rim of each structure.
9. Provide a 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs.
10. Provide the storm sewer inverts for the manholes and catch basins on Sheet 5, the Utility Plan.

Storm Water Management Plan

11. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.

12. Provide the calculations for the site's (parcel 8) average runoff coefficient on the plan sheet using the proposed values for the areas of the building, basin, landscaping/grass, and pavement (these values differ from the table). If the runoff coefficient is found to be greater than the predicted coefficient value from the "Novi Corporate Campus Dylan Drive" plans, provide calculations of the revised volumes and a plan that will accommodate the additional runoff volume.
13. Clearly define the access easement on the storm water management plan sheets. Also include the dimensions of the access easement.

Paving & Grading

14. The existing neighboring drives to the east and west of the site do not meet the minimum spacing of 105 feet from the proposed drives, on-site. Therefore, a waiver from the Planning Commission is required.
15. No more than ¼" vertical obstacle shall be allowed at each transition between the pathway and the drive approach. Removing the curb and gutter at the intersection of the sidewalk and drive will ensure compliance. Revise the plans accordingly.
16. The right-of-way sidewalk shall continue through the drive approach. Revise the plans and provide a note that the sidewalk's thickness shall be increased to 6 inches across the drive approach. Provide additional spot grades as necessary to verify the maximum 2-percent cross-slope is maintained along the walk.
17. The detectable warning surfaces (DWS) are not required based on the anticipated driveway traffic volumes. Remove the DWS within the City's future right-of-way.
18. The connection of the proposed right-of-way sidewalk along Dylan Drive to the existing sidewalk at the east property line is not clearly defined. Revise the plans to show a detailed design with the removals and/or re-alignment of the existing sidewalk to make the connection. Include in the design spot elevations to ensure ADA compliance.
19. Identify on the plan sheets the cross access easements located at the northwest and northeast drives that join the neighboring parcels.

The following must be submitted with the Revised Final Site Plan:

20. A letter from either the applicant or the applicant's engineer must be submitted with the resubmittal highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved. **Additionally, a statement must be provided stating that all changes to the plan have been discussed in the applicant's response letter.**
21. An updated itemized construction cost estimate must be submitted to the Community Development Department 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 estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving (square footage), 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 with the Stamping Set:

(Please note that all documents must be submitted together as a package with the Stamping Set submittal. Partial submittals will not be accepted).

22. A draft copy of the Storm Drainage Facility Maintenance Easement Agreement, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department. 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. This document is available on our website.
23. A draft copy of the cross access easements for shared use of the drive entries located at the west and east parcel lines that provide ingress/egress to the neighboring parcels must be submitted to the Community Development.
24. 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. This document is available on our website.
25. A draft copy of the 20-foot wide easement for the sanitary sewer and monitoring manhole to be constructed on the site must be submitted to the Community Development Department. This document is available on our website.

The following must be addressed prior to construction:

***The fees below are estimates ONLY and subject to change with any site changes.**

26. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
27. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting (no application required). A grading permit fee in the amount of \$373.75 must be paid to the City Treasurer's Office.
28. Material certifications must be submitted to Spalding DeDecker for review prior to the construction of any utilities on the site. Contact Ted Meadows at 248-844-5400 for more information.
29. Construction inspection fees in the amount of \$17,571.40 must be paid to the City Treasurer's Office.

30. Water and Sanitary Sewer Fees must be paid prior to the pre-construction meeting. Contact the Water & Sewer Department at 248-735-5642 to determine the amount of these fees.
31. A street sign financial guarantee in the amount of \$5,600 (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office. Signs must be installed in accordance with MMUTCD standards.
32. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department, Building Division (248-347-0430) for forms and information. The financial guarantee and inspection fees will be determined during the SESC review.
33. A permit for work within the right-of-way must be obtained from the City of Novi. The application is available from the City Engineering Department or on the City website and may be filed once the Final Site Plan has been submitted. Please contact the Engineering Department at 248-347-0454 for further information. Only submit the cover sheet, standard details and plan sheets applicable to the permit.
34. 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. Only submit the cover sheet, overall utility sheet, standard details and plan/profile sheets applicable to the permit.
35. 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. Only submit the cover sheet, overall utility sheet, standard details and plan/profile sheets applicable to the permit.
36. An NPDES permit must be obtained from the MDEQ because the site is over 5 acres in size. The MDEQ may require an approved SESC plan to be submitted with the Notice of Coverage.
37. An inspection permit for the sanitary sewer tap must be obtained from the Oakland County Water Resource Commissioner.
38. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

The following must be addressed prior to issuance of a Temporary Certificate of Occupancy approval for the development:

39. The amount of the incomplete site work performance guarantee for this development at this time is \$307,539.00 (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.

40. All easements and agreements referenced above must be executed, notarized and approved by the City Attorney and City Engineer.
41. A Bill of Sale for the utilities conveying the improvements to the City of Novi must be submitted to the Community Development Department. This document is available on our website.
42. Spalding DeDecker will prepare the record drawings for this development. The record drawings will be prepared in accordance with Article XII, Design and Construction Standards, Chapter 11 of the Novi Code of Ordinances.
43. Submit to the Engineering Department, Waivers of Lien from any parties involved with the installation of each utility as well as a Sworn Statement listing those parties and stating that all labor and material expenses incurred in connection with the subject construction improvements have been paid.
44. Submit a Maintenance Bond to the Engineering Department in the amount of \$6,944.00 (equal to 25 percent of the cost of the construction of the utilities to be accepted). This bond must be for a period of two years from the date of formal acceptance by City Council. This document is available on our website.
45. Submit an up-to-date Title Policy (dated within 90 days of City Council consideration of acceptance) for the purpose of verifying that the parties signing the Easement and Bill of Sale documents have the legal authority to do so. Please be sure that all parties of interest shown on the title policy (including mortgage holders) either sign the easement documents themselves or a Subordination Agreement. Please be aware that the title policy may indicate that additional documentation is necessary to complete the acceptance process.
46. Provide a warranty deed for the additional right-of-way along Dylan Drive for acceptance by the City.

Prior to preparing stamping sets, the Applicant is advised to provide any revised sheets directly to the Engineering Department for an informal review and approval.

Please contact Nathan Bouvy at (248) 735-5648 with any questions.



cc: Ben Croy, Engineering
Brian Coburn, Engineering
David Campbell, Community Development Department
Tina Glenn, Water & Sewer Dept.
Sheila Weber, Treasurer's
T. Meadows, T. Reynolds; Spalding DeDecker

TRAFFIC REVIEW

September 7, 2011

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



**SUBJECT: Novi Corporate Campus (aka Park) Parcel 8 (8.34 acres),
Preliminary and Final Site Plan, SP#10-39, Traffic Review**

Dear Ms. McBeth:

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

Recommendation

We recommend approval of the submitted plan as a preliminary site plan, subject to a Planning Commission waiver of the City's minimum same-side driveway spacing, and subject to the issues shown below in **bold** being satisfactorily addressed on a revised final site plan.

Project Description

What is the applicant proposing?

1. The applicant, Amson Dembs Development, proposes to construct a 34,165-s.f. building on Parcel 8 of the Novi Corporate Campus. According to sheet SP.101, the proposed building use is "speculative w/1-4 tenants." One truck well and one at-grade truck door are proposed at the building's northeast corner, along with a main pedestrian entrance at the southwest corner and four secondary pedestrian entrances distributed around the building's north, west, and south sides. Site access is proposed via two direct-access driveways on Dylan and two rear cross-access connections (to neighboring sites both east and west).

Trip Generation

How much traffic would the proposed development generate?

2. The proposed building would probably generate traffic in the ranges defined below by a research-and-development center and general office building.

Trip Generation Forecast¹

Use (& ITE Use Code)	Weekday 24 hrs.	AM Peak Hour			PM Peak Hour		
		In	Out	Total	In	Out	Total
R&D Center (760)	418	44	9	53	8	46	54
General Office (710)	583	70	9	79	8	46	54

¹ A trip is a one-way vehicular movement into or out of site. Forecasts based on *Trip Generation – 8th Edition* (ITE, 2008).

Vehicular Access Locations

Do the proposed driveway locations meet City spacing standards?

3. No. The nearest neighboring driveways would be 75 ft from the proposed west drive and 46 ft from the proposed east drive (both near-back-of-curb to near-back-of-curb, with the eastern spacing measured along the back of the road curb). **Since these driveway spacings are less than the 105-ft minimum same-side spacing required by Sec 11-216(d)(1)d) of the Design and Construction Standards (for a 25-mph road such as Dylan), a Planning Commission waiver is required.**

Vehicular Access Improvements

Will there be any improvements to the abutting road at the proposed driveways?

4. No.

Driveway Design and Control

Are the driveways acceptably designed and signed?

5. Yes. The driveways have been designed to the City's standard commercial width (30 ft) and equipped with appropriate, slightly larger-than-standard curb return radii (generally 25 ft, except for the 35-ft radius we requested on the west side of the east drive to better serve exiting large trucks). STOP signs are proposed for traffic exiting both driveways.

Pedestrian Access

Are pedestrians safely and reasonably accommodated?

6. Not as well as they could be. As proposed, the sidewalk connection to Dylan would occur more-or-less opposite one of the single service doors, which would likely not serve as much of the interior building space as the double doors at the building's southwest corner. **We recommend that the proposed pedestrian route be revised as follows:**
 - a. The end island on the east side of the west driveway should be widened to 27 ft and equipped with a minimum radius on its northwest corner of 15 ft (per Sec 2506.13 of the Zoning Ordinance). (Widening the island has the side benefit of distancing the fire hydrant from the adjacent parking space, thus avoiding door-opening interference.)
 - b. A 5-ft-wide sidewalk should be provided along the east side of the widened end island between the Dylan sidewalk and the parking lot, where it should be equipped with an ADA-compliant pedestrian ramp (with detectable warning surface). (This walk would be directly south of the north-side ramp and building entrance.)
 - c. A crosshatched crosswalk should be provided between the above sidewalk stub and the pedestrian ramp near the main building entrance. Consistent with the *Michigan Manual on Uniform Traffic Control Devices*, the crosswalk's longitudinal lines should be at least 6 inches wide, a minimum of 6 ft apart (inside-edge to inside-edge), and white.

- d. The sidewalk now proposed between the Dylan sidewalk and parking lot, 100 ft to the east, should be deleted. However, the nearby ramp-equipped sidewalk between the parking lot and service door should be retained to facilitate safe emergency egress.
7. The architectural and engineering plans are inconsistent with respect to how the Dylan sidewalk would be reconstructed near the site's east property line. Sheet SP.101 indicates a new ramp being added to serve a landing at the base of the existing ramp, while engineering sheet 4 has a note reading "R&R ex. walk as necessary for a connection," without accurately illustrating just what is needed. **Since the engineering sheet will presumably serve to guide actual construction, it must be clarified to detail exactly what is intended here.**
8. Per ADA regulations (28 CFR Ch. I (7-1-04) Edition, Part 36, Appendix A, Sec 4.7.7), **all pedestrian ramps (both external and internal to the site) should be equipped with detectable warning surfaces (DWS).** Per the associated MDOT design details appearing on engineering plan sheet 11, the DWS is to be located at a ramp's lower grade break if that break is within 5 ft of the back of curb; however, if the grade break is more than 5 ft from the back of curb, the DWS is to be placed parallel to and abutting the back of curb. **To ensure proper positioning within each ramp in the Dylan sidewalk, each DWS should be shown where it is to be installed. Our measurements indicate that the DWS should abut the back of curb on the west side of the east driveway and abut the ramp's lower grade break at all other locations.**

Parking and Circulation

Can vehicles safely and conveniently maneuver through the site?

9. **The balance of the site's south parking lot should be redesigned as follows:**
 - a. To retain the same number of parking spaces, the intermediate landscape island roughly midway along the lot's south side should be narrowed and positioned so as to have 12 parking spaces to its west.
 - b. The end island on the west side of the east drive should be widened slightly to meet the City's 8-ft minimum width and equipped with a minimum radius on its northeast corner of 15 ft (per Sec 2506.13 of the Zoning Ordinance).
 - c. Thirteen parking spaces should be retained between the revised east end island and the narrowed, intermediate landscape island to the west.
10. On engineering sheet 1, under Traffic Signing and Striping Requirements, **note 3 should be reworded to read "Regular parking spaces adjacent to raised islands shall be 9 feet wide to face of curb, and barrier-free parking spaces adjacent to raised islands shall be 8 feet wide to face of curb."**
11. Non-van-accessible barrier-free parking spaces are best served by having the crosshatched access aisle on their left or driver side, especially at land uses (such as this one) where disabled persons arriving in parking vehicles are most likely drivers. Accordingly, if

architecturally feasible, **we recommend that the barrier-free parking space near the building's northwest corner be relocated as follows:**

- a. The associated pedestrian ramp and door should be shifted 4 ft further north, replacing the 8-ft-wide barrier-free space with a 9-ft-wide conventional space.
 - b. The required 5-ft-wide crosshatched access aisle should be located immediately south of and abutting the relocated pedestrian ramp/divider strip, with an 8-ft-wide barrier-free space immediately south of the relocated access aisle.
12. To avoid impact damage from overhanging bumpers, **a plan note should be added to ensure a clear distance of at least 2-3 ft between all light poles and sign posts and the nearest back of curb** (note the words "clear distance," to avoid a possible misunderstanding that the distance cited is to a light pole's vertical centerline or axis).

Sincerely,
BIRCHLER ARROYO ASSOCIATES, INC.

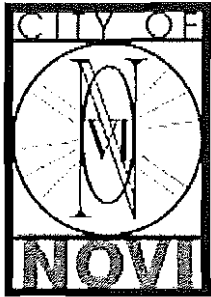


Rodney L. Arroyo, AICP
Vice President



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

LANDSCAPE REVIEW



cityofnovi.org

PLAN REVIEW CENTER REPORT

September 16, 2011

Preliminary & Final Landscape Review

Novi Corporate Campus #8 SP#11-39

Property Characteristics

- Site Location: Dylan Drive
- Site Size: 8.34 acres
- Zoning: OST, Office Service Technology
- Surrounding Zoning: all directions: I-1
- Proposed: office / warehouse
- Plan Date: 8/18/11

Recommendation

Approval of the Preliminary & Final Site Plan for Novi Corporate Park Parcel 8 is recommended. Please address the concerns noted below upon subsequent submittal.

Ordinance Considerations

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

1. A 3' tall berm is required along the Dylan Drive right-of-way adjacent to parking areas. The berm has been provided except at the southwest corner of the frontage. **Please include the berm in this location.**
2. Right-of-way greenbelt planting calculations have been provided and requirements have been met.
3. Twenty five foot clear vision areas has been provided as required.

Street Tree Requirements (Sec. 2509.3.b.)

1. One street tree is required per 35 LF adjacent to parking; one street tree is required per 45 LF where there is no parking. The Applicant has provided for the eleven (11) required street trees.

Parking Landscape (Sec. 2509.3.c.)

1. A total of 3425 SF of interior parking landscape area is required and has been provided.
2. A total of 46 Parking Lot Canopy Trees are required and have been provided.
3. Snow storage areas have been shown as required.

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. The Applicant has adequately provided for the requirement.

Building Foundation Landscape (Sec. 2509.3.d.)

1. A minimum 4' wide landscape bed is required around the entire building foundation with the exception of access areas. This has been provided. **Please substitute alternate species for a portion of the proposed *Euonymus alata* 'Compact' to provide greater diversity.**

2. A total of 7,048 SF of building foundation landscape area is required and has been provided.

Plant List (LDM)

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

Planting Notations and Details (LDM)

1. The Planting Details and Notations as provided meets the requirements of the Ordinance and the Landscape Design Manual.

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

1. An Irrigation Plan has been submitted as required.

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

Reviewed by: David R. Beschke, RLA

Financial Requirements Review

To be completed at time of Final Site Plan Review.

Item	Amount	Verified	Adjustment	Comments
Full Landscape Cost Estimate	\$ 64,745			Includes street trees. Does not include irrigation costs.
Final Landscape Review Fee	\$ 971.17			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	\$ 90,345		Does not include street trees. Includes irrigation.
Landscape Financial Guaranty	YES	\$ 135,517.50		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	\$ 5,420.70		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	\$ 813.10		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		\$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.
Street Tree Inspection Fee	YES	\$ 275		6% of the Street Tree Bond as listed above.
Street tree Maintenance Fee	YES	\$ 275		\$25 per tree.
Landscape Maintenance Bond	YES	\$ 9,034.50		10% of verified cost estimate due prior to release of Financial Guaranty.

WOODLAND REVIEW



Environmental Consulting & Technology, Inc.

September 19, 2011

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

Re: Novi Corporate Campus Parcel 8
Woodland Review of the Preliminary & Final Site Plan (SP#11-39)

Dear Ms. McBeth,

Environmental Consulting & Technology, Inc. (ECT) has completed a woodland review of the proposed Parcel 8 Novi Corporate Campus Preliminary and Final Site Plan (Plan) prepared by Alpine Engineering dated August 18, 2011. The Plan was reviewed for conformance with the City of Novi's Woodland Ordinance.

Final Site Plan and Proposed Woodland Impacts

Development of Lot 8 will impact an area of existing regulated woodland consisting largely of Silver maple and American elm. It appears as though fifty one (51) trees over 8" diameter are proposed to be removed as part of the development. Of these trees, two (2) are dead trees. The Applicant is proposing to provide 57 replacement trees to compensate for the trees lost due to development of the site. Fifteen of these trees would be placed on the east side of the parking lot and the value of the remaining trees would be placed in the City's Tree Fund. In addition to the fifteen (15) on-site replacement trees, the applicant shall provide \$16,800 (42 x \$400/tree) to the City of Novi Tree Fund.

ECT Comments on Final Site Plan

ECT continues to be concerned that proposed trees (appear to be required parking lot perimeter trees) located at the north edge of the proposed parking lot appear to be located within an existing storm sewer easement which would place these trees at risk if sewer repairs were necessary in the future. The trees in this location may also block future access to the existing detention basin located north of the parcel, which may be needed for future maintenance. Several of the proposed replacement trees are planted in very close proximity to proposed retaining walls which may constrain the growth of the tree and/or lead to failure of the retaining wall due to root ball expansion as the trees grow.

ECT recommends that the Applicant consider alternative locations for the replacement trees or making a suitable contribution to the Novi Tree Fund. At a minimum ECT recommends that these trees be planted at least 10-feet from existing/proposed utilities.

Permits

The proposed project will require a *City of Novi Woodland Permit* for the proposed impacts to existing regulated trees.

2200 Commonwealth
Blvd., Suite 300
Ann Arbor, MI
48105

(734)
769-3004

FAX (734)
769-3164

Recommendations and Conditions

We currently ***recommend conditional approval*** of the Preliminary/Final Site Plan contingent on the following items being clarified prior to our Approval of the Final Stamping Set:

1. Please indicate the location of the storm sewer easement on the *Landscape Plan* (Sheet L-1) and the *Woodland Plan* (Sheet L-2) in order to clarify whether or not there are proposed tree replacements within the easement area. As stated above, ECT recommends that the Applicant consider alternative locations for the replacement trees or making a larger contribution to the City of Novi Tree Fund. At a minimum, we recommend that these trees be planted at least 10-feet from existing/proposed utilities.
2. Sheet L-2 (Woodland Plan) notes that the Applicant has previously paid into the Tree Fund. Although the Plan has been revised since previous plan reviews, the impacts to Regulated Woodlands have remained the same.

The Applicant shall provide 15 on-site Woodland Replacement trees along the east side of the proposed parking lot (per Plan) as well as pay \$16,800 into the City of Novi Tree Fund (i.e., 42 replacements x \$400/tree).

If you have any questions regarding this letter, please feel free to call our office.

Sincerely,
ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Associate Engineer

cc: Angela Pawlowski – City of Novi
Kristen Kapelanski – City of Novi
Mark Spencer – City of Novi

WETLAND REVIEW



Environmental Consulting & Technology, Inc.

September 16, 2011

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

Re: Novi Corporate Campus Parcel 8
Wetland Review of the Preliminary & Final Site Plan (SP#11-39)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the proposed Parcel 8 Novi Corporate Campus Preliminary and Final Site Plan (Plan) prepared by Alpine Engineering dated August 18, 2011. We have also 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 and Impacts

Currently, this site is under individual parcel development following the construction of approved Site Plan 04-40, which installed roads, stormwater management facilities, and associated infrastructure. The site is partially rough-graded and contains a large spoils pile apparently stored temporarily. The site contains existing wetland (Wetland C) and woodlands (see Sheet 3 Existing Conditions).

Wetlands

Wetland C (0.02-acre) is primarily scrub-shrub with some trees. Impact to this wetland was previously permitted under City Wetland Permit 04-40. Compensation for impacts to Wetland C has been constructed at the mitigation wetland found just northwest of this parcel (see Sheet 4 Grading Plan).

Natural Features Setback

The proposed Plan also involves permanent impacts (0.19 acre) to the Natural Features Setback adjacent to Wetland C. The plan also proposes 0.12-acre of temporary and 0.02 permanent impact to the 25-foot Natural Features Setback adjacent to the mitigation wetland and detention pond north of the parcel (Sheet 4 Grading Plan). Compensation for the impacts to the Natural Features Setback was made through establishment of a conservation easement covering remaining woodlands and the wetland mitigation site north of the parcel.

Permits

The proposed project will require a *Natural Features Setback Authorization*. The wetland impacts have been previously permitted.

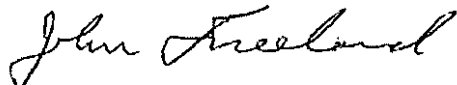
Recommendation

We currently recommend approval of the Preliminary & Final Site Plan.

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

Respectfully,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



John A. Freeland, Ph.D., PWS
Environmental Scientist

cc: Angela Pawlowski – City of Novi
Kristen Kapelanski – City of Novi
Mark Spencer – City of Novi

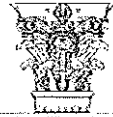
FACADE REVIEW



Phone: (248) 380-6523
 E-Mail: dnecci@drnarchitects.com
 Web: drnarchitects.com

DRN & ASSOCIATES, ARCHITECTS, PC

50850 Applebrooke Dr., Northville, MI 48167



September 19, 2011

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

Re: **FACADE ORDINANCE - Facade Review**
Novi Corporate Park, Parcel 8, SP11-39
 Façade Region: 2, Zoning District: OST

Dear Ms. McBeth;

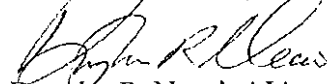
The following is the Facade Review for Preliminary and Final Site Plan Approval of the above referenced project based on the drawings prepared by Biddison Architecture & Design, dated August 18, 2011. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Schedule Regulating Façade Materials of Ordinance Section 2520 are shown in the right hand column. Materials in non-compliance with the Facade Schedule, if any, are highlighted in bold.

	South (Front)	North	East	West	Ordinance Maximum (Minimum)
Brick (Utility Size)	73%	48%	60%	72%	100% (30%)
Split Faced CMU	16%	46%	36%	20%	50%
Standing Seam Metal	9%	2%	3%	5%	50%
Ribbed Metal Siding (roof screens)	2%	4%	1%	3%	25%

Recommendation – This project is located greater than 500 feet from a major thoroughfare in Zoning district OST and therefore falls in Façade region 2. It is assumed the material sample board currently on file for prior buildings in this development will be used for this building. As shown above the percentages of all materials are in full compliance with the Façade Ordinance. A Section 9 Waiver is not required for this project.

Notes to the Applicant - Façade Inspection(s) for all materials displayed on the approved sample board are required. It is the applicant's responsibility to request the inspection immediately after the materials are delivered prior to placement on the building. Please contact the Novi Building Department's Automated Inspection Hotline at (248) 347-0480 to request the Façade inspection.

Sincerely,
 DRN & Associates, Architects PC


 Douglas R. Necci, AIA

FIRE REVIEW



September 10, 2011

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

RE: Novi Corporate Campus, Parcel 8
Dylan Dr.

SP#: 11-39, Preliminary & Final Site Plan

Project Description:

Construction of a 34,260 S.F. Multi-Tenant, Office Service Technology building.

Comments:

None

Recommendation:

The above plan has been reviewed and is RECOMMENDED FOR APPROVAL.

Sincerely,

Michael W. Evans
Fire Marshal

cc: file

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Bob Gatt

Terry K. Margolis

Andrew Mutch

Dave Staudt

Justin Fischer

Wayne Wrobel

City Manager
Clay J. Pearson

Director of Public Safety
David Molloy

Director of Fire and EMS
Jeffrey Johnson

Novi Fire Department
45125 W. Ten Mile Rd.
Novi, Michigan 48375
248.349-2162
248.347-0570 fax

cityofnovi.org

**APPLICANT RESPONSE LETTER
INCLUDED WITH PLANS**

SITE PLAN

MAPS
Location
Zoning
Future Land Use
Natural Features

Novi Corporate Campus Parcel 8 - SP 11-39

Location

Subject Property


Approximate Area of Development

Map Author: David Campbell
Date: September 7, 2011
Project: Novi Corporate Park Parcel 8
Version #: 1.0

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a Licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Map Legend

 Subject Property



City of Novi

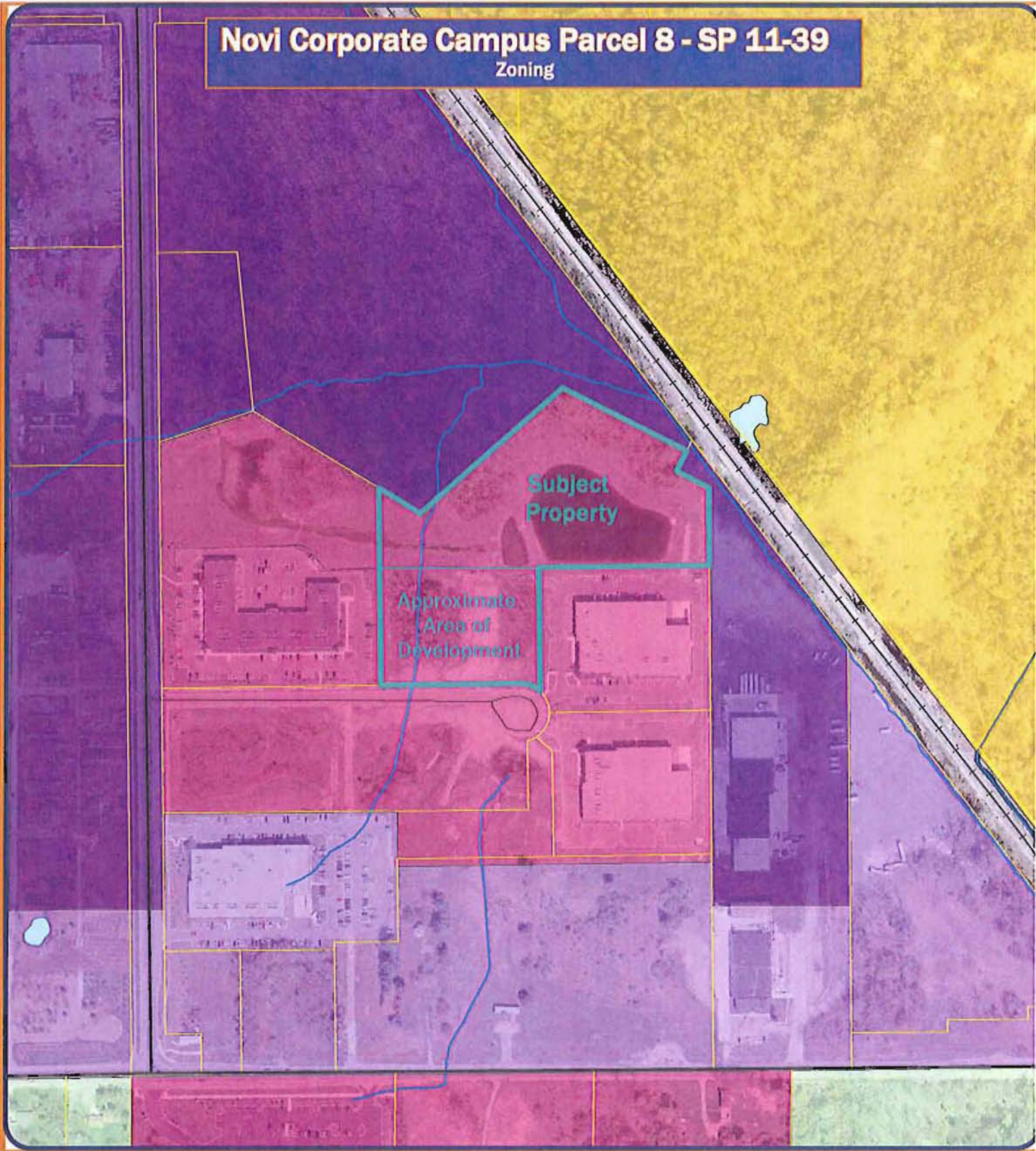
Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

0 70 140 280 420 560
Feet

1 inch = 328 feet

Novi Corporate Campus Parcel 8 - SP 11-39

Zoning



Map Author: David Campbell
 Date: September 7, 2011
 Project: Novi Corporate Park Parcel B
 Version #: 1.0

MAP INTERPRETATION NOTICE

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Map Legend

- Zoning**
Zoning Code
- R-A: Residential Acreage
 - R-1: One-Family Residential District
 - I-1: Light Industrial District
 - I-2: General Industrial District
 - OST: Office Service Technology



City of Novi

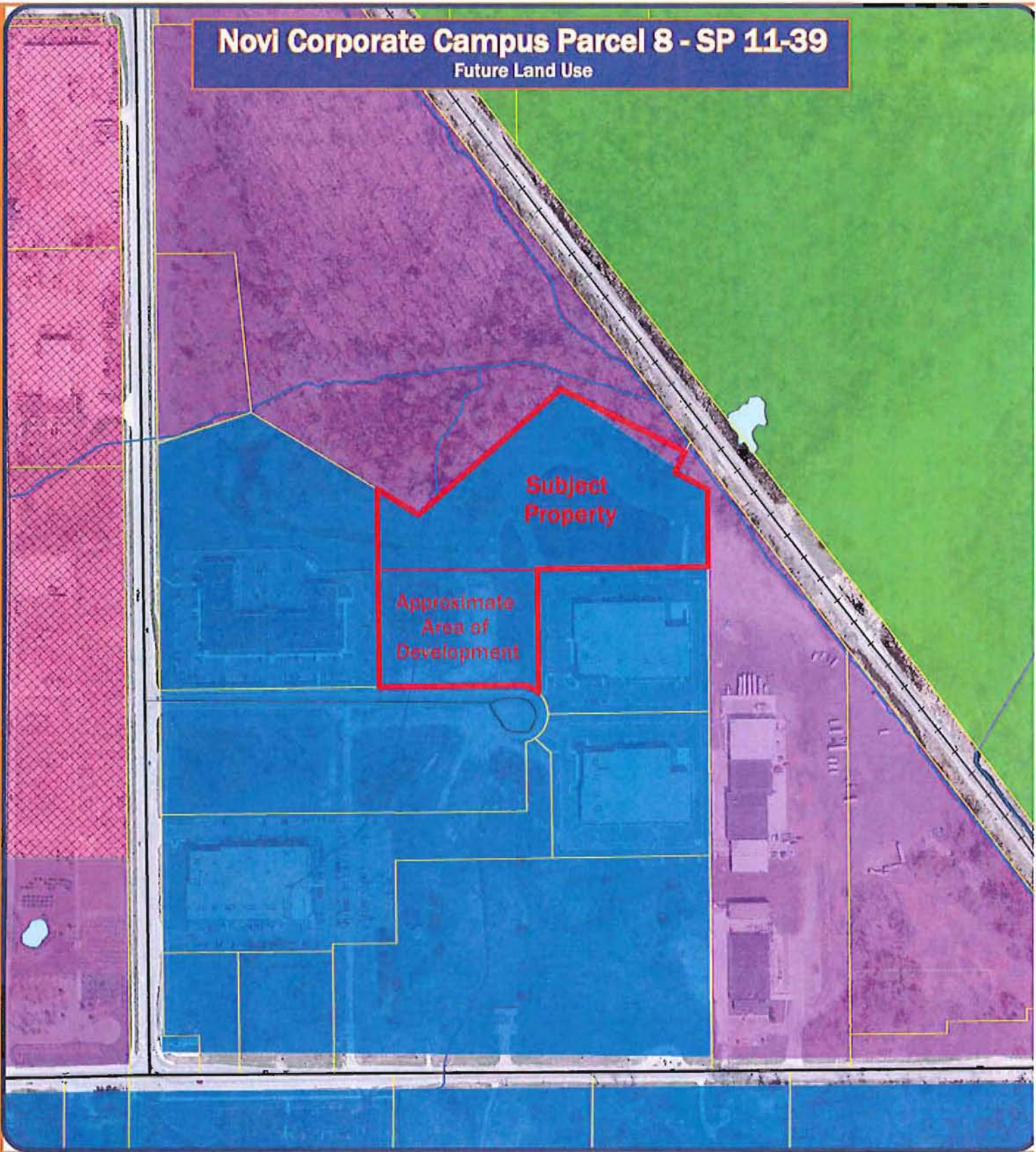
Dept. of Community Development
 City Hall / Civic Center
 45175 W Ten Mile Rd
 Novi, MI 48375
 cityofnovi.org



1 inch = 328 feet

Novi Corporate Campus Parcel 8 - SP 11-39

Future Land Use



Map Author: David Campbell
 Date: September 7, 2011
 Project: Novi Corporate Park Parcel 8
 Version #: 1.0

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Map Legend

-  Subject Property
- Future Land Use (2010)**
- Proposed Land Use**
-  OFFICE RESEARCH DEVELOPMENT TECHNOLOGY
-  INDUSTRIAL RESEARCH DEVELOPMENT TECHNOLOGY
-  HEAVY INDUSTRIAL
-  PUBLIC PARK



City of Novi

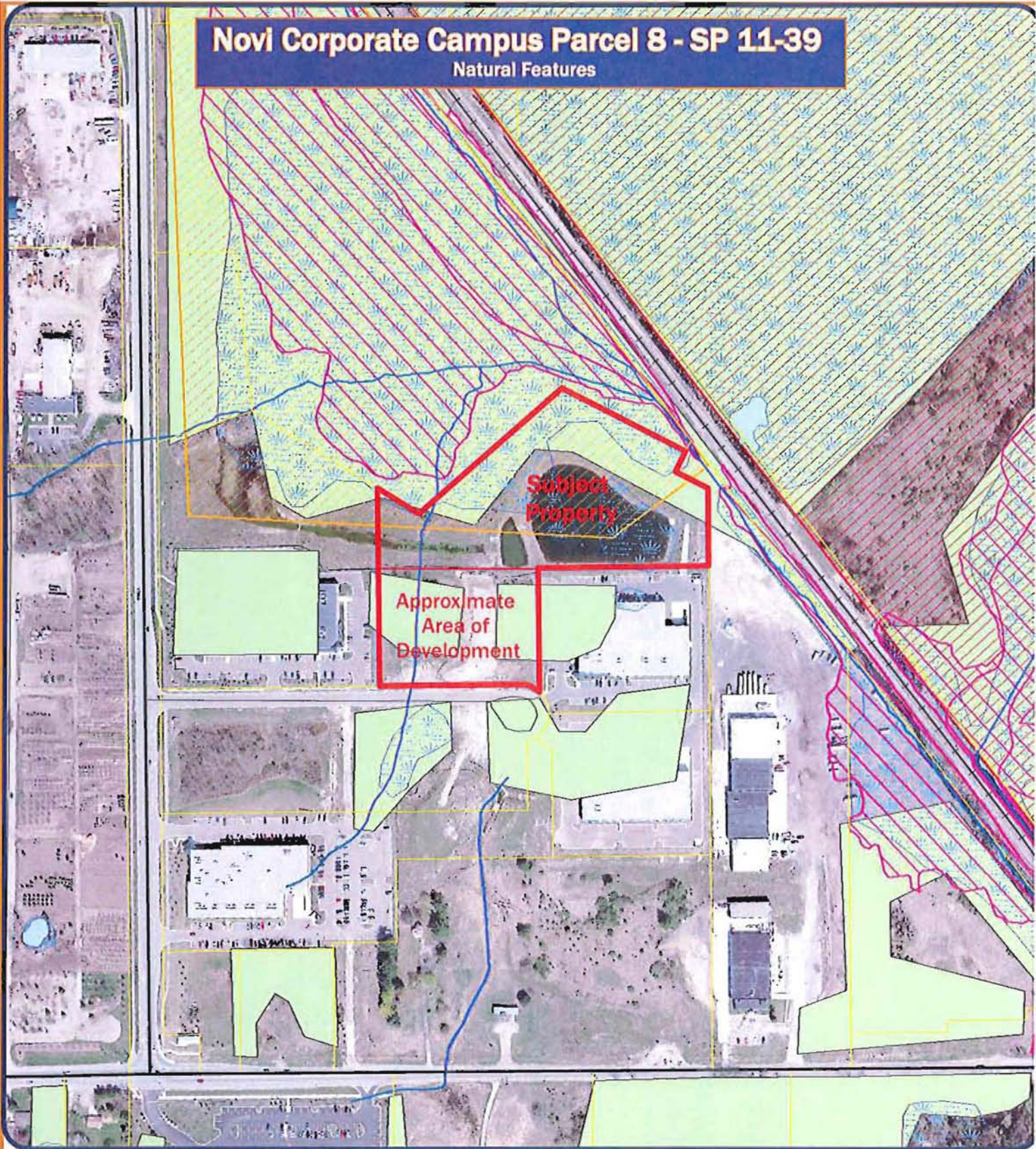
Dept. of Community Development
 City Hall / Civic Center
 45175 W Ten Mile Rd
 Novi, MI 48375
cityofnovi.org



1 inch = 328 feet

Novi Corporate Campus Parcel 8 - SP 11-39

Natural Features



Map Author: David Campbell
 Date: September 19, 2011
 Project: Novi Corporate Park Parcel 8
 Version #: 1.0

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Map Legend

- | | |
|---------------------------|----------------------------------|
| Subject Property | Habitat Priority Areas Rank High |
| Waterways | Medium |
| Lake or Pond | Low |
| FIRM Flood Hazard Areas | Woodlands |
| 1.0% Chance Flood Zone A | |
| 1.0% Chance Flood Zone AE | |
| Wetlands | |



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