



FIRE STATION NO.3 JSP26-18

FIRE STATION No. 3 JSP26-18

Consideration at the request of HED | BRW Architects on behalf of City of Novi for Fire Station No.3 JSP26-18 for Preliminary Plan and Stormwater Management Plan review and approval of the location, character, and extent of the proposed improvements. The subject property is zoned I-1 Light Industrial and is located north of Nine Mile Road and east of Venture Drive (Section 26). The City proposes to develop a new fire station on the currently vacant 3.65-acre parcel.

Required Action

Approval of the location, character, and extent of the proposed fire station and related improvements under the Planning Enabling Act

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval Recommended	06/12/26	<ul style="list-style-type: none"> • Master Plan Amendment proposed to change the Future Land Use designation from Industrial/Office to Public/Quasi Public to reflect the municipal ownership of the site • Items to be addressed at Final Site Plan submittal
Engineering	Approval Recommended	06/08/26	<ul style="list-style-type: none"> • Items to be addressed at Final Site Plan submittal
Landscape	Approval Recommended	05/28/26	<ul style="list-style-type: none"> • Items to be addressed at Final Site Plan submittal
Woodland	Approval Recommended	06/08/26	<ul style="list-style-type: none"> • Items to be addressed at Final Site Plan submittal
Traffic	Approval Recommended	06/03/26	<ul style="list-style-type: none"> • Items to be addressed at Final Site Plan submittal
Façade	Approval Recommended	06/08/26	<ul style="list-style-type: none"> • Items to be addressed at Final Site Plan submittal
Fire	Approval Recommended	05/27/26	<ul style="list-style-type: none"> • Meets Fire Department standards

MOTION SHEET:

Approval – Preliminary Plan and Stormwater Management Plan

In the matter of Fire Station No. 3 JSP26-18, motion to **approve** the location, character, and extent of the proposed Fire Station No. 3 improvements as reflected in the Preliminary Plan and Stormwater Management Plan based on the following:

1. Pursuant to Section 61 of the Michigan Planning Enabling Act (MCL 125.3861), the finding of "location, character, and extent" is appropriate; and
2. The project is consistent with the goals, policies, and future land use direction established in the Master Plan, and fits within the future direction of the community as contemplated by the Master Plan as detailed in the Planning Review.

MAPS

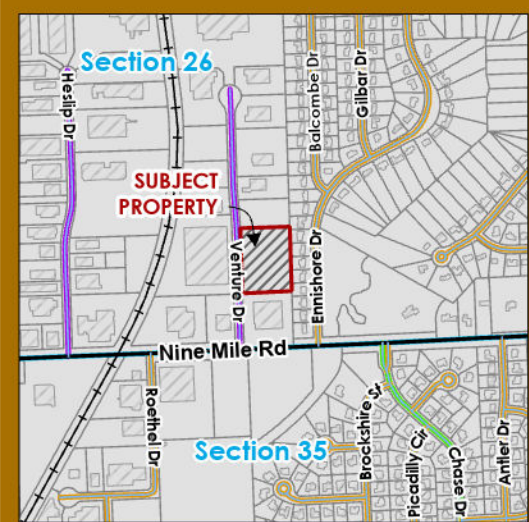
Location

Zoning

Future Land Use

Natural Features

JSP26-18 FIRE STATION NO. 3 LOCATION MAP



LEGEND

 Subject Property

Thoroughfare Classification

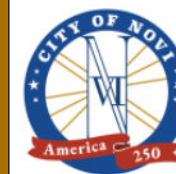
 Minor Arterial

 Non-Residential Collector

 Residential Collector

 Local Residential Street

 Railroad



Map Author: Diana Shanahan
Project: 22700 Venture Drive

Date: 06/26/26
Version #: 1

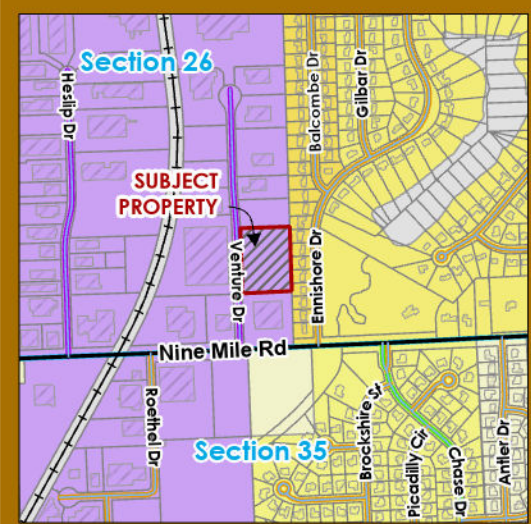
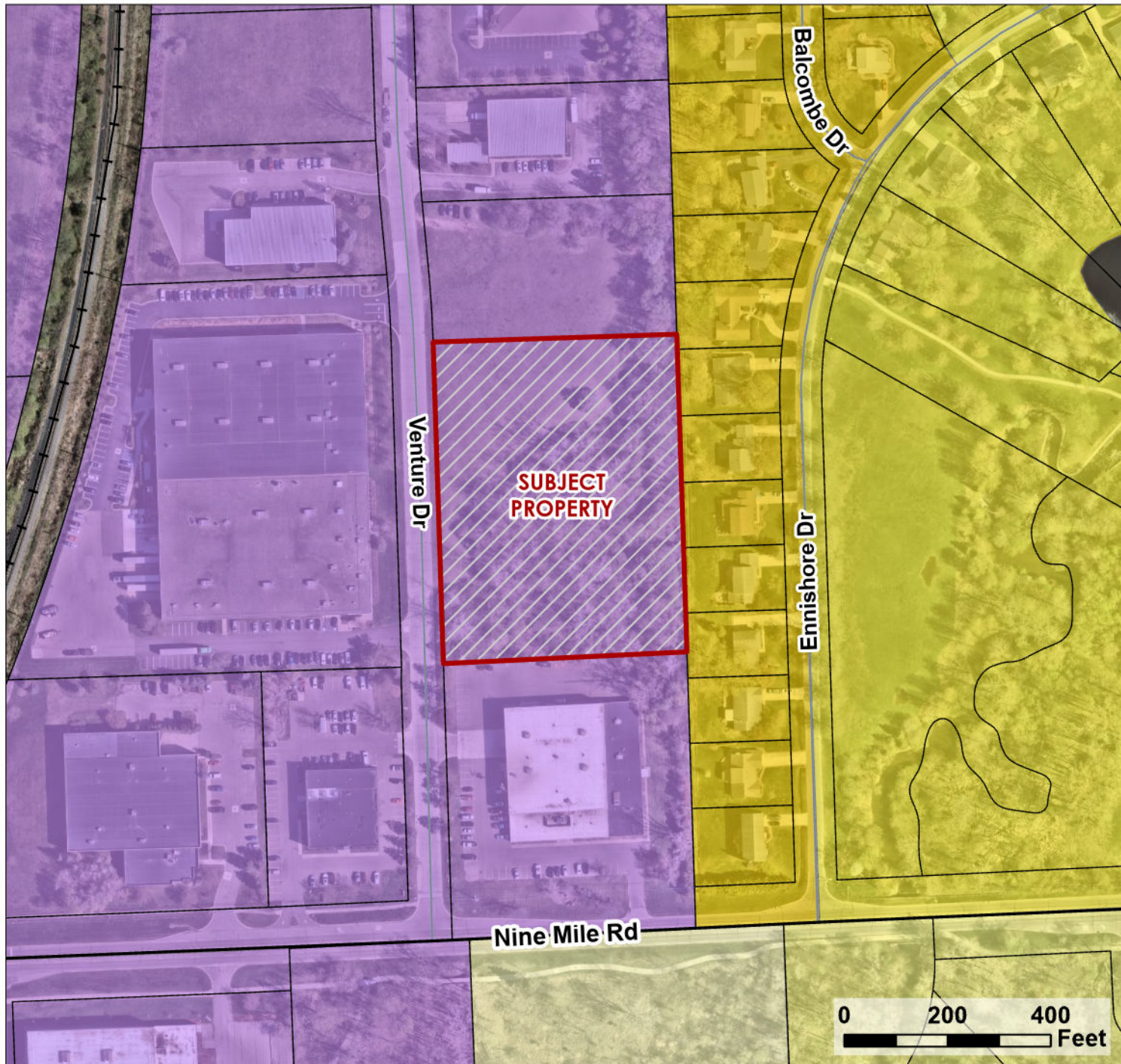
City of Novi

Community Development Department
City Hall / Civic Center
45175 Ten Mile Road, Novi, MI 48375
cityofnovi.org



0 200 400
Feet

JSP26-18 FIRE STATION NO. 3 ZONING MAP



LEGEND

 Subject Property

Zoning District

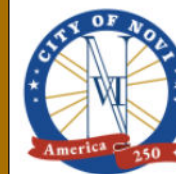
 I-1: Light Industrial

 R-1: One-Family Residential

 R-2: One-Family Residential

 R-3: One-Family Residential

 R-4: One-Family Residential



Map Author: Diana Shanahan
Project: 22700 Venture Drive

Date: 06/26/26
Version #: 1

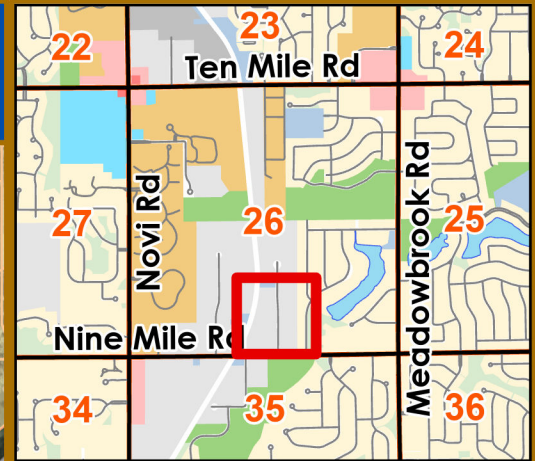
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FIRE STATION 3

PROPOSED FUTURE LAND USE MAP AMENDMENT

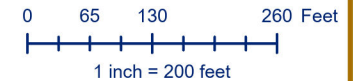


Land Use Description

- Industrial/Office
- Private Park
- Public/Quasi-Public
- Single Family



City of Novi
 Dept. of Community Development
 Novi City Hall
 45175 Ten Mile Rd
 Novi, MI 48375
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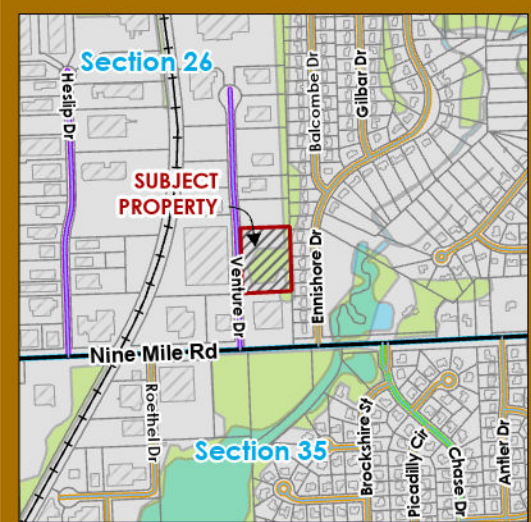
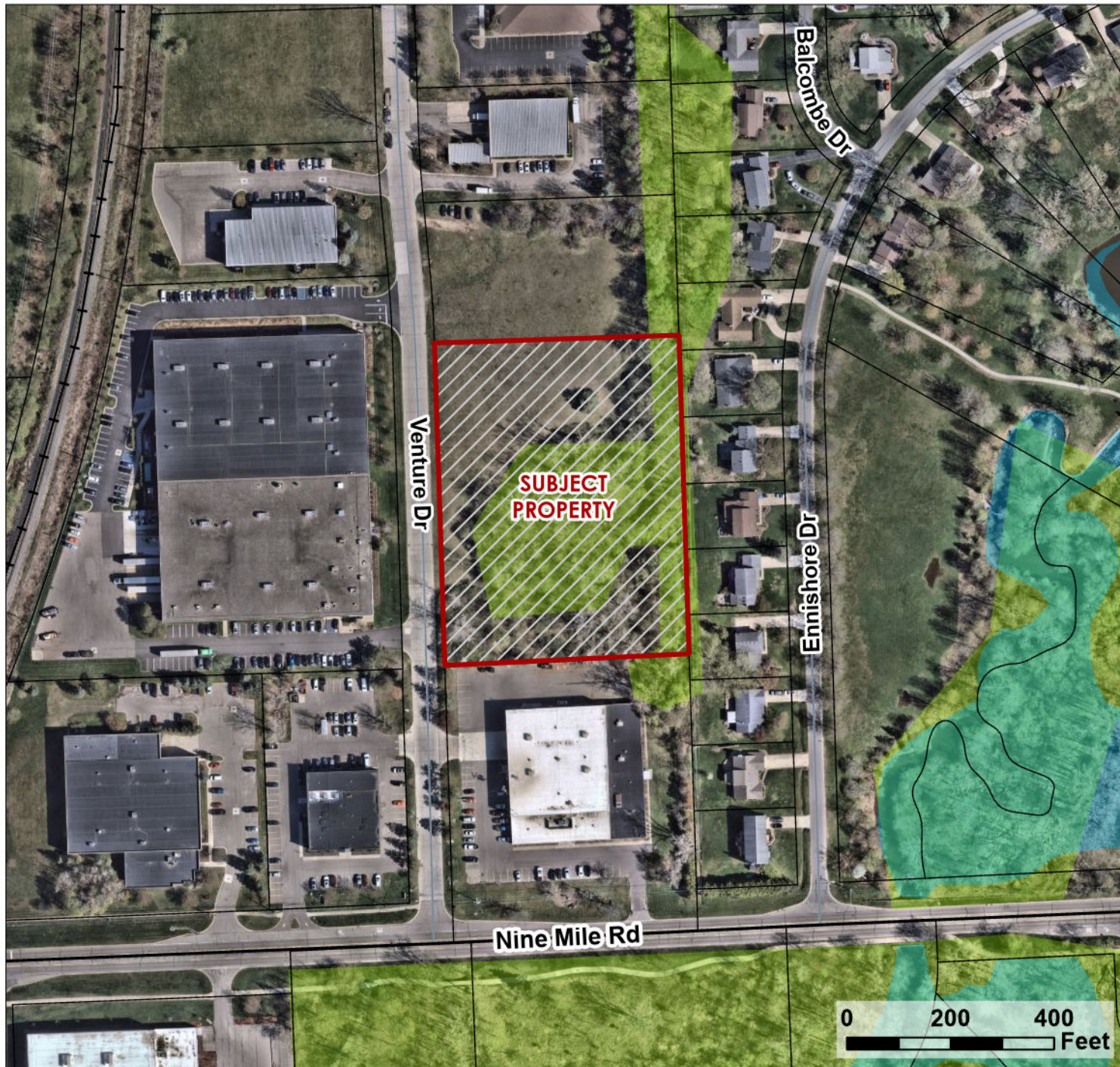


Map Author: J. Gartha
 Date: 6/4/26



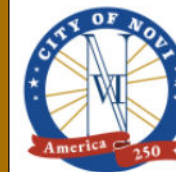
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate 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.

JSP26-18 FIRE STATION NO. 3 NATURAL FEATURES MAP



LEGEND

-  Subject Property
-  Wetlands
-  Woodlands



Map Author: Diana Shanahan
Project: 22700 Venture Drive

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City of Novi

Community Development Department
City Hall / Civic Center
45175 Ten Mile Road, Novi, MI 48375
cityofnovi.org



SITE PLAN AND BUILDING ELEVATIONS



City of Novi

43175 Ten Mile Road
Novi, MI 48375

Fire Station No.3

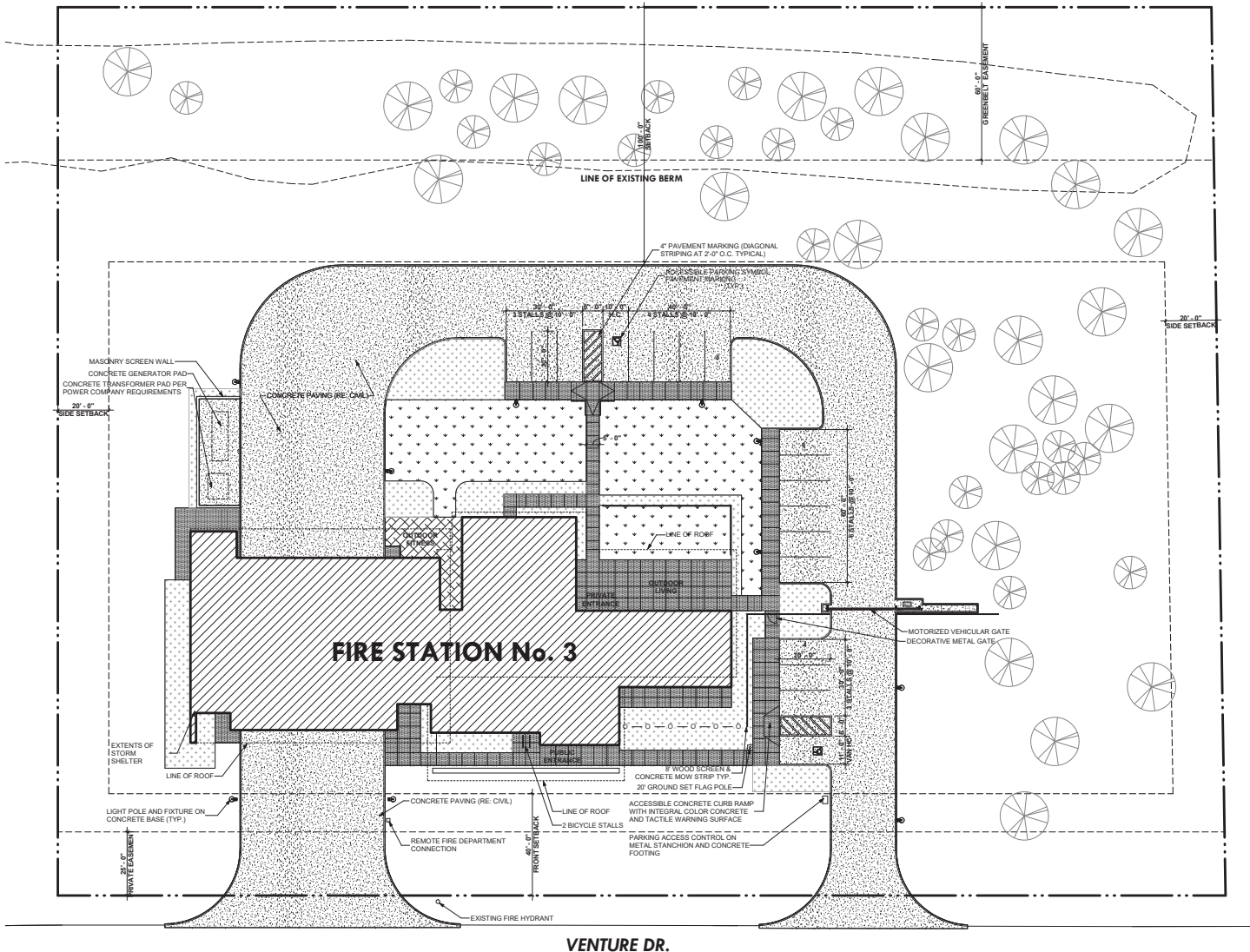
22950 Venture Dr.
Novi, MI 48375

Date Issued For
05-15-2025 Preliminary Site Application

ZONING DESIGNATION: LIGHT INDUSTRIAL (I1)
BUILDING LOT COVERAGE: 7.73%
NUMBER OF EMPLOYEES ON MAXIMUM SHIFT: 7
PARKING ACCOMMODATES SHIFT CHANGE OVERLAP (14 SECURE SPACES)
PAVEMENT AREA: 32,177 SF
REFERENCE CIVIL FOR PAVING DIMENSIONS
REFERENCE LANDSCAPE FOR PLANTINGS

SITE LEGEND

PATTERN	DESCRIPTION
---	PROPERTY LINE
---	ZONING SETBACK
---	FIRE LANE STRIPING
EX --- EX	EXISTING FENCING
X --- X	CHAIN-LINK FENCING
O --- O	ORNAMENTAL METAL FENCING
[Pattern]	MASONRY SCREEN WALL
[Pattern]	SCREEN FENCE
[Pattern]	BUILDING
[Pattern]	NEW CONSTRUCTION
[Pattern]	EXISTING BUILDING
[Pattern]	DEMOLITION
[Pattern]	PAVING (RE: CIVIL)
[Pattern]	CONCRETE PAVING
[Pattern]	CONCRETE SIDEWALK
[Pattern]	ASPHALT PAVING
[Pattern]	LANDSCAPE (RE: LANDSCAPE)
[Pattern]	LANDSCAPE PLANTINGS
[Pattern]	SOD
[Pattern]	DECOMPOSED GRANITE
[Pattern]	FITNESS TURF
[Pattern]	EXISTING TREE TO REMAIN



VENTURE DR.



1 ARCHITECTURAL SITE PLAN

1" = 20'-0"



PRELIMINARY SITE PLAN

FOR REFERENCE ONLY NOT FOR CONSTRUCTION



125 West 5th St
Royal Oak, Michigan
48067 USA
(248) 262-1500
WWW.HED.CO



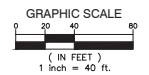
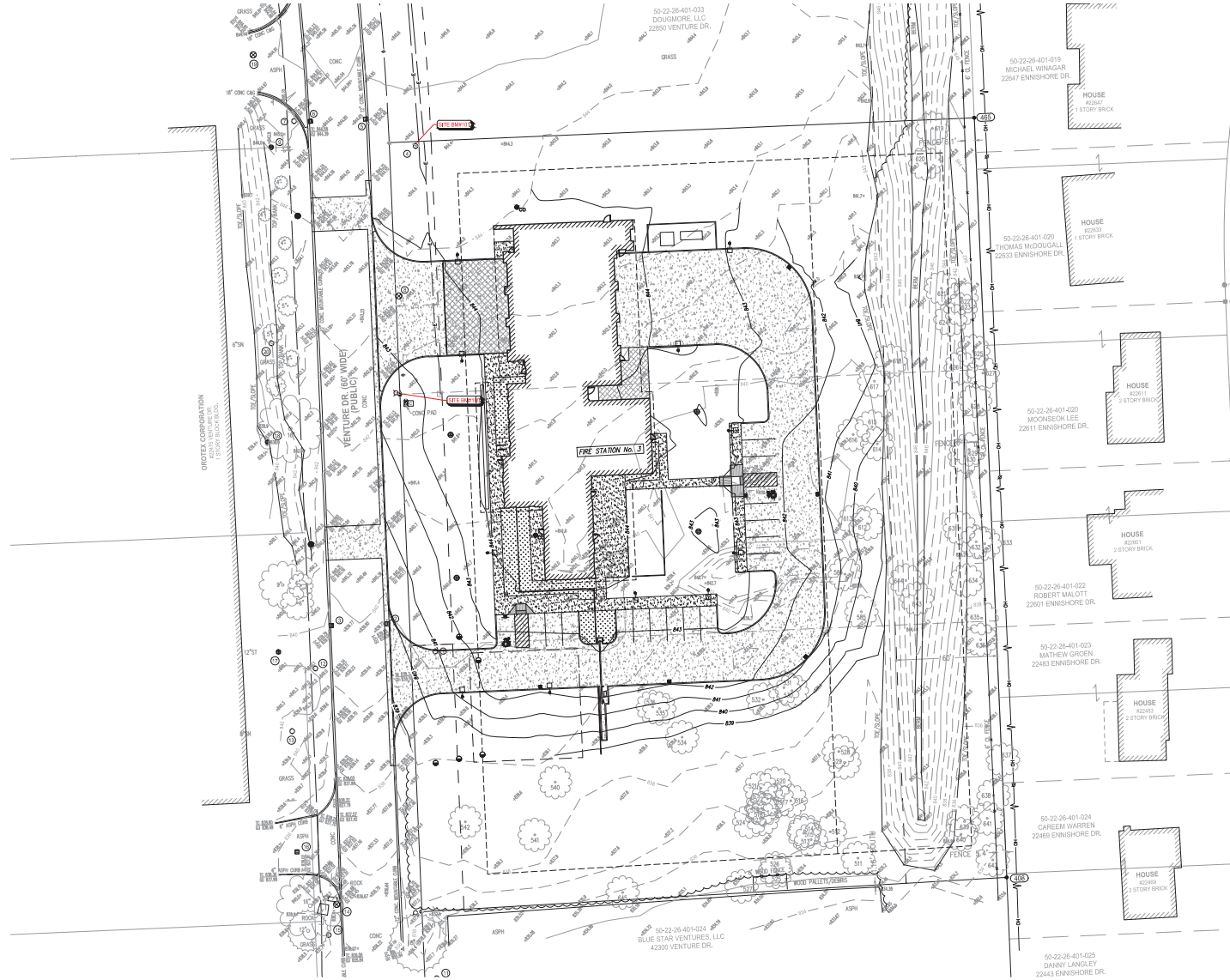
3335 TRAVIS STREET
SUITE 310
DALLAS, TEXAS 75204
214-528-8704
BRWARCH.COM

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2025-CO308-001

Architectural Site Plan

AS101



LEGEND

---	PROPOSED INTERMAN	●	PROPOSED SAN MANHOLE (SAN)
---	PROPOSED SANITARY	●	PROPOSED STORM MANHOLE (SM)
---	PROPOSED STORM SEWER	●	PROPOSED CATCH BASIN (CB)
---	PROPOSED GAS MAIN	●	PROPOSED INLET (IN)
---	PROPOSED ELECTRIC	●	PROPOSED END SECTION (ES)
---	PROPOSED HOSEWANT	●	PROPOSED FIELD CATCH BASIN (FEED MANHOLE COVER OR STANDPIPE (SP) W/ BAR DRAIN COVER
○	PROPOSED GATE	○	UTILITY CROSSING (SEE DATA TABLE)
○	PROPOSED WALK & WELL (TW)	○	STORM STRUCTURE
○	PROPOSED TAPPING SLEEVE	○	SANITARY STRUCTURE
○	WALK & WELL (TW)	○	CONCRETE SIDEWALK
○	WALK & WELL (TW)	○	MILL PAVEMENT
○	WALK & WELL (TW)	○	MATERIAL STRUCTURE
○	WALK & WELL (TW)	○	STRUCTURE NO.
○	WALK & WELL (TW)	○	STRUCTURE TYPE

GRADING LEGEND

---	EXISTING ELEVATION	---	TOP OF PAVEMENT ELEVATION
---	PROPOSED TOP OF CURB ELEVATION	---	TOP OF WALK ELEVATION
---	PROPOSED OUTER ELEVATION	---	FRESH GRADE ELEVATION
---	EXISTING CONTOURS	---	TOP OF WALL ELEVATION
---	PROPOSED CONTOURS	---	WALK EXISTING ELEVATION
---	PROPOSED CONTOURS	---	FLOW ARROW

- GRADING NOTES**
- CONTRACTOR TO PLACE ALL NEW PAVEMENT TO THE GRADES INDICATED, OR MATCH ORIGINAL GRADES IF NEW GRADES ARE NOT SHOWN. CONTRACTOR SHALL CONFIRM MINIMUM 1% PAVEMENT SLOPES ARE ATTAINED IN ALL AREAS.
 - PROPOSED GRADES MAY BE BASED ON AN INTERPOLATION OF DATA SHOWN ON THE TOPOGRAPHIC SURVEY. THE INTERPOLATED DATA IS APPROXIMATE AND SHOULD BEVER SLOVELY BASED ON THE ACCURACY OF THE SURVEY. CONTRACTOR SHALL CONFIRM THAT THE PROPOSED GRADES SHOWN ON THIS PLAN WILL NOT CAUSE A STANDING WATER CONDITION. LOCAL HIGH SPOTS OR PAVEMENT SLOPES LESS THAN 1% OR AN UNFAVORABLE CONDITION WITH SLOPES IN EXCESS OF 1% CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF THEY BELIEVE THAT ONE OF THESE SITUATIONS WILL OCCUR BASED ON THE PROPOSED GRADES.
 - ALL PAVEMENT PLACED WITHIN BARBER FREE ZONES (DETAIL AND ACCESS HOLES) SHALL HAVE A MINIMUM SLOPE OF 2% IN ANY DIRECTION INCLUDING BEHINDS DRAINAGE HOLES. THE AREA CONTRACTOR SHALL ADJUST SLOPES AS NECESSARY TO PROVIDE JOINT COMPLIANT SLOPES AS WELL AS PROVIDING RE-PAVED TRANSITION SLOPES OUTSIDE OF THE BARBER FREE ZONE AREAS. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF TRANSITION ZONES WILL EXCEED MAXIMUM SLOPES. CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE PATTERNS WITH ALL NECESSARY PAVEMENT RE-ORANGE.
 - ALL BARBER FREE RAMP AND ADA ACCESSIBLE ROUTES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT VERSION OF MOST DETAIL R-20R "SIDEWALK RAMP AND DETAILABLE WALKWAY DETAILS".
 - CONTRACTOR IS RESPONSIBLE FOR CONTROLLING STORM WATER RUNOFF DURING CONSTRUCTION OPERATIONS OF PARTICULAR CONCERN WILL BE THE TIME PERIOD AFTER THE SITE HAS BEEN STORMED AND NOT RE-STORED, BUILT UPON, OR PAVED. CONTRACTOR MUST INSTALL OR CONSTRUCT APPROPRIATE EROSION CONTROL TO PROTECT ADJACENT PROPERTIES.

RESTORATION NOTE

RESTORE ALL NON-PAVED AREAS WITH 3" OF CLEAN TOPSOIL AND SEED MAY (SEE HED/NOVUS BUDGETS) FOR PROVISIONAL PREPARATION. SOIL DEPOSITING PER FEDERAL PLACE MOUND IN ALL SEED AREAS ON SLOPES IN EXCESS OF 1% UNDESIRABLE TO RESTORE PLACE NORTH AMERICAN GREEN SOYBEAN MOUND IMMEDIATELY AFTER SEEDING. USE METAL STAPLES PER MANUFACTURERS RECOMMENDATIONS TO HOLD MATING IN PLACE.



City of Novi

45175 Ten Mile Road
Novi, MI 48375

Fire Station No.3

22600 Venture Dr.
Novi, MI 48375

Date Issued For
05-04-2026 30% Progress Design
05-15-2026 Preliminary Site Application

NOT FOR CONSTRUCTION

Nicholas Boren
NICHOLAS BOREN
ENGINEER
No. E29190355

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WWW.HED.DESIGN

BRWARCHITECTS

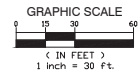
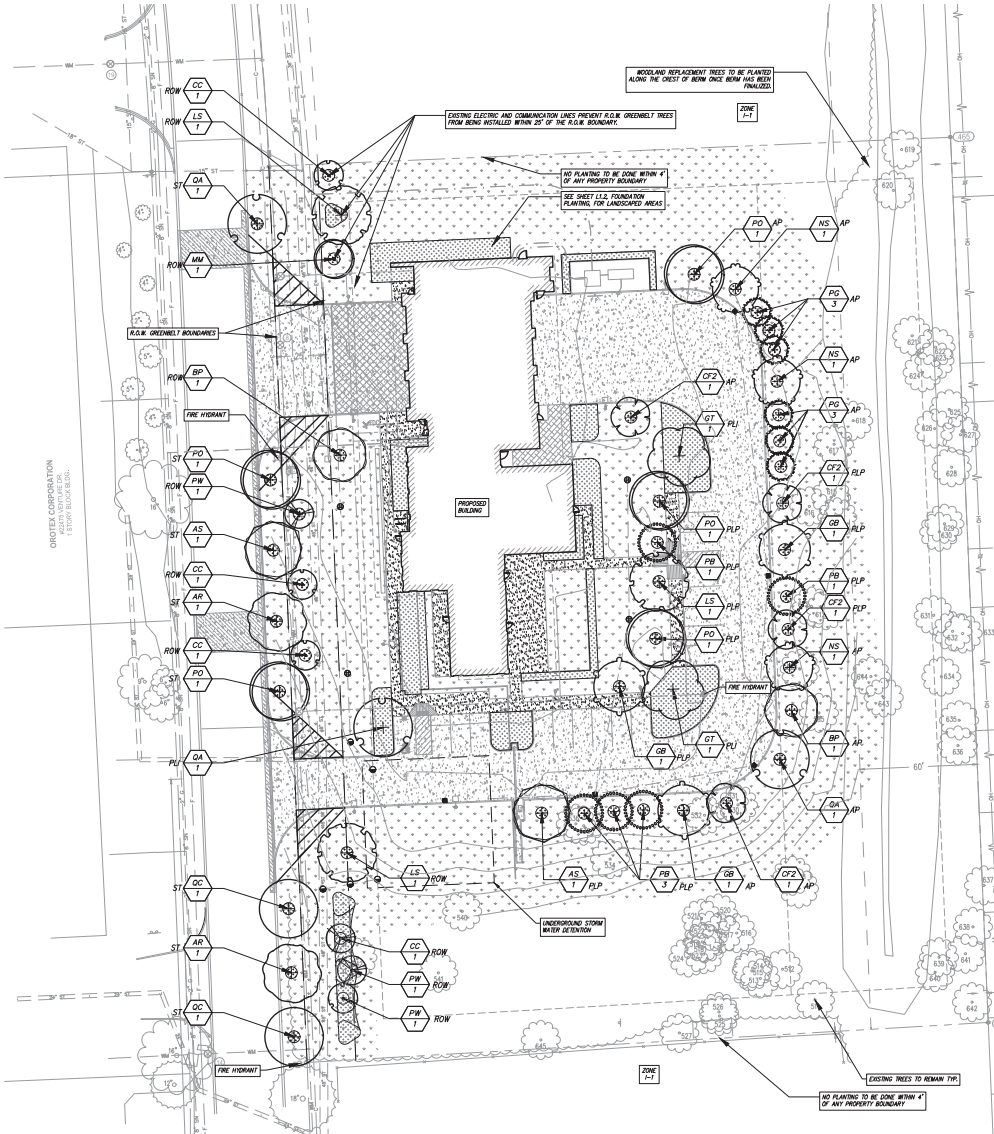
3333 TRAVIS STREET
SUITE 250
DALLAS, TEXAS 75244
214-358-8704
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2025-C00308-002

Grading Plan

PRELIMINARY SITE PLAN

C6.1



City of Novi

48175 Ten Mile Road
Novi, MI 48375

Fire Station No.3

22650 Venture Dr.
Novi, MI 48375

Date Issued For
05-04-2026 30% Progress Design
05-15-2026 Preliminary Site Application

LEGEND

- PLANT TYPE (DESIGNATION) QUANTITY
- SNOW DEPOSIT AREA
- PROPOSED MESHED AND LANDSCAPED AREA
- DETENTION POND PLANTING BED
- LAWN RESTORATION
- PROPOSED 6" DIAMETER MESH AND FOR NOW LANDSCAPED TREES
- PROPOSED LAMP POST

TREE DESIGNATION TYPES:

- PLP - PARKING LOT PERIMETER
- ROW - R.O.W. GREENBELT
- SE - SIDE STREET
- PLI - PARKING LOT INTERIOR
- AP - ACCESSORY PERIMETER TREES

- LANDSCAPE NOTES:**
- INSTALL 3" DEEP NATURAL COLOR, FINELY SHREDED HARDWOOD BARK MULCH TO ALL PLANTING AREAS.
 - SPACE OUT EDGING TO SEPARATE LAWN AREAS FROM PLANTING BEDS.
 - CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES, PIPES AND STRUCTURES AS WELL AS THE LOCATION OF EXISTING TREES AND VEGETATION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COST INCURRED DUE TO DAMAGING, REMOVAL, OR SHAG ELEMENTS.
 - ANY DISCREPANCIES BETWEEN PLANS, NOTES, DETAILS AND EXISTING CONDITIONS SHALL BE IMMEDIATELY REPORTED TO THE OWNER'S AUTHORIZED REPRESENTATIVE FOR REVIEW AND RESOLUTION. CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL REVISIONS DUE TO FAILING TO DO THE DUE DILIGENCE.
 - CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING MATERIALS/IMPROVEMENTS, DAMAGED DURING CONSTRUCTION.
 - SEE BIDDING, TOPOGRAPHY, UTILITIES AND OTHER BASE INFORMATION PROVIDED BY OTHERS.
 - CONTRACTOR SHALL VERIFY QUANTITIES SHOWN ON PLANT SCHEDULES AND THOSE INDICATED ON PLANS. CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF QUANTITIES SHOWN.
 - CONTRACTOR SHALL MAKE MAJOR ADJUSTMENTS TO PLANT MATERIAL LOCATIONS IN FIELD AS NECESSARY. THE LOCATION OF ALL PLANT MATERIAL SHALL BE SUBJECT TO APPROVAL BY THE OWNER'S AUTHORIZED REPRESENTATIVE.
 - ALL PLANT MATERIAL SHALL BE OF THE SIZES CALLED FOR IN THE PLANT SCHEDULES. ANY PLANT MATERIAL NOT MEETING THE SPECIFIED QUALITY AS CALLED FOR SHALL BE REMOVED FROM SITE. ALL TREES SHALL BE PROTECTED AND APPROVED BY THE OWNER'S AUTHORIZED REPRESENTATIVE. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE MADE WITHOUT APPROVAL FROM THE OWNER'S AUTHORIZED REPRESENTATIVE.
 - CONTRACTOR SHALL DETERMINE APPROPRIATE PLANTING BACKFILL MIXES (BASED ON SOIL/SUBSTRATE CONDITIONS) AND OTHER ALTERNATIVES WITH OWNER'S AUTHORIZED REPRESENTATIVE PRIOR TO INSTALLATION.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR THE HEALTH OF ALL PLANTS INSTALLED.
 - A. ALL LANDSCAPING SHALL BE MAINTAINED IN A HEALTHY, NEAT AND ORDERLY STATE. TREES, FOLIAGE AND SHRUBS, ANY DEAD OR DISEASED PLANTS SHALL BE REPLACED.
 - B. PLANTS SHALL BE CONTROLLED BY REASONABLE PRUNING, TRIMMING, OR OTHER SUITABLE AND ACCEPTABLE METHODS SO THAT THEY DO NOT INTERFERE WITH PUBLIC UTILITIES, RESTRICT FOOTPATH OR VEHICULAR ACCESS, OR CONSTITUTE A SAFETY HAZARD.
 - C. REPLACEMENT OF PLANT MATERIAL:
 - C.1. UNHEALTHY, WITHERED, SEVERELY PRUNED, DISEASED OR DEAD PLANTS SHALL BE REPLACED WITHIN THREE (3) MONTHS OF THE NEXT APPROPRIATE PLANTING PERIOD, UNLESS OTHERWISE SPECIFIED.
 - C.2. THE PROPERTY SHALL MAINTAIN ANY REQUIRED PLANT MATERIAL FOR TWO (2) YEARS AFTER THE FINAL PLANTING AND REPLACE ANY MATERIAL WHICH FAILS TO SURVIVE OR DOES NOT EXHIBIT NORMAL GROWTH CHARACTERISTICS OF SUCH PLANT MATERIAL AS DETERMINED BY THE CITY FORESTER.
 - C.3. THE TWO (2) YEAR PERIODS SHALL BEGIN AFTER THE APPROVAL OF THE PLANTING BY THE CITY FORESTER AND SHALL COMMENCE AS MATERIAL IS REPLACED.
 - IRRIGATION WILL BE PROVIDED FOR ALL PROPOSED LANDSCAPED AREAS OUTSIDE OF THE DETENTION BASIN WITH AN AUTOMATIC IRRIGATION SYSTEM. IRRIGATION SYSTEM WILL BE INSTALLED UNDER A DESIGN/BUILD CONTRACT BY A QUALIFIED IRRIGATION CONTRACTOR.
 - A. ANY BOOSTER PUMP INSTALLED TO CONNECT THE PROJECT'S IRRIGATION TO AN EXISTING IRRIGATION SYSTEM MUST BE CONFORMANCE OF THE SPEC.
 - B. THE PUMP MUST BE INSTALLED IN ACCORDANCE WITH THE 2024 MICHIGAN PLUMBING CODE.
 - C. THE PUMP MUST BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS FOR APPLICATIONS THAT ALLOWED PLUMBING PARTS AND MATERIAL.
 - D. THE PUMP MUST BE INSTALLED A MINIMUM OF 12-INCHES ABOVE FINISHED GRADE.
 - E. IRRIGATION INSTALLATION TO CONFORM TO CITY OF NOVI STANDARDS.
 - F. A PLUMBING PERMIT IS REQUIRED.
 - G. THE AGENCIES MUST BE NOTIFIED AFTER INSTALLATION WITH RESULTS RECORDED ON THE CITY OF NOVI TEST REPORT FORM.
 - ALL PLANT MATERIALS SHALL BE NORTHERN HARDY GROWN, NO 1 GRADE AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIALS SHALL MEET COMMON NATIONAL ASSOCIATION OF UNDERSEED STANDARDS. TREES SHALL BE PLANTED ACCORDING TO CITY OF NOVI PLANTING DETAILS AND SPECIFICATIONS. THE CITY SHALL HAVE THE RIGHT TO REQUEST THE PLANT MATERIALS PROOF TO PLANTING AND TO SELECT ANY PLANT MATERIALS DEEMED NOT TO MEET THE STANDARDS OF THIS ORDINANCE.
 - NO PLANTING IS TO BE DONE WITHIN 4' OF THE PROPERTY LINE.
 - ALL UTILITY BOXES ARE TO BE LANDSCAPED FOR THE DETAIL ON SHEET L1.3.

- UTILITY NOTES:**
- THERE ARE NO OVERHEAD WIRES OR OTHER OVERHEAD UTILITIES ON THE SITE.

NOT FOR CONSTRUCTION



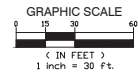
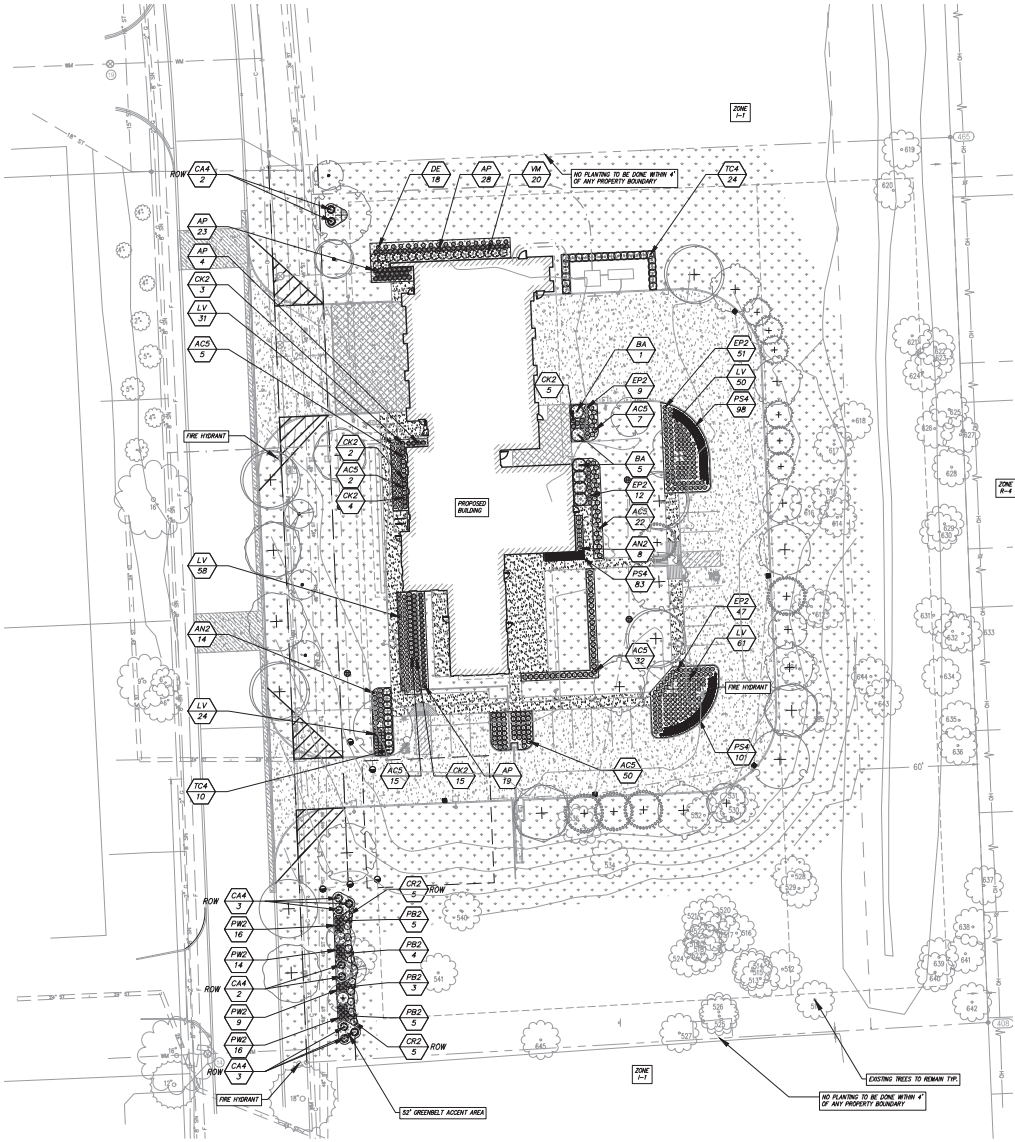
BRWARCHITECTS



PRELIMINARY SITE PLAN

2025-C00308-002
Tree Planting Plan

L1.1



City of Novi

48175 Ten Mile Road
Novi, MI 48375

Fire Station No.3

22650 Venture Dr.
Novi, MI 48375

Date Issued For
05-04-2026 30% Progress Design
05-15-2026 Preliminary Site Application

LEGEND

	PLANT TYPE
	QUANTITY
	PROPOSED LAMP POST

- NOVI SPECIFICATIONS**
- WHETHER IN THIS ORDINANCE LANDSCAPE PLANTINGS ARE REQUIRED OR PERMITTED, THEY SHALL BE PLANTED IN ACCORDANCE WITH THE APPROVED FINAL STAMPED LANDSCAPE PLAN.
 - ALL PLANT MATERIALS SHALL BE INSTALLED BETWEEN MARCH 15TH AND NOVEMBER 15TH. ALL OCCASIONAL MUST BE INSTALLED AND PROTECTED BY THE CITY PRIOR TO OCCUPANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY AT THAT TIME. A FINANCIAL GUARANTEE 1.5 TIMES THE COST OF ANY DEFICIENCIES WILL BE HELD UNTIL INSPECTION OCCURS FOR A FINAL CERTIFICATE OF OCCUPANCY IN ORDER TO RECEIVE A FINAL CERTIFICATE OF OCCUPANCY. THE DEFICIENCIES MUST BE ADDRESSED WITHIN 30 DAYS DURING THE MARCH 15TH TO NOVEMBER 15TH PLANTING SEASON. IF ALL DEFICIENCIES ARE NOT ADDRESSED IN THE TIME PERIOD OUTLINED ABOVE, THE CITY WILL CASH IN THE AMOUNT BEING HELD FOR THE OUTSTANDING FEES AND REMEDY THESE FEES.
 - A CITY REPRESENTATIVE WILL PERFORM LANDSCAPE INSPECTIONS FOLLOWING A REQUEST FROM THE DEVELOPER OR OWNER. THE INSPECTION TIME PERIOD IS FROM MARCH 15TH TO NOVEMBER 15TH. IF AN INSPECTION IS REQUESTED BETWEEN NOVEMBER 16 AND MARCH 14, A FINANCIAL GUARANTEE TO BE PROVIDED BASED ON 1.5 TIMES THE COST OF ANY DEFICIENCIES. THE FINANCIAL GUARANTEE IS TO BE A FIDELITY BONDING LOCATION AT THE COMMENCEMENT OF PROJECT. PROTECTIVE COVERINGS OR OUTLINES MUST BE REMOVED APRIL 1ST. THE APPLICANT MUST HAVE 30 DAYS TO COMPLETE FEES OR THE CITY WILL CASH IN THE AMOUNT BEING HELD AND PROCEED WITH THE FEES.
 - THE ESTABLISHMENT PERIOD FOR THE PLANT MATERIAL GUARANTEE WILL OCCUR BEGINNING AT THE FINAL CERTIFICATE OF OCCUPANCY INSPECTION APPROVAL TO 2 YEARS FROM THAT DATE WITH A MAXIMUM OF THE ESTABLISHMENT PERIOD. ALL PLANTING SHALL BE COMPLETED BY THE ESTABLISHMENT PERIOD. AT THE END OF THE ESTABLISHMENT PERIOD, ANY PLANTINGS WHICH ARE 20% DEAD OR GREATER, SHALL BE REPLACED.
 - NOTICE OF INSTALLATION/MINOR CHANGES:
 - THE OWNER OR DEVELOPER MUST NOTIFY THE CITY OF THE INSTALLATION SCHEDULE. THE CITY MAY REQUEST ANY MATERIAL WHICH IS SPECIFIED ON AN ORIGINALLY FIRM CONTRACT.
 - MINOR CHANGES REGARDING PLANT MATERIALS FOR THE APPROVED AND STAMPED LANDSCAPE PLAN MAY BE A RESULT OF SITE WORK MODIFICATIONS TO AND WITHIN 300'-0" BY THE CITY LANDSCAPE ARCHITECT OF SPECIES, SIZE, CHANGE, AND LOCATION.
 - MINOR CHANGES DUE TO SEASONAL PLANTING PROBLEMS AND LACK OF PLANT AVAILABILITY MAY BE APPROVED IN WRITING BY THE CITY LANDSCAPE ARCHITECT WHEN THERE IS NO REDUCTION IN THE QUALITY OF PLANT MATERIALS, NO SIGNIFICANT CHANGE IN THE LOCATION OF PLANT MATERIALS, THE NEW PLANT MATERIAL IS COMPATIBLE WITH THE AREA AND IS THE SAME GENERAL TYPE (PERICARPOUS/EXEMPTED), EXISTING SAME PLANT CHARACTERISTICS (BARKING BEHAVIOR, SHADING AS THE ORIGINAL), BEING REPLACED. IF THESE CRITERIA ARE NOT FULFILLED OR CHANGES ARE SIGNIFICANT FROM APPROVED PLAN, THE LANDSCAPE PLAN SHALL BE REVISED AND RESUBMITTED FOR PLAN APPROVAL.
 - MAINTENANCE:
 - MAINTENANCE OF REQUIRED PLANTINGS BY THE OWNER SHALL BE CARRIED OUT SO AS TO PRESENT A HEALTHY, NEAT AND OVERALL APPEARANCE, FREE FROM ROT AND SORES.
 - TO INSURE PROPER MAINTENANCE AND AS A CONDITION OF FINAL SITE PLAN APPROVAL, THE PROPERTY OWNER SHALL OBTAIN AND RECORD WITH THE CITY AND RECORD WITH THE OAKLAND COUNTY REGISTER OF DEEDS A LANDSCAPE MAINTENANCE AGREEMENT OR INCLUDE SUCH PROVISIONS AS PART OF SUBMISSION PROVISIONS OF CONDOMINIUM MASTER DEED, EACH OF WHICH SHALL BE APPROVED BY THE CITY ATTORNEY. SUCH INSTRUMENTS SHALL OBTAIN THE ANNUAL PLAN OF MAINTENANCE OF CONDOMINIUM PROPERTY RESPONSIBLE FOR MAINTENANCE AND SHALL PROVIDE THE PROCEEDING AUTHORITY AND FINANCE FOR CITY CARE OF INCLUDES BY THE RESPONSIBLE ENTITY. SUCH INSTRUMENTS SHALL ALSO INCLUDE PROVISIONS THAT ALL LANDSCAPE PLANTING MATERIAL SHALL BE REPLACED WITHIN ONE (1) MONTH OF THE NEXT APPROVED PLANTING PERIOD UNLESS OTHERWISE SPECIFIED. ALL LANDSCAPE PLANTINGS FOR THE CITY PLANTING AND IRRIGATION SYSTEM TREE STAKES, CITY WRAPS AND TREE WRAPS ARE TO BE REMOVED AFTER ONE MONTH SEASON PLANTING SHALL BE GUARANTEED FOR THE TWO GROWING SEASONS AFTER DATE OF THE ACCEPTANCE OF THE INSTALLATION OF GRASS OR WEEDS EXCEPT AS NOTED OTHERWISE IN CHANGES TO THE NEW CITY ORDINANCES. IF THE OWNER IS UNABLE TO REMEDY THE PROBLEM, THE CITY WILL ABANDON SUCH OBLIGATIONS AND SHALL ASSESS THE COST OF SUCH ABANDONMENT INCLUDING THE MAINTENANCE PROVIDED BY THE DEVELOPER AND APPROVED BY THE CITY IN SUCH INSTRUMENTS.
 - RESPONSIBILITY AND CERTIFICATES OF OCCUPANCY: THE OWNER OF THE PROPERTY SUBJECT TO THE REQUIREMENTS OF THIS SECTION SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING PER LANDSCAPE ARCHITECT APPROVED FINAL LANDSCAPE PLAN AS SPECIFIED IN THIS SECTION. BEFORE THE PROPERTY IS OCCUPIED BY A PERSON OTHER THAN THE OWNER, THE OCCUPANT SHALL ALSO BE RESPONSIBLE FOR MAINTENANCE. ALL LANDSCAPING WORK REQUIRED PURSUANT TO THIS SECTION SHALL BE RECEIVED AT A CITY EMPLOYMENT FOR PURPOSES OF SUBSECTIONS 3005-8 AND 8.
- THESE REQUIREMENTS SUPERSEDE ALL OTHER PLANTING REQUIREMENTS OR SPECIFICATIONS.*

- LAWN SEEDING NOTES:**
- SEED ALL NON-WATNE DISTURBED AREAS UNLESS OTHERWISE NOTED WITH THE FOLLOWING:
EARTH CARPET QUICK TO GROW LAWN SEED MIXTURE
25# PERSONAL PEGS/BOX
25# RESISTOLY BLOSSOM
25# ANNUAL PEGS/BOX
25# OREGON RED FESCUE
 - APPLY AT A RATE OF 5-8 LBS. / 1,000 SQ'
 - MULCH PLANTINGS SHALL BE USED ON ALL SLOPES 10% OR GREATER
 - THE CONTRACTOR SHALL SEND PROOF OF THE NATURE, SEX TO BE USED IN THE FORM OF A PHOTO OF THE SEED BAG OR COPY OF THE INVOICE TO HEDARCHITECTS/PREPARING FOR APPROVAL PRIOR TO PLANTING.



PRELIMINARY SITE PLAN

LANDSCAPE ARCHITECT
NICHOLAS MALLACE
SPALDING DEBECKER
(313) 434-8823 EXT. 102
n.mallace@sd-b.com

FOR REFERENCE ONLY NOT FOR CONSTRUCTION

BRWARCHITECTS
3103 TRAVIS STREET
SUITE 200
DALLAS, TEXAS 75204
BRWARCH.COM

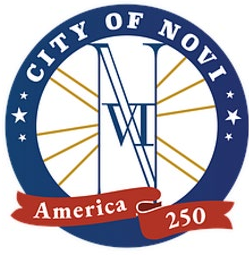
2025-C00308-002
Foundation
Planting Plan

L1.2





PLANNING REVIEW



PLAN REVIEW CENTER REPORT

June 12, 2026

Planning Review

Fire Station No. 3

JSP 26-0018

PETITIONER

HED Architects on behalf of the City of Novi

REVIEW TYPE

Preliminary Plan

PROPERTY CHARACTERISTICS

Section	26	
Site Location	North of Nine Mile Road, East of Novi Road; 22700 Venture Drive	
Site School District	Novi Community Schools	
Site Zoning	I-1: Light Industrial District	
Adjoining Zoning	North	I-1: Light Industrial District
	East	R-4: One Family Residential
	West	I-1: Light Industrial District
	South	I-1: Light Industrial District
Current Site Use	Vacant	
Adjoining Uses	North	Vacant
	East	Single Family Homes
	West	Light Industrial
	South	Light Industrial
Site Size	3.65 acres	
Plan Date	May 15, 2026	

PROJECT SUMMARY

The applicant, on behalf of the City of Novi, proposes a new Fire Station No. 3 on a 3.65-acre parcel on the east side of Venture Drive, north of Nine Mile Road. The property is zoned I-1 Light Industrial and is currently vacant. The Future Land Use map indicates Industrial/Office. An amendment to the Master Plan has been proposed to change the Future Land Use designation to Public/Quasi-Public to reflect the municipal ownership of the site.

RECOMMENDATION

Approval of the **Plan is recommended**. The plan mostly conforms to the requirements of the Zoning Ordinance, with a few non-conforming items noted in the review letters. **Planning Commission approval of the Plan is required**.

PLANNING COMMISSION AUTHORITY

Section 61 of the Michigan Planning Enabling Act (MCL 125.3861) requires a planning commission to review the "location, character, and extent" of a municipality's proposed construction projects. Since case law has determined a local government is not subject to its own zoning ordinance when performing a governmental function (*Morrison et al. v. City of East Lansing*), the review of a project by the planning commission is to focus on whether the proposal is consistent with the adopted master plan. The purpose of the review is to determine if the project fits within the future direction for the community.

2025 MASTER PLAN

The adopted 2025 Master Plan designates the subject property for Industrial/Office use, which is consistent with the current Light Industrial zoning district.

The Public/Quasi Public land use category is intended for “non-park facilities and properties under the ownership of public municipalities, non-profits, utility companies, public and private schools, and religious institutions.” This would include uses such as government offices, schools, essential services, and cemeteries. During the 2025 Master Plan process, all properties owned by the City and other governmental entities or public utilities were designated as Public/Quasi Public or Public Park.

One of the Guiding Principles in the Master Plan is the statement “Novi is a community that builds on its assets” (Chapter 11: Action Plan, Page 127). Further, when community survey respondents were asked what they liked about Novi, one of the top four responses was the quality of municipal services. “These assets are foundational for a community sought after as a place to reside and attract business.” The Public Safety Bond approved by voters, and the new Fire Station projects proposed as a result, will build on its assets.

Another of the Guiding Principles in the Master Plan is the statement: “A community that promotes welfare, health, and safety for its residents” (Chapter 11: Action Plan, Page 128). The Master Plan talks about the Novi Fire Department’s 2022-2027 Strategic Plan, and the effort to seek accreditation. The new Fire Station proposed promotes the welfare, health and safety of both Novi residents and the emergency personnel that will serve the community from the station. As described by the designers, the new facilities will have greatly improved operational efficiencies to better serve the community as well as a focus on the health and wellness of everyone that works there. For example, there will be a decontamination zone for after-event cleaning to help reduce exposure to carcinogens.

Also in the Action Plan, the Master Plan lists the goals and specific actions to achieve the City’s desired outcomes and initiatives. The following statements from the Action Plan apply to the proposed Fire Station No. 3 project:

- **Goal B Community Identity:** “The City’s identity is largely based on its high-quality residential neighborhoods and schools, destination retail and convention space, and its parks. The City should supplement that identity by enhancing preservation of its historic resources and expanding its cultural opportunities. New development of land should continue to be of high-quality design and materials.” The proposed new Fire Station No. 3 appears to be consistent with this goal, with elevations showing a mix of brick, stone, and standing seam metal. The façade review indicates the design is in full compliance with the façade ordinance.
- **Action Item B1:** “Encourage the use of high quality right-of-way plantings, site landscaping, and building materials to enhance the appearance of the community.” The landscaping plan shows an attractive landscape design with foundation plantings, greenbelt accents, and street trees.
- **Goal C Environmental Stewardship:** “The City of Novi is significantly enhanced by the preservation of natural resources in both residential and non-residential areas. Maintain public and private stewardship of the natural environment using low-impact development techniques.” The proposed plan attempts to avoid impacting as many regulated woodland trees as possible by maintaining the existing berm although it is deficient in height.
- **Goal D Infrastructure:** Invest wisely in the ongoing maintenance and improvements to existing infrastructure, including utilities and the transportation network....” The proposed new Fire Station No. 3 appears to be consistent with this goal as the City is investing in new public safety facilities that will serve the community for decades to come.
- **Action Item D7:** “Implement the recommendations of the Active Mobility Plan.” The proposed plan includes bike parking facilities which are recommended in the AMP.

ORDINANCE REQUIREMENTS

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the

Zoning Ordinance. Please see the attached chart for additional information pertaining to ordinance requirements.

1. Noise Impact Statement: For municipal uses, the I-1 District states a Noise Analysis is required subject to the standards of Section 5.14.10.B. Such analysis "shall be prepared by a certified sound engineer qualified to evaluate noise emissions under maximum operating conditions." HED states that the Noise Analysis is underway by an acoustician, and lists several noise attenuation strategies that will be implemented:
 - a. A heavily vegetated landscape berm is located at the property line adjacent to the residential zone to further decrease noise levels.
 - b. The specified generator will include the manufacturer's level 3 sound attenuation enclosure.
 - c. The generator will be tested on a schedule during daytime hours only and activated in the event of power loss to the facility.
 - d. The generator will be located behind a masonry screen wall with sound attenuation panels if necessary to bring dB level into compliance with the City's performance standards.
 - e. HVAC equipment is rooftop mounted and screened by the building's parapet wall assembly.
 - f. The potentially specified station alerting devices will be provided with volume control.
 - g. Landscaping and fencing surround outdoor living areas for staff.

When provided by the applicant, Staff will review to ensure sound levels do not exceed 55 dB during night hours and 60 dB during day-time hours as required by the Ordinance.

2. Woodlands: As shown on the site plan, the development of the project will require the removal of 66 regulated woodland trees. Woodland replacement calculations indicate such impact would require 118 credits.
3. Berm/Screening: The current plan shows the existing landscaped berm varies from 4- to 7-feet in height relative to the eastern property line, which is less than the minimum 10-foot height required for industrial uses adjacent to a residential district. The berm has several mature trees and brush, and is shown as regulated woodland. Below is an image of the existing berm from Google Street View, taken August 2024.



Approximately 35 additional woodland trees could be removed in order to raise the height of the berm to 10 feet. Based on historical aerial photos, it appears the existing berm was constructed in the early 1990's when the Hickory Corporate Park was established, or earlier (a 1969 Fence Line Agreement (Liber 5448 Page 608) between the residents of Whispering Pines and the industrial land-owner talked about preserving the "existing natural green belt" while erecting a 6-foot fence between the properties). The industrial subdivision plat shows the area of the berm is within a 60-foot greenbelt. Since that time the trees have had at least 30-35 years to become established. As shown in the tree survey they range in size from 8-inches to 26-inches in diameter. A red maple tree has a growth factor of 4.5, so an 8-inch tree is estimated to be

approximately 36 years old, while a 26-inch boxelder could be as old as 50 to 100 years old. A 22-inch diameter boxelder would typically be 35 to 60 feet tall. An 8-inch red maple could be 30-35 feet tall, whereas new 2.5" trees would be about 12-feet tall when planted.

4. Items that do not conform to the Ordinance requirements: The following items do not conform to the standard Ordinance requirements:
 - a. Building height exceeds 25-foot limit where adjacent to a residential district (31-32 feet proposed). The applicant's response letter states the additional height is required to accommodate apparatus maintenance clearance and training within the apparatus bay.
 - b. Overhead door faces a residential district. Due to the need to pull emergency vehicles into the apparatus bays the overhead doors need to face the residential district.
 - c. Existing berm adjacent to the residential district is deficient in height (~4-6 feet existing, minimum of 10 feet required).
 - d. The Landscape Plan is deficient by two accessway perimeter trees. As stated in the review letter the applicant is encouraged to correct this in the next submittal.
5. Plan Review Chart: Planning review chart provides additional comments and requests clarification for certain items. **Please address them in addition to the comments provided in this letter.**

OTHER REVIEWS

- a. Engineering Review: Engineering recommends approval of the Preliminary Plan. Additional comments to be addressed with final site plan.
- b. Landscape Review: Landscape recommends approval of the Preliminary Plan. Additional comments to be addressed with final site plan.
- c. Woodland Review: A City of Novi Woodland permit is required for proposed impacts. Woodland review will be updated based on findings from the site verification.
- d. Traffic Review: Traffic recommends approval of the Preliminary Plan. Additional comments to be addressed with final plan.
- e. Facade Review: Façade recommends approval of the Preliminary Plan.
- f. Fire Review: Fire recommends approval.

NEXT STEP: PLANNING COMMISSION MEETING

The site plan will be scheduled for Planning Commission's consideration on July 8, 2026. Please provide the following by July 1, 2026:

1. Original Plan submittal in PDF format (maximum of 10MB). **NO CHANGES MADE.**
2. A response letter addressing ALL the comments from ALL the review letters, especially noting any changes that will be made.

FINAL PLAN SUBMITTAL

After receiving Planning Commission's approval of the Plan, please follow the [Final Site Plan Checklist](#) and submit for approval¹:

1. Six copies of Final Plan sets addressing all comments from Preliminary review,
2. Response letter addressing ALL the comments from ALL the review letters and **refer to sheet numbers where the change is reflected.**
3. [Final Site Plan Application](#)
4. [Final Site Plan Checklist](#)
5. Engineering Cost Estimate

¹ While the zoning ordinance (e.g., "final site plan" requirements) does not apply to the City, the process described here is an appropriate way for the Department to assist in the finalization of plans for the project and the appropriate retention of same.

6. Landscape Cost Estimate
7. [Other Agency Checklist](#)
8. [Non-Domestic User Survey](#) (Non-residential developments)
9. Legal Documents as required
10. Drafts of any legal documents (note that off-site easements need to be executed and any on-site easements need to be submitted in draft form before stamping sets will be stamped)

ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER

After receiving Final Plan approval, please submit the following for Electronic stamping set approval:

1. Plans addressing the comments in all of the staff and consultant review letters in PDF format.
2. Response letter addressing all comments in ALL letters and ALL charts and **refer to sheet numbers where the change is reflected.**

STAMPING SET APPROVAL

Stamping sets are still required for this project. After having received all of the review letters from City staff the applicant should make the appropriate changes on the plans and submit **9 size 24" x 36" copies with original signature and original seals.** to the Community Development Department for final Stamping Set approval.

SITE ADDRESSING

Not Applicable

STREET AND PROJECT NAME

Not Applicable

PRE-CONSTRUCTION MEETING

A Pre-Construction meeting is required for this project. 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. **No work on the site may be commenced before a pre-construction meeting is held.** 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.

Note that as part of the construction process performance and payment guarantees will be required of the contractor prior to commencement of any work.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0475 or lbell@cityofnovi.org.



Lindsay Bell, AICP – Director of Planning



PLANNING REVIEW CHART: I-1 – Light Industrial

Project Name: JSP26-0018 Fire Station No.3 (22700 Venture Dr)
Review Date: June 10, 2026
Review Type: Preliminary Site Plan
Plan Date: May 15, 2026
Prepared By: Lindsay Bell, AICP, lbell@cityofnovi.org (248) 347-0587

PROJECT SUMMARY

The applicant proposes a new **Fire Station No. 3** on a 3.65-acre parcel on the east side of Venture Drive, north of Nine Mile Road. The property is zoned I-1 Light Industrial and is currently vacant.

NOTES

- This chart serves as a working summary and is not intended to replace any Ordinance, requirement, or standard of the City of Novi.
- References to relevant ordinance sections are indicated in parenthesis. Please refer to the [City of Novi Ordinance](#) for complete details.
- Comments highlighted in **bold** must be addressed in the Preliminary Site Plan submittal response letter.

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan (Adopted 6/25/25)	Industrial/Office	Municipal facility building	Yes	
Zoning (Effective 1/8/15)	I-1 Light Industrial	I-1 Light Industrial	Yes	No change proposed
Uses Permitted (Section 3.1.18.B & C)	B: Principal Permitted Uses C: Special Land Uses	Municipal uses/Publicly owned buildings		Municipal uses are a special land use in the I-1 District
Noise Impact Statement (Sec 4.43, Sec. 5.14.10.B.i)	Noise Impact Statement to be prepared by a design professional: <ul style="list-style-type: none"> • Description of noise emissions • Compliance with 5.14.10.A • Hours of operation Soundproofing measures	Emergency generator testing anticipated, as well as noise emissions from emergency vehicles; Hours of operation are 24 hr/7 days as essential service	TBD	See Planning Review
I-1 Light Industrial - Height, Bulk, Density and Area Limitations (Section 3.1.18)				
Building Setbacks (Section 3.1.18.D) (Sec. 3.14.5.B)	Front: 40 ft minimum	65 ft	Yes	See Note to District Standards, Sec 3.6.2.B for non-residential uses in residential district
	N Side: 20 ft minimum	52 ft	Yes	
	S Side: 20 ft	192.5 ft	Yes	
	Rear adj to res: 100 feet (Sec. 3.14.5.B)	200.2 ft	Yes	
Building Height (Section 3.1.18.D) (Sec. 3.14.5.C)	Maximum 40 feet except where adjacent to Residential: 25 ft	31-32 feet	No	Building height listed as 31 ft and 32 ft – please clarify

Item	Required Code	Proposed	Meets Code	Comments
Maximum % of Lot Area Covered (By All Buildings)	(Sec 3.6.2.D)	12,288 sf / 159,005 sf = 7.73%	Yes	
Parking Setbacks (Section 3.6.2.B)	40 ft (Sec. 3.6.2.E)	51.6 ft	Yes	
Int. Side (North)	10 ft		NA	
Int. Side (South)	10 ft	151.9 ft	Yes	
Rear (East) *adj to residential	100 ft (Sec. 3.14.5.B)	126.66 ft	Yes	
Frontage on a Public Street (Sec. 5.12)	Frontage on a Public Street is required.	Frontage on Venture Dr.	Yes	
Access to a Major Thoroughfare (Sec. 5.13)	Vehicular access shall be provided only to an existing or planned major thoroughfare or freeway service drive OR access driveway on other street type is not across street from existing or planned single-family uses.	Venture Dr connects to Nine Mile Rd	Yes	
Note To District Standards (Section 3.6.2)				
Exterior Side Yard Abutting a Street (Section 3.6.2.C)	All exterior side yards abutting a street shall have a setback equal to the front yard setback requirement of the district in which located	No exterior side yard	NA	
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Off-street parking is allowed in front yard if: <ul style="list-style-type: none"> • Min. 2 acres site • Does not extend into min. required front yard • Does not occupy more than 50% of area • Screened by brick wall or landscaped berm 2.5 ft tall • Lighting compatible with neighborhood 	Parking on south side of building is slightly closer to front lot line than building (13 feet), but observes requirements as stated except for brick wall/berm screening; Tree, Hedge and plantings proposed to screen	Yes	
Off-Street Parking in Side and Rear Yards (Sec 3.6.2.F)	Off-street parking is allowed in side and rear yards if the site does not abut residential. If it does, additional conditions apply: <ul style="list-style-type: none"> i. shall not occupy more than 50% of 	Site abuts residential Does not occupy 50% of rear yard 126 ft from residential	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	<p>yard area abutting residential</p> <p>ii. parking setback no less than 100 ft from res district</p>			
Setback from Residential District - Building (Sec 3.6.2.H)	I-1 and I-2 districts, five (5) feet of horizontal setback for each foot of building height, or one-hundred (100) feet, whichever is greater. (unless separated by a thoroughfare or RR ROW)	32-foot building requires 160 ft setback; 197 ft proposed	Yes	
Wetland/Watercourse Setback (Section 3.6.2.M)	A wetland and watercourse setback shall be maintained in all districts	No wetlands present	NA	
Additional Height (Sec 3.6.2.O)	Additional heights for selected buildings is allowed based on conditions listed in Sec 3.6.2.O	Does not apply	NA	
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per Sec. 5.5.3.			See Landscape Review
Modification of parking setback requirements (Sec 3.6.2.Q)	The Planning Commission may modify parking setback requirements based on conditions listed in Sec. 3.6.2.Q		NA	
I-1 District Required Conditions (Sec. 3.14)				
Other (Sec 3.14.2)	Unless otherwise provided, dealing directly with consumer at retail, is prohibited.	Municipal building – no retail sales	NA	
Parcels abutting residential district (Sec 3.14.5)	No truck well, loading dock or door permitted on wall of building facing residential district. Site plan and driveways shall be designed to discourage semi-trailer truck traffic adj to residential.	Overhead doors proposed on residential side of building	No	See Planning Review
	No outside storage of any materials or equipment; Dumpsters permitted where properly screened – Refuse pick-up limited to hours of 7 am to 5 pm	No dumpster proposed		
	All off-street parking, delivery, loading/unloading shall not be closer than 100 feet from	No loading zone		

Item	Required Code	Proposed	Meets Code	Comments
	residential district, and screened effectively.			
	Maximum height of any building constructed on a lot or site adjacent to a residential district shall be 25-feet, except where there is a street, road, highway, or freeway between lot and residential district	32 ft	No	<u>See Planning Review</u>
	Where a building wall faces residential, no floodlighting of such façade permitted. Lighting of doorways not precluded		TBD	
	Earth berm and plantings are required: <ul style="list-style-type: none"> • Continuous, undulating/serpentine form • Max slope ratio of 3' horizontal to 1' vertical • Flat horizontal crest 6' width • Minimum height 10 feet • Opacity 80% in winter, 90% in summer • If existing trees are 6" dbh or greater, berm may be designed in natural format 	Existing 4-6 foot berm proposed to be retained, Some trees shown preserved		<u>Existing berm is deficient in height – suggest increasing the height and/or additional plantings or screening</u>
	Windows and doors of non-office use areas may not be left open	Noted on plan	Yes	
Planning Commission Findings (Sec 3.14.3)	The scale, size, building design, facade materials, landscaping and activity of the use is such that current and future adjacent residential uses will be protected from any adverse impacts.			
	The intended truck delivery service can be effectively handled without long term truck parking on site.			
	The lighting, noise, vibration, odor and other possible impacts are in compliance with standards and intent of			

Item	Required Code	Proposed	Meets Code	Comments
	this article and performance standards of Section 5.14.			
	The storage and/or use of any volatile, flammable or other materials shall be fully identified in application and shall comply with any city ordinances regarding toxic or hazardous materials.			
	There is compliance with the City's hazardous materials checklist for required submittal data.			
Site Standards (Section 5)				
Number of Parking Spaces (Sec. 5.2.12.E)	Fire notes 7 vehicles in largest shift, with enough for shift change = 14 + 4 public	20 spaces	Yes	
Parking Space Dimensions and Maneuvering Lanes (Sec. 5.3.2)	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping	90° Parking with 10' x 20' shown 25 ft two-way drives shown 4" curb with 10' x 20' spaces	Yes	<i>Could consider reducing width/depth of parking to match standards</i>
End Islands (Sec. 5.3.12)	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. The end islands shall generally be at least 8 ft. wide, have an outside radius of 15 ft., and be constructed 3 ft. shorter than the adjacent parking stall		NA	
Parking stall located adjacent to a parking lot entrance (public or private) (Sec. 5.3.13)	Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	51 feet	Yes	
Barrier Free Spaces Barrier Free Code	With 20 spaces, 1 BF van-accessible space required	2 shown	Yes	
Barrier Free Space Dimensions Barrier Free Code	- 8' wide with an 8' wide access aisle for van accessible spaces	Van accessible: 10' with 8' aisle	Yes	<i>Could consider reducing to match standards</i>

Item	Required Code	Proposed	Meets Code	Comments
	- 8' wide with a 5' wide access aisle for regular accessible spaces			
Barrier Free Signs Barrier Free Code	One sign for each accessible parking space.	Shall comply	TBD	
Corner Clearance (Sec. 5.9)	No fence, wall plant material, sign or other obstruction shall be permitted within the clear view zone above a height of 2 feet from established street grade	Shown	Yes	
Minimum number of Bicycle Parking (Sec. 5.16.1) Essential Services	None required	4 shown	Yes	
Bicycle Parking Lot layout (Sec 5.16.6)	Parking space width: 7 ft. One tier width: 11 ft. Two tier width: 18 ft. Maneuvering lane width: 4 ft. Parking space depth: 32 in.	Not indicated	TBD	Provide layout detail with Final Site Plan
Bicycle Parking General requirements (Sec. 5.16)	No farther than 120 ft. from the entrance being served Spaces to be paved and the bike rack shall be inverted "U" design Shall be accessible via 6 ft. paved sidewalk	Complies	Yes	
Design & Construction Standards				
Public Sidewalks (Chapter 11, Section 11-256(c))	An 8 ft wide public sidewalk shall be constructed along all arterial and collector roads except in industrial districts	None proposed – industrial district, not required	Yes	
Internal Sidewalks (Chapter 11, Section 11-256(c), Subdivision Ordinance Section 4.05)	Minimum 5 ft wide sidewalks are required on both sides of internal streets. Sidewalks may be omitted on only one side if that side cannot be developed	Sidewalks shown within site are 5'	Yes	
Active Mobility Plan	No additional pathways shown.		NA	
Accessory and Rooftop Structures (Sec. 4.19)				
Dumpster (Sec 4.19.2.F)	- Located in rear yard - Attached to the building or no closer than 10 ft. from building if not attached	None proposed	NA	<i>Dumpster not proposed – plans indicate residential trash bins would be used</i>

Item	Required Code	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft. from property line. - Away from Barrier free Spaces 			
Dumpster Enclosure <i>(Sec. 21-145. (c) Chapter 21 of City Code of Ordinances)</i>	<ul style="list-style-type: none"> - Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery 		NA	<i>Dumpster not proposed – plans indicate residential trash bins would be used</i>
Roof top equipment and wall mounted utility equipment <i>(Sec. 4.19.2.E.ii)</i>	<p>All roof top equipment, including mechanical and electrical equipment, shall not exceed the maximum permitted building height limits, unless the following are met: For every 1 foot of excess height, it shall be set back 5 feet from any and all building faces. No roof top appurtenance shall exceed 5 feet above max height of district.</p>	<p>All roof mounted mechanical equipment will be screened in accordance with ord</p>	TBD	
Roof top appurtenances screening	<p>Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.</p>	<p>Response letter indicates screening will be provided</p>		
Transformers/ Utility Boxes <i>(Sec. 4.19.2.I)</i>	<ul style="list-style-type: none"> - If under 4-ft in height may be located next to a building in a rear or side yard and meet the setback for accessory building; - Shall not interfere with pedestrian or vehicle flow; - Units over 4 ft shall be located in the rear yard - All units must be screened per Landscape Design Manual 	<p>Rear yard location, screening proposed</p>	Yes	
Flagpoles <i>(Sec 4.19.2.B)</i>	<p>May be located in front or exterior side yard, no closer</p>	<p>Flag pole located near SW of building, 20 ft. height</p>	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	to ROW than ½ the distance between the ROW and Principal building			
Lighting and Photometric Plan (Sec. 5.7)				
Intent (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky			
Lighting Plan (Sec. 5.7.2.A.i)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Provided	Yes	
Building Lighting (Sec. 5.7.2.A.iii)	Relevant building elevation drawings showing all fixtures, the portions of the walls to be illuminated, illuminance levels of walls and the aiming points of any remote fixtures.			
Lighting Specifications (Sec. 5.7.A.2.ii)	Specifications for all proposed & existing lighting fixtures	Provided	Yes	
	Photometric data	Provided	Yes	
	Fixture height	Provided	Yes	
	Mounting & design	Provided	Yes	
	Glare control devices (Also see Sec. 5.7.3.D)	Provided	Yes	
	Type & color rendition of lamps	Provided	Yes	
	Hours of operation	Provided	Yes	
Max Height (Sec. 5.7.3.A)	Height not to exceed maximum height of 25 feet	25 feet	Yes	
Standard Notes (Sec. 5.7.3.B)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation 		TBD	Provide standard notes on the plan

Item	Required Code	Proposed	Meets Code	Comments
Indoor Lighting (Sec. 5.7.3.H)	Indoor lighting shall not be the source of exterior glare or spillover			
Security Lighting (Sec. 5.7.3.I) Lighting for security purposes shall be directed only onto the area to be secured.	<ul style="list-style-type: none"> - All fixtures shall be located, shielded and aimed at the areas to be secured. - Fixtures mounted on the building and designed to illuminate the facade are preferred 			
Color Spectrum Management (Sec. 5.7.3.F)	Non-Res and Multifamily: For all permanent lighting installations - minimum Color Rendering Index of 70 and Correlated Color Temperature of no greater than 3000 Kelvin	3000K 80 CRI	Yes	
Parking Lot Lighting (Sec. 5.7.3.J)	<ul style="list-style-type: none"> - Provide the minimum illumination necessary to ensure adequate vision and comfort. Full cut-off fixtures shall be used to prevent glare and spillover.	Provided	Yes	
Min. Illumination (Sec. 5.7.3.L)	Parking areas: 0.2 fc min	2.0 fc min	Yes	
	Loading & unloading areas: 0.4 fc min		NA	
	Walkways: 0.2 fc min	1.9 fc	Yes	
	Building entrances, frequent use: 1.0 fc min	1.9 fc	Yes	
	Building entrances, infrequent use: 0.2 min	1.9 fc	Yes	
Average Light Level (Sec.5.7.3.L)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1	Not shown	TBD	Please calculate ratio for paved parking/drive areas in next submittal
Max. Illumination adjacent to Residential (Sec. 5.7.3.M)	<ul style="list-style-type: none"> - Fixture height not to exceed 25 feet - Cut off angle of 90 degrees or less - No direct light source shall be visible at the property line adjacent to residential at ground level - Maximum illumination at the prop line not to exceed 0.5 fc. 	25 ft proposed Max. illumination at property line will not exceed 0.5 fc.	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Other Permit and Legal Requirements				
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).		TBD	
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).		TBD	See this chart and other reviews for missing information
Woodlands <i>(City Code Ch. 37)</i>	Replacement of removed trees	66 trees removed with 118 replacement credits		See Woodland Review
Wetlands <i>(City Code Ch. 12, Art. V)</i>	Mitigation of removed wetlands at ratio of 1.5:1 emergent wetland, 2:1 for forested wetlands		NA	
Building Exits	Building exits must be connected to sidewalk system or parking lot.	Appears to comply	Yes	
Signs <i>(Chapter 28)</i>	The leading edge of the sign structure shall be a minimum of 10 ft. behind the right-of-way. Entranceway shall be a maximum of 24 square feet, measured by completely enclosing all lettering within a geometric shape. Maximum height of the sign shall be 5 ft.			
Development and Street Names	Must be approved by the Project and Street Naming Committee		NA	

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

6/8/2026

Engineering Review

Fire Station 3
JSP26-0018

APPLICANT

HED Architects

REVIEW TYPE

Preliminary Site Plan

PROPERTY CHARACTERISTICS

- Site Location: Located on the east side of Venture Drive north of Nine Mile Road in Section 26 of the City of Novi.
- Site Size: 3.64 acres
- Plan Date: 5/15/2026
- Design Engineer: Spalding DeDecker

PROJECT SUMMARY

- Construction of an approximately 13,000 square-foot fire station building and associated parking. Site access would be provided via public roadways.
- Water service would be provided by an extension from the existing 8-inch water main along the east side of Venture Drive. Two domestic leads and a fire lead are proposed to serve the building, along with an additional hydrant.
- Sanitary sewer service would be provided by an extension from the existing 12-inch sanitary sewer along the west side of Venture Drive. Two leads are proposed to serve the building, along with monitoring manholes.
- Storm water would be collected by a single storm sewer collection system and discharged to an on-site underground detention system that outlets to the storm sewer in the right-of-way on Venture Drive.

RECOMMENDATION

Approval of the Preliminary Site Plan is **recommended**. At this time, the plan meets the general requirements of the design and construction standards as set forth in [Chapter 11 of the City of Novi Code of Ordinances](#), 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:

COMMENTS

1. Provide sight distance measurements for the Venture Drive entrance in accordance with Figure VIII-E of the [Design and Construction Standards, Chapter 11 of the City of Novi Code of Ordinances](#).
2. A same-side/opposite-side driveway spacing Waiver is not required at this time driveways are more than 105 feet away from existing drives.
3. Provide a traffic control plan for the proposed road work activity Venture Drive.
4. Provide a note that compacted sand backfill (MDOT sand Class II) shall be provided for all utilities within the influence of paved areas; illustrate and label on the profiles.
5. Provide a construction materials table on the utility plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed at time of final site plan submittal.
6. Provide a utility crossing table indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained.
7. Provide a note stating if dewatering is anticipated or encountered during construction, then a dewatering plan must be submitted to the Engineering Division for review.
8. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation from water main and storm sewer and 10-foot horizontal separation from sanitary sewer. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.
9. Due to maintenance concerns light poles should not be located within 10-feet of the 8-inch water main, relocated light poles that are proposed directly over the water main.
10. A [Right-of-Way Permit](#) will be required from the City of Novi.
11. **Only at the time of the printed Stamping Set submittal**, provide the City's standard detail sheets for water main (5 sheets), sanitary sewer (3 sheets), storm sewer (2 sheets), paving (2 sheets). The most updated details can be found on the City's website under [Engineering Standards and Construction Details](#).

WATER MAIN

12. Provide a profile for all proposed public water main 8-inch or larger at time of final site plan submittal.
13. Indicate why unit factor of 2 per employee was used as opposed to the Oakland County REU unit factor of 0.4 per employee. A peaking factor of 2.5 should be used for water main.
14. Water Systems must have the ability to serve at least two thousand (2,000) gallons per minute in single-family detached residential; three thousand (3,000) gallons per minute in apartment, cluster residential and similar complexes, institutional and school areas; and at least four thousand (4,000) gallons per minute in office, industrial and shopping centers is essential.

15. 6-inch hydrant leads are allowed for leads less than or equal to 25 feet in length. 8-inch leads are required for leads greater than 25 feet in length.
16. All gate valves 6 inches or larger shall be placed in a well with the exception of a hydrant shut off valve. A valve shall be placed in a box for water main smaller than 6 inches. Show valve locations for hydrants and leads.
17. In the general notes and on the profile, add the following note: "Per the Ten States Standards Article 8.8.3, one full 20-foot pipe length of water main shall be used whenever storm sewer or sanitary sewer is crossed, and the pipe shall be centered on the crossing, in order to ensure 10-foot separation between water main and sewers." Additionally, show the 20-foot pipe lengths on the profile.
18. Once all water main comments are addressed, submit EGLE application and all associated files directly to Engineering for EGLE submittal.
19. A sealed set of utility plans along with the [Michigan Department of Environment, Great Lakes & Energy \(EGLE\) permit application](#) for water main construction, the [Streamlined Water Main Permit Checklist](#), [Contaminated Site Evaluation Checklist](#), [Basis of Design](#), and an electronic version of the utility plan should be submitted to the Engineering Division 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.

IRRIGATION

20. Irrigation plans should be provided with final site plan submittal.

SANITARY SEWER

21. Indicate why the unit factor of 4 per employee was used as opposed to the Oakland County REU unit factor of 0.4 per employee.
22. Sanitary Basis of Design calculations should use peaking factor of 4.0 and 3.2 People/REU, peaking factor of 4.0 is only for sanitary not for water main.
23. Note on the construction materials table that 6-inch sanitary leads shall be a minimum SDR 23.5, and mains shall be SDR 26.
24. Provide a note on the Utility Plan and sanitary profile stating the sanitary leads will be buried at least 5 feet deep where under the influence of pavement.
25. Once all sanitary sewer comments are addressed, submit EGLE application and all associated files directly to Engineering for EGLE submittal.
26. An electronic copy of the utility plans along with the [Michigan Department of Environment, Great Lakes & Energy \(EGLE\) permit application](#), and the Streamlined Sanitary Sewer Permit Certification Checklist should be submitted to the Engineering Division 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. It should be indicated with the application if an expedited EGLE review is requested. EGLE will charge a fee that can be paid directly to the State.

STORM SEWER

27. Provide profiles for all storm sewer 12-inch and larger at time of final site plan submittal. All storm pipes accepting surface drainage shall be 12-inch or larger.

- A minimum cover depth of 3 feet shall be maintained over all proposed storm sewer.
28. 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.
 29. Match the 0.80 diameter depth above invert for pipe size increases.
 30. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot-deep plunge pool.
 31. Provide a four-foot-deep sump and an oil/gas separator in the last storm structure prior to discharge to the underground detention system.
 32. Label the 10-year HGL and the 100-year HGL on the storm sewer profiles and ensure the HGL remains at least 1-foot below the rim of each structure.
 33. Illustrate all pipes intersecting storm structures on the storm profiles.
 34. Provide a schedule listing the casting type, rim elevation, diameter, and invert sizes/elevations for each proposed, adjusted, or modified storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.
 35. Show and label all roof conductors and show where they tie into the storm sewer.
 36. Provide a storm sewer basis of design table at time of final site plan submittal.

STORM WATER MANAGEMENT PLAN

37. The Storm Water Management Plan (SWMP) for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the [Engineering Design Manual](#).
38. Provide calculations verifying the post-development runoff rate directed to the proposed receiving drainage course does not exceed the pre-development runoff rate for the site.
39. The SWMP must address the discharge of storm water off-site, and evidence of its adequacy must be provided. This should be done by comparing pre- and post-development discharge rates. The area being used for this off-site discharge should be delineated and the ultimate location of discharge shown.
40. Provide manufacturer's details and sizing calculations for the pretreatment structure(s) on the plans. Provide drainage area and runoff coefficient calculations specific to the area tributary to each treatment structure. The treated flow rate should be based on the 1-year storm event intensity (~1.6 In/Hr).
41. Pretreatment structure shall limit the concentration of Total Suspended Solids (TSS) to 80% based on the 110-micron particle size. The NJDEP standard of 50% removal is also allowable, as it is for the target median particle size of 75-microns.
42. The flow restriction shall be accomplished by methods other than a pipe restriction in an oversized pipe due to the potential for clogging and restrictor removal. A perforated standpipe, weir design, baffle wall, etc. should be utilized instead.

43. The primary outlet standpipe shall be designed with a secondary outer pipe with numerous holes. The stone filter would rest against this outer pipe and would help protect the outlet standpipe from clogging.

UNDERGROUND DETENTION REQUIREMENTS

44. Provide 3-foot clearance between the groundwater elevation and the bottom of the underground detention facility. If a closed pipe system is proposed, then a 3-foot clearance is not required.
45. Provide the overland routing that would occur in the event the underground system cannot accept flow. This route shall be directed to a recognized drainage course or drainage system.
46. Based on type of system proposed provide an underdrain along the downstream side of the underground detention system which is tied into a manhole as a means of secondary storm water conveyance to the outlet.
47. Provide a table or note addressing the required bedding depth vs. bearing capacity of the underlying soils in the vicinity of the underground detention system per the manufacturer's specifications.
48. Provide a note on the plans stating the City's inspecting engineers shall verify the bearing capacity of the native soils to verify an adequate bedding depth is provided.
49. Void Space of aggregate bedding will be allowed using the following parameters:
 - a. Using stone with a 40% void space, a 20% factor of Safety will be applied. Therefore, a 0.3 void ratio should be used in calculation to determine the allowed void storage volume.
50. Based on type of system proposed provide an isolator row in the underground detention system in addition to the swirl concentrator chamber or upstream infiltration practices. Contact the Engineering Division for further information.
51. Provide a note on the underground detention detail that aggregate porosity will be tested, and results provided to the City's inspecting engineers.
52. Provide 8-inch inspection ports on storage rows.
53. For isolator rows, 12-inch inspection ports will be required every 100 feet and manholes will be required as directed. Underground storage systems without an isolator row shall include 4-foot diameter manholes at one end of each row for maintenance access purposes.
54. Provide critical elevations (V_{CP-R} , V_{ED} and V_{100}) for the detention system. Also, provide a cross-section for the underground detention system. Ensure that there is at least 1 foot of freeboard between the 100-year (V_{100}) elevation and the subgrade elevation beneath the pavement.
55. The underground detention system shall be kept outside of the influence of any planting areas.

PAVING & GRADING

56. Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.

57. Revise the pathway cross-section to indicate a maximum cross-slope of 2%.
58. Specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Division. Stamped concrete will not be acceptable.
59. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls. All barrier-free stalls shall comply with Michigan Barrier-Free regulations.
60. Provide at least 3-foot buffer distance between the sidewalk and any fixed objects, including hydrants and irrigation backflow devices. Include a note on the plan where the 3-foot separation cannot be provided.
61. Revise pavement cross sections, Class II sand is not allowed as a pavement base, 21 AA aggregate can be used or you may use limestone. Note should be revised to remove class II sand.
62. Provide pavement cross sections for each type of pavement proposed on-site or refer to City of Novi standard details. Cross-sections must meet or exceed city standards. Remove any pavement types from Legend that are not proposed on-site.
63. Concrete walks on-site may have Class II sand base; concrete walks on-site may be changed to 4" concrete on 4" base.
64. Standard concrete drive approach for commercial/industrial driveways requires 8" concrete on 8" aggregate base.
65. Provide additional spot grades as necessary to demonstrate that a minimum 5-percent slope away from the building is provided for a minimum distance of ten feet around the perimeter of the building.
66. The grade of the drive approach shall not exceed 2-percent within the first 25 feet of the intersection. Provide spot grades as necessary to establish this grade.
67. The City standard straight-faced curb (MDOT F-4 curb detail) shall be provided. Remove detail and attach City standard paving details.

SOIL EROSION & SEDIMENT CONTROL

68. A SESC permit is required (link to [Soil Erosion Permit Application](#)). A review will be done when a completed packet is submitted to Sarah Marchioni at Community Development.

THE FOLLOWING MUST BE SUBMITTED WITH THE NEXT SUBMITTAL:

69. A letter from either the applicant or the applicant's engineer must be submitted with the next submittal 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.**
70. An 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 yardage, should include number of detectable warning plates), right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pre-treatment structure and restoration).

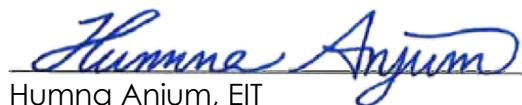
REQUIRED LEGAL DOCUMENTS

The following must be submitted with the Stamping Set.

71. A draft copy of the Declaration of Covenant for Storm Drainage Facility Maintenance, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department. Once the agreement is approved by the City's Legal Counsel, this agreement will then be sent to City Council for approval/acceptance. The agreement will then be recorded at the office of the Oakland County Register of Deeds. This document has been provided to the applicant.

To the extent this review letter addresses items and requirements that require the approval of or a permit from an agency or entity other than the City, this review shall not be considered an indication or statement that such approvals or permits will be issued.

Please contact Humna Anjum at (248) 735-5632 or email at hanjum@cityofnovi.org with any questions.



Humna Anjum, EIT
Project Engineer

cc: Lindsay Bell, Community Development
Stacey Choi, Planning Assistant
Kate Purpura, Engineering
Ben Croy, City Engineer

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

May 28, 2026
Fire Station #3
Preliminary Site Plan - Landscape

Review Type

Preliminary Site Plan Landscape Review

Job #

JSP26-0018

Property Characteristics

- Site Location: 22700 Venture Drive
- Site Acreage: 3.65 ac.
- Site Zoning: I-1
- Adjacent Zoning: North, South, West: I-1, East: R-4
- Plan Date: 5/15/2026

Ordinance Considerations

This project was reviewed for conformance with Chapter 37: Woodland Protection, Zoning Article 5.5 Landscape Standards, the Landscape Design Manual and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed and incorporated as part of the Final Site Plan submittal. Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review and the accompanying Landscape Chart are summaries and are not intended to substitute for any Ordinance.

LANDSCAPE WAIVERS REQUIRED FOR THE PROPOSED LAYOUT AND LANDSCAPING:

- Possible deficiency in buffer between station and residential properties to the east.
- Deficiency in accessway perimeter trees proposed.

Please add the City Project Number, JSP26-0018, to the bottom right corner of the cover sheet.

Ordinance Considerations

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

1. Tree survey and chart with removals are provided.
2. Woodland replacement trees are required but none are shown on the plan. **Please plant as many woodland replacement trees on the site as possible, following the guidelines in Section 37-8 of the Woodland Protection Ordinance.**
3. No tree protection fence is shown. **Please add an actual tree protection fence line to the Demolition Plan.**

Adjacent to Residential - Buffer (Zoning Sec. 5.5.3.B.ii and iii)

1. The property is adjacent to residential property on the east side.
2. The existing berm and trees on the berm may or may not provide sufficient visual and audible buffering. A note in the response letter indicates a sound study is underway.
3. **Depending on the study results, a landscape waiver for a deficiency in buffering may be required.**
4. **Please move the evergreen trees used as parking lot and accessway perimeter trees back onto the berm to provide better visual buffering.**

Adjacent to Public Rights-of-Way – Berm/Wall, Buffer and Street Trees (Zoning Sec. 5.5.3.F.iv)

The required greenbelt width and landscaping are provided.

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

1. All utilities and light posts are included on the landscape plan.
2. All spacing between trees and utilities is correctly provided.

Parking Lot Landscaping

1. The required parking lot interior area and trees are proposed.
2. All of the required parking lot perimeter trees are proposed, but some are evergreens or fastigate varieties. **Please change those to deciduous canopy trees with a minimum mature height of 30 feet and minimum mature canopy width of 20 feet.**
3. The plan is two short of the number of accessway perimeter trees required, and fastigate varieties and evergreens are used for some of them. **This would require a waiver. Please add two more trees as described on the landscape chart and replace the evergreens and fastigate trees with deciduous canopy trees with a minimum mature height of 30 feet and a minimum mature canopy width of 20 feet.**

Building Foundation Landscaping (Zoning Sec. 5.5.3.D)

1. The required foundation landscape area is provided.
2. More than 60% of the Venture Drive frontage is landscaped.

Plant List (LDM 4.)

1. 22 of 31 species shown (71%) are native to Michigan.
2. The proposed tree diversity meets the requirements of the Landscape Design Manual.

Planting Notations and Details (LDM)

1. Provided
2. **See the landscape chart for notes.**

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

No above-ground stormwater detention pond is proposed.

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

1. **The proposed landscaping must be provided with sufficient water to become established and survive over the long term.**
2. **Please provide an irrigation plan or note how this will be accomplished if an irrigation plan is not provided on Final Site Plans.**

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5621 or rmeader@cityofnovi.org.

Thank you for your consideration.



Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART – PRELIMINARY SITE PLAN

Review Date: May 28, 2026
Project Name: JSP26-0018: Fire Station #3
Project Location: 22700 Venture Drive
Plan Date: 5/15/2026
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org;
 Phone: (248) 735-5621

Ordinance Considerations

This project was reviewed for conformance with Chapter 37: Woodland Protection, Zoning Article 5.5 Landscape Standards, the Landscape Design Manual and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed and incorporated as part of the Final Site Plan submittal. Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and is not intended to substitute for any Ordinance.

LANDSCAPE WAIVERS REQUIRED BY PLAN:

- Berm may not provide sufficient buffering for residences to the east
- Deficiency in accessway perimeter trees provided

Please add the City Project Number, JSP26-0018, to the bottom right corner of the cover sheet.

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM 10)				
Landscape Plan (Zoning Sec 5.5.2, LDM 10)	<ul style="list-style-type: none"> • New commercial or residential developments • Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. • 1"=20' minimum with proper North. Variations from this scale can be approved by LA • Consistent with plans throughout set 	Scale: 1" = 30'	Yes	
Project Information	Name and Address	<ul style="list-style-type: none"> • A location map is on Sheet L-1.0 • Site address is on the title block 	Yes	
Owner/Developer Contact Information	Name, address and telephone number of the owner and developer or association	On the Title Block	Yes	
Landscape Architect contact information	Name, Address and telephone number of RLA/PLA/LLA who created the plan	Nick Wallace PLA	Yes	

Item	Required	Proposed	Meets Code	Comments
Sealed by LA.	Requires original signature	Copy of seal and signature is on the landscape plans	Yes	
Miss Dig Note (800) 482-7171	Show on all plan sheets	No	No	Please include info on landscape plans and site plans
Zoning	Include all adjacent zoning	Site: I-1 <ul style="list-style-type: none"> • North, South, West: I-1 • East: R-4 Shown on L-1.0	Yes	
Survey information	<ul style="list-style-type: none"> • Legal description or boundary line survey • Existing topography 	<ul style="list-style-type: none"> • Description on Sheet C-2.1 • Survey on Sheet C-2.3 	Yes	
Existing plant material Existing woodlands or wetlands	<ul style="list-style-type: none"> • Show location type and size. Label to be saved or removed. • Plan shall state if none exists. 	<ul style="list-style-type: none"> • Tree survey is provided on Sheet C-2.2 • Tree chart on Sheet C-2.3 • Removals are indicated on Sheet C-2.4 • Woodland replacement calculations are provided on Sheet L-1.0. • According to the maps provided, there is no existing wetland on or abutting the site. 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes • Yes 	<ol style="list-style-type: none"> 1. If the removals can be added to the chart on Sheet C-2.3 there is no need for Sheet C-2.4 Sheet C7.1 shows the entire site as being within the limits of disturbance, but the tree removals plan shows many trees being saved at the south end of the site. 3. Please add a tree protection fence line to Sheet C7.1 and be consistent with the limits of disturbance and silt fence lines.
Soil types	<ul style="list-style-type: none"> • As determined by Soils survey of Oakland county • Show types, boundaries 	On Sheet C-7.1 and Sheet L1.3 <ul style="list-style-type: none"> • 18B – Fox Sandy Loam • 54A – Matherton Sandy Loam 	Yes	
Existing and proposed improvements	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Changes to the site are shown on the site plan and landscape plan	Yes	
Existing and proposed utilities	<ul style="list-style-type: none"> • Overhead and underground utilities, including hydrants • Proposed light posts 	<ul style="list-style-type: none"> • Existing and proposed utilities are on the Utility Plan. • They are also 	<ul style="list-style-type: none"> • Yes • Yes • Yes 	

Item	Required	Proposed	Meets Code	Comments
		shown on the landscape plan, very lightly. <ul style="list-style-type: none"> Light posts are shown on the landscape plan 		
Proposed grading. 2' contour minimum	Provide proposed contours at 2' interval	<ul style="list-style-type: none"> The proposed berm and detention pond contours are shown on the grading and landscape plans. A note in the response letter indicates that the plans for the berm are still being worked on. 	Yes	Please add spot elevations along the east edge of the access drive to verify how high the berm is in comparison to the development.
Snow deposit	Show snow deposit areas on plan	Snow deposit areas are shown on each end of the site.	Yes	

LANDSCAPING REQUIREMENTS

Berms, Walls and ROW Planting Requirements

Berms

- All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours
- Berm should be located on lot line except in conflict with utilities.
- Berms should be constructed of loam with 6" top layer of topsoil.

Residential Adjacent to Non-residential (Zoning Sec 5.5.3.a.v & LDM 1.a.(1))

Berm requirements	<ul style="list-style-type: none"> • The site is adjacent to residential property on the east side. • A 10-15' landscaped berm is required between the I-1 use and the residential properties adjacent to it. 	<ul style="list-style-type: none"> • An existing berm with top of berm elevations ranging from 848.7' to 841.6' is to be preserved. • No additional landscaping is proposed to enhance the buffering for the adjacent residential parcels • A note in the response letter indicates that a sound study is underway. 	<ul style="list-style-type: none"> • TBD • No • TBD 	<ol style="list-style-type: none"> 1. Depending on the elevations of the fire station and surrounding access drive, the berm may or may not meet the height requirement. 2. If the sound study reveals that additional buffering is required, it should be added. 3. In any case, additional dense landscaping must be added to fill in gaps along the berm to provide more visual and audible buffering.
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Walls (Zoning Sec. 5.5.3.A.vi)

Item	Required	Proposed	Meets Code	Comments
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	No walls are proposed	Yes	
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		NA		
Non-Residential Subdivision Landscape Screening Requirements (Zoning Sec 5.5.3.F.iv)				
Greenbelt width	40 feet	<ul style="list-style-type: none"> 59 ft to building 51 ft to parking 	Yes	
Berm requirements				
Min. berm crest width	No berm is required	No berm is proposed	Yes	
Minimum berm height	No berm is required	No berm is proposed	Yes	
3' wall	(4)(7)	No walls exist or are proposed in the greenbelt	Yes	
Canopy deciduous or large evergreen trees	<ul style="list-style-type: none"> 1 tree per 35 lf of frontage (459-57-26)/35=11 trees 	11 trees <ul style="list-style-type: none"> 3 greenbelt 8 right-of-way 	Yes	
Sub-canopy deciduous trees	<ul style="list-style-type: none"> 1 tree per 35 lf of frontage (459-57-26)/40=9 trees 	9 trees	Yes	
Street Trees	<ul style="list-style-type: none"> 1 tree per 50 feet (459-57-26)/50 = 8 trees (from the 11 greenbelt trees calculated above) 	8 trees	Yes	
Shrubs	<ul style="list-style-type: none"> 1 per 20 feet (459-57-26)/20 = 19 shrubs 	20 shrubs	Yes	
Screening hedge	3-foot-tall hedge blocking view of parking area (shrubs in addition to above requirement)	Hedge is proposed	Yes	

Item	Required	Proposed	Meets Code	Comments
Accent area(s)	<ul style="list-style-type: none"> • Mass of shrubs, perennials, ornamental grasses and/or annuals in cluster • 10% of frontage • (459-57-26)*10%=38lf 	52 lf south of south entry	Yes	
Cross-Section of Berms (LDM 10.i)				
Slope, height and width	<ul style="list-style-type: none"> • Label contour lines • Maximum 33% • Constructed of loam • 6" top layer of topsoil 	No new berm is proposed so no cross-section detail is provided	Yes	If a decision is made to enlarge the rear berm, please provide a cross section for it.
Type of Ground Cover		NA	NA	
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	NA	NA	
Parking Area Landscape Requirements (Zoning Sec. 5.5.3.c & LDM 5)				
General requirements	<ul style="list-style-type: none"> • Clear sight distance within parking islands • No evergreen trees 	No plantings will conflict with interior circulation	Yes	
Name, type and number of ground cover	As proposed on planting islands	Lawn is indicated across the site except when other plants are proposed	Yes	
General (Zoning Sec 5.5.3.c.ii & LDM 5)				
Parking lot Islands	<ul style="list-style-type: none"> • A minimum of 200 SF to qualify • Minimum 200 SF per tree planted in island • 6" curbs • Islands minimum width 10' BOC to BOC 	All islands are adequately sized	Yes	
Curbs and Parking stall reduction	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	All spaces are 20 feet long	Yes	Spaces could be shortened to 17' if there is 2' of overhang available.
Contiguous space limit	<ul style="list-style-type: none"> • Maximum of 15 contiguous spaces • All endcap islands should also be at least 200sf with 1 tree planted in it. 	No bay shown is longer than 8 spaces	Yes	
Plantings around Fire Hydrant	<ul style="list-style-type: none"> • No plantings with matured height greater than 12' within 	<ul style="list-style-type: none"> • A proposed hydrant and FDC are shown. 	Yes	

Item	Required	Proposed	Meets Code	Comments
	10 ft. of fire hydrants of utility structures (manholes, catch basins). • Trees also need to have at least 5 feet between the trunk and underground utility lines.	• No plantings conflict with them.		
Landscaped area	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	All areas will be landscaped.	Yes	
Clear Zones	Section 5.9 (see below)	Yes	Yes	
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, C, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.c.iii)				
A = Total square footage of vehicular use area up to 50,000 sf x 7.5%	$A = x \text{ SF} \times 7.5\% = A \text{ sf}$	NA	NA	
B = Total square footage of additional paved vehicular use areas over 50,000 SF) x 1 %	$B = x \text{ SF} \times 1\% = B \text{ sf}$	NA	NA	
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.c.iii)				
A = Total square footage of vehicular use area up to 50,000 sf x 5%	$A = x \text{ SF} \times 6\%$ $A = 9535 \times 6\% = 572 \text{ sf}$	2319 sf	Yes	
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5 %	$B = (x \text{ SF} - 50000) \times 0.5\%$	NA		
All Categories				
Total square footage of landscaped islands required	$C = A + B$ $C = 572 + 0 = 572 \text{ sf}$	2265sf	Yes	
Number of canopy trees required	$D = C/200 = xx \text{ Trees}$ $D = 572/200 = 3 \text{ trees}$	3 trees	Yes	Please move the GT in the southeast island east, to 4-5' behind the curb, without getting closer than 10 feet of the hydrant.
Parking Lot Perimeter Trees	1 Canopy tree per 35 lf $307/35 = 13 \text{ trees}$	13 trees 64 lf of the south perimeter is occupied by the	Yes	1. Please change the evergreen perimeter trees to canopy trees. 2. Do not use fastigate cultivars for perimeter

Item	Required	Proposed	Meets Code	Comments
		underground detention system, so trees can't be planted in that area.		<p>trees – they must have a minimum mature canopy width of 20 feet.</p> <p>3. Evergreens should be added behind them to provide additional buffering for the adjoining residential properties.</p> <p>4. As the required trees are still provided, no waiver is required for the lack of trees in that area.</p>
<p>Accessway Perimeter</p>	<p>1 Canopy tree per 35 lf $637/35 = 18$ trees</p>	<p>16 trees</p>	<p>No</p>	<p>1. Please change evergreens to deciduous canopy trees. As noted above, the evergreens should be planted on the berm to provide better buffering for the neighboring residential property.</p> <p>2. Please have 2 deciduous canopy trees where there is 1 CF2. Neither should be fastigate.</p> <p>3. Add a canopy tree between the ROW and building along the north access drive.</p> <p>4. A landscape waiver would be required for the deficiency. If the two additions are made and the tree species changes are made, no waiver would be needed.</p> <p>5. Subcanopy trees should be used in place of canopy trees at 1.5 subcanopy trees per canopy tree where overhead wires exist.</p>
<p>Other Landscaping</p>				

Item	Required	Proposed	Meets Code	Comments
Other Screening (Zoning Sec 3.14, 3.15, 4.55, 4.56)				
Screening of outdoor storage, loading/unloading		No loading area is shown		
Transformers/Utility boxes (LDM 6)	<ul style="list-style-type: none"> A minimum of 2ft. separation between box and the plants Ground cover below 4" is allowed up to pad. No plant materials within 8 ft. from the doors 	<ul style="list-style-type: none"> Two electrical boxes are shown on the north end of the site A wooden fence is proposed as screening 	No	1. Live screening is preferred over a wooden fence when there is room for it, as there is. 2. Please use evergreen shrubs for screening instead of the fence.
Building Foundation Landscape Requirements (Zoning Sec. 5.5.3.D)				
Interior site landscaping	<ul style="list-style-type: none"> Building perimeter less man doors and vehicular doors x 8 Located at building foundation Minimum 4' wide landscape bed widths 435*8 = 3480sf 	3485sf	Yes	
Building Frontage Landscaping	Minimum of 60% of building facing road must be landscaped 60% * 181 = 109lf	132lf (62%)	Yes	
Detention/Retention Basin Requirements (Zoning Sec. 5.5.3.e & LDM 3)				
Planting requirements	<ul style="list-style-type: none"> Clusters of large native shrubs shall cover 70-75% of the basin rim area located at 10 feet above the permanent water level or pond bottom if it's a dry pond. Canopy trees at 1/35lf of the east, south and west sides of the pond, located at about 10 feet away from the permanent water level 10" to 14" tall grass along sides of basin Refer to wetland for basin mix 	Underground detention is proposed	NA	
Phragmites & Japanese Knotweed Control (Zoning Sec 5.5.6.B.vii)	<ul style="list-style-type: none"> Any and all populations of Phragmites australis and/or Japanese 	None indicated		

Item	Required	Proposed	Meets Code	Comments
	knotweed on the site shall be included on tree survey. • Treat populations per MDEQ guidelines and requirements to eradicate the weed from the site.			
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				
Landscape Notes – Utilize City of Novi Standard Notes (Zoning Sec 5.5.5 & 5.5.6 & LDM 10.h.(14))				
Installation date	<ul style="list-style-type: none"> • Provide intended dates • Should be between March 15 and November 15. 	Mar 15 – Nov 15	Yes	
Maintenance & Statement of intent	<ul style="list-style-type: none"> • Include statement of intent to install and guarantee all materials for 2 years. • Include a minimum one cultivation in June, July and August for the 2-year warranty period. 	Yes	Yes	Please change Notes 11.C.2 and C.3 to remove the word Forester as the City Forester would not make the inspections.
Plant source	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (Zoning Sec 5.5.6.B & LDM 10.l & m.)	A method for providing the water required for plant establishment and long-term survival must be provided – either an automated irrigation system, hoses or other means	None	TBD	<ol style="list-style-type: none"> 1. Need on the final site plan 2. Please provide either an irrigation system plan or information regarding the alternative method that will be used to water the plants 3. If an irrigation system is used, it should meet the requirements listed at the end of the chart. 4. If an existing irrigation system will be modified to include the new landscape areas, a note to that effect must be added to the plan.

Item	Required	Proposed	Meets Code	Comments
Approval of substitutions. (Zoning Sec 5.5.5.E)	City must approve any substitutions <u>in writing</u> prior to installation.	Yes	Yes	
Plant List (LDM 4, 11)				
Quantities and sizes	<ul style="list-style-type: none"> A minimum of 50% of species used on the site, not including any woodland replacements, must be native to Michigan. The Tree Diversity standards of the Landscape Design Manual Section 4 must be met for all non-woodland replacement trees used. 	A plant list is provided	Yes	
Root type		Yes	Yes	
Botanical and common names		<ul style="list-style-type: none"> 22 of 31 species used (71%) are native to Michigan The tree diversity meets the requirements of LDM section 4 	Yes	
Type and amount of lawn		Lawn seed is shown	Yes	
Cost estimate (LDM 2.f)		For all new plantings, mulch and sod as listed on the plan	Yes	Yes
Planting Details/Info (LDM Part III) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Multi-stem Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	<ul style="list-style-type: none"> Detail on Sheet C3.1 No tree protection fence line is shown on the plans. 	<ul style="list-style-type: none"> Yes No 	Please add protective tree fence for trees to be preserved Demolition Plan.
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	No	NA	No plants are proposed near property lines
Plant Materials & Existing Plant Material (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	Trees to be removed and saved are shown on the Tree Removal Plan (C2.4) and the Demolition Plan (C3.1) and the	Yes	

Item	Required	Proposed	Meets Code	Comments
Landscape tree credit (LDM3.b.(d))	<ul style="list-style-type: none"> Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM 	No		
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	Refer to Landscape Design Manual for requirements	On plant list	Yes	
Plant size credit (LDM3.c.(2))	NA	No		
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	No prohibited plants are proposed		
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	A note indicates there are no overhead utilities on the site.	Yes	
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate. 	On details	Yes	

NOTES:

- This table is a working summary chart and is not intended to substitute for any Ordinance or City of Novi requirements or standards.
- The section of the applicable ordinance or standard is indicated in parenthesis. For the landscape requirements, please see the Zoning Ordinance landscape section 5.5 and the Landscape Design Manual for the appropriate items under the applicable zoning classification.
- Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

Irrigation System Requirements

- Any booster pump installed to connect the project’s irrigation system to an existing irrigation system must be downstream of the RPZ.
- The RPZ must be installed in accordance with the 2015 Michigan Plumbing Code.
- The RPZ must be installed in accordance with the manufacture installation instructions for winterization that includes drain ports and blowout ports.
- The RPZ must be installed a minimum of 12-inches above FINISHED grade.
- Attached is a handout that addresses winterization installation requirements to assist with this.
- A plumbing permit is required.
- The assembly must be tested after installation with results recorded on the City of Novi test report form.

WOODLAND REVIEW



June 8, 2026

Lindsay Bell
Planner – Community Development
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Submitted electronically to lbell@cityofnovi.org

Re: City of Novi Fire Station No. 3, 22700 Venture Drive – Woodland Review (JSP26-18)

Dear Lindsay,

Merjent, Inc. (Merjent) has conducted a Preliminary Site Plan (PSP) review of the proposed City of Novi Fire Station No. 3 located at 22700 Venture Drive on Parcel No. 50-22-26-401-045 in Section 26. The PSP plan set was prepared by HED, BRW Architects, and Spalding DeDecker and is dated May 15, 2026. The proposed project involves the construction of a new fire station building, associated access drives, parking, and an underground stormwater detention basin on the 3.65-acre site. The plan set was reviewed for conformance with the City’s Woodland Protection Ordinance, Chapter 37. Merjent completed a full individual tree survey of all trees ≥ 8 inches DBH on the property in January 2026, tagging and recording species, DBH, and condition for each tree as well as providing approximate critical root zones. Tree locations and survey data were incorporated into the topographic survey and are reflected on Sheets C2.3 (Tree Table) and C2.4 (Tree Removal Plan) of the plan set.

Merjent reviewed the PSP plan set for conformance with the City of Novi’s (City) current Woodland Protection Ordinance, Chapter 37. The site contains City-regulated woodlands (**Figure 1**).

Woodlands

Woodland Recommendation: Merjent **recommends approval of** the Fire Station No. 3 PSP Submittal. A list of comments is provided below to meet the requirements of the Woodland Protection Ordinance. The following Woodland Regulations apply to this site:

Woodland Regulation	Required
Woodland Permit (Chapter 37, Section 37-26)	Yes
Tree Replacement (Chapter 37, Section 37-8)	Yes
Tree Protection (Fence; Chapter 37, Section 37-9)	Yes
Woodland Conservation Easement (Chapter 37-30[e])	If feasible

Woodland Review Comments

1. City-regulated woodlands, as partially identified on the City of Novi Woodlands interactive map website, are present onsite (**Figure 1**). A site visit was performed on November 25, 2025 to verify and review the extent of woodlands on-site. The southeastern forested area of the parcel constitutes a regulated woodland, and an updated woodland boundary was previously provided to the city. The updated map

is provided as **Figure 1**. The woodland contains species typical of City woodlands including eastern cottonwood, black cherry (*Prunus serotina*), and boxelder (*Acer negundo*). A full individual tree survey of all trees ≥ 8 inches DBH was conducted by Merjent in January 2026 and is incorporated into the topographic survey on Sheets C2.3 and C2.4 of the plan set.

2. When a proposed site plan is located within a regulated woodland, any tree proposed for removal with a diameter at breast height (DBH) greater than or equal to eight inches will require tree replacement and a Woodland Use Permit per Section 37-8. This also applies to any tree that will be preserved, but where impacts to critical root zones are proposed.
3. Regardless of the presence of regulated woodlands onsite, a Woodland Use Permit is required to perform construction on any site containing the removal of trees larger than 36 inches in diameter at breast height (DBH).
4. The plans have proposed the cumulative removal of 66 regulated trees (does not include dead or dying [very poor] trees). A **Woodland Use Permit** is required to perform construction on any site where impacts are proposed to regulated woodlands. The permit for this site would require Planning Commission approval because there are more than three trees proposed to be impacted/removed by construction.
5. **Woodland Replacement.** Based on review of the plans, the following woodland replacements are currently required:

Tree Size (DBH, inches)	Number of Trees	Ratio Replacement/Removed Tree	Total Replacements Required
8-11	29	1	29
12-20	28	2	56
21-29	2	3	6
30+	0	4	0
Multi-stem	7	Sum of Stem DBH/8 (rounded up)	27
Total	66	-	118

- The tree replacement table provided on Sheet L1.0 has an inaccurate summary of trees that will require replacement. However, a summary table of where replacement credit discrepancies may have arisen is provided in **Attachment A**.
 - The discrepancy between the replacement credits shown on Sheet C2.3 and those calculated by Merjent may be attributable to two factors: (1) the City's interactive woodland mapper, which may not accurately reflect the current regulated woodland boundary on this site, resulting in differences in which trees are considered regulated; and (2) the DBH size brackets provided in Chapter 37, Section 37-8, which contain gaps at certain diameter thresholds. The replacement credit ranges reflected in the table above (8–11", 12–20", 21–29", and ≥ 30 " DBH) represent the standardized interpretation applied by Merjent, and previous woodland reviewers, in all City of Novi woodland reviews to ensure consistent and complete accounting of all regulated trees.

-
- Additionally, pursuant to Section 11.b.(1)(f) of the City of Novi Landscape Design Manual, landscape credit may be applied toward required woodland replacement credits for preserved canopy trees that do not fall within a regulated wetland or woodland, provided the species is not prohibited. Based on a review of the submitted tree survey, Trees #622 and #623 (Sugar Maple, *Acer saccharum*, 11" and 10" DBH, respectively) appear to qualify for preservation credit and, if retained, would collectively provide four (4) woodland replacement credits toward the project's total replacement obligation.

6. The applicant has not indicated whether replacement trees will be planted on-site or if payment will be made into the City of Novi Tree Fund. Due to limited available space on-site, payment into the Tree Fund is anticipated. If all 118 credits are paid into the fund, the Applicant will be required to pay a non-refundable fee of \$47,200 (118 credits x \$400/credit) into the City of Novi Tree Fund. If replacement trees are planted on-site, a Woodland Replacement Financial Guarantee of \$400 per credit and a two-year maintenance bond of 25% of the value of the trees (no less than \$1,000) will apply per Chapter 26.5-37. The applicant must confirm its replacement approach prior to final site plan approval.

The Applicant shall guarantee trees for two growing seasons after installation and the City's acceptance, per the City's Performance Guarantees Ordinance. A two-year maintenance bond in the amount of 25% of the value of the trees, but in no case less than \$1,000, shall be required to ensure the continued health of the trees following acceptance (Chapter 26.5, Section 26.5-37).

7. **Critical root zone.** Accurate critical root zones (CRZ) must be depicted on the site plan for all regulated trees within 50 feet of the proposed grading or construction activities.
 - a. CRZ's are depicted appropriately in the site plan.
8. A **woodland fence guarantee of \$6,000** (\$5,000 x 120%) is required per Chapter 26.5-37. The financial guarantee shall be paid prior to issuance of the City of Novi Woodland Use Permit.
 - a. **On Sheet C3.1**, it is requested that the applicant show the physical location of the tree protection fence for the Final Site Plan Submittal. This is mainly for when the project goes to construction, the construction team can visually see/survey where the fence is required to be placed. Ensure the fence is drawn outside of the dripline of trees to be preserved on this Sheet.
9. **Woodland Replacement Inspection (IF REPLACEMENTS ARE PLANTED ON-SITE)** – The Applicant is responsible for walking the entire site to confirm that all woodland replacement trees/shrubs have been planted on site according to the approved site plan stamping set. If any material is missing, dead or dying, replacements should be made prior to requesting the inspection. The applicant should also provide an as-built landscape plan if the trees planted do not match the species and/or location shown on the approved site plan stamping set. Once this occurs the Applicant should contact the Bond Coordinator to schedule the inspection (Angie Sosnowski at asosnowski@cityofnovi.org; 248-347-0441) and complete the inspection request form. If additional inspections are needed, then additional inspection fees will be required to be paid by the applicant.
10. **Woodland Guarantee Inspection (IF REPLACEMENTS ARE PLANTED ON-SITE)** – Prior to requesting the 2-year woodland guarantee inspection, the Applicant is responsible for walking the entire site to confirm that all plant material has survived and is healthy. If any material is missing, dead or dying, replacements should be made prior to requesting the inspection. Once this occurs the Applicant should contact the Bond Coordinator to schedule the 2-year guarantee inspection (Angie Sosnowski at

asosnowski@cityofnovi.org / 248-347-0441) and complete the inspection request form. If additional inspections are needed, then additional inspection fees will be required to be paid by the applicant. Based upon a successful inspection for the 2-year warranty the Landscape/Woodland/Street trees financial guarantee will be returned to the Applicant.

If the woodland replacements, street trees, or landscaping guarantee period is scheduled to end during the period when inspections are not conducted (November 15th – April 15th) the Applicant is responsible for contacting the Bond Coordinator and Woodland/Landscape Inspector in the late summer/early fall prior to the 2-year expiration to schedule an inspection.

11. The Applicant may be required to provide preservation/conservation easements as directed by the City of Novi Community Development Department for any areas of woodland replacement trees. The applicant shall demonstrate that all proposed woodland replacement trees and existing regulated woodland trees to remain will be guaranteed to be preserved as planted with a conservation easement or landscape easement to be granted to the city. This language shall be submitted to the City Attorney for review. The executed easement must be returned to the City Attorney within 60 days of the issuance of the City of Novi Woodland permit. Any associated easement boundaries shall be indicated on the Plan.
- a. Due to the limited amount of remaining woodlands on the property – this comment may not be feasible.

Should you have any questions or concerns with this review, please contact me via email at jason.demoss@merjent.com or via phone at (619) 944-3835.

Sincerely,

Merjent, Inc.



Jason DeMoss, PWS
Environmental Consultant

Enclosures:

Figure 1 – Woodlands Map
Attachment A – Tree Removal Table

CC:

Stacey Choi, City of Novi, schoi@cityofnovi.org
Rick Meader, City of Novi, rmeader@cityofnovi.org
Barbara McBeth, City of Novi, bmcbeth@cityofnovi.org
Matt Pudlo, Merjent, matt.pudlo@merjent.com

Figure 1. City of Novi Regulated Woodlands Map



merjent.

0 75 150
Feet

1 inch = 150 feet

For Environmental Review Purposes Only



**Figure 1. Regulated Features
Proposed Fire Station #3
City of Novi
Oakland County, Michigan**

- + Photo Point
- Site Boundary
- Regulated Woodland

Attachment A
Tree Removal Table

Tree Tag	Species	Common name	Save/Remove	Characteristics	DBH	Replacements	Notes
533	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	18	2	
537	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	11	1	
538	<i>Fraxinus pennsylvanica</i>	Green Ash	Remove	Dying	9	1	
539	<i>Acer saccharum</i>	Sugar Maple	Remove	Good	8	1	
543	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	12	2	
544	<i>Prunus serotina</i>	Black Cherry	Remove	Good	9	1	
545	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	16	4	2nd trunk- 11
546	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	9	1	
547	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	10	1	
548	<i>Acer saccharum</i>	Sugar Maple	Remove	Poor	8	1	
549	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	12	3	2nd trunk- 9
550	<i>Prunus serotina</i>	Black Cherry	Remove	Good	9	1	
551	<i>Betula papyrifera</i>	Paper Birch	Remove	Good	8	1	
552	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	8	1	2nd trunk- 4
553	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	8	1	
554	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	14	2	
555	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	13	2	
556	<i>Acer saccharum</i>	Sugar Maple	Remove	Good	9	1	
557	<i>Ulmus americana</i>	American Elm	Remove	Poor	10	1	
558	Dead	Dead	Remove	Dead	28	0	
559	<i>Acer saccharum</i>	Sugar Maple	Remove	Good	11	1	2nd trunk- 7
560	<i>Prunus serotina</i>	Black Cherry	Remove	Dying	12	0	
561	Dead	Dead	Remove	Dead	21	0	
562	<i>Quercus alba</i>	White Oak	Remove	Good	18	2	
563	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	20	2	
564	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	18	2	
565	<i>Prunus serotina</i>	Black Cherry	Remove	Good	8	1	
566	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	18	5	2nd trunk- 14, 3rd trunk - 8
567	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	9	1	
568	<i>Acer saccharum</i>	Sugar Maple	Remove	Fair	8	1	
569	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	15	2	
570	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	13	3	2nd trunk- 10
571	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	8	1	
572	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	17	2	
573	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	17	4	2nd trunk- 12
574	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	19	2	
575	<i>Prunus serotina</i>	Black Cherry	Remove	Fair	8	1	
576	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	12	2	
577	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	14	2	
578	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	13	2	
579	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	16	2	
580	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	12	2	
581	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	14	4	2nd trunk- 11
582	<i>Quercus alba</i>	White Oak	Remove	Good	24	3	
583	<i>Acer saccharum</i>	Sugar Maple	Remove	Good	10	1	
586	<i>Acer saccharum</i>	Sugar Maple	Remove	Fair	8	1	
587	<i>Prunus serotina</i>	Black Cherry	Remove	Fair	8	1	
588	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	11	1	
589	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	15	2	
590	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	19	2	
591	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	16	2	
592	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	11	1	
593	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	8	1	
594	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	10	1	
595	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	9	1	
596	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	19	2	
597	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	12	2	
598	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	14	2	
599	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	13	2	
601	<i>Pinus sylvestris</i>	Scots Pine	Remove	Good	16	0	NOT IN REGULATED WOODLAND
602	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	11	1	
603	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	20	2	
604	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	9	1	
605	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	19	2	
606	<i>Pinus sylvestris</i>	Scots Pine	Remove	Good	12	2	
607	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	16	2	
608	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Fair	24	3	
609	<i>Populus deltoides</i>	Eastern Cottonwood	Remove	Good	20	2	
610	<i>Acer rubrum</i>	Red Maple	Remove	Good	14	4	2nd trunk- 8, 3rd trunk- 8
611	<i>Prunus serotina</i>	Black Cherry	Remove	Good	13	2	

TRAFFIC REVIEW



AECOM
39575 Lewis Dr, Ste. 400
Novi
MI, 48377
USA
aecom.com

Project name:
JSP26-18 – City of Novi Fire Station #3
Preliminary Traffic Review

From:
AECOM

Date:
June 3, 2026

To:
Barbara McBeth, AICP
City of Novi
45175 10 Mile Road
Novi, Michigan 48375

CC:
Lindsay Bell, Humna Anjum, Diana Shanahan, Milad
Alesmail, Stacey Choi, Kate Purpura

Memo

Subject: JSP26-18 – City of Novi Fire Station #3 Preliminary Traffic Review

The preliminary site plan was reviewed to the level of detail provided and AECOM recommends **approval** for the applicant to move forward as long as the comments provided below are adequately addressed to the satisfaction of the City.

GENERAL COMMENTS

1. The applicant, HED Architects, is proposing a new fire station.
2. The development is located on the east side of Venture Drive, north of 9 Mile Road. Venture Drive is under the jurisdiction of the City of Novi.
3. The site is zoned I-I-1 (Light Industrial1).
4. There are no traffic related deviations required at this time.

TRAFFIC IMPACTS

1. AECOM did not perform an initial trip generation based on the ITE Trip Generation Manual, 11th Edition, as it is not applicable for a fire station.
2. The City of Novi generally requires a traffic impact study/statement if the number of trips generated by the proposed development exceeds the City's threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour, or if the project meets other specified criteria.

Trip Impact Study Recommendation	
Type of Study:	Justification
None	-

TRAFFIC REVIEW

The following table identifies the aspects of the plan that were reviewed. Items marked O are listed in the City's Code of Ordinances. Items marked with ZO are listed in the City's Zoning Ordinance. Items marked with ADA are listed in the Americans with Disabilities Act. Items marked with MMUTCD are listed in the Michigan Manual on Uniform Traffic Control Devices.

The values in the 'Compliance' column read as 'met' for plan provision meeting the standard it refers to, 'not met' stands for provision not meeting the standard and 'inconclusive' indicates applicant to provide data or information for review and 'NA' stands for not applicable for subject Project. The 'remarks' column covers any comments reviewer has and/or 'requested/required variance' and 'potential variance'. A potential variance indicates a variance that will be required if modifications are not made or further information provided to show compliance with the standards and ordinances. The applicant should put effort into complying with the standards; the variances should be the last resort after all avenues for complying have been exhausted. Indication of a potential variance does not imply support unless explicitly stated.

EXTERNAL SITE ACCESS AND OPERATIONS				
No.	Item	Proposed	Compliance	Remarks
1	Driveway Radii O Figure IX.3	30'	Met	Within range.
2	Driveway Width O Figure IX.3	25' and 56'	Met	Within range and exceeds range.
3	Driveway Taper O Figure IX.11			
3a	Taper length	-	N/A	
3b	Tangent	-	N/A	
4	Emergency Access O 11-194.a.19	2 driveways	Met	
5	Driveway Sight Distance O Figure VIII-E	-	N/A	
6	Driveway Spacing			
6a	Same-side O 11.216.d.1.d	-	N/A	
6b	Opposite side O 11.216.d.1.e	-	N/A	
7	External Coordination (Road Agency)	-	N/A	
8	External Sidewalk Master Plan & EDM	None proposed	Met	
9	Sidewalk Ramps EDM 7.4 & R-28-K	Indicated, detail provided	Met	
10	Any Other Comments:			

INTERNAL SITE OPERATIONS				
No.	Item	Proposed	Compliance	Remarks
11	Loading Zone ZO 5.4	-	N/A	
12	Trash Receptacle ZO 5.4.4	Noted	Met	The applicant indicated trash is proposed to be handled via residential bins.
13	Emergency Vehicle Access	2 access points	Met	
14	Maneuvering Lane ZO 5.3.2	25'	Met	Could reduce to standard 24'.
15	End Islands ZO 5.3.12			
15a	Adjacent to a travel way	Dimensioned	Met	
15b	Internal to parking bays	-	N/A	
16	Parking Spaces ZO 5.2.12	18 proposed		See Planning review letter.
17	Adjacent Parking Spaces ZO 5.5.3.C.ii	<15 spaces per bay	Met	
18	Parking Space Length ZO 5.3.2	20'	Met	Could reduce to standard 19' length.

INTERNAL SITE OPERATIONS				
No.	Item	Proposed	Compliance	Remarks
19	Parking Space Width ZO 5.3.2	10'	Met	Could reduce to standard 9' width.
20	Parking Space Front Curb Height ZO 5.3.2	6"	Met	
21	Accessible Parking – number ADA	1 required, 2 proposed		
22	Accessible Parking – size ADA	20' x 10' with 8' aisle	Met	Could reduce parking space to standard 19' x 8'.
23	Number of Van Accessible Space ADA	1 required, 2 proposed	Met	
24	Bicycle Parking			
24a	Requirement ZO 5.16.1	Proposed	Met	
24b	Location ZO 5.16.1	Indicated	Met	
24c	Clear Path from Street ZO 5.16.1	5'	Not Met	6' required.
24d	Height of Rack ZO 5.16.5.B	Not provided, 3' required	Not Met	Provide in future submittal.
24e	Other (Covered / Layout) ZO 5.16.1, Text Amendment 18.301	Not provided	Not Met	Provide in future submittal. Refer to Text Amendment 18.301.
25	Sidewalk – min 5' wide Master Plan	Varies 5' - 8'	Met	
26	Sidewalk Ramps EDM 7.4 & R-28-K	Indicated, detail provided	Met	
27	Sidewalk – distance back of curb EDM 7.4	-	N/A	
28	Cul-De-Sac O Figure VIII-F	-	N/A	
29	EyeBrow O Figure VIII-G	-	N/A	
30	Turnaround ZO 5.10	-	N/A	
31	Any Other Comments:			

SIGNING AND STRIPING				
No.	Item	Proposed	Compliance	Remarks
32	Signing - sizes MMUTCD	Provided	Met	
33	Signing Table - quantities and sizes	Listed on site plan, detail provided	Partially Met	List both the R7-8 and R7-8p signs in the "Proposed Sign Legend" on sheets C1.1 and C5.1.
34	Signs 12" x 18" or smaller in size shall be mounted on a galvanized 2 lb. U-channel post MMUTCD	Provided	Met	
35	Signs greater than 12" x 18" shall be mounted on a galvanized 3 lb. or greater U-channel post MMUTCD	Provided	Met	
36	Sign bottom height of 7' from final grade MMUTCD	Indicated	Partially Met	The 7' should be to the bottom of the R7-8 sign and not the R7-8a sign.

SIGNING AND STRIPING				
No.	Item	Proposed	Compliance	Remarks
37	Signing shall be placed 2' from the face of the curb or edge of the nearest sidewalk to the near edge of the sign MMUTCD	N/A	-	
38	FHWA Standard Alphabet series used for all sign language MMUTCD	Indicated to comply with MMUTCD	Met	
39	High-Intensity Prismatic (HIP) sheeting to meet FHWA retro-reflectivity MMUTCD	Indicated to comply with MMUTCD	Met	
40	Parking space striping notes	Provided	Met	
41	The international symbol for accessibility pavement markings ADA	Detail not provided	Not Met	Provide state detail in future submittal.
42	Crosswalk Pavement Marking Detail	-	N/A	
43	Any Other Comments:			

Note: Hyperlinks to the standards and Ordinances are for reference purposes only, the applicant and City of Novi to ensure referring to the latest standards and Ordinances in its entirety.

Should the City or applicant have questions regarding this review, they should contact AECOM for further clarification.

Sincerely,

AECOM



Paula K. Johnson, PE
Senior Transportation Engineer



Saumil Shah, PE
Project Manager

FAÇADE REVIEW



June 8, 2026

**Façade Review Status:
Approved, Full Compliance.**

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

Re: **FACADE ORDINANCE**
Novi Fire Station No. 3, JSP26-18, Façade Region: 3, Zoning District: I-1

Dear Mrs. Bell, Director of Planning,

The following Façade Review is based on the drawings by BRW Architects, dated 5/15/26. The percentages of materials for each façade are shown on the table below. The maximum and minimum percentages required by the Façade Ordinance are shown in the right-hand column. Materials in non-compliance, if any, are highlighted in bold. This project is located in Façade Region 3.

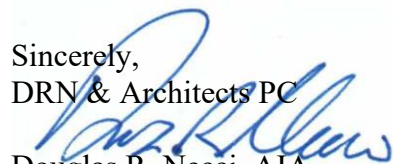
	East (Front)	West	South	North	Ordinance Maximum
Brick	21%	10%	36%	10%	100%
Stone	19%	32%	23%	0%	100%
Standing Seam Metal Roof	31%	18%	8%	50%	75%
Standing Seam Metal Wall Panel	21%	17%	24%	0%	75%
Trespa Panel	8%	2%	11%	0%	25%
BOK Fence Syatem (Flat Metal)	0%	16%	0%	0%	75%
Fiber Cement Panels	0%	5%	0%	40%	50%

As shown above all facades are in full compliance with the Façade Ordinance.

Notes to the Applicant:

Inspections – The Façade Ordinance requires inspection(s) for all projects. The applicant should request inspection of the brick prior to installation. It is the applicant’s responsibility to request the inspection at the appropriate time (before installation). Inspections may be requested using the Novi Building Department’s Online Inspection Portal.

RTU Screening - It should be noted that all roof top units must be screened from view from all vantage points both on-site and off-site using materials in compliance with the Façade Ordinance.

Sincerely,

 DRN & Architects PC
 Douglas R. Necci, AIA

FIRE REVIEW



May 27, 2026

TO: Barbara McBeth - City Planner
Lindsay Bell - Plan Review Center
Diana Shanahan – Plan Review Center
Stacey Choi – Planning Assistant

CITY COUNCIL

Mayor

Justin Fischer

Mayor Pro Tem

Laura Marie Casey

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Director of Public Safety

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Fire Chief

John B. Martin

Assistant Chief of Police

Scott R. Baetens

Assistant Fire Chief

Todd Seog

RE: City of Novi – Fire Station #3
Preliminary Site Plan

PreAPP26-007

PSP26-023

JSP26-18

Project Description:

Build new Fire Station on vacant lot 3.65 acres.
Address listed on parcel is – 22700/22850 Venture Dr.

Comments:

1. **All** fire hydrants **MUST** be installed and operational prior to any combustible material is brought on site. **IFC 2015 3312.1**
2. For new buildings and existing buildings, you **MUST** comply with the International Fire Code Section 510 for Emergency Radio Coverage. This shall be completed by the time the final inspection of the fire alarm and fire suppression permits.
3. Fire apparatus access drives to and from buildings through parking lots shall have a minimum fifty (50) feet outside turning radius and designed to support a minimum of thirty-five (35) tons. **(D.C.S. Sec 11-239(b)(5))**
4. Fire lanes will be designated by the Fire Chief or his designee when it is deemed necessary and shall comply with the Fire Prevention Ordinances adopted by the City of Novi. The location of all “fire lane – no parking” signs are to be shown on the site plans. **(Fire Prevention Ord.)**
5. The minimum width of a posted fire lane is 20 feet. The minimum height of a posted fire lane is 14 feet. **(D.C.S Sec. 158-99(a).)**
6. Fire hydrant spacing shall be measured as “hose laying distance” from fire apparatus. Hose laying distance is the distance the fire apparatus travels along improved access routes between hydrants or from a hydrant to a structure.
7. Hydrants shall be spaced approximately three hundred (300) feet apart online in commercial, industrial, and multiple-residential areas. In cases where the buildings within developments are fully fire suppressed, hydrants shall be no more than five hundred (500) feet apart. The spacing of hydrants around commercial and/or industrial

Novi Public Safety Administration

45125 Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

developments shall be considered as individual cases where special circumstances exist upon consultation with the fire chief. **(D.C.S. Sec. 11-68 (f)(1)c)**

8. **SEE NOTE BELOW** - A hazardous chemical survey is required to be submitted to the Planning & Community Development Department for distribution to the Fire Department at the time any Preliminary Site Plan is submitted for review and approval. Definitions of chemical types can be obtained from the Fire Department at (248) 735-5674.
9. The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200
10. Outside Fire Alarm Horn/Strobe device will need to be installed, on building, closest to final FDC location. Current proposal is to have a remote "post" FDC, away from building. This can be reviewed at Fire Alarm installation.

Recommendation:

Items noted above were acknowledged by HED/BRW Architects in review letter received from them dated 5/15/26 and are acceptable.

Item #8 – Hazardous Material Chemical Inventory will be handled by Fire Dept. staff internally and will be on file with the Fire Marshals office upon approval of final occupancy.

Item #9 – Security gates and features are acceptable and will be reviewed by Fire Marshal during install.

The Fire Dept. does not have any objections to this Preliminary Site Plan at this time.

Sincerely,



Andrew Copeland – Fire Marshal
City of Novi Fire Department
cc: file

APPLICANT RESPONSE LETTER

June 29, 2026

Charles Boulard, Com. Dev. Director
Community Development
City of Novi
45175 Ten Mile Rd
Novi, MI 48375

RE: Fire Station 03 - City of Novi Review Comments

Dear Charles:

HED is pleased to submit the following conformed AEC responses to the recent city review comments received on June 12, 2026. The purpose of the responses is to memorialize recognition of the city's review comments by the design team as we move forward with the next phases of the design effort.

Also, as discussed in today's meeting with your department staff, due to budget constraints we are seeking alleviation from city development ordinances for several items per the following:

Item	Topic / Request	Proposed Action
Existing Berm	To remain	Propose existing berm to remain. Expand tree planting line to increase privacy screening.
Detention Pond	REPLACE	Replace below ground w/ above ground det. pond.
Tree Plantings	REDUCE quantity	Reduce front yard tree plantings based on VE proposal to save development costs.
Low Plantings	REDUCE quantity	Reduce low foundation plantings based on VE proposal to save development costs.
Xeriscape	Design for xeriscape	Reduces irrigation / water usage needs. Reduces maintenance effort & time performed by Fire Dept.

Should you have any questions regarding these responses, please contact me.

Sincerely,



Steve Jackson
Assoc. Sr. Project Manager

PLANNING REVIEW FIRE STATION #3 REPORT

Planning Review Chart

Zoning and Use Requirements

- Noise Impact Statement (Sec 5.14.10.B.i) - TBD –

City Review Comment: Noise Analysis to be prepared by a design professional:

- Description of noise emissions
- Compliance with 5.14.10.A
- Hours of operation

Soundproofing measures

City Comments: When provided by the applicant, Staff will review to ensure sound levels do not exceed 55 dB during night hours and 60 dB during day-time hours at the residential property line as required by the Ordinance.

HED/BRW Response: A licensed acoustical consultant will provide a full report noting compliance with City standards.

L-1: Light Industrial – Height, Bulk, Density and Area Limitations (Section 3.1.1)

- Building Height (Section 3.1.18.D) (Sec. 3.14.5.C) Maximum 40 feet except where adjacent to Residential: 25 feet.

HED/BRW Response: Noted. Building height is driven by apparatus size and clearance for maintenance and training within the apparatus bay. Building heights revised to approximately 27' in height pending screening for finally specified mechanical equipment.

Note to District Standards (Section 3.6.2)

- Parking setback screening (Sec 3.6.2.P) – See Landscape Review

SDA Response: Response provided in landscape review section

L-1 District Required Conditions (Sec 3.14)

- Parcels abutting residential district (Sec. 3.14.5) – No truck well, loading dock or door permitted on wall of building facing residential district. Site plan and driveways shall be designed to discourage semi-trailer truck traffic adj to residential.

HED/BRW Response: Rear garage entry doors into the apparatus are required for the pull-through site organization. This optimizes operations for ingress and egress of the facility. These overhead doors will be partially glazed and have a painted finish. Existing and additional trees will significantly obscure view of the building from the adjacent residential zone.

- Parcels abutting residential district (Sec. 3.14.5) – Maximum height of any building constructed on a lot or site adjacent to a residential district shall be 25-feet, except where there is a street, road, highway, or freeway between lot and residential district.

HED/BRW Response: Building height is driven by apparatus size and clearance for maintenance and training within the apparatus bay. Building heights revised to approximately 27' in height pending screening for finally specified mechanical equipment. Existing and additional trees will significantly obscure view of the building from the adjacent residential zone.

- Parcels abutting residential district (Sec. 3.14.5) – Existing berm and plantings are required: Continuous undulating/serpentine form, Max slope ratio or 3' horizontal to 1' vertical, Flat horizontal crest 6' width, Minimum height 10 feet, Opacity 80% in winter, 90% in summer, If existing trees are 6" dbh or greater, berm may be designed in natural format.

HED/BRW Response: The existing berm contains many established mature trees. Removing the existing trees and replacing raising the berm 3-4 feet would require these mature trees to be removed greatly opening the view to the adjacent residential zone. We recommended maintaining the existing berm and mature trees and propose additional trees at the rear of the site for additional screening and acoustical buffering.

- Earth berm and plantings are required: Existing 4-6 foot berm proposed to be retained, Some trees shown Preserved. Existing berm is deficient in height – suggest increasing the height and/or additional plantings or screening

SDA Response: City to confirm requirements if mature trees are to be removed to raise berm 4ft-6ft.

Site Standards (Section 5)

1. Bicycle Parking lot Layout (Sec 5.16.6) – Parking space with: 7 ft, One tier width: 11 ft, Two tier width: 18 ft, Maneuvering lane width 4 ft, Parking space depth: 32 in.
HED/BRW Response: City standard layout plan will be provided in subsequent documents.
2. Roof top equipment and wall mounted utility equipment (Sec. 4.19.2.E.ii) – All roof top equipment, including mechanical equipment, shall not exceed the maximum building height limits, unless the following are met: For every 1 foot of excess height, it shall be set back 5 feet from any an all building faces. No roof top appurtenance shall exceed 5 feet above max height of district.
HED/BRW Response: Final rooftop equipment will be specified in subsequent documents. All equipment will be appropriately screened noting heights, finish, and extents.
3. Parking Space Dimensions and Maneuvering Lanes (Sec. 5.3.2) – Could consider reducing width/depth of parking to match standards
SDA Response: Noted
4. Barrier Free Space Dimensions – Could consider reducing to match standards
SDA Response: Noted
5. Bicycle Parking Lot layout (Sec 5.16.6) – TBD – Provide layout detail with Final site Plan
 - a. Layout detail will be included with final site plan.
SDA Response: A review of the bicycle parking will be completed and adjusted accordingly prior to the final site plan review submittal.

Lighting and Photometric Plan (Sec. 5.7)

1. Standard Notes (Sec 5.7.3.B) – Electrical service to light fixtures shall be placed underground, Flashing light shall not be permitted, Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operations.
HED/BRW Response: Standard notes will be provided on the plans.
2. Average Light Level (Sec.5.7.3.L) – Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1.
HED/BRW Response: Levels will be calculated and noted in subsequent documents.

Other Permit and Legal Requirements

1. Design and Construction Standards Manual – TBD – Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).
SDA Response: Provided on sheets C1.1, C2.1, and C2.2. City to confirm if additional information is required. Once provided, the information can be added prior to the final site plan submittal.
2. General layout and dimension of proposed physical improvements – TBD - See this chart and other reviews for missing information
SDA Response: Will address per the items listed in the chart. However, City to confirm if additional information is needed.
3. Woodlands (City Code Ch. 37) – See Woodland Review
SDA Response: See Woodland review section for comments

ENGINEERING REVIEW

General

1. Provide sight distance measurements for the Venture Drive entrance in accordance with Figure VIII-E of the Design and Construction Standards.
SDA Response: Site distances are provided on C1.1. However, a review of the standards will be completed and plans will be updated prior submitting the FSP.
2. A same-side/opposite-side driveway spacing Waiver is not required at this time driveways are more than 185 feet away from existing drives.
3. **SDA Response:** Noted

4. Provide a traffic control plan for the proposed road work activity Thirteen Mile Road.
SDA Response: We encourage the traffic control plan is provided by the contractor performing the work. Team will work with City on requirements for the FSP.
5. Provide a note that compacted sand backfill (MDOT sand Class II) shall be provided for all utilities within the influence of paved areas; illustrate and label on the profiles.
SDA Response: Sand backfill note will be added and illustrated on profiles.
6. Provide a construction materials table on the utility plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
SDA Response: A construction materials table will be added to the utility plan.
7. Provide a utility crossing table indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained.
SDA Response: A utility crossing table will be added to the utility plan.
8. Provide a note stating if dewatering is anticipated or encountered during construction, then a dewatering plan must be submitted to the Engineering Division for review.
SDA Response: A dewatering note will be added.
9. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation from water main and storm sewer and 10-foot horizontal separation from sanitary sewer. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.
SDA Response: A review of trees and utilities will be completed, including showing utilities on appropriate sheets
10. Due to maintenance concerns light poles should not be located within 10-ft of the 8-inch water main, relocated light poles that are proposed directly over the water main.
SDA Response: Location of light poles will be reviewed and revised as necessary.
11. A Right-of-Way Permit will be required from the City of Novi.
SDA Response: Noted
12. Only at the time of the printed Stamping Set submittal, provide the City's standard detail sheets for water main (5 sheets), sanitary sewer (3 sheets), storm sewer (2 sheets), and paving (2 sheets). The most updated details can be found on the City's website under Engineering Standards and Construction Details.
SDA Response: Standard detail sheets will be provided

Water Main

13. Provide a profile for all proposed public water main 8-inch or larger at time of final site plan submittal.
SDA Response: Water main profiles will be provided in FSP.
14. Indicate why unit factor of 2 per employee was used as opposed to the Oakland County REU unit factor of 0.4 per employee. A peaking factor of 2.5 should be used for water main.
SDA Response: Peaking factors will be updated as noted.
15. Water Systems must have the ability to serve at least two thousand (2,000) gallons per minute in single-family detached residential; three thousand (3,000) gallons per minute in apartment, cluster residential and similar complexes, institutional and school areas; and at least four thousand (4,000) gallons per minute in office, industrial and shopping centers is essential.
SDA Response: Noted
16. 6-inch hydrant leads are allowed for leads less than or equal to 25 feet in length. 8-inch leads are required for leads greater than 25 feet in length.
SDA Response: Noted
17. All gate valves 6 inches or larger shall be placed in a well with the exception of a hydrant shut off valve. A valve shall be placed in a box for water main smaller than 6 inches. Show valve locations for hydrants and leads.
SDA Response: Locations will be detailed in the FSP.

18. In the general notes and on the profile, add the following note: "Per the Ten States Standards Article 8.8.3, one full 20-foot pipe length of water main shall be used whenever storm sewer or sanitary sewer is crossed, and the pipe shall be centered on the crossing, in order to ensure 10-foot separation between water main and sewers." Additionally, show the 20-foot pipe lengths on the profile.

SDA Response: Above note will be added to the general notes and pipe lengths will be included on water main profiles.

19. Once all water main comments are addressed, submit EGLE application and all associated files directly to Engineering for EGLE submittal.

SDA Response: Noted

20. A sealed set of utility plans along with the Michigan Department of Environment, Great Lakes & Energy (EGLE) permit application for water main construction, the Streamlined Water Main Permit Checklist, Contaminated Site Evaluation Checklist, Basis of Design, and an electronic version of the utility plan should be submitted to the Engineering Division 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.

SDA Response: Noted

Irrigation

21. Provide irrigation plans at time of final site plan submittal.

SDA Response: Irrigation locations will be provided in future submittals. However, standard practice is to include the irrigation as a design-build provided by the landscape contractor. Once the irrigation contractor is selected, they can provide a plan for review. City to confirm acceptable practice.

Sanitary Sewer

22. Indicate why the unit factor of 4 per employee was used as opposed to the Oakland County REU unit factor of 0.4 per employee.

SDA Response: This was an error and will be updated accordingly in the FSP

23. Sanitary Basis of Design calculations should use peaking factor of 4.0 and 3.2 People/REU, peaking factor of 4.0 is only for sanitary not for water main.

SDA Response: Noted. This will be updated in the FSP

24. Note on the construction materials table that 6-inch sanitary leads shall be a minimum SDR 23.5, and mains shall be SDR 26.

SDA Response: Above note will be added to the utility plan.

25. Provide a note on the Utility Plan and sanitary profile stating the sanitary leads will be buried at least 5 feet deep where under the influence of pavement.

SDA Response: Above noted will be added to the utility plan.

26. Once all sanitary sewer comments are addressed, submit EGLE application and all associated files directly to Engineering for EGLE submittal.

SDA Response: Noted

27. An electronic copy of the utility plans along with the Michigan Department of Environment, Great Lakes & Energy (EGLE) permit application, and the Streamlined Sanitary Sewer Permit Certification Checklist should be submitted to the Engineering Division 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. It should be indicated with the application if an expedited EGLE review is requested. EGLE will charge a fee that can be paid directly to the State.

SDA Response: Noted

Storm Sewer

28. Provide profiles for all storm sewer 12-inch and larger at time of final site plan submittal. All storm pipes accepting surface drainage shall be 12-inch or larger. A minimum cover depth of 3 feet shall be maintained over all proposed storm sewer.

SDA Response: Profiles will be included in the FSP

29. 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.
SDA Response: Noted
30. Match the 0.80 diameter depth above invert for pipe size increases.
SDA Response: Noted
31. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot-deep plunge pool.
SDA Response: Noted
32. Provide a four-foot-deep sump and an oil/gas separator in the last storm structure prior to discharge to the underground detention system.
SDA Response: Noted. A hydrodynamic separated will be detailed prior to submitting the FSP
33. Label the 10-year HGL and the 100-year HGL on the storm sewer profiles and ensure the HGL remains at least 1-foot below the rim of each structure.
SDA Response: HGL labels will be provided on the storm profiles
34. Illustrate all pipes intersecting storm structures on the storm profiles.
SDA Response: Pipe intersections will be illustrated on the storm profiles.
35. Provide a schedule listing the casting type, rim elevation, diameter, and invert sizes/elevations for each proposed, adjusted, or modified storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.
SDA Response: A schedule will be provided on the utility plan.
36. Show and label all roof conductors and show where they tie into the storm sewer.
SDA Response: Roof conductors and their tie-ins will be shown.
37. Provide a storm sewer basis of design table at time of final site plan submittal.
SDA Response: A storm sewer basis of design table will be provided.

Storm Water Management Plan

38. The Storm Water Management Plan (SWMP) for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the Engineering Design Manual.
SDA Response: Noted
39. Provide calculations verifying the post-development runoff rate directed to the proposed receiving drainage course does not exceed the pre-development runoff rate for the site.
SDA Response: Runoff rate calculations will be provided.
40. The SWMP must address the discharge of storm water off-site, and evidence of its adequacy must be provided. This should be done by comparing pre- and post-development discharge rates. The area being used for this off-site discharge should be delineated and the ultimate location of discharge shown.
SDA Response: This will be addressed in the FSP
41. Provide manufacturer's details and sizing calculations for the pretreatment structure(s) on the plans. Provide drainage area and runoff coefficient calculations specific to the area tributary to each treatment structure. The treated flow rate should be based on the 1-year storm event intensity (~1.6 In/Hr).
SDA Response: Treatment structure details and calculations will be provided.
42. Pretreatment structure shall limit the concentration of Total Suspended Solids (TSS) to 80% based on the 110-micron particle size. The NJDEP standard of 50% removal is also allowable, as it is for the target median particle size of 75-microns.
SDA Response: Noted
43. The flow restriction shall be accomplished by methods other than a pipe restriction in an oversized pipe due to the potential for clogging and restrictor removal. A perforated standpipe, weir design, baffle wall, etc. should be utilized instead.
SDA Response: Noted

44. The primary outlet standpipe shall be designed with a secondary outer pipe with numerous holes. The stone filter would rest against this outer pipe and would help protect the outlet standpipe from clogging.
SDA Response: Noted

Underground Detention Requirements

45. Provide 3-foot clearance between the groundwater elevation and the bottom of the underground detention facility. If a closed pipe system is proposed, then a 3-foot clearance is not required.
SDA Response: Noted
46. Provide the overland routing that would occur in the event the underground system cannot accept flow. This route shall be directed to a recognized drainage course or drainage system.
SDA Response: Overflow routing will be provided.
47. Based on type of system proposed provide an underdrain along the downstream side of the underground detention system which is tied into a manhole as a means of secondary storm water conveyance to the outlet.
SDA Response: Underdrain will be provided with the detention system.
48. Provide a table or note addressing the required bedding depth vs. bearing capacity of the underlying soils in the vicinity of the underground detention system per the manufacturer's specifications.
SDA Response: A bedding depth vs. bearing capacity table/note will be provided.
49. Provide a note on the plans stating the City's inspecting engineers shall verify the bearing capacity of the native soils to verify an adequate bedding depth is provided.
SDA Response: Above note will be provided.
50. Void Space of aggregate bedding will be allowed using the following parameters:
 a. Using stone with a 40% void space, a 20% factor of Safety will be applied. Therefore, a 0.3 void ratio should be used in calculation to determine the allowed void storage volume.
SDA Response: Noted
51. Based on type of system proposed provide an isolator row in the underground detention system in addition to the swirl concentrator chamber or upstream infiltration practices. Contact the Engineering Division for further information.
SDA Response: Noted. We will coordinate appropriate treatment with the engineering division.
52. Provide a note on the underground detention detail that aggregate porosity will be tested, and results provided to the City's inspecting engineers.
SDA Response: The above note will be provided.
53. Provide 8-inch inspection ports on storage rows.
SDA Response: 8-inch inspection ports will be provided.
54. For isolator rows, 12-inch inspection ports will be required every 100 feet and manholes will be required as directed. Underground storage systems without an isolator row shall include 4-foot diameter manholes at one end of each row for maintenance access purposes.
SDA Response: Noted
55. Provide critical elevations (V_{CP-R} , V_{ED} and V_{100}) for the detention system. Also, provide a cross-section for the underground detention system. Ensure that there is at least 1 foot of freeboard between the 100-year (V_{100}) elevation and the subgrade elevation beneath the pavement.
SDA Response: Elevations will be provided in FSP
56. The underground detention system shall be kept outside of the influence of any planting areas.
SDA Response: Noted

Paving & Grading

57. Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.
SDA Response: A construction materials table will be provided on the paving plan.
58. Revise the pathway cross-section to indicate a maximum cross-slope of 2%.
SDA Response: Pathway cross-section will be revised. We assume this is in reference to walks, not pathways since there are no pathways proposed.
59. Specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Division. Stamped concrete will not be acceptable.
SDA Response: Product is noted on barrier free details provided on sheet C5.2
60. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls. All barrier-free stalls shall comply with Michigan Barrier-Free regulations.
SDA Response: Detailed grading including spot grades and slopes will be provided with the FSP plans.
61. Provide at least 3-foot buffer distance between the sidewalk and any fixed objects, including hydrants and irrigation backflow devices. Include a note on the plan where the 3-foot separation cannot be provided.
SDA Response: A review of all areas will be completed and adjusted as necessary.
62. Revise pavement cross sections, Class II sand is not allowed as a pavement base, 21 AA aggregate can be used or you may use limestone. Note should be revised to remove class II sand.
SDA Response: Class 2 sand will be removed and replaced with 21AA
63. Provide pavement cross sections for each type of pavement proposed on-site or refer to City of Novi standard details. Cross-sections must meet or exceed city standards. Remove any pavement types from Legend that are not proposed on-site.
SDA Response: Pavement cross-sections will be provided based on geotechnical recommendations and at a minimum meet the City of Novi standard details.
64. Concrete walks on-site may have Class II sand base; concrete walks on-site may be changed to 4" concrete on 4" base.
SDA Response: Noted
65. Standard concrete drive approach for commercial/industrial driveways requires 8" concrete on 8" aggregate base.
SDA Response: Pavement cross section for drive approach will be revised.
66. Provide additional spot grades as necessary to demonstrate that a minimum 5-percent slope away from the building is provided for a minimum distance of ten feet around the perimeter of the building.
SDA Response: Additional spot grades will be provided.
67. The grade of the drive approach shall not exceed 2-percent within the first 25 feet of the intersection. Provide spot grades as necessary to establish this grade.
SDA Response: Noted
68. The City standard straight-faced curb (MDOT F-4 curb detail) shall be provided. Remove detail and attach City standard paving details.
SDA Response: City standard curb detail will be used.

Soil Erosion & Sediment Control

69. A SESC permit is required (link to Soil Erosion Permit Application). A review will be done when a completed packet is submitted to Sarah Marchioni at Community Development.
SDA Response: SESC plan will be completed based on City standards and submitted for permit review

The Following Must Be Submitted with the Next Submittal:

70. A letter from either the applicant or the applicant's engineer must be submitted with the next submittal 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.

SDA Response: Noted and can provide.

71. An 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 yardage, should include number of detectable warning plates), right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pre-treatment structure and restoration).

SDA Response: Note and can provide

Required Legal Documents

72. A draft copy of the Declaration of Covenant for Storm Drainage Facility Maintenance, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department. Once the agreement is approved by the City's Legal Counsel, this agreement will then be sent to City Council for approval/acceptance. The agreement will then be recorded at the office of the Oakland County Register of Deeds. This document has been provided to the applicant.

SDA Response: Team will coordinate with City to provide.

LANDSCAPE REVIEW

Ordinance Considerations

1. Woodland replacement trees are required but none are shown on the plan. Please plant as many woodland replacement trees on the site as possible, following the guidelines in Section 37-8 of the Woodland Protection Ordinance.
SDA Response: Will update with FSP
2. No tree protection fence is shown. Please add an actual tree protection fence line to the Demolition Plan.
SDA Response: Tree protection will be reviewed and updated on demolition plan.
3. Depending on the study results, a landscape waiver for a deficiency in buffering may be required.
SDA Response: We are currently waiting for the survey results to make an informed design choice.
4. Please move the evergreen trees used as parking lot and accessway perimeter trees back onto the berm to provide better visual buffering.
SDA Response: The noted evergreen trees will be moved to fill the gaps in the existing berm plantings and backed by additional woodland replacement trees.
5. All the required parking lot perimeter trees are proposed, but some are evergreens or fastigiate varieties. Please change those to deciduous canopy trees with a minimum mature height of 30 feet and minimum mature canopy width of 20 feet.
SDA Response: The evergreen and fastigiate trees will be replaced with true canopy trees
6. The plan is two short of the number of accessway perimeter trees required, and fastigiate varieties and evergreens are used for some of them. This would require a waiver. Please add two more trees as described on the landscape chart and replace the evergreens and fastigiate trees with deciduous canopy trees with a minimum mature height of 30 feet and a minimum mature canopy width of 20 feet.
SDA Response: Addition trees can be added, see previous point for other concerns.
7. The proposed landscaping must be provided with sufficient water to become established and survive over the long term.
SDA Response: Irrigation locations will be provided in future submittals. However, standard practice is to include the irrigation as a design-build provided by the landscape contractor. Once the irrigation contractor is selected, they can provide a plan for review. City to confirm acceptable practice. See below:

12. **IRRIGATION WILL BE PROVIDED FOR ALL PROPOSED LANDSCAPED AREAS OUTSIDE OF THE DETENTION BASIN WITH AN AUTOMATED IRRIGATION SYSTEM. IRRIGATION SYSTEM WILL BE INSTALLED UNDER A DESIGN/BUILD CONTRACT BY A QUALIFIED IRRIGATION CONTRACTOR.**

- A. **ANY BOOSTER PUMP INSTALLED TO CONNECT THE PROJECT'S IRRIGATION TO AN EXISTING IRRIGATION SYSTEM MUST BE DOWNSTREAM OF THE RPZ.**
- B. **THE RPZ MUST BE INSTALLED IN ACCORDANCE WITH THE 2015 MICHIGAN PLUMBING CODE.**
- C. **THE RPZ MUST BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURES INSTALLATION INSTRUCTIONS FOR WINTERIZATION THAT INCLUDES DRAIN PORTS AND BLOWOUT PORTS.**
- D. **THE RPZ MUST BE INSTALLED A MINIMUM OF 12-INCHES ABOVE FINISHED GRADE.**
- E. **WINTERIZATION INSTALLATION TO CONFORM TO CITY OF NOVI STANDARDS.**
- F. **A PLUMBING PERMIT IS REQUIRED.**
- G. **THE ASSEMBLY MUST BE TESTED AFTER INSTALLATION WITH RESULTS RECORDED ON THE CITY OF NOVI TEST REPORT FORM**

8. Please provide an irrigation plan or note how this will be accomplished if an irrigation plan is not provided on Final Site Plans.

SDA Response: See above

Landscape Plan Requirements (LDM 10)

1. Miss dig Note (800) 482-7171 – Please include info on landscape plans and site plans
SDA Response: Note will be added to each landscape plan sheet.
2. Existing plant material Existing woodlands or wetlands
 1. If the removals can be added to the chart on Sheet C-2.3 there is no need for Sheet C-2.4
 2. Sheet C7.1 shows the entire site as being within the limits of disturbance, but the tree removals plan shows many trees being saved at the south end of the site.
 3. Please add a tree protection fence line to Sheet C7.1 and be consistent with the limits of disturbance and silt fence lines.
SDA Response: Tree protection fencing, limits of disturbance and silt fencing is shown on the demolition sheets and SESC sheets. The landscape plan sheets do not contain this information. Demolition and SESC plans will be updated for consistency
3. Proposed grading. 2' contour minimum - Please add spot elevations along the east edge of the access drive to verify how high the berm is in comparison to the development.
SDA Response: Contours are shown in all plan drawings at 1' intervals. Additional spot elevations will be added in future FSP

Berms, Walls and ROW Planting Requirements

4. Berm Requirements
 1. Depending on the elevations of the fire station and surrounding access drive, the berm may or may not meet the height requirement.
 2. If the sound study reveals that additional buffering is required, it should be added.
 3. In any case, additional dense landscaping must be added to fill in gaps along the berm to provide more visual and audible buffering.
SDA Response: Noted. We will await the report to determine if additional buffering is required. However, additional Black and White Pines can be added to fill the gaps in mature trees on the existing berm.

Cross-Section of Berms (LDM 10.i)

5. Slope, height, and width - If a decision is made to enlarge the rear berm, please provide a cross section for it.
SDA Response: Will provide.

General (Zoning Sec. 5.5.3.c.ii & LDM 5)

6. Curbs and Parking stall reduction – Spaces could be shortened to 17' if there is 2' of overhand available.

SDA Response: Noted

7. Number of canopy trees required - Please move the GT in the southeast island east, to 4-5' behind the curb, without getting closer than 10 feet of the hydrant.

SDA Response: The location will be reviewed. The GT can be moved as close to the curb and fire hydrant as possible while remaining compliant with city standards.

8. Parking Lot Perimeter Trees

1. Please change the evergreen perimeter trees to canopy trees.

SDA Response: Evergreen trees can be updated to standard canopy trees

2. Do not use fastigate cultivars for perimeter trees – they must have a minimum mature canopy width of 20 feet.

SDA Response: All fastigate trees can be updated to standard canopy trees

3. Evergreens should be added behind them to provide additional buffering for the adjoining residential properties.

SDA Response: Noted

4. As the required trees are still provided, no waiver is required for the lack of trees in that area.

SDA Response: Noted

9. Accessway Perimeter

1. Please change evergreens to deciduous canopy trees. As noted above, the evergreens should be planted on the berm to provide better buffering for the neighboring residential property.

SDA Response: Evergreen trees can be updated to standard canopy trees

2. Please have 2 deciduous canopy trees where there is 1 CF2. Neither should be fastigate.

SDA Response: A GT and 2 GB have been used to replace the fastigate CF2

3. Add a canopy tree between the ROW and building along the north access drive.

SDA Response: A PO will be added between the ROW and building along the north access drive.

4. A landscape waiver would be required for the deficiency. If the two additions are made and the tree species changes are made, no waiver would be needed.

SDA Response: Noted

5. Subcanopy trees should be used in place of canopy trees at 1.5 subcanopy trees per canopy tree where overhead wires exist.

SDA Response: Noted

Other Screening (Zoning Sec 3.14, 3.15, 4.55, 4.56)

10. Transformers/Utility boxes (LDM 6) - 1. Live screening is preferred over a wooden fence when there is room for it, as there is. 2. Please use evergreen shrubs for screening instead of the fence.

SDA Response: 24 TC4 are currently screening the fence around the transformer/ utility boxes. It appears the City is requesting to eliminate this fence. We will review with the city and update accordingly for the FSP

Landscaping notes, details, and general requirements

11. Maintenance & Statement of intent – Please change Notes 11.C.2 and C.3 to remove the word Forester as the City Forester would not make the inspections.

SDA Response: Verbiage will be updated from 'Forester' to 'Landscape Architect'

12. Irrigation plan (Zoning Sec 5.5.6.B & LDM 10.1 & m.) - 1. Need on the final site plan 2. Please provide either an irrigation system plan or information regarding the alternative method that will be used to water the plants 3. If an irrigation system is used, it should meet the requirements listed at the end of the chart. 4. If an existing irrigation system is modified to include the new landscape areas, a note to that effect must be added to the plan.

SDA Response: Irrigation locations will be provided in future submittals. However, standard practice is to include the irrigation as a design-build provided by the landscape contractor. Once the irrigation contractor is selected, they can provide a plan for review. City to confirm acceptable practice. See item above for notes included in the plan

Planting Details/Info (LDM Part III) – Utilize City of Novi Standard Details

13. Tree protection fencing - Please add protective tree fence for trees to be preserved Demolition Plan.

SDA Response: Tree protection will be reviewed and updated on the demolition plan

Woodland Review

1. A Woodland Use Permit is required to perform construction on any site where impacts are proposed to regulated woodlands. The permit for this site would require Planning Commission approval because there are more than three trees proposed to be impacted/removed by construction.
SDA Response: Noted. Will apply for permit prior to construction
2. The applicant has not indicated whether replacement trees will be planted on-site or if payment will be made into the City of Novi Tree Fund. Due to limited available space on-site, payment into the Tree Fund is anticipated. If all 118 credits are paid into the fund, the Applicant will be required to pay a non-refundable fee of \$47,200 (118 credits x \$400/credit) into the City of Novi Tree Fund. If replacement trees are planted on-site, a Woodland Replacement Financial Guarantee of \$400 per credit and a two-year maintenance bond of 25% of the value of the trees (no less than \$1,000) will apply per Chapter 26.5-37. The applicant must confirm its replacement approach prior to final site plan approval.
SDA Response: TBD
3. The Applicant shall guarantee trees for two growing seasons after installation and the City's acceptance, per the City's Performance Guarantees Ordinance. A two-year maintenance bond in the amount of 25% of the value of the trees, but in no case less than \$1,000, shall be required to ensure the continued health of the trees following acceptance (Chapter 26.5, Section 26.5-37).
SDA Response: TBD
4. A woodland fence guarantee of \$6,000 (\$5,000 x 120%) is required per Chapter 26.5-37. The financial guarantee shall be paid prior to issuance of the City of Novi Woodland Use Permit.
SDA Response: TBD
5. On Sheet C3.1, it is requested that the applicant show the physical location of the tree protection fence for the Final Site Plan Submittal. This is mainly for when the project goes to construction, the construction team can visually see/survey where the fence is required to be placed. Ensure the fence is drawn outside of the dripline of trees to be preserved on this Sheet.
SDA Response: Plans will include tree protection fencing
6. Woodland Replacement Inspection (IF REPLACEMENTS ARE PLANTED ON-SITE) – The Applicant is responsible for walking the entire site to confirm that all woodland replacement trees/shrubs have been planted on site according to the approved site plan stamping set. If any material is missing, dead or dying, replacements should be made prior to requesting the inspection. The applicant should also provide an as-built landscape plan if the trees planted do not match the species and/or location shown on the approved site plan stamping set. Once this occurs the Applicant should contact the Bond Coordinator to schedule the inspection (Angie Sosnowski at asosnowski@cityofnovi.org; 248-347-0441) and complete the inspection request form. If additional inspections are needed, then additional inspection fees will be required to be paid by the applicant.
SDA Response: Noted, will address if replacements are planted on site.

7. Woodland Guarantee Inspection (IF REPLACEMENTS ARE PLANTED ON-SITE) – Prior to requesting the 2-year woodland guarantee inspection, the Applicant is responsible for walking the entire site to confirm that all plant material has survived and is healthy. If any material is missing, dead or dying, replacements should be made prior to requesting the inspection. Once this occurs the Applicant should contact the Bond Coordinator to schedule the 2-year guarantee inspection (Angie Sosnowski at asosnowski@cityofnovi.org / 248-347-0441) and complete the inspection request form. If additional inspections are needed, then additional inspection fees will be required to be paid by the applicant. Based upon a successful inspection for the 2-year warranty the Landscape/Woodland/Street trees financial guarantee will be returned to the Applicant.

SDA Response: Noted, will address if replacements are planted on site.

8. If the woodland replacements, street trees, or landscaping guarantee period is scheduled to end during the period when inspections are not conducted (November 15th – April 15th) the Applicant is responsible for contacting the Bond Coordinator and Woodland/Landscape Inspector in the late summer/early fall prior to the 2-year expiration to schedule an inspection.

SDA Response: Noted

9. The Applicant may be required to provide preservation/conservation easements as directed by the City of Novi Community Development Department for any areas of woodland replacement trees. The applicant shall demonstrate that all proposed woodland replacement trees and existing regulated woodland trees to remain will be guaranteed to be preserved as planted with a conservation easement or landscape easement to be granted to the city. This language shall be submitted to the City Attorney for review. The executed easement must be returned to the City Attorney within 60 days of the issuance of the City of Novi Woodland permit. Any associated easement boundaries shall be indicated on the Plan. Due to the limited amount of remaining woodlands on the property – this comment may not be feasible

SDA Response: Noted, will address as project progresses.

Preliminary Traffic Review

Internal Site Operations

1. Bicycle Parking – Clear path from street – 5' provided, 6' required
SDA Response: A review of path and requirements will be completed and updated in future FSP
2. Bicycle Parking – Height of Rack – Provide in future submittal
SDA Response: Will provide in FSP
3. Bicycle Parking – Other (Covered/layout) – Provide in future submittal. Refer to text amendment 18.301
SDA Response: Will provide in FSP

Signing and Striping

4. Signing Table – Quantities and sizes – List Both the R7-8 and R7-8p signs in the proposed sign legend on sheets C1.1 and C5.1.
SDA Response: Will update sign legend
5. Sign bottom height of 7' from the final grade – The 7' should be to the bottom of the R7-8 sign and not the R7-8a sign
SDA Response: Will update the sign detail
6. The international symbol for accessibility pavement markings/ADA - Provide state detail in future submittal
SDA Response: Will coordinate to provide acceptable detail in future submittals

Fire Department Review

1. All fire hydrants MUST be installed and operational prior to any combustible material is brought on site. IFC 2015 3312.1
SDA Response: Hydrants will meet the hydrants as provide on City Standard Detail Sheets

2. For new buildings and existing buildings, you MUST comply with the International Fire Code Section 510 for Emergency Radio Coverage. This shall be completed by the time the final inspection of the fire alarm and fire suppression permits.
HED/BRW Response: Noted.
3. Fire apparatus access drives to and from buildings through parking lots shall have a minimum fifty (50) feet outside turning radius and designed to support a minimum of thirty-five(35) tons. (D.C.S. Sec 11-239(b)(5))
HED/BRW Response: Noted.
4. Fire lanes will be designated by the Fire Chief or his designee when it is deemed necessary and shall comply with the Fire Prevention Ordinances adopted by the City of Novi. The location of all “fire lane – no parking” signs are to be shown on the site plans. (Fire Prevention Ord.)
SDA Response: Fire lanes and sign locations will be coordinated with Fire Chief
5. The minimum width of a posted fire lane is 20 feet. The minimum height of a posted fire lane is 14 feet. (D.C.S Sec. 158-99(a).)
SDA Response: Noted
6. Fire hydrant spacing shall be measured as “hose laying distance” from fire apparatus. Hose laying distance is the distance the fire apparatus travels along improved access routes between hydrants or from a hydrant to a structure.
SDA Response: Noted
7. Hydrants shall be spaced approximately three hundred (300) feet apart online in commercial, industrial, and multiple-residential areas. In cases where the buildings within developments are fully fire suppressed, hydrants shall be no more than five hundred (500) feet apart. The spacing of hydrants around commercial and/or industrial developments shall be considered as individual cases where special circumstances exist upon consultation with the fire chief. (D.C.S. Sec. 11-68 (f)(1)c)
SDA Response: Noted
8. A hazardous chemical survey is required to be submitted to the Planning & Community Development Department for distribution to the Fire Department at the time any Preliminary Site Plan is submitted for review and approval. Definitions of chemical types can be obtained from the Fire Department at (248) 735-5674.
SDA Response: Per letter, Hazardous Material Chemical Inventory will be handled by Fire Dept. staff internally and will be on file with the Fire Marshals office upon approval of final occupancy.
9. The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200
SDA Response: Per letter, security gates and features are acceptable and will be reviewed by Fire Marshal during install.
10. Outside Fire Alarm Horn/Strobe device will need to be installed, on building, closest to final FDC location. Current proposal is to have a remote “post” FDC, away from building. This can be reviewed at Fire Alarm installation.
HED/BRW Response: Noted – Final design plans will reflect this need.

END OF RESPONSES