



# PLANNING COMMISSION MINUTES

CITY OF NOVI  
Regular Meeting

**September 11, 2024 7:00 PM**

Council Chambers | Novi Civic Center  
45175 Ten Mile Road, Novi, MI 48375 (248) 347-0475

## CALL TO ORDER

The meeting was called to order at 7:00 PM.

## ROLL CALL

Present: Member Becker, Member Dismondy, Member Lynch, Chair Pehrson, Member Roney, Member Verma

Absent Excused: Member Avdoulos

Staff: Barbara McBeth, City Planner; Beth Saarela, City Attorney; Dan Commer, Planner; Ben Nelson, Plan Review Engineer

## PLEDGE OF ALLEGIANCE

Member Roney led the meeting attendees in the recitation of the Pledge of Allegiance.

## APPROVAL OF AGENDA

Motion made by Member Lynch and seconded by Member Dismondy to approve the September 11, 2024 Planning Commission Agenda.

**VOICE VOTE ON MOTION TO APPROVE THE SEPTEMBER 11, 2024 PLANNING COMMISSION AGENDA MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER DISMONDY. Motion carried 6-0.**

## AUDIENCE PARTICIPATION

Chair Pehrson invited members of the audience who wished to address the Planning Commission during the first audience participation to come forward. Seeing no one, Chair Pehrson closed the first public audience participation.

## CORRESPONDENCE

There was not any correspondence.

## COMMITTEE REPORTS

There were no Committee reports.

## CITY PLANNER REPORT

There was no City Planner Report.

## CONSENT AGENDA - REMOVALS AND APPROVALS

There were no Consent Agenda Removals and Approvals.

## PUBLIC HEARINGS

### 1. COMMUNITY FINANCIAL CREDIT UNION JSP24-08

Public Hearing at the request of Level 5 Construction LLC for Preliminary Site Plan, Woodland Permit, and Stormwater Management Plan approval to build a Community Financial Credit Union. The subject parcel is zoned TC, Town Center District and is located at the northeast corner of

Crescent Boulevard and Grand River Avenue. The applicant is proposing a 3,000 square foot building on 1.57 acres of land.

Planner Dan Commer stated the subject property is located in Section 15 of the City and is zoned TC, Town Center District. The parcel to the east is also zoned TC. The parcel south is zoned TC-1 Town Center District. The parcels to the north and west are zoned I-1 Light Industrial.

The Future Land Use map designates this area Town Center Commercial. The area to the west is planned for Office, Research, Development, and Technology.

The proposed development is a member only credit union. The 3,000 square foot building will serve as a retail branch for customers to come and do business in person or via two drive through Interactive Teller Machines (ITMs). Stormwater would be detained in an underground basin under the parking lot.

Planning and Engineering recommend approval of the plan with items to be addressed on the Final Site Plan. The Planning Review noted that the proposed plan will require a variance by the Zoning Board of Appeals for a deficiency of 3 parking spaces - 20 spaces are required, 17 are proposed.

There are regulated woodlands on the property, and a woodland permit is required for the proposed removal of approximately 36 regulated trees which will require 61 replacement credits. The applicant shows 8 replacement trees to be replanted on-site and monies to be paid into the City's tree fund for the remaining 53 trees. It is recommended that the 8 replacement trees be protected by a Woodland Conservation Easement.

The City's Traffic Engineering Consultant noted that no traffic impact study was required since the use is not projected to exceed the threshold of the daily or peak-hour trips. A few traffic engineering items will need to be addressed on the Final Site Plan.

The applicant is requesting a landscape waiver from the Planning Commission for the 364 square foot landscape area provided at the corner of Crescent and Grand River in lieu of building foundation plantings. The applicant is also requesting a Section 9 Façade Waiver for an overage of cast-in-place concrete (2-4% concrete proposed, 0% permitted). Both waivers are currently supported by staff.

It is noted that the applicant has acknowledged that the final site plan submittal will be revised to provide a screen wall along Crescent Drive in lieu of a landscape berm.

The Planning Commission is asked to hold the public hearing tonight to consider approval or denial of the Preliminary Site Plan, Woodland Permit, and Storm Water Management Plan. David Lapp and Tim Wood are present on behalf of the applicant to represent the project and answer any questions. Staff is also available for questions.

Chair Pehrson invited the applicant to address the Planning Commission.

David Lapp thanked the Planning Commissioners for the opportunity to be in front of them for another project. He had nothing further to add to the presentation but is available to answer questions.

Chair Pehrson opened the public hearing and invited members of the audience who wished to speak to approach the podium. Seeing no one, and confirming there was no correspondence received, Chair Pehrson turned the matter over to the Planning Commission for consideration.

Member Lynch stated that he likes the project. It seems to fit in well. He has no issues with the three deficient parking spaces since this is a credit union. Member Lynch inquired about the landscape waiver. Landscape Architect Rick Meader responded that the applicant would like to put 364 square feet of the required landscaping at the corner of the property instead of at the building. Member Lynch is in support, it is a beautiful building and fits nicely on the property.

Member Becker stated that many projects come before the Planning Commission that are on difficult

pieces of property to develop. This property is like the poster child for a difficult piece of property with wetlands, woodlands and a riverine that goes through the property. It probably took a great deal of hard work to make the project work with very few waivers. Member Becker supports the project fully.

Member Dismondy stated the project looks great. He inquired if the credit union outgrew the old location or if it was just a lease. Mr. Lapp responded that the prior location was closed during the construction on Novi Road since they weren't able to get people into the branch. The new location has a lot better visibility and traffic.

Member Verma stated the facade is very nice, and very eye-catching from the Grand River side. He is in support of the project.

Member Roney inquired about the wetlands and whether any mitigation is required. City Planner McBeth responded that the applicant was careful to avoid the wetlands, and the wetland consultant letter indicated there is no impact to the wetland. Member Roney stated it is a beautiful building.

Chair Pehrson stated that he also approves of the project.

Motion to approve the JSP24-08 Community Financial Credit Union Preliminary Site Plan made by Member Lynch and seconded by Member Becker.

**In the matter of Community Financial Credit Union JSP24-08, motion to approve the Preliminary Site Plan based on and subject to the following:**

- a. ZBA variance for deficiency of 3 parking spaces (20 spaces required, 17 proposed).
- b. Landscape waiver for the 364 square foot landscape area provided at the southwest corner of the site instead of a location at the building foundation, as supported by staff since the proposed landscaping provides an attractive element near the corner of the property.
- c. Section 9 Façade Waiver for an overage of cast-in-place concrete (2-4% proposed, 0% permitted), as supported by staff due to small amount that it is proposed and because the decorative element of the proposed concrete meets the intent and purpose of the ordinance.
- d. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Final Site Plan.

**This motion is made because the plan is otherwise in compliance with Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.**

**ROLL CALL VOTE TO APPROVE JSP24-08 COMMUNITY FINANCIAL CREDIT UNION PRELIMINARY SITE PLAN MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER BECKER. Motion carried 6-0.**

Motion to approve the JSP24-08 Community Financial Credit Union Woodland Permit made by Member Lynch and seconded by Member Becker.

**In the matter of Community Financial Credit Union JSP24-08, motion to approve the Woodland Permit based on and subject to the findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan.**

**This motion is made because the plan is otherwise in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.**

**ROLL CALL VOTE TO APPROVE JSP24-08 COMMUNITY FINANCIAL CREDIT UNION WOODLAND PERMIT MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER BECKER. Motion carried 6-0.**

Motion to approve the JSP24-08 Community Financial Credit Union Stormwater Management Plan made by Member Lynch and seconded by Member Becker.

**In the matter Community Financial Credit Union JSP24-08, motion to approve the Stormwater Management Plan based on and subject to the findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan.**

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

**ROLL CALL VOTE TO APPROVE JSP24-08 COMMUNITY FINANCIAL CREDIT UNION STORMWATER MANAGEMENT PLAN MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER BECKER. Motion carried 6-0.**

## **MATTERS FOR CONSIDERATION**

### **1. APPROVAL OF THE 2025 PLANNING COMMISSION REGULAR MEETING CALENDAR**

City Planner McBeth stated that similar to prior years, staff has come up with the best possible schedule for the subsequent year so the City can put the dates on the official calendar. The suggested dates are typically the second and fourth Wednesdays of the month, avoiding any national holidays or other conflicts.

Member Roney proposed moving the August meeting dates to August 6<sup>th</sup> and August 20<sup>th</sup> to account for more time around the Labor Day holiday.

Motion to change the August meeting dates to August 6<sup>th</sup> and August 20<sup>th</sup> and approve the proposed 2025 Planning Commission regular meeting calendar made by Member Lynch and seconded by Member Becker.

**Motion to change the August meeting dates on the proposed 2025 Planning Commission regular meeting calendar to August 6<sup>th</sup> and August 20<sup>th</sup> and approve the calendar.**

**ROLL CALL VOTE TO CHANGE THE AUGUST MEETING DATES ON THE PROPOSED 2025 PLANNING COMMISSION REGULAR MEETING CALENDAR TO AUGUST 6<sup>TH</sup> AND AUGUST 20<sup>TH</sup> AND APPROVE THE CALENDAR MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER BECKER. Motion carried 6-0.**

### **2. APPROVAL OF THE AUGUST 28, 2024 PLANNING COMMISSION MINUTES**

**Motion to approve the August 28, 2024 Planning Commission minutes.**

**ROLL CALL VOTE ON MOTION TO APPROVE THE AUGUST 28, 2024 PLANNING COMMISSION MINUTES MADE BY MEMBER LYNCH AND SECONDED BY MEMBER VERMA. Motion carried 6-0.**

## **CONSENT AGENDA REMOVALS FOR COMMISSION ACTION**

There were no consent agenda items.

## **SUPPLEMENTAL ISSUES/TRAINING UPDATES**

There were no supplemental issues or training updates.

## **AUDIENCE PARTICIPATION**

Chair Pehrson invited members of the audience who wished to address the Planning Commission during the final audience participation to come forward. Seeing no one, Chair Pehrson closed the final audience participation.

## **ADJOURNMENT**

Motion to adjourn the September 11, 2024 meeting made by Member Lynch and seconded by Member

Becker.

**VOICE VOTE ON MOTION TO ADJOURN THE SEPTEMBER 11, 2024 PLANNING COMMISSION MEETING MADE BY MEMBER LYNCH AND SECONDED BY MEMBER BECKER. *Motion carried 6-0.***

Meeting adjourned at 7:15 PM.

\*Actual language of the motion sheet subject to review.