



HOMEWOOD SUITES JSP14-31

HOMEWOOD SUITES JSP 14-31

Consideration at the request of Stellar Hospitality, LLC for approval of the Preliminary Site Plan and Stormwater Management Plan. The subject property is located in Section 14, north of 11 Mile Road and east of Town Center Drive in the OSC, Office Service Commercial District. The current submittal, Homewood Suites, includes a five story extended stay hotel with 88 rooms along with associated parking, loading and landscape on 1.87 acres of the total site.

Required Action

Approval/Denial of the Preliminary Site Plan and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	04-14-15	<ul style="list-style-type: none"> • Variance required for encroachment of dumpster into parking setbacks. • Variance required for absence of loading space • Variance required for reduction of parking setbacks • Items to be addressed on the final site plan submittal
Engineering	Approval recommended	04-13-15	Items to be addressed on the final site plan submittal
Traffic	Approval recommended	04-13-15	Items to be addressed on the final site plan submittal
Landscaping	Approval recommended	04-10-15	<ul style="list-style-type: none"> • Planning Commission Waiver required for not providing required trees between Sidewalk and the curb along Town Center Drive. • Planning Commission Waiver required for not providing the minimum required perimeter parking lot trees. • Planning Commission Waiver for exceeding the maximum allowed spaces per parking bay. • Planning Commission waiver for proposing a wall in lieu of a berm along Town Center Drive • Items to be addressed on the final site plan submittal
Wetlands	Not Applicable		No Wetlands exist on site
Woodlands	Not Applicable		No Woodlands exist on site
Facade	Approval Recommended	02-06-15	Section 9 Waiver is not required. A sample board is requested.
Fire	Approval recommended	04-09-15	Items to be addressed on the final site plan submittal

Motion Sheet

Approval –Preliminary Site Plan

In the matter of Homewood Suites, JSP 14-31, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a) Landscape waiver to permit the absence of the Right of Way trees (7 required, 0 provided) between the existing sidewalk and the curb along Town Center Drive as listed in Section 5.5.3.B.ii due to limited space available for planting, which is hereby granted;
- b) Landscape waiver to permit a decorative wall instead of the required berm adjacent to Public Right of Way as listed in Section 5.5.3.A.(5))due to space limitations, grading and utility easement, decorative wall with landscaping is proposed, which is hereby granted;
- c) Landscape waiver to exceed the minimum allowed parking spaces between planning islands by 1 space (15 spaces allowed, 16 proposed)as listed in Section 5.5.3.C.ii due to proposed site layout, which is hereby granted;
- d) Landscape waiver to permit the reduction in minimum requirements for Perimeter Parking Lot Landscape Calculations (21 required, 7 provided) as listed in Section 5.5.3.C.iii due to limited space available for planting, which is hereby granted;
- e) Zoning Board of Appeals variance from Section 3.1.23.D of City Zoning Ordinance to reduce the minimum parking setbacks; (Side setback on North: required 20 ft. , provided approx. 10 ft. and rear setback on East: required 20 ft., provided approx. 6 ft.)
- a) Zoning Board of Appeals variance from Section 5.4.1 of City Zoning Ordinance to not provide a loading space;
- b) Zoning Board of Appeals variance from Section 4.19.2.F.iv of City Zoning Ordinance to allow a corner of the dumpster to be located within parking setbacks;
- c) Increase the width of the Emergency access to twenty feet as indicated in the response letter;
- 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; and
- e) (additional conditions here if any)

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.

-AND-

Approval –Stormwater Management Plan

In the matter of Homewood Suites, JSP 14-31, motion to **approve** the Stormwater Management Plan based on and subject to the following:

- a) 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; and
- b) *(additional conditions here if any)*

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

-OR-

Denial –Preliminary Site Plan

In the matter of Homewood Suites, JSP 14-31, motion to **deny** the Preliminary Site Plan, *for the following reasons... (because the plan is not in compliance with Article 3, Article 4 and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

-AND-

Denial –Stormwater Management Plan

In the matter of Homewood Suites, JSP 14-31, motion to **deny** the Stormwater Management Plan, *for the following reasons... (because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

MAPS
Location
Zoning
Future Land Use
Natural Features

JSP 14-31 Homewood Suites

Location

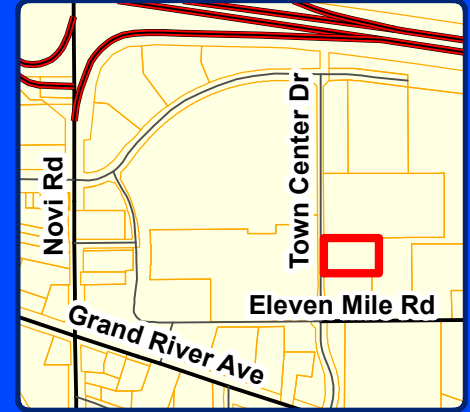


**Subject
Property**

Section 14

Town Center Drive

Eleven Mile Rd



City of Novi

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

Map Author: Sri Komaragiri
Date: 04/14/2015
Project: Homewood Suites
Version #: 1



1 inch = 83 feet

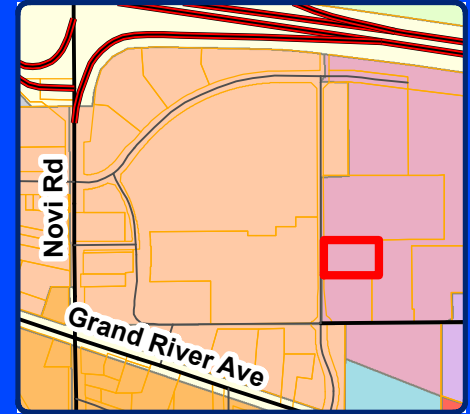
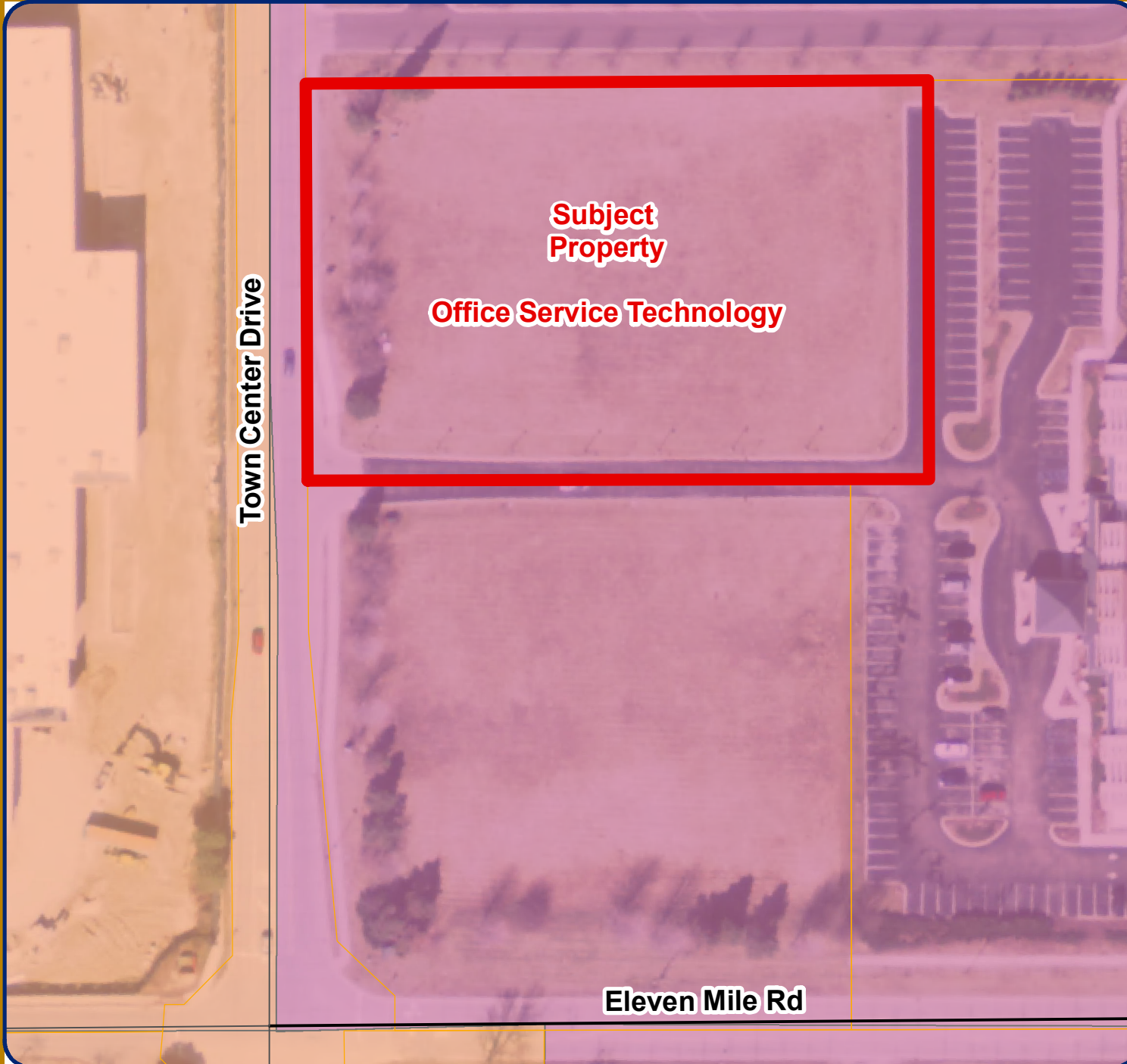


MAP INTERPRETATION NOTICE

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JSP 14-31 Homewood Suites

Zoning



Legend

- R-A: Residential Acreage
- B-3: General Business District
- EXPO: EXPO District
- I-1: Light Industrial District
- OS-1: Office Service District
- OSC: Office Service Commercial
- TC: Town Center District
- TC-1: Town Center -1 District



City of Novi

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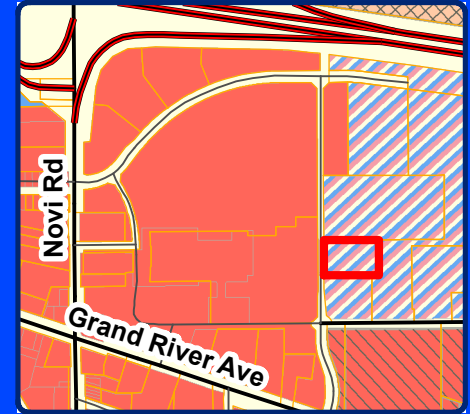
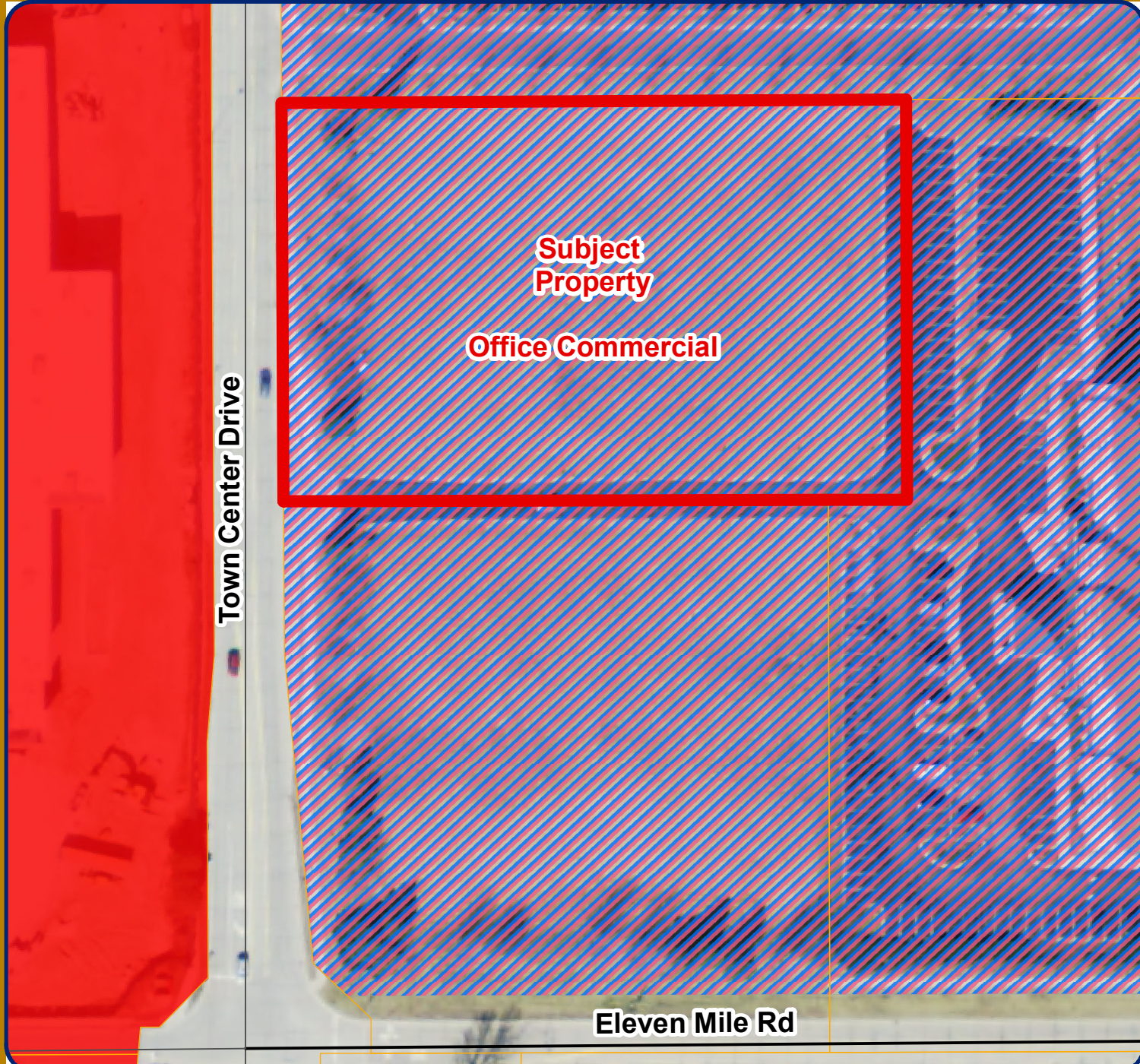


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JSP 14-31 Homewood Suites

Future Land Use



Legend

Future Land Use - 2010

Proposed Land Use

-  OFFICE RD TECHNOLOGY
-  OFFICE COMMERCIAL
-  REGIONAL COMMERCIAL
-  TC COMMERCIAL
-  TC GATEWAY



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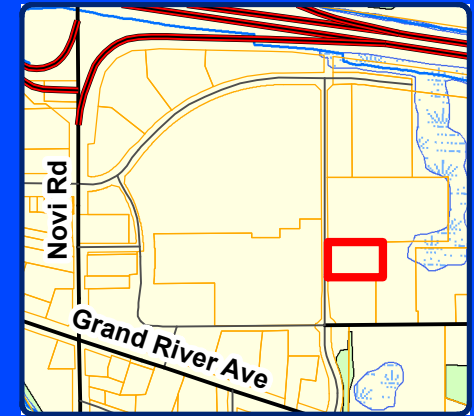


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JSP 14-31 Homewood Suites

Natural Features



Legend

-  Wetlands
-  Woodlands



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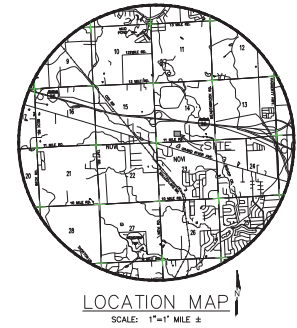
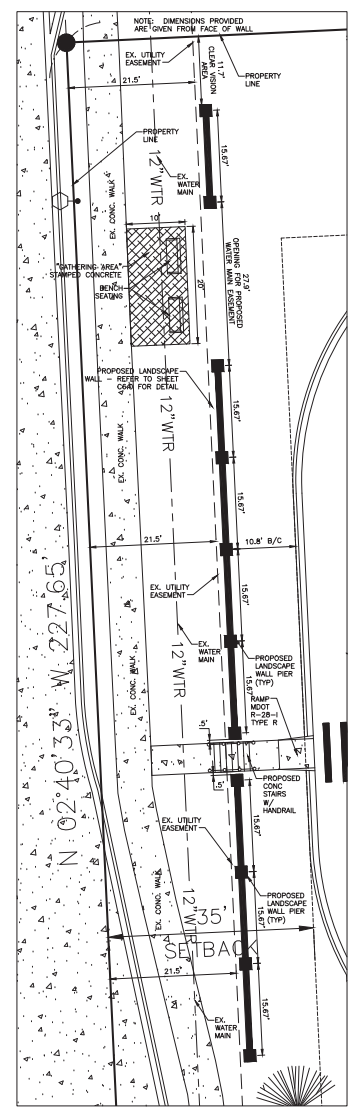
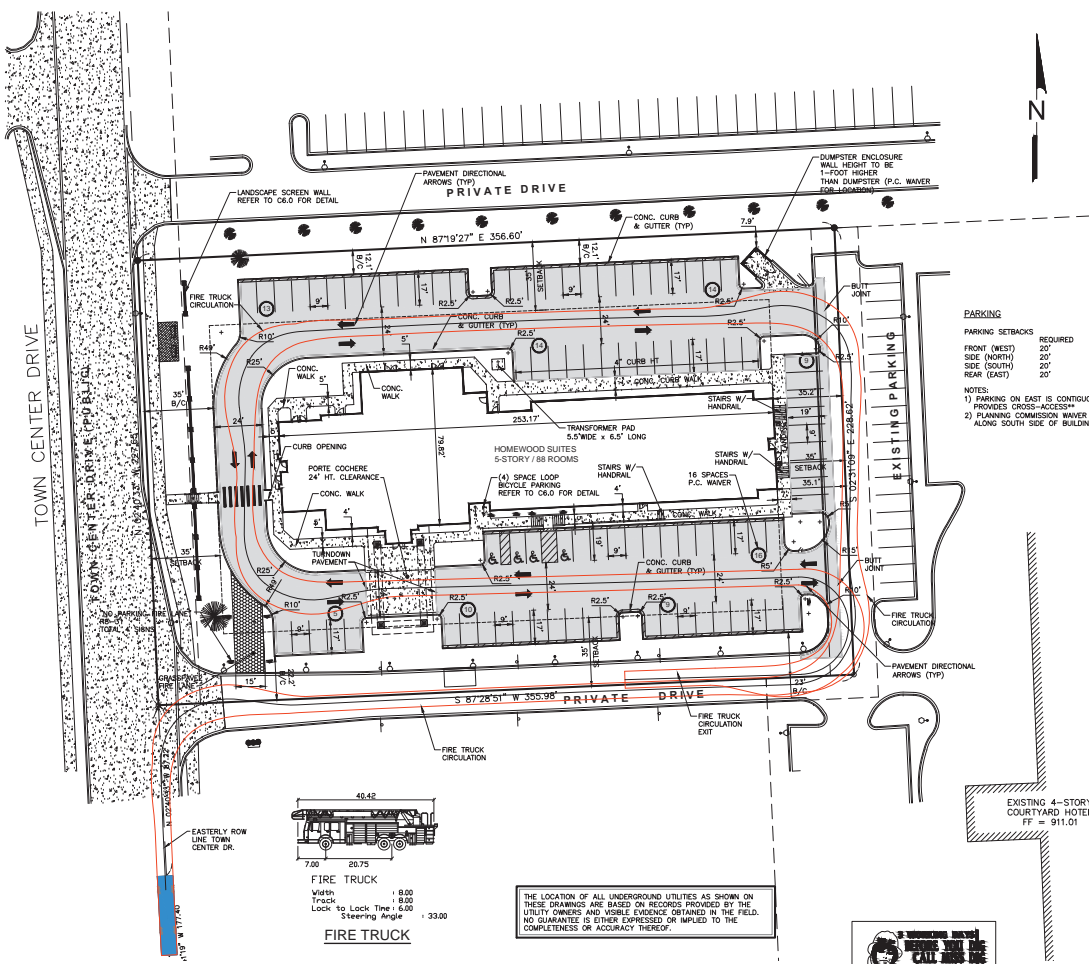
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SITE PLAN

(Full plan set available for viewing at the Community Development Department.)

As submitted for Revised Preliminary Site Plan on 07 April 2015



- GENERAL NOTES**
- REFER TO ARCHITECTURAL PLANS TO VERIFY FOUNDATIONS.
 - IT IS THE CONTRACTOR'S RESPONSIBILITY TO SECURE ALL PERMITS AND POST ALL BIDDING PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION BY CALLING MISS-DIG AT 1-800-482-7171 AT LEAST 3 WORKING DAYS PRIOR TO EXCAVATION.
 - THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION BY CALLING MISS-DIG AT 1-800-482-7171 AT LEAST 3 WORKING DAYS PRIOR TO EXCAVATION.
 - THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR THE PROTECTION OF ALL EXISTING UTILITIES DURING CONSTRUCTION. ALL UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED WITH LIKE MATERIAL. THE EXACT LOCATION OF EXISTING UTILITIES SHALL BE LOCATED BY HAND DIGGING.
 - DIMENSIONS ARE TO FACE OF CURB, OUTSIDE FACE OF BUILDING, EDGE OF PAVEMENT, CENTER OF STRUCTURE OR OTHERWISE INDICATED.
 - ALL PAVING MATERIALS AND OPERATIONS SHALL BE IN CONFORMANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION.
 - PARKING STALL SPACES TO BE 4" SOLID WHITE PAINT STRIPES. HANDICAP PARKING TO BE 4" SOLID BLUE PAINT STRIPES W/ BARRIER FREE STRIPPING OF 4" SOLID BLUE @ 2" O.C. ON 45° ANGLE.
 - FROM REVIEW OF THE CITY OF NOVI WOODLAND MAP, IT DOES NOT APPEAR THAT REGULATED WETLANDS EXIST ON THE SITE.
 - FROM REVIEW OF THE CITY OF NOVI WETLANDS MAP, IT DOES NOT APPEAR THAT REGULATED WETLANDS EXIST ON THE SITE.
 - ALL WEATHER ACCESS ROADS CAPABLE OF SUPPORTING 35 TONS ARE TO BE PROVIDED FOR FIRE APPARATUS PRIOR TO CONSTRUCTION OF FOUNDATION.
 - THE BUILDING ADDRESS SHALL BE POSTED FACING THE STREET THROUGHOUT CONSTRUCTION. THE ADDRESS SHALL BE AT LEAST 3 INCHES HIGH ON A CONTRASTING BACKGROUND.
 - ALL WORK SHALL CONFORM TO THE CURRENT CITY OF NOVI STANDARDS AND SPECIFICATIONS.

SITE INFORMATION

PROPERTY INFORMATION:
SOWELL NO: 22-14-376-018
LOT AREA = 1.87 ACRES (GROSS) [81,4572 S.F.]

ZONING:
OSC

BUILDING DATA:
GROSS FLOOR AREA = 69,543 S.F.
1ST FLOOR = 15,777 S.F.
2ND FLOOR = 13,842 S.F.
3RD FLOOR = 13,842 S.F.
4TH FLOOR = 13,842 S.F.
5TH FLOOR = 13,842 S.F.
BUILDING HEIGHT = 65'-0" (HIGHEST PARAPET PERMITTED HEIGHT = 5-STORIES OR 65'-FEET
BUILDING/LOT COVERAGE = 15,777 / 81,457 = 19.4%

OPERATIONAL DATA:
NUMBER OF EMPLOYEES IN LARGEST SHIFT: 2
NUMBER OF EMPLOYEES TOTAL: 8

PARKING DATA:
REQUIRED: 1 SPACE PER ROOM
ROOMS = 88
1 / 88 = 88 SPACES
NUMBER OF EMPLOYEES IN LARGEST SHIFT: 2
TOTAL REQUIRED = 88 + 2 = 90 SPACES

PROVIDED:
STANDARD SPACES = 86
HANDICAP SPACES = 4
TOTAL = 90 SPACES

MAXIMUM AREA COVER BY PARKING BETWEEN MINIMUM FRONT YARD SETBACK LINE AND THE BUILDING FACADE SETBACK LINE:
MAX = 50%
PROPOSED = 435 S.F. / 7,517 S.F. = 5.8%

SETBACKS:
BUILDING: FRONT = 35'-FEET
SIDE = 35'-FEET
REAR = 35'-FEET

**HOMEWOOD SUITES
TOWN CENTER DRIVE
NOVI, OAKLAND COUNTY, MI**

09 04 00 14 788 000

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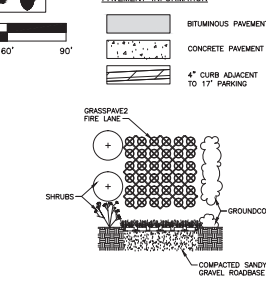
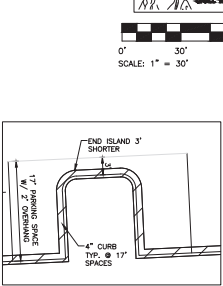
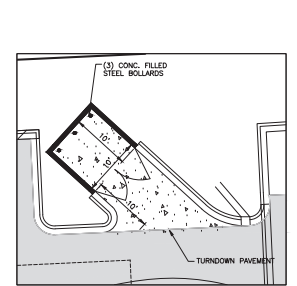
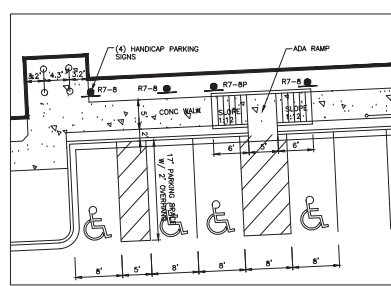
ISSUED FOR DATE

PRE-APPLICATION	05/10/16
PERMITS OPS.	07/28/16
PERMITS OPS.	04/07/18

DRAWN + JCP
CHECKED + JCP
SCALE: 1"=10'

JOB NO: 180-02-000

SHEET TITLE + SITE LAYOUT AND PAVING PLAN
00001



TRAFFIC CONTROL SIGN TABLE

DESCRIPTION	LIMITED	QUANTITY
HANDICAP	R7-B	3
HANDICAP (VAN)	R7-BP	1
NO PARKING FIRE LANE	R8-31	4

NOTE: ALL TRAFFIC SIGNS SHALL COMPLY WITH THE CURRENT MUTCD STANDARDS

ZONING INFORMATION

ZONED = OSC (OFFICE SERVICE COMMERCIAL)
SETBACKS:
FRONT = 35'
REAR = 35'
SIDE = 35' EACH SIDE
MAXIMUM BUILDING HEIGHT - SIDE = 5 STORIES OR 65'

PLANNING REVIEW

Review based on Revised Preliminary Site Plan on April 07, 2015

PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE			
Type of Submittal	Date of Submittal	Date of Applicant Response letter	Reviewed by
Preliminary Site Plan	16 Jan 15	16 Jan 15	All Agencies
Revised Preliminary Site Plan	07 April 15	03 April 15	All Agencies except Facade
PC Meeting Packet		17 April 15	



PLAN REVIEW CENTER REPORT

April 14, 2015

Planning Review

Homewood Suites

JSP14-31

Petitioner

Stellar Hospitality, LLC

Review Type

Revised Preliminary Site Plan

Property Characteristics

- Site Location: Section 14 ; North of 11 Mile Road and East of Town Center Rd
- Site School District: Novi Schools
- Site Zoning: OSC, Office Service Commercial
- Adjoining Zoning: West: Town Center; Rest: OSC, Office Service Commercial
- Site Use(s): Vacant
- Adjoining Uses: North: Office; East: Hotel; South: Vacant; West: Commercial
- Site Size: 1.87 acres
- Building Size: Building footprint 15,777 SF; Total 5 floors: 69,543 square feet
- Plan Date: 04/03/2015

Project Summary

The applicant is proposing a five story extended stay hotel with 88 rooms along with associated parking, loading and landscape on 1.87 acres of the total site.

Recommendation

Approval of the *Preliminary Site Plan is recommended*. The plan conforms to the requirements of the Zoning Ordinance. **Planning Commission approval of the Preliminary Site Plan subject to Zoning Board of Appeals approval of Variances is required.**

Town Center Area Study Recommendations:

The overall intent of the Town Center area is to serve as a mixed-use, pedestrian-oriented focal point for the City of Novi. An extended stay hotel is a preferred land use for this property in Town Center Area Study recommendations. The study recommends developing Pedestrian Amenities such as benches and internal landscape such as welcoming color/flowers along Town Center Drive. Please refer to the Town Center Area study for further design recommendations. The study also recommends shared parking lots within the area to improve efficiency and enhance the pedestrian experience.

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 charts for information pertaining to ordinance requirements. Items in **bold** below must be addressed and incorporated as part of the final site plan submittal. Items in **bold and underline** require **Planning Commission waivers or variances from Zoning Board of Appeals**

1. Zoning Board of Appeals Variances: Please note that following variances are required from Zoning Board of Appeals. **It is our understanding that the applicant has already submitted the ZBA application for the following variances.**
 - a. Parking Setback (Sec. 3.1.23.D): The Parking setbacks do not meet the minimum setback requirements for OSC district. **A variance is required to be approved by Zoning Board of Appeals for the reduction of the minimum parking setbacks.**
 - b. Loading Spaces (Sec. 5.4.1) *Within the OS districts, loading space shall be provided in the rear yard or in the case of a double frontage lot, in the interior side yard, in the ratio of five (5) square feet per front foot of building up to a total area of three-hundred sixty (360) square feet per building.* **A variance is required to be approved by Zoning Board of Appeals for absence of loading space.**
 - c. Dumpster (Sec. 4.19.2.F): The dumpster cannot be located within the parking setbacks. A corner of the dumpster encroaches into the paring setback. **A variance is required to be approved by Zoning Board of Appeals required for the encroachment into the parking setbacks.**
2. Bicycle parking (Sec 5.16): Provide details for the plan view of Bicycle parking according to Section 5.16.6
3. Lighting (Sec 5.7): The applicant is asked to provide the following on the Final Site Plan:
 - a. The applicant has indicated that the hotel will open 24 hours a day. Provide information, if any, of measures being taken to reduce the maximum usage of exterior site lighting during off-peak hours.
 - b. Provide the ratio of average light level of the surface being lit to the lowest light of the surface being lit. It shall not exceed 4:1. **The applicant indicated in the response letter that the ration does not exceed the maximum allowed. Provide the same on the site plan.**
 - c. **Sec. 5.7.3.K: Where a site abuts a nonresidential district, maximum illumination at the property line shall not exceed one (1) footcandle. The city may modify these levels if such modifications are deemed necessary and appropriate for the use and surrounding area. The illumination exceeds the maximum allowed at multiple locations along north and east property line. A Planning Commission waiver is required for this deviation. Staff understands the layout of the subject property and the surrounding properties that lead to the deviation and would support a request for waiver. The applicant is asked to review if there is a means to reduce the illumination at some locations at the least.**
4. Other: Please refer to the chart for other minor comments. **Address other comments from the review chart.**
5. Other Reviews:
 - a. Landscape Review: Landscape review has identified waivers that may be required if the requirements are not met. Refer to review letter for more comments. Landscape recommends approval.
 - b. Traffic Review: Additional Comments to be addressed with Final Site Plan submittal. Traffic recommends approval

- c. Engineering Review: Additional Comments to be addressed with Final Site Plan submittal. Engineering recommends approval
- d. Facade Review: A “No Revision Façade Affidavit” was submitted as part of the revised site plan submittal no changes are made to the plan since the initial submittal. Façade review dated February 6, 2015 still applies.
- e. Fire Review: Additional Comments to be addressed with Final Site Plan submittal. Fire recommends approval

Response Letter

This Site Plan is scheduled to go before Planning Commission on April 22, 2015. Please provide the following **no later than April 16, 2015** if you wish to keep the schedule.

1. A response letter addressing ALL the comments from ALL the review letters and a request for waivers as you see fit.
2. A PDF version of the all Site Plan drawings that were submitted for the revised Preliminary review. **NO CHANGES MADE.**
3. A color rendering of the Site Plan, if any.
4. A sample board of building materials as requested by our Façade Consultant

Site Addressing

The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found on the Internet at www.cityofnovi.org under the forms page of the Community Development Department. Please contact Jeannie Niland (248.347.0438 or jniland@cityofnovi.org) in with any specific questions regarding addressing of sites.

Signage

Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland (248.347.0438) for information regarding sign permits.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5607 or skomaragiri@cityofnovi.org.



Sri Ravali Komaragiri – Planner

PLANNING REVIEW SUMMARY CHART

Review Date: 10 April 2015
Project Name: JSP14 – 0031: Homewood Suites
Plan Date: 03 April 2015
Prepared by: Sri Komaragiri, Planner **E-mail:** skomaragiri@cityofnovi.org; **Phone:** (248) 735-5607

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

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan <i>(adopted August 25, 2010)</i>	Office Commercial	Office	Yes	The Preliminary Site Plan will require a Planning Commission approval
Town Center Area Study <i>(approved March 26, 2014)</i>	Hotel/Office Area	Extended Stay Hotel	Yes	
Zoning <i>(Effective December 25, 2013)</i>	OSC: Office Service Commercial Article 12	OSC	Yes	
Uses Permitted (Sec 3.1.22.B & C)	Sec 3.1.23.B & C - Principal Uses Permitted.	5 story 88-room hotel	Yes	
Height, bulk, density and area limitations (Sec 3.1.23)				
Frontage on a Public Street. <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	Frontage on Town Center Drive	Yes	
Minimum Zoning Lot Size for each Unit in Ac <i>(Sec 3.6.2.D)</i>	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space		NA	
Minimum Zoning Lot Size for each Unit: Width in Feet			NA	
Open Space Area	----	---	---	---
Maximum % of Lot Area Covered (By All Buildings)	<i>(Sec 3.6.2.D)</i>	19.4% (15,777 SF)	Yes	
Building Height <i>(Sec. 3.1.23.D)</i>	65 feet or 5 stories whichever is less	63' -10" and 5 stories	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Building Setbacks (Sec 3.1.23.D)				
Front @ Town Center Drive	35 ft.	Approx. 66 ft	Yes	
Side North	35 ft.	Approx. 60ft.	Yes	
Side South	35 ft.	Approx. 80ft.	Yes	
Rear East	35 ft.	Approx. 35ft.	Yes	
Parking Setback (Sec 3.1.23.D) Refer to applicable notes in Sec 3.6.2				
Front @ Town Center Drive	35 ft. (See 3.6.2.E)	NA	Yes	A variance from the Zoning Board of Appeals is required to reduce the minimum required setbacks. Refer to the letter for further details.
Side North	20 ft.	Approx. 10 ft.	No	
Side South	20 ft.	Approx. 22 ft.	Yes	
Rear East	20 ft.	Approx. 6 ft.	No	
Note To District Standards (Sec 3.6.2)				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	Refer to Sec 3.6.2 for more details	Not abutting a street	NA	
F. Off-Street Parking in Side and Rear Yards (Sec 3.6.2.F)	Refer to Sec 3.6.2 for more details	Not adjacent to residential districts	NA	
Setback from Residential District (Sec 3.6.2.H)	Refer to Sec 3.6.2 for more details	Not abutting a residential district	NA	
Wetland/Watercourse Setback (Sec 3.6.2.M)	Refer to Sec 3.6.2 for more details		NA	
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.		No	Refer to landscape comments in berm requirement
Modification of parking setback requirements (Sec 3.6.2.Q)	Planning Commission may modify Parking setback requirements based on its determination according to Sec. 3.6.2.Q	The total area of setbacks is below the minimum setback requirements	NA	

Item	Required Code	Proposed	Meets Code	Comments
Off-Street Parking in Front Yard (Sec 3.6.2.E)				
Min. Site Area	2 Acres		NA	
Required Parking Setback	Parking does not extend into min front yard setback unless - Site in OSC - Fronting on a private road - At least 100 ft. away from public road - Parking Screening Then then the minimum parking area front yard requirement may be reduced to 25 feet	-	NA	
Maximum area covered by parking	Parking Area does not occupy more than 50 percent of area between the minimum front yard setback line and the building facade setback line		NA	
Parking Area Screening <i>Sec 5..3.B.ii</i>	- It is screened from all public rights-of-way by an ornamental brick-on-brick wall, or landscaped berm that is two and one-half (2½) feet in height (as measure from the parking lot surface)		NA	
Planning Commission finding	- The parking area and lighting is compatible with surrounding development.		NA	

Parking, Loading and Dumpster Requirements

Number of Parking Spaces Professional Office <i>(Sec.5.2.12.C)</i>	- One (1) for each one (1) occupancy unit - For a total of 88 units = 88 spaces - plus one (1) for each one (1) employee, 2 spaces - plus parking for accessory uses. Total = 90 Spaces	- Proposed = 88 spaces - No. of Employees in Largest shift = 2 - No accessory structures proposed Proposed = 90 spaces	Yes	Applicants note: Maintenance staff will be on-call from other locations and will not be stationed at this hotel. The housekeeping staff will be shuttled from location to location. Therefore, the need for dedicated parking for staff members is limited to 2.
---	---	---	-----	--

Item	Required Code	Proposed	Meets Code	Comments
Parking Space Dimensions and Maneuvering Lanes <i>(Sec. 5.3.2)</i>	- 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	9' x 19' regular spaces 8' x 19' handicap spaces	No	A Planning Commission waiver is required to propose more than 15 spaces in a bay. Applicant has indicated his intent to apply.
Parking stall located adjacent to a parking lot entrance (public or private) <i>(Sec. 5.3.13)</i>	- 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	NA		
End Islands <i>(Sec. 5.3.12)</i>	- 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 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance	End Islands are proposed Varied radii from 5' to 15'	Yes	
Barrier Free Spaces <i>Barrier Free Code</i>	3 barrier free parking spaces (for total 76 to 100)& 1 van barrier free parking space	2 regular barrier free spaces 2 van barrier free spaces	Yes	
Barrier Free Space Dimensions <i>Barrier Free Code</i>	- 8' wide with an 8' wide access aisle for van accessible spaces - 5' wide with a 5' wide access aisle for regular accessible spaces	Two types of accessible spaces are provided	Yes	
Barrier Free Signs <i>Barrier Free Design Graphics Manual</i>	One sign for each accessible parking space.	Individual signs are proposed	Yes	
Minimum number of Bicycle Parking <i>Sec. 5.16.1</i>	For hotels, a minimum of 4 bicycle parking spaces are required	4 bicycle parking spaces are proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Bicycle Parking General requirements <i>Sec. 5.16</i>	<ul style="list-style-type: none"> - No farther than 120 ft. from the entrance being served - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations - Spaces to be paved and the bike rack shall be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk 	<ul style="list-style-type: none"> -Yes -Yes -5' sidewalk 	Yes	
Bicycle Parking Lot layout <i>Sec 5.16.6</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	The stall as shown on plan measures approximately 8' x 10'	Yes	Refer to section 5.16.6 for further details and provide bike racks accordingly
Loading Spaces <i>Sec. 5.4.1</i>	Within the OS districts, loading space shall be provided in the rear yard or in the case of a double frontage lot, in the interior side yard, in the ratio of five (5) square feet per front foot of building up to a total area of three-hundred sixty (360) square feet per building.	No Loading area is proposed	No	A variance from the Zoning Board of Appeals is required for absence loading space. Applicant has indicated his intent to apply.

Item	Required Code	Proposed	Meets Code	Comments
Dumpster <i>Sec. 4.19.2.F</i>	<ul style="list-style-type: none"> - Located in rear yard - Attached to the building or - No closer than 10 ft. from building if not attached - 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 	Yes No Greater than 10ft Located within the parking setback Yes. Located away from barrier free spaces	Yes No	A variance from the Zoning Board of Appeals is required to allow the proposed dumpster to remain in the parking setbacks. Applicant has indicated his intent to apply.
Dumpster Enclosure <i>Sec. 21-145. (c)</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 	<ul style="list-style-type: none"> - An enclosure is shown on the plans - 6' wall. - A concrete surface is indicated - Split faced scored CMU and white vinyl fence gate 	Yes	
Lighting and Other Equipment Requirements				
Exterior lighting <i>Sec. 5.7</i>	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	A lighting plan is provided	No	
Roof top equipment and wall mounted utility equipment <i>Sec. 4.19.2.E.ii</i>	- All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	No Roof top equipment proposed	NA	
Roof top appurtenances screening	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	No Roof top equipment is proposed	NA	

Item	Required Code	Proposed	Meets Code	Comments
Sidewalks Requirements				
<p>Sidewalks Article XII <i>Sec. 11-276(b)&</i> <i>Sec. 11-279</i></p> <p>Town Center Area Study</p>	<p>- A 6' -10' wide sidewalk shall be constructed along all arterial and collector roads except in industrial districts</p> <p>- All pedestrian safety paths shall be concrete and four (4) inches thick except residential driveway crossings which shall be six (6) inches thick, and industrial/commercial driveway crossings which shall be eight (8) inches thick.</p>	<p>A 6' sidewalk is existing along Town Center Drive</p>	<p>Yes</p>	
<p>Pedestrian Connectivity</p>	<p>The Planning Commission shall consider the following factors in exercising its discretion over site plan approval Whether the traffic circulation features within the site and location of automobile parking areas are designed to assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets</p>	<p>Sidewalks are proposed throughout the site for convenient and safe pedestrian access</p>	<p>Yes</p>	
Building Code and other design standard Requirements				
<p>Building Code</p>	<p>Building exits must be connected to sidewalk system or parking lot.</p>	<p>All exits are connected to internal sidewalk</p>	<p>Yes</p>	
<p>Design and Construction Standards Manual</p>	<p>Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).</p>	<p>Provided</p>	<p>Yes</p>	

Item	Required Code	Proposed	Meets Code	Comments
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).		Yes	
Economic Impact	<ul style="list-style-type: none"> - Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction & after building is occupied, if known) 	Anticipated cost of building: \$4,500,000 Anticipated cost of site improvements: \$850,000 Total number of employees:8 Total number of temporary jobs created during construction: 75	Yes	
Development/ Business Sign	Signage if proposed requires a permit.			<u>For sign permit information contact Jeannie Niland 248-347-0438.</u>

A lighting plan is required for final site plan approval.

LIGHTING REVIEW SUMMARY CHART

Review Date: 28 January 2015

Project Name: JSP14 – 0031: Homewood Suites

Plan Date: 16 January 2015

Prepared by: Sri Komaragiri, Planner **E-mail:** skomaragiri@cityofnovi.org; **Phone:** (248) 735-5607

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

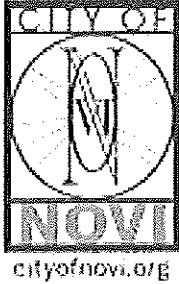
Item	Required Code	Proposed	Meets Code?	Comments
Intent (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	Yes	Yes	
Lighting Plan (Sec. 5.7.A.1)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Yes	Yes	
Lighting Plan (Sec. 5.7.A.2)	Specifications for all proposed & existing lighting fixtures: <ul style="list-style-type: none"> ▪ Photometric data ▪ Fixture height ▪ Mounting & design ▪ Glare control devices ▪ Type & color rendition of lamps ▪ Hours of operation Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties	<ul style="list-style-type: none"> ▪ Yes ▪ Yes ▪ Yes ▪ Yes ▪ Yes ▪ 24 Hrs 	Yes	
Required Conditions (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses)	20 ft.	Yes	
Required Conditions (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 	Yes	Yes	

Item	Required Code	Proposed	Meets Code?	Comments
	security purposes & limited operations shall be permitted after a site's hours of operation			
Required Conditions <i>(Sec.5.7.3.E)</i>	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1	Applicant indicated in the response letter that the ratio is kept below 4:1	Yes	Provide the maximum ratio on the sheet under Site Information
Required Conditions <i>(Sec. 5.7.3.F)</i>	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps	Yes	Yes	
Min. Illumination <i>(Sec. 5.7.3.k)</i>	<ul style="list-style-type: none"> ▪ Parking areas: 0.2 min ▪ Loading & unloading areas: 0.4 min ▪ Walkways: 0.2 min ▪ Building entrances, frequent use: 1.0 min ▪ Building entrances, infrequent use: 0.2 min 	<ul style="list-style-type: none"> ▪ 0.2 min ▪ 0.4 min ▪ 0.2 min ▪ 1.0 min ▪ 0.2 min 	Yes	
Max. Illumination adjacent to Non-Residential <i>(Sec. 5.7.3.K)</i>	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Exceeds 1 foot candle	No	A Planning Commission waiver is required for exceeding the maximum allowed illumination at property line.
Cut off Angles <i>(Sec. 5.7.3.L)</i>	<ul style="list-style-type: none"> ▪ All cut off angles of fixtures must be 90° when adjacent to residential districts ▪ maximum illumination at the property line shall not exceed 0.5 foot candle 		Yes	

ENGINEERING REVIEW

Review based on Revised Preliminary Site Plan on April 07, 2015

PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE			
Type of Submittal	Date of Submittal	Date of Applicant Response letter	Reviewed by
Preliminary Site Plan	16 Jan 15	16 Jan 15	All Agencies
Revised Preliminary Site Plan	07 April 15	03 April 15	All Agencies except Facade
PC Meeting Packet		17 April 15	



PLAN REVIEW CENTER REPORT

04/13/2015

Engineering Review

Homewood Suites

JSP14-0031

Applicant

STELLAR HOSPITALITY NOVI, LLC

Review Type

Revised Preliminary Site Plan

Property Characteristics

- Site Location: N. of 11 Mille Rd. and E. of Town Center Dr.
- Site Size: 1.87 acres
- Plan Date: 04/03/15

Project Summary

- Construction of an approximately 69,543 square-foot 5 story building and associated parking. Site access would be provided from a private drive connecting to Town Center Dr.
- Water service would be provided by a 12-inch extension from the existing 12-inch water mains running north south at the east and west ends of the site. A 2-inch domestic lead and a 6-inch fire lead would be provided to serve the building, along with 2 additional hydrants.
- Sanitary sewer service would be provided 6-inch lead from the existing 8-inch sanitary sewer at the south east corner of the site.
- Storm water would be collected by a single storm sewer collection system and detained in the Bishop Regional Basin.

Recommendation

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

Comments:

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

Additional Comments (to be addressed prior to the Final Site Plan submittal):

General

1. Show the locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur. Light poles in a utility easement will require a License Agreement.
2. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website (www.cityofnovi.org/DesignManual).
3. Consider providing a sidewalk easement over the existing sidewalk along Town Center Drive.

Water Main

4. Provide a profile for all proposed water main 8-inch and larger.
5. Provide a 20 foot wide easement for the existing water main along the east side of the site. The existing water main may have to be relocated to accommodate easement.
6. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

Storm Sewer

7. Provide profile for all proposed storm sewer.
8. Label all inlet storm structures on the profiles. Inlets are only permitted in paved areas and when followed by a catch basin within 50 feet.
9. Label the 10-year HGL on the storm sewer profiles, and ensure the HGL remains at least 1-foot below the rim of each structure.
10. Provide a schedule listing the casting type and other relevant information for each proposed storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.
11. Show and label all roof conductors, and show where they tie into the storm sewer.

Storm Water Management Plan

12. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
- 13.
14. Provide an access easement for maintenance over the storm water detention system and the pretreatment structure. Also, include an access easement to the detention area from the public road right-of-way.
15. Provide a soil boring in the vicinity of the storm water detention to determine soil conditions and to establish the high water elevation of the groundwater table.

Paving & Grading

16. Provide top of curb/walk and pavement/gutter grades to indicate height of curb adjacent to parking stalls or drive areas.

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

17. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. **The cost estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

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

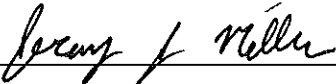
18. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
19. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.

The following must be addressed prior to construction:

20. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
21. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.

22. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.
23. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
24. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
25. Unrestricted discharge into a regional detention basin is planned for this site. Therefore, a storm water tap fee will be required prior to the pre-construction meeting. An exact figure will be determined at the time of Final Site Plan approval.
26. A storm water performance guarantee, equal to 1.5 times the amount required to complete storm water management and facilities as specified in the Storm Water Management Ordinance, must be posted at the Treasurer's Office.
27. An incomplete site work performance guarantee for this development will be calculated (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.
28. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.

Please contact Jeremy Miller at (248) 735-5694 with any questions.



cc: Ben Croy, Engineering
Brian Coburn, Engineering
Sri Komaragiri, Community Development
Sabrina Lilla Water & Sewer

TRAFFIC REVIEW

Review based on Revised Preliminary Site Plan on April 07, 2015

PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE			
Type of Submittal	Date of Submittal	Date of Applicant Response letter	Reviewed by
Preliminary Site Plan	16 Jan 15	16 Jan 15	All Agencies
Revised Preliminary Site Plan	07 April 15	03 April 15	All Agencies except Facade
PC Meeting Packet		17 April 15	



AECOM
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Suite 2000
Southfield, MI 48034
www.aecom.com

248.204.5900 tel
248.204.5901 fax

April 13, 2015

Barbara McBeth, AICP
Deputy Director of Community Development
City of Novi
45175 W. 10 Mile Road
Novi, MI 48375

**SUBJECT: Homewood Suites
Traffic Review for Revised Preliminary Site Plan
JSP14-0031**

Dear Ms. McBeth,

AECOM has completed our review of the revised preliminary site plan submitted for the above referenced development. Our comments are as follows:

1. General Comments

- a. The applicant, Stellar Hospitality Novi, LLC, is proposing the development of a 1.87 acre parcel with an 88-room Homewood Suites hotel near Eleven Mile Road and Town Center Drive.
- b. Town Center Drive and Eleven Mile Road are within the City's jurisdiction having speed limits of 30 miles per hour (mph) and 35 mph, respectively.
- c. To the north of the site exists an office complex, to the east of the site exists a Courtyard hotel, to south of the site exists a vacant parcel and to the west of the site, across Town Center Drive, exists a shopping center. The proposed site will have a shared private drive with the Courtyard hotel.

2. Potential Traffic Impacts

The proposed 88-room hotel is not expected to generate more than 100 peak-hour, peak direction trips or more than 750 daily (non-directional) trips; therefore, further traffic impact studies are not recommended at this time.

3. External Site Access and Operations

- a. The driveway in the southwest corner of the site has been removed and replaced with a grasspaver secondary emergency access driveway. The following could be considered with regard to the secondary access driveway:
 - i. The proposed secondary access driveway is dimensioned as being 15' wide. City of Novi Ordinance, Section 11-194(19), states that the "a secondary access driveway shall be a minimum of eighteen (18) feet in width." The applicant should consider increasing the driveway width to be in compliance with the ordinance.
 - ii. The applicant could review the curb design on either entry point to the secondary access driveway and could consider the possibility for incorporating mountable curb, as necessary.
 - iii. The proposed signing along the secondary access driveway is acceptable, except that the signs along the east side of the driveway could face south to deter vehicles who may enter from the south access point.

- b. The applicant could provide dimensions for the driveway located in the southeast corner of the site to confirm compliance with City standards.
- c. The applicant could consider providing a stop sign on the southbound approach of the driveway in the southeast corner of the site to reduce the potential for unnecessary conflicts with vehicles on the private drive.

4. Internal Site Access and Operations

- a. The parking space layout is in general compliance with City standards:
 - i. The parking space quantities are acceptable with the employee staffing schedule description provided in the response letter from the applicant dated April 3, 2015.
 - ii. The parking space dimensions and revised curb heights are acceptable.
- b. The end island designs are in generally in compliance with City standards.
- c. The applicant provided fire truck pathways throughout the site. It appears as though the internal site turns are able to accommodate the large vehicle; however, **the applicant should confirm with the City that the outside turning radius of 49' is acceptable** given that the City's largest fire truck typically requires a 50' minimum outside turning radius.

5. Signing and Pavement Marking

- a. Directional arrow pavement markings have been added to sheet C3.0 and detailed on sheet C6.0.
- b. The applicant has indicated where the handicap parking signs shall be located within the site; however, the van accessible parking signing is not compliant, as follows:
 - i. The applicant should consider installing an R7-8 sign as well as an R6-7P sign in front of the van accessible space, instead of just the R7-8P sign as indicated on the plan.
 - ii. The applicant should update the Traffic Control Sign Table on sheet C3.0 to include four (4) R7-8 signs.

6. Bicycle and Pedestrian Master Plan

- a. The applicant relocated the proposed crosswalk that connects the hotel with the existing sidewalk along Town Center Drive farther to the north. The relocation of the crosswalk is acceptable; however, the following details should be provided:
 - i. The applicant should consider detailing the width of the proposed sidewalk(s) at this location.
 - ii. The applicant should consider detailing the ramps, as necessary, at this location.
 - iii. The applicant should consider detailing the crosswalk pavement marking details at this location.
- b. The applicant provided details regarding the bicycle parking facilities on site, which are acceptable.

The revised preliminary site plans as submitted were reviewed to the level of detail provided and additional information is required to complete the final review of traffic-related elements. AECOM **recommends approval** of the revised preliminary site plan with the condition that the comments



stated up are adequately addressed and satisfy City ordinances or receive variances where ordinances are not met.

Sincerely,

AECOM

A handwritten signature in blue ink, appearing to read "Matthew G. Klawon". The signature is fluid and cursive.

Matthew G. Klawon, PE
Manager, Traffic Engineering and ITS Engineering Services

LANDSCAPE REVIEW

Review based on Revised Preliminary Site Plan on April 07, 2015

PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE			
Type of Submittal	Date of Submittal	Date of Applicant Response letter	Reviewed by
Preliminary Site Plan	16 Jan 15	16 Jan 15	All Agencies
Revised Preliminary Site Plan	07 April 15	03 April 15	All Agencies except Facade
PC Meeting Packet		17 April 15	



PLAN REVIEW CENTER REPORT

April 10, 2015

Landscape Review

Homewood Suites

JSP14-31

Petitioner

Stellar Hospitality, LLC

Review Type

Revised Preliminary Site Plan

Property Characteristics

- Site Location: Section 14 ; North of 11 Mile Road and East of Town Center Rd
- Site School District: Novi Schools
- Site Zoning: OSC, Office Service Commercial
- Adjoining Zoning: West: Town Center; Rest: OSC, Office Service Commercial
- Site Use(s): Vacant
- Adjoining Uses: North: Office; East: Hotel; South: Vacant; West: Commercial
- Site Size: 1.87 acres
- Building Size: Building footprint 15,777 SF; Total 5 floors: 69,543 square feet
- Plan Date: 01/16/2015

Recommendation

Approval of the *Preliminary Site Plan is recommended*. The plan generally conforms to the requirements of the Zoning Ordinance;

Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 5 (Site Standards) Sec.5.5. - Landscape Standards, Landscape Design Manual and any other applicable provisions of the Zoning Ordinance. Please see the attached charts for information pertaining to ordinance requirements. Items in **bold** below must be addressed and incorporated as part of the next submittal.

1. Planning Commission Waivers: **Please note that the following waivers are required from the Planning Commission. The applicant has expressed his intent to apply for waivers for the following requirements.**

- a. ROW Landscape Screening Requirements Chart (Sec 5.5.3.B. ii)

According to the applicant, the existing water easement and the sidewalk provide a practical difficulty to propose trees within ROW.

- i. 7 Canopy deciduous or large evergreen trees are required along Town Center Drive. 5 trees are proposed along Town Center and 2 are proposed elsewhere on the site.
 - ii. 13 Sub-canopy deciduous trees are required along Town Center Drive. 7 trees are proposed along Town Center and 6 are close to the building.

- iii. 7 Canopy deciduous trees are required in area between the sidewalk and curb along Town Center Drive. As there is no room between the existing sidewalk and the road for trees, the applicant is proposing to keep 2 existing pine trees near the front and proposes 5 new pine trees along the site perimeter. A site visit revealed that the two existing pine trees are in declining health and cannot be counted on to survive another 5 years. Also, the proposed trees are all evergreen, whereas the ordinance calls for canopy trees. **Please replace all of the proposed plantings for this requirement with deciduous canopy trees. Placement around the site, not along Town Center, is acceptable, or a waiver from the Planning Commission to not provide those trees can be sought if desired.**
 - iv. A 20 foot green belt is required along Town Center Drive. A 35 foot greenbelt is provided.
 - v. A 3 ft high berm with a 2 ft wide crest is required adjacent to parking along Town Center Drive. According to the applicant, it is not provided due to inadequate space and grading considerations between the ROW and the building/parking lot. A water easement provides further difficulty with regard to landscaping a berm in that location. A decorative fence and landscaping along ROW is proposed. **A waiver for this would be supported by staff, but details and sections of the wall and front greenbelt grading must be provided.**
- b. Maximum of 15 contiguous space limit (Sec 5.5.3.C.ii i) One bay is greater than 15 parking spaces in length but all others are less than the maximum. A waiver is being sought to allow the extra space in that bay.
 - c. Building Foundation Landscape Requirements (Sec 5.5.3.D): 5,697 SF of building foundation landscape is required. 7,034 SF is provided. **While this requirement is fulfilled, the applicant is asked to consider adding landscape planters on the west end of the building to soften the appearance of that wall from Town Center. The sidewalk could be expanded to the curb to provide the space required for pedestrian traffic and the planters.**
2. Parking Lot Trees –
 - a. Interior – all interior parking lot trees need to be deciduous canopy trees. Please revise the plan to change evergreen trees that are intended to meet this requirement to canopy trees.
 - b. Perimeter – no calculations or trees are provided to meet this requirement. If the applicant does not intend to fulfill this requirement, a waiver will be required.
 3. Transformer Screening (LDM 1.e)

Provide 8 to 10 feet of clear space in front of the doors. 24" clear on sides. Refer to LDM 1.e for more information. **Provide an enlarged plan view detail of the transformer area to demonstrate compliance with the requirements. An elevation view was provided, but not the required plan view detail. Please provide a dimensioned plan view detail of the transformer and screening.**
 4. Irrigation (LDM 2.s.): All landscape areas are required to be irrigated. A note calling for irrigation was added to the plans. Provide actual irrigation plan with final landscape plan.
 5. Clear Vision Zone (LDM 2.3.(5)) **The landscaping provides the required clear vision.**

6. Other: Please refer to the chart for other minor comments regarding existing tree sizes and identities, details, notes, plantings, etc. **Address other comments from the review chart.**

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



Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART

Review Date: April 9, 2015
Project Name: JSP14 – 0031: Homewood Suites Revised Pre-Application
Plan Date: April 3, 2015
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org
 Phone: (248) 735-5621

Items in **Bold** need to be addressed by the applicant before approval of the Preliminary Site Plan.
Underlined items need to be addressed for Final Site Plan.

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM (2))				
Landscape Plan <i>(Zoning Sec 5.5.2, LDM 2.e.)</i>	<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 	Yes	Yes	1"=30' scale is acceptable
Project Information <i>(LDM 2.d.)</i>	<ul style="list-style-type: none"> ▪ Name and Address 	Yes	Yes	
Owner/Developer Contact Information <i>(LDM 2.a.)</i>	<ul style="list-style-type: none"> ▪ Name, address and telephone number of the owner and developer or association 	Yes	Yes	1. On cover sheet 2. Please add to L1.0
Landscape Architect contact information <i>(LDM 2.b.)</i>	<ul style="list-style-type: none"> ▪ Name, Address and telephone number of RLA/LLA 	No	No	Designer was not identified as RLA/LLA
Sealed by LA. <i>(LDM 2.g.)</i>	<ul style="list-style-type: none"> ▪ Requires original signature 	No	No	<u>Required for Final Site Plan</u>
Miss Dig Note (800) 482-7171 <i>(LDM.3.a.(8))</i>	<ul style="list-style-type: none"> ▪ Show on all plan sheets 	Yes	Yes	
Zoning <i>(LDM 2.f.)</i>	<ul style="list-style-type: none"> ▪ Include all adjacent zoning 	Yes	Yes	
Survey information <i>(LDM 2.c.)</i>	<ul style="list-style-type: none"> ▪ Legal description or boundary line survey ▪ Existing topography 	Yes	Yes	
Existing plant material Existing woodlands or wetlands <i>(LDM 2.e.(2))</i>	<ul style="list-style-type: none"> ▪ Show location type and size. Label to be saved or removed. ▪ Plan shall state if none exists. 	No	No	1. Add sizes, tree IDs to existing trees. 2. Add note stating that woodland is not on site

Item	Required	Proposed	Meets Code	Comments
Soil types (LDM.2.r.)	<ul style="list-style-type: none"> As determined by Soils survey of Oakland county Show types, boundaries 	Yes	Yes	
Existing and proposed improvements (LDM 2.e.(4))	<ul style="list-style-type: none"> Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W 	Yes	Yes	
Existing and proposed utilities (LDM 2.e.(4))	<ul style="list-style-type: none"> Overhead and underground utilities, including hydrants 	Yes	Yes	No overhead utilities on site
Proposed grading. 2' contour minimum (LDM 2.e.(1))	<ul style="list-style-type: none"> Provide proposed contours at 2' interval 	Yes	Yes	
Snow deposit (LDM.2.q.)	<ul style="list-style-type: none"> Show snow deposit areas on plan 	Yes		Proposed snow deposit area may not be sufficient for site.
LANDSCAPING REQUIREMENTS				
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements (LDM 1.c)	<ul style="list-style-type: none"> Clear sight distance within parking islands No evergreen trees 	Yes	Yes	
Name, type and number of ground cover (LDM 1.c.(5))	<ul style="list-style-type: none"> As proposed on planting islands 	Yes	Yes	
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	<ul style="list-style-type: none"> A minimum of 300 SF to qualify 6" curbs Islands minimum width 10' BOC to BOC 	Yes	Yes	
Curbs and Parking stall reduction (c)	<ul style="list-style-type: none"> Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft. 	Yes	Yes	
Contiguous space limit (i)	Maximum of 15 contiguous spaces	Yes	Yes	1. 1 bay has 16 spaces 2. Please show space striping on L1.0
Plantings around Fire Hydrant (d)	<ul style="list-style-type: none"> No plantings with matured height greater than 12' within 10 ft. of fire hydrants 	Yes	Yes	
Landscaped area (g)	<ul style="list-style-type: none"> Areas not dedicated to parking use or driveways exceeding 	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
	100 sq. ft. shall be landscaped			
Clear Zones (LDM 2.3.(5))	<ul style="list-style-type: none"> ▪ 25 ft corner clearance required. Refer to Zoning Section 5.5.9 	Yes	Yes	
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of parking spaces not including access aisles x 10%	<ul style="list-style-type: none"> ▪ A = x 10% = sf ▪ 1400 sf 	Yes	Yes	
B = Total square footage of additional paved vehicular use areas (not including A) under 50,000 SF) x 5%	<ul style="list-style-type: none"> ▪ B = x 5% = sf ▪ Paved Vehicular access area includes loading areas ▪ 946sf 	Yes	Yes	
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	<ul style="list-style-type: none"> ▪ C = x 1% = sf ▪ 0sf 	NA		
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A. = Total square footage of parking spaces not including access aisles x 7%	<ul style="list-style-type: none"> ▪ A = 7% x xx sf = xx sf 	NA		
B = Total square footage of additional Paved vehicular use areas (not including A) under 50,000 SF) x 2%	<ul style="list-style-type: none"> ▪ B = 2% x xx sf = xx sf 	NA		
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 0.5%	<ul style="list-style-type: none"> ▪ C = 0.5% x 0 sf = 0 SF 	NA		
All Categories				
D = A+B or A+C Total square footage of landscaped islands	1400 + 946 = 2347 SF	2668 sf	Yes	
E = D/75 Number of canopy trees required	<ul style="list-style-type: none"> ▪ xxx/75=xx Trees ▪ 2346/75 = 32 	33	Yes	1. All parking lot trees are to be canopy trees. 2. Please replace proposed evergreens with

Item	Required	Proposed	Meets Code	Comments
				canopy trees.
Perimeter Green space	<ul style="list-style-type: none"> 1 Canopy tree per 35 lf ; $xx/35=x$ trees Perimeter green space canopy Plantings required at 1 per 35 LF. Sub-canopy trees can be used under overhead utility lines. 	0	No	None proposed No calculations given
Parking land banked	<ul style="list-style-type: none"> NA 	No		
Berms, Walls and ROW Planting Requirements				
Berms				
	<ul style="list-style-type: none"> 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 with 6" of top soil. 	NA		
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				
Berm requirements (Zoning Sec 5.5.A)	<ul style="list-style-type: none"> Refer to Residential Adjacent to Non-residential berm requirements chart 	NA		
Planting requirements (LDM 1.a.)	<ul style="list-style-type: none"> LDM Novi Street Tree List 	NA		
Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)				
Berm requirements (Zoning Sec 5.5.3.A.(5))	<ul style="list-style-type: none"> Refer to ROW landscape screening requirements chart for corresponding requirements. 	No	Yes, with waiver	<ol style="list-style-type: none"> Due to space limitations, grading and utility easement, decorative wall with landscaping is proposed. Waiver would be supported.
Planting requirements (LDM 1.a.)	<ul style="list-style-type: none"> LDM Novi Street Tree List 	Yes	Yes	
Street tree requirements (Zoning Sec 5.5.3.B.ii)	<ul style="list-style-type: none"> No street trees within 25 ft. clear vision triangle 	Yes	Yes	No space is available between sidewalk and street for street trees.
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	<ul style="list-style-type: none"> Label contour lines Maximum 33% Min. 5 feet flat horizontal area 	NA	No	Cross section of front setback area, including wall and landscaping, should be provided.
Type of Ground Cover		Sod, mulch, shrubs	Yes	
Setbacks from Utilities	<ul style="list-style-type: none"> Overhead utility lines and 15 ft. setback 	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
	from edge of utility or 20 ft. setback from closest pole			
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	<ul style="list-style-type: none"> Freestanding walls should have brick or stone exterior with masonry or concrete interior 	Yes	No	Detail and elevation of landscape wall should be provided.
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer				See above
ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)				
Greenbelt width (2)(3) (5)	<ul style="list-style-type: none"> Parking: 20 ft. 	35'	Yes	
Min. berm crest width	<ul style="list-style-type: none"> Parking: 2 ft. 	NA		No berm provided
Minimum berm height (9)	<ul style="list-style-type: none"> Parking: 3 ft. 	NA		No berm provided
3' wall	<ul style="list-style-type: none"> (4)(7) 	Yes		Detail and elevation of landscape wall should be provided.
Canopy deciduous or large evergreen trees Notes (1) (10)	<ul style="list-style-type: none"> Parking: 1 tree per 35 l.f.; $227.65/35=7$ trees 	7	Yes	<ol style="list-style-type: none"> Insufficient space in front setback for all of trees due to easement so full number is not proposed for front buffer. Remaining 2 are proposed along side perimeter. This is acceptable.
Sub-canopy deciduous trees Notes (2)(10)	<ul style="list-style-type: none"> Parking: 1 tree per 20 l.f.; $227.65/20=13$ trees 	13	Yes	<ol style="list-style-type: none"> Insufficient space in front setback for all of trees due to easement so full number is not proposed for front buffer. Remaining 6 are proposed near front of building. This is acceptable.
Canopy deciduous trees in area between sidewalk and curb (Novi Street Tree List)	<ul style="list-style-type: none"> Parking: 1 tree per 35 l.f. $227.65/35=7$ trees 	0	Yes	No space is available between sidewalk and street for street trees.

Non-Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2)				
Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
Interior Street to Industrial subdivision <i>(LDM 1.d.(2))</i>	<ul style="list-style-type: none"> ▪ 1 canopy deciduous or 1 large evergreen per 35 l.f. along ROW ▪ No evergreen trees closer than 20 ft. ▪ 3 sub canopy trees per 40 l.f. of total linear frontage ▪ Plant massing for 25% of ROW 	NA		
Screening of outdoor storage, loading/unloading <i>(Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)</i>		NA		No loading zone is proposed.
Transformers/Utility boxes <i>(LDM 1.e from 1 through 5)</i>	<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 	Yes		Provide detail showing spacing of shrubs from utility boxes to ensure requirements are met.
Building Foundation Landscape Requirements (Sec 5.5.3.D)				
Interior site landscaping SF	<ul style="list-style-type: none"> ▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. ▪ 712 lf x 8ft = 5696 SF 	7034 sf	Yes	
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	<ul style="list-style-type: none"> ▪ If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space 	67% of eastern end of building is landscaped.	Yes	1. Ordinance is met, but there is no landscaping on end closest to road. 2. Consider adding planters/flower pots on west end of building to soften view.
Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)				
Planting requirements <i>(Sec. 5.5.3.E.iv)</i>	<ul style="list-style-type: none"> ▪ Clusters shall cover 70-75% of the basin rim area ▪ 10" to 14" tall grass along sides of basin ▪ Refer to wetland for basin mix 	NA		
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				

Landscape Notes - Utilize City of Novi Standard Notes				
Installation date (LDM 2.l. & Zoning Sec 5.5.5.B)	<ul style="list-style-type: none"> Provide intended date 	Yes	Yes	
Maintenance & Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	<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		Add note regarding cultivation of planting beds for 2-year warranty period
Plant source (LDM 2.n & LDM 3.a.(2))	<ul style="list-style-type: none"> Shall be northern nursery grown, No.1 grade. 	Yes	Yes	
Irrigation plan (LDM 2.s.)	<ul style="list-style-type: none"> A fully automatic irrigation system and a method of draining is required with Final Site Plan 	Yes	Yes	<u>Need for final site plan</u>
Other information (LDM 2.u)	<ul style="list-style-type: none"> Required by Planning Commission 	NA		
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. (Zoning Sec 5.5.5.E)	<ul style="list-style-type: none"> City must approve any substitutions in writing prior to installation. 	Yes	Yes	
Plant List (LDM 2.h.) - Include all cost estimates				
Quantities and sizes	<ul style="list-style-type: none"> Refer to LDM suggested plant list 	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	Add cultivar names for <i>Viburnum dentatum</i> and <i>Cornus sericea</i> to ensure proper size for small space.
Type and amount of lawn		Yes	Yes	
Cost estimate (LDM 2.t)		<ul style="list-style-type: none"> For all new plantings, mulch and sod as listed on the plan 	Yes	Yes
Planting Details/Info (LDM 2.i) - Utilize City of Novi Standard Details				
Canopy Deciduous Tree	<ul style="list-style-type: none"> Refer to LDM for detail drawings 	Yes	Yes	Need to add multi-stem tree detail. Available from me upon request.
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		NA		

Tree stakes and guys. (Wood stakes, fabric guys)		Yes/No/NA	Yes/No	Need to add guying detail. Available from me upon request.
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes	No	Please revise tree protection fencing detail, location to show at 1' outside of tree dripline.
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	<ul style="list-style-type: none"> Plant materials shall not be planted within 4 ft. of property line 	Yes	Yes	
Plant Materials & Existing Plant Material (LDM 3.b)	<ul style="list-style-type: none"> Clearly show trees to be removed and trees to be saved. 	Yes	Yes	<ol style="list-style-type: none"> Note that evergreen tree to be saved at southwest corner of site is in area to be graded. Please indicate how tree will be preserved during grading. I noticed on a site visit that pines to be saved may be in declining health. Add callouts on grading plan for tree protection fencing
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 	NA		
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	Canopy Deciduous shall be 3" and sub-canopy deciduous shall be 2.5" caliper. Refer to section for more details	Yes	Yes	
Plant size credit (LDM3.c.(2))	NA	NA		
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	No	Yes	
Recommended trees for planting under overhead utilities (LDM 3.e)	<ul style="list-style-type: none"> Label the distance from the overhead utilities 	NA		No overhead utilities on site.
Collected or Transplanted trees		No		

<i>(LDM 3.f)</i>				
Nonliving Durable Material: Mulch <i>(LDM 4)</i>	<ul style="list-style-type: none"> ▪ Trees shall be mulched to 4" depth and shrubs, groundcovers to 3" depth ▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate. ▪ Refer to section for additional information 	Yes	Yes	Please revise all notes/details to indicate natural colored, shredded hardwood bark mulch

NOTES:

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. 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.
3. 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.

FACADE REVIEW

Review based on Preliminary Site Plan on January 16, 2015

PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE			
Type of Submittal	Date of Submittal	Date of Applicant Response letter	Reviewed by
Preliminary Site Plan	16 Jan 15	16 Jan 15	All Agencies
Revised Preliminary Site Plan	07 April 15	03 April 15	All Agencies except Facade
PC Meeting Packet		17 April 15	



February 6, 2014

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

Attn: Ms. Barb McBeth – Director of Community Development

Re: **FACADE ORDINANCE – Preliminary Site Plan (second review)**
Homewood Suites, PSP14-0201

Façade Region: 1, Zoning District: OSC, Building Size: 69,500 S.F.

Dear Ms. McBeth:

The following is the Façade Review for Preliminary Site Plan Approval of the above referenced project based on the drawings prepared by Bud Design and Engineering, dated 1/16/15. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Schedule Regulating Façade Materials of Ordinance Section 5.15 are shown in the right hand column. Materials in non-compliance with the Façade Schedule, if any, are highlighted in **bold**. A façade material sample board was not provided at the time of this review.

	North	East	South	West	Ordinance Maximum (Minimum)
Brick	48%	38%	48%	38%	100% (30% Min)
Stone	32%	37%	32%	37%	50%
EIFS (Includes "Dover White")	16%	16%	16%	16%	25%
Standing Seam Metal (Canopy)	0%	4%	0%	4%	25%
Molded Cornice	4%	5%	4%	5%	15%

The applicant has made changes since our first review, significantly increasing the percentages of Brick and Stone and reducing the percentage of EIFS. We believe this has significant improvement in the overall aesthetic value of the building. As shown above the design is now in full compliance with the Façade Ordinance. A Section 9 Waiver is not required for this project. The dumpster enclosure detail on sheet C6.0 has been revised to indicate face brick to match the building and is therefore in full compliance.

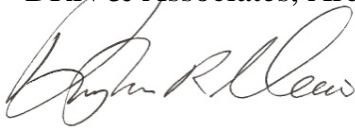
The drawings show no roof equipment screening. It is assumed that parapets are raised sufficiently to screen any roof top equipment. The applicant should note the all roof equipment must be screened from view from all vantage points both on and off- site, using compliant materials.

Notes to the Applicant: Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. Also the visibility of roof top equipment will be checked. It is the applicant's responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department's Online Inspection Portal with the following link. Please click on "Click here to Request an Inspection" under "Contractors", then click "Façade".

<http://www.cityofnovi.org/Services/CommDev/OnlineInspectionPortal.asp>.

If you have any questions regarding this project please do not hesitate to call.

Sincerely,
DRN & Associates, Architects PC

A handwritten signature in black ink, appearing to read "Douglas R. Necci". The signature is fluid and cursive, written over the printed name below.

Douglas R. Necci, AIA

FIRE REVIEW

Review based on Revised Preliminary Site Plan on April 07, 2015

PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE			
Type of Submittal	Date of Submittal	Date of Applicant Response letter	Reviewed by
Preliminary Site Plan	16 Jan 15	16 Jan 15	All Agencies
Revised Preliminary Site Plan	07 April 15	03 April 15	All Agencies except Facade
PC Meeting Packet		17 April 15	



December 5, 2014

January 27, 2015

April 9, 2015

CITY COUNCIL

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Jerrod S. Hart

TO: Barbara McBeth- Deputy Director of Community Development
Kristen Kapelanski- Plan Review Center
Sri Komaragiri- Plan Review Center

RE: Home wood Suites

PSP#14-0201

PSP#15-0049

Project Description: A five Story hotel on Town Center Drive.

Comments:

- 1) **Corrected 4/9** - An unobstructed outside turning radius of 50 feet minimum and an inside turning radius of 30 feet maximum are to be provided at intersections of private or public roadways and cul-de-sacs. (*International Fire Code*)
- 2) **Corrected 4/9** - Proximity to hydrant: In any building or structure required to be equipped with a fire department connection, the connection shall be located within one hundred (100) feet of a fire hydrant. (*Fire Prevention Ord. Sec. 15-17*)
- 3) **Corrected 4/9** - For interior fire protection systems a separate fire protection line shall be provided in addition to a domestic service for each building. Individual shutoff valves for interior fire protection shall be by post indicator valve (P.I.V.) or by valve in well and shall be provided within a public water main easement. (*D.C.S. Sec.11-68(a)(9)*)
- 4) **Corrected 4/9** - The ability to serve at least two thousand (2,000) gallons per minute in single-family detached residential; three thousand (3,000) gallons per school areas; and at least four thousand (4,000) gallons per minute in office, industrial and shopping centers is essential. (*D.C.S. Sec. 11-68 (a)*)
- 5) **Corrected 4/9** - Fire lanes will be designated by the Fire Chief or his designee when it is deemed necessary and shall

Novi Public Safety Administration
45125 W. Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

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.*)

- 6) **STILL OUTSTANDING** - The minimum width of a posted fire lane is 20 feet. The minimum height of a posted fire lane is 14 feet. (*Fire Prevention Ord.*)

NOTE for Item #6 - the secondary access road is listed at 15'. This must be extended to 20' per city ordinance.

- 7) **Added item 4/9 - landscape page #L1.0 shows approx.6 bushes blocking new fire hydrant new main entrance. Per IFC 2006, 3' of clearance must be maintained in all directions around fire hydrants.**

Recommendation:

- 1) Improve turning radiuses in the parking lot areas to meet FD standards. **Corrected**
- 2) Locate an additional hydrant within 100' of the FDC. **Corrected**
- 3) Provide a separate gate valve for the fire protection water lead. **Corrected**
- 4) Additional Hydrants may be needed to meet required fire flows. **Corrected**
- 5) Fire Lanes must be posted in the canopy area and along hotel side of curbs. Note fire lanes and signage on future site plan submittals. **Corrected**
- 6) Provide a minimum of 14' of clearance under canopy and note on all plans. **Corrected**

Sincerely,



Andrew Copeland - FPO/Inspector II - CFPE
City of Novi - Fire Dept.

APPLICANT RESPONSE LETTER

As submitted in response to review letters for Revised Preliminary Site Plan for Planning Commission Packet

PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE			
Type of Submittal	Date of Submittal	Date of Applicant Response letter	Reviewed by
Preliminary Site Plan	16 Jan 15	16 Jan 15	All Agencies
Revised Preliminary Site Plan	07 April 15	03 April 15	All Agencies except Facade
PC Meeting Packet		17 April 15	



Bud Design & Engineering Services, Inc.

10775 S. Saginaw St. Suite B | Grand Blanc, MI 48439 | Ph: 810.695.0793 | Fax: 810.695.0569 | www.buddesign.com

April 15, 2015

Sri Komaragiri
City of Novi Planning Department
45175 Ten Mile Road
Novi, MI 48375

**RE: *Homewood Suites / JSP14-0031
Preliminary Site Plan – Responses***

Bud Design & Engineering Services, Inc. (BDE) is in receipt of reviews provided by the City for the initial Preliminary Site Plan Approval submittal. BDE has provided a narrative response to the items below.

PLANNING DEPARTMENT (April 10, 2015)

1. Variances will be requested for the reduction in the parking setbacks and has been so noted on sheet C3.0. Submission has been made to the ZBA.
2. A Planning Commission waiver is being requested for the proposed 16 spaces of parking on the south side of the hotel. We have included landscape islands at each end of this bank of parking.
3. A variance is being requested for the elimination of a loading/unloading space for the development because of the nature of the business. The hotel will serve only breakfast and the food delivery is anticipated that one (1) weekly delivery will be made to the property. The applicant has made arrangements with the food service group on other properties of similar nature that only smaller box trucks (sizes of UPS/Fed Ex) will be the delivery trucks. The applicant will follow a similar procedure at this property. Periodic deliveries of linens are also made with similar size smaller box trucks. It should be noted that there are several existing hotels in the immediate vicinity of this proposed project and it would appear that there may be a lack of dedicated loading space as well. Submission has been made to the ZBA.
4. A variance for the dumpster location is being sought. The dumpster location is situated such that it is located in the rear of the proposed development. It is also adjacent to the existing access drive that incorporates a cross-access easement with the neighboring property. The location provides the most viable position for access by trash vehicles. Submission has been made to the ZBA.
5. Exterior lighting layout and photometrics have been provided on sheet C3.1. A minor adjustment in lighting layout will be completed in order to maintain a maximum light level of 1-foot candle along the north property line.



Bud Design & Engineering Services, Inc.

10775 S. Saginaw St. Suite B | Grand Blanc, MI 48439 | Ph: 810.695.0793 | Fax: 810.695.0569 | www.buddesign.com

LIGHTING REVIEW (April 10, 2015)

1. Exterior lighting layout and photometrics have been provided on sheet C3.1. A minor adjustment in lighting layout will be completed in order to maintain a maximum light level of 1-foot candle along the north property line.
2. The hours of operation have been included on C3.1. The incorporation of motion sensors into the fixtures will be part of the design layout. The fixtures will reduce light level output based on inactivity within the lot area and will activate to full power once motion has been detected.
3. The photometric schedule information indicating maximum ratio has been updated on sheet C3.1 and the light level is below the 4:1 criteria.

ENGINEERING DEPARTMENT (April 13, 2015)

1. Approval of the revised Preliminary Site Plan and Preliminary Storm Water Management Plan has been recommended by the Engineering Department. The incorporation of additional information for Final Site Plan will be completed at the time of that submission.

LANDSCAPE REVIEW (April 10, 2015)

1. Planning Commission waiver is being sought for not providing required trees between sidewalk and the curb along Town Center Drive (7 required, 0 provided).
2. In place of the ROW landscape berm, a decorative landscape screen wall has been included in the updated plan set. The wall location and layout has been provided on C3.0 with details on C6.0. The wall is located outside the existing easements and between the site pavement in order to provide screening. A section detail is being provided in the updated plan set that will indicate location and elevations. A waiver from the Planning Commission is being sought for this issue.
3. The location of the sidewalk on the west side of the building has been held adjacent to the building in order to provide some relief for pavement transition grading. The inclusion of potted landscape plantings near the building can be incorporated within the plan to break-up the expanse of the west elevation.
4. All interior parking lot trees have been updated to be deciduous canopy trees.
5. An enlarged plan with dimensions for the transformer screening has been provided.
6. The applicant/developer information has been added to L1.0.
7. Existing tree information has been added to C2.0. The inclusion of the statement of no woodlands has also been added to C2.0.
8. The proposed snow deposit area indicated at the northeast area of the development is an area to be primarily utilized as the first option. In the event that the snow exceeds



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this area, the contracted snow removal company will make provisions for the removal of excess snow from the property.

9. A Planning Commission waiver is being requested for the proposed 16 spaces of parking on the south side of the hotel. We have included landscape islands at each end of this bank of parking.
10. The parking space pavement striping has been indicated on L1.0.
11. A Planning Commission waiver for the required Perimeter Green Space Plantings is requested because of space limitations on the property. There are 21 trees required and 7 trees are provided.
12. Maintenance and warranty information relative to the cultivation of planting beds for 2-year period has been added to the notes of the "Warranty" heading on L1.0.
13. Cultivar information for *Viburnum dentatum* and *Cornus sericea* have been added.
14. The City of Tree and planting details have been incorporated within the updated plan set. The multi-stem tree detail is part of the City details.
15. The tree protection detail has been updated to indicate fencing 1-foot outside the dripline of the tree.
16. The existing evergreen at the southwest portion of the property that has been indicated to be saved will be removed due to the declining health of the tree. Additional plantings will be incorporated within the area of removal.
17. Mulching will be per the City of Novi Landscape Details, and is so noted on L1.0.

TRAFFIC REVIEW (AECOM April 13, 2015)

1. The width of the secondary access for public safety has been increased in width to 20-feet from the prior 15-feet indicated on the plan.
2. Mountable curb will be utilized along the proposed drive on the hotel property to allow for ease of access. Notation for the location has been indicated on sheet C3.0.
3. Proposed signage along secondary access drive has been updated to reflect path of travel.
4. Dimensions for the driveway at the southeast corner of the property have been added, and the driveway width is 24-feet.
5. A stop sign has been added to for the southbound approach of the driveway in the southeast corner of the site.
6. The outside turning radius has been reviewed by the Novi Fire Department and have indicated acceptance of the plan based on their latest plan review.
7. The installation of a van accessible parking sign on plan and within the traffic control sign table has been completed.
8. Further detail regarding the crosswalk and associated sidewalks has been provided on the plan. The location and elevation information for walks, ramps, and pavement markings is incorporated within the plan set.



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9. An enlarged plan of the bicycle parking facilities is provided on sheet C3.0, and a detail of the rack is provided on sheet C6.0.

FAÇADE REVIEW

No response necessary, the project was determined to be in compliance with requirements.

PUBLIC SAFETY – FIRE MARSHAL

1. The width of the secondary access for public safety has been increased in width to 20-feet from the prior 15-feet indicated on the plan.
2. The location of several shrubs in the vicinity of the new fire hydrant near the main entrance have been adjusted to maintain the 3-foot clearance in all directions around the fire hydrant.

BDE appreciates the thorough review provided by the City. Please feel free to contact us should you have any questions or require anything further at this time.

Sincerely,
BUD DESIGN & ENGINEERING SERVICES, INC.

A blue ink signature of Andrew Andre, written in a cursive style.

Andrew Andre, PE
President