



## CITYGATE MARKET PLACE JSP15-21

### CITYGATE MARKET PLACE JSP 15-21

Public hearing at the request of Grand Beck Partners LLC for approval of the Preliminary Site Plan with Retail Service Overlay, Woodlands Permit, Wetlands Permit and Storm water Management Plan. The subject property is located in Section 16, on the southeast corner of Citygate Drive and Beck Road. The applicant is proposing to construct a 6,241 sq. ft. building with a retail space and two fast food restaurant spaces (with associated parking, landscaping and storm water facilities) utilizing the Retail Service Overlay Option. A drive-through is proposed for one of the restaurant spaces.

### Required Action

Approval/Denial of the Preliminary Site Plan with Retail Service Overlay, Wetland Permit, Woodland Permit and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	05-08-15 <b>Revised:</b> 07-14-15 <b>Revised:</b> 09-17-15	<ul style="list-style-type: none"> <li>• <b>Zoning Board of Appeals variance required for reduction on parking space setback.</b></li> <li>• <b>Zoning Board of Appeals variance required for reduction of building setback</b></li> <li>• Items to be addressed on the final site plan submittal</li> </ul>
Engineering	Approval recommended	05-07-15 <b>Revised:</b> 07-09-15	Items to be addressed on the final site plan submittal
Landscaping	Approval recommended	04-30-15 <b>Revised:</b> 07-13-15 <b>Revised:</b> 09-17-15	<ul style="list-style-type: none"> <li>• <b>Planning Commission Waiver required for providing a wall in lieu of required berm along Beck Road</b></li> <li>• <b>Planning Commission Waiver required for reduction of street trees</b></li> <li>• <b>Planning Commission Waiver required for reduction of required greenbelt along City gate frontage</b></li> <li>• Items to be addressed on the final site plan submittal</li> </ul>
Wetlands	Approval recommended	05-06-15 <b>Revised:</b> 07-09-15	Items to be addressed on the final site plan submittal
Woodlands	Approval recommended	05-06-15	Items to be addressed on the final site plan submittal
Traffic	Approval recommended	05-01-15 <b>Revised:</b> 07-14-15 <b>Revised:</b> 09-16-15	<ul style="list-style-type: none"> <li>• <b>Zoning Board of Appeals variance required for absence of bypass lane</b></li> <li>• <b>City Council variance required for reduction of entryway radii</b></li> <li>• Items to be addressed on the final site plan submittal</li> </ul>

Facade	Approval Recommended	05-08-15 <b>Revised:</b> 07-11-15	Section 9 Waiver is not required.
Fire	Approval recommended	04-24-15 <b>Revised:</b> 07-15-15	Items to be addressed on the final site plan submittal

## Motion Sheet

### Approval –Preliminary Site Plan with Retail Service Overlay

In the matter of Citygate Market Place, JSP 15-21, motion to **approve** the Preliminary Site Plan with Retail Service Overlay based on and subject to the following:

- a) Standards related to Special Land Use consideration for Retail Service Overlay approval:
  - i. The proposed use will not cause any detrimental impact on existing *thoroughfares (based on the findings from Traffic review);*
  - ii. *The proposed use will not cause any detrimental impact on the capabilities of public services and facilities (given the size of the new use, and that they are not adding any additional demand than anticipated);*
  - iii. *The proposed use is compatible with the natural features and characteristics of the land (because the plan does not contain any existing natural features);*
  - iv. The proposed use is compatible with adjacent uses of land *(given the type of use and the surrounding development)*
  - v. The proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use *(given there is no change in permitted use for Retail Service Overlay districts);*
  - vi. The proposed use will promote the use of land in a socially and economically desirable manner;
  - vii. The proposed use is (1) listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and (2) is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located;
- b) Landscape waiver to permit the reduction of the required Greenbelt along the Citygate Right of Way (25 feet required when there is no parking; 3 feet provided), provided that the applicant works with the City's Landscape Architect to propose alternate screening.
- c) Landscape waiver to permit the reduction of the Right of Way trees (12 required, 8 provided) between the existing sidewalk and the curb along Beck Road as listed in Section 5.5.3.E.i.c due to narrow existing distance between sidewalk and curb for planting, which is hereby granted;
- d) 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.B.ii and iii due to space limitations, and is supported by staff as it will contribute to the cohesive look for the adjacent interchange area, which is hereby granted;
- e) Zoning Board of Appeals variance from Section 3.1.23.D of City Zoning Ordinance to reduce the required north yard building setback by 34 feet in (50 feet required, 16 feet proposed);
- f) Zoning Board of Appeals variance from Section 5.3.11.A, B to reduce the required north yard parking setback (20.0 feet required, 0.0 feet proposed) to allow construction of a drive-through lane.
- g) Zoning Board of Appeals variance Section 5.3.11.D. for the absence of required bypass lane.
- h) City Council variance for reduction in the entryway drive way radii per section 11-216(d)(2) of Chapter 11 of the Code of Ordinances, due to site constraints;
- i) 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
- j) (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 – Wetland Permit**

In the matter of Citygate Market Place, JSP 15-21, motion to **approve** the Wetland Permit 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 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

**-- AND --**

**Approval – Woodland Permit**

In the matter of Citygate Market Place, JSP 15-21, motion to **approve** the Woodland Permit 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 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

**- AND -**

**Approval – Stormwater Management Plan**

In the matter of Citygate Market Place, JSP 15-21, motion to **approve** the Stormwater Management Plan, based on and subject to:

- 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 it 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 Citygate Market Place, JSP 15-21, motion to **deny** the Preliminary Site Plan...*(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- Wetland Permit**

In the matter of Citygate Market Place, JSP 15-21, motion to **deny** the Wetland Permit...*(because the plan is not in compliance with Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

- AND -

**Denial- Woodland Permit**

In the matter of Citygate Market Place, JSP 15-21, motion to **deny** the Woodland Permit...*(because the plan is not in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

- AND -

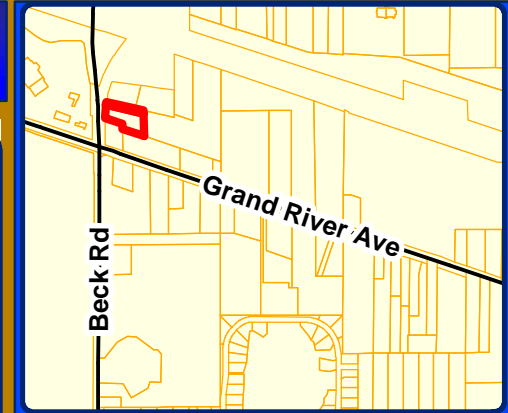
**Denial - Stormwater Management Plan**

In the matter of Citygate Market Place, JSP 15-21, motion to **deny** the Stormwater Management Plan...*(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 15-21 Citygate Market Place

Location



**Subject  
Property**

**Section 16**

Beck Rd

Grand River Ave



**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: 09/22/15  
Project: JSP15-21 Citygate Market Place  
Version #: 1

0 15 30 60 90 Feet

1 inch = 77 feet

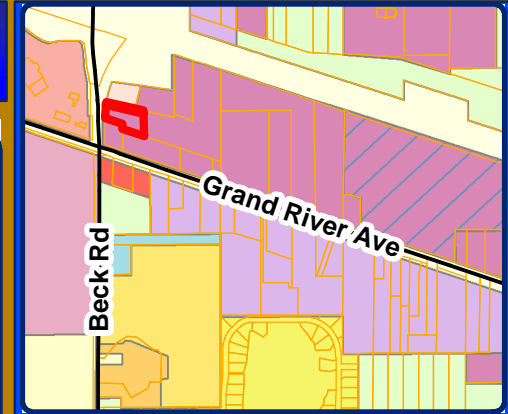
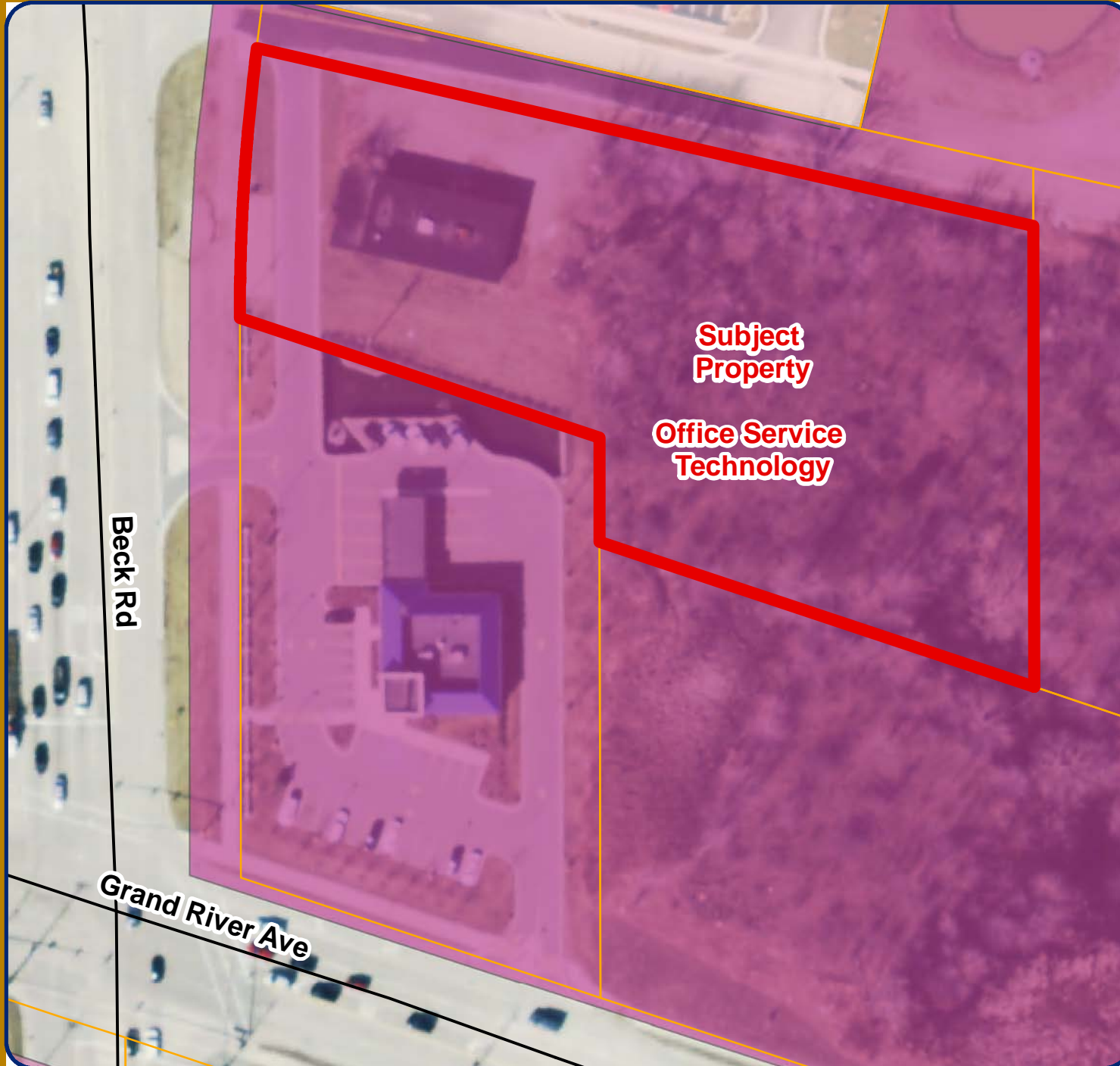


#### MAP INTERPRETATION NOTICE

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

# JSP 15-21 Citygate Market Place

Zoning



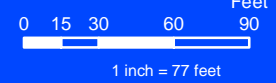
Legend

	R-A: Residential Acreage
	R-1: One-Family Residential District
	R-3: One-Family Residential District
	RM-1: Low-Density Multiple Family
	RM-2: High-Density Multiple Family
	B-2: Community Business District
	B-3: General Business District
	EXO: OST District with EXO Overlay
	FS: Freeway Service District
	I-1: Light Industrial District
	OS-1: Office Service District
	OSC: Office Service Commercial
	OST: Office Service Technology



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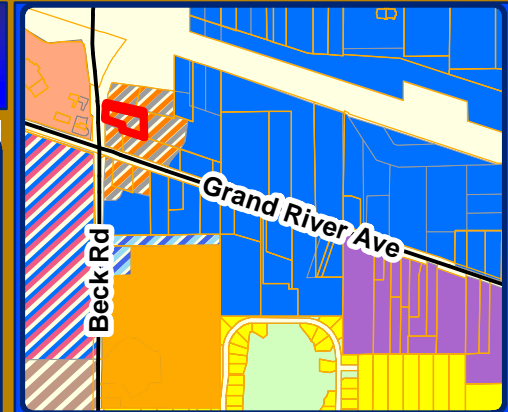
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# JSP 15-21 Citygate Market Place

Future Land Use



## Legend

- SINGLE FAMILY
- MULTIPLE FAMILY
- SUBURBAN LOW-RISE
- COMMUNITY OFFICE
- OFFICE RES DEV TECH
- OFFICE COMMERCIAL
- OFFICE RD TECH w/RETAIL OVERLAY
- INDUSTRIAL RES DEV TECH
- LOCAL COMMERCIAL
- PRIVATE PARK



## City of Novi

Dept. of Community Development  
City Hall / Civic Center  
45175 W Ten Mile Rd  
Novi, MI 48375  
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1 inch = 77 feet



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# JSP 15-21 Citygate Market Place

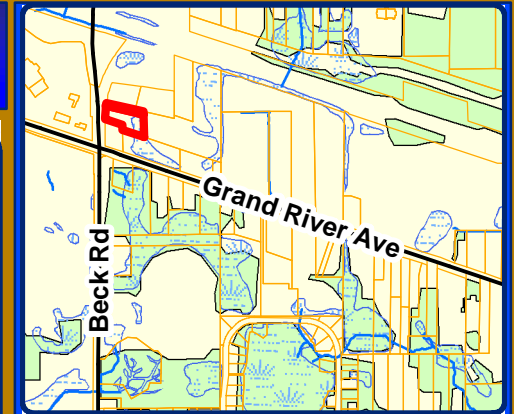
## Natural Features



**Subject  
Property**

Beck Rd

Grand River Ave



### Legend

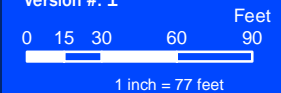
-  Wetlands
-  Woodlands



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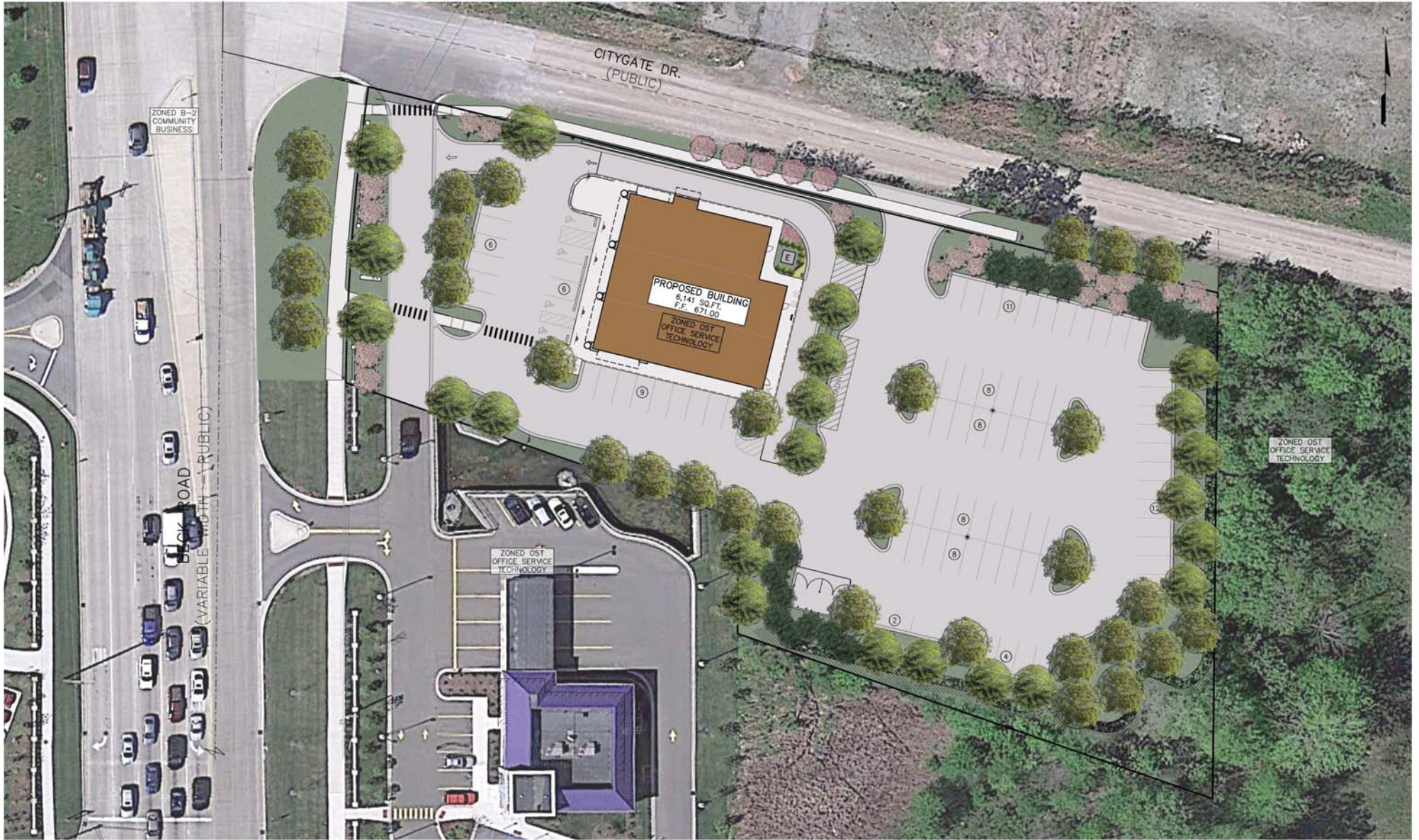
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**SITE PLAN**

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

As submitted for Revised Preliminary Site Plan on August 31, 2015







## PLANNING REVIEW

Review based on Revised Preliminary Site Plan submitted on August 31, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
Preliminary Site Plan	04-22-15	All Agencies
1 <sup>st</sup> Revised Preliminary Site Plan	06-24-15	All Agencies except Woodlands
<b>2<sup>nd</sup> Revised Preliminary Site Plan</b>	<b>08-31-15</b>	<b>Planning, Landscape and Traffic</b>



## PLAN REVIEW CENTER REPORT

September 17, 2015

### Planning Review

Citygate Marketplace

JSP15-21

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#### Petitioner

Grand Beck Partners LLC

#### Review Type

2<sup>nd</sup> Revised Preliminary Site Plan with Retail Service Overlay

#### Property Characteristics

- Site Location: 27200 Beck Road, southeast corner of Citygate Drive and Beck Road (Section 16)
- Site Zoning: OST, Planned Office Service Technology
- Adjoining Zoning: North (across Citygate Drive): FS with PRO; East and South: OST; West (across Beck Road): B-2
- Current Site Use: Vacant building
- Adjoining Uses: North (across Citygate Drive): USA 2 Go gas station and Tim Horton's Restaurant; East: vacant; South: Chase Bank; West (across Beck Road): Westmarket Square Shopping Center
- School District: Novi Community School District
- Site Size: 1.88 acres
- Plan Date: 08-24-15

#### Project Summary

The parcel in question is located on 27200 Beck Road on the southeast corner of Citygate Drive and Beck Road in Section 16 of the City of Novi. The property totals 1.88 acres. The current zoning of the property is OST, Planned Office Service Technology. The applicant has proposed a 6,241 sq. ft. building with a retail space and two fast food restaurant spaces (with associated parking, landscaping and stormwater facilities) utilizing the Retail Service Overlay Option. A drive-through is proposed for one of the restaurant spaces.

The Retail Service Overlay Option is intended "...to provide a limited amount of retail and personal service establishments to serve the employees of and visitors to the nearby office use areas." The option allows additional uses not typically permitted in the OST District provided certain conditions are met and subject to the Special Land Use requirements outlined in Section 6.2.C. Retail spaces and fast food restaurants are uses permitted under this option.

#### Recommendation

Approval of the *Preliminary Site Plan is recommended.*

#### Special Land Use Considerations

In the OST District any developments utilizing the Retail Service Overlay provisions are subject to the considerations for Special Land Uses outlined in the Zoning Ordinance. Section 6.2.C of the Zoning Ordinance includes specific factors the Planning Commission shall consider in the review of the request:



- Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on existing thoroughfares in terms of overall volumes, capacity, safety, vehicular turning patterns, intersections, view obstructions, line of sight, ingress and egress, acceleration/deceleration lanes, off-street parking, off-street loading/unloading, travel times and thoroughfare level of service.
- Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on the capabilities of public services and facilities, including water service, sanitary sewer service, storm water disposal and police and fire protection to service existing and planned uses in the area.
- Whether, relative to other feasible uses of the site, the proposed use is compatible with the natural features and characteristics of the land, including existing woodlands, wetlands, watercourses and wildlife habitats.
- Whether, relative to other feasible uses of the site, the proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood.
- Whether, relative to other feasible uses of the site, the proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use.
- Whether, relative to other feasible uses of the site, the proposed use will promote the use of land in a socially and economically desirable manner.
- Whether, relative to other feasible uses of the site, the proposed use is (1) listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and (2) is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located.

### Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3.1.23 OST District, Article 3.19 (OST District Retail Service Overlay), Article 4 (Use Standards), Article 5 (Site Standards) and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed by the applicant. Items in **bold and underline** may require a variance from Zoning Board of Appeals, if necessary revisions to the plans are not made.

1. Retail Service Overlay: The applicant is utilizing the Retail Service Overlay Option which allows an applicant to develop properties for uses not usually permitted in the OST District. Refer to the planning chart and façade review letter for a general overview of the retail service overlay conditions and the merits of the application under review. **A public hearing to be held by the Planning Commission is required.**
  2. Building Setbacks (Sec 3.1.23.D): Buildings in the OST District must be setback 50 feet from all property lines. The plan indicates a 16 foot building setback in the northern yard. **The applicant has indicated they will seek a variance from the Zoning Board of Appeals for this deficiency.**
  3. Drive-through setbacks (Sec. 5.3.11.A, B) Drive through shall follow parking setback requirements and applicable parking lot landscaping requirements. **The Drive-through lane on the north is encroaching into the minimum required parking setback. A Zoning Board of Appeals variance would be required for this deficiency. Staff would support the variance given the size of the site.**
- 
1. Sidewalks: The 5 foot sidewalk proposed along Citygate Drive does not extend to the eastern property line. The applicant has indicated that the sidewalk should be extended in the future at the same time that the roadway improvements are made so as not to

interfere with the existing drainage ditch. **The applicant should work with the City's Engineer to come up with an estimate to donate money to the sidewalk fund for this future sidewalk extension.**

2. Loading Spaces (Sec. 5.4.1): **Provide the loading and unloading hours of operation.**
3. 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.
4. Other Reviews:

The site plan went through multiple reviews with selected reviewers. Please see below for the latest date on the respective review.

- a. Engineering Review (dated 07-09-15): Additional comments to be addressed during Final Site Plan. Engineering recommends approval.
- b. Landscape Review (dated September 17, 2015): Additional comments to be addressed during next submittal. Landscape does not recommend approval.
- c. Wetland Review (dated July 09, 2015): A Wetlands Permit and a wetland buffer authorization would be required for proposed impacts. Additional comments to be addressed during Final Site Plan. Wetlands recommend approval.
- d. Woodland Review (dated May 6, 2015): A Woodland Permit would be required for proposed impacts. Additional comments to be addressed during Final Site Plan. Woodlands recommend approval.
- e. Traffic Review (dated September 16, 2015): Additional comments to be addressed during Final Site Plan. Traffic recommends approval.
- f. Facade Review (dated July 11, 2015):
- g. Fire Review (dated July 15, 2015): Additional comments to be addressed during Final Site Plan. Fire recommends approval.

### **Response Letter**

With this submittal, all reviews are recommending approvals. This Site Plan is scheduled to go before Planning Commission on September 30, 2015. Please provide the following **no later than September 23, 2015** if you wish to keep the schedule.

1. A response letter addressing **ALL** the comments from **ALL** the review letters (as dated above) and **a request for waivers and variances as you see fit.**
2. A PDF version of the all Site Plan drawings that were dated 08-24-15. **NO CHANGES MADE.**
3. A color rendering of the Site Plan, if any.

### **Chapter 26.5**

Chapter 26.5 of the City of Novi Code of Ordinances generally requires all projects be completed within two years of the issuance of any starting permit. Please contact Sarah Marchioni at 248-347-0430 for additional information on starting permits. The applicant should review and be aware of the requirements of Chapter 26.5 before starting construction.

### **Pre-Construction Meeting**

Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees and permits that must be issued before a Pre-Con can be scheduled. If you have questions regarding the checklist or the Pre-Con itself, please contact

Sarah Marchioni [248.347.0430 or [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org)] in the Community Development Department.

**Street and Project Name**

This project name will need approval of the Street and Project Naming Committee. Please contact Richelle Leskun (248-347-0579 or [rleskun@cityofnovi.org](mailto:rleskun@cityofnovi.org)) in the Community Development Department for additional information.

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](mailto:skomaragiri@cityofnovi.org).



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Sri Ravali Komaragiri – Planner



## PLANNING REVIEW CHART: Office Service Technology w/Retail Overlay (OST)

**Review Date:** September 16, 2015  
**Review Type:** Second Revised Preliminary Site Plan  
**Project Name:** JSP15-21 Citygate Market Place  
**Plan Date:** August 24, 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 before approval of the Final Site Plan. Underlined items need to be addressed on the Stamping set submittal.

Item	Required Code	Proposed	Meets Code	Comments
<b>Zoning and Use Requirements</b>				
<b>Master Plan</b> <i>(adopted August 25, 2010)</i>	Office research development and technology w/Retail Overlay	Retail and Restaurants	Yes	<b>The Preliminary Site Plan will require a Planning Commission approval</b>
<b>Area Study</b>	The site does not fall under any special category	NA	Yes	
<b>Zoning</b> <i>(Effective December 25, 2013)</i>	OST: Office Service and Technology	OST	Yes	
<b>Uses Permitted</b> (Sec 3.1.23.B & C)	Sec. 3.1.23.B. - Principal Uses Permitted. Sec. 3.1.23.C. - Special Land Uses Permitted.	Retail and fast food drive-through	Yes	<b>Special Land Use Permit and Public Hearing Required</b>
<b>Height, bulk, density and area limitations (Sec 3.1.23.D)</b>				
<b>Frontage on a Public Street.</b> <i>(Sec. 5.12)</i> <b>Access To Major Thoroughfare</b> <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	The site has frontage and access to Beck Road	<b>Yes</b>	
<b>Minimum Zoning Lot Size</b> 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		<b>NA</b>	
<b>Minimum Zoning Lot Size</b> for each Unit: Width in Feet <i>(Sec 3.6.2.D)</i>			<b>NA</b>	
<b>Open Space Area</b>	----	---	---	---

Item	Required Code	Proposed	Meets Code	Comments
<b>Maximum % of Lot Area Covered</b> (By All Buildings)	(Sec 3.6.2.D)	6141 sf (7.5%)	Yes	
<b>Building Height</b> (Sec. 3.20)	46 ft. or 3 stories whichever is less	Maximum height:28'	Yes	
<b>Building Setbacks</b> (Sec 3.1.23.D)				
Front (west)	50 ft.	123 ft.	Yes	<b>Applicant intends to seek a variance from the Zoning Board of Appeals for deficient side setback on north side.</b>
Rear (east)	50 ft.	202 ft.	Yes	
Exterior Side (north)	50 ft.	16 ft.	No	
Interior Side (south)	50 ft.	55 ft.	Yes	
<b>Parking Setback</b> (Sec 3.1.23.D)Refer to applicable notes in Sec 3.6.2				
Front (west)	20 ft.	52 ft.	Yes	
Rear (east)	20 ft.	20 ft.	Yes	
Exterior Side (north)	20 ft.	20 ft. Minimum	Yes	
Interior Side (south)	20 ft.	20 ft. Minimum	Yes	
<b>Note To District Standards</b> (Sec 3.6.2)				
<b>Exterior Side Yard Abutting a Street</b> (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	Exterior side yard on north. setback is deficient	Yes	<b>Applicant intends to seek a variance from the Zoning Board of Appeals for deficient side setback on north side.</b>
<b>Off-Street Parking in Front Yard</b> (Sec 3.6.2.E)	Off-street parking is allowed in front yard	Parking is proposed in front yard and meets the parking setback requirements	Yes	
<b>Distance between buildings</b> (Sec 3.6.2.H)	It is governed by sec. 3.8.2 or by the minimum setback requirements, whichever is greater	Single building proposed	NA	
<b>Wetland/Watercourse Setback</b> (Sec 3.6.2.M)	A setback of 25ft from wetlands and from high watermark course shall be maintained	No wetlands on site	NA	
<b>Parking setback screening</b> (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.	A landscape plan is provided	Yes	<b>Please refer to landscape review for additional information for screening next to drive-thru</b>
<b>Modification of parking setback requirements</b> (Sec 3.6.2.Q)	The Planning Commission may modify parking setback requirements based on its determination according to Sec 3.6.2.Q	Parking setbacks conform to the minimum required	NA	

Item	Required Code	Proposed	Meets Code	Comments
<b>Restaurant in the Character of a Fast Food Carryout, Drive-In, Fast Food Drive-Through, or Fast Food Sit Down (Sec. 4.40.)</b>				
<b>Noise Impact Statement (Sec. 4.40.1)</b>	A noise impact statement is required subject to the standards of Sec. 5.14.10.B	Information has been provided by the applicant and is in conformance	Yes	
<b>OST District Retail Service Overlay Required Conditions (Sec 3.19)</b>				
<b>Access to the Site (Sec 3.19.1)</b>	Access shall be provided from a public or private local street or collector road that loops between two arterial streets.	Access is provided from Citygate Drive	Yes	
<b>Access Easements etc. (Sec 3.19.2)</b>	Access and non-motorized facilities easements as determined by the City to provide for future service to the neighboring properties.	No future connections are proposed with this Site Plan	NA	
<b>Landscape Open Space (Sec 3.19.3)</b>	A minimum of fifteen (15) percent of any development site, excluding any required detention or retention facilities, shall be provided as landscaped open space.	32 % provided	Yes	
<b>Outdoor Sales and Seating (Sec 3.19.4)</b>	Outdoor sales prohibited	Unable to determine	Yes	
	Outdoor seating as an accessory use is allowed per section 4.84	Outdoor seating for 14 people is proposed	Yes	
	Permitted between March 1 <sup>st</sup> and November 30 <sup>th</sup>	Note added to the sheets	Yes	
	A minimum pathway width of 6 ft along the sidewalk is required	Detail provided on Sheet A-1	Yes	
	It shall be enclosed where there is alcohol service	Detail provided on Sheet A-1	Yes	
	For more than 20 seating, parking shall be calculated	Outdoor seating for 14 people is proposed		
	Hours of operation same as inside restaurant	Note added to the sheets	Yes	
	For more than 20 seating, a site plan shall be submitted	Outdoor seating for 14 people is proposed		
<b>Retail and Personal Service Uses</b>	Retail uses shall not exceed 25% of the total floor space in any	Area is largely undeveloped at this time	Yes	

Item	Required Code	Proposed	Meets Code	Comments
(Sec 3.19.5)	polygon identified for Retail Service Overlay in the Master Plan			
<b>Architectural Design</b> (Sec 3.19.6)	Architectural design and facade materials shall be compatible with and complementary to other developed buildings in the area	Façade review verified the conformance	Yes	
<b>Additional standards for uses as permitted in Section 4.7.8.1.B.ii</b> (Sec 3.19.7)	For retail, service and restaurant uses as permitted in Section 4.78.1.B.ii, additional standards per section 3.19.7 shall apply	The current use is permitted under Section 4.78.1.B.i	NA	
<b>Drive-through Lanes (Sec. 5.3.11)</b>				
<b>Drive-through Lanes Separation</b> (Sec. 5.3.11.A,C)	Drive-through lanes shall be separate from the circulation routes & lanes necessary for ingress to & egress from the property	Circulation patterns provided	Yes	
<b>Drive-through setbacks</b> (Sec. 5.3.11.A,B)	Drive through shall follow parking setback requirements and applicable parking lot landscaping requirements	Drive-through does not conform to the setback requirements on the north side	No	<b>Applicant sought a Zoning Board of Appeals variance for this deviation</b>
<b>Bypass Lane for Drive-through</b> (Sec. 5.3.11.D)	Drive-through facilities shall provide 1 bypass lane, min. of 18 ft. in width, unless otherwise determined by the Fire Marshal	No bypass lane provided and not required per Fire Marshal	Yes	
<b>Width &amp; Centerline Radius of Drive-through Lanes</b> (Sec. 5.3.11.E,F,H)	Drive-through lanes shall have a minimum 9 ft. width, centerline radius of 25 ft. and a minimum length of 19 ft.	12 ft. width provided; centerline radius 35 ft.	Yes	
<b>Drive-through Lane Delineated</b> (Sec. 5.3.11.G)	Drive-through lanes shall be striped, marked, or otherwise delineated	Delineated with landscape island	Yes	
<b>Parking, Loading and Dumpster Requirements</b>				

Item	Required Code	Proposed	Meets Code	Comments
<p><b>Number of Parking Spaces</b>                      (Sec.5.2.12.C)</p> <p><b>Restaurant:</b>                      One (1) for every two (2) employees, plus (1) for every two (2) customers allowed under maximum capacity (including waiting areas)</p> <p><b>Retail:</b>                      One (1) for each two hundred (200) square feet of gross leasable floor area</p>	<p><b>Restaurant A:</b>                      21 spaces for 42 seats Indoor                      0 spaces required for seating less than 20 (14 seats outdoor)                      4 spaces for 8 employees                      7 spaces for 14 people maximum occupancy in 100 SF of waiting area  <b>Total: 32 spaces</b></p> <p><b>Restaurant B:</b>                      29 spaces for 57 seats indoor                      5 spaces for 10 employees                      7 spaces for 14 people maximum occupancy in 100 SF of waiting area  <b>Total: 41 spaces</b></p> <p><b>Retail:</b>  <b>11 spaces</b> for 2,121 SF  <b>Grand Total: 84 spaces</b></p>	<p>Total proposed parking:                      84 spaces</p>	<p>Yes</p>	
<p><b>Drive-Thru Stacking Spaces</b>                      (Sec. 5.3.11.I)</p>	<p>The distance between the order board and the pick-up window shall store four (4) vehicles, and four (4) vehicles shall be stored in advance of the menu board (not including the vehicles at the pick-up window and menu board).</p>	<p>5 vehicles in advance of menu board</p>	<p>Yes</p>	
<p><b>Parking Space Dimensions and Maneuvering Lanes</b>                      (Sec. 5.3.2)</p>	<p><u>90° spaces:</u> 9 ft. x 19 ft. parking spaces with 24 ft. drives</p> <p>9 ft. x 17 ft. parking spaces along 7 ft. interior sidewalks, provided a 4 in. curb at these locations &amp; along landscaping</p> <p><u>Parallel Spaces:</u> 8 ft. x 23 ft. parking spaces with 13 ft. drives</p>	<p>9 ft. x 19 ft. parking spaces with 24 ft. drives</p> <p>9 ft. x 17 ft. parking spaces with 24 ft. drives</p> <p>9 ½ ft. x 23 ft. parking spaces with 24 ft. drives</p>	<p>Yes</p>	



Item	Required Code	Proposed	Meets Code	Comments
<b>Parking stall located adjacent to a parking lot entrance</b> (public or private) (Sec. 5.3.13)	- shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer		NA	
<b>End Islands</b> (Sec. 5.3.12)	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 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 dimensioned	Yes	
<b>Barrier Free Spaces</b> <i>Barrier Free Code</i>	4 barrier free spaces (for total 76 to 100) including 1 van accessible	2 regular barrier Free parking & 2 van barrier free space are proposed	Yes	
<b>Barrier Free Space Dimensions</b> <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	
<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	One sign per parking is proposed	Yes	
<b>Minimum number of Bicycle Parking</b> (Sec. 5.16.1)	Five (5) percent of required automobile spaces, minimum two (2) spaces For 84 spaces: 4 spaces	Proposed spaces: 4	Yes	
<b>Minimum number of Bicycle Parking</b> (Sec. 5.16.1)	Five (5) percent of required automobile spaces, minimum two (2) spaces For 84 spaces: 4 spaces	Proposed spaces: 4	Yes	
<b>Bicycle Parking General requirements</b>	No farther than 120 ft. from the entrance being served	Detail provide on sheet L2.0	Yes	

Item	Required Code	Proposed	Meets Code	Comments
(Sec. 5.16)	When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations	Not applicable		
	Spaces to be paved and the bike rack shall be inverted "U" design Shall be accessible via 6 ft. paved sidewalk	Inverted "U" design Accessible via sidewalk		
<b>Bicycle Parking Lot layout</b> (Sec 5.16.6)	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	Detail provide on sheet L2.0	Yes	
<b>Loading Spaces</b> Sec. 5.4.1	<ul style="list-style-type: none"> <li>- Within the OS districts, loading space shall be provided in the rear yard or</li> <li>- in the case of a double frontage lot, in the interior side yard,</li> <li>- 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.</li> </ul>	<p>Loading Area in the rear yard</p> <p>450 square feet is provided in the rear</p>	Yes	<b>Provide the loading and unloading hours of operation.</b>
<b>Dumpster</b> Sec 4.19.2.F	<ul style="list-style-type: none"> <li>- Located in rear yard</li> <li>- Attached to the building or</li> <li>- No closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback</li> <li>- If no setback, then it cannot be any closer than 10 ft, from property line.</li> <li>- Away from Barrier free Spaces</li> </ul>	<p>Dumpster located in interior side yard and setback appropriately Farther than 10 ft.</p> <p>Outside the parking setback</p> <p>Farther away from the barrier free spaces</p>	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>Dumpster Enclosure</b> <i>Sec. 21-145. (c)</i> <i>Chapter 21 of City Code of Ordinances</i>	<ul style="list-style-type: none"> <li>- Screened from public view</li> <li>- A wall or fence 1 ft. higher than height of refuse bin</li> <li>- And no less than 5 ft. on three sides</li> <li>- Posts or bumpers to protect the screening</li> <li>- Hard surface pad.</li> <li>- Screening Materials: Masonry, wood or evergreen shrubbery</li> </ul>	<ul style="list-style-type: none"> <li>- An enclosure is shown on sheet SP-1a</li> <li>- 6ft. tall</li>   <li>-4' tall guard posts proposed</li>   <li>- A concrete surface is indicated</li> <li>- Brick enclosure to match the building</li> </ul>	Yes	
<b>Exterior lighting</b> <i>Sec. 5.7</i>	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	A lighting plan is provided	Yes	
<b>Roof top equipment and wall mounted utility equipment</b> <i>Sec. 4.19.2.E.ii</i>	<ul style="list-style-type: none"> <li>- 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</li> </ul>	Rooftop equipment proposed	Yes	
<b>Roof top appurtenances screening</b>	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	Rooftop equipment screened by the parapet walls	Yes	
<b>Non-Motorized Facilities</b>				
<b>Article XI. Off-Road Non-Motorized Facilities</b>	A 6 foot sidewalk is required along collector and arterial roads  Building exits must be connected to sidewalk system or parking lot.	A 8ft. path is proposed along Beck Road. A 5ft. sidewalk is proposed along Citygate Drive  All exits are connected to internal sidewalk	Yes	The applicant has indicated that the sidewalk should be extended in the future at the same time that the roadway improvements are made so as not to interfere with the existing drainage ditch. <b>The applicant should work with the City's Engineer to come up with an estimate to donate money to the sidewalk fund for this future sidewalk extension.</b>

Item	Required Code	Proposed	Meets Code	Comments
<b>Pedestrian Connectivity</b>	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Sidewalks are proposed throughout the site for convenient and safe pedestrian access	Yes	
<b>Other Requirements</b>				
<b>Design and Construction Standards Manual</b>	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Yes	
<b>General layout and dimension of proposed physical improvements</b>	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).	Provided	Yes	
<b>Economic Impact</b>	<ul style="list-style-type: none"> <li>- Total cost of the proposed building &amp; site improvements</li> <li>- Number of anticipated jobs created (during construction &amp; after building is occupied, if known)</li> </ul>	Cost of building and site improvements: \$1,750,000 Land Cost: \$850,000 for a total of \$2,600,000 for the development Estimated jobs after completion: 25 to 30	Yes	
<b>Development/ Business Sign &amp; Street addressing</b>	<ul style="list-style-type: none"> <li>- Signage if proposed requires a permit.</li> <li>- The applicant should contact the Building Division for an address prior to applying for a building permit.</li> </ul>	Information Not Provided		<u>For further information contact Jeannie Niland 248-347-0438.</u>
<b>Project and Street naming</b>	Some projects may need approval from the Street and Project Naming Committee.	This project may need approval of the Project Name		<u>For approval of project and street naming contact Richelle Leskun at 248-735-0579</u>

Item	Required Code	Proposed	Meets Code	Comments
<b>Property Split</b>	The proposed property split must be submitted to the Assessing Department for approval.	No property splits proposed	NA	
<b>Lighting and Photometric Plan (Sec. 5.7)</b>				
<b>Intent (Sec. 5.7.1)</b>	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	Yes	Yes	
<b>Lighting Plan (Sec. 5.7.A.1)</b>	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Yes	Yes	
<b>Lighting Plan (Sec. 5.7.A.2)</b>	Specifications for all proposed & existing lighting fixtures	Spec sheets provided as a separate submittal	Yes	
	Photometric data	Yes	Yes	
	Fixture height	18 ft.	Yes	
	Mounting & design	Yes	Yes	
	Glare control devices			
	Type & color rendition of lamps	LED		
	Hours of operation	5am to 12 pm	Yes	
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties	Yes	Yes	
<b>Required Conditions (Sec. 5.7.3.A)</b>	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses	18 ft. max	Yes	
<b>Required Conditions (Sec. 5.7.3.B)</b>	- Electrical service to light fixtures shall be placed underground - Flashing light shall not	Notes added to the plan	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation			
<b>Required Conditions</b> (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1	2.8:1	Yes	
<b>Required Conditions</b> (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps	LED lamps are proposed	Yes	
<b>Min. Illumination</b> (Sec. 5.7.3.k)	Parking areas: 0.2 min	Meets the minimum	Yes	
	Loading & unloading areas: 0.4 min		Yes	
	Walkways: 0.2 min		Yes	
	Building entrances, frequent use: 1.0 min		Yes	
	Building entrances, infrequent use: 0.2 min		Yes	
<b>Max. Illumination adjacent to Non-Residential</b> (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	0.5 max	Yes	
<b>Cut off Angles</b> (Sec. 5.7.3.L)	when adjacent to residential districts - All cut off angles of fixtures must be 90° - maximum illumination at the property line shall not exceed 0.5 foot candle	Does not abut residential	NA	

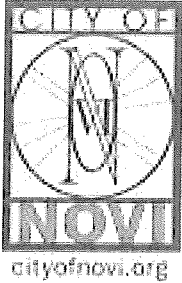
**NOTES:**

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. Please refer to those sections in Article 3, 4 and 5 of the zoning ordinance for further details
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.

## ENGINEERING REVIEW

Review based on Revised Preliminary Site Plan submitted on June 24, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
Preliminary Site Plan	04-22-15	All Agencies
<b>1<sup>st</sup> Revised Preliminary Site Plan</b>	<b>06-24-15</b>	<b>All Agencies except Woodlands</b>
2 <sup>nd</sup> Revised Preliminary Site Plan	08-31-15	Planning, Landscape and Traffic



## PLAN REVIEW CENTER REPORT

07/09/2015

### Engineering Review

Citygate Marketplace  
JSP15-0021

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#### Applicant

GRAND BECK PARTNERS LLC

#### Review Type

Revised Preliminary Site Plan

#### Property Characteristics

- Site Location: N. of Grand River Ave. and E. of Beck Rd.
- Site Size: 1.88 acres
- Plan Date: 06/23/15

#### Project Summary

- Construction of an approximately 6,241.8 square-foot building and associated parking. Site access would be provided by connecting to the existing drive between the site and Beck Rd. with access to Beck Rd. and Citygate Dr. and a new curb cut on to Citygate Dr.
- Water service would be provided by an 8-inch extension from the existing 8-inch water main along the north side of Citygate Dr. 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 an 8-inch extension from the existing 8-inch sanitary sewer along the east side of Beck Rd.
- Storm water would be collected by a single storm sewer collection system and detained in an underground detention system.

#### 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. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County. This form was included in the original site plan package.
2. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
3. Provide a note stating if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Department for review.
4. A right-of-way permit will be required from the City of Novi and Oakland County.
5. Provide a utility crossing table indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained.
6. 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](http://www.cityofnovi.org/DesignManual)).

Water Main

7. The proposed public water main must be a minimum of 8-inches in diameter.
8. Provide a profile for all proposed water main 8-inch and larger.
9. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

Sanitary Sewer

10. Provide a sanitary sewer monitoring manhole, unique to this site, within a dedicated access easement or within the road right-of-way. If not in the right-of-way, provide a 20-foot wide access easement to the monitoring manhole from the right-of-way (rather than a public sanitary sewer easement).
11. Provide a sanitary sewer basis of design.

12. Note on the construction materials table that 6-inch sanitary leads shall be a minimum SDR 23.5, and mains shall be SDR 26.
13. Provide a testing bulkhead immediately upstream of the sanitary connection point. Additionally, provide a temporary 1-foot deep sump in the first sanitary structure proposed upstream of the connection point, and provide a secondary watertight bulkhead in the downstream side of this structure.
14. Provide a profile for all proposed sanitary sewer 8-inch and larger.
15. Two (2) sealed sets of revised utility plans for sanitary sewer construction for review by the Oakland County Water Resources Commission. The utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

#### Storm Sewer

16. A minimum cover depth of 3 feet shall be maintained over all storm sewers. Currently, a few pipe sections do not meet this standard. Grades shall be elevated and minimum pipe slopes shall be used to maximize the cover depth. In situations where the minimum cover cannot be achieved, Class V pipe must be used with an absolute minimum cover depth of 2 feet. An explanation shall be provided where the cover depth cannot be provided.
17. Provide a 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs.
18. Match the 0.80 diameter depth above invert for pipe size increases.
19. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot deep plunge pool.
20. 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.
21. An easement is required over the storm sewer accepting and conveying off-site drainage.
22. 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.

#### Storm Water Management Plan

23. 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.
24. 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.
25. Provide release rate calculations for the three design storm events (first flush, bank full, 100-year).
26. Provide manufacturers details and sizing calculations for the pretreatment structure(s) within the plans.

27. Provide a soil boring in the vicinity of the storm water detention facility to determine soil conditions and to establish the high water elevation of the groundwater table.
28. Provide the overland routing that would occur in the event the underground system cannot accept flow. This route shall be directed to a recognized drainage course or drainage system.
29. Provide a drainage area map.
30. Provide an under drain along the downstream side of the underground detention system which is tied into a manhole as a means of secondary storm water conveyance to the outlet.
31. Provide a table or note addressing the required bedding depth vs. bearing capacity of the underlying soils in the vicinity of the underground detention system per the manufacturer's specifications.
32. Provide a note on the plans stating the City's inspecting engineers shall verify the bearing capacity of the native soils to verify an adequate bedding depth is provided.
33. Indicate the assumed porosity of the aggregate. The volume calculations shall consider only 85-percent of that volume as available for storage to account for sediment accumulation in the aggregate.
34. Provide a note on the underground detention detail that aggregate porosity will be tested, and results provided to the City's inspecting engineers.
35. Provide an isolator row in the underground detention system in addition to the swirl concentrator chamber. Contact the Engineering Department for further information.
36. The underground storage system shall include 4-foot diameter manholes at one end of each row for maintenance access.
37. Provide inspection ports throughout the underground detention system at the midpoint of a couple storage rows, and one in the center of the header and footer. Two inspection ports should be located along the isolator row.
38. Provide critical elevations (low water, first flush, bank full, 100-year, and pavement elevation) of the detention system on the underground detention system cross-section. Insure there is at least 1 ft. of freeboard between the 100-year elevation and the subgrade elevation under the pavement.
39. The underground detention system shall be kept outside the influence of any planting areas.

#### Paving & Grading

40. 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:**

41. A letter from either the applicant or the applicant's engineer must be submitted with the revised PSP highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.
42. 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:**

43. 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.
44. 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.
45. A draft copy of the 20-foot wide easement for the sanitary sewer to be constructed on the site must be submitted to the Community Development Department.

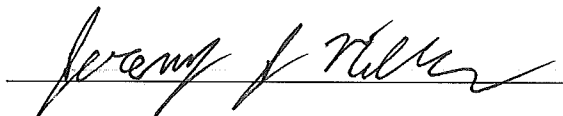
**The following must be addressed prior to construction:**

46. 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).
47. 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.
48. 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.
49. A permit for work within the right-of-way of Beck Rd. and Citygate Dr. must be obtained from the City of Novi. The application is available from the City Engineering Department and should be filed at the time of Final Site Plan

submittal. Please contact the Engineering Department at 248-347-0454 for further information.

50. A permit for work within the right-of-way of Beck Rd. must be obtained from the Road Commission for Oakland County. Please contact the RCOC (248-858-4835) directly with any questions. The applicant must forward a copy of this permit to the City. Provide a note on the plans indicating all work within the right-of-way will be constructed in accordance with the Road Commission for Oakland County standards.
51. 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.
52. A permit for sanitary sewer construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the sanitary sewer plans have been approved.
53. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
54. 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.
55. 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.
56. 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.
57. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

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

## LANDSCAPE REVIEW

Review based on Revised Preliminary Site Plan submitted on August 31, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
Preliminary Site Plan	04-22-15	All Agencies
1 <sup>st</sup> Revised Preliminary Site Plan	06-24-15	All Agencies except Woodlands
<b>2<sup>nd</sup> Revised Preliminary Site Plan</b>	<b>08-31-15</b>	<b>Planning, Landscape and Traffic</b>



# PLAN REVIEW CENTER REPORT

September 17, 2015

## Revised Preliminary Site Plan - Landscaping

### Citygate Marketplace

#### Review Type

Revised Preliminary Site Plan Landscape Review

#### Project Number

JSP15-0021

#### Property Characteristics

- Site Location: Southeast corner of Beck and Marketplace Dr.
- Site Zoning: OST
- Adjacent Zoning: OST
- Plan Date: August 24, 2015

#### Recommendation:

This project is **not recommended for approval**. While the landscaping has been provided to the fullest extent possible on most of the site, there has been no room left for satisfactory screening of the building along the drive-through lane fronting Citygate. The proposed wall does screen the vehicles, but there is no other landscaping beyond the required street trees to soften the view of the building from Citygate.

#### Ordinance Considerations

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

#### **EXISTING ELEMENTS**

##### Existing Soils (Preliminary Site Plan checklist #10, #17)

Soil information is provided.

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

1. Existing and proposed utilities are shown on landscape plans.
2. The proposed hydrant has been added to the landscape plan. This revealed that the southernmost tree on the drive-thru island is less than 10' away from the hydrant, and is within the water line easement. If that tree cannot be relocated to another suitable location off of the island, the plan can be one interior tree short. Please adjust the spacing of the remaining 3 trees to provide more space between them.

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

1. All existing trees, tree removals and trees to be saved are shown on plans.
2. Tree protection fencing locations and details have been provided.

#### **LANDSCAPING REQUIREMENTS**

##### Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Zoning Sec. 5.5.3.B.ii and iii)

##### BECK ROAD

1. The applicant is now proposing a wall along the Beck Road frontage to coincide with the wall on the adjacent property to the south in lieu of the required berm. **This deviation from the requirement is noted for consideration by the Planning Commission. It is supported by staff as it will contribute to a cohesive look for the Beck/Grand River/I-96 interchange area.**
2. A wall detail for the proposed all should be added to the plan. Please make the wall's appearance consistent with the walls on nearby properties.
3. The greenbelt landscaping provided is short by (1) canopy tree and (4) subcanopy trees but appears to provide sufficient screening from Beck Road. As the existing access drive reduces some of the available greenbelt for additional trees, this is acceptable.

#### CITYGATE DRIVE

1. The building and drive-thru don't provide the required 20' greenbelt along Citygate for most of the Citygate frontage. As little as 2-3' seem to be provided in that area. The applicant has proposed a 123 foot long 3.33' high wall in place of landscaping and the required 20' greenbelt. **Planning Commission consideration of this proposal is requested by the applicant to provide room for a drive-through lane. The proposed wall will screen the drive-through vehicles from Citygate but would not provide the same screening or view softening as the ordinance requires.**
2. Assuming the approval for the wall is granted, the remaining required right-of-way greenbelt landscaping is reduced to (8) canopy trees and (15) canopy trees. These quantities of each have been provided.

#### Street Tree Requirements (Zoning Sec. 5.5.3.E.i.c and LDM 1.d.)

1. The required number of street trees along Beck Road, (4), is provided.
2. (8) of (12) required street trees are provided along Citygate (5 understory trees and 3 canopy trees in the wider area). The combination of (2) entry drives and their corner clearances, and a narrow existing distance between the sidewalk and curb for much of the frontage make the planting of the (4) missing trees impossible and **Planning Commission approval of this shortage is recommended.**
3. The previously proposed elm trees have been replaced by 5 serviceberries in the narrow planting area between the building and Citygate to accommodate this width, per staff recommendation. As street tree trimming to create 14' clearance on the road side, and 10' on the sidewalk side is the city standard, it may be desirable to select a different, more upright species. This change, if desired, can be done in the Final site plans.

#### Parking Lot Landscape (Zoning Sec. 5.5.3.C.)

Based on the paved vehicular use areas in the parking lots, 37 canopy trees are required (1 per 75 sf of paved area) within the boundaries of the parking lot. Larger (4" caliper) trees have been used to reduce the required tree count to 25, which are all provided. Based on the comment above related to the fire hydrant, this may be reduced to 24 trees but that would still be acceptable. All but 3 of these trees are within the boundaries of the parking area, or in corners. All islands used are of acceptable width.

#### Parking Lot Perimeter Canopy Trees (Zoning Sec. 5.5.3.C.(3) Chart footnote)

Based on the perimeter noted, 37 canopy trees are required. Larger (4" caliper deciduous and 12' height evergreen) trees are provided to reduce the required plant count to 25. All of these are provided, and the use of evergreens as perimeter trees to help screen the dumpster is approved.

#### Building Foundation Landscape (Zoning Sec 5.5.3.D.)

Based on the building perimeter of 330 lf, 2640 sf of foundation landscaping is required at the base of the building. The layout does not provide any room for actual foundation landscaping, but landscaped areas away from the building have been provided to



counter this situation, and have been labeled in a separate detail on the plan as requested.

Storm Basin Landscape (Zoning Sec 5.5.3.E.iv and LDM 1.d.(3))

Only underground storage is proposed so no storm basin landscaping is required.

Transformer/Utility Box and Fire Hydrant Plantings (LDM 1.3 from 1-5, Zoning Sec 5.5.3.C.ii.d)

1. The required utility box screening and screening details have been provided.
2. The proposed hydrant has been added to the plan.

**OTHER REQUIREMENTS**

Plant List, Notations and Details (LDM 2.h. and t.)

All have been provided satisfactorily.

Cost estimates for Proposed Landscaping (LDM 2.t.)

Cost estimates were provided.

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

An irrigation plan for all landscaped areas is required as part of the Final Site Plans.

Proposed topography. 2' contour minimum (LDM 2.e.(1))

Proposed contours have been added to the landscape plan as requested.

Snow Deposit (LDM.2.q.)

Snow deposit areas have been noted on the plans.

Corner Clearance (Zoning Sec 5.9)

Required corner clearances are provided.

If the applicant has any questions concerning the above review or the process in general, please do not hesitate to contact me at 248.735.5621 or meader [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org).



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Rick Meader – Landscape Architect

### WETLANDS REVIEW

Review based on Revised Preliminary Site Plan submitted on June 24, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
Preliminary Site Plan	04-22-15	All Agencies
<b>1<sup>st</sup> Revised Preliminary Site Plan</b>	<b>06-24-15</b>	<b>All Agencies except Woodlands</b>
2 <sup>nd</sup> Revised Preliminary Site Plan	08-31-15	Planning, Landscape and Traffic

July 9, 2015

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

Re: Citygate Marketplace (JSP15-0021)  
Wetland Review of the Revised Preliminary Site Plan (PSP15-0101)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Revised Preliminary Site Plan for the proposed Citygate Marketplace retail/restaurant project prepared by Professional Engineering Associates dated June 23, 2015 (Plan). The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the natural features setback provisions in the Zoning Ordinance. ECT most recently visited the site on May 5, 2015 for the purpose of a woodland and wetland verification.

The proposed development is located on approximately 1.9 acres (Parcel ID# 50-22-16-176-031) east of Beck Road and north of Grand River Avenue in Section 16. The Plan appears to propose the construction of 2,121 square feet of retail space, 4,120 square feet of restaurant, associated parking, utilities, and underground storm water detention system.

Although the plan continues to exhibit several deficiencies in the information provided with respect to wetlands and proposed wetland impacts, ECT currently recommends approval of the Revised Preliminary Site Plan contingent on the Applicant addressing the concerns noted in the *Comments* section of this letter prior to Final Site Plan approval.

**Onsite Wetland Evaluation**

The proposed development site contains five (5) areas of existing wetland. ECT previously received a request to conduct a preliminary wetland boundary verification for this property at the request of a different owner/applicant. The Plan states that the wetland delineation for the site was completed on May 8, 2012 by Brooks Williamson & Associates, Inc. (BWA). At the time of our site visit on May 5, 2015, the wetlands were clearly marked in the field with pink and blue survey tape flags. Wetland flag numbers have been provided on the *Topographic Survey* (Sheet C-1.0). The sizes of all existing wetlands (square feet or acres) have now been indicated on the Plan. The on-site wetland areas include:

Wetland #1 - 0.034-acre  
Wetland #2 - 0.007-acre  
Wetland #3 - 0.003-acre  
Wetland #4 - 0.002-acre  
Wetland #5 - 0.105-acre  
TOTAL 0.151-acre

It should be noted that the wetland boundaries appear to be accurately indicated on the site plan.

#### **Wetland Impact Review**

The Plan proposes the filling of existing Wetlands #1, #2, #3 and #4. These wetland fills appear to total 0.046-acre. The Plan also appears to propose impacts to Wetland #5, in the southeast corner of the site. The Plan notes that a portion of Wetland #5 in the southeast corner of the site was previously permitted for filling. However, the quantity of impact area (i.e., acreage) and/or fill volume (i.e., cubic yards) within Wetland 5 does not appear to be clearly indicated on the Plan. It should also be noted that the proposed fill volumes within Wetlands 1, 2, 3, and 4 do not appear to be indicated on the Plan. This information is necessary prior to final approval of the site plan and associated permitting.

#### **Permits & Regulatory Status**

ECT has reviewed this project location for wetlands and woodlands at the time of previous pre-application review submittals. Based on our previous project reviews, all but one of the on-site wetlands (Wetland #4) appeared to be considered regulated by the City of Novi as they meet at least one of the City's essentiality criteria (i.e., wildlife habitat, storm water storage, etc.) and one of the wetlands (Wetland #5) also appears to be regulated by the Michigan Department of Environmental Quality (MDEQ). Overall, the on-site wetlands are of fair quality. Four (4) areas of wetland are shown in the northeast section of the project area (Wetlands #1 through #4). These areas include both forested and emergent wetland. The forested areas contain silver maple (*Acer saccharinum*), box elder (*Acer negundo*) and cottonwood (*Populus deltoides*) trees. Some of the wetland areas closest to Citygate Drive appear to mostly contain common reed (*Phragmites australis*). The highest quality wetland (Wetland #5) is located on the south end of the project site and includes mostly forested wetland and small section of emergent wetland in the southwest corner of the project that extends off-site towards Chase Bank (see Site Photos).

In 1979, the Michigan legislature passed the Geomare-Anderson Wetlands Protection Act, 1979 PA 203, which is now Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). The MDEQ has adopted administrative rules which provide clarification and guidance on interpreting Part 303. Some wetlands in coastal areas (called Environmental Areas) are given further protection under Part 323, Shorelands Protection and Management, of the NREPA.

In accordance with Part 303, wetlands are regulated if they are any of the following:

- Connected to one of the Great Lakes or Lake St. Clair.
- Located within 1,000 feet of one of the Great Lakes or Lake St. Clair.
- Connected to an inland lake, pond, river, or stream.
- Located within 500 feet of an inland lake, pond, river or stream.
- Not connected to one of the Great Lakes or Lake St. Clair, or an inland lake, pond, stream, or river, but are more than 5 acres in size.

- Not connected to one of the Great Lakes or Lake St. Clair, or an inland lake, pond, stream, or river, and less than 5 acres in size, but the DEQ has determined that these wetlands are essential to the preservation of the state's natural resources and has notified the property owner.

The law requires that persons planning to conduct certain activities in regulated wetlands apply for and receive a permit from the state before beginning the activity. A permit is required from the state for the following:

- Deposit or permit the placing of fill material in a wetland.
- Dredge, remove, or permit the removal of soil or minerals from a wetland.
- Construct, operate, or maintain any use or development in a wetland.
- Drain surface water from a wetland.

The DEQ must determine the following before a permit can be issued:

- The permit would be in the public interest.
- The permit would be otherwise lawful.
- The permit is necessary to realize the benefits from the activity.
- No unacceptable disruption to aquatic resources would occur.
- The proposed activity is wetland dependent **or** no feasible and prudent alternatives exist.

#### **Wetland Permit Requirements**

At least one (1) of the on-site wetlands (Wetland #5, located on the south side of the project site) may be regulated by the MDEQ (due to its proximity to a pond south of Grand River Avenue or potentially connected to a wetland complex that is more than 5 acres in size). The Plan states that the existing wetland areas were previously permitted for filling. The Applicant will need to demonstrate that authorization for wetland impacts has been received from MDEQ. This information does not appear to have been provided by the Applicant. Based on a review of the MDEQ Coastal and Inland Waters Permit Information System (CIWPIS), it appears as if the Applicant is referring to MDEQ Permit No. 13-63-0129-P that was issued September 25, 2013 and expires September 25, 2018. The Applicant should provide a copy of this permit in order for review.

The Applicant will likely need a City of Novi Wetland Permit, Wetland Buffer Authorization and potentially an MDEQ Wetland Permit for impacts to on-site wetlands.

#### **Wetland Comments**

The following are repeat comments from our Wetland Review of the Preliminary Site Plan letter dated May 6, 2015. The current status of each comment follows in ***bold italics***:

1. It appears as though a MDEQ Wetland Permit and a City of Novi *Wetland Use Permit* would be required for any proposed impacts to site wetlands. A City of Novi *Authorization to Encroach the 25-Foot Natural Features Setback* would be required for any proposed impacts to on-site 25-foot wetland buffers. The Plan states that the filling of on-site wetlands has been previously permitted. The Applicant shall provide all necessary documentation from MDEQ regarding the authorization for wetland impacts.

***This comment still applies and has not been addressed. It is requested that the Applicant provide a copy of MDEQ Permit (No. 13-63-0129-P) for review.***

2. ECT encourages the Applicant to minimize impacts to on-site wetlands and wetland setbacks to the greatest extent practicable. The Applicant should consider a site design to preserve wetland and wetland buffer areas, if applicable. The City regulates wetland buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

*“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses”.*

For example, can the proposed boulder wall located on the south side of the site be redesigned to be located outside of the existing wetland and/or wetland buffers?

***This comment still applies and has not been addressed. The Applicant does not appear to have made any site design changes in an attempt to avoid impacts to Wetland #5. As noted above this wetland is the highest quality of the on-site wetlands.***

3. All wetland flag numbers should be indicated on the Plan and the existing wetlands should be labeled. The size of all existing wetlands (square feet or acres) and all proposed impacts to wetlands should be quantified and indicated on the Plan. Previous iterations of plans for this site indicated 0.13-acre of proposed wetland impact. The applicant shall clarify what the impact quantities associated with this Plan are.

***This comment has been partially addressed. Wetland flag numbers are now shown on the Plan along with the sizes/acreages of all on-site, existing wetlands. The impact area associated with the boulder retaining wall located within Wetland #5 (in the southeast corner of the site) does not, however, appear to be indicated on the Plan. The Applicant should review and revise the Plan as necessary.***

4. The City’s threshold for the requirement of wetland mitigation is 0.25-acre of proposed wetland impact. This should be taken into account on subsequent site Plan submittals, if necessary.

***This comment no longer applies. The total on-site wetland acreage is only 0.151 acres. Therefore wetland mitigation will not be a requirement for this project.***

5. A plan to replace or mitigate for any permanent impacts to existing wetland buffers should be provided by the Applicant. In addition, the Plan should address how any temporary impacts to wetlands and wetland buffers shall be restored, if applicable.

***This comment has been partially addressed. The Preliminary Landscape Plan (Sheet L-1.0) notes that a Wetland Edge Seed Mix (to be provided by JFNew) will be used to restore disturbed areas at the bottom of the proposed retaining wall in Wetland #5. Details related to the make-up of this seed mix should be provided on the Plan.***

6. The Applicant is encouraged to provide wetland conservation easements for any areas of remaining wetland or 25-foot wetland buffer.

***This comment still applies.***

7. It should be noted that it is the Applicant's responsibility to confirm the need for a Permit from the MDEQ for any proposed wetland impact. Final determination as to the regulatory status of each of the on-site wetlands shall be made by MDEQ. It appears as though this process may have already been completed. The Applicant should provide a copy of the MDEQ Wetland Use Permit application to the City (and our office) for review and a copy of the approved permit upon issuance. A City of Novi Wetland Permit cannot be issued prior to receiving this information.

***This comment still applies. Based on a review of the MDEQ Coastal and Inland Waters Permit Information System (CIWPIS), it appears as if the Applicant may have received an MDEQ Permit for this site (MDEQ Permit No. 13-63-0129-P, issued September 25, 2013, expires September 25, 2018). The Applicant should provide a copy of this permit in order for review to ensure that the proposed wetland impacts are consistent with the permit as issued.***

#### **Recommendation**

Although the plan continues to exhibit several deficiencies in the information provided with respect to wetlands and proposed wetland impacts, ECT currently recommends approval of the Revised Preliminary Site Plan contingent on the Applicant addressing the concerns noted in the *Comments* section above prior to Final Site Plan approval.

Citygate Marketplace (JSP15-0021)  
Wetland Review of the Revised Preliminary Site Plan (PSP15-0101)  
July 9, 2015  
Page 6 of 8

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**



Pete Hill, P.E.  
Senior Associate Engineer

cc: Sri Komaragiri, City of Novi Planner  
Richelle Leskun, Planning Assistant  
Rick Meader, City of Novi Landscape Architect

Attachments: Figure 1 & Site Photos





**Figure 1.** City of Novi Regulated Wetland & Woodland Map (approximate project boundary shown in red). Regulated Wetland areas are shown in blue).

**Site Photos**



**Photo 1.** Wetland flagging in the southeast section of the project site Wetland 5 - (ECT, May 2015).



**Photo 2.** Looking west at higher quality emergent/forested wetlands (portion of Wetland 5) near the southwest corner of the project site (ECT, May 2015).

## WOODLANDS REVIEW

Review based on Preliminary Site Plan submitted on April 22, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
<b>Preliminary Site Plan</b>	<b>04-22-15</b>	<b>All Agencies</b>
1 <sup>st</sup> Revised Preliminary Site Plan	06-24-15	All Agencies except Woodlands
2 <sup>nd</sup> Revised Preliminary Site Plan	08-31-15	Planning, Landscape and Traffic

May 6, 2015

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

Re: Citygate Marketplace (JSP15-0021)  
Woodland Review of the Preliminary Site Plan (PSP15-0060)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan for the proposed Citygate Marketplace retail/restaurant project prepared by Professional Engineering Associates dated April 17, 2015 (Plan). The Plan was reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37. ECT most recently visited the site on May 5, 2015 for the purpose of a woodland and wetland verification. The purpose of the Woodlands Protection Ordinance is to:

- 1) *Provide for the protection, preservation, replacement, proper maintenance and use of trees and woodlands located in the city in order to minimize disturbance to them and to prevent damage from erosion and siltation, a loss of wildlife and vegetation, and/or from the destruction of the natural habitat. In this regard, it is the intent of this chapter to protect the integrity of woodland areas as a whole, in recognition that woodlands serve as part of an ecosystem, and to place priority on the preservation of woodlands, trees, similar woody vegetation, and related natural resources over development when there are no location alternatives;*
- 2) *Protect the woodlands, including trees and other forms of vegetation, of the city for their economic support of local property values when allowed to remain uncleared and/or unharvested and for their natural beauty, wilderness character of geological, ecological, or historical significance; and*
- 3) *Provide for the paramount public concern for these natural resources in the interest of health, safety and general welfare of the residents of the city.*

The proposed development is located on approximately 1.9 acres (Parcel ID# 50-22-16-176-031) east of Beck Road and north of Grand River Avenue in Section 16. The Plan appears to propose the construction of 2,121 square feet of retail space, 4,120 square feet of restaurant, associated parking, utilities, and underground storm water detention system.

**Onsite Woodland Evaluation**

ECT has reviewed the City of Novi Official Woodlands Map and completed an onsite Woodland Evaluation on May 5, 2015. An existing tree list has been included with the Plan. The *Topographic Survey* (Sheet C-1.0) contains a list of existing on-site trees and indicates which trees are proposed for removal.

The entire site is approximately 1.9 acres. The majority of the site contains previously-disturbed land that appears to have remained idle since perhaps the mid 1980's. In terms of habitat quality and diversity of tree species, the woodland areas on the project site are of fair quality. The majority of the remaining woodland areas consist of relatively-immature growth trees of fair health. This wooded area does not appear to provide a high level of environmental benefit, and the subject property is surrounded by existing commercial uses on the west, north and east sides. The site is within close proximity to Grand River Avenue on the south. In terms of a scenic asset, wind block, noise buffer or other environmental asset, the woodland areas proposed for impact are considered to be of fair quality. The current plan proposes to impact the majority of the existing on-site trees.

Based on the tree list provided on the current Plan, as well as our on-site woodland evaluation, the proposed site does not contain trees that meet the minimum caliper size for designation as a specimen tree within the City.

The Existing Tree List lists the following on-site trees:

<b>Common Name</b>	<b>Latin Name</b>	<b>Total Quantity</b>	<b>No. Removed</b>	<b>No. Saved</b>
Silver maple	Acer saccharinum	24	21	3
Cottonwood	Populus deltoides	14	11	3
Box elder	Acer negundo	12	12	0
American elm	Ulmus americana	3	3	0
Green ash	Fraxinus pennsylvanica	3	3	0
Red cedar	Juniperus virginiana	1	1	0
Total		57	51 (89% of total)	6 (11% of total)

**Proposed Woodland Impacts and Replacements**

The *Preliminary Landscape Plan* (Sheet L-1.0) indicates that a total of thirty-three (33) regulated trees will be removed, requiring a total of forty (40) Woodland Replacement Tree Credits. It should be noted that the *Existing Tree List* on the *Topographic Plan* (Sheet C-1.0) does not indicate the required Woodland Replacement Credits for each tree removal. The Applicant shall report the number of trees that are proposed to be removed within the following categories and indicate how many Woodland Replacement are required for each removed tree:

Replacement Tree Requirements

Removed Tree D.B.H. (In Inches)	Ratio Replacement/ Removed Tree
8 < 11	1
>11 < 20	2
> 20 < 29	3
> 30	4

It should be noted that when a proposed tree to be removed has multiple trunks, each multi-stemmed tree's caliper inch diameter shall be totaled and then divided by 8 to determine the required number of Woodland Replacement trees. The result shall be rounded up to determine the number of replacement credits required. For example, a multi-stemmed tree with 10", 12" and 13" trunks ( $10+12+13=34$  divided by  $8 = 4.25$ ). Therefore, rounding to the next full number, five (5) replacement credits would be required.

The Plan states that there is not adequate space for replacement trees on site and that tree replacement will be done via contribution to the City of Novi Tree Fund.

**City of Novi Woodland Review Standards and Woodland Permit Requirements**

Based on Section 37-29 (*Application Review Standards*) of the City of Novi Woodland Ordinance, the following standards shall govern the grant or denial of an application for a use permit required by this article:

*No application shall be denied solely on the basis that some trees are growing on the property under consideration. However, the protection and conservation of irreplaceable natural resources from pollution, impairment, or destruction is of paramount concern. Therefore, the preservation of woodlands, trees, similar woody vegetation, and related natural resources shall have priority over development when there are location alternatives.*

In addition, *"The removal or relocation of trees shall be limited to those instances when necessary for the location of a structure or site improvements and when no feasible and prudent alternative location for the structure or improvements can be had without causing undue hardship"*.

The applicant appears to be prepared to provide the required Woodland Replacement Credits through payment into the City of Novi Tree Fund. In addition, the trees proposed for removal are not of especially high quality or value.

Proposed woodland impacts will require a Woodland Permit from the City of Novi that allows for the removal of trees eight (8)-inch diameter-at-breast-height (d.b.h.) or greater. Such trees shall be relocated or replaced by the permit grantee.

**Comments**

ECT recommends that the Applicant address the items noted below in subsequent site Plan submittals:

1. A Woodland Permit from the City of Novi would be required for proposed impacts to any trees 8-inch d.b.h. or greater. Such trees shall be relocated or replaced by the permit grantee. All (deciduous) replacement trees shall be two and one-half (2 ½) inches caliper or greater, if applicable.
2. The Applicant will be required to pay the City of Novi Tree Fund at a value of \$400/credit for any Woodland Replacement tree credits that cannot be placed on-site.

**Recommendation**

The Preliminary Site Plan is **Approved** for Woodlands. The applicant appears to be prepared to meet the Woodland Replacement requirement through contribution to the City of Novi Tree Fund.

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**



Pete Hill, P.E.  
Senior Associate Engineer

cc: Kristen Kapelanski, AICP, City of Novi Planner  
Sri Komaragiri, City of Novi Planner  
Richelle Leskun, Planning Assistant  
Rick Meader, City of Novi Landscape Architect  
Stephanie Ramsay, City of Novi Customer Service

Attachments: Site Photos

**Site Photos**



**Photo 1.** Tree No. 1401 (13" cottonwood), to be removed.



**Photo 2.** Tree No. 1401 (13" cottonwood), to be removed.





**Photo 3.** In general, woodland area on-site consists of relatively immature-growth trees.

## TRAFFIC REVIEW

Review based on Revised Preliminary Site Plan submitted on August 31, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
Preliminary Site Plan	04-22-15	All Agencies
1 <sup>st</sup> Revised Preliminary Site Plan	06-24-15	All Agencies except Woodlands
<b>2<sup>nd</sup> Revised Preliminary Site Plan</b>	<b>08-31-15</b>	<b>Planning, Landscape and Traffic</b>



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September 16, 2015

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

**SUBJECT: Citygate Marketplace (Grand River and Beck Retail Center)  
Traffic Review for Revised Preliminary Site Plan  
JSP15-0021**

Dear Ms. McBeth,

The revised preliminary site plan for the above referenced project was reviewed to the level of detail provided and AECOM recommends **approval** for the applicant to move forward with the condition that the comments provided below are adequately addressed to the satisfaction of the City.

**1. General Comments**

- a. The applicant, Markus Associates, LLC, is proposing the development of a 6,141 square foot restaurant/retail development in the southeast quadrant of the Beck Road and Citygate Drive intersection, just north of Grand River Avenue.
- b. Connection to the site is primarily provided from Citygate Drive while potential additional shared access is provided to northbound Beck Road and westbound Grand River Avenue via the adjacent Chase Bank right-in, right-out driveways.
- c. Citygate Drive is under the City of Novi's jurisdiction, while Grand River Avenue and Beck Road are Oakland County facilities.

**2. Potential Traffic Impacts**

- a. The applicant has provided a traffic impact study (TIS) dated July 24, 2015. AECOM has reviewed the study and provided comments at the end of this letter for the City's consideration.
- b. Based on results from an independent study provided by AECOM on existing conditions, a left turn restriction from Citygate onto southbound Beck Road is warranted and will be implemented by the City separate from this proposed development.

**3. External Site Access and Operations – AECOM offers the following comments with regard to the external site access points provided:**

- a. The southern driveway along the west side of the site has an entering radius of 10'. City standards (Figure IX.1 of Chapter 11 of the Code of Ordinances) recommend entering radii of 20' with an acceptable range of 15' to 35'. The applicant has increased radii to 15' where possible and state there are constraints due to an existing retaining wall and fence but no trucks will be using this driveway. **The applicant should verify with the City if a variance is required.**
- b. The applicant stated that there is an existing cross-access easement with the Chase Bank parcel.

4. **Internal Site Access and Operations** – Review of the plan generally shows compliance with City standards; however, the following items at minimum may require further consideration in future submittals.
  - a. The drive-through design has the following concerns:
    - i. The drive-through lane does not appear to meet the minimum setback requirements, as indicated in Section 5.3.11.B. **The applicant is requesting a variance from the City for the setback requirements.**
    - ii. The proposed drive-through does not provide a bypass lane, as required in the City's Zoning Ordinance Section 5.3.11.D. **The applicant is requesting a variance from the City for the bypass lane requirement.**
5. **Signing and Pavement Marking** – Review of the plan generally shows compliance with City standards; however, the following items at minimum may require further consideration in future submittals.
  - a. The special emphasis crosswalk is labeled as 5' wide on sheet C-3.1 which does not match the detail on sheet C-9.1 that shows it as 6' wide. Per Michigan Manual on Uniform Traffic Control Devices (MMUTCD) guidelines, the width of the sidewalk shall not be less than 6' so the dimension on sheet C-3.1 should be revised to 6'.
6. **Bicycle and Pedestrian** – The proposed bicycle parking is in compliance with City standards.
7. **Traffic Impact Study** – The applicant provided a revised TIS prepared by Fleis and Vandenbrink (F&V) dated July 24, 2015, and the applicant should consider the following comments.
  - a. Due to the City now prohibiting left turns onto southbound Beck Road from Citygate Drive, F&V should consider revising the TIS to reflect this change since those turning vehicles will now be distributed elsewhere.
    - i. F&V also provided a Gap Study as an addendum to the TIS. This Gap Study includes southbound lefts onto Beck Road from Citygate Drive which will now be restricted.
  - b. The TIS performed two (2) signal warrant analyses (Warrants 2 and 3 of the MMUTCD) for the intersection of Beck Road/Citygate Drive for future year conditions.
    - i. Warrant 3 is a peak hour warrant, but as stated in the MMUTCD, "This signal warrant shall be applied only in unusual cases, such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time" and is therefore, not appropriate for analysis of the proposed development.
    - ii. The TIS states that Warrant 2 (Four-Hour Warrant) is met.
  - c. AECOM does not support the recommendation for installation of a traffic signal at the Beck Road/Citygate Drive intersection and would recommend the applicant provide a revised TIS.

Sincerely,

**AECOM**



Paula K. Johnson, PE  
Reviewer, Senior Transportation Engineer



A handwritten signature in blue ink, appearing to read 'Matthew G. Klawon'.

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

### FAÇADE REVIEW

Review based on Revised Preliminary Site Plan submitted on June 24, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
Preliminary Site Plan	04-22-15	All Agencies
<b>1<sup>st</sup> Revised Preliminary Site Plan</b>	<b>06-24-15</b>	<b>All Agencies except Woodlands</b>
2 <sup>nd</sup> Revised Preliminary Site Plan	08-31-15	Planning, Landscape and Traffic



July 11, 2015

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

*Façade Review Status Summary:*  
**Approved, contingent upon submission of revised drawings as noted.**

**Re: FACADE ORDINANCE - Façade Review – Revised Preliminary Site Plan**  
**Citygate Marketplace, PSP15-0101**  
 Façade Region: 1, Zoning District: OST, Building Size: 6,200 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 Rogvoy Architects, dated 6/23/15. 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 (AKA Façade Chart) of Ordinance Section 5.15 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold. A façade material sample board was not provided at the time of this review.

	West (front)	South	East	North	Ordinance Maximum (Minimum)
Brick	68%	79%	89%	76%	100% (30%)
Split Faced CMU (8"x16")	6%	12%	9%	10%	10%
Painted Metal (sunshade)	6%	3%	1%	2%	0%
EIFS	12%	6%	1%	6%	25%
Standing Seam Metal Roof	8%	0%	0%	6%	25%

As shown above the proposed facades are in full compliance with the Façade Ordinance. The facade material for the east and south exposures of the raised standing seam roof element are not indicated; we assume these elevations will match the north and west exposures with respect to slope and material. No roof equipment or screening is indicated. The Façade Ordinance requires screening of roof top equipment from all vantage points both on and off site. It is assumed that the parapets are raised sufficiently to screen any roof top equipment. If roof equipment screens are used they must be consistent with the Façade Ordinance and the overall design of the building.

**Recommendation** – This application is in full compliance with the Façade Ordinance, contingent on submission of revised drawings clearly indicating all four exposures of the raised roof element and any roof equipment screening. A Section 9 Waiver is not required for this project.

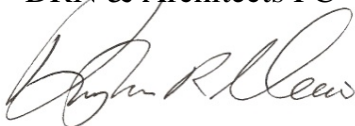
**Notes to the Applicant:**

1. Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. 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 & 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 submitted on June 24, 2015

<b>PRELIMINARY SITE PLAN SUBMITTAL SCHEDULE</b>		
<b>Type of Submittal</b>	<b>Date of Submittal</b>	<b>Reviewed by</b>
Preliminary Site Plan	04-22-15	All Agencies
<b>1<sup>st</sup> Revised Preliminary Site Plan</b>	<b>06-24-15</b>	<b>All Agencies except Woodlands</b>
2 <sup>nd</sup> Revised Preliminary Site Plan	08-31-15	Planning, Landscape and Traffic



July 15, 2015

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

RE: City Gate Marketplace

**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
Dave Staudt

Gwen Markham

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Chief of Police**  
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**Director of EMS/Fire Operations**  
Jeffery R. Johnson

**Assistant Chief of Police**  
Victor C.M. Lauria

**Assistant Chief of Police**  
Jerrod S. Hart

PSP#15-0101

**Project Description:** Retail space including restaurant with drive through

**Comments:** Plans have been altered since the last review by the fire department. (PSP15-0060)

- 1) New plans indicate the FDC removed from the east side of the building and placed on the west or front of the building.
- 2) New plans show the removal of the hydrant in the east parking area.

**Recommendation:** Approval with the following recommendations.

- 1) Restore the hydrant in the east parking lot in the middle parking eyebrow to support the FDC location.
- 2) Place the FDC on the southeast corner of the building in the loading dock area, this will allow fire department access without the drive through back up interfering with FD operations.

Sincerely,

Joseph Shelton- Fire Marshal  
City of Novi – Fire Dept.

cc: file

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

APPLICANT RESPONSE LETTER



September 22, 2015  
PEA Project No: 2014-162

Ms. Sri Komaragiri  
Planner  
City of Novi  
45175 Ten Mile Road  
Novi, MI 48375

**RE: Revised Preliminary Site Plan Review  
Citygate Marketplace  
JSP15-0021/PSP15-0060**

Dear Ms. Komaragiri:

We have received the following review letters:

- 1) Planning Review dated September 17, 2015
- 2) Engineering Review dated July 9, 2015
- 3) Traffic Review by AECOM dated September 16, 2015
- 4) Landscaping Review dated September 17, 2015
- 5) Wetland Review by ECT dated July 9, 2015
- 6) Woodland Review dated May 6, 2015
- 7) Façade Review by DRN dated July 11, 2015
- 8) Fire Department Review dated July 15, 2015

Our responses are as follows:

Planning Review:

- 1) A public hearing is requested to be held by the Planning Commission for the Retail Service Overlay Option.
- 2) A variance is requested for the building setback in the northern yard.
- 3) A variance is requested for the drive-through setback in the northern yard.
- 4) The sidewalk along Citygate Drive has been extended to the end of the paved portion of the roadway. East of this, the road is gravel with a ditch. The sidewalk should be extended in the future at the same time that the roadway improvements are made so as not to interfere with the existing drainage ditch. The applicant proposes to donate money to the sidewalk fund for this future sidewalk extension and will work with the City's Engineer for the donation amount.
- 5) The loading and unloading hours of operation are noted on sheet C-3.3 ("deliveries will occur between 10 am and 11 am weekdays").
- 6) Signage will be permitted through Jeannie Niland.

Engineering Review:

- 1) Recommended approval for preliminary site plan.

Traffic Review:

- 1) The driveway radii have been increased to 15 feet where possible. The southernmost radius was increased to 10 feet. There is an existing retaining wall and fence that encroaches onto this parcel that limits the radius that can be provided here. The truck route is not adjacent to this curb radii, only passenger vehicles.
- 2) A variance is requested for the drive-through setback and bypass lane.
- 3) The crosswalks will be labeled as 6' wide on future submittals.
- 4) Fleis and Vandenbrink will work with AECOM on revisions to the TIS report.

Landscape Review:

Existing Elements:

- 1) The proposed fire hydrant was shifted north to maintain the 10' separation from the proposed trees. A note was added indicating the trees must not be planted in the easement.

Landscaping Requirements:

Beck Road:

- 1) Comment noted.
- 2) A brick wall has been proposed to match the site to the south. An image of the adjacent screen wall has been added to the plans noting the contractor shall submit shop drawings to match the neighboring wall.
- 3) Comment noted.

Citygate Drive:

- 1) Comment noted.
- 2) Comment noted.

Street tree requirements:

- 1) Comment noted.
- 2) Comment noted.
- 3) The Serviceberries have been replaced with prairiefire crabs which are more upright along Citygate Drive.

Parking lot landscape:

- 1) Comment noted.

Parking lot perimeter canopy trees:

- 1) Comment noted.

Building foundation landscape:

- 1) Comment noted.

Transformer/utility box and fire hydrant plantings:

- 1) Comment noted.
- 2) Comment noted.

Other Requirements:

- An irrigation plan will be provided with Final Site Plans.

Wetland Review:

- 1) A City of Novi Wetland Use Permit and a City of Novi Authorization to Encroach the 25-Foot Natural Features Setback will be applied for. A copy of the MDEQ permit was included in the previous submittal as well as emailed to the Planner.
- 2) The impacts to the wetlands are being minimized as much as possible. A retaining wall is proposed to retain as much of the larger wetland as possible with a natural boulder retaining wall. The boulder wall is proposed outside of the influence of the parking. The amount of wetland impact will not be more than what was permitted previously. The site has to be raised significantly to be able to provide the required underground stormwater detention system. The proposed wall has been revised slightly to provide additional room for new trees as well as to save existing wetland trees.
- 3) All wetland flag numbers have been added to the topographic survey and the acreage of the wetland within the site boundaries has been labeled. The total wetland impact will not exceed 0.13 acres (amount from previously proposed development). The area impacted in wetland area #5 is solid hatched on sheet C-4.0 and the areas to remain are noted on sheet C-4.0.
- 4) Comment noted.
- 5) Refer to landscape plans for wetland edge seed mix.
- 6) The wetland area to be preserved on the site is a small area only 0.05 acres in size and will be located beyond a retaining wall. The wall itself will protect the area from common type disturbances. Due to the small size and isolation of the wetland, we feel a conservation easement is not needed to further protect this wetland.
- 7) A copy of the MDEQ permit was included in the previous submittal as well as emailed to the Planner.

Woodland Review:

- 1) A tree preservation plan has been added to show which existing trees are to remain and be removed. The landscape plan shows the replacement requirement for those trees removed.
- 2) A City of Novi Tree Fund note has been added to the landscape plan showing the quantity of trees to be paid to the cities fund.

Façade Review:

The building elevations meet ordinance façade requirements.

Fire Department Review:

- 1) A proposed fire hydrant has been added east of the building.
- 2) The FDC has been moved to the southeast corner of the building.

Sincerely,

PEA, Inc.

A handwritten signature in blue ink that reads "Rachel Smith". The signature is written in a cursive style with a horizontal line under the "i" in "Smith".

Rachel L. Smith, PE, LEED AP, CFM  
Senior Project Engineer