



## Detroit Metropolitan Credit Union JSP12-69

**Detroit Metropolitan Credit Union, JSP12-69**

Consideration of the request of Stucky Vitale Architects for a recommendation to City Council regarding the Preliminary Site Plan. The subject property is located in Section 23 at the northeast corner of the intersection of Main Street and Novi Road in the TC-1, Town Center District. The development area is 0.83 acres and the applicant has proposed a second story on the previously approved Detroit Metropolitan Credit Union.

**REQUIRED ACTION**

Recommend approval/denial of the Preliminary Site Plan

| REVIEW      | RESULT               | DATE     | COMMENTS  |
|-------------|----------------------|----------|---|
| Planning    | Approval recommended | 04/14/14 | Items to address on the Final Site Plan   |
| Engineering | Approval recommended | 01/24/14 | Items to address on the Final Site Plan   |
| Traffic     | Approval recommended | 03/10/14 | Items to address on the Final Site Plan   |
| Landscaping | Approval recommended | 03/20/14 | <ul style="list-style-type: none"> <li>• City Council waiver previously granted to permit a decorative fence with brick piers along the rights-of-way in lieu of a brick wall</li> <li>• Items to address on the Final Site Plan</li> </ul> |
| Facade      | Approval recommended | 03/18/14 | Items to address on the Final Site Plan   |
| Fire        | Approval recommended | 03/18/14 | Items to address on the Final Site Plan   |

**Motion sheet**

**Approval – Preliminary Site Plan**

In the matter of Detroit Metropolitan Credit Union, JSP12-69, motion to **recommend approval** of the Revised Preliminary Site Plan subject to the following:

- a. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

*This motion is made because it is otherwise in compliance with Article 16, Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance.*

**-OR-**

**Denial – Preliminary Site Plan**

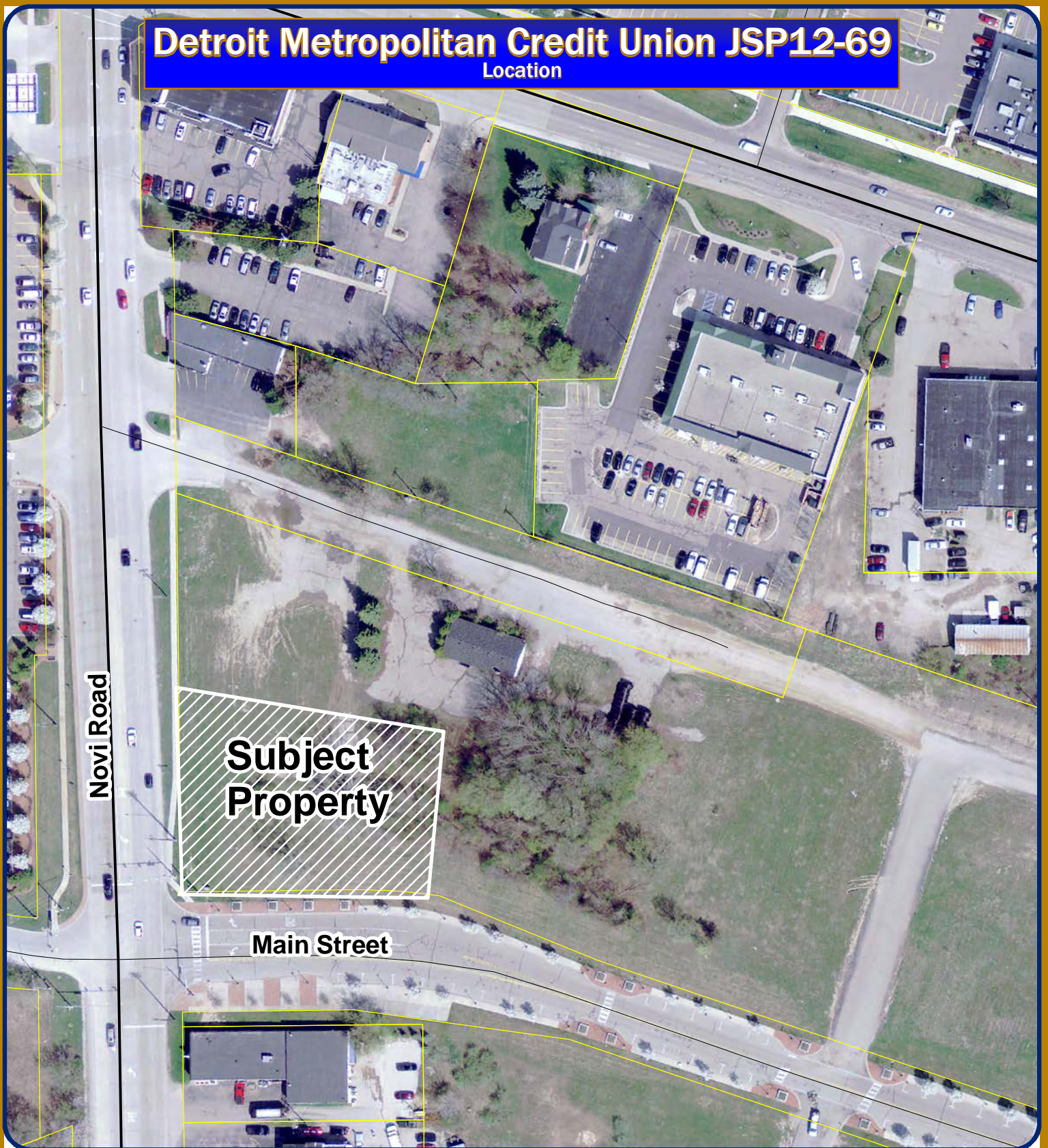
In the matter of Detroit Metropolitan Credit Union, JSP12-69 motion to **recommend denial** of the Revised Preliminary Site Plan, *for the following reasons... (because the plan is not in compliance with Article 16, Article 24 and Article 25 of the Zoning Ordinance.)*

Maps  
Location  
Zoning

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# Detroit Metropolitan Credit Union JSP12-69

Location



Novi Road

Subject Property

Main Street

Map Author: Kristen Kapelanski  
Date: 03/06/13  
Project: Detroit Metro Credit Union JSP12-69  
Version #: 1.0

#### MAP INTERPRETATION NOTICE

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



City of Novi

Planning Division  
Community Development  
45175 W Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

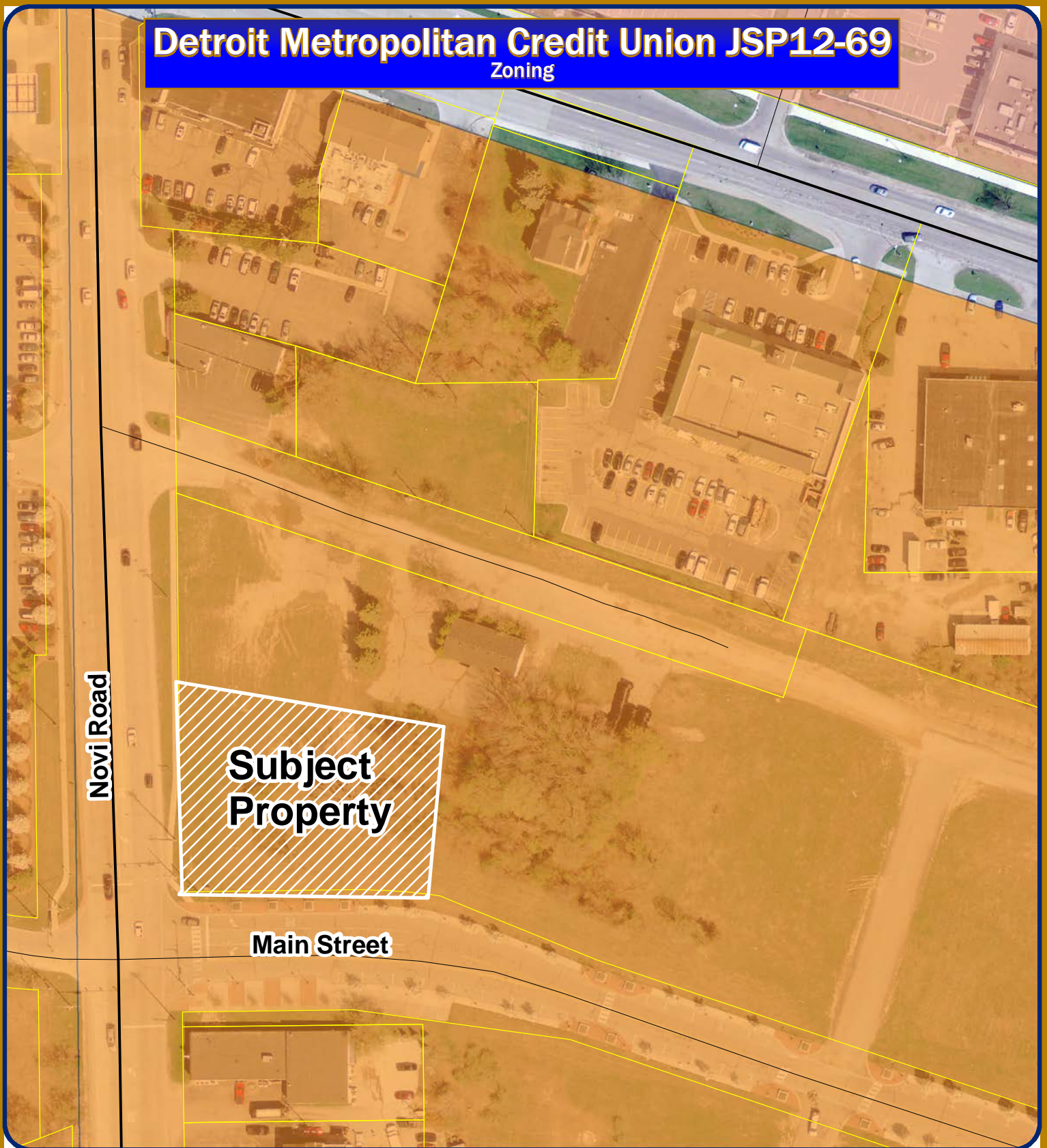


1 inch = 109 feet



# Detroit Metropolitan Credit Union JSP12-69

## Zoning





Novi Road

**Subject  
Property**

Main Street

Map Author: Kristen Kapelanski  
Date: 03/06/13  
Project: Detroit Metro Credit Union JSP12-69  
Version #: 1.0

### Map Legend

-  TC: Town Center District
-  TC-1: Town Center -1 District



**City of Novi**

Planning Division  
Community Development  
45175 W Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

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1 inch = 109 feet

Site Plan

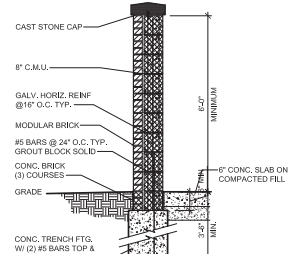
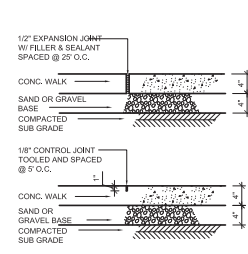
(Full plan set available for viewing at the Community Development Department.)

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**LEGAL DESCRIPTION:**

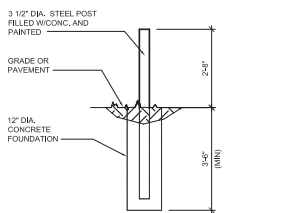
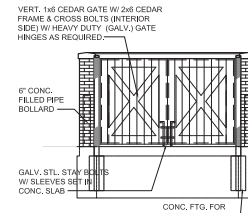
PARCEL A:  
PART OF UNIT 1 AND THE GENERAL COMMON ELEMENTS OF THE NORTH PART OF THE "MAIN MARKET CONDOMINIUM - REPLAT 1" AS RECORDED IN LIBER 39435, PAGE 230, OAKLAND COUNTY RECORDS, BEING PART OF THE NORTHWEST 1/4 SECTION 23, TOWN 1 NORTH, RANGE 8 EAST, NOV, OAKLAND COUNTY, MICHIGAN, DESCRIBED AS:  
COMMENCING AT THE NORTH WEST CORNER OF SECTION 23; THENCE S00°10'00"E 558.21 FEET ALONG THE WEST LINE OF SAID SECTION 23 AND THE CENTERLINE OF NOVI ROAD (120.00 FEET WIDE); THENCE N80°00'00"E 60.00 FEET TO THE EAST LINE OF SAID NOVI ROAD AND THE SOUTH LINE OF PAUL BUNYON ROAD (73.00 FEET WIDE); THENCE S00°00'00"E 157.87 FEET TO THE POINT OF BEGINNING; THENCE N00°00'00"E 165.00 FEET; THENCE S70°42'20"W 89 FEET; THENCE S21°19'12"E 146.00 FEET; THENCE THE FOLLOWING 2 COURSES ALONG THE NORTH LINE OF MAIN STREET: (1) 75.75 FEET ALONG A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 455.00 FEET, A CENTRAL ANGLE OF 9°36'42" AND A CHORD BEARING N85°39'41"W 5.66 FEET, (2) N00°00'00"W 140.03 FEET TO THE EAST LINE OF SAID NOVI ROAD; THENCE N00°00'00"E 165.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 0.887 ACRES.



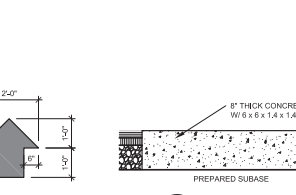
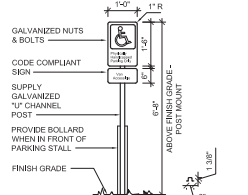
**12 WALKING JOINT**  
SCALE: 1"=1'-0"

**11 SECTION AT DUMPSTER SCREEN**  
SCALE: 1/2"=1'-0"



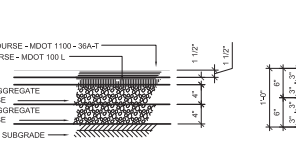
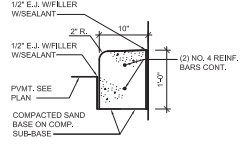
**10 SCREEN WALL**  
SCALE: 1/4"=1'-0"

**9 GUARD POST**  
SCALE: 1/2"=1'-0"



**8 SIGNAGE**  
SCALE: 1/2"=1'-0"

**7 ARROW**  
SCALE: 1/2"=1'-0"

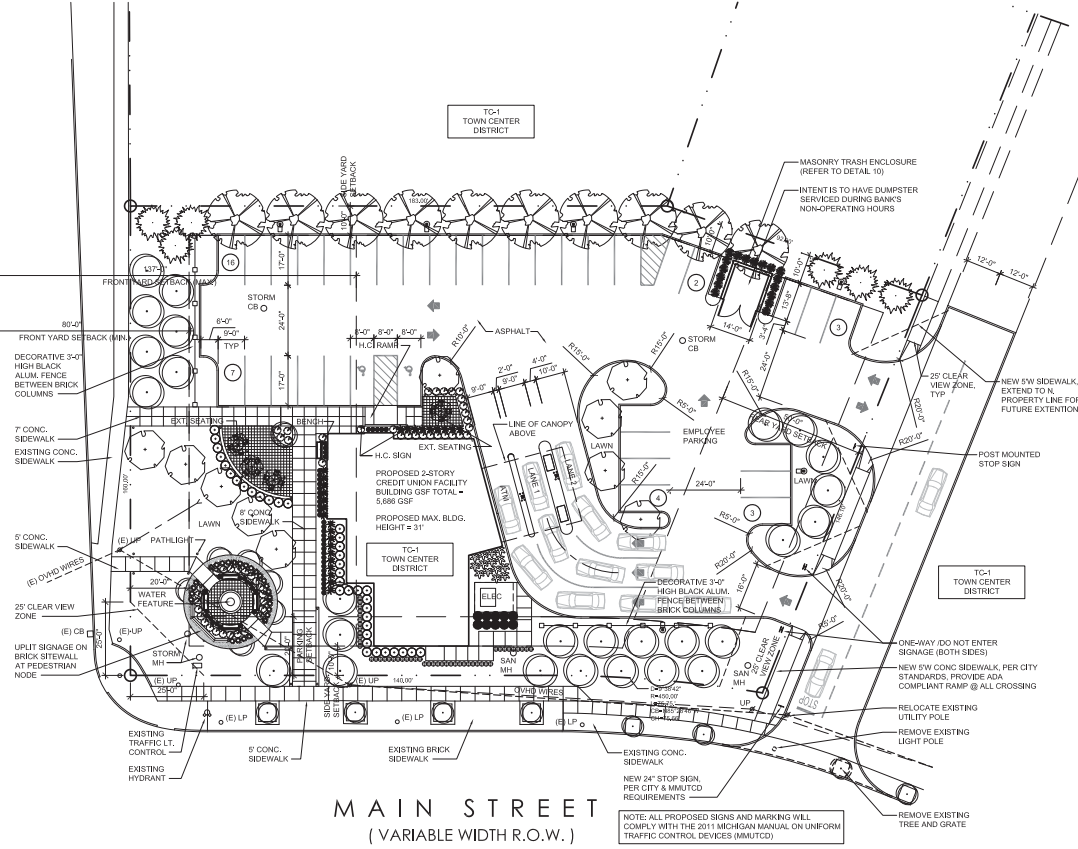


**5 CURB DRIVE-UP**  
SCALE: 1"=1'-0"

**4 ASPHALT PAVEMENT**  
SCALE: 1"=1'-0"

NOVI ROAD  
(120' WIDER.O.W.)

MAIN STREET  
(VARIABLE WIDTH R.O.W.)



ARCHITECTURAL SITE PLAN  
SCALE: 1"=20'  
PRELIMINARY

**SITE FURNITURE:**

| TYPE         | MANUFACTURE    | PRODUCT           | MODEL#              |
|--------------|----------------|-------------------|---------------------|
| BENCH 1      | LANDSCAPEFORMS | MULTIPLEITY       | FU301-01            |
| BENCH 2      | LANDSCAPEFORMS | MULTIPLEITY       | FU300-01            |
| CHAIR & TAB. | LANDSCAPEFORMS | MINGLE + 355/404E | MGR14-01 + S0405-02 |
| PATHLIGHT    | LANDSCAPEFORMS | MULTIPLEITY       | FU4402-TYPE4        |

**INTERIOR PLANTING CALCULATION**

OPEN SPACE = 15% OF GROSS SITE AREA (MIN)  
GROSS SITE AREA 38,438 S.F. x 15% = 5766 S.F. REQUIRED

(BUILDING + PAVED AREA) 3,227 + 16,200 = 19,427 GSF  
(19,427 S.F. OPEN SPACE PROVIDED (LAWN AREA AND LANDSCAPED AREAS) = 48.5% OPEN SPACE)

LANDSCAPE AT PARKING ISLANDS AND CANOPY TREES:  
(PARKING 8.2' x 10% = 82 S.F. + (VEHICULAR PAVING = 50,000 S.F. x 5% + (VEHICULAR PAVING = 50,000 S.F. x 1% = TOTAL REQ. LANDSCAPE AT ISLANDS

(8 SPACES x 153 S.F.) = 1,224 S.F. + 10% = 1,346 S.F. + 5% + 0.5 S.F. x 1% = 538 + 500 + 0 = 1,346 S.F. REQ. LANDSCAPE AT PARKING ISLANDS

CANOPY TREES AT PARKING AREAS REQUIRED = 1.083 / 75 = 14.43 THEREFORE 15 REQ. AT CANOPY TREES AND 6 EVERGREEN TREES (33 TREES TOTAL) PROVIDED

**LEGEND**

|  |               |
|--|---------------|
|  | PROPERTY LINE |
|  | LOT LINE      |
|  | FIRE HYDRANT  |
|  | LIGHT FIXTURE |
|  | LIGHT FIXTURE |

**PARKING REQUIREMENTS:**

(BANK: 1 SPACE FOR 150 G.S.F. AREA) (CONFERENCE: 1 SPACE PER 3 PEOPLE)

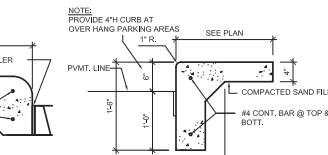
BANK: 3,228 / 150 = 21.5 = 22 PARKING SPACES REQ'D  
CONF: 30 PEOPLE / 3 = 10 PARKING SPACES REQ'D  
TOTAL REQUIRED PARKING = 32 SPACES

PROVIDED 35 PARKING SPACES

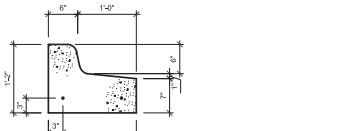
1 HC PER 25 PARKING SPACES = 2 REQUIRED  
PROVIDED 2 HC PARKING SPACES

STACKING = 3 SPACES / DRIVE-THRU LANES = 9 REQUIRED

BARRIER FREE ACCESS WILL BE PROVIDED AT ALL BUILDING ENTRANCES AND EXITS



**3 DRIVE-UP ISLAND**  
SCALE: 1"=1'-0"



**2 CURB AND WALK**  
SCALE: 1"=1'-0"

**1 SPILL CURB**  
SCALE: 1"=1'-0"

SV  
STUCKY VITALE ARCHITECTS  
27172 WOODWARD AVENUE  
ROYAL OAK, MI 48067-0925  
P. 248.546.6700  
F. 248.546.8454  
WWW.STUCKYVITALE.COM

**Project :**  
DETROIT METROPOLITAN  
CREDIT UNION -  
NEW FACILITY  
NOVI RD + MAIN STREET  
NOVI, MI 48375  
SECTION 23

**Issued for :**  
PRE-APPLICATION MEETING 10.31.12  
OWNER REVIEW 11.21.12  
PRE-APPLICATION REVIEW/REVISION 01.03.13  
COORDINATION 01.25.13  
SFA APPROVAL 01.28.13  
REVIEW 09.23.13  
SFA APPROVAL 12.20.13  
REVISED SFA 02.14.14

**Drawn by :**  
AJD  
**Checked by :**  
JAV, MJB

**ARCHITECTURAL SITE PLAN - PRELIMINARY**

**Project No. :**  
2012.023

**Sheet No. :**  
SP1.1

DO NOT SCALE DRAWINGS  
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## Planning Review

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# PLAN REVIEW CENTER REPORT

March 20, 2014

Revised April 14, 2014

## Planning Review

Detroit Metropolitan Credit Union

JSP12-69

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### Petitioner

Stucky Vitale Architects

### Review Type

Revised Preliminary Site Plan

### Property Characteristics

- Site Location: Northeast corner of the intersection of Main St. and Novi Rd. (Section 23)
- Site Zoning: TC-1, Town Center
- Adjoining Zoning: North, South, East and West: TC-1
- Current Site Use: Vacant
- Adjoining Uses: North: Vacant; South: Ace Cutting Equipment (across Main St.); East: vacant; West: City Center Plaza (across Novi Rd.)
- School District: Novi Community District
- Existing Site Size: 7.23 acres
- Proposed Site Size: 0.83 acres
- Plan Date: 02-14-14

### Project Summary

The applicant is proposing to construct an approximately 5,686 sq. ft. Detroit Metropolitan Credit Union on vacant land located at the northeast corner of Main St. and Novi Rd. The applicant has proposed splitting the parcel off from the existing larger parcel. Associated parking and landscaping would also be constructed. Accessory drive-through banking lanes are proposed.

The plan received Preliminary Site Plan, Woodland Permit and Stormwater Management Plan approval on March 13, 2013 with the following motions:

*In the matter of Detroit Metropolitan Credit Union, JSP12-69, motion to recommend approval of the Preliminary Site Plan to the City Council, subject to the following:*

- a. City Council approval to permit a decorative fence with brick piers along the rights-of-way in lieu of a brick wall; and*
- b. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan.*

*This motion is made because it is otherwise in compliance with Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance.*

*In the matter of Detroit Metropolitan Credit Union, JSP12-69, motion to recommend approval to the City Council of the Woodland Permit, subject to the conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan submittal. 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.*

*In the matter of Detroit Metropolitan Credit Union, JSP12-69, motion to recommend approval to the City Council of the Stormwater Management Plan, subject to the conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan. This motion is made because the plan is otherwise in compliance with Chapter 11 of the Code of Ordinance and all other applicable provisions of the Ordinance.*

## Planning Review

Detroit Metropolitan Credit Union  
JSP12-69

April 14, 2014

Page 2 of 3

The applicant has since revised the plans showing a modified site layout and the addition of a second floor community room/conference space. These changes prompted the need for a revised Preliminary Site Plan review. A revised Preliminary Site Plan review was completed and review letters requiring a resubmittal were sent to the applicant on January 27, 2014. The applicant has now submitted a second revised Preliminary Site Plan.

## Recommendation

**Staff recommends approval of the revised Preliminary Site Plan.** There are minor planning related items to be addressed on the Final Site Plan submittal. The revised Preliminary Site Plan must be approved by the City Council after the review and recommendation of the Planning Commission.

## Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 16 (TC-1, Town Center District), Article 24 (Schedule of Regulations), Article 25 (General Provisions) and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed by the applicant.

1. Second Floor Use: The applicant previously indicated the second floor use as 'community space' to be used as an accessory use to the proposed credit union. Per the letter submitted on April 14, 2014, the applicant has revised this use from 'community space' to 'conference facility' to be used by credit union staff only for business meetings, etc. As such, for purposes of parking, an office designation has been applied to the second floor space. **The applicant should revise the nomenclature on the upper level floor plan to indicate the office/conference use by credit union employees only in future submittals.**
2. Minor Items: There are minor items noted in the planning review chart and lighting review chart. **The applicant should adjust the plans accordingly for the Final Site Plan submittal.**
3. City Council Approval: In the TC-1 District, proposed developments on parcels over 5 acres in area must be approved by the City Council after the review and recommendation of the Planning Commission. **Given the scope of the changes, approval of the revised Preliminary Site Plan by the City Council after a recommendation from the Planning Commission is required.**
4. Parcel Split: The applicant has indicated and the plan shows a proposed parcel split. This must be completed before Stamping Sets can be stamped approved by the Planning Division.
5. Shared Access Drive: The main entrance to the subject property is accessed via a shared drive to be located on a parcel separate from the subject property and terminating 175 feet north of Main St. **The applicant should provide additional information regarding where the shared drive will lead or where it will connect to existing drives and buildings and future development sites.**
6. Drive-through Lanes: Drive-through lanes are considered a permitted accessory use to a financial institution in the TC-1 District and have been permitted in other locations as a typical complementary use. Please note this standard for drive-through lanes is separate and distinct from Zoning Ordinance regulations for drive-through restaurants in the TC-1 District. The proposed drive-through lanes meet the standards for dimensional requirements, stacking spaces and circulation and buffering.
7. 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.<sup>3</sup>

## Site Addressing

The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found on the Internet at [www.cityofnovi.org](http://www.cityofnovi.org) under the forms page of the Community Development Department.

Please contact Jeannie Niland [248.347.0438] in the Community Development Department with any specific questions regarding addressing of sites.

**Planning Review**

Detroit Metropolitan Credit Union  
JSP12-69

April 14, 2014

Page 3 of 3

**Pre-Construction Meeting**

Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees and permits that must be issued before a Pre-Con can be scheduled. If you have questions regarding the checklist or the Pre-Con itself, please contact Sarah Marchioni [248.347.0430 or smarchioni@cityofnovi.org] in the Community Development Department.

**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.

**Response Letter**

A letter from either the applicant or the applicant's representative addressing comments in this and other review letters is required prior to consideration by the Planning Commission and with the next plan submittal.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me.



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Kristen Kapelanski, AICP, Planner  
248-347-0586 or kkapelanski@cityofnovi.org

**Planning Review Summary Chart**

Detroit Metro Credit Union JSP12-69

Plan Dated: 02-14-14

Revised Preliminary Site Plan

| Item                                 | Required   | Proposed                | Meets Requirements? | Comments   |
|--------------------------------------|--|-------------------------|---------------------|--|
| Master Plan                          | TC Commercial  | No change proposed      | Yes                 |  |
| Zoning                               | TC-1   | TC-1                    | Yes                 |  |
| Use (Sec. 1602)                      | Retail businesses, restaurants, offices and service establishments   | Drive-thru credit union | Yes                 |  |
| Building Height (Sec. 2400)          | Maximum 65 feet  | 31'                     | Yes                 |  |
| <b>Building Setbacks (Sec. 2400)</b> |  |                         |                     |  |
| Front (west)                         | Between 80 and 137 feet from centerline of Novi Rd.  | 126 feet                | Yes                 |  |
| Exterior Side (south)                | Max. 10 ft.<br>Min. 0 ft.  | 10 feet                 | Yes                 |  |
| Interior Side (north)                | 0 feet   | 76 feet                 | Yes                 |  |
| Rear (east)                          | 0 feet   | 80 feet (to canopy)     | Yes                 |  |
| <b>Parking Setbacks (Sec. 2400)</b>  |  |                         |                     |  |
| Front (west)                         | 20 feet and screened by a brick wall or berm   | 24 feet                 | Yes                 |  |
| Exterior Side (south)                |  | 20 feet                 |                     |  |
| Interior Side (north)                |  | 10 feet                 |                     |  |
| Rear (east)                          |  | 10 feet                 |                     |  |
| Number of Parking Spaces (Sec. 2505) | <p>Bank: One space for every 150 sq. ft. gross floor area.</p> <p>3,226 sq. ft. / 150 = 23 spaces required</p> <p>Office: One space for every 222 sq. ft. gross leasable area</p> <p>2,460 sq. ft. / 222 = 11 spaces</p> <p>23 + 11 = 34 spaces required</p> | 35 spaces proposed      | Yes                 | Per the letter submitted on 04-14-14, the applicant has indicated the second floor space will be available as conference/ meeting space for credit union staff only. |
| Parking Space Dimensions (Sec. 2506) | 90-degree spaces should be 9 feet wide by 19 feet  | 9' x 17'                | Yes                 |  |



| Item   | Required  | Proposed                                  | Meets Requirements? | Comments |
|--|---|---|---------------------|----------|
|  | deep with a 24-foot wide aisle; when adj. to landscaping, spaces can be 17 feet deep, with a 2 foot overhang into the landscaped area                       |   |                     |          |
| Barrier Free Spaces (Barrier Free Code)                        | 2 barrier free required (1 van accessible)  | 2 van accessible provided                 | Yes                 |          |
| Barrier Free Space Dimensions (Barrier Free Code)              | 8' wide with a 5' wide access aisle (8' wide access aisle for van accessible)   | 8' x 17'                                  | Yes                 |          |
| Barrier Free Signs (Barrier Free Design Graphics Manual)       | One barrier free sign is required per space.  | Signs shown                               | Yes                 |          |
| Open Space (Sec. 1603)   | 15% open space required   | 49.5% open space provided                 | Yes                 |          |
| Stacking Spaces for Drive-through (Sec. 2506)                  | 3 vehicles inclusive of the vehicle at the window   | Min. 3 vehicles shown in each lane        | Yes                 |          |
| Drive-through Lane Delineated (Sec. 2506)                      | Drive-through lanes shall be striped, marked, or otherwise delineated.  | Striping provided                         | Yes                 |          |
| Bypass Lane for Drive-through (Sec. 2506)                      | Drive-through facilities shall provide 1 bypass lane. Such bypass lane shall be a minimum of 18' in width, unless otherwise determined by the Fire Marshal. | 24' bypass lane shown                     | Yes                 |          |
| Width and Centerline Radius of Drive-through Lanes (Sec. 2506) | Drive-through lanes shall have a minimum 9' width and centerline radius of 25'.   | 9' width<br>Centerline radius of 25'      | Yes                 |          |
| Drive-through Lanes  | Drive-through lanes shall be  | Drive-through lanes are situated near the | Yes                 |          |

| Item  | Required   | Proposed  | Meets Requirements?       | Comments  |
|---|--|---|---------------------------|---|
| Separation<br>(Sec. 2506)   | separate from the circulation routes and lanes necessary for ingress to, and egress from, the property.  | center of the site so as not to interfere with the general circulation routes.  |                           |   |
| Dumpster and Refuse<br>(Chapter II, Sec. 16-20; Chapter II Sec. 21, division 8; Appendix A Sec. 2520.1; & Appendix A Sec. 2503.1.D) | <p>Refuse must be contained properly</p> <p>For dumpsters:<br/>Screen wall or fence required for all dumpsters, must be at least five feet in height, and provided on three sides.<br/>Enclosure to match building materials</p> <p>No detached accessory building shall be located closer than ten (10) feet to any main building nor shall it be located closer than (6) feet to any interior side lot or rear lot line.</p> | <p>Dumpster set back 10 feet from nearest property line and 96 feet from building.</p> <p>Screening of 6 feet provided on three sides to match building façade.</p> | Yes                       |   |
| Town Center Features  | Decorative features and pedestrian plazas are required   | Plaza proposed at the southwest corner of the site.   | Yes                       | <b>See the landscape review letter for additional information.</b>  |
| Exterior Signs  | Exterior Signage is not regulated by the Planning Division or Planning Commission.   |   |                           | <u>Please contact Jeannie Niland (248.347.0438) in the neighborhood services division if new signage is proposed.</u> |
| Exterior Lighting<br>(Sec. 2511)  | Photometric plan and exterior lighting details needed at final site plan.  | Photometric plan submitted  | See lighting review chart |   |

**Lighting Review Summary Chart**

Detroit Metropolitan Credit Union JSP12-69

Revised Preliminary Site Plan Review

Plan Date: 01-28-13

| Item                                   | Required  | Meets Requirements? | Comments   |
|--|---|---------------------|--|
| Intent (Section 2511.1)                | Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties, reduce unnecessary transmission of light into the night sky   | Yes                 |  |
| Lighting plan (Section 2511.2.a.1)     | Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures   | Yes                 |  |
| Lighting Plan (Section 2511.2.a.2)     | Specifications for all proposed and existing lighting fixtures including: <ul style="list-style-type: none"> <li>▪ Photometric data</li> <li>▪ Fixture height</li> <li>▪ Mounting &amp; design</li> <li>▪ Glare control devices</li> <li>▪ Type and color rendition of lamps</li> <li>▪ Hours of operation</li> <li>▪ Photometric plan</li> </ul> | <b>No</b>           | <p><b>The applicant should include manufacturer's specifications for all proposed fixtures. At a minimum, it appears under canopy fixtures are proposed with specifications not included.</b></p> <p><b>The applicant should include the hours of operation.</b></p> |
| Required conditions (Section 2511.3.a) | Height not to exceed maximum height of zoning district (65 feet) or 25 feet where adjacent to residential districts or uses.  | Yes                 |  |
| Required Notes (Section 2511.3.b)      | - Electrical service to light fixtures shall be placed underground<br>- No flashing light shall be permitted<br>- Only necessary lighting for security purposes and limited operations shall be permitted after a site's hours of operation.  | <b>No</b>           | <p><b>The applicant should add the required notes to the photometric plan.</b></p>   |

| Item  | Required  | Meets Requirements? | Comments   |
|---|---|---------------------|--|
| Required conditions (Section 2511.3.e)                              | Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1.   | Yes                 |  |
| Required conditions (Section 2511.3.f)                              | Use of true color rendering lamps such as metal halide is preferred over high and low pressure sodium lamps.  | Yes                 |  |
| Minimum Illumination (Section 2511.3.k)                             | <ul style="list-style-type: none"> <li>- Parking areas- 0.2 min</li> <li>- Loading and unloading areas- 0.4 min</li> <li>- Walkways- 0.2 min</li> <li>- Building entrances, frequent use- 1.0 min</li> <li>- Building entrances, infrequent use- 0.2 min</li> </ul> | Yes                 |  |
| Maximum Illumination adjacent to Non-Residential (Section 2511.3.k) | When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle  | <b>No</b>           | <b>Illumination levels at the property line near the proposed dumpster appear to exceed 1 foot candle. Proposed lighting should be adjusted accordingly.</b> |
| Cut off Angles (Section 2511.3.1(2))                                | All cut off angles of fixtures must be 90 degrees when adjacent to residential districts  | <b>Yes?</b>         | <b>The applicant should include manufacturer's specifications for all proposed fixtures.</b>   |

Prepared by Kristen Kapelanski, AICP  
kkapelanski@cityofnovi.org

(248) 347-0586



## Engineering Review

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## PLAN REVIEW CENTER REPORT

January 24, 2014

### Engineering Review

Detroit Metropolitan Credit Union

JSP12-0069

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#### Petitioner

Stucky Vitale Architects, applicant

#### Review Type

Revised Preliminary Site Plan

#### Property Characteristics

- Site Location: N. of Main Street E. of Novi Rd
- Site Size: 0.887 acres
- Plan Date: December 20, 2013

#### Project Summary

- Construction of an approximately 5,686 square-foot building and associated parking. Site access would be provided an ingress/egress easement over the proposed driveway connecting to Main Street.
- Water service would be provided by a 2-inch domestic lead from the existing 12-inch water main on Main Street along with an additional hydrant west of the proposed development.
- Sanitary sewer service would be provided by extending an 8-inch sanitary sewer onto the development as a public utility.
- Storm water would be collected by a single storm sewer collection system and detained in an underground detention system prior to discharging into the storm sewer network on Novi Rd.

#### Recommendation

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

#### Comments:

The Revised 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. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
2. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.
3. Submit IWC Non-Domestic form to the City of Novi.

Water Main

4. Provide a profile for the proposed water main with the pipe invert and stationing of all valves, fittings, flanges, hydrants, blow-offs, high and low points, and any other appurtenances.
5. 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

6. Revise the sanitary sewer easement to a 20 ft wide easement centered on the proposed sanitary sewer.
7. Provide a profile of the proposed sanitary sewer showing a minimum cover of 4 feet.
8. Provide the service area and basis of design for the proposed sanitary sewer extension.
9. Seven (7) sealed sets of revised utility plans along with the MDEQ permit application (11/07 rev.) for sanitary sewer 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. The submitted application must meet all requirements listed in Wayne County's Sanitary Sewer Approval Checklist (8/28/2013) and is subject to any applicable review fees by the Wayne County Department of Public Services. For information regarding an expedited review by the MDEQ, please contact their office directly.

Storm Sewer

10. Provide a profile of the proposed storm sewer showing a minimum cover of 3 feet. Indicate all structure types and diameters.
11. Provide hydraulic calculations verifying that the storm sewer network on Novi Rd is capable of accepting the proposed discharge from the site.

#### Storm Water Management Plan

12. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
13. Denote an overland route for storm water that would occur in the event that the underground system cannot accept flow. This route shall be directed to a recognized drainage course or drainage system. Verify that any structures accepting overland flow are capable of handling the 100-year flood capacity.
14. Provide an underground detention system cross-section with critical elevations (bankfull and 100-year storm hydraulic grade lines) demonstrating that the detention system is 3 feet above ground water and has the required 1 foot of freeboard between the high water elevation and the subgrade below the pavement.
15. Verify that the proposed feature at the corner of Novi Rd. and Main Street does not conflict with the underground detention system. The applicant must also demonstrate that the underground detention system is capable of carrying the load imposed by the proposed feature.
16. Revise the composite 'c' factor calculation to ' $26,227/38,637=0.68$ ' from ' $38,637/26,227=0.68$ ' as shown.

#### Paving & Grading

17. Provide a minimum of 6 spot elevations where the pathway crosses the driveway (one at each corner and two in the center of the driveway on each side of the pathway). Spot elevations shall also be provided to demonstrate a level landing adjacent to each side of the pathway crossing.
18. Revise the plan set to provide a 5 foot wide pedestrian safety pathway along Main Street versus 4.2 feet wide as provided.
19. Revise the sidewalk cross-section to show 4" thick of 4000 psi concrete (8" thick through commercial/industrial drives) over 6" thick of 21AA crushed limestone. The stone base shall extend a minimum of 1" beyond the forms.
20. Revise the pavement cross-section(s) to note that 21AA aggregate shall be used as the base course.

#### Off-Site Easements

21. All off-site water and sanitary sewer easements must be dedicated as a public easement.

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

22. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.
23. 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:**

24. 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.
25. 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.
26. 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.
27. An executed copy of the private ingress/egress easement for shared use of the drive entry from Main Street must be submitted to the Community Development Department.
28. An executed copy of the 20-foot wide easement for the sanitary sewer to be constructed off-site must be submitted to the Community Development Department.
29. Executed copies of any required off-site utility easements must be submitted to the Community Development Department.

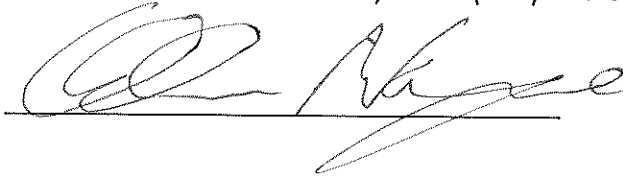
**The following must be addressed prior to construction:**

30. 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).
31. 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.
32. 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.
33. A permit for work within the right-of-way of Main Street and Novi Road 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.

34. A permit for work within the right-of-way of Novi 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.
35. 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.
36. 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.
37. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
38. 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.
39. 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.
40. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.

Please contact Adam Wayne at (248) 735-5648 with any questions.



cc: Matthew Preisz, Engineering  
Brian Coburn, Engineering  
Kristen Kapelanski, Community Development Department  
Michael Andrews, Water & Sewer Dept.

## Traffic Review

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March 10, 2014

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

**SUBJECT: Detroit Metropolitan Credit Union, JSP12-0069,  
Traffic Review of Second Revised Preliminary Site Plan, PSP14-0029**

Dear Ms. McBeth:

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

### **Recommendation**

We recommend approval of the second preliminary site plan, subject to the items shown below in **bold** being satisfactorily addressed on the final site plan.

### **Site Description**

What is the applicant proposing, and what are the surrounding land uses and road network?

1. The applicant is proposing to construct a two-story, 5,686-s.f. building on the northeast corner of Novi Road and Main Street. The 3,226-s.f. first floor would house the usual functions of a credit union, including a large lobby and three drive-through lanes (one equipped with an ATM). The 2,460-s.f. second floor would include a “community room,” kitchenette, rest rooms, elevator, and stairway. The applicant has stated that the use of the second floor would “not be concurrent with branch operations.”
2. Vehicular access would be provided via a new, two-lane shared access drive along the east side of the site that would (presumably) be shared by others in the future. Pedestrian access would be provided via sidewalk stubs to the Main Street and Novi Road sidewalks.

### **Trip Generation & Traffic Study**

Was a traffic study submitted and was it acceptable? How much new traffic would be generated?

3. The credit union (“branch operations”) can be expected to generate 478 one-way vehicle trips per weekday, 39 in the AM peak hour (22 entering and 17 exiting) and 100 in the PM peak hour (49 entering and 51 exiting). We are unable to forecast trip generation by the community room, as we do not know how many persons would be allowed to attend an event in that room.

### **Vehicular Access Locations**

Do the proposed “driveway” locations meet City spacing standards?

4. Yes. The proposed shared drive would be 228 ft east of Novi Road, or well in excess of the minimum same-side driveway spacing (105 ft for 25 mph) to both the west and east. The opposite-side spacing standard does not apply to a Non-Residential Collector such as Main.

### **Vehicular Access Improvements**

Will there be any improvements to the abutting road(s) at the proposed access point(s)?

5. No. Based on existing PM peak-hour volumes on Main (recently counted for the Panera Drive-Through study), Main adjacent to the subject site appears to now be serving roughly 2,000 vehicles per day. Neither a left-turn passing lane nor a right-turn deceleration lane and/or taper are therefore warranted (based on DCS Figures IX.8 and IX.10).
6. The proposed shared driveway would end 175 ft north of the north curb of Main Street. As shown on our attached aerial, this would end that driveway just a few feet short of existing pavement that connects to Paul Bunyon. Since we first raised this issue, the applicant has indicated that “the road will be barricaded.” The curb now proposed at the end of this drive would not, by itself, constitute “effective barricading” (to quote part of our earlier letter). **The final site plan should propose, per page 605a of the 2011 Michigan Manual on Uniform Traffic Control Devices (MMUTCD), a Type 3 barricade for “total closure,” mounted on wood posts embedded in the ground a short distance behind the proposed curb.**
7. As noted in our previous review letters, **“The owner and the party responsible for operating and maintaining the shared drive (if different than the owner) need to be specified on the site plan. Given that that drive would be on a parcel separate from the credit union, a general-purpose cross access easement acceptable to the City Attorney should be recorded by the owner of the property within which the new drive would lie.”**

### **Access Drive Design & Control**

Are the proposed design, pavement markings, and signage satisfactory?

8. The drive widths are now satisfactory, but **the 10-ft internal curb radius at the south driveway should be increased to provide a smoother entry path for the ATM drive-through lane. This may require enlarging the northerly island slightly to avoid widening the drive beyond 16 ft.**
9. As requested in our last review letter, **“the final site plan should include a Signing and Pavement Marking Plan proposing:**
  - a. **An 18-inch-wide white stop bar on the shared drive, 4 ft in advance of the Main Street sidewalk, accompanied by a 20-ft-long double solid yellow centerline.” Unlike the current plan, the stop bar should parallel the sidewalk (i.e., the implied crosswalk) and extend to the curb face, and the word “STOP” should not be painted on the pavement.**
  - b. **“Two 24-inch STOP (R1-1) signs, one on the south end of the shared drive, 4 ft in advance of the Main Street sidewalk, and one on the exiting side of the north drive, 4 ft in advance of the property line.”** The signs now proposed are not located as requested and are not labeled as they must be.

- c. **“Back-to-back (north- and south-facing) ONE WAY (R6-1) signs on the property line on the north side of the south drive (mounted, per the MMUTCD, at a 7-ft height).”** Both the engineering and architectural plans now show back-to-back signs on both sides of the driveway; however, **the requested signs should appear only on the north side of the drive, and they must be rotated 90 degrees from the orientation shown. Only one sign should be proposed on the south side of the south drive: a DO NOT ENTER (R5-1) sign, facing the drive-through lanes / parking lot.**
- d. **“A white pavement arrow pointing generally west from the center of the south drive (optional, but if this or any other pavement arrows are proposed, they should be shown on the plan as solid black but labeled as white).”** If this arrow is, indeed, to be painted on the pavement, it should be shown on the engineering plan as solid black (not subdued as currently).
- e. **“Signs and markings internal to the site, along with revised details, described below.”**
- f. **“A note indicating that all signs and markings will comply with the 2011 Michigan Manual on Uniform Traffic Control Devices (MMUTCD).”**
- g. **“A Sign Quantities Table, listing each traffic and parking control sign by standard description, MMUTCD sign code, number of signs required, and number of posts required.”**

#### **Pedestrian Access**

Are pedestrians safely and reasonably accommodated?

10. Yes.

#### **Circulation & Parking**

Can vehicles safely and conveniently maneuver through the site?

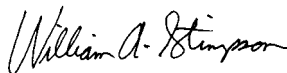
- 11. The two large landscape islands immediately east of the drive-through lanes still lack the 15-ft corner radii and 8-ft minimum width generally required by Sec 2506.13 of the Zoning Ordinance. **To meet this ordinance requirement, the group of four parking spaces must be shifted north at least 3 ft, and the southeast and northeast curb radii increased to 15 ft (from the currently proposed 2.5 ft and 10 ft, respectively).** (This will result in a slightly over-width but acceptable north parking aisle as it passes this island.)
- 12. **“A plan note should be included stating that all parking space dimensions (width as well as length) are referenced to the face of curb.”**
- 13. Per the MMUTCD and City policy:
  - a. **“Drive-through lane striping, undesignated parking space stripes, wheelchair symbols in the barrier-free parking spaces, and optional directional arrows must be white.”** As indicated above, arrows to be actually painted must be shown solid black, not subdued.

- b. **“Crosshatching of the barrier-free access aisle, and striping of barrier-free spaces, must be blue. Abutting barrier-free and non-barrier-free parking spaces should be separated by abutting blue and white stripes.”**
- c. **“The main barrier-free sign must be a RESERVED PARKING [wheelchair symbol] ONLY (R7-8) sign.”** The sign detail now appearing on sheet SP1.1 is incorrect.
- d. **“The VAN ACCESSIBLE supplemental sign – to be used for both barrier-free spaces in this case – should be labeled with its MMUTCD code: R7-8P. Although these signs will be just behind the sidewalk, we recommend that a minimum mounting height of 6’-3” be used to enhance pedestrian safety.”** This requested height applies to the lower sign (the R7-8P).

Sincerely,  
CLEARZONING, INC.



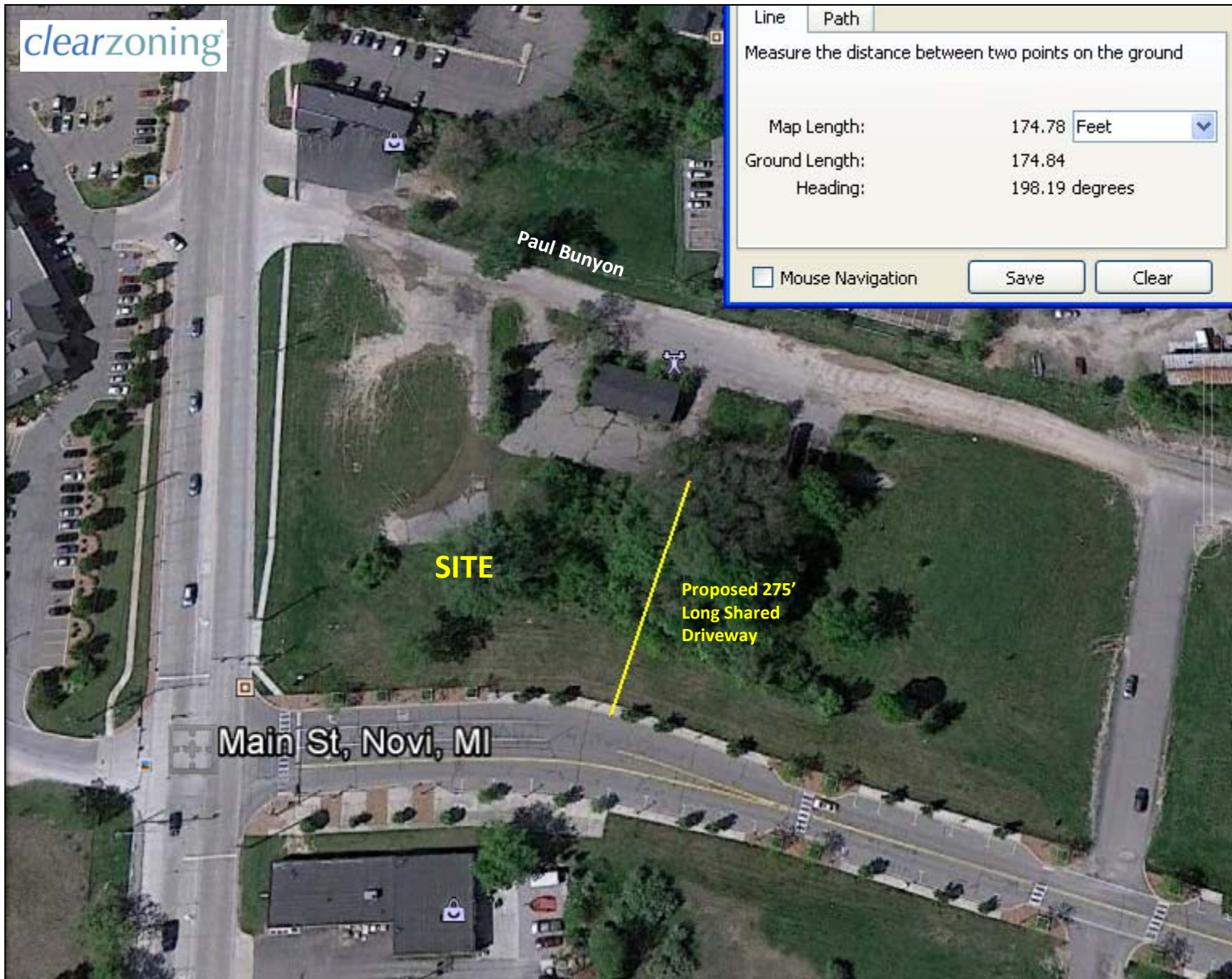
Rodney L. Arroyo, AICP  
President



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

Attachment: Aerial photo





Vicinity Aerial Photo for Proposed Detroit Metropolitan Credit Union

## Landscape Review

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**PLAN REVIEW CENTER REPORT**  
March 20, 2014  
**Landscape Revised Preliminary Site Plan**  
Detroit Metro Credit Union JSP#12-69

**Petitioner**

Stucky Vitale Architects

**Review Type**

Revised Preliminary Site Plan

**Property Characteristics**

- Site Location: Northeast corner of the intersection of Main St. and Novi Rd.
- Site Zoning: TC-1, Town Center
- Adjoining Zoning: North, South, East and West: TC-1
- Current Site Use: Vacant
- Adjoining Uses: North: Vacant; South: (across Main St.); West: vacant; East: City Center Plaza (across Novi Rd.)
- School District: Novi Community District
- Existing Site Size: 0.887 acres
- Plan Date: 2/14/14

**Recommendation**

**Approval of the revised Preliminary Site Plan for Detroit Metropolitan Credit Union JSP12-69 is recommended.**

**Ordinance Considerations**

**TC-1 District (Sec. 1602)**

1. Significant pedestrian orientation is a stated intent of the TC-1 District. Architectural amenities such as decorative paving, pedestrian scale lighting, landscape features and focal points are in keeping with the intent and theme of the district. The Applicant is proposing many of these features. A pedestrian plaza is proposed adjacent to the building. The plaza includes three tables with seating and is an attractive amenity. A fourth table stands alone on a small plaza north of the building.
2. The Applicant has also included a paved and landscape area on the prominent corner. A fountain located at the intersections was initially proposed on previously submitted plans, although it has been removed from the current submittal. It should be restored. Alternately previous reviews by staff included the suggestion that the Applicant install central

raised pad in this area and work in cooperation with the Novi Parks and Recreation Department on the installation of rotating artwork. This remains an option.

3. The Applicant has included connecting walkways to the south, east and west sides of the building.
4. The existing planters are to be refurbished and will remain.

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

1. A 3' tall decorative brick wall is required along the Novi Road and Main Street right-of-ways adjacent to parking and vehicular access areas. A decorative fence with brick piers has been approved by the Planning Commission. The Applicant has proposed decorative fencing with brick piers in areas adjacent to parking.
2. Required and provided right-of-way greenbelt planting calculations and plantings are required. A 20' wide landscape greenbelt is required. This greenbelt has been adequately provided. Calculations for the required landscape along the greenbelt frontages have been provided and requirements have been met.
3. Twenty five foot clear vision areas must be maintained and depicted on the plan at all vehicular intersections. This requirement has been met.

**Street Tree Requirements (Sec. 2509.3.b.)**

1. No Street Trees are required in Town Center District.

**Parking Landscape (Sec. 2509.3.c.)**

1. Interior Parking Landscape Area is required. Adequate landscape area has been provided.
2. Parking Lot Canopy Trees are required. Calculations show that 18 trees are required. This requirement has been met.
3. Please show snow storage areas on the plan as required.

**Parking Lot Perimeter Canopy Trees (Sec. 2509.3.c.(3))**

1. Perimeter Parking Lot Canopy Trees are required per 35 LF surrounding parking and access areas. This requirement has been met.

**Building Foundation Landscape (Sec. 2509.3.d.)**

1. A minimum 4' wide landscape bed is required around the entire building foundation with the exception of access areas. This requirement has been met.
2. A total of 8' x the length of the building foundation landscape area is required. A total of 1,728 s.f. is required. This requirement has been met.

**Plant List (LDM)**

1. A Plant List per the requirements of the Ordinance and the Landscape Design Manual has been provided.

**Planting Notations and Details (LDM)**

1. Required planting details and notations per the requirements of the Ordinance and the Landscape Design Manual have been provided.

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

1. An Irrigation Plan must be provided upon final stamping set submittal.

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

Reviewed by: David R. Beschke, RLA

## Façade Review

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March 18, 2013

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

Re: **FACADE ORDINANCE - Facade Review – Revised Preliminary No. 2**  
**Detroit Metropolitan Credit Union, PSP14-0029**  
 Façade Region: 1, Zoning District: TC-1

Dear Ms. McBeth;

The following is the Facade Review for Preliminary Site Plan Approval of the above referenced project based on the drawings prepared by Stucky Vitale Architects, dated 2/14/14. 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 2520 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold. This project is located in the TC-1 District and is therefore also subject to Section 1603.9 of the Ordinance.

|                     | West (Front) | South | East | North | Ordinance Maximum (Minimum) |
|---------------------|--------------|-------|------|-------|-----------------------------|
| Brick               | 35%          | 35%   | 55%  | 40%   | 100% (30%)                  |
| Cultured Stone      | 45%          | 25%   | 5%   | 30%   | 50%                         |
| Limestone           | 15%          | 25%   | 35%  | 15%   | 50%                         |
| Standing Deam Metal | 0%           | 10%   | 0%   | 10%   | 25%                         |
| Flat Metal (Fascia) | 5%           | 5%    | 5%   | 5%    | 50%                         |

The applicant has made significant revisions to the façade resulting from the addition of a second floor.

**Recommendation** - As shown above the percentages of all materials are in full compliance with the Façade Ordinance, Section 2520. A Section 9 Waiver is not required. Section 1603.9 of the Ordinance places additional requirements on building located in the TC-1 District; that exterior building facades “shall be primarily of brick and stone.” The proposed design has a minimum of 80% Brick on each façade and therefore complies with this requirement. A sample board has been provided indicating carefully coordinated harmonious colors.



**Notes to the Applicant:**

1. The Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample 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. Materials must be approved before installation on the building. Please use the Novi Building Department's Online Inspection Portal by following the link below. 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 "DRN & Architects PC".

Douglas R. Necci, AIA

Fire Review

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March 18, 2014

TO: Barbara McBeth, Deputy Director of Community Development  
Sara Roediger- Plan Review Center  
Kristen Kapelanski- Plan Review Center

RE: Preliminary Site Plan – **Detroit Metro Credit Union**

PSP# 14-0029

**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
Dave Staudt

Gwen Markham

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

**City Manager**  
Clay J. Pearson

**Director of Public Safety  
Chief of Police**  
David E. Molloy

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

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

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

**Project Description:**

New 5,686 Sq. Ft. building (B-use group – Credit Union), on 3.8 total acre site.

**Comments:**

- 1) Meets Fire Department Requirements

**Recommendation:**

Recommended for Approval.

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

cityofnovi.org

Applicant Response Letter

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STUCKY VITALE ARCHITECTS

April 15, 2014

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

Re: Detroit Metropolitan Credit Union – New Facility  
Case No.: JSP 12-69  
Architects' Project No.: 2012.023

Dear Ms. McBeth:

This letter is in response to your request for a maximum occupancy count for the proposed new branch credit union facility at Novi Road, Novi, Michigan 48375. Please find below the information that you requested.

The occupancy will be limited to 39 occupants (members and staff), for the second floor conference room area. This intended use of the space will be used for staff meetings and training at the branch.

Sincerely,

Mike Blanck, AIA  
Associate

City Council Minutes – Excerpt  
March 25, 2013

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**REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI  
MONDAY, MARCH 25, 2013 AT 7:00 P.M.  
COUNCIL CHAMBERS – NOVI CIVIC CENTER – 45175 W. TEN MILE ROAD**

Mayor Gatt called the meeting to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Fischer, Margolis (absent, excused), Mutch, Wrobel

**ALSO PRESENT:** Clay Pearson, City Manager  
Victor Cardenas, Assistant City Manager  
Thomas Schultz, City Attorney

**APPROVAL OF AGENDA:**

**CM-13-03-038 Moved by Mutch, seconded by Wrobel; CARRIED UNANIMOUSLY:**

**To approve the Agenda as presented.**

**Roll call vote on CM-13-03-038**                      **Yeas: Staudt, Casey, Fischer, Mutch, Wrobel, Gatt**  
**Nays: None**  
**Absent: Margolis**

1. Approval of the request of Stucky Vitale Architects for Detroit Metropolitan Credit Union JSP12-69, for the Preliminary Site Plan, Woodland Permit and Stormwater Management Plan approval. The subject property is located at the northeast corner of the intersection of Main Street and Novi Road in the TC-1, Town Center District. The development area is 0.83 acres and the applicant is proposing an approximately 3,000 square foot Detroit Metropolitan Credit Union.

Mr. Pearson said there was a positive recommendation from staff and Planning Commission.

**CM-13-03-042 Moved by Fischer, seconded by Casey; CARRIED UNANIMOUSLY:**

**Motion 1**

**To approve the request of Stucky Vitale Architects for Detroit Metropolitan Credit Union JSP12-69, Preliminary Site Plan based on, with, and subject to the following:**

- a. **City Council approval to permit a decorative fence with brick piers along the rights-of-way in lieu of a brick wall;**
- b. **Subject to the conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and This motion is made based on and subject to the**



**site plan and site being in compliance with all applicable provisions of the Zoning Ordinance, including Articles 16, 24 and 25, and all applicable City Zoning Ordinance approvals, decisions, conditions and permits.**

Mayor Pro Tem Staudt is pleased with the new direction that is developing on Main Street. He asked the applicant to present the project.

Mike Blanic, Stucky-Vitale Architects, the Credit Union had put this on hold for a time period and they are asking for the final approval tonight. They created the feature at the corner for pedestrian use to link Main Street together.

Member Wrobel will support this project. Main Street was supposed to be grandiose but the plan had gone awry. We need progress at that location but wish we could have done the original plan.

Member Mutch questioned the pedestrian feature at the corner. It was discussed in the landscape review that it would be more appropriate to consider something where art work could be displayed. Deputy Community Development Director McBeth said it has been included. Member Mutch asked about the building location and that it is setting farther back than we have seen in the past. Ms. McBeth said it was the better location for the building. They needed a spot for the underground vault for stormwater detention. Member Mutch it was a lot of property to stay undeveloped and hopefully it will be a nice entrance to the area. He would support it as proposed.

Mayor Gatt is very pleased and is looking forward to the development.

**Roll call vote on CM-13-03-042**                      **Yeas: Wrobel, Gatt, Staudt, Casey, Fischer, Mutch**  
**Nays: None**  
**Absent: Margolis**

**CM-13-03-043**                      **Moved by Fischer, seconded by Casey; CARRIED UNANIMOUSLY:**

**Motion 2**

**To approve the request of Stucky Vitale Architects for Detroit Metropolitan Credit Union JSP12-69, Woodland Permit, based on, with and subject to the conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan. This motion is made because, with those items addressed, the Plan will be in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.**

**Roll call vote on CM-13-03-043**                      **Yeas: Gatt, Staudt, Casey, Fischer, Mutch, Wrobel**  
**Nays: None**

**Absent: Margolis**

**CM-13-03-044 Moved by Fischer, seconded by Casey; CARRIED UNANIMOUSLY:**

**Motion 3**

**Approval of the request of Stucky Vitale Architects for Detroit Metropolitan Credit Union JSP12-69, Storm Water Management Plan, subject to the conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan. This motion is made because, with those items addressed, the Plan will be in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.**

**Roll call vote on CM-13-03-044**

**Yeas: Staudt, Casey, Fischer, Mutch, Wrobel,  
Gatt**

**Nays: None**

**Absent: Margolis**