



## FAIRFILED INN & SUITES JSP 18-66

### Fairfield Inn & Suites JSP 18-66

Consideration at the request of Novi Superior Hospitality, LLC for Planning Commission’s approval of Preliminary Site Plan and Storm Water Management plan. The applicant is proposing a 5 –story hotel with 119 rooms on Unit 3 of Adell Center Development. The proposed site plan proposes associated parking and other site improvements. The subject property is part of a Planned Rezoning Overlay (PRO) development for Adell Center.

*The PRO agreement was approved by City Council at their October 22, 2018 meeting. An amendment to the PRO agreement was approved on June 17, 2019. This project is subject to conditions of the PRO agreement and the amendment.*

### Required Action

Approval or denial for Preliminary Site Plan and Storm Water Management Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	06-19-19	<ul style="list-style-type: none"> <li>• Consistent with approved PRO concept plan</li> <li>• Planning Commission approval required for the following:               <ul style="list-style-type: none"> <li>○ Reduction of minimum required parking</li> <li>○ Alternate location for Transformer</li> <li>○ Reduction in minimum square footage for loading area;</li> </ul> </li> <li>• Additional items to be addressed with Final Site Plan</li> </ul>
Engineering	Approval recommended	06-18-19	<ul style="list-style-type: none"> <li>• Additional items to be addressed with Final Site Plan</li> </ul>
Landscaping	Approval recommended	06-10-19	<ul style="list-style-type: none"> <li>• Landscape shrubs in lieu of perimeter parking lot trees along western property boundary;</li> <li>• Additional items to be addressed with Final Site Plan</li> </ul>
Traffic	Approval recommended	06-11-19	<ul style="list-style-type: none"> <li>• Additional items to be addressed with Final Site Plan</li> </ul>
Façade	Approval recommended	04-09-19	<ul style="list-style-type: none"> <li>• Section 9 waiver for overage of Patterned/Textured Siding</li> </ul>
Fire	Approval recommended	06-05-19	<ul style="list-style-type: none"> <li>• Turning radii shall comply with fire truck turning radii at the time of final site plan.</li> <li>• Additional items to be addressed with Final Site Plan</li> </ul>

## Motion sheet

### Approval – Preliminary Site Plan

In the matter of request of Novi Superior Hospitality, LLC, for the Fairfield Inn & Suites JSP18-66, motion to approve the Preliminary Site Plan based on and subject to the following:

1. The following items are subject to Planning Commission's approval at the time of Preliminary Site Plan approval, as noted in the PRO agreement:
  - a. *Planning deviation from standards of Sec. 5.12 for up to 5% reduction in minimum required parking (to be established by staff after reviewing the calculations provided) for each unit within the development subject to the individual users providing satisfactory justification for Planning Commission's approval of the parking reduction at the time of respective site plan approval; Planning Commission's approval to allow for reduction of minimum required parking spaces (124 spaces required, 119 spaces proposed);*
  - b. Landscape waiver from Section 5.5.3.C.(3) Chart footnote for allowing landscape shrubs in lieu of required perimeter parking lot trees along western property line, due to conflicts with proposed underground storm water detention system, which is granted;
  - c. *Planning deviation to allow placement of transformers in alternate locations instead of required rear yard, provided proposed locations conform to other code requirements and appropriate screening is provided at the time of Preliminary Site Plan review, subject to review and approval by the Planning Commission. This is applicable for Units 1, 2, 3, 5, 6, 7 and 8. Planning Commission's approval to allow transformer in an alternate location (Rear yard location required, interior side yard location proposed) due to location of the electrical room;*
  - d. *The applicant shall provide supporting data to justify the proposed loading area square footages, to be reviewed and approved by Planning Commission at the time of Preliminary site plan approval; Planning Commission's approval to allow for reduction of minimum required loading area (2,060 sf required, 153 sf provided) based on the largest truck information the applicant has provided;*
  - e. A Section 9 waiver for overage of Patterned/Textured Siding (Nichiha Vistawood Cedar) (SP1) on the west façade (25% maximum allowed, 46% proposed) , which is hereby granted;
2. The following deviations listed below are applicable for this site plan as noted in the approved PRO agreement:
  - a. Planning deviation from section 5.12 to allow lack of required frontage on public road for Units 1 through 8. Frontage for such units shall be in the private drive as shown in the PRO Plan, which shall be built to City Standards;
  - b. Planning deviation from section 3.1.25.D to allow reduction of minimum required front parking setback of 20 ft., from the proposed access easement. A minimum of 18 feet shall be permitted;
  - c. Planning deviation from section 3.1.25.D to allow reduction of minimum required interior side parking setback of 20 ft. for the following units as shared access is proposed between parking lots;
    - a. Unit 3: minimum 15 feet along West and 5 feet along South
  - d. Planning deviation to allow placement of loading areas in alternate locations instead of required rear yard or interior side yard for double frontage lots, as listed below, provided

- f. Planning deviation from standards of Sec. 5.12 for up to 5% reduction in minimum required parking (to be established by staff after reviewing the calculations provided) for each unit within the development subject to the individual users providing satisfactory justification for Planning Commission's approval of the parking reduction at the time of respective site plan approval;
  - g. Planning deviation to allow proposing the minimum required Open Space for each Unit as Common element spread within the development boundaries as shown in the Open Space Plan, provided the applicant restores the wetland/woodland on the southerly portion of the site pursuant to a plan meeting City ordinance requirements is submitted and approved at the time of Wetland permit/preliminary site plan approval, and provides the pedestrian walkway through the open space as proposed. (A minimum of 153 of total site area designed as permanently landscaped open areas and pedestrian plazas is required per section 3.27. I.F.);
  - h. Planning deviation from Section 5.7 .3.K. to allow exceeding the maximum spillover of 1 foot candle along interior side property lines provided the applicant submits a photometric plan that demonstrates that the average to minimum light level ratio is kept to the maximum allowable 4: 1;
  - i. Planning deviation to allow exceeding the maximum spillover of 1 foot candle and approvable increase of the average to minimum light level ration from 4: 1 within the Adell Drive pavement areas as listed in Section 5.7 .3.K. along access easements along Adell Drive, at the time of or Preliminary Site Plan review for the individual units;
  - j. Planning deviation to allow placement of transformers in alternate locations instead of required rear yard, provided proposed locations conform to other code requirements and appropriate screening is provided at the time of Preliminary Site Plan review, subject to review and approval by the Planning Commission. This is applicable for Units 1, 2, 3, 5, 6, 7 and 8.
  - k. Lighting and Photometric plans for all site plans for units within the development shall conform to the light levels indicated in the overall photometric plan and related deviations included in the PRO Agreement.
3. 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;
  4. At the time of final site plan review, turning radii shall comply with the minimum fire truck turning requirements.
  5. *(additional conditions here if any).*

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

**-AND-**

**Approval – Stormwater Management Plan**

In the matter of request of Novi Superior Hospitality, LLC, for the Fairfield Inn & Suites JSP18-66, motion to approve the Stormwater Management Plan based on and subject to the following:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b. (additional conditions here if any).

*(This motion is made because 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 request of Novi Superior Hospitality, LLC, for the Fairfield Inn & Suites JSP18-66, 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 – Stormwater Management Plan**

In the matter of request of Novi Superior Hospitality, LLC, for the Fairfield Inn & Suites JSP18-66, 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

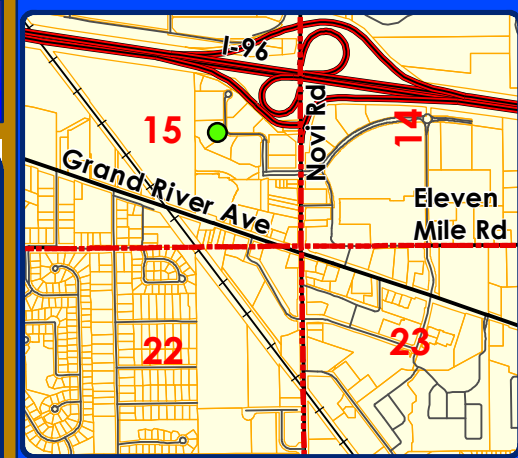
Zoning

Future Landuse


Natural Features


# JSP 18-66 FAIRFIELD INN AND SUITES

Location




**LEGEND**

 Sections

 **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: 06/21/19  
JSP 18-66 Fairfield Inn & Suites  
Version #: 1

0 40 80 160 240 Feet  
1 inch = 190 feet

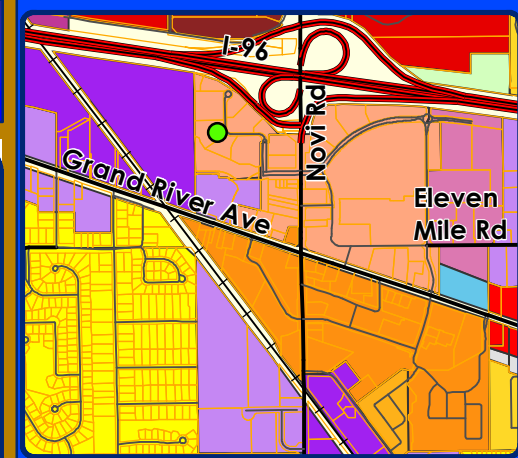
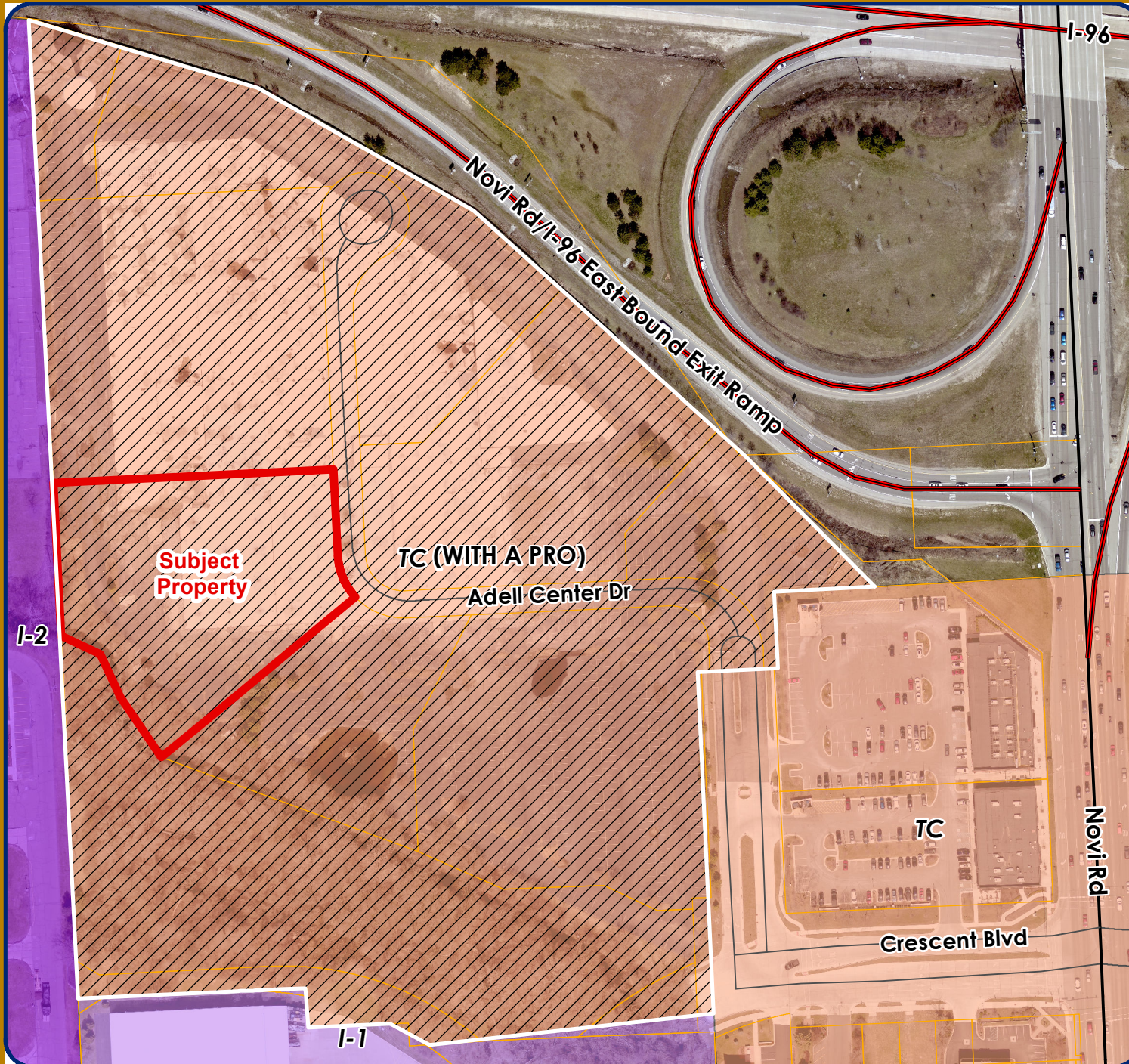


**MAP INTERPRETATION NOTICE**

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 18-66 FAIRFIELD INN AND SUITES

## Zoning




**LEGEND**

- R-A: Residential Acreage
- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- RM-2: High-Density Multiple Family
- B-3: General Business District
- C: Conference District
- I-1: Light Industrial District
- I-2: General Industrial District
- OS-1: Office Service District
- OSC: Office Service Commercial
- OST: Office Service Technology
- RC: Regional Center District
- P-1: Vehicular Parking District
- TC: Town Center District
- TC-1: Town Center -1 District


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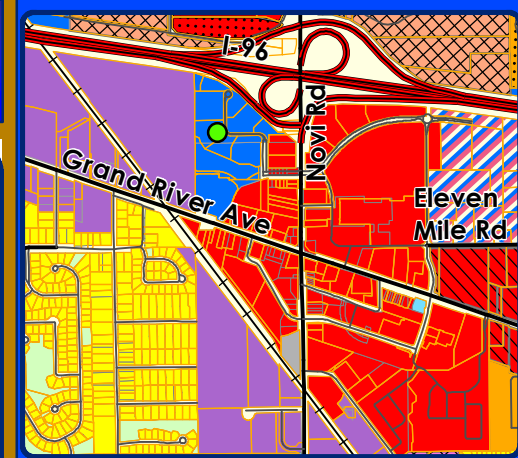
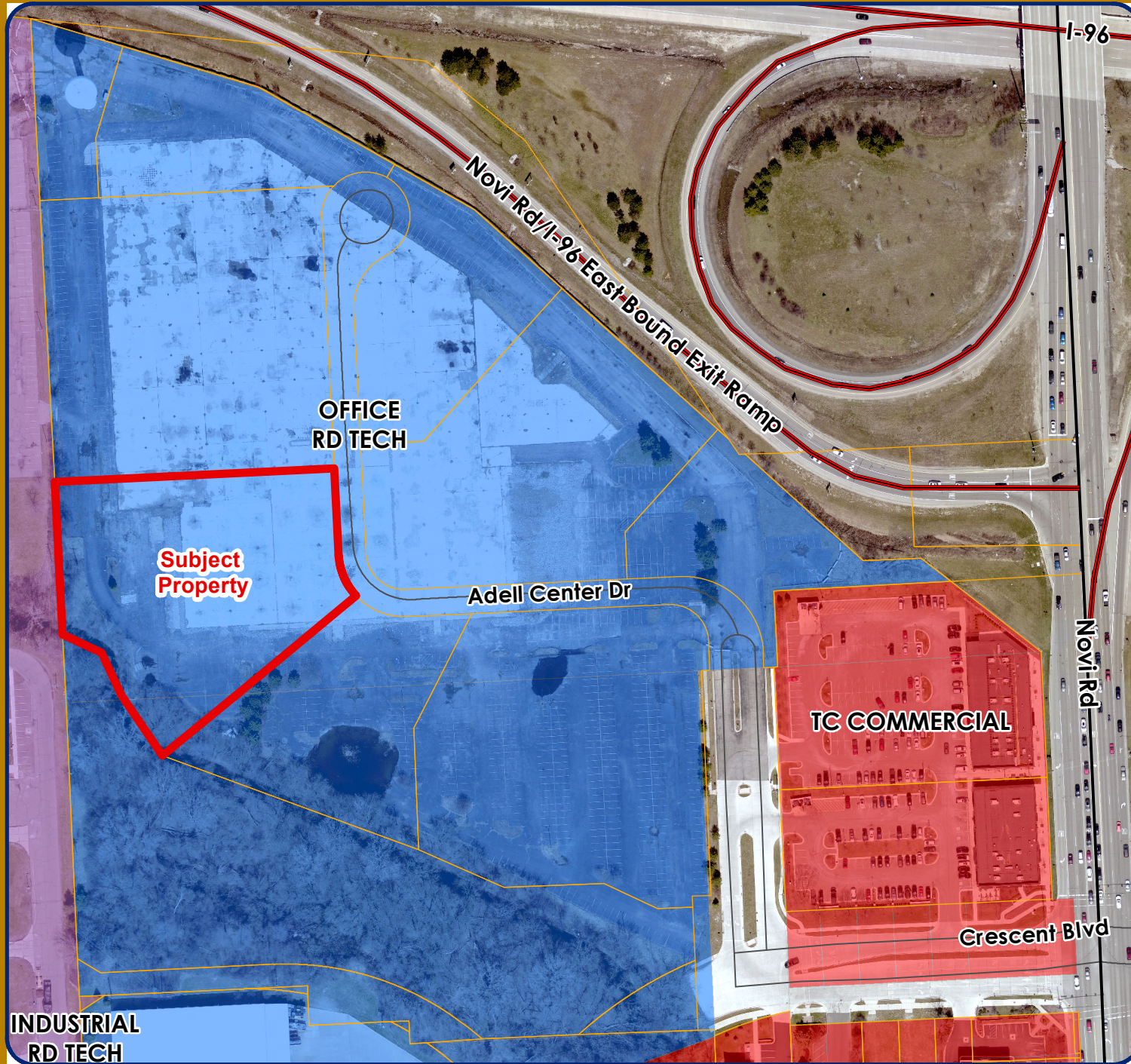


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# JSP 18-66 FAIRFIELD INN AND SUITES

Future Land Use



**LEGEND**

FUTURE LAND USE

- Single Family
- Multiple Family
- PD1
- Office RD Tech
- Office Commercial
- Industrial RD Tech
- Heavy Industrial
- Regional Commercial
- TC Commercial
- TC Gateway
- PD2
- Public
- Private Park
- Cemetery

**City of Novi**

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Feet

1 inch = 190 feet

**MAP INTERPRETATION NOTICE**

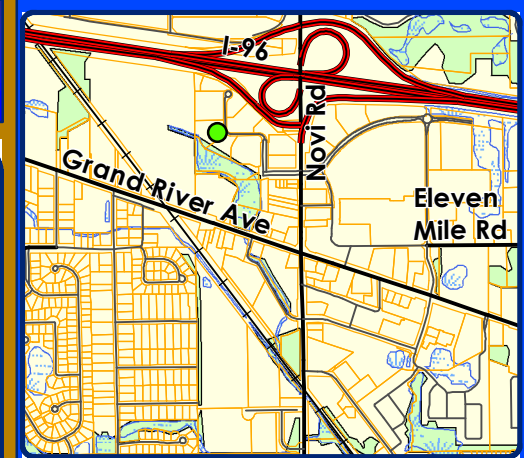
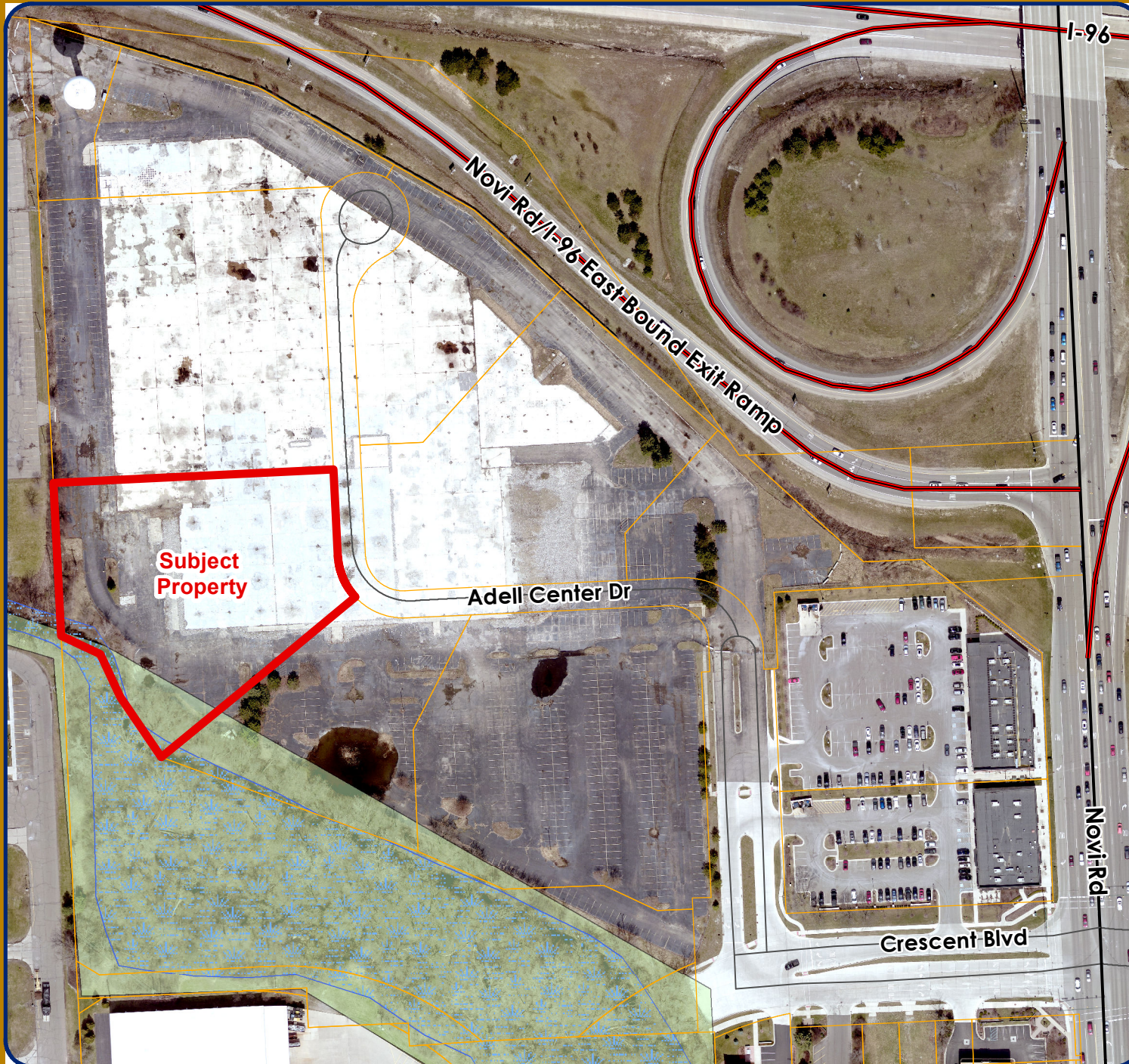
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**INDUSTRIAL RD TECH**



# JSP 18-66 FAIRFIELD INN AND SUITES

## Natural Features




**LEGEND**

- WETLANDS
- WOODLANDS

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**SITE PLAN**

(Full size drawings available for viewing at the Community Development Department)



**GENERAL NOTES**

- REFER TO ARCHITECTURAL PLANS TO VERIFY BUILDING DIMENSIONS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO SECURE ALL PERMITS AND POST ALL BONDS PRIOR TO CONSTRUCTION, OR ENSURE THAT ALL REQUIRED PERMITS AND BONDS HAVE BEEN OBTAINED PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION BY CALLING MICHIGAN 811-800-482-7171 AT LEAST 3 WORKING DAYS PRIOR TO EXCAVATION.
- THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR THE PROTECTION OF ALL EXISTING UTILITIES SURROUNDING CONSTRUCTION. ALL UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED WITH LIKE MATERIALS. THE EXACT LOCATION OF EXISTING UTILITIES SHALL BE LOCATED BY HAND DIGGING.
- DIMENSIONS ARE TO FACE OF CURB, OUTSIDE FACE OF BUILDING, EDGE OF PAVEMENT, CENTER OF STRUCTURE OR OTHERWISE INDICATED.
- ALL FINISH MATERIALS AND OPERATIONS SHALL BE IN CONFORMANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- PARKING SPALL SPACES TO BE 4" SOLID WHITE PAINT STRIPES. HANDICAP PARKING TO BE 4" SOLID BLUE PAINT STRIPES W/ BARRIER FREE STRIPING OF 4" SOLID BLUE @ 2' O.C. ON 45° ANGLE.
- FROM REVIEW OF THE CITY OF NOVI WETLANDS MAP, IT DOES NOT APPEAR THAT REGULATED WETLANDS EXIST ON THE SITE.
- FROM REVIEW OF THE CITY OF NOVI WETLANDS MAP, IT DOES APPEAR THAT REGULATED WETLANDS EXIST ON THE SITE.
- ALL WEATHER ACCESS ROADS CAPABLE OF SUPPORTING 35 TONS ARE TO BE PROVIDED FOR FIRE APPARATUS PRIOR TO CONSTRUCTION OF CONSTRUCTION.
- THE BUILDING ADDRESS SHALL BE POSTED FACING THE STREET THROUGHOUT CONSTRUCTION. THE ADDRESS SHALL BE AT LEAST 3 FEET HIGH ON A CONTRASTING BACKGROUND.
- ALL WORK SHALL CONFORM TO THE CURRENT CITY OF NOVI STANDARDS AND SPECIFICATIONS.
- A CITY OF NOVI RIGHT-OF-WAY PERMIT IS REQUIRED FOR WORK WITHIN ANY PUBLIC ROAD RIGHT-OF-WAY AND/OR CITY EASEMENT.
- DETECTABLE WARNING PLATES ARE REQUIRED AT ALL BARRIER FREE RAMPS, HAZARDOUS VEHICULAR CROSSINGS AND OTHER AREAS WHERE THE SIDEWALK IS FLUSH WITH THE ADJACENT DRIVE OR PARKING PAVEMENT. THE BARRIER-FREE RAMPS SHALL COMPLY WITH CURRENT MDOT SPECIFICATIONS FOR ADA SIDEWALK RAMPS. CONTRACTOR SHALL PROVIDE THE MOST CURRENT APPROVED MDOT DETECTABLE SURFACES.
- WHERE A STANDARD SPACE IS ADJACENT TO AN ACCESSIBLE SPACE, MOUNTING BLUE AND WHITE STRIPES SHALL BE INSTALLED.

**SITE INFORMATION**

RE-ZONING: TOWN CENTER (TC)

UNIT DATA:  
ADELL CENTER PRO - UNIT 3  
SITE AREA = 2.3 ACRES (GROSS)

BUILDING DATA:  
GROSS FLOOR AREA = 14,287 S.F.  
BUILDING HEIGHT = 62'-10" HIGHEST PARAPET  
PERMITTED HEIGHT = 5-STORIES OR 65-FOOT  
BUILDING/LOT COVERAGE = 14,287 / 100,188 = 14.1%

OPERATIONAL DATA:  
NUMBER OF EMPLOYEES IN LARGEST SHIFT: 5  
NUMBER OF EMPLOYEES TOTAL: 12 (3 SHIFTS)

LOADING ZONE:  
DEDICATED LOADING ZONE IS LOCATED IN THE REAR OF THE BUILDING. THERE IS NO RESTAURANT AND ONLY CONTINENTAL BREAKFAST IS SERVED. THEREFORE FOOD SERVICE DELIVERIES ARE ONLY REQUIRED ON A WEEKLY BASIS. TYPICAL DELIVERY TRUCKS ARE "BOX TRUCKS" THAT ARE OF SIMILAR SIZE TO UPS TRUCKS AND CAN UTILIZE STANDARD PARKING SPACE. DELIVERY TIMES ARE COORDINATED WITH NON-PEAK GUEST HOURS.

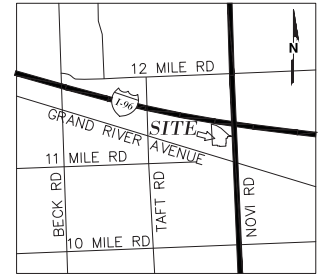
PARKING DATA:  
REQUIRED:  
1 SPACE PER ROOM  
ROOMS = 119  
NUMBER OF EMPLOYEES IN LARGEST SHIFT: 5  
NUMBER OF EMPLOYEES IN OVERNIGHT SHIFT: 1  
PROVISION ALLOWS 50% REDUCTION IN REQUIRED PARKING  
REQUIRED = 124 \* 95% = 118 SPACES

PROVIDED:  
STANDARD SPACES = 114  
BARRIER FREE SPACES = 5  
TOTAL = 119 SPACES

BICYCLE PARKING DATA:  
REQUIRED = 4  
PROVIDED = 6

TRAFFIC CONTROL SIGN TABLE		
DESCRIPTION	MUNICITY	QUANTITY
HANDICAP	R7-B	4
HANDICAP (VAN)	R7-BP	1
STOP SIGN	R1-1	2

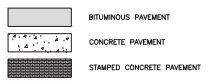
ALL TRAFFIC SIGNAGE SHALL COMPLY WITH THE CURRENT MUNICITY STANDARDS



**CITY OF NOVI SIGNAGE NOTES**

- SINGLE SIGNS WITH NOMINAL DIMENSIONS OF 12"x18" OR SMALLER IN SIZE SHALL BE MOUNTED ON A GALVANIZED 2x8 U-CHANNEL POST. MULTIPLE SIGNS AND/OR SIGNS WITH NOMINAL DIMENSION GREATER THAN 12"x18" SHALL BE MOUNTED ON A GALVANIZED 3x8 OR GREATER U-CHANNEL POST AS DICTATED BY THE WEIGHT OF THE PROPOSED SIGNS.
- THE SIGN SHALL BE MOUNTED 7-FEET FROM FINAL GRADE FOR ALL SIGNS INSTALLED.
- ALL SIGNAGE SHALL BE PLACED 2-FEET FROM THE FACE OF THE CURB OR EDGE OF THE NEAREST SIDEWALK TO THE NEAR EDGE OF THE SIGN.
- TRAFFIC CONTROL SIGNS SHALL USE THE FHWA STANDARD ALPHABET SERIES.
- TRAFFIC CONTROL SIGNS SHALL HAVE HIGH INTENSITY PRISMATIC (HIP) SHEETING TO MEET FHWA RETROREFLECTIVITY REQUIREMENTS.

**PAVEMENT INFORMATION**



**LEGAL DESCRIPTION**

PROPERTY IN THE CITY OF NOVI, COUNTY OF OAKLAND AND STATE OF MICHIGAN, DESCRIBED AS FOLLOWS:

UNIT NO. 3, ADELL CENTER, A CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 25318, PAGE 278, OAKLAND COUNTY RECORDS AND DESIGNATED AS OAKLAND COUNTY CONDOMINIUM SUBDIVISION PLAN NUMBER 2254, AND ANY AMENDMENTS THEREIN TOGETHER WITH RIGHTS IN THE GENERAL COMMON ELEMENTS AND THE LIMITED COMMON ELEMENTS AS SET FORTH IN AFORESAID MASTER DEED AND AS DESCRIBED IN ACT 59 OF PUBLIC ACTS OF MICHIGAN OF 1978, AS AMENDED.

PARCEL IDENTIFICATION NO. 22-15-478-003  
43700 EXPO CENTER DRIVE

THE LOCATION OF ALL UNDERGROUND UTILITIES AS SHOWN ON THESE DRAWINGS ARE BASED ON RECORDS PROVIDED BY THE UTILITY OWNERS AND VISIBLE EVIDENCE OBTAINED IN THE FIELD. NO QUANTITIES ARE EITHER EXPRESSED OR IMPLIED TO THE COMPLETENESS OR ACCURACY THEREOF.

**STELLAR DEVELOPMENT, LLC**

2600 ALBURN ROAD, SUITE 140  
ALBURN HILLS, MI 48324  
PH 810.444.3315  
FX 248.953.4218

PREPARED UNDER THE DIRECTION OF:  
ARCHITECT: PROFFER, P.C.  
M 447480

APPLICANT:  
NOVI FURNISHING HOSPITALITY, LLC  
2400 ALBURN ROAD, SUITE 240  
ALBURN HILLS, MI 48324  
PH 248.419.8200  
FX 248.543.4218

**FAIRFIELD INN & SUITES**

ADELL CENTER - 43700 EXPO CENTER DRIVE  
CITY OF NOVI, OAKLAND COUNTY, MICHIGAN

**FAIRFIELD INN & SUITES**  
Marriott

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. THIS INFORMATION IS UNCLASSIFIED DATE 08/15/18 BY 60322 UCBAW/STP/STP

DATE: 08/15/18

ISSUED FOR	DATE
CITY PRO	05/29/18
CITY PRO	07/18/18
CITY PRO	08/15/18
PRELIM SPA	11/20/18
PRELIM SPA	02/20/19
PRELIM SPA	05/23/19

DATE: \_\_\_\_\_

DRAWN: ACA

CHECKED: ACA

TITLE: P-19

JOB NO.: SD-18-193

SHEET TITLE: SITE LAYOUT AND PAVING PLAN

SHEET: \_\_\_\_\_

**C3.0**





**BUILDING ELEVATIONS**



## PLANNING REVIEW



# PLAN REVIEW CENTER REPORT

June 19, 2019

Planning Review

Fairfield Inn & Suites

JSP 18-66

## PETITIONER

Novi Superior Hospitality, LLC

## REVIEW TYPE

Preliminary Site Plan (1<sup>st</sup> Revision)

## PROPERTY CHARACTERISTICS

Section	15	
Site Location	50-22-15-478-003 South of I-96, west of Novi Road, northwest of Crescent Boulevard	
Site School District	Novi Community School District	
Site Zoning	TC with PRO (subject to City Council final approval)	
Adjoining Zoning	North	TC with PRO (subject to City Council final approval)
	East	TC with PRO (subject to City Council final approval)
	West	I-2 General Industrial
	South	Open Space
Current Site Use	Vacant	
Adjoining Uses	North	Planet Fitness (under review)
	East	Open Space
	West	Comau Industries
	South	Open Space
Site Size	2.31 acres	
Plan Date	May 23, 2019	

## PROJECT SUMMARY

The applicant is proposing a 5 –story hotel with 119 rooms on Unit 3 of Adell Center Development. The proposed site plan proposes associates parking and other site improvements.

The subject property is part of a Planned Rezoning Overlay request for Adell Center Development, which was approved by City Council at their October 22, 2018 meeting. An Amendment to the PRO agreement was approved by City Council on June 17, 2019.

## RECOMMENDATION

Approval of the Preliminary Site Plan is **recommended** for approval contingent on City Council approval for deviation regards to transformer placement.

## PROJECT HISTORY

A Pre-application meeting was held for this site plan on November 30, 2018.

## ORDINANCE REQUIREMENTS

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. **Please see the attached chart for information pertaining to ordinance requirements.** Items in **bold** below must be addressed and incorporated as part of the Final Site Plan submittal:



1. Items that can be approved by Planning Commission: *As noted in the approved PRO agreement, the Planning Commission shall also be permitted to authorize amendments to the PRO Plan in its review of the preliminary site plans for individual units, with regard to parking-related, landscaping related, and façade related requirements, provided it would otherwise have that authority under the Zoning Ordinance. **The following deviations are not part of the approved PRO agreement, but can be approved by the Planning Commission at the time of Preliminary Site Plan approval.***
  1. **Minimum Parking Required:** Based on the calculations listed in the Plan review chart, a minimum of 124 spaces are required for the proposed hotel use. The site plan proposes 119 spaces. This is a 5% reduction from minimum required. The approved PRO agreement allows for a 5% reduction subject to Planning Commission's approval, based on supporting information provided by the applicant. **The response letter indicated that the hotel will operate at 70-75% occupancy. Based on their existing hotels, they believe that the resident uses alternate transportation services such as Uber, Lyft. The applicant should also consider providing parking counts from a similar location to justify the number of spaces provided.**
  2. **Section 9 waiver:** Proposed elevations require a Section 9 Waiver for the overage of Patterned/Textured Siding (Nichiha Vistawood Cedar). A maximum of 25% is allowed, 46% on west side is proposed. **A sample board is required to confirm the type of Patterned/Textured Siding proposed.**
  3. **Landscape waivers:** Landscape plan requires one waiver for lack of perimeter parking lot trees on west side of site (3 trees), which is supported by staff.
  4. **Loading Zone area:** The proposed loading area does not meet the minimum square footage requirements. A maximum of 153 square feet is proposed (1 regular parking space). Required loading space is calculated in ratio of 10 sq. ft. per front foot of building. **The applicant stated in his response letter that the typical delivery trucks are 'box-size' trucks and a regular parking space is sufficient. The applicant should note that the original PRO**
  5. **Alternate Location for Transformer:** Transformers are required to be located in rear yard. The current plan proposes a transformer in the interior side yard. Alternate location is subject to Planning Commission's approval. **Please provide manufacturer spec sheet for the transformer to verify whether decibel levels are kept under ordinance maximum (Night Time Hours Decibels 70; Day Time Hours Decibels 75).**
2. **Off-site easements:** This Unit shares the drive with Unit 2 to the north. **We have determined that the off-site access easement on Unit 2/3 as shown in the Master Deed is consistent with the required easement. A separate document for easement is not required at this time. Off-site temporary construction easements may be required as noted in the Engineering review letter. The applicant should make sure that the shared drive is built and approved prior to occupancy.**
3. **Existing Conditions sheet:** ALTA Survey on Sheet 3 refers to overall original parcel. **Please provide and ALTA SURVEY for this parcel which shows all the relevant easements recorded as part of the Master Deed.**
4. **Plan Review Chart:** Planning review chart provides additional comments and requests clarification for certain items. **Please address those in addition to the comments provided in this letter.**
5. **Master Deed:** A recorded Master Deed was provided for review as part of Adell Development Roads and Utilities Plan under separate cover. In response, staff has provided additional comments to be addressed in a revised submittal. The applicant should note that even though

the Master Deed was recorded, it is not approved yet. Any changes to off-site and on-site easements as shown on the current draft Master Deed and the submitted draft easements shall be amended to comply with the current site layout for the subject property, prior to final stamping set approval. It appears that none are required for this site plan at this time.

#### **LIST OF DEVIATIONS UNDER CONSIDERATION AS PART OF PRO**

Following list of deviations are approved as part of the Adell Drive PRO Concept Plan and agreement that are applicable to the subject property.

1. Planning deviation from section 5.12 to allow lack of required frontage on public road for Units 1 through 8. Frontage for such units shall be in the private drive as shown in the PRO Plan, which shall be built to City Standards;
2. Planning deviation from section 3.1.25.D to allow reduction of minimum required front parking setback of 20 ft., from the proposed access easement. A minimum of 18 feet shall be permitted;
3. Planning deviation from section 3.1.25.D to allow reduction of minimum required interior side parking setback of 20 ft. for the following units as shared access is proposed between parking lots;
  - a. Unit 3: minimum 15 feet along West and 5 feet along South
4. Planning deviation to allow placement of loading areas in alternate locations instead of required rear yard or interior side yard for double frontage lots, as listed below, provided proposed locations do not conflict with traffic circulation and appropriate screening will be provided at the time of Preliminary site plan review:
  - a. Unit 3: interior side yard (no double frontage)
5. The applicant shall provide supporting data to justify the proposed loading area square footages, to be reviewed and approved by Planning Commission at the time of Preliminary site plan approval;
6. Planning deviation from standards of Sec. 5.12 for up to 5% reduction in minimum required parking (to be established by staff after reviewing the calculations provided) for each unit within the development subject to the individual users providing satisfactory justification for Planning Commission's approval of the parking reduction at the time of respective site plan approval;
7. Planning deviation from the requirement in section 4.02.B Article IV, Appendix C-Subdivision ordinance of City Code of Ordinances that side lot lines be perpendicular or radial to the road, for the lines between Units 6 and 7, Units 4 and 5, and Units 1 and 2, only;
8. Planning deviation to allow proposing the minimum required Open Space for each Unit as Common element spread within the development boundaries as shown in the Open Space Plan, provided the applicant restores the wetland/woodland on the southerly portion of the site pursuant to a plan meeting City ordinance requirements is submitted and approved at the time of Wetland permit/preliminary site plan approval, and provides the pedestrian walkway through the open space as proposed. (A minimum of 153 of total site area designed as permanently landscaped open areas and pedestrian plazas is required per section 3.27. I .F.);
9. Planning deviation from Section 5.7 .3.K. to allow exceeding the maximum spillover of 1 foot candle along interior side property lines provided the applicant submits a photometric plan that demonstrates that the average to minimum light level ratio is kept to the maximum allowable 4:1;
10. Planning deviation to allow exceeding the maximum spillover of 1 foot candle and approvable increase of the average to minimum light level ration from 4: 1 within the Adell Drive pavement

areas as listed in Section 5.7 .3.K. along access easements along Adell Drive, at the time of or Preliminary Site Plan review for the individual units;

**Following additional deviations are approved as part of the first amendment to the PRO Agreement.**

11. Planning deviation to allow placement of transformers in alternate locations instead of required rear yard, provided proposed locations conform to other code requirements and appropriate screening is provided at the time of Preliminary Site Plan review, subject to review and approval by the Planning Commission. This is applicable for Units 1, 2, 3, 5, 6, 7 and 8.
12. Lighting and Photometric plans for all site plans for units within the development shall conform to the light levels indicated in the overall photometric plan and related deviations included in the PRO Agreement.

### **OTHER REVIEWS**

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- a. Engineering Review: Engineering recommends approval with additional comments to be provided at the final site plan submittal.
- b. Landscape Review: Landscape is recommending approval. Additional comments to be addressed with revised site plan submittal.
- c. Traffic Review: Traffic is recommending approval. Additional comments to be addressed with the final site plan submittal.
- d. Wetlands Review: A letter of authorization for impacting wetland buffers is required. Wetlands recommend approval.
- e. Facade Review: Façade is recommending approval. A section 9 waiver is required.
- f. Fire Review: Fire recommends approval with Conditions.

### **NEXT STEP: PLANNING COMMISSION MEETING**

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The site plan is scheduled for Planning Commission consideration on June 26, 2019. Please submit the following for review **by June 20, 2019** and a Planning Commission meeting will be scheduled accordingly.

1. Site plan submittal in PDF format as submitted. **No changes made.**
2. Response letter addressing the comments
3. Color renderings of the site plan and/or elevations for presentation purposes
4. Façade board as requested in Façade review letter.

### **FINAL SITE PLAN SUBMITTAL**

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After receiving the Preliminary Site Plan approval, please submit the following for Final site plan review and approval

1. Seven copies of Final Site Plan addressing all comments from Preliminary review
2. Response letter **addressing all comments and refer to sheet numbers where the change is reflected**
3. Final Site Plan Application
4. Final Site Plan Checklist
5. Engineering Cost Estimate
6. Landscape Cost Estimate
7. Other Agency Checklist
8. No Revision Façade Affidavit (if no changes are proposed for Façade)
9. Legal Documents as required
10. Drafts of any legal documents (note that off-site easements need to be executed and any on-site easements need to be submitted in draft form before stamping sets will be stamped)

### **ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER**

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

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

## STAMPING SET APPROVAL

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Stamping sets are still required for this project. After having received all of the review letters from City staff the applicant should make the appropriate changes on the plans and submit **10 size 24" x 36" copies with original signature and original seals,** to the Community Development Department for final Stamping Set approval.

## SIGNAGE

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Exterior Signage is not regulated by the Planning Division or Planning Commission. Sign permit applications that relate to construction of a new building or an addition to an existing building may be submitted, reviewed, and approved as part of a site plan application. Proposed signs shall be shown on the preliminary site plan. Alternatively, an applicant may choose to submit a sign application to the Building Official for administrative review. Following preliminary site plan approval, any application to amend a sign permit or for a new or additional sign shall be submitted to the Building Official. Please contact the Ordinance Division 248.735.5678 for information regarding sign permits.

## SITE ADDRESSING

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**New address is required for this project.** 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 by clicking on this [link](#). Please contact the Ordinance Division 248.735.5678 in the Community Development Department with any specific questions regarding addressing of sites.

## STREET AND PROJECT NAME

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Not Applicable

## PRE-CONSTRUCTION MEETING

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**A Pre-Construction meeting is required for this project.** Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued 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.

## CHAPTER 26.5

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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.

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: TC - Town Center District**

**Review Date:** June 18, 2019  
**Review Type:** Preliminary Site Plan (1<sup>st</sup> Revision)  
**Project Name:** **18-66 FAIRFIELD INN & SUITES**  
**Plan Date:** May 23, 2019  
**Prepared by:** Sri Ravali Komaragiri, Planner  
**E-mail:** [skomaragiri@cityofnovi.org](mailto:skomaragiri@cityofnovi.org) **Phone:** 248.735.5607

- **Bold:** Items that need to be addressed by the applicant with next submittal
- **Bold and Underline:** Does not conform to the code. If not revised, a deviation would be required
- *Italics:* Notes to be noted

Item	Required Code	Proposed	Meets Code	Comments
<b>Zoning and Use Requirements</b>				
<b>Master Plan</b> <i>(adopted July 26, 2017)</i>	Office Research Development Technology	Hotel with 119 rooms	Yes	
<b>Town Center Area Study</b>	This site is in close proximity to study area boundary for Town Center Area study adopted in 2014	TC with a PRO	Yes	
<b>Zoning</b> <i>(Effective Dec. 25, 2013)</i>	EXPO	TC: Town Center with a PRO	Yes	<i>The subject property is part of a Planned Rezoning Overlay request for Adell Center Development, which was approved by City Council at their October 22, 2018 meeting.</i>
<b>Density</b> <i>Future Land Use Map(adopted July 26, 2017)</i>	Not Applicable	Residential development not proposed	NA	
<b>Phasing</b>	Show proposed phasing lines on site plan. Describe scope of work for each phase. Each phase should be able to stand on its own with regards to utilities and parking	Phasing is not proposed.	NA?	
<b>Height, bulk, density and area limitations</b>				
<b>Frontage on a Public Street</b> <i>(Sec. 5.12)</i> <i>(Sec. 6.3.2.A</i>	Frontage upon a public street is required	Frontage and access from the proposed private drive.	No	<i>This deviation is approved as past the Adell Center PRO request</i>

Item	Required Code	Proposed	Meets Code	Comments
<b>Access To Major Thoroughfare</b> (Sec. 5.13)	Access to major thoroughfare is required, unless the property directly across the street between the driveway and major thoroughfare is either multi-family or non-residential	Adell Center has access to Crescent Boulevard, individual parcels have access to internal private drive; No single family residential zoning in the vicinity	NA	<i>This deviation is approved as past the Adell Center PRO request</i>
<b>Open Space Area</b> (Sec. 3.27.1.F)	15% (permanently landscaped open areas and pedestrian plazas).	Required open space is provided at a central location within Adell Center development.  A small pocket park is proposed as agreed to allow for pedestrian crossing across Adell Center	Yes	
<b>Maximum % of Lot Area Covered</b> (By All Buildings) (Sec. 3.6.2 D)	No Maximum	Same as shown in the PRO plan		
<b>Building Height</b> (Sec.3.1.26.D)	5 stories or 65 ft, whichever is less	62'-10", 5 stories	Yes	
<b>Building Setbacks</b> (Sec 3.1.26 D) and (Sec. 3.27.1.C)				
<b>Front (east along Adell Drive)</b> 50 feet minimum from all lot lines for exterior lot  15 feet minimum for front side, for interior lot lines  15 feet between separate buildings on same side	15 feet	54.6 ft.	Yes	
<b>Rear Yard(west)</b> 50 feet exterior 15 feet interior  Exterior: lot lines located abutting non-TC district lots.  Interior: lot lines	15 feet  (Change it to 50)	91.4 ft.	Yes	

Item	Required Code	Proposed	Meets Code	Comments
abutting TC district lots.				
<b>Side Yard (north)</b> <b>Side yard (south)</b> 50 feet exterior 15 feet interior  Exterior: lot lines located abutting non-TC district lots.  Interior: lot lines abutting TC district lots.	15 feet	<b>North:</b> 42.3  <b>South:</b> exceeds 15 feet	Yes	
<b>Parking Setback (Sec 3.1.25.D)</b>				
<b>Front (east) Parking Setback</b>	18 ft. from access easement for private roads <b>as per the Adell Center PRO Agreement</b>	18 feet	Yes	
<b>Side Yard (north) Parking Setback</b>	20 ft.	A minimum of 20 feet appears to be provided	Yes?	
<b>Side yard (south) Parking Setback</b>	5 ft. from side lot line <b>as per the Adell Center PRO Agreement</b>	10 ft.	Yes	
<b>Rear Yard (west) Parking Setback</b>	15 ft. from side lot line <b>as per the Adell Center PRO Agreement</b>	20 ft.	Yes	
<b>Note To District Standards (Sec 3.6.2)</b>				
<b>Exterior Side Yard Abutting a Street (Sec 3.6.2.C)</b>	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	Not applicable	NA	
<b>Minimum lot area and width (Sec 3.6.2.D)</b>	Except where otherwise provided in this ordinance, the minimum lot area and width, maximum percentage of lot coverage shall be determined by the requirements set forth.	Lot area and dimension are consistent with the Site Condominium and PRO for Adell Center	Yes	
<b>Yard setbacks (Sec 3.6.2.H&amp;L)</b>	If site abuts a residential zone, buildings must be	Does not abut residential zoning	NA	

Item	Required Code	Proposed	Meets Code	Comments
	set back at least 3' for each 1' of building height, but in no case can be less than 20' setback			
<b>Wetland/Watercourse Setback</b> (Sec 3.6.2.M)	A setback of 25 ft. from wetlands and from high watermark course shall be maintained	No wetlands or woodlands 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.	Landscape plan is not included		<b>Refer to Landscape review for more details.</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 are regulated by PRO agreement	Yes	
<b>TC District Required Conditions</b> (Sec 3.27)				
<b>Site Plans</b> (Sec. 3.27.1.A.)	Site area under 5 acres: Requires Planning Commission approval; Site area over 5 acres: Requires City Council approval upon Planning Commission recommendation	The subject parcel is less than 5 acres	Yes	<i>Site plan approval for individual lots less than require Planning Commission approval</i>
<b>Parking Setbacks and Screening</b> (3.27.1 D)	20 ft. from ROW (access easement for private roads)	A setback for 18 feet is being considered as part of the PRO request	Yes	
	Surface parking areas must be screened by either a 2.5 ft. brick wall, semitransparent screening or a landscaped berm from all public ROW (access easement for private roads)	A combination of brick wall and a semi-transparent screening is provided on both side of proposed Adell drive	Yes	
	For TC-1, No front yard or side yard parking on any non-residential collector.	Not applicable	NA	
<b>Architecture/Pedestri</b>	No building in the TC-1	Not applicable	NA	



Item	Required Code	Proposed	Meets Code	Comments
<b>an Orientation</b> (3.27.1 E)	district shall be in excess of one-hundred twenty-five (125) feet in width, unless pedestrian entranceways are provided at least every one-hundred twenty-five (125) feet of frontage.			
<b>Façade materials</b> (Sec. 3.27.1 G)	All sides of the building and accessory buildings must have the same materials. Façade materials may deviate from brick or stone with PC approval.	Requires a section 9 waiver.	No	<b><u>PRO agreement allows for these deviations to be approve by Planning Commission at the time of Preliminary Site Plan</u></b>
<b>Parking, Loading, Signs, Landscaping, Lighting, Etc</b> (Sec. 3.27.1 H)	All loading shall be in rear yards.	A loading zone is proposed in rear yard	No	<b><u>The loading area does not meet the minimum requirements for size.</u></b>  <b><u>PRO agreement allows for these deviations to be approve by Planning Commission at the time of Preliminary Site Plan</u></b>
	Off-street parking counts can be reduced by the number of on-street parking adjacent to a use	On-street parking is not proposed	NA	
	PC may allow parking requirement reduction when parking areas serve dual functions.	Upto 5 percent reduction is allowed per PRO agreement, subject to supporting documentation	No?	<b>Refer to Planning review letter for more comments</b>
	Special assessment district for structured park	Not proposed	NA	
<b>Sidewalks required</b> (Sec. 3.27.1 I)	For TC-1 only, Sidewalks required along non-residential collector to be 12.5 ft. wide.	Not Applicable	NA	
	Direct pedestrian access between all buildings and adjacent areas	A pedestrian connection from building to sidewalks along Adell Drive is provided	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>Bicycle Paths</b> (Sec. 3.27.1 J)	Bike paths required to connect to adjacent residential & non-residential areas.	Not required	NA	
<b>Development amenities</b> (Sec. 3.27.1 L)	All sites must incorporate amenities such as exterior lighting, outdoor furniture, and safety paths in accordance with Town Center Study Area.	Amenities are provided as part of the Site Condominium project for Adell Center	Yes?	<b>The applicant may choose to provide additional amenities on site for added value</b>
<b>Combination of use groups within a single structure</b> (Sec. 3.27.1 M) (Sec. 3.27.2.B)	Additional regulations per Sec. 3.27.1.M and 3.27.2.B apply if combination of uses proposed in same building	Each building stands on its own with a single use	NA	
<b>Street and Roadway Rights-Of-Way</b> (Sec. 3.27.1 N)	Nonresidential collector and local streets shall provide ROWs consistent with DCS standards  Roadway width: 36 feet ROW/Access Easement: 70 feet	Roadway width: 36 feet Access Easement: 70 feet	Yes	
<b>Parking, Handicap Parking and Bike Requirements</b>				
<b>Required Parking Calculation</b> (Sec. 5.2.12) (Sec. 4.82.2)	1 for room + 1 per employee + as needed for accessory uses + Banquet Halls (if any) 1 per 3 people @ max. occupancy, whichever is greater	119 rooms  Total number of employees:5 (all 3 shifts) Total number of employees per maximum shift: 2  Total parking required: 124 Total parking proposed: 119 (5% reduction)	No?	<b><u>PRO agreement allows for a 5 percent reduction if the applicant proposes supporting documents.</u></b>  <b><u>Parking counts for similar facility at a different location should be provided to support the deviation requested</u></b>
<b>Barrier Free Spaces</b> <i>Barrier Free Code</i>  <i>*No deviations since this is a Michigan Building Code requirement</i>	Minimum parking required to determine the minimum accessible parking	3 car accessible and 2 van accessible are proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>Minimum number of Bicycle Parking</b> <i>(Sec. 5.16.1)</i>	minimum of 4 spaces	6 spaces proposed	No?	
<b>Parking Lot Design Requirements (Sec. 5.3.2.)</b>				
<b>Parking Space Dimensions and Maneuvering Lanes</b> <i>(Sec. 5.3.2)</i>	<ul style="list-style-type: none"> <li>- 90° Parking: 9 ft. x 19 ft.</li> <li>- 24 ft. two way drives</li> <li>- 9 ft. x 17 ft. parking spaces allowed as long as detail indicates a 4" curb at these locations</li> <li>- 60° 9 ft. x 18 ft.</li> </ul>	All appear to be 9 ft. x 19 ft. - 9 ft. x 17 ft. parking spaces allowed as long as detail indicates a 4" curb at these locations	Yes	
<b>Parking lot entrance offset</b> <i>(Sec. 5.3.6)</i>	Parking lot entrances must be set back 25' from any single-family residential district.	Subject property does not abut single-family residential district.	NA	
<b>End Islands</b> <i>(Sec. 5.3.12)</i>	<ul style="list-style-type: none"> <li>- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles.</li> <li>- The end islands shall generally be at least 8 ft. wide, have an outside radius of 15 ft., and be constructed 3 ft. shorter than the adjacent parking stall</li> </ul>	Requires additional dimensions	No?	<b>Refer to Traffic Comments</b>
<b>Parking stall located adjacent to a parking lot entrance</b> (public or private) <i>(Sec. 5.3.13)</i>	- Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	Not applicable	NA	
<b>Barrier Free Space Dimensions</b> <i>Barrier Free Code</i>	<ul style="list-style-type: none"> <li>- 8' wide with an 8' wide access aisle for van accessible spaces</li> <li>- 8' wide with a 5' wide access aisle for regular accessible spaces</li> </ul>	8' wide spaces with an 8' wide access aisle for van are provided	Yes	
<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	Signs indicated	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>Bicycle Parking General requirements</b> (Sec. 5.16)	<ul style="list-style-type: none"> <li>- No farther than 120 ft. from the entrance being served</li> <li>- When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations</li> <li>- Spaces to be paved and the bike rack shall be inverted "U" design</li> <li>- Shall be accessible via 6 ft. paved sidewalk</li> </ul>	120 ft from side entrance	Yes	
<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	Not indicated	No	<b>Refer to Traffic review for more comments</b>
<b>Loading Space</b> (Sec. 5.4.2.)	Loading area required for all uses in Town Center	It is provided in rear yard	<b>No</b>	
<b>Loading Space location</b> (Sec. 5.4.2)	<ul style="list-style-type: none"> <li>- rear yard or interior side yard beyond the side yard setback for double frontage lots</li> <li>- <b>Exterior side yard per Adell PRO agreement</b></li> </ul>	Located in rear yard Meets parking setbacks	<b>No</b>	
<b>Loading Space Area</b> (Sec. 5.4.2)  In the ratio of 10 sq. ft. per front foot of building.	Building length is required to determine the minimum required space	153 sq ft.	<b>No</b>	<u><b>Provide information about the largest truck that would visit the site, whether the proposed space should be sufficient</b></u>
<b>Loading Space Screening</b> (Sec. 5.4.2 B)	Loading area must be screened from view from adjoining properties and from the street.	Sufficiently screened	<b>Yes</b>	

Item	Required Code	Proposed	Meets Code	Comments
<b>Dumpster</b> <i>Sec 4.19.2.F</i>	<ul style="list-style-type: none"> <li>- Located in rear yard</li> <li>- Attached to the building or no closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback</li> <li>- Rear lot abuts ROW, 50 ft. setback required.</li> <li>- Away from Barrier free Spaces</li> </ul>	Located in rear yard Meets the setback requirements	Yes	
<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>	Information not indicated	No?	<b>Provide the sheet number where the detail is proposed</b>
<b>Lighting and Photometric Plan (Sec. 5.7)</b>				
<b>Intent (Sec. 5.7.1)</b>	Establish appropriate minimum levels, prevent unnecessary glare, reduce spill-over onto adjacent properties & reduce unnecessary transmission of light into the night sky	A plan is provided at this time	Yes	
<b>Lighting Plan (Sec. 5.7.2 A.i)</b>	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures			
<b>Building Lighting (Sec. 5.7.2.A.iii)</b>	Relevant building elevation drawings showing all fixtures, the portions of the walls to be illuminated, illuminance levels of walls and the aiming points of any remote	Not provided	No	<b>Please provide the light levels on the building facades</b>

Item	Required Code	Proposed	Meets Code	Comments
	fixtures.			
<b>Lighting Plan</b> (Sec. 5.7.2 A.ii)	Specifications for all proposed & existing lighting fixtures	Provided	Yes	
	Photometric data	Provided	Yes	
	Fixture height	20 feet	Yes	
	Mounting & design			
	Glare control devices			
	Type & color rendition of lamps	LED	Yes	
	Hours of operation			
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties			
<b>Required Conditions</b> (Sec. 5.7.3.A)	Light pole height not to exceed maximum height of zoning district (65 ft. for TC)	20 ft	<b>Yes</b>	
<b>Required Conditions</b> (Sec. 5.7.3.B&G)	<ul style="list-style-type: none"> <li>- Electrical service to light fixtures shall be placed underground</li> <li>- Flashing light shall not be permitted</li> <li>- Only necessary lighting for security purposes &amp; limited operations shall be permitted after a site's hours of operation</li> </ul>	Notes added to the sheet	Yes	
<b>Security Lighting</b> (Sec. 5.7.3.H)  Lighting for security purposes shall be directed only onto the area to be secured.	<ul style="list-style-type: none"> <li>- All fixtures shall be located, shielded, and aimed at the areas to be secured.</li> <li>- Fixtures mounted on the building and designed to illuminate the facade are preferred.</li> </ul>	Indicate what lights will be on for security purposes.	<b>No</b>	<b>Provide information as indicated. All lights cannot be turned on after business hours</b>
<b>Required Conditions</b>	Average light level of	4:1	<b>No</b>	<b>Refer to Planning Review</b>

Item	Required Code	Proposed	Meets Code	Comments
(Sec. 5.7.3.E)	the surface being lit to the lowest light of the surface being lit shall not exceed 4:1			letter for more details
<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	Yes	
<b>Min. Illumination</b> (Sec. 5.7.3.K)	Parking areas: 0.2 min	Complies	Yes	
	Loading & unloading areas: 0.4 min	Complies	Yes	
	Walkways: 0.2 min	Complies	Yes	
	Building entrances, frequent use: 1.0 min	Complies	Yes	
	Building entrances, infrequent use: 0.2 min	Complies	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	Values not shown	No?	Show fc values at the lot lines
<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	Not applicable	NA	
<b>Building Code and Other Requirements</b>				
<b>Accessory Structures</b> (Sec. 4.19)	-Each accessory building shall meet all setback requirements for the zoning district in which the property is situated -Shall meet the façade ordinance standards	Three flagpoles are proposed Transformer is proposed in interior side yard	No	Provide the height of the poles and the distance from the building  <u>Alternate location for the Transformer is subject to Planning Commission approval. Please provide specification sheets</u>
<b>Roof top equipment and wall mounted utility equipment</b> Sec. 4.19.2.E.ii	All roof top equipment must be screened and all wall mounted utility equipment must be	Information not provided	No	Refer to Façade review for more information requested

Item	Required Code	Proposed	Meets Code	Comments
	enclosed and integrated into the design and color of the building			
<b>Building Code</b>	Building exits must be connected to sidewalk system or parking lot.	Sidewalks shown on the plans	Yes	
<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).	No provided	No	<b>ALTA Survey Sheet 3 refers to overall original parcel. Please provide and ALTA SURVEY for this parcel which shows all the relevant easements recorded as part of the Master Deed</b>
<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).	Mostly provided. Additional information requested in this and other review letters	No	<b>Provide additional information as requested in all reviews</b>
<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>	Not provided	No?	Provide requested information
<b>Signage</b>  <b>See link below (Chapter 28, Code of Ordinances)</b>	<ul style="list-style-type: none"> <li>- Signage if proposed requires a permit.</li> <li>- <u>Signage is not regulated by the Planning Commission or Planning Division.</u></li> </ul>	Information is not provided	NA	
<b>Property Address</b>	The applicant should contact the Building Division for an address prior to applying for a building permit.	One is not required at this time.	<b>No</b>	<u>Submit address application after Final Site Plan approval.</u>
<b>Project and Street</b>	Some projects may	Not applicable		



Item	Required Code	Proposed	Meets Code	Comments
Naming Committee	need approval from the Street and Project Naming Committee.			
Future Easements	- A 60 feet ROW with additional 10 feet access easement or 70 feet access easement is required for proposed Adell drive	A 70 feet access easement is provided  Cross access/parking easements are required	No?	<i>Any changes to off-site and on-site easements as shown on the approved Master Deed or the recorded easements shall be amended, as needed, and according to the current site layout, prior to final stamping set approval.</i>

**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



# PLAN REVIEW CENTER REPORT

June 18, 2019

## Engineering Review

Fairfield Inn & Suites at Adell Center  
JSP18-0066

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### Applicant

Novi Superior Hospitality, LLC

### Review Type

Revised Preliminary Site Plan

### Property Characteristics

- Site Location: West of Novi Road, South of I-96
- Site Size: 2.30 acres
- Plan Date: 05/23/2019
- Design Engineer: Stellar Development, LLC

### Project Summary

- Construction of an approximately 14,087 square-foot hotel and associated parking on Unit 3 at the proposed Adell Center. Site access would be provided by Adell Center Drive.
- Water service would be provided by a 4-inch extension from the proposed 12-inch water main west of Adell Center Drive. A 4-inch domestic lead and an 8-inch fire lead would be provided to serve the building, along with an additional hydrant.
- Sanitary sewer service would be provided by a 6-inch lead from the proposed 10-inch sanitary sewer to be built with the Roads and Utilities portion of the Adell Center project.
- Storm water would be collected by a single storm sewer collection system and discharged to underground detention proposed as a part of the overall development.

### Recommendation

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

**Comments:**

The Revised Preliminary Site Plan meets the general requirements of Chapter 11 of the Code of Ordinances, the Storm Water Management Ordinance and the Engineering Design Manual with the following exceptions, which can be addressed at Final Site Plan submittal:

**General**

1. Provide a minimum of two ties to established section or quarter section corners on Stellar Development plans.
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. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.
4. Show the locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur. Light poles in a utility easement will require a License Agreement. Light poles cannot block the 2-foot parking overhang area.
5. Provide the City's standard detail sheets for water main (5 sheets-rev. 02/16/2018), sanitary sewer (3 sheets- rev. 02/16/2018), storm sewer (2 sheets-rev. 02/16/2018), and paving (2 sheets-rev. 03/05/2018) at the time of the printed Stamping Set submittal (not required with final site plan submittal). These details can be found on the City's website at this location: <http://cityofnovi.org/Government/City-Services/Public-Services/Engineering-Division/Engineering-Standards-and-Construction-Details.aspx>.

**Water Main**

6. Three (3) sealed sets of revised utility plans along with the MDEGLE permit application (06/12 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Division for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

**Sanitary Sewer**

7. For the sanitary sewer basis of design on sheet C5.0, use a population equivalent of 3.2 people per REU and an average flow rate of 100 gallons per capita per day.

**Storm Sewer**

8. A minimum cover depth of 3 feet shall be maintained over all proposed storm sewer. 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.

9. Provide a four-foot deep sump at CB-7 and CB-4.
10. 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.
11. Illustrate all pipes intersecting storm structures on the storm profiles.
12. 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.
13. All 10-inch roof drains shall be **SDR 26**, not Schedule 40.

### **Storm Water Management Plan**

14. 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.
15. The mechanical treatment unit will require its own Storm Drainage Facility Maintenance Easement Agreement (SDFMEA). Show the access easement to the treatment unit on the plans.

### **Paving & Grading**

16. Label specific ramp locations on the plans where the detectable warning surface is to be installed.
17. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls. All barrier-free stalls shall comply with Michigan Barrier-Free regulations.
18. Provide a note on the Grading Plan stating that the proposed pathway within the road right-of-way shall match existing grades at both ends.
19. Refer to the Engineering Design Manual for bituminous and concrete pavement detail requirements. Remove any conflicting information on sheet C6.0.
20. Provide evidence that the proposed stamped concrete meets ADA standards.
21. Paving the entrance between Unit 2 and Unit 3 must be coordinated between both tenants. Whoever occupies their unit first should pave the drive. A temporary construction easement must be obtained by whoever becomes responsible for paving.

### **Soil Erosion and Sediment Control**

22. A SESC permit is required. A full review has not been completed at this time. Please submit a SESC permit application under separate cover. The application can be found on the City's website at <http://cityofnovi.org/Reference/Forms-and-Permits.aspx>.

### **Off-Site Easements**

23. Any off-site utility easements anticipated must be executed **prior to final approval of the plans**. If you have not already done so, drafts of the easements and a recent title search shall be submitted to the Community

Development Department as soon as possible for review, and shall be approved by the Engineering Division and the City Attorney prior to executing the easements.

24. Whoever becomes responsible for paving the shared drive between Unit 2 and Unit 3 must obtain a temporary construction easement.

**The following must be submitted with the Final Site Plan:**

25. 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. **Additionally, a statement must be provided stating that all changes to the plan have been discussed in the applicant's response letter.**
26. An itemized construction cost estimate must be submitted to the Community Development Department for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. **The estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving (square yardage), right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pre-treatment structure and restoration).

**The following must be submitted with the Stamping Set:**

*(Please note that all documents must be submitted together as a package with the Stamping Set submittal with a legal review transmittal form that can be found on the City's website. Partial submittals will not be accepted.)*

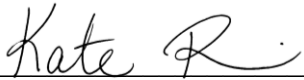
27. A draft copy of the Storm Drainage Facility Maintenance Easement Agreement (SDFMEA), as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department. Once the agreement is approved by the City's Legal Counsel, this agreement will then be sent to City Council for approval/acceptance. The SDFMEA will then be recorded at the office of the Oakland County Register of Deeds. This document is available on our website.
28. A draft copy of the 20-foot wide easement for the water main to be constructed onsite must be submitted to the Community Development Department. This document is available on our website.
29. A draft copy of the 20-foot wide access easement for the monitoring manhole to be constructed onsite must be submitted to the Community Development Department. This document is available on our website.
30. Executed copies of any required off-site utility easements must be submitted to the Community Development.

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

31. 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).
32. 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 (no application required). No fee is required for this permit.
33. Material certifications must be submitted to Spalding DeDecker for review prior to the construction of any onsite utilities. Contact Ted Meadows at 248-844-5400 for more information.
34. Construction inspection fees an amount that is to be determined must be paid to the Community Development Department.
35. Legal escrow fees in an amount that is to be determined must be deposited with the Community Development Department. All unused escrow will be returned to the payee at the end of the project. This amount includes engineering legal fees only. There may be additional legal fees for planning legal documents.
36. A storm water performance guarantee in an amount equal to 120% of the cost required to complete the storm water management facilities, as specified in the Storm Water Management Ordinance, must be posted at the Community Development Department.
37. Water and Sanitary Sewer Fees must be paid prior to the pre-construction meeting. Contact the Water & Sewer Division at 248-347-0498 to determine the amount of these fees.
38. A street sign financial guarantee in the amount of \$2,800 (\$400 per traffic control sign proposed) must be posted at the Community Development Department. Signs must be installed in accordance with MMUTCD standards.
39. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department, Building Division (248-347-0430) for forms and information. The financial guarantee and inspection fees will be determined during the SESC review.
40. A permit for water main construction must be obtained from the MDEGLE. This permit application must be submitted through the Engineering Division after the water main plans have been approved. Please submit the cover sheet, overall utility sheet, standard details and plan/profile sheets applicable to the permit.

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

Please contact Kate Richardson at (248) 347-0586 or [krichardson@cityofnovi.org](mailto:krichardson@cityofnovi.org) with any questions.



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Kate Richardson, EIT  
Plan Review Engineer

cc: Sri Komaragiri, Community Development  
George Melistas, Engineering  
Darcy Rehtien, PE, Engineering



## LANDSCAPE REVIEW



# PLAN REVIEW CENTER REPORT

June 10, 2019

## Revised Preliminary Site Plan - Landscaping

Fairfield Inn – Adell Center

### Review Type

Revised Preliminary Site Plan Landscape Review

### Job #

JSP18-0066

### Property Characteristics

- Site Location: Adell Center Unit 3
- Site Zoning: TC
- Adjacent Zoning: TC/I-2
- Plan Date: 5/21/2019

### Ordinance Considerations

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

### Recommendation

**This project is recommended for approval for Preliminary Site Plan.** One landscape waiver is required.

### **LANDSCAPE WAIVERS REQUIRED:**

Lack of perimeter parking lot trees on west side of site (3 trees). *Supported by staff as the waiver has been decreased and screening vegetation has been provided above the tank.*

### Ordinance Considerations

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

Provided

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

Provided

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

**Please show the Adell Drive street trees as existing on the Erosion control plan and add tree fencing to protect them on the Grading Plan.**

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

Property is not adjacent to Residential.

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

1. The required wall and landscaping fronting Adell Drive are provided.
2. **Please revise the Roads & Utilities Landscape Plan per this plan as the entries' clear vision zones only allow 2 street trees along Adell Drive can be planted instead of the 3 shown on the Roads & Utilities Plan.**

Parking Lot Landscaping (Zoning Sec. 5.5.3.C.)

Based on the vehicular use area, 3,751SF of landscape area is required and 5,184SF is provided. A total of 19 canopy trees are required, and 20 are provided.

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

1. Based on the calculations, 17 trees are required, and 14 are provided. Three trees are not provided along the west side of the site due to the underground storm water detention structure.
2. A line of bayberry shrubs is proposed along that frontage to help screen the parking lot from the adjacent industrial site.
3. **A landscape waiver is required for the deficiency.** *It is supported by staff as the number of missing trees has been minimized to the greatest extent possible and screening is provided where trees can't be planted.*

Loading Zone screening (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)

The loading zone is sufficiently screened from Adell Drive by the site landscaping.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. 5,312sf of foundation landscaping is required and 5,334sf are provided.
2. 78% of the frontage facing Adell Drive is landscaped.

Plant List (LDM 4)

1. Provided
2. 12 of 21 species used (57%) are native to Michigan.
3. The proposed tree diversity meets the requirements of the Landscape Design Manual.

Planting Notations and Details (LDM)

Provided

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

The site's storm water will be treated by an underground detention basin.

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

**Please provide the irrigation plan with final site plans.**

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

Provided

Snow Deposit (LDM.2.q.)

Provided

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



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Rick Meader – Landscape Architect

## LANDSCAPE REVIEW SUMMARY CHART – REVISED PRELIMINARY SITE PLAN

**Review Date:** June 10, 2019  
**Project Name:** JSP18 – 0066: Fairfield Inn at Adell Center (Unit 3)  
**Plan Date:** February 20, 2019  
**Prepared by:** Rick Meader, Landscape Architect E-mail: [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org);  
 Phone: (248) 735-5621

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

### LANDSCAPE WAIVER REQUIRED:

Lack of perimeter parking lot trees on west side of site (3 trees). *Supported by staff.*

Item	Required	Proposed	Meets Code	Comments
<b>Landscape Plan Requirements (LDM (2))</b>				
<b>Landscape Plan</b> (Zoning Sec 5.5.2, LDM 2.e.)	<ul style="list-style-type: none"> <li>▪ New commercial or residential developments</li> <li>▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less.</li> <li>▪ 1"=20' minimum with proper North. Variations from this scale can be approved by LA</li> <li>▪ Consistent with plans throughout set</li> </ul>	Scale 1"=30'	Yes	
<b>Project Information</b> (LDM 2.d.)	Name and Address	Yes	Yes	
<b>Owner/Developer Contact Information</b> (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Yes	Yes	
<b>Landscape Architect contact information</b> (LDM 2.b.)	Name, Address and telephone number of RLA	Yes	Yes	
<b>Sealed by LA.</b> (LDM 2.g.)	Requires original signature	Yes	Yes	
<b>Miss Dig Note</b> (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	Yes	Yes	
<b>Zoning</b> (LDM 2.f.)	Include all adjacent zoning	<u>Parcel:</u> TC <u>North, East, South:</u> TC <u>West:</u> I-2	Yes	
<b>Survey information</b> (LDM 2.c.)	<ul style="list-style-type: none"> <li>▪ Legal description or boundary line survey</li> </ul>	Unit topo on Sheet 19.	Yes	

Item	Required	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> <li>Existing topography</li> </ul>			
<b>Existing plant material</b> <b>Existing woodlands or wetlands</b> <i>(LDM 2.e.(2))</i>	<ul style="list-style-type: none"> <li>Show location type and size. Label to be saved or removed.</li> <li>Plan shall state if none exists.</li> </ul>	<ul style="list-style-type: none"> <li>Street trees shown on Landscape Plan as being planted by others</li> <li>No tree protection fence is shown on Erosion Control Plan for trees to be planted as part of Roads &amp; Utilities construction.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Please show "existing trees" on Erosion Control Plan and add tree fencing around them
<b>Soil types</b> <i>(LDM.2.r.)</i>	<ul style="list-style-type: none"> <li>As determined by Soils survey of Oakland county</li> <li>Show types, boundaries</li> </ul>	Sheet 2	Yes	
<b>Existing and proposed improvements</b> <i>(LDM 2.e.(4))</i>	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes – on Site Plan	Yes	
<b>Existing and proposed utilities</b> <i>(LDM 2.e.(4))</i>	<ul style="list-style-type: none"> <li>Overhead and underground utilities, including hydrants</li> <li>Show light posts.</li> </ul>	<ul style="list-style-type: none"> <li>All utilities and light posts are shown on the landscape plan.</li> <li>Proper spacing from utilities is provided.</li> </ul>	Yes	
<b>Proposed grading. 2' contour minimum</b> <i>(LDM 2.e.(1))</i>	Provide proposed contours at 2' interval	Spot elevations provided on Sheets C4.0 and C4.1	Yes	
<b>Snow deposit</b> <i>(LDM.2.q.)</i>	Show snow deposit areas on plan	Yes	Yes	
<b>LANDSCAPING REQUIREMENTS</b>				
<b>Parking Area Landscape Requirements LDM 1.c. &amp; Calculations (LDM 2.o.)</b>				
<b>General requirements</b> <i>(LDM 1.c)</i>	<ul style="list-style-type: none"> <li>Clear sight distance within parking islands</li> <li>No evergreen trees</li> </ul>	Yes	Yes	
<b>Name, type and number of ground cover</b> <i>(LDM 1.c.(5))</i>	As proposed on planting islands	Yes	Yes	Sod is indicated on islands and around site.
<b>General</b> <i>(Zoning Sec 5.5.3.C.ii)</i>				
<b>Parking lot Islands</b> <i>(a, b. i)</i>	<ul style="list-style-type: none"> <li>A minimum of 200 SF to qualify</li> <li>A minimum of 200sf</li> </ul>	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
	unpaved area per tree planted in an island <ul style="list-style-type: none"> <li>▪ 6" curbs</li> <li>▪ Islands minimum width 10' BOC to BOC</li> </ul>			
<b>Curbs and Parking stall reduction (c)</b>	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	Yes	Yes	
<b>Contiguous space limit (j)</b>	Maximum of 15 contiguous spaces	15 is maximum bay length	Yes	
<b>Plantings around Fire Hydrant (d)</b>	No plantings with matured height greater than 12' within 10 ft. of fire hydrants	All utilities are provided on landscape plan and trees are spaced correctly	Yes	
<b>Landscaped area (g)</b>	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
<b>Clear Zones (LDM 2.3.(5))</b>	25 ft corner clearance required. Refer to Zoning Section 5.5.9	Provided	Yes	
<b>Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)</b>				
A = Total square footage of vehicular use areas up to 50,000sf x 7.5%	<ul style="list-style-type: none"> <li>• <math>A = x \text{ sf} * 7.5\% = A \text{ sf}</math></li> <li>• <math>50000 \text{ sf} * 7.5\% = 3750 \text{ sf}</math></li> </ul>	5184 sf	Yes	
B = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	<ul style="list-style-type: none"> <li>• <math>B = x \text{ sf} * 1\% = B \text{ sf}</math></li> <li>• <math>(50072 - 50000) * 1\% = 4 \text{ sf}</math></li> </ul>	NA		
<b>Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)</b>				
A. = Total square footage of vehicular use area up to 50,000 sf x 5%	$A = x \text{ sf} * 5\% = A \text{ sf}$	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5%	$B = 0.5\% \times 0 \text{ sf} = B \text{ SF}$	NA		
<b>All Categories</b>				
C = A+B Total square footage	$3750 + 1 = 3751 \text{ SF}$	5184 sf	Yes	

Item	Required	Proposed	Meets Code	Comments
of landscaped islands				
D = C/200 Number of canopy trees required	<ul style="list-style-type: none"> <li>▪ <math>3751/200 = 19</math> Trees</li> </ul>	20 trees	Yes	
Perimeter Green space	<ul style="list-style-type: none"> <li>▪ 1 Canopy tree per 35 lf</li> <li>▪ <math>585/35 = 17</math> trees</li> </ul>	14 trees	No	<ol style="list-style-type: none"> <li>1. A landscape waiver is requested for the deficiency in perimeter trees along the west side of the property, which aren't being planted due to the underground storm water detention tank in that area.</li> <li>2. <i>The landscape waiver is supported by staff as the perimeter without perimeter canopy trees has been greatly minimized and a line of bayberries is proposed for alternate screening for the industrial property to the west.</i></li> </ol>
Access way perimeter	1 canopy tree per 35 lf on each side of road, less widths of access drives.	Included in overall perimeter		
Parking land banked	NA	None		
<b>Berms, Walls and ROW Planting Requirements</b>				
<b>Berms</b>				
<ul style="list-style-type: none"> <li>▪ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours</li> <li>▪ Berm should be located on lot line except in conflict with utilities.</li> <li>▪ Berms should be constructed with 6" of top soil.</li> </ul>				
<b>Residential Adjacent to Non-residential (Sec 5.5.3.A) &amp; (LDM 1.a)</b>				
Berm requirements <i>(Zoning Sec 5.5.A)</i>	Site is not residential and is not adjacent to residential so no buffering berm is needed.	None	Yes	
Planting requirements <i>(LDM 1.a.)</i>	LDM Novi Street Tree List	NA		
<b>Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)</b>				
Berm requirements	None	A wall is proposed	Yes	

Item	Required	Proposed	Meets Code	Comments
(Zoning Sec 5.5.3.A.(5))		that is consistent with the overall PRO agreement		
<b>Cross-Section of Berms (LDM 2.j)</b>				
Slope, height and width	<ul style="list-style-type: none"> <li>▪ Label contour lines</li> <li>▪ Maximum 33%</li> <li>▪ Min. 3 feet flat horizontal area</li> <li>▪ Minimum 3 feet high</li> <li>▪ Constructed of loam with 6' top layer of topsoil.</li> </ul>	NA		
Type of Ground Cover		NA		
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	No overhead utilities exist on the site		
<b>Walls (LDM 2.k &amp; Zoning Sec 5.5.3.vi)</b>				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	Decorative wall in front of building is proposed		
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		Wall will match the height and appearance of existing wall at Crescent and Expo Center Drive		
<b>ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)</b>				
Greenbelt width (2)(3) (5)	<ul style="list-style-type: none"> <li>• Adjacent to pkg: 20 feet</li> <li>• Not adjacent to pkg: 0 feet</li> </ul>	18 ft (approved as part of PRO)	Yes	
Min. berm crest width	None	No berm provided	Yes	
Minimum berm height (9)	None	No berm provided	Yes	
3' wall	• (4)(7)	Decorative wall	Yes	
Canopy deciduous or large evergreen trees Notes (1) (10)	<p><b>Adjacent to pkg: 1 tree per 25lf frontage (net of access drives)</b></p> <ul style="list-style-type: none"> <li>• (178-21-24-85)/25 = 2 trees</li> </ul> <p><b>Not Adjacent to pkg: 1 tree per 30lf frontage (net of access drives)</b></p>	<ul style="list-style-type: none"> <li>• 4 subcanopy trees in front yard</li> <li>• 2 canopy trees are shown along Adell Drive on Roads &amp; Utilities plans</li> </ul>	Yes (in concert with subcanopy trees below)	<ol style="list-style-type: none"> <li>1. The 2 trees shown as being planted along the road can be subtracted from this requirement (ie only 3 additional canopy trees are required).</li> <li>2. Please correct the calculations per the</li> </ol>



Item	Required	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> <li>85/30 = 3 trees</li> </ul>			following: <ol style="list-style-type: none"> <li>Show zoning as <b>TC with PRO</b>, not just PRO</li> <li>Show access drive widths as 45, not 77</li> <li>Correct requirements per the revised drive width.</li> </ol>
<b>Sub-canopy deciduous trees</b> Notes (2)(10)	<b>Adjacent to pkg: 1 tree per 15 frontage (net of access drives)</b> <ul style="list-style-type: none"> <li>(178-21-24-85)/15 = 3 trees</li> </ul> <b>Not Adjacent to pkg: 1 tree per 20lf frontage (net of access drives)</b> <ul style="list-style-type: none"> <li>85/20 = 4 trees</li> </ul>	<ul style="list-style-type: none"> <li>4 subcanopy trees in front yard</li> <li>2 canopy trees are shown along Adell Drive on Roads &amp; Utilities</li> </ul>	Yes, in concert with canopy trees above	<b>See notes above regarding calculations corrections.</b>
<b>Canopy deciduous trees in area between sidewalk and curb</b> <i>(Novi Street Tree List)</i>	<ul style="list-style-type: none"> <li>Street trees are not required in TC district</li> </ul>	3 canopy trees were shown on Road and Utilities Plans and will be planted in that phase of the development.		<ol style="list-style-type: none"> <li>To provide proper visual clearance, only 2 of the trees along Adell Drive should be planted, as shown on this plan.</li> <li>Please update Adell Drive planting plans per this plan so those trees can be planted correctly.</li> </ol>
<b>Non-Residential Zoning Sec 5.5.3.E.iii &amp; LDM 1.d (2)</b> Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
<b>Screening of outdoor storage, loading/unloading</b> <i>(Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)</i>	Loading zones should be screened from view of road.	<ul style="list-style-type: none"> <li>Loading zone is proposed at northwest corner of site.</li> <li>That zone is sufficiently blocked from view from Adell Drive by site landscaping.</li> </ul>	Yes	
<b>Transformers/Utility boxes</b> <i>(LDM 1.e from 1 through 5)</i>	<ul style="list-style-type: none"> <li>A minimum of 2ft. separation between box and the plants</li> <li>Ground cover below 4" is allowed up to pad.</li> <li>No plant materials</li> </ul>	The transformer is screened on two sides by shrubs	Yes	

Item	Required	Proposed	Meets Code	Comments
	within 8 ft. from the doors			
<b>Building Foundation Landscape Requirements (Sec 5.5.3.D)</b>				
<b>Interior site landscaping SF</b>	<ul style="list-style-type: none"> <li>▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft.</li> <li>▪ A: 664 lf x 8ft = 5312 SF</li> </ul>	5334 sf	Yes	
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	63/84 lf (78%) of building facing Adell Drive is landscaped.	Yes	
<b>Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)</b>				
<b>Planting requirements (Sec. 5.5.3.E.iv)</b>	<ul style="list-style-type: none"> <li>▪ Clusters shall cover 70-75% of the basin rim area</li> <li>▪ 10" to 14" tall grass along sides of basin</li> <li>▪ Refer to wetland for basin mix</li> </ul>	<ul style="list-style-type: none"> <li>▪ NA - No detention pond will exist on the site.</li> <li>▪ Underground detention is proposed along the west edge of the site.</li> </ul>		
<b>Phragmites Control (Sec 5.5.6.C)</b>	<ul style="list-style-type: none"> <li>▪ Any and all populations of <i>Phragmites australis</i> on site shall be included on tree survey.</li> <li>▪ Treat populations per MDEQ guidelines and requirements to eradicate the weed from the site.</li> </ul>	<ul style="list-style-type: none"> <li>▪ No <i>Phragmites</i> exists on Unit 2.</li> <li>▪ The overall site developer is responsible for the <i>Phragmites</i> on the site.</li> </ul>		
<b>LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS</b>				
<b>Landscape Notes - Utilize City of Novi Standard Notes</b>				
<b>Installation date (LDM 2.1. &amp; Zoning Sec 5.5.5.B)</b>	Provide intended date	All plantings must be completed by November 15	Yes	
<b>Maintenance &amp; Statement of intent (LDM 2.m &amp; Zoning Sec 5.5.6)</b>	<ul style="list-style-type: none"> <li>▪ Include statement of intent to install and guarantee all materials for 2 years.</li> <li>▪ Include a minimum one cultivation in June, July and August for the 2-year warranty period.</li> </ul>	Note regarding 2 year guarantee is provided.	Yes	
<b>Plant source (LDM 2.n &amp; LDM 3.a.(2))</b>	Shall be northern nursery grown, No.1 grade.	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
<b>Irrigation plan</b> (LDM 2.s.)	A fully automatic irrigation system or a method of providing sufficient water for plant establishment and survival is required on Final Site Plans.	A line item for an irrigation system is included in the cost summary.	No	<b>Please add an irrigation plan to the plan set in Final Site Plans in the electronic stamping set at the latest.</b>
<b>Other information</b> (LDM 2.u)	Required by Planning Commission	NA		
<b>Establishment period</b> (Zoning Sec 5.5.6.B)	<b>2 yr. Guarantee</b>	Yes	Yes	
<b>Approval of substitutions.</b> (Zoning Sec 5.5.5.E)	City must approve any substitutions in writing prior to installation.	Yes	Yes	
<b>Plant List (LDM 2.h.) – Include all cost estimates</b>				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		<ul style="list-style-type: none"> <li>▪ 12 of 21 species (57%) are native to Michigan</li> <li>▪ Tree diversity requirement is met</li> </ul>	Yes	
Type and amount of lawn		Sod and seed	Yes	
Cost estimate (LDM 2.t)		For all new plantings, mulch and sod as listed on the plan	Yes	Yes
<b>Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details</b>				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes	Yes	<b>Please add the trees to be planted along Adell Drive to the Grading plan and show fencing around them on the Grading Plan.</b>
<b>Other Plant Material Requirements (LDM 3)</b>				
<b>General Conditions</b> (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
<b>Plant Materials &amp; Existing Plant Material</b> <i>(LDM 3.b)</i>	Clearly show trees to be removed and trees to be saved.	Yes	Yes	
<b>Landscape tree credit</b> <i>(LDM3.b.(d))</i>	Substitutions to landscape standards for preserved canopy trees outside woodlands/wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM	No		No trees outside of woodlands/wetlands are being saved.
<b>Plant Sizes for ROW, Woodland replacement and others</b> <i>(LDM 3.c)</i>	2.5" canopy trees 6' evergreen trees	Yes		
<b>Plant size credit</b> <i>(LDM3.c.(2))</i>	NA	No		
<b>Prohibited Plants</b> <i>(LDM 3.d)</i>	No plants on City Invasive Species List	None	Yes	
<b>Recommended trees for planting under overhead utilities</b> <i>(LDM 3.e)</i>	Label the distance from the overhead utilities			
<b>Collected or Transplanted trees</b> <i>(LDM 3.f)</i>		No		
<b>Nonliving Durable Material: Mulch</b> <i>(LDM 4)</i>	<ul style="list-style-type: none"> <li>▪ Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth</li> <li>▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate.</li> <li>▪ Refer to section for additional information</li> </ul>	Yes	Yes	

**NOTES:**

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

TRAFFIC REVIEW



AECOM  
 27777 Franklin Road  
 Southfield  
 MI, 48034  
 USA  
 aecom.com

**Project name:**  
 JSP18-66 Fairfield Inn & Suites Revised  
 Preliminary Site Plan Traffic Review

**From:**  
 AECOM

**Date:**  
 June 11, 2019

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

**CC:**  
 Sri Komaragiri, Lindsay Bell, George Melistas, Darcy  
 Rechten, Hannah Smith, Kate Richardson

# Memo

**Subject:** JSP18-66 Fairfield Inn & Suites Revised Preliminary Site Plan Traffic Review

The revised preliminary site plan 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.

## GENERAL COMMENTS

1. The applicant, Fairfield Inn & Suites, is proposing a 14,087 SF, 5 story, 119 room hotel as part of the overall Adell Center multi-use development on Adell Drive off of Expo Center Drive.
2. Expo Center Drive is under the jurisdiction of the City of Novi and Adell Center Drive is a private roadway.
3. The parcel has recently been rezoned to TC (Town Center District) with a Planned Rezoning Overlay (PRO).
4. Summary of traffic-related waivers/variances:
  - a. The applicant has requested a variance for a lack of a loading zone with the Adell Center PRO submittal.

## TRAFFIC IMPACTS

1. Trip generation estimates were previously provided as part of the Adell Center PRO Concept plan. Because this is a unique land use, additional trip generation information is not available at this time.
2. The number of trips does not exceed the City's threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour. AECOM recommends performing the following traffic impact study in accordance with the City's requirements.

Trip Impact Study Recommendation	
Type of Study:	Justification
None	N/A

## EXTERNAL SITE ACCESS AND OPERATIONS

*The following comments relate to the external interface between the proposed development and the surrounding roadway(s).*

1. There are two driveways proposed for Unit 3, one of which is a shared access drive with Unit 2.
  - a. The applicant could indicate the width and radii for the driveways and coordination will be required between the site plan design and the Unit 2 site plan design for the shared driveway.
2. The applicant should provide sight distance measurements at the driveways along Adell Center Drive based on the proposed 25 MPH speed limit. If the sight distance requirements are not met, the applicant may be required to seek a variance. Refer to Figure VIII-E in the City's Code of Ordinances for more information.
3. The applicant has provided a clear vision area for all drive approaches to Adell Center Drive in accordance with Section 216(b).
4. The proposed sidewalk along the site frontage to Adell Center Drive is being built by the Adell Center development and reviewed under the Adell Center Roads and Utilities letter. Internal site sidewalks will be reviewed in the "Internal Site Operations" section.

## INTERNAL SITE OPERATIONS

*The following comments relate to the on-site design and traffic flow operations.*

1. General Traffic Flow
  - a. The applicant has indicated a loading zone in the rear of the site. The applicant has received a waiver for the loading zone size.
  - b. The applicant has indicated 24' aisles throughout the site, which is in compliance with City standards.
  - c. The applicant has included dimensions for the width of the proposed end islands throughout the site to review accessibility and compliance with City requirements as stated in Section 5.3.12 of the Zoning Ordinance.
    - i. Note that all end islands adjacent to a travel way shall be constructed three (3) feet shorter than the adjacent parking space.
      1. The south-most end island, at the end of the two (2) nine space parking bays, is not dimensioned to be 3' shorter and is visibly the same length as the parking space adjacent to it.
      2. The corner landscape areas are also visibly the same length as the adjacent parking spaces and should be revised to comply with the ordinance.
    - ii. The end island outside radii is required to be a minimum of 15'.
    - iii. The end island width shall generally be at least 10' wide.
    - iv. The applicant should ensure that all radii dimensions indicate curves. There is a 2.5' radius callout along a straight edge near the accessible parking spaces by the entrance.
  - d. The applicant indicated a trash receptacle location on the site.
    - i. The applicant has confirmed that the trash receptacle is accessible by trash collection vehicles via turning movement paths.
2. Parking Facilities
  - a. The applicant is proposing 119 parking spaces, including five (5) handicap parking spaces. One (1) parking space is required for one (1) occupancy unit plus one (1) for each one (1) employee. The applicant should refer to Section 5.2.12 of the City's Zoning Ordinance as well as the Planning Review Letter for parking quantity requirements.
  - b. The applicant has ensured that there are no more than 15 parking spaces adjacent to each other without an island, which is in compliance with the City requirements.
  - c. The applicant has proposed 9' wide parking spaces.
  - d. The applicant has generally indicated 17' long parking spaces throughout the site.
    - i. The applicant should indicate the proposed curb type and curb height throughout the site.

1. A detail indicating 6" curbs has been provided with a note stating to refer to sheets C3.0 and C4.1 for where 4" curbs are required, however, neither sheet indicates that 4" curb is required in front of the 17' parking spaces where there is no sidewalk. Locations with sidewalks have been indicated to have 4" curbs on sheet C4.1.
  - ii. A 6" curb height is required for all landscaped areas and in front of 19 foot long parking spaces.
  - iii. The applicant has provided a clear 2 foot overhang in front of 17' long parking spaces.
  - iv. The applicant has indicated which space is designated as van accessible.
  - v. The accessible parking spaces dimensions are in compliance with City standards.
- e. Four (4) bicycle parking spaces are required and the applicant has provided six (6).
  - i. The applicant has included the design of bicycle parking rack and dimensions of the layout. The dimensions between the bicycle racks do not appear to meet 15" spacing for each space as shown in Figure 5.16.6 of the City's Zoning Ordinance for City requirements. The spacing between inverted U-loops must be 15" per space, or 30" (2.5') for a space on both sides of two parallel racks. Also an overall space length of 6' should be dimensioned.
  - ii. A 6' paved route has generally been provided to the bicycle parking from Adell Center Drive, however for a portion of the route the sidewalk has only 5' of clear area, when the 2' vehicle overhang is taken into account.
3. Sidewalk Requirements
  - a. The applicant is generally proposing 7' wide sidewalks where vehicles will have a 2' overhand and 5' wide sidewalks elsewhere throughout the site, which is in compliance with City standards.
  - b. The applicant has included the latest Michigan Department of Transportation (MDOT) detail for sidewalk ramps.
  - c. The applicant has included a sidewalk connection between Adell Center Drive and the Fairfield Inn & Suites.

## SIGNING AND STRIPING

1. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the proposed signing and striping.
  - a. The applicant has provided a signing quantities table and should include the size of the signs in the table.
  - b. The applicant indicates in the sign quantities table only 4 R7-8 signs, while there are 5 accessible parking spaces. The R7-8p placard that is required for a van accessible space must be mounted underneath a R7-8 sign, which will require 5 total R7-8 signs for the 5 accessible spaces provided.
2. The applicant has provided the following notes and details related to the proposed signing.
  - a. Single signs with nominal dimensions of 12" x 18" or smaller in size shall be mounted on a galvanized 2 lb. U-channel post. Multiple signs and/or signs with nominal dimension greater than 12" x 18" shall be mounted on a galvanized 3 lb. or greater U-channel post as dictated by the weight of the proposed signs.
  - b. The applicant should indicate a bottom height of 7' from final grade for all signs installed.
  - c. The applicant should indicate that all signing shall be placed 2' from the face of the curb or edge of the nearest sidewalk to the near edge of the sign.
  - d. Traffic control signs shall use the FHWA Standard Alphabet series.
  - e. Traffic control signs shall have High Intensity Prismatic (HIP) sheeting to meet FHWA retroreflectivity requirements.
3. The applicant has included parking space striping notes to indicate that:
  - a. Where a standard space is adjacent to an accessible space, abutting blue and white stripes shall be installed.
4. The applicant has provided a detail for the proposed international symbol for accessibility pavement markings that may be placed in the accessible parking space. A note stating that the symbol shall be white or white with a blue background and white border with rounded corners was included.



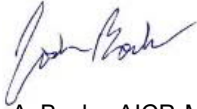
Memo

5. There is a pavement marking detail on sheet C6.0 for a straight directional arrow, however, there are no painted arrows indicated on the site plan. The applicant should either remove the detail or show proposed painted arrows.

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

Sincerely,

**AECOM**



Josh A. Bocks, AICP, MBA  
Senior Transportation Planner/Project Manager



Patricia Thompson, EIT  
Traffic Engineer

FAÇADE REVIEW



April 9, 2019

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

*Façade Review Status Summary:*  
**Approved, Section 9 Waiver Recommended.**

Re: FACADE ORDINANCE REVIEW – Revised Final Site Plan  
**Fairfield Inn at Adell Center, JSP18-66**  
 Façade Region: 1, Zoning District: EXPO

Dear Ms. McBeth;

The following is the Façade Review for the above referenced project based on the drawings prepared by TSA Hospitality, dated 5/6/19. The percentages of materials proposed for each façade are as shown on the table below. The maximum and minimum percentages required by Ordinance Section 5.15 are shown in the right hand column. Materials that are in noncompliance with the Ordinance, if any, are identified in bold. A sample boarded as required by Section 5.15.4.D of the Ordinance was not provided at the time of this review.

<b>Façade Region 1</b>	Front South	Rear North	East	West	Masimum (Minimum)
Brick (4 colors; BR1, BR2, BR3, BR4)	77%	80%	80%	52%	100% (30% Minimum)
Stone (ST1)	1%	1%	1%	1%	100%
Brick and Stone combined (BR1, BR2, BR3, BR4 & ST1)	78%	81%	81%	53%	100% (50% Minimum)
Patterned/Textured Siding (Nichiha Vistawood Cedar) (SP1)	21%	18%	18%	<b>46%</b>	25%
Painted Metal	1%	1%	1%	1%	

As shown above, the percentage of Patterned / Textured Siding (Nichiha Vistawood Cedar) exceeds the maximum amount allowed by the Ordinance on the west façade. In this case the material is used in a manner that is consistent with and enhances the overall composition of the building and the overage occurs only on the side elevations. Therefore, it is recommended that the design is consistent with the intent and purpose of the Façade Ordinance and that a Section 9 Waiver be granted for the overage of Patterned/Textured Siding (Nichiha Vistawood Cedar) on the west elevation.

**Notes to the Applicant:**

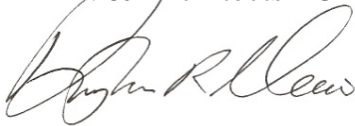
1. It should be noted that all roof top equipment must be concealed from view from all vantage points both on-site and off-site using extended parapets or roof screens constructed of materials in compliance with the Façade Ordinance.

2. It should be noted that all proposed signs are not regulated by the Façade Ordinance and must comply with the City's Sign Ordinance.

4. Inspections – The Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board (in this case the adjacent existing material) will be compared to materials to be installed. 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 review, 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 typed name below.

Douglas R. Necci, AIA

**FIRE REVIEW**



June 5, 2019

TO: Barbara McBeth- City Planner  
Sri Ravali Komaragiri- Plan Review Center  
Lindsay Bell-Plan Review Center  
Hannah Smith-Planning Assistant

RE: Fairfield Inn & Suites @ Adell Center

**PSP# 19-0096**

PSP# 19-0048

PSP# 18-0179

**CITY COUNCIL**

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

**Assistant Chief of Police**  
Erick W. Zinser

**Assistant Chief of Police**  
Scott R. Baetens

**Project Description:**

Build a 5 story, 129 room hotel on the Adell Property.

**Comments:**

- **All** fire hydrants **MUST** in installed and operational prior to any building construction begins.
- The ability to serve at least two thousand (2,000) gallons per minute in single-family detached residential; three thousand (3,000) gallons per school areas; and at least four thousand (4,000) gallons per minute in office, industrial and shopping centers is essential. **(D.C.S. Sec.11-68(a))**
- **MUST** add at least one fire hydrant to the north side of the building. Fire Hydrant spacing is 300' from fire hydrant to fire hydrant **(NOT as the crow flies)**. **Novi City Ordinance 11-68(F)(1)c.**
- **CORRECTED 6/5/19 KSP**-Emergency access roads dimensions are 20' wide and 14' in height. This is for under the overhang at the front door. **IFC 503.2.1.**
- The turning radius all around the structure doesn't meet city standards **(50' outside and 30' inside turning radius)**.
- **All** roads **MUST** meet City of Novi weight requirements of 35 ton. **(Novi City Ordinance 15-17 503.2.3).**
- **MUST** fill out and return a Hazardous Chemical Survey to the Fire Marshal's office for review. (248) 735-5674.
- **CORRECTED 6/5/19 KSP**-**MUST** keep the FDC and fire hydrants cleared from all landscaping. **IFC 507.5.4**

**Recommendation:**

APPROVED WITH CONDITIONS

Sincerely,

A handwritten signature in black ink, appearing to read 'KSP', with a long horizontal stroke extending to the right.

Kevin S. Pierce-Fire Marshal  
City of Novi – Fire Dept.

cc: file

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

cityofnovi.org

APPLICANT RESPONSE LETTER

# Stellar Development, LLC

2600 Auburn Road, Suite 160 | Auburn Hills, MI 48326 | Ph: 248.419.5553 | Fax: 248.553.4218

June 20, 2019

City of Novi  
45175 Ten Mile Road  
Novi, MI 48375

**RE:       *Fairfield Inn & Suites***  
***18-66 Fairfield Inn***

Stellar Development, LLC (Stellar) is in receipt of the June 18, 2019 Preliminary Site Plan Approval review provided by the City of Novi. Stellar has updated plans based on the comments and provided an itemized narrative response to the items below.

## PLANNING DEPARTMENT

- The required parking calculations are provided on sheet C3.0. There is an allowable reduction of 5% within the PRO. The amount of calculated parking, with the PRO adjustment, is 119 parking spaces and there are 119 spaces provided. The hotel is projected to typically operate at 70-75% occupancy. Even when 100% occupancy is achieved, there are only two (2) staff members during the overnight shift. Also, the advent of transportation networking services/ridesharing services (Uber, Lyft, etc.) have an impact on parking trends. It is anticipated that guests will utilize the aforementioned services for business and recreational purposes and will further reduce the demand on parking.
  - The Homewood Suites in Novi opened December 13, 2018. During that time that hotel has operated at approximately 65% occupancy with 33-days of being at 100% occupancy. The general manager for the property has reported no issues with parking availability.
- A loading zone is indicated on sheet C3.0 in the rear of the property. The size and location of the zone is appropriate for the hotel use.
  - Deliveries are anticipated to be twice weekly for food service (continental breakfast). Delivery times are typically about 20-minutes in duration.
  - Typical delivery vehicles are “box-size” trucks that are similar in size to UPS/FED-EX trucks and do not require large dedicated spaces that would require additional paving and that often go unused.
  - Deliveries are in non-peak guest hours when the parking lot is less-utilized.
- Security lighting, according to the Zoning Ordinance, is intended for those areas to be secured. The hotel business is a 24 hour/365 day operation that has guest parking throughout the site, therefore security lighting is necessary for guest comfort and safety purposes. For this very reason, the proposed parking lot area lights incorporate light level sensors in order to reduce the levels during less-utilized times. Bi-level motion/ambient sensors detect non-activity and reduce the parking lighting to 1-foot candle and when motion is detected, the light levels will gradually increase to the design levels. This design reduces light levels throughout the lot and still provides the security lighting necessary for the guests.



# Stellar Development, LLC

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2600 Auburn Road, Suite 160 | Auburn Hills, MI 48326 | Ph: 248.419.5553 | Fax: 248.553.4218

- Lighting levels are provided on sheet C3.1 and include along the property lines and extend to 10-feet beyond the property line.
- The dumpster enclosure detail information is provided on sheet C6.0, with the details incorporated on the “Dumpster Wall” and “Dumpster Gate” details.

## TRAFFIC

- Landscape end islands will be compliant with the City standard.
- The bicycle parking configuration will be dimensioned in accordance with table 5.16.6 of the Zoning Ordinance and a 6-foot clear path from the bicycle parking to the path along Adell Drive will be provided.
- Sight distance measurements will be provided on the Final Site Plan submission.

## FIRE DEPARTMENT

- The “Site Circulation Plan” on sheet C3.2 indicates the fire truck turning movement and turning radii. Inside turning radius of 30-feet and outside radius of 50-feet has been indicated on the sheet and compliance with the proposed layout.
- An additional fire hydrant has been located on the northeast side of the development and indicated on sheet C5.0.

Stellar appreciates the thorough review provided by the City of Novi. We believe the information contained on the updated plans satisfactory address the items for Preliminary Site Plan submission. Please feel free to contact us should you have any questions or require anything further.

Sincerely,  
STELLAR DEVELOPMENT, LLC



Andrew Andre, PE