



## ANCHOR PRINTING WAREHOUSE JSP22-02

### **ANCHOR PRINTING WAREHOUSE JSP22-02**

Public hearing at the request of Anchor Printing for Special Land Use and Preliminary Site Plan approval. The subject property contains 9.32 acres and is located at 43043 Nine Mile Road (Section 35). The applicant is proposing to fully occupy lease space within an industrial building, remove a gazebo, and install two overhead doors for loading and storage purposes. The site abuts Knapp Cemetery, which is zoned R-1 (One-Family Residential), which requires a Special Land Use permit pursuant to Section 4.45 of the Zoning Ordinance for the proposed change in use.

### **Required Action**

Consideration of Special Land Use permit and Preliminary Site Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval <b><u>recommended subject to approval of 2 variances from the Zoning Board of Appeals</u></b>	3-15-22	<ul style="list-style-type: none"> <li>• <b>Zoning Board of Appeals Variance from Section 3.14.5.B.ii of the Zoning Ordinance for a loading area less than 100 feet from a residential zoning district.</b></li> <li>• <b>Zoning Board of Appeals Variance from Section 3.14.5.A of the Zoning Ordinance for the allowance of two overhead doors and a loading dock proposed on or in a wall of a building that faces an abutting residential zoning district.</b></li> <li>• Items to be addressed on the Final Site Plan</li> </ul>
Engineering	Approval recommended	2-10-22	<ul style="list-style-type: none"> <li>• Items to be addressed on the Final Site Plan</li> </ul>
Landscape	Approval recommended	2-1-22	<ul style="list-style-type: none"> <li>• Items to be addressed on the Final Site Plan</li> </ul>
Façade	Approval recommended	2-13-22	<ul style="list-style-type: none"> <li>• Items to be addressed on the Final Site Plan</li> </ul>
Fire	Approval recommended	1-31-22	<ul style="list-style-type: none"> <li>• Items to be addressed on the Final Site Plan</li> </ul>

## **MOTION SHEET**

### **Approval – Special Land Use Permit**

In the matter of Anchor Printing Warehouse, JSP22-02, motion to **approve** the Special Land Use permit based on the following findings:

- a. Relative to other feasible uses of the site:
  - i. The proposed use will not cause any detrimental impact on existing thoroughfares in terms of overall volumes, capacity, safety, vehicular turning patterns, intersections, view obstructions, line of sight, ingress and egress, acceleration/deceleration lanes, off-street parking, off-street loading/unloading, travel times and thoroughfare level of service *because the proposed use is not traffic-intensive;*
  - ii. The proposed use will not cause any detrimental impact on the capabilities of public services and facilities, including water service, sanitary sewer service, storm water disposal and police and fire protection to service existing and planned uses in the area *because the proposed use does not result in a major increase in utility usage;*
  - iii. The proposed use is compatible with the natural features and characteristics of the land, including existing woodlands, wetlands, watercourses, and wildlife habitats *because the proposed use does not impact any regulated features;*
  - iv. The proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood *because the proposed use is similar to the surrounding industrial uses;*
  - v. The proposed use is consistent with the goals, objectives, and recommendations of the City's Master Plan for Land Use *because the proposed use is a compatible light industrial development that provides economic value to the community;*
  - vi. The proposed use will promote the use of land in a socially and economically desirable manner *because the proposed use promotes the expansion of a business within the City;*
  - vii. The proposed use is listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this ordinance, and is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located.

b. *(Additional comments here if any)*

*(This motion is made because the plan is otherwise in compliance with Article 3, Article 4, Article 5 and Article 6 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

**– AND –**

### **Approval – Preliminary Site Plan**

In the matter of Anchor Printing Warehouse, JSP22-02, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. The Planning Commission finds the following conditions of Section 3.14.3 are met:
- i. The scale, size, building design, facade materials, landscaping and activity of the use is such that current and future adjacent residential uses will be protected from any adverse impacts;
  - ii. The intended truck delivery service can be effectively handled without long term truck parking on site;
  - iii. The lighting, noise, vibration, odor and other possible impacts are in compliance with standards and intent of Article 5 and the performance standards of Section 5.14;
  - iv. The storage and/or use of any volatile, flammable or other materials shall be fully identified in application and shall comply with any city ordinances regarding toxic or hazardous materials.
  - v. Compliance with the City's hazardous materials checklist is required;
- b. Zoning Board of Appeals Variance from Section 3.14.5.B.ii of the Zoning Ordinance for a loading area less than 100 feet from a residential zoning district (XX feet provided) as recommended by staff *because the proposed loading area allows for safe and efficient loading/unloading and has proper screening in relation to the adjacent residentially zoned property;*
- c. Zoning Board of Appeals Variance from Section 3.14.5.A of the Zoning Ordinance for the allowance of two overhead doors and a loading dock proposed on or in a wall of a building that faces an abutting residential zoning district as recommended by staff *because the overhead doors and loading dock are properly screened and setback from the adjacent residentially zoned property;*
- d. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those being addressed on the Final Site Plan; and
- e. *(additional conditions here if any)*

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

**- OR -**

**Denial – Special Land Use Permit**

In the matter of Anchor Printing Warehouse, JSP22-02, motion to **deny** the Special Land Use permit ... *(because this plan is not in compliance with Article 3, Article 4, Article 5 and Article 6 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

**- AND -**

**Denial – Preliminary Site Plan**

In the matter of Anchor Printing Warehouse, JSP22-02, 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.)*

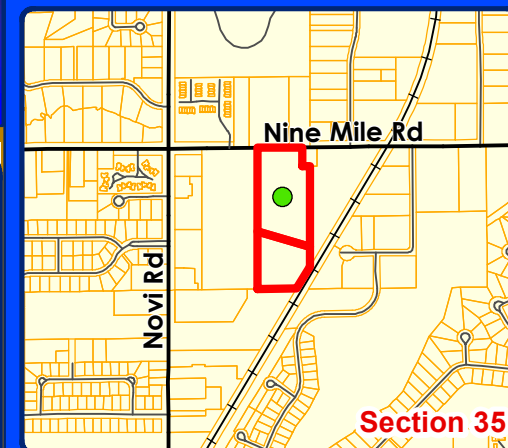
**MAPS**  
**Location**  
**Zoning**  
**Future Land Use**  
**Natural Features**

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# JSP22-02 ANCHOR PRINTING WAREHOUSE

## LOCATION



### LEGEND

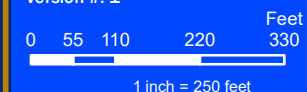
 Subject Property



## City of Novi

Dept. of Community Development  
City Hall / Civic Center  
45175 W Ten Mile Rd  
Novi, MI 48375  
[cityofnovi.org](http://cityofnovi.org)

Map Author: Christian Carroll  
Date: 4/6/22  
Project: JSP22-02 ANCHOR PRINTING WAREHOUSE  
Version #: 1

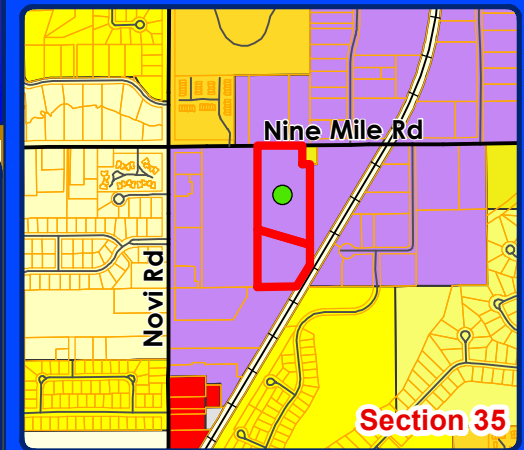
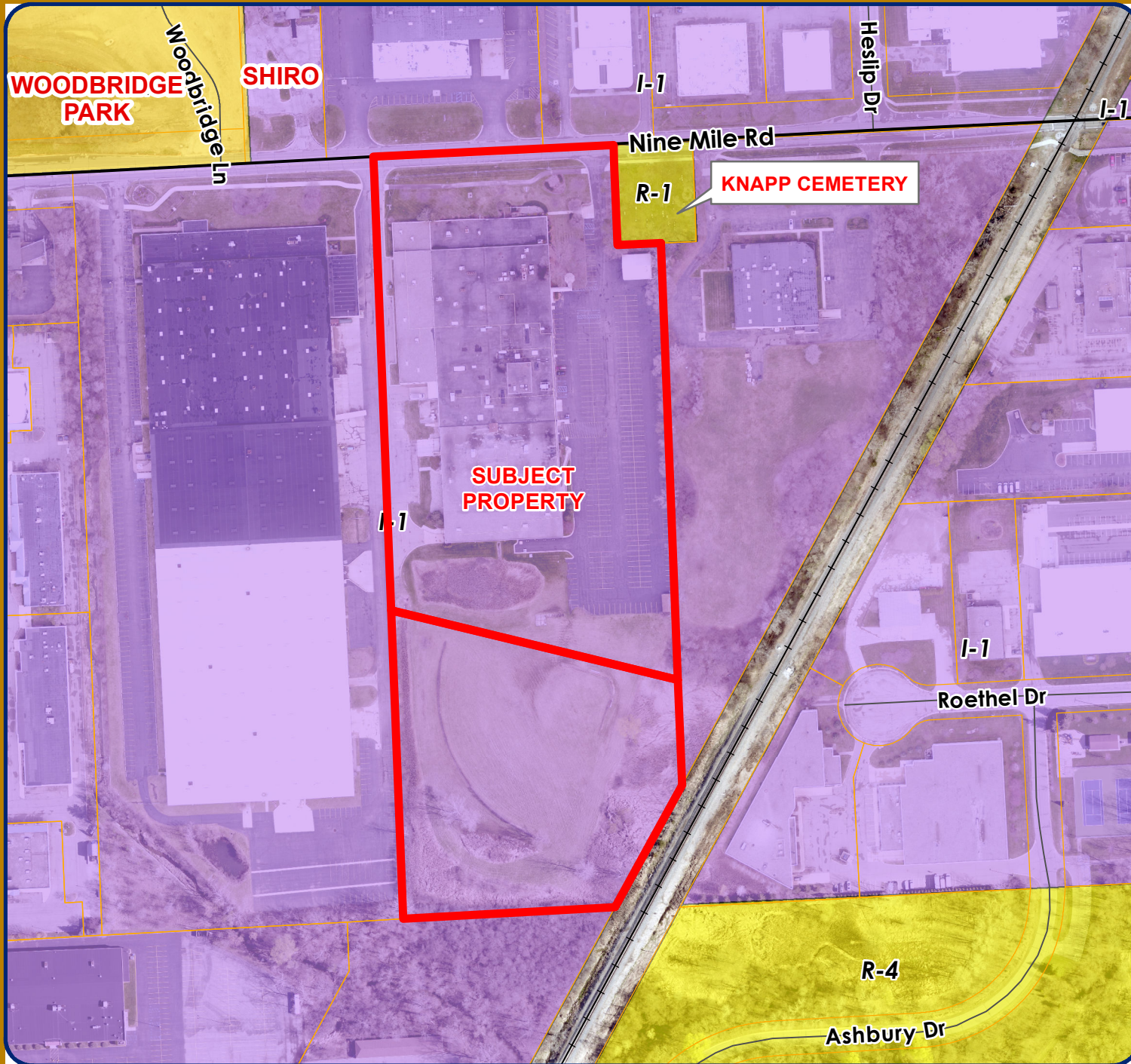


### MAP INTERPRETATION NOTICE

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.



# JSP22-02 ANCHOR PRINTING WAREHOUSE ZONING



**LEGEND**

- R-1: One-Family Residential District
- R-2: One-Family Residential
- R-3: One-Family Residential District
- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- B-3: General Business District
- I-1: Light Industrial District
- P-1: Vehicular Parking District
- Subject Property

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Feet  
 0 55 110 220 330

1 inch = 250 feet

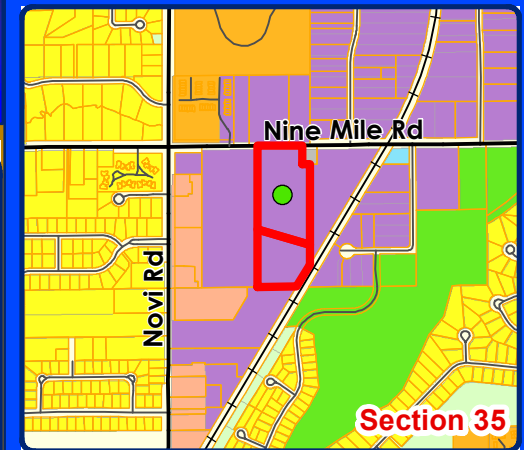
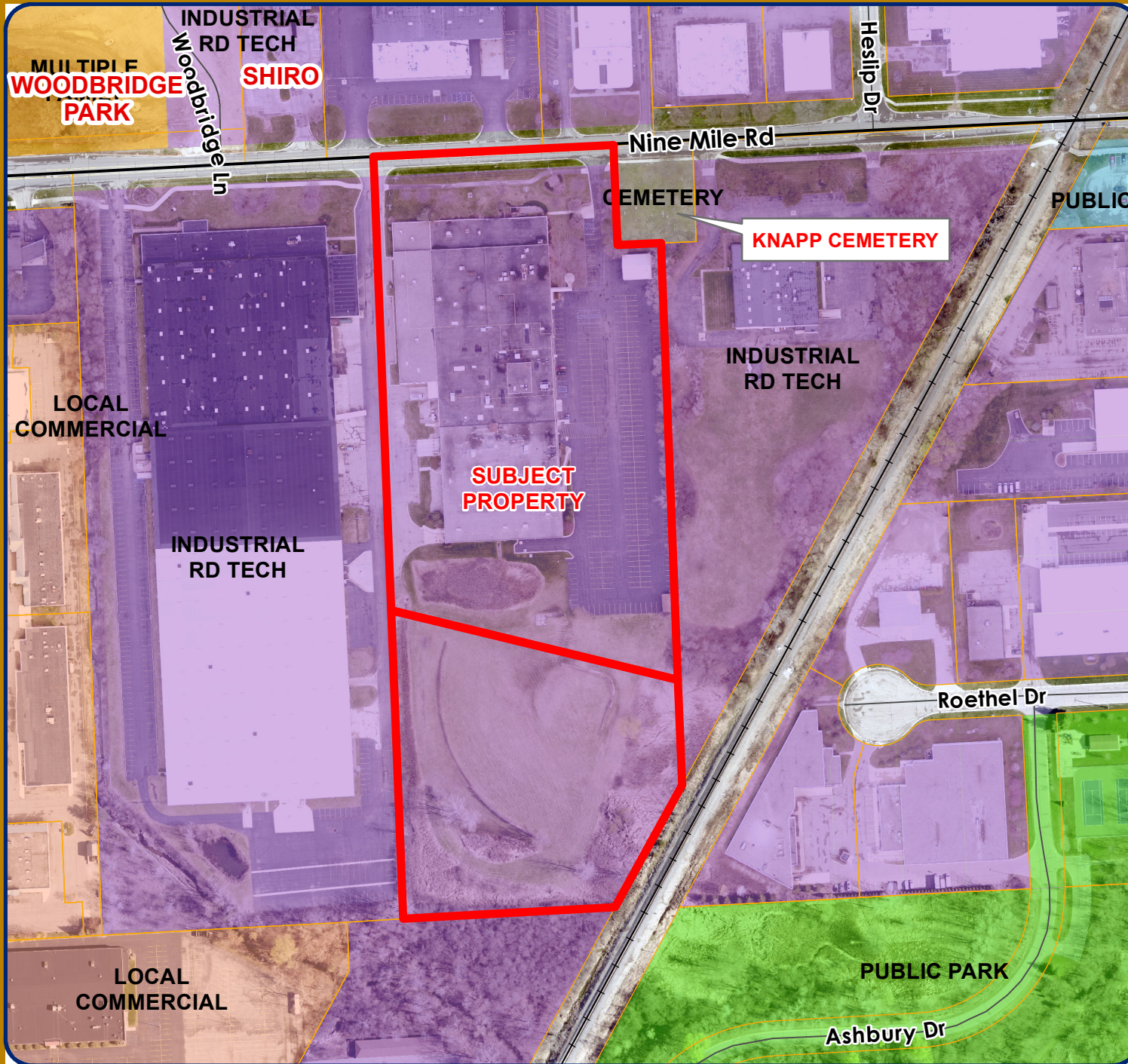
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# JSP22-02 ANCHOR PRINTING WAREHOUSE

## FUTURE LAND USE



**LEGEND**

- Single Family
- Multiple Family
- Industrial Research Development Technology
- Local Commercial
- Public
- Public Park
- Private Park
- Cemetery
- Subject Property

**City of Novi**  
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0 55 110 220 330 Feet  
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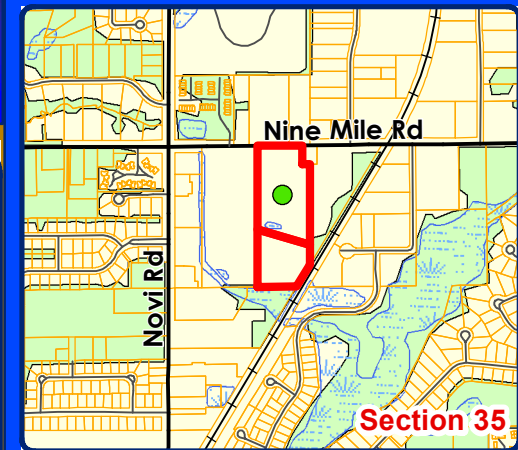
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# JSP22-02 ANCHOR PRINTING WAREHOUSE

## NATURAL FEATURES



**LEGEND**

- WETLANDS
- WOODLANDS
- Subject Property

**City of Novi**  
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**SITE PLAN**

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

320 Martin Street Suite 10  
 Birmingham, MI 48009  
 t:248.554.9500  
 Contact Person: Kevin Biddison  
 e.mail: kb@biddison-ad.com

Consultants

PROPOSED BUILDING RENOVATION FOR:

# Anchor Printing

## CONDITIONS OF WORK

### CONSTRUCTION COORDINATION:

1. ALL CONTRACTORS SHALL REVIEW ALL DRAWINGS & ARE RESPONSIBLE FOR A COMPLETE REVIEW & SITE VISIT. ITEMS AFFECTING ALL TRADES ARE PLACED THROUGHOUT SET & NO "EXTRAP" FOR MISSED ITEMS IN OTHER SECTIONS WILL BE PERMITTED. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY ARCHITECT OF ANY AMBIGUITY, INCONSISTENCY OR ERRORS WHICH THEY DISCOVER UPON EXAMINATION OF DOCUMENTS, THE SITE OR LOCAL CONDITIONS.
  2. ANY CONTRACTOR OR SUBCONTRACTOR BY SUBMITTING A BID WARRANTS THAT HE HAS VISITED THE SITE AND IS AWARE OF ANY AND ALL SITE CONDITIONS AFFECTING HIS BID.
  3. THE CONTRACTOR BY COMMENCING WORK ACCEPTS THE CONDITIONS OF THE SITE & THE COMPLETENESS OF CONTRACT DOCUMENTS.
  4. FIELD VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ARCHITECT. DO NOT SCALE DRAWINGS USE FIGURED DIMENSIONS ONLY.
  5. ANY MATERIAL OR LABOR NEITHER SHOWN ON THE DRAWINGS NOR SPECIFIED BUT WHICH IS OBVIOUSLY NECESSARY TO COMPLETE THE WORK IN A WORKMANLIKE MANNER SHALL BE FURNISHED WITHOUT COST TO THE OWNER.
  6. ALL MATERIALS FURNISHED AND INSTALLED BY THE GENERAL CONTRACTOR SHALL BE FREE FROM DEFECTS. ALL WORK SHALL BE GUARANTEED FOR A PERIOD OF (1) YEAR FROM DATE OF ACCEPTANCE OF WORK. DURING THIS PERIOD THE GENERAL CONTRACTOR SHALL CORRECT ANY PROBLEMS DUE TO DEFECTIVE MATERIALS OR FAULTY WORKMANSHIP AT NO COST TO THE OWNER. ANY PROBLEM THAT OCCURS DURING CONSTRUCTION SHALL IMMEDIATELY BE CORRECTED TO THE SATISFACTION OF THE OWNER.
  7. NO SUBSTITUTIONS OF SPECIFIED MATERIAL OR EQUIPMENT WILL BE ACCEPTED UNLESS WRITTEN REQUEST FOR APPROVAL HAS BEEN RECEIVED BY THE ARCHITECT AND CONTRACTOR HAS RECEIVED WRITTEN APPROVAL FROM ARCHITECT.
  8. DURING AND AT THE COMPLETION OF THE CONTRACTOR'S DAILY WORK, CONTRACTOR IS RESPONSIBLE FOR THE CLEANING UP AND REMOVAL OF ALL RUBBISH AND DEBRIS BEFORE LEAVING THE PROJECT JOB SITE.
- PERMITS & SAFETY:
1. GENERAL CONTRACTOR SHALL APPLY & SUBMIT FOR BUILDING PERMIT.
  2. GENERAL CONTRACTOR SHALL OBTAIN "ALL RISK" INSURANCE AND ALL CUSTOMARY STATUTORY INSURANCE FOR COMPREHENSIVE GENERAL LIABILITY, ETC AS REQUIRED BY OWNER/LANDLORD.
  3. GENERAL CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION OF WORK, MATERIALS, FIXTURES, ETC. IN LEASED SPACE FROM LOSS OR DAMAGE FROM FIRE, THEFT OR VANDALISM.
  4. ALL WORK SHALL BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA). THE FOLLOWING ARE STRICTLY PROHIBITED WORK PRACTICES.
    - A. ANY COMBUSTIBLE MATERIALS ABOVE FINISHED CEILING OR IN ANY NON-SPRINKLED LOCATIONS.
    - B. IMPOSING ANY STRUCTURAL LOAD, TEMPORARY OR PERMANENT ON ANY PART OF THE LANDLORD'S WORK OR STRUCTURE WITHOUT PRIOR WRITTEN APPROVAL.
    - C. CUTTING ANY HOLES IN LANDLORD'S EXISTING FLOOR SLABS, WALLS OR ROOF WITHOUT PROPER APPROVAL'S PROCESS APPROVALS FROM LANDLORD. BEFORE STARTING ANY UNDERSLAB WORK CONTRACTORS MUST CHECK WITH THE LANDLORD OR SUPERINTENDENT OF THE LANDLORDS GENERAL CONTRACTOR TO DETERMINE IF ANY COMMON UTILITY OR OTHER TENANT UTILITY LINES EXIST WITHIN THE SPACE.

**FIRE SUPPRESSION NOTE:**

THE BUILDING IS PROVIDED WITH A FULL AUTOMATIC FIRE PROTECTION SPRINKLER SYSTEM OF FIRE SUPPRESSION SYSTEM WHICH WILL BE DESIGNED TO MEET M.B.C. REQUIREMENTS AND CITY OF NOVI INSURANCE AND PERMIT APPROVAL. SPRINKLER CONTRACTOR SHALL BE FULLY LICENSED AND BE RESPONSIBLE FOR PREPARATION OF ENGINEERING DRAWING, SUBMISSION OF DRAWINGS TO ALL LOCAL AND STATE AGENCIES FOR APPROVAL, AND FOR COORDINATION OF REQUIREMENTS WITH OWNERS AND TENANTS INSURANCE CARRIER.

**NOTE:**

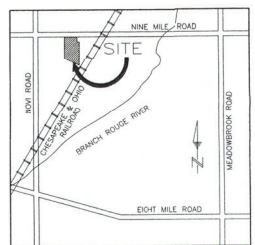
FIRE PROTECTION SYSTEM FOR THE BUILDING EQUAL TO ORDINARY HAZARD N.F.P.A. NO. 110 CRITERIA WITH ONE (1) BUILDING SERVICE PROVIDED. PROTECTION BASED ON TENANT WAREHOUSING 12'-0" A.F.F.

BUILDING TO BE EQUIPPED WITH A FIRE ALARM SYSTEM (PER SPECIFICATIONS PAID FOR BY TENANT) AS REQUIRED PER N.F.P.A. 72-1015 BASED ON BUILDING OCCUPANCY.

TYPE 2A FIRE EXTINGUISHERS SHALL BE PROVIDED AND SPACED A MAX. OF 75' APART PER SECTION 906.1 OF THE 2013 INTERNATIONAL FIRE CODE AND / OR BY THE DIRECTION OF THE FIRE MARSHAL.

### CODE COMPLIANCE:

1. WORK INDICATED IS TO BE EXECUTED IN ACCORDANCE WITH THE LATEST EDITIONS OF ALL APPLICABLE CODES.
2. FIRE EXTINGUISHERS SHALL BE PROVIDED BY G.C. AND INSTALLED PER THE FIRE MARSHAL'S INSTRUCTIONS.
3. ALL WALL FINISHES TO MEET CLASS III FLAME SPREAD RATINGS IN ACCORDANCE WITH MBC-2012 CHAPTER 8.
4. INTERIOR FINISHES IN EXIT ACCESS CORRIDORS, OTHER EXIT WAYS, ROOMS, AND ENCLOSED SPACES IN USE GROUPS 'B' AND 'F' IN SPRINKLED BUILDINGS ARE REQUIRED TO HAVE AT LEAST A CLASS C FLAME SPREAD 75-300, SMOKE DEVELOPED 0-450; RATING AS LISTED IN THE 2015 MICHIGAN BUILDING CODE.
5. SAFETY GLAZING MUST HAVE PERMANENT IDENTIFICATION IN ACCORDANCE WITH THE 2015 MICHIGAN BUILDING CODE.
6. ALL REQUIREMENTS OF THE MICHIGAN BARRIER FREE ACT & THE AMERICANS WITH DISABILITIES ACT SHALL BE MAINTAINED TO COMPLY WITH ICCA117.1-2009.
7. ALL OFFICE FURNITURE & EQUIPMENT TO BE PROVIDED BY TENANT. SHOW FOR LAYOUT PURPOSES ONLY. TO COMPLY WITH ADA, ICCA117.1-2009 (TYP) REQUIREMENTS: A MINIMUM OF 50% BUT NOT LESS THAN (1) OF THE LUNCHROOM TABLES AND EMPLOYEE WORKSTATIONS (CUBICLES) SHALL BE ACCESSIBLE. ACCESSIBLE TABLE AND WORKSTATION TOPS SHALL BE 28" MIN. TO 34" MAX. A.F.F. KNEES AND TOE CLEARANCES AS FOLLOWS SHALL ALSO APPLY: TOE: 4" MIN. HIGH, 17" MIN. TO 20" MAX. DEPTH, AND 30" MIN. WIDE. KNEE: 27" MIN. HIGH, 11" DEEP @ 9" HIGH TO 9" DEEP @ 37" HIGH AND 30" MIN. WIDE.
8. ALL ENTRANCE AND EXIT DOORS SHALL HAVE BARRIER FREE ACCESSIBILITY TO COMPLY WITH ICCA117.1-2009.
9. TO COMPLY WITH ADA - ICCA117.1-2009 (TYP) REQUIREMENTS, CHANGES IN LEVEL GREATER THAN 1/2" SHALL BE RAMMED AND CHANGES IN LEVEL BETWEEN 1/4" AND 1/2" SHALL BE BEVELED A MAXIMUM OF 1:2.
10. ALL LUNCHROOM APPLIANCES TO BE PROVIDED BY TENANT. TO COMPLY WITH ADA-ICCA117.1-2009 (TYP) REQUIREMENTS, DISHWASHERS MUST FIT UNDER A 34" HIGH (2) 1/4" CLEAR UNDER COUNTER TOP. THE REFRIGERATOR MUST BE A SIDE-BY-SIDE OR BOTTOM FREEZER UNIT, AND ALL MICROWAVE CONTROLS TO BE NO HIGHER THAN 46" A.F.F. TO MEET OBSTRUCTED HIGH REACH REQUIREMENTS.
11. SIGNAGE INDICATING ACCESSIBILITY PROVISIONS SHALL BE PROVIDED AT EACH DOOR TO AN EXIT DISCHARGE. A TACTILE SIGN STATING EXIT AND COMPLYING WITH ICCANS 117.1-2009 SHALL BE PLACED ADJACENT TO THE DOOR. PLEASE REFER TO SHEET A. 601 FOR ADDITIONAL INFORMATION AND LOCATION.



**LOCATION PLAN**  
 SCALE: NOT TO SCALE

## PROJECT ADDRESS

43043 W 9 MILE ROAD  
 NOVI, MICHIGAN 48375

## APPLICANT INFORMATION

CONTACT PERSON:  
 ANDREW WEITZ  
 22790 Heslip Drive  
 Novi, Michigan 48375  
 248-335-7440  
 aweitz@anchorprinting.com

## SHEET INDEX

- T.101 TITLE SHEET
- SP.101 SITE PLAN
- A.101 FLOOR PLAN
- A.201 ENLARGED FLOOR PLAN AND ELEVATION

## Project data

GOVERNING CODES:	2015 MICHIGAN BUILDING CODE 2015 MICHIGAN PLUMBING CODE 2015 MICHIGAN MECHANICAL CODE 2012 MICHIGAN REHABILITATION CODE 2012 INTERNATIONAL FUEL GAS CODE MICHIGAN ELECTRICAL CODE, 2014 N.E.C. W/ PART 8 STATE AMENDMENTS ICCANS A117-1-2015 AND MICHIGAN BARRIER FREE DESIGN LAW OF PUBLIC ACT 1 OF 1966 AS AMENDED MICHIGAN UNIFORM ENERGY CODE RULES PART 10 WITH ANSI/ASHRAE/IESNA STANDARD 90.1-2015 2013 INTERNATIONAL FIRE CODE NFPA 13 - 2010 NFPA 72 - 2010
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ZONING: L-1 LIGHT INDUSTRIAL



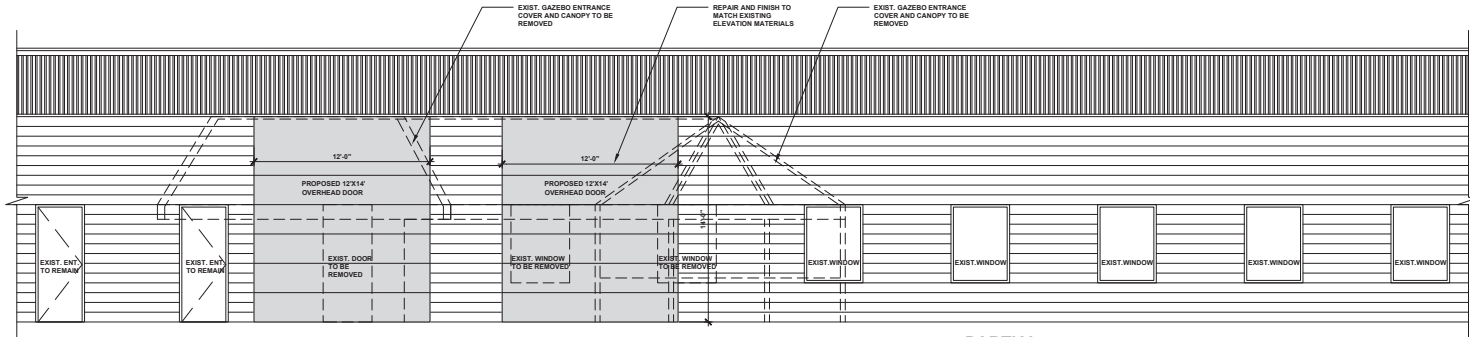
<b>Issued for</b>	
SITE PLAN REVIEW	01.11.22
<b>Project no.</b>	
2082-21	
<b>Sheet no.</b>	
	T.101



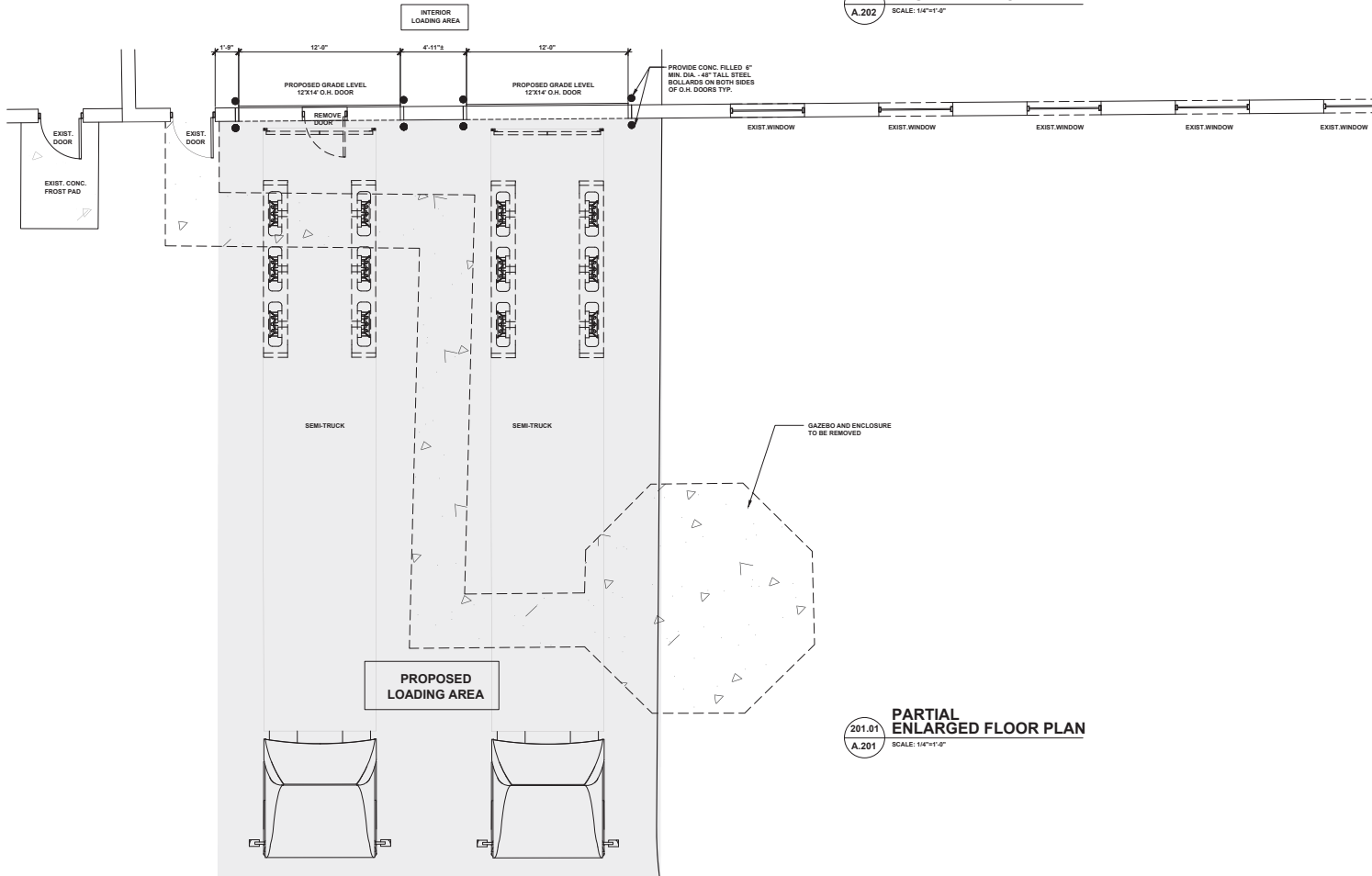








202.02  
A.202  
**PARTIAL EAST ELEVATION**  
SCALE: 1/4"=1'-0"



201.01  
A.201  
**PARTIAL ENLARGED FLOOR PLAN**  
SCALE: 1/4"=1'-0"

Anchor Printing

43043 W 9 MILE RD  
Novi, Michigan 48375

SITE PLAN REVIEW 01.11.22

ENLARGED FLOOR PLAN AND ELEVATION



A.201

## PLANNING REVIEW

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# PLAN REVIEW CENTER REPORT

## Planning Review

### ANCHOR PRINTING WAREHOUSE

JSP 22-02

March 15, 2022

#### PETITIONER

Anchor Printing

#### REVIEW TYPE

Revised Preliminary Site Plan Review

#### PROPERTY CHARACTERISTICS

Section	35	
Site Location	43043 Nine Mile Rd; East of Novi Road, South of Nine Mile Road; 22-35-101-022	
Site School	Northville Public Schools	
Site Zoning	I-1 Light Industrial	
Adjoining Zoning	North	I-1 Light Industrial
	East	I-1 Light Industrial, R-1 Single Family Residential
	West	I-1 Light Industrial
	South	I-1 Light Industrial
Current Site Use	Industrial/Warehousing	
Adjoining Uses	North	Business/Shopping
	East	Cemetery/Office
	West	Industrial
	South	Industrial
Site Size	9.32 acres	
Plan Date	February 23, 2022	

#### PROJECT SUMMARY

The applicant is proposing to fully occupy lease space at an Industrial Building located at 43043 Nine Mile Road. The applicant is proposing some minor site modifications, including the removal of a gazebo and the addition of two overhead doors for loading and storage purposes. The façade will be repaired and matched to the existing building. The site is adjacent to Knapp Cemetery, which is zoned R-1. Therefore, a special land use permit is required pursuant to Section 4.45 of the Zoning Ordinance.

#### RECOMMENDATION

**Approval of the Special Land Use and Preliminary Site Plan is not recommended by staff due to the proximity of the proposed loading docks to residential zoning, unless revised or granted a variance from the Zoning Board of Appeals.** In its review of the request, the Planning Commission will need to consider the standards for Special Land Use consideration, as described below.

## ORDINANCE REQUIREMENTS

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This project was reviewed for compliance with the City of Novi Zoning Ordinance and any other applicable provisions of the ordinance, as noted. The plans show general compliance with ordinance requirements. Please address any items in **bold** with the next review.

1. Loading Spaces (Sec. 5.4.3.A): A new loading area is proposed in the location of the proposed overhead doors and has been marked with striping. In addition, the proposed loading area is required to be a minimum of 100 feet from the nearest residential district. The current distance appears to be less than 100 feet. **The applicant has indicated that they will seek a variance for this requirement.** Also, proper truck usage has been identified on the site plan.
2. Loading Dock Near Residential (Sec. 3.14.5.A): No loading dock or door shall be permitted on or in the wall of a building which faces an abutting residential district. Currently, two overhead doors and a loading dock are proposed on or in the wall of a building that faces an abutting residential district. **The applicant has indicated that they will seek a Zoning Board of Appeals variance for this requirement.**
3. Hazardous Material Checklist (Sec. 3.14.3.E): A hazardous material checklist has not been provided at this time. **Please provide a Hazardous Material Checklist prior to occupancy of the space.**
4. Economic Impact Information: **Please provide the total estimate cost of the building and site improvements, and the number of anticipated jobs created (temporary construction jobs and permanent jobs, if known) prior to the Planning Commission meeting.**

## SPECIAL LAND USE CONSIDERATIONS

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In the I-1 District, Warehousing falls under the Special Land Use Requirements (Section 6.2.C) when adjacent to a residential district (Section 4.45). Section 6.2.C of the Zoning Ordinance outlines specific factors the Planning Commission shall consider in the review of the Special Land Use Permit request:

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

## OTHER REVIEWS

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- a. Engineering Review: Engineering is recommending approval of the Preliminary Site Plan with comments to be addressed as part of the Final Site Plan submittal.
- b. Landscape Review: Landscape is recommending approval of the Preliminary Site Plan with comments to be addressed as part of the Final Site Plan Submittal.
- c. Façade Review: Façade is recommending approval of the Preliminary Site Plan.
- d. Fire Review: Fire is recommending approval of the Preliminary Site Plan.

## NEXT STEP: PLANNING COMMISSION AND RESPONSE LETTER

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A Special Land Use Request requires a Public Hearing and approval from the Planning Commission. Based on the submittal of this request, the earliest tentative date for Public Hearing is **Wednesday, April 13, 2022, at 7pm.** Please provide the following via email by **April 6, 2022**, once this stage is reached:

1. Site Plan submittal in PDF format (maximum of 10MB). **NO CHANGES MADE.**
2. A response letter addressing ALL the comments from ALL the review letters and a request for waivers/variances as you see fit.
3. A color rendering of the Site Plan (to be used for Planning Commission presentation).

## ZONING BOARD OF APPEALS

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After receiving Planning Commission's approval of the Preliminary Site Plan and Special Land Use Permit, two variances from the Zoning Board of Appeals will be necessary prior to the approval of the Final Site Plan. Please submit this application to Kate Oppermann to go before the Zoning Board of Appeals. The deadline for Zoning Board of Appeals applications is typically the first of the month.

## FINAL SITE PLAN SUBMITTAL

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After receiving Planning Commission's approval of the Preliminary Site Plan and Special Land Use Permit, please follow the Final Site Plan Checklist and submit for approval:

1. **Six** copies of Final Site Plan sets (24" x 36", folded) addressing ALL comments from Preliminary Site Plan Review.
2. Response letter addressing ALL comments from ALL review letters and **refer to sheet numbers where the change is reflected.**
3. Final Site Plan Application
4. No Revision Façade Affidavit (only if no façade changes have been made)
5. An itemized engineering cost estimate including sanitary sewer, watermain, storm sewer, paving and grading costs, size 8.5" x 11" (The cost estimate should not include soil erosion or demolition costs.)
6. An itemized landscaping cost estimate including greenbelt and greenbelt ornamental trees, perennials, pond plantings, shrubs, edging, mulch, seed mix and seeded lawn, size 8.5" x 11" (The cost estimate should not include woodland trees, replacement trees or mitigation.)
7. An Other Agencies Checklist

## ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER

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After receiving Final Site Plan approval, plans addressing the comments in all the staff and consultant review letters should be submitted electronically for informal review and approval prior to printing Stamping Sets. A letter from either the applicant or the applicant's representative addressing comments in this and other review letters and associated charts is to be submitted with the electronic stamping set. This letter should address all comments in ALL letters and ALL charts and **refer to sheet numbers where the change is reflected.**

*If required, drafts for all legal documents with a legal transmittal are to be submitted along with stamping sets.*



### STAMPING SET APPROVAL

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Stamping sets will be required for this project. After having received all the review letters from City staff the applicant should make the appropriate changes on the plans and submit **6 size 24" x 36" copies, folded, with signature and seal (may be electronic)** to the Community Development Department for final Stamping Set approval.



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Christian Carroll, Planner



## PLANNING REVIEW CHART

**Review Date:** March 15, 2022  
**Review Type:** Revised Preliminary Site Plan Review  
**Project Name:** **JSP22-02 ANCHOR PRINTING WAREHOUSE**  
**Location:** 22-35-101-022; 43043 Nine Mile Rd; East of Novi Rd, South of 9 Mile Rd  
**Plan Date:** February 23, 2022  
**Prepared by:** Christian Carroll, Planner  
**Email:** [ccarroll@cityofnovi.org](mailto:ccarroll@cityofnovi.org) **Phone:** 248.735.5607

**Bold** To be addressed with the next submittal

*Italics* 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>	Industrial Research Development and Technology	No change	Yes	
<b>Area Study</b>	The site does not fall under any special category	NA	NA	
<b>Zoning</b> <i>(Effective January 8, 2015)</i>	I-1: Light Industrial District	No Change	Yes	
<b>Uses Permitted</b> (Sec 3.1.18.B & C)	Principal Uses Permitted (Sec. 3.1.18.B), Special Land Uses (Sec. 3.1.18.C)	Warehouse	Yes	
<b>Uses Not Permitted</b> <i>(Sec. 3.1.18)</i>	Processing of raw material for shipment in bulk form to be used at another location	Not proposed	NA	
<b>Height, bulk, density, and area limitations (Sec 3.1.18)</b>				
<b>Frontage on a Public Street</b> <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	Frontage on Nine Mile Road	Yes	
<b>Access to Major Thoroughfare</b> <i>(Sec. 5.13)</i>	Vehicular access shall be provided only to an existing or planned major thoroughfare or freeway service drive OR access driveway on other street type is not across street from existing or planned single-family uses	Access from Nine Mile Road	Yes	
<b>Minimum Zoning Lot Size</b> for each Unit in Ac <i>(Sec 3.6.2.D)</i>	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space	9.32 acres	NA	
<b>Minimum Zoning Lot Size</b> for each Unit: Width in Feet			NA	

Item	Required Code	Proposed	Meets Code	Comments
<b>Open Space Area</b>	----	----	----	----
<b>Maximum % of Lot Area Covered</b> (By All Buildings)	(Sec 3.6.2.D)	Complies, no change	Yes	
<b>Building Height</b> (Sec. 3.1.18.D)	40 ft	Existing, no change	Yes	
<b>Building Setbacks</b> (Sec 3.1.18.D)				
Front (north)	40 ft	~75 feet	Yes	No change to setbacks.
Rear (south)	20 ft	~640 feet	Yes	
Side (east)	20 ft	~190 feet	Yes	
Side (west)	20 ft	~25 feet	Yes	
<b>Parking Setback</b> (Sec 3.1.18.D) & refer to applicable notes in Sec 3.6.2				
Front (north)	40 ft (See 3.6.2.E)	~80 feet	Yes	No change to setbacks.
Rear (south)	10 ft	~300 feet	Yes	
Side (east)	10 ft	~0 feet	Yes	
Side (west)	10 ft	~35 feet	Yes	
<b>Note To District Standards</b> (Sec 3.6.2)				
<b>Exterior Side Yard Abutting a Street</b> (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	No side yard abutting public street	NA	
<b>Off-Street Parking in Front Yard</b> (Sec 3.6.2.E)	Off-street parking is allowed in front yard if: - the site is a minimum 2 acre site, - does not extend into the minimum required front yard setback of the district, - cannot occupy more than 50% of the area between min. front yard setback & bldg. setback, - must be screened by brick wall or landscaped berm - lighting compatible with surrounding neighborhood	No existing parking in the front yard.	NA	No change.
<b>Off-Street Parking in Side and Rear Yards</b> (Sec 3.6.2.F)	Off-street parking is allowed in side and rear yards if the site does not abut residential. If it does, additional conditions apply: - shall not occupy more than 50% of side yard area abutting residential - parking setback no less than 100 ft from residential district	Existing parking abuts residential district	NA	
<b>Setback from Residential District - Building</b>	- I-1 and I-2 districts, five (5) feet of horizontal setback for each foot of building height, or one	Existing setback is not changing. Setback is about	NA	



Item	Required Code	Proposed	Meets Code	Comments
(Sec 3.6.2.H)	hundred (100) feet, whichever is greater. - Except when a side or rear yard is separated from a residential district by a railroad right-of-way, the right-of-way may be included as part of the setback requirement.	120 feet.		
<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		NA	
<b>Additional Height</b> (Sec 3.6.2.O)	Additional height for selected building is allowed based on conditions listed in Sec 3.6.2.O	Applicant not requesting	NA	
<b>Parking setback screening</b> (Sec 3.6.2.P)	Required parking setback area shall be landscaped per Sec 5.5.3. When abutting a residential district, a screening wall or berm/landscape planting screen shall be observed	Not changing	NA	
<b>Modification of parking setback requirements</b> (Sec 3.6.2.Q)	The Planning Commission may modify parking setback requirements based on conditions listed in Sec 3.6.2.Q	Not requested	NA	
<b>Parking and Loading Requirements</b>				
<b>Number of Parking Spaces</b>  Warehouses (Sec. 5.2.12.D)	One (1) space for each seven hundred (700) square feet of usable floor area  ~130,000 sf/ 700 sf = 185 spaces	316 spaces shown	Yes	
<b>Parking Space Dimensions and Maneuvering Lanes</b> (Sec. 5.3.2)	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two-way drives - 9 ft. x 17 ft. parking spaces permitted as long as detail indicates a 4" curb at these locations	Existing	Yes	
<b>Parking stall located adjacent to a parking lot entrance</b> (Sec. 5.3.13)	Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	Minimum distance is maintained	Yes	
<b>End Islands</b> (Sec. 5.3.12)	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as	Two new end islands with landscaping provided.	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	illustrated in the Zoning Ordinance			
<b>Barrier Free Spaces</b> ( <i>Barrier Free Code</i> )	For 185 total spaces, 6 barrier free spaces required (1 van accessible)	2 van, 5 regular	Yes	
<b>Barrier Free Space Dimensions</b> ( <i>Barrier Free Code</i> )	- 8' wide with an 8' wide access aisle for van accessible spaces - 8' wide with a 5' wide access aisle for regular accessible spaces	Existing spaces	Yes	
<b>Barrier Free Signs</b> ( <i>Barrier Free Code</i> )	One sign for each accessible parking space.	Signs shown	Yes	
<b>Minimum number of Bicycle Parking</b> ( <i>Sec. 5.16.1</i> )	Five (5) percent of required automobile spaces		NA	<i>Not required as gross floor area is not proposed to be expanded over 10%</i>
<b>Bicycle Parking General requirements</b> ( <i>Sec. 5.16</i> )	- No farther than 120 ft. from the entrance being served - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations - Spaces to be paved and the bike rack shall be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk		NA	
<b>Bicycle Parking Lot layout</b> ( <i>Sec 5.16.6</i> )	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double		NA	
<b>Loading Spaces</b> ( <i>Sec. 5.4.3.A</i> )	Loading area in the rear yard, unless abutting residential (Sec. 3.14.5) or interior side yard if adjacent to I, EXPO, or EXO district	New loading area proposed and marked	Yes	
<b>Accessory Structures</b> ( <i>Sec. 4.19</i> )				
<b>Accessory Structures</b> ( <i>Sec. 4.19.2.A</i> )	Accessory structures, except where otherwise permitted and regulated in this ordinance, shall be located in the rear yard and shall meet the setback requirements of an accessory building.	One structure in the rear yard, one structure in the side yard	Yes	<i>Existing structures.</i>
<b>Dumpster</b> ( <i>Sec 4.19.2.F</i> )	- Located in rear yard - Attached to the building or no closer than 10 ft. from building if not attached	None shown/proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> <li>- Not located in parking setback</li> <li>- If no setback, then it cannot be any closer than 10 ft, from property line.</li> <li>- Away from Barrier free Spaces</li> </ul>			
<b>Dumpster Enclosure</b> (Sec. 21-145. (c))	<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>	Complies	NA	
<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 enclosed and integrated into the design and color of the building	Complies	NA	
<b>Roof top appurtenances screening</b>	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road, or adjacent property.	Complies	NA	
<b>Transformer/ Generator</b>	Provide location of any proposed transformers/ generators, etc.	Complies	NA	
<b>I-1 District Required Conditions (Sec 3.14)</b>				
<b>Outdoor Storage of above ground storage tanks</b> (Sec. 3.14.1.B.ii)	See ordinance for more information.		NA	<i>Not proposed.</i>
<b>Outdoor Storage of recreational equipment</b> (Sec. 3.14.1.B.iii)	See ordinance for more information.		NA	<i>Not proposed.</i>
<b>Other</b> (Sec 3.14.2)	Unless otherwise provided, dealing directly with consumer at retail, is prohibited.	Note provided	Yes	
<b>Adjacent to Freeway ROW</b> (Sec 3.14.4)	Where a permitted use abuts a freeway right-of way, special conditions listed in section 3.14.4 apply	Not adjacent to Freeway ROW	NA	
<b>Loading Dock near Residential</b> (Sec. 3.14.5.A)	-No truck well, loading dock or door, shall be permitted on or in the wall of the building which faces the abutting residential	-Does not comply	<b>No</b>	<b>Proposed loading dock and overhead doors are located on a wall that faces the abutting</b>



Item	Required Code	Proposed	Meets Code	Comments
	<p>district and only pedestrian exits or emergency doors shall be allowed on such wall.</p> <p>-All loading/unloading docks and truck wells shall be placed on or in the wall of the building that is opposite the boundary of the residential district or on the wall that lies approximately at a ninety (90) degree angle to the residential district boundary.</p> <p>-If such dock, truck well and/or dock faces the front street, then such dock, truck well or door shall be recessed by not less than sixty (60) feet from the front wall of the building in order to provide that a semitrailer truck tractor and cab shall not, when in place for loading or unloading at the dock or well, project past the front wall of the building.</p> <p>-Driveways shall be designed in such a manner to discourage semi-trailer truck traffic access to that portion of the lot or site that is adjacent to a residential district.</p>	<p>-Does not directly abut residential district</p> <p>-NA</p> <p>-Complies</p>		<p><b>residential district. Please revise the location of the overhead doors or seek a variance from the Zoning Board of Appeals.</b></p>
<p><b>Provisions near Residential (Sec. 3.14.5.B)</b></p>	<p>-No outside storage of any materials, equipment, trash or waste shall be permitted, except dumpsters may be permitted outdoors where properly screened pursuant to the requirements of this Ordinance, as amended, or revised. Refuse pick-up shall be limited to the hours of 7:00 a.m. to 5:00 p.m., prevailing time.</p> <p>-All off-street parking and areas used for vehicular repair, delivery, loading/ unloading and transport shall be not closer than one-hundred (100) feet from the boundary of a residential district and effectively screened from view from said residential district by landscaping, walls or berms pursuant to the requirements of Section 3.14.5.E. Notwithstanding the restriction of Section 3.6.2.E-F, the Planning Commission may</p>	<p>- Note provided</p> <p>-Closer than 100 feet, appears to be 70 feet</p>		<p><b>Please revise the proposed loading area to be a minimum of 100 feet from the residential district or seek Zoning Board of Appeals variance and demonstrate screening, and reasons for hardship or practical difficulty.</b></p>

Item	Required Code	Proposed	Meets Code	Comments
	permit front yard and side yard parking where necessary to maintain the separation required by this subsection.			
<b>Maximum Height near Residential</b> (Sec. 3.14.5.C)	The maximum heights of any building constructed on a lot or site adjacent to a residential district shall be twenty-five (25) feet, except where there is a street, road, highway or freeway between said lot or site and the abutting residential district.	No changes	Yes	
<b>Lighting near Residential</b> (Sec. 3.14.5.D)	Exterior site lighting as regulated by Section 5.7. In addition, where a building wall faces an abutting residential district there shall be no floodlighting of such facade. This shall not preclude the lighting of doorways on such facades.	None proposed	Yes	<b>Please indicate on the plans that there will be no floodlighting of the façade.</b>
<b>Screening near Residential</b> (Sec. 3.14.5.E)	An earth berm and plantings are required, except that no additional berm shall be required along a street, road, highway or freeway that lies between said use and an abutting residential district.	No additional screening proposed	Yes	<i>Existing screening should be kept per Landscape Review.</i>
<b>Planning Commission findings for permitted uses</b> (Sec 3.14.3)				
<b>Protecting current and future residential uses from adverse impact</b> (Sec 3.14.3.A)	The scale, size, building design, façade materials, landscaping and activity of the use is such that current and future residential uses will be protected from adverse impacts.	Complies	NA	
<b>Long term truck parking</b> (Sec 3.14.3.B)	No long-term delivery truck parking on site	Note provided	Yes	
<b>Performance standards</b> (Sec 3.14.3.C)	The lighting, noise, vibration, odor, and other possible impacts are in compliance with standards and intent of the article and performance standards of Section 5.14	Note provided	Yes	
<b>Storage and/use of material</b> (Sec 3.14.3.D)	The storage and/or use of any volatile, flammable, or other materials shall be fully identified in application and shall comply with any city ordinances regarding toxic or hazardous materials.	Not provided	Yes	<i>Not required by Fire Department at this time.</i> <b>Will be needed prior to occupancy of the space.</b>
<b>Hazardous material</b>	Compliance of City's hazardous materials checklist	Not provided	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>checklist</b> (Sec 3.14.3.E)				
<b>Other Requirements</b>				
<b>Exterior lighting</b> (Sec. 5.7)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	No lighting proposed	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).	Provided	Yes	
<b>General layout and dimension of proposed physical improvements</b>	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Provided	Yes	<i>Provide additional dimensions as requested in this and other review letters</i>
<b>Economic Impact Information</b>	-Total cost of the proposed building & site improvements -Number of anticipated jobs created (during construction & after building is occupied, if known)	Not provided	<b>No</b>	<b>Please provide prior to Planning Commission meeting.</b>
<b>Development/ Business Sign</b>	Signage if proposed requires a permit.		NA	Contact Code Compliance at 248-735-5602 if any changes to are proposed
<b>Property Split or Combination</b>	Property split or combinations should be reviewed and approved prior to final stamping set approval		NA	

**NOTES:**

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4, and 5 of the zoning ordinance for further details.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

**ENGINEERING REVIEW**

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# PLAN REVIEW CENTER REPORT

02/10/2022

**Engineering Review**  
Anchor Printing Warehouse  
JSP21-0002

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## **Applicant**

Anchor Printing

## **Review Type**

Preliminary Site Plan

## **Property Characteristics**

- Site Location: South side of Nine Mile Road, between Novi Road and Meadowbrook Road
- Site Size: 9.3 acres
- Plan Date: 01/11/2022
- Design Engineer: Biddison Architecture & Design

## **Project Summary**

- Partial renovation of an approximately 129,000 square foot existing industrial building and minor site improvements.
- No changes to water main, sanitary sewer, or storm sewer are proposed with the minor improvements.

## **Recommendation**

**Approval of the Preliminary Site Plan is recommended, with items to be addressed at Final Site Plan submittal.**

## **Comments:**

The 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 note on the plans that all work shall conform to the current City of Novi standards and specifications.

2. **If pavement/curbing changes are proposed, call out demolition and proposed on the plan and dimension.**
3. If parking lot restriping is proposed, call out on the plan.
4. If new signs are proposed, call out on the plan.
5. If new signs are proposed, provide a traffic control sign table listing the quantities of each **permanent** sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.
6. **Only at the time of the printed Stamping Set submittal**, provide the City's standard detail sheets for paving (2 sheets). The most updated details can be found on the City's website at this location: <https://cityofnovi.org/services/public-works/engineering-division/engineering-standards-and-construction-details>
7. Clearly distinguish between proposed improvements and existing features of the site.
8. **The dedication of the 60-foot half right-of-way of Nine Mile Road is requested for the project. If dedication is desired, label the right-of-way width to be dedicated as "proposed" right-of-way.**

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

9. 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.**

**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.)*

10. If right-of-way is to be dedicated, a draft copy of the warranty deed for the proposed 60-foot wide right-of-way along Nine Mile Road must be submitted for review and acceptance by the City.

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

11. If right-of-way is to be dedicated, legal escrow fees in the amount of **\$862.50** 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.
12. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Community Development Department. Signs must be installed in accordance with MMUTCD standards.

**The following must be addressed prior to issuance of a Temporary Certificate of Occupancy (TCO) approval for the development:**

13. If the right-of-way is to be dedicated:
  - a. Provide the warranty deed for the additional proposed road right-of-way along Nine Mile Road for acceptance by the City.
  - b. Submit an up-to-date Title Policy (dated within 90 days of City Council consideration of acceptance) for the purpose of verifying that the parties signing the warranty deed have the legal authority to do so. Please be sure that all parties of interest shown on the title policy (including mortgage holders) either sign the easement documents themselves or provide a Subordination Agreement. Please be aware that the title policy may indicate that additional documentation is necessary to complete the acceptance process.
  
14. **Once paving and striping have been completed and signs have been erected, contact the Engineering Division for final inspection.**

**Prior to preparing stamping sets**, the Applicant is advised to provide any revised sheets directly to the Engineering Division for an informal review and approval.

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 Victor Boron at (248) 735-5695 with any questions.



Victor Boron  
Project Engineer

cc: Christian Carroll, Community Development  
Ben Croy, PE, Engineering  
Humna Anjum, Engineering

## LANDSCAPE REVIEW

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# PLAN REVIEW CENTER REPORT

February 1, 2022  
**Anchor Printing Warehouse**  
**Preliminary Site Plan - Landscaping**

## Review Type

Preliminary Site Plan Landscape Review

## Job #

JSP22-0002

## Property Characteristics

- Site Location: 43043 Nine Mile Road
- Site Acreage: 9.32 ac.
- Site Zoning: I-1
- Adjacent Zoning: North, South, West: I-1, East: I-1, South: I-1,R-1 (Cemetery)
- Plan Date: 1/11/2022

## 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 is a summary and is not intended to substitute for any Ordinance.

## Recommendation

This project is **recommended for approval for Preliminary Site Plan**. The minor revisions noted below can be addressed on the electronic stamping set.

## Ordinance Considerations

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

**Please show all trees in the vicinity of the work, with their diameter at 4 feet above the ground, and indicate whether any of the existing trees will be removed on the plans.**

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

1. The only residential property the project is adjacent to is the cemetery.
2. The existing evergreens and other growth along the entry drive provides sufficient screening. All but the buckthorn along there must be preserved.

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

1. The project does not require any additional right-of-way berms or landscaping as the work is not fronting the right-of-way.
2. **Any landscaping missing from approved plans for the site must be replaced as part of this project.**

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

1. **No changes to the parking lot are proposed so no new parking lot landscaping is required except a deciduous canopy tree should be planted in the new island created in the area of work.**
2. **If end islands are installed, each of the should have at least 200sf in area and have a**

**deciduous canopy tree planted in it with a 2.5-3" caliper.**

Building foundation Landscaping (Zoning Sec 5.5.3.D)

1. As the building is only changing with the addition of loading doors, no new landscaping is required.
2. **Any landscaping missing from approved plans for the site must be replaced as part of this project.**

Plant List (LDM 4, 10)

**A plant list is not required, but please indicate what types of tree will be planted in the new island(s).**

Planting Notations and Details (LDM 10)

Not required for this project.

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

No detention basin exists or is proposed.

Irrigation (LDM 10)

Not required for this project but the tree will need to be given sufficient water for its establishment and long-term survival.

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 [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org).



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Rick Meader – Landscape Architect

## FACADE REVIEW

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February 13, 2022

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

*Façade Review Status Summary:*  
**Approved, qualifies for administrative approval.**

Re: **FACADE ORDINANCE – Anchor Printing Warehouse, JF22-02**  
 Façade Region: 1, Zoning District: I-1

Dear Ms. McBeth;

The following is the Façade Review for Preliminary Site Plan Approval of the above referenced project. This review is based on the drawings prepared by Biddison Architecture, dated 1/11/22. The project consists of removal of the existing gazebo and canopy and the installation of two overhead doors on the east façade. Other façades are unaltered.

	North (Front)	South	East	West	Ordinance Maximum (Minimum)
Existing CMU (existing)	80%	Unaltered	Unaltered	Unaltered	100% (30%)
Metal Fascia (existing)	20%	Unaltered	Unaltered	Unaltered	25%

As shown above the proposed façade alteration is in full compliance with Section 5.15.6 of the Façade Ordinance, which allows a continuation of existing materials where no new façade materials are proposed. This application therefore qualifies for administrative approval in accordance with Section 6.1.1.c.x. of the Zoning Ordinance, provided that all other requirements for administrative approval are met.

Inspections – The Façade Ordinance requires inspection(s) for all projects. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department’s Online Inspection Portal with the following link. Please click on “Click here to Request an Inspection” under “Contractors”, then click “Façade”.

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

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

Sincerely,  
 DRN & Associates, Architects PC

Douglas R. Necci, AIA



## FIRE REVIEW

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January 31, 2022

TO: Barbara McBeth - City Planner  
Lindsay Bell - Plan Review Center  
Christian Carroll - Plan Review Center  
Madeleine Daniels – Plan Review Center  
Ben Peacock – Planning Assistant

**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
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David E. Molloy

**Fire Chief**  
Jeffery R. Johnson

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

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

**Assistant Fire Chief**  
John B. Martin

RE: Anchor Printing Warehouse

**PSP# 22-0010**

**Project Description:**  
Remodel of existing structure

**Comments:**  
Meets Fire Department Standards

**Recommendation:**  
**Approved**

Sincerely,

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**

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April 8, 2022

Christian Carroll, Planner  
City of Novi, Michigan  
W. Ten Mile Rd.  
Novi, Michigan

Re: Anchor Printing Warehouse JSP 22-02  
43043 Nine Mile Road  
Novi, Michigan  
Planning Submittal Review

Dear Mr. Carroll,

The following is an item by item response to the review letter for the above project.

**Planning Department:**

**Ordinance Requirements:**

1. Two Concrete end islands have been provided each with one Locust Tree added as requested.
2. Barrier free spaces have been adjusted as requested.
3. Barrier Free signs to meet City of Novi standards have been located at each of (6) spaces.
4. The loading area has been hatched as requested. This area remain less than 100' from the residential property so we will be seeking a variance for this area.
5. No new dumpster is proposed.
6. No new rooftop equipment is proposed.
7. The two new proposed O.H Doors are placed as far south as possible within this Tenant space. We will be seeking a variance to allow the two doors adjacent to residential zoning.
8. Notes added to the Site Plan as requested.
9. A Hazardous materials Check list will be filled out prior to Occupancy. No hazardous materials will be stored at this location.
10. No new exterior lighting will be provided.
11. The possible economic impact information can be provided prior to the planning Commission meeting.

Additional notes regarding, Façade Lighting, long term truck parking, noise and vibration and no direct retail use as well have been added to the Site Plan.

**Engineering Review: Dated 2/20/22**

1. A general note will be added.
2. So noted for new curbed islands as required.
3. So noted.
4. So noted.
5. So noted.
6. So noted. City Detail sheets to be added.
7. So noted.

320 Martin Street Suite LL-10  
Birmingham, MI 48009  
p 248•554•9500

biddison-ad.com

8. So noted.
9. Letter and statement to be provided.
10. So noted.
11. So noted.
12. So noted.
13. So noted.
14. So noted.

**Fire Department Review: Dated 1/31/22**

1. Approval noted.

**Landscape Review: Dated 2/1/22**

1. Existing Trees to be shown in area of work, so Noted.
2. Adjacent Buffer, preserve the Buckthorn so Noted.
3. Any landscaping missing from approved plans for the site will be replaced as part of this project.
4. New trees as required will be added in new landscape islands which will be a min. of 200s.f.
5. Building foundation plantings, Any landscaping missing from approved plans for the site will be replaced as part of this project.
6. New Trees in the new islands will be called out on the final plans.

**Façade Review: Dated 2/13/22**

1. Façade approval noted.

(2) Copies of the drawings showing the above comments will be submitted for your files. Please feel free to contact me directly at 248-981-1971 if you have any additional or specific questions. Please the above letter and attached drawings to allow us to be placed on the April 13<sup>th</sup> Planning Meeting.

Sincerely,

Kevin Biddison, AIA  
Biddison Architecture P.C.

