



## ITC MAINTENANCE BUILDING ADDITION SITE PLAN 10-48

### ITC MAINTENANCE BUILDING ADDITION SITE PLAN 10-48

Consideration of the request of B Sarkett Construction for Preliminary Site Plan and Stormwater Management Plan approval. The subject property is located in Section 13 at 27175 Energy Way, south of Twelve Mile Road, between M-5 and Haggerty Road, in the OST, Planned Office Service Technology District. The subject property is approximately 59.3 acres and the applicant is proposing to add a 3,405 square foot single-story maintenance building addition to be connected to the existing ITC headquarters.

### Required Action

Approve or Deny Preliminary Site Plan and Stormwater Management Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	12/14/10	<ul style="list-style-type: none"> <li>• <b>Landscape plan required.</b></li> <li>• Items to address on the revised Final Site Plan submittal.</li> </ul>
Engineering	Approval recommended (Preliminary Site Plan only)	12/15/10	Items to address on the revised Final Site Plan submittal.
Façade	Approval recommended	12/13/10	<b>Proposed accent band shall match existing accent band.</b>
Fire	Approval recommended	12/13/10	No additional plan corrections needed.

**Approval- Preliminary Site Plan**

In the matter of the request of B Sarkett Construction for ITC Maintenance Building Addition, SP 10-48, motion to **approve** the Preliminary Site Plan, subject to the following:

- a. Landscape removed to accommodate the new addition shall be relocated on the existing ITC campus;
- b. The proposed accent band on the addition shall match the accent band on the existing ITC headquarters; and
- c. Compliance with all conditions and requirements listed in the staff and consultant review letters;
- d. *(Insert specific considerations here)*

*(because the plan is otherwise in compliance with Article 23A, Article 24 and Article 25 and all other applicable provisions of the Zoning Ordinance.)*

**Denial- Preliminary Site Plan**

In the matter of the request of B Sarkett Construction for ITC Maintenance Building Addition, SP 10-48, motion to **deny** the Preliminary Site Plan, *(because it is not in compliance with the following sections of the Zoning Ordinance...)*

**Approval – Stormwater Management Plan**

In the matter of B Sarkett Construction for ITC Maintenance Building Addition, SP 10-48, motion to **approve** the Stormwater Management Plan, subject to the following:

- a. Compliance with all conditions and requirements listed in the staff and consultant review letters;
- b. *(additional conditions here if any)*

*(because the plan is otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

**Denial – Stormwater Management Plan**

In the matter of B Sarkett Construction for ITC Maintenance Building Addition, SP 10-48, motion to **deny** the Stormwater Management Plan, *(because it is not in compliance with Chapter 11 of the Code of Ordinances.)*

## PLANNING REVIEW



## PLAN REVIEW CENTER REPORT

December 14, 2010

### Planning Review

ITC Maintenance Building Addition

**SP10-48**

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#### Petitioner

B Sarkett Construction

#### Review Type

Preliminary/Final Site Plan

#### Property Characteristics

- Site Location: 27175 Energy Way, south of Twelve Mile between M-5 and Haggerty Road (Section 13)
- Site Zoning: OST, Planned Office Service Technology
- Adjoining Zoning: North: OST; South: I-696 right-of-way; East: M-5 right-of-way; West: OST, MH (Mobile Home)
- Current Site Use: Existing ITC Headquarters
- Adjoining Uses: North: ITC Headquarters access road; South: I-696 right-of-way; East: M-5 right-of-way; West: Office, Country Cousins Mobile Home Park
- School District: Novi School District
- Site Size: 59.3 acres
- Plan Date: 11-04-10

#### Project Summary

The applicant is proposing to add a 3,405 square foot single-story maintenance building addition to be connected to the existing ITC headquarters along with three parking spaces to service the maintenance area.

#### Recommendation

**Preliminary Site Plan approval is recommended.** However, there are a number of engineering items needed for Final Site Plan review that have not been included. The applicant should revise the plans per the comments in this and other review letters and submit plans for revised Final Site Plan review. A landscape plan is required prior to the Planning Commission meeting.

#### Ordinance Requirements


This project was reviewed for conformance with the Zoning Ordinance with respect to Article 23A (OST Planned Office Service Technology District), Article 24 (Schedule of Regulations), Article 25 (General Provisions) and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed by the applicant.

1. Planning Commission Approval: A building addition larger than 1,000 square feet and on a parcel of land adjacent to a residential zoning district requires the approval of the Planning Commission.
2. Landscape Plan: It appears landscaping will be removed to accommodate the proposed addition and new pavement. **The applicant should provide a landscape plan detailing the plantings to be removed and indicate if any landscaping will be installed around the new addition. This matter cannot proceed to the Planning Commission until a landscape plan is provided.** Additional review fees will apply.

**Response Letter**

A letter from either the applicant or the applicant's representative addressing comments in this and other review letters is required prior to appearing before the Planning Commission and with the revised Final site Plan submittal.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0586 or [kkapelanski@cityofnovi.org](mailto:kkapelanski@cityofnovi.org).

  
\_\_\_\_\_  
Kristen Kapelanski, AICP, Planner  
248-347-0586 or [kkapelanski@cityofnovi.org](mailto:kkapelanski@cityofnovi.org)

## ENGINEERING REVIEW



## PLAN REVIEW CENTER REPORT

December 15, 2010

**Engineering Review**  
ITC Maintenance Addition  
SP10-48

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### **Petitioner**

ITC Transmission

### **Review Type**

Combined Preliminary/Final Site Plan

### **Property Characteristics**

- Site Location: Twelve Mile Road, W. of Haggerty Road
- Site Size: 59.3 acres
- Plan Date: 11-4-10

### **Project Summary**

- Construction of an approximately 3,405 square-foot building addition and associated parking.
- Water and sanitary sewer services would be provided by existing connections.
- Storm water would be collected and pretreated by the existing system.

### **Recommendation**

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

**Approval of the Final Site Plan is NOT recommended until the following items are addressed.**

### **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 revised Final Site Plan submittal:

The Final Site Plan does not meet the general requirements of Chapter 11 of the Code of Ordinances, the Storm Water Management Ordinance and/or the Engineering Design Manual. The following must be addressed prior to resubmittal:



General

1. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
2. Provide the City's standard detail sheets for water main (2 sheets-6/15/98), sanitary sewer (Sheet 1-6/15/98 and Sheet 2-4/24/06), storm sewer (1 Sheet-6/15/98) and paving (1 Sheet-12/15/00) at the time of the Stamping Set submittal.
3. Provide existing utility information on the plan (i.e. pipe diameter, material, etc.)
4. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.

Storm Sewer

5. Provide casting type and rim elevation for the proposed storm structure on the plan. Round castings shall be provided on all catch basins except curb inlet structures. Show that all drainage has a minimum of 1% slope toward the catch basin. Additional catch basins may be required.
6. Show and label all roof conductors, including diameter/material, and show where they tie into the storm sewer.

Storm Water Management Plan

7. 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.
8. Provide calculations showing the additional impervious area added to the site and the required treatment/detention required as well as the existing storm water calculations for the site. If the current as-built volumes are oversized to handle the added volume, then no changes need to be made.

Paving & Grading

9. Provide spot elevations throughout the proposed paved surfaces. Show that all storm water runoff is accounted for.
10. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls comply with Michigan Barrier-Free regulations.
11. Curb and gutter is required surrounding the proposed parking area.
12. Curbing and walks adjacent to the end of 17-foot stalls shall be reduced to 4-inches high, rather than the standard 6-inch height to be provided adjacent to 19-foot stalls. The current plan shows a 4-inch integral curb with 19-foot stalls. If the sidewalk is widened to 7-feet, the adjacent parking stalls can be reduced to 17-feet in length with a 2-foot overhang. All other curb shall be the minimal 6-inches high.
13. Provide top of curb/walk and pavement/gutter grades to indicate height of curb adjacent to parking stalls or drive areas.

14. A curbed end island is required adjacent to the northern most parking stall. The end island shall conform to the City standard island design, or variations of the standard design, while still conforming to the standards given in Section 2506 of Appendix A of the Zoning ordinance (i.e. 2' minor radius, 15' major radius, minimum 8' wide, 3' shorter than adjacent 19' stall).
15. The standard Type 'M' approach is required at any approach conveying storm water. This appears to be the case at the proposed approach shown on the plan. Provide proper entrance radii and show the approach does not conflict with the current retaining wall.
16. Show all proposed ramps and ramp details on the plan and show that each ramp meets ADA requirements.
17. Label the existing retaining wall elevations. A fence maybe required along the retaining wall.
18. Provide pavement cross-section for all pavement and sidewalks on the plan. All pavements shall comply with City of Novi Design Standards.

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

19. A letter from either the applicant or the applicant's engineer must be submitted with the Stamping Set 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.**
20. 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 footage), right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

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

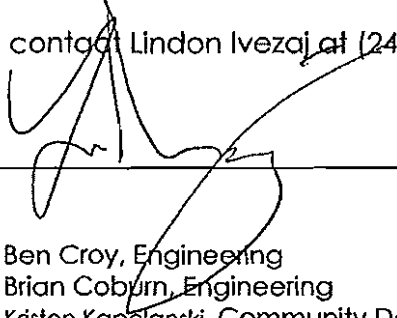
21. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
22. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting (no application required). A grading permit fee in the amount of \$TBD must be paid to the City Treasurer's Office.
23. Material certifications (casting type) must be submitted to Spalding DeDecker for review prior to the construction of any utilities on the site. Contact Ted Meadows at 248-844-5400 for more information.
24. Construction inspection fees in the amount of \$TBD must be paid to the City Treasurer's Office.

- 25. 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.
- 26. If required, permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

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

- 27. The amount of the incomplete site work performance guarantee for this development at this time is \$TBD(equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.
- 28. Spalding DeDecker will prepare the record drawings for this development. The record drawings will be prepared in accordance with Article XII, Design and Construction Standards, Chapter 11 of the Novi Code of Ordinances.

Please contact Lindon Ivezaj at (248) 735-5694 with any questions.



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cc: Ben Croy, Engineering  
Brian Coburn, Engineering  
Kristen Kapelanski, Community Development Department  
Tina Glenn, Water & Sewer Dept.  
Shella Weber, Treasurer's  
T. Meadows, B. Hanson, T. Reynolds; Spalding DeDecker

## FACADE REVIEW



December 13, 2010

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

Re: **FACADE ORDINANCE REVIEW**  
**ITC Maintenance Building Addition, SP10-45**  
Façade Region: 1, Zoning District: OST, Building Area: 3,600 S.F.

Dear Ms. McBeth;

The following is the Façade Review for Preliminary Site Plan for the above referenced project based on the drawings prepared by Sarnacki & Associates, Inc., dated November 4, 2010. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Schedule Regulating Façade Materials of Ordinance Section 2520 are shown in the right hand column.

	North	East	West	South	Ordinance Maximum
Brick	31.0%	34.0%	N/A	N/A	100% (30%)
Limestone (Simulated using Precast Concrete)	35.0%	32.0%	N/A	N/A	100%

The facade review for the original building was based on the accents bands being constructed of Limestone. The accent bands on the proposed addition are identified as "New Precast Band to Match Existing." Precast Concrete is not an allowed material whereas limestone is allowed up to 100%. It is assumed the new accent band will match the existing in all respects.

**Recommendation** - As shown above the percentages of all materials are in full compliance with the facade Chart. A Section 9 Waiver is not required for this project. This recommendation is contingent upon the accent band matching the existing in all respects.

Sincerely,  
DRN & Associates, Architects PC

Douglas R. Necci, AIA

## FIRE REVIEW



December 13, 2010

TO: Barbara McBeth, Deputy Director of Community Development, City of Novi

RE: ITC Maintenance Building Addition

SP#: 10-48

**Project Description:**

Addition of a 3,405 S.F. single story building connected to the existing building near the existing loading dock.

**Comments:**

None

**Recommendation:**

This plan has been reviewed and is **Recommended for Approval.**

Sincerely,

Michael W. Evans  
Fire Marshal

cc: file

**CITY COUNCIL**

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David B. Landry

Mayor Pro Tem  
Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

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**Director of Public Safety**  
David Molloy

**Director of Fire and EMS**  
Jeffrey Johnson

**Novi Fire Department**  
45125 W. Ten Mile Rd.  
Novi, Michigan 48375  
248.349-2162  
248.347-0590 fax

cityofnovi.org

**APPLICANT RESPONSE LETTER**



# ***B SARKETT*** CONSTRUCTION COMPANY

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General Contractor/Design Build

23933 Allen Road  
Woodhaven, MI 48183  
734-671-1577  
Fax: 734-671-3973  
www.bsarkett.com

18 January 2011

City of Novi  
45175 W.Ten Mile Rd.  
Novi, Mi 48315

ATTN: Kristen Kapelanski  
RE: Plan Review Center Report  
Project: ITC Maintenance Building Addition SP10-48

Kristen,

We have reviewed the comments listed in the planning and engineering review letters regarding the ITC Maintenance Building Addition project.

Items to be revised for final approval per the review comments will include the following:

1. Landscape
2. General Comments
3. Storm Sewer
4. Storm Water Management Plan (If required based on current design)
5. Paving and Grading

We would like to provide the following comment regarding item # 11 under the paving and grading review section.

*Item #11. Curb and gutter is required surrounding the proposed parking area. We currently have an integral curb/walk in this area with pavement providing positive drainage to existing catch basins.*

Sincerely,

B Sarkett Construction Co.  
Brad Sarkett.

**SITE PLAN**

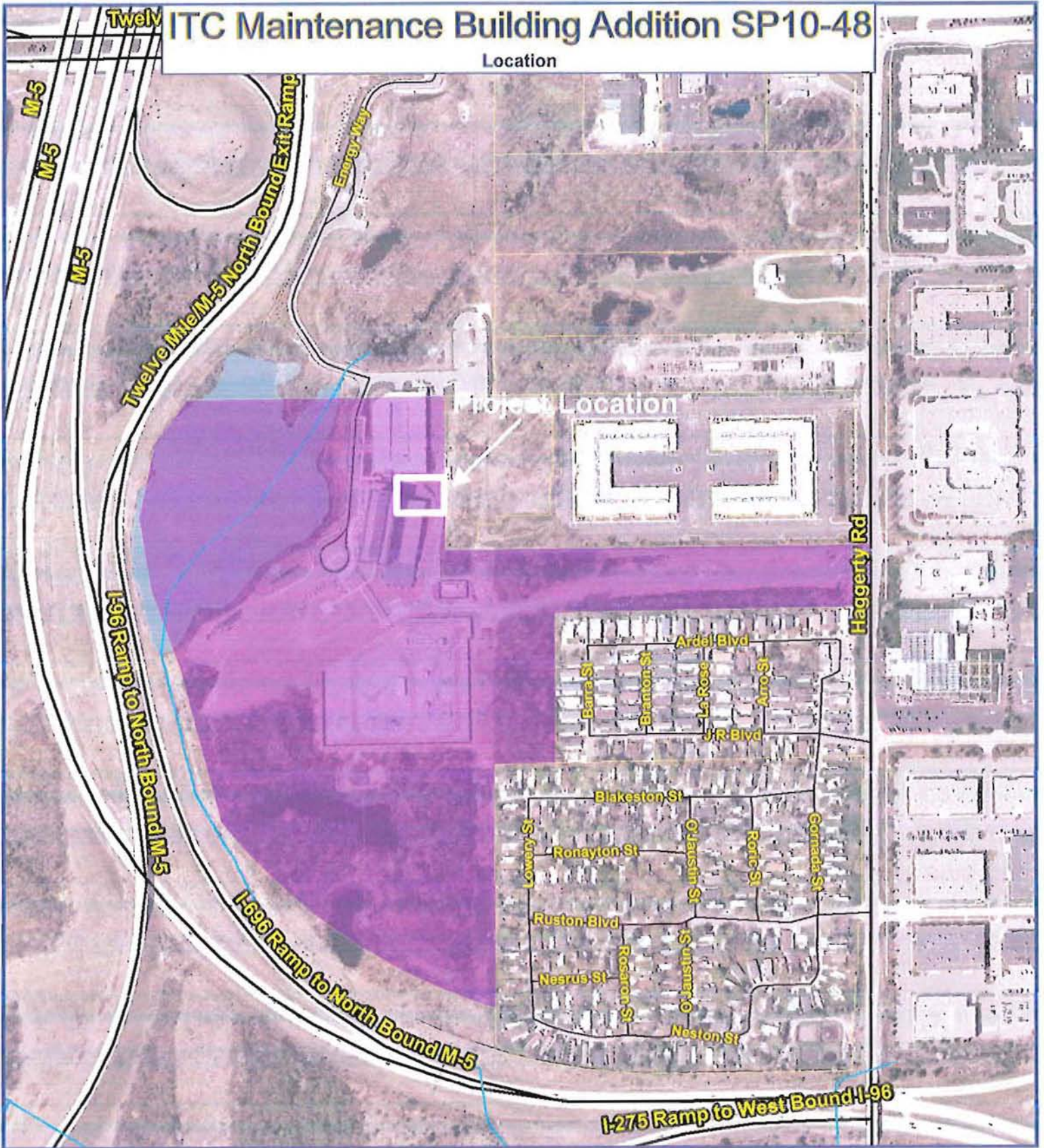


**MAPS**

**Location/Air Photo  
Zoning  
Future Land Use  
Natural Features**

# ITC Maintenance Building Addition SP10-48

Location



Map Author: Kristen Kapełanski  
 Date: 01-27-11  
 Project: ITC Maintenance Building Add' SP10-48  
 Version #: 1.0

### Map Legend

 Subject Property



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

#### MAP INTERPRETATION NOTICE

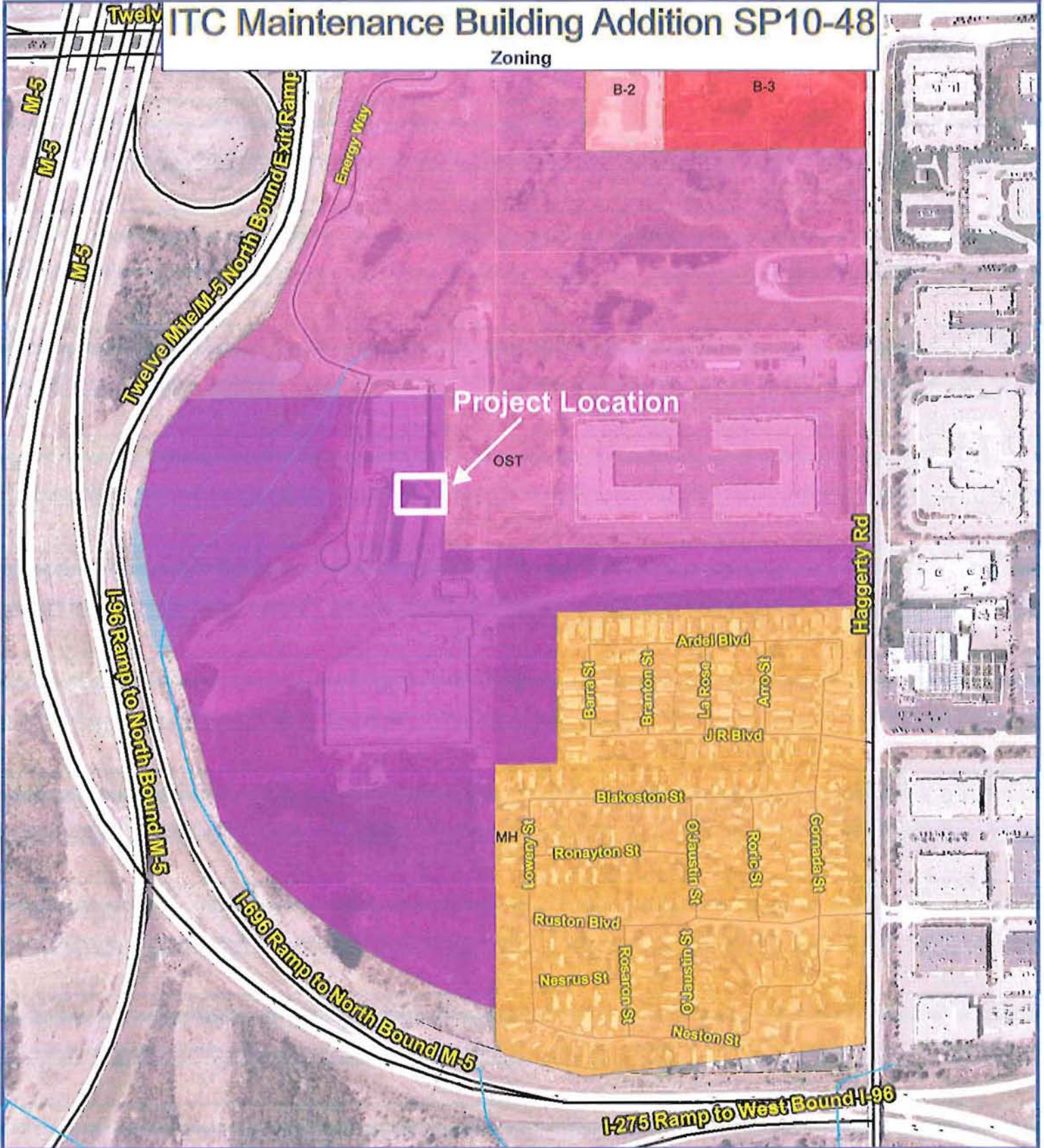
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be considered 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.



1 inch = 83,333 feet

# ITC Maintenance Building Addition SP10-48

Zoning



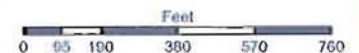
Map Author: Krislen Kapelanski  
 Date: 01-27-11  
 Project: ITC Maintenance Building Add' SP10-48  
 Version #: 1.0

### Map Legend

- Subject Property
- MH: Mobile Home District
- B-2: Community Business District
- B-3: General Business District
- OST: Office Service Technology



**City of Novi**  
 Planning Division  
 Community Development  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
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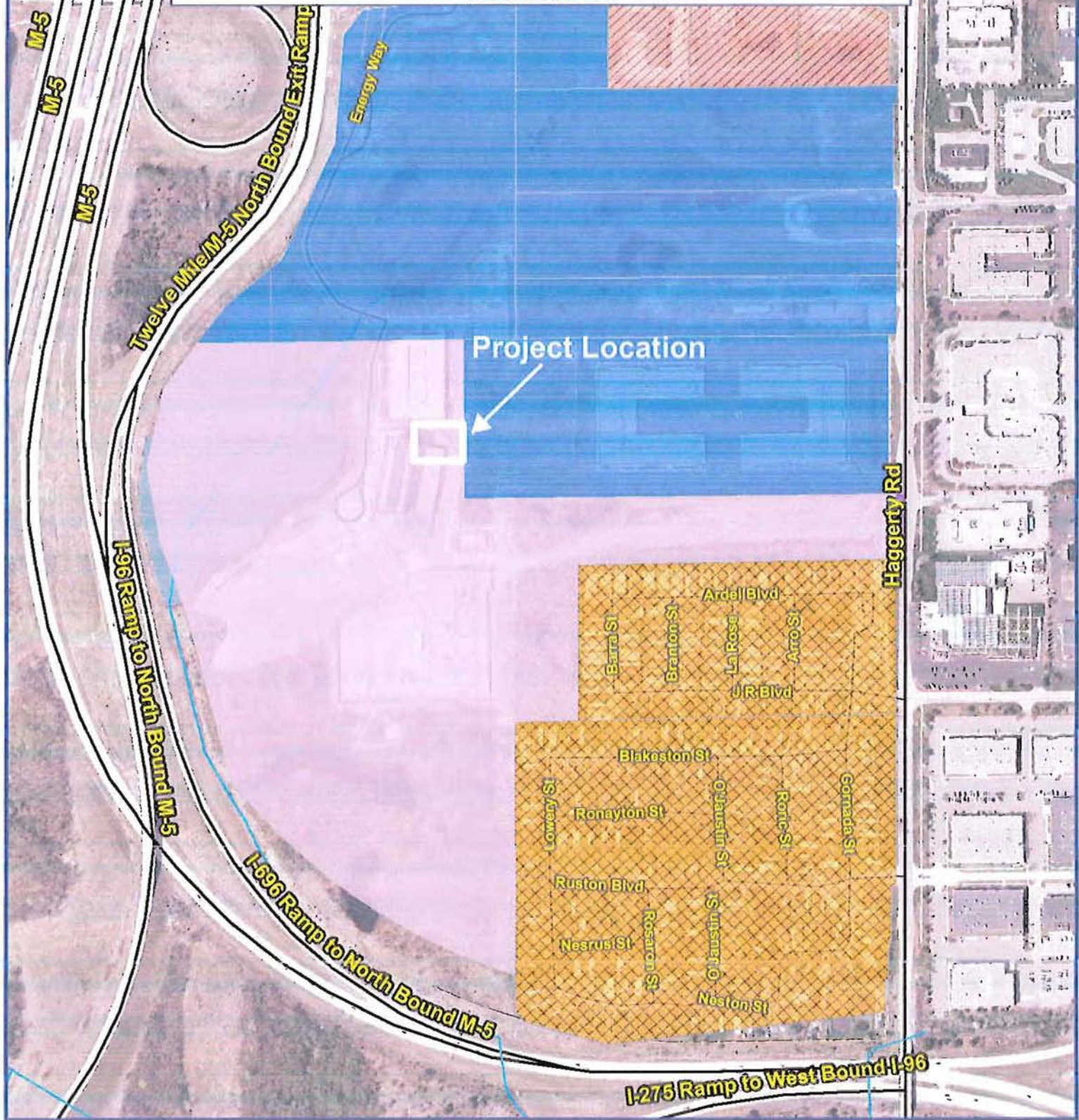
1 inch = 475 feet

#### MAP INTERPRETATION NOTICE

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# ITC Maintenance Building Addition SP10-48

Future Land Use



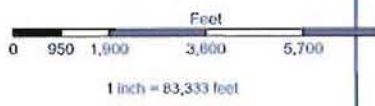
Map Author: Kristen Kapelanski  
 Date: 01-27-11  
 Project: ITC Maintenance Building Add' SP10-48  
 Version #: 1.0

### Map Legend

-  Mobile Home
-  Office RD Tech
-  Community Commercial
-  Utility
-  Subject Property



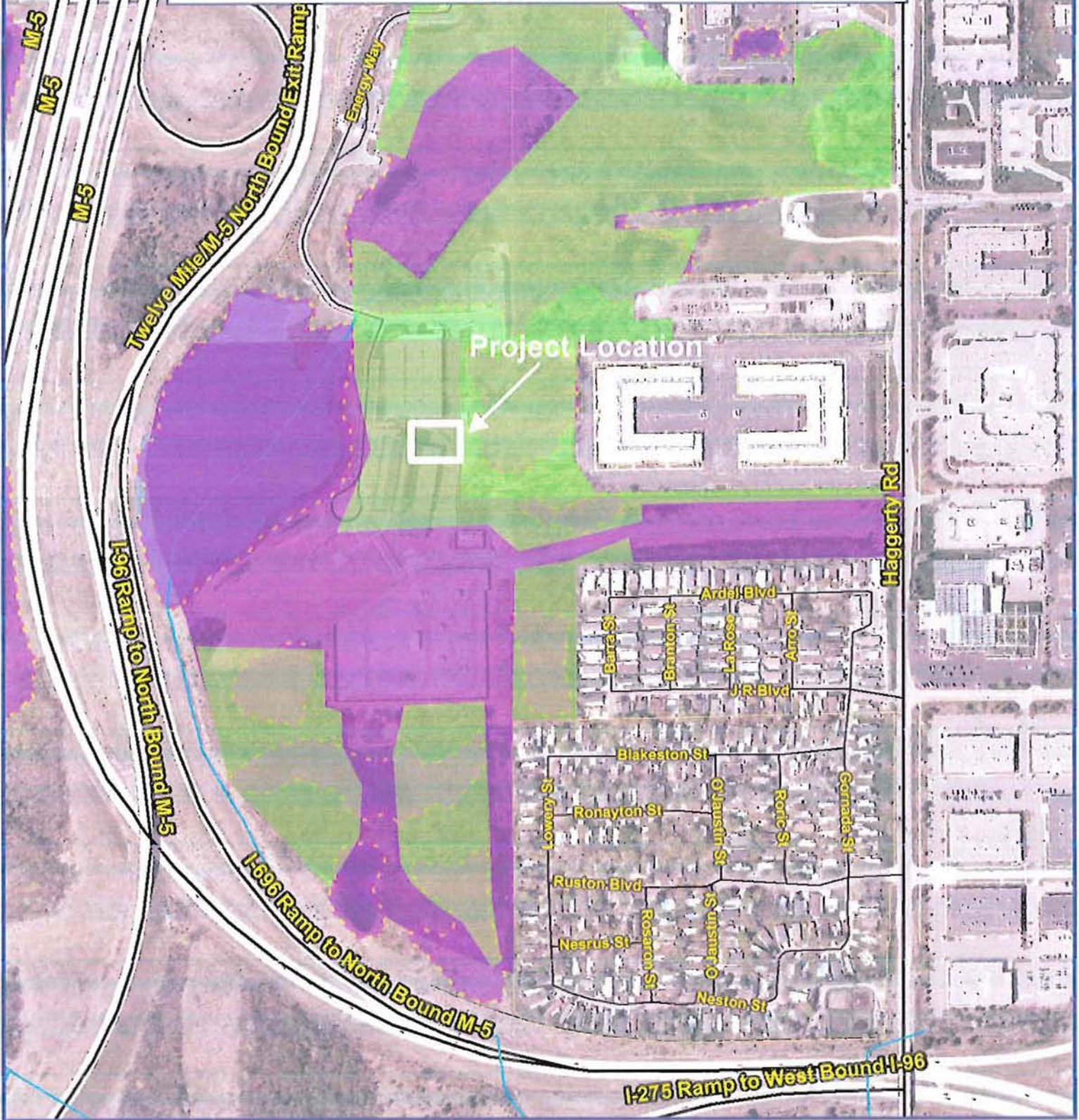
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# ITC Maintenance Building Addition SP10-48

## Natural Features



Map Author: Kristen Kapelanski  
 Date: 01-27-11  
 Project: ITC Maintenance Building Add' SP10-48  
 Version #: 1.0

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**Map Legend**

- Woodlands
- Wetland Areas
- Subject Property



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