



Main Street Village Clubhouse Addition JSP17-03

Main Street Village Clubhouse Addition JSP 17-03

Consideration at the request of Singh Main Street Village I, LLC, for approval of Preliminary Site Plan and Stormwater Management Plan. The subject property is located in Section 23 south of Grand River Avenue on Main Street and is zoned TC-1, Town Center-1. The applicant is proposing an addition of 994 square feet to the existing clubhouse on site to allow for a new gym. A new dog park is also proposed. Pool renovations include addition of gazebo structures and cabana area within the rear compound of the clubhouse.

Required Action

Approval/Denial the Preliminary Site Plan and Stormwater Management Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	04-20-18	<ul style="list-style-type: none"> • Applicant to include the bike parking on the final stamping sets as indicated on the revised plan shared via e-mail dated 05-09-18. • Items to be addressed by the applicant on electronic stamping sets.
Engineering	Approval recommended	04-19-18	<ul style="list-style-type: none"> • Items to be addressed by the applicant on electronic stamping sets.
Landscaping	Approval recommended	04-04-18	<ul style="list-style-type: none"> • A waiver for proposing building foundation landscape away from base of the building addition. • Items to be addressed by the applicant on electronic stamping sets.
Façade	Approval recommended	04-24-18	<ul style="list-style-type: none"> • Section 9 Waiver is required for the underage of Brick and overage of Trim on the pool-side amenities.
Fire	Approval recommended	04-03-18	<ul style="list-style-type: none"> • No comments

MOTION SHEET

Approval – Preliminary Site Plan

In the matter of Main Street Village Clubhouse Addition JSP 17-03, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. Landscape waiver from Section 5.5.3.D for providing the required building foundation landscape away from the base of the building addition as the proposed alternate locations will provide greater visible benefit to users and visitors of the site, which is hereby granted;
- b. Section 9 Façade waiver for underage of Brick (30% minimum required, 24% provided) and overage of Trim (15% maximum for Gazebos, 44% provided and 25% maximum for Pergolas, 100% provided) for the pool-side amenities as these structures are located within the interior courtyard and will not be significantly visible for public walks and roads, which is hereby granted;
- c. Applicant shall include bike parking on the final stamping sets;
- d. The findings of compliance with Ordinance standards in the staff and consultant review letters, the conditions and items listed in those letters, and with these items being addressed on the Revised 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.)

- AND -

Approval – Stormwater Management Plan

In the matter of Main Street Village Clubhouse Addition JSP 17-03, motion to **approve** the Stormwater Management Plan based on and subject to:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Revised 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 Main Street Village Clubhouse Addition JSP 17-03, 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 Main Street Village Clubhouse Addition JSP 17-03, motion to **deny** the Stormwater Management Plan... *(because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

MAPS

Location

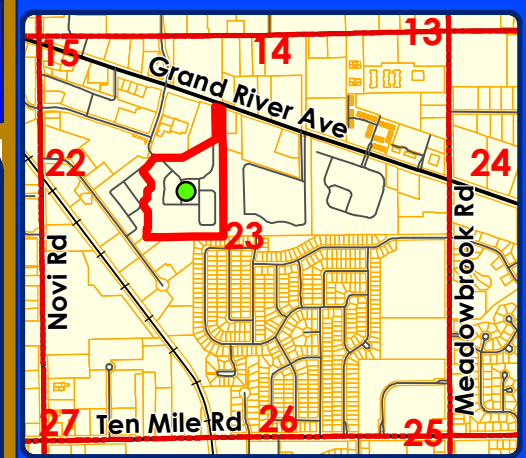
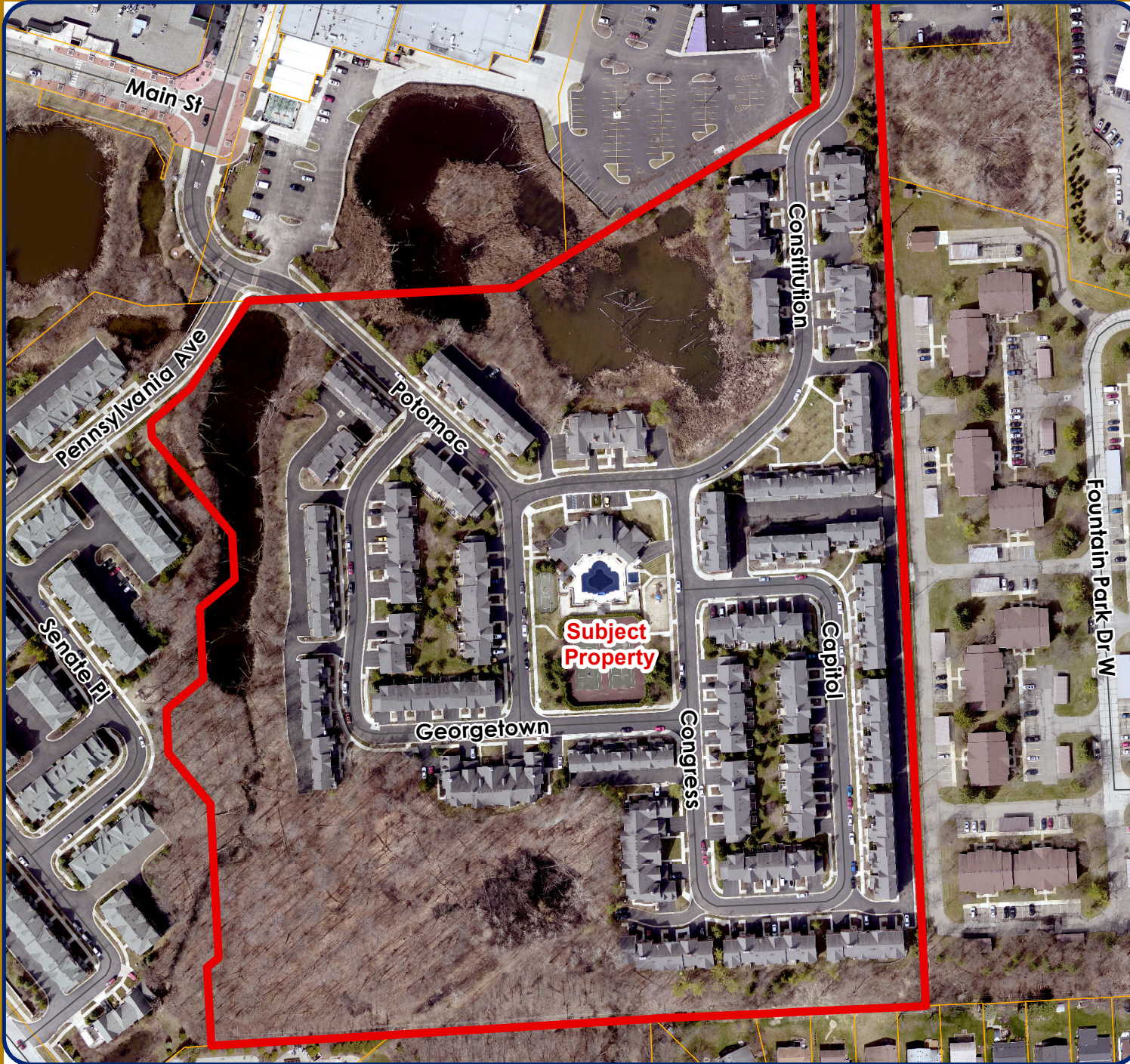
Zoning

Future Land Use

Natural Features

JSP 17-03: MAINSTREET CLUBHOUSE

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: 05/18/18
Project: JSP 17-03: MAINSTREET CLUBHOUSE
Version #: 1



1 inch = 202 feet

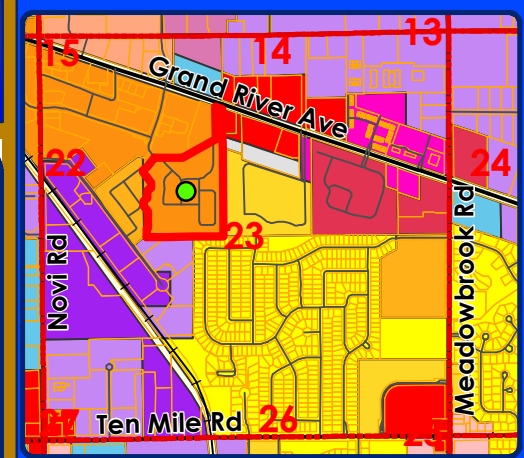
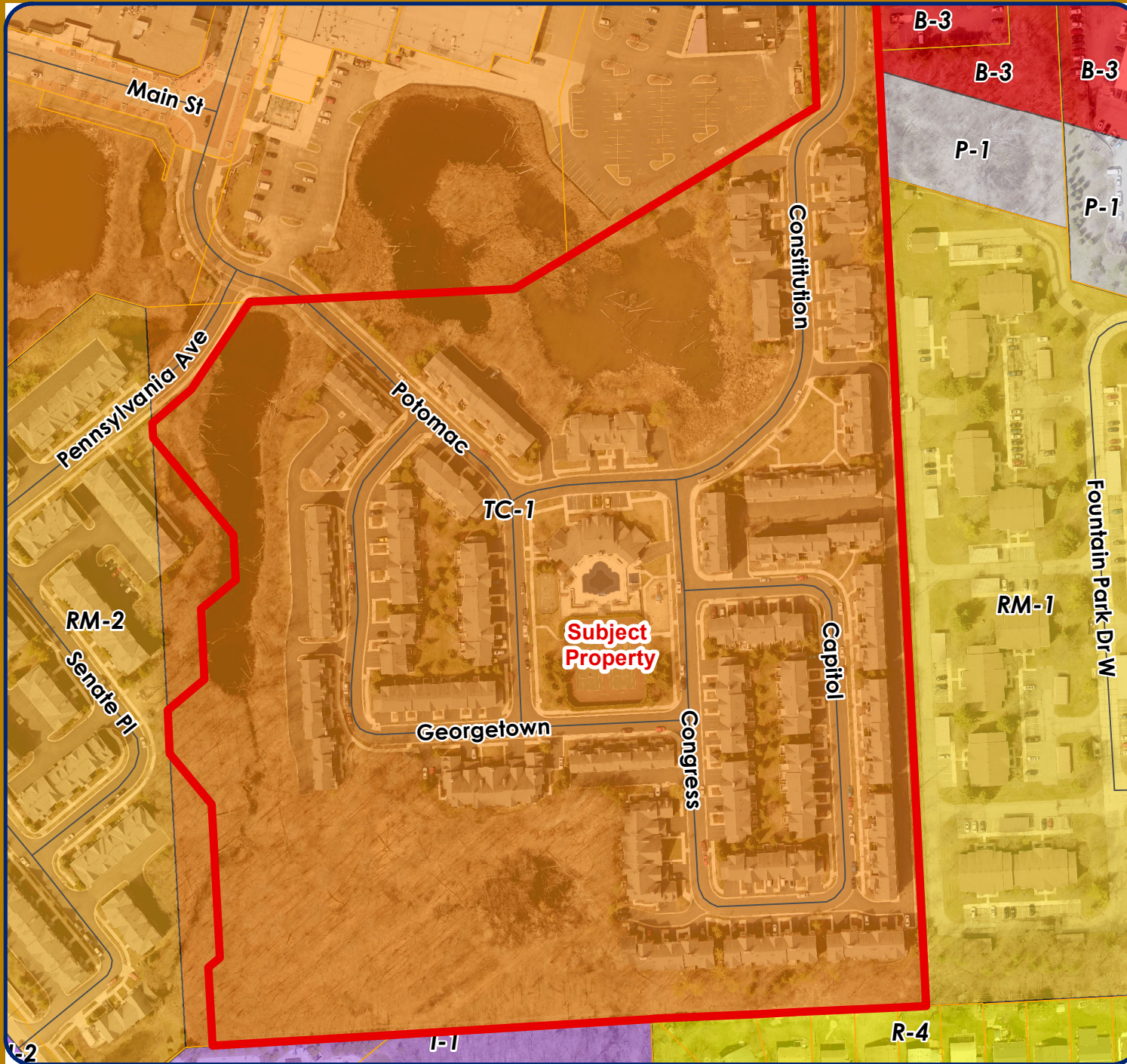


MAP INTERPRETATION NOTICE

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 17-03: MAINSTREET CLUBHOUSE

Zoning



LEGEND

	Sections
	R-4: One-Family Residential District
	RM-1: Low-Density Multiple Family
	RM-2: High-Density Multiple Family
	B-1: Local Business District
	B-3: General Business District
	GE: Gateway East District
	I-1: Light Industrial District
	I-2: General Industrial District
	NCC: Non-Center Commercial District
	OS-1: Office Service District
	OSC: Office Service Commercial
	P-1: Vehicular Parking District
	TC: Town Center District
	TC-1: Town Center - 1 District

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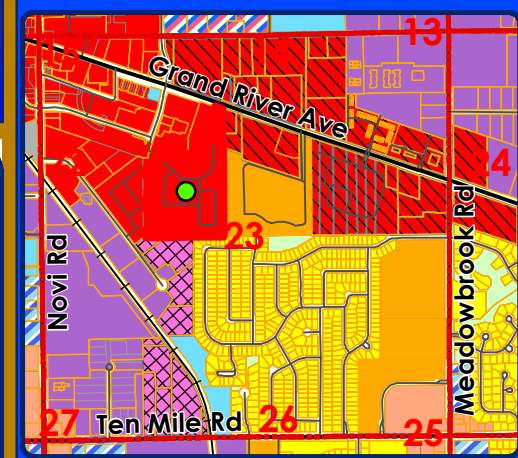
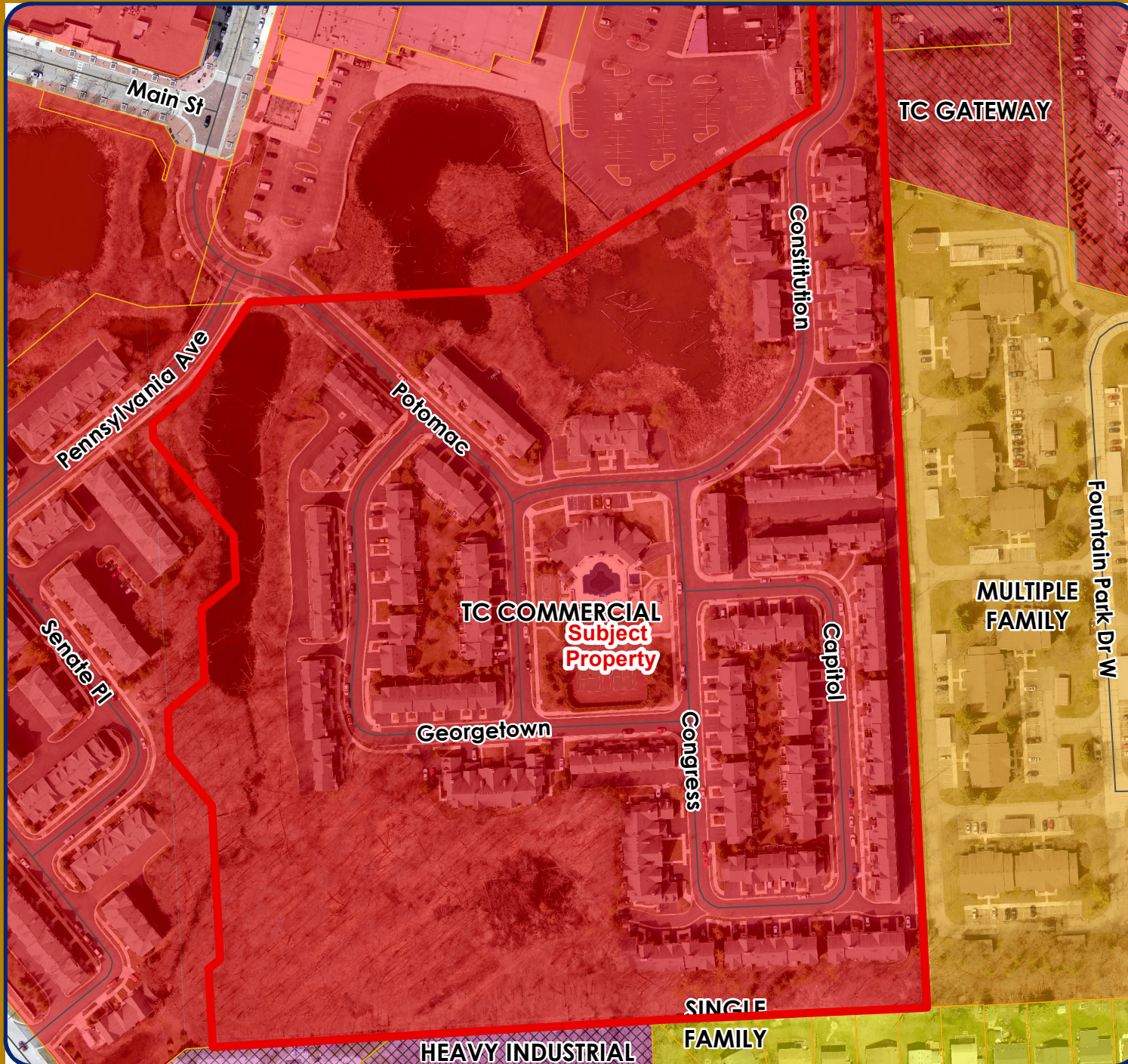
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JSP 17-03: MAINSTREET CLUBHOUSE

Future Land Use



LEGEND

- Sections
- FUTURE LAND USE**
- Single Family
- Multiple Family
- Community Office
- Office Commercial
- Industrial RD Tech
- Heavy Industrial
- Local Commercial
- TC Commercial
- TC Gateway
- Public
- Private Park
- Cemetery

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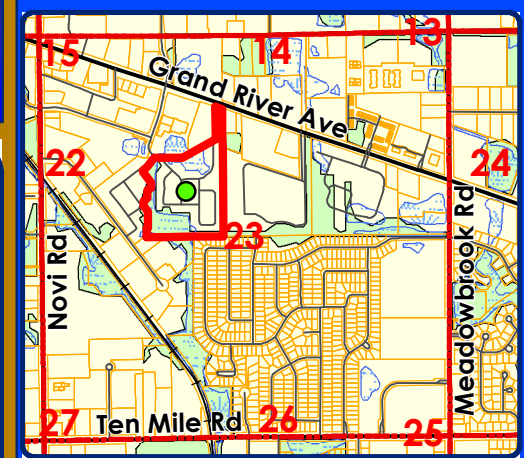
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
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JSP 17-03: MAINSTREET CLUBHOUSE

Natural Features



LEGEND

-  Sections
-  WETLANDS
-  WOODLANDS



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SITE PLAN

PLANNING REVIEW



PLAN REVIEW CENTER REPORT
April 20, 2018
Planning Review
MAIN STREET VILLAGE CLUBHOUSE ADDITION
JSP 17-03

PETITIONER:

Singh Main Street Village I, LLC

REVIEW TYPE:

Preliminary and Final Site Plan

PROPERTY CHARACTERISTICS

Section	23
Site Location	200 Constitution
Site School District	Novi Community School District
Site Zoning	TC-1: Town Center-1
Adjoining Zoning	North TC-1 (Town Center-1) East RM-1 (Low-Density, Multiple-Family) West RM-2 (High-Density, Multiple-Family) South I-1 (Light Industrial) and R-4 (One-Family Residential)
Current Site Use	Main Street Village I: Residential, Rental Community
Adjoining Uses	North Main Street East – Commercial/Retail East Fountain Park: Residential, Rental Community West Main Street Village II: Residential, Rental Community South Industrial Businesses and Cherry Hill Subdivision
Site Size	25.74 Acres
Plan Date	January 24, 2018

PROJECT SUMMARY

The applicant is proposing an addition to the existing clubhouse on site. The addition includes a 994 square feet addition to the existing 6,771 square feet 2 story clubhouse to allow for a new gym. A new dog park is also proposed. Pool renovations include addition of Gazebo structures and cabana area within the rear compound of the clubhouse.

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. Items in **bold** below must be addressed and incorporated as part of the Preliminary/Final Site Plan:

1. Planning Commission Approval:

A site plan may be reviewed for approval administratively without formal review by the approving body when the site is already the subject of an existing and previously approved site plan and the revised plan only proposes an addition totaling one-thousand (1,000) square feet or less to an existing building or structure; **This site would qualify for an administrative review, however the proposed landscape improvements and lack of bike parking would require a Planning Commission waiver.**

2. Cover Sheet: **Please update the cover sheet with the appropriate sheet index. It has a comprehensive list that is not required for site plan approval.**
3. Preliminary Site Plan Checklist: **#4 Provide the parcel map with legal description and sidwell number for the parcel.**
4. Setbacks (3.1.23.D): The allowable building setbacks are 0 ft. from all lot lines. The site plan meets the setback requirements.
5. Building Height (3.1.23.D): The maximum permitted building height is 5 stories or 65 ft, whichever is less. The elevations propose 17'8" at mid-gable as building height.
6. Parking Requirements (5.2): Additional clubhouse space is being proposed, which may impact the parking requirements of the site. There are currently six parking spaces with one ADA space and additional on-street parking spaces on adjacent side streets. **The site plan does not propose any changes to parking area. Include a site plan that indicates the existing parking location and counts.**
7. Bike Parking: A bicycle parking facility shall be required and be provided for as part of site plan review under Section 6.1 at the time of enlargement of any principal building by ten (10) percent or more of the existing gross floor area. **The proposed addition (994 sf) is more than 10 percent of existing building (6,771 sf).**

Per Section 5.16.1. Ten (10) percent of required or provided automobile parking spaces, minimum eight (8) spaces are required for private recreation facilities accessory to a residential development. **Additional parking is not proposed to accommodate the additional amenities proposed. Staff recommends providing bike parking.** Waivers may be granted on the written request and satisfactory showing by the site plan applicant that a bicycle parking facility is not necessary to serve actual bicycle parking needs of employees and customers, or is inconsistent with the use for which site plan approval is required.

1. Other Reviews
 1. Engineering Review: Additional comments to be addressed with electronic stamping sets. Engineering recommends approval.
 2. Landscape Review: Landscape review has identified one waiver that is required. Additional comments to be addressed with electronic stamping sets. Landscape recommends approval.
 3. Facade Review: A Section 9 Waiver is required for this project for Pergolas and Gazebos materials. Façade recommends approval.
 4. Fire Review: A Hazmat checklist has been provided. Fire recommends conditional approval.

NEXT STEP: PLANNING COMMISSION MEETING

Planning Commission approval is required for the improvements proposed with this site plan. Please provide the following no later than May 01, 2018 to stay on schedule for May 09, 2018 meeting.

1. An electronic version in PDF format of the site plan submitted , dated 01-24-18, with NO CHANGES MADE
2. A revised site plan indicating the bike parking and/or a written justification if a waiver is sought.
3. A response letter addressing the comments from all the review letters.
4. A color rendering of building improvements, if any

ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER

After receiving Planning Commission's 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

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.

PRE-CONSTRUCTION MEETING

A Pre-Construction meeting is not required for this project.

CHAPTER 26.5

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

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.



Sri Ravali Komaragiri – Planner

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

April 19, 2018

Engineering Review

Main Street Village Clubhouse
JSP17-0003

Applicant

Singh Main Street Village LLC

Review Type

Preliminary/Final Site Plan

Property Characteristics

- Site Location: Main Street Village
- Site size: Not provided
- Plan Date: 01/24/2018
- Design Engineer: Seiber Keast

Project Summary

- Additions to the existing Main Street Village apartment complex clubhouse. The additions include a new gym and dog park and renovations to the existing pool deck area.

Recommendation

Approval of the combined Preliminary/Final Site Plan is recommended.

Comments:

The Preliminary/Final 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 with stamping sets:

Soil Erosion and Sediment Control

1. A SESC permit is required. The review checklist detailing all SESC requirements is attached to this letter. The application can be found on the City's website at <http://cityofnovi.org/Reference/Forms-and-Permits.aspx>. A full review of the SESC plan will be completed with the permit submittal.

Storm Sewer and Storm Water Management Plan

2. Clarify whether proposed floor drains shown on the plan are connecting to storm or sanitary, and where the details will be provided (the Civil sheets refer to architectural and the architectural plans refer back to Civil).
3. Provide a sheet titled "Storm Water Management Plan" (SWMP) that references the overall storm water management for the Main Street Village and includes the percentage of increase in impervious cover.

The following must be addressed prior to construction:

4. 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.

Please contact Darcy Rechten at (248) 735-5695 with any questions.

Darcy N. Rechten

cc: Theresa Bridges, Engineering
George Melistas, Engineering
Sri Komaragiri, Community Development

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

April 4, 2018

Preliminary & Final Site Plan - Landscaping Main Street Village Clubhouse Addition

Review Type

Combined Preliminary & Final Site Plan Landscape Review

Property Characteristics

- Site Location: Main Street Village
- Site Zoning: TC-1
- Adjacent Zoning: East, South, West, North: TC-1
- Plan Date: March 14, 2018

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 revised 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

The plan is **recommended for approval for Preliminary Site Plans and Final Site Plans**, assuming the waiver listed below is approved by the Planning Commission. Please make the changes requested below on the Final Site Plans.

Landscape Waivers

A landscape waiver is required because a portion of the required foundation landscaping is not located at the base of the building addition, around the entire addition. Instead, some of it is located outside of the dog park and some is located east and west of the pool. *This waiver is supported by staff as the proposed alternate locations will provide greater visible benefit to users and visitors of the site than if the landscaping was located along the southern and eastern sides of the addition.*

Please note this waiver on the landscape plan, with its impact (i.e., If of building foundation not landscaped, sf of foundation area located away from the building) and justification for the waiver request.

NOTE: As part of this project, the applicant should replace any landscaping around the building and its parking spaces that is missing. These don't need to be shown on the plans, but need to be planted prior to the landscaping inspection.

Ordinance Considerations

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))

1. **Please show all existing landscaping in the vicinity of the project on the Existing**

Conditions Sheet.

2. **Please show all existing landscaping that will be removed on the demolition plan.**

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

The project is not adjacent to public rights-of-way and doesn't impact the number of residential units so no changes are required to right-of-way landscaping or internal street trees.

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

The project has no impacts on parking requirements so no additional parking landscaping is required.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. Based on the building addition perimeters, 880 sf of area is required at the building foundation. The applicant is proposing 970sf of foundation landscaping for the addition.
2. **As some of the proposed landscape area is not at the building foundation, a landscape waiver is required.**
3. *This waiver request would be supported by staff as the proposed locations away from the addition would provide a greater visible benefit to users of the building and people walking by the building.*

Plant List (LDM 2.h. and t.)

1. Provided.
2. **Please use at least 50% species native to the state of Michigan for the proposed plantings. Only 1 (17%) of the species proposed are native (the serviceberry).**

Planting Notations and Details (LDM)

Provided.

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

If no storm basin changes are required then no additional basin landscaping is required.

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

1. **A method of watering the landscaping for establishment and long-term survival needs to be provided on the Final Site Plans. If an existing system will be extended/modified to include the proposed plantings, please add a note to that effect to the plans.**
2. **If a different plan for keeping the plants watered sufficiently during their time of establishment and surviving in the long term is proposed, a written plan to ensure the plants have sufficient water (eg xeriscaping, hose bibbs nearby, etc.) must be included on the plans.**

Proposed trees to be saved (Sec 37 Woodland Protection 37-9, LDM 2.e.(1))

Please show tree fencing on the demolition plan to protect existing plantings to remain near the project.

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 meader meader@cityofnovi.org.



Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART

Review Date: April 4, 2018
Project Name: JSP17 – 0003; MAIN STREET VILLAGE CLUBHOUSE RENOVATION
Plan Date: March 19, 2018
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org;
 Phone: (248) 735-5621

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

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements – Basic Information (LDM (2))				
Landscape Plan <i>(Zoning Sec 5.5.2, LDM 2.e)</i>	<ul style="list-style-type: none"> ▪ New commercial or residential developments ▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. ▪ 1"-20' minimum with proper North. Variations from this scale can be approved by LA 	Scale 1" = 20'	Yes	Please fix scale on drawing.
Owner/Developer Contact Information <i>(LDM 2.a.)</i>	Name, address and telephone number of the owner and developer or association	Yes	Yes	
Landscape Architect contact information <i>(LDM 2.b.)</i>	Name, Address and telephone number of RLA	Yes	Yes	
Survey information <i>(LDM 2.c.)</i>	Legal description or boundary line survey	No	No	Not required – site is established and project is in site interior
Project Information <i>(LDM 2.d.)</i>	Name and Address	Yes	Yes	Name and site location map are provided on cover sheet.
Sealed by LA. <i>(LDM 2.g.)</i>	Requires original signature	Yes	Yes	
Miss Dig Note <i>(800) 482-7171 (LDM.3.a.(8))</i>	Show on all plan sheets	Yes	Yes	
EXISTING CONDITIONS				
Existing plant material Existing woodlands or wetlands <i>(LDM 2.e.(2))</i>	<ul style="list-style-type: none"> ▪ Show location type and size. ▪ Label to be saved or removed. ▪ Plan shall state if none exists. 	No	No	1. Please show all existing landscaping in the area of the project on the existing conditions sheet, and indicate

Item	Required	Proposed	Meets Code	Comments
				what will be removed. 2. Please show tree fencing on the demolition plan to protect existing landscaping near the project that will remain.
Soil type (LDM.2.r.)	As determined by Soils survey of Oakland county	NA		
Zoning (LDM 2.f.)	Include site and all adjacent zoning	No	NA	Project is on interior of established development.
PROPOSED IMPROVEMENTS				
Existing and proposed improvements (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
Existing and proposed utilities (LDM 2.e.(4))	Overhead and underground utilities, including hydrants	Yes	Yes	
Proposed topography - 2' contour minimum (LDM 2.e.(1))	Provide proposed contours at 2' interval	NA		Addition to match existing.
Clear Zones (LDM 2.e.(5))	25 ft. corner clearance required. Refer to Zoning Sec 5.5.9	NA	No	No additional landscaping near intersection is required or proposed.
LANDSCAPING REQUIREMENTS				
Berms and ROW Planting				
All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours Berm should be located on lot line except in conflict with utilities. Berms should be constructed with 6" of top soil.				
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				
Berm requirements (Zoning Sec 5.5.A)	Refer to Residential Adjacent to Non-residential berm requirements chart	NA		
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List			
Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)				
Berm requirements (Zoning Sec 5.5.3.A.(5))	Refer to ROW landscape screening requirements chart for corresponding requirements.	NA		Project is not adjacent to public right-of-way.

Item	Required	Proposed	Meets Code	Comments
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List	NA		Project is not adjacent to public right-of-way.
Street tree requirements (Zoning Sec 5.5.3.B.ii)	No street trees within 25 ft. clear vision triangle	NA		Project does not require street landscaping.
ROW Landscape Screening Requirements Chart (Sec 5.5.3.B. ii)				
Greenbelt width (2)(3) (5)	No parking: 34 ft	NA		Project is not adjacent to public right-of-way.
Min. berm crest width	No parking: 4 ft	NA		
Minimum berm height (9)	No parking: 4 ft	NA		
3' wall	NA			
Canopy deciduous or large evergreen trees Notes (1) (10)	No Parking: 1 per 35 lf;	NA		
Sub-canopy deciduous trees Notes (2)(10)	No Parking: 1 per 25	NA		
Canopy deciduous trees in area between sidewalk and curb	No Parking: 1 per 45 lf	NA		
Multi-Family Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2)				
Building Landscaping (Zoning Sec 5.5.3.E.ii.)	3 deciduous canopy trees or large evergreen trees per dwelling unit on the first floor.	NA		No changes to residential buildings are proposed.
Interior Street Landscaping	1 deciduous canopy tree along interior roads for every 35 lf (both sides), excluding driveways, interior roads adjacent to public rights-of-way and parking entry drives.	NA		No changes to streets are proposed.
Foundation Landscaping	<ul style="list-style-type: none"> Landscaping shall be located at the base of the building in the amount of building perimeter * 8. Minimum landscape strip in width around building except for paved access points. 110*8 = 880 sf 	970 sf	Yes	<ol style="list-style-type: none"> A landscape waiver is required because some of the provided landscaping is not at the base of the building addition. This waiver is supported by staff as it is located in areas that will be more visible than the east side and south sides of the addition.

Item	Required	Proposed	Meets Code	Comments
Foundation Landscaping	60% of building addition façades facing road should be landscaped	100% of the building addition facing the drive is landscaped	Yes	
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements (LDM 1.c)	<ul style="list-style-type: none"> ▪ Clear sight distance within parking islands ▪ No evergreen trees 	NA		
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	NA		
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	<ul style="list-style-type: none"> ▪ A minimum of 300 SF to qualify ▪ 6" curbs ▪ Islands minimum width 10' BOC to BOC 	NA		No changes to parking are proposed.
Curbs and Parking stall reduction (c)	Parking stall can be reduced to 17' with 4" curb adjacent to a sidewalk of minimum 7 ft.	NA		No changes to parking are proposed.
Contiguous space limit (i)	Maximum of 15 contiguous spaces	NA		No changes to parking are proposed.
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)				
A = Total square footage of parking spaces not including access aisles x 10%	<ul style="list-style-type: none"> ▪ $A = x 10\% = sf$ 	NA		No changes to parking are proposed.
B = Total square footage of additional paved vehicular use areas (not including A) under 50,000 SF) x 5%	<ul style="list-style-type: none"> ▪ $B = x 5\% = sf$ ▪ Paved Vehicular access area includes loading areas 	NA		See above
C= 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"> ▪ $C = x 1\% = sf$ 	NA		See above
All Categories				
D = A+B or A+C Total square footage of landscaped islands	$A + B + C = x SF$	NA		See above
E = D/75 Number of canopy trees required	$x/75 = y Trees$	NA		See above

Item	Required	Proposed	Meets Code	Comments
Parking Lot Perimeter Trees	<ul style="list-style-type: none"> ▪ 1 Canopy tree per 35 lf ▪ Sub-canopy trees can be used under overhead utility lines. 	NA		See above
Parking land banked	NA	NA		
Miscellaneous Landscaping Requirements				
Plantings around Fire Hydrant (d)	No plantings with matured height greater than 12' within 10 ft. of fire hydrants	There are no hydrants located near the addition.		
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	NA		
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	All disturbed areas will either be landscaped or hydroseeded.	Yes	
Snow deposit (LDM.2.q.)	Show leave snow deposit areas on plan in locations where landscaping won't be damaged	NA		
Transformers/Utility boxes (LDM 1.e from 1 through 5)	<ul style="list-style-type: none"> ▪ A minimum of 2ft. separation between box and the plants ▪ Ground cover below 4" is allowed up to pad. ▪ No plant materials within 8 ft. from the doors 	No utility box exists or is proposed in the area of the addition.		
Detention/Retention Basin Planting requirements (Sec. 5.5.3.E.iv)	<ul style="list-style-type: none"> ▪ Clusters shall cover 70-75% of the basin rim area ▪ 10" to 14" tall grass along sides of basin ▪ Refer to wetland for basin mix ▪ Include seed mix details on landscape plan 	NA		No changes to the site detention are proposed.
General Landscape Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	NA		
Irrigation plan (LDM 2.s.)	A fully automatic irrigation system and a method of draining is required with Final Site	NA		

Item	Required	Proposed	Meets Code	Comments
	Plan			
Other information (LDM 2.u)	Required by Planning Commission	NA		
Landscape tree credit (LDM3.b.(d))	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		
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	Canopy Deciduous shall be 3" and sub-canopy deciduous shall be 2.5" caliper. Refer to section for more details	No canopy trees are proposed.		
Plant size credit (LDM3.c.(2))	NA	No		
Prohibited Plants (LDM 3.d)		No		
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	There are no overhead utilities in the area of the project.		
Collected or Transplanted trees (LDM 3.f)		No		
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> ▪ Trees shall be mulched to 4" depth and shrubs, groundcovers to 3" depth ▪ Specify natural color, finely shredded hardwood bark mulch. ▪ Include in cost estimate. ▪ Refer to section for additional information 	Details are provided.		In Note #8, please replace peat with compost.
Landscape Notes and Details– Utilize City of Novi Standard Notes				
Plant List (LDM 2.h.) – Include all cost estimates				
Quantities and sizes		Yes	Yes	
Root type		Yes	Yes	
Botanical and common names	Refer to LDM suggested plant list	Yes	No	Please use species native to Michigan for at least 50% of the plantings. Currently only one of six species used is native (the serviceberry).

Item	Required	Proposed	Meets Code	Comments
Type and amount of lawn		NA		
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	Yes		The serviceberry cost is only \$250.
Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	As no canopy trees are proposed, this detail can be removed from the detail sheet.
Evergreen Tree		Yes	Yes	As no canopy trees are proposed, this detail can be removed from the detail sheet.
Multi-stem tree		No		Please add a multi-stem tree planting detail.
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys	Wood stakes, fabric guys.	Yes	Yes	
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	<ul style="list-style-type: none"> ▪ Label contour lines ▪ Maximum 33% slope ▪ Constructed of loam ▪ 6" top layer of topsoil 	NA		No berm is proposed.
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, 10 feet from structures, hydrants	NA		
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	NA		No wall is proposed.
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		NA		
Notes (LDM 2.i) – Utilize City of Novi Standard Details				
Installation date (LDM 2.i. & Zoning Sec 5.5.5.B)	<ul style="list-style-type: none"> ▪ Provide intended date ▪ Between Mar 15 – Nov 15 	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
Maintenance & Statement of intent <i>(LDM 2.m & Zoning Sec 5.5.6)</i>	<ul style="list-style-type: none"> ▪ Include statement of intent to install and guarantee all materials for 2 years. ▪ Include a minimum one cultivation in June, July and August for the 2-year warranty period. 	Yes	Yes	
Plant source <i>(LDM 2.n & LDM 3.a.(2))</i>	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Establishment period <i>(Zoning Sec 5.5.6.B)</i>	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. <i>(Zoning Sec 5.5.5.E)</i>	City must approve any substitutions <u>in writing</u> prior to installation.	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.

FAÇADE



April 2, 2018 (REV 4/24/18)

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

Façade Review Status Summary:
Approved, Section 9 Waiver Recommended for Pool-Side Amenities

Re: **FACADE ORDINANCE REVIEW Final Site Plan**
Main Street Village Clubhouse, JSP17-0003
 Façade Region: 1, Zoning District: IRM-1

Dear Ms. McBeth;

The following is the Façade Review for Final Site Plan Approval of the above referenced project based on the revised drawings prepared by Krieger Klatt Architects, dated 1/24/18. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by Ordinance Section 5.15 are shown in the right hand column. Note that the percentages of materials on the north and east elevations has changed since our prior review.

Building Addition	West (Front)	North	East	South	Ordinance Maximum (Minimum)
Brick, to match existing	17%	17%	52%	52%	100% (30% Min.)
Asphalt Shingles, to match existing	53%	53%	36%	36%	50%
Trim, to match existing	30%	30%	12%	12%	15%

Gazebos	West	North	East	South	Ordinance Maximum (Minimum)
Brick, to match existing	24%	24%	24%	24%	100% (30% Min.)
Asphalt Shingles, to match existing	32%	32%	32%	32%	50%
Trim, to match existing	44%	44%	44%	44%	15%

Cabanas & Pergolas	West	North	East	South	Ordinance Maximum (Minimum)
Trim - Composite Material	100%	100%	100%	100%	25%

Recommendations;

Building Addition - The addition is regulated by Section 5.15.7 of the Façade Ordinance. This Section permits a continuation of existing materials provided that the addition does not exceed 100% of the existing building. In this case the area of the addition is less than 100% of the existing building. Therefore, the deviations noted above are permitted. The new materials proposed for the addition are primarily of Brick and Cast Stone. It is our recommendation that the design is in full compliance with the façade Ordinance. A Section 9 Waiver is not required for the addition.

Gazebos, Cabanas & Pergolas – These pool-side amenities are considered Canopies as regulated by Section 5.15.12 of the Façade Ordinance. This Section requires that 30% of the façades of the canopy be a material matching the primary building. A Section 9 Waiver is required for the underage of Brick and overage of Trim. In this case the proposed materials substantially match those of the primary building. Moreover, these structures are located within the interior courtyard and will not be significantly visible for public walks and roads. Therefore, it is our recommendation that a Section 9 Waiver be granted for the underage of Brick and overage of Trim on the pool-side amenities.

Notes to the Applicant:

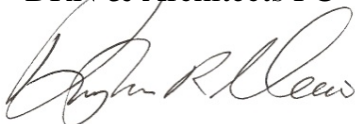
1. It should be noted that all roof top equipment must be screened from view from all vantage points both on-site and off-site using materials in compliance with the Façade Ordinance.

2. 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



Douglas R. Necci, AIA

FIRE



April 3, 2018

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

RE: Mainstreet Village Clubhouse

PSP# 18-0045

CITY COUNCIL

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Mayor Pro Tem
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David E. Molloy

Director of EMS/Fire Operations
Jeffery R. Johnson

Assistant Chief of Police
Erick W. Zinser

Assistant Chief of Police
Scott R. Baetens

Project Description:

Renovation to clubhouse

Comments:

Meets fire department standards

Recommendation:

APPROVED

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

APPLICANTS RESPONSE LETTER



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david.wong@singhmail.com
www.singhweb.com

May 8, 2018

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

Re: Main Street Village Clubhouse Renovation/Addition
25300 Constitution
Novi, MI 48375

Dear Ms. Komaragiri

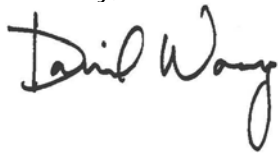
I am submitting the following response letter for the staff review of the Preliminary and Final Site Plan Submittal dated April 20, 2018:

- Planning Review
 - Item #2: Cover Sheet will be revised with the appropriate sheet index pertaining to just the submitted sheets.
 - Item #3: Parcel map with legal description and sidwell number will be added to Existing Conditions Plan.
 - Item #6: Existing parking locations and counts will be added on Existing Conditions Plan.
 - Item #7: Provision for bike parking will be added to Grading Plan.
 - 10 D-size copies with original signature and original seals will be submitted for final Stamping Set approval.
- Engineering Review
 - Item #1: SESC Plan will be completed along with SESC Plan application/checklist for permit submittal.
 - Item #2: Cabana/gazebo slab floor drain connections will be clarified on Civil plans.
 - Item #3: A sheet titled Storm Water Management Plan will be included in the final stamping set.
 - Item #4: A Soil Erosion Control Permit will be obtained from the city prior to construction.
- Landscape Review
 - Any original existing landscaping around the building and its parking spaces missing are will be replaced prior to Landscape Inspection.
 - Saved and to be removed landscaping will be added on Existing Conditions and Demolition Plan.
 - A waiver is to be requested for the building addition foundation landscaping and will be noted on landscape plans.

- Proposed planting species will be revised to at least 50% native to the state of Michigan species on Final Site Plans.
 - Existing irrigation will be extended/modified to cover proposed plantings and will be noted on Final Site Plans
 - Tree fencing will be added on Existing Conditions and Demolition plan to protect existing plantings to remain.
 - Comments on Landscape Review Summary Chart will be addressed before approval of Preliminary Site Plan
 - Any landscape substitutions will be submitted in writing for approval of Final Site Plans.
- Façade Ordinance Review
 - Will request a Section 9 Waiver for the underage of Brick and the overage of Trim at the pool side canopies.
 - Fire Marshal Review
 - Nothing to address

With this, I believe we have addressed all Division comments necessary for Planning Commission meeting, please do not hesitate to contact me should you need anything further.

Sincerely,

A handwritten signature in black ink that reads "David Wong". The signature is written in a cursive, flowing style.

David Wong
Project Manager, Architecture and Planning

Cc: Todd J. Rankine; Director, Architecture and Planning

