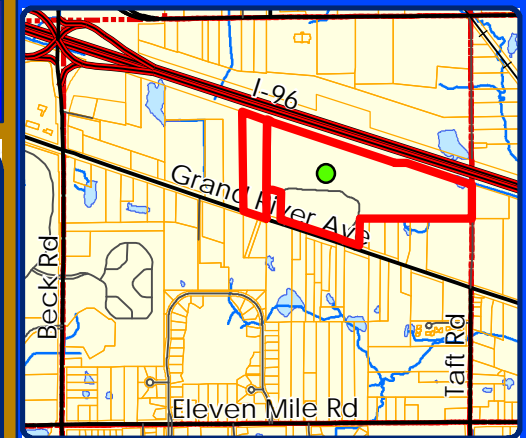
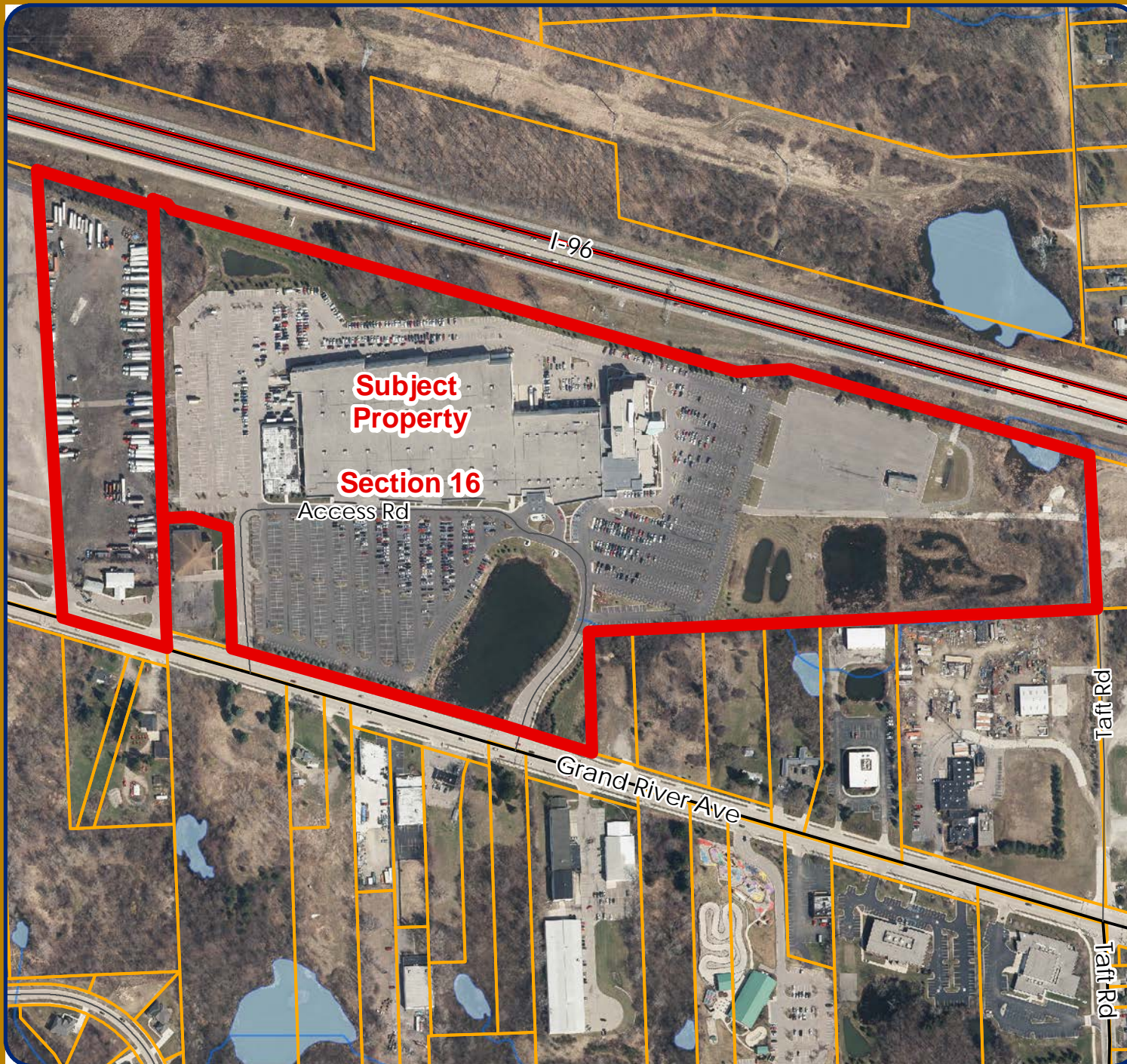


MAPS
Location
Zoning
Future Land Use
Natural Features

16-12 Suburban Collection Showplace Expansion

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: 07/22/16
Project: 16-12 Suburban Collection Showplace Expansion
Version #: 1

0 90 180 360 540 Feet

1 inch = 417 feet

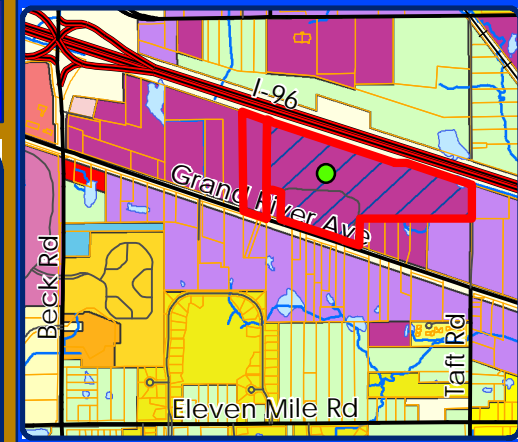
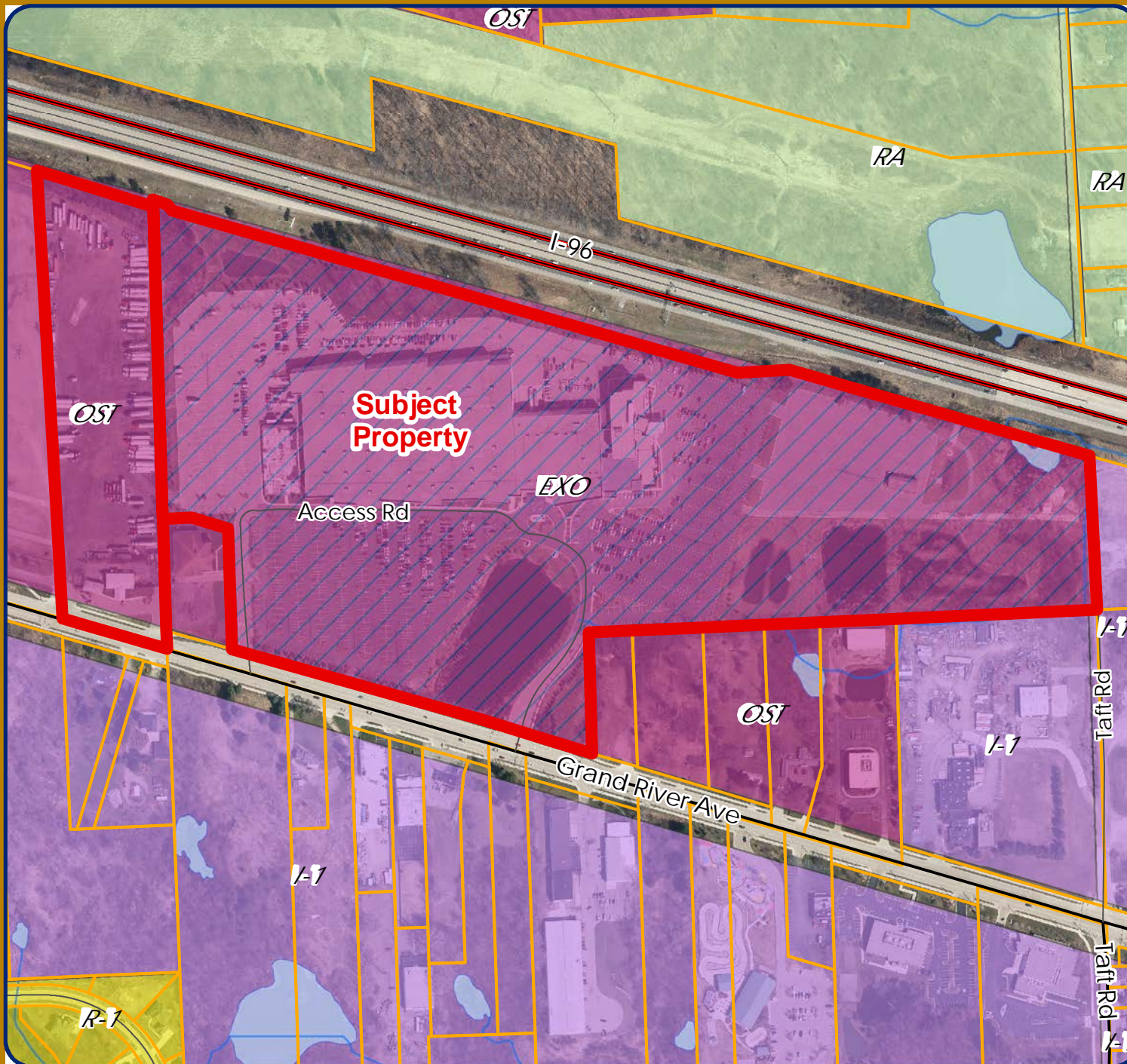


MAP INTERPRETATION NOTICE

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16-12 Suburban Collection Showplace Expansion

Zoning



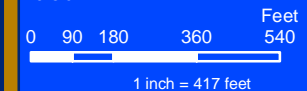
LEGEND

- R-A: Residential Acreage
- R-1: One-Family Residential District
- R-2: One-Family Residential District
- R-3: One-Family Residential District
- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- RM-2: High-Density Multiple Family
- B-2: Community Business District
- B-3: General Business District
- EXO: OST District with EXO Overlay
- FS: Freeway Service District
- I-1: Light Industrial District
- OS-1: Office Service District
- OSC: Office Service Commercial
- OST: Office Service Technology



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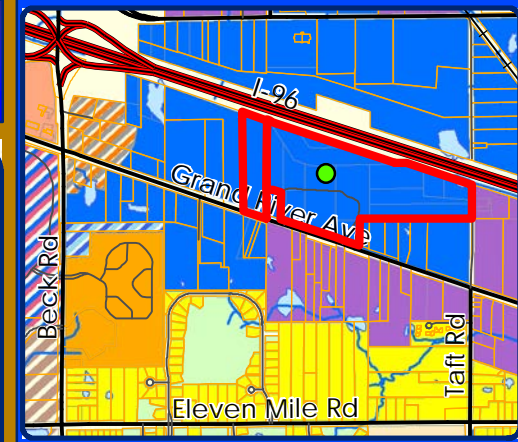
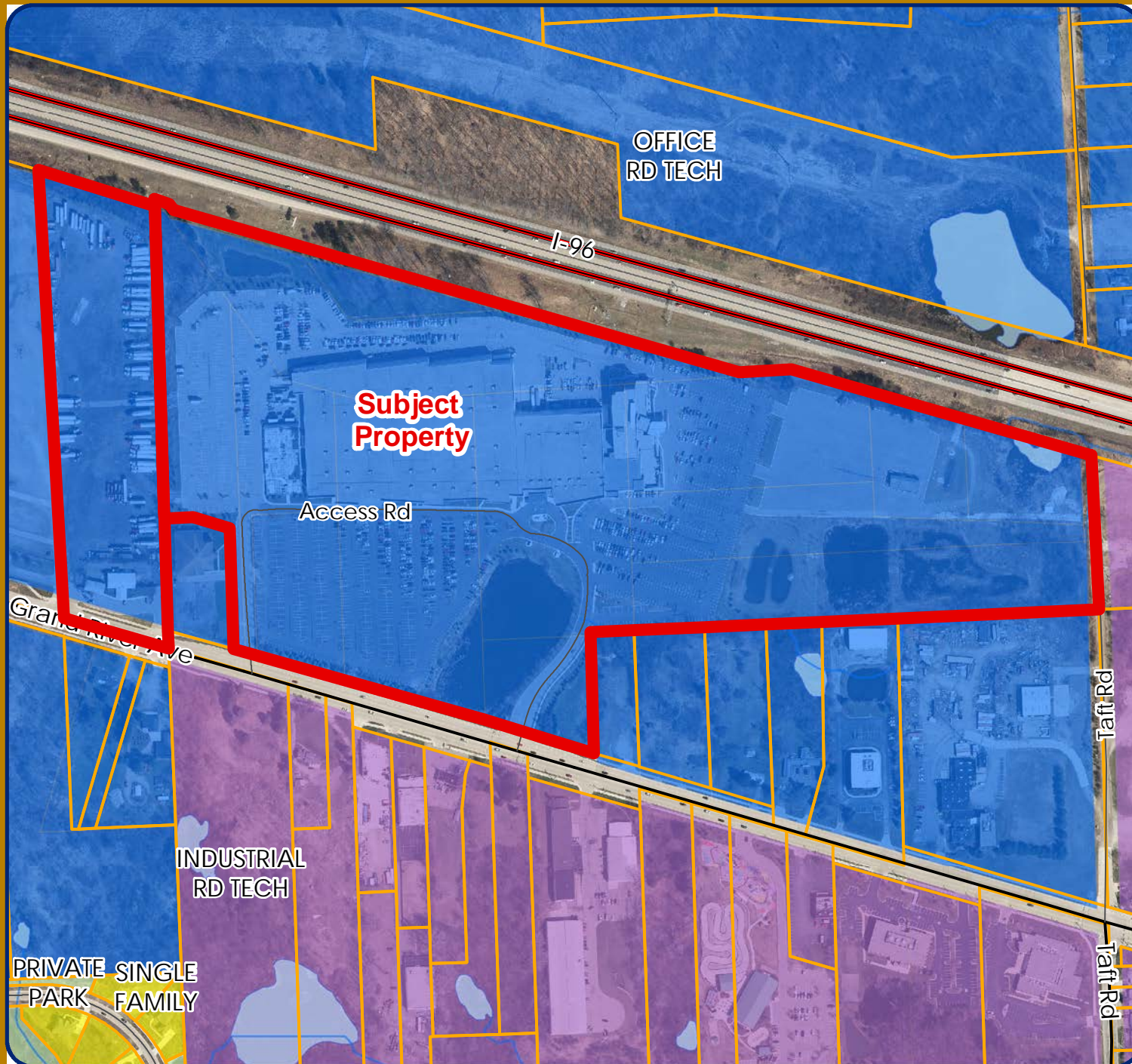


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16-12 Suburban Collection Showplace Expansion

Future Land Use



LEGEND

FUTURE LAND USE

- Single Family
- Multiple Family
- Suburban Low-Rise
- Community Office
- Office RD Tech
- Office Research W/Retail Overlay
- Industrial RD Tech
- Local Commercial
- Educational Facility
- Public Park
- Private Park

City of Novi

Dept. of Community Development
 City Hall / Civic Center
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0 90 180 360 540

Feet

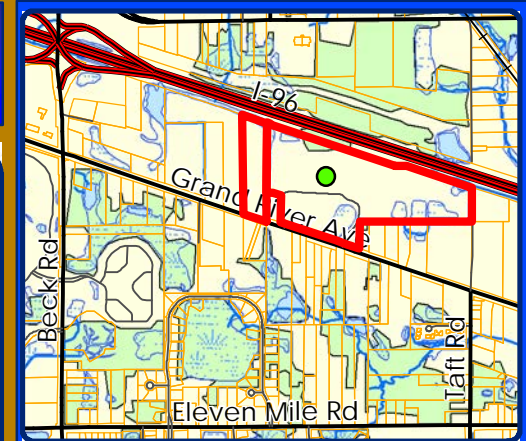
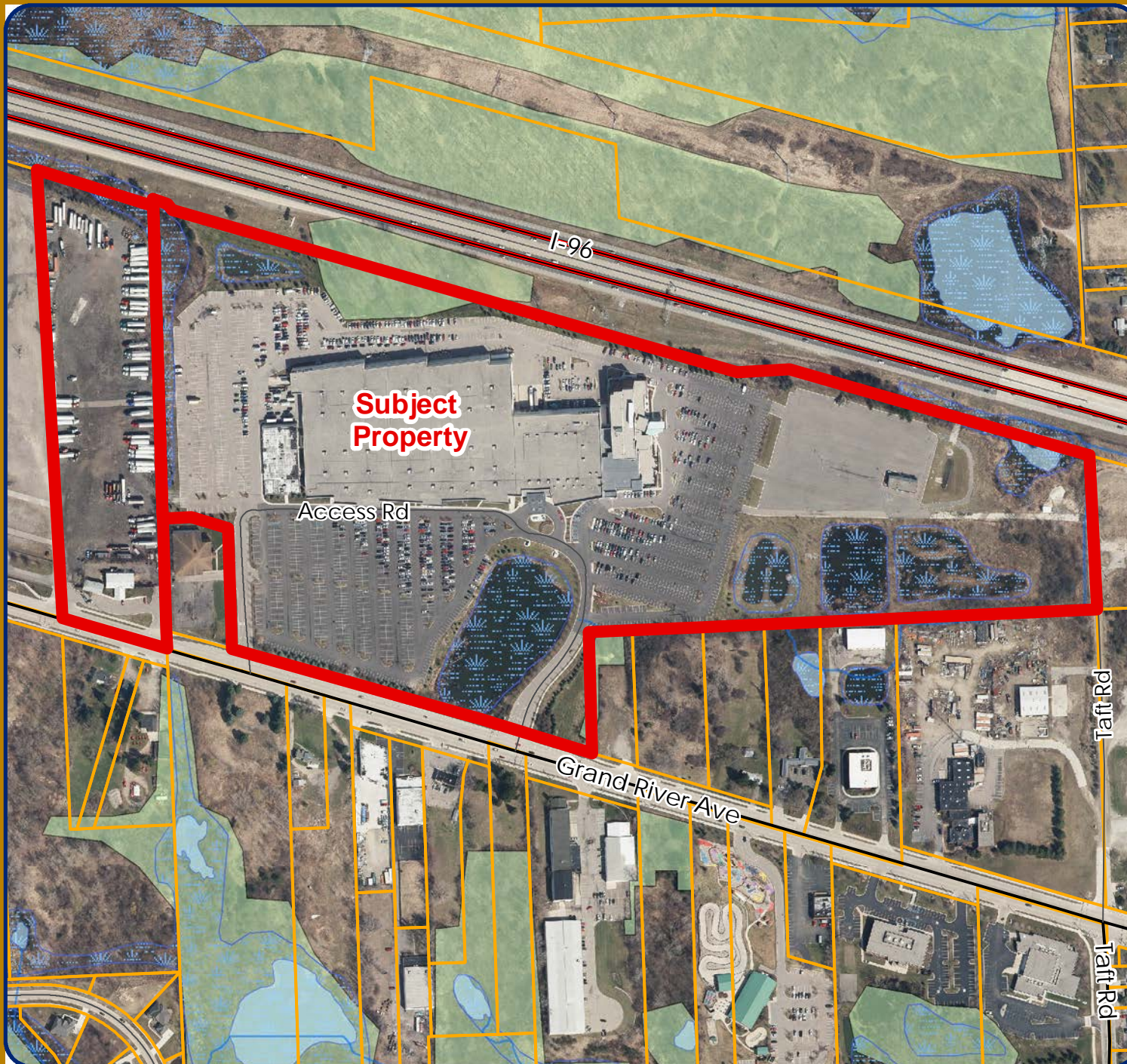
1 inch = 417 feet

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16-12 Suburban Collection Showplace Expansion

Natural Features



LEGEND

- WETLANDS
- WOODLANDS



City of Novi

Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

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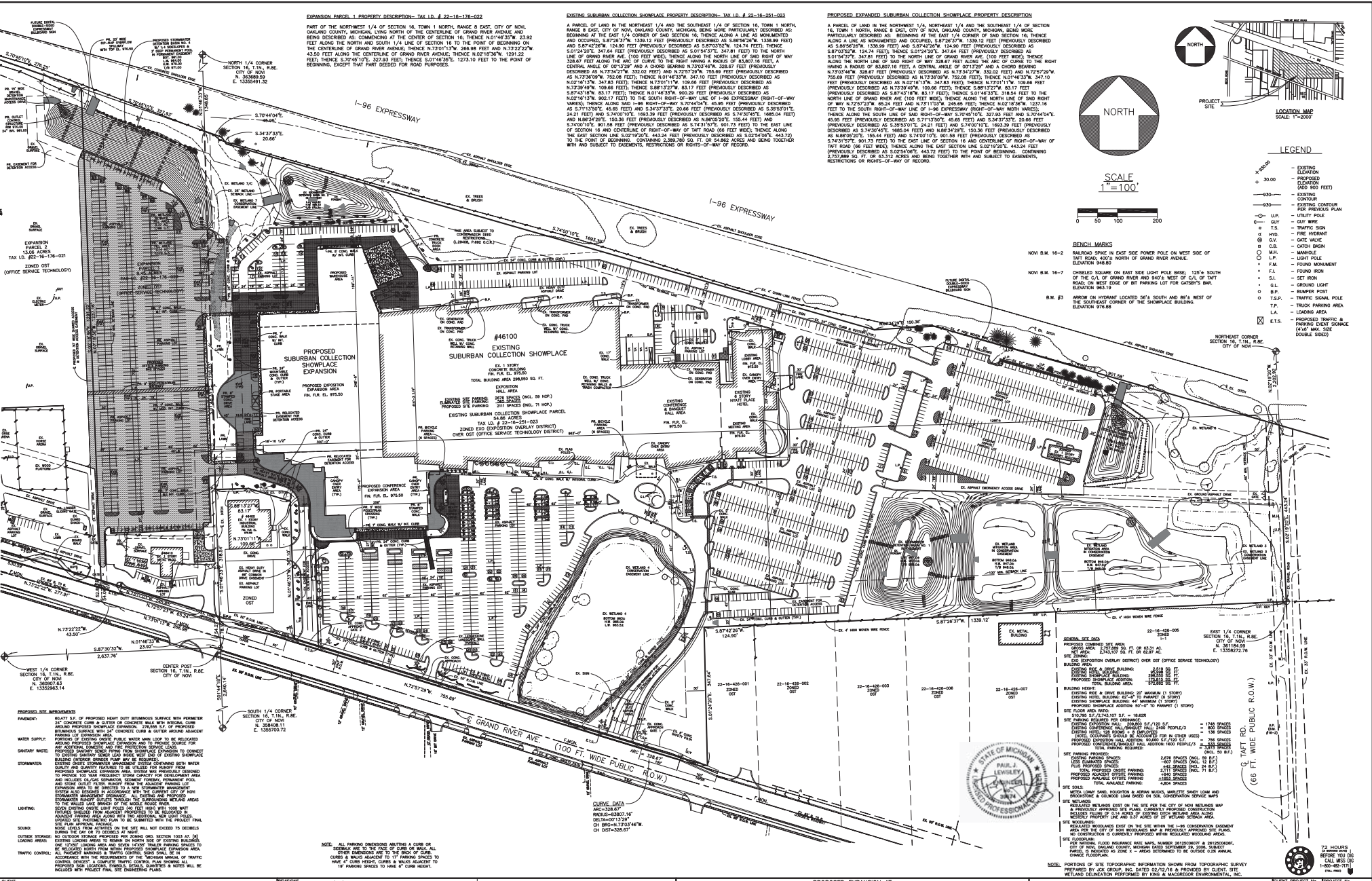


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SITE PLAN

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



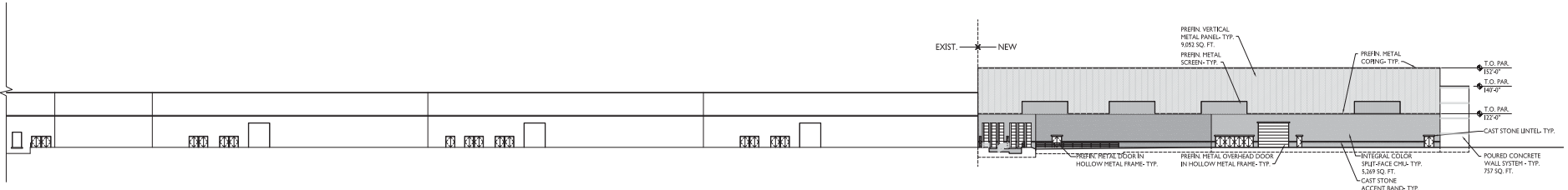
CLIENT: TBCN, LLC 46100 GRAND RIVER AVE. NOV, MICHIGAN 48375 PHONE: 248/348-9600	REVISIONS REVISED 08/08/16 - PER CITY OF NOV REVIEW REVISED 08/22/16 - FOR PRELIMINARY SITE PLAN APPROVAL SUBMITTAL	PROPOSED EXPANSION AT SUBURBAN COLLECTION SHOWPLACE IN SECTION 16		CLIENT PROJECT NO: 16038 SHEET NO: C-2
		CITY OF NOV OAKLAND COUNTY MICHIGAN	DATE ISSUED: 04/19/16	

PROPOSED SITE IMPROVEMENTS:
 PAVEMENT: ALL 6" OF PROPOSED HEAVY DUTY BITUMINOUS SURFACE WITH PERMITS FOR 2" OF CONCRETE CURB & GUTTER OR CONCRETE WALL WITH RETAINING CURB.
 WATER SUPPLY: BITUMINOUS SURFACE WITH 2" OF CONCRETE CURB & GUTTER AROUND ADJACENT PARKING LOT FOR EXISTING PUBLIC WATER MAIN LINE TO BE RELOCATED AND RECONSTRUCTED TO PROVIDE ADEQUATE CLEARANCE TO PROTECT EXISTING WATER MAINS.
 SANITARY WASTE: EXISTING SANITARY WASTE PIPES FROM SHOWPLACE EXPANSION TO CONNECT TO EXISTING SANITARY MAIN LINE WITH THE END OF EXISTING SHOWPLACE.
 STORMWATER: EXISTING STORMWATER MANAGEMENT SYSTEM CONTAINING BOTH WATER QUALITY AND QUANTITY FEATURES TO BE RELOCATED FOR PROTECT FROM PROPOSED EXPANSION. EXISTING STORMWATER MANAGEMENT SYSTEM TO BE RELOCATED TO PROVIDE FOR THE FREQUENCY STORM CAPACITY FOR DEVELOPMENT AREA AND WELLS TO BE RELOCATED TO PROVIDE FOR THE FREQUENCY STORM CAPACITY FOR DEVELOPMENT AREA AND STONE OUTLET PILES FROM THE ADJACENT PARKING LOT.
 LIGHTING: EXISTING AREA TO BE RELOCATED TO A NEW LOCATION TO PROVIDE FOR THE FREQUENCY STORM CAPACITY FOR DEVELOPMENT AREA AND STONE OUTLET PILES FROM THE ADJACENT PARKING LOT.
 SOUND: EXISTING AREA TO BE RELOCATED TO A NEW LOCATION TO PROVIDE FOR THE FREQUENCY STORM CAPACITY FOR DEVELOPMENT AREA AND STONE OUTLET PILES FROM THE ADJACENT PARKING LOT.
 OTHER SITE IMPROVEMENTS: ALL OTHER IMPROVEMENTS TO BE RELOCATED TO PROVIDE FOR THE FREQUENCY STORM CAPACITY FOR DEVELOPMENT AREA AND STONE OUTLET PILES FROM THE ADJACENT PARKING LOT.
 TRAFFIC CONTROL: EXISTING AREA TO BE RELOCATED TO A NEW LOCATION TO PROVIDE FOR THE FREQUENCY STORM CAPACITY FOR DEVELOPMENT AREA AND STONE OUTLET PILES FROM THE ADJACENT PARKING LOT.

NOTES:
 ALL FINISH ELEVATIONS UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS ARE TO THE FACE OF CURB OR WALL, ALL CURB DIMENSIONS ARE TO THE BACK OF CURB.
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PROPOSED EXPANSION AT SUBURBAN COLLECTION SHOWPLACE
 IN SECTION 16
 CITY OF NOV OAKLAND COUNTY MICHIGAN

DATE ISSUED: 04/19/16
 SHEET NO: C-2
 Environmental engineers, Inc.
 18620 WEST TEN MILE ROAD SOUTHFIELD, MICHIGAN 48075
 PHONE: 248/424-9510 FAX: 248/424-2954

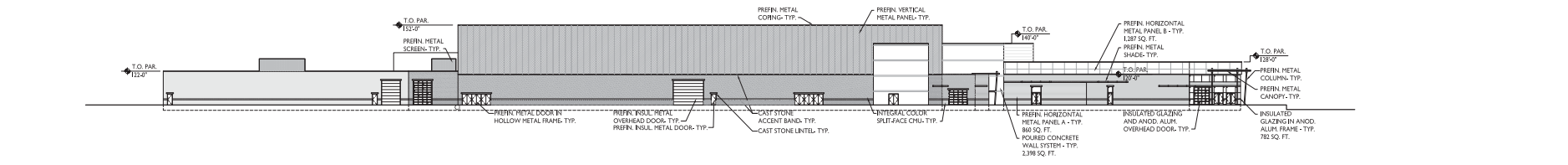


NORTH ELEVATION

SCALE 1/4" = 1'-0"

NORTH ELEVATION MATERIALS:

POURED CONCRETE WALL SYSTEM	737 SQ. FT.	3%
VERTICAL METAL PANELS	8,923 SQ. FT.	40%
SPLIT-FACE CHU	3,349 SQ. FT.	35%
TOTAL	15,019 SQ. FT.	100%



EAST ELEVATION

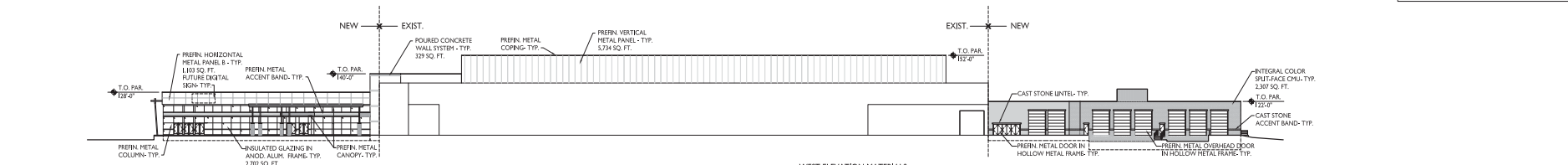
SCALE 1/4" = 1'-0"

EAST ELEVATION MATERIALS:

POURED CONCRETE WALL SYSTEM	3,398 SQ. FT.	10%
HORIZONTAL METAL PANELS A	860 SQ. FT.	3%
HORIZONTAL METAL PANELS B	1,287 SQ. FT.	5%
VERTICAL METAL PANELS	9,434 SQ. FT.	37%
SPLIT-FACE CHU	10,209 SQ. FT.	42%
ANOD. ALUM. GLAZING	782 SQ. FT.	3%
TOTAL	25,470 SQ. FT.	100%

ELEVATION MATERIAL TOTALS:

POURED CONCRETE WALL SYSTEM	6,659 SQ. FT.	9%
HORIZONTAL METAL PANELS A	1,837 SQ. FT.	2%
HORIZONTAL METAL PANELS B	4,493 SQ. FT.	6%
VERTICAL METAL PANELS	32,148 SQ. FT.	43%
SPLIT-FACE CHU	20,449 SQ. FT.	28%
ANOD. ALUM. GLAZING	8,655 SQ. FT.	13%
BUILDING TOTAL	74,383 SQ. FT.	100%

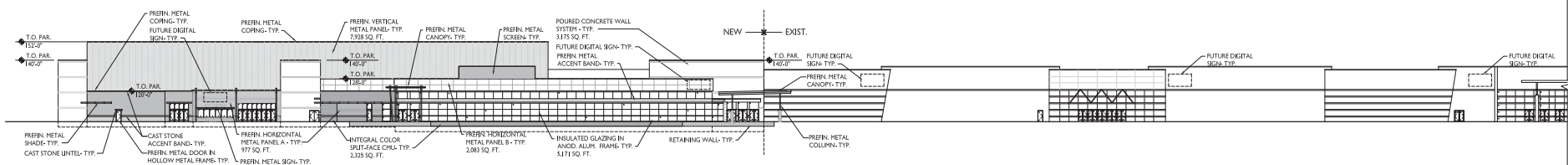


WEST ELEVATION

SCALE 1/4" = 1'-0"

WEST ELEVATION MATERIALS:

POURED CONCRETE WALL SYSTEM	329 SQ. FT.	3%
HORIZONTAL METAL PANELS B	1,183 SQ. FT.	9%
VERTICAL METAL PANELS	5,234 SQ. FT.	47%
SPLIT-FACE CHU	2,387 SQ. FT.	19%
ANOD. ALUM. GLAZING	2,703 SQ. FT.	22%
TOTAL	12,173 SQ. FT.	100%



SOUTH ELEVATION

SCALE 1/4" = 1'-0"

SOUTH ELEVATION MATERIALS:

POURED CONCRETE WALL SYSTEM	3,175 SQ. FT.	15%
HORIZONTAL METAL PANELS A	977 SQ. FT.	4%
HORIZONTAL METAL PANELS B	2,283 SQ. FT.	10%
VERTICAL METAL PANELS	7,938 SQ. FT.	37%
SPLIT-FACE CHU	2,235 SQ. FT.	10%
ANOD. ALUM. GLAZING	1,171 SQ. FT.	24%
TOTAL	21,639 SQ. FT.	100%





PLANNING COMMISSION ACTION SUMMARY

CITY OF NOVI

Regular Meeting

July 27, 2016 7:00 PM

Council Chambers | Novi Civic Center | 45175 W. Ten
Mile (248) 347-0475

CALL TO ORDER

The meeting was called to order at 7:03 PM.

ROLL CALL

Present: Member Baratta, Member Giacometti, Member Greco, Member Lynch, Member Zuchlewski,

Absent: Chair Pehrson (excused), Member Anthony (excused)

Also Present: Barbara McBeth, City Planner; Sri Komaragiri, Planner; Rick Meader, Landscape Architect; Jeremy Miller, Engineer; Dave Gillam, City Attorney

APPROVAL OF AGENDA

Motion to approve the July 27, 2016 Planning Commission Agenda. *Motion carried 5-0.*

PUBLIC HEARING

1. DIXON MEADOWS JSP 14-46

Public hearing at the request of Pulte Homes for Planning Commission approval of the Preliminary Site Plan with Site Condominium, Phasing Plan, Wetland Permit, Woodland Permit, and Stormwater Management Plan. The property is subject to a Planned Rezoning Overlay (PRO) Plan and Agreement. The subject property is currently zoned RT (Two-Family Residential) with a Planned Rezoning Overlay. The subject property is approximately 22.36 acres and is located on the east side of Dixon Road, north of Twelve Mile Road (Section 10) and the applicant is proposing a development of a 90-unit single-family residential detached site condominium.

In the matter of Dixon Meadows JSP14-46, motion to approve the Preliminary Site Plan with Site Condominium based on and subject to the findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters, as well as all of the terms and conditions of the PRO Agreement as approved, with these items being addressed on the Final Site Plan. 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. *Motion carried 5-0.*

In the matter of Dixon Meadows JSP14-46, motion to approve the Phasing Plan based on and subject to the findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan. 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. *Motion carried 4-1.*

In the matter of Dixon Meadows JSP14-46, motion to approve the Wetland Permit based on and subject to the findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan. This motion is made because the plan is otherwise in compliance with Chapter 12, Article V of the Code

of Ordinances and all other applicable provisions of the Ordinance. *Motion carried 5-0.*

In the matter of Dixon Meadows JSP14-46, motion to approve the Woodland Permit based on and subject to the findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan; and This motion is made because the plan is otherwise in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance. *Motion carried 5-0.*

In the matter of Dixon Meadows JSP14-46, motion to approve the Stormwater Management Plan, based on and subject to the findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan. 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. *Motion carried 5-0.*

2. SUBURBAN COLLECTION SHOWPLACE EXPANSION JSP 16-12

Public Hearing at the request of TBON, LLC for Planning Commission's recommendation to City Council for approval of Special Land Use, Preliminary Site Plan, Wetlands Permit and Stormwater Management Plan. The request is for an expansion of the building and parking lot for land within the OST, Planned Office Service Technology District, and in the OST, Planned Office Service Technology District with an EXO, Exposition Overlay District. The subject property is located in section 16, north of Grand River Avenue and west of Taft Road. The applicant is proposing to expand the existing showplace exposition facility by adding a 175,815 square foot building addition, with associated parking lot and other site improvements. The site plan is proposing an off-street parking lot on an adjacent OST-zoned property to serve the exposition facility. Off-street parking lots on another site require a Special Land Use Permit.

In the matter of Suburban Collection Showplace Expansion, JSP 16-12, motion to recommend approval to City Council for the Special Land Use Permit based on the following findings:

- a. The proposed use will not cause any detrimental impact on existing thoroughfares as indicated in the submitted Major Event Traffic Plan and based on the findings from Traffic review;
- b. The proposed use will not cause any detrimental impact on the capabilities of public services and facilities as indicated in the submitted Community Impact Statement and in the staff and consultant review letters ;
- c. The proposed use is compatible with the natural features and characteristics of the land because the plan is not proposing major impacts to existing features;
- d. The proposed use is compatible with adjacent uses of land given the type of use and the surrounding development
- e. The proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use given there is no change in permitted use for EXO Overlay districts and Office Service and Technology district;
- f. The proposed use will promote the use of land in a socially and economically desirable manner; and
- g. The proposed use is (1) listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and (2) is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located.

This motion is made because the plan is otherwise in compliance with Article 4.4, Article 4, Article 5 and Article 6 of the Zoning Ordinance and all other applicable provisions of the Ordinance. *Motion carried 5-0.*

In the matter of Suburban Collection Showplace Expansion, JSP 16-12, motion to recommend approval to City Council for the Preliminary Site Plan with EXO Overlay based on and subject to City

Council approval of the following waivers proposed and Design and Constructions Standards variances:

- a. A section 9 façade waiver for the overage of Horizontal Rib Metal Panels (0 percent allowed, maximum provided: 15 percent on south, 5 percent on North, 3 percent on east and 8 percent on west elevations), Vertical Metal Panels (50 percent allowed, 60 percent provided on north and east side) and Split Faced CMU (10 percent allowed, provided: 15 percent on south, 35 percent on North, 24 percent on east and 43 percent on west).
- b. Applicant shall plant additional trees to address staff's comments with regards to Landscape screening requirements adjacent to I-96 right of way as determined by the City's Landscape Architect during a site visit after the installation of transplanted trees.
- c. A Landscape waiver to permit the absence of required landscaped area within the parking lot approximately 15,664 sf is required, 0 provided, as listed in Section 5.5.3.C.iii.
- d. A Landscape waiver to permit the absence of parking lot interior trees (approximately 209 canopy deciduous trees required, 0 provided), as listed in Section 5.5.3.C.iii.
- e. A Landscape waiver for exceeding the maximum number of contiguous spaces within a parking bay (15 maximum allowed, a maximum of 93 provided) as listed in Section 5.5.3.C.ii.i to allow for alternate use of parking lot as a Ride and Drive Automotive Research Lot and other activities;
- f. A Landscape waiver to permit the absence of parking perimeter trees along the western edge approximately 50 trees required, 35 provided, as listed in Section 5.5.3.C, chart footnote.
- g. A Landscape waiver to permit reduction of required foundation plantings as listed in Section 5.5.3.D 14,592 square foot required, 2,258 square foot provided due to the proposed use of outside concert venue.
- h. A City Council Waiver to allow painted end islands in lieu of required end islands as listed in Section 5.3.12.
- i. City Council variance from Sec. 11-216 (c) (8) of Novi City Code for absence of a right turn taper and/or lane along Grand River Avenue; and the need for installation of the warranted right turn taper and/or lane shall be revisited within two (2) years from the date of the Certificate of Occupancy of the new building addition or sooner if City Engineer determines the need based on available crash data, or based on a diminished level of service identified by the City during major events as identified in the METP (Major Event Traffic Plan). At that time, the applicant shall provide an operational analysis of the subject driveways during major events until that date or additional information requested which will be reviewed by the City's Traffic Engineer for further recommendations regarding the need for installation of the warranted right turn taper and/or lane.
- j. Applicant to work with the Road Commission for Oakland County (RCOC) to meet the requirements for road improvements within Grand River Avenue Right of way.
- k. A City Council Waiver to allow Major Event Traffic Plan in lieu of required Traffic Impact Study due to the unique and non-routine operations associated with Suburban Collection Showplace and the development of a Major Event Traffic Plan should serve as a suitable replacement.
- l. A Zoning Boards of Appeals variance from Section 3.1.15.D to reduce the front yard setback from 100 feet to varied range from 85 feet to 98 feet due to recessed building design.
- m. A Zoning Boards of Appeals variance from Section 3.1.15.D to reduce the parking side setback from 20 feet to a varied range from 0 feet to 15 feet to allow for construction of parking lot across multiple properties.
- n. A Zoning Boards of Appeals variance from Section 5.3.12 to allow absence of parking lot end islands within off-street parking area to allow for alternate use of parking lot as a Ride and Drive Automotive Research Lot.
- o. A Zoning Boards of Appeals variance from Section 5.7 to allow for increase of maximum allowed illumination levels along property lines adjacent to non-residential districts as the development is expanded among multiple properties owned by the applicant.

- p. A Zoning Boards of Appeals variance from Section 5.2.12.C. to allow reduction of minimum required parking spaces to be provided on site 2,979 spaces required, 2,951 spaces provided.
- q. A Zoning Boards of Appeals variance from Section 5.2.3. to allow increase of minimum distance 300 feet required, approximately 450 feet provided.
- r. The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan.

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. *Motion carried 5-0.*

MATTERS FOR CONSIDERATION

1. SET PUBLIC HEARING ZONING ORDINANCE TEXT AMENDMENT 18.276

Set public hearing for the August 24, 2016 Planning Commission meeting for Text amendment 18.276, to consider amending the City of Novi Zoning Ordinance in order to incorporate recommendations provided in the Town Center Area Study.

Motion to set public hearing for Zoning Ordinance Text amendment 18.276 for October 26, 2016.
Motion carried 5-0.

ADJOURNMENT

The meeting was adjourned at 8:38 P.M.

Please note: Actual Language of motions subject to review.

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

July 12, 2016

Planning Review

Suburban Collection Showplace Expansion
JSP 16-12

Petitioner

TBON, LLC

Review Type

Special Land Use and Preliminary Site Plan

Property Characteristics

Section	16	
Site Location	North of Grand River Avenue; East of Taft Road; 46100 Grand River Ave & 46410 Grand River Ave	
Site School District	Novi Community School District	
Site Zoning	OST: Office Service Technology & EXO Overlay District with OST	
Adjoining Zoning	North	Interstate I-96
	East	OST: Office Service Technology & I-1 Light Industrial District
	West	OST: Office Service Technology
	South	I-1 Light Industrial District
Current Site Use	Suburban Collection Showplace	
Adjoining Uses	North	Interstate I-96
	East	Industrial Office
	West	Vacant/Fairgrounds
	South	Industrial/Office/Vacant
Site Size	63.32 Acres	
Plan Date	June 22, 2016	

Project Summary

The applicant is proposing to expand the existing showplace exposition facility within the existing EXO Overlay district by adding a 175,815 square foot building addition, with associated parking lot and other site improvements. The new building addition will house a 90,658 square foot Exhibit Hall, several smaller Exhibit spaces, a Pre-Function space with access to meeting rooms, and a Warehouse addition on the north side with loading docks and a receiving area. An 18,780 square foot mezzanine is proposed to be added as a second story overlooking the new large Exhibit Hall. An existing building located at the west end of the facility will be removed to accommodate the addition, and to allow additional outside patio areas, similar to those found near the Hyatt Hotel on the east side of the site.

The applicant is proposing to utilize the OST, Office Service Technology parcel immediately to the west of the Suburban Collection Showplace primarily for parking for existing exposition facility and as a secondary and temporary use as fair grounds, outside exhibits and as a Ride and Drive Automotive Research Lot to test vehicle capabilities in a variety of situations. A total of 2951

paved parking spaces are proposed for the new expansion, The Overall Master Site Plan, Sheet C-1 shows two additional "Expansion Parcels" to the west, but are not part of the site plan request at this time.

To accommodate the proposed secondary uses, the applicant is proposing a flat paved area with no interior parking lot islands to allow for the greatest flexibility in "test course design", similar to existing ride and drive lot previously approved on the eastern side of the site. A striping plan has been submitted but the applicant has indicated the automotive research users have requested the area either remains un-striped or that it be striped in a muted color.

The site plan proposes expansion across two properties with different zoning, OST, Office Service Technology, and EXO Overlay over the OST District. For the purpose of this review, we are considering the entire site plan as one development plan. However, the two zoning districts will be reviewed for conformance for respective zoning regulations.

	Referred to as EXO Site	Referred to as OST Site
Current Use	Suburban Collection Showplace	Vacant/Fair grounds as a temporary use
Property Address	46100 Grand River Ave	46410 Grand River Ave
Zoning	EXO Overlay District with OST	Office Service Technology
Proposed	Building and Parking expansion	Primary Use: Parking Seasonal secondary use: Fair grounds, ride and drive automotive research lot

Special Land Use Considerations

The site plan is proposing an off-street parking lot on an adjacent OST-zoned property to serve the exposition facility. Notwithstanding Section 6.1.1.C.i (permitting administrative site plan review of expansion of existing off-street parking areas), all off-premises parking lots must be approved by the Planning Commission in accordance with requirements of Section 6.1.2.C for special land uses and subject to the public hearing requirements set forth and regulated in Section 6.2. **Section 6.1.2.C of the Zoning Ordinance outlines specific factors the Planning Commission shall consider in the review of any Special Land Use:**

- i. 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, acceleration/deceleration lanes, off-street parking, off-street loading/unloading, travel times and thoroughfare level of service.
- ii. 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 service existing and planned uses in the area.
- iii. 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.
- iv. 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.

- v. 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.
- vi. 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.
- vii. 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.

Recommendation

Approval of the *Special Land Use and Preliminary Site Plan is recommended*. The plan mostly conforms to the requirements of the Zoning Ordinance, with a few deviations listed in this and other review letters. Deviations from the zoning ordinance would require variances to be approved by the Zoning Board of Appeals and deviations from landscape ordinance would require City Council approval. Additional details will be required at the time of Final Site Plan submittal. **Planning Commission's recommendation to the City Council for Preliminary Site Plan, Special Land Use Permit, Wetland Permit and Storm Water Management Plan approval is required.**

Ordinance Deviations

1. **Building Setbacks (Sec. 3.1.15.D):** Front building setbacks shall be a minimum of 100 feet for EXO zoning. The proposed site plan is deviating from the minimum required setback distance at multiple locations at the southwest corner of the addition due to the recessed natures of the building footprint. The deviations vary from 2 feet to approximately 12 feet less than the minimum, 100 feet. **The applicant can relocate or redesign the building to stay outside the setbacks or seek a variance from the Zoning Board of Appeals for the building setback deficiency.**
2. **Parking Lot Setback (Sec. 3.1.15.D):** All parking must be setback a minimum of 20 feet from adjacent properties. The OST site has not been combined with the larger Suburban Collection Showplace property and the setback for new pavement at the eastern property line varies from 0 ft. to 15 ft. The setbacks on the western property as well do not meet the minimum required. **The applicant can either combine the properties to avoid one deviation or seek a variance from the Zoning Board of Appeals for the parking setback deficiency.**
3. **Minimum required parking (Sec. 5.3.12):** The EXO Overlay Ordinance requires at least 75 percent of the required spaces to be provided on site subject to certain standards. A total of 2,979 parking spaces are required on site, and 2,951 spaces are provided resulting in a deficiency of 28 parking spaces. **The applicant may choose to provide updated parking calculations to include warehouse and office spaces to determine whether adequate parking is provided on site, or apply for a Zoning Board of Appeals variance for this deviation from Section 5.2.12.C.**
4. **End Islands (Sec. 5.3.12):** All off-street parking areas are required to have landscaped islands. **The applicant should seek a variance from the Zoning Board of Appeals for the lack of end islands around permanent parking spaces.**
5. **Minimum distance between building and Off-Street parking (Section 5.2.3.):** Off-street parking for other than residential use shall be either on the same parcel of land or within three-hundred (300) feet of the building it is intended to serve, measured along a pedestrian walkway from the nearest point of such building to the nearest point of the off-street parking lot. The current plan indicates separate parcels, and provides a distance of minimum of 450

feet. **The applicant may choose to combine parcel 2 with parcel 1 to eliminate this deviation or apply for a Zoning Board of Appeals variance from Section 5.2.3.**

6. **Max. Illumination adjacent to Non-Residential** (Sec. 5.7.3.K): When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle. The proposed photometric plan indicates foot candle to exceed the maximum along western property line and southern property line. Staff understands that the development is expanded along adjacent property, also owned by the applicant. **The applicant should seek a variance from the Zoning Board of Appeals for the proposed ordinance deficiencies along western boundary with regards to lighting. Staff suggests to adjust the lighting to avoid exceeding the maximum along the southern property**(46400 Grand River Ave).
7. **Landscape Requirements:** The applicant should refer to the landscape review letter for a detailed list of the landscape waivers that would be required from the City Council in order for the plan to be approved in its current form. **The applicant should consider addressing some of the landscape deficiencies identified by incorporating more required landscape areas into the plan in lieu of seeking waivers from the Ordinance requirements.**
8. **Facade Waiver:** A section 9 waiver would be required for the overage of Horizontal Rib Metal Panels, Vertical Metal Panels and Split Faced CMU.

Ordinance Requirements

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

1. **City Council Approval:** Section 3.25.2.L.iii of the Zoning Ordinance requires City Council approval of all plans proposed in the EXO, Exposition Overlay District after review and recommendation by the Planning Commission.
2. **Use:** The applicant is proposing an expansion to existing exposition facility, which is a permitted use in EXO district. The applicant is also proposing to utilize the vacant parcel west of Suburban Collection Showplace as primarily off-site parking and secondarily for a Ride and Drive Automotive Research Lot to test vehicle capabilities in a variety of situations. The applicant also mentioned other uses such as the Michigan State Fair and outdoor events. The applicant intends to seek Temporary Use Approval for the State Fair this year, as had been done in the past. The applicant is asked to include a cover letter with all possible uses as can be anticipated at this time. **Staff is interested to know how the applicant is considering addressing parking needs when there are indoor events to full capacity and outdoor events at the same time.**
3. **Vehicular Access (Sec. 3.25.2.A):** Traffic review letter raises concerns **westerly driveway off of Grand River Avenue. The applicant is asked to provide additional information as requested so that a proper determination with regards to the need for a new taper lane on Grand River Avenue at the westerly driveway. Refer to Traffic review for further details.**
4. **Pedestrian Ways:** The ordinance requires the submitted site plan to show pedestrian sidewalks within an exposition conference and convention facility site to permit safe and convenient access to the facility from parking lots and adjacent properties. Staff notes that the applicant has proposed one pathway connecting the proposed westerly off-

street parking lot with the proposed building addition. **Staff recommends the applicant to continue to consider additional means to assure safe and convenient access such as wayfinding, raised landscaped islands to buffer the pathway, or other means. The pathway should be extended to the building to provide direct access to the entrances.**

5. **Barrier free parking: Barrier free spaces shall be distributed among all building entrances according to the Building Code. Provide some handicap accessible spaces near the proposed building entrance on west.**
6. **Parking Calculations: Refer to chart for more details. More information is needed to make a determination whether the required parking is provided on site.**
7. **Bicycle Parking General requirements (Sec. 5.16): Provide additional details as required per this section with regards to layout and rack details.**
8. **Signage: The plan appears to propose or modify a couple of billboard sign in the rear yard and proposes five new digital signs on the building and one event traffic and parking event signage on the front along Grand River Avenue. **Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland (248.347.0438) for information regarding sign permits.****
9. **Phasing: Please indicate if phasing is proposed. Phasing requires City Council approval.**
10. **Property Split / Combination: Please clarify if there is an intent to combine parcels to eliminate several of the variance requests as listed in the attached Planning Review Chart.**
11. **Response Letter: Given the scale of the project and the scale of the drawings provided, it is challenging to identify all elements of the plan. **Please provide a response letter addressing all comments and refer to sheet numbers where the change is reflected.****
12. **Other Reviews:**
 - a. **Engineering Review: Additional comments to be addressed with Final Site Plan. Engineering recommends approval.**
 - b. **Landscape Review: Landscape review has identified waivers that may be required. Refer to review letter for more comments. Landscape recommends approval.**
 - a. **Wetlands Review: The City of Novi Wetland Permit and Buffer Authorization are required for the proposed impacts to wetlands and regulated wetland setbacks. Additional comments to be addressed with Final Site Plan. Wetlands recommend approval.**
 - a. **Woodlands Review: The proposed project limits do not contain regulated trees. No further woodland review of the proposed project is necessary.**
 - b. **Traffic Review: Traffic identified couple of deviations that would require variances/waivers. Additional information requested to perform complete review. Traffic does not recommend approval.**
 - c. **Traffic Study Review: Traffic is requesting additional information to determine roadway improvements that may be required. Traffic recommends approval.**
 - d. **Facade Review: A section 9 waiver would be required. Façade recommends approval. **A sample board is required prior to Planning Commission meeting.****
 - e. **Fire Review: Fire recommends approval.**

Response Letter

This Site Plan is scheduled to go before Planning Commission for consideration on July 13, 2016. Please provide the following **no later than 9:00am, July 21, 2015** if you wish to keep the schedule.

1. A response letter addressing ALL the comments from ALL the review letters and **a request for waivers as you see fit.**
2. A PDF version of the all Site Plan drawings that were submitted for the Preliminary review, dated June 22, 2016. **NO CHANGES MADE.**
3. A color rendering of the Site Plan, if any.
4. A sample board of building materials as requested by our Façade Consultant.

City Council Approval

The plan would require City Council's approval for Preliminary Site Plan, Special Land Use Permit, Wetland Permit and Storm Water Management Plan.

Final Site Plan Submittal

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

1. Seven copies of Final Site Plan addressing all comments from Preliminary review
2. Response letter
3. [Final Site Plan Application](#)
4. [Final Site Plan Checklist](#)
5. Engineering Estimate
6. Landscape Estimate
7. [Other Agency Checklist](#)
8. [Hazardous Materials Packet](#)
9. [Non-Domestic User Survey](#)
10. [No Revision Façade Affidavit](#) (if no changes are proposed for Façade)

Electronic Stamping Set Submittal and Response Letter

After receiving Final Site Plan approval, plans addressing the comments in all of 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 requested to be submitted with the electronic stamping set.

Stamping Set Approval

After receiving the approval for electronic stamping set submittal from all reviewing agencies, please submit **10 size 24" x 36" copies with original signature and original seals**, to the Community Development Department for final approval.

Drafts for all required legal documents with a legal transmittal are required along with stamping sets.

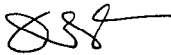
Pre-Construction Meeting

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

Chapter 26.5

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

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



PLANNING REVIEW CHART

EXO Exposition Overlay District and OST Office Service and Technology

Review Date: July 07, 2016
Review Type: Preliminary Site Plan
Project Name: JSP16-12 Suburban Collection Showplace Expansion
Plan Date: 4.18.2016
Prepared by: Sri Ravali Komaragiri, Planner E-mail: skomaragiri@cityofnovi.org
Phone: 248.735.5607

Items in **Bold** need to be addressed by the applicant before approval of the Final Site Plan. Underlined items need to be addressed on the Stamping set submittal.

Item	Required Code	Proposed	Meets Code	Comments
<p>The site plan proposes expansion across two properties with different zoning. For the purpose of this review, we are considering the entire site plan as one. However, each property will be reviewed for conformance for respective zoning regulations.</p> <p>EXO Site (EXO Overlay with OST): Suburban Collection Showplace OST Site (OST): Vacant Site</p>				
Zoning and Use Requirements				
Master Plan <i>(adopted August 25, 2010)</i>	Office Research Development Technology	Office Research Development Technology	Yes	
Area Study	2016 Master plan for land use update- Grand River Corridor (ongoing-not adapted)			Applicant is suggested to look at the draft online and consider any recommendations related to place making efforts, signage or landscape recommendations that may apply to this project
Intent of District (Sec. 3.1.15.A)	Designed to accommodate the development of a planned exposition, convention, and conference facility.	Exposition, conference and off-street parking lot	Yes	
Zoning <i>(Effective December 25, 2013)</i>	EXO Overlay District with OST & OST: Office Service Technology	EXO Overlay District with OST & OST: Office Service Technology	Yes	
Uses Permitted (Sec 3.1.15 B&C) (Sec 3.1.23.B & C)	3.1.15.B – Principal Permitted Uses for EXO 3.1.15.C – Special Land Uses for EXO 3.1.23.B - Principal Permitted Uses for OST 3.1.23.C - Principal	EXO: permitted Use for Exposition, Conference, and Convention facilities OST: Off-street parking lots	Yes	Planning Commission's recommendation to the City Council for Preliminary Site Plan, Special Land Use Permit, Wetland Permit and Storm Water Management Plan approval is required.

Item	Required Code	Proposed	Meets Code	Comments
	Permitted Uses for OST			Please clarify the use of the existing building within the subject properties. Please clarify if any phasing is proposed
Height, bulk, density, and area limitations (Sec 3.1.15.D)				
Minimum Zoning Lot Area (Sec 3.1.15.D) (Sec. 3.1.23.D)	EXO See Section 3.25	Existing	Yes	
	OST See Sec 3.6.2.D		Yes	
Minimum Zoning Lot Width (Sec 3.1.15.D)	EXO Not specified. OST See Sec. 3.6.2.D	Existing	Yes	
Open Space Area	--	--	--	--
Maximum % of Lot Area Covered (Sec 3.1.15.D)	EXO 0.5 FAR OST See Sec. 3.6.2.D	EXO Not provided OST No building proposed	No	Please provide the Floor Area Ratio on the site plan
Building Height (Sec. 3.1.15.D)	EXO 65 ft. or 5 stories, whichever is less OST 46 ft or 3 stories, whichever is less (Other conditions may apply)	EXO 50 ft. proposed expansion 62 ft. maximum existing buildings OST No Building proposed	Yes	Label building height on elevations
Building Setbacks (Sec 3.1.15.D) Refer to applicable notes in Sec 3.25.2.F				
Front	EXO: 100 ft. OST: 50 ft.	Setbacks are deviating from minimum required by a varied range from 2 ft. to approximately 12 ft. southwest corner of addition	No	Building setbacks do not meet the minimum requirements at southwest corner. <u>A Zoning Board of Appeals variance would be required for this deviation</u>
Rear	EXO: 50 ft. or height of building OST: 50 ft.	50 ft.	Yes	
Side (West)	EXO: 50 ft. or height of building OST: 50 ft.	Approx. 88 ft. to 100ft. OST No Building proposed	Yes	
Side (East)	EXO: 50 ft. or height of	Existing	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	building OST: 50 ft.			
Accessory Buildings (Sec. 4.19)	Accessory buildings shall not be erected in any required front yard or in any required exterior side yard.	None proposed	Yes	
Parking Setback (Sec 3.1.15.D)				
Front(South)	EXO: 20 ft. OST: 20 ft.	40 ft. 0 ft.	Yes No	Parking setbacks do not meet the minimum requirements at multiple locations. <u>A Zoning Board of Appeals variance would be required for this deviation</u>
Rear	EXO: 20 ft. OST: 20 ft.	0 ft.	No	
Side (West)	EXO: 20 ft. OST: 20 ft.	EXO: 20 ft.(northwest) OST: 15ft.	No	
Side (East)	EXO: 20 ft. OST: 20 ft.	EXO: Existing OST: Varying widths from 0 ft. to 15 ft.	No	Refer to Planning review for further explanation Staff suggests the applicant to combine both parcels to avoid deviation on the east
Note To District Standards (Sec 3.6.2)(For both OST and EXO)				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	No exterior side yards	NA	
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Off-street parking is allowed in front yard.	Proposed	Yes	
Distance between buildings (Sec 3.6.2.H)	It is governed by sec. 3.8.2 or by the minimum setback requirements, whichever is greater	Expansion to existing building	NA	
Wetland/ Watercourse Setback (Sec 3.6.2.M)	A setback of 25 ft. from wetlands and from high watermark course shall be maintained.	Buffer indicated on the plan	Yes	Refer to wetlands review for additional details
Parking Setback Screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per Sec. 5.5.3.	Adequate screening is not provided	No	Refer to Landscape review for additional details
Modification of Parking Setback Requirements (Sec 3.6.2.Q)	The Planning Commission may modify parking setback requirements based on Sec 3.6.2.Q.	Modifications are requested	NA	The site plan does not demonstrate that the modifications result in improved use of the site and/ or in improved landscaping. <u>The proposed modifications would require</u>

Item	Required Code	Proposed	Meets Code	Comments
				<u>a variance from Zoning Board of Appeals</u>
OST District Required Conditions (Sec 3.20)				
Additional Height (Sec 3.20.1)	Properties north of Grand River Ave., Max height: 65 ft. with additional setbacks of 2 ft. for every 1 ft. in excess of 46 ft.	Building is not proposed in OST site 50 ft. maximum height on proposed building expansion	NA	
Loading and Unloading Screening (Sec. 3.20.2.A & Sec. 5.4.3)	Truck service areas and overhead truck loading/unloading doors shall be screened from view from any public right-of-way	One 12' x 50' loading dock and seven 14' x 55' trailer parking spaces are shown to be relocated from the west to north. 5 Existing Loading are in the backyard. Landscape plan does not indicate adequate screening	Yes	Refer to landscape review for additional details and address the concern
Required Parking Calculation (Sec 3.20.2.B)	A floor plan indicating different uses, leasable floor space used for calculating parking should be shown on the plans.	Floor plan provided for expansion, but not for existing	Yes	Refer to Parking Calculations for additional clarification requested Update the parking layout shown on the building floor plans to match the layout on site plan
Additional conditions for permitted uses in 3.1.23.B.ii – v (Sec 3.20.2.C)	Uses permitted under subsections 3.1.23.B.ii - v shall not be located on property sharing a common boundary with property zoned for R-A, R-1, R-2, R-3, R-4 or MH district use unless conditions in section 3.20.2.C are met	Boundaries are OST and I-1	Yes	
Outdoor storage (Sec 3.20.2.D)	The outdoor storage of goods or materials shall be prohibited.	A note has been added to sheet C-1 indicating no outdoor storage	Yes	The note refers to incorrect section number. Please change it to Sec. 3.20.2.D
EXO District Required Conditions (Sec. 3.25)				
Minimum Exposition Space (Sec. 3.25.1.A)	Minimum of 250,000 sq. ft.	Proposed expansion: 298,550 sf Total building area	Yes	

Item	Required Code	Proposed	Meets Code	Comments
		after expansion: 572,882 sf		
Required Conditions (Sec. 3.25.1.B)	<ul style="list-style-type: none"> i. Must be within one mile of the TC District ii. Contiguous with I-96 iii. Direct access from a major thoroughfare iv. No less than 45 acres, no more than 55 acres; no EXO overlay within two miles of another EXO v. Zoning shall be OST vi. Second district shall not be approved until city exceeds 100,000 people 	EXO district boundaries are existing and previously approved	Yes	Applicant may consider rezoning OST parcel to include EXO at a later date
Required Conditions (Sec. 3.25.1.H)	Recreational vehicles and trucks used in transporting exhibit materials at scheduled exposition functions occurring in an exposition facility may be parked on site during the term of the exposition and 5 days preceding or following said exposition, provided they are parking in a location which is designated and striped for oversized vehicle parking and screened from view from public roadways.	<p>One 12' x 50' loading dock and seven 14' x 55' trailer parking spaces are shown to be relocated from the west to north.</p> <p>3 Existing Trailer parking is provided in the rear yard.</p> <p>Landscape plan does not indicate adequate screening</p>	Yes	
Supplemental Required Conditions (Sec. 3.25.2)				
Vehicular Access (Sec. 3.25.2.A)	2 points of external access available at all times for emergency vehicles	Two additional driveways are proposed with this expansion, which are existing on OST parcel	Yes?	<p>Refer to Traffic review letter for additional comments. Traffic has concerns about westerly driveways off of Grand River Avenue that may or may not require additional improvements along Grand River Avenue.</p> <p>Provided additional details on the existing gate located in the driveway between Parcel 2 and Parcel 3</p>
Floor Space (Sec. 3.25.2.B)	At least 150,000 sq ft. of exposition floor space	Total building area after expansion: 572,882 sf	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Density (Sec. 3.25.2.C)	Total floor space of all overlay uses permitted in gross square feet shall not exceed 50 percent of total lot area measured in sq. ft.	510,795/2,374,998 sq. ft. = 21.51% proposed	Yes	Site floor area should be calculated based on the EXO parcel alone. Please update the calculations on sheet C-1
Building Height (Sec. 3.25.2.D)	65 ft. or 5 stories, whichever is less	50 ft. proposed Existing hotel is 63 ft.	Yes	
Pedestrian Ways (Sec. 3.25.2.E)	Pedestrian sidewalks within an exposition conference and convention facility site to permit safe and convenient access to the facility from parking lots and adjacent properties	Sidewalks are not proposed. However, a nine foot wide path is designated for pedestrian access from parking lot to the proposed building entry. Paths are not protected by raised curbs or landscaping	Yes	Staff recommends the applicant to continue to consider additional means to assure safe and convenient access. Please extend the path all the way straight to the building. Visitors have to walk all around the loop to get to the front building entrance
Minimum Setback and Screening (Sec. 3.25.2.F)	i. Setback from front shall be 100 ft. for uses in Sec. 3.1.15.C.i or ii; where adjacent to the freeway minimum of 30 ft. if extensive landscaping exists. ii. Additional 10% berm or landscaping may be required by City Council	100 ft., but only 94 ft. from 46400 Grand River parcel	No	Building setbacks do not meet the minimum requirements at southwest corner. <u>A Zoning Board of Appeals variance would be required for this deviation</u>
Building Design (Sec. 3.25.2.G)	Façade material schedule	Proposed elevations provided, no materials board	Yes	See Façade Review
Outside Storage (Sec. 3.25.2.H)	Limited to off-street parking, loading/unloading space, and the outside uses allowed in connection with the use permitted.	Proposed	Yes	
Outdoor Recreation Uses (Sec. 3.25.2.I)	Reasonable conditions imposed by City Council to ensure compatible uses	Applicant supplied a brochure of State fair use of property as part of Community Impact statement	Yes	
Financial, Retail, Service, Restaurant Uses (Sec. 3.25.2.J)	Must support exposition activities are limited to: 1 bank, less than 5 acres of retail sales, and 2 restaurants	None proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Covenants & Restrictions (Sec. 3.25.2.K)	After creation by rezoning, the owners of all property in the district shall join in the execution of covenants and restrictions	The proposed addition does not appear affect the existing covenants and restrictions	<u>Yes</u>	<u>Additional review may be needed at the time of Final Site Plan approval</u>
Parking, Loading, and Dumpster Requirements				
Number of Parking Spaces Exposition Conference Hotel (Sec. 5.2.12.C)	<u>Exposition</u> 1 per 120 sq. ft. + any accessory uses Existing: 209,800 SF Proposed: 90,660SF Total: 300,460 SF <u>Required spaces: 2,503</u> <u>Conference</u> 1 per every 3 people Existing: 2,400 People Proposed: 1,600 People Total: 4,000 people <u>Required spaces: 1,333</u> <u>Hotel</u> 1 per each unit + 1 per employee + accessory uses Existing: 128 rooms + 8 employees <u>Required Spaces: 136</u> <u>TOTAL REQUIRED: 3972</u>	<u>EXO Site:</u> Existing parking spaces (inc 59 BF): 2,676 Eliminated during construction(inc 12 BF): 607 Added during proposed expansion (inc. BF): 42 Total on EXO site: 2,111 <u>OST Site:</u> Proposed off-street parking: 840 <u>Total on-site (OST + EXO): 2,951 spaces</u> <u>OFF-SITE (per data provided by applicant)</u> Available off-site parking: 1,853 spaces Total parking available for exposition use: 4,804 spaces	Yes	Parking calculations from the original approved site plan included 39, 771 square feet of warehouse space and about 1,950 square feet of office space. Please update the parking calculations including the existing or if any proposed warehouse and office areas Extra off-site parking has not been reviewed by staff, and may not comply with ordinance standards due to distance from the site and surface materials <u>A Zoning Board of Appeals variance would be required for this deviation</u>
Required Parking on other properties (Sec. 5.2.12.C)	The parking requirements for an exposition facility may be satisfied by onsite and offsite parking, subject to other conditions discussed further in the chart	The current site plan indicates unpaved parking layout on parcel 2 and parcel 3.	No	Current review did not review the proposed offsite unpaved parking for conformance. For the purposes of calculation, we are considering that the parking is "reserved on a site owned by the applicant".

Item	Required Code	Proposed	Meets Code	Comments
Required Parking on other properties (Sec. 5.2.12.C)	75 percent of the minimum required spaces on-site, provided that an area sufficient to construct the remaining twenty-five (25) percent of required spaces is reserved on the site, or on a site owned by the applicant which is within three hundred (300) feet of the site pursuant to Section 5.2.3.	Required parking: 3972 75% of required (to be provided on site): 2979 spaces 2951 spaces provided between EXO site and OST site. The spaces fall short by 28	No	The site plan requires at least 75 percent of the required spaces to be provided on site (2979 required on site, 2951 provided). A reduction of 28 spaces from minimum Required. The applicant may choose to provide updated parking calculations to include warehouse and office spaces or apply for ZBA variance for this deviation from section 5.2.12.C.
Parking Report	The applicant shall on an annual basis submit a report to the Building Division listing each event held at the facility, the number of attendees, the total number of vehicles parked on site each day for the event, and the peak number of vehicles parked on site at a given time during the event. The Building Division shall also have provided to it by City consultants and departments, any additional information pertinent to the reasonable adequacy of the usable parking at the facility. The Building Division shall make a determination on an annual basis as to whether additional parking shall be constructed on the land reserved or a portion of the land reserved		No	The applicant shall provide additional information in response with the intent to comply with this requirement
Minimum distance between building and Off-Street parking (Section 5.2.3.)	Off-street parking for other than residential use shall be either on the same parcel of and or within three-hundred (300) feet of the building it is intended to serve, measured along a pedestrian walkway from the nearest point of such building to the nearest point of the off-street parking lot.	Minimum distance provided: approximately 450 feet The pedestrian walkway is on the applicant's property as required The walkway does not provide a reasonably safe method of pedestrian access between the parking area and the building served	No	The applicant may choose to combine parcel 2 with parcel 1 to eliminate this deviation or apply for ZBA variance from section 5.2.3. <u>A Zoning Board of Appeals variance would be required for this deviation</u>

Item	Required Code	Proposed	Meets Code	Comments
Number of Tractor-trailer Truck Parking Spaces (Sec. 5.2.12.C)	A minimum of 10 tractor-trailer truck parking spaces shall be provided for an exhibition facility, measuring 14 feet wide and 55 feet long, with maneuvering area.	The site plan proposes relocating existing 7 trailer parking spaces and 1 loading area There are 3 additional trailer parking and 5 loading spaces located near the existing conference and banquet area	Yes	Original site plan received ZBA variance to allow loading in the exterior side yard. Trailer park is moved much closer to property line Include the calculations under general site data on sheet C-2
Parking Space Dimensions and Maneuvering Lanes (Sec. 5.3.2)	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping	Proposed Proposed None Proposed	Yes	Please provide more clarification on the parking spaces next to stamped concrete drive area in front of the building on west. Refer to Traffic for more details.
Parking stall located adjacent to a parking lot entrance (public or private) (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	Not applicable.	NA	
End Islands (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 illustrated in the Zoning Ordinance	Some end islands proposed on EXO site Striped islands are proposed in lieu of raised end islands End islands are not provided at required intervals	No	Refer to Planning review letter for more details. <u>Deviations with regards to end islands would require City Council waivers and Zoning Board of Appeals variances</u> Refer to Traffic and Engineering comments for more details. Painted islands do not meet ordinance standards
Interior Landscape Islands (Section 5.5.3.C.ii.i)	No bay of parking greater than fifteen parking spaces in length shall be provided unless a landscape island is provided at a minimum interval of one island per 15 parking spaces.	None proposed	No	<u>Deviations for the lack of end islands would require Zoning Board of Appeals variances</u>
Barrier Free Spaces (2012 Michigan)	1,001 and over: 20, plus one for each 100 or fraction	71 proposed	Yes	Include the calculations under general site data on

Item	Required Code	Proposed	Meets Code	Comments
<i>Building Code Sec.1106)</i>	thereof, over 1,000 For 2,951 spaces, <u>40 required</u>			sheet C-2 Barrier free spaces shall be distributed among all building entrances according to building code. Provide some handicap accessible spaces near the proposed building entrance on west
Barrier Free Space Dimensions <i>(ICC ANCI a1.17.1 2009)</i>	- 8' wide with an 8' wide access aisle for van accessible spaces - 5' wide with a 5' wide access aisle for regular accessible spaces 12 van spaces required.	19 van spaces proposed	Yes	
Barrier Free Signs <i>(ICC ANCI a1.17.1 2009)</i>	One sign for each accessible parking space.	Barrier free signs are indicated as TSP	Yes	
Minimum number of Bicycle Parking <i>(Sec. 5.16.1)</i>	4 spaces are required per exposition, conference, and hotel use 12 spaces required	Twelve spaces proposed near existing building	Yes	Include the calculations under general site data on sheet C-2
Bicycle Parking General requirements <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	Twelve spaces are proposed. Additional details are not provided	Yes	Provide additional details as required per this section
Bicycle Parking Lot layout <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	Additional details are not provided	No	Provide additional details as required per this section

Item	Required Code	Proposed	Meets Code	Comments
Loading Spaces (Sec 5.4)	Within the EXO district, all loading and unloading operations shall be conducted in the rear yard, except where an interior side yard is located adjacent to certain zoning districts, loading may be conducted in the interior side yard when located near the rear of the building, with aesthetic screening .	4 existing loading spaces 1 existing loading space relocated from west side yard to rear yard	Yes	
Dumpster (Sec 4.19.2.F)	<ul style="list-style-type: none"> - Located in rear yard - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft, from property line. - Away from Barrier free Spaces 	The plan does not appear to propose additional dumpster There is existing trash compactor on site	Yes?	Please indicate in your response letter if any dumpster is being proposed
Dumpster Enclosure Sec. 21-145. (c) Chapter 21 of City Code of Ordinances	<ul style="list-style-type: none"> - Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery 	See above comment	NA	
Exterior lighting (Sec. 5.7)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	Applicant indicated that 7 existing light poles within OST site are to be relocated. Applicant submitted updated photometric plan	No	Maximum illumination levels at the property line exceed the maximum allowed. <u>A Zoning Board of Appeals variance would be required for this deviation</u>
Roof top equipment and wall mounted utility equipment (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	Rooftop equipment is proposed and is screened by prefinished metal	Yes	Refer to Façade review for more details

Item	Required Code	Proposed	Meets Code	Comments
Roof top appurtenances screening	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road, or adjacent property.	Rooftop equipment is proposed and is screened by prefinished metal	Yes	Refer to Façade review for more details
Non-Motorized Facilities				
Off-Road Non-Motorized Facilities (City Code Sec. 11-256.c)	Arterials and collectors shall be 6 ft. or 8 ft. as designated by the "Bicycle and Pedestrian Plan" Novi Plan.	None proposed. Existing major walkway already in place.	Yes	
Pedestrian Connectivity	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets.	Sidewalks are not proposed. However, a nine foot wide path is designated for pedestrian access from parking lot to the proposed building entry	Yes	Staff recommends the applicant to continue to consider additional means to assure safe and convenient access
Building Code and Other Requirements				
Building Code	Building exits must be connected to sidewalk system or parking lot.	Sidewalks proposed	Yes	
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Yes	
General layout and dimension of proposed physical improvements	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	Provide additional information requested in all staff and consultants review letters
Frontage on a Public Street and Access to Major Thoroughfare (Sec. 5.12)	No lot or parcels of land shall be used for any purpose unless said lot or parcel shall front directly upon a public street.	Proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Economic Impact	<ul style="list-style-type: none"> - Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction & after building is occupied, if known) 	The applicant provided summaries from economic impact statements from 1999 and 2008. The applicant indicates an additional 20 % increase from \$600,000,000 per year estimated in 2008	Yes	
Community Impact Statement				
Development/ Business Sign	Signage if proposed requires a permit.	The plan appears to propose or modify couple billboard signage in the rear yard and five digital signs on the building and few event traffic and parking event signage on the front along Grand River Avenue	Yes?	<p><u>The proposed signage may require Zoning Board of Appeals variances.</u></p> <p>Signs are not regulated by the Planning Department</p> <p><u>A sign permit will need to be submitted.</u> <u>For further information contact Jeannie Niland 248-347-0438.</u></p>
Development and Street Names	Development and street names must be approved by the Street Naming Committee before Preliminary Site Plan approval	No new names are proposed.	Yes	
Property Split / Combination	The proposed property combination must be submitted to the Assessing Dept. for approval.	The site plan does not propose any property splits or combinations	NA	Please clarify if there is a intent to combine parcels to eliminate some variance requests as listed in this chart
Lighting and Photometric Plan (Sec. 5.7)				
Intent (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	Provided	Yes	Refer to other comments
Lighting Plan (Sec. 5.7.A.1)	Site plan showing location of all existing & proposed buildings, landscaping,			Provide further explanation on how site lighting will be addressed when the

Item	Required Code	Proposed	Meets Code	Comments
	streets, drives, parking areas & exterior lighting fixtures			parking lot is used for event parking. Will there be generators or electric boxes etc
Lighting Plan (Sec.5.7.A.2)	Specifications for all proposed & existing lighting fixtures	Not provided	No	Provide all the missing information indicated and required.
	Photometric data	Provided	Yes	
	Fixture height	Not provided	No	
	Mounting & design	Not provided	No	
	Glare control devices	Not provided	No	
	Type & color rendition of lamps	LED	Yes	
	Hours of operation	Not provided	No	
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties	Provided	Yes	
Required Conditions (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses	Not adjacent to residential districts. Height not provided	No	Please indicate the height of fixtures on the plan
Required Conditions (Sec. 5.7.3.B)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation 	Please add these notes to the photometric plan	Yes	
Required Conditions (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1	Not provided	Yes?	Provide photometric plan.
Required Conditions (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps	LED	Yes	
Min. Illumination (Sec. 5.7.3.k)	Parking areas: 0.2 min	0.2 min	yes	
	Loading & unloading areas:	0.0 min	No	

Item	Required Code	Proposed	Meets Code	Comments
	0.4 min			
	Walkways: 0.2 min	0.1 min (at the west end of 9 foot path)		
	Building entrances, frequent use: 1.0 min	1.0 min		
	Building entrances, infrequent use: 0.2 min	0.0 Min (near trailer parking)		
Max. Illumination adjacent to Non-Residential (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Foot candles exceed 1 at the property line on the west and south	Yes	<u>A Zoning Board of Appeals variance would be required for this deviation</u>
Cut off Angles (Sec. 5.7.3.L)	When adjacent to residential districts - All cut off angles of fixtures must be 90° - maximum illumination at the property line shall not exceed 0.5 foot candle	Not adjacent to residential districts	NA	<u>Provide cut sheets for proposed light fixtures</u>

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 Division with future submittals.

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

07/13/2016

Engineering Review

SHOWPLACE BUILDING & PARKING EXPANSION
JSP16-0012

Applicant

TBON LLC

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: N. of Grand River Ave. and W. of Taft Rd,
- Site Size: 54.86 acres
- Plan Date: 06/22/16

Project Summary

- Construction of an approximately 175,815 square-foot expansion of the existing Suburban Collection Showplace and paving the parcel to the west to expand parking.
- The existing 8-inch water main on the north and south side of the building will be relocated around the proposed building addition. Two existing hydrants will be relocated.
- Storm water would be collected by a single storm sewer collection system and detained in a proposed detention basin on the north end of the parcel west of the showplace.

Recommendation

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

Comments:

The Preliminary Site Plan meets the general requirements of Chapter 11, the Storm Water Management Ordinance and the Engineering Design Manual with the following items to be addressed at the time of Final Site Plan submittal (further engineering detail will be required at the time of the final site plan submittal):

Additional Comments (to be addressed prior to the Final Site Plan submittal):

General

1. Provide a traffic control sign table listing the quantities of each sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.
2. Provide a utility crossing table indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained.
3. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website (www.cityofnovi.org/DesignManual).

Water Main

4. Provide profiles for all proposed water main 8-inches and larger.
5. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Department for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

Storm Sewer

6. Provide profiles for all proposed storm sewer 12-inches and larger.
7. A minimum cover depth of 3 feet shall be maintained over all storm sewers. Grades shall be elevated and minimum pipe slopes shall be used to maximize the cover depth. In situations where the minimum cover cannot be achieved, Class V pipe must be used with an absolute minimum cover depth of 2 feet. A Design and Construction standards variance application shall be provided where the cover depth cannot be provided. This must be submitted under a separate cover.
8. Provide a 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs.
9. Match the 0.80 diameter depth above invert for pipe size increases.
10. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot deep plunge pool.
11. Provide a four-foot deep sump and an oil/gas separator in the last storm structure prior to discharge to the storm water basin.

12. Label all inlet storm structures on the profiles. Inlets are only permitted in paved areas and when followed by a catch basin within 50 feet.
13. Label the 10-year HGL on the storm sewer profiles, and ensure the HGL remains at least 1-foot below the rim of each structure.
14. Illustrate all pipes intersecting storm structures on the storm profiles.
15. An easement is required over the storm sewer accepting and conveying off-site drainage.

Storm Water Management Plan

16. A 4-foot wide safety shelf is required one-foot below the permanent water surface elevation within the basin.
17. Provide a cross-section of the proposed basin.
18. M.D.O.T. approval of the storm basin discharge to the I-96 R.O.W. will be required prior to stamping set approval.

Paving & Grading

19. Revise the sidewalk details to show a maximum 2-percent cross-slope.

Soil Erosion and Sediment Control

20. A SESC permit is required. A review has not been done at this time. The review checklist detailing all SESC requirements is attached to this letter. An informal review will be completed with the final site plan review if the SESC plans are included. Please submit a SESC permit application under a separate cover. The application can be found on the City's website at <http://cityofnovi.org/Reference/Forms-and-Permits.aspx>.

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

21. 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.
22. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. **The cost estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

The following must be submitted at the time of Stamping Set submittal:

23. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the

form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.

24. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.
25. A 20-foot wide easement where storm sewer or surface drainage crosses lot boundaries must be shown on the Exhibit B drawings of the Master Deed.

The following must be addressed prior to construction:

26. 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).
27. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
28. An NPDES permit must be obtained from the MDEQ because the site is over 5 acres in size. The MDEQ requires an approved plan to be submitted with the Notice of Coverage.
29. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.
30. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
31. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
32. A storm water performance guarantee, equal to 1.5 times the amount required to complete storm water management and facilities as specified in the Storm Water Management Ordinance, must be posted at the Treasurer's Office.
33. An incomplete site work performance guarantee for this development will be calculated (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.
34. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.

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 Jeremy Miller at (248) 735-5694 with any questions.

A handwritten signature in blue ink, reading "Jeremy J. Miller", is written over a horizontal line.

cc: Adam Wayne, Engineering
Brian Coburn, Engineering
Sri Komaragiri, Community Development
Sabrina Lilla, Water & Sewer



CITY OF NOVI ENGINEERING DIVISION SOIL EROSION AND SEDIMENTATION CONTROL PLAN CHECKLIST

PROJECT: SESC Application #: SE -
 Contact Name: DATE COMPLETED:
 Phone Number: DATE OF PLAN:
 Fax Number: **STATUS:**

General Requirements – Following the initial Soil Erosion and Sedimentation Control permit application to the Community Development Department, all SESC plan revisions shall be submitted directly to the Engineering Department for further review and/or permit approval. One (1) copy of revised soil erosion plans, including response letter addressing the comments below, shall be submitted for each subsequent review until the plan has been given approval by the Engineering Department, at which point five (5) copies will be required for permit approval. Plans shall be signed and sealed, and the bond must be submitted to the Treasurer’s Office prior to permit issuance.

ITEM NO.	ITEM	Provided on Plans	COMMENTS
1.	Plan shall be at scale of not more than 1" = 200', include legal description, location, proximity to lakes, streams or wetlands, slopes, etc.	<input type="checkbox"/>	
2.	Plan shall include a soil survey or a written description of soil types of the exposed land area.	<input type="checkbox"/>	
3.	Plan shall show the limits of earth disruption.	<input type="checkbox"/>	
4.	Plan shall show tree protection fencing and location of trees to be protected.	<input type="checkbox"/>	
5.	Plan shall show all existing and proposed on-site drainage and dewatering facilities (i.e. structure details, rim elev., etc.)	<input type="checkbox"/>	
6.	Detailed sequence of construction shall be provided on plans structured similar to the following, supplemented with site specific items: 1) Install tracking mat, 2) Install temp. SESC measures, 3) Construct storm water basins and install treatment structures, if applicable, 4) Install storm sewer, with inlet protection to follow immediately, 5) Remove all temp. SESC measures once site is stabilized.	<input type="checkbox"/>	
7.	Plan must address maintenance of soil erosion and sedimentation control measures (temporary and permanent)	<input type="checkbox"/>	

8.	Provide a note stating if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Division for review.	<input type="checkbox"/>	
9.	A grading plan shall be provided, or grade information shown on plan.	<input type="checkbox"/>	
10.	Note that it is the developer's responsibility to grade and stabilize disturbances due to the installation of public utilities.	<input type="checkbox"/>	
11.	The CSWO shall be listed on permit application.	<input type="checkbox"/>	
12.	Plan sealed by registered civil engineer with original signature.	<input type="checkbox"/>	
13.	An itemized cost estimate (Silt Fence, Inlet Filters, Topsoil/Seed/Mulch, Const. Access, etc.) shall be provided.	<input type="checkbox"/>	The SESC financial guarantee will be \$. The SESC inspection fees will be \$.
14.	Potential stockpile areas shall be shown on the plan, with note stating a ring of silt fence will be installed surrounding any stockpiled material.	<input type="checkbox"/>	
15.	Sediment basin: Provide filter on standpipe outlet structure until site is stabilized, then removed. Noted on plan and standpipe detail(s).	<input type="checkbox"/>	
16.	Provide a note on the plan stating the storm water basin will be stabilized prior to directing flow to the basin.	<input type="checkbox"/>	
17.	Pretreatment Structures: Noted to inspect weekly for sediment accumulation until site is stabilized, and will clean as required.	<input type="checkbox"/>	.
18.	Attach the Oakland County standard detail sheet.	<input type="checkbox"/>	
19.	Construction mud tracking entrance: 75'x20', 6" of 1" to 3" stone, on geotextile fabric.	<input type="checkbox"/>	
20.	Silt fence: 6" anchor trench, stakes 6' on center. Prominent line type on plan, with legend.	<input type="checkbox"/>	
21.	Provide Silt Sack with overflow capability as the inlet protection, and provide detail on plans.	<input type="checkbox"/>	
22.	Catch basin inlet filters shall be provided on existing roadways along construction route for reasonable distance from site.	<input type="checkbox"/>	
23.	Street sweeping and dust control shall be noted on plan as responsibility of contractor.	<input type="checkbox"/>	
24.	Vegetation shall be established within 5 days of final grade, or whenever disturbed areas will remain unchanged for 30 days or greater. 3-4" of topsoil will be used where vegetation is required.	<input type="checkbox"/>	
25.	Vegetated buffer strips (25' wide wherever possible) shall be created or retained along the	<input type="checkbox"/>	

	edges of all water bodies, water courses or wetlands.		
26.	Diversion berms or terracing shall be implemented where necessary.	<input type="checkbox"/>	
27.	All drainage ditches shall be stabilized with erosion control blanket and shall utilize check dams as necessary. Drainage ditches steeper than 3% shall be sodded.	<input type="checkbox"/>	
28.	Slopes steeper than 1V:6H (16%) shall be stabilized with erosion control blanket. Add this note as a general note, and also in a prominent location near any berm, etc. where a significant slope is proposed.	<input type="checkbox"/>	
29.	All culvert end sections must contain grouted rip-rap in accordance with ordinance specifications.	<input type="checkbox"/>	

ADDITIONAL COMMENTS:

1. Please note that installation of silt fencing or tree protection fencing shall not occur prior to the initial City pre-construction meeting. When natural features exist on the site, inspection of staking may be required prior to installation of the fencing.
2. **Provide an estimated time of earth disruption at the next submittal. At that time, an inspection fee will be provided.**

Reviewed By: Lindon Ivezaj (248) 735-5694

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

July 14, 2016

Preliminary Site Plan - Landscaping

Suburban Collection Expansion

Review Type

Preliminary Site Plan Landscape Review

Project Number

JSP16-0012

Property Characteristics

- Site Location: 46100 Grand River
- Site Zoning: EXO
- Adjacent Zoning: West: OST, South: OST, I-1 South, East: I-1
- Plan Date: June 22, 2016

Recommendation:

This project is **recommended for approval** with the understanding that the items listed below will be addressed satisfactorily in the Final Site Plans.

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 Preliminary Site Plan submittal. Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and not intended to substitute for any Ordinance.

EXISTING ELEMENTS

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

Listed on Sheet C-1 with no boundaries provided.

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

1. Existing and proposed utilities are shown on landscape plans.
2. **An existing tree is too close to a hydrant but doesn't need to be removed.**

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

1. All existing trees, tree removals, trees to be transplanted and trees to be saved are shown on plans.
2. Tree protection fencing details have been provided.

LANDSCAPING REQUIREMENTS

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Zoning Sec. 5.5.3.B.ii and iii, Sec 3.25.2.F)

GRAND RIVER – no additions required – berm, existing landscaping and existing buildings provide sufficient screening. If the existing buildings are removed in the future, berms and landscaping required by the ordinance at that time must be installed for that frontage.

I-96

1. **The greenbelt width between the right-of-way and the parking should be dimensioned. It appears that the width far exceeds the 20-foot requirement.**
2. **Please verify that the existing berm between I-96 and the new detention basin is 3 feet**

- high, as required. If it is not sufficient, please raise the berm to the required height.
3. The landscape plan indicates that more than 40 existing trees will provide the required greenbelt landscaping. However, it also appears that the proposed grading will remove all existing landscaping along that frontage.
 4. If the existing trees are removed, the required large canopy or evergreen, and subcanopy trees must be provided. If the existing trees do remain and provide sufficient screening, the existing trees can be used to meet the requirements and the berm does in that area does not need to be modified.
 5. A site visit revealed that the existing loading areas and the proposed loading zone are actually quite visible from I-96 through the woods. While some transplants proposed for that area will help, additional shrubs or short trees should be added to screen the view of the proposed loading area from I-96. As no changes are made to the existing loading areas along the north edge of the building, no additional screening for them is required.

Street Tree Requirements (Zoning Sec. 5.5.3.E.i.c and LDM 1.d.)

No new street trees are required.

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

1. Calculations are provided, but it is not clear what areas are included in them. **Please indicate with a map or other visual aid which areas are included.**
2. **The calculations should be corrected as shown on the Landscape Chart.** As they are they under-calculate the required landscape area and interior trees required.
3. Currently, the calculations indicate that approximately 15,664 sf of interior island space is required but none is provided. **Please provide the required interior island space based on the corrected calculations.** If deciduous canopy trees are added to the large island west of the building, the unpaved area of that island could be counted toward the requirement.
4. The existing islands south of the building have been reduced in size to approximately 8 feet from back to back. The ordinance requires that islands be at least 10 feet, back to back, for survival of the trees. **Please increase the width of those islands.**
5. Landscape islands are required to break up expanses of parking such that no bay is longer than 15 spaces. No interior islands are proposed and bays range from 13 to 93 spaces, with most well over 15 spaces. The painted endcap "islands" do not count as landscape islands. **Please provide interior islands to break up the expanse of paving.**

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

1. The perimeter is shown as 1721lf with a total of 50 perimeter trees required and 35 provided. Also, it is unclear what was used as the basis of the perimeter measurement. **Please show that on the same map that shows the vehicular use areas used in the calculations, and modify the calculations.** Due to the projected use of the unpaved area, the applicant can request a landscape variance from City Council for the perimeter trees required along the western edge of the new paved areas and it would be supported by staff.
2. **See the Landscape Chart for a more detailed discussion of the calculations.**

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. Based on the building perimeter of 1824 lf, 14,592 sf of foundation landscaping is required at the base of the building. The layout provides 2,258 sf. **Please provide more foundation landscape area where possible and request a landscape variance for the area not provided, with a justification for not providing it.**
2. **Please add SF labels for all foundation landscaping areas to verify the 2642 sf of landscaping noted on the plans.**

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

The requirement for storm basin landscaping is met.

Transformer/Utility Box and Fire Hydrant Plantings (LDM 1.3 from 1-5, Zoning Sec 5.5.3.C.ii.d

Please add the required screening for any utility units on the site. A copy of the city's standard screening detail is available upon request.

OTHER REQUIREMENTS

Plant List, Notations and Details (LDM 2.h. and t.)

All have been provided satisfactorily.

Cost estimates for Proposed Landscaping (LDM 2.t.)

Cost estimates were provided.

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

An irrigation plan for all landscaped areas is required as part of the Final Site Plans.

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

Please add proposed contours to the landscape plan. The tops of berms should be 3' above the adjacent top of pavement elevations.

Snow Deposit (LDM.2.q.)

Snow deposit areas have been noted on the plans.

Corner Clearance (Zoning Sec 5.9)

Required corner clearances are provided.

If the applicant has any questions concerning the above review or the process in general, please do not hesitate to contact me at 248.735.5621 or rmeader rmeader@cityofnovi.org.



Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART

Review Date: July 14, 2016
Project Name: JSP16 – 0012: SUBURBAN SHOWCASE COLLECTION ADDITION
Plan Date: June 23, 2016
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 (LDM (2))				
Landscape Plan <i>(Zoning Sec 5.5.2, LDM 2.e.)</i>	§ 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 § Consistent with plans throughout set	Yes	Yes	Overall: 1"=150' Region sheets: 1"=30'
Project Information <i>(LDM 2.d.)</i>	Name and Address	Yes	Yes	
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	
Sealed by LA. <i>(LDM 2.g.)</i>	Requires original signature	Yes	Yes	Required for Final Site Plan
Miss Dig Note <i>(800) 482-7171 (LDM.3.a.(8))</i>	Show on all plan sheets	Yes	Yes	
Zoning <i>(LDM 2.f.)</i>	Include all adjacent zoning	Yes	Yes	Site: EXO South: I-1 and OST, East I-1, West OST
Survey information <i>(LDM 2.c.)</i>	§ Legal description or boundary line survey § Existing topography	Yes	Yes	Sheets TS1-4
Existing plant material Existing woodlands or wetlands <i>(LDM 2.e.(2))</i>	§ Show location type and size. Label to be saved or removed. § Plan shall state if none	Yes	Yes	Sheets TS3, TS4

Item	Required	Proposed	Meets Code	Comments
	exists.			
Soil types (LDM.2.r.)	§ As determined by Soils survey of Oakland county § Show types, boundaries	Yes	Yes	Listed on Sheet C-1 but no boundaries are provided.
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 grading. 2' contour minimum (LDM 2.e.(1))	Provide proposed contours at 2' interval	Yes	Yes	Spot elevations are provided on Sheets C-5, C-6.
Snow deposit (LDM.2.q.)	Show snow deposit areas on plan	No	No	Please add notes indicating snow deposit areas on landscape plan
LANDSCAPING REQUIREMENTS				
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements (LDM 1.c)	§ Clear sight distance within parking islands § No evergreen trees	Yes	No	No interior islands are proposed in new parking areas.
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	No	No	
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	§ A minimum of 300 SF to qualify § 6" curbs § Islands minimum width 10' BOC to BOC	No	No	1. No curbed islands proposed in parking areas to west of building. 2. Reconfigured islands south of building are only 7.5 wide back of curb to back of curb. Please widen islands to meet code.
Curbs and Parking stall reduction (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	Yes	Yes	Spaces fronting on green space west of building addition are 17 feet long.
Contiguous space limit (i)	Maximum of 15 contiguous spaces	No	No	1. Bays range from 13 to 93 spaces, with most well over 15

Item	Required	Proposed	Meets Code	Comments
				spaces. 2. Please add islands to break up long bays as required by the ordinance for parking areas.
Plantings around Fire Hydrant (d)	No plantings with matured height greater than 12' within 10 ft. of fire hydrants	Yes	Yes	No new hydrants indicated
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
Clear Zones (LDM 2.3.(5))	25 ft corner clearance required. Refer to Zoning Section 5.5.9	Yes	Yes	
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%	$\$ A = \text{Area} \times 10\%$ $\$ 143640 \times 10\% = 14,364\text{sf}$	No	No	1. Calculations have been provided but it's not clear what area is included in calculations. 2. Please provide a small inset map showing the areas included in the calculations. If only new paved area west of building is included in calculations, please make that clear with a calculations note.
B = Total square footage of additional paved vehicular use areas (not including A) under 50,000 SF) x 5%	$\$ B = \text{Area} \times 5\%$ $\$ \text{Paved Vehicular access area includes loading areas}$ $\$ 50000 \times 5\% = 2,500\text{sf}$	No	No	The calculations should include this calculation for the first 50,000 of vehicular use area.
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	$\$ C = \text{Area} \times 1\%$ $\$ 79998 \times 1\% = 800\text{sf}$	No	No	This area should apparently be 79,998 (129,998-50,000).
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A. = Total square footage of parking spaces not including	$\$ A = 7\% \times \text{xx sf} = \text{xx sf}$	NA		

Item	Required	Proposed	Meets Code	Comments
access aisles x 7%				
B = Total square footage of additional Paved vehicular use areas (not including A) under 50,000 SF) x 2%	$\$ B = 2\% \times xx \text{ sf} = xx \text{ sf}$	NA		
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 0.5%	$\$ C = 0.5\% \times 0 \text{ sf} = 0 \text{ SF}$	NA		
All Categories				
D = A+B or A+C Total square footage of landscaped islands	$14364 + 2500 + 800 = 17664 \text{ SF}$	None in new paved area, reduced area from existing in existing parking area.	No	<ol style="list-style-type: none"> 1. Please clarify calculations for all parking areas included to help determine quantities impacted by landscape waiver. 2. Add curbed interior parking islands with deciduous canopy trees to meet required area. 3. Please quantify areas of curbed landscape islands in SF (painted "endcaps" do not count as landscape islands).
E = D/75 Number of canopy trees required	$\$ 17664/75 = 236 \text{ Trees}$	None	No	<ol style="list-style-type: none"> 1. Revise calculations per above comments to determine quantities impacted by landscape waiver required. 2. Add trees to interior parking islands to meet requirement. 3. Trees added to the large open space between the new parking area and the building could count toward requirement. 4. Indicate with unique labeling which trees

Item	Required	Proposed	Meets Code	Comments
				are parking lot trees.
Perimeter Green space	§ 1 Canopy tree per 35 lf § New parking area perimeter = approximately 1000lf on north, east and south sides; § 1000/35 = 29 trees	41 new, existing and transplanted trees	Yes	1. It is unclear what is used as the basis of the perimeter calculation provided. A request for a waiver to not include the west side of the newly paved area can be requested and will be supported since that side is not paved and will not be used regularly for parking as the paved area will be.) 2. It would be helpful to add some perimeter trees along the north edge of the parking while still leaving room for snow deposits. 3. Indicate with unique labeling which trees are perimeter trees.
Parking land banked	§ NA	No		
Berms, Walls and ROW Planting Requirements				
Berms				
§ 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.		No new berms proposed		
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		There is no residential land use or zoning adjacent to site.
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List	NA		
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	No – existing berm	TBD	1. No new berm is required along Grand River. 2. It appears that

Item	Required	Proposed	Meets Code	Comments
	requirements.			existing I-96 berm does not meet requirements for height and the grading shown appears to eliminate the existing landscaping that is shown as remaining and meeting the greenbelt landscape requirements 3. Please verify if the existing plantings will remain or not and propose new plantings to meet the requirements listed below if they will not.
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	§ Label contour lines § Maximum 33% § Min. 5 feet flat horizontal area	No	TBD	1. No new berms are proposed. 2. If new berms are required along I-96, detail for it should be provided.
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	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	Rock ledge walls are provided along front of building at driveway	Yes	
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer			Yes	No wall is taller than 3'
ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)				
Greenbelt width (2)(3) (5)	Parking: 20 ft.	I-96: Approximately 120 ft	Yes	1. Grand River – NA 2. Please provide dimensions to I-96 ROW for all proposed parking.

Item	Required	Proposed	Meets Code	Comments
Min. berm crest width	Parking: 2 ft.	No	No	1. Grand River – NA 2. I-96 – see note above regarding contour labels. 3. If berm is required, please provide required berm.
Minimum berm height (9)	Parking: 3 ft.	No	No	1. Grand River – NA 2. I-96 – see note above regarding contour labels. 3. If berm is required, please provide required berm.
3' wall	§ (4)(7)	No		
Canopy deciduous or large evergreen trees Notes (1) (10)	§ Parking: 1 tree per 35 lf § 410/35 = 12 trees	Existing trees north of proposed detention basin Applicant states that a mix of over 40 evergreen trees are there.	Yes	1. Grand River – NA 2. I-96 – The frontage appears to be closer to 410 lf than 200 lf based on Sheet L-1. Please check calculations. 3. See above comments regarding the berm requirements and the existing vegetation that is supposed to remain. Add required greenbelt landscaping if necessary.
Sub-canopy deciduous trees Notes (2)(10)	§ Parking: 1 tree per 20 lf § 410/20 = 21 trees	See above	Yes	1. Grand River – NA 2. See above
Canopy deciduous trees in area between sidewalk and curb (Novi Street Tree List)	§ Parking: 1 tree per 35 lf	NA		NA
Non-Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2) Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
Interior Street to Industrial subdivision (LDM 1.d.(2))	§ 1 canopy deciduous or 1 large evergreen per 35 l.f. along ROW § No evergreen trees closer than 20 ft. § 3 sub canopy trees per 40 l.f. of total linear frontage § Plant massing for 25% of ROW	NA		

Item	Required	Proposed	Meets Code	Comments
Screening of outdoor storage, loading/unloading <i>(Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)</i>		Yes		Transplanted trees have been added along the loading zone perimeter to screen from I-96. This may or may not be satisfactory. As it is, the existing woods do not provide sufficient screening from I-96. Additional large shrubs, evergreens or small trees may be needed to screen the loading area from the highway.
Transformers/Utility boxes <i>(LDM 1.e from 1 through 5)</i>	§ 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 boxes shown		Please add a note that there will be no new utility boxes, or add a note that any new utility boxes will be screened per the City of Novi standard screening detail (attached).
Building Foundation Landscape Requirements (Sec 5.5.3.D)				
Interior site landscaping SF	§ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. § 1824 If x 8ft = 14,592 SF	2,258 sf	No	1. Please provide additional foundation landscaping area with labels showing SF of foundation areas.
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	§ If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	§ Greater than 60% of Grand River frontage is covered in green space. § No foundation landscaping along I-96 frontage is shown.	Yes/No	1. Frontage along Grand River is sufficiently landscaped per frontage requirement. 2. See above note regarding I-96 screening.
Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)				
Planting requirements <i>(Sec. 5.5.3.E.iv)</i>	§ 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	810 of 1125 If has shrubs and/or trees = 72%	Yes	Additional shrubs have been added along the rim to meet the requirement.
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				

Item	Required	Proposed	Meets Code	Comments
Landscape Notes - Utilize City of Novi Standard Notes				
Installation date (LDM 2.i. & Zoning Sec 5.5.5.B)	Provide intended date	Fall 2016 or Spring 2017	No	Please revise note to state between March and November.
Maintenance & Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	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.	No	No	1. Please revise guarantee note to 2 years. 2. Please add "and/or City of Novi" to General Note #12 for section stating who determines whether plants shall be replaced. 3. Please add cultivation note.
Plant source (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (LDM 2.s.)	A fully automatic irrigation system and a method of draining is required with Final Site Plan	No	No	<u>Need for final site plan</u>
Other information (LDM 2.u)	Required by Planning Commission	NA		1. Please remove "City of Novi" from heading of Planting Notes as many are not standards of Novi. 2. Please change the first General Note to "City of Novi".
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. (Zoning Sec 5.5.5.E)	City must approve any substitutions in writing prior to installation.	Yes	Yes	
Plant List (LDM 2.h.) - Include all cost estimates				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	
Type and amount of lawn		Yes	Yes	Seed and sod
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	Yes	Yes/No	1. <u>Cost estimates have been added. Please use the standard costs below for the</u>

Item	Required	Proposed	Meets Code	Comments
				items. 2. <u>Please add quantities and costs for perennials.</u>
Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Detail is provided.	No	1. Tree fence detail has been corrected as requested. 2. Please show tree protection fence lines on demolition plan (Sheet C-4).
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	
Plant Materials & Existing Plant Material (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	Yes	Yes	
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	NA		
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	Yes	Yes	
Plant size credit (LDM3.c.(2))	NA	NA		
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	Yes		While they are not on the city's Prohibited Plants list, privet is known to be an invasive shrub in Michigan.

Item	Required	Proposed	Meets Code	Comments
				Please replace it with a non-invasive species.
Recommended trees for planting under overhead utilities <i>(LDM 3.e)</i>	§ Label the distance from the overhead utilities	NA		
Collected or Transplanted trees <i>(LDM 3.f)</i>		Yes	Yes	1. Transplanting notes and transplant locations are indicated. 2. Transplanted trees will need to be replaced if they die as with all planted landscape material.
Nonliving Durable Material: Mulch <i>(LDM 4)</i>	§ 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	Yes	Yes	Details show shredded hardwood mulch as requested.

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.

Standard costs:

Canopy tree	\$400 ea.
Evergreen tree	\$325 ea.
Subcanopy tree	\$250 ea.
Shrubs	\$ 50 ea.
Perennials/Grasses	\$ 15 ea.
Mulch	\$ 35/cu. yd.
Sod	\$6.00/sq. yd.
Seed	\$3.00/sq. yd.



PLAN REVIEW CENTER REPORT

July 8, 2016

Preliminary Site Plan - Landscaping

Suburban Collection Expansion

Review Type

Preliminary Site Plan Landscape Review

Project Number

JSP16-0012

LANDSCAPE VARIANCES REQUIRED:

- Required area based on vehicular use area has not been provided, but based on their calculations, approximately 15,664 sf of interior island space is required.
- Based on their calculations, 209 interior parking deciduous canopy trees are required but none are provided.
- Islands breaking up expanse to create bays no greater than 15 contiguous spaces must be provided – none are.
- New endcap islands south of the expanded building need to be 10' between backs of curb, but appear to be only about 8'.
- Parking lot perimeter plantings along west edge of new paving should be provided but are not.
- Foundation plantings provided are only 15.5% of that required.

WETLANDS REVIEW

July 11, 2016

Ms. Barbara McBeth
City Planner
Community Development Department
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Suburban Collection Showplace Expansion (JSP16-0012)
Wetland Review of the Preliminary Site Plan (PSP16-0089)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan for the proposed Suburban Collection Showplace Expansion project prepared by Environmental Engineers, Inc. dated June 22, 2016 (Plan). The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the natural features setback provisions in the Zoning Ordinance. ECT conducted a wetland evaluation for the property on Wednesday, July 6, 2016.

ECT currently recommends approval of the Preliminary Site Plan for Wetlands contingent on the Applicant addressing the concerns noted in the *Wetland Comments* section of this letter prior to Final Stamping Set approval.

The proposed project is located just west of the existing Suburban Collection Showplace, north of Grand River Avenue and west of Taft Road in Section 16. The Plan proposes the construction of the following:

- Showplace building addition;
- Expedition Hall addition;
- Conference/Banquet Hall addition;
- On-site parking (42 spaces);
- Adjacent off-site parking (840 spaces);
- Storm water detention basin No. 4.

Based on our review of the application, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands and Woodlands Maps (see Figure 1, attached) it appears as if this proposed project site is adjacent to City-Regulated Woodlands and contains City-Regulated Wetland areas.

Onsite Wetland Evaluation

ECT visited the site on April 22, 2015 as well as on July 6, 2016 for the purpose of a wetland boundary verification. The focus of the inspection was to review site conditions in order to determine whether on-site wetland is considered regulated under the City of Novi's Wetland and Watercourse Protection Ordinance. ECT reviewed the wetland area (Wetland 7/C) at the proposed project location. The approximate project boundary is depicted in Figure 1.

Wetland 7/C is an emergent/scrub-shrub wetland area directly adjacent to a storm water drainage ditch with considerable side slopes/banks. Plant species identified include cottonwood (*Populus deltoides*), reed canary grass (*Phalaris arundinacea*) and common reed (*Phragmites australis*).

This wetland area appears to be of fair to poor quality and impact to this wetland is proposed as part the site design (see Site Photos). ECT has verified that the wetland boundaries appear to be accurately depicted on the Plan.

What follows is a summary of the wetland impacts associated with the proposed site design.

Wetlands Impact Review

The Plan appears to propose 0.14-acre of fill within an existing wetland/ditch (i.e., Wetland 7/C) just west of the existing parking lot that is west of the Suburban Collection Showplace. The Plan proposes 1,170 cubic yards of wetland fill in this area. The purposed of this wetland impact is for the construction of additional site parking. It should be noted that the proposed wetland impact does not require wetland mitigation as the City's threshold for requiring wetland mitigation is 0.25-acre of impact to existing wetland (the MDEQ threshold for wetland mitigation is 0.33-acre). Approximate wetland impact area is shown in Figure 2.

In addition to wetlands, the City seeks to preserve the 25-foot wetland buffer. The Plan also proposes to impact 0.37-acre (1,186 cubic yards fill) of 25-foot wetland buffer/setback. The applicant is urged to minimize all impacts to existing wetlands and the associated 25-foot setbacks.

It appears as if storm water from at least a portion of the proposed parking area will drain to storm water detention area #4. The outlet from this basin will outlet to the existing wetland north of the proposed site (adjacent to the I-96 Expressway). It is recommended that any proposed storm water discharge pipes end at the upland edge of the 25-foot wetland setback in order to maximize the nutrient and pollutant removal from storm water runoff prior to entering the wetland area. Based on the current Plan, the applicant appears to be prepared to meet this recommendation.

Permits & Regulatory Status

The on-site wetland appears to be regulated by the Michigan Department of Environmental Quality (MDEQ) as it appears to be within 500 feet of a watercourse/regulated drain. It should be noted that the filling of a section of wetland immediately south of currently proposed area of fill was authorized (MDEQ Permit No. 15-63-0175-P dated July 20, 2015) as part of the previous Showplace Fairgrounds Connection project in 2015. It was determined that a permit for the wetland impact was required under Part 303 of the NREPA (Natural Resources and Environmental Protection Act, 1994 PA 451, as amended). The Applicant has provided a copy of the MDEQ permit application for the current project (signed/dated June 17, 2016). The applicant shall provide a copy of the MDEQ issued permit once issued.

The Applicant will need a City of Novi Non-Minor Wetland Permit and Wetland Buffer Authorization as well. The City of Novi Wetland Permit and Buffer Authorization are required for the proposed impacts to wetlands and regulated wetland setbacks. The on-site wetland appears to be considered essential by the City as it appears to meet one or more of the essentiality criteria set forth in the City's Wetland and Watercourse Protection Ordinance (i.e., storm water storage/flood control, wildlife habitat, etc.).

Wetland Comments

ECT recommends that the Applicant address the following prior to Final Stamping Set approval:

1. It appears as if the proposed project requires a wetland use permit from the MDEQ for the proposed wetland impact. Final determination as to the regulatory status of the on-site wetlands shall be made by MDEQ. It appears as though this process is in process as the applicant has provided a copy of the permit application for the project (dated June 17, 2016). The Applicant should provide a copy of the MDEQ Wetland Use Permit to the City (and our office) upon issuance. A City of Novi Wetland Permit cannot be issued prior to receiving this information.

Recommendation

ECT currently recommends approval of the Preliminary Site Plan for Wetlands contingent on the Applicant addressing the concerns noted in the *Comments* section above prior to Final Site Plan approval.

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Pete Hill, P.E.
Senior Associate Engineer

cc: Sri Komaragiri, City of Novi Planner
Richelle Leskun, City of Novi Planning Assistant
Rick Meader, City of Novi Landscape Architect
Kirsten Mellem, City of Novi Planner

Attachments: Figure 1, Figure 2 & Site Photos



Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate project location shown in red). Regulated Woodland areas are shown in green and regulated Wetland areas are shown in blue). Approximate overall project boundary is indicated in red.

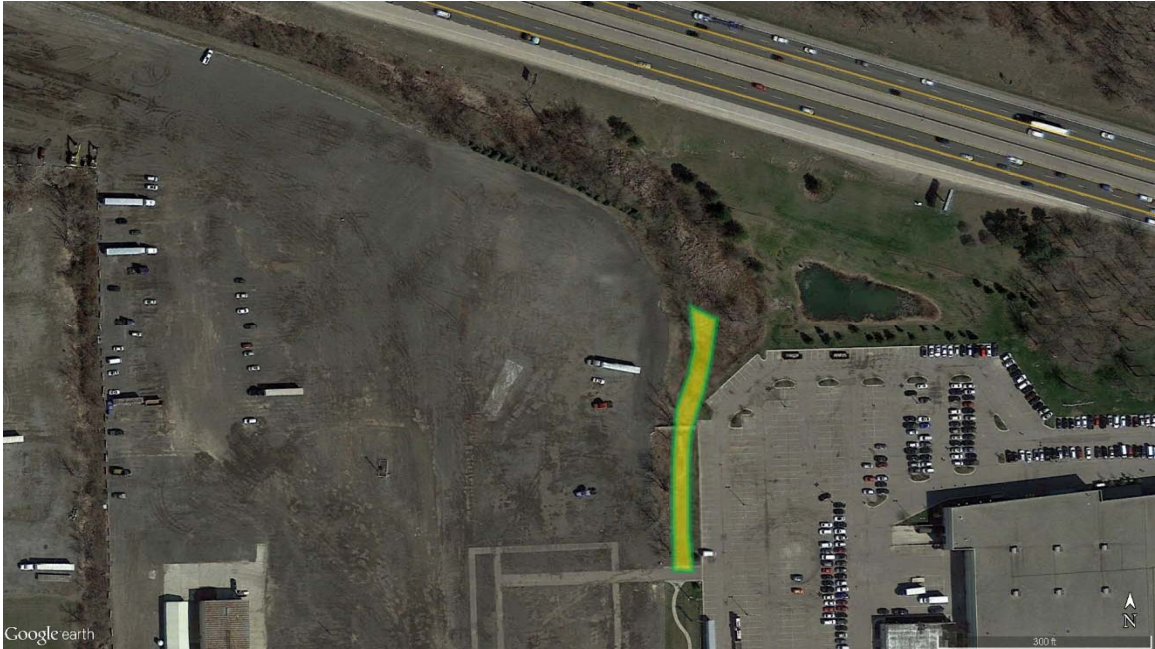


Figure 2. Approximate wetland impact area. Aerial photo source Google Earth (accessed July 11, 2016). Approximate extents of wetland impact is Indicated in yellow.

Site Photos



Photo 1. Looking north at proposed impact location (ECT, July 6, 2016).



Photo 2. Looking north toward northern extent of proposed wetland impact area (ECT, July 6, 2016).



Photo 3. Looking north from southern end of proposed wetland impact area. Split rail fence to be removed (ECT, July 6, 2016).

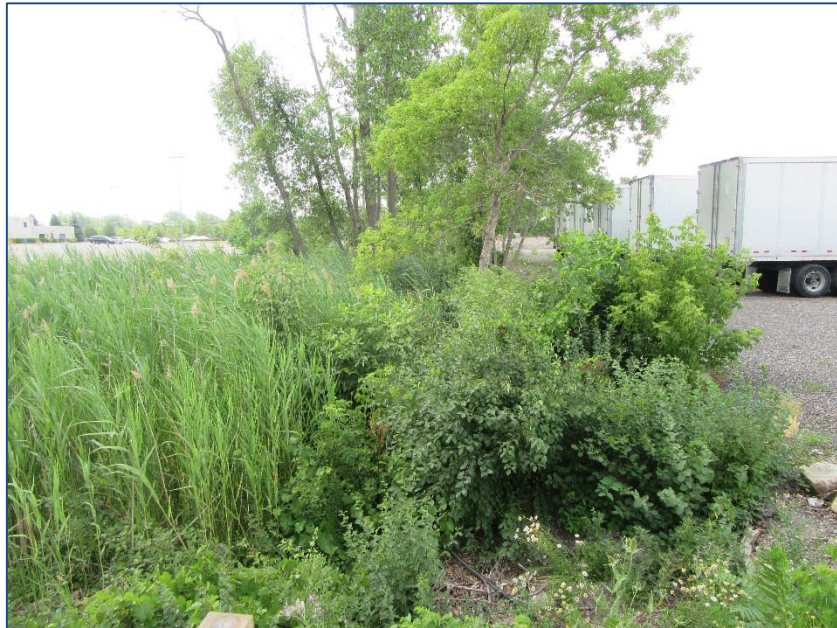


Photo 4. Looking south from northern end of proposed wetland impact area (ECT, July 6, 2016).

WOODLANDS REVIEW

July 11, 2016

Ms. Barbara McBeth
City Planner
Community Development Department
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Suburban Collection Showplace Expansion (JSP16-0012)
Woodland Review of the Preliminary Site Plan (PSP16-0089)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan for the proposed Suburban Collection Showplace Expansion project prepared by Environmental Engineers, Inc. dated June 22, 2016 (Plan). ECT visited this site for the purpose of a woodland evaluation on Wednesday, July 6, 2016. The Plan was reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37. The purpose of the Woodlands Protection Ordinance is to:

- 1) *Provide for the protection, preservation, replacement, proper maintenance and use of trees and woodlands located in the city in order to minimize disturbance to them and to prevent damage from erosion and siltation, a loss of wildlife and vegetation, and/or from the destruction of the natural habitat. In this regard, it is the intent of this chapter to protect the integrity of woodland areas as a whole, in recognition that woodlands serve as part of an ecosystem, and to place priority on the preservation of woodlands, trees, similar woody vegetation, and related natural resources over development when there are no location alternatives;*
- 2) *Protect the woodlands, including trees and other forms of vegetation, of the city for their economic support of local property values when allowed to remain uncleared and/or unharvested and for their natural beauty, wilderness character of geological, ecological, or historical significance; and*
- 3) *Provide for the paramount public concern for these natural resources in the interest of health, safety and general welfare of the residents of the city.*

ECT currently recommends approval of the Preliminary Site Plan for Woodlands. The proposed project limits do not contain regulated trees. **No further woodland review of the proposed project is necessary.**

The proposed project is located just west of the existing Suburban Collection Showplace, north of Grand River Avenue and west of Taft Road in Section 16. The Plan proposes the construction of the following:

- Showplace building addition;
- Expedition Hall addition;
- Conference/Banquet Hall addition;
- On-site parking (42 spaces);
- Adjacent off-site parking (840 spaces);
- Storm water detention basin No. 4.

Based on our review of the application, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands and Woodlands Maps (see Figure 1, attached) it appears as if this proposed project site is adjacent to City-Regulated Woodlands but no regulated trees are located within the proposed limits of disturbance.

Woodlands

Portions of the proposed project are adjacent to City of Novi Regulated Woodlands (see Figure 1). The current Plan indicates that some existing trees associated with the wetland fill area (i.e., Wetland 7/C) are to be removed. The *Site Topographic Survey* (Sheet TS-3) appears to indicate the size and location of existing trees within the proposed limits of disturbance.

It should be noted that the trees to be removed do not appear to be located within an area designated as City Regulated Woodland. The City of Novi regulates trees that are 8-inch diameter-at-breast-height (DBH) or greater and are located within areas designated as regulated on the City Regulated Woodland map. In addition, any tree 36-inches DBH or greater are also regulated. As a result, the proposed project does require a City of Novi Woodland Permit.

Recommendation

ECT currently recommends approval of the Preliminary Site Plan for Woodlands. The proposed project limits do not contain regulated trees. **No further woodland review of the proposed project is necessary.**

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Pete Hill, P.E.
Senior Associate Engineer

cc: Sri Komaragiri, City of Novi Planner
Richelle Leskun, City of Novi Planning Assistant
Rick Meader, City of Novi Landscape Architect
Kirsten Mellem, City of Novi Planner

Attachments: Figure 1 & Site Photos



Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate project location shown in red). Regulated Woodland areas are shown in green and regulated Wetland areas are shown in blue). Approximate overall project boundary is indicated in red.

TRAFFIC REVIEW

Memorandum

To	Barbara McBeth, AICP	Page	1
CC	Sri Komaragiri		
Subject	JSP 16-0012 – Suburban Collection – Preliminary – Traffic Review		
From	Matt Klawon, PE Maureen Peters, PE		
Date	July 15, 2016		

The preliminary site plan was reviewed to the level of detail provided and AECOM **does not recommend approval** for the applicant to move forward based on the site access and circulation concerns as described herein and until the comments provided below are adequately addressed to the satisfaction of the City.

GENERAL COMMENTS

1. The applicant, Suburban Collection Showplace, is proposing a 175,815 S.F. building addition to their facility located on the north side of Grand River Avenue between Beck Road and Taft Road. Grand River Avenue is under the jurisdiction of the Road Commission for Oakland County.
2. The site is currently zoned OST (Office Service Technology) with EXO (Exposition) overlay.
3. In the “Proposed Site Improvements” notes section of sheet C-1, under “Traffic Control,” it states that all pavement markings and traffic control signs shall be in accordance with the requirements of the “Michigan Manual for Traffic Control Devices...”
 - a. Not all signing and pavement markings are in compliance (e.g., the proposed green striping), so this statement is not accurate. This statement should be updated to reflect any exclusions, as necessary.
 - b. The statement should reference the “Michigan Manual for Uniform Traffic Control Devices,” adding the word “Uniform” to the manual title.

TRAFFIC IMPACTS

Through meetings with the City and the applicant, it was determined that a traffic management plan (TMP) would be provided in lieu of a standard traffic impact study since the land use and associated traffic impacts are unique and would not be appropriate to measure the site’s traffic impacts. The applicant has submitted a draft TMP and AECOM has provided comments on it under a separate letter.

EXTERNAL SITE ACCESS AND OPERATIONS

The applicant should further clarify the intended use of the westerly driveways off of Grand River Avenue, for the following purposes:

1. The two-way ADT along Grand River in front of Suburban Collection Showplace is approximately 17,705 vehicles (Source: SEMCOG, 2014). If the driveways are used for ingress, the applicant should provide the following geometric modifications to Grand River Avenue at the site driveways:
 - a. Install a right-turn taper. The ADT volume requires a right-turn taper to be installed regardless of the right-turning volume.
 - b. Install a right turn lane if peak hour right turn volumes are expected to exceed approximately 95 vehicles per hour.
2. If the driveways will be used exclusively for egress traffic patterns, modifications to Grand River are not required and greater detail should be shown as to how ingress traffic would be prohibited from using this driveway (e.g., signing, pavement markings).
3. There are existing gates at the two westerly driveways. The applicant should further clarify the intended use of the gates and indicate when, and to whom, they will permit access to/from the parking lots.

INTERNAL SITE OPERATIONS

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

1. General traffic flow
 - a. The applicant should provide anticipated truck circulation patterns to ensure that the trucks will be able to adequately access the dock areas.
 - b. The applicant should provide fire truck circulation patterns to ensure that fire vehicles can adequately maneuver the site.
 - c. The applicant could consider traffic calming techniques within the proposed paved parking lot near the west side of the site. The lack of raised end islands provides a wide open surface through which vehicles may travel at higher rates of speed and potentially unsafe maneuvers.
 - d. The applicant should consider transverse aisle(s) throughout the parking lot to provide access to/from parking spaces without vehicles traveling the entire length of the lot. Such access aisles should be designed with end islands (painted may be acceptable for this site) to provide a barrier between parked vehicles and moving vehicles.
2. Parking facilities
 - a. The applicant should further clarify the parking calculations. Please see the Planning Review Letter for additional details regarding the parking calculations.
 - b. The proposed parking space dimensions are generally in compliance; however, the applicant should review the following:
 - i. The parking spaces immediately to the west of the proposed building expansion are dimensioned with 19.5' or 17' lengths.
 - ii. There is a note in the same area indicating that the spaces are "9' x 19' TYP."

- iii. The applicant should confirm which is correct and update as necessary to reduce confusion.
 - c. Western parking bay within stamped concrete drive area:
 - i. The parking space pavement markings appear to be different line type within the stamped concrete drive area. The applicant should clarify the intended pavement marking color and line width.
 - ii. **The parking spaces appear to be striped without abutting a curb on the west side and would require a Council DCS variance.**
 - d. Handicap parking requirements are met; however the applicant should consider relocating a portion of the handicap parking to be nearer to the proposed west facility entrance to better distribute the handicap parking around the facility to align with City Ordinances.
 - e. Parking Islands
 - i. The standard parking island detail indicates an 8' minimum width which is not in compliance with the 10' minimum width shown in Section 5.3.12 of the City's Ordinance.
 - ii. The plan shows end islands as painted, the City's Ordinance preference is raised. **The applicant should seek a ZBA variance for the lack of end islands and a City Council waiver for the use of painted islands in place of raised islands.**
 - iii. The applicant should consider revising the painted end islands near the building (within the heavy duty asphalt drive and stamped concrete areas) to be raised end islands to provide additional permeable surface area and to better delineate parking operations.
 - iv. The painted end islands along the north end of the proposed paved parking lot do not meet minimum size requirements, as stated in the City's Ordinance and should be reviewed and updated as necessary.
 - v. Landscape islands are to be provided at an interval of every 15 parking spaces per Section 5.5.3.C.ii.i of the City's Ordinance; however, based on the intended use of the parking facility during specific events, the exclusion of landscape islands may be reasonable. **The applicant should seek a City Council waiver to exclude such landscape islands at 15 parking space intervals.**
 - f. To ensure bicycle parking requirements are met, the applicant should include bicycle parking calculations in the General Site Data section of the plans.
- 3. Aisle width and turning radii meet standard requirements where dimensioned. Additional dimensions should be provided to confirm compliance.
- 4. Sidewalk Requirements
 - a. Sidewalk ramp design details should be included in the next submittal to ensure ADA compliance.
- 5. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).
 - a. The applicant should add a sign table listing the proposed signs and the total quantity for each sign.
 - b. The standard parking island detail indicates green striping which is not in compliance with MMUTCD guidelines. **If the use of green pavement markings is required for special use of the facility, the applicant should seek an administrative variance.**

- c. The applicant should further indicate the proposed pavement marking colors and line weights for all markings throughout the site.

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

Sincerely,

AECOM



Maureen N. Peters, PE
Reviewer



Matthew G. Klawon, PE
Manager, Traffic Engineering and ITS Engineering Services

Memorandum

To	Barbara McBeth, AICP	Page	1
CC	Sri Komaragiri		
Subject	JSP16-0012 – Suburban Collection Showplace Expansion Traffic Plan Review		
From	Matt Klawon, PE Maureen Peters, PE		
Date	July 13, 2016		

The Suburban Collection Showplace (SCS) is proposing a site expansion to include a building addition and parking lot(s) expansion to accommodate additional and larger exhibits; however, the expansion is not expected to attract higher volumes of attendees. Because of the anticipated use of the site, it was determined that a traditional Traffic Impact Study would not be required, but rather a Traffic Management Plan (TMP) should be provided to define the courses of action SCS personnel would enact during major events, such as the State Fair and Comic-Con. The SCS "Major Event Traffic Plan" (METP) has been reviewed to the level of detail provided and AECOM offers the following comments.

1. The SCS should explicitly define the intended use of all driveways/gates along Grand River Avenue, for purposes of analyzing the need for right-turn tapers and lanes. **If the two westerly gates will be used for ingress traffic, right-turn taper/lane warrants should be performed as part of the site plan review process.** The two-way 24-hour volumes of 17,705 vehicles along Grand River Avenue require a right-turn taper regardless of the right turning volume (Source: SEMCOG, 2014).
2. The SCS should consider the changes to parking scenarios based on the added on-site parking capacity and whether or not off-site parking will still be utilized. They should review the impacts this will have to Grand River Avenue and surrounding roadways.
3. The METP proposes to use a threshold of 80% of the traffic experienced during Comic-Con to trigger the use of the METP.
 - a. The volumes experienced during Comic-Con were not provided as part of this submittal; therefore, this threshold cannot be verified.
 - b. SCS should provide an analysis to support the proposed 80% threshold for further review and consideration.
 - c. The threshold should be determined based on the impacts the site-generated traffic is expected to have on the surrounding roadway network, not only at the site itself. A reasonable threshold should be set just prior to the "breaking point" of the roadway network, since the mitigation measures outlined in the METP will likely adjust roadway operations to accommodate the additional traffic.

4. The SCS provided a summary of key elements to be included in the METP; however, more detailed information should be included in each of the elements. AECOM offers the following comments to the proposed sections of the METP. The numbering scheme provided herein corresponds to the element listed on pages 2 – 3 of the METP.
 - a. **Element 1** – Provide a description as to the process that SCS will follow to determine whether or not the anticipated event will meet or exceed the threshold for triggering the METP. For example, how will the anticipated event volumes be estimated?
 - b. **Element 2** – Consider a timeline for sending notifications. It is best to plan for events several weeks prior to their occurrence, so that all stakeholders have adequate time to review their responsibilities and plan for the event.
 - c. **Element 3** – Consider developing stakeholder “groups” for each of the events requiring the enactment of the METP, as it is likely that not all parties are required to be involved with all events. Consider what information to include with the notification so that the stakeholder can adequately begin planning efforts.
 - d. **Element 4** – Should either the “Gate 3” or “Gate 4” entrances be used for ingress traffic operations, the SCS should perform a right-turn taper/lane warrant analysis as part of the site plan review process to determine if geometric modifications are needed.
 - e. **Element 5** – The event-specific METP should indicate whether or not auxiliary, off-site lots will be used, the organizations who will be operating the lots and the means by which users will travel to/from the off-site lot and the event venue.
 - f. **Element 6** - The event-specific METP should clearly indicate where shuttle lots will be located and the times that the shuttle services will be offered.
 - g. **Element 7** – The METP should identify the affected area of the event and indicate whether or not the Road Commission for Oakland County (RCOC) has alternative signal timing plans available for implementation. If available, the METP should indicate the times and durations the alternative timing plans will be active.
 - h. **Element 8** – The METP should identify what, where, when and who will be responsible for any roadway/ramp traffic control measures that will be needed.
 - i. **Element 9** – Dynamic message signs (DMS) can be a useful tool in event traffic management and the Michigan Department of Transportation (MDOT) DMS resources may be used for events at the SCS. Prior to the event, the SCS should coordinate with MDOT to develop the message plans and applicable locations of DMS based on the event location. The locations of DMS and proposed message plans should be included in the METP, and the times for running any planned messages should be included. Likewise, the protocol for communicating the need for revised/alternate message plans should be outlined in the METP.
 - j. **Element 10** – Indicate the timeline for scheduling such pre-planning and post-analysis meetings in the METP.
 - k. **Element 11** – Any necessary roadway modifications should be included as part of the proposed site plan; therefore, any anticipated use of external driveways should be reviewed and submitted to the City for consideration, and turn lane warrants should be performed.

Additional sections, such as Stakeholder contact information and roles, should also be included for quick reference before, during or following the event.



It is further recommended that SCS develop individual METPs for the various major events as the stakeholders and mitigation actions associated with one event may vary from the next event and having event-tailored information readily available for updating for each recurrence of the event should provide for consistent, well-managed events.

As part of the site plan review process, it would be beneficial if the applicant would provide a template METP to confirm that all necessary elements are addressed adequately and that the appropriate mitigation measures for traffic control are considered so that the traffic impacts to the surrounding roadways are adequately accounted for. Should the City or applicant have questions regarding this review, they should contact AECOM for further clarification. AECOM would be glad to meet with the City and/or applicant if further discussions regarding the need for or content of the METP are required.

Sincerely,

AECOM

A handwritten signature in blue ink that reads 'Maureen Peters'.

Maureen Peters, PE

Reviewer

A handwritten signature in blue ink that reads 'Matthew G. Klawon'.

Matthew G. Klawon, PE

Manager, Traffic Engineering and ITS Engineering Services

FAÇADE REVIEW



July 13, 2016

Façade Review Status Summary:
Approved, Section 9 Waiver Recommended

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

Re: **FACADE ORDINANCE - Facade Review**
Suburban Collection Showplace Expansion, PSP16-0089
 Façade Region: 1, Zoning District: EXO

Dear Ms. McBeth;

The following is the Façade Review for the above referenced project based on the drawings prepared by Bowers & Associates Architects, dated 6/22/16. This project is subject to the Façade Ordinance Section 5.15. The percentages of materials proposed for each façade are as shown in the tables below. Materials in non-compliance, if any, are highlighted in bold. A sample board had not been provided at the time of this review.

Garages	South (Front)	North	East	West	Façade Ordinance Section 2520 Maximum (Minimum)
Brick	0%	0%	0%	0%	100% (30% Min)
Concrete, Painted	15%	5%	3%	10%	0%
Horizontal Rib Metal Panels	15%	0%	12%	8%	0%
Vertical Metal Panels (Flat)	50%	60%	60%	38%	50%
Split Faced CMU	15%	35%	24%	43%	10%
Flat Metal (accent)	5%	0%	1%	1%	50%

This project is considered an addition in accordance with Section 5.15.7 of the Façade Ordinance. The addition is less than 100% of the area of the existing building; therefore a continuation of existing materials would be permitted. In this case the proposed addition consists of materials that are significantly different from the existing building and as shown above, significant deviations from the Façade Ordinance occur on all facades. The minimum percentage of Brick is not provided on all facades. In this case the existing building previously received a Section 9 Waiver for the underage of Brick and overage of Concrete Panels. The proposed addition is consistent with the existing building in this respect.

A section 9 waiver would be required for the overage of Horizontal Rib Metal Panels, Vertical Metal Panels and Split Faced CMU. The applicant has provided multiple colored renderings illustrating how the proposed design will integrate with the existing building. From these renderings it is evident that proposed addition will harmonize well with the existing structure. Careful attention to detail with respect to overall massing and design of main entrances is evident. Similar treatment of the existing and proposed entrance canopies will create a unifying element for the overall building. A possible concern exists with respect to the north elevation to the extent the truck dock area may be visible from the I-96 expressway. The landscape plan indicates evergreen plantings along the north and east sides of the truck dock area that appears to adequately screening of this area.

Roof equipment screens are indicated on the lower roof areas. The applicant should note that any equipment on the upper roof area must also be screened. All screens should be of sufficient height to fully conceal the equipment from all vantage points both on and off site.

Several wall mounted signs are indicated on the drawings. It should be noted that all signs must be compliant with the Sign Ordinance, which is not part of this review.

Recommendation - For the reasons stated above it is our recommendation that the design is consistent with the intent and purpose of the Façade Ordinance and that a Section 9 Waiver be granted for the aforementioned deviations from the Façade Ordinance. The applicant should provide a sample board illustrating that the color of all proposed materials will harmonize with the existing building. The sample board should be provided at least 5 days prior to the Planning Commission meeting.

Notes to the Applicant:

1. Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. It is the applicant's responsibility to request the inspection of each façade material at the appropriate time. 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

FAÇADE BOARD



STRUCTURAL STEEL COLOR



HORIZONTAL METAL PANELS



HORIZONTAL METAL PANELS

ELEVATION MATERIAL TOTALS

POURED CONCRETE WALL SYSTEM	6,659 SQ. FT.	9%
HORIZONTAL METAL PANELS A	1,817 SQ. FT.	2%
HORIZONTAL METAL PANELS B	4,473 SQ. FT.	6%
VERTICAL METAL PANELS	32,148 SQ. FT.	43%
SPLIT-FACE CMU	20,410 SQ. FT.	28%
ANOD. ALUM. GLAZING	8,653 SQ. FT.	12%
BUILDING TOTAL	74,163 SQ. FT.	100%



VERTICAL METAL PANELS



STONE COLUMNS



realstoneSYSTEMS

www.realstone.com

800.446.5544

Please see reverse side for product information. The stone featured may not represent the full range of color available for the product.



Uncoated

Grey

PILKINGTON

The Best for Performance Glass



ANOD. ALUM. GLAZING



SPLIT FACE CMU



CAST STONE ACCENTS



FIRE REVIEW



July 5, 2016

TO: Barbara McBeth- City Planner
Sri Komaragiri- Plan Review Center

RE: Suburban Collection Expansion

PSP#16-0089

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Gwen Markham

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Brian Burke

City Manager
Pete Auger

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

Director of EMS/Fire Operations
Jeffery R. Johnson

Assistant Chief of Police
Erick W. Zinser

Assistant Chief of Police
Jerrod S. Hart

Project Description: Addition to the existing Suburban Collection
46100 Grand River Ave.

Comments:

- 1) Add hydrant to the North loading dock area. Hydrants shall be spaced approximately three hundred (300) feet apart on line in commercial, industrial, and multiple-residential areas. In cases where the buildings within developments are fully fire suppressed, hydrants shall be no more than five hundred (500) feet apart. (D.C.S. Sec. 11-68 (f)(1)c) **Corrected 7/5/16**
- 2) Drive lane turning radius at southwest corner of the proposed building does not meet FD standard, Apparatus traveling north cannot make the right hand turn. Fire apparatus access drives to and from buildings through parking lots shall have a minimum fifty (50) feet outside turning radius and designed to support a minimum of thirty-five (35) tons. (D.C.S. Sec 11-239(b)(5)) **Corrected 7/5/16**

Recommendation: Recommended for Approval

Sincerely,

Joseph Shelton- Fire Marshal
City of Novi – Fire Dept.

cc: file

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

cityofnovi.org

APPLICANT RESPONSE LETTER

TBON, L.L.C.

A Michigan Limited Liability Company

46100 Grand River Ave.

Novi, Michigan 48374

Ph: (248) 348-5600 Fax: (248) 347-7720

July 20, 2016

Ms. Sri Komaragiri, Planner

City of Novi

45175 Ten Mile Road

Novi, MI 48375

RE: Response Letter – Site Plan JSP 16-12

Dear Sri,

We very much appreciate the opportunity to go before the Planning Commission at the July 27 scheduled meeting and are providing the response letter and the following:

1. This response letter – please also note that individual professionals will be responding with additional information in some of the categories.
2. A color rendering of the site plan – this will be provided by the project architect Scott Bowers. He is contacting your office to see if this can be sent electronically or if you need a physical copy. If so, what size?
3. A sample board of build materials will be supplied by 9:00 A.M. tomorrow morning. The main structures metal panel material sample will not be available at the time of compiling the board. A sample of a similar panel and color will be attached and then replaced with the actual sample as soon as it is available. We expect that to be before the end of the week.

Planning Review:

As you know we have worked with the Planning and Community Development Department to make application for all potentially necessary variances. Any additional items can be addressed through the final site planning process.

Engineering Review:

Paul Lewsley from Environmental Engineering will be providing a response letter. However, it is anticipated that it will address any additional items at final site plan.

Landscape Review:

Conroy & Associates will be providing a direct but limited response letter as well. We understand that due to the unique nature of the proposed project that multiple waivers will be required as identified and outlined in the review letter. Furthermore, although there are minor differences in calculations as to exact extent and amount of such waivers we will defer to the landscape consultants calculations and request the required waivers according to their calculations.

Wetlands Review:

We understand that the MDEQ permit relating to the wetlands activities has been processed and is in the final stages. We will work to address any additional items at final site plan.

Woodlands review

N/A

Traffic Review:

A stake holder traffic planning meeting was held on July 19 and during that meeting an outline consistent with the review letter was provided and we will work to shape a more detailed Major Event Traffic Plan (METP) utilizing that outline. We understand that there are potentially necessary waivers that may be necessary including the replacement of the technical traffic study requirement with the development of the METP program.

Traffic Study Review:

See item above.

Façade Review:

Items will be addressed at Final. Material board will be provided initially by July 21 and updated with the main metal panel as soon as sample is available and prior to Planning Commission meeting. We understand that a façade waiver is required and we are seeking approval of the same.

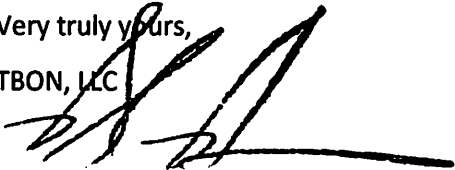
Fire review.

No response necessary.

Please do not hesitate to contact me with any questions or concerns.

Very truly yours,

TBON, LLC


Blair M. Bowman
Manager

APPLICANT RESPONSE LETTER
LANDSCAPE



7/20/19

Mr. Blair Bowman
TBON, LLC.
46100 Grand River Ave.
Novi, MI 48375

Re: Suburban Showplace Exhibition/Arena
Landscape Review

Dear Mr. Bowman;

The following is in response to the City of Novi Landscape review comments dated 7/14/16.

**Suburban Showcase Collection Addition
Landscape Review Summary Response from City of Novi review letter dated 7/14/16**

I-96 ROW Landscape Screening Requirements

1. While the parking lot is located 158' from the I-96 ROW, we will add the 20' greenbelt dimension from the property line.
2. See above note regarding berming in this area. I have verified with Civil Engineering that the new detention basin will be located south of these existing trees and no grading will take place where the trees are located
3. See note above.
4. See note above.
5. I would suggest looking at this area after the construction is completed and the transplanted trees are in and then decide whether additional planting should be installed.

Parking Area Landscape Requirements:

Because there are no parking lot islands proposed within the new paved area west of the building due to the variety of proposed uses of this parking lot/open space, there will need to be a variance granted for all landscape issues related to parking lot islands.

1. We will add a map indicating which parking areas the calculations are for.
2. We will use the City of Novi parking area calculations for the table summaries.
3. A variance will be requested for the interior island space. The large island west of the building will be part of the concert venue and stage located on the west side of the building. The lawn area is to be used for patron seating during concert or other stage events so trees would create a visual obstacle and that is why none are shown to be installed in this area.

4. According to the Civil Engineer, the island width matches the current islands south of the building.
5. A variance will requested for the required landscape islands.

Parking Lot Perimeter Canopy Trees

1. We will indicate on the map which vehicle use areas were used and modify the calculation if necessary.

Building Foundation Landscape

1. Based upon the site plan and proposed use of the areas around the building, no additional foundation landscape area can be provided. A variance will be requested for the required foundation landscape.
2. We will add SF labels for all foundation landscape areas.

Transformer/Utility Box and Fire Hydrant Plantings.

We will review the site plan and add required landscape screening for any utility units within the new construction area.

Proposed Topography, 2' Contours

Proposed contours are indicated on the plan and were provided by Civil Engineer.

Please feel free to contact me with any questions regarding the above.

Sincerely,

Patrick S. Conroy, RLA
President

APPLICANT RESPONSE LETTER
ENGINEERING



Environmental engineers, Inc.

18620 West Ten Mile Road, Southfield, Michigan 48075 Phone: (248) 424-9510 Fax: (248) 424-2954

July 20, 2016

Mr. Jeremy J. Miller, E.I.T.
City of Novi Engineering Division
45175 Ten Mile Road
Novi, Michigan 48375

Re: Engineering Review of the Preliminary Site Plan and
Preliminary Stormwater Management Plan for the
Suburban Collection Showplace Expansion JSP16-0012

Dear Mr. Miller,

We hereby acknowledge receipt of the Engineering Review Comments for the above referenced project dated July 13, 2016 and greatly appreciate your recommendation for project approval.

Review Comments 1 through 22 will be fully addressed in the Final Site Plan submittal for the project, which is anticipated to occur within approximately one week. Review Comments 23 through 25 will be fully addressed prior to the project's Stamping Set submittal and Comments 26 through 34 will be addressed prior to the start of construction.

Very truly yours,

ENVIRONMENTAL ENGINEERS, INC.

Paul J. Lewsley, P.E., LEED AP
President

Ee #1606
CC: Blair Bowman