



CITY of NOVI CITY COUNCIL

Agenda Item 3
January 23, 2017

SUBJECT: Approval of the request of TBON, LLC for a revised Preliminary Site Plan, Wetlands Permit and Stormwater Management Plan. The request is for an expansion of the existing showplace exposition facility by adding a 172,315 square foot building addition, with associated parking lot and other site improvements 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.

SUBMITTING DEPARTMENT: Community Development Department – Planning *Barb*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

The applicant received approval from the City Council to expand the showplace facility to add a 175,815 square foot addition in August of 2016. Upon further review, the applicant has revised the plan to accommodate needed improvements and is now proposing to expand the existing showplace exposition facility within the existing EXO Overlay district by adding a 172,315 square foot building addition, with associated parking lot and other site improvements. The new building addition will house an 89,156 square foot Exhibit Hall and 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. A 31,181 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 has been removed to accommodate the addition.

Per the previous approval, the site plan still proposes 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. The Overall Master Site Plan, Sheet C-1 shows two additional "Expansion Parcels" to the west, but these parcels 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.

Review Procedures

The site plan proposes development across two different zoning districts: the OST, Planned Office Service Technology District, and the EXO Overlay over the OST District.

In the EXO District, per Section 3.25.2.L.iii. of the Zoning Ordinance, the Planning Commission shall review the proposed site plan, and forward its comments and recommendation to the City Council. The City Council shall thereafter approve, approve with conditions, or deny the site plan, with reasons for its decision stated in the minutes. In the OST District, site plan approvals are typically the responsibility of the Planning Commission. However, because the use of the OST District parcel is an essential component of the Exposition use on the adjacent EXO Overlay District (for access and required parking) and the site functions overall as a single zoning lot and site plan approval are proposed to be finalized by the City Council following the Planning Commission's recommendation for the entire site development as a whole.

Project History

At its July 27, 2016 meeting the Planning Commission held a public hearing, and reviewed the proposed site plan within both the OST and EXO Overlay district. The Planning Commission provided a favorable recommendation to the City Council for approval of Special Land Use, Preliminary Site Plan, Wetland Permit and Stormwater Management Plan subject to a number of conditions.

At its August 8, 2016 meeting the City Council approved the Special Land Use, Preliminary Site Plan, Wetland Permit and Stormwater Management Plan subject to Zoning Board of Appeals approval of Ordinance deviations.

At its August 9, 2016 meeting the Zoning Board of Appeals approved the deviations from the Zoning Ordinance.

The applicant received final stamping set approval on October 20, 2016.

Following full approval of the plans, significantly revised plans were submitted for review based on needs determined by the applicant.

At its January 11, 2017 meeting the Planning Commission held a public hearing and reviewed the revised site plan within both the OST and EXO Overlay districts. The Planning Commission has provided a favorable recommendation to the City Council for approval of the Preliminary Site Plan, Wetland Permit, and Stormwater Management Plan subject to a number of conditions. As a part of this round of reviews, staff notes that the parcel to the west has now been combined with the overall parcel, eliminating the need for Special Land Use approval.

Changes From Approved Site Plan

The applicant is now requesting to approve the revised site plan. The following changes have been made from previously approved site plan:

1. Special Land Use: Per Section 5.2.3. all off-premise parking lots are considered a special land use. The existing showplace (EXO Site) and expansion (OST Site) are now combined. The new parcel identification number is 22-16-251-024. The requirement for a Special Land use is no longer applicable.
2. Building footprint: The building projection from the approved plan is now replaced with additional parking spaces. The proposed building façade line as shown on the proposed plan aligns with the façade line of the existing building.
3. Drop-off Area: The drop-off area to the east of the previously approved building footprint is now replaced with additional parking spaces.

4. Outside Patio Area: The proposed patio near the west entrance is proposed to mirror the patio space found near the Hyatt Hotel on the east side of the site. The proposed outside patio has been reduced in area due to changes in building footprint design and the addition of parking spaces.
5. Building Setback Deviation: The review letters identified a building setback deviation. However, upon further research into the requirement listed in the ordinance, staff has determined that the building setbacks are in conformance with the previously approved Zoning Board of Appeals variance. Per Section 3.25.i, all building setbacks from the outer perimeter of an EXO Overlay district shall be at least equal to the height of the highest part of the building mass nearest to said perimeter boundary, or fifty feet, whichever is greater.
6. Section 9 Façade Waiver: There are major changes proposed to building elevations to the east and south with regards to design and materials. Please refer to façade review letter for more details. A revised section 9 façade waiver is required to be approved by the City Council as a result of these changes, and is included in the suggestion motion.
7. Landscape Deviations: The City's Landscape Architect's review letter was not recommending approval of the revised plans due to a sharp drop in the quantity of building foundation landscaping proposed, noting that it is less than what was previously approved in terms of linear feet of coverage and area provided. However, since that time, the applicant has been working with the City's Landscape Architect to revise the plan to mitigate the extent of deviations to be required. Landscape now supports the deviations requested and recommends approval.
8. Building Square Footage: The square footage for the proposed addition reduced from 200,876 square feet to 172,315 square feet (a decrease of 28, 561 SF).
9. Parking Count: A total of 136 additional on-site parking is proposed on EXO site. (Approved 2,111 spaces, current revised 2,247 spaces).
10. Revised METP Study: The applicant has submitted a revised Major Event Traffic Plan, as requested by the City's Traffic Engineering Consultant. The study and Traffic Consultant's updated review are included in the packet. Approval is not recommended at this time, due to deficiencies in some of the information required, but a recommendation is made to move ahead with the consideration of the Preliminary Site Plan to allow the METP to be updated prior to Final Site Plan approval.

RECOMMENDED ACTION:

Approval of the request of TBON, LLC for approval of Preliminary Site Plan, Wetlands Permit and Stormwater Management Plan for the proposed Suburban Collection Showplace expansion, based on and subject to the following:

- a. Reaffirming no change needed for the following waivers approved by City Council on August 8, 2016:
 - i. 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;
 - ii. A Landscape waiver to permit the absence of required landscaped area within the parking lot addition (approximately 15,664 sf is required, 0 provided), as listed in Section 5.5.3.C.iii;
 - iii. 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;

- iv. 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;
 - v. 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;
 - vi. A City Council Waiver to allow painted end islands in lieu of required end islands as listed in Section 5.3.12;
 - vii. 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 (RCOC also approved August 29, 2016);
 - viii. 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;
 - ix. 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;
- b. The following waivers and conditions would require updated approvals:
- i. A section 9 façade waiver for the overage of combined types of Flat Metal Panels on the south façade (70% allowed, 73% provided) and underage of Brick on all facades (30% minimum required, 0% provided);
 - ii. A Landscape waiver to permit reduction of required foundation plantings as listed in Section 5.5.3.D (3,200 square feet required, 1,271 square feet provided) due to large glassed entry area and limited space between the drive and the building along much of the frontage;
 - iii. A landscape waiver to permit reduction of the percentage of building frontage with foundation landscaping, also listed in Section 5.5.3.D (60% of frontage landscaped is required, 45.5% is provided).
 - iv. 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;
 - v. The applicant shall submit the revised Major Event Traffic Plan (METP) as requested in the Traffic review letter prior to Final Stamping Set submittal;
- c. Reaffirming no change needed for the following waivers approved by Zoning Board of Appeals on August 9, 2016:
- i. A Zoning Boards of Appeals (ZBA) 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;
 - ii. 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;
 - iii. 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;

- iv. 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;
 - v. 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);
 - vi. A Zoning Boards of Appeals variance from Section 5.2.3. to allow increase of minimum distance required from the nearest point of a building to the nearest point of the off-street parking lot on a different parcel (300 feet required, approximately 450 feet provided);
- d. Reaffirming no change needed for the Non-Minor Wetland Permit approved by City Council on August 8, 2017;
 - e. Reaffirming no change needed for the Stormwater Management Plan approved by City Council on August 8, 2017, based on and subject to applicant obtaining MDOT approval of the stormwater detention basin discharge to the I-96 Right-of-Way; and
 - f. 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 of the reasons provided in this motion sheet, and in the staff and consultant review letters, and because the plan is otherwise in compliance with Article 3, Article 4 and Article 5 of the Zoning Ordinance, Chapter 11 and Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.

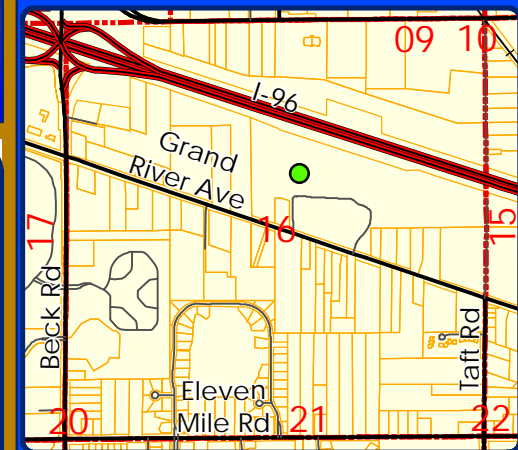
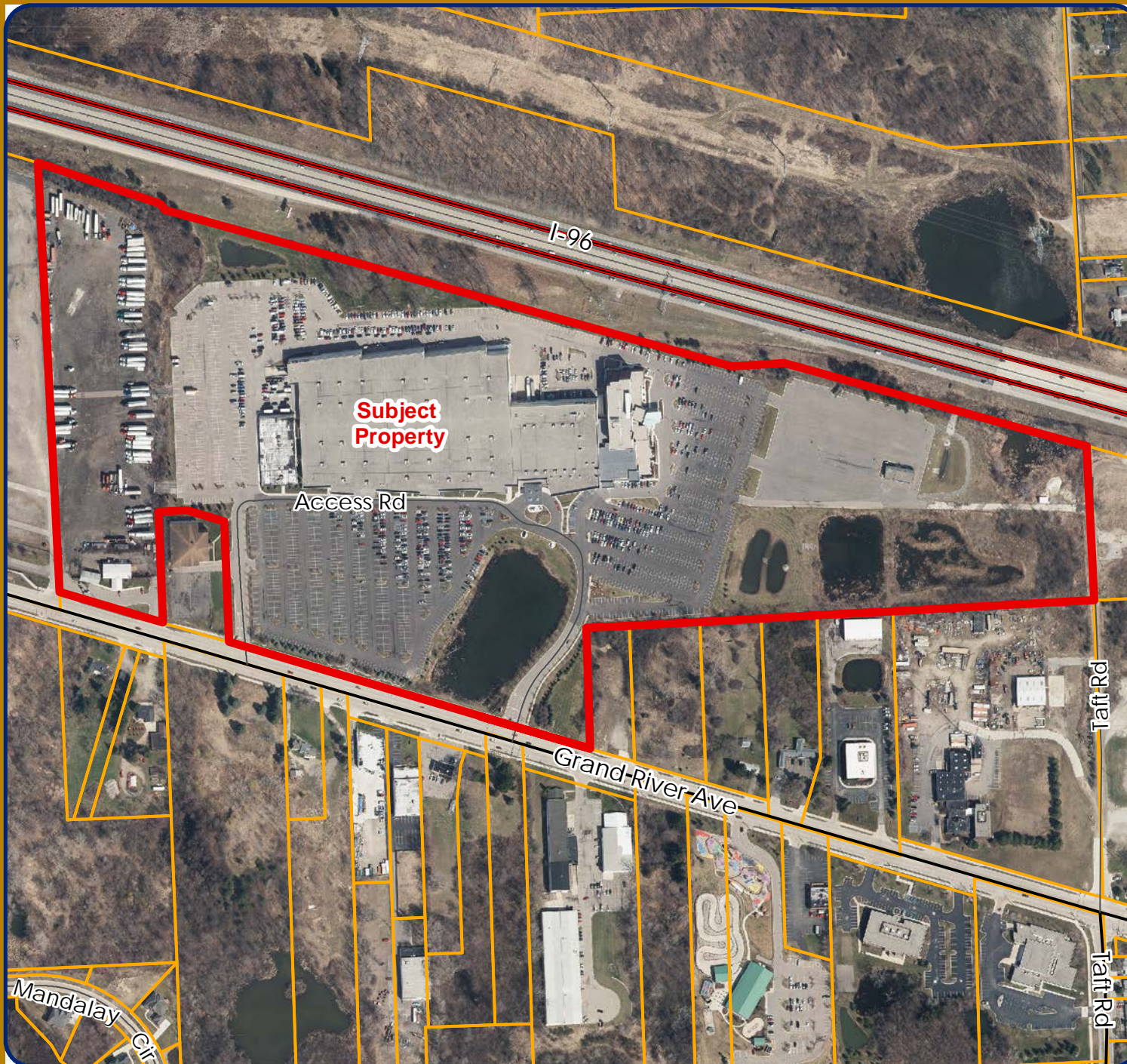
	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

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: 01/05/17
Project: 16-12 Suburban Collection Showplace Expansion
Version #: 1



1 inch = 417 feet

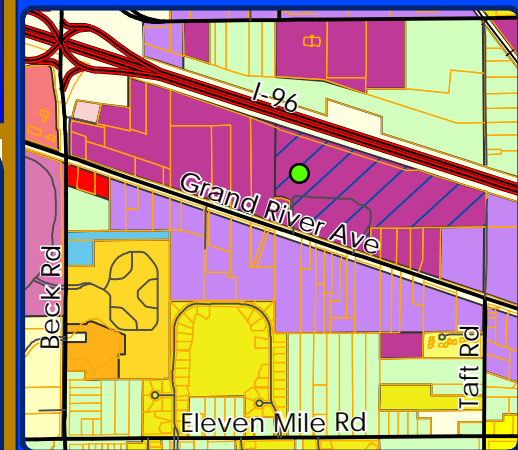
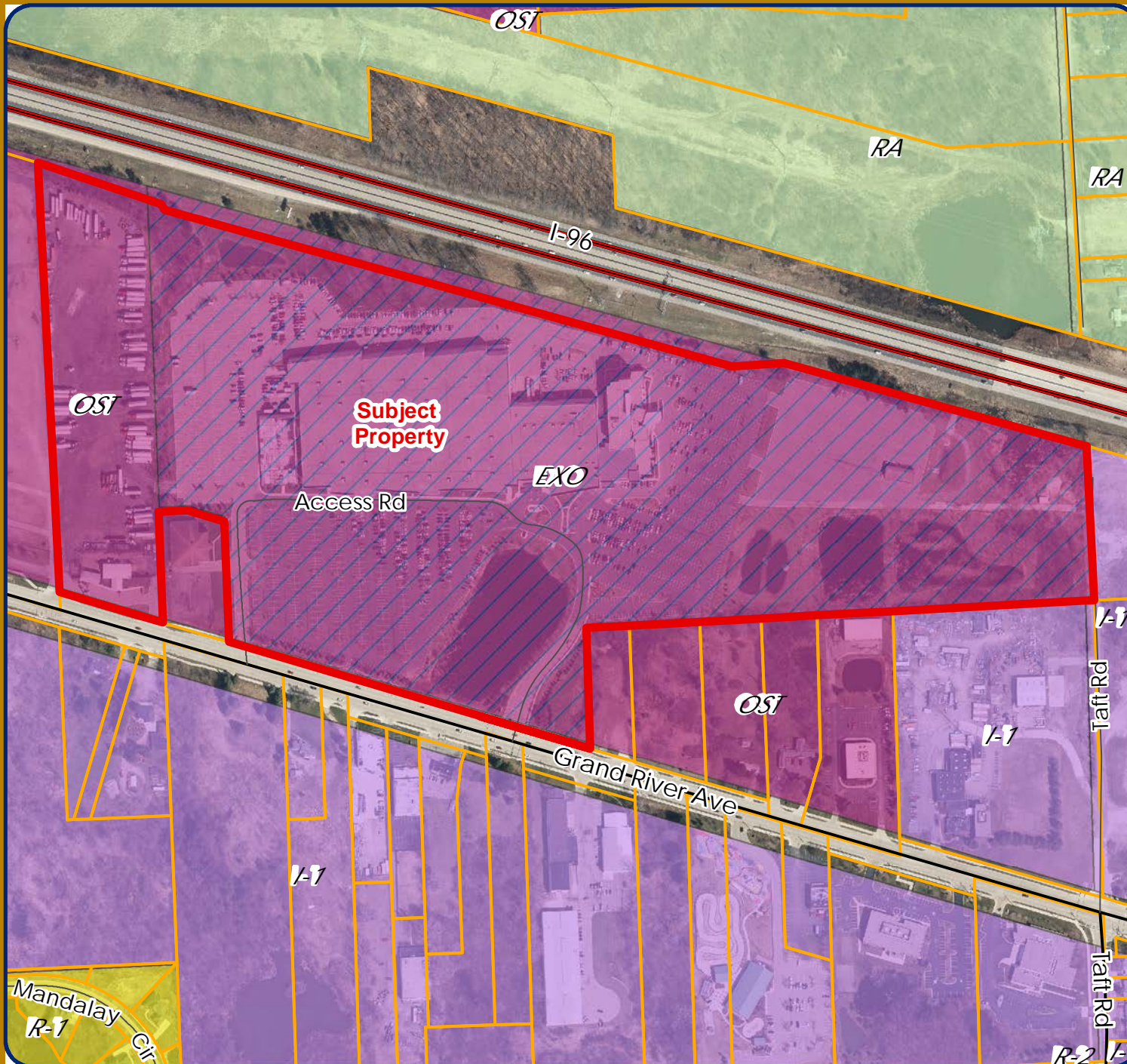


MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

16-12 Suburban Collection Showplace Expansion

Zoning



LEGEND


- R-A: Residential Acreage
- R-1: One-Family Residential District
- R-2: One-Family Residential
- R-3: One-Family Residential District
- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- 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


City of Novi
 Dept. of Community Development
 City Hall / Civic Center
 45175 W Ten Mile Rd
 Novi, MI 48375
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Feet
 0 90 180 360 540

1 inch = 417 feet

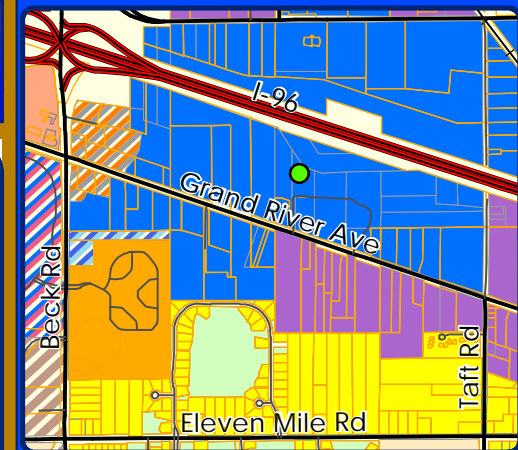
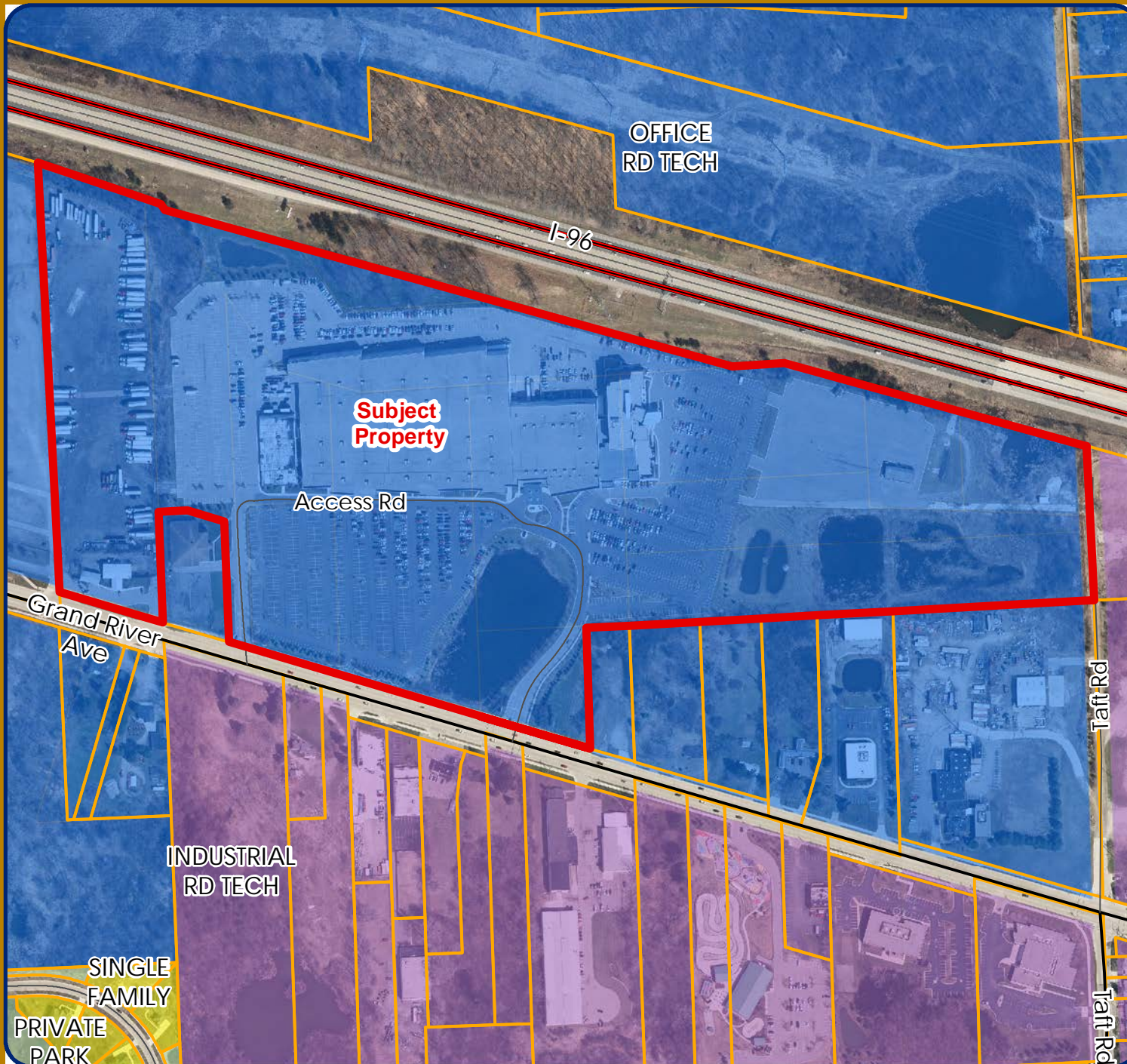


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16-12 Suburban Collection Showplace Expansion

Future Land Use



LEGEND

FUTURE LAND USE

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

CITY OF NOVI
City of Novi logo
City of Novi logo

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0 90 180 360 540 Feet
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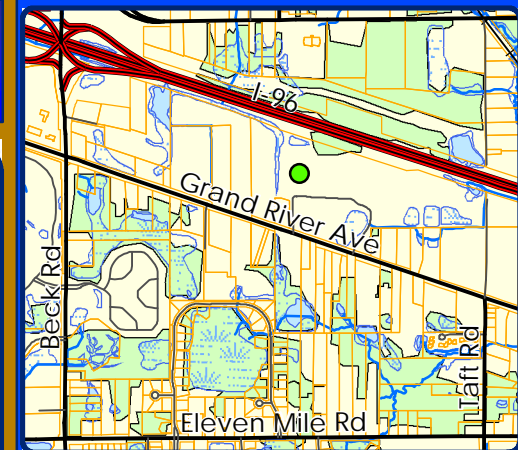
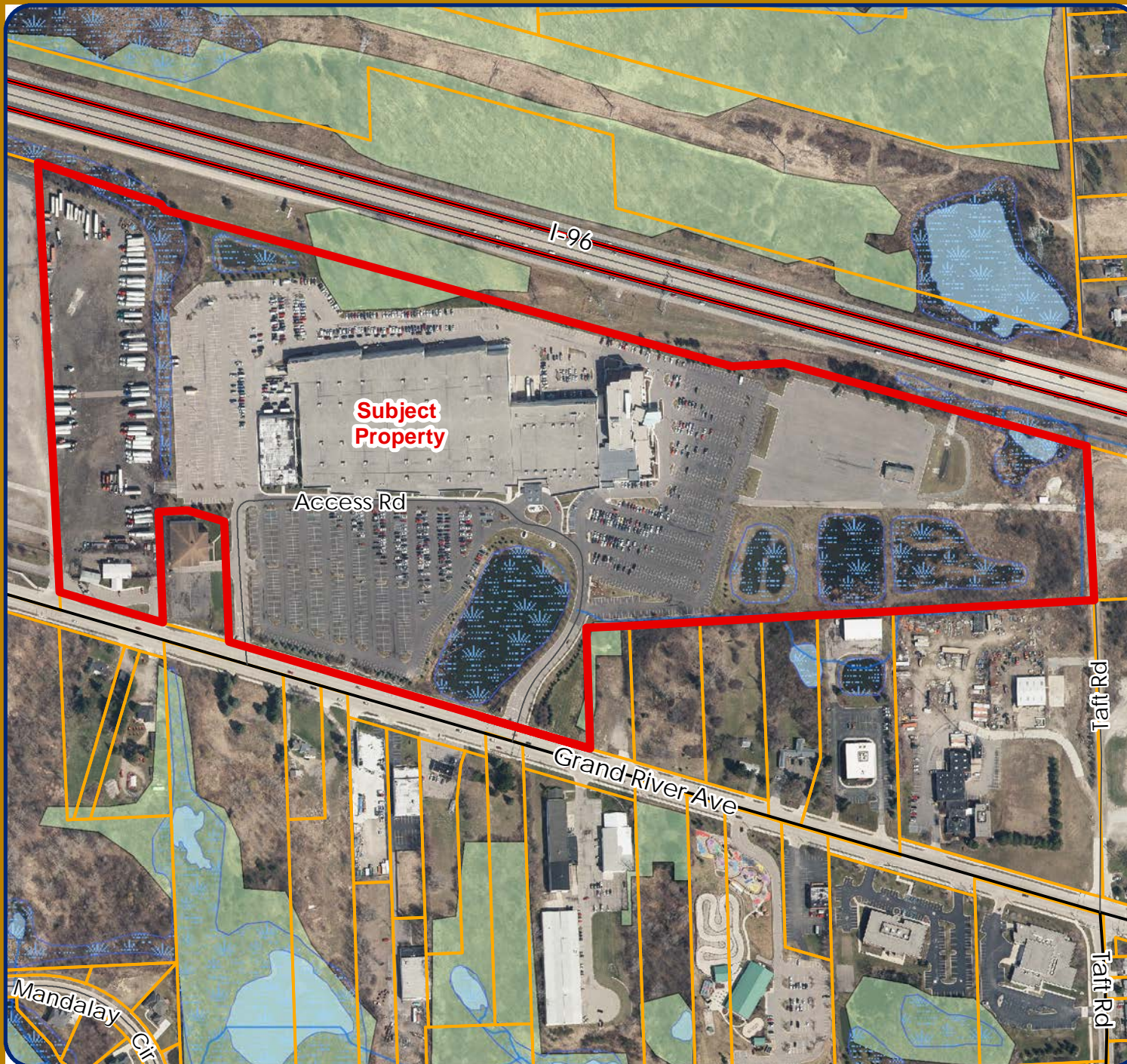
North arrow icon

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16-12 Suburban Collection Showplace Expansion

Natural Features



LEGEND

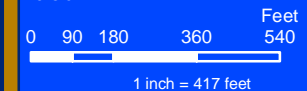
-  WETLANDS
-  WOODLANDS



City of Novi

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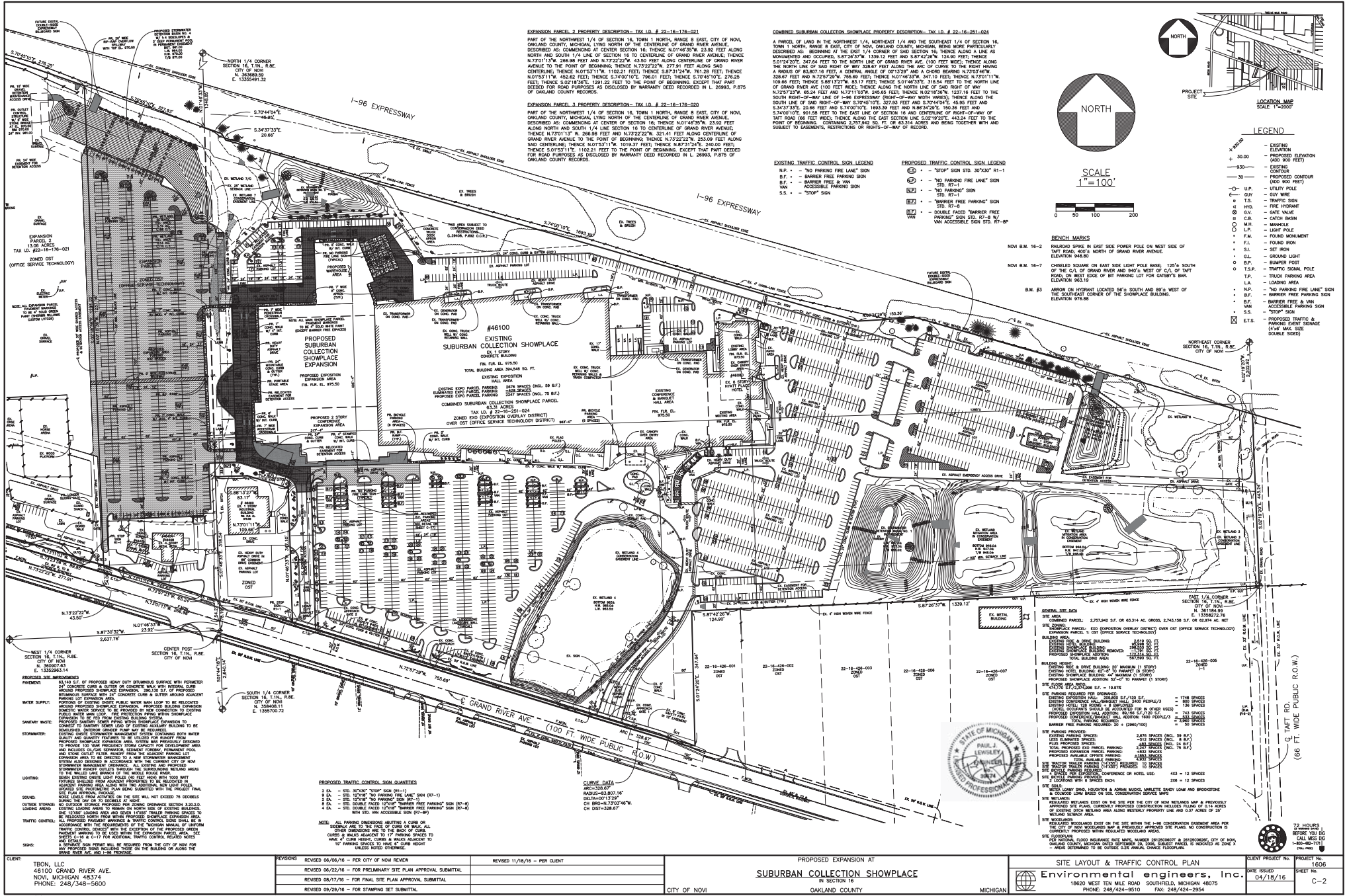


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SITE PLAN

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



EXPANSION PARCEL 2 PROPERTY DESCRIPTION-TAX ID. # 22-16-176-021

A PARCEL OF LAND IN THE NORTHWEST 1/4 OF SECTION 16, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOWA, OAKLAND COUNTY, MICHIGAN, LYING NORTH OF THE CENTERLINE OF GRAND RIVER AVENUE DESCRIBED AS COMMENCING AT CENTER SECTION 16, THENCE N 0°14'46.37" W, 23.92 FEET ALONG NORTH AND SOUTH 1/4 LINE OF SECTION 16 TO CENTERLINE OF GRAND RIVER AVENUE, THENCE N 72°01'13" W, 266.98 FEET AND N 72°22'22" W, 43.50 FEET ALONG CENTERLINE OF GRAND RIVER AVENUE TO THE POINT OF BEGINNING, THENCE N 72°22'22" W, 277.91 FEET ALONG AND CENTERLINE, THENCE N 0°15'21.11" W, 110.21 FEET, THENCE S 87°31'24" W, 761.28 FEET, THENCE N 0°15'21.11" W, 452.62 FEET, THENCE S 7°00'07" W, 786.01 FEET, THENCE S 72°01'13" W, 276.25 FEET, THENCE S 0°15'21.11" W, 1291.23 FEET TO THE POINT OF BEGINNING, EXCEPT THAT PART SET ASIDE FOR ROAD PURPOSES AS DISCLOSED BY WARRANTY DEED RECORDED IN L. 26994, P. 875 OF OAKLAND COUNTY RECORDS.

EXPANSION PARCEL 3 PROPERTY DESCRIPTION-TAX ID. # 22-16-176-020

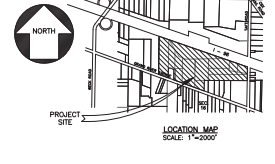
PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOWA, OAKLAND COUNTY, MICHIGAN, LYING NORTH OF THE CENTERLINE OF GRAND RIVER AVENUE DESCRIBED AS COMMENCING AT CENTER SECTION 16, THENCE N 0°14'46.37" W, 23.92 FEET ALONG NORTH AND SOUTH 1/4 LINE OF SECTION 16 TO CENTERLINE OF GRAND RIVER AVENUE, THENCE N 72°01'13" W, 266.98 FEET AND N 72°22'22" W, 31.41 FEET ALONG CENTERLINE OF GRAND RIVER AVENUE TO THE POINT OF BEGINNING, THENCE N 72°22'22" W, 253.09 FEET ALONG AND CENTERLINE, THENCE N 0°15'21.11" W, 1019.37 FEET, THENCE N 67°31'24" W, 240.00 FEET, THENCE S 0°15'21.11" W, 1102.21 FEET TO THE POINT OF BEGINNING, EXCEPT THAT PART SET ASIDE FOR ROAD PURPOSES AS DISCLOSED BY WARRANTY DEED RECORDED IN L. 26994, P. 875 OF OAKLAND COUNTY RECORDS.

COMBINED SUBURBAN COLLECTION SHOWPLACE PROPERTY DESCRIPTION-TAX ID. # 22-16-251-024

A PARCEL OF LAND IN THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF SECTION 16, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOWA, OAKLAND COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS BEGINNING AT THE EAST 1/4 CORNER OF SAID SECTION 16, THENCE ALONG A LINE AS MOUNDED AND OCCUPIED, S 87°31'24" W, 129.12 FEET AND S 87°42'00" W, 124.55 FEET, THENCE S 0°14'46.37" W, 247.64 FEET TO THE NORTH LINE OF GRAND RIVER AVENUE, 100 FEET WIDE, THENCE ALONG THE NORTH LINE OF SAID RIGHT-OF-WAY, 308.87 FEET ALONG THE ARC OF CURVE TO THE POINT OF BEGINNING, THENCE N 72°01'13" W, 266.98 FEET, A CHORD BEARING N 72°01'13" W, 308.87 FEET, THENCE N 72°22'22" W, 277.91 FEET, THENCE N 0°15'21.11" W, 452.62 FEET, THENCE S 7°00'07" W, 786.01 FEET, THENCE S 72°01'13" W, 276.25 FEET, THENCE S 0°15'21.11" W, 1291.23 FEET TO THE POINT OF BEGINNING, EXCEPT THAT PART SET ASIDE FOR ROAD PURPOSES AS DISCLOSED BY WARRANTY DEED RECORDED IN L. 26994, P. 875 OF OAKLAND COUNTY RECORDS.

EXISTING TRAFFIC CONTROL SIGN LEGEND
 N.P. - "NO PARKING FIRE LANE" SIGN
 B.F. - BARRIER FREE PARKING SIGN
 B.F. - BARRIER FREE & SIGN
 VAN - ACCESSIBLE PARKING SIGN
 S.S. - "STOP" SIGN

PROPOSED TRAFFIC CONTROL SIGN LEGEND
 (S) - "STOP" SIGN STD. 30"X30" 81-1
 (N.P.) - "NO PARKING FIRE LANE" SIGN STD. 30"X30" 81-1
 (B.F.) - "NO PARKING" SIGN STD. 30"X30" 81-1
 (B.F.) - "BARRIER FREE PARKING" SIGN STD. 30"X30" 81-1
 (B.F.) - "BARRIER FREE PARKING" SIGN STD. 30"X30" 81-1
 (B.F.) - DOUBLE FACED BARRIER FREE PARKING SIGN STD. 30"X30" 81-1
 VAN - ACCESSIBLE PARKING SIGN STD. 30"X30" 81-1



- LEGEND
- EXISTING ELEVATION
 - PROPOSED ELEVATION (400 900 FEET)
 - EXISTING CONTOUR
 - PROPOSED CONTOUR (400 900 FEET)
 - U.P. - UTILITY POLE
 - GUY - GUY WIRE
 - T.S. - TRAFFIC SIGN
 - H.V.D. - FREE HYDRANT
 - G.W. - GATE WALK
 - C.B. - CATCH BASIN
 - M.H. - MANHOLE
 - L.P. - LIGHT POLE
 - F.M. - FOUND MOUND
 - F.I. - FOUND IRON
 - S.I. - SET IRON
 - G.L. - GRAND LIGHT
 - O.P. - OVERHEAD POST
 - T.S.P. - TRAFFIC SIGNAL POLE
 - T.P. - TRUCK PARKING AREA
 - L.A. - LOADING AREA
 - L.A. - "NO PARKING FIRE LANE" SIGN
 - B.F. - BARRIER FREE PARKING SIGN
 - B.F. - BARRIER FREE & SIGN
 - VAN - ACCESSIBLE PARKING SIGN
 - S.S. - "STOP" SIGN
 - E.T.S. - EXISTING TRAFFIC & PARKING EVENT SIGNAGE (4"X4" MIN. SIGN, DOUBLE SEED)

BENCH MARKS
 NW B.M. 16-2
 REBAR END IN EAST SIDE POWER POLE ON WEST SIDE OF TAFT ROAD, 402' N NORTH OF GRAND RIVER AVENUE. ELEVATION 418.00 FEET.

NW B.M. 16-7
 CHISEL SQUARE ON EAST SIDE LIGHT POLE 156.5' SOUTH OF THE C.O. OF GRAND RIVER AND 50' WEST OF C.O. OF TAFT ROAD ON WEST SIDE OF SET PARKING LOT FOR OFFICE USE.

B.M. #3
 BENCH ON HIGHWAY LOCATED 8' SOUTH AND 8' WEST OF THE SOUTHWEST CORNER OF THE SHOWPLACE BUILDING. ELEVATION 418.00 FEET.

PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION
 CONCRETE BUILDING
 TOTAL BUILDING AREA 294,248 SQ. FT.
 EXISTING EXPANSION
 TOTAL BUILDING AREA 18,870 SQ. FT.

COMBINED SUBURBAN COLLECTION SHOWPLACE PARCEL
 TAX ID. # 22-16-251-024
 ZONED EXD (OFFICE SERVICE TECHNOLOGY DISTRICT)
 OVER OST (OFFICE SERVICE TECHNOLOGY DISTRICT)

PROPOSED SITE IMPROVEMENTS
 1. CONCRETE CURB & GUTTER OR CONCRETE WALK WITH METALLIC CURB
 2. ASPHALT DRIVEWAY IMPROVEMENTS
 3. ASPHALT DRIVEWAY IMPROVEMENTS
 4. ASPHALT DRIVEWAY IMPROVEMENTS
 5. ASPHALT DRIVEWAY IMPROVEMENTS

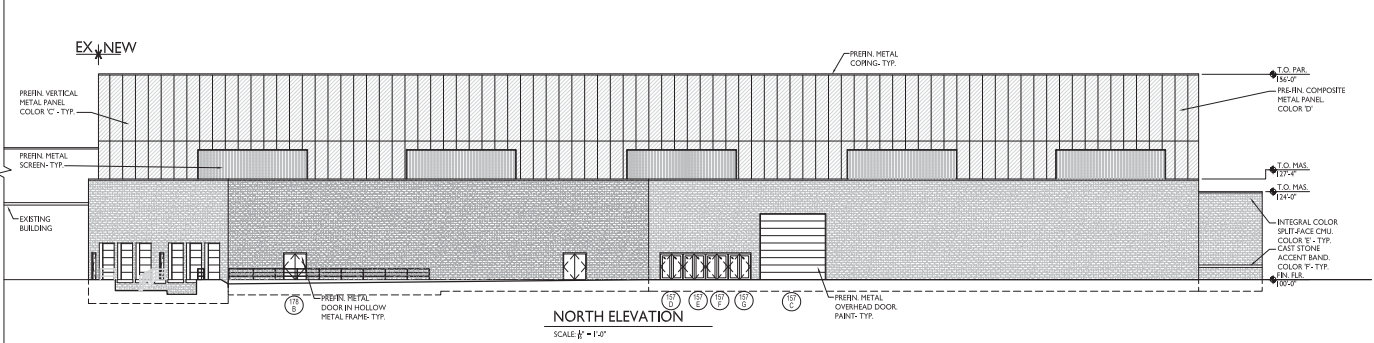
PROPOSED TRAFFIC CONTROL SIGN QUANTITIES
 2 EA. - STD. 30"X30" "STOP" SIGN (81-1)
 2 EA. - STD. 30"X30" "NO PARKING FIRE LANE" SIGN (81-1)
 2 EA. - STD. 30"X30" "NO PARKING" SIGN (81-1)
 2 EA. - STD. 30"X30" "BARRIER FREE PARKING" SIGN (81-1)
 2 EA. - STD. 30"X30" "BARRIER FREE & SIGN" (81-1)
 2 EA. - STD. 30"X30" "ACCESSIBLE PARKING" SIGN (81-1)

NOTE: ALL PARKING DIMENSIONS INCLUDING A CURB OR SIGNAGE ARE TO THE FACE OF CURB OR SIGN. ALL CURBS & SIGNS ADJACENT TO 17' PARKING SPACES TO HAVE 7' CURB HEIGHT OR 8' WALK ADJACENT TO 17' PARKING SPACES TO HAVE 4' CURB HEIGHT.

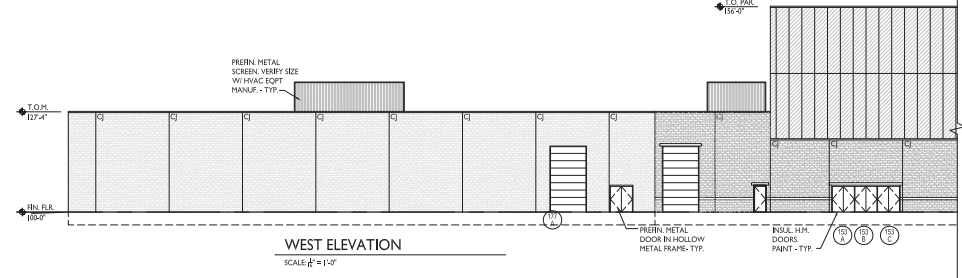
GENERAL NOTES
 1. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL BUILDING CODE (IBC) AND THE 2009 INTERNATIONAL PLUMBING AND MECHANICAL CODE (IMC).
 2. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL ELECTRICAL CODE (IEC).
 3. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL FIRE CODE (IFC).
 4. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL MECHANICAL AND PLUMBING CODE (IMC).
 5. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL FIRE AND ALARM CODE (IFAC).
 6. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL FIRE AND LIFE SAFETY CODE (IFLS).
 7. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL FIRE AND MARINE PULVERIZING CODE (IFMPC).
 8. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL FIRE AND MARINE PULVERIZING CODE (IFMPC).
 9. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL FIRE AND MARINE PULVERIZING CODE (IFMPC).
 10. THE PROPOSED SUBURBAN COLLECTION SHOWPLACE EXPANSION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2009 INTERNATIONAL FIRE AND MARINE PULVERIZING CODE (IFMPC).



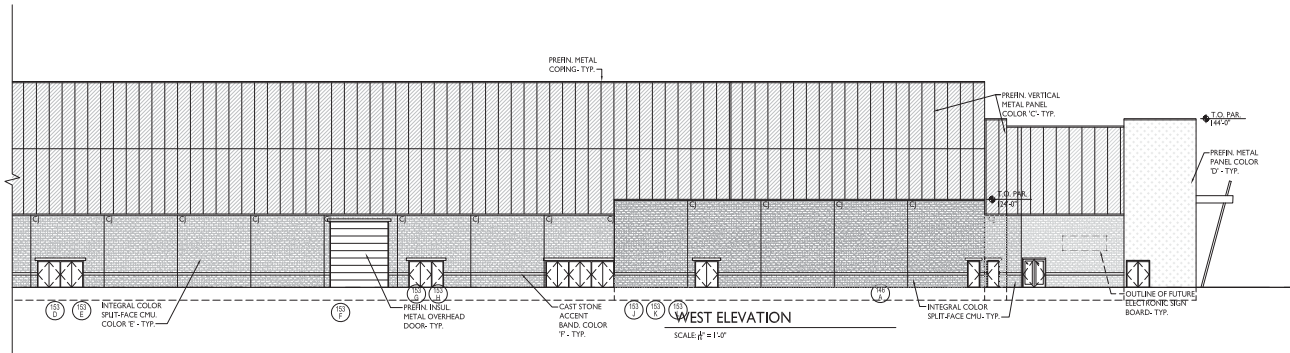
ELEVATION MATERIALS TOTALS							
MATERIAL	TAG	NORTH	SOUTH	EAST	WEST	TOTAL	RATIO
Composite Metal Panel	B	-	887	90	20	997	1.4%
Vertical Metal Panel	C	8,501	6,851	7,300	11,773	34,425	48.1%
Horizontal Metal Panel	D	-	4,103	506	899	5,407	7.6%
Integrated Split-Face CMU	E	6,799	5,512	3,980	11,235	27,526	38.4%
Cast Stone	F	12	119	8	239	378	0.5%
Anod. Alum. Glazing	J	382	2,454	-	-	2,836	3.9%
Accent Metal Panel	H	-	202	-	-	202	0.3%
TOTAL		15,494	20,128	11,883	24,126	71,631	100%



NORTH ELEVATION MATERIALS			
MATERIAL	TAG	SF	RATIO
Composite Metal Panel	B	-	0.0%
Vertical Metal Panel	C	8,501	56.6%
Horizontal Metal Panel	D	-	0.0%
Integrated Split-Face CMU	E	5,296	43.9%
Cast Stone	F	12	0.1%
Anod. Alum. Glazing	J	382	1.2%
Accent Metal Panel	H	-	0.0%
TOTAL		14,194	100%

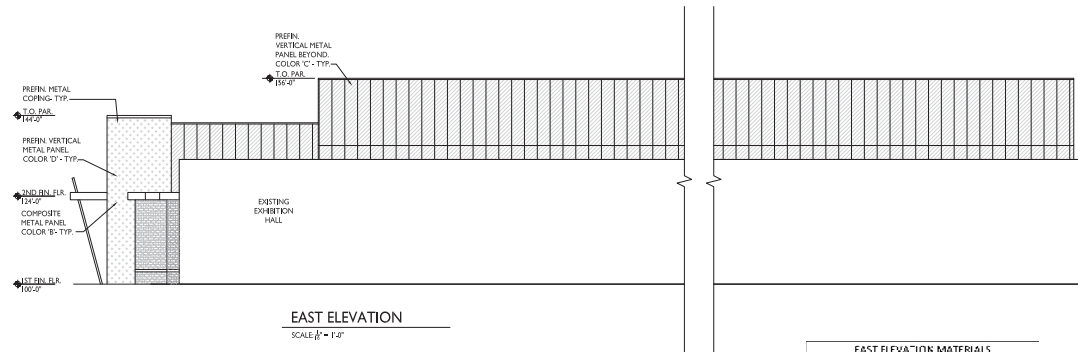


WEST ELEVATION MATERIALS			
MATERIAL	TAG	SF	RATIO
Composite Metal Panel	B	20	0.3%
Vertical Metal Panel	C	11,773	48.8%
Horizontal Metal Panel	D	896	3.5%
Integrated Split-Face CMU	E	11,235	46.8%
Cast Stone	F	236	1.0%
Anod. Alum. Glazing	J	-	0.0%
Accent Metal Panel	H	-	0.0%
TOTAL		24,126	100%



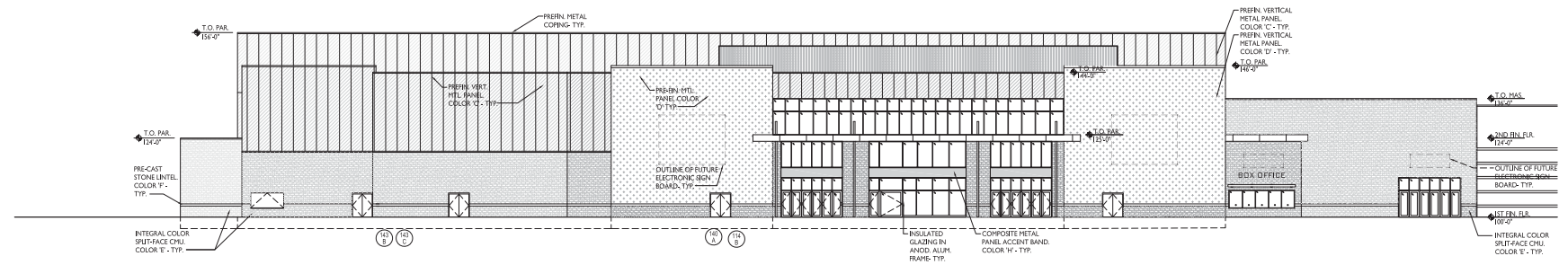
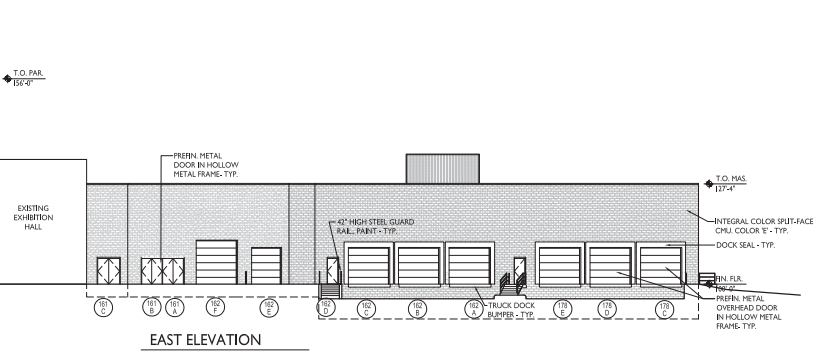
ELEVATION MATERIALS TOTALS

MATERIAL	TAG	NORTH	SOUTH	EAST	WEST	TOTAL	RATIO
Composite Metal Panel	B	-	887	90	20	997	1.4%
Vertical Metal Panel	C	8,501	6,651	7,300	11,773	34,225	48.1%
Horizontal Metal Panel	D	-	4,103	505	-	4,608	6.3%
Integrated Split-Face CMU	E	6,799	5,312	3,980	11,235	27,526	38.4%
Cast Stone	F	12	119	8	239	378	0.5%
Anod. Alum. Glazing	G	182	2,454	-	-	2,636	3.7%
Accent Metal Panel	H	-	202	-	-	202	0.3%
TOTAL		15,494	20,128	11,883	24,126	71,631	100%



EAST ELEVATION MATERIALS

MATERIAL	TAG	SF	RATIO
Composite Metal Panel	B	90	0.8%
Vertical Metal Panel	C	7,300	81.4%
Horizontal Metal Panel	D	505	4.2%
Integrated Split-Face CMU	E	3,980	33.5%
Cast Stone	F	8	0.1%
Anod. Alum. Glazing	G	-	0.0%
Accent Metal Panel	H	-	0.0%
TOTAL		11,883	100%



SOUTH ELEVATION MATERIALS

MATERIAL	TAG	SF	RATIO
Composite Metal Panel	B	887	4.5%
Vertical Metal Panel	C	6,651	31.9%
Horizontal Metal Panel	D	4,103	20.4%
Integrated Split-Face CMU	E	5,312	27.5%
Cast Stone	F	119	0.5%
Anod. Alum. Glazing	G	2,454	12.2%
Accent Metal Panel	H	202	1.0%
TOTAL		20,128	100%





BOWERS ASSOCIATES
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 2405 SOUTH HURON PARADISE • ANN ARBOR, MI 48104
 P: 734.769.1413
 WWW.BOWERSASSOCIATES.COM

CONSULTANT + NAME

PROJECT + INFORMATION
**SUBURBAN COLLECTION
 SHOWPLACE**
 48100 GRAND RIVER AVENUE
 NOVI, MICHIGAN

PROJECT + NUMBER
 15-001

ISSUE + DATE

SHEET + TITLE
 SITE PLAN

SHEET + NUMBER
 SP1.00

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PLANNING REVIEW



PLAN REVIEW CENTER REPORT

December 16, 2016

Planning Review

Suburban Collection Showplace Expansion
JSP 16-12

Petitioner

TBON, LLC

Review Type

Revised Preliminary/Final 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	November 22, 2016	

Recommendation

Approval of the *Revised Preliminary/Final 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 landscape ordinance require approval by the City Council. Additional details will be required at the time of Stamping set submittal.

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	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
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Project History

At its July 27, 2016 meeting, the **Planning Commission** held a public hearing, and reviewed the proposed site plan within both the OST and EXO Overlay district. The Planning Commission has provided a favorable recommendation to the City Council for approval of Special Land Use, Preliminary Site Plan, Wetland Permit and Stormwater Management Plan subject to a number of conditions.

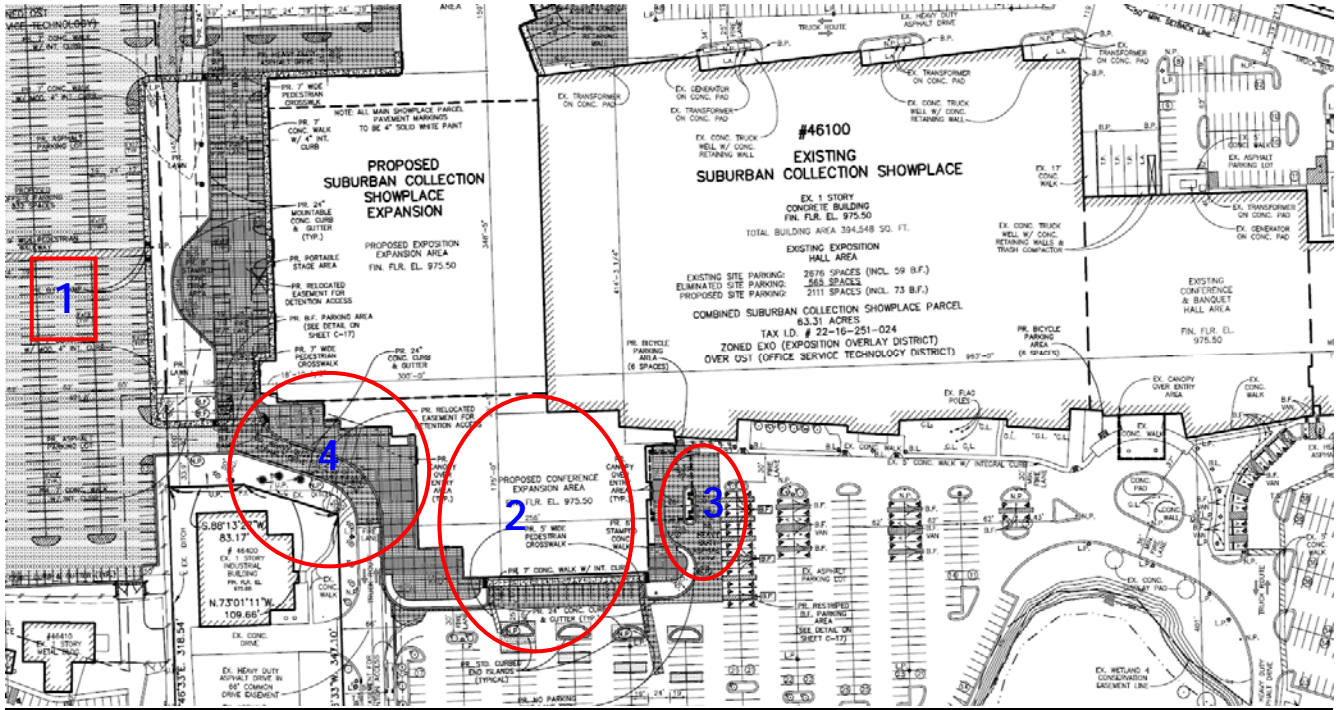
At its August 08, 2016 meeting, the **City Council** approved the Special Land Use, Preliminary Site Plan, Wetland Permit and Stormwater Management Plan subject to Zoning Board of Appeals approval of Ordinance deviations.

At its August 09, 2016 meeting, the **Zoning Board of Appeals** approved the deviations from the Zoning Ordinance. All deviations and action summary are attached at the end of the letter.

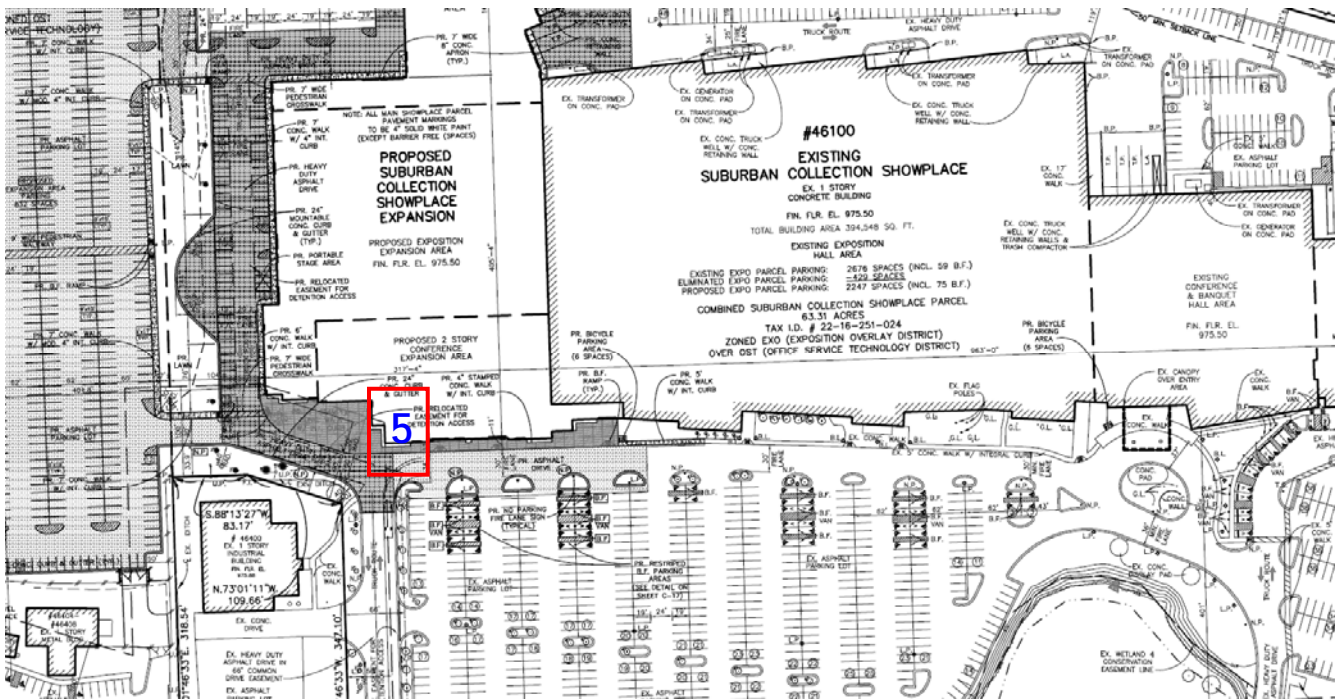
Changes from approved Site Plan

The applicant received final stamping set approval on **October 20, 2016**. The applicant is now requesting to approve the revised site plan. The following changes have been made from previously approved site plan.

1. Special Land Use: Per Section 5.2.3. all off-premise parking lots are considered a special land use. Existing showplace (EXO Site) and expansion (OST Site) are now combined. The new parcel ID's 22-16-251-024. The requirement for a Special Land use is no longer applicable.
2. Building footprint: The building projection from the approved plan is now replaced with additional parking spaces. Building façade line in the current plan aligns with the existing façade line.
3. Drop-off Area: The drop-off area to the east of the previously approved building footprint is now replaced with additional parking spaces.
4. Outside Patio Area: Due to change in building footprint design and addition of parking spaces, the amount of outside patio area in the south west corner of proposed addition, similar to those found near the Hyatt Hotel on the east side of the site, has been reduced considerably.
5. Building setback deviation: *The side setback* for EXO districts is 50 feet or the height of the building. The height of building is indicated as fifty six feet on the proposed elevation (maximum height of existing building is 62 ft.). The revised building footprint is exactly on the fifty foot setback line, thus deviating by 6 feet from the minimum required. Previously approved Zoning Board of Appeals Variance only includes deviations from the front building setback. **The applicant should either revise the footprint to conform to the requirement or apply for a Zoning Board of Appeals variance.**
6. Section 9 Façade Waiver: There are major changes proposed to building elevations to the east and south with regards to design and materials. Please refer to façade review letter for more details. **A revised section 9 façade waiver is required to be approved by Planning Commission as a result of these changes.**
7. Landscape Deviations: landscape is not recommending approval due to a sharp drop in the quantity of building foundation landscaping provided. It is less than what was approved in terms of linear feet of coverage and area provided.
8. Building square footage: The square footage for the proposed addition reduced from 200,876 square feet to 172,315 square feet (a decrease of 28, 561 SF).
9. Parking Count: A total of 136 additional on-site parking is proposed on EXO site. (Approved 2,111 spaces, current revised 2,247 spaces)



PREVIOUSLY APPROVED LAYOUT



CURRENT REVISED LAYOUT

Project Summary

The applicant is now proposing to expand the existing showplace exposition facility within the existing EXO Overlay district by adding a 172, 315 square foot building addition, with associated parking lot and other site improvements. The new building addition will house an 89, 156 square foot Exhibit Hall and 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. A 31,181 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.

Per previous approval, the site plan still proposes 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. 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.

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 electronic stamping set submittal.

1. 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.
2. 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. **The applicant shall provide additional information in response with the intent to comply with this requirement. A response was not provided.**
3. Additional Deviations: **Refer to additional comments in page 2 with regards to building setback, façade and landscape deviations.**
4. Lighting Plan: Please refer to the chart for additional details.
 - a. **Provide hours of Operation on the plan**

- b. Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1. **Provide the ratio on plan**
 - c. **Provide a photometric plan for building lighting and security lighting as required in the chart.**
5. Signage: Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland (248.347.0438) for information regarding sign permits.
6. Other Reviews:
 - a. Engineering Review: Additional comments to be addressed with electronic stamping sets. Engineering recommends approval.
 - b. Landscape Review: Landscape has identified additional deviations, which are not supported. **Landscape is currently not recommending approval.**
 - c. Wetlands Review: No changes are proposed to the previously issued Wetland Permit.
 - d. Woodlands Review: Not applicable. The proposed project limits do not contain regulated trees.
 - e. Traffic Review: Additional comments to be addressed with electronic stamping sets. Traffic recommends approval.
 - f. Traffic Study Review: A revised METP has not been submitted as required. It should be reviewed and approved prior to approval of stamping sets.
 - g. Facade Review: A section 9 waiver is required for overage of flat metal panels on south façade. Façade recommends approval.
 - h. Fire Review: Fire recommends approval.

NEXT STEP: Planning Commission Meeting

This Site Plan is scheduled to go before Planning Commission for public hearing on January 11, 2017. Please provide the following **no later than 9:00am, January 3, 2017** 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 color rendering of the Site Plan, if any.
3. **Additional elevations and perspectives to demonstrate the compatibility with the existing building elevations.** (As shared at a concept meeting with staff)
4. A sample board of building materials as requested by our Façade Consultant.

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.

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

Attachments:

Previous City Council, Planning Commission and Zoning Board Of Appeals Action

PREVIOUS CITY COUNCIL, PLANNING COMMISSION AND ZONING BOARD OF APPEALS ACTION

At its **July 27, 2016 meeting**, the **Planning Commission** held a public hearing, and reviewed the proposed site plan within both the OST and EXO Overlay district. The Planning Commission has provided a favorable recommendation to the City Council for approval of Special Land Use, Preliminary Site Plan, Wetland Permit and Stormwater Management Plan subject to a number of conditions.

At its **August 08, 2016 meeting**, the **City Council** approved the Special Land Use, Preliminary Site Plan, Wetland Permit and Stormwater Management Plan subject to Zoning Board of Appeals approval of Ordinance deviations based on the following motion.

To approve the request of TBON, LLC, for approval of a Special Land Use, for the proposed Suburban Collection Showplace expansion, based on the following findings:

Relative to other feasible uses of the site:

- 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 natural 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;*
- 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.*
- h. Subject to approval of the Preliminary Site Plan, Wetland Permit and Storm Water Management Plan, and also the Council waivers and ZBA variances listed in this motion sheet.*

To approve the request of at the request of TBON, LLC, for approval of a Preliminary Site Plan, Wetland Permit, and Storm Water Management Plan for the proposed Suburban Collection Showplace expansion, based on and subject the following:

- a. A section 9 façade waiver for the overage of:*
 - 1. Horizontal Rib Metal Panels (Allowed: 0 percent; Proposed: a maximum 15 percent on south, 5 percent on north, 3 percent on east and 8 percent on west),*
 - 2. Vertical Metal Panels (Allowed: 50 percent; Proposed: 60 percent on north and east side); and*
 - 3. Split Faced CMU (Allowed: 10 percent; Proposed: 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 square feet 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, subject to landscape end islands be placed as determined by the City Engineer for traffic and pedestrian pathway safety adjacent to the pedestrian crosswalk in the new paved lot, and near the southwest and northwest corners of the new building, with final approval at the time of Final Site Plan submittal;*
- 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 with modification of the plan at the time of Final Site Plan approval to provide additional raised, landscape end islands provided at key locations near heavy traffic areas to improve the circulation in and around key areas as determined by the City Engineer, and as required 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 (also subject to approval by the Road Commission for Oakland County); 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 make a final determination and address 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 the existing property lines, and the proposed 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 required from the nearest point of a building to the nearest point of the off-street parking lot on a different parcel (300 feet required, approximately 450 feet provided);*
- r. Applicant to obtain MDOT approval of the storm water detention basin discharge to the I-96 Right-of-Way; and*
- s. 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 of the reasons provided in this motion sheet, and in the staff and consultant review letter, and because the plan is otherwise in compliance with Article 3, Article 4 and Article 5 of the Zoning Ordinance, Chapter 11 and Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.

At its August 09, 2016 meeting, the Zoning Board of Appeals approved the deviations requested as listed below:

TBON, LLC (PZ16-0031) 46100 GRAND RIVER AVE, north of Grand River Avenue and east of Taft Road, Parcel(s) # 50-22-16-176-022 & 50-22-16-25-023.

The applicant is requesting multiple variances from the CITY OF NOVI Code of Ordinance;

- 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;*
- 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;*
- 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;*
- 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;*
- 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);*
- Section 5.2.3. to allow increase of minimum distance required from the nearest point of a building to the nearest point of the off-street parking lot on a different parcel (300 feet required, approximately 450 feet provided).*

The motion to grant the variances requested in case PZ16-0030 sought by TBON, LLC were approved for a reduction of parking spaces, elimination of parking islands, parking lot lighting, reduction parking and building setbacks. All variances were approved because they will all increase safety at the property when larger events are being held. The relief granted will not unreasonably interfere with adjacent or surrounding properties because multiple parcels in the area are owned by TBON, LLC and not directly near any residential properties. The petitioner has also created a major event board of commissioners to gather when a large event is being held and parking is compromised.



PLANNING REVIEW CHART

EXO Exposition Overlay District and OST Office Service and Technology

Review Date: December 16, 2016
Review Type: Final Site Plan
Project Name: JSP16-12 Suburban Collection Showplace Expansion
Plan Date: 11-22-2016
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 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 (adopted August 25, 2010)	Office Research Development Technology	Office Research Development Technology	Yes	
Area Study	2016 Master plan for land use update- Grand River Corridor (ongoing-not adapted)			
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 (Effective December 25, 2013)	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 Permitted Uses for OST	EXO: permitted Use for Exposition, Conference, and Convention facilities OST: Off-street parking lots	Yes	City Council approved the Special Land Use, Preliminary Site Plan, Wetland Permit and Storm water Management Plan on August 08, 2016. The revised plan requires City Council approval
Height, bulk, density, and area limitations (Sec 3.1.15.D)				

Item	Required Code	Proposed	Meets Code	Comments
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 474,170 SF/2,374,996 SF = 19.97 % OST No building proposed	Yes	
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 56 ft. proposed expansion 62 ft. maximum existing buildings OST No Building proposed	Yes	Building height on elevations refer to maximum height of 156' To PAR. Building height on general site data on sheet C-2 refers to 52 ft.
Building Setbacks (Sec 3.1.15.D) Refer to applicable notes in Sec 3.25.2.F				
Front	EXO: 100 ft. OST: 50 ft.	90.3' minimum	No	<u>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting for Setbacks deviating from minimum required by a varied range from 2 ft. to approximately 12 ft. southwest corner of addition</u> The current deviation is <u>within the approved the limits</u> However, the west side setback deviation was not included in the previous ZBA request. Please revise the building or apply for Zoning Board of Appeals variance
Rear	EXO: 50 ft. or height of building (56 ft.) OST: 50 ft.	50 ft. min	Yes	
Side (West)	EXO: 50 ft. or height of building (56 ft.) OST: 50 ft.	50 ft. OST No Building proposed	No	
Side (East)	EXO: 50 ft. or height of building (56 ft.) OST: 50 ft.	Existing	Yes	
Accessory Buildings (Sec. 4.19)	Accessory buildings shall not be erected in any required front yard or in any required	None proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	exterior side yard			
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>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting</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: NA; both parcels are combined	Yes	
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>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting</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	Building is not proposed in OST site 56 ft. maximum	NA	

Item	Required Code	Proposed	Meets Code	Comments
	of 46 ft.	height on proposed building expansion		
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	<u>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;</u>
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.	A floor plan was not provided. The applicant indicated in his response letter that the calculations shown on sheet C-1 and C-2 are consistent with original site plan approval	Yes	
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	
EXO District Required Conditions (Sec. 3.25)				
Minimum Exposition Space (Sec. 3.25.1.A)	Minimum of 250,000 sq. ft.	Proposed expansion: 172,314 sf Total building area after expansion: 567,590 sf	Yes	
Required Conditions (Sec. 3.25.1.B)	i. Must be within one mile of the TC District ii. Contiguous with I-96	EXO district boundaries are existing and	Yes	Applicant may consider rezoning OST parcel to include EXO at a later date

Item	Required Code	Proposed	Meets Code	Comments
	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	previously approved		
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.	One 12' x 50' loading dock and seven 14' x 55' trailer parking spaces are shown to be relocated from the west to north. 3 Existing Trailer parking is provided in the rear yard. Landscape plan does not indicate adequate screening	Yes	<u>Per previous Planning Commission action, 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</u>
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	
Floor Space (Sec. 3.25.2.B)	At least 150,000 sq ft. of exposition floor space	Total building area after expansion: 567,590 sf	Yes	
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.	567,590 SF/2,374,996 SF = 23.9 %	Yes	
Building Height (Sec. 3.25.2.D)	65 ft. or 5 stories, whichever is less	56ft. 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	Sidewalks are not proposed. However, a nine foot wide path is designated for	Yes	Applicant indicated in their response letter that the east-west pathway providing pedestrian access from westerly parking lot

Item	Required Code	Proposed	Meets Code	Comments
	facility from parking lots and adjacent properties	pedestrian access from parking lot to the proposed building entry. Paths are not protected by raised curbs or landscaping		expansion leads to a north-south concrete walk which leads to pedestrian crosswalks at northwest and southwest corners of the building expansion. Providing driveway crossings at these locations will be safer than extending the east-west walk to cross the driveway in the middle of building.
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 90.3 ft. from 46400 Grand River parcel	No	Building setbacks do not meet the minimum requirements at southwest corner. <u>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting</u>
Building Design (Sec. 3.25.2.G)	Façade material schedule	Proposed elevations and a material sample board is provided	Yes	A revised section 9 façade waiver is required to be approved by Planning Commission as a result of the current changes.
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.	Off-street parking 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	
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	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Parking, Loading, and Dumpster Requirements				
<p>Number of Parking Spaces</p> <p>Exposition Conference Hotel</p> <p>(Sec. 5.2.12.C)</p>	<p>Exposition 1 per 120 sq. ft. + any accessory uses Existing: 209,800 SF Proposed: 89,156 SF Total: 298,956 SF <u>Required spaces: 2,491</u></p> <p>Conference 1 per every 3 people Existing: 2,400 People Proposed: 1,600 People Total: 4,000 people <u>Required spaces: 1,333</u></p> <p>Hotel 1 per each unit + 1 per employee + accessory uses Existing: 128 rooms + 8 employees <u>Required Spaces: 136</u></p> <p>TOTAL REQUIRED: 3960</p>	<p>EXO Site: Existing parking spaces (inc 59 BF): 2,676 Eliminated during construction(inc 8 BF): 512 Added during proposed expansion (inc. BF): 83 Total on EXO site: 2,247</p> <p>OST Site: Proposed off-street parking: 832</p> <p>Total on-site (OST + EXO): 3,079 spaces</p> <p>OFF-SITE (per data provided by applicant) Available off-site parking: 1,853 spaces</p> <p>Total parking available for exposition use: 4,804 spaces</p>	<p>Yes</p>	<p>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. The applicant indicated that they are consistent with original site plan. However, <u>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting. Moving forward we will go with these numbers.</u></p> <p>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</p>
<p>Required Parking on other properties (Sec. 5.2.12.C)</p>	<p>The parking requirements for an exposition facility may be satisfied by onsite and offsite parking, subject to other conditions discussed further in the chart</p>	<p>The current site plan indicates unpaved parking layout on parcel 2 and parcel 3.</p>	<p>No</p>	<p>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".</p>
<p>Required Parking on other properties (Sec. 5.2.12.C)</p>	<p>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</p>	<p>Required parking: 3960 75% of required (to be provided on site): 2970 spaces</p> <p>3079 spaces provided between EXO site and OST site.</p>	<p>No</p>	<p><u>A Zoning Board of Appeals variance was approved for reduction of maximum allowed off-site parking at their August 09, 2016 meeting.</u> The deviation is no longer required due to excess of parking on site.</p>

Item	Required Code	Proposed	Meets Code	Comments
	the site pursuant to Section 5.2.3.			
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. A response was not provided.
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	<u>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting</u>
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

Item	Required Code	Proposed	Meets Code	Comments
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	Per Applicant, westerly parking shown in stamped concrete areas will have normal use during most events. They will be blocked off during outside events when the portable stage area is in use.
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	<u>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting</u> <u>City Council approved the deviation at their August 08, 2016 meeting</u>
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>City Council approved the deviation at their August 08, 2016 meeting</u>
Barrier Free Spaces (2012 Michigan Building Code Sec.1106)	1,001 and over: 20, plus one for each 100 or fraction thereof, over 1,000 For 3079 spaces, <u>41 required</u>	75 proposed	Yes	
Barrier Free Space Dimensions (ICC ANCI a1.17.1 2009)	- 8' wide with an 8' wide access aisle for van accessible spaces - 5' wide with a 5' wide access aisle for regular accessible spaces 13 van spaces required	27 van spaces proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Barrier Free Signs (ICC ANCI a1.17.1 2009)	One sign for each accessible parking space.	Barrier free signs are indicated as TSP	Yes	
Minimum number of Bicycle Parking (Sec. 5.16.1)	4 spaces are required per exposition, conference, and hotel use 12 spaces required	Twelve spaces proposed in two places, in groups of six	Yes	
Bicycle Parking General requirements (Sec. 5.16)	<ul style="list-style-type: none"> - 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 proposed in two places, in groups of six	Yes	
Bicycle Parking Lot layout (Sec 5.16.6)	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	Bike parking layout is provided on Sheet C-16	Yes	
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 	No additional dumpsters are proposed There is existing trash compactor on site	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> - If no setback, then it cannot be any closer than 10 ft, from property line. - Away from Barrier free Spaces 			
Dumpster Enclosure <i>Sec. 21-145. (c)</i> <i>Chapter 21 of City Code of Ordinances</i>	<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 <i>(Sec. 5.7)</i>	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 approved the deviation at their August 09, 2016 meeting</u>
Roof top equipment and wall mounted utility equipment <i>(Sec. 4.19.2.E.ii)</i>	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	
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	
Non-Motorized Facilities				
Off-Road Non-Motorized Facilities <i>(City Code Sec. 11-256.c)</i>	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	Sidewalks are not proposed. However, a nine foot wide path is	Yes	<i>See comments under Supplemental required conditions for Pedestrian ways</i>

Item	Required Code	Proposed	Meets Code	Comments
	and in relation to access streets.	designated for pedestrian access from parking lot to the proposed building entry		
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	
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		One was submitted with original submittal	Yes	
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	Yes?	The proposed signage may require Zoning Board of Appeals variances. Signs are not regulated by

Item	Required Code	Proposed	Meets Code	Comments
		signs on the building and few event traffic and parking event signage on the front along Grand River Avenue		the Planning Department <u>A sign permit will need to be submitted.</u> <u>For further information contact Jeannie Niland 248-347-0438.</u>
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.	Existing showplace (EXO Site) and expansion (OST Site) are now combined. The new parcel ID s 22-16-251-024	Yes	
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, streets, drives, parking areas & exterior lighting fixtures			
Lighting Plan (Sec.5.7.A.2)	Specifications for all proposed & existing lighting fixtures	Provided	Yes	Provide hours of Operation on the plan
	Photometric data	Provided	Yes	
	Fixture height	18' to 25'	Yes	
	Mounting & design	Poll mounted/Wall mounted	Yes	
	Glare control devices	Not provided	No	
	Type & color rendition of lamps	LED	Yes	
	Hours of operation	Not provided	No	

Item	Required Code	Proposed	Meets Code	Comments
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties	Provided	Yes	
Building Lighting (Sec. 5.7.2.A.iii)	Relevant building elevation drawings showing all fixtures, the portions of the walls to be illuminated, illuminance levels of walls and the aiming points of any remote fixtures.	Information not provided	No	Please provide the information as required
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	18 feet to 25 feet. Not adjacent to residential districts. Height not provided	Yes	
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	
Security Lighting (Sec. 5.7.3.H) Lighting for security purposes shall be directed only onto the area to be secured.	<ul style="list-style-type: none"> - All fixtures shall be located, shielded and aimed at the areas to be secured. - Fixtures mounted on the building and designed to illuminate the facade are preferred 	Information not provided	No	Please provide the information as required
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 the average to lowest ration as required
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: 0.4 min	0.4min	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	Walkways: 0.2 min	0.2 min	Yes	
	Building entrances, frequent use: 1.0 min	1.0 min	Yes	
	Building entrances, infrequent use: 0.2 min	0.3 Min	Yes	
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>Zoning Board of Appeals approved the deviation at their August 09, 2016 meeting</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	

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

December 8, 2016

Engineering Review

SUBURBAN COLLECTION SHOWPLACE EXPANSION
JSP16-0012

Applicant

TBON LLC

Review Type

Revised Final Site Plan

Property Characteristics

- Site Location: N. of Grand River Ave. and W. of Taft Rd,
- Site Size: 54.86 acres
- Plan Date: 11/18/16
- Design Engineer: Environmental Engineers – Paul Lewsley, P.E.

Project Summary

- Construction of an approximate 172,314 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 side of the building will be relocated around the proposed building addition. One 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 Revised Final Site Plan is recommended.

Comments:

The Revised Final Site Plan meets the general requirements of Chapter 11 of the Code of Ordinances, the Storm Water Management Ordinance and the Engineering Design Manual.

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.



cc: Sri Komaragiri, Community Development
Angela Pawlowski, Community Development
Tina Glenn, Treasurers
Ben Croy, Water and Sewer
Theresa Bridges, Engineering
George Melistas, Engineering
T. Meadows, T. Reynolds, B. Allen; Spalding DeDecker

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

December 14, 2016

Revised Preliminary/Final Site Plan - Landscaping Suburban Collection Expansion

Review Type

Revised Preliminary/Final Site Plan

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: November 30, 2016

Recommendation:

This project is **not recommended for approval at this time**. The approved plan included a number of landscaping waivers. The current plan exceeds the allowances provided by those waivers by a significant degree. The changes requested below are directed at minimizing the extent of the changes with the current plan. They can be addressed in electronic stamping sets if the applicant wishes.

Ordinance Considerations

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

Landscaping Waivers/Variances on the plan dated August 17, 2016 and approved by City Council/ZBA:

- Absence of required landscaping within the parking lot.
- Absence of required interior parking lot trees.
- Absence of islands breaking up expanses of parking spaces into blocks of 15 spaces or less.
- Absence of perimeter parking lot trees along the western edge of the new lot.
- Reduction of foundation landscape area provided from required 14,952 square feet to 2,258 square feet.
- Allowance of painted end cap islands instated of curbed landscape islands.

The discrepancy in the revised plans from the original plans is focused on the Building Foundation Landscaping. Aside from that, the plans have not changed significantly from the approved plans and are acceptable.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. The approved plan provided approximately 41% of the perimeter landscaping that was required for the previously proposed addition (based on 8 lf times the addition's perimeter from the west side of the addition to the southwest corner of the existing building). The current plan provides only 719 sf, which is approximately 19.5% of the

- required foundation landscaping, based on the perimeter of the newly proposed addition to the same starting point at the existing building.
2. 84% of the approved plan's frontage facing Grand River was landscaped while the current proposal only provides 41% coverage.
 3. While height is not a required element of the foundation landscaping, it should be noted that the previously approved plan had a number of canopy trees in close proximity to the building, helping to soften the southern elevation of the building. The current plan has no vertical landscape elements taller than approximately 3-4 feet, while the building's height has been raised to two stories.
 4. **Please increase the amount of foundation landscaping area to close to 41% of the required area (total of 1512 sf) and to at least 60% of the building frontage.**
 5. **Please restore some taller landscaping elements to the southern elevation landscaping to help soften the building's appearance.**

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

WETLANDS REVIEW

**(Review done at the time of Original Final Site Plan Submittal.
No additional impacts are proposed at this time)**



ECT Project No: 160445-0300

August 22, 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 Final Site Plan (PSP16-0125)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Final Site Plan for the proposed Suburban Collection Showplace Expansion project prepared by Environmental Engineers, Inc. dated August 17, 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. The following wetland-related items are required for this project:

Item	Required/Not Required/Not Applicable
Wetland Permit (specify Non-Minor or Minor)	Required (Non-Minor)
Wetland Mitigation	Not Required
Wetland Buffer Authorization	Required
MDEQ Permit	Required (Permit Application has been submitted, per applicant)
Wetland Conservation Easement	Not Applicable

ECT currently recommends approval of the Final 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.

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48105

(734)
769-3004

FAX (734)
769-3164

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 Final Site Plan for Wetlands contingent on the Applicant addressing the concerns noted in the *Comments* section above prior to Final Stamping Set 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.

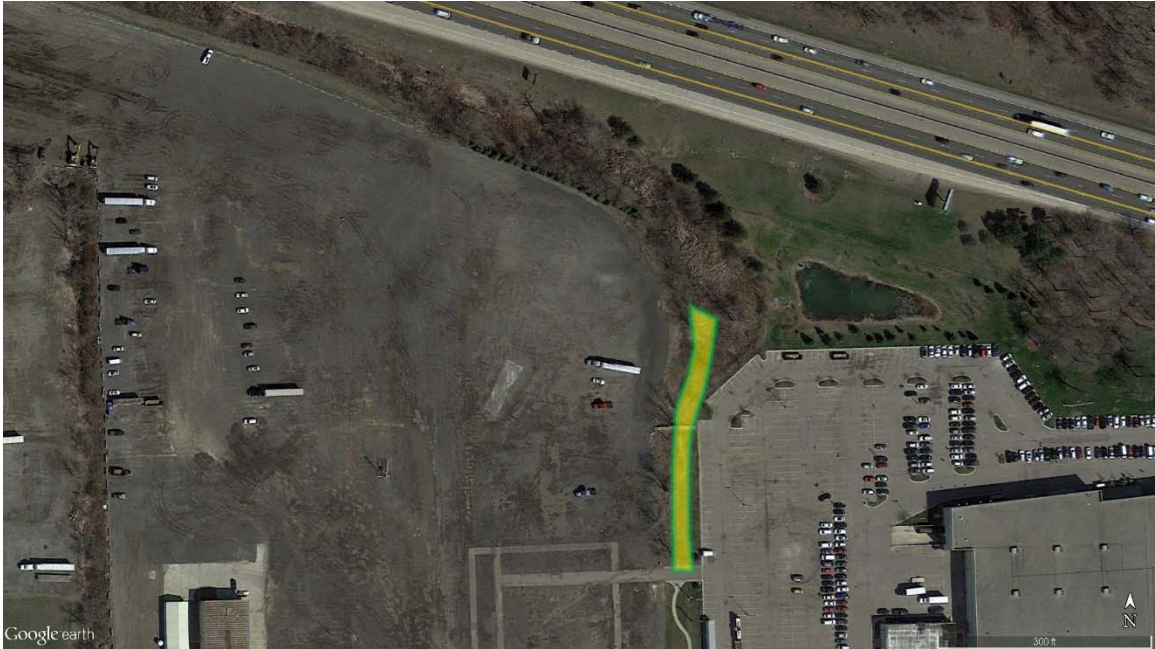


Figure 2. Approximate wetland impact area. Aerial photo source Google Earth (accessed July 11, 2016). Approximate extents of wetland impact is indicated in yellow.

Site Photos



Photo 1. Looking north at proposed wetland 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).

WOODLAND REVIEW

**(Review done at the time of Original Preliminary Site Plan Submittal.
No additional impacts are proposed at this time)**

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 – Revised Final – Traffic Review		
From	Matt Klawon, PE Maureen Peters, PE		
Date	December 14, 2016		

The revised final site plan was reviewed to the level of detail provided and AECOM **recommends approval** for the applicant to move forward with the condition that the comments provided below are adequately addressed to the satisfaction of the City in the electronic stamping set.

GENERAL COMMENTS

1. The applicant, Suburban Collection Showplace (SCS), is proposing a 172,315 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 (RCOC).
2. The site is currently zoned OST (Office Service Technology) with EXO (Exposition) overlay.
3. At the August 8, 2016 City Council meeting, the following Variances and Waivers (applicable to Traffic Review) were granted to the applicant:
 - a. Landscape waiver for the absence of landscape islands every 15 spaces, with the exception of those required for pedestrian safety and near the northwest and southwest corners of the proposed building expansion.
 - b. City Council waiver for painted end islands instead of raised end islands, except at key locations.
 - c. Zoning Board of Appeals variance for the absence of parking lot end islands.
 - d. City Council variance for absence of right-turn tapers or lanes at the driveway interfaces with Grand River Avenue, also subject to approval by RCOC.
 - i. RCOC provided support for the variance in an email dated August 29, 2016 from Dennis Kolar.
 - ii. The warranted right-turn treatments will be reevaluated within two years of Certificate of Occupancy based on operational analyses of major events within the two-year (or earlier) timeframe.
 - e. City Council waiver to allow a Major Event Traffic Plan (METP) in lieu of a Traffic Impact Study (TIS).

TRAFFIC IMPACTS

As mentioned in item 3e under the **GENERAL COMMENTS** header, City Council approved a waiver for the development of a METP in lieu of a TIS for purposes of this project. AECOM provided comments for the METP on September 1, 2016, but has not received a revised METP yet.

EXTERNAL SITE ACCESS AND OPERATIONS

The external site access points are designed in compliance with City standards, with the exception of the inclusion of right-turn tapers/lanes at Gates 3 and 4. City Council and RCOC have approved a variance for the absence of right-turn tapers/lanes at this time. SCS is responsible for collecting traffic operational data during major events to be reviewed by City staff/consultants within two years of SCS receiving Certificate of Occupancy, and at which time, the City staff/consultants will determine if the traffic impacts from the expansion warrant the construction of right-turn treatments.

INTERNAL SITE OPERATIONS

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

1. General traffic flow
 - a. 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 perform potentially unsafe maneuvers.
 - b. The applicant could 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.
 - c. A barrier free ramp should be placed on the opposite side of the proposed barrier free ramp at the northerly crosswalk on the west side of the building.
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. Parking Islands
 - i. 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 have been granted.
 - ii. 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.
 - iii. City Council has approved a waiver to exclude such landscape islands at 15 parking space intervals.
3. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).
 - a. The applicant has received an administrative variance for the use of green striping in lieu of that required by the MMUTCD in the expansion parcel area.

- b. The applicant could consider removing the “V” legend from the van accessible parking spaces as it could be confused as a pavement marking.
- c. The applicant should update the signing quantity to reflect the total number of signs needed. The note should be updated to indicate that the signs shall be placed “back to back” and not “double-faced”.
- d. The applicant should label each of the proposed barrier-free parking space signs to clarify whether they are van accessible or not in the “Proposed Barrier Free Parking Detail” on sheet C-17.
- e. The applicant should update the “No Parking Fire Lane” sign to be a R7-1 modified sign and provide a detail showing the specific sign proposed.
- f. The applicant should update the “No Parking” R7-1 sign to be a R7-1 modified sign, removing the arrow legend, and provide a detail or use a standard R8-3 or R8-3a sign.
- g. The callout on sheet C-17 for the proposed westerly barrier free ramp and crosswalk detail should be “9’ wide” as dimensioned instead of “7’ wide”.
- h. The applicant should consider the addition of traffic control (i.e., stop signs) at the main T-intersection adjacent to the proposed building addition to improve traffic flow and safety.

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

REVISED METP TRAFFIC REVIEW
(Revised Submittal: Jan 11, 2017)

METP TRAFFIC REVIEW
(Original Submittal)

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	September 1, 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 second submittal of the SCS “Major Event Traffic Plan” (METP) has been reviewed and AECOM offers the following comments.

In general, the proposed content of the METP is well thought-out and thorough. The purpose of the document is to serve as a guideline for SCS staff to assist in the planning, management and assessment of traffic operations related to major events taking place at the venue. AECOM, therefore, recommends that a formatted, complete METP template be prepared to accommodate all aspects of the METP outline and structure as presented in the submittal on July 27, 2016. The prepared document should serve as an off-the-shelf resource that the SCS staff can reference at the initial booking of any event, and update to be customized for that specific event, as needed. Each section of the document should provide instructions or guidelines relevant to the topic area and then provide a workspace section for the inclusion of event-specific information.

As mentioned, the content included in the July 27, 2016 submittal was thorough; however, to make the document a more useful resource in terms of order of events, modifications are recommended related to the organization of the document to follow an order similar to that described below.

Section One – Introduction

Provide an introduction to the METP defining the purpose of the document and outlining how to use the document.

Section Two – METP Need Determination

Each event held at SCS will impact traffic differently. It will not be necessary to activate the METP for all events; only during those anticipated to impact traffic beyond the levels of a predetermined threshold. This section should, however, be reviewed for **ALL** events, not only those that *may* be

considered “major” to ensure that the predetermined thresholds are not anticipated to be exceeded. This section should include the following:

- Discuss the threshold for activation*
- Provide a workspace for entering event-specific information to determine if the METP should be activated based on its anticipated impact to traffic and the surrounding roadway network. Such variables may include anticipated event attendees, anticipated event start time(s) and whether or not there is expected to be heavy ingress or egress phases during the event.

***AECOM recommends that SCS hire a traffic consultant to perform an operational analysis of impacts from several previous major events and determine a suitable threshold that would trigger the activation of the METP. This should be completed before the finalization of the METP template so that the threshold can be included in the guidance METP document.**

Section Three – Stakeholder Identification

Because of the various levels of impact and needs related to each event, the stakeholders may vary from event to event. This section should include a checklist to evaluate the impacts of the event and identify the associated stakeholders. Sample checklist elements to evaluate that may trigger stakeholders include, but are not limited to:

Checklist Element	Example Stakeholders
Will Gate 3 or Gate 4 be used for ingress or egress?	Novi Police/Public Safety
Will overflow parking lots be used?	Shuttle service provider
Will off-site shuttle lots be used?	Parking lot owner, shuttle service provider
Will signal timing adjustments be beneficial?	Road Commission for Oakland County (RCOC)
Will there be any road or ramp closures (i.e., will permits be required or maintenance of traffic deployed?)	City of Novi, RCOC, Michigan Department of Transportation (MDOT), Michigan State Police, Novi Police Department
Will the use of dynamic message signs (DMS) be beneficial?	MDOT Southeast Michigan Transportation Operations Center (SEMTOC)

Also include the applicable SCS staff and the event producers as stakeholders. This section should conclude with a workspace to develop a list of event-specific stakeholders based on the responses to the above elements and others, as identified by SCS, that may impact the stakeholder determination for any given event.

Section Four – Notification and Pre-Event Coordination

This section will provide a workspace for sending notifications to all applicable stakeholders as identified in Section Three. It is recommended that notifications are sent a minimum of 60 days prior to the event to allow stakeholders sufficient time to coordinate efforts on their ends. The notification should include the name, date(s) and anticipated impacts of the event, with regard to the elements listed in the table in Section Three and others, as identified by SCS, that may require stakeholder pre-planning efforts.

This section should also indicate that SCS should coordinate a pre-event stakeholder coordination meeting to be held a minimum of three weeks prior to the event. The purpose of the meeting is to gather all stakeholders and discuss each one’s responsibilities associated with the event.

Section Five – Stakeholder Responsibilities

This section should provide an overview of responsibilities of each stakeholder. The information sheets provided with the submittal are a good starting point for this section, as each stakeholder's responsibilities, including pre-event activities and day-of-event operations, should be thoroughly detailed. Be sure to include the timelines for implementation and removal, as applicable to each area of traffic management.

Section Six – Contact Information

This section should provide a contact list for all applicable stakeholders (and designated personnel) for the specific event, as identified in Section Three. Additionally, preferred contact protocols should be discussed as necessary.

Section Seven – Post-Event Stakeholder Meeting

This section should identify the need for a post-event analysis meeting within 30 days after the conclusion of the event to gather stakeholders to review how event-related traffic operated, to discuss best practices and lessons learned, and to determine if there are areas for improvement for future events.

Section Eight – Post-Event Analysis

This section should discuss the need to analyze traffic operations associated to major events at SCS. As part of the City Council variance for not requiring right turn taper/lane treatments at Gates 3 and 4, the SCS is required to collect data and information associated with traffic operations during major events and conduct an evaluation of the operations to be submitted to and reviewed by City of Novi staff and City Council within two years as a follow-up to reevaluate the need for right-turn taper/turn lanes. Following the discussion for the purpose of evaluating the traffic operations, there should be a workspace to include event-specific post-event analysis information and data.

The development of a comprehensive document template will enable SCS to be able to “pull it off the shelf” when new events are booked at the venue and evaluate the necessary traffic operations strategies in a systematic and organized fashion. The completion of such METP activities and documentation within event-specific METPs will allow SCS to build a library of best practices and lessons learned that they can further reference during future event planning. Similarly, it will enable them to have event-tailored information readily available for updating for each recurrence of the event, which should provide for consistent, well-managed events.

In conclusion, the applicant should consider the following action items:

1. Consult with their traffic consultant to quantitatively and qualitatively analyze traffic operational data and determine a threshold for activation of the METP, based on historic traffic operations during major events.
2. Meet with the City and/or AECOM to review the aforementioned recommendations for completing the METP requirement. AECOM would be glad to meet with the City and/or applicant if further discussions regarding the or content or recommended format of the METP are desired.
3. Revise and resubmit a final, formatted METP for final review and approval.



The process for completing the aforementioned requirements and receiving final approval of the METP should be completed by October 31, 2016, per the direction of the City.

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

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



December 19, 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 11/22/16. This project is subject to the Façade Ordinance Section 5.15 and the Expo Overlay Ordinance Section 3.25 Ordinance. The percentages of materials proposed for each façade are as shown in the tables below. Maximum allowable percentages in accordance with Section 3.25.2.G are shown in the right-hand column. Materials in non-compliance, if any, are highlighted in bold.

	South (Front)	North	East	West	Expo Overlay Section 3.25.2.G
Brick	0%	0%	0%	0%	100% (30% Min)
Cast Stone	2%	1%	1%	1%	50%
Flat Metal Panles (Various Types)	73%	55%	66%	53%	70%
Split Faced CMU, integrally colored	25%	44%	33%	46%	60%

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 combined types of Flat Metal Panels on the south facade. The applicant has presented renderings that indicate the proposed façade materials and colors will harmonize well the existing building. Copies of these renderings should be provided, for the record.

It should be noted that all signs must be compliant with the Sign Ordinance, and that Section 5.15.2 of the Façade ordinance prohibits the use of the building façade to form a component or background to a sign.

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 overage of Flat Metal Panels (various types).

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

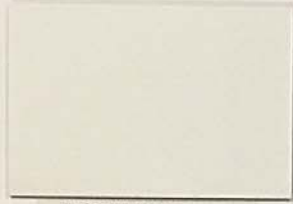
FAÇADE BOARD



ANOD. ALUM. GLAZING



METAL FASCIA PANEL



VERTICAL METAL PANEL



STRUCTURAL STEEL PAINT



CORRUGATED METAL PANEL



SPLIT FACE CMU



CAST STONE ACCENT



FIRE REVIEW



December 13, 2016

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

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

RE: Suburban Collection Showplace

PSP# 16-0184

Project Description:

Expansion to the building on the west side of structure

Comments:

- 1) Must provide a hydrant to the northwest corner of the structure.

Recommendation:

Recommended for approval with conditions.

Sincerely,

Kevin S. Pierce-Acting 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

December 29, 2016

Ms. Sri Komaragiri, Planner

City of Novi

45175 Ten Mile Road

Novi, MI 48375

RE: Response Letter – Revised Preliminary/Final Site plan Suburban Collection Showplace and State Fairgrounds Expansion (JSP16-12)

Dear Sri,

We look forward to appearing before the planning commission for the public hearing on January 11, 2017. In accordance with your request, please accept this as our response letter. Additional items including renderings, building material boards, updated landscaping plans, and updated photometric plans shall be provided by our professionals prior to the meeting.

As it relates to the specific items referred to in your email, please consider the following:

1. **Building Setback Deviation:** We do not believe that there is any issue relating to the building setback.
2. **Section 9 Façade Waiver:** We are requesting an updated façade waiver in accordance with our current submittals and we are excited about the new façade and overall building presence and operation and look forward to further detailing this during our presentation.
3. **Landscape Deviations:** The vast majority of the plan has not changed from a landscaping perspective and those waivers and variations as previously approved are formally requested again. What has been modified is the building footprint. This modification and reduction has greatly enhanced the overall flow and functionality of the site for the long term. It has, however, limited some of the areas where immediate building perimeter landscaping can be accomplished. It is worth noting, however, that we are preserving between 3,000-4,000 square feet of existing parking lot landscape islands which were previously approved for removal. We have worked with the landscape consultant to expand certain planting bed areas and introduce some vertical plant materials to enhance the appearance of the building frontage. Again these plans will be updated and provided prior to the meeting.

REVISED MAJOR EVENT TRAFFIC STUDY

Expansion Suburban Collection Showplace / Michigan State Fairgrounds

MAJOR EVENT TRAFFIC PLAN (METP)



NOTIFY - COMMUNICATE – PLAN – IMPLEMENT – REVIEW
Improve!

Prepared for the City of Novi
Site Plan Submittal Process
Updated January 11, 2017

Outline of Major Event Traffic Plan Program--Suburban Collection Showplace/Michigan State Fairgrounds

Introduction and Opening Summary

A historical summary of the Novi Expo operations and the newly constructed Showplace operations and related traffic issues and improvements should be provided. Of particular importance, is the historical issues relating to the poor ingress and egress at the former Novi Expo site with one point of access and very limited parking creating regular traffic backups and congestion issues up until the relocation in 2005. With the construction of the new facility an extraordinary amount of traffic planning and future road improvement programming, was engaged in and ultimately completed. These include but are not limited to having three distinct entrance and exit points, to the new Showplace grounds with the main entrance being fully signalized and an additional service exit/entrance from Taft Road. The original development included the installation of a turning lane along the north side of Grand River from the main entrance at the east all the way to the west entrance.

In addition, the Showplace project and the economic development it promised, was used as a catalyst for over five million dollars of additional road funding dedicated for the improvement of Grand River to a full five-lane section with a dedicated left hand turn lane. This funding along with the interchange improvements at Beck, Wixom and I-96 as well as the intersection improvements at Grand River and Novi Road and the reconstruction of the "humpback" railroad bridge over the CSX railway completed a three plus mile section of improvement to the Grand River corridor with the Showplace located directly in the middle. Since its original development and opening in 2005, and its subsequent expansion along with the addition of the Hyatt Place Hotel in 2013 the Showplace has continued to attract literally hundreds of events annually and operates with little or only modest traffic impacts with the vast majority of the time.

In the last eleven years, and only in recent years, one major event (the Motor City Comic-Con), has provided traffic movement challenges. These challenges have arisen not only due to the large number of overall attendees and increase in popularity of the event, as importantly the short-duration of time in which the peak amount of attendance occurs and average length of stay of the attendees. In 2016, a major coordination effort was undertaken between the Michigan Department of Transportation (MDOT), Michigan State Police (MSP), Road Commission for Oakland County (RCOC), Novi Police, City of Novi Administration and Showplace event producer/staff to address and minimize traffic congestion issues. At the core of this planning effort is the basis that the Showplace operations and infrastructure can adequately handle the vast majority of current and future proposed events with little to no planning efforts. The events currently slated for the expansion space would provide for the growth of existing events with the most critical growth needs being that of trade and industry style events which have large floor space requirements but very small amounts of attendance as compared to major consumer style events. However, it is understood that in certain instances like Comic-Con and any other future events that would near a comic-con like threshold that it is incumbent upon the Showplace administration to notify and engage in a Major Event Traffic Plan (METP) Program.

The purpose of this document is to identify the conditions under which the METP should be implemented and provide a comprehensive overview of the METP for the Suburban Collection Showplace (SCS). Although the specific details of the plan will vary by event type and size, the METP identifies the recommended process, key participants, and components of the on-going planning and implementation of event management activities.

METP Structure:

Normal Showplace Operations

Use of Current Entrances and Exits Only

As indicated in the opening summary, the significant amount of parking and infrastructure enjoyed by the Showplace is adequate to handle and provide for the vast majority of events that will be scheduled now and into the future. During these times of normal operations the Showplace will function utilizing its current entrances and exits only. Going forward, the entrances utilized during normal operation shall be "Gate 1," which is the main east signalized entrance, and "Gate 2" which is the current west entrance serving as the common drive for Belfor truck and the Showplace. In addition, the center curb-cut into the south lots will be used as an exit-only and the Taft Road service drive will continue to be used in that capacity as well. Even in the case of major consumer events currently scheduled such as Outdoorama, the Women's Show, the Golf Show, Snowmobile Show, etc., these entrances will be sufficient and continue to service the inflow and outflow in an organized fashion for these events.

New Expanded Surfaced Parking Areas

A key part of the new expansion plan is to increase substantially overall surfaced parking even considering the elimination of spaces relating to the expansion of the facility itself. Access to the newly expanded parking areas immediately west of the Showplace site will be via predominately the west entrance, Gate 2. The versatility and flexibility needed from the surfaced areas necessitate certain variances from traditional parking lot standards and we will be working with the City to develop the most useful and user-friendly combination throughout the finalization of the site-planning process.

Implementation of the METP

Fleis & VandenBrink (F&V) was retained by SCS to evaluate the conditions under which a METP is required. For this evaluation, a sensitivity analysis was conducted assuming normal showplace operations described above and traffic volumes collected during the 2016 Motor City Comic-Con. The purpose of this evaluation was to determine the threshold in which the METP should be implemented and is discussed below.

Data Collection

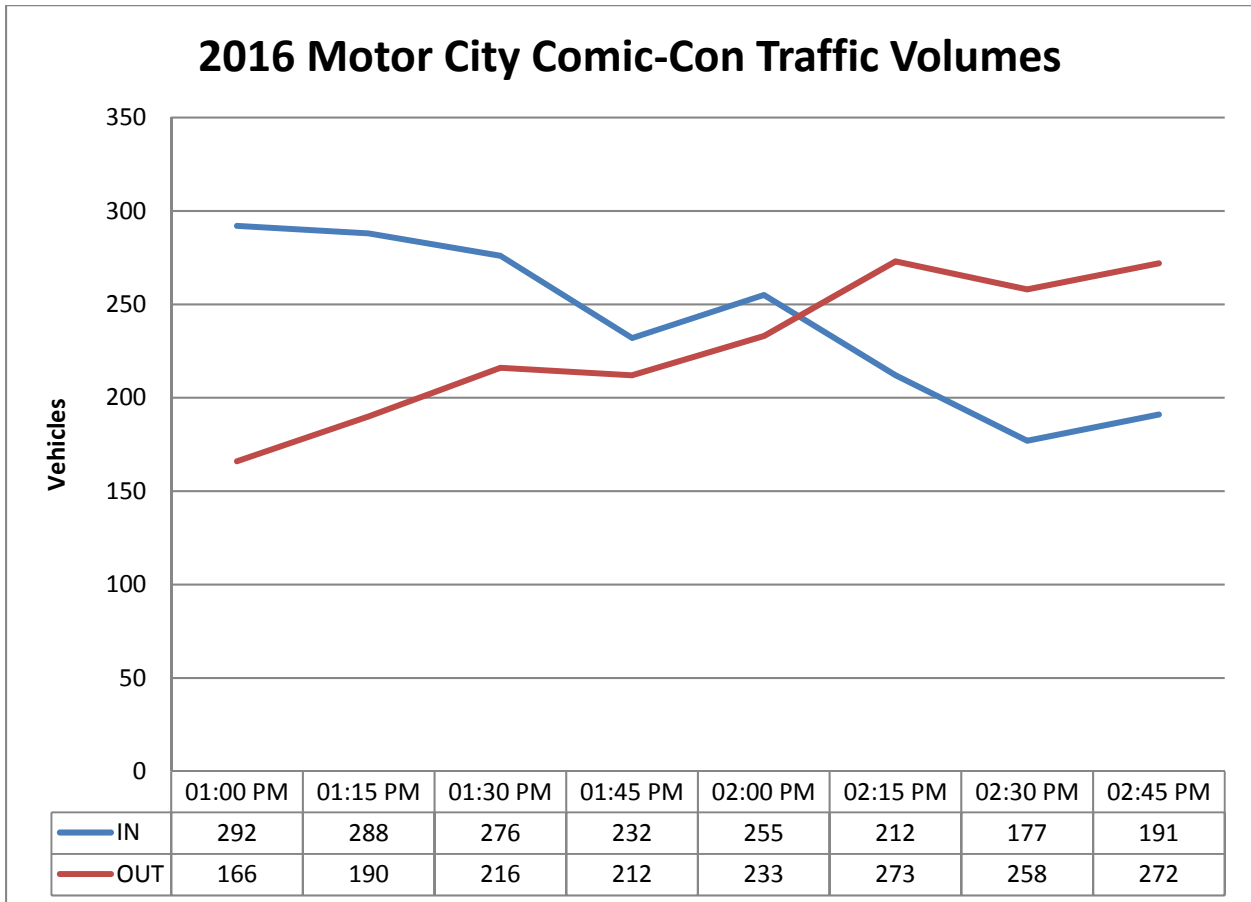
Existing turning movement traffic volume data were collected by F&V subconsultant Traffic Data Collection, Inc. (TDC) on Saturday, May 14, 2016 during the 2016 Motor City Comic-Con. Intersection turning movement counts were collected during the mid-day (1:00 PM to 3:00 PM) peak period at all SCS site driveways. F&V also collected an inventory of existing lane use and traffic control and obtained existing traffic signal timing information from RCOC.

Review of the traffic volume data collected indicates that entering traffic volumes were highest at 1:00 PM and generally declined throughout the two hour period while exiting traffic volumes were lowest at 1:00 PM and generally increased throughout the two hour period as shown in Chart 1. As such, the peak hours for entering and exiting traffic for the event were not captured in the data collected and likely occurred near the start and end times for the event.

In order to determine the entering and exiting peak hour traffic volumes for the event, F&V obtained historic Saturday traffic volume data from the I-96 Permanent Traffic Recorder (PTR) located near South

Hill Road. The results of this data indicate higher than average traffic volumes along EB I-96 (traffic heading toward the SCS) during the AM hours and WB I-96 (traffic heading away from SCS) during the PM hours. Therefore, an adjustment factor was developed from the PTR data and was applied to the turning movement count data collected to determine the entering and exiting peak hour volumes used for the analysis.

Chart 1: 2016 Motor City Comic-Con Traffic Volumes



Sensitivity Analysis

A sensitivity analysis was conducted to determine the threshold of event traffic that would require the implementation of the METP by incrementally reducing the number of trips generated during the 2016 Comic-Con until acceptable traffic operations were achieved utilizing Gates 1 and 2 only. The peak hour vehicle delays and queues for this analysis were calculated based on SimTraffic network simulations. This analysis was based on the normal showplace operations discussed above and the adjusted entering and exiting peak hour traffic volumes

The results of the sensitivity analysis indicate that normal showplace operations can accommodate approximately 50% of traffic that occurred during the 2016 Motor City Comic-Con which equates to approximately 10,000 daily attendees. Therefore, it is recommended that any event or combination of events that are anticipated to result in a daily attendance total greater than 10,000 attendees be the starting point for SCS to consider the implementation of the METP.

The unique and varying nature of the individual events hosted at SCS will require a fluid approach to

managing the circulation and access needs for each individual event. Although the specific details of the plan will vary by event type and size, the METP identifies the recommended process, key participants, and components of the on-going planning and implementation of event management activities. Over time, these strategies should be refined and updated to reflect changing circumstances and operating conditions.

Summary of Key Elements of the METP

1. Threshold to implement METP.

- A. The proposed threshold for consideration of implementing METP strategies will be any event or combination of events anticipated to draw 11,000 daily attendees in combination with the information provided by the event promoters.
- B. Reasonable due diligence and information gathering will be conducted in advance of booking an event of major size. Information will be requested as it relates to the promoter's expectations as far as attendance, length of stay, and the type and nature of event as it relates to the number of attendees per vehicle. i.e.
- C. Family event vs. large business gathering where a family event would likely have three plus attendees per vehicle and a large scale business gathering would have on order of 1.25 - 1.5 attendees per vehicle on average.
- D. Information will be requested as it relates to other venue experience related to the event and contacts will be made with operators of those venues to draw as much information as possible.

2. Notification

- A. The SCS will notify the City of future events and we will look to schedule an event and provide notification with a minimum thirty (30) days notice. In the unlikely case of a rapid booking request we will gather and send information as soon as possible. An example may be during election cycles where a particular candidate for major office swiftly books or calls for a rally of some type expecting to draw large crowds.
- B. Notification goes out to all coordinating agencies and organizations, including but not limited to: the, Michigan Department of Transportation (MDOT), Michigan State Police (MSP), Road Commission for Oakland County (RCOC), Novi Police/Public Safety, City of Novi Administration, Suburban Collection Showplace staff and event producers.
- C. An Event Information and Distribution Sheet will be provided to the coordinating agencies. This element will continually be developed with experience and will include all stakeholders in the distributions and request that they indicate whether they feel appropriate that they or their organization are involved and what their efforts would consist of.
- D. Depending on the level and duration of the expected traffic volumes, the plan will include opening of such other gates/entrances to the west, including "Gate 3" and "Gate 4" identified in the attached overall site plan.
- E. If determined to be either necessary or beneficial, additional ancillary overflow lots in and around the Showplace/fairgrounds will be utilized. These overflow lots will be natural/grass surfaced lots and when appropriate will be operated by charitable and community organizations with a portion or all of the proceeds (if any charge is made for the use of the parking lots) going to these charity/community organizations.

- F. If determined to be either necessary or beneficial and subject to availability, shuttle lots may be utilized including but not limited to coordination with Novi Public Schools for use of any available school parking lot area.
- G. Coordination and optimization of all signal timing within the reasonable geographic area through communication with RCOC.
- H. If determined to be either necessary and or beneficial, coordination of active physical traffic control by appropriate department personnel. Examples may include ramps on I-96, overpasses and intersections, and potentially entrances/exits at the Showplace itself.
- I. Coordination of appropriate, allowable messages delivered through the DMS Message System (MDOT highway, large reader board).
- J. A pre-implementation meeting will be held prior to any event requiring the METP and a post-event meeting/follow up will be held to identify any points of concern or adjustments that may be required.
- K. Event information and distribution list worksheet will be distributed no later than thirty (30) days prior to event. A meeting of appropriate stakeholders will be conducted no further than ten (10) days from an event. A follow up meeting post-event will be held as soon as possible but in no event no more than thirty (30) days after the event.

3. Future Mitigation

A final core element to this approach is that it is clearly understood in the event of experience related to a particular event or continuing regular reoccurring issues being associated with future, major events additional improvements to the plan and/or infrastructure may be required. An example of which would be the installation of additional turning lanes at or near the westerly gates. Another potential would be with a significant amount of new major events requiring department personnel, a Cost/Services Plan may need to be developed.

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	January 18, 2017		

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 third submittal of the SCS "Major Event Traffic Plan" (METP) has been reviewed and AECOM offers the following comments.

In general, the proposed content of the METP is well thought-out and thorough. The purpose of the document is to serve as a guideline for SCS staff to assist in the planning, management and assessment of traffic operations related to major events taking place at the venue. AECOM, therefore, recommends that a formatted, complete METP template be prepared to accommodate all aspects of the METP outline and structure as presented in the submittal on January 11, 2017. The prepared document should serve as an off-the-shelf resource that the SCS staff can reference at the initial booking of any event, and update to be customized for that specific event, as needed. Each section of the document should provide instructions or guidelines relevant to the topic area and then provide a workspace section for the inclusion of event-specific information.

As mentioned, the content included in the January 11, 2017 submittal was thorough; however, to make the document a more useful resource in terms of order of events, modifications are recommended related to the organization of the document to follow an order similar to that described below.

General Comments:

1. The third submittal does not fully address the needs of what was requested in the second review letter on dated 9/1/2016 (attached). The applicant should review that letter in conjunction with this for a full set of comments to be addressed.
2. The submittal contains several statements (e.g., the METP activation threshold) that are not reinforced by data or analysis. Consider providing additional insight to support these statements

or provide concrete evidence to reinforce the given information, so that AECOM can review and confirm the validity of the activation threshold identified.

Introduction and Opening Summary:

1. This section provides background information on the site – AECOM does not have any significant comments.

Normal Showplace Operations:

1. The developer should include data to verify the statement that current entrances will be sufficient to service the entering and exiting traffic for a major event, or remove such statements from the report.

Implementation of the METP:

1. The sensitivity analysis lacks the data and analysis to be able to validate the methodologies that were used to determine a threshold.
2. The study does not indicate whether or not it accounts for the queueing of entering vehicles that stopped while paying to park. A queueing analysis should be performed in order to determine what size event causes queueing to extend onto Grand River Avenue.
3. The study states that data was collected during the mid-day peak period (1:00-3:00PM). However, the report later states that peak hours for entering and exiting traffic for the event were not captured. The report goes on to say that the traffic data was gathered from an I-96 permanent traffic recorder (PTR), but the data is never shown or summarized in the report.

Summary of Key Elements of the METP:

1. In regard to 1A, explain why 11,000 daily attendees was used instead of an event that would draw greater than 10,000 attendees, which was the resulting threshold from the sensitivity analysis.
2. The developer should give background information as to where the data for 1C was obtained.
3. Consider the implementation of a decision tree in order to provide a more concrete methodology for when the METP should be enacted.

In conclusion, the third submittal of the METP did not address all of the formatting requests as indicated in previous review letters, and did not supply supporting data to allow AECOM to validate that the activation threshold is acceptable.

It is further recommended that a workshop be held between Suburban Collection Showplace, Fleis & VandenBrink, AECOM and City of Novi personnel to review the expectations of the METP and work through any remaining issues. Such a workshop should take place within the next two weeks to allow time for revisions and resubmittal of the METP prior to submitting final site plans.



Should you have any comments regarding the aforementioned comments, please contact AECOM.

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

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	September 1, 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 second submittal of the SCS “Major Event Traffic Plan” (METP) has been reviewed and AECOM offers the following comments.

In general, the proposed content of the METP is well thought-out and thorough. The purpose of the document is to serve as a guideline for SCS staff to assist in the planning, management and assessment of traffic operations related to major events taking place at the venue. AECOM, therefore, recommends that a formatted, complete METP template be prepared to accommodate all aspects of the METP outline and structure as presented in the submittal on July 27, 2016. The prepared document should serve as an off-the-shelf resource that the SCS staff can reference at the initial booking of any event, and update to be customized for that specific event, as needed. Each section of the document should provide instructions or guidelines relevant to the topic area and then provide a workspace section for the inclusion of event-specific information.

As mentioned, the content included in the July 27, 2016 submittal was thorough; however, to make the document a more useful resource in terms of order of events, modifications are recommended related to the organization of the document to follow an order similar to that described below.

Section One – Introduction

Provide an introduction to the METP defining the purpose of the document and outlining how to use the document.

Section Two – METP Need Determination

Each event held at SCS will impact traffic differently. It will not be necessary to activate the METP for all events; only during those anticipated to impact traffic beyond the levels of a predetermined threshold. This section should, however, be reviewed for **ALL** events, not only those that *may* be

considered “major” to ensure that the predetermined thresholds are not anticipated to be exceeded. This section should include the following:

- Discuss the threshold for activation*
- Provide a workspace for entering event-specific information to determine if the METP should be activated based on its anticipated impact to traffic and the surrounding roadway network. Such variables may include anticipated event attendees, anticipated event start time(s) and whether or not there is expected to be heavy ingress or egress phases during the event.

***AECOM recommends that SCS hire a traffic consultant to perform an operational analysis of impacts from several previous major events and determine a suitable threshold that would trigger the activation of the METP. This should be completed before the finalization of the METP template so that the threshold can be included in the guidance METP document.**

Section Three – Stakeholder Identification

Because of the various levels of impact and needs related to each event, the stakeholders may vary from event to event. This section should include a checklist to evaluate the impacts of the event and identify the associated stakeholders. Sample checklist elements to evaluate that may trigger stakeholders include, but are not limited to:

Checklist Element	Example Stakeholders
Will Gate 3 or Gate 4 be used for ingress or egress?	Novi Police/Public Safety
Will overflow parking lots be used?	Shuttle service provider
Will off-site shuttle lots be used?	Parking lot owner, shuttle service provider
Will signal timing adjustments be beneficial?	Road Commission for Oakland County (RCOC)
Will there be any road or ramp closures (i.e., will permits be required or maintenance of traffic deployed?)	City of Novi, RCOC, Michigan Department of Transportation (MDOT), Michigan State Police, Novi Police Department
Will the use of dynamic message signs (DMS) be beneficial?	MDOT Southeast Michigan Transportation Operations Center (SEMTOC)

Also include the applicable SCS staff and the event producers as stakeholders. This section should conclude with a workspace to develop a list of event-specific stakeholders based on the responses to the above elements and others, as identified by SCS, that may impact the stakeholder determination for any given event.

Section Four – Notification and Pre-Event Coordination

This section will provide a workspace for sending notifications to all applicable stakeholders as identified in Section Three. It is recommended that notifications are sent a minimum of 60 days prior to the event to allow stakeholders sufficient time to coordinate efforts on their ends. The notification should include the name, date(s) and anticipated impacts of the event, with regard to the elements listed in the table in Section Three and others, as identified by SCS, that may require stakeholder pre-planning efforts.

This section should also indicate that SCS should coordinate a pre-event stakeholder coordination meeting to be held a minimum of three weeks prior to the event. The purpose of the meeting is to gather all stakeholders and discuss each one’s responsibilities associated with the event.

Section Five – Stakeholder Responsibilities

This section should provide an overview of responsibilities of each stakeholder. The information sheets provided with the submittal are a good starting point for this section, as each stakeholder's responsibilities, including pre-event activities and day-of-event operations, should be thoroughly detailed. Be sure to include the timelines for implementation and removal, as applicable to each area of traffic management.

Section Six – Contact Information

This section should provide a contact list for all applicable stakeholders (and designated personnel) for the specific event, as identified in Section Three. Additionally, preferred contact protocols should be discussed as necessary.

Section Seven – Post-Event Stakeholder Meeting

This section should identify the need for a post-event analysis meeting within 30 days after the conclusion of the event to gather stakeholders to review how event-related traffic operated, to discuss best practices and lessons learned, and to determine if there are areas for improvement for future events.

Section Eight – Post-Event Analysis

This section should discuss the need to analyze traffic operations associated to major events at SCS. As part of the City Council variance for not requiring right turn taper/lane treatments at Gates 3 and 4, the SCS is required to collect data and information associated with traffic operations during major events and conduct an evaluation of the operations to be submitted to and reviewed by City of Novi staff and City Council within two years as a follow-up to reevaluate the need for right-turn taper/turn lanes. Following the discussion for the purpose of evaluating the traffic operations, there should be a workspace to include event-specific post-event analysis information and data.

The development of a comprehensive document template will enable SCS to be able to “pull it off the shelf” when new events are booked at the venue and evaluate the necessary traffic operations strategies in a systematic and organized fashion. The completion of such METP activities and documentation within event-specific METPs will allow SCS to build a library of best practices and lessons learned that they can further reference during future event planning. Similarly, it will enable them to have event-tailored information readily available for updating for each recurrence of the event, which should provide for consistent, well-managed events.

In conclusion, the applicant should consider the following action items:

1. Consult with their traffic consultant to quantitatively and qualitatively analyze traffic operational data and determine a threshold for activation of the METP, based on historic traffic operations during major events.
2. Meet with the City and/or AECOM to review the aforementioned recommendations for completing the METP requirement. AECOM would be glad to meet with the City and/or applicant if further discussions regarding the or content or recommended format of the METP are desired.
3. Revise and resubmit a final, formatted METP for final review and approval.



The process for completing the aforementioned requirements and receiving final approval of the METP should be completed by October 31, 2016, per the direction of the City.

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

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