



VIBE CREDIT UNION BRANCH JSP 20-14

VIBE CREDIT UNION JSP20-14

Public hearing at the request of Vibe Credit Union, for Preliminary Site Plan, Wetland Permit, Woodland Permit, and Stormwater Management Plan approval. The subject property is located in Section 15, south of Twelve Mile Road and west of Cabaret Drive, and is zoned OST, Office Service Technology. The applicant is proposing to construct a new 3,684 square foot building with three drive-through lanes and associated site improvements.

Required Action

Approval/denial of the Preliminary Site Plan, Wetland Permit, Woodland Permit and Stormwater Management Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	6-26-20	<ul style="list-style-type: none"> • Waiver for absence of loading zone (Supported by staff as ordinance allows financial institutions to not provide loading zones.) • Items to be addressed on the Final Site Plan submittal
Engineering	Approval recommended	6-25-20	<ul style="list-style-type: none"> • Items to be addressed on the Final Site Plan submittal
Landscaping	Approval recommended	6-15-20	<ul style="list-style-type: none"> • Waiver for deficiency in berm crest width and lack of undulations. (Supported by staff as greenbelt does not allow room.) • Items to be addressed on the Final Site Plan submittal
Wetland	Approval recommended	6-28-20	<ul style="list-style-type: none"> • Wetland permit required • Wetland buffer authorization required
Woodland	Approval recommended	6-28-20	<ul style="list-style-type: none"> • Woodland permit required • Woodland conservation easement required
Traffic	Approval recommended	6-25-20	<ul style="list-style-type: none"> • Administrative variances for driveway widths and radii not standard • Items to be addressed on the Final Site Plan
Façade	Approval recommended	6-18-20	<ul style="list-style-type: none"> • Section 9 waiver for overage of Flat Metal Panels and underage of brick on East Elevation (Supported)
Fire	Conditional Approval recommended	6-15-20	<ul style="list-style-type: none"> • Items to be addressed on the Final Site Plan

MOTION SHEET

Approval – Preliminary Site Plan

In the matter of Vibe Credit Union, JSP 20-14, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. Per section 5.4.5, a Planning Commission waiver for absence of loading zone, *because, as a financial institution, the deliveries to the site are of a sensitive nature and must occur as near to the door as possible, which is hereby granted;*
- b. Landscape waiver for a deficiency in the berm crest width (3 feet required, 2 feet proposed) and lack of undulations *because the required 20 foot greenbelt does not allow space for such features, which is hereby granted;*
- c. Section 9 Façade waiver for an underage of brick (30% required, 23% proposed) and an overage of Flat Metal Panels (50% allowed, 68% proposed) on the East elevation, *because the proposed design does not adversely affect the aesthetic quality and meets the intent and purpose of the Ordinance, which is hereby granted;*
- d. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Final Site Plan; and
- e. *(additional conditions here if any)*

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

-AND-

Approval – Wetland Permit

In the matter of Vibe Credit Union, JSP 20-14, motion to **approve** the Wetland Permit based on and subject to the following:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

(This motion is made because the plan is otherwise in compliance with Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.)

-AND-

Approval – Woodland Permit

In the matter of Vibe Credit Union, JSP 20-14, motion to **approve** the Woodland Permit based on and subject to the following:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

(This motion is made because the plan is otherwise in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)

- AND -

Approval – Stormwater Management Plan

In the matter of Vibe Credit Union, JSP 20-14, motion to **approve** the Stormwater Management Plan, subject to:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

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

- OR -

Denial – Preliminary Site Plan

In the matter of Vibe Credit Union, JSP 20-14, motion to **deny** the Preliminary Site Plan ... *(because the plan is not in compliance with Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

-AND-

Denial- Wetland Permit

In the matter of Vibe Credit Union, JSP 20-14, motion to **deny** the Wetland Permit... *(because the plan is not in compliance with Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

-AND-

Denial- Woodland Permit

In the matter of Vibe Credit Union, JSP 20-14, motion to **deny** the Woodland Permit... *(because the plan is not in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

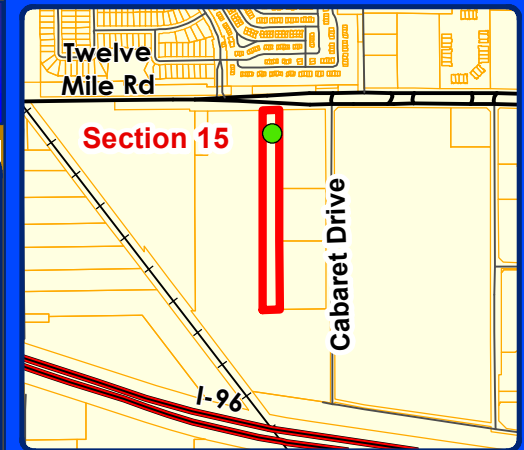
- AND -

Denial – Stormwater Management Plan


In the matter of Vibe Credit Union, JSP 20-14, motion to **deny** the Stormwater Management Plan ... *(because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

MAPS
Location
Zoning
Future Land Use
Natural Features

JSP 20-14 VIBE CREDIT UNION BRANCH LOCATION



LEGEND

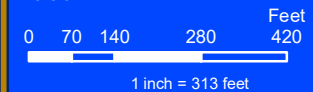
 Subject Property



City of Novi

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

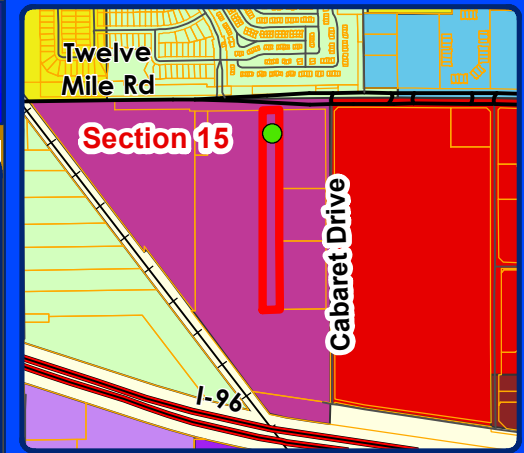
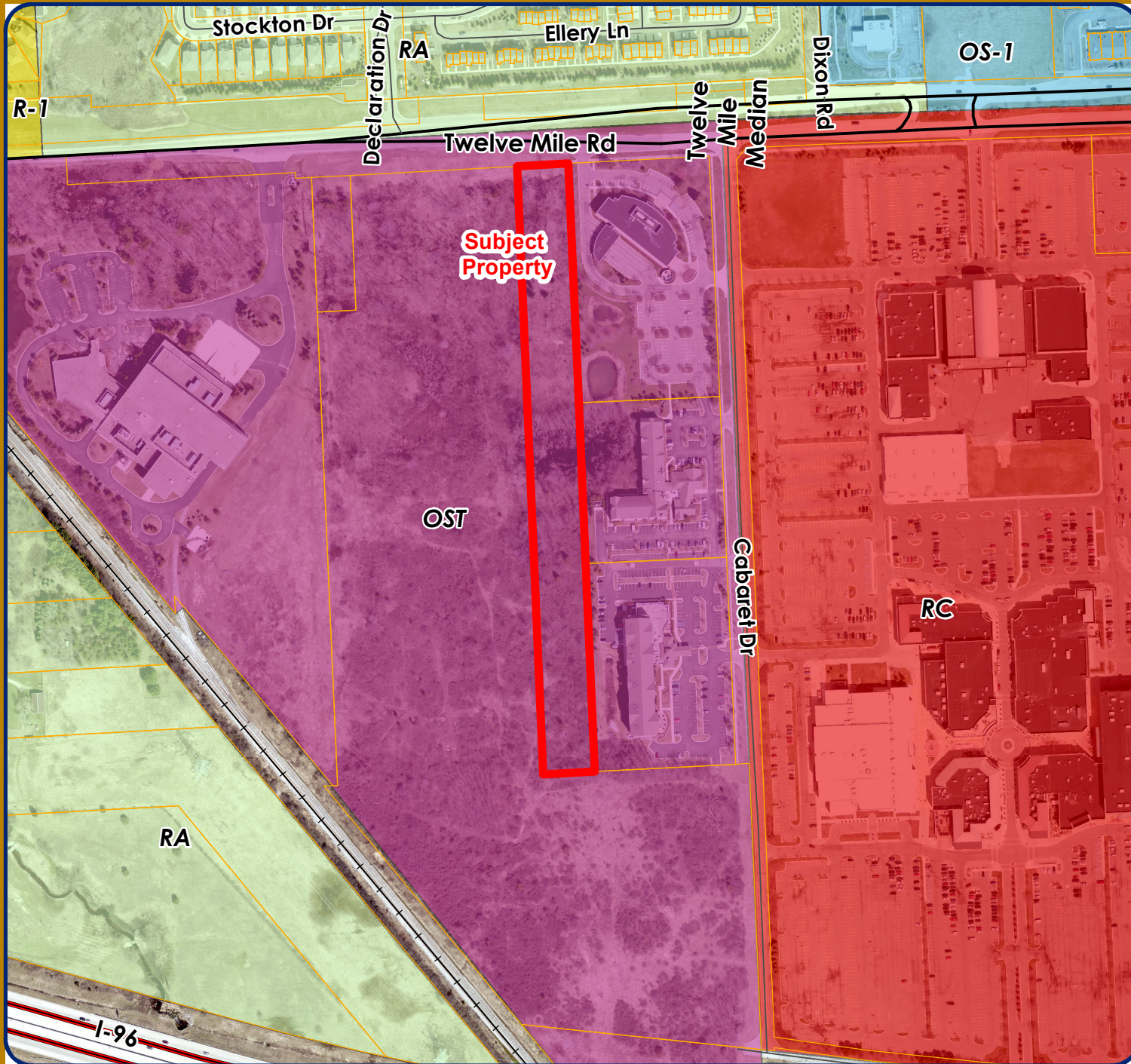
Map Author: Lindsay Bell
Date: 7/17/20
Project: VIBE CREDIT UNION
Version #: 1



MAP INTERPRETATION NOTICE

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

JSP 20-14 VIBE CREDIT UNION BRANCH ZONING



LEGEND

- R-A: Residential Acreage
- R-1: One-Family Residential District
- RM-1: Low-Density Multiple Family
- C: Conference District
- EXO: OST District with EXO Overlay
- I-1: Light Industrial District
- I-2: General Industrial District
- OS-1: Office Service District
- OST: Office Service Technology
- RC: Regional Center District
- Subject Property

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

Map Author: Lindsay Bell
 Date: 7/17/20
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0 80 160 320 480

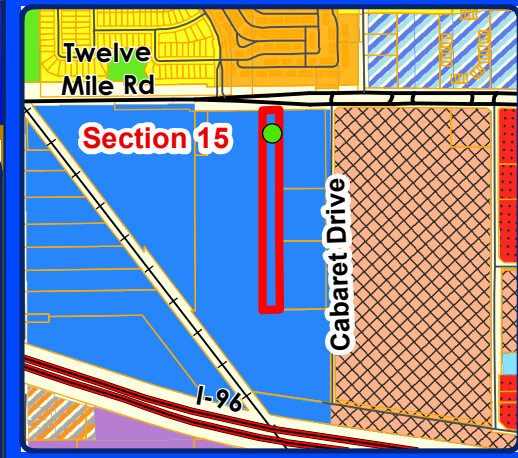
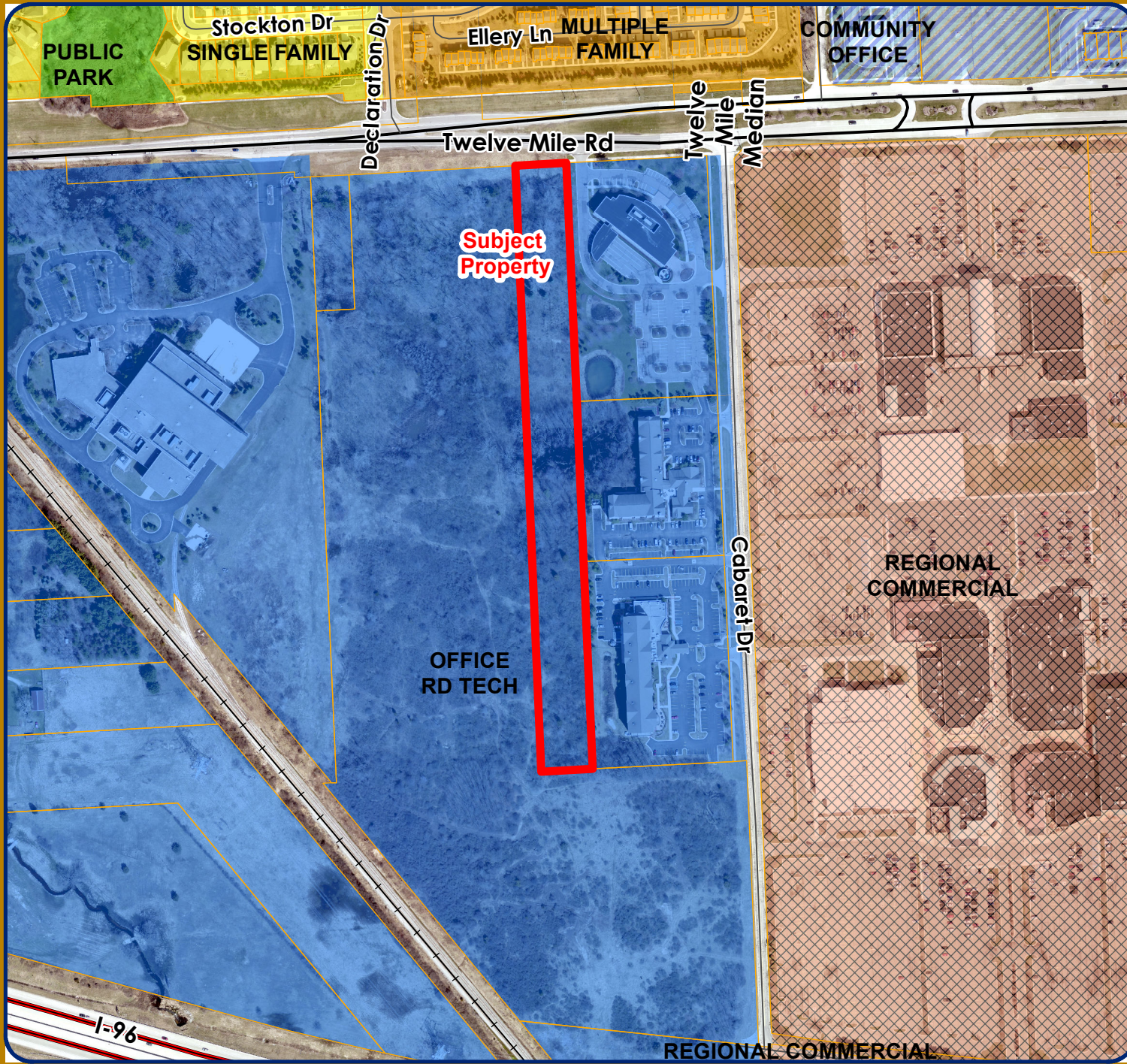
1 inch = 371 feet

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JSP 20-14 VIBE CREDIT UNION BRANCH

FUTURE LAND USE



LEGEND

- Single Family
- Multiple Family
- PD1
- Community Office
- Office Research Development Technology
- Industrial Research Development Technology
- Regional Commercial
- City West
- PD2
- Public
- Public Park
- Subject Property



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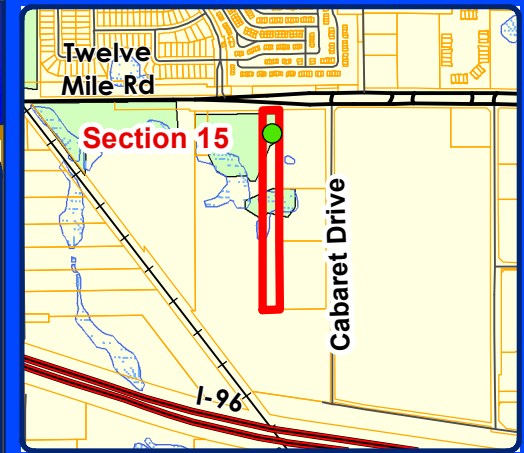
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JSP 20-14 VIBE CREDIT UNION BRANCH NATURAL FEATURES



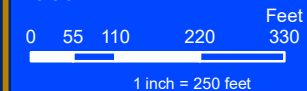
LEGEND

- WETLANDS
- WOODLANDS
- Subject Property



City of Novi
Dept. of Community Development
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SITE PLAN



**NOWAK & FRAUS
ENGINEERS**

CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL: (248) 332-7931
FAX: (248) 332-8257
WWW.NOWAKFRAUS.COM



LOCATION MAP



SEAL

PROJECT
Vibe Credit Union
Novi Branch

CLIENT
Vibe Credit Union
44575 W. Twelve Mile Road
City of Novi, MI 48377

Contact:
Mr. Allan McMorris
Phone: (248) 735-9500

PROJECT LOCATION
Part of the NW 1/4
of Section 15
Town 1 North, Range 8 East
City of Novi,
Oakland County, Michigan

SHEET
Landscape Plan



Know what's below
Call before you dig.

REVISIONS
REVISIONS
REVISIONS
REVISIONS

DRAWN BY:
G. Ostrowski
DESIGNED BY:
G. Ostrowski
APPROVED BY:
G. Ostrowski
DATE:
03-23-2020

SCALE: 1" = 30'

NFE JOB NO. SHEET NO.
K911-01 L2

NORTH 1/4 CORNER SECTION 15 T.1N., R.8E.

NORTHWEST CORNER SECTION 15 T.1N., R.8E.



NOVAK & FRAUS ENGINEERS
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PONTIAC, MI 48342-5032
TEL: (248) 332-7931
FAX: (248) 332-8257

SCALE

PROJECT
Vibe Credit Union
(Address not listed)

CLIENT
Vibe Credit Union
44575 W. Twelve Mile Road
City of Novi, MI 48377

Contact:
Mr. Tom Reagan
Phone: (248) 735-9500
Email:
Tom.Reagan@vibecu.com

PROJECT LOCATION
Part of the NW 1/4
of Section 15
Town 1 North, Range 8 East
City of Novi,
Oakland County, Michigan

SHEET
ALTA/NSPS
Land Title Survey



DATE ISSUED/REVISED
06-20-2019 REVISED
07-20-2019 METLAND DELINEATION

Table with columns for DATE, ISSUED/REVISED, and description of revisions.

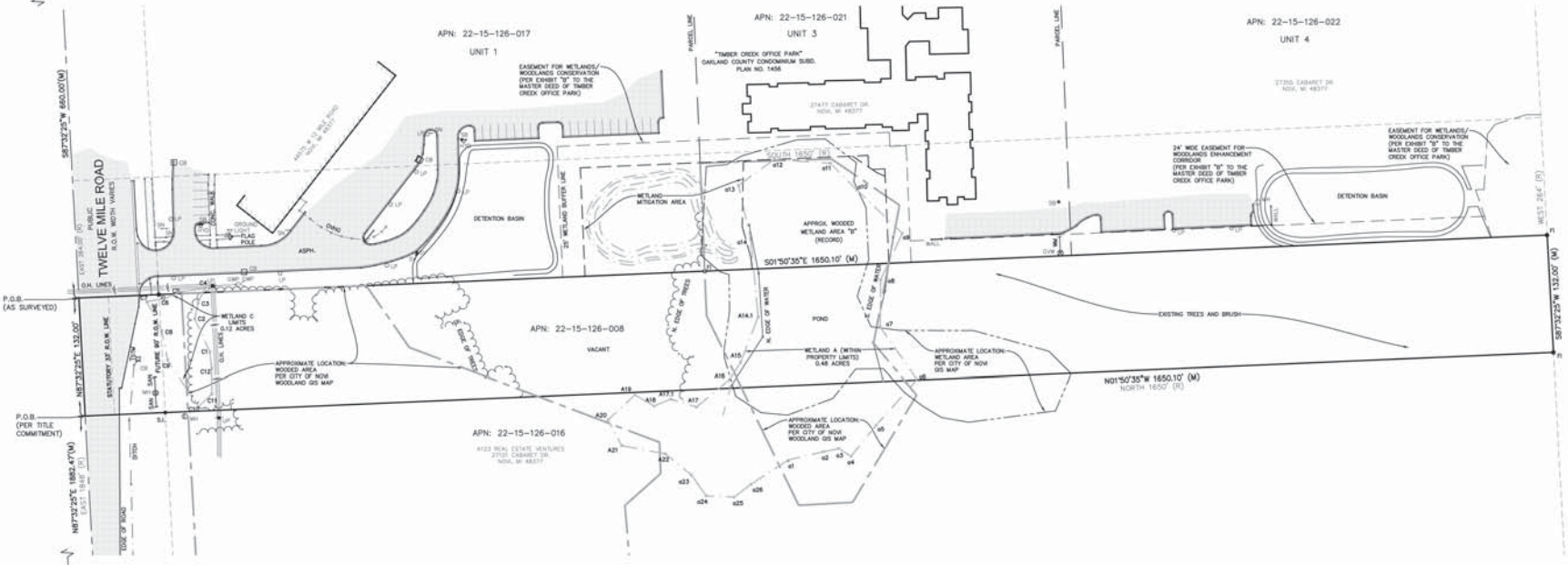
DRAWN BY: M. Inman
DESIGNED BY:

APPROVED BY: B. Buchholz / K. Navaroli

DATE: 06-19-2019

SCALE: 1" = 60'

SHEET NO. 1



LEGEND

- LIST OF SURVEY FEATURES AND SYMBOLS: CATCH BASIN, DETENTION BASIN, EASEMENT, ELEC. METER, FENCE, GROUND ELEVATION, etc.

LEGAL DESCRIPTION (PER TITLE COMMITMENT)

THE LAND IN THE CITY OF NOVI, COUNTY OF OAKLAND, STATE OF MICHIGAN... THE WESTERLY 132 FEET OF LAND IN THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 15, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN...

LEGAL DESCRIPTION (AS SURVEYED)

PARCELS OF LAND BEING THE WEST 132 FEET OF THE EAST 792 FEET OF THE NORTH 1800 FEET OF THE NORTHWEST 1/4 OF SECTION 15, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN...

TITLE POLICY NOTE

- ALL EXCEPTIONS SHOWN OR NOTED ON THIS SURVEY WERE OBTAINED FROM THE TITLE COMMITMENT NO. 22-1126-008... 1. RIGHTS OR CLAIMS OF PARTIES IN POSSESSION NOT SHOWN BY THE PUBLIC RECORDS...

SITE DATA

PARCEL: 22-15-126-008
GROSS LAND AREA: 217,800 SF OR 4.9 ACRES
NET AREA TO STATUTORY 57 R.O.M.: 203,848 SF OR 4.6 ACRES
NET AREA TO FUTURE 67 R.O.M.: 200,620 SF OR 4.57 ACRES

FLOOD HAZARD NOTE

THE PROPERTY DESCRIBED ON THIS SURVEY DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY...

DTE DISCLAIMER NOTE

PLEASE NOTE THAT DTE HAS NEW REGULATIONS THAT MAY AFFECT DEVELOPMENT OUTSIDE THEIR COVERAGE OF THE PUBLIC RIGHT OF WAY... CONTACT DTE AT 800-477-4147

TABLE A NOTES

- 16. THERE WAS NO EXISTING BUILDING IN THE PROCESS OF CONDUCTING THE FIELDWORK.
17. THERE WAS NO OBSERVABLE EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ACCORDING OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.

SURVEYORS CERTIFICATION

CERTIFIED TO:
THE J. JAHN HANM REVOCABLE LIVING TRUST AGREEMENT DATED MARCH 23, 1992 AND THE ROBERTA H. BARNUM REVOCABLE TRUST AGREEMENT DATED SEPTEMBER 26, 1985 AND THE NORMA HANM REVOCABLE TRUST AGREEMENT DATED SEPTEMBER 26, 1987

NOVI NATIONAL TITLE INSURANCE COMPANY
OHMRO TITLE AGENCY, INC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2018 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS... THE FIELD WORK WAS COMPLETED ON 06-14-2019.

KEVIN NAVAROLI, P.E.
NO. 53503
DATED: 6-20-2019
REVISED: 7-20-2019



SITE NARRATIVE/NOTES

PROPOSED CREDIT UNION BRANCH FACILITY (ACQUIRED PARCEL 22-15-128-008) IS PROPOSED TO BE COMBINED WITH ADJACENT VIBE H.Q. (14975 W. 12 MILE RD. PARCELS 22-15-128-012) AS PART OF THE SITE PLAN APPROVAL.

PROPOSED BUILDING WILL HAVE PRIVATE WATER & SANITARY SERVICES IN CONNECTION TO EXISTING PUBLIC MAINS IN TWELVE MILE ROAD. A PROPOSED STORM SEWER AND STORM WATER COLLECTION SYSTEM IS SITED TO ACCOMMODATE A FUTURE PARKING LOT LOCATED SOUTH OF THE PROPOSED BUILDING SITE. STORM WATER COLLECTION SHALL BE PROVIDED TO THE EXISTING ELEVATION FROM THE VIBE H.Q. SITE, WHICH IS PART OF THE PUBLIC STORM WATER COLLECTION SYSTEM.

EXISTING WETLAND "W" SHOWN ON THE OWNER'S DRAWINGS IS NOT REGULATED AND IS PROPOSED TO BE FILLED AS PART OF THE PROJECT. NO IMPACTS ARE PROPOSED TO EXISTING WETLAND "W". PERMANENT IMPACTS TO THE 20' NATURAL VEGETATION BUFFER ARE PROPOSED (GRADING, LANDSCAPE PLANT RESTORATION, AND INSTALLATION OF EMERGENCY OVERFLOW DRAINAGE FOR PROPOSED DETENTION POND).

THESE REMEDIALS ARE SHOWN (SEE DETAIL PLAN, TREE SURVEY AND TREE PRESERVATION PLAN). TREE REMOVAL IS PROPOSED AS SHOWN. UNDERGROUND ELECTRICAL CABLE AND CONDUIT MUST BE IDENTIFIED BY A LICENSED ELECTRICIAN IN ACCORDANCE WITH CURRENT CODES TO CONNECT TO EXISTING SITE UTILITIES.

NOWAK & FRAUS ENGINEERS HAS PROVIDED THE SITE TOPOGRAPHIC SURVEY. CONTACT YOUR CITY OF NOVI REPERTORY.

GENERAL NOTES

1. ALL PROPOSED WORK COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE CITY OF NOVI STANDARD DETAILS, SPECIFICATIONS AND ORDINANCES. THE CURRENT REGULATIONS OF THE DEPARTMENT OF ENVIRONMENTAL RESTORATION AND CONSTRUCTION AND THE LANDLORD/TENANT SUBCOMMITTEE OF AMERICAN MUNICIPAL UTILITIES ASSOCIATION (AMU) SHALL APPLY TO ALL WORK COVERED BY THESE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

2. THE LOCATION OF ALL UTILITIES SHALL BE DETERMINED FROM THE BEST AVAILABLE DATA. NEITHER THE CONTRACTOR NOR THE OWNER SHALL BE RESPONSIBLE FOR THE ACCURACY OF ANY INFORMATION PROVIDED BY ANY CONTRACTOR. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

3. PUBLIC RIGHT OF WAY SHALL NOT BE CLOSED WITHOUT THE WRITTEN APPROVAL OF THE CITY. ANY REQUIRED PERMITS SHALL BE OBTAINED PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

4. SOIL CONTROL SHALL BE PROVIDED BY THE CONTRIBUTION OF SOIL TREES AS THE CONTRACTOR'S SOIL CONTROL. SOIL CONTROL SHALL BE PROVIDED BY THE CONTRIBUTION OF SOIL TREES AS THE CONTRACTOR'S SOIL CONTROL. SOIL CONTROL SHALL BE PROVIDED BY THE CONTRIBUTION OF SOIL TREES AS THE CONTRACTOR'S SOIL CONTROL.

5. THE CONTRACTOR SHALL VERIFY WITH THE APPROPRIATE JURISDICTIONAL REPRESENTATIVE ALL APPLICABLE PERMITS, ORDINANCES, REGULATIONS AND STANDARDS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

6. ALL UTILITIES SHALL BE IDENTIFIED BY A LICENSED ELECTRICIAN IN ACCORDANCE WITH CURRENT CODES TO CONNECT TO EXISTING SITE UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

PAVEMENT MARKING AND SIGN NOTES

1. ALL PROPOSED PAVEMENT MARKING AND SIGNAGE SHALL BE DONE IN ACCORDANCE WITH THE CITY OF NOVI STANDARD DETAILS, SPECIFICATIONS AND ORDINANCES. THE CURRENT REGULATIONS OF THE DEPARTMENT OF ENVIRONMENTAL RESTORATION AND CONSTRUCTION AND THE LANDLORD/TENANT SUBCOMMITTEE OF AMERICAN MUNICIPAL UTILITIES ASSOCIATION (AMU) SHALL APPLY TO ALL WORK COVERED BY THESE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NOVI, THE PROVISIONAL SUPERVISOR, INSPECTION AND SPECIAL PROCEDURES.

2. BARRIER-FREE PARKING SPACES SHALL BE WHITE COLOR.

3. BARRIER-FREE PARKING SPACES AND CROSSWALKS SHALL BE BLUE IN COLOR.

4. WHITE CHALK SHOULD BE USED FOR ALL MARKING.

5. BARRIER-FREE PARKING SPACES AND CROSSWALKS SHALL BE WHITE COLOR.

6. BARRIER-FREE PARKING SPACES AND CROSSWALKS SHALL BE BLUE IN COLOR.

7. ALL TRAFFIC CONTROL SIGNS SHALL USE THE AREA STANDARD ALIGNMENT SYSTEM.

8. ALL TRAFFIC CONTROL SIGNS SHALL BE PROVIDED IN ACCORDANCE WITH THE DETAIL ON THIS SHEET.

9. ALL TRAFFIC CONTROL SIGNS SHALL BE PROVIDED IN ACCORDANCE WITH THE DETAIL ON THIS SHEET.

10. ALL TRAFFIC CONTROL SIGNS SHALL BE PROVIDED IN ACCORDANCE WITH THE DETAIL ON THIS SHEET.

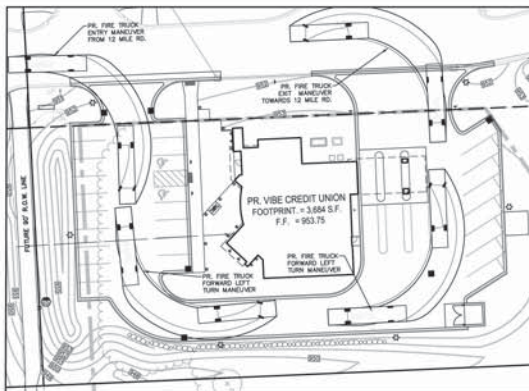
EMERGENCY VEHICLE MANEUVERING DIAGRAM



BICYCLE PARKING LAYOUT DETAIL



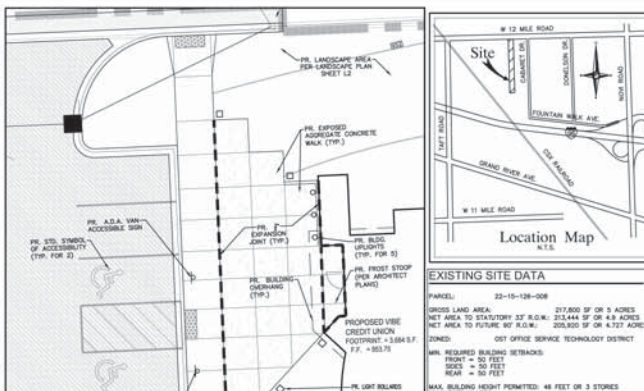
HOOP BIKE RACK



EMERGENCY VEHICLE MANEUVERING DIAGRAM



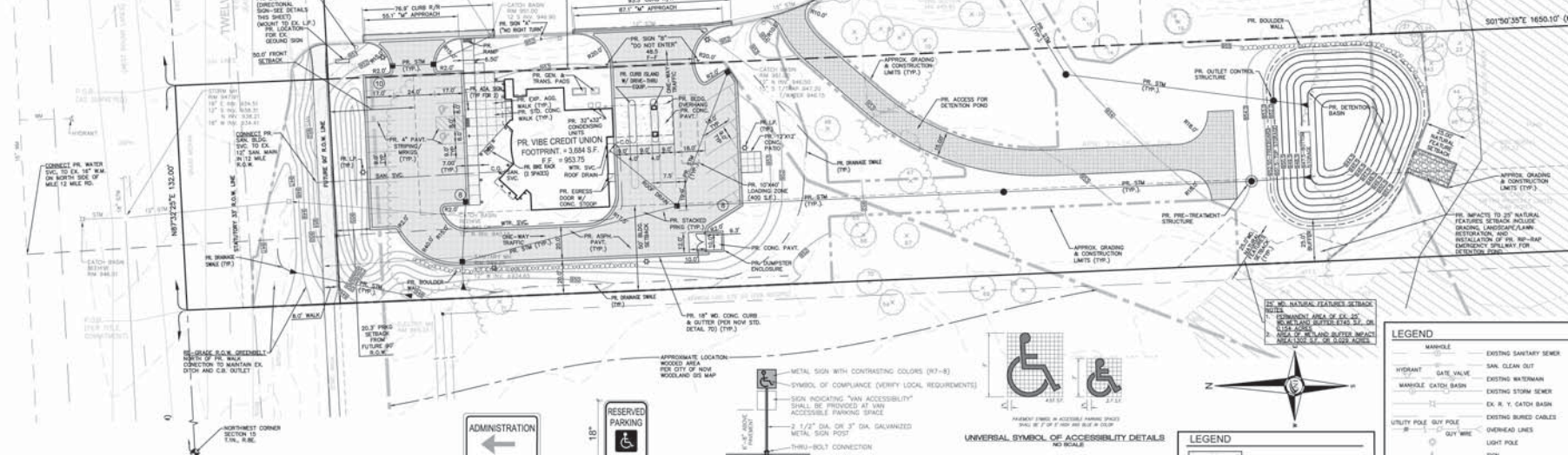
EMERGENCY VEHICLE MANEUVERING DIAGRAM



SIDEWALK JOINTING & BUILDING LIGHTING DETAIL



SIDEWALK JOINTING & BUILDING LIGHTING DETAIL



SIGN INFORMATION & QUANTITY TABLE

DESIGNATION	MARKING DESCRIPTION	SIZE	QUANTITY
Sign "A"	83-1 (NO RIGHT TURN)	24"x24"	1
Sign "B"	85-1 (DO NOT ENTER)	30"x30"	2
Sign "C"	CUSTOM DIRECTIONAL SIGN (PROVIDED BY OWNER)	12"x18"	1
ADA SIGN	87-8	12"x18"	2
ADA SIGN	87-8 (NEW ACCESSIBLE SPACES)	12"x36"	1



50 NF ENGINEERS
1969-2019

NOWAK & FRAUS ENGINEERS
CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL: (248) 332-9331
FAX: (248) 332-8257
WWW.NOWAKFRAUS.COM

STATE OF MICHIGAN
PAUL TULKAMGAS
ENGINEER
NO. 057929
EXPIRES 12/31/2024

PROJECT
Vibe Credit Union
Novi Branch
JSP20-14

CLIENT
Vibe Credit Union
44575 W. Twelve Mile Road
City of Novi, MI 48377

Contact:
Mr. Allan McMorris
Phone: (248) 735-9500
Email: MZimmerman19@gmail.com

PROJECT LOCATION
Part of the NW 1/4
of Section 15
Town 1 North, Range 8 East
City of Novi,
Oakland County, Michigan

SHEET
Overall Site Plan

811
Know what's below
Call before you dig.

DATE ISSUED/REVISED
09-20-20 DRAFT FOR ARCHITECTURE REVIEW
09-27-20 DRAFT FOR PERMITS SUBMITTAL
09-28-20 PERMITS SUBMITTED
09-28-20 OWNER REVIEW
09-04-20 PRELIMINARY SITE PLAN SUBMITTAL

DRAWN BY:
G. Vija

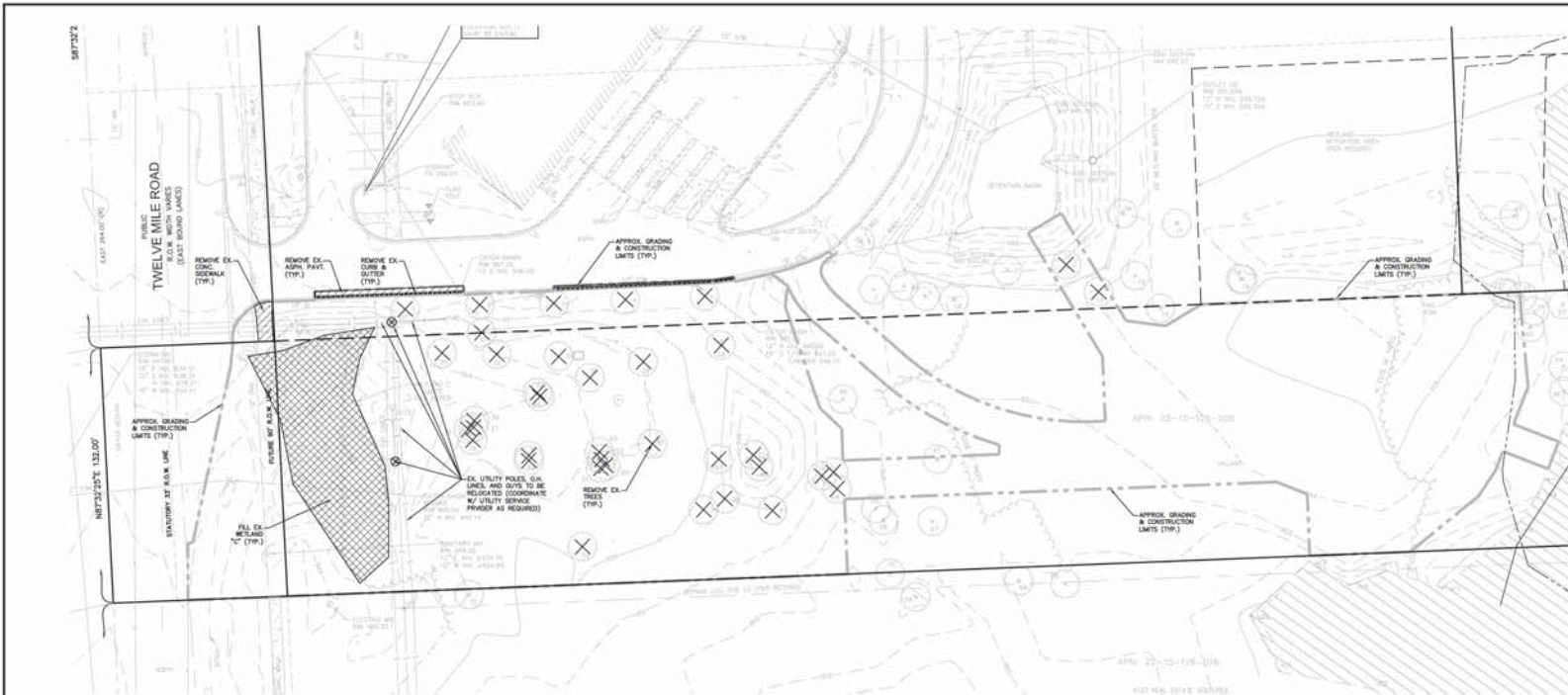
DESIGNED BY:
P. Tulkangas

APPROVED BY:
B. Buchholz

DATE:
10-31-2019

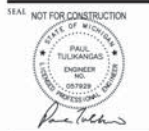
SCALE: 1" = 30'

N/E JOB NO. SHEET NO.
K911 C1



NOWAK & FRAUS ENGINEERS
 CIVIL ENGINEERS
 LAND SURVEYORS
 LAND PLANNERS

NOWAK & FRAUS ENGINEERS
 4677 WOODWARD AVE.
 PONTIAC, MI 48342-5032
 TEL: (248) 332-7931
 FAX: (248) 332-8257
 WWW.NOWAKFRAUS.COM



PROJECT
 Vibe Credit Union
 Novi Branch
 JSP20-14

CLIENT
 Vibe Credit Union
 44575 W. Twelve Mile Road
 City of Novi, MI 48377

Contact:
 Mr. Allan McMorris
 Phone: (248) 735-9500
 Email:
 MZimmerman19@gmail.com

PROJECT LOCATION
 Part of the NW 1/4
 of Section 15
 Town 1 North, Range 8 East
 City of Novi,
 Oakland County, Michigan

SHEET
 Demolition Plan



DATE ISSUED/REVISED
 03-20 DRAFT FOR ARCHITECT REVIEW
 03-27 DRAFT FOR PERMIT SUBMITTAL
 04-02 PERMIT SUBMITTED
 05-20 OWNER REVIEW
 06-04 30 PERMANENT SITE PLAN SUBMITTAL

DRAWN BY:
 G. Vija
 DESIGNED BY:
 P. Tulkangas
 APPROVED BY:
 B. Buchholz

DATE:
 10-31-2019

SCALE: 1" = 30'
 SHEET NO.
 K911 C2

DEMOLITION NOTES

DEMOLITION OF SITE IMPROVEMENTS SHALL BE ALLOWED ONLY AFTER AN APPROVED PERMIT HAS BEEN SECURED FROM THE PUBLIC AGENCY HAVING JURISDICTION OVER SAID DEMOLITION.

FOR ANY DEMOLITION WITHIN PUBLIC RIGHT-OF-WAY, THE CONTRACTOR SHALL PAY FOR, AND SECURE, ALL NECESSARY PERMITS AND LICENSES SHALL APPLICABLE FOR ALL SITE IMPROVEMENTS.

THE DEMOLITION INCLUDES THE COMPLETE REMOVAL OF SITE IMPROVEMENTS AND OFF-SITE DISPOSAL. DEBRIS SHALL BE TRANSPORTED TO AN APPROPRIATE DISPOSAL FACILITY THAT IS LICENSED FOR THAT TYPE OF DEBRIS.

THE CONTRACTOR SHALL COORDINATE TRUCK ROUTES WITH THE MUNICIPALITY PRIOR TO COMMENCEMENT OF SITE DEMOLITION. ALL TRUCKS SHALL BE TAMPED OR PROPERLY SECURED TO CONTAIN DEMOLITION DEBRIS PRIOR TO LEAVING SITE.

EXISTING ON-SITE UNDERGROUND UTILITIES AND BUILDING SERVICES HAVE BEEN INDICATED BASED UPON THE BEST AVAILABLE UTILITY RECORDS AND/OR ON-SITE INSPECTION. NO GUARANTEE IS MADE BY THE DESIGN ENGINEER, AS TO THE COMPLETENESS OR ACCURACY OF UTILITY DATA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF UTILITY INFORMATION (THE DESIGN ENGINEER MAKES NO GUARANTEE NOR ASSUMES ANY LIABILITY AS TO THE COMPLETENESS AND/OR ACCURACY OF UTILITY DATA).

PRIOR TO THE REMOVAL OR ABANDONMENT OF ANY EXISTING UNDERGROUND UTILITY OR BUILDING SERVICE LINES CALLED FOR IN THE PLANS OR DISCOVERED DURING EXCAVATION, THE CONTRACTOR MUST DETERMINE IF THE UTILITY LINE OR BUILDING SERVICE IS STILL IN USE. IF THE UTILITY LINE OR BUILDING SERVICE IS STILL IN USE, THE CONTRACTOR MUST TAKE ALL THE NECESSARY STEPS TO GUARANTEE THAT THE UTILITY SERVICE MUST BE IN ACCORDANCE WITH THE STANDARDS AND REQUIREMENTS OF THE APPROPRIATE GOVERNMENTAL AGENCY OR PRIVATE UTILITY COMPANY.

SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED BY THE CONTRACTOR PRIOR TO SITE DEMOLITION.

A CONTRACTOR SHALL NOTIFY MDD (313-400-482-7173) A MINIMUM OF THREE (3) WORKING DAYS PRIOR TO THE START OF THE SITE DEMOLITION.

THE CONTRACTOR SHALL COORDINATE THE REMOVAL AND/OR RELOCATION OF EXISTING UTILITY POLES AND BUILDING SERVICES WITH THE DETROIT Edison COMPANY. REMOVAL OF DETROIT Edison ELECTRICAL SERVICES SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND REQUIREMENTS OF DETROIT Edison.

THE CONTRACTOR SHALL COORDINATE THE REMOVAL AND/OR RELOCATION OF EXISTING UTILITY POLES AND BUILDING SERVICES WITH CONSUMERS ENERGY/AMCOEN. REMOVAL OF CONSUMERS ENERGY/AMCOEN GAS SERVICES SHALL BE IN ACCORDANCE WITH THE STANDARDS AND REQUIREMENTS OF CONSUMERS ENERGY/AMCOEN.

THE CONTRACTOR SHALL COORDINATE THE REMOVAL AND/OR RELOCATION OF EXISTING UTILITY POLES AND BUILDING SERVICES WITH AMERICAN TELEPHONE & TELEGRAPH COMMUNICATION SERVICES SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND REQUIREMENTS OF AMERICAN TELEPHONE & TELEGRAPH.

THE CONTRACTOR SHALL COORDINATE THE REMOVAL AND/OR RELOCATION OF EXISTING UTILITY POLES AND BUILDING SERVICES WITH THE APPROPRIATE CABLE MEDIA COMPANY. REMOVAL OF CABLE SERVICES SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND REQUIREMENTS OF THE CABLE COMPANY.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF PRIVATE UTILITY COMPANIES AND COORDINATE UTILITY SERVICE SHUT OFF/DISCONNECT, PRIOR TO DEMOLITION OF EXISTING STRUCTURES OR PROPERTIES.

ALL UTILITY METERS SHALL BE REMOVED BY THE APPROPRIATE UTILITY COMPANY.

ANY ON-SITE STORM SEWER FACILITIES LOCATED DURING DEMOLITION SHALL BE REMOVED AND BLANK HEADED AT THE PROPERTY LINE IF REQUESTED FOR REMOVAL ON THE PLANS.

PRIOR TO BUILDING DEMOLITION, ALL HAZARDOUS MATERIAL SHALL BE REMOVED BY OTHERS. THE DEMOLITION CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER SHOULD ANY SUSPICIOUS MATERIAL BE FOUND.

WATER SERVICES AND/OR STOP-BOX SHALL BE PRESERVED AND BLANK HEADED AT THE PROPERTY LINE OR AS DIRECTED BY THE OWNER'S REPRESENTATION.

WHERE EXISTING BUILDING PLANS FOR DEMOLITION FALL WITHIN PROPOSED BUILDING FOOT PRINTS, BASEMENT FLOOR SLABS, FOUNDATION WALLS AND FOOTINGS SHALL BE COMPLETELY REMOVED AND BACK FILLED WITH MOST CLASS II GRANULAR MATERIAL AND BE MAINTAINED COMPACTED TO A MINIMUM OF 95% OF MATERIALS MAXIMUM DENSITY.

GENERAL TREE PROTECTION NOTES

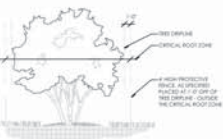
1. SERVICES TREE PROTECTION SHALL BE CREATED PRIOR TO THE START OF CONSTRUCTION ACTIVITIES AND SHALL REMAIN IN PLACE UNTIL THE IN PLACE UNTIL CONSTRUCTION IS COMPLETE.
2. ALL UNDERSTORY VEGETATION WITHIN THE LIMITS OF PROTECTIVE FENCING SHALL BE PRESERVED.
3. NO PERSONS MAY CONDUCT ANY ACTIVITY WITHIN THE SWP LINE OF ANY TREE DESIGNATED TO REMAIN, INCLUDING BUT NOT LIMITED TO, PLACING SOLVENTS, BUILDING MATERIALS, CONSTRUCTION EQUIPMENT, OR SOIL DEPOSITS WITHIN THE SWP LINE.
4. WRECK DRUMMING OF TREES ARE TO REMAIN. TREE FENCING SHALL BE PLACED AT THE LIMITS OF GRADING LINE.
5. DURING CONSTRUCTION, NO PERSON SHALL ATTACH ANY DEVICE OR WIRE TO ANY TREE, INCLUDING TO REMAIN.
6. ALL UTILITY SERVICES REQUESTERS MUST INCLUDE NOTIFICATION TO THE INSTALLER THAT PROTECTED TREES MUST BE AVOIDED. ALL BRANCHING SHALL OCCUR OUTSIDE OF THE PROTECTIVE FENCING.
7. TRAILS SHALL BE ROUTED TO AVOID THE AREA WITHIN THE SWP LINES OF PROTECTED TREES.
8. TREES LOCATED ON ADJACENT PROPERTIES THAT MAY BE AFFECTED BY CONSTRUCTION ACTIVITIES MUST BE PROTECTED.
9. PROTECTIVE FENCING SHALL BE SURROUNDED WITH PROTECTIVE STAKES.
10. THE STAKING OF POLES AND RUNNING EQUIPMENT SHALL BE PROHIBITED UNDER THE SWP LINE OF PROTECTED TREES.
11. THE STAKING OF TRIPOLLS FROM AROUND PROTECTED TREES SHALL BE PROHIBITED.
12. ALL TREES TO BE REMOVED SHALL BE CUT AWAY FROM TREES TO REMAIN.
13. THE GRUBBING OF UNDERSTORY VEGETATION WITHIN CONSTRUCTION AREAS SHOULD BE CLEARED BY CUTTING VEGETATION AT THE SHOULDER WITH A CHAIN SAW OR MANUALLY WITH A HYDRO-AZE.
14. THE CONTRACTOR IS RESPONSIBLE FOR THE REPLACEMENT PER ORDINANCE CODES/LAWS FOR THE DAMAGE OR REMOVAL OF ANY TREE DESIGNATED TO REMAIN.
15. TREES TO BE REMOVED SHALL BE FIELD MEASURED, EVALUATED AND FLAGGED FOR REMOVAL BY THE LANDSCAPE ARCHITECT OR FORESTER, ONLY AS DIRECTED BY THE OWNER OR OWNER REPRESENTATIVE.

TOPOGRAPHIC SURVEY NOTES

ALL ELEVATIONS ARE EXISTING ELEVATIONS, UNLESS OTHERWISE NOTED.

UTILITY LOCATIONS WERE OBTAINED FROM MUNICIPAL OFFICIALS AND RECORDS OF UTILITY COMPANIES, AND NO GUARANTEE CAN BE MADE TO THE COMPLETENESS, OR EXACTNESS OF LOCATION.

THE SURVEY MAY NOT SHOW ALL ELEMENTS OF RECORD UNLESS AN UPDATED TRUE COPY IS FURNISHED TO THE SURVEYOR BY THE OWNER.

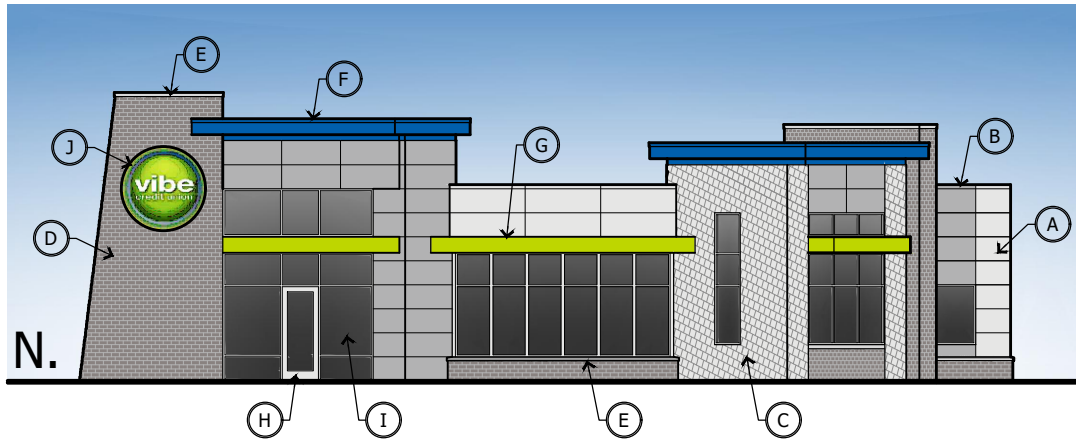


TREE PROTECTION DETAIL-SECTION

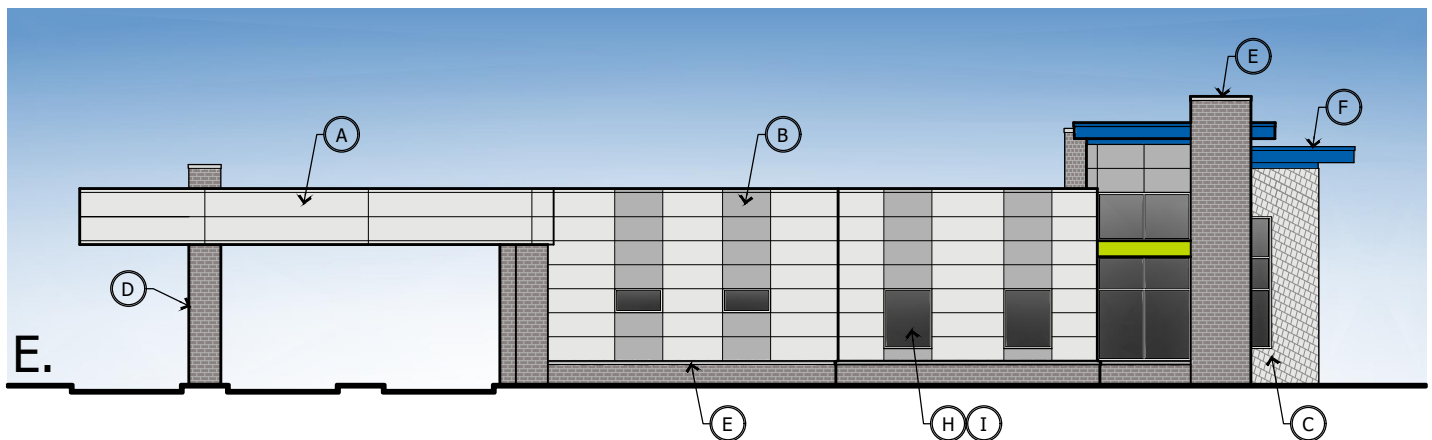
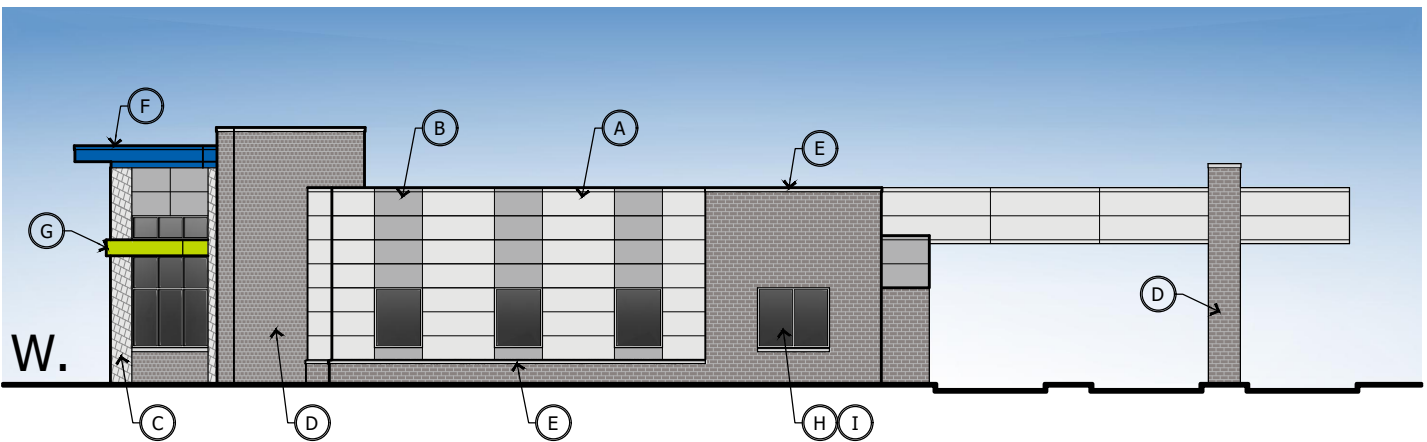
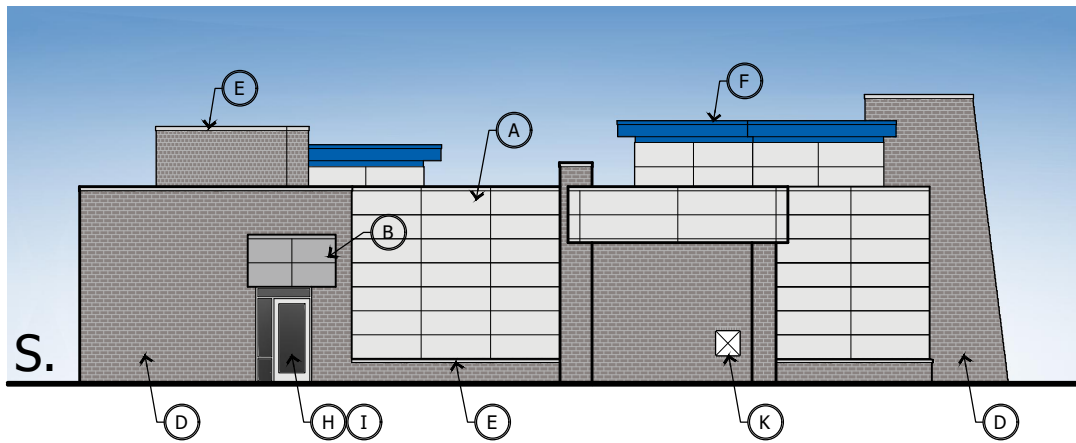


TREE PROTECTION DETAIL-PLAN

BUILDING ELEVATIONS & MATERIALS



- (A) SIDING "A": DRI DESIGN RAIN SCREEN SYSTEM OR EQUAL. COLOR: CHAMPAGNE MICA.
- (B) SIDING "B": DRI DESIGN RAIN SCREEN SYSTEM OR EQUAL. COLOR: SLATE GRAY.
- (C) SIDING "C": ZALMAG FLAT-LOCK SEAMED SIDING, PRE-PATINA II
- (D) FACE BRICK: GLEN-GERY DARK GRAY #S77
- (E) WALL CAPS AND SILLS: INDIANA LIMESTONE OR EQUAL. COLOR: STANDARD GRAY
- (F) BLUE PRE-FIN METAL-CLAD ROOF OVERHANG. COLOR: MATCH PMS PANTONE BLUE 2154C
- (G) GREEN PRE-FIN. METAL-CLAD BEAMS. COLOR: MATCH PMS PANTONE GREEN 382C
- (H) ALUM. STOREFRONT FRAMING. CLEAR ANODIZED
- (I) GLAZING. CLEAR OR LIGHTLY TINTED
- (J) INTERNALLY-ILLUMINATED WALL SIGN
- (K) DRIVE-UP INTERACTIVE TELLER MACHINE



VIBE CREDIT UNION – NOVI WEST BRANCH JSP20-0014

FAÇADE MATERIALS BOARD

ALUMINUM STOREFRONT TO BE CLEAR ANODIZED.
GLASS TO BE CLEAR OR LIGHTLY GRAY TINTED.
SAMPLES NOT REQUIRED.



GREEN PRE-FIN. METAL-CLAD BEAMS. CUSTOM COLOR: MATCH PMS PANTONE GREEN 382C SAMPLES UNAVAILABLE		BLUE PRE-FIN METAL-CLAD ROOF OVERHANG. CUSTOM COLOR: MATCH PMS PANTONE BLUE 2154C SAMPLES UNAVAILABLE	
METAL PANELS "A": DRI DESIGN RAIN SCREEN SYSTEM OR EQUAL COLOR: CHAMPAGNE MICA		METAL PANELS "B": DRI DESIGN RAIN SCREEN SYSTEM OR EQUAL COLOR: SLATE GRAY	
SIDING "C": ZALMAG FLAT-LOCK SEAMED SIDING COLOR: PRE-PATINA II			
WALL CAPS AND SILLS: INDIANA LIMESTONE OR EQUAL COLOR: STANDARD GRAY			
FACE BRICK: GLEN-GERY DARK GRAY #S77			

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

June 26, 2020

Planning Review

Vibe Credit Union

JSP 20-14

PETITIONER

Vibe Credit Union

REVIEW TYPE

Preliminary Site Plan

PROPERTY CHARACTERISTICS

- Site Location: Section 15; South of Twelve Mile and West of Cabaret Drive
- Site School District: Novi Community School District
- Site Zoning: OST Office Service Technology District
- Adjoining Zoning: West: OST Office Service Technology District
East: OST Office Service Technology District
North: RA Residential Acreage
South: OST Office Service Technology District
- Site Use(s): Vacant
- Adjoining Uses: West: Vacant; East: Vibe Credit Union Headquarters; North: Liberty Park neighborhood; South: Office/R&D
- Site Size: 4.74 acres
- Building Size: 3,684 sq. ft.
- Plan Date: June 2, 2020

PROJECT SUMMARY

The applicant is proposing to construct a new 3,684 square foot credit union branch building. The site would be accessed from the existing Vibe Credit Union headquarters driveway to the east, so would not require a new curb cut on Twelve Mile Road. Branch services that are currently performed within the headquarters building would be moved to the new building. Stormwater would be collected by a single collection system and detained in an on-site detention basin. The parcel is zoned OST Office Service Technology, and financial institution uses are a permitted use. Three drive-through lanes are proposed as an accessory use on the south side of the building.

RECOMMENDATION

Approval of the *Preliminary Site Plan is recommended, with items identified in this and other review letters to be addressed at the time of Final Site Plan submittal.* The plan mostly conforms to the requirements of the Zoning Ordinance, except as noted in this and other review letters. All reviewers currently recommend approval or conditional approval. **Planning Commission approval of the Preliminary Site Plan, Wetland Permit, Woodland Permit and Storm Water Management Plan is required.**

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 Final Site Plan submittal.

1. Parcel Combination: The applicant has indicated parcels 22-15-126-008 and 22-15-126-017 will be combined, and this is noted on the plans. **The lot combination should be completed prior to submitting Final Stamping Sets, with the new parcel number and legal description indicated. Contact the Assessing Department to [apply for a lot combination](#).**
2. Drive-Through ATM (Sec. 5.3.11): Three drive-through lanes accessory to the bank use are proposed. The site plan provides dimensions and details of the drive-through lanes to demonstrate compliance with the ordinance requirements:
 - A. *The drive through lanes are separate from the egress lane.*
 - B. *The drive-through lanes are more than 20 feet from all property lines.*
 - C. *Drive-through lanes are not adjacent to parking spaces.*
 - D. *Drive-through facilities shall provide one bypass lane (minimum 18 feet) to allow unobstructed travel for vehicles to pass those waiting to be served. **Plans show an 18-foot drive aisle that meets the bypass requirements. However, as this is also a Fire Lane the drive is required to be 20 feet wide. See Fire Review letter.***
 - E. *Drive-through lanes are shown to be 9 feet wide.*
 - F. *The lanes are not on a curve.*
 - G. *Drive-through lane striping shown.*
 - H. *Stacking spaces are shown to meet requirements in number and dimensions.*
3. Loading Zone (Section 5.4.5): The plans show a loading zone in the drive aisle/fire lane south of the building. **This location is not acceptable. The loading zone must be relocated where it will not impede traffic flow or access to parking spaces. Alternatively, the Ordinance does not require financial institutions to designate a loading space, "provided that the applicant submits documentation concerning the sensitivity of deliveries to the site and the need for those deliveries to occur as near to the door as possible."**
4. Lighting (Sec. 5.7): See Planning Review Chart for minor comments to be addressed at the time of Final Site Plan approval.

Other Reviews

- Engineering Review: Engineering review recommends approval of the Preliminary Site Plan and Storm Water Management Plan. Additional comments to be addressed with Final Site Plan submittal.
- Landscape Review: One landscape waiver is required. Approval of the Preliminary Site Plan is recommended. Additional comments to be addressed with Final Site Plan submittal.
- Wetland Review: A Wetland Permit and Wetland Buffer Authorization will be required. ECT recommends approval of the Preliminary Site Plan, with additional comments to be addressed with Final Site Plan submittal.
- Woodland Review: A Woodland Permit will be required with a conservation easement to cover woodland replacement trees to be planted on-site. ECT recommends approval of the Preliminary Site Plan, with additional comments to be addressed with Final Site Plan submittal.
- Traffic Review: Approval of the Preliminary Site Plan is recommended. Additional comments to be addressed with Final Site Plan submittal.
- Facade Review: **Approval is not recommended at this time.** Revisions should be made to meet the minimum percentage of brick required (30%). A Section 9 waiver for any remaining overage of Flat Metal Panels would then be supported.

- Fire Review: Conditional approval is recommended. Additional comments to be addressed with Final Site Plan submittal.

NEXT STEP: PLANNING COMMISSION MEETING

This Site Plan will be scheduled to go before Planning Commission for public hearing on **July 22, 2020 at 7:00 p.m.** Please provide via email the following **by noon on July 16, 2020**, if you wish to keep this schedule:

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

FINAL SITE PLAN SUBMITTAL

After receiving the Preliminary Site Plan approval from the Planning Commission, please submit the following for Final Site Plan review and approval:

1. Six copies of Final Site Plan (24"x36", folded) addressing all comments from Preliminary review (NOTE: City of Novi Standard detail sheets are **not** needed at this time.)
2. Response letter **addressing all comments and refer to sheet numbers where the change is reflected**
3. [Final Site Plan Application](#)
4. [Final Site Plan Checklist](#)
5. Engineering Cost Estimate
6. Landscape Cost Estimate
7. [Hazardous Materials Packet](#) (Non-residential developments)
8. [Non-Domestic User Survey](#) (Non-residential developments)
9. [No Revision Façade Affidavit](#) (if no changes are proposed for Façade. If changes are proposed, include an additional set of plans in the submittal.)
10. Drafts of any legal documents as required (note that off-site easements need to be executed and any on-site easements need to be submitted in draft form before stamping sets will be stamped)

ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER

After receiving Preliminary/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 to be submitted with the electronic stamping set. This letter should address all comments in ALL letters and ALL charts and **refer to sheet numbers where the change is reflected.**

STAMPING SET APPROVAL

Stamping sets are still required for this project. After having received all of the review comments from City staff the applicant should make the appropriate changes on the plans and submit **9 size 24" x 36" copies with original signature and original seals on the cover sheet (subsequent pages may use electronic seal with signature)**, to the Community Development Department for final Stamping Set approval.

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

SIGNAGE

Exterior Signage is not regulated by the Planning Division or Planning Commission. Sign permit applications that relate to construction of a new building or an addition to an existing building may be submitted, reviewed, and approved as part of a site plan application. Proposed signs shall be shown on the preliminary site plan. Alternatively, an applicant may choose to submit a sign application to the Building Official for administrative review. Following preliminary site plan approval, any application to amend a sign permit or for a new or additional sign shall be submitted to the Building Official. Please contact the Ordinance Division 248.735.5678 for information regarding sign permits.

PRE-CONSTRUCTION MEETING

A Pre-Construction meeting is required for this project. 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, so it is recommended you contact Sarah Marchioni [248.347.0430 or smarchioni@cityofnovi.org] in the Community Development Department once you receive Final Site Plan approval. Any questions regarding the Pre-Con should be directed to Sarah.

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 248.347.0484 or lbell@cityofnovi.org.



Lindsay Bell, AICP – Senior Planner



PLANNING REVIEW CHART: Office Service Technology (OST)

Review Date: June 26, 2020
Review Type: Preliminary Site Plan
Project Name: **Vibe Credit Union**
Location: 22-15-126-008
Plan Date: June 2, 2020
Prepared by: Lindsay Bell, Senior Planner
E-mail: lbell@cityofnovi.org; **Phone:** (248) 347-0484

Bold To be addressed with the next submittal

Italics Notes to be noted for future submittals

Bold and Underline Do not conform to the Ordinance requirements

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan <i>(adopted August 23, 2017)</i>	Office research development and technology	Office	Yes	
Zoning <i>(Effective December 25, 2013)</i>	OST: Office Service and Technology	OST	Yes	
Uses Permitted (Sec 3.1.23.B & C)	Sec. 3.1.23.B. - Principal Uses Permitted. Sec. 3.1.23.C. - Special Land Uses Permitted.	Credit Union Branch	Yes	
Height, bulk, density and area limitations <i>(Sec 3.1.23.D)</i>				
Frontage on a Public Street. <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	The site has frontage and access to Twelve Mile Road via adjacent shared driveway	Yes	
Access To Major Thoroughfare <i>(Sec. 5.13)</i>	Access to Major Thoroughfare only Access to other roads only if other side of the street has multi-family or non-residential uses, or City makes a determination the property meets the requirements of this section	The site has access to Twelve Mile Road	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Minimum Zoning Lot Size for each Unit in Ac (Sec 3.6.2.D)	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space	4.74 acres	NA	
Minimum Zoning Lot Size for each Unit: Width in Feet (Sec 3.6.2.D)			NA	
Maximum % of Lot Area Covered (By All Buildings)	(Sec 3.6.2.D)	1.79%	Yes	
Building Height (Sec. 3.1.23.D & Sec. 3.20.1)	46 feet or 3 stories Additional height can be proposed if met with the conditions listed in Section 3.20	1 story building; 24 ft	Yes	
Building Setbacks (Sec 3.1.23.D)				
Front @ Twelve Mile (North)	50 ft.	97.2 ft.	Yes	Appears to comply. Applicant indicates parcel will be combined with parcel to east to remove setback issue
Rear South	50 ft.	1,398 ft.	Yes	
Side (East)	50 ft.	5.9 ft.	No	
Side (West)	50 ft.	50 ft.	Yes	
Parking Setback (Sec 3.1.23.D) Refer to applicable notes in Sec 3.6.2				
Front @ Twelve Mile (North)	20 ft.	20.3 ft.	Yes	See above
Rear South	20 ft.	exceeds		
Side (East)	20 ft.	0 ft.	No	
Side (West)	20 ft.	~40 ft.		
OST District Required Conditions (Sec 3.20)				
Additional Height (Sec 3.20.1)	Properties north of Grand River Avenue: Max height: 65 ft. with additional setbacks of 2 ft. for every 1 ft. in excess of 46 ft.	1 story building indicated	NA	
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	Provided	Yes	
Additional conditions for permitted uses in 3.1.23.B.ii - v	Uses permitted under subsections 3.1.23.B.ii - v shall not be located on property sharing a	Not applicable	NA	

Item	Required Code	Proposed	Meets Code	Comments
(Sec 3.20.2.C)	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			
Outdoor storage (Sec 3.20.2.D)	The outdoor storage of goods or materials shall be prohibited.	Unable to determine. Appears to comply	Yes	Please add note to the plans to clarify
Drive-through Lanes (Sec. 5.3.11)				
Drive-through Lanes Separation (Sec. 5.3.11.A,C)	Drive-through lanes shall be separate from the circulation routes & lanes necessary for ingress to & egress from the property	They are separated.	Yes	
Drive-through setbacks (Sec. 5.3.11.A,B)	Drive through shall follow parking setback requirements and applicable parking lot landscaping requirements	Drive-through conforms to the parking setbacks	Yes	See landscape review for further comments on landscaping.
Bypass Lane for Drive-through (Sec. 5.3.11.D)	Drive-through facilities shall provide 1 bypass lane, min. of 18 ft. in width, unless otherwise determined by the Fire Marshal	A lane is provided – 18 ft. indicated	No	<u>Fire Marshal indicates this will be a fire access lane – 20' width required</u>
Width & Centerline Radius of Drive-through Lanes (Sec. 5.3.11.E,F,H)	Drive-through lanes shall have a minimum 9 ft. width, centerline radius of 25 ft. and a minimum length of 19 ft.	Each lane is 9 ft. width with 19' space length indicated	Yes	
Drive-Thru Stacking Spaces (Sec. 5.3.11.I)	Three vehicles inclusive of the vehicle at the window per lane.	Stacking shown as required	Yes	
Drive-through Lane Delineated (Sec. 5.3.11.G)	Drive-through lanes shall be striped, marked, or otherwise delineated	Striping shown	Yes	
Parking, Loading and Dumpster Requirements				
Number of Parking Spaces Banks (Sec.5.2.12.D)	- 1 space per 150 SF GSF 3,684 sf building Total required 25 spaces	Total proposed: 26 spaces	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Parking Space Dimensions and Maneuvering Lanes <i>(Sec. 5.3.2)</i>	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 90° Parking: 9 ft. x 17 ft. - 24 ft. two-way drives - Angled 60° parking: 9 ft x 18 ft 	Yes	
Parking stall located adjacent to a parking lot entrance (public or private) <i>(Sec. 5.3.13)</i>	<ul style="list-style-type: none"> - 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 <i>(Sec. 5.3.12)</i>	<ul style="list-style-type: none"> - 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 	Appears to comply	Yes	
Barrier Free Spaces <i>Barrier Free Code</i>	For total 26 to 50 = 2 spaces including 1 van accessible	2 spaces are provided	Yes	
Barrier Free Space Dimensions <i>Barrier Free Code</i>	<ul style="list-style-type: none"> - 8' wide with an 8' wide access aisle for van accessible spaces - 5' wide with a 5' wide access aisle for regular accessible spaces 	Two van accessible spaces are provided	Yes	
Barrier Free Signs <i>Barrier Free Code</i>	One sign for each accessible parking space.	Signs are proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Minimum number of Bicycle Parking <i>(Sec. 5.16.1)</i>	Five (5) percent of required automobile spaces, minimum two (2) spaces For 29 bank, 2 bike spaces are required	2 spaces proposed	Yes	
Bicycle Parking General requirements <i>(Sec. 5.16.1)</i>	<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 	<p>Near entrance</p> <p>U design detail shown</p> <p>6.5 foot sidewalk shown</p>	Yes	
Bicycle Parking Lot layout <i>(Sec 5.16.5)</i> <i>(Sec 5.16.6)</i>	<p>Parking space width: 6 ft.</p> <p>One tier width: 10 ft.</p> <p>Two tier width: 16 ft.</p> <p>Maneuvering lane width: 4 ft.</p> <p>Parking space depth: 2 ft. single, 2 ½ ft. double</p>	Provided	Yes	
Loading Spaces <i>Sec. 5.4.5</i>	<ul style="list-style-type: none"> - Banks and similar financial institutions shall not be required to designate loading space on site, provided applicant submit documentation concerning the sensitivity of deliveries to site and need to occur as near to door as possible 	<p>Loading zone indicated south side of building within the drive aisle</p>	No	<p><u>Proposed loading zone would block the fire lane, drive aisle and access to adjacent parking spaces</u></p> <p>No loading zone is required if applicant can provide documentation concerning the sensitivity of deliveries to the site and the need for those deliveries to occur as near to the door as possible.</p>
Dumpster <i>Sec 4.19.2.F</i>	<ul style="list-style-type: none"> - Located in rear yard - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer 	<p>Proposed in the rear yard</p> <p>Maintains 10 ft. setback from the property line</p>	<p>Yes</p> <p>Yes</p>	

Item	Required Code	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> 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 	Provided – indicates brick façade will match building	Yes	See Façade review letter
Exterior lighting <i>Sec. 5.7</i>	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	A lighting and photometric plan is provided at this time		Refer to comments below
Roof top equipment and wall mounted utility equipment <i>Sec. 4.19.2.E.ii</i>	<ul style="list-style-type: none"> - 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 	No rooftop units	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.	Not proposed	Yes	
Non-Motorized Facilities				
Public Sidewalk Article XI. Off-Road Non-Motorized Facilities	Twelve Mile Road: 8 foot sidewalk	8' sidewalk indicated on Twelve Mile Road	Yes	
Pedestrian Connectivity	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Connection proposed from adjacent site	Yes	
Building Code and Other Requirements				

Item	Required Code	Proposed	Meets Code	Comments
Building Code	Building exits must be connected to sidewalk system or parking lot.	All exits appear to be connected to sidewalk	Yes	
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Legal description for the all the parcel is 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).	Generally provided	Yes	Refer to all review letters for additional information requested.
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) 	<p>Construction estimated \$1.6 million</p> <p>Temporary jobs: 50 Permanent jobs: 8</p>	Yes	
Site Addressing	<ul style="list-style-type: none"> - The applicant should contact the Building Division for an address prior to applying for a building permit. 		Yes	<u>Contact Brian Riley 248.347.0438 for site address application</u>
Development/ Business Sign	<ul style="list-style-type: none"> - Signage can be reviewed as part of the site plan to identify any potential conflicts with site elements or deviations required - Separate application - Signs shall be installed within 60 days after the permit being issued - A application should be submitted if a ZBA deviation is required 	Signage is not reviewed with this site plan.		<u>For further information contact Ordinance Enforcement at 248-347-0438.</u>
Project and Street naming	Some projects may need approval from the Street and Project	This project does not need approval of the Project Name		

Item	Required Code	Proposed	Meets Code	Comments
	Naming Committee.			
Property Split	All property splits and combination must be submitted to the Assessing Department for approval.	Parcel combination proposed – noted on plans	Yes	Combination should be completed before Stamping Set submittal
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	A lighting and photometric plan is provided	Yes	
Lighting Plan (Sec. 5.7.A.i)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	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.	Provided	Yes	
Lighting Plan (Sec.5.7.2.A.ii)	Specifications for all proposed & existing lighting fixtures	Provided	Yes	Provide lighting hours of operation
	Photometric data	Provided	Yes	
	Fixture height	Provided	Yes	
	Mounting & design	Provided	Yes	
	Glare control devices	Provided	Yes	
	Type & color rendition of lamps	LED	Yes	
	Hours of operation	Not shown	No	
Maximum Height (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses	Max. 25 feet shown	Yes	
Standard Notes (Sec. 5.7.3.B)	- Electrical service to light fixtures shall be placed underground			Provide standard notes on the plans regarding lighting

Item	Required Code	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation 			
Security Lighting <i>(Sec. 5.7.3.H)</i> 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 	Not indicated	No	Indicate which lights, if any, will remain on after business hours for security purposes
Average Light Levels <i>(Sec.5.7.3.E)</i>	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1	3.7:1 shown for paved areas	Yes	
Type of Lamps <i>(Sec. 5.7.3.F)</i>	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps	LED	Yes	
Min. Illumination <i>(Sec. 5.7.3.k)</i>	Parking areas: 0.2 min	0.6 min	Yes	
	Loading & unloading areas: 0.4 min	2.4 min	Yes	
	Walkways: 0.2 min	0.7 min	Yes	
	Building entrances, frequent use: 1.0 min	7.7	Yes	
	Building entrances, infrequent use: 0.2 min	5.1	Yes	
Max. Illumination adjacent to Non-Residential <i>(Sec. 5.7.3.K)</i>	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Does not exceed	Yes	
Cut off Angles <i>(Sec. 5.7.3.L)</i>	<ul style="list-style-type: none"> - 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 	Does not exceed	Yes	

NOTES:
1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi

Item	Required Code	Proposed	Meets Code	Comments
2.				requirements or standards. 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 Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

June 25, 2020

Engineering Review

Vibe Credit Union
JSP20-0014

Applicant

Vibe Credit Union

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: South of Twelve Mile, West of Cabaret Drive
- Site Size: 5.0 acres
- Plan Date: 10/31/2019
- Design Engineer: Nowak & Fraus Engineers

Project Summary

- Construction of an approximately 3,684 square-foot bank and associated parking. Site access would be provided via an existing connection to Twelve Mile Road.
- Water service would be provided by a 1.5-inch domestic lead bored from the existing 16-inch water main on the north side of Twelve Mile Road.
- Sanitary sewer service would be provided by a 6-inch lead from the existing 12-inch sanitary sewer on the south side of Twelve Mile Road.
- Storm water would be collected by a single storm sewer collection system and discharged to an on-site detention basin.

Recommendation

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

Comments:

The Preliminary Site Plan meets the general requirements of Chapter 11 of the Code of Ordinances, the Storm Water Management Ordinance and the Engineering Design Manual with the following exceptions, which can be addressed at Final Site Plan submittal:

General

1. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County.
2. Revise the 'Future 90' ROW Line' label to read 'Proposed 90' ROW Line', indicating 90 feet of right-of-way will be dedicated at this time. This is the required amount of right-of-way for the Twelve Mile Widening project that is currently on hold.
3. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
4. Provide a note stating if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Division for review.
5. The light pole nearest the boulder retaining wall may need to be slightly offset so the foundation does not interfere with the wall's drainage and structural stability.
6. Provide the City's standard detail sheets for water main (5 sheets-rev. 02/16/2018), sanitary sewer (3 sheets- rev. 02/16/2018), storm sewer (2 sheets-rev. 02/16/2018), paving (2 sheets-rev. 03/05/2018) and Boardwalks/Pathways (1 sheet-rev. 04/12/2018) at the time of the Stamping Set submittal. These details can be found on the City's website at this location: <http://cityofnovi.org/Government/City-Services/Public-Services/Engineering-Division/Engineering-Standards-and-Construction-Details.aspx>

Water Main

7. A tapping sleeve, valve and well is required at the connection to the existing water main. This connection should not disrupt the existing water service. Revise the note on sheet C5 accordingly.
8. Provide a shut-off valve on the water service lead either in the road right-of-way.
9. Show and label two 45-degree bends in lieu of any 90-degree water main bends proposed.
10. No public water main is currently proposed. Thus, no water systems permit is required from EGLE.

Sanitary Sewer

11. Provide a sanitary sewer monitoring manhole, unique to this site, within a dedicated access easement or within the road right-of-way. If not in the right-of-way, provide a 20-foot wide access easement to the monitoring manhole from the right-of-way (rather than a public sanitary sewer easement).

12. Provide a note on the Utility Plan stating the sanitary leads will be buried at least 5 feet deep where under the influence of pavement.
13. No public sanitary sewer is currently proposed. Thus, no Part 41 permit is required from EGLE.

Storm Sewer

14. A minimum cover depth of **3 feet** shall be maintained over all proposed storm sewer. Currently, a few pipe sections do not meet this standard. Grades shall be elevated and minimum pipe slopes shall be used to maximize the cover depth. In situations where the minimum cover cannot be achieved, Class V pipe must be used with an absolute minimum cover depth of 2 feet. An explanation shall be provided where the cover depth cannot be provided.
15. Verify the clearance between the bottom of the boulder wall and the top of the storm sewer along the western property line.
16. Match the 0.80 diameter depth above invert for pipe size increases. CB5 inverts may need to be revised.
17. Provide a four-foot deep sump in the last storm structure prior to discharge to the storm water basin.
18. Label the 10-year HGL on the storm sewer profiles, and ensure the HGL remains at least 1-foot below the rim of each structure.
19. Illustrate all pipes intersecting storm structures on the storm profiles.
20. Provide a schedule listing the casting type and other relevant information for each proposed storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.

Storm Water Management Plan

21. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
22. Confirm that the outlet pipe on the existing detention basin can handle the proposed additional flow.
23. Provide information on the existing detention basin's overflow procedure.
24. The storm water treatment unit shall have an **external** bypass. Please revise.
25. The maintenance access route to the basin outlet structure and the pretreatment structure must be able to withstand the passage of heavy equipment. A wood chip pathway is not allowable. Consider grass pavers or a paved path.
26. Note the size of the orifice holes on the standpipe outlet control structure detail. One (1) inch holes, spaced a minimum of 4-inches apart shall be provided around the perimeter of the riser, between the elevation of the permanent water and the 100-year storm event.

27. The primary outlet standpipe shall be designed with a secondary outer pipe with numerous holes. The stone filter would rest against this outer pipe and would help protect the outlet standpipe from clogging.
28. A 4-foot wide safety shelf is required one-foot below the permanent water surface elevation within the basin.

Paving & Grading

29. Specify the product proposed for the detectable warning surface at the barrier free ramps.
30. Consider adding a detectable warning surface to the proposed and existing sidewalk ramps along the Twelve Mile Road sidewalk.
31. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls comply with Michigan Barrier-Free regulations.
32. Provide top of wall and bottom of wall elevations for both on-site boulder retaining walls.
33. Sheet C1 shall be signed and sealed by the design engineer responsible for the proposed retaining wall design and all associated calculations.

Soil Erosion and Sediment Control

34. SESC permit is required. A full review has not been done at this time. The review checklist detailing all SESC requirements is attached to this letter. Please submit a SESC permit application under a separate cover. The application can be found on the City's website at <http://cityofnovi.org/Reference/Forms-and-Permits.aspx>.

The following must be submitted with the Final Site Plan:

35. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved. **Additionally, a statement must be provided stating that all changes to the plan have been discussed in the applicant's response letter.**
36. An itemized construction cost estimate must be submitted to the Community Development Department for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. **The estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving (square yardage), right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

The following must be submitted with the Stamping Set:

(Please note that all documents must be submitted together as a package with the Stamping Set submittal with a legal review transmittal form that can be found on the City's website. Partial submittals will not be accepted.)

37. A draft copy of the Storm Drainage Facility Maintenance Easement Agreement, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds. This document is available on our website.
38. A draft copy of the 20-foot wide access easement for the sanitary sewer monitoring manhole to be constructed on the site must be submitted to the Community Development Department. This document is available on our website.
39. A draft copy of the warranty deed for the 90 foot wide half-width right-of-way along Twelve Mile Road must be submitted for acceptance by the City.

The following must be addressed prior to construction:

40. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
41. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting (no application required). No fee is required for this permit.
42. Material certifications must be submitted to Spalding DeDecker for review prior to the construction of any utilities on the site. Contact Ted Meadows at 248-844-5400 for more information.
43. Construction inspection fees in amount that is to be determined must be paid to the Community Development Department.
44. Legal escrow fees in an amount that is to be determined must be deposited with the Community Development Department. Unused escrow will be returned to the payee at the end of the project. This amount includes engineering legal fees only. There may be additional legal fees for planning legal documents.
45. A storm water performance guarantee equal to 120% of the cost required to complete the storm water management facilities, as specified in the Storm Water Management Ordinance, must be posted at the Community Development Department.
46. Water and Sanitary Sewer Fees must be paid prior to the pre-construction meeting. Contact the Water & Sewer Division at 248-347-0498 to determine the amount of these fees.

47. A street sign financial guarantee in the amount of \$2,800 (\$400 per traffic control sign proposed) must be posted at the Community Development Department. Signs must be installed in accordance with MMUTCD standards.
48. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department, Building Division (248-347-0430) for forms and information. The financial guarantee and inspection fees will be determined during the SESC review.
49. A permit for work within the right-of-way must be obtained from the City of Novi. The application is available from the City Engineering Division or on the City website and may be filed once the Final Site Plan has been submitted. Please contact the Engineering Division at 248-347-0454 for further information. Only submit the cover sheet, standard details and plan sheets applicable to the permit.
50. A permit for work within the right-of-way of Twelve Mile Road must be obtained from the Road Commission for Oakland County. Please contact the RCOC (248-858-4835) directly with any questions. The applicant must forward a copy of this permit to the City. Provide a note on the plans indicating all work within the right-of-way will be constructed in accordance with the Road Commission for Oakland County standards.
51. An inspection permit for the sanitary sewer tap must be obtained from the Oakland County Water Resource Commissioner.
52. Permits for the construction of each retaining wall exceeding 48 inches in height (measured from bottom of the footing to top of the wall) must be obtained from the Community Development Department (248-347-0415).

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 Kate Richardson at (248) 347-0586 with any questions.



Kate Richardson, EIT
Project Engineer

cc: Lindsay Bell, Community Development
Ben Croy, PE; Engineering
Victor Boron, Engineering

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

June 15, 2020

Preliminary Site Plan - Landscaping

Vibe Credit Union

Review Type

Preliminary Landscape Review

Job

JSP20-0014

Property Characteristics

- Site Location: 44575 Twelve Mile Road
- Site Acreage: 4.74 ac.
- Site Zoning: OST
- Adjacent Zoning: East, South, West: OST, North: RA
- Plan Date: 6/4/2020

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 is not intended to substitute for any Ordinance.

Recommendation

This project is **recommended for approval for Preliminary Site Plan**. The revisions noted below and on the accompanying Landscape Chart can be addressed on Final Site Plans.

LANDSCAPE WAIVERS REQUIRED:

The greenbelt berm width is only 2 feet wide, and no undulations are provided. *Supported by staff because the required 20 foot wide greenbelt does not allow enough room for these.*

Ordinance Considerations

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

1. Provided, except for water lines.
2. **Please show the water lines and Fire Department Connection on the Landscape Plan and only use plants with a maximum height of 12" below and to the immediate sides of the FDC.**

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

Provided

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

The project is not adjacent to any residential property.

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

1. The required landscaping is provided.
2. **A 3 foot tall berm is provided, but the berm does not meet the requirement for crest width or undulations above the minimum height. This requires a landscape waiver. As the**

required greenbelt width, which is provided, does not provide sufficient room for the 3 foot crest width and/or undulations above the minimum 3 foot height, this waiver is supported by staff.

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

1. The required 6 interior parking lot area and canopy trees are provided.
2. The required 12 parking lot perimeter trees are provided.

Building foundation Landscaping (Zoning Sec 5.5.3.D)

1. Based on the building perimeter, 2236 SF of landscape area is required and 2468 SF is provided.
2. More than 60% of the building facing Twelve Mile Road and the interior drive is landscaped per the ordinance.

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

1. Provided
2. 16 of 22 species used (73%) are native to Michigan.
3. The non-woodland replacement tree diversity does not meet the standard of the Landscape Design Manual Section 4. **Please reduce the number of *Amelanchier laevis* and *Tilia americana* and add a species with sufficient numbers of that species to make the non-conforming species comply.**

Planting Notations and Details (LDM)

Provided

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

1. Provided
2. **Please show all areas of the site with *Phragmites australis* on the Topographic Survey.**

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

1. The proposed landscaping must be provided with sufficient water to become established and survive over the long term.
2. Please provide an irrigation plan or note how this will be accomplished if an irrigation plan is not provided on Final Site Plans. An actual irrigation plan could be provided in the electronic stamping set if desired.

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



Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART – PRELIMINARY SITE PLAN

Review Date: June 15, 2020
Project Name: JSP20 – 0014: VIBE CREDIT UNION
Plan Date: June 4, 2020
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org;
 Phone: (248) 735-5621

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

LANDSCAPE WAIVERS REQUIRED:

The greenbelt berm width is only 2 feet wide, and no undulations are provided. *Supported by staff because the required 20 foot wide greenbelt does not allow enough room for these.*

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM (2))				
Landscape Plan (Zoning Sec 5.5.2, LDM 2.e.)	<ul style="list-style-type: none"> ▪ New commercial or residential developments ▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. ▪ 1"=20' minimum with proper North. Variations from this scale can be approved by LA ▪ Consistent with plans throughout set 	Scale: 1" = 30'	Yes	
Project Information (LDM 2.d.)	Name and Address	<ul style="list-style-type: none"> • Yes • Location map provided 	Yes	
Owner/Developer Contact Information (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Yes	Yes	
Landscape Architect contact information (LDM 2.b.)	Name, Address and telephone number of RLA/PLA/LLA who created the plan	Yes	Yes	
Sealed by LA. (LDM 2.g.)	Requires original signature on stamping sets	Yes	Yes	<u>Live signature required on final stamping sets</u>
Miss Dig Note (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	Yes	Yes	
Zoning (LDM 2.f.)	Include all adjacent zoning	<u>Shown on Sheet L2</u> <u>Parcel: OST</u> <u>East, South, West;</u>	Yes	

Item	Required	Proposed	Meets Code	Comments
		<u>OST</u> <u>North</u> : RA		
Survey information (LDM 2.c.)	<ul style="list-style-type: none"> ▪ Legal description or boundary line survey ▪ Existing topography 	Sheet T1	Yes	
Existing plant material Existing woodlands or wetlands (LDM 2.e.(2))	<ul style="list-style-type: none"> ▪ Show location type and size. Label to be saved or removed. ▪ Plan shall state if none exists. 	<ul style="list-style-type: none"> ▪ Tree locations shown on T1 ▪ Tree Chart on T2 ▪ Removals and Woodland replacement calculations are provided on L1. 	Yes	<ol style="list-style-type: none"> 1. Please see the ECT letter for a full review of woodlands. 2. Please put the woodland replacement trees in a conservation easement.
Soil types (LDM.2.r.)	<ul style="list-style-type: none"> ▪ As determined by Soils survey of Oakland county ▪ Show types, boundaries 	<ul style="list-style-type: none"> • Soil types are listed on L2 • No soils boundaries are provided. 	<ul style="list-style-type: none"> • Yes • No 	Please show the boundaries of the soil types on L2 or L1.
Existing and proposed improvements (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
Existing and proposed utilities (LDM 2.e.(4))	Overhead and underground utilities, including hydrants	<ul style="list-style-type: none"> • Existing and proposed storm sewer and sanitary lines and structures are on landscape plan. • Existing overhead lines on-site are shown as being relocated. • A water service link is shown on the utility plan, but no water lines, proposed hydrants (if any), or Fire Department Connections are shown on the landscape plan. 	<ul style="list-style-type: none"> • Yes • Yes • No 	<ol style="list-style-type: none"> 1. Please clearly show any water lines and structures, including FDC and hydrant on the landscape plan. 2. Landscaping and/or utilities may need to be adjusted if required landscaping can't be installed per the ordinance.
Proposed grading. 2' contour minimum (LDM 2.e.(1))	Provide proposed contours at 2' interval	<ul style="list-style-type: none"> • Proposed contours and spot elevations on C1. • Proposed contours on L2 	Yes	
Snow deposit (LDM.2.q.)	Show snow deposit areas on plan	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
LANDSCAPING REQUIREMENTS				
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements (LDM 1.c)	<ul style="list-style-type: none"> ▪ Clear sight distance within parking islands ▪ No evergreen trees 	Yes	Yes	
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	Sod is indicated near building, seed away from building.	Yes	
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	<ul style="list-style-type: none"> ▪ A minimum of 200 SF to qualify ▪ A minimum of 200sf unpaved area per tree planted in an island ▪ 6" curbs ▪ Islands minimum width 10' BOC to BOC 	Islands are sufficiently large.	Yes	
Curbs and Parking stall reduction (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	Yes	Yes	
Contiguous space limit (i)	Maximum of 15 contiguous spaces	10 is maximum bay length	Yes	
Plantings around Fire Hydrant (d)	<ul style="list-style-type: none"> • No plantings with matured height greater than 12' within 10 ft. of fire hydrants and other utility structures. • Keep trees at least 5 feet from underground utility lines. 	<ul style="list-style-type: none"> • One hydrant is shown near the building to the east. • No FDC is shown on the landscape plan. 	TBD	<ol style="list-style-type: none"> 1. Please show all hydrants and Fire Department Connections (FDCs) on the landscape plan. 2. Please locate all plants per the requirements. 3. Please also use plantings that don't get taller than 12" under and on either side of the FDC.
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
Clear Zones (LDM 2.3.(5))	<ul style="list-style-type: none"> • 25 ft corner clearance required. Refer to Zoning Section 5.5.9 • Road Commission for Oakland County (RCOC) clear vision zone is required for the 	<ul style="list-style-type: none"> • Provided for both entry points and 12 Mile Road entry • No trees or shrubs are located within clear vision zones. 	Yes	

Item	Required	Proposed	Meets Code	Comments
	12 Mile Road entry.			
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of vehicular use areas up to 50,000sf x 7.5%	<ul style="list-style-type: none"> • $A = x \text{ sf} * 7.5\% = A \text{ sf}$ • $15,140 * 7.5\% = 1136 \text{ sf}$ 	1797 sf	Yes	
B = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	<ul style="list-style-type: none"> • $B = x \text{ sf} * 1\% = B \text{ sf}$ • $(xxx - 50000) * 1\% = xxx \text{ sf}$ 	NA		
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A. = Total square footage of vehicular use area up to 50,000 sf x 5%	$A = x \text{ sf} * 5\% = A \text{ sf}$	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5%	$B = 0.5\% * x \text{ sf} = B \text{ SF}$	NA		
All Categories				
C = A+B Total square footage of landscaped islands	$1136 + 0 = 1135 \text{ SF}$	1797 sf	Yes	
D = C/200 Number of canopy trees required	$1135/200 = 6 \text{ Trees}$	6 trees	Yes	
Perimeter Trees	<ul style="list-style-type: none"> • 1 Canopy tree per 35 lf • $426/35 = 12 \text{ trees}$ 	12 trees provided - (3 greenbelt trees and 9 others)	Yes	
Access way perimeter	<ul style="list-style-type: none"> ▪ 1 canopy tree per 35 lf on each side of road, less widths of access drives. ▪ $xxx/35$ 	NA		
Parking land banked	<ul style="list-style-type: none"> ▪ Show any future parking that won't be built now as land-banked parking. ▪ All parking lot landscaping requirements must be met by future lot. 	None		
Berms, Walls and ROW Planting Requirements				
Berms				

Item	Required	Proposed	Meets Code	Comments
<ul style="list-style-type: none"> All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours Berm should be located on lot line except in conflict with utilities. Berms should be constructed with 6" of top soil. 				
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				
Berm requirements (Zoning Sec 5.5.A)	No screening berm is required as there is no residential property abutting the site.	None		
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List	NA		
Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)				
Berm requirements (Zoning Sec 5.5.3.A.(5))	An undulating berm a minimum of 3 feet high with a 3 foot wide crest is required along 12 Mile Road between the road and the parking lot.	A 3 foot tall berm with no undulations is proposed	Yes	
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	<ul style="list-style-type: none"> Label contour lines Maximum 33% Min. 3 feet flat horizontal area Minimum 3 feet high Constructed of loam with 6' top layer of topsoil. 	Cross section is provided on Sheet 4	Yes	
Type of Ground Cover		Hydroseed lawn		
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	Overhead lines passing through site are being relocated.	TBD	If the lines are located where trees are to be located, please use a subcanopy tree(s) there.
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	No walls are proposed.		
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		NA		
ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)				
Greenbelt width (2)(3) (5)	Parking: 20 ft. No Pkg: 25 ft	20 ft for parking, more for areas not adjacent to parking	Yes	
Min. berm crest width	3 feet	2 feet	No	The required greenbelt

Item	Required	Proposed	Meets Code	Comments
				width only allows a 2' wide crest so the landscape waiver required for this is supported by staff.
Minimum berm height (9)	3 feet	3 feet	Yes	
3' wall	(4)(7)	No		
Canopy deciduous or large evergreen trees Notes (1) (10)	<ul style="list-style-type: none"> ▪ <u>Parking</u>: 1 tree per 35 lf ▪ 90/35= 3 trees ▪ <u>No Pkg</u>: 1 per 60 ft ▪ 42/60 = 1 tree 	4 trees	Yes	
Sub-canopy deciduous trees Notes (2)(10)	<ul style="list-style-type: none"> ▪ <u>Parking</u>: 1 tree per 20 lf ▪ 90/20 = 5 trees ▪ <u>No Pkg</u>: 1 per 40 ft ▪ 42/40 = 1 trees 	7 trees	Yes	
Canopy deciduous trees in area between sidewalk and curb (<i>Novi Street Tree List</i>)	<ul style="list-style-type: none"> ▪ Parking & No Parking: 1 tree per 35 lf ▪ 132/35 = 4 trees 	4 trees	Yes	If the RCOC doesn't allow any of the street trees to be planted, they don't need to be, but please provide a copy of the RCOC decision to the City.
Non-Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2)				
Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
Screening of outdoor storage, loading/unloading (<i>Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5</i>)		No loading zone is indicated.	TBD	Any loading zone must be screened from adjoining properties.
Transformers/Utility boxes (<i>LDM 1.e from 1 through 5</i>)	<ul style="list-style-type: none"> ▪ A minimum of 2ft. separation between box and the plants ▪ Ground cover below 4" is allowed up to pad. ▪ No plant materials within 8 ft. from the doors 	Arborvitae are proposed as screening for the generator and AC located southeast of the building.	Yes	
Building Foundation Landscape Requirements (Sec 5.5.3.D)				
Interior site landscaping SF	<ul style="list-style-type: none"> ▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. ▪ A: (302-20) lf x 8ft = 2256 SF 	A: 2468 sf	Yes	
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	If visible from public street a minimum of 60% of the exterior building perimeter should be	66% of the north side and 100% of the east side are landscaped	Yes	

Item	Required	Proposed	Meets Code	Comments
	covered in green space			
Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)				
Planting requirements (Sec. 5.5.3.E.iv)	<ul style="list-style-type: none"> ▪ Clusters shall cover 70-75% of the basin rim area ▪ 10" to 14" tall grass along sides of basin ▪ Refer to wetland for basin mix 	It appears that at least 70% of the basin rims will be landscaped with large native shrubs.	Yes	
Phragmites Control (Sec 5.5.6.C)	<ul style="list-style-type: none"> ▪ Any and all populations of Phragmites australis on site shall be included on tree survey. ▪ Treat populations per MDEQ guidelines and requirements to eradicate the weed from the site. 	A note indicates that all Phragmites detected on the site will be removed.	TBD	Please show any populations discovered on the topographic survey.
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				
Landscape Notes – Utilize City of Novi Standard Notes				
Installation date (LDM 2.i. & Zoning Sec 5.5.5.B)	Provide intended date	Fall 2020 – end by Nov 15.	Yes	
Maintenance & Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	<ul style="list-style-type: none"> ▪ Include statement of intent to install and guarantee all materials for 2 years. ▪ Include a minimum one cultivation in June, July and August for the 2-year warranty period. 	No	No	
Plant source (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (LDM 2.s.)	A fully automatic irrigation system or a method of providing sufficient water for plant establishment and survival is required on Final Site Plans.	A note indicates that an irrigation system will be provided.		<u>Please add the system plans to the Final Site Plans.</u>
Other information (LDM 2.u)	Required by Planning Commission	NA		
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions.	City must approve any substitutions in writing	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
(Zoning Sec 5.5.5.E)	prior to installation.			
Plant List (LDM 2.h., 4) – Include all cost estimates				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		<ul style="list-style-type: none"> ▪ 16 of 22 species used (73%) are native to Michigan ▪ The tree diversity mix does not meet the requirements of LDM Section 4 (2 species are over 20%) ▪ 30% of woodland credits planted on the site are evergreen. 	<ul style="list-style-type: none"> ▪ Yes ▪ No ▪ No 	<p>1. Please reduce the number of serviceberries and basswoods, and add a tree species with sufficient count to adjust the mix of non-woodland replacement species to meet the tree diversity guidelines.</p> <p>2. Evergreens can only account for no more than 10% of the replacement credits planted on the site. Please substitute deciduous trees for most of the white spruce to meet this requirement.</p>
Type and amount of lawn		Sod and Seed	Yes	
Cost estimate (LDM 2.t)		For all new plantings, mulch and sod as listed on the plan	Costs are provided on L2	Yes
Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes	Yes	
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
Plant Materials & Existing Plant Material (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	Yes	Yes	
Landscape tree credit (LDM3.b.(d))	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM	No		
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	2.5" canopy trees 6' evergreen trees	Yes	Yes	
Plant size credit (LDM3.c.(2))	NA	No		
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	None proposed	Yes	
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities			
Collected or Transplanted trees (LDM 3.f)		None indicated		
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> ▪ Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth ▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate. 	Yes	Yes	

NOTES:

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. For the landscape requirements, please see the Zoning Ordinance landscape section 5.5 and the Landscape Design Manual for the appropriate items under the applicable zoning classification.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

WETLAND REVIEW



ECT Project No. 200418-0100

June 28, 2020

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

Re: Vibe Credit Union (JSP20-14)
Wetland Review of the Preliminary Site Plan (PSP20-0040)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan (PSP20-0040) for the proposed Vibe Credit Union Novi Branch project prepared by Nowak & Fraus Engineers (NF Engineers) dated June 4, 2020 and stamped "Received" by the City of Novi on June 5, 2020 (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 has also reviewed the Wetland Delineation Report (Report) prepared by NF Engineers dated July 2019. The Report notes that the wetland delineation was conducted on July 2nd, 2019. ECT conducted a wetland boundary verification for the subject site on June 26, 2020.

ECT recommends approval of the Preliminary Site Plan (PSP20-0040) for Wetlands contingent on the applicant addressing the items noted in the *Wetland Comments* Section of this letter in the Final Site Plan submittal.

Item	Required/Not Required/Not Applicable
Wetland Permit (specify Non-Minor or Minor)	Required
Wetland Mitigation	Not Required
Wetland Buffer Authorization	Required
EGLE Permit	Not Likely (To Be Determined)
Wetland Conservation Easement	Not Required

The proposed project is located south of Twelve Mile Road and west of Cabaret Drive in Section 15. The project includes the construction of a proposed Vibe Credit Union Novi Branch building (3,684 square feet), associated parking, utilities and stormwater detention basin. The overall project site is indicated to be 4.73 acres with 2.73-acres of undeveloped land to remain (located on the south end of the subject site). The site is undeveloped but appears to have been somewhat disturbed in the past. An area indicated as City-Regulated wetland is indicated on the southern end of the subject site (see Figure 1). The Plan indicates the presence of a wetland mitigation area located south and southeast of the proposed project limits of disturbance boundaries. Two (2) wetland areas have been delineated within the limits of the proposed project and are indicated on the Plan.

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Wetland Evaluation

ECT's in-office review of available materials included the City of Novi Regulated Wetland/Watercourse and Regulated Woodlands maps (see Figure 1, attached), USGS topographic quadrangle map, NRCS soils map, USFWS National Wetland Inventory map, and historical aerial photographs.

Based on the on-site wetland flagging, the existing vegetation and topography, it is ECT's assessment that the on-site wetlands were accurately delineated. The wetland boundaries appear to be accurately indicated on the Plan. As noted, ECT completed a wetland boundary verification on June 26, 2020.

The Plan and the Wetland Delineation Report identify two (2) areas of wetland on the subject site. Wetland A is a forested/emergent wetland on the south end of the proposed limits of work and Wetland C, an emergent wetland, located at the north end of the site (just south of Twelve Mile Road). Wetland C is located west of the existing Vibe Headquarters building (see *Site Photos*).

Wetland A (0.48-acre; flags A1 to A26) is located on the subject property and extends off-site to the east and west. The Report notes that Wetland A is dominated by nodding bulrush, fox sedge, green ash, path rush, reed canary grass, and various sedges and rushes. The forested sections of Wetland A contain silver maple, box elder, green ash, buckthorn, gray dogwood, nodding bulrush, and various sedges. The proposed grading/construction limits indicated on the Plan remain outside of Wetland A but encroach in the 25-foot setback of Wetland A.

The Report notes that Wetland C (0.12-acre; flags C1 to C12) appears to be a disturbed depression that is dominated by reed canary grass and Phragmites. The area also contains gray dogwood, green ash and box elder within the southern section of the wetland.

Proposed Wetland Impacts

The current Plan proposes impacts to all of Wetland C as well as what appears to be all of the 25-foot wetland setback. The project's limits of disturbance appear to remain outside of Wetland A however, it should be noted that the Plan proposes impacts to the 25-foot wetland setback of Wetland A for the purpose of grading, landscaping/lawn restoration, and installation of proposed stormwater outfall from the stormwater detention basin.

The Plan does indicate the surveyed wetland boundaries for Wetlands A and C. The Plan does not indicate the 25-foot wetland setback of Wetland C. In addition, the Plan does indicate the filling of Wetland C on the *Demolition Plan* (Sheet C2) but does not appear to quantify the proposed impact (i.e., cut or fill) volume. As noted, the area of proposed impact to the 25-foot buffer of Wetlands A and C do not appear to be quantified on the Plan.

Regulatory Status - EGLE

It should be noted that the applicant's Wetland Delineation Report notes that the two identified wetlands are not regulated by the City of Novi or the Michigan Department of Environment, Great Lakes, and Energy (EGLE) because they are not within 500 feet of a lake, pond, river, or stream.

The Michigan Department of Environment, Great Lakes and Energy (EGLE) generally regulates wetlands that are within 500 feet of an inland lake, pond, or stream, or within 1,000 feet of a Great Lake, Lake St. Clair, the St. Clair River, or the Detroit River. Isolated wetlands five (5) acres in size or greater are also regulated. EGLE may also exert regulatory control over isolated wetlands less than five acres in size "...if the department determines that protection of the area is essential to the preservation of the natural resources of the state from pollution, impairment, or destruction and the department has notified the owner". It is the applicant's responsibility to contact EGLE in order to confirm the regulatory authority with respect to any on-site wetland areas should impacts be proposed.

It is ECT's opinion that it is unclear if the wetland areas indicated on the Plan are regulated by EGLE. It is the applicant's responsibility to contact EGLE in order to confirm the regulatory authority and need for an EGLE Permit with respect to any proposed impacts to the on-site wetlands. The Applicant should provide a copy of the EGLE Wetland Use Permit application to the City (and our office) for review and a copy of the approved permit upon issuance, if applicable. A City of Novi Wetland Permit cannot be issued prior to receiving this information. Alternatively, the applicant should provide any correspondence from EGLE stating that the wetland areas are not within the jurisdiction of the agency.

Regulatory Status – City of Novi

The City of Novi Wetland and Watercourse Protection Ordinance (City of Novi Code of Ordinances, Part II, Chapter 12, Article V.; Division 2.) describes the regulatory criteria for wetlands and review standards for wetland permit applications. The City of Novi regulates wetlands that are: (1) contiguous to a lake, pond, river or stream, as defined in Administrative Rule 281.921; (2) two (2) acres in size or greater; or (3) less than two (2) acres in size but deemed essential to the preservation of the natural resources of the city under the criteria set forth in subsection 12-174(b). Wetlands deemed regulated by the City of Novi require the approval of a use permit for any proposed impacts to the wetland.

The wetland areas indicated on the Plan are considered regulated by the City. These natural features appear to meet the essentiality criteria listed in the Wetland Ordinance (i.e., wildlife habitat and stormwater storage). The area containing Wetland A is indicated as regulated wetland on the City's Regulated Wetlands map.

The applicant shall provide information on subsequent plans that clearly indicates the areas of all of the existing on-site wetlands and their 25-foot setbacks/buffers (i.e., provide areas in square feet or acres). The plans shall also clearly indicate the area (square feet or acres) of all wetland and wetland buffer impacts (both permanent and temporary, if applicable) and the volume (cubic yards) of all wetland impacts (if applicable). The applicant shall also provide a copy of any wetland boundary determine reports that may have been previously conducted on the property.

It should be noted that in those cases where an activity results in the impact to wetland areas of 0.25-acre or greater that are deemed essential under City of Novi Ordinance subsection 12-174(b) mitigation shall be required. The applicant shall submit a mitigation plan which provides for the establishment of replacement wetlands at a ratio of 1:1 through 2:1 times the area of the natural wetland impaired or destroyed, if impacts meet or exceed the 0.25-acre threshold. In general, EGLE's threshold for the

requirement of wetland mitigation is 0.3-acre of wetland impacts. Mitigation does not appear to be required as the Plan appears to propose 0.12-acre of wetland impact (i.e., below both the City of Novi as well as the EGLE threshold for requiring wetland mitigation).

As noted above, any proposed use of the wetlands will require a City of Novi *Wetland Use Permit* as well as an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland buffers. The applicant is urged to minimize impacts to on-site wetlands and wetland setbacks to the greatest extent practicable. The City regulates wetland buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses”.

Wetland Review Comments

ECT recommends that the Applicant address the items noted below in subsequent site plan submittals:

1. ECT encourages the Applicant to minimize impacts to on-site wetlands and 25-foot wetland setbacks to the greatest extent practicable. Any proposed impacts to the on-site wetlands will require a City of Novi *Wetland and Watercourse Use Permit*, and an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland/watercourse buffers. Specifically, the applicant should attempt to minimize the proposed impacts to the 25-foot setback of Wetland A on the south side of the proposed limits of work. The area of impact to the 25-foot setback located along the western property boundary (south of the proposed stormwater detention basin) appears as if it could be avoided.
2. The applicant shall provide information on subsequent plans that clearly indicates the areas of all of the existing on-site wetlands and their 25-foot setbacks/buffers (i.e., provide areas in square feet or acres). The plans shall also clearly indicate the area (square feet or acres) of all wetland and wetland buffer impacts (both permanent and temporary, if applicable) and the volume (cubic yards) of all wetland impacts (if applicable). Specifically, the following information shall be indicated on subsequent site plans:
 - a. Area (square feet or acres) of all existing, on-site wetland areas;
 - b. The area (square feet or acres) and volume (cubic yards) of all proposed wetland impacts (if applicable);
 - c. Area (square feet or acres) of all existing, on-site 25-foot wetland buffer areas;
 - d. Area (square feet or acres) of all wetland buffer impacts (both permanent and temporary, if applicable).
4. As noted above, it is the applicant’s responsibility to contact EGLE in order to confirm the regulatory authority and need for an EGLE Permit with respect to any proposed impacts to the on-site wetlands. The Applicant should provide a copy of the EGLE Wetland Use Permit application to the City (and our office) for review and a copy of the approved permit upon issuance, if applicable. Alternatively, the applicant should provide any correspondence from EGLE stating that the wetland

areas are not within the jurisdiction of the agency. A City of Novi Wetland Permit cannot be issued prior to receiving this information.

5. The Plan should address how any temporary impacts to wetland buffers shall be restored, if applicable. Specifically, the Plan should indicate what seed mix will be used to restore the areas of temporary wetland buffer impact. A native wetland or wetland buffer seed mix shall be used to restore any areas of temporary impact. Sod or common grass seed shall not be approved in areas indicated as temporary impact.

Wetland Conclusion

The project site appears to contain wetlands that are regulated by the City of Novi, and potentially by EGLE. Any proposed impacts to on-site wetlands will require a City of Novi *Wetland and Watercourse Use Permit*, and an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland buffers. The project may require a Wetland Use Permit from EGLE. Subsequent site plan submittals shall clearly indicate all proposed impacts (permanent or temporary) to the existing wetlands and the associated 25-foot wetland setbacks, including the fill quantities (cubic yards) for all wetland impacts.

Recommendation

ECT recommends approval of the Preliminary Site Plan (PSP20-0040) for Wetlands contingent on the applicant addressing the items noted in the *Wetland Comments* Section of this letter in the Final Site Plan submittal.

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: Lindsay Bell, City of Novi Planner (lbell@cityofnovi.org)
Madeleine Kopko, City of Novi Planning Assistant (mkopko@cityofnovi.org)
Rick Meader, City of Novi Landscape Architect (rmeader@cityofnovi.org)

Attachments: Figure 1 – City of Novi Regulated Wetland and Woodland Map
Site Photos

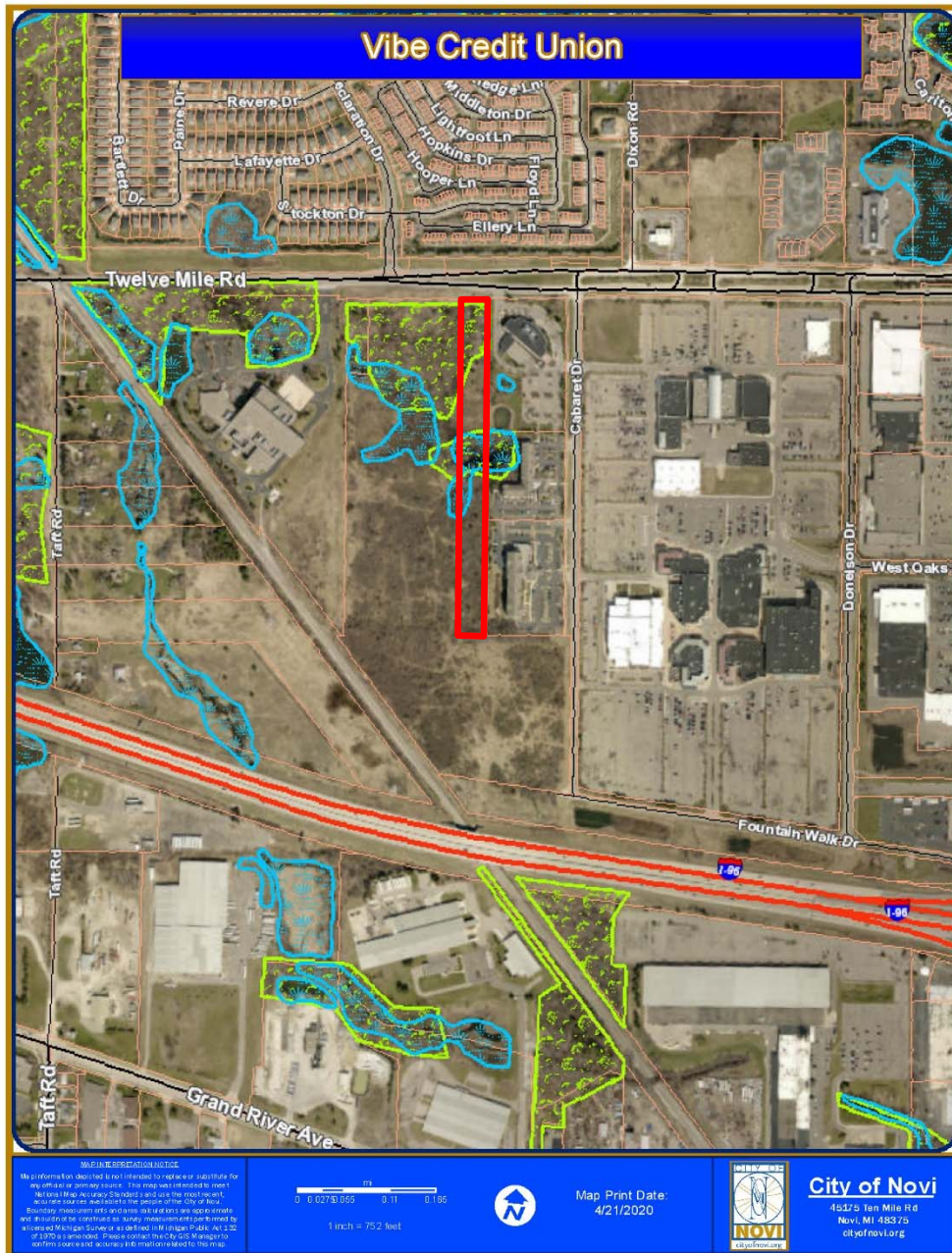


Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate project property is shown in red). Regulated Woodland areas are shown in green and Regulated Wetland areas are shown in blue.

Site Photos



Photo 1. Looking west at Wetland A; near the south end of the proposed work (ECT, June 26, 2020).



Photo 2. Looking east at Wetland C; near the north end of the subject property (ECT, June 26, 2020).

WOODLAND REVIEW



ECT Project No. 200418-0200

June 28, 2020

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

Re: Vibe Credit Union (JSP20-0014)
Woodland Review of the Preliminary Site Plan (PSP20-0040)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan (PSP20-0040) for the proposed Vibe Credit Union Novi Branch project prepared by Nowak & Fraus Engineers dated June 4, 2020 and stamped “Received” by the City of Novi on June 5, 2020 (Plan). The Plan was reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37.

ECT recommends approval of the Preliminary Site Plan (PSP20-0040) for Woodlands contingent on the applicant addressing the items noted in the *Woodland Comments* Section of this letter in the Final Site Plan submittal.

The following woodland related items are required for this project:

Item	Required/Not Required/Not Applicable
Woodland Permit	Required
Woodland Fence	Required
Woodland Conservation Easement	Required

The proposed project is located south of Twelve Mile Road and west of Cabaret Drive in Section 15. The project includes the construction of a proposed Vibe Credit Union Novi Branch building (3,684 square feet), parking, utilities and stormwater detention basin. The overall project site is indicated to be 4.73 acres with 2.73-acres of undeveloped land to remain. The site is undeveloped but appears to have been somewhat disturbed in the past. The site contains areas noted as City-Regulated Woodland in the northern and southern sections (see Figure 1). The Plan includes the approximate locations of the City-Regulated Woodland boundaries per the City of Novi Regulated Woodland Map. The Plan includes surveyed locations of existing trees as well as a *Tree List* (Sheet T2) that provides the tree tag numbers, tree species, diameter, condition, and removal status. The Tree Inventory List (on Sheet T2) does not indicate the required Woodland Replacement Credits for each tree. This information shall be provided on subsequent site plan submittals.

It should be noted that the purpose of the City of Novi Woodland Protection Ordinance (Chapter 37) is to:

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769-3164

- *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;*
- *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*
- *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.*

City of Novi Woodland Review Standards & Woodland Permit Requirements

Based on Section 37-29 (*Application Review Standards*) of the City of Novi Woodland Ordinance, the following standards shall govern the grant or denial of an application for a use permit required by this article:

No application shall be denied solely on the basis that some trees are growing on the property under consideration. However, the protection and conservation of irreplaceable natural resources from pollution, impairment, or destruction is of paramount concern. Therefore, the preservation of woodlands, trees, similar woody vegetation, and related natural resources shall have priority over development when there are location alternatives.

In addition,

“The removal or relocation of trees shall be limited to those instances when necessary for the location of a structure or site improvements and when no feasible and prudent alternative location for the structure or improvements can be had without causing undue hardship”.

A Woodland Permit from the City of Novi would be required for proposed impacts to any trees 8-inch diameter-at-breast-height (DBH) or greater and located within an area designated as City Regulated Woodland, or any tree 36-inches DBH regardless of location on the site. Such trees shall be relocated or replaced by the permit grantee. All deciduous replacement trees shall be two and one-half (2 ½) inches caliper or greater and count at a 1-to-1 replacement ratio and all coniferous replacement trees shall be six (6) feet in height (minimum) and count at a 1.5-to-1 replacement ratio. All Woodland Replacement trees shall be species that are listed on the City’s Woodland Tree Replacement Chart (attached). It should be noted that the City’s Woodland Ordinance does not include any exemptions for “poor” or “very poor” tree conditions. There is a definition of a “dead” tree, and this assessment is to be made during the growing season. Per the City’s Woodland Ordinance:

Dead tree means a tree having no more than zero (0) to fifteen (15) percent of the canopy with leaves. This determination shall be made during the regular growing season.

In addition, there are no exemptions within the Woodland Ordinance for any individual tree species being exempt from replacement.

Woodland Evaluation

ECT has reviewed the City of Novi Official Woodlands Map and completed an onsite Woodland Evaluation on June 26, 2020 in order to verify existing woodland information (tree sizes, species, conditions, etc.) shown on the Plan. It should be noted that a central portion of the proposed project's limits of disturbance contains previously disturbed areas that do not contain existing trees, or do not contain trees of a regulated size.

The surveyed trees have been marked with metal tree tags allowing ECT to compare the tree diameters reported on the *Tree List* (Sheet T2) to the existing tree diameters in the field (see *Site Photos*). ECT found that the Plan appears to accurately depict the location, species composition, size, and condition of the existing trees. ECT took a sample of diameter-at-breast-height (DBH) measurements and found that the data provided on the Plan was consistent with the field measurements. The *Topographic/Tree Survey* (Sheet T1) appears to be accurate based on our field review. The existing trees consist of silver maple (*Acer saccharinum*), boxelder (*Acer negundo*), eastern cottonwood (*Populus deltoides*), green ash (*Fraxinus pennsylvanica*), apple (*Malus spp.*), Douglas fir (*Pseudotsuga menziesii*), London planetree (*Plantanus x acerifolia*), and several other species.

As noted, the current Plan includes a *Topographic/Tree Survey* (Sheet T1) that indicates the locations of the surveyed trees. The *Demolition Plan* (Sheet C2) indicates which trees are proposed for removal. The Plan also includes a *Tree List* (Sheet T2) that provides tree tag number, species, diameter, condition of the surveyed trees on the site, and the save/remove status. This plan does not provide the number of Woodland Replacement Credits required for each tree proposed for removal. This information should be added to subsequent plan submittals.

As noted above, the northern section as well as the southern section of the site are mapped as Regulated Woodland on the City of Novi's Regulated Woodland Map. There are a number of trees to be removed for the proposed development. Several of the trees indicated for removal fall outside of the City of Novi's mapped Woodland Boundaries and appear to be previously planted as landscape trees.

The proposed Plan includes the removal of City-regulated trees as indicated below.

Proposed Woodland Impacts and Woodland Replacements

Based on a review of the *Tree Preservation Plan* (Sheet L1), and the *Tree List* (Sheet T2), a total of seventy-one (71) trees were surveyed on the site. Of these, thirty-seven (37) trees are proposed for removal. Several of these trees to be removed are either outside of the City's Regulated Woodland line, appear to be previously planted as landscape trees, or are dead. The following trees to be removed are therefore exempt from requiring Woodland Replacement Credits: Tree No's 1-5, 12, and 13. In addition, Tree No. 59 (9" black willow) is dead and would not require woodland replacement. As such a total of twenty-nine (29) trees are proposed for removal that require replacement. These trees appear to require a total of sixty-five (65) Woodland Replacement Credits.

The Plan appears to over-estimate the quantity of Woodland Replacements required. Please see the *Woodland Review Comments* section of this review for additional details.

The Plan notes that the following Woodland Replacement tree material is proposed:

- 25 – deciduous trees (25 Woodland Replacement Credits @ 1:1 replacement ratio);

- 16 – evergreen trees (10.6 Woodland Replacement Credits @ 1.5:1 replacement ratio);
- 41 Woodland Replacement Trees (35.6 Woodland Replacement Credits)

The Plan indicates that the balance of the Woodland Replacement Credits required will be paid into the City of Novi Tree Fund. Based on our review of the Plan, a total of **29.4** Credits (65 – 35.6) are therefore required to be paid to the Tree Fund. The proposed Woodland Replacement Trees are to be located around the stormwater detention basin in the southern section of the site as well as along the eastern and western property boundaries in the southern section of the site. The *Landscape Plan* (Sheet L2) indicates the proposed locations and species of the Woodland Replacement Trees. It should be noted that one of the callouts for replacement sweet gum trees should indicate three (3) trees as opposed to one (1). Please revise on subsequent site plan submittals.

The following Woodland Replacement Trees are proposed:

- 10 – sweet gum (*Nyssa sylvatica*), Credits; 10 credits;
- 9 – swamp white oak (*Quercus bicolor*), 9 Credits
- 6 – Kentucky coffee tree (*Gymnocladus dioica*), 6 Credits;
- Subtotal 25 credits (deciduous trees to be planted)

- 16 – white pine (*Pinus strobus*), 10.6 Credits (1.5-to-1);
- Subtotal 10.6 (evergreen trees to be planted)

Woodland Review Comments

Please consider the following comments when preparing subsequent site plan submittals:

1. ECT encourages the Applicant to minimize impacts to on-site woodlands to the greatest extent practicable and attempt to incorporate natural features into the site plan.
2. The applicant shall update the Tree Inventory List to include the number of Woodland Replacement Credits required for each tree proposed for removal in subsequent site plan submittals.
3. It should be noted that one of the callouts for replacement sweet gum trees should indicate three (3) trees as opposed to one (1) on Sheet L2 (Landscape Plan). Please revise on subsequent site plan submittals (i.e., 3 tree symbols are indicated while the text calls out only 1 tree).
4. A Woodland Permit from the City of Novi would be required for proposed impacts to any trees 8-inch diameter-at-breast-height (DBH) or greater and located within an area designated as City Regulated Woodland, or any tree 36-inches DBH regardless of location on the site. Such trees shall be relocated or replaced by the permit grantee. All deciduous replacement trees shall be two and one-half (2 ½) inches caliper or greater and count at a 1 tree-to-1 Woodland Replacement credit ratio and all coniferous replacement trees shall be six (6) feet in height (minimum) and count at a 1.5 tree-to-1 Woodland Replacement credit ratio.
5. The applicant should review the 'Removal Summary' and the 'Replacement Summary' information on Sheet

L1 (*Tree Preservation Plan*) for accuracy. For example, Tree No. 36 (9"/8" boxelder) has been left out of the multi-stem tree replacement summary.

6. It should be noted that when a proposed tree to be removed has multiple trunks, each multi-stemmed tree's caliper inch diameter shall be totaled and then divided by 8 to determine the required number of Woodland Replacement trees. In practice, stems less than 8-inches DBH are not required to be incorporated into the replacement calculation. The result shall be rounded up to determine the number of replacement credits required. For example, a multi-stemmed tree with 10", 12" and 13" trunks ($10+12+13=34$ divided by $8 = 4.25$). Therefore, rounding to the next full number, five (5) replacement credits would be required. Specifically, the Woodland Replacement Credits required for Trees #30, #35, and possibly #36 should be recalculated. Tree #30 requires 1 Woodland Replacement Credit. Tree #35 requires 2 Credits, and Tree #36 requires 3 Credits.
7. A Woodland Replacement Performance financial guarantee for the planting of on-site replacement trees will be required. This financial guarantee will be based on the number of on-site woodland replacement trees (credits) being provided at a per tree value of \$400. Based on the current Plan this Woodland Replacement Performance Guarantee would be **\$14,240.00** (35.6 On-site Woodland Replacement Credits provided x \$400/Credit).
8. Based on a successful inspection of the installed on-site Woodland Replacement trees, the Woodland Replacement financial guarantee will be returned to the Applicant. A Woodland Maintenance financial guarantee in the amount of twenty-five percent (25%) of the original Woodland Replacement financial guarantee will then be provided by the applicant. This Woodland Maintenance financial guarantee will be kept for a period of 2-years after the successful inspection of the on-site woodland replacement tree installation. Based on the current Plan this Woodland Maintenance Financial Guarantee would be **\$3,560.00** (35.6 On-site Woodland Replacement Credits provided x \$400/Credit x 0.25).
9. The Applicant will be required to pay the City of Novi Tree Fund at a value of \$400/credit for any Woodland Replacement Tree Credits that cannot be placed on-site. Currently, the Plan requires a payment of **\$11,760.00** (29.4 Woodland Replacement Credits Remaining not planted on-site x \$400/credit).
10. The Applicant shall provide preservation/conservation easements as directed by the City of Novi Community Development Department for any areas of woodland replacement trees to be installed in a currently non-regulated woodland area. The applicant shall demonstrate that the all proposed woodland replacement trees will be guaranteed to be preserved as planted with a conservation easement or landscape easement to be granted to the City. This language shall be submitted to the City Attorney for review. The executed easement must be returned to the City Attorney within 60 days of the issuance of the City of Novi Woodland permit. These easement areas shall be indicated on the Plan.

Recommendation

ECT recommends approval of the Preliminary Site Plan (PSP20-0040) for Woodlands contingent on the applicant addressing the items noted in the *Woodland Comments* Section of this letter in the Final Site Plan submittal.

Vibe Credit Union (JSP20-14)
Woodland Review of the Preliminary Site Plan (PSP20-0040)
June 28, 2020 (Revision 1)
Page 6 of 9

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: Lindsay Bell, City of Novi Planner (lbell@cityofnovi.org)
Madeleine Kopko, City of Novi Planning Assistant (mkopko@cityofnovi.org)
Rick Meader, City of Novi Landscape Architect (rmeader@cityofnovi.org)

Attachments: Figure 1 – City of Novi Regulated Wetland and Woodland Map
Woodland Tree Replacement Chart
Site Photos

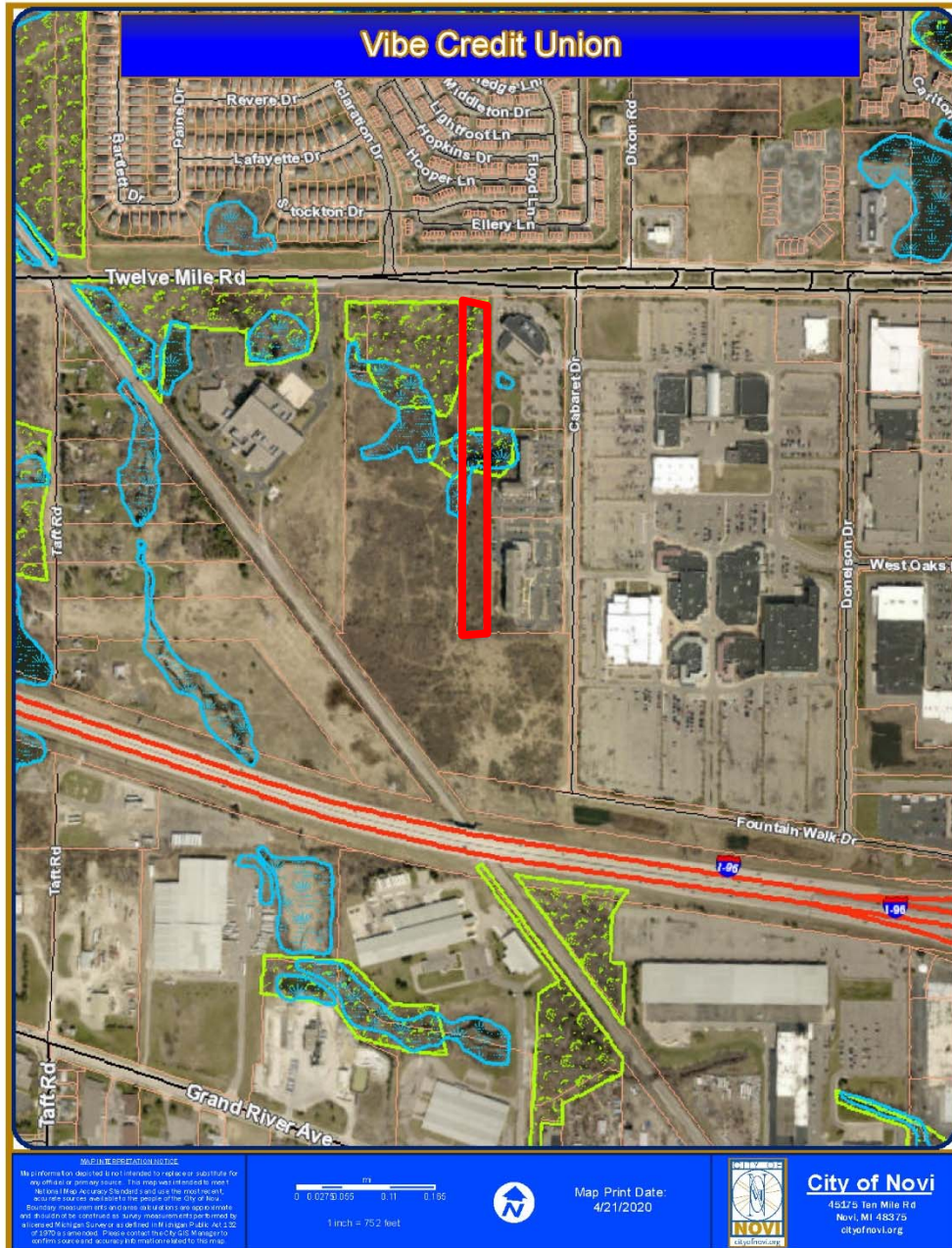


Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate project area is shown in red). Regulated Woodland areas are shown in green and Regulated Wetland areas are shown in blue.

Woodland Tree Replacement Chart

(from Chapter 37 Woodlands Protection) - Revised 5/7/2018
 (All canopy trees to be 2.5" cal or larger, evergreens as listed)

Common Name	Botanical Name
Black Maple	Acer nigrum
Striped Maple	Acer pennsylvanicum
Red Maple	Acer rubrum
Sugar Maple	Acer saccharum
Mountain Maple	Acer spicatum
Ohio Buckeye	Aesculus glabra
Downy Serviceberry	Amelanchier arborea
Smooth Shadbush	Amelanchier laevis
Yellow Birch	Betula alleghaniensis
Paper Birch	Betula papyrifera
American Hornbeam	Carpinus caroliniana
Bitternut Hickory	Carya cordiformis
Pignut Hickory	Carya glabra
Shagbark Hickory	Carya ovata
Northern Hackberry	Celtis occidentalis
Eastern Redbud	Cercis canadensis
Pagoda Dogwood	Cornus alternifolia
Flowering Dogwood	Cornus florida
American Beech	Fagus grandifolia
Thornless Honeylocust	Gleditsia triacanthos inermis
Kentucky Coffeetree	Gymnocladus dioica
Walnut	Juglans nigra or Juglans cinerea
Eastern Larch	Larix laricina
Tuliptree	Liriodendron tulipifera
Tupelo	Nyssa sylvatica
American Hophornbeam	Ostrya virginiana
White Spruce_(1.5:1 ratio) (6' ht.)	Picea glauca
Black Spruce_(1.5:1 ratio) (6' ht.)	Picea mariana
Red Pine_(1.5:1 ratio) (6' ht.)	Pinus resinosa
White Pine_(1.5:1 ratio) (6' ht.)	Pinus strobus
American Sycamore	Platanus occidentalis
Black Cherry	Prunus serotina
White Oak	Quercus alba
Swamp White Oak	Quercus bicolor
Scarlet Oak	Quercus coccinea
Shingle Oak	Quercus imbricaria
Burr Oak	Quercus macrocarpa
Chinkapin Oak	Quercus muehlenbergii
Red Oak	Quercus rubra
Black Oak	Quercus velutina
American Basswood	Tilia americana

Site Photos



Photo 1. Looking southeast at Trees No. 44, 45, 46, etc. located just south of the proposed limits of disturbance (ECT, June 26, 2020). These trees are outside of the proposed limits of disturbance boundaries.



Photo 2. Looking west at Trees #50 through #53 located in the central portion of the subject site. These trees will be removed as part of the proposed site work (ECT June 26, 2020).

TRAFFIC REVIEW



AECOM
27777 Franklin Road
Southfield
MI, 48034
USA
aecom.com

Project name:
JSP20-14 – Vibe Credit Unions Preliminary Site
Plan Traffic Review

To:
Barbara McBeth, AICP
City of Novi
45175 10 Mile Road
Novi, Michigan 48375

From:
AECOM

Date:
June 25, 2020

CC:
Lindsay Bell, Kate Richardson, Madeleine Kopko,
Victor Boron

Memo

Subject: JSP20-14 – Vibe Credit Unions Preliminary Site Plan Traffic Review

The preliminary 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.

GENERAL COMMENTS

1. The applicant, Vibe Credit Union is proposing a 3,684 SF credit union building including three (3) drive-thru banking lanes.
2. The development is located on the south side of 12 Mile Road, west of Cabaret Drive. Cabaret Drive is under the jurisdiction of the City of Novi.
3. The site is currently zone OST (Office Service Technology) and no zoning changes are proposed.
4. The following traffic-related waivers/variances will be required if changes are not made:
 - a. Driveway geometry variance for entering and exiting driveways.

TRAFFIC IMPACTS

1. AECOM performed an initial trip generation estimate based on the ITE Trip Generation Manual, 10th Edition, as follows:

ITE Code: 912 Drive-in Bank
Development-specific Quantity: 3,684 SF
Zoning Change: None

Trip Generation Summary				
	Estimated Trips	Estimated Peak-Direction Trips	City of Novi Threshold	Above Threshold?
AM Peak-Hour Trips	35	20	100	No

PM Peak-Hour Trips	75	38	100	No
Daily (One-Directional) Trips	422	N/A	750	No

2. The trip generation values do not exceed the City's thresholds. AECOM recommends performing the following traffic impact study in accordance with the City's requirements.

Trip Impact Study Recommendation	
Type of Study:	Justification
None	-

EXTERNAL SITE ACCESS AND OPERATIONS

The following comments relate to the external interface between the proposed development and the surrounding roadway(s).

1. The applicant is proposing a combination of one (1) two-way and one (1) one-way driveway on a consolidated driveway off 12 Mile Road.
 - a. A variance for driveway width will be required for the proposed width of both driveways. The applicant should refer to Figures IX.1 and IX.2 in the Code of Ordinances.
 - i. The northerly two-way driveway width is within the range per Figure IX.1 but not does meet standard.
 - ii. The southerly one-way driveway width is wider than the range allowed due to the drive-thru lanes.
 - b. The applicant should also refer to Figure IX.1 and revise the radii for the two-way driveway to meet City standards. The radii fall within the range per Figure IX.1 but not does meet standard and if the radii cannot be met, a variance will be required.
 - c. 'Do Not Enter' signs have been indicated on the exit driveway. A 'No Right Turn' sign is indicated for the right turn approach but none is indicated for the left turn approach. The applicant should consider placing a 'No Left Turn' sign.
2. The applicant is proposing an 8' sidewalk along Twelve Mile Road that connects to the existing ramp.

INTERNAL SITE OPERATIONS

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

1. The applicant is proposing varying aisle widths. Administrative waivers for aisle widths differing from the standard 24' may be necessary.
2. The applicant has indicated a trash receptacle. The location should not interfere with vehicle circulation.
3. The applicant has indicated a 400 SF loading zone, which is larger than the 360 SF required.
 - a. The applicant should provide truck travel patterns throughout the site to confirm accessibility to/from the loading zone, as applicable.
 - b. The loading zone cannot obstruct the 18' passing lane for the drive-thru. The applicant should relocate the loading zone to not obstruct the travel way or provide "documentation concerning the sensitivity of deliveries to the site and the need for these deliveries to occur as near to the door as possible", as described in Zoning Ordinance 5.4.5.
4. The applicant has indicated six (6) queueing spaces along with three (3) service spaces for a total of nine (9) spaces available for the drive-thru locations.
5. Parking Facilities
 - a. The applicant should refer to the Planning Review letter for information related to parking space requirements within and around the site.

- b. The applicant has not proposed more than 15 parking spaces together without an island.
 - c. The applicant has indicated 4" proposed curb heights in front of parking spaces and 6" proposed curb heights in all other areas.
 - d. The applicant is proposing two (2) accessible spaces.
 - i. The applicant has indicated one (1) of these spaces as van accessible with proper signage which meets the requirements.
 - e. The applicant has indicated two (2) bicycle parking spaces.
 - i. The applicant has indicated the location and layout of bicycle parking and is in compliance with Section 5.16 of the City's Zoning Ordinance for City requirements.
 - 1. The height of the bike rack is indicated to be 36", which meets the requirement.
 - 2. Note that a six foot accessible route is required from the adjacent street to the bicycle parking facilities. The applicant is currently providing this.
6. Sidewalk Requirements
- a. The applicant has indicated a proposed sidewalk connection to the site to the access drive. The applicant could consider connecting the sidewalk to the proposed sidewalk along Twelve Mile Road.
 - i. The current sidewalk connection to Twelve Mile Road requires crossing the street without a crosswalk. The applicant should consider moving the sidewalk access to the same side of the street or add crosswalk markings.
 - ii. The applicant has included the latest Michigan Department of Transportation (MDOT) sidewalk ramp detail.
 - b. Note that sidewalk ramps are required near the accessible parking spaces.
 - c. The applicant has included proposed sidewalk width dimensions.

SIGNING AND STRIPING

- 1. 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 indicated proposed signs on the site plans with a signing quantities table.
- 2. The applicant has indicated all of the proposed signing on site and provide notes and details related to the proposed signing.
 - a. Single signs with nominal dimensions of 12" x 18" or smaller in size shall be mounted on a galvanized 2 lb. U-channel post. Multiple signs and/or signs with nominal dimension greater than 12" x 18" shall be mounted on a galvanized 3 lb. or greater U-channel post as dictated by the weight of the proposed signs.
 - b. The applicant should indicate a bottom height of 7' from final grade for all signs installed.
 - c. The applicant should indicate that all signing shall be placed 2' from the face of the curb or edge of the nearest sidewalk to the near edge of the sign.
 - d. Traffic control signs shall use the FHWA Standard Alphabet series.
 - e. Traffic control signs shall have High Intensity Prismatic (HIP) sheeting to meet FHWA retroreflectivity requirements.
- 3. The applicant has included details for the proposed color and width of the pavement markings.
- 4. The applicant has provided a detail for the proposed international symbol for accessibility pavement markings that may be placed in the accessible parking space. The symbol shall be white or white with a blue background and white border with rounded corners.

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

Sincerely,

AECOM



Patricia Thompson, EIT
Traffic Engineer



Paula K. Johnson, PE
Senior Traffic Engineer

FAÇADE REVIEW



June 18, 2020

Status: Approved, Section 9 Waiver Recommended

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

Attn: Ms. Barb McBeth – Director of Community Development

Re: **FACADE ORDINANCE Preliminary Site Plan**
Vibe Credit Union, JSP20-14
 Façade Region: 1, Zoning District: OST

Dear Ms. McBeth:

The following Façade Review is based on the revised drawings prepared by SDA Architects, dated 6/2/20. The percentages of materials for each façade are shown on the table below. The maximum and minimum percentages required by the Ordinance Section 5.15 are shown in the right-hand column. Materials in non-compliance are highlighted in bold. A material sample board provided indicates carefully coordinated colors in compliance with Section 5.15.2 of the Ordinance.

	North (Front)	East	South	West	Ordinance Maximum (Minimum)
Brick	31%	23%	52%	45%	100% (30%)
Limestone	1%	1%	1%	1%	50%
Flat Metal Panels	35%	68%	42%	49%	50%
Flat Metal Panels, Canopies	10%	1%	5%	2%	50%
Seamed Siding	23%	7%	0%	3%	25%

Recommendation – As shown above the east façade is not in compliance with the Façade Ordinance; the minimum percentage of Brick is not provided (23% vs. 30%) and the percentage of Flat Metal Panels exceeds the maximum amount allowed by the Ordinance (68% vs. 50%). A Section 9 Waiver would be required for these deviations. The applicant has demonstrated that the percentage of Brick and Flat Metal Panels is consistent with the overall composition of the east façade. We believe the comparatively small deviation does not adversely affect aesthetic quality of the façade. Therefore, it is recommended that the design meets the intent and purpose of the Ordinance and that a Section 9 Waiver be granted for the underage of Brick and the overage of Flat Metal Panels on the east facade.

Notes to the Applicant:

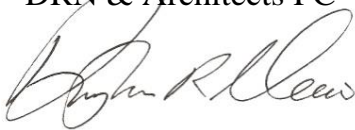
1. It should be noted that all roof top equipment must be screened from view from all vantage points both on-site and off-site using materials in compliance with the Façade Ordinance.

2. Inspections – The Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board (in this case the adjacent existing material) will be compared to materials to be installed. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department’s Online Inspection Portal with the following link. Please click on “Click here to Request an Inspection” under “Contractors”, then click “Façade”.

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

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

Sincerely,
DRN & Architects PC

A handwritten signature in black ink, appearing to read "Douglas R. Necci". The signature is fluid and cursive, written over the printed name below.

Douglas R. Necci, AIA

FIRE REVIEW



June 15, 2020

TO: Barbara McBeth- City Planner
Lindsay Bell-Plan Review Center
Madeleine Kopko-Planning Assistant

RE: Vibe Credit Union 44575 Twelve Mile
PSP# 20-0040
JSP# 20-0014

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Laura Marie Casey

Kelly Breen

Hugh Crawford

Justin Fischer

City Manager
Peter E. Auger

Director of Public Safety
Chief of Police
David E. Molloy

Fire Chief
Jeffery R. Johnson

Assistant Chief of Police
Erick W. Zinser

Assistant Chief of Police
Scott R. Baetens

Assistant Fire Chief
John B. Martin

Project Description:

Build a Credit Union Branch off of Twelve Mile and Cabaret Dr.

Comments:

- **All** fire hydrants **MUST** be installed and operational prior to any combustible material is brought on site. **IFC 2015 3312.1**
- A hazardous chemical survey is required to be submitted to the Planning & Community Development Department for distribution to the Fire Department at the time any Preliminary Site Plan is submitted for review and approval. Definitions of chemical types can be obtained from the Fire Department at (248) 735-5674.
- Fire lanes and access roads for the new construction **MUST** be capable of supporting fire apparatus and equipment weighing up to 35 tons. **(D.C.S. Sec. 11-68 (f)(1)e)**
- The ability to serve at least two thousand (2,000) gallons per minute in single-family detached residential; three thousand (3,000) gallons per school areas; and at least four thousand (4,000) gallons per minute in office, industrial and shopping centers is essential. **(D.C.S. Sec.11-68(a))**
- Fire apparatus access drives to and from buildings through parking lots shall have a minimum fifty (50) feet outside turning radius and thirty (30) feet inside turning radius (Northwest corner of building). **(D.C.S. Sec 11-239(b)(5))**
- Fire access drives dimensions are 20' wide and 14' in height. South side of building doesn't comply with the fire code. **(IFC 503.2.1)**

Recommendation:

APPROVED WITH CONDITIONS

Sincerely,

Kevin S. Pierce-Fire Marshal
City of Novi – Fire Dept.

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

cityofnovi.org

cc: file

APPLICANT RESPONSE LETTER



CIVIL ENGINEERS

LAND SURVEYORS

LAND PLANNERS

July 15, 2020

Ms. Lindsay Bell, AICP
Senior Planner
City of Novi
45175 Ten Mile Rd.
Novi, MI 48375
(248) 347-0484

Re: Vibe Credit Union – JSP20-0014
City of Novi – Preliminary Site Plan (PSP) Submittal – Responses to City PSP Reviews
NFE Job #K911

Ms. Bell,

This letter provides responses and acknowledgment to the staff review comments received for the Preliminary Site Plan Review that was performed by the City of Novi for the above-noted project. Items that will be provided, as well as waiver and/or variance requests for specific items, are outlined in the below responses to be addressed as part of the final site plan approval process. Please review the below responses, and advise if anything further is required for this project to be placed on the 7/22/20 planning commission agenda to receive Preliminary Site Plan approval.

Plan Review Center Report (Planning Review) (Dated 06/26/20)

- The proposed parcel combination is still in process and under review at the City and County levels. The parcel combination will be completed prior to issuance of final stamping sets, and will include the new parcel number and legal description.
- The southerly “bypass” drive lane for the ATM, which is located south of the ATM banking lanes on the south side of the proposed building, will be revised to be 20’ wide to meet fire lane requirements. This change will be reflected on the forthcoming final site plan submittal.
- Vibe Credit Union has indicated they do not require a dedicated loading area for this site. The loading area shown on Sheet C1 (10’x40’ area located within the ATM “bypass” lane) will be removed from the drawings in the forthcoming final site plan submittal. Necessary documentation from the Vibe Credit Union indicating that their operations do not require this loading area will also be provided to the City during the final site plan submittal.
- Lighting standard notes, clarification of security lighting, and lighting hours of operation will be added to the photometric drawings for the forthcoming final site plan submittal.

Planning Review Chart (Dated 06/26/20)

- A note will be added to Sheet C1 for the forthcoming final site plan submittal to indicate that outdoor storage of goods/materials will be prohibited.
- As noted above, the southerly “bypass” lane for the ATM banking area will be revised for the forthcoming final site plan submittal to be 20’ in width to meet Fire Department requirements.
- As noted above, designated loading area shown will be removed for forthcoming final site plan submittal, as the Owner will not require a dedicated loading area for this site.
- Response from Architect: We feel our Elevations as currently proposed meet the Intent of the Zoning Ordinance and achieve a proper balance of City of Novi Ordinance requirements and Vibe Credit Union Branding/Prototype goals and we are therefore requesting a Section 9 Waiver for the Elevations as proposed. NOTE: The required façade materials

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Sample Board was provided with all originally submitted Preliminary Site Plan Review materials and appears to have been acknowledged in the Façade Consultant’s review letter.

- As noted above, the proposed parcel combination is in process and will be completed prior to issuance of final stamping sets.
- As noted above, lighting standard notes, clarification of security lighting, and lighting hours of operation will be added to the photometric drawings for the forthcoming final suite plan submittal.

Engineering Review Letter (Dated 06/25/20)

General

1. The non-domestic user survey form will be submitted as part of the forthcoming final site plan submittal.
2. Plan callouts denoting “Future 90’ ROW Line” will be revised to “Proposed 90’ ROW Line” as requested in the forthcoming final site plan submittal.
3. Quantity tables will be included for the various site utilities in the forthcoming final site plan submittal.
4. The requested note pertaining to site de-watering will be added to Sheet C5 in the forthcoming final site plan submittal.
5. The noted proposed light pole adjacent to the proposed boulder wall at the northwest part of the site will be reviewed for location relative to the wall. Any required changes for the pole location will be reflected in the final site plan submittal.
6. The City standard detail sheets will be included in the final stamping set submittal (we understand these are not to be included for the final site plan submittal).

Water Main

7. The note on Sheet C5 for the proposed connection of the water service to the existing water main will be revised for the forthcoming final site plan submittal. The connection of the 1.5” water service to the existing 12” main will be done with a corporation valve, and therefore will not require a shut-down of the main.
8. The location of the proposed 1.5” water service shut-off valve/box will be revised to be in the Twelve Mile Rd. ROW as opposed to its current location on the property line.
9. The proposed 1.5” copper water service line does not have “bend” fittings available. The alignment shown is intended to provide radial “sweeps” for the water service line to make the required 90-degree turns to the proposed location at the building.
10. We acknowledge that there is not any public water main work being proposed as part of this project.

Sanitary Sewer

11. The requested sanitary monitoring manhole will be incorporated into the sanitary building service design as part of the forthcoming final site plan submittal. We will coordinate the desired/feasible location with the City, and provide the necessary 20’ wide access easement if located outside of the public ROW.
12. We will add the requested note pertaining to minimum 5’ bury depth for the sanitary building service to Sheet C5 as part of the forthcoming final site plan submittal.
13. We acknowledge that there is not any public sanitary sewer work being proposed as part of this project.

Storm Sewer

14. We will work with the City to revise the storm sewer design, and where possible, provide the typical minimum cover of 3 feet above storm sewer pipes. We anticipate there will be several locations where meeting this standard will not be feasible due to various site constraints and will specify Class V RCP pipe and provide the City with written explanation in these instances.
15. Based on the proposed grading and storm sewer design, the current clearance between the top of the 12” storm pipe downstream of ES1 and the bottom of the proposed boulder wall will be approximately 12 inches.
16. We will revise the proposed storm sewer design to match the 0.80 diameter depth (HGL) at locations where the pipe size will change. We note that doing so will reduce cover on several upstream sections of 12” storm sewer piping.

17. A four-foot deep sump will be provided on the final storm structure prior to discharge into the proposed detention pond. The revised/final storm design will be reflected on the final site plan submittal.
18. Storm sewer profiles, including HGL elevations, will be included in the plan set for the final site plan submittal.
19. All storm pipes will be shown in proposed drainage structures in the storm sewer profiles that will be included in the final site plan submittal.
20. Casting specifications and other pertinent information will be added to the storm sewer schedules as part of the final site plan submittal.

Storm Water Management Plan

21. The storm water management plan will be designed in accordance with the City Storm Water Ordinance and Chapter 5 of the Engineering Design Manual.
22. Confirmation that the existing outlet pipe from the existing detention pond located on the current Vibe HQ parcel will be provided on revised Sheet C6 of the final site plan submittal.
23. A narrative to overview the existing detention pond's overflow characteristics will be added on revised Sheet C6 of the final site plan submittal.
24. The storm sewer design will be revised to include an external by-pass configuration as requested.
25. The design & materials for the proposed detention access pathway will be revised during the final site plan submittal to meet applicable City requirements.
26. Detailed design calculations for the orifice outlet holes on the proposed standpipe structure will be included in the final site plan submittal.
27. The design for the standpipe outlet control structure will be revised to incorporate the outer pipe as requested.
28. The 4' wide safety shelf will be incorporated into the proposed detention pond design. The revised design will design, and updated detention calculations, will be included in the final site plan submittal.

Paving & Grading

29. A specification for the detectable warnings proposed at ADA access locations will be included in the final site plan submittal.
30. If the City requires, detectable warnings will be included for both the existing and proposed sidewalk ramps the entrance drive from Twelve Mile Road.
31. All proposed slopes between the accessible parking spaces and the building meet applicable ADA barrier-free requirements.
32. Additional elevations will be added to the revised grading plan (Sheet C3) to overview top and bottom of wall elevations for the proposed boulder walls, as part of the forthcoming final site plan submittal.
33. Sheet C1 will be signed and sealed by the professional engineer responsible for the boulder wall design. We will coordinate with the City to determine what type of calculations and/or other documentation is required.

Soil Erosion and Sediment Control

34. We acknowledge that an SESC permit is required from the City and will confirm the SESC plan meets requirements per the SESC checklist prior to completing the separate submittal for the SESC permit.

Landscape Review (Dated 06/15/20)

- The soil type boundary will be added to the landscape plan.
- At present the building is not fire suppressed and as such there is no FDC on the building. In the event the building is fire suppressed, all planting restrictions will be followed in accordance with city ordinances.
- A landscape waiver is requested for the 2' wide berm crest, as space restrictions do not allow for complete compliance. This waiver request will be added to the landscape plan (sheet L2).
- Due to the sensitivity of deliveries and the need for those deliveries to occur as close to the entrance as possible, no loading area is provided.

- The only area of phragmites on the site is located wetland area C, as noted in the wetland review. This is the area immediately south of Twelve Mile Road. The area is proposed to be filled. As a result, the phragmites will be removed.
- An irrigation plan will be provided as a part of the final site plan submittal.
- The proposed quantity of Serviceberry and Linden trees will be adjusted to meet the tree diversity guidelines.
- The number of evergreen trees planted as woodland replacements will be adjusted to meet the maximum 30% allowance of evergreen trees.

Wetland & Woodland Review (Dated 06/28/20)

Wetland Review Comments:

1. The proposed impacts to the 25' natural features setback noted on the west and south sides of the proposed detention pond will be reviewed prior to the final site plan submittal. If feasible, the impacts to the natural feature setbacks will be reduced.
2. The area of existing on-site wetlands (wetlands "C" and "A") are shown on the topographic survey. Wetland "C" is unregulated and proposed to be filled. Estimated 25' natural features setback area and area of impacts, as well as fill area and volume will be noted on subsequent plan submittals for Wetland "C". No impacts are proposed for Wetland "A". Areas of the existing 25-foot natural features setback are noted on Sheet C1 (0.154 acres) as well as impacts (0.029 acres).
4. It is our understanding that the proposed filling of Wetland "C" (not regulated by EGLE) and proposed temporary and permanent impacts to the 25' natural features setback for Wetland "A" will not require a permit from EGLE. To provide the necessary confirmation by EGLE, a level III wetland identification program (WIP) will be required. This information will be obtained and forwarded to the City as part of the final site plan approval process.
5. Additional details pertaining to restoration within the impact areas will be provided during the forthcoming final site plan submittal. We will coordinate with the City to specify a native wetland or wetland buffer seed mix that meets applicable requirements.

Woodland Review Comments:

- The number of required woodland replacements will be added to the Tree Inventory on Sheet T2.
- The quantity discrepancy between plan and callout of Sweet Gum will be corrected.
- Slight discrepancies in the multi-trunk replacement calculations will be corrected.
- The requisite calculations will be updated to reflect all changes to the plans.

Traffic Review (Dated 06/25/20)

External Site Access and Operations:

1.
 - a. Based on the review comment, we understand that a "driveway geometry variance" will be required and is therefore requested for both the north and south entrances due to the proposed drive lane widths not meeting the "standard" drive width outlined in Figure IX.1 and IX.2 in the Code of Ordinances. We look forward to coordinating this variance approval with the City as part of the final site plan approval process.
 - b. Based on the review comment, we understand that a "driveway geometry variance" will be required and is therefore requested for both the north and south entrances due to the proposed curb radii dimensions not meeting the "standard" dimensions outlined in Figure IX.1 and IX.2 in the Code of Ordinances. We look forward to coordinating this variance approval with the City as part of the final site plan approval process.
 - c. The recommended "No Left Turn" sign will be added to Sheet C1 for north-bound traffic on the existing site drive to indicate that a left turn into the southerly "exit only" approach is prohibited.

Ms. Lindsay Bell, AICP

RE: Vibe Credit Union (JSP20-0014) –Preliminary Site Plan Submittal (PSP) – Responses to City PSP Reviews

07/15/20

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Internal Site Operations:

1. We look forward to confirming with the City if an administrative waiver will be required for the proposed internal drive lanes that provide a 20' clear width (less than typical 24' width).
3. The previously designated loading area shown will be removed for forthcoming final site plan submittal, as the Owner will not require a dedicated loading area for this site.
6. We will review the suggestions with the Owner to either provide a sidewalk connection to the 12 Mile Road sidewalk on the same side of the existing drive lane, or provide cross-walk markings across the existing drive lane to provide a denoted cross-walk for access to the Twelve Mile ROW.

Façade Review (Dated 06/18/20)

- Response from Architect: We feel our Elevations as currently proposed meet the Intent of the Zoning Ordinance and achieve a proper balance of City of Novi Ordinance requirements and Vibe Credit Union Branding/Prototype goals and we are therefore requesting a Section 9 Waiver for the Elevations as proposed. NOTE: The required façade materials Sample Board was provided with all originally submitted Preliminary Site Plan Review materials and appears to have been acknowledged in the Façade Consultant's review letter.

Fire Department Review (Dated 06/15/20)

- There are no new hydrants proposed for the development. Hydrant coverage for the proposed building appears to be provided by the existing hydrant on the north side of the existing Vibe Credit Union building, which is currently located on the adjacent parcel which is proposed to be combined with the subject parcel.
- We believe the completed hazardous chemical survey form was submitted with the initial Preliminary Site Plan submittal in early June. Please advise if this document was not received.
- All fire lanes and access roads proposed as part of this project will be capable of supporting fire apparatus and equipment weighing up to 35 tons.
- Fire protection for the proposed development will be provided by the existing hydrant on the north side of the existing Vibe Credit Union building. Therefore, the required fire flow of 4,000 GPM for the proposed development is subject to the existing system capabilities, which are not currently known. Please advise if flow testing is required for the existing hydrant, or if the City has flow information for this part of the existing system.
- An "Emergency Vehicle Maneuvering Diagram" is provided on Sheet C1 showing typical fire truck access provided throughout the site. As part of the final site plan approval process, all proposed geometry for the parking lot and drive lane curbs will be confirmed.
- The southerly "bypass" lane for the ATM drive-thru area will be revised to provide the minimum 20' width required for fire access drives. This revision will be reflected as part of the forthcoming final site plan submittal.

Please review the above responses to the City of Novi Preliminary Site Plan Drawing Reviews, and feel free to contact myself or Brett Buchholz at our office if you have any questions, comments, or if any further documentation is required.

Sincerely,



Paul Tulikangas, P.E., Project Manager



Brett Buchholz, P.E., Principal

Cc: Mr. Eric Salswedel, RA, SDA Architects, Inc.

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