



PLAN REVIEW CENTER REPORT

November 24, 2008

Engineering Review

Providence Park Village Centre SP08-41

Petitioner

Whitehall Real Estate

Review Type

Preliminary Site Plan

Property Characteristics

Site Location: SW corner of Grand River and Providence Parkway

Site Size: 1.3 acres

Plan Date: October 28, 2008

Project Summary

- Construction of a 7,015 square-foot office building and associated parking. Site access would be provided by a single entrance on Providence Parkway.
- Water service would be provided by a 4-inch extension from the existing water main east of the site within the Providence Park development. A 2-inch domestic lead and a 4-inch fire lead would be provided to serve the building. No additional hydrants are proposed.
- Sanitary sewer service would be provided by a lead connection to the existing sewer along the south side of Grand River.
- Storm water would be collected by a single storm sewer collection system and routed to the existing storm water management system constructed for Providence Park. Drainage will pass through an oil/gas separator prior to discharge into the basin. The overexcavated basins would provide storage for sediment accumulation.

Recommendation

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

Comments:

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

SP# 08-41

General

- 1. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
- 2. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.
- 3. Provide a traffic control sign table listing the quantities of each sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.
- 4. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
- 5. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls comply with Michigan Barrier-Free regulations.
- 6. Specify the product proposed for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Department. Stamped concrete will not be acceptable.

Water Main

- 7. The shutoff valves for the domestic and fire service shall be located in a dedicated easement.
- 8. Label the size of the water main at the point of connection and the main surrounding the site.

Sanitary Sewer

- 9. Provide a sanitary sewer monitoring manhole, unique to this site, within a dedicated access easement or the existing sanitary easement.
- 10. According to our records, the sanitary along the Grand River frontage of this site is 15-inch, rather than the 12-inch indicated on the plan. Please notify the Engineering Department if the 12-inch sewer has been field verified.
- 11. The sanitary along the Grand River frontage of this site flows to the east. Therefore, the connection to the main shall be reoriented to that direction.
- 12. Provide a sanitary sewer basis of design for the development on the utility plan sheet.

Storm Sewer

- 13. 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.
- 14. Show and label all roof conductors, and show where they tie into the storm sewer.

Storm Water Management Plan

15. The Storm Water Management Plan for the portion of the development draining to Basins A1-A2-A3 shall more clearly summarize the required and provided storage volumes as well as the flow rate. Runoff coefficients shall be updated where appropriate.

- 16. Since the existing basin is proposed to be used for sediment accumulation, a field measurement shall be provided to verify that the basin has available capacity.
- 17. The location of the outlet control structure for Basin A1 shall be shown on the Utility Plan. The next submittal shall address the potential for short-circuiting of the flow due to the short distance between the inlet and outlet, which may not provide adequate detention time to settle out sediment.
- 18. Sheet C-10 references Sheet SD-6 for the oil/gas separator detail, but the sheet is not included in this plan set.

Paving & Grading

SP# 08-41

- 19. Provide additional spot grades as necessary to demonstrate that a minimum 5-percent slope away from the building is provided for a minimum distance of ten feet around the perimeter of the building. For areas where this can't be achieved, such as sidewalk and landscape areas, the Building Division shall be contacted to discuss.
- 20. Show the Type-P ramp at the two barrier-free stalls on the Pavement and Grading Plan.
- 21. Provide a label for the width of the radial parking stalls at their narrowest point.
- 22. The right-of-way sidewalk shall continue through the drive approach. The thickness of the sidewalk shall be increased to 8 inches across the drive approach. Provide additional spot grades as necessary to verify the maximum 2-percent cross-slope is maintained along the walk.
- 23. The curb along the drive approach shall be 6-inches high from Providence Parkway up to the parking stalls, where the curb can then be reduced to the 4-inch height.

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

- 24. A letter from either the applicant or the applicant's engineer <u>must</u> be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above <u>and indicating the revised sheets involved</u>.
- 25. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. *The cost estimate must be itemized* for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

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

26. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.

Providence Park Village Centre SP# 08-41

- 27. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.
- 28. If necessary, a draft copy of the 20-foot wide easement for the sanitary sewer to be constructed on the site must be submitted to the Community Development Department.

The following must be addressed prior to construction:

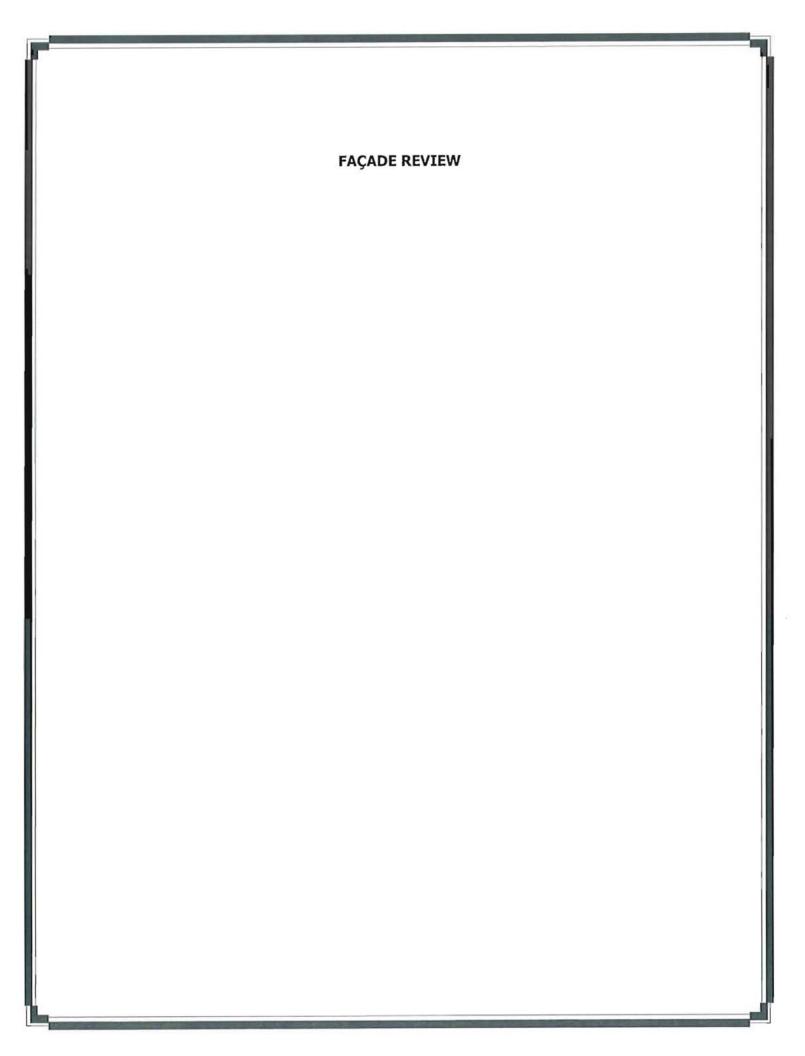
- 29. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
- 30. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.
- 31. A permit for work within the right-of-way of Grand River must be obtained from the City of Novi. The application is available from the City Engineering Department and should be filed at the time of Final Site Plan submittal. Please contact the Engineering Department at 248-347-0454 for further information.
- 32. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
- 33. If required, a storm water performance guarantee, equal to 1.5 times the amount required to complete storm water management and facilities as specified in the Storm Water Management Ordinance, must be posted at the Treasurer's Office.
- 34. An incomplete site work performance guarantee for this development will be calculated (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.
- 35. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.

Please contact Ben Croy, PE at (248) 735-5635 with any questions.

cc: Rob Hayes, City Engineer

Mark Spencer, Community Development Department

Tina Glenn, Water & Sewer Dept.







November 24, 2008

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

Attn: Ms. Barb McBeth - Director of Planning

Re: FACADE ORDINANCE REVIEW - Preliminary Site Plan Approval

Providence Park Village Center Outparcel, SP 08-41

Facade Region 1

Dear Ms. McBeth:

The following is the Facade Review of the drawings prepared by Michael M. Boggio Assoc., dated 10-28-08 for compliance with Novi Ordinance 2520; the Facade Ordinance. The percentages of materials proposed are as shown below. The maximum percentages allowed by the Schedule Regulating Facade Materials are shown in the right hand column. Non-compliance materials, if any, are highlighted in bold.

Drawings Dated 10/28/08	EAST	NORTH	SOUTH	WEST	ORDINANCE
	FACADE	FACADE	FACADE	FACADE	MAX. (MIN.)
BRICK	82%	48%	51%	82%	100%(30%)
CULTURED STONE	11%	34%	31%	11%	50%
CAST STONE	7%	18%	18%	7%	25%

Recommendation: The proposed façade is in full compliance with the façade ordinance. A Section 9 Waiver is not required.

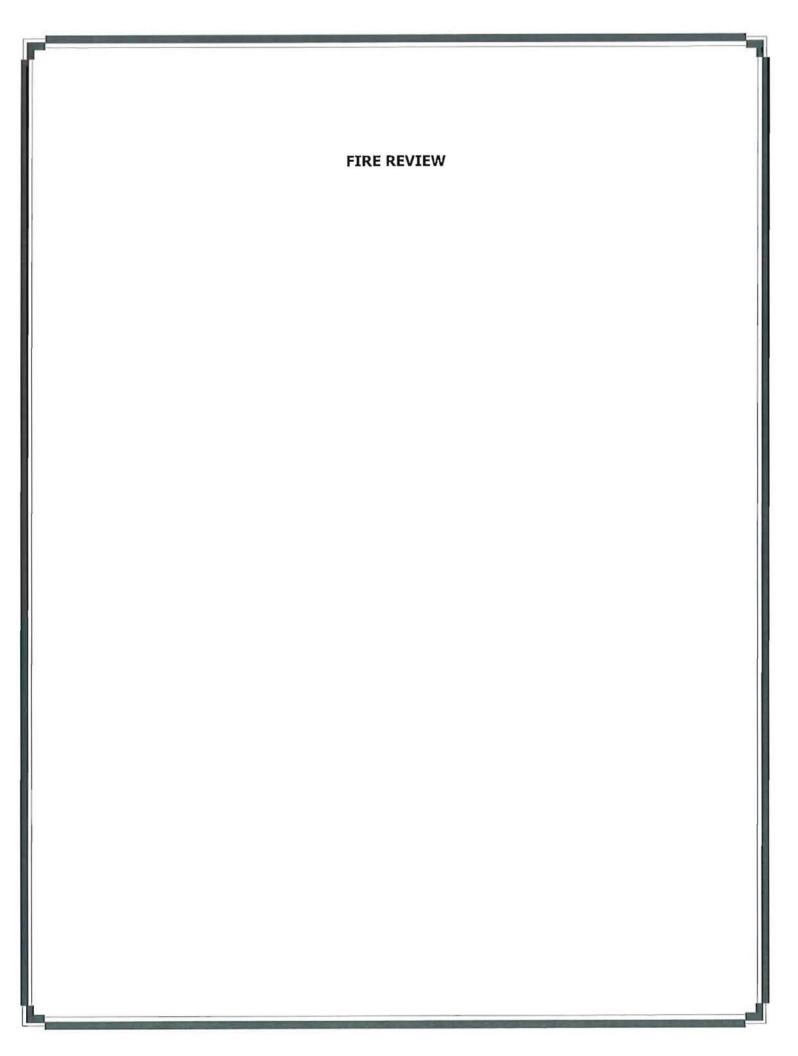
Notes to the Applicant:

- <u>Dumpster Enclosure</u> We would point out that the dumpster enclosure must match the brick or cultured stone used on the building.
- Revisions after Approval The Novi Planning Commission's approval under the Façade Ordinance is based upon the façade design, materials and colors indicated on the sample board, and drawing referenced herein. Revisions and modifications to any of these items after approval will require reapplication.
- 2. <u>Inspection</u> The City of Novi requires Façade Inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. It is the applicant's responsibility to request the inspection of each façade material at the appropriate time. This should occur immediately after the materials are delivered. <u>Materials must be approved before installation on the building</u>. Please contact the Novi Building Department's Automated Inspection Hotline at (248) 347-0482 to request the Façade inspection.

Sincerely,

DRN Architects, PC

Douglas R. Necci AIA





CITY COUNCIL

Mayor David B. Landry

Mayor Pro Tem Kim Capello

Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

City Manager Clay J. Pearson

Fire Chief Frank Smith

Deputy Fire Chief Jeffrey Johnson November 24, 2008

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

RE: Providence Park Village Centre

Northwest Out-lot of Providence Park Complex

SP#: 08-41, Preliminary Site Plan

Project Description:

7,015 S.F., Single Story, Office Building

Comments:

A Rapid Access KNOX Box will be required to be installed on this building. The location of this box shall be coordinated through my office. The box can be ordered directly from the KNOX Company at www.knoxbox.com. The box shall be a 3200 series box with a hinged door. The applicant can choose either a recessed or surface mount style.

Recommendation:

The above plan has been reviewed and is **Recommended for Approval** with the above item as a condition of this approval.

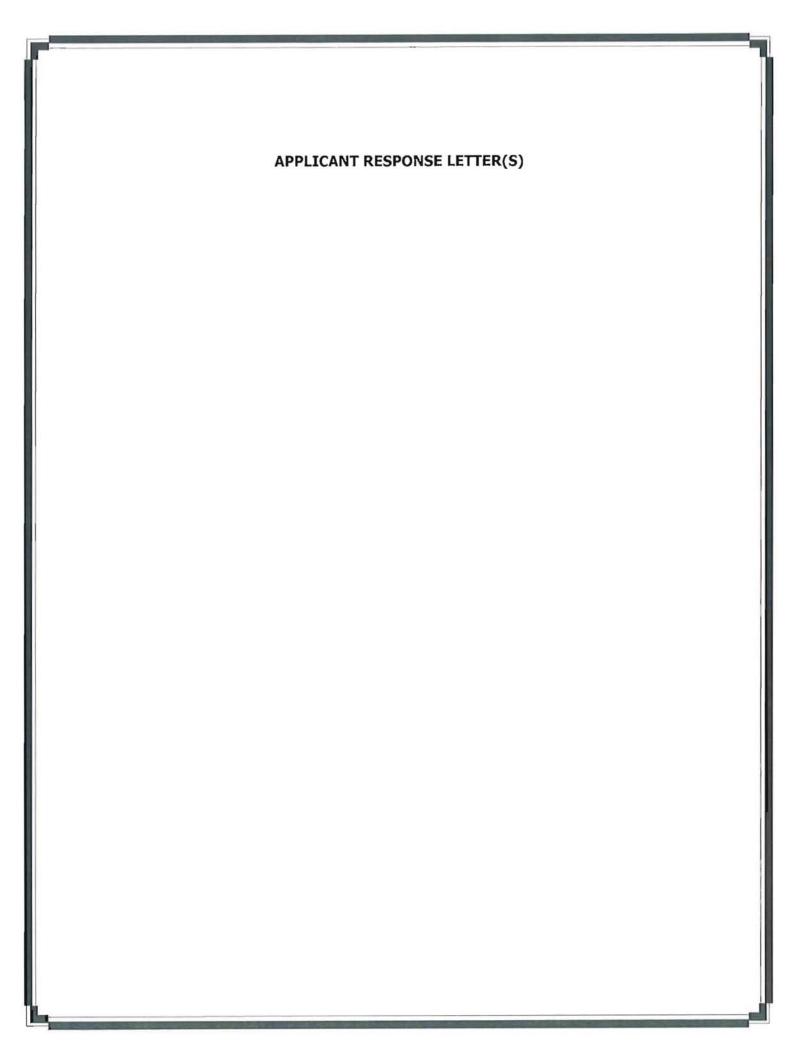
Sincerely,

Michael W. Evans

Fire Marshal

cc: file

Novi Fire Department 42975 Grand River Ave. Novi, Michigan 48375 248.349-2162 248.349-1724 fax





December 2, 2008

Community Development Department City of Novi 45175 West Ten Mile Road Novi, MI 48375

Attn: Mr. Mark Spencer, AICP, Planner

RE: Providence Park Village Center

Preliminary Site Plan

City of Novi Project No. SP 08-41

Dear Mr. Spencer,

Pursuant to the planning review dated 11/17/08 for the above captioned project, I offer the following comments and/or clarifications.

1. Dumpster Enclosure

The North elevation indicates that the dumpster enclosure will be an eight foot high wall constructed of face brick and stone accents to match the masonry material on the building. Complete details of the enclosure walls, opaque gate details, protective bollard locations and details will be submitted for final site plan review.

 Design and Construction Standards Manual Land Description, Sidwell number

The legal description for this development will be provided to the city. The sidwell number for the project is "part of 22-17-400-035".

Development and Street Names

The project and Street Names Request form was submitted to Angela Pawlowski on 11/25/08. No new street names are requested or required.

4. Development/ Business Sign

A request for signage is not requested at this time, and all signage will be requested at a later date.

Mr. Mark Spencer Providence Park Village Center Page 2

5. Knox box

A Knox box will be detailed and installed in a location as directed by the Fire Marshal.

Attached to this correspondence are letters from the other project consultants, addressing all other comments in the preliminary site plan review.

Please contact me in the event any additional information for preliminary site plan approval is required.

Sincerely,

Michael A. Boggio Jr. A.I.A.



Principals George E. Hubbeil Thomas E. Biehl Walter H. Aix Peter T. Roth Michael D. Waring Keith D. McCormack Curt A. Christeson Thomas M. Doran

Chief Financial Officer
J. Bruce McFarland

Senlor Associates Frederick C. Navarre Gary J. Tressel Lawrence R. Ancypa Kenneth A. Melchior Dennis M. Monsere Randal L. Ford David P. Wilcox Timothy H. Sullivan

Associates
Thomas G. Maxwell
Nancy M.D. Faught
Jonathan E. Booth
Michael C. MacDonald
Marvin A. Olane
Richard F. Beaubien
William R. Davis
Daniel W. Mitchell
Jesse B. VanDeCreek
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross
Dennis J. Benoit

HRC Job No. 20070604

December 2, 2008

Community Development Department City of Novi 45175 West Ten Mile Road Novi, Michigan 48375

Attn: Ms. Barbara McBeth, Deputy Director of Community Development

Preliminary Site Plan

City of Novi Project No. SP08-41

Providence Park Village Center

Dear Ms. McBeth:

Re:

Pursuant to the City of Novi's review of the Preliminary Site Plans for the subject (dated October 28, 2008), we offer the following responses with regards to review comments received by City staff and your consultants:

Planning Review Summary Chart, Page 4 of 5 (dated 11/17/08)

 The legal description of the residual Providence Park parcel after the 1.31 acre split for the Village Center parcel will be provided to the city.

Traffic Review by Birchler Arroyo Associates (dated 11/24/08)

 Final site plan should show ADA-compliant ramps to provide access from the barrier-free spaces to the sidewalk along the south side of the building. These ramps should align with the cross-hatched access aisles.

ADA-compliant ramps will be provided for the barrier-free spaces with the Final Site Plan (FSP) submittal.

10. Sheet C-5 should be revised on the final site plan to show blue paint for the wheelchair symbol pavement markings as well as the cross-hatched access aisles adjacent to the barrier-free spaces.

Details on sheet C-5 will be revised to show blue paint for barrier-free symbols and striping with the FSP submittal.

Ms. Barbara McBeth December 2, 2008 HRC Job Number 20070604 Page 2 of 5



Engineering Review (dated 11/24/08)

General

 Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.

Note to be provided with the FSP submittal.

2. The City standard detail sheets are not required for the Final Site Plan submitted. They will be required with the Stamping Set submittal.

City standard detail sheets shall be included with the Stamping Set submittal.

Provide a traffic control sign table listing the quantities of each sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.

Traffic control sign table with MMUTCD note to be added to plans with the FSP submittal.

4. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.

Construction materials table for each utility will be provided with the FSP submittal.

5. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls comply with the Michigan Barrier-Free regulations.

Compliant ADA slopes will be provided for the barrier-free ramp with the FSP submittal.

6. Specify the product proposed for the detectable warning surface for barrier-free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Department. Stamped concrete will not be acceptable.

City approved ADA warning inserts will be provided for barrier-free ramps with the FSP submittal.

Water Main

7. The shutoff valves for the domestic and fire service shall be located in a dedicated easement.

Dedicated easements will be provided for the domestic and fire supply lines and valves with the FSP submittal.

8. Label the size of the water main at the point of connection and the main surrounding the site.

Sizes of all site water mains will be clearly shown with the FSP submittal.

Ms. Barbara McBeth December 2, 2008 HRC Job Number 20070604 Page 3 of 5



Sanitary Sewer

- Provide a sanitary sewer monitoring manhole, unique to this site, within a dedicated access easement or the existing sanitary easement.
 - A sanitary sewer monitoring manhole within a dedicated easement will be provided with the FSP submittal.
- 10. According to our records, the sanitary along the Grand River frontage of this site is 15-inch, rather than the 12-inch indicated on the plan. Please notify the Engineering Department if the 12-inch sewer has been field verified.

The sanitary sewer size along Grand River will be verified prior to FSP submittal.

11. The sanitary along the Grand River frontage of this site flows to the east. Therefore, the connection to the main shall be reoriented to that direction.

The proposed sanitary lead will be corrected with the FSP submittal.

12. Provide a sanitary sewer basis of design for the development on the utility plan sheet.

The sanitary sewer basis of design will be provided with the FSP submittal.

Storm Sewer

13. 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.

Required structure schedule will be provided with the FSP submittal.

14. Show and label all roof conductors, and show where they tie into the storm sewer.

Proposed roof conductors with ties to proposed sewers will be provided with the FSP submittal.

Storm Water Management Plan

15. The Storm Water Management Plan for the portion of the development draining to Basins A1-A2-A3 shall more clearly summarize the required and provided storage volumes as well as the flow rate. Runoff coefficients shall be updated where appropriate.

Required storage volumes, flow rate and run-off coefficients will be provided with the FSP submittal.

16. Since the existing basin is proposed to be used for sediment accumulation, a field measurement shall be provided to verify that the basin has available capacity.

Available capacity of the existing basin will be verified prior to the FSP submittal.

Ms. Barbara McBeth December 2, 2008 HRC Job Number 20070604 Page 4 of 5



17. The location of the outlet control structure for Basin A1 shall be shown on the Utility Plan. The next submittal shall address the potential for short-circuiting of the flow due to the short distance between the inlet and outlet, which may not provide adequate detention time to settle out sediment.

The outlet control structure will be shown on Sheet C-10 and the issue of distance between inlet and outlet for the basin will be addressed with the FSP submittal.

18. Sheet C-10 references Sheet SD-6 for the oil/gas separator detail, but the sheet is not included in this plan set.

Sheet SD-6 will be the City's Storm Sewer Detail Sheet prepared by JCK & Associates (which includes an Oil/Gas Separator Detail).

Paving & Grading

19. Provide additional spot grades as necessary to demonstrate that a minimum 5-percent slope away from the building is provided for a minimum distance of ten feet around the perimeter of the building. For areas where this can't be achieved, such as sidewalk and landscape areas, the Building Division shall be contacted to discuss.

Additional spot grades to be provided to show compliance with City requirements with the FSP submittal.

20. Show the Type-P ramp at the two barrier-free stalls on the Pavement and Grading Plan.

Type-P ramps will be provided for barrier-free stalls with the FSP submittal.

21. Provide a label for the width of the radial parking stalls at their narrowest point.

Widths for radial parking stalls will be provided with the FSP submittal.

22. The right-of-way sidewalk shall continue through the drive approach. The thickness of the sidewalk shall be increased to 8 inches across the drive approach. Provide additional spot grades as necessary to verify the maximum 2-percent cross-slope is maintained along the walk.

An 8 inch thick walk will be shown across the proposed drive approach and adequate spot grades provided with the FSP submittal.

23. The curb along the drive approach shall be 6-inches high from Providence Parkway up to the parking stalls, where the curb can then be reduced to the 4-inch height.

The curb height will be revised to 6 inches where required with the FSP submittal.

Ms. Barbara McBeth December 2, 2008 HRC Job Number 20070604 Page 5 of 5



Final Site Plan Submittal

24. A letter from either the applicant or the applicant's engineer <u>must</u> be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above <u>and</u> indicating the revised sheets involved.

A letter will be provided by HRC highlighting all changes made to the civil engineering plans as part of the FSP submittal.

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

The required itemized cost estimate will be provided as part of the FSP submittal.

Please contact our office should you have any questions regarding this matter.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

David C. Love, PE Project Engineer

DCL/cc

pc: Whitehall Real Estate Interests; Mr. Gary Steve Jonna

HRC; File



December 2, 2008

Mr. David Beschke Ms. Barbara McBeth Planning and Community Development City of Novi 45175 W. Ten Mile Road Novi, MI 48375

RE: Response to Landscape Architectural Site Plan approval Review SP #08-41

Dear David:

The comments provided in your review letter dated November 25, 2008 have been addressed as follows. Revisions to our plans will appear on the resubmitted final site plan documents.

Adjacent to Public Rights-of-Way - Berm and Buffer:

- We will review the suggested site plan modifications and determine the feasibility of the suggested changes.
- 2. We will add the necessary shrubs to achieve the required opacity.

Street Tree Requirements:

1. We will provide the required note.

Parking Landscape:

1. We will provide the required plant material mix.

Planting Details:

2. We will modify the planting detail as required.

Irrigation Plan:

1. We will provide an irrigation plan and cost estimate.

General Notes:

- 1. We will provide an original seal and signature.
- 2. The current plans do have the contours shown. We will ensure the clarity.
- 4. We will add the appropriate notes on our plans to ensure coordination with the mitigation plans.

Page 2

Mr. David Beschke Ms. Barbara McBeth

RE: Response to Woodland Site Plan approval Review SP #08-41

The comments provided in Environmental Consulting & Technology, Inc. (ECT) review letter dated November 24, 2008 have been addressed as follows. Necessary revisions to our plans will appear on the resubmitted final site plan documents.

Tree Survey and Suggested Replacements:

- We will review the findings in the ECT letter related to the existing tree size discrepancies and the reference to their woodland designation. We will visit the site to verify the findings of ECT and will modify our plans to appropriately address the proposed removals and/or required replacements.
- We will modify our plans to adequately address the requirements in Chapter 37 of the zoning ordinance to include:
 - a. Full scientific name and verification by registered landscape architect. We will also include the appropriate seal and signature.
 - b. Removal or protection status and methods of protection of existing trees.
 - c. Statement or detail indicating how trees will be protected.
 - d. Statement of proposed grade changes and drainage patterns.
 - e. Revised plan and cost estimate.

If we can provide you any additional information, or answer any questions, please do not hesitate to call.

Sincerely, RUSSELL DESIGN, INC.

Marc R. Russell, ASLA Principal

Brooks Williamson

AND ASSOCIATES, INC.

ENVIRONMENTAL CONSULTING

30366 BECK ROAD WIXOM, MI 48393

PHONE 248 · 624 · 9100 FAX 248 · 624 · 3963

December 3, 2008

Ms. Barbara McBeth

Deputy Director of Community Development City of Novi 45175 West Ten Mile Road Novi, MI 48375

Re: Providence Park Village Centre, SP# 08-041

Dear Ms. McBeth:

We are in receipt of a letter from ECT, Inc., dated November 24, 2008, which reviews the Buffer Authorization Plan from our office as part of the above referenced submittal. We wish to confirm that the final version of that plan will eliminate or replace any proposed plant species that are determined as not being native to Michigan.

Sincerely,

Greg Schmult

Brooks Williamson and Associates, Inc.

Enclosures

cc: Mr. Gary Jonna

Mr. Mike Boggio

Ly /chunt

Mr. Marc Russell

(BWA file # 08-083)

MAPS

Location/Air Photo Zoning Future Land Use Woodland, Wetland, Flood Zone and Habitat Priority Areas

Providence Village Centre SP08-41 Location Map





45175 W. TEN MILE ROAD NOVI, MI 48375-3024 (248) 347-0475 MARK SPENCER, AICP, PLANNER CREATED: 11/18/08



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 fecensed Mchigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Pleased contact the City GIS Manager to confirm source and accuracy information related to this map.

