



## Novi Food Center Parking Lot Improvements SP 09-18

### **Novi Food Center Parking Lot Improvements, SITE PLAN NUMBER 09-18**

Consideration of the request of Novi Food Center, LLC for Preliminary Site Plan and Stormwater Management Plan approval. The subject property is located in Section 23, south of Grand River Avenue between Sixth Gate and Main Street, in the TC-1, Town Center District. The subject property is approximately 0.3 acres and the applicant is proposing to expand, reconfigure and pave parking areas on the north and south side of the property including improvements in the adjacent Grand River Avenue right-of-way.

### **Required Action**

Approve/deny the Preliminary Site Plan and Storm Water Management Plan

<b>REVIEW</b>	<b>RESULT</b>	<b>DATE</b>	<b>COMMENTS</b>
Planning	Approval recommended	8/20/09	<ul style="list-style-type: none"> <li>• ZBA setback variance for three parking spaces and adjacent access aisle</li> <li>• Increasing the driveway width</li> <li>• Minor items to be addressed at time of Final Site Plan submittal</li> </ul>
Landscaping	Approval recommended	8/19/09	<ul style="list-style-type: none"> <li>• Provide alternate location for landscape amenities or seek PC waiver</li> <li>• PC waiver of landscape wall</li> <li>• Minor items to be addressed at time of Final Site Plan submittal</li> </ul>
Traffic	Approval recommended	8/19/09	<ul style="list-style-type: none"> <li>• Moving Grand River Driveway 5 feet west</li> <li>• Same side and opposite side driveway spacing waiver</li> <li>• Minor items to be addressed at time of Final Site Plan submittal</li> </ul>
Engineering	Approval recommended	8/19/09	<ul style="list-style-type: none"> <li>• Minor items to be addressed at time of Final Site Plan submittal</li> </ul>
Facade	Approval recommended	8/20/09	<ul style="list-style-type: none"> <li>•</li> </ul>
Fire	Approval recommended	8/20/09	<ul style="list-style-type: none"> <li>• Minor items to be addressed at time of Final Site Plan submittal</li> </ul>

9/30/09 Planning Commission

## **Motions**

### **Approval – Preliminary Site Plan**

In the matter of Novi Food Center Parking Lot Improvements, SP 09-18, motion to **approve** the Preliminary Site Plan, subject to the following:

- a. Obtaining a setback variance for three parking spaces and adjacent access aisles from the Zoning Board of Appeals;
- b. Increasing the north driveway width from 22 feet to 24 feet on the Final Site Plan;
- c. Provide alternative location for landscape amenities as offered by the applicant in their response letter;
- d. Planning Commission waiver of the required Town Center parking area wall for the reasons that the wall would be limited in length and would restrict clear vision at the entrances;
- e. Planning Commission waiver of the same side and opposite side driveway spacing waiver;
- f. Resolution of ownership issues with the City of Novi regarding former Road Commission right-of-way adjacent to Grand River Avenue with an appropriate agreement between the applicant and the City allowing or facilitating the use of this area by the applicant;
- g. Applicant working with City Attorney to provide cross access easements at the time of Final Site Plan approval;
- h. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- i. *(additional conditions here if any)*

for the following reasons...*(because it is otherwise in compliance with Article 16, Section 2400 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance).*

**Approval – Storm Water Management Plan**

In the matter of Novi Food Center Parking Lot Improvements, SP 09-18, motion to **approve** the Storm Water Management Plan, subject to:

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

for the following reasons...*(because it is otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

**PLANNING REVIEW**



cityofnovi.org

## PLAN REVIEW CENTER REPORT

August 20, 2009

### Planning Review

Novi Food Center Parking Lot Improvements  
SP #09-18

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#### **Petitioner**

Novi Food Center, LLC

#### **Review Type**

Preliminary Site Plan

#### **Property Characteristics**

- Site Location: South side of Grand River Avenue between Sixth Gate and Main Street.
- Site Size: 0.3 acres
- Zoning: Town Center, TC-1
- Surrounding Zoning: North: Town Center, TC; east, south and west: TC-1
- Surrounding Land Uses: North: restaurant; east: retail; south City owned parking lot; and west: medical office
- School District: Novi Community Schools
- Proposed: Proposed parking lot, dumpster enclosure and landscaping improvements only adjacent to existing retail buildings.
- Plan Date: October 29, 2008

#### **Project Summary**

The applicant, Novi Food Center, LLC, proposes to expand, reconfigure and pave parking areas on the north and south side of the property including improvements in the adjacent Grand River Avenue right-of-way. The project includes an expansion of a non-conforming parking area north of the building with the addition of three parking spaces and relocating one parking space within what appears to be City of Novi road right-of-way that is adjacent to the Road Commission of Oakland County's Grand River Avenue right-of-way. The City is in the process of making a final determination on the ownership of this area. Islands are proposed to separate the parking area from the roadway. The islands will include landscaping, a pathway and decorative paving. The parking area is proposed to be connected to the parking lot for Novi Party Store which is owned by the same owner. This part of the proposal is a modification of Site Plan SP98-41 stamped approved in 2001. The applicant proposes to pave a dirt parking area and repave a paved parking area south of the building. Islands, landscaping, a new dumpster enclosure and a driveway connection to the City's parking facility south of the site are proposed.

### **Recommendation**

The Planning Staff recommends **approval** of the Preliminary Site Plan subject to the applicant obtaining a parking setback variance from the Zoning Board of Appeals and making minor changes as listed below on the Final Site Plan submittal.

### **Comments:**

The Preliminary Site Plan was reviewed under the general requirements of Article 16, Town Center, TC-1, District and Section 2400, the Schedule of Regulations of the Zoning Ordinance, and other sections of the ordinance, as noted. Please see the attached chart for information pertaining to ordinance requirements. Applicable sections of the Zoning Ordinance and other regulatory documents are highlighted on the attached chart. Items in **bold** below must be addressed before Preliminary Site Plan approval by the Planning Commission and items underlined below need to be addressed at the time of Final Site Plan Review: Although Section 2516.1.C.1 permits administrative review of parking lot expansions, this Site Plan will need to be reviewed by the Planning Commission because it modifies a portion of Site Plan 98-41.

- 1. Schedule of Regulations** The Site Plan demonstrates general compliance with the standards of Section 2400, the Schedule of Regulations, relating to parking setbacks except for adding three additional parking spaces and adjacent access aisle in the apparent City owned Grand River Avenue right-of-way. The existing non-conforming parking and adjacent access aisle is also within the apparent City owned right-of-way. Section 2400 and Section 1602.5 of the Zoning Ordinance requires parking spaces to be set back 20 feet from the right-of-way. The improvements proposed will improve traffic circulation in front of this building, improve the appearance of the front and rear of the site and include an 8 foot pathway adjacent to Grand River Avenue. If City of Novi ownership of the right-of-way is confirmed and retained, the applicant is asked to enter into an agreement with the City Council to maintain the improvements and accept all liabilities. Regardless of the ownership issue, the applicant is asked **obtain a variance from the ZBA to permit zero feet setback for the parking spaces and adjacent access aisle.**
- 2. Parking Spaces** (Sec. 2505) Based on current ordinance requirements, 30 parking spaces are required for this site. Currently the site is an existing non-conforming site with 16 parking spaces. The applicant is proposing to add a total of three parking spaces including one adjacent to the north side of the site and two in front of the neighboring Novi Party Store. A proposed sidewalk from the south parking lot to the City's parking lot south of the property will provide easier access to the City's parking lot. One barrier free van accessible space is provided. A barrier free ramp from the sidewalk to the parking space access aisle and barrier free parking sign were not provided. The applicant is asked to provide a barrier free ramp and barrier free parking sign.
- 3. Parking Lot Aisles** (Sec. 2506) The applicant is proposing a 22 ft. access aisle for the north parking lot and 24 foot is required. Previously the applicant indicated that this would allow the parking to remain on property controlled by the applicant rather than placing part of the aisle in the right-of-way. The current Plan indicates the right-of-way is at the front of the building, thus all of the parking and sidewalks on the north side is located in the right-of-way. **The applicant is asked to increase the width of the access aisle or obtain a variance from the ZBA.**

4. **Loading Space** (Sec. 2507) The existing site does not have an unloading area. The Zoning Ordinance requires a 900 sq. ft. unloading area. The applicant is proposing a 352 sq. ft. unloading area. This will make the existing non-conforming site more conforming.
5. **Pedestrian Circulation** (Sec. 11-276.b and Building Code) The applicant is proposing to add a sidewalk to the north and south sides of the building and a pathway in the Grand River Avenue right-of-way. All building exists will be connected to sidewalks.
6. **Outdoor Lighting** (Sec. 2511) The applicant has provided parking lot fixture details and depicted a new location for two decorative fixtures now located in front of the Novi Party Store. The applicant is asked to consider install one additional decorative fixture west of the entrance drive to provide aesthetic balance to the decorative lighting. The applicant is asked to provide locations for the proposed fixtures, a photometric plan depicting illumination from all proposed and existing fixtures, and provide all required notes. The existing non-conforming parking may continue to be illuminated with the existing lighting but all reconfigured and new parking spaces need to meet current ordinance standards.
7. **Town Center District** (Sec. 1602) Projects in the Town Center Districts are required to include pedestrian/development amenities. The Novi Party Store (SP98-41) site was required to install some amenities and thus proposed and installed a small pedestrian place with a bench, trash can and decorative lighting. Parking spaces are now proposed in this area. **The applicant is asked to relocate the pedestrian amenities or seek a waiver of the requirement from the Planning Commission.**
8. **Other Issues**
  - **Pre-Construction Meeting** Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees and permits that must be issued before a Pre-Con can be scheduled. Contact Sarah Marconi for a sample checklist or to schedule a Pre-Construction Meeting at 248-347-0430 or smarchioni@cityofnovi.org.
9. **Response Letters** A letter from either the applicant or the applicant's representative addressing comments in this review letter and chart, and in the other review letters is requested to be submitted before the matter goes before the Planning Commission. A letter is also requested to be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and in other review letters.

Please contact Mark Spencer at (248) 735-5607 or [mspencer@cityofnovi.org](mailto:mspencer@cityofnovi.org) with any questions or concerns.



Prepared by Mark Spencer, AICP, Planner

Attachment: Planning Review Chart

## PLANNING REVIEW SUMMARY CHART

**Review Date:** 8/20/09  
**Project Name:** Novi Food Center  
**Project Number:** SP09-18  
**Plan Date:** 10/29/08

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

Item	Required	Proposed	Meets Requirements ?	Comments
Master Plan	Town Center	No change Proposed	Yes	
Zoning (Article 16)	TC-1	No change proposed	Yes	
Principal Uses Permitted	Retail offices	No change proposed	Yes	
<b>Building Setback</b>				
Front (2400 & 2908)	80 ft.	0 ft. No change proposed	Yes	Existing Non-Conforming
Side east (2400 & 2908)	10 ft.	0 ft. No change proposed	Yes	Existing Non-Conforming
Side west interior (2400 & 2908)	10 ft.	0 ft. No change proposed	Yes	Existing Non-Conforming
Rear (2400 & 2908)	10 ft.	51 ft.	Yes	
<b>Parking Setback</b>				
Front (2400 h & 1603.5)	20 ft.	In right-of-way Expansion of 3 parking spaces in right-of-way	No	<b>Obtain variance from ZBA</b>
Side east (2400 h and c)	10 ft.	0 ft. No change proposed	Yes	Existing Non-Conforming
Side west interior(2400)	10 ft.	0 ft. No change proposed	Yes	Existing Non-Conforming
Rear (2400)	10 ft.	0 ft. existing 3.4 ft. proposed	Yes	Reduces Existing Non-Conforming
Number of Parking Spaces (2505)	6,075 sq. ft./200 sq. ft. per parking space = 30	16 spaces existing 19 spaces proposed (17 (1 new) spaces in R.O.W. adjacent to retail parcel, 2 new and 1 realigned spaces in ROW adjacent to Novi	Yes	Reduces Existing Non-Conformity



Item	Required	Proposed	Meets Requirements ?	Comments
		Party Store Property		
Parking Space Dimensions and Maneuvering Lanes (2506)	9 ft. x 19 ft. parking space dimensions and 24 ft. wide 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..	9ft. x 17ft. spaces adjacent to 7ft. sidewalks with 24 and 22ft. aisles	Yes/No	Increase width of north parking lot aisle to 24 ft or obtain a variance from the ZBA.
End Islands (Section 2506.13)	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 ft. wide, have an outside radius of 15 ft., and be constructed 3ft. shorter than the adjacent parking stall as illustrated in the Zoning Ordinance.	None	Yes	
Barrier Free Spaces (Barrier Free Code)	1 barrier free spaces required: 0 standard barrier free, 1 van accessible.	1 van accessible provided	Yes/No	<u>Provide ramp to access aisle</u>
Barrier Free Space Dimensions (Barrier Free Code)	8ft. wide with an 8ft. wide access aisle for van accessible spaces	Meets requirements	Yes	
Barrier Free Signs (Barrier Free Design Graphics Manual)	One sign for each accessible parking space.	None depicted	No	<u>Provide barrier free parking sign and detail</u>
Loading Spaces (Section 2507)	10 sq. ft. per front foot of building 90 X 10 = 900 sq. ft.	0 sq. ft. existing 352 sq. ft. proposed	Yes?	Existing Non-Conforming <u>Provide turn movements demonstrating adequate truck access (see traffic review)</u>
Dumpster (Chapter II, Section 21-145 and Section 2503.2.F)	Not required	Enclosure proposed	Yes	Note: The enclosure must be 1 foot taller than dumpster

Item	Required	Proposed	Meets Requirements ?	Comments
Dumpster Enclosure (Sections 2503.2.F and 2520.1)	Dumpster enclosure to be located in rear yard, and set back from property line a distance equivalent to the parking lot setback. It is to be located as far from barrier free spaces as possible. Enclosure to match building materials	Located in rear yard, Setback 32 ft. Brick face to match building	Yes	See Façade Review  <u>Remove note on sheet CE-1 calling for poured concrete dumpster enclosure</u>
Exterior lighting (Section 2511)	Photometric plan and exterior lighting details	Proposing to move existing decorative fixtures on north side of building – New fixture details provided	Yes/No	<u>Provide photometric plan that includes all proposed and existing fixtures – The Plan must include area in front of Novi Party Store - Although existing Non-Conforming fixtures do not have to be replaced, suggest updating all outdoor lighting to meet current ordinance requirements – All new or reconfigured parking areas must meet minimum illumination standards – Applicant is asked to consider adding one additional decorative fixture to west island along grand river Avenue to provide aesthetic balance</u>
Roof top equipment and wall mounted utility equipment (Section 2503.2.E.(1))	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 façade changes proposed	Yes	
Sidewalks (City Code Section 11-276(b))  Building Code	A 5ft.-8ft. wide sidewalk shall be constructed along all major thoroughfares as required by the City of Novi's Pedestrian and Bicycle Master Plan.  Building exits must be connected to sidewalk system or parking lot.	8 ft. sidewalk proposed  All exists connect to sidewalk or parking lot	Yes	

Item	Required	Proposed	Meets Requirements ?	Comments
Town Center District Requirements (1602.7 & 14)	District requires a pedestrian orientation with pedestrian amenities (site plan for Novi Party Store included amenities)	Remove amenities (small brick plaza, bench and trash receptacle in front of Novi Party Store to provide area for parking	No	Include amenities on site or seek a Planning Commission waiver
Site Plan Manual Requirements	See Site Plan Check List for Details	Meets most requirements	No	Provide tax ID# on plan <u>Show all existing structures on the plan set (cooling system not depicted) show all driveways and streets within 200 feet of property on both sides of Grand River</u>

Prepared by Mark Spencer, AICP (248) 735-5607

### Lighting Review Summary Chart

Project name           Novi Food Center  
 Review Date:         8/20/09  
 Final Site Plan:     SP 09-18  
 Plan Date:            10/29/08

**Bolded items must be addressed at the time of Final Site Plan submittal**

<b>Item</b>	<b>Required</b>	<b>Meets Requirements?</b>	<b>Comments</b>
Intent (Section 2511.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties, reduce unnecessary transmission of light into the night sky	<b>No</b>	<b>See Below</b>
Lighting plan (Section 2511.2.a.1)  Entrance Fixtures Required (2003 State Building Code Sec.10-06)	Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures	<b>No</b>	<b>Provide fixture locations and photometric plan existing and proposed</b>
Lighting Plan (Section 2511.2.a.2)	Specifications for all proposed and existing lighting fixtures including: Photometric data <input type="checkbox"/> Fixture height <input checked="" type="checkbox"/> Mounting & design <input checked="" type="checkbox"/> Glare control devices <input checked="" type="checkbox"/> Type and color rendition of lamps <input checked="" type="checkbox"/> Hours of operation <input checked="" type="checkbox"/> Photometric plan <input type="checkbox"/>	Yes/ <b>No</b>	<b>Fixture details provided</b>
Required Notes (Section 2511.3.b)	- Electrical service to light fixtures shall be placed underground - No flashing light shall be permitted - Only necessary	<b>No</b>	<b>Place notes on plan</b>

Item	Required	Meets Requirements?	Comments
	lighting for security purposes and limited operations shall be permitted after a site's hours of operation.		
Required conditions (Section 2511.3.e)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1.	<b>No</b>	<b>Provide calculations</b>
Required conditions (Section 2511.3.f)	Use of true color rendering lamps such as metal halide is preferred over high and low pressure sodium lamps.	Yes	
Minimum Illumination (Section 2511.3.k)	<ul style="list-style-type: none"> <li>- Parking areas- 0.2 min</li> <li>- Loading and unloading areas- 0.4 min</li> <li>- Walkways- 0.2 min</li> <li>- Building entrances, frequent use- 1.0 min</li> <li>- Building entrances, infrequent use- 0.2 min</li> </ul>	?	<b>Provide photometric plan</b>
Maximum illumination at property line (Section 2511.3.k)	Max. 1.0 at non-residential property line	?	<b>Provide photometric plan</b>
Cut off Angles (Section 2511.3.i & m)	All cut off angles of fixtures must be 90 degrees – City may waive cutoff requirement when historic or decorative fixtures used	Yes	

**LANDSCAPE REVIEW**



## PLAN REVIEW CENTER REPORT

August 19, 2009

### Preliminary Landscape Review

Novi Food Center – SP#09-18

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#### Petitioner

Novi Food Center, LLC

#### Review Type

Preliminary Site Plan

#### Property Characteristics

- Site Location: South side of Grand River Avenue between Sixth Gate and Main
- Zoning: Town Center, TC-1
- Surrounding Zoning: North: Town Center, TC; east, south and west: TC-1
- Surrounding Land Uses: North: restaurant; east: retail; south City owned parking lot; and west: medical office
- Proposed: Proposed parking lot, dumpster enclosure and landscaping improvements only adjacent to existing retail buildings.
- Plan Date: 1/7/09

#### Recommendation

**Approval of the Preliminary Site Plan for SP#09-16 Novi Food Center is recommended provided the Applicant receives the necessary Planning Commission waivers.** The site work proposed is an improvement to existing non-conforming conditions. Staff has worked with the designer toward a safe and attractive layout for the proposed enhancements. Please address all minor comments on the Final Site Plan Submittal.

#### Ordinance Considerations

##### Site Amenities (Sec. 102.7.)

1. The Ordinance requires that pedestrian friendly amenities be included in the Town Center District. A small brick paver area with a single bench and trash receptacle currently exist at the front of the end building. These are proposed to be removed to facilitate reconfigured parking and the installation of the main landscape bed along the road frontage. The applicant should depict on the plans an alternate location for the relocation of these amenities. Alternately, **the applicant could seek a waiver from the Planning Commission for the removal of these amenities due to the lack of available space and to facilitate the other proposed improvements.**

##### Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Sec. 2509.3.b.)

1. A 3' high brick wall is typically required in the Town Center District. It is critical that pedestrian safety be optimized at vehicular crossings. Due to the necessity for maintaining clear vision triangles at both entry drives, this would limit the wall to placement only centrally located in the landscape island along Grand River Avenue. The length of wall would be relatively short. The applicant has proposed a landscape

bed along the Grand River frontage that will buffer and visually delineate parking from the proposed walkway. **Staff recommends that the Planning Commission grant a waiver for the placement of the wall due to its limited length and to assure clear vision at the entries.**

2. Buffer trees would typically be required within the right of way frontage. The Road Commission of Oakland County, the agency with jurisdiction over the roadway, has historically disallowed planting trees in the Grand River right of way. The applicant should provide documentation from the RCOC that no trees will be allowed to be planted within the right of way.
3. Twenty five foot clear vision areas have been provided as required.

**Street Tree Requirements (Sec. 2509.3.b.)**

1. No Street Trees are required in the Town Center District.

**Parking Landscape (Sec. 2509.3.c.)**

1. The applicant has added parking lot landscape beds along the Grand River frontage where possible, thereby reducing nonconformance.
2. Three additional Parking Lot Canopy Trees have been provided at the rear of the building. In conjunction with the proposed shrub beds, these will serve to buffer the loading area and enclosed dumpster. This is an improvement over existing site conditions.

**Building Foundation Landscape (Sec. 2509.3.d.)**

1. A minimum 4' wide landscape bed is required around the entire building foundation with the exception of access areas. As the entire building foundation is paved access, no building foundation landscape is possible or required.

**Plant List (LDM)**

1. The Plant List as provided generally meets the requirements of the Ordinance and the Landscape Design Manual. *Please note that the unit cost for the proposed canopy trees should be shown as \$400 each.*

**Planting Notations and Details (LDM)**

1. Planting notations and details meet the requirements of the Ordinance and Landscape Design Manual. *Please revise the planting details to call for fabric tie material only, not plastic, nylon or wire.*

**Irrigation (Sec. 2509 3.f.(6)(b))**

1. *An Irrigation Plan must be provided with the Final Site Plan Submittal.*

Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and not intended to substitute for any Ordinance. For the landscape requirements, see the Zoning Ordinance landscape section on 2509, Landscape Design Manual and the appropriate items in the applicable zoning classification.



Reviewed by: David R. Beschke, RLA



**TRAFFIC REVIEW**

August 19, 2009

Barbara McBeth, AICP  
Deputy Director of Community Development  
City of Novi  
45175 W. Ten Mile Rd.  
Novi, MI 48375



**SUBJECT: Novi Food Center, SP#09-18**  
Traffic Review of Preliminary Site Plan

Dear Ms. McBeth:

At your request, we have reviewed the above and offer the following recommendation and supporting comments.

### Recommendation

We recommend approval of the preliminary site plan, subject to the applicant 1) receiving same-side and opposite-side driveway spacing waivers from the Planning Commission, and 2) satisfactorily addressing the concerns shown below in **bold** on the final site plan.

### Project Description

What is the applicant proposing?

1. The applicant, Novi Food Center, LLC, proposes to construct new front and rear parking lots, and make associated site improvements, for an existing retail strip building on the south side of Grand River between Novi Road and Town Center Drive (see attached aerial photo). No changes in the site's specific commercial uses are indicated on the site plan, so this review does not address trip generation or the need for a traffic study.

### Vehicular Access Locations

Do the proposed driveway locations meet City spacing standards?

2. In response to our pre-application comments, the applicant proposes to reduce the site's existing 90-ft wide curb cut along Grand River to a single, 31-ft (back-to-back) driveway near the west side of the site. Also, the new front lot would be connected to the Novi Party Store driveway to the east. These concepts are generally satisfactory, but the following issues should be addressed:
  - a. Per the City of Novi *Site Plan and Development Manual*, **the preliminary site plan must show all existing off-site driveways within 200 ft of the property boundaries.**

- b. The proposed driveway would be only about 75 ft west of the party store driveway. **To minimize the operational issues related to such a close same-side driveway spacing, the proposed curb cut should be shifted 5 ft further west.**
- c. The City's Design and Construction Standards (DCS Sec 11.216(d)(1) d and e) require a minimum opposite-side driveway spacing of 150 ft to the west and at least 200 ft to the east (center-to-center), along with a minimum same-side spacing of 185 ft (near-back-of-curb to near-back-of-curb, for Grand River's 40-mph speed limit). **Based on the attached aerial photo and proposed site plan, Planning Commission waivers of both of these standards are required.**
- d. It would be highly desirable to connect the proposed new front parking lot to the neighboring site to the west. However, as can be seen on the attached aerial photo, existing office parking on that site would block cross access. **If and when the neighboring site to the west redevelops, the current applicant should be expected to permit the construction of cross-access, potentially in the rear as well as the front. See related comments 10 and 11, below.**

### Vehicular Access Improvements

Will there be any improvements to the public road(s) at the proposed driveway(s)?

3. The new curb and gutter along the Grand River frontage is located where it should be able to remain if and when the road is eventually widened to five lanes. In the meantime, the interim widening along the site frontage constitutes a deceleration lane. **Hence, the entering taper, now proposed to be only 40 ft long, will have to be lengthened to at least 75 ft to meet City standards (see DCS Figure IX.11).**

### Driveway Design and Control

Are the driveways acceptably designed and signed?

4. The proposed new driveway on Grand River appears to be dimensioned as 30 ft wide, face-of-curb to face-of-curb. **This width should be reduced by 1 ft to comply with the City standard that the driveway width be 30 ft back-to-back (see DCS Figure IX.1).**
5. No later than the final site plan, a 24-in STOP (R1-1) sign should be placed at the south edge of the safety path just east of the proposed new Grand River driveway.

### Pedestrian Access

Are pedestrians safely and reasonably accommodated?

6. The sidewalks on the site would be connected to the Grand River safety path via a painted crosswalk at the northeast corner of the party store. **Per the Michigan Manual of Uniform Traffic Control Devices, the crosshatching used should be white.**

7. Given the commercial hub at Grand River and Novi Road (to the west), **a second pedestrian access point should also be provided by constructing a 5-ft wide sidewalk stub between the safety path and the parking lot adjacent to the west property line.** This improvement would be in anticipation of a safety path connection across the office property's frontage just west of the subject property, and eventually a continuous safety path connection to Novi Road. Waiting for the neighboring property to provide such a connection does not ensure that the connection would occur when the safety path is actually extended, since the path extension could occur as part of a road widening and/or pathway improvement project rather than a site redevelopment project.

## Circulation

Can vehicles safely and conveniently maneuver through the site?

8. The proposed aisle width of the north parking lot is shown as 22 ft, or 2 ft less than the standard prescribed by the Zoning Ordinance (Sec 2506.2). **To avoid the need for a variance from the Zoning Board of Appeals (which we would not support), the proposed aisle width should be widened to 24 ft by reducing the internal driveway return radii from 5 ft to 3 ft, thereby narrowing the width of the landscape strip from 8.1 ft to 6.1 ft.**
9. **To improve circulation between the new front parking lot and the party store driveway, the proposed radius at the northeast corner of the party store should be increased to 9 ft from the 5 ft proposed.**
10. **The applicant should work with the City attorney and the applicant's neighbors to develop an appropriate easement and agreement for general-purpose cross access through the site between Grand River, the Novi Party Store driveway, and the west property line adjacent to the new north parking lot. We believe that such measures are essential to ensure an eventual connection to the adjacent parcel, even though the proposed parking lot is within the existing Grand River right-of-way. On a related note, we also suggest that the applicant consider applying to the Road Commission for Oakland County for a vacation of the south half right-of-way in excess of 60 ft. We would expect the Road Commission to be agreeable, given its dislike for allowing parking within its right-of-way.**
11. **To afford the maximum opportunity for future cross access between the subject site and the adjoining site to the west, we recommend that a cross-access agreement also be developed for movements between the proposed rear driveway and the west property line. This agreement would become operational only upon the City's future review and approval of an appropriate future rear driving connection between the two sites.**
12. **It is essential that the final site plan show the above cross-access easements via light crosshatching, with appropriate explanatory notes included on the plan.**
13. The lack of alignment between the proposed loading zone at the rear of Lot 5 (Sun Crystal and Bead) and the proposed rear driveway on the south side of the site could make that

loading zone difficult to access for a delivery truck. This would likely result in delivery vehicles not using that loading zone as often as they should (due to the maneuvering necessary to access it) and possibly double-parking elsewhere. **The City and the applicant should discuss the types of deliveries and delivery vehicles anticipated given the size of the retail center, and whether the City's requirement for a loading zone is warranted. If the loading zone is to remain, we suggest a shifting of the east side of the parking lot connection so as to align with the east property line (a shift of about 15 ft), along with a widening of the connection to 30 ft (from the 25 ft back-to-back width proposed).** Based on the topographic survey provided, we see no impediments to making the above-suggested design changes.

Sincerely,  
BIRCHLER ARROYO ASSOCIATES, INC.



Rodney L. Arroyo, AICP  
Vice President



William A. Stimpson, P.E.  
Director of Traffic Engineering



David R. Campbell  
Senior Associate

Attachment



29.785

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## **ENGINEERING REVIEW**



# PLAN REVIEW CENTER REPORT

August 19, 2009

## Engineering Review

Novi Food Center  
SP09-18

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### Petitioner

Novi Food Center, LLC

### Review Type

Preliminary Site Plan

### Property Characteristics

- Site Location: Southeast corner of Grand River Ave. and Sixth Gate
- Site Size: 0.3 acres
- Plan Date: 6-15-2008

### Project Summary

- Reconstruction of an existing parking lot/drive approach at the Novi Food Center. There will be a secondary access connection to the Novi Party Store to the east and an additional drive approach at the south end of the property connecting to the City-owned parking lot.

### Recommendation

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

### Comments:

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



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

General

1. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
2. Provide the City's standard detail sheets for storm sewer (1 Sheet-6/15/98) and paving (1 Sheet-12/15/00) at the time of the Stamping Set submittal.
3. Show all drive approaches along Grand River Avenue within 200-feet of the parcel on the plan.
4. A same-side/opposite-side driveway spacing **Waiver**, granted by the Planning Commission, would be required for the proposed location of the northern entrance drive with respect to the adjacent drive as stated in Birchler Arroyo's review letter. The Engineering Department supports this waiver request.
5. Detectable warning plates are required at all barrier free ramps, hazardous vehicular crossings and other areas where the sidewalk is flush with the adjacent drive or parking pavement. The barrier-free ramps shall comply with current MDOT specifications for ADA Sidewalk Ramps. Provide the MDOT standard detail (R-28-F) for detectable surfaces. That includes the existing ramp east of the Novi Party Store drive approach.
6. Label specific ramp locations on the plans where the detectible warning surface is to be installed.
7. Specify the product proposed and provide a detail 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.
8. An ADA accessible ramp shall be required at the handicap striped space on the north side of the building.
9. Distinguish between proposed and existing drainage structures and show more detail for site drainage (storm sewers). Also, add notes for any catch basin adjustments.
10. License agreements are required for all parking, approaches, walkways and brick pavers within the right-of-way. All license agreements shall be approved and signed prior to stamping set approval.
11. An access easement/agreement shall also be required from Sixth Gate to the proposed access point across the City parcel. The easement/agreement shall include language indicating the owner of the parcel benefiting from the new access will maintain the new portion serving only this parcel.
12. The grades along the west side of the parking lot shall match that of the adjacent property.
13. Provide a traffic control plan for the proposed road work activity (City roads).
14. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (storm) being proposed.
15. Provide a note stating if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Department for review.

16. 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.
17. Provide a note on the Grading Plan stating the right-of-way pathway will match existing grades at both ends.
18. Realign the 8-foot pathway to angle southwest in order to matchup with the existing ramp east of the Novi Party Store drive approach.
19. 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.
20. The City of Novi standard sidewalk cross section within a right-of-way is as follows: 4-inches of concrete over 6-inches of aggregate over a compacted sand sub base. The proposed sidewalk/pathway cross section shown does not meet this requirement. Please add a separate detail for the pathway within City right-of-way.
21. Provide the standard Type 'M' approach at the Grand River Avenue driveway/intersection.
22. All drive approaches (22-feet from Grand River Ave.) shall match the adjacent roadway cross section. In the case of Grand River, the cross section is 5-inches of bit. over 12-inches of 21AA aggregate. The bituminous lifts shall be as follows: 1.5-inches of 1500T over 1.5-inches of 1500L over 2-inches of 1500L with bonding coats between. Show and label the additional cross section on the detail sheet.
23. MDOT F-4 curb is the City of Novi standard. The B-2 roll curb shown on the detail sheet does not meet City standards. Please revise.

**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 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.
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 addressed prior to construction:**

26. 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.

27. A permit for work within the right-of-way of Grand River Avenue 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.
28. A permit for work within the right-of-way of Grand River Avenue 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.
29. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
30. 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.

Please contact Lindon Ivezaj at (248) 735-5694 with any questions.



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cc: Ben Croy, Engineering  
Brian Coburn, Engineering  
Mark Spencer, Community Development Department  
Tina Glenn, Water & Sewer Dept.

## FAÇADE REVIEW



August 20, 2009

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  
 Novi Food center, **SP09-18** (Dumpster Enclosure)  
 Façade Region: 1, Zoning District: TC-1

Dear Ms. McBeth:

The following is the Facade Review for the proposed dumpster enclosure for the above referenced project based on the drawings prepared by The Design & Construction Group, Inc., dated 6/15/09. The percentages of materials proposed for each façade are as shown on the table below. The maximum (and minimum) percentages allowed by the Schedule Regulating Façade Materials (Facade Chart) are shown in the right hand column. Materials that are in non-compliance with the Facade Schedule, if any, are highlighted in bold.

	West	North	South	East	Ordinance Maximum (Minimum)
Brick (to match existing)	100%	100%	N/A	100%	100% (30%)

**Comments:**

As shown above, the dumpster enclosure is 100% brick to match existing building and is in full compliance with the Facade Chart. The design is also in full compliance with Section 1602.9 of the Ordinance which requires that materials used in the TC and TC-1 districts be "primarily brick or stone".

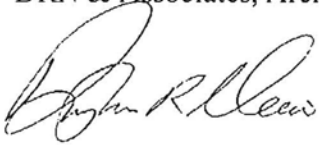
**It is therefore our recommendation that this application is in full compliance with the Facade Ordinance and that a Section 9 Waiver is not required.**

**Notes to the Applicant:**

1. Inspections - The City of Novi requires Façade Inspection(s) for all projects. In this case no sample board is required as the brick is proposed to match the existing building. It is the applicant's responsibility to request an inspection of the brick at the appropriate time. This should occur immediately after the materials are delivered. Materials must be approved before installation on the building. Please contact the Novi Building Department's Automated Inspection Hotline at (248) 347-0480 to request the Façade inspection.

2. 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.

Sincerely,  
DRN & Associates, Architects PC

A handwritten signature in black ink, appearing to read "Douglas R. Necci". The signature is fluid and cursive, with a large initial "D" and "N".

Douglas R. Necci, AIA

**FIRE REVIEW**



August 20, 2009

**CITY COUNCIL**

Mayor  
David B. Landry

Mayor Pro Tem  
Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

Brian Burke

**City Manager**  
Clay J. Pearson

**Assistant City Manager**  
Pam Antil

**Fire Chief**  
Frank Smith

**Deputy Fire Chief**  
Jeffrey Johnson

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

RE: Novi Food Center, 43035 Grand River Ave., SP# 09-18  
Preliminary Site Plan  
Fire Department Review

Dear Ms. McBeth,

The above plan has been reviewed and it is **Recommended for 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

cityofnovi.org



**APPLICANT RESPONSE LETTER(S)**



September 10, 2009

Mark Spencer, AICP, Planner  
City of Novi  
45175 W. Ten Mile Road  
Novi, Mi. 48375

RE: SP#09-18 - 43035 Grand River Ave.  
Novi Food Center Parking Lot Improvements

Dear Mark Spencer;

In response to your Plan Review Center Report under Comments: Item 1, Schedule of Regulations: The three additional parking spaces are not in the Grand River Ave right-of-way. There was resolution by Road Commission of Oakland County in 1996 to abandon 42 feet of right-of-way, Libre 16568, Page no. 853. Item 2, Parking Spaces: A barrier free ramp from the sidewalk and barrier free sign will be provide per Code. Item 3, Parking Lot Aisles: The proposed 22 ft. access aisle for the north parking lot will be increased to 24 ft. by decreasing the landscaping area by 2 ft. from 8.1 ft. to 6.1 ft. Item 6, Outdoor lighting: We will install one additional decorative fixture west of the entrance drive per your suggestion. A photometric plan will submitted per city requirements. Item 7 Town Center District: We will relocate the pedestrian amenities per your direction.

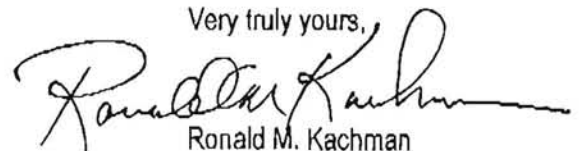
In response to the Preliminary Landscape Review, we will comply too all the concerns stated in the review letter. Our landscape designer will provide all the necessary information as requested.

In response to the Engineering Review Comments, all of the items stated in the letter will be complied with, when Final Site Plan has been submitted.

In response to the Traffic Review Comments, provided by Barbara McBeth, AICP, Deputy Director of Community Development, we see no problem in comply with all of the improvements recommended in the traffic review.

If any you need any further information, please do not hesitate to call my office, at (248) 583-5455.

Very truly yours,



Ronald M. Kachman

330 East Maple Road • Suite B  
Troy, Michigan 48083  
248-583-5455  
Fax: 248-585-8924

**REDUCED SITE PLAN**

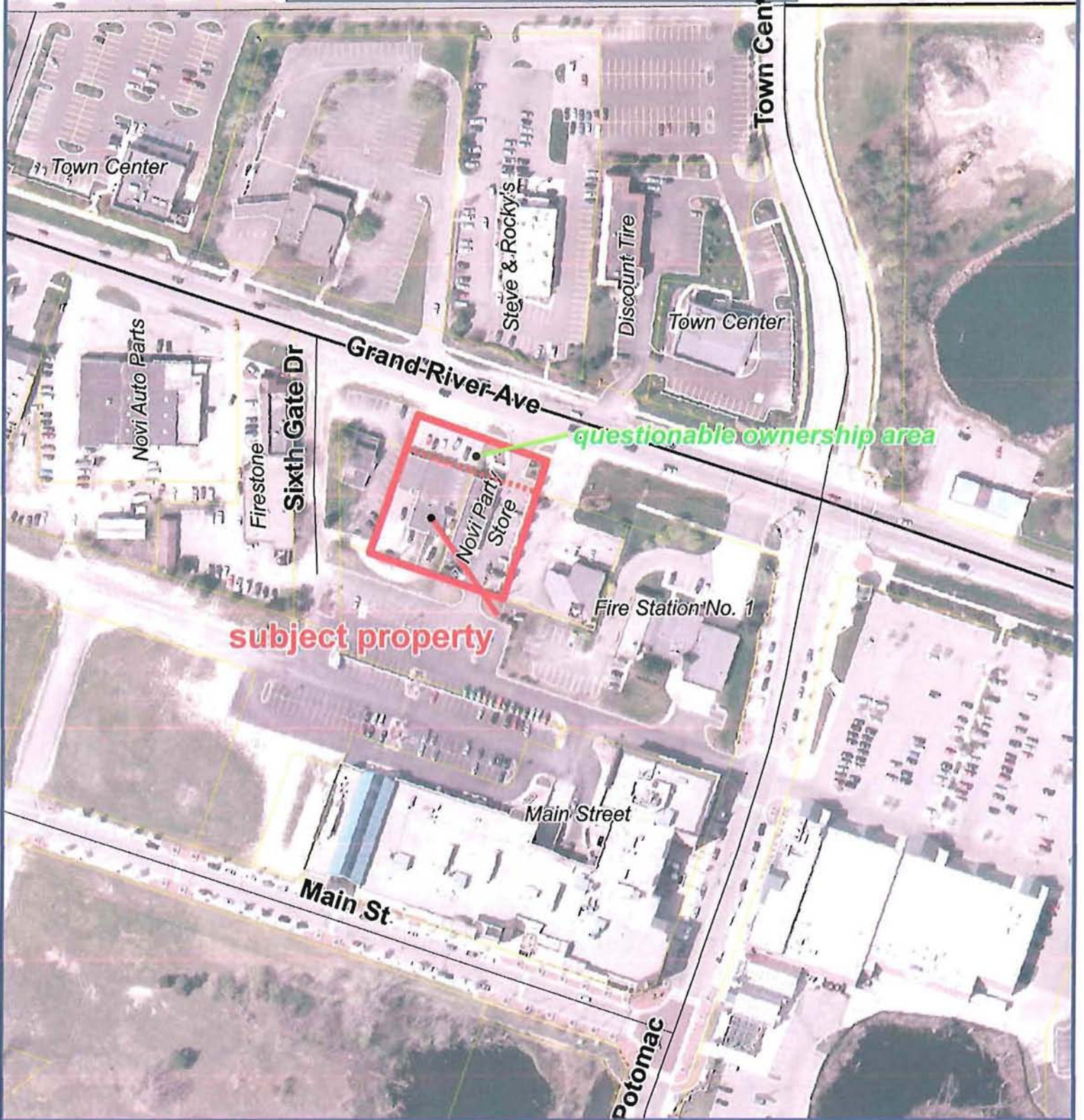


**MAPS**

**Location/Air Photo  
Zoning  
Future Land Use  
Natural Features**

# Novi Food Center SP09-18

Location Map




Map Author: Mark Spencer  
 Date: 9/10/09  
 Project: Novi Food Center  
 Version #: 1.1

Amended By: Mark Spencer  
 Date: 9/24/09  
 Department: Community Development

**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.

**Map Legend**

 Tax Parcels



**City of Novi**  
 Planning Division  
 Community Development Dept.  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
 cityofnovi.org

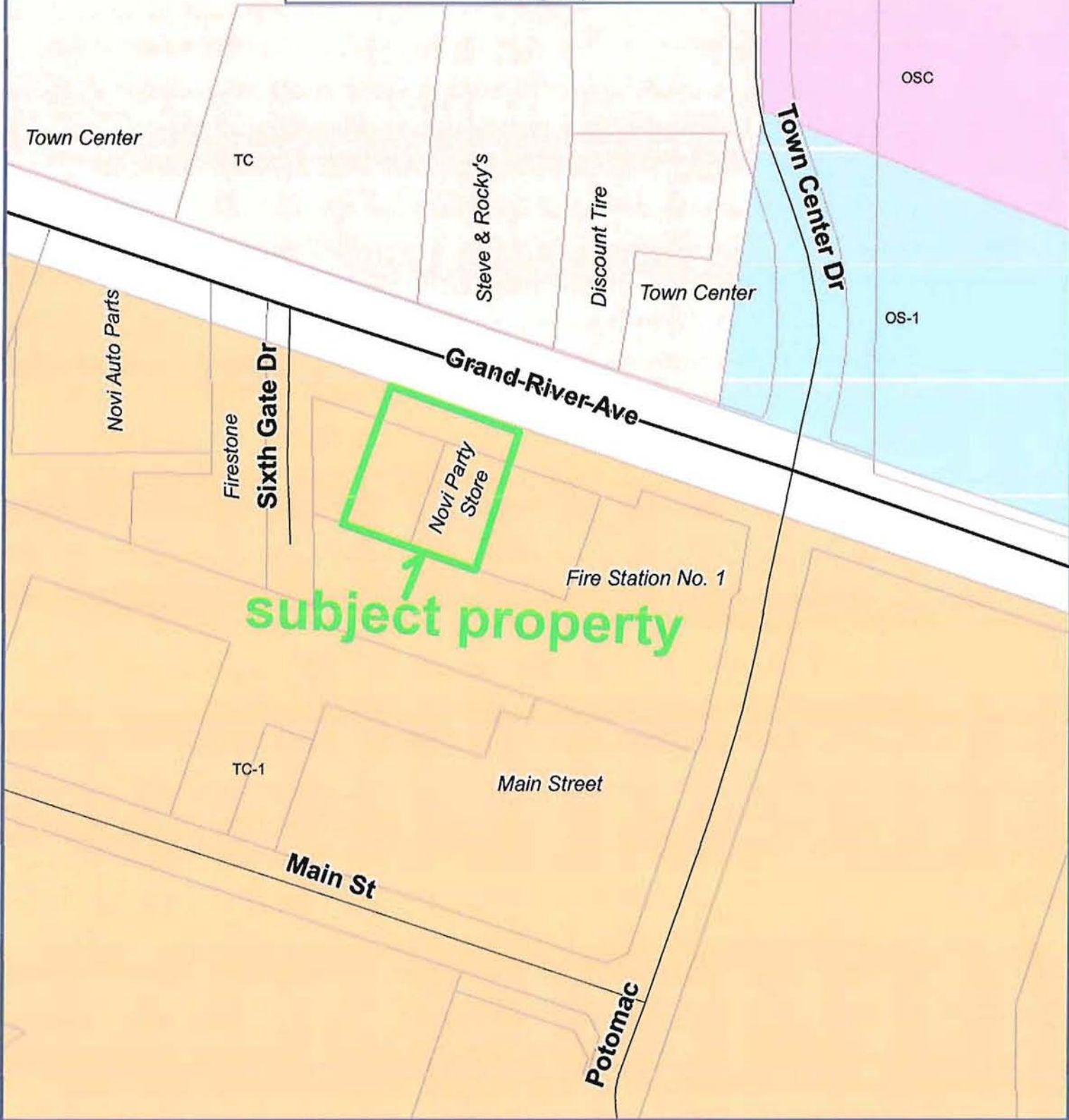


Eleven Mile Rd

# Novi Food Center SP09-18

OSC

Zoning Map



Map Author: Mark Spencer  
 Date: 9/10/09  
 Project: Novi Food Center  
 Version #: 1.0



**MAP INTERPRETATION NOTICE**

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Map Legend

Tax Parcels

**Zoning**

- OS-1: Office Service District
- OSC: Office Service Commercial
- TC: Town Center District
- TC-1: Town Center -1 District



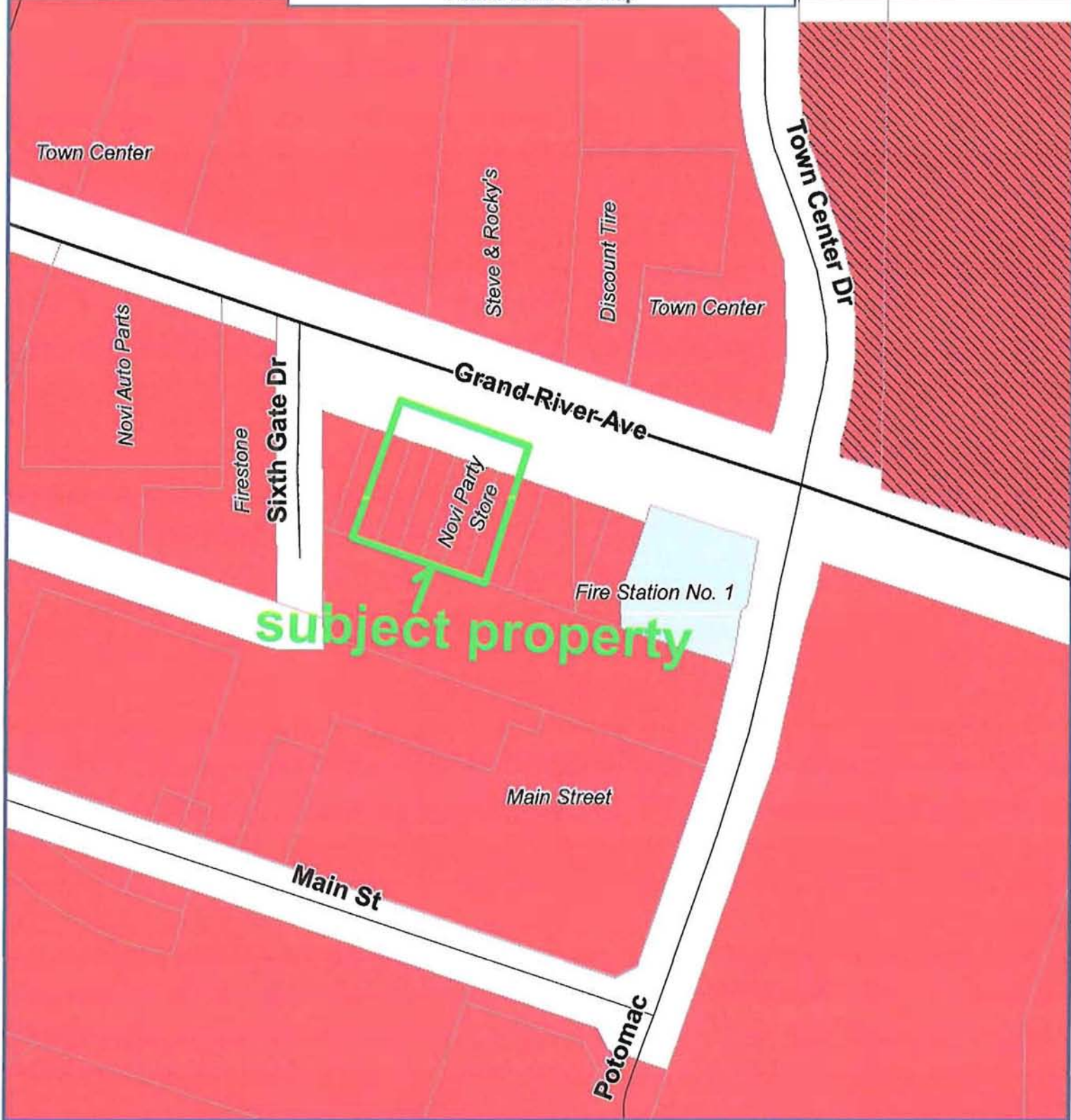
**City of Novi**  
 Planning Division  
 Community Development Dept.  
 46175 W Ten Mile Rd  
 Novi, MI 48375  
 cityofnovi.org



1 inch = 175 feet

# Novi Food Center SP09-18

Future Land Use Map



Map Author: Mark Spencer  
 Date: 9/10/09  
 Project: Novi Food Center  
 Version #: 1.0

**MAP INTERPRETATION NOTICE**

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Map Legend

Tax Parcels

**LAND USE CLASSIFICATION**

- OFFICE
- TC COMMERCIAL
- TC GATEWAY
- PUBLIC



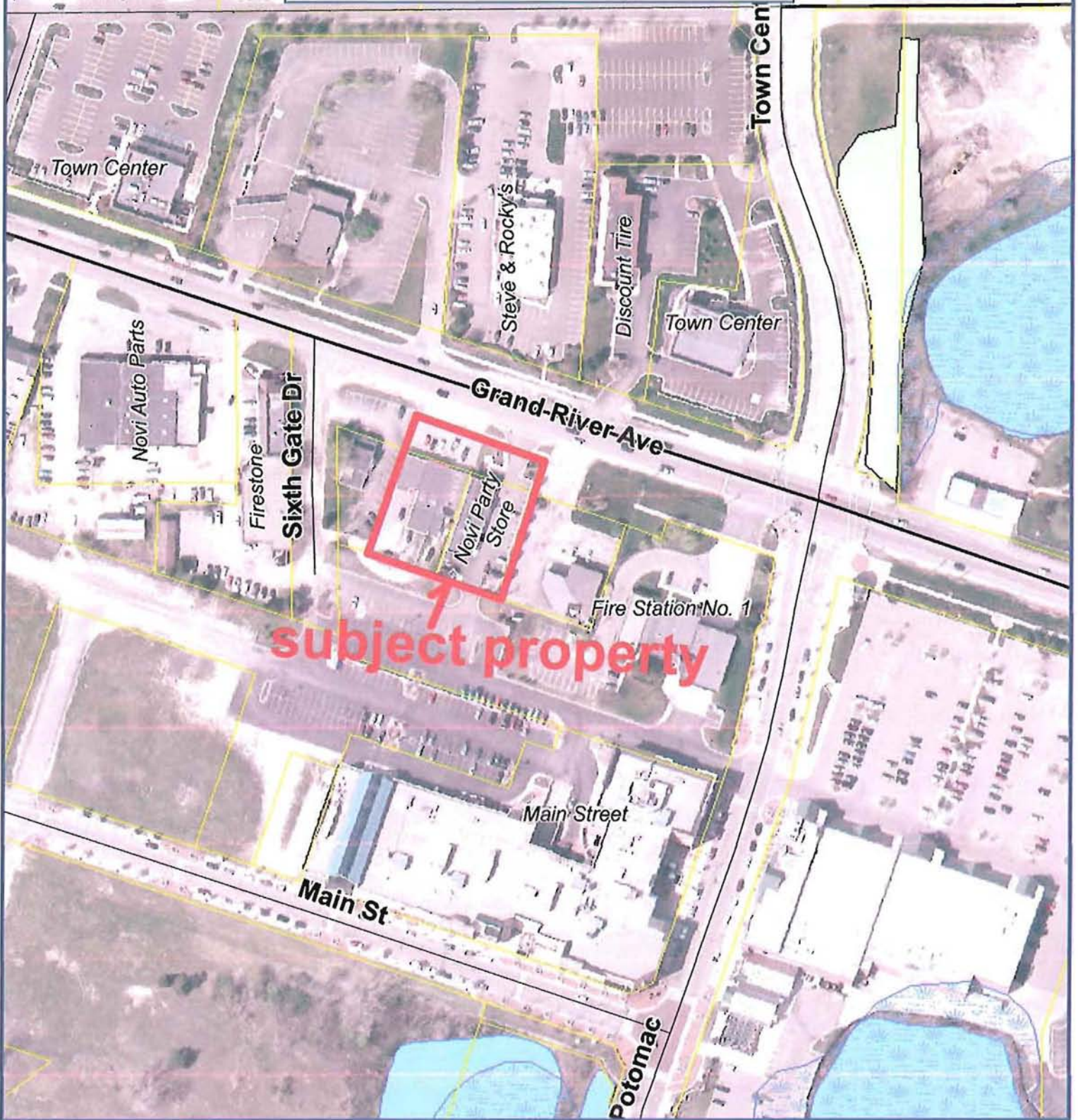
**City of Novi**  
 Planning Division  
 Community Development Dept.  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
[cityofnovi.org](http://cityofnovi.org)





# Novi Food Center SP09-18

## Natural Features Map



Map Author: Mark Spencer  
 Date: 9/10/09  
 Project: Novi Food Center  
 Version #: 1.0

### MAP INTERPRETATION NOTICE

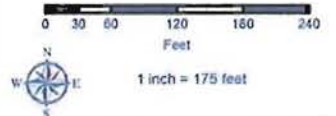
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### Map Legend

- |             |                                    |   |
|-------------|------------------------------------|---|
| Tax Parcels | <b>Habitat Priority Areas</b> High | <b>FIRM Flood Hazard Areas</b> 1.0% Chance Flood Zone A |
| Wetlands    | Medium                             | 1.0% Chance Flood Zone AE                               |
| Woodlands   | Low                                |   |



**City of Novi**  
 Planning Division  
 Community Development Dept.  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
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Plans available for viewing at the  
Community Development Department.