



Collex Collision SP 12-03

COLLEX COLLISION SP 12-03

Public hearing of the request of BRIVAR Construction Company for Collex Collision for Preliminary Site Plan, Woodland Permit and Stormwater Management Plan approval. The subject property is located at 25100 Novi Road on the east side of Novi Road, north of Ten Mile Road, in Section 23 of the City. The property totals 4.33 acres and the applicant is proposing to construct a 21,600 square foot building.

REQUIRED ACTION

Approval or denial of the Preliminary Site Plan, Woodland Permit and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval not recommended	02/10/12	<ul style="list-style-type: none"> • ZBA variance required for lack of front yard parking screen wall. • Applicant should comply with required front yard parking setback or provide justification for a ZBA variance. • Planning Commission finding that front yard parking and lighting is compatible with the surrounding area. • Applicant should reduce the building size to better meet parking space requirements or provide justification for a ZBA variance. • Applicant should comply with the required side yard parking setback or provide justification for a ZBA variance. • Items to be addressed on the revised Preliminary Site Plan submittal and/or the Final Site Plan submittal.
Engineering	Conditional approval recommended	02/10/12	<ul style="list-style-type: none"> • Permission from Oakland County required allowing construction within the existing sanitary sewer easement. • Items to be addressed on the revised Preliminary Site Plan and/or Final Site Plan submittal.
Traffic	Approval recommended	01/26/12	<ul style="list-style-type: none"> • Opposite-side driveway spacing waiver required for 58' deficiency. • Items to be addressed on the revised Preliminary Site Plan submittal and/or Final Site Plan

			submittal.
Landscaping	Approval not recommended	02/10/12	<ul style="list-style-type: none"> • Landscape waiver required for lack of berm along the frontage. (Staff supports.) • Landscape waiver required for lack of street trees. (Staff supports.) • Landscape waiver required for required building foundation landscape. (Staff does not support.) • Items to be addressed on the revised Preliminary Site Plan and/or the Final Site Plan submittal.
Wetlands	Conditional approval recommended	02/13/12	<ul style="list-style-type: none"> • Applicant should consider modifying the length of the outlet pipe to avoid wetland impacts. • Applicant should provide pretreatment for all snow deposit areas. • Applicant should consider revising the plan to reduce or eliminate wetland buffer impacts. • Items to be addressed on the revised Preliminary Site Plan and/or the Final Site Plan submittal.
Woodlands	Conditional approval recommended	02/10/12	Items to be addressed on the revised Preliminary Site Plan and/or the Final Site Plan submittal.
Facade	Approval recommended	02/09/12	Items to be addressed on the revised Preliminary Site Plan and/or the Final Site Plan submittal.
Fire	Approval recommended	01/27/12	Items to be addressed on the revised Preliminary Site Plan and/or the Final Site Plan submittal.

Motion sheet

Approval – Preliminary Site Plan

In the matter of the request of BRIVAR Construction for Collex Collision SP 12-03, motion to **approve** the Preliminary Site Plan, subject to the following:

- a. Applicant receiving a variance from the Zoning Board of Appeals for the lack of a front yard parking screen wall due to the unique topography of the site;
- b. Planning Commission finding that the front yard parking and lighting is compatible with the surrounding area;
- c. Applicant revising the site layout to comply with the required front yard parking setback or providing sufficient justification for and receiving a variance from the Zoning Board of Appeals;
- d. Applicant reducing the building size to better meet parking space requirements or providing sufficient justification for and receiving a variance from the Zoning Board of Appeals;
- e. Applicant revising the site layout to comply with the required side yard setback or providing sufficient justification for and receiving a variance from the Zoning Board of Appeals;
- f. Applicant receiving permission from Oakland County allowing construction with the sanitary sewer easement;
- g. Opposite-side driveway spacing waiver for the proposed driveway and Gen-Mar Drive (200 feet required, 142 feet provided);
- h. Landscape waiver for the lack of a berm along the property frontage due to the unique topography of the site;
- i. Landscape waiver for the lack of street trees;
- j. Applicant providing building foundation landscaping or landscape waiver for the lack of building foundation landscaping provided the applicant can add additional landscaping elsewhere on the site;
- k. Applicant providing pretreatment for all snow deposit areas; and
- l. Compliance with all the conditions and requirements listed in the staff and consultant review letters;
- m. *(additional conditions here if any)*

(because the plan is otherwise in compliance with Article 20, Article 24 and Article 25 and all other applicable provisions of the Zoning Ordinance.)

Approval – Woodland Permit

In the matter of the request of BRIVAR Construction for Collex Collision, SP 12-03, motion to **approve** the Woodland Permit, subject to:

- a. Compliance with all the conditions and requirements listed in the staff and consultant review letters;
- b. (additional conditions here if any)

for the following reasons...(because it is in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance).

Approval – Stormwater Management Plan

In the matter of the request of BRIVAR Construction for Collex Collision, SP 12-03, motion to **approve** of the Stormwater Management Plan, subject to:

- a. Compliance with all the conditions and requirements listed in the staff and consultant review letters;
- b. (additional conditions here if any)

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

Denial – Preliminary Site Plan

In the matter of the request of BRIVAR Construction for Collex Collision, SP 12-03, motion to **deny** the Preliminary Site Plan, because:

- a. Applicant has not met the ordinance requirements for the required front yard parking setback and has not provided adequate justification for this deficiency;
- b. Applicant has not provided a sufficient number of parking spaces per ordinance requirements (300 required, 140 proposed) and has not provided adequate justification for this deficiency;
- c. Applicant has not met the ordinance requirements for the required side yard parking setback and has not provided adequate justification for this deficiency;
- d. Applicant has not received permission from Oakland County to construct within the sanitary sewer easement;
- e. Applicant has not provided the required amount of foundation landscaping and has not provided adequate justification for this deficiency; and
- f. *(additional conditions here if any)*

Denial – Woodland Permit

In the matter of the request of BRIVAR Construction for Collex Collision, SP 12-03, motion to **deny** the Woodland Permit...*(because it is not in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance).*

Denial – Stormwater Management Plan

In the matter of the request of BRIVAR Construction for Collex Collision, SP 12-03, motion to **deny** of 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.)*

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

February 10, 2012

Planning Review

Collex Collision

SP 12-03

Petitioner

BRIVAR Construction Company

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: 25100 Novi Rd., East side of Novi Rd., south of railroad tracks (Section 23)
- Site School District: Novi Schools
- Site Zoning: I-2, General Industrial
- Adjoining Zoning: North, South and East: I-2; West (across Novi Rd.): I-1, Light Industrial and OS-1, Office Service
- Site Use(s): Existing Collex Collision
- Adjoining Uses: North: vacant, railroad tracks, office and industrial buildings; East: railroad tracks, office and industrial buildings; West (across Novi Rd.) and South: existing industrial, vacant
- Site Size: 4.33 acres
- Building Size: 21,600 sq. ft. (8,000 – existing building)
- Plan Date: 01/23/12

Project Summary

The applicant is proposing to construct a 21,600 square foot building in which to operate their existing Collex Collision business. The 8,000 square foot building currently used for the Collex operations would remain on the site. Additional parking would also be installed.

Recommendation

Approval of the *Preliminary Site Plan is cannot be recommended at this time due to proposed parking deficiency*. The applicant should refer to point two on the following page detailing possible remedies for the deficiency. The applicant should address this issue prior to the matter proceeding to the Planning Commission for review. There are additional Planning related items that need to be addressed at the time of Final Site Plan submittal. Planning Commission approval of the Preliminary Site Plan is required.

Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 20 (I-2, General Industrial District), Article 24 (Schedule of Regulations), Article 25 (General Provisions), and any other applicable provisions of the Zoning Ordinance. Please see the attached charts for information pertaining to ordinance requirements. Applicable sections of the Zoning Ordinance and other regulatory documents are highlighted in gray on the attached chart. Items in **bolded** below must be addressed by the applicant or Planning Commission. Items that are **bolded and italicized** may be addressed on the Final Site Plan submittal.

1. **Front Yard Parking Setback:** In order for front yard parking to be permitted in the I-2 District the following requirements must be met: development must be bigger than 2 acres, parking area cannot be more than 50% of the area between the setback line and the building façade; the parking must be screened by a 2.5' berm or wall; and parking must be setback 100'. It appears the parking area occupies less than 50% of the area between the setback line and the building façade. However, calculations have not been provided. **The applicant should provide area calculations for the paved and unpaved area in the front yard on the Final Site Plan submittal.** A 2.5' wall has not been provided due to the unique topography of the site. **The applicant should seek a variance from the Zoning Board of Appeals for the lack of a screen wall.** A 61' parking setback has been provided. **The applicant should reconfigure the site layout to provide the required setback or provide justification for seeking a variance from this ordinance requirement from the Zoning Board of Appeals.** Additionally, the Planning Commission must make a finding that the front yard parking and lighting is compatible with the surrounding area.
2. **Number of Parking Spaces:** Automotive service establishments are required to have one parking space for each 100 square feet of usable floor area plus one space for each employee. The proposed building contains 19,956.5 square feet of usable floor area and the applicant has indicated 20 employees will be present. The proposed building requires 220 spaces. The 8,000 square foot existing building will remain. A floor plan or specific user has not been provided for the existing building. The applicant has indicated an automotive service facility as a potential use, which would require 80 additional spaces. A total of 300 spaces are required for the entire site and 140 spaces have been provided. **The applicant will need to one of the following (a) reduce the building size so that the number of parking spaces provided more closely matches the number of parking spaces required; or (b) provide justification as to why the number of spaces provided will be adequate for the proposed uses and seek a variance from the Zoning Board of Appeals.** No outside storage of vehicles has been identified on the site plan. All spaces are assumed to be for customer parking.
3. **Side Yard Parking Setback:** A setback of 20 feet is required for side yard parking. The plan shows a five foot parking setback in the southern side yard. **The applicant should reconfigure the site layout to provide the required setback or provide justification for seeking a variance from this ordinance requirement.**
4. **Signage:** A consent judgment for the property includes provisions regulating the signage on the site. It only permits one monument sign and requires landscaping around the sign. **The applicant should remove the monument sign north of the access drive and provide landscaping around the monument sign south of the access drive on the Final Site Plan submittal.**
5. **Photometric Plan:** Section 2511 of the Zoning Ordinance lists the required notes that must be included on the photometric plan and also notes that the hours of operation of all lights must be included on the photometric plan. The required notes are also listed in the attached lighting review chart. **The applicant should include the required notes and hours of operation of all fixtures on the photometric plan of the Final Site Plan submittal.**
6. **Sheet Title:** **The sheet titled "Layout Plan" should be labeled either "Preliminary Site Plan" or "Final Site Plan," as appropriate.**
7. **Condominium:** No condominium has been proposed at this time. The applicant should be advised that if a site condominium is proposed in the future additional review and approvals from City staff and boards and commissions will be required.

Response Letter

A letter from either the applicant or the applicant's representative addressing comments in this, and in the other review letters, is requested **prior to the Planning Commission meeting and with the Final Site Plan submittal.**

Site Addressing

The applicant should contact the Building Division for an address prior to applying for a building permit. Building permit applications cannot be processed without a correct address. The address application can be found on the Internet at www.cityofnovi.org under the forms page of the Community Development Department.

Please contact Jeannie Niland [248.347.0438] in the Community Development Department with any specific questions regarding addressing of sites.

Pre-Construction Meeting

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

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0586 or kkapelanski@cityofnovi.org.



Kristen Kapelanski, AICP, Planner

Attachments: Planning Review Chart
Lighting Review Chart

Planning Review Summary Chart

Collex Collision SP12-03

Preliminary Site Plan

Plan Dated: January 23, 2012

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Industrial Research Development Technology	No change	Yes	
Zoning	I-2, General Industrial	No change	Yes	
Use	Use permitted per Article 20 of the Zoning Ordinance	Auto Repair/Collision Repair	Yes	
Building Height (Sec. 2400)	60' maximum	23' 4"	Yes	
Building Setbacks (Section 2400)				
Front (west) – Measured from the 60' highway easement	100'	55' (existing building) 124' (proposed building)	Yes	
Interior Side (north)	50'	78'	Yes	
Interior Side (south)	50'	20' (existing building) 167' (proposed building)	Yes	
Rear (east)	50'	70'	Yes	
Parking Setbacks (Section 2400)				
Front (west) – Measured from the 60' highway easement	100 feet and: <ul style="list-style-type: none"> • development must be bigger than 2 acres • Parking area not more than 50% of area between setback line and building façade • Screened from ROW by 2.5' berm or wall. Planning Commission must find the parking area to be compatible with surrounding development	61' setback Site is 3.83 acres	No	Applicant should provide calculations on the percentage of area covered by pavement for the space within the required 100' setback. Zoning Board of Appeals variance required for deficient parking setback.
Interior Side (north)	20'	53'	Yes	
Interior Side	20'	5'	No	Zoning Board of

Item	Required	Proposed	Meets Requirements?	Comments
(south)				Appeals variance required for deficient parking setback.
Rear (east)	20'	30'	Yes	
Number of Parking Spaces (Sec. 2505)	<p>Automotive Service Establishment: 1 space per 100 sq. ft. usable floor area plus 1 space for every employee</p> <p>$19,956.5/100 = 200$ spaces + 1 space per employee = 220 spaces</p> <p>Spaces for existing 8,000 sq. ft. building also required. Floor plan not provided therefore entire building square footage must be used. Applicant has indicated automotive service use.</p> <p>$8,000/100 = 80$ spaces + unknown number of employees = 80 spaces</p> <p>300 spaces required for entire site</p>	<p>140 spaces proposed</p> <p>(13 spaces proposed in eastern-most parking row bordering the south lot line instead of the 15 spaces indicated.)</p>	No	<p>Applicant should provide 160 additional spaces on site or a variance from the Zoning Board of Appeals will be required. See review letter for additional information.</p> <p><u>Applicant should note if number of employees increases the parking space requirements for the existing building, an additional variance would be required.</u></p>
Parking Space Dimensions (Sec. 2506)	9' x 19' parking space dimensions (9' x 17' if overhang on 7' wide interior sidewalk or landscaped area as long as detail indicates 4" curb) and 24 feet wide drives.	9' x 19' 9' x 17' 24' drives	Yes	Applicant should indicate 4" curbs where 17' spaces are shown.

Item	Required	Proposed	Meets Requirements?	Comments
Barrier Free Spaces (Barrier Free Code)	5 accessible spaces; 1 space must be van accessible	3 standard accessible spaces 2 van accessible spaces	Yes	<u>Additional barrier free spaces will be required if the applicant complies with the number of parking spaces required by the ordinance.</u>
Barrier Free Space Dimensions (Barrier Free Code)	8' wide with a 5' wide access aisle (8' wide access aisle for van accessible)	8' wide with a 5' wide access aisle (8' wide access aisle for van accessible)	Yes	
Barrier Free Signs (Barrier Free Design Graphics Manual)	One barrier free sign is required per space.	Barrier free signs provided	Yes	
Loading Spaces (Sec. 2507)	All loading shall be in the rear yard except in those instances where the subject property is adjacent to an I, Industrial district.	370 sq. ft. loading zone located in the rear yard	Yes	
Dumpster (Chap. 21, Sec. 21-145)	Dumpster enclosure to be located in rear yard, and set back from property line a distance equivalent to the parking lot setback and as far from barrier free spaces as possible. Screening of not less than 5 feet on 3 sides of dumpster required, interior bumpers or posts must also be shown. Enclosure to match building materials and be at least one foot taller than height of refuse bin.	Dumpster setback appropriately. Enclosure details provided.	Yes	

Item	Required	Proposed	Meets Requirements?	Comments
Exterior Signs	<p>Exterior Signage is not regulated by the Planning Division or Planning Commission.</p> <p>Consent Judgment in place regulating signage on the site.</p>	Two proposed monument signs are shown.		<p>Please contact <u>Jeannie Niland</u> (248.347.0438) for sign permits.</p> <p>The consent judgment only allows the addition of one monument sign. Applicant should remove the monument sign shown north of the access drive.</p>
Exterior Lighting (Sec. 2511)	Photometric plan and exterior lighting details needed at final site plan.	Lighting information provided	No	See attached lighting review chart.

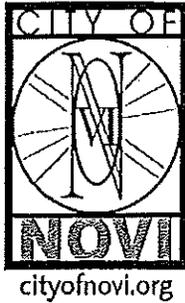
Prepared by Kristen Kapelanski, (248) 347-0586 or kkapelanski@cityofnovi.org

Lighting Review Summary Chart
 Collex Collision
 SP 12-03

Item	Required	Meets Requirements?	Comments
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	Yes	
Lighting plan (Section 2511.2.a.1)	Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures	Yes	
Lighting Plan (Section 2511.2.a.2)	Specifications for all proposed and existing lighting fixtures including: Photometric data Fixture height Mounting & design Glare control devices Type and color rendition of lamps Hours of operation Photometric plan	No	Applicant should provide hours of operation for all light fixtures.
Required conditions (Section 2511.3.a)	Height not to exceed maximum height of zoning district or 25 feet where adjacent to residential districts or uses.	Yes	
Required Notes (Section 2511.3.b)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - No flashing light shall be permitted - Only necessary lighting for security purposes and limited operations shall be permitted after a site's hours of operation. 	No	Applicant should add the required notes to the photometric plan.

Item	Required	Meets Requirements?	Comments
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.	Yes	
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"> - Parking areas- 0.2 min - Loading and unloading areas- 0.4 min - Walkways- 0.2 min - Building entrances, frequent use- 1.0 min - Building entrances, infrequent use- 0.2 min 	Yes	
Maximum Illumination adjacent to Non-Residential (Section 2511.3.k)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Yes	
Cut off Angles (Section 2511.3.1(2))	All cut off angles of fixtures must be 90 degrees when adjacent to residential districts	Yes	

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

February 10, 2012

Engineering Review

Collex Collision

SP 12-03

Petitioner

Collex Collision, John Gagliano – Gagliano Enterprises, LLC, property owner

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: 25100 Novi Road
- Site Size: 4.33 acres
- Plan Date: 02/07/2012

Project Summary

- Construction of an approximately 21,600 square-foot auto repair building and associated parking. Site access would be provided by Novi Road.
- Water service would be provided by an 8-inch extension from the existing 24-inch water main along the west side of Novi Road to provide service to the building and two proposed hydrants on site.
- Sanitary sewer service would be provided by a 6-inch sanitary sewer lead connection to the existing 12-inch sanitary sewer along the east side of Novi Road.
- Storm water would be collected by a single storm sewer collection system, routed to an on-site stormwater detention area with an outlet to the Walled Lake Branch of the Middle Rouge River.

Recommendation

Approval of the Preliminary Site Plan is approved subject to written approval by the Oakland County Water Resources Commissioner's Office for the proposed construction within the existing sanitary sewer easement. Approval of the Preliminary Storm Water Management Plan is recommended.

Comments:

The Preliminary Site Plan is subject to the following condition:

1. As discussed with the applicant at the pre-application meeting, there are various physical improvements proposed within an existing sanitary sewer easement held by the Oakland County Water Resource Commissioner. We cannot recommend approval the Preliminary Site Plan unless an approval is granted by OCWRC for the construction of the proposed masonry dumpster

enclosure, retaining wall, storm sewer, catch basins, fill and parking lot within the existing sanitary sewer easement.

Additional Comments (to be addressed prior to the final site plan submittal):

General

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. A same-side/opposite-side driveway spacing **Waiver**, granted by the Planning Commission, would be required per the traffic review. **Engineering recommends approval of the waiver.**
4. Clearly label the existing ROW boundary in addition to the highway easement location along Novi Road.
5. Show the locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur. Light poles in a utility easement will require a License Agreement.

Storm Sewer

6. Provide storm water profiles.
7. Show and label all roof conductors, and show where they tie into the storm sewer.

Storm Water Management Plan

8. Provide calculations verifying the post-development runoff rate directed to the proposed receiving drainage course does not exceed the pre-development runoff rate for the site.
9. The geotechnical report provided by the applicant includes one soil boring in the vicinity of the proposed detention basin. The boring indicates that there could be ground water at elevation 888, which is 2 feet above the proposed bottom elevation of the basin. Further investigation of the existing ground water level and suitability for detention is required.
10. The response letter indicates that a maintenance access route to the basin outlet structure and any other pretreatment structures was provided, however, it was not found in the plans. Provide an access route that is 15 feet wide, maximum slope of 1V:5H, and able to withstand the passage of heavy equipment. Verify the access route does not conflict with proposed landscaping.
11. Provide the outlet control structure detail for the detention basin and related calculations.
12. Identify the location of the outlet in relation to the existing stream bank and provide a detail for the outlet.
13. The bank full volume calculation should be $5160 \times A \times C$ rather than 8170 for the 1.5 year storm volume.

Water Main

14. Relocate the hydrants at least 7 feet off back of curb (allowing 3-foot clearance from sidewalk).
15. Provide profiles for all proposed water main 8-inch and larger.
16. Show the location of the proposed 20-foot wide water main easement for the proposed water main.
17. Show the proposed water service and fire service connections to the buildings as separate leads from the proposed public water main.

Sanitary Sewer

18. Provide a sanitary sewer monitoring manhole, unique to this site, within a dedicated access easement or within the road right-of-way for the lead proposed to serve the new building. 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).
19. Show the location of the existing sanitary sewer to the existing building on site.
20. Clearly identify the existing sanitary sewer easement along the easterly side of the property.

Paving & Grading

21. The end islands shall conform to the City standard island design, or variations of the standard design, while still conforming to the standards given in Section 2506 of Appendix A of the Zoning ordinance. Provide island dimensions.
22. The City standard straight-faced curb (MDOT C-4 curb detail) shall be provided. Revise details accordingly.
23. Provide top of curb/walk and pavement/gutter grades to indicate height of curb adjacent to parking stalls or drive areas.
24. Provide a line designation representing the effective 19-foot stall length for 17-foot perimeter stalls.
25. Curbing and walks adjacent to the end of 17-foot stalls shall be reduced to 4-inches high, rather than the standard 6-inch height to be provided adjacent to 19-foot stalls. Provide additional details as appropriate.
26. Add the required 2-percent cross-slope to the sidewalk detail.
27. Provide additional details for the proposed retaining wall. On the sheet with the retaining wall detail it shall be sealed by the design engineer responsible for the retaining wall proposed.

Flood Plain

28. If work proposed will impact the floodplain a City of Novi floodplain use permit will be required. This should be submitted as soon as possible. Contact the Building Department for submittal information. An MDEQ floodplain use permit may also be required prior to site plan approval.

Storm Drainage Facility Maintenance Easement Agreement

29. Provide a current version of the City's Storm Drainage Facility Maintenance Agreement which can be found on the City's website and shall be provided for review and approval.
30. Include the Exhibit B as required in the agreement that provides site specific maintenance activities for the storm water management system.
31. Exhibit C, the Ingress/egress easement permitting required maintenance activities to the storm water detention and pretreatment facilities, and Exhibit D, the easement over the detention and pretreatment facilities, shall be provided.
32. Specific language shall be included regarding the inspection and maintenance of the oil/gas separator.
33. The outlet control structure shall be inspected quarterly and cleaned in accordance with the manufacturer's recommendations, but at a minimum frequency of once annually.

The following must be provided at the time of Preliminary Site Plan resubmittal:

34. A letter from either the applicant or the applicant's engineer must be submitted with the revised PSP highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.
35. Provide written approval from the Oakland County Water Resource Commissioner's office for the proposed improvements within the existing sanitary sewer easement.

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

36. 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:

37. 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.

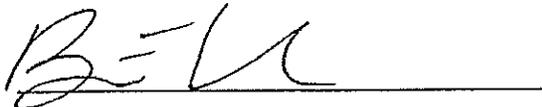
38. A draft copy of the drainage easement in to Ingersol Creek must be submitted to the Community Development Department.
39. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.
40. A draft copy of the 20-foot wide easement for the sanitary sewer to be constructed on the site must be submitted to the Community Development Department.
41. A 20-foot wide easement where storm sewer or surface drainage crosses lot boundaries must be shown on the Exhibit B drawings of the Master Deed.
42. Executed copies of any required off-site utility easements must be submitted to the Community Development Department.

The following must be addressed prior to construction:

43. 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).
44. 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.
45. 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.
46. A permit for work within the right-of-way of Novi Road 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.
47. A permit for work within the right-of-way of Novi 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.
48. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
49. A permit for work within the OCWRC sanitary sewer easement may be required.

50. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
51. 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.
52. 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.
53. 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.
54. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

Please contact Brian Coburn, PE at 248-735-5632 with any questions.



Brian Coburn, PE

cc:

Kristen Kapelanski, Community Development Department
Tina Glenn, Water & Sewer Dept.

TRAFFIC REVIEW

January 26, 2012

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



**SUBJECT: Collex Collision (4.33 Acres), Preliminary Site Plan,
SP#12-03, Traffic Review**

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 issues shown below in **bold** being satisfactorily addressed on the final site plan.

Project Description

What is the applicant proposing?

1. The applicant, BRIVAR Construction Company, proposes to clear most of an existing site and construct a 21,600-s.f. building to be used for vehicle collision repair. The existing 8,000-s.f. building in the site's southwest corner would remain, and the balance of the site would be improved with a new parking lot and traffic circulation plan.

Trip Generation

How much new traffic would be generated?

2. The Institute of Transportation Engineers has not published trip generation data for a collision shop per se; however, an Auto Care Center (ITE land use 942) of the proposed size can be expected to generate about 64 trips in the AM peak hour (42 entering) and 73 trips in the PM peak hour (37 exiting). A traffic impact study is not warranted.

Vehicular Access Locations

Do the proposed driveway locations meet City spacing standards?

3. Although no new access drives are proposed, the larger building will generate significantly more traffic, and the use of the existing full-service drive will change accordingly. Since the City's minimum opposite-side driveway spacing is a function of driveway use, an evaluation of driveway spacing standards more generally is warranted. Such a review has precedent.

4. Relative to same-side driveway spacing, there are no driveways proximate to the site to the north. To the south, road improvement plans provided by the applicant's engineer indicate a spacing between ungated drives of 185 ft, which happens to equal the City's minimum same-side spacing requirement for Novi Road's 40-mph speed limit (per Section 11-216(d)(1)d of the Design and Construction Standards Ordinance); hence, a same-side driveway spacing waiver is not required.
5. Relative to opposite-side driveway spacing, the relocation of GenMar Drive that occurred with the recent reconstruction of Novi Road resulted in the site drive being only about 142 ft south of GenMar (center-to-center, a distance we have estimated from information presented on Collex plan sheet C-2). Assuming that GenMar generates fewer than 200 peak-hour trips, DCS Figure IX.12 requires a minimum opposite-side driveway spacing of 200 ft (given the potential for entering left-turn interlock). **The resulting (200-142=) 58-ft spacing deficiency requires that a waiver of the above DCS standard be requested by the applicant and granted by the Planning Commission.**

Vehicular Access Improvements

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

6. No, and none are required given that Novi Road was recently widened to five lanes.

Driveway Design and Control

Are the driveways acceptably designed and signed?

7. Driveway design is satisfactory, but the proposed signing does not fully address our pre-application comments. Given the proximity of the secondary (emergency-access) drive to the primary (full-service) drive, and the fact that the existing gate on the former is set back more than 40 ft from Novi Road, **"north- and south-facing (back-to-back) EMERGENCY VEHICLES ONLY signs should be installed near Novi Road," on the south side of the secondary drive close to the sidewalk (so as to not be obscured by the utility pole; see second attached photo). Also, the site plan should establish that the existing gate is in substantial compliance with DCS Figure VIII-K (which requires an EMERGENCY ACCESS ONLY sign on the gate, as well as back-to-back red diamond signs).**

Pedestrian Access

Are pedestrians safely and reasonably accommodated?

8. No. To keep possible pedestrians walking between the Novi Road safety path and the proposed building from having to walk in a driveway, **a 5-ft-wide sidewalk should be placed at the back of curb along the north side of the primary access drive. If feasible, this walk should bend and follow the back of curb north to a ramp at the second crosshatched access aisle, which would be almost directly across the parking aisle from the building's main pedestrian entrance.**

Parking and Circulation

Are parking spaces appropriately located and designed? Can vehicles safely and conveniently maneuver through the site?

9. **The “Conc. Walk/Curb Detail” on sheet C-2 needs to be corrected, as it shows a 6-inch high walk/curb that is inconsistent with the 4-inch high walk/curb required by City standards and general plan note 9.**
10. **Nineteen-foot-long parking spaces along the site’s south and east sides would directly abut a curb contiguous to a retaining wall of variable (1.35-7.35 ft) height. Consideration should be given to using a continuous 4-inch high concrete slab as a wheel stop rather than the curb now proposed, in which case the spaces could be shortened to 17 ft (to face of slab).**
11. **Sheet C-2 shows that the City’s largest fire truck would be able to circulate through the site along all potential routes. However, it appears that a large (WB-50) tractor-trailer combination truck attempting to reach the designated loading zone may be unable to complete the hard left turn at the building’s southeast corner, at least in the presence of cars parked along the east end of the site near this turn. Our evaluation with a fixed template suggests that a tractor-trailer may have to turn right toward the site’s southeast corner instead, back a significant distance to the loading zone, and then exit via a direct right turn into the east-west aisle immediately south of the building. The applicant should comment on the likely frequency and timing of WB-50 arrivals and departures, and the applicant’s engineer should use a truck turning software to evaluate the associated circulation. Site design near the building’s southeast corner may have to be adjusted to accommodate delivery trucks.**
12. **The easternmost free-standing island in the south parking lot should be redesigned to match the approximate City-standard island proposed at the west end of the same parking module. Also, per our pre-application comment 7, the standard 32-ft island length should be referenced from back-of-curb to back-of-curb, not face-to-face as now drawn.**
13. **All curb radii should be dimensioned and, where appropriate, noted as “typical.” Several radii are now undimensioned, and those that are dimensioned do not follow standard engineering practice of dimensioning to back (rather than face) of curb.**
14. **General plan note 9 should be reworded to read “All curbs, raised slabs, and sidewalks abutting the end of parking spaces shall rise no higher than 4 inches above the nearest parking surface.”**
15. **General plan note 10 should be reworded to read “The dimensions of parking spaces adjacent to a curb or walk (length as well as width) shall be referenced to the face of that curb or walk.”**

16. **A plan note should be added specifying that all pavement markings for barrier-free parking spaces shall be blue, and the striping of non-barrier-free parking spaces shall be white.**
17. **The loading zone should be noted as being outlined with 4-inch-wide yellow striping and crosshatched with 4-inch-wide yellow stripes 4 ft on-center. The spacing of the crosshatching should be drawn to scale.**
18. **Per the ADA definition and Building Department preference, the barrier-free parking spaces on both sides of an 8-ft-wide access aisle qualify as van-accessible and should be signed accordingly (even if both spaces are not required in order to provide the minimum ADA requirement of one such space for every eight barrier-free spaces). Hence, both the plan note and the signing quantities table need to be revised to reflect two VAN ACCESSIBLE (R7-8a) signs rather than one.**
19. **In addition to the preceding related item, the "On-Site Traffic Sign Chart" should be re-titled "Signing Quantities," include the two (back-to-back) off-site signs requested in comment 7 above, and reflect any signs that may be needed to ensure that the emergency access gate meets City design requirements.**
20. **The plan does^{not} propose any NO PARKING – FIRE LANE signs, and the Fire Marshal should comment accordingly. It appears likely that such signs will be required, at a minimum, along the service drive north of the proposed building.**
21. **In addition to general note 8, the required detectable warning surfaces should be actually shown on the plan where they are to be installed.**

Sincerely,
BIRCHLER ARROYO ASSOCIATES, INC.

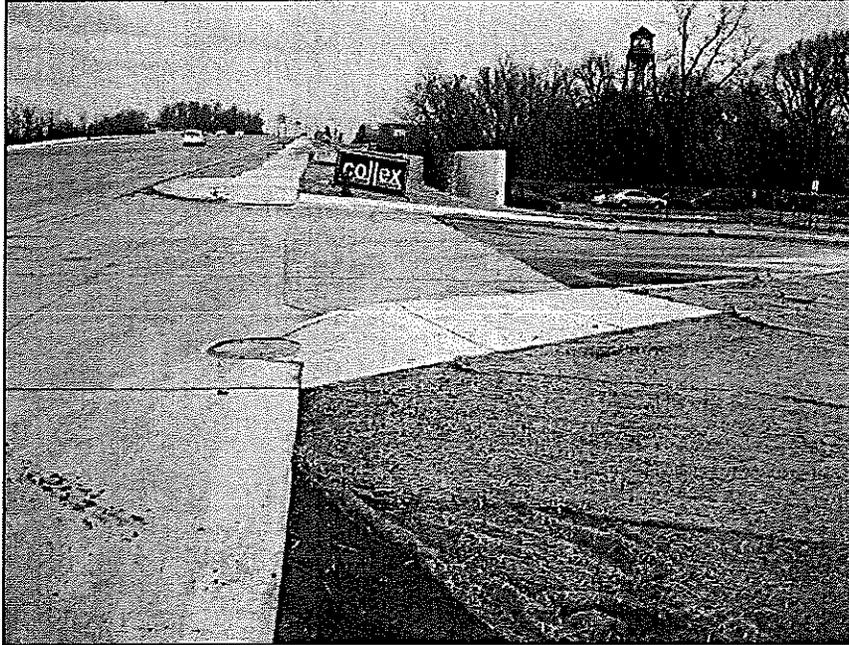


Rodney L. Arroyo, AICP
Vice President



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

Attachment

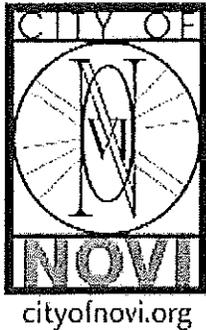


**Looking North at Primary Access Drive
(photo by Livingston Engineering)**



**Looking South Across Secondary (Gated) Access Drive
(photo by Livingston Engineering)**

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT
February 10, 2012
Preliminary Site Plan Landscape Review
Collex Collision

Petitioner

BRIVAR Construction Company

Review Type

Preliminary Site Plan

Property Characteristics

Site Location:	25100 Novi Rd., East side of Novi Rd., south of railroad tracks (Section 23)
Site School District:	Novi Schools
Site Zoning:	I-2, General Industrial
Adjoining Zoning:	North, South and East: I-2; West (across Novi Rd.): I-1, Light Industrial and OS-1, Office Service
Site Use(s):	Existing Collex Collision
Adjoining Uses:	North: vacant, railroad tracks, office and industrial buildings; East: railroad tracks, office and industrial buildings; West (across Novi Rd.) and South: existing industrial, vacant
Site Size:	4.33 acres
Building Size:	21,600 sq. ft. (8,000 – existing building)
Plan Date:	01/23/12

Recommendation

Approval of the Preliminary Site Plan for SP#12-03 Collex Collision cannot be recommended at this time. The Applicant should address the concerns as noted below. The Planning Commission may wish to discuss the site plan deficiencies and requested waivers with the Applicant.

Ordinance Considerations

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

1. A 3' tall berm is required along the Novi Road right-of-way adjacent to parking areas. No berm is proposed. However, due to the recent addition of the Novi Road bridge over the railway, a 3' berm would offer no benefit toward screening parked cars. Cars parked in this area would already be screened by the bridge itself. **Staff would support a waiver for the frontage berm.**
2. A 25' wide greenbelt is required along the road frontage. The Applicant has met this requirement.
3. Right-of-way greenbelt planting calculations have been provided and requirements have been met.
3. Twenty five foot clear vision areas has been provided as required.

Street Tree Requirements (Sec. 2509.3.b.)

1. One street tree is required per 45 LF adjacent to parking. Street trees are to be placed between the curb and sidewalk. Due to the new bridge, no sidewalk is proposed directly in front of the property. Instead, the sidewalk that was constructed with the bridge spans the railway along with the vehicular lanes. As such, no street trees can be placed at the property frontage, nor would any street trees have the intended effect of the ordinance. **Staff would support a waiver for the required street trees.**

Parking Landscape (Sec. 2509.3.c.)

1. A total of 2,564 SF of interior parking landscape area is required. The Applicant has reported that 3,790 SF of interior parking lot landscape has been provided. The Applicant should identify those areas intended to be used toward that total. If the square footage is verified, the Applicant has met this requirement.
2. A total of 35 Parking Lot Canopy Trees are required and have been provided.
3. Snow storage areas have been shown as required.

Parking Lot Perimeter Canopy Trees (Sec. 2509.3.c.(3))

1. Perimeter Parking Lot Canopy Trees are required per 35 LF surrounding parking and access areas. No information has been provided in regard to this requirement. It is possible that the Applicant can meet the requirement by verifying the total count of existing and proposed canopy trees around the perimeter of the site. The trees need not be evenly spaced. The Applicant should verify that the requirement for perimeter trees has been met.

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. Due to the nature of the use, the proposed building has a many access doors where foundation landscape cannot be placed. There does appear to be areas where no foundation landscape is proposed, but may be feasible. **The Applicant should review the foundation areas of both the existing and proposed buildings where foundation landscape may be feasible.**
2. A total of 5,120 SF is required; a total of 1,680 SF has been provided, leaving a deficiency of 3,440 SF. **The Applicant could seek to provide this landscape square footage at an adjacent area of the site. Alternately, the Applicant could seek a waiver for the Building Foundation Landscape. Staff would not support a waiver.**

Plant List (LDM)

1. The Plant List as provided generally meets the requirements of the Ordinance and the Landscape Design Manual. **Costs for mulch and an irrigation estimate should be provided.**

Planting Notations and Details (LDM)

1. The Planting Details and Notations as provided meets the requirements of the Ordinance and the Landscape Design Manual.

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

1. An Irrigation Plan must be provided upon Stamping Set submittal.

Storm Basin Landscape (LDM)

1. A minimum total of 75% of the detention basin rim is required to be landscaped with large shrubs and perennials. This requirement has been met.

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



Reviewed by: David R. Beschke, RLA

WETLAND REVIEW



Environmental Consulting & Technology, Inc.

February 13, 2012

Ms. Barbara McBeth
Deputy Director of Community Development
City of Novi
45175 West Ten Mile Road
Novi, MI 48375

Re: Collex Collision
Wetland Review of the Preliminary Site Plan
SP#12-03

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the proposed Collex Collision Preliminary Site Plan (Plan) including plan sheets prepared by Livingston Engineering dated January 23, 2012. The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the setback provisions in the Zoning Ordinance.

Existing Conditions

The proposed development is located on a 4.33-acre site in Section 23, east of Novi Road, between 10 Mile and 11 Mile Roads. The site is just south of the C & O Railroad. An existing 8,000 square foot automotive service building shall remain on the southern side of the site. The project includes the construction of a 21,600 square foot automotive service building and utilities, parking lot and proposed stormwater detention area. Wetland area is located both on the north and on the east side of the site. This wetland appears to be associated with a regulated Drain (Bishop Creek).

Proposed Impacts

The Plan appears to indicate a potential direct wetland impact (cut/fill) associated with the outlet from the proposed stormwater detention area on the northeast side of the site (proposed stormsewer end section and riprap at outfall). The area of impact and volume of any cut/fill associated with the proposed stormwater outfall should be indicated on future Plan submittals.

In addition to the likely wetland impacts associated with the proposed stormwater outfall, both permanent and temporary impacts to the 25-foot wetland buffer appear to be proposed. Permanent impacts to the wetland buffer/setback totaling 2,941 square feet are indicated on Sheet L-1 (Landscape Plan). The three wetland buffer impact areas include the following:

- Permanent Wetland Buffer Impact - 1,262 square feet
 - Permanent Wetland Buffer Impact - 1,471 square feet
 - Permanent Wetland Buffer Impact - 208 square feet
- Total Proposed Buffer Impacts - 2,941 square feet

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In addition, to the permanent wetland buffer impacts noted above, there will certainly be temporary wetland buffer impacts associated with the construction of the proposed retaining wall located around a large portion of the site. In some cases, these wetland buffer impacts are within a very close proximity to the wetland boundary. All areas of temporary wetland buffer impact should be assessed by the Applicant and should be quantified and indicated on the Plan.

In addition to permanent and temporary impacts due to construction, the Plan also proposes a snow deposit area between the proposed parking area and the existing wetland throughout a large portion of the northeast side of the site. ECT is concerned that by utilizing this area of the site for a snow deposit, impairment to the existing wetland is likely; both in terms of potential water quality issues as well as potential erosion/sedimentation issues. Stormwater runoff from any proposed snow deposit area should be routed to an area that will provide pretreatment of the runoff, such as a large vegetated buffer, vegetated swale or detention basin. Due to the nature of the site, it is likely that the runoff from the snow deposit area may contain salts, oils and greases. As proposed, there will be little/no pretreatment of the runoff prior to entering the existing wetland as these areas are in close proximity to the wetland. In addition, the current proposed snow deposit areas appear to be located in areas with relatively steep existing slopes. Snow piling, freeze/thaw conditions and runoff could lead to erosion sedimentation issues in these steeper areas. To stay consistent with the intent of the Wetland/Watercourse Setback Ordinance to prevent physical harm, impairment or destruction of or to wetlands and watercourses, pretreatment of runoff from any proposed snow deposit area should be provided.

Permits

ECT believes the proposed project will likely require a City of Novi Minor Wetland Permit, as well as a Wetland Use Permit from the Michigan Department of Environmental Quality (MDEQ) (for any cut or fill associated with the construction of the stormwater outfall from the proposed stormwater detention area).

If the proposed stormwater outfall can be located outside of the wetland boundary, a Permit from the MDEQ may not be necessary. It is the Applicant's responsibility to secure all necessary permits and authorizations for the proposed work.

In addition, the project would require a *City of Novi Authorization to Encroach the 25-Foot Wetland Setback* for temporary and permanent impacts to regulated wetland setback/buffer.

Comments and Conditions

1. As noted above, the Plan appears to show direct impact to wetland for the purpose of constructing the stormwater outfall from the proposed stormwater detention area. ECT recommends modifying the length of the outlet pipe, if possible, to eliminate any wetland impacts. If the wetland impact continues to be proposed, the area of wetland impact, as well as any cut/fill volume information associated with the outfall should be included on subsequent Plans.
2. Potential permanent and temporary disturbances to the 25-foot wetland setback appear to be proposed for the purpose of constructing portions of the proposed parking lot (2,941

square feet of permanent wetland buffer impacts). The proposed temporary wetland buffer impacts are not currently indicated or quantified on the Plan. ECT believes that the native seed mix, trees, shrubs and forbs that have been provided by the Applicant within/around the proposed detention basin will help to replace the existing functions of the impacted wetland buffer. ECT is not recommending any further/additional wetland buffer enhancements or mitigation.

3. If temporary impacts to the wetland buffer are anticipated for the installation of the proposed retaining wall adjacent to wetland/wetland buffer on the north side of the site (or other work), these areas should be quantified and indicated on the Plan. In addition, the Plan shall provide an appropriate native seed mix to be used for restoration of these temporarily impacted buffer areas.
4. The Applicant shall provide pretreatment for all snow deposit areas, prior to runoff to existing wetlands/watercourses.
5. Please indicate the location of all proposed silt fence on the Plan and the limits of proposed disturbance. It is not clear from the Plan if tree protection and silt fence are proposed.
6. The Applicant is urged to avoid impacts to wetland and wetland buffer. The Applicant is urged to consider any revisions to the site design that will significantly decrease (or remove) the encroachment of the wetland buffer.

Recommendation

ECT recommends conditional approval for wetlands of the Preliminary Site Plan for Collex Collision at this time, contingent upon satisfactory resolution of the above *Comments and Conditions* in the Final Site Plan.

If you have any questions please feel free to contact our office

Respectfully,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Peter F. Hill, P.E.
Senior Associate Engineer

cc: Angela Pawlowski, City of Novi Community Development (e-mail)
Mark Spencer, City of Novi Community Development (e-mail)
Kristen Kapelanski, City of Novi Community Development (e-mail)

WOODLAND REVIEW



Environmental Consulting & Technology, Inc.

February 10, 2012

Ms. Barbara McBeth
Deputy Director of Community Development
City of Novi
45175 West Ten Mile Road
Novi, MI 48375

Re: Collex Collision
Woodland Review of the Preliminary Site Plan
SP#12-03

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the proposed Collex Collision Preliminary Site Plan (Plan) including plan sheets prepared by Livingston Engineering dated January 23, 2012. The plan and supporting documentation were reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37.

Existing Conditions

The proposed development is located on a 4.33-acre site in Section 23, east of Novi Road, between 10 Mile and 11 Mile Roads. The site is just south of the C & O Railroad. An existing 8,000 square foot automotive service building shall remain on the southern side of the site. The project includes the construction of a 21,600 square foot automotive service building and utilities, parking lot and proposed stormwater detention area. Regulated Woodland is located on the site; mainly on the north and on the east side of the site.

The proposed development is located on a 4.33-acre site in Section 23, east of Novi Road, between 10 Mile and 11 Mile Roads. The site is just south of the C & O Railroad. An existing 8,000 square foot automotive service building shall remain on the southern side of the site. The project includes the construction of a 21,600 square foot automotive service building and utilities, parking lot and proposed stormwater detention area.

Proposed Impacts

Proposed impacts to any regulated trees will require a Woodland Permit from the City of Novi that allows for the removal of trees eight (8)-inch diameter-at-breast-height (d.b.h.) or greater. Such trees shall be relocated or replaced by the permit grantee. All replacement trees shall be two and one-half (2 ½) inches caliper or greater.

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769-3164

The Tree Survey (Sheet C-4) proposes the removal of 5 Trees for a total Required Replacement of 12 Trees:

Tag No.	Size (DBH, Inches)	Common Name	Replacements Required
415	18	Quaking Aspen	2
424	18	Quaking Aspen	2
429	11,14,14	Quaking Aspen	5
431	9	White Pine	1
435	13	Am. Basswood	2

Sheet L-1 (Landscape Plan) however; notes that 15 Woodland Replacement Trees are being provided. These proposed Woodland Replacement Trees include Eastern Redbud, Downy Serviceberry and Yellow Birch. These are all acceptable Woodland Replacement Tree species.

Sheet L-2 (Landscape Notes and Details) also notes that 15 Woodland Replacement Trees are required. This includes the removal of a multi-stemmed Cottonwood totaling 34-inches DBH (5 required Replacement trees). This Tree does not appear to be included in the removals as indicated in the table on the Tree Survey Sheet (Sheet C-4).

This discrepancy needs to be clarified on the Final Site Plan.

Permits

The proposed impacts to regulated trees will require a Woodland Permit from the City of Novi. The discrepancy in proposed tree removals indicated above shall be clarified prior to issuance of the City of Novi Woodland Permit.

In general, it appears as if the Applicant is prepared to meet the requirements of the City of Novi Woodland Ordinance.

Comments and Conditions

The Plan appears to lack a couple of items necessary for compliance with the Site Plan standards. The following information must be provided in the Plan:

- Correct number of regulated trees to be impacted and required tree replacements on the *Tree Survey* (Sheet C-4), *Landscape Plan* (Sheet L-1), and *Landscape Notes and Details Sheet* (Sheet L-2).
- Clear labeling, location, and dimensions of private and public utilities and their associated easements, especially as it relates to the location of replacement trees onsite. Woodland replacement trees should be set back at least 10 ft from buildings, walls, parking lots, and other built structures. With the long-term viability of the trees in mind, woodland replacements should not be planted within 10 ft of overhead or belowground utilities or their associated easements. To allow room for maturation of the plant material, woodland replacement tree spacing should follow the criteria below:
 - Large evergreen trees: 15 feet on-center minimum

- Large deciduous canopy trees (>40 feet tall): 35 feet on-center minimum
- Medium deciduous trees (20-40 feet tall): 30 feet on-center minimum
- Subcanopy deciduous trees (<20 feet tall): 20 feet on-center minimum

Recommendation

ECT recommends conditional approval for woodlands of the Preliminary Site Plan for Collex Collision at this time, contingent upon satisfactory resolution of the above *Comments and Conditions*.

Although the Applicant appears to be prepared to meet the requirements of the City of Novi Woodland Ordinance and the associated tree replacement requirements, revisions are needed to the tree replacement calculations. In consideration of the success of their establishment and long-term viability, replacement trees should not be planted within 10 feet of structures or utilities and their associated easements and should be spaced appropriately for mature tree size.

If you have any questions please feel free to contact our office

Respectfully,

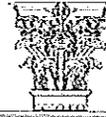
ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Peter F. Hill, P.E.
Senior Associate Engineer

cc: Angela Pawlowski, City of Novi Community Development (e-mail)
Mark Spencer, City of Novi Community Development (e-mail)
Kristen Kapelanski, City of Novi Community Development (e-mail)

FACADE REVIEW



February 9, 2011

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

Re: **FACADE ORDINANCE - Facade Review – Preliminary Site Plan**
Collex Collision SP12-03
 Façade Region: 3, Zoning District: I-1

Dear Ms. McBeth;

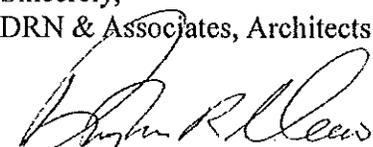
The following is the Façade Review for Preliminary Site Plan Approval of the above referenced project based on the drawings prepared by NSA Architects. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Schedule Regulating Façade Materials (AKA Façade Chart) of Ordinance Section 2520 are shown in the right hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold.

	West (Front)	East	North	South	Ordinance Maximum (Minimum)
Brick (natural clay)	50%	45%	58%	58%	100% (30%)
Flat Metal Panels (Note 1)	43%	50%	37%	37%	50%
Glazed Brick (accent)	5%	5%	5%	5%	25%
Canvas Awning	2%	0%	0%	0%	10%

As indicated above the design is in full compliance with the Façade Chart. The drawings indicate that the dumpster is constructed of (brick) masonry to match the building façade as required by the Ordinance. A Section 9 Waiver is not required for this project.

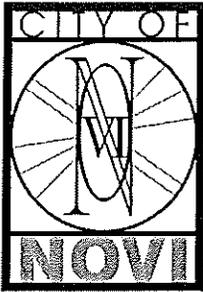
Note 1 – The sample provided for the Flat Metal Panels shows no ribs or other 3-dimensional profile while the rendering appears to indicate a horizontal rib pattern. It should be note that only the joints between panels, which are typically no greater than ½” are permitted in order to qualify as “flat” metal panels. If the metal panels have ribs or other 3-dimensional profile this would be considered Ribbed Metal Panels which is not permitted in Region 1 by the Façade Chart. The applicant should provide a larger sample and/or clarify that the metal panels are in fact “flat”.

Sincerely,
 DRN & Associates, Architects PC



Douglas R. Necci, AIA

FIRE REVIEW



January 27, 2012

TO: Barbara McBeth, Deputy Director of Community Development

RE: Collex Collision, 25100 Novi Rd.

SP: 12-03, Preliminary Site Plan

Project Description:

Construction of a 21,600 S. F. commercial building for automotive repair use, reconfiguration of the entrance drive to accommodate the new Novi Rd. elevations, and parking lot expansion. The existing 8,000 S.F. building is proposed to remain.

Comments:

1. A fire protection water main separate from the domestic main shall be provided and shall be controlled by a gate valve in a well. This is not shown on the plans.
2. The applicant is now showing two means of access, one primary and one emergency secondary access drive. It shall be verified that both of these are capable of supporting 35 tons and a note provided on the plans.

Recommendation:

This project is recommended for approval with the above items being corrected on the next plan submittal.

Sincerely,

Michael W. Evans, CFPS
Fire Marshal

cc: file

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Terry K. Margolis

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Justin Fischer

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Deputy Chief of Police
Thomas C. Lindberg

Assistant Chief of Police
Victor C.M. Lauria

APPLICANT RESPONSE LETTER



◆ Design/Build

◆ General Contracting

◆ Construction Management

7258 Kensington Road
Brighton, MI 48116
Phone: 248-446-8000
Fax: 248-446-1800
www.brivar.com

February 15, 2012

Ms. Kristen Kapelanski
Planning Division
City of Novi
45175 W. Ten Mile Rd.
Novi, MI 48375

RE: Site Plan Review Response for Collex Collision

Ms. Kapelanski,

In response to your review of our site plan review application of the subject project, please find enclosed the following:

- Review response from engineer (Livingston Engineering)
- Façade review response
- Thirteen (13) sealed and folded sets of plans
- One (1) 8.5"x11" site plan

Based on transmittal of the same, I look forward to the Planning Commission's favorable review of our site plan at the February 22, 2012 meeting.

Please do not hesitate to call me at (248) 446-8000 should you require additional information regarding this matter.

Respectfully,

BRIVAR Construction Company



Craig Stockard
President



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- ◆ Design/Build
- ◆ General Contracting
- ◆ Construction Management

7258 Kensington Road
Brighton, MI 48116
Phone: 248-446-8000
Fax: 248-446-1800
www.brivar.com

February 15, 2012

Ms. Kristen Kapelanski
Planning Division
City of Novi
45175 W. Ten Mile Rd.
Novi, MI 48375

RE: Facade Review Response for Collex Collision

Ms. Kapelanski,

In response to your review of the façade:

Note 1 – The sample provided for the Flat Metal Panels shows no ribs or other 3-dimensional profile while the rendering appears to indicate a horizontal rib pattern. It should be note that only the joints between panels, which are typically no greater than ½” are permitted in order to qualify as “flat” metal panels. If the metal panels have ribs or other 3-dimensional profile this would be considered Ribbed Metal Panels which is not permitted in Region 1 by the Façade Chart. The applicant should provide a larger sample and/or clarify that the metal panels are in fact “flat”.

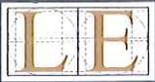
At final site plan review, we will provide a sample and specification of the flat metal panels which will be used to clarify that the panels are in fact “flat”.

Please do not hesitate to call me at (248) 446-8000 should you require additional information regarding this matter.

Respectfully,

BRIVAR Construction Company

Craig Stockard
President



February 15, 2011

City of Novi – Community Development
45175 W. Ten Mile Rd.
Novi, MI 48375
Attn: Ms. Kristen Kapelanski

civil engineering
surveying
planning
site development
construction services

Reg: Preliminary Site Plan Review comments
Collex Collision

Dear Ms. Kapelanski,

Please find attached a response to review comments contained in review letters from the City's Planning Department, Engineering Department, Traffic Engineering Consultant, Landscape Review, Wetland Consultant, Woodland Consultant and Fire Marshall, as listed below. The following items reference the comments in the review letters:

City of Novi – Planning Review – February 10, 2012

Comments:

1. Front Yard Parking Setback: In order for front yard parking to be permitted in the 1-2 District the following requirements must be met: development must be bigger than 2 acres, parking area cannot be more than 50% of the area between the setback line and the building façade; the parking must be screened by a 2.5' berm or wall; and parking must be setback 100. It appears the parking area occupies less than 50% of the area between the setback line and the building façade. However, calculations have not been provided. The applicant should provide area calculations for the paved and unpaved area in the front yard on the Final Site Plan submittal. A 2.5 wall has not been provided due to the unique topography of the site. The applicant should seek a variance from the Zoning Board of Appeals for the lack of a screen wall, A 61' parking setback has been provided. The applicant should reconfigure the site layout to provide the required setback or provide justification for seeking a variance from this ordinance requirement from the Zoning Board of Appeals. Additionally, the Planning Commission must make a finding that the front yard parking and lighting is compatible with the surrounding area.

The applicant will be seeking a variance from the ZBA for this ordinance requirement.

2. Number of Parking Spaces: Automotive service establishments are required to have one parking space for each 100 square feet of usable floor area plus one space for each employee. The proposed building contains 19,956.5 square feet of usable floor area and the applicant has indicated 20 employees will be present. The proposed building requires 220 spaces. The 8,000 square foot existing building will remain. A floor plan or specific user has not been provided for the existing building. The applicant has indicated an automotive service facility as a potential use, which would require 80 additional spaces. A total of 300 spaces are required for the entire site and 140 spaces have been provided. The applicant will need to one of the following (a) reduce the building size so that the number of parking spaces provided more closely matches the number of parking spaces required; or (b) provide justification as to why the number of spaces provided will be adequate for the proposed uses and seek a variance from the Zoning Board of Appeals. No outside storage of vehicles has been identified on the site plan. All spaces are assumed to be for customer parking.

If necessary, the applicant will seek a variance from the ZBA for this ordinance requirement. We have reviewed the parking calculations as provided by City staff and feel that additional review of this matter is warranted. Please see Chart#1, on page 3. Staff calculations indicate that the collision shop in itself would require 220 spaces which is extreme for a facility of this nature. The City definition for usable floor space states that for automotive establishments the floor space for servicing vehicles shall be considered as usable floor space. It also indicates that areas for storage and processing, hallways, utilities and sanitary facilities shall be excluded from the computation. Our very generous calculation of this area indicates parking requirements that are more in line with those for other nearby communities. Chart#1 shows three examples of parking calculations for this type of facility in other nearby communities.

This chart reinforces both our understanding and that of Collex Collision that 220 spaces for this facility is far and above what this facility needs to operate and would be an overuse of land resources. As such, we would ask that this area be revisited.

3. Side Yard Parking Setback: A setback of 20 feet is required for side yard parking. The plan shows a five foot parking setback in the southern side yard. The applicant should reconfigure the site layout to provide the required setback or provide justification for seeking a variance from this ordinance requirement.

The applicant will be seeking a variance from the ZBA for this ordinance requirement.

Comparison of Off-Street Parking Requirements				Chart #1			
Municipality	Parking Standards		Development Type	Parking Sp.	Requirements		Parking Sp. Required - Collex Collision Site
	Ordinance Sec.				Criteria	Existing Bldg.	
City of Royal Oak	Sec. 707-107		Auto Repair Garages	1.5	per stall or service area	9	59
		plus		1	per 800 sq. ft. usable service area	10	35
City of South Lyon	Sec. 102-476		Auto Repair Facility	2	per service stall	12	78
		plus		1	per employee	6	26
							Total: 93
City of Wixom	Sec. 18.15.010		Auto Repair Facility	2	per service bay	12	78
		plus		1	per employee	6	26
		plus		1	per tow truck	1	2
							Total: 104
City of Novi	Sec. 2505		Auto Service Establishment	1	per 100 sq. ft. usable floor area	80	280
		plus		1	per employee	6	26
							Total: 106
							Total: 306

Proposed Facilities

Existing Bldg.:	Usable Service Area:	8000 sf
	No. of Service Stalls:	6
	No. of Employees:	6
	No. of Tow Trucks:	1
Proposed Bldg.:	Usable Service Area:	19956.5 sf
	No. of Service Stalls:	33
	No. of Employees:	20
	No. of Tow Trucks:	1

Site: Collex Collision
25100 Novi Rd.
Novi, MI

Date: 2/15/2012

4. Signage: A consent judgment for the property includes provisions regulating the signage on the site. It only permits one monument sign and requires landscaping around the sign. The applicant should remove the monument sign north of the access drive and provide landscaping around the monument sign south of the access drive on the Final Site Plan submittal.

Revisions to the plan will be made and included on the Final Site Plan.

5. Photometric Plan: Section 2511 of the Zoning Ordinance lists the required notes that must be included on the photometric plan and also notes that the hours of operation of all lights must be included on the photometric plan. The required notes are also listed in the attached lighting review chart. The applicant should include the required notes and hours of operation of all fixtures on the photometric plan of the Final Site Plan submittal.

Revisions to the plan will be made and included on the Final Site Plan.

6. Sheet Title: The sheet titled "Layout Plan" should be labeled either "Preliminary Site Plan" or "Final Site Plan," as appropriate.

Revisions to the plan will be made and included on the Final Site Plan.

7. Condominium: No condominium has been proposed at this time. The applicant should be advised that if a site condominium is proposed in the future additional review and approvals from City staff and boards and commissions will be required.

Noted.

City of Novi – Engineering Review – February 10, 2012

Comments:

1. As discussed with the applicant at the pre-application meeting, there are various physical improvements proposed within an existing sanitary sewer easement held by the Oakland County Water Resource Commissioner. We cannot recommend approval the Preliminary Site Plan unless an approval is granted by OCWRC for the construction of the proposed masonry dumpster enclosure, retaining wall, storm sewer, catch basins, fill and parking lot within the existing sanitary sewer easement.

We have been in contact with OCWRC and have supplied preliminary plans of the improvements over the 36" sanitary sewer and within the 20' wide sanitary sewer easement. It is our understanding, based upon a phone conversation with Mr. Mark Davis of the OCWRC, that Oakland County is generally not opposed to the site improvements within their easement. Mr. Davis did indicate that the applicant will need to enter an Easement Use Agreement with the County and that further details on the retaining wall footing design and soil boring

information will need to be submitted and reviewed prior to approval from their office. Mr. Davis also indicated he sent an e-mail to Mr. Brian Coburn, P.E. of the City of Novi that outlines Oakland County's requirements as they relate to this project.

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

Noted.

3. A same-side/opposite-side driveway spacing Waiver, granted by the Planning Commission, would be required per the traffic review. Engineering recommends approval of the waiver.

We are asking the Planning Commission to grant this waiver.

4. Clearly label the existing ROW boundary in addition to the highway easement location along Novi Road.

Revisions to the plan will be made and included on the Final Site Plan.

5. Show the locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur. Light poles in a utility easement will require a License Agreement.

Noted. Revisions to the plan will be made and included on the Final Site Plan.

6. Provide storm water profiles.

These will be included on the Final Site Plan.

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

These will be included on the Final Site Plan.

8. Provide calculations verifying the post-development runoff rate directed to the proposed receiving drainage course does not exceed the predevelopment runoff rate for the site.

This will be included on the Final Site Plan.

9. The geotechnical report provided by the applicant Includes one soil boring In the vicinity of the proposed detention basin, The boring indicates that there could be ground water at elevation 888, which Is 2 feet above the proposed bottom

elevation of the basin, Further investigation of the existing ground water level and suitability for detention is required.

This will be addressed on the Final Site Plan.

10. The response letter Indicates that a maintenance access route to the basin outlet structure and any other pretreatment structures was provided, however, it was not found In the plans, Provide an access route that is 15 feet wide, maximum slope of 1V:5H, and able to withstand the passage of heavy equipment. Verify the access route does not conflict with proposed landscaping.

This will be more clearly shown on the Final Site Plan.

11. Provide the outlet control structure detail for the detention basin and related calculations.

This will be included on the Final Site Plan.

12. Identify the location of the outlet in relation to the existing stream bank and provide a detail for the outlet.

This will be included on the Final Site Plan.

13. The bank full volume calculation should be $5160 \times A \times C$ rather than 8170 for the 1.5 year storm volume.

This will be corrected on the Final Site Plan.

14. Relocate the hydrants at least 7 feet off back of curb (allowing 3-foot clearance from sidewalk).

This will be corrected and shown on the Final Site Plan.

15. Provide profiles for all proposed water main 8-Inch and larger.

This will be included on the Final Site Plan.

16. Show the location of the proposed 20-foot wide water main easement for the proposed water main.

This will be included on the Final Site Plan.

17. Show the proposed water service and fire service connections to the buildings as separate leads from the proposed public water main.

This will be included on the Final Site Plan.

18. Provide a sanitary sewer monitoring manhole, unique to this site, within a dedicated access easement or within the road right-of-way for the lead proposed to serve the new building. 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).

This will be included on the Final Site Plan.

19. Show the location of the existing sanitary sewer to the existing building on site.

This will be included on the Final Site Plan.

20. Clearly identify the existing sanitary sewer easement along the easterly side of the property.

This will be included on the Final Site Plan.

21. The end Islands shall conform to the City standard island design, or variations of the standard design, while still conforming to the standards given in Section 2506 of Appendix A of the Zoning ordinance. Provide island dimensions.

This will be included on the Final Site Plan.

22. The City standard straight-faced curb (MDOT C-4 curb detail) shall be provided. Revise details accordingly.

This will be corrected and shown on the Final Site Plan.

23. Provide top of curb/walk and pavement/gutter grades to indicate height of curb adjacent to parking stalls or drive areas.

This will be included on the Final Site Plan.

24. Provide a line designation representing the effective 19-foot stall length for 17-foot perimeter stalls.

This will be included on the Final Site Plan.

25. Curbing and walks adjacent to the end of 17-foot stalls shall be reduced to 4-inches high, rather than the standard 6-inch height to be provided adjacent to 19-foot stalls, provide additional details as appropriate.

This will be included on the Final Site Plan.

26. Add the required 2-percent cross-slope to the sidewalk detail.

This will be included on the Final Site Plan.

27. Provide additional details for the proposed retaining wall, On the sheet with the retaining wall detail, it shall be sealed by the design engineer responsible for the retaining wall proposed.

This will be included on the Final Site Plan.

28. If work proposed will impact the floodplain a City of Novi floodplain use permit will be required. This should be submitted as soon as possible. Contact the Building Department for submittal Information, An MDEQ floodplain use permit may also be required prior to site plan approval.

Noted.

29. Provide a current version of the City's Storm Drainage Facility Maintenance Agreement which can be found on the City's website and shall be provided for review and approval.

This will be provided prior to Final Site Plan approval, as indicated.

30. Include the Exhibit B as required in the agreement that provides site specific maintenance activities for the storm water management system.

This will be provided prior to Final Site Plan approval, as indicated.

31. Exhibit C, the ingress/egress easement permitting required maintenance activities to the storm water detention and pretreatment facilities, and Exhibit D, the easement over the detention and pretreatment facilities, shall be provided.

This will be provided prior to Final Site Plan approval, as indicated.

32. Specific language shall be included regarding the Inspection and maintenance of the oil/gas separator.

This will be provided prior to Final Site Plan approval, as indicated.

33. The outlet control structure shall be inspected quarterly and cleaned in accordance with the manufacturer's recommendations, but at a minimum frequency of once annually.

This will be provided prior to Final Site Plan approval, as indicated.

34. A letter from either the applicant or the applicant's engineer must be submitted with the revised PSP highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.

Noted.

35. Provide written approval from the Oakland County Water Resource Commissioner's office for the proposed improvements within the existing sanitary sewer easement.

See response to item#1, above. Per a conversation with Mr. Mark Davis, OCWRC, Oakland County offices work directly with municipalities on preliminary plans for public and private improvements within their sanitary sewer easements.

Note: Items 36 – 54 in the City Engineering Department review letter will be submitted prior to the designated Final Site Plan, Stamping Set, or prior to construction, as indicated.

City of Novi – Traffic Consultant Review – Birchler-Arroyo Associates - February 10, 2012

Comments:

1. The applicant, BRIVAR Construction Company, proposes to clear most of an existing site and construct a 21,600-s.f. building to be used for vehicle collision repair. The existing 8,000-s.f. building in the site's southwest corner would remain, and the balance of the site would be improved with a new parking lot and traffic circulation plan.

No revisions necessary.

2. The Institute of Transportation Engineers has not published trip generation data for a collision shop per se; however, an Auto Care Center (ITE land use 942) of the proposed size can be expected to generate about 64 trips in the AM peak hour (42 entering) and 73 trips in the PM peak hour (37 exiting). A traffic impact study is not warranted.

No revisions necessary.

3. Although no new access drives are proposed, the larger building will generate significantly more traffic, and the use of the existing full-service drive will change accordingly. Since the City's minimum opposite-side driveway spacing is a function of driveway use, an evaluation of driveway spacing standards more generally is warranted. Such a review has precedent.

No revisions necessary.

4. Relative to same-side driveway spacing, there are no driveways proximate to the site to the north. To the south, road improvement plans provided by the applicant's

engineer indicate a spacing between ungated drives of 185 ft. which happens to equal the City's minimum same-side spacing requirement for Novi Road's 40-mph speed limit (per Section 11-21 6(d)(1)d of the Design and Construction Standards Ordinance); hence, a same-side driveway spacing waiver is not required.

No revisions necessary.

5. Relative to opposite-side driveway spacing, the relocation of GenMar Drive that occurred with the recent reconstruction of Novi Road resulted in the site drive being only about 142 ft south of GenMar (center-to-center, a distance we have estimated from information presented on Collex plan sheet C-2). Assuming that GenMar generates fewer than 200 peak-hour trips, DCS Figure IX. 12 requires a minimum opposite-side driveway spacing of 200 ft (given the potential for entering left-turn interlock). The resulting (200-142=) 58-ft spacing deficiency requires that a waiver of the above DCS standard be requested by the applicant and granted by the Planning Commission.

We are asking the Planning Commission to grant this waiver (same as Engineering response item#3).

6. Will there be any improvements to the public road(s) at the proposed driveway(s)? No, and none are required given that Novi Road was recently widened to five lanes.

No revisions necessary.

7. Driveway design is satisfactory, but the proposed signing does not fully address our pre-application comments. Given the proximity of the secondary (emergency-access) drive to the primary (full-service) drive, and the fact that the existing gate on the former is set back more than 40 ft from Novi Road, "north- and south-facing (back-to-back) EMERGENCY VEHICLES ONLY signs should be installed near Novi Road," on the south side of the secondary drive close to the sidewalk (so as to not be obscured by the utility pole; see second attached photo). Also, the site plan should establish that the existing gate is in substantial compliance with DCS Figure VIII-K (which requires an EMERGENCY ACCESS ONLY sign on the gate, as well as back-to-back red diamond signs).

This will be included on the Final Site Plan.

8. Are pedestrians safely and reasonably accommodated? No. To keep possible pedestrians walking between the Novi Road safety path and the proposed building from having to walk in a driveway, a 5-ft-wide sidewalk should be placed at the back of curb along the north side of the primary access drive. If feasible, this walk should bend and follow the back of curb north to a ramp at the second

crosshatched access aisle, which would be almost directly across the parking aisle from the building's main pedestrian entrance.

This will be addressed on the Final Site Plan.

9. The "Conc. Walk/Curb Detail" on sheet C-2 needs to be corrected, as it shows a 6-inch high walk/curb that is inconsistent with the 4-inch high walk/curb required by City standards and general plan note 9.

This will be corrected on the Final Site Plan.

10. Nineteen-foot-long parking spaces along the site's south and east sides would directly abut a curb contiguous to a retaining wall of variable (1.35-7.35 ft) height. Consideration should be given to using a continuous 4-inch high concrete slab as a wheel stop rather than the curb now proposed, in which case the spaces could be shortened to 17 ft (to face of slab).

This will be addressed on the Final Site Plan.

11. Sheet C-2 shows that the City's largest fire truck would be able to circulate through the site along all potential routes. However, it appears that a large (AJB50) tractor-trailer combination truck attempting to reach the designated loading zone may be unable to complete the hard left turn at the building's southeast corner, at least in the presence of cars parked along the east end of the site near this turn. Our evaluation with a fixed template suggests that a tractor-trailer may have to turn right toward the site's southeast corner instead, back a significant distance to the loading zone, and then exit via a direct right turn into the east-west aisle immediately south of the building. The applicant should comment on the likely frequency and timing of WB-50 arrivals and departures, and the applicant's engineer should use a truck turning software to evaluate the associated circulation. Site design near the building's southeast corner may have to be adjusted to accommodate delivery trucks.

This will be addressed on the Final Site Plan.

12. The easternmost free-standing island in the south parking lot should be redesigned to match the approximate City-standard island proposed at the west end of the same parking module. Also, per our pre-application comment 7, the standard 32-ft island length should be referenced from back-of-curb to back-of-curb, not face-to-face as now drawn,

This will be corrected on the Final Site Plan.

13. All curb radii should be dimensioned and, where appropriate, noted as "typical." Several radii are now undimensioned, and those that are dimensioned

do not follow standard engineering practice of dimensioning to back (rather than face) of curb.

This will be corrected on the Final Site Plan.

14. General plan note 9 should be reworded to read “All curbs, raised slabs, and sidewalks abutting the end of parking spaces shall rise no higher than 4 inches above the nearest parking surface.”

This will be corrected on the Final Site Plan.

15. General plan note 10 should be reworded to read “The dimensions of parking spaces adjacent to a curb or walk (length as well as width) shall be referenced to the face of that curb or walk.”

This will be corrected on the Final Site Plan.

16. A plan note should be added specifying that all pavement markings for barrier-free parking spaces shall be blue, and the striping of non-barrier-free parking spaces shall be white.

This will be added on the Final Site Plan.

17. The loading zone should be noted as being outlined with 4-inch-wide yellow striping and crosshatched with 4-inch-wide yellow stripes 4 ft on-center. The spacing of the crosshatching should be drawn to scale.

This will be added on the Final Site Plan.

18. Per the ADA definition and Building Department preference, the barrier-free parking spaces on both sides of an 8-ft-wide access aisle qualify as van-accessible and should be signed accordingly (even if both spaces are not required in order to provide the minimum ADA requirement of one such space for every eight barrier-free spaces). Hence, both the plan note and the signing quantities table need to be revised to reflect two VAN ACCESSIBLE (R7-Ba) signs rather than one.

This will be added on the Final Site Plan.

19. In addition to the preceding related item, the “On-Site Traffic Sign Chart” should be re-titled “Signing Quantities,” include the two (back-to-back) off-site signs requested in comment 7 above, and reflect any signs that may be needed to ensure that the emergency access gate meets City design requirements.

This will be corrected on the Final Site Plan.

20. The plan does not propose any NO PARKING — FIRE LANE signs, and the Fire Marshal should comment accordingly. It appears likely that such signs will be required, at a minimum, along the service drive north of the proposed building.

This will be added on the Final Site Plan.

21. In addition to general note 8, the required detectable warning surfaces should be actually shown on the plan where they are to be installed.

This will be added on the Final Site Plan.

City of Novi –Landscape Review – February 10, 2012

Comments:

Parking Landscape (Sec. 2509.3.c.)

1. A total of 2,564 SF of interior parking landscape area is required. The Applicant has reported that 3,190 SF of interior parking lot landscape has been provided. The Applicant should identify those areas intended to be used toward that total. If the square footage is verified, the Applicant has met this requirement.
2. A total of 35 Parking Lot Canopy Trees are required and have been provided.
3. Snow storage areas have been shown as required.

Parking Landscape: 1. The areas used as interior parking landscape areas will be depicted with the final submission documents.

Parking Lot Perimeter Canopy Trees (Sec. 2509.3.c.(3))

1. Perimeter Parking Lot Canopy Trees are required per 35 LF surrounding parking and access areas. No information has been provided in regard to this requirement. It is possible that the Applicant can meet the requirement by verifying the total count of existing and proposed canopy trees around the perimeter of the site. The trees need not be evenly spaced. The Applicant should verify that the requirement for perimeter trees has been met.

Parking Lot Perimeter Canopy Trees: 1. $1025 \text{ lin ft of parking lot} / 35' = 29.3 = 30$ trees required. The proposed planting plan provides 33 new perimeter parking lot trees as well as maintains a number of existing trees; I therefore believe that we meet this requirement.

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. Due to the nature of the use, the proposed building has a many access doors where foundation landscape cannot be placed. There does appear to be areas where no foundation landscape is proposed, but may be feasible. **The Applicant should review the foundation areas of both the existing and proposed buildings where foundation landscape may be feasible.**
2. A total of 5,120SF is required; a total of 1,680SF has been provided, leaving a deficiency of 3,440 SF. **The Applicant could seek to provide this landscape square footage at an adjacent area of the site. Alternately, the Applicant could seek a waiver for the Building Foundation Landscape. Staff would not support a waiver.**

Building Foundation Landscape: 1. Areas for additional foundation landscaping at the existing and proposed building will be considered within the final submission documents.

2. The applicant will work with the City prior to Final Site Plan and look for suitable adjacent areas for the required landscaping.

Plant List (LDM)

1. The Plant List as provided generally meets the requirements of the Ordinance and the Landscape Design Manual. Costs for mulch and an irrigation estimate should be provided.

Plant List: 1. Costs for mulch and irrigation will be provided with the final submission documents.

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

1. An Irrigation Plan must be provided upon Stamping Set submittal.

Irrigation Plan: 1. An irrigation plan will be provided with the final submission documents.

City of Novi – Wetland Review –Environmental Consulting & Technology, Inc. - February 13, 2012

Comments:

1. As noted above, the Plan appears to show direct impact to wetland for the purpose of constructing the stormwater outfall from the proposed stormwater detention area. ECT recommends modifying the length of the outlet pipe, if possible, to eliminate any wetland impacts. If the wetland impact continues to be proposed, the area of wetland impact, as well as any cut/fill volume information associated with the outfall should be included on subsequent Plans.

A Joint Permit Application is being submitted to the MDEQ for the work associated with the storm water outlet that occurs within the wetland boundary of the adjacent Walled Lake Branch, a tributary to the Middle Rouge River.

2. Potential permanent and temporary disturbances to the 25-foot wetland setback appear to be proposed for the purpose of constructing portions of the proposed parking lot (2,941 square feet of permanent wetland buffer impacts). The proposed temporary wetland buffer impacts are not currently indicated or quantified on the Plan. ECT believes that the native seed mix, trees, shrubs and forbs that have been provided by the Applicant within/around the proposed detention basin will help to replace the existing functions of the impacted wetland buffer. ECT is not recommending any further/additional wetland buffer enhancements or mitigation.

Noted.

3. If temporary impacts to the wetland buffer are anticipated for the installation of the proposed retaining wall adjacent to wetland/wetland buffer on the north side of the site (or other work), these areas should be quantified and indicated on the Plan. In addition, the Plan shall provide an appropriate native seed mix to be used for restoration of these temporarily impacted buffer areas.

This information will be provided with the final submission documents.

4. The Applicant shall provide pretreatment for all snow deposit areas, prior to runoff to existing wetlands/watercourses.

The applicant will work with the City prior to Final Site Plan and look for suitable areas for pretreatment of the runoff from snow deposit areas.

5. Please indicate the location of all proposed silt fence on the Plan and the limits of proposed disturbance. It is not clear from the Plan if tree protection and silt fence are proposed.

This information will be provided with the final submission documents.

6. The Applicant is urged to avoid impacts to wetland and wetland buffer. The Applicant is urged to consider any revisions to the site design that will significantly decrease (or remove) the encroachment of the wetland buffer.

Impacts to the wetland are minimal, with the stormwater outlet being the only wetland boundary encroachment. Impacts to the wetland buffer have been minimized. Note that stormwater runoff from the parking lot will be directed to pre-treatment areas prior to discharging to the wetland/drain.

City of Novi – Woodland Review –Environmental Consulting & Technology, Inc. - February 10, 2012

Comments:

Correct number of regulated trees to be impacted and required tree replacements on the Tree Survey (Sheet C-4), Landscape Plan (Sheet L-1), and Landscape Notes and Details Sheet (Sheet L-2).

Tree replacement numbers will be clarified within the final submission documents.

Clear labeling, location, and dimensions of private and public utilities and their associated easements, especially as it relates to the location of replacement trees onsite. Woodland replacement trees should be set back at least 10 ft from buildings, walls, parking lots, and other built structures. With the long-term viability of the

trees in mind, woodland replacements should not be planted within loft of overhead or belowground utilities or their associated easements. To allow room for maturation of the plant material, woodland replacement tree spacing should follow the criteria below:

Large evergreen trees: 15 feet on-center minimum

Large deciduous canopy trees (>40 feet tall): 35 feet on-center minimum

Medium deciduous trees (20-40 feet tall): 30 feet on-center minimum

Subcanopy deciduous trees (<20 feet tall): 20 feet on-center minimum

We will make every effort to meet the standards of the ordinance in terms of tree separation, however some trees may be placed within the recommended separation due to the large number of required trees and the limited planting areas on site.

City of Novi – Fire Marshall Review – January 27, 2012

Comments:

1. A fire protection water main separate from the domestic main shall be provided and shall be controlled by a gate valve in a well. This is not shown on the plans.

This will be added on the Final Site Plan.

2. The applicant is now showing two means of access, one primary and one emergency secondary access drive. It shall be verified that both of these are capable of supporting 35 tons and a note provided on the plans.

This will be added on the Final Site Plan.

End of Response Letter.

Please do not hesitate to contact me if you have any questions or concerns on this response.

Sincerely,



Timm Appleton, P.E.

SITE PLAN

MAPS
Location
Zoning
Future Land Use
Natural Features

Collex Collision SP12-03

Location



Map Author: Kristen Kapelanski
Date: 02-14-12
Project: Collex Collision
Version #: 1.0

Map 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 INTERPRETATION NOTICE

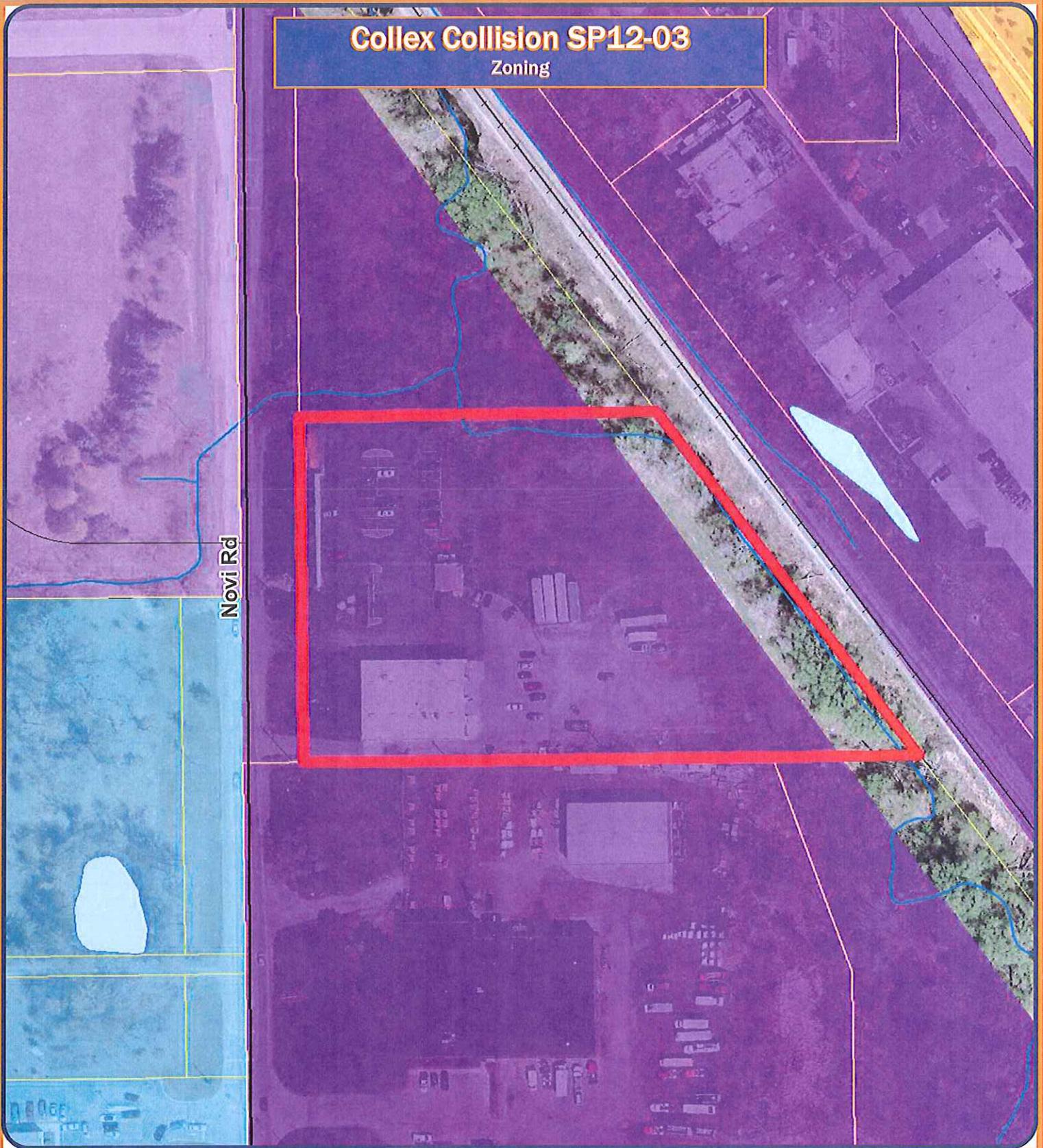
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate 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.



1 inch = 130 feet

Collex Collision SP12-03

Zoning



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Map Legend

-  Subject Property
-  RM-2: High-Density Multiple Family
-  I-1: Light Industrial District
-  I-2: General Industrial District
-  OS-1: Office Service District



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1 inch = 130 feet

Collex Collision SP12-03

Future Land Use

Novi Rd



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Map Legend

-  Subject Property
-  Community Office
-  Industrial RD Tech
-  TC Commercial
-  Public



City of Novi

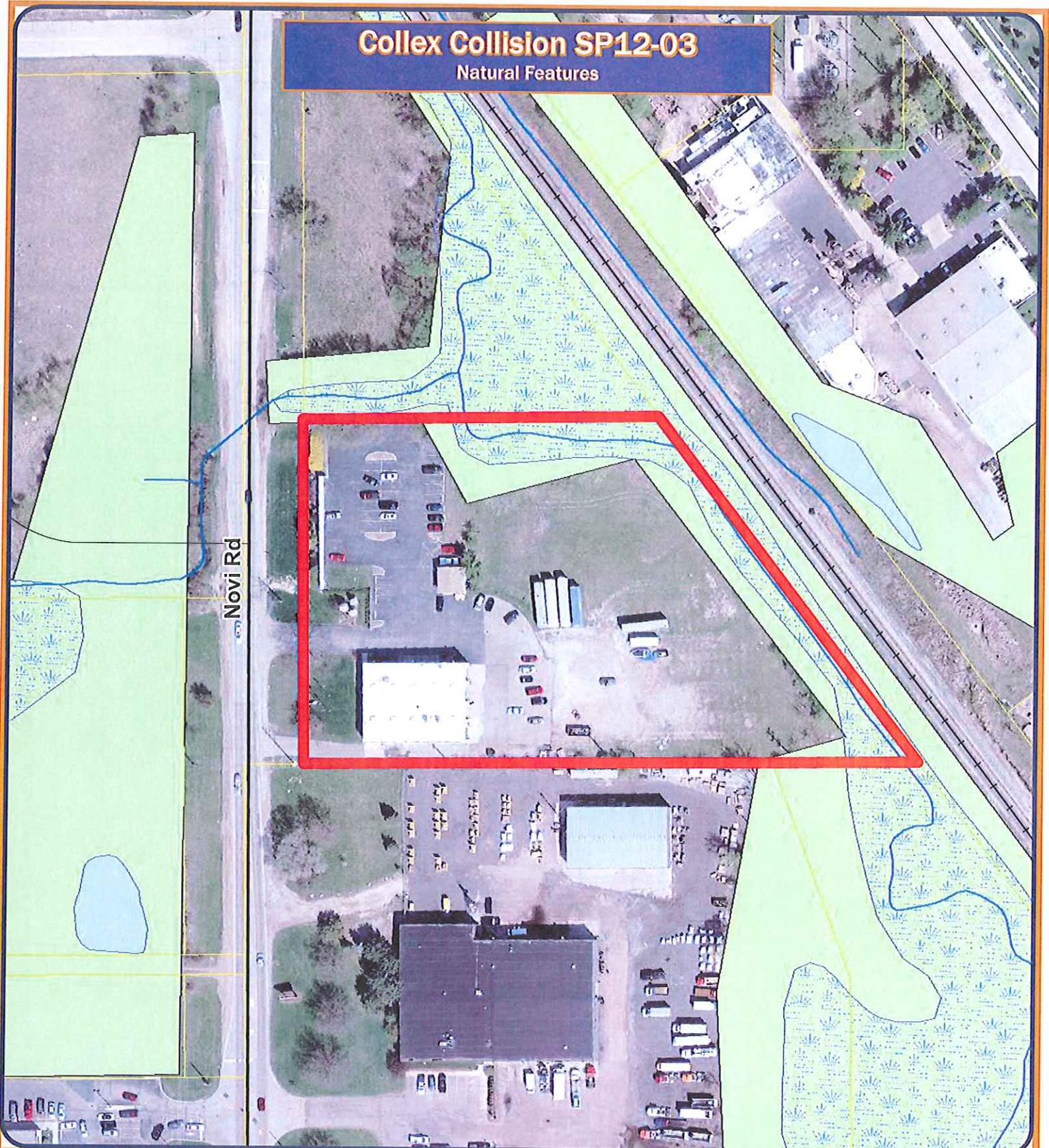
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1 inch = 130 feet

Collex Collision SP12-03

Natural Features



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Map Legend

-  Subject Property
-  Wetlands
-  Woodlands



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