



THE GODDARD SCHOOL JSP16-50

THE GODDARD SCHOOL JSP16-50

Consideration at the request of Hobbs + Black, on behalf of Derick & Bobbie Doe, for approval of Preliminary Site Plan and Stormwater Management Plan. The subject property is located in Section 17 of the City of Novi north of Grand River Avenue and east of Wixom Road. The applicant is proposing to construct a single story daycare building, consisting of 9,689 square feet, outdoor recreation area, which includes two play structures and two canopies, and associated site improvements.

Required Action

Approval/Denial of the Preliminary Site Plan and Stormwater Management Plan.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	10-05-16	<ul style="list-style-type: none"> • ZBA Variances: Underage of Outdoor Recreation, Lack of Loading Spaces, Dumpster Location, Accessory Structures Location, and Additional Canopy. • Items to be addressed on Final Site Plan
Engineering	Approval recommended	10-14-16	<ul style="list-style-type: none"> • Items to be addressed on Final Site Plan
Landscape	Approval recommended	10-10-16	<ul style="list-style-type: none"> • Planning Commission waiver for: greenbelt trees, street trees, parking lot perimeter trees, and building foundation plantings (staff supports). • Items to be addressed on Final Site Plan
Traffic	Approval recommended	09-27-16	<ul style="list-style-type: none"> • Planning Commission waiver for same-side/opposite-side driveway spacing waiver (staff supports). • Items to be addressed on Final Site Plan
Facade	Approval Recommended	09-10-16	<ul style="list-style-type: none"> • Section 9 Façade waiver for overage of asphalt shingles (staff supports). • Items to be addressed on Final Site Plan
Fire	Approval recommended	09-27-16	<ul style="list-style-type: none"> • No comments

MOTION SHEET

Approval – Preliminary Site Plan

In the matter of The Goddard School, JSP16-50, motion to **approve** the Preliminary Site Plan based on and subject to and based on the following:

- a. Landscape waiver from Section 5.5.3.B to permit fewer Greenbelt Trees than required on Grand River Avenue (13 subcanopy required, 10 subcanopy provided) due to lack of space allowed by clear vision zones, which is hereby granted;
- b. Landscape waiver from Section 5.5.3.E.i.c to permit fewer Street Trees than required along both Grand Rive Avenue (8 canopy required, 4 canopy provided) and Twelve Mile Road (5 canopy required, 3 canopy provided) due to lack of space created by corner clearance/site vision issues and subject to approval by the Road Commission of Oakland County (RCOC), which is hereby granted;
- c. Landscape waiver from Section 5.5.3.C.(3) to permit fewer Parking Lot Perimeter Canopy Trees than required (31 required, 2 proposed) due to limited room available and good effort toward landscaping the site fully, which is hereby granted;
- d. Landscape waiver from Section 5.5.3.D to permit the Building Foundation Landscape to be located away from the building foundation and play area due to conflict with hazardous plants near children in play area, which is hereby granted;
- e. Same-side/Opposite-side Driveway Spacing waiver from Section 11-216.D of the City of Novi Code of Ordinances to permit less distance between entrances on Grand River Avenue (275 ft. required, 10 ft. provided) and Twelve Mile Road (150 ft. required, 40 ft., 100 ft., and 102 ft. provided) than required minimum due to site constraints, which is hereby granted;
- f. Section 9 Façade waiver from Section 5.15 to permit the overage of Asphalt Shingles on all sides (25% maximum, 32%, 48%, 47%, and 41% provided) of required maximum due to architectural roof style that is augmented by architectural features including dormers and a decorative cupola, which is hereby granted;
- g. Zoning Board of Appeals variance from Section 4.12.2.a to allow a reduced outdoor recreation area (22,500 sq. ft. required, 16,956 sq. ft. provided) due to site constraints and franchise needs;
- h. Zoning Board of Appeals variance from Section 5.4.2 to allow absence of required loading area due to use type;
- i. Zoning Board of Appeals variance from Section 4.19.2.F to allow location of dumpster in the secondary front yard due to lack of a rear yard;
- j. Zoning Board of Appeals variance from Section 4.19.1.B to allow accessory structures in the secondary front yard due to lack of a rear yard;
- k. Zoning Board of Appeals variance from Section 4.19.1.J to allow two canopy structures on site due to required shade canopies to protect children from the sun;
- l. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Final Site Plan;
- m. *(additional conditions here if any)*

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

-AND-

Approval – Stormwater Management Plan

In the matter of The Goddard School, JSP16-50, motion to **approve** the Stormwater Management Plan based on and subject to the following:

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

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

-OR-

Denial – Preliminary Site Plan

In the matter of The Goddard School, JSP16-50, motion to **deny** the Preliminary Site Plan, for the following reasons...*(because the plan is not in compliance with Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

-AND-

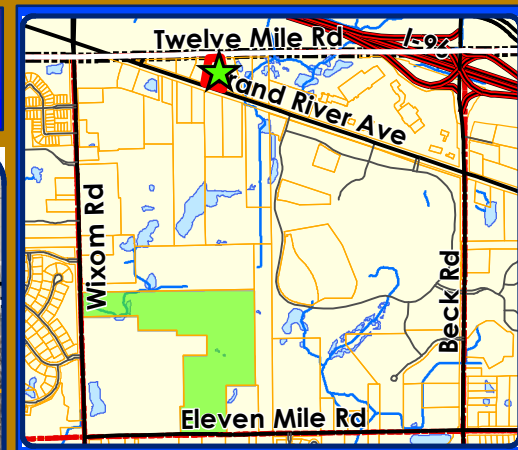
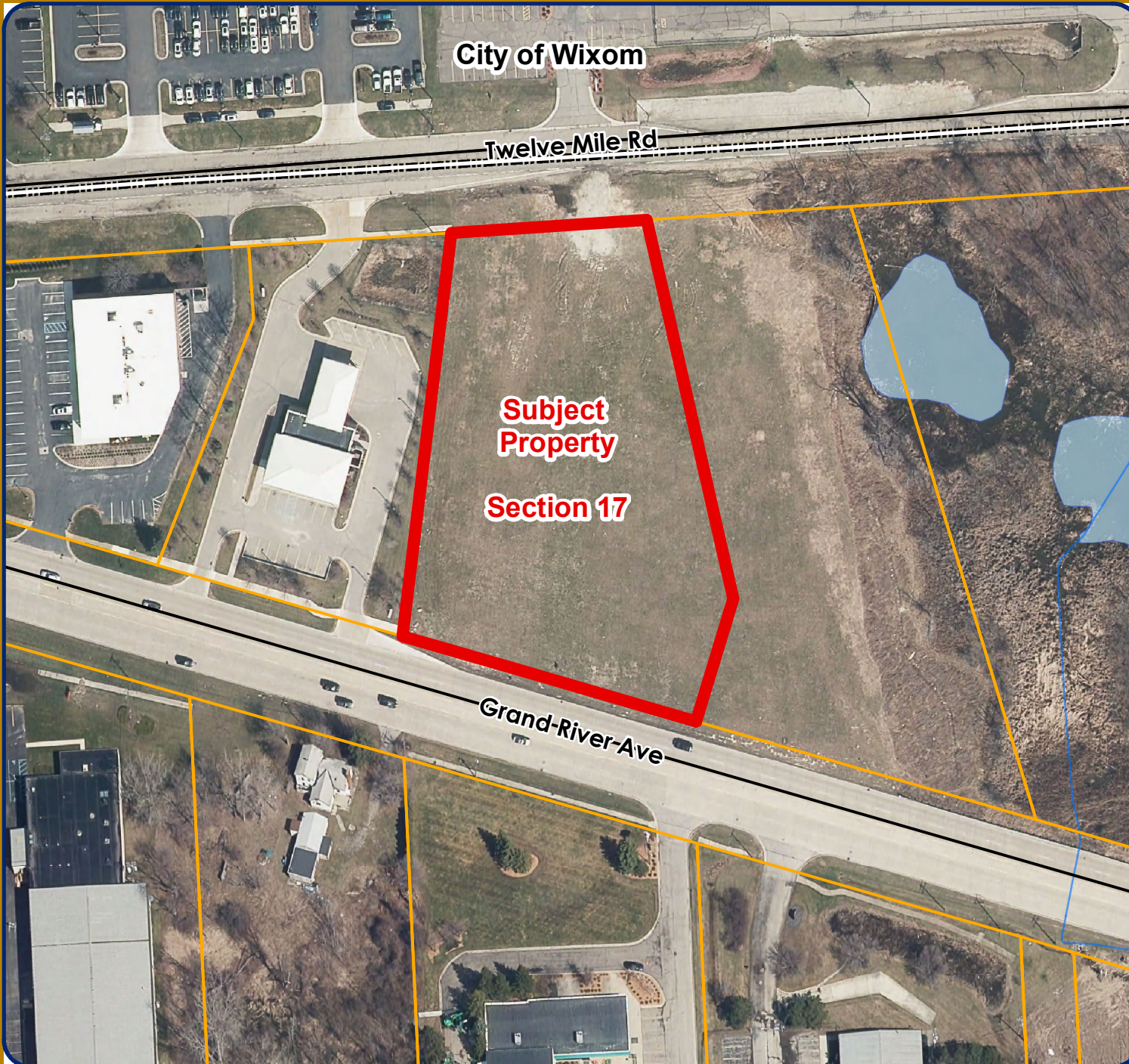
Denial – Stormwater Management Plan

In the matter of The Goddard School, JSP16-50, motion to **deny** the Stormwater Management Plan, for the following reasons...*(because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*


Maps
Location
Zoning
Future Land Use
Natural Features

JSP16-50: The Goddard School

Location Map




LEGEND

 Sections

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

Map Author: Kirsten Mellem
Date: 11/9/2016
Project: JSP16-50: The Goddard School
Version #: 1

0 25 50 100 150 Feet
1 inch = 125 feet

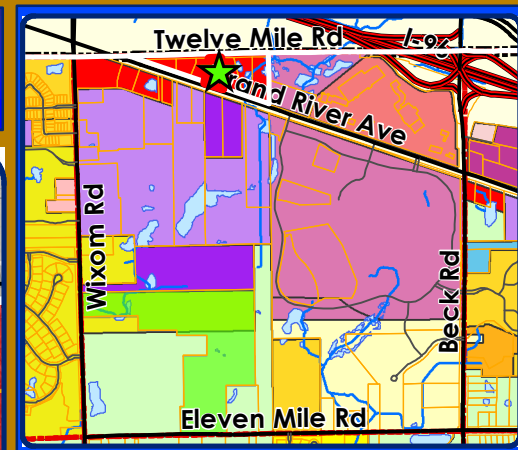
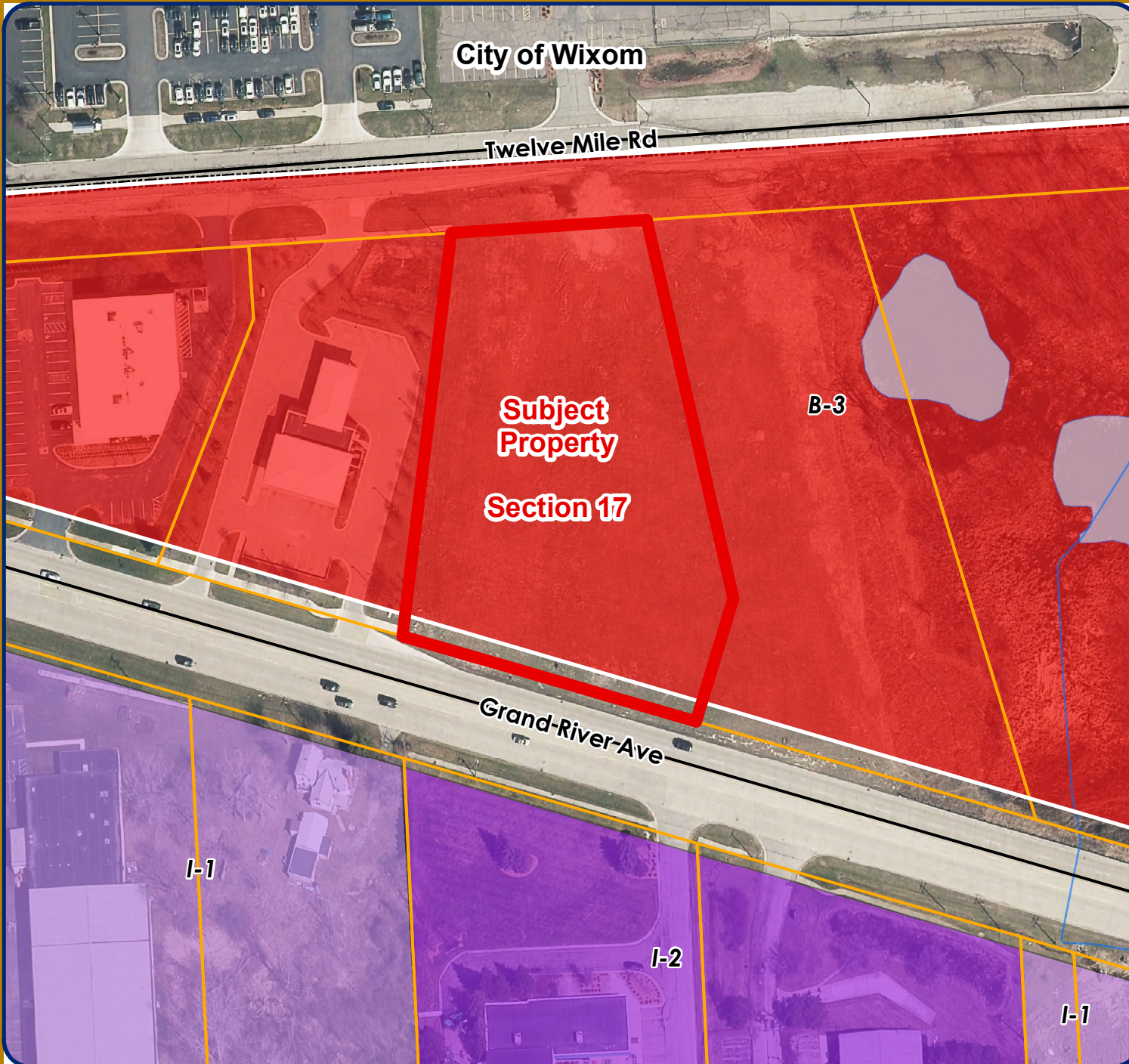


MAP INTERPRETATION NOTICE

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JSP16-50: The Goddard School

Zoning Map



LEGEND

- Sections
- R-A: Residential Acreage
- R-1: One-Family Residential District
- R-3: One-Family Residential District
- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- RM-2: High-Density Multiple Family
- B-1: Local Business District
- B-2: Community Business District
- B-3: General Business District
- FS: Freeway Service District
- I-1: Light Industrial District
- I-2: General Industrial District
- OS-1: Office Service District
- OSC: Office Service Commercial
- OST: Office Service Technology

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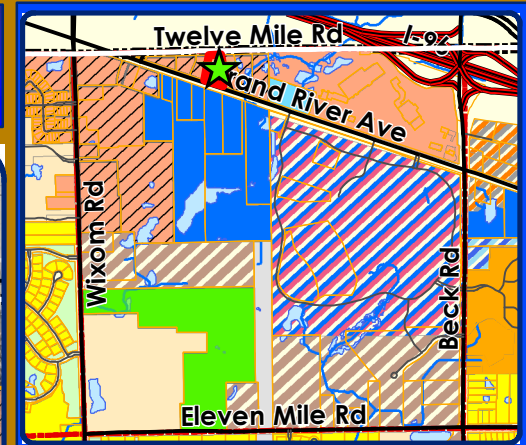
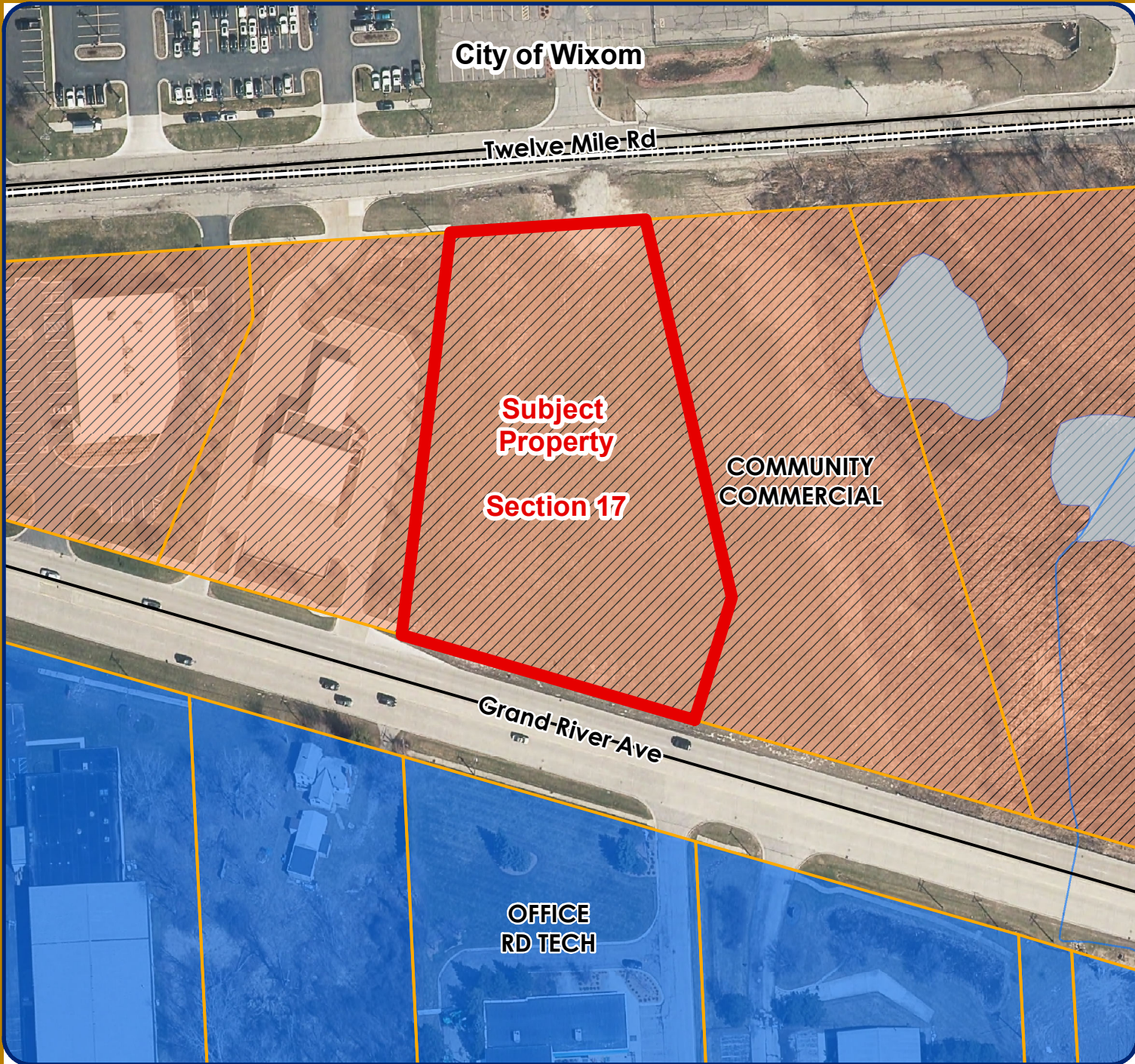
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JSP16-50: The Goddard School

Future Land Use Map



LEGEND

Sections

FUTURE LAND USE

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

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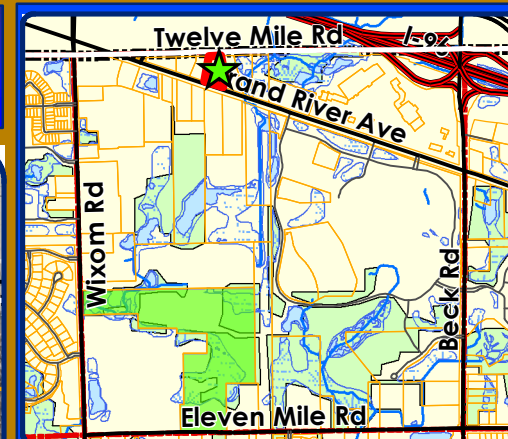
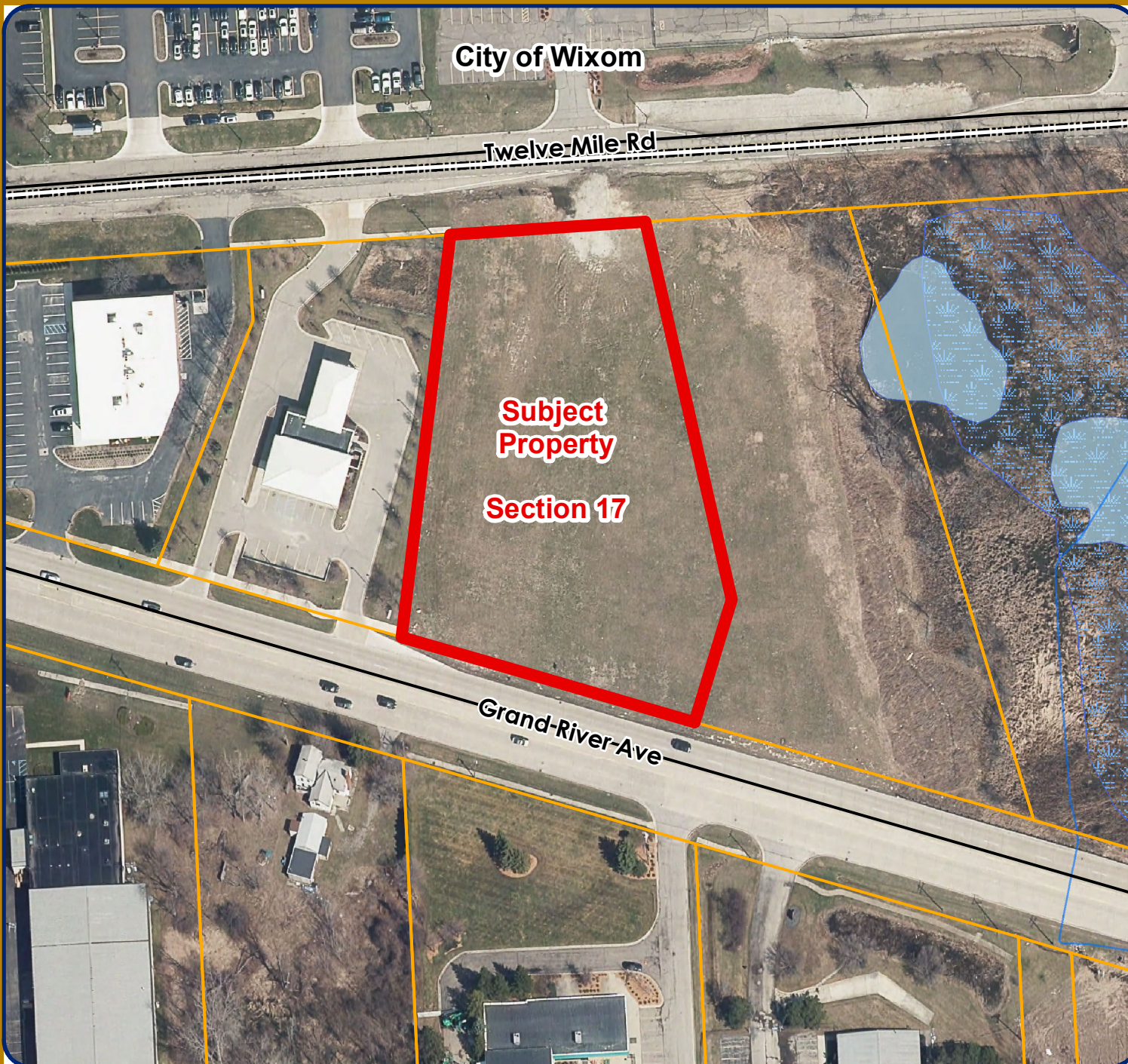
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JSP16-50: The Goddard School

Natural Features Map




LEGEND

- Sections
- WETLANDS
- WOODLANDS

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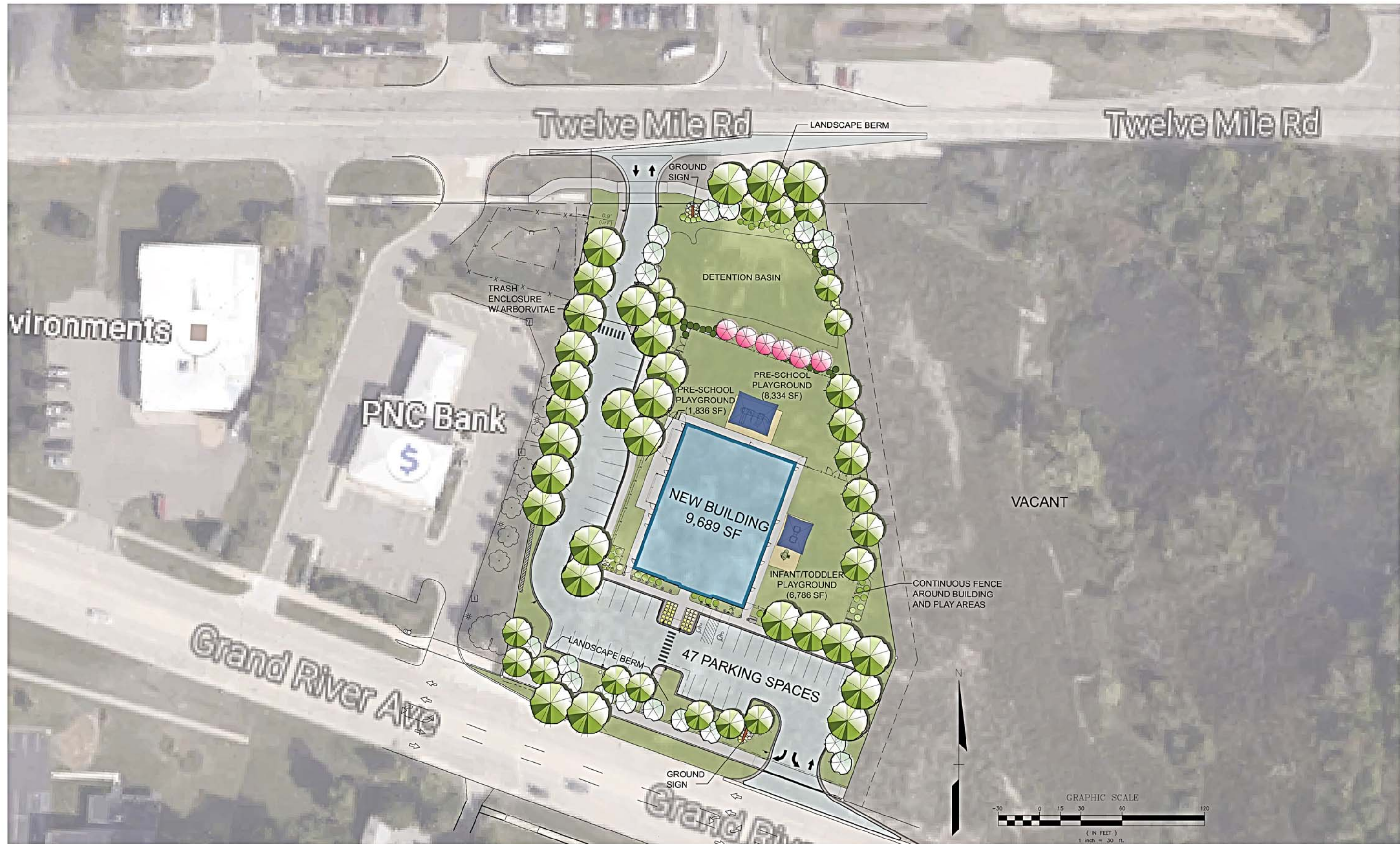
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SITE PLAN

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





PLANNING REVIEW



PLAN REVIEW CENTER REPORT

October 5, 2016

Planning Review

The Goddard School

JSP 16-50

Petitioner

Hobbs + Black, on behalf of Derick & Bobbie Doe

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: Section 17; North of Grand River Avenue and East of Wixom Road
- Site School District: South Lyon Community School District
- Site Zoning: B-3: General Business District
- Adjoining Zoning: West B-3: General Business
East B-3: General Business
North is in Wixom, Classified as B-3: General Business
South I-1: Light Industrial & I-2 General Industrial
- Site Use(s): Daycare Facility
- Adjoining Uses: West: PNC Bank; East: Vacant; North: former General RV Center
South: Residence, Sunbelt Rentals, and South Eastern Equip. Co.
- Site Size: 2.10 acres
- Building Size: 9,689 sq. ft.
- Plan Date: 09-15-2016

Project Summary

The applicant is proposing to construct a daycare facility under The Goddard School franchise at Grand River Avenue and Wixom Road. The proposed project includes a 9,689 sq. ft. building, nine classrooms, two playground areas, detention pond, parking, and landscaping.

Recommendation

Approval of the *Preliminary Site Plan is recommended contingent on ZBA variance approvals*. The plan conforms to the requirements of the Zoning Ordinance, with additional details required at the time of Final Site Plan submittal. **Planning Commission approval of the Preliminary Site Plan, Zoning Board of Appeals variance approvals, and City Council Zoning Text Amendment approval are required.**

Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. Please see the attached charts for information pertaining to ordinance requirements. Items in **bold** below must be addressed and incorporated as part of the Final Site Plan submittal.

1. Outdoor Recreation Areas (Sec. 4.12.2.a): 150 square feet for each person cared for is required with a minimum of 3,500 square feet. This site plan requires 22,500 square feet. The applicant is providing 16,956 square feet. **The outdoor recreation space provided is 5,544**

- square feet less than required by ordinance. The applicant is asked to provide the required outdoor recreation space or seek a ZBA variance.
2. Outdoor Recreation Area Screening (Sec. 4.12.2.d): The perimeter fencing is proposed to be a 6' tall, black, ornamental steel picket fence. Additionally, a standard 18" guard rail, painted black, is proposed along the south and west fence lines. **Planning and Landscape staff note that the guard rail will be unsightly, detract from the black ornamental fence, and is not consistent with aesthetic expectations for businesses in the City of Novi. The applicant is asked to consider an alternative, such as the bollards that are proposed along the front of the building.**
 3. Accessory Structures (Sec. 4.19): Accessory structures shall not be in the front or exterior side yard and there shall be a maximum of 1 for lots less than 21,780 square feet. **The applicant is seeking a ZBA variance based on the site conditions of having two front yards. The proposed location of the accessory structures in the secondary front yard facing Twelve Mile Road is preferred and supported by staff. The applicant is also proposing two canopy structures, where only one is allowed, the canopy structures are to provide shade in each of the distinct age appropriate recreation areas (infant/toddler and pre-school), this variance is also supported by staff.**
 4. Bicycle Parking Lot Layout (Sec. 5.16.6): The Zoning Ordinance provides an illustration on the required parking lot layout. **Please provide a plan view of the proposed bike parking.**
 5. Loading Spaces (Sec. 5.4.2): The loading space shall be provided in the rear yard in a ratio of ten square feet per front foot of building. **The applicant is not proposing any loading spaces. Based on the proposed use, limited deliveries to box trucks, and precedent of other daycares lack of loading spaces the variance is supported by staff.**
 6. Dumpster (Sec. 4.19.2.F): The dumpster shall be located in the rear yard. **The proposed dumpster is located in the secondary front yard because there is no rear yard on a double frontage lot. Staff supports the variance and location in the secondary front yard.**
 7. Lighting Plan (Sec. 5.7.2.A): The lighting plan should include the hours of operation for the proposed exterior lighting. **Provide the hours of operation for the exterior lighting on sheet PH-1.0.**
 8. Lighting Plan – Required Conditions (Sec. 5.7.3.B,C,G): **Provide a note on Sheet PH-1.0 that includes the required conditions found in Sec. 5.7.3.B, Sec. 5.7.3.C, and Sec. 5.7.3.G.**
 9. Other Items to Address:
 - o **Please provide striping details for the three sidewalk paths that cross vehicle traffic on the site. Be consistent across all sheets.**
 - o **All walls over three feet need to be designed and sealed by a Registered Engineer.**

Other Reviews

- Engineering Letter: Approval is recommended.
- Landscape Letter: Approval is recommended with landscape waivers.
- Traffic Letter: Approval is recommended.
- Façade Letter: Approval is recommended. A Section 9 Waiver is recommended.
- Fire Letter: Approval is recommended.

Next Step: Planning Commission & Response Letter

This Site Plan is scheduled to go before the Planning Commission on **November 16, 2016**. Please provide the following **no later than November 9, 2016 at noon** if you wish to keep the schedule.

1. A response letter addressing **ALL** the comments from **ALL** the review letters.
2. A PDF version of all the Site Plan drawings that were dated 9/15/2016 (less than 10 MB). **NO CHANGES MADE.**
3. A color rendering of the Site Plan, if any.

Once the Planning Commission has made a determination, then the applicant may be placed on the Zoning Board of Appeals agenda for the variances requested. Once the Zoning Board of Appeals has made their determination, then the applicant may submit the Final Site Plan for administrative review by the Planning Division.

Signage

Exterior Signage is not regulated by the Planning Division or Planning Commission. Please contact Jeannie Niland [248.347.0438] for information regarding sign permits.

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 checklist or the Pre-Con itself, please contact Sarah Marchioni [248.347.0430 or smarchioni@cityofnovi.org] in the Community Development Department.

Chapter 26.5

Chapter 26.5 of the City of Novi Code of Ordinances generally requires all projects be completed within two years of the issuance of any starting permit. Please contact Sarah Marchioni at 248-347-0430 for additional information on starting permits. The applicant should review and be aware of the requirements of Chapter 26.5 before starting construction.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0484 or kmellem@cityofnovi.org.



Kirsten Mellem, Planner



PLANNING REVIEW CHART: B-3: General Business

Review Date: October 5, 2016
Review Type: Preliminary Site Plan
Project Name: JSP16-50: The Goddard School (Daycare)
Plan Date: 9-15-2016
Prepared by: Kirsten Mellem, Planner
E-mail: kmellem@cityofnovi.org; **Phone:** 248.347.0484

Items in **Bold** need to be addressed by the applicant before next submittal

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan <i>(adopted August 25, 2010)</i>	Community Commercial	Day Care Center	Yes	The Preliminary Site Plan will require Planning Commission approval.
Area Study	The site does not fall under any special category	NA	Yes	
Zoning <i>(Eff. December 25, 2013)</i>	B-3: General Business	B-3	Yes	
Uses Permitted <i>(Sec 3.1.11.B & C)</i>	Sec 3.1.11.B Principal Uses Permitted. Sec 3.1.11.C Special Land Uses	Day Care Center	Yes /No	There is an error in the zoning ordinance when it was converted to the Clearzoning format. Daycares are a permitted use, a text amendment is forthcoming.
Required Conditions: Day Care Centers (Sec. 4.12)				
Outdoor Recreation Areas <i>(Sec. 4.12.2.a)</i>	150 square feet for each person cared for, with a minimum of 3,500 square feet. For 150 children = 22,500 sq. ft.	16,956 sq. ft. proposed	No	Applicant is seeking a variance from the ZBA. (Noted on site plan as variance #1)
Outdoor recreation areas enclosure <i>(Sec. 4.12.2.a)</i>	Fenced with self-closing gates.	6 gates proposed. Note on site plan provided.	Yes	
Outdoor Recreation Areas Location <i>(Sec. 4.12.2.a)</i>	May extend into an exterior side yard up to twenty five (25) percent of the distance between the building facade and the property line.	No exterior side yard	NA	
Hours of Operation <i>(Sec. 4.12.2.d)</i>	6 a.m. and 7 p.m. for those facilities abutting residential zoning districts	Indicated on Sheet PSP-2.0	Yes	
Facilities Location	Within a permitted	It is a free standing	Yes	

Item	Required Code	Proposed	Meets Code	Comments
(Sec. 4.12.2.c)	office, or commercial structure, or in a freestanding building on a site	building on a site		
Outdoor Recreation Screening and Landscape (Sec. 4.12.2.i.d)	Shall comply with Section 5.5.			Refer to landscape review letter for additional comments.
Off-Street Parking (Sec. 4.12.2.i.e)	Shall comply with Section 5.2.12. and Section 5.3.			
Parking in Front Yard or Exterior Side Yard (Sec. 4.12.2.ii.a)	Not more than fifty (50) percent of front yard or exterior side yard setback between the minimum required parking setbacks and building facade line may be used for parking. The balance of this area shall be maintained in lawn and landscaping.	Calculation provided of 28%	Yes	
Vehicular Access (Sec. 4.12.2.ii.b)	Shall not be directly to or from a major arterial or arterial.	12 Mile Road is a local road.	Yes	
Facade Standard (Sec. 4.12.2.ii.c)	Facilities abutting residential zoning districts shall be reviewed under the facade standards provided in Section 4.12.1.B.vii.	Not abutting residential district	NA	
Accessory Structures (Sec. 4.19) <i>Shade structures</i>	<ul style="list-style-type: none"> ▪ Shall not be in the front or exterior side yard ▪ < 25% of req. rear yard ▪ > 10 ft. from main bldg. ▪ > 6 ft. from side/rear lot line ▪ < Max height of district ▪ 1 on lot < 21,780 sq. Ft. and no more than 2 on lot ≥ 21,780 sq. ft. ▪ Flagpoles? 	Proposed in secondary front & side yards Yes Yes Yes 11.83 ft. and 12.33 ft. 2 proposed None	No	Applicant is seeking a ZBA variance for two structures in the secondary front yard, which is staff supported. (Noted on site plan as variance #4)
Height, bulk, density and area limitations (Sec 3.1.11.D)				
Frontage on a Public Street. (Sec. 5.12) Access To Major Thoroughfare (Sec. 5.12)	Frontage on a Public Street is required	The site has frontage and access to Grand River Ave. and 12 Mile Road.	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Minimum Zoning Lot Size for each Unit in Ac (Sec 3.6.2.D)	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space		NA	
Minimum Zoning Lot Size for each Unit: Width in Feet (Sec 3.6.2.D)			NA	
Maximum % of Lot Area Covered (By All Buildings)	(Sec 3.6.2.D) <i>No maximum requirement.</i>	10.61% lot area covered calculation provided by applicant.	Yes	
Building Height (Sec. 3.1.11.D)	30 feet	22 feet	Yes	
Building Setbacks (Sec 3.1.11.D)				
Front (Grand River Ave.)	30 ft.	95.7 ft.	Yes	
Front (12 Mile)	30 ft.	159.7 ft.	Yes	
Side (west)	15 ft.	79.1 ft.	Yes	
Side (east)	15 ft.	49.3 ft.	Yes	
Parking Setback (Sec 3.1.11.D) Refer to applicable notes in Sec 3.6.2				
Front (Grand River Ave.)	20 ft.	20 ft.	Yes	
Front (12 Mile)	20 ft.	100 ft.	Yes	
Side (west)	10 ft.	25 ft.	Yes	
Side (east)	10 ft.	21 ft.	Yes	
Note To District Standards (Sec 3.6.2)				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	No exterior side yards	NA	
Minimum lot area, width, and coverage (Sec 3.6.2.D)	Minimum lot area and width, and maximum % of lot coverage shall be determined based on off-street parking, loading, greenbelt screening, yard setback, and usable open space requirements.	Provided	Yes	
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Off-street parking is allowed in front yard and shall comply setback requirements in Section 3.1 and Section 5.5.3	Parking is in the front yard		See Landscape Review letter for additional information.
Setbacks for Properties	The minimum yard setback shall be twenty	Not abutting residential	NA	

Item	Required Code	Proposed	Meets Code	Comments
Abutting Residential (Sec 3.6.2.L)	(20) feet			
Wetland/Watercourse Setback (Sec 3.6.2.M)	A setback of 25 ft. from wetlands and from high watermark course shall be maintained	No wetlands on site	NA	
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.	Parking proposed.		See Landscape Review letter for additional information.
Modification of parking setback requirements (Sec 3.6.2.Q)	The Planning Commission may modify setback requirements in those instances where it determines that such modification may result in improved use of the site and/ or in improved landscaping; provided, however, that such modification of the setback requirements does not reduce the total area of setback on a site below the minimum setback area requirements of this Section	No modifications proposed.	Yes	
B-3 District Required Conditions (Sec 3.10)				
Truck Well, Loading Dock, Overhead Door Or Other Type Of Service Bay Door (Sec. 3.10.3.A)	No truck well, loading dock, overhead door or other type of service bay door shall face a major thoroughfare, nor an abutting residential district. Pedestrian exits or emergency doors are permitted on such building facades.	No loading area or docks proposed.	Yes	
Parking, Loading, and Dumpster Requirements				
Number of Parking Spaces Child Care Centers (Sec.5.2.12.B)	One (1) for each three hundred fifty (350) square feet of usable floor area plus one (1) space for each employee 5,992.2 sq. ft., 17 spaces For 28 employees, 28 spaces Total 45 spaces required	47 spaces provided.	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Parking Space Dimensions and Maneuvering Lanes (Sec. 5.3.2)	<ul style="list-style-type: none"> - 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping 	<ul style="list-style-type: none"> - Proposed - Proposed - None proposed 	Yes	
Parking stall located adjacent to a parking lot entrance (public or private) (Sec. 5.3.13)	<ul style="list-style-type: none"> - Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer 	None proposed.	NA	
End Islands (Sec. 5.3.12)	<ul style="list-style-type: none"> - End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance 	End Islands are proposed wherever applicable	Yes	
Barrier Free Spaces <i>Barrier Free Code</i>	For total 26 to 50 = 2 spaces with one being van accessible	2 barrier free parking provided; both are van accessible	Yes	
Barrier Free Space Dimensions <i>Barrier Free Code</i>	<ul style="list-style-type: none"> - 8' wide with an 8' wide access aisle for van accessible spaces - 5' wide with a 5' wide access aisle for regular accessible spaces 	Two van accessible spaces proposed	Yes	
Barrier Free Signs <i>Barrier Free Code</i>	One sign for each accessible parking space.	Signs proposed	Yes	
Minimum number of Bicycle Parking (Sec. 5.16.1)	Daycare Centers = Two (2) Spaces	1 bike rack proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Bicycle Parking General requirements <i>(Sec. 5.16)</i>	<ul style="list-style-type: none"> - No farther than 120 ft. from the entrance being served - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations - Spaces to be paved and the bike rack shall be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk 	Bike rack proposed adjacent to 6' wide sidewalk within 120'	Yes	
Bicycle Parking Lot layout <i>(Sec 5.16.6)</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	Bike racks proposed	No	Provide a plan view of the proposed bike rack location.
Loading Spaces <i>(Sec. 5.4.2)</i>	<ul style="list-style-type: none"> - Within the B districts, loading space shall be provided in the rear yard or - in the case of a double frontage lot, in the interior side yard beyond the minimum side yard setback or side yard subject to additional conditions - in the ratio of ten (10) square feet per front foot of building 	Loading space is not proposed.	No	Applicant is seeking a ZBA variance for lack of a loading space, which is staff supported. (Noted on site plan as variance #2)
Dumpster <i>Sec 4.19.2.F</i>	<ul style="list-style-type: none"> - Located in rear yard - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft, from property line. - Away from Barrier free Spaces 	Dumpster located in the secondary front yard Farther than 10 ft. Not located in parking setback Farther away from the barrier free spaces	No	Applicant is seeking a ZBA variance for the location of the dumpster, which is staff supported. (Noted on site plan as variance #3)

Item	Required Code	Proposed	Meets Code	Comments
Dumpster Enclosure <i>Sec. 21-145. (c) Chapter 21 of City Code of Ordinances</i>	<ul style="list-style-type: none"> - Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery 	Enclosure detail provided.	Yes	
Exterior lighting <i>Sec. 5.7</i>	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	A lighting plan is provided	Yes	<u>Refer to Lighting comments further below</u>
Roof top equipment and wall mounted utility equipment <i>Sec. 4.19.2.E.ii</i>	- All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	Note provided that rooftop equipment will be screened.	Yes	
Roof top appurtenances screening	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	Note provided that rooftop equipment will be screened.	Yes	
Non-Motorized Facilities				
Article XI. Off-Road Non-Motorized Facilities	An 8 foot bike path is required along 12 Mile Road and Grand River Avenue.	Sidewalks proposed.	Yes	
Pedestrian Connectivity	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Sidewalks are proposed throughout the site for convenient and safe pedestrian access	Yes	Show crosswalk striping for three sidewalk paths that cross vehicle traffic on the site.
Lighting and Photometric Plan (Sec. 5.7)				
Intent (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary	A lighting and photometric plan is provided	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	transmission of light into the night sky			
Lighting Plan (Sec. 5.7.A.1)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	A lighting and photometric plan is provided	Yes	
Lighting Plan (Sec.5.7.2.A)	Specifications for all proposed & existing lighting fixtures	Cut sheets are included	Yes	Provide hours of operation for the proposed lighting on site.
	Photometric data	Provided	Yes	
	Fixture height	25 ft.	Yes	
	Mounting & design	Pole lights	Yes	
	Glare control devices	Proposed	Yes	
	Type & color rendition of lamps	LED	Yes	
	Hours of operation	Not included	No	
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties	Provided	Yes	
Required Conditions (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses)	Not adjacent to residential districts. 30 ft 25 ft. proposed	Yes	
Required Conditions (Sec. 5.7.3.B, C, G)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation 	Unable to determine	No	Add the notes to the photometric lighting sheets that state the three items in the required code.
Required Conditions (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1 (avg:min)	2.6:1	Yes	
Required Conditions (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred	LED lights are proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	over high & low pressure sodium lamps			
Min. Illumination (Sec. 5.7.3.K)	Parking areas: 0.2 min	0.9 min	Yes	
	Loading & unloading areas: 0.4 min	None proposed	NA	
	Walkways: 0.2 min	0.2 min	Yes	
	Building entrances, frequent use: 1.0 min	1.0 min	Yes	
	Building entrances, infrequent use: 0.2 min	0.5 min	Yes	
Max. Illumination adjacent to Non-Residential (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	1.0 max	Yes	
Cut off Angles (Sec. 5.7.3.L)	<ul style="list-style-type: none"> - when adjacent to residential districts - All cut off angles of fixtures must be 90° - maximum illumination at the property line shall not exceed 0.5 foot candle 	Does not abut residential district	NA	
Other Requirements				
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Legal description for the parcel is provided	Yes	
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).		Yes	
Economic Impact	<ul style="list-style-type: none"> - Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction & after building is occupied) 	<ul style="list-style-type: none"> - 50-75 workers during construction - 28 full-time employees - \$2.4 million in building and site investment - \$4.2 million in business investment 	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Other Permits				
Building Code	Building exits must be connected to sidewalk system or parking lot.	All exits are connected to internal sidewalk	Yes	A building permit is required for proposed building
Development/ Business Sign & Street addressing	- Signage if proposed requires a permit. - The applicant should contact the Building Division for an address prior to applying for a building permit.	Some information provided. Signage is not regulated by the Planning Division or Planning Commission.		Contact Jeannie Niland 248-347-0438 regarding sign permits and building addressing. Applicant is seeking a ZBA variance.
Project and Street Naming	Some projects may need approval from the Street and Project Naming Committee.	This project may need approval of the Project Naming Committee		<u>For approval of project and street naming contact Richelle Leskun at 248-735-0579</u>
Planning Legals				
Master Deed, Easements, etc.	No planning legals are anticipated with this project.			

NOTES:

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4 and 5 of the zoning ordinance for further details
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

10/14/2016

Engineering Review

GODDARD SCHOOL

JSP16-0050

Applicant

LAKESIDE OAKLAND DEVELOPMENT

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: N. of Grand River Ave. and E. of Wixom Rd,
- Site Size: 2.096 acres
- Plan Date: 08/19/16
- Design Engineer: Storey Engineering – Macomb, MI

Project Summary

- Construction of an approximate 9,689 square-foot building and associated parking. Site access would be provided by drives from Grand River Ave. and 12 mile Rd. Concrete sidewalk would be constructed across both the Grand River Ave. and 12 Mile Rd. frontage.
- Water service would be provided by a 2-inch domestic lead and a 6-inch fire lead to serve the building from the existing 12-inch water main on the north side of Grand River Ave., along with an additional hydrant.
- Sanitary sewer service would be provided by a 6-inch lead from the existing 15-inch sanitary sewer on the south side of Grand river Ave.
- Storm water would be collected by a single storm sewer collection system and an on-site detention basin.
-

Recommendation

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

Comments:

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

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

General

1. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
2. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County. This form was included in the original site plan package.
3. A same-side/opposite-side driveway spacing **Waiver**, granted by the Planning Commission, would be required for the proposed location of the northern and southern entrance drives. The Engineering Department supports this waiver request.
4. Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas, and illustrate on the profiles.
5. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
6. Provide a note stating if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Department for review.
7. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.
8. Provide a backflow prevention device on all irrigation systems. The backflow prevention device shall be an RPZ, or another approved device based on site conditions such as irrigation head heights (pop-ups), grade changes, berms etc. Please contact Kevin Roby in the Water and Sewer Division at 248-735-5640 with any questions.
9. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website (www.cityofnovi.org/DesignManual).

Water Main

10. Three (3) sealed sets of revised utility plans along with the MDEQ permit application (1/07 rev.) for water main construction and the Streamlined Water Main Permit Checklist should be submitted to the Engineering Division

for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets and the standard detail sheets.

Storm Sewer

11. Provide profiles for all storm sewer 12-inches and larger.
12. A minimum cover depth of 3 feet shall be maintained over all storm sewers.
13. Provide a 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs.
14. Match the 0.80 diameter depth above invert for pipe size increases.
15. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot deep plunge pool.
16. Provide a four-foot deep sump and an oil/gas separator in the last storm structure prior to discharge to the storm water basin.
17. Label all inlet storm structures on the profiles. Inlets are only permitted in paved areas and when followed by a catch basin within 50 feet.
18. Label the 10-year HGL on the storm sewer profiles, and ensure the HGL remains at least 1-foot below the rim of each structure.
19. Illustrate all pipes intersecting storm structures on the storm profiles.

Storm Water Management Plan

20. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
21. Relocate the inlet or outlet of the basin to create as much separation between the inlet and outlet as is feasible.
22. Provide a 5-foot wide stone bridge allowing direct access to the standpipe from the bank of the basin during high-water conditions (i.e. stone 6-inches above high water elevation). Provide a detail and/or note as necessary.

Paving & Grading

23. Provide a cross-section for R.O.W pavement.

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

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

- water basin (basin construction, control structure, pretreatment structure and restoration).
26. Draft copies of any off-site utility easements, a recent title search, and legal escrow funds must be submitted to the Community Development Department for review and approved by the Engineering Division and the City Attorney prior to getting executed.

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

27. 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.
28. 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.

The following must be addressed prior to construction:

29. 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).
30. 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.
31. 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.
32. A permit for work within the right-of-way of 12 Mile Rd. and Grand River Ave. must be obtained from the City of Novi. The application is available from the City Engineering Division and should be filed at the time of Final Site Plan submittal. Please contact the Engineering Division at 248-347-0454 for further information.
33. A permit for work within the right-of-way of 12 Mile Rd. and Grand River Ave. 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.
34. 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.

35. Construction Inspection Fees, to be determined once the construction cost estimate is submitted, must be paid prior to the pre-construction meeting.
36. A storm water performance guarantee, equal to 1.2 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.
37. 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.
38. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

To the extent this review letter addresses items and requirements that require the approval of or a permit from an agency or entity other than the City, this review shall not be considered an indication or statement that such approvals or permits will be issued.

Please contact Jeremy Miller at (248) 735-5694 with any questions.



cc: Theresa Bridges, Engineering
Rob Hayes, Engineering
Kirsten Mellem, Community Development
Sabrina Lilla, Water & Sewer

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

October 10, 2016

Preliminary Site Plan - Landscaping

Goddard School

Review Type

Preliminary Site Plan Landscape Review

Property Characteristics

- Site Location: 48600 Grand River Ave.
- Site Acreage: 2.10 acres
- Site Zoning: B3
- Adjacent Zoning: East and West – B-3; South – I-2, North – Wixom commercial
- Plan Date: 9/15/2016

Ordinance Considerations

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

Recommendation

This project is **recommended for approval**. A number of **landscape waivers** are required, but all are reasonable requests that I support. These waivers are:

- **Greenbelt trees** (Section 5.5.3.B): Fewer canopy and subcanopy trees than required by ordinance in greenbelts (1 canopy and 3 subcanopy trees short along Grand River and 2 canopy trees short along Twelve Mile) are provided due to lack of space allowed by clear vision zones
- **Street trees** (Section 5.5.3.B): Fewer street trees than required along both Grand River and Twelve Mile Roads due to lack of space created by corner clearance/site vision issues. The plan is currently 6 canopy trees short along Grand River and 2 short along Twelve Mile Road. The number of trees provided may vary depending on a review by the Road Commission for Oakland County of the Grand River street trees.
- **Parking lot perimeter trees** (Section 5.5.3.C): Fewer parking lot perimeter trees than required by ordinance (approximately 25 short) – parking lot configuration does not allow total tree requirement for both internal and perimeter trees.
- **Building Foundation** (Section 5.5.3.D): The landscaping provided exceeds that required, but most is located away from the building, so a landscape waiver is required.

Ordinance Considerations

Existing Soils (Preliminary Site Plan checklist #10, #17)

Provided

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

Topographic survey indicates that there are no overhead utilities on the site. Underground utility line locations are provided.

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

1. There are no trees on the site.
2. Silt fencing along the property line is proposed as protection for trees off-site. This is acceptable.

Proposed topography. 2' contour minimum (LDM 2.e.(1))

Provided.

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

Property is not adjacent to Residential.

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

1. The ordinance calls for berms which are provided and are acceptable.
2. **Grand River:** 8 canopy trees and 13 subcanopy trees are required. 7 canopy trees and 10 subcanopy trees are provided. A waiver for the missing trees is required. The required corner clearance zone restricts the space allowed for planting so this waiver request is supported by staff.
Twelve Mile Road: 5 canopy trees and 8 subcanopy trees are required. 3 canopy trees and 8 subcanopy trees are provided. A waiver for the missing canopy trees is required. The required corner clearance zone restricts the space allowed for planting so this waiver request is supported by staff. If the applicant wishes to reduce the number of waivers required, they could plant 2 canopy trees on the south side of the detention pond.
3. A landscape waiver for these requirements is included in the waiver table. **Please revise that waiver if necessary based on the above.**

Street Tree Requirements (Zoning Sec. 5.5.3.E.i.c and LDM 1.d.)

1. **Grand River:** 8 canopy trees are required and 2 are provided based on the RCOC sight distance calculation. Please show the City of Novi corner clearance zone, move all proposed street trees to 10 feet behind the curb and add more trees where possible according to the City of Novi corner clearance zone. When they review the plans, the RCOC can determine which trees can be planted. Please provide us with a copy of their review if they indicate that some or all of the proposed trees cannot be planted per their review. A landscape waiver for these requirements is included in the waiver table.
Please revise that waiver if necessary based on the above.
2. **Twelve Mile Road:** 5 canopy trees are required but only 3 are planted due to the limitation of space imposed by the corner clearance zone. A landscape waiver for these requirements is included in the waiver table. **Please revise that waiver if necessary based on the above.**

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

Based on the vehicular use areas, 1,694 sf of islands and 23 trees are required. 2,279 sf of islands and 23 trees are provided.

Parking Lot Perimeter Canopy Trees (Zoning Sec. 5.5.3.C.(3) Chart footnote)

1. There was a misunderstanding in the calculations. The City of Novi does not require site perimeter landscaping. The perimeter landscaping should be based on the distance around the parking lot and deciduous canopy trees provided at a rate of 1 tree per 35 lf.
2. **Please revise the calculations and provide additional perimeter trees where possible around the parking lot. Label them uniquely so they can be distinguished from interior parking lot trees.**

3. **A landscape waiver will be required for the shortage of perimeter trees that can't be planted.** As long as a good faith effort is made to plant trees where possible, spaced no closer than 30 feet from other trees, and still providing room for snow deposits, that waiver will be supported by staff.
4. Given the above, the perimeter trees along the east side of the property can be removed from the plan if desired.

Storm Basin Landscape (Zoning Sec 5.5.3.E.iv and LDM 1.d.(3))

1. The required shrubs are provided.
2. **Please replace Kelsey dogwood with a different species that attains a height of at least 5 feet.**
3. **The trees provided around the detention pond are not required and may be eliminated from the plan if desired. If this is done, please add the 2 missing greenbelt canopy trees as suggested above.**

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. Based on the building's perimeter, 3,152 sf area is required and 3,252 sf is provided.
2. As most of the provided area is provided away from the building due to constraints posed by kids playing, a landscape waiver is requested. This waiver is supported by staff.
3. **Please remove guardrails from fencing around building/play areas. They are unsightly. If additional protection is required, please use bollards similar to those used in front of the building.**

Loading Zone screening (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)

Not applicable - there is no loading zone on the site.

Snow Deposit Areas (LDM.2.q.)

Provided.

Corner Clearance (Zoning Sec 5.9)

1. Corner clearances at exit signs are met.
2. **Please see comments above regarding street trees.**

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

1. Plant list is provided but costs of plantings, including sod or seed, need to be added on the final site plans.
2. **Please replace the Karpick Red Maple with a species that has a minimum canopy of 20 feet at maturity. 20 feet is the maximum canopy width, at maturity.**

Planting Notations and Details (LDM)

Provided.

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

Irrigation plan for landscaped areas is required for Final Site Plan.

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



LANDSCAPE REVIEW SUMMARY CHART – PRELIMINARY SITE PLAN

Review Date: October 10, 2016
Project Name: GODDARD PRE-SCHOOL
Plan Date: September 15, 2016
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org
 Phone: (248) 735-5621

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

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM (2))				
Landscape Plan (Zoning Sec 5.5.2, LDM 2.e.)	<ul style="list-style-type: none"> ▪ New commercial or residential developments ▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. ▪ 1"=20' minimum with proper North. Variations from this scale can be approved by LA ▪ Consistent with plans throughout set 	Yes	Yes	Scale: 1"=30' is acceptable.
Project Information (LDM 2.d.)	Name and Address	Yes	Yes	
Owner/Developer Contact Information (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Yes	Yes	
Landscape Architect contact information (LDM 2.b.)	Name, Address and telephone number of RLA	Yes	Yes	
Sealed by LA. (LDM 2.g.)	Requires original signature	Yes	Yes	<u>Required for Final Site Plan</u>
Miss Dig Note (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	Yes	Yes	
Zoning (LDM 2.f.)	Include all adjacent zoning	Yes	Yes	Site and adjacent zoning are B-3.
Survey information (LDM 2.c.)	<ul style="list-style-type: none"> ▪ Legal description or boundary line survey ▪ Existing topography 	Yes	Yes	Sheet PSP-1.0
Existing plant material Existing woodlands or wetlands (LDM 2.e.(2))	<ul style="list-style-type: none"> ▪ Show location type and size. Label to be saved or removed. ▪ Plan shall state if none exists. 	Yes	Yes	No existing trees on site. Trees on property to west are shown but not identified.

Item	Required	Proposed	Meets Code	Comments
Soil types (LDM.2.r.)	<ul style="list-style-type: none"> ▪ As determined by Soils survey of Oakland county ▪ Show types, boundaries 	Yes	Yes	PSP5.0 – Marlette Sandy Loam
Existing and proposed improvements (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
Existing and proposed utilities (LDM 2.e.(4))	Overhead and underground utilities, including hydrants	Yes	Yes	
Proposed grading. 2' contour minimum (LDM 2.e.(1))	Provide proposed contours at 2' interval	Yes	Yes	Spot elevations are provided on Sheet PSP-3.0
Snow deposit (LDM.2.q.)	Show snow deposit areas on plan	Yes	Yes	
LANDSCAPING REQUIREMENTS				
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements (LDM 1.c)	<ul style="list-style-type: none"> ▪ Clear sight distance within parking islands ▪ No evergreen trees 	Yes	Yes	
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	Yes	Yes	
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	<ul style="list-style-type: none"> ▪ A minimum of 300 SF to qualify ▪ 6" curbs ▪ Islands minimum width 10' BOC to BOC 	Yes	Yes	Dimensions on Sheet PSP2.0
Curbs and Parking stall reduction (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	No	Yes	Applicant wishes to keep spaces at 19' long.
Contiguous space limit (i)	Maximum of 15 contiguous spaces	Yes	Yes	Maximum bay is 13 spaces long.
Plantings around Fire Hydrant (d)	No plantings with matured height greater than 12' within 10 ft. of fire hydrants	Yes	Yes	
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
Clear Zones (LDM	25 ft corner clearance	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
2.3.(5))	required. Refer to Zoning Section 5.5.9			
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of parking spaces not including access aisles x 10%	<ul style="list-style-type: none"> ▪ A = x 10% = sf ▪ 7763 x 10% = 776 sf 			
B = Total square footage of additional paved vehicular use areas (not including A) under 50,000 SF) x 5%	<ul style="list-style-type: none"> ▪ B = x 5% = sf ▪ 18351 x 5% = 918 sf 			
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	<ul style="list-style-type: none"> ▪ C = x 1% = sf 	NA		
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A. = Total square footage of parking spaces not including access aisles x 7%	<ul style="list-style-type: none"> ▪ A = 7% x xx sf = xx sf 	NA		
B = Total square footage of additional Paved vehicular use areas (not including A) under 50,000 SF) x 2%	<ul style="list-style-type: none"> ▪ B = 2% x xx sf = xx sf 	NA		
C= Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 0.5%	<ul style="list-style-type: none"> ▪ C = 0.5% x 0 sf = 0 SF 	NA		
All Categories				
D = A+B or A+C Total square footage of landscaped islands	776 + 918 = 1694 SF	2,279 SF	Yes	
E = D/75 Number of canopy trees required	<ul style="list-style-type: none"> ▪ 1694/75 = 23 Trees 	23 trees	Yes	Please change the Karpick maple in the Grand River entry island to a parking lot tree, versus a greenbelt tree.
Perimeter Green space	<ul style="list-style-type: none"> ▪ 1 Canopy tree per 35 lf ▪ Sub-canopy trees can be used under overhead utility lines. 	None	No	1. Please note that the City of Novi perimeter requirement is for

Item	Required	Proposed	Meets Code	Comments
				<p>parking lot perimeter, not site perimeter. The site perimeter trees do not need to be provided unless they are along the parking lot perimeter.</p> <p>2. Please revise calculations to use the parking lot perimeter and add trees where possible, allowing at least 30 ft spacing between trees.</p> <p>3. Add labels indicating which trees are parking perimeter and which are interior parking trees.</p> <p>4. If required trees can't be added, please add request for a waiver that includes the number of trees that couldn't be planted. Staff will support this waiver. Note, please fulfill the interior parking lot requirement before the perimeter trees are added.</p>
Parking land banked	▪ NA	None		
Berms, Walls and ROW Planting Requirements				
Berms				
<ul style="list-style-type: none"> ▪ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours ▪ Berm should be located on lot line except in conflict with utilities. ▪ Berms should be constructed with 6" of top soil. 		Berms provided along Grand River and Twelve Mile Road.		
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				
Berm requirements (Zoning Sec 5.5.A)	Refer to Residential Adjacent to Non-residential berm requirements chart	No		Site is not adjacent to residential property.

Item	Required	Proposed	Meets Code	Comments
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List	NA		
Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)				
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	<ul style="list-style-type: none"> ▪ Label contour lines ▪ Maximum 33% ▪ Min. 2-3 feet flat horizontal area (2 feet along Grand River, 3 feet along Twelve Mile Road) 	No		<ol style="list-style-type: none"> 1. Cross section details are provided for Grand River and Twelve Mile Road. 2. 6" top layer of topsoil is noted, but not shown on the detail. Please add a visible 6" layer of topsoil to the details. 3. Please indicate on detail that mulch is pulled back 3" from trunks of trees down to dirt.
Type of Ground Cover		Seed	Yes	
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	NA		Topographic survey indicates no overhead utilities on site.
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	Yes	Yes	<ol style="list-style-type: none"> 1. Retaining walls along west property line are noted on Sheet PSP2.0 to be 30" or less. 2. Standard detail on Sheet PSP6.2
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		NA		
ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)				
Greenbelt width (2)(3) (5)	<ul style="list-style-type: none"> ▪ Parking: 20 ft. ▪ No parking: 25 ft. 	Grand River: 30 ft Twelve Mile: 90 ft	Yes	Front parking setback includes existing sidewalk.
Min. berm crest width	<ul style="list-style-type: none"> ▪ Parking: 2 ft. ▪ No parking: 3 ft. 	Grand River: 2-5 ft Twelve Mile: 2 ft	Yes	Berms have been provided to greatest extent possible, given space available. What is provided is acceptable.
Minimum berm height	<ul style="list-style-type: none"> ▪ Parking: 3 ft. 	Grand River: 3 ft	Yes	Berms have been

Item	Required	Proposed	Meets Code	Comments
(9)	<ul style="list-style-type: none"> ▪ No Parking: 3 ft. 	Twelve Mile: 3-6 ft		provided to greatest extent possible, given space available. What is provided is acceptable.
3' wall	<ul style="list-style-type: none"> ▪ (4)(7) 	No		
Canopy deciduous or large evergreen trees Notes (1) (10)	<ul style="list-style-type: none"> ▪ Parking: 1 tree per 35 lf ▪ $263/35 = 8$ trees ▪ No: 1 tree per 40 lf ▪ $169/40 = 4$ trees 	Grand River: 7 trees Twelve Mile: 4 trees	No	<ol style="list-style-type: none"> 1. Karpick Red Maples have been used in place of the European hornbeam. Please select a tree with a wider canopy, (a minimum mature canopy of at least 20 feet). Karpick's mature canopy maximum is 20' which may not be attained. 2. Please request a landscape waiver for the tree shortages along Grand River and Twelve Mile Road due to the corner vision requirement. It will be supported by staff.
Sub-canopy deciduous trees Notes (2)(10)	<ul style="list-style-type: none"> ▪ Parking: 1 tree per 20 lf ▪ $263/20 = 13$ trees ▪ No Pkg: 1 tree per 25 lf ▪ $169/25 = 7$ trees 	Grand River: 10 trees Twelve Mile: 8 trees	No	Please request a landscape waiver for the tree shortages along Grand River and Twelve Mile Road due to the corner vision requirement. It will be supported by staff.
Canopy deciduous trees in area between sidewalk and curb <i>(Novi Street Tree List)</i>	<ul style="list-style-type: none"> ▪ Parking: 1 tree per 35 lf ▪ $263/35 = 8$ trees ▪ No Pkg: 1 tree per 45 lf ▪ $169/45 = 4$ trees 	Grand River: 2 trees Twelve Mile: 3 trees	No	<ol style="list-style-type: none"> 1. Please add trees where possible along Grand River based on the City of Novi clear vision zone definition and keep them at least 10' in back of the curb (and 5' away from the underground water main). In past projects, the RCOC has indicated that trees at least 10 feet

Item	Required	Proposed	Meets Code	Comments
				behind the curb may be acceptable. 2. If, after review, the RCOC denies the planting of one or more trees, those trees may be omitted from the plan. 3. Request a "preemptive" landscape waiver for those trees denied by the RCOC now – it will be supported by staff. Provide us a copy of the denial letter from the RCOC.
Non-Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2)				
Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
Interior Street to Industrial subdivision (LDM 1.d.(2))	<ul style="list-style-type: none"> ▪ 1 canopy deciduous or 1 large evergreen per 35 l.f. along ROW ▪ 3 sub canopy trees per 40 l.f. of total linear frontage 	NA		
Screening of outdoor storage, loading/unloading (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)		NA		1. No loading zone. 2. As they were not required, the applicant has indicated that they won't provide shrubs around the dumpster enclosure. This is acceptable.
Transformers/Utility boxes (LDM 1.e from 1 through 5)	<ul style="list-style-type: none"> ▪ A minimum of 2ft. separation between box and the plants ▪ Ground cover below 4" is allowed up to pad. ▪ No plant materials within 8 ft. from the doors 	(7) arborvitae	Yes	Utility box is screened satisfactorily.
Building Foundation Landscape Requirements (Sec 5.5.3.D)				
Interior site landscaping SF	<ul style="list-style-type: none"> ▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft. ▪ 394 l.f x 8ft = 3152 SF 	<ul style="list-style-type: none"> ▪ 572 sf at building ▪ 2680 sf away from building 	Yes	The configuration as proposed is acceptable, but the applicant will need to request a landscape waiver to locate the foundation landscaping

Item	Required	Proposed	Meets Code	Comments
				away from the building. This would be supported by staff.
Zoning Sec 5.5.3.D.ii. All items from (b) to (e)	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	65/85 lf (76%) of frontage is landscaped	Yes	
Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)				
Planting requirements (Sec. 5.5.3.E.iv)	<ul style="list-style-type: none"> ▪ Clusters shall cover 70-75% of the basin rim area ▪ 10" to 14" tall grass along sides of basin ▪ Refer to wetland for basin mix 	Greater than 70% of rim is landscaped with the required shrubs, plus canopy and subcanopy trees.	Yes	<ol style="list-style-type: none"> 1. The required number of shrubs is provided, but Kelsey dogwood needs to be replaced with a different large, native species (one that gets at least 5 feet tall in maturity). 2. Trees included in design are attractive but not required.
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				
Landscape Notes – Utilize City of Novi Standard Notes				
Installation date (LDM 2.i. & Zoning Sec 5.5.5.B)	Provide intended date	Between Mar 15- Nov 15, 2017	Yes	
Maintenance & Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	<ul style="list-style-type: none"> • Include statement of intent to install and guarantee all materials for 2 years. • Include a minimum one cultivation in June, July and August for the 2-year warranty period. 	Yes	Yes	
Plant source (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (LDM 2.s.)	A fully automatic irrigation system and a method of draining is required with Final Site Plan	No	No	<u>Need for final site plan</u>
Other information (LDM 2.u)	Required by Planning Commission	NA		

Item	Required	Proposed	Meets Code	Comments
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. (Zoning Sec 5.5.5.E)	City must approve any substitutions in writing prior to installation.	Yes	Yes	Please add "in writing" to General Note #6.
Plant List (LDM 2.h.) - Include all cost estimates				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	
Type and amount of lawn		No	No	<u>Please add on Final Site Plans.</u>
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	No	No	<u>Please add on Final Site Plans.</u>
Planting Details/Info (LDM 2.i) - Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	Please add note stating that soil should be removed from around root flare of B&B trees.
Evergreen Tree		Yes	Yes	Please add note stating that soil should be removed from around root flare of B&B trees.
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Yes	Yes	Silt fencing shown around perimeter of site, at property line. This is acceptable.
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	Please add note near property lines for installers.
Plant Materials & Existing Plant Material (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	No	No	No existing trees indicated on survey.
Landscape tree credit (LDM3.b.(d))	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree	No		

Item	Required	Proposed	Meets Code	Comments
	Credit Chart in LDM			
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	Canopy Deciduous shall be 3" and sub-canopy deciduous shall be 2.5" caliper. Refer to section for more details	Yes	Yes	
Plant size credit (LDM3.c.(2))	NA	No		
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	No		
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	NA		
Collected or Transplanted trees (LDM 3.f)		No		
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> ▪ Trees shall be mulched to 4" depth and shrubs, groundcovers to 3" depth ▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate. ▪ Refer to section for additional information 	Yes	Yes	

NOTES:

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

TRAFFIC REVIEW

Memorandum

To	Barbara McBeth, AICP	Page	1
CC	Sri Komaragiri, Kirsten Mellem, Adrianna Jordan, Rob Hayes, Jeremy Miller, Richelle Leskun		
Subject	JSP 16-0050 – Goddard Pre-School – Preliminary Site Plan – Traffic Review		
From	Matt Klawon, PE		
Date	September 27, 2016		

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

GENERAL COMMENTS

1. The applicant, Lakeside Oakland Development, is proposing a 9,689 square foot pre-school (with 5,992 square feet of usable space) at 48600 Grand River Avenue east of Twelve Mile Road.
2. The site is currently zoned B-3 (General Business) and will remain under B-3 zoning.
3. Both Grand River Avenue and Twelve Mile Road are under the jurisdiction of the Road Commission for Oakland County.
4. The site is proposing dual access points: one from Twelve Mile Road and one from Grand River Avenue.
5. The site also includes 16,198 square feet of playground area.

POTENTIAL DEVIATIONS

1. The applicant should request a Planning Commission Waiver for not meeting the City's minimum driveway spacing requirements. (AECOM would support this waiver)
2. The applicant could request a Zoning Board of Appeals Variance for the trash dumpster location not meeting the City's Zoning Ordinance Section 5.5.4. (AECOM would support this variance.)

TRAFFIC IMPACTS

1. AECOM performed an initial trip generation estimate based on the ITE Trip Generation Manual, 9th Edition, as follows:

ITE Code: 565 (Day Care Center)
Development-specific Quantity: 9,689 square feet
Zoning Change: N/A

Trip Generation Summary					
	City of Novi Threshold	Estimated Trips (Permitted under existing zoning)	Estimated Trips (Permitted under proposed zoning)	Proposed Development	Analysis
AM Peak-Hour, Peak-Direction Trips	100			63	
PM Peak-Hour, Peak-Direction Trips	100			63	
Daily (One-Directional) Trips	750			718	

2. The number of trips does not exceed the City’s threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour. AECOM recommends performing the following traffic impact study in accordance with the City’s requirements:

Traffic Impact Study Recommendation	
Type of Study	Justification
None	N/A

EXTERNAL SITE ACCESS AND OPERATIONS

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

1. The applicant has added entering and exiting radii to the Twelve Mile Road driveway, which are in compliance with City standards.
2. The applicant has extended the existing right turn lane along Twelve Mile Road farther east so that the proposed site driveway is not within the taper.
3. The Grand River Avenue driveway is in compliance with City standards.
4. A right-turn taper is warranted and provided at the Grand River Avenue entrance. The applicant has added a dimension for the right-turn taper, which is in compliance with City standards.
5. The sight distance measurements indicated on the plans exceed the minimum requirements from the City.
6. The driveway spacing requirements between the existing driveways and the proposed site driveways are not met. The applicant has indicated that the proposed locations are optimal to accommodate other site features (e.g., detention pond and safer traffic operations). **The**

applicant should request a Planning Commission Waiver for not meeting the City's minimum driveway spacing requirements. AECOM would support this waiver after discussing alternative options with the City and the applicant on September 9, 2016; however, it is still recommended that, as the vacant parcel to the east is developed, discussions take place to revisit the feasibility of shared access along Grand River depending on the proposed land use and anticipated travel patterns of the parcel, with regard to the concern for maintaining the safety of the Goddard School patrons as a high priority.

INTERNAL SITE OPERATIONS

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

1. General traffic flow
 - a. Large trucks and emergency vehicles are able to access and maneuver through the site.
 - b. There are no loading zones required at this location.
 - c. While the proposed trash dumpster location may not be ideal due to the restrictions it may place on vehicles traversing the site, the applicant has stated that it is anticipated that the trash will be picked up once a week during non-peak periods.
The applicant could request a Zoning Board of Appeals Variance for the dumpster location not meeting the City's Zoning Ordinance Section 5.5.4. AECOM would support this variance.
2. Parking facilities
 - a. Further usable square footage information was provided, and based on 5,992 square feet, the City Zoning Ordinance requires 46 parking spaces. The applicant has provided 47 spaces.
 - b. The applicant has removed the parking blocks in front of the barrier free parking spaces and the proposed parking spaces throughout the site are in compliance with City standards.
 - c. Provide additional information on the bicycle parking area including a detail of the space around the proposed bike rack to ensure accessibility requirements are met.
3. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices. The following is a discussion of the proposed signing and striping.
 - a. The general locations of the proposed signing is acceptable.
 - b. The NO PARKING FIRE LANE sign is labeled as LR7-22 on the detail on sheet PSP 6.1. This is not a standard sign type and should be updated to reflect a modified version of a MMUTCD approved sign.
 - c. An auxiliary R7-8P plaque has been added below the proposed R7-8 signs.
 - d. The international symbol of accessibility parking space marking should be white, not blue as indicated in the note on sheet PSP 2.0 and in the detail on sheet PSP 6.1.
 - e. The parking space striping should be white, not yellow, as indicated on the note on sheet PSP 2.0.
 - f. The applicant should consider installing crosswalk pavement markings at the locations of the two crosswalks where crosswalk signs are proposed, as they are not indicated on sheet PSP 2.0. Some sheets have crosswalk pavement markings

indicated. The applicant should update all sheets to be consistent and provided crosswalk marking details to indicate striping layout, color and width.

- g. Traffic circulation arrows should be hollow as to not confuse them with proposed pavement markings.
4. Site curb and grading
- a. Curbs throughout the site are proposed to be 6 inches in height, with the exception of a 4 inch curb proposed within 10 feet on either side of the catch basin located on the east side of the driveway near the Twelve Mile Road approach.
 - b. In general, the grading plan matches the intended curb heights indicated on the site plan, with the exception of the following:
 - i. At the top of the sidewalk ramp near the dumpster location, the $T/C = 71.71$ and the $G = 71.27$, thereby providing a curb height of only 5.28 inches instead of 6 inches.
 - ii. At the top of the sidewalk ramp within the landscape peninsula along the south side of the site, the $T/C = 74.3$ and the $G = 73.88$, thereby providing a curb height of only 5.04 inches instead of 6 inches.
 - iii. The curb heights at these locations should be updated to reflect the full 6 inches.

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

Sincerely,

AECOM



Maureen Peters, PE
Reviewer, Traffic/ITS Engineer



Matthew G. Klawon, PE
Manager, Traffic Engineering and ITS Engineering Services

FAÇADE REVIEW



September 10, 2016

Review Status Summary:

Approved, Section 9 Waiver Recommended

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

Re: **FACADE ORDINANCE - Facade Review, Final Site Plan**
Goddard School, PSP16-0143
 Façade Region: 1, Zoning District: B-3

Dear Ms. McBeth;

The following is the Façade Review for Preliminary and Final Site Plan Approval of the above referenced project based on the drawings prepared by Hobbs & Black, dated 9/15/16. The percentages of materials proposed for each façade are as shown below. Materials that are in violation of the Ordinance, if any, are shown on bold. An illustration board was provided with photographic representations of the proposed façade materials.

	South (Front)	East	West	North	Façade Ordinance Section 2520 Maximum (Minimum)
Brick	30%	35%	36%	38%	30% Minimum
Cultured Stone	10%	1%	1%	0%	50%
Cast Stone	5%	0%	0%	0%	50%
EIFS	5%	6%	6%	4%	25%
Trim	11%	10%	10%	10%	15%
Standing Seam Metal Roof	7%	0%	0%	7%	25%
Asphalt Shingles	32%	48%	47%	41%	25%

As shown above the proposed percentage of Asphalt Shingles exceeds the maximum amount allowed by the Façade Ordinance. The visual effect of the expanse of Asphalt Shingles is augmented by architectural features including dormers and a decorative copula. The dumpster detail indicates that exposed walls will be brick to match the building.

No roof appurtenance or screening is indicated on the drawings. Section 5.15.3 of the Ordinance requires all roof appurtenances to be screened from view from all vantage points both on and off-site. It should be noted that in this case roof equipment and/or screening would be considered inconstant with the building design and the recommendation below.

Recommendation - The combination of materials is consistent with and enhances the overall design of the building and is consistent with the intent and purpose of the Façade Ordinance. Therefore, it is our recommendation that a Section 9 Waiver be granted for the overage of Asphalt Shingles. The applicant should provide physical samples of the Brick and Asphalt Shingles not less than 5 days prior to the Planning Commission meeting.

Notes to the Applicant:

1. Inspections – The Façade Ordinance requires inspection(s) for all projects. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time (before installation). In this case the materials should match the adjacent existing materials with respect to color and texture. Inspections may be requested using the Novi Building Department’s Online Inspection Portal with the following link. Please click on “Click here to Request an Inspection” under “Contractors”, then click “Façade”.

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

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

Sincerely,
DRN & Associates, Architects PC



Douglas R. Necci, AIA

FIRE REVIEW



September 27, 2016

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

CITY COUNCIL

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Assistant Chief of Police
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Assistant Chief of Police
Jerrod S. Hart

RE: Goddard School (Day care)

PSP# 16-0143

Project Description:

Build a single story day care center

Comments:

Meets Fire Department standards.

Recommendation:

APPROVAL

Sincerely,

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

cc: file

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

cityofnovi.org

APPLICANT RESPONSE LETTER



STOREY ENGINEERING GROUP, LLC

CIVIL ENGINEERS / LAND SURVEYORS
48264 Manchester, Macomb, MI 48044
(586) 216-1043
www.storeyengineering.com

Tim S. Storey, PE
President

Ms. Kirsten Mellem, Planner
City of Novi Planning Department
45175 W. 10 Mile Road
Novi, MI 48375

November 8, 2016
Project No. 2016-011

**RE: RESPONSE TO SITE PLAN REVIEW COMMENTS
THE GODDARD SCHOOL – NOVI (PROPOSED NEW DEVELOPMENT)
48600 GRAND RIVER AVENUE
CITY FILE #JSP 16-0050**

Dear Ms. Mellem:

Revised plans will be submitted at the Final Site Plan Approval stage after the November 16th Planning Commission Meeting. As requested, this response letter addresses each of the comments received pertaining to Planning, Engineering, Landscape, Traffic, Façade and Fire.

It is understood that the site plan was also reviewed for Woodlands/Wetlands and was found that there are none present at the property.

We appreciate the time you and your staff spent with us in the initial review stage and before anything was submitted. We believe this allowed us to provide a more complete site plan package and to address many potential concerns before the site plan package was formally submitted. We look forward to the Planning Commission meeting on November 16th and to completing the approval and permitting process.

Below are itemized responses to each of the comments received:

PLANNING REVIEW:

1. Outdoor Recreation Areas (Sec. 4.12.2.a): We have maximized the area of the outdoor recreation space given the site area available. 22,500 square feet is required per City of Novi standards based on 150 square feet per child with a maximum number of 150 children at the pre-school. The project is proposing 16,956 square feet, which is 5,544 square feet less than what is required which also equates to approximately 25% less than City requirements. Therefore, we are requesting a variance from the ZBA.
We believe the outdoor Recreation Area provided is more than sufficient based on the Goddard School's minimum area requirements for a facility of this size. The Goddard School has indicated a minimum recommended exterior play space area of 8,000 to 10,000 square feet based on what they typically target for pre-schools across the country. Other pre-schools we have designed in other Southeast Michigan communities such as Canton have significantly less play area for the same number of children. Additionally, the State of Michigan Licensing Rules for Child Care Centers in reference to Outdoor Play Area is cited as follows: "A center operating with children in attendance for 3 or more continuous hours a day shall have an outdoor play area that has at least 1,200 square feet. More than 1,200 square feet of outdoor play area may be required when the

minimum amount is not adequate for the number of children for which the center is licensed. Further inquiry with the State has yielded the following recommendations if all children were outside at the same time, which is not the case:

- 1) 2,000 sf for Infants/Toddlers (ie. 40 children at 50 sf each)
 - 2) 3,640 sf for Preschool/School Age (ie. 104 children at 35 sf each)
- Total = 5,640 sf recommended

Additionally, given that there are two playgrounds proposed and each will be used in strict accordance with Goddard School policies and procedures that preclude more than one classroom utilizing each playground at any given time, we feel the 16,956 square feet proposed is far more area than is needed. In fact, a maximum size classroom would be no more than 24 children at a time. If we use the largest State recommended area of 50 sf per child this would come to 1,200 sf per playground and if we use the higher City standard of 150 sf per child for 24 children, the area would be 3,600 sf per playground. Both proposed playground areas on the site plan exceed these minimums significantly.

2. Outdoor Recreation Area Screening (Sec 4.12.2.d): The applicant is willing to consider the use of bollards in lieu of the guard rail if the City will not accept the guard rail. However, it is believed the guard rail will not be very visible since it will be painted black to match the 6' high fence and will be hidden behind shrub bed plantings in most locations. It is believed the 29" high guard rail will actually be much less visible than 47 additional bollards in front of the fence that will be 36" in height. There is also a large additional cost for the bollards. Therefore it is the applicants desire to be allowed to keep the guard rail in lieu of bollards.
3. Accessory Structures (Sec. 4.19): We have located the play structures in the best locations available, given that the property has two road frontages. The Goddard School's internal criteria and operating procedures require two separate play structures in order to keep each play structure age appropriate. Both play structures also require shade canopies to protect the children from the Suns harmful rays. Therefore, we are requesting a variance from the ZBA for the location of the structures and to provide two shade canopies instead of one.
4. Bicycle Parking Layout (Sec. 5.16.6): An enlarged plan-view detail of the bicycle parking area will be provided on the final site plan drawings and will show that the bicycle parking area meets ordinance requirements.
5. Loading Spaces (Sec. 5.4.2): Given that a loading space is not required internally by the Goddard School from an operational standpoint and that there is no space available to provide one, a loading space has not been provided. Therefore, we are requesting a variance from the ZBA to omit a loading space from the site plan.
6. Dumpster (Sec. 4.19.2.F): The dumpster is proposed in the secondary front yard due to the site configuration. Therefore, we are requesting a variance from the ZBA for the location of the dumpster.
7. Lighting Plan (Sec.5.7.2.A): The hours of operation for the site lighting will be limited to one hour before open and one hour after close. The proposed open time is 6:30 am and the closing time is 6:00 pm (Monday through Friday). A note indicating this will be added to the site photometric plan (sheet PH-1.0) on the final site plan drawings.
8. Lighting Plan – Required Conditions (Sec.5.7.3.B,C,G): The requested notes will be added to sheet PH-1.0 on the final site plan drawings.
9. Other Items to Address:

- There are two proposed crosswalk areas within the parking & driveway areas on site. The striping for these was inadvertently frozen on the site plan. The striping will be clearly shown and detailed on the final site plan.
- There are two proposed landscape walls along the west property line. These walls have a maximum design height of 30". A detail is provided on sheet PSP-6.2.

ENGINEERING REVIEW:

General:

1. The requested note will be added to sheet PSP-3.0 at the Final Site Plan Stage.
2. The Non-domestic User Survey form will be submitted to the City at the Final Site Plan stage.
3. A **"same-side/opposite-side driveway spacing Waiver"** hereby requested from the Planning Commission.
4. The sand backfill note is located on sheet PSP-4.0 (note#3). Sand backfill will also be shown graphically on the profiles at the Final Site Plan stage.
5. Construction materials tables will be added to the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed at the Final Site Plan stage.
6. A note indicating that if dewatering is anticipated or encountered during construction a dewatering plan must be submitted to the Engineering Department for review.
7. Every attempt will be made to position all proposed trees outside utility easements. However, where this cannot be avoided, proposed trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities are shown on the landscape plan.
8. A RPZ backflow prevention device is included on the irrigation plan which will be submitted during the Final Site Plan stage.
9. The City standard detail sheets will be included in the plan set at the Final Site Plan stage.

Water Main:

10. The required water main permit sets will be submitted at the Final Site Plan stage along with a completed streamlined water main permit application.

Storm Sewer:

11. Storm sewer profiles will be provided as requested at the Final Site Plan stage.
12. Minimum cover depth of 3 feet will be provided on all storm sewer structures except for MH#2 within the right of way of 12 Mile Road. The rim of MH#2 will be raised to 967.50 which is as high as possible to not exceed a 1:3 slope from the edge of the public roadway approach. The existing 18" storm line to the west is not deep enough to allow 3 feet of cover. 1.7 feet of cover is proposed and the structure will be provided with a flat-top.

13. A minimum 0.10-foot drop in downstream invert of all storm structures on direction changes of 30 degrees or greater will be provided on the Final Site Plan drawings.
14. Final Site Plan drawings will show all storm sewer pipes with matching 0.8 points as required for pipe size increases.
15. Any storm sewer structures with differences in invert elevations exceeding two feet will contain a minimum 2 foot deep plunge pool.
16. A four-foot deep sump and oil/gas separator in the last storm structure prior to discharge to the storm water basin will be provided on the Final Site Plan drawings.
17. All inlet structures will be eliminated on the Final Site Plan drawings.
18. The 10-year HGL will be labeled on the storm sewer profiles and will be no higher than 1-foot below the rim of each structure.
19. All pipes intersecting storm structures will be shown on the storm profiles on the Final Site Plan drawings.

Storm Water Management Plan:

20. The Storm Water management Plan has been designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
21. The current design has been drawn to provide convenient maintenance access, minimize impact to the required landscaping, and provide a stone access bridge to the standpipe & overflow as is required. It is unclear if any additional separation can be provided, but we will work with the Engineering Department in an effort to try to achieve this.
22. A 5-foot wide stone bridge allowing access to the standpipe from the bank of the basin during high water conditions has been provided. We will attempt to clarify this on the Final Site Plan drawings and add additional details if necessary.

Paving & Grading:

23. A cross-section for the R.O.W. drive pavement will be included on the Final Site Plan drawings, as requested.

Submission Items at Final Site Plan:

24. A letter will be submitted with the Final Site Plan drawings highlighting the changes made to the plans addressing each comment listed above and will indicate the revised sheets involved.
25. An itemized construction cost estimate will be submitted to the Community Development Department at the time of Final Site Plan submission. All civil site work will be included with the exception of building and demolition work. The estimate will be itemized and will include the detention basin & associated structures. The right of way area will be kept separate from the on-site areas.
26. Draft copies of all easements will be provided as well as a recent title search and legal escrow funds.

Submission Items at time of Stamping Sets:

27. A draft copy of the maintenance agreement for the storm water facilities will be submitted to the Community development Department at time Stamping set submission.

28. A draft copy of the public water main easement will be submitted to the Community Development Department at time of Final Stamping Sets.

Items to be addressed prior to construction:

29. A pre-construction meeting will be scheduled prior to any site work being started.

30. A City of Novi Grading Permit will be obtained prior to any grading on the site.

31. An SESC permit will be obtained from the City of Novi.

32. A separate permit for work within the 12 Mile and Grand River right of ways will be obtained from the City of Novi (application to be filed at the time of Final Site Plan submittal).

33. Permits from the Road Commission for Oakland County will be obtained for the work within the 12 Mile and Grand River right of ways.

34. A permit for the water main construction will be obtained from the MDEQ. The permit application and plan sets will be submitted through the City Engineer after the water main plans have been approved.

35. It is understood that the construction inspection fees will be determined once the construction cost estimate is submitted and that the fees must be paid prior to the pre-construction meeting.

36. It is understood that a storm water performance guarantee, equal to 1.2 times the amount required to complete the storm water management facility as specified in the Storm Water Management Ordinance, must be posted at the Treasurers Office.

37. It is understood that a street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurers Office.

38. It is understood that permits for the construction of each retaining wall must be obtained from the Community Development Department (248)347-0415.

LANDSCAPE REVIEW:

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Zoning Sec. 5.5.3.B.ii and iii):

1. No Comment.

2. Grand River Greenbelt: 8 canopy trees and 13 subcanopy trees are required. 8 canopy trees are provided and 10 subcanopy trees are provided. A **waiver** for the 3 missing subcanopy trees is requested.

Twelve Mile Road Greenbelt: 5 canopy trees and 8 subcanopy trees are required. The final site plans will provide 5 canopy trees and 8 subcanopy trees, so no waiver is needed for Twelve Mile Greenbelt.

3. See above.

Street Tree Requirements (Zoning Sec. 5.5.3.E.i.c and LDM 1.d.)

1. Grand River Street Trees: 8 canopy trees are required. The final site plans will provide 4 street trees along Grand River. However, the exact number of trees is dependent on a review from RCOOC. A **waiver** is requested for the missing Street Trees. Corner clearance triangles are shown but will be made more visible on the Final Site Plan.
2. Twelve Mile Road Street Trees: 5 canopy trees are required but only 3 street trees are shown due to space limitation and sight distance as well as conflict with corner clearance zone. A **waiver** is requested for the missing Street Trees.

(Interior) Parking Lot landscaping (Zoning Sec. 5.5.3.C.)

No comment.

Parking Lot Perimeter Canopy Trees (Zoning Sec. 5.5.3.C.3 Chart footnote)

1. On the Final Site Plans, the perimeter landscaping will be eliminated and Parking Lot Perimeter Trees will be provided. However, based on a parking perimeter of 1,080 feet, 31 canopy trees will be required but only 2 canopy trees will be proposed due to space limitations along parking lot due to configuration & conflict with interior parking lot trees. Therefore a **waiver** is requested for the 29 missing Perimeter parking lot trees.
2. The calculations will be revised accordingly on the Final Site Plans. The two additional trees will be added and distinguished uniquely from interior parking lot trees.
3. See above.
4. The perimeter trees along the east side will be removed on the final landscape plan.

Storm basin landscape (Zoning Sec. 5.5.3.E.iv and LDM 1.d.3)

1. No comment.
2. The Kelsey dogwood will be replaced with a Common Ninebark shrub (large variety).
3. The trees around the detention basin will be eliminated and two Greenbelt trees (Hedge Maple) will be added just north of the fence line.

Building Foundation landscape (Zoning Sec 5.5.3.D)

1. No comment.
2. A landscape **waiver** is requested for the location of the building foundation plantings.
3. The applicant is willing to consider the use of bollards in lieu of the guard rail if the City will not accept the guard rail. However, it is believed the guard rail will not be very visible since it will be painted black to match the 6' high fence and will be hidden behind shrub bed plantings in most locations. It is believed the 29" high guard rail will actually be much less visible than 47 additional bollards in front of the fence that will be 36" in height. There is also a large additional cost for the bollards. Therefore it is the applicants desire to be allowed to keep the guard rail in lieu of bollards.

Loading Zone

No comment.

Snow Deposit Areas

No comment.

Corner Clearance

See comments above.

Plant List (LDM 2.h and t.)

1. Cost estimate will be provided on the Final Site Plans.
2. The Karpick Red Maple trees will be replaced with Hedge Maples on the Final Site Plans, which attain a 30 to 35 foot height and 30 foot spread at maturity.

Planting Notations and Details (LDM)

No comment.

Irrigation

Irrigation Plan will be provided with the Final Site Plans.

Summary Chart – Please note all requested notes & items in the summary Chart will be addressed on the Final Site Plans.

An updated Landscape waiver table has been included below:

LANDSCAPE WAIVER TABLE:

WAIVER REQUEST:	REQUIRED:	PROVIDED:	COMMENT:
1. GREENBELT TREES	34	31	CONFLICT WITH CLEAR VISION TRIANGLES & SIGHT LINES, AND LIMITED SPACE DUE TO PROPOSED UTILITIES
2. STREET TREES	13	7	FEWER TREES PROVIDED DUE TO LACK OF VISIBILITY ALONG GRAND RIVER AND TWELVE MILE ROADS. THE NUMBER OF TREES MAY VARY DEPENDING ON RCOC REVIEW.
3. PERIMETER PARKING LOT TREES	31	2	LIMITED SPACE ALONG PARKING LOT DUE TO CONFIGURATION & CONFLICT W/INTERIOR PARKING LOT TREES.
4. BUILDING PERIMETER	3152 S.F.	3252 S.F.	LOCATE FOUNDATION PLANTS AWAY FROM BUILDING AND OUT OF PLAY AREA TO AVOID HAVING POSSIBLE HAZARDOUS PLANTS NEAR BUILDING.

TRAFFIC REVIEW:

General Comments:

1. No comment.
2. No comment.
3. No comment.
4. No comment.
5. The playground area is 16,956 sf.

Potential Deviations:

1. We are requesting a same-side/opposite-side driveway & spacing **waiver** from the Planning Commission.
2. We are requesting a **Variance** for the dumpster location from the ZBA.

Traffic Impacts:

1. No comment.
2. No comment.

External Site Access and Operations:

1. No comment.
2. No comment.
3. No comment.
4. No comment.
5. Sight distance is shown in accordance with AASHTO and RCOC standards.
6. We are requesting a same-side/opposite-side driveway & spacing **waiver** from the Planning Commission.

Internal Site Operations:

1. General traffic flow:
 - a. No comment.
 - b. No comment.
 - c. We are requesting a **Variance** for the dumpster location from the ZBA.
2. Parking facilities:
 - a. No comment.
 - b. No comment.
 - c. An enlarged plan-view detail of the bicycle parking area will be provided on the final site plan drawings and will show that the bicycle parking area meets ordinance requirements.
3. All on-site signing and pavement markings shall be in compliance with MMUTCD.
 - a. No comment.
 - b. The No Parking Fire Lane Sign detail will be updated on the Final Site Plans.
 - c. No comment.
 - d. The accessible parking space markings and details will be corrected on the Final Site Plan.
 - e. The parking space striping will be updated to white on the Final Site Plan.
 - f. There are two proposed crosswalk areas within the parking & driveway areas on site. The striping for these was inadvertently frozen on the site plan. The striping will be clearly shown and detailed on the Final Site Plan.
 - g. The traffic circulation arrows are intended to represent proposed pavement markings that will be painted on the driveway surface. Arrow details will be added to the detail sheet on the Final Site Plan.
4. Site curb and grading:
 - a. No comment.
 - b.
 - i. The slightly reduced curb height is necessary so that the slope on the ramp does not exceed 1:12 while providing positive drainage in the gutter line. We will discuss this with the reviewer before submitting the Final Site Plans.
 - ii. The slightly reduced curb height is necessary so that the slope on the ramp does not exceed 1:12 while providing positive drainage in the gutter line. We will discuss this with the reviewer before submitting the Final Site Plans.
 - iii. We will discuss this with the reviewer before submitting the Final Site Plans.

FAÇADE REVIEW:

The only parameter that does not meet the ordinance requirements is the percentage of asphalt shingles. The Façade reviewer indicates they will support a waiver for the overage on the shingles area due to the combination of materials being consistent and enhances the building design and is therefore consistent with the intent and purpose of the façade ordinance. The Brick and Asphalt shingle samples were delivered to the City on October 4th.

It is understood that the façade ordinance requires inspections for all projects and that it is the applicants responsibility to request the inspection of each façade material at the appropriate time (before installation).

FIRE DEPARTMENT REVIEW:

The Fire Department indicates the site plans meet Fire Department standards and is recommended for approval – we therefore have no comments.

Should there be any questions, concerns or comments, please do not hesitate to contact me directly at 586-216-1043 or by email at timsstorey@gmail.com.

Thank you!

Sincerely,

STOREY ENGINEERING GROUP, LLC



Tim S. Storey, PE, LEED AP
President

CC: Derick & Bobbie Doe
Brian Bagnick - HBA
Levi Otwell - GSI