Novi Veterinary Clinic Expansion JSP17-64

Novi Veterinary Clinic Expansion JSP 17-42
Public hearing at the request of Novi Veterinary Clinic, JSP 17-64 for Special Land Use approval, to allow for the expansion of the existing Veterinary Clinic within the same building. The subject property is located in Section 23, at the southeast corner of Grand River Avenue and Novi Road, in the TC-1, Town Center District. The applicant is proposing to expand the existing use from approximately 2000 square feet to approximately 3488 square feet. No exterior or site changes are proposed at this time.

Required Action
Approval/Denial the Special Land Use Permit for an expansion to the existing Veterinary Clinic

<table>
<thead>
<tr>
<th>REVIEW</th>
<th>RESULT</th>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| Planning  | Approval recommended          | 10-5-17| • Special Land Use approval required  
• Noise Impact Statement waiver  
• Items to be addressed by the applicant at the time of Final Site Plan review |
**MOTION SHEET**

**Approval - Special Land Use Permit**
In the matter of Novi Veterinary Clinic, JSP 17-64, motion to **approve** the Special Land Use Permit based on the following findings relative to other feasible uses of the site:

a. The proposed use will not cause any detrimental impact on existing thoroughfares (since the retail building is existing and the proposed use is not expected to generate traffic greater than previous tenants);
b. The proposed use will not cause any detrimental impact on the capabilities of public services and facilities (the expansion is within an existing building);
c. The proposed use is compatible with the natural features and characteristics of the land (the proposed expansion will not impact natural features or other characteristics of the existing retail building);
d. The proposed use is compatible with adjacent uses of land (the use is existing and the surrounding uses are compatible with the current use);
e. The proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use (fulfills the stated objective to retain and support the growth of existing businesses and attract new businesses to the City of Novi);
f. The proposed use will promote the use of land in a socially and economically desirable manner (the expansion of the existing clinic will benefit the existing business and its customers);
g. The proposed use is (1) listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and (2) is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located; and
h. Waiver of the required Noise Impact Statement since no outside activities or noise-making equipment is being proposed, which is hereby granted.

(additional comments here if any)

(This motion is made because the plan is otherwise in compliance with Article 3.1.5, Article 4, Article 5, and Article 6 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)

- **OR** -

**Denial - Special Land Use Permit**
In the matter of Novi Veterinary Clinic, JSP 17-64, motion to **deny** the Special Land Use Permit for the following reasons... (because it is not in compliance with the Ordinance.)
Petitioner
Novi Veterinary Clinic

Review Type
Special Land Use

Property Characteristics
- Site Location: 43377 Grand River, southeast corner of Novi Road and Grand River (Section 23)
- Site Zoning: TC-1, Town Center
- Adjoining Zoning: North: TC; East, West and South: TC-1
- Current Site Use: Existing shopping center
- Adjoining Uses: North: Existing Novi Town Center shopping center; East: Existing IHOP restaurant; West: Gas station; and South: Parking Lot and Flower Alley retail store
- School District: Novi School District
- Site Size: 0.54 acres
- Plan Date: 6-19-17

Project Summary
The applicant is proposing to expand the existing Novi Veterinary Clinic from its current location to include the tenant space that is located at the west end of the existing building, adjacent to Novi Road. No changes are proposed to the parking area or building façade. The Veterinary Clinic currently occupies 2000 square feet, and with the expansion into the end tenant space, it will then occupy a total of 3488 square feet of the existing 6488 square foot retail center. The second story of the building will remain vacant. The clinic has occupied space at this retail center for the last 30 years.

In lieu of a site plan, the applicant has supplied the building floor plan demolition and construction drawings. Planning staff has supplied an image of the existing building provided from the assessor’s office to provide context of the proposed expansion to the veterinary clinic. The applicant is asked to supply the missing information with the Final Site Plan submittal.

Recommendation
Staff recommends approval of the Special Land Use Permit subject to the items in this review letter being addressed at the time of Final Site Plan review.

Special Land Use Considerations
In the TC-1 District veterinary clinics fall under the Special Land Use requirements. Specific factors the Planning Commission shall consider in the review of the Special Land Use Permit request are:

- Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on existing thoroughfares in terms of overall volumes, capacity, safety, vehicular turning patterns, intersections, view obstructions, line of sight, ingress and egress, acceleration/deceleration lanes, off-street parking, off-street loading/unloading, travel times and thoroughfare level of service.
- Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on the capabilities of public services and facilities, including water service, sanitary
sewer service, stormwater disposal and police and fire protection to service existing and planned uses in the area.

- Whether, relative to other feasible uses of the site, the proposed use is compatible with the natural features and characteristics of the land, including existing woodlands, wetlands, watercourses and wildlife habitats.
- Whether, relative to other feasible uses of the site, the proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood.
- Whether, relative to other feasible uses of the site, the proposed use is consistent with the goals, objectives and recommendations of the City’s Master Plan for Land Use.
- Whether, relative to other feasible uses of the site, the proposed use will promote the use of land in a socially and economically desirable manner.
- Whether, relative to other feasible uses of the site, the proposed use is:
  1. listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and
  2. is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located.

Ordinance Requirements
This project was reviewed for conformance with the Zoning Ordinance with respect to Section 3.1.26, TC-1 Town Center Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed by the applicant.

1. Veterinary hospitals or clinics are permitted as a special land use in the TC-1 Districts, per Section 4.31:
   A. In the TC-1 districts:
      i. All activities must be conducted within a totally enclosed building. No outside activities are proposed.
      ii. All buildings must be set back at least two hundred (200) feet from abutting residential districts on the same side of the street. Site complies with this standard,
   B. In the TC-1 districts a noise impact statement is required subject to the standards of Section 5.14.10.B. **Applicant may request a waiver of the Noise Impact Statement since no outside activities or noise-making equipment is being proposed.**

2. Parking spaces: The gross leasable area of the shopping center is approximately 6488 square feet (not including the second floor tenant space which is not intended to be used). The parking requirements for a shopping center of this size is a minimum of 26 parking spaces. The aerial photos shown that approximately 28 parking spaces exist on site, including the one required barrier free parking spaces. **The applicant is asked to install additional signage is required for a second barrier free space.**

3. Bicycle Parking: The applicant is asked to provide **bicycle racks to accommodate 2 bikes on site**, as provided in the Zoning Ordinance, and as a recommended pedestrian amenity for developments in the Town Center Area Study as pedestrian amenity.

4. Site Plan Submittal: Applicant was asked to provide a site plan, but was not able to find a copy of the existing plan prior to the submittal of the plans. If available, **the applicant is asked to provide a plan labeled “Site Plan” with relevant information at the time of Final Site Plan submittal.** For the purposes of this review, staff used available plans and photos, site visits, and the drawings provided for the building tenant alterations.
5. **Photometric Plan:** If changes to the existing on-site lighting are proposed, a revised photometric plan must be submitted with the Final Site Plan.

**Response Letter**
A letter from either the applicant or the applicant’s representative addressing comments in this review letters is required prior to consideration by the Planning Commission and with the next plan submittal.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0587 or bmc.beth@cityofnovi.org.

_________________________________________________
Barbara McBeth, AICP, City Planner
Items in **Bold** in the comments column need to be addressed by the applicant and/or the Planning Commission before approval of the Final Site Plan. **Underlined** items need to be addressed on the Final Site Plan.

<table>
<thead>
<tr>
<th>Item</th>
<th>Required Code</th>
<th>Proposed</th>
<th>Meets Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zoning and Use Requirements</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Master Plan</td>
<td>TC Commercial</td>
<td>Mixed Use: Retail, Residential, and Parking</td>
<td>Yes</td>
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<tr>
<td>Area Study</td>
<td>Town Center Study 2014 &amp; Main St. Façade Manual</td>
<td>No changes proposed</td>
<td></td>
<td></td>
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<tr>
<td>Zoning (Effective Dec. 25, 2013)</td>
<td>TC-1: Town Center-1</td>
<td>No Change</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
| Uses Permitted (Sec 3.1.26.B & C)         | Sec. 3.1.25.B. - Principal Uses Permitted.  
Sec. 3.1.25.C. - Special Land Uses Permitted.  | Commercial/veterinary Clinic offices require special land use approval | Yes        | Existing veterinary clinic is expanding into adjacent tenant space, requiring special land use review |
| Density                                    | Maximum 20.0 DUA                | NA                                            | Yes        |                                                                          |

| Height, bulk, density and area limitations |                                |                                               |            |                                                                          |
| Frontage on a Public Street (Sec. 5.12)   | Frontage upon a public street.  
Access to major thoroughfare. | The site has frontage and access on Grand River Avenue (public) and to Novi Road (public). | Yes        |                                                                          |
<p>| Open Space Area (Sec. 3.27.1.F)           | 15% (permanently landscaped open areas and pedestrian plazas) | No change proposed to open space | Yes        |                                                                          |
| Building Height (Sec. 3.27.2.A)           | Maximum of 5 stories or 65 ft   | No changes proposed to building height (one to two stories existing) | Yes        |                                                                          |</p>
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<tr>
<td><strong>Building Setbacks</strong> (Sec 3.1.26 D)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Front (Main Street)</td>
<td>0 ft. minimum 10 ft. maximum</td>
<td>No changes proposed</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Side Yard (West and East)</td>
<td>0 ft. minimum None</td>
<td>No changes proposed</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Rear Yard (North)</td>
<td>0 ft. minimum None</td>
<td>No changes proposed</td>
<td>N/A</td>
<td></td>
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<tr>
<td><strong>Parking Setback</strong> (Sec 3.1.25.D)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front (Main Street, Public)</td>
<td>20 ft. from ROW</td>
<td>No changes proposed</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Side Yard, West (Paul Bunyan Dr., Private)</td>
<td>20 ft. from ROW</td>
<td>No changes proposed</td>
<td>N/A</td>
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<tr>
<td>Side Yard, East</td>
<td>10 ft.</td>
<td>No changes proposed</td>
<td>N/A</td>
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</tr>
<tr>
<td>Rear Yard (North)</td>
<td>10 ft.</td>
<td>No changes proposed</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Note To District Standards</strong> (Sec 3.6.2)</td>
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<td></td>
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<tr>
<td>Exterior Side Yard Abutting a Street (Sec 3.6.2.C)</td>
<td>All exterior side yards abutting a street shall be provided with a setback equal to front yard (0 ft.)</td>
<td>No changes proposed</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Parking setback screening (Sec 3.6.2.P)</td>
<td>Required parking setback area shall be landscaped per sec 5.5.3.</td>
<td>No changes proposed</td>
<td>N/A</td>
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<tr>
<td><strong>TC-1 District Required Conditions</strong> (Sec 3.27)</td>
<td></td>
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<tr>
<td>Surface parking lot screening (3.27.1 D)</td>
<td>Surface parking areas must be screened by either a 2.5 ft. brick wall or a landscaped berm.</td>
<td>No changes proposed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Façade materials (Sec. 3.27.1 G)</td>
<td>All sides of the building and accessory buildings must have the same materials. Façade materials may deviate from brick or stone with PC approval.</td>
<td>No changes proposed to the existing façade.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking, Loading, and Dumpster Requirements</strong> (5.3 site specific review required)</td>
<td></td>
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<tr>
<td>Required Parking Calculation (Sec. 5.2.12)</td>
<td>Shopping Center 1 per 250 sq. ft. of gla. 6488 / 250 = 26 spaces Upper floor is not planned to be used.</td>
<td>28 existing spaces (from aerial photo)</td>
<td>Yes</td>
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<tr>
<td>(Sec. 4.82.2)</td>
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<tr>
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<td>Proposed</td>
<td>Meets Code</td>
<td>Comments</td>
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</table>
| **Parking Space Dimensions and Maneuvering Lanes** *(Sec. 5.3.2)*    | - 90° Parking: 9 ft. x 19 ft.  
  - 24 ft. two way drives  
  - 9 ft. x 17 ft. parking spaces allowed as long as detail indicates a 4" curb at these locations  
  - 60° 9 ft. x 18 ft. | Undetermined, but parking is existing                                                                                   | tbd        | Applicant asked to provide a Plan labeled “Site Plan” with the relevant information with the Final Site Plan submittal.                                                                                                                                       |
| Parking stall located adjacent to a parking lot entrance *(public or private) *(Sec. 5.3.13)* | - 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 | No changes proposed for the parking areas.                                                                                          | N/A        |                                                                                                                                                                                                                                                                                                                                 |
| **Barrier Free Spaces**  
  Barrier Free Code *No deviations since this is a Michigan Building Code requirement* | 29 spaces required:  
  2 barrier free (1 van accessible)                                                                 | 2 existing, both appear to be van accessible.  
  Dimensional and sign requirements will be checked with the Building Permit review | tbd        |                                                                                                                                                                                                                                                                                                                                 |
| **Minimum number of Bicycle Parking** *(Sec. 5.16.1)*               | Retail/Shopping Center: Five (5) percent of required automobile spaces, min. of 2 required.                                                                                                                   | Bicycle parking is not shown.                                                                                                        | tbd        | Applicant is asked to verify whether bike racks are existing and provide two bike parking spaces if none are currently available.                                                                                                                                   |
| **Noise impact statement** *(Section 5.14.10.B)*                     | Noise impact statement is required subject to the standards of Section 5.14.10.B.                                                                                                                        | Statement not provided                                                                                                                | Yes?       | Applicant may request a waiver of the Noise Impact Statement since no outside activities or noise-making equipment is being proposed.                                                                                                                               |
| **Dumpster** *(Sec. 4.19.2.F)*                                       | - Located in rearyard  
  - Attached to the building or no closer than 10 ft. from building if not attached  
  - Not located in parking setback (20 ft.)  
  - Rear lot abuts ROW, 50 ft. setback required.  
  - Away from Barrier free Spaces | No changes proposed.                                                                                                                | N/A        |                                                                                                                                                                                                                                                                                                                                 |

**Lighting and Photometric Plan** *(Sec. 5.7)*
### Exterior Lighting

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Exterior Lighting</td>
<td>Photometric plan and exterior lighting details needed at the time of Final Site Plan Review</td>
<td>No changes proposed</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>

### Building Code and Other Requirements

**Signage**

- Signage if proposed requires a permit.
- Signage is not regulated by the Planning Commission or Planning Division.

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</thead>
<tbody>
<tr>
<td>Signage</td>
<td>Sign permit application may be submitted under separate cover.</td>
<td>Contact Maureen Underhill regarding sign permit, if needed 248-735-5602.</td>
</tr>
</tbody>
</table>

### 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.
Response Letter

Dear Ms. McBeth and Honorable Members of the Planning Commission:

I respectfully ask the Commission to grant Novi Veterinary Clinic a waiver of the Noise Impact Statement since no outside noise-making activities or equipment being proposed per Section 5.14.10.B. We have been at the same location for 30 years, and have never had any noise complaints. We plan to move our exam rooms into the new space which will only be accessible through our current entrance. None of the existing exterior doors of the new expansion area will be utilized for Client/Patient entry.

Sincerely,

Ronald A. Mehler, DVM
President
Novi Veterinary Clinic, P.C.
Landlord Acknowledgment and Agreement

of providing Bicycle Rack to the Below Unit

property: 43381 Grand River Ave.

Novi, MI 48375

(At SE corner of Grand River Ave and Novi Rd.)

To City of Novi: Community Development Department

Landlord: Behrouz Pakray

Address: 28890 Hidden Trail Farmington Hills, MI 48331

Phone #: (248) 982-1937

I Behrouz Pakray as the Landlord acknowledge and agree to add a rack to accommodate (2) bikes to the above mentioned site.

Approved :

Landlord ______________________, Date: 10/05/17
Hi Barb,

Attached are letters from Novi Veterinary Clinic with a response re: noise, and a letter from the Landlord agreeing to have a (2) place bike stand installed.

I hope that these documents will assist you and the Commission in granting the SLU for for the Veterinary practice to expand into the "Old Bank Building"

I feel that it is a win, win, win for all parties.

* The Dr. will create a greater separation between the exam rooms and the areas where they perform their clinical activities, procedures and surgeries.

** The Landlord will be renting the space to a tenant with a 30 year track record of success and reliable rental payments in his complex.

*** The City will finally have a Landmark, Historical Building occupied with a stable tenant that will not require any of their Client/ Patients to enter any exterior entry doors of the expanded area. Those entry doors are extremely dangerous, as the sidewalks to get to them are in very close proximity to both Novi Rd. and Grand River Ave. I can imagine the fears a young mother with a dog on a leash, spooked by the traffic, and a child in tow would have.

Please encourage the board to let this move forward with the SLU for the reasons stated above.

If I can be of further assistance, do not hesitate to call me on my cell as I am on the road most of the day.

Sincerely,

Robert C. Futrell (Bob)

Robert C. Futrell, Pres.

Cell

(248) 431-2443

Futrell & Futrell Builders, Inc
Design/ Builders
Office 248-620-3335
Fax 248-625-5138 bobwrld@gmail.com
To: Sri Ravali Komaragirir: Planner  
City of Novi  
45175 Ten Mile Rd.  
Novi, MI 48375  
Re: Novi Veterinary Clinic - SLU Requirements  

Hi Sri,

We want to thank you for meeting with us 8/29/2017 regarding the Novi Veterinary Clinic 
first floor build-out of the Historical Bank Building located on the SE corner 
of Grand River Ave. and Novi Rd.

Narrative:  
As we discussed, Novi Veterinary Clinic, Dr Ronald Mehler, Owner desires 
to move his Client Exam Rooms into the first floor of the now vacant, Historical Bank 
Building in order to improve his patient flow through his practice, allow added 
space for staff, patients and clients to move through the practice in a more relaxed 
environment, free up an office for the Dr Mehler’s personal use, and create an area for 
the Veterinary Technicians to enter the exam information, tests, diagnosis, prescribed 
procedures, medications and other patient information into the electronic patient record system.

Novi Veterinary Clinic has been in this complex for over 30 years, starting out in a single 
1,000 s.f. rental space. As his business grew and prospered, in 2000, Dr. Mehler and 
the Clinic expanded into adjacent 1,000 s.f. unit to the west. Now, in 2017 Dr. Mehler wishes 
to expand the Clinic West into the main floor area of the of the Old Bank Building (now vacant)

The existing Novi Plaza building , (per Owner) consists of (2) Insurance offices at 1,000 s.f. ea.; a Nail 
Salon at 1,000 s.f., plus (per Architect), the existing Novi Veterinary Clinic with the new expansion into 
the vacant space for a total of 3,488 s.f.

Attached Please find:  
1) The filled in Application for a Special Land Use Permit hearing signed by the Landlord, 
Novi Plaza, LLC, Behruz Parkwary, President, (Signature Notarized) and the Tenant Applicant, 
Novi Veterinary Clinic, LLC, Dr. Ronald Mehler, Managing Member.  
2) An Acknowledgment and Approval of Modification of Landlord’s Building by Tenant Affidavit, 
with the notarized signature of the Landlord and Tenant’s signature.  
3) An existing site plan was not found, so we are submitting Photos of the south main entries of 
the building, and an aerial satellite view of the site which clearly displays the number of parking spaces 
as (28) regular, and (1) Handi-capped van space.

We ask you to please accept these documents along with a sealed drawing of the project as sufficient 
to be placed on the October agenda for SLU review.

Thank you,

President,  
Futrell & Futrell Builders, Inc.

Futrell & Futrell  
Builders, Inc.  
Since 1964  
6660 Langle Dr.  
Clarkston, MI 48346  
Office: (248) 620-3535  
Fax: (248) 625-5138  
Email: Bobwrol@gmail.com  
http://www.futrellbuilders.com/
9/13/2017

To: Sri

Attached are the printed hard copies of the SLU application documents I emailed you.

The original (2) sheets which required the Landlord's notarized wet signature will be brought to your office today between 4 and 5 (after the Landlord gets off work). The signature pages he will bring will be the Application, and the "Acknowledgement and Approval", pages with His signature and Notary Seal only.

He emailed this to me, and I had the Tenant, Dr Mehler sign the email copies to complete the package, and that is what I sent to you.

I believe that these 2 pages when added to the original package should give you the complete package. The Landlord/Property Owner is the only principal required to have a notarized signature.

Thank you for all your assistance in this matter,

Bob Futrell
Futrell & Futrell Builders, Inc.
(248) 431-2443
Novi Veterinary Clinic within the Novi Plaza

Aerial View of Site:

Parking Spaces on Site - (28) Regular Spaces plus (1) Van Sized Barrier Free Space

Parking As Noted:

28 Std Spaces
1 Van - Handi-Capped
Novi Veterinary Clinic - 43377 Grand River Ave

Expansion Area into - 43381 Grand River Ave (Adjacent Unit on West Side, Formerly Detroit La Crosse)
## Application for Site Plan and Land Use Approval

**City of Novi Community Development Department**  
**City of Novi Planning Division**  
45175 W. Ten Mile, Novi, MI 48375  
248-347-0475; 248-735-5633 fax

### Applicant
<table>
<thead>
<tr>
<th>Company</th>
<th>Primary Contact</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Futrell Building Inc.</td>
<td>Bob Futrell</td>
<td>Novi Veterinary Clinic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Suite</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>10600 LANGLEY DR.</td>
<td></td>
<td>CLARKSTON</td>
<td>MI</td>
<td>48346</td>
</tr>
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<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Fax Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>248-431-2443</td>
<td>248-625-5138</td>
<td><a href="mailto:BobFutrell@GMail.com">BobFutrell@GMail.com</a></td>
</tr>
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### Architect
<table>
<thead>
<tr>
<th>Architectural Firm</th>
<th>Primary Architect</th>
<th>Professional License Number, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maniaci Assoc., Inc.</td>
<td>Peter Maniaci</td>
<td>1301027964</td>
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<tbody>
<tr>
<td>970 S. Jossman Rd.</td>
<td></td>
<td>ORTONVILLE</td>
<td>MI</td>
<td>48462</td>
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<tr>
<th>Phone Number</th>
<th>Fax Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>248-627-4123</td>
<td></td>
<td><a href="mailto:ManiaciAssoc@Comcast.net">ManiaciAssoc@Comcast.net</a></td>
</tr>
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</table>

### Engineer
<table>
<thead>
<tr>
<th>Engineering Firm</th>
<th>Primary Engineer</th>
<th>Professional License Number, if applicable</th>
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<tbody>
<tr>
<td>Eddy Engineering Co.</td>
<td>Duane Eddy</td>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>Suite</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
<tr>
<td>6520 EHLERS RD.</td>
<td></td>
<td>RHODES</td>
<td>MI</td>
<td>48652</td>
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<table>
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<th>Phone Number</th>
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<tr>
<td>989-689-0119</td>
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### Landscape Architect

<table>
<thead>
<tr>
<th>Landscape Architectural Firm</th>
<th>Primary Architect</th>
<th>Professional License Number, if applicable</th>
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<tbody>
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### Wetland

<table>
<thead>
<tr>
<th>Wetland Consulting Firm</th>
<th>Primary Consultant</th>
<th>Professional License Number, if applicable</th>
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<tbody>
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</tr>
<tr>
<td>WOOLAND</td>
<td>Primary Consultant</td>
<td>Professional License Number, if applicable</td>
</tr>
<tr>
<td>---------</td>
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<td>-------------------------------------------</td>
</tr>
<tr>
<td>N/A</td>
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<tr>
<td>Street Address</td>
<td>Suite</td>
<td>City</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Fax Number</td>
<td>E-mail address</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OWNER</th>
<th>Project Name</th>
<th>NOVI PLAZA LLC. BEHROUZ (PRESIDENT) Legal Name of Ownership, with Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>28890 HIDDEN TRAIL</td>
<td>FARMINGTON HILLS MI 48331</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>Suite</td>
<td>City</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Fax Number</td>
<td>E-mail address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT INFORMATION</th>
<th>Grand River (property address, if known)</th>
<th>NOVI ROAD (north or south of which road?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel Number(s) (Contact Assessing Dept., if unknown)</td>
<td>Section</td>
<td>Brief description of project (number of stories or units, etc.)</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Zoning</td>
<td>Proposed Zoning</td>
<td>Gross Site Acreage</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>Woodland Acreage</td>
<td>Wetland Acreage</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of units or lots</td>
<td>Building 1 sq. ft.</td>
<td>Building 2 sq. ft.</td>
</tr>
</tbody>
</table>

Space for additional information, if necessary

**Wetland Information:**

- Please review City Ordinance Chapter 12, Article V, Wetlands and Watercourse Protection
- Will any onsite or offsite wetlands be impacted by the project? [ ] Yes [ ] No [ ] Not Sure
- Will any onsite or offsite wetland buffers be impacted by the project? [ ] Yes [ ] No [ ] Not Sure
- Total acreage of wetland disturbance: _______ Acres [ ] Is an MDEQ Permit required? [ ] Yes [ ] No [ ] Not Sure
- Are you proposing any wetland mitigation? [ ] Yes [ ] No [ ] Not Sure
- Description of work, and amount of material to be added or removed from site, if known:

**Woodland Information:**

- Please review City Ordinance Chapter 37, Woodlands Protection
- Are there regulated woodlands or trees (36" dbh or greater) onsite? [ ] Yes [ ] No [ ] Not Sure
- Are there regulated woodlands or trees (36" dbh or greater) on adjacent site(s)? [ ] Yes [ ] No [ ] Not Sure
- If yes to either question above, describe trees and proposed impact:

N/A
Traffic Information:
Are you required to submit a Traffic Study? [ ] Full Study [ ] Abbreviated [X] No [ ] Not Sure
Are you required to submit a Shared Parking Study? [ ] Yes [ ] No [ ] Not Sure

Facade Information:
Level of Façade review [X] N/A [ ] New Review [ ] Review of Addition [ ] Affidavit for Identical Building

Rezoning Requests:
Please fill out the appropriate information on this application, and submit it with an explanation of your rezoning request and Landowner's permission for submittal (if not the applicant). Submit four sets of the property survey, sign location plot plan, and traffic study (if applicable). If the rezoning is part of a Planned Rezoning Overlay (PRO) request, include ten sets of conceptual plans and written description of any and all conditions proposed for inclusion in the PRO Agreement. E.g., a limitation on total units, a limitation of square footage, location of proposed curb cuts, etc. See Section 3402 of the Novi Zoning Ordinance for full description of the PRO.

Special Land Use Requests:
Please fill out the appropriate information on this application, and submit it with an explanation of your intended Special Land Use, Noise Analysis or Impact Statement (if required) and Landowner's permission for submittal (if not the applicant). If this request is not being submitted with a new site plan, please submit four copies of the site plan.

Site Plan Submittal Requirements:
- Seven sealed and folded sets of plans which include site plan, elevations, floor plans, engineering, wetlands, sidewalk, landscape, lighting and stormwater management plans
- Size of plans must be 24" x 36", maximum scale of 1" = 50'
- Original signed copy of this application.
- Notarized original signature of Landowner authorizing permission, if Applicant is not the owner
- Completed checklist.
- Applicable addendums: Community Impact Statement, Traffic Study (four copies), Shared Parking Study
- SLU Description, Parallel Plan, PRO Conditions, Noise Analysis, Street Name Approval Request
- Façade Materials Board, three letter-size colored renderings, one letter-size site plan
- Hazardous Chemical Survey and Non-Domestic Sewer Use Form (commercial and industrial projects only)
- Please contact the Community Development Department if you are submitting a platted subdivision for review.

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted on/or with this application are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this application and act on behalf of the property owner and I have attached a notarized statement from the owner who grants me permission to act on his/her behalf. I acknowledge that by making this application I have consented to the entry of City officials, employees, agents, and/or representatives for all purposes in connection with this application and to insure compliance with City Ordinances. I acknowledge that this document serves as my request for a Wetland and/or Woodland Permit if such a permit is deemed necessary.

Ronald A. Melcher 9/8/17
Signature of Applicant Date

Ronald A. Melcher
Printed Name of Applicant

09/07/17
Signature of Landowner Date

BEHRIZ PAHRAZ AS A PRESIDENT
Printed Name of Owner

Ali Hoorani 9-7-17
Notary Date

Wayne County
State: Michigan

Notary Public - State of Michigan
COUNTY OF WAYNE
My Comm. Exp. 03-18-2022
Acting in the County at 10:30 AM
Date 9/7/17
Landlord Acknowledgment and approval

of Modifications of Landlord's Building By Tenant

property: 43381 Grand River Ave.

Novi, MI 48375

(At SE corner of Grand River Ave and Novi Rd.)

To City of Novi: Community Development Department

Landlord: Behrouz Pakray
Address: 28890 Hodden Trail Farmington Hills, MI 48331
Phone #: (248) 982-1937

Tenant: Novi Veterinary Clinic LLC / Ronald A. Melcher
Address: 43371 Grand River, Mi 48375
Phone #: 248-349-5900

The Landlord, after reviewing the construction drawings, does hereby acknowledge and approve of modifications to expand the Tenant's leasehold space into the above mentioned unit, adjacent to the west of Tenant's present unit.

Approved:

Landlord: Behrouz Pakray
NOVI PLAZA LLC

Tenant: Novi Veterinary Clinic LLC

Notary: Ali Hourani

County: Wayne

State: Michigan
SUBMITTED PLAN SET
NOVI VETERINARY CLINIC
43381 GRAND RIVER
NOVI, MICHIGAN

BUILDING SUMMARY:
TOTAL FIRST FLOOR SQUARE FOOTAGE: 3,408
USE CLASSIFICATION: 8 - BUSINESS
CONSTRUCTION TYPE: 1 - BRICK
OCCUPANCY (1 WB 800 sq ft, 200 sq ft)
STATE CONSTRUCTION CODE REVIEW:
2004 MICHIGAN BUILDING CODE
2003 MICHIGAN MECHANICAL CODE
2003 MICHIGAN PLUMBING CODE
2003 NATIONAL ELECTRIC CODE WITH PART B AND AMENDMENTS
INTERNATIONAL FIRE CODE AS REFERENCED IN THE MICHIGAN BUILDING CODE

NOTES:
1. THIS BUILDING IS A NON-HABITABLE SPACE USE.
2. THE BUILDING IS TO BE IN OCCUPANCY AT NO TIME.
3. NO SMOKE DETECTORS OR FIRE ALARMS ALLOWED.
4. PROVIDE EXIT SIGNS.

SYMBOLS / ABBREVIATIONS

SCHEDULE OF DRAWINGS
A1 COVER SHEET
A2 CONSTRUCTION PLAN
A3 CIVIL ELEVATION PLAN
A4 RECOMMENDED DETAILS (PRESENTED FOR REVIEWS)
A5 AWWA STUDY PLAN
2008 NOVI PLUMBING CODE
2008 MICHIGAN MECHANICAL CODE
2008 MICHIGAN BUILDING CODE
2003 NATIONAL ELECTRIC CODE WITH PART B AND AMENDMENTS
INTERNATIONAL FIRE CODE AS REFERENCED IN THE MICHIGAN BUILDING CODE