



# CITY of NOVI CITY COUNCIL

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Agenda Item 1  
January 22, 2007

**SUBJECT:** Consideration of the requests of Joe Bennett of ITC Transmission Company for the following:

- a) A helistop location proposed on the campus of the ITC Transmission Company Headquarters, associated with Site Plan 06-61,
- b) A waiver of the Section 15-21(g) of the Fire Prevention Code, in the Code of Ordinances to allow the use of access control gates.

The subject property is located on 83.63 acres in Section 13, south of Twelve Mile between Haggerty Road and the M-5 Connector, in the OST, Planned Office Service Technology District.

**SUBMITTING DEPARTMENT:** *Baib*  
Planning Department

**CITY MANAGER APPROVAL:** *Chris*

## BACKGROUND INFORMATION:

ITC Transmission Company is requesting approval for the location of a helistop, and a waiver to allow access control gates for security purposes associated with the campus of the recently approved ITC Headquarters. The Planning Commission approved a Preliminary Site Plan for the ITC Headquarters on December 13, 2006, and forwarded a favorable recommendation to the City Council on the location of the helistop. The attached copy of the approved preliminary site plan shows the construction of two six-story office buildings and two multiple level parking structures. Building 1 consists of 187,913 square feet square feet, in a building with an office component of six stories, and a control center component of 2 stories. Building 2 is shown to be 154,000 square feet. Parking structure 1 is 3 levels, and parking structure 2 is 4 levels. The plans are currently being reviewed administratively for Final Site Plan approval, subject to City Council's approval of the two requested items.

### Helistop

The petitioner has requested approval for a helistop to be located on the ground, in a location just to the southwest of Building 1. The helistop would be provided for the ITC company helicopters to pick up and drop off passengers. The applicant has explained that when Building 2 is constructed the helistop will likely be relocated to the roof of one of the buildings.

The Planning Commission forwarded a favorable recommendation to the City Council of the proposed helistop at the public hearing held on December 13, 2006. The City Council is authorized to approve accommodations for helicopter facilities in various locations throughout Novi, subject to the provisions contained in Section 2508.6 of the Zoning Ordinance. The Planning Review indicates that the plan meets ordinance requirements with additional items to be addressed at the time of Final Site Plan Review. There were no other comments or objections from other plan reviewers of the site plan for the helistop location.

### Access Control Gates

Access control gates are proposed at the main entrance to the site on Twelve Mile Road, at the secondary Haggerty Road entrance, and across restricted driveways within the site. The main entrance at Twelve Mile Road provides a gatehouse well-within the site to facilitate access. The length of the driveway from Twelve Mile to the gate house is more than 600 feet, so any delays at the gatehouse would not be likely to cause interference with traffic traveling on Twelve Mile Road.

The Planning, Police and Fire Department all provided review letters for the proposed access control gates. None of the reviewing departments object to the use of access control gates at this campus. If the City Council is inclined to approve the requested waiver, staff requests that the approval be subject to additional information being provided by the applicant prior to Final Site Plan

stamping set approval to allow the applicant to provide additional details of the proposed gates and failsafe measures. The applicant has already agreed to set a meeting with the appropriate departments within the next couple of weeks.

Attached are the draft Planning Commission minutes of the December 13, 2006 meeting, the review letters for the proposed helistop and access control gates, the application materials and maps showing the location of the property.

**RECOMMENDED ACTION:** Approval of the requests of Joe Bennett of ITC Transmission Company for the following:

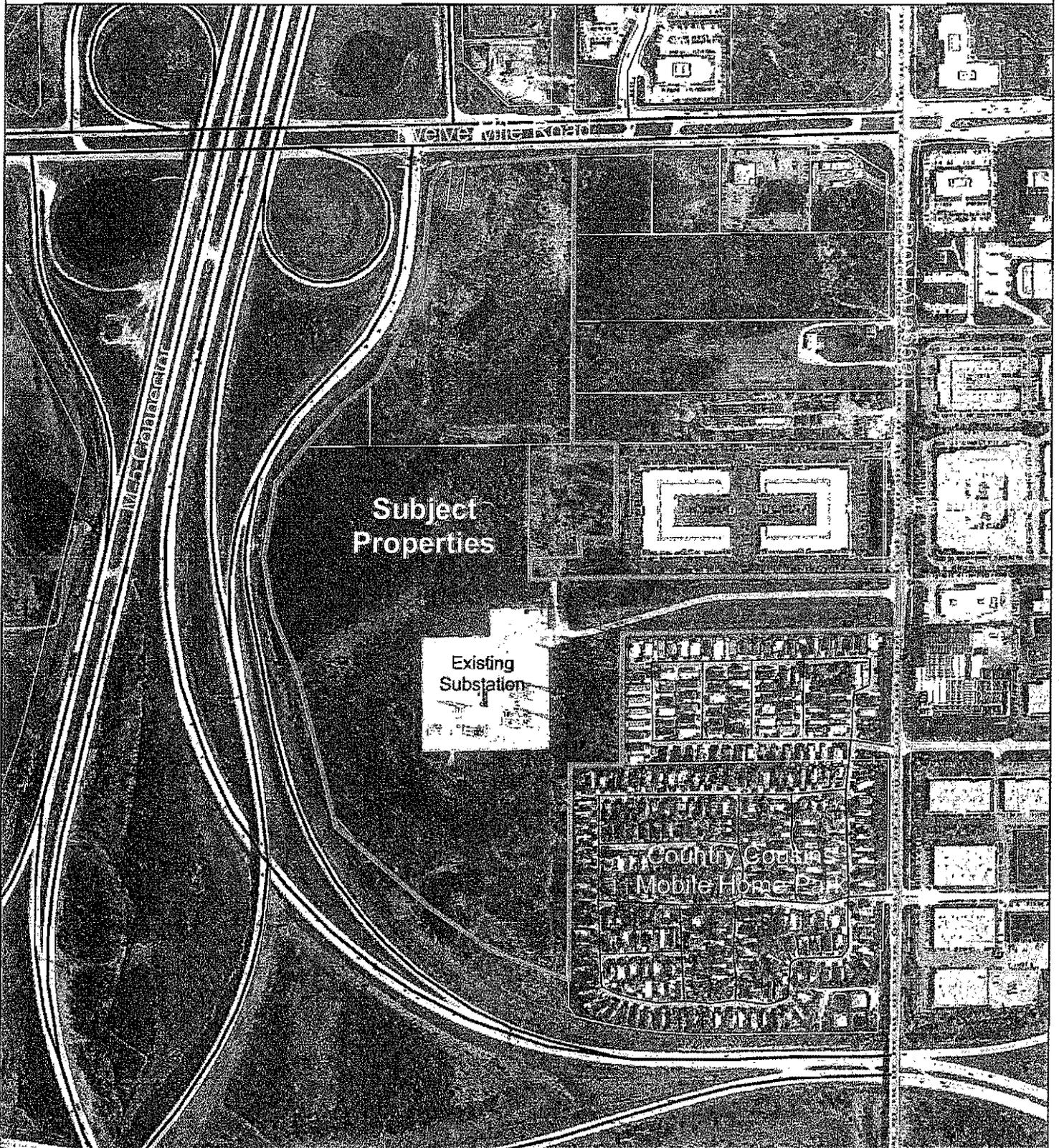
- a) A helistop location proposed on the campus of the ITC Transmission Company Headquarters, associated with Site Plan 06-61,
- b) A waiver of the Section 15-21(g) of the Fire Prevention Code, in the Code of Ordinances to allow the use of access control gates, subject to additional details being provided prior to approval of the Final Site Plan Stamping Sets.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				

# Site Plan 06-53, International Transmission Company Headquarters

## Aerial Photo of Subject Properties



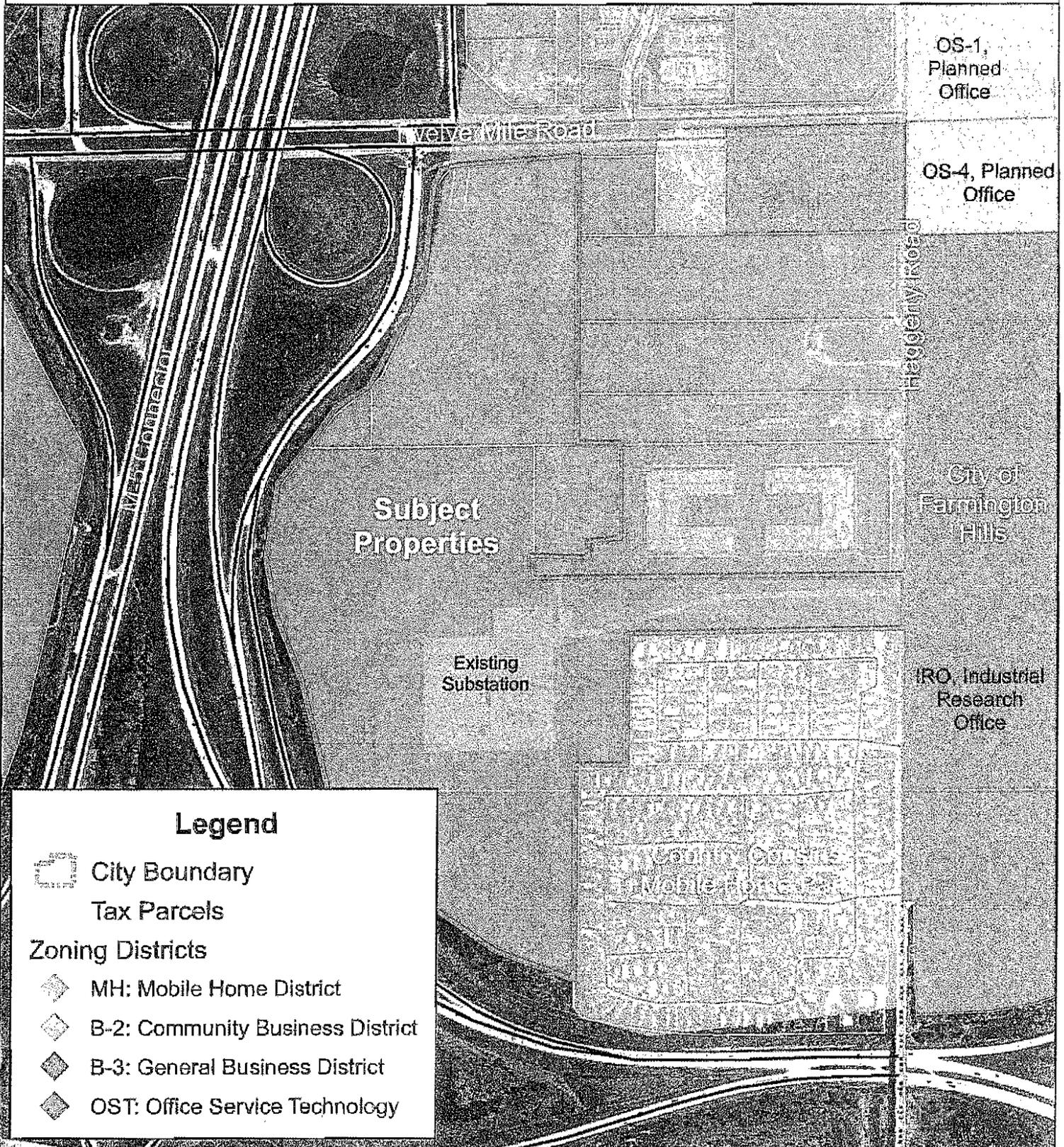
**CITY OF NOVI**  
**PLAN REVIEW CENTER**  
*Timothy R. Schmidt, AICP*  
**NOVI CITY HALL/CIVIC CENTER**  
 45175 W. TEN MILE ROAD  
 NOVI, MI 48375-3024  
 (248) 347-3279  
 WWW.CI.NOVI.MI.US



**MAP INTERPRETATION NOTICE**  
 Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a Licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

# Site Plan 06-53, International Transmission Company Headquarters

## Current Zoning Map of Subject Properties



### Legend



City Boundary

Tax Parcels

### Zoning Districts



MH: Mobile Home District



B-2: Community Business District



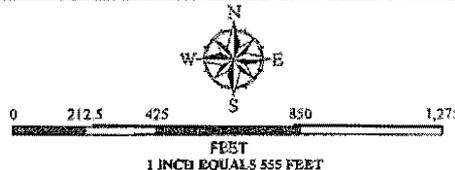
B-3: General Business District



OST: Office Service Technology

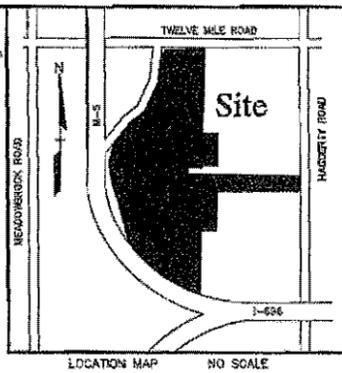
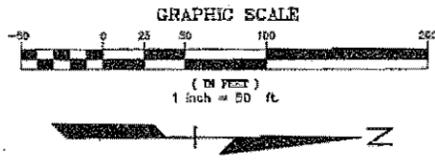
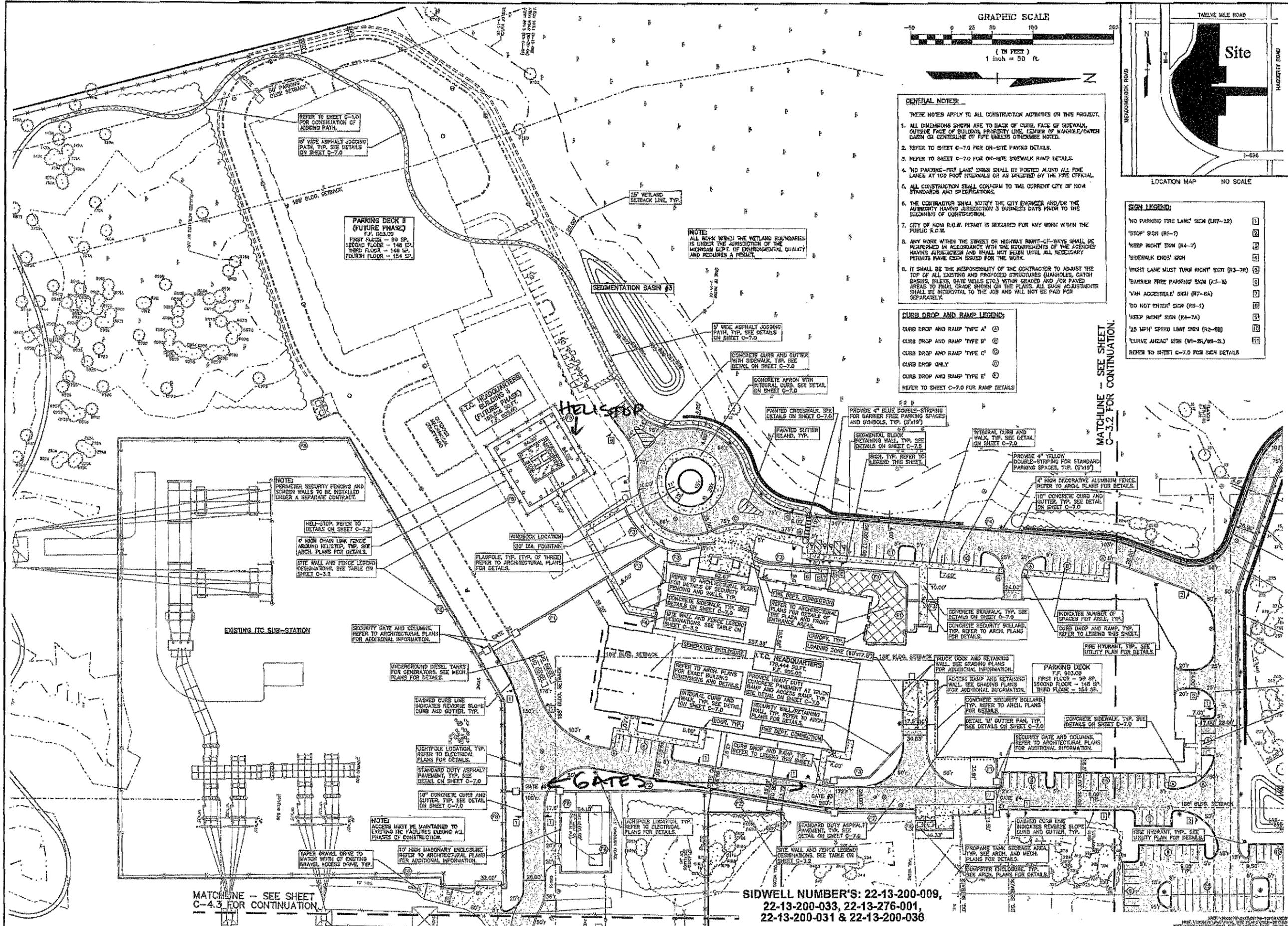


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- GENERAL NOTES:**
1. THESE NOTES APPLY TO ALL CONSTRUCTION ACTIVITIES ON THIS PROJECT.
  2. ALL DIMENSIONS SHOWN ARE TO BACK OF CURB, FACE OF SIDEWALK, OUTSIDE FACE OF BUILDING, PROPERTY LINE, EDGES OF MANHOLE/DWELL BURN OR CENTERLINE OF PIPE UNLESS OTHERWISE NOTED.
  3. REFER TO SHEET C-7.0 FOR ON-SITE PAVING DETAILS.
  4. REFER TO SHEET C-7.0 FOR ON-SITE SIDEWALK RAMP DETAILS.
  5. NO PARKING-FIRE LANE SIGNS SHALL BE POSTED ALONG ALL FIRE LANES AT 100 FOOT INTERVALS OR AS INDICATED BY THE FIRE OFFICIAL.
  6. ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT CITY OF HOW STANDARDS AND SPECIFICATIONS.
  7. THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER AND/OR THE AUTHORITY HAVING JURISDICTION 3 BUSINESS DAYS PRIOR TO THE BEGINNING OF CONSTRUCTION.
  8. CITY OF HOW R.O.W. PERMIT IS REQUIRED FOR ANY WORK WITHIN THE PUBLIC R.O.W.
  9. ANY WORK WITHIN THE STREET OR HIGHWAY RIGHT-OF-WAYS SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCIES HAVING JURISDICTION AND SHALL NOT BEGIN UNTIL ALL NECESSARY PERMITS HAVE BEEN ISSUED FOR THE WORK.
  10. IF SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ADJUST THE TOP OF ALL EXISTING AND PROPOSED STRUCTURES (MANHOLES, CATCH BASINS, BILLET, GATE WELLS ETC.) WITHIN GRADED AND JOE PAVED AREAS TO FINAL GRADE SHOWN ON THE PLANS. ALL SUCH ADJUSTMENTS SHALL BE INCIDENTAL TO THE JOB AND WILL NOT BE PAID FOR SEPARATELY.

- CURB DROP AND RAMP LEGEND:**
- CURB DROP AND RAMP TYPE 'A' (A)
  - CURB DROP AND RAMP TYPE 'B' (B)
  - CURB DROP AND RAMP TYPE 'C' (C)
  - CURB DROP ONLY (D)
  - CURB DROP AND RAMP TYPE 'E' (E)
- REFER TO SHEET C-7.0 FOR RAMP DETAILS

- SIGN LEGEND:**
- 'NO PARKING FIRE LANE' SIGN (UR7-22) (1)
  - 'STOP' SIGN (R1-1) (2)
  - 'KEEP RIGHT' SIGN (R4-7) (3)
  - 'SIDEWALK CROSS' SIGN (3)
  - 'FIRST LANE MUST TURN RIGHT' SIGN (R3-7R) (4)
  - 'BARRIER FREE PARKING SIGN (R7-15) (5)
  - 'VAN ACCESSIBLE' SIGN (R7-6A) (6)
  - 'DO NOT ENTER' SIGN (R5-1) (7)
  - 'KEEP RIGHT' SIGN (R4-7A) (8)
  - '15 MPH SPEED LIMIT SIGN (R2-6B) (9)
  - 'CURVE AHEAD' SIGN (W1-2R/W1-2L) (10)
- REFER TO SHEET C-7.0 FOR SIGN DETAILS

REVISIONS

NO.	DATE	BY	DESCRIPTION



**CAUTION:**

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**PEAA**

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**GILLET ASSOCIATES, INC.**  
3090 WEST TWELVE MILE ROAD, SUITE #408  
FARMINGTON HILLS, MICHIGAN, 48331

**DIMENSION AND PAVING PLAN**  
**ITC TRANSMISSION HEADQUARTERS**  
PART OF THE N.W. 1/4 OF SECTION 13, T.1N., R.1E.,  
CITY OF HOWLAND AND COUNTY, MICHIGAN

DES. BMY DN. SUR. GWC P.W. JFB

ORIGINAL  
ISSUE DATE: DEC. 10, 2009  
PEA JOB NO. 2008-178  
SCALE: 1" = 50'  
DRAWING NUMBER:  
**C-3.1**

SIDWELL NUMBER'S: 22-13-200-009,  
22-13-200-033, 22-13-276-001,  
22-13-200-031 & 22-13-200-036

MATCHLINE - SEE SHEET  
C-4.3 FOR CONTINUATION

MATCHLINE - SEE SHEET  
C-3.2 FOR CONTINUATION



**DRAFT PLANNING COMMISSION  
MINUTES  
DECEMBER 13, 2006**



## PLANNING COMMISSION

### REGULAR MEETING

ITC HEADQUARTERS, SP06-53, AND ITC HELISTOP, SP06-61, EXCERPT  
WEDNESDAY, DECEMBER 13, 2006 7:30 PM  
COUNCIL CHAMBERS - NOVI CIVIC CENTER  
45175 W. TEN MILE, NOVI, MI 48375  
(248) 347-0475

### CALL TO ORDER

The meeting was called to order at or about 7:30 PM.

### ROLL CALL

**Present:** Members John Avdoulos, Brian Burke, Victor Cassis, Andrew Gutman, David Lipski, Michael Lynch, Michael Meyer, Mark Pehrson, Wayne Wrobel

**Also Present:** Barbara McBeth, Director of Planning; Mark Spencer, Planner; Kristen Kapelanski, Planner; Ben Croy, Engineer; David Beschke, Landscape Consultant; John Freeland, Wetland Consultant; Sara Merrill, Traffic Consultant; Tom Schultz, City Attorney

### PUBLIC HEARINGS

#### 1. ITC TRANSMISSION COMPANY, SP06-53

The Public Hearing was opened on the request of Joe Bennett of ITC Transmission Company for Preliminary Site Plan, Wetland Permit, Woodland Permit, and Stormwater Management Plan approval. The subject property is located in Section 13, south of Twelve Mile, between Haggerty Road and the M-5 Connector, in the OST, Planned Office Service Technology District. The subject property is approximately 83.63 acres and the Applicant is proposing to construct two six-story office buildings and two multiple level parking structures.

#### 2. ITC TRANSMISSION COMPANY HELISTOP, SP06-61

The Public Hearing was opened on the request of Joe Bennett of ITC Transmission Company, for Planning Commission's recommendation to City Council for the proposed helistop location. The subject property is located in Section 13, south of Twelve Mile between Haggerty Road and the M-5 Connector, in the OST, Planned Office Service Technology District. The Applicant is proposing a location for the helistop in conjunction with the ITC Transmission Company Headquarters.

Director of Planning Barbara McBeth presented both the ITC Plan and the Helistop plans together. She described the OST-zoned property for the Planning Commission. The site is irregularly shaped. The Quaker Sub-Station is also located on this site. There are also overhead electrical transmission lines that run north and south throughout the site. There is a DTE building on the site. The north twenty acres are vacant. There is a thirteen-acre pond on the north side. There is a ten-acre pond on the west side. The property to the north is developed with the Haggerty Corridor Corporate Park, zoned OST and master planned for Office. To the east are Country Cousins Mobile Home Park (zoned MH), the Novi Research Park and a landscape company (both zoned OST). To the west is the M-5 connector, and the property in that area is zoned OST. To the south is a freeway connector ramp. The zonings are consistent with the Master Plan, though the suggested use for the subject property was for utility uses. There are regulated woodlands on the site. There are wetlands on the site.

The Applicant is proposing to construct offices for the ITC. The office buildings are near the center of the site. Building One is 187,913 square feet. Part of the building is six stories; part of it is two stories. Building Two is 154,000 square feet. Parking Structure One is three levels and 33 feet high and Parking Structure Two is four levels and 45 feet high. The office buildings are just under 115 feet tall.

The existing Quaker Sub-Station will remain on the site. It will be slightly reconfigured. It will be screened by a new 16-foot wall. The existing DTE structure will also remain. The main access to the site will be from Twelve Mile. The main entrance will be east of the M-5 ramp. The existing Haggerty drive will remain, but that is for emergencies and is not intended for common use.

Earlier this year, a Preliminary Site Plan was approved by the Planning Commission for the Great Lakes Corporate Campus, for four buildings on the north portion of this site. The design included a bank, a hotel and offices totaling 139,000 square feet. ITC has now acquired this property, and they will be using it for the driveway configuration as shown on the plans. The wetland impacts will be about the same for either of these plans.

Ms. McBeth discussed the issues raised in the reviews. ZBA Variances are required regarding Section 2514, the

road design standards. The Ordinance requires that buildings be accessed from a major drive that meets certain requirements. The Planning Department has determined that the best location for this major drive would be the access from Twelve Mile, continuing down through the property past the first parking structure. There are parking spaces located off the major drive, and the Ordinance does not anticipate such a design. The Ordinance also states that there must be a minimum of a 100-foot radius, but there are sharp corners around the wetlands. The Planning and Engineering staffs support these variances, because the Applicant has met the intent of the Ordinance throughout the rest of the site. The preservation of the natural features makes the designing rather difficult.

A ZBA Variance is required for the location of the dumpster. It has been proposed to be located between Building One and Parking Structure One. This location is technically considered a side yard. The Planning Department supports this location. It is adequately screened.

A ZBA Variance is required for the east yard setback. The property line is irregular. The building setback has been met in all other areas but the one, where only 77 feet of setback has been provided. They require 188 feet of setback. This area is adjacent to an undeveloped portion of an office condominium project. The Planning Department supports this variance request because the site is undeveloped woodland and wetland and there is a detention basin as well. There is a great distance between the building and the residential area - about 500 feet. The building at this area is the two-story section - the control center of the Office Building One.

A ZBA Variance is required to allow the guard booth. Technically the placement of this booth is proposed for the front yard. City Council will need to consider a Waiver of the Fire Prevention Code to allow the access control gates in three locations.

A Planning Commission Waiver is required to allow the building to be 115 feet. The building design elements mitigate the mass, there is a variation to the lighting, and there are building setbacks. The Planning Commission can consider these items to determine whether the additional building height should be permitted. Ms. McBeth showed the building elevations.

A Planning Commission Waiver is required for the driveway encroaching into the required twenty foot side yard setback. The Planning Commission can modify these requirements in cases where additional setback is provided elsewhere.

Ms. McBeth said that the square footage of the one building is accurately listed as 187,913, and that number changed based on the decision to finish the second floor of the control tower area. Fifty additional parking spaces will be added to the site.

The Woodland and Wetland Reviews both indicate that permits are required. For the north twenty acres, the impact is similar to that proposed by the Great Lake Corporate Campus plan. There will be small amounts of impact to the various ponds on the site.

The Landscape Review recommends approval subject to the granting of some Planning Commission Waivers. The required berms along M-5 would disturb the pond; the Applicant is also asking for a Waiver of the Twelve Mile berm. The Applicant is seeking a waiver of the M-5, Twelve Mile and Haggerty street tree requirements. That request could be considered by the Planning Commission, subject to the Applicant providing written verification from the agency with jurisdiction of those roads, that these trees would not be allowed.

Technically, a berm along the eastern wooded wetland would be required, but the Landscape Architect stated that he would support a waiver of that berm in order to maintain the natural area.

The Traffic Review did not recommend approval of the plan.

The Engineering Review and the Fire Department Review both recommend approval of the plan, with minor items

to be addressed at the time of Final Site Plan submittal.

The Façade Review recommends approval, with comments that the gold windows improve the look of the building, and the use of cast stone is consistent with the look and quality of limestone.

Ms. McBeth said that the helistop is proposed on the ground near Building Two. There will be no fuel service, maintenance or overhaul of helicopters permitted in this area. It is just for pickup and dropoff purposes. The helistop will remain on the ground until the second building is constructed, and then the Applicant would need to come back for consideration of moving the helistop elsewhere.

There is a fence proposed for the helistop area. The area is proposed to be concrete, thereby minimizing dust being blown around. The Applicant intends to meet the building, fire and health codes associated with the helistop. They will meet the federal guidelines. There will be a provision for offstreet parking.

The Planning Commission is asked to approve the plan and make a recommendation to City Council regarding the helistop.

Joe Bennett of ITC addressed the Planning Commission. Currently ITC is located off of Orchard Hill Place near Haggerty and Eight Mile. They are a rapidly growing utility company. They have outgrown their current facility, in part due to their acquisition of the Michigan Electric Transmission Company on the west side of the state. ITC owns and maintains a vast majority of the high voltage transmission system in Michigan's lower peninsula. This system is used to transport large quantities of electricity over long distances – from generation to distribution. They do not own the generation or the distribution – that is traditionally Consumers Energy or Detroit Energy. They are ITC's largest customers. ITC owns the transmission lines and sub-stations.

With their recent growth, some of the ITC employees have been relocated out of Novi. In less than four years, ITC has gone from 38 employees to about 300 employees and contractors. ITC anticipates some additional growth in the years to come. The second building will be built at a later date. For efficiency and cohesiveness, ITC would like their employees in one location. There will be space for 450 employees in the first building. There are currently 200 employees in Novi. Another 100-plus employees will be moved to Novi. Engineers will be brought in to maintain and design the lines. An operation group will monitor and control the transmission assets, on a 24/7 basis. Corporate support staff will be onsite. This includes finance, legal, regulatory and IT employees.

Mr. Bennett said that their intent is to keep Twelve Mile as the main entrance. They have no intentions of allowing employees to use the Haggerty entrance. This Haggerty entrance will be used for access to the sub-station and for emergencies. ITC has plenty of land and they have no intentions of acquiring the mobile home park. The outdoor lighting will comply with the Ordinance. They plan to use cutoff lights that point downward.

The helistop is meant for the CEO and his guests to tour the facilities and lines. It will not be a major part of the business. The helicopter company is located out of Ann Arbor and the maintenance of the helicopters will be done at their site.

Mr. Bennett said that it has been a pleasure working with the City on this project.

Jim Butler from PEA represented the Applicant's landscape architect and civil engineering consultant. He added that there is a significant amount of natural features and a sub-station that the project had to be designed around. They will encroach the wetlands by about six-tenths of an acre. They met first with the Michigan Department of Environmental Quality to get an initial read from them regarding this plan. They are now in process of procuring the permit. He felt that all of the Staff and Consultant comments could be addressed.

Chair Cassis opened the floor for public comment:

- Dean Klein, Country Cousins: Complained about the expressway helicopters. He thought more helicopters should not be added to the mix. He said the wetlands were going to be destroyed.

- James Burnett, Country Cousins: Noted the nice ecosystem on this subject property and he didn't want it upset. He encouraged the City to consider finish building in already developed areas before building on virgin land.
- Karen Schrock, Country Cousins: Opposed to the monstrosity of this plan. She was not happy about the noise. She did not want walking paths along the property line as it would invade her privacy.
- William Ray, Country Cousins: Lives near the woods and he said that the lights are always on near the woods. He did not think two six story buildings were necessary near his home.
- Steve Pellegata, 27409 Haggerty: Concerned about the change and how it will kill off the natural features. He showed pictures of trees that are dying from diverted water. He asked the Applicant to look out for his neighbors.
- Stan Mickolai, Country Cousins: He wondered what the size of the catch basin would be to accommodate this amount of impervious surface. Civil Engineer Ben Croy responded to this audience member, stating that there are numerous sedimentation basins planned that will temporarily hold the water, releasing it at controlled rates. The wetland system will store the water, releasing it down the channel to the south.
- Christine Gilchrist, Country Cousins: Concerned about the noise levels. Additional traffic will make the noise worse.
- Scott Wood, Country Cousins: Stated that noise and lights have increased over the years. Lately he has heard low frequency rumbles coming for the sub-station.

Chair Cassis asked Member Pehrson to read the Public Hearing correspondence into the record:

- S. Sasaki, 37840 Interchange Drive: Stated that his company is no longer in the area; they moved to Farmington Hills.
- Matthew Russell, 39594 Ronayton: Objected for traffic and noise reasons. It will be unsafe for children.
- Joan Simonson, 26827 O'Jaustin: Objected because of the loss of wildlife. Traffic will be bad. The six-story buildings are unacceptable.
- Susan Kozlowski, 26857 Gornada: Objected because of other vacant office buildings in area. It will disrupt the wetlands and wildlife.
- Yutaka Matsubara, 27260 Haggerty Road: Approved of plan.
- Susan Abramovich, 27147 Larose: Objected for traffic reasons.
- Cele Tipton, 39578 Ardell: Objected because her family plays in the woods.
- Marlene Nuppanau, 26821 Gornada: Objected because of the destruction to the wetland and woodlands. There is enough office space in Novi already.
- Misako Allen, 26833 O'Jaustin: Objected because he didn't have enough time to research the project.
- Philip Case, 26924 Gornado: Approved as long as it didn't disrupt Country Cousins.
- Darlene Alexander, 26907 Gornada: Objected because of destruction of wetlands and woodlands.
- Edward Stankiewicz, 26834 O'Jaustin: Objected and has not been able to research the project.
- Mark Gross, 39567 Neston: Objected for congestion reasons. He didn't want the wetland disturbed.
- Steven Pellegata, 27409 Haggerty: Concerned about water management.

Chair Cassis asked Member Pehrson to read the Helistop Public Hearing correspondence into the record:

- Chrystal Russell, 39594 Ronayton: Objected because she didn't want her peace disturbed.
- Joan Simonson, 26827 O'Jaustin: Objected for noise reasons and the displacement of wildlife.
- Christine Gambino, 26915 Gornado: Objected because she didn't want helicopters flying over her home.
- Brian Droz, 03524 Gornada: Objected because too many buildings are already in the area and the wetlands should be left alone.
- Yutaka Matsubara, 27260 Haggerty: Approved of plan [though misstated as an objection at the meeting].
- Susan Abramovich, 27147 Larose: Objected because she didn't want helicopters disrupting her peace.
- Cele Tipton, 39578 Ardell: Objected because her family plays on this land.
- Susan Gamble, 27022 Branton: Objected because of flooding issues, displacement of the wildlife, and there's too much building going on.

- Misako Allen, 26833 O'Jaustin: Objected because of the noise.
- Lorraine Nelson, 268924 Gornada: Approved of the plan.
- Darlene Alexander, 26907 Gornada: Objected to the helistop.
- Edward Stankiewicz, 26834 O'Jaustin: Objected because of the noise.
- Louise Hayes, 26802 Rosaron: Objected to plan because she thought it meant that Country Cousins would be torn down [contacted on December 12, 2006 by a member of staff and told otherwise].
- Christine Gambino, 26915 Gornado: Objected to the helicopters.

Chair Cassis closed the Public Hearing. City Attorney Tom Schultz asked the Chair to ensure that the people understood that this was the time to speak up regarding both the ITC plan and the ITC Helipad plan. Chair Cassis again asked for comments.

- Murray Sweetwine, Country Cousins: Asked what the construction timeframe is, and Chair Cassis told Mr. Sweetwine that this would be discussed.

Again, Chair Cassis closed the Public Hearing.

Member Wrobel asked how far Building One and Building Two are from Country Cousins. Ms. McBeth responded that Building One's corner is a bit further than 500 feet. Building Two is a greater distance. Member Wrobel asked how often the helistop would be used. At what time of day? On the weekends? Would it be used at night? Would it be used on holidays? Would the flight pattern take the helicopter over Country Cousins?

Mr. Bennett responded that the helistop would not be used daily. The flight path cannot come over Country Cousins due to the sub-station's location. The pattern would come in from the west or northwest. He did not foresee nighttime flights. The helistop has to be lit, per the FAA, but it isn't expected to be used at night. He estimated that the helicopter would be used once per month, but it is hard to judge as it is currently not something they have available – but he reiterated the use would be minimal.

Member Wrobel asked what could be done with the stormwater management to ensure that the water drainage problem is not compounded. Dr. John Freeland of ECT could not comment on the Cooker's plan, but he too, was concerned about the water budget of the existing wetlands. They have asked for the current water balance and the anticipated water balance post-development. He understood that most of the stormwater discharge would go to the wetland west of the proposed development. There are two large wetlands on the site – Dr. Freeland used the map to describe the stormwater flow.

Dr. Freeland said there are about thirty acres of wetland and ponds on this site. He has met with ITC to discuss the more sensitive areas. They identified an area near the mobile home park where there is a forested wetland. It consists of wetlands and upland areas. ITC has been asked to avoid the area entirely. There is a high quality wetland and woodland to the south that is adjacent to the mobile home park. Dr. Freeland has asked the Applicant to place that area into a conservation easement. There is a jogging trail proposed on the south side of the existing sub-station – but the Applicant has been asked to avoid the trees to the east and south of the sub-station.

Most of the impacts are on the north end – the west side of the property. Most of the construction will be north and east of the sub-station. There are some minor impacts along the large wetland, but the Applicant has done a good job of minimizing these impacts. The impacts are more to smaller, isolated wetlands. The larger wetlands are being preserved. The impacts would require mitigation under the Ordinance. The wetlands are all state-regulated too, Dr. Freeland thought, and he noted that the Applicant has initiated the application process with the MDEQ. The City cannot issue a permit until the State issues their permit. The mitigation area is on the south end of the property. Generally, these mitigation areas are also put into a conservation easement. The southern and eastern part of the property should be largely protected.

Member Wrobel asked how much the water level could be expected to rise. Dr. Freeland responded that he did not have the numbers. Civil Engineer Ben Croy responded that the Applicant has indicated there would be a

three-inch increase over the entire wetland system – and that is a temporary raise in water surface. Dr. Freeland noted that there would be an outlet so the level should not rise that much. Dr. Freeland did not think it would rise that much.

Chair Cassis asked how Mr. Pellagata's property came to be under so much water. Dr. Freeland responded that he imagined it had something to do with a change in the grade which caused a new drainage pattern. It is possible that this is a result from the highway construction. Dr. Freeland had no experience with that road project. Typically these problems occur when more water than anticipated drains. This could be due to the way the land drains or because of a change in the permeability of the soil. Sometimes natural conditions are the cause – increased annual precipitation could be the problem.

Member Wrobel asked when the second building would be built. Mr. Bennett responded that the first building is designed for 450 employees and they currently have about 300 employees. They are growing rapidly. The second building will be built once their employee base exceeds 450. The first building would begin as soon as the permits are granted.

Member Avdoulos asked for the route of the construction traffic. Mr. Bennett said that most likely, Haggerty Road would be used. Mr. Bennett thought that the construction would take ten months for the parking garage, the office structure and the control room. They would like to be in the building by April 2008. In the worst case scenario, they would be looking at twelve months. Member Avdoulos said that ten months would be difficult to achieve. Member Avdoulos said taking the construction traffic from Haggerty would make the most sense. Twelve Mile would bring too much construction traffic too close to the ramp. That would be dangerous. The Haggerty entrance could be used for Phase Two as well, and then the area could return to a natural condition. He hoped that was the Applicant's intent. Mr. Bennett said that it was.

Member Lynch said that there was a familial relationship between the Pellagatas and him. He hoped that would not be a problem – City Attorney Tom Schultz said that it was acceptable for Member Lynch to continue hearing the request.

Member Lynch confirmed that the site has long since been zoned OST. Ms. McBeth said that the rezoning occurred in the late 1990s.

Member Lynch thought that ITC had done a good job in avoiding the wetlands. He wished to confirm how the conservation easement near the mobile home park would read. He thought the language included that the Applicant could not cut, mow or disturb the area. Mr. Butler said the easement would be designed as such – the dimensions will vary. Member Lynch confirmed that the natural features adjacent to the mobile home park would be protected.

Member Lynch asked about the maintenance program for the detention basins. Mr. Croy said that the basins would be privately maintained. The Applicant and the City will enter into an agreement wherein the City can maintain the basin if the Applicant fails to do so, and the Applicant would be charged for this service.

Member Lynch said that the homeowners in the area do not want more water draining on their land. He hoped this project could be a benefit to the stormwater management system. Mr. Butler thought that might be the case.

Member Lynch noted that the Providence hospital site would be over six stories and would also have a Helistop. He thought that the traffic pattern would be foolishly designed to enter the site from the southeast because of the high tension wires. Therefore he did not think the mobile home park should be worried about fly-overs.

Member Lynch also noted that the City has a Noise Ordinance. Ms. McBeth responded that motor vehicles are excluded from the Ordinance. She felt that the FAA would regulate the helicopter noise.

Member Lynch felt that the 25-foot buffer would provide some sound mitigation. It would help maintain the natural

setting. He felt that ITC should be applauded for their design. He hoped the water would be better managed with this design.

Member Lynch thought that the main entrance from Twelve Mile made sense. Haggerty is too busy. The overall plan meets the zoning and is an appropriate use of the property. The neighbors have been isolated through the natural buffer. Member Lynch supported the project.

Member Avdoulos determined that the mobile home park has been around since the 1960s. The sub-station was erected in the mid-1990s. Ms. McBeth said that a lot of this area's land was zoned residential prior to the OST zoning of the 1990s, and she guessed that that was the previous zoning on this property.

Member Avdoulos asked about the adjacency factor between a mobile home park and an OST property – were the requirements different from a Single Family Residential zoning? Ms. McBeth said that they would be treated the same. Setbacks and landscaping requirements would be the same.

Member Avdoulos said that the natural features would be in place because a berm would disturb and disrupt them. A conservation easement would be placed in the area south and area of the sub-station.

Member Avdoulos said that he has heard Mr. Pellagata discuss his water problems once before, when the Great Lakes plan came forward. Member Avdoulos was more comfortable with added this project to the area because the building will be south of that area. The Great Lakes plan squeezed components close to the wetland. This project stays west of the sub-station and hugs the area, providing minimal disturbance. The residents will be protected with the natural features. The building is no closer than the Tower buildings. He said that there were also five- or six-story buildings near Haggerty and Eight Mile.

Member Avdoulos thought the construction timeframe had been adequately addressed.

Member Avdoulos said that lighting is required to be cut off. The parking lot and the garages will have lighting that does not face the residential areas. All cities require this standard. This prevents light pollution in general.

Member Avdoulos thought that the helicopter issue had been addressed. The helicopter's use would not be daily. He hoped there wouldn't be nighttime fly-ins.

Member Avdoulos said that the environmental concerns were being addressed between the Applicant and the City's consultant. Member Avdoulos asked if the woodland issues had been addressed by the Applicant. Dr. Freeland responded that there will be woodland impacts, and the Applicant will have to put the replacement trees on site. Dr. Freeland had some questions about protecting the existing woodlands, and the Applicant has been asked to fence some additional areas. By and large, the issues are minor. The Applicant has been amenable to addressing all of the items.

Landscape Architect David Beschke said that he reviews the replacement trees along with the Woodland Consultant. The replacement trees are shown throughout the site. Dr. Freeland said between 600-700 trees will be removed. Under the Ordinance, they must replace trees greater than eight inches. Their replacements number about 500. That is an Ordinance standard.

Member Avdoulos discussed the traffic noise. He thought the bigger problem would be the construction traffic. Traffic coming in off of Twelve Mile will not create a noise issue. Traffic Consultant Sarah Merrill stated that the Applicant does not believe their traffic will significantly impact the area; her company agrees. They are proposing decel lanes along Twelve Mile, which is appropriate. She was concerned about the traffic impact study. They have asked the Applicant to correct the figures used therein, because other incoming businesses in the area will use this information to validate their plan and therefore it should be more accurate. The numbers regarding the northbound offramp from M-5 may be the problem in the study. The Applicant's traffic model is incorrect in their study.

Ms. McBeth told Member Avdoulos said that a Noise Analysis was not required because the plan is not a Special Land Use.

Member Avdoulos said that this building has an occupant – residents don't need to be concerned that this will be another vacant building. Member Avdoulos thought phasing the plan to keep the size proportionate to the company was a good idea. This is a high profile area. This M-5 ramp is a gateway into the City. The building has been sited nicely. It frames the wetland and does not encroach it. The Applicant has been environmentally sensitive. The Applicant is trying to follow the intent of the Ordinance – these newly approved tall buildings are not meant to be giant foreboding structures. The Applicant is also providing expensive parking garages, therefore the plan is environmentally sensitive. The garages are low and the buildings step up. There is a two-story level closest to the mobile home park. Member Avdoulos thought that was designed nicely.

Member Avdoulos said that the security statements were accurate. He understood that the Applicant must iron out the issues with his security agency. The Applicant must meet the needs of the Fire Department. This building and the sub-station require security. This will also add a level of security for the mobile home park.

Member Avdoulos said that the façade had a nice clean look. It is conducive for a headquarters. In the spirit of the Zoning Ordinance, they have designed the building nicely. He asked about the reflective glass. There would not be reflective glass on the back side. There is a strip on the front and on the two sides. The glazing will be most affected by the morning sun. This has to do with the siting of the building as well.

Member Avdoulos commented it is nice when neighbors let the City know when a site requires additional monitoring. The City employees cannot catch everything out on the sites. He did believe that ITC was doing a nice job.

Member Burke tallied up the residents' concerns and found that noise was a big problem for them. Member Burke felt that the helicopter issue was addressed, and that perhaps the neighbors were happier now, to know that this use will not be a regular occurrence.

Mr. Bennett explained that most employees would be on the 9-5 shift, though the operation is a 24/7 job for about a dozen people.

Member Burke did not think that incoming cars would be able to speed in light of the position of the road and the wetland. He didn't think that traffic noise would be heard by the mobile home park.

Member Burke commended the Applicant for not encroaching the wetlands to any great degree. He asked what effect the water level has on the neighboring properties to the east and north. Mr. Croy responded that the two wetland complexes have different anticipated elevations. The north system would elevate about one-half inch and the other wetland would be more like three inches. The systems flow to the southwest before it crosses the expressway. It shouldn't add more water to the properties to the east or north. The north will be impacted very little.

Mr. Bennett told Member Burke that the final helistop would be located atop Building Two.

Member Burke asked about the westbound Twelve Mile traffic that has to make a Michigan Left to enter this site. He wasn't certain where the Michigan Left could be made. Ms. Merrill responded that most vehicles will be going to and from the expressway. There will not be a significant impact. She showed the location of the access drive. She used the map to describe the traffic pattern.

Member Burke thought it was wonderful that this project could move forward on this tricky site. He felt that the plan was very sensitive. He thought the Applicant did a nice job on the project. He supported the project.

Member Meyer asked if the Planning Department would approve of the traffic design, in light of what has been said at this meeting. Ms. McBeth felt that the Traffic Engineer's comments reflected their approval as long as minor items would be addressed at the time of Final Site Plan submittal. The traffic study also has to be updated. Member Meyer felt that the Applicant tried to respond to the traffic items.

Member Meyer asked ITC to keep in mind the comments made by the mobile home park residents. He asked them to be sensitive during the construction phase. He thought the distance from the building to the mobile home park was grand. He thought the Applicant made an effort to design the entry such that traffic would be slowed down. He was pleased with the parking structure. He hoped the Applicant continues to show the neighbors a level of sensitivity.

Member Pehrson spoke with Ms. McBeth about construction traffic. Ms. McBeth said that the posted time for this traffic is 7:00 AM to 7:00 PM. The road is currently paved, so the dust and debris will not be as bad. Ms. McBeth said that the City met with ITC and they are aware of the maintenance items that they will need to keep on top of during construction.

Member Pehrson asked if the Helistop could be limited to any timeframe. Mr. Schultz responded that the Planning Commission is providing a recommendation to City Council; City Council will make the final determination. The Ordinance does not address attaching conditions. This is a permitted use in certain districts, as long as the City Council makes certain findings. If the Planning Commission has thoughts on recommending a restriction, it should be added to the comments or the motion.

Member Pehrson asked about the low frequency hum coming from the sub-station. Mr. Bennett said he was not sure about the hum or the noise study. There is a 16-foot wall that will more than likely be built around the entire sub-station. This will help with the noise. Member Pehrson hoped that ITC would listen to their neighbors, as he felt that ITC has demonstrated that they are good stewards of the land. Mr. Bennett said that they would.

Member Pehrson did not have any concerns about the down-lighting. He asked whether the upper-deck parking had lights. Mr. Bennett said that there would be lighting up there. Tim Melvin, project architect, said that the parking deck uses low pole lights with cutoffs. The light won't spill into the neighboring areas. The Applicant could probably control the lighting, but not to the detriment of security.

Member Pehrson asked the Applicant to consider their neighbors.

Moved by Member Pehrson, seconded by Member Wrobel:

**In the matter of the request of Joe Bennett of ITC Transmission Company, SP06-53, motion to grant approval of the Preliminary Site Plan subject to: 1) A Zoning Board of Appeals Variance for the road design standards of Section 2514, as detailed in the review letter, as recommended, since the Applicant has met the intent of Section 2514 throughout the remainder of the site and the preservation of wetland and woodland areas on the site make the application of the major drive provisions difficult to achieve; 2) A Zoning Board of Appeals Variance for the location of the dumpster enclosure in the side yard adjacent to Building One, given that it is screened and in the best location for screening; 3) A Zoning Board of Appeals Variance for the east yard building setback (188 feet required, 77 feet proposed), given the practical difficulty of the property that exists; 4) A Zoning Board of Appeals Variance to allow accessory structures (guard booths) in the front yard, as a requirement for safety considerations for the structure; 5) A City Council Waiver of Fire Prevention Code to allow access control gates with additional detail provided by the Applicant on the final design; 6) Planning Commission approval to allow taller buildings in certain areas of the City zoned OST, as indicated in the Ordinance, based on the setback of the building and the mitigation of the exterior building lighting; 7) Planning Commission approval for driveway encroaching within the required twenty-foot setback along the east property line, since additional setback area is provided elsewhere on the site; 8) A Planning Commission Waiver of the berm and plantings adjacent to M-5; 9) A Planning**

**Commission Waiver of berm on Twelve Mile; 10) A Planning Commission Waiver for street tree requirements on M-5, 12 Mile and Haggerty Road, subject to Applicant providing written verification from agencies of jurisdiction that trees will not be allowed; 11) A Planning Commission Finding that the screening requirements of the loading zones for the OST District are met by the design of the building; 12) Compliance with all conditions and requirements listed in the Staff and Consultant letters; 13) A Planning Commission Waiver for the berm running along the access road toward Haggerty, such as that the plan does not disturb the natural features; 14) Modification of the traffic study by the Applicant as indicated by the City Consultant; and 15) A Planning Commission recommendation to City Council for limitation of the Helistop hours and potential flight paths be limited; for the reason that the plan meets the Zoning Ordinance and Master Plan for Land Use.**

## **DISCUSSION**

**Mr. Schultz suggested that the Helistop limitation be stated in the Helistop motion. The maker and the seconder of the motion agreed.**

Chair Cassis allowed an audience member to ask whether there would be a dust abatement plan associated with construction. Chair Cassis said that the road was paved, which will already help. Chair Cassis also stated that Novi's servicemaster would be on top of this item; this is the toughest community in the area, in terms of monitoring construction sites.

Another audience member was afraid that people would all turn south on Haggerty once they see the traffic on the expressway. Chair Cassis said that the Haggerty drive would be closed. The man stated that the people would drive Twelve Mile to Haggerty. Chair Cassis responded that it was not possible to second-guess this traffic. The resident was sure that Haggerty's traffic would be affected. The resident also said that the creek was very narrow. Chair Cassis said he held the Engineer responsible for ensuring that this plan provides for adequate runoff. The man was also afraid of the helicopter traffic, because the Police fly over the mobile home park all the time. Chair Cassis said that the Police Department's concern was not located in the same place as this Applicant's concern.

James Branigan, another audience member, was afraid of how the footings for the building may affect the stormwater management. The ecosystem runs underground. The footings could cause excess runoff or dry up the wetlands. Chair Cassis said that this will all be monitored, starting at the construction phase. The man was also worried about the road. Chair Cassis appreciated the man's comments. Chair Cassis told the audience that the open forum was closed. Again he said that the City is very stringent in upholding the Ordinance.

Chair Cassis said the current ITC building is very secure. Mr. Bennett said that people are checked into the building, mostly because of the governing body that manages them for the Federal Energy Regulatory Commission and NORC requirements. This is a highly sensitive business. There is a lot of damage that could be done. This business has to be protected.

Chair Cassis asked about the noise and temperature levels for the operation. Mr. Bennett said that the environment inside is very strict and won't generate too much noise.

Chair Cassis asked about the status of ITC. Mr. Bennett said that it is a publicly traded company. It is an independent stand alone transmission company. They do not own generation or distribution. Their purpose is to improve the infrastructure of the transmission grid to prevent things like the 2003 blackout. They will be able to reduce the price of electricity if more generators come into the game and compete. The company has to answer to its shareholders. They must answer to the governing bodies.

Chair Cassis said this company has a great reputation. ITC wants to stay in Novi and bring more employees. They want to pay taxes to Novi. This company wants to invest in Novi. This company is an asset. The project has been thoroughly examined by the Planning Department and the Building Department. Every Ordinance on the books has been looked after and abided by. This site is actually going to improve the wetland and woodland situation. A conservation easement will be placed between this site and the neighbors as a permanent buffer.

They are going to take care of the wetlands by managing them. The surrounding sites have nothing to fear. Chair Cassis welcomed them to the City and wished them prosperity.

**ROLL CALL VOTE ON ITC TRANSMISSION COMPANY, SP06-53, PRELIMINARY SITE PLAN MOTION MADE BY MEMBER PEHRSON AND SECONDED BY MEMBER WROBEL:**

In the matter of the request of Joe Bennett of ITC Transmission Company, SP06-53, motion to grant approval of the Preliminary Site Plan subject to: 1) A Zoning Board of Appeals Variance for the road design standards of Section 2514, as detailed in the review letter, as recommended, since the Applicant has met the intent of Section 2514 throughout the remainder of the site and the preservation of wetland and woodland areas on the site make the application of the major drive provisions difficult to achieve; 2) A Zoning Board of Appeals Variance for the location of the dumpster enclosure in the side yard adjacent to Building One, given that it is screened and in the best location for screening; 3) A Zoning Board of Appeals Variance for the east yard building setback (188 feet required, 77 feet proposed), given the practical difficulty of the property that exists; 4) A Zoning Board of Appeals Variance to allow accessory structures (guard booths) in the front yard, as a requirement for safety considerations for the structure; 5) A City Council Waiver of Fire Prevention Code to allow access control gates with additional detail provided by the Applicant on the final design; 6) Planning Commission approval to allow taller buildings in certain areas of the City zoned OST, as indicated in the Ordinance, based on the setback of the building and the mitigation of the exterior building lighting; 7) Planning Commission approval for driveway encroaching within the required twenty-foot setback along the east property line, since additional setback area is provided elsewhere on the site; 8) A Planning Commission Waiver of the berm and plantings adjacent to M-5; 9) A Planning Commission Waiver of berm on Twelve Mile; 10) A Planning Commission Waiver for street tree requirements on M-5, 12 Mile and Haggerty Road, subject to Applicant providing written verification from agencies of jurisdiction that trees will not be allowed; 11) A Planning Commission Finding that the screening requirements of the loading zones for the OST District are met by the design of the building; 12) Compliance with all conditions and requirements listed in the Staff and Consultant letters; 13) A Planning Commission Waiver for the berm running along the access road toward Haggerty, such as that the plan does not disturb the natural features; and 14) Modification of the traffic study by the Applicant as indicated by the City Consultant; for the reason that the plan meets the Zoning Ordinance and Master Plan for Land Use. *Motion carried 9-0.*

Moved by Member Pehrson, seconded by Member Gutman:

**ROLL CALL VOTE ON ITC TRANSMISSION COMPANY, SP06-53, WOODLAND PERMIT MOTION MADE BY MEMBER PEHRSON AND SECONDED BY MEMBER GUTMAN:**

In the matter of the request of Joe Bennett of ITC Transmission Company, SP06-53, motion to grant approval of the Woodland Permit subject to: 1) The remaining woodlands on site being placed in a conservation easement, as recommended by the City's Environmental Consultant and in keeping with previous approval of a woodland permit for this site; 2) Additional woodland information being provided at the time of Final Site Plan submittal, prior to the Woodland Permit being issued; for the reason that the plan is otherwise in compliance with the Ordinance. *Motion carried 9-0.*

Moved by Member Pehrson, seconded by Member Wrobel:

**ROLL CALL VOTE ON ITC TRANSMISSION COMPANY, SP06-53, WETLAND PERMIT MOTION MADE BY MEMBER PEHRSON AND SECONDED BY MEMBER WROBEL:**

In the matter of the request of Joe Bennett of ITC Transmission Company, SP06-53, motion to grant approval of the non-minor use Wetland Permit, and authorization to encroach in the natural features setback for proposed permanent impacts subject to: 1) A Wetland Use Permit being granted by the

**MDEQ; 2) Additional wetland information being provided prior to the Wetland Permit being issued; for the reason that the plan is otherwise in compliance with the Ordinance. *Motion carried 9-0.***

Moved by Member Pehrson, seconded by Member Gutman:

**ROLL CALL VOTE ON ITC TRANSMISSION COMPANY, SP06-53, STORMWATER MANAGEMENT PLAN  
MOTION MADE BY MEMBER PEHRSON AND SECONDED BY MEMBER GUTMAN:**

**In the matter of the request of Joe Bennett of ITC Transmission Company, SP06-53, motion to grant approval of the Stormwater Management Plan subject to additional wetland information being provided at the time of Final Site Plan submittal, for the reason that the plan is otherwise in compliance with the Ordinance. *Motion carried 9-0.***

Moved by Member Pehrson, seconded by Member Gutman:

**ROLL CALL VOTE ON ITC TRANSMISSION COMPANY, SP06-61, HELISTOP RECOMMENDATION MOTION  
MADE BY MEMBER PEHRSON AND SECONDED BY MEMBER GUTMAN:**

**In the matter of the request of Joe Bennett of ITC Transmission Company, SP06-61, motion to recommend approval to City Council of the Preliminary Site Plan for the helistop location subject to: 1) The comments in the attached review letters being addressed at the time of Final Site Plan submittal; and 2) A Planning Commission recommendation to City Council for limitation of the Helistop hours and potential flight paths be limited; for the reason that the plan is otherwise in compliance with the Zoning Ordinance. *Motion carried 9-0.***

**HELISTOP REVIEW**



## **PLAN REVIEW CENTER REPORT**

December 5, 2006

### **Planning Review**

ITC Transmission Headquarters –Helistop

SP 06-61

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#### **Petitioner**

ITC Transmission Headquarters

#### **Review Type**

Preliminary Site Plan for Helistop

#### **Property Characteristics**

- **Site Location:** Southeast corner of Twelve Mile Road and northbound M-5 exit ramp
- **Site Zoning:** OST, Planned Office Service Technology
- **Adjoining Zoning:** North: OST; East: OST and MH, Mobile Home District; West: OST zoning on the west side of M-5 expressway; South: I-1, R-2 and MH on the south side of M-5/I-696.
- **Site Use(s):** ITC's Quaker Substation, overhead electric transmission lines, DTE structure, vacant land (leftover M-5 ROW acquired from MDOT)
- **Proposed Use(s):** Two Office/Research buildings proposed, and two parking decks proposed. ITC's Quaker substation to remain, along with overhead electric transmission lines and associated DTE building. Helistop to be located in place of the second building until the construction of this building.
- **Adjoining Uses:** North: Haggerty Corridor Corporate Park on the north side of 12 Mile Road; East: Country Cousin mobile home park, vacant land, Novi Research Park (Tower Automotive), landscape company and some single-family homes fronting onto Haggerty Road; West: M-5 Connector; South: M-5 and I-696 connector ramps
- **Site Size:** 83.63 acres
- **Building Size:** Building 1: 187,913 square feet; Building 2: 154,000 square feet
- **Plan Date:** November 17, 2006

#### **Project Summary**

The plans show a helistop proposed to be located southwest of Building 1, in the place of Building 2 on the proposed site plan. Once Building 2 is constructed, a new site plan showing the new location of the helistop will need to be submitted for review. The ordinance allows review and recommendation for helistops by the Planning Commission with approval of the City Council.

The applicant is proposing to construct the headquarters for the ITC Transmission Headquarters, in two six-story office buildings and two multiple level parking structures. This

aspect of development is being reviewed in an accompanying Planning Review letter, and is subject to review and approval by the Planning Commission.

### **Recommendation**

Approval of the Preliminary Site Plan is **recommended subject to the comments listed below**. Those issues can be addressed at the time of Final Site Plan submittal.

### **Comments:**

The Preliminary Site Plan was reviewed under the general requirements of Article 12, OSC, Office Service Commercial District and Section 2400, the Schedule of Regulations of the Zoning Ordinance, and other sections of the ordinance, as noted. Items underlined below need to be addressed at the time of Final Site Plan Review, as indicated.

1. **Helistop application** The submitted plans indicate the location for a "helipad". The Zoning Ordinance provides a differentiation between a helistop and a helipad, as indicated in number 8 below. The ordinance implies that a helipad offers fuel and service for the helicopters, but the helistop does not provide these services. In addition, the ordinance indicates that a helipad is not open to use by any helicopter unless they have obtained permission from the owner of the facility and the police department. The ordinance implies that a helistop is open to use by any helicopter. The applicant should clarify whether a helipad or a helistop is proposed. It appears a helistop is proposed and the term helipad was used incorrectly, and that no fueling or service will be provided. The applicant is asked to clarify whether or not this will be a helipad or a helistop per the definitions listed in Section 2508.6 of the Zoning Ordinance.
2. **Licenses and approvals** The applicant should coordinate all required licenses and approvals with appropriate agencies. The applicant is asked to indicate whether they have received all necessary licenses and approvals.
3. **Helistop approval process** Helistops are allowed per ordinance Section 2508.6 as copied below for the convenience of the Planning Commission and City Council in the review of this matter. Approval requires review and recommendation of Planning Commission, prior to approval by the City Council. This use is also regulated by Section 3006, meaning that a public hearing is required.
4. **Definition and Location requirements** The ordinance defines helistops as *"An area on a roof or on the ground used by helicopters or steep-gradient aircraft for the purpose of picking up or discharging passengers or cargo; but not including fuel service, maintenance or overhaul."* Helistops are a permitted use in the OST district, as the ordinance states helistops are permitted in all districts except the residential districts, OS-1 Office Service Districts, B-1 Local Business Districts and B-3 General Business Districts.
5. **Helistop Lighting** Section 2511.5 provides exemptions from ordinance standards for exterior lighting, including lighting required for airports as required by the appropriate public agency for health, safety and welfare purposes. The Planning Department would like to review the standards of the appropriate agency for this exterior lighting at the time of Final Site Plan Review to insure that the requested lighting meets the exemptions standards of the ordinance.

- 6. Special Considerations** The ordinance lists several items for Special Consideration in the requests for helicopter facilities:
- (1) That adequate provision is made to control access to the facility. *A fence is shown surrounding the helistop area.*
  - (2) That the surface of the facility is such that dust, dirt or other matter will not be blown onto adjacent property by helicopter operations. *The facility is proposed to be concrete and is located near the direct center of the 84-acre site.*
  - (3) That all applicable provisions of building, fire and health codes are met. *The Fire Department has recommended conditional approval of the facility, and the Building Department will review the facility as a part of the Building Permit process.*
  - (4) That appropriate provision is made for off-street parking. *Refer to accompanying Plan Review of Preliminary Site Plan Report.*
- 7. Planning Review Summary Chart** The applicant is asked to review other items in attached Summary Chart and make corrections as noted.
- 8. Ordinance Section for Accommodations for Helicopters** Section 2508.6 provides standards for review, provided again here:

Accommodations for Helicopters. Facilities for the accommodation of helicopters are considered separately under this Section. For purposes of accommodating helicopters, the facilities are herein defined as the following:

**Helipad.** An area on a roof or on the ground used by helicopters or steep-gradient aircraft for the purpose of picking up and discharging of passengers or cargo. This facility is not open to use by any helicopter without permission having been obtained by the private owner and police department.

**Heliport.** An area used by helicopters or by other steep-gradient aircraft which area includes passenger and cargo facilities, maintenance and overhaul, fueling service, storage space, tie-down space, hangars and other accessory buildings and open spaces.

**Helistop.** An area on a roof or on the ground used by helicopters or steep-gradient aircraft for the purpose of picking up or discharging passengers or cargo; but not including fuel service, maintenance or overhaul.

These facilities shall be subject to the review procedures and applicable criteria for airports and the following:

- a. Heliports shall be permitted in the I-2 Districts only. Helistops shall be permitted in all districts except the residential districts, OS-1 Office Service Districts, B-1 Local Business Districts and B-3 General Business Districts. Helipads may be established in any zoning district.
- b. When reviewing an application for a heliport, helistop or helipad, the City shall require contemporary standards recommended by the Federal Aviation Agency and Michigan Aviation Commission for the proper operation of such facilities.
- c. Particular attention shall be given to the following:
  - (1) That adequate provision is made to control access to the facility.
  - (2) That the surface of the facility is such that dust, dirt or other matter will not be blown onto adjacent property by helicopter operations.

- (3) That all applicable provisions of building, fire and health codes are met, including special provisions applicable in the case of rooftop heliports.
- (4) That appropriate provision is made for off-street parking.

9. **Response Letters** A letter from either the applicant or the applicant's representative addressing comments in this, and in the other review letters, is requested prior to the matter being reviewed by the Planning Commission. Additionally, a letter from the applicant is requested to be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above, and with any conditions of Planning Commission approval.

Please contact Director of Planning Barbara McBeth, AICP, at (248) 347-0587 with any questions or concerns.

Attachments: Planning Review Chart

**Planning Review Summary Chart**  
 ITC Transmission Headquarters Helistop  
 Preliminary Site Plan Dated 11/17/06  
 December 5, 2006

Item	Required	Proposed	Meets requirements?	Comments
Master Plan	Utility and Office	No change	Yes	
Zoning	OST, Planned Office Service Technology District	No change	Yes	
Use (Sec. 2301A)	Professional and medical office; data processing; research; laboratories; hotel; etc.	Professional office buildings, parking structures, and <u>helistop</u> .  <u>Improvements other than the helistop are reviewed in a separate Planning Review Letter and Chart.</u>	Yes	Office uses are considered permitted uses under Section 2301A.1. Public utility offices are permitted in OS-2 2302.3. Substation uses are considered legal non-conforming uses, and are not proposed to be expanded.
Accommodations for Helicopters (Section 2508.6)	Helistops are permitted in all zoning districts except the residential districts, OS-1 Office Service Districts, B-1 Local business and B-3, General Business districts.	Helistop proposed southwest of proposed Building 1 in the place of Building 2. Separate application provided.	Yes. <u>Additional detail of helistop was provided on 11/17/06.</u>	Approval by City Council following recommendation by the Planning Commission per Zoning Ordinance Section 2508.6. See standards for approval provided in the accompanying review letter.
Exterior Lighting for Helistop (Section 2511)	Exterior lighting is required with Preliminary Site Plan Review as parcel abuts residential zoning.	Lighting details for the Helistop are provided on Sheet ES1.  Section 2511.5 provides exemptions from the standards of this section of the ordinance: Airport lighting required by the appropriate public agency for health safety and	Yes?	The Planning Department will review the proposed lighting in greater detail at the time of Final Site Plan review, and will ask for the standards of the appropriate agency be provided for review.

Item	Required	Proposed	Meets requirements?	Comments
		welfare purposes is exempt from the standards.		
Accommodations for Helicopters (Section 2508.6)	<p><u>Helistops</u> are permitted in all zoning districts except the residential districts, OS-1 Office Service Districts, B-1 Local business and B-3, General Business districts.</p> <p><u>Helipads</u> are permitted in all zoning districts.</p> <p>Plans do not provide details of proposal, but applicant indicates a <u>helipad</u> is proposed.</p>	<p>Plans indicate a helipad is to be located southwest of proposed Building 1 in the place of Building 2. The ordinance definition of Helipad indicates fueling or maintenance service may be performed.</p> <p>While details are not provided it appears that facility may be considered a "<u>helistop</u>" since there appears to be no fueling or service provided for this use.</p>	Yes	<p><u>Applicant should clarify whether a helistop is proposed (no fueling and service is proposed) and not a helipad.</u></p> <p>Approval by City Council following recommendation by the Planning Commission per Zoning Ordinance Section 2508.6. Public hearing is required by the Planning Commission.</p> <p>See standards for approval provided in the accompanying review letter.</p>

**APPLICANT'S RESPONSE LETTER**



**GILLETT ASSOCIATES, INC.**  
ARCHITECTS • ENGINEERS • PLANNERS

December 7, 2006

**Ms. Barbara McBeth**  
City of Novi Planning Department  
45175 West Ten Mile Road  
Novi, MI 48375

**RE: ITC Transmission Headquarters Facility**  
Novi, MI  
SP 06-61  
Our Project No. 06-106

**Subject: Helistop**  
**Preliminary Site Plan Review Comments**

**Dear Ms. McBeth:**

The following is Gillett Associates response to the Planning Review letter that you forwarded to us on December 6, 2006.

**Comments:**

"The Preliminary Site Plan was reviewed under the general requirements of Article 12, OSC, Office Service Commercial District and Section 2400, the Schedule of Regulations of the Zoning Ordinance, and other sections of the ordinance, as noted. Items underlined below need to be addressed at the time of Final Site Plan Review, as indicated."

1. "Helistop application: The submitted plans indicate the location for a "helipad". The Zoning Ordinance provides a differentiation between a helistop and a helipad, as indicated in number 8 below. The ordinance implies that a helipad offers fuel and service for the helicopters, but the helistop does not provide these services. In addition, the ordinance indicates that a helipad is not open to use by any helicopter unless they have obtained permission from the owner of the facility and the police department. The ordinance implies that a helistop is open to use by any helicopter. The applicant should clarify whether a helipad or a helistop is proposed. It appears a helistop is proposed and the term helipad was used incorrectly, and that no fueling or service will be provided. The applicant is asked to clarify whether or not this will be a helipad or a helistop per the definitions listed in Section 2508.6 of the Zoning Ordinance."

**The proposed installation will be a helistop. There will not be any refueling on site. The revised information will be indicated on the civil drawings that will be submitted as part of the final site plan review package.**



2. "Licenses and approvals: The applicant should coordinate all required licenses and approvals with appropriate agencies. The applicant is asked to indicate whether they have received all necessary licenses and approvals."

**We are confirming if any licenses or approvals are required.**

3. "Helistop approval process: Helistops are allowed per ordinance Section 2508.6 as copied below for the convenience of the Planning Commission and City Council in the review of this matter. Approval requires review and recommendation of Planning Commission; prior to approval by the City Council. This use is also regulated by Section 3006, meaning that a public hearing is required."

**Comment noted.**

4. "Definition and Location requirements: The ordinance defines helistops as "An area on a roof or on the ground used by helicopters or steep-gradient aircraft for the purpose of picking up or discharging passengers or cargo; but not including fuel service, maintenance or overhaul." Helistops are a permitted use in the OST district, as the ordinance states helistops are permitted in all districts except the residential districts, OS-1 Office Service Districts, B-1 Local Business Districts and B-3 General Business Districts."

**Comment noted.**

5. "Helistop Lighting Section 2511.5 provides exemptions from ordinance standards for exterior lighting, including lighting required for airports as required by the appropriate public agency for health, safety and welfare purposes. The Planning Department would like to review the standards of the appropriate agency for this exterior lighting at the time of Final Site Plan Review to insure that the requested lighting meets the exemptions standards of the ordinance."

**The advisory circular from the United States Department of Transportation – Federal Aviation Administration, is attached.**

6. "Special Considerations: The ordinance lists several items for Special Consideration in the requests for helicopter facilities:

- (1) "That adequate provision is made to control access to the facility. A fence is shown surrounding the helistop area."

**Comment noted.**



- (2) "That the surface of the facility is such that dust, dirt or other matter will not be blown onto adjacent property by helicopter operations. The facility is proposed to be concrete and is located near the direct center of the 84-acre site."

**Comment noted.**

- (3) "That all applicable provisions of building, fire and health codes are met. The Fire Department has recommended conditional approval of the facility, and the Building Department will review the facility as a part of the Building Permit process."

**Comment noted.**

- (4) "That appropriate provision is made for off-street parking. Refer to accompanying Plan Review of Preliminary Site Plan Report."

**Comment noted.**

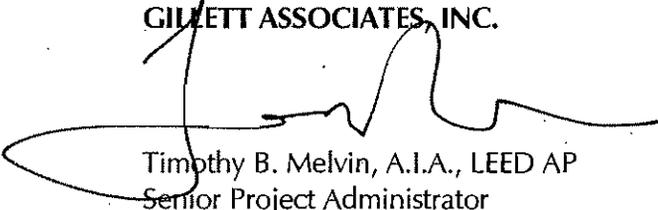
7. "Planning Review Summary Chart: The applicant is asked to review other items in attached Summary Chart and make corrections as noted."

**Comment noted.**

Please feel free to contact me if any additional information is needed.

Sincerely,

**GILLETT ASSOCIATES, INC.**



Timothy B. Melvin, A.I.A., LEED AP  
Senior Project Administrator

TBM/mlm

cc: Joe Bennett, ITC Project Manager

**ACCESS CONTROL GATE REVIEW**



## MEMORANDUM

TO: The Honorable Mayor and Members of the City Council

FROM: <sup>Burb</sup> Barbara McBeth, AICP, Director of Planning

DATE: January 17, 2007

SUBJECT: **Variance from Fire Prevention Code Standards for proposed access control gates at ITC Transmission Headquarters**

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The applicant received Preliminary Site Plan approval from the Planning Commission to construct the ITC Transmission Headquarters, in two six-story office buildings and two multiple level parking structures on property south of Twelve Mile Road, east of the northbound M-5 exit ramp. The applicant received a number of waivers of the standards of the Zoning Ordinance from the Zoning Board of Appeals and is now making application for a waiver of the Fire Prevention Code standards in order to allow gates at both entrances to the campus, and well as gates proposed within the campus across driveways.

The ITC Transmission Headquarters campus will consist of two office buildings and two parking garages. Building 1 will consist of 187,913 square feet square feet, in a building with an office component of six stories, and a control center component of 2 stories. Building 2 is shown to be 154,000 square feet. Parking structure 1 is 3 levels, and parking structure 2 is 4 levels. The existing Quaker Substation will remain on the property, but will be partially screened with a new 16 foot tall screen wall. The existing DTE structure will remain on the site within a fenced-in area of approximately 5000 square feet. The site also contains overhead transmission lines.

Primary access to the site will be from Twelve Mile Road, with a new driveway east of the M-5 off-ramp. The existing access from Haggerty Road will remain as secondary access. Security features will be added to the site including security gates at both entrances, redundant gates and walls within the development, and a small gate house near Twelve Mile Road. Details of the site's security are currently being finalized by the applicant. A meeting is anticipated within the next two weeks with the applicant's security consultant and several city departments including Planning, Building, Fire and Police. Pending City Council's approval of the access control gates for the site, the applicant will provide additional details of the security features, which will be reviewed on the Final Site Plan before the plans are stamped for approval.

The requested variance is to install access control gates at both the north and east entrance drives, as well as within the development site. Gated access is prohibited by the Fire Prevention Code, Section 15-21(g) of the Code of Ordinances:

*A person or persons shall not erect, construct, place or maintain any bumps, fences, gates, chains, bars, pipes, wood or metal horses or any other type of construction in or on any street, within the boundaries of the municipality. The word "street" as used in the ordinance, shall mean any roadway accessible to the public for vehicular traffic, including, but not limited to, private streets or access lanes, as well as all public streets and highways within the boundaries of the municipality.*

The Planning Department notes that the proposed gates should not cause any interference with traffic on the public rights of way, since the main entrance from Twelve Mile Road places the access control gate more than 600 feet from the right of way line, which allows ample space for stacking and maneuvering. The Planning Department has no objection to the proposed access control gates as proposed on the site plan, subject to the applicant providing additional detail on the operation of the gates and failsafe measures prior to Final Site Plan stamping set approval, as requested by the Fire Marshal.

The Engineering Department indicated that there were no Engineering concerns with the proposed access control gates. Please see the attached letters from the Fire Department and Police Department for additional comment.

- c Clay Pearson, City Manager
- Pamela Antil, Assistant City Manager
- Building Official Don Saven
- John Hines, Deputy Building Official
- Rob Hayes, City Engineer
- Ben Croy, Engineer
- Frank Smith, Fire Chief
- Mike Evans, Fire Marshal
- Tom Lindberg, Deputy Police Chief
- Todd Anger, Detective



**city of novi**  
FIRE DEPARTMENT

January 16, 2007

TO: Barbara McBeth, Director of Planning  
Planning & Community Development, City of Novi

RE: ITC Transmission Headquarters, Vehicle Access Gates  
Twelve Mile Rd. & Haggerty

Dear Ms. McBeth,

In considering the use of gated accesses to the ITC Transmission Headquarters buildings, I do not object the use gates due to the high security concerns. However, additional details shall be provided, reviewed and approved regarding the operation of the security gates and other security features. The number of redundant security features may severely delay the response of emergency services.

The applicant has provided some preliminary information about the gates but has failed to provide any definitive information regarding the emergency operations of the gates and any failsafe measures that will be provided.

I look forward to reviewing any additional information that will help this facility remain safe from unwanted intruders, yet accessible to emergency services when needed.

Sincerely,

Michael W. Evans  
Fire Marshal

cc: file



www.novipolice.org

**NOVI POLICE  
DEPARTMENT**

David E. Molloy  
*Chief of Police*

Thomas C. Lindberg  
*Deputy Chief*

Administration  
(248) 347-0504  
(248) 347-0590 Fax

Communications  
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(248) 347-0526 Fax  
(248) 348-7199 TDD

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Uniform Patrol  
(248) 348-7100  
(248) 347-0526 Fax

45125 W. Ten Mile  
Novi, MI 48375  
(248) 348-7100  
(248) 347-0570 Fax

**MEMORANDUM**

TO: Barbara McBeth  
Director of Planning

FROM: Tom Lindberg *TCL*  
Deputy Chief

INITIATED BY: Todd Anger  
Detective

DATE: January 17, 2007

SUBJECT: ITC Transmission Headquarters  
Twelve Mile Rd. & Haggerty  
Vehicle Access Gates

ITC Transmission Headquarters submitted revised plans to utilize gates at their proposed facility, due to their desire for increased security. Upon reviewing the plans, the police department would not object to the use of gates, provided that the applicant can ensure an unrestricted means for police and fire personnel to access the property in the course of performing routine patrols, responding to calls for service or an emergency situation. The applicant should provide additional information for review and approval regarding the operation of the security gates and other security measures at the site. Please include me on any future meetings or discussions about the project.

