

SOUTH UNIVERSITY SP 10-17

SOUTH UNIVERSITY, SP 10-17

Consideration of the request of Hefco Properties for Preliminary Site Plan and Parking Finding approval. The subject property is located in Section 14, south of Twelve Mile Road, west of Meadowbrook Road. The subject property is approximately 4.68 acres and the applicant is proposing to occupy approximately 31,596 square feet of Gross Leasable Area (GLA) at the currently vacant Meadowbrook Medical Building (38,523 square feet GLA total). Colleges and universities are a principal permitted use in the OST District. The applicant is proposing to add a porch to the northwestern corner of the building and a clock tower (occupying eight parking spaces) in the existing parking lot.

Required Action

Approve or Preliminary Site Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval Recommended	04/22/10	 Adequate parking for initial occupation of 31,596 square feet. Additional parking needed for full occupation of 38,523 square feet. Minor items to address at the time of Stamping Set submittal
Fire	Approval Recommended	04/21/10	

Approval – Preliminary Site Plan

In the matter of South University, SP10-17, motion to **approve** the <u>Preliminary Site</u> Plan, subject to the following:

- Planning Commission finding that the use is most similar to a private club or lodge hall and adequate parking exists on the site for the initial occupation of 31,596 square feet of Gross Leasable Area;
- Additional parking is required before full occupation of 38,523 square feet of Gross Leasable Area;
- c. Applicant shall submit copy of lease agreement prior to Stamping Set approval;
- d. The conditions and items listed in the staff and consultant review letters being addressed on the Stamping Set; and
- e. (additional conditions here, if any) ...

for the following reasons... (because it is otherwise in compliance with Article 23A, Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)

Denial - Preliminary Site Plan

In the matter of South University, SP 10-17, motion to **deny** the <u>Preliminary Site Plan</u>, for the following reasons... (*because it is not in compliance with the following sections of the Zoning Ordinance...*)

PLANNING REVIEW

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PLAN REVIEW CENTER REPORT

April 22, 2010 **Planning Review** South University SP10-17

cityofnovi.org

Petitioner

HEFCO Properties

Review Type

Preliminary/Final Site Plan

Property Characteristics

- Site Location:
- 41555 Twelve Mile Road (south of Twelve Mile Road, west of Meadowbrook Road)
- Site Size: 4.68 acres
- Zoning: OST (Planned Office Service Technology)
- South, East and West: OST; North (across Twelve Mile Road): RA Adjoining Zoning: o
 - Proposed: Clock Tower and Smoking Porch Addition
- Plan Date: 04-05-10

Project Summary

South University is proposing to occupy approximately 31,596 square feet of Gross Leasable Area (GLA) at the currently vacant Meadowbrook Medical Building (38,523 sg. ft. GLA total). South University is a private university offering undergraduate and graduate degree programs at several campuses in the southeast United States and on-line. This is the first Michigan location. South University would like to begin classes on October 1, 2010 and ahs been meeting with the Building Division to work on Building Permit details. Colleges and universities are a principal permitted use in the OST District. The applicant is proposing to add a porch to the northwestern corner of the building and a clock tower (occupying eight parking spaces) in the existing parking lot.

Recommendation

Approval of the Preliminary/Final Site Plan is recommended. The Zoning Ordinance does not have a parking standard for colleges and universities. The proposed use seems to be most similar to a private club or lodge hall in terms of parking requirements. Based on that parking standard, the use is short nine spaces for initial occupation of the building of approximately 31,596 sq. ft. GLA by South University. However, South University does not anticipate all classrooms and offices be fully utilized at the same time. Additional information is requested prior to the matter proceeding to the Planning Commission to insure the use would have adequate parking for the initial occupation, but additional parking would be required and would need to be reviewed by the Planning Division before South University is permitted to occupy the remaining approximately 6,927 sg. ft. of GLA.

South University, SP10-17 Site Plan Review April 22, 2010

Ordinance Standards

The submitted Final Site Plan was reviewed per the standards of Article 23A (Planned Office Service Technology District) and relevant sections of Article 24 (Schedule of Regulations) and Article 25 (General Provisions). The attached table provides a summary of the ordinance standards.

- 1. <u>Parking:</u> A Zoning Ordinance does not provide a parking standard for a college or university use. Section 2505.10 allows the Planning Commission to base off-street parking requirements on a use that the Planning Commission considers similar in type to the use in question. The Planning Division notes that the following listed uses in the Section 2505.14 could be considered similar to the college or university:
 - <u>Senior High School</u>: One space for each one teacher, administrator and other day employee, and one space for each four students over the driving age, or the requirements of the auditorium, whichever is greater.
 - <u>Private club or lodge hall</u>: One for each three persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.

The City does have two existing college/university uses that could be used for comparison purposes of available parking on site. Walsh College, occupying an approximately 35,000 sq. ft. building currently has 405 parking spaces on site equaling a parking ratio of one space for each 85 sq. ft. The Art Institute of Michigan occupies an approximately 52,000 sq. ft. building in Haggerty Corridor Corporate Park and has 254 parking spaces on site equaling a parking ratio of one space for each 205 sq. ft. (Some administrative offices for the Art Institute are located off site in a nearby office suite.) The proposed South University would have a parking ratio of one space for each 150 sq. ft. for the initial occupation.

The applicant has indicated that South University does not intend to occupy the entire building at this time, but instead intends to occupy approximately 31,596 sq. ft. GLA with the remaining 6,927 sq. ft. GLA of unimproved space to remain vacant until South University is ready to expand into that space. (The applicant has indicated a timeframe of two to three years from initial occupation.) Based on the Michigan Building Code, the applicant has provided (and the Building Division has confirmed) occupancy counts at 667 people for the initial occupation and 902 people at full occupation. The applicant has indicated that they expect that approximately 609 students and 58 administrators will be in the building at any one time for the initial occupation. These counts represent a "worst-case" scenario. The university does not expect that every classroom in the building will be utilized at the same time. Based on these occupancy counts, parking requirements for each of the above identified similar uses are detailed below.

Similar Use	Parking Requirement (Initial Occupation)	Parking Requirement (Full Occupation)	Meets Parking Requirements? (213 spaces existing)
Senior High School	609 students / 4 = 152 + 58 administrators = 210 spaces required	812 students / 4 = 203 + 90 administrators = 293 spaces required	Yes for initial occupation only

South University, SP10-17 Site Plan Review April 22, 2010

Private club or	667 / 3 = 222 spaces	902 / 3 = 300 spaces	No
lodge hall	required	required	

South University has indicated they are confident enough parking exists currently on-site to accommodate the initial occupation. The applicant is asked to provide additional detail explaining the expected use of the building, providing expected occupancy and number of vehicles expected at various times of the day and evening (if applicable) prior to the matter proceeding to the Planning Commission. Per the lease contract with the land owner, additional parking will be built prior to South University's full occupation of the building. **The applicant should provide a copy of the lease agreement prior to Stamping Set completion so that staff can review the conditions of the agreement as indicated by the applicant.**

Response Letter

The applicant is asked to provide a response letter to the Planning Division, responding to all issues raised in each review letter prior to consideration by the Planning Commission. Please contact the Planning Division with any questions about this review or any of the other reviews for the project, or if you do not receive a complete package of review letters. (Letters needed: Planning, Engineering, and Fire)

Stamping Set Approval

Once the applicant receives the appropriate approvals from the Planning Commission and makes the appropriate corrections to the plan, Stamping Sets should be submitted. A letter responding to the comments in all review letters should be attached. Six copies of the plan should be submitted to the Community Development Department for Stamping Set approval. Any changes to the plan required by the Planning Commission should be incorporated into the Stamping Sets. The Stamping Sets must have <u>original signatures and original seals</u>.

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Planning Review by Kristen Kapelanski, AICP 248.347.0586 or kkapelanski@cityofnovi.org

PLANNING REVIEW SUMMARY CHART

Review Date:	04-22-10
Project Name:	SP10-17 South University
Review Type:	Preliminary/Final Site Plan
Plan Date:	04-05-10

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Office	No change proposed	Yes	
Zoning	OST	No change proposed	Yes	
Use (Section 2301A and 2301A.1)	Office and research uses as listed in Section 2301A	University	Yes	See additional comments on parking requirements.
	Accessory structures, subject to the setbacks, screening and façade design required for accessory buildings	Clock tower and covered porch	Yes	
Accessory Structures/ Buildings (Section 2503)	Shall be located in the rear yard or interior side yard if a double- fronted lot	Clock tower proposed in the interior side yard	Yes	
	Shall not be closer than 50' to any interior side lot or rear lot line	100' + setback from all lot lines	Yes	
	Shall not occupy more than 25% of any required rear yard	Clock tower occupies less than 10% of required setback	Yes	
	Not located closer than 10 feet to any main building	Clock tower setback 50'+ from main building	Yes	
	Permitted height 46 feet with 1' additional setback for each foot over 14'	44 1/2 feet with adequate additional setback	Yes	
	Shall be designed and constructed of materials to match the existing building	Smoking porch and clock tower designed according to standards of the façade ordinance and to match existing building	Yes	

			Meets	
Item	Required	Proposed	Requirements?	Comments
Required Parking	For those uses not	213 spaces		See Planning Review
(Section 2505.10)	specifically mentioned,			Letter for additional
	the requirements for			information.
	off-street parking]
	facilities shall be in			Proposed clock tower
	accord with a use			occupies eight existing
	which the Planning			parking spaces. Applicant
	Commission considers			could reduce the size of the
	is similar in type.			clock tower slightly to fit
				within six existing parking
	Total Gross Leasable			<u>spaces.</u>
	Area – 38,523 square			
	feet			Applicant should provide
				striping in the area adjacent
	Gross Leasable Area to			to the clock tower that is not
	be Occupied by South			large enough for a parking
	University – 31,596			space.
	square feet			

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

Planning Review Summary Chart SP10-17 South University Page 2 of 2

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

April 20, 2010

Engineering Review

South University SP10-17

Petitioner

Hefco Properties

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: Meadowbrook and Twelve Mile Roads
- Site Size:
 - 4.67 acres 4-5-2010

Project Summary

Plan Date:

 Construction of a new smoking porch enclosure and a clock tower in the parking lot. The clock tower will take up a minimum of four (4) existing spaces.

Recommendation

Approval of the Preliminary Site Plan is recommended.

Comments:

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

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

General

- 1. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
- 2. The City standard paving detail sheet is not required for the Final Site Plan submittal. It will be required with the Stamping Set submittal.

Paving & Grading

- 3. The curbed island surrounding the proposed clock tower shall meet all City of Novi Design Standards pertaining to parking lot islands (radii, length, etc.). Label all radii and lengths of the island on the plan.
- 4. The current plan shows the island encroaching into the adjacent parking spaces. All parking spaces shall be a minimum of 9-feet wide. Please revise the plan to show this.

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

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

The following must be addressed prior to construction:

- 7. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
- 8. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.

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

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



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CITY COUNCIL

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Dave Staudt

Justin Fischer

City Manager Clay J. Pearson

Director of Public Safety David Molloy

Director of Fire and EMS Jeffrey Johnson April 21, 2010

- TO: Barbara McBeth, Deputy Director of Community Development, City of Novi
- RE: South University (Meadowbrook Office Building) 41555 Twelve Mile Rd.
- SP#: 10-17, Preliminary Site Plan
- Project Description:

Addition of a covered porch on the first floor and a clock tower.

Comments:

None at this time.

Recommendation:

The above plan has is Recommended for Approval.

Sincerely,

Michael W. Evans Fire Marshal

cc: file

Novi Fire Department 42975 Grand River Ave. Novi, Michigan 48375 248.349-2162 248.349-1724 fax

LETTER FROM APPLICANT DESCRIBING USE

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EDMC

Education Management Corporation

May 3rd, 2010

- To: Kristen Kapelanski Planner, City of Novi 45175 W. Ten Mile Road Novi, MI 48375
- Re: South University Parking at the Meadowbrook Office Building 41555 Twelve Mile Road Novi, MI 48377

Kristen,

With regard to our expected parking requirements:

Many of our students and employees will be able to take advantage of public transportation, car pooling and rider drop-offs. Also, there will be less than 100% full occupancy of our offices, classrooms and labs at any given time due to class scheduling diversity and absentees. Thus; the most people that we will have in the building at any point in time that will require parking, when we occupy the initial ~33,000 sq ft, will be 210. This initial parking requirement will be satisfied by the existing 217 parking spaces currently available at the building.

The office and classroom layout for the remaining \sim 7,000 sq ft is unable to be determined at this time. Therefore, we can only project our future requirements proportionally with respect to the initial space. Thus; the most people that anticipate having in the building at any point in time that will require parking, when we occupy the full ~40,000 sq ft, will be in the range of +/- 300. This additional parking requirement will be satisfied by an expansion of the parking lot onto adjacent land which is being acquired by HEFCO Properties.

If you would like any clarifications or additional information regarding these items, please feel free to contact me at (412) 918 -5558 or at trohar@edmc.edu.

Thank you,

Timothy J. Rohar Project Director, EDMC Corporate Real Estate

Cc: Lori Claus, EDMC, Corporate Real Estate H. Pearce Scott, AIA, LEED ap Howard Friedlaender, HEFCO Properties

APPLICANT RESPONSE LETTER

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May 5, 2010

Kristen Kapelanski, Planner City of Novi 45175 West Ten Mile Road Novi, Michigan 48375

Re: South University Meadowbrook Office Building 41555 Twelve Mile Road Novi, Michigan 48377

Dear Ms. Kapelanski,

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The purpose of this letter is to respond to the questions raised during the review of the site plans for this project.

- 1. Included is the thirteen (13) sets of plans, one (1) $8\frac{1}{2} \times 11$ copy of the site plan and one (1) $8\frac{1}{2} \times 11$ site plan of the clock tower indicating the removal of four (4) parking spaces to accommodate for the tower. There is a total of 221 existing parking spaces. Removing the four for the tower will net a final count of 217 spaces.
- Class size/occupants: A previous letter was sent to you by EDMC. The estimates are as follows:

٠	Initial Occupancy:	25	Administrators and Faculty
		50	Students
		75	Total

Full Occupancy:

58 Administrators and Faculty

- 609 Students
- 667 Total

This count will not be reached until the end of the second year and possibly into the third year. Many students and some faculty will use public transportation, car pools and rider drop-offs. Typically during the day and evening classes, student and faculty are staggered, so at no time are the classrooms and faculty offices at full capacity. Refer to the attached information from South University's similar campus size in Virginia Beach, which indicates the typical class schedules.

•	8:30 - 10:10	Approximately 25% of the student body attends this session. (Total population: 19 including student, faculty and administration)
٠	10:30 - 12:10	Approximately 25% of the student body attends this session. This class session only meets twice a week. (Total population: 19 including student, faculty and administration)
•	1:00 - 2:40	Approximately 25% of the student body attends this session. It meets twice a week. (Total population: 19 including student, faculty and administration)
•	6 p.m. – 9:40 p.m.	Approximately 50% of the student body attends this session. (Total population: 40 including student, faculty and administration)

The engineering questions raised in your April 22^{nd} letter will be addressed in Final Site Plan submittal by the Developer's civil engineer.

I trust the above adequately answers your questions regarding this project.

Yours Very Truly,

Paul Hansen, FAIA, NCARB

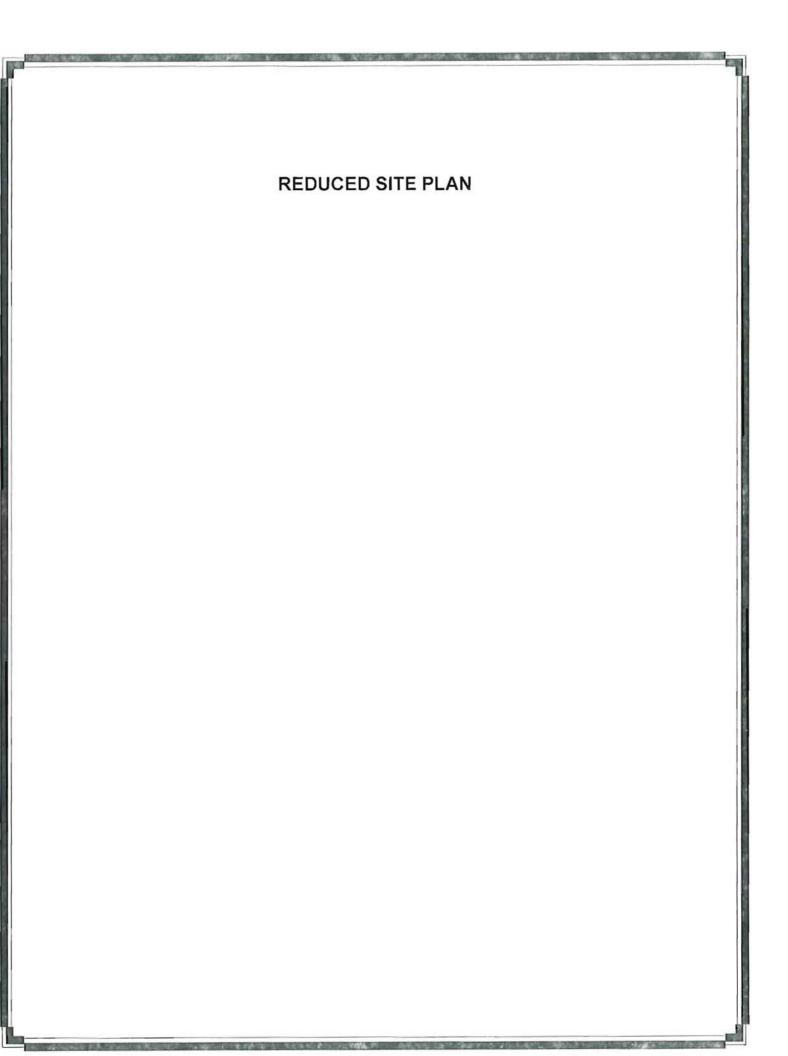
Enclosure

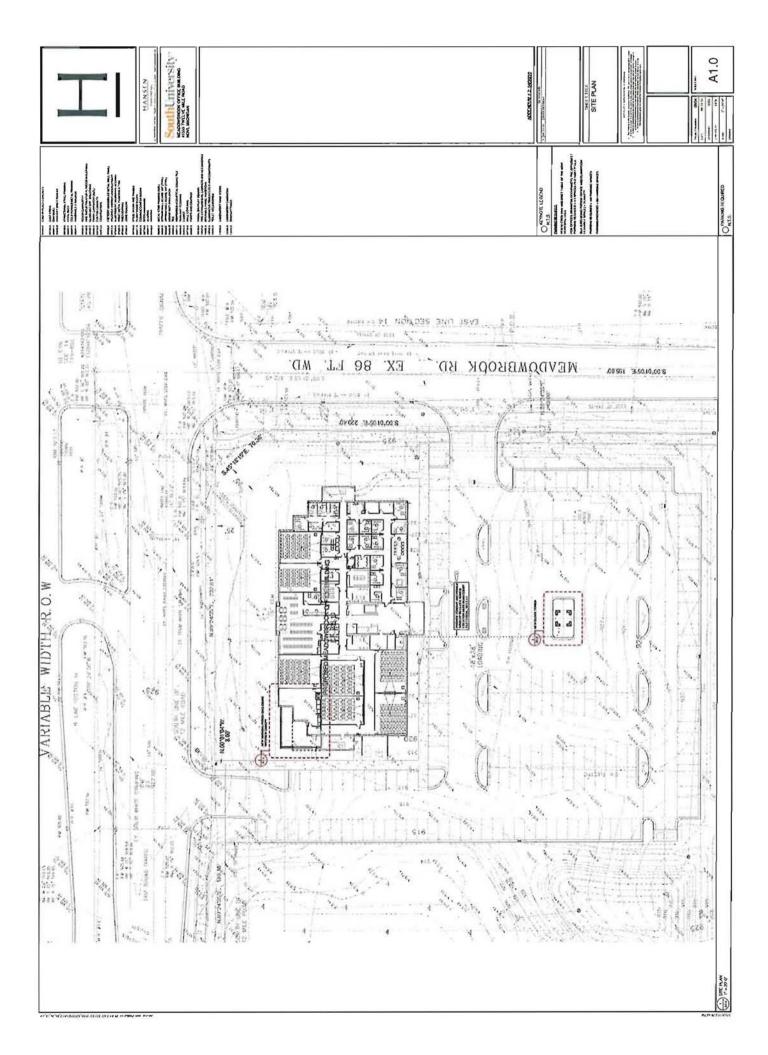
cc: Dana Garcia, EDMC Lori Claus, EDMC Timothy Rohar, EDMC Howard Friedlaender, HEFCO Properties H. Pearce Scott, AIA, LEED A.P.

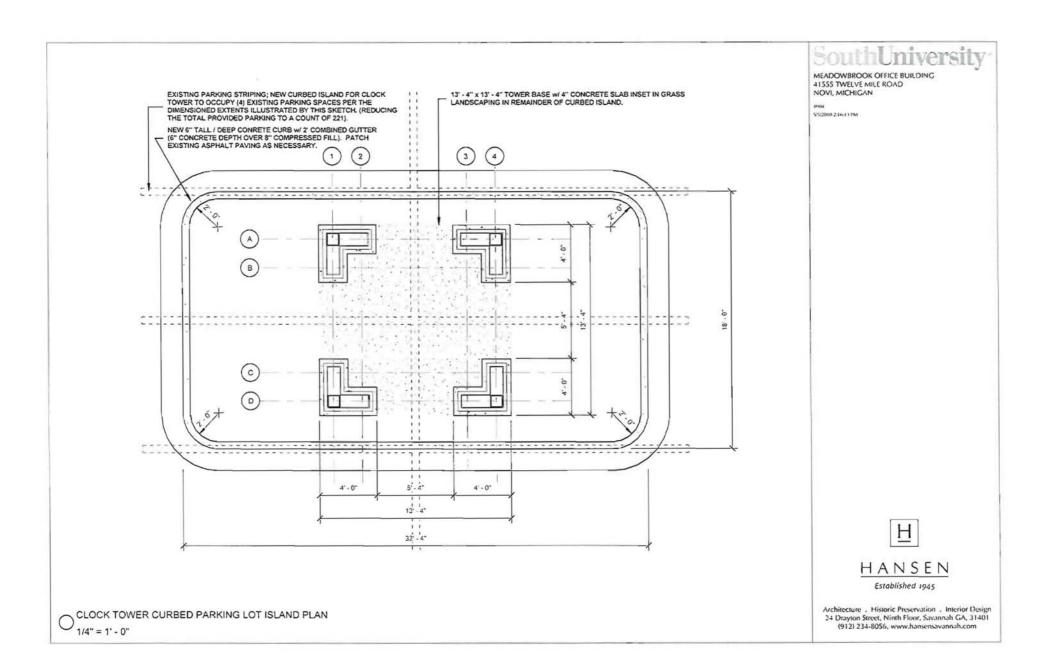
SouthUniveristy Virginia Beach Schedule

April 2010

	Monday	Tuesday	Wednesday	Thursday
8:30 - 10:10	UVC 1000 #203	ITS 1000 #205	UVC 1000	ITS 1000
	CRJ 1101 #206	PSY 1001 #206	CRJ 1101	PSY 1001
10:30 – 12:10	ENG 1001 #206	SPC 1026 #206	ENG 1001	SPC 1026
	BUS 1038 #130	MAT 1001 #130	BUS 1038	MAT 1001
1:00 – 2:40	ENG 0099 #130	MAT 0099 #130	ENG 0099	MAT 0099
6 PM – 9:40 PM	ENG 1001 #200	MAT 1001 #204	UVC 1000 #206	SPC 1026 #200
	ITS 1000 #205	LGS 1001 #206	CRJ 4007 #204	PSY 1001 #204
	ACC 1001 #206	CNS 6002 (6 PM – 9:40) #130		CNS 6027 (6 PM - 9:40) #206
		ECO 2072 #128		







MAPS

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Location/Air Photo Zoning

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THE OWNER.

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Map information depicted is not intended to replace or substitution for any official or primary societa. This map was intended to met National Map Accuracy Standards and use the most recent, accurate sources exailable in the poople of the Chy of Noxi Boundary measurements and area adjuvations are approximate and should not be construed as survey measurements performed by a licenset Michigan Sorveyor as defined in Michigan Public Act 132 el 1970 as amended. Pleasant contact the CHy GIS Manager to confirm source end accuracy information related to this map



Feet 1 inch = 153 feet

