



KEFORD COLLISION AND TOWING JZ 18-32 with Rezoning 18.725

KEFORD COLLISION AND TOWING JZ 18-32 with Rezoning 18.725

Public hearing at the request of Keford Collision and Towing for Planning Commission's recommendation to the City Council for rezoning from I-1 (Light Industrial) to I-2 (General Industrial) with a Planned Rezoning Overlay (PRO). The subject property is approximately 7.61 acres and is located on the south side of Grand River Avenue between Taft Road and Novi Road (Section 15). The subject property contains two existing buildings which are currently unoccupied. The applicant proposes to use the larger building (23,493 square feet) for an auto body collision repair shop and related offices, along with an accessory use of car rental services.

REQUIRED ACTION

Recommend to the City Council approval or denial of rezoning request from I-1 (Light Industrial) to I-2 (General Industrial) with a Planned Rezoning Overlay.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	08-19-18	<ul style="list-style-type: none"> • Revised list of public benefits and conditions should be provided for review by the Commission; • Items to be addressed at the time of Preliminary Site Plan submittal
Engineering	Approval recommended	08-13-18	<ul style="list-style-type: none"> • Items to be addressed at the time of Preliminary Site Plan submittal
Landscaping	Approval not recommended	08-07-18 Revised 09-11-18	<ul style="list-style-type: none"> • Deviation for not meeting the minimum requirements for screening berm and lack of end cap islands and alternate location for perimeter trees and building foundation • Items to be addressed at the time of Preliminary Site Plan submittal
Wetlands	Approval recommended	08-07-18	<ul style="list-style-type: none"> • City of Novi Wetland Non-Minor Use Permit and Authorization to Encroach is required, MDEQ permit may be required; • Items to be addressed at the time of Preliminary Site Plan submittal
Woodlands	Approval recommended	08-07-18	<ul style="list-style-type: none"> • No further review necessary
Traffic	Approval recommended	11-17-16	<ul style="list-style-type: none"> • Deviation for proposing painted end islands instead of raised end islands (Requires revisions) • Items to be addressed at the time of Preliminary Site Plan submittal
Traffic Impact Study	Approval recommended	08-14-18 Revised 09-17-18	<ul style="list-style-type: none"> • Items to be addressed at the time of Preliminary Site Plan submittal
Fire	Approval recommended	07-25-18	<ul style="list-style-type: none"> • Items to be addressed at the time of Preliminary Site Plan submittal

Motion sheet

Recommend Approval

In the matter of Keford Collision and Towing JZ 18-32 with Zoning Map Amendment 18.725, motion to **recommend approval** to the City Council to rezone the subject property **from I-1 (Light Industrial) to I-2 (General Industrial) with a Planned Rezoning Overlay (PRO)**.

1. The recommendation shall include the following ordinance deviations for consideration by the City Council:
 - a. Planning deviation from Section 3.1.19.D for not meeting the minimum requirements for side yard setback for Parking (20 feet minimum required, 10.7 proposed in the northwest parking lot);
 - b. Landscape deviation from Section 5.5.3.A for not meeting the minimum requirements for a 10-15 foot tall landscaped berm or not providing the minimum required screening trees between residentially zoned property and industrial. A berm approximately 7 feet in height is proposed south of the southeast corner of the storage lot, but not along the entire southern frontage, nor at the southwestern corner of the property (not including the preserved woodland); **(AS SHOWN ON THE PLAN)**
-OR-
Landscape deviation from Section 5.5.3.A for not meeting the minimum requirements for a 10-15 foot tall landscaped berm between residentially zoned property and industrial. A berm approximately 7 feet in height is provided south of the southeast corner of the storage lot, but not along the entire southern frontage, nor at southwestern corner of the property (not including the preserved woodland), contingent on proposing the minimum required screening trees; **(STAFF RECOMMENDED)**
 - c. Landscape deviation from Section 5.5.3.C.ii and iii. for lack of interior canopy trees, in the southern portion of the vehicular storage area due to conflict with truck turning patterns. Landscape deviation from Section 5.5.3.C.iv for lack of parking lot perimeter trees along 400 feet of eastern edge of property due to lack of room between drive and adjacent property;
 - d. Landscape deviation from Section 5.5.3.C.iv to allow planting of parking lot perimeter trees, more than 15 feet of the vehicular storage area;
(AS SHOWN ON THE PLAN)
-OR-
The applicant shall revise the plan to meet the ordinance requirements;
(STAFF RECOMMENDED)
 - e. Landscape deviation from Section 5.5.3.D for the shortage of a total of 2980 square feet (37%) of required building foundation landscaping for the two buildings; **(AS SHOWN ON THE PLAN)**
-OR-
The applicant shall revise the plan to provide required building foundation landscape at an alternate location subject to City Landscape Architects approval; **(STAFF RECOMMENDED)**
 - f. Landscape deviation from Section 5.5.3.D for allowing less than 75 percent of each building perimeter to be landscaped.

- g. Landscape deviation from Section 5.5.3.D for the shortage of green scape along the building frontage facing Grand River (60% required, 54% proposed).
 - h. Landscape deviation from Section 5.5.3.C.ii.i. for the lack of landscape islands every 25 spaces within the enclosed outside storage yard due to the nature of the proposed use;
 - i. Traffic deviation from Section for proposing painted end islands in lieu of raised end islands;
2. If the City Council approves the rezoning, the Planning Commission recommends the following conditions be requirements of the Planned Rezoning Overlay Agreement:
- a. Outside storage of vehicles shall be limited to 160 parking spaces only.
 - b. Minor modifications to the approved Planned Rezoning Overlay Concept Plan (PRO) can be approved administratively, upon determination by the City Planner, that the modifications are minor, do not deviate from the general intent of the approved PRO Concept plan and result in reduced impacts on the surrounding development and existing infrastructure.
 - c. Applicant shall comply with the conditions listed in the staff and consultant review letters.

This motion is made because

- a. The rezoning request fulfills one objective of the Master Plan for Land Use by supporting the growth of existing businesses.
- b. The rezoning is a reasonable alternative as the proposed use is less intense of uses that would be typically allowed under I-2 zoning.
- c. The rezoning will have no negative impact on public utilities.
- d. According to City's Traffic Consultant's report, the proposed Keford Towing and Collision land use would be expected to generate fewer trips than what could be built under the existing I-1 zoning, as well as fewer trips than could be expected for other permitted uses under the proposed I-2 zoning.
- e. City Council's determination that the proposed PRO rezoning would be in the public interest and the benefits to public of the proposed PRO rezoning would clearly outweigh the detriments.
- f. Additional reasons here...

-OR-

Denial

In the matter of Keford Collision and Towing JZ 18-32 with Zoning Map Amendment 18.725, motion to **recommend denial** to the City Council to rezone the subject property **from I-1 (Light Industrial) to I-2 (General Industrial) with a Planned Rezoning Overlay (PRO)** with a Planned Rezoning Overlay.

.....because the proposed concept plan for outdoor storage yards is not consistent with the Master Plan for Land Use recommendation for office service research technology uses on the subject property.

-OR-

Postpone

In the matter of Keford Collision and Towing JZ 18-32 with Zoning Map Amendment 18.725, a motion to **postpone** making a recommendation on the proposed PRO and Concept Plan to allow the applicant time to provide additional information and to allow

the City staff and consultants, and the Planning Commission, to evaluate all aspects of the Concept Plan as proposed. This recommendation is made for the following reasons:

1. The applicant is encouraged to address and/or reduce the number of landscape deviations required and provide information showing how each Zoning Ordinance provision sought to be deviated would, if the deviation were not granted, prohibit an enhancement of the development that would be in the public interest, and would be consistent with the Master Plan and the surrounding area.
2. The applicant should have the opportunity to clarify if any PRO conditions are being offered under the PRO provisions of the Zoning Ordinance.
3. The applicant should have the opportunity to clarify that the proposed rezoning would be in the public interest and the benefits to public of the proposed PRO rezoning would clearly outweigh the detriments.

MAPS

Location

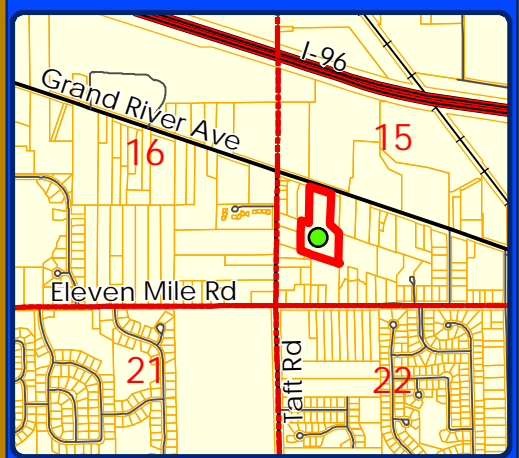
Zoning

Landuse

Natural Features

JZ 18-32: KEFORD COLLISION AND TOWING WITH PRO 18.725

Location



LEGEND

 Sections



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

Map Author: Sri Komaragiri
Date: 08/20/18
Project: JZ 18-32: KEFORD COLLISION AND TOWING IMPROVEMENTS
Version #: 1



1 inch = 183 feet

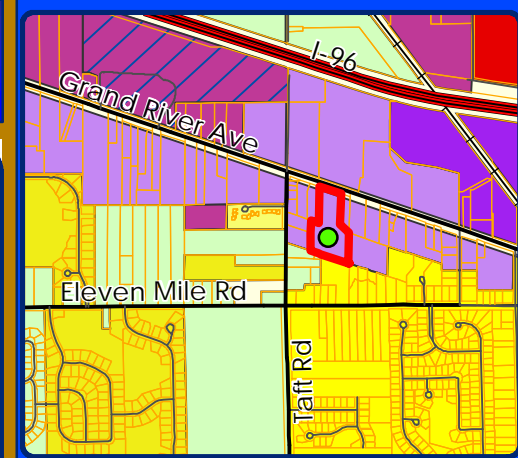
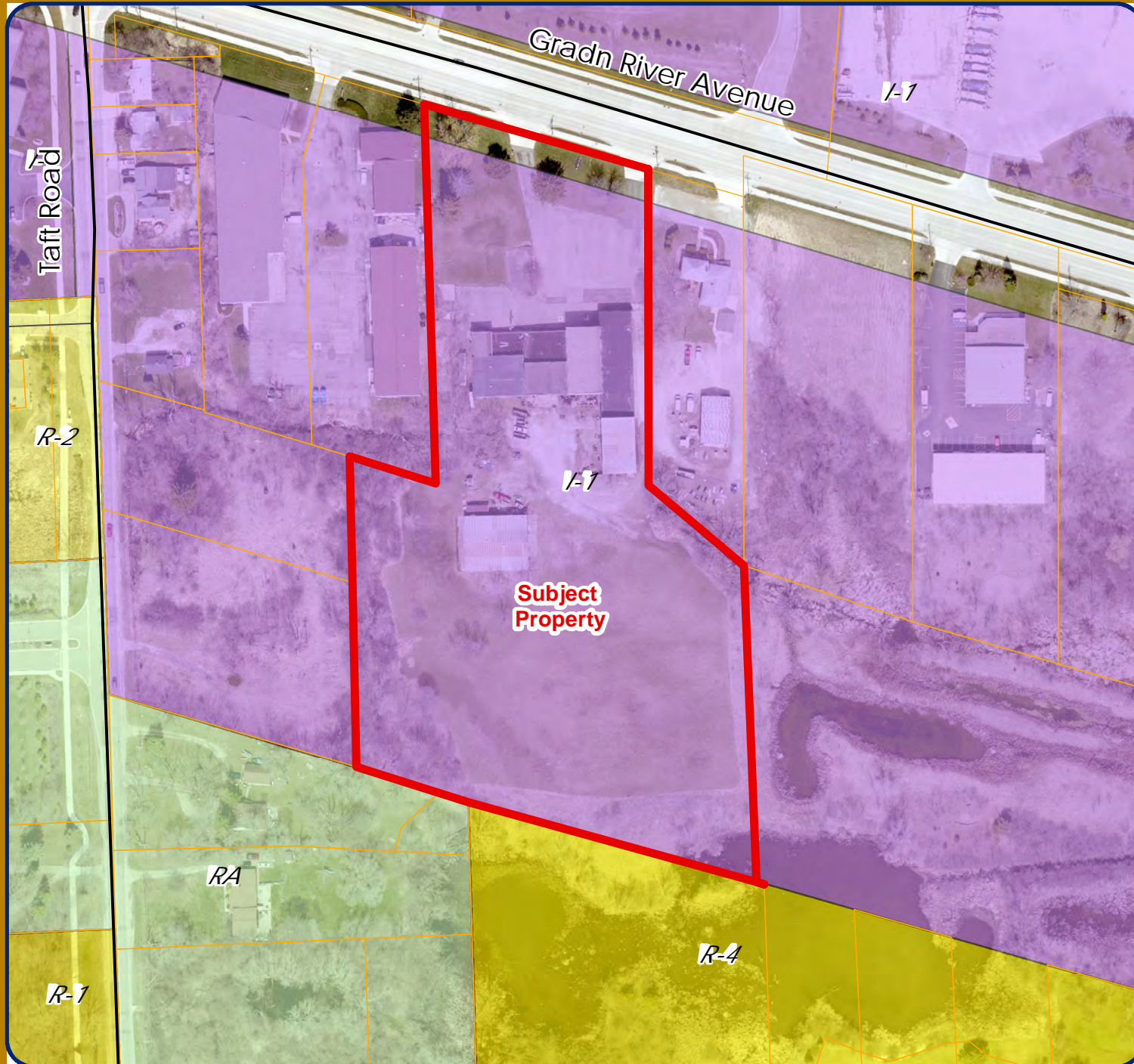


MAP INTERPRETATION NOTICE

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.

JZ 18-32: KEFORD COLLISION AND TOWING WITH PRO 18.725

Zoning



LEGEND

- R-A: Residential Acreage
- R-1: One-Family Residential District
- R-2: One-Family Residential
- R-4: One-Family Residential District
- EXO: OST District with EXO Overlay
- I-1: Light Industrial District
- I-2: General Industrial District
- OST: Office Service Technology
- RC: Regional Center District

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0 40 80 160 240

Feet

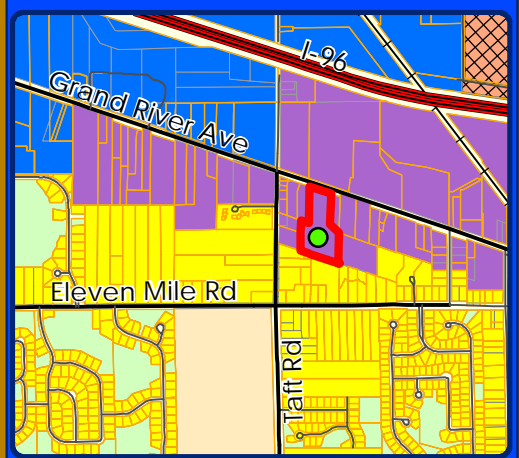
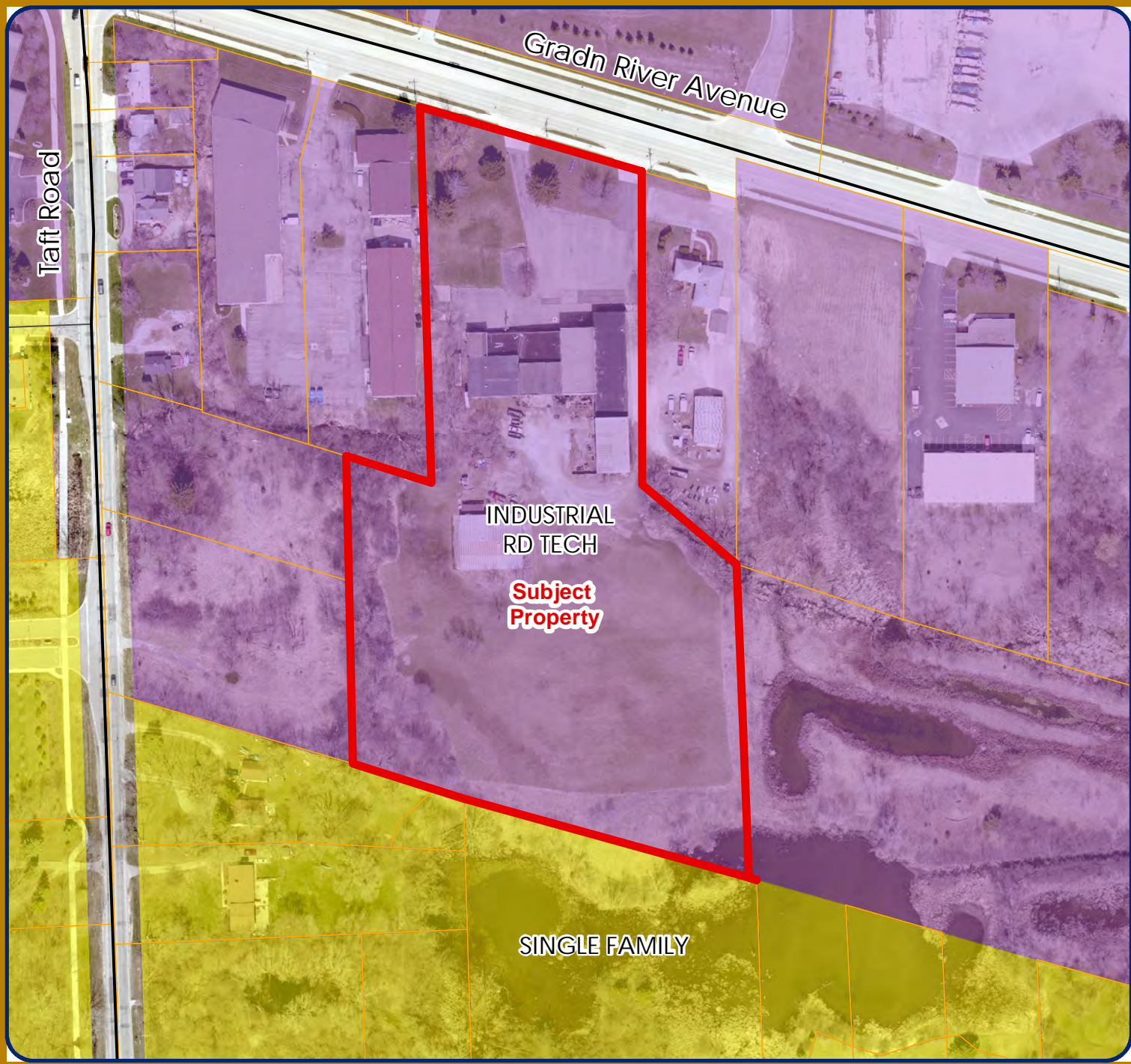
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JZ 18-32: KEFORD COLLISION AND TOWING WITH PRO 18.725

Future Land Use



- LEGEND**
- FUTURE LAND USE**
- Single Family
 - Office RD Tech
 - Industrial RD Tech
 - Regional Commercial
 - Educational Facility
 - Private Park



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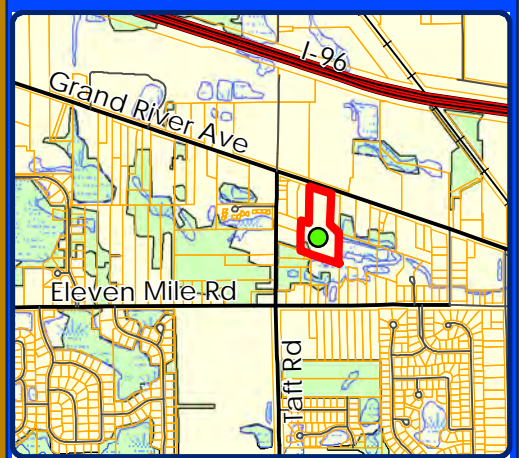


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JZ 18-32: KEFORD COLLISION AND TOWING WITH PRO 18.725

Natural Features



LEGEND

- WETLANDS
- WOODLANDS



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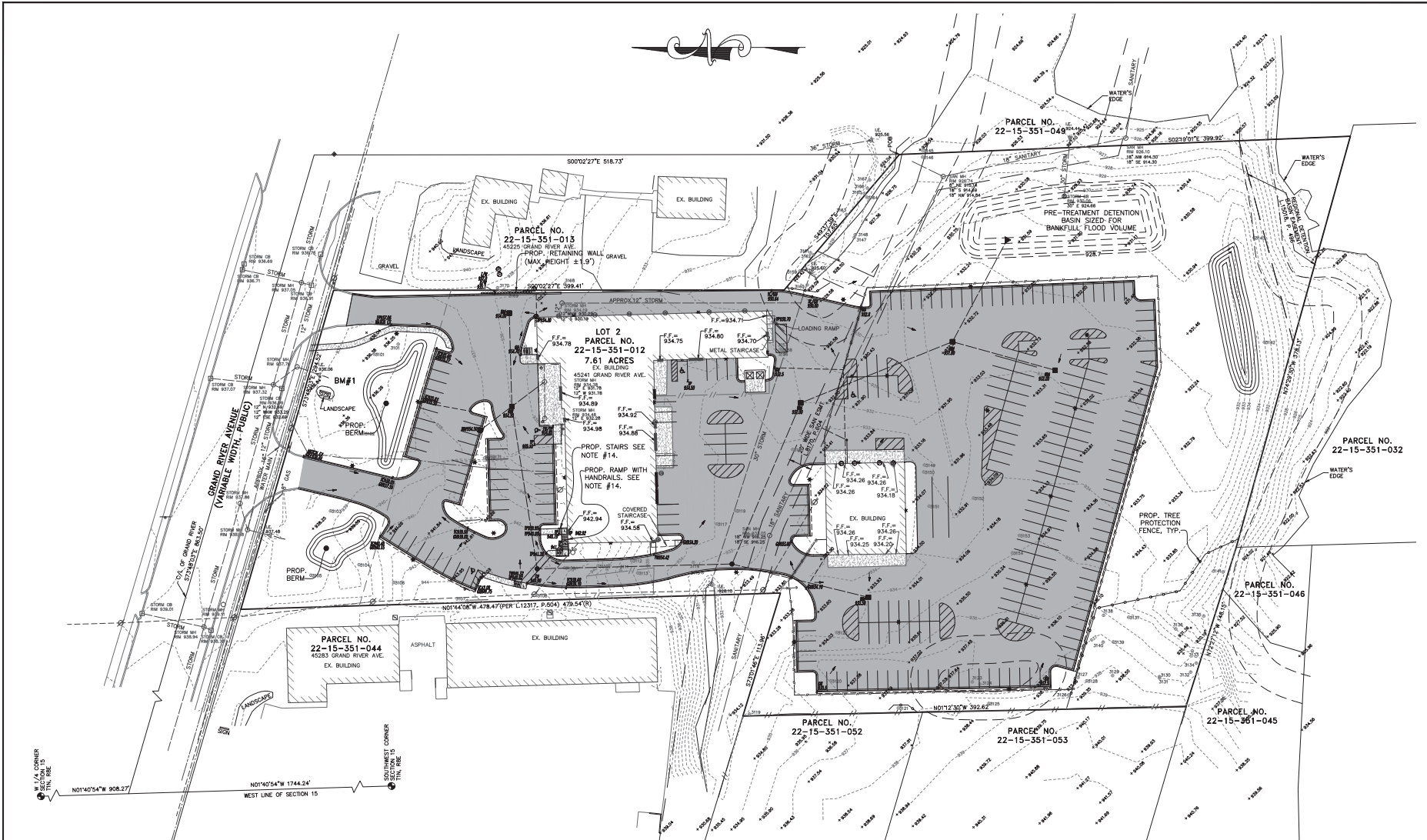


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PRO CONCEPT PLAN

(Full size plans are available for viewing at Community Development
Department)



NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

NOTE:
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AS DISCLOSED BY AVAILABLE UTILITY COMPANY RECORDS AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE COMPANY. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER IMMEDIATELY IF A CONFLICT IS APPARENT.

LEGEND:

○	EX. CATCH BASIN	○	EX. SIGN	▲	PROP. TOP OF CURB ELEV.
○	EX. STORM MANHOLE	○	EX. POST/BOLLARD	▲	PROP. TOP OF WALK ELEV.
○	EX. SANITARY MANHOLE	○	EX. TRAFFIC SIGNAL	▲	PROP. TOP OF PAVEMENT ELEV.
○	EX. CLEANOUT	○	EX. FENCE	▲	PROP. SPOT ELEV.
○	EX. WATER GATE VALVE	○	EX. SOIL BORING	▲	PROP. DRAINAGE ARROW
○	EX. COMMUNICATIONS MANHOLE	○	PROP. FENCE	▲	PROP. SILT FENCE
○	EX. HYDRANT	○	PROP. FINISH FLOOR ELEVATION	▲	PROP. TREE PROTECTION FENCE
○	EX. WATER VALVE	○	PROP. LIGHT POLE	▲	PROP. INLET FILTER
○	EX. WATER SHUTOFF	○	PROP. STRUCTURE	▲	PROP. ASPHALT
○	EX. GAS SHUTOFF	○	PROP. STORM SEWER	▲	PROP. SILT FENCE
○	EX. GAS VENT	○	PROP. CURB & GUTTER	▲	PROP. ASPHALT
○	EX. ELECTRIC MANHOLE	○	PROP. SANITARY SEWER	▲	PROP. CONCRETE
○	EX. HANDHOLE	○	PROP. WATER MAIN	▲	
○	EX. FEDESTAL	○	PROP. END SECTION	▲	
○	EX. TRANSFORMER	○	PROP. CLEAN-OUT	▲	
○	EX. LIGHTPOLE	○	PROP. HYDRANT	▲	
○	EX. UTILITY POLE	○	PROP. GATE VALVE	▲	
○	EX. GUY ANCHOR	○	PROP. CURB BOX	▲	
○	EX. COMMUNICATION MANHOLE	○	PROP. GUTTER ELEV.	▲	

NOTES:

1. PLAN SET FOR PRE-APPLICATION/PRELIMINARY SITE PLAN SUBMITTAL ONLY.
2. ALL WORK SHALL CONFORM TO THE CURRENT CITY OF NOW STANDARDS AND SPECIFICATIONS.
3. REFER TO THE "PRELIMINARY STORM WATER MAINTENANCE PLAN" FOR INFORMATION REGARDING PROPOSED STORM WATER PRE-TREATMENT AND DETENTION.
4. RIGHT OF WAY PERMIT IS REQUIRED FROM THE CITY OF NOW FOR ANY WORK IN THE GRAND RIVER AVENUE RIGHT-OF-WAY.
5. NOTIFY THE CITY OF NOW A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION.
6. CONTRACTOR TO FIELD VERIFY LOCATION, DEPTH, AND SIZE OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION.
7. THE CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES, CURB, SIDEWALK, ETC.
8. ALL SOIL EROSION AND SILT MUST BE CONTROLLED AND CONTAINED ON-SITE.
9. ALL EXCAVATION UNDER OR WITHIN A 10' INFLUENCE OF PUBLIC PAVEMENT, EXISTING OR PROPOSED, SHALL BE BACKFILLED AND COMPACTED WITH SAND (CLASS II MDD).
10. IF DEMOLITION IS ANTICIPATED OR OCCURRED DURING CONSTRUCTION THE CONTRACTOR IS REQUIRED TO SUBMIT A DEMOLITION PLAN TO THE CITY ENGINEERING DIVISION FOR REVIEW.
11. ALL RIP-RAP IS REQUIRED TO BE GRATED.
12. SIDEWALK RAMP TO COMPLY WITH ADA REQUIREMENTS: PROVIDE HANDRAILS MEETING CITY/STATE BUILDING CODES AS NECESSARY AT RAMPS AND STAIRS.

COMMERCIAL SURVEYING
SITE ENGINEERING
BOUNDARY SURVEYS
INDUSTRIAL SURVEYS
LAND SURVEYING UNIT
CONSTRUCTION LAYOUT

RESIDENTIAL SURVEYING
SITE ENGINEERING
BOUNDARY SURVEYS
INDUSTRIAL SURVEYS
LAND SURVEYING UNIT
CONSTRUCTION LAYOUT

ALPINE ENGINEERING INC.
CIVIL ENGINEERS & LAND SURVEYORS

4885 WEST BOLD
SUITE 109
HOWLAND, MICHIGAN 48837

811
Know what's below
Call before you dig.

KEFORD COLLISION & TOWING
PRELIMINARY GRADING PLAN
SECTION: 15
45241 GRAND RIVER AVENUE
PARCEL 6 E
TOWNSHIP 15 N
COUNTY OF OAKLAND
MICHIGAN

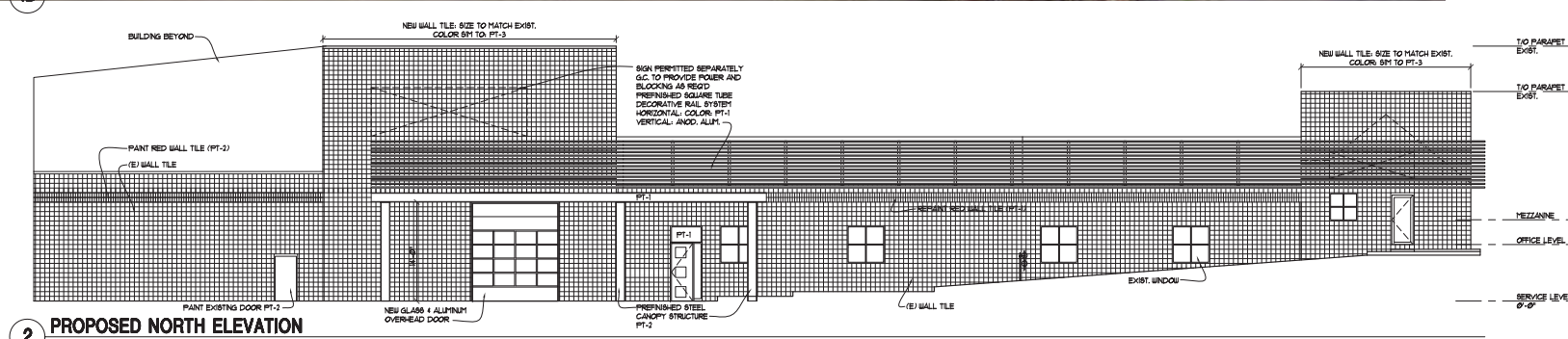
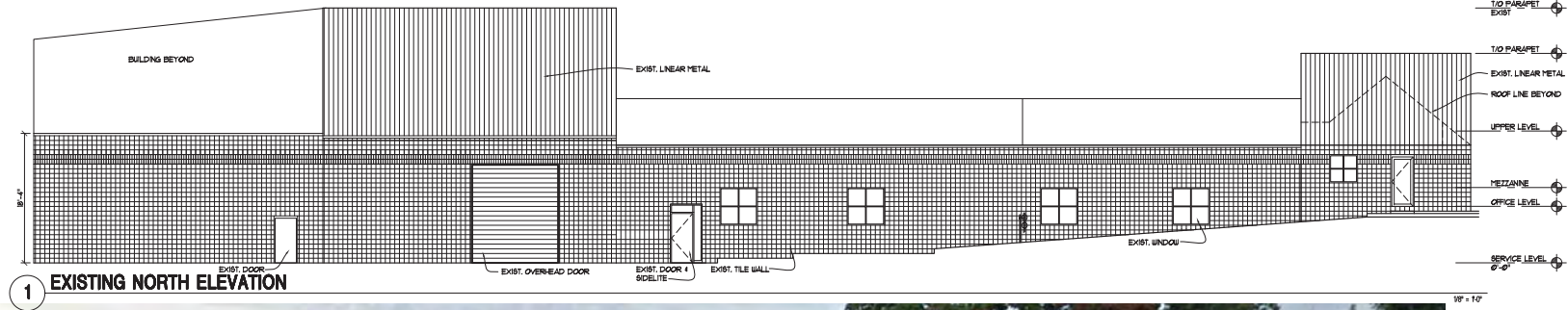
REVISIONS

DATE: 2018-02-02
DRAWN BY: SD
CHECKED BY: TO/SD

SCALE: 1" = 40' FT.
17-504

3

NOT FOR CONSTRUCTION



PAINT LEGEND

PT-1 (YELLOW):
BENJAMIN MOORE
2133-40 DIOR GRAY

PT-2 (GREY):
BENJAMIN MOORE
2133-40 DIOR GRAY

PT-3 (BLUE):
BENJAMIN MOORE
2064-10 BOLD BLUE



40850 Grand River Ave. Suite 200
Novi, MI 48375
248 471 7877 ph
248 471 7868 fax

client

notice
THE ARCHITECTURAL DRAWINGS ARE GIVEN STRICT CONFIDENCE. NO USE IN WHOLE OR PART, MAY BE MADE WITHOUT THE WRITTEN CONSENT OF CITYSCAPE ARCHITECTS. ALL RIGHTS ARE HEREBY RESERVED.
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project title

BUILDING REZONING

45241 GRAND RIVER AVE
NOVI, MI 48375

sheet title

EXTERIOR NORTH ELEVATIONS

DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY.

project number

17062

drawn JWF
approved CAJ

issued date
PRE-APPLICATION 05/17/18
RESUBMITTAL 07/13/18

sheet number

A-211

FAÇADE BOARD



2B

PROPOSED NORTH FACADE

CONCEPTUAL IMAGE PROVIDED FOR DESIGN INTENT ONLY, ACTUAL COLORS, MATERIALS AND ARRANGEMENT MAY VARY AFTER BUILDING PROCEEDS THROUGH DESIGN DEVELOPMENT



PRO NARRATIVE

L A W O F F I C E S
LANDRY, MAZZEO & DEMBINSKI, P.C.

D. B. LANDRY
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37000 GRAND RIVER AVENUE, SUITE 200
FARMINGTON HILLS, MICHIGAN 48335
www.lmdlaw.com

TELEPHONE
(248) 476-6900

FACSIMILE
(248) 476-6564

July 17, 2018

VIA HAND DELIVERY

RECEIVED

JUL 18 2018

CITY OF NOVI
COMMUNITY DEVELOPMENT

City of Novi Planning Department
45175 West Ten Mile Road
Novi, MI 48375

ATTN: Hannah Smith

RE: JSP 18-31 Keford Towing
Application For Rezoning With Planned Rezoning Overlay Agreement
Applicant: Keford Collision and Towing
Property Address: 45237 Grand River Avenue, Novi, MI

Dear Planning Department:

Enclosed please find an Application For Rezoning With Planned Rezoning Overlay Agreement. We have previously submitted a Concept Site Plan to the City along with extensive documents on March 14, 2018 and on May 25, 2018. A Concept Meeting was conducted and a Pre-Application meeting was held at the City on June 11, 2018 and thereafter we received the City's initial review letters. We are hereby submitting this Rezoning Application with Planned Rezoning Overlay at this time along with a Concept Site Plan and responses to the City's review letters for the City Administration's review and submittal of this Planned Rezoning Overlay (PRO) request to the Planning Commission for its review and recommendation to City Council. We are submitting the following along with this narrative:

- Exhibit A Application For Site Plan and Land Use Approval
- Exhibit B Conceptual Site Plan (7 sets)
- Exhibit C Proposed Conditional Rezoning Agreement
- Exhibit D Alpine Engineering letter of July 12, 2018 responding to City Planning, Engineering, Wetlands/Woodlands and Traffic review letters.
- Exhibit E Allen Design letter of July 12, 2018 responding to City Landscape review letter.

LANDRY, MAZZEO & DEMBINSKI, P.C.

July 17, 2018

Page 2

- Exhibit F Rezoning Traffic Study prepared by Fleis & Vanderbrink dated July 16, 2018.
- Exhibit G Rezoning Sign Plot Plan.
- Exhibit H Soil Boring Log (14 borings).

Please accept this letter as the narrative requested by the City to provide background on this application and in further response to inquiries made by the City in its initial administrative review of the PRO Application.

The applicants are Thomas Harrington and Timothy Harrington who currently operate Keford Collision and Towing Service in Novi. The current property owner is Mr. L. V. Pheil who owns the property individually. Messrs. Harrington and Mr. Pheil have executed a Real Estate Purchase Agreement. A description of this proposed development is as follows.

The Existing Site.

45237 Grand River Avenue consists of a single lot fronting on the south side of Grand River Avenue. The property is east of Taft Road and West of Lannys Road. It was formally occupied by Amcorp Ltd, a machine tool manufacturer/assembler.

The site consists of 7.18 acres configured with the north one half-portion of the site having approximately 294 feet of frontage along Grand River and the southern portion of the site widening to approximately 526 feet at its southern border.

The property is currently zoned I-1. The property is bordered on both the east and the west by property zoned I-1. The adjacent property to the south is zoned residential. The southern boundary of the property is approximately 526 feet in length. 378 feet of that is bordered by property zoned R-4 which is owned by the City of Novi and currently used as part of a larger regional detention basin. This large regional detention basin is located to the east of the property. The remainder of the southern border of the property, approximately 148 feet, is bordered by a small piece of property zoned R-A owned by the City of Novi and single lot to the extreme southwest which has frontage on Taft Road and is zoned R-A.

The property in question has had a long history of industrial use since the 1940's. This has included use by the companies: Vicete Die & Engineering, Tri-State Crain, Master Prototype, Inc, Parra Level LLC, Quazite Corporation, and, since approximately

LANDRY, MAZZEO & DEMBINSKI, P.C.

July 17, 2018

Page 3

1987 by Amcorp Ltd. The most recent use has been as a commercial and industrial machinery and equipment manufacturer and assembler. An 8,000-gallon underground storage tank was formally located on this site in the southern portion and was removed in 1987. In the 1990's the City of Novi developed a large regional detention basin on property to the east and the south. In the course of that development the City deposited significant amounts of dirt on the southern portion of the applicant's parcel.

Amcorp Ltd. has ceased operating as a machine assembler and manufacturing facility and the property has remained vacant for several years. The applicant has had an environmental Phase I Analysis performed by AKT Peerless. As part of the Phase I Analysis the following was discovered:

During AKT Peerless' recent site reconnaissance, various petroleum products including hydraulic oil, mineral spirits, machine oils, paints, solvents, grinding coolant, and other products were observed throughout Subject Buildings 1 and 2. These products were stored in one-quart, one-gallon, five-gallon, and/or 55-gallon drums, on the floors, shelving, or on various machines and parts throughout, some of which were uncovered with evidence of leaking observed (concrete staining). (See attached Exhibit C, portions of the Phase I Environment Site Assessment).

The interior of the large 21,306 square foot building is literally jam-packed with large machinery in various states of decay. Based on the results of the environmental Phase I Site Assessment the applicant has paid for a Phase II Environmental Assessment which was completed by AKT Peerless. That Phase II Environmental Analysis confirmed that there were **no volatiles** present in the soil but did discover arsenic and chromium in the soil, as well as arsenic and lead in certain groundwaters which are above MDEQ standards. Indeed, some of the elevated levels were found in the area of fill which had been deposited by the City of Novi when the regional stormwater detention was built. Remediation is not required but the applicant would prepare a Baseline Environmental Assessment along with a Compliance Report as part of the redevelopment of this site. (See attached Exhibit D, Phase II Environmental Site Assessment and Recommendations). In short, the redevelopment of this site would in fact consist of a "cleanup" of the site which has been used as a heavy industrial site for over 50 years. This is certainly an aspect of public benefit to the City of Novi as a result of this PRO and redevelopment.

Proposed Redevelopment Of The Site Pursuant To A Rezoning With A Planned Rezoning Overlay.

The applicant proposes to redevelop the site for use as a towing and collision service. Keford Collision has operated in the City of Novi for over 30 years. They are well-known to the City. In fact, Keford currently provides towing services to the Novi Police Department pursuant to a City contract. Keford is currently located in Novi on Grand River Avenue just west of Haggerty. The applicant desires to move their operation to this site and remain in the City of Novi.

The site is uniquely configured for the applicant's operation as the existing large building on the site is sufficient to accommodate the collision service while the rear portion of the site can easily accommodate the towing service. The location of the large building in the middle of the parcel which spans virtually the entire width of the parcel provides a total screening of the rear portion of the property from Grand River Ave. It is the rear portion of the property which would be used for the storage of vehicles which are towed to the site. The redevelopment of the parcel would include berming at Grand River and a reduction of the pavement on the front portion of the parcel between the building and Grand River Avenue. That reduced pavement would accommodate customer parking, i.e., customers coming in to retrieve their vehicles after they have been towed and/or after collision and body work. The front portion of the property between the larger building and Grand River Avenue would not be used for any outdoor vehicle storage. Thus, the front portion of the parcel fronting on Grand River Avenue would comply with the Novi Zoning Ordinance, as well as the Grand River Corridor Future Study Plan.

Outdoor vehicle storage would only be located in a portion, not all, of the rear of the property. That portion is well away from any residentially zoned property, is not at all visible from Grand River Avenue and the applicant is proposing that it be significantly screened by trees.

The parcel is unique because while the southern boundary of the property borders residentially zoned property virtually 90% of that residentially zoned property is owned by the City and utilized as a part of a larger regional detention basin. Therefore, there is, and will never be, any "residential use" of that adjacent property. A virtual sliver of the adjacent property to the southwest corner of this property is zoned R-A but even a portion of that is currently owned by the City, i.e., a landlock parcel. Thus, while the property adjacent to the southern border may be zoned residential it will not be used as residential property. Notwithstanding, the applicant is proposing a perimeter row of trees around the entire

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southern portion of the property to screen the use of the property from the adjacent properties.

Zoning.

The property is currently zoned I-1. We are submitting an Application for Rezoning to the Zoning Classification I-2 with a PRO significantly limiting the I-2 uses. The only I-2 uses which would be conducted on site would be automobile engine and body shop repairs, and outdoor storage. The applicant has been operating Keford Collision and Towing in the City of Novi for 30 years. The applicant currently leases property in Novi on the north side of Grand River Avenue just west of Haggerty Road. That property is owned by Mercedes Corporation and while the applicant has enjoyed a great relationship with Mercedes, the Mercedes Dealership plans to expand its operation into the space currently leased by the applicant and thus the applicant will not be able to renew its lease on the current premises. After operating in the City of Novi for 30 years Keford wishes to continue in the City of Novi at the location which is the subject of PRO Request. Again, while this Application seeks rezoning to an I-2 zoning district only two I-2 uses would ever be conducted on this property pursuant to a Conditional Rezoning Agreement.

In comparing the requested two I-2 uses to the current zoning on the property, the current I-1 zoning would allow manufacturing, the storage of building materials including sand, gravel, stone, lumber and contractor equipment and supplies (indoors), health and fitness clubs and professional offices and warehousing. These are intense I-1 uses. These are I-1 uses which would generate far more traffic than the two limited I-2 uses proposed by the applicant. The automobile engine and body shop repair use would be conducted completely indoors. The only outdoor use would be the storage of vehicles which are towed to the site awaiting repair and such outdoor storage would be in the rear of the premises completely screened from Grand River Avenue by the existing building which virtually spans the entire width of the property from east to west. As is explained further in this narrative letter the applicant is proposing significant screening also to the south. Therefore, nobody travelling down Grand River Avenue would ever see any of the vehicles which are towed to this site for repair. The property to the east and west is zoned I-1 and is currently in industrial uses.

Public Benefit.

A significant public benefit to the City of Novi would be gained by this PRO. First, the City of Novi 2016 Master Plan Update specifically lists a one of its objectives, to "Retain and support the growth of existing businesses and attract new businesses to the City of Novi." (p. 40, City of Novi 2016 Master Plan Update). Keford Collision and Towing

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has been an existing business in the City of Novi for over 30 years. Indeed, Keford Collision and Towing provides contractual towing services to the City of Novi Police Department. The approval of this PRO Application would be in furtherance of Master Plan Objective #18.

In addition, the development of this site by the applicant would in fact clean up this historical manufacturing site and its environment. This redevelopment would eliminate a vacant rotting manufacturing facility. Berming would be installed along Grand River and the entire front of the property along Grand River would be in compliance with the City's Grand River Corridor Plan. The amount of asphalt in the front portion of the property, which would be used for customer parking, would be reduced from its current state and a landscape island would be constructed.

Attached hereto as Exhibit E is a Rezoning Traffic Study. As you can see by reviewing this study there would be significantly less traffic under the proposed PRO Rezoning than under potential I-1 uses for this property. That is certainly a public benefit.

In addition, pursuant to Section 405 of the Michigan Zoning Enabling Act, 2008 PA 1-10, as amended (codified at MCL § 125.3405 (and Section 7.13.2 of the City of Novi Zoning Ordinance), the applicant is voluntarily offering to donate \$10,000 to the City of Novi Grand River Corridor Improvement Authority to fund the installation of sidewalks in certain "gap" areas along Grand River to improve mobility and support the Grand River Corridor Improvement Plan. An identical public benefit was offered to the City of Novi by Hadley's Towing and accepted by the City when the City granted Hadley's Towing's Application for Rezoning with PRO JSP 16-33. That Rezoning Application with PRO is virtually identical to this Application.

Potential Tenants.

There are two buildings currently located on this property, both of which will remain. The larger building consists of 23,493 square feet which will be used for the automobile repair and collision shop. There is a second out building in the rear portion of the property consisting of 5,703 square feet. Keford's proposed use of the larger building does not include the use of the very small office portion which currently exists in the extreme northwest corner of the larger building. Therefore, the applicant would anticipate the potential renting of this small office space area to a subtenant. No particular subtenant has been identified or decided upon. At this stage any such subleasing of that small portion of the main building is merely an anticipated subtenant. The City has requested that the applicant provide more clarity with respect to potential subtenants. For the small office space in the northwest corner of the larger building the applicant would consider

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leasing this space to be used for a small rental car operation. A rental car use would fit perfectly with the auto and body shop repair as customers whose vehicles are brought to Keford for repair often need to rent vehicles for a short period of time while their vehicle is in repair. This would be small operation. The Conceptual Site Plan includes 10 parking spaces in the rear of the premises for use by a potential car rental subtenant for the parking of the small number of vehicles to be rented.

In addition, there is a building on the rear portion of the property which consists of 5,703 square feet. This is basically a pole barn. However, this building is currently equipped with incredible electrical service. Thus, this building would be very compatible with a small tool and die shop.

Again, no specific tenants have been identified or even approached by the applicant. In response to the City's request for additional information regarding proposed subtenants we offer the above information. With respect to zoning a small tool and die shop is allowed as a Special Land Use under the existing I-1 Zoning. Thus, there would be no zoning problems there. With respect to a potential small car rental service that is a Special Land Use under a B-3 Zoning. B-3 Zoning is a less intense use than even the current I-1 Zoning.

Soil Borings.

The City has requested information with respect to soil types on the property. It must first be recognized that there are no new buildings to be constructed for this rezoning and use by Keford. Keford would merely use the existing buildings without adding any additional structures.

Attached hereto are 14 soil borings which were conducted by AKT Peerless as part of the Phase II Environmental Study.

Small Wetland.

There is a small wetland on the property consisting of .1 acres. This very small wetland does not meet the City's threshold for mitigation, which is .25 acres. The initial review letters requested that we comment on whether the rear parking could possible be removed to accommodate the small wetland. This cannot be done because there is simply no room. On the southeastern portion of the property there is a pre-treatment detention basin required and thus there is simply no room to move this parking further to the east. Again, there is no requirement that this wetland be mitigated because it is too small.

Community Impact Statement

An estimated 110 construction jobs would be required for all trades over the course of construction.

The total estimated cost of the building and site improvements is \$2,000,000.00

15 current jobs in the City of Novi will be saved by allowing the applicant to relocate to this site.

If subtenants are located on the site it is anticipated that 10 new jobs would be created.

No increase in the number of police or fire responses would be anticipated as Keford is currently located in Novi.

Requested Deviations.

1) Side Yard Parking Setback.

Novi Zoning Ordinance 3.1.19.D requires a 20-foot minimum side yard parking setback. As you can see by reviewing the attached Concept Plan, a very small portion of the front parking area along the west cannot meet this standard. Zoning Ordinance Section 3.6.2.Q provides that the Planning Commission may modify setback requirements. The applicant is seeking a deviation. You will note that the traffic pattern for this site proposes that the vehicles awaiting repair will be kept in the rear portion of the property. There are drives along both the east and the west portion of the property. Indeed, two means of ingress and egress are required for the fire department. Because of these drives this deviation is requested.

2) Parking Lot Raised Islands.

Novi Zoning Ordinance Section 5.3.12 calls for raised landscape islands within parking lots. While a raised parking lot landscape island is provided in the front parking lot of the property a deviation is requested with respect to the parking portion in the rear of the property where the vehicles awaiting repair will be staged. Such a deviation is allowed in Zoning Ordinance Section 5.5.3.C.ii. This deviation is requested

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for the necessary maneuverability of tow trucks and towed vehicles. Obviously, raised islands create a problem with respect to the towing of vehicles. Accordingly, the applicant is requesting that the applicant be allowed to substitute painted islands on the surface of the asphalt. It should be noted that this identical deviation was allowed and provided to Hadley's Towing with respect to their Application for Rezoning with PRO, which was JSP 16-33. The identical conditioning and reasoning applies here.

3) Deviation From Parking Perimeter Trees.

Parking lot perimeter trees are called for under Zoning Ordinance 5.5.3.C.iii. A deviation is allowed under Section 5.5.3.C.iv. Such deviations are allowed if the intent of the Zoning Ordinance is met. The intent of the parking lot landscape requirements is set forth in Zoning Ordinance Section 5.5.3.C.i where it is stated that such landscaping: reducing solid expanses of impervious surfaces, to decrease runoff, and to create an "aesthetically pleasing environmentally enhanced parking areas." It must be kept in mind that this particular rear parking area would be used for the staging of vehicles awaiting repair. Thus, this is not a typical parking lot where customers will be coming and going. This parking lot will be completely surrounded by a chain-link fence which also includes "fenceblock" material such that no one will be able to see into this parking lot. Therefore, there is no need to create an "aesthetically pleasing" parking lot with landscaping. Again, such a deviation was granted to Hadley's Towing with respect to their PRO Application, JSP 16-33. Quite simply, this parking lot will be completely surrounded by a fence which will totally block the view from the outside. The unique use does not violate the intent of the Novi Zoning Ordinance.

4) Berm Waiver Along The Southern Portion Of The Property.

Novi Zoning Ordinance Section 5.5.3.A calls for a berm when industrial zoned property abuts residential zoned property. The applicant is seeking a waiver of the berm requirement to allow the continued presence of an existing woodland on the extreme southwest corner of the property and the applicant is proposing a solid row of evergreen trees along the southern border as well as the southwest corner and, in addition, a small five-foot berm on the southeast portion of the property.

It is important to recognize that the berm requirement exists when industrial zoned property abuts residentially zoned property. Obviously, the purpose is to screen from view the industrial use from the adjacent residences. However, this piece of property is uniquely situated. While the property to the south is zoned residential it is owned by the City of Novi and used as a regional detention basin. Accordingly, there is not now, and there never will be, any residences on this southern property notwithstanding its

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residential zoning. Therefore, the need for a berm does not exist. There is a single lot at the extreme southwest corner of the property which is not owned by the City, however, the residence located thereon is up at Taft Road a long distance from this property. A close look at the landscape plans, Concept Plan Sheets L-1, L-3, and L-4, show that to the south of the property there is a height differential between the applicant's property and the adjacent property. The applicant's property is 12 feet higher at its southern edge than the adjacent property. That is because there is a retention pond on the adjacent property. Thus, there is already existing a topographical difference which is a "de facto berm". Secondly, there is an existing woodland to the southwest corner of the property which provides screening with respect to that one private residence located along Taft Road. The applicant is proposing a solid row of 8 to 10-foot evergreen trees all along the southern property up to existing woodlands and then wrapping around the woodlands on a portion of the western boundary of the property. Calling your attention to the Concept Plan Landscape Sheet L-4, the applicant has provided cross-sections showing the view shed from the residential property along Taft Road at the southwest corner of this property. This cross-section is "Section B-B". As you can see, between this property and the parking lot of the applicant is the existing woodland as well as the eight-foot chain-link fence with a solid screening material. Thus, that residence will not be able to see inside of his parking lot.

Also, there is a view shed on attached Landscape Sheet L-4 showing the view from the property along 11 Mile Road to the southeast of the applicant's property. Please note that property is not "adjacent" to the applicant's property. However, the applicant, in attempting to address the intent of the ordinance, is recommending installing a five-foot berm and installing 8-10-foot evergreen trees on top of that five-foot berm. Attached Concept Plan Landscape Sheet L-4 provides a view shed noted as "Section A-A". This shows that a person at that residence will, likewise, not be able to see into the interior of the parking lot.

Therefore, the applicant is proposing to adequately screen the parking lot from the two residences which may arguably be termed "adjacent" Again, the vast majority of the adjacent residentially zoned property is owned by the City of Novi and will never be occupied by any "residence".

CONCLUSION

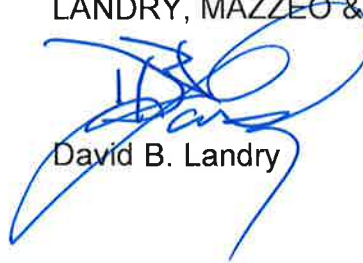
The applicant would request that this Rezoning Application with PRO be presented to the Planning Commission at its August 22, 2018 scheduled meeting. Please feel free to contact the undersigned with any additional inquiries or requests. We thank you for your consideration of this request.

LANDRY, MAZZEO & DEMBINSKI, P.C.

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Very truly yours,

LANDRY, MAZZEO & DEMBINSKI, P.C.

A handwritten signature in blue ink, appearing to read "David B. Landry", is written over the typed name. The signature is stylized and somewhat illegible due to its cursive nature.

DBL/klm
Enclosures

TRAFFIC STUDY

MEMO

VIA EMAIL

To: Mr. Tom Herrington
Keford Collision & Towing

From: Julie M. Kroll, PE, PTOE
Fleis & VandenBrink

Date: July 16, 2018

Re: Proposed Keford Towing and Collision
City of Novi, Michigan
Rezoning Traffic Study

INTRODUCTION

This memorandum presents the results of the Rezoning Traffic Study (RTS) for the proposed Keford Towing and Collision in the City of Novi, Michigan. The project site is located at 45241 Grand River Ave. in the City of Novi, Michigan. The proposed development includes a 23,493 SF automotive collision center that includes on-site vehicle storage. As part of this proposed development, the existing property is proposed to be rezoned from the existing I-1 (Light Industrial) to a PRO with an underlying I-2 (General Industrial) zoning classification.

In accordance with the City of Novi *Site Plan and Development Manual*, an RTS is required for the proposed rezoning. Included in this RTS are: background information, description of the requested use, trip generation analysis, and available traffic counts (peak hour and daily) within one mile of the subject property.

BACKGROUND INFORMATION

The project is located adjacent to the south site of Grand River Ave., approximately 650 feet east of the intersection with Taft Road. Grand River Avenue runs generally in the east and west directions along the north side of the subject site. The study section of Grand River Avenue is under the jurisdiction of the Road Commission for Oakland County (RCOC). Additional roadway information¹ is summarized in the table below.

Table 1: Adjacent Land Use Map

Roadway Segment	Grand River Ave (Taft Road to Novi Road)
Number of Lanes	5 (2-lanes each direction, center left-turn lane)
Functional Classification	Minor Arterial
Posted Speed Limit	50 mph
Traffic Volumes (2016)	15,900 vpd
Short Range Transportation Improvement Projects	None
Long Range Transportation Improvement Projects	None

¹ Source: Southeast Michigan Council of Governments (SEMCOG)

The majority of land uses adjacent to the project site are commercial and light industrial, with some office and residential land uses. There are no additional proposal developments in the vicinity of this project that is expected to impact the proposed site operations. The adjacent land uses are shown below on **Figure 1**.

FIGURE 1: ADJACENT LAND USE MAP



DESCRIPTION OF REQUESTED USE

Keford Towing and Collision is currently located at 39586 Grand River Ave. in Novi, Michigan and will be relocating their existing operations to this new location at 45241 Grand River Ave. The proposed site location property is currently zoned I-1 (Light Industrial) and is proposed to be rezoning to a PRO with an underling I-2 (General Industrial) zoning classification. All existing structures on this property will remain and no changes to the site access drives on Grand River Ave. are proposed.

Table 2: Proposed Land Use Summary

Proposed Operations	Keford Towing and Collision
Hours of Operation	Monday-Thursday 7:30AM – 6:00PM Friday 8:00AM – 4:00PM Saturday & Sunday Closed
Number of Employees	20
Project Phasing	None
Future Expansion	None

TRIP GENERATION

The City Zoning Ordinance describes the land uses permitted by-right under the existing I-1 and proposed I-2 zoning classifications. In order to determine the maximum site trip generation potential under the existing and proposed zoning classifications, the principal uses permitted under each zoning classification must be matched to the land use categories described by the Institute of Transportation Engineers (ITE) in *Trip Generation, 10th Edition*. ITE publishes trip generation data by square feet (SF) for various uses. Therefore, the maximum allowable density for these uses was determined based on information provided by Alpine Engineering.

The Ordinance definition of uses permitted under I-1 zoning includes professional office buildings, medical office buildings, medical clinic, labs, and fitness centers. Review of the ITE land use descriptions indicates that the Fitness Center (#560) and Medical Office (#720) uses best match the uses defined by Ordinance. Other applicable ITE land uses such as General Office (#710) were reviewed but have lesser trip generation rates.

The Ordinance definition of uses permitted under I-2 zoning includes auto engine and body repair shops, ready-mix or transit mix concrete operations, motor freight terminals and trucking facilities and commercial sale of new and used heavy trucks and heavy off-road construction equipment. Review of the ITE land use descriptions indicates that the Automobile Care Center (#942) and Intermodal Truck Terminal (#030) uses best match the uses defined by Ordinance. Other applicable ITE land uses such as Manufacturing (#140) were reviewed but have lesser trip generation rates.

The maximum trip generation potential of the subject site was forecast for the existing I-1 zoning and proposed I-2 zoning classifications. The number of Weekday (where applicable), AM peak hour, and PM peak hour vehicle trips was calculated based on the rates and equations published by ITE in *Trip Generation, 10th Edition*. The trip generation forecasts are shown in Table 2.

Table 3: Site Trip Generation Comparison

Zoning	Land Use	ITE Code	Amount	Units	Average Daily Traffic	AM Peak Hour			PM Peak Hour		
						In	Out	Total	In	Out	Total
Existing I-1	Health/Fitness Club	492	55,000	SF	n/a	148	42	190	53	137	190
	Medical Office	720	61,000	SF	2,256	112	32	144	59	150	209
	Max for existing zoning						148	42	190	59	150
Proposed I-2	Automobile Care Center	942	53,000	SF	n/a	79	40	119	79	86	165
	Intermodal Truck Terminal	030	28,000	SF	n/a	26	29	55	27	25	52
	Max for proposed zoning						79	40	119	79	86
Proposed Development	Automobile Care Center	942	23,493	SF	n/a	35	18	53	35	38	73

The results of the trip generation comparison indicate that there will be a decrease in trips during the AM and PM peak hour with the proposed development and the PRO rezoning. As compared to the potential trip generation associated with the existing I-1 zoning and proposed I-2 zoning, the PRO will generate less traffic and therefore has less of an impact on the adjacent roadway system.

Any questions related to this memorandum should be addressed to Fleis & VandenBrink.

Attached: SEMCOG Data
Traffic Count Data

JMK:jmk

Crash and Road Data

Road Segment Report

Grand River Ave, (PR Number 4104142)

From:	Taft Rd 10.289 BMP
To:	Novi Rd 11.360 EMP
FALINK ID:	17216
Community:	City of Novi
County:	Oakland
Functional Class:	4 - Minor Arterial
Direction:	1 Way
Length:	1.071 miles
Number of Lanes:	5
Posted Speed:	50 (source: TCO)
Route Classification:	Not a route
Annual Crash Average 2013-2017:	<u>22</u>
Traffic Volume (2016)*:	15,900 (Observed AADT)
Pavement Type (2016):	Concrete
Pavement Rating (2016):	Fair
Short Range (TIP) Projects:	No TIP projects for this segment.
Long Range (RTP) Projects:	No long-range projects for this segment.

* AADT values are derived from **Traffic Counts**

Street View









PLANNING REVIEW



PLAN REVIEW CENTER REPORT

August 19, 2018

Planning Review

Keford Collision & Towing

JZ 18-32 with Rezoning 18.725

PETITIONER

Keford Collision & Towing

REVIEW TYPE

PRO Concept Plan

Rezoning Request from I-1 (Light Industrial) to I-2 (General Industrial)

PROPERTY CHARACTERISTICS

Section	15	
Site Location	South of Grand River Avenue and east of Taft Road	
Site School District	Novi School District	
Current Site Zoning	I-1 Light Industrial	
Proposed Site Zoning	I-2 General Industrial	
Adjoining Zoning	North	I-1 Light Industrial
	East	I-1 Light Industrial
	West	I-1 Light Industrial
	South	R-4 and RA: One Family Residential
Current Site Use	Vacant manufacturing facility	
Adjoining Uses	North	Corrigan Worldwide, Inc
	East	Construction Company
	West	Warehouse Supply Office and Vacant Lots
	South	City Regional Detention Pond and Single Family Homes
Site Size	7.61 Acres	
Plan Date	July 12, 2018	

PROJECT SUMMARY

The petitioner is requesting a Zoning Map amendment for 7.61acre property on the south side of Grand River Ave. between Taft Road and Novi Road (Section 15) from I-1 (Light Industrial) to I-2 (General Industrial). The subject property contains two existing buildings which are currently unoccupied. The applicant proposes to use the larger building (23,493 square feet) for an auto body collision repair shop and related offices, along with an accessory use of car rental services. The car rental service proposes to use up to a maximum of 10 parking spaces in the rear. The applicant states that the potential use for the out building (5,703 square feet) would be a small tool and die shop. No particular subtenants have been identified yet. In addition to the indoor uses, the applicant proposes to use up to 160 spaces in an enclosed yard in the rear yard for storage of towed vehicles.

PRO OPTION

The PRO option creates a "floating district" with a conceptual plan attached to the rezoning of a parcel. As part of the PRO, the underlying zoning is proposed to be changed (in this case from I-1 to I-2) and the applicant enters into a PRO agreement with the City, whereby the applicant submits a conceptual plan for development of the site. The City Council reviews the Concept Plan, and if

the plan may be acceptable, it directs for preparation of an agreement between the City and the applicant, which also requires City Council approval. Following final approval of the PRO concept plan and PRO agreement, the applicant will submit for Preliminary and Final Site Plan approval under standard site plan review procedures. The PRO runs with the land, so future owners, successors, or assignees are bound by the terms of the agreement, absent modification by the City of Novi. If the development has not begun within two (2) years, the rezoning and PRO concept plan expires and the agreement becomes void.

PROJECT REVIEW HISTORY

The applicant submitted for a Pre-Application Meeting, which was held on June 11, 2018. The concept plan would provide enough information to determine the viability of the proposed zoning request from light industrial to general industrial. At that time, the applicant has proposed alternate paving material for the outside storage space. With this submittal, the applicant has eliminated that request and is conforming to the code. The plan also reflects revisions suggested by staff with regards to screening and parking etc. The applicant also provided a detailed narrative explaining the proposed uses.

RECOMMENDATION

The new rezoning category requested by the applicant is currently not supported by the Future Land Use Map. **This matter shall be scheduled for consideration by Master Planning and Zoning Committee.**

COMMENTS

The applicant should consider the following concerns in addition to other comments listed in staff and consultant reviews:

1. Limit the allowable uses to a minimum area and less intense uses.
2. Revise landscape screening along the southern property line as recommended in the landscape review letter
3. Provide additional information as requested in the Rezoning Traffic Impact Study review.
4. Reconsider the conditions offered that are more directly related to the current site use and impacts to the surrounding area.
5. Address the comments provided regarding parking in the Plan Review Chart.

LAND USE AND ZONING: FOR SUBJECT PROPERTY AND ADJACENT PROPERTIES

The following table summarizes the zoning and land use status for the subject property and surrounding properties.

	Existing Zoning	Existing Land Use	Master Plan Land Use Designation
Subject Property	I-1 Light Industrial	Vacant manufacturing facility	Industrial Research Development and Technology (uses consistent with I-1 Zoning District)
Northern Parcels (across Grand River Ave.)	I-1 Light Industrial	Corrigan Worldwide, Inc.	Industrial Research Development and Technology (uses consistent with I-1 Zoning District)
Eastern Parcels	I-1 Light Industrial	Construction Company	Industrial Research Development and Technology (uses consistent with I-1 Zoning District)
Western Parcels	I-1 Light Industrial	Warehouse Supply Office and Vacant Lots	Industrial Research Development and Technology (uses consistent with I-1 Zoning District)
Southern Parcels	R-4 and RA: One Family Residential	City Regional Detention Pond and Single Family Homes	Single Family Residential with a density of 1.6 Dwelling Units per Acre

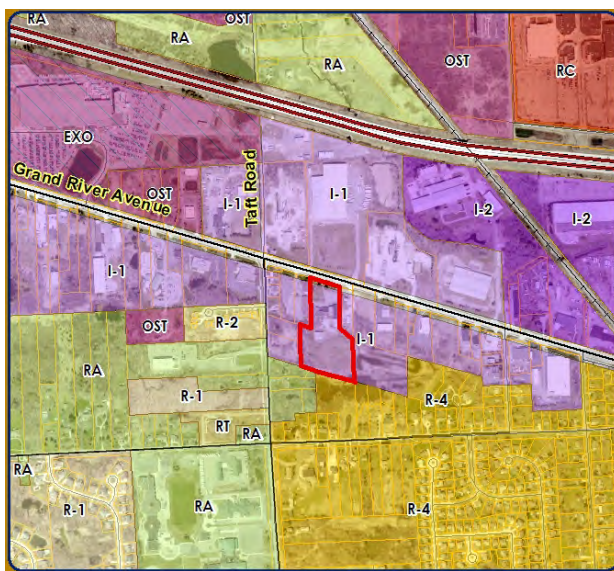
Compatibility with Surrounding Land Use

The surrounding land uses are shown in the above chart. The compatibility of the proposed rezoning with the zoning and uses on the adjacent properties should be considered by the Planning Commission in making the recommendation to City Council on the rezoning request.

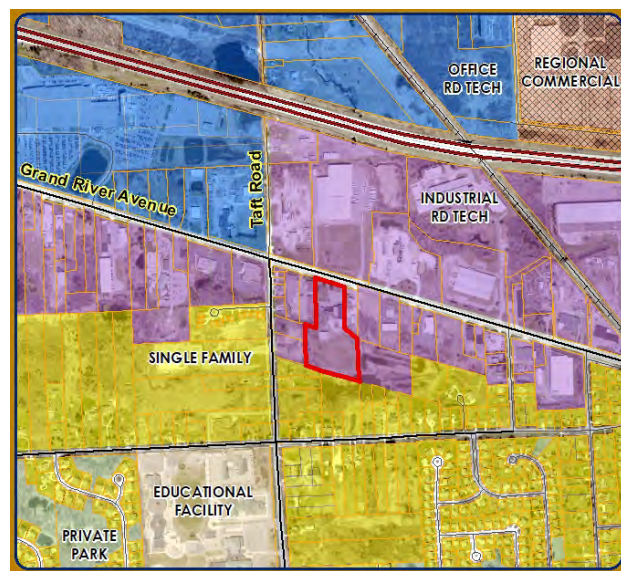
Staff agrees with notes provide by the applicant on Page 4 of their narrative. On page 5 of the applicant's narrative, the applicant noted that the only I-2 uses which would be conducted on site would be automobile engine and body shop. The applicant stated that a Tool, die, gauge and machine shops, which is listed as another possible use for this site is allowed as a special land use under I-1. **This is incorrect as they are allowed as a Special Land Use in I-1, only when the site does not abut residential district.** The outside use proposed by the applicant appears to be completely hidden from Grand River frontage due to the long span of the existing building.



The subject property is surrounded by similar intensity uses to the north, east and northwest as noted in the table above. The southern property line is approximately 525 feet long. Of which, about 377 feet property abuts residential zoned area, but is being used for citywide regional detention. The rest of the property, about 148 feet, abuts single family lots. **The applicant indicates that existing woodlands that are proposed to be remain in the southwestern area provides adequate screening. Additional screening is not proposed. The applicant is requested to provide supporting visuals to demonstrate that and provide additional screening as recommended by the City's staff and consultants.**



Existing Zoning



Future Land Use

Comparison of Zoning Districts

The following table provides a comparison of the current (I-1) and proposed (I-2) zoning classifications.

	I-1 Zoning (EXISTING)	I-2 Zoning (PROPOSED)
Principal Permitted Uses	See attached copy of Section 3.1.18.B	See attached copy of Section 3.1.19.B Outdoor Storage yards*
Special Land Uses	See attached copy of Section 3.1.18.C Outside storage as an accessory use subject to additional conditions is a Special Land Use	See attached copy of Section 3.1.18.C
Lot Size	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space requirements as set forth in this Ordinance.	
Lot Coverage		
Building Height	40 feet	60 feet
Building Setbacks	Front: 40 feet Side: 20 feet Rear: 20 feet	Front: 100 feet Side: 50 feet Rear: 50 feet
Parking Setbacks	Front: Sec. 3.6.2.E Additional regulations if parking is proposed in front yard. Side: 20 feet Rear: 20 feet	Front: Sec. 3.6.2.E Additional regulations if parking is proposed in front yard Side: 10 feet Rear: 20 feet Additional regulations if adjacent to residential district

DEVELOPMENT POTENTIAL

Development under the current I-1 zoning could result in the construction of a light industrial facility or office up to 67,000 square feet that would result in higher trip generation rates to and from the site onto Grand River Avenue than the proposed use. The possible square footage is derived from similar projects in I-1 zoning of a site size approximately the same as the current site area that is proposed to be rezoned (~7 acres). The site abuts a residential district which would result in additional setbacks and limits the area for development. A development in the Beck North Industrial park proposed 67,000 square feet for office/research space which resulted in about 180 parking spaces on a 5.06 acre size. The development required a Traffic Impact Study as it exceeded the maximum City thresholds. In comparison, the current proposal appears to be considerably less intense.

However, the applicant should address the comments regarding potential uses and the additional information requested in the Traffic study review.

REVIEW CONCERNS

Engineering: The Staff Engineer has reviewed the rezoning request. The review noted that the PRO Concept plan meets the general requirements of Chapter 11 of the Code of Ordinances, the Storm Water Management Ordinance and/or the Engineering Design Manual.

Landscape: Landscape review identifies multiple deviations from Ordinance standards especially in the southern portion due to the proposed use of outside storage yard. However, there is ample opportunity for the applicant to reduce certain deviations related to screening. Particularly, the berm along the southern boundary as the site allows sufficient room for the required berm in all areas where there is no woodland to preserve and protect.

Traffic: Traffic study review notes that the proposed Keford Towing and Collision land use would be expected to generate fewer trips than what could be built under the existing I-1 zoning as well as

fewer trips than could be expected under I-2 zoning. Final analysis is pending additional clarification on how the land use sizes were determined, and therefore the comparisons and results may change as a result of the revised RTIS, as requested. Additionally, the trip generation for the 5,703 SF auxiliary building should be included in the RTIS as part of the proposed development.

Wetlands: Wetlands review notes that the total amount of direct (i.e., fill or excavation) impact to on-site wetlands currently indicated is approximately 0.11 acre. The current impact to Wetland A in the southwest portion of the site is for the purpose of parking lot construction. The impact to Wetland B on the east side of the site is for the purpose of constructing parking area/loading ramp. There appears to be impacts to the buffers, but the values are not indicated.

Woodlands: The existing areas of regulated woodlands are located along the eastern edge of the project site and in the southwest corner of the site. One (1) regulated tree is proposed for removal (in the southwest portion of the site), however this tree is in very poor condition and will not require Woodland Replacement credits. Woodlands Review letter noted that no further woodland review of the proposed project is necessary.

Façade: The proposed alteration is in full compliance with the Façade Ordinance. Façade review notes that approval is contingent upon the applicant clarifying that the side and rear elevations will be painted or otherwise treated in a manner that is consistent with the front façade and that the existing natural fired clay tile will not be painted.

Fire: The Fire Department requires emergency access to the proposed gated outside storage yard.

2016 MASTER PLAN FOR LAND USE: GOALS AND OBJECTIVES

The proposed development could be said to follow some of the objectives listed in the 2016 Master Plan for Land Use update (adopted by Planning Commission on July 26, 2017) as listed below. Staff comments are in **bold**.

1. **General Goal: Economic Development**

Objective: Retain and support the growth of existing businesses and attract new businesses to the City of Novi. **Keford is currently located in Novi on Grand River Avenue just west of Haggerty. The current request would retain the existing business in Novi.**

MAJOR CONDITIONS OF PLANNED REZONING OVERLAY AGREEMENT

The Planned Rezoning Overlay process involves a PRO concept plan and specific PRO conditions in conjunction with a rezoning request. The submittal requirements and the process are codified under the PRO ordinance (Section 7.13.2). Within the process, which is initiated by the applicant, the applicant and City Council can agree on a series of conditions to be included as part of the approval which must be reflected in the Concept Plan and or the PRO agreement.

The PRO conditions must be in material respects, more strict or limiting than the regulations that would apply to the land under the proposed new zoning district. *Development and use of the property shall be subject to the more restrictive requirements shown or specified on the PRO Plan, and/or in the PRO Conditions imposed, and/or in other conditions and provisions set forth in the PRO Agreement.* **The applicant should submit a list of conditions that they are seeking to include with the PRO agreement.**

On page 5 of his narrative, the applicant noted that the only I-2 uses which would be conducted on site would be automobile engine and body shop. However, the applicant also indicates a potential car rental, which can be considered as accessory use for the auto body shop and a tool and die use for the out building. No particular subtenant has been identified yet. Proposed parking on site also affects the type of uses within the subject property. **The applicant may reconsider**

whether they would choose to limit the uses to a short list and include that as a condition of the PRO agreement. Outside storage is proposed to be limited to 160 spaces.

ORDINANCE DEVIATIONS

Section 7.13.2.D.i.c(2) permits deviations from the strict interpretation of the Zoning Ordinance within a PRO agreement. These deviations must be accompanied by a finding by City Council that *"each Zoning Ordinance provision sought to be deviated would, if the deviation were not granted, prohibit an enhancement of the development that would be in the public interest, and that approving the deviation would be consistent with the Master Plan and compatible with the surrounding areas."* Such deviations must be considered by City Council, who will make a finding of whether to include those deviations in a proposed PRO agreement. A proposed PRO agreement would be considered by City Council only after tentative approval of the proposed concept plan and rezoning.

The Concept Plan submitted with an application for a rezoning with a PRO is not required to contain the same level of detail as a preliminary site plan. Staff has reviewed the applicant's Concept Plan in as much detail as possible to determine what deviations from the Zoning Ordinance are currently shown. The applicant may choose to revise the concept plan to better comply with the standards of the Zoning Ordinance, or may proceed with the plan as submitted with the understanding that those deviations would have to be approved by City Council in a proposed PRO agreement. The following are deviations from the Zoning Ordinance and other applicable ordinances shown on the concept plan. The applicant has submitted a narrative describing the requested deviations, but they did not include landscape deviations.

Planning Deviations:

1. Planning deviation from Section 3.1.19.D for not meeting the minimum requirements for side yard setback for Parking (20 feet minimum required, 10.7 proposed in the north west parking lot);
2. Planning deviation from Section 5.26 for bicycle parking general requirements for proposing more than 4 bicycles parking on a single location. When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations;

Landscape Deviations:

1. Landscape deviation from Section 5.5.3.A for not meeting the minimum requirements for a 10-15' landscaped berm between residentially zoned property and industrial. A berm approximately 7' tall is provided south of the southeast corner of the storage lot, but not along the entire southern frontage, or southwestern corner (not including the preserved woodland). **This deviation is not supported by staff as the site allows sufficient room for the required berm in all areas where there is no woodland to preserve and protect.**
2. Landscape deviation from Section 5.5.3.C.ii and iii. for lack of end cap and interior islands, in the southern portion of the vehicular storage area due to businesses operations. **This deviation is not supported by staff.**
3. Landscape deviation from Section 5.5.3.C.ii and iii. for lack of interior canopy trees, in the southern portion of the vehicular storage area due to businesses operations. **This deviation is not supported by staff.**
4. Landscape deviation from Section 5.5.3.C.iv for lack of parking lot perimeter trees along 400 feet of eastern edge of property due to lack of room between drive and adjacent property. **This deviation is supported by staff.**
5. Landscape deviation from Section 5.5.3.C.iv to allow planting of parking lot perimeter trees, more than 15 feet of the vehicular storage area. **This deviation is not supported by staff.**
6. Landscape deviation from Section 5.5.3.D for the shortage of a total of 2980 square feet (37%) of required building foundation landscaping for the two buildings. **This deviation is not supported by staff.**
7. Landscape deviation from Section 5.5.3.D for allowing less than 75% of each building to be

landscaped. **This is supported by staff as the existing conditions for each are being significantly improved.**

8. Landscape deviation from Section 5.5.3.D for the shortage of green scape along the building frontage facing Grand River (60% required, 54% proposed). **This deviation is supported by staff as the applicant is otherwise improving the condition of an existing site.**
9. Landscape deviation from Section 5.5.3.C.ii.i. for the lack of landscape islands every 15 spaces within the enclosed outside storage yard; **This deviation is supported for the outside storage yard only;**

All deviations from the ordinance requirements are preferred to be identified and included in PRO Agreement. Any deviations identified during later reviews after Concept Plan approval will restart the PRO concept process.

APPLICANT'S BURDEN UNDER PRO ORDINANCE

The Planned Rezoning Overlay ordinance (PRO) requires the applicant to demonstrate that certain requirements and standards are met. The applicant should be prepared to discuss these items, especially in number 1 below, where the ordinance suggests that the enhancement under the PRO request would be unlikely to be achieved or would not be assured without utilizing the Planned Rezoning Overlay. Section 7.13.2.D.ii states the following:

1. *(Sec. 7.13.2.D.ii.a) Approval of the application shall accomplish, among other things, and as determined in the discretion of the City Council, the integration of the proposed land development project with the characteristics of the project area, and result in an enhancement of the project area as compared to the existing zoning, and such enhancement would be unlikely to be achieved or would not be assured in the absence of the use of a Planned Rezoning Overlay.*
2. *(Sec. 7.13.2.D.ii.b) Sufficient conditions shall be included on and in the PRO Plan and PRO Agreement on the basis of which the City Council concludes, in its discretion, that, as compared to the existing zoning and considering the site specific land use proposed by the applicant, it would be in the public interest to grant the Rezoning with Planned Rezoning Overlay; provided, in determining whether approval of a proposed application would be in the public interest, the benefits which would reasonably be expected to accrue from the proposal shall be balanced against, and be found to clearly outweigh the reasonably foreseeable detriments thereof, taking into consideration reasonably accepted planning, engineering, environmental and other principles, as presented to the City Council, following recommendation by the Planning Commission, and also taking into consideration the special knowledge and understanding of the City by the City Council and Planning Commission.*

PUBLIC INTEREST/ BENEFITS TO PUBLIC UNDER PRO ORDINANCE

Section 7.13.2.D.ii states that the City Council must determine that the proposed PRO rezoning would be in the public interest and the benefits to public of the proposed PRO rezoning would clearly outweigh the detriments. The following are being suggested by the applicant (as listed in their narrative dated July 17, 2018 on Page 5 and 6 as benefits resulting from the project. Excerpts in *Italics* and staff comments in **bold** are provided below

1. *The approval of this PRO application would be in furtherance of Master Plan Objective # 18 to retain and support the growth of existing businesses in Novi.* Staff agrees with the statement, but notes that this is not considered a benefit to the public.
2. *This redevelopment would eliminate a vacant rotting manufacturing facility.* **Any redevelopment to the site would improve the existing conditions. However, the current application provides an immediate opportunity. This is also considered an incidental benefit.**
3. *There would be significantly less traffic under the proposed PRO rezoning than under potential use for this property. The submitted Rezoning Traffic Study corroborates the*

statement. However, this is an incidental benefit. Staff does not consider this as a tangible benefit to public.

4. *The applicant is voluntarily offering \$10,000 to the City of Novi Grand River Improvement Authority to fund the installation of sidewalks in certain "gap" areas along Grand River Avenue to improve mobility and support the Corridor Improvement Plan. The applicant drew a comparison to Hadley's Towing project with regards to donation offered. This could be considered a benefit; however, the applicant should note that the intensity of land uses for this project is different from that of Hadley's Towing. Hadley's was proposing just an outside storage yard. While this project proposes an auto body collision, car rental and undetermined tenant space. Also, there are no sidewalk gaps along Grand River Avenue within the project's vicinity.*

Under the description of the existing site, the applicant also noted that the redevelopment of this site would consist of "clean-up" of the site which has been used as a heavy industrial site for over 50 years. He noted that this could be certainly an aspect of public benefit. More detail is provided under 'Review Concerns' on page 1. Refer to Page 2 and 3 of the applicant's narrative. The applicant proposes to prepare a baseline environmental assessment along with a compliance report.

SUMMARY OF OTHER REVIEWS

- a. Engineering Review (dated 08-13-18): It meets the general requirements on Chapter 11, Storm water management ordinance or Engineering design manual. Engineering recommends approval.
- b. Landscape Review (dated 08-07-18): Landscape review has identified deviations that may be required. Staff supports only a few. Refer to review letter for more comments. Additional Comments to be addressed with the revised concept submittal. Landscape is currently **not recommending** approval.
- c. Wetland Review (dated 08-07-18): A City of Novi wetland permit and an authorization to encroach into 25 foot buffer setback is required for this site plan at the time of Preliminary Site Plan review. Wetlands recommend approval.
- d. Woodland Review (dated 08-07-18): Woodlands review noted that No further review of the proposed project is necessary.
- e. Traffic Review (dated 08-14-18): Couple of deviations are identified by the Traffic review. Traffic recommends approval.
- f. Traffic Study Review (dated 08-14-18): Review requested some additional information to complete the review. Traffic is currently **not** recommending approval for the RTIS.
- g. Facade Review (dated 08-07-18): The proposed alteration is in full compliance with the Facade Ordinance. Façade recommends approval with conditions.
- h. Fire Review (dated 07-25-18): Fire recommends approval with some pending comments.

NEXT STEP: MASTER PLANNING AND ZONING COMMITTEE MEETING

The new rezoning category requested by the applicant is currently not supported by the Future Land Use Map. **A Master Planning and Zoning Committee meeting is scheduled for August 22, 2018 at 6 PM in the Mayor's Conference Room.** A Planning Commission public hearing will be scheduled following discussion from the Committee.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5607 or skomaragiri@cityofnovi.org





PLANNING REVIEW CHART: I-2: General Industrial District with a PRO

Review Date: August 19, 2018
Review Type: PRO Concept Plan
Project Name: JZ 18-32 Keford Towing
Plan Date: July 12, 2018
Prepared by: Sri Komaragiri, Planner
E-mail: skomaragiri@cityofnovi.org; **Phone:** (248) 735-5607

Items in **Bold** need to be addressed by the applicant with the next submittal. Items in **bold and underline** are considered deviations from Ordinance requirements. Items in *italics* need to be addressed by the applicant at the time of Site Plan review.

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan <i>(adopted August 25, 2016)</i>	Industrial Research Development Technology	Heavy Industrial	No	The current request is not supported by Future Land Use Map. Consideration by Master Planning and Zoning Committee is required prior to Planning Commission Public hearing
Area Study	Grand River Corridor Study		No	
Zoning <i>(Effective December 25, 2013)</i>	I-1: Light Industrial District	I-2 General Industrial	Yes	
Uses Permitted (Sec 3.1.18.B & C)	Sec 3.1.18.B Principal Uses Permitted. Sec 3.1.18.C Special Land Uses	Outdoor storage yard for towed vehicles (160 cars) Auto body repair shop with 19 service bays and a Car rental services with 10 spaces (23,493 SF) Tool and dye shop (5,703 SF)	No	
Phasing	Provide phases lines and detail description of activities in each phase	Phasing not proposed	NA	Plans for phasing, if any, should be discussed with the PRO review
PRO Concept Plan Submittal: Additional requirements				
Intent: <i>A property owner must, as part of such proposal, voluntarily offer certain site-specific regulations to be set forth on a PRO Plan and in a PRO Agreement to be prepared) which are, in material respects, more strict or limiting than the regulations that would apply to the land under the proposed new zoning district</i>				

Item	Required Code	Proposed	Meets Code	Comments
<p>PRO Conditions/Benefits to Public <i>Development and use of the property shall be subject to the more restrictive requirements shown or specified on the PRO Plan, and/or in the PRO Conditions imposed, and/or in other conditions and provisions set forth in the PRO Agreement</i></p> <p>Deviations: <i>Authorization to grant deviations shall be conditioned upon the Council finding that each Zoning Ordinance provision sought to be deviated would, if the deviation were not granted, prohibit an enhancement of the development that would be in the public interest, and that approving the deviation would be consistent with the City Master Plan and compatible with the surrounding area. The applicant shall have the burden of demonstrating that the approval of the application shall accomplish an enhancement of the project area as compared to the existing zoning, and such enhancement would be unlikely to be achieved or would not be assured in the absence of the use of a PRO.</i></p> <p><i>City Council will grant the PRO upon determining whether approval of a proposed application would be in the public interest, the benefits which would reasonably be expected to accrue from the proposal shall be balanced against, and be found to clearly outweigh the reasonably foreseeable detriments thereof.</i></p> <p><u>Refer to Section 7.13 of City of Novi Zoning Ordinance for more detail.</u></p>				
<p>Written Statement <i>(Site Development Manual)</i></p> <p><i>The statement should describe the following</i></p>	Potential development under the proposed zoning and current zoning	Narrative addresses this item in detail	Yes	<p>Please refer to Planning review letter for more details and comments on the narrative</p>
	Identified benefit(s) of the development	Few benefits are proposed at this time	Yes?	
	Conditions proposed for inclusion in the PRO Agreement (i.e., Zoning Ordinance deviations, limitation on total units, etc.)	Partial list of deviations are included in the narrative	Yes?	
<p>Sign Location Plan <i>(Page 23,SDM)</i></p>	Installed within 15 days prior to public hearing Located along all road frontages	Provided at this time;	Yes	<p>Planning Commission meeting is to be determined.</p>
<p>Rezoning Traffic Impact Study <i>(Site development manual)</i></p>	A Rezoning Traffic Impact Study as required by the City of Novi Site Plan and Development Manual.	Provided with the submittal	Yes	<p>Please refer to Traffic review for more details</p>
<p>Community Impact Statement <i>(Sec. 2.2)</i></p>	<ul style="list-style-type: none"> - Over 30 acres for permitted non-residential projects - Over 10 acres in size for a special land use - All residential projects with more than 150 units - A mixed-use development, staff shall determine 	Not required, but brief information added to the narrative	NA	
<p>Automobile Service Establishment (Sec. 4.50)</p>				

Item	Required Code	Proposed	Meets Code	Comments
Site area	2 acres minimum	7.61 acres		
Site frontage	200 feet minimum	294.52 ft.		
Vehicle parking within front yard setbacks	Not allowed	Not proposed	NA	
Vehicle parking within side yard setbacks	Not allowed	Not proposed	NA	
Service bay doors	No service bay doors shall face a major thoroughfare.	No doors	NA	
Curb cuts	Only 1 curb cut PC may require a marginal access roads; setbacks are measured from marginal access road	Two curb cuts existing	NA	
Height, bulk, density and area limitations (Sec 3.1.19)				
Frontage on a Public Street. (Sec. 5.12)	Frontage on a Public Street is required	Frontage on Grand River Avenue	Yes	
Access to Major Thoroughfare (Sec. 5.13)	Vehicular access shall be provided only to an existing or planned major thoroughfare or freeway service drive	Access to Grand River Avenue	Yes	
Minimum Zoning Lot Size for each Unit in Ac (Sec 3.6.2.D)	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space		NA	
Minimum Zoning Lot Size for each Unit: Width in Feet			NA	
Open Space Area	----		NA	---
Maximum % of Lot Area Covered (By All Buildings)	(Sec 3.6.2.D)	Existing Building	Yes	Indicate the square footage of building footprint
Building Height (Sec. 3.1.19.D)	1-2: 60 ft.	Existing Building: varies from 11 feet to 33 feet	Yes	
Building Setbacks (Sec. 3.1.19.D)				
Front	100 ft.	181.5 ft.	Yes?	Setbacks do not conform

Item	Required Code	Proposed	Meets Code	Comments
Rear	50 ft.	Appears to be in conformance		to the code, but they are considered legal non-conforming
Side	50 ft.	18 feet east 48.9 feet west (Existing setbacks)		
Parking Setback (Sec 3.1.19.D) & Refer to applicable notes in Sec 3.6.2				
Front	No parking in front building setback of 100 ft. Minimum site area: 2 acres Parking area > 50 % of front yard	No parking proposed within 100 feet	Yes/No?	This is considered a deviation
Rear	100 ft. min (Sec. 3.6.2.F)	103.4 ft.	Yes	
Side	20 ft. min	10.7 ft. west 20 ft. min on east	No	
Note To District Standards (Sec 3.6.2) For I-1 and I-2				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to front yard.	No side yard abutting street	NA	
Off-Street Parking in Front Yard (Sec 3.6.2.E)	Development is 2 acres in size	7.61 acres	Yes	Refer to landscape review for comments on the berm design Provide the ratio of area of parking bays (excluding driveways) and the area between 100 feet setback line and building façade line. It cannot exceed 50 %
	Parking does not extend into required building setback (100 ft.)	102 ft.	Yes	
	Parking does not occupy more than 50% of area b/w front setback and bldg. façade	Unable to determined	Yes/No?	
	Parking is screened with 2.5 ft. brick wall or landscape berm	A berm is proposed;	Yes/No?	
	Planning Commission finds parking is compatible with surrounding area	To be determined	TBD	
Off-Street Parking in Side and Rear Yards abutting residential (Sec 3.6.2.F)	Parking does not occupy more than 50% of area b/w side and rear abutting residential and bldg. façade	Applicant is proposing outside storage for a major part of the rear yard.	Yes?	Provide calculations for parking in the rear yard excluding the outside storage.
	100 ft. setback	Appears to be in conformance		
Setback from Residential District (Sec 3.6.2.H)	Building shall be setback 3 feet for each foot of building height	33 feet. Maximum height 99 feet building setback provided	Yes	
Wetland/Watercourse Setback (Sec 3.6.2.M)	A setback of 25ft from wetlands and from high watermark course shall be maintained	Buffers are indicated on the plan	Yes	Refer to wetland review for more details
Additional Height (Sec 3.6.2.O)	Additional heights for selected building is allowed based on conditions listed in Sec 3.6.2.O	Existing building	NA	

Item	Required Code	Proposed	Meets Code	Comments
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.	Provided	Yes	
Modification of parking setback requirements (Sec 3.6.2.Q)	The Planning Commission may modify parking setback requirements based on conditions listed in Sec 3.6.2.Q	10.7 ft. setback proposed for western side yard in front of the building	No	<u>This is considered a deviation</u>
Parking, Loading and Dumpster Requirements				
Number of Parking Spaces Sec. 5.2 Sec. 4.50 Automobile Service Establishment Outside Storage As determined Car rental services	<u>Automobile Service Establishment</u> 2 spaces per each service plus 1 space for each employee -19 service bays and 20 employees Required: 58 spaces <u>Outside Storage</u> 160 vehicles <u>Out Building</u> Industrial warehouse establishment 1 space for 700 sf or five plus 1 per each employee $5703/700 = 8$ spaces <u>Car rental (2,318 sf)</u> 1 per 222 GLA plus number of spaces designated or rental car parking $2318/222 = 10$ spaces Refer to Section 5.2. To be determined based on the proposed use type	Total proposed parking: 264 160 vehicle storage 10 spaces for rental cars 94 spaces for office uses	Yes?	The applicant should note if the outbuilding is leased for any use other than listed, such as an office use, it would most likely increase the minimum parking requirement and the proposed parking would not conform. Clearly label rental car parking on the plan The applicant also referred to parking for vehicles prior to moving them inside for repair. Please clearly label dedicated spaces used for staging. Parking for rental cars and staging should not be included in the minimum required parking of 76 spaces
Parking Space Dimensions and maneuvering Lanes (Sec. 5.3.2)	90°: 9 ft. x 19 ft. parking spaces with 24 ft. drives 9 ft. x 17 ft. parking spaces along 7 ft. interior sidewalks, provided a 4 in. curb at these locations & along landscaping 0°: 8 ft. x 23 ft. parking spaces with 13 ft. drives	9 ft. x 17ft. with 24' to 34' wide aisles to accommodate tow trucks 9 ft. 19 ft. parking	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Parking stall adjacent to entrance <i>(Sec. 5.3.13)</i>	- shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	Not applicable	NA	
End Islands <i>(Sec. 5.3.12)</i>	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance	Not provided in the rear	No?	<u>This would require a deviation</u>
Barrier Free Spaces <i>Barrier Free Code</i>	To be determined based on required parking	Proposed	Yes	The applicant should consider relocating this parking space to be closer to the building entrance which it is serving.
Barrier Free Space Dimensions <i>Barrier Free Code</i>	- 8' wide with an 8' wide access aisle for van accessible spaces - 5' wide with a 5' wide access aisle for regular accessible spaces			
Barrier Free Signs <i>Barrier Free Code</i>	One sign for each accessible parking space.	Proposed	Yes	Refer to Traffic comments with regards to location
Minimum number of Bicycle Parking <i>(Sec. 5.16.1)</i>	Four (4) spaces	Minimum 6 spaces	Yes	
Bicycle Parking General requirements <i>(Sec. 5.16)</i>	No farther than 120 ft. from the entrance being served	Less than 120 ft.	Yes	Please propose the minimum required bike spaces
	When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations	All six spaces proposed in a single location	No	<u>This is considered a deviation</u> or The applicant can revise the layout to meet the minimum 4 spaces required
	Spaces to be paved and the bike rack shall be inverted "U" design	inverted "U" design	Yes	
	Shall be accessible via 6 ft. paved sidewalk	6 ft. paved sidewalk	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Bicycle Parking Lot layout (Sec 5.16.6)	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	Six bike spaces proposed	Yes	
Loading Spaces (Sec. 5.4.1)	Loading area in the rear yard Loading area in interior side yard if it is adjacent to I, EXPO or EXO district	Proposed in the rear	Yes	Refer to Traffic review for more comments
Accessory Structures				
Dumpster (Sec 4.19.2.F)	<ul style="list-style-type: none"> - Located in rear yard - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft, from property line. - Away from Barrier free Spaces 	11 ft. from the building	Yes	
Dumpster Enclosure (Sec. 21-145. (c))	<ul style="list-style-type: none"> - Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery 	Unable to determine	Yes?	Elevations can be provided at the time of site plan review that conforms to the code.
Roof top equipment and wall mounted utility equipment (Sec. 4.19.2.E.ii)	All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building	Existing building	NA	
Roof top appurtenances screening	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	Existing building	NA	
I-2 District Required Conditions (Sec. 3.15)				
Outdoor Storage	Storage cannot extend to a greater height than the obscure on-site screen	8 foot chain-link fence along edge of parking	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Sidewalks and Pathways				
Article XI. Off-Road Non-Motorized Facilities	A 6 foot sidewalk is required along Grand River Avenue	Existing sidewalk	Yes	
Pedestrian Connectivity	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Provided	Yes	
Other Requirements				
Exterior lighting (Sec. 5.7)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	A plan is provided	Yes?	Refer to comments provided later in the chart
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Yes	
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Mostly provided	Yes?	Refer to Traffic review for more comments
Economic Impact Information	- Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction & after building is occupied, if known)	Provided on page 8 of the narrative	Yes	
Development and Street Names	Development and street names must be approved by the Street Naming Committee before Preliminary Site Plan approval	Not Applicable. Project name is an established business name		
Development/ Business Sign	Signage if proposed requires a permit.	None shown		<u>For sign permit information contact Ordinance at 248-347-0438.</u>
Lighting and Photometric Plan (Sec.5.7)				
Intent (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of	A plan is provided	Yes?	

Item	Required Code	Proposed	Meets Code	Comments
	light into the night sky			
Lighting Plan (Sec. 5.7.A.1)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures			
Building Lighting (Sec. 5.7.2.A.iii)	Relevant building elevation drawings showing all fixtures, the portions of the walls to be illuminated, luminance levels of walls and the aiming points of any remote fixtures.	Not provided	No	
Lighting Plan (Sec.5.7.A.2)	Specifications for all proposed & existing lighting fixtures	Provided		Hours of operation not provided
	Photometric data	Provided		
	Fixture height	Provided (22 ft. to 25 ft.)		
	Mounting & design	Pole and wall mount LED		
	Glare control devices			
	Type & color rendition of lamps			
	Hours of operation			
	Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties			
Required Conditions (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses	25 ft. maximum	Yes	
Required Conditions (Sec. 5.7.3.B)	<ul style="list-style-type: none"> - Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation 	Notes not provided on sheet	No	Please add these notes to photometric sheet P-1
Security Lighting (Sec. 5.7.3.H) Lighting for security purposes shall be directed only onto the area to	<ul style="list-style-type: none"> - All fixtures shall be located, shielded, and aimed at the areas to be secured. - Fixtures mounted on the building and designed to illuminate the facade are preferred. 	Not provided	No	Indicate what lights will be turned on past hours of operation for security reasons. A separate photometric plan is required for security lights only

Item	Required Code	Proposed	Meets Code	Comments
be secured.				
Required Conditions (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1	Does not exceed 4:1	Yes	
Required Conditions (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps	LED	Yes	
Min. Illumination (Sec. 5.7.3.k)	Parking areas: 0.2 min	All minimums are met	Yes	
	Loading & unloading areas: 0.4 min			
	Walkways: 0.2 min			
	Building entrances, frequent use: 1.0 min			
	Building entrances, infrequent use: 0.2 min			
Max. Illumination adjacent to Non-Residential (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Maximum of 0.8 provided along sides that abut non-residential	Yes	
Cut off Angles (Sec. 5.7.3.L)	when adjacent to residential districts - All cut off angles of fixtures must be 90° - maximum illumination at the property line shall not exceed 0.5 foot candle	0 foot candles provided along property lines abutting residential	Yes	
NOTES:				
1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards. 2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4 and 5 of the zoning ordinance for further details. 3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.				

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

August 13, 2018

Engineering Review

Keford Towing

JSP18-0031

Applicant

Keford

Review Type

PRO Concept plan

Property Characteristics

- Site Location: South of Grand River, east of Taft Road
- Site Size: acres
- Plan Date: 07/12/2018
- Design Engineer: Alpine Engineering

Project Summary

- Modifications to existing parking lot at existing building and addition of a tow-yard vehicle storage/parking area south of the existing building.
- No changes to water service are proposed.
- No changes to sanitary sewer service, except a possible additional service lead from existing 5,700 square foot storage building.
- Storm water would be collected on site, with bank full detention storage provided with restricted discharge to an off-site regional detention basin.

Recommendation

Approval of the PRO Concept and Storm Water Management Plan is recommended.

Comments:

The PRO Concept plan meets the general requirements of Chapter 11 of the Code of Ordinances, the Storm Water Management Ordinance and/or the Engineering Design Manual, with items to be addressed with future submittals:

General

1. A right-of-way permit will be required from the City of Novi for work in the Grand River Avenue right-of-way.

2. A right-of-way permit will also be required from the Road Commission for Oakland County (RCOC) for work in the Grand River Avenue right-of-way.
3. Any traffic signs to be placed in the RCOC right-of-way will be installed by RCOC.
4. Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas, and illustrate on the profiles.
5. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (sanitary and storm) being proposed.
6. Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.
7. The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County.
8. A letter from either the applicant or the applicant's engineer must be submitted with the Preliminary Site Plan submittal highlighting the changes made to the plans addressing each of the comments in this review.

Utilities

9. Indicate the size and slope of proposed sanitary sewer lead at the existing building on the south portion of the site.
10. A sanitary sewer monitoring manhole within a dedicated 20-foot access easement may be required on the sewer lead.
11. A license agreement will be required for fencing proposed within existing sanitary sewer easement.

Paving & Grading

12. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls comply with Michigan Barrier-Free regulations.
13. Accessible parking spaces should be located at the building if grading allows. Provide additional top of curb and top of pavement grades.
14. Provide grades along proposed sidewalk from Grand River. An accessible route from the street to the building must be provided.

Storm Sewer

15. A minimum cover depth of 3 feet shall be maintained over all storm sewers.
16. Provide a four-foot deep sump and an oil/gas separator in the last storm structure prior to discharge to the storm water basin.
17. Provide a schedule listing the casting type and other relevant information for each proposed storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.

18. Provide a drainage area map.
 - a. Quantify the area draining to Grand River right-of-way.
 - b. Delineate the area proposed to sheet flow to the detention basin.

Storm Water Management Plan

19. The Storm Water Management Plan (SWMP) shall comply with the Storm Water Ordinance and Chapter 5 of the Engineering Design Manual (refer to the runoff coefficients, 1V:4H allowable basin slopes, etc.).
 - a. Refer to Section 5.3 for storm water quality standards. A wet basin or mechanical treatment unit must be used to meet storm water quality standards.
 - b. Provide release rate calculations for first flush and bank full events.
20. Provide supporting calculations for the runoff coefficient determination.
21. The storm water management plan proposes to maintain an existing condition of site drainage going into the Grand River right-of-way. Review and approval by the Road Commission for Oakland County will be required, and a variance from the Design and Construction Standards is required in any case where all drainage is not captured on-site.
22. A 25-foot vegetated buffer shall be provided around the storm water basin where any pavement runoff is directed toward the basin.
23. An adequate maintenance access route to the basin outlet structure and any other pretreatment structures shall be provided (15 feet wide, maximum slope of 1V:5H, and able to withstand the passage of heavy equipment). Verify the access route does not conflict with proposed landscaping.
24. Restricted discharge to an off-site regional detention basin is proposed. Bankfull storage will be provided on-site. Any applicable storm water detention tap fees will be pro-rated for bankfull detention storage provided on the site.

Off-Site Easements

25. Any required off-site easements must be executed prior to final approval of the plans. Drafts shall be submitted at the time of the Preliminary Site Plan submittal.

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

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

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

27. 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).
28. Draft copies of any off-site utility easements, a recent title search, and legal escrow funds must be submitted to the Community Development Department for review and approved by the Engineering Division and the City Attorney prior to being executed.

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

29. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
30. Draft copy of the access easement to sanitary sewer monitoring manhole, if applicable.
31. Executed copies of reviewed and approved off-site easements, if applicable.

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

Please contact Darcy Rechten at (248) 735-5695 with any questions.



Darcy N. Rechten, P.E.

cc: Sri Komaragiri, Community Development
Theresa Bridges, Engineering
George Melistas, Engineering

LANDSCAPE REVIEW

Based on revised landscape plan submitted on 08-30-18



PLAN REVIEW CENTER REPORT

September 11, 2018

Revised PRO Concept Plan - Landscaping

Keford Towing

Review Type
Revised PRO Concept Plan Review

Job #
JZ18-0032

Property Characteristics

- Site Location: 45241 Grand River Ave.
- Site Acreage: 7.6 acres
- Site Zoning: I-1 Proposed rezone to I-2.
- Adjacent Zoning: North, East, West: I-1, South: RA, R-4
- Plan Date: 8/30/2018

Ordinance Considerations

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

Recommendation

While there are some significant deviations from a landscape standpoint, and most are not supported by staff, the overall site plan complies with much of the landscaping ordinance and standards. At this time, due to the continued need for unwarranted deviations, the plan is **not recommended for approval**. Please make the changes suggested below, and reduce the number of deviations as much as possible.

Landscape Deviations required for the Proposed Plan are:

1. 5.5.3.A – A 10-15' landscaped berm is required between residentially zoned property and industrial. A berm approximately 7' tall is proposed for just the eastern 230 lf of the southern frontage. No berm is provided along the western frontage.
 - *No berm in the central section of the property is a deviation that **is supported** by staff due to the existing small berm and deciduous trees to remain.*
 - *The lack of screening trees in that area is a deviation that **is not supported** by staff.*
 - *The lack of berm and landscaping along the south frontage in the area of the existing woods to remain is a deviation that **is supported** by staff in order to protect the woods.*
 - *The deviation from the required berm height **is supported** by staff as the berm was extended to the east as requested, and the section drawing provided indicates that the proposed berm and vegetation will provide sufficient buffering for the residential property to the southeast.*
2. 5.5.3.C.ii and iii. – A lack of endcap and interior islands, and interior canopy trees, in the southern portion of the vehicular storage area due to business' operations. *This deviation is **not supported** by staff.*
3. 5.5.3.C.iv – Parking lot perimeter trees are not provided along 400' of eastern edge of property due to lack of room between drive and adjacent property. *This deviation is **supported** by staff.*
4. 5.5.3.C.iv – 26 required parking lot perimeter trees are not provided around the southern vehicular storage area. *This deviation **is not supported** by staff.*

5. 5.5.3.D – Less than 75% of each building’s perimeter is landscaped. This deviation **is supported** by staff as the existing conditions for each are being significantly improved.
6. 5.5.3.D – A shortage of building foundation area is provided (8080sf required, 7282sf provided). The **location** of some of the area in the large landscape island is a deviation that **is supported**, but the **shortage** of area (10%) **is not supported** by staff.
7. 5.5.3.D – A shortage of landscaped building frontage facing Grand River is proposed (54% vs 60%). This deviation **is supported** by staff as they are otherwise improving the condition of an existing site.

Note: While the response letter indicates that some of these comments have been addressed, the provided set did not include the entire plan set so some responses could not be confirmed, and are left in this letter.

Please also note that the applicant cites the unique nature of their business as the reason for not providing internal and perimeter parking lot canopy trees. While another towing business was recently granted a deviation for internal parking lot islands, they were required to place perimeter canopy trees around their storage lot. Automobile dealerships have also been required to plant both interior and perimeter trees in their display lots.

Ordinance Considerations

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

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

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

1. Provided on L-3.
2. **Please show tree fencing at the Critical Root Zone (1’ beyond dripline) for all existing trees to remain near the project area on the Grading Plan (Sheet 3).**

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

1. The required 10-15’ berm is not provided as required between the residential properties and the site.
2. A 7 foot tall berm is provided along the eastern 230’ of the southern parking lot frontage, well south of the lot.
3. Most of the existing woodland at the southwest corner of the lot is being preserved.
4. A landscape deviation is required for the lack of berm and landscaping for the parts of the southern frontage abutting residential property and for the lack of height of the proposed berm.
 - a. The deviation for the area of the preserved woodland which provides a visual buffer for the residential properties south and southwest of the site **is supported** by staff. The section drawing provided and a site visit indicate that the woodland and opaque fence screening will provide sufficient screening for the residential property southwest of the site.
 - b. The deviation for the lack of berm in the central section due to the existing topography and vegetation **is supported** by staff.
 - c. The deviation to not provide the required screening vegetation in the central area, to provide 80-90% buffering year-round **is not supported** by staff. Only deciduous plants are in that area, which would not provide the 80% opacity necessary.
 - d. The deviation regarding berm height where the berm is provided **is supported** as the section provided indicates that the proposed berm and landscaping will provide sufficient screening. The berm has been extended to the east property line to better screen the residential property to the southeast.

Required I-2 Screening/Outdoor Storage yards (4.55)

1. In the I-2 district, outdoor storage yards must be totally obscured by "a masonry wall, landscaped earth berm, chain link fence with heavy screen plantings, or combinations thereof, the height, location and extent of which shall be according to the requirements of Section 5.5 of this Ordinance, except as hereinafter exempted in Section 3.15.2 for a location within a planned industrial park."
2. The proposed 8 foot tall fence along the west side of the property abutting the I-1 and residential properties does not fulfill these requirements, as only four large evergreen trees are showing abutting the residentially-zoned property, and no landscaping abuts the Industrial property. *This is currently a deviation that is not supported by staff.*
3. **Please add additional heavy landscaping along the entire western boundary of the storage yard to meet this screening requirement.** Up to 25% of the perimeter landscaping can be evergreens. The applicant may need to mix canopy and large evergreen shrubs along that frontage to meet both the screening and perimeter canopy tree requirement.

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

The required berm and landscaping are provided.

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

The RCOG sight vision requirements leave no room for any street trees along Grand River and none are provided.

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

1. Based on the vehicular use areas, 3,019 sf of islands and 15 interior trees are required. 3,049 sf of islands and 15 trees are provided, all but 3 of which are located in the north part of the site.
2. The ordinance requires that landscaping be distributed throughout the site, so the proposed configuration is a deviation. *This deviation is not supported by staff.*
3. The landscape ordinance also requires that bays no longer than 25 spaces are prohibited, and interior and endcap islands must be provided. These requirements are not followed for the southern vehicular use area. *This deviation is not supported by staff.*
4. **Please add required endcap and interior islands, with canopy trees, per the ordinance.**

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

1. The site has a total of 2203 lf of parking lot perimeter, including access drives from Grand River, 412 lf of which are along the east edge where there is no room for trees. The applicant has not proposed deciduous canopy trees along the eastern property line and most of the southern vehicular storage lot perimeter.
2. *Staff supports the deviation for the lack of perimeter trees along the eastern 412lf of frontage along the adjoining property where there isn't room for trees.*
3. *Staff supports the deviation for the lack of perimeter trees in the area of the preserved woodland as existing trees can be used for that frontage.*
4. *Staff does not support the use of evergreens for greater than 25% of the perimeter trees.*
5. *Staff does not support the location of parking lot perimeter trees along the southern border of the property, much farther than 15' from the edge of the storage lot. The purpose of parking lot perimeter trees is to help shade the lot and they cannot do that where they are located.*
6. **Please add deciduous canopy trees along the periphery of the storage lot on the east, south and west sections of the storage lot. They should be placed no further than 15 feet from the edge, and be spaced an average of 30-35' from each other.**
7. **Please reduce the number of evergreen trees to less than 25% of the requirement (25% of 51 trees = 13 trees).**

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

1. An eight-foot screening fence with opacity greater than 90% is proposed around the entire storage area of the site. This, along with the evergreen trees planted along the west side of the site, is acceptable.

2. Additional screening beyond the opaque fencing is not required along the east side of the site as it fronts on a regional detention pond zoned I-1, which has a large berm on the eastern end that screens the historic home from the site.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

1. A total of 6064 sf of foundation landscaping is required for the main building. Only 3094sf are provided. *Staff does not support this variation.*
2. A total of 2016 sf of foundation landscaping is required for the outbuilding and 2385 sf is provided.
3. Neither building meets the 75% minimum requirement of building perimeter with at least 4' strip of landscaping, which is a variation. *This variation is supported by staff as they are improving existing conditions.*
4. 54% of the main building's frontage facing Grand River is landscaped, which is less than the 60% requirement. *This variation is supported as the existing condition is being significantly improved by the applicant and the variation is not significant.*

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

1. **Please add a plant list to the plans.**
2. Please add a cost table to the plans.

Planting Notations and Details (LDM)

Provided.

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

1. The required shrubs are shown on the plan.
2. **Please specify the shrub species and counts.**
3. Please add the seed mix(es) for all seeded areas.

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

The proposed landscaping must be provided with sufficient water to become established and survive over the long term. Please note how this will be accomplished if an irrigation plan is not provided.

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

Provided.

Snow Deposit (LDM.2.q.)

Provided.

Proposed trees to be saved (Sec 37 Woodland Protection 37-9, LDM 2.e.(1))

1. Provided.
2. **Please hide all trees to be removed on Landscape Plan.**

Corner Clearance (Zoning Sec 5.9)

Provided.

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





PLAN REVIEW CENTER REPORT

September 11, 2018
Revised PRO Concept Plan - Landscaping
Keford Towing

Review Type _____
Revised PRO Concept Plan Review

Job # _____
JZ18-0032

Property Characteristics

- Site Location: 45241 Grand River Ave.
- Site Acreage: 7.6 acres
- Site Zoning: I-1 Proposed rezone to I-2.
- Adjacent Zoning: North, East, West: I-1, South: RA, R-4
- Plan Date: 8/30/2018

Ordinance Considerations

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

Recommendation

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Ordinance Considerations

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

Provided.

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

Provided.

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

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

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

1. An eight-foot screening fence with opacity greater than 90% is proposed around the entire storage area of the site. This, along with the evergreen trees planted along the west side of the site, is acceptable.
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Building Foundation Landscape (Zoning Sec 5.5.3.D.)

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2. A total of 2016 sf of foundation landscaping is required for the outbuilding and 2385 sf is provided.
3. Neither building meets the 75% minimum requirement of building perimeter with at least 4' strip of landscaping, which is a variation. *This variation is supported by staff as they are improving existing conditions.*
4. 54% of the main building's frontage facing Grand River is landscaped, which is less than the 60% requirement. *This variation is supported as the existing condition is being significantly improved by the applicant and the variation is not significant.*

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

1. **Please add a plant list to the plans.**
2. Please add a cost table to the plans.

Planting Notations and Details (LDM)

Provided.

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

1. The required shrubs are shown on the plan.
2. **Please specify the shrub species and counts.**
3. Please add the seed mix(es) for all seeded areas.

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

The proposed landscaping must be provided with sufficient water to become established and survive over the long term. Please note how this will be accomplished if an irrigation plan is not provided.

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

Provided.

Snow Deposit (LDM.2.q.)

Provided.

Proposed trees to be saved (Sec 37 Woodland Protection 37-9, LDM 2.e.(1))

1. Provided.
2. **Please hide all trees to be removed on Landscape Plan.**

Corner Clearance (Zoning Sec 5.9)

Provided.

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

A handwritten signature in black ink, appearing to read "Rick Meader". The signature is fluid and cursive, with the first name "Rick" and last name "Meader" clearly distinguishable.

Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART – PRO Concept

Review Date: September 11, 2018
Project Name: JZ18 – 0032: Keford Collision & Towing
Plan Date: August 30, 2018
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org;
 Phone: (248) 735-5621

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

Landscape Deviations Required for the Proposed Plan are:

1. 5.5.3.A – A 10-15' landscaped berm is required between residentially zoned property and industrial. A berm approximately 7' tall is provided for just the eastern 230 lf of the southern frontage. No berm is provided along the western frontage).
 - *No berm in the central section of the property is a deviation that **is supported** by staff due to the small berm and existing trees to remain.*
 - *The lack of screening trees in that area is a deviation that **is not supported** by staff.*
 - *The lack of berm and landscaping along the south frontage in the area of the existing woods to remain is a deviation that **is supported** by staff in order to protect the woods.*
 - *The deviation from the required berm height **is supported** by staff as the berm was extended to the east as requested, and the section drawing provided indicates that the proposed berm and vegetation will provide sufficient buffering for the residential property to the southeast.*
2. 5.5.3.C.ii and iii. – A lack of endcap and interior islands, and interior canopy trees, in the southern portion of the vehicular storage area due to business' operations. *This deviation is **not supported** by staff.*
3. 5.5.3.C.iv – Parking lot perimeter trees are not provided along 400' of eastern edge of property due to lack of room between drive and adjacent property. *This deviation is **supported** by staff.*
4. 5.5.3.C.iv – 26 required parking lot perimeter trees are not provided around the southern vehicular storage area. *This deviation is **not supported** by staff.*
5. 5.5.3.D – Less than 75% of each building's perimeter is landscaped. *This variation is **supported** by staff as the existing conditions for each are being significantly improved.*
6. 5.5.3.D – A shortage of building foundation area is provided (8080sf required, 7282sf provided). *The **location** of some of the area in the large landscape island is a deviation that **is supported**, but the **shortage** of area (10%) is **not supported** by staff.*
7. 5.5.3.D – A shortage of landscaped building frontage facing Grand River is proposed (54% vs 60%). *This **deviation is supported** by staff as they are otherwise improving the condition of an existing site.*

Discussions for the support, or lack thereof, of the different waivers are provided below.

NOTE: The revised set only included landscape and woodland plans so the sheet numbers for other information referred to here are based on a prior review.

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM (2))				
Landscape Plan (Zoning Sec 5.5.2, LDM 2.e.)	<ul style="list-style-type: none"> ▪ New commercial or residential developments ▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. 	Scale 1" =50'	Yes	

Item	Required	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> ▪ 1" = 20' minimum with proper North. Variations from this scale can be approved by LA ▪ Consistent with plans throughout set 			
Project Information <i>(LDM 2.d.)</i>	Name and Address	Yes	Yes	
Owner/Developer Contact Information <i>(LDM 2.a.)</i>	Name, address and telephone number of the owner and developer or association	Yes – the address is on the cover sheet but not the Landscape plan.	Yes	
Landscape Architect contact information <i>(LDM 2.b.)</i>	Name, Address and telephone number of RLA/LLA	Yes	Yes	
Sealed by LA. <i>(LDM 2.g.)</i>	Requires original signature	Yes	Yes	<u>Need for Final Site Plans</u>
Miss Dig Note (800) 482-7171 <i>(LDM.3.a.(8))</i>	Show on all plan sheets	Yes	Yes	
Zoning <i>(LDM 2.f.)</i>	Include all adjacent zoning	<u>Parcel:</u> I-1 proposed rezone to I-2. <u>North, East, West:</u> I-1 <u>South:</u> RA, R-4	Yes	
Survey information <i>(LDM 2.c.)</i>	<ul style="list-style-type: none"> ▪ Legal description or boundary line survey ▪ Existing topography 	<ul style="list-style-type: none"> ▪ Description on Sheet 1 ▪ Existing conditions Sheet L-2 	Yes	
Existing plant material Existing woodlands or wetlands <i>(LDM 2.e.(2))</i>	<ul style="list-style-type: none"> ▪ Show location type and size. Label to be saved or removed. ▪ Plan shall state if none exists. 	<ul style="list-style-type: none"> ▪ Existing trees and trees proposed to be removed shown on Sheet L-3. ▪ Tree chart and removal calculations also shown on Sheet L-3. 	Yes	See ECT review for more detailed discussion of woodlands and wetlands.
Soil types <i>(LDM.2.r.)</i>	<ul style="list-style-type: none"> ▪ As determined by Soils survey of Oakland county ▪ Show types, boundaries 	<ul style="list-style-type: none"> ▪ Sheet 6 ▪ Boundaries not shown, only Marlette mentioned. 	Yes	
Existing and proposed improvements <i>(LDM 2.e.(4))</i>	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
	R.O.W			
Existing and proposed utilities <i>(LDM 2.e.(4))</i>	Overhead and underground utilities, including hydrants	Yes	Yes	
Proposed grading. 2' contour minimum <i>(LDM 2.e.(1))</i>	Provide proposed contours at 2' interval	<ul style="list-style-type: none"> ▪ 7 foot tall berm is provided at southeast corner of property. It has been extended to the east as requested to better screen the home southeast of the site. ▪ Section views of the property are provided. 	Yes	
Snow deposit <i>(LDM.2.q.)</i>	Show snow deposit areas on plan	Yes	Yes	
LANDSCAPING REQUIREMENTS				
Parking Area Landscape Requirements LDM 1.c. & Calculations (LDM 2.o.)				
General requirements <i>(LDM 1.c)</i>	<ul style="list-style-type: none"> ▪ Clear sight distance within parking islands ▪ No evergreen trees 	Yes	Yes	
Name, type and number of ground cover <i>(LDM 1.c.(5))</i>	As proposed on planting islands	Yes	Yes	Lawn is indicated on islands.
General <i>(Zoning Sec 5.5.3.C.ii)</i>				
Parking lot Islands <i>(a, b. i)</i>	<ul style="list-style-type: none"> ▪ A minimum of 200 SF to qualify ▪ A minimum of 200sf unpaved area per tree planted in an island ▪ 6" curbs ▪ Islands minimum width 10' BOC to BOC 	All new islands in south section are just painted (on gravel).	No	<ol style="list-style-type: none"> 1. Please provide curbed islands and trees in the islands in the south section. 2. A landscape waiver is required for the interior islands that are not provided in the south vehicular storage area due to their operations. <i>This is not supported by staff.</i>
Curbs and Parking stall reduction <i>(c)</i>	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	Islands are not dimensioned.	No	Please dimension all islands.
Contiguous space limit <i>(j)</i>	Maximum of 25 contiguous spaces	<ul style="list-style-type: none"> ▪ 31 is maximum bay length 	No	1. Endcap islands and islands used to break

Item	Required	Proposed	Meets Code	Comments
		<ul style="list-style-type: none"> The applicant is not proposing the required islands in the south section in order to make it easier for their tow vehicles to maneuver around the site. 		<p>up bays must be landscaped with a deciduous canopy tree and must be distributed evenly throughout the vehicular use area.</p> <p>2. A landscape deviation must be approved if the required islands are not provided. <i>This deviation is not supported by staff.</i></p> <p>3. Please move a tree from the central island to the endcap island at the northwestern corner of the building.</p>
Plantings around Fire Hydrant (d)	<ul style="list-style-type: none"> No plantings with matured height greater than 12' within 10 ft. of fire hydrants Trees should also be at least 5 feet from underground lines. 	None	Yes	
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
Clear Zones (LDM 2.3.(5))	25 ft corner clearance required. Refer to Zoning Section 5.5.9	<ul style="list-style-type: none"> RCOC clear vision zones are provided. They occupy all of the frontage. 	Yes	<p>1. No street trees are required due to the RCOC requirements.</p> <p>2. This does not require a deviation as there is no room for the trees that would be required.</p>
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of vehicular use areas up to 50,000sf x 7.5%	<ul style="list-style-type: none"> $A = x \text{ sf} * 7.5 \% = A \text{ sf}$ $50,000 * 7.5\% = 3750 \text{ sf}$ 	NA		
B = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF)	<ul style="list-style-type: none"> $B = x \text{ sf} * 1\% = B \text{ sf}$ $(xxx - 50000) * 1\% = xx \text{ sf}$ 	NA		

Item	Required	Proposed	Meets Code	Comments
x 1 %				
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A. = Total square footage of vehicular use area up to 50,000 sf x 5%	<ul style="list-style-type: none"> • $A = x \text{ sf} * 5\% = A \text{ sf}$ • $50000 * 5\% = 2500 \text{ sf}$ 	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5%	<ul style="list-style-type: none"> ▪ $B = 0.5\% * 0 \text{ sf} = B \text{ SF}$ ▪ $(153824-50000)*0.5\% = 519 \text{ sf}$ 	NA		
All Categories				
C = A+B Total square footage of landscaped islands	$2500 + 519 = 3019 \text{ SF}$	3049 sf	Yes/No	<ol style="list-style-type: none"> 1. Landscape islands are to be distributed evenly throughout the parking areas, not concentrated in one area. Please add landscaped islands to the rear parking area, proportionately. 2. A landscape deviation is required for the proposed configuration. 3. <i>This deviation is not supported by staff.</i>
D = C/200 Number of canopy trees required	<ul style="list-style-type: none"> ▪ $3019/200 = 15 \text{ Trees}$ ▪ NOTE: The applicant cites the unique nature of their business as a justification for not providing the required interior or perimeter trees. While a previous auto towing business did receive a waiver for a lack of interior islands for tow vehicle maneuvering, they still needed to provide perimeter canopy trees around the periphery of the vehicle storage area. New auto dealerships have also been required to provide interior and perimeter 	15 trees	Yes/No	<ol style="list-style-type: none"> 1. See above 2. Interior parking lot trees are to be in islands within the bounds of the parking lot. 3. Parking lot interior trees should also be proposed within the corners of the southern vehicular storage area, in the corner and interior island west of the rear building and in the endcap island at the northwest corner of the main building. Some of the trees proposed in the large interior island can be used for the above-

Item	Required	Proposed	Meets Code	Comments
	<p>canopy trees within their vehicle display lots.</p>			<p>mentioned locations.</p> <p>4. <i>The proposed distribution of trees is not consistent with the ordinance so the deviation is not supported by staff.</i></p> <p>5. Please add trees as necessary and enlarge island planting areas if necessary to accommodate them.</p>
<p>Perimeter Green space</p>	<ul style="list-style-type: none"> ▪ 1 Canopy tree per 35 lf ▪ (2203)/35 = 63 trees ▪ - 12 trees deviation = 51 canopy trees required ▪ Maximum of 25% evergreens can be used for parking lot perimeter trees. 	<ul style="list-style-type: none"> ▪ 8 canopy trees ▪ 7 subcanopy trees (4.7 canopy equivalent) ▪ 20 evergreen trees 	<p>No</p>	<p>1. Perimeter trees need to be planted within 15 feet of the pavement edge, spread evenly around the perimeter, to shade the parking lot and reduce the heat island effect.</p> <p>2. Please reduce the number of evergreen perimeter trees to 25% (12) or less.</p> <p>3. 26 canopy trees should be spread equally around the perimeter of the southern lot, to bring the total number of trees up to the required 51. <i>The shortage is a landscape deviation that is not supported by staff.</i></p> <p>4. <i>A landscape waiver to not provide perimeter trees along the 412 lf of access drive east of the building (12 trees) is supported because there is no room for those trees on the property.</i></p>
<p>Accessway perimeter</p>	<ul style="list-style-type: none"> ▪ 1 canopy tree per 35 lf on each side of road, 	<p>The accessway calculation was</p>	<p>Yes</p>	

Item	Required	Proposed	Meets Code	Comments
	less widths of access drives. ▪ (xx lf)/35 = xx trees	included in the overall parking lot perimeter calculation.		
Parking land banked	▪ NA	No		
Berms, Walls and ROW Planting Requirements				
Berms				
<ul style="list-style-type: none"> ▪ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours ▪ Berm should be located on lot line except in conflict with utilities. ▪ Berms should be constructed with 6" of top soil. 				
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				
Berm requirements <i>(Zoning Sec 5.5.A)</i>	Landscaped berm 10-15 feet high required along south property line facing residential property.	<ul style="list-style-type: none"> ▪ A 7 foot tall berm is proposed for approximately 210 lf of the southern frontage. ▪ No berm is provided for the 150 lf west of the berm and east of the woods. ▪ A wetland, at least 500 lf and existing trees separate the houses to the south from the property line. 		<ol style="list-style-type: none"> 1. The proposed berm height with landscaping and screening fence appears to provide sufficient screening from the south, based on the section views. <i>Provided the berm is landscaped similarly along the entire southern frontage, the lower height is a deviation that is supported by staff.</i> 2. The lack of a berm for 150 lf of southern frontage requires a landscape deviation. <i>That deviation is supported by staff if the required vegetative buffer is provided in that section.</i> 3. Please provide the evergreen screening in the central section, where a berm is not provided, that was included in the previous submittal. <i>A deviation to not include that vegetation is not supported by staff.</i> 4. The lack of a berm at

Item	Required	Proposed	Meets Code	Comments
				the southwest corner of the lot is a landscape deviation. <i>This deviation is supported by staff to preserve the existing woods. The woods, proposed evergreen vegetation and opaque fence appear to provide sufficient screening for the residential property to the southwest.</i>
Planting requirements (LDM 1.a.)	LDM Novi Street Tree List	NA		
Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)				
Berm requirements (Zoning Sec 5.5.3.A.(5))	An undulating berm a minimum of 3 feet high with a 3 foot wide crest is required along Grand River.	Proposed berms are provided.	Yes	
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	<ul style="list-style-type: none"> ▪ Label contour lines ▪ Maximum 33% ▪ Min. 3 feet flat horizontal area ▪ Minimum 3 feet high ▪ Constructed of loam with 6' top layer of topsoil. 	Yes	Yes	
Type of Ground Cover		Lawn		
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	NA		
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	No walls are proposed.		
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		NA		

Item	Required	Proposed	Meets Code	Comments
ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)				
Greenbelt width (2)(3) (5)	Parking: 25 ft. No Pkg: 25 ft	102 ft	Yes	
Min. berm crest width	None	No	No	
Minimum berm height (9)	None	No	No	
3' wall	(4)(7)	No		
Canopy deciduous or large evergreen trees Notes (1) (10)	<ul style="list-style-type: none"> ▪ Adjacent to Parking: 1 tree per 40 lf ▪ $(294-54)/40 = 6$ trees 	6 trees – 4 existing and 2 perimeter trees.	Yes	
Sub-canopy deciduous trees Notes (2)(10)	<ul style="list-style-type: none"> ▪ Adjacent to Parking: 1 tree per 35 lf ▪ $(294-54)/35=7$ trees 	7 trees	Yes	
Canopy deciduous trees in area between sidewalk and curb (Novi Street Tree List)	<ul style="list-style-type: none"> ▪ Parking & No Parking: 1 tree per 45 lf ▪ $xx/45 = x$ trees 	0 trees	Yes	The widths of the RCOC clear vision zones leave no room for any street trees along Grand River. No deviation is required.
Non-Residential Zoning Sec 5.5.3.E.iii & LDM 1.d (2)				
Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM				
Interior Street to Industrial subdivision (LDM 1.d.(2))	<ul style="list-style-type: none"> ▪ 1 canopy deciduous or 1 large evergreen per 35 l.f. along ROW ▪ No evergreen trees closer than 20 ft. ▪ 3 sub canopy trees per 40 l.f. of total linear frontage ▪ Plant massing for 25% of ROW 	NA		
Screening of outdoor storage, loading/unloading (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)	Storage area shall be completely screened from view of adjacent residential or commercial districts.	<ul style="list-style-type: none"> • 8 foot tall screening fence is provided around entire southern portion of vehicular use area. • Evergreen trees or existing woods are provided along most of south boundary. • Evergreen trees are provided along west property line to screen lot from adjacent I-1 properties. • A 7 foot tall berm 	No	<ol style="list-style-type: none"> 1. The central section of the south frontage should also have screening trees providing 80-90% year-round opacity. 2. Please restore the evergreens shown in that area on the previous submittal. 3. <i>The lack of that screening is a landscape deviation that is not supported by staff.</i>

Item	Required	Proposed	Meets Code	Comments
		is provided along eastern 210' of southern frontage		
Transformers/Utility boxes <i>(LDM 1.e from 1 through 5)</i>	<ul style="list-style-type: none"> ▪ A minimum of 2ft. separation between box and the plants ▪ Ground cover below 4" is allowed up to pad. ▪ No plant materials within 8 ft. from the doors 	While no transformers are shown, a note stating that transformers must be screened per the detail provided on L-3 has been added.	Yes	
Building Foundation Landscape Requirements (Sec 5.5.3.D)				
Interior site landscaping SF	<ul style="list-style-type: none"> ▪ Equals to entire perimeter of the building, less paved access points, x 8 with a minimum width of 4 ft. ▪ Main bldg.: 758 * 8 ft = 6064 sf ▪ Outbldg: 252 * 8 ft = 2016 sf 	<ul style="list-style-type: none"> ▪ 4897 sf front building ▪ 2385 sf outbuilding 	No/Yes	<ol style="list-style-type: none"> 1. Please provide required area for main building. It can be away from the building if necessary. 2. The area deficit is a landscape deviation that is not supported by staff. 3. The area of shrubs along the front greenbelt could be included in the count of area provided. If the required area was provided, it would still be a deviation but it would be supported by staff. 4. <u>Foundation plantings are to be included in cost estimate.</u>
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	It appears that 54% of the building facing Grand River is landscaped.	No	<i>Despite the shortage, the deviation is supported as the landscaping provided is a significant improvement over the existing condition and there doesn't appear to be room to reach the 60% threshold.</i>
Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)				
Planting requirements <i>(Sec. 5.5.3.E.iv)</i>	<ul style="list-style-type: none"> ▪ Clusters of large native shrubs shall cover 70-75% of the basin rim 	<ul style="list-style-type: none"> ▪ 73% of the detention pond rim is 	Yes	<ol style="list-style-type: none"> 1. Please use large shrubs native to Michigan for the

Item	Required	Proposed	Meets Code	Comments
	area <ul style="list-style-type: none"> 10" to 14" tall grass along sides of basin Refer to wetland for basin mix 	landscaped with shrubs <ul style="list-style-type: none"> The pond is shown as being seeded. 		plantings. 2. Please include the seed mix for the proposed seedings.
Phragmites Control (Sec 5.5.6.C)	<ul style="list-style-type: none"> Any and all populations of Phragmites australis on site shall be included on tree survey. Treat populations per MDEQ guidelines and requirements to eradicate the weed from the site. 	A note has been added stating that there is no Phragmites on the site.	TBD	
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				
Landscape Notes - Utilize City of Novi Standard Notes				
Installation date (LDM 2.l. & Zoning Sec 5.5.5.B)	Provide intended date	Fall or Spring 2018-19	Yes	
Maintenance & Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	<ul style="list-style-type: none"> Include statement of intent to install and guarantee all materials for 2 years. Include a minimum one cultivation in June, July and August for the 2-year warranty period. 	Yes	Yes	
Plant source (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (LDM 2.s.)	A fully automatic irrigation system or a method of providing sufficient water for plant establishment and survival is required on Final Site Plans.	No		1. <u>Please add irrigation plan or information as to how plants will be watered sufficiently for establishment and long-term survival.</u> 2. <u>If xeriscaping is used, please provide information about plantings included.</u>
Other information (LDM 2.u)	Required by Planning Commission	NA		
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. (Zoning Sec 5.5.5.E)	City must approve any substitutions in writing prior to installation.	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
Plant List (LDM 2.h.) – Include all cost estimates				
Quantities and sizes	Refer to LDM suggested plant list	No	No	Please provide plant list on Preliminary Site Plans
Root type		No	No	
Botanical and common names		No	No	
Type and amount of lawn		No	No	<u>Please add areas of each in cost table.</u>
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	No	No	<u>Please add to final site plan.</u>
Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Multi-stem Tree		No	No	Please add if necessary
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Provided on landscape plan but not grading plan	Yes/No	Please show all tree fencing on grading plan (Sheet 3).
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	
Plant Materials & Existing Plant Material (LDM 3.b)	Clearly show trees to be removed and trees to be saved.	Sheet L-3	Yes	
Landscape tree credit (LDM3.b.(d))	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM	No		
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	2.5" canopy trees 6' evergreen trees		TBD	
Plant size credit (LDM3.c.(2))	NA	No		

Item	Required	Proposed	Meets Code	Comments
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List		TBD	
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	<ul style="list-style-type: none"> ▪ Overhead lines are clearly indicated. ▪ Subcanopy trees are proposed beneath the lines. 	Yes	
Collected or Transplanted trees (LDM 3.f)		None		
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> ▪ Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth ▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate. ▪ Refer to section for additional information 	Yes	Yes	

NOTES:

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

WETLANDS REVIEW



ECT Project No. 180465-0100

August 7, 2018

Ms. Barbara McBeth, AICP
City Planner
Community Development Department
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Keford Collision & Towing (JZ18-0032)
Wetland Review of the PRO Concept Plan (PSP18-0107)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Revised PRO Concept Plan for the proposed Keford Collision & Towing project prepared by Alpine Engineering, Inc. dated July 12, 2018 and stamped "Received" by the City of Novi Community Development Department on July 18, 2018 (Plan). The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the natural features setback provisions in the Zoning Ordinance.

ECT currently recommends approval of the PRO Concept Plan for Wetlands. The Applicant shall address the items noted in the *Wetland Comments* Section of this letter prior to receiving Wetland approval of the Preliminary Site Plan.

Item	Required/Not Required/Not Applicable
Wetland Permit (specify Non-Minor or Minor)	Required (Non-Minor)
Wetland Mitigation	Not Required
Wetland Buffer Authorization	Required
MDEQ Permit	To Be Determined. It is the applicant's responsibility to contact the MDEQ in order to determine the need for a wetland use permit.
Wetland Conservation Easement	Not Required

The proposed project is located south of Grand River Avenue and east of Taft Road in Section 15. The Plan proposes the construction of proposed pavement and asphalt improvements around two (2) existing buildings to remain, associated storm sewer, and a stormwater detention basin.

Based on our review of the application, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands and Woodlands Maps (see Figure 1, attached), and our wetland verification site inspection conducted on July 25, 2018 it appears as if this proposed project site contains three (3) areas of on-site wetlands.

Wetland Evaluation

Environmental Consulting & Technology, Inc. (ECT) conducted a wetland evaluation for the proposed project site on July 25, 2018. ECT's in-office review of available materials included the City of Novi

2200 Commonwealth
Blvd., Suite 300
Ann Arbor, MI
48105

(734)
769-3004

FAX (734)
769-3164

Regulated Wetland and Watercourse map (see Figure 1), USGS topographic quadrangle map, NRCS soils map, USFWS National Wetland Inventory map, and historical aerial photographs (from Oakland County). The applicant has also provided a Wetland Delineation map (Figure 2) prepared by King & MacGregor Environmental, Inc. dated July 16, 2018. As noted, three (3) wetlands have been delineated, but not all of these wetland areas are indicated on the City's Regulated Wetlands Map. Based on our review of this information the overall proposed project parcel contains areas mapped as City-Regulated Wetlands/Watercourses. The site appears to contain wetland/watercourse areas that are regulated by the City of Novi as well as the Michigan Department of Environmental Quality (MDEQ).

The focus of the site inspection was to review site conditions in order to determine whether City-regulated wetlands are found on-site. King & MacGregor Environmental, Inc. (KME) completed a wetland delineation for this site. The Wetland Delineation map (Figure 2) is dated July 16, 2018. Pink wetland boundary flagging was in place at the time of this site inspection. ECT reviewed the flagging and agrees that the wetland boundaries were accurately flagged in the field. It should be noted that the applicant has provided a wetland flagging map that indicates the approximate locations of the wetland flagging/staking on site, however this wetland boundary information does not appear to have been included on the Plan as the wetland locations currently shown on the Plan are indicated as approximate. Future plan submittals shall provide surveyed wetland boundaries. Based on the existing vegetation and topography, it is ECT's assessment that the on-site wetlands have been accurately delineated at this time.

The following is a brief description of the on-site wetland features (see Figure 2 provided by KME):

Wetland A – Scrub shrub wetland located in the southwest portion of the site. Wetland A is listed as less than 0.01-acre. The dominant wetland vegetation includes common buckthorn (*Rhamnus cathartica*), green ash (*Fraxinus pennsylvanica*), and Virginia creeper (*Parthenocissus quinquefolia*). This wetland is a small, isolated wetland.

Wetland B – Scrub-shrub and emergent wetland located on the eastern and southern portions of the site. This wetland extends off-site to the east and south, however the on-site portion is listed as 0.32-acres. The dominant wetland vegetation includes sedges (*Carex spp.*), reed canary grass (*Phalaris arundinacea*), cattails (*Typha spp.*), eastern cottonwood (*Populus deltoides*), and box elder (*Acer negundo*).

Wetland C – Scrub shrub wetland located in the western portion of the site but extends off-site to the west. Wetland C is listed as less than 0.01-acre. The dominant wetland vegetation is similar to that of Wetland A.

Wetland Impact Review

As noted above, several areas of wetland have been confirmed on the subject property by the applicant's wetland consultant (KME) and ECT. Currently, the Plan indicates two (2) direct impacts to on-site wetlands. The Plan quantifies the areas of the proposed wetland impacts on Sheet 1 (*PRO Concept Plan*), however these wetland impacts are noted as being "approximate". The total amount of direct (i.e., fill or excavation) impact to on-site wetlands currently indicated is 0.11-acre (approximate). The current impact to Wetland A in the southwest portion of the site is for the purpose of parking lot construction. The impact to Wetland B on the east side of the site is for the purpose of constructing parking area/loading ramp. The Plan also proposes the discharge of pre-treated stormwater runoff to Wetland B from the proposed pre-treatment detention basin.

The following table summarizes the proposed wetland impacts as listed on the *PRO Concept Plan* (Sheet 1):

Table 1. Proposed Wetland Impacts

Wetland Impact Area	City Regulated?	MDEQ Regulated?	Impact Area (acre)	Estimated Impact Volume (cubic yards)
A	Yes City Regulated /Essential	Likely	(0.05-acre)	Not Indicated
B	Yes City Regulated /Essential	Likely	(0.06-acre)	Not Indicated
C	Yes City Regulated /Essential	Likely	None Indicated	Not Applicable
TOTAL	--	--	(0.11-acre)	Not Indicated

It should be noted that the wetland and wetland buffer boundaries indicated on the Plan appear to be approximate. Subsequent site plan submittals shall include the actual, surveyed wetland boundary information that appears to be included on the Wetland Delineation map provided by KME (Figure 2). The wetland flag numbers shall also be provided on the Plan.

As such it is unclear if the proposed site work will impact Wetland C, however it does not appear likely. The boundaries of Wetland C are not currently shown on Sheet 1. This information should be provided/clarified on subsequent site plan submittals.

In addition to the proposed wetland impacts, the Plan proposes disturbance to on-site 25-foot wetland buffer areas. These impacts appear to be to the entire setback of Wetland A and a portion of the Wetland B buffer.

The existing area of the 25-foot wetland buffers and the proposed impacts to 25-foot wetland buffers have yet to be quantified on the Plan. The applicant shall provide information on subsequent plans that clearly indicates the areas of all existing wetland buffers as well as the area (square feet or acreage) of the proposed impacts to the 25-foot wetland buffers (both permanent and temporary, if applicable). This information is required before any necessary City of Novi Wetland and Watercourse Permits or Authorization to Encroach Upon the 25-Foot Natural Features Setback letters can be issued.

The applicant is urged to minimize impacts to all wetlands and 25-foot wetland setback areas to the greatest extent practicable. The City regulates wetland and watercourse buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses”.

Regulatory Status - MDEQ

ECT has evaluated the on-site wetlands and believes that they are all considered to be essential/regulated by the City of Novi as they meet one or more of the essentiality criteria (i.e., functions and values) outlined in the City of Novi Wetland and Watercourse Protection Ordinance and regulated by the MDEQ . As noted, the wetlands appear to accurately flagged in the field and appear to be generally indicated accurately on the *Wetland Delineation Map* provided by KME (Figure 2, attached).

The Michigan Department of Environmental Quality (MDEQ) generally regulates wetlands that are within 500 feet of an inland lake, pond, or stream, or within 1,000 feet of a Great Lake, Lake St. Clair, the St. Clair River, or the Detroit River. Isolated wetlands five (5) acres in size or greater are also regulated. The MDEQ may also exert regulatory control over isolated wetlands less than five acres in size "...if the department determines that protection of the area is essential to the preservation of the natural resources of the state from pollution, impairment, or destruction and the department has notified the owner". It appears as if a tributary to the Walled Lake Branch of the Middle Rouge River may be enclosed and flow through this site within an existing 30-inch stormsewer (appears to connect Wetlands B and C). It is the applicant's responsibility to contact MDEQ in order to confirm the regulatory authority with respect to the on-site wetland areas.

Regulatory Status – City of Novi

The City of Novi Wetland and Watercourse Protection Ordinance (City of Novi Code of Ordinances, Part II, Chapter 12, Article V.; Division 2.) describes the regulatory criteria for wetlands and review standards for wetland permit applications. The City of Novi regulates wetlands that are: (1) contiguous to a lake, pond, river or stream, as defined in Administrative Rule 281.921; (2) two (2) acres in size or greater; or (3) less than two (2) acres in size but deemed essential to the preservation of the natural resources of the city under the criteria set forth in subsection 12-174(b). Wetlands deemed regulated by the City of Novi require the approval of a use permit for any proposed impacts to the wetland.

ECT has evaluated the areas of on-site wetland and believes that each wetland is regulated by the City's Wetland and Watercourse Protection Ordinance because all on-site wetlands appear to be either located within 500-feet of a regulating stream/drain or extend offsite and are 2 acres in size or greater.

The applicant shall provide information on subsequent plans that clearly indicates the areas (square feet and/or acres) of all of the existing on-site wetlands and their 25-foot setbacks/buffers. Currently, the areas of the wetlands and buffers only appear to be approximate. Areas based on the delineated and surveyed wetland boundaries shall be provided on the Plan. The Plan shall indicate and quantify the wetland buffer impacts (both permanent and temporary, if applicable) and the volume (cubic yards) of all wetland impacts.

It should be noted that in those cases where an activity results in the impact to wetland areas of 0.25-acre or greater that are deemed essential under City of Novi Ordinance subsection 12-174(b) mitigation shall be required. The applicant shall submit a mitigation plan which provides for the establishment of replacement wetlands at a ratio of 1:1 through 2:1 times the area of the natural wetland impaired or destroyed, if impacts meet or exceed the 0.25-acre threshold. In general, the MDEQ's threshold for the requirement of wetland mitigation is 0.3-acre of wetland impacts. Wetland mitigation does not appear to be a requirement of the current Plan.

As noted above, any proposed use of the wetlands will require a City of Novi *Wetland Use Permit* as well as an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland buffers. The applicant is urged to minimize impacts to on-site wetlands and wetland setbacks to the greatest extent practicable. The City regulates wetland buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses”.

Finally, as proposed, the project will require a City of Novi Non-Minor Use wetland permit. The granting or denying of nonresidential minor use permits shall be the responsibility of the Community Development Department. A nonresidential minor use permit is a permit for activities consisting of no more than one (1) of the following activities which have a minimal environmental effect:

- a. Minor fills of three hundred (300) cubic yards or less and not exceeding ten thousand (10,000) square feet in a wetland area, providing the fill consists of clean, nonpolluting materials which will not cause siltation and do not contain soluble chemicals or organic matter which is biodegradable, and providing that any upland on the property is utilized to the greatest degree possible. All fills shall be stabilized with sod, or seeded, fertilized and mulched, or planted with other native vegetation, or ripped as necessary to prevent soil erosion.
- b. Installation of a single water outfall provided that the outlet is ripped or otherwise stabilized to prevent soil erosion.
- c. Watercourse crossings by utilities, pipelines, cables and sewer lines which meet all of the following design criteria:
 - i. The method of construction proposed is the least disturbing to the environment employable at the given site;
 - ii. The diameter of pipe, cable or encasement does not exceed twenty (20) inches;
 - iii. A minimum of thirty (30) inches of cover will be maintained between the top of the cable or pipe and the bed of the stream or other watercourse on buried crossings; and
 - iv. Any necessary backfilling will be of washed gravel.
- d. Extension of a wetland/watercourse permit previously approved by the Planning Commission.
- e. Replacement of a culvert of an identical length and size, and at the same elevation. If the proposed culvert is of a greater length or size than the existing culvert, or is a new culvert altogether, it must meet the conditions of subpart c., above, to qualify for a nonresidential minor use permit.
- f. Temporary impacts where the encroachment into protected areas is less than five hundred (500) feet.

Because the project contains a proposed stormwater outfall as well as two (2) direct impacts to wetlands, a Non-Minor Wetland Permit (and approval of Planning Commission) shall be required.

Wetland and Watercourse Comments

ECT recommends that the Applicant address the items noted below in subsequent site plan submittals:

1. The wetland and wetland buffer boundaries indicated on the Plan appear to be approximate. Subsequent site plan submittals shall include the actual, surveyed wetland boundary information that appears to be included on the Wetland Delineation map provided by KME (Figure 2). The wetland flag numbers shall also be provided on the Plan.
2. It is unclear if the proposed site work will impact Wetland C, however it does not appear likely. The boundaries of Wetland C are not currently shown on Sheet 1. This information should be provided/clarified on subsequent site plan submittals.
3. The applicant shall indicate, quantify and label all existing areas of wetland and 25-foot wetland buffers (square feet or acres) on the Plan.
4. The applicant shall indicate, quantify and label all proposed impacts to the wetlands (square feet or acres) including proposed volume of cut/fill (cubic feet or cubic yards).
5. The applicant shall indicate, quantify and label all proposed impacts to the 25-foot wetland setbacks (square feet or acres).
6. It appears as though a MDEQ Wetland Permit and a City of Novi Non-Minor *Wetland Use Permit* would be required for any proposed impacts to on-site wetlands, if applicable. A City of Novi *Authorization to Encroach the 25-Foot Natural Features Setback* would be required for any proposed impacts to on-site 25-foot wetland or watercourse buffers.
7. It should be noted that it is the Applicant's responsibility to confirm the need for a Permit from the MDEQ for any proposed wetland or floodplain impacts. Final determination as to the regulatory status of any on-site wetlands (if applicable) shall be made by MDEQ. The Applicant should provide a copy of the MDEQ Wetland Use Permit application to the City (and our office) for review and a copy of the approved permit upon issuance. A City of Novi Wetland Permit cannot be issued prior to receiving this information.
8. The Plan should address how any temporary impacts to wetland or 25-foot wetland buffers shall be restored, if applicable. Subsequent Plan submittals shall include specifications for any proposed seed mixes proposed for use within these areas. Sod or common grass seed will not be acceptable to restore temporary impacts to wetlands or 25-foot wetland buffers.
9. The applicant should ensure that any proposed snow storage areas are located such that any runoff will not directly affect any on-site wetlands, or the Walled Lake Branch of the Middle Rouge River (if applicable).
10. ECT suggests that any proposed stormwater management plan be reviewed by the City of Novi Engineering Department to ensure that they meet the City of Novi design requirements.

Keford Collision & Towing (JZ18-0032)
Wetland Review of the PRO Concept Plan (PSP18-0107)
August 7, 2018
Page 7 of 11

Wetland Conclusion

The project site appears to contain wetlands/watercourse that are regulated by both the City of Novi and the MDEQ. Any proposed impacts to on-site wetlands will require a permit from the MDEQ, a City of Novi *Wetland and Watercourse Use Permit*, and an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland buffers. Subsequent site plan submittals shall clearly indicate all proposed impacts (permanent or temporary) to the existing wetlands and associated 25-foot wetland setbacks.

Recommendation

ECT currently recommends approval of the PRO Concept Plan for Wetlands. The Applicant shall address the items noted in the *Wetland Comments* Section of this letter prior to receiving Wetland approval of the Preliminary Site Plan.

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,
ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Pete Hill, P.E.
Senior Associate Engineer

cc: Lindsay Bell, City of Novi Planner
Sri Komaragiri, City of Novi Planner
Rick Meader, City of Novi Landscape Architect
Hannah Smith, City of Novi Planning Assistant

Attachments: Figure 1 – City of Novi Regulated Wetland and Woodland Map
Figure 2 – Wetland Delineation Map
Site Photos

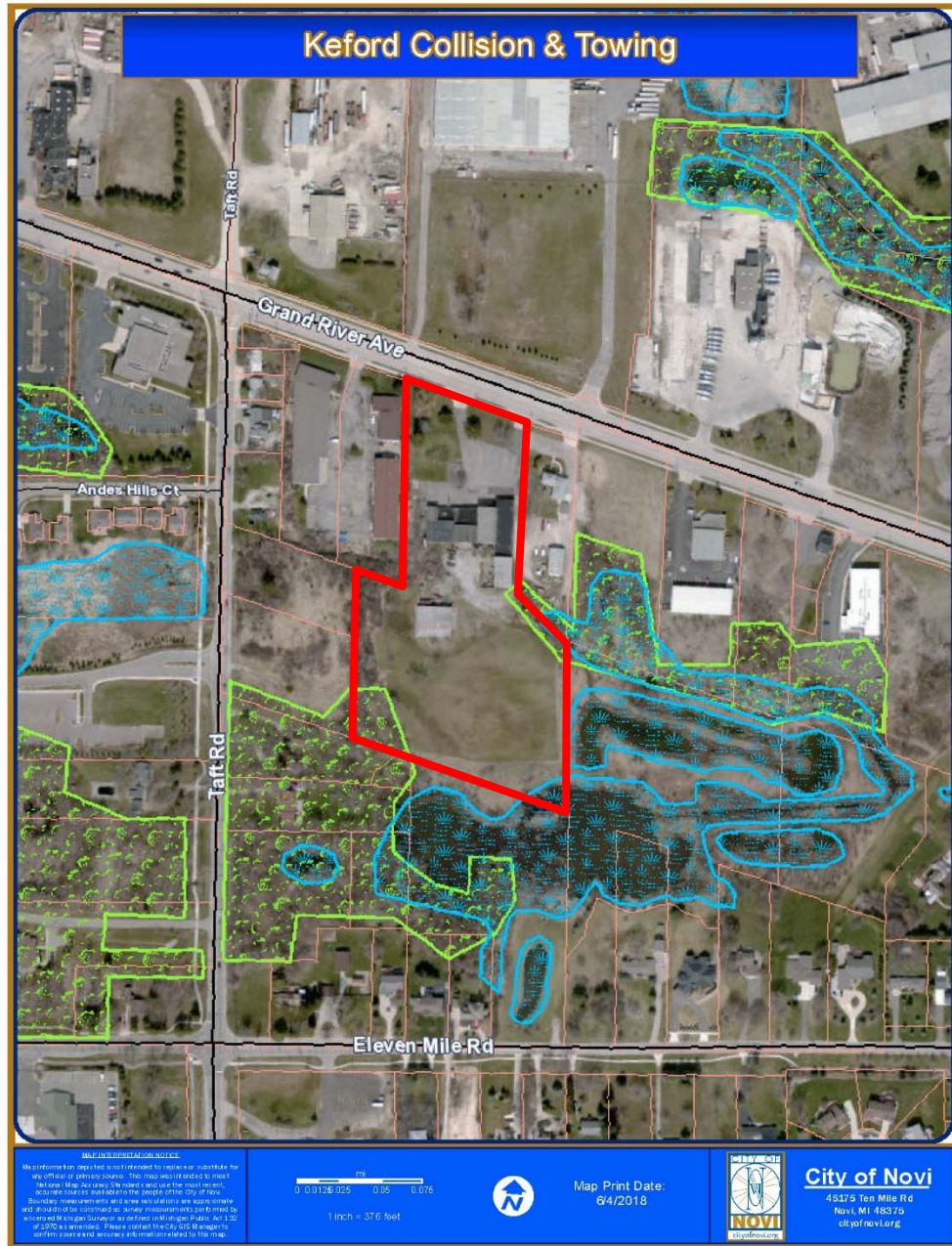
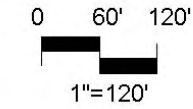


Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate parcel boundary shown in red). Regulated Woodland areas are shown in green and Regulated Wetland areas are shown in blue.



Please be advised the information provided by KME, Inc. regarding wetland boundaries is an estimate of the wetland boundary. The ultimate decision on wetland boundary locations and jurisdictions thereof rests with the MDEQ and, in some cases, the Federal government. As a result, there may be adjustments to boundaries based upon review of a regulatory agency. An agency determination can vary, depending on various factors including, but not limited to, experience of the agency representative making the determination and the season of the year. In addition, the physical characteristics of the site can change with time, depending on the weather, vegetation patterns, drainage and management activities on adjacent parcels or other events. Any of these factors can change the nature/extent of wetlands on site. This wetland determination, as defined by the boundary flags depicted on this drawing, is valid for one growing season from the date flagged. There is no assurance given herein or otherwise implied that the KME, Inc. wetland boundary will be accepted by any regulatory agency. Reliance on KME, Inc.'s opinion is at the client's risk. Further, it has been our experience that site conditions are likely to change over the course of one year. Therefore, KME, Inc. strongly recommends that the client have no reliance on our opinion after one growing season. Be aware the manufacturer of the G.P.S. (Global Positioning System) used by KME, Inc. has advised that the equipment has, at best, sub-meter accuracy. The location of the actual wetland boundaries may therefore vary somewhat if a professional survey of the wetland flags is conducted.



PROJECT NUMBER 18199	SHEET NAME Wetland Boundary Map	SHEET NUMBER 1
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DATE 7/16/18	BY JL	CHECKED JL	SCALE AS SHOWN
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Wetland Delineation For:
45237 Grand River Avenue
 City of Novi, Oakland County, Michigan

King & MacGregor
 Environmental, Inc.
 10000 Grand River Avenue, Suite 100
 Novi, Michigan 48240
 Phone: 248-346-0400

Figure 2. Wetland Delineation Map (provided by King & MacGregor Environmental, Inc., dated July 16, 2018).

Site Photos



Photo 1. Looking south at Wetland B (near flag B-12) along the eastern portion of the site (ECT, July 25, 2018).



Photo 2. Looking southeast at open water area of Wetland B located off-site to the south (ECT, July 25, 2018).



Photo 3. Looking west at scrub-shrub Wetland B located in the southwest portion of the site (ECT, July 25, 2018).



Photo 4. Looking north towards Wetland C located in the western portion of the site (ECT, July 25, 2018).

WOODLANDS REVIEW

ECT Project No. 180465-0200

August 7, 2018

Ms. Barbara McBeth, AICP
City Planner
Community Development Department
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Keford Collision & Towing (JZ18-0032)
Woodland Review of the PRO Concept Plan (PSP18-0107)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the PRO Concept Plan for the proposed Keford Collision & Towing project prepared by Alpine Engineering, Inc. dated July 12, 2018 and stamped "Received" by the City of Novi Community Development Department on July 18, 2018 (Plan). The Plan was reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37.

The purpose of the Woodlands Protection Ordinance is to:

- 1) *Provide for the protection, preservation, replacement, proper maintenance and use of trees and woodlands located in the city in order to minimize disturbance to them and to prevent damage from erosion and siltation, a loss of wildlife and vegetation, and/or from the destruction of the natural habitat. In this regard, it is the intent of this chapter to protect the integrity of woodland areas as a whole, in recognition that woodlands serve as part of an ecosystem, and to place priority on the preservation of woodlands, trees, similar woody vegetation, and related natural resources over development when there are no location alternatives;*
- 2) *Protect the woodlands, including trees and other forms of vegetation, of the city for their economic support of local property values when allowed to remain uncleared and/or unharvested and for their natural beauty, wilderness character of geological, ecological, or historical significance; and*
- 3) *Provide for the paramount public concern for these natural resources in the interest of health, safety and general welfare of the residents of the city.*

ECT currently recommends approval of the PRO Concept Plan for Woodlands. No further woodland review of the proposed project is necessary.

The proposed project is located south of Grand River Avenue and east of Taft Road in Section 15. The Plan proposes the construction of proposed pavement and asphalt improvements around two (2) existing buildings to remain, associated storm sewer, and a stormwater detention basin.

Based on our review of the application, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands and Woodlands Maps (see Figure 1, attached), and our woodland verification site inspection conducted on July 25, 2018 it appears as if this proposed project site contains two (2) small areas that are mapped as City-Regulated Woodlands but no regulated, healthy trees are located within the proposed limits of disturbance.

The existing areas of regulated woodlands are located along the eastern edge of the project site and in the southwest corner of the site.

The City of Novi regulates trees that are 8-inch diameter-at-breast-height (DBH) or greater and are located within areas designated as regulated on the City Regulated Woodland map. In addition, any tree 36-inches DBH or greater are also regulated.

Woodland Impact Review & Woodland Replacement Credits

Portions of the subject parcel contain areas that are mapped as City of Novi Regulated Woodlands (see Figure 1), however no regulated, healthy trees or woodland understory will be affected by the proposed project.

The Woodland Plan (Sheet L-3) indicates that a total of **71** trees were surveyed on the subject site. Of the trees surveyed, thirty-seven (**37**) trees are located outside of the areas mapped as City-Regulated Woodlands. Thirty-four (**34**) of the surveyed trees are located within the City-Regulated Woodland Area.

The Plan proposes to remove one (**1**) tree (Tree No. 3126, 17” Siberian elm) located near the edge of a City-Regulated Woodland in the southwestern section of the site. This tree is noted as being in very poor condition (i.e., 70% dead). As such, the removal of this tree will not require Woodland Replacement credits.

A total of forty-two (**42**) of the surveyed trees are to be preserved and twenty-nine (**29**) trees are proposed for removal. It should be noted that the trees proposed for preservation within the current limits of disturbance are not located within area mapped as City-Regulated Woodlands. As noted above, one (**1**) regulated trees is proposed for removal (in the southwest portion of the site), however this tree is in very poor condition and will not require Woodland Replacement credits.

As noted above, a *Woodland Summary* list has been included on the *Woodland Plan* (Sheet L-3). The Applicant has noted the following:

- Total Surveyed Trees 71
- Non-Regulated Trees 37
- Total Regulated Trees 34
- Regulated Trees Removed: 1 (2.9% Removal)
- Regulated Trees Preserved: 33 (97.1% Preservation)

Regulated Tree Removals

- Stems to be Removed 8” to 11”: 0 x 1 replacement (Requiring 43 Replacements)
- Stems to be Removed 11” to 20”: 1 x 2 replacements (Requiring 0 Replacements, due to poor tree condition)

- Stems to be Removed 20” to 30”: 0 x 3 replacements (Requiring 0 Replacements)
- Stems to be Removed 30”+ : 0 x 4 replacements (Requiring 0 Replacements)
- Multi-Stemmed Trees (0 trees): (Requires 0 Replacements)

- Total Replacement Trees Required: 0

Keford Collision & Towing (JZ18-0032)
Woodland Review of the PRO Concept Plan (PSP18-0107)
August 7, 2018
Page 3 of 5

Recommendation

ECT currently recommends approval of the PRO Concept Plan for Woodlands. **No further woodland review of the proposed project is necessary.**

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Pete Hill, P.E.
Senior Associate Engineer

cc: Lindsay Bell, City of Novi Planner (lbell@cityofnovi.org)
Sri Komaragiri, City of Novi Planner (skomaragiri@cityofnovi.org)
Rick Meader, City of Novi Landscape Architect (rmeader@cityofnovi.org)
Hannah Smith, City of Novi Planning Assistant (hsmith@cityofnovi.org)

Attachments: Figure 1 – City of Novi Regulated Wetland and Woodland Map
Site Photos

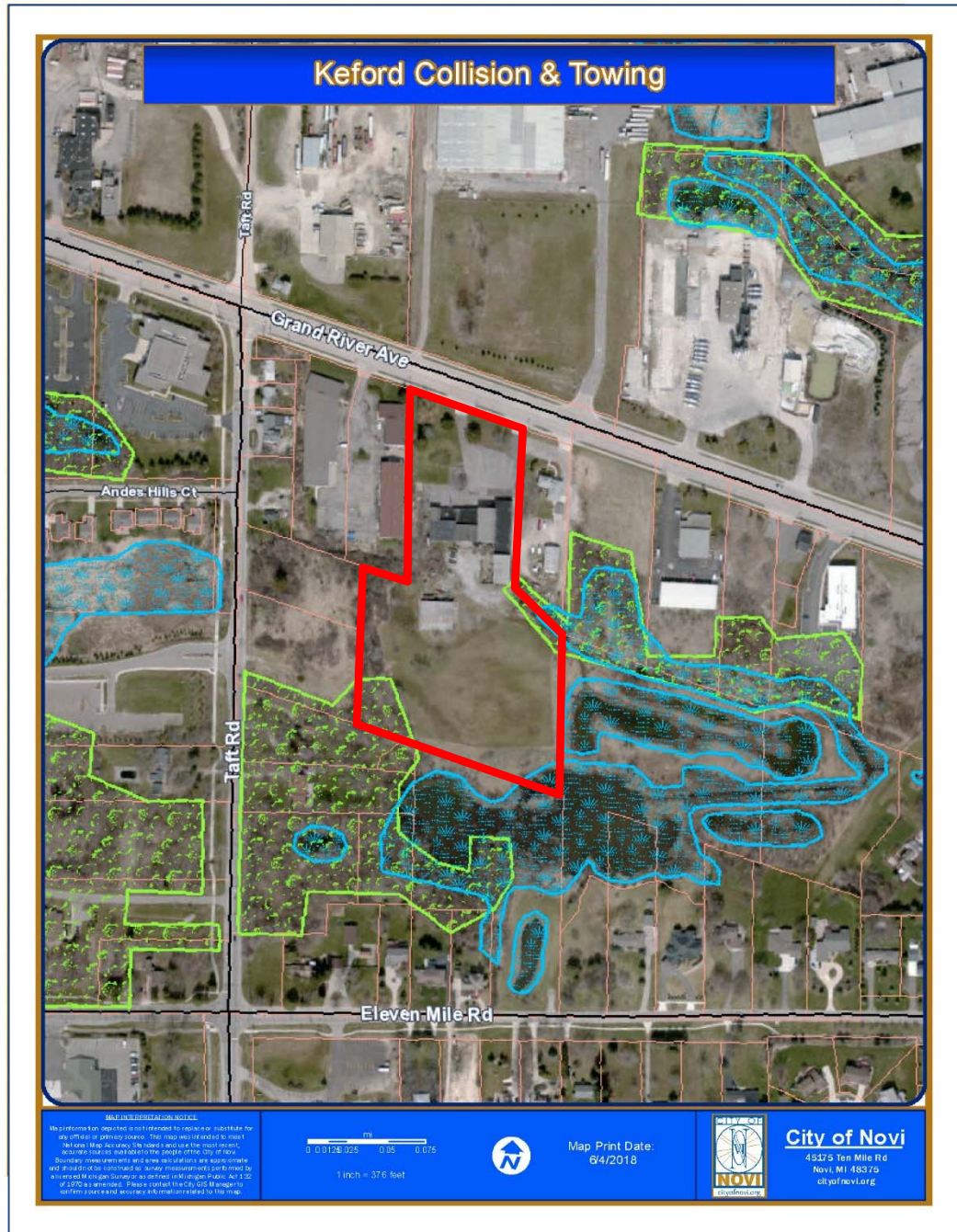


Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate parcel boundary shown in red). Regulated Woodland areas are shown in green and Regulated Wetland areas are shown in blue.

Site Photos



Photo 1. Looking west towards area of Regulated Woodland in the southwest portion of the project site (ECT, June 25, 2018).



Photo 2. Looking north towards Grand River Avenue. Several large trees are being preserved within the northern section of the site. Tree No. 3101 (19"/20" silver maple) and Tree No. 3102 (35" Norway spruce) are to be preserved (ECT, June 25, 2018).

TRAFFIC REVIEW



AECOM
27777 Franklin Road
Southfield
MI, 48034
USA
aecom.com

Project name:
JSP18-0031 Keford Towing and Collision PRO
Concept Traffic Review

From:
AECOM

Date:
August 14, 2018

To:
Barbara McBeth, AICP
City of Novi
45175 10 Mile Road
Novi, Michigan 48375

CC:
Sri Komaragiri, Lindsay Bell, George Melistas,
Theresa Bridges, Darcy Rechten, Hannah Smith

Memo

Subject: JSP18-0031 Keford Towing and Collision Pre-Application Traffic Review

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

GENERAL COMMENTS

1. The applicant, Keford Collision and Towing, is proposing to utilize the existing 23,493 SF building and the existing 5,703 SF building on the 7.61 acres parcel on the south side of Grand River Avenue, east of Taft Road for the operation of a towing and automobile collision service.
2. Grand River Avenue is under the jurisdiction of the Road Commission for Oakland County (RCOC).
3. The site is currently zoned I-1, Light Industrial, and the applicant is requesting an I-2 planned rezoning overlay.
4. Summary of traffic-related waivers/variances:
 - a. **The applicant is seeking a waiver to install painted end islands in lieu of raised end islands.**
 - b. **The applicant is seeking a waiver for the lack of landscape islands every 15 consecutive spaces.**

TRAFFIC IMPACTS

1. AECOM performed an initial trip generation estimate based on the ITE Trip Generation Manual, 10th Edition, as follows. The ITE Code (Automobile Care Center) is the most closely-related land use available in the ITE Trip Generation Manual, even though it does not match the use of Keford Towing specifically. *Note that the 5,703 SF building is not included in the trip generation since the land use for that building has not yet been confirmed.*

ITE Code: 942 – Automobile Care Center
Development-specific Quantity: 23,493 GSF
Zoning Change: N/A

Trip Generation Summary				
	Estimated Trips	Estimated Peak-Direction Trips	City of Novi Threshold	Above Threshold?
AM Peak-Hour Trips	53	35	100	No
PM Peak-Hour Trips	73	38	100	No
Daily (One-Directional) Trips	Not Available	N/A	750	Yes

- The number of trips does not exceed the City's threshold of 100 trips per either the AM or PM peak hour. AECOM recommends performing the following traffic impact study in accordance with the City's requirements.

Trip Impact Study Recommendation	
Type of Study:	Justification
Rezoning Traffic Impact Statement	As part of the PRO process, the applicant is required to submit a rezoning traffic impact study. The applicant submitted a rezoning traffic impact study on July 16, 2018. AECOM review of the traffic impact study is discussed in a separate letter.

EXTERNAL SITE ACCESS AND OPERATIONS

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

- The applicant is not proposing any modifications to the external site access points at this time.

INTERNAL SITE OPERATIONS

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

- General Traffic Flow
 - The applicant has generally indicated 24 foot aisles throughout the site.
 - The applicant is proposing an 18 foot wide, one-way emergency access drive along the east side of the building. The applicant should provide further detail regarding the gate and signing requirements, and should work with the Fire Marshal regarding the need for gates at either end of the drive.
 - The applicant is seeking a waiver to install painted end islands in lieu of raised end islands.**
 - The applicant should include dimensions for the widths of the proposed painted end islands throughout the site to review accessibility and compliance with City requirements as stated in Section 5.3.12 of the Zoning Ordinance.
 - Note that all end islands shall be constructed three (3) feet shorter than the adjacent parking space.
 - The radii of the painted end islands are generally in compliance with City standards, with the exception of the following.
 - The applicant should provide justification for the irregular raised end island near the building canopy on the south side of the site, or update to meet City standards.

2. Additionally, there is a painted end island proposed near the south side of the auxiliary building within the gated area that has an outside radius of 10 feet. This should be updated to a minimum of 15 feet.
 - e. The applicant has proposed a trash receptacle in the rear yard. The trash receptacle is located in a position that, while during pick-up, periods, may diminish the ability for vehicles to exit the nearest parking space; however, it is not expected to diminish accessibility beyond acceptable levels.
 - f. The applicant has indicated a loading ramp location and a 10' by 25' loading zone on the site plan.
 - i. The applicant provided truck travel patterns throughout the site and confirmed accessibility to/from the loading zone.
 - g. There are proposed parking bays that have more than 15 consecutive parking spaces. **The applicant will be seeking a deviation for the lack of landscape islands every 15 spaces in accordance with the City's Zoning Ordinance, section 5.5.3.C.ii.i.**
2. Parking Facilities
- a. Refer to the Planning Letter for information about parking requirements and calculations.
 - b. The applicant has indicated 17 foot long parking spaces abutting four inch curbs, and 19 foot long parking spaces in all other areas.
 - c. The applicant has provided the width of the barrier-free parking spaces and aisles, which are in compliance with City standards.
 - d. The applicant should review the curb heights throughout the site to generally provide 6" curbs for all landscape areas, except when placed directly in front of a 17' parking space where the curb should be 4".
 - i. The grading plan and details are generally in compliance with this; however, there are locations throughout the site where further clarification is needed. Additional curb height grades on the grading plan would be helpful to ensure 17' parking spaces are abutting 4" curb and 6" curbs are provided in all other areas.
 - ii. Note that when a 17' space is provided, there must be a clear 2' area to accommodate the vehicle overhang. The applicant should review this requirement and remove any signing/posts/fixtures/gates to be located outside of the 2' overhang as necessary. The applicant has provided a detail showing the 2' overhang.
 - e. The applicant has proposed a barrier-free parking space along the western side of the property, and should strongly consider relocating this parking space to be closer to the building entrance which it is serving. The applicant indicated that the grading of the site limits the ability to move this space.
 - i. The applicant should provide a ramp to the sidewalk next to this accessible parking space
 - f. The applicant has provided six (6) bicycle parking spaces.
 - i. The bicycle parking layout details are in conformance with Section 5.16.5 of the Zoning Ordinance.
 - ii. The sidewalk in front of the bicycle parking is 8 feet, which is in compliance with City standards.
3. Sidewalk Requirements
- a. The applicant should dimension the width of all proposed sidewalks.
 - i. Sidewalks throughout the site are required to be a minimum of 5' wide.
 - ii. Note that when a 17' parking space abuts a sidewalk, the sidewalk shall be 4" in height and a minimum of 7' wide to accommodate a 2' vehicle overhand and provide 5' of unobstructed travel way for non-motorized users.
 - b. The applicant should label sidewalk ramps on the plans and include the latest Michigan Department of Transportation (MDOT) detail.
 - c. The applicant should provide a sidewalk ramp at the north bay of parking that connects the sidewalk from Grand River Avenue to the site.

SIGNING AND STRIPING

1. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the proposed signing and striping.
2. The applicant has included a sign quantity table.
 - a. The total of R7-8 signs should be listed as 4 and not 3.
3. The applicant should provide the following notes related to proposed signing.
 - a. Traffic control signs shall use the FHWA Standard Alphabet series.
4. The applicant should provide notes and details related to proposed pavement markings.
 - a. Detail the pavement markings for the end islands and other hatched areas, including color, striping width, etc.
 - b. Detail the pavement markings for crosswalks, including color and striping width.
 - i. The applicant should consider adding crosswalk markings at the northeast sidewalk ramp to the sidewalk that leads to Grand River Avenue.
 - c. A detail has been provided for the international symbol for accessibility.

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

Sincerely,

AECOM



Maureen N. Peters, PE
Senior Traffic/ITS Engineer



Paula K. Johnson, PE
Senior Traffic Engineer

TRAFFIC STUDY REVIEW

Based on revised Traffic Study submitted on 08-30-18



AECOM
27777 Franklin Road
Southfield
MI, 48034
USA
aecom.com

Project name:
JSP18-0031 Keford Towing and Collision PRO
Concept Traffic Review

From:
AECOM

Date:
August 14, 2018

To:
Barbara McBeth, AICP
City of Novi
45175 10 Mile Road
Novi, Michigan 48375

CC:
Sri Komaragiri, Lindsay Bell, George Melistas,
Theresa Bridges, Darcy Rechten, Hannah Smith

Memo

Subject: JSP18-0031 Keford Towing and Collision Pre-Application Traffic Review

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

GENERAL COMMENTS

1. The applicant, Keford Collision and Towing, is proposing to utilize the existing 23,493 SF building and the existing 5,703 SF building on the 7.61 acres parcel on the south side of Grand River Avenue, east of Taft Road for the operation of a towing and automobile collision service.
2. Grand River Avenue is under the jurisdiction of the Road Commission for Oakland County (RCOC).
3. The site is currently zoned I-1, Light Industrial, and the applicant is requesting an I-2 planned rezoning overlay.
4. Summary of traffic-related waivers/variances:
 - a. **The applicant is seeking a waiver to install painted end islands in lieu of raised end islands.**
 - b. **The applicant is seeking a waiver for the lack of landscape islands every 15 consecutive spaces.**

TRAFFIC IMPACTS

1. AECOM performed an initial trip generation estimate based on the ITE Trip Generation Manual, 10th Edition, as follows. The ITE Code (Automobile Care Center) is the most closely-related land use available in the ITE Trip Generation Manual, even though it does not match the use of Keford Towing specifically. *Note that the 5,703 SF building is not included in the trip generation since the land use for that building has not yet been confirmed.*

ITE Code: 942 – Automobile Care Center
Development-specific Quantity: 23,493 GSF
Zoning Change: N/A

Trip Generation Summary				
	Estimated Trips	Estimated Peak-Direction Trips	City of Novi Threshold	Above Threshold?
AM Peak-Hour Trips	53	35	100	No
PM Peak-Hour Trips	73	38	100	No
Daily (One-Directional) Trips	Not Available	N/A	750	Yes

- The number of trips does not exceed the City's threshold of 100 trips per either the AM or PM peak hour. AECOM recommends performing the following traffic impact study in accordance with the City's requirements.

Trip Impact Study Recommendation	
Type of Study:	Justification
Rezoning Traffic Impact Statement	As part of the PRO process, the applicant is required to submit a rezoning traffic impact study. The applicant submitted a rezoning traffic impact study on July 16, 2018. AECOM review of the traffic impact study is discussed in a separate letter.

EXTERNAL SITE ACCESS AND OPERATIONS

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

- The applicant is not proposing any modifications to the external site access points at this time.

INTERNAL SITE OPERATIONS

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

- General Traffic Flow
 - The applicant has generally indicated 24 foot aisles throughout the site.
 - The applicant is proposing an 18 foot wide, one-way emergency access drive along the east side of the building. The applicant should provide further detail regarding the gate and signing requirements, and should work with the Fire Marshal regarding the need for gates at either end of the drive.
 - The applicant is seeking a waiver to install painted end islands in lieu of raised end islands.**
 - The applicant should include dimensions for the widths of the proposed painted end islands throughout the site to review accessibility and compliance with City requirements as stated in Section 5.3.12 of the Zoning Ordinance.
 - Note that all end islands shall be constructed three (3) feet shorter than the adjacent parking space.
 - The radii of the painted end islands are generally in compliance with City standards, with the exception of the following.
 - The applicant should provide justification for the irregular raised end island near the building canopy on the south side of the site, or update to meet City standards.

2. Additionally, there is a painted end island proposed near the south side of the auxiliary building within the gated area that has an outside radius of 10 feet. This should be updated to a minimum of 15 feet.
 - e. The applicant has proposed a trash receptacle in the rear yard. The trash receptacle is located in a position that, while during pick-up, periods, may diminish the ability for vehicles to exit the nearest parking space; however, it is not expected to diminish accessibility beyond acceptable levels.
 - f. The applicant has indicated a loading ramp location and a 10' by 25' loading zone on the site plan.
 - i. The applicant provided truck travel patterns throughout the site and confirmed accessibility to/from the loading zone.
 - g. There are proposed parking bays that have more than 15 consecutive parking spaces. **The applicant will be seeking a deviation for the lack of landscape islands every 15 spaces in accordance with the City's Zoning Ordinance, section 5.5.3.C.ii.i.**
2. Parking Facilities
- a. Refer to the Planning Letter for information about parking requirements and calculations.
 - b. The applicant has indicated 17 foot long parking spaces abutting four inch curbs, and 19 foot long parking spaces in all other areas.
 - c. The applicant has provided the width of the barrier-free parking spaces and aisles, which are in compliance with City standards.
 - d. The applicant should review the curb heights throughout the site to generally provide 6" curbs for all landscape areas, except when placed directly in front of a 17' parking space where the curb should be 4".
 - i. The grading plan and details are generally in compliance with this; however, there are locations throughout the site where further clarification is needed. Additional curb height grades on the grading plan would be helpful to ensure 17' parking spaces are abutting 4" curb and 6" curbs are provided in all other areas.
 - ii. Note that when a 17' space is provided, there must be a clear 2' area to accommodate the vehicle overhang. The applicant should review this requirement and remove any signing/posts/fixtures/gates to be located outside of the 2' overhang as necessary. The applicant has provided a detail showing the 2' overhang.
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 - i. The applicant should provide a ramp to the sidewalk next to this accessible parking space
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 - i. The bicycle parking layout details are in conformance with Section 5.16.5 of the Zoning Ordinance.
 - ii. The sidewalk in front of the bicycle parking is 8 feet, which is in compliance with City standards.
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- a. The applicant should dimension the width of all proposed sidewalks.
 - i. Sidewalks throughout the site are required to be a minimum of 5' wide.
 - ii. Note that when a 17' parking space abuts a sidewalk, the sidewalk shall be 4" in height and a minimum of 7' wide to accommodate a 2' vehicle overhand and provide 5' of unobstructed travel way for non-motorized users.
 - b. The applicant should label sidewalk ramps on the plans and include the latest Michigan Department of Transportation (MDOT) detail.
 - c. The applicant should provide a sidewalk ramp at the north bay of parking that connects the sidewalk from Grand River Avenue to the site.

SIGNING AND STRIPING

1. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the proposed signing and striping.
2. The applicant has included a sign quantity table.
 - a. The total of R7-8 signs should be listed as 4 and not 3.
3. The applicant should provide the following notes related to proposed signing.
 - a. Traffic control signs shall use the FHWA Standard Alphabet series.
4. The applicant should provide notes and details related to proposed pavement markings.
 - a. Detail the pavement markings for the end islands and other hatched areas, including color, striping width, etc.
 - b. Detail the pavement markings for crosswalks, including color and striping width.
 - i. The applicant should consider adding crosswalk markings at the northeast sidewalk ramp to the sidewalk that leads to Grand River Avenue.
 - c. A detail has been provided for the international symbol for accessibility.

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

Sincerely,

AECOM



Maureen N. Peters, PE
Senior Traffic/ITS Engineer



Paula K. Johnson, PE
Senior Traffic Engineer



AECOM
27777 Franklin Road
Southfield
MI, 48034
USA
aecom.com

Project name:
JSP18-0031 Keford Towing and Collision
Rezoning Traffic Impact Study Review

From:
AECOM

Date:
August 14, 2018

To:
Barbara McBeth, AICP
City of Novi
45175 10 Mile Road
Novi, Michigan 48375

CC:
Sri Komaragiri, Lindsay Bell, George Melistas,
Theresa Bridges, Darcy Rechten, Hannah Smith

Memo

Subject: Keford Towing and Collision Rezoning Traffic Impact Study (RTIS) Review

The rezoning traffic impact study was reviewed to the level of detail provided and AECOM **recommends denial** for the RTIS until additional information is provided and under the condition that the comments provided below are adequately addressed to the satisfaction of the City; however, the AECOM recommends approval for the applicant to move forward with the site plan, based upon traffic review comments under a separate letter.

GENERAL COMMENTS

1. The applicant consulted Fleis and VandenBrink to perform a rezoning traffic impact study for the proposed Keford Towing and Collision site located on the south side of Grand River Avenue, east of Taft Road.
2. Grand River Avenue is under the jurisdiction of the Road Commission for Oakland County (RCOC) and experiences an average traffic volume of 15,900 vehicles per day.
3. The site is currently zoned I-1, Light Industrial, and the applicant is requesting an I-2 planned rezoning overlay.
4. The rezoning study focuses on the 23,493 square foot (SF) main building, but does not discuss the 5,703 SF auxiliary building toward the south side of the site. **The RTIS should be updated to include ALL proposed facilities and land uses within the site.**

TRIP GENERATION

1. The study examines the trip generation under both existing and proposed zoning classifications.
2. The City of Novi Zoning Ordinance allows office buildings, sales and service activities, publicly owned and operated parks, parkway and outdoor recreational facilities, public or private health and fitness facilities, medical offices including laboratories and clinics under I-1 zoning. Heating and electric power generating plants, outdoor storage yards, commercial sale of new and used heavy trucks and heavy off-road construction equipment, auto engine and body repair shops, and other similar uses are permitted under I-2 zoning.
3. The estimated maximum number of trips was calculated for existing zoning (I-1) using two land uses:
 - a. Health/Fitness Club (55,000 SF)
 - b. Medical Office (61,000 SF)

- c. The preparer should provide additional information to confirm that these are the most conservative estimates and details/calculations as to how the sizes of the Health/Fitness Club and Medical Office were determined so that proper comparisons can be made.
4. Based on the assumed building sizes, the maximum number of trips that would result under I-1 zoning are:
 - a. 2,256 daily trips
 - b. 190 AM peak-hour trips
 - c. 209 PM peak-hour trips
5. The estimated maximum number of trips was calculated for proposed zoning (I-2) using two land uses:
 - a. Automobile Care Center (53,333 SF)
 - b. Intermodal Truck Terminal (28,000 SF)
 - c. The preparer should provide additional information to confirm that these are the most conservative estimates and details/calculations as to how the sizes of the Automobile Care Center and Intermodal Truck Terminal were determined so that proper comparisons can be made.
6. Based on the assumed building sizes, the maximum number of trips that would result under I-2 zoning are:
 - a. n/a daily trips
 - b. 119 AM peak-hour trips
 - c. 165 PM peak-hour trips
7. The estimated number of trips produced by the proposed Keford Towing and Collision are:
 - a. n/a daily trips
 - b. 53 AM peak-hour trips
 - c. 73 PM peak-hour trips
 - d. *Note that this estimate does not include the 5,703 SF auxiliary building on the south side of the site in the calculations and therefore is not complete.*

CONCLUSIONS AND RECOMMENDATIONS

1. As indicated in the RTIS, the proposed rezoning from I-1 to I-2 is expected to result in a decrease in the number of expected trips during the peak periods.
2. The proposed Keford Towing and Collision land use would be expected to generate fewer trips than what *could* be built under the existing I-1 zoning as well as fewer trips than is allowable under I-2 zoning. Final analysis is pending additional clarification on how the land use sizes were determined, and therefore the comparisons and results may change as a result of the revised RTIS, as requested. Additionally, the trip generation for the 5,703 SF auxiliary building should be included in the RTIS as part of the proposed development.
3. The preparer should provide additional clarification on how land uses were determined and how land use sizes were calculated in order for the reviewer to properly assess the traffic impacts of the rezoning. It is recommended that a revised RTIS is prepared with the requested information.

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

Sincerely,

AECOM

Memo

A handwritten signature in blue ink that reads "Maureen Peters". The signature is written in a cursive style.

Maureen N. Peters, PE
Senior Traffic/ITS Engineer

A handwritten signature in blue ink that reads "Paula K. Johnson". The signature is written in a cursive style.

Paula K. Johnson, PE
Senior Traffic Engineer



ECT Project No. 180465-0100

August 7, 2018

Ms. Barbara McBeth, AICP
City Planner
Community Development Department
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Keford Collision & Towing (JZ18-0032)
Wetland Review of the PRO Concept Plan (PSP18-0107)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Revised PRO Concept Plan for the proposed Keford Collision & Towing project prepared by Alpine Engineering, Inc. dated July 12, 2018 and stamped "Received" by the City of Novi Community Development Department on July 18, 2018 (Plan). The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the natural features setback provisions in the Zoning Ordinance.

ECT currently recommends approval of the PRO Concept Plan for Wetlands. The Applicant shall address the items noted in the *Wetland Comments* Section of this letter prior to receiving Wetland approval of the Preliminary Site Plan.

Item	Required/Not Required/Not Applicable
Wetland Permit (specify Non-Minor or Minor)	Required (Non-Minor)
Wetland Mitigation	Not Required
Wetland Buffer Authorization	Required
MDEQ Permit	To Be Determined. It is the applicant's responsibility to contact the MDEQ in order to determine the need for a wetland use permit.
Wetland Conservation Easement	Not Required

The proposed project is located south of Grand River Avenue and east of Taft Road in Section 15. The Plan proposes the construction of proposed pavement and asphalt improvements around two (2) existing buildings to remain, associated storm sewer, and a stormwater detention basin.

Based on our review of the application, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands and Woodlands Maps (see Figure 1, attached), and our wetland verification site inspection conducted on July 25, 2018 it appears as if this proposed project site contains three (3) areas of on-site wetlands.

Wetland Evaluation

Environmental Consulting & Technology, Inc. (ECT) conducted a wetland evaluation for the proposed project site on July 25, 2018. ECT's in-office review of available materials included the City of Novi

2200 Commonwealth
Blvd., Suite 300
Ann Arbor, MI
48105

(734)
769-3004

FAX (734)
769-3164

Regulated Wetland and Watercourse map (see Figure 1), USGS topographic quadrangle map, NRCS soils map, USFWS National Wetland Inventory map, and historical aerial photographs (from Oakland County). The applicant has also provided a Wetland Delineation map (Figure 2) prepared by King & MacGregor Environmental, Inc. dated July 16, 2018. As noted, three (3) wetlands have been delineated, but not all of these wetland areas are indicated on the City's Regulated Wetlands Map. Based on our review of this information the overall proposed project parcel contains areas mapped as City-Regulated Wetlands/Watercourses. The site appears to contain wetland/watercourse areas that are regulated by the City of Novi as well as the Michigan Department of Environmental Quality (MDEQ).

The focus of the site inspection was to review site conditions in order to determine whether City-regulated wetlands are found on-site. King & MacGregor Environmental, Inc. (KME) completed a wetland delineation for this site. The Wetland Delineation map (Figure 2) is dated July 16, 2018. Pink wetland boundary flagging was in place at the time of this site inspection. ECT reviewed the flagging and agrees that the wetland boundaries were accurately flagged in the field. It should be noted that the applicant has provided a wetland flagging map that indicates the approximate locations of the wetland flagging/staking on site, however this wetland boundary information does not appear to have been included on the Plan as the wetland locations currently shown on the Plan are indicated as approximate. Future plan submittals shall provide surveyed wetland boundaries. Based on the existing vegetation and topography, it is ECT's assessment that the on-site wetlands have been accurately delineated at this time.

The following is a brief description of the on-site wetland features (see Figure 2 provided by KME):

Wetland A – Scrub shrub wetland located in the southwest portion of the site. Wetland A is listed as less than 0.01-acre. The dominant wetland vegetation includes common buckthorn (*Rhamnus cathartica*), green ash (*Fraxinus pennsylvanica*), and Virginia creeper (*Parthenocissus quinquefolia*). This wetland is a small, isolated wetland.

Wetland B – Scrub-shrub and emergent wetland located on the eastern and southern portions of the site. This wetland extends off-site to the east and south, however the on-site portion is listed as 0.32-acres. The dominant wetland vegetation includes sedges (*Carex spp.*), reed canary grass (*Phalaris arundinacea*), cattails (*Typha spp.*), eastern cottonwood (*Populus deltoides*), and box elder (*Acer negundo*).

Wetland C – Scrub shrub wetland located in the western portion of the site but extends off-site to the west. Wetland C is listed as less than 0.01-acre. The dominant wetland vegetation is similar to that of Wetland A.

Wetland Impact Review

As noted above, several areas of wetland have been confirmed on the subject property by the applicant's wetland consultant (KME) and ECT. Currently, the Plan indicates two (2) direct impacts to on-site wetlands. The Plan quantifies the areas of the proposed wetland impacts on Sheet 1 (*PRO Concept Plan*), however these wetland impacts are noted as being "approximate". The total amount of direct (i.e., fill or excavation) impact to on-site wetlands currently indicated is 0.11-acre (approximate). The current impact to Wetland A in the southwest portion of the site is for the purpose of parking lot construction. The impact to Wetland B on the east side of the site is for the purpose of constructing parking area/loading ramp. The Plan also proposes the discharge of pre-treated stormwater runoff to Wetland B from the proposed pre-treatment detention basin.

The following table summarizes the proposed wetland impacts as listed on the *PRO Concept Plan* (Sheet 1):

Table 1. Proposed Wetland Impacts

Wetland Impact Area	City Regulated?	MDEQ Regulated?	Impact Area (acre)	Estimated Impact Volume (cubic yards)
A	Yes City Regulated /Essential	Likely	(0.05-acre)	Not Indicated
B	Yes City Regulated /Essential	Likely	(0.06-acre)	Not Indicated
C	Yes City Regulated /Essential	Likely	None Indicated	Not Applicable
TOTAL	--	--	(0.11-acre)	Not Indicated

It should be noted that the wetland and wetland buffer boundaries indicated on the Plan appear to be approximate. Subsequent site plan submittals shall include the actual, surveyed wetland boundary information that appears to be included on the Wetland Delineation map provided by KME (Figure 2). The wetland flag numbers shall also be provided on the Plan.

As such it is unclear if the proposed site work will impact Wetland C, however it does not appear likely. The boundaries of Wetland C are not currently shown on Sheet 1. This information should be provided/clarified on subsequent site plan submittals.

In addition to the proposed wetland impacts, the Plan proposes disturbance to on-site 25-foot wetland buffer areas. These impacts appear to be to the entire setback of Wetland A and a portion of the Wetland B buffer.

The existing area of the 25-foot wetland buffers and the proposed impacts to 25-foot wetland buffers have yet to be quantified on the Plan. The applicant shall provide information on subsequent plans that clearly indicates the areas of all existing wetland buffers as well as the area (square feet or acreage) of the proposed impacts to the 25-foot wetland buffers (both permanent and temporary, if applicable). This information is required before any necessary City of Novi Wetland and Watercourse Permits or Authorization to Encroach Upon the 25-Foot Natural Features Setback letters can be issued.

The applicant is urged to minimize impacts to all wetlands and 25-foot wetland setback areas to the greatest extent practicable. The City regulates wetland and watercourse buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses”.

Regulatory Status - MDEQ

ECT has evaluated the on-site wetlands and believes that they are all considered to be essential/regulated by the City of Novi as they meet one or more of the essentiality criteria (i.e., functions and values) outlined in the City of Novi Wetland and Watercourse Protection Ordinance and regulated by the MDEQ . As noted, the wetlands appear to accurately flagged in the field and appear to be generally indicated accurately on the *Wetland Delineation Map* provided by KME (Figure 2, attached).

The Michigan Department of Environmental Quality (MDEQ) generally regulates wetlands that are within 500 feet of an inland lake, pond, or stream, or within 1,000 feet of a Great Lake, Lake St. Clair, the St. Clair River, or the Detroit River. Isolated wetlands five (5) acres in size or greater are also regulated. The MDEQ may also exert regulatory control over isolated wetlands less than five acres in size "...if the department determines that protection of the area is essential to the preservation of the natural resources of the state from pollution, impairment, or destruction and the department has notified the owner". It appears as if a tributary to the Walled Lake Branch of the Middle Rouge River may be enclosed and flow through this site within an existing 30-inch stormsewer (appears to connect Wetlands B and C). It is the applicant's responsibility to contact MDEQ in order to confirm the regulatory authority with respect to the on-site wetland areas.

Regulatory Status – City of Novi

The City of Novi Wetland and Watercourse Protection Ordinance (City of Novi Code of Ordinances, Part II, Chapter 12, Article V.; Division 2.) describes the regulatory criteria for wetlands and review standards for wetland permit applications. The City of Novi regulates wetlands that are: (1) contiguous to a lake, pond, river or stream, as defined in Administrative Rule 281.921; (2) two (2) acres in size or greater; or (3) less than two (2) acres in size but deemed essential to the preservation of the natural resources of the city under the criteria set forth in subsection 12-174(b). Wetlands deemed regulated by the City of Novi require the approval of a use permit for any proposed impacts to the wetland.

ECT has evaluated the areas of on-site wetland and believes that each wetland is regulated by the City's Wetland and Watercourse Protection Ordinance because all on-site wetlands appear to be either located within 500-feet of a regulating stream/drain or extend offsite and are 2 acres in size or greater.

The applicant shall provide information on subsequent plans that clearly indicates the areas (square feet and/or acres) of all of the existing on-site wetlands and their 25-foot setbacks/buffers. Currently, the areas of the wetlands and buffers only appear to be approximate. Areas based on the delineated and surveyed wetland boundaries shall be provided on the Plan. The Plan shall indicate and quantify the wetland buffer impacts (both permanent and temporary, if applicable) and the volume (cubic yards) of all wetland impacts.

It should be noted that in those cases where an activity results in the impact to wetland areas of 0.25-acre or greater that are deemed essential under City of Novi Ordinance subsection 12-174(b) mitigation shall be required. The applicant shall submit a mitigation plan which provides for the establishment of replacement wetlands at a ratio of 1:1 through 2:1 times the area of the natural wetland impaired or destroyed, if impacts meet or exceed the 0.25-acre threshold. In general, the MDEQ's threshold for the requirement of wetland mitigation is 0.3-acre of wetland impacts. Wetland mitigation does not appear to be a requirement of the current Plan.

As noted above, any proposed use of the wetlands will require a City of Novi *Wetland Use Permit* as well as an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland buffers. The applicant is urged to minimize impacts to on-site wetlands and wetland setbacks to the greatest extent practicable. The City regulates wetland buffers/setbacks. Article 24, Schedule of Regulations, of the Zoning Ordinance states that:

“There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses”.

Finally, as proposed, the project will require a City of Novi Non-Minor Use wetland permit. The granting or denying of nonresidential minor use permits shall be the responsibility of the Community Development Department. A nonresidential minor use permit is a permit for activities consisting of no more than one (1) of the following activities which have a minimal environmental effect:

- a. Minor fills of three hundred (300) cubic yards or less and not exceeding ten thousand (10,000) square feet in a wetland area, providing the fill consists of clean, nonpolluting materials which will not cause siltation and do not contain soluble chemicals or organic matter which is biodegradable, and providing that any upland on the property is utilized to the greatest degree possible. All fills shall be stabilized with sod, or seeded, fertilized and mulched, or planted with other native vegetation, or ripped as necessary to prevent soil erosion.
- b. Installation of a single water outfall provided that the outlet is ripped or otherwise stabilized to prevent soil erosion.
- c. Watercourse crossings by utilities, pipelines, cables and sewer lines which meet all of the following design criteria:
 - i. The method of construction proposed is the least disturbing to the environment employable at the given site;
 - ii. The diameter of pipe, cable or encasement does not exceed twenty (20) inches;
 - iii. A minimum of thirty (30) inches of cover will be maintained between the top of the cable or pipe and the bed of the stream or other watercourse on buried crossings; and
 - iv. Any necessary backfilling will be of washed gravel.
- d. Extension of a wetland/watercourse permit previously approved by the Planning Commission.
- e. Replacement of a culvert of an identical length and size, and at the same elevation. If the proposed culvert is of a greater length or size than the existing culvert, or is a new culvert altogether, it must meet the conditions of subpart c., above, to qualify for a nonresidential minor use permit.
- f. Temporary impacts where the encroachment into protected areas is less than five hundred (500) feet.

Because the project contains a proposed stormwater outfall as well as two (2) direct impacts to wetlands, a Non-Minor Wetland Permit (and approval of Planning Commission) shall be required.

Wetland and Watercourse Comments

ECT recommends that the Applicant address the items noted below in subsequent site plan submittals:

1. The wetland and wetland buffer boundaries indicated on the Plan appear to be approximate. Subsequent site plan submittals shall include the actual, surveyed wetland boundary information that appears to be included on the Wetland Delineation map provided by KME (Figure 2). The wetland flag numbers shall also be provided on the Plan.
2. It is unclear if the proposed site work will impact Wetland C, however it does not appear likely. The boundaries of Wetland C are not currently shown on Sheet 1. This information should be provided/clarified on subsequent site plan submittals.
3. The applicant shall indicate, quantify and label all existing areas of wetland and 25-foot wetland buffers (square feet or acres) on the Plan.
4. The applicant shall indicate, quantify and label all proposed impacts to the wetlands (square feet or acres) including proposed volume of cut/fill (cubic feet or cubic yards).
5. The applicant shall indicate, quantify and label all proposed impacts to the 25-foot wetland setbacks (square feet or acres).
6. It appears as though a MDEQ Wetland Permit and a City of Novi Non-Minor *Wetland Use Permit* would be required for any proposed impacts to on-site wetlands, if applicable. A City of Novi *Authorization to Encroach the 25-Foot Natural Features Setback* would be required for any proposed impacts to on-site 25-foot wetland or watercourse buffers.
7. It should be noted that it is the Applicant's responsibility to confirm the need for a Permit from the MDEQ for any proposed wetland or floodplain impacts. Final determination as to the regulatory status of any on-site wetlands (if applicable) shall be made by MDEQ. The Applicant should provide a copy of the MDEQ Wetland Use Permit application to the City (and our office) for review and a copy of the approved permit upon issuance. A City of Novi Wetland Permit cannot be issued prior to receiving this information.
8. The Plan should address how any temporary impacts to wetland or 25-foot wetland buffers shall be restored, if applicable. Subsequent Plan submittals shall include specifications for any proposed seed mixes proposed for use within these areas. Sod or common grass seed will not be acceptable to restore temporary impacts to wetlands or 25-foot wetland buffers.
9. The applicant should ensure that any proposed snow storage areas are located such that any runoff will not directly affect any on-site wetlands, or the Walled Lake Branch of the Middle Rouge River (if applicable).
10. ECT suggests that any proposed stormwater management plan be reviewed by the City of Novi Engineering Department to ensure that they meet the City of Novi design requirements.

Keford Collision & Towing (JZ18-0032)
Wetland Review of the PRO Concept Plan (PSP18-0107)
August 7, 2018
Page 7 of 11

Wetland Conclusion

The project site appears to contain wetlands/watercourse that are regulated by both the City of Novi and the MDEQ. Any proposed impacts to on-site wetlands will require a permit from the MDEQ, a City of Novi *Wetland and Watercourse Use Permit*, and an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland buffers. Subsequent site plan submittals shall clearly indicate all proposed impacts (permanent or temporary) to the existing wetlands and associated 25-foot wetland setbacks.

Recommendation

ECT currently recommends approval of the PRO Concept Plan for Wetlands. The Applicant shall address the items noted in the *Wetland Comments* Section of this letter prior to receiving Wetland approval of the Preliminary Site Plan.

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,
ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Pete Hill, P.E.
Senior Associate Engineer

cc: Lindsay Bell, City of Novi Planner
Sri Komaragiri, City of Novi Planner
Rick Meader, City of Novi Landscape Architect
Hannah Smith, City of Novi Planning Assistant

Attachments: Figure 1 – City of Novi Regulated Wetland and Woodland Map
Figure 2 – Wetland Delineation Map
Site Photos

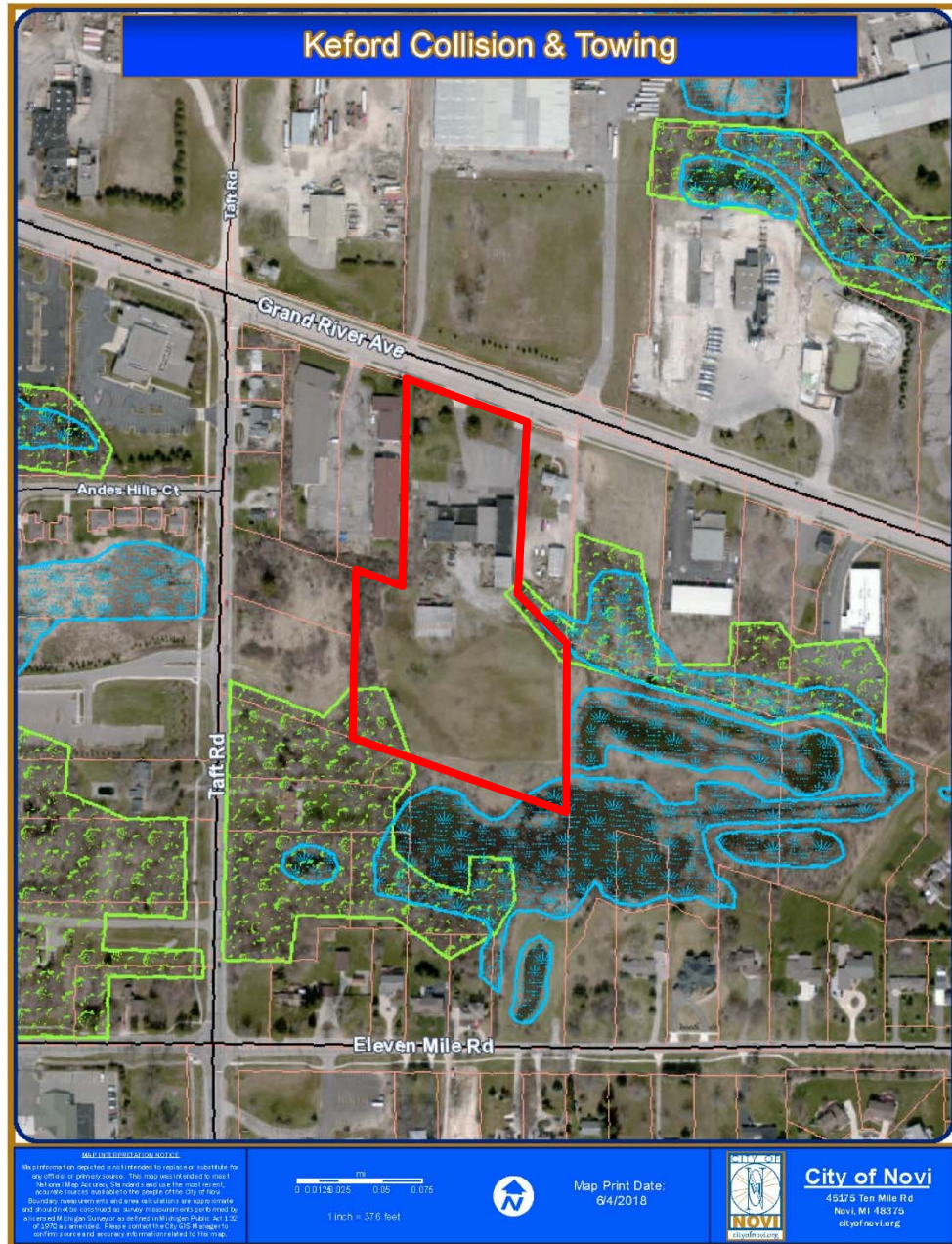
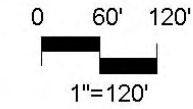


Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate parcel boundary shown in red). Regulated Woodland areas are shown in green and Regulated Wetland areas are shown in blue.



Please be advised the information provided by KME, Inc. regarding wetland boundaries is an estimate of the wetland boundary. The ultimate decision on wetland boundary locations and jurisdictions thereof rests with the MDEQ and, in some cases, the Federal government. As a result, there may be adjustments to boundaries based upon review of a regulatory agency. An agency determination can vary, depending on various factors including, but not limited to, experience of the agency representative making the determination and the season of the year. In addition, the physical characteristics of the site can change with time, depending on the weather, vegetation patterns, drainage and management activities on adjacent parcels or other events. Any of these factors can change the nature/extent of wetlands on site. This wetland determination, as defined by the boundary flags depicted on this drawing, is valid for one growing season from the date flagged. There is no assurance given herein or otherwise implied that the KME, Inc. wetland boundary will be accepted by any regulatory agency. Reliance on KME, Inc.'s opinion is at the client's risk. Further, it has been our experience that site conditions are likely to change over the course of one year. Therefore, KME, Inc. strongly recommends that the client have no reliance on our opinion after one growing season. Be aware the manufacturer of the G.P.S. (Global Positioning System) used by KME, Inc. has advised that the equipment has, at best, sub-meter accuracy. The location of the actual wetland boundaries may therefore vary somewhat if a professional survey of the wetland flags is conducted.



PROJECT NUMBER 18199	SHEET NAME Wetland Boundary Map	SHEET NUMBER 1
--------------------------------	------------------------------------	--------------------------

DATE 7/16/18	BY JL	CHECKED JL	SCALE AS SHOWN
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Wetland Delineation For:
45237 Grand River Avenue
 City of Novi, Oakland County, Michigan

King & MacGregor
 Environmental, Inc.
 10000 Grand River Avenue, Suite 100
 Novi, Michigan 48240
 Phone: 248-346-0400

Figure 2. Wetland Delineation Map (provided by King & MacGregor Environmental, Inc., dated July 16, 2018).

Site Photos



Photo 1. Looking south at Wetland B (near flag B-12) along the eastern portion of the site (ECT, July 25, 2018).



Photo 2. Looking southeast at open water area of Wetland B located off-site to the south (ECT, July 25, 2018).



Photo 3. Looking west at scrub-shrub Wetland B located in the southwest portion of the site (ECT, July 25, 2018).



Photo 4. Looking north towards Wetland C located in the western portion of the site (ECT, July 25, 2018).

ECT Project No. 180465-0200

August 7, 2018

Ms. Barbara McBeth, AICP
City Planner
Community Development Department
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Keford Collision & Towing (JZ18-0032)
Woodland Review of the PRO Concept Plan (PSP18-0107)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the PRO Concept Plan for the proposed Keford Collision & Towing project prepared by Alpine Engineering, Inc. dated July 12, 2018 and stamped "Received" by the City of Novi Community Development Department on July 18, 2018 (Plan). The Plan was reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37.

The purpose of the Woodlands Protection Ordinance is to:

- 1) *Provide for the protection, preservation, replacement, proper maintenance and use of trees and woodlands located in the city in order to minimize disturbance to them and to prevent damage from erosion and siltation, a loss of wildlife and vegetation, and/or from the destruction of the natural habitat. In this regard, it is the intent of this chapter to protect the integrity of woodland areas as a whole, in recognition that woodlands serve as part of an ecosystem, and to place priority on the preservation of woodlands, trees, similar woody vegetation, and related natural resources over development when there are no location alternatives;*
- 2) *Protect the woodlands, including trees and other forms of vegetation, of the city for their economic support of local property values when allowed to remain uncleared and/or unharvested and for their natural beauty, wilderness character of geological, ecological, or historical significance; and*
- 3) *Provide for the paramount public concern for these natural resources in the interest of health, safety and general welfare of the residents of the city.*

ECT currently recommends approval of the PRO Concept Plan for Woodlands. No further woodland review of the proposed project is necessary.

The proposed project is located south of Grand River Avenue and east of Taft Road in Section 15. The Plan proposes the construction of proposed pavement and asphalt improvements around two (2) existing buildings to remain, associated storm sewer, and a stormwater detention basin.

Based on our review of the application, Novi aerial photos, Novi GIS, the City of Novi Official Wetlands and Woodlands Maps (see Figure 1, attached), and our woodland verification site inspection conducted on July 25, 2018 it appears as if this proposed project site contains two (2) small areas that are mapped as City-Regulated Woodlands but no regulated, healthy trees are located within the proposed limits of disturbance.

The existing areas of regulated woodlands are located along the eastern edge of the project site and in the southwest corner of the site.

The City of Novi regulates trees that are 8-inch diameter-at-breast-height (DBH) or greater and are located within areas designated as regulated on the City Regulated Woodland map. In addition, any tree 36-inches DBH or greater are also regulated.

Woodland Impact Review & Woodland Replacement Credits

Portions of the subject parcel contain areas that are mapped as City of Novi Regulated Woodlands (see Figure 1), however no regulated, healthy trees or woodland understory will be affected by the proposed project.

The Woodland Plan (Sheet L-3) indicates that a total of **71** trees were surveyed on the subject site. Of the trees surveyed, thirty-seven (**37**) trees are located outside of the areas mapped as City-Regulated Woodlands. Thirty-four (**34**) of the surveyed trees are located within the City-Regulated Woodland Area.

The Plan proposes to remove one (**1**) tree (Tree No. 3126, 17” Siberian elm) located near the edge of a City-Regulated Woodland in the southwestern section of the site. This tree is noted as being in very poor condition (i.e., 70% dead). As such, the removal of this tree will not require Woodland Replacement credits.

A total of forty-two (**42**) of the surveyed trees are to be preserved and twenty-nine (**29**) trees are proposed for removal. It should be noted that the trees proposed for preservation within the current limits of disturbance are not located within area mapped as City-Regulated Woodlands. As noted above, one (**1**) regulated trees is proposed for removal (in the southwest portion of the site), however this tree is in very poor condition and will not require Woodland Replacement credits.

As noted above, a *Woodland Summary* list has been included on the *Woodland Plan* (Sheet L-3). The Applicant has noted the following:

- Total Surveyed Trees 71
- Non-Regulated Trees 37
- Total Regulated Trees 34
- Regulated Trees Removed: 1 (2.9% Removal)
- Regulated Trees Preserved: 33 (97.1% Preservation)

Regulated Tree Removals

- Stems to be Removed 8” to 11”: 0 x 1 replacement (Requiring 43 Replacements)
- Stems to be Removed 11” to 20”: 1 x 2 replacements (Requiring 0 Replacements, due to poor tree condition)

- Stems to be Removed 20” to 30”: 0 x 3 replacements (Requiring 0 Replacements)
- Stems to be Removed 30”+ : 0 x 4 replacements (Requiring 0 Replacements)
- Multi-Stemmed Trees (0 trees): (Requires 0 Replacements)

- Total Replacement Trees Required: 0

Keford Collision & Towing (JZ18-0032)
Woodland Review of the PRO Concept Plan (PSP18-0107)
August 7, 2018
Page 3 of 5

Recommendation

ECT currently recommends approval of the PRO Concept Plan for Woodlands. **No further woodland review of the proposed project is necessary.**

If you have any questions regarding the contents of this letter, please contact us.

Respectfully submitted,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Pete Hill, P.E.
Senior Associate Engineer

cc: Lindsay Bell, City of Novi Planner (lbell@cityofnovi.org)
Sri Komaragiri, City of Novi Planner (skomaragiri@cityofnovi.org)
Rick Meader, City of Novi Landscape Architect (rmeader@cityofnovi.org)
Hannah Smith, City of Novi Planning Assistant (hsmith@cityofnovi.org)

Attachments: Figure 1 – City of Novi Regulated Wetland and Woodland Map
Site Photos

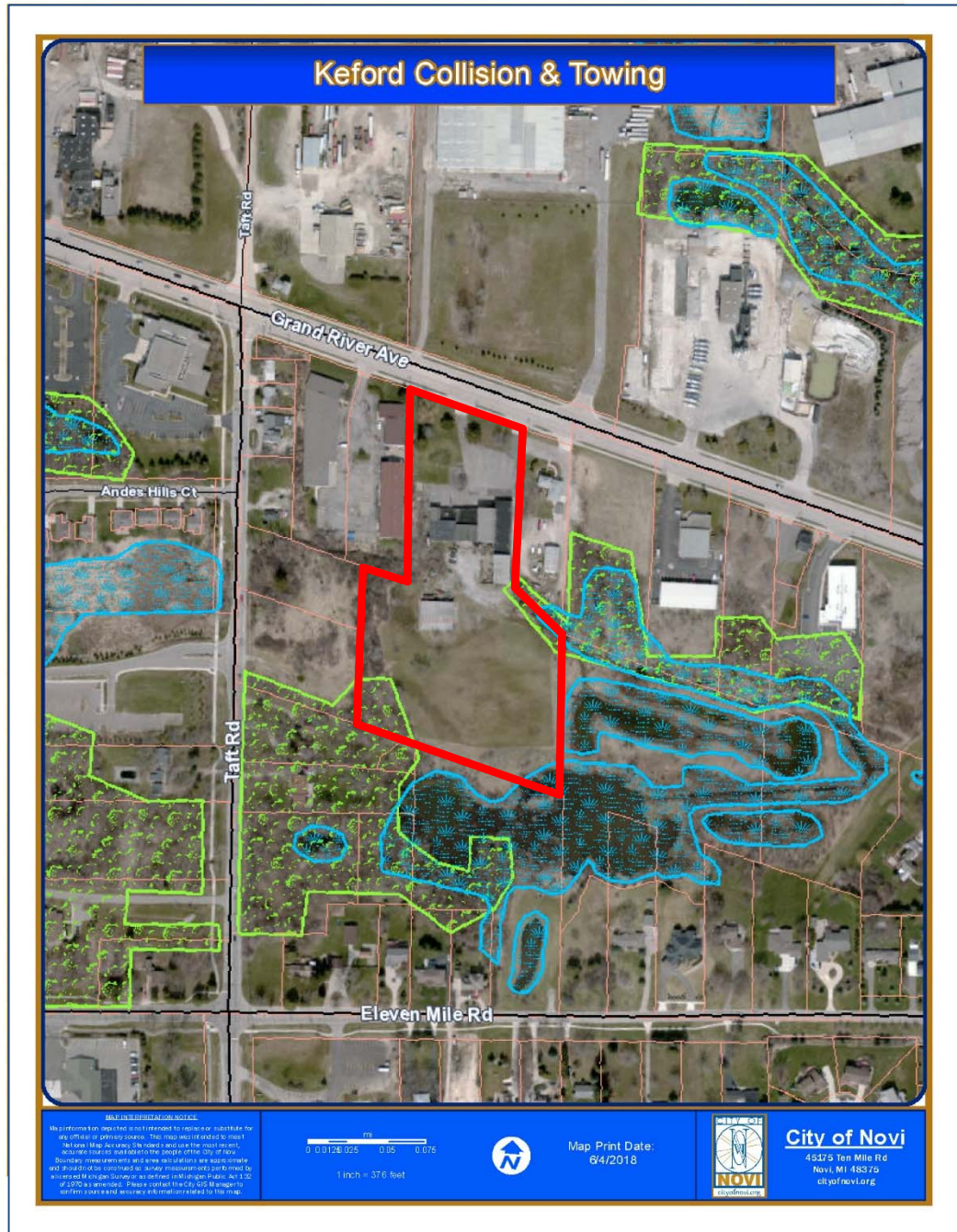


Figure 1. City of Novi Regulated Wetland & Woodland Map (approximate parcel boundary shown in red). Regulated Woodland areas are shown in green and Regulated Wetland areas are shown in blue.

Site Photos



Photo 1. Looking west towards area of Regulated Woodland in the southwest portion of the project site (ECT, June 25, 2018).



Photo 2. Looking north towards Grand River Avenue. Several large trees are being preserved within the northern section of the site. Tree No. 3101 (19"/20" silver maple) and Tree No. 3102 (35" Norway spruce) are to be preserved (ECT, June 25, 2018).

FAÇADE REVIEW



August 7, 2018

Façade Review Status Summary:

Full Compliance, Section 9 Waiver Not Required

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

Re: **FACADE ORDINANCE REVIEW - Revised Façade**
Keford Collision & Towing, PSP18-0107
 Façade Region: 1, Zoning District: I-1,

Dear Ms. McBeth;

The following is the Façade Review for the PRO Concept Plan of the above referenced project. This review is based on the drawings dated 7/13/18, prepared Cityscape Architects of Novi, Michigan. A sample board with renderings and proposed colors was also provided. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages of materials allowed by Façade Ordinance are shown in the right hand column. Note that the façade materials on the side and rear elevations are not proposed to be changed.

	North (Front)	East	West	South	Ordinance Maximum (Minimum)
Brick (existing 8" x 8" natural fired clay tile)	47%	UN	UN	UN	30% Minimum
Tile (Proposed 8" x 8", blue color)	25%	UN	UN	UN	25%
Flat Metal (Canopy fascia)	3%	UN	UN	UN	50%
Flat Metal (horizontal louver feature, yellow)	25%	UN	UN	UN	50%
UN - Unaltered					

Recommendation – This project is considered a façade alteration as regulated by Section 5.15.6 of the Ordinance. The existing 8” x 8” tile is a natural fired clay product. This material may be considered brick with respect to the Ordinance, providing that it is not painted. The exception to this is the existing red band which is to be painted yellow. The proposed colors; BM350 (yellow) and BM1064-10 (Blue) are somewhat subdued and are consistent with Section 5.15.2 which prohibits intense colors. Although the side and rear facades are not proposed to be altered it is assumed that these facades will be painted in a manner that is harmonious with the front façade. Therefore, it is our recommendation that the proposed alteration is in full compliance with the Façade Ordinance. This recommendation is contingent upon the applicant clarifying that the side and rear elevations will be painted or otherwise treated in a manner that is consistent with the front façade and that the existing natural fired clay tile will not be painted.

Notes to the Applicant:

1. It should be noted that all roof top equipment must be screened from view from all vantage points both on-site and off-site using materials in compliance with the Façade Ordinance.

2. Inspections – The Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board (in this case the adjacent existing material) will be compared to materials to be installed. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department’s Online Inspection Portal with the following link. Please click on “Click here to Request an Inspection” under “Contractors”, then click “Façade”.

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

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

Sincerely,
DRN & Architects PC

A handwritten signature in black ink, appearing to read "Douglas R. Necci". The signature is fluid and cursive, written over the printed name below.

Douglas R. Necci, AIA

FIRE REVIEW

July 25, 2018

TO: Barbara McBeth- City Planner
Sri Ravali Komaragiri- Plan Review Center
Lindsay Bell-Plan Review Center
Hannah Smith-Planning Assistant

RE: Keford Collision and Towing

PSP# 18-0076

PSP#18-0107 (Pro Concept Plan)

Project Description:

Building Rezoning

Comments:

1. The Fire Dept. will need emergency access to the gated area at rear parking area. Knox Box access "gate switch" or Knox Box "Pad lock" will need to be installed.
2. 18' wide Emergency access drive to the west side of main building is existing and prior approval was given.

Recommendation:

APPROVED - Pending Item #1 is addressed.

Sincerely,

Andrew Copeland – Acting Fire Marshal
City of Novi Fire Department

cc: file

APPLICANTS RESPONSE LETTER



46892 West Road, Suite 109
Novi, Michigan 48377
Phone: (248) 926-3701
Fax: (248) 926-3765
Web: www.alpine-inc.net

August 30, 2018

via Hand Delivery

Sri Ravali Komaragiri
City of Novi Community Development Department
45175 West 10 Mile Road
Novi, MI 48375

RECEIVED

AUG 30 2018

CITY OF NOVI
COMMUNITY DEVELOPMENT

**Re: Keford Towing
Pre-Application Response to Review Comments
Alpine Engineering Inc. Project #17-504
JSP18-31**

Dear Sri

On behalf of our client, Keford Towing, please find the following information for your distribution and review:

- Two (2) copies of the revised Landscape Plans (dated 08-30-2018)
- Two (2) copies of the revised RTA (dated 08-26-2018)
- One (1) copy of the revised Architectural Plans (dated 08-29-2018)
- Response letter prepared by Allen Design (dated 08-30-2018)
- Signed Site Plan Revision Submittal form

Note that the PDFs will be emailed to you.

Please find the following responses to the reviews received on August 21, 2018 via email for the above referenced project:

PLANNING REVIEW CHART (DATED AUGUST 19, 2018)

1. **Comment:** *The current request is not supported by Future Land Use Map. Consideration by Master Planning and Zoning Committee is required prior to Planning Commission Public hearing*
Response: No comment.
2. **Comment:** *Plans for phasing, if any, should be discussed with the PRO review*
Response: It is our understanding that there is only 1 phase proposed.
3. **Comment:** *Please refer to Planning Review letter for more details and comments on the narrative.*
Response: Additional information will be provided in the Preliminary Site Plan.
4. **Comment:** *Planning Commission meeting is to be determined.*
Response: No comment.
5. **Comment:** *Indicate the square footage of building footprint.*
Response: The sq. ft. of the first floor building footprint has been added on the previous submittal. Refer to the PRO Concept Plan.
6. **Comment:** *Setbacks do not conform to the code, but they are considered legal non-conforming*
Response: No comment.
7. **Comment:** *Parking setbacks in the side yard: This is considered a deviation*
Response: No comment.
8. **Comment:** *Refer to landscape review for comments on the berm design*
Response: Refer to the landscape comments.
9. **Comment:** *Provide the ratio of area of parking bays (excluding driveways) and the area between 100 feet setback line and building façade line. It cannot exceed 50%*
Response: The calculations for parking in the front yard have been added on the previous submittal. Refer to the Site Data on the PRO Concept Plan.

10. **Comment:** *Provide calculations for parking in the rear yard excluding the outside storage.*
Response: The calculations for parking in the rear yard have been added to the previous submittal. Refer to the Site Data on the PRO Concept Plan.
11. **Comment:** *Refer to wetland review for more details.*
Response: Refer to the comments under the Wetland review.
12. **Comment:** *Parking setback in the western side yard; This is considered a deviation.*
Response: No comment.
13. **Comment:** *The applicant should note if the outbuilding is leased for any use other than listed, such as an office use, it would most likely increase the minimum parking requirement and the proposed parking would not conform.*
Response: The comment will need to be addressed by the Applicant if necessary.
14. **Comment:** *Clearly label rental car parking on the plan.*
Response: Additional labelling will be provided on the Preliminary Site Plan.
15. **Comment:** *The applicant also referred to parking for vehicles prior to moving them inside for repair. Please clearly label dedicated spaces used for staging.*
Response: Additional labelling will be provided on the Preliminary Site Plan.
16. **Comment:** *Parking for rental cars and staging should not be included in the minimum required parking of 76 spaces.*
Response: Additional labelling will be provided on the Preliminary Site Plan.
17. **Comment:** *End islands; this would require a deviation*
Response: No comment.
18. **Comment:** *The applicant should consider relocating this parking space to be closer to the building entrance which it is serving.*
Response: The ADA parking space cannot be relocated closer to the building entrance because of grading restrictions.
19. **Comment:** *ADA barrier free sign; Refer to Traffic comments with regards to location.*
Response: Refer to the Traffic comments.
20. **Comment:** *Please propose the minimum required bike spaces*
Response: After discussion with your office, four (4) bike spaces are now proposed. Refer to the PRO Concept Plan.
21. **Comment:** *More than 4 bike spaces in a single location; this is considered a deviation, or the applicant can revise the layout to meet the minimum 4 spaces required.*
Response: The number of bicycle spaces has been revised. Refer to comment #20 above. It is our understanding that a planning deviation is no longer needed for Section 5.26 (bicycle parking placement).
22. **Comment:** *Refer to Traffic review for more comments*
Response: Refer to Traffic review for additional responses.
23. **Comment:** *Elevations can be provided at the time of site plan review that conforms to the code.*
Response: No comment.
24. **Comment:** *Photometrics Plan; Refer to comments provided later in the chart.*
Response: Refer to comments #26 thru #28 below.
25. **Comment:** *Refer to Traffic review for more comments*
Response: Refer to Traffic review for additional comments.
26. **Comment:** *Photometrics Plan; Hours of operation not provided.*
Response: The hours of operation will be provided on the next submittal.
27. **Comment:** *Please add these notes to the photometric sheet P-1*
Response: The notes indicated will be provided on the Preliminary Site Plan submittal.
28. **Comment:** *Indicate what lights will be turned on past hours of operation for security reasons. A separate photometric plan is required for security lights only.*
Response: Additional information, as necessary, will be provided on the Preliminary Site Plan submittal.

ENGINEERING REVIEW (DATED AUGUST 13, 2018)

1. **Comment:** *A right-of-way permit will be required from the City of Novi for work in the Grand River Avenue right-of-way.*
Response: No comment.
2. **Comment:** *A right-of-way permit will also be required from the Road Commission for Oakland County (RCOC) for work in the Grand River Avenue right-of-way.*
Response: No comment.
3. **Comment:** *Any traffic signs to be placed in the RCOC right-of-way will be installed by RCOC.*
Response: No comment.
4. **Comment:** *Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas and illustrate on the profiles.*
Response: Additional information will be provided on the Final Site Plan.
5. **Comment:** *Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (sanitary and storm) being proposed.*
Response: Additional information will be provided on the Final Site Plan.
6. **Comment:** *Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.*
Response: Additional information will be provided on the Final Site Plan.
7. **Comment:** *The Non-domestic User Survey form shall be submitted to the City so it can be forwarded to Oakland County.*
Response: The Non-domestic User Survey will be provided in a subsequent submittal.
8. **Comment:** *A letter from either the applicant or the applicant's engineer must be submitted with the Preliminary Site Plan submittal highlighting the changes made to the plans addressing each of the comments in this review.*
Response: No comment.
9. **Comment:** *Indicate the size and slope of proposed sanitary sewer lead at the existing building on the south portion of the site.*
Response: Additional information will be provided on the Final Site Plan.
10. **Comment:** *A sanitary sewer monitoring manhole within a dedicated 20-foot access easement may be required on the sewer lead.*
Response: Additional design information will be provided on the Final Site Plan drawings.
11. **Comment:** *A license agreement will be required for fencing proposed within existing sanitary sewer easement.*
Response: No comment.
12. **Comment:** *Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls comply with Michigan Barrier-Free regulations.*
Response: Additional information will be provided on the Final Site Plan.
13. **Comment:** *Accessible parking spaces should be located at the building if grading allows. Provide additional top of curb and top of pavement grades.*
Response: Additional information will be provided on the Final Site Plan.
14. **Comment:** *Provide grades along proposed sidewalk from Grand River. An accessible route from the street to the building must be provided.*
Response: Additional information will be provided on the Final Site Plan.
15. **Comment:** *A minimum cover depth of 3 feet shall be maintained over all storm sewer.*
Response: Additional design information will be provided on the Final Site Plan drawings.
16. **Comment:** *Provide a four-foot deep sump and an oil/gas separator in the last storm structure prior to discharge to the storm water basin.*
Response: Additional design information will be provided on the Final Site Plan drawings.
17. **Comment:** *Provide a schedule listing the casting type and other relevant information for each proposed storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.*
Response: Additional design information will be provided on the Final Site Plan drawings.

18. **Comment:** *Provide a drainage area map*
 - a) *Quantify the area draining to Grand River right-of-way.*
 - b) *Delineate the area proposed to sheet flow to the detention basin.***Response:** Additional information will be provided on the Preliminary Site Plan.
19. **Comment:** *The Storm Water Management Plan (SWMP) shall comply with the Storm Water Ordinance and Chapter 5 of the Engineering Design Manual (refer to the runoff coefficients, 1V:4H allowable basin slopes, etc.).*
Response: Additional information will be provided on the Final Site Plan.
20. **Comment:** *Provide supporting calculations for the runoff coefficient determination*
Response: Additional information will be provided on the Final Site Plan.
21. **Comment:** *The storm water management plan proposes to maintain an existing condition of site drainage going into the Grand River right-of-way. Review and approval by the Road Commission for Oakland County will be required, and a variance from the Design and Construction Standards is required in any case where all drainage is not captured on-site.*
Response: No comment.
22. **Comment:** *A 25-foot vegetated buffer shall be provided around the storm water basin where any pavement runoff is directed toward the basin.*
Response: Additional information will be provided on the Final Site Plan.
23. **Comment:** *An adequate maintenance access route to the basin outlet structure and any other pretreatment structures shall be provided (15 feet wide, maximum slope of 1V:5H and able to withstand the passage of heavy equipment). Verify the access route does not conflict with proposed landscaping.*
Response: Additional design information will be provided on the Final Site Plan drawings.
24. **Comment:** *Restricted discharge to an off-site regional detention basin is proposed. Bankfull storage will be provided on-site. Any applicable storm water detention tap fees will be pro-rated for bankfull detention storage provided on the site.*
Response: No comment.
25. **Comment:** *Any required off-site easements must be executed prior to final approval of the plans. Drafts shall be submitted at the time of the Preliminary Site Plan submittal.*
Response: No comment.
26. **Comment:** *A letter from either the applicant or the applicant's engineer must be submitted with the Preliminary Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.*
Response: No comment.
27. **Comment:** *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.*
Response: An itemized construction cost estimate will be submitted at the time of the Final Site Plan submittal.
28. **Comment:** *Draft copies of any off-site utility easements, a recent title search, and legal escrow funds must be submitted to the Community Development Department for review and approved by the Engineering Division and the City Attorney prior to being executed.*
Response: No comment.
29. **Comment:** *A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.*
Response: No comment.
30. **Comment:** *Draft copy of the access easement to sanitary sewer monitoring manhole, if applicable.*
Response: No comment.
31. **Comment:** *Executed copies of reviewed and approved off-site easements, if applicable*
Response: No comment.

ECT – WETLANDS & WOODLAND REVIEW (DATED AUGUST 7, 2018)

Wetland Review Comments

1. **Comment:** *The wetland and wetland buffer boundaries indicated on the Plan appear to be approximate. Subsequent site plan submittals shall include the actual, surveyed wetland boundary information that appears to be included on the Wetland Delineation map provided by KME (figure 2). The wetland flag numbers shall also be provided on the plans*
Response: Additional information will be provided on the Preliminary Site Plan.
Comment: *It is unclear if the proposed site work will impact Wetland C, however it does not appear likely. The boundaries of Wetland C are not currently shown on sheet 1. This information should be provided/clarified on subsequent site plan submittals.*
Response: Additional information will be provided on the Preliminary Site Plan.
2. **Comment:** *The applicant shall indicate, quantify and label all existing areas of wetland and 25-foot wetland buffers (square feet or acres) on the Plan.*
Response: Additional information will be provided on the Preliminary Site Plan.
3. **Comment:** *The applicant shall indicate, quantify and label all proposed impacts to the wetlands (square feet or acres) including proposed volume of cut/fill (cubic feet or cubic yards).*
Response: Additional information will be provided on the Preliminary Site Plan.
4. **Comment:** *The applicant shall indicate, quantify and label all proposed impacts to the 25-foot wetland setbacks (square feet or acres).*
Response: Additional information will be provided on the Preliminary Site Plan.
5. **Comment:** *It appears as though a MDEQ Wetland Permit and a City of Novi Non-Minor Wetland Use Permit would be required for any proposed impacts to on-site wetlands, if applicable. A City of Novi Authorization to encroach the 25-foot Natural Features Setback would be required for any proposed impacts to on-site 25-foot wetland or watercourse buffers.*
Response: Wetland permitting is currently in process.
6. **Comment:** *It should be noted that it is the Applicant's responsibility to confirm the need for a Permit from the MDEQ for any proposed wetland impact. Final determination as to the regulatory status of each of the on-site wetlands shall be made by MDEQ. The Applicant should provide a copy of the MDEQ Wetland Use Permit application to the City (and our office) for review and a copy of the approved permit upon issuance. A City of Novi Wetland Permit cannot be issued prior to receiving this information.*
Response: This information is currently being investigated and will be submitted under separate cover.
7. **Comment:** *The Plan should address how any temporary impacts to wetland or 25-foot wetland buffers shall be restored, if applicable. Subsequent Plan submittals shall include specifications for any proposed seed mixes proposed for use within these areas. Sod or common grass seed will be acceptable to restore temporary impacts to wetlands or 25-foot wetland buffers.*
Response: Additional information will be provided on the Preliminary Site Plan.
8. **Comment:** *The applicant should ensure that any proposed snow storage areas are located such that any runoff will not directly affect any on-site wetlands or the Walled Lake Branch of the Middle Rouge River (if applicable)*
Response: Additional information will be provided on the Preliminary Site Plan.
9. **Comment:** *ECT suggests that any proposed stormwater management plan be reviewed by the City of Novi Engineering Department to ensure that they meet the City of Novi design requirements.*
Response: No comment.

Woodland Review Comments

1. **Comment:** *ECT currently recommends approval of the PRO Concept Plan for Woodlands. No further woodland review of the proposed project is necessary.*
Response: No comment.

AECOM – TRAFFIC REVIEW (DATED AUGUST 14, 2018)

Internal Site Operations

1. *General Traffic Flow*

- a. **Comment:** *The applicant has generally indicated 24 foot aisles throughout the site.*
Response: No comment.
- b. **Comment:** *The applicant is proposing an 18 foot wide, one-way emergency access drive along the east side of the building. The applicant should provide further detail regarding the gate and signing requirements, and should work with the Fire Marshal regarding the need for gates at either end of the drive.*
Response: Additional information will be provided on the Preliminary Site Plan submittal
- c. **Comment:** *The applicant is seeking a waiver to install painted end islands in lieu of raised end islands*
Response: No comment.
- d. **Comment:** *The applicant should include dimensions for the widths of the proposed painted end islands throughout the site to review accessibility and compliance with City requirements as stated in Section 5.3.12 of the Zoning Ordinance. Note that all end islands shall be constructed three (3) feet shorter than the adjacent parking spaces.*
Response: Additional information will be provided on the Preliminary Site Plan submittal.
- e. **Comment:** *The applicant has proposed a trash receptacle in the rear yard. The trash receptacle is located in a position that, while during pick-up, periods, may diminish the ability for vehicles to exit the nearest parking space; however, it is not expected to diminish accessibility beyond acceptable levels.*
Response: No comment.
- f. **Comment:** *The applicant has indicated a loading ramp location and a 10'x25' loading zoning on the site plan.*
Response: No comment.
- g. **Comment:** *There are proposed "parking bays" that have more than 15 consecutive parking spaces. The applicant will be seeking a deviation for the lack of landscape islands every 15 spaces in accordance with the City's Zoning Ordinance, section 5.5.3.C.ii.i.*
Response: No comment.

2. *Parking Facilities*

- a. **Comment:** *The applicant should refer to the Planning Review Letter for bicycle and vehicle parking quantity requirements.*
Response: Refer to responses under the Planning Review.
- b. **Comment:** *The applicant has indicated 17 foot long parking spaces abutting four inch curbs, and 19 foot long parking spaces in all other areas.*
Response: No comment.
- c. **Comment:** *The applicant has provided the width of the barrier free parking spaces and aisles, which are in compliance with City standards.*
Response: No comment.
- d. **Comment:** *The applicant should review the curb heights throughout the site to generally provide 6" curbs for all landscape areas, except when placed directly in front of a 17' parking space where the curb should be 4". The grading plan and details are generally in compliance with this; however, there are locations throughout the site where further clarification is needed.*
Response: Additional information will be provided on the Preliminary Site Plan.
- e. **Comment:** *The applicant has proposed a barrier-free parking space along the western side of the property and should consider relocating this parking space to be closer to the building entrance which it is serving.*
Response: Grading of the site is limiting the ability to move the barrier-free parking space closer to the entrance.
- f. **Comment:** *The applicant has provided six (6) bicycle parking spaces.*
Response: Note that the number of provided bicycle parking spaces has been revised to four (4) per discussion with the Planning Department.

3. *Sidewalk Requirements*

- a. **Comment:** *The applicant should dimension the width of all proposed sidewalks.*

Response: Additional information will be provided on the Preliminary Site Plan submittal.

- b. **Comment:** *The applicant should label sidewalk ramps on the plans and include the latest Michigan Department of Transportation (MDOT) detail.*

Response: Additional information will be provided on the Preliminary Site Plan submittal. The MDOT details will be provided on the Final Site Plan drawings.

- c. **Comment:** *The applicant should provide a sidewalk ramp at the north bay of parking that connects the sidewalk from Grand River Avenue to the site.*

Response: Additional information will be provided on the Preliminary Site Plan submittal.

Signing and Striping

1. **Comment:** *All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the proposed signing and striping.*

Response: No comment.

2. *The applicant has included a sign quantity table*

- a. **Comment:** *The total of R7-8 signs should be listed as 4 and not 3.*

Response: Sign quantities will be corrected on the Preliminary Site Plan.

3. *The applicant should provide notes and details related to proposed signing.*

- a. **Comment:** *Traffic control signs shall use the FHWA Standard Alphabet series*

Response: Additional information will be provided on the Preliminary Site Plan.

4. *The applicant should provide notes and details related to proposed pavement markings.*

- a. **Comment:** *Detail the pavement markings for the end islands and other hatched areas, including color, striping width, etc.*

Response: Additional information will be provided on the Final Site Plan.

- b. **Comment:** *Detail the pavement markings for crosswalks, including color and striping width. The applicant should consider adding crosswalk markings at the northeast sidewalk ramp to the sidewalk that leads to Grand River Avenue.*

Response: Additional information will be provided on the Final Site Plan.

- c. **Comment:** *A detail has been provided for the international symbol for accessibility.*

Response: No comment.

AECOM REZONING TRAFFIC IMPACT STUDY REVIEW LETTER (DATED AUGUST 14, 2018)

Refer to the revised Rezoning Traffic Impact Study prepared by Fleis and VandenBrink.

CITY OF NOVI FIRE DEPARTMENT REVIEW (DATED JULY 25, 2018)

1. **Comment:** *The Fire Dept. will need emergency access to the gated area at rear parking area. Knox Box access "gate switch" or Knox Box "Pad lock" will need to be installed.*

Response: Additional information will be provided on the Preliminary Site Plan.

2. **Comment:** *18' wide Emergency access drive to the west side of main building is existing and prior approval was given*

Response: No comment.

DRN & ASSOCIATES, ARCHITECT, PC REVIEW (DATED AUGUST 7, 2018)

1. **Comment:** *This recommendation is contingent upon the applicant clarifying that the side and rear elevations will be painted or otherwise treated in a manner that is consistent with the front façade and that the existing natural fired clay tile will not be painted.*

Response: A note clarifying this has been provided.

2. **Comment:** *It should be noted that all roof top equipment must be screened from view from all vantage points both on-site and off-site using materials in compliance with the Façade Ordinance*

Response: A note indicating roof top equipment screening will be provided has been added.

3. **Comment:** *Inspections – The Façade Ordinance requires inspection(s) for all projects.*

Response: No comment.

LANDSCAPE REVIEW LETTER (DATED AUGUST 6, 2018)

Refer to the response to review letter prepared by Allen Design.

If you have any questions/comments, please feel free to contact me at (248) 926-3701 or shiloh@alpine-inc.net.

Thank you.

Sincerely,
Alpine Engineering, Inc.



Shiloh Dahlin
Senior Project Engineer

August 30, 2018

Mr. Rick Meader, Landscape Architect
City of Novi Community Development
45175 West 10 Mile
Novi, MI 48375

RE: Keford Collison and Towing

Dear Mr. Meader:

Below are our responses to your review of plans dated July 12, 2018.

Landscape Waivers:

1. Section 4.55 – The storage yard is screening with an 8' screened fence. Evergreens have been added to the westerly property line to provide additional screening. The yard is currently screened to the south and east by existing vegetation, wetlands and a regional detention pond.
2. Section 5.5.3.A – A 10'-15' berm is required between this property and a residential zoning. This site is not visible from adjacent properties with the exception of 2 homes. A 5' berm as measured from the north and 16' as measured from the south has been extended to screen the easterly home. The abutting home on Taft is currently screen by an existing woodland to remain. Evergreens have been added in this area to provide additional screening.
3. Section 5.5.3.C.ii and iii – The applicant is requesting a waiver of this requirement due to the type of proposed use.
4. Section 5.5.3.C.iv – Parking lot perimeter trees cannot be planted along the east side of the drive due to lack of planting space caused by existing building and drive location.
5. Section 5.5.3.c.iv – The applicant is requesting a waiver of this requirement as they are concerned about potential damage to client's vehicles caused by the trees and the fact that the parking lot will be screened from adjacent properties.
6. Section 5.5.3.D – Additional building foundation plantings has been added to the northern parking lot island to make up for the deficiency around the building.
7. Section 5.5.3.D – No comment regarding the waiver.
8. Section 5.5.3.D – No comment regarding the building frontage landscaping.

Landscape Comments:

- Critical Root Zones have been added to the plans.
- A plant list will be added for Preliminary Site Plan approval.
- Trees to be removed have been removed from the landscape plan.
- Trees have been relocated to avoid lighting conflicts.
- The tree along the westerly entrance has been relocated to avoid the utility conflict.
- Parking lot trees have been moved to parking lot islands with the exception of 1 tree.
- A higher percentage of evergreen perimeter trees are used to meet the parking lot screening requirement.
- Large shrubs native to Michigan will be utilized around the detention pond.

September 21, 2018

Mr. Rick Meader, Landscape Architect
City of Novi Community Development
45175 West 10 Mile
Novi, MI 48375

RE: Keford Collison and Towing

Dear Mr. Meader:

Below are our responses to your review of plans dated August 30, 2018.

Landscape Waivers:

1. Section 5.5.3.A – No comment regarding the waiver.
2. Section 5.5.3.C.ii and iii – The applicant is requesting a waiver of this requirement due to the type of proposed use.
3. Section 5.5.3.C.iv – Parking lot perimeter trees cannot be planted along the east side of the drive due to lack of planting space caused by existing building and drive location.
4. Section 5.5.3.C.iv – The applicant is requesting a waiver of this requirement as they are concerned about potential damage to client's vehicles caused by the trees and the fact that the parking lot will be screened from adjacent properties.
5. Section 5.5.3.D – Additional building foundation plantings has been added to the northern parking lot island to make up for the deficiency around the building. The foundation landscape requirement has been met.
6. Section 5.5.3.D – No comment regarding the waiver.
7. Section 5.5.3.D – No comment regarding the building frontage landscaping.

Landscape Comments:

- Critical Root Zones have been added to the plans. Two trees in the southwest woodland will have critical root zone impact and will be reflected on the woodland list.
- Additional evergreens will be added to the central portion of the residential buffer.
- Sub-canopy and deciduous tree will be added to meet the I-2 screening requirements.
- A plant list will be provided for Preliminary Site Plan Approval.
- Trees to be removed have been hidden on the landscape plan.
-

If you have any questions or comments regarding this response, please contact me at your convenience.

Sincerely,



James C. Allen
Allen Design L.L.C.

Keford Collision and Towing Landscape Response
August 30, 2018
Page 2

- No phragmites is present on the site.
- An irrigation plan will be provided at Final Site Plan.
- Tree fencing has been added to the grading plan.

If you have any questions or comments regarding this response, please contact me at your convenience.

Sincerely,

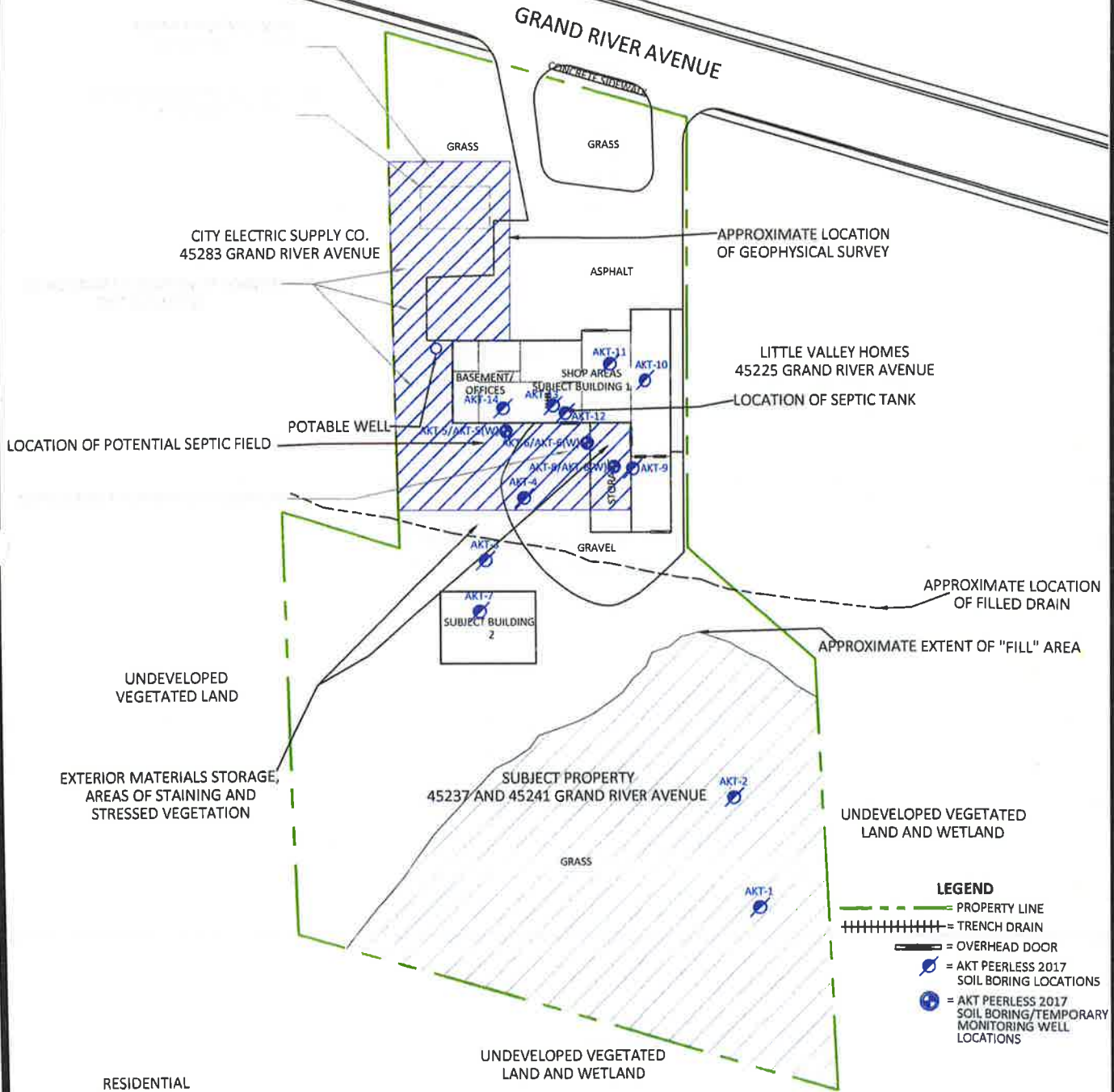


James C. Allen
Allen Design L.L.C.

SOIL BORING STUDY

RESIDENTIAL AND
 HAYES SAND & GRAVEL CO., INC.
 45390 GRAND RIVER AVENUE/26650 TAFT ROAD

CORRIGAN RECORD STORAGE LLC AND
 PREMIER RELOCATIONS
 45200 GRAND RIVER AVENUE
 (FORMER LOCATION OF
 45240 GRAND RIVER AVENUE)



- LEGEND**
- PROPERTY LINE
 - ||||| TRENCH DRAIN
 - OVERHEAD DOOR
 - ⊙ AKT PEERLESS 2017 SOIL BORING LOCATIONS
 - ⊕ AKT PEERLESS 2017 SOIL BORING/TEMPORARY MONITORING WELL LOCATIONS



www.aktpeerless.com

SITE MAP WITH SOIL BORING AND TEMPORARY MONITORING WELL LOCATIONS

45237 AND 45241 GRAND RIVER AVENUE
 NOVI, MICHIGAN
 PROJECT NUMBER: 12929F-2-20

DRAWN BY: ARR
 DATE: 01/04/2018

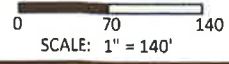


FIGURE 2

**MASTER PLANNING AND ZONING COMMITTEE MEETING MINUTES
DRAFT**



MASTER PLAN AND ZONING COMMITTEE
City of Novi Planning Commission
August 22, 2018 at 6:00 p.m.
Novi Civic Center – Mayor’s Conference Room
45175 W. Ten Mile, Novi, MI 48375
(248) 347-0475
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 6:01 p.m.

1. Roll Call

Present: Member Anthony, Member Avdoulos, Chair Pehrson
Not Present: None

Staff Present: Barb McBeth, Sri Komaragiri, Tom Schultz, Hannah Smith

2. Approval of Agenda

Motion to approve by Member Avdoulos, seconded by Member Anthony.

3. Audience Participation and Correspondence

There was no audience participation or correspondence.

4. Discussion Items

A. Rezoning Request from I-1 (Light Industrial) to I-2 (General Industrial) with Planned Rezoning Overlay (PRO)

Review and provide comments on the rezoning request for a 7.61-acre property South of Grand River Avenue and east of Taft Road (Section 15)

Planner Komaragiri explained that the applicant, Keford Collision & Towing is seeking to rezone the property from I-1 Light Industrial to I-2 General Industrial, which is not supported by the Master Plan. Uses would include their auto body collision shop in the large building (already existing on the site), an accessory use of car rental requiring minimal space, a related but not yet determined use in the smaller building (already existing on site), and an enclosed yard for storage of towed vehicles in the rear yard.

Planner Komaragiri indicated that there were no major comments from staff and consultant reviews of the PRO Concept Plan, other than Planning. Most deviations are relative to Landscaping on the site. Staff had a pre-application meeting with the applicant in June 2018, where the applicant was proposing asphalt millings in the tow yard as a form of alternative paving material. With this submittal of the PRO Concept Plan, that has been eliminated. The plan also includes a face lift to the façade of the front building.

Chair Pehrson asked if there are changes proposed to the photometrics of the site?

City Planner McBeth said the back part of the site is currently not paved, so the applicant would be adding lights in the back.

David Landry, with Landry, Mazzeo & Dembinski PC and representing Keford Towing, said one of the goals of the Master Plan is to maintain current businesses. Keford has been in the City of Novi for years and are losing their lease at their Grand River space. The City has a contract with Keford Towing and has for many years and it is required that they have a main spot. In terms of screening, nothing can be seen in the rear from Grand River. To the west and east is industrial and to the south, it is zoned residential but is owned by the City and is used for detention. This is not a major zoning change, just from I-1 to I-2 and they are proposing to use a PRO Agreement so that this is the only I-2 use that can be done here. They don't need the office so will leave the building, and plan to do a small car rental operation. The building in the back has very high electrical power to it, so a small tool and die shop would be a perfect use for that building, as it is not needed by Keford Collision & Towing.

Chair Pehrson asked the square footage that the business has now compared to what it would be with this site?

Tom Herrington, with Keford Collision & Towing, said they currently have 16,000 square feet. With this site, they would have 23,500 square feet.

Mr. Landry said the building on this site is currently jammed with machinery that will all be cleaned up and there are no volatiles in the ground. They did find arsenic and chromium in the soil at the level of DEQ residential standards.

Member Anthony said those can be broken down to be below standards.

Chair Pehrson said it is a great space and he sees no issue with modifying the zoning because it's not a big jump from I-1 to I-2. Keford Towing is a valued business in the City. He asked for them to explain more about the car rental operation.

Mr. Herrington said they don't do it currently, but it would be a possibility with this site. They haven't marketed it yet but it would be the perfect spot for it. It would only require ten cars that are new cars that agencies have. Operations like this are usually run with two or three people in the office, so it would not have a big impact on traffic or the space that they need. It would be a natural fit.

Chair Pehrson asked if they will leave the rear building vacant for the time being? He asked City Attorney Schultz how unlisted uses are written in PRO Agreements?

City Attorney Schultz said it depends on how much the applicant is willing to limit the use. It may require that they have to come back and amend the PRO. The applicant has to agree to the list of allowed uses.

Chair Pehrson said he appreciates that the applicant is coming to the Committee with openness to amending the PRO. The view here is positive and he doesn't think the Planning Commission will have issues with the intent of this project. He suggested that the applicant work with the Planning Staff as much as possible to limit and mitigate deviations. He said he pictures this as being a lot better looking than what is there now.

Member Anthony said he agrees on a lot of this. It's not a big change from the current zoning. In terms of the car rental, compared to the operation of the towing company that is a subtle use. In terms of the screening to the south with the residential there, when it's green it will be a good barrier but in the winter, it becomes more open and

the sound will travel. He agrees with staff that there needs to be some level of screening there, and they will see that across the Planning Commission.

Mr. Herrington said on the storage itself, they have proposed to put screening on the fence itself.

Mr. Landry said and that is a security thing, so that nothing can be seen through the chain link.

Chair Pehrson recommended working with the staff.

Member Avdoulos said he agrees. There will probably be residents that come out to the public hearing and there will be concern. He said he likes that the building itself will be enhanced, as it is consistent with improvements that the Commission is always seeking on Grand River. They have a good architect that he is sure will work in harmony with Staff. They would like to keep good, solid businesses within the City limits. He thanked the applicant for doing what they are doing.

Chair Pehrson asked if they have standard hours of operation right now?

Mr. Herrington said their general hours are 7:30am-6pm. Towing is 24 hours a day, but those are the office hours.

Chair Pehrson asked so there are trucks coming in in the middle of the night?

Mr. Herrington said after midnight, there are usually only about two or three calls per night.

Member Avdoulos said the PRO really helps with these decisions, the Committee and Commission don't like spot zoning so it's helpful to have the PRO where things can be written in to accommodate requests. It provides a lot of comfort in making decisions.

City Planner McBeth said on the noise issue, landscaping or a berm might help. With the body shop, are the doors kept close while work is being done?

Mr. Herrington said it varies, but generally they are closed.

Member Anthony said the outbuilding may bring in other uses, so the noise might be something that they'd want to consider there, too. For example, if it were a tool and die shop.

Mr. Landry said they are not wedded to tool and die, it might just be a natural fit. They could also use it for themselves.

Member Anthony said I think this will be a better location for the business than the existing one.

Mr. Herrington agreed. It will be easier for the business to function there.

Member Avdoulos said it is also a bonus to get those types of businesses off of busy intersections.

Chair Pehrson asked if notices were sent to the neighbors?

City Planner McBeth said Staff suggests that the applicant meet with the neighbors to notify them. They might have suggestions that would help with the required conditions portion of the Ordinance.

Chair Pehrson asked City Attorney Schultz about issues on the legal side?

City Attorney Schultz said he hasn't heard a lot about legal conditions.

Mr. Landry said they have a placeholder PRO Agreement. They are offering to limit it to this single I-2 use and will call out potential uses for the back building. If this I-2 use were to ever cease, it would float back to the I-1 zoning.

Member Avdoulos asked about the timeline of needing the rezoning?

Planner Komaragiri said staff can get them on the September 26 Planning Commission meeting.

Mr. Landry said they just need approval of the rezoning by October 30.

Planner Komaragiri said to confirm, tool and die falls within I-1. In terms of parking, if they were to lease it to office space, the parking count would need to be higher.

City Planner McBeth said if the project does go rezoning to Planning Commission on September 26, the signs need to be installed soon.

Planner Komaragiri said they need to be installed fifteen days prior to the public hearing at the meeting.

Planner Komaragiri said everything else is pretty minor. The only thing is that Fire would need access to the back lot.

Chair Pehrson said and it must allow trucks to get in past the gate after hours.

Mr. Herrington said yes, they have talked to the Fire Department about that.

B. Approval of June 27, 2018 Master Plan and Zoning Committee meeting minutes
Motion to approve made by Member Avdoulos, seconded by Member Anthony.

5. Adjourn

Motion to adjourn made by Member Avdoulos, seconded by Member Anthony.
Meeting adjourned at 6:30 p.m.