



DETROIT CATHOLIC CENTRAL PARKING EXPANSION JSP 14-12

Detroit Catholic Central Parking Expansion JSP14-12

Public hearing at the request of Catholic Central High School for approval of the Preliminary Site Plan, Special Land Use Permit, Woodlands Permit and Stormwater Management Plan. The subject property is located on the south side of Twelve Mile Road, west of Wixom Road, in Section 18 of the City. The property totals 112.86 acres and the applicant is proposing to construct additional parking as an accessory use to the existing high school and recreational facilities.

Required Action

Approve or deny Preliminary Site Plan, Woodlands Permit, Stormwater Management Plan and Special Land Use Permit.

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval recommended	06/02/14	<ul style="list-style-type: none"> • Waiver of Noise Impact Statement requested (<i>staff supports</i>) • Planning Commission waiver for bicycle parking location (<i>staff recommends</i>) • Zoning Board of Appeals variance required for deficient setback (<i>staff supports</i>) • Items to be addressed on the Final Site Plan
Engineering	Approval recommended	06/02/14	Items to be addressed on the Final Site Plan
Traffic	Approval recommended	05/22/14	Items to be addressed on the Final Site Plan
Landscape	Approval not recommended	05/22/14	<ul style="list-style-type: none"> • Waiver required for lack of berm adjacent to residential (<i>staff supports</i>) • Waiver required for deficient interior landscaping in both phases (<i>Staff does not support</i>) • Waiver required for deficient interior parking lot canopy trees in both phases (<i>Staff does not support</i>) • Waiver required for deficient

			<p>perimeter parking lot canopy trees (<i>Staff does not support</i>)</p> <ul style="list-style-type: none"> • Waiver required for excess contiguous parking spaces in Phase I (<i>Staff does not support</i>) • Items to be addressed on the Final Site Plan
Woodlands/ Wetlands	Approval Recommended	06/02/14	Items to be addressed on the Final Site Plan
Fire	Approval recommended	05/15/14	No additional items to be addressed

Motion sheet

Approval – Special Land Use

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **approve** the Special Land Use permit, subject to the following:

- a) That, relative to other feasible uses of the site:
 - The proposed use will not cause any detrimental impact on existing thoroughfares (*due to the fact that no additional traffic is anticipated as a result of the development*);
 - The proposed use will not cause any detrimental impact on existing utilities (*as noted in staff and consultant review letters*);
 - The proposed use will not cause a detrimental impact on existing natural feature (*as noted by Wetlands and Woodlands consultant*);
 - The proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood (*due to the fact that the proposed use is an extension of a previously approved adjacent use*);
 - The proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use.
 - The proposed use will promote the use of land in a socially and economically desirable manner;
 - The proposed use is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located (*as noted in the staff and consultant's review letters*);
- b. Waiver of the required Noise Impact Statement (*as the use is not expected to generate any substantial additional noise*);
- c. Compliance with all conditions and requirements listed in the staff and consultant review letters; and
- d. (*additional conditions here if any*)

This motion is made because the plan is otherwise in compliance with Article 4, Article 24 and Article 25 and all other applicable provisions of the Zoning Ordinance.

-AND-

Approval – Preliminary Site Plan

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **approve** the Preliminary Site Plan, subject to the following:

- a. Zoning Board of Appeals variance required for deficient parking setback from the South property line of the Northern parcel;
- b. Planning Commission waiver to provide some bicycle parking spaces near the Phase II parking as recommended by staff, which is hereby granted;
- c. Planning Commission waiver for lack of a berm adjacent to residential.
- d. Planning Commission waiver for deficient interior landscaping area in both phases.
- e. Planning Commission waiver for deficient interior parking lot canopy trees in both phases, which is hereby granted;
- f. Planning commission waiver for excess contiguous parking spaces in Phase I, which is hereby granted;

- g. Compliance with all the conditions and requirements listed in the staff and consultant review letters; and
- h. *(additional conditions here if any)*

This motion is made because the plan is otherwise in compliance with Article 4, Article 24 and Article 25 and all other applicable provisions of the Zoning Ordinance.

-AND-

Approval –Woodlands Permit

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **approve** the Woodland Permit based on and subject to the following:

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

This motion is made because the plan is otherwise in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.

-AND-

Approval –Wetlands Permit

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **approve** the Wetland Permit based on and subject to the following:

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

This motion is made because the plan is otherwise in compliance with Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.

-AND-

Approval – Storm Water Management Plan

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **approve** the Storm Water Management Plan, subject to:

- a. Compliance with all the conditions and requirements listed in the staff and consultant review letters;
- b. *(additional conditions here if any)*

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

-OR-

Denial – Special Land Use

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **deny** the Special Land Use permit ...because the plan is not in compliance with Article 4, Article 24 and Article 25 of the Zoning Ordinance.

-AND-

Denial – Preliminary Site Plan and Phasing Plan

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **deny** the Preliminary Site Plan and Phasing Plan...because the plan is not in compliance with Article 4, Article 24 and Article 25 of the Zoning Ordinance.

-AND-

Denial –Woodlands Permit

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **deny** the Woodlands Permit, for the following reasons... (because the plan is not in compliance with Chapter 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.)

-AND-

Denial –Wetlands Permit

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **deny** the Wetlands Permit, for the following reasons... (because the plan is not in compliance with Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.)

-AND-

Denial – Storm Water Management Plan

In the matter of the request of Catholic Central High School for Detroit Catholic Central Parking Expansion JSP14-12, motion to **deny** the Storm Water Management Plan ...because the plan is not in compliance with Chapter 11 of the Code of Ordinances.

MAPS
Location
Zoning
Future Land Use
Natural Features

JSP14-12 Catholic Central Parking Lot

Location



Map Legend

 Subject Property



City of Novi
Planning Division
Community Development Dept.
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

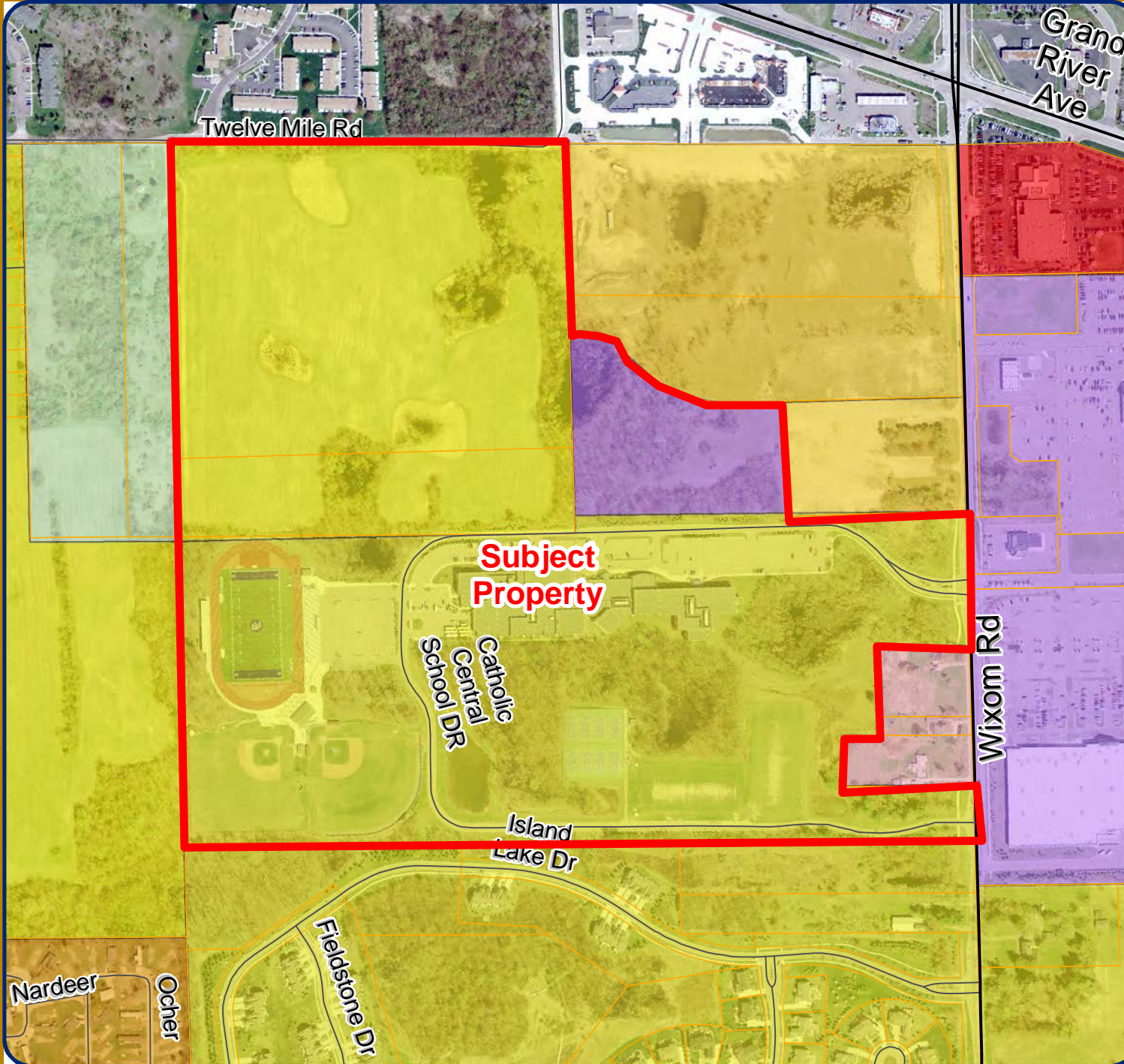
Map Author: Sara White
Date: 06-02-14

MAP INTERPRETATION NOTICE

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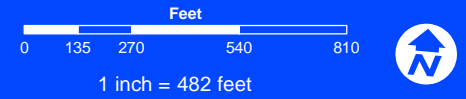
JSP14-12 Catholic Central Parking Lot

Zoning



Map Legend

- Subject Property
- R-A: Residential Acreage
- R-1: One-Family Residential
- R-4: One-Family Residential
- RM-1: Low-Density Multiple Family
- MH: Mobile Home
- B-1: Local Business
- B-3: General Business
- I-1: Light Industrial



City of Novi
 Planning Division
 Community Development Dept.
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 Novi, MI 48375
cityofnovi.org

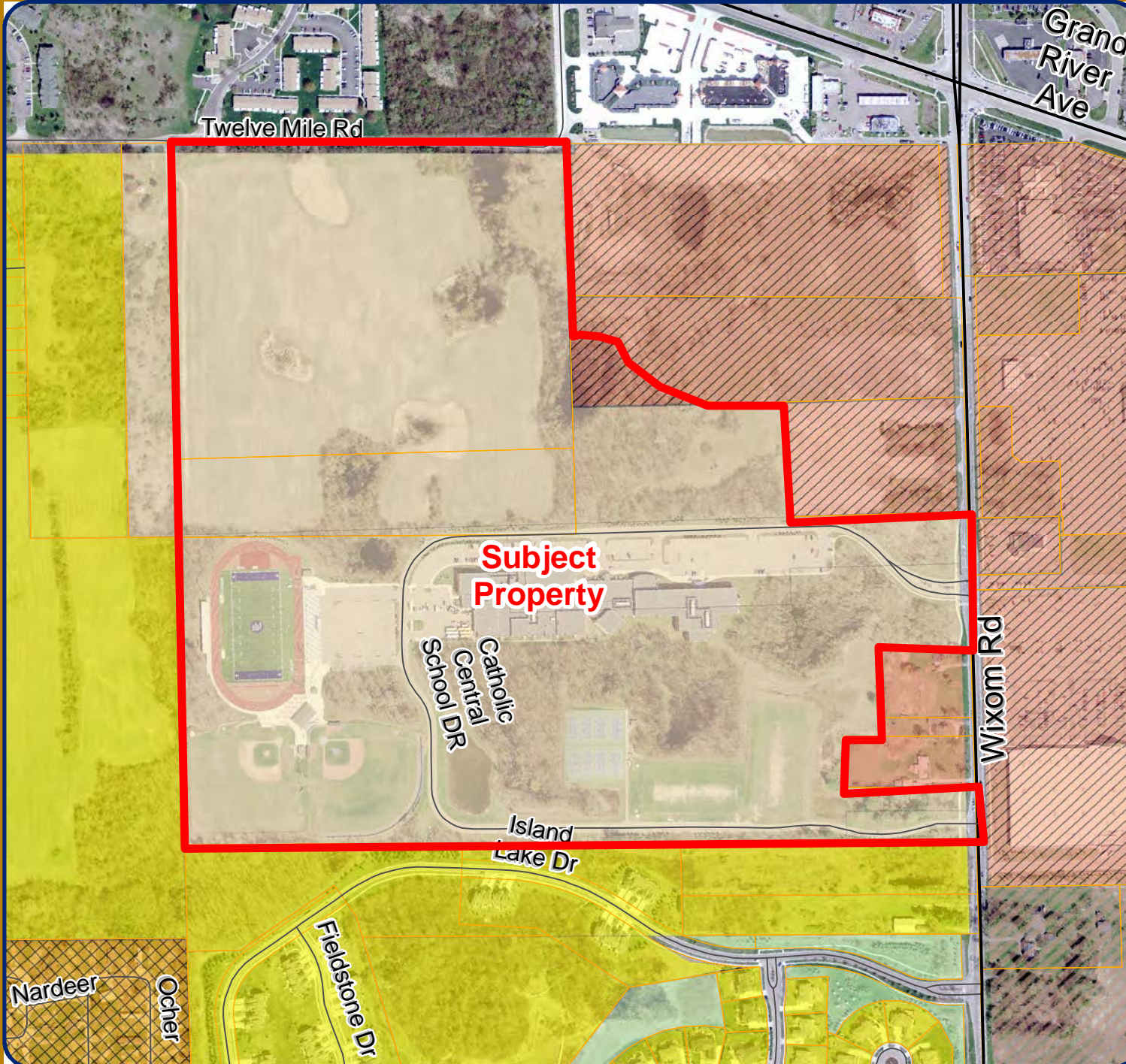
Map Author: Sara White
 Date: 06-02-14

MAP INTERPRETATION NOTICE









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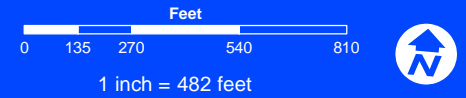
JSP14-12 Catholic Central Parking Lot

Future Land Use



Map Legend

-  Subject Property
-  Single Family
-  Mobile Home Park
-  Suburban Low-Rise
-  Local Commercial
-  Community Commercial
-  Educational Facility
-  Private Park



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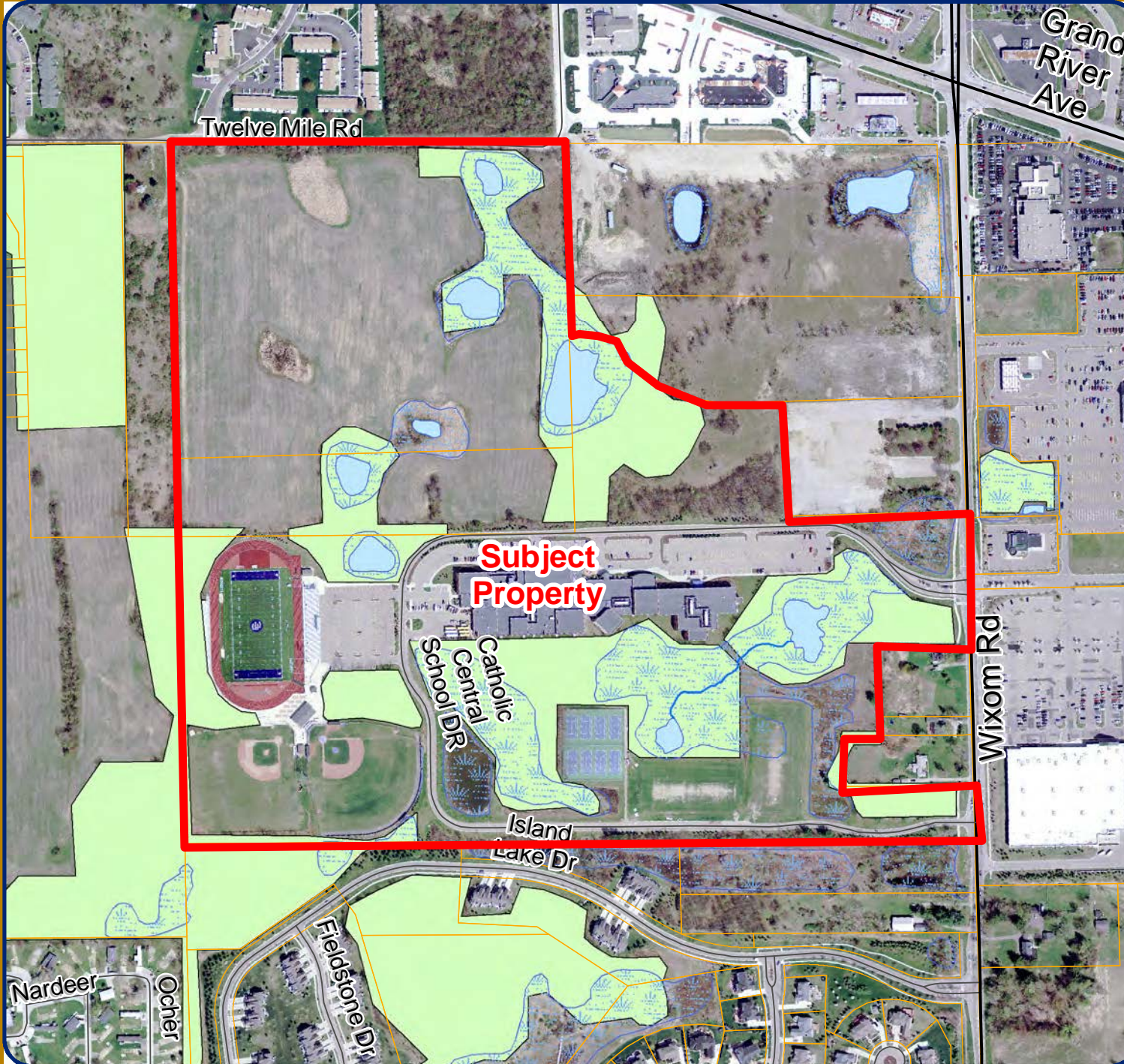
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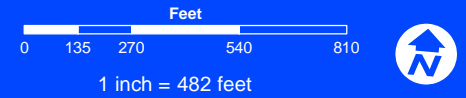
JSP14-12 Catholic Central Parking Lot

Natural Features



Map Legend

-  Subject Property
-  Waterways
-  Pond
-  Wetlands
-  Woodlands



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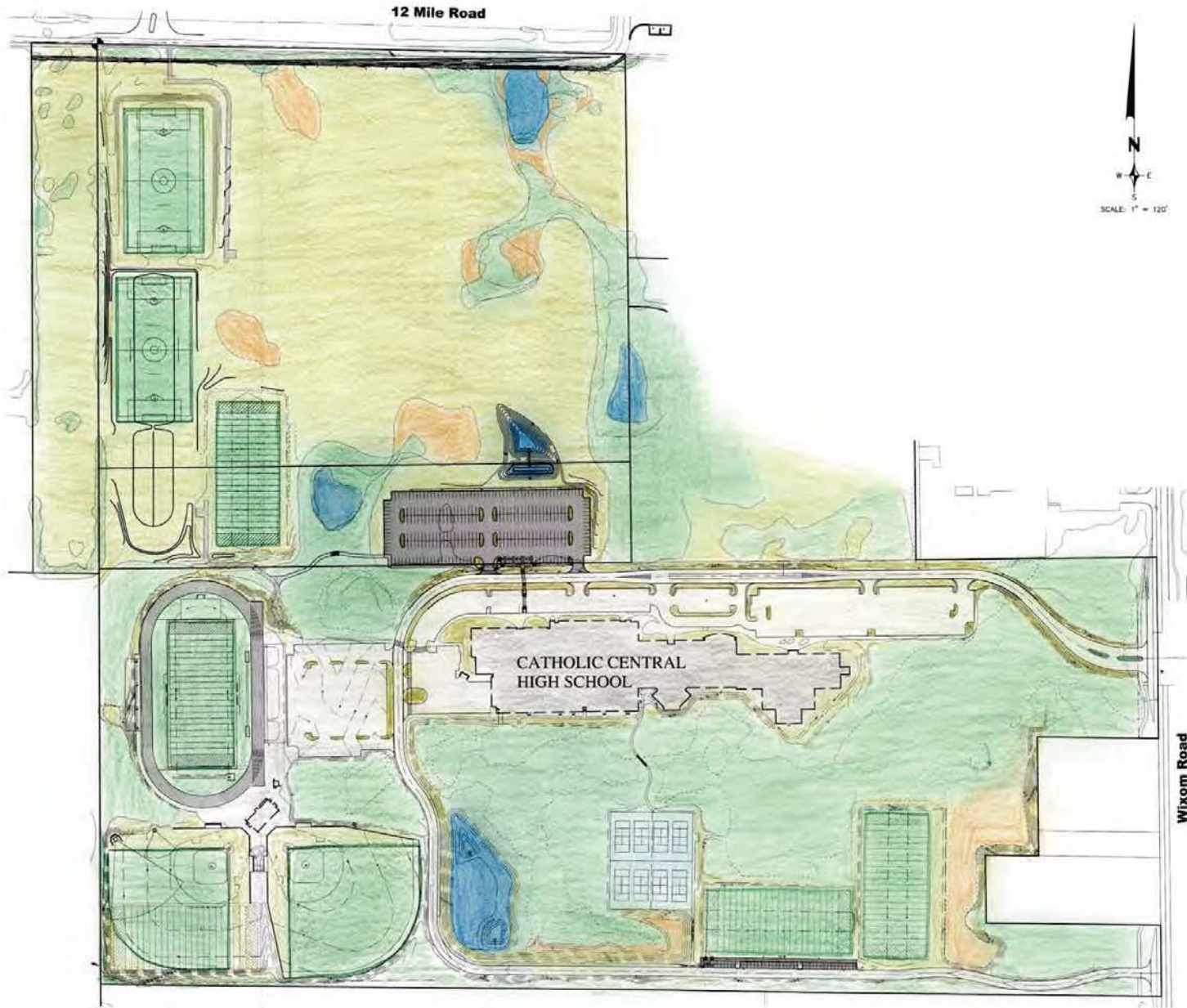
Map Author: Sara White
Date: 06-02-14

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SITE PLAN

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



REVISIONS	DATE	BY	REVISIONS	DATE	BY	REVISIONS	DATE	BY
PSP SUBMITTAL	5/9/14							

ZEIMET WOZNAK
 CONSULTANTS
 4111 RIVERCHURCH LANE, SUITE 100
 WIXOM, MI 48394
 P: (248) 457-8888 F: (248) 457-8222 www.zw.com

MISS DIG SYSTEM INC.
 10000 WOODLAND DRIVE
 WIXOM, MI 48394
 P: (248) 457-1771

PROJECT SPONSOR:
 CATHOLIC CENTRAL HIGH SCHOOL
 27225 WIXOM ROAD
 NOV, MI 48374 (248) 596-3899

COVER SHEET
CATHOLIC CENTRAL PARKING EXPANSION
 NOV., MICHIGAN

DATE: 7/28/14
 SCALE: HOR: 1" = 120'
 VER: 1" = 60'
 DRAWING BY: [blank]
 JOB NO.: 06103
 CHECKED BY: [blank]
 SHEET: SP-1

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PLANNING REVIEW



PLAN REVIEW CENTER REPORT

June 2, 2014

Planning Review

Detroit Catholic Central Parking Expansion
JSP14-12

Petitioner

Catholic Central High School

Review Type

Preliminary Site Plan and Special Land Use

Property Characteristics

- Site Location: 27225 Wixom Road
- Site Zoning: RA, R-4, R-1
- Adjoining Zoning: North: RM-1, Multi-family Residential, B-3, General Business (City of Wixom); South: R-1, One-Family Residential, R-4, One-Family Residential; East: B-1, Local Business, I-1, Light Industrial, RM-1; West: RA, Residential Acreage, R-4, One-Family Residential
- Current Site Use: Education
- Adjoining Uses: North: Multiple-Family Residential, Vacant (City of Wixom); South: Single-Family Residential; East: Multi-family Residential, Retail; West: Single-Family Residential
- School District: South Lyon School District, Novi School District
- Site Size: 73.08 acres
- Plan Date: 05-09-2014

Project Summary

The applicant is proposing to construct additional parking in two phases to service Catholic Central recreational facilities and the school. No structures are proposed. The proposed Phase I lot will be newly constructed and serviced by the existing road. The proposed Phase II lot will be a reconstruction of existing parallel parking spaces to 90 degree spaces.

The applicant will be applying for a land combination to combine the three individual parcels to the North, resulting in two parcels in total.

Recommendation

Provided the applicant receives a waiver of the required Noise Impact Statement, **approval of the site plan and special land use permit is recommended.** There are planning related items that need to be addressed at the time of Final Site Plan submittal. Planning Commission approval of the Preliminary Site Plan and Special Land Use Permit is required.

Special Land Use Considerations

In the R-1 and R-4 District educational uses and their accessory uses fall under the Special Land Use requirements (Section 402).

Section 2516.2.c of the Zoning Ordinance outlines specific factors the Planning Commission shall consider in the review of the Special Land Use Permit request:

- Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on existing thoroughfares in terms of overall volumes, capacity, safety, vehicular turning patterns, intersections, view obstructions, line of sight, ingress and egress, acceleration/deceleration lanes, off-street parking, off-street loading/unloading, travel times and thoroughfare level of service.

Planning Review

Catholic Central Parking Expansion
JSP14-12

May 13, 2014

Page 2 of 3

- Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on the capabilities of public services and facilities, including water service, sanitary sewer service, storm water disposal and police and fire protection to service existing and planned uses in the area.
- Whether, relative to other feasible uses of the site, the proposed use is compatible with the natural features and characteristics of the land, including existing woodlands, wetlands, watercourses and wildlife habitats.
- Whether, relative to other feasible uses of the site, the proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood.
- Whether, relative to other feasible uses of the site, the proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use.
- Whether, relative to other feasible uses of the site, the proposed use will promote the use of land in a socially and economically desirable manner.
- Whether, relative to other feasible uses of the site, the proposed use is (1) listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and (2) is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located.

Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 4 (R-1 through R-4 One-Family Residential Districts), Article 24 (Schedule of Regulations), Article 25 (General Provisions) and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed by the applicant.

1. Noise Impact Statement: Educational uses and their accessory uses in the R-4 District require the submission of a Noise Impact Statement. **The applicant should submit a request for a waiver of the Noise Impact Statement requirement from the Planning Commission.** Staff would support this waiver.
2. Sidewalks: A 6 foot sidewalk is required along the Twelve Mile Road frontage. A waiver of this requirement was granted temporarily as part of the approval of the now constructed practice fields (SP11-26). Any new construction on the property requires the installation of the required sidewalk on Twelve Mile Road. The applicant has included the Twelve Mile Road sidewalk in their scope of work.
3. Parking Setbacks: A parcel combination is proposed for the three northern-most parcels that make the subject properties. The northern and southern portions of the school campus are currently split between the South Lyon School District and the Novi School District. As such, the northern and southern parcels cannot be combined. The applicant is proposing a 2 foot rear setback in Phase I of the proposed development (20 feet required). **The applicant should apply for a variance from the Zoning Board of Appeals for the deficient setback.** Staff would support this variance.
4. Bicycle Parking: The applicant has added space for 8 bicycle parking spaces near the main student entrance on the West side of the building. The minimum required by the Zoning Ordinance (Sec. 2526) is 3 spaces per classroom, with 10 spots minimum. **Given the scale of the project, spaces for the entire school do not need to be constructed, but applicant does need to provide the minimum of 10 bicycle parking spots. Staff recommends locating the additional 2 spaces near the Phase II parking to service those recreational facilities. Locating these spots near the Phase II parking will require a location waiver from the Planning Commission as it is greater than 120' from the entrance, which staff would support.**
5. Plan Drawing Inconsistency: The configuration of the Southern Phase II parking is shown multiple ways. Sheet SP-4 does not show the barrier free spaces or island bump outs that are shown on sheet SP-8. Staff has reviewed the configuration on sheet SP-8 as correct. **The applicant should verify consistency across pages of the drawing set.**

Planning Review

Catholic Central Parking Expansion
JSP14-12

May 13, 2014

Page 3 of 3

Response Letter

A letter from either the applicant or the applicant's representative addressing comments in this review letter is required prior to the Planning Commission meeting.

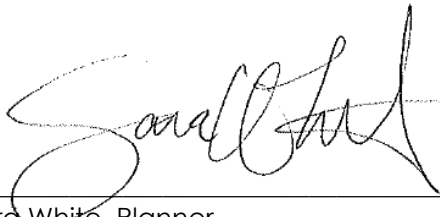
Pre-Construction Meeting

Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees and permits that must be issued before a Pre-Con can be scheduled. If you have questions regarding the checklist or the Pre-Con itself, please contact Sarah Marchioni [248.347.0430 or smarchioni@cityofnovi.org] in the Community Development Department.

Chapter 26.5

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

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me.



Sara White, Planner
248.347.0484 or swhite@cityofnovi.org

PLANNING REVIEW SUMMARY CHART

Catholic Central Parking Lot Expansion JSP14-12

Plan Date: 05-09-14

Preliminary Site Plan and Special Land Use Review

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Educational Facility	No Change Proposed	Yes	
Zoning	R-1 and R-4, One-Family Residential	No Change Proposed	Yes	Special Land Use Permit required. Public hearing to be held at the Planning Commission meeting.
Use (Article 4)	Uses permitted per Article 4 of the Zoning Ordinance	Additional parking for school related functions	Yes	
Parking Setback (Sec. 2400)				
Front	75 ft.			Due to the parcels being in separate school districts, the area cannot be combined into one parcel. The three northern parcels may be combined for a total of two different parcels. Applicant will submit an application for land combination. A variance is required for the rear property line of the north parcel. Staff would support setback variance.
North Parcel (N)		130+	Yes	
South Parcel (E)		100+	Yes	
Interior Side	75 ft.			
North Parcel (W)		300+	Yes	
South Parcel (N)		300+	Yes	
Interior Side	20 ft.			
North Parcel (E)		100+	Yes	
South Parcel (S)		57'	Yes	
Rear	20 ft.			
North Parcel (S)		2ft	No	
South Parcel (W)		100+	Yes	
Number of Parking Spaces (Sec. 2505)	Site has adequate parking for use.	288 spaces in northern lot 53 spaces in southern on-street	N/A	

Item	Required	Proposed	Meets Requirements?	Comments
Parking Space Dimensions and Maneuvering Lanes (Sec. 2506)	9' x 19' parking space dimensions and 24' wide drives. 9' x 17' parking spaces allowed along 7' wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping.	9' x 17' spaces provided in exterior With 4" curb 9'x19' spaces provided in interior 24' access aisles provided	Yes	Spaces along the perimeter have been adjusted to measure 17' to the face of the curb.
Barrier Free Spaces (Barrier Free Code)	7 barrier free spaces required (2 van accessible) for northern lot 3 barrier free spaces required (1 van accessible) for southern on-street	7 spaces proposed in northern lot (2 van accessible) 2 spaces proposed in southern on-street (2 van accessible)	Yes	
Barrier Free Space Dimensions (Barrier Free Code)	8' wide with a 5' wide access aisle for standard barrier free spaces, and 8' wide with an 8' wide access aisle for van accessible spaces	Spaces sized appropriately	Yes	
Barrier Free Signs (Barrier Free Design Graphics Manual)	One sign for each accessible parking space.	Signs proposed	Yes	
Exterior lighting (Sec. 2511)	Photometric plan and exterior lighting details needed at time of Final Site Plan	Submitted	See lighting review chart	Photometric plan submitted with Preliminary Site Plan.
Sidewalks (City Code Sec. 11-276(b) and Subdivision Ordinance Sec. 4.05A)	A 5' -8' wide sidewalk shall be constructed along all major thoroughfares <u>and</u> <u>collectors</u> per DCS Parking lot exits must be connected to sidewalk system.	Sidewalk proposed along 12 Mile Road consistent with previous agreement related to construction of the athletic fields (SP11-26) Sidewalk connections to existing network	Yes	Sidewalk required along 12 Mile Road added.

Item	Required	Proposed	Meets Requirements?	Comments
Bicycle Parking Facilities (Sec. 2526)	<p>3 spaces per classroom, 10 spaces minimum</p> <p>Shall be located along the building approach line and easily accessible from the building entrance</p> <p>Max. 120 feet from entrance being served or the nearest auto parking space to that entrance</p> <p>Must be accessible via a paved 6 foot wide route and separated from auto facilities</p> <p>4 foot wide maneuvering lane required with a 6 foot parking space width and a depth of 2 feet for single spaces and 2.5 feet for double spaces</p>	<p>proposed</p> <p>8 Spots provided</p>	<p>No</p>	<p>Applicant has located 8 spots near the main student entrance on the West side of the building. 10 bike spaces is the minimum for this project. Staff suggests adding 2 more spaces near the phase 2 parking.</p> <p>Bike parking requirements are triggered for sites expanding the total on-site parking by 10% or more.</p>

Prepared by Sara White (248)347-0484

Lighting Review Summary Chart

Catholic Central Parking Lot Expansion JSP14-12

Preliminary Site Plan Review

Plan Date: 5-9-14

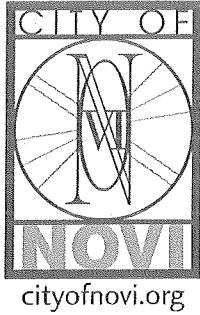
Item	Required	Meets Requirements?	Comments
Intent (Section 2511.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties, reduce unnecessary transmission of light into the night sky	Yes	
Lighting plan (Section 2511.2.a.1)	Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures	No	Please provide all lighting and photometric information for both phases of parking
Lighting Plan (Section 2511.2.a.2)	Specifications for all proposed and existing lighting fixtures including: <ul style="list-style-type: none"> ▪ Photometric data ▪ Fixture height ▪ Mounting & design ▪ Glare control devices ▪ Type and color rendition of lamps ▪ Hours of operation ▪ Photometric plan 	Information Required	Please provide specifications/cut sheet information, hours of operation, and relevant photometric data for both phases of parking
Required conditions (Section 2511.3.a)	Height not to exceed maximum height of zoning district (30 feet) or 25 feet where adjacent to residential districts or uses.	Yes	
Required Notes (Section 2511.3.b)	- Electrical service to light fixtures shall be placed underground - No flashing light shall	Information Required	Please provide required notes.

Item	Required	Meets Requirements?	Comments
	be permitted - Only necessary lighting for security purposes and limited operations shall be permitted after a site's hours of operation.		
Required conditions (Section 2511.3.e)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1.	Average light level for phase I parking is 2:8 Information Required	Please provide information for both phases of parking.
Required conditions (Section 2511.3.f)	Use of true color rendering lamps such as metal halide is preferred over high and low pressure sodium lamps.	Information Required	Please provide specifications/cut sheet information for both phases of parking
Minimum Illumination (Section 2511.3.k)	- Parking areas- 0.2 min - Loading and unloading areas- 0.4 min - Walkways- 0.2 min - Building entrances, frequent use- 1.0 min - Building entrances, infrequent use- 0.2 min	Information Required	Please provide photometric plan for both phases of parking
Maximum Illumination adjacent to Non-Residential (Section 2511.3.k)	When site abuts a residential district, maximum illumination at the property line shall not exceed 0.5 foot candle	Information Required	Please provide photometric plan for both phases of parking
Cut off Angles (Section 2511.3.1(2))	All cut off angles of fixtures must be 90 degrees when adjacent to residential districts	Information Required	Provide specifications/cut sheet information for both phases of parking

Prepared Sara White
swhite@cityofnovi.org

(248) 347-0484

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

June 2, 2014

Engineering Review

Catholic Central Parking Lot Expansion
JSP14-0012

Petitioner

Catholic Central High School, property owner

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: S. of Grand River Avenue and W. of Wixom Road
- Site Size: 2.8 acres
- Plan Date: May 9, 2014

Project Summary

- Phase I includes the construction of a 288 stall parking lot and associated facilities with Phase II including a 39 stall parking lot.
- Storm water for Phase I would be directed to the proposed forebay and detention basin via curb drops, treated and detained for the 100-year storm, and discharged into an on-site wetland. Storm water for Phase II would sheet flow into the existing storm sewer collection system for Catholic Central High School.

Recommendation

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

Comments:

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

General

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

3. Separate plan sets for each phase must be submitted for Final Site Plan review and approval. Each phase may require individual permits as determined during the Final Site Plan review.
4. Consider dedicating the master planned forty-three (43) foot half-width right-of-way on Twelve Mile Road.

Storm Water Management Plan

5. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the Engineering Design Manual.
 - a. Revise the runoff coefficient (c) calculation to include $c = 1.00$ for the basin area at the high water level.
 - b. Revise the runoff coefficient (c) calculation for Phase II to use $c = 0.95$ for impervious paved areas versus $c = 0.90$ as provided.
6. Revise the basin configuration to provide the inlets and outlets at opposite sides of the proposed basins. If this cannot be accommodated, provide a means of preventing direct flow from the detention basin inlet to the sediment standpipe to improve performance of the basin. A sheet pile wall, rip-rap berm or earthen berms are acceptable methods. The chosen diversion method must be designed to maximize travel distance during periods of low flow above the low water elevation without creating points of stagnation.
7. Revise the plan set to provide a minimum length to width ratio of 3 to 1 for the proposed detention basin.
8. Provide flow calculations to verify that the proposed curb drops are capable of conveying the storm water runoff at non-erosive velocities (3.0 ft/s to 5.0 ft/s depending on outlet soil and vegetation type) without overrunning the curb drops for a 10-year storm event.
9. Revise the plan set to detail the limits and location of the proposed rain garden. Rain gardens must be designed to City standards as defined in Chapter 5 Section 2.8 of the Engineering Design Manual for the City of Novi.
10. Provide a detail for the proposed curb drops.

Paving & Grading

11. Strongly consider providing hard-surfaced pavement for the pathway between the proposed parking lot and existing athletic field. All aggregate pathways must be in a firm and stable condition which, if not maintained, could present an A.D.A. compliance issue.
12. Provide proposed and existing elevations at 50-foot intervals along the edge of pavement for the proposed parking areas.
13. Revise the plan set to show the proposed contours on the grading and SESC plan sheet.
14. Revise the Twelve Mile Road pathway profile to include elevations at every station and half station in addition to all vertical curve information.

15. Note that any boardwalk detail that differs from the City standard detail will require a separate building permit from the Community Development Department.

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

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

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

18. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
19. A draft copy of the 10-foot wide easement for the pathway along Twelve Mile Road must be submitted to the Community Development Department.

The following must be addressed prior to construction:

20. A pre-construction meeting shall be required prior to any site work being started. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
21. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
22. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.
23. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
24. A storm water performance guarantee, equal to 1.5 times the amount required to complete storm water management and facilities as specified in the Storm Water Management Ordinance, must be posted at the Treasurer's Office.

25. An incomplete site work performance guarantee for this development will be calculated (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.

Please contact Adam Wayne at (248) 735-5648 with any questions.



A handwritten signature in cursive script, appearing to read "A Wayne", is written over a solid horizontal line.

cc: Brian Coburn, Engineering
Sara White, Community Development Department

TRAFFIC REVIEW

May 22, 2014

Barbara McBeth, AICP
Deputy Director of Community Development
City of Novi
45175 W. Ten Mile Rd.
Novi, MI 48375

**SUBJECT: Catholic Central Parking Expansion, JSP14-0012,
Traffic Review of Preliminary Site Plan, PSP14-0076**

Dear Ms. McBeth:

At your request, we have reviewed the above and offer the following recommendation and supporting comments.

Recommendation

We recommend approval of the preliminary site plan, subject to the issues shown below in **bold** being satisfactorily addressed in the final site plan.

Site Description

What is the applicant proposing, and what are the surrounding land uses and road network?

1. The applicant is proposing to construct a 288-space parking lot north of the campus ring road's northwest corner in Phase 1 and a 39-space bay of 90-degree parking spaces along the south ring road near the tennis courts in Phase 2 (see our attached aerial photo).

Trip Generation

How much new traffic would be generated?

2. We have no basis for predicting an increase in site visitation.

Vehicular Access Locations

Do the proposed driveway locations meet City spacing standards?

3. Not applicable. Access for the 288-space lot will be limited to two connections to the ring road, one appropriately located directly across from an existing parking lot access and the other 198 ft to the west (near-back-of-curb to near-back-of-curb).

Vehicular Access Improvements

Will there be any improvements to the abutting road(s) at the proposed access point(s)?

4. Not applicable.

Access Drive Design and Control

Are the proposed design, pavement markings, and signage satisfactory?

5. Yes. Our preference for a 24-inch STOP (R1-1) sign is satisfied on both site egress locations along the ring road. For the easterly proposed STOP sign to function properly, there must be a corresponding sign on the opposing parking lot driveway. **The plan should confirm that the latter sign already exists; if it does not, it should be added as part of this project.**

Pedestrian Access

Are pedestrians safely and reasonably accommodated?

6. **The two proposed new crosshatched crosswalks should be labeled as being implemented with white markings (per the MMUTCD).**

Circulation and Parking

Can vehicles safely and conveniently maneuver through the site?

7. The symmetric parking lot end islands scale 31.5 ft long. **These islands should be drawn 32 ft long, back-to-back, and at least one should have its length dimensioned as 32 ft (typ.).**
8. The two curb returns at the north end of the west access drive are shown as having a 10-ft radius. **Per Sec 2506.13 of the Zoning Ordinance and customary practice, the radius of these two returns should be increased to 15 ft.**
9. The first Dimension Note on sheets SP-2 and SP-8 is not quite what we requested in our pre-application review letter of 3-07-14, as it refers to the “end of parking spaces” rather than “end parking spaces.” **To ensure proper width as well as length for end parking spaces, the note should read “Dimensions of end parking spaces (width as well as length) are referenced to the face of curb or walk.”**
10. **To better ensure proper placement of the proposed bumper blocks, the associated label should be amended to read “Bumper Block (6 Total) – Parking (north) face located 17 ft from aisle end of parking stripes (i.e., directly over asphalt/concrete joint).”** (The current label, reading “... from the end of aisle of parking stripes” does not make sense.)
11. Although we are not necessarily adverse to the lengthy, very detailed sign descriptions appearing in the Signage Table on sheets SP-2 and SP-8, these are not quite what we expected when we previously asked for **sign descriptions, which need consist only of a brief characterization of the sign type (e.g., Stop, Reserved Parking Only, or Van Accessible), so that plan readers need not have memorized the associated MMUTCD codes.** In providing unnecessary details here, the engineer risks getting some of those details wrong, such as the colors used on the R7-8 – a green border and legend (not blue) plus a white-on-blue field wheelchair symbol – as well as those used on the R7-8P – a green border and legend (not blue).
12. **With respect to the Barrier Free Parking Sign Detail also appearing on sheets SP-2 and SP-8, the dimensioning should show that the VAN ACCESSIBLE plate is 6 inches high and the**

minimum mounting height of that plate is to be 75 inches (the current detail implies that the sign's mounting height could be $72-6 = 66$ inches or less, which could be pedestrian hazard given students' propensity for taking the shortest walking route).

Sincerely,
CLEARZONING, INC.



Rodney L. Arroyo, AICP
President



William A. Stimpson, P.E.
Director of Traffic Engineering

Attached:
Aerial photo



Site Aerial – Catholic Central High School

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

May 22, 2014

Preliminary Site Plan

Catholic Central Parking Lots – JSP14-12

Petitioner

Catholic Central High School

Review Type

Preliminary Site Plan

Property Characteristics

Site Location: 27225 Wixom Road
Site Zoning: RA, R-4, R-1
Adjoining Zoning: North: RM-1, Multi-family Residential, B-3, General Business (City of Wixom); South: R-1, One-Family Residential, R-4, One-Family Residential; East: B-1, Local Business, I-1, Light Industrial, RM-1; West: RA, Residential Acreage, R-4, One-Family Residential
Current Site Use: Education
Adjoining Uses: North: Multiple-Family Residential, Vacant (City of Wixom); South: Single-Family Residential; East: Multi-family Residential, Retail; West: Single-Family Residential
School District: South Lyon School District, Novi School District
Site Size: 73.08 acres
Plan Date: 05-09-2014

Recommendation

Preliminary Site Plan Approval for Catholic Central Parking Lot Expansions JSP14-12 cannot be recommended at this time. Multiple Planning Commission waivers would be required for an approval.

Ordinance Considerations – Phase 1

Adjacent to Residential (Sec.2509.3.a)

1. As the site is a special use, a 4'-6' tall undulating landscape berm is required along the boundaries adjacent to residential uses. Both proposed lots are currently well buffered by existing vegetation, distance and existing landscape and berm. **The Applicant may wish to seek a waiver for the berm at the property boundaries. Staff would support the waiver.**

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Sec. 2509.3.b.)

1. The project sites are not adjacent to public right-of-ways.

Street Tree Requirements (Sec. 2509.3.b.)

1. No street trees are required.

Parking Landscape (Sec. 2509.3.c.)

1. A total of 6,649 s.f. of interior landscape area is required; 1,104 s.f. has been proposed leaving a deficiency of 5,545 square feet. **The Applicant must provide the required landscape area. Alternately the Applicant could seek a waiver from the Planning Commission. Staff cannot support the waiver.**
2. A total of 89 Interior Parking Lot Canopy Trees are required. Only 22 have been proposed, leaving a deficiency of 67 trees. **The Applicant must provide the additional trees. Alternately the Applicant could seek a waiver from the Planning Commission. Staff cannot support the waiver.**
3. No more than 15 contiguous parking spaces are allowed. Up to twenty (20) contiguous spaces have been proposed. **The Applicant must alter the parking to meet the requirement. Alternately the Applicant could seek a waiver from the Planning Commission. Staff cannot support the waiver**
4. Perimeter Parking Lot Canopy Trees are required at 35' at the parking lot perimeter. A total of 40 trees are required. None have been proposed. **The Applicant must provide the required parking lot perimeter canopy trees. Alternately the Applicant could seek a waiver from the Planning Commission. Staff cannot support the waiver.**

Building Foundation Landscape (Sec. 2509.3.d.)

1. No buildings are proposed.

Plant List (LDM)

1. The Plant List meets the requirements of the Ordinance and the Landscape Design Manual.
2. Standard cost figures per the City of Novi have been provided.

Planting Notations and Details (LDM)

1. The Planting Details and Notations meet the requirements of the Ordinance and the Landscape Design Manual.

Storm Basin Landscape (LDM)

1. A total of 70-75% of the upper rim basin must be planted with large shrubs. Additional shrubs should be added at the Final Site Plan Submittal to meet the requirement. Use of native species is recommended.

Irrigation (Sec. 2509 3.f.(6)(b))

1. An Irrigation Plan must be provided upon Stamping Set submittal.

General

1. Any plantings required by previously approved site plans will be replaced.
2. Snow deposit areas have been provided as required.
3. Please see the woodland and wetland reviews for further comments.

Ordinance Considerations – Phase 2

Adjacent to Residential (Sec.2509.3.a)

1. The site is not directly adjacent to residential uses.

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Sec. 2509.3.b.)

1. The project sites are not adjacent to public right-of-ways.

Street Tree Requirements (Sec. 2509.3.b.)

1. No street trees are required.

Parking Landscape (Sec. 2509.3.c.)

1. A total of 630 s.f. of interior landscape area is required; 0 s.f. has been proposed. **The Applicant must provide the required landscape area. Alternately the Applicant could seek a waiver from the Planning Commission. Staff cannot support the waiver.**
2. A total of 9 Interior Parking Lot Canopy Trees are required. None have been provided. **The Applicant must provide the trees. Alternately the Applicant could seek a waiver from the Planning Commission. Staff cannot support the waiver.**
3. No more than 15 contiguous parking spaces are allowed. Sixteen (16) contiguous spaces have been proposed.
4. Perimeter Parking Lot Canopy Trees are required at 35' at the parking lot perimeter. A total of 23 trees are required. None have been provided. **The Applicant must provide the required parking lot perimeter canopy trees. Alternately the Applicant could seek a waiver from the Planning Commission. Staff cannot support the waiver.**

Building Foundation Landscape (Sec. 2509.3.d.)

1. No buildings are proposed.

Plant List (LDM)

1. The Plant List meets the requirements of the Ordinance and the Landscape Design Manual.
2. Standard cost figures per the City of Novi have been provided.

Planting Notations and Details (LDM)

1. The Planting Details and Notations meet the requirements of the Ordinance and the Landscape Design Manual.

Storm Basin Landscape (LDM)

1. Existing storm controls will be utilized for the storm water from this area.

Irrigation (Sec. 2509 3.f.(6)(b))

1. An Irrigation Plan must be provided upon Stamping Set submittal.

General

1. Any plantings required by previously approved site plans will be replaced.
2. Snow deposit areas have been provided as required.
3. Please see the woodland and wetland reviews for further comments.

Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and not intended to substitute for any Ordinance. For the landscape requirements, see the Zoning Ordinance landscape section on 2509, Landscape Design Manual and the appropriate items in the applicable zoning classification.

Reviewed by: David R. Beschke, RLA

WOODLAND AND WETLAND REVIEW



Environmental Consulting & Technology, Inc.

June 2, 2014

Ms. Barbara McBeth
Deputy Director of Community Development
City of Novi
45175 West Ten Mile Road
Novi, MI 48375

Re: Catholic Central Parking Lot Expansion (JSP14-0012)
Woodland Review of the Preliminary Site Plan (PSP14-0076)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan (Plan) for the proposed Parking Lot Expansion project prepared by Zeimet Wozniak and Associates, Inc. dated May 9, 2014. The Plan was reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37. ECT most recently visited the site on June 1, 2014 for the purpose of a woodland and wetland verification.

The proposed development is located west of Wixom Road and south of Twelve Mile Road in Section 18. The proposed project includes two phases of proposed parking lot expansion on the existing Catholic Central High School campus. Phase 1 of the proposed project includes:

- 288 additional parking spaces in the central area of the property, just northeast of the main Catholic Central High School building;
- Associated storm water sedimentation/detention basin;
- Gravel pathway connecting existing track/football field and Phase 1 parking area with wetland boardwalk;
- Pedestrian pathway and wetland boardwalk located just south of Twelve Mile Road at the northern edge of the property.

Phase 1 includes the removal of 8 trees. The proposed Phase 1 parking lot proposes the removal of 6 trees and 2 additional trees would be removed for the construction of the proposed Phase 1 sidewalk along 12 Mile Road.

Phase 2 does not include any proposed impacts to trees.

Following is a summary of our findings regarding on-site woodlands associated with the proposed project.

Onsite Woodland Evaluation

ECT has reviewed the City of Novi Official Woodlands Map and completed an onsite woodland evaluation on June 1, 2014.

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769-3164

The proposed project site contains several areas of regulated woodland (see Figure 1). A good portion of the site contains fallow agricultural land as well as relatively immature forest and wetland areas. The highest quality woodlands on site are found within Wetlands B, D and K and will not be impacted by the proposed site improvements.

On-site woodland within the project area consists of red oak (*Quercus rubra*), basswood (*Tilia americana*), American elm (*Ulmus americana*), black cherry (*Prunus serotina*) and several other species. ECT compared the tree diameters reported on the *Tree List* (*Natural Features Plan*, Sheet SP-11) to the existing tree diameters in the field. ECT found the *Tree List* information was consistent with the tree characteristics observed on site.

Although the on-site woodlands provide some degree of environmental benefit, in terms of a scenic asset, windblock, noise buffer or other environmental asset, the woodland areas proposed for impact are not considered to be of a unique or high-quality nature and the number of trees to be removed for the proposed construction is very limited.

After our woodland evaluation and review of the *Tree List*, there is 1 large tree that meets the minimum caliper size for designation as a specimen tree; Tree #811, 33-inch diameter red oak (*Quercus rubra*). This tree will be preserved in the current site design. As noted above, the highest quality woodlands on site are found within Wetlands B, D and K and will not be impacted by the proposed site improvements.

Proposed Woodland Impacts

Based on the *Phase 1 & 2 Landscape Plans* (Sheet LP-1), 21 regulated trees were surveyed within the Phase 1 and Phase 2 areas. Based on the *Tree List* on Sheet SP-11, a total of 8 trees are to be removed. As noted above, Phase 1 includes the removal of 8 trees. The proposed Phase 1 parking lot proposes the removal of 6 trees and 2 additional trees would be removed for the construction of the proposed Phase 1 sidewalk along 12 Mile Road. Phase 2 does not include any proposed impacts to trees.

Sheet SP-11 appears to be in conflict with the information provided on Sheet LP-1. The *Regulated Tree Data* on Sheet LP-1 states that 7 trees are to be removed. The Applicant shall review and revise this information as necessary.

Assessment of the *Tree List* information indicates that a total of 8 total trees are to be removed (#603, #609, #701, #702, #703, #704, #705 and #706). These proposed tree removals will require 11 Woodland Replacements (*i.e., this quantity has been calculated by ECT*). This result appears to be in conflict with the quantities provided by the Applicant in the summary tables. ECT encourages the Applicant to provide a column on the *Tree List* that provides the Woodland Replacements Required for each proposed tree removal. ECT suggests that the Applicant review and revise the Woodland

Replacement requirements as necessary. All information in the *Tree List* should be consistent with that shown in the Plan Sheets.

Please note that the City of Novi requires replacements according to the following Table:

Replacement Tree Requirements Table

Removed Tree D.B.H. (In Inches)	Ratio Replacement/ Removed Tree
$\geq 8 \leq 11$	1
$> 11 \leq 20$	2
$> 20 \leq 29$	3
≥ 30	4

In addition, for multi-stemmed trees, Woodland Replacements required are calculated by summing the d.b.h. of each stem greater than or equal to 8 inches and dividing the total by 8. All fractional Woodland Replacements required are rounded up to the nearest whole tree replacement.

Proposed Woodland Replacement

The *Phase 1 & 2 Landscape Plans* (Sheet LP-1) indicates that a total of 8 Woodland Replacement Trees will be provided:

- 5 Bur oak (*Quercus macrocarpa*) trees will be provided on the northeast side of proposed Phase 1 Parking Lot;
- 3 Hackberry (*Celtis occidentalis*) trees will be provided on the west side of proposed Phase 1 Parking Lot.

Comments

1. The *Tree List* information provided on The *Natural Features Plan* (Sheet SP-11) appears to be in conflict with the information provided on Sheet LP-1 (*Phase 1 & 2 Landscape Plans*). The *Regulated Tree Data* on Sheet LP-1 states that 7 trees are to be removed whereas the *Tree List* on SP-11 indicates that 8 total trees are to be removed. The Applicant shall review and revise this information on the Plan where necessary.

2. A Woodland Permit from the City of Novi would be required for proposed impacts to any trees 8-inch d.b.h. or greater. Such trees shall be relocated or replaced by the permit grantee. All replacement trees shall be two and one-half (2 ½) inches caliper or greater.
3. A Woodland Replacement financial guarantee for the planting of replacement trees will be required. This financial guarantee will be based on the number of on-site woodland replacement trees (credits) being provided at a per tree value of \$400.

Based on a successful inspection of the installed on-site Woodland Replacement trees, seventy-five percent (75%) of the original Woodland Financial Guarantee shall be returned to the Applicant. Twenty-five percent (25%) of the original Woodland Replacement financial guarantee will be kept for a period of 2-years after the successful inspection of the tree replacement installation as a **Woodland Maintenance and Guarantee Bond**.

4. The Applicant will be required to pay the City of Novi Tree Fund at a value of \$400/credit for any Woodland Replacement tree credits that cannot be placed on-site.
5. Replacement material should not be located 1) within 10' of built structures or the edges of utility easements and 2) over underground structures/utilities or within their associated easements. In addition, replacement tree spacing should follow the *Plant Material Spacing Relationship Chart for Landscape Purposes* found in the City of Novi *Landscape Design Manual*.

Recommendation

ECT recommends approval of the Preliminary Site Plan for Woodlands with the condition that the Applicant address the items noted above under "Comments" in subsequent site plan submittals.

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

Catholic Central Parking Lot Expansion (JSP14-0012)
Woodland Review of the Preliminary Site Plan (PSP14-0076)
June 2, 2014
Page 5 of 6

cc: David Beschke, City of Novi, Licensed Landscape Architect
Valentina Nukulaj, City of Novi Customer Service
Sara Roediger, City of Novi Planner
Sara White, City of Novi Planner

Attachments: Figure 1

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





Environmental Consulting & Technology, Inc.

June 2, 2014

Ms. Barbara McBeth
Deputy Director of Community Development
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Catholic Central Parking Lot Expansion (JSP14-0012)
Wetland Review of the Preliminary Site Plan (PSP14-0076)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan (Plan) for the proposed Parking Lot Expansion project prepared by Zeimet Wozniak and Associates, Inc. dated May 9, 2014. 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 most recently visited the site on June 1, 2014 for the purpose of a Wetland Boundary Verification.

The proposed development is located west of Wixom Road and south of Twelve Mile Road in Section 18. The proposed project includes two phases of proposed parking lot expansion on the existing Catholic Central High School campus. Phase 1 of the proposed project includes:

- 288 additional parking spaces in the central area of the property, just northeast of the main Catholic Central High School building;
- Associated storm water sedimentation/detention basin;
- Gravel pathway connecting existing track/football field and Phase 1 parking area with wetland boardwalk;
- Pedestrian pathway and wetland boardwalk located just south of Twelve Mile Road at the northern edge of the property.

Phase 1 includes proposed impacts to wetland and 25-foot wetland setback/buffer for the purpose of wetland boardwalk construction.

Phase 2 includes the construction of 39 additional parking spaces located adjacent to the existing athletic practice fields on the south side of the property. Phase 2 does not include any proposed impacts to wetlands.

ECT previously reviewed pre-application plans for this proposed development (ECT review letter dated March 5, 2014). The pre-application plans included several on-site wetland areas (Wetlands A, A1, B, D & K) on the parcel. The overall wetland acreage was listed as 18.77 acres. There appears to be some inconsistency in the wetland labeling on the Preliminary Site Plan. This appears to be because the on-site wetland flags are labeled differently than the wetland labels themselves. For example the wetland adjacent to the north and west portions of the Phase 1 parking expansion area

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is labeled as Wetland K on the Cover Sheet (soil map) however its wetland flag numbers are labeled as 'D' on other Plan sheets. In addition, the wetland located to the northeast of the Phase 1 parking expansion area is labeled as Wetland B on the Cover Sheet however its wetland flag numbers are labeled as 'A' on other Plan sheets. See attached Figure 1. The Applicant should attempt to clarify these inconsistencies where possible.

The current Plan appears to propose minor impacts to wetlands as well as minor impacts to the 25-foot wetland setbacks/buffers. The *Natural Features Plan* (Sheet SP-11) notes that 0.04-acre of wetland impact is proposed totaling 0.005 cubic yards of fill.

The wetlands were clearly marked with pink survey tape flags at the time of our inspection. The wetland boundaries appear to be accurately depicted on the Plan. Wetland A is an emergent wetland and Wetlands A1, B, D and K contain elements of scrub/shrub, forested and open water wetland. All of the wetlands are of moderate to high quality and only minor impacts are proposed as part the site design.

What follows is a summary of the wetland impacts associated with the proposed site design.

Wetland Impact Review

As previously noted, several areas of wetland exist on this parcel. The following table summarizes the existing wetlands and the proposed wetland impacts as listed on the *Natural Features Plan* (Sheet SP-11):

Table 1. Proposed Wetland Impacts

Wetland Area	Wetland Area (acres)	City Regulated?	MDEQ Regulated?	Impact Area (acre)	Estimated Impact Volume (cubic yards)
A	0.73	Yes City Regulated /Essential	No	0.01	.004
A1	10.34	Yes City Regulated /Essential	Yes	None	None
B	5.53	Yes City Regulated /Essential	Yes	0.03	.0011
D	0.58	Yes City Regulated /Essential	No	None	None
K	1.59	Yes City Regulated /Essential	No	0.001	.000004
TOTAL	18.77	--	--	0.041	0.0051

The impacts to Wetland A, B and K are all for the purpose of constructing sections of proposed wetland boardwalks. Proposed impacts appear to be minor for the purpose of installing timber support pilings for the boardwalk footings. The Plan includes a boardwalk detail (Sheet SP-5, *Phase 1 - 12 Mile Road Sidewalk*). Additional details (calculations) should be provided on the Plan describing the nature of the proposed boardwalk construction impacts (i.e., size and number of proposed pilings, etc.).

In addition to wetland impacts, the Plan also specifies impacts to the 25-foot natural features setbacks. The following table summarizes the existing wetland setbacks and the proposed wetland setback impacts as listed on the *Natural Features Plan* (Sheet SP-11):

Table 2. Proposed Wetland Buffer Impacts

Wetland Setback/Buffer Area	Wetland Buffer Area (acres)	Impact Area (acre)	Estimated Impact Volume (cubic yards)
A	Not Provided	0.02	0.007
A1	Not Provided	None	None
B	Not Provided	0.033	0.033
D	Not Provided	None	None
K	Not Provided	0.01	0.0004
TOTAL	--	0.063	0.04

Permits & Regulatory Status

All of the wetlands on the project site appear to be considered essential and regulated by the City of Novi and any impacts to wetlands or wetland buffers would require approval and authorization from the City of Novi. All of the wetlands appear to be considered essential by the City as they appear to meet one or more of the essentiality criteria set forth in the City’s Wetland and Watercourse Protection Ordinance (i.e., storm water storage/flood control, wildlife habitat, etc.). This information has been noted in the *Proposed Wetland Impacts* table, above.

Wetland A appears to be likely regulated by the MDEQ as it appears to be within 500 feet of a watercourse/regulated drain. It is unlikely that the other site wetlands are MDEQ regulated do to their small sizes and lack of proximity to any regulated watercourses, however final determination of regulatory status should be made by the MDEQ.

The project as proposed will require a City of Novi *Wetland Minor Use Permit* as well as an *Authorization to Encroach the 25-Foot Natural Features Setback*. This permit and authorization are required for the proposed impacts to wetlands and regulated wetland setbacks.

It appears that a MDEQ Wetland Permit is required for the proposed impacts associated with the wetland boardwalk construction (within Wetlands B).

Comments

1. There appears to be some inconsistency in the wetland labeling on the Preliminary Site Plan. This appears to be because the on-site wetland flags are labeled differently than the wetland labels themselves. The Applicant should attempt to clarify these inconsistencies where possible.
2. The wetland and wetland buffer boundaries as well as the associated labeling are not clearly indicated on the *Natural Features Plan*. The Applicant should review and revise as necessary.
3. Although the wetland impacts summary table on the *Natural Features Plan* (SP-11) indicates impacts to Wetland A, this impact is not clearly indicated on the plan view. ECT recommends that the Applicant clearly indicate and label all of the proposed wetland and wetland buffer impacts on the *Natural Features Plan*. The Applicant should review and revise as necessary.
4. The overall areas of the existing wetland buffers should be indicated on the Plan and on the Wetland Summary table.
5. Additional details (calculations) should be provided on the Plan describing the nature of the proposed boardwalk construction impacts (i.e., size and number of proposed pilings, etc.).
6. 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. Based on a search of the MDEQ's Coastal and Inland Waters Permit Information System (CIWPIS), there does not appear to be an active file associated with this project location.

Recommendation

ECT recommends approval of the Preliminary Site Plan for Wetlands with the condition that the Applicant address the items noted above under "Comments" in subsequent site plan submittals.

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

Catholic Central Parking Lot Expansion (JSP14-0012)
Wetland Review of the Preliminary Site Plan (PSP14-0076)
June 2, 2014
Page 5 of 9

Respectfully submitted,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Pete Hill, P.E.
Senior Associate Engineer

cc: David Beschke, City of Novi, Licensed Landscape Architect
Valentina Nukulaj, City of Novi Customer Service
Sara Roediger, City of Novi Planner
Sara White, City of Novi Planner

Attachments: Figure 1 & Site Photos

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



Site Photos



Photo 1. Looking northwest at Wetland D; near northern edge of proposed Phase 1 parking lot expansion.



Photo 2. Looking east at Wetland A; near northeastern edge of proposed Phase 1 parking lot expansion.



Photo 3. Looking south at area of proposed Phase 1 parking lot expansion.



Photo 4. Looking west at area of proposed wetland boardwalk crossing of Wetland D just west of Phase 1 parking lot expansion.



Photo 5. Looking southeast at area of proposed wetland boardwalk crossing of Wetland B just south of Twelve Mile Road.



Photo 6. Looking east at area of proposed wetland boardwalk Crossing of Wetland B just south of Twelve Mile Road.

FIRE REVIEW



March 14, 2014

May 15, 2014

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Gwen Markham

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

Interim City Manager
Victor Cardanes

**Director of Public Safety
Chief of Police**
David E. Molloy

Director of EMS/Fire Operations
Jeffery R. Johnson

Assistant Chief of Police
Victor C.M. Lauria

Assistant Chief of Police
Jerrold S. Hart

TO: Barbara McBeth- Deputy Director of Community Development
Kristen Kapelanski- Plan Review Center
Sara Roediger- Plan Review Center

RE: Catholic Central Parking Lot Expansion

PSP# 14-0028

PSP# 14-0076

Project Description: Two additional lots

Comments: Meets Fire Department requirements

Recommendation: Approval

Sincerely,

Joseph Shelton- Fire Marshal
City of Novi – Fire Dept.

cc: file

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

cityofnovi.org

APPLICANT RESPONSE LETTER

Z EIMET W OZNIAK & ASSOCIATES

Civil Engineers & Land Surveyors

55800 Grand River Avenue, Suite 100
New Hudson, Michigan 48165-9318
248.437.5099 · 248.437.5222 fax
www.zeimetwozniak.com

June 3, 2014

Ms. Sara White, Planner
City of Novi
Community Development
45175 West Ten Mile Road
Novi, Michigan 48375

RE: Catholic Central Parking Expansion
Preliminary Site Plan and Special Land Use Permit
Planning Review
JSP14-12

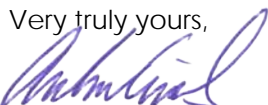
Dear Ms. White:

Thank you for your recommendation for approval of the Preliminary Site Plan and Special Land Use Permit. Catholic Central has immediate need for on-campus parking for both students and events. We designed the proposed parking lots to maximize the number of new spaces while minimizing the increase in impervious area. We feel that the design of these lots will blend well with the existing campus and the natural surroundings. We have received your review comments dated June 2, 2014. In response to those comments, we offer the following:

Ordinance Requirements

1. The Applicant requests a waiver of the Noise Impact Statement requirement from the Planning Commission.
2. The applicant will install the 6' wide sidewalk along 12 Mile Rd. as required.
3. The applicant requests a variance from the Zoning Board of Appeals for the deficient setback.
4. The applicant will install eight bicycle parking spaces near the main student entrance on the west side of the building as proposed on the Preliminary Site Plan. In addition, the applicant will install two bicycle parking spaces near the Phase 2 parking lot expansion as requested by staff.
5. Sheet SP-4 depicts part of the Phase 1 parking lot and detention basin. Sheet SP-8 depicts the Phase 2 parking lot.

Very truly yours,



Andrew J. Wozniak

Z EIMET W OZNIAK & ASSOCIATES

Civil Engineers & Land Surveyors

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June 3, 2014

Mr. Adam Wayne, PE
City of Novi Engineering
45175 W. Ten Mile Road
Novi, MI 48375

Re: Catholic Central Parking Expansion, Preliminary Site Plan
Engineering Review
JSP14-0012

Dear Mr. Wayne:

Thank you for your recommendation for approval of the Preliminary Site Plan. We have received your review comments dated June 2, 2014 for the Preliminary Site plan for this project. In response to those comments, we offer the following:

1. A note shall be added to the Final Site Plan.
2. The City Standard Detail sheets shall be provided with the stamping sets.
3. Separate Final Site Plan sets shall be provided for each phase.
4. The Owner wishes to grant a pathway easement as proposed.
5. The runoff coefficients shall be revised on the Final Site Plan.
6. The basin inlet and outlet locations shall be reviewed and adjusted if possible. If not, an acceptable means of preventing direct flow from the inlet to the outlet shall be provided.
7. The basin is configured as proposed in anticipation of future needs of Catholic Central for the parcel. We request a waiver of the 3:1 length to width ratio.
8. Flow calculations for the curb drops shall be provided on the Final Site Plan.
9. There are not any rain gardens proposed with the site plan.
10. A detail for the proposed curb drops shall be provided on the Final Site Plan.
11. The pathway shall be firm and stable. It is meeting the existing aggregate pathway at the west end.
12. Additional proposed grades shall be provided along the perimeter of the parking area as needed on the Final Site Plan.
13. The grading and contours shall be provided on the grading and SESC plans.
14. The 12 Mile Road pathway profile shall provide more detail on the Final Site Plan.
15. The boardwalk detail shall be revised to meet the City's standard detail.
16. A detailed revision letter shall be provided with each submittal including the Final Site plan.
17. An itemized construction cost estimate shall be provided with the Final Site Plan.
18. A storm water maintenance agreement shall be provided with the Final Site Plan.
19. A copy of the proposed 12 Mile Rd. pathway easement shall be provided with the Final Site Plan.

20. A pre-construction meeting shall be scheduled upon receipt of all permits and prior to commencing construction.
21. A City of Novi grading permit shall be obtained.
22. A City of Novi Soil Erosion Control permit shall be obtained.
23. Construction inspection fees shall be paid prior to the pre-construction meeting.
24. A storm water performance bond shall be paid by the proprietor.
25. An incomplete work performance guarantee shall be paid by the proprietor.

If you have any further questions, please contact us.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shawn R. Blaszczyk", with a long horizontal flourish extending to the right.

Shawn R. Blaszczyk, PE

06103/engineering response letter 6-3-14

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June 3, 2014

Ms. Sara White, Planner
City of Novi
Community Development
45175 West Ten Mile Road
Novi, Michigan 48375

RE: Catholic Central Parking Expansion
Preliminary Site Plan and Special Land Use Permit
Traffic Review
JSP14-12

Dear Ms. White:

We have received the review comments from Clearzoning dated May 22, 2014 and thank them for their recommendation for approval of the Preliminary Site Plan. In response to those comments, we offer the following:

Access Drive Design and Control

5. We will confirm that a stop sign is in place and revise the plans accordingly.

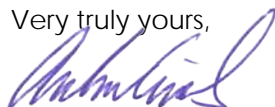
Pedestrian Access

6. We will revise the note as requested.

Circulation and Parking

7. We will verify the dimension and revise the plan if needed.
8. The radii will be revised to 15 ft.
9. We will revise the note as requested.
10. We will revise the detail as requested.
11. We will clarify the signage table as requested.
12. We will revise the plan as requested.

Very truly yours,



Andrew J. Wozniak

ZEIMET **W**OZNIAK & ASSOCIATES

Civil Engineers & Land Surveyors

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June 3, 2014

Mr. David
City of Novi
Community Development
45175 West Ten Mile Road
Novi, Michigan 48375

RE: Catholic Central Parking Expansion
Preliminary Site Plan and Special Land Use Permit
Landscape Review
JSP14-12

Dear Mr. Beschke:

Thank you for your comments regarding the Preliminary Site Plan for the Catholic Central Parking Expansion. We understand that you were not able to approve the Preliminary Site Plan at this time. Catholic Central is requesting a number of waivers from the Planning Commission pertaining to landscaping items.

We are aware that the Site Plan does not meet the requirements of the Landscape Ordinance but they reflect what the school would like to install. Catholic Central feels strongly that they want these new parking lots to enhance the existing campus and to be consistent with the existing landscaping.

Ordinance Considerations - Phase 1:

1. Catholic Central requests a waiver for the berm at the property boundaries.

Parking Landscape - Phase 1:

1. The landscape islands in the existing campus measure 8' back to back, which meets the City's design standards. We are proposing that the new islands are the same configuration. However, the islands need to measure 10' back to back in order to qualify as landscape area. Expanding the islands by two feet would add a one foot ribbon of mulch around the perimeter of each island but it would result in the loss of 16 parking spaces. The proposed islands do not meet the landscape area requirement but they provide ample space for two trees and mulch (see attached photo 1).

Although the proposed landscaping does not meet the City's landscape area requirement, it will blend naturally with the surroundings. Catholic Central requests a waiver for the required landscape area.

2. We are proposing two trees in each island and in the corners of the parking lot. The parking lot is only visible once you're on campus and will be surrounded by mature woodlands and wetlands which provide a natural setting. Catholic Central requests a waiver for the required interior parking lot canopy trees.
3. We worked with Catholic Central staff to design the parking lot with the student's safety and maintenance costs in mind. We used the existing campus parking lots as a guide for circulation and island locations. The existing lots have a minimum number of islands with as many as 51 spaces between islands. Catholic Central feels that additional islands in the proposed lot will add another potential obstacle for these new drivers and will increase the cost of maintenance and snow removal. Catholic Central requests a waiver for the required landscape islands.
4. Catholic Central feels that perimeter parking lot canopy trees in this park-like setting are unnecessary and will be lost among the existing surroundings. The location is surrounded by forests; wetlands and the new pond (see photos 2 - 6 attached). Catholic Central requests a waiver for the required perimeter parking lot canopy trees.

Parking Landscape - Phase 2:

1. The existing parallel parking spaces are being eliminated and replaced by perpendicular spaces within the same area. When we designed the existing campus, no landscaping was installed in this area due to the proximity to the athletic field. For safety reasons, we are not proposing any new landscaping for this parking lot (see photos 7 - 8 attached). Catholic Central requests a waiver for the required landscape area.
2. For the reasons noted in item 1, Catholic Central requests a waiver for the required interior parking lot canopy trees.
3. The proposed islands are located to accommodate the existing site lighting. Catholic Central requests a waiver for the required landscape islands.
4. For the reasons noted in item 1, Catholic Central requests a waiver for the required perimeter parking lot canopy trees.

Catholic Central raised a huge sum of money during their recently completed campaign. Our original submittal proposed the Phase 1 parking lot as well as a much larger parking lot for Phase 2. After review of the Conceptual Site Plan the City's requirements for curbing, stormwater detention and installation of the 12 Mile sidewalk and boardwalk increased the Phase 1 costs and forced Catholic Central to scale back the Phase 2 parking lot. Given the beautiful, natural location of these parking lots, Catholic Central feels that additional landscaping is an unnecessary expense that they really can't afford.

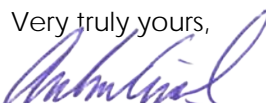
Very truly yours,

Andrew Wozniak



Photo 1 - Existing 8' back to back landscape island



Photo 2 - Center of Phase 1 Parking Lot Looking East



Photo 3 – Center of Phase 1 Parking Lot Looking West



Photo 4 – Center of Phase 1 Parking Lot Looking South



Photo 5 – Center of Phase 1 Parking Lot Looking North



Photo 6 – Existing Pond (Example of how the New Pond will look)



Photo 7 – Phase 2 Parking Lot and Existing Athletic Field



Photo 8 – Phase 2 Parking Lot Looking North

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June 3, 2014

Ms. Sara White, Planner
City of Novi
Community Development
45175 West Ten Mile Road
Novi, Michigan 48375

RE: Catholic Central Parking Expansion
Preliminary Site Plan and Special Land Use Permit
Wetland Review
JSP14-12

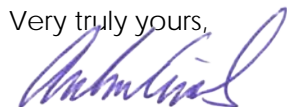
Dear Ms. White:

We have received the review comments from ECT dated June 2, 2014 and thank them for their recommendation for approval of the Preliminary Site Plan. In response to those comments, we offer the following:

Comments

1. A portion of on-site wetlands were re-flagged for this project. We will clarify the inconsistencies.
2. We will update the Natural Features plan.
3. We will clarify the wetland impact.
4. We will include the existing wetland buffer impact.
5. We will detail the boardwalk crossing.
6. We will contact the MDEQ to confirm the need for a permit.

Very truly yours,



Andrew J. Wozniak

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& ASSOCIATES

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June 3, 2014

Ms. Sara White, Planner
City of Novi
Community Development
45175 West Ten Mile Road
Novi, Michigan 48375

RE: Catholic Central Parking Expansion
Preliminary Site Plan and Special Land Use Permit
Woodland Review
JSP14-12

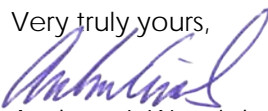
Dear Ms. White:

We have received the review comments from ECT dated June 2, 2014 and thank them for their recommendation for approval of the Preliminary Site Plan. In response to those comments, we offer the following:

Comments

1. We will clarify the tree list.
2. We will apply for a woodland permit.
3. A financial guarantee will be provided.
4. All replacement trees will be placed on-site.
5. The replacement trees will be placed according to City regulations.

Very truly yours,



Andrew J. Wozniak

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June 3, 2014

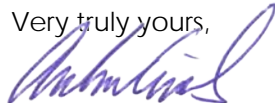
Ms. Sara White, Planner
City of Novi
Community Development
45175 West Ten Mile Road
Novi, Michigan 48375

RE: Catholic Central Parking Expansion
Preliminary Site Plan and Special Land Use Permit
Woodland Review
JSP14-12

Dear Ms. White:

We would like to thank the City of Novi Fire Department for their approval of the Preliminary Site Plan.

Very truly yours,



Andrew J. Wozniak