



## VARSITY LINCOLN AUTO SHOP ADDITION JSP23-38

### **JSP23-38 VARSITY LINCOLN AUTO SHOP ADDITION**

Consideration of Varsity Lincoln Auto Shop Addition for Preliminary Site Plan and Stormwater Management Plan approval. The subject property contains 1.14 acres and is located south of Grand River Avenue, on the east side of Wixom Road, in Section 17. The applicant is proposing to add on to the front of an existing auto service shop to add a 1,130 square-foot display, office, and sales area. Parking lot and landscaping improvements are proposed in addition to a sidewalk along Grand River Avenue.

### **Required Action**

Approve/Deny the Preliminary Site Plan and Stormwater Management Plan.

<b>REVIEW</b>	<b>RESULT</b>	<b>DATE</b>	<b>COMMENTS</b>
Planning	Approval recommended	12-11-23	<ul style="list-style-type: none"> <li>Items to be addressed by the applicant prior to Final Site Plan approval</li> </ul>
Engineering	Approval recommended	12-19-23	<ul style="list-style-type: none"> <li>Items to be addressed by the applicant prior to Final Site Plan approval</li> </ul>
Landscaping	Approval recommended	12-1-23	<ul style="list-style-type: none"> <li>Items to be addressed by the applicant prior to Final Site Plan approval</li> <li>Planning Commission waiver for lack of street tree landscaping – supported by staff</li> </ul>
Traffic	Approval recommended	12-18-23	<ul style="list-style-type: none"> <li>Approval of the combined preliminary and final site plan recommended</li> </ul>
Facade	Approval recommended	12-18-23	<ul style="list-style-type: none"> <li>Approval of the combined preliminary and final site plan recommended</li> </ul>
Fire	Approval recommended	12-8-23	<ul style="list-style-type: none"> <li>Approval of the combined preliminary and final site plan recommended</li> </ul>

## **MOTION SHEET**

### **Approval – Preliminary Site Plan**

In the matter of Varsity Lincoln Auto Shop Addition, JSP23-38, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. The applicant has confirmed that no vehicles for sale will be stored outside the building on the lot, which is made as a condition of this site plan approval
- b. Landscape waiver for the lack of street tree landscaping, due to the existing conditions of the site and to provide room for a sidewalk along Grand River Avenue
- c. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the 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 Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

**– AND –**

### **Approval – Stormwater Management Plan**

In the matter of Varsity Lincoln Auto Shop Addition, JSP23-38, motion to **approve** the Stormwater Management Plan 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 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

**– OR –**

### **Denial – Preliminary Site Plan**

In the matter of Varsity Lincoln Auto Shop Addition, JSP23-38, motion to **deny** the Preliminary Site Plan... *(because the plan is not in compliance with Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

**– AND –**

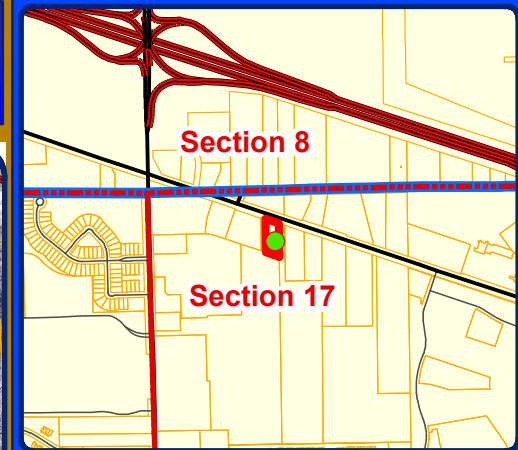
**Denial – Stormwater Management Plan**

In the matter of Varsity Lincoln Auto Shop Addition, JSP23-38, motion to **deny** the Stormwater Management Plan... *(because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

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MAPS  
Location  
Zoning  
Future Land Use  
Natural Features

# VARSITY LINCOLN AUTO SHOP ADDITION LOCATION



## LEGEND

 Subject Property

## City of Novi

Dept. of Community Development  
City Hall / Civic Center  
45175 W Ten Mile Rd  
Novi, MI 48375  
[cityofnovi.org](http://cityofnovi.org)

Map Author: James Hill  
Date: 1/31/2024  
Project: VARSITY LINCOLN AUTO SHOP ADDITION  
Version #: 1

0 70 140 280 420 Feet

1 inch = 333 feet

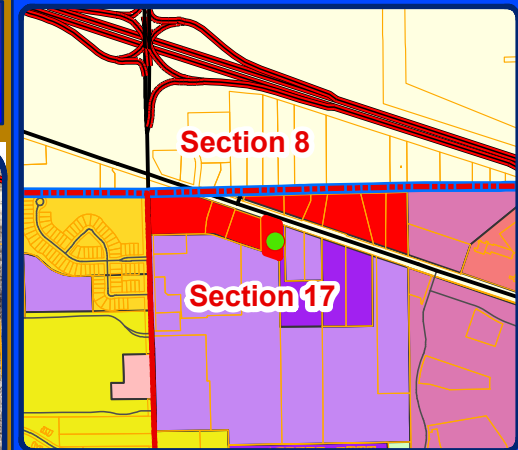
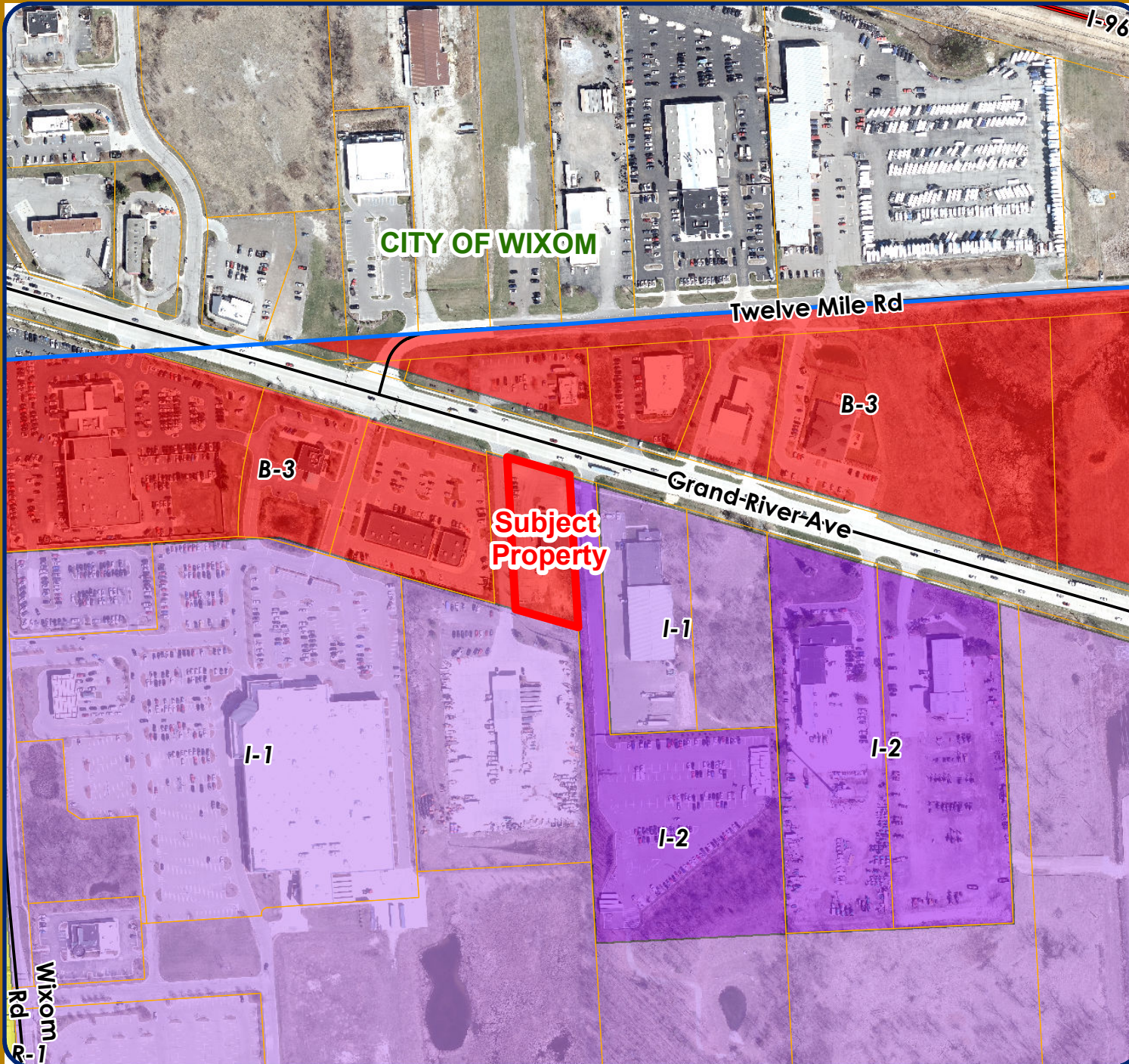


### MAP INTERPRETATION NOTICE

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# VARSITY LINCOLN AUTO SHOP ADDITION

## CURRENT ZONING



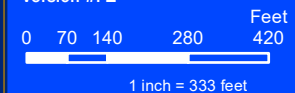
### LEGEND

- R-A: Residential Acreage
- R-1: One-Family Residential District
- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- B-1: Local Business District
- B-2: Community Business District
- B-3: General Business District
- I-1: Light Industrial District
- I-2: General Industrial District
- OSC: Office Service Commercial

### City of Novi

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 City Hall / Civic Center  
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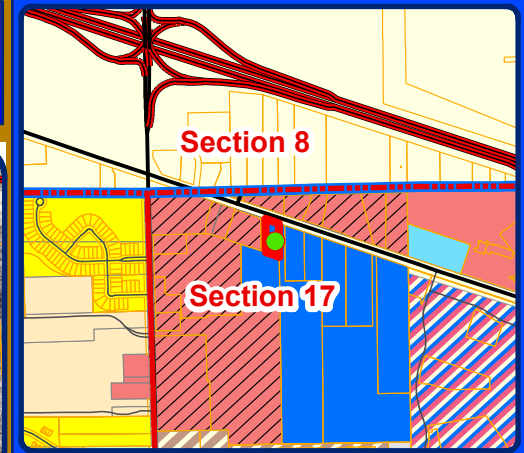
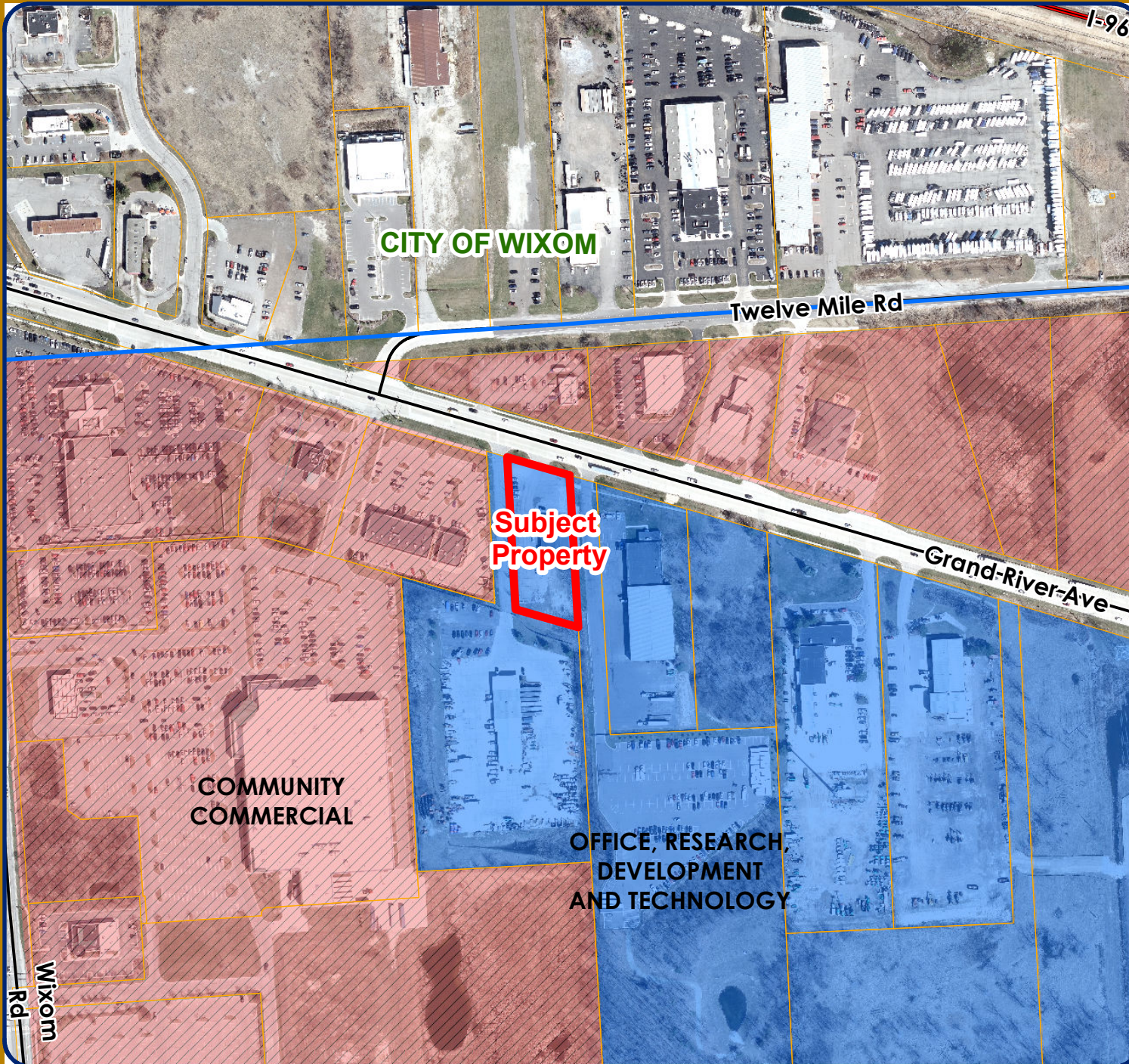


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# VARSITY LINCOLN AUTO SHOP ADDITION

## FUTURE LAND USE



### LEGEND

- Single Family
- Suburban Low-Rise
- Office, Research, Development and Technology
- Office Commercial
- Local Commercial
- Community Commercial
- Educational Facility
- Public
- Private Park
- Utility

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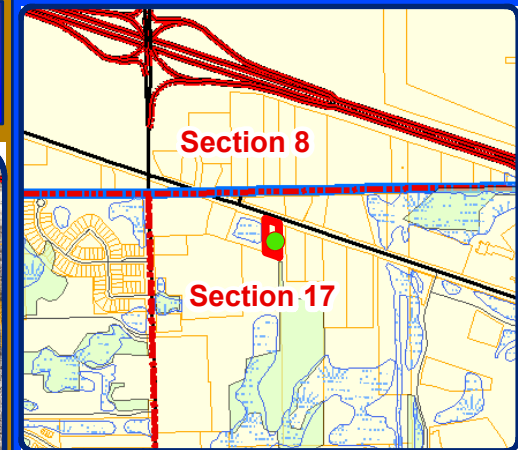


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# VARSITY LINCOLN AUTO SHOP ADDITION

## NATURAL FEATURES





### LEGEND

-  Wetlands
-  WOODLANDS

**City of Novi**  
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 City Hall / Civic Center  
 45175 W Ten Mile Rd  
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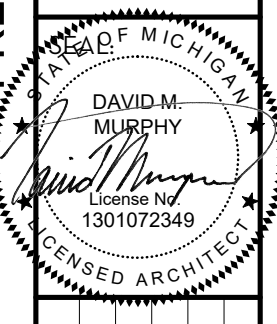
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1 FRONT PERSPECTIVE  
SCALE: 1/2" = 1'-0"



REVISIONS:	MARK	DESCRIPTION	DATE

**VARSITY LINCOLN**  
48705 GRAND RIVER AVE  
NOVI, MI 48374

**PRELIM RENDERING**

DATE:  
10/30/2023

SHEET NO.  
**A9-01**

## PLANNING REVIEW



# PLAN REVIEW CENTER REPORT

## Planning Review

### Varsity Lincoln Auto Shop Addition

JSP 23-38

December 11, 2023

#### PETITIONER

Varsity Lincoln

#### REVIEW TYPE

Combined Preliminary and Final Site Plan

#### PROPERTY CHARACTERISTICS

Section	17	
Site Location	East of Wixom Road, South of Grand River Avenue, 22-17-101-007	
Site School	Novi Community School District	
Site Zoning	B-3 General Business District	
Adjoining Zoning	North	B-3 General Business District
	East	I-2 General Industrial District (PRO)
	West	B-3 General Business District
	South	I-1 Light Industrial District
Current Site Use	Vehicle service center, vacant	
Adjoining Uses	North	The Grand Diner
	East	Hadley's Towing (Industrial)
	West	Grand Promenade (Commercial and Retail)
	South	123Net (Industrial)
Site Size	1.14 acres	
Plan Date	October 26, 2023	

#### PROJECT SUMMARY

The subject property is currently zoned B-3, General Business, and is approximately 1.14 acres. The site is located east of Wixom Road, south of Grand River Avenue in Section 17. The applicant is proposing to demolish the front of the existing building in order to renovate the existing service center to add a 1,130 square-foot display, office, and sales area to the existing service center. The building is intended to supplement the business of Varsity Lincoln. Parking lot improvements and an eight-foot sidewalk along Grand River Avenue are proposed as part of the project.

#### RECOMMENDATION

**Approval of the Preliminary Site Plan is recommended, but Planning, Engineering, and Landscape do not recommend approval for the Final Site Plan until comments are addressed.** The plan mostly conforms to the requirements of the Zoning Ordinance, with a few matters to be addressed in a revised submittal. All reviewers, except Planning and Landscape, recommend approval of the Final Site Plan.

## ORDINANCE REQUIREMENTS

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This project was reviewed for compliance with the Zoning Ordinance, with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other areas of the ordinance, as noted. The plans show general compliance with ordinance requirements. Please address the items in **bold** with the next submittal.

1. Special Land Use (Sec. 3.1.12.C): If cars stored outside in the proposed inventory spaces are intended to be sold, the use would require Special Land Use Approval. **Please provide in your response letter a narrative that clarifies the use of the new sales and office area of the building.**
2. Modification of Parking Setback Area (Sec. 3.6.2.Q): The Planning Commission may modify setback requirements in those instances where it determines that such modification may result in improved use of the site; provided, however, that such modification of the setback requirements does not reduce the total area of setback on a site below the minimum setback requirements.. The western bay of parking is considered an existing condition. However, parking is expanding into the eastern parking setback when it was not originally. **Please calculate and show the minimum setback area and show that the proposed improvements are above the minimum setback requirements. If in compliance, Planning Commission may modify the setback requirement for the parking that encroaches into the eastern parking setback.**
3. Parking stall located adjacent to a parking lot entrance (Sec. 5.3.13): Shall not be located closer than 25 feet from the street ROW line, street easement, or sidewalk, whichever is closer. **Please show the distance between the sidewalk and closest parking space.**
4. Bicycle Parking General Requirements (Sec. 5.16): Spaces shall be paved. Dimensions of bike rack shown, but not the foundation. **Please provide dimensions of bicycle parking layout.**
5. Economic Impact Statement: **Please provide an economic impact statement before the Planning Commission meeting.**
6. Signage: For sign permit information please contact Maureen Underhill at 248-347-0438 or [munderhill@cityofnovi.orf](mailto:munderhill@cityofnovi.orf) in the Code Compliance Division for more information.

## OTHER REVIEWS

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- a. Engineering Review: Engineering recommends approval of the Preliminary Site Plan but **does not recommend approval of the Final Site Plan**. Please address comments in a revised submittal after the project has gone to Planning Commission.
- b. Landscape Review: Landscape recommends approval of the Preliminary Site Plan but **does not recommend approval of the Final Site Plan**. Please address deficiencies in a revised submittal after the project has gone to Planning Commission.
- c. Traffic Review: Traffic recommends approval of the combined Preliminary and Final Site Plan. Please address comments in Electronic Stamping Set submittal.
- d. Façade Review: Façade recommends approval of the combined Preliminary and Final Site Plan.
- e. Fire Review: Fire recommends approval of the combined Preliminary and Final Site Plan. Please address comments in Electronic Stamping Set submittal.

## NEXT STEP: PLANNING COMMISSION AND RESPONSE LETTER

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The Preliminary Site Plan and Stormwater Management Plan will need approval from the Planning Commission. Before appearing before Planning Commission, it would be a good idea to calculate the minimum setback area as I've described in the first Ordinance Requirement above. This way, you'll know if you'll be seeking a waiver from Planning Commission or if you'll need to revise your plans to comply. We

will accept a digital set of plans that show that minimum requirement met. Once that is done, please provide the following via email one week prior to the meeting:

1. Site Plan submittal in PDF format (maximum of 10MB) **NO CHANGES MADE**
2. A response letter addressing ALL the comments from ALL review letters and a request for waivers/variances as you see fit.
3. A color rendering of the Site Plan (to be used for Planning Commission presentation).

#### **FUTURE STEP: REVISED FINAL SITE PLAN SUBMITTAL**

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The outstanding comments need to be addressed in a revised submittal. Please submit the following for Revised Final Site Plan review and approval after both Planning Commission and ZBA meetings are held:

1. A site plan revision application
2. **Three** copies of **revised Final Site Plan**, folded, addressing all comments from this review (Only sheets that reflect changes made should be provided. Please do NOT include Standard Detail Sheets at this time.)
3. Response letter **addressing all comments and refer to sheet numbers where the change is reflected**
4. Drafts of legal documents (note that off-site easements need to be executed and any on-site easements need to be submitted in draft form before stamping sets will be stamped)

#### **ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER**

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After receiving Final Site Plan approval, plans addressing the comments in all the staff and consultant review letters should be submitted electronically for informal review and approval prior to printing Stamping Sets. A letter from either the applicant or the applicant's representative addressing comments in this and other review letters and associated charts is to be submitted with the electronic stamping set. This letter should address all comments in ALL letters and ALL charts and **refer to sheet numbers where the change is reflected.** *If required, drafts for all legal documents with a legal transmittal are to be submitted along with stamping sets.*

#### **STAMPING SET APPROVAL**

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Stamping sets will be required for this project. After having received all the review letters from City staff the applicant should make the appropriate changes on the plans and submit **9 size 24" x 36" copies with signature and seal (may be electronic)** to the Community Development Department for final Stamping Set approval.

#### **PRE-CONSTRUCTION MEETING**

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A **Pre-Construction meeting is required for this project.** 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, so it is suggested you contact Sarah Marchioni (248.347.0430 or [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org)) once the Final Site Plan has been approved to begin the Pre-Con checklist. If you have questions regarding the checklist or the Pre-Con itself, please contact Sarah.

#### **CHAPTER 26.5**

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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 at 248.347.0547 or [jhill@cityofnovi.org](mailto:jhill@cityofnovi.org).

A handwritten signature in black ink that reads "James Hill". The signature is written in a cursive style with a large initial "J" and "H".

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James Hill, Planner



## PLANNING REVIEW CHART: B-3 General Business District

**Review Date:** December 11, 2023  
**Review Type:** Combined Preliminary and Final Site Plan  
**Project Name:** JSP23-38 Varsity Lincoln Auto Shop Addition  
**Location:** 50-22-17-101-007  
**Plan Date:** October 26, 2023  
**Prepared by:** James Hill, Planner  
**email:** [jhill@cityofnovi.org](mailto:jhill@cityofnovi.org) ; **Phone:** (248)-347-0547

Items in **Bold** need to be addressed by the applicant prior to the approval of the Planning Commission Meeting. Items underlined need to be addressed prior to the approval of the Final Site Plan.

Item	Required Code	Proposed	Meets Code	Comments
<b>Zoning and Use Requirements</b>				
<b>Master Plan</b> <i>(adopted July 26, 2017)</i>	Community Commercial	No change to existing zoning	Yes	
<b>Area Study</b>	The site does not fall under any special category		NA	
<b>Zoning</b> <i>(Effective Jan 8, 2015)</i>	B-3: General Business District	No change to existing zoning	Yes	
<b>Uses Permitted</b> <i>(Sec 3.1.12.B &amp; C)</i>	Sec 3.1.12.B Principal Uses Permitted.  Sec 3.1.12.C Special Land Uses	New and used car salesroom, showroom, or office  Minor automobile repair service business	Yes?	<b>If cars are stored outside for sale, the use would require Special Land Use approval. Please provide in your response letter a narrative that clarifies the use of the new sales/office area of the building</b>
<b>Administrative Approval</b> <i>(Sec. 6.1.C.vii.b)</i>	A project qualifies for administrative approval if the site is already the subject of an existing and previously approved site plan and proposes an addition between 1,000 square feet and 10,000 square feet when the proposed addition is less than 10% of the gross floor area of an existing non-residential building and when the building is located on a parcel more than 500 feet away from	previously approved site plan; 1,130 square foot addition; existing gross floor area (before demolition) = 5,810 + 565 = 6,375 sq ft $1,130/6,375 = \mathbf{17.73\% \text{ of existing gross floor area}}$	<b>No</b>	<i>This project does not qualify for administrative approval and must go before the Planning Commission for Preliminary Site Plan approval.</i>

Item	Required Code	Proposed	Meets Code	Comments
	any residential zoning district			
<b>Minor Automobile Service Establishments in the B-3 General Business District (Sec. 4.29)</b>				
<b>Storage of vehicles (Sec. 4.29.1.E)</b>	The storage of vehicles overnight shall be prohibited except for working vehicles (wreckers and similar vehicles) and vehicles or trailers for general rental and those awaiting mechanical repair. These vehicles shall be parked in accordance with Section 5.2 and Section 5.3. Wrecked vehicles may be stored for a period not to exceed 24 hours.	Note added that no outdoor space will be dedicated to the sale of new or used cars	Yes	<b>See note on previous page concerning the storage of cars for sale</b>
<b>B-3 Business District Required Conditions (Sec. 3.10.3)</b>				
<b>Truck Well and Overhead Doors (Sec. 3.10.3.A)</b>	No truck well, loading dock, overhead door or other type of service bay door shall face a major thoroughfare, nor an abutting residential district. Pedestrian exits or emergency doors are permitted on such building facades.	Existing condition	Yes	
<b>Height, bulk, density, and area limitations (Sec 3.1.12)</b>				
<b>Frontage on a Public Street. (Sec. 5.12)</b>	Frontage on a Public Street is required	Frontage on Grand River Avenue	Yes	
<b>Access to Major Thoroughfare (Sec. 5.13)</b>	Direct access to Major Thoroughfare is required unless noted in Section 5.13	Access to Grand River Avenue	Yes	
<b>Minimum Zoning Lot Size and Lot width (Sec 3.6.2.D)</b>	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	Encroachment into parking setback	<b>No</b>	<b>Western parking setback is considered an existing condition</b>



Item	Required Code	Proposed	Meets Code	Comments
	usable open space.			
<b>Maximum % of Lot Area Covered</b> (By All Buildings)	(Sec 3.6.2.D)	Building coverage 13.98%	Yes	
<b>Building Height</b> (Sec. 3.1.12.D)	30 ft. maximum	18 ft.	Yes	
<b>Building Setbacks</b> (Sec 3.1.12.D)				
Front (north)	30 ft.	86.3 ft.	Yes	<i>Original building setback taken as existing condition</i>
Exterior Side (east)	15 ft.	13.2 ft. (existing) 15.2 ft. (addition)	Yes	
Side (west)	15 ft.	56.8 ft.	Yes	
Rear (south)	20 ft.	118.9 ft.	Yes	
<b>Parking Setback</b> (Sec 3.1.12.D)				
Front (north)	20 ft.	~31 ft	Yes	<b>Please show parking lot setbacks. The west side yard setback is taken as an existing condition, but the east side yard parking setback encroaches into the 10-foot parking setback. The plans will either need to be revised to comply with this setback, or Planning Commission can modify the parking requirements as provided in the Planning Review Letter</b>  <i>Parking lot is an existing condition, except for where improvements are expanding further into the setback.</i>
Exterior Side (east)	10 ft.	not shown, does not comply	<b>No</b>	
Side (west)	10 ft.	zero; pavement crosses property line; legal nonconforming	<b>No</b>	
Rear (south)	10 ft.	not shown, complies	Yes	
<b>Note To District Standards</b> (Sec 3.6.2)				
<b>Exterior Side Yard Abutting a Street</b> (Sec 3.6.2.C)	All exterior side yards abutting a street shall be provided with a setback equal to the front yard setback requirement of the district in which located.	Exterior side yard abutting drive aisle	<b>No</b>	Existing condition
<b>Off-Street Parking in Front Yard</b> (Sec 3.6.2.E)	Off-street parking shall be permitted in the front yard, except that said	Parking setback observed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	parking shall observe the minimum off-street parking setback requirements in Sec. 3.1 and 5.5.3			
<b>Off-Street Parking in Side and Rear Yards</b> (Sec 3.6.2.F)	Off-street parking shall be permitted within the side and rear yards, however, not if a property abuts a residential district and is not separated by a major thoroughfare.	Property not abutting residential district	Yes	
<b>Wetland/ Watercourse Setback</b> (Sec 3.6.2.M)	Refer to Sec 3.6.2 for more details.	No wetland/ watercourse on site	Yes	
<b>Parking setback screening</b> (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.			<b>Please see Landscape Letter for requirements.</b>
<b>Parking, Loading, and Dumpster Requirements</b>				
<b>Motor vehicle sales and service establishments</b> (5.2.12.C.)	1 for each 200 sf of useable floor space area of sales room and 1 for each service stall	Total sales room floor area of 1,244  Total service stalls of 1  $1,244/200 + 1 = 8$ minimum spaces required; 18 spaces provided, including an additional 17 spaces for auto storage	Yes	
<b>Total Square Footage for interior landscape islands (Sec. 5.5.3.C.ii.p.5)</b>	If the use is primarily vehicular storage (i.e. automobile dealer vehicle inventory areas, vehicle stockpile areas, semitrailer storage areas), bays of 25 spaces will be allowed but the required interior landscape area must be provided.	18 regular spaces provided and 17 spaces provided for inventory	Yes	
<b>Parking Space Dimensions and Maneuvering Lanes</b> (Sec. 5.3.2)	- 9 ft. x 19 ft. parking spaces allowed with 6" curb	9ft. x 17ft. with 4" curb in front of building  9ft. x 19ft. with no curb provided. Existing spaces but repaving	Yes	Lack of curbs on western parking bays considered an existing condition.  <u>Applicant should consider providing curbs or bumper blocks in this area.</u>

Item	Required Code	Proposed	Meets Code	Comments
<b>Parking Space Dimensions and Maneuvering Lanes</b> (Sec. 5.3.2)	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two-way drives	90° Parking: 9ft. x 19ft. with varying drive aisle widths, the least of which is 27.9'	Yes	
<b>Parking stall located adjacent to a parking lot entrance</b> (public or private) (Sec. 5.3.13)	Shall not be located closer than 25 feet from the street right-of-way line, street easement or sidewalk, whichever is closer	Parking space in the northwest corner seems to be about 25 feet from the sidewalk	Yes?	<b>Please show the distance between the sidewalk and closest parking space</b>
<b>End Islands</b> (Sec. 5.3.12)	- 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	End island proposed with new landscaping area; wider than 8', 3' shorter than adjacent parking space, and outside radius of 10'	Partially	<b>Outside radius of end island should be a minimum of 15'</b>
<b>Barrier Free Spaces</b> <i>Barrier Free Code (2012 Michigan Building Code)</i>	- 1 space minimum	1 barrier free space provided	Yes	
<b>Barrier Free Space Dimensions</b> <i>Barrier Free Code (2012 Michigan Building 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	8' wide with an 8' wide access aisle	Yes	
<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	Signage indicated	Yes	
<b>Minimum number of Bicycle Parking</b> (Sec. 5.16.1)	Minimum 2 spaces	2 spaces provided	Yes	
<b>Bicycle Parking General requirements</b> (Sec. 5.16)	- No farther than 120 ft. from the entrance being served - Spaces to be paved and the bike rack shall	Within 120 feet to entrance Paved Accessible via 7-foot sidewalk	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk			
<b>Bicycle Parking Lot layout</b> (Sec 5.16.6)	Parking space width: 6 ft. One tier width: 11 ft. Two tier width: 17 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	Not indicated, but a bike rack is shown in front of the new addition.	<b>No</b>	<b>Please include bicycle parking details and dimensions with the next submittal</b>
<b>Loading Spaces</b> (Sec. 5.4.2)	<ul style="list-style-type: none"> <li>- Loading, unloading space shall be provided in the rear yard at a ratio of 10 sq. ft. for each front foot of building</li> <li>- Except in the case of a double frontage lot, loading-unloading, as well as trash receptacles may be located in an interior side yard beyond the minimum side yard setback requirement of the district; location subject to approval by the City.</li> </ul>	62 linear feet for the front of the building according to the elevations.  62 X 10 = 620 sf of loading space required  700 sf provided	Yes	
<b>Dumpster</b> (Sec 4.19.2.F)	<ul style="list-style-type: none"> <li>- Located in rear yard or interior side yard in case of double frontage</li> <li>- Attached to the building OR</li> <li>- No closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback</li> <li>- If no setback, then it cannot be any closer than 10 ft, from property line.</li> <li>- Away from Barrier free Spaces</li> </ul>	Dumpster shown in rear yard in an acceptable location	Yes	
<b>Dumpster Enclosure</b> (Sec. 21-145. (c))	<ul style="list-style-type: none"> <li>- Screened from public view</li> <li>- A wall or fence 1 ft. higher than height of refuse bin</li> <li>- And no less than 5 ft. on three sides</li> <li>- Posts or bumpers to</li> </ul>	Details included	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery			
<b>Lighting and Other Equipment Requirements</b>				
<b>Exterior lighting</b> (Sec. 5.7)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	No lighting changes indicated	Yes	Photometric plan not required
<b>Roof top appurtenances Screening</b> (Sec. 4.19.2.E.i)	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road, or adjacent property	None proposed	Yes	No rooftop equipment proposed at this time; if rooftop equipment is proposed, please indicate on future submittal and ensure compliance with screening requirements
<b>Roof top appurtenances height</b> (Sec. 4.19.2.E.ii)	Roof top appurtenances, including mechanical and electrical equipment, shall not exceed the maximum permitted building height limits, unless the following conditions are met. For every one foot that a roof top appurtenance exceeds the maximum district building height, it shall be setback five feet from any and all building faces. No roof top appurtenance shall exceed five feet above the maximum district building height	None proposed	Yes	No rooftop equipment proposed at this time; if rooftop equipment is proposed, please indicate on future submittal and ensure compliance with height requirements
<b>Roof top equipment and wall mounted utility equipment</b> (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	None proposed	Yes	No rooftop equipment or wall mounted utility equipment proposed at this time; if rooftop equipment is proposed, please indicate on future submittal and ensure compliance with screening requirements
<b>Sidewalk Requirements</b>				

Item	Required Code	Proposed	Meets Code	Comments
<b>Sidewalks</b> (Sec. 7.4.2 of the Engineering Design Manual)	<ul style="list-style-type: none"> <li>- 8-foot sidewalk required along Grand River</li> <li>- Internal sidewalks must be a minimum of 5 feet</li> </ul>	7 ft. internal sidewalk proposed in front of addition.  8 ft. sidewalk provided along Grand River	Yes	<u>The applicant is encouraged to consider completing the sidewalk connection to the west. This would require the neighboring property owner's approval and construction easements, but would be looked upon favorably by the Planning Commission</u>
<b>Pedestrian Connectivity</b>	Whether the traffic circulation features within the site and location of automobile parking areas are designed to assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Internal sidewalk proposed	Yes	
<b>Building Code and Other Design Standard Requirements</b>				
<b>Design and Construction Standards Manual</b>	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).		Yes	
<b>General layout and dimension of proposed physical improvements</b>	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in sq. ft.), location of proposed parking and parking layout, streets and drives, and indicate sq. ft. of pavement area (indicate public or private).	Provided	Yes	
<b>Economic Impact</b>	<ul style="list-style-type: none"> <li>- Total cost of the proposed building &amp; site improvements</li> <li>- Number of anticipated jobs created (during construction &amp; after building is occupied)</li> </ul>		No	<b>Please provide before Planning Commission meeting.</b>
<b>Other Permits and Approvals</b>				

Item	Required Code	Proposed	Meets Code	Comments
<b>Development/ Business Sign</b>	Signage if proposed requires a permit.			<u>For sign permit information contact Maureen Underhill at 248-347-0438.</u>
<b>Development and Street Names</b>	Development and street names must be approved by the Street Naming Committee before Preliminary Site Plan approval	Project name and street names do not require approval.	NA	
<b>Lighting and Photometric Plan (Sec. 5.7)</b>				
<b>Intent (Sec. 5.7.1)</b>	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	Photometric plan is not required, unless exterior lighting is proposed.	N/A	<b>Please clarify with next submittal whether parking lot lighting will be proposed.</b>
<b>Standard Notes (Sec. 5.7.3.B)</b>	<ul style="list-style-type: none"> <li>- Electrical service to light fixtures shall be placed underground</li> <li>- Flashing light shall not be permitted</li> <li>- Only necessary lighting for security purposes &amp; limited operations shall be permitted after a site's hours of operation</li> </ul>		N/A	
<b>Security Lighting (Sec. 5.7.3.H)</b>  Lighting for security purposes shall be directed only onto the area to be secured.	<ul style="list-style-type: none"> <li>- All fixtures shall be located, shielded and aimed at the areas to be secured.</li> <li>- Fixtures mounted on the building and designed to illuminate the facade are preferred</li> </ul>	Some fixtures indicated to be mounted on the building - "decorative light"	N/A	
<b>Average light levels (Sec.5.7.3.E)</b>	Average light level of the surface being lit to the lowest light of the surface being lit; not exceed 4:1		N/A	
<b>Min. Illumination (Sec. 5.7.3.k)</b>	Parking areas: 0.2 min	Not provided	N/A	
	Loading & unloading areas: 0.4 min		N/A	

Item	Required Code	Proposed	Meets Code	Comments
	Walkways: 0.2 min		N/A	
	Building entrances, frequent use: 1.0 min		N/A	
	Building entrances, infrequent use: 0.2 min		N/A	

**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.

**Additional Comments:**



## ENGINEERING REVIEW



# PLAN REVIEW CENTER REPORT

12/19/2023

## Engineering Review

Varsity Lincoln Auto Shop Addition  
JSP23-0038

### APPLICANT

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Varsity Lincoln

### REVIEW TYPE

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Preliminary and Final Site Plan

### PROPERTY CHARACTERISTICS

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- Site Location: South side of Grand River Avenue, in the northwest corner of section 17 of the City of Novi
- Site Size: 1.13 acres
- Plan Date: 10/26/2023
- Design Engineer: Monument Engineering

### PROJECT SUMMARY

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- Demolition of 565 sq ft of existing building and construction of 1,244 sq ft building addition. Parking lot rehab and placement of handicap parking signs.
- No changes proposed to existing utilities.
- New sanitary sewer cleanout for existing building lead.

### RECOMMENDATION

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**Approval of the Preliminary Site Plan is recommended, with items to be addressed at Final Site Plan submittal.**

**Approval of the final site plan is not recommended until the following items are addressed.**

#### Comments:

The Preliminary Site Plan meets the general requirements of [Chapter 11 of the City of Novi Code of Ordinances](#), the Storm Water Management Ordinance, and the [Engineering Design Manual](#) with the following exceptions, which can be addressed at 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. **Only at the time of the printed Stamping Set submittal**, provide the City's standard detail sheets for sanitary sewer (3 sheets) and paving (2 sheets). The most updated details can be found on the City's website under [Engineering Standards and Construction Details](#).
3. A [Right-of-Way Permit](#) may be required from the City of Novi and Oakland County.
4. Sidewalk proposed along frontage of property must be within a sidewalk easement or dedicated ROW, applicant can provide a sidewalk easement or dedicate additional ROW along Grand River Avenue.
5. The dedication of the master-planned right-of-way for Grand River Avenue is 120 feet. Label the additional right-of-way width to be dedicated along Grand River as "proposed" right-of-way or provide sidewalk easement for sidewalk located outside of right-of-way.
6. Provide a note that compacted sand backfill (MDOT sand Class II) shall be provided for all utilities within the influence of paved areas, and illustrate and label on the profiles.
7. Provide a construction materials table on the utility plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
8. Add a note stating if any changes are proposed to the existing sanitary and water lead, demolition plan has note stating leads will be relocated.
9. Show existing lead locations and if leads are to be relocated show new location, material and length of lead.

#### **Irrigation Comments**

10. Indicate if irrigation is proposed, if irrigation is proposed plans must be submitted and approved prior to stamping set approval.

#### **Sanitary Sewer**

The following comments should be addressed if the lead is being relocated.

11. Section 11-164 (g)-4 states the maximum length of a sanitary sewer lead shall not exceed 100-feet unless otherwise approved. Extend Sanitary Sewer so that leads are not more than 100-feet long **or** provide clean-outs every 100-feet.
12. Note on the construction materials table that 6-inch sanitary leads shall be a minimum SDR 23.5, and mains shall be SDR 26.
13. Provide a note on the Utility Plan and sanitary profile stating the sanitary leads will be buried at least 5 feet deep where under the influence of pavement.

#### **Paving & Grading**

14. Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.
15. Revise Dumpster Pad details to meet city standards, 8" concrete on 8" 21 AA aggregate base. Note: Dumpster pad shall extend minimum 10' beyond dumpster enclosure.
16. Add the maximum 2-percent cross-slope to the sidewalk detail. Sidewalk across frontage shall have bases of 21 AA aggregate not sand.

17. Provide spot elevations at the intersection of the proposed pathway with the existing pathway.
18. Detectable warning plates are required at all barrier free ramps, hazardous vehicular crossings and other areas where the sidewalk is flush with the adjacent drive or parking pavement. The barrier-free ramps shall comply with current MDOT specifications for ADA Sidewalk Ramps. Provide the latest version of the MDOT standard detail for detectable surfaces.
19. Specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Division. Stamped concrete will not be acceptable.
20. Provide a note on the Grading Plan stating that the proposed pathway within the road right-of-way shall match existing grades at both ends.
21. Provide at least 3-foot of buffer distance between the sidewalk and any fixed objects, including hydrants and irrigation backflow devices. Include a note on the plan where the 3-foot separation cannot be provided.
22. The sidewalk within the right-of-way shall continue through the drive approach. The thickness of the sidewalk shall be increased to 6 inches across the drive approach. Provide additional spot grades as necessary to verify the maximum 2-percent cross-slope is being maintained along the walk.
23. Curb height can only be reduced to 4" where parking stall overhang is, perpendicular to the parking spot. The curb located by the drive aisle and around the parking island shall be 6".

#### **Soil Erosion and Sediment Control**

24. Although no SESC permit is required due to the area of disturbance being less than one acre and the site being located more than 500 feet from the nearest waterbody, SESC measures shown on plans must be installed onsite during construction.

#### **The following must be submitted with the Final Site Plan:**

25. A letter from either the applicant or the applicant's engineer must be submitted with the Stamping Set highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved. **Additionally, a statement must be provided stating that all changes to the plan have been discussed in the applicant's response letter.**
26. An itemized construction cost estimate must be submitted to the Community Development Department 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 estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving (square yardage, should include number do detectable warning plates), right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pre-treatment structure and restoration).

27. Due to the above comments, the itemized construction cost estimate should be revised and resubmitted to the Community Development Department for the determination of plan review and construction inspection fees.

**The following must be submitted with the Stamping Set:**

*(Please note that all documents must be submitted together as a package with the Stamping Set submittal with a [legal review transmittal form](#). Partial submittals will not be accepted. Links to the PDF copy of the easements are below, word document versions of each legal document can be found on the City's Website under [Forms and Permits](#))*

28. A draft copy of the warranty deed for the additional right-of-way along Grand River Avenue must be submitted for review and acceptance by the city.
29. A draft copy of the sidewalk easement for the proposed sidewalk outside of right-of-way, this will only be required if additional right-of-way is not dedicated.

**The following must be addressed prior to construction:**

30. 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). **Be advised that scheduling the pre-construction meeting can take 2-4 weeks.**
31. 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 (no application required). No fee is required for this permit.
32. Material certifications must be submitted to Spalding DeDecker for review prior to the construction of any onsite utilities. Contact Heather Gendron at 248-844-5400 for more information.
33. Construction inspection fees in the amount of **\$11,000** must be paid to the Community Development Department. **\*\*fees are subject to change.**
34. Legal escrow fees in the amount of **\$TBD** must be deposited with the Community Development Department. **All unused escrow will be returned to the payee at the end of the project** (except for escrows that are \$50 or less). This amount includes engineering legal fees only. There may be additional legal fees for planning legal documents. **\*\*fees are subject to change.**
35. A street sign financial guarantee in the amount of **\$400** (\$400 per traffic control sign proposed) must be posted at the Community Development Department. Signs must be installed in accordance with MMUTCD standards.
36. A traffic control inspection fee of **\$TBD** must be paid to Community Development. This fee is the inspection of traffic control items such as signs, striping, curbs, parking stalls, sidewalk, detectable warning surfaces, and temporary pavement markings.

37. A permit for all proposed work activities within the road right-of-way must be obtained from the City of Novi. This application is available from the City Engineering Division or on the city website ([Right-of-Way Permit Application](#)) and can be filed once the Final Site Plan has been submitted. Please contact the Engineering Division at 248-347-0454 for further information. Please submit the cover sheet, standard details, and plan sheets applicable to the permit only.
38. A permit for work within the road right-of-way of **Grand River Avenue** must be obtained from the Road Commission for Oakland County (RCOC). Please contact the RCOC (248-858-4835) directly with any questions. The applicant must forward a copy of this permit to the city. Provide a note on the plans indicating all work within the road right-of-way will be constructed in accordance with the RCOC standards. **Be advised that review by the RCOC may take four weeks or longer.**

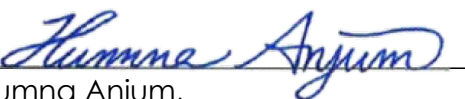
**The following must be addressed prior to issuance of a Temporary Certificate of Occupancy (TCO) approval for the development:**

39. The amount of the incomplete site work performance guarantee for any outstanding site improvement items (limited to top course of pavement and other minor items), is calculated at 1.2 times the amount required to complete the site improvements (as specified in the Performance Guarantee Ordinance).

**Prior to preparing stamping sets**, the Applicant should submit the Electronic Stamping set to Planning for review, if any changes are proposed after Electronic Stamping set approval send revised sheets directly to Engineering for an informal review and approval.

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 Humna Anjum at (248)735-5632 or email at [hanjum@cityofnov.org](mailto:hanjum@cityofnov.org) with any questions.

  
Humna Anjum,  
Project Engineer

cc: James Hill, Community Development  
Adam Yako, Engineering  
Ben Croy, City Engineer

## LANDSCAPE REVIEW



# PLAN REVIEW CENTER REPORT

December 1, 2023  
**Varsity Lincoln Auto Shop**  
Preliminary/Final Site Plan - Landscaping

## Review Type

Combined Preliminary/Final Site Plan Landscape Review

## Job #

JSP23-0038

## Property Characteristics

- Site Location: 48705 Grand River Ave
- Site Acreage: 1.14 ac.
- Site Zoning: B-3
- Adjacent Zoning: North, West: B-3, East: I-2, South: I-1
- Plan Date: 10/26/2023

## 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 revised Preliminary Site Plan submittal. Underlined items must be addressed on the Final Site Plans. Please follow the guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review and the accompanying Landscape Chart are summaries and are not intended to substitute for any Ordinance.

## **RECOMMENDATION:**

This project is **recommended for approval for Preliminary Site Plans, but not for Final Site Plans**. Additional information is required before the plans can be approved for Final Site Plans.

## **LANDSCAPE DEVIATIONS THAT ARE REQUIRED FOR THE PROPOSED LAYOUT:**

- Lack of street tree landscaping –*supported by staff*

**PLEASE ADD THE CITY PROJECT NUMBER, JSP23-0038, TO THE BOTTOM RIGHT CORNER OF THE SET COVER SHEET.**

## Ordinance Considerations

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

1. No tree survey is provided.
2. No wetlands are on the site.
3. Please add a tree survey showing all of the trees in the cluster at the rear of the site that are 8" dbh or greater.
4. Please add tree protection fencing for the cluster located at the outer edge of the cluster dripline.

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

The project is not adjacent to residential property so no screening from that use is required.

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

1. The required berms and landscaping is required.



2. Please make the berms one foot taller per the ordinance.
3. **A landscape waiver is requested for the lack of street trees provided.** *As there is insufficient room for them due to utility and site distance conflicts, this waiver request is supported by staff.*

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

1. The required interior parking lot areas and trees are provided.
2. There is no room for perimeter trees along the east and west sides of the parking lot. The lack of perimeter trees there is accepted as an existing condition.

Building Foundation Landscaping (Zoning Sec 5.5.3.D)

The minimum foundation landscaping required for the building addition is being exceeded by the applicant to add foundation landscaping along the east side of the entire building. This is appreciated.

Plant List (LDM 4, 10)

1. 11 of 17 species (65%) used are native to Michigan.
2. The tree diversity is acceptable.

Planting Notations and Details (LDM 10)

1. Provided
2. See the landscape chart for comments about specific notes.

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

There is no aboveground detention required or proposed so no landscaping is required.

Irrigation (LDM 10)

1. If an irrigation system will be used, a plan for it must be provided on the revised Final Site Plans.
2. If alternative means of providing water to the plants for their establishment and long-term survival will be used, information regarding that is required on the revised Final Site Plans.

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 [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org).



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Rick Meader – Landscape Architect

## LANDSCAPE REVIEW SUMMARY CHART – COMBINED PRELIMINARY/FINAL SITE PLAN

**Review Date:** December 1, 2023  
**Project Name:** JSP23-0038: Varsity Lincoln Auto Shop Addition  
**Project Location:** 48705 Grand River Ave.  
**Plan Date:** October 26, 2023  
**Prepared by:** Rick Meader, Landscape Architect E-mail: [rmeader@cityofnovi.org](mailto: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 on the revised Final Site Plan.

### LANDSCAPE WAIVERS REQUIRED BY PLAN:

- Lack of street tree landscaping – *supported by staff*

Please add the City Project Number, JSP23-0038, to the bottom right corner of the set cover sheet.

Item	Required	Proposed	Meets Code	Comments
<b>Landscape Plan Requirements (LDM (2))</b>				
<b>Landscape Plan</b> <i>(Zoning Sec 5.5.2, LDM 2.e.)</i>	<ul style="list-style-type: none"> <li>• New commercial or residential developments</li> <li>• Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less.</li> <li>• 1"=20' minimum with proper North. Variations from this scale can be approved by LA</li> <li>• Consistent with plans throughout set</li> </ul>	Scale: 1" = 30'	Yes	
<b>Project Information</b> <i>(LDM 2.d.)</i>	Name and Address	Business name and location are on the title block	Yes	
<b>Owner/Developer Contact Information</b> <i>(LDM 2.a.)</i>	Name, address and telephone number of the owner and developer or association	Business name and address are on the title block	Yes	
<b>Landscape Architect contact information</b> <i>(LDM 2.b.)</i>	Name, Address and telephone number of RLA/PLA/LLA who created the plan	Felino Pascual, FPA	Yes	
<b>Sealed by LA.</b> <i>(LDM 2.g.)</i>	Requires original signature	No		<u>LA's signature required on final stamping sets</u>
<b>Miss Dig Note</b> (800) 482-7171 <i>(LDM.3.a.(8))</i>	Show on all plan sheets	On Title Block	Yes	
<b>Zoning</b> <i>(LDM 2.f.)</i>	Include all adjacent zoning	<b>Site: B-3</b> North, West: B-3	Yes	

Item	Required	Proposed	Meets Code	Comments
<b>Survey information</b> (LDM 2.c.)	<ul style="list-style-type: none"> <li>• Legal description or boundary line survey</li> <li>• Existing topography</li> </ul>	East: I-2 South: I-1  <ul style="list-style-type: none"> <li>• Legal Description on Cover Sheet</li> <li>• Existing conditions on Topo Survey (Sheet V-1.0)</li> </ul>	Yes	
<b>Existing plant material</b> <b>Existing woodlands or wetlands</b> (LDM 2.e.(2))	<ul style="list-style-type: none"> <li>• Show location type and size. Label to be saved or removed.</li> <li>• Plan shall state if none exists.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing vegetation is shown as clouds.</li> <li>• No tree sizes or identities are provided except for the offsite trees west of the property.</li> <li>• All existing vegetation appears to be saved</li> </ul>	No	<ol style="list-style-type: none"> <li>1. <u>Please show all existing landscaping on the site with a tree chart for all trees 8" dbh or greater</u></li> <li>2. <u>Please id all trees on the site that are 8" dbh or greater and include their Information on the chart.</u></li> <li>3. <u>Please add protective tree fencing around the cluster of trees to be saved. It needs to be located at the outer limits of the cluster's drip lines.</u></li> <li>4. <u>Please show the actual trees from the survey in the rear cluster on the landscape plan (not just the cluster outline).</u></li> </ol>
<b>Soil types</b> (LDM.2.r.)	<ul style="list-style-type: none"> <li>• As determined by Soils survey of Oakland County</li> <li>• Show types, boundaries</li> </ul>	Sheet V-1.0	Yes	<u>Please show the soils boundaries.</u>
<b>Existing and proposed improvements</b> (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	<ul style="list-style-type: none"> <li>• Sheet C-1.0</li> <li>• All elements shown on the landscape plan as well</li> </ul>	Yes	
<b>Existing and proposed utilities</b> (LDM 2.e.(4))	<ul style="list-style-type: none"> <li>• Overhead and underground utilities, including hydrants</li> <li>• Proposed light posts</li> </ul>	Utilities are shown on the Topographic survey and on the Landscape Plan	Yes	<ol style="list-style-type: none"> <li>1. <u>Please copy the callout for the overhead electric line to the landscape plan.</u></li> <li>2. <u>If any new site lighting will be proposed, please show all light poles</u></li> </ol>

Item	Required	Proposed	Meets Code	Comments
				<u>on the landscape plan.</u>
<b>Proposed grading. 2' contour minimum</b> (LDM 2.e.(1))	Provide proposed contours at 2' interval	Spot elevations and new berms are on Sheet C-8.0	Yes	
<b>Snow deposit</b> (LDM.2.q.)	Show snow deposit areas on plan	Yes	Yes	
<b>LANDSCAPING REQUIREMENTS</b>				
<b>Berms, Walls and ROW Planting Requirements</b>				
<b>Berms</b>				
<ul style="list-style-type: none"> <li>• All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours</li> <li>• Berm should be located on lot line except in conflict with utilities.</li> <li>• Berms should be constructed of loam with 6" top layer of topsoil.</li> </ul>				
<b>Residential Adjacent to Non-residential (Sec 5.5.3.A) &amp; (LDM 1.a)</b>				
<b>Berm requirements</b> (Zoning Sec 5.5.A)	The site is not adjacent to residential property so this berm is not required.	No berm is proposed.	Yes	
<b>Walls (LDM 2.k &amp; Zoning Sec 5.5.3.vi)</b>				
<b>Material, height and type of construction footing</b>	Freestanding walls should have brick or stone exterior with masonry or concrete interior	No new walls are proposed.		
<b>Walls greater than 3 ½ ft. should be designed and sealed by an Engineer</b>		None		
<b>ROW Landscape Screening Requirements (Sec 5.5.3.B. ii) and (LDM 1.b)</b>				
<b>Greenbelt width</b> (2)(3) (5)	Parking between ROW and at least 67% of primary building: 20 ft	30 feet	Yes	
<b>Berm requirements (Zoning Sec 5.5.3.A.(5))</b>				
Min. berm crest width	2 feet	7 feet wide	Yes	
Minimum berm height (9)	3 feet	2 feet high	No	<u>Please increase the height of the berm to 3 feet as required. The slope can be increased to 1:3.</u>
3' wall	(4)(7)	None		
<b>Canopy deciduous or large evergreen trees</b> Notes (1) (10)	<ul style="list-style-type: none"> <li>• Adj to pkg: 1 tree per 35lf</li> <li>• <math>(150-40)/35 = 3</math> trees</li> </ul>	3 trees	Yes	
<b>Sub-canopy deciduous trees</b> Notes (2)(10)	<ul style="list-style-type: none"> <li>• Adj to pkg: 1 tree per 20 lf</li> <li>• <math>(150-40)/20 = 6</math> trees</li> </ul>	6 trees	Yes	
<b>Canopy deciduous trees in area between</b>	<ul style="list-style-type: none"> <li>• 1 tree per 35 lf</li> <li>• <math>(150-40)/35 = 3</math> trees</li> </ul>	<ul style="list-style-type: none"> <li>• 0 trees</li> <li>• A landscape</li> </ul>	No	<i>The waiver request is supported by staff due</i>

Item	Required	Proposed	Meets Code	Comments
<b>sidewalk and curb</b> (Novi Street Tree List)		waiver is requested due to utility conflicts in the right-of-way		to the existing water main, gas line, and visibility issues.
<b>Cross-Section of Berms (LDM 2.j)</b>				
Slope, height and width	<ul style="list-style-type: none"> <li>Label contour lines</li> <li>Maximum 33%</li> <li>Constructed of loam</li> <li>6" top layer of topsoil</li> </ul>	Provided	Yes	Please add a callout noting that 6" of topsoil shall be provided on the berm.
Type of Ground Cover		Sod is noted	Yes	
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	Existing utility lines are not shown.	No	<ol style="list-style-type: none"> <li>Please add the overhead lines on the berm cross section accurate location.</li> <li>The canopy trees may need to be pulled back so they don't conflict.</li> </ol>
<b>Parking Area Landscape Requirements LDM 1.c. &amp; Calculations (LDM 2.o.)</b>				
<b>General requirements</b> (LDM 1.c)	<ul style="list-style-type: none"> <li>Clear sight distance within parking islands</li> <li>No evergreen trees</li> </ul>	No landscaping is proposed that will block visibility within the parking lot	Yes	
<b>Name, type and number of ground cover</b> (LDM 1.c.(5))	As proposed on planting islands	Sod is proposed everywhere	Yes	
<b>General (Zoning Sec 5.5.3.C.ii)</b>				
<b>Parking lot Islands</b> (a, b, i)	<ul style="list-style-type: none"> <li>A minimum of 200 SF to qualify</li> <li>Minimum 200 SF per tree planted in island</li> <li>6" curbs</li> <li>Islands minimum width 10' BOC to BOC</li> </ul>	All islands provided have sufficient greenspace for the trees planted in them.	Yes	
<b>Curbs and Parking stall reduction</b> (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	<ul style="list-style-type: none"> <li>Spaces in front are 17 feet long with a 7 foot curb.</li> <li>Spaces along the west side are 19 feet long.</li> </ul>	Yes	
<b>Contiguous space limit</b> (i)	<ul style="list-style-type: none"> <li>Maximum of 15 contiguous spaced</li> <li>All endcap islands should also be at least 200sf with 1 tree planted in it.</li> </ul>	Two western bays are 13 spaces and 17 spaces long	Yes	As the rear 17 spaces are for vehicular storage, the longer bay is allowed since the provided landscaped island is an appropriate endcap island for both

Item	Required	Proposed	Meets Code	Comments
				bays.
<b>Plantings around Fire Hydrant and Utilities(d)</b>	<ul style="list-style-type: none"> <li>No plantings with matured height greater than 12' within 10 ft. of fire hydrants of utility structures (manholes, catch basins).</li> <li>Trees also need to have at least 5 feet between the trunk and underground utility lines.</li> </ul>	<ul style="list-style-type: none"> <li>No hydrant appears on the site.</li> <li>Appropriate spacing appears to be provided for utility structures and underground lines</li> <li>Spacing of trees from overhead lines is not clear</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>TBD</li> </ul>	<ol style="list-style-type: none"> <li>Show all hydrants and Fire Department Connections on the Landscape Plan.</li> <li>Please be sure to provide at least 10 feet between hydrants, manholes and catch basins and trees.</li> <li>Check spacing of proposed greenbelt canopy trees from the overhead lines to be sure there is room for them.</li> </ol>
<b>Landscaped area (g)</b>	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
<b>Clear Zones (LDM 2.3.(5))</b>	The Road Commission for Oakland County (RCOC) clear vision zone is required for Grand River Avenue as it is their jurisdiction.	No	No	<ol style="list-style-type: none"> <li>Please indicate the RCOC corner clearance zone for the entry.</li> <li>Keep all trees and shrubs taller than 30" out of zones.</li> </ol>
<b>Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, C, 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)</b>				
A = Total square footage of vehicular use area up to 50,000 sf x 7.5%	$A = x SF \times 7.5\% = A sf$ $A = 19463 \times 7.5\% = 1460sf$	1465sf	Yes	
B = Total square footage of additional paved vehicular use areas over 50,000 SF) x 1 %	$B = x SF \times 1\% = B sf$	NA		
<b>Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)</b>				
A = Total square footage of vehicular use area up to 50,000 sf x 5%	$A = x SF \times 6\% = A sf$	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5 %	$B = (x SF - 50000) \times 0.5\% = B SF$	NA		
<b>All Categories</b>				

Item	Required	Proposed	Meets Code	Comments
C = A+B Total square footage of landscaped islands required	<ul style="list-style-type: none"> <li>• C = A + B</li> <li>• C = 1460+0=1460sf</li> </ul>	1465 sf	Yes	
D = D/200 Number of canopy trees required	D = C/200 = xx trees D = 1460/200 = 7 trees	7 trees	Yes	
<b>Parking Lot Perimeter Trees</b> (Sec 5.5.3.C.iv)	1 Canopy tree per 35 lf  As there is not room for the trees on the west side of the site, a lack of trees along that side would be accepted as an existing condition.  Due to utility conflicts on the east side of the parking lot, and the building being within 20 feet of the parking lot, only the north edge of the parking lot needs perimeter trees  Trees required= $(135-50)/35 = 2$ trees	2 greenbelt canopy trees can be double-counted as perimeter trees since they are within 15 feet of the parking lot	Yes	
<b>Parking land banked</b>	NA	None		
<b>Other Landscaping</b>				
<b>Other Screening</b>				
<b>Screening of outdoor storage, loading/unloading</b> (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)	Loading/unloading areas must be completely screened from Grand River Ave.	Loading area is indicated behind the building	Yes	No additional screening is required since the building blocks the loading area.
<b>Transformers/Utility boxes</b> (LDM 1.e from 1 through 5)	<ul style="list-style-type: none"> <li>• A minimum of 2ft. separation between box and the plants</li> <li>• Ground cover below 4" is allowed up to pad.</li> <li>• No plant materials within 8 ft. from the doors</li> </ul>	The transformer is shown on the east side of the building and is not screened	No	<u>Please add the required screening around the transformer per the detail on Sheet LS-2.</u>
<b>Building Foundation Landscape Requirements (Sec 5.5.3.D)</b>				
<b>Interior site landscaping SF</b>	<ul style="list-style-type: none"> <li>• Equal to entire perimeter of the building addition (less paved access areas) x 8 with a minimum</li> </ul>	2921 sf	Yes	The foundation landscaping exceeds the requirement, and is greatly appreciated as it will beautify the entire

Item	Required	Proposed	Meets Code	Comments
	width of 4 ft. • <b>xx lf x 8ft = xx SF</b> • <b>(100-14)*8 = 688sf</b>			building, not just the building addition.
Zoning Sec 5.5.3.D.ii. All items from (b) to (e)	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	56/62 of frontage (90%) has landscape area in front of the building	Yes	
<b>Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)</b>				
<b>Planting requirements</b> (Sec. 5.5.3.E.iv)	<ul style="list-style-type: none"> <li>Clusters of large native shrubs shall cover 70-75% of the basin rim area located at 10 feet above the permanent water level or pond bottom if it's a dry pond.</li> <li>Canopy trees at 1/35lf of the east, south and west sides of the pond, located at about 10 feet away from the permanent water level</li> <li>10" to 14" tall grass along sides of basin</li> <li>Refer to wetland for basin mix</li> </ul>	None proposed as the net increase in impervious area does not require detention, per Engineering		<u>If any new above-ground detention is proposed, it should be landscaped per the current requirements.</u>
<b>Phragmites Control</b> (Sec 5.5.6.C)	<ul style="list-style-type: none"> <li>Any and all populations of Phragmites australis and/or Japanese knotweed on the site shall be included on tree survey.</li> <li>Treat populations per MDEQ guidelines and requirements to eradicate the weed from the site.</li> </ul>	None indicated	TBD	<ol style="list-style-type: none"> <li>Please survey the site for any populations of <u>Phragmites australis</u> and/or <u>Japanese knotweed</u> and add plans for its <u>complete removal if any is found.</u></li> <li>If none is found, <u>please indicate that on the survey.</u></li> </ol>
<b>LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS</b>				
<b>Landscape Notes – Utilize City of Novi Standard Notes</b>				
<b>Installation date</b> (LDM 2.i. & Zoning Sec 5.5.5.B)	<ul style="list-style-type: none"> <li>Provide intended dates</li> <li>Should be between March 15 and November 15.</li> </ul>	Yes	Yes	
<b>Maintenance &amp; Statement of intent</b> (LDM 2.m & Zoning Sec 5.5.6)	<ul style="list-style-type: none"> <li>Include statement of intent to install and guarantee all materials for 2 years.</li> <li>Include a minimum</li> </ul>	Yes	Yes, but some minor changes are	1. Please change the <u>time period for replacement to 3 months (from notes on both sheets LS-1</u>



Item	Required	Proposed	Meets Code	Comments
	one cultivation in June, July and August for the 2-year warranty period.		needed	<p>and LS-2).</p> <p>2. In the City of Novi Landscape Note # 16 on Sheet LS-2, please remove the words "on three sides (min)".</p> <p>3. In the summary text block at the end for the City of Novi Landscape Notes on LS-2, please change 2509 to 5.5.</p>
<b>Plant source</b> (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
<b>Irrigation plan</b> (LDM 2.s.)	A method for providing the water required for plant establishment and long-term survival must be provided.	No	No	<p>1. Need to include information on how plants will be watered in the revised Final site plan.</p> <p>2. Please provide either an irrigation system plan or information regarding the alternative method that will be used to water the plants</p> <p>3. If an irrigation system will be used, it should meet the requirements listed at the end of the chart.</p>
Other information (LDM 2.u)	Required by Planning Commission	NA		
<b>Establishment period</b> (Zoning Sec 5.5.6.B)	<b>2 yr. Guarantee</b>	Yes	Yes	
<b>Approval of substitutions.</b> (Zoning Sec 5.5.5.E)	City must approve any substitutions <u>in writing</u> prior to installation.	Yes	Yes	
<b>Plant List (LDM 4, 11) – Include all cost estimates</b>				
Quantities and sizes	<ul style="list-style-type: none"> <li>A minimum of 50% of species used on the site, not including any woodland replacements, must be native to Michigan.</li> <li>The Tree Diversity standards of the Landscape Design</li> </ul>	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		<ul style="list-style-type: none"> <li>11 of 17 species used (65%) are native to Michigan</li> <li>The tree diversity standard of LDM</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	1. As the degree to which the white pines exceed the maximum number (2), the excess is accepted.

Item	Required	Proposed	Meets Code	Comments
	Manual Section 4 must be met for all non-woodland replacement trees used. • No Prohibited Species listed on Table 11.b.(2)b may be used.	Section 4 is met for all but the white pines.		2. <u>While Quercus palustris is a nice species, it may not be the best choice for the greenbelt as it tends to get chloritic in dry, alkaline soils. Please consider using Quercus rubra or Quercus alba in its place.</u>
Type and amount of lawn		Sod is proposed on the entire site	Yes	1. Sod is not required by the ordinance 2. In case the applicant needs to cut costs, some or all of the areas shown as being sodded may be seeded instead. If seed is used, the seed mix should be shown on the landscape details.
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	No	No	<u>Please add on the revised Final Site Plans.</u>
<b>Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details</b>				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Multi-stem Tree		Yes	Yes	
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)	No	No	1. <u>Please include detail showing fence one foot outside of dripline.</u> 2. <u>Show tree protection fence lines for all trees to be saved on demolition plan and/or SESC plan</u>
<b>Other Plant Material Requirements (LDM 3)</b>				
<b>General Conditions (LDM 3.a)</b>	Plant materials shall not be planted within 4 ft. of property line	No	No	<u>Please add note on plan view near property line.</u>

Item	Required	Proposed	Meets Code	Comments
<b>Plant Materials &amp; Existing Plant Material</b> <i>(LDM 3.b)</i>	Clearly show trees to be removed and trees to be saved.	No trees are proposed for removal	NA	
<b>Landscape tree credit</b> <i>(LDM3.b.(d))</i>	<ul style="list-style-type: none"> <li>Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA.</li> <li>Refer to Landscape tree Credit Chart in LDM</li> </ul>	No		
<b>Plant Sizes for ROW, Woodland replacement and others</b> <i>(LDM 3.c)</i>	Refer to Landscape Design Manual for requirements	Shown on plant list	Yes	
<b>Plant size credit</b> <i>(LDM3.c.(2))</i>	NA	None		
<b>Prohibited Plants</b> <i>(LDM 3.d)</i>	No plants on City Invasive Species List	No prohibited plants are proposed	Yes	
<b>Recommended trees for planting under overhead utilities</b> <i>(LDM 3.e)</i>	Label the distance from the overhead utilities	No	TBD	<ol style="list-style-type: none"> <li>Please clearly show the existing or proposed utility lines.</li> <li>Please provide necessary spacing from overhead and underground utility lines.</li> <li>It appears that some of the canopy trees may need to be pulled away from the overhead lines.</li> </ol>
<b>Nonliving Durable Material: Mulch</b> <i>(LDM 4)</i>	<ul style="list-style-type: none"> <li>Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth</li> <li>Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate.</li> </ul>	Information is included in the planting details	Yes	

**NOTES:**

- This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
- 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.
- 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.

### **Irrigation System Requirements**

- Any booster pump installed to connect the project's irrigation system to an existing irrigation system must be downstream of the RPZ.
- The RPZ must be installed in accordance with the 2015 Michigan Plumbing Code.
- The RPZ must be installed in accordance with the manufacture installation instructions for winterization that includes drain ports and blowout ports.
- The RPZ must be installed a minimum of 12-inches above FINISHED grade.
- Attached is a handout that addresses winterization installation requirements to assist with this.
- A plumbing permit is required.
- The assembly must be tested after installation with results recorded on the City of Novi test report form.

**TRAFFIC REVIEW**



AECOM  
 39575 Lewis Dr, Ste. 400  
 Novi  
 MI, 48377  
 USA  
 aecom.com

**Project name:**  
 JSP23-38 – Varsity Lincoln Auto Shop Addition  
 Preliminary/Final Traffic Review

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

**From:**  
 AECOM

**Date:**  
 December 18, 2023

**CC:**  
 Lindsay Bell, James Hill, Ian Hogg, Heather Zeigler,  
 Humna Anjum, Diana Shanahan, Adam Yako

# Memo

**Subject:** JSP23-38 – Varsity Lincoln Auto Shop Addition Preliminary/Final Traffic Review

The combined preliminary and final site plan was reviewed to the level of detail provided and AECOM recommends **approval** of the preliminary site plan and **approval with conditions** of the final site plan until the comments provided below are adequately addressed to the satisfaction of the City.

## GENERAL COMMENTS

1. The applicant, Varsity Lincoln, is proposing removing 565 SF and adding 1,244 SF to an existing 5,810 SF auto shop building.
2. The development is located on the south side Grand River Avenue, east of Wixom Road. Grand River Avenue is under the jurisdiction of the Road Commission for Oakland County.
3. The site is zoned B-3 (General Business).
4. There are no traffic related deviations required at this time.

## TRAFFIC IMPACTS

1. AECOM performed an initial trip generation based on the ITE Trip Generation Manual, 11<sup>th</sup> Edition, as follows.

ITE Code: 943 – Automobile Parts and Service Center  
 Development-specific Quantity: 7,060 SF  
 Zoning Change: None

Trip Generation Summary	Estimated Trips	Estimated Peak-Direction Trips	City of Novi Threshold	Above Threshold?
<b>AM Peak-Hour Trips</b>	13	10	100	No
<b>PM Peak-Hour Trips</b>	15	9	100	No
<b>Daily (One-Directional) Trips</b>	117	N/A	750	No

2. The City of Novi generally requires a traffic impact study/statement if the number of trips generated by the proposed development exceeds the City’s threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour, or if the project meets other specified criteria.

Trip Impact Study Recommendation	
Type of Study:	Justification
N/A	-

## TRAFFIC REVIEW

The following table identifies the aspects of the plan that were reviewed. Items marked O are listed in the City’s Code of Ordinances. Items marked with ZO are listed in the City’s Zoning Ordinance. Items marked with ADA are listed in the Americans with Disabilities Act. Items marked with MMUTCD are listed in the Michigan Manual on Uniform Traffic Control Devices.

The values in the ‘Compliance’ column read as ‘met’ for plan provision meeting the standard it refers to, ‘not met’ stands for provision not meeting the standard and ‘inconclusive’ indicates applicant to provide data or information for review and ‘NA’ stands for not applicable for subject Project. The ‘remarks’ column covers any comments reviewer has and/or ‘requested/required variance’ and ‘potential variance’. A potential variance indicates a variance that will be required if modifications are not made or further information provided to show compliance with the standards and ordinances. The applicant should put effort into complying with the standards; the variances should be the last resort after all avenues for complying have been exhausted. Indication of a potential variance does not imply support unless explicitly stated.

EXTERNAL SITE ACCESS AND OPERATIONS				
No.	Item	Proposed	Compliance	Remarks
1	Driveway Radii   O <a href="#">Figure IX.3</a>	-	N/A	No changes proposed.
2	Driveway Width   O <a href="#">Figure IX.3</a>	-	N/A	No changes proposed.
3	Driveway Taper   O <a href="#">Figure IX.11</a>	-	N/A	No changes proposed.
3a	Taper length			
3b	Tangent			
4	Emergency Access   O <a href="#">11-194.a.19</a>	-	N/A	No changes proposed.
5	Driveway sight distance   O <a href="#">Figure VIII-E</a>	-	N/A	No changes proposed.
6	Driveway spacing	-	N/A	No changes proposed.
6a	Same-side   O <a href="#">11.216.d.1.d</a>			
6b	Opposite side   O <a href="#">11.216.d.1.e</a>			
7	External coordination (Road agency)	-	N/A	No changes proposed.
8	External Sidewalk   <a href="#">Master Plan &amp; EDM</a>	-	N/A	No changes proposed.
9	Sidewalk Ramps   <a href="#">EDM 7.4 &amp; R-28-J</a>	-	N/A	No changes proposed.
10	Any Other Comments:			

INTERNAL SITE OPERATIONS				
No.	Item	Proposed	Compliance	Remarks
11	Loading zone   <a href="#">ZO 5.4</a>	700 SF	Met	
12	Trash receptacle   <a href="#">ZO 5.4.4</a>	12' x 12'	Met	
13	Emergency Vehicle Access	-	N/A	No changes proposed.
14	Maneuvering Lane   <a href="#">ZO 5.3.2</a>	-	N/A	No changes proposed.
15	End islands   <a href="#">ZO 5.3.12</a>			

INTERNAL SITE OPERATIONS				
No.	Item	Proposed	Compliance	Remarks
15a	Adjacent to a travel way	Dimensioned	<b>Partially Met</b>	<b>6" curb required everywhere besides in front of 17' spaces, where 4" curb is required. Proposing 4" for all curb.</b>
15b	Internal to parking bays	Dimensioned	Met	
16	Parking spaces   <a href="#">ZO 5.2.12</a>	18 proposed		See Planning review letter.
17	Adjacent parking spaces   <a href="#">ZO 5.5.3.C.ii.i</a>	<15 parking spaces in one proposed bay	Met	The applicant noted that the one bay with 17 spaces without an island, is to be used for auto shop storage.
18	Parking space length   <a href="#">ZO 5.3.2</a>	17' and 19'	Met	
19	Parking space Width   <a href="#">ZO 5.3.2</a>	9'	Met	
20	Parking space front curb height   <a href="#">ZO 5.3.2</a>	4" in front of 17' space	Met	
21	Accessible parking – number   <a href="#">ADA</a>	1 required, 1 proposed	Met	
22	Accessible parking – size   <a href="#">ADA</a>	Dimensioned	Met	
23	Number of Van-accessible space   <a href="#">ADA</a>	1 required, 1 proposed	Met	
24	Bicycle parking	-	N/A	No changes proposed.
24a	Requirement   <a href="#">ZO 5.16.1</a>			
24b	Location   <a href="#">ZO 5.16.1</a>			
24c	Clear path from Street   <a href="#">ZO 5.16.1</a>			
24d	Height of rack   <a href="#">ZO 5.16.5.B</a>			
24e	Other (Covered / Layout)   <a href="#">ZO 5.16.1</a>			
25	Sidewalk – min 5' wide   <a href="#">Master Plan</a>	5' and 7'	Met	
26	Sidewalk ramps   <a href="#">EDM 7.4 &amp; R-28-J</a>	Labeled	<b>Partially Met</b>	<b>Include standard plan R-28 detail.</b>
27	Sidewalk – distance back of curb   <a href="#">EDM 7.4</a>	-	N/A	
28	Cul-De-Sac   O <a href="#">Figure VIII-F</a>	-	N/A	
29	EyeBrow   O <a href="#">Figure VIII-G</a>	-	N/A	
30	Turnaround   <a href="#">ZO 5.10</a>	-	N/A	
31	Any Other Comments:			

SIGNING AND STRIPING				
No.	Item	Proposed	Compliance	Remarks
32	Signing: Sizes   <a href="#">MMUTCD</a>	1 proposed	<b>Not Met</b>	<b>Include size of signing for van accessible parking space.</b>
33	Signing table: quantities and sizes	Not included	<b>Not Met</b>	<b>Provide table for proposed R7-8 and R7-8p signs.</b>



SIGNING AND STRIPING				
No.	Item	Proposed	Compliance	Remarks
34	Signs 12" x 18" or smaller in size shall be mounted on a galvanized 2 lb. U-channel post   <a href="#">MMUTCD</a>	Not included	<b>Not Met</b>	<b>Add note.</b>
35	Signs greater than 12" x 18" shall be mounted on a galvanized 3 lb. or greater U-channel post   <a href="#">MMUTCD</a>	Not included	<b>Not Met</b>	<b>Add note.</b>
36	Sign bottom height of 7' from final grade   <a href="#">MMUTCD</a>	Not included	<b>Not Met</b>	<b>Add note.</b>
37	Signing shall be placed 2' from the face of the curb or edge of the nearest sidewalk to the near edge of the sign   <a href="#">MMUTCD</a>	Not included	<b>Not Met</b>	<b>Add note.</b>
38	FHWA Standard Alphabet series used for all sign language   <a href="#">MMUTCD</a>	Not included	<b>Not Met</b>	<b>Add note.</b>
39	High-Intensity Prismatic (HIP) sheeting to meet FHWA retro-reflectivity   <a href="#">MMUTCD</a>	Not included	<b>Not Met</b>	<b>Add note.</b>
40	Parking space striping notes	Noted on sheet C-12.1	Met	
41	The international symbol for accessibility pavement markings   ADA	Not included	<b>Not Met</b>	<b>Include detail.</b>
42	Crosswalk pavement marking detail	-	N/A	
43	Any Other Comments:			

Note: Hyperlinks to the standards and Ordinances are for reference purposes only, the applicant and City of Novi to ensure referring to the latest standards and Ordinances in its entirety.

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

Sincerely,

**AECOM**



Paula K. Johnson, PE  
Senior Transportation Engineer



Saumil Shah, PMP  
Project Manager

## FAÇADE REVIEW



December 18, 2023

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

Re: **FACADE ORDINANCE - Facade Review – Preliminary & Final S.P.**  
**Varsity Lincoln SP23-38**  
 Façade Region: 1, Zoning District: B-3

Dear Ms. McBeth;

The following Façade Review is based on the drawings prepared by Fika Architects, dated 10/30/23. The percentages of materials proposed for each façade are as shown on the table below. The maximum percentages allowed by the Façade Ordinance are shown in the right-hand column. Materials in non-compliance with the Façade Chart, if any, are highlighted in bold.

	North (Front)	East	West	South	Ordinance Maximum (Minimum)
Brick	61%	75%	62%	UN	100% (30%)
Stone	14%	23%	10%	UN	50%
Flat Metal Panels	12%	0%	18%	UN	50%
Awnings	8%	0%	0%	UN	10%
Trim	5%	2%	10%	UN	15%

This project consists of an addition as defined in Section 5.15.7 of the Façade Ordinance. As shown above, the proposed addition is in full compliance with the Façade Ordinance. This application therefore qualifies for administrative approval in accordance with Section 6.1.1.c.x. of the Zoning Ordinance, provided that all other requirements for administrative approval are met.

**Notes to the Applicant:**

1. Façade Ordinance requires façade inspection(s) for all projects. Materials and colors must be consistent with those displayed on the approved sample board or otherwise approved. It is the applicant’s responsibility to request the inspection of each façade material at the appropriate time, prior to installation. 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>.

2. All roof top equipment must be concealed from view from all vantage points both on-site and off-site using extended parapets or roof screens constructed of materials in compliance with the Façade Chart and harmonious with other façade materials.

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, with the first name being the most prominent.

Douglas R. Necci, AIA

## FIRE REVIEW



December 8, 2023

TO: Barbara McBeth - City Planner  
Lindsay Bell - Plan Review Center  
Ian Hogg – Plan Review Center  
James Hill – Plan Review Center  
Heather Zeigler – Plan Review Center  
Diana Shanahan – Planning Assistant

**CITY COUNCIL**

**Mayor**  
Justin Fischer

**Mayor Pro Tem**  
Laura Marie Casey

Dave Staudt

Brian Smith

Ericka Thomas

Matt Heintz

RE: Varsity Lincoln Auto Shop Addition

**PSP# 23-0052**  
Pre-App#23-0019

**Project Description:**

Build a 1130 Sq. Ft. Addition to the existing structure.

**Comments:**

Meets Fire Departments Standards

**City Manager**  
Victor Cardenas

**Director of Public Safety  
Chief of Police**  
Erick W. Zinser

**Recommendation:**

Approved

**Fire Chief**  
John B. Martin

Sincerely,

**Assistant Chief of Police**  
Scott R. Baetens

**Assistant Fire Chief**  
Todd Seog

Kevin S. Pierce-Fire Marshal  
City of Novi – Fire Dept.

cc: file

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

cityofnovi.org

**APPLICANT'S RESPONSE LETTER**



# Monument Engineering Group Associates, Inc.

Developing Lifelong Relationships

[monumentengineering.com](http://monumentengineering.com)

298 Veterans Drive, Fowlerville, MI 48836 (HQ)  
(517) 223-3512



• Fowlerville • Northern Michigan • Portage

January 30, 2024

James Hill  
Planner  
City of Novi  
45175 W 10 Mile Rd  
Novi, MI 48375

RE: Varsity Lincoln Building Addition  
MEGA Project No. 23-083  
Site Plan Submittal Review Response Letter

Dear Mr. Hill,

The Site Plan was submitted for the above project on application meeting for the pre-above project was held on October 31, 2023. Subsequently, the following review letters were received:

- From City Planning department dated December 11, 2023
- From City Engineering department dated December 19, 2023
- From City Landscape Architect dated December 1, 2023
- From AECOM dated December 18, 2023 (Traffic Review)
- DRN & Associates dated December 18, 2023 (Façade Review - approved)
- From the Fire Marshall dated December 8, 2023 (approved)

Please see below for a complete disposition of the comments provided. Only comments that require plan revisions or a response have been included.

## Planning – Review Letter dated 12/11/2023

1. Special Land Use (Sec. 3.1.12.C): If cars stored outside in the proposed inventory spaces are intended to be sold, the use would require Special Land Use Approval. **Please provide in your response letter a narrative that clarifies the use of the new sales and office area of the building.**  
**No sales vehicles will be displayed outside. Exterior parking is for staff, customers, and vehicles to be serviced only. There may be vehicles already purchased by customers that are awaiting delivery that would be stored outside, but those would be behind the island in the side/rear lot parking. The new office area is intended for non-Lincoln new vehicle sales. Up to 2 vehicles may be on display inside the office area at any given time but none outside. The intention of the sales office is for Ford vehicle sales to current Varsity Lincoln customers. Due to Varsity's agreement with**

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MEGA Project #21-284  
Goddard School Novi  
Review Response Letter

**Lincoln, only new Lincoln sales can be made at the main dealership. Any Lincoln customers wishing to purchase other Ford vehicles would take delivery and do business out of the proposed office at the new site.**

**The rear auto service area is intended for overflow service from Varsity's main service locations only. It is not intended to be used for part sales or as an independent service center.**

2. Modification of Parking Setback Area (Sec. 3.6.2.Q): The Planning Commission may modify setback requirements in those instances where it determines that such modification may result in improved use of the site; provided, however, that such modification of the setback requirements does not reduce the total area of setback on a site below the minimum setback requirements. The western bay of parking is considered an existing condition. However, parking is expanding into the eastern parking setback when it was not originally. **Please calculate and show the minimum setback area and show that the proposed improvements are above the minimum setback requirements. If in compliance, Planning Commission may modify the setback requirement for the parking that encroaches into the eastern parking setback. The front parking area has been moved to the east outside of the parking setback. No variance is being requested for the easterly or front parking setbacks.**
3. Parking stall located adjacent to a parking lot entrance (Sec. 5.3.13): Shall not be located closer than 25 feet from the street ROW line, street easement, or sidewalk, whichever is closer. **Please show the distance between the sidewalk and closest parking space. Dimension (28.5 feet) has been added between the front sidewalk to the nearest parking space.**
4. Spaces shall be paved. Dimensions of bike rack shown, but not the foundation. **Please provide dimensions of bicycle parking layout. Dimensions for the bicycle rack pad have been added to sheet C-1.0 and a detail is shown on sheet C-11.0.**
5. Economic Impact Statement.  
**The economic impact information has been added to sheet C-1.0 of the plan set.**
6. Signage: For sign permit information please contact Maureen Underhill at...  
**The building will have one business sign mounted to the front of the building. No monument sign is proposed. A separate sign permit will be submitted.**

MEGA Project #21-284  
Goddard School Novi  
Review Response Letter

**City of Novi Engineering – Review Letter dated 10/26/2023**

Approved Preliminary Site Plan, Final was not approved contingent upon:

**General**

1. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.  
**Added note to G-1.0 note sheet.**
2. Only at the time of the printed Stamping Set submittal, provide the City’s standard detail sheets for the sanitary sewer (3 sheets), and paving (2 sheets). The most updated details can be found on the City’s website at this location: <https://cityofnovi.org/services/public-works/engineering-division/engineering-standards> and-construction-details  
**The 5 standard detail sheets will be added to the stamping sets.**
3. A right-of-way permit may be required from the City of Novi and Oakland County.  
**Noted. Currently we are not showing any construction within the ROW.**
4. Sidewalk proposed along frontage of property must be within a sidewalk easement or dedicated ROW, applicant can provide a sidewalk easement or dedicate additional ROW along Grand River Avenue.  
**Acknowledged. Identified sidewalk easement on the site plans and will note it on sheet C-1.0. The draft easement document will be submitted with the stamping sets.**
5. The dedication of the master-planned right-of-way for Grand River Avenue is 120 feet. Label the additional right-of-way width to be dedicated along Grand River as “proposed” right-of-way or provide sidewalk easement for sidewalk located outside of right-of-way.  
**A sidewalk easement is being proposed.**
6. Provide a note that compacted sand backfill (MDOT sand Class II) shall be provided for all utilities within the influence of paved areas, and illustrate and label on the profiles.  
**Note added to sheet C-1.0. Currently we are not proposing any utilities that require profiles.**
7. Provide a construction materials table on the utility plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.  
**Sanitary sewer quantity table has been added to sheet C-1.0 for the one cleanout.**
8. Add a note stating if any changes are proposed to the existing sanitary and water lead. Demolition plan has note stating leads will be relocated.  
**No change is proposed to the water lead. The only modification to the sanitary lead is that a new cleanout will be installed just outside the footprint of the proposed addition. This is already noted on sheet C-1.0.**

MEGA Project #21-284  
Goddard School Novi  
Review Response Letter

9. Show existing lead locations and if leads are to be relocated show new location, material and length of lead.  
**The existing leads are not proposed to be relocated.**

### Irrigation Comments

10. Indicate if irrigation is proposed, if irrigation is proposed plans must be submitted and approved prior to stamping set approval.  
**Irrigation is not currently proposed.**

### Sanitary Sewer

11. Section 11-164 (g)-4 states the maximum length of a sanitary sewer lead shall not exceed 100-feet unless otherwise approved. Extend Sanitary Sewer so that leads are not more than 100-feet long or provide clean-outs every 100-feet.  
**The existing lead will remain and is under 100' long. A cleanout is being added at the building.**
12. Note on the Construction materials table that 6-inch sanitary leads shall be a minimum SDR23.5, and mains shall be SDR 26.  
**Lead material has been noted. No mains will be constructed or modified..**
13. Provide a note on the Utility Plan and sanitary profile stating the sanitary leads will be buried at least 5 feet deep where under the influence of pavement.  
**No leads are proposed other than a cleanout, which is not located in pavement.**

### Paving and Grading

14. Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.  
**Construction materials table has been added to sheet C-1.0 of the site plan.**
15. Revise Dumpster Pad details to meet city standards, 8" concrete on 8" 21 AA aggregate base. Note: Dumpster pad shall extend minimum 10' beyond dumpster enclosure.  
**Revised dumpster and pad dimensions to include apron and revised the dumpster pad section to match the City detail.**
16. Add the maximum 2-percent cross-slope to the sidewalk detail. Sidewalk across the frontage shall have bases of 21 AA aggregate not sand.  
**Revised the detail to identify the cross slope and added a note to the base for the sidewalk adjacent to Grand River.**
17. Provide spot elevations at the intersection of the proposed pathway with the existing pathway.

MEGA Project #21-284  
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Review Response Letter

**Spot elevations added to the Grading Plan sheet C-8.0.**

18. Detectable warning plates are required at all barrier free ramps, hazardous vehicular crossings and other areas where the sidewalk is flush with the adjacent drive or parking pavement. The barrier-free ramps shall comply with current MDOT specifications for ADA Sidewalk Ramps. Provide the latest version of the MDOT standard detail for detectable surfaces.  
**Detectable warning plates have been added at the transition for all ramps and sidewalks adjacent to pavement and noted on sheet C-1.0.**
19. Specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Division. Stamped concrete will not be acceptable.  
**Product has been added to a note on sheet C-1.0.**
20. Provide a note on the Grading Plan stating that the proposed pathway within the road right-of-way shall match existing grades at both ends.  
**Note added to sheet C-8.0.**
21. Provide at least 3-foot of buffer distance between the sidewalk and any fixed objects, including hydrants and irrigation backflow devices. Include a note on the plan where the 3-foot separation cannot be provided.  
**Sidewalk is located more than 3' away from any fixed objects.**
22. The sidewalk within the right-of-way shall continue through the drive approach. The thickness of the sidewalk shall be increased to 6 inches across the drive approach. Provide additional spot grades as necessary to verify the maximum 2-percent cross-slope is being maintained along the walk.  
**Revised the sidewalk along Grand River to be continuous through the driveway and modified the detail to identify 6 inch thickened sidewalk. Added spot grades as requested.**
23. Curb height can only be reduced to 4" where parking stall overhang is, perpendicular to the parking spot. The curb located by the drive aisle and around the parking island shall be 6".  
**Revised curb on parking islands to be 6" tall.**

**Soil Erosion and Sedimentation Control**

24. Although no SESC permit is required due to the area of disturbance being less than one acre and the site being located more than 500 feet from the nearest waterbody, SESC measures shown on plans must be installed onsite during construction.  
**SESC items and notes are identified on the grading plan sheet C-8.0.**

MEGA Project #21-284  
Goddard School Novi  
Review Response Letter

**The following must be submitted with the site plan:**

25. A letter from either the applicant or the applicant's engineer must be submitted with the Stamping Set highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved. Additionally, a statement must be provided stating that all changes to the plan have been discussed in the applicant's response letter.

**Acknowledged. All changes to the plan have been discussed in this response letter.**

26. An itemized construction cost estimate must be submitted to the Community Development Department 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 estimate must be itemized for each utility (water, sanitary, storm sewer), on-site paving (square yardage, should include number do detectable warning plates), right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pre-treatment structure and restoration).

27. Due to the above comments, the itemized construction cost estimate should be revised and resubmitted to the Community Development Department for the determination of plan review and construction inspection fees.

**A revised itemized estimate will be provided with the Final Site Plan submittal.**

**Landscaping – Review Letter dated 10/26/2023**

**PLEASE ADD THE CITY PROJECT NUMBER, JSP23-0038, TO THE BOTTOM RIGHT CORNER OF THE SET COVER SHEET.**

**Added to the bottom of the cover sheet.**

**Ordinance Considerations**

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

**(2))**

1. No tree survey is provided.
2. No wetlands are on the site.
3. Please add a tree survey showing all of the trees in the cluster at the rear of the site that are 8" dbh or greater.
4. Please add tree protection fencing for the cluster located at the outer edge of the cluster dripline.

**Tree species and sizes have been added to the topo sheet for individual trees over 8" dbh, and tree protection fencing has been identified on sheet CD-1.0, with a detail on sheet C-11.0. For fencing along the west side, it was shown just of the edge of pavement.**

MEGA Project #21-284  
Goddard School Novi  
Review Response Letter

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

2. Please make the berms one foot taller per the ordinance.

**We revised the front landscaping berms to be 1 foot taller.**

Irrigation (LDM 10)

1. If an irrigation system will be used, a plan for it must be provided on the revised Final Site Plans.

**Irrigation is not currently proposed.**

2. If alternative means of providing water to the plants for their establishment and long-term survival will be used, information regarding that is required on the revised Final Site Plans.

**Information will be provided.**

Landscape Review Summary Chart

**(only comments not already shown above have been included)**

Comment: LA's Signatures required on final stamping sets.

**Acknowledged. Plans will be signed and sealed.**

Comment: Please show the soils boundaries.

**There is only one soil type on site. There is a boundary and different soil type already identified on the parcel to the west.**

Comment: Please add the overhead lines on the berm cross section accurate location. The canopy trees may need to be pulled back so they don't conflict.

**The overhead lines will be identified on the cross section and if in conflict, canopy trees will be relocated.**

Comment: Please indicate the RCOC corner clearance zone for the entry. Keep all trees and shrubs taller than 30" out of the zones.

**Zones will be shown and any tall landscaping will be relocated outside of the clear zone.**

Comment: Please add the required screening around the transformer per the detail on Sheet LS-2.

**The required landscaping will be shown on LS-1 per the detail.**

Comment: ...survey the site for populations of Phragmites... if none found, please indicate that on the survey.

**There are no wetlands or phragmites on site. A note has been added to sheet V-1.0.**

MEGA Project #21-284  
Goddard School Novi  
Review Response Letter

Comment: 1) Please change the time period for replacement to 3 months (from notes on both sheets LS-1 and LS-2.  
2) In the City of Novi Landscape Note #16 on sheet LS-2, please remove the words “on three sides (min).”  
3) In the summary text block at the end for the City of Novi Landscape Notes on sheet LS-2, please change 2509 to 5.5.  
**The note revisions requested above will be completed on sheets LS-1 and LS-2.**

Comment: While *Quercus palustris* is a nice species, it may not be the best choice for the greenbelt as it tends to get chlorotic in dry, alkaline soils. Please consider using *Quercus rubra* or *Quercus alba* in its place.  
**Acknowledged. We will discuss with the team.**

Comment: Please add note on the plan view near property line (referring to not planting within 4 feet of the property line.)  
**Note will be added on sheet LS-1.**

**Traffic (AECOM) – Review Letter dated 12/18/2023**

Comment: 6” curb required everywhere besides in front of 17’ spaces, where 4” curb is required. Proposing 4” for all curb.  
**Revised curb for landscaping islands to 6” height.**

Comment: Include standard plan R-28 detail.  
**We do not have any MDOT style curb ramps on the project. We will include an ADA ramp detail on sheet C-11.0.**

Comment: Include size of signing for van accessible parking space.  
**Sign detail added to sheet C-11.0**

Comment: Provide table for proposed R7-8 and R7-8p signs.  
**Table added to sheet C-1.0.**

Comment: Include detail (International symbol for accessibility pavement markings).  
**ADA parking symbol detail added to sheet C-11.0.**

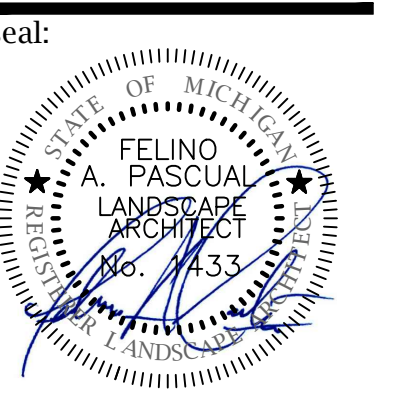
**SITE PLAN**

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









client:  
**VARSITY LINCOLN**  
 49251 Grandriver  
 Avenue Novi,  
 Michigan 48374

project:  
**VARSITY  
 LINCOLN  
 AUTO SHOP  
 BUILDING  
 ADDITION**

project location:  
 City of Novi,  
 Michigan  
 48705 Grand River

sheet title:

**LANDSCAPE  
 PLANTING DETAIL**

job no. / issue / revision date:  
 LS23.106.10 PSP 10-17-2023

drawn by:  
**JP**  
 checked by:  
**FP**  
 date:  
**10-10-2023**

notice:  
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 figured dimensions only

**3 WORKING DAYS  
 BEFORE YOU DIG  
 CALL MISS DIG  
 1-800-482-7171**

For free location of public utility lines

The location and elevations of  
 existing underground utilities as  
 shown on this drawing are only  
 approximate. no guarantee is either  
 expressed or implied as to the  
 completeness of accuracy. contractor  
 shall be exclusively responsible for  
 determining the exact location and  
 elevation prior to the start of  
 construction

project no:  
**LS23.106.10**

sheet no:  
**LS-1** of 2

**landscape requirement summary**

open space site	REQUIRED	PROVIDED
TOTAL ACRES OF SITE GROSS	1.14 ±	
OPEN SPACE MINIMUM 10% OF SITE GROSS (1.14 ACRES X 43,560 = 49,658.4 SQ.FT. X 10% = 4,965.84 SQ.FT.)	4,966 SQ.FT.	10,900 SQ.FT.
street trees (Grand River Ave.)	REQUIRED	PROVIDED
TOTAL LINFT. OF GRAND RIVER AVE 150' - 35' (ACCESS DRIVE) + 115'	150' ±	
ONE (1) CANOPY TREE PER 35' 115' / 35' PER TREE = 3.28 TREES	4	WAVIER REQUESTED (A)
greenbelt (Grand River Ave.)	REQUIRED	PROVIDED
TOTAL LINFT. OF GRAND RIVER AVE	115' ±	
ONE (1) CANOPY OR EVERGREEN TREE PER 35' (115' / 35' PER TREE = 3.28 TREES)	3	3
ONE (1) ORNAMENTAL TREE PER 20' (115' / 20' PER TREE = 5.75 TREES)	6	6
building foundation	REQUIRED	PROVIDED
TOTAL LINFT. BUILDING PERIMETER	354' ±	
FOUNDATION LANDSCAPE AREA (354' - 34' (ACCESS/DOORS) = 320' X 8' = 2,560 SQ.FT.)	2,600 SQ.FT.	2,921 SQ.FT.
interior parking landscape	REQUIRED	PROVIDED
PARKING AREAS	6,025 SQ.FT. ±	
DRIVE AISLES AREAS	13,438 SQ.FT. ±	
VEHICULAR USE AREA (VUA) (6,025 SQ.FT. + 13,438 SQ.FT. = 19,463 SQ.FT.)	19,463 ±	
INTERIOR LANDSCAPE AREA (CATEGORY-I) (VUA X .075 (7.5%) = 19,463 X .075 = 1,459.73 SQ.FT.)	1,460 SQ.FT.	1,465 SQ.FT.
ONE (1) CANOPY OR EVERGREEN TREE PER 200 SQ.FT. (1,460 SQ.FT. / 200 PER TREE = 7.3 TREES)	7	7
perimeter parking landscape	REQUIRED	PROVIDED
TOTAL LINFT. OF PARKING PERIMETER	288' ±	
ONE (1) CANOPY TREE PER 35' (288' / 35' PER TREE = 8.22 TREES)	8	8

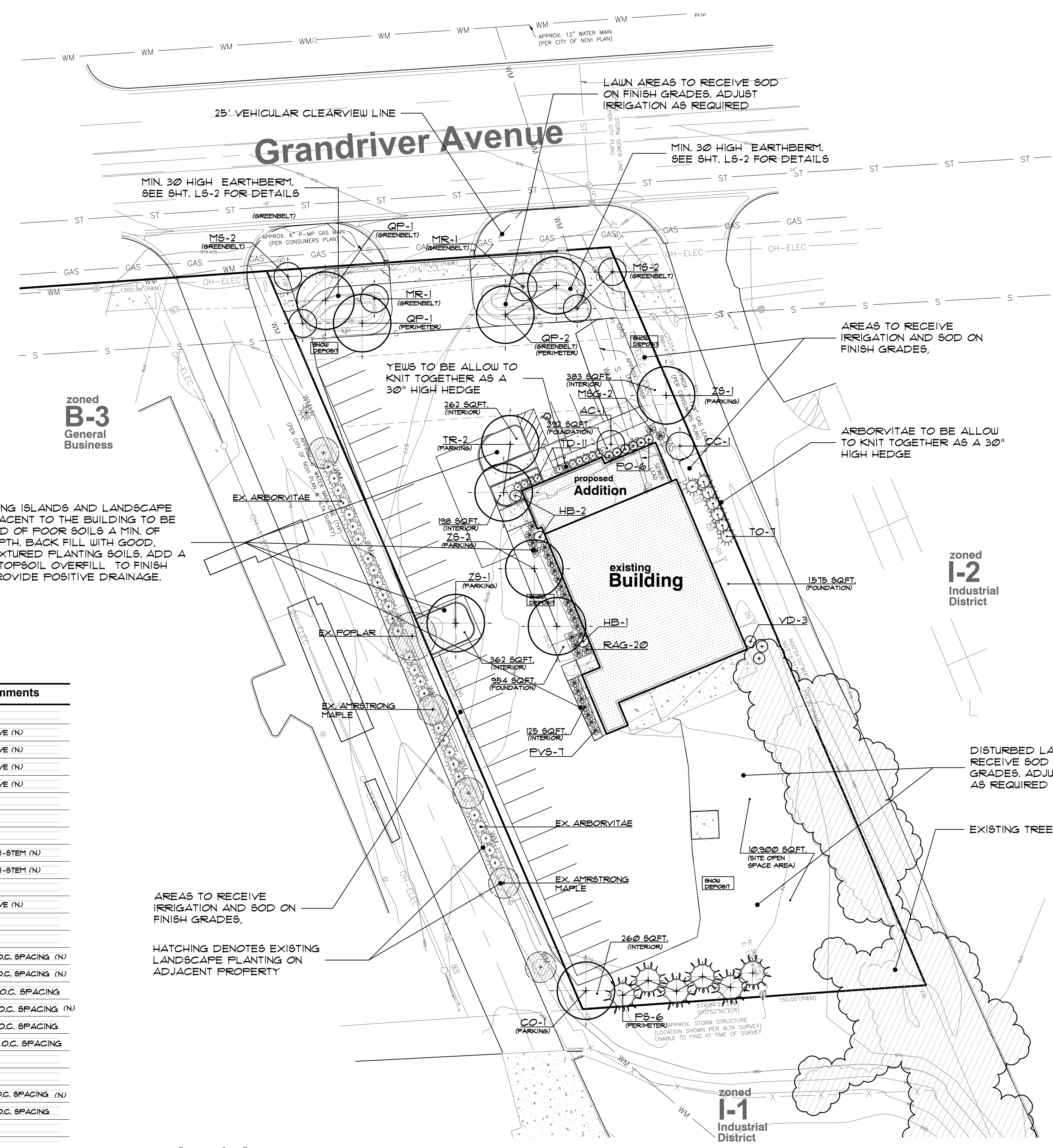
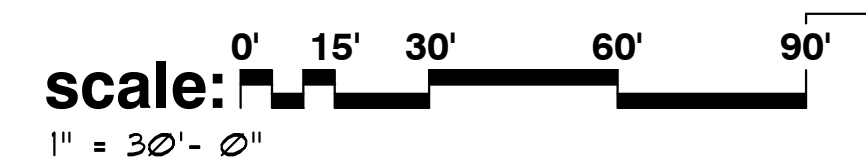
**landscape waiver requested**  
 (A) WAIVER REQUESTED FOR THE 3-CANOPY STREET  
 TREE REQUIRED DUE EXISTING 6" GAS MAIN, SITE  
 CLEARANCE, AND LIMITED PLACEMENT AREA

**plant material list**

key	quant. L.S.	botanical name	common name	size	comments
<b>DECIDUOUS AND EVERGREEN SHRUBS</b>					
QP	4	QUERCUS PALUSTRIS	PIN OAK	3" BB	NATIVE (N)
TR	2	TILIA AMERICANA 'REDMOND'	REDMOND LINDEN	3" BB	NATIVE (N)
CO	1	CELTIS OCCIDENTALIS	COMMON HACKBERRY	3" BB	NATIVE (N)
ZS	4	ZELKOVA SERRATA 'GREEN VASE'	GREENVASE ZELKOVA	3" BB	NATIVE (N)
MR	2	MALUS REDBARRON	RED BARRON CRABAPPLE	2" BB	
MS	4	MALUS 'SARGENTII'	SARGENT CRABAPPLE	2" BB	
AC	1	'AMELANCHIER X 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE SERVICEBERRY	8" BB	MULTI-STEM (N)
CC	1	CERCIS CANADENSIS	EASTERN REDBUD	8" BB	MULTI-STEM (N)
PS	6	PINUS STROBUS	EASTERN WHITE PINE	8" BB	NATIVE (N)
<b>SHRUBS</b>					
PO	6	PHYSCARPUS OPULIFOLIUS 'SUMMER WINE'	SUMMER WINE NINEBARK	30" CONT	48" O.C. SPACING (N)
VD	3	VIBURNUM DENTATUM	ARROWWOOD VIBURNUM	30" CONT	48" O.C. SPACING (N)
TD	11	TAXUS XM. 'DENSIFORMIS'	JAPANESE DENSE YEW	24" CONT	36" O.C. SPACING
RAG	20	RHUS AROMATICA 'GRO LOW'	GRO LOW FRAGRANT SUMAC	24" CONT	42" O.C. SPACING (N)
HB	3	HYDRANGEA PANICULATA 'BOBO'	BOBO HYDRANGEA	30" CONT	42" O.C. SPACING
TO	1	THUJA OCCIDENTALIS 'NIGRA'	DARK GREEN ARBORVITAE	6" BB	60" O.C. SPACING
<b>PERENNIALS AND GRASSES</b>					
PvS	1	PANICUM VIRGATUM 'SHENANDOAH'	SHENANDOAH SWITCH GRASS	5" CONT.	42" O.C. SPACING (N)
MSG	2	MISCANTHUS SINENSIS 'MORNING LIGHT'	MORNING LIGHT JAPANESE SILVER GRASS	5" CONT.	48" O.C. SPACING

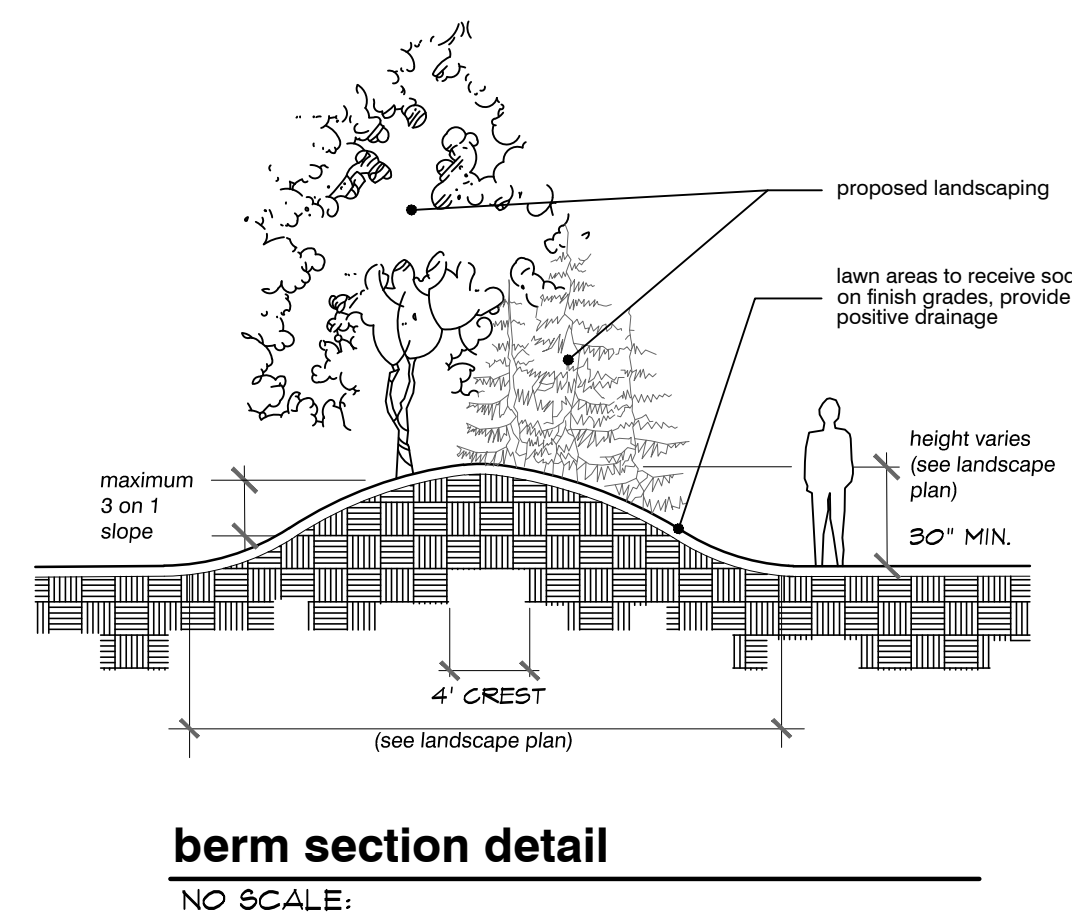
landscape plan for:  
**Varsity Lincoln Auto Shop  
 -Building Addition  
 City of Novi, Michigan**

**note:**  
 unless noted otherwise, numerical value on landscape  
 quantities specified on plan take precedence over  
 graphic representation.



**sheet index**  
 LS-1 LANDSCAPE PLANTING DETAIL  
 LS-2 NOTES, PLANTING DETAILS & SOD, SEEDING REFERENCE PLAN

- landscape maintenance notes:**
- LANDSCAPE MAINTENANCE PROCEDURES AND FREQUENCIES TO BE FOLLOWED SHALL BE SPECIFIED ON THE LANDSCAPE PLAN, ALONG WITH THE MANNER IN WHICH THE EFFECTIVENESS, HEALTH AND INTENDED FUNCTIONS OF THE VARIOUS LANDSCAPE AREAS ON THE SITE WILL BE ENSURED.
1. LANDSCAPING SHALL BE KEPT IN A NEAT, ORDERLY AND HEALTHY GROWING CONDITION, FREE FROM DEBRIS AND REFUSE.
  2. PRUNING SHALL BE MINIMAL AT THE TIME OF INSTALLATION, ONLY TO REMOVE DEAD OR DISEASED BRANCHES. SUBSEQUENT PRUNING SHALL ASSURE PROPER MATURATION OF PLANTS TO ACHIEVE THEIR APPROVED PURPOSE.
  3. ALL DEAD OR DISEASED PLANT MATERIAL SHALL BE REMOVED AND REPLACED WITHIN SIX (6) MONTHS AFTER IT DIES OR IN THE NEXT PLANTING SEASON, WHICHEVER OCCURS FIRST. THE PLANTING SEASON FOR DECIDUOUS PLANTS SHALL BE BETWEEN MARCH 15 AND NOVEMBER 15 OR UNTIL THE PREPARED SOIL BECOMES FROZEN. THE PLANTING SEASON FOR EVERGREEN PLANTS SHALL BE BETWEEN MARCH 1 AND JUNE 1. PLANT MATERIAL INSTALLED TO REPLACE DEAD OR DISEASED MATERIAL SHALL BE AS CLOSE AS PRACTICAL TO THE SIZE OF THE MATERIAL IT IS INTENDED TO REPLACE.

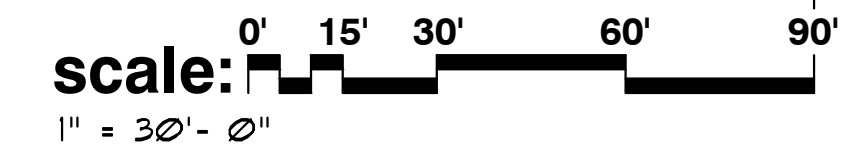




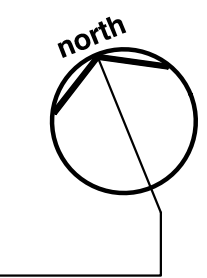
Proposed Building Addition

# Varsity Lincoln Auto Shop

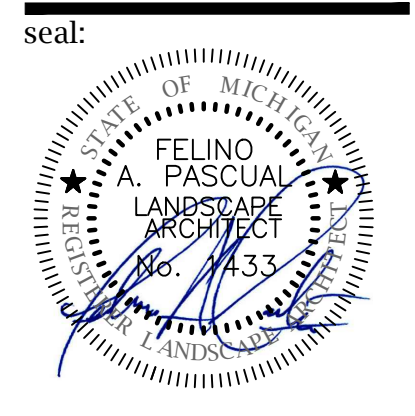
## City of Novi, Michigan



**note:**  
 unless noted otherwise, numerical value on landscape quantities specified on plan take precedence over graphic representation.



**FP A**  
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 and ASSOCIATES  
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 24333 Orchard Lake Rd., Suite G  
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 phone: (248) 557-5588



client:  
**VARSITY LINCOLN**  
 49251 Grandriver  
 Avenue Novi,  
 Michigan 48374

project:  
**VARSITY  
 LINCOLN  
 AUTO SHOP  
 BUILDING  
 ADDITION**

project location:  
 City of Novi,  
 Michigan  
 48705 Grand River

sheet title:  
**LANDSCAPE  
 COLOR PLAN**

job no. / issue / revision date:  
 LS23.106.10 PSP 10-17-2023  
 LS24.017.01 COLOR 1-31-2024

drawn by:  
**JP**  
 checked by:  
**FP**  
 date:  
**1-29-2024**

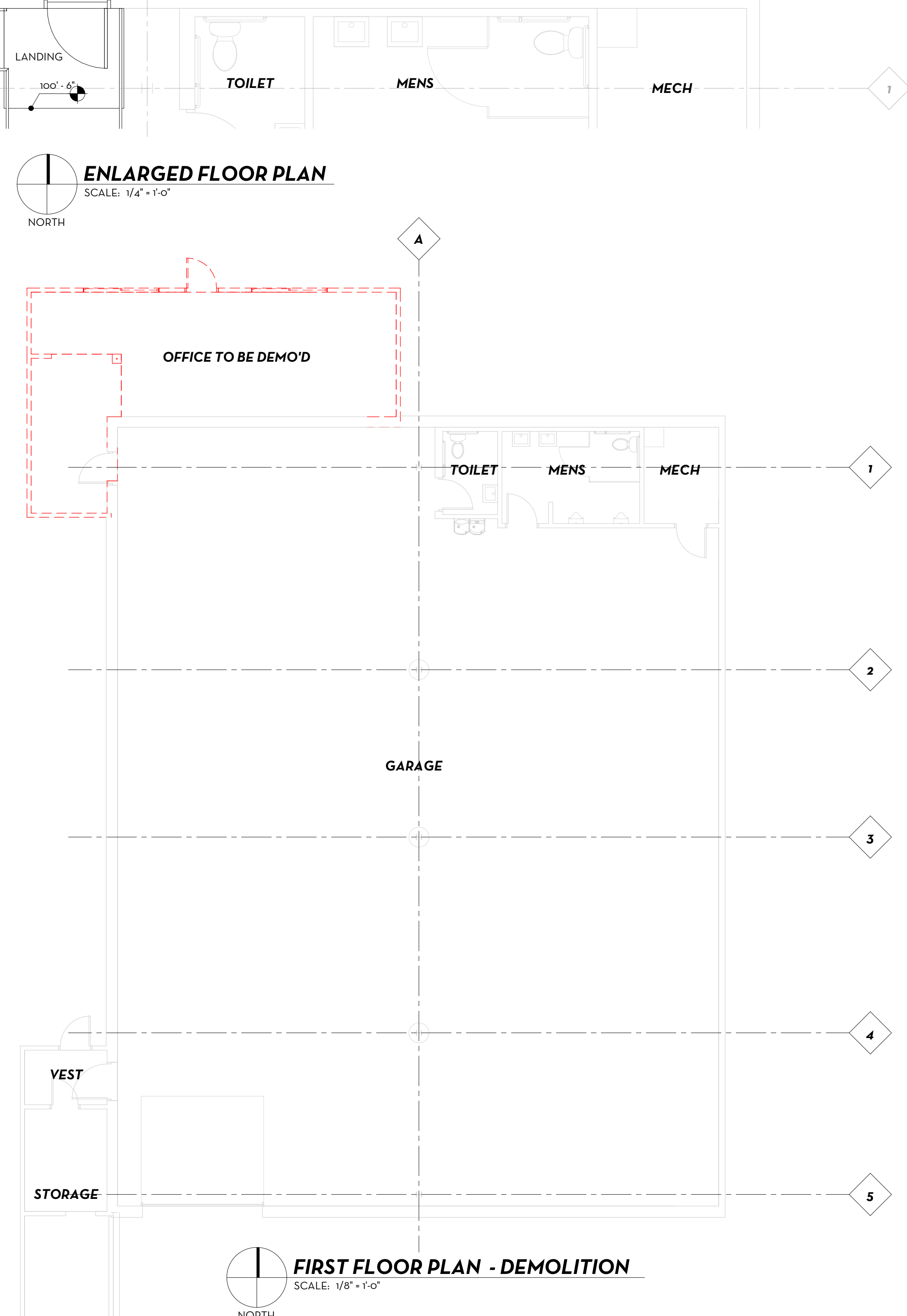
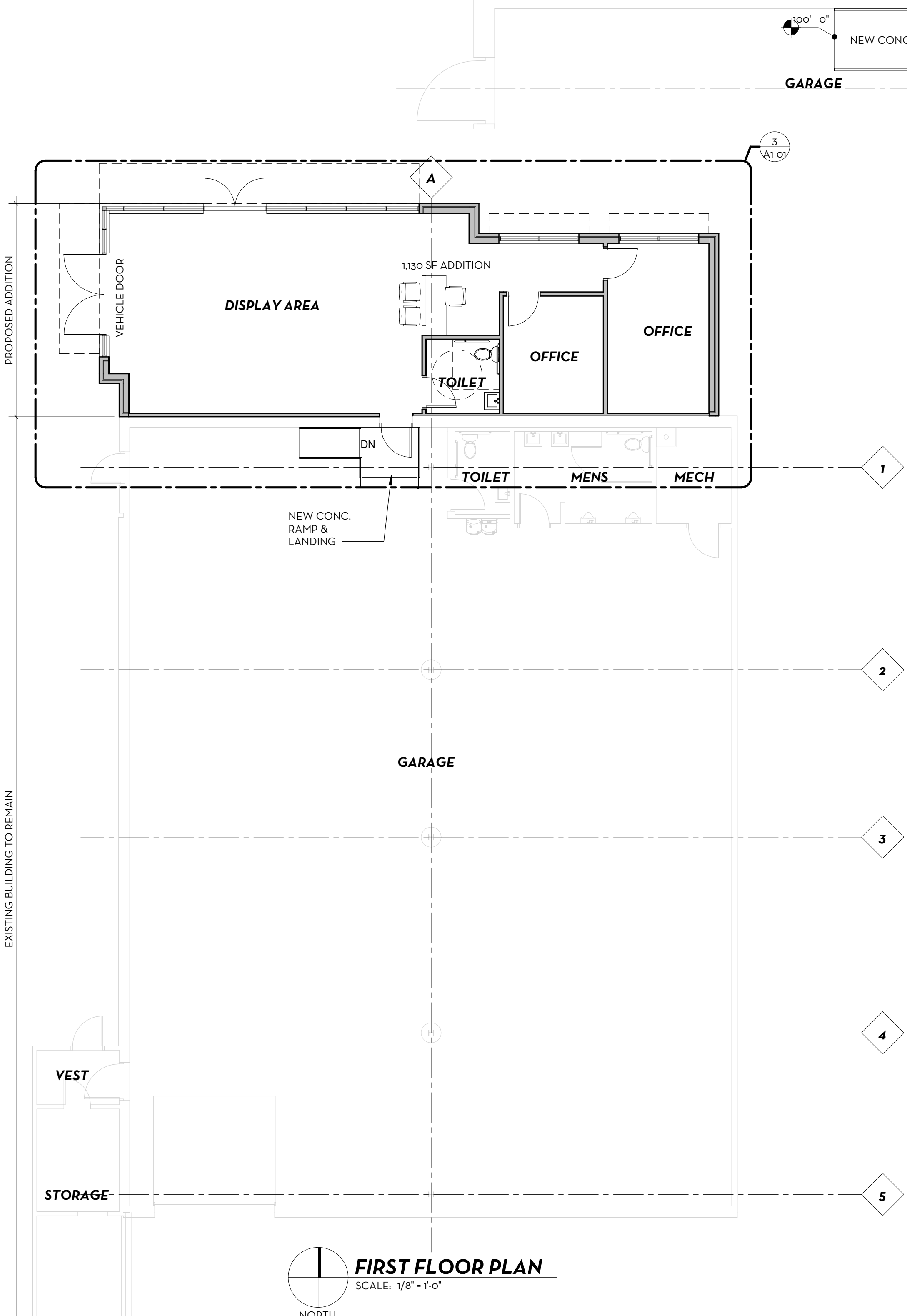
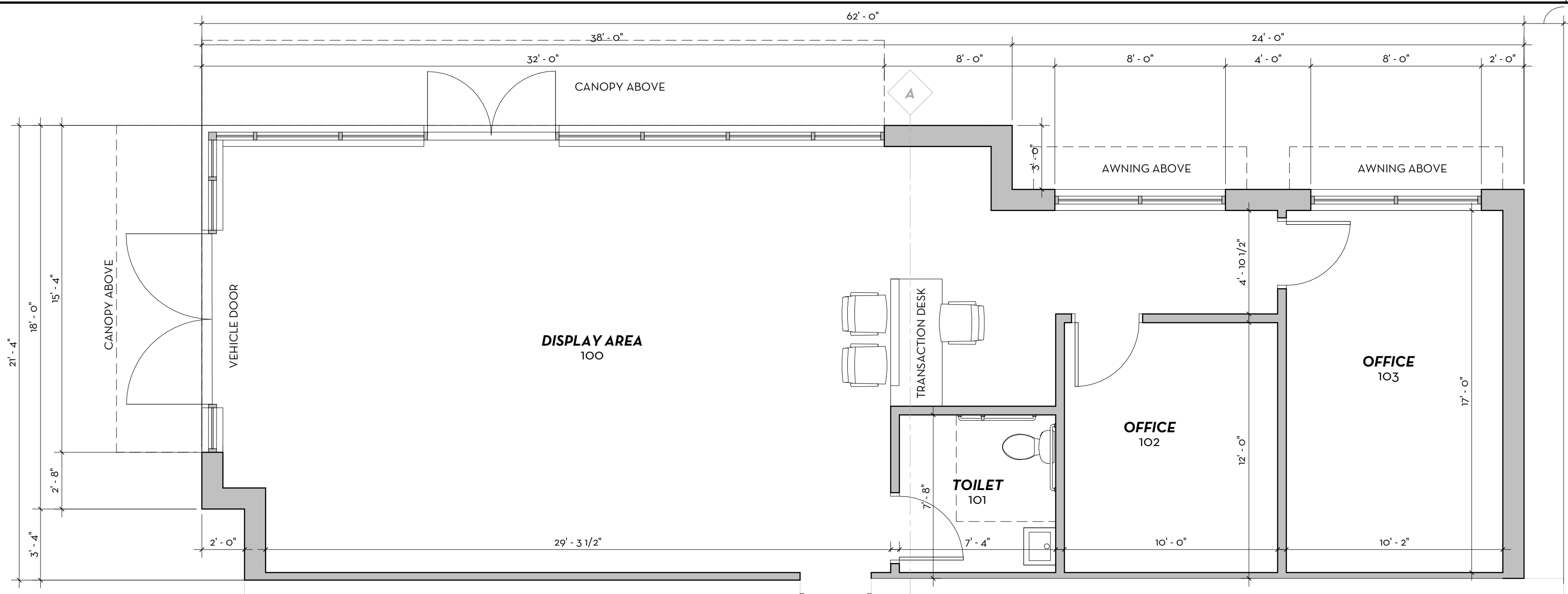
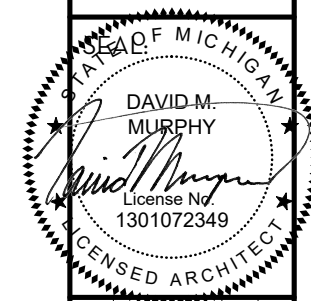
notice:  
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The location and elevations of  
 existing underground utilities as  
 shown on this drawing are only  
 approximate. no guarantee is either  
 expressed or implied as to the  
 completeness of accuracy. contractor  
 shall be exclusively responsible for  
 determining the exact location and  
 elevation prior to the start of  
 construction

project no:  
**LS24.017.01**

sheet no:  
**LS-3 of 3**



**ENLARGED FLOOR PLAN**  
SCALE: 1/4" = 1'-0"  
NORTH

**FIRST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"  
NORTH

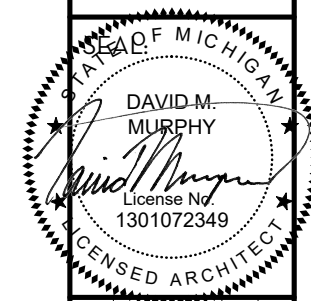
**FIRST FLOOR PLAN - DEMOLITION**  
SCALE: 1/8" = 1'-0"  
NORTH

REVISIONS:	MARK	DESCRIPTION	DATE

**VARSITY LINCOLN**  
48705 GRAND RIVER AVE  
NOVI, MI 48374

**FLOOR PLANS**

DATE:  
10/30/2023  
SHEET NO.  
**A1-01**

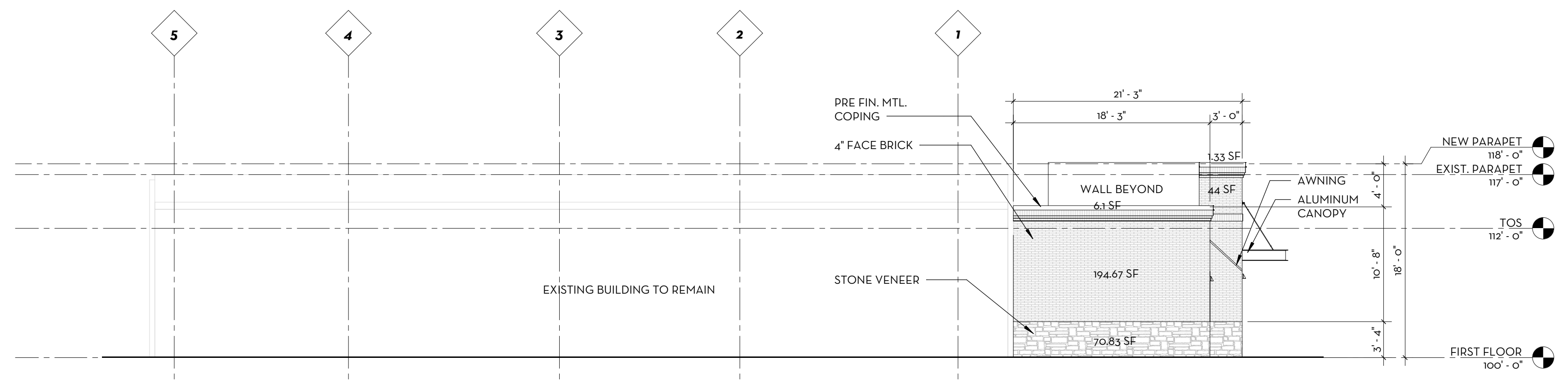


REVISIONS:	MARK	DESCRIPTION	DATE

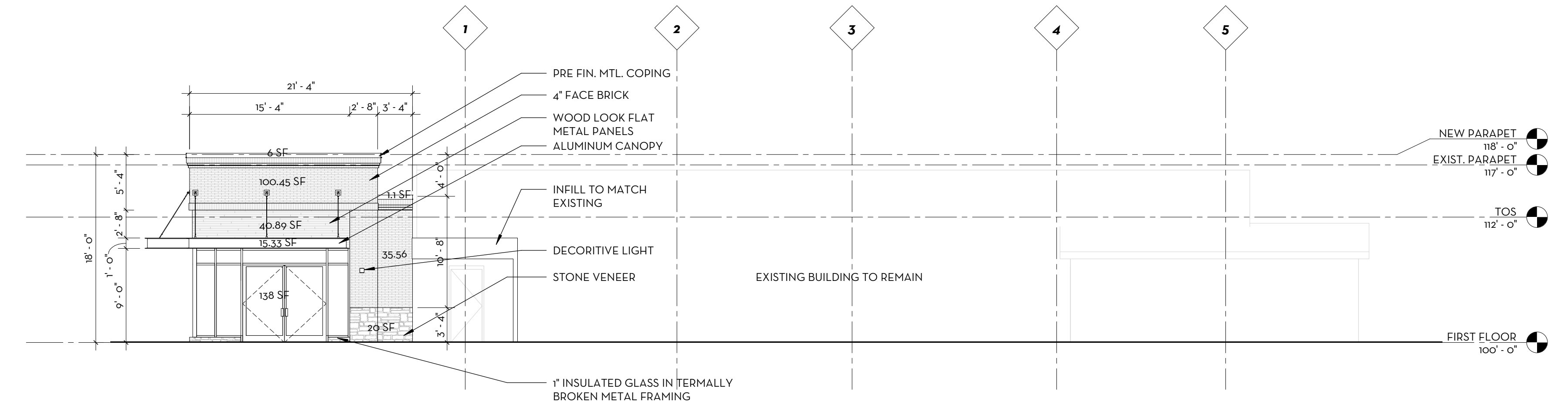
**VARSITY LINCOLN**  
48705 GRAND RIVER AVE  
NOVI, MI 48374

**ELEVATIONS**

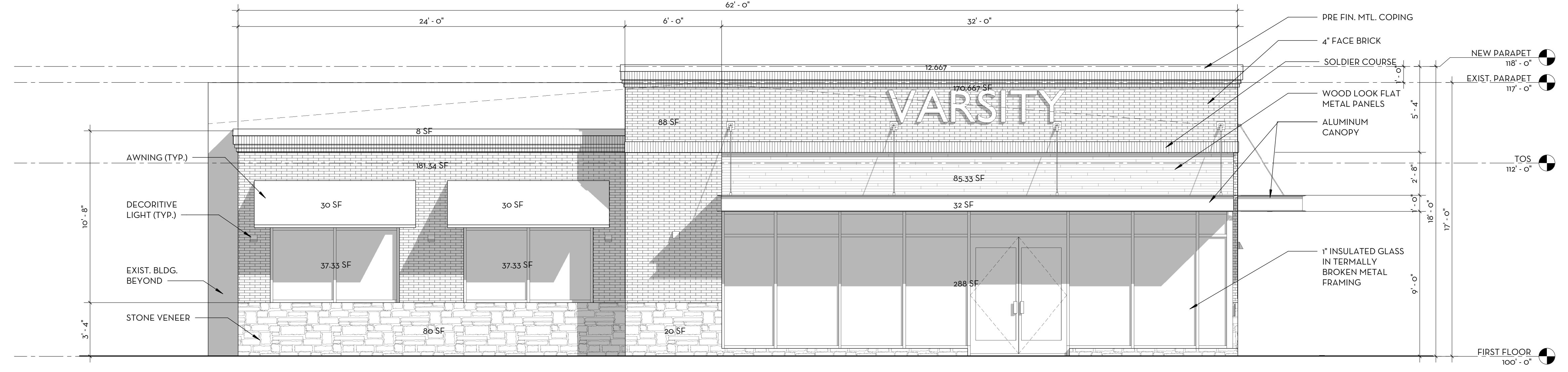
DATE:  
10/30/2023  
SHEET NO.  
**A2-01**



**3 EAST ELEVATION**  
SCALE: 1/8" = 1'-0"



**2 WEST ELEVATION**  
SCALE: 1/8" = 1'-0"

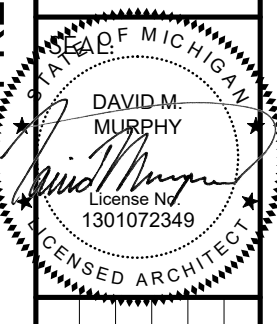


**1 SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"

FACADE MATERIAL SCHEDULE - REGION 1			
WALL MATERIAL	AREA FT <sup>2</sup>	PROPOSED %	MAX. ALLOWABLE %
<b>EAST ELEVATION</b>			
BRICK, NATURAL	238.67 FT <sup>2</sup>	75.3%	100 %
STONE	70.83 FT <sup>2</sup>	22.3 %	50 %
TRIM & CANOPY	7.43 FT <sup>2</sup>	2.4 %	15 %
<b>TOTAL</b>	<b>316.93 FT<sup>2</sup></b>		
<b>WEST ELEVATION</b>			
BRICK, NATURAL	136 FT <sup>2</sup>	62%	100 %
STONE	20 FT <sup>2</sup>	9.1 %	50 %
FLAT METAL PANELS	40.89 FT <sup>2</sup>	18.6 %	50 %
TRIM & CANOPY	22.43 FT <sup>2</sup>	10.3 %	15 %
<b>TOTAL</b>	<b>219.32 FT<sup>2</sup></b>		
<b>SOUTH ELEVATION</b>			
BRICK, NATURAL	440 FT <sup>2</sup>	61.25%	100 %
STONE	100 FT <sup>2</sup>	14 %	50 %
FLAT METAL PANELS	85.33 FT <sup>2</sup>	12 %	50 %
TRIM & CANOPY	32 FT <sup>2</sup>	4.5 %	15 %
AWNINGS	60 FT <sup>2</sup>	8.25 %	10 %
<b>TOTAL</b>	<b>717.33 FT<sup>2</sup></b>		



1 FRONT PERSPECTIVE  
SCALE: 1/2" = 1'-0"



REVISIONS:	MARK	DESCRIPTION	DATE

**VARSITY LINCOLN**  
48705 GRAND RIVER AVE  
NOVI, MI 48374

**PRELIM RENDERING**