



Planning and Economic Development  
Sara Roediger, AICP, Director

From: Kristen Kapelanski, AICP  
Date: 6/4/2019  
Re: **Level One Bank (City File #19-015)**  
**Site Plan - Planning Review #1**

The applicant is proposing to occupy an existing space formerly occupied by Outback Steakhouse with a drive-through bank on the northwest corner of Rochester Rd. and Hamlin Rd. A drive-through is proposed to be constructed as part of the use. The project was reviewed for conformance with the City of Rochester Hills Zoning Ordinance. The comments below and in other review letters are minor in nature and can be incorporated into a final site plan submittal for review by staff after review by the Planning Commission.

1. **Zoning and Use** (*Section 138-4.300 and 138-8.200*). The site is zoned B-3 Shopping Center Business with FB-3 Flex Business Overlay. The applicant can opt to develop this site under either zoning district. As a proposed drive-through bank, the applicant has elected to occupy the space under the B-3 District, which allows financial institutions as permitted uses and drive-throughs as conditional uses. Conditional uses require a Planning Commission public hearing and recommendation to City Council. In addition, drive-through facilities need to be developed in accordance with the requirements of *Section 138-4.410* as follows:
  - a. *Drive-through uses must be built as an integral architectural element of the primary structure and use. Building materials shall be the same as those used in the primary structure. Drive-through facilities and structures separate from the primary structure are prohibited.* In compliance. Drive-through attached to main building.
  - b. *Drive-through uses must be located to the rear or side of the primary structure, and set back a minimum of ten feet from the front building wall of the primary structure.* In compliance. Drive-through is located on the side of the existing building and set back appropriately from the building front.
  - c. *Drive-through uses shall be configured such that glare from headlights is obstructed from shining into a public right-of-way or neighboring residential use.* In compliance.
  - d. *Unless a more intense buffer is required by Section 138-12.300, a type B landscape buffer shall be provided along rear and side lot lines of a drive-through use located adjacent to a residentially zoned or used property.* In compliance; use is located on the opposite side of the residential zoning to the west, which will be fully shielded by the existing building.

Refer to the table below for the zoning and existing and future land use designations for the proposed site and surrounding parcels.

	Zoning	Existing Land Use	Future Land Use
Site	<b>B-3 Shopping Center Business District w/FB-3 Flex Business Overlay</b>	<b>Shopping Center</b>	<b>Commercial Residential Flex 3</b>
North	B-2 General Business w/FB-3 Flex Business Overlay	Art Van Pure Sleep	Commercial Residential Flex 3
South (across Hamlin Rd.)	B-2 General Business & B-5 Automotive Service Business w/FB-3 Flex Business Overlay	Retail and Gas Station	Commercial Residential Flex 2
East (across Rochester Rd.)	B-3 Shopping Center Business District w/ FB-3 Flex Business Overlay	Bordine's	Commercial Residential Flex 3
West	R-3 One Family Residential w/ FB-3 Flex Business Overlay	Residential	Commercial Residential Flex 3

2. **Site Design and Layout** (*Section 138-5.100-101, Section 138-8.400-402 and 138-8.500-502*). Refer to the table below as it relates to the area, setback, and building requirements of this project.

Requirement	Proposed	Staff Comments
<b>Side Yard Setback</b> (Rochester Rd.) 75 ft.	124 ft.	In compliance
<b>Max. Height</b> 2 stories/ 30 ft.	17 ft.	In compliance

3. **Exterior Lighting** (Section 138-10.200-204). A photometric plan showing the location and intensity of exterior lighting must be provided if lighting changes are proposed. Refer to the table below as it relates to the lighting requirements for this project.

Requirement	Proposed	Staff Comments
<b>Shielding/Glare</b> Lighting shall be fully shielded & directed downward at a 90° angle  Fixtures shall incorporate full cutoff housings, louvers, glare shields, optics, reflectors or other measures to prevent off-site glare & minimize light pollution  Only flat lenses are permitted on light fixtures; sag or protruding lenses are prohibited	Manufacturer's details provided	In compliance
<b>Max. Intensity</b> (measured in footcandles fc.) 10 fc. anywhere on-site, 1 fc. at ROW, & 0.5 fc. at any other property line	Max. 22.8	<b>Not in compliance – light levels must be adjusted</b>
<b>Lamps</b> Max. wattage of 250 watts per fixture  LED or low pressure sodium for low traffic areas, LED, high pressure sodium or metal halide for parking lots	Max. 32.7	In compliance
<b>Max. Height</b> 15 ft.	<b>Information to be provided</b>	

4. **Parking, Loading and Access** (Section 138-8.600 and 138-11.100-308). Refer to the table below as it relates to the parking and loading requirements of this project.

Requirement	Proposed	Staff Comments
<b>Min. # Parking Spaces</b> Retail Center: 1 space per 300 sq. ft.	Existing parking to remain, no new spaces proposed and none will be eliminated	In compliance
<b>Max. # Parking Spaces</b> 200% of Min.		
<b>Min. # Stacking Spaces</b> Bank Service Window: 3 spaces per window	4 spaces (including vehicle at window)	In compliance
<b>Loading Space</b> No requirement; however, sites shall be designed such that trucks & delivery vehicles may be accommodated on the site	Large deliveries not anticipated	In compliance

5. **Natural Features.** In addition to the comments below, refer to the review letters from the Engineering and Forestry Departments that may pertain to natural features protection.
- c. **Environmental Impact Statement (EIS)** (Section 138-2.204.G) An EIS has been submitted.
  - d. **Tree Removal** (Section 126 Natural Resources, Article III Tree Conservation). The site is not subject to the city's tree conservation ordinance.
  - e. **Steep Slopes** (Section 138-9 Chapter 2). The site does contain regulated steep slopes. Refer to engineering comments for additional information.
  - f. **Wetlands** (Section 126 Natural Resources, Article IV Wetland and Watercourse Protection). The site does not contain regulated wetlands.
  - g. **Natural Features Setback** (Section 138-9 Chapter 1). The site does not contain required natural features setbacks.
6. **Dumpster Enclosure** (Section 138-10.311). An existing dumpster with enclosure is located at the northwest corner of the lot and will be utilized for the bank operations.

7. **Landscaping** (*Section 138-8.602 and 138-12.100-308*). A landscape plan, signed and sealed by a registered landscape architects should be provided. Refer to the table below as it relates to the landscape requirements for this project.

Requirement	Proposed	Staff Comments
<b>Right of Way</b> (Rochester: Approx. 120 ft.) 1 deciduous per 35 ft. + 1 ornamental per 60 ft. = 3 deciduous + 2 ornamental	3 deciduous (2 existing) 2 ornamental (existing)	In compliance
<b>Parking Lot: Interior</b> 5% of parking lot + 1 deciduous per 150 sq. ft. landscape area = Information to be provided	Additional landscaping provided	<b>Provided landscaping should be quantified per the requirements</b>

- b. A landscape planting schedule has been provided including the size of all proposed landscaping. A unit cost estimate and total landscaping cost summary, including irrigation costs, for landscape bond purposes has been provided.
  - c. If required trees cannot fit or planted due to infrastructure and corner clearance conflicts, a payment in lieu of may be made to the City's tree fund at a rate of \$216.75 per tree. Existing healthy vegetation on the site may be used to satisfy the landscape requirements and must be identified on the plans.
  - d. **A note must be provided on the landscape plan that states that all landscape areas must be irrigated and that watering will only occur between the hours of 12am and 5am.**
  - e. **Site maintenance notes listed in *Section 138-12.109* must be included on the plans.**
  - f. **A note stating "Prior to the release of the performance bond, the City of Rochester Hills must inspect all landscape plantings." must be included on the plans.**
8. **Architectural Design** (*Section 138-8.502 and Architectural Design Standards*). Elevations have been provided indicating a façade composed of limestone and metal panels. The proposed building has generally been designed in accordance with the City's Architectural Design Standards.
9. **Signs.** (*Section 138-10.302*). A note must be included on the plans that states that all signs must meet Chapter 134 of the City Code of Ordinances and be approved under a separate permit issued by the Building Department.



M I C H I G A N

## ASSESSING DEPARTMENT

Laurie A Taylor, Director

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From: Nancy McLaughlin  
To: Sara Roediger  
Date: 4/16/19  
Re: Project: Level One Bank Review #1  
Parcel No: Part of 15-22-451-030  
File No.: 19-015 BESC 19-0018  
Applicant: Level One Bank

No comment.



BUILDING DEPARTMENT  
Scott Cope

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From: Mark Artinian, R.A., Building Inspector/Plan Reviewer  
To: Kristen Kapelanski, Planning Department  
Date: May 28, 2019  
Re: Level One Bank  
1880 S Rochester Rd  
Sidwell: 15-22-451-030  
City File: 19-015

The Building Department has reviewed the second submission of Site Plan Review documents dated May 21, 2019 for the above referenced project. Our review was based on the City of Rochester Hills' Zoning Ordinance, the 2015 Michigan Building Code and ICC A117.1 -2009, unless otherwise noted.

The Site Plan Review documents included the following:

Construction documents for building permit application:

- A Land Title Survey
- Architectural, Mechanical, Plumbing & Electrical Drawings

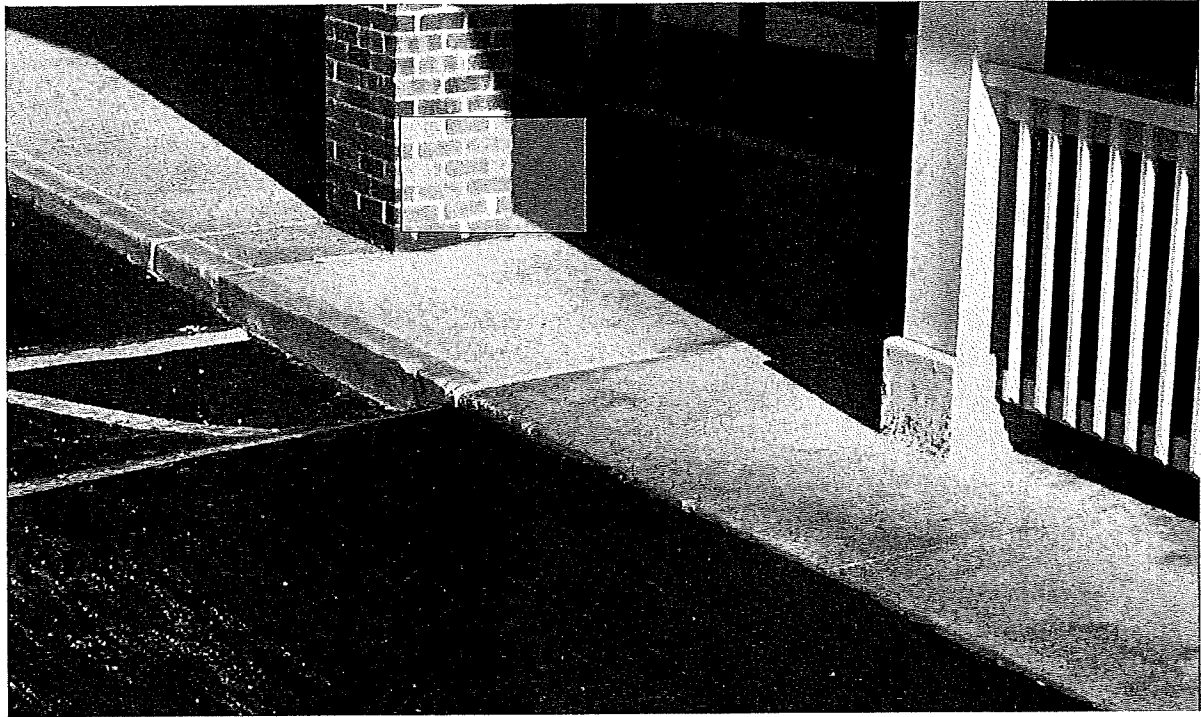
**Approval is recommended.**

The following issues should be addressed in a resubmittal for the building permit construction documents:

1. Classify the building with respect to occupancy in one or more of the groups listed in Section 302.
  - a. Where a building contains more than one occupancy group, identify the type of mixed uses and the corresponding occupancy groups including:
    - i. Accessory occupancies (508.2)
    - ii. Non-separated occupancies (508.3)
    - iii. Separated occupancies (508.4) &/or
    - iv. Combination of the above
2. Provide a building area analysis based on Sections 504, 506 and Table 506.2.
3. Indicate a **safe** route from accessible parking to the accessible entrance.
  - a. Note that the existing stripped route from accessible parking to the sidewalk abuts an elevated concrete curb. Provide a curb cut and indicate a detail that complies with ICC A117.1-2009, Section 406.

The proposed accessible path is unsafe due to the narrow passageway from the parking lot to the sidewalk and the close proximity to the sloped asphalt at the existing route. Refer to the attached photo. Use the existing accessible route and provide the curb cut as noted above.

If there are any questions, please call the Building Department at 248-656-4615. Office hours are 8 a.m. to 4:30 p.m. Monday through Friday.





**FIRE DEPARTMENT**

Sean Canto

Chief of Fire and Emergency Services

From: Lee Mayes, Captain/Assistant Fire Marshal  
To: Planning Department  
Date: May 2, 2019  
Re: Level One Bank

**SITE PLAN REVIEW**

**FILE NO: 19-015**

**REVIEW NO: 1**

**APPROVED     X**

**DISAPPROVED \_\_\_\_\_**

The Rochester Hills Fire Department recommends approval of the above noted project as the proposed design meets the fire and life safety requirements of the adopted fire prevention code related to the site only. Thank you for your assistance with this project and if you have any additional questions or comments, please do not hesitate to contact our office.

Lee Mayes  
Captain/ Assistant Fire Marshal



## PARKS & NATURAL RESOURCES DEPARTMENT

Ken Elwert, CPRE, Director

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To: Kristen Kapelanski  
From: Matt Einheuser  
Date: April 25, 2019  
Re: Level One Bank – Review #1  
File #19-015

Forestry review pertains to right-of-way tree issues only.

No comment at this time.

ME/ms

Copy: Maureen Gentry, Economic Development Assistant





DPS/Engineering  
Allan E. Schneck, P.E., Director

JRB

From: Jason Boughton AC, Engineering Utilities Specialist  
To: Kristen Kapelanski, AICP, Manager of Planning  
Date: May 6th, 2019  
Re: Level One Bank, City File #19-015, Section #22  
Site Plan Review #1

Approved

Engineering Services has reviewed the site plan received by the Department of Public Services on April 12, 2019 for the above referenced project. Engineering Services recommends site plan approval with the following comments:

General

1. The city file #19-015 and the section #22 need to be added to the lower right hand corner on all of the plan sheets.
2. Provide a note on all sheets stating the following "The proposed drive thru stu, and drive up atm can only be constructed under the existing soffit as shown, no further encroachment into the existing water main easement is acceptable."

Legal

1. Regarding "Snow Note", Please verify all surface structures are shown on the plans (curbs, manholes, edges of pavement, parking stripes, etc.).
2. Right of way of Hamlin Road is variable width. Legal description states Hamlin Rd right of way is 90'.
3. Water main easement is missing the last course for Point "A" per L. 9635 P. 170.
4. Water main easement for the hydrant east of building No. 1950-1988 does not fully encompass the hydrant. The easement should be amended so that it extends 10' north of the hydrant.
5. "Rochester" is spelled incorrectly in the legal descriptions.
6. "Description" is spelled incorrectly in the Basis of Bearing Note.

The applicant will not need to submit for a Land Improvement Permit (LIP) application, unless other departments significantly change the scope of the work with their requirements.

JRB/md

c: Allan E. Schneck, P.E.; DPS Director  
Paul Davis, P.E., Deputy Director/City Engineer; DPS  
Tracey Balint, P.E., Public Utilities Engineer Mgr.; DPS  
File

Jenny McGuckin, Right-of-way/Survey Technician; DPS  
Paul Shumejko, P.E., PTOE, Transportation Engineer Mgr.; DPS  
Keith Depp, Project Engineer; DPS



# WRC

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WATER RESOURCES COMMISSIONER

*Jim Nash*

April 17, 2019

Kristen Kapelanski  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Reference: **Level One Bank – Rochester Hills, CAMS #201900274**  
**Part of the SE ¼ of Section 22, City of Rochester Hills**

Dear Ms. Kapelanski,

This office has received two sets of plans for the Level One Bank Project to be developed in the Southeast ¼ of Section 22, City of Rochester Hills.

Our stormwater system review indicates that the proposed project will not have an involvement with any legally established County Drain. Therefore, a storm drain permit will not be required from this office.

The water system is operated and maintained by the City of Rochester Hills and plans must be submitted to the City of Rochester Hills for review.

The sanitary sewer is within the Clinton Oakland Sewage Disposal System. Any proposed sewers of 8" or larger may require a permit through this office.

Any related earth disruption must conform to applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resource and Environmental Protection Act, Act 451 of the Public Acts of 1994. **Applications should be submitted to our office for the required soil erosion permit.**

Please note that all applicable permits and approvals from federal, state or local authorities, public utilities and private property owners must be obtained.

If there are any questions regarding this matter, please contact Dan Butkus at 248-858-2089.

Sincerely,



Glenn R. Appel., P.E.  
Chief Engineer

GRA/DFB





**CITY OF ROCHESTER HILLS**  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

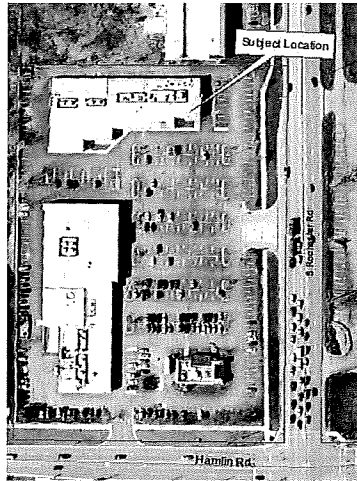
**NOTICE OF PUBLIC HEARING**

**ROCHESTER HILLS PLANNING COMMISSION**

**REQUEST:** **Conditional Use Recommendation.** In accordance with the Michigan Zoning Enabling Act, PA 110 of 2006, as amended, and Sections 138-1.203, 138-2.300-2.302, 138-4.300 and 138-4.410 of the Code of Ordinances of the City of Rochester Hills, a Public Hearing for a Conditional Use Recommendation is required with the review of an application to construct a drive-thru for a proposed new bank at 1880 S. Rochester Rd., zoned B-3, Shopping Center Business with an FB-3 Flexible Business Overlay, Parcel No. 15-22-451-030 (City File 19-015).

**LOCATION:** Northwest corner of Rochester and Hamlin Roads

**APPLICANT:** Level One Bank  
32991 Hamilton Ct.  
Farmington Hills, MI 48334



**DATE OF PUBLIC HEARING:** Tuesday, July 16, 2019 at 7:00 p.m.

**LOCATION OF PUBLIC HEARING:** Rochester Hills Municipal Offices  
1000 Rochester Hills Drive  
Rochester Hills, Michigan 48309

Information concerning this request may be obtained from the Planning and Economic Development Department during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, or by calling (248) 656-4660. It can also be viewed at [www.rochesterhills.org](http://www.rochesterhills.org), City Government, Maps, Planning & Economic Dev., Development Status Map. Written comments concerning this request will be received by the City of Rochester Hills Planning Department, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309, prior to the public hearing or by the Planning Commission at the public hearing. This request will be forwarded to City Council after review and recommendation by the Planning Commission.

Deborah Brnabic, Chairperson  
Rochester Hills Planning Commission

**NOTE:** Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is invited to contact the Facilities Division (656-2560) 48 hours prior to the meeting.

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