



CBI DESIGN PROFESSIONALS

November 24, 2020

Planning and Economic Development Department  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

**Subject: Chief Financial Credit Union / 515 S. Rochester Road  
Preliminary Plan Review Response**

Dear Commissioners,

Thank you for providing the preliminary plan review letter dated October 26, 2020 from Kristen Kapelanski. We have reviewed the comments and revised the drawings to provide more information or clarification as requested. Please see below for our response/explanation for the required plan changes:

REVIEW COMMENTS:

Required Plan Changes:

- a. **Signs.** (*Section 138-8.603*). A note must be added to 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 if they are proposed in Rochester Hills.

Response: We will add the note regarding proposed signage in Rochester Hills.

- b. **Existing Conditions:** An existing conditions plan must be included in the plan set.

Response: We will include the existing conditions site plan in the plan set.

- c. **Drive-through Stacking:** Stacking spaces should be clearly delineated on the plan set.

Response: Stacking spaces will be added to the site plan.

Suggested Plan Changes:

- a. **Landscaping.** Additional deciduous and ornamental trees should be added to closer meet the right-of-way planting requirements, particularly along Rochester Road at as close to the required ratios as possible (1 deciduous per 35 linear ft.

and 1 ornamental per 60 linear ft.). A shrub hedge should be considered along Diversion to block the glare of headlights onto Diversion.

Response: The vertical elevation of the parking lot compared to Diversion has a natural obstruction for headlights. We are significantly lower than Diversion with a retaining wall at headlight level. At the request of the planning staff in Rochester Hills we have provided a sidewalk along diversion which prevents the addition of trees along this roadway.

**b. Parking:** A reduction in the total number of parking spaces should be considered to come closer to the maximum parking requirements. A maximum of 27 spaces would be permitted.

Response: Our proposed parking spaces are part of the composite site plan that includes area within the City of Rochester. Based on the agreement between the City of Rochester Hills and the City of Rochester for governing authority on this project, we have complied with the City of Rochester requirements.

Thank you for the additional notes related to the site plan engineering, as per the agreement between the Cities we will work with our civil engineer and the consulting engineers for the City of Rochester to incorporate and include comments and notes regarding grading and requested notations on the final site plan to the extent required.

We understand that there are additional comments regarding shared use agreements between this and the neighboring property at 200 Diversion St, as well as easement requests. These properties are owned by the same entity. The easements and shared use agreements will be, and in some case have already been, prepared and submitted as necessary to the City of Rochester Hills and / or City of Rochester as required by either City.

It is our understanding the building's evaluation, inspection and approvals will be done through the City of Rochester. We will incorporate the noted comments into the building permit applications for that submission.

Please let us know if there are any other items that require additional information or clarification. Thank you for considering our proposal, and we look forward to the Planning Commission discussion.

Respectfully,

*Paul J. Merlo*

Paul J. Merlo  
Project Coordinator  
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