



ASSESSING  
Kurt Dawson, Director

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From: Nancy McLaughlin  
To: Sara Roediger  
Date: 09/28/17  
Re: Project: Detroit Mtg Room - Brewster Review #2  
Parcel No: 70-15-05-327-016  
File No.: 17-008 Escrow #287.276  
Applicant: Moiseev/Gordon Assoc.

A legal description is not provided.



Planning and Economic Development  
Sara Roediger, AICP, Director

From: Kristen Kapelanski, AICP  
Date: 10/11/2017  
Re: **Detroit Meeting Room - Brewster (City File #17-008)**  
**Site Plan - Planning Review #2**

The applicant is proposing to renovate an existing 1,300 square-foot home on 0.56 acres of land located on the west side of Brewster, north of Tienken to use as a meeting room for a small congregation of 40 people. The project was reviewed for conformance with the City of Rochester Hills Zoning Ordinance. While the site plan could be approved administratively because there is no construction of any new buildings or façade renovations, because the proposed plan will increase activity at this site with a non-residential use in a residential district, add parking and increase traffic, this item will be reviewed and approved by the Planning Commission in accordance with *Section 138-2.200*. 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.

- Zoning and Use** (*Section 138-4.300*). The site is zoned R-1 One Family Residential District, which permits places of worship and their accessory uses.

	Zoning	Existing Land Use	Future Land Use
<b>Site</b>	<b>R-1 One Family Residential</b>	<b>Single Family Home</b>	<b>Residential 2</b>
North	R-1 One Family Residential	Single Family Home	Residential 2
South	R-1 One Family Residential	Single Family Home	Residential 2
East	R-1 One Family Residential	Single Family Home	Residential 2
West	R-1 One Family Residential	Single Family Home	Residential 2

- Site Layout** (*Section 138-5.100-101*). The proposed project does not propose any new buildings on the site and the existing building is in compliance with district requirements.

Requirement	Proposed	Staff Comments
<b>Max. Height</b> 2 stories/35 ft.	1 story	In compliance
<b>Min. Front Setback</b> 40 ft.	59.6 ft.	
<b>Min. Side Setback</b> 15 ft./15 ft.	62 ft./30 ft.	
<b>Min. Rear Setback</b> 35 ft.	84.3 ft.	

- Exterior Lighting** (*Section 138-10.200-204*). A photometric plan showing the location and intensity of exterior lighting has been provided. 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	Information to be provided	<b>Lighting cut sheets must be provided for all fixtures</b>

Requirement	Proposed	Staff Comments
Only flat lenses are permitted on light fixtures; sag or protruding lenses are prohibited		
<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	Photometric data provided	In compliance
<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. wattage 35	In compliance
<b>Max. Height</b> 20 ft., 15 ft. when within 50 ft. of residential	Information to be provided	<b>Mounting height must be provided</b>

4. **Equipment Screening** (Section 138-10.310.J). All heating, ventilation and air conditioning mechanical equipment located on the exterior of the building shall be screened from adjacent streets and properties.
5. **Dumpster Enclosure** (Section 138-10.311). A dumpster location is not shown. Plans indicate trash will be stored internally and placed at the curb on the assigned collection day.
6. **Parking, Loading and Access** (Section 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> Places of worship: 1 space per 3 seats at maximum occupancy = 14 (42 seats max.)	16 spaces	In compliance
<b>Min. Barrier Free Spaces</b> 1 BF space, 11 ft. in width w/ 5 ft. aisle	1 BF space 11 ft. w/ 6 ft. 6 in. aisle	In compliance
<b>Min. Parking Space Dimensions</b> 10 ft. x 18 ft. 24 ft. aisle (two way)	10 ft. x 18 ft. w/26+ ft. aisles	In compliance
<b>Min. Parking Setback</b> 10 ft. on side and rear lot line	Min. 10 ft.	In compliance

7. **Natural Features.** In addition to the comments below, refer to the review letter from the Forestry Department that may pertain to natural features protection.
  - a. **Environmental Impact Statement (EIS)** (Section 138-2.204.G) An EIS consistent with ordinance regulations has been submitted.
  - b. **Tree Removal** (Section 126 Natural Resources, Article III Tree Conservation). The site is not subject to the city's tree conservation ordinance. A tree survey showing all regulated trees has been submitted and preservation of existing trees has been taken into account as much as possible. 7 existing trees are proposed to be removed and replaced on site. **Tree protective fencing will have to be shown on the plans for trees being preserved.**
  - c. **Wetlands** (Section 126 Natural Resources, Article IV Wetland and Watercourse Protection). The site does not contain any regulated wetlands.
  - d. **Natural Features Setback** (Section 138-9 Chapter 1). The site does not contain any required natural features setbacks.
  - e. **Steep Slopes** (Section 138-9 Chapter 2). The site does not contain any regulated steep slopes.
8. **Landscaping** (Section 138-8.602 and 138-12.100-308). A landscape plan signed and sealed by a registered landscape architect has been provided. Refer to the table below as it relates to the landscape requirements for this project.

Requirement	Proposed	Staff Comments
<b>Right of Way (Brewster Rd: 140 ft.)</b> 1 deciduous per 35 ft. + 1 ornamental per 60 ft. = 4 deciduous + 2 ornamental	14 deciduous (existing) 2 ornamental	In compliance

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- a. While a buffer is not required for the property as it is residentially zoned property abutting residentially zoned property, the applicant is proposing to install 33 arborvitae 10 ft. apart around the rear and sides of the property to provide screening and separation between the property and the neighboring residential uses.
  - b. A landscape planting schedule has been provided including the size of all proposed landscaping, along with a unit cost estimate and total landscaping cost summary, including irrigation costs, for landscape bond purposes.
  - c. If required trees cannot fit or be planted due to infrastructure conflicts, a payment in lieu of may be made to the City's tree fund at a rate of \$205.50 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 should be added on the landscape plan stating that watering will only occur between the hours of 12am and 5am.**
  - e. Site maintenance notes listed in *Section 138-12.109* have been 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." has been included on the plans.
9. **Architectural Design** (*Architectural Design Standards*). Modifications are not proposed on the exterior of the existing building (currently a home) which consists mainly of brick.
  10. **Signs.** (*Section 138-10.302*). Signage must meet *Chapter 134* of the City Code of Ordinances and be approved under a separate permit issued by the Building Department. **A note should 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.**





**FIRE DEPARTMENT**

Sean Canto  
Chief of Fire and Emergency Services

From: William A. Cooke, Assistant Chief / Fire Marshal  
To: Planning Department  
Date: October 11, 2017  
Re: Detroit Meeting Room - Brewster

**SITE PLAN REVIEW**

**FILE NO: 17-008**

**REVIEW NO: 2**

**APPROVED     X**

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

The Fire Department has no objections to the proposed site plan modification as shown on the plans dated 9-26-17 contingent upon the following comments being appropriately addressed:

1. Provide documentation, including calculations that a flow of 1750 GPM can be provided.

*IFC 2006 508.4*

- A fire flow test is necessary and can be obtained by contacting the Rochester Hills Engineering Department at (248) 656-4640. This information is required prior to final approval to determine if adequate fire flows are available for this project.

William A. Cooke  
Assistant Chief / Fire Marshal



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

JB  
From: Jason Boughton, AC, Engineering Utilities Coordinator  
To: Kristen Kapelanski, AICP, Manager of Planning & Development  
Date: October 09, 2017  
Re: Detroit Meeting Room - Brewster, City File #17-008, Section 5  
Site Plan Review #2

Engineering Services has reviewed the site plan received by the Department of Public Services on September 26, 2017, for the above referenced project. Engineering Services does recommend site plan approval with the following comments:

**Sanitary Sewer**

1. Provide a sanitary sewer basis of design for the existing and proposed addition.

**Traffic**

1. A right-of-way use permit will be necessary for the proposed expansion of the driveway off Brewster.
2. The driveway approach dimensions and pavement cross section must be consistent with chapter 8 of the City Engineering Design Standards.
3. The curb opening at the driveway approach should be a MDOT detail M.
4. The road sight lines should be shown per the attached detail.

**Pathway**

1. The pathway sight lines should be shown on the landscape plan and shown at each driveway.
2. The pathway should be offset 1' from the property line or easement provided for portion over the property line.

A Land Improvement Permit (LIP) application **will not** be necessary if the proposed site plan does not change significantly due to all department's comments. The approved site plan will be used by engineering for reference, if needed.

JB/bd

c: Allan E. Schneck, P.E., Director; DPS  
Tracey Balint, P.E., Public Utilities Engineer; DPS  
Paul Shumejko, P.E., PTOE, Transportation Engineer; DPS  
Keith Depp, Project Engineer; DPS

Paul Davis, P.E. City Engineer/Deputy Director; DPS  
Sheryl McIsaac, Office Coordinator; DPS  
Nick Costanzo, Engineering Aide; DPS  
File



BUILDING DEPARTMENT  
Scott Cope

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From: Craig McEwen, Building Inspector/Plan Reviewer *CPN*  
To: Kristen Kapelanski, Planning Department  
Date: September 30, 2017  
Re: Detroit Meeting Room - Brewster - 2  
Sidwell: 15-05-327-016  
City File: 17-008

The site plan review for the above reference project was based on the following drawings and information submitted:

Sheets: SP1, A1, A2, Survey, Lighting Plan, LS-1

Approval recommended.

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.



## PARKS & FORESTRY DEPARTMENT

Ken Elwert, CPRE, Director

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To: Sara Roediger  
From: Gerald Lee  
Date: October 6, 2017  
Re: Detroit Meeting Room – Brewster  
Review #2  
File #17-008

Forestry review pertains to public right-of-way (r/w) tree issues only.

### Landscape Planting Detail, Sheet LS-1

Please identify the trees shown on the Brewster r/w with a numbered tag onsite and provide a corresponding list on the plan.

Indicate which trees are to be protected or removed.

Show r/w tree protection fencing installed as close to the drip line on the side facing driveway construction as possible for trees to be protected. Also, provide a tree protection statement and detail (sample provided).

For r/w trees that are being removed, provide a tree replacement statement and detail (sample provided). Trees removed or damaged on the r/w must be replaced on the r/w. Approval is needed by Forestry for species and location prior to planting.

The row of pine trees on private property parallel to the asphalt pathway, also needs tree protection fencing on the side facing the driveway construction.

It is likely that additional trees will be damaged. Some may be required to be removed prior to issuance of the Certificate of Occupancy. Any additional trees that need to be removed on the r/w will be required to be replaced on the r/w.

A narrower driveway should be considered to reduce root damage to trees.

Please provide the following three statements on the plan:

***Prior approval is required to plant any tree or shrub on the public r/w. All trees and shrubs must be planted at least 10' from the edge of the public road. (Trees must be planted at least 15' away from curb or road edge where the speed limit is more than 35 mph.) Shade trees and shrubs must be planted at least 5' from the edge of the public walkway. Evergreen and ornamental trees must be planted at least 10' from the edge of the public walkway. No trees or shrubs may be planted within the triangular area formed at the intersection of any street r/w lines at a distance along each line of 25' from their point of intersection. No trees or shrubs may be planted in the triangular area formed at the intersection of any driveway with a public walkway at a distance along each line of 15' from their point of intersection. All trees and shrubs must be planted at least 10' from any fire hydrant. Shade and evergreen trees must be at least 15' away from the nearest overhead wire. Trees must be planted a minimum of 5' from an underground utility, unless the city's Landscape Architect requires a greater distance.***

Detroit Meeting Room - Brewster, Review #2, File #17-008 (Cont'd)

*Prior to the release of the performance bond, the City of Rochester Hills Forestry Division needs to inspect all trees, existing or planted, to identify any that pose a hazard to the safe use of the public r/w. Forestry may require the developer to remove, and possibly replace, any such trees.*

*These requirements are incorporated into the plan.*

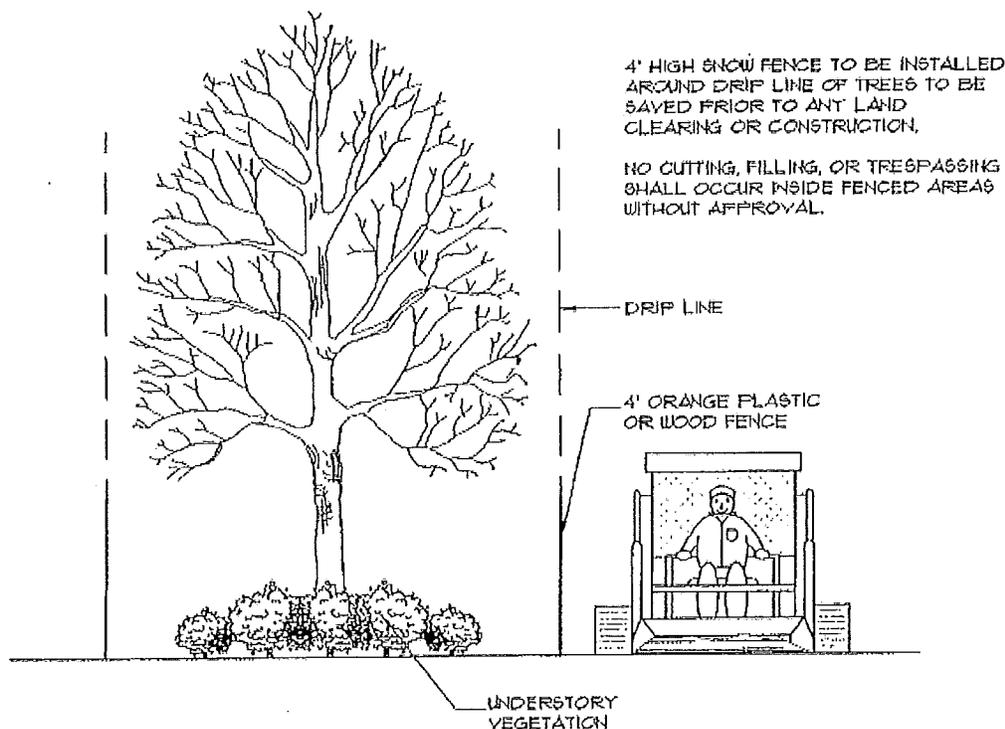
GL/cf

cc: Sandi DiSipio, Planning Assistant,      Maureen Gentry, Planning Assistant

Attachments: Tree Protection Notes and Details/Tree Replacement Requirements

## TREE PROTECTION NOTES AND DETAILS

1. Approved tree protection shall be erected prior to start of construction activities and shall remain in place until construction is complete. The Forestry Division shall be notified after tree protection is in place and prior to construction activities, including delivery of materials.
2. No person may conduct any activity within the drip line of any tree designated to remain, including, but not limited to, placing solvents, building materials, construction equipment, or soil deposits within the drip lines.
3. Grade changes may not occur within the drip lines of protected trees.
4. During construction, no person shall attach any device or wire to any remaining tree.
5. All utility service requests must include notification to the installer that protected trees must be avoided. All trenching shall occur outside of the protective fencing.
6. Swales shall be routed to avoid the area within the drip lines of protected trees.
7. If tree protection cannot be maintained for a tree throughout the construction period, replacement of that tree may be required prior to the issuance of the Certificate of Occupancy.
8. Regulated trees located on adjacent property that may be affected by construction activities must be protected.



Signature/Date

## TREE REPLACEMENT REQUIREMENTS

1. Replacement trees shall comply with the guidelines established in the American Standard for Nursery Stock (ANSI 2-60-01 1990)
2. Replacement and/or relocated trees must be staked, fertilized, and mulched, and shall be guaranteed for one (1) year.
3. A landscape plan and cost estimate for the proposed tree replacement program with a detailed explanation including the number, size, and species of tree(s) shall be provided.

Quantity –

Species –

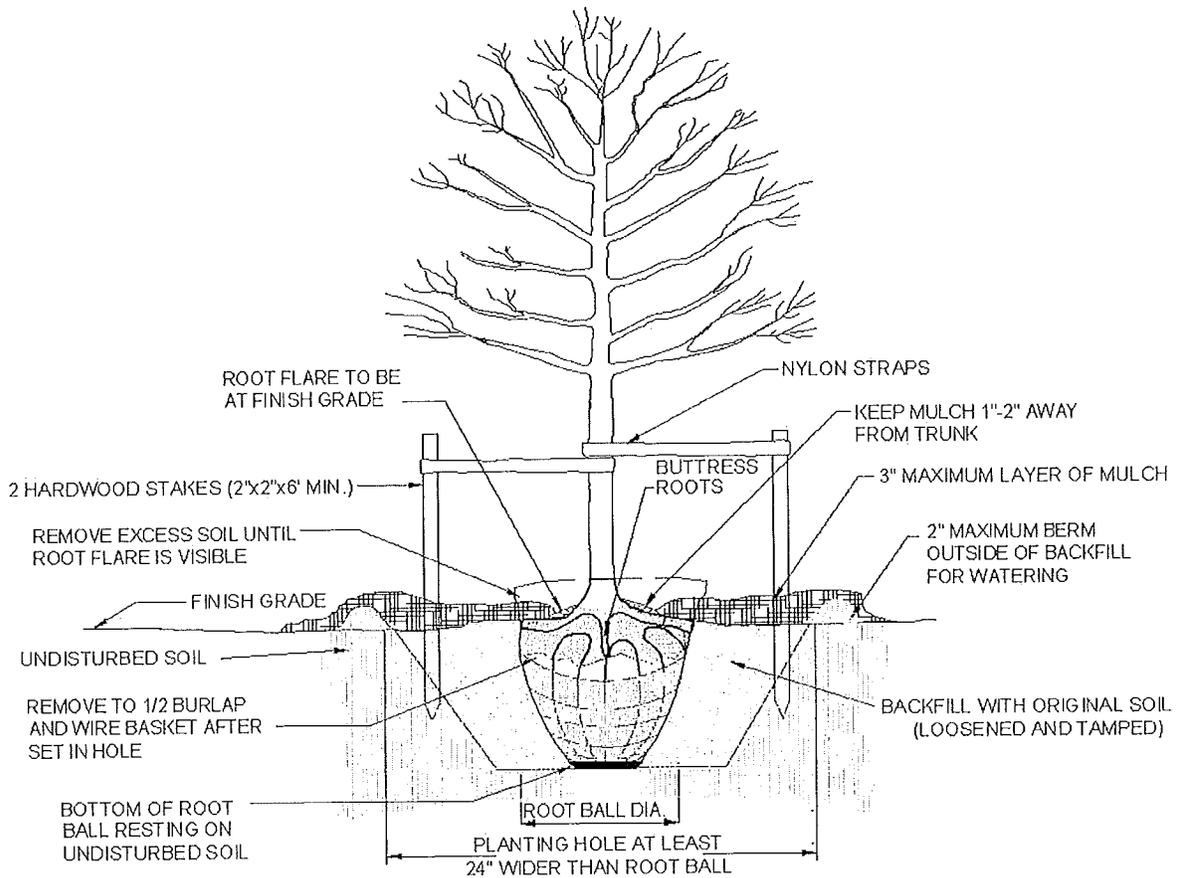
Size –

Cost per Tree –

Total Cost –

X  
\_\_\_\_\_  
Signature/Date

## TREE PLANTING DETAIL





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

From: Michael Taunt, Survey Technician *MT*  
To: Sara Roediger, AICP, Director of Planning  
Date: April 17, 2017  
Re: Detroit Meeting House, City File #17-008, Section 8  
Site Plan Review #1, Legal Description

General

- The measured courses shown on the plan agree, within reason, with values from the recorded plat.
- Please provide an elevation and datum on the benchmark callouts.

MLT/bd

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

Paul Shumejko, MBA, MS, P.E., PTOE, Transportation Engineer; DPS  
Sheryl McIsaac, Office Coordinator; DPS  
Sandi DiSipio; Planning & Development Department  
Russell George; Engineering Aide; DPS

Datum Note (1).txt

HORIZONTAL DATUM  
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The City of Rochester Hills uses

\*State Plane Coordinate System, Michigan South Zone 2253, North American Datum 1983 (1986) International Feet.

VERTICAL DATUM  
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Vertical datum is USGS (United States Geodetic Survey) NVGD 29.

This differs from the current vertical datum (NAVD 88) by  $-.40$  at the geographic center of Avon Township, According to the National Geodetic Survey (NGS) program Vertcon.

the proper math is

$$\text{NAVD88} - (-.40) = \text{NVGD 29} \quad \text{E.G.} \quad 830.21 - (-0.40) = 830.61$$

Please note that the correction is subtracted algebraically, in other words, added to NAVD 88.

The City benchmark system is based on a level network run in the early 1980s that tied to United States Geological Survey, Army Corps of Engineers, and FEMA referenced Benchmarks. In early 2008, GPS measurements were made on all original USGS and ACE BMs still existing. Raw GPS data was processed by the NGS On-line Positioning User Service (OPUS) program using GEOID 03. All benchmark record elevations were found to be within  $\pm 0.15'$  of OPUS calculated orthometric heights.

NOTE: The Federal Emergency Management (FEMA) maps, have chosen to use a correction of  $-0.396$  for the entire Rochester area.



**WRC**  
**WATER RESOURCES COMMISSIONER**

*Jim Nash*

April 28, 2017

Sara Roediger  
Manager of Planning  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Reference: **Detroit Meeting Room – Brewster Rd**  
**Part of the SW ¼ of Section 5, City of Rochester Hills**

Dear Ms. Roediger,

This office has received your Notice of Intent for the Detroit Meeting Room on Brewster Road project to be developed in the Southwest ¼ of Section 5 in the City of Rochester Hills.

Our stormwater system review indicates that the proposed project has no direct involvement with any legally established County Drain under the jurisdiction of this office. Therefore, a storm drainage permit will not be required from this office.

Although the stormwater system is not within WRC's jurisdiction, the project is within the Federal Phase-II Storm Water Program's "Urbanized Area," and therefore is subject to applicable Municipal Separate Storm Sewer System (MS4) permit requirements. Specifically, Post-Construction requirements include site plan review, water quality performance standards, channel protection performance standards, long-term operations and maintenance and an enforcement/tracking procedure.

The City of Rochester Hills stormwater site plan approval process shall ensure compliance with above applicable MS4 requirements and stormwater standards.

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

The sanitary sewer is operated and maintained by the City of Rochester Hills and plans must be submitted to the City of Rochester Hills. 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.

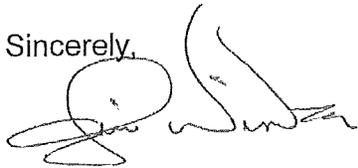


Please note that all applicable permits and approvals from federal, state or local authorities, public utilities and private property owners must be obtained.

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 this office for the required soil erosion permit.

If there are any questions regarding this matter, please contact Dan Butkus at 248-858-8505.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Wineka". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Jim Wineka, P.E.  
Assistant Chief Engineer

JW/DFB