



## Planning and Economic Development

Sara Roediger, AICP, Director

From: Kristen Kapelanski, AICP  
 Date: 10/26/2020  
 Re: Chief Financial Credit Union (City File 20-029)  
 Site Plan - Planning Review #1

The applicant is proposing to redevelop the site using the existing building footprint as a Chief Financial Credit Union with accessory drive-through. 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. **If significant plan changes are made based on *suggested* modifications or revisions required by the City of Rochester, a revised plan should be submitted for review prior to proceeding to the Planning Commission.**

1. **Background:** The subject parcel lies partly in Rochester and partly in Rochester Hills on the northeast corner of Diversion and Rochester Road, informally referred to as the former scuba building. Chief Financial Credit Union intends to redevelop the site as a credit union with accessory drive-through. Based on conceptual plans viewed by staff, the majority of the building will be in Rochester. While most of the standards in each community's development standards are substantially similar, there are some differences that would lead to confusion as plan development proceeds (i.e. parking space dimensions, setbacks, etc.) The City Council approved an inter-local agreement that addresses these items and inconsistencies by requiring the development to be designed and reviewed under the development standards of the City of Rochester given the fact that the majority of the building will be located in Rochester. Rochester Hills Planning, Engineering and Building Departments have reviewed the plans and provided advisory comments only with one exception: Rochester Hills reserved the right to review and permit any connections to or use of Rochester Hills utilities, roads and public infrastructure in accordance with Rochester Hills codes, standards and requirements. The development plans (and associated tree removal permits, conditional use permits, etc.) still need to be approved by the appropriate boards and commissions in both communities.
2. **Zoning and Use (Section 138-4.300).** The site is zoned B-2 General Business District with the FB-3 Flex Business Overlay. Accessory drive-throughs are permitted as conditional uses. Conditional uses require a Planning Commission public hearing and recommendation to City Council.

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
Proposed Site	B-2 General Business w/ FB-3 Flex Business Overlay	Vacant former retail	Commercial Residential Flex 3
North (City of Rochester)	B-1 General Business	Vacant former retail	Office Technology Research
South	B-3 Shopping Center Business w/ FB-3 Flex Business Overlay	Car dealership	Commercial Residential Flex 3
East	B-2 General Business w/ FB-3 Flex Business Overlay	Chief Financial Credit Union Admin. Office	Commercial Residential Flex 3
West	B-5 Automotive Service Business	Industrial	Residential 4

3. **Deficiencies Identified**
  - a. **Site Design and Layout (Section 138-5.100-101).** Front setback – 50 ft. required; 43 ft. provided (existing condition)
  - b. **Exterior Lighting (Section 138-10.200-204).** Light levels exceed the allowable 0.5 foot candles along the eastern property line. This is the shared property line between the proposed credit union and the existing Chief Financial administrative offices.
  - c. **Parking, Loading and Access (138-11.100-308).** A minimum of 21 parking spaces and a maximum of 27 parking spaces are required under Rochester Hills standards. The applicant has provided 37 spaces. Three stacking spaces are required for the drive-through use. Stacking spaces have not been identified.

- d. **Landscaping** (*Section 138-12.100-308*): One perimeter tree is required for each 25 linear ft. It appears this has not been provided. A continuous hedge is required along all parking areas bordering public rights-of-way. This has not been provided along the south property line. Street trees and ornamental trees are required along rights-of-way at a ratio of one deciduous tree per 35 linear ft. and one ornamental tree per 60 linear ft. This is deficient along Rochester Rd. and Diversion.

4. **Natural Features**

- a. **Environmental Impact Statement (EIS)** (*Section 138-2.204.G*) **An EIS that meets ordinance requirements must be submitted prior to the Planning Commission meeting.**
- b. **Tree Removal** (*Section 126 Natural Resources, Article III Tree Conservation*). The site is subject to the city's tree conservation ordinance, and so any healthy tree greater than 6" in caliper that will be removed must be replaced with one tree credit. Trees that are dead need not be replaced. A tree preservation plan must be included in the plan set. The removal of any regulated tree requires the approval of a tree removal permit and associated tree replacement credits, in the form of additional plantings as regulated in the Tree Conservation Ordinance or a payment of \$304 per credit into the City's tree fund. See the Parks and Natural Resources Department review dated October 15, 2020 for additional information. A tree removal permit is required. Two regulated trees will be removed on the Rochester Hills portion of the property.
- 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 natural feature setbacks.
- e. **Steep Slopes** (*Section 138-9 Chapter 2*). The site does not contain any regulated steep slopes.

5. **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.**
- b. **Existing Conditions:** **An existing conditions plan must be included in the plan set.**
- c. **Drive-through Stacking:** **Stacking spaces should be clearly delineated on the plan set.**

6. **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.
- 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.



## PARKS & NATURAL RESOURCES DEPARTMENT

Ken Elwert, CPRE, Director

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To: Kristen Kapelanski, Planning Manager  
From: Matt Einheuser, Natural Resources Manager  
Date: October 15, 2020  
Re: Chief Financial Credit Union - Review # 1 (revised status)  
File # 20-029

1. Show 15' corner clearance lines for driveways where they intersect Rochester rd. ROW and South Street ROW.
2. Show 25' corner clearance lines where Rochester Rd ROW and South Street ROW intersect.
3. Show 25' corner clearance lines where Rochester Rd ROW and Diversion Street ROW intersect.
  - a. Consider relocating proposed southern-most Spiraea that appears to be proposed within the 25' corner clearance. These species grow to heights greater than 30".

Copy: Maureen Gentry, Economic Development Assistant

ME/ms



ASSESSING DEPARTMENT  
Laurie A Taylor, Director

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From: Laurie Taylor  
To: Sara Roediger  
Date: 10/21/20  
Re: Project: Chief Financial Credit Union – Review #1 (revised status)  
Parcel No: 70-15-14-301-007  
File No.: 20-029  
Applicant: Chief Financial Credit Union

No legal description found.



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From: Mark Artinian, R.A., Building Inspector/Plan Reviewer  
To: Kristen Kapelanski, Planning Department  
Date: October 23, 2020  
Re: Chief Financial Credit Union  
515 S. Rochester Rd.  
RH Sidwell: 15-14-301-007  
RH City File: 20-029

**Development Review:**

The subject parcel lies partly in Rochester and partly in Rochester Hills. An inter-local agreement between the two cities has designated the development to be designed and reviewed under the standards of the City of Rochester. The City of Rochester Hills' planning, engineering, and building departments will review such plans in an advisory role only.

The City of Rochester Hills Building Department has reviewed the Site Plan Review documents dated October 1, 2020 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.

**Suggested Plan Review Comments:**

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.
    - i. Please provide the use for the "Training Room". Please indicate the occupant load. Will this room be classified as an assembly use per Section 303 or will it be a Business use per Section 303.1.1?
2. Provide a building height & number of stories analysis per on Sections 504 and Tables 504.3 and 504.4.
3. Provide a building area analysis based on Section 506 and Table 506.2.
4. On the Site Plan or Floor Plan, identify all entrances per applicable provisions of Section 1105.
  - a. Identify all public entrances including all accessible public entrances per Section 1105.1, all restricted entrances per Section 1105.1.3, and all service entrances per Section 1105.1.5.
5. Provide an accessible route from the public sidewalk to the accessible building entrance per Section 1104.1.
6. If the proposed accessible parking space(s) are not at the same elevation as the sidewalk, indicate curb cuts with a maximum slope, including cross slope of 2% per ICC ANSI 117.1-2009, Section 406.
7. All accessible parking spaces shall be identified by signs per ICC A117.1-2009, Section 502.7.
  - a. Provide details of accessible parking signage per the requirements of A117.1, Section 502.7.
8. When establishing grade elevations around the buildings please consider that landscape areas adjacent to buildings shall pitch away from the foundation at a 5 percent slope for a minimum of 10 feet from the foundations. Impervious surfaces within 10 feet of the building should be sloped at a minimum 2 percent slope per Section 1804.4.
9. Provide engineered details of all retaining walls that exceed 4 feet from the bottom of the footing to the top of the wall as part of the building permit construction documents.



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

JRB

From: Jason Boughton AC, Engineering Utilities Specialist  
To: Kristen Kapelanski, AICP, Manager of Planning  
Date: October 26, 2020  
Re: Chief Financial Credit Union, City File #20-029, Section #14  
**Site Plan Review #1 - Updated**

Approved

Engineering Services has reviewed the site plan received by the Department of Public Services on October 1, 2020 for the above referenced project. Engineering Services **does** recommend site plan approval with the following comments. Each comment below at the end states if it is required with some having an explanation or suggested.

#### General

1. The city file #20-029 and the section #14 need to be added to the lower right hand corner of all the plan sheets. Required
2. Retaining walls, over 4 feet in height will need to be structurally engineered and approved. Required, but can be included with the City of Rochester retaining walls review and approval.

#### Sanitary Sewer Lead

1. Show the existing sanitary sewer lead, label it, and any revisions to the location that are necessary due to the proposed addition of the drive-thru and walkway between buildings. Suggested
2. Provide a sanitary sewer basis of design. Suggested

#### Water Lead

1. Show the existing water lead, label it, and any revisions to the location that are necessary due to the proposed addition of the drive-thru. Suggested

#### Storm Sewer

1. Provide an offline pretreatment device before outleting into the existing storm sewer near the northeast property corner. Suggested

#### Roads/Traffic

1. Label road jurisdictions and note that a ROW permit will be required from MDOT, Rochester Hills and Rochester. Required.
2. The existing parking lot nearest Rochester Road is for employees only? This driveway does not seem necessary with the expansion, could this be eliminated for better access management or to minimize driveway entrances. Suggested.
3. Show all fixed objects on relevant plan sheets. For example, at the north east corner of Rochester & Diversion there seems to be no reference to the push button, light pole or pathway crossing traffic signal. Required.
4. On sheet SP-3, Engineering Site Plan, the plan view layer does not seem to match the legend for storm sewer. Please verify all line work matches the legend. Required.

#### Pathway/Sidewalk

1. Include an existing site plan and demolition plan with next submittal. Required.
2. Include the attached City Pathway Detail. Required.
3. Label the pathway along Rochester Road as existing concrete pathway (Rochester Hills owned & maintained). Required.
4. The ramps and landings at the approach entrances and sidewalk connection to pathway need to meet current ADA standards. Required.
5. Please include MDOT Sidewalk Ramp Detail (R-28-J series) and MDOT Driveway Openings & Approaches, and Concrete Sidewalk Detail (R-29-I series). Required.
6. Show how the guardrail will be treated, as you now have a proposed sidewalk intersecting the guardrail at the sidewalk connection to the pathway. Required.
7. On sheet SP-3, Engineering Site Plan, the Paving Details Note should mention Rochester Hills. Required. Also, we prefer using 21AA crushed aggregate as the base instead of Class II sand. Suggested.
8. Label the proposed sidewalks as sidewalk that will be the property owners to own and maintain. Suggested.

9. The proposed sidewalk along Diversion Street should be designed with a 1.5% cross slope to allow field tolerance in not exceeding ADA 2% max cross slope. Suggested.
10. Show grades on each side of proposed sidewalk every 25 foot. Required.
11. The proposed sidewalk along Diversion Street must be 5 foot off the b/c and 3 foot off retaining wall and all other fixed objects. Required.
12. The proposed sidewalk should be a curved 60 foot centerline radius. Suggested.
13. On sheet L2, Landscape Plan, show all fixed objects. Required.
14. On sheet L2, Landscape Plan, show the attached Pathway & Road Sight Distance Details, as well as, show the line work on the Landscape Plan. Required.
15. Include note on landscape plans, ***"Irrigation overspray shall not broadcast onto city pathway."*** Required.

#### Legal

1. An egress easement is necessary for the drive thru leaving the parcel to the north before South Street. Suggested, City of Rochester should verify this private easement is recorded.
2. Provide a storm sewer maintenance agreement for the overall site. Required, tri-party agreement between Chief Financial, City of Rochester and City of Rochester hills.
3. Provide a water main easement for the fire hydrant located near the entrance of Rochester Road. Required to City of Rochester Hills for the existing fire hydrant near Rochester Road.
4. A sidewalk easement will be needed for the proposed sidewalk along Diversion Street. - Required
5. No legal description provided. Required
6. A land division is required to realign the parcel lines as shown per the site plan. Required.
7. No acreage for the parcels provided. Suggested
8. Provide two permanent benchmarks with identification, location, description, and established elevation. Required.

The applicant may need to submit a Land Improvement Permit (LIP) application with engineer's estimate, fee and construction plans to commence the construction plan review process.

JRB/kc

Attachments: Road & Pathway Sight Distance Details, Corner Clearance Detail, MDOT Ramp Details R-28 series, Pathway Construction Detail

c: Allan E. Schneck, P.E.; DPS Director	Keith Depp, Project Engineer; DPS
Paul Davis, P.E., Deputy Director/City Engineer; DPS	Jenny McGuckin, Right-of-way/Survey Technician; DPS
Tracey Balint, P.E., Public Utilities Engineer Mgr.; DPS	Paul G. Shumejko, P.E., PTOE, Transportation Eng. Mgr.; DPS
Tom Pozzolo, MDOT Oakland TSC, <a href="mailto:pozoloT@michigan.gov">pozoloT@michigan.gov</a>	Stacey Goughs, MDOT Oakland TSC, <a href="mailto:goughs@michigan.gov">goughs@michigan.gov</a>
Mike Smith, Senior Project Engineer, AEW, <a href="mailto:msmith@aewinc.com">msmith@aewinc.com</a>	File

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October 13, 2020

Maureen Gentry  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Reference: **Chief Financial Credit Union, CAMS #202000574**  
**Part of the SW ¼ of Section 14, City of Rochester Hills**  
**Part of the NW ¼ of Section 14, City of Rochester**

Dear Ms. Gentry,

This office has received one set of plans for Chief Financial Credit Union Project to be developed in part of the SW ¼ of Section 14, City of Rochester Hills and NW ¼ of Section 14, City of Rochester.

Our stormwater system review indicates that the proposed project does not have an involvement with any legally established County Drain under the jurisdiction of this office. 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 City of Rochester and plans must be submitted to the City of Rochester Hills and the City of Rochester 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 248-897-2744.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glenn R. Appel".

Glenn R. Appel, P.E.  
Chief Engineer

GRA/dfb

C: Kristen Kapelanski – City of Rochester Hills

