



CITY OF NOVI
Administrative ePacket
December 04, 2025

Council Action/Attention

[Plante Moran Realpoint Update](#)

[Shockey Consulting Novi 2050 Strategic Plan Update](#)

[Cadillac of Novi Amended SDO Plan and Agreement - Commer](#)

[Novi Library Future Finances - Farkas](#)

[Utility Lines for New Public Safety Headquarters - Cardenas](#)

[Tax Increment Financing Overview](#)

Departmental Updates

[The Buzz Report](#)

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For Your Information

[GLWA Public Information Meeting for 14 Mile Road Transmission Main Replacement](#)

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City of Novi - Project Status Overview

Status Summary

Novi City Council Weekly Update #43

As of:

12/3/2025

Overall
Status

In progress

PMR Previous Activities (October 2024 – November 2025)

PMR Procurement Activities

- PMR has drafted RFP for Technology Consultant and it drafting contract for review by R. Petty and City Attorney.
- ~~PMR working with City/HED to procure outstanding due diligence items for sites.~~
- ~~City ordering topographic surveys for fire station sites.~~

Design

- ~~HED kick-off meeting held on 11/18/25.~~
- HED on site for Novi site tours and visioning - 12/1 – 12/3.

Upcoming Activities

Governance

- City Council's anticipated approvals consist of ~~1) Owner's Rep; 2) A/E firm; 3) CM firm (complete)~~; 4) Technology firm; 5) Governance Documents/Program budget; 6) Schematic design; 7) Design development; 8) Furniture vendor; 9) Contractor bid packages; 10) Change orders in excess of \$100,000 and/or CO's that exceed project contingency or program budget.
- Per Mayor, this discussion item will likely occur at a FAC meeting in January '26.
- PMR reviewing updated RASIC provided by City Manager

Design

- City of Novi to travel to Dallas 12/14 - 12/16 for public safety facility tours.
- Bi-weekly design meetings will occur on Mondays
- City Manager would like an A/E update to FAC when A/E team is in town in January 2026
- City Council approval of conceptual design will be in March 2026 (tentative)
- City would like HED to coordinate a community Neighbors Meeting for the new FS 2 and FS 3 sites.

Budget

- PMR is revising project budget to reflect contract awards and updated forecasts.

Other

- City to tour Lansing Public Safety project with Christman in January 2026.
- PMR working with City to schedule site due diligence coordination meeting with OHM, Spalding DeDecker and G2.

Areas for Discussion

Site Due Diligence / Budget Items Checklist:

- City / PMR to review Due Care Plan and strategize path forward.
- City / PMR to review any outstanding due diligence items for all three sites and to begin coordinating site analysis.
- C. Boulard identifying potential woodlands issues with sites.

City of Novi Road Project

- Approx. \$20 million, which includes property acquisition and utilities (\$11.5 million "construction cost" for the road itself)
- PMR's assumption is that it is responsible for activities within the project sites, and that utilities are available at lot line; if not, City/OHM coordination needed with road project to ensure PSB and FS project sites are ready with utilities.
- City will be responsible for wetlands, contaminated soils and land clearing of the identified spoils pile at the Public Safety Building Site (if needed), and relocation and/or improvements of public utilities adjacent at Lee Begole Drive to facilitate the road improvements and PSB project.
- PMR has advised the City contact DTE and other utilities as soon as possible. HED on site 12/1 - 12/3 to assess site utilities.
- City planning on bidding road project in Spring 2026.

Procurement and Contracts

- One year of design leading to a package for bid in Fall 2026 and construction in 2027.
- Site work/land clearing to occur 3rd Quarter 2026
- Fire Stations to be completed before PSB.
- PMR working with PFM to further refine construction timeline in response to alternate bond issuance timeline(s).
- PMR seeking approval of Technology Consultant in December or January, and Furniture, Fixtures and Equipment (FFE) in 1st Quarter 2026.

Meeting Agenda / Minutes

CLIENT: City of Novi
PROJECT: Public Safety Program
SUBJECT: Owner's Meeting #2
DATE & TIME: 12/1/25 @11am
LOCATION: Virtual
ATTENDEES:

Victor Cardenas	City of Novi	City Manager
Police Chief Erick Zinser	Novi Public Safety	Public Safety Director
Chief John Martin	Novi Fire Department	Fire Chief
Robert Petty	City of Novi	CIO
Charles Boulard	City of Novi	Comm. Development Dir.
Jeff Herczeg	City of Novi	DPW Director
Brian Weber	PMR	Senior Vice President
Todd Fenton	PMR	Vice President

1. HED Design Update

a. On-Site Visits – Week of December 1

- i. HED planning an in-person meeting in Novi to include site and facility tours and department interviews.

PMR attending visioning session and Royal Oak Police Department tour.

- ii. HED reviewing Due Diligence checklist; City ordering additional topographic surveys for fire station sites

V Cardenas reiterated he would like an HED/BRW update to the FAC in January. HED also needs to coordinate outreach/Neighbors Meeting for new FS 2 and FS 3 sites.

b. Novi to visit Dallas week of December 8 for public safety tours

Site visit is 12/14-16 to see four facilities.

2. Technology RFP

- a. Guidepost, Convergent, IDS, Commtech Design, Metro Technologies, Barton Malow, HED, and Bluewater.

PMR has finished initial RFP draft and is drafting contract for review by R. Petty and City Attorney.

3. Finance and Administration Meeting: Governance meeting needs to be scheduled

- a. Seeking FAC meeting in January, with Governance approval in Jan or Feb 2026

V Cardenas will coordinate scheduling. A/E update also expected.

4. Utility coordination / Outreach to DTE and Oakland County water needed

Per V Cardenas, DTE and Consumers have been contacted and there is a work order in place. PMR/HED to work with DTE and will use City leverage if process is slowing down.

Initial DTE estimates of \$2 million - \$5 million for utility work (\$5 million would be to bury all lines). J. Herczeg looking for "middle-ground" scope and budget. Per V. Cardenas, City Council will determine whether all the lines should be buried. Load requirements still needed and expected in January 2026.

- a. PMR to set Spalding DeDecker / OHM meeting to coordinate site due diligence

Chief Zinser and C. Boulard should also be involved, in addition to G2. C. Boulard requested meeting with Spalding to discuss site plan. C. Boulard identifying woodlands issues with sites. J. Herczeg will provide availability of CoN and OHM to PMR to coordinate with HED/Spalding. PMR confirmed flood plains were analyzed and considered for new sites.

5. Budget Update – in progress / Road Budget clarification

Road project will be out to bid in Spring 2026.

- a. eBuilder upload / preferred City Dashboard

B. Weber to provide dashboard examples and training for eBuilder. Change orders to route through Christman, with PMR review/recommendation and ultimately City approval.

6. Open Items



City of Novi – Strategic Plan Update

As of: 12/4/2025

Launch	Discovery	Visioning	Scenarios / Strategies	Crafting the Plan
Underway	Jan-Feb	Mar-Apr	May-Jun	Jul-Oct

Recent Progress	Upcoming Efforts / Engagements
- Shockey provided first draft of Project Management Memo for staff review. - Shockey designed custom icons for use in branded project materials - Project team began stakeholder mapping to inform overall engagement plan	- Finalize dates for first in-person engagement (likely February) - Finalize Project Management Memo. - Draft environmental scan using insights from existing plan review, data snapshot, and previously completed trends forecasting work. - Review first draft of engagement plan. - Provide Process Diagram. - Draft workshop agendas.

Input Needed
- Staff review of recommendations from existing plans (15 total plans) – 12/12 deadline - Staff provide data from Shockey request



TO: VICTOR CARDENAS, CITY MANAGER
THRU: BARBARA MCBETH, AICP, CITY PLANNER
FROM: DAN COMMER, AICP, PLANNER
SUBJECT: CADILLAC OF NOVI AMENDED SDO AGREEMENT
DATE: DECEMBER 4, 2025

MEMO

Mayor and Council –

FYI on the proposed changes to the Cadillac of Novi store at Meadowbrook and Grand River. As another interesting point you may find interesting, both this business and the Jaguar/Land Rover across the street are now owned by Fox Motors out of Grand Rapids. They also acquired the GM dealer in Farmington Hills, formerly Sellers.

- Victor

KEY HIGHLIGHTS:

- An updated plan for Cadillac of Novi has been submitted for the property at the northeast corner of Grand River Avenue and Meadowbrook Road.
- The Concept Plan proposes a 4,174 square foot building addition, an expanded parking lot, and updates to the building façade and signage.
- The subject property is currently zoned GE, Gateway East district, with a Special Development Option (SDO) that requires consideration and approval by the City Council of an amended plan and SDO Agreement.
- The Planning Commission considered the request at the August 20 meeting and recommended approval of the plan to the City Council.

BACKGROUND INFORMATION:

The subject property is a Cadillac dealership located on the northeast corner of Grand River and Meadowbrook Road in the Gateway East district. The intent of the Gateway East district is to encourage high-quality and distinctive development that will complement and support the City's Main Street/Town Center area. It is the further intent to create a Special Development Option (SDO) to provide greater flexibility for the achievement of the objectives of the GE district.

This site was originally approved for a Hummer dealership utilizing the Special Development Option (SDO) in the Gateway East District, and the SDO agreement was later amended to change the use to a Cadillac Dealership. If approved this would be the 5th amendment to the SDO agreement.

The proposed 4,174 square-foot building addition will include a service area where customers may drive into the area for service writing and pick-up and drop-off, and an office area for service writers. The zoning ordinance limits the size of retail buildings to 20,000 square feet in the Gateway East district; however, City Council has previously approved an addition that exceeded the maximum permitted square footage. The amended SDO agreement will need to reflect the new floor area, if a deviation for this standard is approved by the City Council. Additionally, the existing parking lot will be reconfigured with new parking lot islands and expanded to accommodate 20 additional spaces for inventory vehicles at the southeast corner of the property. The plan proposes 136 parking spaces for employees and visitors and 134 inventory spaces in total.



An update to the building façade and signage is also proposed. The applicant is requesting a Section 9 Façade Waiver for underage of brick and overage of Flat Metal Panels and for “Display Frame” that outlines the showroom windows with integrated LED lighting. A rendering of this is attached. The applicant has acknowledged in their response letter that they understand that the use of intense exterior accent lighting is prohibited by the ordinance, and what they have proposed is intended to be a constant soft light that produces a glowing effect around the showroom exterior glass.



Several Landscape deviations and waivers are requested and supported by staff, as well as Sign deviations to allow for an increase in square footage of previously approved signage.

The proposed development is largely in conformance with ordinance requirements, with requested deviations noted in the Planning Commission meeting minutes (attached).

NEXT STEPS

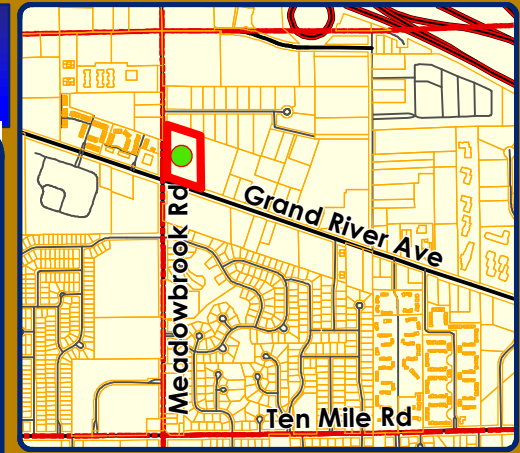
At its August 20, 2025 meeting the Planning Commission held a public hearing, and reviewed the SDO Amended Concept Plan and other information related to a draft amended SDO Agreement. The Planning Commission has provided a favorable recommendation to the City Council of the Revised Concept Plan. The entire Planning Commission packet with drawings and review letters can be found [HERE](#).

To help expedite the review process, staff has worked with the applicant to combine the consideration of the plan with the Draft SDO Agreement (attached) to allow the applicant the opportunity to potentially present just one time to the City Council. The applicant requests to be placed on the next available agenda for consideration for approval of the proposed amended SDO Agreement and Concept Plan.

LOCATION MAP

JSP25-07 Cadillac of Novi

LOCATION



Legend

 Subject Area



City of Novi

Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Map Author: Dan Commer
Date: 8/1/25
Project: JSP25-07 Cadillac of Novi
Version #: 1

0 35 70 140 210 Feet

1 inch = 167 feet



MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

SITE PLAN

LED DISPLAY FRAME RENDERING



FIFTH AMENDMENT TO SDO AGREEMENT

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF NOVI
FIFTH AMENDMENT TO SPECIAL DEVELOPMENT
OPTION AGREEMENT
FOR CADILLAC OF NOVI GATEWAY
(F/K/A HUMMER OF NOVI GATEWAY)
(SPECIAL DEVELOPMENT OPTION (SDO))

AGREEMENT, dated this ____ day of _____, 2025, by and between the City of Novi, whose address is 45175 Ten Mile Road, Novi, Michigan 48375 (the "City") and Fox Detroit Properties, LLC, 200 Ottawa Ave, Suite 800, Grand Rapids, Michigan, 49503, (the "Owner"); and Cadillac of Novi, whose address is 200 Ottawa Ave, Suite 800, Grand Rapids, Michigan, 49503,(the "Developer").

RECITALS:

A. Owner/Developer and the City previously entered into a Special Development Option (SDO) Agreement (the "Original SDO Agreement") in connection with certain property located in the City of Novi on Grand River Avenue and Meadowbrook Road. The Original SDO Agreement governs the use and development of the property for a Hummer auto dealership. The Original SDO Agreement covers the property described in attached **Exhibit A** (the "Property"), was approved by the City Council on June 21, 2004, is dated October 18, 2014, and is recorded at Liber 42070, Page 233 Oakland County Records.

B. The Original SDO Agreement was modified by a First Amendment dated November 14, 2007, and is recorded at Liber 42070, Page 246 Oakland County Records. The First Amendment, (among other things) allowed non-Hummer vehicles to be parked and sold within the property.

C. A Second Amendment to the SDO Agreement dated February 8, 2010, and recorded at Liber 43570, Page 501, Oakland County Records, acknowledged the termination of the Hummer dealership on the property and authorized use of the property for an automobile dealer facility that supported the sale and servicing of Cadillac vehicles, subject to various terms and conditions. The Second Amendment also allowed the conversion of Hummer signs to Cadillac signs and allowed additional Cadillac signs under certain conditions.

D. A Third Amendment and Restatement of the Agreement dated September 10, 2011, recorded at Liber 43570, Page 510 allowed the transformation of the building and site plan to become a fully recognizable Cadillac dealership.

E. A Fourth Amendment to the SDO Agreement, dated July 8, 2013, and recorded at Liber 46155, Page 590, Oakland County Records, added a sign to the approved plan.

F. The Owner/Developer now proposes to amend the SDO Plan (the "Amended SDO Plan") for the Development to build a 4,174 square foot addition to the northeast corner of the existing Cadillac of Novi building. The proposed addition will include a service area where customers may drive into the area for service writing and pick-up and drop-off, and an office area for service writers. The existing parking lot

will be removed and replaced with new parking lot islands and expanded to accommodate 20 additional spaces for inventory vehicles. A new parking area will be added to the southeast corner of the property. 136 parking spaces for employees and visitors and 134 inventory spaces will be provided. The Amended SDO Plan also updates the building façade and signage.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

I. AMENDMENT TO SPECIAL DEVELOPMENT OPTION AGREEMENT

The Owner/Developer and the City agree that the Special Development Option Agreement for Cadillac of Novi Gateway, **GENERAL PROJECT DESCRIPTION**, is hereby amended as follows:

The Cadillac of Novi Project is located at the northeast corner of Grand River Avenue and Meadowbrook Road. The site is 6.77-acres and is currently zoned Gateway East District. The Project entails the development/redevelopment of an automobile dealership facility that supports the sale and servicing of Cadillac vehicles; a new- and used-car sales room, showroom, and office; a service area where customers may drive into the area for service writing and pick-up and drop-off for parts sales and service, and an office area for service writers, together with outdoor space for exclusive sale of new or used vehicles as consistent with a typical Cadillac dealership. The building is planned to be 29,626 square feet in size with no more than 270 parking spaces, all of which shall be shielded from Grand River and Meadowbrook. The architecture and design layout are to meet the exterior material requirements of the Gateway East District ordinance and the minimum requirements in Exhibit B subject to Section III.d. of this Amended SDO Plan. Particular attention has been given to the requirements of both the Gateway East District regulations and the Third Amendment to SDO Agreement, dated September 10, 2011, which restated the requirements of the Development Agreement dated December 15, 2003, the SDO Agreement approved by the City Council on July 21, 2004, the First Amendment to the SDO Agreement dated November 14, 2007, and the Second Amendment to the SDO Agreement dated February 8, 2010,. This Fifth Amendment to SDO Agreement also supersedes the Fourth Amendment to the SDO Agreement, dated July 8, 2013.

The site has some wetlands, including Bishop Creek and a 100-year floodplain running through the northerly end of the site and continuing along the eastern property line. The land was previously a fill area, as indicated by soil boring test results.

Owner intends to and shall seek, obtain approval for, and use best management practices and efforts with respect to, all wetland, storm water, and soil erosion requirements and measures throughout the Property during the design and construction phases, and subsequent use of the Property and development contemplated in the Site Plan. In conjunction with the previous approval of the original SDO Plan and Site Plan, a conservation easement was executed and delivered to the City for recording, providing for the preservation of the wetlands and woodlands as reflected on the original approved Site Plan.

Owner agrees to develop and use the Property solely for the use as a new- and used-car sales showroom and a service area where customers may drive into the area for service writing and pick-up and drop-off, and an office area for service writers related thereto, together with outdoor space for exclusive sale of new or used vehicles as permitted under this Agreement, subject to

and in accordance with all of the specifications of the previously approved Conceptual SDO Plan, the previously-approved Site Plan and the Amended SDO Plan attached hereto as **Exhibit B**, subject to the requirements set forth in the Planning and City Consultants' Reports, attached as Exhibit C. Owner will forebear from developing and/or using the Property in any manner other than as approved as part of the Amended SDO Plan, with the understanding that, to the extent the requirements therein are more restrictive than City regulations, they supersede any and all inconsistent City regulations.

II. PARKING AND VEHICLE STORAGE

Three vehicle display pods are permitted as shown adjacent to the road rights-of-way as shown on the New Site Plan (Exhibit B). Owner agrees not to use other outdoor vehicle display and/or storage to a greater extent and/or with closer or greater exposure to Grand River and Meadowbrook Road than that shown on the New Site Plan (Exhibit B). Additional vehicle display outside of the main entrance to the dealership, at the east façade entry and on a stamped concrete area adjacent to the east facade of the building, shall be permitted as shown on the New Site Plan (Exhibit B). Any additional outdoor vehicle display and/or storage shall require City approval and shall be subject to Site Plan review and approval. There shall be no elevated storage or display of vehicles in any location on the Property.

Vehicles and vehicle spaces shall be permitted on the Property for storage and/or display, employee parking, and for customer parking. The total number of vehicles for such purposes shall be as set forth on the new Site Plan.

III. DEVIATIONS

The following additional deviations are approved by the City with the Amended SDO Plan:

- a. A deviation to Section 3.11.2.c of the Zoning Ordinance, which provides that no individual retail sales or personal service establishment shall exceed twenty thousand (20,000) square feet of total gross floor area, exclusive of basement areas leased and utilized by the tenant of the building for storage purposes only. The proposed 4,174 square footage building addition would increase gross floor area to 29,626 square feet.
- b. A deviation from Section 3.12.7.c.2.d. requiring a Community Impact Statement in the event the property on which the project is to be situated consists of six (6) or more acres, because the plan is proposing minor changes to an existing development.
- c. Section 9 Façade waiver for an underage of brick on the South (front) facade of the high visibility buildings (0% proposed, 30% required), and an overage of Flat Metal Panels on South (front) and East facades (100% proposed (South) and 51% proposed (East), 50% Maximum), because the angled profile of the Flat Metal Panels will provide an interesting architectural effect that would not otherwise be enhanced by strict application of Façade Ordinance requirements and the overall design is consistent with the intent and purpose of the Façade Ordinance and is in context with other buildings in the surrounding area.
- d. Section 9 Façade waiver for the "Display Frame" that outlines the showroom windows will feature integrated LED lighting, subject to the condition that intense colors and/or flashing lights are prohibited, because the display frame will enhance the nighttime appearance of the building.

- e. Landscape deviation and waiver from Section 5.5.3.B.ii and iii for deficient greenbelt width along Meadowbrook.
- f. Landscape deviation and waiver from Section 5.5.3.B.ii and iii for lack of greenbelt berms along both frontages.
- g. Landscape deviation and waiver from Section 5.5.3.D for deficiency in foundation landscaping for building addition.
- h. Sign deviation to allow for an increase in square footage of previously approved 3.5-foot diameter (9.62 square feet) crest sign on the screen wall along Grand River Avenue. The proposed replacement crest sign has a total area of 12.95 square feet.
- i. Sign deviation to allow for an increase in square footage of the previously approved 'certified service' (17.88 square feet) sign indicating the customer entrance for automotive service and repair. The proposed replacement has a total area of 27.69 square feet.
- j. Sign deviation to allow for an increase in square footage of the three (3) previously approved site wayfinding signs (6 square feet each). The proposed signs each have a total area of 15.31 square feet.
- k. Sign deviation to allow for an increase in square footage of previously approved east wall sign (100 square feet). The proposed replacement has a total area of 106.32 square feet.

IV. This Fifth Amendment to the Special Development Option Agreement shall be binding upon and inure to the benefit of the parties to this Agreement and their respective heirs, successors, assigns and transferees and shall be recorded by either party with the office of the Oakland County Register of Deeds.

V. This Fifth Amendment to the Special Development Option Agreement may be signed in counterparts.

VI. The previously executed Third Amendment and Restatement of Agreement for Cadillac of Novi Gateway Special Development Option shall remain in full force and effect except as modified herein.

DEVELOPER

Fox Detroit Properties, LLC, a
Michigan limited liability company

By: _____

STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 2025, before me appeared _____, authorized representative of Developer, who states that he/she has signed this document of his/her own free will on behalf of Developer.

Notary Public

County, _____

My commission expires: _____

Acting in _____ County, _____

CITY OF NOVI

By: _____

Justin Fischer, Mayor

By: _____

Cortney Hanson, Clerk

STATE OF MICHIGAN)

COUNTY OF OAKLAND)

On this _____ day of _____, 2025, before me appeared Justin Fischer, Mayor and Cortney Hanson, Clerk of the City of Novi, authorized representatives of Developer, who state that they have signed this document of their own free will on behalf of Developer.

Notary Public

Oakland County, MI

My commission expires: _____

Acting in Oakland County, MI

Drafted by:
Elizabeth Kudla Saarela
27555 Executive Drive, Suite 250
Farmington Hills, MI 48331

When recorded return to:
Cortney Hanson, City Clerk
City of Novi
45175 Ten Mile Road
Novi, MI 48375

EXHIBIT A

T1N, R8E, SEC 24 PART OF NW 1/4 BEG AT PT DIST S 02-34-41 E 721.49 FT & N 87-43-33 E 60.00 FT & S 02-34-41 E 517.70 FT FROM NW SEC COR, TH S 73-34-41 E 456.49 FT, TH S 02-34-41 E 678.32 FT, TH N 73-33-43 W 456.44 FT ALG NLY R/W LINE OF GRAND RIVER AVE, TH N 02-34-41 W 678.17 FT TO BEG 6.72 A11/29/84 FR 009

EXHIBIT B

Owner

FOX DETROIT PROPERTIES, LLC
200 OTTAWA AVE. NW, SUITE 800
GRAND RAPIDS, MI 49503
CONTACT:
MR. COLIN SCHIEFLER
PHONE: (616) 540-4988
EMAIL: CSCHIEFLER@DPFOX.COM

Architect

STUDIO DETROIT ARCHITECTS
2040 PARK AVENUE, SUITE 200
DETROIT, MICHIGAN 48226
CONTACT:
MR. STEVEN FOURNIER, AIA, NCARB
PHONE: (248) 376-2617
EMAIL: STEVEN@STUDIO-DETROIT.COM

Civil Engineer

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVENUE
PONTIAC, MICHIGAN 48342
CONTACT:
MR. TIMOTHY D. WOOD, P.E.
PHONE: (248) 332-7931
EMAIL: TWOOD@NFE-ENGR.COM

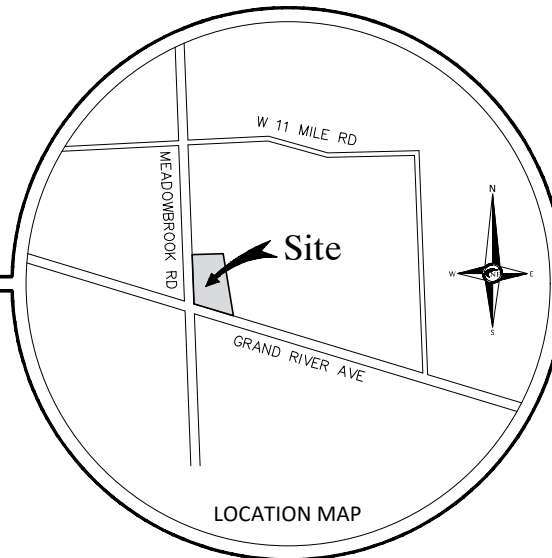
Landscape Architect

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVENUE
PONTIAC, MICHIGAN 48342
CONTACT:
MR. GEORGE A. OSTROWSKI, RLA, LEED AP
PHONE: (248) 332-7931
EMAIL: GOSTROWSKI@NFE-ENGR.COM

City of Novi, Oakland County, Michigan PRELIMINARY SITE PLAN DOCUMENTS Prepared For DP Fox Holdings, LLC

SHEET INDEX

C0	Cover Sheet
C1	Boundary, Topographic, and Tree Survey
C2	Demolition Plan
C3	Dimensional Site Plan
C4	Preliminary Engineering Plan
C5	Soil Erosion and Sedimentation Control Plan
C6	Fire Truck Maneuvering and Hydrant Coverage Plan
C7	Truck Maneuvering and Open Space Plan
C8	Notes and Details
C9	Notes and Details
C10	Open Space and Bicycle Parking
L1	Tree Preservation Plan
L2	Landscape Plan
TS1.5	Composite Floor Plan
SP1.1	Architectural Site Plan
SP1.2	Architectural Site Plan Details
A2.1	Exterior Elevations
A2.2	Exterior Elevations
EL1.1	Site Lighting Plan
EL2.1	Luminarie Schedules and Details
City of Novi Standard Details	
1 of 2	City of Novi Paving Standard Details
2 of 2	City of Novi Paving Standard Details
1 of 3	City of Novi Sanitary Sewer Standard Details
2 of 3	City of Novi Sanitary Sewer Standard Details
3 of 3	City of Novi Sanitary Sewer Standard Details
1 of 2	City of Novi Storm Sewer Standard Details
2 of 2	City of Novi Storm Sewer Standard Details
1 of 5	City of Novi Water Main Standard Details
2 of 5	City of Novi Water Main Standard Details
3 of 5	City of Novi Water Main Standard Details
4 of 5	City of Novi Water Main Standard Details
5 of 5	City of Novi Water Main Standard Details
1 of 1	OCWRC Soil Erosion and Sedimentation Control Details



LEGAL DESCRIPTION

PART OF THE NORTHWEST 1/4 OF SECTION 24, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT DISTANT SOUTH 02 DEGREES 34 MINUTES 41 SECONDS EAST ALONG THE WEST LINE OF SAID SECTION 24 (NOMINAL CENTERLINE OF MEADOWBROOK ROAD) 721.49 FEET AND NORTH 87 DEGREES 43 MINUTES 33 SECONDS EAST 60.00 FEET AND SOUTH 02 DEGREES 34 MINUTES 41 SECONDS EAST 517.70 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 24; THENCE SOUTH 73 DEGREES 34 MINUTES 41 SECONDS EAST 456.49 FEET; THENCE SOUTH 02 DEGREES 34 MINUTES 41 SECONDS EAST 678.32 FEET TO THE NORTH RIGHT OF WAY LINE OF GRAND RIVER AVENUE; THENCE NORTH 73 DEGREES 33 MINUTES 43 SECONDS WEST ALONG SAID NORTH RIGHT OF WAY LINE 456.53 FEET; THENCE NORTH 02 DEGREES 34 MINUTES 41 SECONDS WEST 678.18 FEET TO THE POINT OF BEGINNING.

CONTAINING 311795.5 SQUARE FEET OR 7.158 ACRES
ADDRESS: 41350 GRAND RIVER, NOVI, MI
P.I.N.: 50-22-24-100-051

REVISIONS:
2025-04-26 - ISSUED FOR PER REVIEW
2025-06-23 - REVISED PER CITY REVIEW

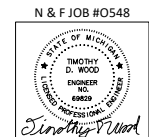
Project Name

Cadillac of Novi

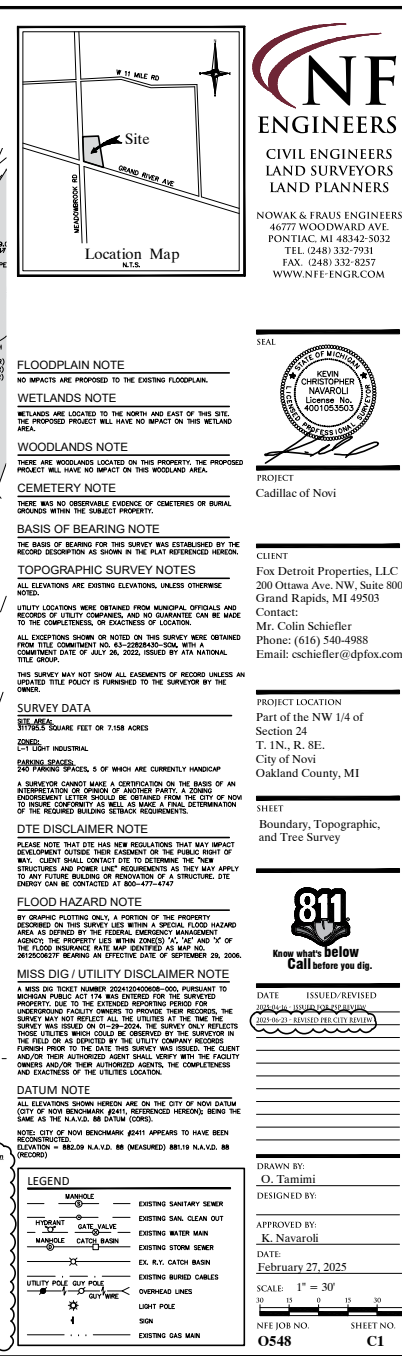
NF
ENGINEERS

CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL: (248) 332-7931
FAX: (248) 332-8257
WWW.NFE-ENGR.COM

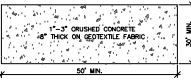


CITY OF NOVI NUMBER: JSP25-0001

[illegible]

CONSTRUCTION SEQUENCE / TIMING SCHEDULE

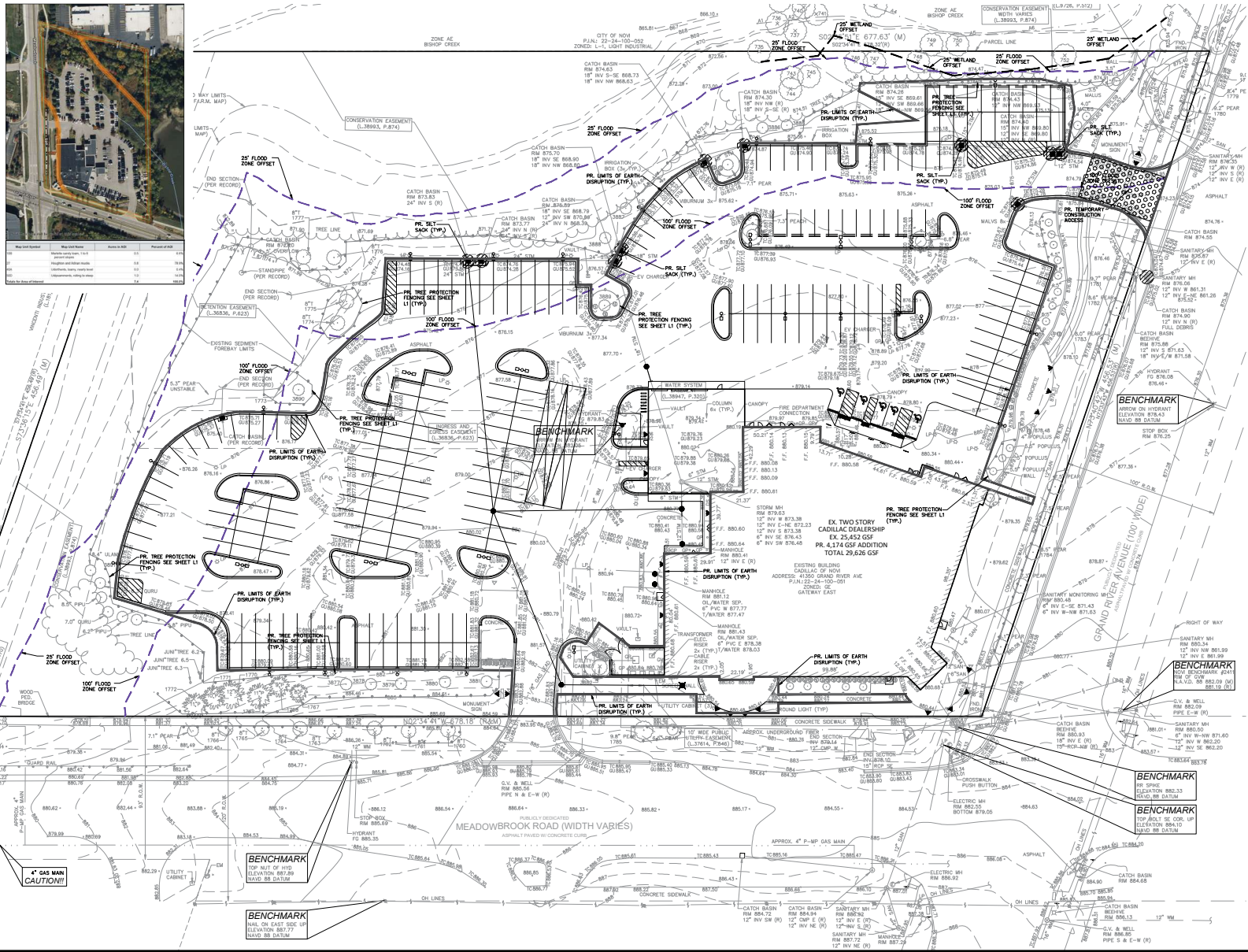
1. INSTALL PERIMETER FILTER FABRIC FENCING AND STONE FILTER WHERE REQUIRED.	MAY 2025
2. MASS GRADE SITE.	MAY 2025
3. COMMENCE UNDERGROUND UTILITY WORK.	JUNE 2025
4. INSTALL INLET FILTERS ON PROPOSED DRAINAGE STRUCTURES.	JUNE 2025
5. FILL IN SEDIMENTATION TRAPS AND PAVE SITE.	JULY 2025
6. COMPLETE ALL BUILDINGS AND LANDSCAPE ACTIVITY.	SEPTEMBER 2025
7. 4TH HAD NEW STORM SEWER SYSTEM AS REQUIRED.	OCTOBER 2025
8. REMOVE ALL TEMPORARY SOIL EROSION MEASURES.	OCTOBER 2025



TEMPORARY CRUSHED CONCRETE CONSTRUCTION ACCESS ROAD



Map Date/Version	Map Date/Version	Author	Project
1/1/2025	1/1/2025	J. Longhurst	1/1/2025
1/1/2025	1/1/2025	J. Longhurst	1/1/2025
1/1/2025	1/1/2025	J. Longhurst	1/1/2025
1/1/2025	1/1/2025	J. Longhurst	1/1/2025
1/1/2025	1/1/2025	J. Longhurst	1/1/2025



NF ENGINEERS
CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

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46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL (248) 332-7931
FAX (248) 332-8357
WWW.NFE-ENR.COM

LEGAL DESCRIPTION - COVENANT DEED

PART OF THE NORTHWEST 1/4 OF SECTION 24, TOWN 1 NORTH, RANGE 4 EAST, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT DISTANT SOUTH OF DEGREES 34 MINUTES 41 SECONDS EAST ALONG THE WEST LINE OF SAID SECTION 24 (NOMINAL CENTERLINE OF MEADOWBROOK ROAD) 70-48 FEET AND NORTH 87 DEGREES 43 MINUTES 33 SECONDS EAST 80.00 FEET AND SOUTH 10 DEGREES 34 MINUTES 41 SECONDS EAST 87-10 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 24, THENCE SOUTH 73 DEGREES 41 MINUTES 41 SECONDS EAST 468.40 FEET, THENCE SOUTH 73 DEGREES 41 MINUTES 41 SECONDS WEST 87.10 FEET, THENCE NORTH 73 DEGREES 41 MINUTES 41 SECONDS WEST 87.10 FEET TO THE POINT OF BEGINNING.

CITY OF NOVI SECC NOTES

INSTALLATION OF SILT FENCING OR TREE PROTECTION FENCING SHALL NOT OCCUR PRIOR TO THE INITIAL CITY PRE-CONSTRUCTION MEETING. SILT FENCING, IF REQUIRED THROUGH STAGES OF OR CONSTRUCTION, SHALL BE ESTABLISHED WITHIN 5 DAYS OF FINAL GRADE, OR WHENEVER DISTURBED AREAS WILL REMAIN UNCOVERED FOR 30 DAYS OR GREATER. 3" OF TOPSOIL SHALL BE USED UNDER VEGETATION IS REQUIRED. DIVERSION BERM OR TERRACING SHALL BE IMPLEMENTED WHERE NECESSARY. ALL DRAINAGE DITCHES SHALL BE STABILIZED WITH EROSION CONTROL BLANKET AND SHALL CHECK CHAIN AND CLEAN AS REQUIRED. DITCHES STEEPER THAN 3% SHALL BE SODDED. ALL CULVERTS AND SEWER MAINS SHALL BE ROUTED THROUGH IN ACCORDANCE WITH DRAINAGE SPECIFICATIONS. INSPECT PRETREATMENT STRUCTURE REGULARLY FOR SEDIMENT ACCUMULATION UNTIL SITE IS STABILIZED AND CLEAN AS REQUIRED. IF DEMANDING IS ANTICIPATED OR ENCOUNTERED DURING CONSTRUCTION, A SEWER MAIN MUST BE SUBMITTED TO THE ENGINEERING DIVISION FOR REVIEW. IT IS THE DEVELOPER'S RESPONSIBILITY TO GRADE AND STABILIZE DISTURBED AREAS DUE TO THE INSTALLATION OF PUBLIC UTILITIES. CONTRACTOR SHALL PROVIDE STREET SWEEPING AND DUST CONTROL REQUIRED TO KEEP ROADS FREE OF DEBRIS OR AS DIRECTED BY CITY INSPECTOR. SLOPES STEEPER THAN 1:0.8 (12%) SHALL BE STABILIZED WITH EROSION CONTROL BLANKET. INSTALLATION OF SILT FENCING OR TREE PROTECTION FENCING SHALL NOT OCCUR PRIOR TO THE INITIAL CITY PRE-CONSTRUCTION MEETING. WHEN NATURE, FENCING FIRST ON THE SITE, INSPECTION OF FENCING. ALL WORK SHALL CONFORM TO THE CURRENT CITY OF NOVI STANDARDS AND SPECIFICATIONS. INSPECT BIRMS PRIOR TO FORECAST RAIN, ONLY DURING EXTENDED RAIN EVENTS AFTER RAIN EVENTS, INSPECT BIRMS THE NEXT DAY, AND AT TWO-WEEK INTERVALS DURING THE NON-RAINY SEASON. SEDIMENT SHOULD BE REMOVED WHEN THE SEDIMENT ACCUMULATION REACHES 1/2 - 1/3 OF THE SILT FENCING HEIGHT. SEDIMENT REMOVED DURING MAINTENANCE MAY BE INCORPORATED INTO TOPSOIL ON THE SUB-BASE, RUTTING, ETC. IMMEDIATELY REMOVE ALL SEDIMENT DROPPED OR ERODED ONTO PUBLIC RIGHT-OF-WAY BY SWEEPING OR SHOULDERING. DO NOT WASH SEDIMENT INTO WATERWAYS OR STORM SEWERS.

NOTES

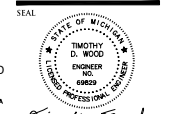
REFER TO THE OAKLAND COUNTY SOIL EROSION AND SEDIMENTATION CONTROL DETAIL SHEET FOR ALL ADDITIONAL NOTES & DETAILS (TYP) THE SITE IS ADJACENT TO A POND. THE TOTAL AREA OF EARTH DISRUPTION IS 3.08 ACRES. THE SOIL EROSION CONTROLS WILL BE MAINTAINED WEEKLY AND AFTER EVERY STORM EVENT BY THE CONTRACTOR. A SOIL EROSION PERMIT IS REQUIRED FROM THE CITY OF NOVI. INSPECT STRUCTURES WEEKLY FOR SEDIMENT ACCUMULATION UNTIL SITE IS STABILIZED, CLEANING AS REQUIRED.

ESTIMATED QUANTITIES

DESCRIPTION	QUANTITY	UNITS
SILT SACK	11	EA.
TEMPORARY CONSTRUCTION ACCESS	790	EA.

LEGEND

- INDICATES LIMITS OF SILT FENCING
- INDICATES LIMITS OF DRAINAGE DISTURBED AREA
- INDICATES LIMITS OF SOIL DISRUPTION
- INDICATES SILT SACK OR EQUAL ON EXISTING DRAINAGE STRUCTURE



Timothy D. Wood
PROJECT
Cadillac of Novi

CLIENT
Fox Detroit Properties, LLC
200 Ottawa Ave. NW, Suite 800
Grand Rapids, MI 49503
Contact:
Mr. Colin Schieffler
Phone: (616) 540-4988
Email: cschieffler@dpxfox.com

PROJECT LOCATION
Part of the NW 1/4 of Section 24
T. 1N., R. 8E.
City of Novi
Oakland County, MI

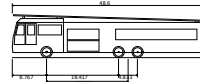
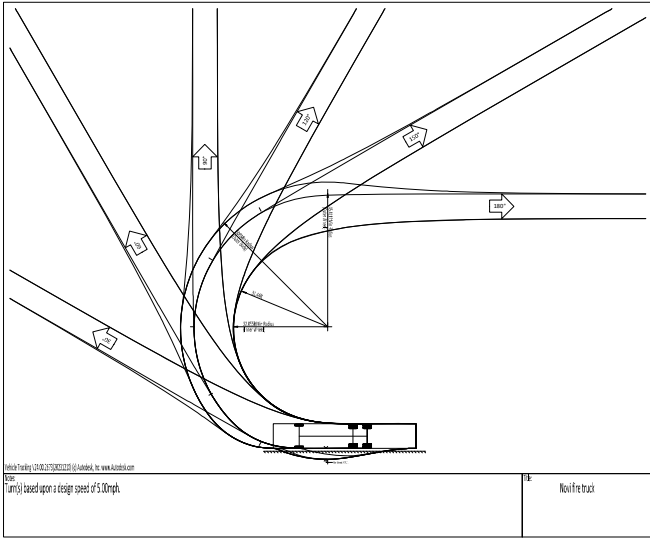
SHEET
Soil Erosion and Sedimentation Control Plan



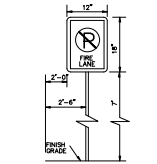
DATE ISSUED/REVISED
JULIAN 11/2025
REVISION: REVISION 1/1/2025

DRAWN BY:
B. Clabach
DESIGNED BY:
T. Wood
APPROVED BY:
J. Longhurst

DATE:
April 16, 2025
SCALE: 1" = 30'
SHEET NO. C5
NFE JOB NO. 0548



Novi fire truck
 Overall Length 48.600ft
 Overall Width 8.333ft
 Overall Body Height 11.000ft
 Min Body Ground Clearance 3.333ft
 Track Width 8.333ft
 Lock-to-lock time 6.00s
 Wall-to-Wall Turning Radius 50.000ft



FIRE LANE SIGNAGE DETAIL
 N.T.S.



FIRE DEPARTMENT NOTES

ALL FIRE HYDRANTS MUST BE INSTALLED AND OPERATIONAL PRIOR TO ANY COMBUSTIBLE MATERIAL BEING BROUGHT ON SITE.
 ALL BUILDINGS MUST COMPLY WITH THE INTERNATIONAL FIRE CODE SECTION 813 FOR EMERGENCY ROAD COVERAGE TO BE IMPLEMENTED BY THE TIME OF THE FINAL INSPECTION OF THE FIRE ALARM AND FIRE SUPPRESSION.
 FIRE APPARATUS ACCESS DRIVES TO AND FROM BUILDINGS THROUGH PARKING LOTS SHALL HAVE A MINIMUM 50 FEET OUTSIDE TURNING RADIUS AND BE DESIGNED TO SUPPORT A MINIMUM OF 35 TONS.

NF ENGINEERS
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 LAND SURVEYORS
 LAND PLANNERS

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Timothy D. Wood

PROJECT
 Cadillac of Novi

CLIENT
 Fox Detroit Properties, LLC
 200 Ottawa Ave. NW, Suite 800
 Grand Rapids, MI 49503
 Contact:
 Mr. Colin Schieffler
 Phone: (616) 540-4988
 Email: cschieffler@dpfox.com

PROJECT LOCATION
 Part of the NW 1/4 of
 Section 24
 T. 1N., R. 8E.
 City of Novi
 Oakland County, MI

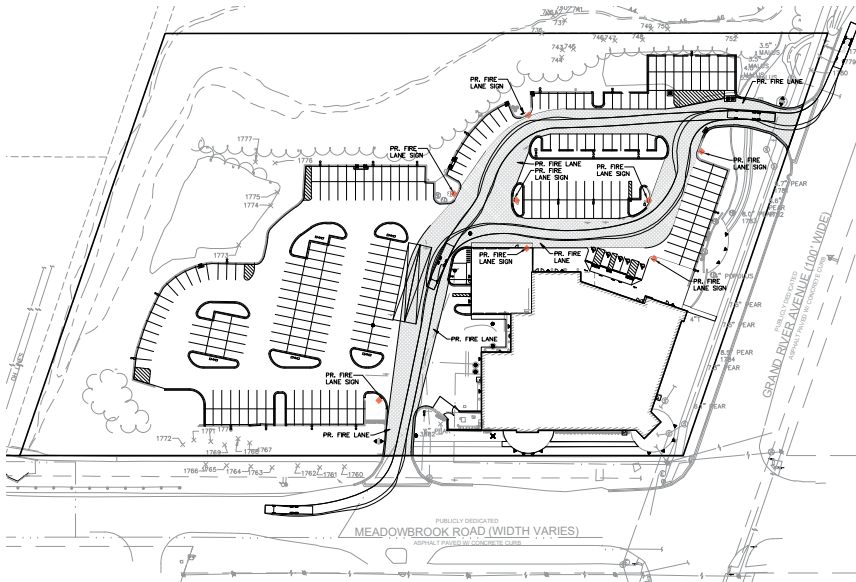
SHEET
 Fire Truck Maneuvering
 and Hydrant Coverage
 Plan



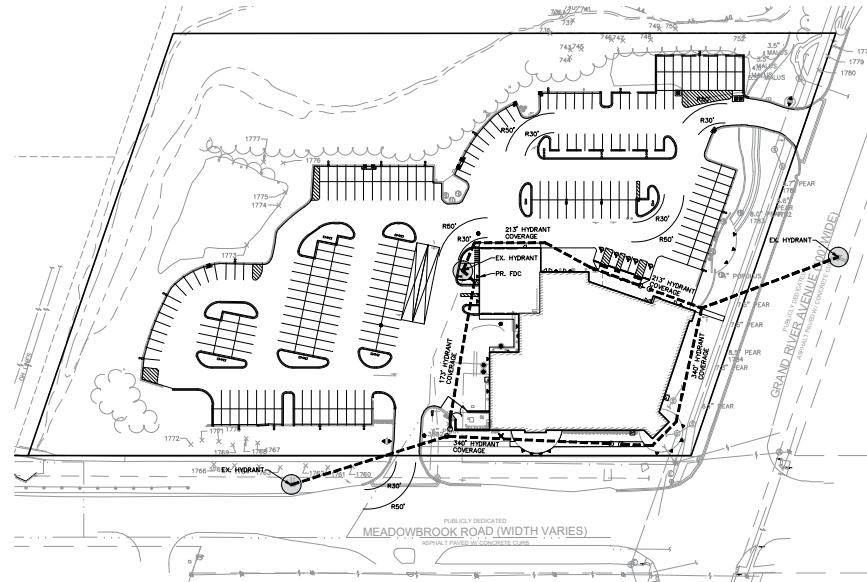
DATE ISSUED/REVISED
 12/14/2024 12/14/2024 12/14/2024
 12/14/2024 12/14/2024 12/14/2024

DRAWN BY:
 B. Glibach
 DESIGNED BY:
 T. Wood
 APPROVED BY:
 J. Longhurst
 DATE:
 April 16, 2025

SCALE: 1" = 60'
 NFE JOB NO. 0548
 SHEET NO. C6



TRUCK MANEUVERING AND FIRE LANE PLAN
 SCALE: 1" = 60'



HYDRANT COVERAGE PLAN
 SCALE: 1" = 60'





Timothy Wood

PROJECT

Cadillac of Novi

CLIENT

Detroit Properties, LLC
100 Ottawa Ave. NW, Suite 800
Grand Rapids, MI 49503
Contact:
Mr. Colin Schiefler
Phone: (616) 540-4988
Email: cschiefler@dpfox.com

PROJECT LOCATION
Part of the NW 1/4 of
Section 24
T. 1N., R. 8E.
City of Novi
Oakland County, MI

Notes and Details



Know what's below
Call before you dig.

DATE ISSUED/REVISED
025-04-16 - ISSUED FOR PSP REVIEW
025-06-23 - REVISED PER CITY REVIEW

DRAWN BY:
B. Girschach

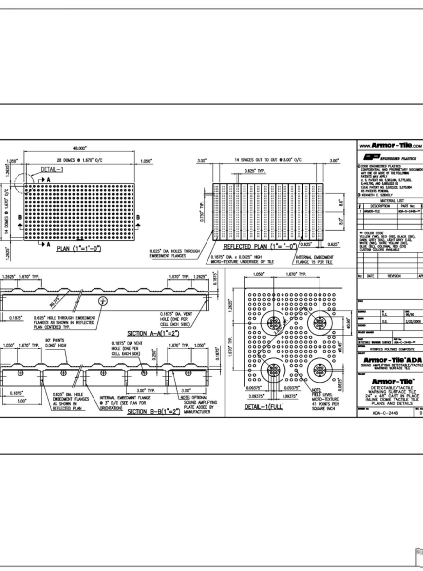
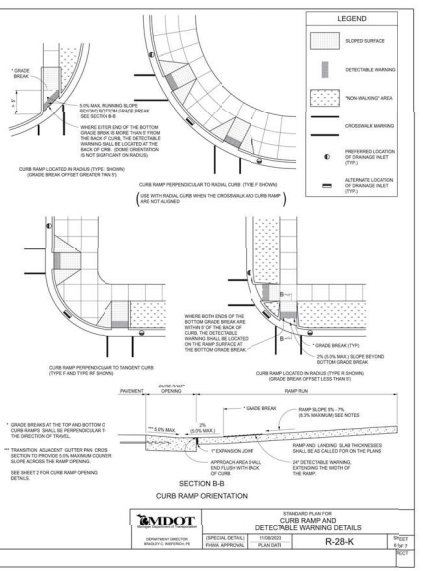
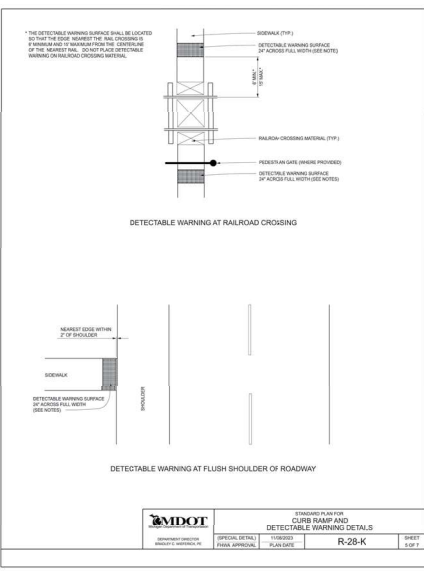
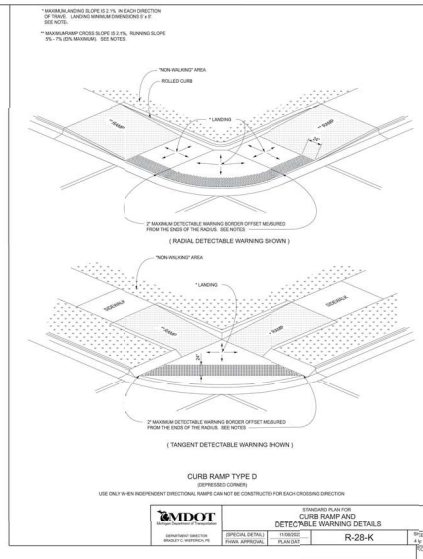
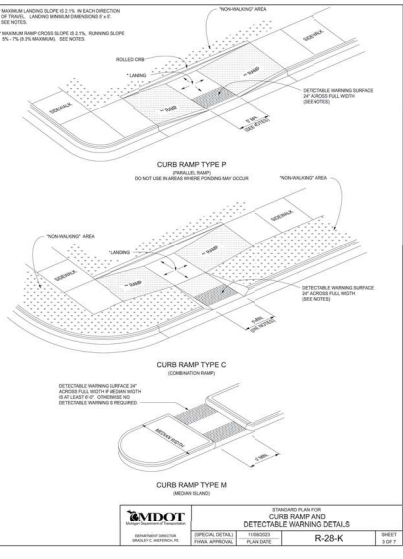
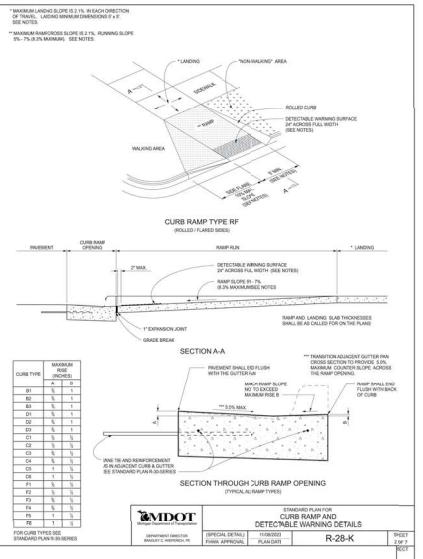
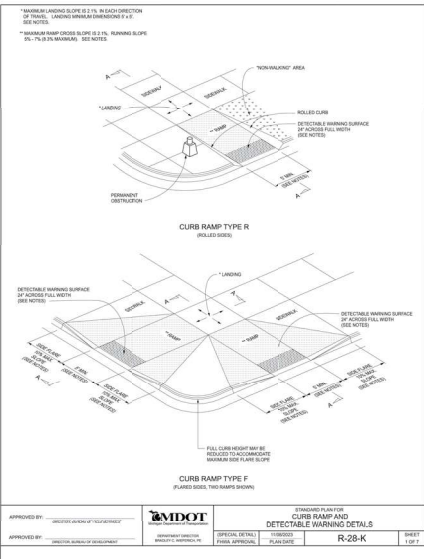
DESIGNED BY:
T. Wood

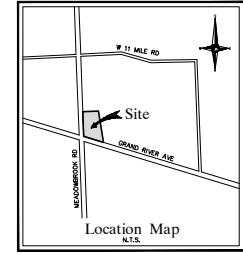
APPROVED BY:
J. Longhurst

DATE:
April 16, 2025

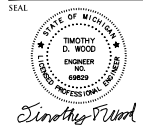
SCALE: N.T.S.

LIFE JOB NO. **D548**
 SHEET NO. **C9**





NF
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LAND PLANNERS
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PROJECT LOCATION
Part of the NW 1/4 of
Section 24
T. 1N., R. 8E.
City of Novi
Oakland County, MI

SHEET
Open Space and
Bicycle Parking

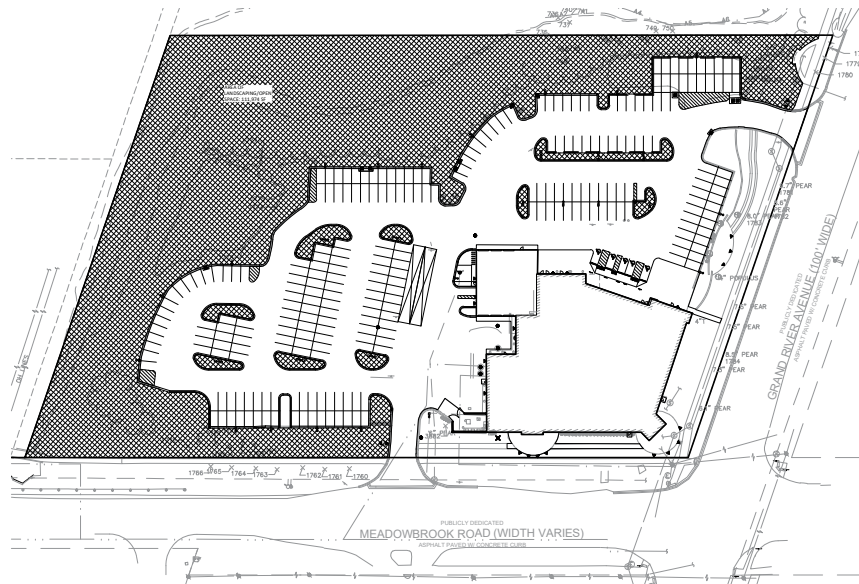


DATE	ISSUED/REVISED

DRAWN BY:
B. Glirbach
DESIGNED BY:
T. Wood
APPROVED BY:
J. Longhurst
DATE:
April 16, 2025

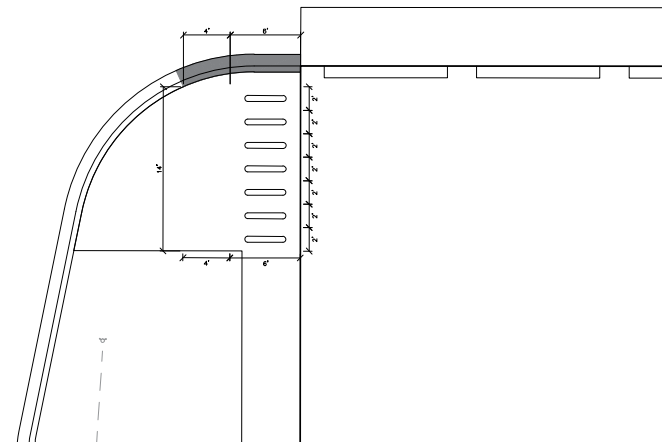
SCALE: 1" = 60'
NFE JOB NO. SHEET NO.
0548 C10

OPEN SPACE CALCULATIONS
TOTAL SITE AREA: 311,796 S.F. OR 7.16 ACRES
TOTAL OPEN SPACE: 117,022 S.F. OR 2.69 ACRES
PERCENTAGE SITE OPEN SPACE: 117,022 / 311,796 = 37.53%



OPEN SPACE PLAN
SCALE: 1" = 60'

BICYCLE RACK NOTE
PROPOSED BICYCLE PARKING RACKS SHALL COMPLY WITH THE CITY
OF NOVI ZONING ORDINANCE.



BICYCLE PARKING DIMENSION PLAN
SCALE: 1" = 60'



REMOVAL SUMMARY

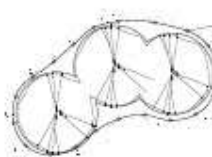
ALL TREES TO BE REMOVED
TOTAL AREA TO BE REMOVED
ALL TREES TO BE REMOVED

REPLACEMENT SUMMARY

ALL TREES TO BE REPLACED
TOTAL AREA TO BE REPLACED
ALL TREES TO BE REPLACED

GENERAL TREE PROTECTION NOTES

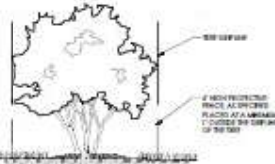
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2. ALL TREES TO BE PROTECTED BY A PROTECTIVE FENCE OR BARRIER.
3. ALL TREES TO BE PROTECTED BY A PROTECTIVE FENCE OR BARRIER.
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9. ALL TREES TO BE PROTECTED BY A PROTECTIVE FENCE OR BARRIER.
10. ALL TREES TO BE PROTECTED BY A PROTECTIVE FENCE OR BARRIER.



TREE PROTECTION DETAIL-PLAN



TREE PROTECTION DETAIL-SECTION

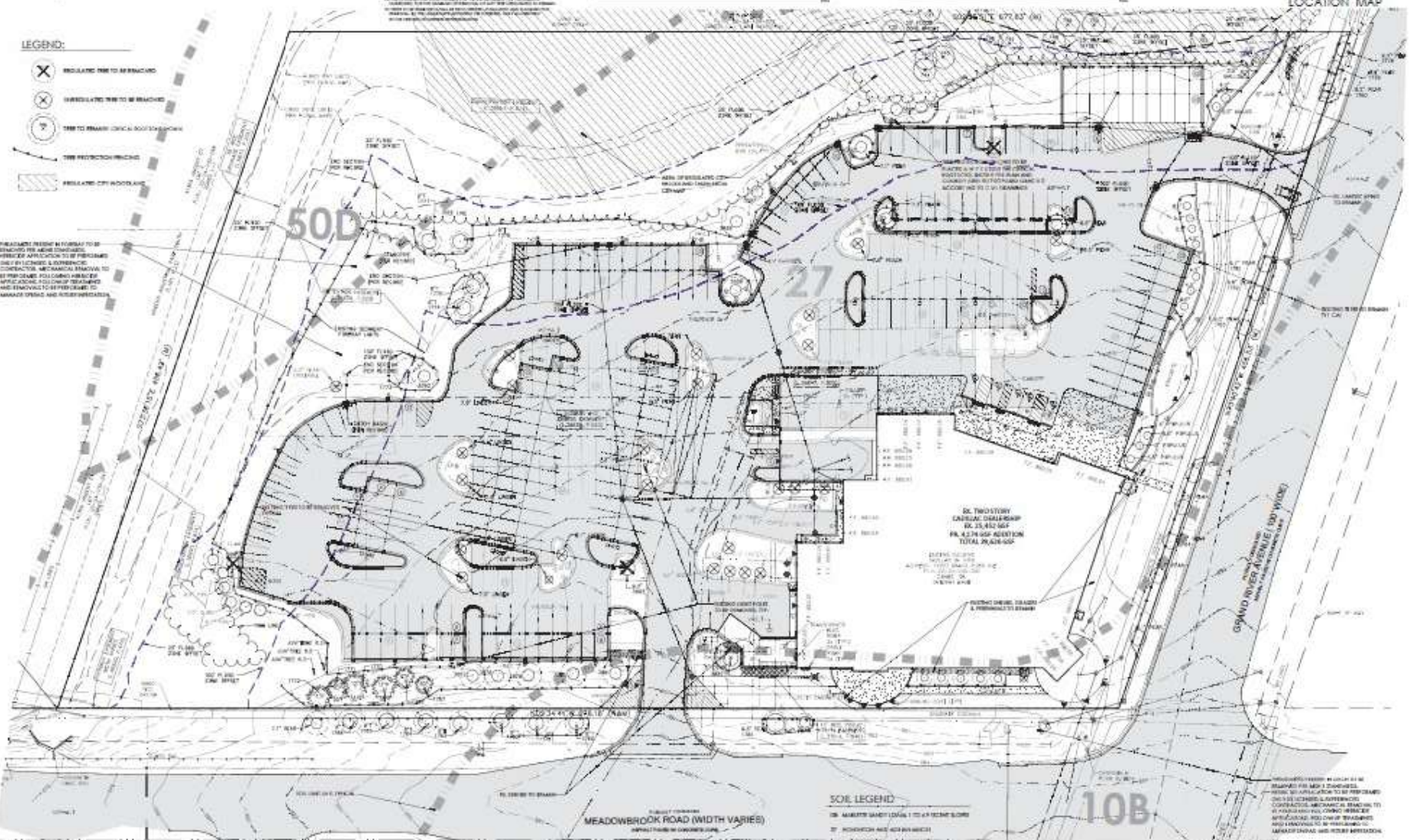


LOCATION MAP

LEGEND:

- REGULATED TREE TO BE BRANCHED
- UNREGULATED TREE TO BE BRANCHED
- TREE TO REMAIN: CRITICAL ROOT SYSTEM
- TREE PROTECTION FENCING
- PROTECTED CITY WOODLAND

TREATMENT PRESENT IN FUTURE TO BE
BRANCHED FOR ADJACENT CONSTRUCTION.
CONSTRUCTION: MECHANICAL REMOVAL TO
BE PERFORMED FOLLOWING REMOVAL OF
ADJACENT CONSTRUCTION. MECHANICAL
REMOVAL TO BE PERFORMED TO BE PERFORMED
TO MAINTAIN CRITICAL ROOT SYSTEMS.



50E LEGEND

- 50E: ALBERTA SANDY LOAM 1 TO 4 FEET DEEP
- 50E: ALBERTA SANDY LOAM 1 TO 4 FEET DEEP
- 50E: ALBERTA SANDY LOAM 1 TO 4 FEET DEEP



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PROJECT
Cadillac of Novi

CLIENT
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Email: cschaefer@fox.com

PROJECT LOCATION
Part of the NW 1/4 of
Section 24
T. 12N., R. 6E.
City of Novi
Oakland County, MI

SHEET
Tree Preservation Plan



REVISIONS
DATE: 11/11/2011
BY: M. Sandberg
REASON: 11/11/2011

DRAWN BY:
M. Sandberg
CHECKED BY:
C. Oroszinski
APPROVED BY:
C. Oroszinski
DATE:
April 14, 2012
SCALE: 1" = 50'

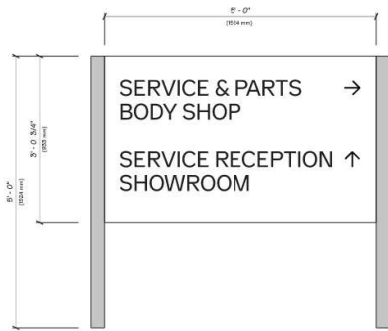
NOV 2011
0548
L1



- ⑦ EXISTING DUMPMETER ENCLOSURE
- ⑧ EXISTING SCREEN WALL TO REMAIN; REMOVE AND REPLACE BRAND SIGNAGE
- ⑨ EXISTING VEHICLE DISPLAY AREA
- ⑩ EXISTING DOUBLE TRACK
- ⑪ EXISTING EV CHARGER
- ⑫ PROPOSED BICYCLE PARKING RACK
- ⑬ WINEHLENE FOUNDATION BUILD-OUT, COORDINATE W/ STRUCTURAL
- ⑭ WINEHLENE CASECLAB BRAND ELEMENT BY VENDOR
- ⑮ VEHICLE TURNING RADIUS
- ⑯ RELOCATED EXISTING EV CHARGER
- ⑰ LOADING ZONE
- ⑱ REPLACE EXISTING MONUMENT SIGN W/ NEW BRAND-APPROVED BRONZE, COORDINATE W/ EXISTING SIGN VENDOR
- ⑲ EXISTING POLE OR POLE TOP FUTURE TO REMAIN; MOSBY HEAD AT OWNER DIRECTION
- ⑳ EXISTING WAVEHENSING SIGN
- ㉑ 6" CONC FILLED STEEL BOLLARD; REFER TO NEW WORK PLANS AND DETAILS
- ㉒ EXISTING REE HYDRANT TO REMAIN



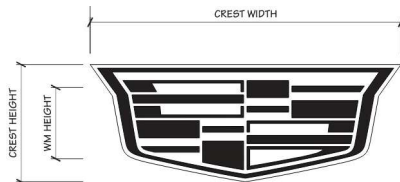
SP1.1



TWIN POLE

FONT: CADILLAC GOTHIC NARROW

SITE GROUND SIGN - WAYFINDING



GRAPHIC SIZE BY SIGN			
SIGN		CADILLAC	DEALERNAME
M-10	1' - 5 7/8" (H) X 3' - 11 5/8" (W) 454 mm (H) X 1209 mm (W)	4 3/4" (H) X 4' - 8 9/16" (W) 121 mm (H) X 1437 mm (W)	4 3/4" (H) X TBD (W) 121 mm (H) X TBD (W)

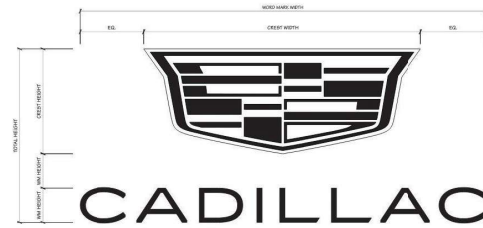
WALL SIGN - MEADOWBROOK

CERTIFIED SERVICE

CS16

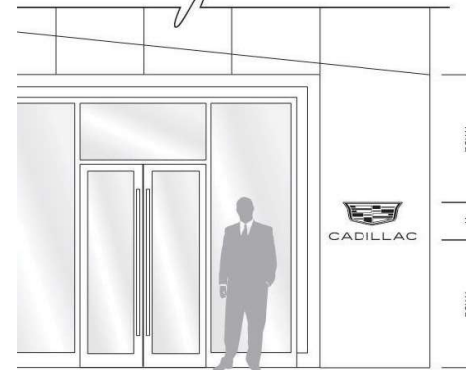
SIZE	CERTIFIED SERVICE	
	HEIGHT (ft-in)	WIDTH (ft-in)
CS16	1' - 4"	20' - 9 5/16"
	406 mm	6333 mm

WALL SIGN - WAYFINDING



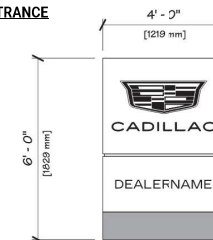
STACKED SIZE	CREST		WORD MARK		LOCK-UP	
	WIDTH (ft-in)	HEIGHT (ft-in)	WIDTH (ft-in)	HEIGHT (ft-in)	GAP (ft-in)	TOTAL HEIGHT (ft-in)
WS1 (STANDARD)	8' - 3"	3' - 1 1/4"	11' - 7 7/8"	11 3/4"	11 3/4"	5' - 0 3/4"
	2515 mm	946 mm	3553 mm	298 mm	298 mm	1543 mm

WALL SIGN - GRAND RIVER & INTERSECTION



STACKED SIZE	CREST		WORD MARK		LOCK-UP		WEIGHT	AMPS
	WIDTH (ft-in)	HEIGHT (ft-in)	WIDTH (ft-in)	HEIGHT (ft-in)	TOTAL WIDTH (ft-in)	TOTAL HEIGHT (ft-in)		
CAD CREST WINDOW	2' - 0 7/8"	9 3/8"	3' - 0 1/2"	3 1/16"	3' - 0 1/2"	1' - 3 9/16"	15 lbs.	N/A
	632mm	238mm	927mm	78mm	927mm	395mm		

WALL SIGN - ENTRANCE



M-6

GRAPHIC SIZE BY SIGN			
SIGN		CADILLAC	DEALERNAME
M-6	1' - 1" (H) X 2' - 10 7/16" (W) 330 mm (H) X 875 mm (W)	3 7/16" (H) X 3' - 4 15/16" (W) 87 mm (H) X 1039 mm (W)	3 7/16" (H) X TBD (W) 87 mm (H) X TBD (W)

MONUMENT SIGN - GRAND RIVER & MEADOWBROOK

**STUDIO
DETROIT
ARCHITECTS**
2040 PARK AVENUE, SUITE 200
DETROIT, MICHIGAN 48226
STUDIO-DETROIT.COM

PROJECT MANAGER
STEVEN H. FOURNER, AIA, NCARB
248.576.2617
STEVEN@STUDIO-DETROIT.COM

DO NOT SCALE DRAWINGS

ISSUED
04.11.25 SITE PLAN READY
04.16.25 SPA RESUBMISSION

DRAWN ZJR
CHECKED SHF



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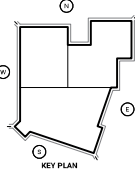
CLIENT
FOX DETROIT PROPERTIES, LLC
200 OTTAWA AVE NW, SUITE 800
SUITE 800
GRAND RAPIDS, MI 49503
616.774.4544

PROJECT
FOX CADILLAC NOVI
PROJECT DESCRIPTION
41350 GRAND RIVER AVE
NOVI, MI 48375

PROJECT NO. 24030

ARCHITECTURAL SITE DETAILS

SP1.2



DO NOT SCALE DRAWINGS

ISSUED	DESCRIPTION
04.04.25	CDP#1
04.11.25	SITE PLAN REVIEW
05.07.25	CDP#1 RESUBMISSION
06.16.25	SPA RESUBMISSION

DRAWN: AMA
CHECKED: SHF



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CLIENT
FOX DETROIT PROPERTIES, LLC
200 OTTAWA AVE NW, SUITE 800
SUITE 800
GRAND RAPIDS, MI 49503
616.774.4544

PROJECT
FOX CADILLAC NOVI
PROJECT DESCRIPTION
41350 GRAND RIVER AVE
NOVI MI 48375

PROJECT NO. 24030

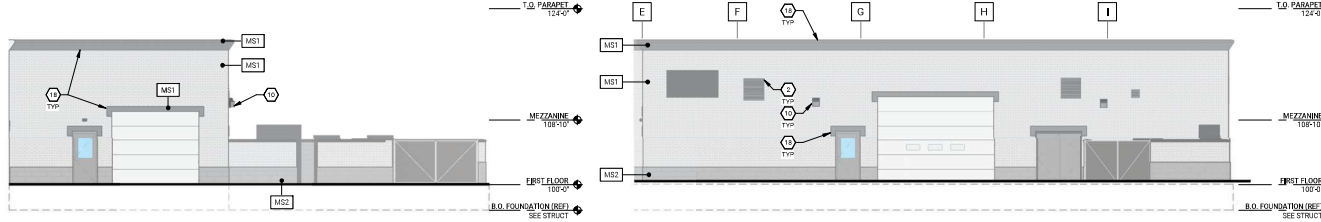
EXTERIOR ELEVATIONS

A2.1

TAG	LEGEND	MATERIAL	FINISH
IG1		EXTERIOR GLAZING	SOLARBAN 72 HV ACURTY GLASS, 1" CLEAR INSULATED GLAZING
EW1		CURTAINWALL	CLEAR ANODIZED ALUMINUM FRAMING, THERMALLY BROKEN
ACM1		ALUMINUM COMPOSITE MATERIAL	ALPOLIC - WHITE FINISH REFER TO LIST OF MATERIALS
ACM2		ALUMINUM COMPOSITE MATERIAL	ALPOLIC - MCA ANODIC CLEAR REFER TO LIST OF MATERIALS
MTL1		PREFINISHED METAL CORNER BEVEL	REFER TO LIST OF MATERIALS
BR1		FACE BRICK	INTENT: LIGHT GRAY FINISH, REFER TO LIST OF MATERIALS
CS1		CAST STONE	INTENT: DARK GRAY FINISH, REFER TO LIST OF MATERIALS
EP1		EXTERIOR PAINT	DARK GRAY COLOR TO MATCH CS1, REFER TO LIST OF MATERIALS
MS1		EXTERIOR STAIN	LIGHT GRAY COLOR TO MATCH BR1, REFER TO LIST OF MATERIALS
MS2		EXTERIOR STAIN	DARK GRAY COLOR TO MATCH CS1, REFER TO LIST OF MATERIALS
MS3		EXTERIOR STAIN	WHITE COLOR, REFER TO LIST OF MATERIALS

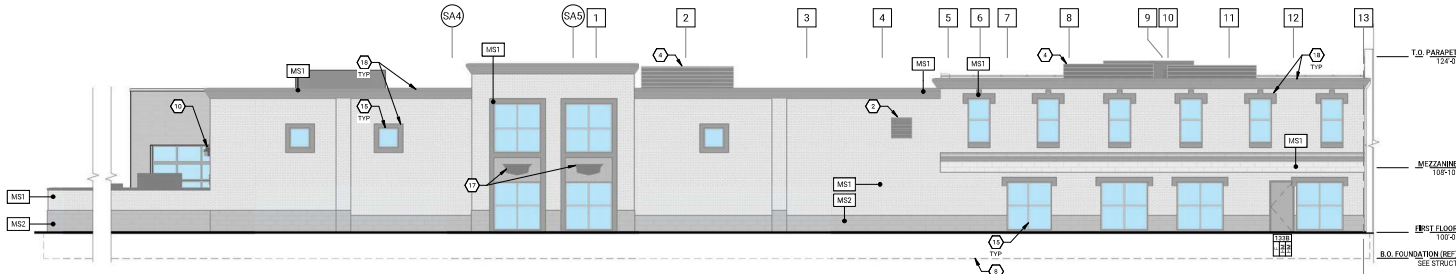
**EXTERIOR ELEVATION KEY NOTES:
(TYPICAL THIS SHEET ONLY)**

- ALUMINUM COMPOSITE PANEL (RANSBORN W/ DRY JOINT) W/ 1/2" REVEAL, SEE MATERIAL FINISH SCHEDULE
- EXISTING INTAKE LOWER TO REMAIN, PRIME AND PAINT TO MATCH ADJACENT WALL COLOR
- GLASS AND ALUMINUM STOREFRONT / CURTAINWALL SYSTEM, SEE FRAME ELEVATIONS
- EXISTING ROOF TOP UNIT AND DECORATIVE METAL SCREENING
- BUILDING MOUNTED BRNAGE, COORDINATE POWER REQUIREMENTS W/ APPROVED BRNAGE DRAWINGS AND 3200 W/ BRNAGE VENDOR AND LOCAL ORDINANCE
- OVERFLOW DRAIN W/ COVER AS SPECIFIED BY BRAND BRNAGE REQUIREMENTS, COORDINATE W/ PLUMBING
- INTEGRAL ACM CORING
- LINE INDICATES ASSUMED EXISTING CONCRETE FOUNDATION, SEE STRUCTURAL
- 4" CONC. FILLED STL. BOLLARD, PRIME W/ PLASTIC COVER
- WALL MTD. EXT. LIGHT FIXTURE, SEE SCHEDULE & ELECTRICAL
- MASONRY CONTROL JOINT (C/J), COORD W/ STRUCTURAL
- INDICATES LINE OF ROOF BEYOND
- EXISTING ROOF TOP UNIT, COORDINATE W/ MECHANICAL
- SEAL-AY FRAME ALUMINUM COMPOSITE PANEL SYSTEM (ACM) BY VENDOR, PROVIDE CONTINUOUS SOFT GLOW CLOVE LIGHTING, SEE LIGHTING SCHEDULE AND COORDINATE W/ ELECTRICAL
- EXISTING GLASS AND ALUMINUM STOREFRONT TO REMAIN
- REINFORCE ALUMINUM COMPOSITE PANEL SYSTEM (ACM) BY VENDOR
- REMOVE AND REPLACE EXISTING BUILDING MOUNTED BRNAGE FOR NEW BUILDING MOUNTED BRNAGE, COORDINATE POWER REQUIREMENTS W/ APPROVED BRNAGE DRAWINGS
- EXISTING CAST STONE CORNER / TRIM TO RECEIVE SOLID STAIN AS INDICATED



8 EAST ELEVATION
A1.2 1/8" = 1'-0"

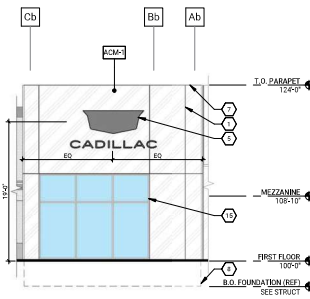
7 NORTH ELEVATION
7 1/8" = 1'-0"



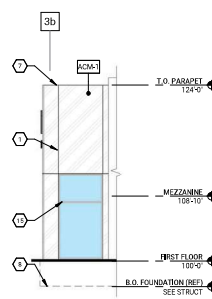
6 WEST ELEVATION
6 1/8" = 1'-0"

4 SOUTH ELEVATION
A1.1 1/8" = 1'-0"

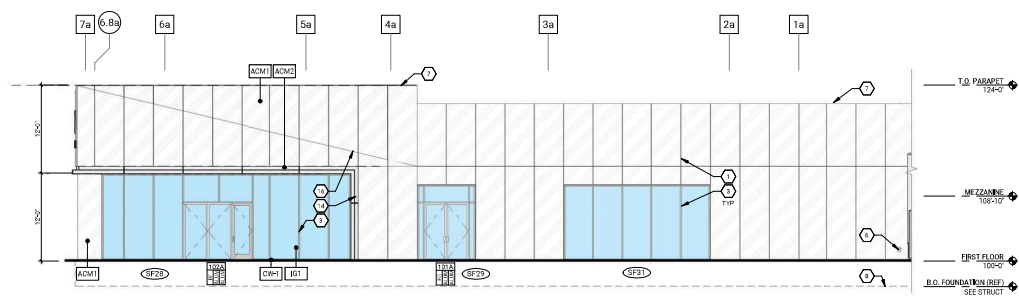
5 WEST ELEVATION
A1.1 1/8" = 1'-0"



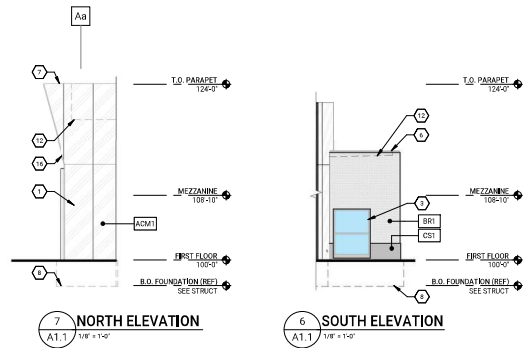
3 SOUTH ELEVATION
A1.1 1/8" = 1'-0"



2 EAST ELEVATION
A1.1 1/8" = 1'-0"



1 EAST ELEVATION
A1.1 1/8" = 1'-0"



NORTH FACADE EXT. MAT. CALCS - TOTAL AREA 3,812.55 S.F.			
MATERIAL	% MAX	MATERIAL AREA	% PROPOSED
BRICK VENEER	100% MAX / 30% MIN	3,140.35 S.F.	82.37%
LIMESTONE	50% MAX	456.12 S.F.	11.97%
ALUMINUM COMPOSITE PANEL SYSTEM (ACM)	50% MAX	0 S.F.	0.0%
MECHANICAL SCREEN		31.8 S.F.	0.83%
MOLDED CORNICES, TRIM, COLUMNS, AND SURROUNDS	15% MAX	184.27 S.F.	4.83%

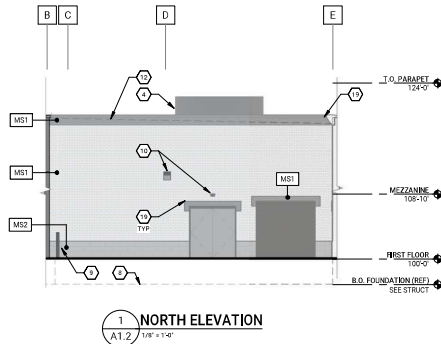
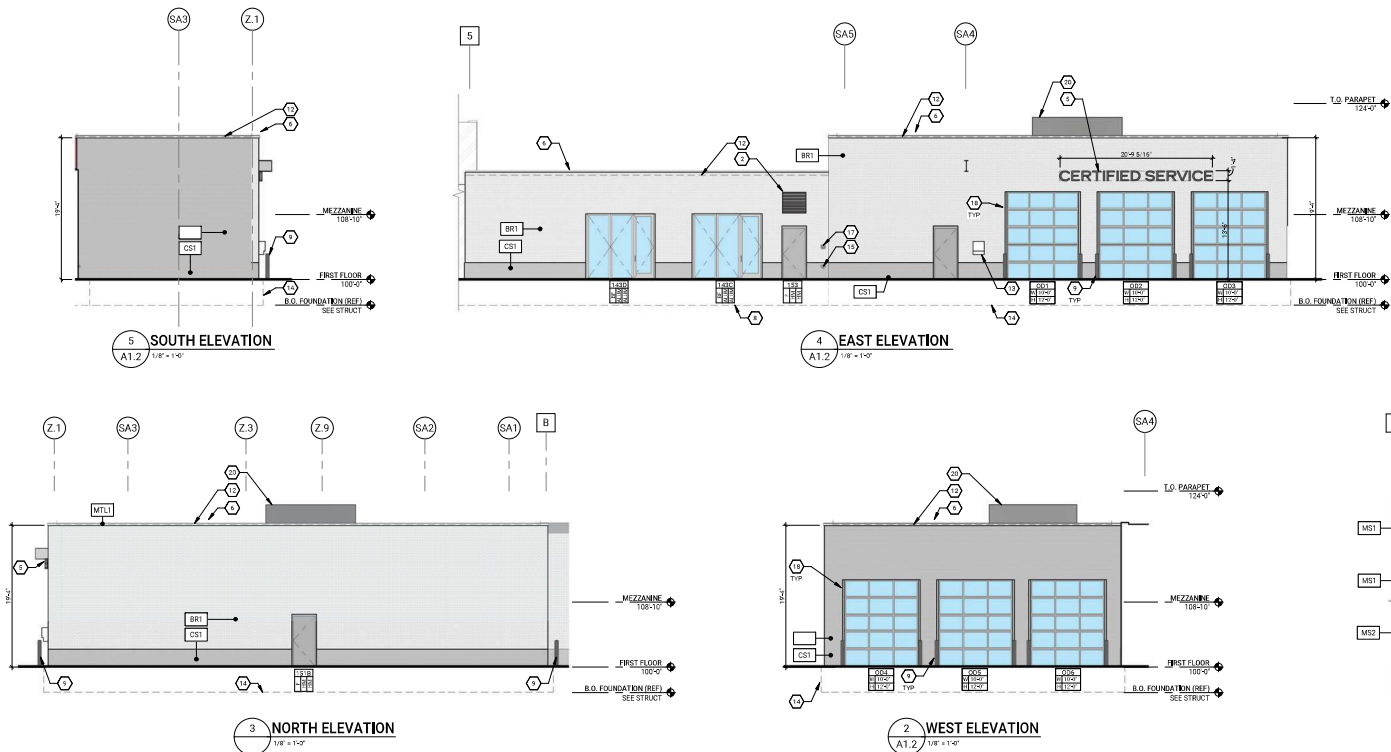
EAST FACADE EXT. MAT. CALCS - TOTAL AREA 4,049.64 S.F.			
MATERIAL	% MAX	MATERIAL AREA	% PROPOSED
BRICK VENEER	100% MAX / 30% MIN	1,779.15 S.F.	43.94%
LIMESTONE	50% MAX	199.72 S.F.	4.9%
ALUMINUM COMPOSITE PANEL SYSTEM (ACM)	50% MAX	2,062.82 S.F.	50.94%
MECHANICAL SCREEN / LOUVER		8.95 S.F.	0.22%

WEST FACADE EXT. MAT. CALCS - TOTAL AREA 3,252.26 S.F.			
MATERIAL	% MAX	MATERIAL AREA	% PROPOSED
BRICK VENEER	100% MAX / 30% MIN	2,075.39 S.F.	63.81%
LIMESTONE	50% MAX	530.48 S.F.	16.31%
ALUMINUM COMPOSITE PANEL SYSTEM (ACM)	50% MAX	228.67 S.F.	7.03%
MECHANICAL SCREEN		47.95 S.F.	1.47%
MOLDED CORNICES, TRIM, COLUMNS, AND SURROUNDS	15% MAX	369.77 S.F.	11.38%

SOUTH FACADE EXT. MAT. CALCS - TOTAL AREA 2,139.5 S.F.			
MATERIAL	% MAX	MATERIAL AREA	% PROPOSED
BRICK VENEER	100% MAX / 30% MIN	0 S.F.	0.0%
LIMESTONE	50% MAX	0 S.F.	0.0%
ALUMINUM COMPOSITE PANEL SYSTEM (ACM)	50% MAX	2,139.52 S.F.	100%
MOLDED CORNICES, TRIM, COLUMNS, AND SURROUNDS	15% MAX	0 S.F.	0.0%

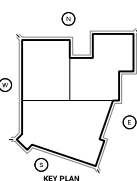
TAG	LEGEND	MATERIAL	FINISH
BD1	[Pattern]	EXTERIOR GLAZING	SOLARBAN 70 w/ ACUTY GLASS, 1" CLEAR INSULATED GLAZING
CD1	[Pattern]	CURTAINWALL	CLEAR ANODIZED ALUMINUM FRAMING, THERMALLY BROKEN
ACM1	[Pattern]	ALUMINUM COMPOSITE MATERIAL	ALPOLC - WHITE FINISH, REFER TO LIST OF MATERIALS
ACM2	[Pattern]	ALUMINUM COMPOSITE MATERIAL	ALPOLC - MECA ANODIC CLEAR, REFER TO LIST OF MATERIALS
MTL1	[Pattern]	PREFINISHED ALUMINUM	METAL CORNICE BELIEVE, REFER TO LIST OF MATERIALS
BR1	[Pattern]	FACE BRICK	INTENT LIGHT GRAY FINISH, REFER TO LIST OF MATERIALS
CS1	[Pattern]	CAST STONE	INTENT DARK GRAY FINISH, REFER TO LIST OF MATERIALS
EPT1	[Pattern]	EXTERIOR PAINT	DARK GRAY COLOR TO MATCH CS1, REFER TO LIST OF MATERIALS
MB1	[Pattern]	EXTERIOR STAIN	LIGHT GRAY COLOR TO MATCH BR1, REFER TO LIST OF MATERIALS
MB2	[Pattern]	EXTERIOR STAIN	DARK GRAY COLOR TO MATCH CS1, REFER TO LIST OF MATERIALS
MB3	[Pattern]	EXTERIOR STAIN	WHITE COLOR, REFER TO LIST OF MATERIALS

- EXTERIOR ELEVATION KEY NOTES:**
(TYPICAL THIS SHEET ONLY)
- ALUMINUM COMPOSITE PANEL (RANSBORN W/ DRY JOINT) w/ 1/2" REVEAL, SEE MATERIAL FINISH SCHEDULE
 - INTAKE LOUVER, COORDINATE w/ MECHANICAL
 - EXISTING STOREFRONT TO REMAIN
 - EXISTING ROOF TOP UNIT AND DECORATIVE METAL SCREENING
 - BUILDING MOUNTED BRANAGE, COORDINATE POWER REQUIREMENTS w/ APPROVED BRANAGE DRAWINGS
 - PREFINISHED METAL, CORING TO MATCH ACM2
 - INTERNAL ACM CORING
 - LINE INDICATES ASSUMED EXISTING CONCRETE FOUNDATION, SEE STRUCTURAL
 - 4" CONIC FILLED STL. BOLLARD, PRIMED W/ PLASTIC COVER
 - WALL MTD EXT LIGHT FIXTURE, SEE SCHEDULE & ELECTRICAL
 - MASONRY CONTROL JOINT (CUL. COORD W/ STRUCTURAL
 - INDICATES LINE OF ROOF BEYOND
 - BRANAGE SHOP BOX FOR BRANAGE BRANAGEMENTS
 - NEW REINFORCED CONCRETE FOUNDATION, COORD W/ STRUCTURAL
 - OVERFLOW DRAIN W/ COVER AS SPECIFIED BY BRANAGE REQUIREMENTS, COORDINATE w/ PLUMBING
 - ROUNELINE ALUMINUM COMPOSITE PANEL SYSTEM (ACM1) BY VENDOR
 - KINDI BOX, COORDINATE FINAL LOCATION w/ FIRE DEPARTMENT
 - INTER PLATE STEEL JAMBS AND STEEL LINTEL, PRIME AND PAINT (EPT1) PER PROJECT SPECIFICATIONS
 - EXISTING CAST STONE CORNICE / TRIM TO RECEIVE SOLID STAIN AS INDICATED
 - ROOF TOP UNIT AND DECORATIVE METAL SCREENING, SCREENING TO CONCEAL EQUIPMENT FROM ALL VANTAGE POINTS, FINISH TO MATCH ADJACENT EXISTING SCREENING



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PROJECT MANAGER
STEVEN H. FOURNER, AIA, NCARB
248.576.2617
STEVEN@STUDIO-DETROIT.COM



DO NOT SCALE DRAWINGS

ISSUED:

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200 OTTAWA AVE NW, SUITE 800
SUITE 800
GRAND RAPIDS, MI 49503
616.774.4544

PROJECT

FOX CADILLAC NOVI PROJECT DESCRIPTION
41350 GRAND RIVER AVE
NOVI, MI 48375

PROJECT NO. 24030

EXTERIOR ELEVATIONS
A2.2



THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY (IES) APPROVED METHODS. ACTUAL PERFORMANCE ON ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS.

Scale: 1 inch= 40 Ft.

ILLUMINANCE TABLE

	0.2 - 0.29 fc
	0.3 - 0.49 fc
	0.5 - 0.99 fc
	1.0 - 1.99 fc
	2.0 - 5.0 fc

LUMINAIRE SCHEDULE												
SYMBOL	QTY	TYPE	DESCRIPTION	MANUFACTURER	CATALOG #	DELIVERED LUMENS	CCT	CRI	LUMINAIRE WATTS	TOTAL WATTS	BUG Rating	COMMENTS
	15	SLF	UNIVERSAL MOUNTED LED FLOOD LUMINAIRE, CORROSION RESISTANT DIE-CAST HOUSING WITH POWDER COAT PAINT FINISH, LUMINAIRE COMPLETE WITH 0-10V DIMMING DRIVER.	BEACON - VIPER FLOODLIGHT SERIES	VPF-F-13SL-36-3K6-40X-UNV-K-WHT-4-NXW510F	4794	3000K	80CRI		555	N/A	
	8	SL3	POLE MOUNTED LED LUMINAIRE, RUGGED DIE-CAST ALUMINUM HOUSING AND TYPE III DISTRIBUTION, LUMINAIRE COMPLETE WITH INTEGRAL 0-10V DIMMING DRIVER.	BEACON - VIPER SERIES	VMST-13SL-36-3K6-3-UNV-WHT-FNXW-40F	5315	3000K	80CRI		640	B1-U-G2	LUMINAIRE HEAD MOUNTED TO A STRAIGHT STEEL POLE 25'-0" FROM BOTTOM OF LUMINAIRE TO GRADE LEVEL.
	10	SL3a	POLE MOUNTED LED LUMINAIRE, RUGGED DIE-CAST ALUMINUM HOUSING AND TYPE III DISTRIBUTION, LUMINAIRE COMPLETE WITH INTEGRAL 0-10V DIMMING DRIVER.	BEACON - VIPER SERIES	VMST-13SL-36-3K6-3-UNV-WHT-FNXW-40F	5315	3000K	80CRI		640	B1-U-G2	LUMINAIRE HEAD MOUNTED TO A STRAIGHT STEEL POLE 25'-0" FROM BOTTOM OF LUMINAIRE TO GRADE LEVEL.
	6	SLF	POLE MOUNTED LED LUMINAIRE, RUGGED DIE-CAST ALUMINUM HOUSING AND TYPE III DISTRIBUTION, LUMINAIRE COMPLETE WITH INTEGRAL 0-10V DIMMING DRIVER.	BEACON - VIPER SERIES	VMST-13SL-36-3K6-4-FR-UNV-K-WHT-4-NXW510F	7385	3000K	80CRI		680	B1-U-G0	LUMINAIRE HEAD MOUNTED TO A STRAIGHT STEEL POLE 25'-0" FROM BOTTOM OF LUMINAIRE TO GRADE LEVEL.
	4	WL4	WALL MOUNTED EXTERIOR LED LUMINAIRE, RUGGED DIE-CAST ALUMINUM HOUSING AND POWDER PAINTED FINISH, LOW GLARE AND ZERO UPLIGHT DISTRIBUTION, LUMINAIRE COMPLETE WITH 0-10V DIMMING DRIVER.	BEACON - VIPER WALL SERIES	VPWZ-4SL-20-3K6-4W4-UNV-WHT-NXW512F	2713	3000K	80CRI		84	B1-U-G1	

CALCULATION SUMMARY							
LABEL	CALC TYPE	UNITS	AVG	MAX	MIN	AVG/MIN	MAX/MIN
PARKING AND DRIVES, Finar	Illuminance	Fc	1.63	13.4	0.1	16.30	134.00
PROPERTY LINE	Illuminance	Fc	0.05	0.9	0.0	N/A	N/A

BEACON VIPER Floodlight

FEATURES

- Low profile LED floodlighting luminaire with a variety of NEMA distributions for lighting applications such as accent lighting, parking, entrance, exit, and general area lighting.
- Featuring three different output technologies, SLF and Micro Strike Series, which provide the best distribution patterns for retrofit or new construction.
- Video sensor range video applications including bridges and overpasses. All sizes are rated for 150.
- Control options including photo control, occupancy sensing, No Lighting Control, Wireless and 0-10V with networked control.
- New central illuminance output feature allows for the voltage and lumens output to be customized in the factory to meet customer specific application requirements that are critical.
- Field interchangeable mounting provides additional flexibility after the fixture is shipped.

CONTROL TECHNOLOGY

SPECIFICATIONS

CONSTRUCTION

- Diecast housing with hollow vertical neck for easy installation and removal while keeping a clean smooth outer surface.
- Corrosion resistant diecast aluminum housing with 1000-hour powder coat paint finish.
- External hardware corrosion resistant.

OPTICS

- Micro Strike Series (SLF, 360, 360, 360) LED output provides uniform, even light distribution across the entire beam area.
- SLF Series (SLF, 360, 360, 360) LED output provides uniform, even light distribution across the entire beam area.

CONTROLS

- Photo control, occupancy sensing, No Lighting Control, Wireless and 0-10V with networked control.
- Photo control, occupancy sensing, No Lighting Control, Wireless and 0-10V with networked control.

INSTALLATION

- Mounting hardware can be used on a flat or angled surface.
- Mounting hardware can be used on a flat or angled surface.

WARRANTY

- 5-year warranty.

Current®

SLF - Beacon Viper Flood Series

BEACON VIPER Wall

FEATURES

- Low profile LED floodlighting luminaire with a variety of NEMA distributions for lighting applications such as accent lighting, parking, entrance, exit, and general area lighting.
- Featuring three different output technologies, SLF and Micro Strike Series, which provide the best distribution patterns for retrofit or new construction.
- Video sensor range video applications including bridges and overpasses. All sizes are rated for 150.
- Control options including photo control, occupancy sensing, No Lighting Control, Wireless and 0-10V with networked control.
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CONTROL TECHNOLOGY

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INSTALLATION

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- Mounting hardware can be used on a flat or angled surface.

WARRANTY

- 5-year warranty.

Current®

WL4 - Beacon Viper Wall Series

BEACON VIPER Area/Site

FEATURES

- Low profile LED floodlighting luminaire with a variety of NEMA distributions for lighting applications such as accent lighting, parking, entrance, exit, and general area lighting.
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- Video sensor range video applications including bridges and overpasses. All sizes are rated for 150.
- Control options including photo control, occupancy sensing, No Lighting Control, Wireless and 0-10V with networked control.
- New central illuminance output feature allows for the voltage and lumens output to be customized in the factory to meet customer specific application requirements that are critical.
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CONTROL TECHNOLOGY

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- Photo control, occupancy sensing, No Lighting Control, Wireless and 0-10V with networked control.

INSTALLATION

- Mounting hardware can be used on a flat or angled surface.
- Mounting hardware can be used on a flat or angled surface.

WARRANTY

- 5-year warranty.

Current®

SLF - Beacon Viper Series

BEACON VIPER Area/Site

FEATURES

- Low profile LED floodlighting luminaire with a variety of NEMA distributions for lighting applications such as accent lighting, parking, entrance, exit, and general area lighting.
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INSTALLATION

- Mounting hardware can be used on a flat or angled surface.
- Mounting hardware can be used on a flat or angled surface.

WARRANTY

- 5-year warranty.

Current®

SLF - Beacon Viper Series

GENERAL LIGHTING NOTES:
- WORK PLANE CALCULATIONS ARE SHOWN IN FOOT CANDLES (ft) AT 2'-6" AFF
- CORRECTION CALCULATIONS ARE SHOWN IN FOOT CANDLES (ft) AT 2'-6" AFF
- EXTERIOR CALCULATIONS ARE SHOWN IN FOOT CANDLES (ft) AT FINISHED GRADE
- INTERIOR CALCULATIONS ARE SHOWN IN FOOT CANDLES (ft) AT FINISHED FLOOR
- EXTERIOR CALCULATIONS ARE SHOWN IN FOOT CANDLES (ft) AT FINISHED GRADE
- WEARD LIGHTING COMPANY (LCO) IS NOT A REGISTERED ELECTRICAL ENGINEER, THEREFORE THE EMERGENCY SERVICE CALCULATIONS ARE A REPRESENTATION OF ILLUMINATION. THE ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR HIRING A REGISTERED ELECTRICAL ENGINEER TO VALIDATE THE CALCULATIONS MEET CODE REQUIREMENTS.
THE LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA. THESE LUMENS CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY (IES) APPROVED METHODS. ACTUAL PERFORMANCE ON ANY MANUFACTURED LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS.

ILLUMINANCE TABLE	
0.2 - 0.29 fc	
0.3 - 0.49 fc	
0.5 - 0.99 fc	
1.0 - 1.99 fc	
2.0 - 5.0 fc	

WIZARD LIGHTING COMPANY

129 E. COMMERCE RD

MILFORD, MI 48381

248-714-5076

WIZARD

WIZARD LIGHTING COMPANY

129 E. COMMERCE RD

MILFORD, MI 48381

248-714-5076

REVISIONS

DATE

BY

REVISION

1

2

3

12/20/2023

12/20/2023

12/20/2023

CITY REVIEW COMMENTS

FOX MOTORS

DATE

BY

REVISION

1

2

3

12/20/2023

12/20/2023

12/20/2023

CITY REVIEW COMMENTS

WIZARD LIGHTING COMPANY

129 E. COMMERCE RD

MILFORD, MI 48381

248-714-5076

WIZARD

WIZARD LIGHTING COMPANY

129 E. COMMERCE RD

MILFORD, MI 48381

248-714-5076

EXHIBIT C



PLAN REVIEW CENTER REPORT

July 16, 2025

Planning Review

Cadillac of Novi

JSP 25-07

PETITIONER

Cadillac of Novi

REVIEW TYPE

Revised Preliminary Site Plan / Special Development Option Amended Concept Plan

PROPERTY CHARACTERISTICS

Section	24	
Site Location	41350 Grand River Avenue, northeast corner of Grand River Avenue and Meadowbrook Road (50-22-24-100-051)	
Site School District	Novi Community School District	
Site Zoning	Gateway East (GE)	
Adjoining Zoning	North	I-1 Light Industrial
	East	I-1 Light Industrial
	West	NCC: Non-Commercial Center
	South	OS-1 Office Service District
Current Site Use	Existing Cadillac of Novi	
Adjoining Uses	North	Various Industrial/Office
	East	Vacant – City-owned property
	West	Gateway Village retail and Gateway Townhomes (across Meadowbrook Road)
	South	Vacant (across Grand River Avenue)
Site Size	6.77 Acres	
Plan Date	June 23, 2025	

PROJECT SUMMARY

The subject property totals 6.77 acres and is located on the northeast corner of Grand River Avenue and Meadowbrook Road (Section 24). The applicant is proposing to build a 4,174 square foot addition to the northeast corner of the existing Cadillac of Novi building. The proposed addition includes a service area with twelve bays, and an office area for service writers. Additionally, the existing parking lot will be removed and replaced with new parking lot islands and expanded to accommodate 20 additional spaces for inventory vehicles. A new parking area at the southeast corner of the property is proposed. The plan proposes 136 parking spaces for employees and visitors and 134 inventory spaces. An update to the building façade and signage is also proposed. This site was originally approved for a Hummer Dealership utilizing the Special Development Option (SDO) in the Gateway East District, and the SDO agreement was later amended to change the use to a Cadillac Dealership. If approved this would be the 5th amendment to the SDO agreement.

RECOMMENDATION

Conditional approval of the Concept Plan and Preliminary Site Plan is recommended, subject to the deviations noted in this and other review letters, and additional information being provided before the

request is considered by the Planning Commission. The applicant will need to submit the revised Special Development Option Agreement prior to proceeding to the City Council. The Planning Commission can consider the Concept Plan at this time. **Landscape is also recommending conditional approval** of the revised Preliminary Site Plan. Woodland and Wetland are recommending approval at this time. Engineering and Traffic recommended approval of the Preliminary Site Plan, with items to be addressed at Final Site Plan submittal. Façade and Fire recommended approval of the Preliminary Site Plan.

SPECIAL DEVELOPMENT OPTION CONSIDERATIONS

In the GE District an applicant may utilize the Special Development Option. For the properties at the corner of Grand River Avenue and Meadowbrook Road per Section 3.12.1.E of the Zoning Ordinance the City Council may approve (after a recommendation from the Planning Commission) a use listed elsewhere in the Zoning Ordinance provided the criteria identified below are met. Such discretionary decision making by City Council shall be based upon relevant planning and/or zoning principles, including the standards set forth in subsection 6.1.C and the standards set forth below.

- The proposed use exemplifies the intent of the GE District as stated in Section 3.1.16.A, and the intent of the SDO as stated in Section 3.1.16.
- The proposed use incorporates a predominant physical component of the development that provides a unique entry feature along Grand River for the GE District, characterized by a distinct, high profile appearance.
- The proposed use is compatible with, and will promote, the uses permitted with the GE District and SDO.
- The proposed use will not create an inconsistency with the City's Master Plan for Land Use in terms of the general activities on the site and the impacts upon the surrounding area.
- The proposed use is designed in a manner that will result in traffic and pedestrian safety, consistent with the adjoining pedestrian and vehicular thoroughfares.
- The proposed use is designed with exceptional aesthetic quality, including building design, building materials and landscaping design, not likely to be achieved except based upon this authorization.

Section 3.12.3.B notes the applicant must demonstrate the following:

- The project will result in a recognizable and substantial benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved by a traditional development.
- In relation to a development otherwise permissible as a Principal Permitted Use under Section 3.1.16.B, the proposed type and density of development shall not result in an unreasonable increase in the use of public services, facilities and utilities, and shall not place an unreasonable burden upon the subject and/or surrounding land and/or property owners and occupants and/or the natural environment.
- Based upon proposed uses, layout and design of the overall project the proposed building façade treatment, the proposed landscaping treatment and the proposed signage, the Special Development Option project will result in a material enhancement to the area of the City in which it is situated.
- The proposed development shall not have a materially adverse impact upon the Master Plan for Land Use of the city, and shall be consistent with the intent and spirit of this Section.
- In relation to a development otherwise permissible as a Principal Permitted Use under Section 3.1.16B, the proposed development shall not result in an unreasonable negative economic impact upon surrounding properties.
- The proposed development shall contain at least as much useable open space as would be required in this Ordinance in relation to the most dominant use in the development.
- Each particular proposed use in the development, as well as the size and location of such use, shall result in and contribute to a reasonable and mutually supportive mix of uses on the

site, and a compatibility of uses in harmony with the surrounding area and other downtown areas of the City.

- The proposed development shall be under single ownership and/or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance. This provision shall not prohibit a transfer of ownership and/or control, upon completion of one or more phases and upon 1) due notice to the City Clerk, 2) appropriate and customary approval by other City officials 3) financial guarantees for completion of improvements.

Section 3.12.4.C notes the following minimum General Design Standards shall be reviewed and determined by City Council as part of the SDO review process:

- There shall be a perimeter setback and berming, as found to be necessary by the City Council, for the purpose of buffering the development in relation to surrounding properties.
- The design of pedestrian walkways shall be reviewed with the view of achieving safety, and also considering the objectives and intent of this district.
- Signage, lighting, streetscape, landscaping, building materials for the exterior of all structures, and other features of the project, shall be designed and completed with the objective of achieving an integrated and controlled development, consistent with the character of the community, surrounding development or developments, and natural features of the area. The City's Grand River Corridor Plan shall be incorporated in terms of design features and concepts applicable to the subject property.
- On retail buildings, windows within areas of the premises to which the public is invited shall be made of materials which do not materially obstruct transparency.

Lastly, Section 3.12.6A.ii notes that the development shall be designed so as to promote preservation of natural resources and natural features.

ORDINANCE REQUIREMENTS

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. Please address the items in **bold** below for the next submittal.

Planning Chart: Please refer to the attached Planning Chart for additional comments to address in the next submittal.

1. Outdoor Storage (3.11.4): A shipping container for tire storage is existing on-site. Outdoor Storage in the GE District with the SDO Option is not permitted. Any necessary storage should be contained within a building that complies with the ordinance standards. ***This deviation is not supported by staff without proper justification by the applicant for the need for such structure and demonstration of adequate screening.*** Please remove the shipping container from the site plan or provide justification for its use in the response letter.
2. Special Development Option Agreement: Three existing small vehicle display pads are permitted adjacent to the road rights-of-way as approved on the initial Concept Plan and Preliminary Site Plan. *Display pad dimensions have been added to sheet C3 of the plans, as requested, and appear to be similar dimensions to what was approved in the original SDO agreement (Grand River, 1100sf; Meadowbrook, 800sf; front of building corner, 800sf).* **Please include a note on Sheet C3 that there shall be no elevated storage of vehicles in any location of the property, and parking and display on the two-tracks along Grand River Avenue and Meadowbrook Road is prohibited.**
3. Parking Lot Screening (Sec. 3.11.6.B): The original approved landscape plans showed a hedge screening the parking lot along Meadowbrook Road, but the hedge is no longer there. *The hedge along Meadowbrook Road must be restored at this time – acknowledged by applicant.*

- [illegible]

5. Building Façade and Scale (Sec. 3.11.8): Flat Metal Panels (ACM) are proposed for the front of building. A Section 9 Façade Waiver for use of the proposed Flat Metal Panels instead of the required Brick will require approval from City Council as part of a revised SDO agreement and is recommended for approval by the City's Façade Consultant.
6. General Design Standards (Sec. 3.12.3.C): Signage, lighting, and building materials for the exterior of all structures shall be designed and completed with the objective of achieving an integrated and controlled development consistent with the character of the community. *Exterior accent lighting is proposed as a 'display frame' on sheet A2.1 note 14. Please provide additional information regarding the 'display frame' and LED lighting details in a response letter and on a rendering or other graphic, as this type of lighting is prohibited by the ordinance. If approved by the City Council, it will be included in the amendment to the SDO agreement.*
7. Exterior Signage: Additional signage is proposed. **Please clarify all new signage being proposed along with the sizes of each additional sign in a response letter and on future submittals.** The Planning Commission and the City Council will review the proposed sign changes as a part of the SDO process after receiving a review letter of the new and existing signage by City Staff.
8. Required Conditions for SDO Retail Development (Sec. 3.12.5.G): Proposed 4,174 sf square footage building addition would increase gross floor area to 29,626 sf from 25,452 sf. The Zoning Ordinance limits the size of retail buildings to 20,000 square feet in Section 3.11.2.c: *No individual retail sales or personal service establishment shall exceed twenty thousand (20,000) square feet of total gross floor area, exclusive of basement areas leased and utilized by the tenant of the building for storage purposes only.* The City Council had previously approved an addition that exceeded the maximum permitted square footage. **The amended SDO agreement will need to reflect the new floor area, if a deviation for this standard is approved by the City Council.** – Acknowledged by applicant.
9. Bicycle Parking General Requirements (Sec. 5.6): The Preliminary Site Plan showed that all 7 bicycle parking spaces were provided in one location and the layout was not dimensioned. *A dimensioned bicycle parking layout has been provided on sheet C10 as requested with the revised submittal; however the dimensions are still citing the old standards, and all spaces are still proposed in one*

location. Please refer to Planning Review Chart for additional information, and see [Text Amendment 18.301](#) update to bicycle parking layout standards before Final Site Plan consideration.

10. Community Impact Statement: 3.12.7.c.2.d. *In the event the property on which the project is to be situated consists of six (6) or more acres, a community impact statement shall be submitted as part of the application.* This parcel is 6.7 acres. **Staff recommend that the applicant request a deviation from the requirement that the Community Impact Statement be provided since this is a minor modification from the initial approval.**
11. Parking Lot Landscaping: Lack of canopy trees at the ends of the new parking bay and perimeter trees along the west edge of the parking lot east of the building. **Please add the three trees needed.**
12. Lighting and Photometric Plan (Sec. 5.7): There are still items to be addressed on the lighting and photometric plan. Please include a color PDF of the lighting plan with the resubmittal and refer to the Planning Chart for additional comments. Required at final site plan submittal.
13. **Please edit the City Project number on the cover sheet to JSP25-07 on subsequent submittals.**

OTHER REVIEWS

- a. Engineering Review: Engineering is recommended approval of the Preliminary Site Plan, with items to be addressed at Final Site Plan submittal.
- b. Landscape Review: Landscape is **recommending conditional approval** of the revised Preliminary Site Plan. Please see Landscape Review for additional details.
- c. Traffic Review: Traffic recommends approval of the Preliminary Site Plan, with items to be addressed in a revised submittal. Please see the Traffic Review for additional information.
- d. Woodland Review: Woodland is recommending approval of the revised Preliminary Site Plan. Please see Woodland Review for additional details.
- e. Wetland Review: Wetland is recommending approval of the revised Preliminary Site Plan. Please see Wetland Review for additional details.
- f. Façade Review: Façade recommended approval of the Preliminary Site Plan. A Section 9 Façade Waiver is also recommended for approval.
- g. Fire Review: Fire recommended approval of the Preliminary Site Plan.

NEXT STEP: PLANNING COMMISSION MEETING

Planning Commission will consider a recommendation to City Council for the Preliminary Site Plan, Stormwater Management Plan, and Section 9 Façade Waiver.

The plan is tentatively scheduled for the Planning Commission public hearing on August 20, 2025. Please provide the following by August 13, 2025.

1. Original Site Plan submittal in PDF format (maximum of 10MB). **NO CHANGES MADE.**
2. A response letter addressing ALL the comments from ALL the review letters.
3. Additional details on the proposed signage as noted in this letter.
4. Provide a list of requested deviations from the ordinance standards in the response letter to help with the eventual amendment to the SDO Agreement.

FUTURE STEP: CITY COUNCIL MEETING

The applicant will need to submit the revised Special Development Option Agreement prior to proceeding to the City Council.

Dan Commer



PLANNING REVIEW CHART: GE Gateway East

Review Date: July 16, 2025
Review Type: Preliminary Site Plan
Project Name: JSP25-07 Cadillac of Novi
Plan Date: June 23, 2025
Prepared by: Dan Commer, Planner
Contact: E-mail: dcommer@cityofnovi.org Phone: 248.735.5607

Items in **Bold** need to be addressed by the applicant with next submittal

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan	Town Center Gateway (Gateway East)	No change	Yes	
Zoning (Eff. January 8, 2015)	Gateway East (SDO)	Update to Special Development Option (SDO)	TBD	Special Development Option (SDO) update requires City Council approval (Sec 3.12.3)
Uses Permitted (Sec 3.1.16.B & C)	Sec 3.1.16.B Principal Uses Permitted. Sec 3.1.16.C Special Land Uses 3.12 Special Development Option (SDO) for the GE district	Building addition, façade update, and parking lot improvements	TBD	
Maximum FAR (Sec. 3.11.2.A)	Maximum floor area ratio shall be 0.275. (ratio of gross square feet of building area to gross land area of site, less existing right-of-way)	Building w/proposed addition = 29,626 sf Site Area (less existing right of way) = 294,408 sf 29,626/294,408 = 0.10	Yes	
SITE PLAN WITH SDO CONTRACT: 1. Pre-application meeting (<u>Pre-Application meeting was held March 18, 2025</u>) 2. Planning Commission recommendation to City Council followed by 15-day public hearing 3. City Council approval of <u>Concept plan</u> followed by a public hearing 4. City Council approval of <u>SDO contract</u> 5. City Council approval of <u>Preliminary Site Plan</u> 6. Final Site Plan review and approval administratively unless otherwise requested by City Council				
Development Standards (Sec 3.1.16.D)				
Lot Size	Minimum Area: 2 acres Minimum Lot Width: 200 ft.	6.77 acres 460 ft.	Yes	
Lot Coverage	See Section 3.11			
Setbacks	See Section 3.11			

Item	Required Code	Proposed	Meets Code	Comments
Building Height	35 ft. or 2 stories, whichever is less	24 ft.	Yes	
Parking Setbacks	See Section 3.11			
Building Setbacks (Sec 3.11.5)				
Major Thoroughfare (Grand River Avenue)				
Front South (Grand River)	Min: 70 ft. from centerline Max: 90 ft. from centerline	82.47 ft. to centerline	Yes	Proposed building additions do not extend beyond the current building setback line in any yard
Front West (Meadowbrook)	Min: 70 ft. from centerline Max: 90 ft. from centerline	79.66 ft. to centerline	Yes	
Side (east)	30 ft.	219.41 ft.	Yes	
Rear (north)	30 ft.	367.46 ft.	Yes	
Parking Setback (Sec 3.11.6.A)				
Front (Grand River)	No front yard parking allowed	None proposed	Yes	
Front West (Meadowbrook)	No front yard parking allowed	None proposed	Yes	
Side (east)	10 ft.	22 ft.	Yes	
Rear (south)	10 ft.	83.50 ft.	Yes	
Notes To District Standards for GE/SDO Option (Sec 3.6.2)				
Maximum number of stories for SDO (Sec 3.6.2.G)	3 stories max See Sec. 3.12.5.E.vi	2 stories proposed	Yes	
Minimum lot size for SDO (Sec 3.6.2.I)	Min: 5 acres Minimum lot width: 300 ft.	6.77 acres 460 ft.	Yes	
Maximum building height for SDO (Sec 3.6.2.J)	May be increased to 50 ft. Any structure within 300 ft. of one-family residential is 35 ft.	24 ft.	Yes	
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per Sec. 5.5.3. Abutting residential requires a berm.	No changes proposed	Yes	
Modification of Parking Setback Requirements (Sec. 3.6.2.Q)	Planning Commission may modify if determined modification will improve the use of the site and landscaping	None requested	NA	
District Required Conditions for GE (Sec. 3.11)				
Off-street Parking (Sec. 3.11.3)	Off-street parking shall be provided within the building,	Parking lot within 300 feet.	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	parking structure, or designed parking area within 300 ft.			
Outdoor storage (Sec. 3.11.4)	The outdoor storage of goods or materials shall be prohibited	Proposed shipping container for tire storage is existing on-site	No	Outdoor storage in the GE SDO District requires City Council approval – Acknowledged by applicant
Parking Lot Screening (Sec. 3.11.6.B)	Parking lots shall be screened from all major thoroughfares by a 2.5 foot brick or stone wall or 3 foot planting screen or existing vegetation to achieve 80% winter opacity and 90% summer opacity	Hedge along Meadowbrook restored on the Landscape Plan, as requested	Yes	Refer to Landscape review for additional comments
Open Space (Sec. 3.11.7)	25% of gross area of each development site shall be comprised of open space. Areas less than 20 ft. wide shall not be considered. Additional conditions apply per Sec. 3.11.7 Substantially all of the total open space area must be designed as useable space Site area = 294,409 sf. 25% = 73,602 sf. Required (1.69 acres) 76,168 sf open area less setbacks	Project Site Coverage detail provides general calculation for landscaping coverage as a percentage of total site at 37.5%	Yes?	Provide sheet with detailed open space element dimensions and calculations on next resubmittal 6.77 x 0.25 = 1.69 acres • 50% may be Woodland/Wetland areas (0.85 acres) • 10% may be small strips of landscaped areas and landscaped end islands (0.17 acres) • 0.67 acres must be useable open space
Building Façade and Scale (Sec. 3.11.8)	All buildings shall comply with the standards for Region 1 provided in Section 5.15	Flat Metal Panels (ACM) proposed for front of building	TBD	A Section 9 Façade Waiver for use of ACM vs. Brick will be required from City Council – Acknowledged by applicant Refer to Façade review comments
Sidewalks and Bicycle Paths (Sec. 3.11.9)	8 ft. pathway along Grand River. 6 ft. sidewalk along Meadowbrook Road Bicycle Paths are required per the Master Plan.	6 ft sidewalk on Meadowbrook existing 8 ft pathway on Grand River existing	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Streetscape Amenities (Sec. 3.11.10)	Decorative pedestrian-scale parking lot lighting, public pathways, bicycle racks, etc. Grand River lighting, landscape plantings, etc.	Bicycle racks are proposed	Yes	
Loading (Sec. 3.11.12)	Located in rear yard or interior side yard, if fronting on more than one road	Loading proposed in rear yard	Yes	
Special Development Option (SDO) for the GE District (Sec. 3.12)				
Intent (Sec. 3.12.1)	- Mixed use developments - Quality residential development - Conserving natural resources - Compatibility between neighboring properties and downtown district - Unique "entry" developments at the intersection of Grand River and Meadowbrook	Existing car dealership, compatible with other existing car dealership use nearby	Yes	
Eligibility Criteria (Sec. 3.12.3.A)	SDO uses can be proposed only for properties located in GE district, subject to City Council approval	It is zoned for SDO uses	Yes	Applicant is proposing a 5 th amendment to previously approved SDO agreement
General Design Standards (Sec. 3.12.3.C)	- Signage, lighting, streetscape, landscaping, building materials for the exterior of all structures, and other features of the project, shall be designed and completed with the objective of achieving an integrated and controlled development, consistent with the character of the community - On retail buildings, windows within areas of the premises to which the public is invited shall be made of materials which do not materially obstruct transparency.	"Display Frame" that outlines the showroom windows will feature integrated LED lighting	TBD	<u>The applicant should note that intense colors and/or flashing lights are prohibited</u> Please provide additional information regarding the 'display frame' and LED lighting details in a response letter as this type of lighting is prohibited by the ordinance and will require an amendment to the SDO agreement. See Façade Review for additional comments
Required Conditions for SDO: Retail Development (Sec. 3.12.5.G)	No individual retail sales or personal service establishment shall exceed twenty thousand (20,000) square feet of total gross floor area	Proposed 4,174 sf square footage building addition would increase gross floor area to 29,626 sf from	No	The SDO agreement needs to be amended to reflect the new floor area if approved – Acknowledged by

Item	Required Code	Proposed	Meets Code	Comments
		25,452 sf		applicant
Parking, Loading, and Dumpster Requirements				
Number of Parking Spaces (Sec. 5.2.12.C) Motor vehicle sales and service establishments	1 space for each 200 square feet of usable floor area of sales room and 1 for each auto service stall in service room	Total parking required: 131 spaces including 5 accessible spaces $29,626 \text{ sf.} \times 0.8 / 200 = 119$ $12 \text{ service stalls} \times 1 = 12$ Total parking provided: 270 spaces including 5 accessible spaces 136 parking spaces for employees and visitors and 134 inventory spaces	Yes	
Parking Space Dimensions and Maneuvering Lanes (Sec. 5.3.2)	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping.	9 x 19 ft. proposed 24 ft. proposed 9 ft. x 17 ft. parking spaces along landscape islands Some of the display spaces are double-stacked.	TBD	See Traffic review letter for additional comments
Off-Street Parking, Construction, and Maintenance (Sec. 5.3.7)	The entire parking area, including parking spaces and maneuvering lanes, required under this Section shall be provided with asphalt or concrete surfacing in accordance with the parking standards contained in the City's Design and Construction Standards	Existing gravel parking area is proposed to be paved and used for 20 additional inventory parking spaces	TBD	See Engineering Review for additional comments
Parking stall located adjacent to a parking lot entrance (public or private) (Sec. 5.3.13)	Shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	None proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
End Islands (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 islands are proposed	Yes	See Traffic and Landscape review letters for additional comment
Barrier Free Spaces <i>Barrier Free Code</i>	5 barrier free parking spaces (for total 101-200); at least 1 van barrier free parking space	5 proposed including 1 van 136 parking spaces for visitors and employees = 5 barrier free spaces required	Yes	
Barrier Free Space Dimensions <i>Barrier Free 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.	1 - 8' wide van accessible spaces provided.	Yes	
Barrier Free Signs <i>Barrier Free Code</i>	One sign for each accessible parking space.	Proposed	Yes	
Minimum number of Bicycle Parking (Sec. 5.16.1)	Minimum two spaces	7 spaces proposed	Yes	
Bicycle Parking General requirements (Sec. 5.16)	- No farther than 120 ft. from the entrance being served. - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations. - Spaces to be paved and the bike rack shall be inverted "U" design. - Shall be accessible via 6 ft. paved sidewalk.	All 7 spaces provided in one location	TBD	The applicant can consider relocating bicycle parking at multiple entrances, or reduce the number of spaces provided

Item	Required Code	Proposed	Meets Code	Comments
Bicycle Parking Lot layout (Sec 5.16.5.A)	Parking space width: 7 ft. One tier width: 10 ft. Two tier width: 18 ft. Maneuvering lane width: 4 ft. Parking space depth: 32"	Proposed bicycle parking layout on sheet C10 are dimensioned using old standards	No	Please see Text amendment 18.301 update to bicycle parking layout standards
Loading Spaces (Sec. 5.4.2)	- Loading, unloading space shall be provided in the rear yard at a ratio of 10 sq. ft. for each front foot of building. - 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.	1,920 square feet of loading space proposed in rear yard	Yes	
Dumpster (Sec 4.19.2.F)	- Located in rear yard or interior side yard in case of double frontage - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft. from property line. - Away from Barrier free Spaces	Existing – complies	Yes	
Dumpster Enclosure (Sec. 21-145. (c))	- Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft. on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery	Existing – complies	Yes	
Roof top equipment and wall mounted utility equipment (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.	Details provided on Architecture Plans	TBD	See Façade Review for additional comments

Item	Required Code	Proposed	Meets Code	Comments
Roof top appurtenances screening	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be visible from any street, road or adjacent property.	Screening proposed	TBD	<u>It should be noted that all existing and proposed roof top units must be screened from view from all vantage points both on-site and off-site using materials in compliance with the Façade Ordinance</u>
Non-Motorized Facilities				
Article XI. Off-Road Non-Motorized Facilities	8-foot pathway is required along Grand River, as well as sidewalk connection to Grand River	New 5' sidewalk connection to Grand River Avenue is proposed	Yes	
Pedestrian Connectivity	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	Internal sidewalks surrounding building, and a new 5' sidewalk connection to Grand River is proposed	Yes	
Building Code and Other Requirements				
Exterior lighting (Sec. 5.7)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal			
Building Exits <i>Michigan Building Code 2012</i>	Building exits must be connected to sidewalk system or parking lot			
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).			
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).			Refer to all review letters for additional dimensions requested
Economic Impact	- Total cost of the proposed building & site improvements - Number of anticipated jobs created (during construction)			

Item	Required Code	Proposed	Meets Code	Comments
	& after building is occupied, if known)			
Development/ Business Sign	- Signage if proposed requires SDO approval and sign permit	"Display Frame" that outlines the showroom windows will feature integrated LED lighting	TBD	<u>For sign permit information contact Deborah Martinez in Ordinance at 248-735-5671</u>
Project and Street Naming	Project and Street Names are to be approved for public safety concerns	Not applicable	NA	
Legal Documents	- Special Development Agreement - Master Deed - Conservation Easement	Not required at this time	No	Work with planner to execute them as needed
Lighting and Photometric Plan (Sec. 5.7)				
Intent (Sec. 5.7.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky	Lighting plan provided	TBD	
Lighting Plan (Sec. 5.7.A.i)	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Lighting plan provided	TBD	Please include a PDF of the lighting plan with resubmittal <u>Required at final site plan submittal</u>
Building Lighting (Sec. 5.7.2.A.iii)	Relevant building elevation drawings showing all fixtures, the portions of the walls to be illuminated, illuminance levels of walls and the aiming points of any remote fixtures.	Lighting plan provided	TBD	<u>Will be reviewed for conformance at the time of final site plan review.</u>
Lighting Plan (Sec. 5.7.2.A.ii)	Specifications for all proposed & existing lighting fixtures		Yes	Please provide hours of operation and if parking lots lights will be dimmed after hours on next submittal
	Photometric data		Yes	
	Fixture height		Yes	
	Mounting & design		Yes	
	Glare control devices (Also see Sec. 5.7.3.D)		Yes	
	Type & color rendition of lamps		Yes	
	Hours of operation	Not provided	TBD	
Maximum Height (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where	25 feet proposed	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	adjacent to residential districts or uses)			
Color Spectrum Management (Sec. 5.7.3.F)	- All Permanent lighting installations shall have a minimum color Rendering Index (CRI) of 70 - All permanent lighting installations shall have a Correlated Color Temperature (CCT) of no greater than 3000 Kelvin (K)	80 CRI and 3000K CCT Beacon-Viper lighting proposed	Yes	
Indoor Lighting (Sec. 5.7.3.H)	- Indoor lighting shall not be the source of exterior glare or spillover	Not provided	TBD	
Standard Notes (Sec. 5.7.3.B)	- Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted - Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation	Not provided	TBD	Please provide the standard notes on the plan with the next submittal.
Security Lighting (Sec. 5.7.3.i) Lighting for security purposes shall be directed only onto the area to be secured.	- All fixtures shall be located, shielded and aimed at the areas to be secured. - Fixtures mounted on the building and designed to illuminate the facade are preferred - Lighting for security purposes shall be directed only onto the area to be secured		Yes	
Average Light Level (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1	Avg/Min calculation provided of 16.3	No	Avg/Min calculation provided of 16.3 is well above the ordinance threshold of 4:1. Please provide justification in the response letter
Min. Illumination (Sec. 5.7.3.k)	Parking areas: 0.2 min		TBD	
	Loading & unloading areas: 0.4 min		TBD	
	Walkways: 0.2 min		TBD	
	Building entrances, frequent use: 1.0 min		TBD	

Item	Required Code	Proposed	Meets Code	Comments
	Building entrances, infrequent use: 0.2 min		TBD	
Max. Illumination adjacent to Non-Residential (Sec. 5.7.3.K)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle		Yes	
Cut off Angles (Sec. 5.7.3.L)	When adjacent to residential districts - All cut off angles of fixtures must be 90° - maximum illumination at the property line shall not exceed 0.5 foot candle		NA	
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.				



PLAN REVIEW CENTER REPORT

7/14/2025

Engineering Review

Cadillac of Novi
JSP25-0007

APPLICANT

Nowak & Fraus Engineers

REVIEW TYPE

Preliminary Site Plan

PROPERTY CHARACTERISTICS

- Site Location: Located on the north side of Grand River Avenue east of Meadowbrook Road, in section 24 of the City of Novi.
- Site Size: 6.77 acres
- Plan Date: 06/23/2025
- Design Engineer: Tim Wood, Nowak & Fraus Engineers

PROJECT SUMMARY

- Construction of an approximately 4,174 square foot addition to the existing Cadillac of Novi building. The existing parking lot will be removed and replaced with new parking lot islands. Minor sidewalk replacement work proposed on the Meadowbrook Road frontage.
- No changes proposed to the water main and sanitary sewer proposed.
- Storm water will be collected by a storm sewer collection system and discharged to the existing on-site detention basin and ultimately outlet to the existing regional detention basin.

RECOMMENDATION

Approval of the revised Preliminary Site Plan is **recommended** at this time, the plan meets the general requirements of the design and construction standards as set forth in [Chapter 11 of the City of Novi Code of Ordinances](#), the Storm Water Management Ordinance and the [Engineering Design Manual](#) with the following items to be addressed at the time of Final Site Plan submittal:

COMMENTS

1. **Only at the time of the printed Stamping Set submittal**, provide the City's standard detail sheets for storm sewer (2 sheets), paving (2 sheets). The most

updated details can be found on the City's website under [Engineering Standards and Construction Details](#).

2. A [Right-of-Way Permit](#) will be required from the City of Novi and Oakland County if work is proposed in the right-of-way. City utility maps show that the Grand River Avenue right-of-way is being impacted.



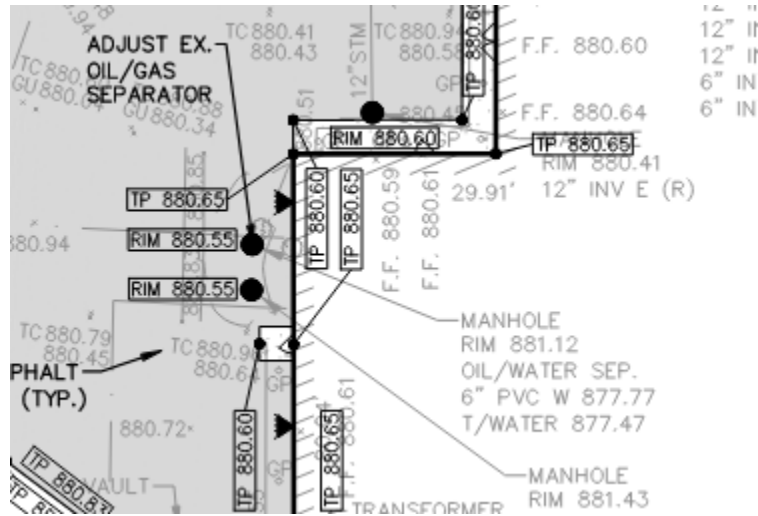
3. Provide sight distance measurements for the Grand River Avenue and Meadowbrook Road entrances in accordance with Figure VIII-E of the [Design and Construction Standards, Chapter 11 of the City of Novi Code of Ordinances](#).
4. Indicate where the eight 'No Parking Fire Lane' signs are proposed. Show no parking signs on paving sheet C3 with other traffic control signs.
5. Provide a note that compacted sand backfill (MDOT sand Class II) shall be provided for all utilities within the influence of paved areas; illustrate and label on the profiles.
6. Provide a construction materials table on the utility plan listing the quantity and material type for each utility being proposed.
7. No light poles are proposed within existing utility easement; a license agreement will not be needed.
8. Provide a utility crossing table indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained. This should be provided for any new crossings proposed with existing sanitary or water main.
9. The grading and SESC sheets shall show the tree fence at least as far from the trunk as the critical root zone, defined as a circular area around a tree with a radius measured to the tree's longest dripline radius plus one (1) foot. No grading shall occur within the dripline. If the critical root zone is not fully protected, then replacements for that tree may be required.

IRRIGATION

10. See attached containment letter from Cross Connection Specialist, an irrigation plan will not be needed for this project.

WATER MAIN & SANITARY SEWER

11. No changes proposed to the existing water main or sanitary sewer at this time. Existing manholes on the north side of the building will be adjusted.
12. Indicate what the existing manholes on the north side of the building connect to, are they sanitary or storm manholes. Show existing sanitary lead and water lead locations.



13. Label location of existing monitoring manhole for the site.

STORM SEWER

14. Provide storm water management narrative stating where existing stormwater for site discharges.
15. A minimum cover depth of 3 feet shall be maintained over all proposed storm sewer. Provide profiles for all storm sewer 12-inch and larger. All storm pipes accepting surface drainage shall be 12-inch or larger.
16. Provide a 0.1-foot drop in the downstream invert of all storm structures where a change in direction of 30 degrees or greater occurs.
17. Match the 0.80 diameter depth above invert for pipe size increases.
18. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot-deep plunge pool.
19. Provide a four-foot-deep sump and an oil/gas separator in the last storm structure prior to discharge to the storm water basin. Show location of existing oil/gas separator.
20. Label the 10-year HGL on the storm sewer profiles and ensure the HGL remains at least 1-foot below the rim of each structure.
21. Illustrate all pipes intersecting storm structures on the storm profiles.
22. Provide a schedule listing the casting type, rim elevation, diameter, and invert sizes/elevations for each proposed, adjusted, or modified storm structure on the

utility plan. Round castings shall be provided on all catch basins except curb inlet structures.

23. Show and label all roof conductors and show where they tie into the storm sewer.
24. Provide Storm sewer basis of design table. Storm sewer design must show capacity and peak flow for each run of storm sewer. If storm sewer is under capacity additional storm sewer may be needed.

PAVING & GRADING

25. Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.
26. Show grades of existing dumpster pad if it is not being removed/replaced.
27. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls. All barrier-free stalls shall comply with Michigan Barrier-Free regulations.
28. Per MDOT Special Provision for Crushed Concrete, the use of crushed concrete is prohibited on the project within 100 feet of any water course (stream, river, county drain, etc.) and lake, regardless of the application of location of the water course or lake relative to the project limits. Add note to use 21AA crushed limestone base for any pavement within 100 feet of a water course.
29. Provide additional spot grades as necessary to demonstrate that a minimum 5-percent slope away from the building is provided for a minimum distance of ten feet around the perimeter of the building.

FLOOD PLAIN

30. No impacts proposed to floodplain at this time. Adjust the 100' and 25' floodplain buffer lines on the east side of the parking lot. See utility map below.



SOIL EROSION & SEDIMENT CONTROL

31. A SESC permit is required (link to [Soil Erosion Permit Application](#)). A review will be done when a completed packet is submitted to Sarah Marchioni at Community Development.

THE FOLLOWING MUST BE SUBMITTED WITH THE NEXT SUBMITTAL:

32. 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.**
33. 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 of 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).

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@cityofnovi.org with any questions.

Humna Anjum,
Project Engineer

cc: Dan Commer, Community Development
Milad Alesmail, Engineering
Kate Purpura, Engineering
Ben Croy, City Engineer



PLAN REVIEW CENTER REPORT

June 26, 2025

Cadillac of Novi

Revised Preliminary Site Plan - Landscape

Review Type

Revised Preliminary Site Plan Landscape Review

Job #

JSP25-0007

Property Characteristics

- Site Location: 41350 Grand River Ave
- Site Acreage: 7.16 ac.
- Site Zoning: GE
- Adjacent Zoning: North, East: I-1, South: Grand River/OS-1, West: NCC/I-1
- Plan Date: 6/23/2025

Recommendation:

This project is **recommended for approval** for Preliminary Site Plan, contingent on the corrections made below with regard to the parking lot perimeter trees being made.

LANDSCAPE WAIVER REQUIRED FOR THE PROPOSED LAYOUT AND LANDSCAPING:

- Deficient greenbelt width along Meadowbrook – *supported by staff*
- Lack of greenbelt berms along both frontages – *supported by staff as a wall provides screening along Grand River and a hedge is proposed to serve as the original plans' hedge did.*
- Deficiency in foundation landscaping for building addition – *supported by staff as the entire building has sufficient landscaping area*
- Lack of canopy trees on the ends of the new parking bay and perimeter trees along the west edge of the parking lot east of the building – *not supported by staff*
- Lack of berm along both roads – *supported by staff*

Please show the City Project number as JSP25-0005.

Ordinance Considerations

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

1. Tree survey and chart are provided.
2. **Please replace any of the original maples planted around the detention pond.**
3. No regulated trees are shown as being removed.
4. No wetlands or wetland impacts are indicated.

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

The property is not adjacent to residential property so this buffering is not required.

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

1. The required greenbelt width and landscaping are provided for Grand River but not Meadowbrook. **This requires a landscape waiver.** *It would be supported by staff as an existing condition.*
2. The required berm is not provided along either frontage, but a masonry wall exists along Grand River. **This requires a landscape waiver.** *It would be supported by staff as an approved existing condition.*
3. The required berm is also not provided along Meadowbrook but the original plans

showed a hedge screening the parking lot that is no longer there. *The hedge is shown as being restored so the waiver is supported for the Meadowbrook frontage as well.*

4. No new greenbelt trees are required as the greenbelts are not changing. Fill-in trees for those missing per the original plan are shown on the landscape plan.
5. The street trees are maintained and replaced as needed by the City.

Existing and proposed overhead and underground utilities, including hydrants. (LDM 2.e.(4))

1. All utilities and light posts are included on the landscape plan.
2. The crabapple near the northwest corner of the building must be moved to at least 10 feet away from the catch basin.

Parking Lot Landscaping

1. The required parking lot interior area and trees are proposed.
2. **Two endcap trees are needed for the new customer bay east of the building. A landscape waiver is required for the proposed configuration.** *It would not be supported by staff.*
3. 3 perimeter trees are needed between the parking lot and the east side of the building. 2 of them can be used for the endcaps noted above. **Please add the three trees needed.** Since the required number of trees is provided on the site, they can be moved from other locations, particularly along the east edge where the trees are crowded together .

Building Foundation Landscaping (Zoning Sec. 5.5.3.D)

1. No foundation landscaping calculations or plantings are proposed for the addition. Only 385sf is provided near the addition, and none on the south side of it, facing Grand River. **This requires a landscape waiver.** *It would be supported by staff as the entire building does have sufficient foundation landscaping.*
2. **Please replace all missing foundation landscaping per the original approved plans.**

Plant List (LDM 4.)

1. Provided
2. 8 of 12 species shown (67%) are native to Michigan.
3. The proposed tree diversity meets the requirements of the Landscape Design Manual.

Planting Notations and Details (LDM)

Provided

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

1. No new above-ground stormwater detention pond is proposed.
2. Please replace any missing detention basin trees shown on the original Hummer plan.

Irrigation (LDM 1.a.(1)(e) and 2.s)

A note indicated that the existing irrigation system will be modified to include the new plantings. This is acceptable.

NOTE: Replacements of the original plantings do not need to be included in the cost of the project, but do need to be planted at the time of the required plantings.

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@cityofnovi.org.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Rick Meader". The signature is written in a cursive, flowing style.

Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART – REVISED PRELIMINARY SITE PLAN

Review Date: June 26, 2025
Project Name: JSP25-0007: Cadillac of Novi
Plan Date: June 23, 2025
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org;
 Phone: (248) 735-5621

Items in **Bold** need to be addressed by the applicant for approval of the revised Preliminary Site Plan.
Underlined items need to be addressed for Final Site Plan.

LANDSCAPE WAIVERS REQUIRED BY PLAN:

- Deficient greenbelt width along Meadowbrook – *supported by staff*
- Lack of greenbelt berms along both frontages – *supported by staff as a wall provides screening along Grand River and a hedge is proposed to serve as the original plans' hedge did.*
- Deficiency in foundation landscaping for building addition – *supported by staff as the entire building has sufficient landscaping*
- Lack of canopy trees on the ends of the new parking bay – *not supported by staff*
- Lack of berm along both roads – *supported by staff*

NOTES:

Although they don't need to be included in the costs of the project or shown on the landscape plans, all missing landscaping from the original approved plan should be replaced at the time of the project's landscape installation to bring the site into conformance with Zoning Ordinance Section 5.5.7 which requires that all landscaping is to be maintained per the standard of the original approved plans.

Please show the City Project number as JSP25-0005.

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements (LDM (2))				
Landscape Plan (Zoning Sec 5.5.2, LDM 2.e.)	• New commercial or residential developments • Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. • 1"=20' minimum with proper North. Variations from this scale can be approved by LA • Consistent with plans throughout set	Landscape Plan: 1"=30'	Yes	
Project Information (LDM 2.d.)	Name and Address	Business name and location map are on the Title Block	Yes	
Owner/Developer Contact Information (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Business name and contact information are on the Title Block	Yes	

Item	Required	Proposed	Meets Code	Comments
Landscape Architect contact information (LDM 2.b.)	Name, Address and telephone number of RLA/PLA/LLA who created the plan	George Ostrowski – Nowak & Fraus	Yes	
Sealed by LA. (LDM 2.g.)	Requires original signature	Copy of seal and signature on title block	Yes	
Miss Dig Note (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	On title block	Yes	
Zoning (LDM 2.f.)	Include all adjacent zoning	Shown on C1 Site: GE North, East: I-1 South: Grand River/OS-1 West: NCC/I-1	Yes	<u>Please change L-1 to I-1 for adjacent parcels' zoning.</u>
Survey information (LDM 2.c.)	- Legal description or boundary line survey - Existing topography	- Survey and description on C1 - Removals are shown on C2	Yes	
Existing plant material Existing woodlands or wetlands (LDM 2.e.(2))	- Show location type and size. Label to be saved or removed. - Plan shall state if none exists.	- Tree ID #s and chart for trees 8" dbh or greater are on C1. - Smaller trees are shown and IDed - Treeline is shown - Conservation easements are shown - No wetlands are shown - Tree survey now includes trees in the vicinity of the parking lot extension	- Yes - Yes - Yes - Yes - TBD - Yes	1. Show protective tree fencing at the actual tree dripline, or at the greatest extent of cover possible where existing conditions such as curbs prevent full coverage of the dripline. 2. Please show all of the trees that were part of the original plan on the tree if they are still alive. 3. See Merjent letters for complete woodland and wetland reviews.
Soil types (LDM.2.r.)	- As determined by Soils survey of Oakland County - Show types, boundaries	On L1	Yes	
Existing and proposed improvements (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Included on the landscape plan	Yes	
Existing and proposed utilities (LDM 2.e.(4))	Overhead and underground utilities, including hydrants	All utilities and light posts are clearly shown on the	Yes	Please move the crabapple on the west side of the building to a

Item	Required	Proposed	Meets Code	Comments
	• Proposed light posts	landscape plan.		location at least 10 feet away from the catch basin.
Proposed grading. 2' contour minimum (LDM 2.e.(1))	Provide proposed contours at 2' interval	- Existing elevations are on C3 - Proposed spot elevations are on C3.	- Yes - Yes	
Snow deposit (LDM.2.g.)	Show snow deposit areas on plan	Some areas are shown	Yes	
LANDSCAPING REQUIREMENTS				
Berms, Walls and ROW Planting Requirements				
Berms				
- All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours - Berm should be located on lot line except in conflict with utilities. - Berms should be constructed of loam with 6" top layer of topsoil.				
Residential Adjacent to Non-residential (Zoning Sec 5.5.3.A & LDM 1.a)				
Berm requirements (Zoning Sec 5.5.A)	The site is not adjacent to residential property so this berm is not required	No berm is proposed.	Yes	
Walls (LDM 2.k & Zoning Sec 5.5.3.vi)				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	No new walls are proposed.		
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer		NA		
ROW Landscape Screening Requirements (Zoning Sec 5.5.3.B. ii and LDM 1.b)				
Greenbelt width (2)(3) (5)	- Adjacent to pkg: 20 feet - Not adjacent to pkg: 25 feet	- Grand River: 33' ft to building, 49 ft to parking - Meadowbrook: 17 ft to building, 31 ft to parking - No changes are proposed that impact the greenbelt	Grand River: Yes Meadowbrook: No	A landscape waiver is required for the deficient greenbelt width along Meadowbrook. - As the greenbelt is not being changed, the waiver would be supported by staff as an existing condition.
Berm requirements (Zoning Sec 5.5.3.A.(5))				
Min. berm crest width	Adj to Pkg: 2 ft Not adj to Pkg: 0 ft	No berm exists or is proposed but a brick wall is in place instead for all of the Grand River frontage	- No - Yes - Yes	A landscape waiver is required for the lack of berms. - It would be supported by staff for Grand River as the

Item	Required	Proposed	Meets Code	Comments
		and the section of Meadowbrook frontage south of the entry. - The previously existing hedge screening the lot from Meadowbrook is missing but a new hedge is shown - Vehicles for sale are parked in greenbelt – concrete strips for the vehicles were on the approved plans in both greenbelts and exist		existing wall screens the parking lot. 3. It would also be supported by staff for Meadowbrook as the original plans showed a hedge and the plan shows a new hedge.
Minimum berm height (9)	Adj to Pkg: 3 ft Not adj to Pkg: 0 ft	See above	Yes	See above
3' wall	(4)(7)	A brick wall exists for the entire Grand River greenbelt to screen the parking, and most of the Meadowbrook greenbelt frontage south of the entrance	Yes	
Canopy deciduous or large evergreen trees Notes (1) (10)	- Adj to Pkg: 1 tree per 35lf - Not adj to Pkg: 1 tree per 40lf Grand River: - Adj to Pkg: 227/35=6 trees - Not adj to Pkg: 227/40=6 trees Meadowbrook: - Adj to Pkg: 290/35=8 trees - Not adj to Pkg: 224/40=6 trees Note: Above is from the original approved plans for Hummer SP04-09 as the greenbelt is not changing	Grand River: - Original plan: 0 trees - Current plan: 0 trees 4 new perimeter canopy trees are proposed along the Grand River entry and south of the parking lot. Meadowbrook: - Original plan: 24 trees (8 dec + 16 evergreens) – 12 trees + mass - Current plan: 6 evergreen trees + mass at north end + 5 existing perimeter canopy	Yes	If the mass of planted and volunteer trees at the northwest corner of the parking lot facing Meadowbrook is maintained in a full condition as exists now, no missing trees from that area need to be replaced.

Item	Required	Proposed	Meets Code	Comments
		trees + 3 new perimeter canopy trees The required trees were installed per the approved plan but there are gaps in the landscaping from the original installation. (Existing trees per survey)		
Sub-canopy deciduous trees Notes (2)(10)	- Adj to Pkg: 1 tree per 20lf - Not adj to Pkg: 1 tree per 25lf Grand River: - Adj to Pkg: $227/20=11$ trees - Not adj to Pkg: $227/25=9$ trees Meadowbrook: - Adj to Pkg: $290/20=15$ trees - Not adj to Pkg: $224/25=9$ trees Note: Above is from the original approved plans for Hummer SP04-09 as the greenbelt is not changing	Grand River: - Original plan: 19 trees - 14 trees exist - Current plan: 14 existing trees + 5 new trees Meadowbrook: - Original plan: 6 trees – 5 exist - Current plan: 6 trees – 5 exist + 1 new tree	- Yes - Yes	
Canopy deciduous trees in area between sidewalk and curb (Novi Street Tree List)	- Adj to Pkg: 1 tree per 35lf - Not adj to Pkg: 1 tree per 45lf Grand River: - Adj to Pkg: $227/35=6$ trees - Not adj to Pkg: $227/40=6$ trees Meadowbrook: - Adj to Pkg: $290/35=8$ trees - Not adj to Pkg: $224/40=6$ trees Note: Above is from the original approved plans for Hummer SP04-09 as	Grand River: - Original plan: 11 trees - Current plan: 11 trees Meadowbrook: - Original plan: 13 trees - Current plan: 10 existing trees	- Yes - Yes	The City is responsible for replacing missing street trees – they may not be due to conflicting utility lines.

Item	Required	Proposed	Meets Code	Comments
	the greenbelt is not changing			
Cross-Section of Berms (LDM 2.j)				
Slope, height and width	- Label contour lines - Maximum 33% - Constructed of loam 6" top layer of topsoil	No new berms are required or proposed	Yes	
Type of Ground Cover		NA	NA	
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	NA	NA	
Parking Area Landscape Requirements (LDM 1.c. & 2.o.)				
General requirements (LDM 1.c)	- Clear sight distance within parking islands - No evergreen trees	- New interior parking lot islands are proposed - No proposed plantings will hinder sight distances in the lot.	Yes	
Name, type and number of ground cover (LDM 1.c.(5))	As proposed on planting islands	Lawn is proposed	Yes	
General (Zoning Sec 5.5.3.C.ii)				
Parking lot Islands (a, b. i)	- A minimum of 200 SF to qualify - Minimum 200 SF per tree planted in island 6" curbs - Islands minimum width 10' BOC to BOC	- Islands' areas in SF are provided - The 273sf island in the southeast section of the lot doesn't have a tree.	- Yes - No	Please add a tree to the 273sf island east of the building.
Curbs and Parking stall reduction (c)	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	Spaces are 19 feet long in interior and 17 feet long around periphery	Yes	
Contiguous space limit (i)	- Maximum of 15 contiguous spaced - All endcap islands should also be at least 200sf with 1 tree planted in it.	- Only one bay (inventory) is longer than 15 spaces (17 spaces) - Spaces are labeled as Inventory or Customer on C3 - There are no trees	- Yes - Yes - No	1. A landscape waiver would be required for the proposed layout. It would not be supported by staff. 2. Please add canopy trees on each end of the new parking bay.

Item	Required	Proposed	Meets Code	Comments
		on the ends of the new customer bay east of the building		
Plantings around Fire Hydrant (d)	- No plantings with matured height greater than 12' within 10 ft. of fire hydrants of utility structures (manholes, catch basins). - Trees also need to have at least 5 feet between the trunk and underground utility lines.	- The lone hydrant north of the building is not obscured by plantings - Sufficient spacing is provided for other utility lines and structures.	Yes	
Landscaped area (g)	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	
Clear Zones (LDM 2.3.(5))	- The Road Commission for Oakland County (RCOC) clear vision zone is required for the Grand River entry as it is their jurisdiction. - The city clear vision zone should be shown for the Meadowbrook entry.	- The correct clear vision zones are shown for both entries. - No landscaping blocks the views	- Yes - Yes	
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)				
A = Total square footage of vehicular use area up to 50,000 sf x 7.5%	- A = x SF x 7.5% - A = 50,000 * 7.5% = 3750sf	Parking lot landscaping area calculations are provided	Yes	
B = Total square footage of additional paved vehicular use areas over 50,000 SF) x 1 %	- B = x SF x 1% - B = (112568-50000) * 1% = 626 sf	Yes	Yes	
Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.iii)				
A = Total square footage of vehicular use area up to 50,000 sf x 5%	A = x SF x 6%	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5 %	B = (x SF – 50000) x 0.5%	NA		

Item	Required	Proposed	Meets Code	Comments
All Categories				
Total square footage of landscaped islands required $C = A+B$	$C = A + B$ $C = 3750 + 626 = 4376\text{sf}$	6754 sf	Yes	
Number of canopy trees required $D = C/200$	$D = C/200 = \text{xx Trees}$ $D = 4376/200 = 22 \text{ trees}$	<u>22 trees</u> 19 new 3 existing	Yes	Please move a tree into the 273sf island east of the building without a tree to help provide shade for that area of the parking lot.
Parking Lot Perimeter Trees (Zoning Sec 5.5.3.C.iv)	1 Canopy tree per 35 lf - Trees must be within 15 feet of the pavement $P = 1637/35 = 47 \text{ trees}$ - Areas within 20 feet of the building do not need to be included in the perimeter basis.	<u>47 trees</u> 11 existing deciduous trees 4 existing evergreen trees 5 equivalent trees in densely planted areas 27 new trees There is 107lf of parking lot perimeter east of the building with no perimeter trees in the new concrete area (3 trees).	Yes/No	- Please add the required perimeter trees between the building and the east parking lot – two may be used to fulfill the endcap requirements for the customer parking bay. - Since the required number of trees is provided some of those shown may be moved from their locations around the lot to this area, especially in areas where trees are crowded together. - Each tree must have at least 200sf of greenspace for the trees to survive since they will be surrounded by pavement.
Parking land banked	NA	None		
Other Landscaping				
Other Screening				
Screening of outdoor storage, loading/unloading (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)		Two existing loading zones are shown within the parking lot north of the addition and haven't changed`	Yes	
Transformers/Utility boxes (LDM 1.e from 1	A minimum of 2ft. separation between box and the plants	The existing transformers are shown as being	- Yes - Yes	Please add a maintenance note stating that the

Item	Required	Proposed	Meets Code	Comments
through 5)	- Ground cover below 4" is allowed up to pad. - No plant materials within 8 ft. from the doors	located inside an existing brick wall The equipment is taller than the wall – arborvitaes that can reach or exceed the height of the units have been added.		<u>arborvitaes must be allowed to reach and stay at or above the height of the transformer units.</u>
Building Foundation Landscape Requirements (Zoning Sec 5.5.3.D)				
Interior site landscaping SF	- Equal to entire perimeter of the building (less paved access areas) x 8 with a minimum width of 4 ft. - A minimum of 75% of the building should have foundation landscaping. xx lf x 8ft = xx SF Hummer Plan: 770*8 = 6,160sf Current plan total: (847.86-199)*8 = 5191sf Building addition: (195.49-87)*8 = 868sf	Hummer Plan: 6240sf Current Plan: 5611sf – less than the original plan - Most of it is strung along the Grand River frontage as it was on the original Hummer plans 385sf of foundation landscaping is proposed in two islands north of the building addition. - Another approximately 400sf of landscaping is located at the west entrance.	- Yes - Yes - No - No	1. Insufficient room has been provided to have landscaping on the south side of the addition, as should be done since it is facing Grand River. As such, only 385sf is provided near the building, which requires a landscape waiver. 2. The additional landscaping, while attractive, won't do much to enhance the addition, and nothing for Grand River traffic. In spite of this, the waiver will be supported by staff as the total building has the required foundation area.
Building Frontage Landscaping (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	It appears that over 60% of each frontage is landscaped	Yes	
Detention/Retention Basin Requirements (Zoning Sec. 5.5.3.E.iv)				
Planting requirements (Sec. 5.5.3.E.iv)	- 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. - Canopy trees at 1/35lf	No pond landscaping is shown and only some of the trees around the pond are shown on the tree survey	No	1. Please show all of the trees that were part of the original plan on the tree if they are still alive. 2. If the pond is not changing in size, the pond does not need to meet the current

Item	Required	Proposed	Meets Code	Comments
	of the east, south and west sides of the pond, located at about 10 feet away from the permanent water level • 10" to 14" tall grass along sides of basin • Refer to wetland for basin mix			landscaping requirements. 3. <u>Any trees missing from the original plans around the pond (there were 11 red maples) must be replaced.</u>
Phragmites Control (Sec 5.5.6.C)	• Any and all populations of Phragmites australis and/or Japanese knotweed on the site shall be included on tree survey. • Treat populations per MDEQ guidelines and requirements to eradicate the weed from the site.	• Phragmites populations are indicated on Sheet L-1 – near the building and in the sediment forebay • Instructions are given with the notes.	• Yes • Yes	<u>It is likely that treatments will be required more than one year to completely erase the Phragmites.</u>
LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS				
Landscape Notes – Utilize City of Novi Standard Notes				
Installation date (LDM 2.l. & Zoning Sec 5.5.5.B)	• Provide intended dates • Should be between March 15 and November 15.	Yes	Yes	
Maintenance & Statement of intent (LDM 2.m & Zoning Sec 5.5.6)	• Include statement of intent to install and guarantee all materials for 2 years. • Include a minimum one cultivation in June, July and August for the 2-year warranty period.	Yes	Yes	
Plant source (LDM 2.n & LDM 3.a.(2))	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Irrigation plan (LDM 2.s.)	A method for providing the water required for plant establishment and long-term survival must be provided.	• A note indicates that the existing system will be extended to cover the new plantings. • City irrigation system requirements are included with the note.	Yes	

Item	Required	Proposed	Meets Code	Comments
Establishment period (Zoning Sec 5.5.6.B)	2 yr. Guarantee	Yes	Yes	
Approval of substitutions. (Zoning Sec 5.5.5.E)	City must approve any substitutions <u>in writing</u> prior to installation.	Yes	Yes	
Plant List (LDM 4, 11) – Include all cost estimates				
Quantities and sizes	- A minimum of 50% of species used on the site, not including any woodland replacements, must be native to Michigan. - The Tree Diversity standards of the Landscape Design Manual Section 4 must be met for all non-woodland replacement trees used (15% of trees of one species, 25% of one genus) - No Prohibited Species listed on Table 11.b.(2)b may be used.	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		8 of 12 species used (67%) are native to Michigan - The tree diversity is acceptable	- Yes - Yes	Bowhall is only 15' wide which does not qualify as a canopy tree. <u>Please use a maple variety with a broader mature canopy width.</u>
Type and amount of lawn		Seed is indicated	Yes	
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	Included on plant list	Yes	
Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		No	NA	No evergreens are used
Multi-stem Tree		No	NA	None are used
Shrub		Yes	Yes	
Perennial/ Ground Cover		No	No	<u>Please add a detail.</u>
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	Shown on L1	Yes	
Other Plant Material Requirements (LDM 3)				
General Conditions (LDM 3.a)	Plant materials shall not be planted within 4 ft. of property line	NA		
Plant Materials & Existing Plant Material	Clearly show trees to be removed and trees to	Sheet C2	Yes	

Item	Required	Proposed	Meets Code	Comments
(LDM 3.b)	be saved.			
Landscape tree credit (LDM3.b.(d))	- Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. - Refer to Landscape tree Credit Chart in LDM	No		
Plant Sizes for ROW, Woodland replacement and others (LDM 3.c)	Refer to Landscape Design Manual for requirements	Yes	Yes	
Plant size credit (LDM3.c.(2))	NA	No		
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	No prohibited plants are proposed	Yes	<u>Do not replace any missing <i>Pyrus calleryana</i> with the same as it is now prohibited in Novi</u>
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	There are no overhead utilities on the site.	NA	
Collected or Transplanted trees (LDM 3.f)		None		
Nonliving Durable Material: Mulch (LDM 4)	- Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth - Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate.	Shown on details	Yes	

NOTES:

1. This table is a working summary chart and is 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. 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.
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.

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.

July 14, 2025

Dan Commer
Planner – Community Development
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Submitted electronically to dcommer@cityofnovi.org

Re: Cadillac of Novi Revised Preliminary Site Plan Woodland and Wetland Review (JSP25-07)

Dear Dan,

Merjent, Inc. (Merjent) has conducted a review of the revised preliminary site plan (rPSP) for the Cadillac of Novi Project (Project), prepared by Nowak and Fraus Engineers (Applicant; NF rev. date 6/23/2025). Merjent reviewed the plan for conformance with the City of Novi's (City) Woodland Protection Ordinance, Chapter 37, and Wetlands and Watercourse Protection Ordinance, Chapter 12 Article V. The Project is located at the northeast corner of the intersection of Grand River Avenue and Meadowbrook Road (parcel 50-22-24-100-051) in Section 24 of the City of Novi (site). The site contains City-regulated woodlands (**Figure 1**) and City-regulated wetlands (**Figure 2**).

Merjent conducted an initial PSP review on May 7, 2025 and found deficiencies in the wetland and woodland portions of the site plan.

Woodlands

Woodland Recommendation: Merjent **recommends approval** of the Cadillac of Novi rPSP. Additional Woodland Review comments have been provided to meet the requirements of the Woodland Protection Ordinance. The following Woodland Regulations apply to this site:

Woodland Regulation	Required
Woodland Permit (Chapter 37, Section 37-26)	Not Required
Tree Replacement (Chapter 37, Section 37-8)	Not Required
Tree Protection (Fence; Chapter 37, Section 37-9)	Required
Woodland Conservation Easement (Chapter 37-30[e])	Already in Place

Woodland Review Comments

1. City-regulated woodlands, as identified on the City of Novi Woodlands interactive map website, are present onsite. Note that both the woodlands and property limits depicted on the City map are considered approximations (**Figure 1**). Additionally, a wetland and woodland conservation easement is present on-site (map provided in Pre-application Review).

-
2. Note that both the woodlands and property limits depicted on the City map are considered approximations (**Figure 1**). Merjent conducted a site visit on April 29, 2025 and an additional site visit on July 1, 2025 to verify conditions on the updated site plan. Select photos from the site visits are included in **Attachment A**.
 3. Pursuant to Chapter 37, Section 37-28, an accurate woodland survey should be provided and be accompanied by a separate key identifying the location of all trees eight inches at diameter at breast height (DBH) and greater, by size, common, genus and species names (i.e. Red Maple/*Acer rubrum*), and condition. Such information shall be provided by a registered landscape architect, certified arborist, or registered forester, through an onsite inspection, who must verify the contents by seal and/or registration number with signature, whichever applies. The dripline of affected trees shall be clearly indicated on the plan.
 - The applicant has updated the provided site plan to reflect surveyed trees adjacent to the parking lot expansion. A tree inventory list is included on Sheet C1.
 4. When a proposed site plan is located within a regulated woodland, any tree proposed for removal with a diameter at breast height (DBH) greater than or equal to eight inches will require tree replacement and a Woodland Use Permit per Section 37-8. This also applies to any tree that will be preserved, but where impacts to critical root zones are proposed. Additionally, pursuant to the [City of Novi Landscape Design Manual](#) and Section 5.5 of the City of Novi Zoning Ordinance, All trees 8" dbh or greater within 50 feet of construction shall also be included in the tree survey.
 - The applicant has updated the tree survey to include trees located north of the proposed parking lot expansion.
 5. Regardless of the presence of regulated woodlands onsite, a Woodland Use Permit is required to perform construction on any site containing the removal of trees larger than 36 inches DBH.
 - No impacts are proposed to any non-regulated trees larger than 36 inches DBH.
 6. The plan will not impact regulated trees in woodlands/conservation easement areas. A **Woodland Use Permit** is required to perform construction on any site containing regulated woodlands. Therefore, a **Woodland Use Permit** is not required for this project because no tree removals are proposed. Additionally, no tree replacements will be required for the project.
 - The applicant has stated that three replacement trees will be required. The applicant is encouraged to provide additional trees, but based on Merjent's review, the three trees proposed for removal are outside of regulated woodlands and outside of the conservation easement boundary.
 7. **Critical root zone.** Accurate critical root zones must be depicted on the site plan for all regulated trees within 50 feet of the proposed grading or construction activities. Section 37-2 defines a critical root zone as a circular area around a tree with a radius measured to the tree's longest dripline radius plus one foot.
 - a. **Requested Edit:** via on-site verification, no driplines of trees are located directly above the proposed parking lot expansion. **However**, the applicant should revise the final site plan submittal to clarify that the *Tree Line* also encompasses the critical root zone of trees.

8. A **woodland fence guarantee of \$6,000** (\$5,000 x 120%) is required per Chapter 26.5-37. The financial guarantee shall be paid prior to tree removal. The woodland fence inspection will be performed by Merjent. **The Applicant is responsible for requesting this inspection.**

Wetlands

Wetland Recommendation: Merjent **recommends approval** of the Cadillac of Novi rPSP based on the comments provided below.

Upon review of published resources, the Site appears to contain or immediately borders:

- ☒ City-regulated wetlands, as identified on the City of Novi interactive map website. Note that both wetland and property limits depicted on the City's map are considered approximations (**Figure 2**).
- ☒ Wetlands that are regulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- ☒ Wetlands as identified on National Wetland Inventory (NWI) and Michigan Resource Inventory System (MIRIS) maps, as identified on the EGLE Wetlands Viewer interactive map website (provided in Pre-app Review). NWI and MIRIS wetlands are identified by the associated governmental bodies' interpretation of topographic data and aerial photographs.
- ☒ Hydric (wetland) soil as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service, as identified on the EGLE Wetlands Viewer interactive map website (Provided in Pre-app Review).

Permits and Regulatory Status

Due to the comments below, the following wetland-related items will be required for this project:

Item	Required/Not Required
Wetland Permit (specify Non-minor or Minor)	Not Required
Wetland Mitigation	Not Required
Environmental Enhancement Plan	Not Required
Wetland Buffer Authorization	Not Required
EGLE Wetland Permit	Likely Not Required*
Wetland Conservation Easement	Already in Place

*EGLE is the final authority over wetlands and water resources in the State of Michigan.

Wetland Review Comments

1. The rPSP has been updated to reflect that one wetland is in proximity to the proposed parking lot expansion. No impacts are proposed to the delineated wetland.
2. In addition to wetlands, the City of Novi regulates wetland and watercourse buffers/setbacks. Section 3.6(2)(M) of the Zoning Ordinance, Schedule of Regulations, states: "There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum setback from wetlands and watercourses". The established wetland and

watercourse buffer/setback limit is 25 horizontal feet, regardless of grade change. The Applicant should consider modification of the proposed limits of disturbance boundaries in order to preserve wetland and wetland buffer areas. The preservation of the 25-foot wetland buffer areas is important to the overall health of the wetlands, especially after site development. The existing buffer serves to filter pollutants and nutrients from storm water before entering the wetlands, as well as to provide additional wildlife habitat.

- The applicant has updated the rPSP to show the 25-foot wetland setback. No impacts are proposed to the 25-foot wetland setback.

Should you have any questions or concerns with this review, please contact me via email at jason.demoss@merjent.com or via phone at (619) 944-3835.

Sincerely,

Merjent, Inc.



Jason DeMoss, PWS
Environmental Consultant

Enclosures:

Figure 1 – City of Novi Woodlands Map
Figure 2 – City of Novi Wetlands Map
Attachment A – Site Photos

CC:

Barb McBeth, City of Novi, bmcbeth@cityofnovi.org
Rick Meader, City of Novi, rmeader@cityofnovi.org
Stacey Choi, City of Novi, schoi@cityofnovi.org
Matt Pudlo, Merjent, matt.pudlo@merjent.com



Figure 1. City of Novi Regulated Woodlands Map
 Approximate Site boundary is shown in red.
 Approximate Regulated Woodland areas are shown in green.



Figure 2. City of Novi Regulated Wetlands Map
Approximate Site boundary is shown in Red.
Approximate Regulated Wetland areas are shown in blue.

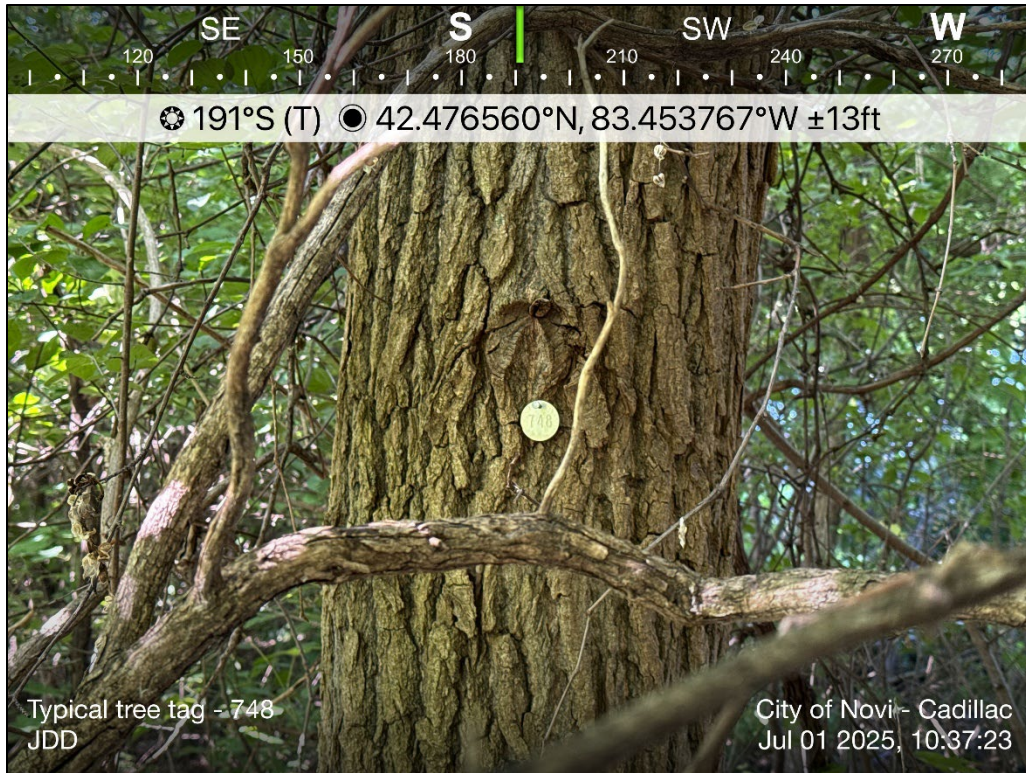
Attachment A
Site Photographs



Wetland flagging on-site



Overview of open water/wetland on-site



Overview of typical tree tagging on-site



Overview of woodland north of proposed parking lot expansion

PLANNING COMMISSION MINUTES – EXCERPT AUGUST 20, 2025



PLANNING COMMISSION MINUTES

CITY OF NOVI
Regular Meeting

August 20, 2025 7:00 PM

Council Chambers | Novi Civic Center
45175 Ten Mile Road, Novi, MI 48375 (248) 347-0475

CALL TO ORDER

The meeting was called to order at 7:00 PM.

ROLL CALL

Present: Chair Pehrson, Member Lynch, Member Dismondy, Member Avdoulos, Member Roney, Member Verma

Staff: Barbara McBeth, City Planner; Elizabeth Saarela, City Attorney; Lindsay Bell, Senior Planner; Dan Commer, Planner; Rick Meader, Landscape Architect

PLEDGE OF ALLEGIANCE

Member Lynch led the meeting attendees in the recitation of the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion made by Member Lynch and seconded by Member Avdoulos to approve the August 20, 2025 Planning Commission Agenda.

VOICE VOTE ON MOTION TO APPROVE THE AUGUST 20, 2025 PLANNING COMMISSION AGENDA MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER AVDOULOS. *Motion carried 6-0.*

AUDIENCE PARTICIPATION

Chair Pehrson invited members of the audience who wished to address the Planning Commission during the first audience participation to come forward. Seeing no one, Chair Pehrson closed the first public audience participation.

CORRESPONDENCE

There was not any correspondence.

COMMITTEE REPORTS

There were no Committee reports.

CITY PLANNER REPORT

There was no City Planner report.

CONSENT AGENDA - REMOVALS AND APPROVALS

There were no consent agenda removals or approvals.

PUBLIC HEARINGS

1. JSP25-07 CADILLAC OF NOVI

Public Hearing at the request of Cadillac of Novi for Planning Commission's recommendation to City Council to consider a Preliminary Site Plan with an amended Special Development Option

Concept Plan, Section 9 Façade Waiver, and Stormwater Management Plan in the GE, Gateway East zoning district. The subject property totals 6.77 acres and is located on the northeast corner of Grand River Avenue and Meadowbrook Road (Section 24). The applicant is proposing a 4,174 square foot building addition, expand the parking lot, and update the building façade and signage.

Planner Dan Commer stated that the subject property is a Cadillac dealership located on the northeast corner of Grand River and Meadowbrook Road in the Gateway East district. The intent of the Gateway East district is to encourage high-quality and distinctive development that will complement and support the City's Main Street/Town Center area. It is the further intent to create a Special Development Option (SDO) to provide greater flexibility for the achievement of the objectives of the GE district.

Future Land Use promotes the Town Center Mixed-Use district for the properties located along Grand River to the west and south, and Industrial, Research, Development, and Technology to the east and north. There are protected Woodlands and Wetlands on-site that are covered by existing conservation easements, and the proposed improvements as presented do not impact these natural features.

Planner Commer stated the site was originally approved for a Hummer Dealership utilizing the Special Development Option (SDO) in the Gateway East District, and the SDO agreement was later amended to change the use to a Cadillac Dealership. If approved this would be the 5th amendment to the SDO agreement.

The proposed 4,174 square-foot building addition includes a service area with twelve bays, and an office area for service writers. The zoning ordinance limits the size of retail buildings to 20,000 square feet in the Gateway East district; however City Council has previously approved an addition that exceeded the maximum permitted square footage. The amended SDO agreement will need to reflect the new floor area, if a deviation for this standard is approved by the City Council. Additionally, the existing parking lot will be removed and replaced with new parking lot islands and expanded to accommodate 20 additional spaces for inventory vehicles. A new parking area at the southeast corner of the property is proposed. The plan proposes 136 parking spaces for employees and visitors and 134 inventory spaces.

An update to the building façade and signage is also proposed. The applicant is requesting a Section 9 Façade Waiver for underage of brick and overage of Flat Metal Panels and for a "Display Frame" that outlines the showroom windows with integrated LED lighting. The applicant has acknowledged in their response letter that they understand that the use of intense exterior accent lighting is prohibited by the ordinance, and what they have proposed is intended to be a constant soft light that produces a glowing effect around the showroom exterior glass. If approved by City Council, it will be included in the amendment to the SDO agreement.

Finally, the applicant is requesting three landscape waivers which are supported by staff as highlighted in the Motion Sheet.

The Planning Commission is asked to recommend approval or denial to the City Council for an amended Special Development Option Concept Plan, Preliminary Site Plan, Section 9 Façade Waiver, and Stormwater Management Plan. Representatives for the applicant are present to discuss the project and answer any questions. Staff is also available for questions.

Chair Pehrson invited the applicant to address the Planning Commission.

Tim Wood with Nowak & Fraus Engineers thanked the Planning Commission for the opportunity to present the Cadillac of Novi project. He stated it is a great opportunity to be involved in the process and see the vision for this property come to fulfillment. Also in attendance were Colin Schiefler with DP Fox representing the owner and architect Andrew Ashbey with Studio Detroit.

Mr. Wood expressed he would like to thank Planner Commer for his presentation summarizing the project. He stated this project represents a significant investment in the property in bringing it up to current standards. He stated the team is excited to be here tonight and is available to answer any questions.

Chair Pehrson opened the public hearing and invited members of the audience who wished to speak to approach the podium. Seeing, no one and confirming there was no correspondence received, Chair Pehrson turned the matter over to the Planning Commission.

Member Lynch stated the findings must be that it fits into the area and he believes it does. He expressed he does not have an issue with the increase in square footage or the waiver of the community impact statement. Furthermore, the landscape looks appropriate. As far as the façade waiver, it was stated the freshening is welcome. Member Lynch stated he is in favor of the project.

Member Dismondy stated he is in favor.

Member Verma stated he had no comment.

Member Roney stated he had nothing further to add.

Member Avdoulos stated he appreciates the design and theme presented. He expressed that the brick coursing of the existing building is not favorable. He stated the freshening is contextual with what is happening on that corner, and this is a great opportunity for refurbishment and utilization of an existing building.

Motion to recommend approval to the City Council for an amended Special Development Option Concept Plan made by Member Avdoulos and seconded by Member Lynch.

In the matter of JSP 25-07 Cadillac of Novi, motion to recommend approval to the City Council for an amended Special Development Option Concept Plan based on and subject to the following:

- 1. City Council finding that the proposed use exemplifies the intent of the GE District as stated in Section 3.1.16.A, to allow a use in the GE District listed elsewhere in the Zoning Ordinance provide certain criteria, including those identified below are met:**
 - a) The proposed use incorporates a predominant physical component of the development that provides a unique entry feature along Grand River for the GE District, characterized by a distinct, high profile appearance, *given that the architecture of the modified building and additions offers a distinctive presence on this corner.***
 - b) The proposed use is compatible with, and will promote, the uses permitted with the GE District and SDO, *as this property has demonstrated compatibility with adjacent properties as a vehicle dealership over many years.***
 - c) The proposed use is designed in a manner that will result in traffic and pedestrian safety, consistent with the adjoining pedestrian and vehicular thoroughfares, *as there is no significant change to the traffic flow on the site or the surrounding thoroughfares since the original SDO Agreement and Concept Plan, and previously amended SDO Agreement and Concept Plans were approved many years ago.***
- 2. That, relative to other feasible uses of the site, the proposed use and concept plan, meets the criteria listed in Section 6.2 of the Zoning Ordinance, including,**
 - a) The proposed use will cause any detrimental impact on the capabilities of public services and facilities, including water service, sanitary sewer service, storm water disposal, and police and fire protection to serve existing and planned uses in the area, *as the plan provides relatively minor modifications to the existing building and site.***
 - b) The proposed use is compatible with the natural features and characteristics of the land, including existing woodlands, wetlands, watercourses and wildlife habitats, *as identified in the staff and consultant review letters.***

- c) The proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood, *as has been demonstrated through many years of use as an automotive dealership.*
- 3. *The applicant has demonstrated compliance with the conditions listed in Section 3.12.3.B of the Zoning Ordinance, such as:*
 - a) Based upon proposed uses, layout and design of the overall project, the proposed building facade treatment, the proposed landscaping treatment and the proposed signage, the Special Development Option project will result in a material enhancement to the area of the City in which it is situated, *as identified in the initial approvals of the SDO Concept Plan and Agreement, and as identified in the staff and consultant review letters.*
 - b) The proposed development shall not have a materially adverse impact upon the Master Plan for Land Use of the City, and shall be consistent with the intent and spirit of this Section, *as identified in the staff and consultant review letters.*
 - c) Each particular proposed use in the development, as well as the size and location of such use, shall result in and contribute to a reasonable and mutually supportive mix of uses on the site, and a compatibility of uses in harmony with the surrounding area and other downtown areas of the City *as the project has been developed for several years for a similar use, and the expansions proposed for the showroom and service areas have demonstrated compatibility and harmony with the surrounding area.*
 - d) The proposed development shall be under single ownership and/or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance.
- 4. Applicant providing the amended Special Development Option prior to consideration by the City Council.
- 5. City Council Deviation from Section 3.12.5.G to increase gross floor area to 29,636 sf from 25,452 sf. The Zoning Ordinance limits the size of retail buildings to 20,000 square feet in the Gateway East District. *Supported by staff as The City Council had previously approved an addition that exceeded the maximum permitted square footage.*
- 6. Deviation from Section 3.12.7.c.2.d to allow a waiver of a Community Impact Statement. *Supported by staff since this is a minor modification from the initial approval.*
- 7. Landscape deviation from Section 5.5.3.B.ii and iii for deficient greenbelt width along Meadowbrook. *Supported by staff as an existing condition.*
- 8. Landscape deviation from Section 5.5.3.B.ii and iii for lack of greenbelt berms along both frontages. *Supported by staff as a wall provides screening along Grand River and a hedge is proposed to serve as the original plans' hedge did)*
- 9. Landscape deviation from Section 5.5.3.D for deficiency in foundation landscaping for building addition. *Supported as the entire building has sufficient landscaping area.*
- 10. City Council consideration of signage as proposed by the applicant.
- 11. 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.

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.

ROLL CALL VOICE VOTE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR AN AMENDED SPECIAL DEVELOPMENT OPTION CONCEPT PLAN MADE BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. Motion carried 6-0.

Motion to recommend approval to the City Council of the Preliminary Site Plan made by Member Avdoulos and seconded by Member Lynch.

In the matter of JSP 25-07 Cadillac of Novi, motion to recommend approval to the City Council of the Preliminary Site Plan based on and subject to the following:

1. Deviation from Section 3.12.5.G to increase gross floor area to 29,636 sf from 25,452 sf. The Zoning Ordinance limits the size of retail buildings to 20,000 square feet in the Gateway East District. *Supported by staff as The City Council had previously approved an addition that exceeded the maximum permitted square footage.*
2. Deviation from Section 3.12.7.c.2.d to allow a waiver of a Community Impact Statement. *Supported by staff since this is a minor modification from the initial approval.*
3. Landscape deviation from Section 5.5.3.B.ii and iii for deficient greenbelt width along Meadowbrook. *Supported by staff as an existing condition.*
4. Landscape deviation from Section 5.5.3.B.ii and iii for lack of greenbelt berms along both frontages. *Supported by staff as a wall provides screening along Grand River and a hedge is proposed to serve as the original plans' hedge did)*
5. Landscape deviation from Section 5.5.3.D for deficiency in foundation landscaping for building addition. *Supported as the entire building has sufficient landscaping area.*
6. Applicant providing the amended Special Development Option prior to consideration by the City Council.
7. City Council consideration of signage as proposed by the applicant.
8. 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.

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.

ROLL CALL VOICE VOTE TO RECOMMEND APPROVAL TO THE CITY COUNCIL OF THE PRELIMINARY SITE PLAN MADE BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. Motion carried 6-0.

Motion to recommend approval to the City Council of the Section 9 Façade Waiver made by Member Avdoulos and Seconded by Member Lynch.

In the matter of JSP 25-07 Cadillac of Novi, motion to recommend approval to the City Council of the Section 9 Façade Waiver based on and subject to the following:

- a. Section 9 Façade waiver for an underage of brick on the South (front) facade of the high-visibility buildings (0% proposed, 30% required), and an overage of Flat Metal Panels on South (front) and East facades (100% proposed (South) and 51% proposed (East), 50% Maximum), *because the angled profile of the Flat Metal Panels will provide an interesting architectural effect that would not otherwise be enhanced by strict application of Façade Ordinance requirements.*
- b. Section 9 Façade waiver for the "Display Frame" that outlines the showroom windows will feature integrated LED lighting, subject to the condition that intense colors and/or flashing lights are prohibited, *because it will enhance the nighttime appearance of the building.*
- c. 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.

This motion is made because the plan is otherwise in compliance Sections 5.15.6 & 7 of the Façade Ordinance and all other applicable provisions of the Ordinance.

ROLL CALL VOICE VOTE TO RECOMMEND APPROVAL TO THE CITY COUNCIL OF THE SECTION 9 FAÇADE WAIVER MADE BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. Motion carried 6-0.

Motion to recommend approval to the City Council for the Stormwater Management Plan made by Member Avdoulos and seconded by Member Lynch.

In the matter of JSP 25-07 Cadillac of Novi, motion to recommend approval to the City Council for 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.**

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.

ROLL CALL VOICE VOTE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE STORMWATER MANAGEMENT PLAN MADE BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. Motion carried 6-0.

2. JZ24-43 MARIELLA ESTATES PRO PLAN WITH REZONING 18.750

Public hearing at the request of Braciolo Brothers, LLC for Planning Commission's recommendation to City Council for a Zoning Map Amendment from Residential Acreage to R-1 One-Family Residential with a Planned Rezoning Overlay. The subject site is approximately 9.4 acres and is located west of Garfield Road, on the north side of Eight Mile Road (Section 31). The applicant is proposing to develop 10 single family lots.

Senior Planner Lindsay Bell stated the applicant is proposing to rezone 9.4 acres north of Eight Mile Road, west of Garfield Road, utilizing the Planned Rezoning Overlay option. The surrounding development to the north, west and east are newer single-family developments. There are also single family lots bordering the southwest, and south of 8 Mile Road is Maybury State Park.

The current zoning of the property is Residential Acreage. The properties to the north, east and west are also zoned RA, but have developed under the Residential Unit Development option, or RUD.

The Future Land Use Map identifies this property and those around it as Single Family. The density map shows a maximum planned density of 0.8 dwellings per acre.

The natural features map does not show any regulated features on the property, however current and historic aerial photos show a pond feature in the southeast corner of the property, which is a City-regulated wetland. The tree survey also indicates a few trees that are greater than 36-inches in diameter, which are regulated by the woodland ordinance.

Planner Bell stated the applicant had wanted to use the RUD option, which is how the adjacent Ballentyne and Parc Vista developments were approved, however that option requires a minimum site size of 20 acres. Therefore, they have proposed to utilize the Planned Rezoning Overlay to rezone the property to R-1 One Family Residential to achieve a similar development. The PRO plan shows 10 single family lots. The development is accessed by a private gated street with one entrance off Eight Mile Road. While not required in the R-1 district, they have proposed a 20-foot landscape buffer around the lots to make the development more consistent with the Ballentyne and Parc Vista developments. The developer has also committed to a contribution of \$40,000 to be used on improvements to the nearby ITC Park should the development proceed.

Planner Bell referenced a chart which showed the proposed Mariella Estates would have very similar minimum and average lot sizes to the surrounding developments, with the smallest lots being ½ acre and the largest being almost ¾ acre. No façade elevations have been provided, but the applicant indicates these will be custom-built homes that would need to comply with ordinance standards at the time of plot plan review for individual lots. Underground detention is proposed to manage stormwater.

Rezoning to the R-1 category requested by the applicant would permit the use proposed. Some of the conditions proposed include:

Memo

To: Mayor Justin Fischer and Novi City Council Members

From: Julie Farkas, Library Director
Mark Sturing, Library Board President

cc: Victor Cardenas, City Manager

Date: December 4, 2025

Re: Novi Library Future Finances

This memo serves as an update to the information provided to the City Council on April 16, 2025.

Back in April, the Library Board and Director addressed a misunderstanding with the Library's finances that was reported during the budget approval process. At that time, the Library Board and Director also brought to City Council's attention the need to consider future operational and capital funding for the Novi Public Library based on the current 25/26 budget and projected budgets that were provided through 29/30.

When the new Library was approved by Novi residents in 2007, an increase in operational costs to operate the building was not requested. A bond was for building costs only. The footprint for the Library was going from approximately 24,000 sq. ft. to 59,000 sq. ft. It was understood that any additional costs for the new library building, during the next ten to twelve years, would need to come from fund balances. It has now been over fifteen years and based on the incredible use of the building, averaging over 1,000 visits per day, it is time to begin addressing infrastructure needs. The debt service for the Library's current building bond will expire in 2026-2027 (October 2026).

During Strategic Planning in 23/24, Novi Public Library was compared to other neighboring public libraries and it was found that the average library operational cost was \$76.00/year/resident versus Novi's operational cost of \$56.00/year/resident. The Library Board and Director have been cautiously utilizing the reserves in the fund balance to offset expenditures when needed, and for the first time, the amount has been greater than in previous years, as well as projecting much larger expenditures in the future.

This summer, the Library Board and Director met with Patrick McGow, from Miller Canfield, and City Manager, Victor Cardenas, to discuss millage options for the Library. In that meeting, it was brought to our attention that "when the Library Debt millage drops off entirely in 2027, the Act 164 could be increased to approximately 0.3471 mills to maintain the same overall millage level for Library purposes" (See letter dated August 28, 2025 from Patrick McGow, Miller Canfield).

Actions taken by the Library Board and Director since April 2025:

- A reserve study was conducted in June 2025 to determine future capital costs for the Library. A detailed plan has been provided to the Library that will help guide the Library Board and Director over the next

twenty years for building improvements, replacements and upgrades. See report attached. Thank you to Council member, David Staudt, for giving us guidance on obtaining a consultant for reserve study purposes.

In the next five years, the following capital necessities for the library building will need to be addressed by the Library Board pursuant to the reserve study (these are estimated costs that have not gone out for bid):

➤ Main door replacement (25/26)	\$100,000
➤ Automated Return System (25/26)	\$129,000
SUBTOTAL	\$229,000
➤ Carpet replacement: public areas (27/28)	\$350,000
➤ Painting/Wallcoverings replacement: public areas (27/28)	\$60,000
➤ Youth Area Renovation/upgrade (27/28)	\$350,000
Currently in a one-year fundraising campaign for \$65,000; already have received over 60% of the goal	
➤ Magazine/Newspaper Renovation (27/28)	\$26,000
SUBTOTAL	\$786,000
➤ HVAC Mechanical: air handlers, fan motors, heating/cooling coils, water pumps, backflow preventers (30/31)	\$1,200,000
➤ Mechanical: boilers (30/31)	\$200,000
SUBTOTAL	\$1,400,000
Estimated Total Costs:	\$2,415,000

- The Library Board and Director will begin to allocate funds specifically for upcoming capital projects and place them in reserve for future use based on the reserve study recommendations. This will be effective in the 26/27 budget. This amount is projected at \$224,700.

Operational Measures Taken Thus Far by Library Board and Director since April 2025:

- The Library reviewed its current personnel needs. Currently, the Library has 24 full-time positions and approximately 40 part-time positions as of December 2025. A retirement will occur in December 2025 and the full-time position will not be replaced in a full-time capacity. There are no additional positions being added to the organization, and when full-time positions are vacated, these positions are being reviewed for its need in the organization.
- The Library reviewed its current state and federal funds that could impact services for the public. At this time, the state has not reduced the state funding that the Novi Public Library receives. State funding was reported as flat for the current fiscal year 25/26. State funding amounts to approximately \$69,000 annually, which is less than .02% of revenue received.
- The Library Board reviewed the current 25/26 budget for the Library. As of September 11, 2025 (1st Quarter Amendment to Library Budget), the Library is reporting a fund balance need of \$283,077.29 to balance the current expenditures to revenue, instead of \$620,242 that was first approved and reported in February 2025.
- A review of current programming and service statistics to reduce the amount of events and resources that are currently being offered by the Library has not been completed.
- A review of the current usage of the Library to consider a reduction in public hours has not been completed. The Library is currently open 66 hours per week, Monday – Sunday.
- A review of current staffing needs to consider future reductions has not been completed.

Action Taken by the Library Board on September 11, 2025:

On September 11, 2025, the Library Board's Finance Committee made a recommendation to the full library board to approve: to request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the Library building. The recommendation was approved.

Impact to Novi Residents as it Relates to Their Tax Bill: Taxes Levied in July Annually

**numbers provided by City of Novi Finance Dept.*

25/26: Current Annual Tax Levy for Building Bond at .3471 mills (July 2025)	\$1,764,049
26/27: Residents will pay off the building bond at .04077 mills (October 2026)	\$221,044
Request from Library Board to City Council for .2000 mills (July 2026)	\$1,084,409
26/27: TOTAL .24077 mills (reduction of .10633 from Building Bond)	\$1,305,453
27/28: Additional capital and operating millage at .2000 mills annually	\$1,117,000
(reduction of .04077; includes an inflation increase of 3%)	
28/29: Consistent additional capital and operating millage at (.2000 mills) annually	\$1,150,500
(Compound 3% on top of 27/28)	

If the .2000 is approved by City Council, the Library would still hold its total millage needs under 1.0 mills at approximately .9285 mills for full operational and capital needs, however as we know, Headlee rollback impacts this annually. This would satisfy a three prong approach to current capital needs, future capital needs and increasing operational needs for the Library, thus equating to about half of the total millage that could be authorized for library purposes based on Public Act 164 and Current City Charter.

The City of Novi's Fund Balance Policies, adopted by resolution on September 26, 2011, provides "in the event the level of expenditures exceeds the estimated appropriations, the City will create a plan to replenish fund balance/reserves within three years by controlling operating expenditures, adjusting operations and/or dedicating excess or specific revenue sources." The Library Board and Director recognize and agree with this policy and recommend an increase in the Library's millage in the amount of .2000 mills as set forth in this memo.

The Library Board and Director will submit its annual budget for 2026/2027 and future projections for 2027/2028 and 2028/2029 following two study sessions scheduled in January and February 2026, and will look forward to a future discussion to address the Library's needs.

On behalf of myself and the Library Board, I want to thank the City Council for its continued support of the Novi Public Library.

Memo

To: Mayor Justin Fischer and City Council Members

From: Julie Farkas, Library Director and Mark Sturing, Library Board President

cc: Victor Cardenas, City Manager

Date: Wednesday, April 16, 2025

Re: Library Budget for Fiscal Year 2025-2026

This memo is intended to explain the upcoming 2025-2026 budget information for accounts 271 and 272 as it pertains to the Novi Public Library.

The Library Board unanimously approved its 2025-2026 budget on February 13, 2025. The budget for 2025-2026 shows the potential usage of fund balance in the amount of \$620,242 to offset the expenditures. The Library Board and Library Director is aware of this potential usage and the usage of additional fund balance in future years.

There was a mistake in communication by the Library Director with the City Finance Dept. that did not call out a budget report error (located on page 38 of the 2025-2026 Recommended Annual Budget & Financial Plan) when the budget was presented during final review. The report shows an ending fund balance of \$2,515 for the projected 2027-2028 fiscal year. This is inaccurate as a year-end budget for 3rd quarter and a 4th quarter amendment is always submitted to show final budget results. We understand this has caused great concern for the City Council when reviewing this page of the City budget.

Based on the approved budgets that were submitted to the City Finance Dept. on February 13, 2025, there is an additional estimated year-end savings in fiscal year 2024-2025 of approximately \$118,000. With the year not complete, the Board and Director are planning for at least an additional \$100,000 in savings in personnel and operational costs. The Board and Director are also watching other expenditure budget lines for savings.

Annually, when budgets are created for the Library, Library Administration takes into account all positions being filled for the full fiscal year, all projects being completed by end of year and all expenses to come in on target based on past years' data. This is being watched carefully by the Library Board and Director. Over the past few years as the building has aged, the Library has

experienced rising costs for HVAC repairs, elevator upgrades and repairs, building cleaning, book collections (both in print and digital) as well as many needed upgrades to the library's technology systems (firewall, security camera system, Wi-Fi upgrades). The concern for these rising operational costs have been shared with City Leadership and members of City Council over the past few years knowing operational costs were continuing to rise and the need to ask for additional support would be needed in the future.

The Library Board and Director provide a "worst case scenario" for the budgets annually so that there are no surprises during the year. The Library Board and Director look at projects that can be held off if costs are of concern, and detailed conversations occur with all Library Board members during budget sessions to determine the needs of the Library. The 272 Library Contributed Fund has been historically used for large capital projects such as annual parking lot resurfacing, furniture replacement in the public areas of the library, a Teen Area renovation, etc. This account has a current fund balance of \$1.5 million. In the 2025-2026 budget there are plans for a replacement of the Automated Materials Handling System (AMHS), which is fifteen years old, technology replacements for public areas, furniture replacement and an architect review of the main entrance lobby for heating concerns.

When the new library was approved by Novi residents in 2007, an increase in operational costs to operate the building was not requested. A bond was for building costs only. The footprint for the Library was going from approximately 24,000 sq. ft. to 59,000 sq. ft. It was understood that any additional costs for the new library building, during the next ten to twelve years, would need to come from fund balances. It has now been over fifteen years. The Library Board and Director have been cautiously utilizing the reserves in the fund balance to offset expenditures when needed, and for the first time, this amount has been greater than in previous years, as well as projecting larger needs in the future.

Current Plan of Action:

- A reserve study is being conducted in June 2025 to determine future capital costs for the Library.
- The Library currently has 23 full-time positions and 40 part-time positions. There are no additional positions being added to the organization.
- Review current programming and service statistics to reduce the amount of events and resources that are currently being offered by the Library, if necessary.
- Review the current usage of the Library to consider a reduction in public hours, if necessary.
- Review current state and federal funds that could impact services for the public.

At this time, the Library Board and Director are bringing to City Council's attention the need to consider future operational funding for the Novi Public Library. The debt service for the current building bond will expire in 2026-2027. We are requesting a portion of those funds to be reallocated for operational purposes. The Library Board and Director do not feel the full amount of approximately \$1.6 million, which is currently being collected from residents is necessary. The Library Board and Director will provide a more detailed cost analysis following the completion of the reserve study. The Library Board and Director have appreciated the many discussions with council members and city staff over the past few years regarding this need for additional funding.

Founded in 1852
by Sidney Davy Miller



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August 28, 2025

Victor Cardenas
City Manager
City of Novi
45175 W. Ten Mile Road
Novi, MI 48375-3024

Ms. Julie Farkas
Library Director
Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375-3024

Re: City of Novi Library Millage for Novi Public Library

Dear Victor and Julie:

This letter is intended to confirm our discussions regarding millage options for the Novi Public Library (the "Library"). We had previously discussed whether and how the City of Novi (the "City") could levy additional taxes to pay to support the operations and/or capital improvements at the Novi Public Library.

In 2025, the City levied 0.7285 mills for the Library, which is authorized pursuant to the City Charter Section 9.1(c) – *"For Novi Public Library – one tenth of one percent (1 mill)." The 1 mill charter millage authorization for the Library has been rolled back to 0.7285 mills pursuant to the operation of the Headlee Amendment rollbacks. This millage is currently being levied at the maximum rate allowed and is authorized to be levied in perpetuity by the City Charter.*

In addition, in 2025 the City levied 0.3471 mills for Library Debt millage to pay the debt service on the City's Unlimited Tax General Obligation Bonds approved by the voters at the November 6, 2007 election, which were refinanced in 2016 (the "Library Bonds"). This millage authorization will expire with the July 1, 2026 levy as the Library Bonds will be fully paid in October 2026. This millage authorization is limited to the amount necessary to pay debt service on the Library Bonds in the next fiscal year, and it cannot be extended beyond 2026 since the Library Bonds will mature in October 2026.

There is another source of authority for the City to levy taxes to support the Library. Act 164, Public Acts of Michigan, 1877, as amended ("Act 164"), authorizes cities to establish and maintain public libraries. Section 1(1) of Act 164 authorizes the city council to levy a tax of not to exceed 1 mill for library purposes. MCL 397.201. In addition, the City Council may increase the tax levied by not to exceed 1 additional mill if approved by a majority of the voters voting on the question at an election. Section 1(2) states that the tax levied under that section shall be *"in addition to any tax limitations imposed by a city charter."* This means that regardless of what tax levy a City Charter authorizes for library purposes, if any, Act 164 authorizes up to 2 mills for

Mr. Victor Cardenas
Ms. Julie Farkas

-2-

August 28, 2025

library purposes which do not count against the City Charter limitation. The first mill does not require approval of the voters, but the second mill would require approval of the voters under Act 164.

The City Charter references the 1 mill library tax authorized by Act 164 in Section 16.1, where it states *“The Council shall have the power by ordinance to establish and maintain a public library and reading room for the use and benefit of the inhabitants of the City in accordance with and under the provisions of Act 164 of the Public Acts of 1877 for the State of Michigan [MCL 397.201 et seq., MSA 15.1661 et seq.], as amended, and may levy a tax of not to exceed one-tenth of one percent (1 mill) on the dollar annually on all taxable property in the City; such tax to be levied and, collected in like manner with other general taxes of said City and to be known as the “library fund”.*”

The Act 164/Section 16.1 library tax authorization of 1 mill is different than, and in addition to, the City Charter 1 mill authorization found in Section 9.1. Section 1(2) of Act 164 states that the Act 164 millage is *“in addition to any tax limitation imposed by a city charter.”* And the City Charter tax limitation section 9.1 states that the annual taxes authorized in Sections 9.1(a)-(f) are *“exclusive of any levies authorized by general statute to be made beyond Charter tax-rate limitations.”* This exclusion of levies authorized to be made beyond Charter tax-rate limitations would include the Act 164 library millage, Act 359 Advertising millage, and the Library Debt millage.

Thus, in the future, the City has the ability to levy a tax rate of up to 1.7285 mills for library purposes without a vote of the electors, but subject to Headlee rollback. This represents the 0.7285 mill which is the Charter millage under Section 9.1(c) and 1.0 mill under Act 164 which has previously not been used. The tax revenues could be used for operations or capital projects. In addition, the City could request voter approval of an additional 1.0 mill that would not count against the Charter limit.

A question has been asked how the City could levy taxes for Library purposes at the same level as the 2025 millage rates, after the Library Debt millage expires in 2026, and use those funds for capital projects at the Library once the Bonds are paid off in 2026.

Since the City began levying the full Library Debt millage a few years after the Library Bonds were issued, the City has historically levied the Library Charter millage and Library Debt millage at rates ranging from a total of 1.15 mills down to its current level of 1.0756 mills. The City Council has the authority to levy a portion of the Act 164 millage next year, without a vote of the electors, so that the combined Library millage, Library Debt millage and new Act 164 millage is at that same level of 1.0756 mills. When the Library Debt millage drops off entirely in 2027, the Act 164 millage could be increased to approximately 0.3471 mills to maintain the same overall millage level for Library purposes.

Mr. Victor Cardenas
Ms. Julie Farkas

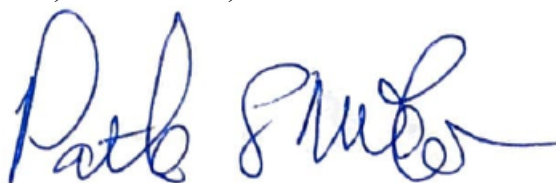
-3-

August 28, 2025

Hopefully this letter addresses the issues we discussed. If you have any questions regarding this letter, please contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.



By: _____

Patrick F. McGow

cc: Sabrina Lilla
Tom Schultz

Michigan Reserve Associates LLC

424 Little Lake Drive, Suite 23 Office: (734) 237-1828 paul@MichiganReserveAssociates.com
Ann Arbor, MI 48103 Direct: (734) 417-4736 www.MichiganReserveAssociates.com



September 24, 2025

Board of Directors
Novi Public Library
45255 W 10 Mile Rd.
Novi, MI 48375

Re: Preliminary Reserve Study – Next Steps in the Process
Novi Public Library
Novi, Michigan

Dear Board of Directors:

Please find enclosed the preliminary reserve study. In this letter I will comment briefly on the next steps required to finalize the reserve study.

Now that the preliminary report has been delivered, the next step is a collaborative review process. I truly regard this process as a partnership in which all of us are working to provide the best and most accurate reserve study possible. This process typically takes most organizations about one to two months to complete. During that time, the Organization should carefully read the preliminary reserve report and review the accompanying charts and graphs. All comments are welcome. In particular, the Organization should make sure that all Reserve Components have been accounted for and that the reserve fund balance information provided to Michigan Reserve Associates has been presented back to the Organization accurately.

Please note that the reserve component list and cash flow pages located in the addenda of the reserve study have been optimized for ledger-size paper. If you choose to print out the reserve study, please print these pages on ledger-size paper to provide the most legible reading experience. Alternatively, you can use the “zoom” function in the Adobe Acrobat reader to adjust the pages to your specific needs on your video screen.

If at the end of the review process you decide that no changes are needed, then the reserve study process is complete and no further communications are needed with Michigan Reserve Associates.

However, if you wish to request changes to the reserve study, please submit questions and comments in writing (email preferred) and reference the reserve study report’s page numbers when relevant. Prior to submitting any requested changes, we request that the board review our Reserve Study FAQ page, which can be accessed in the initial email delivering the preliminary report as it is our experience that the vast majority of questions can be answered by reviewing the information contained therein.

September 24, 2025

Page 2

All communications should be vetted internally and funneled through a designated point person, such as a board member or property manager. It can get confusing if multiple people request changes, especially if there is not common agreement from the Organization on what those changes should be.

Sincerely,

A handwritten signature in black ink that reads "Paul Conahan". The script is cursive and fluid.

Paul K.T. Conahan, MBA, RS

Assistance provided by:

A handwritten signature in black ink that reads "Kai Conahan". The script is cursive and fluid.

Kai B. Conahan, RS

FULL RESERVE STUDY

Novi Public Library
Novi, Michigan

Commencing First Fiscal Year: July 1, 2026 to June 30, 2027



Photo: Typical view of building exterior elevation



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September 24, 2025

Board of Directors
Novi Public Library
45255 W 10 Mile Rd.
Novi, MI 48375

Re: "Full" Reserve Study
Novi Public Library
Novi, Michigan

Dear Board of Directors:

In fulfillment of our agreement as outlined in the letter of engagement dated January 26, 2025, we are pleased to transmit this "Full" Reserve Study for the Novi Public Library. This report details the development of our study and sets forth our conclusions, along with supporting data and reasoning which forms the basis of our conclusions.

The conclusions in this Reserve Study are qualified by certain definitions, assumptions, limiting conditions, and certifications which are set forth in the attached report.

The intended user of this report is the Novi Public Library. This study is to be used by the intended user for the purpose of budgeting and long-term major repair and replacement planning. The scope of work included in this study is unique to the intended use and intended user, and this report may not be utilized for any other use or user.

This study complies with the standards promulgated by the Community Associations Institute (CAI) for a "Full" Reserve Study. In addition, this study adheres to the applicable sections of the *Uniform Standards of Professional Appraisal Practice* of the Appraisal Foundation, as well as the *Code of Professional Ethics* of the Appraisal Institute.

This letter also confirms that Michigan Reserve Associates has provided the client with an option to receive an **Update With Site Visit** reserve study within five-years of the date shown above. This option provides the client with the right to receive an updated reserve study at a guaranteed update price of **\$2,120** and this option may be used more than once in a five-year period.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Conahan".

Paul K.T. Conahan, MBA, RS
State Certified General Real Estate Appraiser
License No. 1201002454

A handwritten signature in black ink that reads "Kai Conahan".

Kai B. Conahan, RS

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SUMMARY AND RECOMMENDED FUNDING PLAN

INTRODUCTION

A Reserve Study is a tool which anticipates major common area repair and replacement expenses and develops a prudent Reserve Funding Plan to pay for these expenses. By its nature, a Reserve Study must make assumptions about the future, which can sometimes be unpredictable. However, by using meticulous research and analysis together with proven methodologies, a well-executed Reserve Study provides organizations with valuable budget planning information and guidance on upcoming long-term maintenance and repairs.

Novi Public Library directed Michigan Reserve Associates to do a “Full” Reserve Study. On June 4, 2025 we performed an on-site noninvasive inspection.

A Reserve Study consists of two major components.

Physical Analysis	Financial Analysis
• Component Survey and Inventory • Assessment of Component Condition • Estimate of Useful Life, Effective Age, Remaining Useful Life, and Replacement Cost	• Current Reserve Fund Status • Recommended Funding Plan

Novi Public Library consists of one building. The project was built between 2008 to 2010.

The Reserve Components were established based on interviews with representatives of the Client. The following table provides an inventory of the reserve components:

Inventory of Reserve Components

<u>Reserve Component Inventory</u>	Quantities	First Year of	Life Analysis (Yrs.)	
	<u>Total</u>	<u>Replacement</u>	<u>Normal</u>	<u>Remaining</u>
<u>Building Components</u>				
TPO Membrane Roof Cover; Replacement	35,735 SF	2035	25	10
Skylights; Replacement	344 SF	2035	20	10
Composite Faux Wood Siding; Replacement	950 SF	2040	30	15
Windows; Replacement	5,273 SF	2040	30	15
Carpet; Phased Replacement	44,312 SF	2027	15	2
Marmoleum Flooring; Replacement	1,346 SF	2040	30	15
Resilient Flooring; Stairwells; Replacement	802 SF	2040	30	15
Interior Walls; Phased Painting	29,099 SF	2027	15	2
Acoustic Panels; Replacement	2,093 SF	2040	30	15
Wallpaper; Replacement	2,304 SF	2027	15	2
Bathrooms; Public; Renovations	4 LOTS	2032	15	7
Bathrooms; Staff/Family; Renovations	4 LOTS	2032	15	7
Elevators; Modernization	2 LOTS	2035	25	10
Mechanicals; Chiller; 60 Ton; Replacement	1 UNIT	2035	25	10
Mechanicals; Chiller; 5 Ton; Server Room; Replacement	1 UNIT	2047	25	22
Mechanicals; Chillers; 2.5 Ton; Data Closets; Replacement	2 UNITS	2035	25	10
Mechanicals; Air Handlers; Fan Motors; Original; Replacement	3 UNITS	2030	20	5
Mechanicals; Air Handlers; Fan Motors; New; Replacement	1 UNIT	2044	20	19
Mechanicals; Air Handlers; Heating/Cooling Coils; Replacement	4 UNITS	2030	20	5
Mechanicals; Irrigation System; Sand Filters; Replacement	2 UNITS	2030	20	5
Mechanicals; Boilers; Replacement	2 UNITS	2029	20	4
Mechanicals; Hot & Cold Water Pumps; 5.5 HP; Replacement	4 UNITS	2030	15	5
Mechanicals; Backflow Preventers; Replacement	6 UNITS	2030	20	5
Mechanicals; Video Security System; Replacement	1 LOT	2038	15	13
Mechanicals; Automatic Book Return System; Replacement	1 LOT	2045	20	20
Mechanicals; A/V System; Replacement/Modernization Allowance	1 LOT	2030	20	5
Mechanicals; Staff Area Tech Equipment; Updates	1 LOT	2030	5	5
Fire Suppression; Control Panel; Replacement	1 UNIT	2040	20	15
Furniture; Staff Chairs; Replacement	47 UNITS	2040	15	15
Youth Area; Renovations	1 LOT	2028	N/A	3
Magazine/Newspaper; Renovation	1 LOT	2028	N/A	3
Staff Areas; Renovations	1 LOT	2028	N/A	3
<u>Site Components</u>				
Concrete Sidewalks (4"); Phased Partial Replacement	8,864 SF	2030	40-50	5
Stamped Concrete Patio; Replacement	7,210 SF	2050	40-50	25
Concrete Curbing; Phased Partial Replacement	3,510 LF	2030	40-50	5
Asphalt; Parking Area; Total Replacement	77,395 SF	2031	18	6
Pole Lights; Replacement	10 UNITS	2040	30	15
Street Signs; Replacement	6 UNITS	2035	25	10
Vehicles; Ford Transit; Replacement	1 UNIT	2035	15	10
<u>Other Components</u>				
Reserve Study; Update (Guaranteed Update Price Years 1-5)	1 UNIT	2030	5	5

RECOMMENDED FUNDING PLAN

The purpose of this reserve study is to assist the client in developing the budget for the next fiscal year. Since the next fiscal year for Novi Public Library commences July 1, 2026, the reserve fund balance as of July 1, 2026 must be calculated to account for revenues and expenses between the present date and the start of the new fiscal year.

According to information provided by the Client, the Novi Public Library reserve fund balance as of July 1, 2026 will be \$980,167. This balance was calculated by taking the reserve balance of \$1,642,748 as of September 11, 2025, then adding \$39,706 in anticipated reserve revenue until the end of the fiscal year, then adding \$27,890 in earned interest until the end of the fiscal year, and deducting \$730,177 in anticipated reserve expenditures until the end of the fiscal year. This calculation is shown below.

Projected Reserve Fund Balance as of – 07/01/2026

Reserve Fund Balance as of – 09/11/2025	\$ 1,642,748
Plus Remaining Reserve Contribution Until End of Current Fiscal Year	39,706
Plus Estimated Interest From Reserve Funds Until End of Current Fiscal Year	27,890
Minus Remaining Reserve Expenditures Until End of Current Fiscal Year	
Entry Door Renovations	\$ 100,000
Transfer to 271 Account	241,377
Automated Return System	129,000
25/26 Capital Expenditures*	259,800
Total Expenditures To Deduct	<u>(730,177)</u>
Equals Projected Reserve Fund Balance as of – 07/01/2026	\$ 980,167

*Includes technology, building parking lot, and furniture.

Using the current Reserve Contribution amount plus a typical 0% annual increase, the projected Reserve Balance will remain positive until the year 2029-30, at which time there will be a negative balance of \$51,192. The Reserve Balance will be negative \$5,823,914 by the year 2050-51. This indicates that the current Reserve Balance and annual Reserve

Contributions will be inadequate to fund the anticipated Reserve Expenditures (see “Reserve Funding Plan Graphs” beginning on page V).

This Reserve Study calculates Reserve Expenditures based on local costs, estimated interest which will accrue to the Reserve Funds collected, and accounting for projected future inflation for materials and workmanship.

The following is our recommended Reserve Funding Plan Contributions for the duration of the projection period, along with a snapshot of the current and Recommended Reserve Contribution.

Recommended Annual Reserve Contributions

Year	Recommended Reserve Contribution	Additional Recommended Reserve Contribution	Year	Recommended Reserve Contribution	Additional Recommended Reserve Contribution
2026-27	\$ 224,700	\$ -	2039-40	\$ 329,800	\$ -
2027-28	231,400	-	2040-41	339,700	-
2028-29	238,300	-	2041-42	349,900	-
2029-30	245,400	-	2042-43	360,400	-
2030-31	252,800	-	2043-44	371,200	-
2031-32	260,400	-	2044-45	382,300	-
2032-33	268,200	-	2045-46	393,800	-
2033-34	276,200	-	2046-47	405,600	-
2034-35	284,500	-	2047-48	417,800	-
2035-36	293,000	-	2048-49	430,300	-
2036-37	301,800	-	2049-50	443,200	-
2037-38	310,900	-	2050-51	456,500	-
2038-39	320,200	-			

Snapshot of Current and Recommended Reserve Contributions

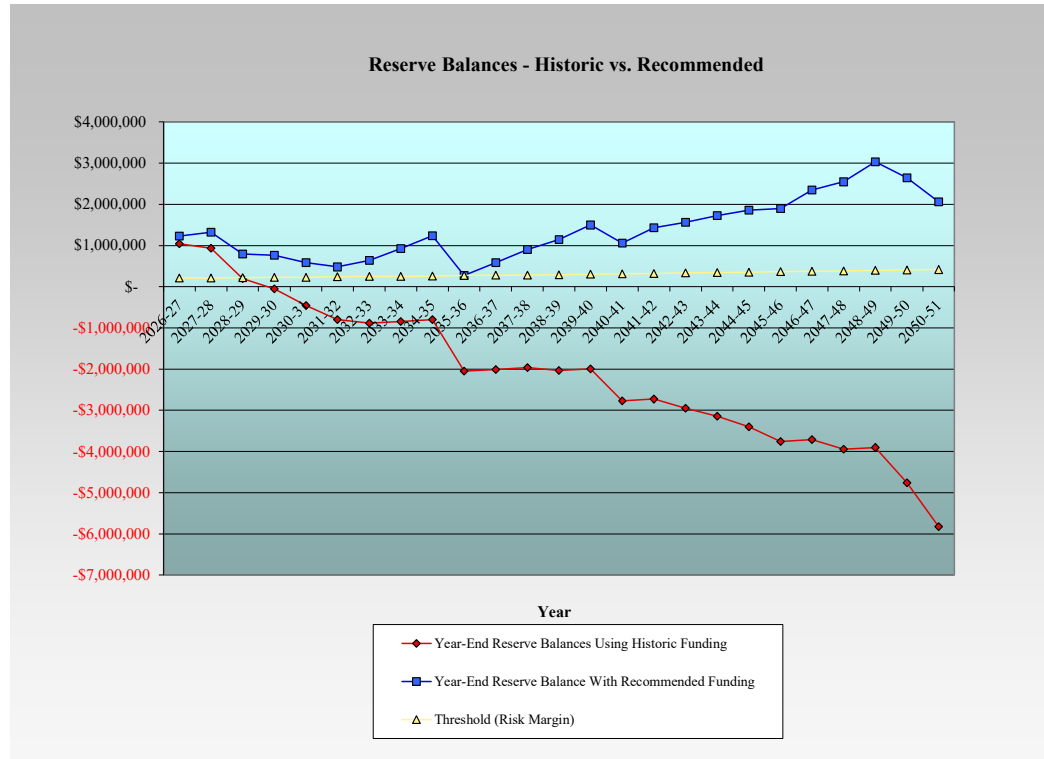
	Annual Amount
Projected Reserve Contribution at Start of Next Fiscal Year●	\$ 39,706
Recommended Reserve Contribution at Start of Next Fiscal Year (Years 1-25 w/3%/Yr Increases)	\$ 224,700
Amount Increase/(Decrease) Current vs. Recommended (Year 1)	\$ 184,994

- Based on the association's current budgeted Reserve Contribution plus 0% typical annual increase

The recommended year 2026-27 Reserve Contribution of \$224,700 reflects an increase of \$184,994, relative to the projected historic Reserve Contribution. Starting with the Recommended Reserve Contribution of \$224,700 per annum, and then increasing the Recommended Reserve Contribution by 3.0% per year, the Organization's Reserves will typically remain above zero as well as above the Threshold for all years shown ("Threshold" is discussed in the next paragraph).

By following the recommended Reserve Contributions, the Organization will gradually accrue a Reserve Fund which will provide the financial means to address the major Reserve Component Expenditures which will arise in the future. The recommended Reserve Contribution amount will provide adequate, but not excessive, levels of Reserves, while still maintaining a reasonable Threshold Margin which suits the particular needs of the Organization and will provide a "safety buffer" for unanticipated Reserve Expenditures which are unpredictable but inevitable.

The following graph illustrates the year-end Reserve Fund balance using the Recommended Reserve Funding Plan compared with the Organization's current funding plan for the next 25 years.



In order to ensure that significant overfunding or underfunding does not occur, we recommend that the Novi Public Library update this Reserve Study every three to five years, or when any major changes in the Physical or Financial analysis occur. Such changes include accelerated Reserve Component Expenditures undertaken at the client’s discretion, addition (construction) or demolition of Reserve Components, interest rate changes on reserve investments, and changes in local building costs.

INTRODUCTION AND METHODOLOGY

INTRODUCTION

A Reserve Study is a tool which anticipates major common area repair and replacement expenses and develops a prudent Reserve Funding Plan to pay for these expenses. By its nature, a Reserve Study must make assumptions about the future, which can sometimes be unpredictable. However, by using meticulous research and analysis together with proven methodologies, a well-executed Reserve Study provides organizations with valuable budget planning information, and guidance on upcoming long-term maintenance and repairs.

There are three levels of service for Reserve Studies as espoused by the Community Associations Institute.¹

I) **Full:** A Full Reserve Study consists of the following:

- Component Inventory
- Condition Assessment (based upon on-site visual observation)
- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

II) **Update, With-Site-Visit/On-Site Review**, consists of:

- Component Inventory (verification only, not quantification)
- Condition Assessment (based upon on-site visual observation)
- Life and Valuation Estimates
- Reserve Fund Status
- Recommended Reserve Funding Plan

III) **Update, No-Site-Visit/Off-Site Review**, consists of:

- Life and Valuation Estimates

¹ “RS National Reserve Study Standards,” Community Associations Institute, April 2009, p. 2.

- Reserve Fund Status
- Recommended Reserve Funding Plan

This is a “Full” Reserve Study. For simplicity, the terms “Full” Reserve Study and “Reserve Study” will be used interchangeably following this section.

Typically, the Level I (Full Reserve Study) option is only required for an organization’s first Reserve Study. This is our most comprehensive offering and should be used by organizations which are ordering their first reserve study, or whose previous reserve study is so dated and/or inaccurate as to require a “blank slate” approach to re-survey the various common element components and their conditions. As part of our scope of work, we will thoroughly review your maintenance schedule, and interview Board members and/or property management representatives to determine what items should be included in the list of reserve components. We will then estimate Useful Life, Remaining Useful Life, and Replacement Cost, all documented and supported with color photographs. From this Physical Analysis we will then perform a Financial Analysis which will account for your current reserve funding situation and recommend an ongoing Reserve Funding Plan.

Level II (Update, With-Site-Visit/On-Site Review) reserve studies are recommended if the organization is confident that the Reserve Components have been accurately surveyed, and no major changes have occurred since the last Full Reserve Study. The scope of work includes an on-site inspection to update Useful Life, Remaining Useful Life, Cost Figures, and Financial Assumptions, but component quantities will not be re-surveyed.

When doing an “Update With Site Visit” assignment, the Reserve Component inventory is not quantified. The quantification of reserve components as determined by the previous reserve study will be assumed to be accurate.

Level III (Update, No-Site-Visit/Off-Site Review) reserve studies are useful when the organization is confident that the Reserve Components have been accurately identified and surveyed, but due to the minimal number of Reserve Components, and short-time period

elapsed since the last Reserve Study, the organization does not feel an on-site inspection would be required. In order to provide a credible reserve study, we only provide this type of reserve study for existing clients, and our previous reserve study (with site visit) is less than five years old. Narrative content of this type of Reserve Study is extremely limited, with most communication occurring via an Executive Summary, charts and graphs (Reserve Expenditures and Reserve Funding Plan).

When doing an “Update Without Site Visit” assignment, the Reserve Component conditions are not visually confirmed and updated, and the Remaining Useful Lives of the Reserve Components will typically be calculated based on the assumption that the actual time elapsed since the previous reserve study is added to the effective age as determined in the previous reserve study. The quantification of Reserve Components as determined by the previous reserve study will be assumed to be accurate.

Novi Public Library directed Michigan Reserve Associates to do a “Full” Reserve Study. On June 4, 2025 we performed an on-site noninvasive inspection.

METHODOLOGY

The Physical Analysis precedes the Financial Analysis since we must first determine the projected expenses before evaluating the Organization's financial status to develop a Recommended Reserve Funding Plan.

The Physical Analysis therefore starts with an inventory of Reserve Components. To establish what items to include in our inventory, we reviewed the Organization's recent Reserve expenditures and conducted interviews with the Organization's representatives to determine if there are historical precedents which warrant inclusion in the Reserve Component Inventory.

What Physical Assets Should be Included in an Inventory of Reserve Components?

Reserves are large items that require advance planning to repair or replace. Operating expenses are ongoing, predictable expenses that repeat throughout the year or from year-to-year, with modest unanticipated items typically covered by a maintenance contingency in the budget, whereas larger items may be covered by additional assessments or insurance.

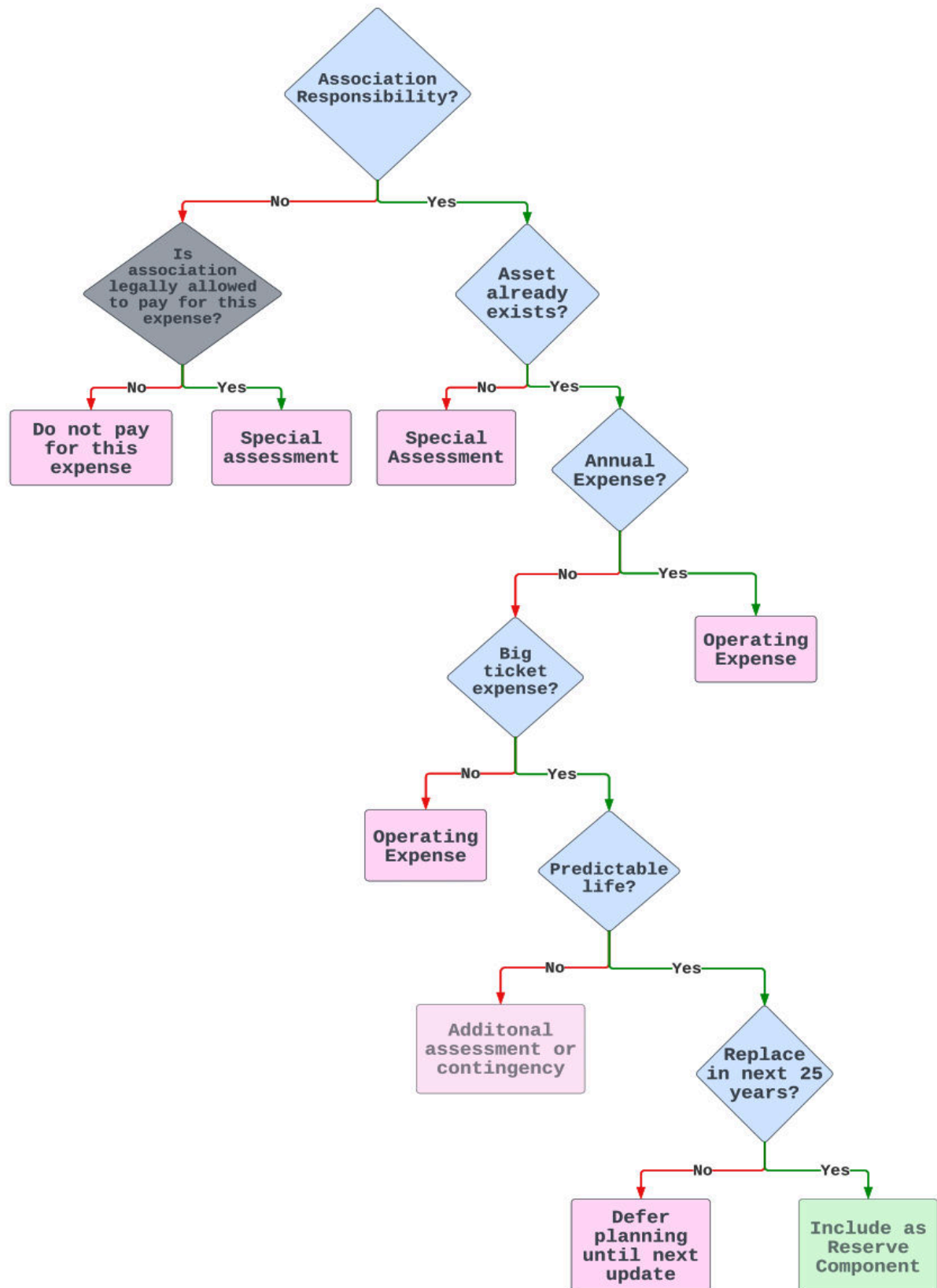
There is a national standard five-part test to establish whether an item should be funded through reserves. First, the item must be a common element maintenance responsibility. Second, the component must have a limited life. Third, the limited life must be predictable. Fourth, the item must be above a threshold cost. Fifth, the item is required by local codes. A sixth criteria is not part of the national standard but is inherent in the methodology used in this Reserve Study. Only Reserve Components which fall within the 25-year time horizon are included in our analysis. Therefore, Reserve Components presented in this Reserve Study are organization responsibilities, major items, with limited and predictable lives which fall within the 25-year projection period. Items such as foundations and major infrastructure components are not included in reserves since they do not have limited useful life expectancies which can be predicted. Small items, such as metal street signs are not considered Reserve Components due to their nominal costs (i.e., they do not pass Test # 4 above).²

² *Ibid.*, p. 2.

As it relates to the Organization, we suggested that items costing more than \$25,000 and that have a minimum predictable Useful Life of at least three years be considered Reserve Components. The reason for this is that there should be a firewall between the reserve and operating accounts so that reserve funds do not get treated as an extension of operating funds. Reserve expenses are typically defined as being used for major repairs and replacements. We are not lawyers, but we do recommend that the Organization adopt a clear definition of what constitutes a Reserve Component which will be funded via Reserve Funds.

The flowchart on the following page graphically shows the process for determining whether to include a component in the reserve study.

FLOWCHART TO DETERMINE INCLUSION OF A COMPONENT IN THE RESERVE STUDY



How are Useful Life and Remaining Useful Life Established?

Useful Life is estimated based on our experience with the Reserve Component, after accounting for quality, expected maintenance, and weather exposure. Remaining Useful Life is primarily a function of the current noninvasive observed condition. The complement of Remaining Useful Life is Effective Age. Typically, Effective Age does not equal Actual Age due to differences in quality, rate of wear, and degree of maintenance attention a particular item receives. For Reserve Components where age characteristics are not readily visible (e.g., complex heating/cooling systems, elevators, security systems, etc.), we rely on interviews with the Organization's service vendor. If the vendor is no longer available, we use national benchmarks, primarily from the *Marshall & Swift* cost estimating service.

How are Cost Estimates Established?

Whenever possible, we use recent historical information for Reserve Components which have been replaced or repaired, since this gives an actual localized data point from which to estimate future costs. Additional sources of information are comparisons with other organizations for which we have performed work, as well as interviews with local vendors. Costs are also compared with those published by *Marshall & Swift* to provide a feedback mechanism to verify local vendor costs against national and regional cost data.

How Much Reserves Should We Contribute?

We utilize three principles when developing a Recommended Reserve Funding Plan. First, there must be sufficient cash on hand to handle the Reserve projects which arise. Second, we seek to provide a stable rate of contribution since this makes it easier for the Organization to plan its budgets year-to-year. Finally, the Recommended Reserve Funding Plan must be fiscally responsible using reasonable and prudent financial assumptions with a risk profile tailored to the client.³

What is Our Funding Goal?

There are four different funding goals which are independent of the methodology utilized. These goals are:

- 1) **Baseline Funding:** Anticipated costs and their expected timing over the projection period are calculated. The reserve contribution is then set to keep the reserve cash balance above zero.
- 2) **Full Funding:** Setting a reserve funding goal of attaining and maintaining reserves at or near 100% funded. For example, an organization would set aside \$10,000 per year for a component (e.g., roof) which will cost \$100,000 to replace in 10 years. Full funding is considered the most expensive (and therefore conservative) funding formula since money for all reserve components is set aside and accounted for.
- 3) **Statutory Funding:** Establishing a reserve funding goal of setting aside the specific minimum or regulatory amount of reserves requires by local statutes.
- 4) **Threshold Funding:** Establishing a reserve funding goal of keeping the reserve balance above a specified dollar or percent funded amount. Depending on the threshold, this funding goal may be more or less conservative than Full Funding.

³ *Ibid.*, p. 4.

With Baseline Funding, there is no margin for error, and if expenses are higher than budgeted, or projects occur earlier than planned, additional assessments can occur, although this risk can be somewhat alleviated by regular updates to the Reserve Study.

Statutory Funding is not recommended because there is no direct correlation between the statutory minimum and the organization's actual financial needs. For example, a statutory 10% minimum for the reserve contribution might be acceptable for a newer development with relatively few common elements, and a properly developed maintenance and overall budget plan. However, the 10% minimum might be wildly off the mark for an older development with extensive common element obligations and a maintenance and overall budget that are themselves underfunded.

In our opinion, Full Funding provides an excessive level of funding since the Organization is typically setting aside money that it will not be using for decades. On the other hand, this funding goal has the distinction of typically being the most conservative funding formula which may be seen as a virtue by some organizations.

We recommend using Threshold Funding with a safety margin set above 100% of Baseline Funding. Although the safety margin is arbitrary, it should be customized to the client's risk profile. As a rule of thumb, we suggest a safety margin of \$200,000 as prudent for organizations similar to the subject. When an organization is considering what their threshold safety margin should be, a good question to ask is "What is a reasonable level of money to have on hand due to unpredictable events?" Small amounts can usually be covered by maintenance contingency funds or short-term loans, while very large unplanned events are typically covered by insurance.⁴

An added benefit of using Threshold Funding as recommended above is that it provides a layer of global risk management against the many future unknowns which must be assumed for the purposes of a reserve study. For example, reserve studies must make assumptions about future rates of inflation, rates of return on reserve investments, and the Useful Lives of Reserve

⁴ *Ibid.*, p. 3.

Components. One way of accounting for the many different risk factors inherent in reserve study assumptions would be to attempt to individually forecast the future replacement cost for each Reserve Component. For example, certain Reserve Components which depend on petroleum-based commodity materials (such as paving and roof shingles) have recently been increasing at a rate significantly greater than inflation. However, not only would it be impractical to forecast future Replacement Costs for potentially dozens of Reserve Components (some of which may actually experience deflation over time), it is more straightforward to concede that future risk can realistically only be managed at a macro, rather than micro, level.

PHYSICAL ANALYSIS

IDENTIFICATION OF RESERVE COMPONENTS

Novi Public Library consists of 1 building. The project was completed in between 2008 to 2010. The following graphic provides an aerial view of the project.

AERIAL AND LOCATION MAP



The Physical Analysis starts with an inventory of Reserve Components. To establish what items to include in our inventory, we reviewed the Organization's recent Reserve expenditures and conducted interviews with the Organization's representatives. Please see the Reserve Expenditures spreadsheet in the Addenda for a listing of individual line items, estimates for Useful Life, Remaining Useful Life, and current Replacement Cost for each component.

For our on-site observations, we:

- Inspected all common areas
- Field measured all reserve components

Based on the national five-part test described on page 11, there are certain items which have not been included in this reserve study.

Items which may pass the five-part inclusion test as a Reserve Component discussed on page 11 but were specifically excluded in this Reserve Study at the direction of the client are:

- Site; asphalt seal coating – This optional item will either not be performed or will be funded from operations at the client’s discretion. The primary function of the seal coat is an aesthetic one. Although co-owners typically find the uniform appearance of the roadways appealing, the sealcoat does not penetrate the asphalt and provides little rejuvenative effect. An annual crack filling maintenance program should still be implemented regardless of whether there is a seal coating program in place or not.

In addition, there is growing concern that coal tar sealants, which are commonly used in seal coating applications, pose a cancer risk to humans, and may also appear in runoff which can adversely impact the environment. Asphalt-based products typically cost about the same as coal tar products and contain significantly lower levels of cancer-linked chemicals, although there is some debate on whether asphalt-based sealants perform as well as coal tar sealants.

Items which may fail the five-part inclusion test as a Reserve Component discussed on page 11 but were specifically included in this Reserve Study at the direction of the Client are:

- None noted

Noteworthy items which did not meet the criteria (see page 11) for inclusion as Reserve Components are broken down by category below:

Item failed test #1 (Not an Organization common element maintenance/replacement responsibility)

- Building; phone system; replacement (Telnet Worldwide responsibility)
- Building; café kitchen equipment; replacement (Café owner's responsibility)
- Site; electric charging stations; replacement (City of Novi responsibility)

Item failed test #2 (No limited life)

- None noted

Item failed test #3 (No Predictable Limited Life)

- Building; foundations; replacement
- Building; structural framing; replacement
- Site; electrical power distribution systems; replacement
- Site; sewer and water mains; replacement
- Site; trees and shrubs; replacement
- Site; asphalt pavement; routine crack filling and repair

Item failed test #4 (Cost is Below the Assumed Threshold Amount of \$25,000)

- Items in this category which are assumed to be funded (either on an “as needed” or scheduled basis) by the Organization's operating budget are:
 - Building; exterior light fixtures; replacement
 - Building; garage door located in receiving area; replacement
 - Building; automatic gates security gates; replacement
 - Site; catch basins; capital repairs
 - Site; submersible pump; 5 HP; replacement
 - Site; aluminum metal fence surrounding patio area; 228 LF; replacement
 - Site; generic street signs; replacement
 - Site; flag poles; replacement

Noteworthy items which passed Tests 1-4 on page 11, and are thus considered Reserve Components, but were not explicitly accounted for in this Reserve Study because the Remaining Useful Life is beyond the 25-year time horizon:

- Building; brick siding; replacement; the International Association of Certified Home Inspectors predicts a useful life of 100+ years
- Building; brick tuck pointing – Tuck pointing costs depend largely on the condition of the existing installation and overall accessibility. For this reason, it is typical for tuck pointing to be bid on a time and materials basis. The Useful Life for tuck pointing ranges from 25 to 50 years, and not all of the brick veneer will require tuck pointing depending on condition, location and orientation to the elements. As previously discussed in the Methodology section of this report, a safety margin of \$200,000 per unit has been included in the reserve funding plan and functions as a contingency fund that can be used for unpredictable reserve expenses such as tuckpointing.
- Building; fire suppression system; piping and heads; replacement – Sprinkler heads have a Useful Life which ranges from 50-75 years, but there is no mandate for global replacement. According to the National Fire Protection Association 25 publication, a minimum of four sprinklers or 1% of the total number of sprinkler heads must be lab tested at 50 years and every 10 years thereafter. Piping should have an obstruction inspection every five years but there is no mandate for global replacement unless inspections indicate obstruction or corrosion requires piping replacement.
- Building; patio area metal pergola; replacement
- Building; porcelain flooring; replacement
- Site; underground sprinkler equipment; line replacement (sprinkler head repair and replacement; sprinkler valve repair and replacement; sprinkler control box repair and replacement are assumed to be funded “as needed” from operations)

CONDITION ASSESSMENT

The following narrative details the condition assessment of the significant Reserve Components, along with relevant commentary and cost source, if applicable.

BUILDING COMPONENTS

TPO (Thermoplastic Polyolefin) Membrane Roof Cover: Typical useful life is 25 years. Current observed condition is fair overall. Historically, the client reports the TPO membrane roof cover is original circa 2010. Replacement cost includes removal and disposal of existing TPO roof material, and any underlying insulation. Replacement material is assumed to consist of a minimum of 3½ inches of polyisocyanurate and/or loose insulation, and minimum 60 mil TPO fully adhered membrane cover.

Based on the TPO's current condition, we anticipate that replacement will be required beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Skylights: Typical useful life is 20 years. Current observed condition is average based on this item's reported age and replacement history.

Based on the skylights' current condition, we anticipate that replacement will be required beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Composite Faux Wood Siding: Typical useful life is 30 years. Current observed condition is good and replacement is not anticipated in the near term.

Based on the composite faux wood siding's current condition, we anticipate that replacement will be required beginning in the 2040-41 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Windows: Typical useful life is 30 years. The useful life of windows is largely dependent on the quality of their initial installation as well as their orientation to the elements. Exposure to extreme weather conditions as well as water infiltration can dramatically shorten the useful life of windows. Current observed condition is average based on this item's reported age and replacement history. At time of eventual replacement, the existing windows, including frames, are assumed to be completely removed and replaced with units of similar quality.

Based on the windows' current condition, we anticipate that replacement will be required beginning in the 2040-41 fiscal year. Because of Michigan's extreme weather conditions, it is common for windows to experience cracked caulking/sealant. Therefore, in the interim we recommend that the Association implement an annual inspection program to ensure window caulking is in good condition and watertight.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Carpet: Typical useful life is 15 years. The useful life for commercial low-pile carpet is primarily dependent on the amount of regular foot traffic it experiences. Carpet located in high foot traffic areas such as entryways may experience a diminished useful life while carpet located in low traffic areas may experience a significantly longer useful life. Regardless of its location, most organizations prefer to replace carpet on a regular basis due to its aesthetic appeal. Current observed condition ranges from fair to average. Current replacement cost assumes replacement with similar quality carpet. Many organizations use carpet tiles, which have a higher initial cost but allows for easy spot replacement assuming additional carpet tiles are purchased and stored.

Based on the carpet's current condition, we anticipate that replacement will be required beginning in the 2027-28 fiscal year. Because this component is in varying stages of its useful

life and in order to ensure newer carpet is not prematurely replaced, a 3 year replacement program is recommended commencing in 2027 and concluding in 2029.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Interior Painting: Typical useful life is 15 years. The useful life of interior paint is largely dependent on the amount of foot traffic in each area. High foot traffic areas such as entryways may require periodic touchups which should be funded from operations. Current observed condition ranges from fair to average. Many organizations choose eggshell finish since it is easier to clean than flat finish and is more durable than flat finish. Satin/gloss paint finish is the most durable paint finish but also shows the most imperfections.

Based on the interior walls' current condition, we anticipate that painting will be required beginning in the 2027-28 fiscal year. Because this component is in varying stages of its useful life and in order to ensure newer interior walls are not prematurely painted, a 3 year painting program is recommended commencing in 2027 and concluding in 2029.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Bathroom Renovations: Typical useful life is 15 years. Current observed condition is average based on this item's reported age and renovation history. Current cost is an allowance budget that will allow for partial replacement of plumbing fixtures and stall dividers, and partial replacement of flooring, and complete re-painting.

Based on the bathrooms' current condition, we anticipate that renovations will be required beginning in the 2032-33 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Elevators Modernization: Typical useful life is 25 years. Long-lived elevator components consist of the elevator cab, door opening mechanisms, computerized controller, and hydraulic tanks. These long-lived items have Remaining Useful Lives which typically exceed the 25-year projection period. However, capital repairs and modernization will be required in the medium- to long-term. Modernization will be needed since even though the physical components may appear to be functional, obtaining replacement parts will become prohibitively expensive and even impossible, and an overall modernization/upgrade program will be required. Each modernization program will be unique, but typically the controller will need to be completely replaced, while door opening mechanisms will require partial replacement, hydraulic tank will require modernization and refurbishment, and the cab interior will need to be updated and refreshed. Because the current condition of most mechanical equipment cannot be definitively known without invasive testing performed by a specialized contractor, we estimated this item's remaining useful life based on its current age relative to its expected useful life.

Based on historical information provided by the client, we anticipate that the elevators will require modernization beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Other Mechanical Equipment: Because the current condition of most mechanical equipment cannot be definitively known without invasive testing performed by a specialized contractor, we estimated the following items' remaining useful lives based on their current age relative to their expected useful lives:

- Chillers
- Air handlers
- Irrigation system sand filters
- Boilers
- Hot & cold water pumps
- Backflow preventers

- Video security system
- A/V system
- Staff area tech equipment

SITE COMPONENTS

Concrete Sidewalks & Curbing: Typical useful life is 40-50 years. Current observed condition is average based on these components' reported age and replacement history. Since sections of concrete can be selectively replaced, and since concrete can vary significantly in wear and tear, only partial replacement was assumed, with the remainder being easily repaired or simply used for an extended period. It was assumed that approximately 5-10% of concrete would require replacement after 15-20 years of original installation, and then an additional 5-10% would be replaced every five years thereafter. These replacements are assumed to work together with ongoing maintenance (such as leveling) and smaller concrete replacements (i.e., those projects costing less than \$25,000), which will occur via operations.

Based on the current condition of the concrete, we anticipate that eventual partial replacement will be required beginning in the 2030 fiscal year. We recommend that any weeds that are growing between or through the concrete slabs be immediately treated with an herbicide such as Roundup. If the Association wishes to limit the use of herbicides, application of a vinegar solution (20% acetic acid) and water has been shown to be effective for approximately two months (these results are comparable to the use of Roundup). Failure to implement a regular weed abatement program can dramatically shorten the Useful Life of the concrete.

Cost data for these items was provided via our proprietary database of actual Michigan replacement costs from the 2023 and 2024 fiscal years.

Stamped Concrete Patio: Typical useful life is 40-50 years. Current observed condition is good overall with minor cracking and lifting noted upon visual inspection.

Based on the stamped concrete patio's current condition, we anticipate that replacement will be required beginning in the 2050-51 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Asphalt Parking Areas (Total Replacement): Typical useful life is 18 years. Current observed condition is average overall with typical transverse and longitudinal cracking noted throughout the project. Alligator cracking was also noted in select high traffic areas. For total replacement, the entire asphalt layer is removed, and the underlying base is typically repaired and recompact where needed, then new asphalt is installed, typically in two lifts with a finished thickness of approximately four inches. Total replacement is recommended when the asphalt is structurally failing (typically indicated by alligator cracking), or when the most robust replacement solution is desired.

A more affordable but less robust alternative to total replacement is mill and overlay. This consists of milling out the existing asphalt, at a minimum depth of 1½", and then capping with new asphalt. Mill and overlay can be completed when the wearing course of asphalt does not exhibit extensive structural failure, such as alligator cracking. However, because the useful life of a mill and overlay installation is about half that of a total replacement, from a long term planning perspective the costs are often similar.

Regardless of which approach is used, we recommend that any weeds that are growing between or through the asphalt be immediately treated with an herbicide such as Roundup. If the Association wishes to limit the use of herbicides, application of a vinegar solution (20% acetic acid) and water has been shown to be effective for approximately two months (these results are comparable to the use of Roundup). Failure to implement a regular weed abatement program can dramatically shorten the Useful Life of the asphalt surfacing.

Based on the asphalt parking areas' current condition, we anticipate that replacement will be required beginning in the 2031-32 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Pole Lights: Typical useful life is 30 years. Current observed condition is fair and replacement is not anticipated in the near term. However, eventually replacement will be required and we recommend that the Association begin planning accordingly. At time of replacement the existing underground wiring and conduit is assumed to not require significant replacement. Replacement units are assumed to be metal bases and poles with contemporary Light Emitting Diode (LED) bulbs using a standard base (e.g., E-27 base).

Based on the pole lights' current condition, we anticipate that replacement will be required beginning in the 2040-41 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

Street Signs: Typical useful life is 25 years. The useful life of street signs is dependent on their orientation to the elements. Over time, extended exposure to sunlight will cause sign lettering to fade which will eventually necessitate replacement. Current observed condition is average based on this item's reported age and replacement history.

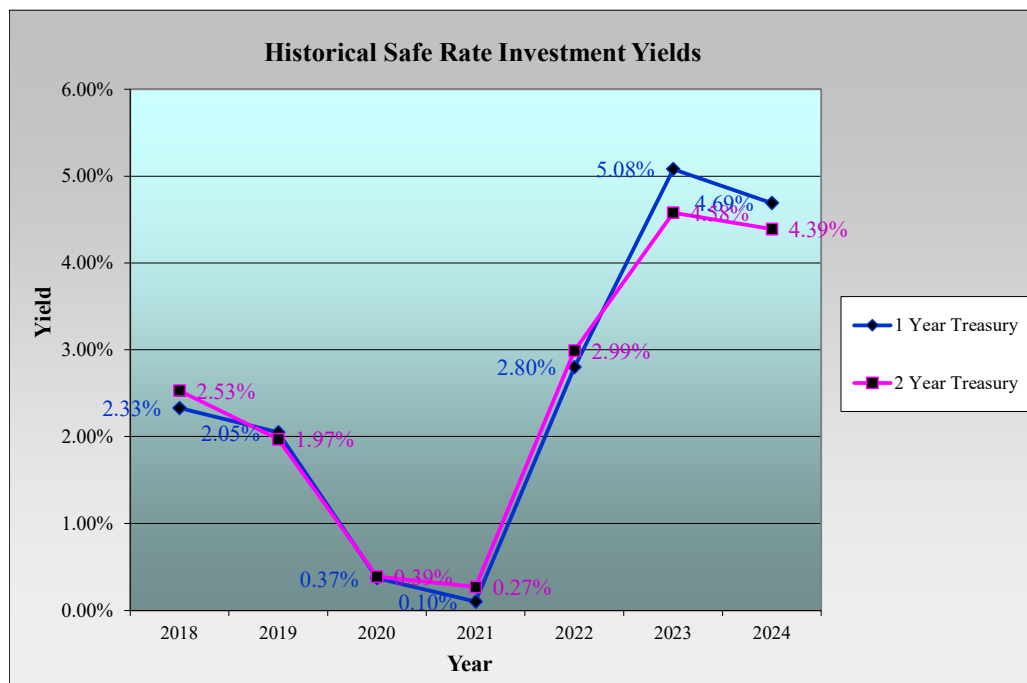
Based on the street signs' current condition, we anticipate that replacement will be required beginning in the 2035-36 fiscal year.

Cost source for this item is based on cost data from our in-house database of associations which completed similar projects in the 2024-2025 fiscal years.

FINANCIAL ANALYSIS

FINANCIAL ASSUMPTIONS

The following chart details the historical trend for typical safe rate investment vehicles (one- and two-year Treasuries) as published by the U.S. Treasury Department.



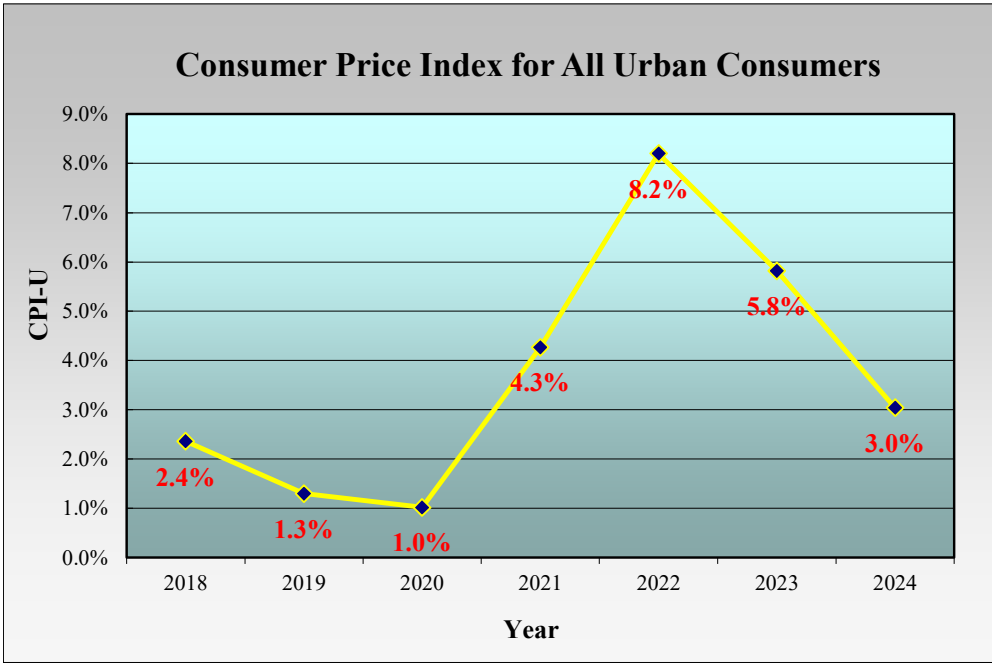
Treasuries provide a good investment benchmark since they reflect a very safe investment whose risk profile matches that of most organizations. By using “laddering” in which maturities are staggered over time, an Organization can often gain some of the higher yield of a longer-term investment, while still having access to liquid funds as the various investments mature over time.

A broad-based analysis of rates is required since the investment yield-rate selected will be utilized for the entire 25-year projection period, and the rate selected should therefore reflect what can be expected during a 25-year time period, with only partial consideration given to current investment rates.

For the purposes of this Reserve Study, we will use a Reserve savings yield rate of 2.0%. We did not make any adjustments to account for the impact of Federal Income Tax on investment income since the Organization’s tax situation can change over time. We advise the client to consult with its accountant and/or professional investment advisor to develop or refine an investment strategy consistent with the Organization’s risk profile and Reserve investment profile.

ESTIMATION OF INFLATION RATE

The following graph illustrates the five-year historical trend for the Consumer Price Index (CPI-U; all Items; urban consumers) as published by the U.S. Bureau of Labor Statistics.



As discussed for Reserve savings rates, a broad-based analysis of rates is required since the inflation rate selected will be utilized for the entire 25-year projection period. In addition, the CPI-U measures inflation for a wide-range of goods, and therefore does not correlate directly with changes in the cost of materials and labor for repair/replacement of Reserve Components.

For the purposes of this Reserve Study, we will use a 3.0% annual inflation rate. Although inflation may be above or below a 3.0% annual inflation rate during any particular year of the

25-year projection period, we anticipate a 3.0% annual inflation rate to represent the long-term average.

SUMMARY AND CONCLUSION OF SELECTED RATES

Having the Reserve savings yield rate less than the expected long-term inflation rate is a conservative assumption since most investments are made with the primary purpose of matching or exceeding inflation. However, organizations typically follow a reserve investment policy which strongly emphasizes safety and preservation of capital. Since risk and reward are directly related, the lower risk profile utilized by organizations typically results in a lower rate of return, and therefore having the reserve savings investment yield be less than the expected inflation rate was considered reasonable.

ADDENDA

PHOTOGRAPHS



Photograph 1: Typical view of building exterior elevation



Photograph 2: Typical view of building exterior elevation

PHOTOGRAPHS



Photograph 3: Typical view of building exterior elevation



Photograph 4: Typical view of TPO membrane roof cover

PHOTOGRAPHS



Photograph 5: Typical view of TPO membrane roof cover



Photograph 6: Typical view of TPO membrane roof cover

PHOTOGRAPHS



Photograph 7: Typical view of skylight



Photograph 8: Typical view of windows

PHOTOGRAPHS



Photograph 9: Typical view of window



Photograph 10: Typical view of entry area

PHOTOGRAPHS

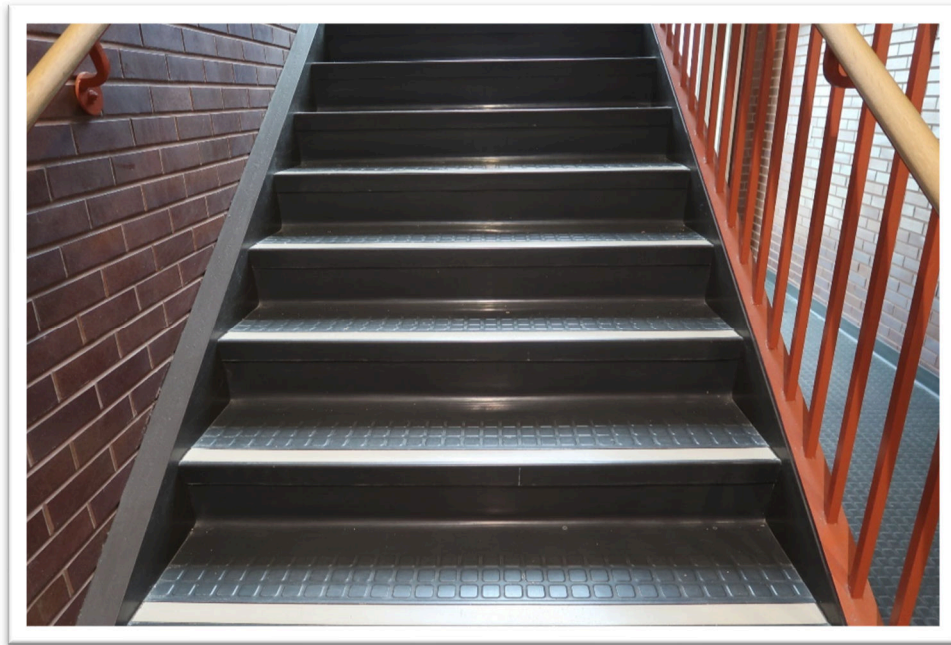


Photograph 11: Typical view of common area

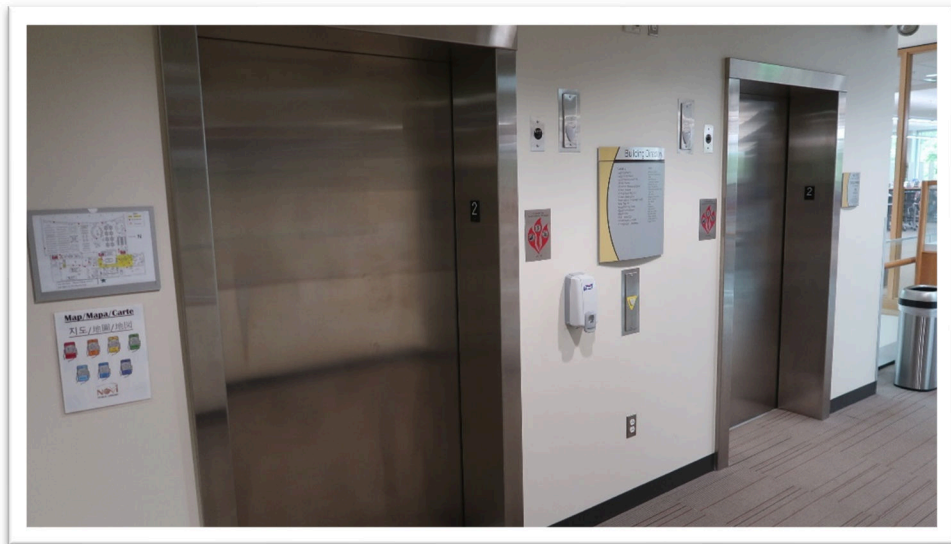


Photograph 12: Typical view of common area

PHOTOGRAPHS



Photograph 13: Typical view of stairwell resilient flooring

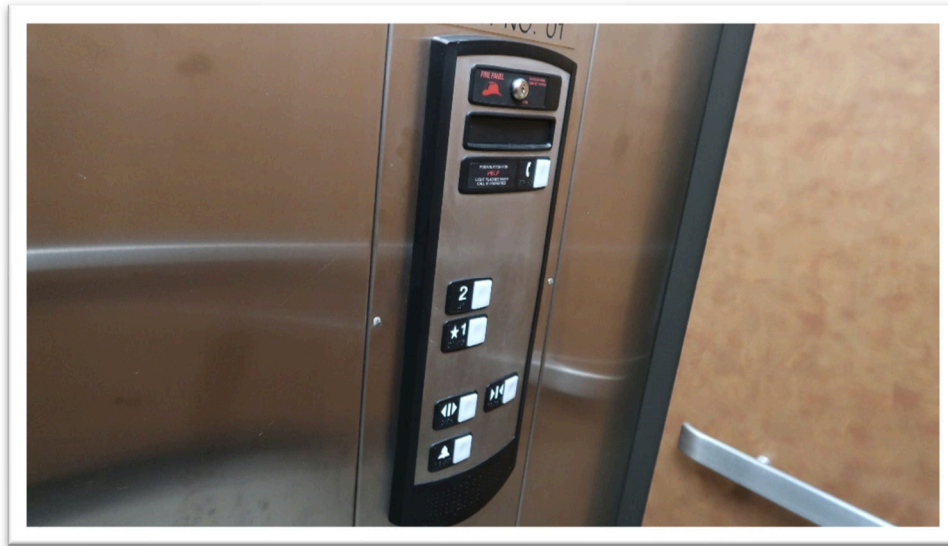


Photograph 14: Typical view of elevators

PHOTOGRAPHS



Photograph 15: Typical view of elevator cab



Photograph 16: Typical view of elevator controls

PHOTOGRAPHS



Photograph 17: Typical view of elevator hydraulic tank



Photograph 18: Typical view of 60 ton chiller

PHOTOGRAPHS



Photograph 19: Typical view of air handler



Photograph 20: Typical view of irrigation system sand filters

PHOTOGRAPHS



Photograph 21: Typical view of boilers

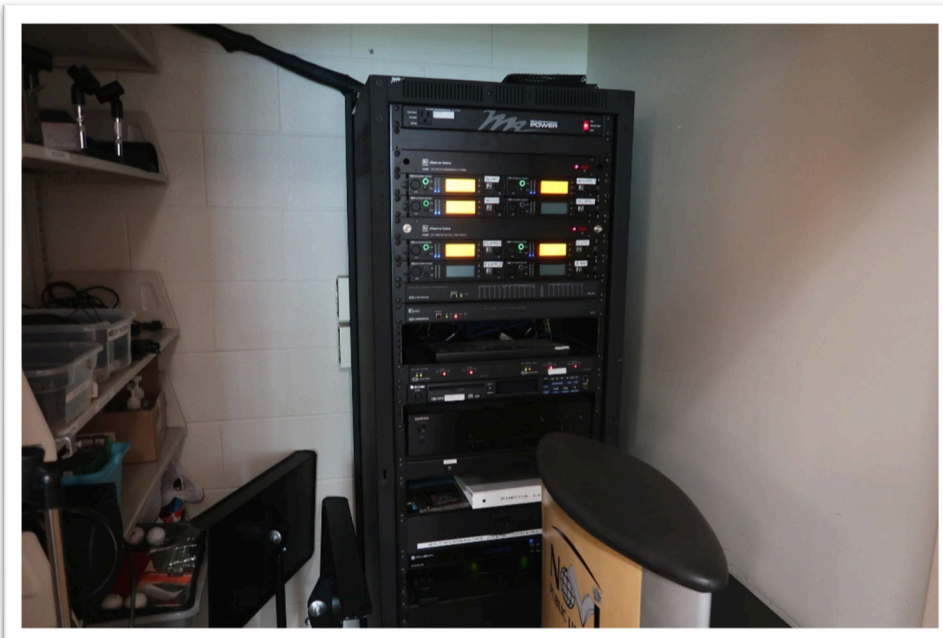


Photograph 22: Typical view of backflow preventer

PHOTOGRAPHS



Photograph 23: Typical view of automated book return system



Photograph 24: Typical view of A/V equipment

PHOTOGRAPHS



Photograph 25: Typical view of concrete sidewalk



Photograph 26: Typical view of concrete sidewalk

PHOTOGRAPHS



Photograph 27: Typical view of stamped concrete patio area



Photograph 28: Typical view of concrete curb

PHOTOGRAPHS



Photograph 29: Typical view of concrete curb



Photograph 30: Typical view of asphalt parking area

PHOTOGRAPHS



Photograph 31: Typical view of asphalt parking area



Photograph 32: Typical view of asphalt parking area

PHOTOGRAPHS



Photograph 33: Typical view of asphalt parking area



Photograph 34: Typical view of pole light

PHOTOGRAPHS



Photograph 35: Typical view of street sign



Photograph 36: Typical view of Ford Transit

RESERVE EXPENDITURES AND RESERVE FUNDING PLAN
Formatted for Ledger-Size 11” x 17” Paper (or Use 150%+ Magnification To View on a Monitor)

Assumptions
3.0% annual inflation rate
2026 year of analysis

Reserve Component Inventory	Quantities	First Year of Replacement	Life Analysis (Yrs.)		Remaining Useful Lives and Estimated Future Replacements Costs																										
			Normal	Remaining	Unit Cost (\$)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
						2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	2044-45	2045-46	2046-47	2047-48	2048-49	2049-50	2050-51	
Building Components																															
TPO Membrane Roof Cover; Replacement	35,735 SF	2035	25	10	9.25 /SF	-	-	-	-	-	-	-	-	-	444,225	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Skylights; Replacement	344 SF	2035	20	10	60.00 /SF	-	-	-	-	-	-	-	-	-	27,738	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Composite Faux Wood Siding; Replacement	950 SF	2040	30	15	9.50 /SF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,061	-	-	-	-	-	-	-	-	-	-	-
Windows; Replacement	5,273 SF	2040	30	15	65.00 /SF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	533,962	-	-	-	-	-	-	-	-	-	-	-
Carpet; Phased Replacement	44,312 SF	2027	15	2	7.75 /SF	-	121,443	125,086	128,839	-	-	-	-	-	-	-	-	-	-	-	-	189,204	194,880	200,727	-	-	-	-	-	-	
Marmoleum Flooring; Replacement	1,346 SF	2040	30	15	7.75 /SF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,254	-	-	-	-	-	-	-	-	-	-	-
Resilient Flooring; Stairwells; Replacement	802 SF	2040	30	15	7.75 /SF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,685	-	-	-	-	-	-	-	-	-	-	-
Interior Walls; Phased Painting	29,099 SF	2027	15	2	2.90 /SF	-	29,843	30,738	31,660	-	-	-	-	-	-	-	-	-	-	-	-	46,494	47,888	49,325	-	-	-	-	-	-	
Acoustic Panels; Replacement	2,093 SF	2040	30	15	9.00 /SF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,346	-	-	-	-	-	-	-	-	-	-	-
Wallpaper; Replacement	2,304 SF	2027	15	2	6.25 /SF	-	15,277	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,801	-	-	-	-	-	-	-	-	-
Bathrooms; Public; Renovations	4 LOTS	2032	15	7	20,000 /LOT	-	-	-	-	-	-	98,390	-	-	-	-	-	-	-	-	-	-	-	-	-	-	153,288	-	-	-	-
Bathrooms; Staff/Family; Renovations	4 LOTS	2032	15	7	5,000 /LOT	-	-	-	-	-	-	24,597	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,322	-	-	-	-
Elevators; Modernization	2 LOTS	2035	25	10	125,000 /LOT	-	-	-	-	-	-	-	-	-	335,979	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanicals; Chiller; 60 Ton; Replacement	1 UNIT	2035	25	10	192,000 /UNIT	-	-	-	-	-	-	-	-	-	258,032	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanicals; Chiller; 5 Ton; Server Room; Replacement	1 UNIT	2047	25	22	40,000 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	76,644	-	-	-	-
Mechanicals; Chillers; 2.5 Ton; Data Closets; Replacement	2 UNITS	2035	25	10	12,000 /UNIT	-	-	-	-	-	-	-	-	-	32,254	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanicals; Air Handlers; Fan Motors; Original; Replacement	3 UNITS	2030	20	5	24,000 /UNIT	-	-	-	-	83,468	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,752
Mechanicals; Air Handlers; Fan Motors; New; Replacement	1 UNIT	2044	20	19	24,000 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,084	-	-	-	-	-	-	-
Mechanicals; Air Handlers; Heating/Cooling Coils; Replacement	4 UNITS	2030	20	5	10,000 /UNIT	-	-	-	-	46,371	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	83,751
Mechanicals; Irrigation System; Sand Filters; Replacement	2 UNITS	2030	20	5	11,000 /UNIT	-	-	-	-	25,504	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	46,063
Mechanicals; Boilers; Replacement	2 UNITS	2029	20	4	60,000 /UNIT	-	-	-	135,061	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	243,935	-	-
Mechanicals; Hot & Cold Water Pumps; 5.5 HP; Replacement	4 UNITS	2030	15	5	6,000 /UNIT	-	-	-	-	27,823	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	43,347	-	-	-	-	-
Mechanicals; Backflow Preventers; Replacement	6 UNITS	2030	20	5	9,500 /UNIT	-	-	-	-	66,079	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	119,345
Mechanicals; Video Security System; Replacement	1 LOT	2038	15	13	72,000 /LOT	-	-	-	-	-	-	-	-	-	-	-	105,734	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanicals; Automatic Book Return System; Replacement	1 LOT	2045	20	20	150,000 /LOT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	270,917	-	-	-	-	-	-
Mechanicals; A/V System; Replacement/Modernization Allowance	1 LOT	2030	20	5	125,000 /LOT	-	-	-	-	144,909	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	261,722
Mechanicals; Staff Area Tech Equipment; Updates	1 LOT	2030	5	5	25,000 /LOT	-	-	-	-	28,982	-	-	-	-	33,598	-	-	-	-	38,949	-	-	-	-	-	45,153	-	-	-	-	52,344
Fire Suppression; Control Panel; Replacement	1 UNIT	2040	20	15	7,000 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,906	-	-	-	-	-	-	-	-	-	-	-
Furniture; Staff Chairs; Replacement	47 UNITS	2040	15	15	893 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,389	-	-	-	-	-	-	-	-	-	-	-
Youth Area; Renovations	1 LOT	2028	N/A	3	350,000 /LOT	-	-	382,454	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Magazine/Newspaper; Renovation	1 LOT	2028	N/A	3	26,000 /LOT	-	-	28,411	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Staff Areas; Renovations	1 LOT	2028	N/A	3	207,000 /LOT	-	-	226,194	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Site Components																															
Concrete Sidewalks (4"); Phased Partial Replacement	8,864 SF	2030	40-50	5	13.25 /SF	-	-	-	-	6,808	-	-	-	-	7,892	-	-	-	-	9,149	-	-	-	-	-	10,606	-	-	-	-	12,296
Stamped Concrete Patio; Replacement	7,210 SF	2050	40-50	25	13.25 /SF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,024
Concrete Curbing; Phased Partial Replacement	3,510 LF	2030	40-50	5	68.00 /LF	-	-	-	-	13,835	-	-	-	-	16,038	-	-	-	-	18,593	-	-	-	-	-	21,554	-	-	-	-	24,987
Asphalt; Parking Area; Total Replacement	77,395 SF	2031	18	6	4.15 /SF	-	-	-	-	-	383,517	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	652,912	-	-
Pole Lights; Replacement	10 UNITS	2040	30	15	4,200 /UNIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,435	-	-	-	-	-	-	-	-	-	-	-
Street Signs; Replacement	6 UNITS	2035	25	10	4,000 /UNIT	-	-	-	-	-	-	-	-	-	32,254	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicles; Ford Transit; Replacement	1 UNIT	2035	15	10	70,000 /UNIT	-	-	-	-	-	-	-	-	-	94,074	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	146,564
Other Components																															
Reserve Study; Update (Guaranteed Update Price Years 1-5)	1 UNIT	2030	5	5	2,120 /UNIT	-	-	-	-	2,458	-	-	-	-	2,849	-	-	-	-	3,303	-	-	-	-	-	3,829	-	-	-	-	4,439
Total Expenditures					-	166,562	792,884	295,560	446,235	383,517	122,987	-	-	1,284,934	-	-	105,734	-	815,031	-	259,499	242,769	292,136	395,405	-	268,254	-	896,847	1,102,288		

HISTORIC AND RECOMMENDED RESERVE FUNDING PLAN
Formatted for Ledger-Size 11” x 17” Paper (or Use 150%+ Magnification To View on a Monitor)

Assumptions

- 2.0% Average Interest Rate Earned on Invested Reserves
- 0.0% Annual Increase in Collected Reserve Funds for Historic Projection
- 3.0% Annual Increase in Collected Reserve Funds for Recommended Funding Plan
- \$ 200,000 Threshold For 1st Year
- 1 Number of Units
- No Autocalculate Reserve Contributions

Historic Reserve Funding Projection

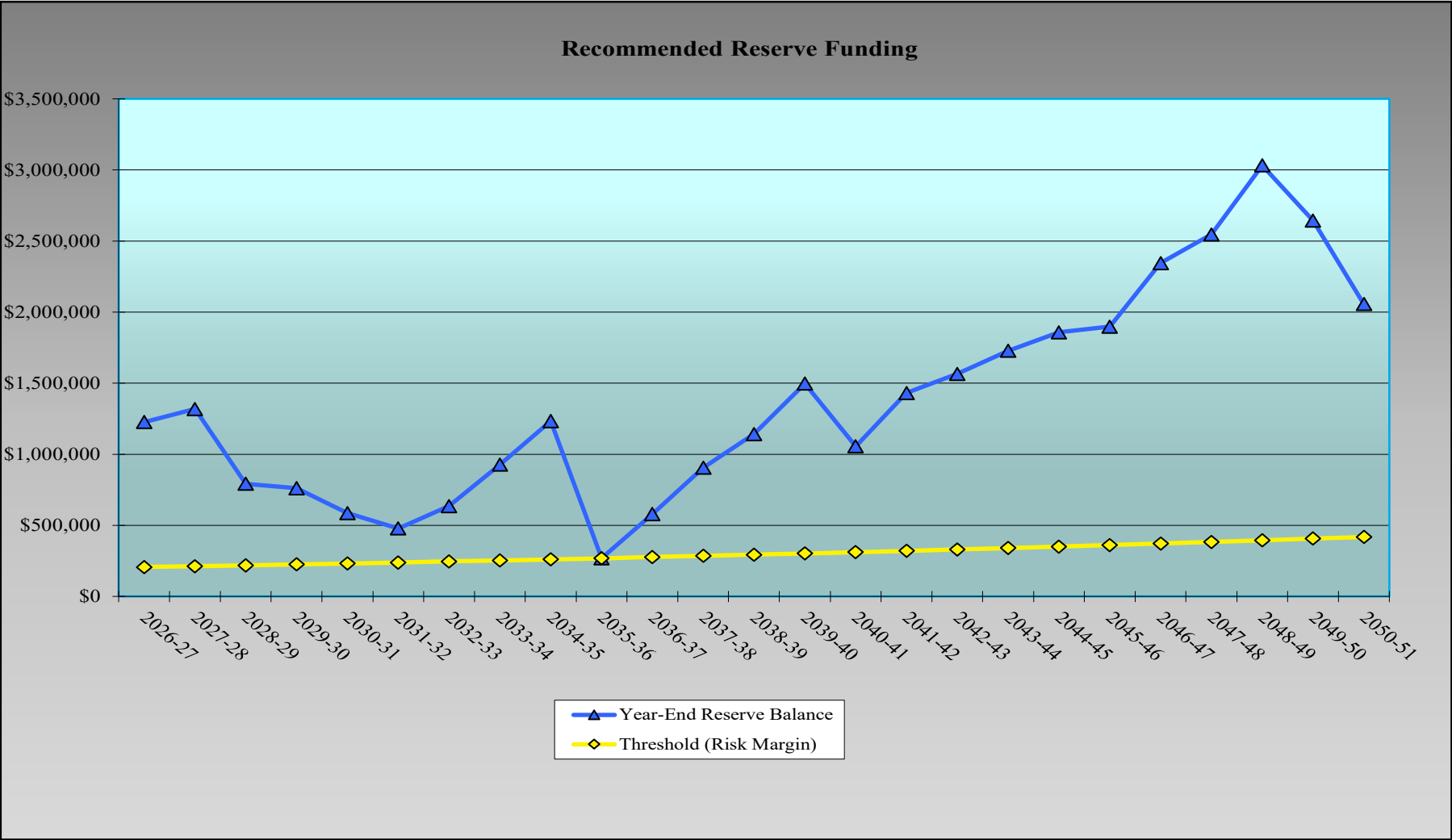
		<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>	<u>2030-31</u>	<u>2031-32</u>	<u>2032-33</u>	<u>2033-34</u>	<u>2034-35</u>	<u>2035-36</u>	<u>2036-37</u>	<u>2037-38</u>	<u>2038-39</u>	<u>2039-40</u>	<u>2040-41</u>	<u>2041-42</u>	<u>2042-43</u>	<u>2043-44</u>	<u>2044-45</u>	<u>2045-46</u>	<u>2046-47</u>	<u>2047-48</u>	<u>2048-49</u>	<u>2049-50</u>	<u>2050-51</u>	
Plus	Reserve Balance at Beginning of Fiscal Year	\$ 980,167	\$ 1,039,909	\$ 934,284	\$ 200,225	\$ (51,192)	\$ (457,288)	\$ (800,666)	\$ (883,515)	\$ (843,376)	\$ (803,237)	\$ (2,048,032)	\$ (2,007,894)	\$ (1,967,755)	\$ (2,033,350)	\$ (1,993,212)	\$ (2,768,104)	\$ (2,727,965)	\$ (2,947,325)	\$ (3,149,955)	\$ (3,401,952)	\$ (3,757,219)	\$ (3,717,080)	\$ (3,945,196)	\$ (3,905,057)	\$ (4,761,765)	
	Recurring Reserve Contribution	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	39,706	
Plus	Additional Reserve Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Equals	Interim Reserve Balance	1,019,873	1,079,615	973,990	239,931	(11,486)	(417,582)	(760,960)	(843,809)	(803,670)	(763,531)	(2,008,326)	(1,968,188)	(1,928,049)	(1,993,644)	(1,953,506)	(2,728,398)	(2,688,259)	(2,907,619)	(3,110,249)	(3,362,246)	(3,717,513)	(3,677,374)	(3,905,490)	(3,865,351)	(4,722,059)	
Plus	Estimated Interest Earned, During Year ¹	20,036	21,231	19,118	4,437	433	433	433	433	433	433	433	433	433	433	433	433	433	433	433	433	433	433	433	433	433	
Equals	New Reserve Balance	1,039,909	1,100,846	993,108	244,368	(11,053)	(417,150)	(760,527)	(843,376)	(803,237)	(763,099)	(2,007,894)	(1,967,755)	(1,927,616)	(1,993,212)	(1,953,073)	(2,727,965)	(2,687,826)	(2,907,186)	(3,109,816)	(3,361,813)	(3,717,080)	(3,676,941)	(3,905,057)	(3,864,918)	(4,721,626)	
Less	Anticipated Expenditures, By Year	-	(166,562)	(792,884)	(295,560)	(446,235)	(383,517)	(122,987)	-	-	(1,284,934)	-	-	(105,734)	-	(815,031)	-	(259,499)	(242,769)	(292,136)	(395,405)	-	(268,254)	-	(896,847)	(1,102,288)	
Equals	Anticipated Balance of Reserve Fund at Year End	\$ 1,039,909	\$ 934,284	\$ 200,225	-\$51,192	-\$457,288	-\$800,666	-\$883,515	-\$843,376	-\$803,237	-\$2,048,032	-\$2,007,894	-\$1,967,755	-\$2,033,350	-\$1,993,212	-\$2,768,104	-\$2,727,965	-\$2,947,325	-\$3,149,955	-\$3,401,952	-\$3,757,219	-\$3,717,080	-\$3,945,196	-\$3,905,057	-\$4,761,765	-\$5,823,914	
Threshold		\$200,000	\$ 206,000	\$ 212,180	\$ 218,545	\$ 225,102	\$ 231,855	\$ 238,810	\$ 245,975	\$ 253,354	\$ 260,955	\$ 268,783	\$ 276,847	\$ 285,152	\$ 293,707	\$ 302,518	\$ 311,593	\$ 320,941	\$ 330,570	\$ 340,487	\$ 350,701	\$ 361,222	\$ 372,059	\$ 383,221	\$ 394,717	\$ 406,559	\$ 418,756
Target																											
Amount Over/Under Threshold		\$ 833,909	\$ 722,104	-\$18,321	-\$276,294	-\$689,143	-\$1,039,477	-\$1,129,490	-\$1,096,730	-\$1,064,192	-\$2,316,816	-\$2,284,740	-\$2,252,907	-\$2,327,057	-\$2,295,730	-\$3,079,697	-\$3,048,906	-\$3,277,895	-\$3,490,442	-\$3,752,653	-\$4,118,441	-\$4,089,139	-\$4,328,416	-\$4,299,774	-\$5,168,324	-\$6,242,670	

Recommended Funding Plan

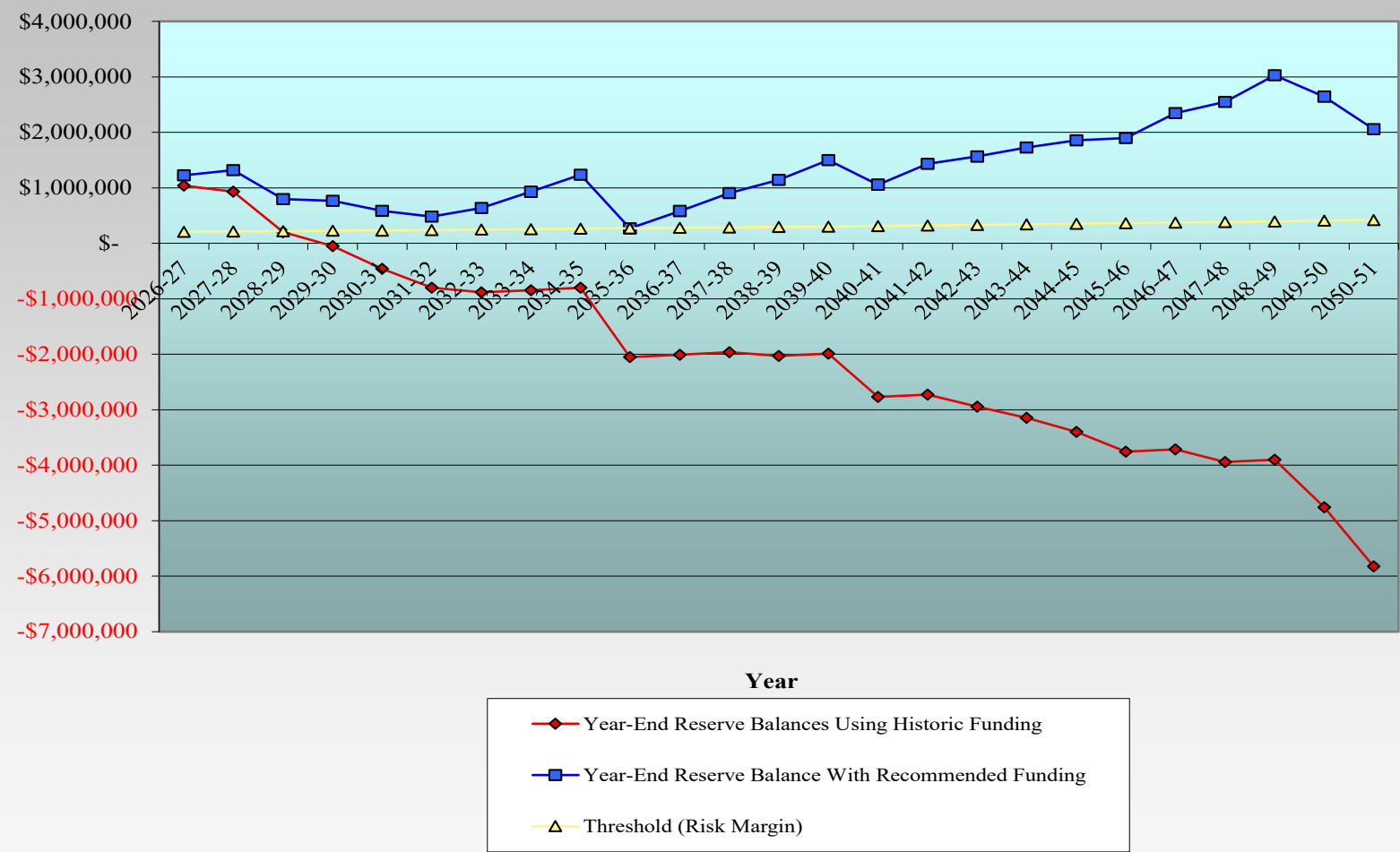
		<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>	<u>2030-31</u>	<u>2031-32</u>	<u>2032-33</u>	<u>2033-34</u>	<u>2034-35</u>	<u>2035-36</u>	<u>2036-37</u>	<u>2037-38</u>	<u>2038-39</u>	<u>2039-40</u>	<u>2040-41</u>	<u>2041-42</u>	<u>2042-43</u>	<u>2043-44</u>	<u>2044-45</u>	<u>2045-46</u>	<u>2046-47</u>	<u>2047-48</u>	<u>2048-49</u>	<u>2049-50</u>	<u>2050-51</u>
	Reserve Balance at Beginning of Fiscal Year	\$ 980,167	\$ 1,226,920	\$ 1,318,818	\$ 793,208	\$ 761,587	\$ 586,139	\$ 477,583	\$ 635,271	\$ 927,187	\$ 1,233,332	\$ 269,258	\$ 579,733	\$ 905,616	\$ 1,141,684	\$ 1,497,913	\$ 1,056,243	\$ 1,431,081	\$ 1,564,533	\$ 1,728,300	\$ 1,857,198	\$ 1,897,028	\$ 2,344,990	\$ 2,545,989	\$ 3,031,899	\$ 2,643,721
Plus	Recommended Recurring Reserve Contributions	224,700	231,400	238,300	245,400	252,800	260,400	268,200	276,200	284,500	293,000	301,800	310,900	320,200	329,800	339,700	349,900	360,400	371,200	382,300	393,800	405,600	417,800	430,300	443,200	456,500
Plus	Additional Reserve Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equals	Interim Reserve Balance	1,204,867	1,458,320	1,557,118	1,038,608	1,014,387	846,539	745,783	911,471	1,211,687	1,526,332	571,058	890,633	1,225,816	1,471,484	1,837,613	1,406,143	1,791,481	1,935,733	2,110,600	2,250,998	2,302,628	2,762,790	2,976,289	3,475,099	3,100,221
Plus	Estimated Interest Earned, During Year ¹	22,053	27,061	28,974	18,539	17,987	14,561	12,475	15,716	21,645	27,860	8,675	14,983	21,602	26,428	33,661	24,939	32,550	35,337	38,733	41,436	42,362	51,454	55,610	65,469	57,850
Equals	New Reserve Balance	1,226,920	1,485,380	1,586,092	1,057,147	1,032,374	861,100	758,258	927,187	1,233,332	1,554,192	579,733	905,616	1,247,419	1,497,913	1,871,274	1,431,081	1,824,031	1,971,069	2,149,333	2,292,434	2,344,990	2,814,244	3,031,899	3,540,568	3,158,071
Less	Anticipated Expenditures, By Year	-	(166,562)	(792,884)	(295,560)	(446,235)	(383,517)	(122,987)	-	-	(1,284,934)	-	-	(105,734)	-	(815,031)	-	(259,499)	(242,769)	(292,136)	(395,405)	-	(268,254)	-	(896,847)	(1,102,288)
Equals	Anticipated Balance of Reserve Fund at Year End	\$ 1,226,920	\$ 1,318,818	\$ 793,208	\$ 761,587	\$ 586,139	\$ 477,583	\$ 635,271	\$ 927,187	\$ 1,233,332	\$ 269,258	\$ 579,733	\$ 905,616	\$ 1,141,684	\$ 1,497,913	\$ 1,056,243	\$ 1,431,081	\$ 1,564,533	\$ 1,728,300	\$ 1,857,198	\$ 1,897,028	\$ 2,344,990	\$ 2,545,989	\$ 3,031,899	\$ 2,643,721	\$ 2,055,783
Amount Over/Under	Threshold	\$ 1,020,920	\$ 1,106,638	\$ 574,663	\$ 536,485	\$ 354,284	\$ 238,773	\$ 389,296	\$ 673,833	\$ 972,377	\$ 475	\$ 302,886	\$ 620,464	\$ 847,978	\$ 1,195,395	\$ 744,649	\$ 1,110,140	\$ 1,233,963	\$ 1,387,814	\$ 1,506,496	\$ 1,535,806	\$ 1,972,931	\$ 2,162,768	\$ 2,637,182	\$ 2,237,162	\$ 1,637,028

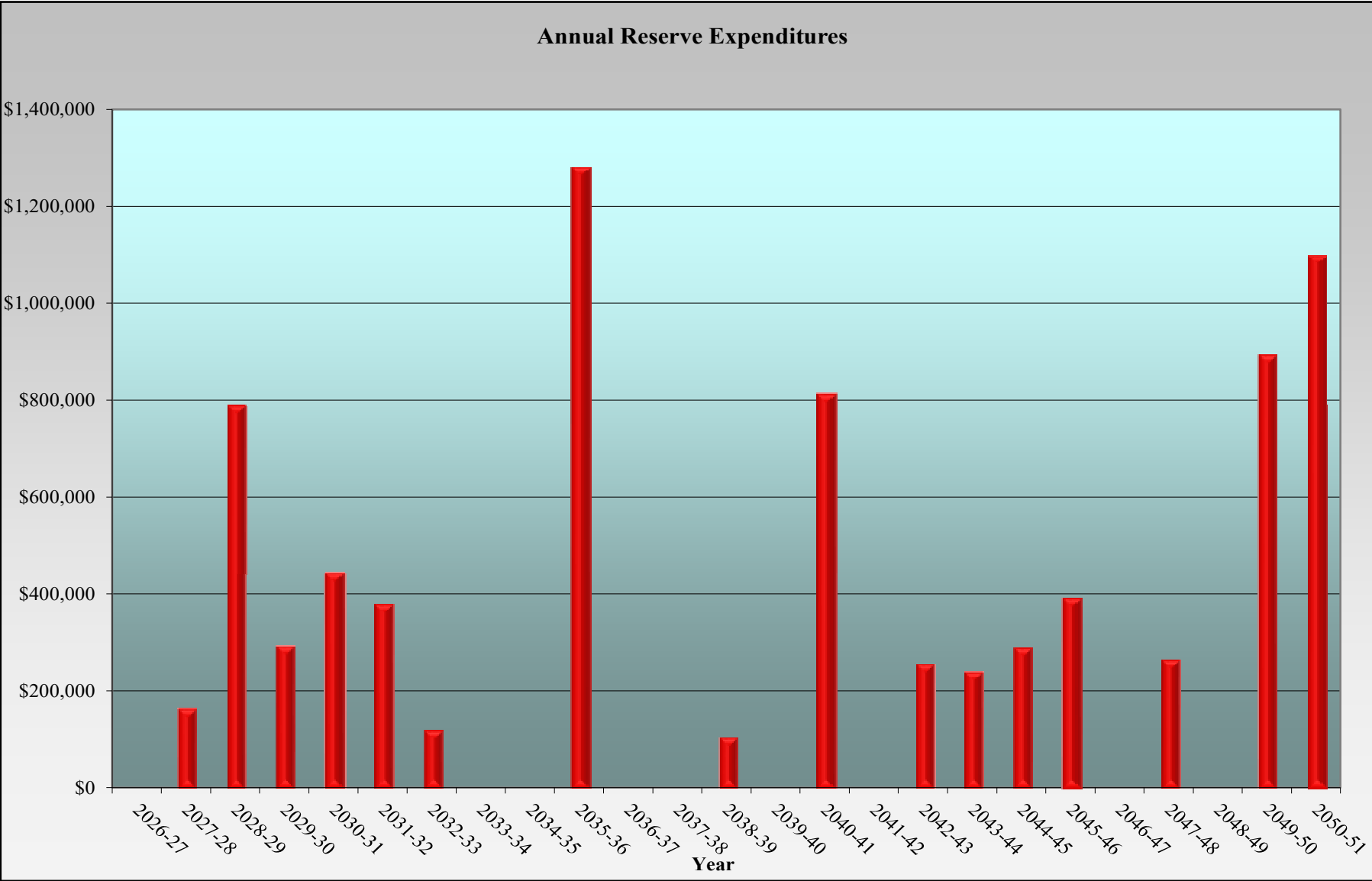
¹ Assuming reserves are invested monthly during the course of the year

RESERVE FUNDING PLAN GRAPHS



Reserve Balances - Historic vs. Recommended





CERTIFICATIONS, ASSUMPTIONS AND LIMITING CONDITIONS

Certifications

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined outcome that favors the cause of the client, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions are developed, and this report has been prepared, in conformity with the relevant sections of the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation and the Code of Professional Ethics of the Appraisal Institute.
- I have made a non-invasive inspection of the property that is the subject of this report.
- No other person(s) provided significant professional assistance to the persons signing this report.
- I certify that the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- In Michigan, appraisers are required to be licensed/certified and are regulated by the Michigan Department of Consumer and Industry Services, Licensing Division, P.O. Box 30018, Lansing, Michigan 48909.



Paul K.T. Conahan, MBA, RS
State Certified General Real Estate Appraiser
License No. 1201002454



Kai B. Conahan, RS

Assumptions and Limiting Conditions

Assumptions

- When doing an “Update With Site Visit” assignment, the Reserve Component inventory was not quantified, although minor additions/deletions of the component inventory, along with their quantities and install dates, were accounted for. The quantification of Reserve Components as determined by the previous reserve study were assumed to be accurate.
- When doing an “Update Without Site Visit” assignment, the Reserve Component conditions were not visually confirmed and updated, and the Remaining Useful Lives of the Reserve Components were calculated based on the assumption that the actual time elapsed since the previous reserve study was added to the effective age as determined in the previous reserve study. However, minor additions/deletions of the Reserve Components, along with their quantities and dates of installation, as reported by the client, were accounted for. Excluding any changes reported by the client, the quantification of Reserve Components as determined by the previous reserve study were assumed to be accurate.
- Responsible and competent property management are assumed. This includes not only responsible and competent oversight with regard to the repair and replacement of the Reserve Components, but also responsible and competent financial management, with particular regard to prudent investment of the Association’s reserve funds.
- Information furnished by representatives of the Association regarding financial, physical, quantity, or historical issues were assumed reliable. However, no warranty is given for the accuracy of this information. The actual or projected total reserve balance presented in the Reserve Study is based upon information provided but was not audited. Client’s receipt of the final reserve study will serve as verification that the client has reviewed the reserve study and confirmed that all information provided by the Association has been accurately represented in the final reserve study.
- It is assumed that there are no hidden or unapparent conditions on the property, subsoil or structure. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
- Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the author of this report. The author has no knowledge of the existence of such materials on or in the property. The author, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, lead-based paint, or other potentially hazardous materials may adversely affect the property and require remediation. We assumed that there are no such materials on the property. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
- It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws, and all other applicable laws and regulations.

- It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local, state or national government or private entity or organization have been obtained.
- The client is assumed to have deemed previously developed component quantities as accurate and reliable (for update reports only).
- The current work is reliant on the validity of prior Reserve Studies (for update reports only).

Limiting Conditions

- Any dispute arising under this agreement will be settled using binding arbitration under the rules of the American Arbitration Association. Arbitration shall be held in the City of Ann Arbor, Michigan, and one arbitrator will be appointed. Any arbitration award may be entered by any court of competent jurisdiction. The Client understands that absent these provisions, the Client would have the right to sue in court and have a jury trial.
- Unless the time frame is shorter under applicable law, any legal action or claim relating to the reserve study or reserve study provider shall be filed in the applicable arbitration tribunal, within two years from the date of delivery to Client of the reserve study to which the claims or causes of action relate or, in the case of acts or conduct after delivery of the report, two years from the date of the alleged acts or conduct. The time frame stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action or damages. The time frame stated shall apply to all non-criminal claims or causes of action of any type.
- By its nature, a reserve study must make assumptions about the future. Michigan Reserve Associates LLC cannot be held responsible for unforeseeable events that dramatically alter future costs from those projected in the reserve study.
- Reserve Studies do not typically include the repair or replacement of plumbing, electrical wiring, or telephone lines.
- Information provided about reserve projects will be considered reliable. Any on-site inspection should not be considered a project audit or quality inspection.
- For mechanical systems, we have observed those parts of the mechanical equipment and systems that constitute an integral part of the property and that are generally visible. From such observation, we have reported any apparent conditions that we believe might bear on the conclusions of this report. We have not, however, extensively tested such mechanical systems and equipment, and we assume no responsibility for their operating performance.
- No invasive testing was performed on the Reserve Components. We render no opinion on the structural integrity of the property, nor do we offer an opinion as to conformity with governmental code requirements.
- Our opinion of Remaining Useful Life is not a guarantee or warranty of the Reserve Components.

- This study is to be used by the intended user for the purpose of budgeting and long-term major repair and replacement planning. The scope of work included in this study is unique to the intended use and intended user, and this report may not be utilized for any other use or user. Such other uses include, but are not limited to, performing an audit, quality/forensic analysis, or background checks of historical records. The client and its representatives may not transmit this reserve study in any fashion to persons or entities that perform reserve studies.
- Client agreed to furnish Michigan Reserve Associates LLC with a complete and up-to-date set of governing documents. Michigan Reserve Associates LLC cannot be held responsible for incomplete or incorrect documents. We are not attorneys and we cannot guarantee that all reserve components have been properly included or excluded in the reserve study. Client agrees to review the reserve study for accuracy during the review process, and seek legal counsel when necessary. Client agrees that all responsibility for the list of reserve components presented in the final reserve study shall be borne by the client.
- The Americans with Disabilities Act (ADA) became effective on January 26, 1992. We have not made a specific compliance survey and analysis of the subject property to determine whether or not it is in conformity with the various requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more requirements of the ADA. If so, this fact could have a negative impact on the property and trigger compliance costs. We did not consider noncompliance with the ADA requirements for this assignment.
- Our inspection did not address or render an opinion on repairs or replacements arising from original construction defects or unpredictable acts of nature.
- We are not financial advisors, and we recommend that the client consult with its accountant and/or professional investment advisor(s) to develop and refine an investment strategy consistent with the Association's risk profile and Reserve investment profile.
- We are not attorneys, and we recommend that the client consult with its attorney regarding reserve requirements and any other interpretations of relevant law, such as, but not limited to, the Michigan Condominium Act, complementary legislation such as the Nonprofit Corporation Act, and Administrative Rulings.
- Roof areas were measured from the ground using generally accepted techniques which take into account the building footprint, roof overhang, roof pitch, and unique roofing characteristics.
- Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of Michigan Reserve Associates LLC, and in any event only with properly written qualifications and only in its entirety.
- Any illustrative material in this report is included only to assist the reader in visualizing the property and/or provide graphical support to the narrative text.

- We are not by reason of this report, required to give further in-person consultation, testimony or be in attendance in court with reference to the property in question unless prior arrangements have been made.
- Liability due to negligence is limited to the actual cost paid by the client for this engagement.
- Michigan Reserve Associates LLC reserves the right to include your Association's name in our client list and utilize financial and physical information provided by the Association in our various product offerings. However, any information which we may utilize will be shared with third parties strictly in aggregate format so as to preserve the privacy of the client.

QUALIFICATIONS – PAUL K.T. CONAHAN, MBA, RS

CONTACT INFORMATION

Mail: 424 Little Lake Drive, Suite 23, Ann Arbor, Michigan 48103

Phone: Office: (734) 661-1259
Direct: (734) 417-4736

E-mail: paul@MichiganReserveAssociates.com

Web: www.MichiganReserveAssocaites.com



EMPLOYMENT RECORD

Principal, Michigan Reserve Associates LLC, Ann Arbor, Michigan, 2005-Present

Principal, Davis M. Somers Commercial Appraisal Company, Ann Arbor, Michigan, 2018 to the present

Principal, Davis M. Somers Company, Ann Arbor, Michigan, 1991-2018

REALTOR® Associate, Fee Simple Realty, Honolulu, Hawaii, 1985-1987

ADDITIONAL EXPERIENCE

Qualified as Expert Witness, Washtenaw County Circuit Court

Michigan Department of Transportation Approved Level II Appraiser

Approved Fee Appraiser for the United States Veterans Administration

EDUCATION AND DESIGNATIONS

Bachelor of Arts (BA), Biopsychology, Vassar College, Poughkeepsie, New York, Graduated in 1991

Master of Business Administration (MBA) With an Emphasis in Real Estate and Finance, Stephen M. Ross School of Business, University of Michigan, Graduated in 1999

Reserve Specialist (RS), Community Associations Institute, Alexandria, Virginia, Awarded in 2010

APPRAISAL EDUCATION (MOST RECENT SHOWN FIRST)

Residential Property Inspection for Appraisers, McKissock, January 2023

Green Building Concepts for Appraisers, McKissock, January 2023

Residential Construction and the Appraisers, January 2022

Residential Property Inspection for Appraisers, McKissock, January 2021

Residential Construction and the Appraiser, McKissock, January 2021

2020-2021 7-Hour National USPAP Update Course, McKissock, February 2020
Michigan Law, McKissock, February 2020
Essential Elements of Disclosures and Disclaimers, February 2020
Residential Construction for Appraisers, McKissock, February 2019
Essential Elements of Disclosures and Disclaimers, McKissock, February 2019
Understanding Residential Construction, McKissock, February 2018
2018-2019 7-Hour National USPAP Update Course, McKissock, February 2018
Michigan Law, McKissock, February 2018
Green Building Construction, McKissock, January 2017

LICENSES

Certified General Real Estate Appraiser Number 1201002454, State of Michigan, Obtained in 1993
Remote Pilot (Drone) License, Certificate Number 4880289, Issued August 18, 2023
Active Real Estate Associate Broker License Number 6502139365, State of Michigan, Obtained in 2002 (Michigan Real Estate Salesperson License obtained in 1992)
Inactive Real Estate Sales License Number RS-36782, State of Hawaii, Obtained in 1985

ASSOCIATIONS

Member, Community Associations Institute, Since 2005
Member, United Condominium Owners of Michigan, Since 2005
Member, International Right of Way Association, Gardena, California, Since 1996

REGULATORY NOTES

In Michigan, appraisers are required to be licensed/certified and are regulated by the Michigan Department of Labor and Economic Growth, Licensing Division, P.O. Box 30018, Lansing, Michigan 48909.

PARTIAL LIST OF CLIENTS

Condominium/Homeowners Associations

1001 Covington Association (Detroit)
297 Condominium Owners Association (Muskegon)
Aberdeen at Hartford Association (Macomb)
Autumn Woods Condominium Association (Ypsilanti)

Bay Cliff Estates Association (Suttons Bay)
Bellefontaine Meadows Homeowners Association (Dayton, Ohio)
Benstein Crossing Condominium Association (Commerce Township)
Birch Grove II Condominium Association (Chesterfield)
Black Bear Farms Co-Owners' Association (Traverse City)

Breaker Cove (Bay City)	Fairways at Oak Pointe Condominium Association (Brighton)
Brentwood Park Condominium Association (East Lansing)	Fieldstone Village Condominium Association (Chelsea)
Bridgewater Place Condominium Association (Bridgewater)	Forest at Orchard Lake Association (Farmington Hills)
Byron Forest Condominium Association (Byron Center)	Fox Pointe Association (Ann Arbor)
Cedar Creek Commons Association (Traverse City)	Gallery Park Homeowners Association (Ann Arbor)
Centennial Farm Phase I, Inc. (South Lyon)	Glen Arbor Condominium Association (Grand Blanc)
Centennial Farm Phase II, Inc. (South Lyon)	Great Oak Cohousing Association (Ann Arbor)
Chateau Vert Association (Ypsilanti)	Grosse Pointe Gardens Association (Harper Woods)
Chapel Hill Condominium Association (Ann Arbor)	Hamilton House Condominium Association (Okemos)
Chelsea Square Condominium Association (Canton)	Hampton Ridge North HOA (Canton)
Colony Farms Condominium Association (Plymouth)	Harbour Towne Condominium Association (Muskegon)
Cornerstone Village Homeowners Association (Macomb)	Haven Condominium Association (South Haven)
Cottage Glens Owners Association (Williamsburg)	Heatherwood Condominium Association (Ann Arbor)
Creekwood Estates Association (Bay City)	Highland Park Condominium Association (Cleveland, Ohio)
Crossings at Irving Avenue Condominium Association (Royal Oak)	Heritage Falls Condominium Association (Ann Arbor)
Crystal Village Manor (Marysville)	Hidden Creek of Oceola Condominium Association (Howell)
Douglas Harbor Village Condominium Association (Douglas)	Hidden Glen Condominium Association (Canton)
Eaglecrest Condominium Association (Grand Rapids)	Hidden Lake Community Association (South Lyon)
East Lansing City Center Condominium Association (East Lansing)	Hometown Village of Marion Association (Howell)
Echo Valley Condominium Association (Farmington Hills)	Hometown Village at Waterstone Association (Oxford)
Fairlane Woods Association (Dearborn)	

Indian Village Condominium Association
(Grand Rapids)

Island Lake of Novi Community
Association (Novi)

Island Lake South Harbor Association
(Novi)

Island Lake Woods Association (Novi)

Kirkway Homeowners Association
(Canton)

Knightsbridge Gate Association (Novi)

Lake Ridge Condominium Association
(Traverse City)

Lakeside Village Association (Haslett)

Lakeside Village North Association
(Haslett)

Lake Village II (Walled Lake)

Legacy Park Condominium Association
(Dearborn Heights)

Liberty Lofts Condominium Association
(Ann Arbor)

Links of Pheasant Run Condominium
Association (Canton)

Locklin Pines Cluster Condominium
Association (West Bloomfield)

Lost Creek Condominium Association
(East Lansing)

LVP Property Owners Association
(Findlay, Ohio)

Marquette Village Condominium
Association (Westland)

Meadowview Common Condominium
Association (Elk Rapids)

Newberry Place Cohousing Condominium
Association (Grand Rapids)

Northridge Estates Homeowners
Association (Northville)

Northridge Villas Association (Northville)

Northville Hills Golf Club Homeowners
Association (Northville)

Northville Hollow Condominium
Association (Northville)

Oakhurst Owners' Association
(Clarkston)

Oakley Meadow Condominiums
Association (Tiffin, Ohio)

Okemos Preserve Condominium
Association (East Lansing)

Oxford Park Condominium Association
(Canton)

Parkview Manor Association (Flint)

Parkway Condominium Association
(Livonia)

Perry Farm Village Association (Harbor
Springs)

Pheasant Run Condominium Association
(Portage)

Pine Creek Condominiums of Haslett
Association (Haslett)

Pinehurst Condominium Association
(Trenton)

Pittsfield Village Condominium
Association (Ann Arbor)

Plymouth Corners Condominium
Association (Plymouth)

Plymouth Landing Association (Canton)

Pointe Park Homeowners Association
(Grosse Point Park)

Providence Tower Association
(Southfield)

Quail Run of South Lyon Condominium
Association (South Lyon)

Raintree Condominiums of Chesterfield
Association (Chesterfield)

Reserve at Tull Lake Condominium
Association (White Lake)

River House Co-Op (Detroit)	The Courtyards at Little Bear Condominium Association (Lewis Center, Ohio)
River Park Estates Condominium Association (Lansing)	The Landings at Rayner Ponds Condominium Association (Mason)
River's Edge at Cherry Hill Village I Homeowners Association (Canton)	The Links of Northville Hills Golf Club Condominium Association (Northville)
Riverside Glen Homeowners Association (Macomb)	The Lodge at East Bay Co-Owners Association (Elk Rapids)
Riverside Park Place Condominium Association (Ann Arbor)	The Maples of Novi, Maple Pointe Association (Novi)
River South Homeowners Association (Fairview Park, Ohio)	The Mountain Grand Owners' Association (Boyne Falls)
Rochester Park II Association (Rochester)	The Ponds Cooperative Homes (Okemos)
Saddlebrook Condominium Homeowners Association (Plymouth)	The Preserve at Maple Lake Association (Milford)
Saddle Creek Association (South Lyon)	The Ravines of Northville Homeowners Association (Northville)
Sand Piper Condominium Association (Glen Arbor)	The Reserve at the Fairways Condominium Phase 1 Association, Inc. (Huber Heights, Ohio)
St. Lawrence Estates Condominium Association (Northville)	The Residences at TPC Association (Dearborn)
Scio Village Condominium Association (Ann Arbor)	The Village Condominium Association (Grosse Pointe)
Spruce Manor Condominium Association (Royal Oak)	The Willits Condominium Association (Birmingham)
Steeple Chase of Northville Owners Association (Northville)	Thornberry Condominium Association (Midland)
Steeple Ridge Condominium Association (Clarkston)	Thornton Farms Condominium Association (Dexter)
Stone Lake Condominium Association (East Lansing)	Tollgate Woods Homeowners Association (Novi)
Stonewater Homeowners Association (Northville)	Touchstone Cohousing Association (Ann Arbor)
Stratford Townhouses Consumer Housing Cooperative (Grand Rapids)	Traditions at Cambridge Association (Canton)
Sunset Torch Association (Bellaire)	University Commons Condominium Association (Ann Arbor)
The Atrium Inn Condominium Association (Boyne City)	

Valley Wood Condominium Association
(Livonia)

Vantage Pointe Condominium
Association (Glen Arbor)

Venn Manor (Detroit)

Verndale Lakes Condominium
Association (Lansing)

Versailles Place Condominium
Association (Farmington Hills)

Village Oaks Common Areas Association
(Novi)

Villa Capri Condominium Association
(Warren)

Villas at Northville Hills Condominium
Association (Northville)

Villas at Stonehenge Condominium
Association (Kalamazoo)

Vistas of Central Park Condominium
Association (Canton)

Walden Hills II Condominium
Association (Ann Arbor)

Walnut Woods Condominium Association
(West Bloomfield)

Walton Pond Condominium Association
(Pontiac)

Waters Edge Condominium Association
(Clarkston)

Waterside Homeowners Association
(Maumee, Ohio)

Wedgewood Village Association
(Plymouth)

Whetherstone Condominium Association
(White Lake)

Whitney Court of West Bloomfield (West
Bloomfield)

Windward Court Condominium
Association (Detroit)

Woodfield Square Association (Brighton)

Woodland Creek Condominium
Association (Kentwood)

Woodland Ridge of Commerce
Association (Commerce Township)

Woodland Trails Condominium
Association (Okemos)

Woodlore Condominium Owners
Association (Livonia)

Woods of Northville (Plymouth)

Woodside Meadows Condominium
Association (Ann Arbor)

Woodward Place Association
(Birmingham)

Woodward Place at Brush Park I
Association (Detroit)

Woodwind Glen Condominium
Association (South Lyon)

Educational/Institutional/Non-Residential
Organizations

Anthroposophical Society in America
(Ann Arbor)

Chelsea District Library (Chelsea)

Dexter Township (Dexter)

Frankenmuth James E. Wickson District
Library (Frankenmuth)

Gateway Center Association (Office
Condominiums; Saline)

Grace Lutheran Church (La Grange,
Illinois)

Michigan Friends Center (Chelsea)

New Life Church (Ann Arbor)

Oak Grove AME Church (Detroit)

Oak Valley Office Condominium
Association (Ann Arbor)

Orion Township Public Library (Orion
Township)

Rudolph Steiner School of Ann Arbor
(Ann Arbor)

St. Joseph River Yacht Club (St. Joseph)

Southeast Michigan Construction
Academy (Madison Heights)

The Waterfront Marina of St. Joseph (St.
Joseph)

Ward Evangelical Presbyterian Church
(Northville)

Ward Evangelical Presbyterian Church
(Farmington Hills)

Vermillion Boat Club (Vermillion, Ohio)

QUALIFICATIONS – KAI B. CONAHAN

CONTACT INFORMATION

Mail: 424 Little Lake Drive, Suite 23, Ann Arbor, Michigan 48103
Phone: Office: (734) 237-1828
E-mail: kconahan@MichiganReserveAssociates.com
Web: www.MichiganReserveAssocaites.com



EMPLOYMENT RECORD

Project Manager, Michigan Reserve Associates LLC, Ann Arbor, Michigan, 2021-Present

Para-Professional, KPMG U.S., New York, New York, June 2021 to August 2021

EDUCATION AND DESIGNATIONS

Bachelor of Science (BS), Business and Finance, New York University Shanghai, Shanghai, China, Graduated in 2021

Reserve Specialist (RS), Community Associations Institute, Alexandria, Virginia, Awarded in 2024

PARTIAL LIST OF CLIENTS

Condominium/Homeowners Associations

Ann Arbor Ridgewood Condominium Association (Ann Arbor)

Bridgetown Condominium Association (Chelsea)

Central Lofts Condominium Association (South Haven)

River Bluff Condominium Association (Rockford)

Indian Mill Creek Condominium Association (Grand Rapids)

Whetherstone Condominium Association (White Lake)

Newport West Condominium Association (Ann Arbor)

200 River Place Lofts Association (Detroit)

Villas at Stonebrook Condominium Association (Novi)

Beacon Cove Condominium Association (Port Austin)

Crystal Waters Condominium Association (Holland)

The Village of Camelot at Tullymore Homeowners Association (Stanwood)

Central Parkway Condominium Association (Westland)

Sand Piper Condominium Association (Glen Arbor)

Quail Run Owners Association (Battle Creek)

The Legacy of Farmington Hills Condominium Association (Farmington Hills)

Country Club Village of Northville III
Condominium Association (Northville)

Huntington Woods II Condominium
Association (Saline)

South Beach Condominium Association
(Glen Arbor)

Benstein Crossing Condominium
Association (Commerce Township)

Summit View Condominium Association
(Ann Arbor)

Northville Colony Estates Association
(Northville)

Cobblestone Ridge Manor Condominium
Association (Van Buren)

Locklin Pines Cluster Condominium
Association (West Bloomfield)

Bennington Green Association (Bloomfield
Hills)

Townes at Mill Street Condominium
Association (Plymouth)

Wedgewood Village Association
(Plymouth)

Evans Landing Condominium Association
(Luna Pier)

Cannon Place North Condominium
Association (Rockford)

Hamilton House Condominium
Association (Okemos)

Carriage Pointe at Applegate
Condominium Association (Kalamazoo)

Northridge Village Association
(Northville)

Willowcreek Condominiums of Delta
Township Association (Lansing)

The Commons at Sierrafeld Condominium
Association (Byron Center)

Brentwood Park Condominium
Association (East Lansing)

Heritage at Riverbend Condominium
Association (Detroit)

Franklin Village Townhouse
Condominium Association (Southfield)

Educational/Institutional/Non-Residential
Organizations

Chelsea District Library (Chelsea)

Frankenmuth James E. Wickson District
Library, Frankenmuth

New Life Church (Ann Arbor)

Orion Township Public Library (Orion
Township)

Southeast Michigan Construction Academy
(Madison Heights)

Vermillion Boat Club (Vermillion, Ohio)

Dexter Township (Dexter)

MEMORANDUM



TO: MAYOR AND CITY COUNCIL
FROM: VICTOR CARDENAS, CITY MANAGER
SUBJECT: UTILITY LINES AT NEW PUBLIC SAFETY HEADQUARTERS
DATE: DECEMBER 4, 2025

As the process to construct the new Public Safety facilities begin, some significant/tough decisions will be presented to the City Council. Plante Moran Realpoint (PMR) is finalizing a decision matrix to formalize which decisions will come before Council, as well as a budget dashboard to track progress.

This week proved to be a significant first step with teams from HED and BRW architects in town touring the current facilities and building future sites. In addition to progress on the buildings, preliminary work on the road construction is underway, which brings the first significant decision for City Council consideration; the relocation of existing power lines on Lee BeGole Dr. and installation of new lines on the road connecting 11 Mile and Grand River. **Below are the preliminary estimates** from DTE's engineering division to relocate/bury the power lines:

- Underground relocation route (from I-96 to Grand River) **~\$5.6 million**
- Overhead relocation route **~\$2.0 million**

DTE's Senior Engineer Clarifications:

1. The two spans going east/west on the south side of I-96 must stay overhead (the poles may be relocated as needed)
2. The underground estimate includes undergrounding the 2 spans at the northwest corner of 11 Mile and Lee BeGole
3. The estimates assume existing conduit on the north side of 11 Mile is not in conflict with the road project and will be used to pull cable to relocate the OH lead.
4. The majority of the cost shown below resides between 11 Mile going south to Grand River, DTE will build a new concrete incased conduit run for the underground cable
5. This is a high-level estimate, not reviewed by the system underground and cable designers. Constructability constraints, wetlands, and locations of primary switch cabinets will affect the actual cost

Enclosed are pictures of the lines currently along Lee BeGole and at the corner of Lee BeGole and 11 Mile. Additionally, I've included the proposed budget for the headquarters that shows site work for the facility budgeted at \$4 million and \$800,000 for the road. There could be a mix of above and below (presumably with a dollar figure in between the 2 above estimates), where the lines/wires on Lee BeGole north of 11 Mile, in front of the new buildings, are buried but above ground at 11 Mile.



Preliminary Budget – Summary

PRELIMINARY BUDGET - SUMMARY

Project Profile		Public Safety Building (PSB)		Road Improvements		Fire Station 2		Fire Station 3		Totals
Land Acreage: Road Length (FT):		Police/Fire Station #1 ~6.0		Crescent / Lee Begde ~ 3200		Site TBD ~ 2 - 3		Site TBD ~ 2 - 3		12.0 3,200
Building Square Footage: Fleet/Evidence Garage: Total Square Footage:		72,000 6,500 78,500				14,500 - 14,500		14,500 - 14,500		101,000 6,500 107,500
00 Land Cost/Due Diligence		\$ -		\$ -		\$ 450,000		\$ 300,000		\$ 750,000
01 Professional Services/Fees		\$ 7,750,000		\$ 2,150,000		\$ 1,350,000		\$ 1,350,000		\$ 12,600,000
02 Site Costs		\$ 4,300,000		\$ 800,000		\$ 1,100,000		\$ 1,100,000		\$ 7,300,000
03 Regulatory		\$ 500,000		\$ 500,000		\$ 100,000		\$ 100,000		\$ 1,200,000
04 Owner Costs		\$ 350,000		\$ -		\$ 50,000		\$ 50,000		\$ 450,000
05 Construction		\$ 43,175,000		\$ 11,250,000		\$ 7,250,000		\$ 7,250,000		\$ 68,925,000
06 Furniture & Fixtures		\$ 1,500,000		\$ -		\$ 200,000		\$ 200,000		\$ 1,900,000
07 Equipment		\$ -		\$ -		\$ -		\$ -		\$ -
08 Technology		\$ 2,400,000		\$ -		\$ 200,000		\$ 200,000		\$ 2,800,000
09 Subtotal Project Cost		59,975,000		14,700,000		10,700,000		10,550,000		95,925,000
10 Escalation Contingency ~8%		4,836,000		1,084,000		837,000		860,000		7,617,000
11 Project Contingency 15%		9,039,000		2,216,000		1,613,000		1,590,000		14,458,000
12 Fire Station #4 Allowance		-		-		-		-		2,000,000
13 Total Project Cost		\$ 73,850,000		\$ 18,000,000		\$ 13,150,000		\$ 13,000,000		\$ 120,000,000

Mayor and Council –

Per Mayor Fischer's comments, please see the presentation and draft minutes from the most recent Finance and Administration Committee meeting, where members heard the details on the various Brownfield incentives available.

- Victor

NOVEMBER 2025

Tax Increment Financing

City of Novi

Executive Summary

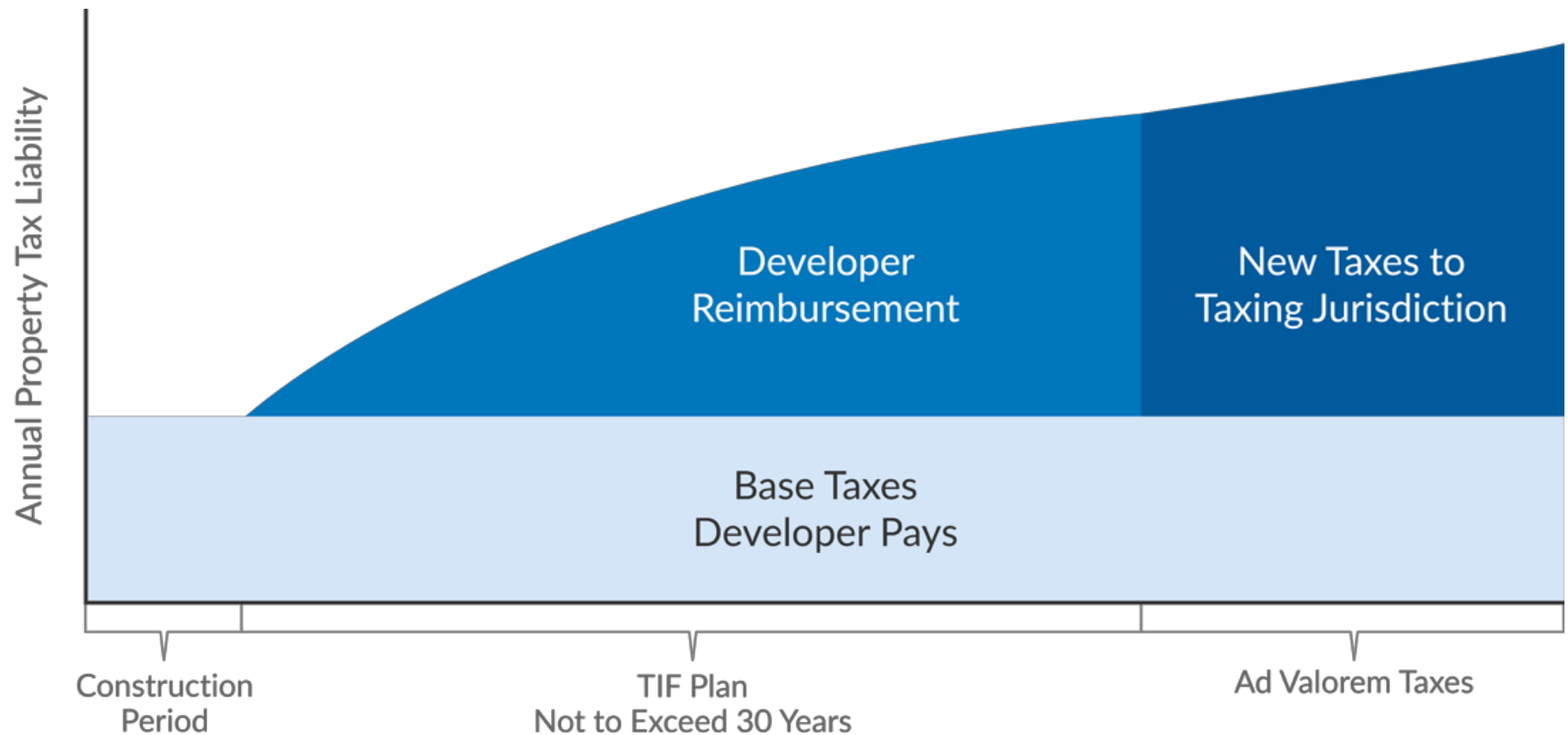
The State of Michigan's Brownfield Redevelopment Financing Act ("Act 381 of 1996" or "Act 381") was established to allow for real estate developers to be reimbursed by the new property taxes created from their investment for qualifying costs associated with the clean-up of "brownfield" (i.e. environmental contaminated) sites, aka "Tax Increment Financing" or "TIF".

The State has since enacted amendments to Act 381 in 2017 and 2023 to allow for large-scale mixed-use projects and housing development projects, making TIF a cornerstone of Michigan's redevelopment strategy. These programs enable municipalities and developers to collaborate on revitalizing underused sites, expanding housing, and stimulating economic growth. Despite their widespread use, misconceptions remain about how TIF works, who benefits, and its impact on local budgets.

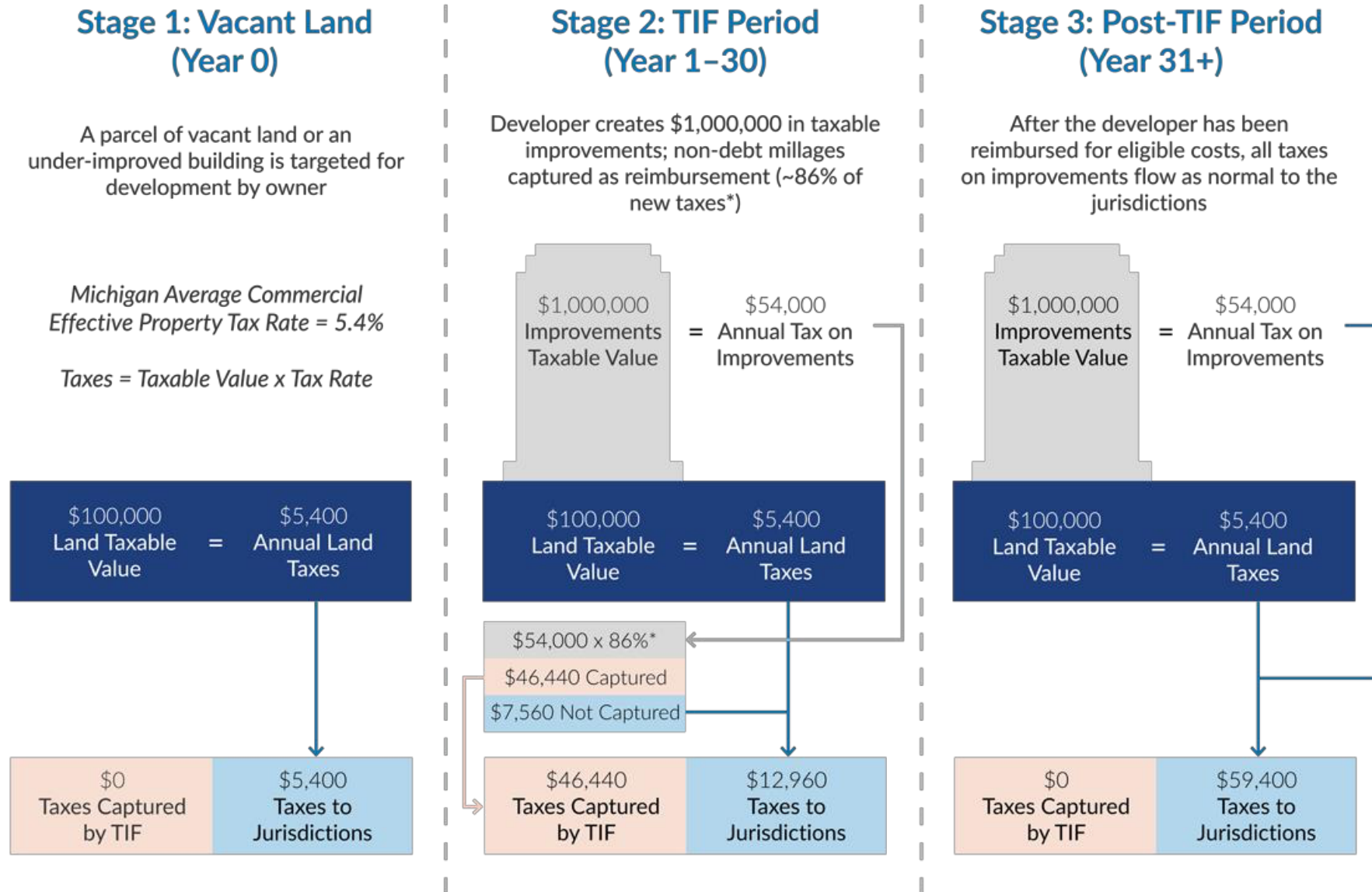
It's important to note that TIF is not a tax increase — it's a reinvestment strategy. By deferring incremental tax revenue, Michigan communities unlock immediate development that drives long-term economic and social returns.

What Is “Tax Increment Financing”?

“Tax increment financing” or “TIF” is an incentive structure that exists in 49 out of 50 states in the United States. The structure allows a developer to capture incremental tax revenue generated by a development to reimburse for eligible activities (e.g. site clean-up, infrastructure, construction costs, etc.). The developer pays standard property taxes and is reimbursed for an applicable portion the following year. In Michigan, the new taxes created are eligible to be captured by the developer for up to 30 years.



How Does A “TIF” Work Over The Long Term?



What Are Michigan's Project-Specific "TIF"s?

	BROWNFIELD TIF	MSHDA HOUSING TIF	TRANSFORMATIONAL BROWNFIELD
Description	Supports the clean up of contaminated sites, the development of transit-oriented properties, or the redevelopment of blighted, functionally obsolete, and historic property	Supports the creation of new housing and the preservation of existing housing Since 2023, ~\$800 million in housing investment projects (~3,000 units) approved through the program	Supports large-scale mixed-use developments on dirty sites that have a transformational impact on a City's population, commercial activity, or employment Since 2017, supported billions in real estate development statewide
Eligible Costs	Environmental testing and cleanup, demolition, lead/asbestos abatement, site preparation, public infrastructure	Infrastructure and safety improvements, parking, site preparation, demolition and renovation costs, financing losses associated w. affordable housing commitments	All construction activities
Reimbursement Mechanism	Property Taxes for up to 30 years – Excludes debt millages	Property Taxes for up to 30 years – Excludes debt millages	Property Taxes for up to 30 years – excluding debt millages + % of State Income, Withholding, & Sales Taxes for up to 20 years
Who Approves	Local Municipality, Local/Regional Brownfield Authority, EGLE, Michigan Strategic Fund	Local Municipality, Local/Regional Brownfield Authority, Michigan State Housing Development Authority	Local Municipality, Local/Regional Brownfield Authority, Michigan Strategic Fund

Transformational Brownfield Program

TBP PROGRAM SUMMARY			
Program Requirements	1. Each Building Has A Recognized Brownfield Condition 2. Plan Must Exceed \$75 Million in One or More “Contiguous” Buildings 3. City of Novi & State of Michigan Must Designate As Having A “Transformational Impact”, Defined As; A. Growth In Population B. Growth In Commercial Activity C. Growth In Employment 4. Pass A City & State Financial Review That Demonstrates “Need” for Incentive to Make Projects Financially Feasible		
Approving Entities	Novi City Council, Oakland County Brownfield Redevelopment Authority (OCBRA), Michigan Strategic Fund (MSF), Michigan Economic Development Corporation (MEDC)		
VALUE OF PROGRAM			
Incentive Resource	Description	Program Limits ^[1]	Example Value
State Construction Sales Tax Exemption	Exemption on State Sales/Use Tax For All Michigan-Based Construction Materials	Duration: Construction Program Cap: Unlimited	\$200 PSF Hard Costs * 50% Materials * 6% Sales Tax = \$6 PSF Exemption
State Construction Income Tax Reimbursement	Annual Reimbursement of State Income Taxes Paid By On-Site Construction Workers	Duration: Construction Program Cap: \$200 Million	\$200 PSF Hard Costs * 30% On-Site Labor * 3.5% Eff. Income Tax = \$2.10 PSF Reimbursement
Ongoing State Tax Capture Reimbursements	Annual Reimbursement of 50% Of The Income / Withholding Taxes Paid By Residents / Workers Occupying The Project Post-Construction + 100% Of The Sales Taxes Collected By Retail & Hospitality Businesses On-Site Of The Project	Duration: 20 Years Program Cap: \$1.6 Billion Annual Cap: \$80 Million + Unused Share from Prior Yrs	Income Taxes ^[3] = \$100,000 Income Per 800 SF Unit * 3.5% Eff. Income Tax * 50% Capture = \$2.20 PSF / Yr Reimb.
			Withholding Taxes = \$100,000 Income Per FTE / 400 SF * 3.5% Eff. With Tax * 50% Capture = \$4.40 PSF / Yr Reimb.
			Hotel Sales Taxes = \$200 / Room Rate * 6% Sales Tax = \$12 / Room Night Reimb. Retail Sales Taxes = \$400 PSF * 6% Sales Tax = \$24 PSF / Yr Reimb.
State & Local Property Tax Increment Financing	Annual Reimbursement Of Property Taxes For Approved Millages Paid Over Base Value	Duration: 30 Years Program Cap: Unlimited	\$70 Assessment PSF * 50 Capturable Mills = \$3.50 PSF / Yr Reimb.

Why Are Cities Using TIF?

State and local government leaders continue to grapple with scourge of record-high housing unaffordability^[1] and commercial office vacancy rates^[2].

The State of Michigan is short an estimated 190,000 housing units^[3]. From 2014 to 2023, Michigan built just one new home for every 14 new jobs^[4] - leaving thousands of workers struggling to find housing. Meanwhile, changing work patterns associated with remote work and commercial office vacancy rates are beginning to impact property values^[5] — a mere 1% increase in vacancy can reduce property values by a staggering 2 to 3%.

Cities across Michigan are using project-specific TIF programs to address these problems, including the redevelopment of environmentally contaminated land^[6], investments in workforce housing^[7], and large-scale transformational investments^[8] that will draw new residents and jobs. These leaders are making the conscious decision to forgo short-term property tax gains in exchange for enhanced spending in the local economy today.

[1] <https://www.pewresearch.org/short-reads/2024/10/25/a-look-at-the-state-of-affordable-housing-in-the-us>

[2] <https://www.moody's.com/web/en/us/insights/data-stories/us-commercial-real-estate-vacancies-downtown-vs-suburbs.html>

[3] <https://www.mlive.com/public-interest/2024/01/michigan-needs-190000-more-housing-units-to-curb-a-crisis.html>

[4] <https://www.michigan.gov/mshda/developers/employer-assisted-housing>

[5] <https://stancerealestate.com/the-impact-of-vacancy-rates-on-property-value-and-roi/>

[6] <https://www.axios.com/local/detroit/2025/10/10/wnba-practice-facility-riverfront-cleanup>

[7] <https://www.mlive.com/public-interest/2025/05/michigan-developer-promises-to-build-250-extra-homes-a-year-with-new-tax-program.html>

[8] <https://www.mlive.com/news/grand-rapids/2024/08/state-board-approves-252m-incentive-plan-for-grand-rapids-stadiums-housing-towers.html>

Why Are Developers Asking For TIF?

Michigan ranks among the top states for property tax burden, making TIF a critical tool for offsetting high upfront costs and continued high operating costs. TIF programs help bridge funding gaps, making projects with broad community impact that might otherwise stall due to financial constraints viable. These programs are proving decisive for the viability of real estate projects in Michigan, as developers face significant national and local headwinds that are widening financing gaps.

STATE & LOCAL HEADWINDS

1. High Property Taxes
 - A. Michigan ranks 14th highest in the Country for effective property tax rates, with Oakland County in the top 20% of counties nationwide^[1]
2. Increasing Construction Costs Outpacing Inflation
 - A. Construction costs have increased 41.6% since the pandemic, significantly outpacing the 21.9% inflation rate^[2]

NATIONAL HEADWINDS

1. Tariffs Impact on Construction Costs
 - A. Recently enacted tariffs by the Federal Government are estimated to further increase commercial real estate construction materials costs by 9.0%^[3]
2. Persistently Higher Interest Rates
 - A. 10-Year Treasury Yields, the benchmark financing rate for most long-term real estate debt, has increased from 0.79% in October 2020 to 4.14% in October 2025^[4] – in actual dollars this means the operating income that once could finance \$1,000,000 in construction debt can now only support ~\$650,000, a 35% reduction
3. Reduction in Federal Funding for State & Local Projects
 - A. The Fiscal Year 2026 Federal Budget proposes eliminating much of the Federal funding for local economic development and residential housing gap financing^[5]

[1] <https://taxfoundation.org/data/all/state/property-taxes-by-state-county/>

[2] <https://citizenportal.ai/articles/3821813/Michigan/Michigan-construction-leaders-debate-code-changes-amid-rising-material-costs>

[3] <https://fred.stlouisfed.org/series/DGS10>

[4] <https://www.cushmanwakefield.com/en/united-states/insights/the-impact-of-tariffs-on-cre-construction-costs>

[5] <https://www.crec.net/2025/06/06/what-the-fy-2026-federal-budget-proposal-signals-for-regional-economic-development/>

Addressing Municipal Concerns

Real estate development projects that are supported through TIF are typically done so in the interest of stimulating the local economy through further commercial development, redeveloping sites that otherwise wouldn't be redeveloped, or encouraging housing development. Cities that support TIFs are agreeing to forgo the potential new property taxes created by a project for some period of time – meaning that they are left to fund the increased cost burden on local services associated with the new development through other mechanisms.

Municipal Services Agreement	An agreement between the Developer and the Local Municipality to fund a specific amount for operations (e.g. Police/Fire, Parks & Rec) for the duration of the TIF
Community Benefits Agreement	An agreement between the Developer and a local community group outlining contributions to be made by the Developer to the community in response to concerns the community has related to the project.
Application Fees	Fees charged by the Local Municipality to offset the cost of review
Brownfield Redevelopment Authority	An authority establish by the Local Municipality or the County that can charge fees on the captured TIF to be used for various administrative costs
Local Brownfield Revolving Fund	A fund establish by the Local Municipality or the County that can charge fees on the captured TIF to be used for various land development costs

Which Jurisdictions Are Subject to “TIF” Capture?

TAXING JURISDICTION	TOTAL MILLAGE	TIF CAPTURABLE MILLAGE
School Operating	18.0000	18.0000
State Education	6.0000	6.0000
School Supp > 18	0.9365	0.9365
General City Operating	4.7505	4.7505
Streets	1.4197	1.4197
Police/Fire	1.3518	1.3518
Parks & Rec	0.3648	0.3648
Drains	0.6120	0.6120
Capital Improvements	0.9514	0.9514
Library	0.7303	0.7303
PA359 Econ DVLP	0.0100	0.0100
Oakland County Operating	3.9539	3.9539
Oakland County HCMA	0.2062	0.2062
Oakland Community College	1.4836	1.4836
Oakland County PK&RC	0.6500	0.6500
Oakland County Transit	0.9464	0.9464
Oakland County ISD-Voted	2.9667	2.9667
Oakland County ISD-Allocated	0.1874	0.1874
Oakland County Zoo	0.0941	Not Captured
Oakland County Art	0.1937	Not Captured
2008 Library Debt	0.3471	Not Captured
School Debt Novi	6.5000	Not Captured
School Sink 631	0.4713	Not Captured
Public Safety Debt (2026)	1.0000	Not Captured
Total	53.1274	45.5212

Case Study: Bedrock | Approved Project

Project Highlights:

Hudson's Detroit

- 1.5 Million SF of retail, office, residential, hospitality, and event space
- Completion: October 2025

Book Tower/Book Building

- 101,000 SF renovation of retail, office, residential, parking, and event space
- Completion: June 2023

One Campus Martius

- Expansion of 310,000 SF of office space, 27,000 SF of flexible event space, and 5,500 SF outdoor terrace
- Completion: March 2020

Cadillac Square

- 1.5 million SF of retail, office, residential, parking, and entertainment space
- Completion: TBD



Project Overview:

The Hudson's Detroit redevelopment is a landmark \$2.15 billion mixed-use initiative that spans 3.1 million square feet across four transformative sites in downtown Detroit: Hudson's Detroit, Cadillac Square, Book Tower/Book Building, and One Campus Martius. Spearheaded by Bedrock Management Services, the project encompasses six acres of new construction and historic renovation, integrating residential, retail, office, hospitality, parking, and event spaces. At its centerpiece is Hudson's Detroit, featuring Michigan's second-tallest building and marking the city's first ground-up development in over half a century. The project is backed by \$618 million in incentives through a Transformational Brownfield Plan, reflecting strong public-private collaboration. Upon completion, it is projected to create approximately 7,738 new jobs and serve as a catalyst for continued investment and revitalization in Detroit's urban core. By blending modern infrastructure with preserved architectural heritage and introducing experiential entertainment venues, the development is poised to redefine the city's skyline and enhance its cultural and economic vibrancy.

Case Study: Grand Rapids | Approved Project

Project Highlights:

Acrisure Amphitheater

- 12,160-seat venue on 10.6 acres
- Completion: May 2026
- Impact: 300,000 visitors annually, \$563 million in net new economic impact

Amway Soccer Stadium

- 8,500-seat stadium on 8.2 acres
- Completion: 2027
- Impact: 160,000 visitors annually, \$290.7 million in net new economic impact

Mixed-Use Development

- Amphitheater Tower: 21 stories, 475 apartments, retail, 475 parking spaces
- Stadium District Tower: 18 stories, 260 apartments, retail, office, 350 parking spaces, pedestrian skywalk



Project Overview:

Grand Action 2.0 is spearheading a transformative redevelopment of 31 acres along the Grand River, anchored by two major venues and mixed-use projects that will redefine downtown Grand Rapids. The Acrisure Amphitheater is a 12,160-seat outdoor venue on 10.6 acres, set to open in May 2026. With a \$184 million investment, it will host 50+ events annually, draw 300,000 visitors, and generate \$563 million in net new economic impact to the state. The Amway Soccer Stadium, an 8,500-seat multi-purpose venue on 8.2 acres, will open in 2027. Backed by a \$175 million investment, it's projected to deliver \$408 million in long-term revenue and \$290.7 million in economic impact for the state. Supporting these anchors are two mixed-use projects. The Amphitheater Mixed Use is 21 stories with 475 apartments, retail, and parking. The Stadium District Tower will be 18 stories with 260 apartments, retail, office, and a pedestrian skywalk. Together, these projects will create over 950 new jobs, attract hundreds of thousands of visitors annually, and unlock thousands of housing units (including future development opportunities). Public-private partnerships, philanthropic support, and the Transformational Brownfield Program (\$252.3 million) are driving the funding. This initiative will revitalize the riverfront, boost tourism, expand housing, and deliver lasting cultural and economic benefits to the region.

Case Study: Novi City West | Potential Project

Project Highlights:

Hotel

- 225+ Key new convention hotel and outlot restaurant

Townhomes

- 110+ for-sale townhomes

Senior Living Community

- 170+ unit for-rent senior living community

Workforce Housing & Grocer

- 50+ unit workforce housing with ground floor grocer

The Mix

- Restaurant concept

Apartment Building

- 100+ unit for-rent apartment community

1Source

- Office expansion for existing local company

Mixed Use Project

- 250+ unit for-rent apartments with retail building

Neuro Inclusive Community

- 180+ for-sale unit neuro-inclusive community



Project Overview:

The Suburban Collection Showplace (SCS), Michigan's largest privately-owned convention center, anchors a transformative \$400+ million mixed-use development known as "Novi City West." Located on a 55-acre site in Novi, SCS offers over 600,000 square feet of event space and draws more than 2 million annual visitors for trade shows, expos, and corporate events. The project aligns with the City of Novi's vision to revitalize the Grand River Corridor into a vibrant, mixed-use district. The development introduces a diverse range of housing options, including over 100 for-sale townhomes, a 170+ unit senior living community, a 180+ unit neuro-inclusive residential offering, and more than 400 multi-family rental units across three mid-rise buildings. A proposed 225-key convention hotel will further enhance SCS's event-hosting capabilities and economic impact. Complementing the residential and hospitality components are key commercial additions: a 30,000 SF grocer, a 17,000 SF food and beverage destination called "The Mix," and 23,000 SF of ground-floor and outlot retail space. Additionally, 1Source plans to expand its headquarters and manufacturing facility, adding 10+ full-time jobs. Together, these elements create a walkable, inclusive, and economically dynamic district poised to elevate Novi's regional prominence.

Which Jurisdictions Captured Under Novi's Corridor Improvement Authority?

TAXING JURISDICTION	TOTAL MILLAGE	% CIA Capture
School Operating	18.0000	-
State Education	6.0000	-
School Supp > 18	0.9365	-
General City Operating	4.7505	50%
Streets	1.4197	50%
Police/Fire	1.3518	50%
Parks & Rec	0.3648	50%
Drains	0.6120	50%
Capital Improvements	0.9514	50%
Library	0.7303	50%
PA359 Econ DVLP	0.0100	-
Oakland County Operating	3.9539	50%
Oakland County HCMA	0.2062	50%
Oakland Community College	1.4836	50%
Oakland County PK&RC	0.6500	50%
Oakland County Transit	0.9464	-
Oakland County ISD-Voted	2.9667	-
Oakland County ISD-Allocated	0.1874	-
Oakland County Zoo	0.0941	-
Oakland County Art	0.1937	-
2008 Library Debt	0.3471	-
School Debt Novi	6.5000	-
School Sink 631	0.4713	-
Public Safety Debt (2026)	1.0000	-
Total	53.1274	



CITY OF NOVI
Finance and Administration Committee Meeting
November 24, 2025, 5:00 p.m.
Mayor's Conference Room | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0445

CALL TO ORDER: 5:02 p.m.

ROLL CALL: Mayor Fischer, Mayor Pro Tem Casey, Councilmember Staudt

STAFF LIAISON: Victor Cardenas, City Manager

ALSO PRESENT: Tom Schultz, City Attorney
Jake Austermann, Plante Moran Realpoint
Eric Helzer, Advanced Redevelopment Solutions

APPROVAL OF AGENDA

Motion: Casey; Seconded: Staudt; Approved: 3:0

APPROVAL OF MINUTES – October 21, 2025

Motion: Casey; Seconded: Staudt; Approved: 3:0

PURPOSE OF THE MEETING

Mayor Fischer opened the meeting by stating that there has been a lot of interest in the Transformation Brownfield Program, including for Mr. Bowman of the Suburban Collection Showplace and his upcoming proposed project in City West. As the City of Novi has not previously been involved with the program Mayor Fischer thinks it is important that there be a core group of Councilmembers who are able to dive into the situation and get information from experts about these programs. He thinks that this Finance and Administration Committee is the appropriate body to make that initial deep dive, with the expectation that City staff will then share the presentation, minutes, and a summary of the subject on an upcoming administrative packet so the rest of City Council is also informed on the topic. This is a fact finding mission, that will include the presentation by Mr. Austerman as well as an informal Question and Answer session. Mayor Fischer then invited Mr. Austerman to begin his presentation.

1. Michigan Tax Increment Financing (TIF) Programs Presentation
with Jake Austermann of Plante Moran Realpoint

Mr. Austerman introduced himself to the group, stating that he works with the Plante Moran Realpoint Consulting Group and that over the last decade he has worked primarily in the City of Detroit with economic development incentive projects there. These include tax abatements and Tax Increment Financing (TIF) in both districts and project specific programs. He has done work on all sides, with large occupiers, non-profits, municipalities, Economic Development Authorities, etc.

There are two forms of TIF in Michigan:

1. Project Specific

Where the project is creating the tax production which it then reaping the benefit of. It is a performance-based incentive and includes the Brownfield TIF, the Michigan State Housing Development Authority (MSHDA) Housing TIF, and the Transformation Brownfield programs. The developer makes an investment, creates new property taxes, and is reimbursed a share of those property taxes as a means of incentivizing that investment. A “pull” incentive to draw investment/development to a community.

2. District

A “push” incentive where a localized tax-increment district is created that can capture property taxes currently being generated there (including the possibility of levying a new millage for that area). The authority then makes investments within the boundaries of that district using those dollars. This is somewhat similar to the Corridor Improvement Authority (CIA) in Novi. The district concept was also used for the Little Cesar Arena.

TIF Programs are used in all US States except Arizona. Mr. Austerman used graphs on page three and four of his presentation to illustrate how the TIF model works. It is effectively a temporary redirecting a portion of tax revenue to a developer, after a set number of years the full portion of taxes again go to the local taxing body. Each program differs on the exact percentages of how the tax revenue is divvied up (between authorities, local, county, state, etc.). It is not permitted to capture debt encumbered millages like bond debt, school debt, or other specifically encumbered millages.

Mr. Austerman provided a breakdown of the three Michigan three TIF programs that would fall under a project-specific designation including a brief description, eligible costs, reimbursement mechanism, and approving authorities for each on page five of his presentation. In summary:

Brownfield TIF - Supports the cleanup of contaminated sites, the development of transit-oriented properties, or the redevelopment of blighted, functionally obsolete, and historic property. The Brownfield TIF essentially supports the cost of cleaning up a contaminated brownfield site so a developer can approach it much as they would a greenfield site. They are reimbursed through a portion of property taxes on eligible costs for up to 30 years OR up to the amount of spend on eligible activities. This program has been used in Novi, Dunhill Park, and Villas at Stonebrook.

MSHDA Housing TIF – a new program enacted in 2023 with the goal of increasing housing production in the State of Michigan, especially of workforce housing. Eligible costs include, among other expanded items, a rent-loss gap which makes up for the difference between where market-rate rents are and the affordable rent that the developer agrees to restrict a building or units to. The number of affordable units varies, and is negotiated between the developer and local municipality.

Mr. Helzer added that an "affordable unit" is at or below 120% of the area median income. Typically a minimum of units across the state is about 20% of the development but it varies by authority. Some communities set it up so that the developer is only financed on the affordable proportionate amount of the eligible costs or even further tailored local policy. The cities of Ann Arbor, Grand Rapids, Lansing, Traverse City have further requirements to force more affordability. It allows for a large amount of negotiability. Mr. Austerman stated that, from the State's perspective, this program has been hugely successful with ~\$800 million in housing investment projects (~3,000 units) approved through the program to date. It is also supported by property taxes for up to 30 years

Transformation Brownfield Program –

** Additional information was provided for this program on page 6 of the presentation*

Supports large-scale mixed-use developments on brownfield sites that have a transformational impact on a City's population, commercial activity, and employment. Eligible plans must exceed \$75 mil in one or more "contiguous" buildings. In addition to property taxes for up to 30 years this TIF also includes incentive resources of Sales tax exemption on Michigan-based construction materials, a percentage of State Income, Withholding, and Sales tax for up to 20 years.

Councilmember Staudt asked why the limitation on State Income, Withholding, and Sales tax were set at 20 years instead of 30 like the State/County/Local Property Taxes? Mr. Helzer said that the state policy has always been proportionality on real property taxes so they are maintaining that under law. Through the additional tax resources the State is putting in more money than the original proportionality.

Mr. Austerman added that there are caps on the resources as allocated under State legislation. It is an incentive brought by the state to encourage local investment/development. It is significant in getting a project that might have a gap in financing to close that gap. It operates under that understanding that if not for these incentives the development would not be able to start construction, get financing, or get the proper returns to attract outside capital. The Property Tax portion operates the same as it would under the Brownfield or MSHDA Housing TIFs but the biggest difference is that this program makes almost all construction costs eligible for reimbursement (IE tradition brownfield work plus any "vertical" construction).

Councilmember Staudt expressed that he struggles with the inclusion of for-sale units and doesn't think they should be included in a TIF, he thinks it makes it a long-term investment strategy for wealthy developers. Mr. Helzer said that he too has struggled with this but that he has come to understand that there a lot of hybrid options for the financing, it all comes down to numbers. Sometimes residential is excluded from any cost eligibility but the revenue is captured to accelerate the payment and reimbursement, allowing the financing on the rest of the project. Where the money is placed and what it is captured from can be hybridized so that the entire project can be financed.

Mr. Austerman added that there are controls and governors around the profit-making mechanisms. The state does an underwriting analysis on the rate of return the developer is set to make, and there are caps in place on what they can make. The developer has to prove the need for the incentive requested and there is a lot of negotiability built-in for the local authority, for the duration and the eligible components and where costs are directed. The City has to sign off on a project before it gets to the State level. The reimbursement is fully performance based and all income/revenue is included within the TIF financial model.

Councilmember Staudt asked if segments of the development can be sold off during the TIF capture period and where the selling price goes (to pay off debt)? Mr. Austerman said that yes, segments can be sold and that ultimately the TIF would be assigned to the new buyer or the debt holder, therefore remaining part of the program for its duration. Ultimately because you have the State resources it encourages the viability of the project throughout the life cycle. If they sell it will potentially do so at a higher price, so property taxes can be reimbursed quicker and the value placed on it after it sells on tax rolls is higher.

Mr. Austerman then went over why Cities use TIF including the identified need for workforce housing, the documented change in work patterns (IE more working from home which has effected commercial office vacancy and impact to property tax valuations on office properties), municipalities looking to create more vitality in their urban cores, converting vacant land or vacant office buildings to housing, encouraging the spend in major retail centers that need sufficient foot traffic to be viable, etc. A 1% increase in vacancy can reduce a property's value by 2 - 3% so as Cities have struggled with office vacancies you see lagging inflation on property tax valuations, some of which if overcome by Headlee, but that will ultimately hit a city's bottom line.

He then spoke on Developer use of TIF is in part because Michigan has a high property tax burden (14th highest in the country for effective property tax rates with Oakland County among the top 20% of counties nationwide) and construction costs have significantly outpaced rent growth in many markets. The TIF programs are a means to offset that.

Mayor Fischer asked why the State doesn't focus on the effective property tax rate being too high and working to do something there as opposed to throwing money at "a couple winners and losers." This helps very little in the grand scheme of property taxes so it rubs him the wrong way a bit. Mr. Austerman agrees with Mayor's comment though noting that he would love to see statewide property tax reform but that this current state is why developers are asking for TIF. It is a tool developed to deal with the issue. Mayor Fischer remarked that it is frustrating to see a structural problem with a program that will only help a few developers. He asked how many projects have gone through the Transformational Brownfield process, Mr. Austerman guessed 12 -15 plans. Mayor followed up to ask how many developers, if any if it is a smaller number compared to the plans. Mr. Austerman said that he

doesn't believe anyone has "double dipped" at this point though there is at least one applying for a second time.

Councilmember Staudt asked if the process is possible without the residential component and for an example of a plan that did so. It is allowed under the program as the plan must be for mixed-use developments but that mixed-use does not have to include residential, however, all of the plans that have gone through to date have included a residential component.

Councilmember Staudt said that it would be a quandary as to how to explain the TIF program to residents, and how it benefits them.

Mr. Austerman said that it can be a concern for municipalities that they are contributing the "allowance" for the developer to capture local taxing jurisdictions, leaving the jurisdiction with no new revenue to address the needs (additional staff, road burden-based repair needs, other services, etc.) that arise from the new development. Some ways to offset this concern are the following mechanisms:

Municipal Services Agreement

An direct agreement between the Developer and the City for the developer to fund a specific use (operations, Police/Fire personnel, etc.) for the duration of the TIF. Less common in Mr. Austerman's experience.

Community Benefits Agreement

The more common mechanism in Mr. Austerman's experience, because it helps to directly reflect what the voters think. It is an agreement between the Developer and a local community group/neighborhood action committee outlining contributions to be made by the Developer to the community to offset concerns.

Mayor Fischer asked for an example of this. Mr. Austerman said that the Henry Ford Hospital Expansion included the agreement to build an urgent care, establish a greater presence of care for Detroit residents throughout the neighborhoods, to contribute land to city uses – specifically the Community Land Trust (an affordable housing concept the city was focused on). It could include things like an affordable housing fund, a small business fund, etc. City Attorney Schultz noted that a Municipal Services Agreement would potentially be of more interest to Council, so it could pay for things like public safety personnel or vehicles. Mr. Austerman said that Community Benefits Agreements are often very political as a negotiation between residents and developer with the City as an arbiter. They are very specific agreements with often expansive process including many meetings and public information sessions. Mayor Fischer agreed with Mr. Schultz that a Municipal Services Agreement, especially towards public safety, would be the option of choice. Mr. Schultz also said that neither the Municipal Services or Community Benefits Agreements are referred to in the statute, they developed as allowable local mechanisms (IE not necessarily endorsed by the state but allowable in that they will not say no to a project that includes them). Mr. Austerman said that the State essentially wants to see the local municipality bought-in to the project. If the state sees the local approval and the project plan meets state

criteria then they will commit their funding to the project. These agreements are realistically how the local municipality identify way to offset the new costs associated with new development.

Application Fees

Fees charged by the Local Municipality to offset the cost of review

Brownfield Redevelopment Authority

An authority established by the Local Municipality or the County that can charge fees on the captured TIF to be used for various administrative costs. This can be set up at the local level, there is already one at Oakland County. There are a lot of existing practices, policies and procedures and therefore a real cost associated with it. They can charge administrative fees that can go to the benefit of the city authority.

Local Brownfield Revolving Fund

A fund established by the Local Municipality or the County that can charge fees on the captured TIF to be used for various land development costs specific to brownfield development.

Mayor Fischer summarized that these last three (Application fees, Brownfield Redevelopment Authority, and Local Brownfield Revolving Fund) are essentially a way for the City to skim a bit of the TIF to keep. Mr. Austerman agreed. Mr. Helzer Brownfield Redevelopment Authority and Local Brownfield Revolving Funds can be significant. Some municipalities have as high as 20% going to those buckets, it just has to be justified that it can be spent. There is real opportunity for the city there.

Mr. Austerman also offered a few case studies, the approved projects of Bedrock (Hudson's Detroit, the Book Building, Campus Martius Expansion, and Cadillac Square) and Grand Rapids (Acrisure Amphitheater, Amway Soccer Stadium, and a mixed-use development).

City Manager Cardenas asked about the incentives reporting mechanism, acknowledging that it has to show profits made for the length of the agreement. For example, the lease agreement has to be divulged to...? Mr. Austerman said yes, divulged to the state and the state manages that from the reimbursement process standpoint.

Mr. Schultz asked how the 30-year period works (IE approval, construction start, construction completion, reimbursement period). Mr. Austerman said that the program gives 5-years from the date the plan is approved for the project to conclude. Mr. Helzer added that it is a deferred start of capture, typically written as start of construction OR 5-years (whatever is sooner). After those 5-years you start to eat into your period of capture. If no investment or construction is started then there are termination from both the City and State standpoints. Mr. Schultz asked for clarification if it is 5-years from the start of the 1st part for the entire project or for individual nodes of it. Mr. Austerman said it is nodes, there is a build-period allowed through the reimbursement agreement

for each component. Mr. Helser added that that would be created in a phased build and revenue plan.

He also showed the potential project of Novi City West, being proposed by Mr. Bowman of the Suburban Collection Showplace (page 13 of presentation).

Mr. Schultz asked why there isn't a slide regarding what the City West project will ask of the City and Corridor Improvement Authority (CIA) as far as investment/infrastructure needed. Mr. Austerman said that this session for the Committee was designed as educational on TIF programs, not for a specific project. There is still a lot of discussion to be had regarding City West. Mr. Cardenas noted that the State would want to see the City have a stake in the project though.

Councilmember Staudt asked if the County would get involved due to Grand River, Mr. Cardenas said that the current plan does not appear to impact Grand River, just some smaller local roads.

Following brief discussion of potential financing through the City and/or the CIA Councilmember Staudt asked how much the CIA gets from the TIF. Mr. Austerman said it would likely be more than ½ the capturable amount. Mr. Austerman further noted that this is one mechanism that can help keep the City funded in this dynamic. If the CIA is extended, then that capture extends through the full term of the brownfield plan because it's encumbrance supersedes the developers (IE they are in 1st position because the CIA was established prior to the transformation brownfield project). Mayor Fischer asked what the formula is for that. Mr. Austerman said there is a formula where the CIA gets 50% of the taxes for specific jurisdictions with new taxes generated. Mayor Fischer if the table Mr. Austerman provided could be updated for those capturable – Mr. Austerman said yes. Councilmember Staudt asked if, after 12 years the CIA isn't renewed does the developer get it all? Mr. Austerman said that there is precedent in recent brownfield approvals to believe they would then flow to the City rather than the developer. There is room for difference there though.

Councilmember Staudt and Mr. Schultz asked why the CIA would be interested if the CIA got all the public infrastructure it wants paid for through the project?

Mr. Austerman said that if the CIA is extended then it gives a new 30-year cycle on top of the current 12-year cycle. This would require Oakland County to extend the CIA, in part on basis that this project was never contemplated previously. Once the developer capture has stopped the CIA's can still extend outward, being the benefactor of those taxes, continuing to incent projects long after the developer's benefit has ended. The group briefly discussed the viability of the County extending the CIA. Mr. Austerman noted that the County would also be part of the Transformational Brownfield Process, approached in much the same way the City is. Councilmember Staudt asked who makes the legal determination if, at the termination of the brownfield

authority, the funds go back to the City? Mr. Helzer said they have to go back to the City, it is statutory. Mr. Cardenas said that it is similar to the CIA in that way.

Mayor Fischer asked why in the Bedrock Case Study if it was a 2 billion dollar investment why the incentive is only 600 million? Mr. Austerman said it was because they "maxed out" production. The total value of the incentive over 30 years was 600 million, they only got as much reimbursement as they could produce. The governor is cost and/or duration.

Mayor Fischer asked for some clarification of the math on slide 4, asking if the City didn't have a CIA it would be likely that you could have a 100 Mil project with 100 Mil back incentive. Mr. Austerman said no, what he provided was a simplified math example. Because property taxes on a per unit basis are about \$5,000 per year, a new unit takes \$250,000 to build and is assessed for \$100,000 a unit, you aren't going to be able to fully reimburse the value of the unit on that \$5,000 (5% on 50% of the value). Mayor noted then that on the example all the numbers should then be cut in half and Mr. Austerman agreed.

Councilmember Staudt asked much we should expect from projects if the City establishes a Brownfield Authority. Mr. Helzer said that he sees a lot of authorities get about 5% of all capturable revenue annually. Councilmember Staudt asked why we would let the County capture that money, Mr. Helzer agreed, noting that they recommend that the City establishes their own brownfield authority. Mr. Schultz asked what the City can use the money out of that revolving fund for? Mr. Helzer said it could be used to acquire land that falls under the program's eligibility. It could also be used to set up a fund for low-interest loans or grants to offset costs on other projects, infrastructure improvements, parks, roads etc., as long as they are related to another eligible project. Councilmember Staudt noted that this could be a lot of money. Mr. Austerman noted that there is an administrative process to establish a brownfield authority, personnel to be hired. But it can go into a broader economic development strategy, they can be an incentive for the next project.

Mayor Fischer stated that Novi may be quite different as a community than those that Mr. Austerman and Mr. Helzer have worked with before. Mr. Helzer agreed but said that every authority and city is unique. You can build the program around what you want it to be and the goals the City has. Mr. Helzer noted one Community he is working with is purchasing a Fire Truck under the Community Benefit Agreement under part of the larger TIF.

Mr. Cardenas asked about Central Park South and how far an individual project can be to still be included in the overall development. Mr. Austerman said that if it is part of the continuous plan of development under the masterplan for City West it qualifies. Mr. Helzer continued saying that originally it was narrower, only contiguous properties but it has since been expanded so it can be scattered sites as long as it is part of one development initiative.

Mr. Schultz asked that we be provided with an example of the letter of support that the City would need to submit to the state. He noted he has some concern about submitting a letter like that when we haven't even seen a site plan or reviewed criteria. Mr. Austerman said that it is less defined than a letter of support, the municipality has to be in support in order to bring the application to the state, but they always do the approvals coterminous, meaning there is still a lot to be negotiated between the municipality and developer while they are moving through State approvals. The municipality may use some of the State review in their own approvals, such as on tax projections and underwriting analysis. The letter of support can be drafted so vaguely as "We are excited to consider this project and will be supporting pending our review and negotiation...". Mr. Schultz stressed that it is his job as the City Attorney to preserve the City's right to say "no". Mr. Austerman agreed, saying that realistically it is an uncommitted letter meant to get a conversation going. Mr. Schultz asked for some examples, noting that it would need to be very loose support. Mayor Fischer made the analogy that it is a bit like a mortgage pre-approval letter where you still need to go through the full mortgage application. He then asked how the letter can be crafted in such a way that ALL of City Council, with their various opinions, is prepared to sign off? Mr. Austerman said it doesn't need to be anything binding, just an expression of interest or excitement for the project. Mayor Fischer says he would like clarity on what exactly is needed from Council and the City for Mr. Bowman to apply for the incentive. Mr. Austerman said he believes it is just the letter of support to the State for the program to be extended, Mayor thought there was something more needed based on the previous presentation to the CIA.

Councilmember Staudt asked what the timeline would be for the project. Mr. Austerman said that currently the State hasn't expanded the program and therefore is not a resource for Mr. Bowman to go after. It will require the State Statute to amend and expand the Transformation Brownfield Program. The State Bill is under review in committee but has not yet been scheduled for a hearing, it will mostly likely be heard next year.

Mr. Austerman said that before the State can approve the plan, they will need Local, City and County, approvals (including a resolution from the City of Novi) and the Transformational Brownfield Plan drafted, reviewed, and approved.

Councilmember Staudt noted that MEDC hasn't yet started reviews of the new batch since there are not funds available. Mr. Austerman said yes, though they have looked at a few and expressed interest in the event the program gets refunded.

Mr. Schultz asked about retroactivity, for example if it takes a year to negotiate, can Mr. Bowman approach the City Planning Commission with a plan. Mr. Austerman says that can potentially create an issue with respect to

the "but for" test but that there are dynamics where you can start construction and still apply for incentives at that point.

Councilmember Staudt then asked if Mr. Austerman has other clients applying for these funds and therefore competing for the same pot of money? Mr. Austerman said yes, he had other clients applying but that because the pot of money is so large that they wouldn't realistically be in competition. Councilmember Staudt noted some political concerns about if the program will be renewed. Mr. Austerman said he is not involved with the political side, only the numbers.

To return to the process, Mr. Austerman said that the County would review and approve the plan, including public hearings, the County brownfield authority and board of commissioners, and then would go to the State for approval. During that time the City could be negotiating the Municipal Service Agreement, but it would all need to be completed in advance of moving forward with State approvals.

Mr. Schultz again expressed concern about preserving the City's right to not approve bad plans. He wants to know how this approval can take place prior to the City performing standard Site Plan reviews. Mr. Austerman and Mr. Helzer said that there are callback provisions wherein if the developer does not deliver what the City wants per the development agreement and plan then the incentives don't flow. There are also governors in the plan on how much the program of investment can change (square footage, total investment, etc.) for any project before the developer would have to come back for an amendment. Therefore, City Council gets "another bite at the apple" through the amendment process. Minimums can also be set regarding number of units, square footage, investment, product types, etc. This would be in a concept plan, in substantial form, which would be enough for the brownfield to be approved and then if they don't deliver the incentive doesn't flow. Mr. Cardenas noted that the issue Mr. Schultz has though is that the City has handcuffed themselves to that plan for development that hasn't gone through any kind of site plan approval. Mr. Helzer and Mr. Austerman agreed that was a fair point. Mr. Cardenas further put forward that doing this usurps the legislative authority from the Planning Commission. Mr. Helzer said that City Council is approving the concept plan, product types, and end uses along with a detailed schedule and timing. Mr. Schultz says this is a good conversation, but he is still trying to understand even after having read the statute. In the event a development and brownfield plan with this concept in it is approved and then three years later a public hearing is taking place at the Planning Commission for one of the components (Hotel, apartments, etc.) and the public express that they hate multiple components of the plan. How can the City then say that they have already kind of approved it, how does this mesh with our obligation to follow zoning law. Mr. Austerman said that it is a requirement that the development meets zoning requirements. Mr. Schultz said that it wouldn't be a approval by right site plan but instead the more discretionary Special Land Use. We would hold a public hearing and retain discretion. Mr. Helzer said if these are living documents, it would trigger a Transformational Brownfield Plan amendment that would have to be

approved and go back to the state. Mr. Austerman said that it would have to be in alignment with the City's changes to the project for the special land use and that is something that could be drafted into the development agreement. Mr. Helzer said that the State would agree to that and recognize the zoning in the City of Novi and the Special Land Use process. He also pointed out that the project doesn't mandate things like height, density, etc. which can still go through public hearing. The transformational brownfield plan lays out the end product use, and a change of use would require an amendment.

Mayor Pro Tem Casey said that she doesn't have any comment at this time, but that she has Mr. Austerman's contact information and reserves the right to reach out with questions in the future.

Mayor Fischer thanked Mr. Austerman, stating that this was very useful and a good start to the conversation. The example of City West helped better understand some details. That said, he is still a bit confused as to the next steps for City Council, he expects that Mr. Austerman and Mr. Schultz will continue to discuss and work that out further. He thinks that several at the table have the same concerns/reservations about the proposal currently.

Councilmember Staudt wants to ensure that we keep as much money in the City's pocket as possible. Mr. Helzer reiterated his suggestion of establishing a brownfield authority.

Mr. Austerman would need to submit to the State to start their application review would be a drafted Brownfield Plan, Financial Plan, and other checklist documents (site control, construction drawings, estimates, etc.). The State won't schedule a hearing at the State Strategic Fund until there is a binding resolution from the City Council saying they are in support of the brownfield plan.

Mr. Austerman said that, from his view, the next steps for the City is negotiation between Mr. Bowman and the City on things like a Municipal Service Agreement and Development Agreement. Mayor Fischer expressed that at this point we need all seven voice from the City Council to weigh in. Mr. Austerman said that realistically that may be what Mr. Bowman is looking for, saying that "we support the continued review of this plan by the State while the City continues their own due diligence", something that isn't a binding letter but that involved all parties at the table so we can move forward.

Mr. Schultz asked when an initial review fee is paid for everyone's time on this? Mr. Austerman said it would be up to the City's policy on how that gets set. Mr. Helzer said that for a brownfield of this size it could be six figures between attorney fees, consulting fees, time, etc. It would be another reason to establish a brownfield authority. Sometimes there is a pre-application fee, a brownfield plan application fee, etc.

AUDIENCE COMMENTS - None

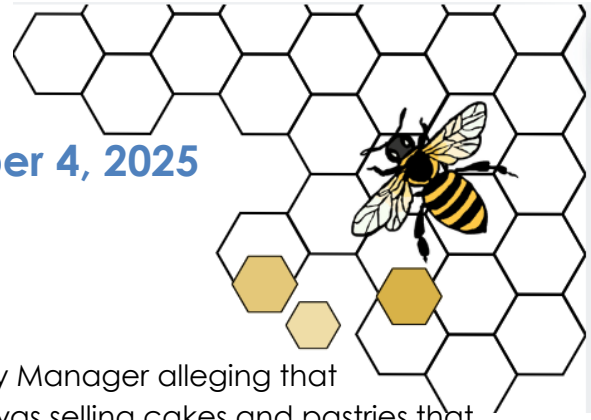
ADJOURNMENT: 7:11 p.m.

Motion: Casey; Seconded: Fischer; Approved: 3:0

DRAFT

Buzz Report

December 4, 2025



Hot Topics:

- **Her Zakka Market & Onezo Café Food Safety Complaint**

On November 24th a resident expressed concerns to the City Manager alleging that En Café, located within the recently opened Onezo Café, was selling cakes and pastries that were not prepared in compliance with the proper licensing or health certification, potentially in an off-site non-commercial kitchen. The Community Development Department was able to confirm that Her Zakka Market & Onezo Café had met the requirements to receive a Special Land Use Permit and a Certificate of Occupancy, including an approved plan review from the Oakland County Health Department (OCHD). Community Development contacted OCHD to inform them of the complaint and a Health Inspector made a site visit on November 25th and did not observe any evidence of unlicensed or unapproved food sources. There are two certified food service managers affiliated with the business and, per the business, all pastries are made at the licensed food service establishment. As such, **no violations were cited at the time of the inspection, and the business remains open to the public.**

- **Health Code Violations**

The Novi Fire Marshal, along with representatives from the Code Compliance and Building Divisions, visited the Twelve Oaks Food Court. Two restaurants received six violations: Suki Hana and Lotus Express. This matter was also referred to the Oakland County Health Department. As of November 25th all fire code violations have been corrected and both Suki Hana and Lotus Express have re-opened to the public. The owners has assured our Fire Marshal that the new hood cleaning service is scheduled to attend the locations on 3-month intervals going forward, to ensure ongoing compliance.

- **2025 Road Construction Updates**

Meadowbrook Road (10 to 11 Mile) - Roadway is painted up and officially open

West Park Drive (12 Mile to Pontiac Trail) - Roadway is painted up and officially open

Novi Road (8 to 9 Mile) - All work from 8 Mile to Allen Drive is now complete and the roadway was fully reopened on Wednesday, November 19th. Roadway is painted up and officially open

- GLWA Transmission Main Break**

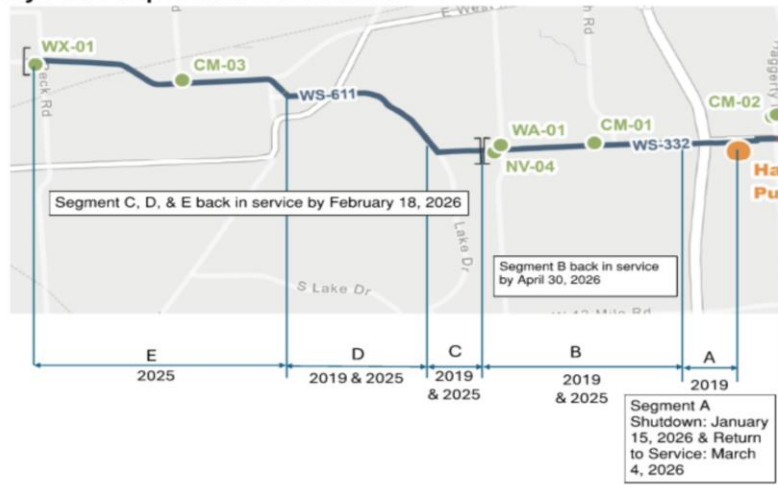
GLWA continues to work on their 42" water main to get it repaired and back in service. 14 Mile Road is currently open from East Lake Drive to M-5. We continue to urge the conservation of water usage until we are back to normal operation on the 42" water main (especially turning off irrigation systems, unless supplied by a well). Based on

extensive data garnered from the recent inspection the transmission main GLWA has developed an action plan, which involves both water main replacement and renewal, will occur in three phases over the next seven months, spanning mid-January 2026 through late April, with road restoration expected to be completed by the end of June. It is anticipated Novi will remain on the 24" bypass main until spring 2026 while this critical work is completed. Traffic will be impacted along 14 Mile Road due to the construction. GLWA is working with the Road Commission for Oakland County to finalize the plan and determine detour routes before the end of the year so that they can be shared with the public well in advance of work beginning in mid-January. More information on the project can be found at

<https://www.glwater.org/14milemainproject/>

GLWA open house will occur at the Lake Shore Building on December 17th at 5 p.m.

Project Map with Schedule



Development Project Updates:

Map of Development projects

- **Central Park South – Beck Road, South of Grand River Ave**

The former Central Park Estates project has been redesigned and is being treated as a new project by planning. New multiple family development with 106 units in a single 5-story building. The site improvements include parking on the first level of part of the building, garages, and related open spaces. Undergoing preliminary plan review.

- **Providence Meadows – Grand River Ave, West of Providence Parkway**

Proposed rezoning of 31 acres from Light Industrial to High Density Multiple Family in order to develop 161 townhome units. Next steps will be initial PRO Plan consideration by Planning Commission and City Council.

- **Chubby Cattle Wagyu Shabu House**

A new Hot Pot/Shabu-Shabu restaurant has opened at Sakura Novi (42768 Grand River Ave) beef (alongside other meats, vegetables, etc.) being sold in a unique tiered package menu. You can see a Facebook reel review by a local food influencer specializing in wagyu [HERE](#).

- **Grand-Beck Development – Grand River east of Beck Road**

Fuel station, convenience store, and Clean Express car wash to be built on a vacant parcel. Preliminary Site Plan has been approved by the Planning Commission. Next steps are Zoning Board of Appeals for building height and loading zone variance, then Final Site Plan submittal. Estimated Completion Date: Unknown

- **CAVA Restaurant (Former Boston Market) -**

A popular fast-casual Mediterranean restaurant is under construction at the Novi Town Center, in the former location of Boston Market. The brand's first location in Michigan recently opened in [Canton](#). **Completed and opened.**

- **Taft Knolls III – Taft Rd, north of 10 Mile Rd**

The Site plan for a Single-Family Residential Development of 13 new homes is now under construction. <https://cityofnovi.org/media/ryra1v4p/241211jsp19-34.pdf>

- **Culvers** - Novi Road and West Oaks

Temporary Certificate of Occupancy issued 11/26/25.

- **North Eight Kitchen & Cocktails** (Former Border Cantina) – Novi Road north of Eight Mile

New restaurant by the owners of Benstein Grille in Commerce. Modified site plan with building additions and remodel has been approved by Planning Commission and Zoning Board. Interior Demolition work has commenced as of September.

Estimated Completion Date: Unknown

- **The Grove**

~~Staff has received updated plans from the proposed development on 12 Mile east of Meadowbrook. Per Council direction, the number of units has been scaled down. Council should see a revised plan presented in the near future.~~

~~<https://cityofnovi.org/media/qyrm1axj/241216matter6.pdf>~~

~~<https://eweb.cityofnovi.org/media/qnmlaang/251016thegrove.pdf>~~

- **Novi 10 (10 Mile and Novi Road)**

Similarly, the applicant for the proposed development at 10 Mile and Novi Road has also returned with a revised concept for their proposal.

<https://cityofnovi.org/media/y4nju5wq/241216matter5.pdf>

<https://eweb.cityofnovi.org/media/5hinzqyn/251016pro.pdf>

- **Novi Acres (FKA Station Flats)**

The owners of the property in between Target and Sam's recently submitted a new Preliminary Site Plan, under the new name of Novi Acres. The previously planned project, known as Station Flats, has been scuttled.

- **Camelot Parc/Avalon** by Village of Stonebrook

Townhomes for sale with garages, fewer units (currently zoned PSLR so a special land use approval will come before council for a decision). A memo was included in the 11/20/25 Packet.

- **El Car Wash** (Former PNC Bank) – Grand River Ave/12 Mile Rd

Building and sitework nearly complete.

*Estimated Completion Date: **Fall 2025***

- **El Car Wash # 2 will take over the Original \$6 Car Wash on Novi Road and 96**

- **Elm Creek PRO (Meadowbrook and 12 Mile development)**

The residential development ~~proposed by Toll Brothers~~ (two-phased 134-unit multiple family townhome development) has been halted, and they will not be proceeding for approval at this time. It would appear this is a result of a property dispute between the owners of the parcel. **The proposed Elm Creek project has been formally withdrawn.**

- **Cantaritos Fiesta Mexican Restaurant** (Former Chili's Grill & Bar) – 8 Mile/Haggerty Road

The former Chili's location in the City's southeast corner is planned to soon become a new Mexican restaurant following necessary renovations and upgrades to the interior of the building. *Estimated Completion Date: **Fall 2025***

- **Raising Cane's Chicken Fingers** (Former Wendy's) – Novi Rd/Grand River Ave

The Louisiana-based fast food chain Raising Cane's is planning to take over the space in the near future. Planning Commission and Zoning Board of Appeals case are both now complete, finishing up final site plan. Anticipating a 2026 start and completion later in the year.

*Estimated Completion Date: **Late 2026***

- **Primrose School** (Former Whitehall nursing home) – 10 Mile/Novi Road

The former Whitehall nursing home at 43455 Ten Mile Rd has been demolished and Primrose School, a 13,586 square feet private preschool and daycare center, is **now completed**.

- **Transformco (Former Sears at Twelve Oaks)**

Nearly all the external work has been completed. Contractors will now turn their attention to the internal work to build out the spaces for [a Dicks House of Sport, Round 1 Arcade and Bowling, and Primark](#)

*Estimated Completion Date: **Spring/Summer 2026***

Residential Enforcement Updates:

- **24698 Bashian Drive:** Posting of unfit/unsafe home in coordination with Novi Fire and Adult Protective Services. Resident under care at another location. Unit has been cleaned up and is available for re-occupancy when the resident is able to do so with a couple ongoing correction needs.
- **121 Faywood:** Posting of residential expansion/extensive remodel proceeding without permits

Frequently Asked Questions:

None at current



TO: VICTOR CARDENAS, CITY MANAGER
FROM: SHERYL WALSH-MOLLOY, DIRECTOR OF COMMUNITY DEVELOPMENT
SUBJECT: COUNCIL CHAMBERS MODERNIZATION/FUNCTIONALITY ENHANCEMENTS
DATE: DECEMBER 2, 2025

Mayor and Council –

The following is a request to you to provide a wish list for the Council Chambers if and when it is remodeled. As you'll see, the PEG fund currently has \$1.29 million, with about \$240,000 added each year. Depending on the requests/wishes, we are not sure how "far" those dollars will go.

- Victor

The purpose of this memo is to outline the need, goals, and potential approach for upgrading the City Council Chambers and the adjacent Council Conference Room. These improvements would enhance transparency, accessibility, functionality, and the overall experience for Council, staff, residents, and meeting participants. Funding for these upgrades would be eligible through Public, Educational, and Governmental (PEG) revenues.

Background & Need

The City Council Chambers serves as the central venue for our legislative process, public engagement, and civic participation. Although the facility has benefited from routine updates, the core functionality and layout of the Chambers has remained largely unchanged since the Civic Center was constructed in the early 1980s.

As a result, several elements no longer meet today's expectations for an effective municipal meeting environment:

- Aging audio-visual systems that do not align with modern broadcasting standards.
- A dais designed for a pre-digital era, lacking integrated technology and ergonomic features.
- A conference room behind the Chambers that was ill-designed, with odd access and privacy needs required for briefings, closed sessions, and meeting preparation.

Proposed Improvements

1. Technology Upgrades

To meet current standards for transparency and public access, staff recommend exploring:

- Ultra-high-definition broadcast and recording equipment
- Upgraded livestreaming capabilities and improved reliability
- Enhanced audio system with clearer speech reproduction
- Hybrid meeting tools and integrated control systems
- Digital speaker management platform
- Modern displays for presentations and public viewing
- Simplified technology controls/system for public users/renters

These investments would align Novi with contemporary municipal technology expectations.

2. New or Reconfigured Dais

A refreshed dais would address functional, aesthetic, and accessibility needs:

- Integrated wiring and technology ports to reduce clutter
- ADA enhancements
- Improved ergonomics, lighting, and visibility
- Durable, modern materials that reflect the quality of our facility

This redesign supports both current technology and future adaptability.

3. Council Conference Room Enhancements

The conference room behind the Chambers is critical for closed sessions and preparation. Improvements may include:

- Modern presentation technology
- Updated furnishings and layout adjustments
- Improved acoustics and privacy
- Better integration with Chambers technology
- Enhanced capacity for staff and Council collaborative work

Approach & Next Steps

If Council supports this direction, staff recommends:

- Engaging a design/technology consultant to assess needs and develop conceptual options.
- Identifying PEG-eligible components and creating a funding plan. **Currently, there is \$1.295 million in restricted PEG funding available. The amount received annually has been declining each year. A conservative estimate would be approximately \$240,000 for annual revenue moving forward.**
- Returning to Council with design concepts, costs, and implementation options.

Conclusion

Because the Chambers' essential functionality has remained largely unchanged for more than 40 years, modernization is both timely and necessary. These improvements will enhance the Council's working environment, strengthen public engagement, and reflect the high standards of service the Novi community expects. PEG funds provide a fiscally responsible way to support many of these upgrades.

Staff welcomes Council direction on whether to proceed with developing formal concepts and cost estimates.

MEMORANDUM



TO: JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS
FROM: MATT WIKTOROWSKI, FIELD OPERATIONS MANAGER
SUBJECT: DPW SALT DOME REPLACEMENT PROJECT
DATE: DECEMBER 4, 2025

The Department of Public Works completed the Salt Dome Replacement, following City Council's contract award last season. The previous salt storage dome, constructed in the 1980s, had reached the end of its service life due to corrosion of structural components and 40+ years of wear and tear. The new structure was in full action over the last few weeks and has proved to be a significant operational upgrade and effective long-term solution.

The new dome is an 82-foot-diameter structure mounted on a 10-foot reinforced concrete wall sealed with polyurea. This design increases material capacity, improves operational safety, and enhances overall efficiency. The new structure accommodates approximately 3,600 tons of road salt, expanding the City's storage capacity from 1,300 tons, reducing the need for multiple mid-season deliveries.

A key site improvement includes the installation of an above-ground conveyor system, allowing salt deliveries to be efficiently loaded into the dome. This system minimizes the need for trucks or loaders to enter the structure, reducing the potential for building damage and extending the structure's service life.

Additional site work completed as part of this project includes electrical system upgrades, drainage improvements, new pavement, and the construction of five material storage bins to support DPW operations throughout the year.

Completion of this project assists DPW in maintaining safe and reliable roadway conditions for residents and motorists during snow and ice events, while improving operational efficiency and reducing long-term maintenance costs.





14 Mile Road 42-inch Transmission Main Replacement & Renewal

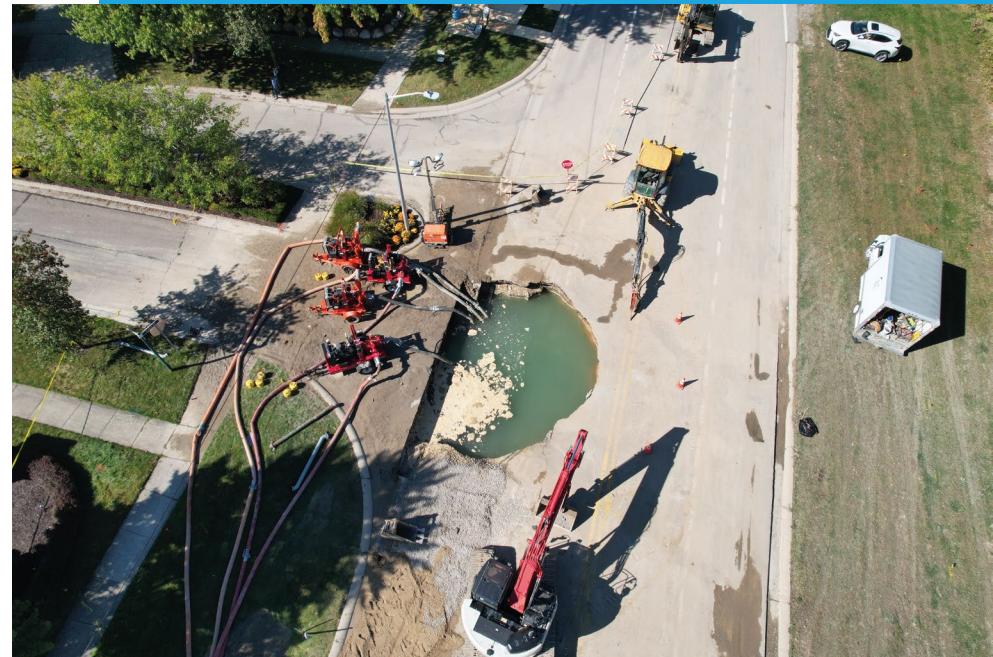
Drop in anytime between 5:00 p.m. - 7:00 p.m to learn more about the 14 Mile Road Project including what happened, what's upcoming, traffic impacts, and future solutions!

Presented by GLWA in partnership with the cities of Novi, Wixom, Walled Lake, and Commerce Township.

Scan this code to learn more about the 14 Mile Road project



GLWA Open House
Wednesday,
December 17th
5:00 PM – 7:00 PM



Meeting Location:
Lakeshore Park
Community Building
601 S. Lake Dr.
Novi, MI 48377

Mayor and Council –

Staff were surprised to see the following story hit the press in Crain's on Wednesday. Please see the article below, as well as MERS's response after we submitted an inquiry.

- Victor

Michigan pension system sued over \$80M loss on failed Hawaii coffee farm

By [David Eggert](#)

December 02, 2025 01:43 PM

LANSING — A retirement system that manages pension plans for many Michigan municipalities lost at least \$80 million on a failed coffee farm in Hawaii and fraudulently misled a lender in a bid to rescue the plantation, according to a lawsuit.

The Municipal Employees' Retirement System of Michigan, known as MERS, is named as a defendant in the complaint, which was filed Monday in Florida by AgAmerica Lending LLC and a related entity. MERS is the principal investor in the aborted development, holding a 99.5% stake in Kona Capital Partners LLC, which owns 97% of Kona Hills LLC, which began planting coffee trees on Hawaii's Big Island in 2018, the suit states.

Lakeland, Florida-based AgAmerica commenced a foreclosure action in June after the project was abandoned due to "significant and material" environmental, legal, permitting, stormwater, wastewater, flooding, grading, grubbing and construction issues and violations. The lawsuit alleges fraudulent misrepresentation, conspiracy to commit fraudulent misrepresentation and negligent misrepresentation, and seeks more than \$40 million in damages from MERS and others related to loans.

"As our Complaint outlines, we never imagined a \$20 billion pension fund and its partners would mislead and conceal vital information from us," AgAmerica CEO Brian Philpot said in a statement. "It's equally shocking that MERS, a fiduciary for thousands of Michiganders and their retirement funds, would lose over \$100 million in a start-up coffee farm. We hope this litigation will allow Ag America, its investors, and employees to recoup the money we are owed."

MERS CEO Kerrie Vanden Bosch denied the claims.

"As fiduciary for the retirement plans of Michigan's public servants, we are committed to holding our investment managers to the highest standards of integrity and ensuring they act in the best interests of our participants. The claims in this lawsuit are baseless and without merit, and we fully reject these false allegations," she said in a statement.

Vanden Bosch said MERS, which has offices in Ingham County's Delta Township near Lansing, invested less than 0.5% of its portfolio in Kona Hills.

"While this specific investment experienced a loss, it was more than offset by strong gains in other Private Market investments," she said, adding that the portfolio had grown 15% in 2025 as of Friday.

"We are confident that the facts will come to light through the court process," Vanden Bosch said. "We remain dedicated to our mission and to the long-term financial security of those who serve Michigan's communities."

MERS, which has 750 participating municipalities with pension and hybrid plans, had a \$14.3 billion defined benefit portfolio as of Sept. 30 — roughly \$20 billion in total assets including defined contributed plans. Participants include several counties, cities such as Flint and

Saginaw, townships, Hurley Medical Center in Flint and the Suburban Mobility Authority for Regional Transportation (SMART) in metro Detroit.

MERS offers retirement and other services to more than 1,000 municipalities representing over 150,000 workers and retirees.

It is one of seven defendants listed in the suit. The others are Kona Hills, Kona Capital, Domain, Kamco Land Co. Inc., former Kona Hills and Kamco CEO Mark McCormick, and Domain's Chief Operating Officer Carolyn Seabolt.

They are accused of conspiring between 2022 and 2024 to conceal preexisting environmental and other issues that adversely affected the coffee development, its value and their ability to repay two tranches of financing to AgAmerica.

After the lender gave nearly \$30 million initially in 2022, MERS and others used a significant amount of the funds to redress the undisclosed issues instead of spending it on planting and developing coffee trees, according to the lawsuit. MERS terminated its project asset manager, Atlanta-based Domain Capital Partners, and replaced it with Ospraie Kona Manager LLC, which informed AgAmerica that the project was experiencing serious operational and financial difficulties.

The plaintiff alleges it confronted a "stark reality" of losing the money or foreclosing on the property and being forced by the County of Hawaii to remediate the issues. It was "constrained" to approve over \$10 million more in 2023 to try to salvage its investment and subsequently got positive updates.

But in January, AgAmerica learned of problems with the harvest and the need for tens of millions of dollars in additional capital. MERS and Ospraie stopped financially supporting the project, which dates to 2016, and Kona defaulted on the loans, the complaint states.

It says MERS and Domain invested about \$95 million in the development, at least \$80 million of which came from MERS.

"Given the amount AgAmerica invested in the Kona Hills Project and the amount of investment to date by others, it is evident based on the condition of the Kona Hills Property, that the \$130 million invested by AgAmerica, Domain, MERS, and Ospraie was not used to develop the Kona Hills Property and that instead one or more of the Defendants used the funds" for other unapproved purposes, the suit says.

From: Jennifer Mausolf

Sent: Wednesday, December 3, 2025 1:16 PM

To: GronlundFox, Tia <tgronlundfox@cityofnovi.org>

Subject: Responding to you inquiry

Hi Tia,

Jamie forwarded your message to me to respond on behalf of MERS, and I appreciate you taking the time to reach out with your questions.

As part of our Private Market portfolio, MERS partnered with an investment manager, Domain Capital Advisors, to make an investment in Kona Hills, a coffee plantation in Hawaii. AgAmerica is a lending organization, which issued an agricultural loan directly to Kona Hills for the development of Kona Hills. Earlier this year, Kona Hills defaulted on the loans, leaving AgAmerica to foreclose on the property.

The lawsuit alleges that MERS, along with Domain Capital Advisors, and Kona Hills, conspired to commit fraudulent misrepresentation of Kona Hill's financial condition, providing inaccurate appraisals and financial projections. **MERS fully rejects the claims and bears no responsibility under the loan agreement between AgAmerica and Kona Hills.** It is clear that AgAmerica, and their hired public relations firm, are proactively attempting to spread misinformation about MERS, in order to force a settlement.

Here is our statement from our CEO, Kerrie Vanden Bosch:

As fiduciary for the retirement plans of Michigan's public servants, we are committed to holding our investment managers to the highest standards of integrity and ensuring they act in the best interests of our participants. The claims in this lawsuit are baseless and without merit, and we fully reject these false allegations.

MERS invested less than 0.5% of the total portfolio in Kona Hills as part of our Private Market allocation. While this specific investment experienced a loss, it was more than offset by strong gains in other Private Market investments. Overall, the MERS Total Market portfolio has earned 15.04% year-to-date as of November 28. We are confident that the facts will come to light through the court process. We remain dedicated to our mission and to the long-term financial security of those who serve Michigan's communities.

Please feel free to share this response with your stakeholders as needed.

Thanks again for reaching out,

Jennifer Mausolf

Customer Strategies Director

Municipal Employees' Retirement System of Michigan (MERS)

800.767.6377 | 517.703.1326

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