CITY COUNCIL AGENDA

CITY OF NOVI
Regular City Council Meeting
April 07, 2025 | 7:00 PM
Council Chambers | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0460

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL – Mayor Fischer, Mayor Pro Tem Casey, Council Members Gurumurthy, Heintz, Smith, Staudt, Thomas

APPROVAL OF AGENDA

PUBLIC HEARINGS

PRESENTATIONS

Assessing Presentation - Jan Ziozios, City Assessor

REPORTS

1. Manager/Staff

2. Attorney

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

CONSENT AGENDA REMOVALS AND APPROVALS – All items listed under Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered at the end of the normal Agenda.

MATTERS FOR COUNCIL ACTION

1. Approval of a three (3) year contract with two mutually agreed upon one (1) year renewal options with Suburban Arena Management, LLC for the management for the Novi Ice Arena, commencing on July 1, 2025.

2. Consideration of approval to award a pavement striping services contract to P.K. Contracting LLC and Royalty Pavement Markings.

3. Approval of the **FIRST READING** of a Text Amendment allowing increased capacity in day care centers per conditions stated in the amendment.

4. Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the grants to the following neighborhoods upon successful completion of the entryway work depicted in the applications: Berkshire Point ($1,500), Chamberlin Crossing ($5,000), Lochmoor Village ($2,816.50), and Vista Hills ($5,000).

5. Adoption of a Resolution Authorizing Distribution of the Proposed City of Novi Master Plan for a 63-day review and comment period.

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION – Consent Agenda items which have been removed for discussion and/or action.

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

COMMITTEE REPORTS

MAYOR AND COUNCIL ISSUES

COMMUNICATIONS

CONSENT AGENDA – Background information for Consent Agenda items is available for review at the City Clerk's Office.

A. Approve Minutes of:
March 24, 2025 - Regular Meeting

B. Approval of Resolution reappointing staff members to the Economic Development Corporation Board of Directors.

C. Approval of the 2025 Summer Maintenance Agreement with the Road Commission for Oakland County for street sweeping and summer maintenance on selected County Roads

D. Approval of Resolution granting the Novi Parks Foundation an exemption from the City's alcohol on public property policy for purposes of its July 18, 2025, fundraiser at Pavilion Shore Park.

E. Approval to purchase a new remote monitoring irrigation controller through Michigan Automatic Sprinkler in the amount of $32,000, and amend the budget.

F. Approval to purchase an automated GPS athletic field painter from Tiny Mobile Robots in the amount of $49,005 and amend the budget.

G. Approval of claims and warrants – Warrant 1177

ADJOURNMENT

SCHEDULED MEETINGS – All Regular Council meetings are held in the Council Chambers unless otherwise noted. For a complete listing of scheduled meetings, please visit the Event Calendar at cityofnovi.org.

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

cityofnovi.org

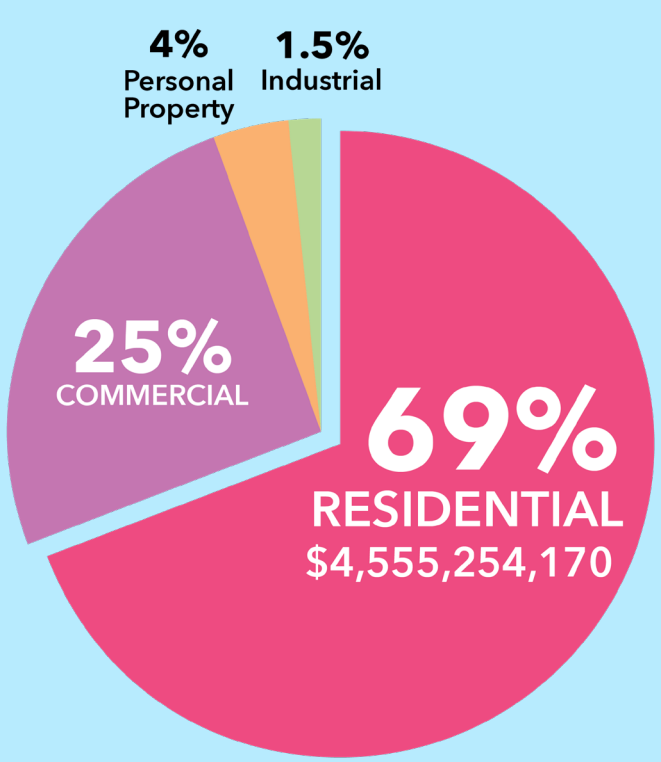
CITY ASSESSOR

THE PURPOSE

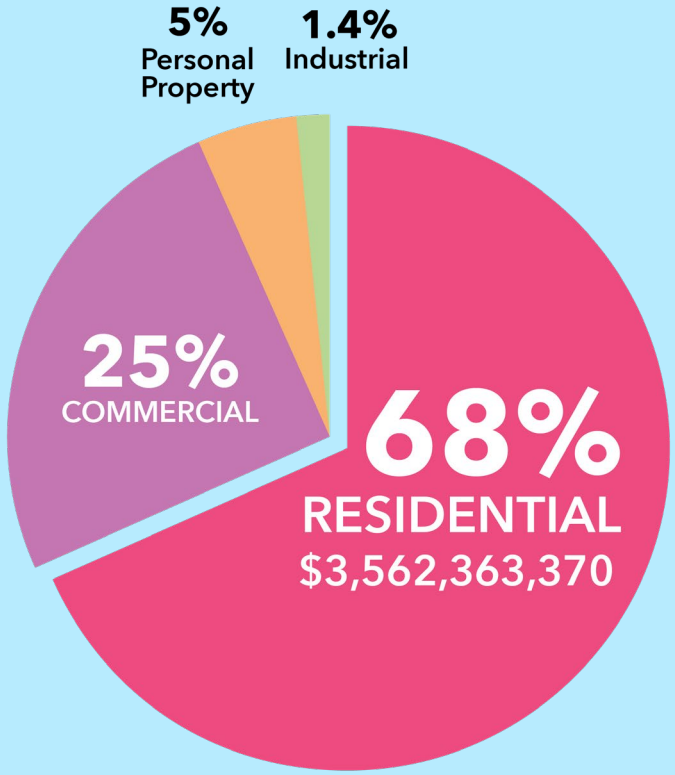
The Assessor's primary responsibilities are to annually inventory and classify all taxable property within the city and to estimate the true cash value (market value) of the property, for the purpose of **equitable distribution of the property tax burden.**

THE FOUNDATION OF THE CITY'S BUDGET

Sixty-eight (68) percent of revenue for Novi's general fund is property tax revenue.



2025 STATE EQUALIZED VALUES



2025 TAXABLE VALUES

THE VALUES

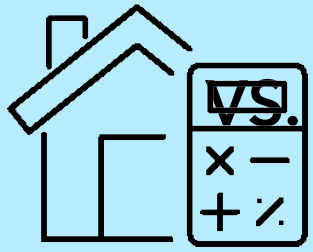
ASSESSED VALUE (50% of market value)

	2023	2024	% +/-	2025 (Post MBOR)*	% +/-	2026 (Projected)	% +/- (Est.)**
RESIDENTIAL	$3,802,425,040	$4,208,523,425	10.7%	$4,555,254,170	8.2%	$4,896,900,000	7.5%
COMMERCIAL/ INDUSTRIAL	$1,544,515,200	$1,633,378,780	5.8%	$1,736,532,010	6.3%	$1,832,041,000	5.5%
PERSONAL PROPERTY***	$252,542,520	$264,809,328	4.9%	$266,447,610	0.62%	$267,779,800	0.50%
TOTAL STATE EQUALIZED VALUE	$5,599,482,760	$6,106,711,533	9.1%	$6,558,233,790	7.4%	$6,996,720,800	6.8%

* 2025 State equalized values are tentative until after county equalization and state equalization occur. Values may change.
**Forecast is conservative and considers projected new construction and projected change in market value, among other factors.
***Personal property projections are less reliable, due to depreciation, move-ins and move-outs and various exemptions available.

THE VALUES

ASSESSED VALUE



TAXABLE VALUE

50% of Market Value

The Value Taxes are Calculated on

THE VALUES

CAPPED VALUE FORMULA

Unless taxable value "uncaps" in the year following a transfer of ownership, the taxable value can only increase by the lesser of 5% or the rate of inflation (assuming no additions).

(Previous year's taxable value – losses)	×	Inflation rate multiplier	+	Additions

THE VALUES

TAXABLE VALUE

	2023	2024	% +/-	2025 (Post MBOR)*	% +/-	2026 (Projected)	% +/- (Est.)**
RESIDENTIAL	$3,148,345,420	$3,365,327,040	6.9%	$3,562,363,370	5.9%	$3,751,168,629	5.3%
COMMERCIAL/ INDUSTRIAL	$1,248,376,410	$1,332,784,530	6.8%	$1,393,966,200	4.6%	$1,449,724,848	4.0%
PERSONAL PROPERTY***	$252,542,520	$264,809,328	4.9%	$266,447,610	0.62%	$267,779,848	0.50%
TOTAL TAXABLE VALUE	$4,649,264,350	$4,962,920,898	6.7%	$5,222,777,180	5.2%	$5,468,673,325	4.7%

* 2025 State equalized values are tentative until after county equalization and state equalization occur. Values may change.
**Forecast is conservative and estimates the 2026 inflation rate multiplier, projected new construction and uncappings, among other factors.
***Personal property projections are less reliable, due to depreciation, move-ins and move-outs and various exemptions available.

THE DETAILS

- Taxable Value can never be higher than the Assessed Value. In rising markets, the AV will increase as market values increase, but the taxable value will only increase by the rate of inflation or 5%, whichever is less.

- In 2024, the Consumer Price Index was 5.1% but the Inflation Rate Multiplier was capped at 5%. For 2025, The CPI is 3.1% and the IRM will be 3.1%.

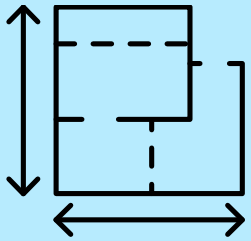
- When a property transfers ownership, in most cases the Taxable Value will uncap in the year following the sale and rise to the new Assessed Value, then recap.

- The Headlee Rollback: Simply put, if the average increase in Taxable Value in a taxing jurisdiction exceeds the rate of inflation, the millage rate must be reduced. The Headlee Rollback permanently reduces the millage rate, unless the voters approve a Headlee Override to return the rate to the original millage rate.

THE STATS

22,607

TOTAL ACTIVE
AD VALOREM PARCELS



16

TOTAL SPECIAL
ACT PARCELS

5-YEAR ANNUAL AVERAGES

343

BOARD OF REVIEW
PETITIONS/CHANGES

1,249

PROPERTY
SALES

49

DISABLED VETERAN
EXEMPTIONS

16

POVERTY
EXEMPTIONS

558

RESIDENTIAL
PERMITS

241

COMMERCIAL
PERMITS

THE STATS

Parcel Review and Inspections	2024/25 Cycle	Percent Visited / Reviewed	# Parcels
Desk Top Review - Residential	274	1.5%	18,874
Physical Site Visits - Residential	378	2.0%	18,874
Physical Site Visits - Comm. / Indust.	208	19.5%	1,066
Average Total Site Visits Per Month (9 Mo)	65		
Total Parcels Reviewed	860		

THE STATS

2025 March Board of Review	
Valuation Appeals	
Scheduled:	**23**
Written:	**25**
Walk-in:	**6**
	54
Poverty Applications:	**17**
Personal Property:	**239**
Total:	**310**

DEFENSE
OF THE CITY'S TAX BASE

A critical part of the Assessor's job is to defend Novi's assessments against appeals filed with the Michigan Tax Tribunal ("MTT").

	Dockets	Original Taxable Value (TV)	TV in Contention	Percent of Contention to TV	Potential City Revenue Loss	Actual TV Loss	TV Percent Reduction	Single Year City Revenue Loss	City Tax Revenue Retained
2022 Closed	21	$61,798,410	$17,186,780	28%	$181,107	$4,278,010	6.92%	$45,080	$136,027
2023 Closed	26	$54,356,060	$26,897,145	49%	$283,431	$9,117,090	16.77%	$96,072	$187,359
2023 Open	2	$16,097,430	$7,097,430	44%	$74,790	?	?	?	?
2024 Closed	11	$20,644,220	$9,610,510	47%	$101,272	$4,540,530	21.99%	$47,846	$53,425
2024 Open	10	$114,909,860	$15,797,690	14%	$166,470	?	?	?	?
				Total:	$807,070	$17,935,630		$188,998	$376,812

An MTT judgment & order that reduces the taxable value for the year under appeal also reduces the taxable value for subsequent years. The reduced taxable value of the year appealed becomes the new basis for the following year's taxable value calculation. A reduction in taxable value affects a city's tax base going forward.

DEFENSE
OF THE CITY'S TAX BASE

Taxpayers have the right to appeal their Assessment. The burden of proof is on the taxpayer to convince the board of review or the Michigan Tax Tribunal that their assessment is incorrect.

Appeal deadlines and procedures must be met: May 31 for Commercial and Industrial Real and Personal property, and July 31 for Residential Real property.

DEFENSE
OF THE CITY'S TAX BASE

- Appeals filed with the Michigan Tax Tribunal ("MTT") are typically for commercial or industrial properties and usually involve the petitioner's tax agent or legal counsel. Novi relies on our own legal counsel to respond to appeal filings.

- Municipalities have three primary options to resolve an appeal.
  - We can provide compelling market data to the petitioner to persuade them to withdraw. Occasionally successful.

  - We can negotiate an agreement to settle, which usually results in a lowered SEV and Taxable Value.

  - We can go to trial.

DEFENSE
OF THE CITY'S TAX BASE

- Assessor reviews property record & petitioner-provided information and performs additional market analysis and research. Sometimes a reasonable settlement may be reached.

- In most appeals, the petitioner's representative is focused on reducing the taxable value. Therefore, if there is a large spread between assessed and taxable value, many petitioners will contend their property is worth less than 2 times the taxable value.

- A property could be perfectly assessed at 50% of market value, yet the argument will be that the property is worth much lower, in an attempt to lower the taxable value.

DEFENSE
OF THE CITY'S TAX BASE

- An important defensive tool is to engage a third-party real estate appraiser to perform an independent appraisal of a property under appeal. This provides the assessor with leverage and support in negotiations.

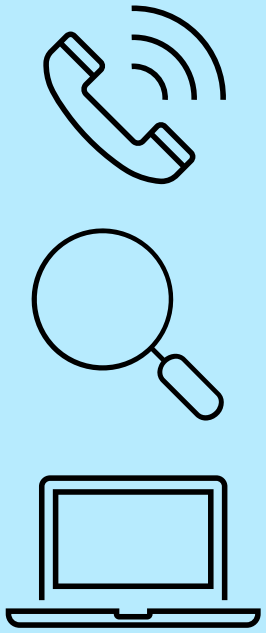
- We can and do perform some in-house valuation disclosures, based on the value amount at risk, the complexity of the property and the market data readily available.

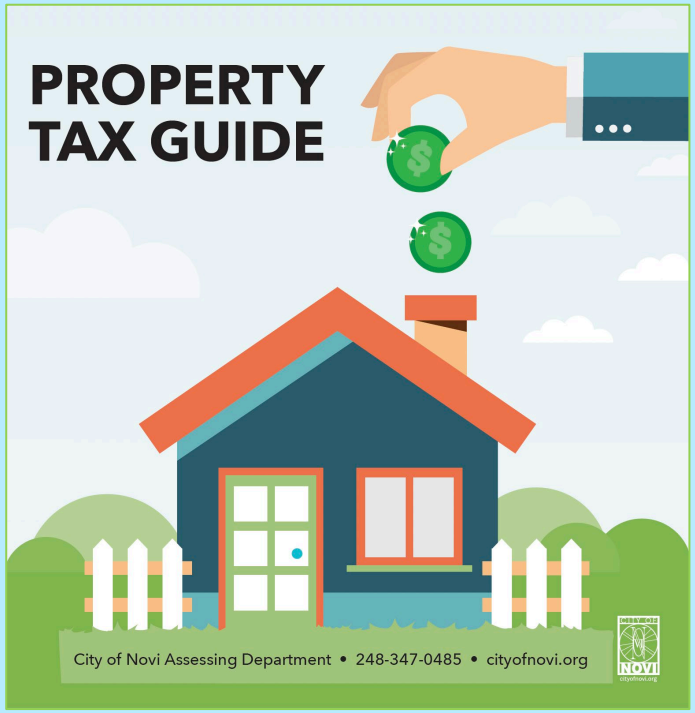
- Fee appraisers tend to specialize in a few property types where they can realistically be "experts" in those types, and they have a greater depth of verified data available. The appraisers we engage also have experience as expert witnesses.

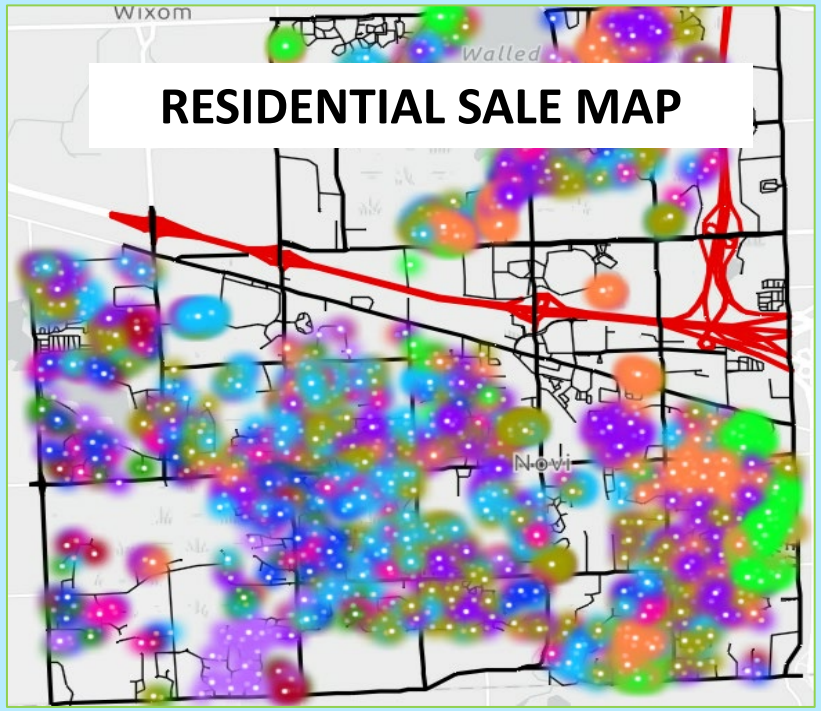
AT A GLANCE

ADMINISTER PROPERTY TAX LAW	BOARD OF REVIEW	UNIFORM ASSESSMENTS	DEFEND ASSESSMENTS	EDUCATE TAXPAYERS	
	PROPERTY TRANSFERS	TAXABLE VALUE UNCAPPING	INSPECTIONS	ANALYZE SALES	
PRINCIPAL RESIDENCE EXEMPTIONS	AUDIT DATABASE	STATE AND COUNTY REPORTS	LAND DIVISIONS	DISABLED VET EXEMPTIONS	
	MARKET DATA	PERSONAL PROPERTY	CLASSIFY PROPERTIES	TAX INCENTIVES & ABATEMENTS	

TRANSPARENCY & EDUCATION

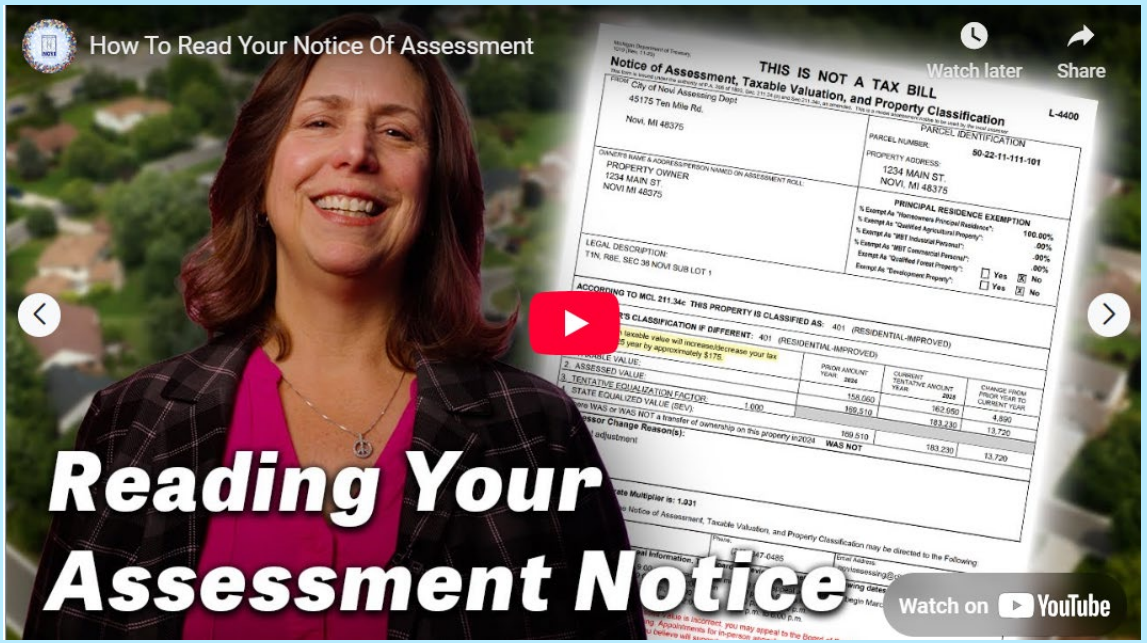






TRANSPARENCY & EDUCATION

INFORMATIVE VIDEOS AND PODCASTS – more to come!



Thank You!

Jan Ziozios, MMAO, MAI, PPE, ASA
City Assessor
jziozios@cityofnovi.org

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval of a three (3) year contract with two mutually agreed upon one (1) year renewal options with Suburban Arena Management, LLC for the management for the Novi Ice Arena, commencing on July 1, 2025.

SUBMITTING DEPARTMENT: Parks, Recreation & Cultural Services

KEY HIGHLIGHTS:

- The City of Novi's management (consulting) contract with Suburban Ice is set to expire on June 30, 2025. For the past twenty-five years (25), Suburban Ice has successfully operated a high quality, customer service-oriented facility, offering a comprehensive range of ice skating and hockey programs.
- Under Suburban's management, the arena has consistently met its debt service obligations and established a capital replacement reserve fund.
- Given Suburban Ice's strong track record, staff recommends that the City Council approve a renewal of the management agreement. In previous contract cycles, the City issued Requests for Proposals (RFPs); however, in both 2020 and 2015, Suburban Ice was the only firm to submit a proposal.
- The City Council Consultant Review Committee unanimously recommended renewal of the agreement at their March 24, 2025 meeting.

BACKGROUND INFORMATION:

The Novi Ice Arena is a 75,000 square foot facility with two 85 x 200 sheets of ice. The Ice Arena is operated as part of the City's Ice Arena Fund (an Enterprise Fund). It was originally funded through revenue bonds, which are repaid using rental income from ice sales. As a self-sustaining facility, the arena must generate sufficient revenue to cover operational costs, including debt service payments.

The City of Novi's management (consulting) contract with Suburban Ice is set to expire on June 30, 2025. For the past twenty-five years, Suburban Ice has successfully operated a high quality, customer service-oriented facility, offering a comprehensive range of ice skating and hockey programs. Under Suburban's management, the arena has consistently met its debt service obligations and established a capital replacement reserve fund.

Given Suburban Ice's strong track record, staff recommends City Council approve a renewal of the management agreement for three years, with the option for two additional one-year extensions. In previous contract cycles, the City issued Requests for Proposals (RFPs); however, in both 2020 and 2015, Suburban Ice was the only firm to submit a proposal.

Suburban Ice has submitted the following base management fee for the renewal period:

Year 1 (2025-26) – $138,000
Year 2 (2026-27) – $138,000
Year 3 (2027-28) – $145,520
Year 4 (2028-29) – $145,520
Year 5 (2029-30) – $149,260

Proposed Shared Incentive Schedule
In addition, a Shared Incentive Schedule is also proposed:

It is the common goal of MANAGEMENT FIRM and the CITY that the facility is operated so as to generate sufficient funds to pay all direct expenses and all required debt service payments.

To encourage the generation of funds and in order for MANAGEMENT FIRM shall be paid 25% percent of the annual growth in operating income from fiscal year to fiscal year, the minimum operating income must be equal to or greater than $425,000 each year of the agreement.

A significant change in the renewal agreement is a reduction of the Shared Incentive threshold from $750,000 to $425,000. Over the past four years, Suburban Ice has not received additional reimbursement under the existing threshold. Under the proposed $425,000 threshold, the last time Suburban Ice would have qualified was Fiscal Year 2019.

Attached in this packet are:

- Ice Arena Management Agreement Memorandum – J. Muck
- Rosati, Schultz, Joppich, & Amtsbuechler PC Review Letter
- Ice Arena Management Agreement (Clean copy)
- Ice Arena Management Agreement (Redline copy)

RECOMMENDED ACTION: Approval of a three (3) year contract with two mutually agreed upon one (1) year renewal options with Suburban Arena Management, LLC for the management for the Novi Ice Arena, commencing on July 1, 2025.

MEMORANDUM

TO: CITY COUNCIL CONSULTANT REVIEW COMMITTEE

FROM: JEFF MUCK, PRCS DIRECTOR

CC: VICTOR CARDENAS, CITY MANAGER

SUBJECT: ICE ARENA MANAGEMENT AGREEMENT

DATE: FEBRUARY 20, 2025

The Novi Ice Arena is a 75,000 square foot facility with two 85 x 200 sheets of ice. The Ice Arena operates as part of the City's Ice Arena Fund (an Enterprise Fund). It was originally funded through revenue bonds, which are repaid using rental income from ice sales. As a **self-sustaining** facility, the arena must generate sufficient revenue to cover operational costs, including debt service payments.

The City of Novi's management (consulting) contract with Suburban Ice is set to expire on June 30, 2025. For the past twenty-five years, Suburban Ice has successfully operated a high quality, customer service-oriented facility, offering a comprehensive range of ice skating and hockey programs. Under Suburban's management, the arena has consistently met its **debt service obligations** and established a **capital replacement reserve fund**.

Given Suburban Ice's strong track record, **staff recommends that the City Council approve a renewal of the management agreement** for **three years**, with the option for **two additional one-year extensions**. In previous contract cycles, the City issued **Requests for Proposals (RFPs)**; however, in both **2020 and 2015**, Suburban Ice was the **only firm to submit a proposal**.

Financial Overview

Below is a 10-year history of financial statistics the Consultant Review Committee requested:

As of	06/30/2015	06/30/2016	06/30/2017	06/30/2018	06/30/2019	06/30/2020	06/30/2021	06/30/2022	06/30/2023	06/30/2024
Management contract fees	108,797	108,797	113,149	117,675	122,382	122,382	122,376	122,376	122,376	142,128
NETINCOME	695,870.67	789,165.77	796,597.45	657,038.24	646,445.07	266,826.24	76,755.59	266,253.21	131,280.13	206,123.09
Capital Expenses	214,968	87,617	281,473	8,411	34,379	130,204	13,401	39,715	471,665	135,297

Suburban Ice has submitted the following base management fee for the renewal period:

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A **significant change** in the renewal agreement is a **reduction of the Shared Incentive threshold from $750,000 to $425,000**. Over the past **four years**, Suburban Ice **has not received additional reimbursement** under the existing threshold. Under the **proposed $425,000 threshold**, the last time Suburban Ice would have qualified was **Fiscal Year 2019**.

Next Steps

If the Consultant Review Committee recommends renewing the agreement with Suburban Ice, staff will bring forward a motion at an upcoming City Council meeting to approve a new three-year agreement starting July 1, 2025 through June 30, 2028, with two optional one-year extensions.

A **redlined version** of the updated agreement has been prepared by the **City Attorney's Office** and is attached for review.

JOELLEN SHORTLEY
jshortley@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com

ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

January 14, 2025

Jeffrey Muck, CPRP, Director
Parks, Recreation & Cultural Services
City of Novi
45175 Ten Mile Rd
Novi, MI 48375

Via email: jmuck@cityofnovi.org

RE: Agreement with Suburban Arena Management, LLC ("Suburban")

Dear Mr. Muck:

You asked us to review the changes proposed by Suburban to a new Agreement extending their management services for the Novi Ice Area through June 30, 2028. After several months of negotiation, we have finalized the terms with Suburban and do not have any legal concerns with the Agreement.

The primary changes to the Agreement from the current Agreement, were extending the term, clarification of the reasons the City can terminate the Agreement and of great importance to Suburban, adding the right for Suburban to receive notice from the City if the City receives an offer to sell or lease the Ice Arena.

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC

Joellen Shortley

Joellen Shortley

cc: Thomas Schultz, City Attorney

ICE ARENA MANAGEMENT AGREEMENT

This Ice Arena Management Agreement, (“Agreement”) by and between the CITY OF NOVI, a Michigan Municipal Corporation having its address at 45175 Ten Mile Road, Novi, Michigan 48375 ("CITY"), and Suburban Arena Management, LLC, having its address at 23995 Freeway Park Drive, Farmington Hills, MI 48335 ("MANAGEMENT FIRM"). The Agreement will be effective on the date both parties sign it.

WHEREAS the CITY is the owner of the Novi Ice Arena, located at 42400 Nick Lidstrom Drive; and

WHEREAS MANAGEMENT FIRM is engaged in the business of managing ice arena facilities; and

WHEREAS the CITY and MANAGEMENT FIRM desire to contract with each other, to provide for the management of Novi Ice Arena

IT IS, THEREFORE agreed by and between the parties hereto, for and in consideration of the mutual covenants, as follows:

1. Facility and Program Management Responsibilities. MANAGEMENT FIRM shall provide business administration and management services to operate the Novi Ice Arena in an economically sound manner, consistent with the best interests of the CITY, and MANAGEMENT FIRM will have full authority to do so, to the extent authorized under this Agreement. The facility includes the arena, parking lots, grounds, pro shop, concessions, meeting rooms and related spaces.

a) MANAGEMENT FIRM will hire and supervise all operating personnel, including janitorial, instructional, building and ice maintenance, secretarial, clerical and bookkeepers. All employees hired by MANAGEMENT FIRM shall be employees of MANAGEMENT FIRM and not employees of the City of Novi. MANAGEMENT FIRM shall be reimbursed for the wages, taxes and fringe benefits for employees at the arena, including the General Manager. Employees of MANAGEMENT FIRM may work at other facilities operated by

MANAGEMENT FIRM, provided that the CITY shall provide reimbursement solely for time that is related to the Novi Ice Arena.

b) MANAGEMENT FIRM shall prepare maintenance and operations programs and supervise day-to-day and long-term maintenance of the facility and grounds.

c) MANAGEMENT FIRM shall lease ice time and space within the facility, including the operations of the pro shop, and concession areas. MANAGEMENT FIRM shall represent the CITY in efforts to negotiate contracts with major ice users and long-term tenants, shall supervise the rental of miscellaneous ice time to casual users as well as to outside operators of tournaments or instruction programs. MANAGEMENT FIRM shall have the authority to sell advertising at the facility or enter into sponsorship agreements on behalf of the CITY, subject to any existing contracts and obligations. All arena operations shall be in compliance with Internal Revenue Service Revenue Procedure 97-13.

d) MANAGEMENT FIRM will organize and supervise programs to utilize ice time of the facilities for the benefit of the community. Such programs may include summer day camp instructional programs, adult hockey leagues, general instructional programs, and on ice or off ice social, recreational or educational programs.

e) MANAGEMENT FIRM shall assist in the development, operation, and promotion of Novi Youth Hockey and Skating Club of Novi.

f) MANAGEMENT FIRM shall supervise the maintenance of financial and business record keeping and reporting systems adequate and appropriate for management and oversight of the operations of the facility.

g) MANAGEMENT FIRM shall attend meetings at the request of the CITY, upon reasonable notice of the same.

h) MANAGEMENT FIRM may enter into contracts in its own name as necessary in the management and operation of the arena. Contracts as to which the CITY is a party must be approved by the Novi City Council. The City Council hereby grants the

authority to execute agreements for the rental of ice time at rental rates consistent with the approved annual budget.

2. Financial Reporting and Money Management. MANAGEMENT FIRM will establish timely and accurate accounting and reporting procedures, acceptable to the CITY, for receipt and disbursement of all funds. All funds so received will be deposited daily into a bank account in the name of MANAGEMENT FIRM and from such deposits, based on pre-approved budget, MANAGEMENT FIRM will be authorized to disburse funds for payment of appropriate expenses of the operation. The bank account shall have one designated MANAGEMENT FIRM employee authorized to sign checks. The CITY, through the appropriate person(s), shall also be added as an additional signatory to the bank account. MANAGEMENT FIRM may retain not more than $1,000.00 in petty cash at the arena. It shall be the duty and responsibility of MANAGEMENT FIRM, not later than one hundred twenty (120) days prior to the commencement of each fiscal year, to submit to the CITY for approval, a proposed operating budget for the facility, setting forth all estimated receipts and disbursements relating to the facility for the ensuing fiscal year, or in the case of the first proposed budget, for the balance of the current year. The budget shall include the establishment of a reserve account for current and future capital expenses. The operating budget as approved in writing by the CITY is hereinafter referred to as the "approved budget". Except as otherwise provided in this Agreement, MANAGEMENT FIRM shall incur no expenses in connection with the Ice Arena facility that are not provided for in the approved budget. In the event that a submitted budget is rejected by the CITY, MANAGEMENT FIRM shall operate under the last approved budget on an item-by-item basis until a revised budget is approved in writing by the CITY.

The CITY shall provide sufficient working capital for the arena so that expenses can be paid pending receipt of initial revenues and is otherwise necessary during the term of this Agreement. MANAGEMENT FIRM shall give the CITY at least five (5) days' notice if additional funding is needed from the CITY to meet the expenses of operating the Arena. MANAGEMENT

FIRM shall not be obligated to make any advance to or for the account of the CITY, nor to pay any sums except out of funds in the Operating Account, nor shall MANAGEMENT FIRM be obligated to incur any liability or obligation on behalf of the CITY without the assurance that the necessary funds for the payment thereof will be promptly provided by the CITY as required for payment.

If and when revenues exceed direct expenses, the capital reserve and debt service payments, the CITY shall determine the extent to which surpluses shall be accumulated for future expenses and/or debt services, and the extent to which such surpluses shall be returned to the CITY for purposes of investment and shall be held in a capital replacement and reserve account. This determination shall be made as a part of the CITY'S annual budget approval process.

In the event of certain emergencies threatening the health or safety of the public or employees, or to protect the City's investment in the building or equipment, MANAGEMENT FIRM shall be authorized to make emergency appropriations without prior approvals in amounts not to exceed five thousand dollars ($5,000). Subsequent approval of such expenditures by the CITY will have the effect of renewing MANAGEMENT FIRM'S authority to make additional such emergency appropriations.

a) MANAGEMENT FIRM shall keep books, accounts and records that reflect all revenues, and all expenditures incurred in connection with the management and operation of the facility. The books, accounts and records shall be maintained at the Ice arena, or at MANAGEMENT FIRM'S company offices in Farmington Hills, Michigan. MANAGEMENT FIRM shall, during regular business hours, make the books, accounts and records required to be maintained here under available to the CITY or the representatives of the CITY FOR examination and audit by appointment of no less than one (1) days' prior notice. All such audits shall be at the expense of the CITY.

b) MANAGEMENT FIRM shall furnish to the CITY, a detailed statement of all revenues and expenditures. The monthly financial statement shall be submitted

within fifteen (15) days after the close of the month. In addition, MANAGEMENT FIRM shall furnish the original copy of all invoices, statements, purchase orders and billings received and paid during a given fiscal year, as well as such other information relating to the operation or management of the Ice Arena, within sixty (60) days of the ending of such fiscal year.

c) Within sixty (60) days after each fiscal year ending June 30, MANAGEMENT FIRM shall prepare and deliver to the CITY a detailed statement of revenues received and expenditures incurred and paid during the calendar year, which results from operations of the facility. Within thirty (30) days, following the expiration or termination of this agreement, MANAGEMENT FIRM shall deliver to the CITY all books, accounts and records pertaining to the property. MANAGEMENT FIRM may retain copies of such records.

d) MANAGEMENT FIRM shall provide a fidelity bond in an amount not less than $200,000 in favor of and for the protection of the CITY. Said fidelity bond shall be issued by a Michigan licensed and admitted property and casualty insurance company and subject to the approval of the CITY. Said fidelity bond shall be maintained in full force and effect throughout the term of this Management Agreement and shall be in effect prior to the first day of the receipt of any funds by MANAGEMENT FIRM on behalf of the CITY. The cost of the fidelity bond shall be deemed a reimbursable expense for operating the arena.

3. Liability Insurance. MANAGEMENT FIRM will assume the total cost of providing its own liability insurance coverage, in a form and amount detailed in Attachment A to this Agreement, to operate the Ice Arena during the life of this Agreement.

4. Compensation for Facility & Program Management. MANAGEMENT FIRM shall be compensated pursuant to the annual budget approved by the CITY and referenced in Section 2, Paragraph 2, for facility and program management activities set forth above, as follows:

a) Base Annual Management Fees: The CITY shall compensate MANAGEMENT FIRM a base monthly management fee of **Eleven Thousand Five Hundred Dollars ($11,500.00)** for the first and second (2025-26 and 2026-27) years of this Agreement and **Twelve Thousand One Hundred Twenty-six and 67/100 Dollars ($12,126.67) the third year of this Agreement.** Any partial month shall be paid pro-rated.

b) Shared Incentive Schedule: It is the common goal of MANAGEMENT FIRM and the CITY that the facility is operated to generate sufficient funds to pay all direct expenses and all required debt service payments. To encourage the generation of funds and in order for MANAGEMENT FIRM to be paid 5% percent of the annual operating income from the fiscal year over $450,000 (by way of example: FYE operating income ends at $490,000. $490,000 less $450,000 = $40,000 over threshold x 5% = $2,000), Operating Income Defined as:

-All Proceeds (excluding the cell tower lease, grants, City programs and interest earnings)

-Less: All Operating Expenses (including certain maintenance items that may be capitalized pursuant to the City's policy, and not including depreciation, amortization and debt service) = Operating Income

5. Agreement Term, Escalation and Termination. The term of this Agreement shall be three (3) years, commencing on July 1, 2025, and ending on June 30, 2028. The CITY will have the option to renew the Agreement for two (2) additional years in one (1) year increments. If the CITY chooses to renew the Agreement for option year one, the CITY shall pay the MANAGEMENT FIRM **Twelve Thousand One Hundred Twenty-six and 67/100 Dollars ($12,126.67) per month ($145,520.00 per year). If the CITY chooses to renew the Agreement for a second year it shall pay MANAGEMENT FIRM Twelve Thousand Four Hundred Thirty-eight and 33/100 dollars per month ($149,260.00 per year).** Nothing contained in this Agreement shall be

construed to require the payment of a penalty or require cause for this Agreement to be terminated by the CITY. The CITY shall have the option to terminate this Agreement for one or more of the following reasons:

a) **Failure to Make Revenue Projection:** This Agreement may be canceled at any time after June 30, 2026, and after advance written notice, for cause or failure to generate sufficient revenues from operations to meet debt service requirements for a given fiscal year. Such cause shall occur when the revenues from the past fiscal year were not sufficient to pay 1) all direct expenses, and 2) all required debt service payments.

The CITY shall provide ninety (90) days advance written notice of intent to terminate this Agreement. MANAGEMENT FIRM shall have this ninety (90) days "cure period" to remedy any performance deficiencies. If deficiencies are not cured within said period, then unless the parties agree otherwise, the Agreement shall terminate.

b) **Option to Terminate/Sale, Lease or Closure:** In the event that the CITY determines to sell, lease or close the arena, the CITY shall have the option to terminate this Agreement without cause. To exercise this option, the CITY shall, to the extent possible, provide not less than one hundred eighty (180) days advance written notice that it has decided to sell, lease or close the arena, where such sale lease or closing will occur at least 180 days prior to the end of the third year of this Agreement. If the City receives an offer to purchase the arena it will provide timely notice to MANAGEMENT FIRM.

c) **Material Breach:** This Agreement may be terminated at any time by either party without termination fee or penalty, if the other party commits a material breach of its obligations under the Agreement, provided that the party seeking to so terminate gives the other party notice and the opportunity to cure as set forth in paragraph

5(a), above. If the material breach constitutes malfeasance or misfeasance, the CITY shall not be obligated to provide an opportunity to cure. For purposes of this Agreement, malfeasance means: evil doing; ill conduct; the commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which the person ought not to do at all or the unjust performance of some act which the party had no right or which he had contracted not to do. It includes any wrongful conduct that affects, interrupts or interferes with the performance of duties under this Agreement.

duties. For purposes of this Agreement misfeasance means the improper performance of some act, which the party may lawfully do.

d) Mutual termination: This Agreement may be terminated at any time without termination fee, penalty or liquidated damages if the parties so mutually agree.

e) Termination for Convenience: After the third year of the Agreement, either Party may terminate the Agreement for convenience upon providing 180 days advanced written notice.

6. Governing Law. All actions under this Agreement shall be governed by, subject to, and construed according to the laws of the State of Michigan. Each party agrees, consents and submits to the personal jurisdiction of any competent court in Oakland County, Michigan, for any action brought against it arising out of this Agreement; agrees that service of process at the address and in the manner specified below will be sufficient; agrees that it will not commence any action against the other party hereto, because of any matter whatsoever arising out of or relating to the validity, construction, interpretation and enforcement of this Agreement, in any courts other than those of Oakland County, State of Michigan.

7. Assignment Successors and Assigns. This Agreement may not be assigned by either party except with the advance written permission of the other party. The parties hereto this Agreement, respectively, bind themselves, their partners, successors, permitted assigns

and legal representatives to the other party to this Agreement and to the partners, successors permitted assigns and legal representative of such other party with respect to all terms, covenants and provisions of this Agreement.

8. Indemnification. MANAGEMENT FIRM shall indemnify and hold CITY and its elected and appointed officials, employees and agents harmless from and against any and all claims, losses, costs, charges, assessments, liabilities, damages and interest, as well as legal fees arising out of or in connection with negligence, gross negligence or willful misconduct on the part of MANAGEMENT FIRM or any of its employees, agents, or contractors.

To the extent MANAGEMENT FIRM owes a duty to indemnify the CITY, as provided above, there shall be a corresponding duty to defend any action or suit instituted pertaining to such occurrence. To the extent applicable, the defense of governmental immunity shall be asserted on behalf of MANAGEMENT FIRM, as well as the CITY.

MANAGEMENT FIRM shall reimburse the CITY within thirty (30) days of written demand for any payment made or indebtedness incurred by the other with respect to any liability; obligation or claim covered by the foregoing indemnification provisions.

9. City's Representative. The Parks, Recreation and Cultural Services Director has been appointed as the City's Representative to deal with MANAGEMENT FIRM with respect to the rights and obligations of the parties under this Agreement. CITY may designate a new City's Representative at any time upon notice to MANAGEMENT FIRM. Except as otherwise stated in this Agreement, the City Representative shall be MANAGEMENT FIRM'S contact person at the CITY for purposes of fulfilling its obligations under this Agreement, including the resolution of day-to-day operational issues. In this connection, unless otherwise specifically advised by the CITY, MANAGEMENT FIRM shall make all reports to City's Representative and shall have the right to rely upon communications received from the City's Representative with regard to the arena.

10. Identification of Manager. MANAGEMENT FIRM may identify itself as the Manager of the Arena, and may include its company logo, in all promotional literature, letterhead, business cards, advertisements, etc., that are prepared or distributed regarding the arena.

11. Promotion Within Arena. For each ice surface in the arena, MANAGEMENT FIRM may use two (2) pairs of dasher boards to identify itself.

12. Cooperation by City of Novi Parks, Recreation and Cultural Services Department. The City of Novi Parks, Recreation and Cultural Services Department shall include information about Novi Ice Arena programs in its promotional materials, at no cost to arena or MANAGEMENT FIRM, to the extent that such space is available.

13. Disclaimers. CITY acknowledges and agrees that MANAGEMENT FIRM currently does, and during the term of this Agreement may simultaneously perform services of the type specified under this Agreement for other persons and parties and shall be disclosed to owner.

City further acknowledges and agrees that MANAGEMENT FIRM or an affiliated entity operates Suburban Ice, located at 23996 Freeway Park Drive, Farmington Hills, Michigan 48335.

City further acknowledges and agrees that MANAGEMENT FIRM may rent ice time at the arena to companies that are affiliated with MANAGEMENT FIRM, including, but not limited to, Suburban Hockey Club and Suburban Hockey Schools, but the fees paid by these related entities must be the same fees charged by the arena to third parties, and such companies shall not receive preferential treatment for scheduling and reserving ice time.

14. Irrevocability and Severability. In the event that one or more provisions of this Agreement, or any instrument or other document delivered pursuant to this Agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, or shall jeopardize the tax exempt status of the bonds utilized to finance the establishment of the facility, the validity, legality and enforceability of the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid

or unenforceable shall not be affected or impaired thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

15. Entire Agreement. The terms and conditions as contained herein are the entire agreement between the parties. Neither party has made any representations except those expressly set forth herein, and no rights or remedies are or shall be acquired by either party by implication or otherwise unless expressly set forth herein.

16. No Waiver. No failure of either party to insist upon strict performance of any term, covenant or provision of this Agreement, or to exercise any right, term or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or of such term, covenant or provision. No waiver of any breach shall affect or alter this Agreement, but each and every term, covenant or provision of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof.

17. Notice. Notice, consents, approvals, requests and other communications required or permitted under this Agreement, shall be given in writing and mailed by registered or certified first class mail, return receipt requested, addressed as follows:

To the CITY:	City of Novi Jeffrey A. Muck Director of Parks, Recreation and Cultural Services 45175 Ten Mile Road Novi, MI 48375
If to MANAGEMENT FIRM:	Lyle Phair Executive Director Suburban Arena Management, LLC 23995 Freeway Park Drive Farmington Hills, MI 48335

18. Time Given. All notices shall be deemed given on the day of mailing. Either Party to this Agreement may change its address for the receipt of Notices at any time by giving notices thereof to the other by delivery of such notice as specified above.

19. Amendments. The parties may from time to time consider it in their best interest to change, modify or extend a term, condition or covenant of this Agreement. Any such change, addition, deletion, extension or modification, which is mutually agreed upon by and between the parties, shall be incorporated in written form ("amendment"), and no such amendment shall be binding upon the parties unless it expressly makes reference to this Agreement and is signed by authorized representatives of both parties.

Agreement made the date written above by and between the parties:

Suburban Arena Management, an LLC

_____ Date:_____
By:
Its_____

City of Novi

_____ Date:_____
By: Justin Fischer, Mayor

CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A

1. The MANAGEMENT FIRM shall maintain at its expense during the term of this Agreement, the following insurance:

   a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of $100,000 (One Hundred Thousand Dollars) each accident.

   b. **Commercial General Liability Insurance -** The MANAGEMENT FIRM shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **$1,000,000** (One Million Dollars) per occurrence combined single limit.

   c. **Automobile liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **$1,000,000** (One Million Dollars) each person and $1,000,000 (One Million Dollars) each occurrence and minimum property damage limits of **$1,000,000** (One Million Dollars) each occurrence.

2. All policies shall name the MANAGEMENT FIRM as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, MANAGEMENT FIRM may agree to provide notice of such cancellation or reduction.

3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the Agreement. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those Agreement documents will be waived by the insurer with respect to claims against the City.

4. The MANAGEMENT FIRM shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Agreement, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the MANAGEMENT FIRM will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the MANAGEMENT FIRM's expense, under valid and enforceable policies issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Agreement, the MANAGEMENT FIRM shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the MANAGEMENT FIRM.

7. The provisions requiring the MANAGEMENT FIRM to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the MANAGEMENT FIRM under this Agreement.

8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS
HOLD HARMLESS/INDEMNITY

1. The MANAGEMENT FIRM agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and MANAGEMENT FIRMs from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

   A. Acts or omissions by the MANAGEMENT FIRM, its agents, employees, servants and MANAGEMENT FIRMs in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and MANAGEMENT FIRMs.

   B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.

   C. The MANAGEMENT FIRM agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the MANAGEMENT FIRM and due to the acts or omissions of the MANAGEMENT FIRM or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The MANAGEMENT FIRM agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the MANAGEMENT FIRM under this Agreement due to the above-referenced acts or omissions.

2. The MANAGEMENT FIRM agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Agreement. Further the MANAGEMENT FIRM agrees to hold the City harmless

for any loss of such property and materials used in pursuant to the MANAGEMENT FIRM's performance under this Agreement.

3. The MANAGEMENT FIRM shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The MANAGEMENT FIRM further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this Agreement.

ICE ARENA MANAGEMENT ~~AGREEMENT~~ AGREEMENT

This Ice Arena Management Agreement, (“Agreement”) by and between the CITY OF NOVI, a Michigan Municipal Corporation having its address at 45175 Ten Mile Road, Novi, Michigan 48375 ("CITY"), and Suburban Arena Management, LLC, having its address at 23995 Freeway Park Drive, Farmington Hills, MI 48335 ("MANAGEMENT FIRM"). The Agreement will be effective on the date both parties sign it.

WHEREAS the CITY is the owner of the Novi Ice Arena, located at 42400 Nick Lidstrom Drive; and

WHEREAS MANAGEMENT FIRM is engaged in the business of managing ice arena facilities; and

WHEREAS the CITY and MANAGEMENT FIRM desire to contract with each other, to provide for the management of Novi Ice Arena

IT IS, THEREFORE agreed by and between the parties hereto, for and in consideration of the mutual covenants, as follows:

1. Facility and Program Management Responsibilities. MANAGEMENT FIRM shall provide business administration and management services to operate the Novi Ice Arena in an economically sound manner, consistent with the best interests of the CITY, and MANAGEMENT FIRM will have full authority to do so, to the extent authorized under this Agreement. The facility includes the arena, parking lots, grounds, pro shop, concessions, meeting rooms and related spaces.

a) MANAGEMENT FIRM will hire and supervise all operating personnel, including janitorial, instructional, building and ice maintenance, secretarial, clerical and bookkeepers. All employees hired by MANAGEMENT FIRM shall be employees of MANAGEMENT FIRM and not employees of the City of Novi. MANAGEMENT FIRM shall be reimbursed for the wages, taxes and fringe benefits for employees at the arena, including the General Manager. Employees of MANAGEMENT FIRM may work at other facilities operated by

MANAGEMENT FIRM, provided that the CITY shall provide reimbursement solely for time that is related to the Novi Ice Arena.

b) MANAGEMENT FIRM shall prepare maintenance and operations programs and supervise day-to-day and long-term maintenance of the facility and grounds.

c) MANAGEMENT FIRM shall lease ice time and space within the facility, including the operations of the pro shop, and concession areas. MANAGEMENT FIRM shall represent the CITY in efforts to negotiate contracts with major ice users and long-term tenants, shall supervise the rental of miscellaneous ice time to casual users as well as to outside operators of tournaments or instruction programs. MANAGEMENT FIRM shall have the authority to sell advertising at the facility or enter into sponsorship agreements on behalf of the CITY, subject to any existing contracts and obligations. All arena operations shall be in compliance with Internal Revenue Service Revenue Procedure 97-13.

d) MANAGEMENT FIRM will organize and supervise programs to utilize ice time of the facilities for the benefit of the community. Such programs may include summer day camp instructional programs, adult hockey leagues, general instructional programs, and on ice or off ice social, recreational or educational programs.

e) MANAGEMENT FIRM shall assist in the development, operation, and promotion of Novi Youth Hockey and Skating Club of Novi.

f) MANAGEMENT FIRM shall supervise the maintenance of financial and business record keeping and reporting systems adequate and appropriate for management and oversight of the operations of the facility.

g) MANAGEMENT FIRM shall attend meetings at the request of the CITY, upon reasonable notice of the same.

h) MANAGEMENT FIRM may enter into contracts in its own name as necessary in the management and operation of the arena. Contracts as to which the CITY is a party must be approved by the Novi City Council. The City Council hereby grants the

authority to execute agreements for the rental of ice time at rental rates consistent with the approved annual budget.

2. Financial Reporting and Money Management. MANAGEMENT FIRM will establish timely and accurate accounting and reporting procedures, acceptable to the CITY, for receipt and disbursement of all funds. All funds so received will be deposited daily into a bank account in the name of MANAGEMENT FIRM and from such deposits, based on pre-approved budget, MANAGEMENT FIRM will be authorized to disburse funds for payment of appropriate expenses of the operation. The bank account shall have one designated MANAGEMENT FIRM employee authorized to sign checks. The CITY, through the appropriate person(s), shall also be added as an additional signatory to the bank account. MANAGEMENT FIRM may retain not more than $1,000.00 in petty cash at the arena. It shall be the duty and responsibility of MANAGEMENT FIRM, not later than one hundred twenty (120) days prior to the commencement of each fiscal year, to submit to the CITY for approval, a proposed operating budget for the facility, setting forth all estimated receipts and disbursements relating to the facility for the ensuing fiscal year, or in the case of the first proposed budget, for the balance of the current year. The budget shall include the establishment of a reserve account for current and future capital expenses. The operating budget as approved in writing by the CITY is hereinafter referred to as the "approved budget". Except as otherwise provided in this Agreement, MANAGEMENT FIRM shall incur no expenses in connection with the Ice Arena facility that are not provided for in the approved budget. In the event that a submitted budget is rejected by the CITY, MANAGEMENT FIRM shall operate under the last approved budget on an item-by-item basis until a revised budget is approved in writing by the CITY.

The CITY shall provide sufficient working capital for the arena so that expenses can be paid pending receipt of initial revenues and is otherwise necessary during the term of this Agreement. MANAGEMENT FIRM shall give the CITY at least five (5) days' notice if additional funding is needed from the CITY to meet the expenses of operating the Arena. MANAGEMENT

FIRM shall not be obligated to make any advance to or for the account of the CITY, nor to pay any sums except out of funds in the Operating Account, nor shall MANAGEMENT FIRM be obligated to incur any liability or obligation on behalf of the CITY without the assurance that the necessary funds for the payment thereof will be promptly provided by the CITY as required for payment.

If and when revenues exceed direct expenses, the capital reserve and debt service payments, the CITY shall determine the extent to which surpluses shall be accumulated for future expenses and/or debt services, and the extent to which such surpluses shall be returned to the CITY for purposes of investment and shall be held in a capital replacement and reserve account. This determination shall be made as a part of the CITY'S annual budget approval process.

In the event of certain emergencies threatening the health or safety of the public or employees, or to protect the City's investment in the building or equipment, MANAGEMENT FIRM shall be authorized to make emergency appropriations without prior approvals in amounts not to exceed five thousand dollars ($5,000). Subsequent approval of such expenditures by the CITY will have the effect of renewing MANAGEMENT FIRM'S authority to make additional such emergency appropriations.

a) MANAGEMENT FIRM shall keep books, accounts and records that reflect all revenues, and all expenditures incurred in connection with the management and operation of the facility. The books, accounts and records shall be maintained at the Ice arena, or at MANAGEMENT FIRM'S company offices in Farmington Hills, Michigan. MANAGEMENT FIRM shall, during regular business hours, make the books, accounts and records required to be maintained here under available to the CITY or the representatives of the CITY FOR examination and audit by appointment of no less than one (1) days' prior notice. All such audits shall be at the expense of the CITY.

b) MANAGEMENT FIRM shall furnish to the CITY, a detailed statement of all revenues and expenditures. The monthly financial statement shall be submitted within fifteen (15) days

after the close of the month. In addition, MANAGEMENT FIRM shall furnish the original copy of all invoices, statements, purchase orders and billings received and paid during a given fiscal year, as well as such other information relating to the operation or management of the Ice Arena, within sixty (60) days of the ending of such fiscal year.

c) Within sixty (60) days after each fiscal year ending June 30, MANAGEMENT FIRM shall prepare and deliver to the CITY a detailed statement of revenues received and expenditures incurred and paid during the calendar year, which results from operations of the facility. Within thirty (30) days, following the expiration or termination of this agreement, MANAGEMENT FIRM shall deliver to the CITY all books, accounts and records pertaining to the property. MANAGEMENT FIRM may retain copies of such records.

d) MANAGEMENT FIRM shall provide a fidelity bond in an amount not less than $200,000 in favor of and for the protection of the CITY. Said fidelity bond shall be issued by a Michigan licensed and admitted property and casualty insurance company and subject to the approval of the CITY. Said fidelity bond shall be maintained in full force and effect throughout the term of this Management Agreement and shall be in effect prior to the first day of the receipt of any funds by MANAGEMENT FIRM on behalf of the CITY. The cost of the fidelity bond shall be deemed a reimbursable expense for operating the arena.

3. Liability Insurance. MANAGEMENT FIRM will assume the total cost of providing its own liability insurance coverage, in a form and amount detailed in Attachment A to this Agreement, to operate the Ice Arena during the life of this Agreement.

4. Compensation for Facility & Program Management. MANAGEMENT FIRM shall be compensated pursuant to the annual budget approved by the CITY and referenced in Section 2, Paragraph 2, for facility and program management activities set forth above, as follows:

a) Base Annual Management Fees: The CITY shall compensate MANAGEMENT FIRM a base monthly management fee of ~~**Ten Thousand One Hundred Ninety Eight Dollars** ($10,198.00)~~ **Eleven Thousand Five Hundred Dollars**

($11,500.00) for the first and second (2025-26 and 2026-27) years of this Agreement~~.~~ and **Twelve Thousand One Hundred Twenty-six and 67/100 Dollars ($12,126.67) the third year of this Agreement.** Any partial month shall be paid pro-rated.

b) Shared Incentive Schedule: It is the common goal of MANAGEMENT FIRM and the CITY that the facility is operated to generate sufficient funds to pay all direct expenses and all required debt service payments. To encourage the generation of funds and in order for MANAGEMENT FIRM to be paid ~~2~~5% percent of the annual ~~growth in~~ operating income from ~~fiscal year to~~ the fiscal year over $450,000 (by way of example: FYE operating income ends at $490,000. $490,000 less $450,000 = $40,000 over threshold x 5% = $2,000)~~, the minimum operating income must be equal to or greater than $750,000 each year of the Agreement.~~

Operating Income Defined as:

-All Proceeds (excluding the cell tower lease, grants, City programs and interest earnings)

-Less: All Operating Expenses (including certain maintenance items that may be capitalized pursuant to the City's policy, and not including depreciation, amortization and debt service) = Operating Income

5. Agreement Term, Escalation and Termination. The term of this Agreement shall be three (3) years, commencing on July 1, 2025 and ending on June 30, 2028. The CITY will have the option to renew the Agreement for two (2) additional years in one (1) year increments. If the CITY chooses to renew the Agreement for option year one, the CITY shall pay the MANAGEMENT FIRM **Twelve Thousand One Hundred Twenty-six and 67/100 Dollars ($12,126.67) per month ($145,520.00 per year). If the CITY chooses to renew the Agreement for a second year it shall pay MANAGEMENT FIRM Twelve Thousand Four Hundred Thirty-eight and 33/100 dollars per month ($149,260.00 per year).** Nothing contained in this Agreement shall be

construed to require the payment of a penalty or require cause for this Agreement to be terminated by the CITY. The CITY shall have the option to terminate this Agreement for one or more of the following reasons:

a). **Failure to Make Revenue Projection:** This Agreement may be canceled at any time after June 30, 2026 and after advance written notice, for cause or failure to generate sufficient revenues from operations to meet debt service requirements for a given fiscal year. Such cause shall occur when the revenues from the past fiscal year were not sufficient to pay 1) all direct expenses, and 2) all required debt service payments.

The CITY shall provide ninety (90) days advance written notice of intent to terminate this Agreement. MANAGEMENT FIRM shall have this ninety (90) days "cure period" to remedy any performance deficiencies. If deficiencies are not cured within said period, then unless the parties agree otherwise, the Agreement shall terminate.

b) **Option to Terminate/Sale, Lease or Closure:** In the event that the CITY determines to sell, lease or close the arena, the CITY shall have the option to terminate this Agreement without cause. To exercise this option, the CITY shall, to the extent possible, provide not less than one hundred eighty (180) days advance written notice that it has decided to sell, lease or close the arena, where such sale lease or closing will occur at least 180 days prior to the end of the third year of this Agreement. If the City receives an offer to purchase the arena it will provide timely notice to MANAGEMENT FIRM.

c) **Material Breach:** This Agreement may be terminated at any time by either party without termination fee or penalty, if the other party commits a material breach of its obligations under the Agreement, provided that the party seeking to so terminate gives the other party notice and the opportunity to cure as set forth in paragraph

5(a), above. If the material breach constitutes malfeasance or misfeasance, the CITY shall not be obligated to provide an opportunity to cure. For purposes of this Agreement, malfeasance means: evil doing; ill conduct; the commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which the person ought not to do at all or the unjust performance of some act which the party had no right or which he had contracted not to do. It includes any wrongful conduct that affects, interrupts or interferes with the performance of duties under this Agreement.

duties. For purposes of this Agreement misfeasance means the improper performance of some act, which the party may lawfully do.

d) Mutual termination: This Agreement may be terminated at any time without termination fee, penalty or liquidated damages if the parties so mutually agree.

e) Termination for Convenience: After the third year of the Agreement, either Party may terminate the Agreement for convenience upon providing 180 days advanced written notice.

6. Governing Law. All actions under this Agreement shall be governed by, subject to, and construed according to the laws of the State of Michigan. Each party agrees, consents and submits to the personal jurisdiction of any competent court in Oakland County, Michigan, for any action brought against it arising out of this Agreement; agrees that service of process at the address and in the manner specified below will be sufficient; agrees that it will not commence any action against the other party hereto, because of any matter whatsoever arising out of or relating to the validity, construction, interpretation and enforcement of this Agreement, in any courts other than those of Oakland County, State of Michigan.

7. Assignment Successors and Assigns. This Agreement may not be assigned by either party except with the advance written permission of the other party. The parties hereto this Agreement, respectively, bind themselves, their partners, successors, permitted assigns

and legal representatives to the other party to this Agreement and to the partners, successors permitted assigns and legal representative of such other party with respect to all terms, covenants and provisions of this Agreement.

8. Indemnification. MANAGEMENT FIRM shall indemnify and hold CITY and its elected and appointed officials, employees and agents harmless from and against any and all claims, losses, costs, charges, assessments, liabilities, damages and interest, as well as legal fees arising out of or in connection with negligence, gross negligence or willful misconduct on the part of MANAGEMENT FIRM or any of its employees, agents, or contractors.

To the extent MANAGEMENT FIRM owes a duty to indemnify the CITY, as provided above, there shall be a corresponding duty to defend any action or suit instituted pertaining to such occurrence. To the extent applicable, the defense of governmental immunity shall be asserted on behalf of MANAGEMENT FIRM, as well as the CITY.

MANAGEMENT FIRM shall reimburse the CITY within thirty (30) days of written demand for any payment made or indebtedness incurred by the other with respect to any liability; obligation or claim covered by the foregoing indemnification provisions.

9. City's Representative. The Parks, Recreation and Cultural Services Director has been appointed as the City's Representative to deal with MANAGEMENT FIRM with respect to the rights and obligations of the parties under this Agreement. CITY may designate a new City's Representative at any time upon notice to MANAGEMENT FIRM. Except as otherwise stated in this Agreement, the City Representative shall be MANAGEMENT FIRM'S contact person at the CITY for purposes of fulfilling its obligations under this Agreement, including the resolution of day-to-day operational issues. In this connection, unless otherwise specifically advised by the CITY, MANAGEMENT FIRM shall make all reports to City's Representative and shall have the right to rely upon communications received from the City's Representative with regard to the arena.

10. Identification of Manager. MANAGEMENT FIRM may identify itself as the Manager of the Arena, and may include its company logo, in all promotional literature, letterhead, business cards, advertisements, etc., that are prepared or distributed regarding the arena.

11. Promotion Within Arena. For each ice surface in the arena, MANAGEMENT FIRM may use two (2) pairs of dasher boards to identify itself.

12. Cooperation by City of Novi Parks, Recreation and Cultural Services Department. The City of Novi Parks, Recreation and Cultural Services Department shall include information about Novi Ice Arena programs in its promotional materials, at no cost to arena or MANAGEMENT FIRM, to the extent that such space is available.

13. Disclaimers. CITY acknowledges and agrees that MANAGEMENT FIRM currently does, and during the term of this Agreement may simultaneously perform services of the type specified under this Agreement for other persons and parties and shall be disclosed to owner.

City further acknowledges and agrees that MANAGEMENT FIRM or an affiliated entity operates Suburban Ice, located at 23996 Freeway Park Drive, Farmington Hills, Michigan 48335.

City further acknowledges and agrees that MANAGEMENT FIRM may rent ice time at the arena to companies that are affiliated with MANAGEMENT FIRM, including, but not limited to, Suburban Hockey Club and Suburban Hockey Schools, but the fees paid by these related entities must be the same fees charged by the arena to third parties, and such companies shall not receive preferential treatment for scheduling and reserving ice time.

14. Irrevocability and Severability. In the event that one or more provisions of this Agreement, or any instrument or other document delivered pursuant to this Agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, or shall jeopardize the tax exempt status of the bonds utilized to finance the establishment of the facility, the validity, legality and enforceability of the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid

or unenforceable shall not be affected or impaired thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

15. Entire Agreement. The terms and conditions as contained herein are the entire agreement between the parties. Neither party has made any representations except those expressly set forth herein, and no rights or remedies are or shall be acquired by either party by implication or otherwise unless expressly set forth herein.

16. No Waiver. No failure of either party to insist upon strict performance of any term, covenant or provision of this Agreement, or to exercise any right, term or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or of such term, covenant or provision. No waiver of any breach shall affect or alter this Agreement, but each and every term, covenant or provision of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof.

17. Notice. Notice, consents, approvals, requests and other communications required or permitted under this Agreement, shall be given in writing and mailed by registered or certified first class mail, return receipt requested, addressed as follows:

To the CITY:	City of Novi Jeffrey A. Muck Director of Parks, Recreation and Cultural Services 45175 Ten Mile Road Novi, MI 48375
If to MANAGEMENT FIRM:	Lyle Phair Executive Director Suburban Arena Management, LLC 23995 Freeway Park Drive Farmington Hills, MI 48335

18. Time Given. All notices shall be deemed given on the day of mailing. Either Party to this Agreement may change its address for the receipt of Notices at any time by giving notices thereof to the other by delivery of such notice as specified above.

19. Amendments. The parties may from time to time consider it in their best interest to change, modify or extend a term, condition or covenant of this Agreement. Any such change, addition, deletion, extension or modification, which is mutually agreed upon by and between the parties, shall be incorporated in written form ("amendment"), and no such amendment shall be binding upon the parties unless it expressly makes reference to this Agreement and is signed by authorized representatives of both parties.

Agreement made the date written above by and between the parties:

Suburban Arena Management, an LLC

_____ Date:_____
By:
Its_____

City of Novi

_____ Date:_____
By: Justin Fischer, Mayor

CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A

1. The MANAGEMENT FIRM shall maintain at its expense during the term of this Agreement, the following insurance:

   a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of $100,000 (One Hundred Thousand Dollars) each accident.

   b. **Commercial General Liability Insurance -** The MANAGEMENT FIRM shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **$1,000,000** (One Million Dollars) per occurrence combined single limit.

   c. **Automobile liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **$1,000,000** (One Million Dollars) each person and $1,000,000 (One Million Dollars) each occurrence and minimum property damage limits of **$1,000,000** (One Million Dollars) each occurrence.

2. All policies shall name the MANAGEMENT FIRM as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, MANAGEMENT FIRM may agree to provide notice of such cancellation or reduction.

3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the Agreement. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those Agreement documents will be waived by the insurer with respect to claims against the City.

4. The MANAGEMENT FIRM shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Agreement, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the MANAGEMENT FIRM will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the MANAGEMENT FIRM's expense, under valid and enforceable policies issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Agreement, the MANAGEMENT FIRM shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the MANAGEMENT FIRM.

7. The provisions requiring the MANAGEMENT FIRM to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the MANAGEMENT FIRM under this Agreement.

8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS
HOLD HARMLESS/INDEMNITY

1. The MANAGEMENT FIRM agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and MANAGEMENT FIRMs from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

   A. Acts or omissions by the MANAGEMENT FIRM, its agents, employees, servants and MANAGEMENT FIRMs in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and MANAGEMENT FIRMs.

   B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.

   C. The MANAGEMENT FIRM agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the MANAGEMENT FIRM and due to the acts or omissions of the MANAGEMENT FIRM or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The MANAGEMENT FIRM agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the MANAGEMENT FIRM under this Agreement due to the above-referenced acts or omissions.

2. The MANAGEMENT FIRM agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Agreement. Further the MANAGEMENT FIRM agrees to hold the City harmless

for any loss of such property and materials used in pursuant to the MANAGEMENT FIRM's performance under this Agreement.

3. The MANAGEMENT FIRM shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The MANAGEMENT FIRM further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this Agreement.

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Consideration of approval to award a pavement striping services contract to P.K. Contracting LLC and Royalty Pavement Markings.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- Longitudinal linework is being awarded to P.K. Contracting LLC as they are the sole bidder. This work is performed on major roads.
- Handwork (Symbols, alphabets, special crosswalks, parking lots) is being awarded to Royalty Pavement Markings as they are the low bidder. This work is performed on major roads, local roads, and municipal parking lots.
- Awarding services this way provides the lowest unit prices.

	FY 2024/25
EXPENDITURE REQUIRED	$ 173,540.20 Majors- Longitudinal Lines (PK) $ 102,341.00 Majors- Handwork (Royalty) $ 22,409.00 Locals- Handwork (Royalty) $ 13,150.00 Parking Lots- Handwork (Royalty) **$ 173,540.20 Total- P.K.** **$ 137,900.00 Total- Royalty**
BUDGET **Major Street Fund 202-449.20-866.030** **Local Street Fund 203-449.30-866.030** **General Fund 101-441.20-931.208 to .442**	 **$ 276,000.00 Major Streets** **$ 30,000.00 Local Streets** **$ 15,000.00 Parking Lots**
APPROPRIATION REQUIRED	**$ 0**
FUND BALANCE IMPACT	**$ 0**
This is a unit price contract. Award amounts are based on the assumption all locations are addressed annually.	

BACKGROUND INFORMATION:

The City's annual pavement marking program consists of approximately 50 centerline miles of the City's road system and 19 municipal parking lots. The contract term is one year, with roadway striping and handwork (i.e., symbols, letters, crosswalks, etc.) performed in the spring. Municipal parking lot striping will be performed once per year or as needed.

The bid was split into three parts:

- Part A- Longitudinal Lines (lane/center/edge lines, etc.)- This work is performed in a truck on major roads; see exhibit 1.
- Part B- Handwork (symbols, alphabets, crosswalks, etc.) – This work is performed with a walk-behind machine or hand-painted on major and local roads; see exhibit 2.
- Part B- Handwork- Alternate #1 Parking Lots

Contractor	**Part A- Longitudinal Lines**	**Part B- Handwork- Symbols, Alphabets, & Crosswalks**	**Part B- Handwork- Alternate #1 Parking Lots**	**Totals Bid Award**
PK Contracting	**$173,540.20***	$164,430.00	$17,665.00	**$173,540.20**
Royalty Pavement Markings	Did Not Bid	**$124,750.00***	**$13,150.00***	**$137,900.00**

*services being awarded per contractor

The City received and opened two bids on March 18th, 2025, following a public solicitation period. Both bids complied with all the requirements of the bidding instructions. Engineering is recommending Part A Spray Thermoplastic-Longitudinal Lines services be awarded to P.K. Contracting LLC as they are the sole bidder; and Part B Handwork and Parking Lots services be awarded to Royal Pavement Markings as they are the low bidder.

Upon mutual consent of the City and the contractor, there are three one-year contract renewal options available.

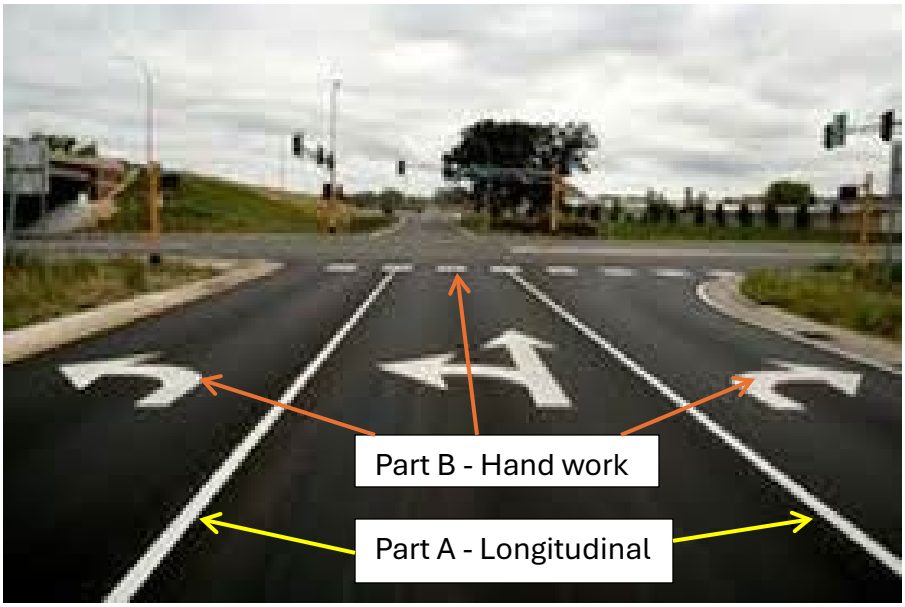
RECOMMENDED ACTION: Approval to award a unit price pavement striping services contract for Part A- Longitudinal line work to P.K. Contracting LLC., the sole bidder, in the estimated annual amount of $173,540.20 and to award unit price pavement marking services contract for Part B – Symbols, Alphabets, & Crosswalks and Part B – Alternate #1 – Parking lots to Royalty Pavement Markings, in the estimated annual amount of $137,900.00. Both contract terms are one year with three one-year renewal options.

Exhibit 1

Part A - Longitudinal Lines – center lines, road edge lines, dash and channel lines

Exhibit 2

Part B – Waterborne paint – symbols, alphabets, and crosswalks



CITY OF NOVI
PAVEMENT STRIPING BID TABULATION
March 18, 2025 2:00 P.M.

Item		Unit	Qty	PK Contracting (Unit Cost)	PK Contracting (Total)	Royalty Pavement Markings (Unit Cost)	Royalty Pavement Markings (Total)
BASE BID							
PART A - LONGITUDINAL LINES (SPRAYABLE THERMOPLASTIC)							
1	4" Center Line - double yellow	LF	158,400	0.40	$ 63,360.00	n/a	$ -
2	4" Center Line - 1 solid yellow, 1 skip yellow	LF	132,000	0.36	$ 47,520.00	n/a	$ -
3	4" Center Line - skip yellow	LF	21,120	0.22	$ 4,646.40	n/a	$ -
4	4" Lane Line - skip white	LF	26,400	0.22	$ 5,808.00	n/a	$ -
5	4" Edge Line - solid white	LF	142,560	0.29	$ 41,342.40	n/a	$ -
6	4" Channel Line - solid white	LF	36,960	0.29	$ 10,718.40	n/a	$ -
7	4" Lane Reduction Markings - Solid yellow	Feet	500	0.29	$ 145.00	n/a	$ -
	TOTAL PART A				**$ 173,540.20**		**$ -**
PART B - HANDWORK- SYMBOLS, ALPHABETS, SPECIAL CROSSWALKS (WATERBORNE PAINT)							
1	Railroad crossing	Each	3	235.00	$ 705.00	175.00	$ 525.00
2	School Markings	Each	20	130.00	$ 2,600.00	100.00	$ 2,000.00
3	24" Stop Bars	Feet	7,000	6.75	$ 47,250.00	6.00	$ 42,000.00
4	Arrows	Each	325	80.00	$ 26,000.00	65.00	$ 21,125.00
5	Onlys	Each	275	80.00	$ 22,000.00	65.00	$ 17,875.00
6	Bicycle Symbols	Each	80	80.00	$ 6,400.00	65.00	$ 5,200.00
7	Cross Hatching	LF	4,500	3.00	$ 13,500.00	1.25	$ 5,625.00
8	6" Crosswalks	LF	6,000	3.00	$ 18,000.00	1.25	$ 7,500.00
9	24" Continental Crosswalks	LF	2,500	6.75	$ 16,875.00	6.00	$ 15,000.00
10	Parking Spots - Market St., Main St.	Lump Sum	1	2,000.00	$ 2,000.00	1,500.00	$ 1,500.00
11	Parking Spots - Brownstone Dr	Lump Sum	1	2,000.00	$ 2,000.00	1,500.00	$ 1,500.00
12	Parking Spots - Bond St	Lump Sum	1	2,000.00	$ 2,000.00	1,500.00	$ 1,500.00
13	6" Traffic Division Island	LF	800	3.00	$ 2,400.00	1.25	$ 1,000.00
14	24" Traffic Division Island	LF	400	6.75	$ 2,700.00	6.00	$ 2,400.00
	TOTAL PART B				**$ 164,430.00**		**$ 124,750.00**

CITY OF NOVI
PAVEMENT STRIPING BID TABULATION
March 18, 2025 2:00 P.M.

Item		Unit	Qty	PK Contracting (Unit Cost)	PK Contracting (Total)	Royalty Pavement Markings (Unit Cost)	Royalty Pavement Markings (Total)
PART B- ALTERNATE #1 - PARKING LOTS							
1	Civic Center	Lump Sum			$ 1,310.00		$ 1,150.00
2	Police HQ - East & West lots	Lump Sum			$ 790.00		$ 700.00
3	Field Services Complex - Interior & External	Lump Sum			$ 1,310.00		$ 1,200.00
4	Police Gun Range	Lump Sum			$ 525.00		$ 400.00
5	Fire Station #1	Lump Sum			$ 525.00		$ 400.00
6	Fire Station #2	Lump Sum			$ 525.00		$ 400.00
7	Fire Station #3	Lump Sum			$ 525.00		$ 400.00
8	Fire Station #4	Lump Sum			$ 525.00		$ 400.00
9	Fire Station #5	Lump Sum			$ 525.00		$ 400.00
10	Novi Dog Park	Lump Sum			$ 790.00		$ 600.00
11	Lakeshore Park	Lump Sum			$ 790.00		$ 600.00
12	Rotary Park	Lump Sum			$ 1,000.00		$ 800.00
13	ITC Community Sports Park	Lump Sum			$ 790.00		$ 600.00
14	Ella Mae Power Park	Lump Sum			$ 790.00		$ 600.00
15	Pavilion Shore Park East & West lots	Lump Sum			$ 790.00		$ 600.00
16	Wildlife Woods Park	Lump Sum			$ 1,000.00		$ 850.00
17	Bosco Fields	Lump Sum			$ 790.00		$ 600.00
18	Villa Barr Art Park	Lump Sum			$ 790.00		$ 600.00
19	Novi Water Tower Park & RC Raceway	Lump Sum			$ 1,575.00		$ 1,350.00
20	Northwest Park	Lump Sum			$ 2,000.00		$ 500.00
	TOTAL ALT #1				**$ 17,665.00**		**$ 13,150.00**

CITY OF NOVI

PAVEMENT STRIPING CONTRACT

VENDOR QUESTIONNAIRE

Firm Name P.K. CONTRACTING, LLC

Address 1965 BARRETT DR

City TROY State MI Zip 48084

Telephone 248 362 2130 Fax 248 362 4969

Authorized agent's name NICHOLAS C. SHEA

Authorized agent's title V.P.

Authorized agent's email address nick@pkcontracting.com

Web address www.pkcontracting.com

1. Year Firm Was Established: 1980 Years in Business: 45
2. Type of Organization: (Circle One)
   a. Individual b. Partnership c. Corporation d. Joint-Venture (e) Other
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
   a. No ✓ Yes _____ Reason: _____
4. Under what other or former names has your organization operated?
   N/A
5. How many full-time employees? 150 Part-time? 150
6. Are you able to provide insurance coverage as required by this ITB? YES
7. Provide information relative to the experience your company has had working with municipalities. Please provide the names and contact names and phone numbers of municipalities where service was provided.

   · OAKLAND CNTY - BRANDON DAWK - 248 535 2196
   · ANN ARBOR - AL - 734 272 6986
   · WASHTENAW CNTY - FELIX WEBSTER-BAILEY - 734 327 6689

8. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.

· P.K. CONTRACTING IS MICHIGAN'S LEADER IN THE PAVEMENT MARKING INDUSTRY. WE WORK ON OVER 1500 PROJECTS PER YEAR COVERING THE ENTIRE STATE OF MICHIGAN.

9. Identify those in your firm who would be responsible, including on-site supervision for this service. Include educational background and experience of principals and those who will be working on the project.

· DOUG MYER - 40 YEARS - FOREMAN
· ANDY TUCKER - 30 YEARS - FOREMAN
· DAVE ATKIN - 25 YEARS - FOREMAN
· DAN DEVINE - 20 YEARS - FOREMAN

10. How many clients does your company currently serve with the types of services this ITB is requesting? Provide a list.

· P.K. WORKS ON OVER 1500 PROJECTS PER YEAR SERVICING NOT ONLY CITIES & MUNICIPALITIES, BUT ALSO OVER 75 DIFFERENT CONTRACTING COMPANIES

11. Provide a list of equipment that will be on-site and available for use by the crew performing striping services. Attach separate sheet if necessary.

· SEE ATTACHED

12. Please provide a list of client references (minimum of 3). Include name, address, phone number, and contact person.

1. Company name OAKLAND COUNTY
   Address 31001 LAHSER RD

City, State Zip BEVERLY HILLS, MI 48025

Contact name BRANDON FRANK Phone 248 535 2196

Type of service provided PAVEMENT MARKINGS

How many years have you provided this service to this firm? 25+

2. Company name ANN ARBOR

Address 301 E. HURON ST

City, State Zip ANN ARBOR, MI 48104

Contact name AL Phone 734 272 6984

Type of service provided PAVEMENT MARKINGS

How many years have you provided this service to this firm? 25+

3. Company name WASHTENAW CNTY

Address 555 N. ZEEB RD

City, State Zip ANN ARBOR, MI 48104

Contact name FELIX WEBSTER-BAILEY Phone 734 327 6689

Type of service provided PAVEMENT MARKINGS

How many years have you provided this service to this firm? 25+

13. Claims and Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No ✓ Yes _____

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Agent: Nicholas C. Frank

Date 3.14.25

CITY OF NOVI

PAVEMENT STRIPING

BID FORM

We, the undersigned as Bidder, propose to furnish the City of Novi, according to the conditions and specifications attached hereto and made a part hereof, roadway striping for the following price:

PART A - LONGITUDINAL LINES (SPRAYABLE THERMOPLASTIC)

Item #	Description	Unit	Estimated Quantity	Unit Price	Total Amount
1.	4" Center Line Double Yellow	Linear Feet	158,400	$ .40	$ 63,360.00
2.	4" Center Line 1 Solid Yellow 1 Skip Yellow	Linear Feet	132,000	$ .36	$ 47,520.00
3.	4" Center Line Skip Yellow	Linear Feet	21,120	$ .22	$ 4,646.40
4.	4" Lane Line Skip White	Linear Feet	26,400	$ .22	$ 5,808.00
5.	4" Edge Line Solid White	Linear Feet	142,560	$ .29	$ 41,342.40
6.	4" Channel Lane Solid White	Linear Feet	36,960	$ .29	$ 10,718.40
7.	4" Lane Reduction Markings – Solid Yellow	Linear Feet	500	$ .29	$ 145.00
				TOTAL PART A	$ 173,540.20

PART B (WATERBORNE PAINT- SYMBOLS, ALPHABETS, & SPECIAL CROSSWALKS)

Item #	Description	Unit	Estimated Quantity	Unit Price	Total Amount
1.	Railroad Crossing	Unit	3	$ 235.00	$ 705.00
2.	School Markings	Unit	20	$ 130.00	$ 2,600.00
3.	24" Stop Bars	Feet	7,000	$ 6.75	$ 47,250.00
4.	Arrows	Unit	325	$ 80.00	$ 26,000.00

5.	Only's	Unit	275	$ 80.00	$ 22,000.00
6.	Bicycle Symbols	Unit	80	$ 80.00	$ 6,400.00
7.	Cross Hatching	Linear Feet	4,500	$ 3.00	$ 13,500.00
8.	6" Crosswalks	Linear Feet	6,000	$ 3.00	$ 18,000.00
9.	24" Continental Crosswalks	Linear Feet	2,500	$ 6.75	$ 16,875.00
10.	Parking Spots – Market St., Main St.	Lump Sum	1	$ 2,000.00	$ 2,000.00
11.	Parking Spots – Brownstone Dr.	Lump Sum	1	$ 2,000.00	& 2,000.00
12.	Parking Spots – Bond St.	Lump Sum	1	& 2,000.00	& 2,000.00
13.	6" Traffic Division Island	Linear Feet	800	$ ~~200.00~~ 3.00 NS	$ 2,400.00
14.	24" Traffic Division Island	Linear Feet	400	$ ~~3.00~~ 6.75 NS	$ 2,700.00
				TOTAL PART B	$ 164,430.00

PART B - ALTERNATE #1 – PARKING LOTS (As requested)

Item #	Description	Unit	Quantity	Unit Price	Total Amount
1.	Civic Center	Lump Sum	1	$ 1,310.00	$ 1,310.00
2.	Police Headquarters – East & West lots	Lump Sum	1	$ 790.00	$ 790.00
3.	Field Services Complex – interior & exterior	Lump Sum	1	$ 1,310.00	$ 1,310.00
4.	Gun Range	Lump Sum	1	$ 525.00	$ 525.00
5.	Fire Station #1	Lump Sum	1	$ 525.00	$ 525.00
6.	Fire Station #2	Lump Sum	1	$ 525.00	$ 525.00
7.	Fire Station #3	Lump Sum	1	$ 525.00	$ 525.00
8.	Fire Station #4	Lump Sum	1	$ 525.00	$ 525.00
9.	Fire Station #5	Lump Sum	1	$ 525.00	$ 525.00

10.	Novi Dog Park	Lump Sum	1	$ 790.00	$ 790.00
11.	Lakeshore Park	Lump Sum	1	$ 790.00	$ 790.00
12.	Rotary Park	Lump Sum	1	$ 1000.00	$ 1,000.00
13.	ITC Community Sports Park	Lump Sum	1	$ 790.00	$ 790.00
14.	Ella Mae Power Park	Lump Sum	1	$ 790.00	$ 790.00
15.	Pavilion Shore Park – East & West lots	Lump Sum	1	$ 790.00	$ 790.00
16.	Wildlife Woods Park	Lump Sum	1	$ 1000.00	$ 1,000.00
17.	Bosco Fields	Lump Sum	1	$ 790.00	$ 790.00
18.	Villa Barr Art Park	Lump Sum	1	$ 790.00	$ 790.00
19.	Novi Water Tower Park & RC Raceway	Lump Sum	1	$ ~~1725~~ 1,525.00 NJ	$ 1,525.00
20.	Northwest Park	Lump Sum	1	$ 2,000.00	$ 2,000.00
				TOTAL ALTERNATE #1	$ 17,665.00

Note: In cases of mistakes in extension, the unit price shall prevail.

We acknowledge the following addendums: N/A
(please indicate numbers)

COMMENTS/EXCEPTIONS:

N/A

BID SUBMITTED BY:

Company (Legal Registration) P.K. CONTRACTING, LLC

Address 1965 BARRETT DR

City TROY State MI Zip 48084

Telephone 248 362 2130 Fax 248 362 4969

Representative's Name (please print) NICHOLAS C. SHEA

Representative's Title V.P.

Representative's Signature Nicholas C Shea

E-mail nick@pkcontracting.com

Date 3.14.25

NEW	PK ID	Year	Make
106	F-250 TRUCK	1993	Ford F-250
182	CREW TRUCK - DICK	2003	Ford F-250
301	F-350 TRUCK	1996	Ford F-350
351	F-350 TRUCK	1997	Ford F-350
352	F-350 TRUCK	1999	Ford F-350
353	F-350 TRUCK	1999	Ford F-350
354	F-350 TRUCK	1999	Ford F-350
382	SM SUPPORT TRK - THERMO SUPPORT	2000	GMC SIERRA 350
383	CREW TRUCK - SHAWN	2004	GMC SIERRA 350
401	F-450 TRUCK OUT OF SERVICE used as plow truck	1993	Ford F-450
403	F-450 TRUCK HAND THERMO	1995	Ford F-450
405	F-450 TRUCK - SUPPORT TEMPLETS	1998	Ford F-450
406	F-450 TRUCK SUPPORT TEMPLETS	1999	Ford F-450
407	F-450 TRUCK - COMPRESSOR - TAPE	1999	Ford F-450
408	F-450 TRUCK - DON - DMI- HTA	1999	Ford F-450
409	F-450 TRUCK - COMPRESSOR - TAPE	1999	Ford F-450
410	F-450 TRUCK - ANDY	1999	Ford F-450
411	F-450 TRUCK - DMI -HTA -JITNEY	2000	Ford F-450
412	F-450 TRUCK - ED	2000	Ford F-450
413	F-450 TRUCK COMPRESSOR TAPE	2000	Ford F-450
414	F-550 TRUCK - Matt Peterman	2006	Ford F-550
415	F-550 TRUCK PTO COMPRESSOR	2006	Ford F-550
416	F-550 TRUCK - SUPPORT TEMPLETS	2006	Ford F-550
417	F-550 TRUCK JOHN- HTA	2008	Ford F-550
418	F-550 TRUCK DOUG	2008	Ford F-550
419	F-550 TRUCK PTO COMPRESSOR	2008	Ford F-550
420	F-550 TRUCK PTO COMPRESSOR	2008	Ford F-550
421	F-550 TRUCK PTO COMPRESSOR	2008	Ford F-550
422	F-550 TRUCK PTO COMPRESSOR	2007	Ford F-550
423	F-550 TRUCK SCB PULLER	2007	Ford F-550
424	F-550 TRUCK SUPPLY CONE	2007	Ford F-550
425	F-550 TRUCK SUPPLY CONE	2007	Ford F-550
426	F-550 TRUCK GASOLINE	2015	Ford F-550
427	F-550 TRUCK GASOLINE	2015	Ford F-550
428	F-550 TRUCK GASOLINE	2016	Ford F-550
430	AIRPORT PAINT DETAIL TRUCK	2009	Chevrolet 3500
431	SPECIAL MARKINGS PAINT TRUCK	2005	Chevrolet 4500
432	F-550 TRUCK GASOLINE	2015	Ford F-550
433	F-550 TRUCK GASOLINE	2015	Ford F-550
434	F-550 TRUCK GASOLINE	2015	Ford F-550
435	F-550 TRUCK GASOLINE	2016	Ford F-550
439	F-550 TRUCK GASOLINE	2016	Ford F-550
440	F-550 TRUCK John GASOLINE	2012	Ford F-550

441	F-550 TRUCK GASOLINE	2013	Ford F-550
442	F-550 TRUCK GASOLINE	2013	Ford F-550
443	F-550 TRUCK GASOLINE	2013	Ford F-550
444	F-550 TRUCK GASOLINE	2015	Ford F-550
445	F-550 TRUCK GASOLINE	2015	Ford F-550
446	F-550 TRUCK GASOLINE	2015	Ford F-550
447	F-550 TRUCK GASOLINE	2015	Ford F-550
448	F-550 TRUCK GASOLINE	2016	Ford F-550
449	F-550 TRUCK GASOLINE	2016	Ford F-550
450	F-450 TRUCK - COMPRESSOR - TAPE	1998	Ford F-450
451	F-450 TRUCK - PTO- COMPRESSOR - TAPE	1999	Ford F-450
452	F-550 TRUCK - SUPPORT	2006	Ford F-550
453	F-550 TRUCK	2005	Ford F-550
454	PLURAL COMPONENT DETAIL TRUCK	2000	Isuzu NQR
455	F-550 TRUCK	2007	Ford F-550
456	F-550 TRUCK GASOLINE	2015	Ford F-550
457	F-550 TRUCK GASOLINE	2015	Ford F-550
458	F-550 TRUCK GASOLINE	2015	Ford F-550
459	F-550 TRUCK GASOLINE	2015	Ford F-550
460	F-550 TRUCK GASOLINE	2016	Ford F-550
480	SM SUPPORT TRK - CONER - DOUG ROBI	1991	Chev KODIAK 550
481	SM SUPPORT TRK - TAPE BOX TRK	1998	GMC 450 BOX TRK
482	SM SUPPORT TRK - POLY SUPPORT	2004	Chev. C-4500
483	SM SUPPOR TRK -	2007	Chev. C-5500
484	SM SUPPORT TRK - FORK HAULER	2006	GMC C 4500
485	F-550 TRUCK GASOLINE	2015	Ford F-550
486	F-550 TRUCK GASOLINE	2015	Ford F-550
487	F-550 TRUCK GASOLINE	2016	Ford F-550
488	F-550 TRUCK GASOLINE	2016	Ford F-550
500	PAINT LONGLINE TRUCK ANDY	1990	Mack Paint Striper
501	PAINT LONGLINE TRUCK	1994	Mack MR688S
502	PAINT LONGLINE TRUCK	1998	Mack MR690S Paint Striper
503	PAINT LONGLINE TRUCK	2000	Isuzu FTR21
504	PAINT LONGLINE TRUCK	2001	Isuzu FSR
505	PAINT LONGLINE TRUCK JOHN	2005	GMC T7500
506	PAINT LONGLINE TRUCK DOUG	2007	Isuzu F Series
509	PAINT LONGLINE TRUCK	2006	Chevy (mcrc)
510	PAINT LONGLINE TRUCK	2006	Chevy T8500
511	PAINT LONGLINE TRUCK	2002	GMC
512	PAINT LONGLINE TRUCK	2005	GMC
517	AIRPORT PAINT STRIPER	1998	GMC T SERIES
518	AIRPORT PAINT STRIPER	2007	Chevrolet 4500
519	AIRPORT PAINT STRIPER	2002	Chevrolet W45042
521	THERMO LONGLINE TRUCK DAVE	1999	Mack MR 690S Semi Tractor

522	THERMO LONGLINE TRUCK	2013	Autocar ACX64
523	THERMO LONGLINE TRUCK	2015	Mack
530	PLURAL COMPONENT LONGLINE TRUCK ED	1998	Mack MR688S
531	PLURAL COMPONENT LONGLINE TRUCK ANDY	1999	GMC TF7B064
540	PLURAL COMPONENT DETAIL TRUCK	1996	Chevy W5R042
541	PLURAL COMPONENT DETAIL TRUCK	2000	Isuzu W5-175hp
550	PAINT LONGLINE TRUCK	1999	GMC F76042
551	PAINT LONGLINE TRUCK	2004	GMC TT7F042
560	THERMO LONGLINE TRUCK	1999	Mack MR690S
581	PAINT TRUCK - COUNTY WORK - SHAWN	2000	GMC T-8500
582	PAINT TRUCK - DICK RADEN	2000	GMC T-8500
583	PAINT TRUCK -	2005	GMC T-7500
584	PAINT TRUCK -	2005	GMC TiltCab dualsteer
585	PAINT STRIPER	1997	GMC T SERIES
592	PLURAL COMPONENT	2006	Autocar WX64
593	PLURAL COMPONENT	2003	Chevrolet
594	PLURAL COMPONENT	2004	GMC
595	PLURAL COMPONENT	2007	GMC
601	THERMO MELTER SEMI TRACTOR - Pull 4 POT	2006	Volvo VNL64T300
602	THERMO MELTER SEMI TRACTOR - Pull 6 POT	1996	Kenworth
603	THERMO MELTER SEMI TRACTOR -	2003	Kenworth T800
611 ST	THERMO MELTER 6 POT TRAILER	1998	Fontaine Supply Trailer
612 ST	THERMO MELTER 4 POT TRAILER	2012	Dorsey Trailer
620	THERMO DETAIL MELTER TRUCK	1999	Chevy CF7B042
650	THERMO MELTER SEMI TRACTOR - Pull 6 POT	2006	Volvo VNL64T300
660 ST	THERMO MELTER 6 POT TRAILER	1997	Fontaine 6 pot HP Melter Trailer
665	THERMO DETAIL MELTER TRUCK	1992	Isuzu FTR W7R042
680	THERMO TRUCK - KINKEMA MELTER TRK	1992	Chev. KODIAC
706	LRG SUPPORT TRK - (S)- ATTENUATOR /Cone	1998	Ford F-800
707	LRG SUPPORT TRK - GRABBER CONE HAULER	1998	Freightliner 26' flatbed
708	LRG SUPPORT TRK -(S) ATTEN - MESSAGE BOARD-CONE	1998	Ford F-800
709	LRG SUPPORT TRK - THERMO SUPPORT (S)-ATTENUATOR	2000	Ford F-750
712	LRG SUPPORT TRK - DISTRICT SUPPLY- (S)- Attenuator/Cone	1999	GMC F7B042
713	LRG SUPPORT TRK - DISTRICT SUPPLY- (S)- Attenuator/Cone	2000	GMC T742
714	LRG SUPPORT TRK - DISTRICT SUPPLY- (S)- Attenuator/Cone	1994	Ford C-8000
715	LRG SUPPORT TRK - WATER TRUCK	1999	Freightliner CENTURY
716	LGR SUPPORT TRK - (S)- ATTENUATOR-CONE	2001	Freightliner Century

717	LGR SUPPORT TRK - GRABBER CONE 28' BED	2002	Chevy C8500
718	LRG SUPPORT TRK Cone,Pigy Back,Fork l	2006	International 7500
719	LRG SUPPORT TRK -	2006	International 4400
720	SWEEPER TRUCK ELGIN	1999	Elgin Series L Sweeper Truck
722	LRG SUPPORT TRK - Flat bed attenuator	1996	Ford Van
723	SWEEPER TRUCK ELGIN	1993	Ford CF8
724	LRG SUPPORT TRK - TURBO PULLER-PAN RACK	2000	International
726	LRG SUPPORT TRK - CONE-(S) ATTENUATOR	2000	International
727	LRG SUPPORT TRK - CONE-(S) ATTENUATOR	2000	International
728	LRG SUPPORT TRK - BOX TRUCK	2005	Freightliner
729	LRG SUPPORT TRK	2005	GMC
730	Truck Semi Tractor (was 619 Sampson)	1996	Western Star Semi Tractor
740 ST	Supply trailer for truck 730 Sampson	2005	Manac
741 ST	45' SUPPLY TRAILER WITH FORK TRUCK	2007	Fontaine
742 ST	LRG SUPPORT TRK - WATER TRUCK	2002	Heilite
743 ST	48' SUPPLY TRAILER	2005	Transcraft
752	LRG SUPPORT TRK - THERMO SUPPORT	1993	Ford CF-8000
754	LRG SUPPORT TRK - ATTENUATOR	1998	Ford F-800
755	LRG SUPPORT TRK	2005	GMC
756	LRG SUPPORT TRK	2005	GMC
783	LRG SUPPORT TRK - SUPPLY - DOUG RO	1998	Freightliner FL-80
785	LRG SUPPORT TRK- SUPPLY - MATT CLA	1999	Volvo WG64
786	LRG SUPPORT TRK - SUPPLY - DICK RAD	1999	Freightliner FL-80
787	LRG SUPPORT TRK CONER - MATT CLAR	2000	Ford F-650
788	LRG SUPPORT TRUCK	2006	Freightliner
789	LRG SUPPORT TRK -	2006	Interrnational 7500
790	LRG SUPPORT TRK	1997	Ford
791	LRG SUPPORT TRK	1997	Ford
792	LRG SUPPORT TRK	2006	INTERNATIONAL
796	LRG SUPPORT TRK - TRACTOR	1998	Freightliner TRACTOR
797	SWEEPER TRUCK	1995	Elgin SWEEPER
800	REPAIR TRUCK 1994 FORD E-350	1994	Ford E-350
801	REPAIR TRUCK 2004 FORD F-350	2004	Ford F-350
802	REPAIR TRUCK 2007 FORD F-350	2007	Ford F-350
803	REPAIR TRUCK 2007 CHEVY 4500	2007	Chevy 4500
813	SHOP TRUCK 1998 FORD F-250	1998	Ford F-250
815	SHOP TRUCK 2007 CHEVY SILVERADO 2500	2007	Chevy Silverado
816	SHOP TRUCK 2011 FORD F150 PICKUP - KEVIN	2011	Ford F-150
817	2003 CHEVY SILVERADO 2500 Arrowboard- Sign Trailer	2003	Chevy Silverado 2500
820	CREW TRUCK 2001 FORD F-150	2001	Ford F-150

822	CREW TRUCK 2005 DODGE RAM	2005	Dodge Ram
823	CREW TRUCK 2007 DOGDE RAM 3500 DUMP	2007	Dodge Ram 3500 Dump
824	CREW TRUCK 2008 FORD F550	2008	Ford F-550 Dump
825	CREW TRUCK 2015 FORD F250 CREW CAB 4X4	2015	Ford F-250 Crew Cab
833	OFFICE TRUCK 2008 DODGE QUAD CAB	2008	Dodge Ram Quad Cab
834	OFFICE TRUCK 2009 F-150 CHRIS	2009	Ford F-150
835	OFFICE TRUCK 2010 F-150 JIM	2010	Ford F-150
836	OFFICE TRUCK 2010 F-150 ADEN	2010	Ford F-150
838	OFFICE TRUCK 2011 F-150 NICK	2011	Ford F-150
839	OFFICE TRUCK 2012 F-150 MATT	2012	Ford F-150
840	OFFICE TRUCK 2013 Chevy Silverado BILL	2013	Chevy Silverado 4x4
841	OFFICE TRUCK 2015 FORD F150 CHRIS	2015	Ford F150
842	OFFICE TRUCK 2016 FORD F150 JIM	2016	Ford F150
843	OFFICE TRUCK 2016 FORD F150 Brian	2016	Ford F150
850	REPAIR TRUCK 1197 FORD F-250	1997	Ford F-250
861	CREW TRUCK 2005 F-150	2005	Ford F-150
862	SHOP TRUCK 2014 GMC SIERRA 2500	2014	GMC SIERRA 2500
864	OFFICE TRUCK 2012 F-150 KURT	2012	Ford F-150
881	SM SUPPORT TRK - SHOP -	2003	GMC SIERRA PU
883	CREW TRUCK -	2005	Ford F-150
884	SM SUPPORT TRK - KINKEMA	2009	Dodge 1500
885	SM SUPPORT TRK - PLOW	2001	DODGE 2500
886	SM SUPPORT TRK -	2015	CHEVY COLORADO
900	GROOVING TRUCK - 2 BOX	1999	Volvo WX64 Plunge Saw Truck
901	GRINDER TRUCK - 2 BOX	2006	Autocar WX64
902	GRINDER TRUCK - 2 BOX	2015	Autocar
903	GRINDER TRUCK - 2 BOX	2015	Autocar
910	GRINDER TRUCK - 1 BOX	2001	Isuzu FSR 51
911	GRINDER TRUCK - 1 BOX	2002	2002 Isuzu
912	GRINDER TRUCK - 1 BOX	2004	GMC TILT cab
916	GRINDER/GROOVER - 2 BOX	2006	Autocar WX64
920	GRINDER TRUCK - 3 BOX	2006	Freightliner Condor
921	GRINDER TRUCK - 3 BOX	2006	Freightliner Condor
980	GRINDER TRUCK	2001	GMC T-7500
1003	Waterblaster	2007	Mack MR 688S
1004	Waterblaster (formerly 527)	2006	Mack MR 688S
1005	Waterblaster	2014	Peterbilt 320
1006	Waterblaster	2016	Autocar
	TRAILERS		
T-01	T-01 Single Grinder Trailer	1965	Wilson
T-03	T-03 Single Grinder Trailer	1986	Assemb
T-04	T-04 Single Grinder Trailer	1986	Ajax

T-07	T-07 Small Sweeper Trailer	1988 Seco
T-14	T-14 Thermo Maxi Mac Trailer	1990 Ther-Mac
T-15	T-15 Road Vac Trailer #1	1992 Dickson
T-16	T-16 Double Grinder Trailer	1993 Litwiller
T-17	T-17 Reflector Tractor Trailer	1995 Redi Haul
T-18	T-18 Fork Lift Trailer Medium Capacity	1995 Hurst
T-19	T-19 Large Sweeper Trailer	1996 C W I
T-20	T-20 Turbo Trailer for SX Turbo	1996
T-21	T-21 Fork Lift Trailer Heavy Capacity	1997 Eager Beaver
T-22	T-22 Brimar Dump Trailer Troy	1997 Brimar
T-24	T-24 Brimar Dump Trailer Kzoo	2001 Brimar
T-25	T-25 Blastrac Trailer	2001 Premco Triple L Mod#7612
T-27	T-27 Hot Plastic Cart Trailer	2002 Premco Triple L Mod#4610
T-28	T-28 Blastrac Trailer	2003 JLG Industries Triple L Mod#7612
T-29	T-29 Grinder Trailer	2004 Premco Triple L Mod#7614
T-30	T-30 Road Vac Trailer #2	1995 Dickson
T-32	T-32 Storage Trailer (Ray Herrin)	2005 Roadmaster Trailer Coach
T-33	T-33 Blastrac Trailer	2005 JLG Industries Triple L Mod#7612
T-34	T-34 Double Grinder Trailer	2005 JLG Industries
T-35	T-35 Hurricaine Trailer Vac	2004
T-36	T-36 Mobile 4-Pot	2006 Jim Shea Original
T-37	T-37 6 x 14' Ft. Grinder Trailer	2006 Triple L Trailer
T-38	T-38 45 ft Great Dane Storage Trailer	1993 Great Dane
T-39	T-39 48 ft Great Dane Storage Trailer	1994 Great Dane
T-40	T-40 Sign Trailer	2006 Barlow 16' Heavy Duty
T-41	T-41 Sign Trailer	2008 Heartland Utility Trailer
T-42	T-42 Sign Trailer	2006 Hudson
T-43	T-43	2008 LINKLETTER
T-44	T-44	2009 Triple L Trailer
T-45	T-45 Flatbed Trailer	2009 Triple L Trailer
T-46	T-46	2009 Triple L Trailer
T-47	T-47	2009 Triple L Trailer
T-48	T-48	2010 AirTow Trailer
T-49	T-49 Trailer for G3 airmark heater	2011 Interstate Trailer
T-50	T-50	2010 AirTow Trailer
T-51	T-51	2011 Cargo King
T-52	T-52	2011 AirTow Trailer
T-53	T-53	2012 AirTow Trailer
T-54	T-54	2013 AirTow Trailer

T-55	T-55	2013	AirTow Trailer
T-56	T-56	2013	AirTow Trailer
T-57	T-57	2014	AirTow Trailer
T-58	T-58	2014	AirTow Trailer
T-59	T-59	2016	Stealth Trailer
T-60	T-60	2016	Stealth Trailer
T-61	T-61	2016	AirTow Trailer
T-62	T-62	2016	Arrow Trailer
T-63	T-63	2016	Arrow Trailer
T-80	TRAILER - MISC SM SUPPORT	2000	Corn Pro
T-81	TRAILER - MISC SM SUPPORT	2004	Continental Enc.
T-83	TRAILER - MISC SM SUPPORT	2012	Load Trail
T-85	TRAILER -	2006	Superline

NOTICE - CITY OF NOVI
INVITATION FOR BIDS

PAVEMENT STRIPING

The City of Novi will receive sealed bids for **Pavement Striping** according to the specifications of the City of Novi.

Sealed bids will be received until **2:00 P.M.** prevailing Eastern Time, **Tuesday, March 18, 2025,** at which time bids will be opened and read. Bids shall be addressed and delivered to:

CITY OF NOVI
FINANCE DEPARTMENT
45175 Ten Mile Rd.
Novi, MI 48375-3024

All bids must be signed by a legally authorized agent of the bidding firm.

OUTSIDE OF MAILING/FED EX/UPS ENVELOPES MUST BE PLAINLY MARKED **"PAVEMENT STRIPING BID"** AND MUST BEAR THE NAME OF THE BIDDER.

The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Tracey Marzonie
Purchasing Department

Notice dated: February 28, 2025

NOTICE TO BIDDERS:
The City of Novi officially distributes Invitation to Bid (ITB) documents through the Michigan Intergovernmental Trade Network (MITN) BidNet Direct. **Copies of ITB documents obtained from any other source are not considered official copies**. The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN BidNet Direct website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain ITB documents from the MITN BidNet Direct system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN BidNet Direct site, www.bidnetdirect.com and obtain an official copy.

CITY OF NOVI

PAVEMENT STRIPING

INSTRUCTIONS TO BIDDERS

This Invitation To bid (ITB) is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

ITB Issue Date	February 28, 2025
Last Date for Questions	Friday, March 7, 2025, by 12:00 P.M. Submit questions via email to: Tracey Marzonie, Purchasing Department tmarzonie@cityofnovi.org
Response Due Date	**Tuesday, March 18, 2025, by 2:00 P.M.**
Anticipated contract award	April 7 or April 21

BID SUBMITTALS

Provide **one (1)** unbound signed original copy of your bid. Original bid may be clipped but should not be stapled or bound. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE ITB/ADDENDUM

Should any prospective Bidder be in doubt as to the true meaning of any portion of the Invitation to Bid (ITB) document, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.bidnetdirect.com. Any addendum issued by the City shall become part of the ITB and shall be taken into account by each Bidder in preparing their bid. Only written addenda are binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

QUALIFICATIONS OF BIDDERS

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Novi that it has the necessary facilities, ability, and financial resources to provide the service specified herein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City in regard to the bidder's qualification. The City of Novi may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work and the bidder shall furnish to the City of Novi all information for this purpose that may be requested. The City of Novi reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described herein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required.
2. The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The quality of performance of previous contracts or services.
4. The character, integrity, reputation, judgment, experience and efficiency of the bidder.

RIGHT TO REQUEST ADDITIONAL INFORMATION

The City reserves the right to request any additional information it deems necessary from firms responding to this invitation to bid after bids have been received.

CONSIDERATION OF BIDS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the Bidder intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the Bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative bids and to award the contract to other than the lowest Bidder, waive any irregularities or informalities or both, to reject any or all bids, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.bidnetdirect.com.

SUBMISSION OF BIDS

Bids must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of ITB. Failure to do so may result in a premature opening or failure to open such bid.

To be considered, sealed bids must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Bid is considered received when in the possession of the City Clerk. Contractors mailing bids should allow ample time to ensure the timely delivery of their bid. Bids received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected bids. The City reserves the right to postpone an ITB opening for its own convenience.

Bids must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Bids must show unit and total prices. **ANY CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.**

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the Bidder's risk.

Failure to include in the bid all information requested may be cause for rejection of the bid.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the ITB documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the ITB documents and is awarded the contract, the change or exception will not

be included as part of the contract. The original terms, conditions and specifications of the ITB documents will be applicable during the term of the contract.

INELIGIBILITY OF IRAN LINKED BUSINESS
Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a bid.

SHIPPING/HANDLING CHARGES
All bid/proposal pricing is to be F.O.B. destination.

TAX EXEMPT STATUS
It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful Bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful Bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

CONTRACT TERMINATION
The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

NO EXCLUSIVE CONTRACT
Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

NON-DISCRIMINATION
The Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition, or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, or marital status be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract. The Consultant further covenants that it will comply

with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-consultant employed in the performance of this contract.

EQUAL EMPLOYMENT OPPORTUNITY

The Proposer shall comply with Executive Order 11246 of Sept. 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

COPELAND "ANTI-KICKBACK" ACT

The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 2). (Applies to contract and subgrants for construction or repair)

ACCEPTANCE OF BID CONTENT

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a bid, the offeror certifies, and in case of a joint bid, each party hereto certifies as to its own organization, that in connection with the bid:

a. The prices in the bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and
b. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.

Each person signing the bid certifies that:

c. They are the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the bid and that they have not participated and will not participate in any action contrary to (a) and (b) above; or

d. They are not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the bid but that they have been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that they have not participated, and will not participate in any action contrary to (a) and (b) above.

A bid will not be considered for award if the sense of the statements required in the bid has been altered so as to delete or modify the above.

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CITY OF NOVI

PAVEMENT STRIPING

SPECIFICATIONS

SERVICE TO BE PROVIDED

Professional pavement striping service for the striping of roads under the jurisdiction and within the corporate limits of the City of Novi, Michigan designated by the Department of Public Works, in accordance with all terms, conditions, provisions, and specifications herein mentioned.

It is anticipated that Sprayable Thermoplastic will be applied on the longitudinal lines once per year in the spring, and the waterborne paint items will be applied in the spring, and possibly in the fall.

The City reserves the right to determine what areas need to be painted for either application and makes no guarantee all the areas listed will be painted during a calendar year. The City will not pay for striping done in areas that were not authorized by the City's designated representative.

The City may award two separate contracts for different aspects of the contract. The bidder may bid on all or any part of the contract. Striping shall be in accordance with existing striping, unless a variation or change is indicated in this bid or authorized by the City's designated representative at the time of the scheduled work.

TIME LIMITS AND DEADLINES

The Contractor shall commence work within fifteen (15) calendar days after the Notice to Proceed is issued. All work must be completed within thirty (30) working days after the Contractor begins the work.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services. The initial contract period will be one year from date of award. Upon mutual consent of the City of Novi and the successful Bidder, the contract may be renewed up to three (3) times in one (1) year increments.

METHOD OF MEASUREMENT AND PAYMENT

A. MEASUREMENT

1. **4" *Centerline striping*** will be measured along the centerline of the roadway in linear foot or part thereof.
2. **4" *Edge marking*** will be measured along the edge of the roadway in linear feet or part thereof.
3. **24" *Stop bars*** will be measured in linear foot painted at a width of 24".
4. ***Arrows*** shall be in conformance with the standard symbols for highway signs and pavement markings and will be measured in units. The new marking must match the existing one.
5. ***Only's*** shall be in conformance with the standard alphabets for highway

signs and pavement markings and will be measured in units. The new marking must match the existing one.

6. ***Railroad Grade Crossing*** Markers shall conform to the standards of Section 8B-4, Michigan Manual of Uniform Traffic Control Devices and will be measured in complete units. A complete unit will consist of the following:

   a. One (1) twenty-four inch (24") wide Stop Bar.
   b. One (1) X which is sixteen inches (16") wide and twenty feet (20') long.
   c. One (1) set Railroad letters six feet (6') long and one foot (1') wide.
   d. Two (2) two foot (2') wide transverse lines.
   e. No Passing markings as required.

7. ***School markings*** shall be in conformance with the standard alphabets for highway signs and pavement markings and will be measured in units. The new marking must match the existing one.
8. **12" *Continental crosswalks*** shall be in conformance with pavement markings and will be measured in a single linear foot measurement curb to curb. The new marking must match the existing one.
9. **6" *Crosswalks*** shall be measured in a single linear foot measurement curb to curb.
10. ***Bike Path Symbols*** shall be measured in units. The new marking must match the existing one.
11. **4" *Cross-hatching*** shall be measured in linear feet.
12. **4" *Channel lines*** shall be measured in linear feet.
13. **4" *Skip lines*** shall be measured in linear feet.
14. All markings shall meet all MUTCD standards.

B. PAYMENT

1. The payment for ***centerline striping*** will be by the linear foot, which will include all work as specified under the base bid pavement-striping schedule.
2. The payment for ***edge marking*** will be by the linear foot, which will include all work as specified under the base bid edge marking schedule.
3. The payment for ***stop bar markings, Standard crosswalks and Continental crosswalks*** will be by the linear foot one way, which will include all work as specified under the base bid stop bar marking schedule.
4. The payment for ***arrows, onlys, railroad grade crossing markers, bike symbols, and schools*** will be by actual units completed and will include all work as specified under the base bid for ***arrows*** and ***onlys*** respectfully.

DEFINITIONS

A. ***LONGITUDINAL LINES:*** Longitudinal lines shall be defined as all lines, broken and solid yellow, double yellow, and broken and solid white necessary to identify traffic lanes; where traffic moves in either the same direction or opposite direction, lines used to indicate the center of the roadway, lines used to prohibit or permit lane crossing, lines used to prohibit or permit passing, lines used to define left turn lanes at intersections, and lines used to form median islands.

B. ***SYMBOLS & ALPHABETS:*** Symbols and alphabets shall be defined as all figures necessary to identify traffic lanes; where traffic moves in either the same direction or opposite direction, *arrows* used to indicate the direction of traffic flow, or *onlys* used to prohibit or permit traffic flow.

C. ***CONTINENTAL CROSSWALKS:*** *Continental crosswalks* shall be defined as those crosswalks not located at a standard intersection. *Continental crosswalks* shall be 6-feet wide. *Continental crosswalk* lines shall be 12-inches wide across the full width of the road.

GENERAL SPECIFICATIONS AND CONDITIONS OF SERVICE

A. It shall be the Contractor's responsibility to examine firsthand the roadways indicated on the attached map to fully understand the scope and location of the work called for under this bid.

B. The Contractor shall understand scheduling of striping days with the Department of Public Works constitutes a vital condition of the contract agreement as it is the primary goal of the City to ensure the striping of all City streets scheduled for striping be done in such a manner so as to minimize both inconvenience to the public and disruption of the normal flow of traffic. Main road intersections shall not be striped before 9:00 a.m. or after 3:00 p.m., Monday - Friday. Long line work shall be done between 10:00 p.m. and 7:00 a.m.

C. The Contractor's performance shall be monitored by the Department of Public Works. The Scheduling of the work shall be made through the Department of Public Works, and no work shall begin until the approval of the DPW Director, or their designee has been secured.

D. The Contractor shall provide and maintain in full operation and at all times during the tenure of this contract a sufficient crew of laborers, equipment operators, tools, materials, and reliable equipment necessary for the performance of this service. All equipment used in the performance of the contract shall be equipped with strobe lights, flashers, and all other appropriate cautionary and safety systems in compliance with all City, State, and Federal laws and regulations. The Contractor shall be staffed with properly trained and equipped personnel, including "flag persons", where and when such personnel are necessary to ensure the safety of the Contractor's staff and equipment as well as the safety of the motoring public.

E. Prior to application of pavement marking, it shall be the Contractor's responsibility that the pavement surfaces are clean, dry, and free of all foreign materials.

F. The City of Novi reserves the right to inspect the Bidder's equipment before making an award of the bid.

G. The Contractor shall be responsible for the appearance, conduct, discipline, and supervision of all employees involved in the service.

H. All machines and equipment used by the Contractor in the performance of this service shall be of uniform appearance with company name and logo and shall be maintained in a reasonably neat, clean, and safe operating condition.

I. The Contractor shall report to the designated City representative on a daily basis by e-mail by 8:00 am with a completed work summary of the previous day and its schedule for the present day.

J. The Contractor is responsible for maintaining traffic at all times. Striping is to be done in such a manner so as to minimize inconvenience to the public and disruption of the normal flow of traffic. The Contractor may perform the contracted work during evening/overnight hours with the consent of the city. This method is preferred by the City. All safety equipment (signs, cones, etc.) shall be removed from the work zone at the end of shift.

K. Adequate precautions are to be taken for the safety of the public as well as property. City staff will be the final authority in the determination of whether Contractor has used "adequate precautions".

L. All ***stop bars, continental crosswalks***, and anywhere multiple lines are created, the ends shall be capped to give a clean edge.

SPECIFICATIONS FOR PAVEMENT MARKING

A. **COLORS:** White and Yellow

B. **GENERAL:** **Spec Book Information**
Section 811
Section 920
https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Business/Construction/Standard-Specifications-Construction/2020-Standard-Specifications-Construction.pdf

Qualified Products List
https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Business/Construction/Material-Source-Guide/Jan-2025-links.pdf?rev=2bd29c9023fb487b8c0bae9e6894c72d&hash=69AA6C37447910B93F8016E90869BC57
811.03D1 is Waterborne and 811.03D6 is Sprayable Thermoplastic.

OTHER REQUIREMENTS AND AGREEMENTS

A. **TIME:** It is agreed that if the Contractor shall be unavoidably delayed in fulfilling the requirements and agreements by reason of excessive storm or floods or acts beyond the control of the **CONTRACTOR**, or strikes, or by court injunction, or by stopping of the work by the City because of an emergency or public necessity, or reason of alterations order by the City, the **CONTRACTOR** shall have no valid claim for damage on account of any cause or delay; but shall in such case be entitled to such an extension of specified time limits as the City shall adjudge to be just and reasonable; provided, however, that formal claim for such extension shall be made in writing by the **CONTRACTOR** within a week after the date upon which such alleged cause or delay shall have occurred.

B. **CITY'S RIGHT TO COMPLETE:** It is agreed that if at any time the Contractor shall abandon this work; or if they should be adjudged as bankrupt, or if performance of this agreement is being unnecessarily or unreasonably delayed; or if they should make a general assignment for the benefit of creditors; or if a receiver should be appointed on account of insolvency; or if they should persistently or repeatedly fail to supply enough properly skilled workers or sufficient suitable materials for the work; or if they should habitually fail to make prompt payment to subcontractors or to pay promptly for materials and labor; or if they should persistently disregard laws or ordinances or directions of the City; or if they should willingly violate any of the substantial provisions of this agreement; then in such case the City, after giving the Contractor and their sureties written notice thereof, may order the Contractor to discontinue all work under this agreement or any part thereof.

   If the Contractor is directed to discontinue the work, they shall only be paid for work that has been completed as of the date of the written notice and shall not be compensated for any work not performed, nor for any anticipatory profits on the work that was not completed. The City shall have the right to hire another contractor to complete the work.

ASSIGNMENT OF AGREEMENT

It is agreed that the Contractor shall not assign or transfer this agreement or sublet any part of the work embraced in it, except with the written consent of the City to do so.

It is further agreed that all parts of the work which may be performed by a subcontractor shall be done in conformity with and be subject to all the provisions of the agreement specifications and requirements exactly as if performed by the Contractor and their immediate employees and workers. No subletting of the work shall in any way diminish or weaken the responsibility of the Contractor for all parts of the work or lessen their obligations and liabilities under this agreement.

It is likewise agreed that the Contractor shall not assign either legally or equitably, any of the monies payable to him under this agreement, or their claim thereto, except with the written consent of the City.

PROTECTION OF PROPERTY

The Contractor shall protect all public property and private property from injury or loss arising in connection with this agreement. Contractor shall, without delay, make good any such damage, injury or loss and shall defend and save the City harmless from all such damages or injuries occurring because of Contractor's work.

INSURANCE

The Contractor shall not commence work under this agreement until they have obtained all insurance required under Attachment A, and such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work on subcontract until all similar insurance required of the subcontractor has been so obtained and approved. **A current certificate of insurance is to be on file with the City during the entire contract period.**

ROAD WEIGHT RESTRICTIONS

The City of Novi has several Restricted Commercial Vehicle Routes. These sections of roadway are closed to commercial thru traffic. You may drive on these sections of road only if you are providing the contracted service within that particular section. At no time will the contractor drive more than a one (1) mile distance on a restricted road. For a poster-sized map with additional details, contractors can check our Map Gallery: https://cityofnovi.org/media/xpijgbuk/roadwayweightclassificationsmap.pdf

ANY PART OF CONTRACTOR'S WORK FOUND TO DEVIATE FROM THESE SPECIFICATIONS, REQUIREMENTS AND/OR AGREEMENTS SHALL CONSTITUTE DEFAULT ON THE PART OF THE CONTRACTOR; AND THE CITY SHALL TAKE ALL ACTIONS NECESSARY TO PROTECT ITS BEST INTEREST INCLUDING BUT NOT LIMITED TO TERMINATION OF THE AGREEMENT, WITHHOLDING PAYMENT, ETC. FAILURE OF BIDDER TO PROVIDE PROPERLY CERTIFIED PAINT PRIOR TO COMMENCEMENT OF AGREEMENT AND/OR AWARD SHALL DISQUALIFY THEIR BID.

CITY OF NOVI

SPRAYABLE THERMOPLASTIC MARKING MATERIAL

Overview

Sprayable Thermoplastic marking would be applied only upon request and in areas specifically requested by authorized City representative. If awarded, the City makes no guarantee regarding the quantity of work to be requested during contract period.

Materials

Glass Beads – Glass Beads used with Sprayable Thermoplastic are part of the Pavement Marking System and are supplied by the manufacturer.

Material Safety

The Contractor shall provide the DPW Director or their designee with Material Safety Data Sheets (MSDS) for all materials and supplies used for this contract. The Contractor shall properly dispose of unused material and containers in accordance with the Federal Resource Conservation Recovery Act (RCRA) of 1976 and the Michigan Hazardous Waste Management Act (ACT 64).

The City will **not** provide buildings or space to store Contractor's materials and/or equipment.

Construction Materials

Sprayable Thermoplastic material and glass beads shall be sprayed uniformly at a thickness of no less than 40 mils.

Application Limitations

All pavements should be more than visibly dry since subsurface moisture can be present in amounts sufficient to affect proper bonding of the Sprayable Thermoplastic material. The minimum ambient air and surface temperature shall be 50 degrees Fahrenheit and rising at the start of marking operations. If work is started and the air temperature falls below 50 degrees Fahrenheit, and continual cooling is indicated, all work shall be stopped, as directed by the Bidder's Supervisor.

The Sprayable Thermoplastic material shall be heated to and applied at the temperature range recommended by the manufacturer.

Measurement and Payment

The completed work shall be measured in linear feet and paid for at the contract unit prices for the following contract items (pay items). The skips in dashed lines are not included in the measurements.

There will be no fuel surcharge costs during this contract.

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CITY OF NOVI

PAVEMENT STRIPING ESTIMATES

The City of Novi proposes the following estimated quantities:

Thermoplastic Pavement Marking, 4 Inch Yellow	
4" Double Yellow	158,400 L.F.
4" 1 Solid Yellow / 1 Skip Yellow	132,000 L.F.
4" Skip Yellow	21,120 L.F.
4" Lane Reduction Lines	500 L.F.
Thermoplastic Pavement Marking, 4 Inch White	
4" Skip White	26,400 L.F.
4" Solid White	179,520 L.F
Waterborne Pavement Markings	
Railroad Grade Crossing Markers	3 Units
School Markings	19 Units
Waterborne Intersection Markings	
24" Stop Bars	7,000 Feet
Arrow (right, left and/or thru and/or combinations)	325 Units
Onlys	275 Units
4" Cross Hatching	4,500 Feet
6" Crosswalks (Standard, or longitudinal)	6,000 Feet
12" *Continental Crosswalks*	2,500 Feet

Waterborne Railroad Grade Crossing Markers

(2) - at 9 Mile Road (East of Novi Road)
(1) - at West Road (East of Beck Road)

Waterborne School Markings Locations

(1) - at 11 Mile Road (West of Taft Road)
(1) - at 11 Mile Road (East of Taft Road)
(1) - at 11 Mile Road (East of Wixom Road)
(2) - at Meadowbrook Road (South of 13 Mile Road)
(3) - at Nine Mile Road (East of Beck Road)
(4) - at Novi Road (13 Mile Road to 14 Mile Road)
(2) - at Taft Road (South of 10 Mile Road)
(1) - at Taft Road and Emerald Forest Drive
(1) - at Taft Road (North of 11 Mile Road)
(2) - at Willowbrook Road (10 Mile Road to Village Wood Road)
(1) - at Wixom Road (North of 11 Mile Road)
(1) - at Wixom Road (South of 11 Mile Road)

Waterborne Parking Spots:

(91) - Main Street
(74) – Brownstone Dr.
(13) – Bond St.

Waterborne Bicycle Symbols:

(58) - East Lake Drive
(17) - South Lake Drive
(5) - Taft Road
Total: 80 Units

Waterborne Traffic Divisional Island:

West Oaks Drive at Novi Road
6" White Continental Lines - 450 Linear Feet
24" White Outline Lines – 200 Linear Feet
West Park Drive at Pontiac Trail
6" White Continental lines - 350 Linear Feet
24" White Outline Lines - 200 Linear Feet

ALTERNATE #1 – PARKING LOTS (As Requested)

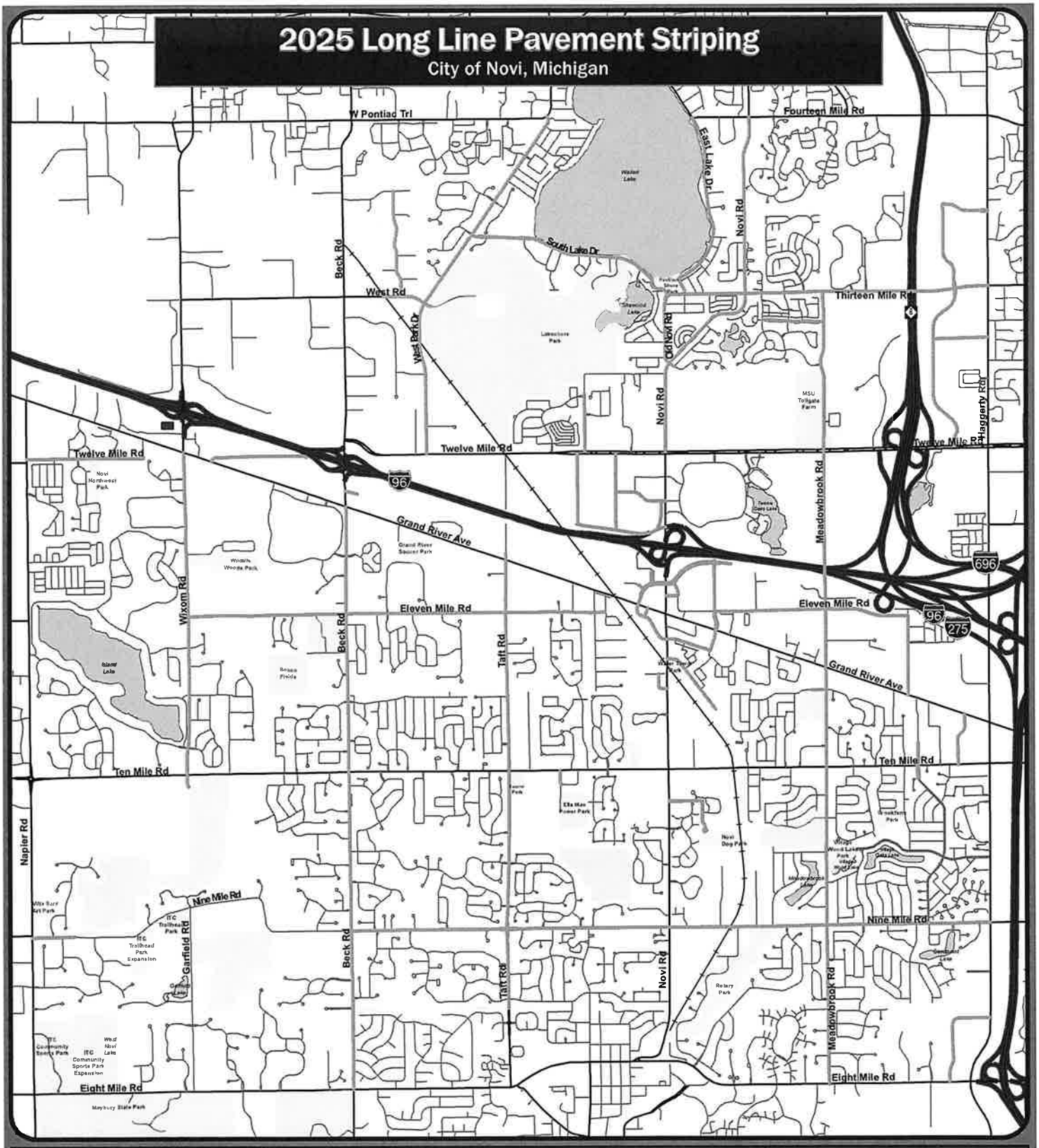
Parking lots include all parking spaces, crosswalks, handicapped marking, ADA marking, stop bars, and arrows and markings that currently exist at each location. Work will be done at the request of an authorized City representative. If awarded, the City makes no guarantee regarding the quantity of work to be requested during the contract period.

Parking lot locations:

Civic Center	45175 Ten Mile Rd Novi, MI 48375
Police Headquarters (East & West lots)	45125 Ten Mile Rd Novi, MI 48375
Field Services Complex (inside/outside)	26300 Lee BeGole Dr Novi, MI 48375
Gun Range	26350 Lee BeGole Dr Novi, MI 48375
Fire Station 1	42975 Grand River Ave Novi, MI 48375
Fire Station 2	1919 Paramount St Novi, MI 48377
Fire Station 3	42785 Nine Mile Rd Novi, MI 48375
Fire Station 4	49375 Ten Mile Rd Novi, MI 48374
Fire Station 5	25804 Beck Rd Novi, MI 48374
Lakeshore Park	601 South Lake Dr Novi, MI 48377
Rotary Park	22220 Roethel Dr Novi, MI 48375
ITC Community Sports Park, all lots	51000 Eight Mile Rd Northville, MI 48167
Ella Mae Power Park	Ten Mile Rd behind Civic Center
Pavilion Shore Park (East & West Lot)	43390 Thirteen Mile Rd Novi, MI 48377
Novi Dog Park	42400 Nick Lidstrom Dr Novi, MI 48375
Wildlife Woods Park	26442 Wixom Rd Novi, MI 48375
Bosco Fields	47481 Eleven Mile Rd Novi, MI 48374
Villa Barr Art Park	22600 Napier Rd Novi, MI 48374
Novi Water Tower Park	25460 Novi Rd Novi, MI 48375
Village Wood Park	40944 Village Wood Rd Novi, MI 48375
Novi Ice Arena	42400 Nick Lidstrom Dr Novi, MI 48375
Novi Public Library	45255 Ten Mile Rd Novi, MI 48375
Northwest Park	50635 Twelve Mile Rd Novi, MI 48374

2025 Long Line Pavement Striping

City of Novi, Michigan



Map Author: Jon Gartha
Date: February 25, 2025
Project: Pavement Striping
Version #: 1.0

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.

Map Legend

- Novi Road Striping
- Freeway
- Major Streets
- Minor Streets
- Railroad
- Parks
- Lakes
- City of Novi
- Novi Township

City of Novi
Department of Public Works
Field Operations Division
26300 Lee BeGole Drive
Novi, MI 48375
cityofnovi.org

Feet
0 875 1,750 3,500 5,250
1 inch = 4,300 feet

CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:

   a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **$100,000** (One Hundred Thousand Dollars) each accident.

   b. **Commercial General Liability Insurance –** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **$1,000,000** (One Million Dollars) per occurrence combined single limit.

   c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **$1,000,000** (One Million Dollars) each person and **$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **$1,000,000** (One Million Dollars) each occurrence.

2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.

3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.

4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.

7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.

8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.

B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.

C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.

2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further

the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

CONTRACT FOR PAVEMENT STRIPING SERVICES

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, 45175 Ten Mile, Novi, Michigan 48375 "City", and _____, whose address is _____, "Contractor."

Work. For and in consideration of payment by the City as provided under the Payment Section of this Contract, Contractor shall perform the work described on and in the Work Specifications listed in "Exhibit A", which is a part of this Contract, in a competent, efficient, timely, good and workmanlike manner and in compliance with the following terms and conditions.

Permits. The work to be performed includes applying and paying for, and obtaining issuance of all required permits and satisfying all requirements or conditions for such permits.

Insurance. This Contract is conditioned on Contractor securing and maintaining the liability insurance specified in the Bid Specifications, which are a part of this Contract, which shall be confirmed by Certificate(s) of Insurance, with said coverages to be maintained for the life of this Contract and the City entitled to thirty (30) days written notice of any cancellations or changes.

Time of Work. All Insurance requirements shall be satisfied within 14 days, and work shall be completed within 30 days of the Effective Date of this Contract. These time limits are of the essence of this Contract and failure to meet them shall permit City to terminate this Contract whether or not work has been commenced.

Payment. The City agrees to pay the Contractor based on unit pricing in Exhibit A, payment to be made after satisfactory completion of the work and within thirty (30) days of receiving a final bill or invoice for the work from the Contractor, subject to verification of completion of work.

Changes. Any changes in the provisions of this Contract must be in writing and signed by the City and Contractor.

Liability. Contractor shall be liable for any injury or damage occurring on account of the performance of its work under this Contract. Consistent with this liability, the Contractor agrees to defend, pay on behalf of, and hold harmless the City, it agents, and others working on its behalf against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the City by reason of personal injury and/or property damages which arises out of or is in any way connected or associated with this Contract.

Inspections, Notices and Remedies Regarding Work. During the performance of the work by Contractor, City shall have the right to inspect the work and its progress to assure that it complies with this Contract. If such inspections reveal a defect in the work performed

or other default in this Contract, City shall provide Contractor with written notice to correct the defect or default within a specified number of days of the notice. Upon receiving such a notice, Contractor shall correct the specified defects or defaults within the time specified. Upon a failure to do so, the City may terminate this Contract by written notice and finish the work through whatever method it deems appropriate, with the cost in doing so a valid claim and charge against Contractor, or, preserve the claims of defects or defaults without termination by written notice to Contractor.

Demolition Disposal Requirements. The Contractor shall perform all work and dispose of all materials in compliance with all provisions of applicable federal, state, county and City environmental laws. This obligation includes lawful disposal of all material, with a condition of the City's payment obligation being Contractor delivering to City copies of written documents from the licensed landfill or disposal site, confirming the dates, quantities and types of demolition debris disposed of, the disposal costs and that those costs have been paid in full by Contractor.

Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because City is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

Governing Law. This Contract shall be governed by the laws of the State of Michigan.

Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the City.

Successors and Assigns. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

Notices. Written notices under this Contract shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City: Victor Cardenas, City Manager and Cortney Hanson, City Clerk
Contractor:

Contract Term. The initial contract term shall begin on the date of the last signature on this agreement and end on January 31, 2026. Upon mutual consent of the City of Novi and the successful Bidder, the contract may be renewed up to three (3) times in one (1) year increments.

Contract Termination. The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancelation shall be clearly stated in the written notice. In the event of termination Contractor shall be paid as compensation in full for services performed to that date an

amount calculated for that particular project. Such amount shall be paid by the City upon Contractor delivering or otherwise making available to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been prepared and/or accumulated by Contractor in performing the services up to the date of termination.

Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

Anti-Discrimination. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

_____ _____

By: Justin Fischer
Its: Mayor

Date: _____

_____ _____

By: Cortney Hanson
Its: Clerk

Date: _____

WITNESSES AND DATES
OF SIGNATURES:

CONTRACTOR

_____ _____

By:
Its:

Date: _____

(Exhibit A will consist of contractor's bid and ITB documents)

CITY OF NOVI

PAVEMENT STRIPING CONTRACT

VENDOR QUESTIONNAIRE

Firm Name Royalty Pavement Markings

Address 2783 North lakeshore RD

City Carsonville State Mi Zip 48419

Telephone 810-223-7137 Fax _____

Authorized agent's name Michael Saylor

Authorized agent's title Owner

Authorized agent's email address mSaylor75@gmail.com

Web address _____

1. Year Firm Was Established: 2023 Years in Business: 2
2. Type of Organization: (Circle One)
   a. Individual (b) Partnership c. Corporation d. Joint-Venture e. Other
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
   a. No X Yes _____ Reason: _____
4. Under what other or former names has your organization operated?
   N/A
5. How many full-time employees? 3 Part-time? 2
6. Are you able to provide insurance coverage as required by this ITB? yes
7. Provide information relative to the experience your company has had working with municipalities. Please provide the names and contact names and phone numbers of municipalities where service was provided.
   I was a foreman for R.S. Contracting from years 2002-2017 (Hand work foreman), and also for J.V. Contracting from 2017-2022. Then started my own pavement marking company, Royalty Pavement Markings has done work for: Kalamazoo City (Matt Ampersee, (269)-360-1295)) Kalamazoo County (Brian Burlingham, (269)-207-9399)), and the City of Port Huron (Scott Rich, (810)-984-9739)

8. Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.
I've had 20+ years of experience through J.V and R.S. I've Painted handwork for Novi through the years 2002-2022 consecutively. I have two trucks with proper equipment to do the job. (Arrow board, beacons, two line lazers, templates, cones)

9. Identify those in your firm who would be responsible, including on-site supervision for this service. Include educational background and experience of principals and those who will be working on the project.
Michael Sayler - Owner/operator - 25 years of experience
Allen Lefeve - Operator - 25 years of experience
Deven Harrington - operator - 3 years of experience

10. How many clients does your company currently serve with the types of services this ITB is requesting? Provide a list.
This year
- Port Huron

11. Provide a list of equipment that will be on-site and available for use by the crew performing striping services. Attach separate sheet if necessary.
- 2 State trucks
- 2 line lazer Painters
- Beacons, Arrowboard, Cones
- Templates

12. Please provide a list of client references (minimum of 3). Include name, address, phone number, and contact person.

1. Company name J.V. Contracting
   Address 7285 South State RD

City, State Zip Goodrich Mi 48438
Contact name Jim Phone (248) 308-6165
Type of service provided Handwork foreman
How many years have you provided this service to this firm? 20+ years

2. Company name City of Novi
Address 26300 Lee Begole
City, State Zip Novi Mi 48375
Contact name Jeff Vancurler Phone (248)-735-5640
Type of service provided Done all handwork Painting from 2002-2021
How many years have you provided this service to this firm? 19

3. Company name RCKC Road Commission Kalamazoo County
Address 4400 S. 26th St.
City, State Zip Kalamazoo Mi 49048
Contact name Brian burlingham Phone (269)-207-9399
Type of service provided Handwork Painting
How many years have you provided this service to this firm? 5

13. Claims and Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.
No X Yes _____

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:
Signature of Authorized Agent: [signature]
Date 3-17-2025

CITY OF NOVI

PAVEMENT STRIPING

BID FORM

We, the undersigned as Bidder, propose to furnish the City of Novi, according to the conditions and specifications attached hereto and made a part hereof, roadway striping for the following price:

PART A - LONGITUDINAL LINES (SPRAYABLE THERMOPLASTIC)

Item #	Description	Unit	Estimated Quantity	Unit Price	Total Amount
1.	4" Center Line Double Yellow	Linear Feet	158,400	$ N/A	$ N/A
2.	4" Center Line 1 Solid Yellow 1 Skip Yellow	Linear Feet	132,000	$ N/A	$ N/A
3.	4" Center Line Skip Yellow	Linear Feet	21,120	$ N/A	$ N/A
4.	4" Lane Line Skip White	Linear Feet	26,400	$ N/A	$ N/A
5.	4" Edge Line Solid White	Linear Feet	142,560	$ N/A	$ N/A
6.	4" Channel Lane Solid White	Linear Feet	36,960	$ N/A	$ N/A
7.	4" Lane Reduction Markings – Solid Yellow	Linear Feet	500	$ N/A	$ N/A
				TOTAL PART A	$ N/A

PART B (WATERBORNE PAINT- SYMBOLS, ALPHABETS, & SPECIAL CROSSWALKS)

Item #	Description	Unit	Estimated Quantity	Unit Price	Total Amount
1.	Railroad Crossing	Unit	3	$ 175.00	$ 525.00
2.	School Markings	Unit	20	$ 100.00	$ 2,000.00
3.	24" Stop Bars	Feet	7,000	$ 6.00	$ 42,000.00
4.	Arrows	Unit	325	$ 65.00	$ 21,125.00

5.	Only's	Unit	275	$ 65.00	$ 17,875.00
6.	Bicycle Symbols	Unit	80	$ 65.00	$ 5,200.00
7.	Cross Hatching	Linear Feet	4,500	$ 1.25	$ 5,625.00
8.	6" Crosswalks	Linear Feet	6,000	$ 1.25	$ 7,500.00
9.	24" Continental Crosswalks	Linear Feet	2,500	$ 6.00	$ 15,000.00
10.	Parking Spots – Market St., Main St.	Lump Sum	1	$ 1,500.00	$ 1,500.00
11.	Parking Spots – Brownstone Dr.	Lump Sum	1	$ 1,500.00	& 1,500.00
12.	Parking Spots – Bond St.	Lump Sum	1	& 1,500.00	& 1,500.00
13.	6" Traffic Division Island	Linear Feet	800	$ 1.25	$ 1000.00
14.	24" Traffic Division Island	Linear Feet	400	$ 6.00	$ 2,400.00
				TOTAL PART B	$124,750.00

PART B - ALTERNATE #1 – PARKING LOTS (As requested)

Item #	Description	Unit	Quantity	Unit Price	Total Amount
1.	Civic Center	Lump Sum	1	$ 1,150.00	$ 1,150.00
2.	Police Headquarters – East & West lots	Lump Sum	1	$ 700.00	$ 700.00
3.	Field Services Complex – interior & exterior	Lump Sum	1	$ 1,200.00	$ 1,200.00
4.	Gun Range	Lump Sum	1	$ 400.00	$ 400.00
5.	Fire Station #1	Lump Sum	1	$ 400.00	$ 400.00
6.	Fire Station #2	Lump Sum	1	$ 400.00	$ 400.00
7.	Fire Station #3	Lump Sum	1	$ 400.00	$ 400.00
8.	Fire Station #4	Lump Sum	1	$ 400.00	$ 400.00
9.	Fire Station #5	Lump Sum	1	$ 400.00	$ 400.00

10.	Novi Dog Park	Lump Sum	1	$ 600.00	$ 600.00
11.	Lakeshore Park	Lump Sum	1	$ 600.00	$ 600.00
12.	Rotary Park	Lump Sum	1	$ 800.00	$ 800.00
13.	ITC Community Sports Park	Lump Sum	1	$ 600.00	$ 600.00
14.	Ella Mae Power Park	Lump Sum	1	$ 600.00	$ 600.00
15.	Pavilion Shore Park – East & West lots	Lump Sum	1	$ 600.00	$ 600.00
16.	Wildlife Woods Park	Lump Sum	1	$ 850.00	$ 850.00
17.	Bosco Fields	Lump Sum	1	$ 600.00	$ 600.00
18.	Villa Barr Art Park	Lump Sum	1	$ 600.00	$ 600.00
19.	Novi Water Tower Park & RC Raceway	Lump Sum	1	$ 1,350.00	$ 1,350.00
20.	Northwest Park	Lump Sum	1	$ 500.00	$ 500.00
				TOTAL ALTERNATE #1	$ 13,150.00

Note: In cases of mistakes in extension, the unit price shall prevail.

We acknowledge the following addendums: N/A
(please indicate numbers)

COMMENTS/EXCEPTIONS:

BID SUBMITTED BY:

Company (Legal Registration) Royalty Pavement Markings

Address 2783 North Lakeshore RD

City Carsonville State MI Zip 48419

Telephone (810) 223-7137 Fax

Representative's Name (please print) Michael Saylor

Representative's Title Owner

Representative's Signature

E-mail msaylor75@gmail.com

Date 3-17-2025

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Stone Insurance Agency 3439 Main Street Deckerville MI 48427	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 810-376-2915 **FAX (A/C, No):** **E-MAIL ADDRESS:** stoneinsurance@stoneinsuanceagency.net
INSURED Michael Saylor Royalty Pavement Markings 2783 N Lakeshore Rd 2783 N LAKESHORE RD Carsonville MI 48419	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Hastings Mutual Insurance — 14176 **INSURER B :** Auto Owners Insurance — 18988 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 20250312140655037 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	N	N	GL 6329045	05/08/2024	05/08/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Fire Legal Liability	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	N	N	5571905901	12/04/2024	12/04/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ 1,000,000 $ 1,000,000 $ 1,000,000
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		6kub-ow52149-7-24	05/10/2024	05/10/2025	☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 100,000 $ 100,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Novi
45175 W. 10 Mile Rd
Novi, MI 48375-3006

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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NOTICE - CITY OF NOVI
INVITATION FOR BIDS

PAVEMENT STRIPING

The City of Novi will receive sealed bids for **Pavement Striping** according to the specifications of the City of Novi.

Sealed bids will be received until **2:00 P.M.** prevailing Eastern Time, **Tuesday, March 18, 2025,** at which time bids will be opened and read. Bids shall be addressed and delivered to:

CITY OF NOVI
FINANCE DEPARTMENT
45175 Ten Mile Rd.
Novi, MI 48375-3024

All bids must be signed by a legally authorized agent of the bidding firm.

OUTSIDE OF MAILING/FED EX/UPS ENVELOPES MUST BE PLAINLY MARKED **"PAVEMENT STRIPING BID"** AND MUST BEAR THE NAME OF THE BIDDER.

The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Tracey Marzonie
Purchasing Department

Notice dated: February 28, 2025

NOTICE TO BIDDERS:
The City of Novi officially distributes Invitation to Bid (ITB) documents through the Michigan Intergovernmental Trade Network (MITN) BidNet Direct. **Copies of ITB documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN BidNet Direct website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain ITB documents from the MITN BidNet Direct system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN BidNet Direct site, www.bidnetdirect.com and obtain an official copy.

CITY OF NOVI

PAVEMENT STRIPING

INSTRUCTIONS TO BIDDERS

This Invitation To bid (ITB) is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

ITB Issue Date	February 28, 2025
Last Date for Questions	Friday, March 7, 2025, by 12:00 P.M. Submit questions via email to: Tracey Marzonie, Purchasing Department tmarzonie@cityofnovi.org
Response Due Date	**Tuesday, March 18, 2025, by 2:00 P.M.**
Anticipated contract award	April 7 or April 21

BID SUBMITTALS

Provide **one (1)** unbound signed original copy of your bid. Original bid may be clipped but should not be stapled or bound. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE ITB/ADDENDUM

Should any prospective Bidder be in doubt as to the true meaning of any portion of the Invitation to Bid (ITB) document, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.bidnetdirect.com. Any addendum issued by the City shall become part of the ITB and shall be taken into account by each Bidder in preparing their bid. Only written addenda are binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

QUALIFICATIONS OF BIDDERS

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Novi that it has the necessary facilities, ability, and financial resources to provide the service specified herein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City in regard to the bidder's qualification. The City of Novi may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work and the bidder shall furnish to the City of Novi all information for this purpose that may be requested. The City of Novi reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described herein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required.
2. The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The quality of performance of previous contracts or services.
4. The character, integrity, reputation, judgment, experience and efficiency of the bidder.

RIGHT TO REQUEST ADDITIONAL INFORMATION

The City reserves the right to request any additional information it deems necessary from firms responding to this invitation to bid after bids have been received.

CONSIDERATION OF BIDS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the Bidder intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the Bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative bids and to award the contract to other than the lowest Bidder, waive any irregularities or informalities or both, to reject any or all bids, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.bidnetdirect.com.

SUBMISSION OF BIDS

Bids must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of ITB. Failure to do so may result in a premature opening or failure to open such bid.

To be considered, sealed bids must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Bid is considered received when in the possession of the City Clerk. Contractors mailing bids should allow ample time to ensure the timely delivery of their bid. Bids received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected bids. The City reserves the right to postpone an ITB opening for its own convenience.

Bids must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Bids must show unit and total prices. **ANY CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.**

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the Bidder's risk.

Failure to include in the bid all information requested may be cause for rejection of the bid.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the ITB documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the ITB documents and is awarded the contract, the change or exception will not

be included as part of the contract. The original terms, conditions and specifications of the ITB documents will be applicable during the term of the contract.

INELIGIBILITY OF IRAN LINKED BUSINESS
Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a bid.

SHIPPING/HANDLING CHARGES
All bid/proposal pricing is to be F.O.B. destination.

TAX EXEMPT STATUS
It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful Bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful Bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

CONTRACT TERMINATION
The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

NO EXCLUSIVE CONTRACT
Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

NON-DISCRIMINATION
The Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition, or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, or marital status be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract. The Consultant further covenants that it will comply

with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-consultant employed in the performance of this contract.

EQUAL EMPLOYMENT OPPORTUNITY

The Proposer shall comply with Executive Order 11246 of Sept. 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

COPELAND "ANTI-KICKBACK" ACT

The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 2). (Applies to contract and subgrants for construction or repair)

ACCEPTANCE OF BID CONTENT

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a bid, the offeror certifies, and in case of a joint bid, each party hereto certifies as to its own organization, that in connection with the bid:

a. The prices in the bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and
b. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.

Each person signing the bid certifies that:

c. They are the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the bid and that they have not participated and will not participate in any action contrary to (a) and (b) above; or

d. They are not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the bid but that they have been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that they have not participated, and will not participate in any action contrary to (a) and (b) above.

A bid will not be considered for award if the sense of the statements required in the bid has been altered so as to delete or modify the above.

CITY OF NOVI

PAVEMENT STRIPING

SPECIFICATIONS

SERVICE TO BE PROVIDED

Professional pavement striping service for the striping of roads under the jurisdiction and within the corporate limits of the City of Novi, Michigan designated by the Department of Public Works, in accordance with all terms, conditions, provisions, and specifications herein mentioned.

It is anticipated that Sprayable Thermoplastic will be applied on the longitudinal lines once per year in the spring, and the waterborne paint items will be applied in the spring, and possibly in the fall.

The City reserves the right to determine what areas need to be painted for either application and makes no guarantee all the areas listed will be painted during a calendar year. The City will not pay for striping done in areas that were not authorized by the City's designated representative.

The City may award two separate contracts for different aspects of the contract. The bidder may bid on all or any part of the contract. Striping shall be in accordance with existing striping, unless a variation or change is indicated in this bid or authorized by the City's designated representative at the time of the scheduled work.

TIME LIMITS AND DEADLINES

The Contractor shall commence work within fifteen (15) calendar days after the Notice to Proceed is issued. All work must be completed within thirty (30) working days after the Contractor begins the work.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services. The initial contract period will be one year from date of award. Upon mutual consent of the City of Novi and the successful Bidder, the contract may be renewed up to three (3) times in one (1) year increments.

METHOD OF MEASUREMENT AND PAYMENT

A. MEASUREMENT

1. **4" *Centerline striping*** will be measured along the centerline of the roadway in linear foot or part thereof.
2. **4" *Edge marking*** will be measured along the edge of the roadway in linear feet or part thereof.
3. **24" *Stop bars*** will be measured in linear foot painted at a width of 24".
4. ***Arrows*** shall be in conformance with the standard symbols for highway signs and pavement markings and will be measured in units. The new marking must match the existing one.
5. ***Only's*** shall be in conformance with the standard alphabets for highway

signs and pavement markings and will be measured in units. The new marking must match the existing one.

6. ***Railroad Grade Crossing*** Markers shall conform to the standards of Section 8B-4, Michigan Manual of Uniform Traffic Control Devices and will be measured in complete units. A complete unit will consist of the following:

   a. One (1) twenty-four inch (24") wide Stop Bar.
   b. One (1) X which is sixteen inches (16") wide and twenty feet (20') long.
   c. One (1) set Railroad letters six feet (6') long and one foot (1') wide.
   d. Two (2) two foot (2') wide transverse lines.
   e. No Passing markings as required.

7. ***School markings*** shall be in conformance with the standard alphabets for highway signs and pavement markings and will be measured in units. The new marking must match the existing one.
8. **12" *Continental crosswalks*** shall be in conformance with pavement markings and will be measured in a single linear foot measurement curb to curb. The new marking must match the existing one.
9. ***6" Crosswalks*** shall be measured in a single linear foot measurement curb to curb.
10. ***Bike Path Symbols*** shall be measured in units. The new marking must match the existing one.
11. **4" *Cross-hatching*** shall be measured in linear feet.
12. **4" *Channel lines*** shall be measured in linear feet.
13. **4" *Skip lines*** shall be measured in linear feet.
14. All markings shall meet all MUTCD standards.

B. PAYMENT

1. The payment for ***centerline striping*** will be by the linear foot, which will include all work as specified under the base bid pavement-striping schedule.
2. The payment for ***edge marking*** will be by the linear foot, which will include all work as specified under the base bid edge marking schedule.
3. The payment for ***stop bar markings, Standard crosswalks and Continental crosswalks*** will be by the linear foot one way, which will include all work as specified under the base bid stop bar marking schedule.
4. The payment for ***arrows, onlys, railroad grade crossing markers, bike symbols, and schools*** will be by actual units completed and will include all work as specified under the base bid for ***arrows*** and ***onlys*** respectfully.

DEFINITIONS

A. ***LONGITUDINAL LINES:*** Longitudinal lines shall be defined as all lines, broken and solid yellow, double yellow, and broken and solid white necessary to identify traffic lanes; where traffic moves in either the same direction or opposite direction, lines used to indicate the center of the roadway, lines used to prohibit or permit lane crossing, lines used to prohibit or permit passing, lines used to define left turn lanes at intersections, and lines used to form median islands.

B. ***SYMBOLS & ALPHABETS:*** Symbols and alphabets shall be defined as all figures necessary to identify traffic lanes; where traffic moves in either the same direction or opposite direction, *arrows* used to indicate the direction of traffic flow, or *onlys* used to prohibit or permit traffic flow.

C. ***CONTINENTAL CROSSWALKS:*** *Continental crosswalks* shall be defined as those crosswalks not located at a standard intersection. *Continental crosswalks* shall be 6-feet wide. *Continental crosswalk* lines shall be 12-inches wide across the full width of the road.

GENERAL SPECIFICATIONS AND CONDITIONS OF SERVICE

A. It shall be the Contractor's responsibility to examine firsthand the roadways indicated on the attached map to fully understand the scope and location of the work called for under this bid.

B. The Contractor shall understand scheduling of striping days with the Department of Public Works constitutes a vital condition of the contract agreement as it is the primary goal of the City to ensure the striping of all City streets scheduled for striping be done in such a manner so as to minimize both inconvenience to the public and disruption of the normal flow of traffic. Main road intersections shall not be striped before 9:00 a.m. or after 3:00 p.m., Monday - Friday. Long line work shall be done between 10:00 p.m. and 7:00 a.m.

C. The Contractor's performance shall be monitored by the Department of Public Works. The Scheduling of the work shall be made through the Department of Public Works, and no work shall begin until the approval of the DPW Director, or their designee has been secured.

D. The Contractor shall provide and maintain in full operation and at all times during the tenure of this contract a sufficient crew of laborers, equipment operators, tools, materials, and reliable equipment necessary for the performance of this service. All equipment used in the performance of the contract shall be equipped with strobe lights, flashers, and all other appropriate cautionary and safety systems in compliance with all City, State, and Federal laws and regulations. The Contractor shall be staffed with properly trained and equipped personnel, including "flag persons", where and when such personnel are necessary to ensure the safety of the Contractor's staff and equipment as well as the safety of the motoring public.

E. Prior to application of pavement marking, it shall be the Contractor's responsibility that the pavement surfaces are clean, dry, and free of all foreign materials.

F. The City of Novi reserves the right to inspect the Bidder's equipment before making an award of the bid.

G. The Contractor shall be responsible for the appearance, conduct, discipline, and supervision of all employees involved in the service.

H. All machines and equipment used by the Contractor in the performance of this service shall be of uniform appearance with company name and logo and shall be maintained in a reasonably neat, clean, and safe operating condition.

I. The Contractor shall report to the designated City representative on a daily basis by e-mail by 8:00 am with a completed work summary of the previous day and its schedule for the present day.

J. The Contractor is responsible for maintaining traffic at all times. Striping is to be done in such a manner so as to minimize inconvenience to the public and disruption of the normal flow of traffic. The Contractor may perform the contracted work during evening/overnight hours with the consent of the city. This method is preferred by the City. All safety equipment (signs, cones, etc.) shall be removed from the work zone at the end of shift.

K. Adequate precautions are to be taken for the safety of the public as well as property. City staff will be the final authority in the determination of whether Contractor has used "adequate precautions".

L. All ***stop bars, continental crosswalks***, and anywhere multiple lines are created, the ends shall be capped to give a clean edge.

SPECIFICATIONS FOR PAVEMENT MARKING

A. **COLORS:** White and Yellow

B. **GENERAL:** **Spec Book Information**
Section 811
Section 920
https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Business/Construction/Standard-Specifications-Construction/2020-Standard-Specifications-Construction.pdf

Qualified Products List
https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Business/Construction/Material-Source-Guide/Jan-2025-links.pdf?rev=2bd29c9023fb487b8c0bae9e6894c72d&hash=69AA6C37447910B93F8016E90869BC57
811.03D1 is Waterborne and 811.03D6 is Sprayable Thermoplastic.

OTHER REQUIREMENTS AND AGREEMENTS

A. **TIME:** It is agreed that if the Contractor shall be unavoidably delayed in fulfilling the requirements and agreements by reason of excessive storm or floods or acts beyond the control of the **CONTRACTOR**, or strikes, or by court injunction, or by stopping of the work by the City because of an emergency or public necessity, or reason of alterations order by the City, the **CONTRACTOR** shall have no valid claim for damage on account of any cause or delay; but shall in such case be entitled to such an extension of specified time limits as the City shall adjudge to be just and reasonable; provided, however, that formal claim for such extension shall be made in writing by the **CONTRACTOR** within a week after the date upon which such alleged cause or delay shall have occurred.

B. **CITY'S RIGHT TO COMPLETE:** It is agreed that if at any time the Contractor shall abandon this work; or if they should be adjudged as bankrupt, or if performance of this agreement is being unnecessarily or unreasonably delayed; or if they should make a general assignment for the benefit of creditors; or if a receiver should be appointed on account of insolvency; or if they should persistently or repeatedly fail to supply enough properly skilled workers or sufficient suitable materials for the work; or if they should habitually fail to make prompt payment to subcontractors or to pay promptly for materials and labor; or if they should persistently disregard laws or ordinances or directions of the City; or if they should willingly violate any of the substantial provisions of this agreement; then in such case the City, after giving the Contractor and their sureties written notice thereof, may order the Contractor to discontinue all work under this agreement or any part thereof.

If the Contractor is directed to discontinue the work, they shall only be paid for work that has been completed as of the date of the written notice and shall not be compensated for any work not performed, nor for any anticipatory profits on the work that was not completed. The City shall have the right to hire another contractor to complete the work.

ASSIGNMENT OF AGREEMENT

It is agreed that the Contractor shall not assign or transfer this agreement or sublet any part of the work embraced in it, except with the written consent of the City to do so.

It is further agreed that all parts of the work which may be performed by a subcontractor shall be done in conformity with and be subject to all the provisions of the agreement specifications and requirements exactly as if performed by the Contractor and their immediate employees and workers. No subletting of the work shall in any way diminish or weaken the responsibility of the Contractor for all parts of the work or lessen their obligations and liabilities under this agreement.

It is likewise agreed that the Contractor shall not assign either legally or equitably, any of the monies payable to him under this agreement, or their claim thereto, except with the written consent of the City.

PROTECTION OF PROPERTY

The Contractor shall protect all public property and private property from injury or loss arising in connection with this agreement. Contractor shall, without delay, make good any such damage, injury or loss and shall defend and save the City harmless from all such damages or injuries occurring because of Contractor's work.

INSURANCE

The Contractor shall not commence work under this agreement until they have obtained all insurance required under Attachment A, and such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work on subcontract until all similar insurance required of the subcontractor has been so obtained and approved. **A current certificate of insurance is to be on file with the City during the entire contract period.**

ROAD WEIGHT RESTRICTIONS

The City of Novi has several Restricted Commercial Vehicle Routes. These sections of roadway are closed to commercial thru traffic. You may drive on these sections of road only if you are providing the contracted service within that particular section. At no time will the contractor drive more than a one (1) mile distance on a restricted road. For a poster-sized map with additional details, contractors can check our Map Gallery: https://cityofnovi.org/media/xpijgbuk/roadwayweightclassificationsmap.pdf

ANY PART OF CONTRACTOR'S WORK FOUND TO DEVIATE FROM THESE SPECIFICATIONS, REQUIREMENTS AND/OR AGREEMENTS SHALL CONSTITUTE DEFAULT ON THE PART OF THE CONTRACTOR; AND THE CITY SHALL TAKE ALL ACTIONS NECESSARY TO PROTECT ITS BEST INTEREST INCLUDING BUT NOT LIMITED TO TERMINATION OF THE AGREEMENT, WITHHOLDING PAYMENT, ETC. FAILURE OF BIDDER TO PROVIDE PROPERLY CERTIFIED PAINT PRIOR TO COMMENCEMENT OF AGREEMENT AND/OR AWARD SHALL DISQUALIFY THEIR BID.

CITY OF NOVI

SPRAYABLE THERMOPLASTIC MARKING MATERIAL

Overview

Sprayable Thermoplastic marking would be applied only upon request and in areas specifically requested by authorized City representative. If awarded, the City makes no guarantee regarding the quantity of work to be requested during contract period.

Materials

Glass Beads – Glass Beads used with Sprayable Thermoplastic are part of the Pavement Marking System and are supplied by the manufacturer.

Material Safety

The Contractor shall provide the DPW Director or their designee with Material Safety Data Sheets (MSDS) for all materials and supplies used for this contract. The Contractor shall properly dispose of unused material and containers in accordance with the Federal Resource Conservation Recovery Act (RCRA) of 1976 and the Michigan Hazardous Waste Management Act (ACT 64).

The City will **not** provide buildings or space to store Contractor's materials and/or equipment.

Construction Materials

Sprayable Thermoplastic material and glass beads shall be sprayed uniformly at a thickness of no less than 40 mils.

Application Limitations

All pavements should be more than visibly dry since subsurface moisture can be present in amounts sufficient to affect proper bonding of the Sprayable Thermoplastic material. The minimum ambient air and surface temperature shall be 50 degrees Fahrenheit and rising at the start of marking operations. If work is started and the air temperature falls below 50 degrees Fahrenheit, and continual cooling is indicated, all work shall be stopped, as directed by the Bidder's Supervisor.

The Sprayable Thermoplastic material shall be heated to and applied at the temperature range recommended by the manufacturer.

Measurement and Payment

The completed work shall be measured in linear feet and paid for at the contract unit prices for the following contract items (pay items). The skips in dashed lines are not included in the measurements.

There will be no fuel surcharge costs during this contract.

CITY OF NOVI

PAVEMENT STRIPING ESTIMATES

The City of Novi proposes the following estimated quantities:

Thermoplastic Pavement Marking, 4 Inch Yellow	
4" Double Yellow	158,400 L.F.
4" 1 Solid Yellow / 1 Skip Yellow	132,000 L.F.
4" Skip Yellow	21,120 L.F.
4" Lane Reduction Lines	500 L.F.
Thermoplastic Pavement Marking, 4 Inch White	
4" Skip White	26,400 L.F.
4" Solid White	179,520 L.F
Waterborne Pavement Markings	
Railroad Grade Crossing Markers	3 Units
School Markings	19 Units
Waterborne Intersection Markings	
24" Stop Bars	7,000 Feet
Arrow (right, left and/or thru and/or combinations)	325 Units
Onlys	275 Units
4" Cross Hatching	4,500 Feet
6" Crosswalks (Standard, or longitudinal)	6,000 Feet
12" *Continental Crosswalks*	2,500 Feet

Waterborne Railroad Grade Crossing Markers

(2) - at 9 Mile Road (East of Novi Road)
(1) - at West Road (East of Beck Road)

Waterborne School Markings Locations

(1) - at 11 Mile Road (West of Taft Road)
(1) - at 11 Mile Road (East of Taft Road)
(1) - at 11 Mile Road (East of Wixom Road)
(2) - at Meadowbrook Road (South of 13 Mile Road)
(3) - at Nine Mile Road (East of Beck Road)
(4) - at Novi Road (13 Mile Road to 14 Mile Road)
(2) - at Taft Road (South of 10 Mile Road)
(1) - at Taft Road and Emerald Forest Drive
(1) - at Taft Road (North of 11 Mile Road)
(2) - at Willowbrook Road (10 Mile Road to Village Wood Road)
(1) - at Wixom Road (North of 11 Mile Road)
(1) - at Wixom Road (South of 11 Mile Road)

Waterborne Parking Spots:

(91) - Main Street
(74) – Brownstone Dr.
(13) – Bond St.

Waterborne Bicycle Symbols:

(58) - East Lake Drive
(17) - South Lake Drive
(5) - Taft Road
Total: 80 Units

Waterborne Traffic Divisional Island:

West Oaks Drive at Novi Road
6" White Continental Lines - 450 Linear Feet
24" White Outline Lines – 200 Linear Feet
West Park Drive at Pontiac Trail
6" White Continental lines - 350 Linear Feet
24" White Outline Lines - 200 Linear Feet

ALTERNATE #1 – PARKING LOTS (As Requested)

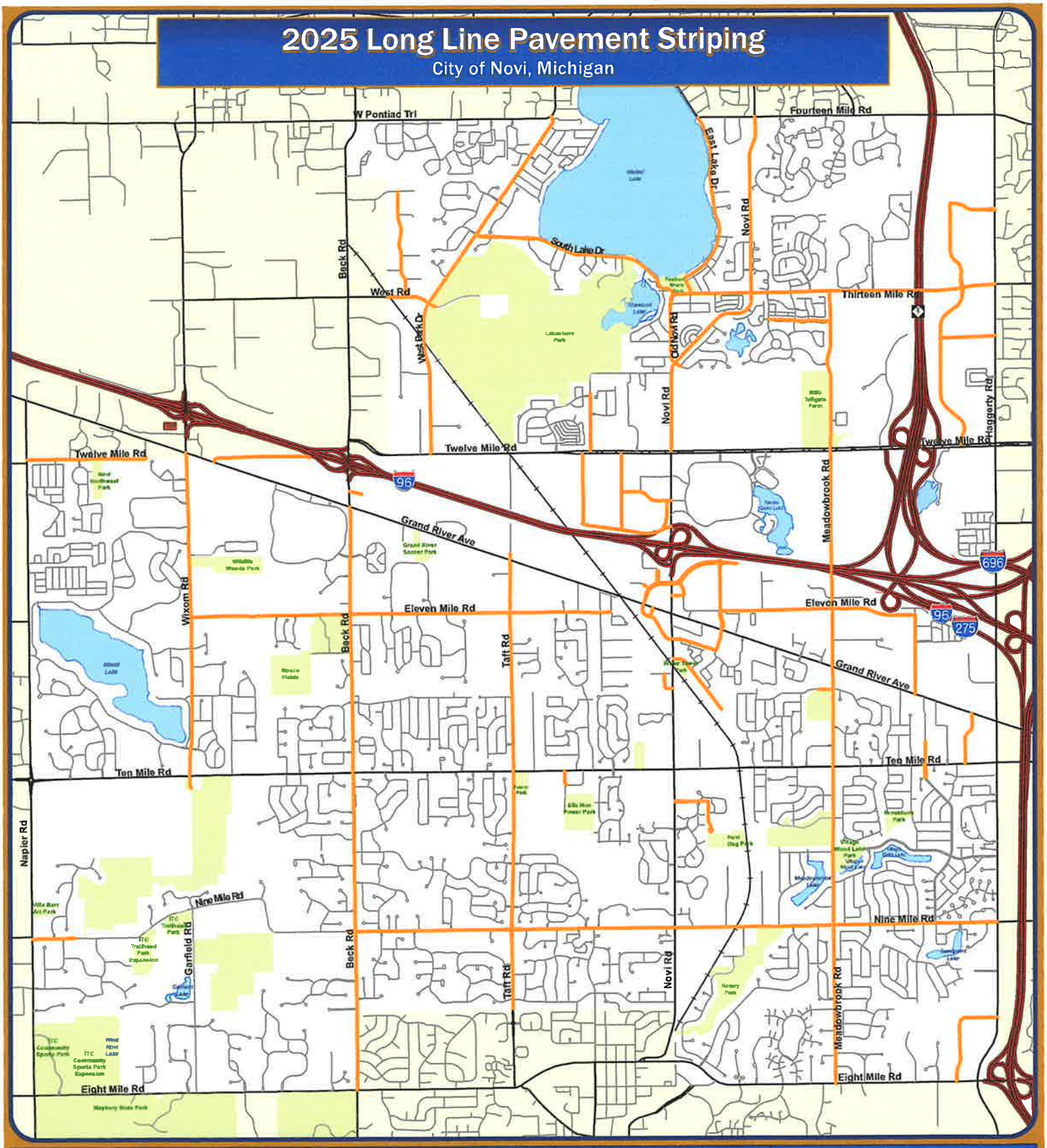
Parking lots include all parking spaces, crosswalks, handicapped marking, ADA marking, stop bars, and arrows and markings that currently exist at each location. Work will be done at the request of an authorized City representative. If awarded, the City makes no guarantee regarding the quantity of work to be requested during the contract period.

Parking lot locations:

Civic Center	45175 Ten Mile Rd Novi, MI 48375
Police Headquarters (East & West lots)	45125 Ten Mile Rd Novi, MI 48375
Field Services Complex (inside/outside)	26300 Lee BeGole Dr Novi, MI 48375
Gun Range	26350 Lee BeGole Dr Novi, MI 48375
Fire Station 1	42975 Grand River Ave Novi, MI 48375
Fire Station 2	1919 Paramount St Novi, MI 48377
Fire Station 3	42785 Nine Mile Rd Novi, MI 48375
Fire Station 4	49375 Ten Mile Rd Novi, MI 48374
Fire Station 5	25804 Beck Rd Novi, MI 48374
Lakeshore Park	601 South Lake Dr Novi, MI 48377
Rotary Park	22220 Roethel Dr Novi, MI 48375
ITC Community Sports Park, all lots	51000 Eight Mile Rd Northville, MI 48167
Ella Mae Power Park	Ten Mile Rd behind Civic Center
Pavilion Shore Park (East & West Lot)	43390 Thirteen Mile Rd Novi, MI 48377
Novi Dog Park	42400 Nick Lidstrom Dr Novi, MI 48375
Wildlife Woods Park	26442 Wixom Rd Novi, MI 48375
Bosco Fields	47481 Eleven Mile Rd Novi, MI 48374
Villa Barr Art Park	22600 Napier Rd Novi, MI 48374
Novi Water Tower Park	25460 Novi Rd Novi, MI 48375
Village Wood Park	40944 Village Wood Rd Novi, MI 48375
Novi Ice Arena	42400 Nick Lidstrom Dr Novi, MI 48375
Novi Public Library	45255 Ten Mile Rd Novi, MI 48375
Northwest Park	50635 Twelve Mile Rd Novi, MI 48374

2025 Long Line Pavement Striping

City of Novi, Michigan



Map Author: Jon Gartha
Date: February 25, 2025
Project: Pavement Striping
Version #: 1.0

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.

Map Legend

- Novi Road Striping
- Freeway
- Major Streets
- Minor Streets
- Railroad
- Parks
- Lakes
- City of Novi
- Novi Township

City of Novi
Department of Public Works
Field Operations Division
26300 Lee BeGole Drive
Novi, MI 48375
cityofnovi.org

Feet
0 875 1,750 3,500 5,250

1 inch = 4,300 feet

CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:

   a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **$100,000** (One Hundred Thousand Dollars) each accident.

   b. **Commercial General Liability Insurance –** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **$1,000,000** (One Million Dollars) per occurrence combined single limit.

   c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **$1,000,000** (One Million Dollars) each person and **$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **$1,000,000** (One Million Dollars) each occurrence.

2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.

3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.

4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.

7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.

8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.

B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.

C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.

2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further

the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

CONTRACT FOR PAVEMENT STRIPING SERVICES

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, 45175 Ten Mile, Novi, Michigan 48375 "City", and _____, whose address is _____, "Contractor."

Work. For and in consideration of payment by the City as provided under the Payment Section of this Contract, Contractor shall perform the work described on and in the Work Specifications listed in "Exhibit A", which is a part of this Contract, in a competent, efficient, timely, good and workmanlike manner and in compliance with the following terms and conditions.

Permits. The work to be performed includes applying and paying for, and obtaining issuance of all required permits and satisfying all requirements or conditions for such permits.

Insurance. This Contract is conditioned on Contractor securing and maintaining the liability insurance specified in the Bid Specifications, which are a part of this Contract, which shall be confirmed by Certificate(s) of Insurance, with said coverages to be maintained for the life of this Contract and the City entitled to thirty (30) days written notice of any cancellations or changes.

Time of Work. All Insurance requirements shall be satisfied within 14 days, and work shall be completed within 30 days of the Effective Date of this Contract. These time limits are of the essence of this Contract and failure to meet them shall permit City to terminate this Contract whether or not work has been commenced.

Payment. The City agrees to pay the Contractor based on unit pricing in Exhibit A, payment to be made after satisfactory completion of the work and within thirty (30) days of receiving a final bill or invoice for the work from the Contractor, subject to verification of completion of work.

Changes. Any changes in the provisions of this Contract must be in writing and signed by the City and Contractor.

Liability. Contractor shall be liable for any injury or damage occurring on account of the performance of its work under this Contract. Consistent with this liability, the Contractor agrees to defend, pay on behalf of, and hold harmless the City, it agents, and others working on its behalf against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the City by reason of personal injury and/or property damages which arises out of or is in any way connected or associated with this Contract.

Inspections, Notices and Remedies Regarding Work. During the performance of the work by Contractor, City shall have the right to inspect the work and its progress to assure that it complies with this Contract. If such inspections reveal a defect in the work performed

or other default in this Contract, City shall provide Contractor with written notice to correct the defect or default within a specified number of days of the notice. Upon receiving such a notice, Contractor shall correct the specified defects or defaults within the time specified. Upon a failure to do so, the City may terminate this Contract by written notice and finish the work through whatever method it deems appropriate, with the cost in doing so a valid claim and charge against Contractor, or, preserve the claims of defects or defaults without termination by written notice to Contractor.

Demolition Disposal Requirements. The Contractor shall perform all work and dispose of all materials in compliance with all provisions of applicable federal, state, county and City environmental laws. This obligation includes lawful disposal of all material, with a condition of the City's payment obligation being Contractor delivering to City copies of written documents from the licensed landfill or disposal site, confirming the dates, quantities and types of demolition debris disposed of, the disposal costs and that those costs have been paid in full by Contractor.

Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because City is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

Governing Law. This Contract shall be governed by the laws of the State of Michigan.

Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the City.

Successors and Assigns. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

Notices. Written notices under this Contract shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City: Victor Cardenas, City Manager and Cortney Hanson, City Clerk
Contractor:

Contract Term. The initial contract term shall begin on the date of the last signature on this agreement and end on January 31, 2026. Upon mutual consent of the City of Novi and the successful Bidder, the contract may be renewed up to three (3) times in one (1) year increments.

Contract Termination. The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancelation shall be clearly stated in the written notice. In the event of termination Contractor shall be paid as compensation in full for services performed to that date an

amount calculated for that particular project. Such amount shall be paid by the City upon Contractor delivering or otherwise making available to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been prepared and/or accumulated by Contractor in performing the services up to the date of termination.

Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

Anti-Discrimination. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

_____

_____
By: Justin Fischer
Its: Mayor

Date: _____

_____

_____
By: Cortney Hanson
Its: Clerk

Date: _____

WITNESSES AND DATES
OF SIGNATURES:

CONTRACTOR

_____

_____
By:
Its:

Date: _____

(Exhibit A will consist of contractor's bid and ITB documents)

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval of the **FIRST READING** of a Text Amendment allowing increased capacity in day care centers per conditions stated in the amendment.

SUBMITTING DEPARTMENT: Community Development, Planning

KEY HIGHLIGHTS:

- Following discussions with a day care owner who expressed interest in expanding capacity within an existing facility, Staff prepared ordinance amendments to address the concerns.
- The draft ordinance proposes new parameters to allow up to 75 children in day care centers on residential parcels at least 1.5 acres in size, located at the intersection of two streets, subject to minimum building setback requirements, and subject to Special Land Use consideration by the Planning Commission.
- If approved, the ordinance will apply to all eligible properties in Novi. The attached map shows 14 potential properties that may benefit from the additional capacity permitted of up to 75 children.
- The Planning Commission considered the proposed ordinance amendment at two meetings. Following the first meeting, Staff provided ordinance amendments based on the Commission's initial discussion. On March 12, the Planning Commission held a public hearing and made a motion to the City Council for approval of the ordinance amendments.

BACKGROUND INFORMATION:

Planning staff met with the Little Seeds Day Care owner, Angie Altaii, who has expressed an interest in increasing the number of children cared for in the existing facility at the northeast corner of Ten Mile Road and Wixom Road. She indicated that there is a great demand for day care services in the region and that her day care business has space available within the existing building to expand enrollment. The **attached** narrative was provided by Ms. Altaii to the City to further explain the need for day care facilities in Novi.

Ms. Altaii wishes to increase the enrollment of the Little Seeds Day Care up to 75 children, while the current ordinance allows a maximum of 50 children in similarly

situated day care centers (where the property fronts on a major thoroughfare and is located within and is surrounded by single family residential zoning districts).

Staff explained that the ordinance provides limitations on the number of children to be cared for in day care businesses in residential districts and that the standards of the ordinance cover properties throughout the City. The best means to address the property owner's request would be to draft an ordinance amendment to allow an increase in the number of children served at new or existing facilities throughout the city. The intent of this proposed amendment is to allow greater flexibility for childcare providers to meet the growing demand for early childhood development programs by expanding their enrollment, under specific conditions.

Existing Ordinance Standards

Ordinance Sections 4.12.1.B and 4.12.1.C allow day care centers and adult day care centers in single-family residential zoning districts, under certain conditions. Day care centers are subject to Special Land Use approval by the Planning Commission for locations in the Single-Family Residential Districts, including the RA, R-1, R-2, R-3 and R-4 Districts.

Section 4.12.1.B currently allows commercial day care centers and adult day care centers (those not located in a single-family home) on single family residential parcels at least 1 acre in size, and when abutting a major thoroughfare. The ordinance provides limitations on the number of people being cared for – no more than 50 children in a day care center, and no more than 25 adults in an adult day care center.

Section 4.12.1.C currently allows a greater number of people being cared for in day care centers when the single-family parcel abuts non-residential uses: up to 120 children, and no more than 50 adults. This section of the ordinance limits those residential parcels eligible for consideration for a new day care center to parcels that abut certain non-residential districts. The intent of this ordinance provision is to allow for the larger day care facilities on residential parcels that abut non-residential uses, because the day care facility can provide a transitional use between single family residential properties and commercial properties.

Proposed Ordinance Amendment

The suggested ordinance amendment proposes a third option that would allow up to 75 children in day care centers on residential parcels:

- At least 1.5 acres in size with at least 200 feet of frontage on a major thoroughfare,
- Located at the intersection of a major thoroughfare and another street, and
- Subject to minimum building setbacks to the property lines to ensure adequate setback from other residential uses.

To further ensure that any adjacent existing single family residential properties are adequately separated from the proposed daycare, any buildings shall be setback from the property lines a distance that is equal to what is required in the zoning district,

but in no case, less than 25 feet from any property line. Special Land Use consideration by the Planning Commission and the required public hearing would be required for this option, as it applies to all commercial day care facilities proposed in residential districts. These changes are found in the attached new Section C.

An amendment recommended by the Planning Commission following review of the first draft includes a reduction in the number of adults cared for in adult day care centers in residential districts where property abuts certain non-residential districts. The recommendation includes reducing the number of people cared for from a maximum of 60 adults as the ordinance currently permits to a maximum 25 adults. This change can be found in Section D of the draft ordinance.

Other minor changes and streamlining of the text are proposed for the relevant sections, as well as minor update to the day care standards in the NCC District.

Planning Commission

The Planning Commission held a Public Hearing on the Daycare Text Amendment 18.305 on March 12, 2025 and recommended approval to the City Council, subject to the changes noted above. The Planning Commission meeting minutes are attached.

RECOMMENDED ACTION: Approval of Text Amendment 18.305 to amend various sections of the Zoning Ordinance to allow increased accommodation in day care centers subject to certain standards and conditions, including recommendations made by the Planning Commission, along with other minor changes, subject to further modifications as determined necessary by the city manager's office or city attorney's office. **FIRST READING**

This motion is made because the ordinance amendment allows greater flexibility for childcare providers to meet the growing demand for early childhood development programs by expanding their enrollment, subject to certain conditions, and because the amendment further streamlines and clarifies the ordinance standards.

DRAFT ORDINANCE
STRIKE-THROUGH

DRAFT 3/25/2025
STRIKETHOUGH

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 18.305

AN ORDINANCE TO AMEND THE CITY OF NOVI ZONING ORDINANCE, AMENDING ARTICLE 4, USE STANDARDS, AT SECTION 4.12.1 AND 4.12.3 DAY CARE CENTERS, AND ADULT DAY CARE CENTERS, TO ALLOW EXPANDED ACCOMODATION FOR DAY CARE CENTERS AT CERTAIN LOCATIONS AND OF A MINIMUM SIZE, AND OTHER CHANGES AS DETERMINED NECESSARY.

THE CITY OF NOVI ORDAINS:

Part I. That The City of Novi Zoning Ordinance is amended, by amending Section 4.12 in Article 4, Use Standards, to read as follows:

4.12 GROUP DAY CARE HOMES, DAY CARE CENTERS, AND ADULT DAY CARE CENTERS

1. In the RA, R-1, R-2, R-3, and R-4 districts, group day care homes, day care centers, and adult day care centers are permitted as a special land use, as follows:

   A. Group Day Care Homes, subject to the following:

      i. [unchanged]

      ii. [unchanged]

      iii. [unchanged]

      iv. [unchanged]

      v. [unchanged]

      vi. [unchanged]

      vii. [unchanged]

   B. Day Care Centers accommodating no more than fifty (50) children, and Adult Day Care Centers accommodating no more than twenty-five (25) persons, subject to the following:

      i. The minimum parcel size for a Day Care Center or Adult Day Care Center shall be one (1) acre.

      ii. Outside recreation area required, unless modified by the Planning Commission based on justification provided by the applicant, as follows:

a. For each person cared for, there shall be provided and maintained a minimum of one-hundred fifty (150) square feet of outdoor recreation area.

b. Such recreation area shall have a total minimum area of not less than two-thousand eight-hundred (2800) square feet.

c. The recreation area shall be securely fenced and screened from any adjoining lot in any residential district, with appropriate fence and landscape materials as reviewed by the City's Landscape Architect to provide opaque screening for the outside activities. These screening requirements are in addition to the requirements of Section 5.5

~~The minimum parcel size for a Day Care Center or Adult Day Care Center shall be one (1) acre.~~

iii. The hours of operation shall be limited to the period between 6 a.m. and 7 p.m.

iv. The parcel shall abut and have access to a major thoroughfare or section line collector road. The driveways shall be designed so that vehicles can exit the site without having to back onto a major thoroughfare.

v. The licensee shall register with the City Clerk and the licensed premises may be subject to a fire department inspection and shall provide a smoke detector in all daytime sleeping areas.

vi. Any refuse bins or outside trash receptacles shall be located as far away as is practical from properties zoned for residential uses.

vii. The exterior building facades shall comply with Section 5.15. Additionally, the City's Facade Consultant shall review the proposed architectural style of the structure to ensure ~~insure~~ the residential character of the neighborhood is maintained with regard to design and facade elements. The following materials shall be allowed up to a maximum of twenty-five (25) percent of the building facade, with a finding that these materials will be compatible with the adjacent residential areas: wood siding, painted siding, tongue and groove siding, batten siding, ~~vinyl siding~~ and aluminum siding. These materials are subject to footnote 11 of the Schedule Regulating Facade Materials, in Section 5.15.

viii. A noise impact statement is required subject to the standards of Section 5.14.10.B.

C. Day care centers exceeding fifty (50) children, but not more than seventy-five (75) children, subject to the provisions of Section 4.12.1.B.ii through Section 4.12.1.b.viii, and provided the following conditions are met:

i. The minimum parcel size shall be 1.5 acres.

ii. The site shall be located at the corner of a major thoroughfare and another public street with at least 200 feet of frontage along the major thoroughfare.

iii. Building setbacks shall meet the setback requirements of the Zoning District, but in no case shall a building be closer than 25 feet to any property line.

D. Day care centers exceeding fifty (50) children, but not more than one-hundred and twenty (120) children, and adult day care centers ~~exceeding~~ of not more than twenty-five (25) persons, ~~but not more than sixty (60) persons,~~ providing the following conditions are met:

i. The minimum parcel size shall be 1.5 acres.

ii. Subject to the standards contained in S~~ubs~~ection 4.12.1.B.ii through Section 4.12.1.B.viii.

iii. ~~The parcel~~ At least one lot line must abut land zoned ~~only~~ NCC, OS-1, OSC, TC, TC-1, RC, FS, I-1, P-1, C, ~~and~~ or OST, or that is part of a site occupied by a use other than one-family residential in a RA, R-1, R-2, R-3 and R-4 District.

~~iii. The hours of operation shall be limited to the period between 6 a.m. and 7 p.m.~~

~~iv. The exterior building facades shall comply with Section 5.15. Additionally, the City's Facade Consultant shall review proposed architectural style of the structure to insure the residential character of the neighborhood is maintained with regard to design and facade elements. The following materials shall be allowed up to a maximum of twenty-five (25) percent of the building facade, with a finding that these materials will be compatible with the adjacent residential areas: wood siding, painted siding, tongue and groove siding, batten siding, vinyl siding and aluminum siding. These materials are subject to footnote 11 of the Schedule Regulating Facade Materials, in Section 5.15.~~

~~v. A noise impact statement is required subject to the standards of Section 5.14.10.B.~~

2. [unchanged]

3. In the NCC district, day care centers and adult day care centers are permitted subject to the regulations in Sections 4.12.1.B.ii through Section 4.12.1.B.viii., except that day care centers may accommodate in excess of fifty (50) children, and adult day care centers may exceed twenty-five (25) persons.

PART II.

Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III.

Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART IV.

Repealer. All other Ordinance or parts of Ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART V.

Effective Date: Publication. Public hearing having been held hereon pursuant to the provisions of Section 103 of Act 110 of the Public Acts of 2006, as amended, the provisions of this Ordinance shall be published within fifteen (15) days of its adoption by publication of a brief notice in a newspaper circulated in the City of Novi stating the date of enactment and effective date, a brief statement as to its regulatory effect and that a complete copy of the Ordinance is available for public purchase, use and inspection at the office of the City Clerk during the hours of 8:00 A.M. to 5:00 P.M., Local Time. The provisions of this Ordinance shall become effective seven (7) days after its publication.

MADE, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, ON THE ___ DAY OF _____, 2025.

_____

JUSTIN FISCHER, MAYOR

_____

CORTNEY HANSON, CITY CLERK

Ayes:

Nays:

Abstentions:

Absent:

DRAFT ORDINANCE
CLEAN

DRAFT 3/25/2025
CLEAN

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 18.305

AN ORDINANCE TO AMEND THE CITY OF NOVI ZONING ORDINANCE, AMENDING ARTICLE 4, USE STANDARDS, AT SECTION 4.12.1 AND 4.12.3 DAY CARE CENTERS, AND ADULT DAY CARE CENTERS, TO ALLOW EXPANDED ACCOMODATION FOR DAY CARE CENTERS AT CERTAIN LOCATIONS AND OF A MINIMUM SIZE, AND OTHER CHANGES AS DETERMINED NECESSARY.

THE CITY OF NOVI ORDAINS:

Part I. That The City of Novi Zoning Ordinance is amended, by amending Section 4.12 in Article 4, Use Standards, to read as follows:

4.12 GROUP DAY CARE HOMES, DAY CARE CENTERS, AND ADULT DAY CARE CENTERS

1. In the RA, R-1, R-2, R-3, and R-4 districts, group day care homes, day care centers, and adult day care centers are permitted as a special land use, as follows:

   A. Group Day Care Homes, subject to the following:

      i. [unchanged]

      ii. [unchanged]

      iii. [unchanged]

      iv. [unchanged]

      v. [unchanged]

      vi. [unchanged]

      vii. [unchanged]

   B. Day Care Centers accommodating no more than fifty (50) children, and Adult Day Care Centers accommodating no more than twenty-five (25) persons, subject to the following:

      i. The minimum parcel size for a Day Care Center or Adult Day Care Center shall be one (1) acre.

      ii. Outside recreation area required, unless modified by the Planning Commission based on justification provided by the applicant, as follows:

a. For each person cared for, there shall be provided and maintained a minimum of one-hundred fifty (150) square feet of outdoor recreation area.

b. Such recreation area shall have a total minimum area of not less than two-thousand eight-hundred (2800) square feet.

c. The recreation area shall be securely fenced and screened from any adjoining lot in any residential district, with appropriate fence and landscape materials as reviewed by the City's Landscape Architect to provide opaque screening for the outside activities. These screening requirements are in addition to the requirements of Section 5.5

iii. The hours of operation shall be limited to the period between 6 a.m. and 7 p.m.

iv. The parcel shall abut and have access to a major thoroughfare or section line collector road. The driveways shall be designed so that vehicles can exit the site without having to back onto a major thoroughfare.

v. The licensee shall register with the City Clerk and the licensed premises may be subject to a fire department inspection and shall provide a smoke detector in all daytime sleeping areas.

vi. Any refuse bins or outside trash receptacles shall be located as far away as is practical from properties zoned for residential uses.

vii. The exterior building facades shall comply with Section 5.15. Additionally, the City's Facade Consultant shall review the proposed architectural style of the structure to ensure the residential character of the neighborhood is maintained with regard to design and facade elements. The following materials shall be allowed up to a maximum of twenty-five (25) percent of the building facade, with a finding that these materials will be compatible with the adjacent residential areas: wood siding, painted siding, tongue and groove siding, batten siding, and aluminum siding. These materials are subject to footnote 11 of the Schedule Regulating Facade Materials, in Section 5.15.

viii. A noise impact statement is required subject to the standards of Section 5.14.10.B.

C. Day care centers exceeding fifty (50) children, but not more than seventy-five (75) children, subject to the provisions of Section 4.12.1.B.ii through Section 4.12.1.b.viii, and provided the following conditions are met:

i. The minimum parcel size shall be 1.5 acres.

ii. The site shall be located at the corner of a major thoroughfare and another public street with at least 200 feet of frontage along the major thoroughfare.

iii. Building setbacks shall meet the setback requirements of the Zoning District, but in no case shall a building be closer than 25 feet to any property line.

D. Day care centers exceeding fifty (50) children, but not more than one-hundred and twenty (120) children, and adult day care centers of not more than twenty-five (25) persons, providing the following conditions are met:

i. The minimum parcel size shall be 1.5 acres.

ii. Subject to the standards contained in Section 4.12.1.B.ii through Section 4.12.1.B.viii.

iii. At least one lot line must abut land zoned NCC, OS-1, OSC, TC, TC-1, RC, FS, I-1, P-1, C, or OST, or that is part of a site occupied by a use other than one-family residential in a RA, R-1, R-2, R-3 and R-4 District.

2. [unchanged]

3. In the NCC district, day care centers and adult day care centers are permitted subject to the regulations in Sections 4.12.1.B.ii through Section 4.12.1.B.viii., except that day care centers may accommodate in excess of fifty (50) children, and adult day care centers may exceed twenty-five (25) persons.

PART II.

Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III.

Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART IV.

Repealer. All other Ordinance or parts of Ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART V.

Effective Date: Publication. Public hearing having been held hereon pursuant to the provisions of Section 103 of Act 110 of the Public Acts of 2006, as amended, the provisions of this Ordinance shall be published within fifteen (15) days of its adoption by publication of a brief notice in a newspaper circulated in the City of Novi stating the date of enactment and effective date, a brief statement as to its regulatory effect and that a complete copy of the Ordinance is available for public purchase, use and inspection at the office of the City Clerk during the hours of 8:00 A.M. to 5:00 P.M., Local Time. The provisions of this Ordinance shall become effective seven (7) days after its publication.

MADE, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, ON THE ___ DAY OF _____, 2025.

_____

JUSTIN FISCHER, MAYOR

_____

CORTNEY HANSON, CITY CLERK

Ayes:

Nays:

Abstentions:

Absent:

PLANNING COMMISSION
MEETING MINUTES EXCERPT
MARCH 12, 2025

In the matter 27629 Haggerty Road – HEFCO JSP24-22, motion to approve the Stormwater Management Plan based on and subject to 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 VOTE TO APPROVE 27629 HAGGERTY ROAD-HEFCO JSP24-22 STORMWATER MANAGEMENT PLAN MOVED BY MEMBER BECKER AND SECONDED BY MEMBER RONEY. *Motion carried 5-0.*

2. **TEXT AMENDMENT 18.305 – PROPOSED AMENDMENTS TO DAY CARE STANDARDS**
   Public hearing for Text Amendment 18.305 to add a new Subsection to 4.12, Group Day Care Homes, Day Care Centers, and Adult Day Care Centers to increase Day Care Center capacity in certain locations and subject to conditions, to clarify standards, and to amend various additional sections of the ordinance as determined necessary.

City Planner Barbara McBeth stated that City staff drafted the ordinance amendment to modify the standards for commercial daycare centers that are in residentially zoned districts. The zoning ordinance currently allows daycare centers in single family residential districts under certain conditions and are subject to special land use approval by the Planning Commission.

City Planner Barbara McBeth noted that the ordinance currently provides two categories for commercial daycares in the residential district. The first category is provided in section 4.12.1.B currently allows day care centers on single family residential parcels at least 1 acre in size, and when abutting a major thoroughfare. The ordinance provides limitations on the number of people being cared for – no more than 50 children in a day care center. The second category is provided in section 4.12.1.C that currently allows up to 120 children being cared for in day care centers when the single-family parcel abuts non-residential uses.

City Planner Barbara McBeth explained that the text amendment came about after staff met with Little Seeds Daycare owner Angie Altaii. Mrs. Altaii expressed an interest in increasing the number of children up to 75 in her existing facility located at the northeast corner of Ten Mile and Wixom Road. Mrs. Altaii indicated that there is great demand for daycare services in the region and that her daycare business has the space available within the existing building to expand enrollment.

Staff researched other communities' ordinances and found there are several differing standards for daycare centers in those communities. In addition, new information is being shared from the American Planning Association as well as from the State of Michigan that shows the demand for daycare facilities exceeds what is available for many communities.

The draft ordinance proposes a third option that would allow up to 75 children in daycare centers on residential parcels at least 1.5 acres in size, that are at the intersection of a major thoroughfare and another street, and subject to minimum building setbacks to the property lines to ensure adequate setback from other residential uses.

To further ensure that any adjacent existing single family residential properties are adequately separated from the proposed daycare, any buildings to be used as a daycare shall be setback from the property lines a distance that is equal to what is required in the zoning district, but in no case, less than 25 feet from any property line. Special Land Use consideration by the Planning Commission and the required public hearing is required.

City Planner Barbara McBeth stated when the draft ordinance was introduced to the Planning Commission a month ago, several questions were raised. One question related to the likely minimum building size that would be needed for the increase in the number of children up to 75 in the commercial daycares. Staff's research found calculations that the State of Michigan uses in licensing

daycares: a minimum of 50 square feet per child for infant and toddler care, and 25 square feet per child for preschoolers and school-age children. Staff's calculations reflect that the minimum building size for 25% toddler/75% preschool mix would be 2,325 square feet, excluding hallways, offices, kitchens and other spaces. Based on this information, staff believes the minimum building size needed and licensed for up to 75 children will be able to be accommodated on the minimum lot size proposed of1.5 acres.

A second concern was related to the size of the outside play area for daycare facilities and whether there is consistency between Novi's standards to the state's standards. The daycare ordinance was recently amended to allow outside recreation to be modified by the Planning Commission based on justification provided by the applicant. The language allows flexibility by the Planning Commission when making a decision following a Special Land Use consideration for a new daycare.

The third consideration raised at the previous meeting related to the difference between adult day care centers and day care centers for children. There was no change proposed to the standards for adult day care standards with this amendment. However, based on the concerns raised, the reference in Section D that previously allowed up to 60 adults in adult day care centers in certain situations, is now proposed to be limited to 25 adults as a maximum (when located in the residential districts).

Lastly, City Planner Barbara McBeth stated the map included in the packets shows fourteen properties in Novi that may benefit from the ordinance amendment. It was noted that some of the properties are vacant and others may be developed with a church or alternate use.

The Planning Commission is asked to hold the public hearing and provide a recommendation to the City Council. Mrs. Altaii and her attorney Dennis Cowan were present.

Acting Chair Avdoulos invited the applicant to address the Planning Commission.

Mrs. Altaii, the owner of Little Seeds Daycare, thanked the Planning Commission for the opportunity to return for the public hearing. Mrs. Altaii also thanked City staff for their hard work in proposing the text amendment. She noted Little Seeds is hopeful that the Planning Commission and the public will be favorable to their request to use the space that they currently have which would allow them to meet the demands of the public. Mrs. Altaii stated that there are currently ten families on their waitlist who are expecting infants, these families already have children enrolled at Little Seeds. Little Seeds is unable to accept these infants until the daycare has more space.

Mr. Dennis Cowan, attorney for Little Seeds Daycare, shared two statistics regarding daycare centers. The first being, in the last three years 10% of licensed childcare centers have closed in the State of Michigan. Secondly, 670,000 children in the State of Michigan are under the age of five. Sixty percent of those children have all available parents working, which creates the need for additional space in existing childcare centers. Mr. Cowan thanked the Planning Commission for their consideration.

Acting Chair Avdoulos opened the Public Hearing and invited members of the audience who wished to participate to approach the podium. Seeing no one, Acting Chair Avdoulos closed the Public Hearing and turned the matter over to the Planning Commission for consideration.

Member Becker thanked the City staff for looking into how the text amendment fits with State requirements. Member Becker stated he thinks it is important to understand that this text amendment would potentially benefit other childcare locations.

Member Dismondy had no comment and stated he was in support.

Member Verma inquired whether the text amendment applies daycare centers for children or adults.

City Planner Barbara McBeth stated this text amendment is intended for child daycare centers only. It

was noted historically; adult and child daycare centers were tied together in the ordinance. It was previously brought to the attention of staff that sixty adults in a facility may be too many, so it has been suggested that number be brought back to twenty-five.

Member Roney had no comment.

Acting Chair Avdoulos stated he appreciates the work that went into the amendment and is in support.

Motion to recommend approval to the City Council of the proposed ordinance amendment made by Member Becker and seconded by Member Roney.

In the matter of Text Amendment 18.305 – Proposed Amendments to Day Care Standards, motion to recommend approval to the City Council of the proposed ordinance amendment.

ROLL CALL VOTE TO RECOMMEND APPROVAL TO CITY COUNCIL OF THE PROPOSED ORDINANCE AMENDMENT MOVED BY MEMBER BECKER AND SECONDED BY MEMBER RONEY. *Motion carried 5-0.*

3. **JSP24-05 WADE ONE – HELIOS**
   Public Hearing at the request of Integrity Building Group for a Special Land Use Permit and Preliminary Site Plan approval. The subject property is zoned I-1 Light Industrial and is located in Section 15, south of Grand River Avenue and east of Taft Road. The applicant is proposing to operate a single business out of an existing industrial building. Helios is a company that manufactures stone-cutting equipment and assembly/shipping of purchased equipment.

Staff Planner Dan Commer stated a Special Land Use application and Preliminary Site Plan were submitted to the City's Planning and Review Center for consideration on behalf of Wade One – Helios by Integrity Building Group in an existing building at 45241 Grand River Avenue.

The current zoning of the site is I-1 Light Industrial. Industrial office sales, laboratory testing, and manufacturing are all Special Land Uses in the I-1 Light Industrial zoning district when the site abuts residential. In this case, the site abuts R-4 and R-A Single-Family Residential to the south, and I-1 Light Industrial to the north, east, and west.

The Future Land Use shows Industrial, Research, Development, and Technology for the site in addition to the property to the north, east, and west, and Single-Family Residential to the south.

The Planning Commission is asked to hold the public hearing tonight to consider approval or denial of the Special Land Use permit and Preliminary Site Plan. Representatives for the applicant are present to discuss the project and answer any questions. Staff is also available for questions.

Acting Chair Avdolous invited the applicant to address the Planning Commission.

Mr. John Biggar and Mr. Brian Mooney from Integrity Building Group were present. Mr. Biggar stated as was mentioned in Staff's report, the property is coming before the Planning Commission for special land use because it abuts residential. He noted when they purchased the property it was in the I-2 PRO status from when Keifer was going to develop it. Mr. Biggar expressed going forward, as Novi goes through its Master Plan process, it is good to have consistency for the regulation of the lands around the property related to the water usage. There are portions in the I-1 and portions in the R-4 and R-A districts.

Mr. Biggar stated Helios is a company that imports state of the art stone cutting machinery from Italy. It was noted that Helios is one of a few companies in the United States with the capability to fulfill some of the more complex stone cutting orders requested by architects. There are instances where architects must send stones to Italy to be cut to specific specifications. Helios has the capability with their machinery to fulfill the architect's specifications. Helios will be selling the stone cutting machines here in the United States to various companies around the country giving them the capacity of more advanced

PLANNING COMMISSION
MEETING MINUTES EXCERPT
FEBRUARY 12, 2025

In the matter of Quick Pass Car Wash JSP24-13, motion to approve the Woodland Permit based on and subject to 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 37 of the Code of Ordinances and all other applicable provisions of the Ordinance.

ROLL CALL VOTE TO APPROVE JSP24-13 QUICK PASS CAR WASH WOODLAND PERMIT MOVED BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. *Motion carried 5-0.*

Motion to approve the JSP24-13 Quick Pass Car Wash Stormwater Management Plan made by Member Avdoulos and seconded by Member Lynch.

In the matter Quick Pass Car Wash JSP24-13, motion to approve the Stormwater Management Plan based on and subject to 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 VOTE TO APPROVE JSP24-13 QUICK PASS CAR WASH STORMWATER MANAGEMENT PLAN MOVED BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. *Motion carried 5-0.*

MATTERS FOR CONSIDERATION

1. **INTRODUCE TEXT AMENDMENT 18.305 – PROPOSED AMENDMENTS TO DAY CARE STANDARDS**
   Set public hearing for Text Amendment 18.305 to add a new Subsection to 4.12, Group Day Care Homes, Day Care Centers, and Adult Day Care Centers to increase Day Care capacity in certain locations and subject to conditions, to clarify standards, and to amend various additional sections of the ordinance as determined necessary.

City Planner Barbara McBeth gave a brief overview of the text amendment and the reason why it is being proposed. City staff drafted the ordinance amendment to modify the standards for commercial daycare centers that are in residentially zoned districts.

City Planner Barbara McBeth stated that the zoning ordinance currently allows daycare centers and adult daycare centers in single family residential districts under certain conditions. Daycare centers are subject to special land use approval by the Planning Commission.

The ordinance currently provides two categories for commercial daycares in the residential district. The first category is provided in section 4.12.1.B currently allows commercial day care centers and adult day care centers (those not located in a single-family home) on single family residential parcels at least 1 acre in size, and when abutting a major thoroughfare. The ordinance provides limitations on the number of people being cared for – no more than 50 children in a day care center, and no more than 25 adults in an adult day care center.

The second category is provided in section 4.12.1.C that currently allows a greater number of people being cared for in day care centers when the single-family parcel abuts non-residential uses: up to 120 children, and no more than 50 adults.

City Planner Barbara McBeth stated the idea of the text amendment came about after staff met with Little Seeds Daycare owner Angie Altaii. Mrs. Altaii expressed an interest in increasing the number of children cared for in the existing facility which is located at the northeast corner of Ten Mile and Wixom Road. Mrs. Altaii indicated that there is great demand for daycare services in the region in general and that her daycare business has the space available within the existing building to expand enrollment. Mrs.

Altaii wishes to expand enrollment of the Little Seeds Daycare up to 75 children while the current ordinance allows for a maximum of 50 children.

After talking with Mrs. Altaii, staff researched other community's ordinances and found there are several differing standards for daycare centers in those communities. In addition, new information is being shared from the American Planning Association as well as from the State of Michigan that shows the demand for daycare facilities in many communities is not being filled.

City Planner Barbara McBeth stated as drafted the ordinance proposes a third option that would allow up to 75 children in daycare centers on residential parcels at least 1.5 acres in size, that are at the intersection of a major thoroughfare and another street, and subject to minimum building setbacks to the property lines to ensure adequate setback from other residential uses. To further ensure that any adjacent existing single family residential properties are adequately separated from the proposed daycare, any buildings shall be setback from the property lines a distance that is equal to what is required in the zoning district, but in no case, less than 25 feet from any property line. Special Land Use consideration by the Planning Commission and the required public hearing would be required for this option, as it applies to all commercial day care facilities proposed in residential districts.

City Planner Barbara McBeth directed the attention of the Planning Commission to the screen which showed a map with fourteen properties in Novi that may benefit from the ordinance amendment. It was noted that some of the properties are vacant and others may be developed with a church or alternate use. At least one of the properties has a daycare on it currently.

The Planning Commission is asked to set the public hearing for an upcoming meeting. Mrs. Altaii and her attorney Dennis Cowan were present.

Chair Pehrson invited the applicant to come forward if they wished to add anything.

Mr. Dennis Cowan with PlunKett Cooney addressed the Planning Commission on behalf of Little Seeds Daycare. Mr. Cowan stated one of the pressing issues in all communities is child daycare. He expressed that Novi is a growing community of families. In addition to Novi's long-term residents, there are families who come to Novi from other states and countries. Mr. Cowan stated these families may not have the infrastructure of family and friends; therefore, they look to licensed centers for their daycare needs. He stated Mrs. Altaii is looking to add primarily infants at her location, but each business will have that opportunity if they qualify.

Mr. Cowan elaborated that the daycare business is highly regulated. As an example of the regulations for daycare facilities, Mr. Cowan referenced a fifty-five-page document that covers everything from food prep to diaper changing for the daycare center. He stated it is a two-step process to become a licensed facility. The first step is the appropriate approvals from the municipality, in this case Novi. Secondly, the plans would have to be approved by the department of Licensing and Regulation after which they will conduct their own inspection along with the appropriate City inspections before the daycare space can be used. Mr. Cowan turned it over to Mrs. Altaii for further discussion.

Mrs. Altaii stated that she is the owner of the Little Seeds Daycare and that she took over the property in 2022. Mr. Altaii shared it is important to note that the previous owner had existed in the space for over thirty years and had been operating on a variance granted by the City which allowed up to sixty children. Little Seeds Daycare was granted a continuation of that variance and currently has sixty children enrolled at max capacity. Mrs. Altaii noted the waitlist for infants is between six to twelve months.

Mrs. Altaii stated since coming before the Planning Commission in May, the State has asked Little Seeds Daycare to become a partner in the Great Start Readiness Program. This is a universal Pre-K program which the State is planning to roll out with no income limits as of 2026. Little Seeds Daycare is the second partner in this program, next to Novi Public Schools. Mrs. Altaii indicated they are the only other program that can offer this service. As a result of this partnership Little Seeds has been asked to add another classroom, exasperating the need to add an infant classroom. Mr. Altaii stated they are looking to

renovate the space they already have, which is currently not being used, to add an extra infant classroom.

Chair Pehrson asked City Planner Barbara McBeth how the number of one hundred and twenty children came about.

City Planner Barbara McBeth stated that it is currently in the ordinance for one hundred and twenty children in residential districts that abut a non-residential district. An example would be on the edge of a residential district abutting an office district or at the edge of an area abutting an OST District.

Chair Pehrson inquired if these locations could be true residences or part of a church.

City Planner Barbara McBeth stated that the locations that are being talked about with this amendment would not necessarily abut a non- residential use. They could be surrounded by residential properties. Additionally, they could be part of a church or a vacant parcel. Barbara McBeth indicated the fourteen properties shown on the map are residential properties that are surrounded by residential that are at least 1.5 acres in size.

Chair Pehrson inquired if part of the equation is to deal with the square footage of the building itself in relation to the number of people being looked after.

City Planner Barbara McBeth stated that is one of the State's standards.

Chair Pehrson stated he understands the concept of childcare. When thinking about adult care, he stated the thinking shifts to more of a home where people reside as opposed to a drop-off situation like daycare. He inquired if that is in line with the thinking, or if this is a shift in that regard.

City Planner Barbara McBeth stated that the adult daycare and the child daycare were carried through together in the ordinance because they are considered similar types of uses. She noted that we don't have a lot of adult daycare facilities in a commercial establishment, some people have something that they run out of their home. That is not what is being talked about in this case. Adult daycare was carried through with this amendment because it had been in the ordinance for smaller daycare, but modification can be made if the Planning Commission is uncomfortable with that.

Chair Pehrson expressed he would like to understand more about the concept, regarding adult daycare. He stated sixty adults seems like a huge number in thinking about the space that would take up. Chair Pehrson stated he would like to see more finite delineation between child and adult daycare centers.

Member Becker stated he has visited some residential adult homes, and you would not be able to accommodate twenty-five adults. He noted if it was not a residential setting you could accommodate twenty-five adults if it were a daytime drop off situation. Regarding home facilities the State would say you cannot have twenty-five adults in a home because that is a different category. Member Becker requested clarification on if the amendment is replacing wording or if another category is being added.

City Planner Barbara McBeth stated that three categories are being proposed. One new category is being added in case we have any uses that are currently existing which would remain on a smaller parcel with fewer children.

Member Becker stated that the last time daycare facilities were discussed, the State had certain requirements that were more lenient than the City of Novi's requirements. Member Becker inquired if we have balanced the wording, so we are not in conflict with the State.

City Planner Barbara McBeth stated that we can certainly look at that this time around.

Member Lynch stated that he is familiar with the property and expressed that the applicant makes a valid argument. Member Lynch said that a goal the Commission holds is to make sure the ordinance is not

manipulated. He noted this proposal will come back to the Planning Commission so if it is suspected or seen that there is manipulation, there will be an opportunity to reject the proposal.

City Planner Barbara McBeth confirmed that this text amendment will come back to the Planning Commission in about a month.

Member Roney stated he has no issues.

Member Avdoulos stated he has nothing further to add and it was addressed appropriately.

Motion to set the public hearing for a future date as determined by staff made by Member Avdoulos and seconded by Member Lynch.

> **In the matter of Text Amendment 18.305 Proposed Amendments to Day Care Standards, motion to set the public hearing for a future date to be determined by staff.**

ROLL CALL VOTE ON MOTION TO SET THE PUBLIC HEARING MADE BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. *Motion carried 5-0.*

2. **JSP24-25 EL CAR WASH NOVI II**
   Consideration of El Car Wash Novi II for Preliminary Site Plan approval. The subject property is 0.54 acres in size, is zoned TC Town Center District, and is located on the east side of Novi Road, north of Grand River. The applicant is proposing to reutilize the existing car wash building for a new car wash.

Staff Planner Diana Shanahan stated the applicant is proposing to reutilize the existing non-conforming car wash on Novi Road. The .54-acre parcel is located on the east side of Novi Road, north of Grand River. The site and surrounding area are zoned Town Center with TC-1 to the southeast. The future land use map indicates Town Center Commercial for this property as well as all the surrounding properties. The subject property does not contain any regulated natural features.

The existing car wash was constructed in 1981 and is a non-conforming use in the TC District. As indicated on the site plan, the applicant El Car Wash II is proposing to renovate the existing car wash. Improvements will include new vacuum stations, two new drive-up pay stations, an attendant booth, repaving, utility improvements, façade updates, and sculpture artwork as an amenity for the Town Center District.

The applicant is requesting a landscape waiver for the lack of a loading zone screen. This waiver is supported by staff as there is no space for loading zone screening on the site. A waiver is requested for insufficient green belt area. This waiver is also supported by staff as an existing condition. A waiver is requested for insufficient interior parking lot trees. This waiver is supported by staff as the proposed plan will improve the existing conditions to the best of its ability given the site constraints. The plan provides enhancements by introducing additional landscaping while accommodating the limitations of the site. A waiver for insufficient parking lot access way perimeter trees along the south edge is being requested. This waiver is supported by staff as an existing condition, as the site offers no space for additional trees. The final waiver is for insufficient foundation landscaping area coverage. This waiver is supported by staff as the proposed landscaping is an enhancement to current conditions.

The proposed plan will require variances to be granted by the Zoning Board of Appeals for three items. These items are the parallel parking space, the lack of a bypass lane, and a shortage of vehicle stacking spaces prior to the tunnel.

The Planning Commission is asked to approve or deny the Preliminary Site Plan. Steven Barrett and the El Car Wash II team are here tonight representing the project as well as staff to answer any questions.

Reid Cooksey from Stonefield Engineering and Design stated that they are taking an existing car wash on Novi Road in the Town Center District and modernizing it. They are looking to bring new flair to the site. Mr. Cooksey stated they are modernizing not only the façade but also the operations. He noted there

NARRATIVE PROVIDED BY
LITTLE SEEDS DAY CARE OWNER

To whom it may concern,

I am writing to ask for your consideration and support for our request to revise the variance of our special land use to allow us to accommodate 12 additional children (infants, specifically) on our existing premises. Little Seeds opened its doors in Novi nearly 2 years ago and is a reputable childcare provider serving the community of working parents in Novi. We also provide high quality preschool and pre-K options for families that are outside of the public school sector. We have a waiting list for infants and toddlers that is approximately 6-12 months long and being able to renovate the existing building already on premise would allow us to shorten this waiting list to 1-2 months or may take care of it entirely for a short period of time. Further, renovating this property would put to good use a currently dilapidated building that has been waiting 3 decades for its time to shine!

Our plans to increase the amount of available infant slots is aligned with the Governor's pledge to increase childcare slots across the state and we plan to use some grant funds to make the necessary repairs this building needs. We have also been approached by Oakland County Public Schools, who has asked us to partner with them to provide a GSRP (Great Start to Readiness Program) preschool within our existing facility. This partnership is important to the Novi community – which, as of last fiscal year, had only has 1 other GSRP partner - and will help support the roll out of the Governor's "Universal Pre-K Promise" that is coming down the pipeline. The latest budget passed in Michigan increased the poverty limit for eligible families from 350% to 400% - this will expand eligibility for many of our families as we are a lower priced center and many of our families seek us out for this reason. There is also a whole new group of children in our area that will now qualify. If we utilize an existing classroom for preschool, this will further exacerbate the need for the additional infant slots we are requesting.

Thank you for supporting our small business, the children and families in our community!

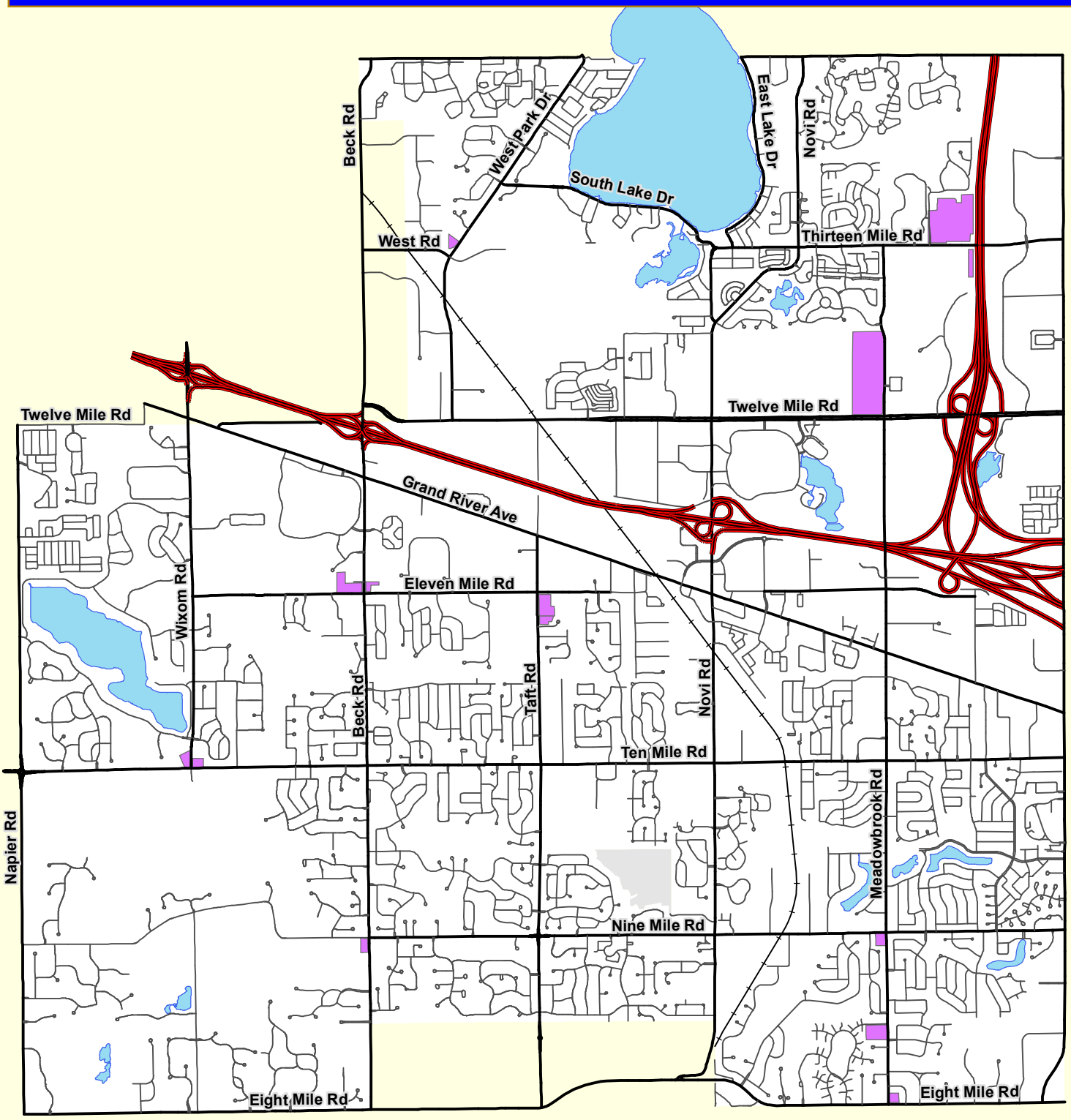
Here are some additional resources to consider if you are looking for more information:

- *Child care needs map* for our state that is one of the reasons for the legislature's investments in and major emphasis on childcare over the past couple of years: https://cep.msu.edu/projects/child-care-mapping-project/maps-and-charts/areas-with-high-needs-and-urgency?view=draft
  NOTE: Oakland County is labeled "urgent" need for additional childcare slots.
- https://www.michigan.gov/mileap/early-childhood-education/prek-for-all
- Details about recent budget passed: https://www.bridgemi.com/michigan-government/michigans-23b-education-deal-free-community-college-all-pre-k-many
- GSRP website: https://greatstarttoquality.org/free-preschool-programs/
  GSRP Oakland County Public School specific site:
  https://www.greatstartoakland.org/professionals/gsrp

PROPERTIES *POTENTIALLY* IMPACTED
BY PROPOSED
EXPANDED DAY CARE TEXT AMENDMENT

Properties Impacted by Proposed Expanded Daycare Text Amendment

City of Novi



Map Author:
Date:
Project:
Version #:

Amended By:
Date:
Department:

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.

Map Legend

- Freeway
- Major Streets
- Minor Streets
- Railroad
- Impacted Parcels (14)
- Lake

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

Feet
0 875 1,750 3,500 5,250

1 inch = 4,310 feet

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the grants to the following neighborhoods upon successful completion of the entryway work depicted in the applications: Berkshire Point ($1,500), Chamberlin Crossing ($5,000), Lochmoor Village ($2,816.50), and Vista Hills ($5,000).

SUBMITTING DEPARTMENT: City Manager

KEY HIGHLIGHTS:

- Five applications were received for the 2025 Program Cycle, of these four are recommended to receive the grant award.
- A reduced grant amount is recommended for Berkshire Point as only a small portion of their work described, the installation of new trees/shrubs, was not maintenance work and therefore eligible under the grant criteria.
- One application, The Enclave Condominiums, was deemed entirely ineligible under the Grant criterion and is not recommended.

FINANCIAL IMPACT

	FY 2024/25
EXPENDITURE REQUIRED	**$ 14,316.50**
BUDGET Entryway Signage Grant Prgrm Residential 101-172.00-816.002	**$25,000.00**
APPROPRIATION REQUIRED	**$0**
FUND BALANCE IMPACT	**$0**

BACKGROUND INFORMATION:

The Neighborhood Entryway Enhancement Matching Grant Program was established in 2015 and offers Homeowners Associations in the City of Novi a 50/50 matching grant of up to $5,000.00 for the beautification of neighborhood entrances.

The proposed projects may be permanent physical improvements, such as the addition or rehabilitation of entrance signs, construction of flower beds, planting of trees, upgrading of lighting, or the installation of other related entryway improvements. The grant stipulates that all improvements must be located on the perimeter of the neighborhood and visible from the public right-of-way, that they cannot include recurring or maintenance improvement items, and that organizations are not eligible to be awarded a grant in consecutive years.

Five applications were received before the deadline of January 31, 2025. City staff organized the applications for review by the Beautification Commission and provided the evaluation criteria. Project need, impact, feasibility, and sustainability were taken into consideration when assessing applications. The Beautification Commission met on Wednesday, March 12, 2025 to discuss the applications and vote in a public meeting. Three of the five applicants sufficiently met the requirements and are recommended for approval by City Council.

The Commission recommends the requested grant amounts be awarded to both of the following three neighborhoods:

1. **Berkshire Point ($1,500)**
   The majority of the submission for Berkshire Point was found to be maintenance work (sod installation and sprinkler repair) and is therefore not applicable for the grant. That said, the Commission did wish to recognize and support the installation of new trees/shrubs and therefore suggests the approval of the reduced amount of $1,500 rather than their original request of $5,000. The Berkshire Point HOA has been informed of this and expressed appreciation for the consideration.

2. **Chamberlin Crossing ($5,000.00)**
   The Beautification Commission appreciated the variety of proposed plants, especially native specimans on the provided landscape plan. As as *condition* of the grant approval, the plan must be revised so that no landscape boulders are included in the right-of-way/crash zone and understanding that entryway gates are not permitted on public streets.

3. **Lochmoor Village ($2,816.50)**
   While their application was sparse, the Beautification Commission approved it given the age of the subdivision and that the proposed plantings would refresh and beautify the entrance.

4. **Vista Hills ($5,000.00)**
   The Beautification Commission generally approved this plan but were very concerned to see that the landscaping plan included the invasive species

Vinca minor, also known as periwinkle/myrtle. As a *condition* of the grant approval, Vista Hills must work with their landscaper to select a different, non-invasive shrub to replace the *Vinca minor* in their plans, with a preference for a native alternative. This revised plan must be submitted for approval by city staff prior to any work. The Vista Hills HOA has already confirmed their willingness to to make the change as needed.

The final application received for The Enclave Condominiums is not recommended for approval. Their proposed enhancements were for replacing the existing parking lot lighting, a project generally out of the grant purview, and furthermore their location, being on a private road off of the additionally private Twelve Oaks Mall, is not clearly visible from the public right-of-way, a requirement for qualification.

RECOMMENDED ACTION: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the grants to the following neighborhoods upon successful completion of the entryway work depicted in the applications: Berkshire Point ($1,500), Chamberlin Crossing ($5,000), Lochmoor Village ($2,816.50), and Vista Hills ($5,000).

2025 Entryway Grant Program Applicants

Subdivision	Proposal	Total Project Cost	Requested Grant Contribution	Previously Awarded Grant?	Notes/Concerns	Staff Recommendation	Beautification Commission Recommendation
Berkshire Pointe	Sod, Replacement Sprinkler Head, Shrubs and Ornamental Trees (Hydrangea *Hydrangea macrophylla* and Boxwood *Buxus sempervirens*)	Est. $10,000.00** **estimated by treasurer on market rates, no contractor quote provided	$5,000.00	No, 1st time applicant	8 years old Sod installation and sprinkler replacement are maintenance work, and therefore no applicable for grant	No	Yes, <u>but</u> reduced amount of $1,500, only for plantings
Chamberlin Crossing	Removal of Fence, Updated/Enhanced Landscape plantings (Basalm Fir *Abies balsamea* , Red Bud *Cercis canadensis* , Limelight Hydrangea *Hydrangea paniculata 'Limelight')* , Roxanne Geranium, Boxwood *Buxus sempervirens*), landscape boulders, Mulch, new monument sign, new irrigation, paver walls and pillars	$49,200.00	$5,000.00	No, 1st time applicant	9 years old Mix of native and non-native plants Gate not be permitted due to public street status	Yes - Conditioned on revising plan to remove boulders and gate	Yes - Conditioned on revising plan to remove boulders and gate (also recommends plants other than hydrangeas)
Lochmoor Village	Refresh of landscaping (Green Velvet Boxwood, Russian Cypress, "tiny tuff stuff" hydrangea)	$5,633.00	$2,816.50	No, 1st time applicant	30 years old Non-native plants only in proposal	Yes	Yes (recommends plants other than hydrangeas)
The Enclave Condominiums	Parking Area lighting	$40,793.00	$5,000.00	No, 1st time applicant	40 years old The work described is not aligned with Grant	No - this is outside of the purview of the grant	No
Vista Hills	Two sub entrances, Refresh of landscaping (Green Velvet Hybrid Boxwood, Miscanthus Variegated Grasses, Karl Forester Grasses, Japanese Forest Grass, Myrtle, Periwinkle, Miss Kim Drawf Lilac)	$12,066.00	$5,000.00	Yes, 2016 cycle	29 years old Invasive Vinca minor (periwinkle/myrtle) shown on plan CANNOT be installed	Yes - Conditioned on revising plan to remove invasive	Yes - Conditioned on revising plan to remove invasive

Total Requested:	**$22,816.50**
Total Recommended:	**$14,317**

Neighborhood Entryway Enhancement Matching Grant Application

Applicant Information

a. Homeowner's Association or Property Name

Chamberlain Crossing Association

b. Age of the subdivision or neighborhood where the work will be done

Article of incorporation dated January 6, 2016 (9 years)

c. First-time Applicant? If not, please list the date of last application Submission.

First- Time Applicant

d. Project Leader

- Office Held/Position within organization - **President Jason Atkinson**
- Address - **51209 Chamberlain Court, Novi MI**
- Telephone - **586-823-3914**
- E-Mail - **Jasonatkinson2@comcast.net**

II. Project Information

Project Purpose, Plan, and Design:

Purpose: The primary purpose of the Landscape/Entrance Improvement Project is to transform the entrance of the Chamberlain Crossing community into a more welcoming, visually appealing, and functional space. Our goal is to create an inviting atmosphere that reflects the character of the neighborhood while enhancing its curb appeal. The project will improve the first impression for both residents and visitors, ultimately raising property values and fostering a stronger sense of community pride.

Plan and Design: The project involves a complete redesign of the entrance area, including landscape and hardscape improvements as well as infrastructure upgrades. Specific elements of the plan include:

- **Removal of the Existing Perimeter Fence:** The outdated and overgrown fence will be taken down to open up the entrance and create a more inviting, visible space.

- **Landscaping Enhancements:** The entrance will be redesigned with fresh landscape beds on both sides, featuring sustainable, low-maintenance plant species. The new plantings will provide year-round interest with a mix of flowering shrubs, ornamental plants, and trees. Specific plants will include:
    - 6x 10-12ft Balsam Fir
    - 4x 7-8ft Balsam Fir
    - 28x Limelight Hydrangea
    - 50x Roxanne Geranium
    - 38x Boxwood
    - Transplanting 25x Boxwoods and adding additional plants, such as 10x Limelight Hydrangeas (transplants) and 5 yards of mulch.

- **Center Island Divider Bed:** A new center island bed will be added, featuring large boulders (14 large boulders, 3-3.5 feet in size) to create a focal point and enhance the visual appeal of the entrance.

- **Monument Wall and Signage:** We will install a monument wall with updated, professional signage to clearly display the neighborhood name and make the entrance more recognizable. This will provide a sense of identity for Chamberlain Crossing.

- **Irrigation System:** A new automated irrigation system will be installed to ensure the longevity of the landscape, reduce maintenance costs, and conserve water.

- **Hardscaping:** We will build paver walls and install pillars (2x 10 feet long x 5 feet high) to complement the landscaping. These features will add structural integrity and provide a polished, professional look.

Existing Conditions: Currently, the entrance to Chamberlain Crossing is outdated and underwhelming, with a deteriorating perimeter fence, minimal landscaping, and unkempt plantings. The existing entrance does not reflect the vibrant nature of the neighborhood, lacks clear visibility, and is difficult to identify, especially for visitors and emergency responders. The perimeter fence is overgrown and in poor condition, while the landscaping is sparse and requires constant upkeep. The entrance area lacks a strong sense of identity.

Specific Need: The community needs a redesigned entrance that reflects the quality and character of Chamberlain Crossing. The current entrance is unattractive and inefficient, leading to high maintenance costs. The outdated landscaping and lack of clear signage create challenges, especially at night when visibility is poor. The improvements will reduce maintenance expenses, enhance safety, and improve the overall aesthetic of the neighborhood.

Public Benefit: This project will provide significant benefits to the residents of Chamberlain Crossing as well as the broader community:

- **Increased Neighborhood Identity:** The updated entrance with enhanced landscaping and signage will strengthen the identity of the neighborhood and foster a sense of pride among residents.
- **Improved Safety and Visibility:** The improved design, including better signage and lighting, will enhance safety by making the entrance more visible and easier to locate, especially at night. This will help both residents and emergency responders.
- **Enhanced Aesthetic Appeal:** A beautifully landscaped entrance with new signage and hardscaping will significantly improve the visual appeal of the neighborhood, positively impacting property values and creating a welcoming environment for residents and guests.

- **Environmental Sustainability:** The use of drought-resistant, low-maintenance plants and an efficient irrigation system will reduce water usage and maintenance costs, contributing to the community's environmental conservation efforts.
- **Long-Term Cost Savings:** The project will lead to reduced long-term maintenance costs through the installation of sustainable landscaping and an automated irrigation system.

In conclusion, the Landscape/Entrance Improvement Project will revitalize the entrance to Chamberlain Crossing, benefiting both residents and the broader community. The project will create a more inviting, beautiful, and sustainable environment, improving both the immediate aesthetic appeal and the long-term value of the neighborhood. We are excited about the positive impact these improvements will have and look forward to your support in making them a reality.

CHAMBERLIN CROSSING

July 26, 2024

Chamberlin Crossing Resident
Novi, MI

RE: Landscape / Entrance Improvement Project - Approved Sunday, June 2, 2024
Additional / Special Assessment Notice ($4,100.00 split into 2 installments)
$2,050.00 Due September 1, 2024
$2,050.00 Due October 1, 2024

Dear Chamberlin Crossing Association Co-owner,

At a Special Meeting of the Chamberlin Crossing Association held on Sunday, June 2, 2024, the Association approved an Additional Assessment for community improvements. The Association was able to obtain the 60% Quorum and votes required for the passage of the Assessment.

The Special / Additional Assessment in the amount of $4,100.00 will be split into two separate installments. The first installment of $2,050.00 is due on September 1, 2024, and the 2nd installment of $2,050.00 is due and payable on October 1, 2024. ALL OWNERS ARE REQUIRED TO REMIT THE ASSESSMENT, EVEN IF YOU DID NOT APPROVE THE ASSESSMENT. A failure of an owner to remit the assessment may result in late fees, penalties, administrative, collection and legal costs being added to your account.

The Assessment The improvements include but are not limited to: Removal of existing perimeter fence, redesign of current landscape beds on each side of the entrance, new mulch and plant materials, Center Island improvements, monument wall installation, and permit fees. *NOTE: All work performed will be subject to final approval and permitting from City of Novi, to be determined with final design plans and drawings to be submitted with application.*

If you are on ACH through Association, the Special / Additional Assessments will automatically be deducted on or about September 3rd and October 1st, in two equal installments of $2,050.00. If you remit your assessments via on-line bill pay through your personal banking institution or via mail to the secure lockbox address**, please allow additional processing time for the mail to be received**. For proper allocation, your remittance MUST include Management Company ID (6026), Association name and ID (200), Unit Specific account number, & Name of Co-owner on the account. Please make sure that the check is made payable to **Chamberlin Crossing Association**.

If you are unsure, please contact Whitehall Management at service@whitehallcm.com.

We appreciate your cooperation and continued support!

Sincerely,

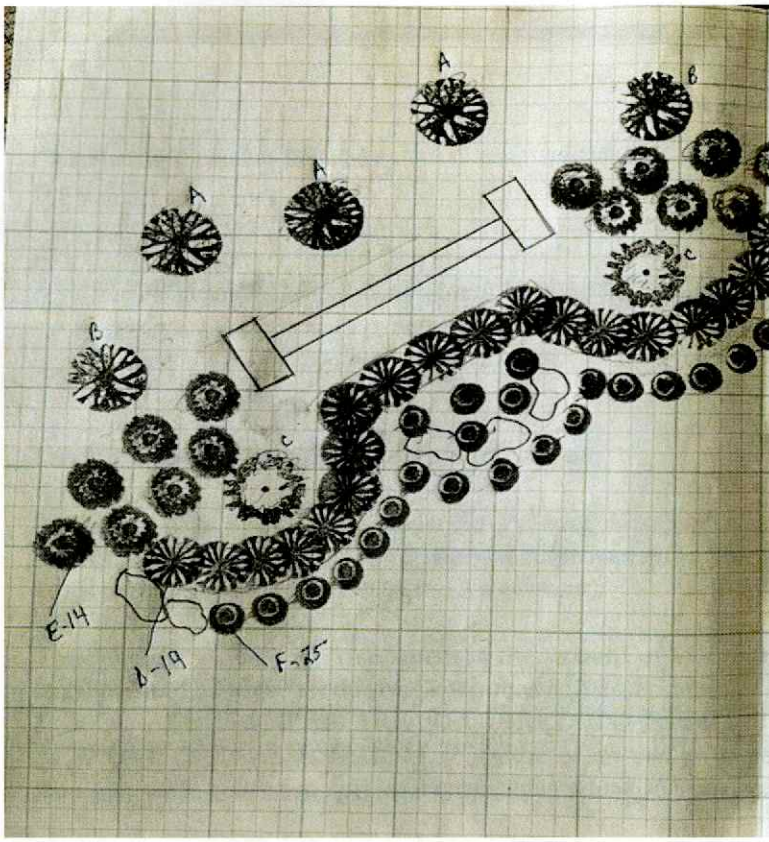
By Through and For The Chamberlin Crossing Board of Directors

Whitehall Community Management .

WHITEHALL COMMUNITY MANAGEMENT

39525 Thirteen Mile Road ▪ Suite 250 ▪ Novi, MI 48377
Phone: 248-324-0400 ▪ Fax: 248-702-6233
▪ service@whitehallcm.com ▪ www.whitehallcm.com

	Lucas	
	Details	**Cost**
Removal of White Fence		$ 975
Irrigation / Sprinklers	extra sprinkler work	$ 1,500
Landscaping	**Total for below:**	$ 26,800
Mulch	2 side beds: 20 yards mulch, 20 yards top soil	
Redesign Two Current Landscape Beds (mirror each other)	14 large boulders 3ft -3.5ft Weed mat A - 6x 10-12ft Balsam Fir B - 4x 7-8ft Balsam Fir C - 4x 2in 8-10ft Red Bud D - 38x boxwood 5 gal E - 28x Limelight Hydrangea 3 gal F- 50x Roxanne Geranium 1 gal	
Center Island Divider Bed Addition	Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yrds mulch, labor to install	$ 4,975
Walls	2x 10ft long x 5 ft high; 4-6ft pillars, paver walls	$ 11,950
	Cement foundation for signs	$ 2,000
Signs		
City of Novi Fees (Approximate)		$ 1,000
Total Cost:		**$ 49,200**
Per House (12 houses):		**$ 4,100**



50 yd Topsoil
20 yd Mulch
Weed Mat
14 Large Boulders 3'-3½'
A-6-10'-12' Balsam Fir
B-4-7-8' Balsam Fir
C-4-2" 8-10 Red Bud
D-38 Boxwood Sagl
E-28-Limelight Hydrangea 3 gal
F-50-Roxanne Geranium 1gal

Landscaping $26,800.-
2-10' ~~Hed~~ Long 5' Hgt. Walls
~~4~~-6' Pillars
Paver Walls $11,950.-

Total $38,750

Lucas Nurseries and Landscaping, Inc.

BLOCKS, PAVERS & WALL STONES

9779 Ford Rd. • Superior Township, MI 48198 • 734-482-1111
10190 Plymouth / Ann Arbor Rd. • Plymouth, MI 48170 • 734-459-6500

This is a slide gate system. The gate moves from side to side with the gate operator placed in the common area. This is probably not an option because you can't go into the side areas because the land is protected.

This is a Vertical Pivot Gate. The gate lifts into a vertical position to allow ingress and egress to the community. We are not very familiar with this type of gate system.

This is a Lift Gate with removable arms. Th arms are easy to put on and off and an owner could be assigned the task of basic repairs, which would keep down the cost of repairs. This would be the most affordable option but is the least appealing.

This is a sample of a Lift Master, gate arm operator system. This for one side is about $5,000.00 just in materials, without any installation or additional controls.

Obviously one of the most affordable options. There would be the cost x 2 gates (ingress/egress) plus the cost of the remotes, readers, Wi-Fi installation, electrical and increased insurance. Plus the legal approvals and amendments.

This is a Swing Gate. It is most costly than the lift gate but much more aesthetically pleasing. It can be installed with to outside pillars and the gates connect or sometimes they swing with a pilar in the middle. This would obviously depend on where you would install.

d. **Explanation of How the Project Meets the Review Criteria:**

1. **Location of the Project:** The project is located at the entrance to the Chamberlain Crossing community, which is a prominent, highly visible location clearly visible from the public right-of-way. This aligns with the grant requirement that projects must be situated at neighborhood entryways, ensuring maximum exposure and public benefit.

2. **Project Type:** The project is designed to enhance the aesthetic and functional aspects of the neighborhood entrance through physical improvements, including the removal of the existing fence, redesign of landscape beds, installation of new mulch, planting of new shrubs and trees, and the construction of a new monument wall with signage. These improvements will significantly enhance the curb appeal and functionality of the entrance, which is consistent with the criteria for eligible projects.

3. **Compliance with City Ordinances and Regulations:** The project has been designed with full compliance to City of Novi ordinances and regulations, including the Residential Entryway Signage requirements. The designs, including landscaping plans and monument signage, will be reviewed and submitted to the City for final approval. We are committed to obtaining all necessary permits before the work begins to ensure compliance with zoning, landscaping, and construction codes.

4. **Environmental Sensitivity and Sustainability:** The project has been designed with sustainability in mind. We have prioritized the use of native and drought-tolerant plants, such as **Balsam Fir**, **Boxwood**, **Limelight Hydrangea**, and **Roxanne Geraniums**, which are both environmentally friendly and low-maintenance. These plantings will reduce water usage and minimize the need for chemical fertilizers and pesticides. The redesigned landscape beds will also improve stormwater absorption, contributing to better drainage and reduced runoff.

   Additionally, the project incorporates an efficient irrigation system that will minimize water consumption, which further aligns with sustainable practices. The use of natural mulch, large boulders, and high-quality materials for construction ensures long-term durability and reduces the need for frequent replacements or maintenance.

5. **Impact on the Surrounding Environment and Community:** The project has been carefully planned to ensure a positive impact on the surrounding environment. By improving the neighborhood entrance, it enhances the visual appeal of the community, contributing to a stronger sense of identity and pride among residents. The updated landscaping will increase biodiversity, providing habitat for pollinators and local wildlife.

Furthermore, the installation of the new monument wall and signage will make the entrance more visible, improving safety for residents and visitors.

The project does not negatively impact neighboring properties. All work will be confined to the designated entryway area, and the redesign is intended to be complementary to the existing landscape, ensuring that there are no adverse effects on neighboring properties' views or privacy. The work will be completed within the boundaries of the neighborhood and will not require disruption to adjacent properties.

6. **Coordination with Other Agencies:** There are no anticipated conflicts with other agencies such as the Road Commission for Oakland County, as the project is confined to the entrance of the subdivision and does not interfere with public roadways or infrastructure. However, we will seek any necessary approvals or permissions from relevant authorities, including the City of Novi's Planning or Code Compliance departments, as part of the final design and permitting process.

   Additionally, if any work or signage placement might impact public spaces or require road access, we will work with the City to ensure all necessary permits and approvals are obtained. We will also include any necessary permissions from utility companies or agencies that may be affected by the installation of irrigation systems, landscaping, or signage.

7. **Written Permission or Approval from Necessary Entities:** We are in the process of contacting the relevant City departments to secure the necessary approvals for the project. Written permission from the City of Novi and any other agencies, if required, will be submitted along with the grant application. We anticipate no issues with obtaining the required permissions as all work will be within the designated boundaries of the community and will comply with City codes and regulations.

In conclusion, this project meets all of the review criteria outlined in the Grant Selection Criteria & Evaluation Process section. It enhances the public entrance to Chamberlain Crossing with environmentally sensitive and sustainable design, respects the surrounding environment, and will improve both the aesthetic value and safety of the community. Additionally, we are working with the necessary agencies to ensure full compliance and to address any potential impacts on the surrounding environment or property owners.

e. Provide a detailed list of all proposed plants, if any, intended to be used in the project. Include the plant's common name and Latin name. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual.

Detailed List of Proposed Plants for the Project:

The following plants have been selected for the landscape redesign at the entrance of Chamberlain Crossing. These plants are chosen for their aesthetic appeal, environmental suitability, and ability to thrive in the local climate. All proposed plants have been carefully selected to avoid any prohibited species as listed in the City of Novi's Landscape Design Manual. Below is the list of plants intended to be used:

1. **Balsam Fir (Abies balsamea)**
    - Quantity: 6 trees
    - Size: 10-12 feet tall
    - Description: This evergreen conifer is chosen for its dense foliage and symmetrical shape. It will provide year-round greenery and contribute to the visual appeal of the entrance.
2. **Balsam Fir (Abies balsamea)**
    - Quantity: 4 trees
    - Size: 7-8 feet tall
    - Description: A smaller version of the Balsam Fir, this variety will complement the larger trees and offer a balanced look with its conical shape and aromatic needles.
3. **Redbud (Cercis canadensis)**
    - Quantity: 4 trees
    - Size: 8-10 feet tall
    - Description: Known for its stunning spring flowers and heart-shaped leaves, the Redbud will add a burst of color in early spring. It is a native species that supports local pollinators and provides seasonal interest.
4. **Boxwood (Buxus spp.)**
    - Quantity: 38 shrubs
    - Size: 5-gallon size
    - Description: Boxwoods are compact, evergreen shrubs ideal for creating defined borders and adding year-round structure. Their dense foliage will help create a neat and formal look along the landscape beds.
5. **Limelight Hydrangea (Hydrangea paniculata 'Limelight')**
    - Quantity: 28 shrubs
    - Size: 3-gallon size
    - Description: This deciduous shrub is prized for its large, lime-green flowers that turn to white and pink as they mature. It will provide visual interest and seasonal change, adding a soft and elegant texture to the landscape.

6. **Roxanne Geranium (Geranium ‘Roxanne’)**
    - Quantity: 50 plants
    - Size: 1-gallon size
    - Description: This hardy perennial features deep blue flowers that bloom profusely in late spring and early summer. It is a low-maintenance plant that is perfect for ground cover and adding vibrant color to the landscape.
7. **Boxwood (Buxus spp.) (Transplants)**
    - Quantity: 25 plants (to be transplanted)
    - Size: Existing plants
    - Description: Additional Boxwood shrubs will be transplanted from within the community to further reinforce the structured look of the entrance area.
8. **Limelight Hydrangea (Hydrangea paniculata ‘Limelight’) (Additional)**
    - Quantity: 10 plants
    - Size: 3-gallon size
    - Description: An additional 10 Limelight Hydrangeas will be added to enhance the landscape and complement the other flowering plants.

III. Funding Information

a. Estimated Total Project Costs - **$49200.00**

b. Who provided this cost estimate?

- Name, title, company- **Lucas irrigation Specialists LLC (Robert Lucas)**
- Phone number- **(734) 330-6136**

a. Total amount of funds requested (*50% project costs up to $5,000 maximum*) - **$5000.00**

b. If the project cost is projected to exceed the 1:1 match from the City (*e.g., if the project cost projection is $12,000, the City's maximum contribution is $5,000, matched by $5,000 from the organization with an additional $2,000 from the organization*), please provide the amount of the additional cost.-**$44200.00**

c. Total amount to be donated through in-kind donations and/or cash assistance. **N/A**

- Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).
- Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

- **Itemized unit and total cost estimates**

	Lucas	
	Details	**Cost**
Removal of White Fence		$ 975
Irrigation / Sprinklers	extra sprinkler work	$ 1,500
Landscaping	**Total for below:**	$ 26,800
Mulch	2 side beds: 20 yards mulch, 20 yards top soil	
Redesign Two Current Landscape Beds (mirror each other)	14 large boulders 3ft -3.5ft Weed mat A - 6x 10-12ft Balsam Fir B - 4x 7-8ft Balsam Fir C - 4x 2in 8-10ft Red Bud D - 38x boxwood 5 gal E - 28x Limelight Hydrangea 3 gal F- 50x Roxanne Geranium 1 gal	
Center Island Divider Bed Addition	Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yrds mulch, labor to install	$ 4,975
Walls	2x 10ft long x 5 ft high; 4-6ft pillars, paver walls	$ 11,950
	Cement foundation for signs	$ 2,000
Signs		
City of Novi Fees (Approximate)		$ 1,000
Total Cost:		**$ 49,200**
Per House (12 houses):		**$ 4,100**

Chamberlin Crossing Association

	Account	Description	2024 Actual	2024 Projected	2025 Budget
Operating Accounts					
Income Accounts					
(not specified)					
		Association Dues	$12,000.00	**$12,000.00**	**$19,200.00**
		Additional Assessment	$10,416.93	**$10,416.93**	**$49,200.00**
		Late Fees	$135.00	**$135.00**	**$150.00**
		Legal Fees	$0.00	**$0.00**	**$0.00**
		Collection Income	$90.00	**$90.00**	**$90.00**
		Interest Income - Checking	$1.06	**$1.06**	**$0.00**
		Interest Income - Reserves	$1.17	**$1.17**	**$0.00**
		Reserve Contribution Income	$1,072.50	**$1,072.50**	**$0.00**
New					
Income Accounts Total			**$23,716.66**	**$23,716.66**	**$68,640.00**
Expense Accounts					
(not specified)					
		Management Fees	$6,450.00	**$6,450.00**	**$2,400.00**
		Project Administration	$400.00	**$400.00**	**$400.00**
		Printing & Mailing	$177.66	**$177.66**	**$200.00**
		Office Supplies	$8.20	**$8.20**	**$11.26**
		Postage & Delivery	$83.50	**$83.50**	**$114.34**
		Accounting/Audits	$380.00	**$380.00**	**$380.00**
		Legal Expense	$302.50	**$302.50**	**$330.00**
		Collection Expense	$80.00	**$80.00**	**$90.00**
		Fees & Permits	$0.00	**$0.00**	**$20.00**
		Misc Administrative	$1,849.76	**$1,849.76**	**$2,000.00**
		Property & Liability Insurance	$1,266.00	**$1,266.00**	**$1,000.00**
		Electricity	$232.81	**$232.81**	**$300.00**
		Irrigation	$740.00	**$740.00**	**$2,300.00**
		Maint Suppies - Lawn & Grounds	$520.00	**$520.00**	**$5,200.00**
		Ctr Services - Landscaping & Groundskeeping	$5,199.94	**$5,199.94**	**$33,750.00**
		Ctr Serv - Snow Removal	$3,275.50	**$3,275.50**	**$2,500.00**
		Reserve Contributions	$1,072.50	**$1,072.50**	**$2,183.40**
		Site Expense	$789.00	**$789.00**	**$13,950.00**
		Snow Removal - Shared Exp	$897.00	**$897.00**	**$1,511.00**
New					
Expense Accounts Total			**$23,724.37**	**$23,724.37**	**$68,640.00**

Chamberlin Crossings - BID SUMMARY WORK SHEET

DESCRIPTION	QTY	Custom Cut	GOM	TC Lawn	COMMENTS
STANDARD SERVICE ITEMS					
SPRING CLEAN UP					
remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation	1	$270	$210	$180	
FALL CLEAN UP					
rake, gather, remove leaves and debris	1	$405	$380	$240	
WEEKLY LAWN MAINT.					
based on 26 week season; based on 23 completed units as of 02/28/2021	26	$2,340	$3,004	$2,080	
BED EDGING					
all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing seaon	2	$490	$350	160	
HARD SURFACE EDGING					
general common curbs and walks, building walks, drives and curbs weekly) 1 time per month	6	included	included	Included	
BED AND HARD SURFACE MAINT.					
all entrances, general common beds, tree rings, etc. twice per season	2	$130	$806	$780	
WEEDING					
Common area and unit weeding; based on assumption of 9 weeding	9	$405	included	Included	
SHRUB TRIMMING					
all entrances, general common beds, shrubs timming to be done 2 x's	2	$140	$250	$160	
SUB TOTAL STANDARD LAWN MAINTENACE		**$4,180**	**$5,000**	**$3,600**	
OTHER - OPTIONAL ITEMS					
FERTILIZATION					
Four step	4	$0	$400	$380	
MULCH					
Double shredded hardwood - indicate yards and price p/yard	8	$65/yard	$0	$130	
SEASONAL FLOWERS					
Spring/Summer Begonia p/flat price installed		$25/ flat	$35	$300	
Fall Mum or Pansy must specify		0	$12	$300	
Additional Fresh peat @ p/cubic yard; indicate price per yard installed		0	$0	$0	
AERATION					
Optional	1	$0	$0	$180	
IRRIGATION SERVICES					
clocks with zones -					
Spring Start-Up		N/A	$325	$175	
Fall Winterization		N/A	Included	$210	
Service charge per visit		N/A	No Quote	$65	
SUB TOTAL OPTIONAL ITEMS			$725	$1,740	
TOTAL ALL		$4,180	$5,725	$5,340	

Chamberlin Crossings - BID SUMMARY WORK SHEET

Custom Cut & Landscapers

DESCRIPTION	QTY	AMOUNT P/SERVICE	TOTAL	COMMENTS
STANDARD SERVICE ITEMS				
SPRING CLEAN UP *remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation*	1	$270.00	$270.00	Entrance & Cul-de-Sac.
FALL CLEAN UP *rake, gather, remove leaves and debris*	1	$405.00	$405.00	
WEEKLY LAWN MAINT. *based on 26 week season; based on 23 completed units as of 02/28/2021*	26	$ 90.00	$2340.00	
BED EDGING *all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing seaon*	2	$245.00	$490.00	
HARD SURFACE EDGING *general common curbs and walks, building walks, drives and curbs weekly) 1 time per month*	6	Included		
BED AND HARD SURFACE MAINT. *all entrances, general common beds, tree rings, etc. twice per season*	2	$65.00	$120.00	
WEEDING *Common area and unit weeding; based on assumption of 9 weeding*	9	$ 45	$405.00	
SHRUB TRIMMING *all entrances, general common beds, shrubs timming to be done 2 x's*	2	$70.00	$140.00	Hedges at entrance
SUB TOTAL STANDARD LAWN MAINTENACE			$4180	
OTHER - OPTIONAL ITEMS				
FERTILIZATION *Four step*	4			
MULCH *Double shredded hardwood - indicate yards and price p/yard*		$65 per yard		
SEASONAL FLOWERS *Spring/Summer Begonia p/flat price installed* *Fall Mum or Pansy must specify* *Additional Fresh peat @ p/cubic yard; indicate price per yard installed*		$25 per flat. $ ——		
AERATION Optional	1	——		
IRRIGATION SERVICES *Zones / Meters* *Spring Start-Up* *Fall Winterization* *Service charge per visit*				Can price at a later time.
SUB TOTAL OPTIONAL ITEMS				
TOTAL ALL				

Custom Cut & Landscaping, LLC
20018 Rippling Lane Northville, MI 48167
248-348-0490

CHAMBERLIN CROSSINGS

Novi, Michigan

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings **Community Location:** Northville, MI

Property Description: Single Family Homes: See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: Custom Cut & Landscaping Contact Person: Linda Skiba

Address: 20018 Rippling Lane, Northville, MI 48167

Office Phone: 248-348-0490 Mobile Phone: 248-719-9406 Fax #: 248-348-0490

Email Address: LINDASKiba@Comcast.net Tax ID: 38-3526374

Business Type: LLC Corporation Individual / Sole Proprietor / DBA Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: Farm Bureau | AAA

Address: 575 S. Main St. Plym. Mich | Plym. Mich 734-747-7487

Agent Name: Steve Kaufman Agent Number: 734-927-1244

SERVICE COST SUMMARY

Spring Clean-up	$ 270.00
Fall Clean-up	$ 405.00
General Commons Mowing, Regular Cut Schedule: 26 Cuts	$ 2,340.00
Bed Edging All General: 2 per season	$ 490.00
Hard Surface Edging: Monthly	$ Included
Bed & Hard Surface Maint. / Weeding	$ 130.00
Shrub & Tree Trimmings: 2 per season	$ 140.00
Weeding	405.00
TOTAL LAWN MAINTENANCE CONTRACT PRICE	$ @ 4,180.00

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL) $ _____

1. The four-step turf fertilization program provided includes:
   a. an early application pre-emergent crabgrass preventative to be applied **NO LATER THAN May 1st.**
   b. slow release granular nitrogen applications to promote green turf and root growth
   c. liquid weed spray applications to control broadleaf weed infestation
   d. a mineral rich winterizing application

2. Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
3. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
4. All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
5. All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: _____ (X) Entrances and General Common Beds

#of Yards _____ Total Cost Installed $ #65.00 per yard

Chamberlin Crossings - BID SUMMARY WORK SHEET

DESCRIPTION	QTY	AMOUNT P/SERVICE	TOTAL	COMMENTS
STANDARD SERVICE ITEMS				
SPRING CLEAN UP *remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation*	1	210.00		
FALL CLEAN UP *rake, gather, remove leaves and debris*	1	380.00		
WEEKLY LAWN MAINT. *based on 26 week season; based on 23 completed units as of 02/28/2021*	26	92.46	2,404.00	add $ 600 to include 5x pond mowing
BED EDGING *all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing seaon*	2	175.00	350.00	
HARD SURFACE EDGING *general common curbs and walks, building walks, drives and curbs weekly) 1 time per month*	6	Included		
BED AND HARD SURFACE MAINT. *all entrances, general common beds, tree rings, etc. twice per season*	2	806.00		
WEEDING *Common area and unit weeding; based on assumption of 9 weeding*	9	N/A		
SHRUB TRIMMING *all entrances, general common beds, shrubs timming to be done 2 x's*	2	125.00	250.00	
SUB TOTAL STANDARD LAWN MAINTENACE			5,000	
OTHER - OPTIONAL ITEMS				
FERTILIZATION *Four step*	4	100.00	400.00	
MULCH *Double shredded hardwood - indicate yards and price p/yard*		TBD		
SEASONAL FLOWERS *Spring/Summer Begonia p/flat price installed* *Fall Mum or Pansy must specify* *Additional Fresh peat @ p/cubic yard; indicate price per yard installed*		TBD		
AERATION Optional	1			
IRRIGATION SERVICES *Zones / Meters* *Spring Start-Up* *Fall Winterization* *Service charge per visit*		325.00		price does not include any irrigation inspections.
SUB TOTAL OPTIONAL ITEMS			725	
TOTAL ALL			5725	

Chamberlin Crossings

REQUEST FOR PROPOSAL

LOCATION OF WORK:	Chamberlin Crossings Northville, MI Major cross streets (Off Napier between 8 & 9 Mile Road)
DESCRTIPTION OF WORK:	Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers • Qty (11 – 12) Single Family Homes
SCOPE OF SERVICE:	Defined in attached service agreement template.
OTHER:	N/A
MANDATORY INCLUSIONS:	Date of week routine mowing to be scheduled.
VENDOR REQUIREMENTS:	See Attached Vendor Requirements
ATTACHMENTS:	Community Map Vendor Requirements
CONTACT PERSON:	Christine Metiva, Whitehall Community Management 248-324-0400
SUBMISSION DEADLINE:	Proposals to be received no later than 5:00 PM on March 15, 2021. Proposals can be delivered by: **Email:** christine@whitehallcm.com mark@whitehallcm.com service@whitehallcm.com **Facsimile:** 248-324-0401 **Mail:** *Must be postmarked by 03/15/2021* **Chamberlin Crossings** C/o Whitehall Community Management 39525 Thirteen Mile Road, Suite 250 Novi, MI 48152
PROJECTED START:	Commencement of service agreement to begin on or about April 15th or as weather permits.

WHITEHALL COMMUNITY MANAGEMENT
39525 Thirteen Mile Road • Suite 250 • Novi, MI 48377
Phone: 248 324-0400 • Fax: 248-324-0401
www.whitehallcm.com • christine@whitehallcm.com • service@whitehallcm.com

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings **Community Location:** Northville, MI

Property Description: Single Family Homes: See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: Great Oaks Maintenance Contact Person: Dave Doane

Address: 28025 Samuel Linden Ct., Novi MI 48377

Office Phone (248) 449-4223 Mobile Phone: (248) 939-0544 Fax #: (248) 449-4925

Email Address ddoane@greatoakslandscape.com Tax ID: 38-3576741

Business Type: Corporation Individual / Sole Proprietor / DBA Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: On File

Address: _____

Agent Name: _____ Agent Number: _____

Contract Term: April 15th, 2021 through November 30, 2021

Expandability of Contract: If new buildings are added through the year, you agree to charge the per-building amount for the new building, starting the month that you begin service to the building(s).

It is highly recommended that each contractor review the map(s) and visit each site. Contractors must request clarifications PRIOR to the submitting a bid. The managing agent can make arrangements to meet the contractor onsite in order to fully explain areas of service, if needed. Once a bid is submitted, contractor accepts that the quote represents the entirety of responsibilities and the contract. Should any areas be 'missed' or not serviced due to the vendors misunderstanding of the grounds and/or scope, the contractor takes full responsibility to service those areas at NO ADDITIONAL CHARGE.

I. LANDSCAPE & GROUNDS MAINTENANCE SCOPE

A. **SPRING CLEAN-UP:** beginning April 15th and must be completed by May 30th, weather permitting. Contractor will walk all common areas and gather and remove all debris from turf, tree, bed, parking and sidewalk areas including but not limited to leaves, fallen branches, trash, etc. that accumulated over the winter.

B. **LAWN CUTTING (see map for details):**

(X) General Commons, Regular Mow Schedule **() Buildings, Regular Mow Schedule**

(X) Other, Rough Mow Schedule: Bi-weekly or as needed (dependent upon weather)

1. Contractor will mow and trim lawns **WEEKLY for a total of TWENTY-SIX (26) cuts.** The first cut will be after the 15th of April, but no later than May 15th, and run weekly through the last week of October. A week may be skipped with written approval from the agent during the slower growing season. Any additional cutting beyond the 26 cuts must first be approved in writing by the Agent prior to performing the service.
2. All mowers are to be set at a height of **FOUR INCHES (4")**. Contractor will adjust height as necessary to avoid scalping throughout the season.
3. Contractor will take every precaution not to damage lawns. If an area is known to be a problem, Contractor will use equipment that will provide the best cut with minimal or no damage to the lawn area, including weed whipping.
    - Clippings will be removed IMMEDIATELY following each mowing from all surfaces including but not limited to sidewalks, driveways, landscape beds, patios, etc. Blowing clippings into landscape beds will not be tolerated. Excessive clippings or matted accumulations on the turf areas are to be collected and removed at no additional charge. Clippings too wet to remove shall be removed the following day.
    - The Agent will be IMMEDIATELY notified in writing if a location is too wet to mow on the regular mowing day. Any damages to lawns by mowing when too wet will be the responsibility of the contractor.
4. All debris related to work performed will be removed by vendor and included in contract price. Non-natural debris on grounds will be picked up and removed, NOT mowed over. Any related cleanup, by not adhering to this guideline will be the responsibility of the vendor.
5. Storage of items will not be permitted on the job site. In the event that the contractor fails to remove the items as provided herein, the Association shall have the right to do so and to deduct the reasonable cost thereof from payments due to the contractor or to charge the same to the contractor directly.

C. BED EDGING:

(X) All Entrances, General Commons Beds, Trees Rings, etc.

Bed edging will be performed **TWO (2) times per season, once at Spring Clean-up and once after the main growing season.** Bed edging will create a **clearly** defined edge, having cut down at least 4 inches into the soil to prevent grass from growing into the beds. All edging debris will be removed from the beds immediately. Simply weed whipping is not an acceptable edge.

D. HARD SURFACE EDGING:

(X) General Commons Curbs & Walks **(X) Building Walks, Drives & Curbs**

Hard Surface Edging will be completed **TWO (2) times per month.** Edge will be cut to a minimum depth of ½" below pavement grade. All edging debris will be cleaned away and removed immediately. Contractor will take all precautions to not damage hard surfaces.

E. BED and HARD SURFACE MAINTENENACE & WEEDING:

(X) All Entrances, General Commons Beds, Trees Rings, etc. **(X) Curbs, Sidewalks & Roads**

1. Mulch will be turned / fluffed: *Upon request as additional charge to be approved in advance*
2. Open beds (not mulched) will be turned **TWO (2) times per season**: Spring and Fall.
3. Contractor will remove any dead annuals as they occur.
4. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical weed treatments.
5. Contractor shall keep all beds free of weeds by means of chemical control, mechanical cultivation and hand weeding as necessary. The timing of the weed services shall be such to eliminate the possibility of weeds flowering and/or going to seed. WEED WHIPPING AND BLANKET SPRAYING WILL NOT BE PERMITTED. The application of herbicide will be considered a curative rather than preventative method of weed control.
6. Contractor will be responsible for damage to shrubs, trees and flowers due to chemical penetration or over-spraying.

F. SHRUB & TREE TRIMMING:

(X) All Entrances, General Commons Beds, Trees Rings, Ornamental Trees, etc.

1. Contractor will perform **TWO (2) trimmings per season:** Spring and Fall.
2. Contractor will prune shrub and tree areas as indicated, removing all clippings from the property.
3. Plantings may be pruned or sheared in order to retain natural, healthy appearance. Ornamental trees and shrubs will be pruned to their intended form. Flowering shrubs should be trimmed only after their flowering season has passed.
4. Personnel involved in pruning shall have knowledge and/or training in the proper trimming technique and species identification.

G. FALL CLEAN-UP

Contractor will walk all common areas and rake, gather and remove all leaves and debris from the property in the fall. The final clean-up will occur once the majority of leaves have dropped and no later than November 30th.

SERVICE COST SUMMARY

Spring Clean-up	$ 210.00
Fall Clean up	$ 380.00
General Commons Mowing, Regular Cut Schedule: 26 Cuts *Includes 5 visits for Pond Mowing.*	$ 2,404.00 + 600.00
Bed Edging All General: 2 per season	$ 350.00
Hard Surface Edging: Monthly	$ Included
Bed & Hard Surface Maint. / Weeding	$ 806.00
Shrub & Tree Trimmings: 2 per season	$ 250.00
TOTAL LAWN MAINTENANCE CONTRACT PRICE	$ 5,000.00

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL) $ 400.00

1. The four-step turf fertilization program provided includes:
   a. an early application pre-emergent crabgrass preventative to be applied **NO LATER THAN May 1st.**
   b. slow release granular nitrogen applications to promote green turf and root growth
   c. liquid weed spray applications to control broadleaf weed infestation
   d. a mineral rich winterizing application
2. Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
3. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
4. All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
5. All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: _____ (X) Entrances and General Common Beds

#of Yards TBD Total Cost Installed $ TBD

C. **SEASONAL FLOWERS: (OPTIONAL)**

Spring / Summer: () Entrance / Commons Beds

Type(s) ____ _____ Color(s) _____ # of Flats ___Refer to Map_____

$ 35 per Flat * Includes Bed Prep.

Fall: () Entrance / Commons Beds

Type(s) _____ Color(s) _____ # of Flats _____

$ 12 per Mum

D. **AERATION of all lawn surface: (OPTIONAL)** $ TBD

E. **IRRIGATION SERVICES: (OPTIONAL)** $ 325.00

Approx. # of _____ Clocks Approx. # of _____ Zones

SPRING START-UP:

1. Start and test the irrigation system, zones and components to occur between May 1st and May 30th, weather permitting. A hotter, dryer spring may require an earlier start
2. Contractor will be responsible for contacting and coordinating with municipality for meter installs.
3. Contractor will locate all zones and heads and use control clock to ensure proper rotation and water distribution by straightening and adjusting heads, etc. while also observing water conservation techniques.
4. Contractor will identify obvious and potential problems, reporting all issues and repairs needed immediately after inspection of system upon start up.
5. Contractor will submit a written report with the invoice.

FALL WINTERIZATION:

1. All irrigation winterization must be scheduled by October 10th and completed no later than October 30th and/or must be completed prior to extended freezing temperatures.
2. Contractor will drain lines/pipes, blowout system with the proper PSI and CFM to ensure the system is properly winterized while not damaging the system or parts.
3. Contractor will remove all meters as necessary and either store as directed or schedule for municipality to pick-up.
4. Contractor will submit a written report with the invoice.

F. **IRRIGATION SYSTEM CHECKS *Price p/check* (OPTIONAL):** $ TBD

1. Contractor will locate all zones and ensure all valves are opening and closing properly and ensure proper rotation and water distribution by straightening and adjusting heads.
2. Contractor will ensure all electrical of the irrigation system is working properly.
3. Contractor will identify obvious and potential problems and adjust watering per season and coverage required.
4. Contractor will submit a written report with the invoice.

III. GENERAL REQUIRMENT CONSIDERATIONS

A. Reporting:

1. Contractor will provide monthly reports shall be included with the monthly invoice. Reports to include date of service(s), any damage seen or caused, amount of snowfall each push, etc,
2. The Association may at its sole discretion, require one or more progress meetings in the course of the work which meetings shall be held on-site for the purpose of furnishing information to coordinate performance and/or to otherwise inspect completed work. The contractor shall be presented at each progress meeting requested by the Association by persons with full authority to act for the contractor and the Association shall be represented by representatives of the Agent and/or the Board of Directors of the Association

B. Independent Contractor Status

1. Contractor is considered to be at all times an independent contractor. Contractor is not an Agent or employee of the Association or Managing Agent.
2. All work performed hereunder shall meet with the approval of the Association. The detailed manner and method of doing the work shall be under the control of the Contractor, as outlined in the contracted specifications, the Association being interested only in the professionally completed services contracted. All persons employed by the contractor shall be responsible to the Contractor directly and shall be paid by the contractor.
3. Contractor shall pay, and indemnify, defend and name the Association and Agent harmless from the payment of company payroll, all required materials & supplies, all taxes and contributions imposed by all applicable Federal and State laws with respect to Contractors business, employees and subcontractors, including all interest and penalties payable under said laws as a result of non-compliance.
4. Signs: Contractor shall not erect or display any signs or advertising devices whatsoever at or near the job site.

C. Subcontracting Work:

Subcontracting work is NOT permitted. All work to be performed by the bidding Agency.

D. Payments:

1. All invoices must be detailed indicating the date and nature of the work performed. No payment will be remitted without detailed invoices.
2. Contract price shall be divided into **6 equal monthly payments, May, June, July, Aug, Sept, Oct.** Invoices shall be submitted for the coming month.
3. Invoices shall be paid not more than 30 days after the month of service has been completed.
4. The contractor agrees to allow the Association to retain ten percent (10%) from each and any payment. Final payment, plus any additional work and the ten percent retention shall be made within 10 days after total completion and inspection by an agent to the Association and the contractor. This procedure will be followed to verify that all Contracted work is completed, including repair of any incidental damage and cleanup.
5. The Association agrees to pay the contractor, as its compensation for services performed under this Contract, an agreed upon amount per month as outlined above. All prices presented in this Contract shall remain firm and guaranteed for the period specified. Payments to the contractor shall include any and all applicable taxes and are not subject to any escalation.
6. The payment provisions of this contract are subject, however, to applicable sections of the State of Michigan Property Code and any and all other applicable laws and to contractors furnishing of proof, satisfactory to Association, that all claims for labor and materials have been satisfied and that there are no unsatisfied claims for injuries, or damages or liens in place against the Association or Management

7. As an integral part of this Contract, the Contractor agrees to furnish a listing of maintenance equipment and job references.

E. Insurance Requirements

1. Contractor shall have its insurance company furnish the Agent with an Original proof of insurance certificate directly by U.S. Mail. All contract submissions must be accompanied by proof of insurance. In certain instances, a lower insurance limit may be permissible. The Association must approve any exceptions to the insurance requirements. In the event any insurance is discontinued, the Association reserves the right to terminate the contract or to take out appropriate and/or additional insurance at the expense of the Contractor.
2. Contractor shall have insurance certificates produced listing Association and the agent as additional named insured.
3. Contractor is required to maintain the following insurance coverage.

Commercial General Liability	
General Aggregate products/completed	$1,000,000.00
Operations Aggregate	$1,000,000.00
Personal & Advertising	$ 500,000.00
Auto Liability	
Combined Bodily Injury and Property Damage	$1,000,000.00
Hired and Non-owned vehicles	$1,000,000.00
Auto includes all "owned" vehicles	
Workers Compensation	
Each Accident	$ 500,000.00
Each Disease	$ 500,000.00
Disease Aggregate	$ 500,000.00

F. Additional Considerations:

1. Time of Completion: Time shall be deemed to be of the essence in the performance of this contract. Extension requests will only be considered for delays occasioned by circumstances genuinely beyond the contractor's control including but not limited to inclement weather and acts of God.

2. Damage to Grounds, Property, and People-Restoration: The Contractor shall be responsible for all damages to sprinkler heads, valve boxes, lawns, shrubs, trees, buildings, posts, air conditioner & pads or personal property of residents damaged by the equipment or negligence of its employees while on the Common Elements. It will be the contractor's responsibility to repair all damage within seven (7) days of first notification. Failure of the contractor to make necessary repairs within the seven (7) days will result in the Managing Agent having the repairs made and the cost of the repair or replacement of the damaged item(s) shall be deducted from the Contractor's total compensation.

    a. Contractor MUST use care and caution when using trimming equipment around landscape bed areas, tree wells utility equipment and fenced areas. Damage to fence will be deemed the responsibility of the contractor.

3. Debris Removal: The contractor shall continuously (daily) remove tools, debris, and supplies from the job site. No storage of items will be permitted on the job site. The premises shall be kept clean as reasonably as possible and consistent with the standards of the Association. In the event that the contractor shall fail to remove the items as provided herein, the Association shall have the right to do so and to deduct the reasonable cost thereof from payments due to the contractor or to charge the

same to the contractor directly. Unless otherwise specified, Contractor shall be responsible for providing, at its expense, refuse containers for debris associated with the work and for disposing of the container contents. All refuse and material disposal shall be conducted according to all applicable Federal, State and Local Ordinances and regulations.

4. Materials, Equipment, and Storage: Unless otherwise specified, Contractor shall provide, at his expense, all materials, supplies, tools, equipment, vehicles, transportation, delivery, storage, and any other items required to perform and complete the work as specified. Unless specifically allowed in writing, storage of any kind will not be permitted on Association property at any time. Unless otherwise specified, Contractor shall be responsible for security and insurance of all materials, supplies, tools, equipment and vehicles.

5. Overruns and Additional Work: Contractor shall notify the Association and/or the Agent immediately if any changes or additional work not included in the Contract will be required, and shall not perform any additional work, or purchase additional materials or supplies, without the express written approval of the Association or its managing agent.

6. Safety: Contractor shall be required to provide safe work environment for its personnel and Association residents and visitors. Contractor shall comply with all applicable Federal, State, and Local regulations governing job safety, including the Occupational Safety and Health Act of 1970 (OSHA) and any amendments or additions thereto. The Association shall have the right, but not the obligation, to review the Contractor's operations periodically for the purpose of securing compliance by the Contractor with such regulations. Contractor shall provide an emergency phone number to be available for response 24 hours a day in case of an emergency situation.

7. Conduct and Professionalism: All work shall be performed between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, unless otherwise authorized by the Association or Management. All work shall be done in a professional and workman like manner. Contractor shall provide at least one English speaking supervisor on-site at all times. The name(s) of the supervisor(s) shall be submitted to the Association and to the Agent. Contractor personnel shall be courteous and professional at all times and shall not behave in such a manner as to offend or disturb residents of the community.
    a. Contractor personnel shall not smoke in any hallway, room or other interior area on the property of the Association.
    b. Contractor's personnel must wear shirts and shoes, at all times, while on the Association's property. Clothing must be reasonably presentable in appearance. Contractor's personnel must be reasonably clean before entering a building to utilize restroom facilities or pay phones and must clean up after themselves upon leaving.
    c. Association or the Agent telephones are not to be used by the contractor or its personnel unless prior approval is obtained.

8. Alcohol, Illegal Drugs, Weapons: The use of alcohol or illicit or non-prescribed controlled substances, or the misuse of legitimate drugs by any person on the work site or remaining on the work site while under the influence of such substances is strictly prohibited. Possession of alcohol, illicit, or non-prescribed controlled substances, firearms, explosives, other weapons, or hazardous substances or articles without proper authorization in not permitted on the work site. Entry onto the Owners property is deemed, to the extent allowable by law, to be consent to, and recognition of, the right of the Owner and its authorized representatives to search the person, motor vehicle, and other property of each individual while entering, on, or departing the work site.

9. Indemnification Requirement: Contractor shall indemnify, defend and save harmless the Association the Agent against all liability or loss, and against all claims or actions based upon, or arising out of,

damage or injury, including death, hereinafter the "claims" to persons or property caused by or sustained in connection with its performance of the Contract or by conditions created thereby, or based upon any violation of any statute, ordinance, building code or regulation, and against the defense of such claim to actions, provided, however, that the Contractors indemnity shall be comparatively reduced to the extent that the claim is caused in part (or shall be eliminated in whole if the claim is caused in whole)by the negligent, grossly negligent or intentional act of the Association, any other contractor of the Association, or any other party indemnified hereunder.

10. Assign ability, Liens, And Claims: Neither party to this contract shall assign its obligations under the contract to any other person or entity without the express written approval of the other party. The contractor shall not use any subcontractor without the express written consent of the Association. Contractor shall pay off and satisfy all claims for labor and materials employed or used in any manner by it in connection with the work, permit no liens of any kind to be fixed upon or against the Association's property, or property of any individual member of the Association, by contractor's laborers, mechanics, or material suppliers and shall indemnify, protect, defend and save Association and Management harmless from and against all such claims and liens.

11. Licensing, Legal Compliance, Governing Law, Equal Opportunity: Contractor shall, at his expense, procure, maintain and provide for all required certificates, licenses, permits, fees and inspections. All work shall be performed in accordance with all applicable laws, codes, ordinances and regulations of all Federal, State and Local government agencies of the State of Michigan. Contract shall be construed and governed by the laws of the State of Michigan. Contractor shall comply with all applicable Federal, State and Local laws and regulations governing discrimination and equal opportunity employment. Contractor will be responsible for any and all damage caused by him to underground utility lines and to the drainage system and is required to utilize Miss Dig prior to commencement of any contracted work.

12. Cancellation, Termination or Default by Contractor:
    a. This contract may be cancelled with or without cause by either party with fourteen (14) days written notice. Unless otherwise specified, there shall be no penalties for cancellation.
    b. If, in the opinion of the Association, Contractor should fail at any time during the performance hereof to provide the necessary crews, tools and equipment for the proper performance of the work; or breach this contract in whole or in part; or fail to use due diligence in the performance thereof; or not to perform under the terms of this contract; or be adjudged bankrupt; or be placed in receivership, then and in any of such events, Association may, at its election, either immediately terminate this contract, or take over and perform through its employees to another contractor all or any part of the work remaining unperformed. In the event the Association takes over the work, the contractor shall not be entitled to any payment or further payment for work performed, or to further payment for materials, equipment, or supplies furnished prior to such taking over, until the work required under this contract is completed and accepted by the Association, at which time the Association's total costs and expenses in completing the work shall be deducted from the amount which otherwise would have accrued to the contractor, and the difference if any, remaining shall be paid by the Association to the Contactor. The Association's exercise of its rights hereunder shall not constitute a waiver of its rights in law or equity to pursue damages to any other claim it may have against the Contractor.
    c. The Agent reserves the right to deduct a fee of $50.00 per occurrence for any complaints received that are justified and require a visit to the site.

13. Severability, Waiver: If any portion or clause of this contract is deemed illegal, invalid, or otherwise unenforceable by court of law, that portion or clause shall be severed from the contract leaving the

remainder of the contract valid, in force and intact. The failure of the Association to insist upon or enforce, in any instance, strict performance by the contractor of any terms herein conferred shall not be construed as a waiver or relinquishment, to an extent, of its rights to assert or rely upon such terms or rights on any future occasion. A waiver by one party on any breach of contract by the other party shall not act as general waiver of any future breaches.

14. Entire Obligation, No Oral Agreements, Modification: This contract contains and shall constitute the entire agreement between the contracting parties, and no variance or modification thereof shall be valid and enforceable, including oral agreements, except by supplemental agreement in writing, executed and approved by both parties in the same manner as this Contract. In the event there is a conflict between any of the provisions hereof and any proposals general conditions, specifications, or other contract in connection with the subject matter of this contract, whether or not attached hereto, the provisions of this contract shall be controlling.

Effective Date

This contract has been executed on the dates shown by the signatures below and shall be effective as outlined above which shall be the date of this contract for all purposes.

By signing below, the Contractor agrees to abide by all terms of this contract and has read and signed all attached applicable specifications

In witness hereby, the parties have executed this agreement on the date noted below:

CONTRACTOR:

Great Oaks Maintenance
(Company Name)

By: _____
(Signature)

Name: Dave Doane
(Print Name)

Its: Vice President

Date: 3/15/21

CONDOMINIUM ASSOCIATION:

_____
(Community Name)

By: _____
(Signature)

Name: _____
(Print Name)

Its: _____

Date: _____

Chamberlin Crossings - BID SUMMARY WORK SHEET

DESCRIPTION	QTY	AMOUNT P/SERVICE	TOTAL	COMMENTS
STANDARD SERVICE ITEMS				
SPRING CLEAN UP *remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation*	1	180	180	
FALL CLEAN UP *rake, gather, remove leaves and debris*	1	240	240	
WEEKLY LAWN MAINT. *based on 26 week season; based on 23 completed units as of 02/28/2021*	26	80	2,080	
BED EDGING *all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing seaon*	2	80	160	
HARD SURFACE EDGING *general common curbs and walks, building walks, drives and curbs weekly) 1 time per month*	6	Inc weekly in Lawn	0	
BED AND HARD SURFACE MAINT. *all entrances, general common beds, tree rings, etc. twice per season*	2	120	240	
WEEDING *Common area and unit weeding; based on assumption of 9 weeding*	9	60	540	
SHRUB TRIMMING *all entrances, general common beds, shrubs timming to be done 2 x's*	2	80	160	
SUB TOTAL STANDARD LAWN MAINTENACE			3,600	
OTHER - OPTIONAL ITEMS				
FERTILIZATION *Four step*	4	95	380	
MULCH *Double shredded hardwood - indicate yards and price p/yard*	2	65	130	
SEASONAL FLOWERS *Spring/Summer Begonia p/flat price installed —* *Fall Mum or Pansy must specify —* *Additional Fresh peat @ p/cubic yard; indicate price per yard installed*	2	300	600	
AERATION Optional	1	180	180	
IRRIGATION SERVICES *Zones / Meters* *Spring Start-Up* *Fall Winterization* *Service charge per visit*	1	450	450	Startup - 175 blowout - 216 service charge/visit $65
SUB TOTAL OPTIONAL ITEMS			1,740	
TOTAL ALL			5,340	

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings **Community Location:** Northville, MI

Property Description: Single Family Homes: See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- **Qty (11 to 12) single family homes**

CONTRACTOR'S INFORMATION

Company Name: TC's Seasonal Services Contact Person: Tyler Ciotte

Address: 435 P.O. box New Hudson, MI 48165

Office Phone: 734-216-3149 Mobile Phone: 734-679-5990 Fax #: N/A

Email Address: Tc.lawncare.snow@gmail.com Tax ID: ~~86-0704~~ 85-0703118

Business Type: X Corporation Individual / Sole Proprietor / DBA Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: Hastings Mutual Insurance Company

Address: 41575 Joy road ste 100 canton, MI 48187

Agent Name: Sandra Canedo Agent Number: 14176

SERVICE COST SUMMARY

Spring Clean-up	$ 180
Fall Clean-up	$ 240
General Commons Mowing, Regular Cut Schedule: 26 Cuts	$ 2,080
Bed Edging All General: 2 per season	$ 160
Hard Surface Edging: Monthly	$ Included
Bed & Hard Surface Maint. / Weeding	$ 540 + 240 = 780
Shrub & Tree Trimmings: 2 per season	$ 160
TOTAL LAWN MAINTENANCE CONTRACT PRICE	$ 3,600

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL) $ 380

1. The four-step turf fertilization program provided includes:
   a. an early application pre-emergent crabgrass preventative to be applied NO LATER THAN May 1st.
   b. slow release granular nitrogen applications to promote green turf and root growth
   c. liquid weed spray applications to control broadleaf weed infestation
   d. a mineral rich winterizing application
2. Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
3. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
4. All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
5. All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: double-shredded Brownwood (X) Entrances and General Common Beds

#of Yards 2 Total Cost Installed $ 130

C. **SEASONAL FLOWERS: (OPTIONAL)**

Spring / Summer: ( ) Entrance / Commons Beds

Type(s) Begonias Color(s) Red/Pink # of Flats Refer to Map

$ 300

Fall: ( ) Entrance / Commons Beds

Type(s) Mums Color(s) Burgandy/Yellow # of Flats 12 - 3 gallon mums

$ 300

D. **AERATION of all lawn surface: (OPTIONAL)** $ 180

E. **IRRIGATION SERVICES: (OPTIONAL)** $ 450

Approx. # of _____ Clocks Approx. # of _____ Zones

SPRING START-UP:

1. Start and test the irrigation system, zones and components to occur between May 1st and May 30th, weather permitting. A hotter, dryer spring may require an earlier start
2. Contractor will be responsible for contacting and coordinating with municipality for meter installs.
3. Contractor will locate all zones and heads and use control clock to ensure proper rotation and water distribution by straightening and adjusting heads, etc. while also observing water conservation techniques.
4. Contractor will identify obvious and potential problems, reporting all issues and repairs needed immediately after inspection of system upon start up.
5. Contractor will submit a written report with the invoice.

FALL WINTERIZATION:

1. All irrigation winterization must be scheduled by October 10th and completed no later than October 30th and/or must be completed prior to extended freezing temperatures.
2. Contractor will drain lines/pipes, blowout system with the proper PSI and CFM to ensure the system is properly winterized while not damaging the system or parts.
3. Contractor will remove all meters as necessary and either store as directed or schedule for municipality to pick-up.
4. Contractor will submit a written report with the invoice.

F. **IRRIGATION SYSTEM CHECKS *Price p/check* (OPTIONAL):** $ 65

1. Contractor will locate all zones and ensure all valves are opening and closing properly and ensure proper rotation and water distribution by straightening and adjusting heads.
2. Contractor will ensure all electrical of the irrigation system is working properly.
3. Contractor will identify obvious and potential problems and adjust watering per season and coverage required.
4. Contractor will submit a written report with the invoice.

remainder of the contract valid, in force and intact. The failure of the Association to insist upon or enforce, in any instance, strict performance by the contractor of any terms herein conferred shall not be construed as a waiver or relinquishment, to an extent, of its rights to assert or rely upon such terms or rights on any future occasion. A waiver by one party on any breach of contract by the other party shall not act as general waiver of any future breaches.

14. Entire Obligation, No Oral Agreements, Modification: This contract contains and shall constitute the entire agreement between the contracting parties, and no variance or modification thereof shall be valid and enforceable, including oral agreements, except by supplemental agreement in writing, executed and approved by both parties in the same manner as this Contract. In the event there is a conflict between any of the provisions hereof and any proposals general conditions, specifications, or other contract in connection with the subject matter of this contract, whether or not attached hereto, the provisions of this contract shall be controlling.

Effective Date

This contract has been executed on the dates shown by the signatures below and shall be effective as outlined above which shall be the date of this contract for all purposes.

By signing below, the Contractor agrees to abide by all terms of this contract and has read and signed all attached applicable specifications

In witness hereby, the parties have executed this agreement on the date noted below:

CONTRACTOR:

TCS Seasonal Services
(Company Name)

By: Tayler Cicotte
(Signature)

Name: Tyler Cicotte
(Print Name)

Its: _____

Date: 3/15/21

CONDOMINIUM ASSOCIATION:

_____
(Community Name)

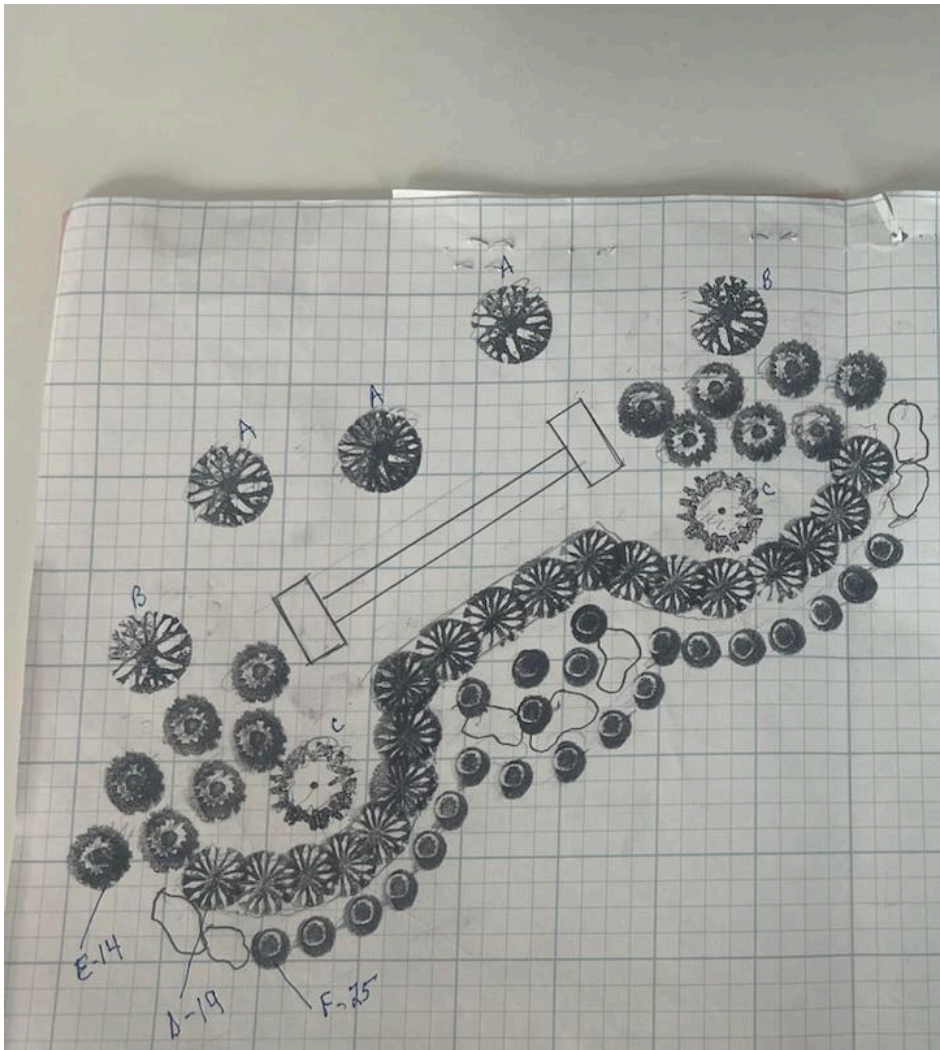
By: _____
(Signature)

Name: _____
(Print Name)

Its: _____

Date: _____

	Lucas	
	Details	**Cost**
Removal of White Fence		$ 975
Irrigation / Sprinklers	extra sprinkler work	$ 1,500
Landscaping	**Total for below:**	$ 26,800
Mulch	2 side beds: 20 yards mulch, 20 yards top soil	
Redesign Two Current Landscape Beds (mirror each other)	14 large boulders 3ft -3.5ft Weed mat A - 6x 10-12ft Balsam Fir B - 4x 7-8ft Balsam Fir C - 4x 2in 8-10ft Red Bud D - 38x boxwood 5 gal E - 28x Limelight Hydrangea 3 gal F- 50x Roxanne Geranium 1 gal	
Center Island Divider Bed Addition	Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yrds mulch, labor to install	$ 4,975
Walls	2x 10ft long x 5 ft high; 4-6ft pillars, paver walls	$ 11,950
	Cement foundation for signs	$ 2,000
Signs		
City of Novi Fees (Approximate)		$ 1,000
Total Cost:		**$ 49,200**
Per House (12 houses):		**$ 4,100**



50 yd Topsoil
20 yd Mulch
Weed Mat
14 Large Boulders 3'-3½'
A-6-10'-12' Balsam Fir
B-4-7-8' Balsam Fir
C-4-2" 8-10 Red Bud
D-38 Boxwood 5gal
E-28-Limelight Hydrangea 3 gal
F-50-Roxanne Geranium 1gal

Landscaping $26,800.00
2-10' ~~Hot~~ Long 5' Hgt. Walls
~~4~~-6' Pillars
Paver Walls $11,950.00

Total $38,750

Lucas Nurseries and Landscaping, Inc.

BLOCKS, PAVERS & WALL STONES

9779 Ford Rd. • Superior Township, MI 48198 • 734-482-1111
10190 Plymouth / Ann Arbor Rd. • Plymouth, MI 48170 • 734-459-6500

City of Novi Neighborhood Entryway Enhancement Matching Grant 2025 Application. For **Lockmoor Village;** Jan 31, 2025

1. Application Info:

   A. Lockmoor Village HOA
   B. The Sub is 30 years old
   C. First time applying
   D. Project Leader/Contact
      - Rich Dixon HOA President
      - 25872 Mulberry Lane
      - 248 916 8228
      - Dixon5553@ yahoo.com

2. Project Info

   A. This project is intended to enhance the overall appearance of our entrance way with new and healthy landscaping to be installed in our sub's island" area as you enter the sub.
   B. Drawings*, map and photos are attached.
   C. Areas slated for improvements is the sub's island area at the entrance is; see pictures – separate e mail
   D. Our request meets the requirements by; being over 10 years old, by using new healthy plant that meet Novi requirements are to be used; and we are using sustainable materials, costs are reasonable, and this will improve the subdivision entrance appeal with updated landscaping.
   E. Proposed plants to be used to be provided week of Feb 1, 2025

3. Funding Info.

   A. Total costs are pending will have by Feb 4
   B. Quote to be provide by Vincent Stempien – President of Blackstone * I spoke with
      - I spoke to Kate Oppermann at the City on Jan 21, 2025 and told her our quote would be coming in after most likely after the 1/31/25 deadline which she said would be ok.

4. Attachments

   Lockmoor Budget info

   Map

   Plans to be provided week of Feb 1.

BLACKSTONE
LANDSCAPING, INC.
P.O. Box 824
Northville, MI 48167

LANDSCAPING PROPOSAL

DATE 2/5/2025

ESTIMATE # 14281

FOR: Lochmoor Village
Novi, MI

Phone: (248) 939-3600
Fax: (248) 446-6110
Email: blackstonelandscaping@mail.com

QTY	DESCRIPTION	UNIT COST	TOTAL
21	Remove all Yews	9.00	189.00
25	Remove all Boxwood	9.00	225.00
1	Remove 1 large shrub NE corner of island	25.00	25.00
3	Trim 3 trees in center of island several limbs up from bottom to assist with sight lines and safety	100.00	300.00
1	Cut back brush on entire west side of entrance 3-4' to give general clean appearance and assist with sight lines. Cut from 11 Mile to first house.	1,500.00	1,500.00
1	Disposal fees	125.00	125.00
21	Green Velvet Boxwood 12"	88.00	1,848.00
7	Russian Cypress (#3)	99.00	693.00
8	Hydrangea--Tiny Tuff Stuff #3	91.00	728.00

All work is to be performed at the address stated above, unless otherwise specified. Material prices are subject to change. Speciman sizes may vary. All prices are installed unless otherwise stated. For landscaping projects, a deposit of $500 is due upon the acceptance of the contract. 50% of the balance is due upon commencement of work and the remaining balance is due in full upon completion of the project. A one year warranty is included in all plant pricing unless otherwise indicated. By signing this contract, the parties agree to these terms. This proposal shall be considered void unless accepted within 45 days of the date which it originated.

TOTAL **$5,633.00**

CUSTOMER _____ **BLACKSTONE, INC.** _____

City of Novi Map

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1 inch = 79 feet

Map Print Date:
3/7/2025

City of Novi
45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

LOCHMOOR
VILLAGE
STOP

Lockmoor Village 202

2025 Proposed Dues	$ 200

Proposed Dues	Houses		$ 200
Dues	84		

2024 Actual Expenses			2024 Budget
Dues	14,280	19,720	14,280
DTE	-487		480
Landscaping	-8,495		9,800
True Green	-387		0
Sprinklers	-1,286		1,500
Supplies	-287		200
Trees	-750		750
Insurance	-471		400
PO Box	-232		160
Water	-697		825
Resident Engagement			1,000
Holiday Décor	-241		0
Electrical Repair	-1,208		0
Bank Fee - Check	-87		80
Mailbox Repair	0		0
Well Repairs	-1,060		0
Snow Removal	0		500

2024 Dues colleced were higher because back dues from prev. yrs were collected - $5440

Total Dues	14280.00	14280.00
Total Expense	**-15687.82**	**15695.00**
Net Activity*	**-1407.82**	**-1415.00**

***Positive indicates that collections exceed expenses**

5 Budget

Total
16,800

Budget / + / (-)	2025 Budgeted Expenses	Proposed 2025 Budget	Increase (Decrease) over Actual
-	**Dues**	16,800	2520
7	**DTE**	500	13
-1,305	**Landscaping**	9,000	505
387	**True Green**	801	414
-215	**Sprinklers**	1,500	215
87	**Supplies / Dues Notices**	500	213
0	**Trees**	750	0
71	**Insurance**	500	29
72	**PO Box**	250	18
-128	**Water**	500	-197
-1,000	**Resident Engagement**	1,000	1000
241	**Holiday Décor**		-241
1,208	**Electrical Repair**	1,300	92
7	**Bank Fee - Checks**		-87
0	**Mailbox Repair**		0
1,060	**Well Repairs**		-1060
-500	**Snow Removal**	1,000	1000

-	**Total Dues**	16800.00	2520.00
(31,383)	**Total Expense**	**17601.00**	**1913.18**
(31,383)	**Net Activity***	**-801.00**	**606.82**

Vista Hills Association

Novi, MI 48837 vistahillsbod@gmail.com

January 31, 2025

Neighborhood Entrance Enhancement Matching Grant Program
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Vista Hills
2024-2025
Board of Directors

Brandalynn Winchester-Middlebrook
President

Carrie Glover
Vice President

Kidambi Kannan
Secretary

Dan Myers
Treasurer

Renee Verklan
Director

Dear Grant Committee,

We are writing to submit our application for the Neighborhood Entrance Enhancement Matching Grant program through the City of Novi. On behalf of the Vista Hills Association, we are excited about the opportunity to enhance the entrance to our community and contribute to the aesthetic and welcoming atmosphere of our neighborhood.

Vista Hills is a vibrant community with a strong sense of pride and camaraderie among its residents. As our neighborhood continues to strengthen and evolve, we believe that an enhanced entrance will not only improve the visual appeal of our area but also foster a greater sense of community pride and cohesion.

Our proposed project includes the installation of new landscaping. These enhancements will create a warm and inviting entrance that reflects the values and spirit of Vista Hills and the City of Novi. We have attached detailed plans, cost estimates, and the requested supporting materials for your review.

We appreciate your consideration of our application and look forward to the opportunity to work with the City of Novi to bring this project to fruition. Please feel free to contact our Project Leader or email us at vistahillsbod@gmail.com if you have any questions or require additional information.

Thank you for your time and consideration.

Sincerely,

Brandalynn Winchester-Midlebrook
President, Vista Hills Association

Attachment 1. Neighborhood Entryway Enhancement Matching Grant Application

City of Novi

Date of application: January 31, 2025

I. Applicant Information

a. Homeowner's Association or Property Name - **Vista Hills Association**

b. Age of the subdivision or neighborhood where the work will be done - **29 years**

c. First-time Applicant? If not, please list the date of last application submission. **No. February 5, 2016**

d. Project Leader

- **Kidambi Kannan, Secretary - Vista Hills Association Board of Directors**
- **28840 Hearthstone Drive, Novi, MI 48377**
- **(248) 379-9974; kidambiskannan@gmail.com**

II. Project Information

a. Provide a clear detailed description of the project's purpose, plan and design, including the existing conditions, specific need, and public benefit.

The project plan is to refresh the existing and aging landscaping at both entrances of the Vista Hills Subdivision, which has been in place since 2016. The South entrance is Sandstone Drive,, across from Old Novi Road, off Novi Road, and the North entrance is Ledgeview Drive, off Novi Road.

The plan for the South entrance:

- **Rototill the flower bed, and add compost**
- **Remove and replace some existing plants, including the handful of buckthorns on the north side of the South entrance**
- **Thicken the hedgeline with additional shrubs**
- **Add new plants and grasses (perennials) outside the flower bed**

The plan for the North entrance:

- **Rototill the flower bed, and add compost**
- **remove and replace some existing plants**
- **reconfigure the existing hedgeline by moving it around / behind the lighting for the Vista Hills sign**

- **add shrubs of to the reconfigured hedgeline to thicken**
- **add new plants and grasses (perennials) outside the flower bed**

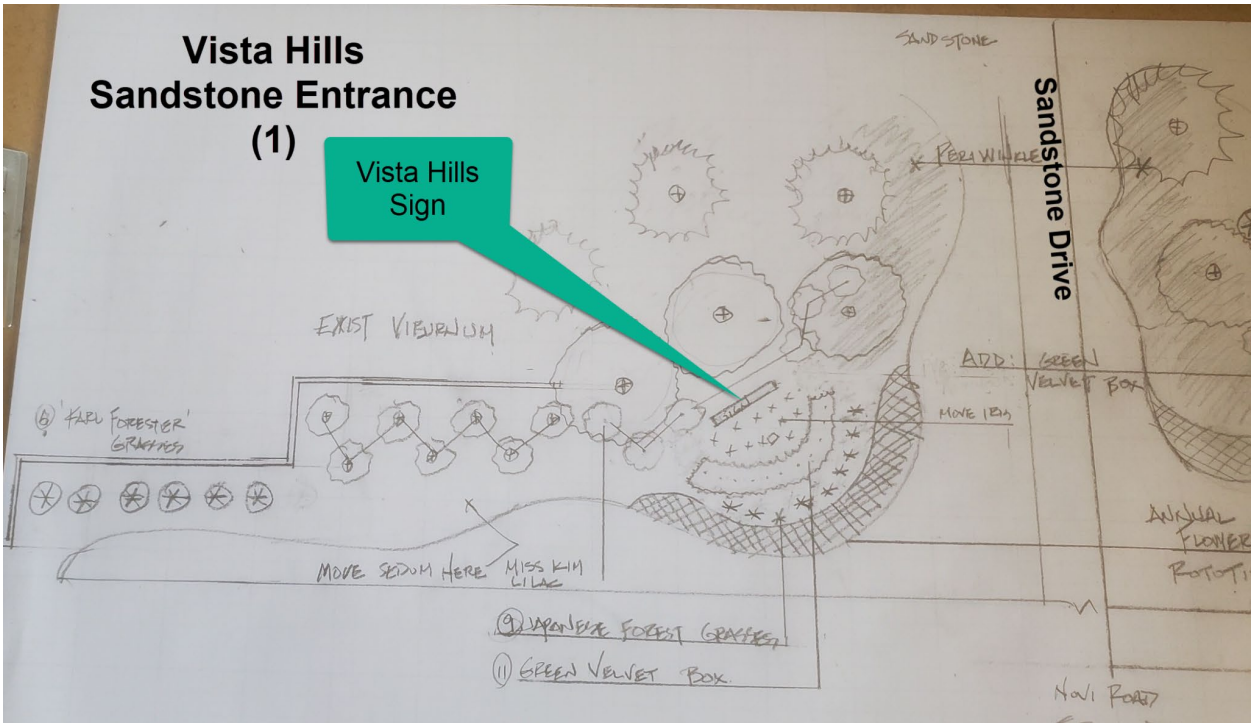
Our landscaping at the entrances is clearly in need of a substantial refresh that will also improve its maintainability with greater use of perennials, and measures for weed reduction and control. Our annual efforts, since the last refresh in 2016, have focussed mainly on weed control and the planting of annuals.

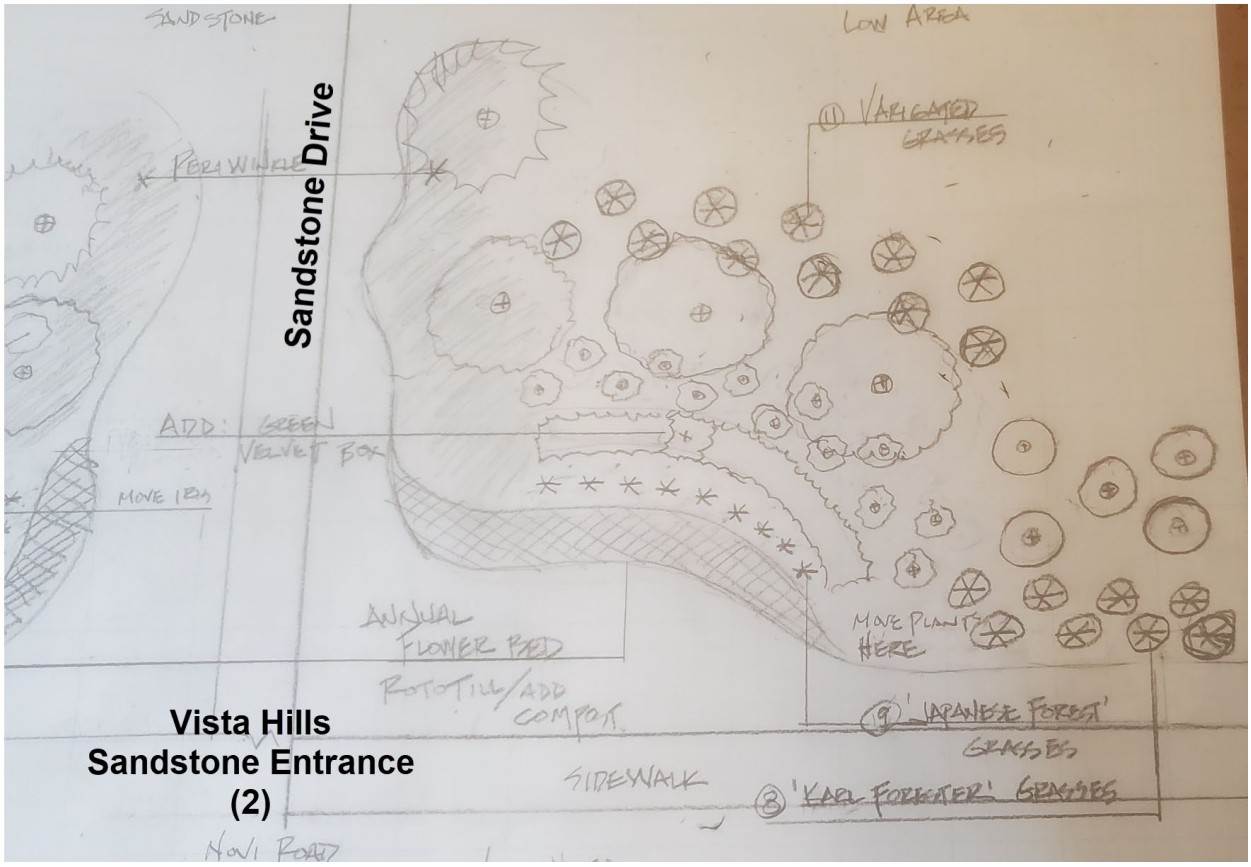
Our South entrance is at an important and visible intersection en route to the recently expanded and enhanced Pavilion Park, and to the very popular Lake Shore Park and recreation areas. We therefore feel that the City of Novi will also greatly benefit from the planned updates to the landscaping at this and our North entrance.

The Vista Hills Association has painstakingly maintained the original wood fence to the subdivision along Novi Road, and is planning a full replacement of the same using no-maintenance materials such as Trex / Timbertech or similar in the next two years.

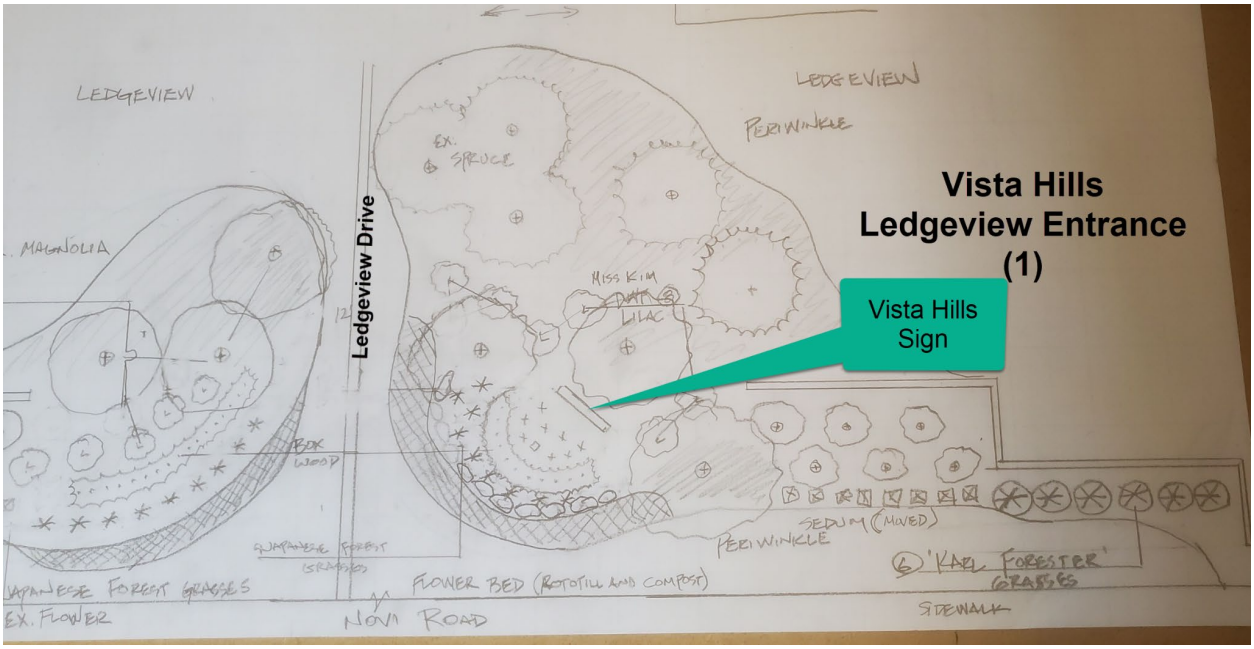
b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area.

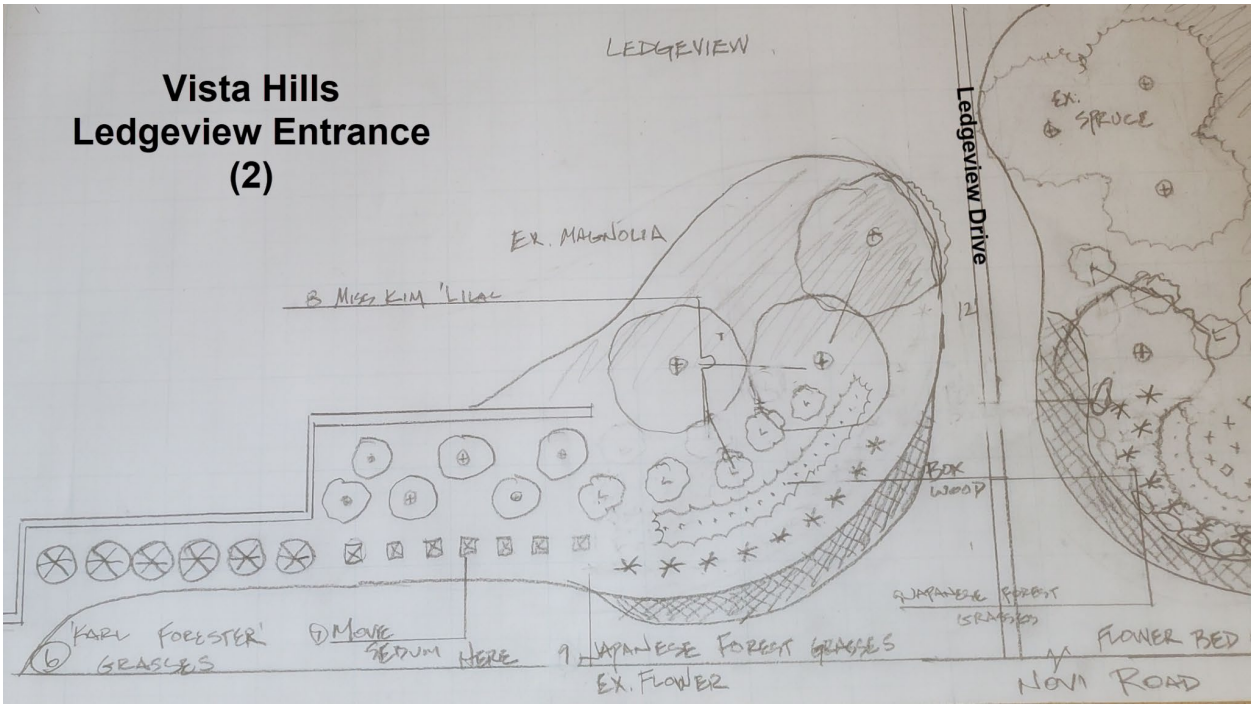
Planned refresh at the South entrance (Sandstone):





Planned refresh at the North (Ledgeview) entrance:



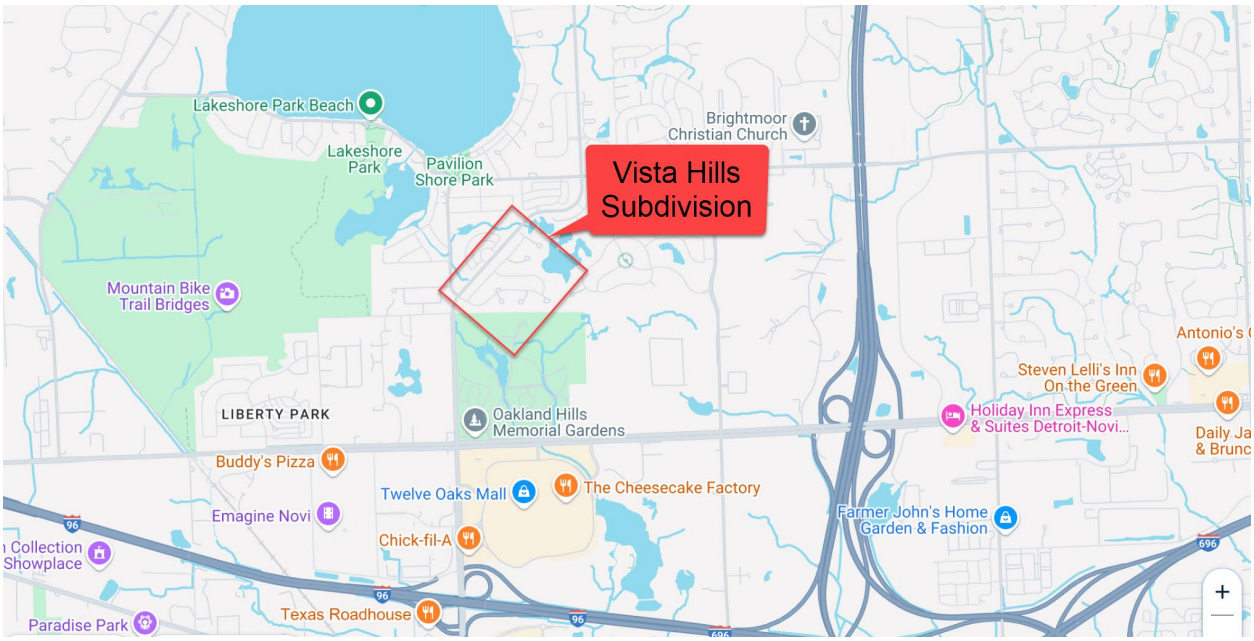


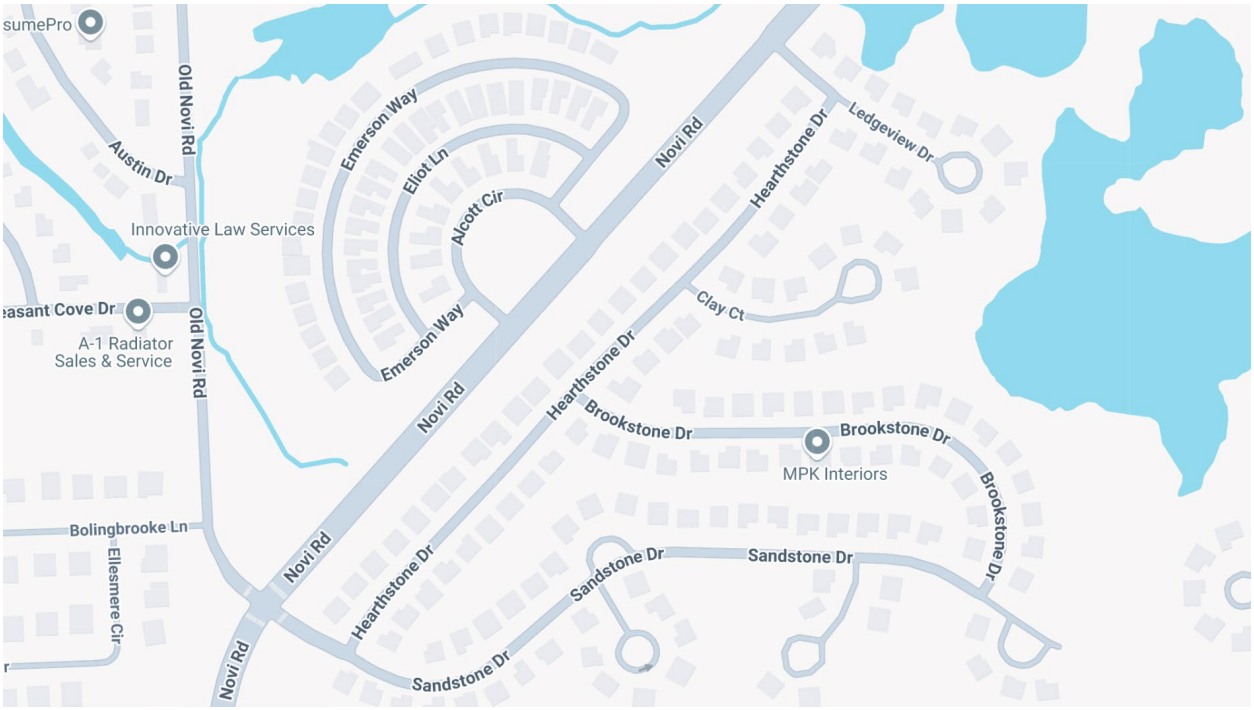
Current photos - Sandstone Entrance:

Current Photo - Ledgeview entrance:

c. Provide the proposed project area's location. Please provide a written description of the specific location of the project along with an attached map with the location clearly marked. City maps can be found on the City of Novi website's map gallery.

The project will take place at the two entrances to the Vista Hills Association subdivision at Novi Road & Sandstone & Novi Road & Ledgeview.





d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment.

Criteria:

City of Novi Map

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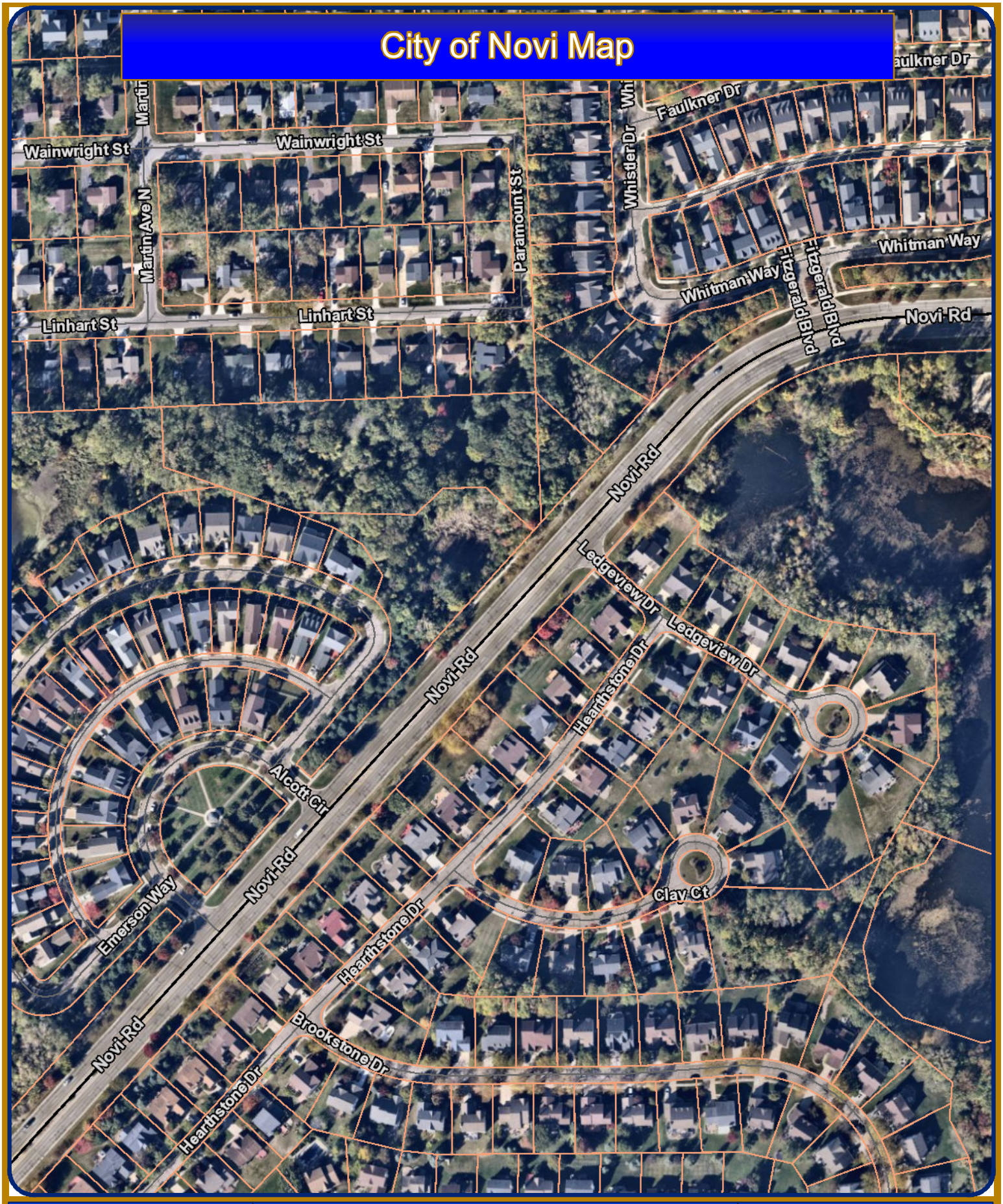
1 inch = 288 feet

Map Print Date:
3/7/2025

City of Novi
45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

City of Novi Map



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City of Novi
45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

1. To qualify, projects must be located at the entrance of to a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction or installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, and streetscape amenities. Work involving routine maintenance, installation or removal of annual plants, or other recurring tasks is not eligible.

   Vista Hills entrances are on Novi Road. It involves rehabilitation of improvements undertaken about nine years ago. There will be no signage changes, nor will this project involve routine maintenance.

2. The project must comply with City of Novi ordinances and regulations, Novi Residential Entryway Signage requirements, and state and local laws.

   This project keeps the current footprint of landscape at the entrances, makes no changes to signage, and will ensure that no invasive plant species are used.

3. If there is an impact on property owners or other non-city agencies (e.g., road commission) written permission and approval of the project from the appropriate entity must be obtained and provided.

   The planned beautification is expected to have nothing but a beneficial impact on homeowners in the subdivision, and nothing else.

4. Projects are encouraged to be environmentally sensitive and be of a sustainable nature. The project may not include the use of invasive species. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual. A list of commonly used invasive species is included as Attachment 3

   The project conforms to the above.

5. The neighborhood or Homeowner's Association has not been awarded a grant in the previous two years.

   Our last (and only) award was in 2016.

e. Provide a detailed list of all proposed plants, if any, intended to be used in the project. Include the plant's common name and Latin name. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual.

1. **Green Velvet Hybrid Boxwood**
2. **Miscanthus Variegated Grasses**
3. **Karl Forester Grasses**
4. **Japanese Forest Grass**
5. **Myrtle**
6. **Periwinkle**
7. **Miss Kim Dwarf Lilac**

III. Funding Information

a. Estimated Total Project Costs

Total Cost: $ 12,066.00

b. Who provided this cost estimate?

• **Tom Thelen, Novi Business Owner - Thelen Landscape Incorporated, B. S. Horticulture, 22699 Deerfield, Novi MI 48375**

• **(248) 348-4464**

c. Total amount of funds requested (50% project costs up to $5,000 maximum)

Funds Requested: $ 5,000.00

d. If the project cost is projected to exceed the 1:1 match from the City (e.g., if the project cost projection is $12,000, the City's maximum contribution is $5,000, matched by $5,000 from the organization with an additional $2,000 from the organization), please provide the amount of the additional cost.

Additional Cost: $2,066.00

e. Total amount to be donated through in-kind donations and/or cash assistance.

• Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).

None.

• Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

Not Applicable.

f. Itemized unit and total cost estimates ITEM #UNITS COST/UNIT TOTAL Soil 10 cubic yards $40 $400 Contracted Service 8 hours labor $50 $400 One-gallon shrubs 14 $10 $140 Total $940

NAME	**VISTA HILLS, NOVI**		DATE: 1.30.25	
	ATT: DAN MEYERS			
	ENTRANCE WAYS			
(H)	**248.345.3907**			
(W)				
QTY	DESCRIPTION	SIZE	PRICE	TOTAL
	SANDSTONE ENTRANCE WAY			$ -
12	'GREEN VELVET' HYBRID BOXWOOD	18"-21"	110	$ 1,320.00
11	MISCANTHUS VARIGATED GRASSES	3GAL	60	$ 660.00
14	KARL FORESTER' GRASSES	2GAL	55	$ 770.00
18	JAPANESE FOREST GRASS	#1 CONT.	36	$ 648.00
3	MYRTLE, PERIWINKLE	38 CELL	100	$ 300.00
1	REMOVE OR MOVE EXISTING PLANTS		550	$ 550.00
2	COMPOST	CY	100	$ 200.00
1	TRAVEL / DELVERY/DISPOSAL	/DAY	375	$ 375.00
6	'MISS KIM' DWARF LILAC	21-24"	80	$ 480.00
1	ROTOTILL FLOWER BED		115	$ 115.00
		$ 5,418.00		$ -
				$ -
				$ -
	LEDGEVIEW ENTRANCE WAY			$ -
28	'GREEN VELVET' HYBRID BOXWOOD	18"-21"	110	$ 3,080.00
12	KARL FORESTER' GRASSES	2GAL	55	$ 660.00
18	JAPANESE FOREST GRASS	#1 CONT.	36	$ 648.00
3	MYRTLE, PERIWINKLE	38 CELL	100	$ 300.00
1	REMOVE OR MOVE EXISTING PLANTS		550	$ 550.00
2	COMPOST	CY	100	$ 200.00
1	TRAVEL / DELVERY/DISPOSAL	/DAY	375	$ 375.00
9	'MISS KIM' DWARF LILAC	21-24"	80	$ 720.00
1	ROTOTILL FLOWER BED		115	$ 115.00
		$ 6,648.00		$ -
	TOTAL			**$ 12,066.00**

IV. Attachments

1. The association/property's current budget, in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future.

Current Financial Budget:

VISTA HILLS ASSOCIATION
Financial Budget
October 1, 2024 to September 30, 2025

	10/1/23-7/31/24 Actual	10/1/24-09/30/25 Budget
INCOME		
Assessments	59,760	66,960
Late Charges	2,250	2,250
Miscellaneous Income	100	100
Interest Income	12	24
TOTAL OPERATING INCOME	**62,122**	**69,334**
EXPENSES		
Administrative & Insurance		
Audit/Review Fees	800	800
Copies & Postage	1,290	1,742
Insurance-Property/Liability	3,256	4,017
Legal Fees	-	500
Management Fees	8,500	14,400
Late Charges		1,500
Miscellaneous Administration	420	800
Total Administrative & Insurance	**14,266**	**23,759**
GROUNDS		
Lawn Fertilization	1,400	1,742
Lawn Mowing	6,454	16,913
Mulch & Flowers	4,532	3,800
Other Grounds	4,485	3,000
Sprinkler Maintenance	1,450	1,000
Tree Removal & Trimming	1,000	2,000
Tree and Shrub Replacement	-	1,200
Total Grounds	**20,471**	**29,655**
MISCELLANEOUS EXPENSES		
Community Events	**-**	**500**
Winter Holiday Decorations	1,150	250
	1,150	**750**
UTILITIES & TRANSFERS TO RESERVES		
Electricity	475	700
Water & Sewer	547	1,700
Transfer to Reserves	16,667	12,750
Total Utilities & Transfers to Reserves	**17,689**	**15,150**
TAL EXPENSES & TRANSFERS TO RESERVES	**52,426**	**69,314**
Current Year Net Income / (Loss)	**9,696**	**20**
Beginning of Year Operating Equity Balance	26,121	27,721
Current Year Net (Operating) Income / (Loss)	9,696	20

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VISTA HILLS ASSOCIATION
Financial Budget
October 1, 2024 to September 30, 2025

Add'l Transfer from Operating to Reserves Fd	-	-
End of Period/Year Operating Equity Balance	35,817	21,783
RESERVES EXPENDITURES		
Fence Repairs	-	19,000
Landscape Improvements	-	12,500
Mailboxes	-	2,000
TOTAL RESERVE FUND EXPENDITURES	**-**	**33,500**

Income Statements / Balance Sheets (separate attachments):

1. **August 31, 2024 Financial Report**
2. **September 30, 2023 Financial Report**

2. Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance

   The column titled "10/1/23-7/31/24 Actual" in included VISTA HILLS ASSOCIATION Financial Budget shows the actual disbursement for landscaping related activities.

3. Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable)

   Not Applicable.

4. Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable)

   Not Applicable.

5. Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting

   Provided under II. Project Information, section b.

6. Map with project location identified

   Provided under II. Project Information, section c.

Vista Hills

Balance Sheet For 8/31/2024

ASSETS		
1102 - Cash in MM - AAB 3.75%	$6,731.66	
1105 - Cash in MM - CFCU 3.75%	$67,873.44	
1108 - Cash in Checking-CFCU	$17,921.55	
1111 - Cash in Checking - AAB	$23,936.45	
1260 - Cash in Savings-Comm Fed C.U.	$100.56	
1290 - Cash in CD CFCU-(12/23/23)	$37,734.75	
2310 - Accounts Receivable-Members	$4,864.75	
2420 - Prepaid Insurance	$661.92	
2450 - Prepaid Income Tax	$205.00	
Total ASSETS		**$160,030.08**
	Total Assets	**$160,030.08**
LIABILITIES		
3010 - Accounts Payable	$1,500.00	
3131 - ACCRUED EXPENSE	$3,333.11	
3310 - Prepaid Assessments	$480.00	
Total LIABILITIES		**$5,313.11**
RESERVES EQUITY		
4000 - Reserve Accumulated Prior Yrs	$97,660.12	
4005 - Net Reserve Income	$21,810.97	
Total RESERVES EQUITY		**$119,471.09**
OPERATING EQUITY		
4505 - Accumulated Operating Equity	$26,121.42	
4515 - Plus/Less Net Reserve Income	($21,810.97)	
4530 - Net Income/Loss	$30,935.43	
Total OPERATING EQUITY		**$35,245.88**
	Total Liabilities / Equity	**$160,030.08**

Vista Hills

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Income							
INCOME							
5110 - Assessments	-	-	-	59,760.00	59,760.00	-	59,760.00
5200 - Late Charges	-	200.00	(200.00)	2,250.00	2,300.00	(50.00)	2,500.00
5206 - Late Charge Expense	-	(200.00)	200.00	(550.00)	(1,350.00)	800.00	(1,500.00)
5390 - Miscellaneous Income	-	-	-	100.00	-	100.00	-
5400 - Interest Income	1.27	2.00	(.73)	13.17	22.00	(8.83)	24.00
Total INCOME	**1.27**	**2.00**	**(.73)**	**61,573.17**	**60,732.00**	**841.17**	**60,784.00**
Total Operating Income	**1.27**	**2.00**	**(.73)**	**61,573.17**	**60,732.00**	**841.17**	**60,784.00**
Operating Expense							
MISCELLANEOUS ADMINISTRATIVE							
6045 - Audit/Review Fees	-	-	-	-	-	-	800.00
6060 - Bank Service Charges	-	-	-	(3.00)	-	3.00	-
6090 - Copies & Postage	5.12	70.00	64.88	1,295.36	1,372.00	76.64	1,742.00
6145 - Insurance-Property/Liability	106.61	333.33	226.72	3,362.15	3,666.63	304.48	4,000.00
6170 - Legal Fees	-	-	-	-	170.00	170.00	750.00
6195 - Management Fees	800.00	850.00	50.00	8,800.00	9,350.00	550.00	10,200.00
6220 - Miscellaneous Administrati	62.99	82.00	19.01	738.49	695.00	(43.49)	800.00
6415 - Social Committee	-	-	-	-	-	-	500.00
Total MISCELLANEOUS ADMINISTRATIVE	**974.72**	**1,335.33**	**360.61**	**14,193.00**	**15,253.63**	**1,060.63**	**18,792.00**
BUILDINGS							
6920 - Roof Repairs	-	-	-	350.00	-	(350.00)	-
Total BUILDINGS	**-**	**-**	**-**	**350.00**	**-**	**(350.00)**	**-**
OTHER GROUNDS							
7370 - Lawn Fertilization	-	-	-	237.50	1,400.00	1,162.50	1,742.00
7375 - Lawn Mowing	-	1,322.86	1,322.86	5,500.72	7,777.14	2,276.42	9,100.00
7415 - Mulch & Flowers	-	-	-	4,531.93	-	(4,531.93)	3,800.00
7440 - Other Grounds	-	190.00	190.00	4,484.94	2,500.00	(1,984.94)	2,700.00
7565 - Sprinkler Maintenance	-	100.00	100.00	1,449.54	665.00	(784.54)	1,000.00
7590 - Tree Removal & Trimming	-	-	-	-	-	-	800.00
7595 - Tree and Shrub Replacement	-	-	-	-	-	-	1,200.00
7675 - Winter Holiday Decorations	1,150.00	-	(1,150.00)	2,300.00	80.00	(2,220.00)	150.00
Total OTHER GROUNDS	**1,150.00**	**1,612.86**	**462.86**	**18,504.63**	**12,422.14**	**(6,082.49)**	**20,492.00**
UTILITIES							
8260 - Electricity	45.92	52.00	6.08	520.45	570.00	49.55	700.00
8460 - Water & Sewer	-	-	-	547.30	550.00	2.70	1,700.00
Total UTILITIES	**45.92**	**52.00**	**6.08**	**1,067.75**	**1,120.00**	**52.25**	**2,400.00**
TRANSFER TO RESERVES							
8510 - Transfer to Reserves	1,666.67	1,666.66	(.01)	18,333.33	18,333.34	.01	20,000.00
Total TRANSFER TO RESERVES	**1,666.67**	**1,666.66**	**(.01)**	**18,333.33**	**18,333.34**	**.01**	**20,000.00**

Vista Hills

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Expense							
Total Operating Expense	3,837.31	4,666.85	829.54	52,448.71	47,129.11	(5,319.60)	61,684.00
Net Operating Income (Loss)	(3,836.04)	(4,664.85)	828.81	9,124.46	13,602.89	(4,478.43)	(900.00)

Vista Hills

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Reserve Income							
RESERVES FUND INCOME							
8600 - Reserves Transfer	1,666.67	1,666.66	.01	18,333.33	18,333.34	(.01)	20,000.00
8610 - Reserves Interest	233.11	-	233.11	3,477.64	-	3,477.64	-
Total RESERVES FUND INCOME	**1,899.78**	**1,666.66**	**233.12**	**21,810.97**	**18,333.34**	**3,477.63**	**20,000.00**
Total Reserve Income	**1,899.78**	**1,666.66**	**233.12**	**21,810.97**	**18,333.34**	**3,477.63**	**20,000.00**
Reserve Expense							
RESERVES FUND EXPENDITURES							
8720 - Fence Repairs	-	-	-	-	-	-	1,000.00
8770 - Landscape Improvements	-	-	-	-	-	-	2,000.00
8800 - Mailboxes	-	-	-	-	145.00	145.00	2,000.00
Total RESERVES FUND EXPENDITURES	-	-	-	-	**145.00**	**145.00**	**5,000.00**
Total Reserve Expense	-	-	-	-	**145.00**	**145.00**	**5,000.00**
Net Reserve Income (Loss)	**1,899.78**	**1,666.66**	**233.12**	**21,810.97**	**18,188.34**	**3,622.63**	**15,000.00**
Net Total	**(1,936.26)**	**(2,998.19)**	**1,061.93**	**30,935.43**	**31,791.23**	**(855.80)**	**14,100.00**

VISTA HILLS ASSOCIATION

Balance Sheet
As of 09/30/23

ASSETS

1105	Cash in Money Mkt-CFCU	$ 55,703.96	
1108	Cash in Checking-CFCU	29,353.60	
1260	Cash in Savings-Comm Fed C.U.	100.56	
1290	Cash in CD CFCU-(12/23/23)	36,491.59	
2310	Accounts Receivable-Members	5,328.70	
2420	Prepaid Insurance	1,093.31	
2450	Prepaid Income Tax	205.00	
	TOTAL ASSETS		$ 128,276.72

LIABILITIES & EQUITY

LIABILITIES			
3010	Accounts Payable	$ 4,080.18	
3310	Prepaid Assessments	415.00	
	TOTAL LIABILITIES		$ 4,495.18
RESERVES EQUITY			
4000	Reserve Accumulated Prior Yrs	$ 76,220.94	
4005	Net Reserve Income	21,439.18	
	TOTAL RESERVES EQUITY		$ 97,660.12
OPERATING EQUITY			
4505	Accumulated Operating Equity	$ 20,755.53	
4515	Plus/Less Net Reserve Income	(21,439.18)	
	Total Net Income	26,805.07	
	TOTAL OPERATING EQUITY		$ 26,121.42
	TOTAL LIABILITIES & EQUITY		$ 128,276.72

VISTA HILLS ASSOCIATION

INCOME STATEMENT

Period: 09/01/23 to 09/30/23

Account	Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Yearly Budget
INCOME								
05110	Assessments	.00	.00	.00	59,760.00	59,760.00	.00	59,760.00
05200	Late Charges	250.00	250.00	.00	2,825.00	2,500.00	325.00	2,500.00
05206	Late Charge Expense	(250.00)	(150.00)	(100.00)	(1,412.50)	(1,500.00)	87.50	(1,500.00)
05390	Miscellaneous Income	(50.00)	.00	(50.00)	125.00	.00	125.00	.00
05400	Interest Income	1.36	2.00	(.64)	22.01	24.00	(1.99)	24.00
	Subtotal Income	(48.64)	102.00	(150.64)	61,319.51	60,784.00	535.51	60,784.00
EXPENSES								
ADMINISTRATIVE & INSURANC								
06045	Audit/Review Fees	800.00	800.00	.00	800.00	800.00	.00	800.00
06060	Bank Service Charges	.00	.00	.00	33.00	.00	(33.00)	.00
06090	Copies & Postage	202.79	395.00	192.21	691.95	1,400.00	708.05	1,400.00
06145	Insurance-Property/Liability	222.48	333.37	110.89	2,443.90	4,000.00	1,556.10	4,000.00
06170	Legal Fees	.00	720.00	720.00	.00	750.00	750.00	750.00
06195	Management Fees	800.00	850.00	50.00	9,600.00	10,200.00	600.00	10,200.00
06220	Miscellaneous Administrati	39.01	265.00	225.99	378.49	800.00	421.51	800.00
06415	Social Committee	.00	500.00	500.00	504.62	500.00	(4.62)	500.00
	ADMINISTRATIVE & INSURAN	2,064.28	3,863.37	1,799.09	14,451.96	18,450.00	3,998.04	18,450.00
GROUNDS								
07370	Lawn Fertilization	.00	342.00	342.00	1,331.25	1,742.00	410.75	1,742.00
07375	Lawn Mowing	2,142.86	1,322.86	(820.00)	13,314.30	9,100.00	(4,214.30)	9,100.00
07415	Mulch & Flowers	.00	3,800.00	3,800.00	.00	3,800.00	3,800.00	3,800.00
07440	Other Grounds	.00	200.00	200.00	4,212.32	2,500.00	(1,712.32)	2,500.00
07565	Sprinkler Maintenance	.00	305.00	305.00	1,075.00	1,000.00	(75.00)	1,000.00
07590	Tree Removal & Trimming	.00	650.00	650.00	.00	800.00	800.00	800.00
07595	Tree and Shrub Replacement	.00	1,200.00	1,200.00	.00	1,200.00	1,200.00	1,200.00
07675	Winter Holiday Decorations	.00	70.00	70.00	79.47	150.00	70.53	150.00
	GROUNDS	2,142.86	7,889.86	5,747.00	20,012.34	20,292.00	279.66	20,292.00
UTILITIES								
08260	Electricity	67.75	150.00	82.25	532.28	700.00	167.72	700.00
08460	Water & Sewer	521.95	1,200.00	678.05	957.07	1,700.00	742.93	1,700.00
08510	Transfer to Reserves	1,666.67	1,666.67	.00	19,999.97	20,000.00	.03	20,000.00
	UTILITIES	2,256.37	3,016.67	760.30	21,489.32	22,400.00	910.68	22,400.00
	TOTAL EXPENSES	6,463.51	14,769.90	8,306.39	55,953.62	61,142.00	5,188.38	61,142.00
	Current Year Net Income/(loss	(6,512.15)	(14,667.90)	8,155.75	5,365.89	(358.00)	5,723.89	(358.00)

VISTA HILLS ASSOCIATION

INCOME STATEMENT

Period: 09/01/23 to 09/30/23

Account	Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Yearly Budget
RESERVE FUND INCOME								
08600	Reserves Transfer	1,666.67	1,666.67	.00	19,999.97	20,000.00	(.03)	20,000.00
08610	Reserves Interest	1,048.05	.00	1,048.05	2,748.12	.00	2,748.12	.00
	TOTAL RESERVE FUND INCOME	2,714.72	1,666.67	1,048.05	22,748.09	20,000.00	2,748.09	20,000.00
RESERVE FUND EXPENDITURES								
08720	Fence Repairs	483.33	600.00	116.67	823.33	1,000.00	176.67	1,000.00
08770	Landscape Improvements	.00	2,000.00	2,000.00	.00	2,000.00	2,000.00	2,000.00
08800	Mailboxes	.00	1,505.00	1,505.00	485.58	2,000.00	1,514.42	2,000.00
	TOTAL RESERVE FUND EXPENDIT	483.33	4,105.00	3,621.67	1,308.91	5,000.00	3,691.09	5,000.00
	NET RESERVE INCOME	2,231.39	(2,438.33)	4,669.72	21,439.18	15,000.00	6,439.18	15,000.00
	TOTAL NET INCOME/LOSS	(4,280.76)	(17,106.23)	12,825.47	26,805.07	14,642.00	12,163.07	14,642.00

VISTA HILLS ASSOCIATION

Balance Sheet
As of 09/30/22

ASSETS

1108	Cash in Checking-CFCU	$ 38,169.69	
1260	Cash in Savings-Comm Fed C.U.	60,220.94	
2310	Accounts Receivable-Members	2,948.70	
2420	Prepaid Insurance	867.31	
2450	Prepaid Income Tax	205.00	
	TOTAL ASSETS		$ 102,411.64

LIABILITIES & EQUITY

LIABILITIES			
3010	Accounts Payable	$ 4,785.17	
3310	Prepaid Assessments	650.00	
	TOTAL LIABILITIES		$ 5,435.17
RESERVES EQUITY			
4000	Reserve Accumulated Prior Yrs	$ 22,652.57	
4005	Net Reserve Income	4,653.07	
	TOTAL RESERVES EQUITY		$ 27,305.64
OPERATING EQUITY			
4505	Accumulated Operating Equity	$ 53,400.48	
4515	Plus/Less Net Reserve Income	(4,653.07)	
	Total Net Income	20,923.42	
	TOTAL OPERATING EQUITY		$ 69,670.83
	TOTAL LIABILITIES & EQUITY		$ 102,411.64

VISTA HILLS ASSOCIATION

INCOME STATEMENT

Period: 09/01/22 to 09/30/22

Account	Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Yearly Budget
INCOME								
05110	Assessments	.00	.00	.00	59,660.00	59,760.00	(100.00)	59,760.00
05200	Late Charges	100.00	.00	100.00	2,850.00	.00	2,850.00	.00
05206	Late Charge Expense	(75.00)	.00	(75.00)	(1,775.00)	.00	(1,775.00)	.00
05390	Miscellaneous Income	500.00	.00	500.00	600.00	.00	600.00	.00
05400	Interest Income	1.70	.00	1.70	21.18	.00	21.18	.00
	Subtotal Income	526.70	.00	526.70	61,356.18	59,760.00	1,596.18	59,760.00
EXPENSES								
ADMINISTRATIVE & INSURANC								
06045	Audit/Review Fees	800.00	800.00	.00	800.00	800.00	.00	800.00
06090	Copies & Postage	371.07	248.00	(123.07)	1,279.22	1,400.00	120.78	1,400.00
06145	Insurance-Property/Liability	184.83	395.50	210.67	1,874.50	3,800.00	1,925.50	3,800.00
06170	Legal Fees	.00	720.00	720.00	(837.00)	750.00	1,587.00	750.00
06195	Management Fees	800.00	800.00	.00	9,600.00	9,600.00	.00	9,600.00
06220	Miscellaneous Administrati	117.71	220.00	102.29	441.27	800.00	358.73	800.00
06415	Social Committee	.00	500.00	500.00	.00	500.00	500.00	500.00
	ADMINISTRATIVE & INSURAN	2,273.61	3,683.50	1,409.89	13,157.99	17,650.00	4,492.01	17,650.00
GROUNDS								
07370	Lawn Fertilization	210.00	653.00	443.00	1,742.20	1,100.00	(642.20)	1,100.00
07375	Lawn Mowing	1,300.00	1,242.85	(57.15)	9,100.00	8,700.00	(400.00)	8,700.00
07415	Mulch & Flowers	.00	.00	.00	3,729.65	3,300.00	(429.65)	3,300.00
07440	Other Grounds	1,375.07	200.00	(1,175.07)	2,478.15	1,000.00	(1,478.15)	1,000.00
07565	Sprinkler Maintenance	.00	405.00	405.00	345.78	1,000.00	654.22	1,000.00
07590	Tree Removal & Trimming	.00	405.00	405.00	380.00	800.00	420.00	800.00
07595	Tree and Shrub Replacement	1,160.00	1,200.00	40.00	1,160.00	1,200.00	40.00	1,200.00
07675	Winter Holiday Decorations	.00	100.00	100.00	47.00	150.00	103.00	150.00
	GROUNDS	4,045.07	4,205.85	160.78	18,982.78	17,250.00	(1,732.78)	17,250.00
UTILITIES								
08260	Electricity	79.13	82.00	2.87	566.82	700.00	133.18	700.00
08460	Water & Sewer	992.32	600.00	(392.32)	1,578.24	1,200.00	(378.24)	1,200.00
08510	Transfer to Reserves	900.00	900.00	.00	10,800.00	10,800.00	.00	10,800.00
	UTILITIES	1,971.45	1,582.00	(389.45)	12,945.06	12,700.00	(245.06)	12,700.00
	TOTAL EXPENSES	8,290.13	9,471.35	1,181.22	45,085.83	47,600.00	2,514.17	47,600.00
	Current Year Net Income/(loss	(7,763.43)	(9,471.35)	1,707.92	16,270.35	12,160.00	4,110.35	12,160.00

VISTA HILLS ASSOCIATION

INCOME STATEMENT

Period: 09/01/22 to 09/30/22

Account	Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Yearly Budget
RESERVE FUND INCOME								
08600	Reserves Transfer	900.00	900.00	.00	10,800.00	10,800.00	.00	10,800.00
08610	Reserves Interest	2.45	.00	2.45	27.34	.00	27.34	.00
	TOTAL RESERVE FUND INCOME	902.45	900.00	2.45	10,827.34	10,800.00	27.34	10,800.00
RESERVE FUND EXPENDITURES								
08720	Fence Repairs	.00	225.00	225.00	763.87	1,000.00	236.13	1,000.00
08770	Landscape Improvements	.00	4,000.00	4,000.00	.00	4,000.00	4,000.00	4,000.00
08800	Mailboxes	.00	.00	.00	5,410.40	5,500.00	89.60	5,500.00
	TOTAL RESERVE FUND EXPENDIT	.00	4,225.00	4,225.00	6,174.27	10,500.00	4,325.73	10,500.00
	NET RESERVE INCOME	902.45	(3,325.00)	4,227.45	4,653.07	300.00	4,353.07	300.00
	TOTAL NET INCOME/LOSS	(6,860.98)	(12,796.35)	5,935.37	20,923.42	12,460.00	8,463.42	12,460.00

Neighborhood Entryway Enhancement Matching Grant Program

2025 Award Cycle

(248) 347-0445
EntrywayGrant@cityofnovi.org

cityofnovi.org

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Neighborhood Entryway Enhancement Matching Grant Program

A. Purpose

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi's Homeowner Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects. These projects are intended to enhance a subdivision entrance through significant and permanent physical improvements, such as adding or modifying entrance signs, constructing flower beds, planting trees and shrubs, upgrading lighting, and making other entryway-related improvements. A neighborhood is not eligible to be awarded a grant in consecutive years.

B. Application and Selection Process

1. Grant applications (Attachment 1) will be accepted once per calendar year.

2. Final grant applications must be submitted to the City Manager's office by January 31, 2025. The application may be submitted electronically to EntrywayGrant@cityofnovi.org.

3. The City Manager may request additional information or clarification. It is recommended that applications be submitted as early as possible to allow time for revisions to be submitted. Applications will be reviewed to verify the grant application is complete and accurate and complies with the requirements set forth in this document.

4. Recommendation for approval of qualifying projects will be provided by the Beautification Committee using a points system (Attachment 2).

5. Final grant awards are approved by the Novi City Council. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.

6. All grant applicants will be notified regarding City Council's final decision after decisions are announced.

The following information will be required as an attachment along with the application:

- The association/property owner's current budget in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future. Both an income statement and balance sheet for the previous two years, the current year, and the budget for the upcoming year should be provided.

- Complete bank statements are not required; however, should the association/property owner choose to provide these documents, please be sure all account numbers are removed before submitting the application.

- If in-kind donations (such as donated professional services or materials but excluding volunteer labor) will be used to assist in the fund matching, the association/property owner must submit formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

- Documentation reflecting the association/property owner's current and previous spending on landscape and landscape maintenance.

C. Project Policies and Qualification Criteria

1. To qualify, projects must be located at the entrance of to a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction or installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, and streetscape amenities. Work involving routine maintenance, installation or removal of annual plants, or other recurring tasks is not eligible.

2. The project must comply with City of Novi ordinances and regulations, Novi Residential Entryway Signage requirements, and state and local laws.

3. If there is an impact on property owners or other non-city agencies (e.g., road commission) written permission and approval of the project from the appropriate entity must be obtained and provided.

4. Projects are encouraged to be environmentally sensitive and be of a sustainable nature. The project may not include the use of invasive species. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual. A list of commonly used invasive species is included as Attachment 3.

5. The neighborhood or Homeowner's Association has not been awarded a grant in the previous two years.

D. Project Cost Reimbursement Process

1. Neighborhoods are eligible for a 50% match up to a maximum $5,000, at the City's sole discretion.

2. Grant project funding requires at least an equal (1:1) match from the Homeowner's Association and may not exceed 50% of the total cost of the project or a maximum amount of $5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference. **The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community**.

3. If in-kind donations (such as donated professional services or materials but excluding volunteer labor) will be used to assist in the fund matching, the association/property owner must submit formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

4. The amount awarded will be reimbursed upon successful completion of the project, verification of conformance with all standards of the program, and proof that all necessary permits were obtained.

5. The City of Novi will disburse the awarded amount directly to the applicant (not the contractor) upon proof of payment of the applicant's cost and proof of completion

of the entire project. The request for reimbursement and proof of project completion must be made by October 31, 2025.

6. An applicant is limited to no more than one award every two years. *Example: If an organization/homeowner association is awarded in 2022, it is eligible to reapply in 2025.* To add further clarification the HOA would have to sit out the grant cycles for 2023 and 2024. This allows the City to provide assistance to as many interested neighborhoods as possible.

7. Grants are made with the understanding that the City is in no way obligated to provide further financial or management assistance to ensure that a project is completed. Property is and will continue to be maintained by the Homeowner's Association into the future.

8. Project work must not begin, and permits shall not be obtained until grant approval from City Council.

9. Projects are encouraged to be environmentally sensitive and be of a sustainable nature.

10. All selected projects must comply with City of Novi Ordinances, as well as state and local laws, and all appropriate permits must be obtained after grant approval. (If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at: or contact Code Compliance at (248 735-5678). The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by October 31, 2025.

11. Priority will be given to projects that abide by the regulations listed in the City's Residential Entryway Signage document. These regulations can also find be found on the City of Novi's website. It is encouraged that applicants meet with Community Development personnel to ensure that their project abides by these regulations, prior to grant application submittal.

12. Grant applications will be accepted once per calendar year. Recommendation for approval of qualifying projects will be provided by the Beautification Committee for final grant approval by Novi City Council. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

Attachment 1. Neighborhood Entryway Enhancement Matching Grant Application

Due Date: January 31, 2025, by 5:00pm

Please answer the questions below in a separate document. Questions must be presented in the same order they are presented below. Applications will not be considered if any requested documentation is not included.

I. Applicant Information

a. Homeowner's Association or Property Name
b. Age of the subdivision or neighborhood where the work will be done
c. First-time Applicant? If not, please list the date of last application submission.
d. Project Leader
   - Office Held/Position within organization
   - Address
   - Telephone
   - E-Mail

II. Project Information

a. Provide a clear detailed description of the project's purpose, plan and design, including the existing conditions, specific need, and public benefit.
b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area.
c. Provide the proposed project area's location. Please provide a written description of the specific location of the project along with an attached map with the location clearly marked. City maps can be found on the City of Novi website's map gallery.

d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section.

   Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g., Road Commission for Oakland County), please explain and attach written permission or approval from the necessary entity.

e. Provide a detailed list all proposed plants, if any, intended to be used in the project. Include the plant's common name and Latin name. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual.

III. Funding Information

a. Estimated Total Project Costs

b. Who provided this cost estimate?

   - Name, title, company

- Phone number

c. Total amount of funds requested (*50% project costs up to $5,000 maximum*)

d. If the project cost is projected to exceed the 1:1 match from the City (*e.g., if the project cost projection is $12,000, the City's maximum contribution is $5,000, matched by $5,000 from the organization with an additional $2,000 from the organization*), please provide the amount of the additional cost.

e. Total amount to be donated through in-kind donations and/or cash assistance.

   - Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).

   - Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

f. Itemized unit and total cost estimates

EXAMPLE:

ITEM	**#UNITS**	**COST/UNIT**	**TOTAL**
Soil	10 cubic yards	$40	$400
Contracted Service	8 hours labor	$50	$400
One-gallon shrubs	14	$10	$140
Total			$940

IV. Attachments

Please include:

- The association/property's current budget, in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future *(Please remove all account numbers from any bank statements that are submitted as part of the grant application)*

- Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance

- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable)

- Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable)

- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting

- Map with project location identified

Attachment 2. Beautification Commission Project Grading System

Projects are evaluated using a 0-, 1-, and 2-point system.

0 = project does not meet this criterion

1 = project partially meets the criterion

2 = project fully meets the criterion

Criteria	Points
1. Subdivision is more than 10 years old	
2. Improves safety	
3. Reduces environmental impact	
4. Improvement from the existing conditions	
5. Positive impact along visible areas of the city	
6. Permanent physical improvement and is not on-going or routine maintenance	
7. Proposed costs appear reasonable	
8. Use of sustainable materials	
Total	

Project is a permanent, physical improvement located at the entrance of the neighborhood, and is not on-going or routine maintenance.

Checklist

☐ Your Association did not receive City of Novi Neighborhood Entryway Enhancement grant funding in 2022 or 2023.

☐ You included in the grant application a current budget demonstrating the ability to fully fund the project prior to receipt of the reimbursement award.

☐ If in-kind donations are being used, formal documentation from the donating entity is included.

☐ Documentation reflecting the current spending on landscape and landscape maintenance is included.

☐ If project consists of entryway signage, project abides by all Residential Entranceway Signage Guide regulations.

☐ Project complies with all City ordinances.

☐ Project does not have a direct impact on an adjacent property owner or non-city agency. If project has an impact on an adjacent property owner or non-city agency, written permission or approval of project from the necessary entity is provided.

☐ Project does not include use of identified invasive species.

☐ All project documents are included in application (see Required Application Materials on Grant Application and Program Description).

☐ Map with project location identified is provided.

☐ Project budget, including all itemized cost estimates, is completed on application.

☐ Photos of the project area.

Attachment 3. Invasive Plant List

The list below contains the invasive plant species which are unsuitable for this project. For a more comprehensive look, please refer to the Michigan Invasive Plant Species List. Please be advised that this is not a comprehensive list, and other plant species are subject to approval by the City.

Trees

Norway Maple - Acer *platanoides*

Tree of Heaven - *Ailanthus altissima*

Black Alder - *Alnus glutinosa*

Russian Olive - *Elaeagnus angustifolia*

Black Locust - *Robinia pseudoacacia*

Shrubs

Japanese Barberry – *Berberis thunbergii*

Autumn Olive – *Elaeagnus umbellate*

Burning Bush – *Euonymus alatus*

Glossy Buckthorn - *Frangula alnus/Rhamnus frangula*

Privet- *Ligustrum vulgare*

Amur Honeysuckle – *Lonicera maackii*

Morrow's Honeysuckle – *Lonicera morrowii*

Tartarian Honeysuckle – *Lonicera tatarica*

Bell's Honeysuckle – *Lonicera xbella*

Common Buckthorn – *Rhamnus cathartica*

Black Jetbead – *Rhodotypos scandens*

Multiflora Rose - *Rosa multiflora*

Woody Vines

Oriental Bittersweet – *Celastrus orbiculatus*

Japanese honeysuckle – *Lonicera japonica*

Kudzu - *Pueraria lobata*

Herbaceous Plants

Garlic Mustard – *Alliaria petiolata*

Narrow-leaved Bitter-cress – *Cardamine impatiens*

Spotted Knapweed – *Centaurea stoebe/Centaurea maculosa*

Canada Thistle – *Cirsium arvense*

European Swamp Thistle- *Cirsium palustre*

Black Swallow – wort - *Cynanchum louiseae /Vincetoxicum nigrum*

Pale Swallow-wort - *Cynanchum rossicum /Vincetoxicum rossicum*

Leafy Spurge – *Euphorbia esula*

Baby's Breath – *Gypsophila paniculata*

Giant Hogweed- *Heracleum mantegazzianum*

Dame's Rocket – *Hesperis matronalis*

Lyme-grass – *Leymus arenarius*

Purple Loosestrife – *Lythrum salicaria*

White Sweet Clover – *Melilotus alba*

Yellow Sweet Clover – *Melilotus officinalis*

Japanese Stilt Grass – *Microstegium viminium*

Wild Parsnip – *Pastinaca sativa*

Reed Canarygrass – *Phalaris arundinacea*

Phragmites – *Phragmites australis*

Japanese Knotweed – *Polygonum cuspidatum*

Giant Knotweed – *Polygonum sachalinense*

Mile – a minute Weed – *Polygonum perfoliatum*

Narrow – leaved Cat-tail - *Typha angustifolia*

Aquatic Plants

Flowering Rush – *Butomus umbellatus*

Water-hyacinth – *Eichornia crassipes*

Hydrilla – *Hydrilla verticillata*

European Frog-bit – *Hydrocharis morsus-ranae*

Eurasian Water Milfoil – *Myriophyllum spicatum*

Curly Pondweed - *Potamogeton crispus*

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Adoption of a Resolution Authorizing Distribution of the Proposed City of Novi Master Plan for a 63-day review and comment period.

SUBMITTING DEPARTMENT: Community Development, Planning

KEY HIGHLIGHTS:

- This is the only instance in which City Council will consider the Master Plan
- The Planning Commission reviewed the Draft Master Plan for Land Use and made a recommendation to the City Council for approval to distribute the plan to surrounding communities and other agencies for comment.
- State law requires a 63-day period to allow public comment on the plan.
- Distribution will include neighboring communities, Oakland County, railroads, and public utilities
- Following the review period, a public hearing will be held to allow for additional community input before the plan is adopted.
- The City Council is asked to approve the attached resolution to allow distribution of the plan for comment, leaving the final approval of the plan to the Planning Commission for consideration and adoption.

BACKGROUND INFORMATION:

Since 2022, Novi has been in the process of drafting, reviewing and updating the 2016 Master Plan for Land Use. During February's Master Plan Steering Committee meeting, the latest version draft plan was reviewed. The Committee made a motion to forward the Draft Master Plan to the Planning Commission for the next step in the process.

The Planning Commission reviewed the attached Draft Master Plan for Land Use at the February 24, 2025 meeting. At that meeting, the Commission made a recommendation to the City Council for approval to distribute the Draft Master Plan to surrounding communities and other public agencies for comment. Once that is done, State law requires a 63-day review period of the draft plan to allow for public comment on the completed draft plan. Following the review period, a public hearing will be held to allow for additional community input before the plan is adopted.

What is the Master Plan?

Novi's intent in updating the Master Plan is to guide the future development of Novi - identifying the type and intensity of future development, while balancing the preservation of open space and natural features and insuring the sustainability of the City over the long-term through the establishment of a diversified tax base and smart development practices.

The transportation component of the plan is intended to identify roadway improvements and technology advances that can assist with traffic flow, ensure that the City plans for proper access management, and identify transit and non-motorized improvements that will be needed or desirable.

Plan development process

The process for the Master Plan for Land Use update began with the required written notice to neighboring jurisdictions and other agencies. Outside consultants assisted with the plan development process, including a Planning Consultant, and Traffic Engineering Consultant. A Steering Committee, made up of members of the City Council and Planning Commission, and several Novi staff, was assembled to provide guidance for this Master Plan update. Sixteen public meetings of the Committee were held from March 2022 to February of 2025, allowing time for the Committee members to review draft documents, provide feedback and direction, ask questions, and hear comments from the members of the public who were in attendance during the meetings.

During two Open House events at City facilities, the City's staff and consultants provided opportunities for the public to comment on the draft plans and documents. At these events, the public was engaged in discussing land use preferences and redevelopment scenarios for several locations in the City. Members of the Committee attended the Open House events to hear the comments directly. Separately, a survey was developed and received a total of 842 responses, forming the foundation for community expectations and priorities in the plan. A summary of the survey response is found in the Appendix of the Draft Plan.

Staff shared components of the draft plan at various City events to seek additional comment. Dedicated spots on the City's Webpage provided links to documents as they were drafted and reviewed by the Committee. A video was prepared by Community Relations to provide highlights of the Master Plan efforts and was shared on the dedicated webpage Master Plan Update - City of Novi.

Key components of the draft plan

Beckett and Raeder, the City's Planning Consultant for the Master Plan started the process by providing an analysis of demographics, natural features, the real estate market, economic development, and land use. As part of the work with the Committee, the total number of land use categories is recommended to be reduced from twenty-two to seventeen categories. Additionally, new mixed-use categories are introduced in response to market trends that favor a variety of uses and walkability. As

part of the zoning plan, the draft plan recommends an amendment to include a Planned Unit Development (PUD) option to achieve some of the mixed use the Committee envisions.

Hubbell, Roth, and Clark, the consulting engineering firm for the Master Plan worked to develop the traffic and transportation components focusing on growth rates and crash data throughout the City, and the city's efforts to complete sidewalks and non-motorized connections. The recently adopted Active Mobility Plan was reviewed, and certain recommendations from that plan were incorporated into the Action Plan in the draft Master Plan.

Found in Chapter 11, the Action Plan identifies Guiding Principles of the Master Plan, as well as actions for Novi to consider moving forward. The Guiding Principles are as follows:

Novi is…

- A community that builds on its assets.
- A community that celebrates the diversity of its residents.
- A city that demands quality real estate development.
- A place where the built and natural environment coexists for the benefit of its residents.
- A city that embraces the transformation of its existing commercial activity centers.
- A community that promotes welfare, health, and safety for its residents.
- A community that strives to connect neighborhoods and activity centers with nonmotorized access.
- A city that uses fiscal resources wisely to advance the community master plan and associated capital improvements program.

The plan carries over several actions recommended in the 2016 Master Plan, as well as new actions to reflect the findings and recommendations identified in the updated plan.

Next steps

The City Council is now asked to consider approval of the attached resolution related to the distribution of the Master Plan for Land Use. The statute authorizing and requiring adoption of the amendments to the Master Plan for Land Use [MCL 125.3841 and MCL 125.3843] states that final adoption of the proposed amendments to the plan is to be by the Planning Commission "unless the legislative body by resolution has asserted the right to approve or reject the plan." In the past, such as for the 2008 and 2016 Master Plan for Land Use updates, the City Council made a determination that the Planning Commission was responsible for the final adoption of the proposed plan. If the City Council chooses to be the body responsible for formal approval of the plans, a separate resolution would need to be approved at this time, specifically reserving that authority to the Council.

The attached resolution provides City Council authorization to the Planning Commission to distribute the proposed Plan to adjacent communities and certain

other governmental or public agencies for review and comment. These entities will have 63 days to provide comments. During this same time period additional comments can be received from the public. After receiving and reviewing those comments, the Planning Commission may revise the Plan again before adoption.

RECOMMENDED ACTION: Adoption of a Resolution Authorizing Distribution of the Proposed City of Novi Master Plan for distribution to neighboring communities, Oakland County, railroads, and public utilities for a 63-day review and comment period.

SUGGESTED RESOLUTION
TO DISTRIBUTE
DRAFT 2025 MASTER PLAN FOR LAND USE

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION AUTHORIZING DISTRIBUTION OF PROPOSED CITY OF NOVI 2025 MASTER PLAN FOR LAND USE April 7, 2025

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on April 7, 2025, at 7 o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____and supported by Councilmember _____.

WHEREAS, the City of Novi is engaged in the process of amending its Master Plan for Land Use of the entire City; and

WHEREAS, the City of Novi Planning Commission in conjunction with the Master Plan Steering Committee has prepared a draft of the "2025 Master Plan for Land Use" in accordance with the requirements of MCL 125.3801 et seq; and

WHEREAS, pursuant to MCL125.3841, upon completion of the proposed amendments, the Planning Commission is required to submit the same to the City Council for review and comment, and for approval of distribution of the proposed Page 2 of 2 amendments to adjacent communities and certain other governmental or public agencies for their review and comment, as described in MCL 125.3841; and

WHEREAS, the City Council has reviewed and approves the attached "2025 Master Plan for Land Use" for distribution as required;

NOW THEREFORE, IT IS THEREFORE RESOLVED, pursuant to MCL 125.3841(1), that the Secretary of the City of Novi Planning Commission and all other necessary administrative personnel are hereby notified to cause a copy of the proposed plans to be submitted to those entities and agencies described in MCL 125.3841(2), for review and comment within the time limits set forth in MCL 125.3841(3).

BE IT FURTHER RESOLVED, that pursuant to the foregoing authority, such review and comment is advisory only.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 7th day of April, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

_____
Cortney Hanson, City Clerk
City of Novi

FEBRUARY 26, 2025
PLANNING COMMISSION MEETING MINUTES
EXCERPT

Chair Pehrson invited members of the audience who wished to address the Planning Commission on this topic to come forward. Seeing no one, Chair Pehrson asked if any correspondence had been received. Having received no correspondence Chair Pehrson closed the public hearing and turned the matter over to the Planning Commission.

Member Lynch thanked Mr. Johnson for his work on the plan and inquired where the public can go to see which neighborhood roads will be done in the upcoming year.

Mr. Johnson stated that the City has a list internally of the roads that need to be done. He explained that annually we go out to bid for the cost of concrete and asphalt. When the bid comes back, DPW then determines exactly how many roads can be done. Which roads are being done is brought forward when it goes to Council for the awarding of the bid.

Member Lynch inquired if the information will be available on the website once the bid is awarded by City Council.

Mr. Johnson confirmed it would be on the website and can be found within the minutes from the City Council meeting.

Member Lynch inquired if the Meadowbrook Commons improvements would be completely funded by the rents generated.

Mr. Johnson confirmed that the improvements are fully covered by the rents generated.

Member Becker inquired whether neighborhood roads in need of sewer/water work in addition to the road surface itself are being looked at by DPW in an effort to combine those projects.

Mr. Johnson stated that DPW does combine projects to the extent that they are able to.

Member Dismondy had no comment.

Member Verma inquired whether the 50 million dollars given by the State is given in the first year or given incrementally.

Mr. Johnson replied that 50 million dollars is distributed over a total of six years. He expounded to say that money comes from Novi's share of the gas and weight tax that is collected at the pump. This equates to approximately 65-70 million. He noted that 50 million of the 70 million goes toward construction with the remainder going toward routine maintenance.

Member Roney had no comment.

Member Avdoulos thanked Mr. Johnson for the work that goes into the Capital Improvement Program.

Motion to adopt the six-year 2025-2031 Capital Improvement Program made by Member Avdoulos and seconded by Member Lynch.

VOICE VOTE ON MOTION TO ADOPT THE SIX- YEAR 2025-2031 CAPITAL IMPROVEMENT PROGRAM MOVED BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. *Motion carried 7-0.*

MATTERS FOR CONSIDERATION

1. **2025 DRAFT MASTER PLAN FOR LAND USE**
   Consideration to recommend approval to the City Council to distribute the 2025 Draft Master Plan for Land Use for comment.

DRAFT

City Planner Barabara McBeth stated starting in 2022, The Master Plan Steering Committee has been in the process of drafting, reviewing and updating the Master Plan for Land Use. The Committee consists of 3 members of the Planning Commission and one alternate Commission member who served as needed, one member of the City Council and a number of staff members from various departments. A total of 16 meetings of the committee were held, during which the Committee members discussed and reviewed draft documents, provided feedback and direction, asked questions, and heard comments from the members of the public who were in attendance during the meetings and those who had provided written comments.

Additional public comment was received at two open house events that included opportunities for interaction with members of the committee, and through an online survey of the community. Staff shared components of the draft plan at various City events to seek additional comments. Dedicated spots on the City's Webpage provided links to documents as they were drafted and reviewed by the Committee. A video was prepared by Community Relations to provide highlights of the Master Plan efforts and encouraging public review and comment on the plan.

During this month's Steering Committee meeting, the latest version draft plan was reviewed. The Committee made a motion to forward the Draft Master Plan to the Planning Commission for the next step in the process.

City Planner McBeth stated the Draft Master Plan for Land Use is now ready for consideration by the Planning Commission to make a recommendation to the City Council for approval to distribute the Draft Master Plan to surrounding communities and other public agencies for comment. Once that is done, State law requires a sixty-three-day review period of the draft plan to allow time for public comment on the draft plan. Following the review period, a public hearing will be held to allow for additional community input before the plan is adopted.

The City's Consultant, John Iocoangeli from Beckett and Raeder is here tonight to share a presentation on the draft plan and provide highlights of some of the background of the development of the plan and some key recommendations moving forward. Traffic Engineering Consultant Lia Michaels from Hubble, Roth and Clark is also present this evening.

Mr. Iocoangeli presented the Draft Master Plan in summary to the Planning Commission. Mr. Iocoangeli stated that they were commissioned by the City of Novi about two and a half years ago to update the 2016 Master Plan for Land Use. He thanked the Members of the Planning Commission who were on the Master Plan Steering Committee for their guidance and insight. Additionally, he thanked City Planner Barbara McBeth and Senior Planner Lindsay Bell for providing much of the coordination with both the public and private sector and their intuitional history. Finally, he thanked Elizabeth Saarela and Tom Schultz from the City Attorney's office for their input.

Mr. Iocoangeli gave an overview of the Draft Master Plan process. He stated based on community engagement and the results of the survey they identified some of the guiding principles that the community values. Next, they looked at plan contents and future land use framework. Lastly, an action plan was put together with the administrative staff to identify goals and action strategies that can be accomplished in the next five to ten years.

Mr. Iocoangeli stated one of the main elements of the plan was an analysis of the community characteristics/demographics. He recognized City Planner Barbara McBeth for her role in scheduling interviews with a number of the major real estate developers in the City to get an idea of real estate trends, shifts in the market, potential projects, and areas that they thought the Master Plan should address.

Next, Mr. Iocoangeli's team looked at economic development and utilized a model which analyzed the areas within Oakland County that are emerging in growth industries and ones that are declining in employment and economic output.

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Additionally, in partnership with Hubbel, Roth, and Clark the team looked at the transportation framework and forecasted future development improvements based on planned growth within the community and the immediate region.

Mr. Iocoangeli stated that they have been working primarily on steps one, two, and three of the Master Plan process. Step four of the process is Planning Commission's request to the City Council to distribute the plan to external agencies and surrounding communities for their review and comment. This includes the sixty-three-day review period by State statute. Once, review period is complete the comments will be looked at and another Steering Committee meeting may be held to review the comments and make any adjustments to the plan before it comes back to the Planning Commission for the public hearing and at some point, final adoption of the plan itself.

Mr. Iacoangeli summarized the community engagement strategy as consisting of three parts. First, a community survey was distributed in 2022. The survey received 842 responses and formed the foundation for community expectations and priorities. Second, two open houses were held on February 25, 2023, and March 2, 2023. Additionally, an educational video ran online outlining the Master Plan process and what the benefit is to a community for having an actionable Future Land Use Plan.

Mr. Iacoangeli stated that some of the guiding principles that came out of the process are that the community would like to build on its assets. Based on the input received, people enjoy living in Novi and there are many people that desire to live in Novi. Moreover, people place a high value on the natural environment and recreational facilities. The community also sees that some of the commercial areas will likely go through a transformation based on how people are shopping increasingly with e-commerce as opposed to brick-and-mortar stores. The community is striving to connect its neighborhoods and activity centers through a non-motorized system. This non-motorized system was adopted by the City last year as part of the Active Mobility Plan which was done concurrently with the Future Land Use Plan presented.

The plan's chapters include an introduction, demographics, natural features and resiliency, housing, market analysis, economic conditions, transportation framework, connectivity, neighborhood density, future land use, and an action plan. Mr. Iacoangeli stated as they went through the process each of the chapters was brought before and vetted by the Steering Committee as well as administrative staff. As the plan was drafted the team had constant input from both the committee and staff.

Mr. Iacoangeli stated in terms of community demographics the City is growing at a rate that has exceeded some of the projections based on County and regional forecasts. Novi's median age is 39.2, which is roughly the same as the State median. The community is becoming more diverse; this is one of the key factors that people enjoy about living in the community. The average household size has increased slightly. Families are choosing to move into the Novi community primarily because Novi Public Schools is one of the top-rated school systems in the State. The median household income has changed slightly but is still higher than the State average income.

Next, Mr. Iacoangeli discussed the natural features of Novi. He noted that in Novi there have been seven flood advisories at the time the data was looked at in 2021. This is starting to exceed the ten-year averages. In addition, an analysis on heat islands was completed. According to July 2021 data, there is a temperature swing within the community. This swing can result in fluctuations of up to thirty degrees in the summer based on where you are located. In the core area, where there are numerous parking lots around malls and shopping centers, the temperature is warmer than in residential areas. Additionally, tree cover was mapped as part of the natural feature analysis.

Mr. Iacoangeli stated in regard to housing the City does keep very accurate data both for single family and the rental market housing. A priority from residents, which was determined from the survey, is that residents would like to age in place. It was noted residents who moved into the area twenty years ago would like to sell their larger home and move into something smaller. These residents are hoping those type of housing units will be available so they can stay within the community. Additionally, people have a high degree of desire to have connectivity within their neighborhoods in terms of trails and walking

paths.

In terms of market analysis, Mr. Iacoangeli stated they looked at four areas including residential, retail, office, and industrial. He noted each one of the markets is doing well. The initial analysis in 2022 looked at 2021 data as we were coming out of the pandemic. At this time, the vacancies were higher, and rental rates were lower. There was concern about vacancies in the industrial areas. However, the new data that was looked at three months ago showed each one of the sectors has increased and stabilized and many of them are very healthy within the City.

Mr. Iacoangeli touched on the economic conditions and stated that 65% of Novi workers work in manufacturing, professional, and educational services, and 8% work at Accension Providence Hospital and Novi Community Schools. He noted there are people who live and work within the community. He noted that a fair number of people commute outside of the community, as well as a fair number of people that commute into the city. During the day, the City's population increases due to the number of employees that commute into the community. This was considered when analyzing the traffic system. Mr. Iacoangeli then turned it over to Lia Michaels from Hubbel, Roth, and Clark.

Ms. Michaels discussed the transportation framework and stated that the goals were to improve connectivity, reduce congestion, improve safety, and provide overall network management to compliment the Master Plan for Land Use as it was being developed. This area built on previous plans that the City has accomplished over the years. Ms. Michaels stated the evaluation of the transportation network looked at the existing conditions of the roadways as they stand today, overall operations, as well as safety. When the study began, existing traffic data from 2022 was looked at and from there they projected into the next 10 years up to 2032.

Ms. Michaels stated they looked at existing conditions starting with existing throughfare classifications. She noted there is a wide range of different types of roads within the community. The operational evaluation was looked at using a volume to capacity ratio to measure the level of congestion that is on the roadways at any given time. This volume to capacity ratio takes into consideration the existing volume of traffic that is using the roadways and compares it to the overall capacity that is available on the roadways. The capacity is the maximum amount of traffic that can be accommodated based on existing lane configurations. There are several maps in the Master Plan that show what the existing volume to capacity ratio is ranging from zero, which indicates lesser demand on the road, to one and over one which indicates roads that have more demand than the existing roadway configuration can handle.

Ms. Michaels noted they looked at SEMCOG's model which takes into consideration all southeastern Michigan. She stated they updated the model based on planned improvements that the City has undergone or is undergoing; to see how the volume to capacity ratios throughout the network can be adjusted. Ms. Michaels explained that from there they proposed potential future capacity improvements that could be considered in the next ten years and showed how those improvements could allow for more volume on the roadways.

Finally, Ms. Michaels summarized the safety evaluation. She stated the goal of the safety evaluation was to prevent crashes, serious injuries, and fatalities on the roadways within the City. Hubbel, Roth, and Clark looked at five years of data, starting in 2016-2021. She noted that 2020 was removed when looking at the data due to traffic patterns being a lot different that year due to the covid-19 pandemic. The various segments and intersections were analyzed separately to see what stood out as far as hot spots or locations that had more crashes than others. From this data, site specific safety improvements were developed using proven countermeasures that are used across the State. This helps the City identify future projects that can help improve safety on the roadways.

Next, Mr. Iacoangeli stated that as part of the study they looked at connectivity. In looking at connectivity, they aimed to determine what the level of connection is between the various neighborhoods and activity centers. A method of looking at segments and nodes along with a modeling system was utilized. This modeling system determined that 62% of neighborhoods have a reasonable connectivity index. It was noted where connectivity could be improved is at mile roads where there is a large distance for pedestrians to cross. Internally in the neighborhoods, the connectivity is very good and will continue to improve based on the Active Mobility Study.

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Additionally, Mr. Iacoangeli spoke on neighborhood density. He stated that currently the City's highest density is 30 dwelling units per acre. It was noted that a target threshold of 40 dwelling units per acre was being looked at in the plan, this is referred to as walkable density. This is a concept used in mixed use development projects where urban planners have determined when the density approaches 40 dwelling units per acre the walking population within the development is sufficient to support much of the smaller retail within those developments. The land use framework for the City encourages the transformation of current retail centers into mixed use developments.

At the outset of the Master Plan process the City sponsored a tour to the Nickel Plate District in Fishers, Indiana as well as visit to the mixed-use development in Carmel, Indiana. Both trips looked at how these locations reinvented areas within their community to have walkable mixed-use developments that are a combination of higher density apartments, retail, and recreation. These examples were used as case studies to look at what can happen over the next 10-15 years to facilities such as 12 Oaks Mall and Main Street Town Center, as these retail spaces start morphing into different uses. These were important case studies that the Steering Committee was apprised of that their sessions.

Mr. Iacoangeli stated that the framework plan was reduced from twenty-two land use categories to seventeen categories. He expounded to say the categories of educational facilities, city owned facilities, and utility stations were aggregated into what was called public/public quasi land use. This gave a better idea of where larger land use groups are located. Mr. Iacoangeli expressed they are proposing, as part of the zoning plan, an amendment to include a planned unit development overlay option to achieve some of the mixed use we are envisioning.

The future land use map details the major categories and subcategories. He noted the map went through many iterations. Additionally, once the existing land uses were mapped a taxable valuation map/square foot was created. A three-dimensional model was created which showed the highest valuations per square foot are in the residential areas. It shows that some of the larger commercial developments due to acreage in parking lots are not generating as high of taxable valuations.

Mr. Iacoangeli explained that each land use has its own page which outlines its purpose, the regulated uses, residential vs. nonresidential, and what the built form would be. The categories include single family, multiple family, manufactured home, public park, public/quasi-public, private park, office service commercial, neighborhood commercial, community commercial, community office, suburban low rise, light industrial/office, general industrial, commercial mixed-use, town center mixed-use, general mixed-use, and office/service/technology mixed-use. Following these categories are the overlay districts. These are primarily located within the city's core on either side of I 96.

Mr. Iacoangeli stated a zoning plan was prepared per State statute, which serves as the bridge between the future land use map and what changes need to be made in the ordinance. He noted fundamentally there are very few changes that need to be made in the ordinance. The only change that came out of this process is that if the Planning Commission and the community would like to implement the Planned Unit Development Overlay option, an ordinance would be added to the zoning code. This would be an option for developers much like the Planned Rezoning Overlay process, which is a development agreement between the developer and the City. We believe it incorporates more innovation and creativity and gives more flexibility as a development option.

Finally, Mr. Iacoangeli summarized the action plan as consisting of thirty actionable items, which are categorized into five goals. The goals include quality/variety of housing, community identity, environmental stewardship, infrastructure, and economic development. Actionable items are listed under each goal along with an indication of who the responsible party is. The goals which are highlighted are the goals that the City administration felt needed to be transferred over from the 2016 plan because they were still valuable. There is an integration between the 2016 plan and the 2025 plan. In the action plan goals, we wanted to make sure that the goals were measurable and actionable.

Member Lynch stated they did a great job and thanked everyone who participated. Member Lynch inquired about the traffic on Beck Road, he asked how we get to a point where we go from roadways showing yellow to roadways that are green over the next 10 years.

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Lia Michaels stated that it can be achieved by adding capacity and additional through lanes to the roads, which would grant additional space for the traffic.

Member Lynch stated as part of the Capital Improvement Program we should start looking at the Beck Road corridor. Secondly, regarding the Grand River area and City West, Member Lynch inquired how we are addressing the traffic and if there were any recommendations that would improve the throughput, as well as slowing down the traffic in that area.

Ms. Michaels stated they discussed walkability and creating situations where people can walk to alleviate traffic.

Mr. Iacoangeli stated the City does have a Corridor Improvement Authority. The Corridor Improvement Authority commissioned a plan for Grand River that included recommendations for traffic calming in that area. He stated something to look at regarding what is happening in the marketplace today, is that over time trips may decrease to a degree due to delivery services such as Kroger, Walmart, and Meijer. When these services are utilized, a single vehicle delivers to multiple households, reducing cars on the road. Mr. Iacoangeli expressed he wanted to make the Planning Commission aware of the technologies that are coming out and the changes in how the service industry is serving customers. These changes will result in a decline in vehicle movements due to grocery delivery.

Member Becker inquired if by reducing the number of future land use categories from twenty-two to seventeen existing landowners would be surprised by a change in zoning.

Mr. Iacoangeli stated that those kinds of changes were not made.

Member Becker inquired if there is an analysis available on how much currently undeveloped land is dedicated to residential usage of any size.

Mr. Iacoangeli stated that the City is around 96% developed. He noted that the community is at a stage where it is going to be a redevelopment community. This redevelopment will not necessarily happen in the residential sector, it will occur in the commercial sector. Where the conversion happens is that the commercial acreage may decline in terms of square footage but in place of that there will be the mixed-use component where you have added housing, but the housing product will be different than the traditional single-family housing. Mr. Iacoangeli stated based on the survey that people are looking for different types of housing that have a smaller footprint.

Member Becker noted there is a demographic that imagines no high rises and high density. He noted in a lot of ways that doesn't make sense anymore.

Mr. Iacoangeli stated that the population between twenty-five and forty and the population between sixty and seventy-five are looking for the same type of housing. They desire a smaller footprint, accessibility, and areas with access to education, health, cultural, and entertainment. When you build mixed use developments there is a mixture of age groups who desire to live in those developments.

Member Dismondy stated he was on the Committee for the last two and a half years. He stated it was very interesting to see how the City has evolved and looks forward to the future. He noted the forward thinking and creative ideas which will help developers effectuate the demand in the coming years.

Member Verma inquired if the team had considered the traffic around temples and churches.

Lia Michaels stated the traffic was looked at wholistically for the entire City. The model itself takes into consideration the current average traffic throughout the network.

Member Roney stated he was an alternate on the committee and was very impressed with the work that was put into it. He noted this plan was looked at over several years and he was happy to be a part of it.

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Member Avdoulos thanked Mr. Iacoangeli, Barbara McBeth, and Lindsay Bell for their guidance. He stated it has been nice to see the well-planned and controlled growth of the City. He stated he personally believes this is the best Master Plan yet. He noted there is a lot of forward thinking in the plan. He stated he enjoyed the process and the community engagement.

Motion to recommend approval to the City Council to distribute the 2025 Draft Master Plan for Land Use to surrounding communities and other public agencies for comment made by Member Avdoulos and seconded by Member Lynch.

VOICE VOTE ON MOTION TO RECOMMEND APPROVAL TO THE CITY COUNCIL TO DISTRIBUTE THE 2025 DRAFT MASTER PLAN FOR LAND USE TO SURROUNDING COMMUNITIES AND OTHER PUBLIC AGENCIES FOR COMMENT MOVED BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. *Motion carried 7-0.*

2. APPROVAL OF THE FEBRUARY 12, 2025 PLANNING COMMISSION MINUTES

Motion to approve the February 12, 2025 Planning Commission Minutes made by Member Lynch and seconded by Member Avdoulos.

VOICE VOTE ON APPROVAL OF THE FEBRUARY 12, 2025 PLANNING COMMISION MINUTES MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER AVDOULOS. *Motion carried 7-0.*

CONSENT AGENDA REMOVALS FOR COMMISSION ACTION

There were no consent agenda items.

SUPPLEMENTAL ISSUES/TRAINING UPDATES

City Planner Barbara McBeth stated at the last meeting we spoke about Michigan Association of Planning training opportunities and said if anyone would like to take advantage of those opportunities, please give us a call and we would be happy to get that set up.

AUDIENCE PARTICIPATION

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

ADJOURNMENT

Motion to adjourn the meeting made by Member Lynch and all those in favor said aye.

Meeting adjourned at 8:01pm

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2025 MASTER PLAN FOR LAND USE

CITY OF NOVI
Master Plan

City Council

April 7, 2025

Plan Introduction

Presentation Overview

- Master Planning Process
- Community Engagement Highlights
- Guiding Principles
- Plan Contents & Chapter Highlights
- Future Land Use Framework
- Action Plan
- Questions

Planning Process

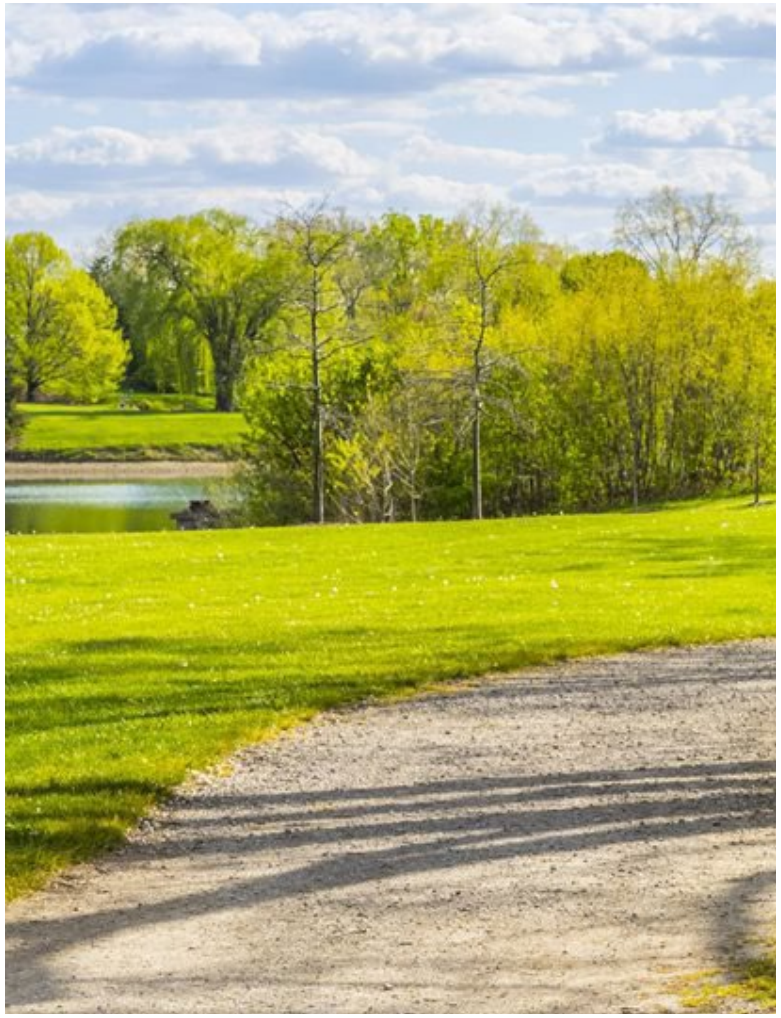
The Master Plan for Land Use update began in 2022 and consisted of two primary components:

1. An analysis of characteristics, such as demographics, natural features, the real estate market, economic development, and land use.
2. The second component focused on the existing and forecasted future transportation network.

A steering committee composed of City Council, Planning Commission, and administrative staff representatives was established to provide local insight throughout the planning process.

Master Planning Process

1. Kick Off
2. Plan Development (Content Draft + Community Engagement)
3. Full Compiled Draft (Steering Committee Review)
4. Planning Commission Requests & Recommends Distribution
5. City Council Authorizes Plan for Distribution
6. 63-Day Review Period (Public Review + Comment)
7. Planning Commission Holds Public Hearing
8. Planning Commission Adopts Plan



Community Engagement Strategy

- Community Survey
  - Distributed in 2022, received 842 responses.
- Open Houses
  - Held on February 25, 2023, and March 2, 2023.
  - Invited comment on the status of the plan and land use preferences for several redevelopment sites.
  - Presented an educational video to explain the master plan process and its impact on future land use decision-making.
- Plan Approval
  - 63-day review will allow for public comment on the completed draft.
  - A public hearing will be held at the review period's conclusion, allowing further community input.

Chapters

Plan Contents

- Community Demographics
- Natural Features & Resiliency
- Housing
- Market Analysis
- Economic Conditions
- Transportation Framework
  (Completed by Hubbell Roth & Clark)
- Connectivity
- Neighborhood Density
- Future Land Use
- Action Plan

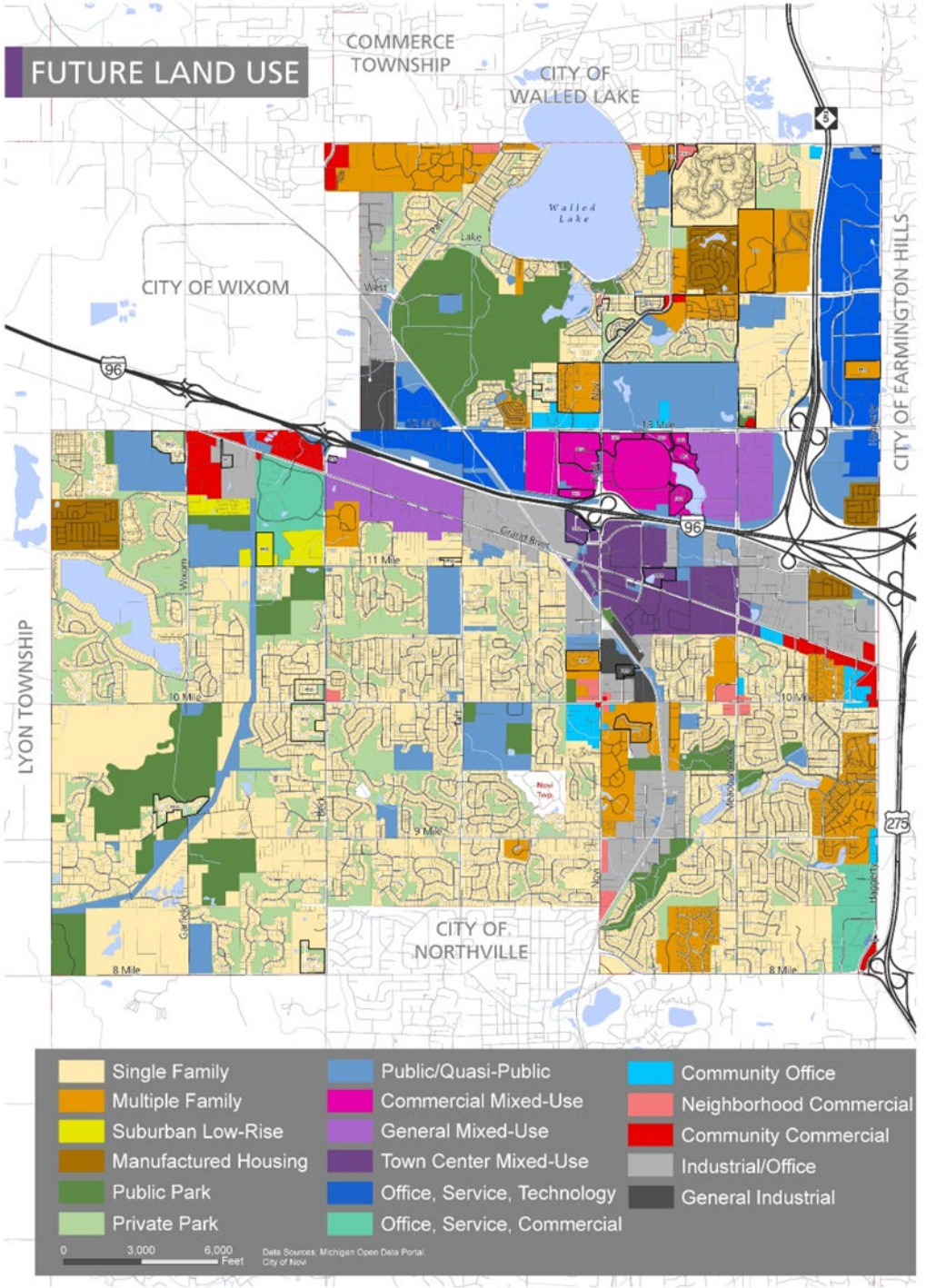
Future Land Use Framework

Future Land Use

- Future land use categories were reduced from 22 categories to 17, with an emphasis on mixed-use districts.
- The mixed-use categories are proposed in response to market trends that favor a variety of uses, walkability, less surface parking, greater building massing, and higher densities.
- An amendment is proposed to include a Planned Unit Development Overlay option.

Future Land Use Map

- Residential
  - Single Family
  - Multiple Family
  - Suburban Low Rise
  - Manufactured Housing
- Commercial
  - Commercial Mixed-Use
  - General Mixed-Use
  - Town Center Mixed-Use
  - Neighborhood Commercial
  - Community Commercial
- Recreation
  - Public Park
  - Private Park
- Office
  - Office, Service, Technology
  - Office, Service, Commercial
  - Community Office
- Industrial
  - Industrial/Office
  - General Industrial
- Other
  - Public/Quasi Public



Single Family

SINGLE FAMILY		
Purpose	The Single Family land use category reflects existing and future areas that accommodate single family detached, single family attached, and two-family residential properties. Densities are relatively low.	
Regulated Uses	**Non-Residential** » Group day care homes » Family day care homes » Golf Courses » Private noncommercial recreation areas » Home Occupations	**Residential** » Single Family (detached and attached) » Two Family (attached) » Accessory Dwelling Units (ADU's)
Built Form	Primarily individual detached dwellings ranging in lot size from 7,500 square feet to 1 acre. Typically arranged in planned developments with access to a local collector or arterial streets. Interior streets have reasonable widths which promote slower traffic speeds with parallel sidewalks. In some instances, adjacent developments are connected to larger residential neighborhoods.	

Multiple Family

MULTIPLE FAMILY		
Purpose	The Multiple Family land use category provides opportunities for mid- to high-density residential developments mainly consisting of low-rise and high-rise apartments. These developments are typically located near office and commercial districts along major arterials and function as a transition between single family residential districts and commercial areas.	
Regulated Uses	**Non-Residential** » Convalescent homes » Hospice Centers » Child and Family Care Facilities » Independent and Congregate Care Facilities » Home Occupations	**Residential** » Multiple-family dwellings » Single Family » Two Family
Built Form	Residential developments that exceed single family residential densities. Multiple-family developments can range in size between 2-stories to 5-stories depending on the zoning district. Developments include on-site parking and some outdoor amenities.	

Manufactured Home

MANUFACTURED HOME		
Purpose	This land use is designated for housing within a manufactured housing community, created according to the regulations in the Manufactured Home Commission Act. Housing in these areas is manufactured in a factory, brought to the site, and in most cases placed on property leased from a park operator.	
Regulated Uses	**Non-Residential** » Farms and Greenhouses » Cemeteries	**Residential** » Single Family » Mobile Homes » Manufactured Housing Units » Mobile Home Condominium
Built Form	Mobile homes and manufactured housing are typically located in planned parks. These parks usually include private roads and project amenities including, but not limited to community rooms, health facilities, pool, and outdoor playgrounds. These projects are usually under one ownership and managed by a property management firm.	

Public Park

PUBLIC PARK		
Purpose	The Public Park land use category designates properties that are under the ownership of the City of Novi and used for park and recreation facilities and activities, open space, and preservation of natural and sensitive landscapes.	
Regulated Uses	**Non-Residential** » Parks » Recreation Activities (Indoor and Outdoor) » Open Spaces » Natural and Sensitive Areas » Nonmotorized facilities	**Residential** » None
Built Form	Depending on the specific park, the character can range from active outdoor recreation (Bosco Fields), natural areas (Rotary Park), to nonmotorized trails (Lakeshore Park).	

Public/Quasi Public

PUBLIC/QUASI PUBLIC		
Purpose	The Public/Quasi Public land use category includes non-park facilities and properties under the ownership of public municipalities, non-profits, utility companies, public and private schools, and religious institutions.	
Regulated Uses	**Non-Residential** » Government Offices » Schools (Public, Charter, and Parochial) » Essential Services » Utility Substations and Support Facilities » Cemeteries » Infrastructure Support Buildings and Yards	**Residential** » None
Built Form	Public and Quasi Public facilities represent a broad spectrum of land and building types. For example, Novi City Hall is a large governmental building accessible to the public for business, legislative, and cultural uses. Likewise, public and private cemeteries are characterized by their low scale and open spaces. Utility companies that provide water, sewer, gas, electric, and broadband facilities have both subsurface facilities, and above ground facilities, such as, towers, utilities buildings, substations, and accessory uses.	

Private Park

PRIVATE PARK		
Purpose	The Private Park land use category designates land within residential subdivisions and housing developments that provide private open space and/or recreational amenities to their residents. The properties are maintained and operated by the homeowner association (HOA) or property management group and add to the overall open space of the community.	
Regulated Uses	**Non-Residential** » Park and Open Space » Recreation Facilities	**Residential** » None
Built Form	Open space within a residential subdivision housing development. Some of these areas include forested areas, wetlands, and ponds that are used for stormwater management.	

Office Service Commercial

OFFICE SERVICE COMMERCIAL		
Purpose	The Office Service Commercial (OSC) land use category, is designed and intended to accommodate a large office building or a planned complex of office buildings with related commercial retail and service establishments which may serve the area beyond the confines of the office complex itself.	
Regulated Uses	**Non-Residential** » Professional Office Buildings » Medical office, including laboratories and clinics » Financial Institutions » Personal Service Institutions » Places of Worship » Restaurants (sit down) » Amusement and Entertainment Use	**Residential** » None
Built Form	Office buildings of greater height and more intense land use activity in an otherwise low-density community. Because of the greater building height, intensity of land use, and associated higher volumes of vehicular and pedestrian traffic, it is further intended that this district be located only in proximity to areas of major commercial or civic development and have direct access to freeway or major thoroughfares.	

Neighborhood Commercial

NEIGHBORHOOD COMMERCIAL		
Purpose	The neighborhood commercial land use category focuses on providing a handful of retail and service businesses that serve adjacent neighborhoods.	
Regulated Uses	**Non-Residential** » Retail businesses » Professional and Service Businesses » Instructional Centers » Coffee Shop/Bakeries » Restaurants (Sit-Down)	**Residential** » None
Built Form	Small-scale buildings that are typically compatible with the adjacent neighborhoods where they are located. Businesses serve both pedestrian and vehicular customers. Building scale is usually limited to 1-story, however, on occasion there may be a 2-story building. Parking is typically off-street, however, in certain circumstances where on-street parking is available that should be encouraged.	

Community Commercial

COMMUNITY COMMERCIAL		
Purpose	The community commercial land use category is designed to cater to the needs of a larger consumer population, and is generally characterized by an integrated or planned cluster of establishments served by a common parking area, generating greater volumes of vehicular and pedestrian traffic, and located at the intersection of two thoroughfares (Major Arterial or Minor Arterial).	
Regulated Uses	**Non-Residential** » Retail businesses » Professional and Service Businesses » Restaurants/ Microbreweries » Personal Service-related Businesses » Medical Offices » Hotels and Motels » Car Dealership » Fueling Station, Oil Change, Car Wash	**Residential** » None
Built Form	Buildings may be grouped into shopping centers with centralized parking lots, or the business can be developed on a single parcel. Primarily vehicular-oriented, these uses are typically located along streets with high traffic counts, such as major arterials. Building height is typically 1-story with some architectural fenestration that make the buildings look taller.	

Community Office

COMMUNITY OFFICE		
Purpose	The community office category is to cater to small office buildings that are occupied by a variety of tenants, such as accountants, attorneys, physicians, dentists, and insurance agents. This type of land use is located along major thoroughfares and in some instances they abut residential areas. Example locations include 12 Mile Road west of Novi Road, Novi Road near 10 Mile Road, and along Haggerty Road near 9 Mile Road.	
Regulated Uses	**Non-Residential** » Professional and Service Businesses » Personal Businesses » Places of Worship » Financial Institutions	**Residential** » None
Built Form	Multi-tenant buildings located on a separate parcel with access to a major thoroughfare. Low scale (1-3 stories) with off-street landscaped parking lots. Typically adjacent to a commercial zoning district.	

Suburban Low Rise

SUBURBAN LOW RISE		
Purpose	The suburban low rise land use category is a transitional land use utilizing low scale commercial and offices mixed with residential land use to buffer more traditional adjacent residential districts.	
Regulated Uses	Non-Residential » Retail Businesses » Professional and Service Businesses » Schools	Residential » Single Family Attached » Multiple Family
Built Form	Buildings can be located on a campus-like setting and are between 1 to 3 stories in height. Examples include the Everbrook Academy of Novi, Rose Senior Living at Providence Park, and the Villas at Stonebrook.	

Light Industrial/Office

LIGHT INDUSTRIAL/OFFICE		
Purpose	This Industrial land use category designates property that is, or will be, used for research or light industrial uses including warehousing and wholesale activities. Industrial activities, such as processing, packaging, assembly, or treatment of finished or semi-finished products are found within this category.	
Regulated Uses	**Non-Residential** » Research and Development » Warehousing and Wholesale Establishments » Manufacturing » Laboratories » Data and Information Processing Centers » Medical Offices	**Residential** » None
Built Form	Buildings are typically single-site developments with support facilities, such as loading and unloading areas and docks. Often located along the CSX Rail corridor with access to major arterials and the Interstate. Buildings vary in size with maximum heights regulated to 40 feet.	

General Industrial

GENERAL INDUSTRIAL		
Purpose	This Industrial land use category designates property that is used for manufacturing, assembly, and fabrication operations. These facilities are normally not located near or adjacent to residential properties due to the noise, odors, hours of operation, and truck traffic.	
Regulated Uses	**Non-Residential** » Outdoor Storage » Junkyards » Lumber and Planing Mills » Manufacturing Operations » Metal Plating, Buffing and Polishing » Self-Storage Facilities » Central Dry Cleaning Plants » Tool & Die Plants » Concrete Facilities	**Residential** » None
Built Form	Sites and buildings tend to be large. Normally located near major arterials or rail lines.	

Commercial Mixed-Use

COMMERCIAL MIXED USE (CMX)		
Purpose	The CMX land use category allows for a combination of commercial, office, lodging, and residential within an integrated development. Parks, plazas, and pedestrian areas are encouraged to provide a high degree of connectivity between uses. These areas would be primarily commercial/retail in nature with ancillary uses that create opportunities for shopping, dining, living, and playing. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Retail; General, Regional and National » Restaurants; Dine-in with Outdoor Seating » Professional Offices & Hotels » Open Space and Plazas » Parking Structures	**Residential** » Upper Story Apartments and Lofts » Attached Single Family » Multiple Family
Built Form	Dense, pedestrian-dependent, mixed use development accessible from an Interstate or major thoroughfare. Preference to utilize land for buildings instead of surface parking lots. Allowance for higher buildings with a limitation of 6-8 stories. Outdoor retail and dining connected with plazas and outdoor gathering spaces. On-street and deck parking facilities.	

Town Center Mixed-Use

TOWN CENTER MIXED USE (TC)		
Purpose	The Town Center Mixed Use category is designed and intended to promote the development of a pedestrian oriented, neighborhood-scaled, commercial service district in which a variety of retail, commercial, office, civic, residential uses, and open space are permitted. Based on existing development patterns, pedestrian circulation is internal within the respective properties. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Retail; General » Restaurants; Dine-in with Outdoor Seating » Professional Offices & Hotels » Public and Quasi Public » Parks, Plazas and Open Space	**Residential** » Upper Story Apartments and Lofts » Attached Single Family » Multiple Family
Built Form	Retail, workplace, and civic activities mixed with attached housing types such as lofts and apartments all developed at a community scale. Commercial and office uses are allowed on the first floor and upper stories of the structure. Designed to increase walkability and create an intimate urban space where pedestrian traffic is favorable to vehicular traffic. Traditional building materials with a building height of 1-story to 3 stories.	

General Mixed-Use

GENERAL MIXED USE (GMX)		
Purpose	The GMX land use category provides the highest flexibility of the categories. It recognizes that certain properties will be developed based on prevailing market trends utilizing a site-specific master plan to guide development, reserving certain portions of the subject property for different land use typologies. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Retail; General » Exhibition and Conference Facilities » Research and Development » Scientific and Technical Services » Healthcare Facilities » Professional Offices » Restaurants » Open Space and Plazas	**Residential** » Attached Single Family » Multiple Family » Upper Story Apartments and Lofts
Built Form	Unique properties that may have environmental limitations (wetlands, brownfields, etc.) Development is focused on maximizing the site while creating a unique and integrated development. Pedestrian walkability and connectivity would be desirable. Building height could vary between 2 to 5 stories.	

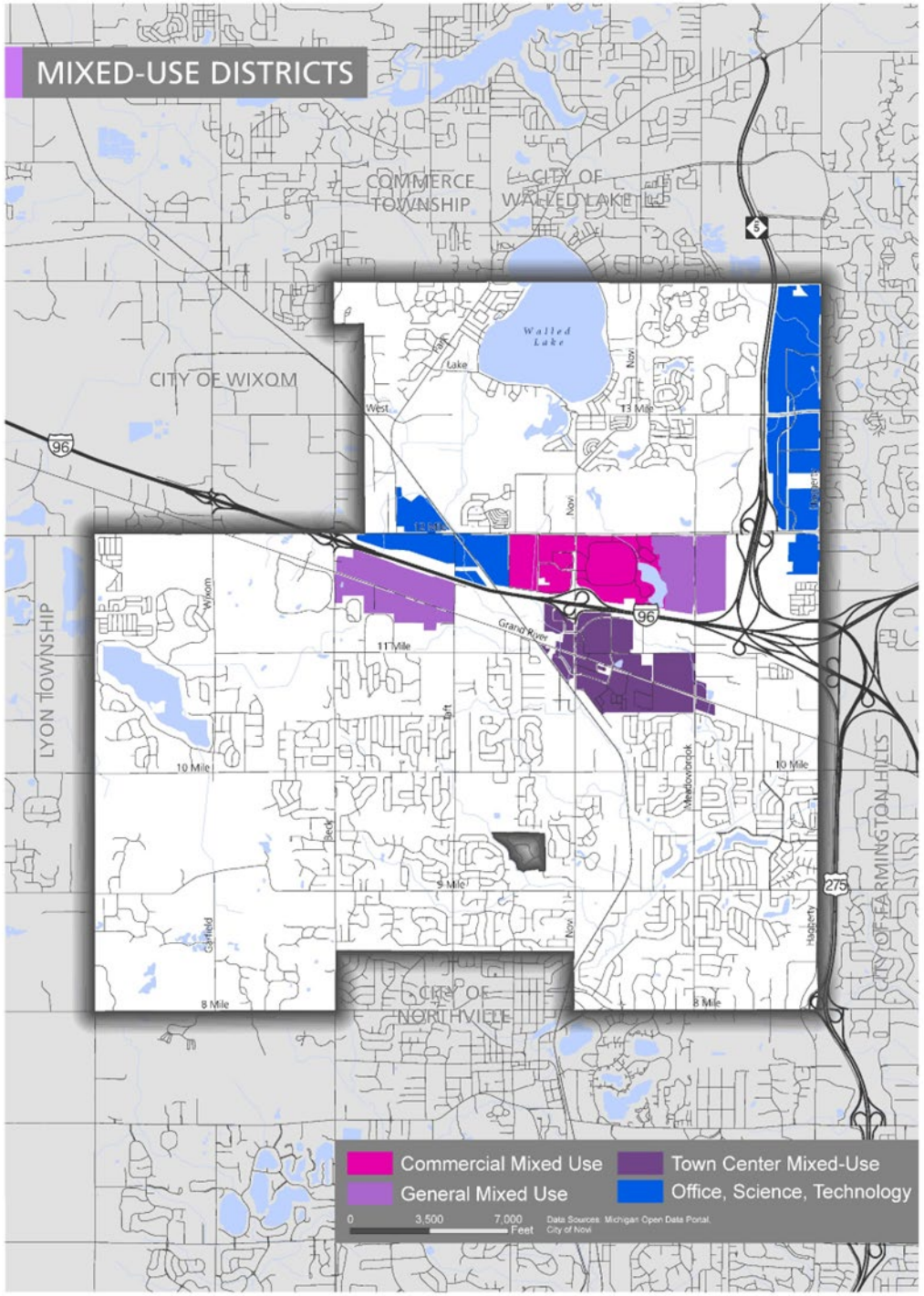
Office, Service, Technology Mixed-Use

OFFICE, SERVICE, TECHNOLOGY MIXED USE (OST)		
Purpose	The OST land use classification positions the City to accommodate existing office, research and development enterprises, and forecasted growth and emerging market sectors. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Professional Offices » Research and Development » Scientific and Technical Services » Healthcare » Information Technology » Automotive-related Research » Light Industrial Without Assembly » E-commerce Distribution » Pharmaceutical Research	**Residential** » None (including with PUD Optional Development Tool)
Built Form	Primarily office environments dedicated to research, development, and technology businesses. Low-rise to mid-rise buildings typically established in a campus-like setting with outdoor spaces and walkways. Building heights 1-story to 3 stories.	

Overlay Districts

The following Future Land Use categories are proposed as overlay districts:

- Commercial Mixed-Use
- General Mixed-Use
- Town Center Mixed-Use
- Office, Service, Technology



Zoning & Action Plan

Zoning Plan

- Maintain present Zoning Districts
- Allow for a Planned Unit Development Overlay Option for the Mixed-Use Districts

Future Land Use Category	Applicable Zoning District(s)	Description of Revisions
Single Family	R-A: Residential Acreage R-1: One-Family Residential R-2: One-Family Residential R-3:One-Family Residential R-4: One-Family Residential RT: Two-Family Residential	Possible inclusion of Accessory Dwelling Units (ADU's)
Multiple Family	RM-1: Low Density, Low-Rise RM-2: High Density, Mid-Rise	No revisions
Manufacture Home	MH: Mobile Home Park	No revisions
Public Park	Most Zoning Districts	No revisions
Public/Quasi Public	Most Zoning Districts	No revisions
Private Park	R-A: Residential Acreage R-1: One-Family Residential R-2 One-Family Residential R-3 One-Family Residential R-4: One-Family Residential RT: Two-Family Residential RM-1: Low Density, Low-Rise RM-2: High Density, Mid-Rise	No revisions
Office Service Commercial	OSC: Office Service Commercial	No revisions
Neighborhood Commercial	B-1: Local Business	No revisions
Community Commercial	B-2: Community Business	No revisions
General Business	B-3: General Business	No revisions
Community Office	OS-1: Office Service	No revisions
Suburban Low Rise	PSLR: Planned Suburban Low Rise	No revisions
Industrial Light	I-1: Light Industrial	No revisions
Industrial Heavy	I-2: General Industrial	No revisions
Commercial Mixed Use	RC: Regional Center C: Conference RM-1: Low Density; Low Rise PD-1: Planned Development PD-2: Planned Development	Amendment to include a Planned Unit Development Overlay Option
General Mixed-Use	OST: Office Service Technology EXO: Exposition Overlay I-1: Light Industrial B-3: General Business RA: Residential Acreage OS-1: Office Service FSL: Freeway Service City West	
Town Center Mixed-Use	TC: Town Center TC-1: Town Center-1 OSC: Office Service Commercial B-3: General Business NCC: Non-Center Commercial GE: Gateway East RM-1: Low Density, Low Rise RM-2: High Density, Mid Rise P-1: Vehicular Parking	
Office, Service, Technology Mixed-Use	OST: Office, Service, Technology I-1: Light Industrial B-3: General Business RM-2: High Density, Mid Rise MH: Mobile Home Park	

Action Plan

GOALS	THEME	NUMBER OF ACTIONS
A	Quality and Variety of Housing	8
B	Community Identity	4
C	Environmental Stewardship	6
D	Infrastructure	7
E	Economic Development	6
		30

GOALS are Actionable and Measurable

Action Plan

GOAL A	Quality and variety of housing. The City of Novi is known for its high-quality residential neighborhoods. It should strive to ensure the availability of a wide range of attractive housing choices protected from noise, traffic, and other impacts of non-residential development. Encourage the development of neighborhood open space and neighborhood commercial goods and services to minimize motorized travel.	
A1	Continue to rezone properties in the southwest quadrant for low-density development consistent with the recommended density on the Future Land Map to protect natural features and open space.	Planning Commission City Council
A2	Implement a general Planned Unit Development (PUD) land development option that encourages a variety of "missing middle" housing typologies in the same development site and mixed-use developments.	Planning Commission City Council
A3	Continue to invest federal Community Development Block Grant (CDBG) funds in target neighborhoods for housing rehabilitation.	Community Development
A4	Evaluate the zoning ordinance for small lot housing development around Walled Lake to reduce nonconformities and allow for context-sensitive design.	Planning Commission
A5	Amend the zoning ordinance to encourage "age-in-place" housing types, considering experts' recommendations, to include affordable options such as low-maintenance detached single-family homes, attached single-family homes, and townhouses.	Planning Commission City Council
A6	Explore opportunities to increase housing density in the proposed mixed-use planned unit development area to create "walkable density" environments.	Planning Commission City Council
A7	Continue to coordinate planning efforts with the Parks & Recreation Department to ensure convenient non-motorized access to neighborhood parks and natural areas.	Planning Staff
A8	Consider ordinance changes to permit attached accessory dwelling units in limited, appropriate areas with appropriate restrictions.	Planning Commission City Council

GOAL B	Community identity. The City's identity is largely based on its high-quality residential neighborhoods and schools, destination retail and convention space, and its parks. The City should supplement that identity by enhancing the preservation of its historic resources and expanding its cultural opportunities. New development of land should continue to be of high-quality design and materials.	
B1	Encourage the use of high quality right-of-way plantings, site landscaping, and building materials to enhance the appearance of the community.	Planning Commission
B2	As development and redevelopment occur, incentivize the use of LEED-certified buildings, water resources, and energy-efficient best practices, and green infrastructure techniques through zoning and permit bonuses.	Planning Commission City Council
B3	Encourage the Corridor Improvement Authority (CIA) to work in collaboration with the Planning Commission to improve the design standards and character of Grand River Avenue.	Corridor Improvement Authority (CIA)
B4	Evaluate the Zoning Ordinance landscaping requirements to ensure that large parking lots increase the percentage of plantings to reduce heat island effects, especially in areas noted on the Surface Temperature map.	Planning Commission

Action Plan

GOAL C	**Environmental stewardship.** The City of Novi is significantly enhanced by the preservation of natural resources in both residential and non-residential areas. Maintain public and private stewardship of the natural environment using low-impact development techniques.	
C1	Evaluate code and ordinances to ensure provision are incorporated to reduce runoff volume and improve water quality by replicating the site's natural hydrology and water balance.	Planning Commission & Engineering
C2	Review the off-street parking requirements to determine appropriate changes and possible parking reductions and/or parking maximums for residential, business, and commercial parking requirements.	Planning Commission
C3	Utilize a general Planned Unit Development ordinance provision to encourage the preservation of natural features, such as woodlands, wetlands, and wildlife habitats.	Planning Commission & Developers
C4	Implement the Active Mobility Plan's Near-Term Network recommendations to create continuous walking and biking networks to reach key destinations. Three primary components include: Neighborhood Greenway Network, Connection to Transit, and Improved Access to Shopping and Dining.	Planning Commission
C5	Implement recommendations in the Active Mobility Plan with a focus on reducing vehicle miles traveled (VMT) and providing residents with alternative modes of transportation.	Planning & Engineering
C6	Implement the Active Mobility Plan's vision for a Regional Trail Network by working with neighboring communities, having City Council identify funding mechanisms, and pursuing opportunities to create a connected 30-mile loop through Novi and surrounding communities.	City Parks & Recreation

GOAL D	**Infrastructure.** Invest wisely in the ongoing maintenance and improvements to existing infrastructure, including utilities and the transportation network. Ensure that new development appropriately relates to the City's existing and planned infrastructure. Support the City's entire transportation network through the development and enhancement of non-motorized transportation facilities and amenities.	
D1	Continue with the annual 6-year Capital Improvement Program that identifies infrastructure needs for the City.	City Administration
D2	Conduct a 5-year review of the Volume to Capacity ratio performance to determine city network modifications and identify potential projects and the impact of the Active Mobility Plan.	City Engineering
D3	Provide and maintain adequate water and sewer service for the City's needs with a careful review of infrastructure capabilities when considering a rezoning for higher-density developments.	City Engineering
D4	Apply the Active Mobility Plan's Long-Term Network recommendations to public and private development projects to continue to enhance safety and connectivity of the non-motorized network.	Engineering & Planning
D5	Continue to encourage retrofitted existing developments and destinations to provide bicycle and pedestrian access and bicycle parking.	Planning
D6	Apply best practices from the AMP to Major Corridors to enhance safety and promote bicycle and pedestrian mobility when a road is undergoing reconstruction or widening to promote complete streets.	City
D7	Implement the recommendations of the Active Mobility Plan.	City
GOAL E	**Economic development.** The City's developed land, infrastructure, and natural resources are interconnected and collectively impact the daily lives of the City's residents and business owners. The City should strive to maintain the balance between the economy, the environment, and the community to ensure sustainable development that meets the needs of today while ensuring that the needs of future generations can be met.	
E1	Implementing the PUD mixed-use districts to assist with transforming existing retail centers and remaining undeveloped properties.	Planning Commission
E2	Review standards for development in business/office/research/industrial parks, amend as necessary to ensure that these developments maintain high standards for design, landscaping, and buffering.	Planning Commission
E3	Evaluate the applicability of using Federal and State programs to provide opportunities for affordable housing, such as Michigan's housing tax increment financing, and residential housing districts.	Planning Commission
E4	Use the Corridor Improvement Authority to implement the Grand River Master Plan Corridor Concept.	CIA
E5	Focus recruitment efforts on scientific, research and development industries, architectural, engineering and related services.	Economic Development
E6	To ensure timely and certain completion of desirable projects that meet ordinance requirements, consider granting administrative approval for OST development as an incentive.	Planning Commission

CITY OF NOVI
Master Plan

THANK YOU

CITY OF NOVI

Master Plan for Land Use

DRAFT March 25, 2025

INSERT RESOLUTION

ACKNOWLEDGEMENTS

PLANNING COMMISSION

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John Avdoulos, Vice Chair

Michael Lynch, Secretary

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David Staudt, Council Member

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City Council: Dave Staudt

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CONSULTING ENGINEERS SINCE 1915

CITY OF NOVI

BRi Beckett&Raeder

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1 INTRODUCTION

PURPOSE OF A MASTER PLAN

Planning involves selecting policy choices that relate to the community's land use, growth, and physical development. The purpose of the Novi Master Plan for Land Use is to identify the objectives and strategies and state the goals for land use and development the City will pursue to attain its goals.

STATUTORY BASIS

The Michigan Planning Enabling Act (PA 33 of 2008) enables municipalities to write a master plan that guides development to meet current and future needs and promotes its residents' health, safety, and general welfare. It encourages the wise use of resources and supports new economic development opportunities appropriate to the community. The master planning process asks a community to look to the future to determine what it wants to look like in 20 years, where it is going, how it will get there, and how it will know it has achieved its goals.

The Novi Master Plan for Land Use is a document that inventories and analyzes elements that make the community work. The Master Plan is comprised of a vision statement and action plan with specific strategies and tools for making coordinated land use decisions. It also assesses current programs, services, structures, and infrastructure into one document to inform how the City will plan its future.

REGIONAL CONTEXT

The City of Novi is located in southwest Oakland County at the convergence of three major corridors: I-96, I-275, and M-5. The City is located approximately 25 miles northwest of downtown Detroit and has a population of over 66,000 residents. The City of Novi was originally established as a township in 1832, eventually became a village, and later incorporated as a city in 1969. For decades, it has been one of Oakland County's fastest-growing municipalities. It is bordered on the north by the Cities of Walled Lake and Wixom and Commerce Township, the south by the City of Northville and Northville Township, east by Farmington Hills, and the west by Lyon Township.

HISTORICAL CONTEXT FOR THE MASTER PLAN

Communities change over time; therefore, a community needs to review the Master Plan every five years to determine if the community's vision is the same. This Plan represents an update to the 2016 Master Plan for Land Use created by the Novi Planning Commission in accordance with the Michigan Planning Enabling Act (MPEA). Previous plans, including the 1993 Master Plan for Land Use and Novi 2020 Master Plan for Land Use (from the year 2000), were also consulted in this process. This document has been updated to include all new information available to the City (i.e., US Census, American Community Survey, SEMCOG, and county documents) and addresses the City's desires for the future.

PLANNING PROCESS

Updating the Master Plan for Land Use began in 2022 and consisted of two primary components. The first component focused on an analysis of issues such as demographics, natural features, the real estate market, economic development, and land use. The second component focused on the existing and forecasted future transportation network. A steering committee composed of City Council, Planning Commission, and administrative staff representatives was established to provide local insight throughout the planning process. The steering committee typically met every month to review and comment on various sections of the plan and attended the master plan open houses to engage with residents.

COMMUNITY ENGAGEMENT

In 2022, the steering committee, through the City, issued a web-based survey using Polco® survey software. That outreach garnered 842 responses providing information on a variety of topics, including quality of life, reasons for selecting Novi as a community of choice, challenges facing the city, housing preferences, level of support for protecting natural features and open spaces, employment and occupation, and other demographic metrics.

On February 25, 2023, and March 2, 2023, the steering committee hosted two open houses for the community to comment on the status of the plan and land use preferences for several identified redevelopment sites. As an introduction to the planned open houses, the City prepared a video explaining the master plan process, its impact on future land use decision-making, with an invitation to attend the scheduled open houses. This video ran on the City's local government channel.

The concluding components of the community engagement process will include an opportunity to review the draft Master Plan for Future Land Use during the 63-day review period and participation at a public hearing as part of the adoption process.

GUIDANCE AND MANAGEMENT

The City of Novi has a timely record of reviewing and updating its planning documents. The City has been on a growth trajectory since the last quarter of the 20th century through the 1st quarter of the 21st century. This growth has resulted in new housing and retail developments, office and technology businesses, and an ever-expanding traffic network.

The outcome of this plan update focused on the future transformation of the city's central core. This area is bordered by Haggerty on the east, Beck Road on the west, Twelve Mile Road on the north, and Grand River on the south. This core area contains a significant amount of the city's retail development, influenced by today's shopping preferences for e-commerce versus brick-and-mortar retailing. National trends suggest that suburban shopping plazas and regional shopping centers will experience further loss in retail tenants resulting in vacancies and conversion to non-retail uses. In anticipation of these trends, the 2025 Master Plan for Future Land Use envisions the transformation of these areas into mixed-use districts allowing for a variety and mix of residential and non-residential land uses. The plan also introduces the walkable density concept, which encourages higher-density residential developments within these mixed-use districts that will help support eating and drinking establishments, retail shopping, offices, and open spaces.

Lastly, the plan includes assessing the transportation network and recommendations to improve system capacity and safety. Although not included in this plan, a companion to this planning effort is the Active Mobility Plan which evaluates non-motorized options and recommendations for the City. The Active Mobility Plan and the Master Plan for Land Use will provide the City with solid advice for the future that will enhance the quality of life for Novi residents and aid in the continued development of the community.

Pavilion Shore Park

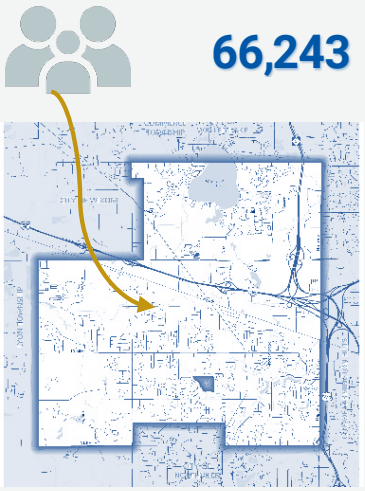
- Novi's population is growing faster than projections and has outpaced the population growth rate of Oakland County.
- Novi has an aging population.
- Novi is diversifying. The portions of foreign-born residents, residents from diverse racial/ethnic groups, and residents that speak languages other than English have grown since 2000.

2

DEMOGRAPHICS

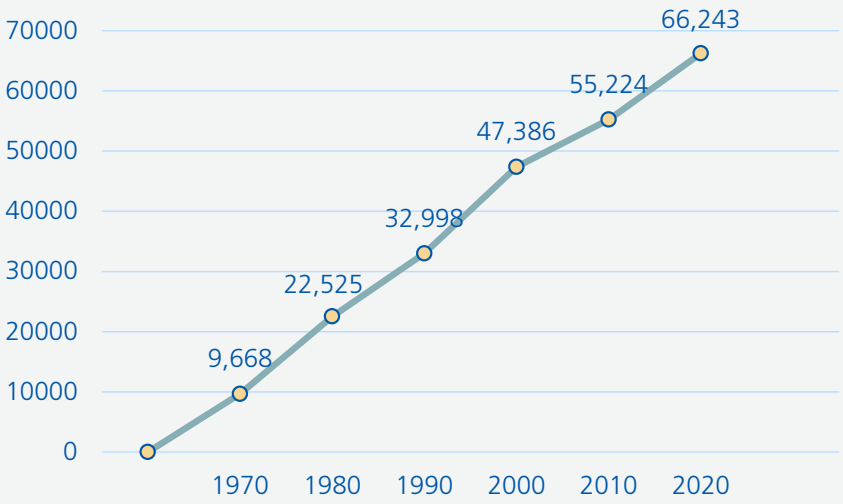
A strong understanding of a community's demographics and its socioeconomic attributes is key to ensure the master planning process culminates in the development of strategic goals and actions for inclusive growth and development in Novi. Through the data dashboard, this section will touch on the City's major demographic trends. In addition to city-wide trends, this section also presents regional comparisons to enable a holistic understanding of large-scale influences on growth and development in the city. To this end, the regional comparisons are divided into two categories; "Surrounding Communities," which refer to the municipalities that share boundaries with Novi, and "Similar-sized Communities" which refers to proximal municipalities with a comparable population size. This section uses the data from the decennial censuses, American Community Survey (ACS) 5-year estimates, and the Southeast Michigan Council of Governments (SEMCOG) Community Profile.

Figure 1: Population, 2020



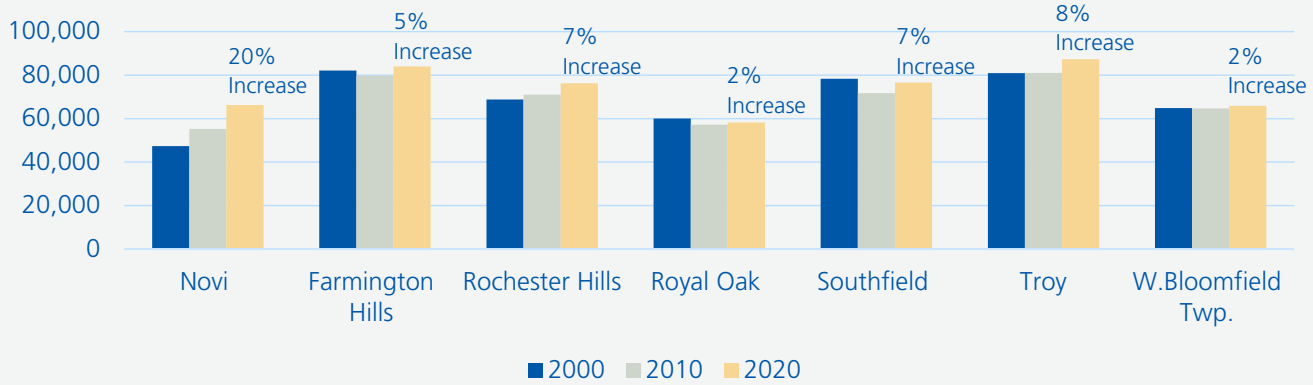
The 2020 census records the total population in Novi as 66,243 residents.

Figure 2: Population Growth, 1970–2020



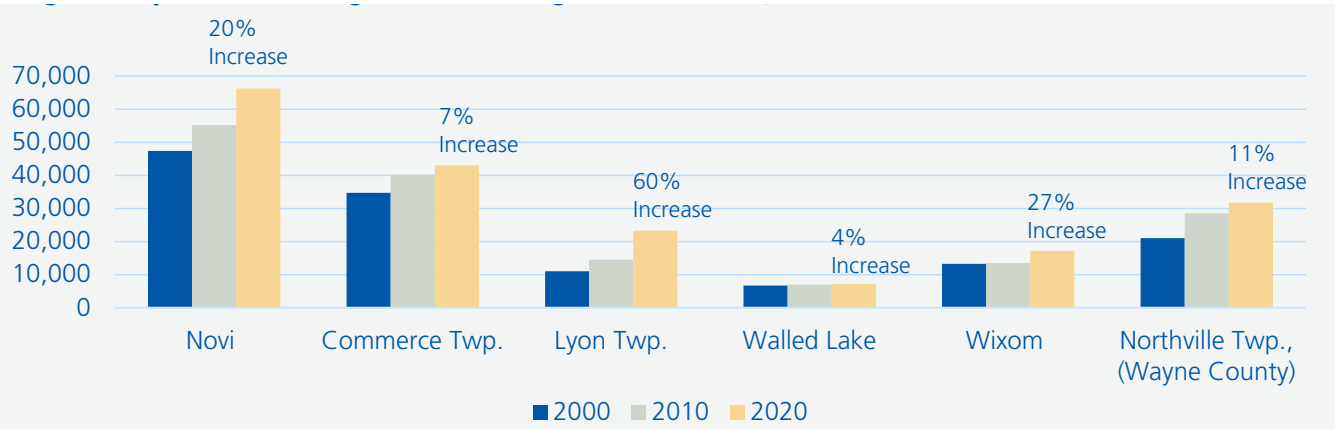
Novi has witnessed dramatic population growth since its incorporation as a city in 1969; over the last decade the population has increased by 20%.

Figure 3: Population Change: Similar-Sized Communities, 2000–2020



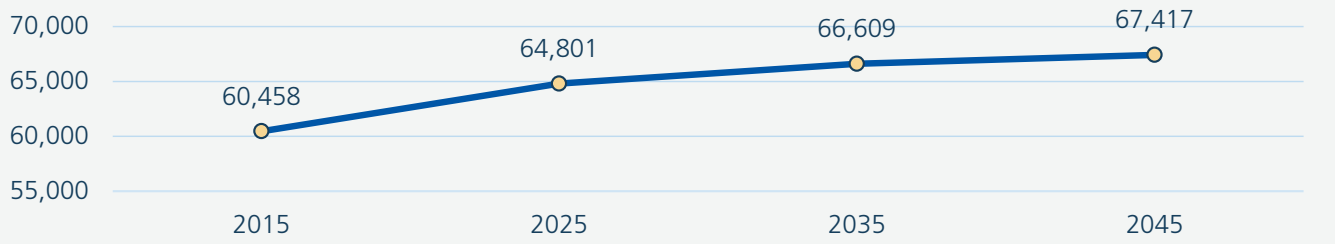
Between 2010 and 2020, Novi outpaced the growth rate of the Oakland County (6%) and other similar-sized communities in the county.

Figure 4: Population Change: Surrounding Communities, 2000–2020



While population increase is consistent across surrounding communities, the pace of growth varies. Although a much smaller total population, the growth rates of Lyon Township (60%) and Wixom City (27%) outpaced Novi (20%) in the last decade.

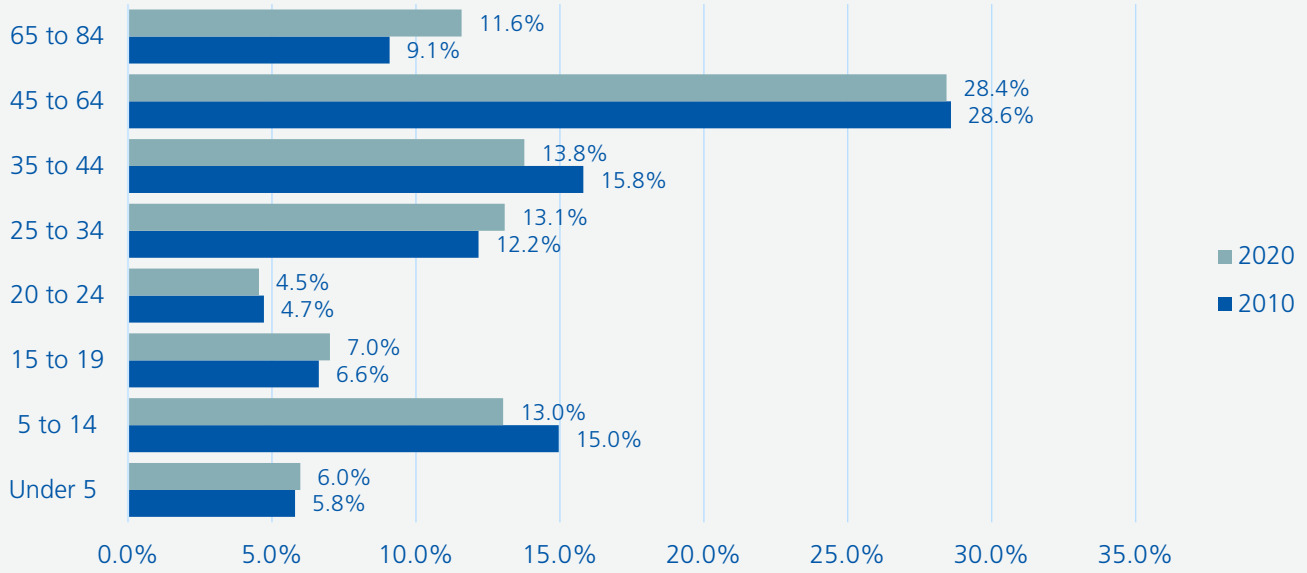
Figure 5: Novi Exceeds SEMCOG's Population Forecast for 2025



SEMCOG's population forecasts projected nearly 7,000 Novi residents between 2015 and 2045. However, as of 2020, the city has already surpassed the 2025 projection and is only about 1,175 shy of the 2045 forecast (67,417). With almost 1,275 new housing units underway, translating to approximately 3,240 people, the city stands to surpass the 2045 forecasts in the next few years. In short, Novi is growing at much faster pace than predicted.

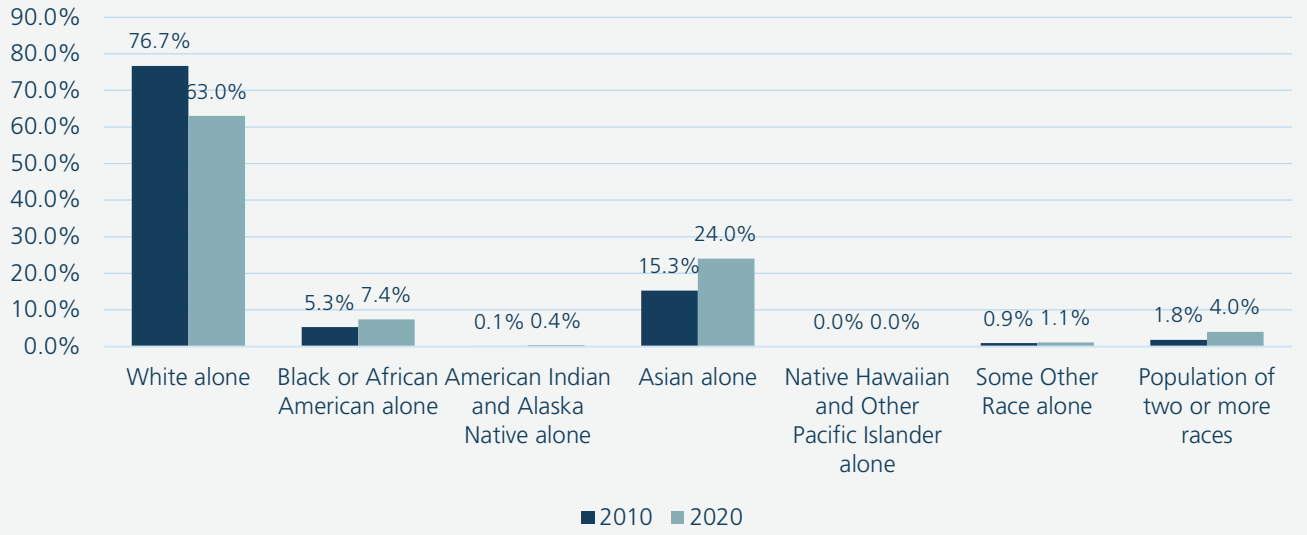
Terra - Upcoming Housing Development

Figure 6: Age, 2010–2020



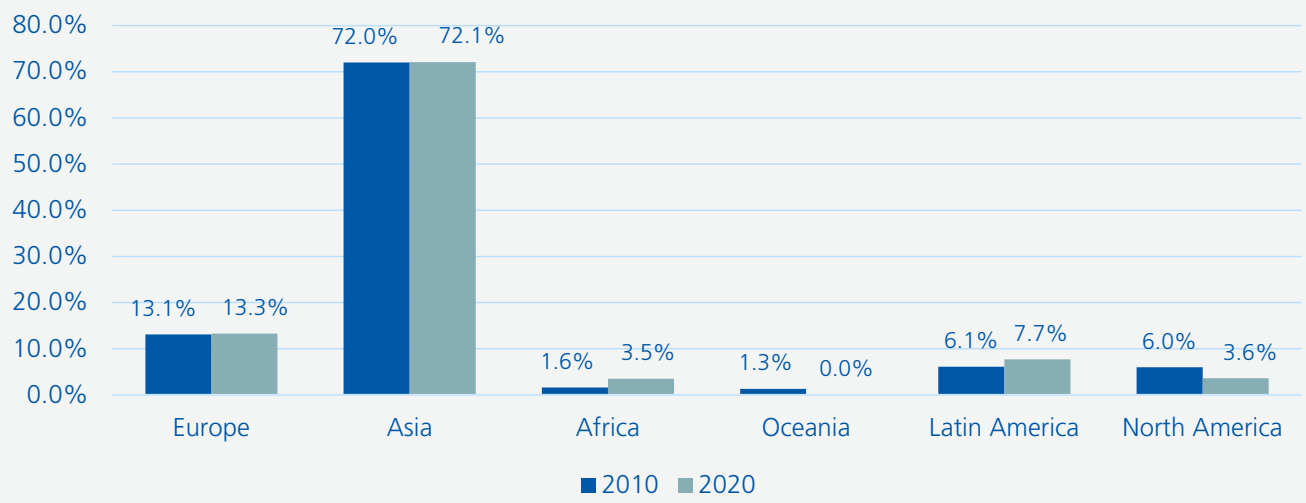
With a median age of 39.2 years, Novi's population is aging; the 45-64 age cohort is the largest (28.4%) and 40% of the population is above 45 years of age, establishing Novi as a place for mature families and experienced working professionals. The school age cohort, ages 5-14 years, is the second largest group likely due to the popularity of the city's school districts. However, the size of this age group has shrunk in the last decade, likely correlated to the population decrease in the 35-44 age group.

Figure 7: Race, 2010–2020



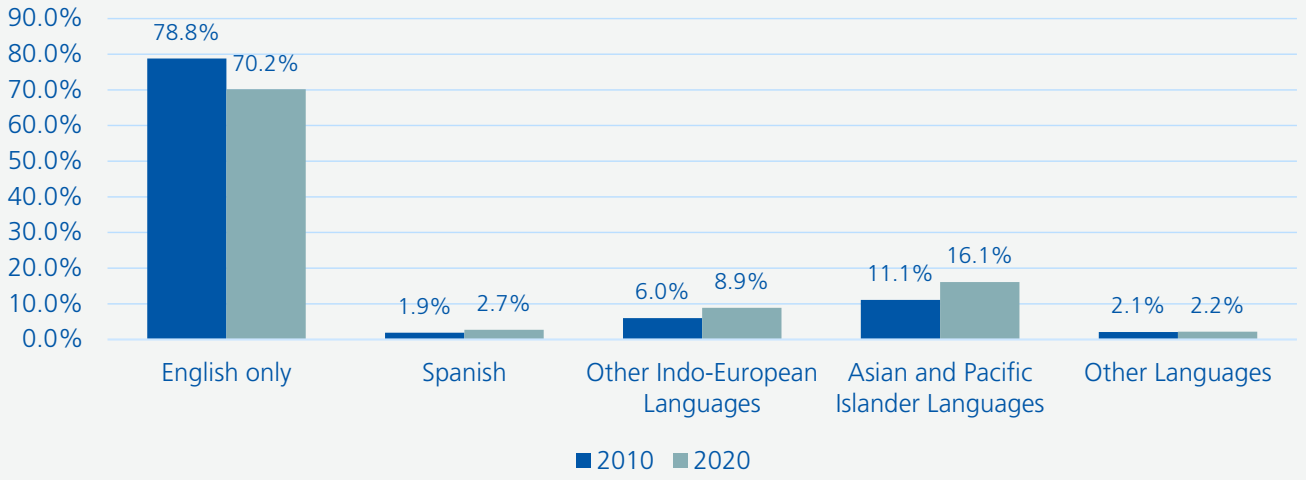
The racial makeup of Novi's population has changed in the past decade. The "Asian alone" population rose from 15.3% to 24.0% while the "White alone" population decreased from 76.7% to 63.0%. The population identifying as "Black or African American alone" and "Two or more races" experienced smaller percentage increases.

Figure 8: Foreign-Born Population, 2010 and 2020



Novi's thriving automotive industry attracts a substantial number of foreign-born residents. Consistent with the diversification of Novi's population between 2010 and 2020, the foreign-born portion of city residents increased from 18.4% to 26.8%. Individuals born in Asia made up approximately 72% of the foreign-born total each year with the greatest proportions coming from Japan, India, and China.

Figure 9: Language Spoken at Home, 2010 and 2020



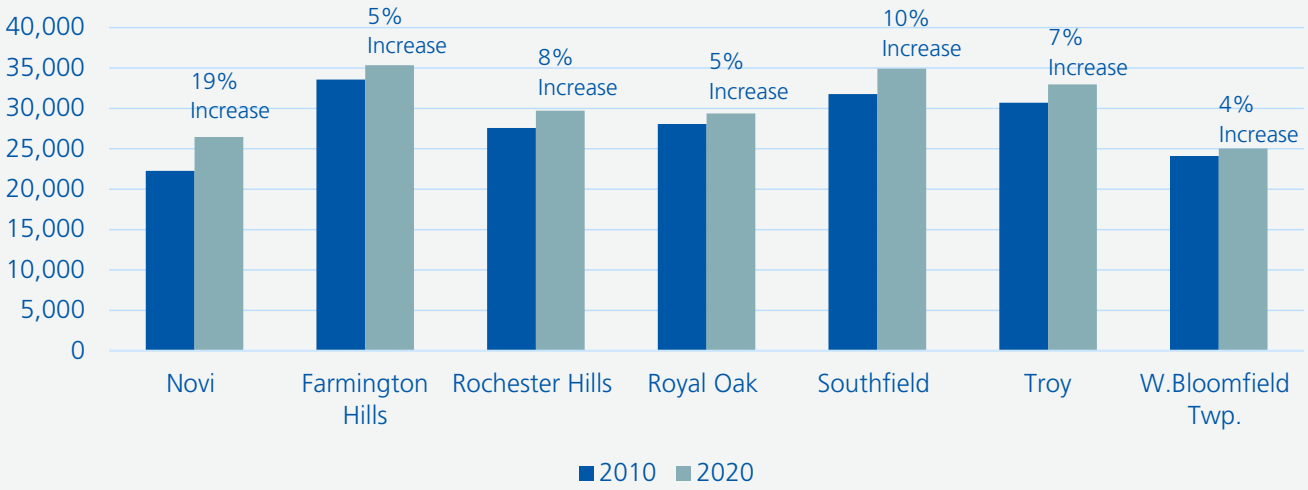
Corresponding to Novi's diverse population, 29.8% of the population speak languages other than English at home of which more than 50% speak Asian and Pacific Islander languages. The overall change in foreign-born population and languages spoken at home together indicate an influx of immigrant population which impacts the housing market and the local economy.

Figure 10: Average Household and Family Size, 2010–2020

2.46 → 2.49

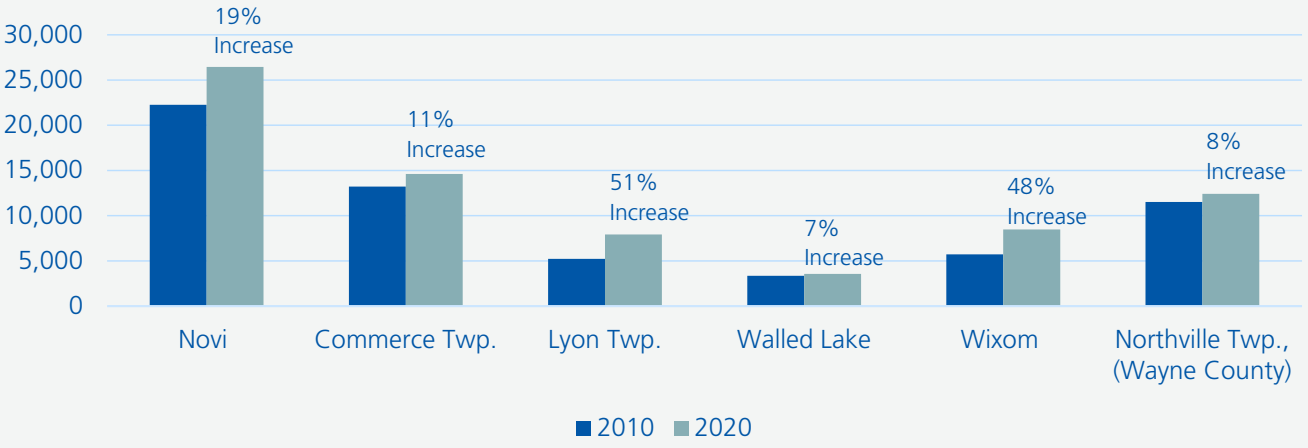
The average household size in Novi increased slightly from 2.46 in 2010 to 2.49 in 2020; this deviates from a common trend observed across cities where household sizes are decreasing.

Figure 11: Households: Similar-sized Communities, 2010–2020



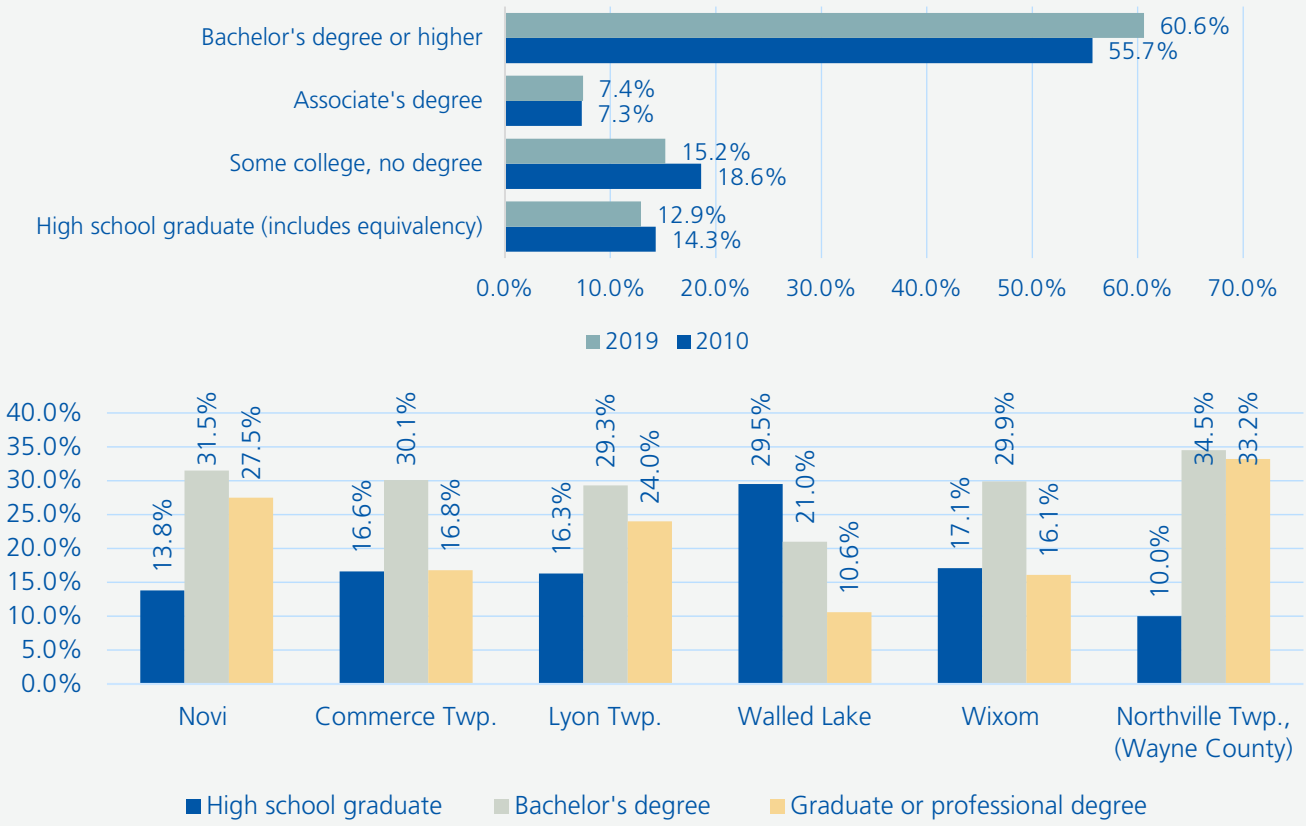
When comparing household growth in Novi with other similar-sized communities, all of them witnessed slower growth rates. The lack of new construction to meet the housing demand is a major issue in most communities. Novi's number of new builds caters to the regional housing demand, leading to an overall increase in households.

Figure 12: Households: Surrounding Communities, 2010–2020



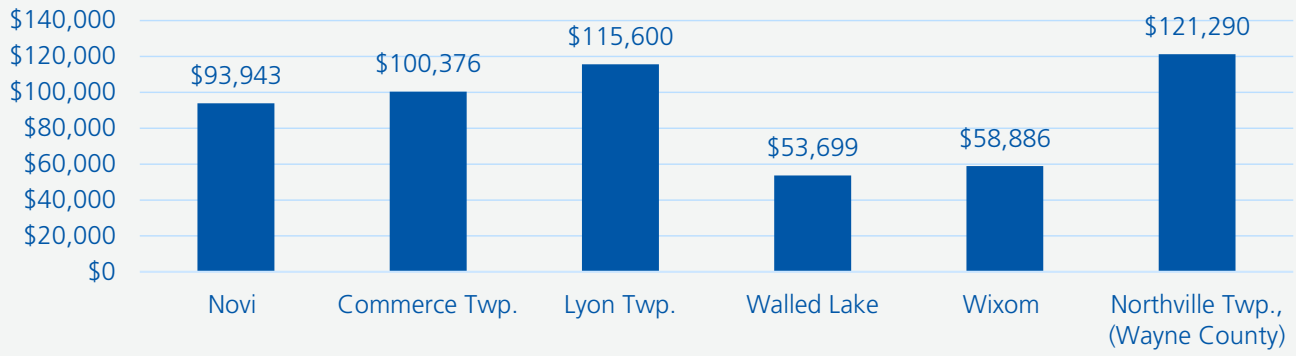
The number of households in Novi increased by 18.9% to 26,458 from the 2010 estimates (22,258); though much smaller in number, the number of households in Lyon Township and Wixom grew at a faster rate (approximately 51%) likely due to easy availability of land for development.

Figure 13: Educational Attainment, 2010 and 2019



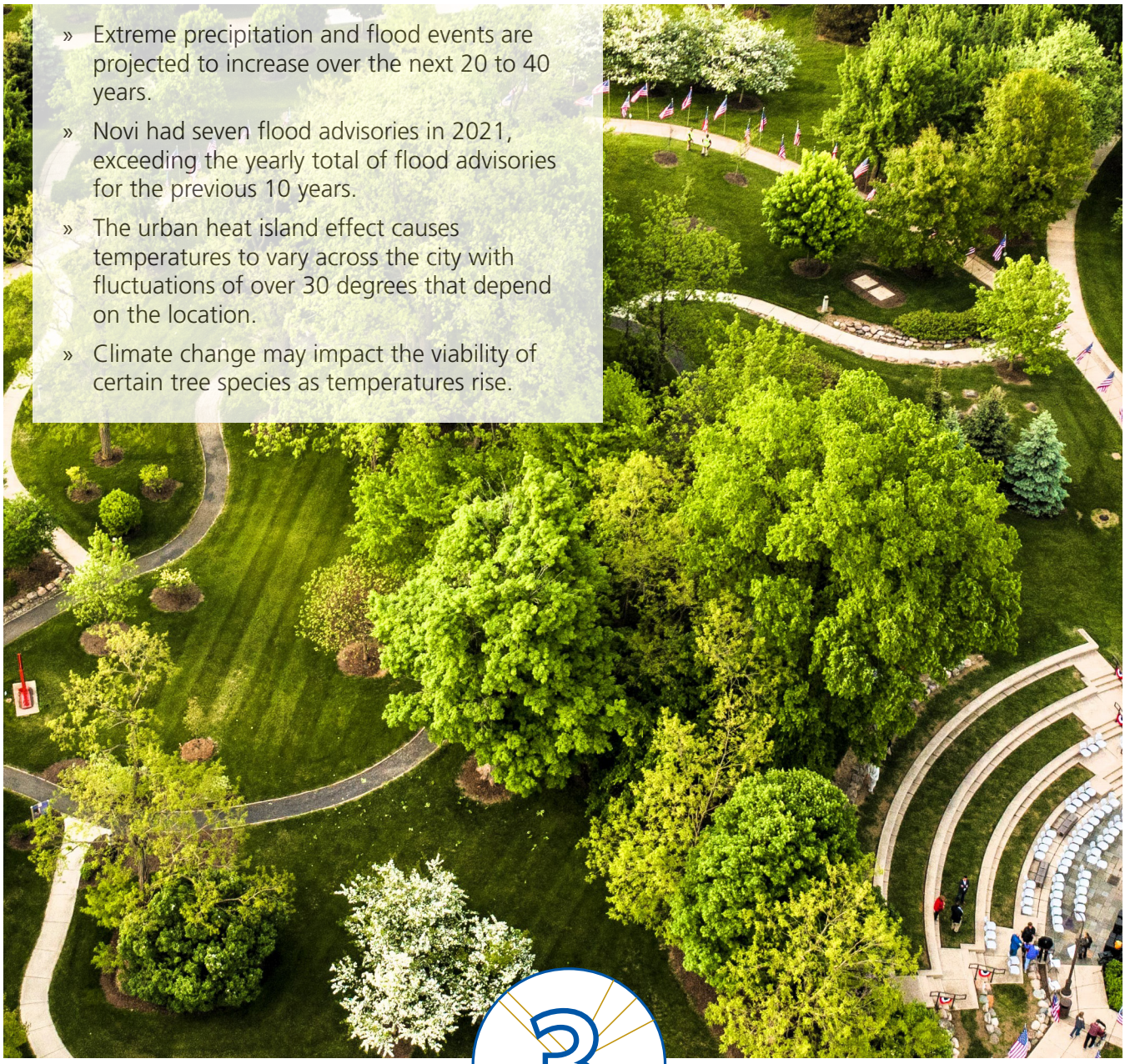
Novi residents benefit from some of the best school districts in the state and demonstrate a high level of high educational attainment. Approximately 96% of the population possess at least a high school degree and nearly 60% of Novi's residents have earned a bachelor's degree or higher. Among the surrounding communities, only Northville Township shows higher educational attainment levels.

Figure 14: Median Income, Surrounding Communities, 2020



The city's median household income decreased from $95,131 in 2010 to $93,943 in 2020, possibly part of the aftermath of the COVID-19 pandemic. Among the surrounding communities all the townships have a higher median household income than Novi, but the cities have lower median household incomes.

Greater Novi



- Extreme precipitation and flood events are projected to increase over the next 20 to 40 years.
- Novi had seven flood advisories in 2021, exceeding the yearly total of flood advisories for the previous 10 years.
- The urban heat island effect causes temperatures to vary across the city with fluctuations of over 30 degrees that depend on the location.
- Climate change may impact the viability of certain tree species as temperatures rise.

3

NATURAL FEATURES & RESILIENCY

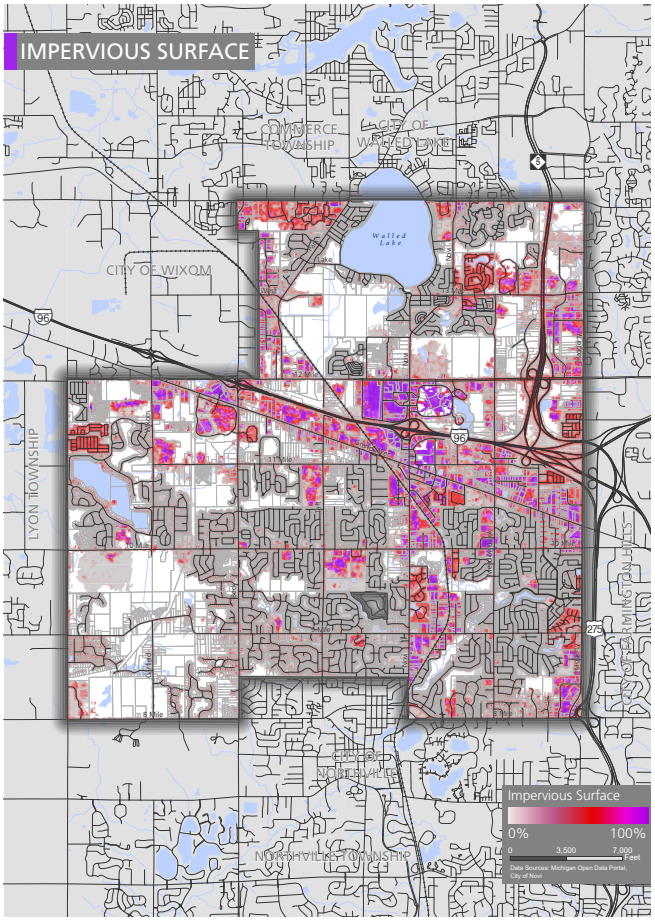
As suburban communities have grown, the natural environment has historically been compromised to make space for large shopping malls, subdivisions, and office parks. The integrity and value of the natural environment have become an influential force in development and planning decisions. As the climate continues to change, past policies and practices are insufficient to deal with the new reality of higher temperatures, more extreme precipitation events, and milder winters. Planning for climate resilience is now an essential part of modern-day planning practice. The following section will inventory the natural features within Novi, discuss their importance to planning, quality of life, and resiliency, and provide strategies to ensure their preservation. Since the 1980's, Novi has implemented strong policies to protect and preserve natural areas within the city, including establishing buffers around wetlands, adopting a woodland protection ordinance, and implementing low impact design principles in civic projects.

THE BUILT ENVIRONMENT

The built environment is defined as the network of manmade structures, systems, and spaces that have been altered beyond their natural state. A common measure of the built environment is the presence of impervious surfaces. SEMCOG's 2010 land use analysis estimates that roughly 30% of Novi is impervious.[1] Regionally, the impervious surface coverage is 15% because SEMCOG includes rural and undeveloped communities, a lower percentage of coverage than Novi. The adjacent communities of Farmington Hills and West Bloomfield Township have 37% and 26% impervious surface coverage, respectively.[2] Novi's impervious surfaces are concentrated along transportation lines and commercial corridors, with parking lots and denser residential development as top contributors.

Areas with high concentrations of impervious surfaces have several impacts on the natural environment and human health. Notably, impervious surfaces increase the risk of flooding because water cannot infiltrate into the soil and into the groundwater system. As a result, water flows across the ground and eventually enters stormwater systems or ponds in lower-lying areas of the city, picking up contaminants that eventually enter the water system. Impervious surfaces also absorb solar radiation which increase the ambient temperatures to higher levels. These

Map 1: Impervious Surface



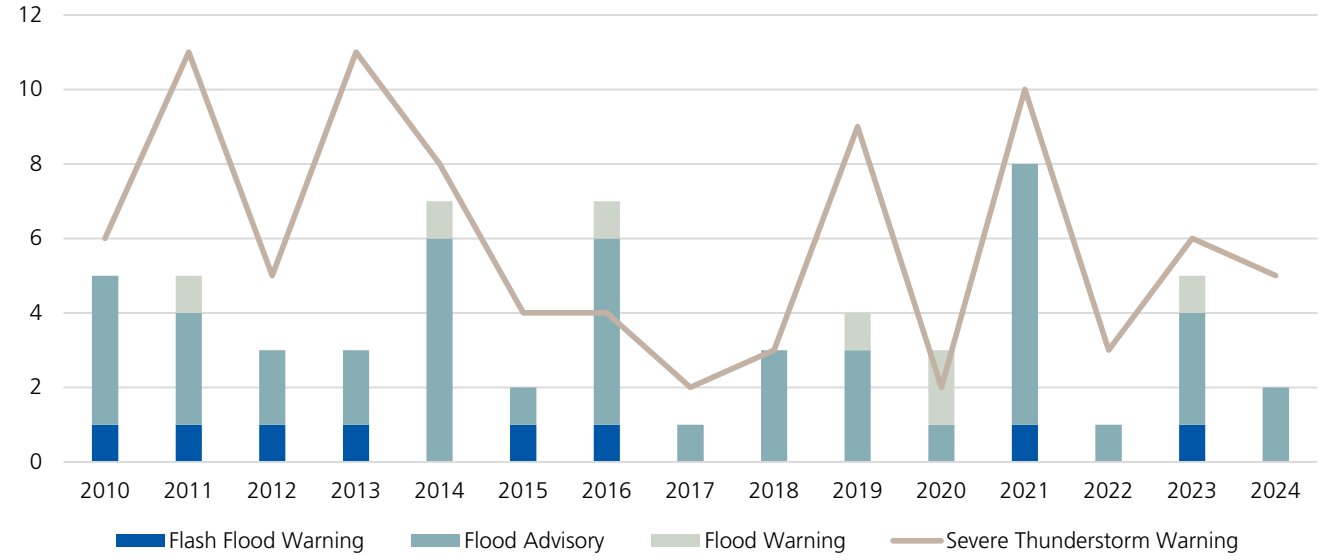
higher temperatures can be dangerous and even fatal for sensitive populations like seniors or persons with respiratory conditions.[3] To mitigate the impacts of impervious surface cover, Novi has required stormwater management plans for new developments since the 1990's.

Flooding

Over the past 13 years, Novi has experienced an average of three flood advisories, 0.5 flood warnings, and 0.6 flash flood warnings annually (Figure 15).[4] In 2021, Novi had seven flood advisories, more than any of the previous 13 years. In 2022, the number declined to historic averages.

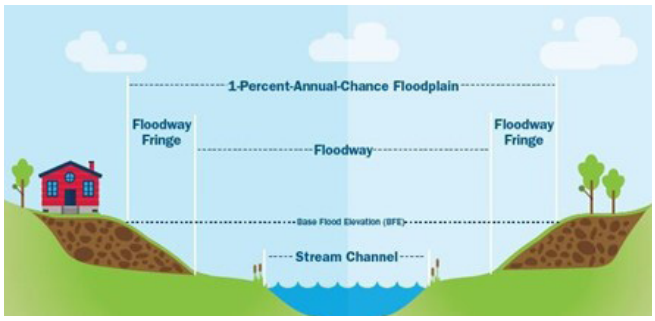
While recent history has not shown any dramatic changes in local weather, the Great Lakes Integrated Science and Assessment Program (GLISA) predicts that Novi will experience an increase of 1.5 to 2.0 inches more rain in the next 20 to 40 years. This amount of rain seems small, but could correlate with one or two more flood events per year, depending on the rate of rainfall.

Figure 15: Flood Events in Novi



Source: Iowa State University

Figure 16: Floodway v. Floodplain



Source: Tulsa Engineering & Planning

Flooding can cause substantial damage to property and infrastructure. The Federal Emergency Management Agency (FEMA) quantifies flood risk by mapping various flood zones. The floodway is the channel directly adjacent to a body of water that is above water during periods of normal water elevation. The fringe areas of the floodplain (the entire area at risk of flooding) are either in the 1.0% or the 0.2% annual percent chance of flooding zones. However, as precipitation events increase in frequency and become more severe, the 1.0% and 0.2% annual chance zones are likely optimistic estimates meaning that infrastructure for the 1.0% and 0.2% annual hazards is likely underestimating the true amount of risk. The City reviews FEMA floodplain maps on a yearly basis.

To control the movement of water and reduce flood risk, the City of Novi has adopted storm water regulations. Most development/redevelopment projects in Novi require a storm water management plan which is reviewed by the city engineer and approved by the Planning Commission. These stormwater regulations have recently been updated to be consistent with Oakland County standards. However, only new developments or major projects are required to update their stormwater plans.

First Street Foundation, a climate risk assessment group that analyzes risk at a property level, estimated that nationally 14.6 million properties are at risk of substantial flooding, 70% higher than the number reported by FEMA.[5] First Street Foundation estimates that a 1% flood event has a 26% chance of occurring over the next 30 years and the 0.2% flood event has a 6% chance of occurring over the next 30 years. According to the First Street Foundation, an estimated 496 residential homes, 30 commercial properties, and 4 social facilities (schools, libraries, etc.) are at minor risk of flooding in Novi.[6] While this represents less than 1% of the city's properties, the impacts can be grave for the property owners.

Green Infrastructure

Strategies to mitigate flooding impacts include preserving natural areas and capturing or infiltrating stormwater. One of the best tools to capture and infiltrate stormwater is green infrastructure. Broadly defined, green infrastructure includes measures that use plant or soil systems,

Map 2: Flood Hazard

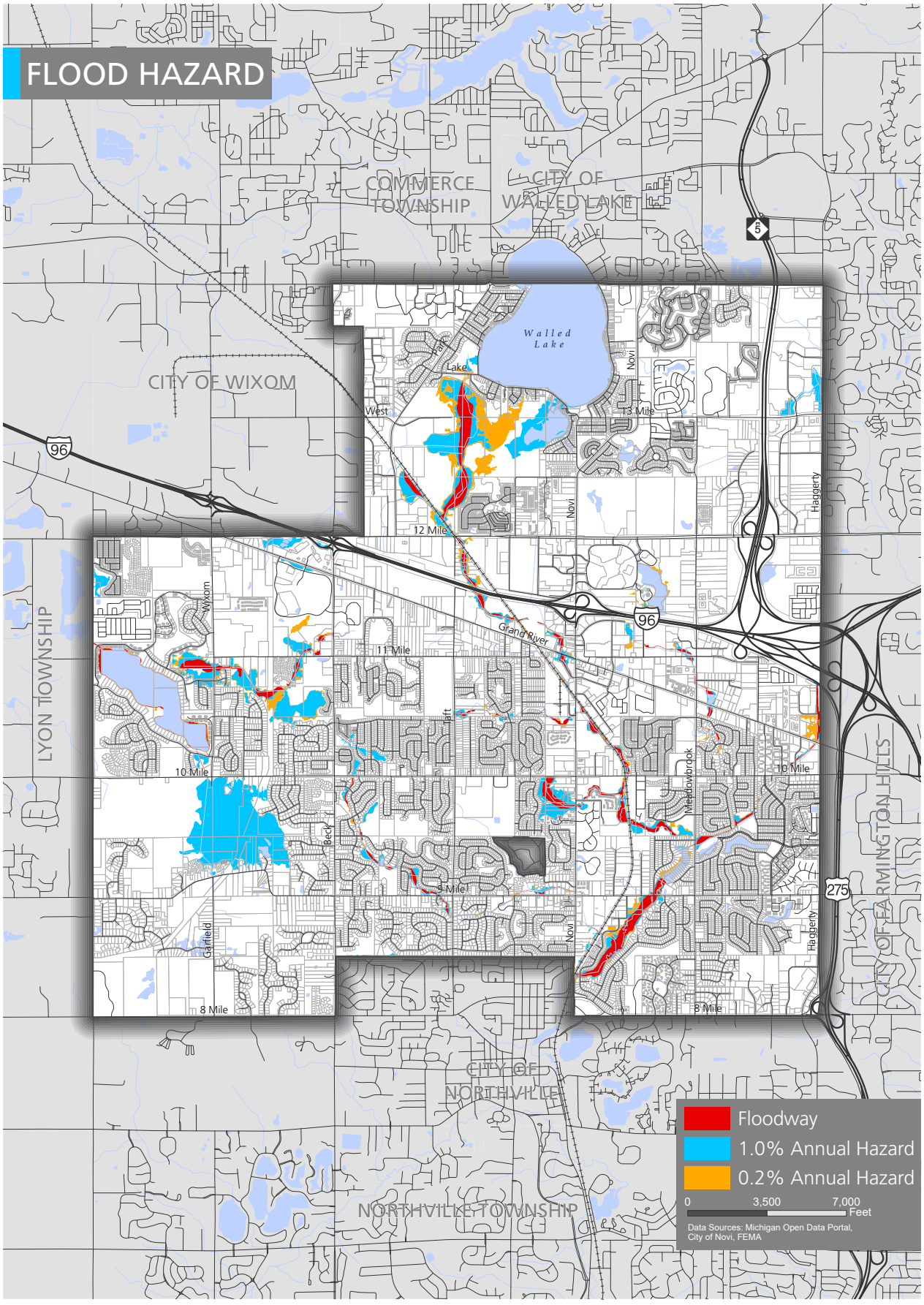
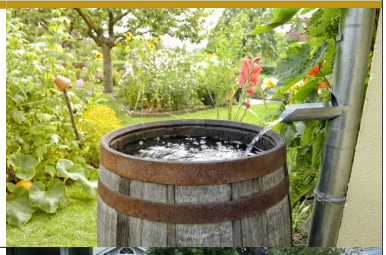


Table 1: Green Infrastructure Methods

Method	Description	Example
Rainwater Harvesting	Systems that collect and store rainwater for later use.	
Rain Gardens	Shallow, vegetated gardens that collect and absorb runoff from streets, sidewalks, and roofs.	
Planter Boxes	Boxes along sidewalks, streets, or parking lots that collect and absorb rainwater; they can be designed with a notch to allow additional stormwater to flow in, as with rain gardens. These also serve as streetscaping elements.	
Bioswales	Linear and vegetated channels, typically adjacent to a road or parking lot, that slow, retain, and filter stormwater.	
Permeable Pavement	Pavement that absorbs, filters, and stores rainwater.	
Green Roofs	Vegetated roofs that absorb and filter rainwater.	
Tree Canopy	Trees reduce and slow the flow of stormwater.	

Source: United States Environmental Protection Agency

permeable pavement, or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspirate stormwater and reduce flows to sewer systems or to surface waters.[7] The table titled "Green Infrastructure Methods" (page 24) shows several common types of green infrastructure that could be included as design standards in the city's Zoning Ordinance or invested in by using municipal funds on strategic properties.

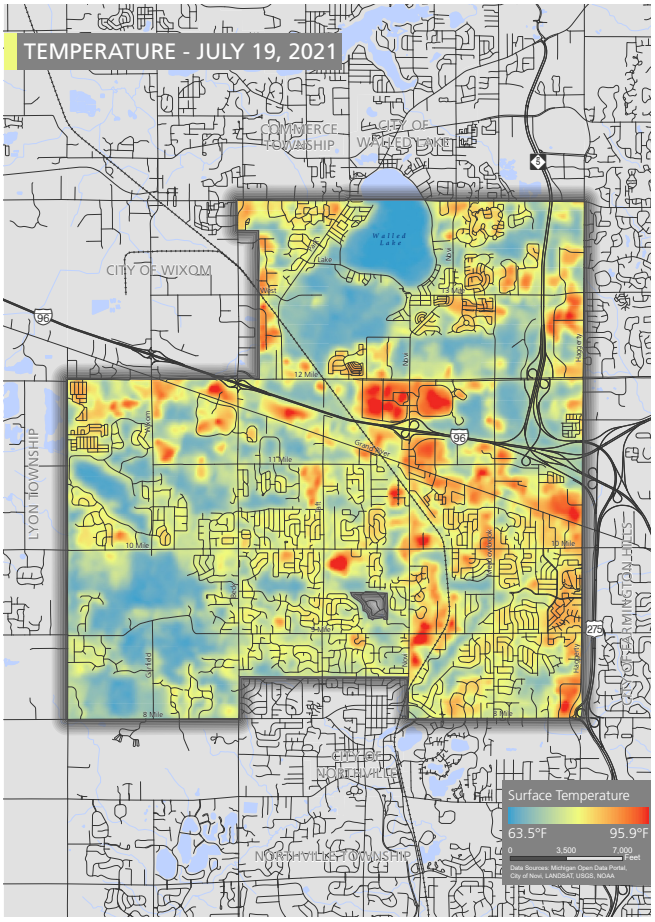
Typically, public investment leads the way in the implementation of green infrastructure. Streetscapes and public facility improvements/ construction often include green infrastructure elements. To incentivize private investment to adopt green stormwater practices where an optional development process is chosen, the city could require development with a certain amount of impervious surface to incorporate green infrastructure or offer development bonuses (additional buildable area, landscaping credits, etc.) for projects that incorporate green infrastructure.

While not explicitly referred to as green infrastructure, natural areas, open space, and parks, serve a similar purpose. These areas are often better at capturing stormwater because they more closely resemble and/or perform as a natural system. Unlike the green infrastructure examples discussed previously, natural spaces do not retrofit existing space to serve a stormwater purpose but are inherently stormwater infiltration systems. In addition to providing recreational and aesthetic enhancements, natural areas, open space, and parks should be planned as stormwater management resources. Landscaping requirements outlined in Novi's Zoning Ordinance state that inclusion and placement of vegetation in new development is a requirement in the city. A prime example of the intersection of landscaping requirements and stormwater management is the Haggerty Corridor Corporate Park. City staff and the Northern Equities Group worked on a design for the manufacturing and business park that includes wetland mitigation, retention basins, and vegetation restoration.

Urban Heat Island

The higher temperatures created by impervious and large surfaces absorbing solar radiation are known as the urban heat island effect. Urban and developed areas tend to experience higher

Map 3: Temperature - July 19, 2021



temperatures compared to more natural areas. Map 3 shows the surface temperature in Novi, derived from satellite data captured on that day. Temperatures vary across the city, swinging over 30 degrees depending on where you are. The mall and big-box commercial center along 12 Mile and Novi Road is the hottest area in the city, a result of the vast parking and large structures. The industrial areas and high school also experience higher temperatures compared to the rest of the City. The reported high temperature on July 19, 2021, was 83 degrees Fahrenheit, indicating other areas of Novi experience temperatures over 10 degrees higher than the reported high.[8] GLISA estimates that the City of Novi will experience an average increase in 4 degrees Fahrenheit by 2050.

High ambient temperatures have implications for human health and contribute to heat-related illness and complications. The elderly, children, and low-income populations are particularly susceptible to complications from high temperatures. From 2004-2018, there were an average of 704 heat-related deaths annually in the United States.[9] Additionally,

elevated ambient temperatures require climate control systems (air conditioners) to work harder to lower indoor temperatures to a comfortable level, requiring more energy. Given that the current energy grid is still reliant on fossil fuels, increased energy needs correlate to increased greenhouse gas production, which drives temperatures higher over time.

The primary mitigation strategy to reduce the impact of urban heat islands is increasing tree canopy and vegetation. Plants cool ambient temperatures in several ways, shading and releasing water vapor into the air through evapotranspiration. Shade trees are estimated to reduce household energy consumption by 5% - 15%.[10] To reduce the heat islands around Novi's shopping centers and industrial areas, parking could be broken up with vegetated parking islands, and reducing parking requirements can limit the amount of impervious surface that absorbs and radiates solar radiation.

Renewable Energy

Critical to transitioning to a sustainable and climate resilient future is the switch away from fossil fuels and towards renewable sources. In suburban communities, like Novi, there is limited opportunity for the adoption of utility grade renewable energy like solar arrays or wind farms. However, personal systems like rooftop solar panels are an effective way of incorporating renewable energy into Novi's existing land uses. Novi's Zoning Ordinance permits rooftop solar panels in all districts as an accessory use, allowing for the widespread adoption of solar facilities across the City. It is estimated that rooftop solar systems can offset household energy costs by 73% - 99%, reducing supplemental energy needs.[11] Additionally, DTE offers a program in which customers can electively switch to a portion of their energy coming from renewable sources. The City can also look to shift to renewable energy through energy improvements on City properties and shifting towards electric vehicles in the City motor pool. In 2024, City Council prioritized studying the need for electric car chargers at city facilities.

THE NATURAL ENVIRONMENT

The natural environment includes natural areas that are both native and constructed. The preservation and enhancement of the natural environment is an essential part of community planning because of the vast ecosystem services natural spaces provide humans. Generally, ecosystem services fall into one of four categories: supporting (soil formation, photosynthesis), provisioning (food, water, materials), regulating (pollination, flood control), and cultural (aesthetics, recreation, education). These benefits are essential for human existence and for creating healthy and vibrant communities.

Wetlands

Wetlands are one of the most unique and fragile ecosystems. They provide numerous natural services that range from water filtration and capture to protecting animal habitats. Wetlands have the unique capacity to retain large amounts of water especially during periods of excessive precipitation and then slowly release it into the environment over time, reducing the impacts of flooding. Because of their sensitivity and importance to the broader ecosystem, wetlands are tightly regulated. Wetlands larger than five acres or located within 500 feet of a stream are regulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Wetlands that are not regulated by EGLE are regulated by Novi. Activity within the wetlands is tightly restricted by the City, ensuring the preservation of these sensitive features. However, the areas adjacent to wetlands do not receive the same protection. Many areas next to wetlands are mowed lawns, and common lawn fertilizers can negatively alter the delicate nutrient balance of a wetland. Novi requires a 25-foot native vegetated buffer around a wetland to support ecosystem health and to aid in filtering contaminants before they reach the wetland.

Woodlands & Trees

Woodlands and trees are some of the most valuable natural features. Woodlands and trees provide natural screening, buffer noise and wind, stabilize soil, provide wildlife habitat, reduce energy consumption through shading, and naturally cool the surrounding air. It is estimated that a single tree can provide an equivalent value of $73 of air conditioning, $75 of erosion control, $75 of wildlife habitat, and $50 of air pollution reduction. Over 50 years, a single tree can provide a $57,151 equivalent value of ecosystem services.[12]

In Novi, woodlands and trees are protected through the Woodlands Protection Ordinance which was adopted to preserve or replace woodlands and

Map 4: Regulated Natural Features

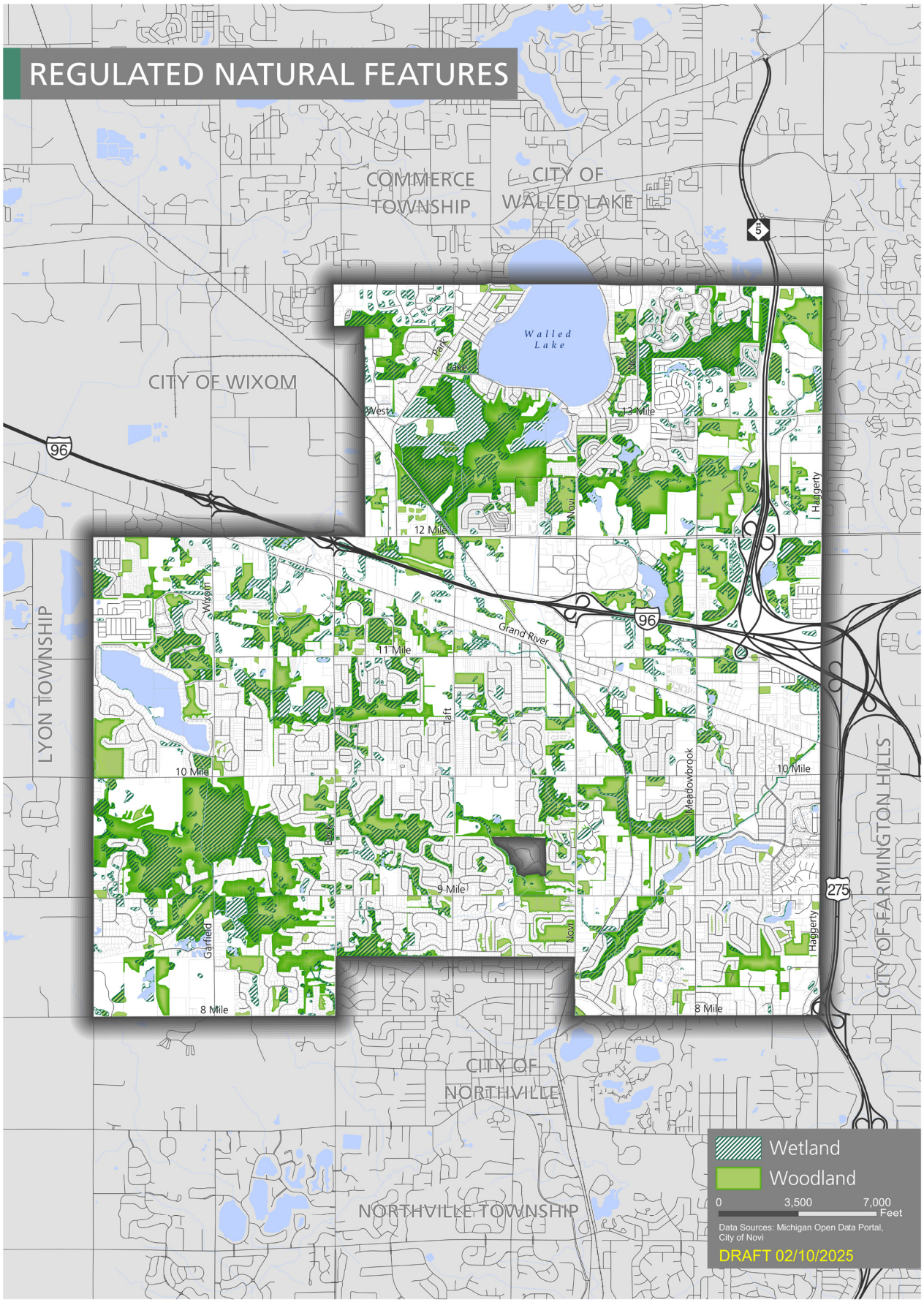
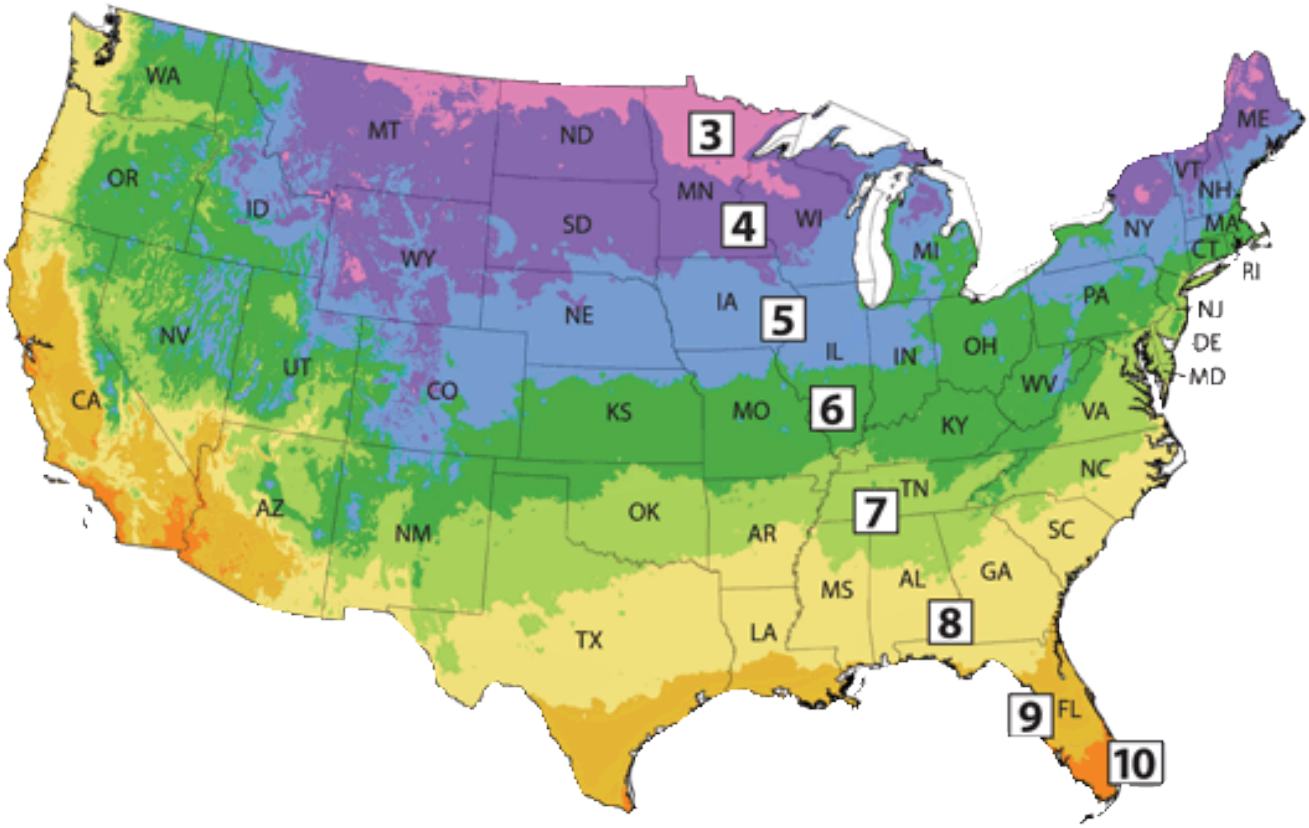


Figure 17: Plant Hardiness Zones



Source: MichiganBulb

trees in the face of spreading development and increasing demand for land. The ordinance applies to land designated as a regulated woodland, as shown in the map titled "Regulated Natural Features," and any tree with a Diameter Breast Height (DBH) of 36 inches or greater. The ordinance requires a permit to remove, damage, or significantly alter any tree or land regulated by the ordinance, protecting designated woodlands during the construction process, and mandatory tree replacement if land must be cleared. The Woodland Protection Ordinance should be evaluated to ensure that it is up to date.

In recognition of the efforts Novi has undertaken to preserve the woodlands and trees, the City received Tree City USA designation. Novi has been a Tree City for the past 30 years and over the past 12 years has received the Growth Award which recognizes additional efforts and ongoing preservation and maintenance of woodlands and trees.[13] The City should continue its efforts to preserve, support, and expand woodland and tree preservation.

While the City has adopted policies to preserve the woodlands and trees from development and direct human action, climate change poses an additional threat. Rising temperatures can make it challenging for trees, especially those native to cooler environments, to survive. Hardiness zones are a standard measurement ranging from 1 to 11 that can be used to determine what plants will survive in the local area. Currently, Novi is in zone 6 but by the end of the century it is estimated that Novi will be in zone 8.[14] Planting requirements in the Zoning Ordinance, Woodland Protection Ordinance, and city policies should be reviewed to ensure that plants being recommended for planting can tolerate warmer hardiness zones.

Invasive Species

Species that are non-native and whose introduction to a new area will cause harm to the local ecosystem are considered invasive species. Invasive species can out compete native species and overwhelm local ecosystems, so it is important to monitor their spread and introduction. Novi has

taken aggressive steps to prevent the spread of invasive species by physically removing them from city parks. Warming temperatures can accelerate the spread of invasive species. The milder winters allow plants, animals, and insects that may have been restricted by the cold to move farther north. These invasive species that may not be a current threat will become increasingly more common in the future. Novi should continue efforts to remove and control existing invasive species and monitor any new invasive species being reported in central and northern Ohio, the plant hardiness zone just below Michigan, as these would be the species first to become invasive in Michigan as climate change continues. In addition to dedicated efforts to removing these species, the City has provided resources and information about the most common invasive species to inform the public and empower property owners to proactively remove them.

Autumn Olive Clearing

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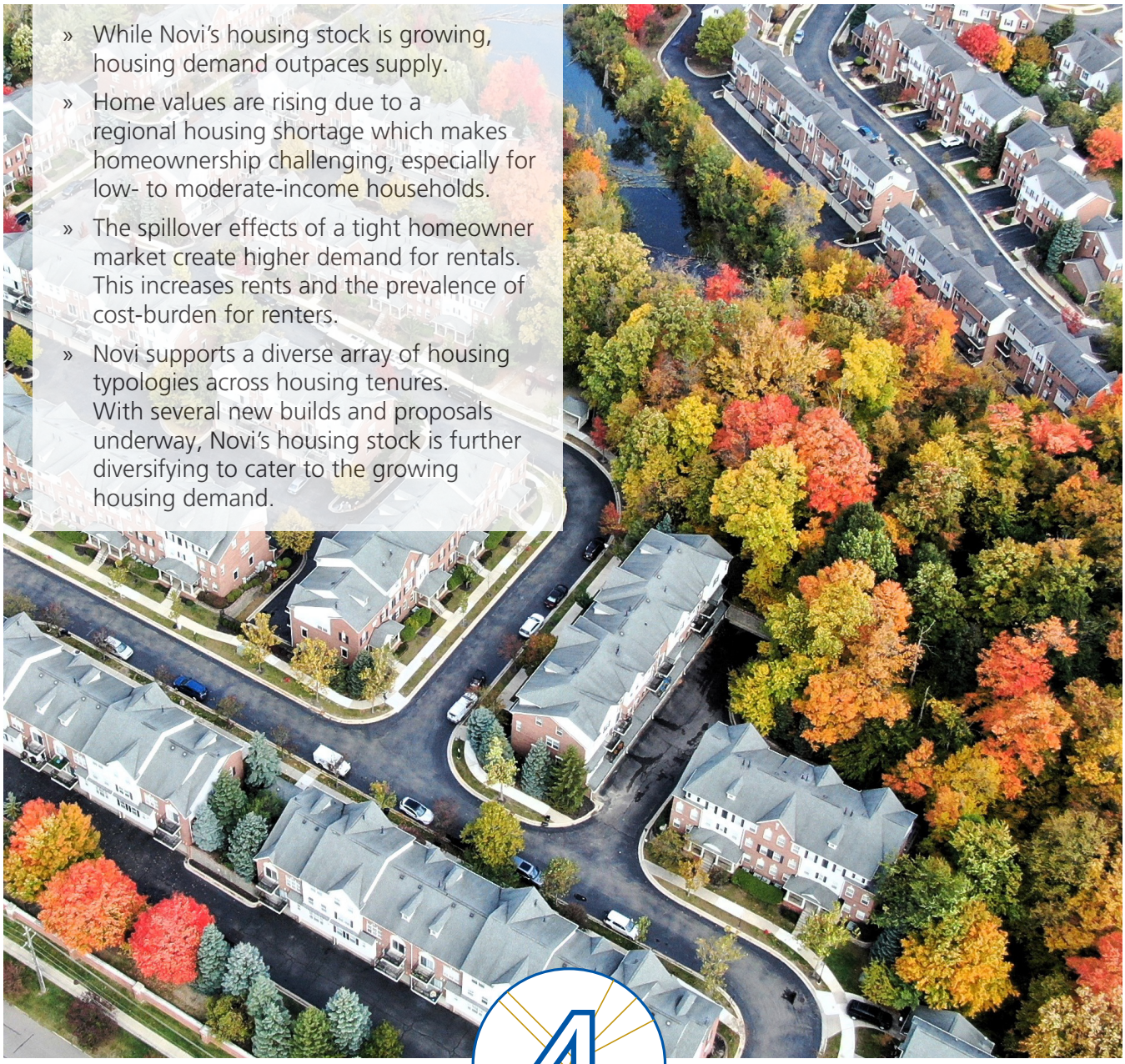


- While Novi's housing stock is growing, housing demand outpaces supply.
- Home values are rising due to a regional housing shortage which makes homeownership challenging, especially for low- to moderate-income households.
- The spillover effects of a tight homeowner market create higher demand for rentals. This increases rents and the prevalence of cost-burden for renters.
- Novi supports a diverse array of housing typologies across housing tenures. With several new builds and proposals underway, Novi's housing stock is further diversifying to cater to the growing housing demand.

4

HOUSING

Across Michigan and the country, there is a housing shortage. Home construction has not returned to pre-Great Recession levels, which means that for at least a decade, the compounding effects of a housing shortage have been felt by many. In Michigan, it is predicted that by 2045 there will be a shortage of 150,000 units.[1]

The housing situation has put homeowners and home-seekers at odds in some areas as the undersupply of housing benefits existing homeowners while newcomers to the market are at a disadvantage. For existing homeowners, increased demand and competition for their homes drives up the prices. They benefit from the equity gained in their investment which they can roll into their next home. However, because not enough new units have been built, these same homeowners may be stuck in their homes as they wait to downsize somewhere in their community. For newcomers to the market, the combination of low vacancy rates and skyrocketing housing prices and mortgage rates make the purchase of a home particularly difficult for moderate income earners, such as young professional or single income earners. Consequently, these groups tend to stay in rentals longer or bid up the cost of older homes that were once attainable to lower-income households. Rents increase because of increased competition, leaving renters less opportunity to save for a down payment on a home. Many households are in less-than-ideal housing situations when it comes to finding a unit with the price, type, and location that fits their lifestyle and needs.

These challenges are not unique to Novi. An inventory of existing conditions and dynamics for the City's housing market illuminate opportunities to continue to support residents of all tenure classes and income levels.

THE CURRENT STATE OF NOVI'S HOUSING MARKET

This section of the plan summarizes the existing conditions and current trends of Novi's housing market. To effectively present a snapshot of the city's housing market, the analysis in this section is organized into four categories: Housing Supply, Homeowner's Market, Renter's Market, and Housing Diversity. While the housing data and trends are folded into this larger framework, it is important to acknowledge that the data is interrelated so it is possible that data points could fall into more than one of the four categories. Wherever possible such links between data in different categories in this section have been explained. Detailed data tables are in the Appendix.

Houses on Shawood Street

HOUSING SUPPLY

Novi's housing stock is growing but the housing demand outpaces supply.

- In 2020, Novi recorded a total of 27,380 housing units, a 13% increase since 2010; given that the population grew by 20% in the same period, the growth of housing units has not kept pace.
- Though largest in terms of number of housing units among the surrounding communities, Novi experienced a slower rate of increase in housing units than Lyon Township and Wixom. (Figure 18)
- Over the past two decades, the largest number of building permits was issued between 2000 and 2005 (3,188); since then, only half the number of permits has been issued within 5-year periods. (Figure 19)
- Despite the slowing rate of building permits, the Home Builders Association of Southeast Michigan estimates that Novi issued the highest number of single-family residential permits in Oakland County in 2020.[2]
- Approximately 396 housing units are under construction and 1,979 are proposed, which includes both single-family and multi-family housing typologies.[3]
- Though new construction indicates a forthcoming increase in housing supply, the distribution across housing typologies, tenure type, and cost will determine how well these units cater to the housing demand.

Figure 18: Percent Increase of Housing Units from 2010 to 2020

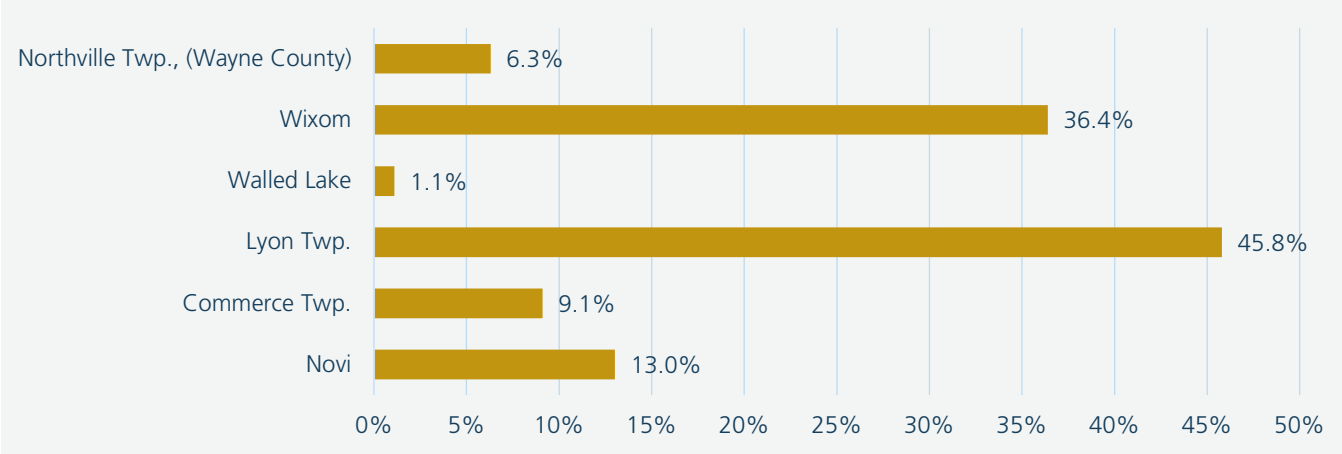
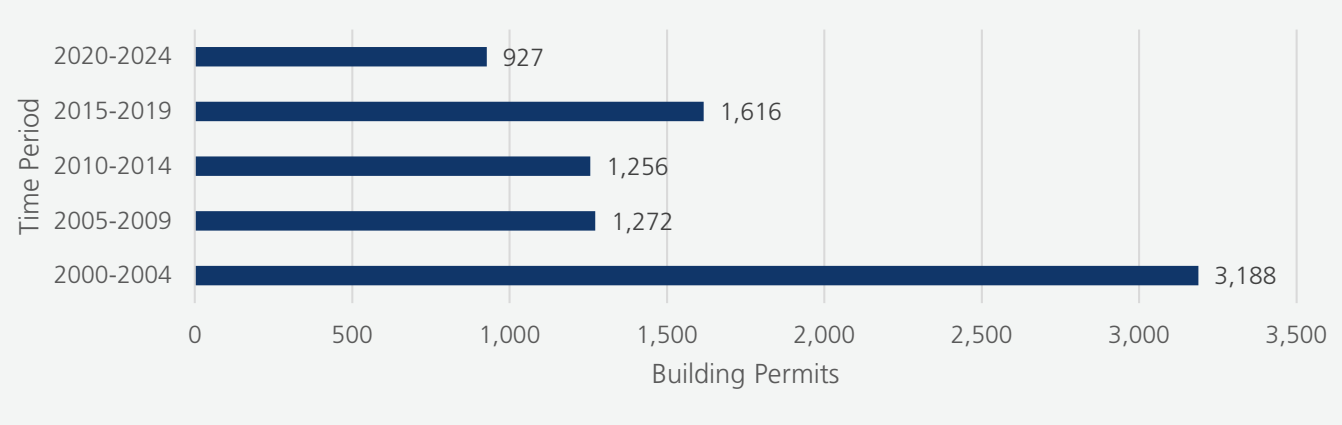


Figure 19: Building Permits, 2000–2024



THE HOMEOWNER'S MARKET

Rising home values, due to a regional housing shortage, makes homeownership challenging.

- Owner-occupied housing units still account for a majority (64%) of occupied units in Novi, a slight increase from 2010 (62%).
- Novi boasts a low vacancy rate of about 5%, indicating a strong housing market. However, only 4% of all vacant properties are in the market are pending sale as opposed to 21.9% in 2010; in other words, lesser percentage of homes are available for sale in 2010 than 2020. Therefore, increasing the housing supply would cater to the growing demand.[4]
- According to the Department of Housing and Urban Development (HUD), cost-burdened households are those who spend more than 30% of their income on housing; of Novi's owner-occupied housing units, 67% have mortgage payments and nearly 20% of those households are cost burdened. (Figure 21)
- The average sale price increased by almost 80% to $457,440 over the last decade which is attainable for less than half the city's households that earn approximately 1.4 times the Area Median Income (AMI).[5,6]

Figure 20: Housing Units Growth Rate, 2010–2020 (All housing units including apartments)

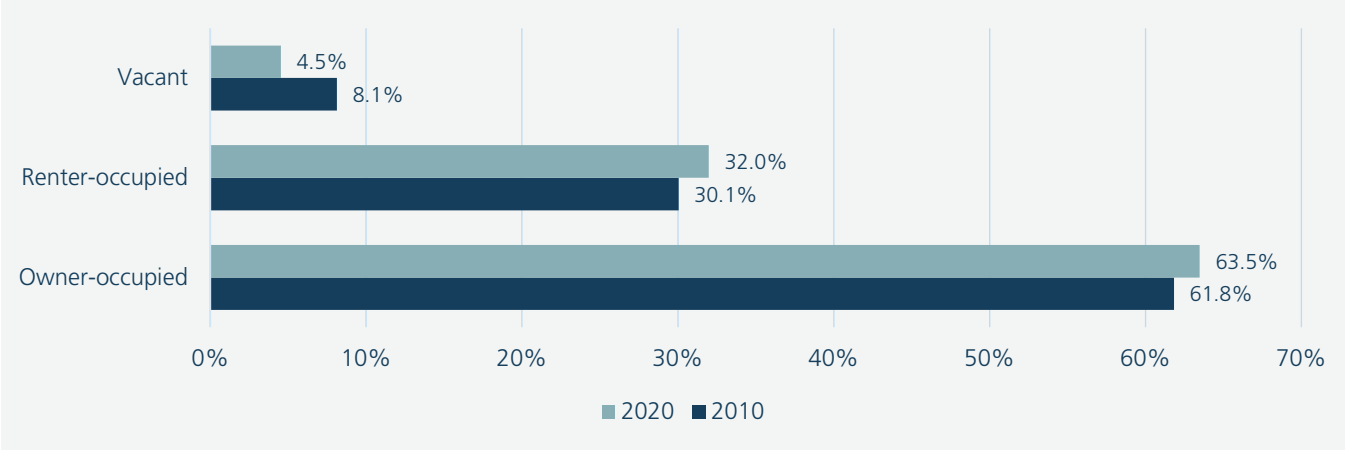
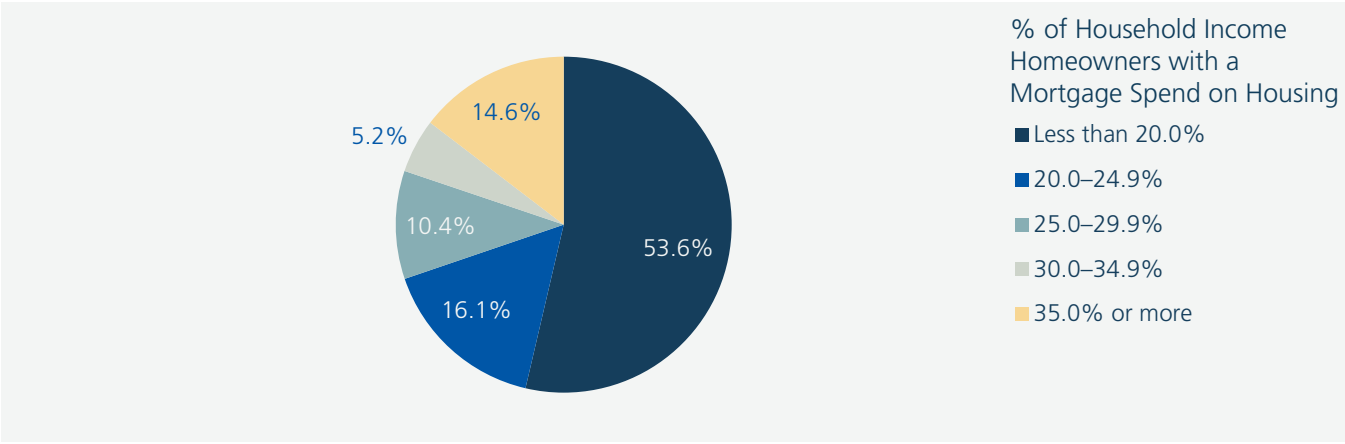


Figure 21: Selected Monthly Owner Costs as a Percentage of Household Income, 2020



THE RENTER MARKET

The spillover effects of a tight homeowner market, create higher demand for rentals, increasing rents and making them a less affordable option.

- Renter-occupied housing units comprise about 32% of Novi's occupied housing units. (Figure 20)
- The surrounding townships have a considerably larger share of homeowners than renters, reiterating the shifting preferences and/or availability of more rental units in cities compared to townships.
- Of Novi's 5% vacant housing units, about 50% are available for rent. This could be due to Novi's high percentage of immigrants who may be a floating population that opt for shorter leases.[7]
- The increasing demand for rental units drives up the rent. The average rent on a 1,100 square feet unit in Novi is $1,736.[8]
- Of Novi's renter-occupied housing units, nearly 40% are cost burdened. (Figure 23)
- Over three-quarters of the city's rental communities were built prior to the 2000s and the average monthly rent on these units is $1,413 (June 2022).

Figure 22: Average Rent, 2024

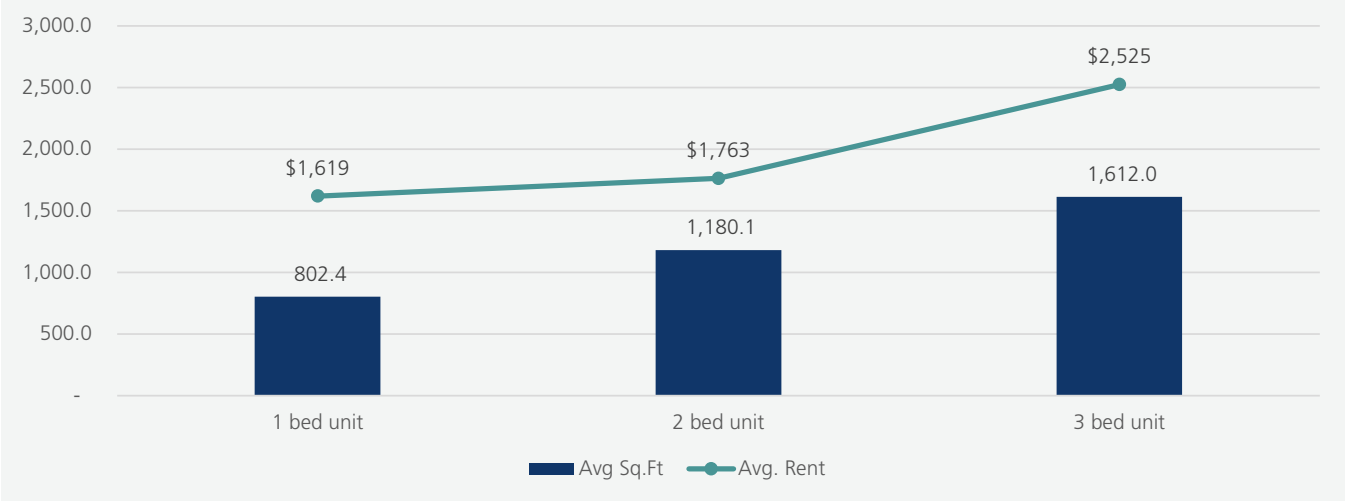
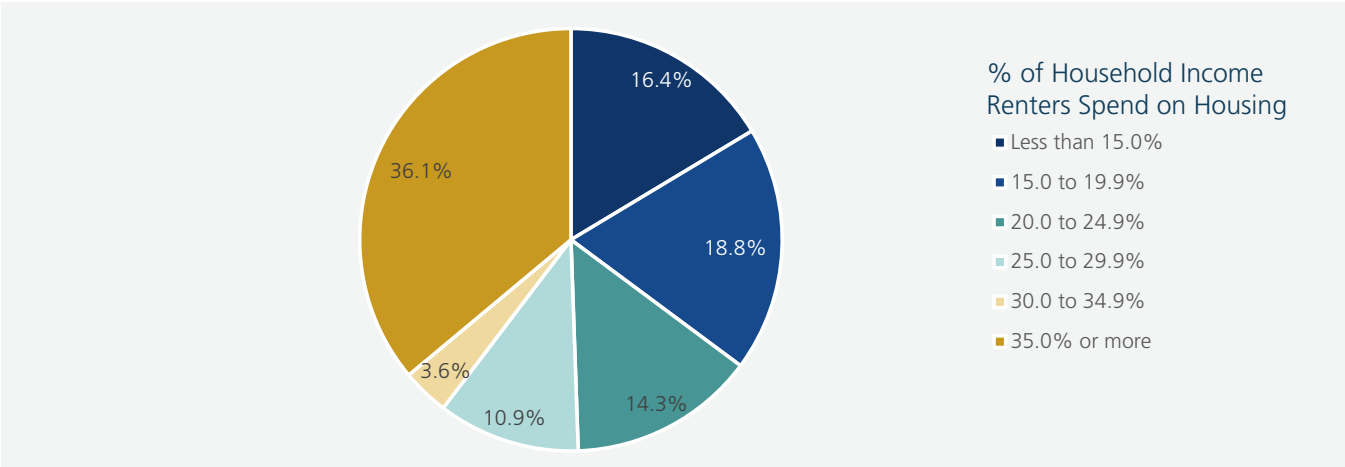


Figure 23: Gross Rent as a Percentage of Household Income, 2023

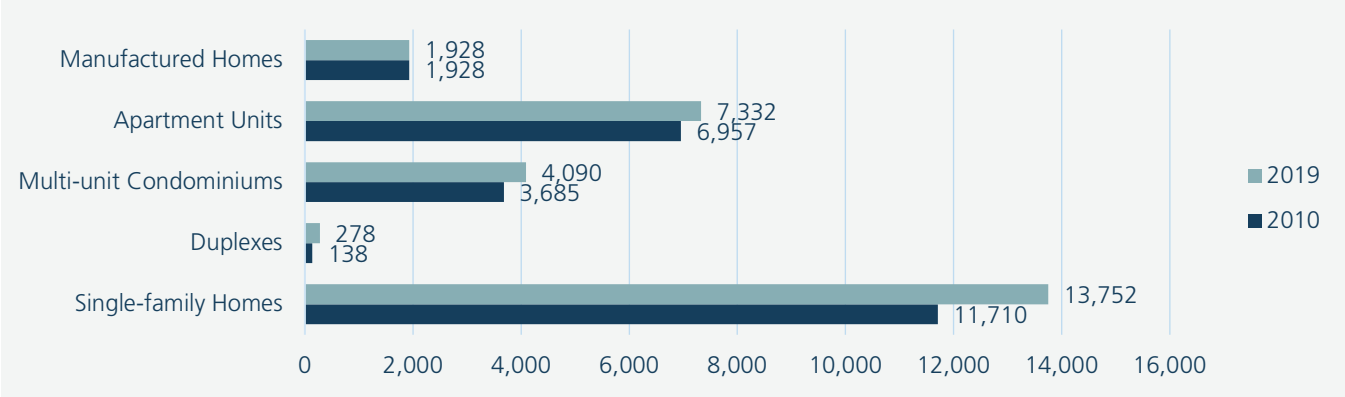


HOUSING DIVERSITY

Novi supports a diverse array of housing typologies across housing tenures. With several new builds and proposals underway, Novi's housing stock is further diversifying to cater to the growing housing demand.

- Approximately 50% of Novi's housing stock consists of single-family homes while only 1% of all units consist of duplexes. 140 duplexes have been added over the past decade. (Figure 24)
- Unlike many Michigan communities, over 40% of Novi's housing stock is located in higher density multi-unit condominiums and apartment units. (Figure 24, Map 5)
- Novi also houses five mobile home parks which account for about 7% of all housing units. (Figure 24)
- Of the 396 housing units under construction, about 21% are detached single-family units.[9]
- Proposed housing developments (approximately 1,979 housing units) constitute a wide spectrum of typologies including duplexes, townhomes, apartments, condominiums, and mixed-use units.[10]
- The existing housing stock is diverse. It is evident that the City is actively diversifying the housing typologies to further improve affordability and accessibility. It will be critical to adapt and match the current and upcoming housing stock with demand. (Figure 24)

Figure 24: Housing Diversity, 2010–2019



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3 City of Novi, https://cityofnovi.org/services/community-development/development-projects-in-process.

4 American Community Survey, 2016-2020 5-Year Estimates.

5 City of Novi, Sales Data.

6 Calculation based on HUD's cost burden criteria.

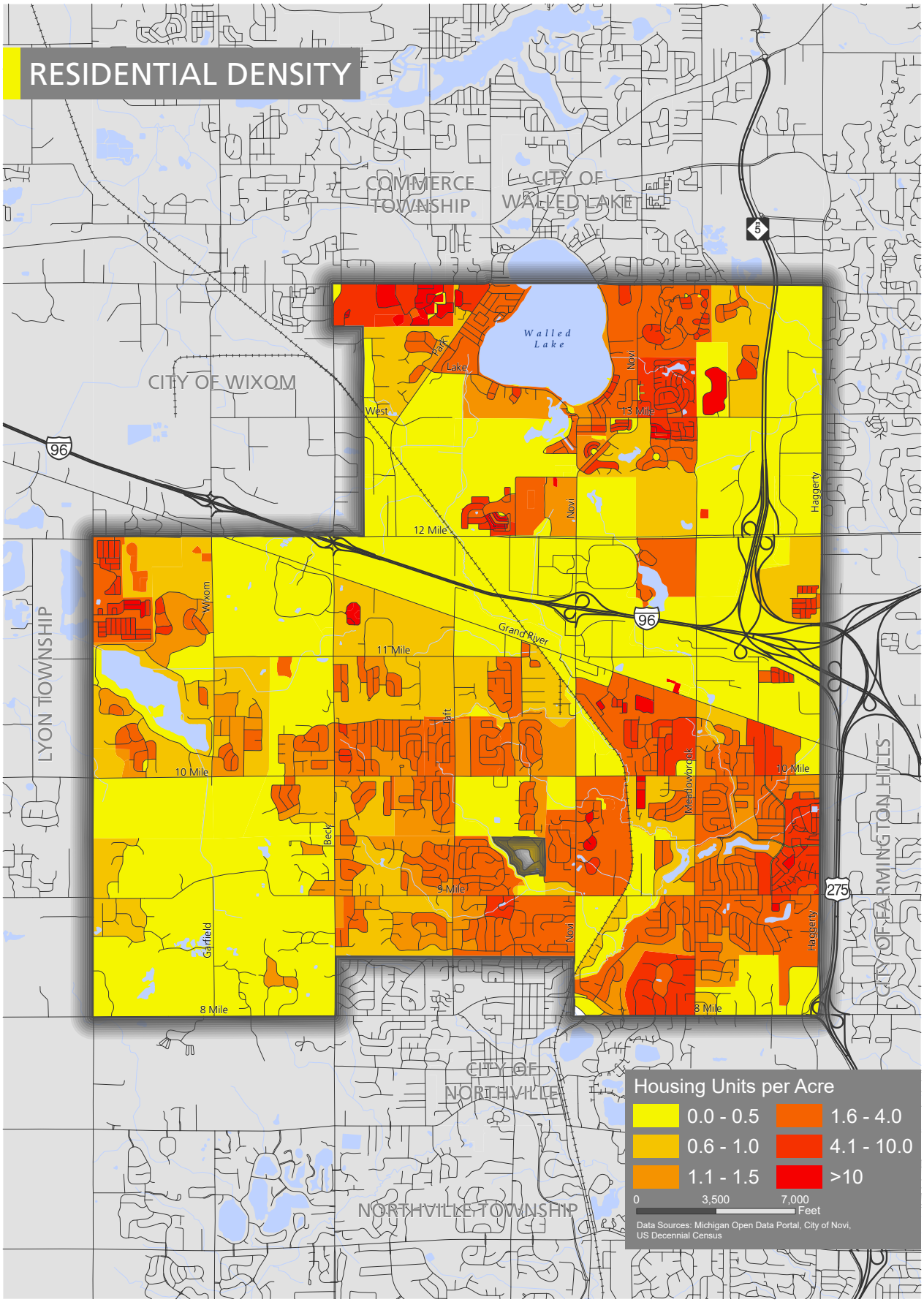
7 American Community Survey, 2016-2020 5-Year Estimates.

8 City of Novi, Sales Data.

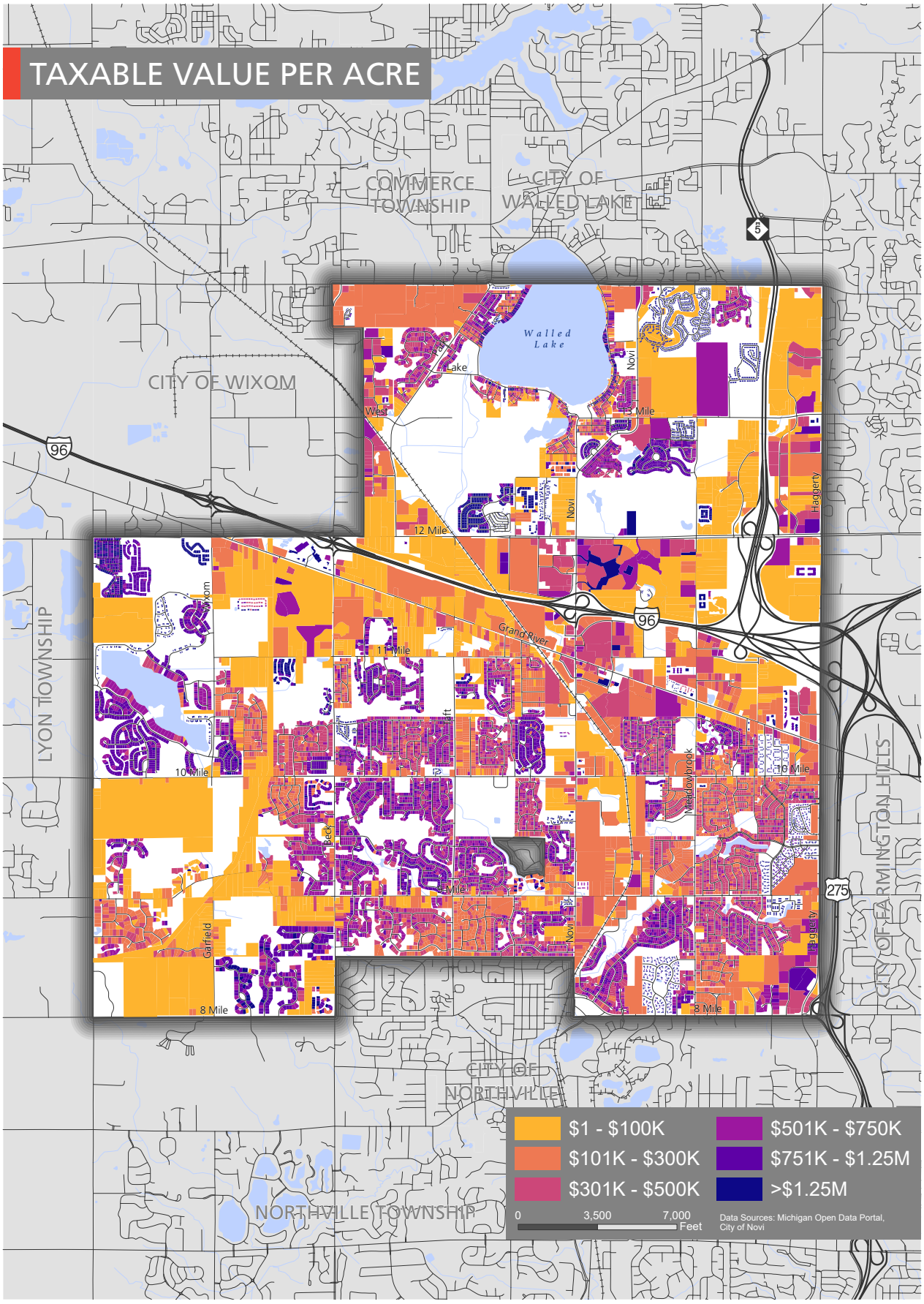
9 City of Novi, https://cityofnovi.org/services/community-development/development-projects-in-process.

10 Ibid.

Map 5: Residential Density



Map 6: Taxable Value Per Acre



Residential

- Novi's housing market is distinctly competitive in SE Michigan; it is a "seller's market" where demand outpaces supply.
- At the end of 2024, the median home price in Novi was $505,000.

Commercial/Office

- A quarter of survey respondents desire more co-working spaces in Novi, a reflection of post-pandemic preferences.
- It is expected that the restaurants, entertainment/recreation, and household furnishings & equipment retail sectors will continue to grow.

Industrial

- E-commerce flourished during the pandemic, increasing the demand for warehousing and logistics in metro Detroit, especially the suburbs.

5

MARKET ANALYSIS

Novi is recognized as a thriving market in southeast Michigan. The Novi Road/I-96 interchange is a destination shopping area that includes Twelve Oaks Mall along with other "big box" retail shopping, dining, and entertainment opportunities. Beyond offering diverse retail and entertainment prospects, the city is an employment hub for a wide variety of industries, including financial services, health care, research and development facilities, and automobile manufacturing and suppliers. Novi also has one of the most unique event operations in the entire country in the form of the Suburban Collection Showplace, a 55 acre privately owned exposition, conference, and banquet center, drawing large numbers of people to the city. This diverse economy coupled with distinguished school districts makes Novi an attractive place to live. While the city is known for its large homes in a traditional single-family neighborhood setting, it also offers many opportunities for smaller-scale multi-family dwellings.

To continue to remain an attractive and vibrant place to work, live, and shop, the city seeks to understand how the population and economy are changing, which will inform key policy decisions around housing and redevelopment. To this end, this section of the Master Plan analyzes regional and local residential, commercial, office, and industrial markets and land use trends to project the future changes to the city's taxable value of existing and vacant property. The future projected revenue is compared against the projected cost of public services base to calculate the gap between revenues captured and services provided. In addition to projecting the changes to existing property, this section also projects the future taxable value of the future land use plan to highlight how the zoning changes recommended in the Master Plan could impact future taxable value and revenues.

WHAT IS A MARKET ANALYSIS AND WHY IS IT USEFUL?

The real estate market, also referred to as "the market," is an overarching term that collectively addresses buying, selling, and redevelopment of properties either in the form of buildings or land. The market may be further subdivided into several submarkets based on varying the base criterion; for example, from an economic standpoint, it may be subdivided into the buyers' market and the sellers' market; from a land use standpoint, it may be broadly subdivided into the residential, commercial, and industrial markets; and from a tenure perspective, it includes homeowners' and renters' market.

A market analysis examines past, present, and future real estate data and trends to understand the community's demand and preferences and helps cater supply accordingly. It is a valuable tool to:

- Demonstrate demand for a particular type of development and/or redevelopment.
- Provide input and comparable data for the financial feasibility of a project.
- Market the available resources to attract developers and investors.
- Build community support through targeted placemaking.[1]

This market assessment draws on data and trends gathered through a variety of methods including:

- An analysis of data obtained from the city and the Census.
- A review of secondary data and independent research.
- A review of data obtained through proprietary modeling and mapping software.
- A survey of residents of the Novi area.

This market analysis will subsequently serve as the foundation for identifying the highest and best use of the selected redevelopment sites, and it will guide future development in Novi.

CONTEXT

Regional Framework

Real estate trends in any community are not isolated events; market trends constantly change and evolve in response to local and regional socioeconomic shifts. Therefore, to fully comprehend the current and emerging trends in Novi's market, this assessment studies trends in the larger regional context of Oakland County, metro Detroit, and southeast Michigan to accurately capture and predict the future land use patterns in the City.

The COVID-19 Pandemic

The COVID-19 pandemic has disrupted real estate markets globally, and the United States is no exception. Owing to lockdown and social distancing mandates, in the months following March 2020, offices, malls, and restaurants, were vacated while homes simultaneously fulfilled the functions of all these spaces. E-commerce became the predominant way to shop, and barring essential workers, Work From Home (WFH) emerged as the "new normal" for office workers. Despite expectations of a protracted recession and extended period of recovery, the economy began to bounce back more quickly than expected and economic output has reverted to pre-COVID measures.[2] Mirroring the elasticity of the economy, some markets such as retail and offices experienced a temporary hiatus while industrial and residential markets witnessed a dramatic increase on the demand side. Through all these changes one theme that consistently emerges is the need for flexible spaces.[3] As the lines between home, work, retail, and entertainment blur, real estate that can easily adapt has become exceedingly valuable. Therefore, in addition to reviewing past and current market trends specific to Novi and the surrounding region, this assessment focuses on emerging trends in the COVID-19 pandemic context to predict future investment avenues.

RESIDENTIAL MARKET

Novi's regional location, about 25 miles northwest of Detroit, combined with exceptional school districts and a flourishing economy, make the city a sought-after place to live. It is the third-fastest growing housing real estate market in 2022 and has been ranked among the top ten best places to live in Michigan.[4,5] As a northern suburb in Metro Detroit, and given Detroit's unemployment rate has fallen under the national averages after nearly two decades, the City has also been the secondary beneficiary of Detroit's economic recovery.[6] With suburbs gaining additional significance in the post-pandemic world, Novi can expect to see an accelerated demand for housing caused by the ripple effect of this regional growth.

Demographic Trends Impacting the Residential Market

Demographic changes profoundly influence the housing market; therefore, it is essential to monitor the population and the community's preferences to predict trends in housing and strategize around housing supply. Novi's local and regional demographic trends are discussed in detail in Chapter 2 of this plan, but several that directly impact the housing market are described below:

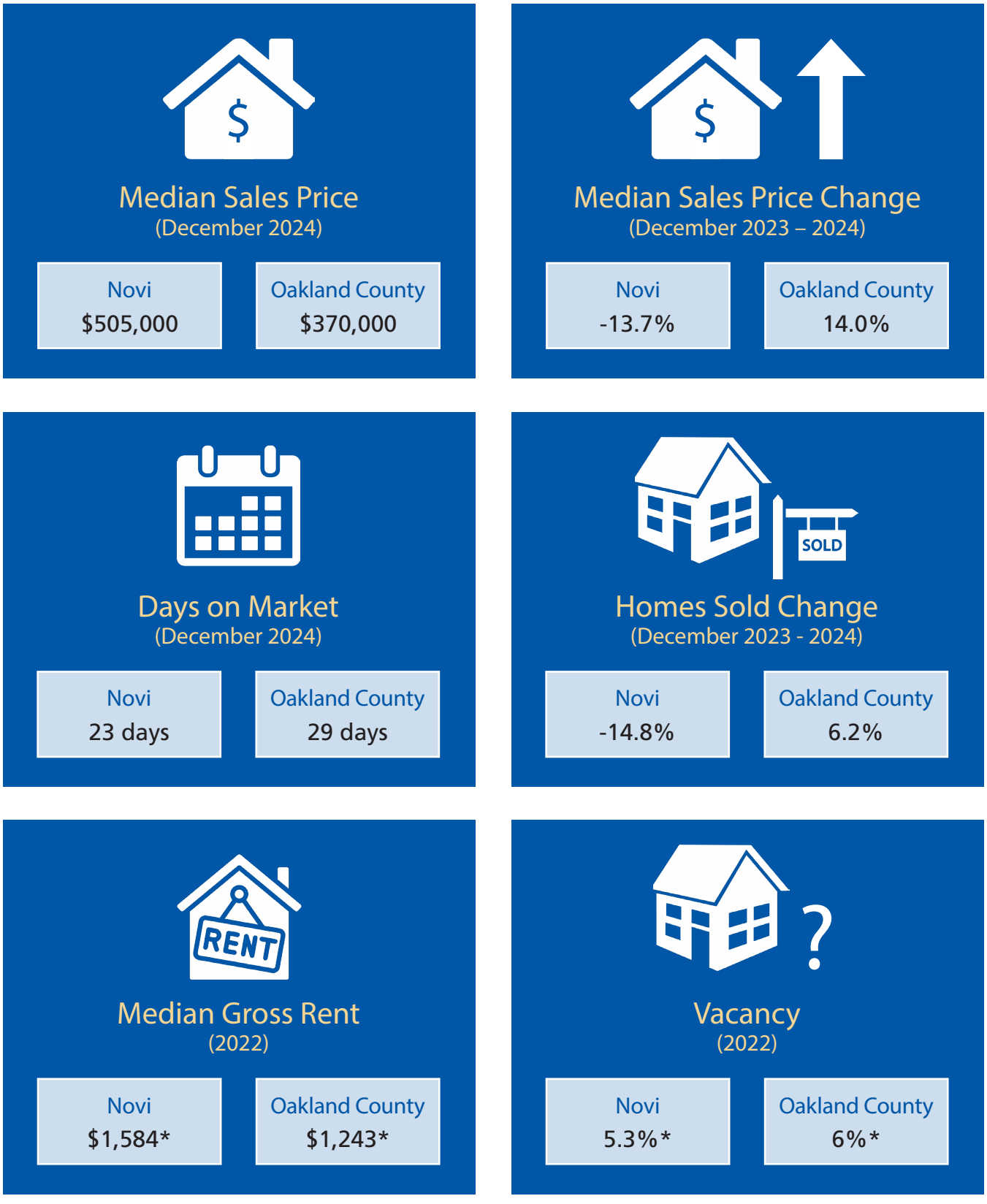
- Novi's population and households grew by nearly 20% in the last decade. The city is growing at a much faster pace than predicted and has already surpassed the SEMCOG population projections for 2025.
- The population growth rate of Novi outpaced that of Oakland County by 6% and other similar sized communities, including Farmington Hills, Rochester Hills, Royal Oak, Southfield, Troy, and West Bloomfield Township, suggesting that the City is also growing rapidly in the regional context.
- The growth of housing units in Novi also outpaced that of other similar-sized communities, due to an increasing number of new builds.
- With a median age of 39.2 years, Novi's population is aging; the 45-64 age group is the largest (28.4%) and nearly 40% of the population is above 45 years of age, establishing Novi as a place for mature families while also creating a demand for diverse housing typologies allowing residents to age in place.
- Despite the city's exceptional school districts, the combined decrease in the school-age cohort and 35-44 age cohort suggests that families with young kids may be migrating out. A likely explanation is Novi's housing may be inaccessible for families seeking "starter homes."

These demographic trends together indicate a need for housing of varied typologies, from starter home to senior housing, at various price points to cater to the needs of different demographic groups.

Novi's Residential Market

Novi's housing market is distinctly competitive in southeast Michigan. Redfin, a popular real estate brokerage, rates Novi 88 on a scale of 100 for competitiveness, indicating a "very competitive" market. Homes receive multiple offers and often standard contingencies are waived, and the most popular listings go "pending" in about five days and sell for approximately 7% over the list price.[7,8]

Figure 25: Residential Market Snapshot



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SE Michigan Dat: Remax of Southeast Michigan. SE Michigan Housing Snapshot. https://www.remax-detroit.com/blog/wp-content/uploads/sites/145/2022/07/Jun-22-Snapshot.jpg.

*SEMCOG Housing Data. https://semcog.org/housing.

In real estate terms, Novi is a "seller's market" where demand outpaces supply.

With median sales and gross rent costs that are nearly 1.5 times the median of the region as well as low vacancy rates, Novi's housing market is growing faster than the rest of Oakland County (Figure 25). Given the rate at which the population and economy is growing, this trend is expected to continue and may have the following outcomes:

- On the upside, the city can expect an influx of investment in the housing sector which can boost supply.
- On the downside, with rising construction and labor costs, it is possible that new builds will be accessible only to higher-income households.
- As a result, working-class households are forced into renting; however, with an average rent of $1,413, even the rental market can be unaffordable to nearly 35% of Novi's households.[9,10]

There is no doubt Novi will continue to attract investment in residential development, and high-end ownership and rental properties will remain lucrative prospects. To advance equitable and sustainable growth in this market, the city should consider incentivizing affordable and market-rate housing for developers.

What's Selling in Novi?

Table 2 records the housing sales data in Novi over the last decade. Except for 2012, the average home size decreased between 2010–2018 and subsequently increased between 2019–2021. While the increasing average household size is a plausible explanation, it is also likely that with the onset of the pandemic (March 2020), households started seeking larger homes to accommodate additional spaces such a home office, gym, children's play area, etc. Table 3 also shows that homes that are 3,000 to 5,000 square feet were the top choice during the pandemic, thereby increasing the average sales price for this type of housing by 20%.[11] Homes with offices and basements are most popular in Novi and are integral features in nearly 60% of the listings with a sale-to-list ratio of 102.5%.[12,13]

As demand for larger homes increased between 2020 and 2021, and as average sale price per square foot increased, more mid-size homes (1,500-2,000 square feet) sold in 2021 (19.3%). This is unsurprising as people who cannot afford to enter the competitive large-home market seek out mid-size housing typologies (like condos and duplexes) in pursuit of more affordable options. Alternatively, as the population of Novi ages, empty nesters (45-64 years) and seniors (65+ years) often gravitate towards smaller homes from both an

Table 2: Housing Sale Data, 2010–2021

Sale Year	Number of Units Sold	Average of Floor Area (sq. ft.)	Average Sale Price	Average Sale Price/sq. ft.
2010	174	2,304	$254,384	$99
2011	752	2,260	$251,935	$101
2012	783	2,320	$280,729	$110
2013	766	2,283	$307,485	$126
2014	960	2,207	$315,587	Data not available
2015	1,007	2,169	$316,739	$139
2016	1,021	2,194	$338,424	$147
2017	912	Data not available	$320,544	Data not available
2018	964	2,183	$368,105	$165
2019	919	2,260	$389,720	$168
2020	1,028	2,262	$394,533	$172
2021	997	2,292	$457,440	$192

Source: City of Novi

Table 3: Percentage Units Sold by Area, 2019–2021

Floor Area (sq. ft.)	2019	2020	2021
Under 750	0.4%	0.6%	0.3%
750 - 1,000	4.2%	3.8%	4.4%
1,000 - 1,500	22.9%	20.5%	17.5%
1,500 - 2,000	15.1%	16.2%	19.3%
2,000 - 2,500	17.6%	19.2%	18.7%
2,500 - 3,000	19.7%	19.5%	15.0%
3,000 - 5,000	18.8%	20.0%	22.6%
Over 5,000	1.2%	0.2%	1.3%
Vacant	–	–	1.0%

Source: City of Novi

Table 4: Housing Preferences by Age

Housing Type	25-34	35-44	45-54	55-64	65+	Total
Detached single-family home	87%	94%	91%	76%	65%	82%
Townhouse	14%	20%	25%	24%	20%	22%
Mid-rise apartment/condominium	14%	7%	8%	22%	13%	12%
Senior living apartments	3%	1%	6%	23%	45%	17%
Accessory dwelling unit	6%	4%	10%	10%	13%	9%
Mixed-use	20%	10%	11%	7%	3%	9%
Live/work unit	10%	4%	2%	4%	2%	4%
Bungalow court	1%	5%	7%	9%	8%	7%
Duplex	8%	7%	6%	6%	7%	7%
Triplex/Quadplex	4%	4%	3%	3%	4%	4%
Courtyard apartments	7%	6%	4%	3%	12%	6%
High-rise apartment/condominium	4%	7%	4%	3%	2%	4%
Manufactured/mobile home	3%	0%	1%	1%	2%	1%

Source: Novi Master Plan Survey: 842 Responses

affordability and maintenance standpoint. These trends indicate that there is a demand for both larger traditional single-family homes and "smaller lot" homes.

What Does the Community Want?

Only one third of respondents of the Master Plan survey agreed or strongly agreed that there are sufficient housing options in Novi to meet their future housing needs. When asked what housing options respondents would like to live in 10 years from now, the responses indicated demand for more diverse housing types. The most popular housing type remained the detached single-family home, followed by townhomes and senior living apartments. Two of the more uncommon housing types (accessory dwelling units and mixed-use units) received 9% interest among respondents. The table titled "Housing Preferences by Age" illustrates the interest in housing unit type varied by age. Understandably, senior living apartments were most popular among older populations. Courtyard apartments and accessory dwelling units were also popular housing choices, and younger generations tended to prefer mixed-use and live/work buildings compared to the older generations.

Residential Market Trends

Missing Middle Housing

The effects of the statewide housing shortage are felt across most of Southeast Michigan. With most communities emerging as seller markets with dramatically rising rents, there is a gap between supply and demand. Cities have an added challenge of low availability of land to increase supply through new builds. Therefore, increasing density becomes a likely solution, but one that is not always widely accepted by the community. Under such circumstances, Missing Middle housing typologies (see Figure 26) such as Duplex, Triplex, Quadplex, Bungalow Courts, Multiplex, and Live/Work units have gained traction as they weave density and diversity into the fabric of traditional single-family residential neighborhoods. These missing middle typologies also pave the path towards equitable housing by addressing two very important aspects: housing availability and housing affordability. Missing Middle characteristics include:

- Medium density but lower perceived density
- Smaller well-designed units
- Reduced lot sizes
- Walkability and multi-modal access

With over 40% higher-density multi-family units, a considerably greater percentage than surrounding similar sized cities of Farmington Hills (36%), Rochester Hills (19%), and Royal Oak (30%), Novi's housing inventory already includes many of these housing typologies, including duplexes, townhomes, and multi-family apartments.[14]

Historically, missing middle housing types have been largely prohibited by zoning regulations that define minimum lot sizes and the permitted number of units on a lot. Zoning ordinances updates (such as reducing minimum lot size, allowing for more housing types and sizes, reducing parking minimums, and incentivizing higher residential density) therefore hold the most promise in encouraging missing middle development in the future. Missing middle construction is made more feasible financially by boosting access to capital (especially local sources) for missing middle developers and financing institutions. Finally, strategies headed by the local government (such as technical assistance, prepared guidelines and resources, and business development) can further support prospective developers that have an interest in increasing the missing middle housing stock.

Flexible Homes

Homes have been transformed into multipurpose spaces in response to the pandemic, and having flexible spaces within homes has become a recent feature. More time spent at home calls for evolved flex-space design and greater-square-footage floor plans, with a deemphasis on indoor shared amenities in favor of outdoor living and recreation space.[15] Homes with office spaces, basements, flexible common areas, patios, and decks are receiving the most competitive offers.[16,17]

Build to Rent

Homeownership is vital for overall economic wellbeing, but renting is quickly becoming a

Figure 26: Missing Middle Housing

Source: Opticos Design, Inc.

preferred option in cities due to high housing costs and inventory shortages. Some young adults, empty nesters, seniors, and immigrants prefer to rent due to the convenience and flexibility it offers. With this growing demand for rental units, many developers are building to rent in southeast Michigan across an array of housing typologies, typically more spacious than apartments and include shared amenities.[18]

Mixed-Use Residential in Suburbs

With the flexibility that WFH offers, people are choosing to move to less dense suburbs. However, the pandemic also reemphasized the advantage of having everyday goods and service within walking distance; mixed use areas are thus becoming a highly popular option. Especially in the metro Detroit region where the suburbs have diverse communities and economic opportunities, mixed-use properties may be easily integrated along denser corridors. Mixed-use residential properties also tend to have smaller footprints, add housing diversity, and serve as a more affordable housing option in highly competitive markets. Furthermore, in communities which don't have a downtown, mixed-use developments create "community hubs" and encourage alternative modes of commuting including walking and biking, which is beneficial to reduce traffic on the major thoroughfares.[19]

Future Residential Market Avenues in Novi

Given the demographic trends, sales trends, demand-supply market dynamics, and community preferences, the question is what type of housing should be developed in Novi? The recommendations are as follows:

- Continue to build larger (3,000-5,000 square feet) detached single family units with flexible spaces or multi-use spaces to cater to the new normal in the COVID-19 era of live, work, and shop from home.
- Channel new investment towards mid-size (1,500-2,000 square feet) missing middle typologies to improve housing diversity and affordability.
- Incentivize smaller-footprint mixed-use residential units along the Grand River Corridor.
- Consider allowing Accessory Dwelling Units in some residential areas, including single family neighborhoods where appropriate, to provide more housing options for young adults, the elderly, or residents in transition to homeownership.
- Identify specific areas in the city in proximity to healthcare and recreational facilities for developing senior living facilities to enable the population of Novi to age in place.
- Pursue "Build-for-Rent (BFR)," "single-family rental (SFR)" and "single-family-built-to-rent (SFBR)" developments to increase the rental housing stock.
- Improve affordability by offsetting high costs of construction and labor by developing affordable rate units, both ownership and rental, in combination with upscale units.
- Incentivize affordable infill housing where feasible to supply housing to the low- and moderate-income population of Novi.

COMMERCIAL MARKET

The COVID-19 pandemic has transformed the commercial real estate market. In response to a global public health catastrophe, and with the arrival of quarantines and social distancing mandates, the commercial market was entirely disrupted. Semi-public and public spaces such as offices, shopping malls, restaurants, convenience stores, gyms, and entertainment venues that once provided a sense of community became obsolete, and all these uses found ways into peoples' homes or backyards. WFH and e-commerce became a lifestyle for most, raising questions on the future of commercial real estate. But the market showed surprising resilience. With faster than anticipated economic recovery and a renewed need for flexible and open social spaces, the commercial markets bounced back. This analysis will broadly focus on three commercial markets: Retail, Office, and Industrial.

Socioeconomic Trends Impacting the Commercial Market

Local and regional socioeconomic trends drive commercial real estate. Household income, spending potential, and preferences impact the type of commercial investments funneled into a community. Novi's local and regional economic trends are discussed in detail in Chapter 6 of this plan, but several pointed trends that directly impact the commercial market are listed below:

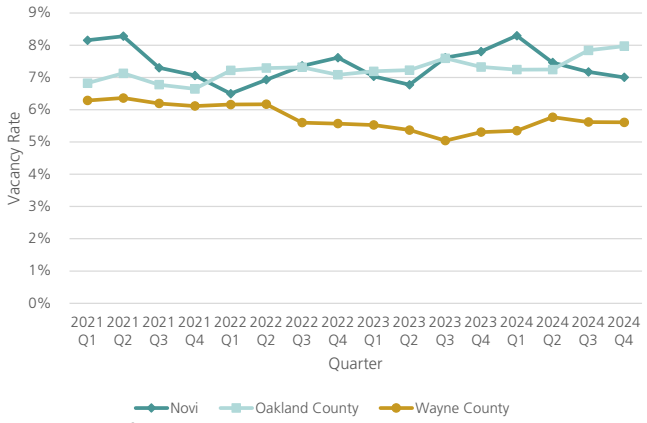
» The city's median household income increased from $95,131 in 2010 to $98,020 in 2019, but subsequently decreased to $93,943 in 2020, likely an effect of the COVID-19 pandemic. However, the surrounding cities of Walled Lake and Wixom recorded only about 60% and the southeast Michigan region about 70% of Novi's median household income in 2020, indicating the city's economic status in the region.

» With a strong presence in the auto sector, Novi is the beneficiary of international immigrants and business visitors, which creates a market niche for commercial real estate.

» Manufacturing is still the leading industry driving Novi's economy, followed closely by professional, scientific, management, and administrative support, waste disposal and remediation services, and educational services, healthcare, and social assistance.[20] Manufacturing refers to the mechanical, physical, or chemical transformation of materials, substances, and other components into new products. SEMCOG's regional forecast also predicts that while the former will see a decline, the latter two industries will witness growth by nearly 50% and 30%, respectively.[21] Since the two growth industries typically require office and/or retail spaces, Novi can expect an increase in demand for commercial real estate, especially small to mid-sized offices.[22]

» Roughly 41,000 people from adjacent communities commute into the City for work. These daily work commuters regularly frequent food and drinking establishments, visit parks, and personal services and seek out various entertainment options near their place of work, adding additional demand for more such spaces.[23]

Figure 27: Vacancy Rates, 2021–2024



Source: City of Novi

» Simultaneously, data from the National Association of Realtors (NAR) recorded that Oakland County had the highest Work from Home score in 2020 statewide, indicating that retail and office markets will have to be flexible to accommodate the changing work patterns.[24,25]

» The pandemic induced a surge in e-commerce, therefore the demand for industrial spaces and warehouses has skyrocketed in the region.

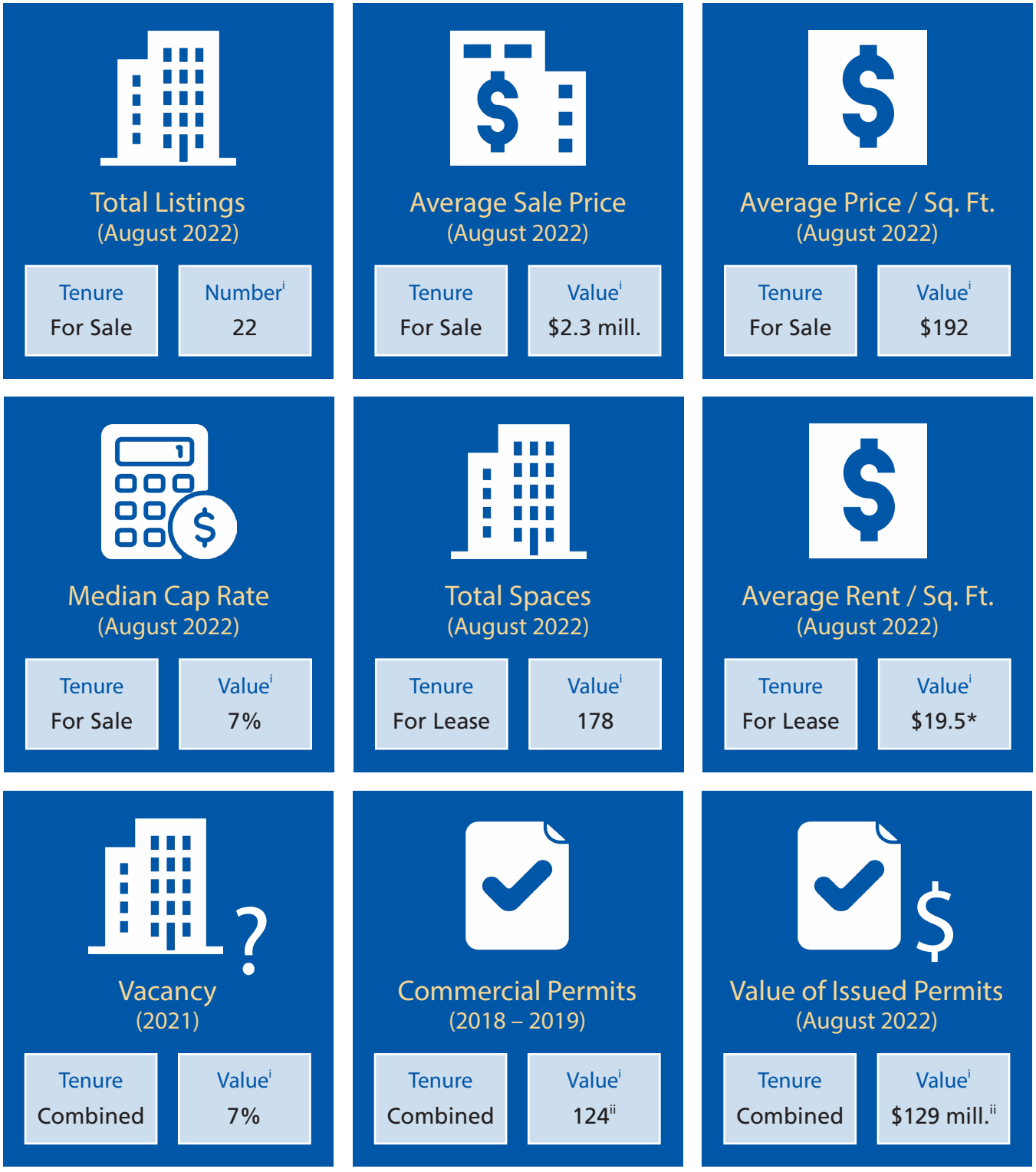
Novi's Commercial Market

Novi is a regional hub for commercial activity. Its economy includes international corporations with local and regional offices as well as owner-operated businesses serving the local area. While Novi is recognized for its large concentration of retail businesses clustered at the Novi Road and I-96 interchange, including the regional Twelve Oaks Mall, there are several large retail centers in the City as well as many individual retail businesses.[26] Auto showrooms are integral to Novi, with several luxury auto brand venues along Haggerty Road and Grand River Avenue. The city's industrial and office parks are home to companies in high tech research and development, health care, transportation and logistics, manufacturing, and domestic and foreign automotive-related suppliers. As the city reopens, the demand for social and interactive retail destinations has grown, paving the way to new market entrants such as Michigan's first indoor skydiving company iFLY.[27]

Novi offers an array of commercial properties for sale and for lease. In 2022, the average price per square foot in Novi was $192 which is on par with that of Oakland County $193.50 per square foot. This is indicative of a competitive regional commercial market.[28] The average rent per square foot on commercial properties in Novi was around $19.5. Figure 27 shows the change in Novi's commercial property vacancy rate in comparison to Oakland and Wayne Counties. Novi's market experienced a significantly greater disruption than the counties during and in the aftermath of the pandemic; however, in the second half of the 2021, the market swiftly stabilized, and for the last two quarters of 2024 had lower vacancy rates than Oakland County.

Novi undertakes rigorous efforts to attract large-scale business, which increases taxable values and creates jobs. These active business development

Figure 28: Commercial Market Snapshot (Retail, Industrial, and Office)



Sources:
i. Crexi, Novi Market Overview
ii. City of Novi Website
* Not all listings include rent/sq.ft.

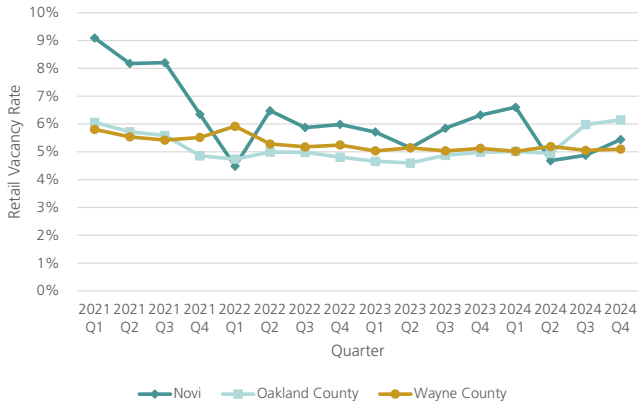
endeavors distinguish Novi's commercial market from the rest of the region. The city also extends several types of property tax abatements to developers and offers one of the lowest city property tax rates (10.2 mills) among comparable communities, while providing exceptional services and prime locations that attract investment in competitive commercial markets.[29]

Novi's Retail Market

In the aftermath of the pandemic, retail spaces had to quickly adapt to accommodate the transition to compete with e-commerce. Retailers had to scale up their home delivery and curbside pickup services while overhauling their supply chains to meet shifting consumer demand and overcome severe shortages.[30] As communities reopen post pandemic, retailers in the suburbs are benefiting the most.[31] Novi can expect to see a spike in the demand for retail spaces.

Of the three commercial real estate sub-markets, Novi's retail market is the only one that is in the process of being expanded with 51,800 square feet in the construction process, a 0.8% increase of the City's existing 6.4 million square feet of retail spaces. Like Novi's industrial and office markets, retail spaces experienced a notable increase (426.6%) in net absorption square footage from

Figure 30: Retail Vacancy Rates: Novi, Oakland County, and Wayne County, 2021–2024



Source: City of Novi.

2023 to 2024 with a total of 106,000 retail square feet being utilized. Similarly, the market's vacancy rate dropped by 1.7% to 4.8% -- coupled with the net absorption of retail spaces, these measures reflect a retail market experiencing healthy demand which supports current efforts to construct additional retail spaces with 51,800 square feet in the development process. Nearly 96% of all retail spaces are leased, and both the market asking rent per square foot ($26.67) and market sale price per square foot ($166) have experienced increases from

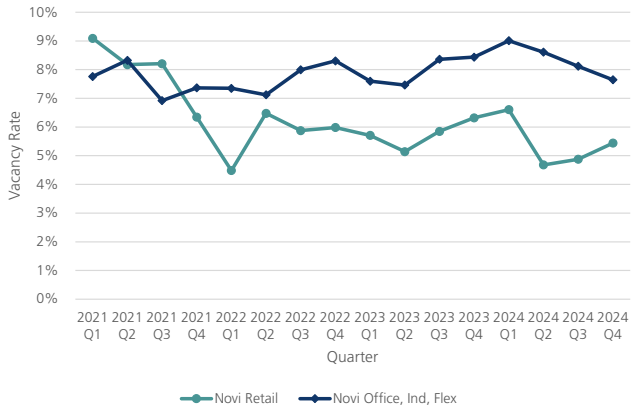
Figure 29: Retail Spaces Market Snapshot

Inventory	12-month Net Absorption SF	Vacancy Rate	Market Asking Rent / SF
6.4M sq. ft. 51.8K sq. ft. under construction 241 existing buildings	106K sq. ft. 426.6% increase	4.8% 1.7% decrease	$26.67 per sq. ft. 2.0% increase

Market Sale Price / SF	Market Cap Rate	Percent Leased Rate	24-Month Lease Renewal Rate
$166 per sq. ft. 2.4% increase	7.5% 0.1% increase	95.6%	78.1%

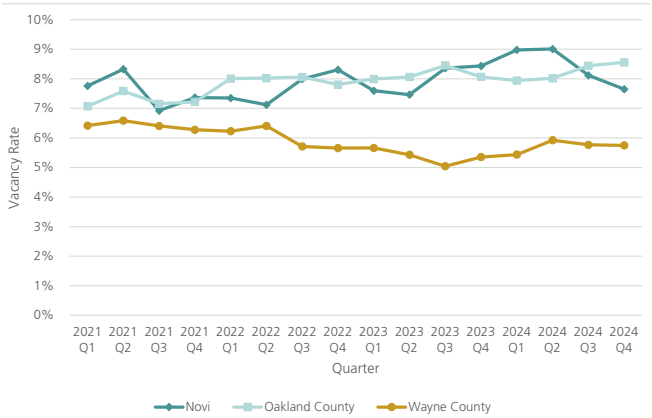
Source: CoStar Realty Information

Figure 31: Office, Industry, and Flex Vacancy Rates



Source: City of Novi

Figure 32: Office, Industry, and Flex Vacancy Rates: Novi, Oakland County, and Wayne County, 2021–2024



Source: City of Novi

Table 5: Consumer Spending, 2022 Forecast

Spending Category	Total Spent	Average Spent	Spending Potential Index
Shelter (Housing)	$861,818,368	$31,859.02	139.00
Health Care	$252,956,697	$9,351.10	132.00
Food at Home	$225,211,601	$8,325.44	134.00
Food Away from Home	$162,019,956	$5,989.43	139.00
Entertainment/Recreation	$134,613,946	$4,976.30	136.00
Travel	$110,300,965	$4,077.52	142.00
Support Payments/Cash Contributions/ Gifts in Kind	$100,775,654	$3,725.39	137.00
Household Furnishings & Equipment	$ 96,141,592	$3,554.09	139.00
Apparel & Services	$ 90,783,745	$3,356.02	139.00
Education	$ 77,549,553	$2,866.79	146.00
Vehicle Maintenance & Repairs	$ 45,637,940	$1,687.11	134.00
Personal Care Products & Services	$ 38,334,462	$1,417.12	139.00

Note: Consumer spending expenditures are shown by broad budget categories that are not mutually exclusive. Consumer spending does not equal business revenue.

Source: ESRI Market Profile.

2023 to 2024. Finally, a high rate of 24-month lease renewals (78.1%) further illustrates retail demand within the City.

Figure 31 shows that Novi's retail vacancy rate dropped below the City's office, industrial, and flex vacancy rates between the third and fourth quarter of 2021. Figure 30 illustrates greater fluctuation in retail vacancy rates in comparing Novi to Oakland and Wayne Counties. 2024 ended with Novi's retail vacancy below that of Oakland County, indicating the market is following the trajectory of anticipated suburban retail growth.

How Do Residents Spend Their Money?

A useful demand indicator in the retail market is measuring how and where households spend their money. ESRI's proprietary software calculates the "Spending Potential Index" to measure the amount spent on various goods and services by Novi households relative to a national average of 100. In addition to the spending potential index, Table 5 also captures the total dollar value and average amount spent by households as annual figures per retail category.[32] Housing emerges as the top

expenditure followed by health care. Residents of Novi exhibit a higher spending potential than the national average in all categories, especially under the travel and education categories.

Specifically relating to the retail market, households in Novi spent the most on food. With restaurants closing dine-in services during the pandemic, grocery stores boomed as did outdoor dining, take-out and curb-side service. Outdoor recreation areas were among the few safe places to socialize during the pandemic. Coming out of the pandemic, the demand for entertainment opportunities surged explaining the expenditures on "Entertainment/ Recreation" and "Household Furnishings & Equipment" as households began improving their gardens, installing new entertainment centers, and converting closets and dead space into home offices."[33] It is expected that these retail sectors will continue to grow, and Novi's retail market should be prepared to meet this demand.

What Retail Does the Community Want?

The Master Plan survey asked respondents several questions on commercial and retail development, and the detailed responses are presented in the Appendix. A few pointed trends impacting retail demand are listed below:

- Survey respondents demonstrated the highest demand for more recreation/public space, with 61% indicating that there was not enough in Novi.
- The greatest demand for retail goods was in the sporting goods, hobby, and book & music store sector, with 28% of respondents indicating that there was not enough in Novi.
- When asked if there were any specific businesses/establishments survey takers would like to see operate/open in Novi, food/grocery stores and general retail businesses were most listed.
- When asked about commercial redevelopment, about 77% of respondents support a "downtown type" development, 51% support hybrid shopping venues, and 19% support strip malls. Only 13% support a regional mall style of development.

Novi's Office Market

The pandemic scaled up the "Work from Home" (WFH) model. Excluding essential workers, emergency responders, and physical laborers, almost all employers authorized employees to WFH, which disrupted the office real estate market. But in the hopes that the shutdown would be temporary, firms around the nation did not want to give up their office spaces, and vacancy rates were at an all-time high.[34]

Novi's economy includes international corporations with local and regional offices as well as owner-operated businesses serving the area. The city is also an industry leader in Healthcare and Research and Development (R&D) which tends to use large swaths of office and laboratory spaces. Consequentially, the vacancy rate in the "Office, Industry, and Flex" markets has gradually increased from mid-2022 (7% in Q2) to 2024 (8% in Q4) (Figure 31). Figure 32 illustrates that vacancy in these markets is comparable between Novi and Oakland County with greater consistency (and lower vacancy rates) evident in Wayne County.

Though Novi's office market is not being expanded in terms of physical space or additional buildings and/or square footage, trends in the market indicate a greater use and occupancy of existing office buildings. Changes from 2023 to 2024 are likely attributed to workplace transitions coming out of the COVID-19 pandemic – while the opportunity to work remotely remains, some industries and employers have begun a return to in-office work patterns. Novi experienced a staggering 514.1% increase in net absorption square footage

12-Month Net Absorption Square Footage

This metric refers to the total amount of square footage (SF) of commercial real estate space that has been newly leased and occupied, minus the space that has been vacated, over a 12-month period, indicating the net change in occupied space within the market over a year.

Figure 33: Office Spaces Market Snapshot

Source: CoStar Realty Information

from 2023 to 2024 with a total of 61,600 office square feet being utilized alongside a decrease in office space vacancy rates. However, the market's vacancy rate decrease of 1.3% does not fully rectify the current vacancy rate of 10.8% which still reflects a general underutilization of office spaces and debates surrounding the location of workers.

Just over 90% of all office spaces are leased. The market asking rent per square foot has increased from 2023 to 2024, but by less than 1%; further, the market sale price per square foot of office space has decreased by 2.1%. The market valuations of office space by tenure further confirm a shift in the market – while a gradual return to more in-person work is apparent, the demand for office spaces in Novi is still behind pre-pandemic levels.

Nevertheless, Novi's office market is on the path to recovery, ending 2021 at an 8% vacancy rate. Considering the office vacancy rate in the Detroit-Warren-Dearborn metro area during the same period was 11%, Novi's office market still stands out regionally.[35] This may be in part due to the growing investment in corporate headquarters in the metro region. For example, in 2021, Magna International Inc.'s four-year-old headquarters sold for $322.22 per square foot for a total of $58 million.[36]

What Office Spaces Does the Community Want?

A quarter of survey respondents wished that Novi had more co-working spaces. Co-working space is a business service model where individuals working independently or collaboratively in a shared office space and use common facilities such as conference rooms, telecommunication facilities, and printer equipment.

Retail and Office Market Trends

Suburbs are the "new hubs"

The pandemic in many ways invigorated suburbia. WFH and e-commerce provided flexibility to households to move further away from their jobs in cities into the suburbs, shifting the demand for commercial spaces to the suburbs from the cities.[37] Retail spaces also had to be reconfigured to accommodate physical changes such as curb-side pickup and space for delivery vehicles that feed e-commerce. Such retrofitting and reengineering can be accommodated in suburbs more efficiently than in a downtown or Central Business District (CBD).

Smaller Square Footage and Short-Term Leases

The trend of WFH and online shopping is here to stay. According to a recent survey, most employees prefer a hybrid work model, but both

employers and employees believe that a physical space is necessary to foster collaboration and a healthy work culture.[38] Given the uncertainty, most companies have not been signing long-term leases.[39] Even with the healthcare sector and "telehealth" gaining prominence, many prefer to operate out of smaller clinics without the need for large waiting rooms. Flexible office and flexible retail can be achieved by offering smaller footprints and short-term leases. Smaller spaces with shared facilities provide more financial incentives for businesses and companies to invest in physical spaces, and short-term leases offer flexibility to reassess needs on a continual basis.

Functional Outdoor Spaces

Outdoor areas facilitated safe social interaction during the pandemic, and the demand for functional outdoor areas has been on the rise. Restaurants with outdoor seating before the pandemic were a luxury, but now outdoor space is a necessity. Designing commercial retail and office spaces with flexible outdoor spaces will encourage people to frequent such spaces.

Future Avenues for Retail and Office Markets in Novi

Through the pandemic, Novi's retail and office markets have shown resilience. The challenge that lies ahead for the city is to redevelop the existing inventory and vacant commercial properties to meet the changing demand.

The recommendations are as follows:

- Develop commercial and office spaces to have smaller footprints with shared facilities.
- Expand neighborhood-scale retail to include everyday uses such as local grocery stores, food establishments, gyms, and other frequented businesses.
- Incentivize mixed-use infill development in Novi's town center to create a walkable destination in the city with storefronts and pedestrian amenities.
- Redevelop office spaces as co-working spaces to allow for maximum flexibility and to provide opportunities for firms to set up satellite offices in Novi.
- Wherever feasible, encourage functional outdoor spaces, especially with primary uses such as restaurants, bars and taverns, cafes, and the like.

Novi's Industrial Market

The industrial market is the only real estate market that boomed from the e-commerce wave stirred by the pandemic. Due to robust demand for logistical real estate, an acute scarcity of supply, and rising replacement costs, high rents keep the market booming and vacancy rates at a record low."[40] Closely following the trend in retail and office and pushed by a shortage of larger parcels of land for industrial and warehouse uses, this market is expanding in the suburbs. In metro Detroit, the total area of industrial/warehouse space under construction in 2021 jumped from 6.69 million square feet in the second quarter to 7.58 million square feet in the third.[41]

Manufacturing is still the largest industry in Novi, and the city has a strong automotive presence regionally and globally; these industries continue to advance Novi's industrial real estate.[42] The booming industrial market likely stabilized the rapidly increasing vacancy rates, which reached an all-time high of 9.2% by mid-2021. As of August 2022, Novi's industrial inventory is 254,276 square feet across a total of 14 active listings.[43] As Novi's Lineage Logistics, a global temperature-controlled real estate investment trust (REIT), acquires facilities globally, the city can expect expansions in the industrial market. There is also a booming market in the suburbs of southeast Michigan to supply warehousing and logistics as developers like Ashley Capital, NorthPoint Development LLC, and Flint Development undertake large-scale projects in the metro region.[44]

While Novi's industrial market is not being expanded in terms of physical space or additional buildings and/or square footage, trends in the market indicate a greater use and occupancy of existing industrial buildings. Novi experienced a 248.3% increase in net absorption square footage from 2023 to 2024 with a total of 130,000 industrial square feet being utilized. Similarly, the market's vacancy rate dropped by 1.7% to just 3.4% -- coupled together, these measures reflect

Figure 34: Industrial Property Market Snapshot

Inventory	12-month Net Absorption SF	Vacancy Rate	Market Asking Rent / SF
7.7M sq. ft. 0 sq. ft. under construction 236 existing buildings	130K sq. ft. 248.3% increase	3.4% 1.7% decrease	$10.78 per sq. ft. 3.9% increase

Market Sale Price / SF	Market Cap Rate	Percent Leased Rate	24-Month Lease Renewal Rate
$94 per sq. ft. 3.4% increase	10.5% 0.3% increase	96.9%	78.8%

Source: CoStar Realty Information

an industrial market in high demand and may indicate a need to consider additional construction. While nearly 97% of all industrial properties are leased, both the market asking rent and market sale price per square foot increased in 2024. With nearly 80% of current occupants opting to renew their lease for an additional 24 months, inventory and industrial spaces available to newcomers are present but limited.

Regional Industrial Market Trends

Demand for Infill Warehousing and Logistics Spaces is Increasing

As the backbones of e-commerce, the demand for warehousing and logistics continues to grow in metro Detroit. In all five counties (Wayne, Oakland, Macomb, Washtenaw, and Monroe) mammoth buildings are under construction near freeways.[45] In many instances, these spaces are being developed as "flex" spaces without an actual buyer or tenant lined up. However, with demand outpacing supply, regulatory barriers to new construction, and raising construction costs, large-scale "new builds" for warehousing are becoming an increasingly unsustainable solution. As a result, smaller-scale infill industrial development is gaining traction as a potential solution in largely urbanized areas.

Future Avenues for Industrial Markets in Novi

How can Novi capitalize the industrial sector? The recommendations are as follows:

- Increase focus on smaller industrial footprints (30,000 to 60,000 square feet) that cater to research and development, technology, and specialized engineering.
- Provide flex-space and multi-tenant buildings.
- Continue to focus on OST (Planned Office Service Technology) Zoning District and planned areas to support research and technology work.

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45 Kirk Pinho. Real Estate Insider: Looking back at the biggest commercial real estate stories of the year: Crain's Detroit Business, 2021.

- About 20% of Novi's workforce is employed in the sectors of general merchandise retail, architectural and engineering services, and hospitals.
- At $945.9 million, electric power transmission and distribution has the highest economic output of all industry subsectors in Novi.
- Over half of the workers and the county's economic output are in growth sectors.

6

ECONOMIC CONDITIONS

EMPLOYMENT

In 2019, roughly 6,800 Novi residents (30.1%) were employed in the manufacturing sector, more than any other sector. The manufacturing sector broadly refers to the mechanical, physical, or chemical transformation of materials, substances, or components into new products. "Professional, scientific, management, administrative and waste management services," and "educational services, healthcare, and social assistance" had 4,028 (17.8%) and 3,961 (17.5%) employees from Novi, respectively. In total, 65.4% of Novi workers are employed in these three sectors.

While 68.3% of Novi residents over the age of 16 participate in the labor force, not all of them are employed in Novi. Only 2,924 people both live and work in the city (based on W2 addresses). Roughly 23,000 people who live in Novi commute outside the city, and roughly 37,000 people commute into the city for work. Most people commuting into Novi (inflow) are coming from the adjacent communities with a large share coming from communities between Novi and Detroit, including Detroit itself. Those commuting out of the city for work (outflow) also typically work in adjacent communities with an emphasis on Detroit and surrounding communities.

A more detailed look at the Novi workforce provides a glimpse into the industrial subsectors of the City that have the greatest number of employees. It is important to note that while not all employees are residents of Novi, all industry subsectors are in Novi. The table titled "Greatest Employment by Sector, 2023" illustrates the top 10 industries by employment. Novi's economic development report of 2022 further details the City's largest employers by name.

Table 6: Greatest Employment by Sector, 2023

Industry Subsector	Employees	% of All Workers	Average Employee Compensation
Retail – General Merchandise Stores	5,652	8.6%	$42,477
Architectural, Engineering, and Related Services	3,741	5.7%	$147,072
Hospitals	3,505	5.3%	$102,364
Truck Transportation	3,090	4.7%	$88,047
Full-Service Restaurants	2,271	3.4%	$34,256
Offices of Physicians	2,176	3.3%	$111,257
Retail – Clothing and Clothing Accessories Stores	1,754	2.7%	$37,604
Management of Companies and Enterprises	1,579	2.4%	$158,034
Couriers and Messengers	1,411	2.1%	$55,219
Limited-Service Restaurants	1,287	2.0%	$28,496

Source: IMPLAN, 2023

Table 7: Novi's Top Ten Employers, 2022

Employer	Industry	# of Employees	% of Total City Employment
Ascension Providence	Hospital, Healthcare	2,395	4.15%
Harmon	Audio Electronics	935	1.62%
Novi Community Schools	Education	683	1.18%
ITC Holding, Inc.	Electric Utilities	583	1.10%
Ryder System	Transportation and Logistics	500	0.87%
Yanfeng	Automotive Supplier	450	0.78%
Hanon	Automotive Parts Manufacturing	375	0.65%
Lineage Logistics	Temperature-Controlled Logistics	371	0.64%
Fox Run	Retirement Community	331	0.57%
Magna International	Automotive Interiors	311	0.54%

Source: City of Novi

Table 8: Top Five Largest Industries in the City of Novi, By Economic Output

Industry	Total Economic Output (millions)	Average Employee Compensation	Labor Income (millions)	Employment
Electric power transmission and distribution	$945.9	$228,565	$133.5	586
Architecture, engineering, and related services	$812.7	$147,072	$501.2	3,741
Hospitals	$742.5	$102,364	$359.1	3,505
Truck transportation	$626.6	$88,047	$201.8	3,091
Retail - General merchandise stores	$539.1	$42,477	$234.3	5,652

Source: IMPLAN, 2023.

Table 9: Top Five Export Industries in Oakland County

Industry	Location Quotient	Total Economic Output
Propulsion units and parts for space vehicles and guided missiles manufacturing	4.87	$180,701,821
Nonferrous metal smelting and refining	4.19	$18,832,477
Broadwoven fabric mills	4.05	$13,344,963
Communications equipment manufacturing	3.91	$80,511,164
Photographic and photocopying equipment manufacturing	3.71	$8,358,414

Source: IMPLAN, 2019.

SECTOR ANALYSIS

Economies are diverse, complex webs of relationships. Products on the shelf often go through multiple stages of manufacturing that involve globally-source materials and are designed, engineered, and built by many people. IMPLAN, an input-output economic modeling tool, was used to illustrate the interdependency of sectors in Oakland County. The analysis was performed at a county scale to better capture a regional economy while retaining relevance to Novi. In total, 546 unique industries were included in the analysis. Data used in the analysis was collected from various governmental sources including the Bureau of Economic Analysis, Census Bureau, and Internal Revenue Service. IMPLAN models upstream economic activity which includes the resources, supply, and manufacturing of goods and services. It does not model sales, use, and disposal activity.

Of the 546 industries modeled by IMPLAN, 433 are active in Oakland County. Table 8, "Top Five Largest Industries in Oakland County, By Economic Output" highlights the five industries with the largest economic output. Real estate, which includes leasing, appraisal services, and financing, has the highest economic output in Oakland County totaling over $11 billion. One third of Michigan's total economic output from the real estate industry originates from Oakland County. The real estate industry employs the second highest number of individuals in the county, behind architecture, engineering, and related services industry, which employs roughly 52,000 people in Oakland County.

To provide additional insight into the Oakland County economy, a base sector analysis was performed to identify which industries are exporting goods and services out of the region (Oakland County) and which are importing goods

Table 10: Economic Base

Industry Type	Description	Location Quotient	2014 – 2019 Economic Output
Growth	Industries that have a strong presence in the region and are expanding.	LQ >1	Positive Change
Emerging	Industries that are expanding but have yet to establish a strong presence.	LQ<1	Positive Change
Mature	Industries that have been a specialty for the region but are declining.	LQ>1	Negative Change
Declining	Industries with a small presence and declining economic activity.	LQ<1	Negative Change

Source: IMPLAN, 2023

Table 11: Industry Trends

	Industry Count		Employment		Economic Output ($M)	
	Total	% of Total	Total	% of Total	Total	% of Total
Growth	115	26.6%	549,193	56.7%	$113,453	58.4%
Emerging	141	32.6%	287,657	29.7%	$53,146	27.4%
Mature	44	10.2%	82,632	8.5%	$16,495	8.5%
Declining	133	30.7%	49,207	5.1%	$11,174	5.8%

Source: IMPLAN, 2019

and services. Exporting industries are significant because they draw money into the region and indicate an economic specialization. The location quotient, or LQ, is used as a measure of industrial specialization. A location quotient with a value of one or more indicates that the industry is exporting goods and services, meaning that other jurisdictions seek out these goods and services produced in Oakland County because they are a specialty of the county. A location quotient that is valued less than one indicates that the industry is importing goods and services into the region and that the presence of these goods and services is not vastly different from their presence across the rest of Michigan. In most communities, limited- and full-service restaurants will have a location quotient that is less than one because the economic output of these industries is more or less reflective of the broader geography. Therefore, low location quotient values do not necessarily reflect an economic weakness, but rather more standard, non-specialized sectors.

Berkshire Stacks

Table 12: Top Industry Trends

Top Industries	Growth Industries	Emerging Industries	Mature Industries	Declining Industries
#1	Real Estate ($11,700M)	Hospitals ($6,579M)	Wholesale – professional and commercial equipment ($1,961M)	Automobile manufacturing ($1,914M)
#2	Architectural, engineering, and related services ($9,747M)	Scientific research and development ($2,183M)	Wholesale – drugs, druggists supplies, and sundries ($1,772M)	Motor vehicle transmission manufacturing ($1,359M)
#3	Insurance ($6,352M)	Other motor vehicle parts manufacturing ($1,963M)	Other financial investment activities ($1,586M)	Retail – General Merchandise ($1,019M)
#4	Management of companies ($5,027M)	Full-service restaurants ($1,681M)	Computer systems design services ($1,511M)	Motor vehicle interior manufacturing ($851M)
#5	Employment services ($3,756M)	Limited-service restaurants ($1,650M)	Wireless telecommunications carriers ($1,412M)	Vehicle metal stamping ($833M)

As shown in "Table 9: Top Five Export Industries in Oakland County," manufacturing industries remain a regional specialty for Oakland County; 19 of the top 20 export industries in Oakland County are manufacturing. However, the top 20 export industries only account for 4% of Oakland County's economic activity, indicating that regional specialties are not as productive as other industries.

To further define and identify economic trends, the 2019 output figures for Oakland County's industries were compared to the 2014 figures. Changes (namely a percent increase or decrease between the two years of measure) in economic output over time are analyzed in tandem with each industry's location quotient. Based on both measures, industries are assigned one of four groups: growth, emerging, mature, and declining. Table 10 (titled "Economic Base") defines each category based on location quotient and change in economic output over time, while Table 11 (titled "Industry Trends") shows the general division of all of Oakland County's industries based on their economic base categorization.

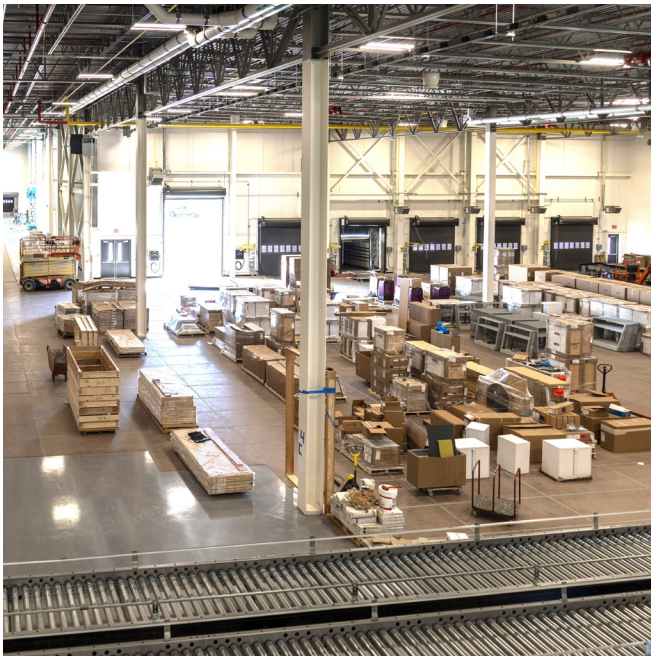
Oakland County's economy is healthy. Over half of the workers and the county's economic output are in growth sectors. Additionally, over one quarter of industries, workers, and economic output are in an emerging sector. While over 30% of industries are classified as "declining," these industries account for only about 5% of total employment and economic output. The high number of industries in decline indicates that the Oakland County economy will likely see transition towards industries that are performing better.

Table 12 illustrates the five growth, emerging, mature, and declining industries with the greatest economic output in 2019. Notably, the growth and emerging industries that exhibited an increase in economic output between 2014 and 2019 are the most productive sectors with greater economic output than sectors in the mature or declining categories. The growth industries in Oakland County are the drivers of the regional economy. Emerging industries are those in healthcare, science, and food service, which aligns with national economic trends. Declining industries

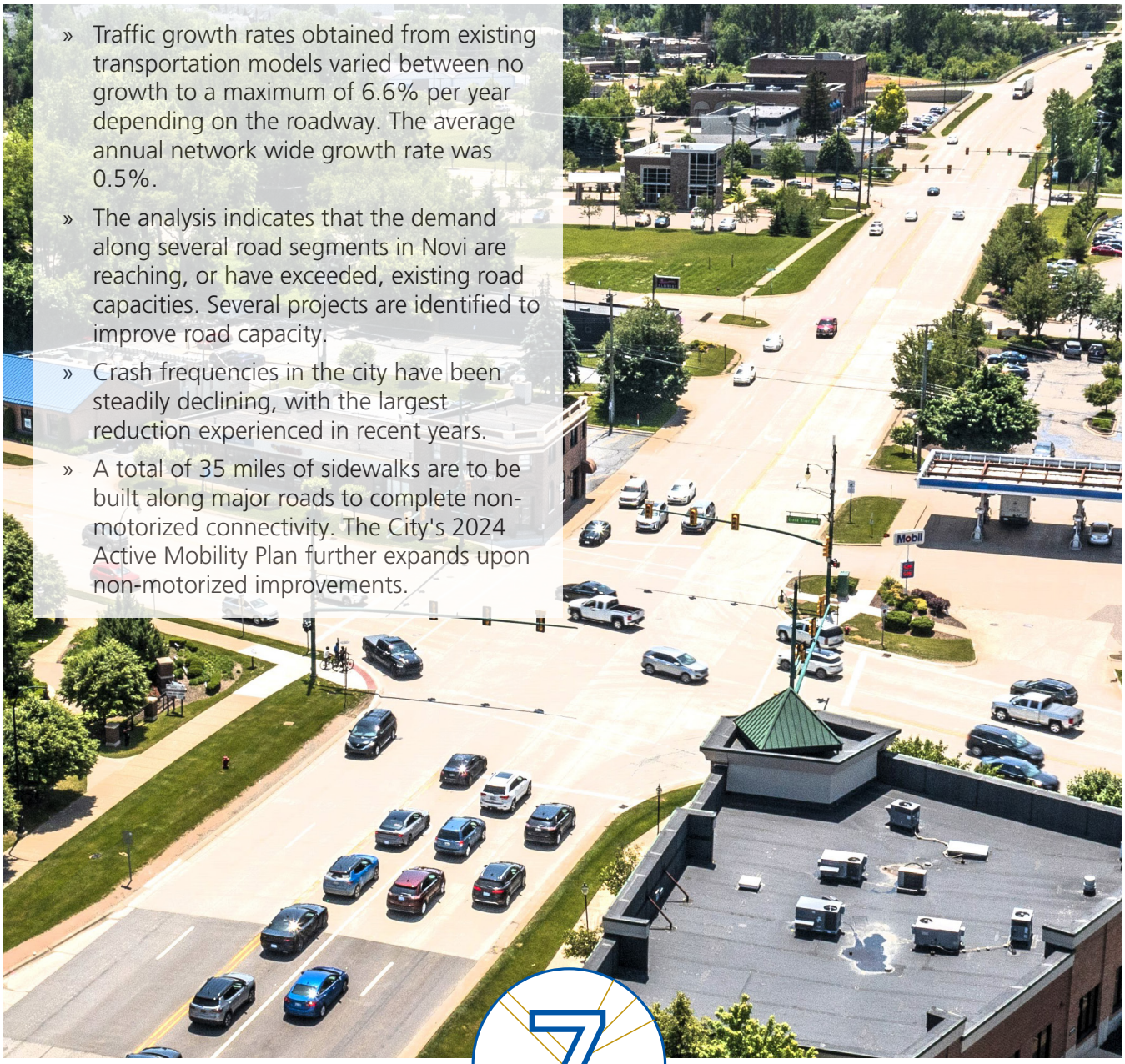
Worker Inside Berkshire

in Oakland County are auto manufacturing and general retail merchandising. Southeast Michigan's automotive manufacturing industry has been declining for over half a century and general merchandise (Sears, Kmart) has been declining nationwide.

The growth and emerging industries, especially those in the professional services and healthcare sectors, tended to locate in traditional office spaces (office parks, strip commercial). However, the COVID-19 pandemic significantly altered working/commuting trends and many more workers work from home, especially in Oakland County. The demand for office space will likely not increase to pre-pandemic demand in the foreseeable future, but flexible workspaces may be a hybrid alternative.



Berkshire Warehouse



- Traffic growth rates obtained from existing transportation models varied between no growth to a maximum of 6.6% per year depending on the roadway. The average annual network wide growth rate was 0.5%.
- The analysis indicates that the demand along several road segments in Novi are reaching, or have exceeded, existing road capacities. Several projects are identified to improve road capacity.
- Crash frequencies in the city have been steadily declining, with the largest reduction experienced in recent years.
- A total of 35 miles of sidewalks are to be built along major roads to complete non-motorized connectivity. The City's 2024 Active Mobility Plan further expands upon non-motorized improvements.

7

TRANSPORTATION FRAMEWORK

INTRODUCTION

A transportation plan is a comprehensive review and evaluation of the transportation network. It provides a vision, recommendations, and best practices for addressing existing concerns and accommodating future growth and trends. While congestion and connectivity concerns remain, Novi has made notable investments in improving the overall transportation infrastructure, including significant improvements in the non-motorized network through the construction of new sidewalks, pathways, and trails. This transportation plan builds on the success of previous plans and investments while accommodating anticipated changes. Special emphasis has been placed on improving connectivity, reducing congestion, improving safety, and providing an overall network management which complements the land use master plan. These objectives have been developed based on a review of previous transportation related plans, existing conditions, public engagement activities, and an evaluation of capacity, safety, and overall infrastructure conditions.

PREVIOUS TRANSPORTATION RELATED PLANNING EFFORTS

The City of Novi has historically recognized the importance of the transportation network in protecting and enhancing the quality of life for its residents. Through the years, many road maps and studies have been developed to determine the appropriate infrastructure needs of the community and establish an actionable vision for the future. These studies and select others that were reviewed during the development of this plan are listed in Table 13.

Table 13: Reviewed Transportation Related Efforts

Year	Agency	Name	Description
2011	City of Novi	Non-Motorized Master Plan	Plan establishing goals and implementation strategies that support and encourage safe, convenient, and comfortable ways to walk and bicycle in the community
2012	RCOC	Complete Streets General Guidelines	Complete Street guidelines developed for use in road improvement activities by RCOC
2014	City of Novi	Town Center Study Area	Study to determine the future direction of the City's town center
2014	City of Novi	Storm Water Master Plan Updates	Evaluation of select locations of storm water conveyance concerns
2014	City of Novi	RVSDS Tributary Area Sanitary Sewer Capacity Assessment	Capacity assessment of the City's sanitary collection system
2016	City of Novi	Master Plan	The 2016 Master Plan update for the community's long-range guide for the future
2016	City of Novi	Thoroughfare Master Plan	Plan for developing an efficient, safe, and connected transportation system that considers future growth, and emphasizes improved connectivity and reduced congestion
2017	Oakland County	Potential Natural Areas Assessment Update	Plan to improve natural resource-based decision-making throughout Oakland County by building upon previous Potential Natural Area assessments in Oakland County
2017 - 2024	City of Novi	Non-Motorized Prioritization Updates	Annual or bi-annual updates which help identify future segments and non-motorized improvements to be constructed as additional funding becomes available

Table 13: Reviewed Transportation Related Efforts (continued)

Year	Agency	Name	Description
2020	SEMCOG	Bicycle and Pedestrian Mobility Plan for Southeast Michigan	Regional plan to ensure that the region's nonmotorized system meets the transportation, quality of life, health, and accessibility needs of its residents and visitors.
2020	RCOC	12 Mile Road Improvements	Design for converting 12 Mile Rd from Dixon Rd to the western city limit into a 4-lane boulevard.
2020 - 2024	City of Novi	Strategic Community Recreation & Master Park Plan	Guiding document for the promotion of recreational opportunities in the City.
2021	City of Novi	Roads Committee Discoveries	Plan for prioritizing road projects to maintain safety, improve road conditions and traffic flow, and explore funding opportunities.
2021	City of Novi	Water System Master Plan	Plan for the evaluation of the existing municipal water supply, storage, transmission systems, and distribution systems serving the City.
2022 - 2028	City of Novi	Capital Improvement Program	The City's capital improvement projects between 2022 to 2028
2023 - 2026	SEMCOG	Transportation Improvement Program	SEMCOG's Transportation Improvement Program projects between 2023 - 2026.
2023 - 2027	RCOC	Transportation Improvement Program	Oakland County Federal Aid Committee Transportation Improvement Program projects between 2023-2027
2024	City of Novi	Active Mobility Plan	Comprehensive transportation plan to improve the community's active transportation options.

Town Center

Table 14: Thoroughfare Classification Descriptions

Classification	Description	Examples
Freeways	The highest level of classification which prioritizes mobility over land access. Access is limited and generally provided via ramps.	I-96 (east-west) and M-5 (north-south). The interchange of I-96, I-696, I-275, and M-5 is located partially within the east side of Novi and is a major critical regional infrastructure.
Arterials	Major roadways capable of supporting considerable traffic flows and connecting important centers of activity.	8 Mile Road, 10 Mile Road, Beck Road, Grand River Ave, Haggerty Road, and Novi Road.
Major Arterials	Major arterials represent the most heavily traveled cross city routes within urbanized areas and encourage mobility and commercial traffic.	12 Mile Road between Declaration Drive and Haggerty Road is the only designated major arterial in the city.
Arterials	Arterial are heavily traveled cross city routes which support slightly less mobility relative to major arterials.	8 Mile Rd, 10 Mile Rd, Beck Rd, Grand River Ave, Haggerty Rd, and Novi Rd.
Minor Arterials	Minor arterials provide a lower level of mobility and are intended for shorter trip distances and less traffic	Parts of 9 Mile Road, parts of Meadowbrook Road, West Park Drive, and Wixom Road
Collectors	Roads that connect local roads to the arterials. They provide less mobility and more land access than arterials.	See examples of non-residential and residential collectors below.
Non-Residential Collectors	Connect non-residential areas to arterials.	Regency Drive, Catherine Industrial Road, Bridge Street, Gardenbrook Road
Residential Collectors	Connect residential areas to arterials.	Parts of 11 Mile Road, Cranbrook Drive, Garfield Road, and Old Novi Road.
Scenic Drive Roads	Public roadway offering enjoyment of the environment and natural features in addition to mobility and access.	9 Mile Rd from Napier Rd to Beck Rd
Local Roads	Provide limited mobility and are the primary access to residential neighborhoods and other local areas.	All other roadways in the city are classified as local roads.

EXISTING CONDITIONS

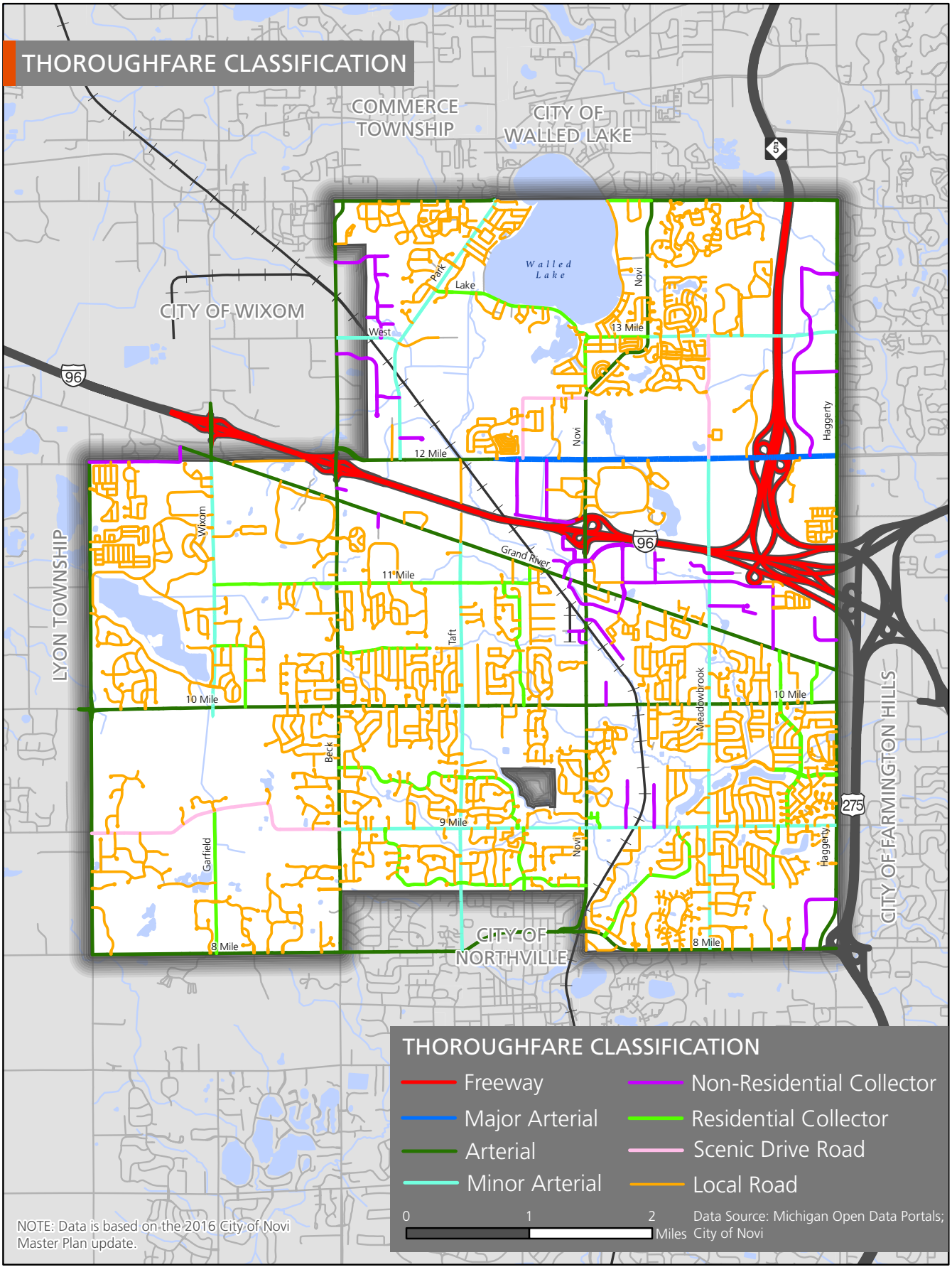
The evaluation of the existing transportation network is based on a review of general transportation characteristics, road conditions, and traffic operations. It is the basis for recommendations. The sections below contain a more in-depth discussion of select topics which include:

- Thoroughfare Classification
- Road Ownership
- Traffic Volume
- Non-Motorized Infrastructure

Thoroughfare Classification

The major road network in Novi is characterized by a grid-pattern, where primary routes run both

Map 7: Thoroughfare Classification



in the east-west and north-south direction. Grand River Avenue presents the only major route running diagonally through the city. According to the city's Thoroughfare Classification, which classifies roads based on mobility and land access, the network is characterized by a combination of freeways, major arterials, arterials, minor arterials, non-residential collectors, residential collectors, scenic drive roads, and local roads.

Road Ownership

Road ownership in the City of Novi falls under four main categories of ownership. These include the state trunkline, county roads (primary or local), city roads (major or minor), and private roads. The state trunklines are under the Michigan Department of Transportation's (MDOT) jurisdiction and include I-96, M-5, and various interchanges. County roads are under the Road Commission for Oakland County's (RCOC) jurisdiction and include principal arterial routes and Grand River Avenue and Napier Road. City roads are under the City of Novi's jurisdiction and comprise most of the road network. The remaining private roads are under the control of various private entities such as neighborhood associations or homeowner associations.

Traffic Volume

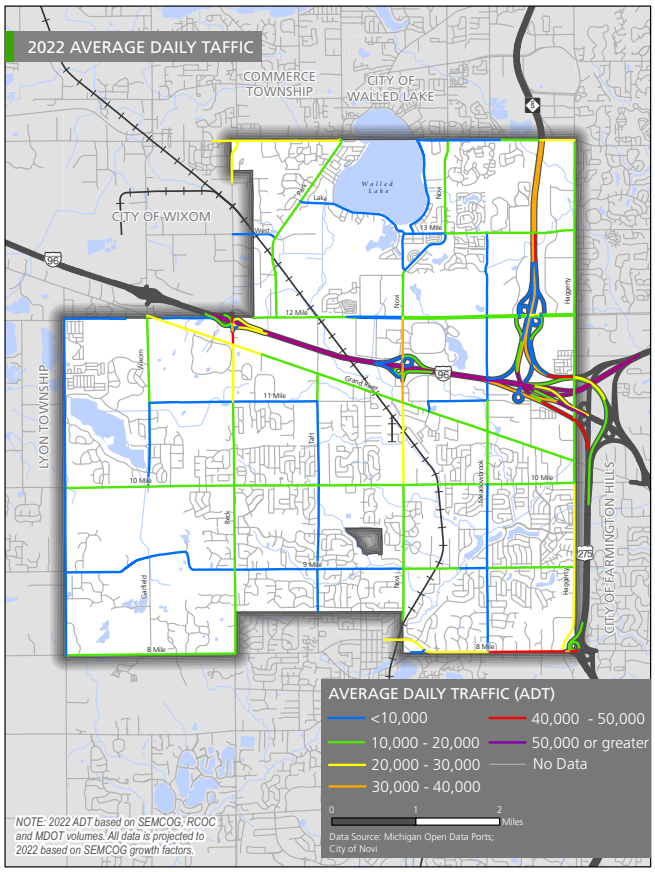
Traffic volumes are one of the most important variables used in evaluating transportation networks. They represent the demand side of the network and are critical in evaluating roadway capacity, safety, and congestion. At the most basic level, traffic volumes can help determine what improvements are needed.

Traffic volumes were collected from various local and regional sources:

- Transportation Data Management System (TDMS)
- RCOC Traffic Count Database System (TCDS)
- Southeast Michigan Council of Governments (SEMCOG) Traffic Volumes
- SEMCOG Traffic Demand Forecast Model (TDFM).

Traffic volumes were collected between 2012 and 2021, with the majority representing 2017 to 2021 counts. In instances where multiple counts were available per road segment, priority was given to observed versus predicted counts, recent data, and the more conservative volumes.

Map 8: Road Ownership

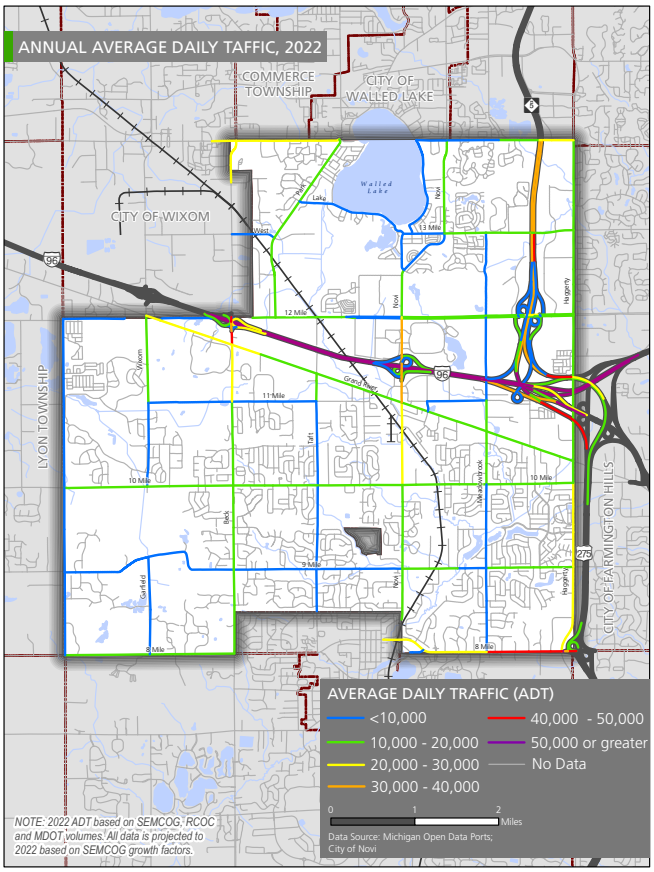


Traffic growth rates were based on SEMCOG's 2015 and 2035 TDFM. The TDFM estimates current and future traffic volumes, speeds, and traffic patterns in southeast Michigan and is used in the development of SEMCOG's long-range transportation plan. Traffic growth rates obtained from these models varied between no growth to a maximum of 6.6% per year depending on the roadway. The average annual network wide growth rate was 0.5%. These data points were then used to project all volumes to 2022 traffic volumes (present volumes) and 2032 traffic volumes (future volumes). Map 9 and Map 10 illustrate the existing (2022) and future (2032) Average Daily Traffic (ADT) for the City's major roadways.

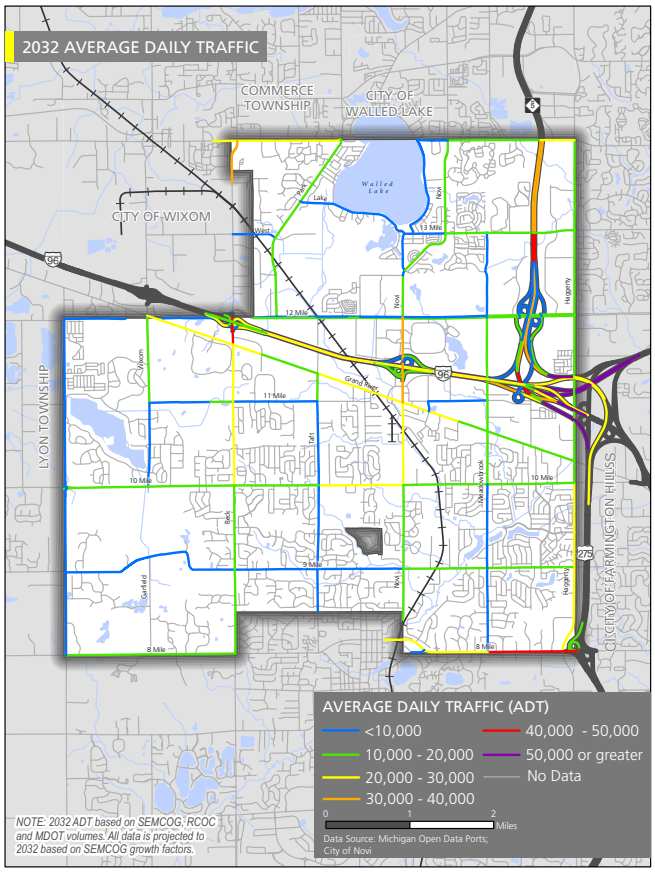
Non-Motorized Infrastructure

The City of Novi is characterized by a robust non-motorized network of sidewalks, pathways, and trails. In 2011, the city developed a dedicated Non-Motorized Master Plan to provide a

Map 9: 2022 Average Daily Traffic



Map 10: 2032 Average Daily Traffic



systematic method for supporting non-motorized transportation. The goal was to establish a physical and cultural environment that supports and encourages safe, comfortable, and convenient ways for pedestrians and bicyclists to travel throughout Novi and into surrounding communities. The plan was comprised of four key elements:

- Facilities
- Policies
- Design guidelines
- Outreach and education

Together these defined the vision for the future of the non-motorized network and included elements such as the type and number of facilities to be built, institutional support for the network, design guidelines based on complete streets principles, and programs to encourage people to safely use the facilities.

Under the leadership of the Walkable Novi Committee, the city has developed regular Non-Motorized Prioritization updates. These updates inventory and rank in two tiers the facilities that need to be constructed. The key output from this prioritization is a list of the top 20 facilities recommended for use in the development of the Capital Improvement Program (CIP). The CIP, among other projects, provides a list of sidewalks and pathways recommended for construction. As facilities are constructed, they are removed from the inventory and new ones are added. Since 2006, the city has built a total of 22 miles of non-motorized facilities. A total of 35 miles are to be built along major roads to complete non-motorized connectivity.

The most recent version of the Non-Motorized Prioritization is the 2022-2024 update. The proposed facilities include a combination of 6 feet wide sidewalks and 8 feet wide pathways along 9 Mile Road, 10 Mile Road, 11 Mile Road, 12 Mile Road, Beck Road, Grand River Avenue, Haggerty Road, and Meadowbrook Road. Together these would provide approximately 6.5 miles of new non-motorized infrastructure if adopted into the CIP.

METHODOLOGY: Transportation Operations Evaluation

Operations Performance Metrics

Novi's transportation network was evaluated to determine its overall traffic operations performance. The analysis involved a citywide capacity analysis of the road network based on the Volume-to-Capacity (V/C) ratio performance metric. The V/C ratio is a measure of the level of congestion on a given roadway and can determine which parts of the network operate at acceptable levels and which have capacity constraints. The V/C ratio is a function of demand and capacity. Demand is represented by traffic volumes. Whereas capacity represents the maximum traffic flow that can be accommodated by a transportation facility at a given time under various road conditions. Capacity is typically expressed in passenger cars per hour per lane (pc/h/ln) and is a function of various factors such as the number of lanes and Free Flow Speed (FFS). The V/C ratio ranges on a scale of 0 to 1 or greater and can generally be defined as follows:

- 0 = no demand
- 0.8 to 1 = demand reaching capacity
- 1 = demand equals capacity
- Greater than 1 = demand exceeds capacity

Additional factors considered in the capacity analysis and reflected in the V/C ratio include transportation modes including walking, biking, or public transportation, trip characteristics, and temporal variations in the network.

Transportation Model

The transportation operations evaluation for the City of Novi was based on the SEMCOG TDFM.

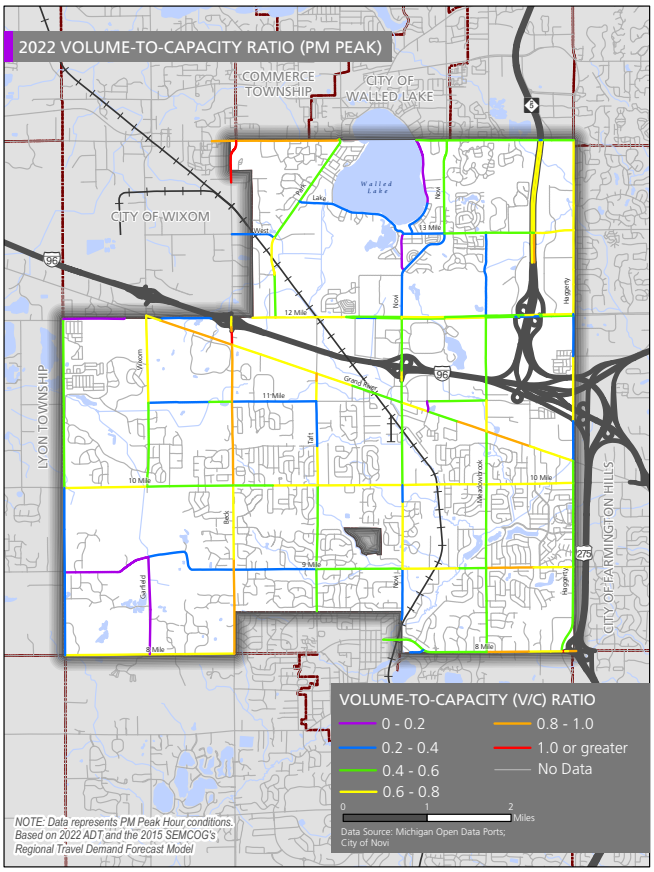
The TDFM is a regional transportation model based on the four-step travel modeling process that includes trip generations, trip distribution, mode choice, and traffic assignment. The TDFM contains the transportation network and Traffic Analysis Zones (TAZ) of the southeast Michigan region. A TAZ is commonly defined as a unit of geography typically comprised of one or more census blocks, block groups, or census tracks and used in tabulating and evaluating transportation related data. While this analysis was based on the regional model, data collection and network optimization outside of what is provided in the TDFM focused primarily on the areas within Novi's TAZs.

The SEMCOG 2015 and 2035 TDFM base models were used to determine existing and future capacity for all public non-local roads in the City of Novi. Both models were reviewed and revised to accurately reflect current road configurations and capacities. The 2035 base model included additional changes to the road configuration based on ongoing or planned projects which are either funded or likely to be funded. These projects were identified based in coordination with city staff and review of resources such as the City's 2022-2028 CIP, the Road Committee Discoveries reports, the 2023-2026 SEMCOG's Transportation Improvement Program (TIP), and RCOC projects. Eligible projects identified in the city and incorporated in the 2032 base model as part of this review are provided in Table 13. When combined with the adjustments based on existing conditions, these projects reflect the future 2032 anticipated road network in the City of Novi.

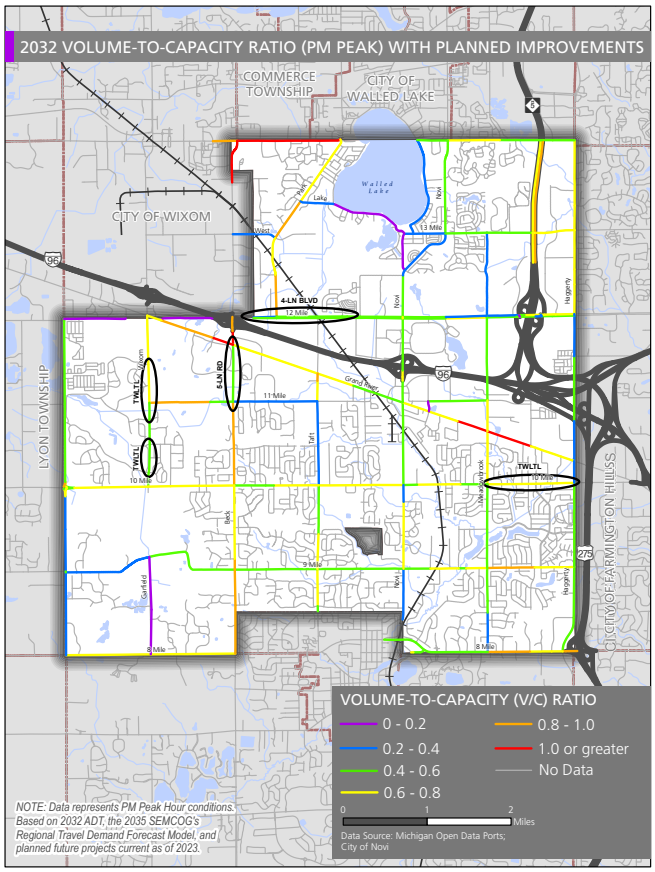
Table 15: Base Model Network Adjustments for Future Conditions

Segment	Limits	2032 Base Model	Proposed
10 Mile Rd	Meadowbrook Road to Haggerty Road	2-Lane Road	3-Lane Road
12 Mile Rd	Beck Road to Cabaret Drive	2-Lane Road	4-Lane Boulevard
Beck Rd	11 Mile Road to Providence Drive	3-Lane Road	5-Lane Road
Wixom Rd	Drakes Bay Drive to Kelsey Bay Drive	2-Lane Road	3-Lane Road
Wixom Rd	Ravine Drive to Island Lake Drive	2-Lane Road	3-Lane Road

Map 11: 2022 Volume-to-Capacity Ratio (PM Peak)



Map 12: 2032 Volume-to-Capacity Ratio (PM Peak) with Planned Improvements



CAPACITY ANALYSIS

The capacity analysis for the transportation network was performed for existing 2022 and future 2032 PM peak hour conditions. The PM peak hour was identified as the most appropriate time interval for the analysis as it represents the worst performing hour of the day. Maps 11 and 12 illustrate where the PM peaks take place. Volume/Capacity ratios are provided in intervals of 0.2 with color gradients ranging from purple (low V/C ratio) to red (high V/C ratio). The future 2032 PM peak hour scenario also highlights the planned road capacity improvement projects in the city.

The analysis indicates that the demand along several road segments in Novi are reaching (V/C of 0.8 to 1) or have exceeded (V/C greater than 1) existing road capacities. The more notable of these include segments along Beck Road and Grand River Avenue. While most of the road network is expected to remain in serviceable condition, overall congestion in the future 2032 scenario is expected to worsen as travel demand in the city increases. Akin to the existing scenario, segments along Beck Road and Grand River Avenue remain congested with comparable or worsening V/C ratios. The exception is Beck Road from 11 Mile Road to Providence Drive which is planned to be widened to a 5-lane road per the city's 2022-2028 CIP. Other notable segments which are anticipated to exceed capacity in the future scenario include Pontiac Trail.

Potential Road Capacity Improvements

Following the development of the existing 2022, and future 2032 capacity models, select areas and those with V/C ratios where demand is reaching or exceeding capacity were evaluated further to determine potential corridor-wide capacity improvements. The evaluation considered factors such as land use, functional classification, safety, and potential available Right-of-Way (ROW).

Table 16: Potential Corridor Related Capacity Improvements

Road Name	From	To	Potential Improvement	2032 V/C Ratio	
				Before	After
9 Mile Road	Meadowbrook Road	Haggerty Road	Install TWLTL	0.73	0.68
10 Mile Road	Wixom Road	Beck Road	Install TWLTL	0.61	0.53
10 Mile Road	Novi Road	Meadowbrook Road	Install TWLTL	0.63	0.6
Beck Road	8 Mile Road	11 Mile Road	Widen to 5-lane road	0.84	0.44
Beck Road*	City Limit	Pontiac Trail	Widen to 5-lane road	1.52	0.86
Grand River Ave	Novi Road	Haggerty Road	Widen to 5-lane road	0.86	0.62
Haggerty Road	8 Mile Road	10 Mile Road	Install TWLTL where missing	0.46	0.46
Haggerty Road	12 Mile Road	13 Mile Road	Install TWLTL where missing	0.75	0.69
Pontiac Trail	Beck Road	West Park Drive	Install TWLTL	1.04	0.82
Taft Road	Grand River Avenue	12 Mile Road	New 2-lane road extension	n/a	0.8
West Park Drive	West Road	South Lake Drive	Install TWLTL	0.83	0.47
West Park Drive	Bristol Circle	Gateway Drive	Install TWLTL	0.72	0.53

*5-lane cross-section should extend south to 12 Mile Rd

V/C ratios provided are for the entire segment. Parts of the segment may exhibit lower or greater V/C ratios. V/C ratios can vary by direction.

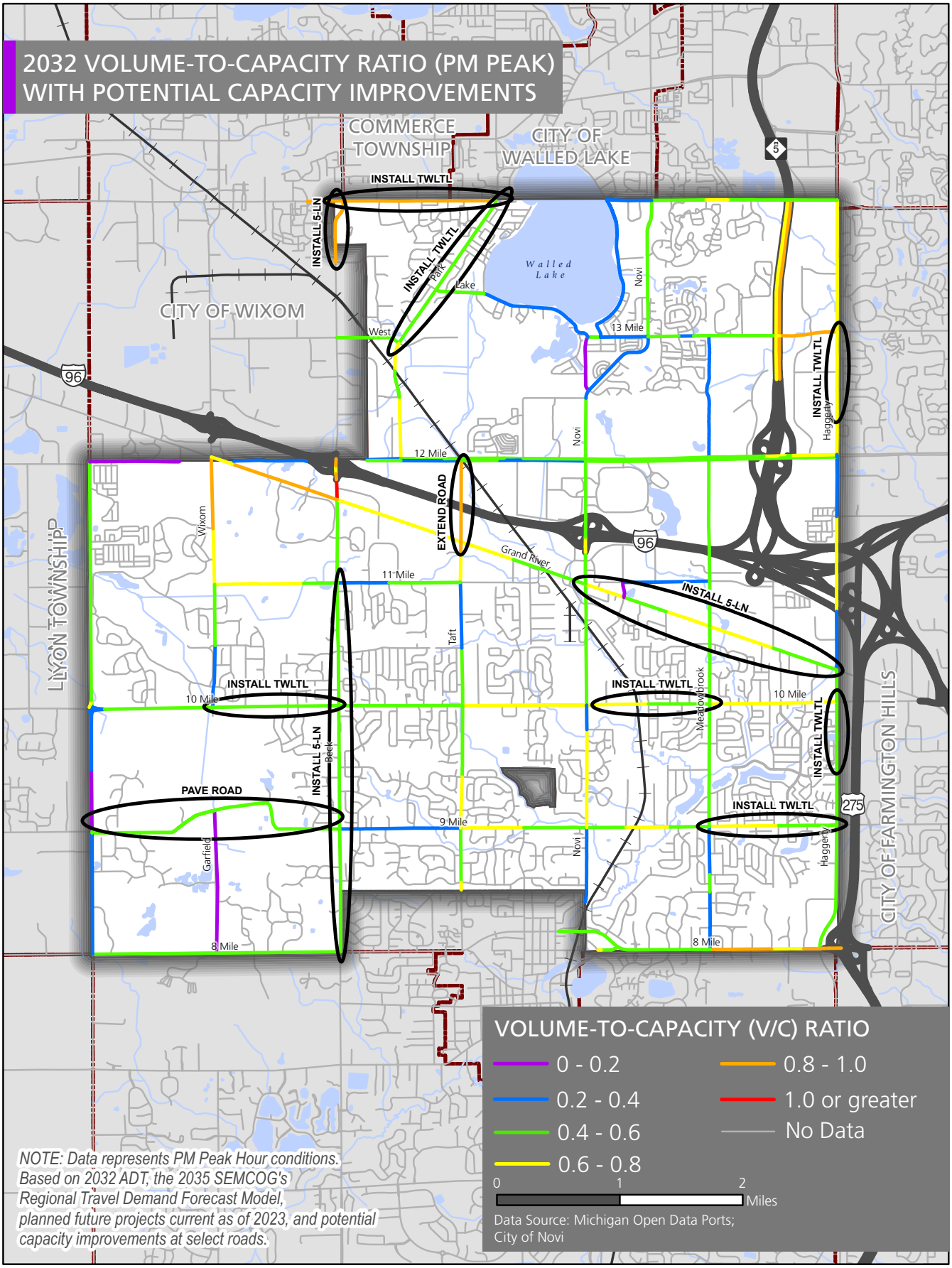
TWLTL = Two-Way Left Turn Lane

While these improvements prioritized lower V/C ratios, projects which can improve overall traffic flow patterns and route selection options were also considered. Table 16 presents the corridor related capacity improvements identified as part of this evaluation. Map 13 illustrates the overall city-wide network performance as a result of these improvements. Potential improvements are further highlighted on the map for ease of use.

The proposed improvements result in reduced congestion and lower V/C ratios for the overall transportation network in Novi. The more notable improvements are along Beck Road and Grand River Avenue as they affect a considerable portion of the network and a relatively high number of road users. Improvements such as the Taft Road extension to 12 Mile Road would provide road users with additional opportunities to travel throughout the city.

It should be noted that despite these improvements some areas of congestion remain. These include segments such as 8 Mile Road west of Meadowbrook Road and the area near the intersection of Grand River Avenue and Beck Road. These facilities are currently 5-lane roads and any additional road widening improvements would not be feasible due to ROW restrictions or general operational and geometric restrictions. Instead, efforts should be placed on maintaining the facilities in serviceable condition, providing adequate access management, optimizing and coordinating signal timings, and upgrading and modernizing outdated signal infrastructure. An example of these improvements is the recent signal modernization of 8 Mile Road and Haggerty Road (signal was converted to from a diagonal span to a box span) which is anticipated to provide congestion relief and significant safety benefits.

Map 13: 2032 Volume-to-Capacity Ratio (PM Peak) with Potential Capacity Improvements



METHODOLOGY: Transportation Safety Evaluation

Between 2016 and 2021, crash data from 2020 was not included in the analysis due to COVID-19 disruptions to traffic patterns. Crashes were analyzed separately for segments and intersections to account for the differences between segment and intersection related crashes. The safety evaluation consisted of three main performance metrics:

- Crash frequencies – the number of crashes occurring on a specific segment or intersection over a fixed period. A high magnitude of crashes may indicate a safety concern.
- Crash rate – the number of crashes occurring on a specific segment or intersection over a fixed period while accounting for traffic volumes (exposure variable). A high crash rate may indicate a safety concern.
- Crash density – spatial evaluation identifying location specific crash patterns or hot spots. A hot spot indicates a concentration of crashes and thus a potential safety concern.

TRANSPORTATION SAFETY EVALUATION

Safety Performance Measures

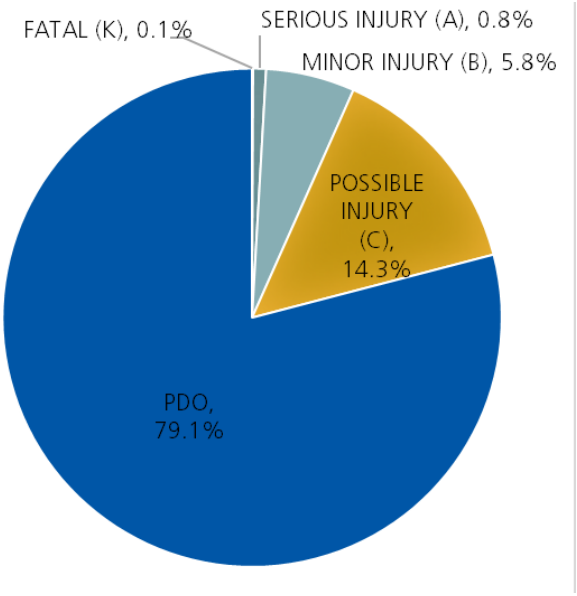
Safety is a critical component of a transportation network. The objective of traffic safety is to prevent fatalities and injuries for all road users through a comprehensive safety system approach which provides layers of protection and shared responsibility across the entire system. A safe transportation network is one that addresses safety for all road users, promotes safe vehicles, accommodates safe speeds, designs safe roads, and provides appropriate post-crash care. The identification and implementation of safety measures for each element requires a data-driven approach to best identify areas of safety improvement opportunities.

State of Safety

The safety analysis indicated that the City experienced, on average, 2,130 crashes per year.

Figure 35: Safe System Approach

Figure 36: Crash Severity Distribution, 2016-2019, 2021



Of these, 0.1% were fatal crashes and 0.8% were serious injury crashes (Figure 36). In comparison, Oakland County and in Michigan experienced a slightly higher rate of fatal and serious injury crashes for the same period.

A similar positive trend is indicated by a five-year rolling average review of overall fatal and serious injury crashes (Figure 37 and Figure 38 on page 74). The data indicates that crash frequencies in the City have been steadily declining, with the largest reduction experienced in recent years. While some of the crash reductions could be attributed to lower traffic volumes during the COVID-19 pandemic,

Figure 37: Total Crashes, 2013-2021 Five-Year Rolling Averages

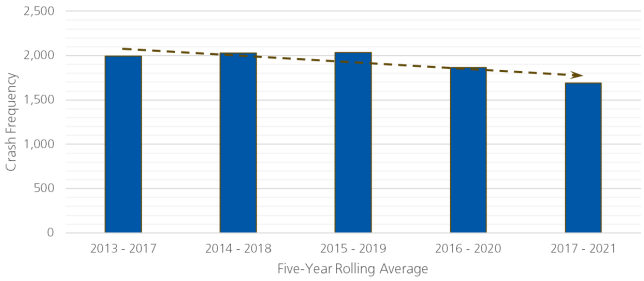
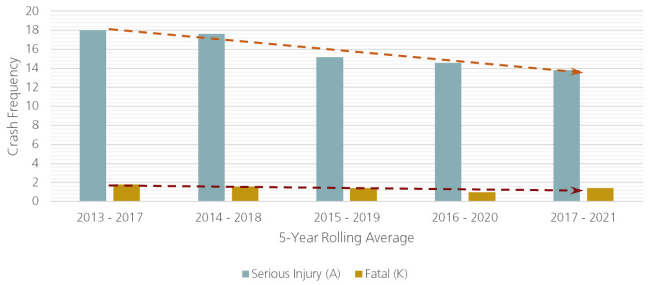


Figure 38: Fatal and Serious Injury Crashes, 2013-2021 Five-Year Rolling Averages



overall trends indicate that traffic safety in the city is improving. This is particularly important for fatal and serious injury crashes whose elimination is the core focus in transportation safety.

Potential Transportation Safety Improvements

High risk safety performing transportation facilities identified in the analysis were further reviewed to determine potential safety countermeasures.

While the focus of this evaluation was to identify engineering related countermeasures, safety strategies should incorporate education, enforcement, emergency, and equity related efforts to achieve the best possible results. Several facilities which indicated a high number of crashes have recently received significant investments and improvements. These facilities were not included in this evaluation as the implemented improvements are anticipated to address known safety deficiencies. Examples include the recent

Table 17: Potential Segment Safety Improvements

Road Name	From	To	Potential Improvement
8 Mile Road	Orchard Hills Place	Haggerty Road	Consider access management along corridor
			Consider coordinating with Northville Township to eliminate the NB LT* movement at Meijer drive
10 Mile Road	Manor Park Drive	Meadowbrook Road	Consider access management along corridor; Install advance curve warning signs at horizontal curve
Beck Road	8 Mile Road	Casa Loma Ct	Consider installing Two-Way Traffic (W6-3) warning signs
Beck Road	Hickory Street	Pontiac Trail	Install fluorescent yellow sheeting on warning signs
Grand River Avenue	Meadowbrook Road	Seeley Road	Consider high friction pavement surface treatment
Haggerty Road	8 Mile Road	Orchard Hills Place	Install advance signal warning signs upstream of signal
			Consider high friction pavement surface treatment
Haggerty Road	High Pointe Blvd	9 Mile Road	Consider consistent 5-lane road cross-section
			Consider dedicated SB RT lane at 9 Mile Rd if road is widened
Novi Road	10 Mile Road	Gen Mar	Consider access management along corridor
Novi Road	Grand River Avenue	Crescent Blvd	Consider access management along corridor

Some safety improvements provided under the proposed road capacity improvements

Table 18: Potential Intersection Safety Improvements

Intersection Name	Potential Improvement
8 Mile Road & Beck Road	Install signal backplates
9 Mile Road & Haggerty Road	Signal modernization
10 Mile Road & Beck Road	Examine signal timing optimization
	Consider low-level signals for LTs*
10 Mile Road & Novi Road	Examine signal timing optimization
	Install signal backplates
	Consider access management at SW quadrant
10 Mile Road & Haggerty Road	Examine signal timing optimization
	Consider low-level signals for LTs
Beck Road & Grand River Avenue	Examine signal timing optimization
	Examine need for NB RT lane
Haggerty Road & Grand River Avenue	Examine signal timing optimization
	Consider low-level signals for LTs
M-5 & 13 Mile Road	Examine signal timing optimization
	Install signal backplates
	Consider intersection guide lines EB RT, WB RT
M-5 & 14 Mile Road	Examine signal timing optimization
	Consider intersection guide lines EB RT
Novi Road & Crescent Blvd	Examine signal timing optimization
	Consider low-level signals for LTs
Novi Road & Grand River Avenue	Examine signal timing optimization
	Consider access management at SW, SE, NW quadrant
Novi Road & Twelve Oaks/ Karevich Drive	Examine signal timing optimization
	Consider low-level signals for LTs
	Consider eliminating WB LT movement at Karevich Dr**
	Examine increasing storage length for SB RT
Pontiac Trail & West Park Drive	Alt 1: Install signal backplates
	Alt 1: Install reflective sheeting on advance warning signs
	Alt 2: Examine roundabout feasibility

NB/SB/EB/WB - northbound/ southbound/ eastbound/ westbound

LT/RT - left turn/right turn

Signal backplates: Backplates provide a visual contrast between traffic signal heads and the environment, enhancing signal visibility and intersection safety.

*Low level signals for LTs: Low-level signals for LTs are typically an additional left turn signal installed at the far-lefts of an intersection and visible to the drivers of left-turning vehicles. They can improve safety by improving left turn signal visibility and compliance.

**The elimination of WB LT movement into Karavech Dr can be accomplished via yellow pavement markings. The objective is to minimize conflicts at the intersection of Novi Rd & W Oaks Dr. These drivers are likely to perform the WB LT at a) the left turn lane 230 ft west which has a longer storage and further away from the intersection and/or b) rerouted at the intersection with W Oaks Dr & Donelson Dr.

signal modernizations at the intersections of 8 Mile Road and Haggerty Road, and 14 Mile Road and Haggerty Road. Table 17 and Table 18 on the previous pages present the potential safety improvements for segments and intersections. It should be noted that certain improvements such as signal timing optimizations, additional turn lanes at intersections, or roadway widenings can also effectively help reduce congestion.

What is Access Management?

Good access management helps maintain adequate traffic flow, reduce congestion, improve safety, preserve the facility functional use, and enhance private land development. Access management is a set of strategies for managing vehicle access points along all types of transportation facilities that balances mobility and access. Under Michigan law, every land parcel must be provided reasonable access. Reasonable access, however, is determined on a case-by-case basis and must consider safety and operational factors such as:

- Intersection and interchange spacing
- Driveway spacing
- Turning lanes
- Median treatments
- Street connections
- ROW considerations
- Land use policies

The likelihood of crashes increases with increasing driveway density. As the number of driveways decreases, the number of conflict points is reduced thus providing drivers with improved merging capabilities and less risky maneuvers. The placement of the driveways is also as important as driveway density. Increasing the distance between driveways reduces the risk of crashes since the number of potential conflict points is reduced. While access management can be implemented at any time, generally the best windows of opportunity are during new development/ redevelopment activities or road construction.

Several strategies exist to provide adequate access management. Some proven and effective treatments include:

- Limit the number of driveways along the road
- Ensure adequate spacing and location between driveways, intersections, and driveways and intersections
- Provide appropriate driveway design and geometrics
- Driveway consolidation
- Provide dedicated lanes for turning movements
- Provide passing lanes
- Restrict some turning movements such as eliminating left turns or providing indirect turns.
- Incorporate medians and appropriate median openings
- Encourage shared access to land parcels where feasible
- Promote efficient and safe internal circulation

ACTIVE MOBILITY PLAN, 2024

In 2024, the City of Novi adopted an Active Mobility Plan in recognition of the increasing demand for alternative forms of travel and the need to promote safe, comfortable, and convenient transportation options within the community. The plan serves as a strategic framework to guide the City's response to this growing demand and ensure broader connectivity within both the City and the larger regional transportation network.

Recommendations from the Active Mobility Plan are organized by Long-Term and Near-Term implementation timelines. The plan's Long-Term Vision is anticipated to be implemented over the next two decades as its recommendations are constrained by available right-of-way and the need to accommodate projected traffic. Road reconstructions present the greatest opportunities for the implementation of these recommendations. Conversely, the Near-Term Vision outlines projects and recommendations that can largely be implemented without changing curb lines and are mostly within the public right-of-way. Road work of any kind (repaving, restriping, and/or reconstruction) presents opportunities to review near-term recommendations.

Long-Term Network Recommendations

The five main components of the Long-Term Network Recommendations serve as a guiding compass for the City of Novi as they direct planning efforts to fulfill the goals of fostering sustainable transportation, creating pedestrian and bicycle-

friendly infrastructure, and being flexible to evolving modes of transportation.

Sidewalks and Sidepaths

All roads should feature sidewalks on both sides of the street, and the City's existing sidewalk network should strive to be continuous with gaps closed and repaired when work is conducted within road rights-of-way. Major collector and arterial roads should have sidewalks with a minimum width of 6 feet with a buffer zone and buffering elements (such as trees) wherever possible. Where feasible, one side of the corridor should have sidewalks expanded to a minimum of 10 feet to accommodate busy roads, especially where on-road bike lanes are absent.

Mid-block Crosswalks

Crosswalk treatments at mid-block locations are identified and distinguished to address potential hazards and elevate the overall pedestrian experience. Many treatments can be implemented within the existing cross-section of roadway and should actively be pursued to improve bicycle and pedestrian safety. The crosswalk typologies are illustrated below:

Bike Lanes

The plan uses a map to illustrate appropriate locations for on-road bicycle facilities. Two types of biking infrastructure are identified and recommended based on roadway speeds and volumes.

- Bike Lane: A painted buffer zone between the bike lane and the motor vehicle lane to add safety and separation from vehicles. Flexible posts may also be included to increase bicyclists' comfort.
- Separated Bike Lane or Sidepath: In areas with high pedestrian traffic, separate facilities for bicycles should be provided to minimize conflicts between pedestrians and bicyclists.

Greenways

A number of key regional corridors play pivotal roles in connecting Novi to the regional trail network. Opportunities to strengthen these connections and to provide abundant greenway access for Novi residents are described below:

High Visibility Crosswalk

Crossing Island

Speed Table

Rectangular Rapid Flash Beacon

Rectangular Rapid Flash Beacon with Island

Pedestrian Hybrid Beacon with Island

Mid-Block Crosswalks.
Source: City of Novi Active Mobility Plan

» ITC Trail to the Michigan Air Line Trail
  - Establish a trail connection across the I-96 interchange at Beck Road.
  - Complete sidepath gaps along 12 Mile and West Park to Pontiac Trail.
  - Provide a trail connection to the Michigan Air Line Trail from Pontiac Trail and West Park Drive.
» ITC Trail to Hines Park Trail
  - Provide a trail connection in the vicinity of the park entrance from the sidepath on the north side of 8 Mile Road to the park trailhead.
  - Support the City of Northville and Northville Township in their efforts to complete a pathway connection along 7 Mile Road to Hines Park Trail.
» Taft Road Alternative
  - Recognizing the strong desire to establish a nonmotorized connection across I-96 at Taft Road, linking the northern and southern parts of the city, it is recommended that the city actively seek opportunities for its construction as the anticipated City West district develops.

Local Road Routes

Connections are proposed to create family-friendly routes that connect neighborhoods to each other and to local destinations such as schools, parks and trails. This network prioritizes low-stress bike routes that traverse neighborhood roads while also emphasizing the creation of crucial sidewalk and pathway connections within subdivisions.

Local road routes can be supported with the following infrastructural improvements:

» Low-stress bike routes that follow neighborhood roads
» Pedestrian and bicycle links to adjacent neighborhoods and local destinations
» Safe routes for walking and biking to schools from nearby neighborhoods
» Short pathway links that connect neighborhoods away from major road corridors

Near-Term Network Recommendations

The three main components of the Near-Term Network Recommendations focus on eliminating gaps and providing the framework for a continuous network to access key destinations and trails through the city. Many of these recommendations could be implemented with modifications to the existing road cross-section and are the focus for mobility improvements for the foreseeable future.

Neighborhood Greenway Network

The Neighborhood Greenway Network is a continuous non-motorized network with amenities to enhance the overall experience for users. These small-scale enhancements play a pivotal role in establishing a continuous route across the city, providing a framework for linking neighborhoods to essential destinations. These enhancements may include:

» Attractive and sustainable landscapes in the buffer zone
» Community art and interpretive signage
» Links to parks and public buildings with water and restrooms
» Periodic rest areas with benches
» Pedestrian scale lighting
» Enhanced year-round maintenance
» Pet waste management
» Uniform wayfinding system that integrates with regional trail network and bike routes
» Events, group rides, and maps to promote network
» Automatic counters and yearly surveys to evaluate use
» A grant program to improve safety at neighborhood entrances
» Upgraded existing facilities
» Sponsor and adopt-a-greenway or trail amenity
» High quality non-motorized link through the Beck Road overpass
» Improved critical gaps in sidepath network
» Warning and detour signs for dead end pathways
» Major off-road trails integrated into the network (such as the ITC Trail and the I-275 Metro Trail)

Connecting to Transit

Efforts to better connect non-motorized users to transit are a critical component to enabling complete mobility for Novi residents. This recommendation seeks to proactively address the needs of non-motorized residents to provide safe and convenient access to transit by addressing gaps in the pedestrian network and ensuring safe, convenient access to the newly established transit stops. The following strategies should be employed to pursue this goal:

- Provide direct access to major destinations along the route
- Coordinate crosswalks with transit stops
- Incorporate streetscape amenities to create an inviting and pedestrian-friendly environment at transit locations
- Establish mobility hubs, a place where people can connect to multiple modes of transportation

Improved Access to Shopping and Dining

Novi's regional shopping opportunities can be enhanced by facilitating easy access for bicyclists and pedestrians to reach businesses directly from the street. Pursuing this transformation enables convenience and an enjoyable experience for visitors and residents alike while also aligning with the broader goal of creating a sustainable, vibrant urban landscape that embraces diverse modes of transportation. Strategies to support pedestrian and bicyclist access to shopping and dining are described below:

- Establish a bicycle friendly business program
- Subsidize placing bike racks in existing developments
- Provide grants to help retrofit existing developments with high quality connections
- Encourage trail centered site development plans
- Provide site plan approval checklist and technical assistance for existing developments

Family walking.

» Provide access from the public pathways and bike lanes along the street to the business' front door

» Better access to public sidewalks and transit for visitors at hotels

» Use new developments, such as the City West District, to model pedestrian and bicycle elements

TRANSIT

Regional Transit

The Regional Transit Authority (RTA) of Southeast Michigan, established in 2012, is responsible for coordinating, overseeing, and improving transit for Macomb, Oakland, Washtenaw, and Wayne counties. As part of its responsibilities, the RTA coordinates and oversees existing transit providers throughout the region, including the Suburban Mobility Authority for Regional Transportation (SMART). SMART is Southeast Michigan's regional public transportation provider for Macomb, Oakland, and Wayne counties. It provides fixed-routes and curb-to-curb service options designed to connect people to employment, commercial centers, and educational institutions. These services are supported by federal and state funding, local contributions through a transit property tax millage, and bus fares.

In November 2022, voters of Macomb, Oakland, and Wayne counties approved a countywide transit millage which, among others, facilitates the expansion of public transportation and transit options in the region. As a result, in September 2023, SMART extended its services in Novi for the first time in its history. The expansion consists of the extension of three existing fixed routes throughout the city (Figure 39). Combined, they help connect people to important employment and commercial centers in Novi such as the Twelve Oaks Mall and the Suburban Collection.

» **Route 305 Grand River** travels along Grand River Ave and extends the current route from Farmington Hills to Wixom Rd

» **Route 740 Twelve Mile** travels along 12 Mile Rd, Beck Rd, and Grand River Ave and extends the current route from Farmington Hills to Wixom Rd

» **Route 805 Grand River Park & Ride** travels along Grand River Ave, Haggerty Rd, Novi Rd, 10 Mile Rd, and 12 Mile Rd and extends the current route from Farmington Hills to the MDOT carpool lot on 12 Mile Rd

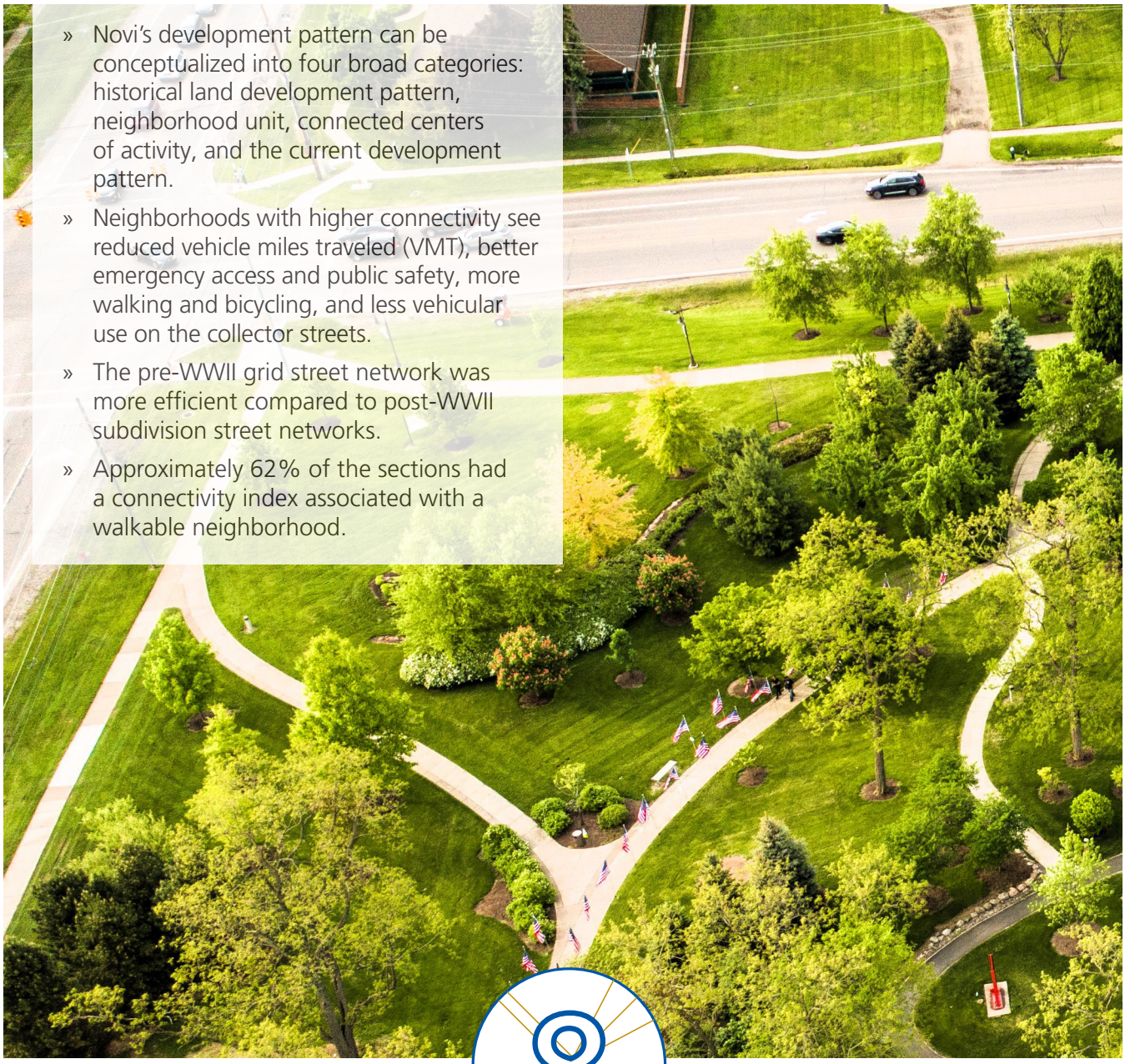
The expansion of the three new routes in Novi corresponds with one of the primary goals of the RTA Advance 2021 Regional Master Transit Plan (RMTP) which is to expand transit to new places. In addition, Grand River Avenue and Twelve Mile Road in Novi are identified as part of two of the 13 regional transit corridors in Southeast Michigan. Regional transit corridors are critical corridors which serve the region's more urban/high density areas, connect key regional destinations, and have strong ridership. The expansion of the three new routes in Novi helps bring these regional transit corridors to their full potential by completing a critical gap in services.

Other Local Transit

The City of Novi's contracted People's Express program provides curb-to-curb transportation services for residents of Novi. Residents over the age of 14 can schedule rides to doctor visits, the library, grocery shopping, or to work. Residents over the age of 55 can use the program for free within the service boundary, and veterans of any age ride for free anywhere within Oakland County. Vehicles are scheduled based on the needs of each passenger with transportation available from 5am to 9am on weekdays, 5am to 5pm on Saturdays, and 8am to 5pm on Sundays.

Figure 39: SMART Routes in the City of Novi

Civic Center.



- Novi's development pattern can be conceptualized into four broad categories: historical land development pattern, neighborhood unit, connected centers of activity, and the current development pattern.
- Neighborhoods with higher connectivity see reduced vehicle miles traveled (VMT), better emergency access and public safety, more walking and bicycling, and less vehicular use on the collector streets.
- The pre-WWII grid street network was more efficient compared to post-WWII subdivision street networks.
- Approximately 62% of the sections had a connectivity index associated with a walkable neighborhood.

8

CONNECTIVITY

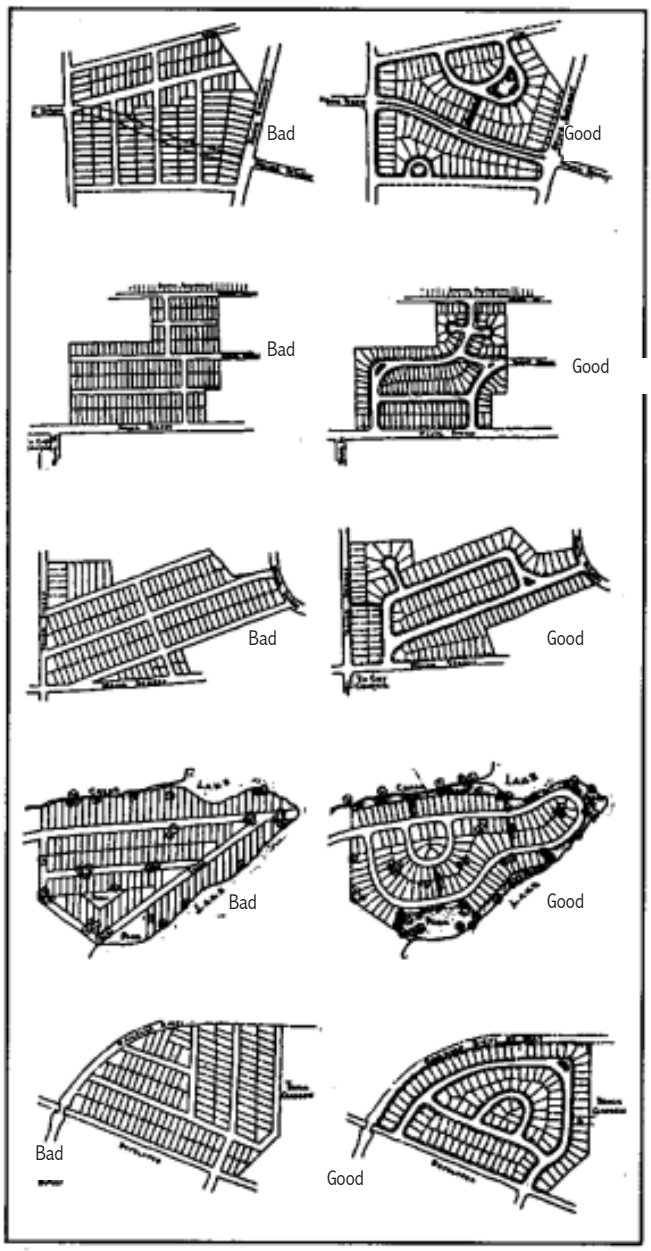
DEVELOPMENT PATTERNS

The City of Novi began as a rural township in southwest Oakland County. Like many rural communities, commerce and people typically congregated where rail and roads converged. This center of activity provided goods and services to the rural community while serving as a foundation for future development. As the population increased, so did commerce, and the rural township evolved into an urban township and then later a city.

Novi is a post-WWII suburban community where the development pattern, particularly for residential areas, was based largely on Federal Housing Administration (FHA) policies and guidelines. FHA was established to restructure the collapsed private home financing system. Because lending institutions and developers relied on FHA mortgage insurance programs for financing, they followed their policies and guidelines to procure insurance and financing incentives. By 1959, three out of five homes were financed, in part, by FHA housing programs.

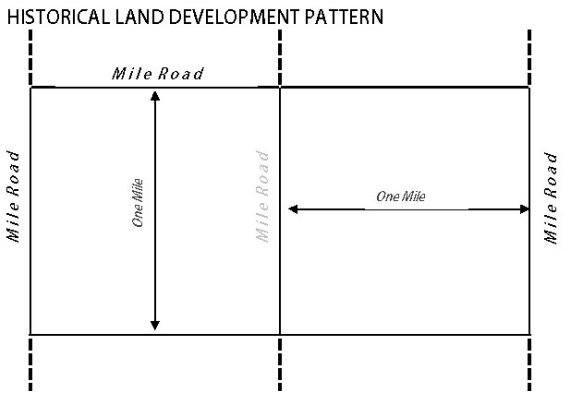
Beginning in 1935, with FHA's first publication of technical standards and followed by subsequent publications, the FHA concluded that the historical grid pattern used in most European and American cities was outdated, costly, and served to only disperse traffic equally through the community. Instead, FHA proposed three primary forms of residential streets: curvilinear, cul-de-sac, and courts. These street options were noted to be quieter and safer relying on collector streets to feed traffic to major arterials.

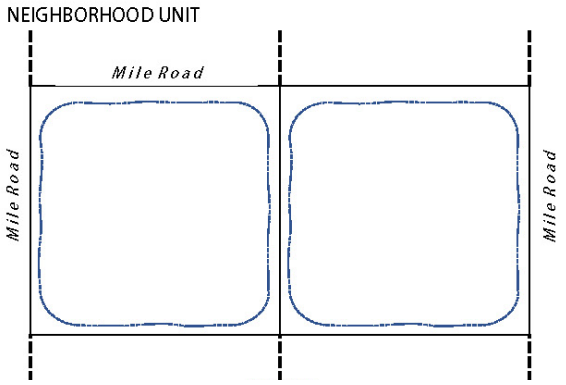
To represent the interests of the real estate development community, the Urban Land Institute (ULI) was formed in 1939. One of its initial goals was to have a set of standard residential guidelines to ensure fair and predictable outcomes at the local level. As a result, ULI further advocated for the use and adoption of FHA subdivision design standards.

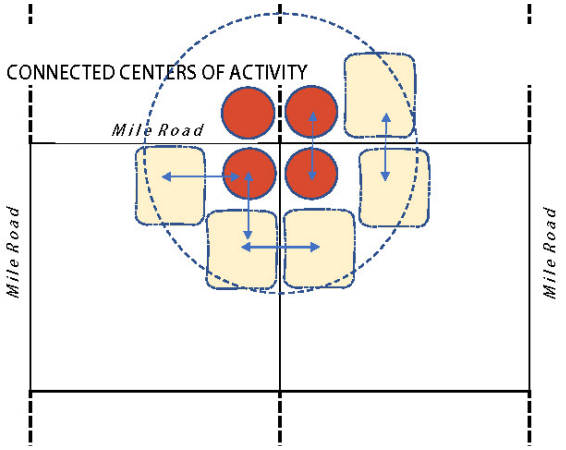


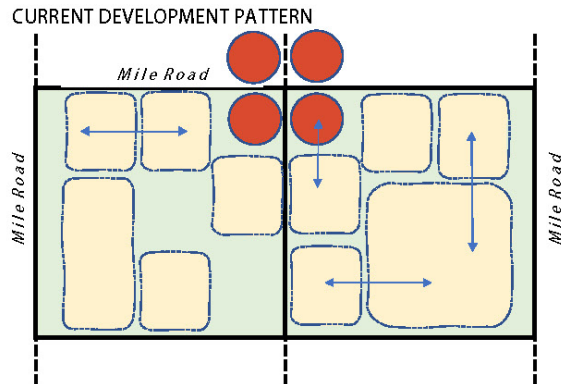
FHA Recommended Subdivision Layouts
(from FHA publications, 1938 - 1952)

City of Novi Subdivision
Source: Google Earth









Novi's development pattern may be conceptualized into four broad categories.

Historical Land Development Pattern

The layout for the City is based on the Public Land Survey System, referred to as the "rectangular survey system," proposed by Thomas Jefferson and enacted into law by the Land Ordinance of 1785. This system was based on "townships" and "ranges." A township was set up to be six miles square and land. A range was set up as columns of township set side by side. Each township was planned to have thirty-six 640-acre sections.

Neighborhood Unit

The survey system resulted in 640 acres, or one square mile, defining approximate neighborhood units. Typically, along the edge of the section was a major road. In Novi, there are the "mile" roads: Eight Mile Road through Fourteen Mile Road, that run east and west, and Haggerty Road to Napier Road, which runs north and south. These one-square-mile squares created a boundary for a neighborhood unit. The Residential Planning Areas map in the 1993 Master Plan for Land Use used the sections and mile roads for planning areas.

Connected Centers of Activities

Before the widening of the "mile" roads, centers of activity such as commercial and residential areas developed. Commercial areas typically developed at the corners of the intersecting mile roads, with residential development either adjacent to or in the interior of the neighborhood unit. In the early stages of community development, the mile roads were less congested, where centers of activity were connected and, in some instances were walkable.

Current Development Pattern

The City's population increase, coupled with regional retail establishments, corporate offices, and employment centers meant the "mile" roads needed to be consistently widened to accommodate vehicular demand. This resulted in internalized connectivity. In some instances, depending on the residential development's layout, there was no connectivity, creating further increased vehicular usage.

Post-WWII, residential land development relied on a hierarchy of streets ranging from highways to major arterials; to small collectors to the quiet residential streets; terminating with the cul-de-sac. This form of development was, to some degree, promoted by the FHA's insurance financing preferences, resulting in disconnected neighborhoods.

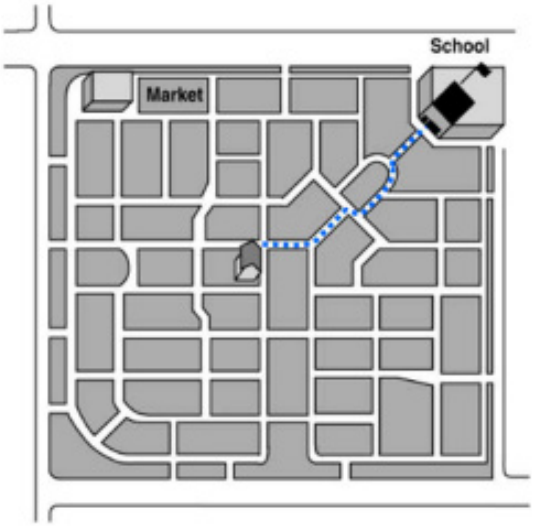
The pre-WWII grid street network was efficient and connected in comparison to post-WWII street networks influenced by FHA guidelines that resulted in more trips and longer driving distances, and occasionally low internal connectivity.

The adjacent images show the impact of post-WWII development patterns influence on travel versus the pre-WWII grid network. As illustrated post-WWII development patterns add to vehicle miles traveled and trip ends which increase traffic counts and volumes.

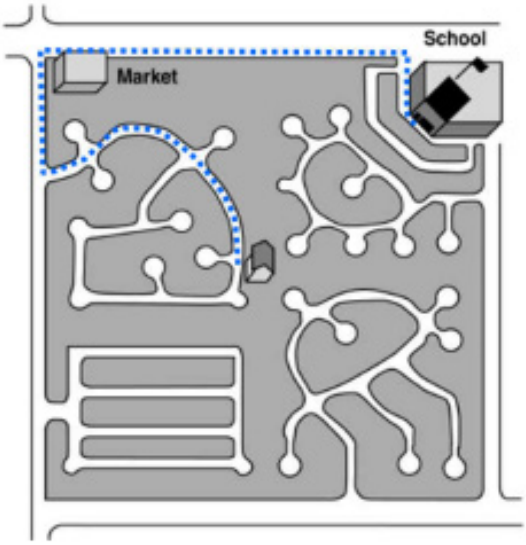
CONNECTIVITY

The City of Novi has 395 subdivisions and developments. The internal connectivity of these developments can vary depending on the configuration of the street patterns and the number of cul-de-sacs. There are several methods used to determine internal connectivity. One method is referred to as the "link node ratio" which measures the links (street segments between intersections) by the number of nodes (intersections and cul-de-sacs). A value of 2.5 indicates a perfect grid street network and a value of 1.0 represents a tree network or a completely disconnected network. A ratio of 1.4 or higher represents a high degree of connectivity in both planning and transportation literature and is considered the base value for walkable neighborhoods. Neighborhoods with higher connectivity ratios see a reduction in vehicle miles traveled (VMT), provide better access for emergency and public safety, see more walking and bicycling, and lessen vehicular use on the collector street network.

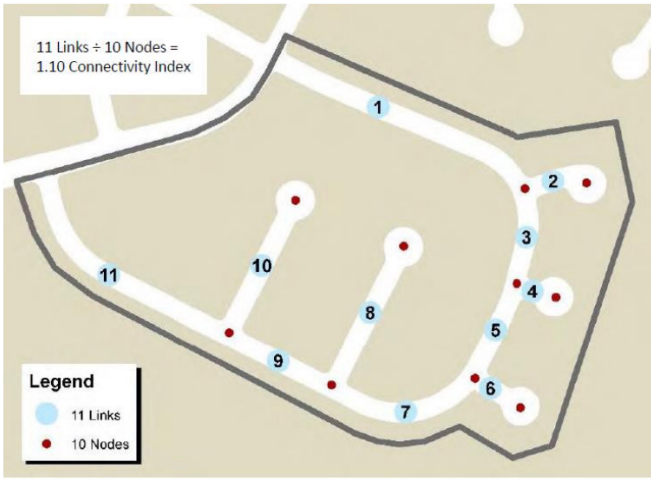
Another metric for creating walkable neighborhoods is the Leadership in Energy and Environmental Design–Neighborhood Design (LEED-ND) prerequisite of 140 intersections per square mile. Although this metric seems high, when applied to a 10-acre site, it equates to 2.18 intersections.



Pre-WWII Grid Street Network
Source: State of Oregon DOT



Post-WWII Street Network
Source: State of Oregon DOT



Example: Connectivity Link Node Ratio

The link node ratio was used to assess the connectivity index of Novi's 32 sections, meaning that an index of 1.4 or higher indicates neighborhood walkability. Based on the assessment, 20 of the 32 sections had an index of 1.40 or higher, 10 sections had an index between 1.20 to 1.39, and two sections had an index of 1.19 or lower. Approximately 62% of the sections had a connectivity index associated with a walkable neighborhood. Map 14 illustrates by section the general connectivity patterns within the City. Subject to the recommendations of the 2023 Active Mobility Study, the City may consider requiring any new residential developments to target a connectivity index of 1.40 or higher as part of their design.

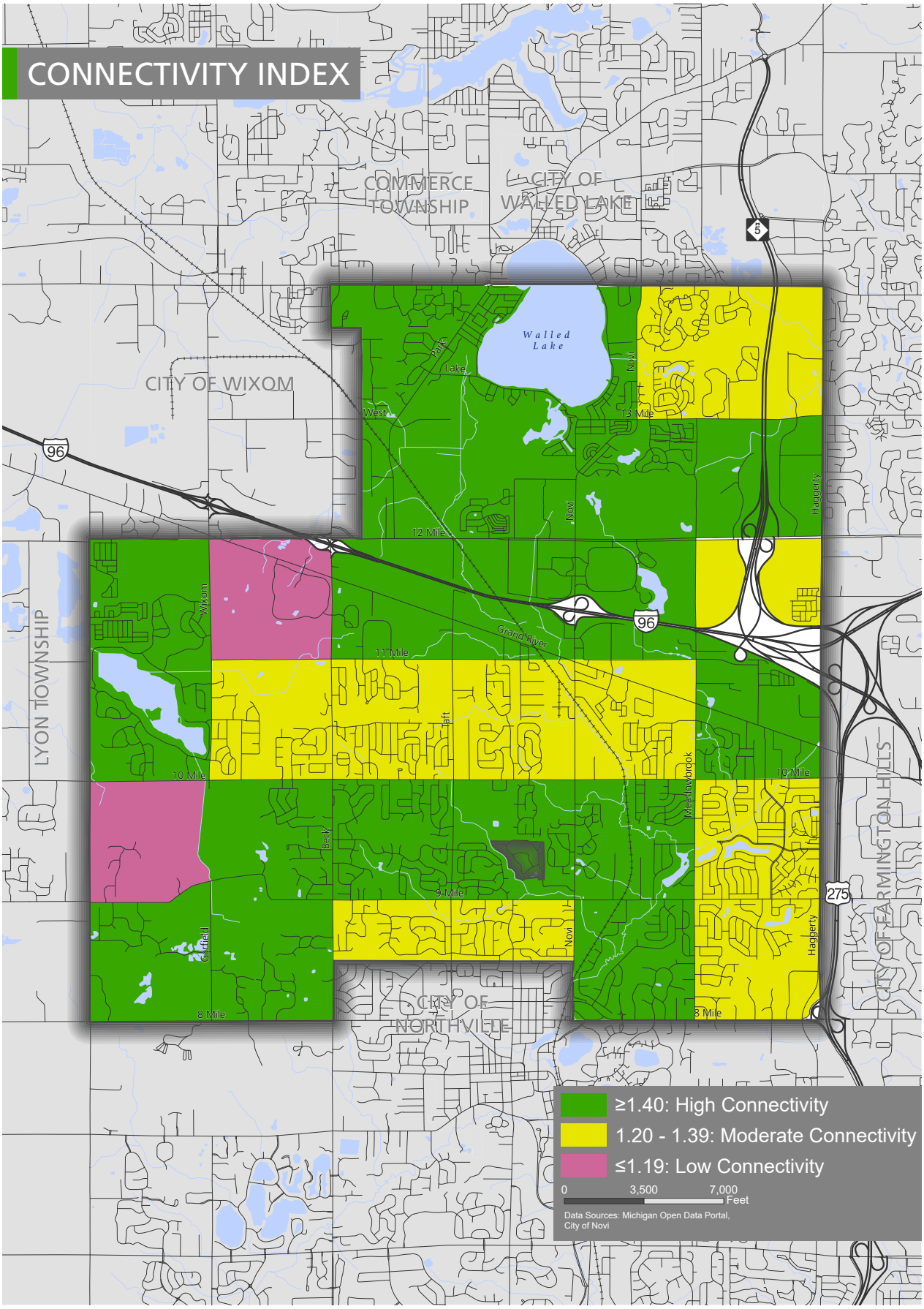
The City has been successful advancing the concept of connectivity through their street design standards [11-194.(a)(19)] and zoning ordinance design requirements, such as the GE District – 3.12.4.C.vi: Design Standards and PSLR – 3.21.2.B: Circulation Standards which address the installation of street stubs on the perimeter of new residential developments for future connection to adjoining properties.

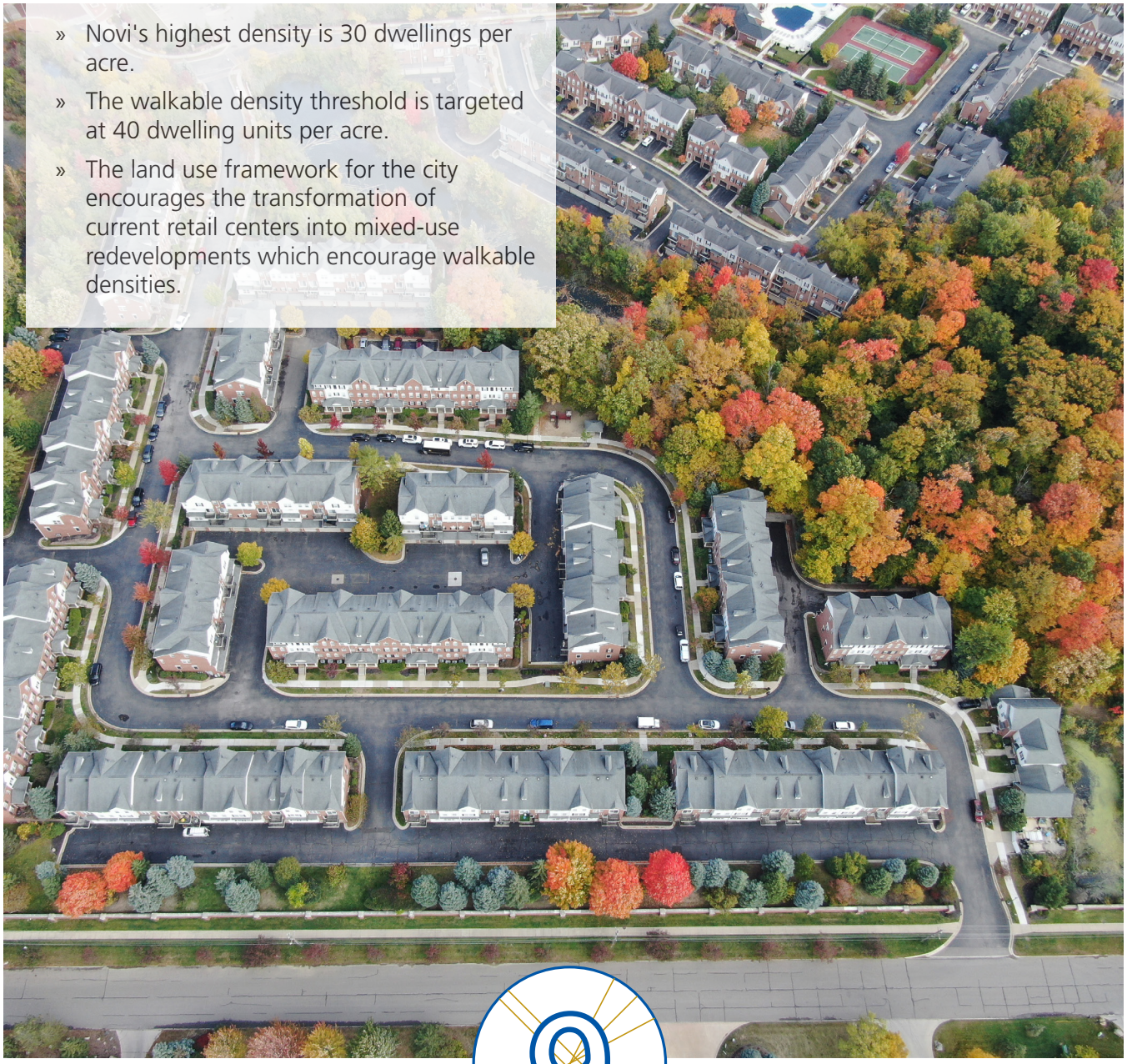
Lastly, another form of connectivity is inter- and intra-city connectivity resulting from some form of public transit. In 2023, the Suburban Mobility Authority of Southeast Michigan (SMART) began bus routes along 12 Mile Road and Grand River Avenue. These routes provide connections to other Oakland and Wayne County communities and allow Novi residents the opportunity for bus service along designated routes in the City. Public transit offers improved transit options for older adults and those individuals with disabilities.

Utilizing the connectivity index as a zoning and land planning tool, street design standards, and recommendations from the Active Mobility Plan will further advance the City's vision as a walkable and connected community.

Bikers and Pedestrians

Map 14: Connectivity Index





- Novi's highest density is 30 dwellings per acre.
- The walkable density threshold is targeted at 40 dwelling units per acre.
- The land use framework for the city encourages the transformation of current retail centers into mixed-use redevelopments which encourage walkable densities.

9

NEIGHBORHOOD DENSITY

NEIGHBORHOOD DENSITY

What is Density?

Density is often misunderstood and, in some instances, used to misrepresent the intent of a development or redevelopment project. Density is nothing more than the amount of development permitted on a parcel allowed under the applicable zoning district measured as dwelling units per acre.

Density has been associated with income status, particularly lower-income households, and property values where higher densities are associated with lower property values as well as higher crime rates. However, sometimes the opposite is true; some of the highest-income households and properties are found in higher-density developments.

Density can be visible and invisible. For example, density that is visible would be a townhouse complex where there are a number of townhouses located on a site. On the other hand, invisible density could be a duplex where two dwelling units are located on a smaller residential lot or a single-family home with an accessory dwelling unit.

Density is both a perception of property based on our visualization as well as an understanding of the built environment. Novi's highest allowable density is 30 units per acre located north of Grand River Avenue between Taft and Beck Roads. The central core of the community ranges between 9.3 dwellings per acre to 30 dwellings per acre. The Twelve Oaks Mall and Novi Town Center are factored at 20 dwelling units per acre. Although the densities currently allowed within both retail centers are moderately high, these areas are not truly walkable. Walkable density enhances how people experience urban places. Notably, walkable density focuses on density not as a goal in its own right, but as a powerful tool for achieving community goals, such as quality of life improvements, economic opportunities, equity, and retrofitting sprawl, among other benefits.[1]

The walkable density threshold is targeted at 40 dwelling units per acre. At this scale, there are enough residents to reasonably support local businesses, work within a 5-minute walkshed, and enjoy accessible open space.

Visible Density - Townhouses

Number of Units = 16
Parcel Size = .50 acres
Density = 32.0 units per acre

Invisible Density - Single Family with an Accessory Dwelling Unit above the garage

Number of Units = 2
Parcel Size = 7,000 square feet
Density = 12.4 units per acre

Figure 40: Building Typology by Density

Source: Understanding Density and Development Intensity, March 2019, League of California Cities.

The figure titled "Building Typology by Density" provides a visualization of different building typologies by their respective density. This includes single family, townhomes, walkup apartments, and podium or wraps.

The land use framework for the city encourages the transformation of current retail centers into mixed-use redevelopments allowing for the introduction of residential components. The walkable density concept can play an important role in the success of these redevelopments. Although the minimum threshold is focused on 40 units per acre, it is conceivable with the use of parking decks or liner buildings with internal parking to achieve densities upwards of 50 to 60 units per acre. In Tempe, Arizona, Caldesac, a real estate development company, is opening a 40 unit per acre development prioritizing biking, walking, and transit over cars and parking. They have a similar project in the planning stages in southeast Atlanta, Georgia.

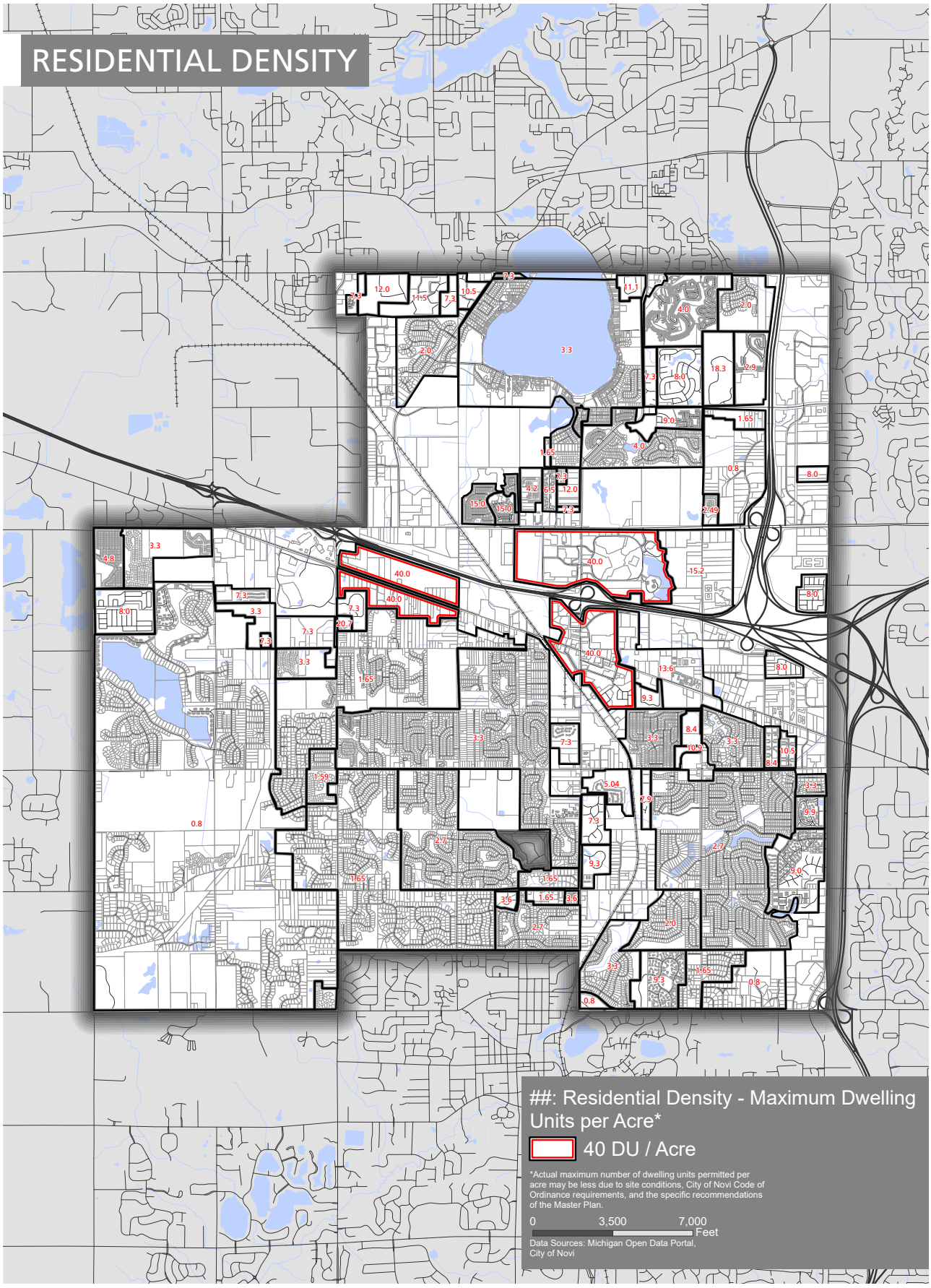
Subject to market conditions, dwellings within these higher-density developments could be either rental units or condominiums. The increased densities in the city's core area strive to reduce the amount of acreage devoted to surface parking and utilize this space for tax-producing properties. In addition, the added population, which will be within convenient walking distance to retail and restaurants, will help create those vibrant mixed-use developments envisioned by the community.

The map titled Residential Density identifies the maximum allowable density by residential development. The 40-unit per acre density is recommended for a portion of the Novi Town Center, 12 Oaks Mall, West Oaks I and II, Fountainview, and City West. These higher-density areas coincide with the new future land use categories that allow for planned unit developments.

Sources

1. Planetizen, Course, Walkable Density, author and lecturer David Nixon.

Map 15: Residential Density



- Future land use categories were reduced from 22 categories to 17, with an emphasis on mixed-use districts.
- The mixed-use categories are in response to market trends that favor a variety of uses, walkability, less surface parking, greater building massing, and higher densities.
- An amendment is proposed to include a Planned Unit Development Overlay option.

10

FUTURE LAND USE

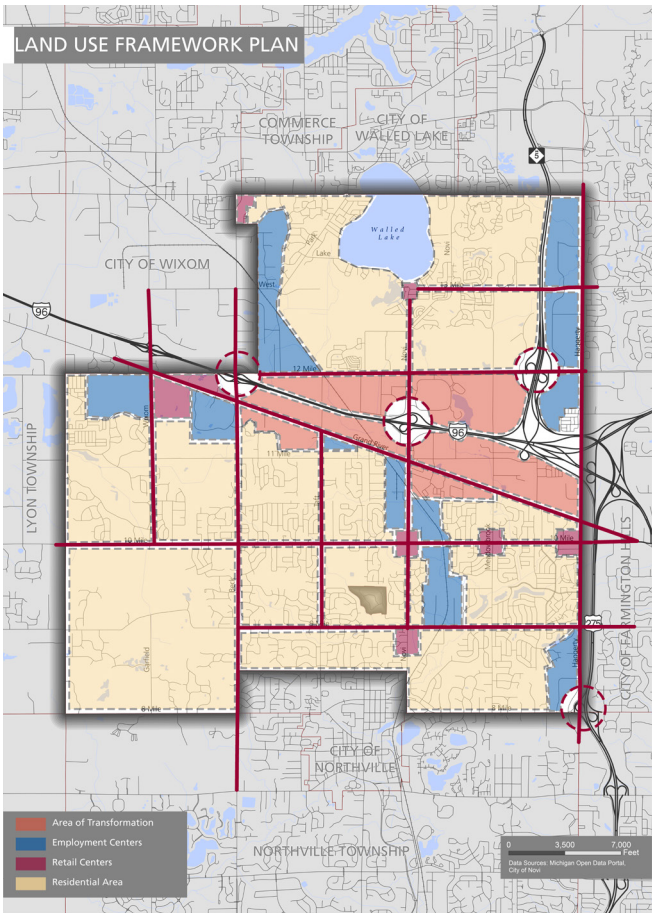
OVERVIEW

For the past several decades the City of Novi has diligently reviewed, revised, and updated its community Master Plan and Future Land Use Map (referred to as the "FLUM"). Each of the master plans outlined various visions for how land within the city should be developed and recommended specific land use categories for implementation. The 1980's and 1990's witnessed significant growth in all major land use categories: residential, commercial, office, and industrial. The core of non-residential development occurred between 12 Mile Road on the north side of the City and Grand River Avenue on the south side. Land north and south of this core area was primarily developed as residential.

The general development pattern for the City is illustrated in the adjacent graphic. The fundamental structure of the City is based on the Public Land Survey System (PLSS) which divides the land into sections which are typically 640 acres, or one square mile. The major arterials, with the exception of Grand River Avenue, run along these mile roads. The internal residential sections are composed of a series of curvilinear roads and cul-de-sacs, some of which connect to each other, and others that provide no connectivity to adjacent streets except the major arterials. The central portion of the City between 12 Mile on the north and Grand River Avenue on the south serves as the primary commercial/office core of the City and the region. Several commercial nodes are also found at the intersections of some of the mile roads. Employment centers tend to locate adjacent to the commercial/office core, along the M-5 and Haggerty Road corridors, and along the rail line which runs diagonally and adjacent to Novi Road. Major gateway entrances into the City are accessed from I-96, I-275, and M-5. Residential developments and subdivisions occur primarily north of 12 Mile Road and south of Grand River Avenue.

The 1993 Master Plan for Land Use updated the 1988 plan. The 1993 plan noted that the City was approximately 37% developed, mentioning that since 1988 there had been 963 acres of new development in the City, with 653 of those acres used for residential development. Interestingly, the plan also enumerated that over 11,000 acres of vacant land zoned for single family uses was still available.

Map 16: Land Use Framework Plan



It was estimated that this available acreage could accommodate upwards of 8,700 housing units, resulting in a holding capacity of 27,600 housing units. Commercial development concentrated around the I-96 and Novi intersection and Grand River Avenue. Nearly 40% of commercially zoned property (654 acres) was dedicated to Twelve Oaks Mall, West Oaks I and II Shopping Centers, and Novi Town Center. Although the plan objectives outlined the Novi Town Center area to encourage a mix of land uses, the housing and density portion of the plan suggested the separation of these uses, where possible. The plan stated, "in rare instances where it is necessary for the convenience of residents to have commercial services integrated with residential uses, the utmost care must be taken in the placement and intensity of the foreign use." Thirty years later, that 1993 policy to encourage the separation of land uses is in direct conflict with policies focused on combining land uses to create connectivity, walkability, and sense of place.

The Novi 2020 Master Plan for Land Use adopted in 1999 revealed the continued growth in the retail sector, noting that the availability of retail square footage exceeded four times the amount needed by the resident population while serving as a regional destination. The plan discussed the proposed Town Center Gateway, a mixed use district, between Meadowbrook Road and the Town Center District, and rezoning of 1,200 acres for office, service, and technology.

The 2016 Master Plan Update noted that the amount of vacant land in the City was decreasing. In 1993, the City had 12,176 acres of vacant and agricultural lands. In 1999, vacant land dropped to 9,384 acres and by 2013 it further decreased to 2,371. In 2022, vacant land accounted for 2,279 acres, cautioning that not all vacant land had the potential for development due to wetlands, woodlands, topography, and other concerns.

CURRENT STATUS

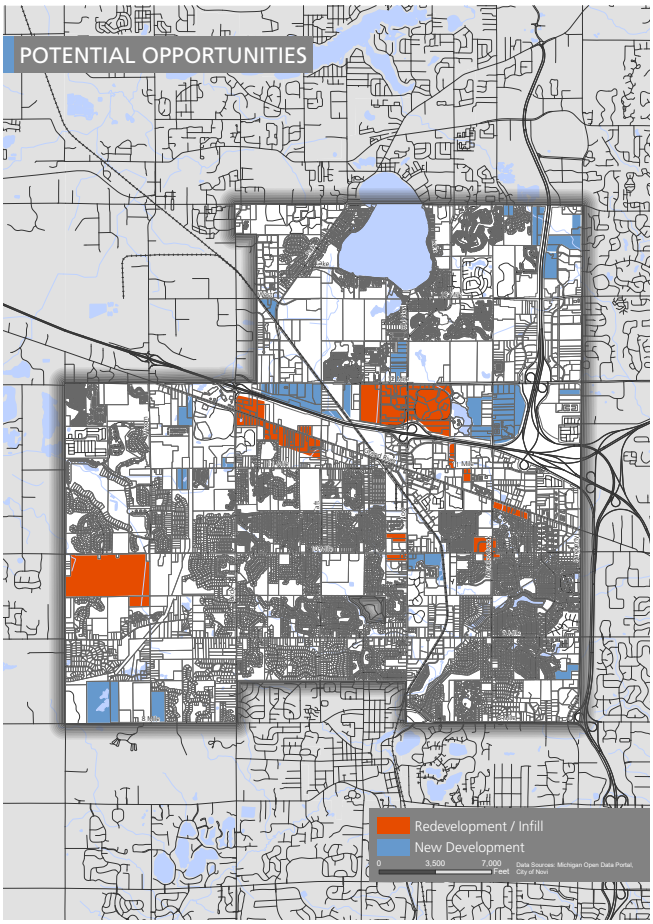
Today, the City of Novi is 91% built out. Map 17 notes what areas, generally 10 acres or larger, could accommodate new development, and those areas that are available for redevelopment. One of the largest remaining properties for new development is the "Trinity" property located on the west side of the M-5 and Twelve Mile Road interchange, and properties on the south side of Twelve Mile Road between Taft Road and Beck Road. Properties designated for redevelopment or infill include Twelve Oaks Mall, West Oaks I and II, and parcels along Grand River Avenue between Taft Road and Beck Road, and the Links of Novi along Napier Rd.

Table 19: Current Build-Out Status

	Acreage	Percent
Total City	20,027	100%
Built Out	18,181	91%
Redevelopment	972	5%
New Development	874	4%

Source: GIS Data, Beckett & Raeder

Map 17: Potential Opportunities



MARKET

The Novi market is almost fully built out. Discussions with Novi market developers coupled with a review of real estate trends establish a baseline for future land use considerations. Unlike the past several decades where new construction was mainstream, niche development or redevelopment on several remaining sites will take center stage in the next decade. These trends are focused on the near-term, 5-10 years, and do not consider major real estate shifts that are contemplated to occur once autonomous vehicles (AVs) have a larger presence in the urban landscape. While we have yet to see exactly how AVs will impact planning and land development, their presence is anticipated contribute to rising values of properties adjacent to roadways (given the low noise levels of these vehicles), a lesser emphasis on proximity to everyday amenities, more garage-less homes, and fewer parking lots.

Overall Real Estate Market Trends

Residential

- Residential market will remain relatively strong. Rising mortgage interest rates will taper the pace of sales.
- There is a market for age-targeted housing for 55+ households with a focus on single level living.
- There is a movement to higher density residential (3-5 units/acre) to accommodate 1,700–2,100 square foot homes with the ability to "age in place" as desirable to a variety of home purchasers.
- Housing will likely become a component of horizontal mixed-use developments.
- There is an opportunity to introduce and encourage residential development along Grand River Avenue between Beck Road and Novi Road.

Retail

- Retail is close to being overbuilt.
- Concern about Twelve Oaks Mall and recent closures. Other regional malls, Lakeside (Macomb County) and Oakland Mall are in the process of redevelopment to other mixed use. Great Lakes Crossing is morphing into an entertainment district.
- Novi Road and I-96 is still the retail hub of the City and a regional destination.
- The introduction of non-retail uses, personal services (i.e. Aspen Dental, urgent care, etc.), into traditional retail locations will likely continue.
- National franchises will desire exposure on Novi Road.
- According to Novi developers, hotels are reaching market capacity.
- Fountain Walk is substantially built out. Fords Garage and Kpot have recently opened and occupy former tenant spaces.

Office

- Office occupancy was significantly impacted by COVID-19.
- Work from Home (WFH) is now an option that will impact the size and functionality of future office space.
- There is a trend toward research, development and technology tenants, and hybrid office space with multi-tenants sharing common facilities. The Impact for Planning (IMPLAN) model supports this shift and emergence in this market sectors.
- The IMPLAN Base Sector Analysis noted that 85% of 413 identified market sectors in Oakland County were either classified as growth or emerging. Growth sectors include real estate, architecture, engineering and technical services, information, insurance, and motor vehicle electrical equipment and manufacturing. Emerging sectors include hospitals (health care), scientific research and development, and other motor vehicle parts manufacturing.
- "Flex" space that overlaps into the industrial sector will increase.
- There is a lack of large vacant acreage in the City for e-commerce fulfillment centers or large distribution facilities.
- There will likely be a demand for relatively smaller, multi-tenant office space in the range of 30,000-50,000 square feet. It is likely that only "pre-leased" office space, not speculative, will be built over the next few years.

Industrial

- Opportunity for "Flex" warehousing which accommodates a variety of uses, including indoor vehicular parking options for service vehicles.
- Build to suit industrial opportunities have cooled due to construction costs, low demand, and higher lease rates. There is a shift toward finding space in existing, vacant facilities in the Livonia and Detroit sub-markets.
- An increase in general storage facilities in Novi.

Health Care

- Move toward outpatient facilities and private Medical Office Buildings (MOB's).
- Ascension Providence is not fully built out with several parcels within the ring road available.

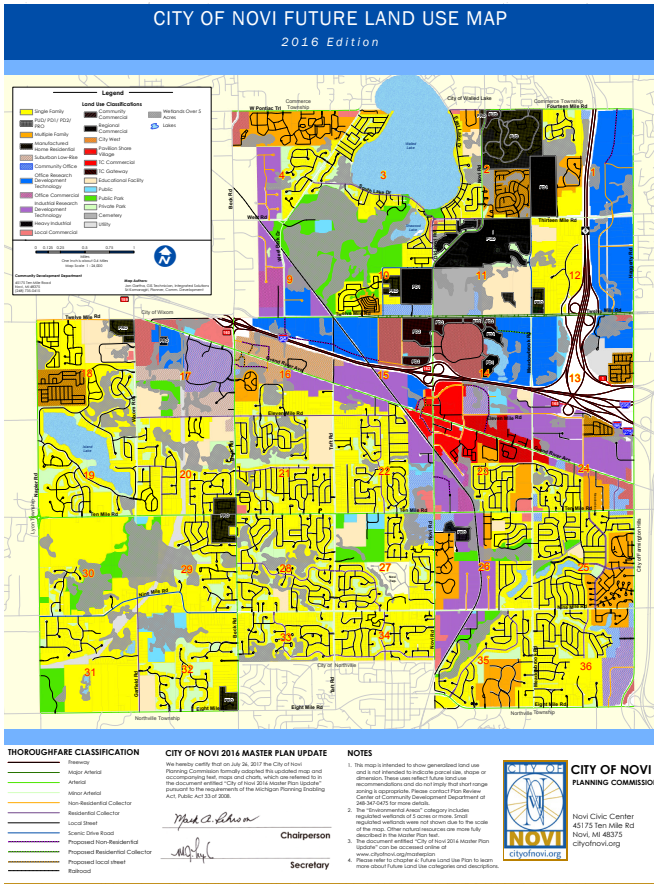
VISUALIZING LAND USE

The real estate market is responding to post-COVID impacts, supply and demand within the respective market segments, interest rates, and consumer preferences. IMPLAN modeling notes the continuation of growth and emerging markets focused on science, technology, information, and research and development. As a result, future land use and zoning recommendations need to include some degree of elasticity and flexibility to respond to these changes. Currently, the City's Future Land Use Map has 24 land use categories and the zoning code has 28 zoning districts. Fundamentally, the Future Land Use Map can be consolidated into six land use categories: residential, commercial, institutional, multi-family, office, and industrial. Similarly, the Zoning Map can be consolidated into six districts: single family residential, two-family residential, multi-family residential, commercial, office, and industrial. These consolidated maps present the basic land use and zoning framework for the City.

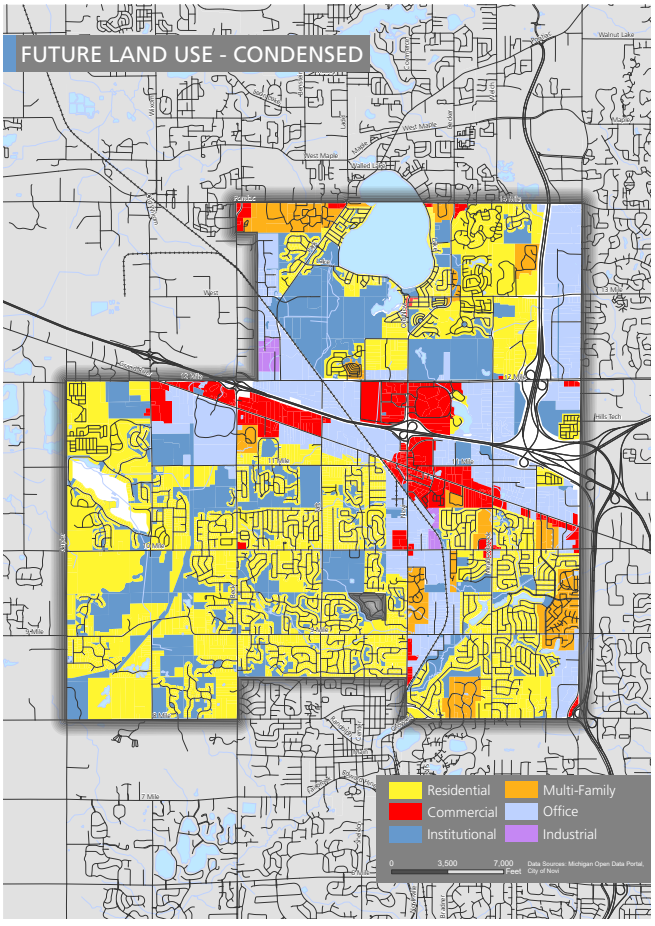
For illustrative purposes, the condensed Future Land Use Map shows residential development primarily north of Twelve Mile Road and south of Grand River. The interior core between Twelve Mile Road and Grand River Avenue is comprised of commercial and office-related uses. The area between Novi Road and the railroad right-of-way, south of Grand River, is comprised of a combination of residential, commercial, office, and industrial uses. The condensed Zoning Map reflects a similar pattern with the exception that much of the office in the Future Land Use Map is classified as industrial on the Zoning Map.

The core area of the city sandwiched between Twelve Mile Road and Grand River Avenue will likely see the most transformation in the near-term. The outlier is Twelve Oaks Mall and the changes that will occur with the closing of several anchors. The majority owner of the mall is Simon Property Group from Indianapolis. The Group's 2021 "Forward Looking Statement" (in the K-10 disclosure) cautioned investors about the "changes in economic and market conditions that may

Map 18: Future Land Use (Current)



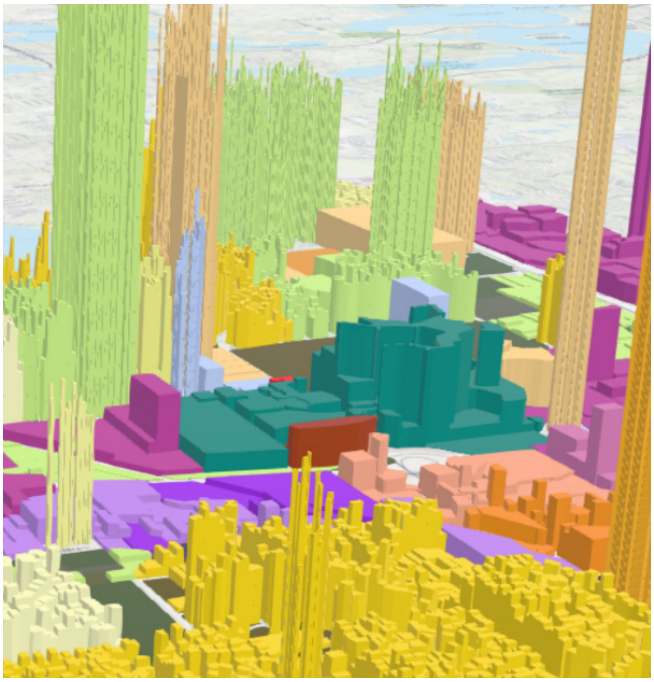
Map 19: Future Land Use (Condensed)



adversely affect the general retail environment; the potential loss of anchor stores or major tenants; the inability to collect rent due to the bankruptcy or insolvency of tenants or otherwise; the intensely competitive market environment in the retail industry, including e-commerce; an increase in vacant space at our properties." In the 2021 Annual Report, they noted the completion of 20 redevelopment projects with the addition of mixed-use components to their market leading centers. A recent redevelopment at Phipps Plaza in Buckhead, Georgia (a suburb of Atlanta) will include a 150-room Nobu Hotel and Restaurant, 13-story LEED gold office building, athletic facilities, and greenspaces for outdoor events, dining, and entertaining. The tag line for the 2021 Annual Report was "Live, Work, Play, Stay and Shop" an obvious harbinger for mixed-uses.

The Twelve Oaks Mall contributes significantly to the City's tax base. The dark green structure in the center of the graphic titled "Taxable Value per Acre" depicts the taxable valuation per acre of the regional commercial properties. Based on

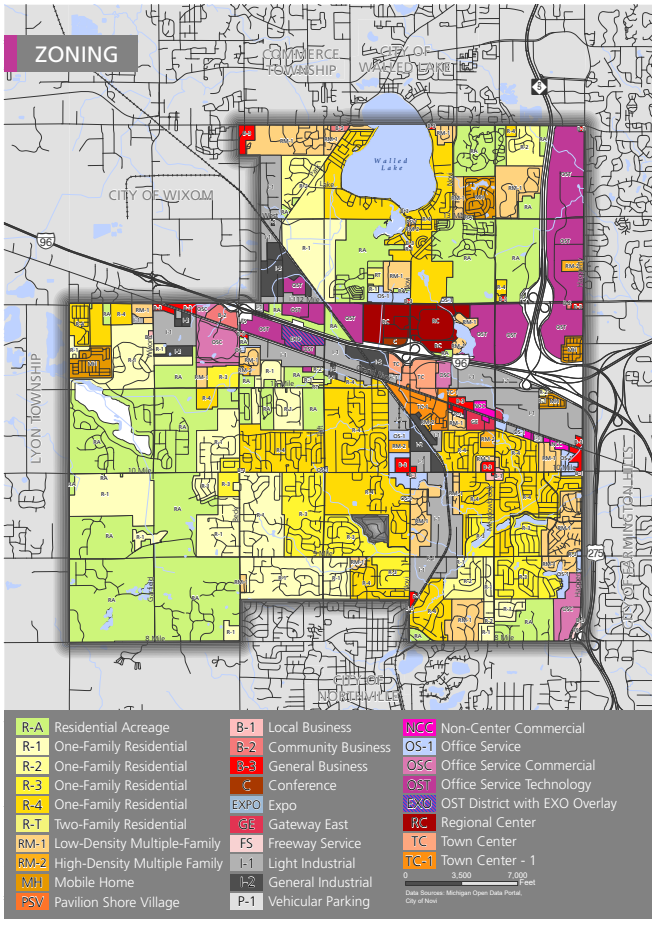
Figure 41: Taxable Value Per Acre



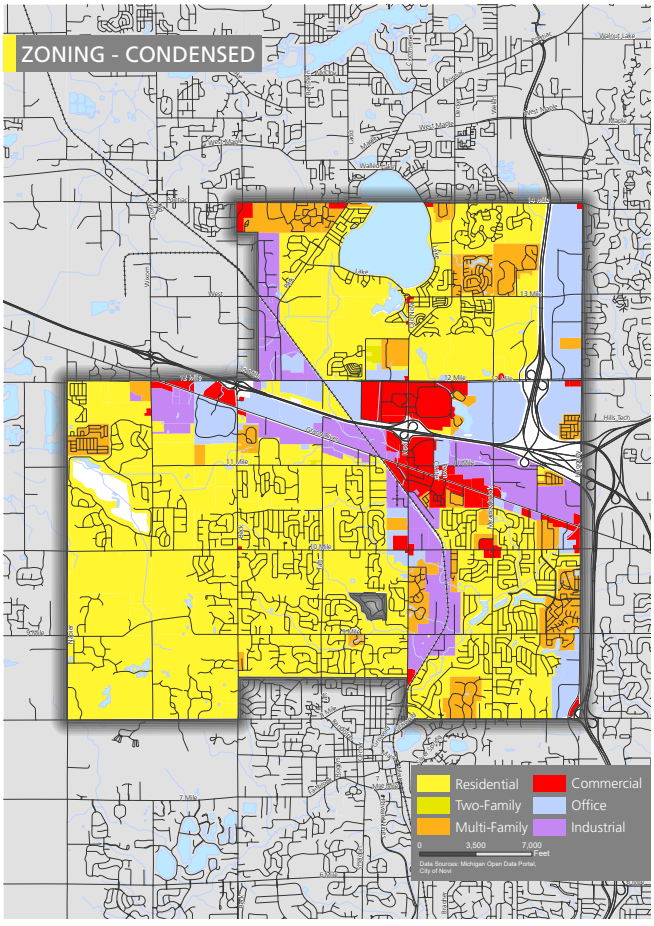
Color correlates to zoning district; structural height correlates to the taxable value per acre.

Data: City of Novi, Graphic: Beckett & Raeder, Inc.

Map 20: Zoning (Current)



Map 21: Zoning (Condensed)



Case Study: Fishers, Indiana

Located roughly 15 miles northeast of Indianapolis, Fishers, Indiana, is a city of just over 100,000 people. Until the 1960's, Fishers was a small working agricultural community, but the relocation of a state highway and interstate radically shifted the direction of the City to that of a premier suburb of Indianapolis. By the turn of the century, Fishers grew to almost 38,000 people, a dramatic rise of roughly 11,000% from the 1960's. Two decades later, Fishers was home to over 100,000 people. This rapid rise in population means that most buildings in Fishers, both residential and commercial, are incredibly new, comparatively speaking. Fishers does not have a historic downtown or commercial corridors that developed slowly over a century, but the desire for retail, entertainment, services remains.

In response to community desires, the City of Fishers embarked on creating a vibrant downtown environment from scratch in the early 2010s. The city chose the area around their growing municipal campus. At the time, this area was surrounded by open space and considered ideal given its central location in the city and its convenient access to the interstate. Construction began with the first investment of $33 million and has not slowed since. Now branded the Nickel Plate District, the area has grown to include several mixed-use buildings with residential spaces, offices, commercial frontages, and public spaces. Following the Nickel Plate Development Code, buildings maintain a cohesive appearance using a mix of sandstone, glass, and modern building materials. While the district itself is walkable, the suburban nature of Fishers means that accessing the site is predominantly done by automobile, but recent investments in a non-motorized plan and a connected rails-to-trails pathway are increasing non-motorized connectivity. To encourage this development, the city employed a mix of incentive tools, primarily using TIF financing; suspending tax revenues received from the district for several decades. Despite the foregoing of tax revenue in the short term, the city and its partners have created a walkable mixed-use environment and succeeded in creating their vision of a modern downtown.

Figure 42: Before and After of the Nickel Plate District

Source: Google

Figure 43: Developments in the Nickel Plate District

Top left: the first mixed-use development, top right: Fisher Police Station; bottom left: mixed-use development; bottom right: residential development.

In the late 2010's, the City embarked on another large-scale transformation project, creating a vibrant hub of entertainment and mixed-use activity; this time on the other side of the interstate on vacant farmland. Now dubbed "The Fishers District," the development includes lodging, residential spaces, many food stores and restaurants, and some commercial space. Primarily an entertainment hub, the area is a lively scene in the evenings and around mealtimes. Building on the success of the Fishers District, the city is planning for three new "neighborhoods" to be developed adjacent to the initial development; these new neighborhoods will include "upscale" residential spaces, an event center, new dining, lodging, and shopping. Given that this development was built on farmland, non-motorized connectivity to external areas (the Nickel Plate District, nearby neighborhoods, regional parks, etc.) remains poor. However, there is a comprehensive plan to expand pathways across the city.

Figure 44: The Fishers District

Top left: mixed-use building in the center of the site; top right: commercial building on exterior edge of the site; bottom left: public space with tables, games, and landscaping; bottom right: lodging

These developments in Fishers did not come to fruition without a few key things: 1) the available space for large-scale transformation, 2) city control over the land being developed, 3) a willingness to invest public money in the projects, and 4) willing private investors. While these projects are assets to the community, they come at a cost. According to Fishers' annual 2020 financial statement, the long-term debt obligations of the City totaled $339M, with annual obligations of around $31M, roughly a quarter of their total annual revenues. While these developments offer aspirational visions for what Novi could be, Novi lacks several of the key elements for making large-scale transformation projects like this possible; there are no large undeveloped pieces of land left, and the City has little public land available for development.

Case Study: Carmel, Indiana

Located to the north of Indianapolis is Carmel, Indiana. A city of just under 100,000 people, it shares many similarities with Fishers, Indiana; both are roughly the same size and very affluent suburbs of Indianapolis. Like Fishers, Carmel grew in the nationwide wave of suburbanization in the 1960s, spurred by the expansion of the freeway system around Indianapolis. Carmel, also like Fishers, was keen on developing a walkable mixed-use environment that would be a hub of commercial and entertainment but approached it differently than Fishers.

In 1996, an ambitious rails-to-trails project was completed. Spanning 25 miles in length, the Monon Trail connects central Indianapolis to the northern suburbs of Carmel, Sheridan, and Westfield. Touted as one of Indiana's top recreation assets, the trail is a vein of activity and life in northern metropolitan Indianapolis. Using the Monon Trail as a main artery, the City of Carmel developed off the trail, beginning with the Carmel City Center. The City Center was a $300M, one million square foot mixed-use project which included a 1,600-seat performing hall, as well as two theaters, a 500 seat, and 200 seat. Developed as a public/private partnership, the city's Redevelopment Commission leveraged TIF and bonds to help complete the project.

Further down the Monon Trail is the city's Arts and Design District which has space for small businesses, independent artists and creatives, and shopping, dining, and entertainment venues. Between the two anchors are mixed-use and residential buildings stretching along the Monon, creating this principal artery of activity and vibrancy. Unlike Fishers, the Monon Trail creates a high degree of non-motorized access throughout all of the developments, leaving little need for a car. Along the Monon Trail are parklets, public amenities, and public art, fostering a sense of community and culture. Like Fishers, Carmel relies heavily on TIF and bonds to encourage private development. Despite the extensive use of TIF and bonds, both cities retain high bond ratings (AA or AAA) a result of their wealthy and thriving economies.

Figure 45: Monon Trail Developments in Carmel

Top left: Park along the Monon Trail; top right: mixed-use development along the trail (seen in the lower right of the photo), bottom left: townhomes along the trail (seen on the right of the photo); bottom right: mixed-use development in the Arts and Design District (Monon trail in the foreground).

this analysis, Twelve Oaks Mall value per acre ($1,700,000) exceeds West Oaks I and II Shopping Centers and Fountain Walk by four times.

OPTIONS FOR THE FUTURE

The next decade will likely bring transformative change within the central core area of the City. The retail environment is different post-COVID as noted by area developers and retail market trends. Other southeast Michigan malls are in flux. The Mall at Partridge Creek in Clinton Township and Fairlane Mall in Dearborn are struggling. Eastland Center in Harper Woods and Northland Center in Southfield have closed. Lakeside Mall in Sterling Heights is poised for redevelopment by a Florida developer.

Mall and strip suburban commercial retrofit is not a new concept. Many former malls and regional shopping centers have been redeveloped into vibrant, pedestrian-oriented, mixed-use districts. Some examples include, The Street at SouthGlenn in Centennial, CO, Mizner Park in Boca Raton, FL, Mashpee Commons, in Mashpee, MA, and North Hills in Raleigh, NC.

Novi's residential neighborhoods will still be sought after due to the City's high quality of municipal services, public safety, parks, and public/private schools. According to Niche.com, Novi High School is rated 3rd best out of 790 Michigan high schools.

Flexibility is the key to future redevelopment. To address the anticipated changes in the real estate market and provide the flexibility needed to create indoor/outdoor mixed-use developments, new land use designations are suggested. These designations involve the consolidation of the current similarly categorized groups into new categories that encourage horizontal and vertical mixed-use developments.

The future land use framework proposes five new categories: Town Center (TC), Commercial Mixed-Use (CMX), General Mixed-Use (GMU), Office, Service and Technology (OST), and Public/ Quasi Public. A description of each new land use group, their regulated land uses, and distinguishing characteristics can be found on the following pages. As such, these new land use groups entail both the removal and consolidation of other land use zones.

FUTURE LAND USE

Based on the review of existing conditions, prior master plans, and the master plan guiding principles, the Future Land Use Map (FLUM) was developed. Since the City is primarily built-out, the FLUM is somewhat predictable because it reflects the development patterns within the past four decades. Based on the Public Land Survey System, (PLSS) the road network is baked into the FLUM and reflects the "mile" arterial road network. The difference between the 2016 and 2025 Future Land Use is the reduction and reorganization of land use categories.

In the 2016 Master Plan Update, there were 22 land use categories, excluding special zoning designations (PUD, PD1, PD2, and PRO) and wetlands. The 2025 Master Plan for Land Use has seventeen categories, four of which include new mixed-use categories. The mixed-use categories are in response to market trends that favor a variety of uses, walkability, less surface parking, more significant building massing, and higher densities. Each future land use category is described in detail, noting its purpose, regulated uses, and built form.

The four mixed-use categories are primarily located in the central core between 12 Mile Road on the north and either side of Grand River Avenue and along the west side of the M-5 corridor. All strive to create integrated, walkable environments with a unique mix of uses depending on the central theme of the district. Further, their centralized location leverages the investment in the Novi's street network and the regional interstate system.

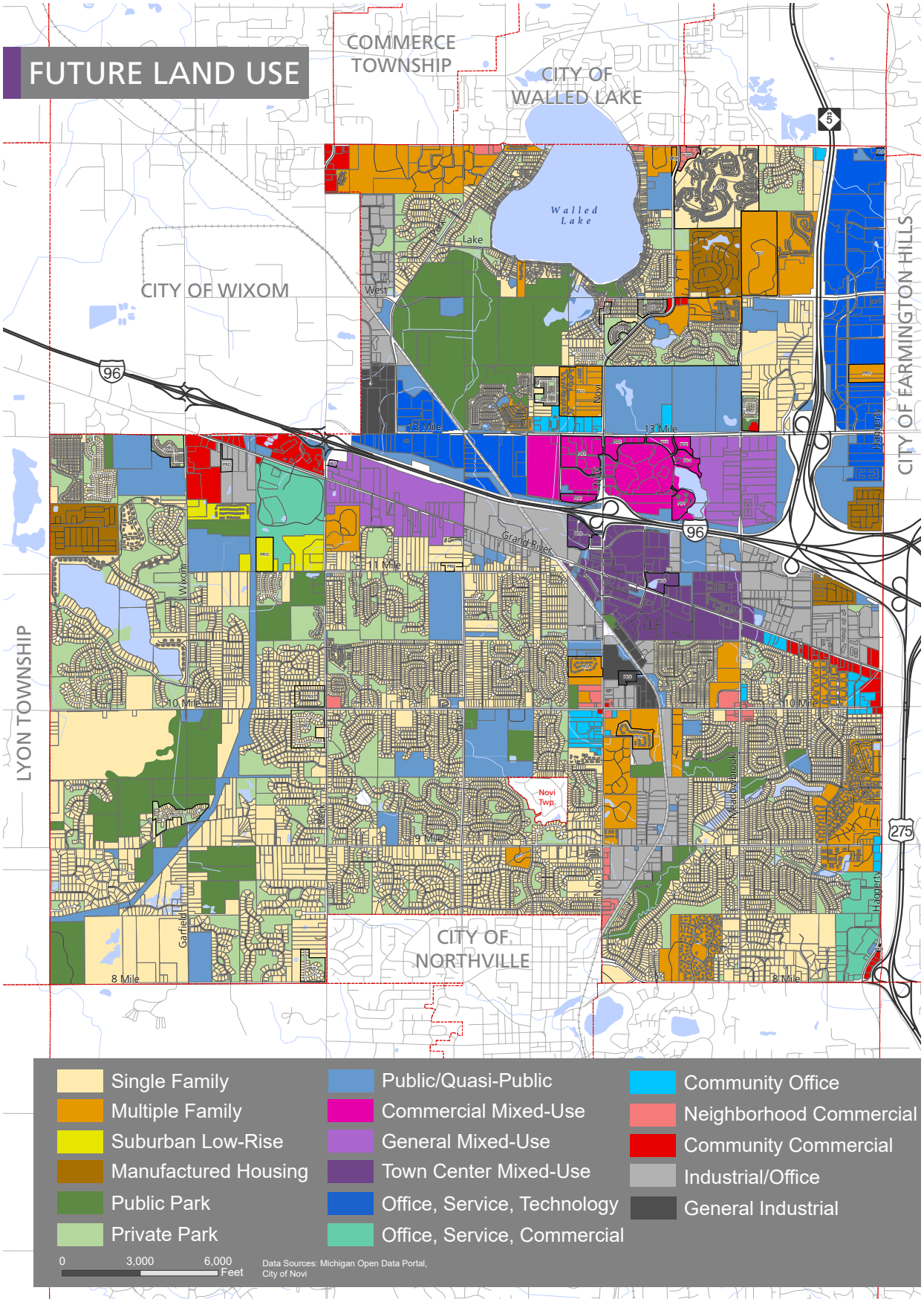
The transportation section of the plan highlights proposed improvements to the overall network to balance anticipated demand with available and future capacity improvements. The City's Active Mobility Plan contemplates the extent and location of nonmotorized routes through the community and their connectivity with public and private activity centers. The transportation system, Active Mobility Plan, and FLUM are collectively layered together to address the City's land and transportation needs.

Table 20: Future Land Use Category Revisions

2016 Future Land Use Categories	2025 Future Land Use Categories
Single Family	Single Family
RUD/PD1/PD2/PRO	
Multiple Family	Multiple Family
Manufactured Home	Manufactured Home
Suburban Low-Rise	Suburban Low-Rise
Community Office	Community Office
Office Commercial	Office, Service, Commercial
Local Commercial	Neighborhood Commercial
Pavilion Shore Village	
Community Commercial	Community Commercial
Regional Commercial	Commercial Mixed-Use
City West	General Mixed Use
TC Commercial	Town Center Mixed-Use
TC Gateway	
Office Research Development Technology	Office, Service, Technology Mixed-Use
Industrial Research Development Technology	Industrial/Office
Heavy Industrial	General Industrial
Educational Facility	Public/Quasi Public
Public	
Utility	
Public Park	Public Park
Private Park	Private Park
22 Categories	**17 Categories**

Residential Neighborhood

Map 22: Future Land Use



Other central themes of the FLUM illustrate that moderate-density multiple-family developments are located in the eastern half of the city north of 12 Mile Road and south of Grand River Avenue. The city's southwest quadrant, principally south of 11 Mile and west of Taft Road, is primarily single-family subdivisions.

Table 21 notes that single-family residential constitutes one-third of the city's land area, followed by rights-of-way at 15% and 15% of is open space formed by a combination of public and private parks decentralized throughout Novi.

Lastly, the four proposed mixed-use districts consist of 2,231 acres or 11% of the city. Three of these districts, the commercial mixed-use, Town Center mixed-use, and general mixed-use districts will provide opportunities for additional residential development in the city.

Table 21: Future Land Use Tabulations

Land Use Category	Acres	Percent
Single Family	6,585	32.9%
Multiple Family	1,402	7.0%
Manufactured Home	322	1.6%
Public Parks	1,444	7.2%
Public/Quasi Public	1,362	6.8%
Private Parks	1,573	7.9%
Office Service Commercial	301	1.5%
Neighborhood Commercial	92	0.5%
Community Commercial	237	1.2%
Community Office	151	0.8%
Suburban Low Rise	111	0.6%
Industrial/Office	988	4.9%
General Industrial	143	0.7%
Commercial Mixed-Use	387	1.9%
Town Center Mixed-Use	428	2.1%
General Mixed-Use	510	2.5%
Office, Service, Technology Mixed-Use	906	4.5%
Rights-of-Way	3,085	15.4%
TOTAL	**20,027**	**100.0%**

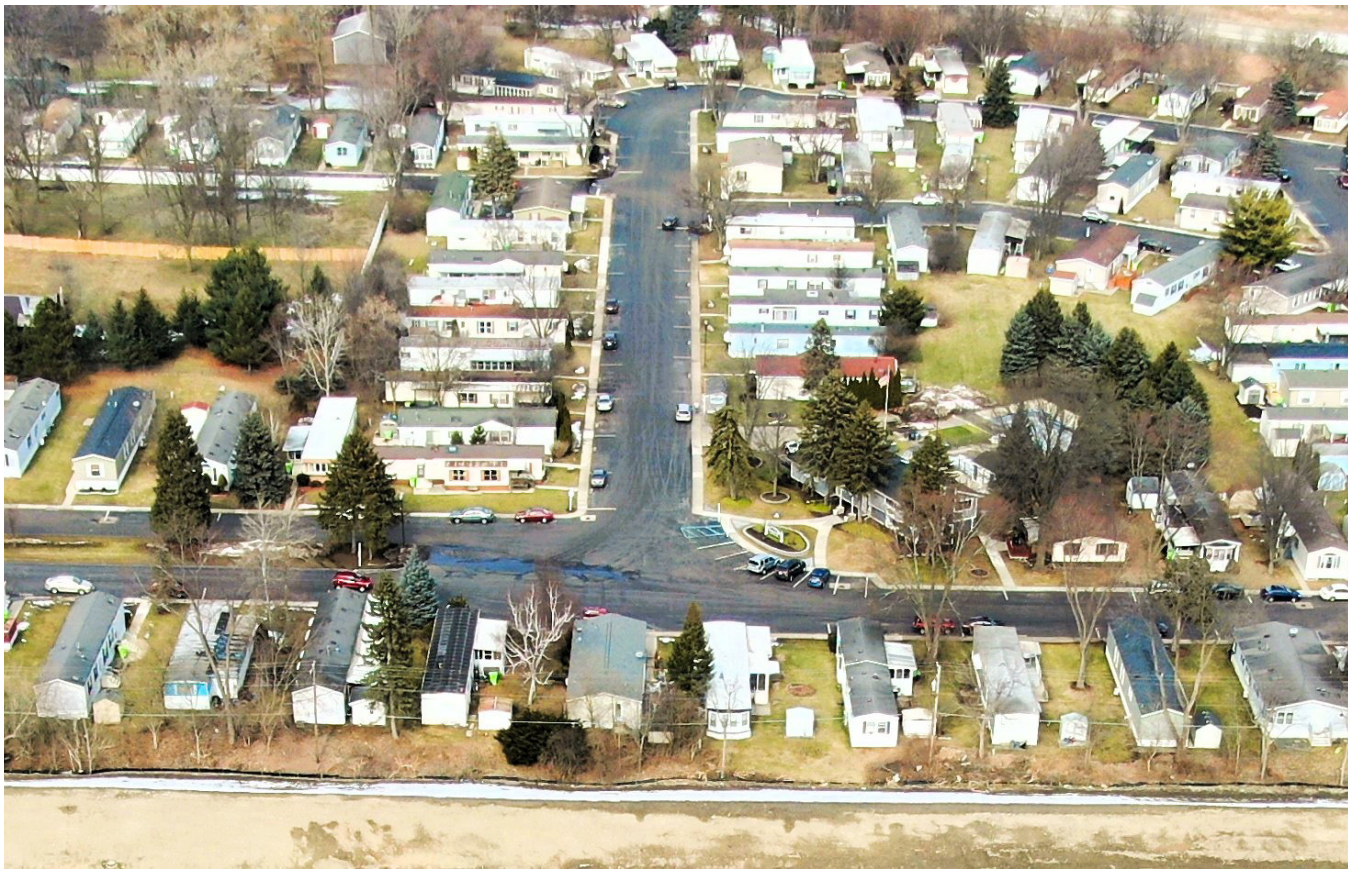
SINGLE FAMILY		
Purpose	The Single Family land use category reflects existing and future areas that accommodate single family detached, single family attached, and two-family residential properties. Densities are relatively low.	
Regulated Uses	Non-Residential » Group day care homes » Family day care homes » Golf Courses » Private noncommercial recreation areas » Home Occupations	Residential » Single Family (detached and attached) » Two Family (attached) » Accessory Dwelling Units (ADU's)
Built Form	Primarily individual detached dwellings ranging in lot size from 7,500 square feet to 1 acre. Typically arranged in planned developments with access to a local collector or arterial streets. Interior streets have reasonable widths which promote slower traffic speeds with parallel sidewalks. In some instances, adjacent developments are connected to larger residential neighborhoods.	

Example: Single Family Subdivision

MULTIPLE FAMILY		
Purpose	The Multiple Family land use category provides opportunities for mid- to high-density residential developments mainly consisting of low-rise and high-rise apartments. These developments are typically located near office and commercial districts along major arterials and function as a transition between single family residential districts and commercial areas.	
Regulated Uses	**Non-Residential** » Convalescent homes » Hospice Centers » Child and Family Care Facilities » Independent and Congregate Care Facilities » Home Occupations	**Residential** » Multiple-family dwellings » Single Family » Two Family
Built Form	Residential developments that exceed single family residential densities. Multiple-family developments can range in size between 2-stories to 5-stories depending on the zoning district. Developments include on-site parking and some outdoor amenities.	

Example: Multiple Family Development

MANUFACTURED HOME		
Purpose	This land use is designated for housing within a manufactured housing community, created according to the regulations in the Manufactured Home Commission Act. Housing in these areas is manufactured in a factory, brought to the site, and in most cases placed on property leased from a park operator.	
Regulated Uses	**Non-Residential** » Farms and Greenhouses » Cemeteries	**Residential** » Single Family » Mobile Homes » Manufactured Housing Units » Mobile Home Condominium
Built Form	Mobile homes and manufactured housing are typically located in planned parks. These parks usually include private roads and project amenities including, but not limited to community rooms, health facilities, pool, and outdoor playgrounds. These projects are usually under one ownership and managed by a property management firm.	



Example:Manufactured Housing Development on Seeley Road

PUBLIC PARK		
Purpose	The Public Park land use category designates properties that are under the ownership of the City of Novi and used for park and recreation facilities and activities, open space, and preservation of natural and sensitive landscapes.	
Regulated Uses	**Non-Residential** » Parks » Recreation Activities (Indoor and Outdoor) » Open Spaces » Natural and Sensitive Areas » Nonmotorized facilities	**Residential** » None
Built Form	Depending on the specific park, the character can range from active outdoor recreation (Bosco Fields), natural areas (Rotary Park), to nonmotorized trails (Lakeshore Park).	

Example: City of Novi Fuerst Park

PUBLIC/QUASI PUBLIC		
Purpose	The Public/Quasi Public land use category includes non-park facilities and properties under the ownership of public municipalities, non-profits, utility companies, public and private schools, and religious institutions.	
Regulated Uses	**Non-Residential** » Government Offices » Schools (Public, Charter, and Parochial) » Essential Services » Utility Substations and Support Facilities » Cemeteries » Infrastructure Support Buildings and Yards	**Residential** » None
Built Form	Public and Quasi Public facilities represent a broad spectrum of land and building types. For example, Novi City Hall is a large governmental building accessible to the public for business, legislative, and cultural uses. Likewise, public and private cemeteries are characterized by their low scale and open spaces. Utility companies that provide water, sewer, gas, electric, and broadband facilities have both subsurface facilities, and above ground facilities, such as, towers, utilities buildings, substations, and accessory uses.	

Example: Novi Public School Campus

PRIVATE PARK		
Purpose	The Private Park land use category designates land within residential subdivisions and housing developments that provide private open space and/or recreational amenities to their residents. The properties are maintained and operated by the homeowner association (HOA) or property management group and add to the overall open space of the community.	
Regulated Uses	**Non-Residential** » Park and Open Space » Recreation Facilities	**Residential** » None
Built Form	Open space within a residential subdivision housing development. Some of these areas include forested areas, wetlands, and ponds that are used for stormwater management.	

Example: Private Neighborhood Park

OFFICE SERVICE COMMERCIAL		
Purpose	The Office Service Commercial (OSC) land use category, is designed and intended to accommodate a large office building or a planned complex of office buildings with related commercial retail and service establishments which may serve the area beyond the confines of the office complex itself.	
Regulated Uses	**Non-Residential** » Professional Office Buildings » Medical office, including laboratories and clinics » Financial Institutions » Personal Service Institutions » Places of Worship » Restaurants (sit down) » Amusement and Entertainment Use	**Residential** » None
Built Form	Office buildings of greater height and more intense land use activity in an otherwise low-density community. Because of the greater building height, intensity of land use, and associated higher volumes of vehicular and pedestrian traffic, it is further intended that this district be located only in proximity to areas of major commercial or civic development and have direct access to freeway or major thoroughfares.	

Example: Hino Motor USA on Twelve Mile Road

NEIGHBORHOOD COMMERCIAL		
Purpose	The neighborhood commercial land use category focuses on providing a handful of retail and service businesses that serve adjacent neighborhoods.	
Regulated Uses	**Non-Residential** » Retail businesses » Professional and Service Businesses » Instructional Centers » Coffee Shop/Bakeries » Restaurants (Sit-Down)	**Residential** » None
Built Form	Small-scale buildings that are typically compatible with the adjacent neighborhoods where they are located. Businesses serve both pedestrian and vehicular customers. Building scale is usually limited to 1-story, however, on occasion there may be a 2-story building. Parking is typically off-street, however, in certain circumstances where on-street parking is available that should be encouraged.	

Example: Novi Road and Grand River Avenue Commercial District

COMMUNITY COMMERCIAL		
Purpose	The community commercial land use category is designed to cater to the needs of a larger consumer population, and is generally characterized by an integrated or planned cluster of establishments served by a common parking area, generating greater volumes of vehicular and pedestrian traffic, and located at the intersection of two thoroughfares (Major Arterial or Minor Arterial).	
Regulated Uses	Non-Residential » Retail businesses » Professional and Service Businesses » Restaurants/ Microbreweries » Personal Service-related Businesses » Medical Offices » Hotels and Motels » Car Dealership » Fueling Station, Oil Change, Car Wash	Residential » None
Built Form	Buildings may be grouped into shopping centers with centralized parking lots, or the business can be developed on a single parcel. Primarily vehicular-oriented, these uses are typically located along streets with high traffic counts, such as major arterials. Building height is typically 1-story with some architectural fenestration that make the buildings look taller.	

Example: Grand River Avenue and Grandview Lane

COMMUNITY OFFICE		
Purpose	The community office category is to cater to small office buildings that are occupied by a variety of tenants, such as accountants, attorneys, physicians, dentists, and insurance agents. This type of land use is located along major thoroughfares and in some instances they abut residential areas. Example locations include 12 Mile Road west of Novi Road, Novi Road near 10 Mile Road, and along Haggerty Road near 9 Mile Road.	
Regulated Uses	**Non-Residential** » Professional and Service Businesses » Personal Businesses » Places of Worship » Financial Institutions	**Residential** » None
Built Form	Multi-tenant buildings located on a separate parcel with access to a major thoroughfare. Low scale (1-3 stories) with off-street landscaped parking lots. Typically adjacent to a commercial zoning district.	

Example: Community Office District along West Twelve Mile Road

SUBURBAN LOW RISE		
Purpose	The suburban low rise land use category is a transitional land use utilizing low scale commercial and offices mixed with residential land use to buffer more traditional adjacent residential districts.	
Regulated Uses	**Non-Residential** » Retail Businesses » Professional and Service Businesses » Schools	**Residential** » Single Family Attached » Multiple Family
Built Form	Buildings can be located on a campus-like setting and are between 1 to 3 stories in height. Examples include the Everbrook Academy of Novi, Rose Senior Living at Providence Park, and the Villas at Stonebrook.	

Example:Rose Senior Living Providence Park

LIGHT INDUSTRIAL/OFFICE		
Purpose	This Industrial land use category designates property that is, or will be, used for research or light industrial uses including warehousing and wholesale activities. Industrial activities, such as processing, packaging, assembly, or treatment of finished or semi-finished products are found within this category.	
Regulated Uses	**Non-Residential** » Research and Development » Warehousing and Wholesale Establishments » Manufacturing » Laboratories » Data and Information Processing Centers » Medical Offices	**Residential** » None
Built Form	Buildings are typically single-site developments with support facilities, such as loading and unloading areas and docks. Often located along the CSX Rail corridor with access to major arterials and the Interstate. Buildings vary in size with maximum heights regulated to 40 feet.	

Example:Orotex Corporation located on Venture Court

GENERAL INDUSTRIAL		
Purpose	This Industrial land use category designates property that is used for manufacturing, assembly, and fabrication operations. These facilities are normally not located near or adjacent to residential properties due to the noise, odors, hours of operation, and truck traffic.	
Regulated Uses	**Non-Residential** » Outdoor Storage » Junkyards » Lumber and Planing Mills » Manufacturing Operations » Metal Plating, Buffing and Polishing » Self-Storage Facilities » Central Dry Cleaning Plants » Tool & Die Plants » Concrete Facilities	**Residential** » None
Built Form	Sites and buildings tend to be large. Normally located near major arterials or rail lines.	

Example: Morrison Industries 46480 Magellan Drive

COMMERCIAL MIXED USE (CMX)		
Purpose	The CMX land use category allows for a combination of commercial, office, lodging, and residential within an integrated development. Parks, plazas, and pedestrian areas are encouraged to provide a high degree of connectivity between uses. These areas would be primarily commercial/retail in nature with ancillary uses that create opportunities for shopping, dining, living, and playing. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Retail; General, Regional and National » Restaurants; Dine-in with Outdoor Seating » Professional Offices & Hotels » Open Space and Plazas » Parking Structures	**Residential** » Upper Story Apartments and Lofts » Attached Single Family » Multiple Family
Built Form	Dense, pedestrian-dependent, mixed use development accessible from an Interstate or major thoroughfare. Preference to utilize land for buildings instead of surface parking lots. Allowance for higher buildings with a limitation of 6-8 stories. Outdoor retail and dining connected with plazas and outdoor gathering spaces. On-street and deck parking facilities.	

Example:Fountain Walk

TOWN CENTER MIXED USE (TC)		
Purpose	The Town Center Mixed Use category is designed and intended to promote the development of a pedestrian oriented, neighborhood-scaled, commercial service district in which a variety of retail, commercial, office, civic, residential uses, and open space are permitted. Based on existing development patterns, pedestrian circulation is internal within the respective properties. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Retail; General » Restaurants; Dine-in with Outdoor Seating » Professional Offices & Hotels » Public and Quasi Public » Parks, Plazas and Open Space	**Residential** » Upper Story Apartments and Lofts » Attached Single Family » Multiple Family
Built Form	Retail, workplace, and civic activities mixed with attached housing types such as lofts and apartments all developed at a community scale. Commercial and office uses are allowed on the first floor and upper stories of the structure. Designed to increase walkability and create an intimate urban space where pedestrian traffic is favorable to vehicular traffic. Traditional building materials with a building height of 1-story to 3 stories.	

Example: Novi Town Center Area

GENERAL MIXED USE (GMX)		
Purpose	The GMX land use category provides the highest flexibility of the categories. It recognizes that certain properties will be developed based on prevailing market trends utilizing a site-specific master plan to guide development, reserving certain portions of the subject property for different land use typologies. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Retail; General » Exhibition and Conference Facilities » Research and Development » Scientific and Technical Services » Healthcare Facilities » Professional Offices » Restaurants » Open Space and Plazas	**Residential** » Attached Single Family » Multiple Family » Upper Story Apartments and Lofts
Built Form	Unique properties that may have environmental limitations (wetlands, brownfields, etc.) Development is focused on maximizing the site while creating a unique and integrated development. Pedestrian walkability and connectivity would be desirable. Building height could vary between 2 to 5 stories.	

Example: Mashpee Commons, Mashpee, MA

OFFICE, SERVICE, TECHNOLOGY MIXED USE (OST)		
Purpose	The OST land use classification positions the City to accommodate existing office, research and development enterprises, and forecasted growth and emerging market sectors. Properties within this designated land use category can also utilize the PUD option as a development tool to provide a variety of uses within an approved master plan development.	
Regulated Uses	**Non-Residential** » Professional Offices » Research and Development » Scientific and Technical Services » Healthcare » Information Technology » Automotive-related Research » Light Industrial Without Assembly » E-commerce Distribution » Pharmaceutical Research	**Residential** » None (including with PUD Optional Development Tool)
Built Form	Primarily office environments dedicated to research, development, and technology businesses. Low-rise to mid-rise buildings typically established in a campus-like setting with outdoor spaces and walkways. Building heights 1-story to 3 stories.	

Example: PT Solutions and Berkshire eSupply West 14 Mile Road

ZONING PLAN

The purpose of a zoning plan is to take note of areas where the Future Land Use Plan and Zoning Ordinance are not sufficiently calibrated so that appropriate changes can be made to align the two. In Novi, there is significant alignment between the FLUM and the zoning districts. There are several zoning amendments recommended. Table 22 shows the linkage between the future land use categories and the corresponding zoning districts, and what zoning ordinance revisions will be required to advance the implementation of the FLUM.

Recommended Zoning Amendments

1. Consider Allowing Accessory Dwelling Units in Appropriate Areas.

Accessory dwelling units (ADU's) are residential units that can be a detached dwelling unit on the same lot as the primary or an attached dwelling unit to the primary dwelling. The purpose of an ADU is to provide a smaller dwelling footprint that can be used to supplement housing demand providing housing for a family member (e.g., granny flat, on-site caregiver, family member) or non-family member.

2. Planned Unit Development (Mixed-Use Developments)

Create a planned unit development (PUD) provision that would accommodate the four transformational mixed-use districts: Commercial Mixed-Use, General Mixed-Use, Town Center Mixed-Use, and Office, Service, Technology Mixed-Use (refer to Map 23). The PUD would be an overlay provision and not a traditional zoning district. The purpose and intent are to allow, with city approval, innovative and transformative development of properties within the designated land use categories based on the vision described in the Master Plan. Land uses allowed within the respective PUD would be based on the underlying zoning districts and those listed in the land use descriptions. Advantages of the PUD overlay are variations in dimensional and bulk requirements, site development standards (i.e. parking, landscaping, lighting, etc.), and the ability to mix land uses into an integrated, master planned development based on market conditions.

3. Planned Unit Development (General)

Amend the Zoning Ordinance to allow for a general planned unit development on properties 10 acres or more in size anywhere within the City. The type and intensity of the PUD would be based on the FLUM and the guiding principles of the Master Plan.

4. Lighting/Photometrics

Review current standards to make sure they align with LED lighting photometrics. Incorporate lighting recommendations from the 2023 Active Mobility Plan related to pedestrian crossings and intersections.

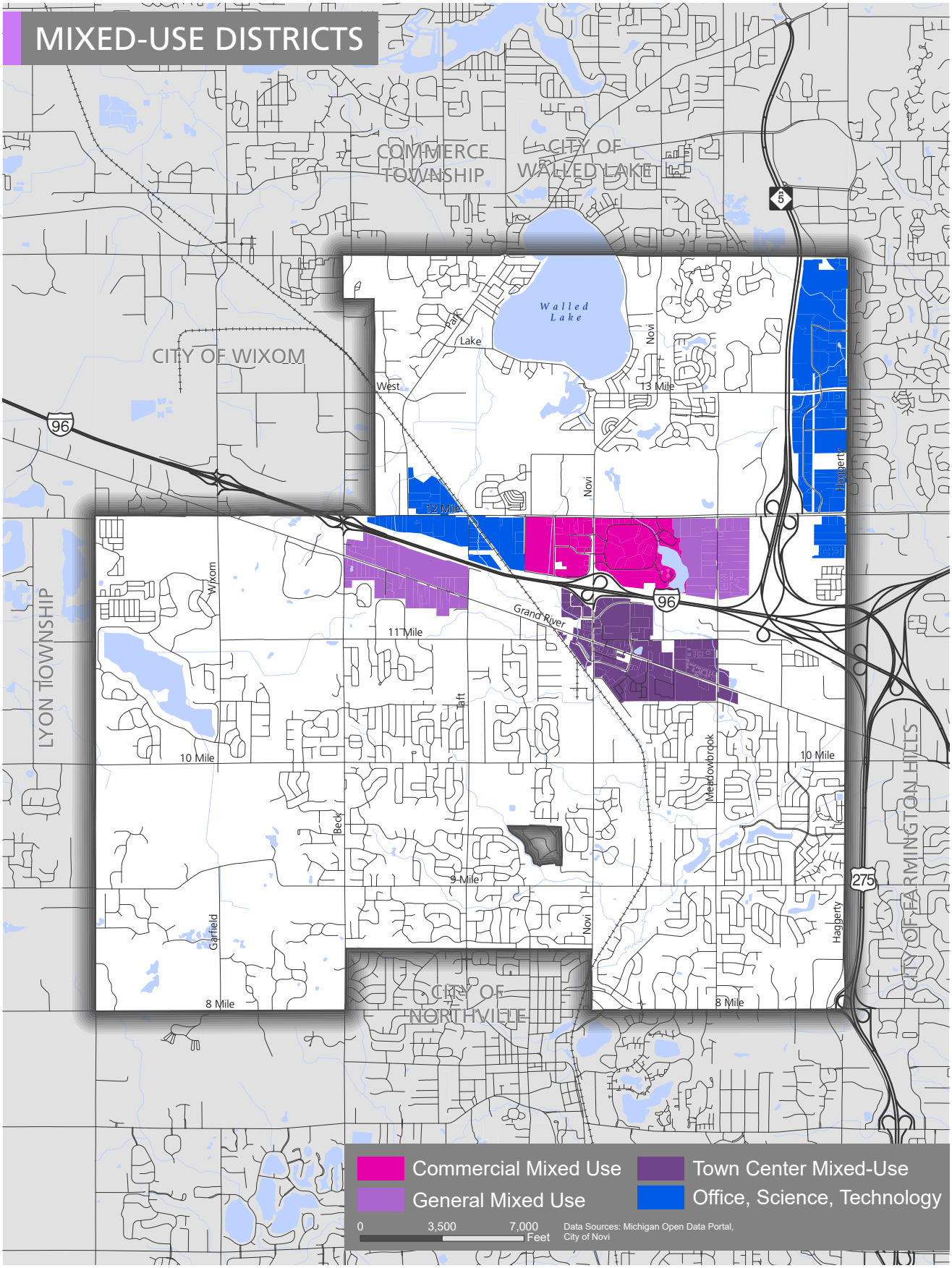
Table 22: Zoning Plan

Future Land Use Category	Applicable Zoning District(s)	Description of Revisions
Single Family	R-A: Residential Acreage R-1: One-Family Residential R-2: One-Family Residential R-3:One-Family Residential R-4: One-Family Residential RT: Two-Family Residential	Possible inclusion of Accessory Dwelling Units (ADU's)
Multiple Family	RM-1: Low Density, Low-Rise RM-2: High Density, Mid-Rise	No revisions
Manufacture Home	MH: Mobile Home Park	No revisions
Public Park	Most Zoning Districts	No revisions

Table 22: Zoning Plan (continued)

Future Land Use Category	Applicable Zoning District(s)	Description of Revisions
Public/Quasi Public	Most Zoning Districts	No revisions
Private Park	R-A: Residential Acreage R-1: One-Family Residential R-2 One-Family Residential R-3 One-Family Residential R-4: One-Family Residential RT: Two-Family Residential RM-1: Low Density, Low-Rise RM-2: High Density, Mid-Rise	No revisions
Office Service Commercial	OSC: Office Service Commercial	No revisions
Neighborhood Commercial	B-1: Local Business	No revisions
Community Commercial	B-2: Community Business	No revisions
General Business	B-3: General Business	No revisions
Community Office	OS-1: Office Service	No revisions
Suburban Low Rise	PSLR: Planned Suburban Low Rise	No revisions
Industrial Light	I-1: Light Industrial	No revisions
Industrial Heavy	I-2: General Industrial	No revisions
Commercial Mixed Use	RC: Regional Center C: Conference RM-1: Low Density; Low Rise PD-1: Planned Development PD-2: Planned Development	Amendment to include a Planned Unit Development Overlay Option
General Mixed-Use	OST: Office Service Technology EXO: Exposition Overlay I-1: Light Industrial B-3: General Business RA: Residential Acreage OS-1: Office Service FSL: Freeway Service City West	
Town Center Mixed-Use	TC: Town Center TC-1: Town Center-1 OSC: Office Service Commercial B-3: General Business NCC: Non-Center Commercial GE: Gateway East RM-1: Low Density, Low Rise RM-2: High Density, Mid Rise P-1: Vehicular Parking	
Office, Service, Technology Mixed-Use	OST: Office, Service, Technology I-1: Light Industrial B-3: General Business RM-2: High Density, Mid Rise MH: Mobile Home Park	

Map 23: Transformational Mixed-Use Districts



11

ACTION PLAN

NOVI MASTER PLAN FOR LAND USE GUIDING PRINCIPLES

Guiding principles are not goals and objectives. Goals define a desired outcome, while objectives are measurable actions used to achieve the goal. Guiding principles are synonymous with the community's aspirations and core values. Guiding principles are used to help with decision-making and developing strategies. They are formed after listening and participating in a process, in this case, the preparation of the community master plan.

The guiding principles associated with the **Master Plan for Land Use** included the following:

Novi is a community that builds on its assets.

The community survey conducted as an initial component of the master plan process revealed that residents consider Novi a safe community to live in with an appreciation for its diversity and sense of community. When asked, "What do you like about Novi?" the four top responses included the school district, recreation options, diverse community, and quality of municipal services. These assets are foundational for a community sought after as a place to reside and attract business.

A community that celebrates the diversity of its residents.

The diversity of Novi's residents is recognized as a community asset. Since 1970, the city has grown from 9,668 residents to 66,243 in 2020, and part of this growth was due to residents of Asian origin choosing Novi as their home. Today, this population segment accounts for 27% of Novi residents. Jane Jacobs (1969) in the "Economy of Cities," Richard Florida (2002) in the "Rise of the Creative Class," and Bassett-Jones (2005) in "Creativity and Management" recognize that diverse populations create what is known as the "Diversity Dividend." This dividend manifests in the skills, knowledge, and labor that a diverse population adds to the local economy, an underlying fabric of world-class cities.

A city that demands quality real estate development.

Since its inception as a community, Novi has recognized the importance of quality real estate development in the City's long-term development. Local codes, ordinances, and design guidelines have been instrumental in directing growth and ensuring that it is done correctly with an eye toward quality. This attention to detail (building, landscaping, stormwater management, wetland and woodland preservation, and other site amenities) creates a unique sense of place that adds to the value of the development properties and perpetually attracts residents and businesses to the community.

A place where the built and natural environment coexists for the benefit of its residents.

The city has over 1,400 acres of public park and recreational facilities, with access to an additional 427 acres owned by public/private schools and used by Michigan State University. Complementing public open spaces are the vast number of private open areas and parks that are accessible to residents within their respective subdivisions and residential developments. This network of public and private open spaces and parks allows the built and natural environment to coexist.

A city that embraces the transformation of its existing commercial activity centers.

The community survey and the master plan open houses offered insight into resident preferences toward commercial activity centers. Overall, residents recognized that the changing retail landscape would likely induce a transformation of existing commercial developments. In both the survey and open houses, residents preferred commercial districts that included a mix of commercial and residential uses, with higher densities in a pedestrian-scale atmosphere.

A community that promotes welfare, health, and safety for its residents.

The City of Novi Police Department is accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA®), and the Parks, Recreation, and Cultural Services Department is nationally accredited. Similarly, through its 2022-2027 Strategic Plan, the Novi Fire Department is seeking accreditation for its service. These three departments play a significant role in promoting the welfare, health, and safety of Novi's residents. The Parks, Recreation, and Cultural Services Department engages more than 140,000 users annually, and its Older Adult Services Division provides focused recreation, fitness, and wellness activities for "Baby Boomers" and the "Silent Generation."

A community that strives to connect neighborhoods and activity centers with nonmotorized access.

The 1999, 2011, and 2023 Non-motorized Plans all strive to increase the number and length of non-motorized facilities in the city. As noted in the 2022 Non-motorized Update, the City has built approximately 20 miles of non-motorized network, not including those made within private developments. The 2023 Active Mobility Plan proposes additional non-motorized facilities throughout the community, focusing on connecting neighborhoods to activity centers, recreational facilities, and regional networks.

A city that uses fiscal resources wisely to advance the community master plan and associated capital improvements program.

The 1993, 1999, 2016, and 2025 Master Plan for Land Use all integrate land use planning with transportation planning. Prior master plans proposed new street connections, which entered the City's Capital Improvement Program (CIP). The implementation resulted in new development opportunities that consistently advanced planning efforts. The City's CIP is extensive and enumerates by fiscal year the type, location, amount, and funding sources for various projects that benefit the community and advance the community master plan.

2016 GOALS

Quality and variety of housing. The City of Novi is known for its high-quality residential neighborhoods. It should strive to ensure the availability of a wide range of attractive housing choices protected from noise, traffic, and other impacts of non-residential development. Encourage the development of neighborhood open space and neighborhood commercial goods and services to minimize motorized travel.

Community identity. The City's identity is primarily based on its high-quality residential neighborhoods and schools, destination retail and convention space, and parks. The City should supplement that identity by enhancing the preservation of its historic resources and expanding its cultural opportunities. New development of land should continue to be of high-quality design and materials.

Environmental stewardship. The City of Novi is significantly enhanced by preserving natural resources in residential and non-residential areas. Maintain public and private stewardship of the natural environment by conserving open space, protecting woodlands and wetlands, and utilizing low-impact development techniques.

Infrastructure. Invest wisely in the ongoing maintenance and improvements to existing infrastructure, including utilities and the transportation network. Ensure that new development minimizes the demands placed on the City's existing infrastructure. Support the City's entire transportation network by developing and enhancing non-motorized transportation facilities and amenities.

Economic development. The City's developed land, infrastructure, and natural resources are interconnected and collectively impact the daily lives of the City's residents and business owners. The City should strive to balance the economy, the environment, and the community to ensure sustainable development that meets the needs of today while ensuring the needs of future generations can be met.

ACTION PLAN

As noted at the beginning of this section, there are three components for implementation: **guiding principals**, **goals**, and **actions.** Guiding principles are related to the community's aspirations and core values while goals define a desired outcome. This trilogy's last component are the actions which are used to achieve the goals.

The goals outlined in the Action Plan are those listed in the 2016 Plan for Future Land Use. Some actions contained in the 2016 document have migrated into this Action Plan if they were deemed relevant and still need to be accomplished. The actions carried forward from the 2016 Master Plan are shaded in Table 23. New actions that advance the initiatives outlined in the 2025 Plan for Land Use are incorporated, and each action is paired with the primary responsible entity that will serve as a lead to promote its completion.

Actions should be used administratively to guide department work plans and serve as a guide for the annual Planning Commission work program pursuant to MCL 125.3819 (2).

Table 23: Action Plan

GOAL A	Quality and variety of housing. The City of Novi is known for its high-quality residential neighborhoods. It should strive to ensure the availability of a wide range of attractive housing choices protected from noise, traffic, and other impacts of non-residential development. Encourage the development of neighborhood open space and neighborhood commercial goods and services to minimize motorized travel.	
A1	Continue to rezone properties in the southwest quadrant for low-density development consistent with the recommended density on the Future Land Map to protect natural features and open space.	Planning Commission City Council
A2	Implement a general Planned Unit Development (PUD) land development option that encourages a variety of "missing middle" housing typologies in the same development site and mixed-use developments.	Planning Commission City Council
A3	Continue to invest federal Community Development Block Grant (CDBG) funds in target neighborhoods for housing rehabilitation.	Community Development
A4	Evaluate the zoning ordinance for small lot housing development around Walled Lake to reduce nonconformities and allow for context-sensitive design.	Planning Commission
A5	Amend the zoning ordinance to encourage "age-in-place" housing types, considering experts' recommendations, to include affordable options such as low-maintenance detached single-family homes, attached single-family homes, and townhouses.	Planning Commission City Council
A6	Explore opportunities to increase housing density in the proposed mixed-use planned unit development area to create "walkable density" environments.	Planning Commission City Council
A7	Continue to coordinate planning efforts with the Parks & Recreation Department to ensure convenient non-motorized access to neighborhood parks and natural areas.	Planning Staff
A8	Consider ordinance changes to permit attached accessory dwelling units in limited, appropriate areas with appropriate restrictions.	Planning Commission City Council

Table 23: Action Plan (continued)

GOAL B	**Community identity.** The City's identity is largely based on its high-quality residential neighborhoods and schools, destination retail and convention space, and its parks. The City should supplement that identity by enhancing the preservation of its historic resources and expanding its cultural opportunities. New development of land should continue to be of high-quality design and materials.	
B1	Encourage the use of high quality right-of-way plantings, site landscaping, and building materials to enhance the appearance of the community.	Planning Commission
B2	As development and redevelopment occur, incentivize the use of LEED-certified buildings, water resources, and energy-efficient best practices, and green infrastructure techniques through zoning and permit bonuses.	Planning Commission City Council
B3	Encourage the Corridor Improvement Authority (CIA) to work in collaboration with the Planning Commission to improve the design standards and character of Grand River Avenue.	Corridor Improvement Authority (CIA)
B4	Evaluate the Zoning Ordinance landscaping requirements to ensure that large parking lots increase the percentage of plantings to reduce heat island effects, especially in areas noted on the Surface Temperature map.	Planning Commission
GOAL C	**Environmental stewardship.** The City of Novi is significantly enhanced by the preservation of natural resources in both residential and non-residential areas. Maintain public and private stewardship of the natural environment using low-impact development techniques.	
C1	Evaluate code and ordinances to ensure provision are incorporated to reduce runoff volume and improve water quality by replicating the site's natural hydrology and water balance.	Planning Commission & Engineering
C2	Review the off-street parking requirements to determine appropriate changes and possible parking reductions and/or parking maximums for residential, business, and commercial parking requirements.	Planning Commission
C3	Utilize a general Planned Unit Development ordinance provision to encourage the preservation of natural features, such as woodlands, wetlands, and wildlife habitats.	Planning Commission & Developers
C4	Implement the Active Mobility Plan's Near-Term Network recommendations to create continuous walking and biking networks to reach key destinations. Three primary components include: Neighborhood Greenway Network, Connection to Transit, and Improved Access to Shopping and Dining.	Planning Commission
C5	Implement recommendations in the Active Mobility Plan with a focus on reducing vehicle miles traveled (VMT) and providing residents with alternative modes of transportation.	Planning & Engineering
C6	Implement the Active Mobility Plan's vision for a Regional Trail Network by working with neighboring communities, having City Council identify funding mechanisms, and pursuing opportunities to create a connected 30-mile loop through Novi and surrounding communities.	City Parks & Recreation

Table 23: Action Plan (continued)

GOAL D	Infrastructure. Invest wisely in the ongoing maintenance and improvements to existing infrastructure, including utilities and the transportation network. Ensure that new development appropriately relates to the City's existing and planned infrastructure. Support the City's entire transportation network through the development and enhancement of non-motorized transportation facilities and amenities.	
D1	Continue with the annual 6-year Capital Improvement Program that identifies infrastructure needs for the City.	City Administration
D2	Conduct a 5-year review of the Volume to Capacity ratio performance to determine city network modifications and identify potential projects and the impact of the Active Mobility Plan.	City Engineering
D3	Provide and maintain adequate water and sewer service for the City's needs with a careful review of infrastructure capabilities when considering a rezoning for higher-density developments.	City Engineering
D4	Apply the Active Mobility Plan's Long-Term Network recommendations to public and private development projects to continue to enhance safety and connectivity of the non-motorized network.	Engineering & Planning
D5	Continue to encourage retrofitted existing developments and destinations to provide bicycle and pedestrian access and bicycle parking.	Planning
D6	Apply best practices from the AMP to Major Corridors to enhance safety and promote bicycle and pedestrian mobility when a road is undergoing reconstruction or widening to promote complete streets.	City
D7	Implement the recommendations of the Active Mobility Plan.	City
GOAL E	Economic development. The City's developed land, infrastructure, and natural resources are interconnected and collectively impact the daily lives of the City's residents and business owners. The City should strive to maintain the balance between the economy, the environment, and the community to ensure sustainable development that meets the needs of today while ensuring that the needs of future generations can be met.	
E1	Implementing the PUD mixed-use districts to assist with transforming existing retail centers and remaining undeveloped properties.	Planning Commission
E2	Review standards for development in business/office/research/industrial parks, amend as necessary to ensure that these developments maintain high standards for design, landscaping, and buffering.	Planning Commission
E3	Evaluate the applicability of using Federal and State programs to provide opportunities for affordable housing, such as Michigan's housing tax increment financing, and residential housing districts.	Planning Commission
E4	Use the Corridor Improvement Authority to implement the Grand River Master Plan Corridor Concept.	CIA
E5	Focus recruitment efforts on scientific, research and development industries, architectural, engineering and related services.	Economic Development
E6	To ensure timely and certain completion of desirable projects that meet ordinance requirements, consider granting administrative approval for OST development as an incentive.	Planning Commission

APPENDIX

A.	Community Engagement Results	125
B.	Traffic Safety Analysis Maps	145

SURVEY SUMMARY

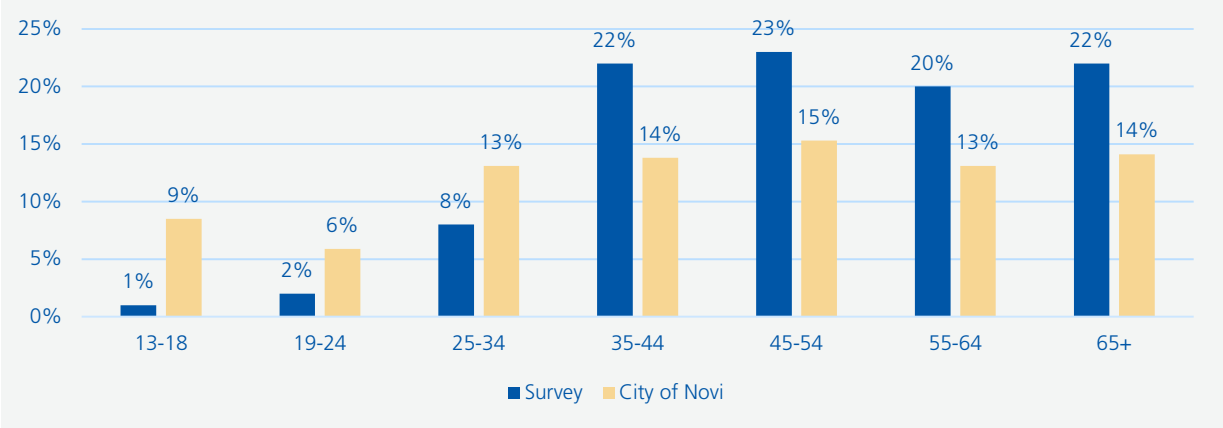
The Novi Master Plan Survey was reviewed by the Steering Committee and authorized for release by the City. The survey was prepared using the Polco® survey software platform. This platform helps screen respondents by limiting access to non-Novi residents. The survey closed garnering 842 responses.

Q1: In one word or phrase, how would you describe Novi?

The word cloud represents common answers to Question 1. The larger the word, the more frequently it was mentioned. "Safe," "Diverse," and "Great Place" were the most common words/phrases.

Q2: What age group do you fall into?

Survey respondents skewed older, compared to Novi's population. Ages 35 and above were overrepresented, and ages 34 and younger were underrepresented. However, young children are not the target audience for this survey, which contributes slightly to the skewness.

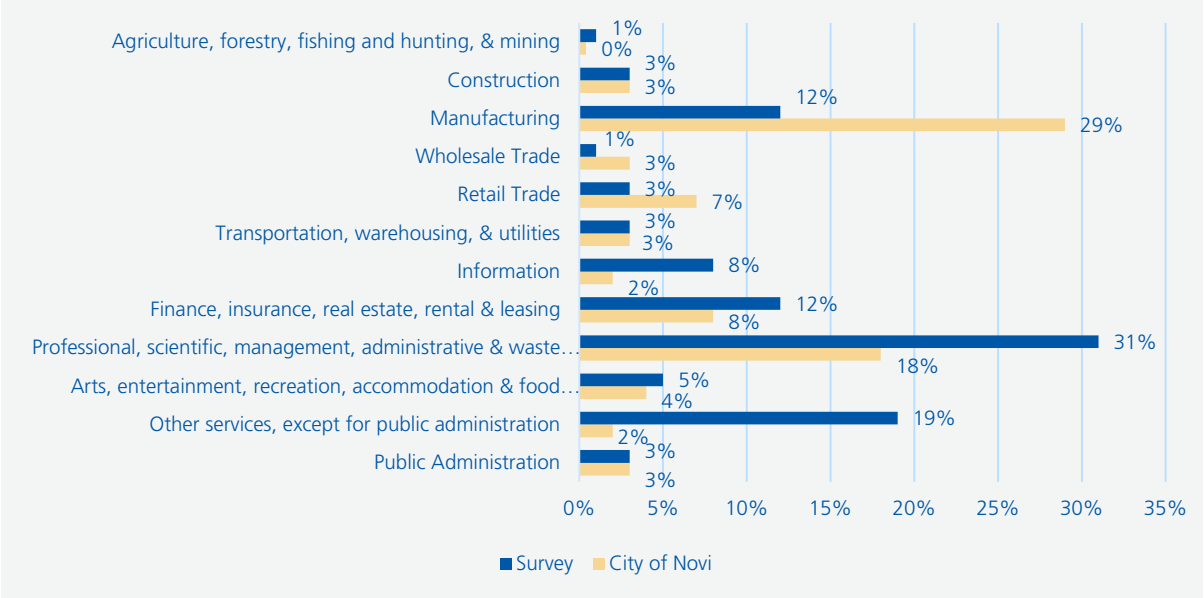


Q3: What is your connection to the City of Novi?

The vast majority of respondents were residents of Novi (93%), 15% of respondents worked in Novi, and 4% owned property in Novi. The remaining 4% of respondents were a combination of all.

Q4: What employment sector do you work in?

The employment data for the survey respondents were consistent with the employment data from the US Census. However, manufacturing employees were underrepresented in the survey, and those in "professional, scientific, management, administrative and waste management services" were overrepresented. Additionally, those who responded "other services, except for public administration" were overrepresented, potentially capturing those who felt like their employment did not fall into any available category.



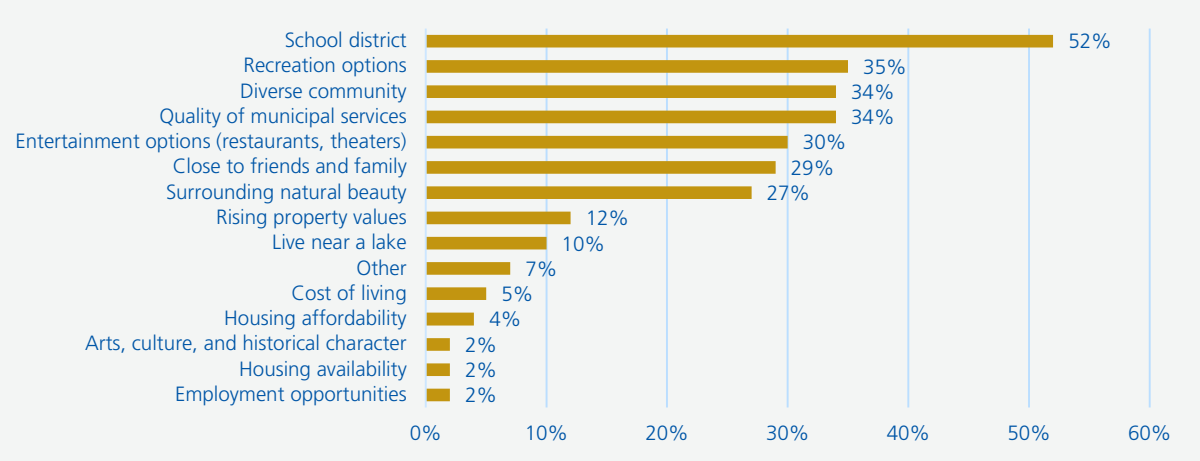
Q5: Which of the following describes your work experience?

Roughly a quarter of respondents indicated that they worked from home for a company outside of Novi/region. An additional quarter of respondents worked in a hybrid format. Those who worked onsite in Novi/region comprise 17% of respondents, and 6% worked from home for a company in Novi. The final 29% indicated that their work experience does not align with any available options.

Q6: If you answered "other" in question 6, please explain your answer here.

Of those who answered "other," 54% are retired, 35% commute to their place of work, and 7% work from their home.

Q7: What are the top three things you like about Novi?



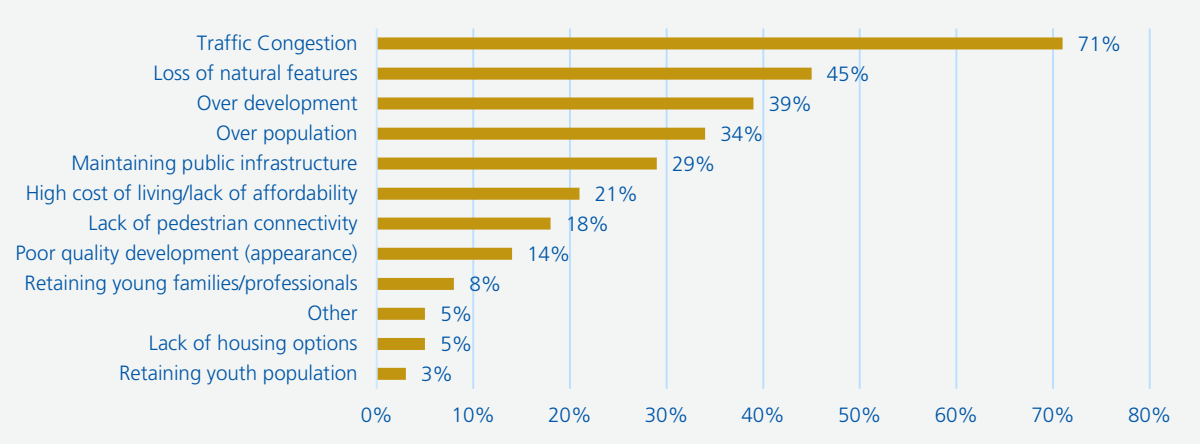
The majority of respondents indicated that the school district was one of the top three reasons they like living in Novi. Following school district, recreation options (35%), diverse community (34%), and quality of municipal services (34%) were the top answers. Arts, culture, and historical character (2%), housing availability (2%), and employment opportunities (2%) received the fewest votes.

Q8: If you answered "other" in question 7, please explain your answer here.

Those who answered "other" mentioned accessibility to goods and services and accessibility to the highways (56%) and that Novi is a safe community (15%) as the top things they liked about Novi.

Q9: What are the three biggest challenges Novi faces in the next 10 years?

Respondents resoundingly stated that traffic congestion is the top challenge in Novi (71%). Loss of natural features (45%) and overdevelopment (39%) were the second and third most commonly selected challenges, respectively. Retaining youth (3%), lack of housing options (5%), and retaining young families/professionals (8%) were the least frequently selected options.

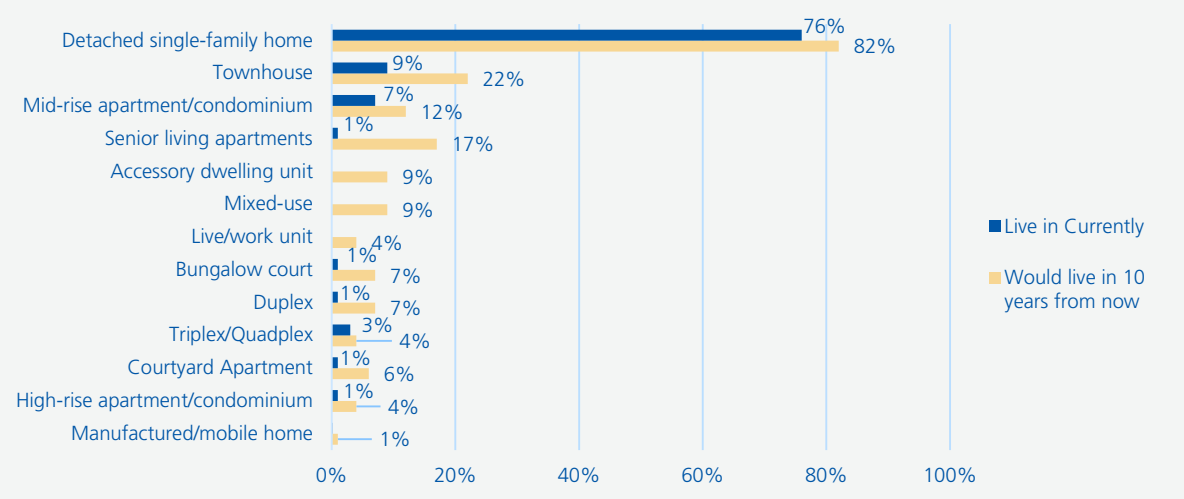


Q10: If you answered "other" in question 9, please explain your answer here.

Common answers for those who selected "other" include a lack of community character, lack of new businesses, and no defined downtown/commercial space.

Q11: What type of housing do you live in?

The majority of survey respondents live in a detached single-family home (76%). Other common responses included townhomes (9%) and mid-rise apartments/condominiums (7%). All other housing types accounted for less than 8% of responses combined.



Q12: What are the top three housing options you would like to live in 10 years from now?

When asked what housing options respondents would like to live in 10 years from now, the responses for each housing type were higher than those currently living in that housing type, indicating demand for more diverse housing types. The most popular housing unit type remained the detached single-family home, followed by townhouse and senior living apartments. Two of the more uncommon housing types (accessory dwelling units and mixed-use units) received 9% interest among respondents. However, interest in housing unit type varied by age, as shown in the table titled "Housing Preferences by Age." Understandably, senior living apartments were most popular among older populations. Courtyard apartments and accessory dwelling units were also popular housing choices. Younger generations tended to prefer mixed-use and live/work buildings compared to the older generations. Detached single-family homes remained the strong preference in all age groups.

Table XX: Housing Preferences by Age

Housing Type	25-34	35-44	45-54	55-64	65+	Total
Detached Single-Family Home	87%	94%	91%	76%	65%	82%
Townhouse	14%	20%	25%	24%	20%	22%

Mid-Rise Apartment/Condominium	14%	7%	8%	22%	13%	12%
Senior Living Apartments	3%	1%	6%	23%	45%	17%
Accessory Dwelling Unit	6%	4%	10%	10%	13%	9%
Mixed-Use	20%	10%	11%	7%	3%	9%
Live/Work Unit	10%	4%	2%	4%	2%	4%
Bungalow Court	1%	5%	7%	9%	8%	7%
Duplex	8%	7%	6%	6%	7%	7%
Triplex/Quadplex	4%	4%	3%	3%	4%	4%
Courtyard Apartment	7%	6%	4%	3%	12%	6%
High-Rise Apartment/Condominium	4%	7%	4%	3%	2%	4%
Manufactured/Mobile Home	3%	0%	1%	1%	2%	1%

Q13: What are the top three factors preventing you from living in your desired housing type?

The majority of respondents (59%) indicated that they are still living in their desired housing type. For those not living in their desired housing type, housing affordability (30%) and lack of housing supply (18%) were the top two concerns.

Q14: If you answered "other" in question 12, please explain your answer here.

Those who answered "other" (8%) mentioned that there were not enough housing options in their preferred style/type/price point or that they were content in their current housing unit.

Q15: To what extent do you agree with the following statement: "I can age-in-place in Novi."

Of the survey respondents, 53% agreed or strongly agreed that they could age-in-place in Novi. One quarter neither agreed nor disagreed, and the remaining 23% disagreed or strongly disagreed. There was no significant difference in opinions on aging in Novi among the age cohorts.

Q16: Changing demographics and housing preferences have made higher-density housing developments a popular trend state and nationwide. Smaller units can help offer residents more variety and different price points, which Novi may consider during this planning process. If you are concerned about higher density residential units, what are your top three biggest concerns?

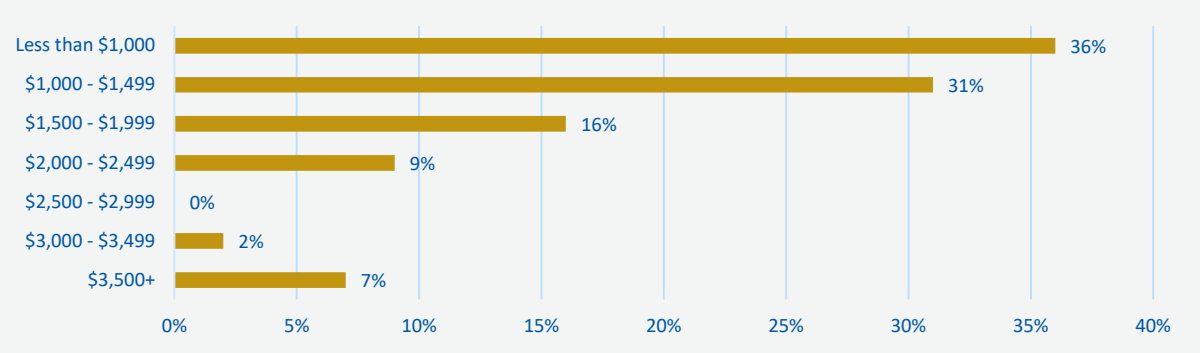
The three biggest concerns of respondents regarding higher-density residential units were increased traffic (75%), lack of open space/natural features (46%), and strain on existing infrastructure (39%). It is important to note that this question had a poor response rate (28 responses in total) which is not statistically significant.

Q17: What is your housing status?

The majority of respondents were homeowners at 94%, substantially higher than the citywide rate of 67%. Renters accounted for 4% of the survey respondents compared to 33% of the city, indicating renters are substantially underrepresented in the survey.

Q18: What price range do you feel financially comfortable paying for monthly rent?

Question 18 was only given to those who answered "renter" in question 17. Roughly two thirds of respondents indicated that they were comfortable spending less than $1,500 a month on rent. Additionally, only 9% of respondents indicated that they were comfortable spending more than $3,000 a month on rent.



Q19: How strongly do you agree with the following statement: "with my current household income, I feel homeownership in Novi is financially attainable."?

Question 19 was only given to those who answered "renter" in question 17. Of the renters, only 18% agreed or strongly agreed that home ownership in Novi is financially attainable. Over half (55%) disagreed or strongly disagreed with the statement.

Q20: What price range do you feel financially comfortable buying a home?

Question 20 was also only posed to renters. Of the "renter" respondents, 31% indicated that they are not interested in becoming a homeowner. The majority of remaining renters fell between the following below $200,000 and $300,001 - $400,000. Below $200,000 accounted for 18% of renters, 29% felt comfortable buying a home in the $200,000 - $300,000 price range, and 13% were comfortable buying a home between $300,001 - $400,000.

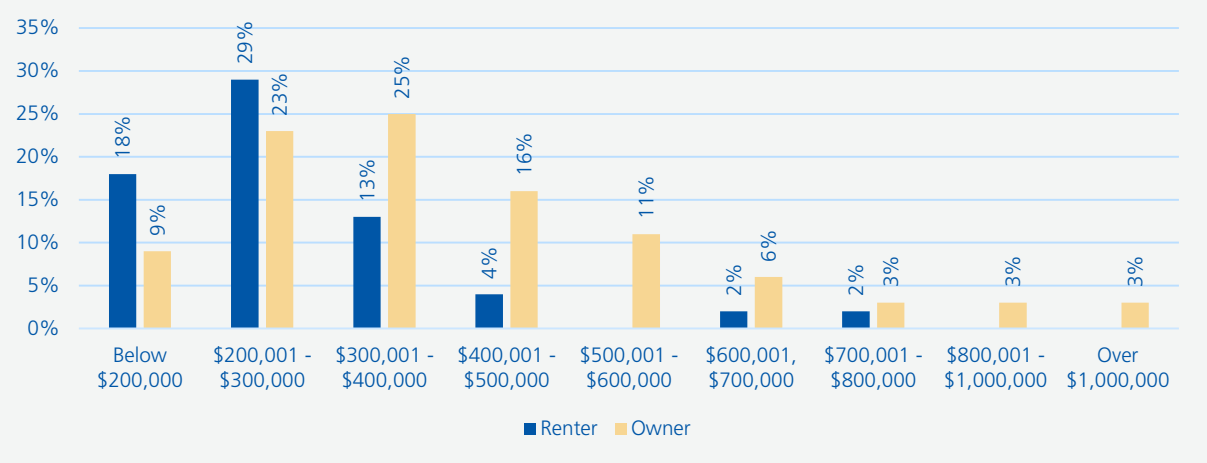
Q21: If your housing needs were to change (i.e. you needed a smaller/larger home, less expensive mortgage, different neighborhood) and you were to buy another home, how strongly would you agree with the following statement: "There are sufficient housing options in Novi to meet my future housing needs."?

Only 32% of respondents agreed or strongly agreed with the statement, indicating that only one-third of Novi's population will have their future housing needs met in the City. Of the remaining

respondents, 41% disagreed or strongly disagreed with the statement, 22% were neutral, and 6% did not know.

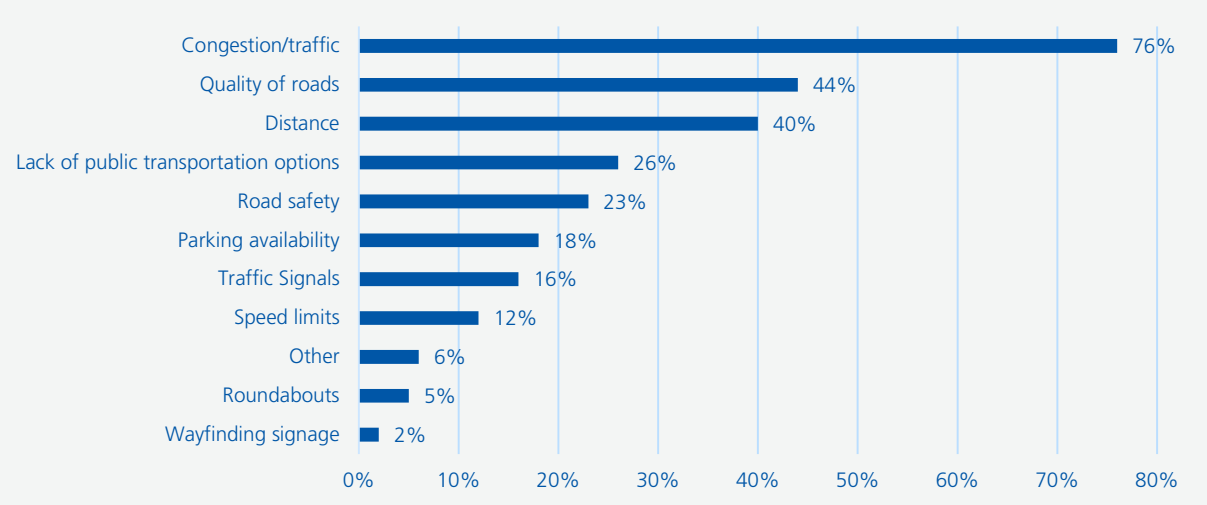
Q22: If you were to move in the near future, what price range would you feel financially comfortable buying a home?

Compared to renters, homeowners were more comfortable buying more expensive homes. The distribution of responses peaks at the $300,001 - $400,000 price range, with 32% of respondents comfortable paying less than $300,001 and 42% comfortable paying more than $400,000.



Q23: When traveling through the city, what are the three primary factors that influence your decision to drive?

Over three-quarters of respondents indicated that congestion/traffic was one of their three primary factors influencing their decision to drive. Quality of roads (44%) and distance (40%) were the second and third most frequently selected options, respectively. The lack of public transportation was selected by 26% of respondents, indicating that if there were public transportation options available, 26% of people might not drive their personal vehicle to get to their destination.

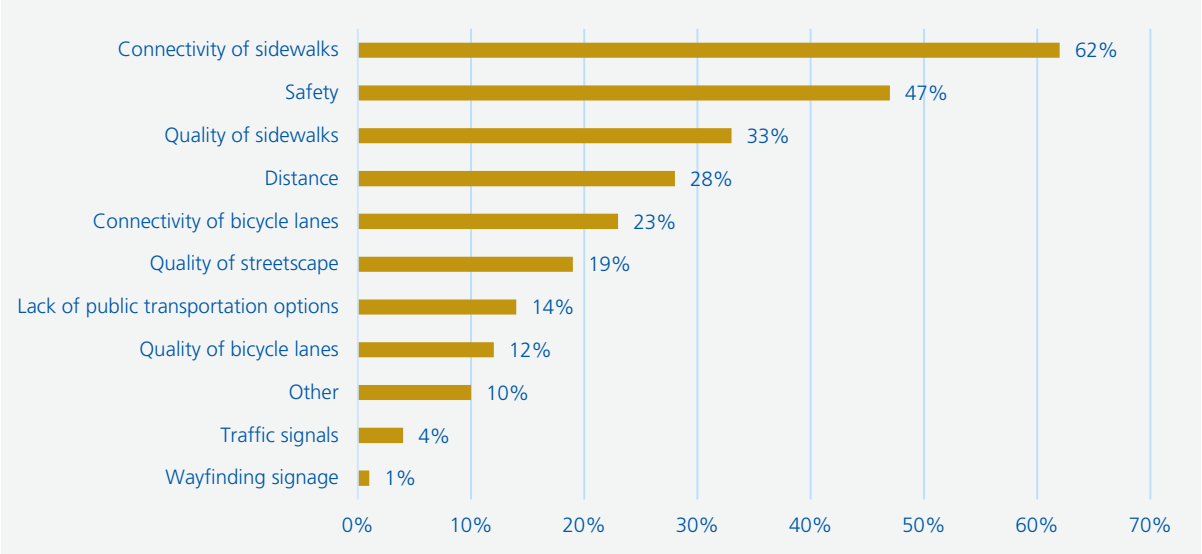


Q24: If you answered "other" in question 23, please explain your answer here.

Of those who answered "other" (6%), 38% (2.3% of the total) mentioned the lack of non-motorized infrastructure, and 18% mentioned the length of time it takes to drive to their destination.

Q25: What are the three primary factors that influence your decision to walk or bicycle in and around Novi?

Connectivity of sidewalks was the most frequently selected option that influenced respondents' decision to walk or bicycle in Novi. Safety (47%) and Quality of sidewalks (33%) were the second and third most frequently selected options, respectively. Distance was also selected by 28% of respondents, indicating that there may not be destinations that respondents want to travel to within walking or bicycling distance of their home.



Q26: If you answered "other" in question 25, please explain your answer here.

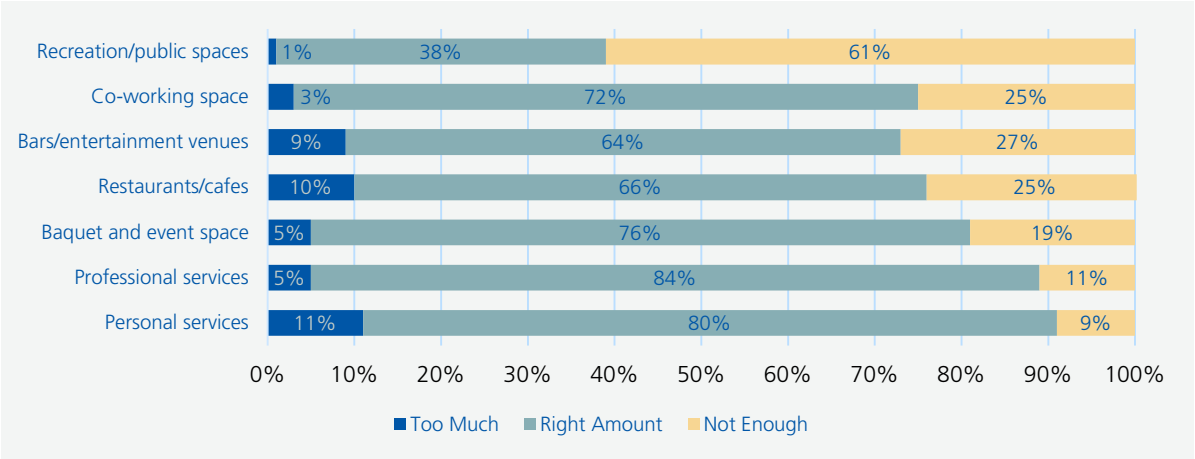
Of the "other" responses (10%), 31% of respondents indicated that the lack of non-motorized infrastructure prevents them from bicycling and walking, specifically mentioning the difficulty of crossing roads. An additional 18% mentioned safety and the poor non-motorized atmosphere along busy and fast roads.

Q27: Would you be willing to pay higher property taxes to support a regional transit system?

The majority of respondents (56%) indicated that they would not be willing to pay higher taxes to support a regional transit system, with the remaining respondents split between yes and unsure. In 2016, Novi voters were narrowly in support of a tax to support a regional transit system (51%), although the measure failed regionally.

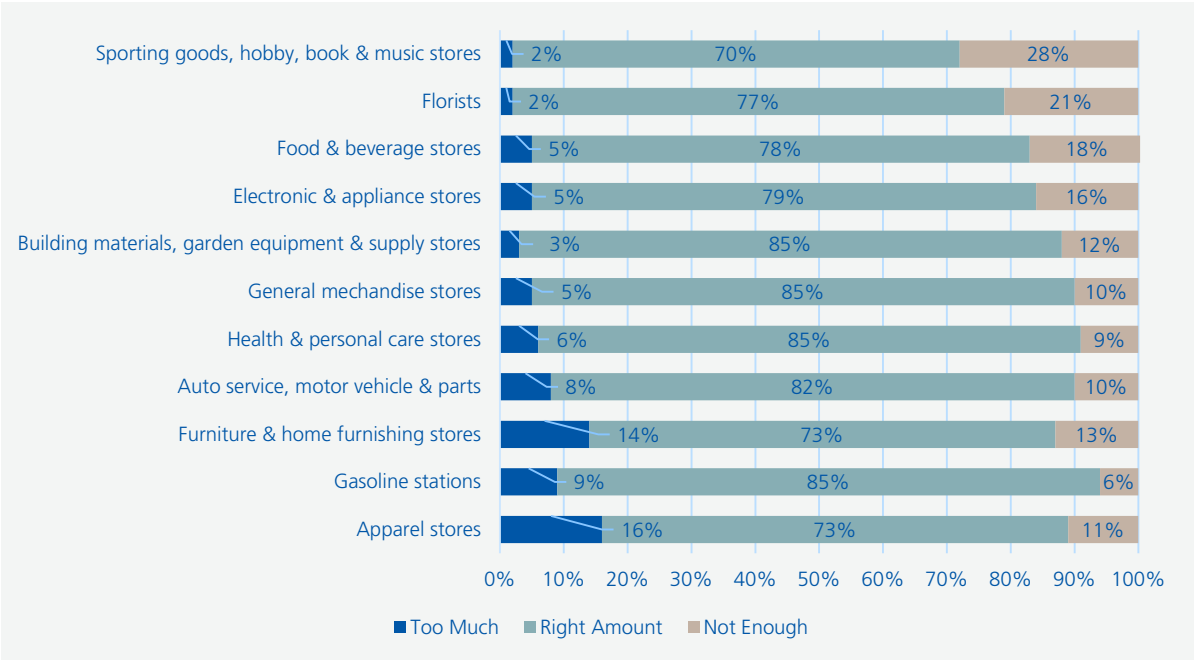
Q28: What do you think of the current supply of these service businesses in Novi?

Respondents indicated the highest demand for more recreation/public space, with 61% indicating that there was not enough in Novi. Co-working spaces and bars/entertainment venues were next highest in demand, although a substantial portion of respondents indicated that there was the right amount of these two businesses in Novi.



Q29: What do you think about the current supply of these retail establishments in Novi?

For all retail establishments, 70% or more of respondents indicated that there was the right amount of business in Novi. The greatest demand for retail goods was in the sporting goods, hobby, book and music store sectors, with 28% of respondents indicating that there needed to be more of this sector in Novi. Apparel stores had the lowest demand in the listed retail sectors.



Q30: Please provide any specific businesses/establishments you would like to see operate/open in Novi.

Of the 109 responses, 33% mentioned food/grocery stores, and 10% mentioned general retail businesses.

Q31: In general, what type of commercial redevelopment do you support?

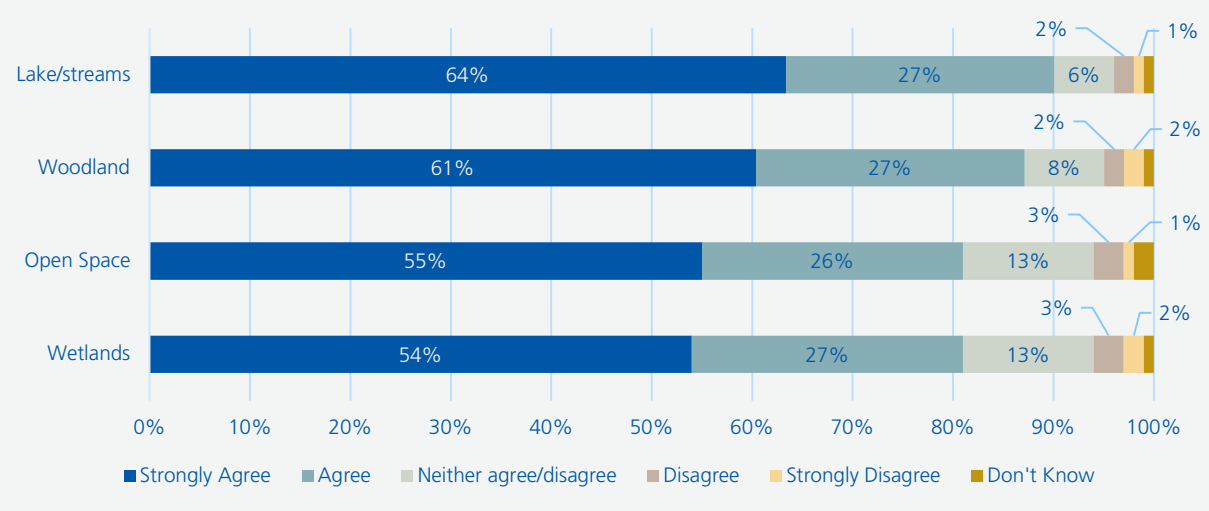
Commercial Redevelopment Style	Example	Percent Support
Downtown		77%
Hybrid		51%
Strip Mall		19%
Regional Mall		13%

Q32: To what extent do you agree with the following statement: "Natural features (woodlands, wetlands, lakes, and streams) are an asset in Novi."?

Roughly 89% of respondents agreed or strongly agreed with the statement, only 5% disagreed or strongly disagreed with the statement.

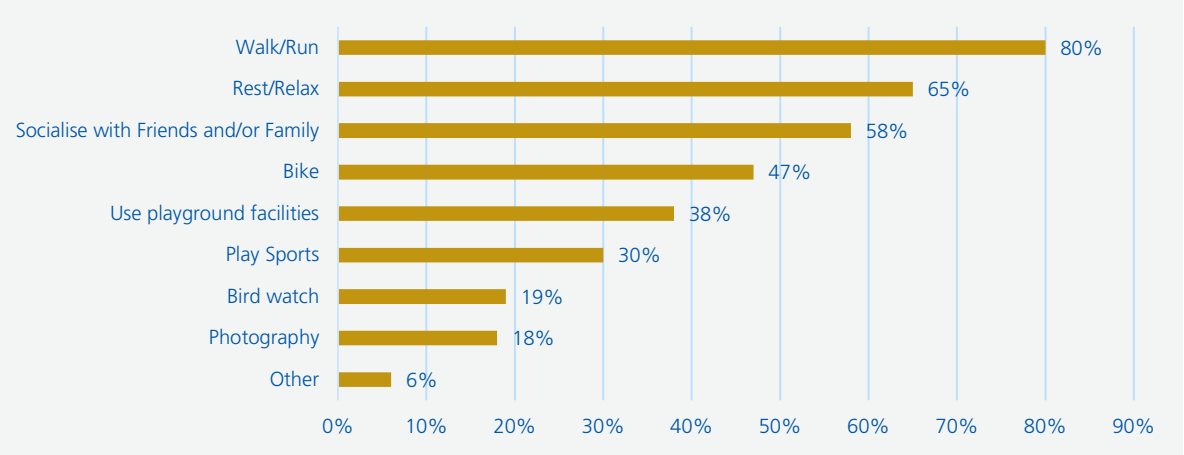
Q33: To what extent do you agree with the following statement: "City funds should be spent to better protect these natural features."?

All listed natural features had above 80% support for spending city funds on preservation, with the most support for protecting the lakes/streams.



Q34: What do you do in Novi's open spaces and parks?

Passive recreation is the dominant use among open space and park users; 80% of respondents use the parks for walking/running, 65% for rest and relaxation, and 58% for socializing with friends and family. The COVID-19 pandemic placed a renewed emphasis on public outdoor spaces as social spaces, allowing people to gather and maintain social relationships in a safe environment.



Q35: If you selected "other" in question 34, please explain your answer here.

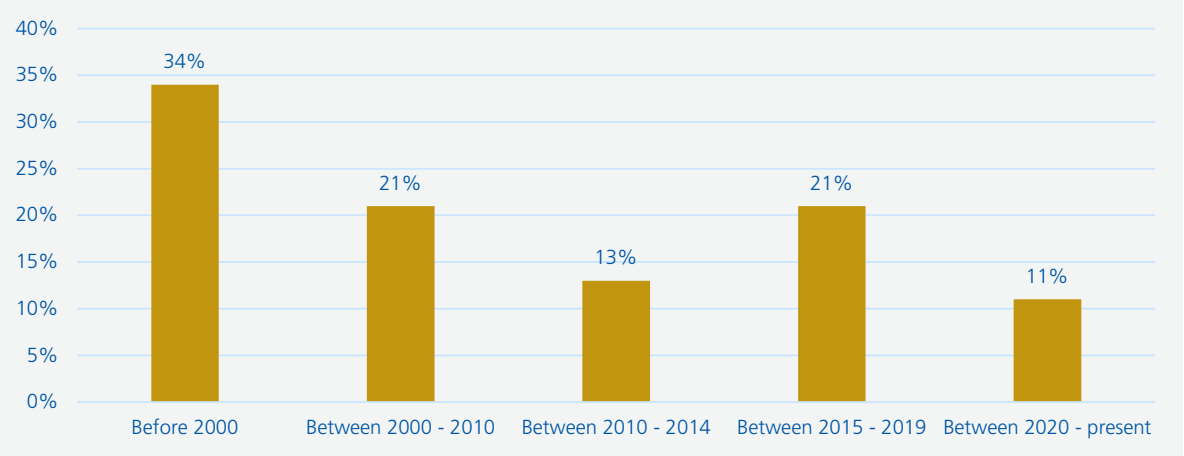
Of the "other" responses (6%), dog walking, picnicking, and aesthetic benefits were mentioned frequently.

Q36: How did you hear about the survey?

Social media was the most common way the survey reached people; 34% indicated they heard about the survey on social media. Word of mouth and the E-newsletter both reached 17% of respondents. An additional 24% of respondents heard about the survey from an option not listed in the question.

Q37: What year did you move to Novi?

Over half of survey respondents (55%), moved to Novi before 2010. Notably, 11% of respondents moved to Novi within the past two years, indicating that new residents are well represented in the survey.

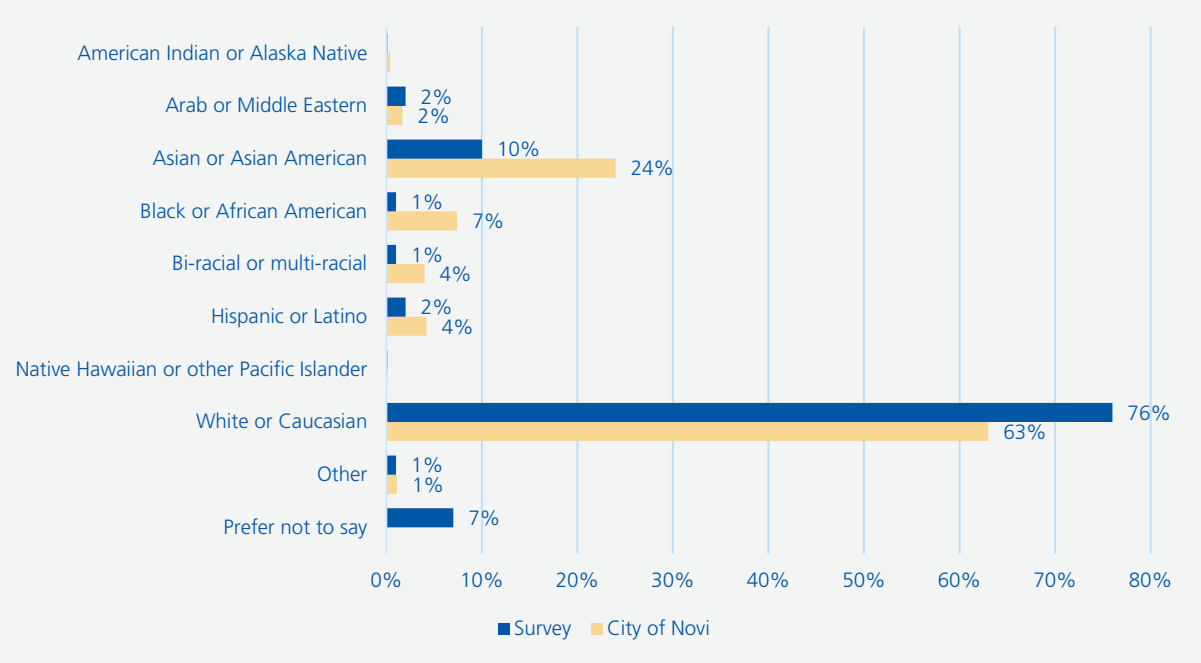


Q38: What is your gender?

Slightly more women (55% of respondents) completed the survey. The survey did not offer more options beyond male or female, which some respondents expressed displeasure within open responses.

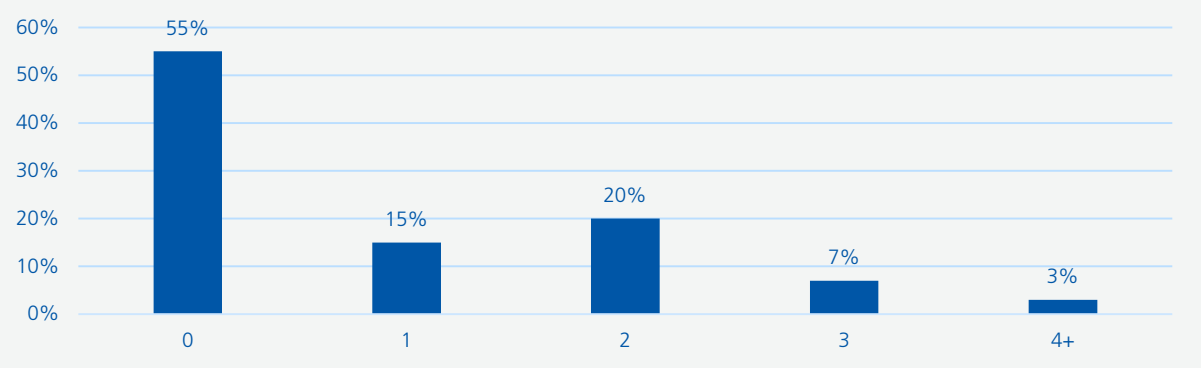
Q39: What race or ethnicity do you identify with?

White or Caucasian respondents comprise roughly three-quarters of survey respondents but account for less than 65% of the total city population. All non-white groups had lower representation in the survey compared to the Citywide average.

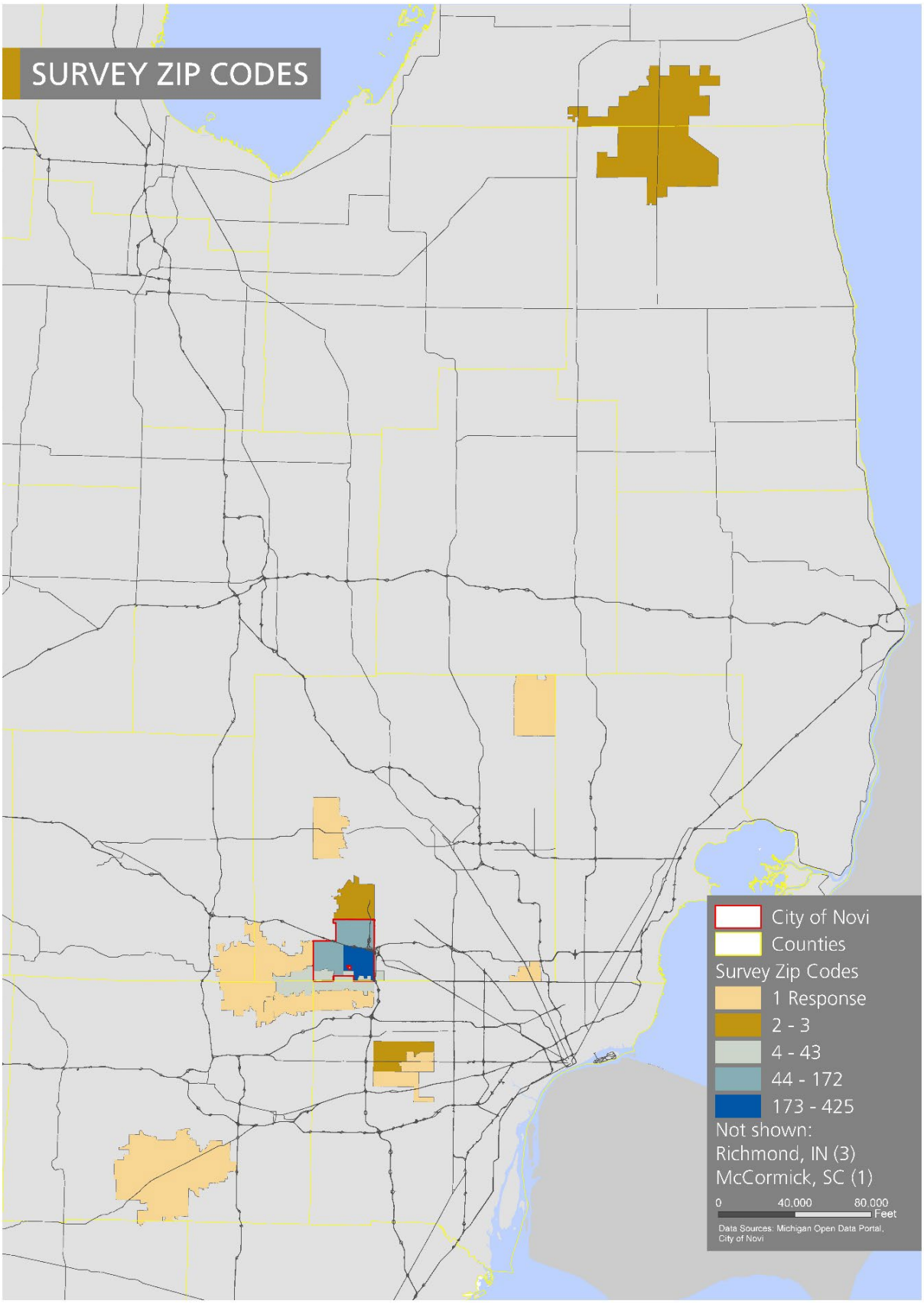


Q40: How many members of your household are under the age of 18?

The majority of survey respondents (55%) do not have children in their household, roughly 45% of Novi's household's have children.



Q41: Please list what zip code you reside in.

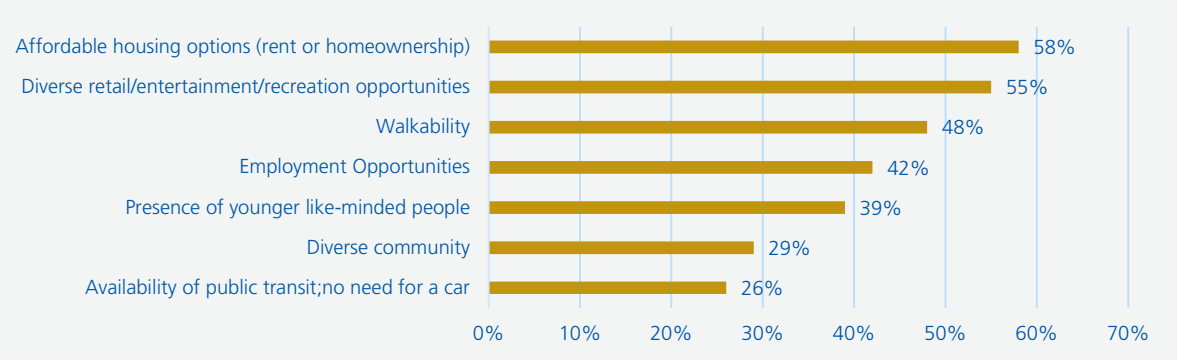


Gen Z Survey

Those under the age of 18 were given an additional set of questions asking about their future plans and opinions on Novi.

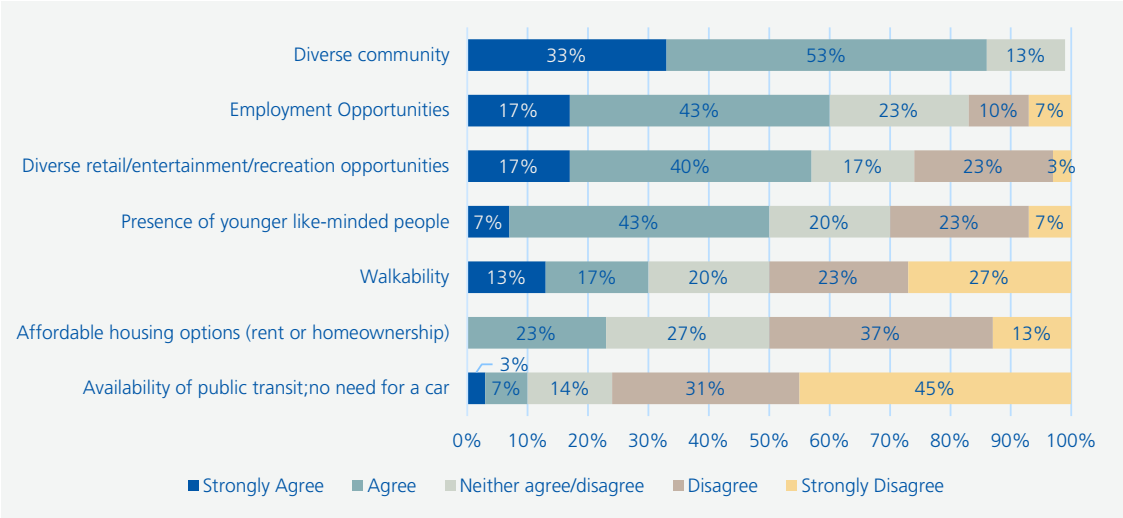
Q42: What are the top three characteristics of the place you want to live?

Gen Z respondents indicated that affordable housing options, diverse retail/entertainment/recreation opportunities, and walkability were their top characteristics of the place they want to live.



Q43: To what extent do you agree with the following statement: "Novi offers the characteristics of a place I want to live in with respect to…"?

Gen Z respondents indicated that affordable housing was the most important characteristic of where they want to live, but only 23% agreed that Novi offers affordable housing, and no respondents strongly agreed. Diversity of retail/entertainment/recreation performed slightly better, with 57% of respondents either agreeing or strongly agreeing that Novi offers a diversity of retail. Like housing affordability, walkability in Novi scored fairly low among respondents; only 30% agreed or strongly agreed that Novi is walkable.



Q44: In the next few years, I plan to:

The majority of survey respondents (61%) indicated that they intend to take some time to evaluate their options, 13% intend to pursue higher education but live in Novi, and 13% intend to find work in the area.

Q45: If you answered other in question 44, please explain your answer here.

Three respondents provided additional insights on their plans which included finish high school, move, and purchase home or apartment.

Q46: What are your plans in the next few years?

A slight majority of respondents (52%) plan to say in Novi over the next few years with the remainder planning to move away.

Q47: If you plan to work in Novi, which sector do you wish to be employed in?

One-quarter of Gen Z respondents indicated they wish to be employed in the Arts, entertainment, and recreation industry, followed by 19% in the professional services industry and 19% in the education services, health care, and social assistance industry. Manufacturing, Novi's largest industry, was not selected by any of the respondents.

Q48: I plan to move out of Novi to…

The most common response for why respondents were leaving Novi was to live in a bigger city (33%); an additional 27% said they were leaving to pursue higher education.

Q49: If you selected "other" in question 48, please explain your answer here.

Two respondents provided additional insights on why they are moving out of Novi which included rent is too expensive here and live somewhere with more green space and starter homes.

Q50: Do you plan on returning to Novi in the future?

The majority of respondents (55%) indicated they are unsure if they would return, 32% stated they are planning on returning, and 13% are not planning to return.

Q51: What are the top three reasons you would return to Novi?

When asked what would bring them back to Novi, Gen Z respondents stated that it was a safe community (75%), proximity to family and friends (50%), access to nature (50%), and good housing/neighborhoods (50%). One open response to this question stated the availability of small starter homes.

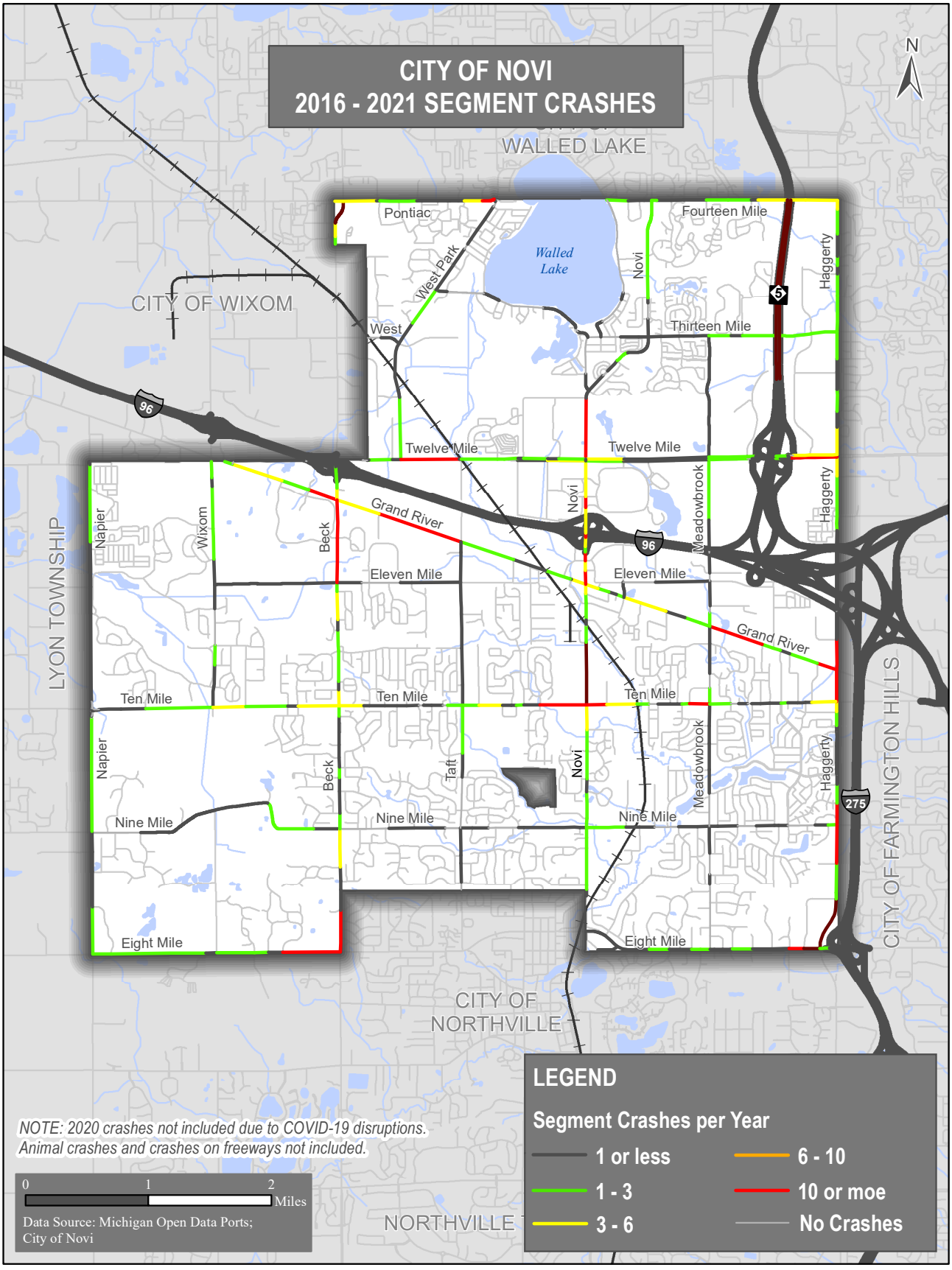
Q52: What are the top three reasons you don't wish to return to Novi?

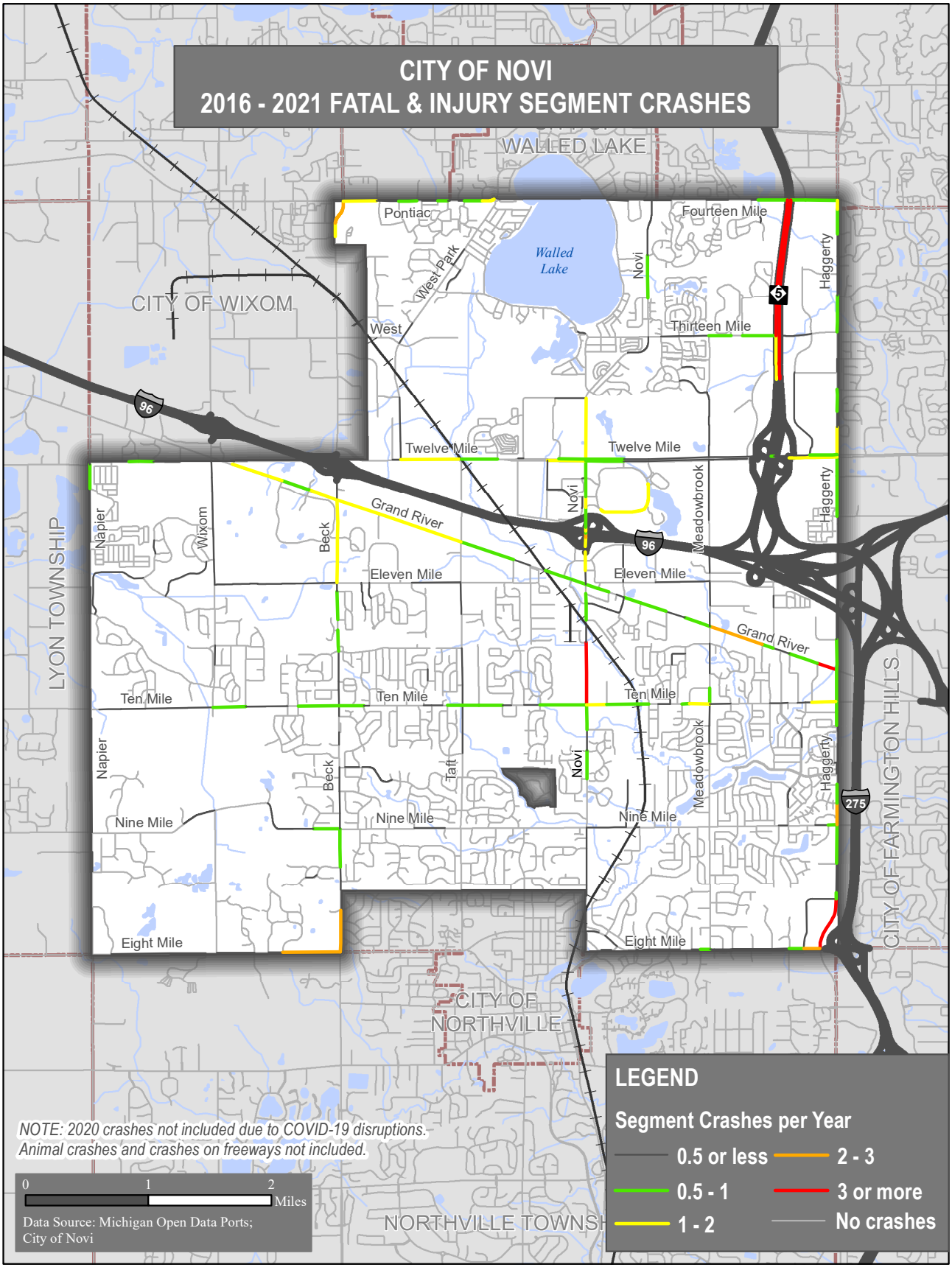
Limited/unaffordable housing (75%), limited access to nature (75%), and limited entertainment/recreation opportunities (50%) were the most commonly selected options. One open response answer to this question stated, Novi makes me think of strip malls that is it's [sic] only defining aspect.

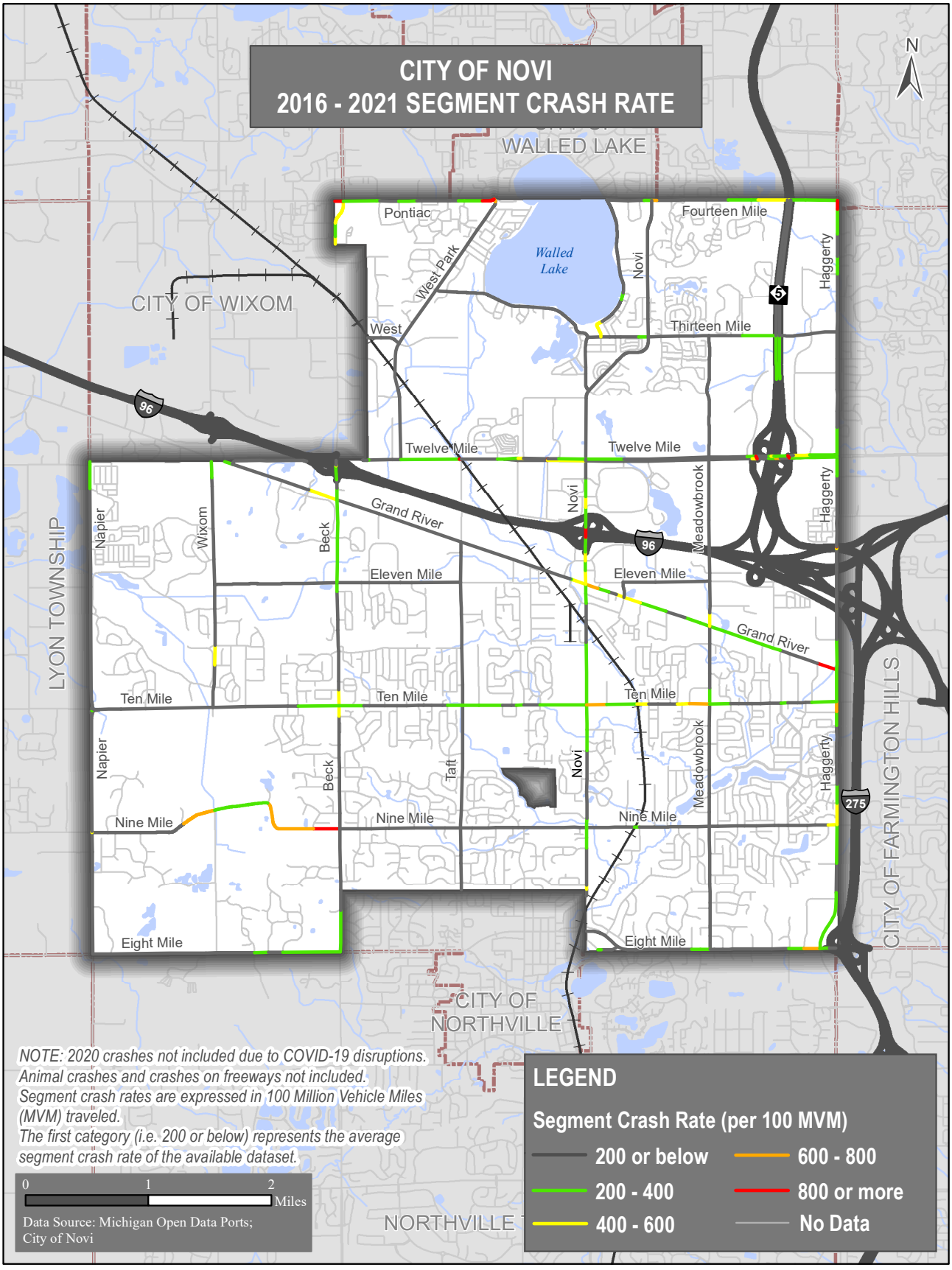
Q53: If you have additional comments you would like to provide related to the Master Plan please enter them below.

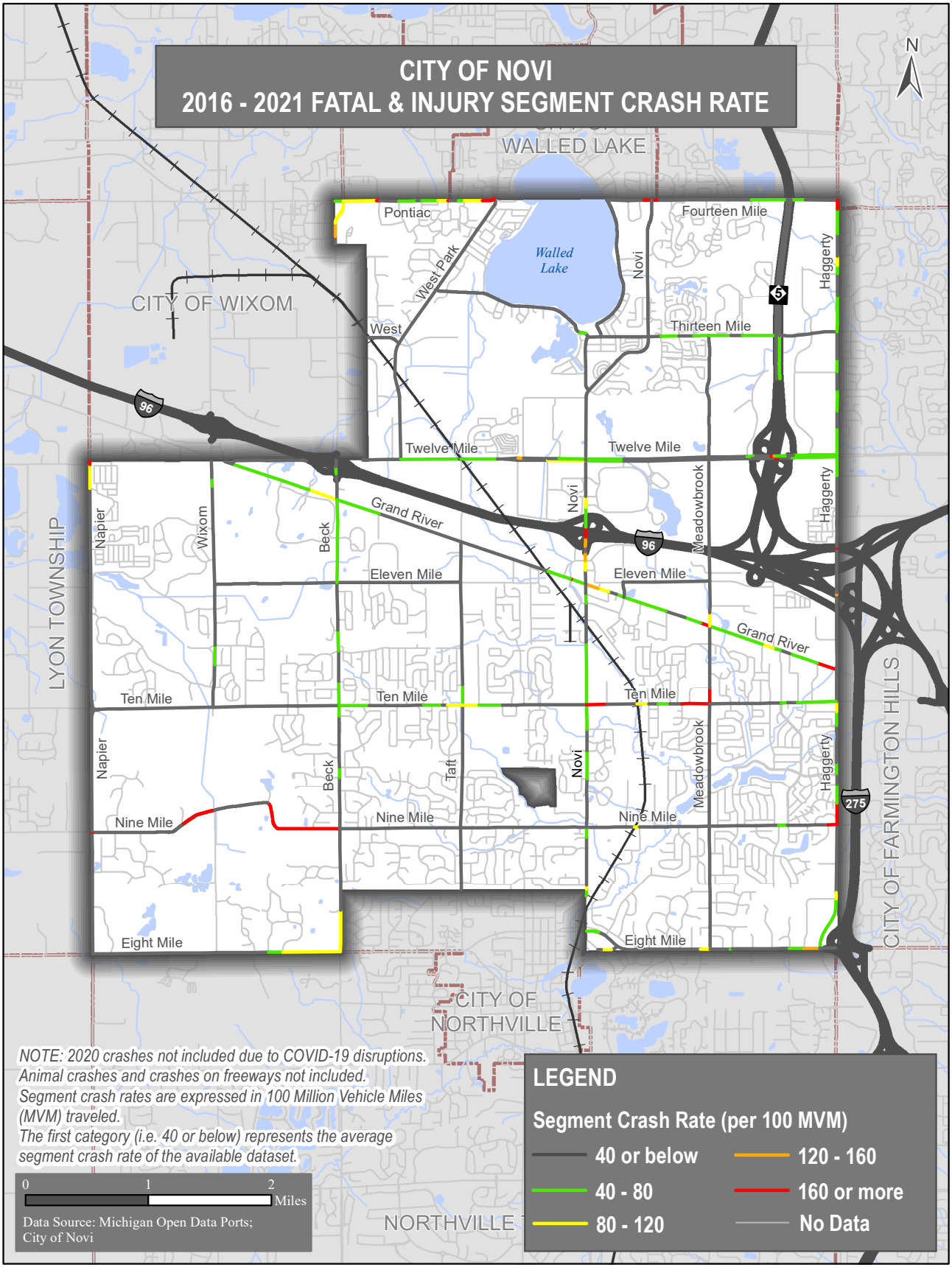
Common Themes:

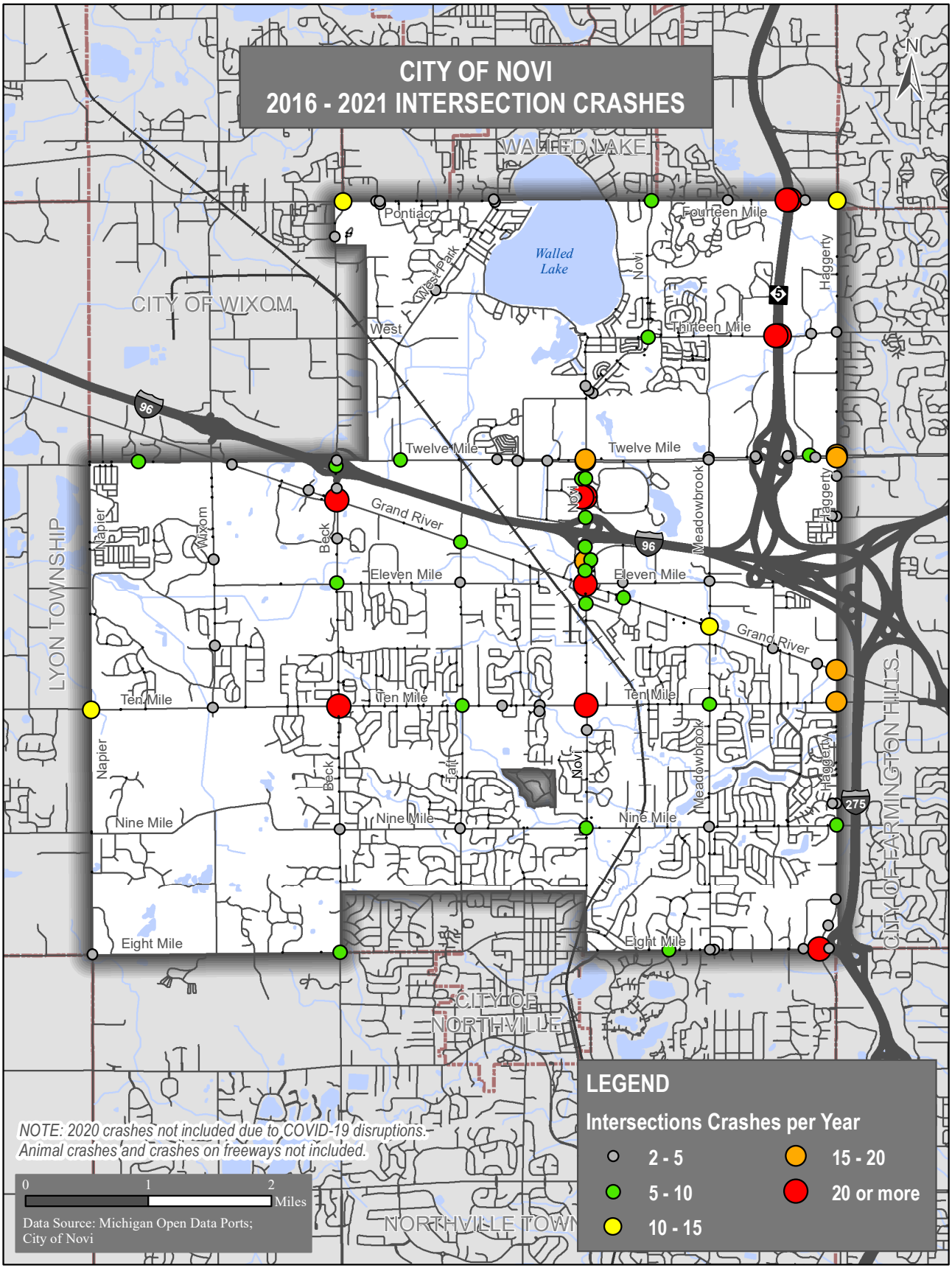
- Natural features and preservation is a priority.
- Novi is being overdeveloped.
- Road condition/maintenance is an issue.
- Traffic has substantially worsened in recent years.
- Developers prioritize big development over the natural features.
- Strip commercial development is unattractive and not needed.
- Non-motorized infrastructure is underdeveloped.
- New businesses should use existing vacant structures rather than developing on Greenfields.
- Need for senior facility/amenities.
- Resistance to expanding road widths/lanes.
- Lack of smaller/starter homes.

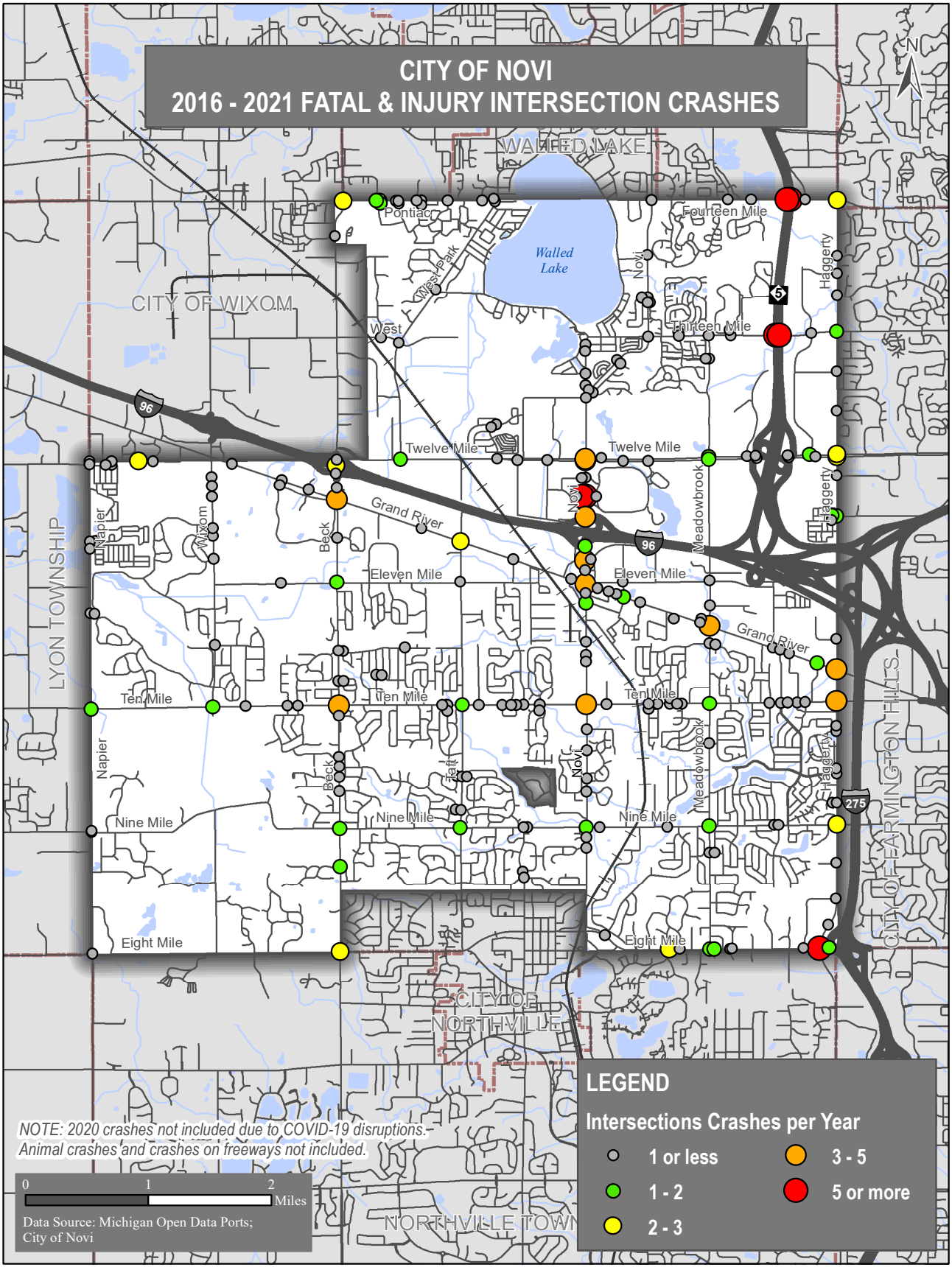

CITY OF NOVI
2016 - 2021 SEGMENT CRASHES
N
WALLED LAKE
Pontiac
Walled Lake
West Park
Novi
Fourteen Mile
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NORTHVILLE
LEGEND
Segment Crashes per Year
1 or less
1 - 3
3 - 6
6 - 10
10 or moe
No Crashes
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports;
City of Novi

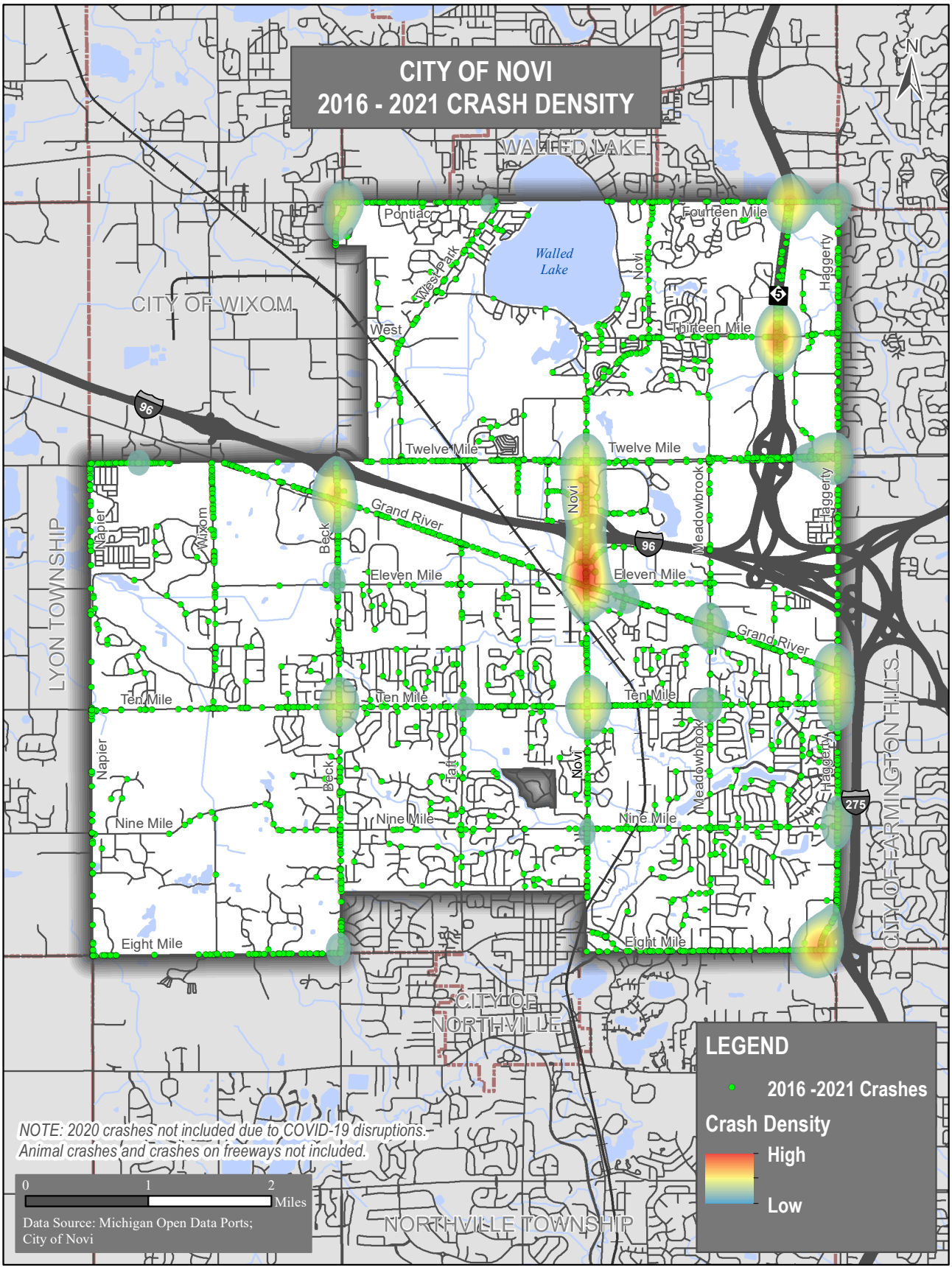

CITY OF NOVI
2016 - 2021 FATAL & INJURY SEGMENT CRASHES
WALLED LAKE
Pontiac
Walled Lake
West Park
Novi
Fourteen Mile
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports; City of Novi
NORTHVILLE TOWNSH
LEGEND
Segment Crashes per Year
0.5 or less
2 - 3
0.5 - 1
3 or more
1 - 2
No crashes

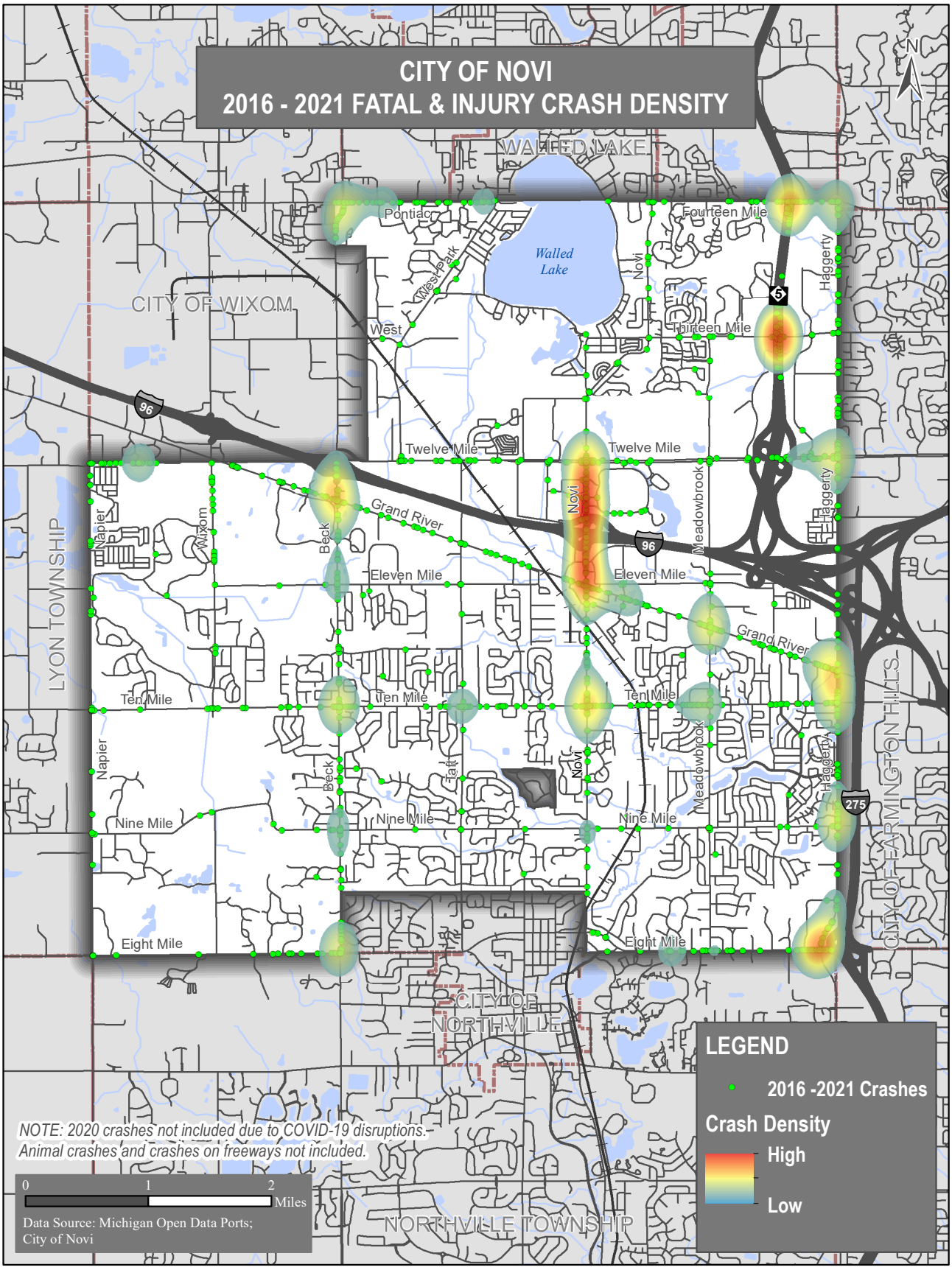

CITY OF NOVI
2016 - 2021 SEGMENT CRASH RATE
N
WALLED LAKE
Pontiac
Walled Lake
West Park
Novi
Fourteen Mile
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
Segment crash rates are expressed in 100 Million Vehicle Miles (MVM) traveled.
The first category (i.e. 200 or below) represents the average segment crash rate of the available dataset.
0
1
2
Miles
Data Source: Michigan Open Data Ports; City of Novi
NORTHVILLE
LEGEND
Segment Crash Rate (per 100 MVM)
200 or below
200 - 400
400 - 600
600 - 800
800 or more
No Data

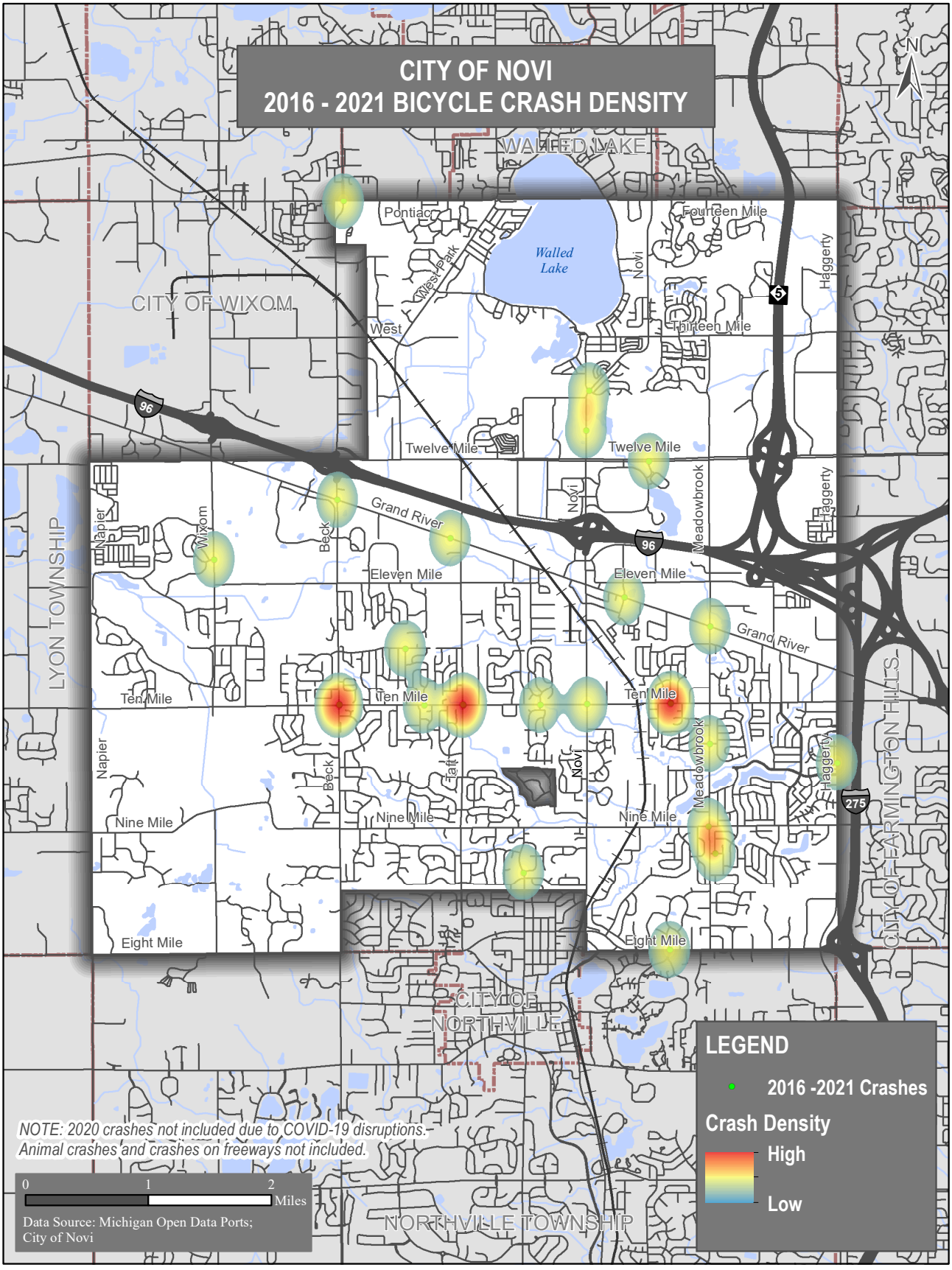

CITY OF NOVI
2016 - 2021 FATAL & INJURY SEGMENT CRASH RATE
N
WALLED LAKE
Pontiac
Walled Lake
West Park
Novi
Fourteen Mile
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
Segment crash rates are expressed in 100 Million Vehicle Miles (MVM) traveled.
The first category (i.e. 40 or below) represents the average segment crash rate of the available dataset.
0
1
2
Miles
Data Source: Michigan Open Data Ports; City of Novi
NORTHVILLE
LEGEND
Segment Crash Rate (per 100 MVM)
40 or below
40 - 80
80 - 120
120 - 160
160 or more
No Data

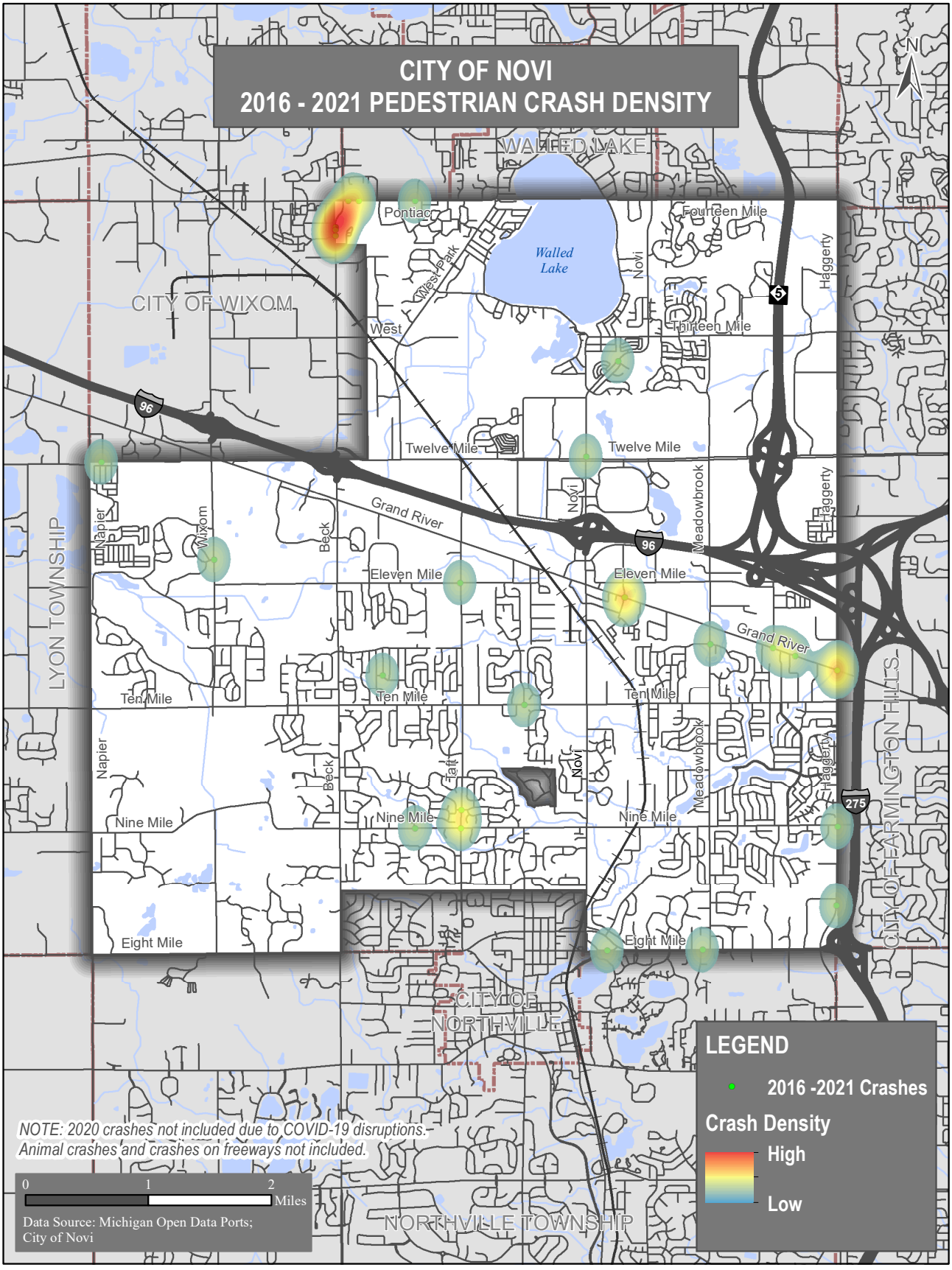

CITY OF NOVI
2016 - 2021 INTERSECTION CRASHES
N
WALLED LAKE
Pontiac
Fourteen Mile
Walled Lake
West Park
Novi
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NORTHVILLE TOWN
LEGEND
Intersections Crashes per Year
2 - 5
5 - 10
10 - 15
15 - 20
20 or more
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports;
City of Novi


CITY OF NOVI
2016 - 2021 FATAL & INJURY INTERSECTION CRASHES
N
WALLED LAKE
Pontiac
Walled Lake
Fourteen Mile
West Park
Novi
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NORTHVILLE TOWN
LEGEND
Intersections Crashes per Year
1 or less
1 - 2
2 - 3
3 - 5
5 or more
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports;
City of Novi


CITY OF NOVI
2016 - 2021 CRASH DENSITY
N
WALLED LAKE
Pontiac
Fourteen Mile
Walled Lake
Novi
Haggerty
West Park
CITY OF WIXOM
West
Thirteen Mile
5
96
Twelve Mile
Twelve Mile
Grand River
Novi
Meadowbrook
Haggerty
Napier
Wixom
Beck
96
Eleven Mile
Eleven Mile
Grand River
LYON TOWNSHIP
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
CITY OF FARMINGTON HILLS
Nine Mile
Nine Mile
Nine Mile
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NORTHVILLE TOWNSHIP
LEGEND
2016 -2021 Crashes
Crash Density
High
Low
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports;
City of Novi


CITY OF NOVI
2016 - 2021 FATAL & INJURY CRASH DENSITY
N
WALLED LAKE
Pontiac
Fourteen Mile
Walled Lake
West Park
Novi
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Novi
Meadowbrook
Haggerty
Napier
Wixom
Beck
Eleven Mile
Eleven Mile
LYON TOWNSHIP
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
LEGEND
2016 -2021 Crashes
Crash Density
High
Low
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports;
City of Novi
NORTHVILLE TOWNSHIP


CITY OF NOVI
2016 - 2021 BICYCLE CRASH DENSITY
N
WALLED LAKE
Pontiac
Fourteen Mile
Walled Lake
West Park
Novi
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NORTHVILLE TOWNSHIP
LEGEND
2016 -2021 Crashes
Crash Density
High
Low
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports;
City of Novi


CITY OF NOVI
2016 - 2021 PEDESTRIAN CRASH DENSITY
N
WALLED LAKE
Pontiac
Fourteen Mile
Walled Lake
West Park
Novi
Haggerty
CITY OF WIXOM
West
Thirteen Mile
96
Twelve Mile
Twelve Mile
Grand River
Napier
Wixom
Beck
Novi
Meadowbrook
Haggerty
LYON TOWNSHIP
Eleven Mile
Eleven Mile
Grand River
Ten Mile
Ten Mile
Ten Mile
Napier
Beck
Taft
Novi
Meadowbrook
Haggerty
275
Nine Mile
Nine Mile
Nine Mile
CITY OF FARMINGTON HILLS
Eight Mile
Eight Mile
CITY OF NORTHVILLE
NOTE: 2020 crashes not included due to COVID-19 disruptions.
Animal crashes and crashes on freeways not included.
0
1
2
Miles
Data Source: Michigan Open Data Ports;
City of Novi
NORTHVILLE TOWNSHIP
LEGEND
2016 -2021 Crashes
Crash Density
High
Low

REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, MARCH 24, 2025, AT 7:00 P.M.

Mayor Pro Tem Casey called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Fischer (excused/absent), Mayor Pro Tem Casey, Council Members Gurumurthy, Heintz, Smith, Staudt, Thomas

ALSO PRESENT: Victor Cardenas, City Manager
Elizabeth Saarela, City Attorney

APPROVAL OF AGENDA:

CM 25-03-34 **Moved by Smith, seconded by Gurumurthy; MOTION CARRIED: 6-0**

To approve the agenda as presented.

Roll call vote on CM 25-03-34

Yeas: Casey, Gurumurthy, Heintz, Smith, Staudt, Thomas
Nays: None
Absent: Fischer

PUBLIC HEARINGS:

Proposed vacation of a portion of Gen Mar Drive.

The public hearing opened at 7:01 pm and closed at 7:02 pm with no public comment.

PRESENTATIONS: **None**

CITY MANAGER REPORT:

City Manager Cardenas shared information from the County Treasurer about the tax foreclosure deadline for the 2022 and/or prior year taxes is on March 31, 2025. That means if taxes aren't paid off by March 31st, the property will be foreclosed on and auctioned off. Anyone with questions can contact the County Treasurer's department.

ATTORNEY REPORT: None

AUDIENCE COMMENTS: None

CONSENT AGENDA REMOVALS AND APPROVALS:

A. Approve Minutes of:
March 3, 2025 - Special Meeting
March 10, 2025 - Regular Meeting

B. Approval of request for Pyrotechnics Display Permit by Brightmoor Christian Church to be operated by James Herr, from April 7, 2025 to April 13, 2025

C. Adoption of a Resolution requesting the Michigan Department of Transportation (MDOT) include the existing bridge on Ashbury Drive over the Middle Branch of the Rouge River in the State Local Bridge Program List for Replacement. If MDOT selects the bridge, the City of Novi will accept 100% of the design engineering costs and 5% of the total construction cost. (**REMOVED AND LATER APPROVED)**

D. Approval to purchase ASHRAE Level II energy audits through Information & Energy Services, Inc. in the amount of $28,917, and amend the budget.

E. Approval of claims and warrants – Warrant 1176

CM 25-03-35 **Moved by Thomas, seconded by Smith; MOTION CARRIED: 6-0**

To approve the consent agenda as amended.

Roll call vote on CM 25-03-35 **Yeas: Gurumurthy, Heintz, Smith, Staudt, Thomas, Casey**
Nays: None
Absent: Fischer

MATTERS FOR COUNCIL ACTION:

1. Consideration of approval of a contract to CSM Mechanical, LLC., for an emergency repair of the Drakes Bay Sanitary Lift Station in the amount of $161,967.

The City Manager reported that last month there was an accident at a lift station on Wixom Road. These are the costs to repair that immediately. They are working with the City's insurance agent to recoup those costs. The City is fortunate that they've gotten most of a recoup of these kind of losses. They're hoping for the best but at this point they have not heard a definite, but this is how much it will cost from what their contractor has provided them.

Member Smith asked if there was something that could be done to make it safer from this type of thing. Director Jeff Herczeg responded that the lift station had bollards in place and the truck blew through them and the speed limit he thinks is 35, so this was unusual. He doesn't know if there's any more measures that they could take to protect the stations.

CM 25-03-36 **Moved by Thomas, seconded by Smith; MOTION CARRIED: 6-0**

Approval of a contract to CSM Mechanical, LLC,. for an emergency repair of the Drakes Bay Sanitary Lift Station in the amount of $161,967.50

Roll call vote on CM 25-03-36 **Yeas: Heintz, Smith, Staudt, Thomas, Casey, Gurumurthy**
Nays: None
Absent: Fischer

2. Consideration to approve a Resolution to vacate a portion of Gen Mar Drive north of Ten Mile Road and west of Novi Road, and consideration to approve the Act 51 Resolution to decertify/vacate a portion of Gen Mar Drive, removing 0.292 miles of

roadway from the City's public street system.

CM 25-03-37 **Moved by Staudt, seconded by Gurumurthy; MOTION CARRIED: 6-0**

Approval of a Resolution to vacate a portion of Gen Mar Drive north of Ten Mile Road and west of Novi Road, and approval of the Act 51 decertification/vacation of a portion of Gen Mar Drive, removing 0.292 miles of roadway from the City's public street system.

Roll call vote on CM 25-03-37

Yeas: Smith, Staudt, Thomas, Casey, Gurumurthy, Heintz
Nays: None
Absent: Fischer

CONSENT ADENDA REMOVAL

C. Adoption of a Resolution requesting the Michigan Department of Transportation (MDOT) include the existing bridge on Ashbury Drive over the Middle Branch of the Rouge River in the State Local Bridge Program List for Replacement. If MDOT selects the bridge, the City of Novi will accept 100% of the design engineering costs and 5% of the total construction cost.

Member Gurumurthy said thanks to the City team for clarifying all the budget questions. This item was planned already for '26/'27 in terms of construction. She wanted to know the timing in terms of the application and selection process. Director Herczeg replied that the application was just submitted. The selection process will probably be through the summer, and they'll probably know by the fall if they have the grant which will be before the next budget.

CM 25-03-38 **Moved by Staudt, seconded by Thomas; MOTION CARRIED: 6-0**

Approval of an adoption of a Resolution requesting the Michigan Department of Transportation (MDOT) include the existing bridge on Ashbury Drive over the Middle Branch of the Rouge River in the State Local Bridge Program List for Replacement. If MDOT selects the bridge, the City of Novi will accept 100% of the design engineering costs and 5% of the total construction cost.

Roll call vote on CM 25-03-38

Yeas: Staudt, Thomas, Casey, Gurumurthy, Heintz, Smith
Nays: None
Absent: Fischer

AUDIENCE COMMENTS: None

COMMITTEE REPORTS:

1. Environmental Sustainability Committee

Member Smith reported the committee had a meeting last week. They had a good discussion with a Novi company about their experience with the solarized program in Ann Arbor and their

experience with installing solar panels in Novi. They are trying to move forward on implementing something like that in Novi. Next meeting will be the end of April, exact date to be determined.

2. Consultant Review Committee

Member Staudt reported that the committee met tonight and discussed the contract for the Novi Ice Arena, and they recommend a new contract with the current provider, Suburban.

MAYOR AND COUNCIL ISSUES: None

COMMUNICATIONS: None

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 7:09 P.M.

_____
Cortney Hanson, City Clerk

_____
Justin Fischer, Mayor

Date approved: April 7, 2025

_____
Transcribed by Becky Dockery,
Account Clerk

CITY OF NOVI CITY COUNCIL
MARCH 24, 2025

SUBJECT: Approval of Resolution reappointing staff members to the Economic Development Corporation Board of Directors.

SUBMITTING DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

The Economic Development Corporation (EDC) Articles of Incorporation indicate that not more than three members shall be an officer or employee of the City of Novi. Victor Cardenas, Charles Boulard, and Rob Petty have been serving in that capacity and staff recommends reappointment.

RECOMMENDED ACTION: Approval of Resolution reappointing staff members to the Economic Development Corporation Board of Directors.

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION APPOINTING EDC MEMBERS

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on April 7, 2025, at 7 o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____and supported by Councilmember _____.

WHEREAS, the City Council approved the incorporation of the Novi Economic Development Corporation (EDC) in 1979, and it has continuously operated within the City since that date; and

WHEREAS, by state law, the Mayor appoints the members of the Board of Directors with the advice and consent of the City Council; and

WHEREAS, Article VII of the Articles of Incorporation indicate not more than three members shall be an officer or employee of the Incorporating Unit; and

WHEREAS, the City Council Rules currently provide (at Section 13) that presentations for the position of member of the Boards of Directors shall occur; and

WHEREAS, the limited nature of the EDC's current activities and the long service of many of its members justify, in the Council's opinion, appointments/re-appointments without formal Council interview;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor herby appoints, and City Council hereby approves, the following staff appointments to the City of Novi Economic Development Corporation (EDC):

	Term Expires
Victor Cardenas	**03/01/29**
Charles Boulard	**03/01/30**
Rob Petty	**03/01/29**

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 7th day of April, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

_____

Cortney Hanson, City Clerk
City of Novi

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval of the 2025 Summer Maintenance Agreement with the Road Commission for Oakland County for street sweeping and summer maintenance on selected County Roads

SUBMITTING DEPARTMENT: Department of Public Works, Field Operations Division

KEY HIGHLIGHTS:

- City utilizes a general maintenance permit with RCOC to provide services
- Reimbursement funding is based on a pro-rated amount of Act 51 gas tax revenue from RCOC

BACKGROUND INFORMATION:

Each season, DPW crews sweep debris from City-maintained major roadways, and neighborhood streets, as well as select County roads inside City limits. The City utilizes a general maintenance permit with the Road Commission for Oakland County (RCOC) to provide these enhanced maintenance services. For the 2025 season, the RCOC provided an agreement for street sweeping services. The agreement requires the following County roads to be swept by DPW three times (1st: Apr 30-May 30; 2nd: July 30-Aug 30; 3rd: Oct 30-Nov 30).

Road	From	To	Total Curb Miles
Pontiac Trail	West Park Drive	Beck Road	1.23
Beck Road	Grand River Avenue	12 Mile Road	1.21
Grand River Avenue	Wixom Road	Haggerty Road	9.03
Ten Mile Road	Napier Road	Haggerty Highway	2.89
Novi Road	8 Mile Road	12 Mile Road	5.74
Haggerty Highway	14 Mile Road	8 Mile Road	5.91
12 Mile Road	Grand River Avenue	Haggerty Highway	12.04
8 Mile Road	Napier Road	Taft Road	2.31
14 Mile Road	Beck Road	West Park Drive	0.89
Napier Road	12 Mile Road	8 Mile Road	0.88
Roundabout	Napier Road	10 Mile Road	1.68

Brickscape	8 Mile Road	Terminus	0.03
Baseline	8 Mile Road	Terminus	0.04
		Total	**43.88**

43.88 Curb Miles x $192.50 /Curb Mile = $8,446.90 x 3 Sweepings: $25,340.70

The City would be responsible for street sweeping services on these roads as agreed upon by the RCOC and the City of Novi, and this agreement would become effective upon the start of the 2025 season.

To offset costs of performing street sweeping services on County roadways, the City will receive reimbursement in two increments: 65% ($16,471.45) in September 2025, and 35% ($8,869.25) upon completion of the activity ($8,466.90 X 3 sweeping occurrences; $25,340.70 total). Reimbursement funding is based on a pro-rated amount of Act 51 gas tax revenue the RCOC receives from the State of Michigan and will be paid to the City in full as part of the agreement. The City Attorney's favorable review of the agreement is attached (Beth Saarela, March 17, 2025).

RECOMMENDED ACTION: Approval of the 2025 Summer Maintenance Agreement between the City of Novi and the Road Commission for Oakland County for street sweeping selected County Roads in Novi; and adoption of resolution authorizing Novi to provide summer maintenance on selected County roads.

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION
2025 SUMMER MAINTENANCE AGREEMENT
CITY OF NOVI and ROAD COMMISSION FOR OAKLAND COUNTY

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____and supported by Councilmember _____.

WHEREAS; the City of Novi has determined that it is desirable to enter into an Agreement with the Road Commission for Oakland County to perform street sweeping operations on Pontiac Trail, Beck Road, Grand River Avenue, Ten Mile Road, Novi Road, Haggerty Road, Twelve Mile Road, Eight Mile Road, Fourteen Mile Road, Napier Road, Roundabout, Brickscape & Baseline.

WHEREAS; entering into a formal one-year agreement is necessary to facilitate the transfer of jurisdiction from the Road Commission of Oakland County to the City of Novi for said street sweeping operations on the designated roadways within the City limits of Novi, and,

WHEREAS; the Road Commission for Oakland County will reimburse to the City of Novi a total of $25,340.70 for maintaining 43.88 miles, said compensation calculated and agreed to by the Road Commission for Oakland County as fair and equitable compensation for street sweeping operations on County roads within the City of Novi.

NOW, THEREFORE, IT IS THEREFORE RESOLVED that the Mayor and Council for the City authorize the execution of the 2025 Summer Maintenance Agreement with the Road Commission for Oakland County.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this _____ day of _____, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

_____
Cortney Hanson, City Clerk
City of Novi

ELIZABETH KUDLA SAARELA
esaarela@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com

ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

March 17, 2025

Matt Wiktorowski, Senior Manager
Field Operations Division
City of Novi
Field Services Complex
26300 Lee BeGole Drive
Novi, Michigan 48375

Re: 2025 Summer Maintenance Agreement with Road Commission for Oakland County

Dear Mr. Wiktorowski:

We have received and reviewed the proposed 2025 Road Maintenance Agreement prepared by the Road Commission for Oakland County for the purpose of authorizing payment to the City for the City sweeping County roads within the City. The format and terms of the Agreement are the same as the terms for the 2024 Summer Road Maintenance Agreement with RCOC.

Subject to approval of all insurance requirements by the City's insurer, we see no legal impediment to the City's approval and execution of the 2025 Summer Road Maintenance Agreement.

Please feel free to contact me with any questions or concerns in regard to this matter.

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC

Elizabeth Kudla Saarela

EKS
Enclosure
C: Cortney Hanson, Clerk (w/Enclosure)
Jeffrey Herczeg, Public Services Director (w/Enclosure)
Ben Croy, City Engineer (w/Enclosures)
Thomas R. Schultz, Esquire (w/Enclosure)

2025 SUMMER MAINTENANCE AGREEMENT
CITY OF NOVI

Under 1951 PA 51, As Amended

This Summer Maintenance Agreement ("Agreement") is made this ____day of_____, 2025, between the Board of County Road Commissioners of the County of Oakland, State of Michigan, a public body corporate, (hereinafter variously referred to as the "Board and as the "Road Commission for Oakland County") and the **City of Novi,** Oakland County Michigan, a Michigan municipal corporation hereinafter referred to as the "City."

WHEREAS, certain county primary and local roads more specifically set forth in Exhibit A, attached hereto, are under the jurisdiction and control of the Board and are located within or adjacent to the City; and

WHEREAS, The City desires to be responsible for certain maintenance of said roads under the terms of this Agreement and the Board is willing to participate in the cost thereof as provided in Section III of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein as provided, it is hereby agreed as follows:

I

The City hereby agrees to be responsible for performing Summer Maintenance of certain roads under the terms of this Agreement, and the Board agrees to participate in the cost thereof as provided in Section III of this Agreement. "Summer Maintenance," herein required to be performed by City, shall mean the work and services specified in Exhibit B hereto and this Agreement. All maintenance work and services performed by the City shall be in accordance with the Board's minimum maintenance standards and this Agreement.

II

The Board has determined and specified the equipment and personnel necessary to provide the Summer Maintenance and the City has acquired the necessary equipment and personnel so specified. The City shall keep accurate and uniform records of all Summer Maintenance work performed pursuant to this Agreement. The Board shall have the right to audit City accounts and records insofar as such documents concern this Agreement and the work and services performed and to be performed hereunder.

III

In consideration of the Summer Maintenance by the City, the Board hereby agrees to pay to the City the sum of **$25,340.70**, as set forth in Exhibit A, attached hereto and made a part hereof. Such amounts are to be used by the City for Summer Maintenance. Payments are to be made by the Board to the City as follows:

65% on September 15, 2025
35% upon completion of the last Summer Maintenance activity

The making of said payments shall constitute the Board's entire obligation in reference to Summer Maintenance.

IV

It is specifically understood and agreed by the City and the Board that by undertaking to perform Summer Maintenance of certain county primary roads, the City does not assume the Board's legal duty to

keep said roads in such condition as to be in accordance with MCLA 224.21, reasonably safe and convenient for public travel, other than as may relate to the work and service to be performed as listed in Section I above, and the City hereby agrees to hold harmless, represent, defend with counsel acceptable to the Board, and indemnify the Board; the County of Oakland; the Office of the Oakland County Water Resources Commissioner and any and all applicable drainage districts(s); the Michigan State Department of Transportation and the Transportation Commission; any and all local units(s) of government within which the roads subject to this Agreement are located, and the respective officers, agents and employees of all of the foregoing, against any and all claims, charges, complaints, damages, or causes of action for (a) public or private property damage, (b) injuries to persons, or (c) other claims, charges, complaints, damages or causes of action arising out of the performance or non-performance of the activities which are the subject matter of this Agreement, both known and unknown, whether during the progress or after the completion thereof. However, this harmless provision does not apply in so far as any claim or suit is alleged to be, or demonstrated to be, the result of a defect in highway design or condition and not related to the Summer Maintenance activities set out in Section I. Further, since the Board has the statutory responsibility for maintenance of the roads under this Agreement, it is the intent of the parties that the delegation by this Agreement of those maintenance responsibilities to the City provide immunity to the City as an agent of the County. Therefore, the City falls within the governmental immunity protection of the County.

During that part of the year that the City is providing Summer Maintenance under Section I, the City agrees to notify the Board within 30 days, should it become aware of defects or maintenance requirements in the roads set forth in Exhibit A, if said defects or maintenance requirements are not Summer Maintenance subject to this Agreement.

V

The City shall acquire and maintain, during the term of the Agreement, statutory worker's compensation, employer's liability, automobile and comprehensive general liability insurance coverages, and such other insurance coverages, as described in Exhibit C attached hereto, covering the Board's liability for any and all claims arising out of the City's performance or non-performance of the activities which are the subject matter of this Agreement, and these coverages shall be obtained and maintained in accordance with the requirements set forth in Exhibit C attached hereto and made a part hereof and shall be primary and non-contributory.

VI

The City further agrees to comply with all applicable laws and regulations, including laws and regulations of the State of Michigan for safeguarding the air and waters of the State**.** In particular, City facilities and operations must meet the provisions of Part 5 (Spillage of Oil and Polluting Materials) rules promulgated pursuant to Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. (Rules R324.2001 through R324.2009 address release prevention planning, secondary containment, surveillance, and release reporting requirements).

VII

In accordance with Michigan 1976 PA 453, as amended, and 1976 PA 220, as amended, the Contractor covenants not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or because of a disability that is unrelated to the individual's ability to perform the duties of the particular job or position, and to require a similar covenant on the part of any subcontractor employed in the performance of the Agreement. A breach of this covenant may be regarded as a material breach of this Agreement.

VIII

Contractor shall utilize the provisions of the Federal E-Verify Program to verify the work authorization status of all newly hired employees; and the Road Commission for Oakland County may terminate the contract for failure of Contractor to so comply with the Federal E-Verify Program.

IX

It is the intention of the parties hereto that this Agreement is not made for the benefit of any third party.

It is anticipated that subsequent agreements regarding Summer Maintenance activities will be executed annually by the parties hereto.

The terms and conditions of this Agreement shall become effective as of April 1, 2025, and shall continue in full force and effect until a subsequent Summer Maintenance agreement has been executed by the parties hereto or until this Agreement is terminated, as set forth below.

In the event that a subsequent Summer Maintenance agreement has not been executed by the parties hereto on or before November 30, 2025, either party may terminate this Agreement by providing the other party hereto with written notice of intent to terminate, at least thirty (30) days prior to the date of termination.

This Agreement is executed by the Board at its meeting of _____, and by the City by authority of a resolution of its governing body, adopted _____, (copy attached as Exhibit D).

Witnesses:

CITY OF NOVI
A Municipal Corporation

_____ By:_____

Its:_____

_____ By:_____

Its:_____

Witnesses:

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF OAKLAND,
A Public Body Corporate

_____ By:_____

Its:_____

_____ By:_____

Its:_____

EXHIBIT A

2025 SUMMER MAINTENANCE AGREEMENT

CITY OF NOVI

CURB SWEEPING

Primary Roads

			Miles
Pontiac Trail:	West Park Dr. to just W/O Beck Rd	Border includes Commerce side	1.23
Beck Road:	Grand River Ave. to Twelve Mile Rd	Border includes Wixom side	1.21
Grand River Ave.:	Wixom Rd to Haggerty Rd		9.03
Ten Mile Rd.:	Napier Rd to Haggerty Hwy		2.89
Novi Rd.:	Eight Mile Rd to Twelve Mile Rd		5.74
Haggerty Hwy:	Fourteen Mile Rd to Eight Mile Rd	Border includes Farmington side	5.91
Twelve Mile Rd.:	Grand River Ave to Haggerty Hwy	includes Median & section E/O Grand River	12.04
Eight Mile Rd.:	Napier Rd to Taft Rd	Border includes Northville (both sides)	2.31
Fourteen Mile Rd.:	Haggerty to East Lake	Border includes Commerce side	0.89
Napier Rd.:	Twelve Mile Rd to Eight Mile Rd	Border includes Lyon side but not Roundabout	0.88
Napier/ Ten Mile			
(Roundabout):	Includes all legs and Lyon side		1.68

Local Roads

Brickscape:	North of Eight Mile Rd		0.03
Baseline:	Just South of Eight Mile Rd		0.04
		TOTAL MILES	**43.88**

Sweeping	43.88 Curb Miles x $192.50 /Curb Mile = $8,446.90 x 3 Sweepings:	$25,340.70
	(Both directions, including medians and border roads)	
	TOTAL CONTRACT	**$25,340.70**

EXHIBIT B

2025 SUMMER MAINTENANCE AGREEMENT

CITY OF NOVI

WORK TO BE PERFORMED:

1. Sweep all roads listed in Exhibit A, in both directions of travel and around islands, as provided in this Agreement, three (3) times, once between April 30th and May 30th, once between July 30th and August 30th, and once between October 30th and November 30th.

2. The City may at its own expense sweep more frequently, subject to the other terms and conditions of this Agreement, including, without limitation, the indemnification and insurance provisions.

EXHIBIT C

2025 SUMMER MAINTENANCE AGREEMENT

CITY OF NOVI

SPECIAL PROVISION
FOR
INDEMNIFICATION, DAMAGE LIABILITY AND INSURANCE

SPECIAL PROVISION
FOR
INDEMNIFICATION, DAMAGE LIABILITY AND INSURANCE

Indemnification and Damage Liability
See provisions of the maintenance agreement to which this Exhibit C is attached.

Insurance Coverage:
The City, prior to execution of the maintenance agreement, shall file with the Board of County Road Commissioners of the County of Oakland ("Board"), copies of completed certificates of insurance as evidence that it carries adequate insurance satisfactory to the Board; and, without the prior written consent of the Board, the City shall not cancel, reduce, or fail to renew the insurance coverage required by this Agreement. The City shall immediately notify the Board and cease operations upon the occurrence of any cancellation, reduction, modification or termination of insurance required hereunder, and shall not resume operations under this Agreement until all insurance as required by this Agreement is in full force and effect. The City shall provide in a form and substance acceptable to the Board an underwriter's endorsement to its comprehensive general liability insurance and auto liability insurance, including any excess umbrella insurance, in the amounts set forth on Exhibit C, naming the Board and the Office of the Oakland County Water Resources Commissioner as an additional named insured. The City shall obtain and deliver to the Board notices of cancellation and non-renewal endorsement, acceptable to the Board, for the general liability, auto liability, and worker's compensation and employer's liability policies. Prior to commencing the work, the City shall provide to the Board evidence satisfactory to the Board of payment of the current premium for the required insurance and endorsements and shall also obtain certificates of insurance for each policy, providing for thirty (30) days actual (not "endeavor to") prior, written notice to the Board by the insurance carrier of any cancellation, termination reduction or material change of the policy. The City shall make sure that each of its subcontractors, if any, providing any of the work and services under this contract, shall obtain and maintain insurance as set forth in this Agreement.

The City shall provide the following insurance coverages which shall be primary and non-contributory:

a. Workmen's Compensation Insurance: The insurance shall provide protection for the City's employees, to the statutory limits of the State of Michigan and $500,000 employer's liability. The indemnification obligation under this section shall not be limited in any ways by any limitation on the amount or type of damages, compensation or benefits payable by or for the City under worker's disability compensation coverage established by law.

b. Bodily Injury and Property Damage Other than Automobile: The insurance shall provide protection against all claims for damages to public or private property, and injuries to persons arising out of and during the progress and to the completion of the work, and with respect to product and completed operations for one year after completion of the work.

Bodily Injury Liability Each Person: $1,000,000 Each Occurrence: $1,000,000 Aggregate: $2,000,000 -and- Property Damage Liability: Each Occurrence: $250,000 Aggregate: $250,000	Or: Single Limit: Bodily injury and Property Damage Each Occurrence: $1,000,000 Aggregate: $2,000,000

Such insurance shall include: 1) explosion, collapse, and underground damage hazards (x,c,u), which shall include, but not be limited to coverage for (a) underground damage to facilities due to drilling and excavating with mechanical equipment; and (b) collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition; (2) products and completed operations; (3) contractual liability; and (4) independent contractors' coverages.

c. Bodily Injury Liability and Property Damage Liability - Automobiles (Comprehensive Auto Liability) The minimum limits of bodily injury liability and property damage liability shall be:

Bodily Injury Liability Each Person: $500,000 Each Occurrence: $1,000,000 -and- Property Damage Liability: Each Occurrence: $1,000,000	Or: Single Limit: Bodily Injury and Property Damage Each Occurrence: $2,000,000

Such insurance shall include coverage for all owned, hired, and non-owned vehicles.

d. Excess and Umbrellas Insurance – The City may substitute corresponding excess and/or umbrella liability insurance for a portion of the above listed requirements to meet the specified minimum limits of liability.

e. The City shall provide for and in behalf of the Board and all agencies specified by the Board, as their interest may appear, Owner's Protective Public Liability Insurance. Such insurance shall provide coverage and limits the same as the City's Public Liability Insurance.

Reports – The City or his insurance carrier shall immediately report all claims received which relate to the Contract, and shall also report claims investigations made, and disposition of claims to the County Highway Engineer.

See provisions of the maintenance agreement to which this Exhibit C is attached.

michigan municipal league

Workers' Compensation Fund

Certificate of Membership

Proof of Insurance

The Michigan Municipal League Workers' Compensation Fund, approved by the Director of the Workers' Compensation Agency as a group self-insurer, certifies that

Novi City of

Policy Number: 5003710-24

is a member in good standing of the Fund, for the year expiring

June 30, 2025

and as such is approved by the Agency as a self-insured.

Employer's Liability coverage of

$2,000,000 is included.

Michael J Forster

July 1, 2024

Effective Date

Note: This certificate is proof that your entity has complied with the Workers' Disability Compensation Act by becoming a Member of the Michigan Municipal League Workers' Compensation Fund. Copies of this certificate may be provided to third parties as evidence that the required workers' compensation coverage is in place.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kapnick Insurance Group 333 Industrial Dr Adrian MI 49221	**CONTACT NAME:** Kris Cannon **PHONE (A/C, No, Ext):** 517-265-1886 **FAX (A/C, No):** **E-MAIL ADDRESS:** kris.cannon@kapnick.com
INSURED CITYOFN-01 City of Novi 45175 Ten Mile Road Novi MI 48375	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** The Charter Oak Fire Insurance Company — 25615 **INSURER B :** The Travelers Indemnity Company — 25658 **INSURER C :** Travelers Property Casualty Insurance Company — 36161 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 423092729 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y	Y	ZLP-91N79886-24-PB	7/1/2024	7/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ Excluded $ 1,000,000 $ 3,000,000 $ 3,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	810-1Y581064-IND-24	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED X RETENTION $ 10,000	Y	Y	ZUP-91N798898-24-PB	7/1/2024	7/1/2025	EACH OCCURRENCE AGGREGATE	$ 9,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG D4 80 02 19 XTEND Endorsement for Public Entities. Written Contract Required.

General Liability - Blanket coverage:

Who is an Insured - Owners, Managers or Lessors of Premises
Blanket Additional Insured - Persons or Organizations for your Ongoing Operations as required by written contract or agreement.
Blanket Waiver of Subrogation

See Attached...

CERTIFICATE HOLDER

The Board of County Road Commissioners of the County of Oakland, State of Michigan
a public body corporate
2420 Pontiac Lake Road
Waterford MI 48238

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James A Kapnick

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AGENCY CUSTOMER ID: CITYOFN-01

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Kapnick Insurance Group	City of Novi 45175 Ten Mile Road Novi MI 48375
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Umbrella coverage is excess over underlying.

RE: 2025 Summer Maintenance Agreement

The Certificate holder is named as Additional Insured relating to General Liability per policy terms and conditions stated above; written contract is required.

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice, (10 days for non-payment of premium), to the certificate holder named, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.

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CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval of Resolution granting the Novi Parks Foundation an exemption from the City's alcohol on public property policy for purposes of its July 18, 2025, fundraiser at Pavilion Shore Park.

SUBMITTING DEPARTMENT: Parks, Recreation & Cultural Services

KEY HIGHLIGHTS:

- The Novi Parks Foundation is proceeding with plans to hold "Pour on the Shore" on Friday, July 18, 2025 at Pavilion Shore Park.
- The City of Novi policies and rules regarding alcohol consumption on public property requires an exemption to allow the consumption of alcohol at Pavilion Shore Park for the event.

BACKGROUND INFORMATION:

The City of Novi policies and rules regarding alcohol consumption on public property allow consumption under certain conditions at the Novi Civic Center, Township Hall, and the Novi Public Library on a permanent basis. Limited alcohol service is also allowed under certain conditions at the Novi Ice Arena and Villa Barr Art Park. For over 20 years, the Novi Parks Foundation has supported the City's Parks, Recreation and Cultural Services Department through fundraising and advocacy. The Foundation has provided funding for the re-construction of the Tim Pope Playground, Pavilion Shore Park development, Villa Barr Art Park artist-in-residency and park development, construction of pickleball courts at Wildlife Woods Park, youth recreation scholarships and more.

The Novi Parks Foundation hosted the "Pour on the Shore" beer and wine tasting event each summer at Pavilion Shore Park from 2015-2019. The event returned in 2023 to great success and was held again in 2024. More than 300 people annually enjoy the event, which consists of music and dancing, food samples, and Michigan craft beers and wine. The event has raised more than $90,000 since its inception.

Based on the success of past years' events, the Novi Parks Foundation is proceeding with plans to hold "Pour on the Shore" on Friday, July 18, 2025 at Pavilion Shore Park. The Foundation is requesting the ability to serve alcohol, including keg beer and

bourbon samples, at the event. The bourbon samples will be provided and served by a local vendor. Under the existing City alcohol policy, consumption of alcohol is not permitted at Pavilion Shore Park and keg beer and hard liquor is specifically prohibited at the City facilities at which the consumption of alcohol is permitted. The Novi Civic Center will serve as a backup location in case of inclement weather.

The attached resolution, which has been reviewed by the City Attorney, is a request for a one-time exemption from the City's alcohol policy to allow the Novi Parks Foundation summer fundraising event.

RECOMMENDED ACTION: Approval of Resolution granting the Novi Parks Foundation a one-time exemption from the City's policy regarding alcohol on public property for purposes of its July 18, 2025, fundraiser at Pavilion Shore Park.

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION GRANTING THE NOVI PARKS FOUNDATION A ONE-TIME EXEMPTION FROM THE CITY'S POLICY AND RULES REGARDING ALCOHOL ON PUBLIC PROPERTY

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on April 7, 2025, at 7 P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS, on March 8, 2010, City Council adopted a Resolution approving "Policy and Rules Regarding Alcohol on Public Property" allowing consumption of alcohol at the Novi Civic Center and Novi Public Library under certain conditions on a trial basis through October 21, 2010; and

WHEREAS, on September 27, 2010, City Council adopted a Resolution approving amendments to "Policy and Rules Regarding Alcohol on Public Property" allowing consumption of alcohol at the Novi Civic Center, Township Hall and Novi Public Library under certain conditions on a permanent basis; and

WHEREAS, on June 3, 2013, City Council adopted a Resolution approving amendments to "Policy and Rules Regarding Alcohol on Public Property" that also allowed consumption of alcohol under certain conditions at the Novi Ice Arena and Villa Barr Art Park; and

WHEREAS, the Novi Parks Foundation has for over twenty years supported the City's Parks, Recreation and Cultural Services Department through fundraising and advocacy; and

WHEREAS, City Council acknowledges and appreciates the support that the Parks, Recreation and Cultural Services Department has received from the Parks Foundation; and

WHEREAS, the Parks Foundation is planning a fund-raising event at Pavilion Shore Park on July 18, 2025; and

WHEREAS, the Parks Foundation requests to be able to serve alcohol, including keg beer and bourbon samples, at its July 18, 2025 fund-raising event; and

WHEREAS, under the existing "Policy and Rules Regarding Alcohol on Public Property", the consumption of alcohol is not permitted at Pavilion Shore Park; and

WHEREAS, under the existing "Policy and Rules Regarding Alcohol on Public Property", keg beer and liquor are specifically prohibited at the City facilities at which the consumption of alcohol is permitted; and

WHEREAS, the Novi Parks Foundation has asked that it be granted a one-time exemption from the "Policy and Rules Regarding Alcohol on Public Property" so that alcohol, including keg beer and bourbon, could be consumed at its July 18, 2025 event; and

WHEREAS, the City administration supports the request from the Parks Foundation for a one-time exemption from the "Policy and Rules Regarding Alcohol on Public Property";

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The request from the Novi Parks Foundation for a one-time exemption from the general prohibition on the consumption of alcohol, including keg beer and bourbon, on City property set forth in the City's "Policy and Rules Regarding Alcohol on Public Property" is hereby granted for a fund-raising event at Pavilion Shore Park on July 18, 2025; and

2. The consumption of alcohol, including keg beer and bourbon, will be allowed at that event, provided that the Parks Foundation will in all other respects comply with all other terms, conditions and requirements of the "Policy and Rules Regarding Alcohol on Public Property"; and

3. The decision to grant this request from the Parks Foundation shall not be considered precedent as to any other requests for an exemption from the "Policy and Rules Regarding Alcohol on Public Property" from the Parks Foundation, any other organization, or any individual in the future.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 7th day of April, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

_____
Cortney Hanson, City Clerk
City of Novi

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval to purchase a new remote monitoring irrigation controller through Michigan Automatic Sprinkler in the amount of $32,000, and amend the budget.

SUBMITTING DEPARTMENT: Integrated Solutions – Parks & Municipal Grounds Maintenance (P&MGM)

KEY HIGHLIGHTS:

- Remote monitoring and water usage data for Bosco Fields irrigation system.
- Aids in water conservation efforts.
- Funds reimbursed through equipment rebates via the Energy Efficiency and Conservation Block Grant (EECBG).

FINANCIAL IMPACT

General Fund	FY 25/26	Total
EXPENDITURE REQUIRED	**$ 32,000**	**$ 33,000**
BUDGET		
1. EECGB CEMS State Revenue Grant 101-000.00-540.100	**$32,000**	**$ 32,000**
2. Bosco Irrigation Controller (Expense) 101-265.10-982.084	**$32,000**	**$ 32,000**
APPROPRIATION REQUIRED	**$ 0**	**$ 0**
FUND BALANCE IMPACT	**$ 0**	**$ 0**
• $500 annual cost for remote monitoring through cellular connection service. The $500 will be absorbed in the annual budget. No effect on fund balance.		

BACKGROUND INFORMATION:

The current irrigation controller at Bosco Fields was installed as part of the property's development in 2020. This controller is the central point of irrigation operation for the park's soccer fields and surrounding areas. The current system offers basic controls but lacks remote monitoring, water scheduling, and data on water usage. City Staff must be on-site to monitor watering progress and manually control irrigation with the current system. Proper scheduling and remote monitoring with this new controller enable City Staff to determine the appropriate times to water and monitor the system while performing other functions. Installing flow sensors as part of this project will provide maintenance staff with valuable data on water usage. This data will help determine if water is being wasted, when to reduce watering, and how much water is used throughout the season.

This request is for the installation of a new controller, 48 decoders, 10 surge devices, flow sensors, and remote monitoring at Bosco Fields. This controller will match the recently installed irrigation controller at the Civic Center, which allows for remote access and tracking across all zones. An annual fee of $500 for the air card service will be re-occurring. The upfront costs, except for the yearly $500 connection service fee, will be reimbursed through equipment rebates provided by the Energy Efficiency and Conservation Block Grant.

RECOMMENDED ACTION: Approval to purchase a new remote monitoring irrigation controller for Bosco Fields through Michigan Automatic Sprinkler in the amount of $32,000, and amend the budget.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment for the Bosco Irrigation Controller is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
State Sources	32,000
TOTAL REVENUES	**$ 32,000**
APPROPRIATIONS	
Capital Outlay	32,000
TOTAL APPROPRIATIONS	**$ 32,000**
Net Increase (Decrease) to Fund Balance	**$ -**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on April 7, 2025

Cortney Hanson
City Clerk

MICHIGAN AUTOMATIC SPRINKLER INCORPORATED
ESTABLISHED 1950

March 11, 2025

Bosco Field
11 Mile Rd and Beck
Novi, MI 48374

Michigan Automatic Sprinkler hereby submits a proposal for the repairs/changes to the existing irrigation system.

- Install new timer for 48 zones, 48 decoders, and 10 surge devices. (weathermatic-smartline)
- Install flow sensors and air card with service. **Total: $32,000.00**
  (must have reoccurring service for $500 annually after first year)

TERMS:

Balance shall be paid upon completion of proposed work.
*Price is valid for 60 days from **Todays Date***

Please provide signature and date below to accept this proposal. Payment is due upon completion of work.

_____ _____
(Authorized Signature) (Date)

Thank you,

Neil A. Blazofsky

4350 Pineview Drive | Suite A | Commerce, Michigan | 48390
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www.michiganautomatic.com

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval to purchase an automated GPS athletic field painter from Tiny Mobile Robots in the amount of $49,005 and amend the budget.

SUBMITTING DEPARTMENT: Integrated Solutions – Parks & Municipal Grounds Maintenance (P&MGM)

KEY HIGHLIGHTS:

- Purchasing an automated GPS athletic field painter for use on athletic fields.
- Environmentally friendly, battery-powered, and GPS-guided unit.
- Staff will monitor the field painter while performing other duties within the park.
- Purchase reimbursed through an equipment rebate voucher provided by the Energy Efficiency and Conservation Block Grant (EECBG).

FINANCIAL IMPACT

General Fund	FY 24/25	Total
EXPENDITURE REQUIRED	**$ 49,005**	**$ 49,005**
BUDGET		
1. EECBG CEMS State Revenue 101-000.00-540.100	**$49,005**	**$ 49,005**
2. Robotic Field Painter (Expense)101-265.10-982.091	**$49,005**	**$ 49,005**
APPROPRIATION REQUIRED	**$ 0**	**$ 0**
FUND BALANCE IMPACT	**$ 0**	**$ 0**
Six years of cellular GPS service is included in the price.		

BACKGROUND INFORMATION:

The Novi parks system currently features 30 soccer fields, 3 flag football fields, 2 lacrosse fields, and 18 baseball/softball fields. These fields require lining and painting one to two times per week during the athletic season. Each soccer field requires three staff members to measure, set up, and paint it accurately. This process takes approximately two hours using current methods with a manual gas-powered field painter.

Technology has evolved, and automated machines can precisely measure and paint any athletic field layout utilizing GPS guidance and pre-loaded templates in 25 minutes. Additionally, the unit is battery-powered and utilizes modern spraying techniques to minimize paint consumption. Paint usage savings are estimated to be 40% - 60% less per field.

The P&MGM team has been researching this technology for four years. A component of this research was a mandatory onsite demo of the manufacturer's GPS field painter. Only two vendors met this final criterion—each conducting demonstrations on our fields with our P&MGM team present. Our team recommended the GPS field painter from Tiny Mobile Robots. Additionally, this GPS field painter is used by several universities, including the University of Michigan.

This request is to purchase one robotic GPS field painter, which would enable staff to attend to other park needs. An additional benefit is that this painter is fully electric and rechargeable, which lowers fuel costs and adds to our growing sustainable fleet. This unit has a one-year warranty and six years of online technical support. Funds from this purchase will be reimbursed via equipment rebates and the Energy Efficiency and Conservation Block Grant.

RECOMMENDED ACTION: Approval to purchase an automated GPS athletic field painter from Tiny Mobile Robots in the amount of $49,005, and amend the budget

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment for the Robotic Field Painter is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
State Sources	49,005
TOTAL REVENUES	**$ 49,005**
APPROPRIATIONS	
Capital Outlay	49,005
TOTAL APPROPRIATIONS	**$ 49,005**
Net Increase (Decrease) to Fund Balance	**$ -**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on April 7, 2025

Cortney Hanson
City Clerk

TinyMobileRobots®

[MI] CITY OF NOVI

#20250312-123924297

Issued
March 12, 2025

Expires
September 30, 2025

TinyMobileRobots
1634 Cobb International Blvd NW

Kennesaw, Georgia 30152
United States

Richard Jones
rj@tinymobilerobots.com
+13172896799

Prepared for

[MI] City of Novi
47175 Ten Mile RD
Novi, MI 48375
United States

Marc Tolsdorf
work leader
mtolsdorf@cityofnovi.org
248-361-5803

Products & Services	Item #	Quantity	Unit price	Price
TinyMobileRobots Pro X	100-1151-21	1	$37,750.00	$37,750.00
Battery-36V-17400-3pol-w/Handle 36V-17400-3pol with Handle	420-1001-01	1	$1,380.00	$1,380.00
Template Custom Designs	110-1017-01	1	$2,035.00	$2,035.00
Installation, Configuration, & Training Fee	120-1036-01	1	$1,900.00	$1,900.00
1 Year Subscription; RTK, Technical On-Line Support, 2 SIM RTK, Technical On-Line Support, 2 SIM	120-1027-01	6	$1,990.00	$11,940.00
One-time subtotal				$55,005.00
Discount				($6,000.00)
Total				**$49,005.00**
Total contract value				**$49,005.00**

Comments

Shipping & Billing Information

Please notify Richard Jones if any Shipping or Billing information changes are needed

Tax Exempt Status:

Public or Private:

Shipping Information
Contact Name:
Contact Phone Number:
Contact Email:
Shipping Address:

Billing Information
Contact Name:
Contact Phone Number:
Contact Email:
Shipping Address:

Warranty

To view TinyMobileRobots' Warranty Policy, please refer to this link.

Sales Contract

To view TinyMobileRobots' Sales Contract, please refer to this link.

Terms & Conditions

To view TinyMobileRobots' Terms & Conditions, please refer to this link.

End User License Agreement

To view TinyMobileRobots' End User License Agreement, please refer to this link.

W-9

To view TinyMobileRobots' W-9, please refer to this link.

[MI] Novi Parks and Recreation - Turf tank 2 pro Outright Purchase

[MI] Novi Parks and Recreation
45175 West 10 Mile Road
Novi, MI 48375
United States

Marc Tolsdorf
Manager
mtolsdorf@cityofnovi.org
+12483615803

Reference: 20250312-111958429
Quote created: March 12, 2025
Quote expires: May 11, 2025
Quote created by: Kyle Winkler
Regional Territory Manager
kyle.winkler@turftank.com

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
US - Turf Tank Two Pro Package - Upfront Implementation Cost Includes: - Configuration & Shipping of Robot - Secure Inventory & Lock in Installation Date - Product Training & Online Resources		1	$1,700.00	$1,700.00

Item & Description	SKU	Quantity	Unit Price	Total
US - Turf Tank Two Pro Package - Outright Purchase Includes: - GPS Paint Robot + GPS Package (Includes Android Tablet) - Continuous Software Improvements - Free Form Text Creation - (1) Custom Logo - Standard Geometry Package - Extended Geometry Package - Paint: $3,000 Allotment of Paint (White) - (2) Robot Batteries - Customer Support: 24/7 Monday-Sunday - Hardware Warranty: Pro (See warranty document) - Paint System Service Kit: (Includes: 1-Solenoid, 1-Pump, 1- Suction rod assembly, 1- tubing set.) - (2) 5.5 Gallon Paint Container for Robot - (2) 2.5 Gallon Empty Paint Containers - Customized Robot Wrapping - (2) Maintenance & Training Visits/Per Year - Courtesy Robot (If necessary)		1	$61,000.00	$61,000.00
US - Turf Tank Two Pro Package - Customer Care Plan Includes: - Customer Support: 24/7 Monday-Sunday - Hardware Warranty: Pro (See warranty document) - Continuous Software Improvements - $3,000 Allotment of Paint (White)		1	$4,999.00 / year	$4,999.00 / year

Annual subtotal	$4,999.00
One-time subtotal	$62,700.00
Total	**$67,699.00**

Purchase terms & Comments

Invoice	**Invoice Details**
Implementation Fee Invoice & First Invoice	**Implementation Fee & Subscription or Purchase Invoice** will be issued at date of shipment with net 18 payment terms. The invoice will be emailed to the billing contact on file and will be from billing@turftank.com.
Renewal Invoices	**Subscription Renewal Invoices** will be emailed to the billing contact on file 30-days prior to the subscription date with net 30 payment terms.

***Sales Tax** is not included in the above quote. If you are not tax-exempt you will be subject to sales tax on your invoices. If you are tax-exempt, we will need to collect and validate your tax-exempt certificate.

SUBSCRIPTION WARRANTY

TURF TANK®

Subscription Type	Basic	The Gridiron	Plus	Pro
	Major Components			
Rover	✓	✓	✓	✓
Base Station	✓	✓	✓	✓
Control Unit	✓	✓	✓	✓
Harness	✓	✓	✓	✓
Robot Chassis	✓	✓	✓	✓
Complete Rear Wheel Mount	✓	✓	✓	✓
Battery Holder	✓	✓	✓	✓
GNSS Antenna	✓	✓	✓	✓
Actuator	✓	✓	✓	✓
Wheel Motor Set	✓	✓	✓	✓
Shell	✓	✓	✓	✓
Complete Rack & Pinion Holder	✓	✓	✓	✓
Control Panel	✓	✓	✓	✓
Disc Lift System	✓	✓	✓	✓
Robot Battery Charger	✓	✓	✓	✓
Complete Front Bumper	✓	✓	✓	✓
Complete Rear Bumper	✓	✓	✓	✓
Robot Battery	✓	✓	✓	✓
Tablet	✓	✓	✓	✓
	Warranty Benefits & Coverage			
Annual Site Visits	$750/per visit	$750/per visit	$750/per visit	2x/year
Annual Service Kit	✗	✗	✗	1x/year
Wear & Tear Parts	30 days	60 days	60 days	90 days
Discount on Major Components	✗	✗	20%	40%
Discount on Wear & Tear Parts	✗	✗	20%	40%
Upon Delivery of Robot* (Wear & Tear Components)	✓	✓	✓	✓

All major components of the robot are covered under the standard subscription warranty. You shall promptly notify us of any defect or issue related to the Equipment covered by Warranty and Turf Tank will, at our option, and as our sole and exclusive liability and your sole and exclusive remedy, either repair the defect or issue, or replace the Equipment. **The Warranty does not apply to any Equipment that has been**: (i) subject to (a) abuse, misuse, neglect, accident, (b) improper testing, installation, storage, or handling, (c) abnormal physical stress, environmental conditions or use contrary to any instructions issued by us; (ii) reconstructed, repaired or altered by any party other than Turf Tank; (iii) used with any third-party product(s), hardware or product that has been authorized in writing by Turf Tank; or (iv) damaged or destroyed due to an event beyond your or our reasonable control.

* Upon delivery and training of the robot, each robot regarldess of subscription type or robot type will be equipped with a new pump, valves, and tubes.

- **Standard Ground Shipping:** Covered by Turf Tank on warranty parts.
- **Overnight/Express Shipping:** Covered by customers at cost.
- **Service Kit:** Includes 1x Solenoid, 1x Suction Rod Assembly, 1x Tubing Set, 1x Pump.
- Warranty components will be invoiced upon shipment, and then credited or cancelled immediately upon return of the defective component back to Turf Tank.
- Warranty does not cover **labor cost**.
- Use of **non-approved paint** will void warranty on paint system: Pump, Suction Rod assembly, Solenoid, Tubing.
- **Custom Modifications** of Turf Tank robot will void warranty.
- Above Warranty does not cover **breakdowns and general repairs** directly caused by the owner/operator neglect, accidental damage, abuse or misuse, including inadequate cleaning and improper storage.
- All parts not mentioned on the list above is considered **Wear & Tear**.

Signature

Signature

Date

Printed name

Questions? Contact me

Kyle Winkler
Regional Territory Manager
kyle.winkler@turftank.com

Turf Tank
1110 Allgood Industrial Ct
Marietta, GA 30066
United States

Football
2 Hours
Soccer (11v11)
22 Minutes
Lacrosse
20 Minutes
Field Hockey
26 Minutes
TinyMobileRobots®

TinyMobileRobots

CITY OF NOVI CITY COUNCIL
APRIL 7, 2025

SUBJECT: Approval of claims and warrants – Warrant 1177

SUBMITTING DEPARTMENT: Finance

BACKGROUND INFORMATION:

Per Section 8.10 of the City's charter all funds drawn by the treasury department must be approved by City Council. This approval occurs through a warrant system and appears on all City Council's agenda. The most recent Warrant, #1177 comes before City council for approval.

RECOMMENDED ACTION: Approval of claims and warrants – Warrant 1177

CITY OF NOVI
Warrant 1177
Monday, April 7, 2025

Check	Vendor Name	Description	Amount
195843	ACAMS	INVOICE I-0001116180 (HIDTA)	4,440.00
195844	AT&T MOBILITY	ACCOUNT 830154504 INVOICE 830154504X031	306.83
195845	LEVERAGE CRUSHERS LLC	INVOICE 25031301	468.00
195846	SNOWA, JOHN	REIMBURSE TRAVEL EXPENSES	836.01
195847	SUCKOW, TIMOTHY	REIMBURSE TRAVEL EXPENSES	515.37
195848	VERIZON WIRELESS	ACCOUNT 242662063-00001 INVOICE 6107353	40.01
195849	VERIZON WIRELESS	ACCOUNT 742370064-00001 INVOICE 6107441 (HIDTA)	1,401.87
195850 - 195899	DTE ENERGY	ELECTRICITY - CITY BUILDINGS	53,217.75
195900	A AND R PLUMBING LLC	PARK BUILDING MAINTENANCE (PARKS MAINT)	1,147.07
195901	AAUW	CONFERENCE	45.00
195902	ACCUFORM PRINTING & GRAPHICS INC	PRINTING AND PUBLISHING (COMM REL, W&S, FIRE)	5,328.78
195903	ADVANCE AUTO PARTS	VEHICLE MAINTENANCE	139.87
195904	ADVANCED TURF SOLUTIONS, INC.	GROUNDS MAINTENANCE / PARKS	522.00
195905	AECOM GREAT LAKES, INC	PROFESSIONAL SERVICES (DRAIN, STREETS)	33,260.00
195906	AIS CONSTRUCTION EQUIPMENT CORP	INSURANCE DEDUCTIBLES (WATER & SEWER)	33,204.98
195907	ALLIANCE HEALTH AND LIFE	EMPLOYEE HEALTHCARE INSURANCE	2,720.00
195908	ALLIE BROTHERS INC	WINTER 2024-25 UNIFORM ORDER (POLICE)	3,303.26
195909	ALLIED BUILDING SERVICE COMPANY	BUILDING MAINTENANCE (LIBRARY)	3,458.00
195910	ALTECH DOORS LLC	BUILDING MAINTENANCE (FIRE)	3,306.50
195911	AMAZON	LIBRARY BOOKS	2,450.73
195912	AMERICAN GENERATORS SALES AND	LIFT STATION MAINTENANCE (WATER & SEWER)	9,944.63
195913	AMERICAN HEART ASSOCIATION INC.	CONFERENCE	238.00
195914	AMERICAN LIBRARY ASSOCIATION	COMMUNITY PROMOTION	119.01
195915	ANAGO OF METRO DETROIT	BUILDING MAINTENANCE	420.00
195916	APPLIED INNOVATION	INTERNAL TECHNOLOGY COMMUNITY RELATIONS	15.91
195917	ARAMARK REFRESHMENT SERVICES	OPERATING SUPPLIES	599.80
195918	ASCENSION MICHIGAN EMPLOYER	MEDICAL SERVICE	88.00
195919	ASCENSION PROVIDENCE HOSPITAL	OPERATING SUPPLIES	277.00
195920	AUTOMATED BUSINESS EQUIPMENT INC.	INTERNAL TECHNOLOGY WATER SEWER	750.00
195921	AXON ENTERPRISE, INC.	EDUCATION AND TRAINING (POLICE)	1,164.00
195922	BATTERIES PLUS BULBS	VEHICLE MAINTENANCE	225.49
195923	BECKETT & RAEDER INC.	MASTER PLAN FOR LAND USE & THOROUGH (PLANNING)	14,067.15
195924	BELLE TIRE	VEHICLE MAINTENANCE (DPW, POLICE)	1,952.90
195925	BENDER, MICHAEL	PER DIEM FORENSIC INTERVIEWING	146.00
195926	BENITO'S CAFE	OPERATING SUPPLIES	181.93
195927	BEYER, TODD A.	TENNIS LESSONS (PARKS & REC)	3,800.30
195928	BIDDLE CONSULTING GROUP, INC.	EMERGENCY COMMUNICATION SERVICE (POLICE)	4,275.00
195929	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTHCARE INSURANCE	67,485.27
195930	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTHCARE INSURANCE	40,268.05
195931	BOULARD, CHARLES	CONFERENCE	30.00
195932	BOUND TREE MEDICAL LLC	OPERATING SUPPLIES	205.61
195933	BRIEN'S SERVICES INC	GROUNDS MAINTENANCE (LIBRARY)	3,399.00
195934	BRODART CO.	COLLECTIONS/MATERIALS EXPENSE (LIBRARY)	9,248.16
195935	CANFIELD EQUIPMENT SERVICES INC.	VEHICLE MAINTENANCE (POLICE, FORFEITURES)	3,486.60
195936	CANON FINANCIAL SERVICES INC	EQUIPMENT RENTAL/LEASE (LIBRARY, IT)	5,240.45
195937	CANON U.S.A, INC.	OPERATING SUPPLIES	94.00
195938	CARAHSOFT TECHNOLOGY CORPORATION	OUTSIDE DATA PROCESSING	770.28
195939	CARLETON EQUIPMENT COMPANY, INC.	LAWN MOWER MAINTENANCE	798.38
195940	CARLISLE WORTMAN ASSOCIATES, INC.	BUILDING, TRADE & PLAN REVIEW SERV (COMM DEV)	7,095.00
195941	CASPER CORPORATION, THE	BUILDING MAINTENANCE (FIRE)	1,875.00
195942	CAUCHI, PATRICIA	PETTY CASH	35.00
195943	CDW GOVERNMENT LLC	INTERNAL TECHNOLOGY (WATER SEWER)	1,284.80
195944	CENTER POINT LARGE PRINT	LIBRARY BOOKS	246.30
195945	CHALLENGER SPORTS TEAMWEAR, LLC	YOUTH SOCCER LEAGUE (PARKS & REC)	6,704.50
195946	CHAU, LUNA LLC	LIBRARY BOOKS	443.37

195947	CHET'S RENT-ALL INC.	EQUIPMENT RENTAL/LEASE	401.34
195948	CINTAS CORP	SUPPLIES UNIFORMS	586.76
195949	COMMER, DAN	MEMBERHSIP REIMBURSEMENTS	580.00
195950	CONCEPT SEATING GOVERNMENT, LLC	DISPATCH CHAIR (1) - QUOTE $10814	1,629.13
195951	COUGAR SALES & RENTAL INC	OPERATING SUPPLIES	467.92
195952	CRANDALL-WORTHINGTON INC	SUPPLIES	755.00
195953	CUTMYTREEDOWN.COM	FORESTRY MAINTENANCE (TREE FUND)	11,582.50
195954	CYNERGY WIRELESS PRODUCTS, INC.	RADIO MAINTENANCE (FIRE)	1,160.00
195955	DALTON COMMERCIAL CLEANING CORP	BUILDING MAINTENANCE	225.00
195956	DEINEK, KIMBERLY A.	LIBRARY PROGRAMMING	35.00
195957	DELL MARKETING L.P.	OUTSIDE DATA PROCESSING (POLICE)	1,667.99
195958	DEMCO INC.	OPERATING SUPPLIES (LIBRARY)	1,468.29
195959	DLZ AMERICAN DRILLING	BLDG. BOND REFUND (ESCROW)	1,500.00
195960	DORNBOS SIGN & SAFETY INC	TRAFFIC CONTROL SIGN REPLACEMENT (LOCAL STREETS)	2,897.50
195961	ELLSWORTH INDUSTRIES INC.	ROUTINE MAINT - AGGREGATE MATERIALS (STREETS)	9,878.01
195962	EQUIPMENT DISTRIBUTORS	EQUIPMENT MAINTENANCE (DPW)	3,346.83
195963	FELDMAN CHEVROLET OF NOVI	VEHICLE MAINTENANCE	176.88
195964	FISCHER, JUSTIN	LUNCH REIMBURSEMENT	124.57
195965	FLOWERS, AMY	LIBRARY PROGRAMMING	35.00
195966	G2 CONSULTING GROUP, LLC.	GEOTECH: POWER PARK PATHWAY (PARKS & REC)	5,849.00
195967	GALE/CENGAGE LEARNING	LIBRARY BOOKS	87.17
195968	GANNETT MICHIGAN LOCALIQ	PRINTING & PUBLISH (COMM DEV, PLANNING, CLERK)	1,627.54
195969	GARY'S CATERING INC	SUPPLIES - PRISONER MEALS	89.85
195970	GFL ENVIRONMENTAL	LIFT STATION MAINTENANCE	408.08
195971	GOSSETT, AMANDA M.	LIBRARY PROGRAMMING	35.00
195972	GRAINGER INC, W W	OPERATING SUPPLIES (PARKS MAINT, FIRE, W&S, DPW)	1,063.04
195973	GREAT LAKES ACE	OPERATING SUPPLIES	87.94
195974	GREAT LAKES POWER & LIGHTING INC.	STREET LIGHT MAINTENANCE (DPW)	1,079.40
195975	GREAT LAKES WATER AUTHORITY	WATER & HSP CHARGES 2/2025 (WATER & SEWER)	750,454.33
195976	GUARDIAN ALARM	BUILDING MAINTENANCE	124.38
195977	HARTFORD, THE	EMPLOYEE LIFE, AD/D AND LTD INSURANCE	13,068.12
195978	HEALEY FIRE PROTECTION INC.	BUILDING MAINTENANCE	900.00
195979	HEALTH ALLIANCE PLAN	EMPLOYEE HEALTHCARE INSURANCE	24,809.71
195980	HENRY FORD PROVIDENCE HOSPITAL-NOVI	SUPPLIES - UNIFORMS	595.00
195981	HEWLETT PACKARD ENTERPRISE CO	COMPUTER SUPPLIES (LIBRARY)	2,756.16
195982	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES - CITYWIDE	3,240.97
195983	HQI PAINTERS INC.	OLDER ADULTS SUITE PAINTING (PARKS & REC)	1,950.00
195984	HYDRO-CHEM SYSTEMS, INC.	VEHICLE MAINTENANCE	441.89
195985	IMAGAMERICA	COMMUNITY PROMOTION	635.34
195986	IMAGE 360 - NOVI	BUILDING MAINTENANCE	80.00
195987	IN THE MITTEN PRODUCTIONS	DANCE PROGRAMS (PARKS & REC)	2,877.00
195988	INTEGRA REALTY RESOURCES-DETROIT	TAX TRIBUAL APPRAISALS (ASSESSOR)	6,000.00
195989	INTRADO LIFE & SAFETY, INC	TELEPHONE MAINTENANCE	440.19
195990	J.M.L. CONTRACTING & SALES INC	BUILDING MAINTENANCE (PARKS MAINT)	2,975.00
195991	JACK DOHENY SUPPLIES INC	SEWER LINE MAINTENANCE (WATER & SEWER)	4,145.66
195992	JANSON, PAMELA L.	OLDER ADULTS FITNESS	886.50
195993	KIMBALL MIDWEST	OPERATING SUPPLIES	818.00
195994	KINOKUNIYA BOOK STORES OF AMERICA	COLLECTIONS/MATERIALS EXPENSE (LIBRARY)	1,064.14
195995	LABSOURCE INC	OPERATING SUPPLIES	120.56
195996	LAKESHORE LEARNING MATERIALS	PROGRAMMING EXPENSE	752.63
195997	LIBRARY NETWORK, THE	ELECTRONIC RESOURCES (LIBRARY)	2,518.00
195998	LUNGHAMER FORD OF OWOSSO LLC	VEHICLE PURCHASE (ASSESSOR, FORFEITURE)	103,478.00
195999	M-2 AUTO PARTS, INC.	VEHICLE MAINTENANCE	400.04
196000	MALINOWSKI, JUDITH M.	MEDICAL SERVICE	500.00
196001	MCKENNA ASSOCIATES INC	HCD (COMM DEV BLOCK GRANT)	810.00
196002	MEADER, RICK	NAISMA ANNUAL MEMBERSHIP	52.01
196003	MEDLINE INDUSTRIES, LP	SUPPLIES - CITY WIDE AED EXPENSES (FIRE)	2,691.12
196004	MERJENT, INC	PROFESSIONAL SERVICES (PLANNING)	5,740.00
196005	MICHIGAN RURAL WATER	MEMBERSHIPS AND DUES	965.00
196006	MICHIGAN STATE FIREMAN'S	MEMBERSHIPS	100.00
196007	MIDWEST TAPE, LLC	LIBRARY BOOKS LENDING	1,044.63
196008	MOBILE COMMUNICATIONS AMERICA INC	RADIO MAINTENANCE (FIRE)	1,866.75
196009	MORRIS, MELISSA	MILEAGE REIMBURSEMENT	176.40

196010	MUNICIPAL WEB SERVICES, INC	WEB PAGE MAINTENANCE (COMM REL)	5,628.00
196011	NORTHVILLE PAINT CO	OPERATING SUPPLIES	325.99
196012	NOVI COMMUNITY SCHOOLS	YOUTH BASKETBALL	8,595.00
196013	NOVI YOUTH ASSISTANCE	HCD (COMM DEV BLOCK GRANT)	975.00
196014	NOVI, CITY OF	CITY'S SHARE OF FEES COLLECTED	302.80
196015	O'LEARY, SHANNON	MILEAGE REIMBURSEMENT	72.52
196016	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE (DPW, W&S)	1,574.00
196017	OAKLAND COMMUNITY COLLEGE	MEDICAL SERVICE	200.00
196018	OAKLAND COUNTY REGISTER OF DEEDS	LIGHTING AGREEMENT	60.00
196019	OAKLAND COUNTY REGISTER OF DEEDS	GEN MAR RESOLUTION AND QUIT CLAIM DEED	65.00
196020	OCCUPATIONAL HEALTH CENTERS OF	MEDICAL SERVICE	331.00
196021	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	62.16
196022	ON DUTY GEAR, LLC	VEST PURCHASES 2024-25 (POLICE)	4,565.00
196023	ORCHARD, HILTZ & MC CLIMENT	PROFESSIONAL SERV - VAR PROJ (CIP, W&S, STREETS)	43,273.00
196024	ORKIN	BUILDING MAINTENANCE	738.00
196025	OVERDRIVE, INC.	ELECTRONIC MEDIA (LIBRARY)	4,740.78
196026	PEOPLE'S EXPRESS	OLDER ADULTS TRANSPORTATION (PARKS & REC)	9,360.00
196027	PERRY, TIA	REIMBURSEMENT	26.02
196028	PETTY, ROBERT	REIMBURSE CONFERENCE EXPENSES (IT)	1,603.57
196029	POSITIVE PROMOTIONS, INC.	COMMUNITY PROMOTION	425.45
196030	PRECISE MRM LLC	INTERNAL TECHNOLOGY ASSESSING	299.00
196031	PRIORITY WASTE LLC	RUBBISH MONTHLY 2/2025 (RUBBISH FUND)	182,552.01
196032	PROSCREENING, LLC	RECRUITMENT	117.00
196033	QUILL CORPORATION	OFFICE SUPPLIES	120.50
196034	R & R FIRE TRUCK REPAIR INC	VEHICLE MAINTENANCE (FIRE)	9,213.17
196035	RHINO SEED & LANDSCAPE	WATER LINE MAINTENANCE	676.66
196036	RKA PETROLEUM COS., INC	GASOLINE AND OIL (DPW)	19,527.70
196037	ROCKET ENTERPRISE INC	INSURANCE DEDUCTIBLES (GF)	2,636.00
196038	RONEY, ED	PLANNING COMMISSIONER TRAINING LODGING	138.48
196039	ROSATI, SCHULTZ, JOPPICH	LEGAL FEES (ESCROW, POLICE, GF)	59,255.61
196040	ROYAL TRUCK & TRAILER SALES & SVC	VEHICLE MAINTENANCE	16.88
196041	RYAN, MATT	PER DIEM FORENSIC INTERVIEWING	146.00
196042	SAM'S CLUB DIRECT	BUILDING MAINTENANCE	156.58
196043	SCHOOLCRAFT COLLEGE	RECRUITMENT TRAINING (FIRE)	22,543.59
196044	SEEDLINGS BRAILLE BOOKS FOR	LIBRARY BOOKS	37.00
196045	SHAIEB, ELIZABETH A.	OLDER ADULTS FITNESS (PARKS & REC)	1,436.40
196046	SITEONE LANDSCAPE SUPPLY, LLC	SUPPLIES - BOARDWALK REPAIR MATERIALS	516.99
196047	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	616.58
196048	SOUTH LYON FENCE & SUPPLY INC	OPERATING SUPPLIES	28.26
196049 - 196055	SPALDING DE DECKER	PROFESSIONAL SERVICES (ESCROW, PLANNING)	45,928.73
196056	STATE OF MICHIGAN	COST SHARE: FOUNTAIN WALK AVE RECON (MAJOR ST)	5,881.56
196057	STATE OF MICHIGAN	SALES TAX MARCH 2025	18.00
196058	SUBURBAN LANDSCAPE SUPPLY	WATER LINE MAINTENANCE	546.00
196059	SYSTEMP CORPORATION	BUILDING MAINTENANCE (POLICE)	4,208.50
196060	TAYLOR, MILDRED	ELECTION WORKER	336.00
196061	TEAM D3	INTERNAL TECHNOLOGY	880.00
196062	TELNET WORLDWIDE INC.	TELEPHONE	999.36
196063	THE HUB STADIUM OF FOUNTAINWALK	APPRECIATION EVENING (COMM REL)	7,000.00
196064	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE MAINTENANCE (DPW)	1,395.94
196065	TSUSHIMA, AYUMI	DANCE PROGRAMS	774.00
196066	TURNKEY NETWORK SOLUTIONS	BLDG. BOND REFUND (ESCROW)	1,500.00
196067	USA BLUEBOOK	WATER METERS (NEW & REPLACEMENTS)	91.71
196068	VARIPRO	EMPLOYEE FLEXIBLE SPENDING REIMBURSMENT	4,071.00
196069	VARSITY LINCOLN, INC	VEHICLE MAINTENANCE (DPW)	1,628.28
196070	WEINGARTZ SUPPLY CO INC	EQUIPMENT MAINTENANCE	491.59
196071	WILLIAMS, WENDY	OLDER ADULTS FITNESS	840.00
196072	WINSLOW, NATALIE	LIBRARY PROGRAMMING	414.00
196073	WITMER PUBLIC SAFETY GROUP INC	UNIFORMS NEW RECRUITS	338.07
196074	WORLDVIEW TECHNOLOGIES GROUP	INTERNAL TECHNOLOGY - FACILITIES	525.00
196075	ZHIGI HE	WITNESS	11.60
		GRAND TOTAL	**$ 1,786,246.23**

GENERAL FUND	101	482,285.64
MAJOR STREET FUND	202	36,254.59
LOCAL STREET FUND	203	17,875.51
MUNICIPAL STREET FUND	204	8,233.39
PARKS, REC & CULTURAL SVCS FUND	208	47,707.20
DRAIN FUND	211	20,000.00
TREE FUND	213	11,582.50
RUBBISH COLLECTION FUND	226	182,552.01
FORFEITURE FUND	262	48,588.00
LIBRARY FUND	271	45,170.35
LIBRARY CONTRIBUTION FUND	272	2,022.81
COMMUNITY DVLPMNT BLOCK GRANT FUND	274	1,785.00
CAPITAL IMPROVMENT PRGRM (CIP) FUND	401	6,399.97
WATER AND SEWER FUND	592	815,663.64
SELF INSURANCE - HEALTH CARE FUND	677	2,720.00
AGENCY FUND	701	49,397.53
MI HIDTA	725	8,008.09
GRAND TOTAL		**$ 1,786,246.23**