



CITY OF NOVI CITY COUNCIL
MAY 4, 2026

SUBJECT: Approval of Resolution to amend Environmental Consultant Fee Schedule as reviewed by the Finance and Administration Committee.

SUBMITTING DEPARTMENT: Community Development, Planning

KEY HIGHLIGHTS:

- The City's Environmental Consultant, Merjent, has provided service to the City since 2024 and has submitted a request for a one-year contract extension.
- Merjent is requesting clarification and updates to certain fees collected for environmental services.
- The Finance and Administration Committee reviewed the information at their meeting on April 13 and indicated support of the request.

BACKGROUND INFORMATION:

The City's environmental consultant for review of woodland and wetland impacts, Merjent, has provided service to the City of Novi since January of 2024. Merjent has performed well over the last two years and submitted a request for a one-year extension as the original contract allowed. The contract also indicated that the approved fees could be reevaluated at the time of the contract's extension. Merjent has now requested a few updates that staff support.

The changes to the fee schedule requested at this time include clarification of the fee for attending Pre-Construction meetings; Woodland inspection fees for verification of staking and fencing in the field, and for woodland tree replacement inspections; as well as establishing three as-needed fees for environmental reviews of single-family plot plans.

The fee update resolution is attached. If approved by the City Council, the adjusted fees would be effective as of June 30, 2026 to allow time for the staff to make the necessary adjustments.

RECOMMENDED ACTION: Approval of a Resolution to amend the Environmental Consultant Fee Schedule to become effective as of June 30, 2026, as attached.

RESOLUTION ESTABLISHING AMENDED FEE SCHEDULE
FOR CERTAIN ENVIRONMENTAL REVIEW FEES

City of Novi
County of Oakland, Michigan

Minutes of a regular meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall on May 4, 2026, at 7:00 p.m., Prevailing Eastern Time.

PRESENT: Councilmembers: _____

ABSENT: Councilmembers: _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____

RECITATIONS:

WHEREAS, the City of Novi is permitted by state statute, including the City and Village Zoning Enabling Act, MCL 125.3101 et seq, as amended by 2006 PA 110, Section 124.3406 to provide for fees and charges for acts and services performed by the City in the enforcement of its ordinances relating to the improvement of property, the construction of buildings, and the submission of planning and zoning approval requests; and

WHEREAS, the City by charter and ordinance has authorized the adoption of a fee schedule for such acts and services by resolution of the City Council, and

WHEREAS, the City Council has determined that the fees and charges set for in the *2026 Proposed Fee Additions and Addendum to the 2024 Environmental Consultant Contract*, as extended attached hereto and incorporated herein, are necessary to

defray the costs of the environmental consultant providing required services for the administration of the City of Novi Zoning Ordinance, the Woodlands Protection and the Wetlands and Watercourse Protection ordinances.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Novi, shall, and hereby does, adopt the fee schedule attached hereto effective as of June 30, 2026.

Vote: Ayes _____
 Nays _____

 Absent _____
 Abstain _____

CERTIFICATION

I, Cortney Hanson, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the City Council of the City of Novi at a regular meeting held this Monday, May 4, 2026.

CITY OF NOVI

By _____

Cortney Hanson, City Clerk

**2026 Proposed Fee Additions and Addendum to the
2024 Environmental Consultant Contract, as extended**

Pre-Construction Meeting Fee

Clarification of the \$600 fee for environmental consultant to attend Pre-Construction meeting when Woodland and/or Wetland inspections are needed: one \$600 fee will be collected for the consultant's attendance at the Pre-Con meeting.

- Woodland and/or wetland pre-construction meeting fee \$600.
- If site contains both wetlands and woodlands total meeting fee will be \$600.

Woodland Inspection Fees

Fencing and Staking Inspections

<u>Initial Inspection</u>	<u>Initial Inspection >1 acre</u>	<u>Additional Inspection (if needed)</u>	<u>Initial Inspection <= to 1 acre (reduced fee) 2nd inspection, same fee</u>
Woodland Fence Staking	6% of fence material, minimum \$500	\$300	\$300
Woodland Fence Installation	6% of fence material, minimum \$500	\$300	\$300
Woodland Fence Removal	6% of fence material, minimum \$500	\$300	\$300
Construction Observation	\$450	\$300	\$300
Reduced fee if both Woodland and Wetland onsite	6% of woodland fence material, minimum \$750	\$450	\$500

Woodland Replacement Inspections

<u>Initial Inspection</u>	<u>Initial Inspection</u> >1 acre	<u>Additional Inspection (if needed)</u>	<u>Initial Inspection</u> <= to 1 acre <u>2nd inspection, same fee</u>
Replacements Planted	25% of plant material, minimum \$500	\$300	\$300
2-year Warranty Inspection	25% of plant material, minimum \$500	\$300	\$300

Single Family Residential Home Permits

- Establish a fee of \$250 for properties that require a Wetland Setback Delineation Letter (no permit)
- Establish a fee of \$500 for Woodland Staking Inspection (includes one revision)
- Establish construction observation fee of \$200 (if needed) for either woodland or wetland

The City shall collect a non-refundable administrative fee for the collection, coordination and distribution of plans and documents in the amount of 15% of the total fees as may be required in accordance with the above fee schedule.