

MEMORANDUM



TO: CITY OF NOVI PLANNING COMMISSION
FROM: DIANA SHANAHAN, PLANNER
THROUGH: LINDSAY BELL, AICP, DIRECTOR OF PLANNING
SUBJECT: 24190 TRAFALGAR COURT WOODLAND PERMIT
DATE: JUNE 1, 2026

The applicant, Brian Sears, seeks approval of a Woodland Use Permit, PBR25-0215, to remove 23 regulated woodland trees ranging in size from 8 to 29 inches diameter-at-breast-height (DBH) from a single-family residential lot located at 24190 Trafalgar Court. The site is located east of Beck Road and south of Ten Mile Road in Section 28 of the City. The applicant is requesting the removal of the 23 trees to construct a fence.

The City's Woodland Consultant reviewed the request for conformance with the City's Woodland Protection Ordinance and prepared a review letter dated May 1, 2026. Replacement calculations require 39 replacement credits. The review letter (attached) provides a detailed count and explanation of the required replacements. The proposed removals have no impact on any previously approved site plan, nor does it have any impact on any previous agreements. The proposed removals are not located within any recorded conservation or preservation easement. Please refer to the review letter for additional information.

Per Chapter 37 of the Woodland Protection Ordinance, where a proposed activity (i.e., fence construction) does not otherwise require site plan or plat approval, the granting or denying of the woodland use permit shall be the responsibility of the Planning Commission (Section 37-30.(b). The applicant shall obtain approval from the Planning Commission prior to issuance of any permits.

The Planning Commission is asked to hold the public hearing and either approve or deny the requested woodland permit.

SUGGESTED MOTION:

Approval (Applicant Requested)

To approve Woodland Use Permit, PBR25-0215, for the removal of 23 regulated woodland trees within an area mapped as City Regulated Woodland at 24190 Trafalgar Court for the purpose of constructing a fence. The approval is subject to on-site planting to the extent possible of 39 required woodland replacement credits. If necessary, any outstanding credits may be paid into the City's Tree Fund. In addition, any other conditions as listed in the Woodland Consultant's review letter shall be addressed.

MAPS

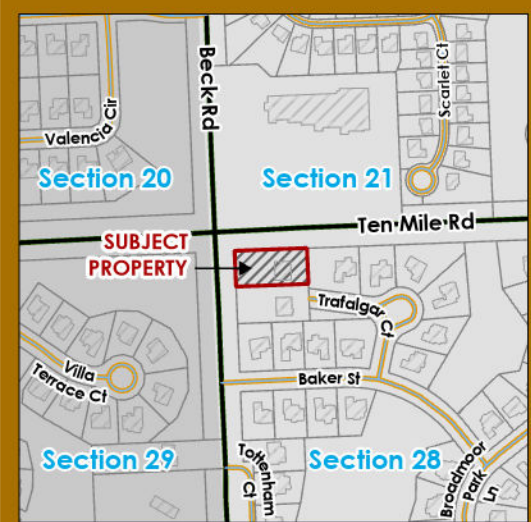
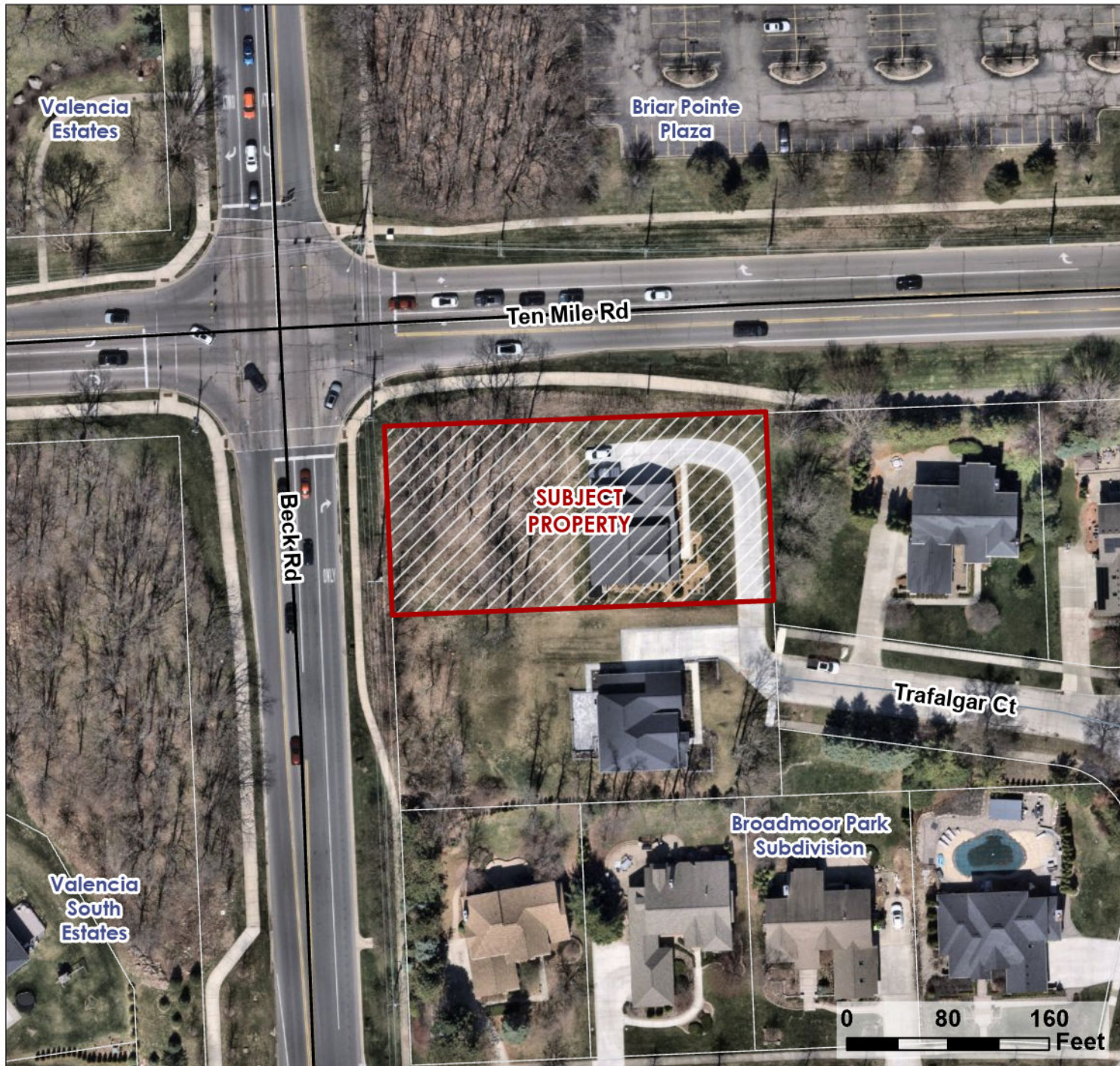
Location

Zoning

Future Land Use

Natural Features

PBR25-0215 24190 TRAFALGAR COURT LOCATION MAP



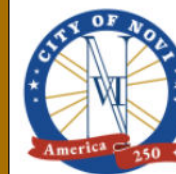
LEGEND

 Subject Property

Thoroughfare Classification

 Arterial

 Local Residential Street



Map Author: Diana Shanahan
Project: 24190 Trafalgar Ct

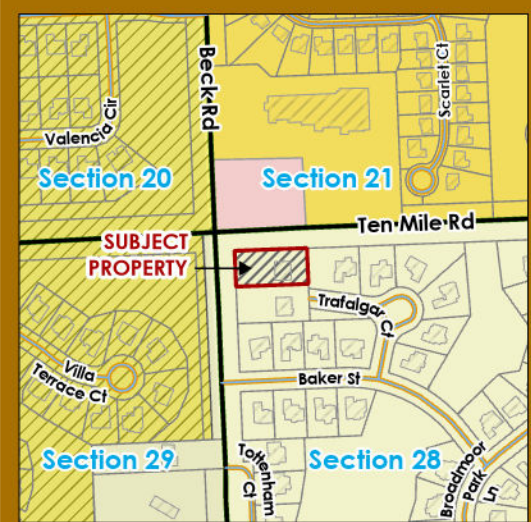
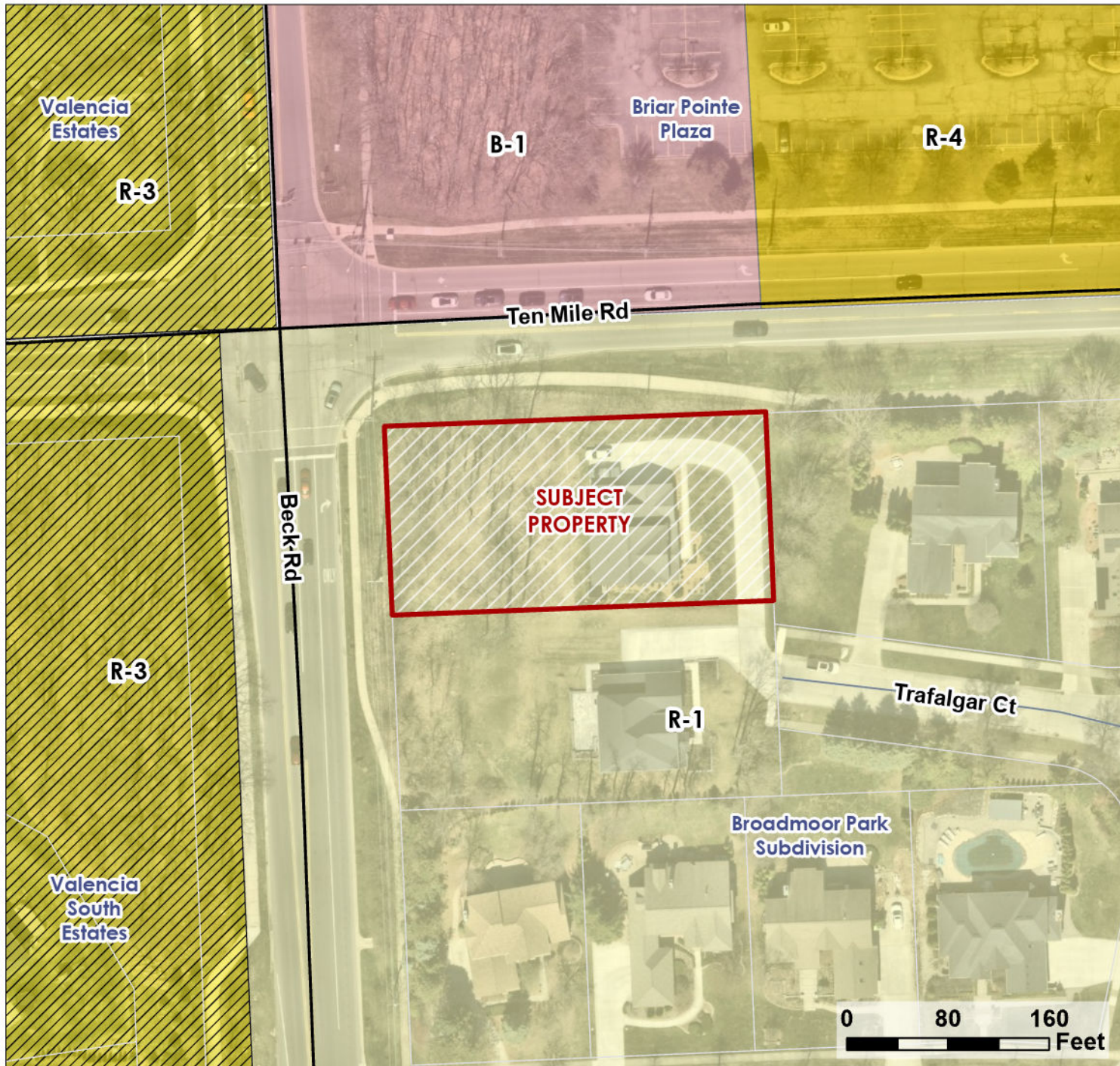
Date: 06/01/26
Version #: 1

City of Novi

Community Development Department
City Hall / Civic Center
45175 Ten Mile Road, Novi, MI 48375
cityofnovi.org



PBR25-0215 24190 TRAFALGAR COURT ZONING MAP



LEGEND

 Subject Property

Zoning Overlay

 Planned Rezoning Overlay (PRO)

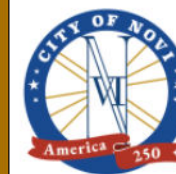
Zoning District

 B-1: Local Business

 R-1: One-Family Residential

 R-3: One-Family Residential

 R-4: One-Family Residential



Map Author: Diana Shanahan
Project: 24190 Trafalgar Ct

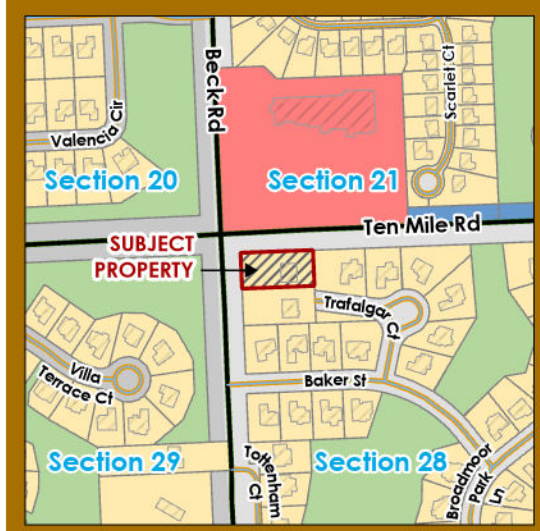
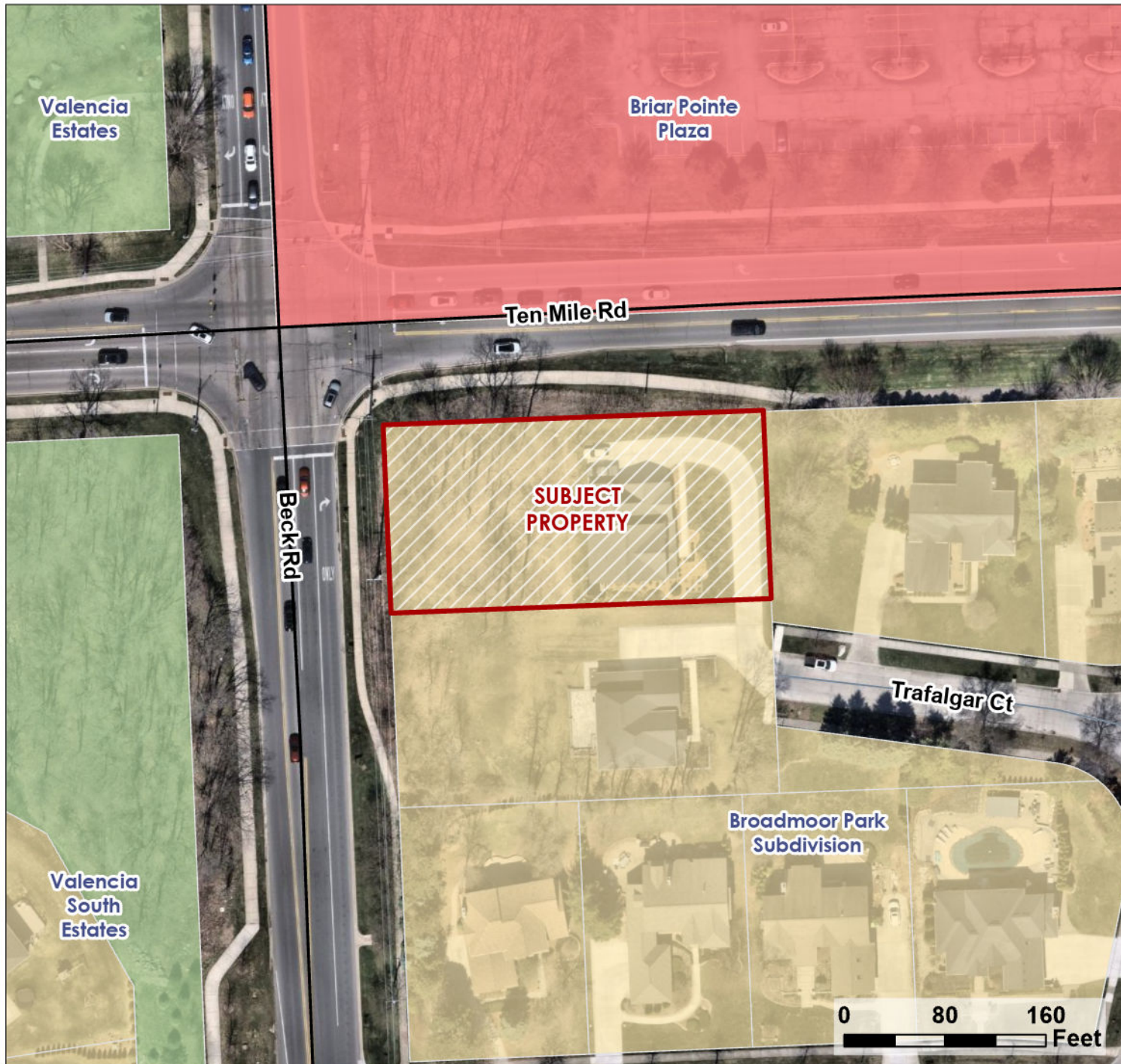
Date: 06/01/26
Version #: 1

City of Novi

Community Development Department
City Hall / Civic Center
45175 Ten Mile Road, Novi, MI 48375
cityofnovi.org



PBR25-0215 24190 TRAFALGAR COURT FUTURE LAND USE MAP



LEGEND

-  Subject Property
- Future Land Use Category
 -  Single Family
 -  Private Park
 -  Public/Quasi-Public
 -  Neighborhood Commercial



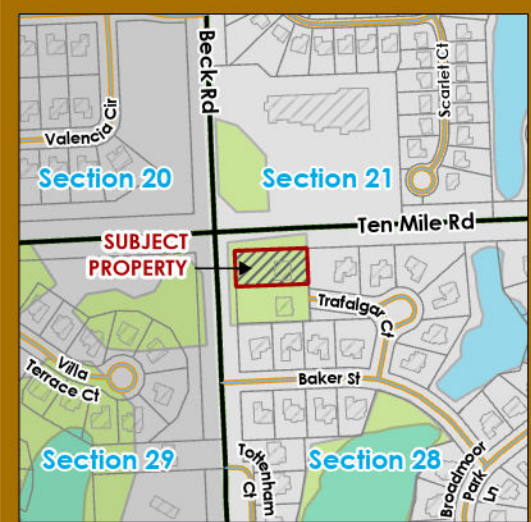
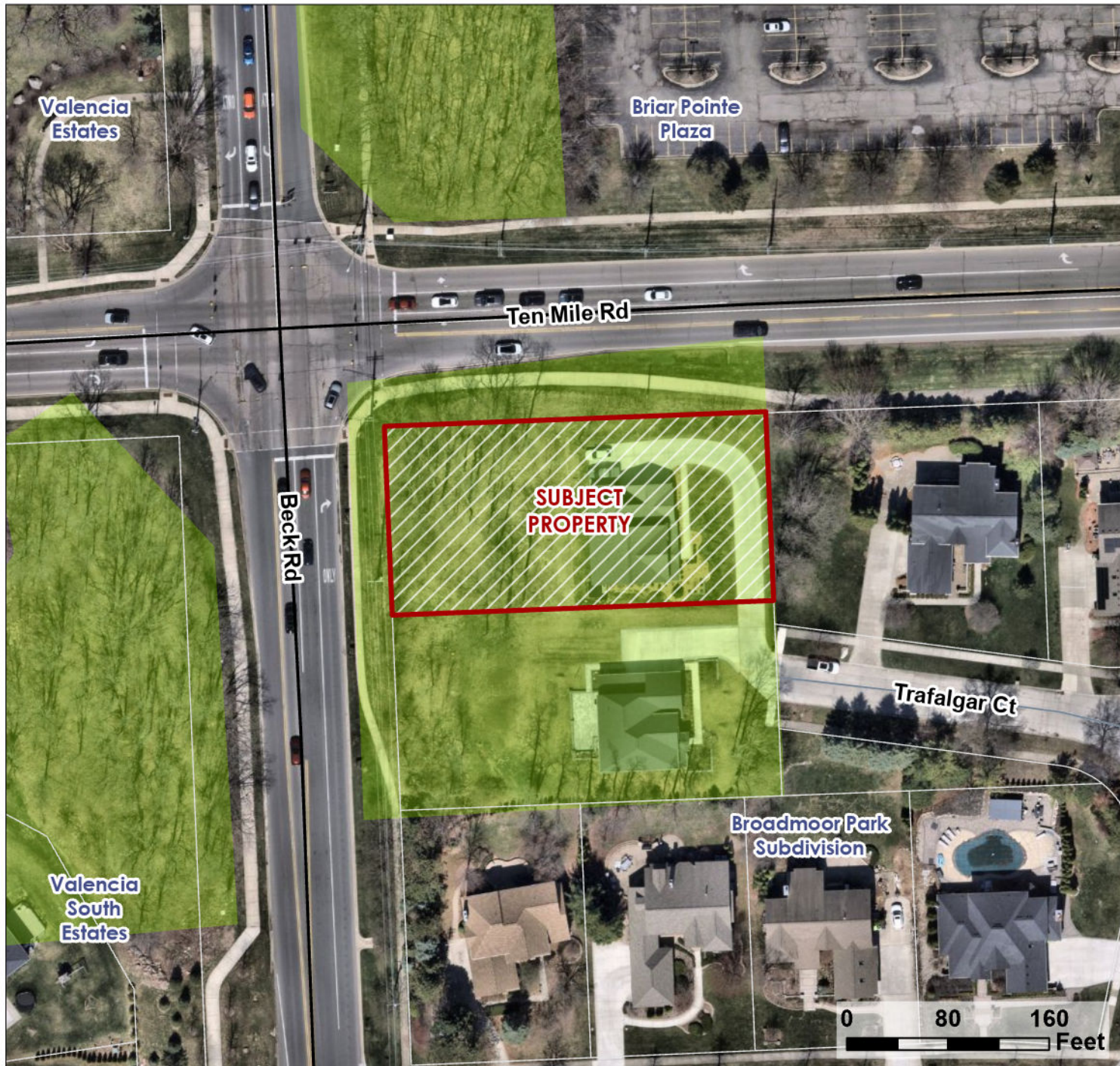
Map Author: Diana Shanahan
Project: 24190 Trafalgar Ct

Date: 06/01/26
Version #: 1

City of Novi
Community Development Department
City Hall / Civic Center
45175 Ten Mile Road, Novi, MI 48375
cityofnovi.org

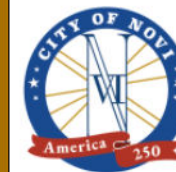


PBR25-0215 24190 TRAFALGAR COURT NATURAL FEATURES MAP



LEGEND

-  Subject Property
-  Wetlands
-  Woodlands



Map Author: Diana Shanahan
Project: 24190 Trafalgar Ct

Date: 06/01/26
Version #: 1

City of Novi

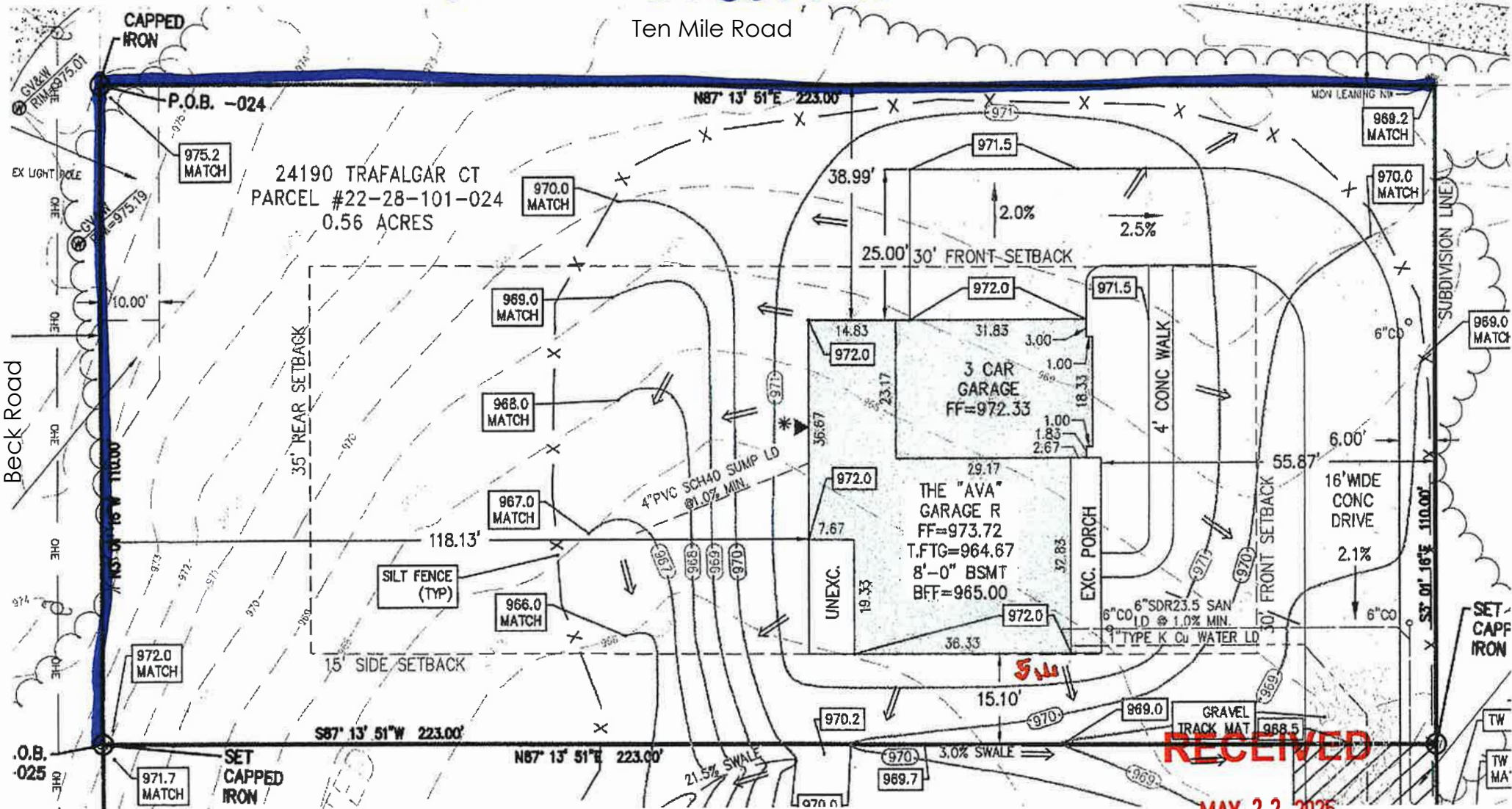
Community Development Department
City Hall / Civic Center
45175 Ten Mile Road, Novi, MI 48375
cityofnovi.org



PLOT PLAN

Fence Location

Ten Mile Road



RECEIVED

MAY 22 2025

CITY OF NOVI
COMMUNITY DEVELOPMENT

PBR 25-0215

WOODLAND REVIEW



May 1, 2026

Nina Schaffrath
Account Clerk – Community Development
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Submitted electronically to nschaffrath@cityofnovi.org

Re: 24190 Trafalgar Court – Woodland Review, first revision (PBR25-0215)

Dear Nina,

Merjent, Inc. (Merjent) has conducted a review of the revised single-family residential plot plan for 24190 Trafalgar Court (site) prepared by Todd's Services, Inc. (rev. date March 19, 2026). Merjent reviewed the plan for conformance with the City of Novi's (City) Woodland Protection Ordinance, Chapter 37. The site (parcel 50-22-28-101-024) contains City-regulated woodlands based on the City of Novi Woodland Mapper (Figure 1).

Woodlands

Woodland Recommendation: Merjent **recommends approval** of the 24190 Trafalgar Court Residential Plot Plan. A list of comments is provided below to meet the requirements of the Woodland Protection Ordinance. The following Woodland Regulations apply to this site:

Woodland Regulation	Required
Woodland Permit (Chapter 37, Section 37-26)	YES
Tree Replacement (Chapter 37, Section 37-8)	YES
Tree Protection (Fence; Chapter 37, Section 37-9)	YES
Woodland Conservation Easement (Chapter 37-30[e])	YES

Woodland Review Comments

1. City-regulated woodlands, as identified on the City of Novi Woodlands interactive map website, are present onsite. Note that both the woodlands and property limits depicted on the City map are considered approximations (**Figure 1**).
2. The plan has listed/displayed an accurate representation of trees on-site or trees adjacent to the site. Pursuant to Section 37-28(4)(c), a woodland survey plan should be provided on the plan identifying all trees eight inches in diameter at breast height (DBH) and greater by size, common name, species name, and condition.

3. A **Woodland Use Permit** is required to perform construction on any site containing regulated woodlands. The permit for this site would require Planning Commission approval because there are more than three trees proposed to be impacted or have already been impacted.
4. **Woodland Replacement.** Pursuant to Section 37-28, a summary of all proposed removals and replacements should be provided in the plan. Below is an example table of how to summarize proposed removals.

Tree Size (DBH, inches)	Number of Trees	Ratio Replacement/Removed Tree	Total Replacements Required
8-11	11	1	11
12-20	8	2	16
21-29	4	3	12
30+	0	-	0
Multi-stem	0	Sum of Stem DBH/8 (rounded up)	0
Total	23	-	39

A detailed replacement plan and cost estimate for the tree replacement will be necessary prior to final approval by the City **and should be added to the plot plan**. Woodland replacement credits can be provided by:

- a. Planting the woodland tree replacement credits on-site.
- b. *Non-refundable* payment to the City of Novi Tree Fund at a rate of \$400/woodland replacement credit.
- c. Combination of on-site tree planting and payment into the City of Novi Tree Fund (\$400/woodland replacement credit).

The applicant has elected to plant 17 deciduous trees, 11 large evergreen trees, 30 small evergreen trees, 9 large shrubs, and 28 small shrubs to account for the 39 woodland replacements (95 total plantings).

5. For tree replacement credits that will be planted on-site, a financial guarantee at a rate of \$400/tree replacement credit is required to ensure the planting of the on-site woodland replacement credits. The financial guarantee will be released after trees have been planted and approved by the City of Novi. The applicant must request a tree planting inspection.
 - a. The applicant will be required to pay a financial guarantee of **\$15,600**, and will be returned to the applicant once it has been verified that all trees have been planted and are healthy.
6. If replacements are planted on-site, woodland replacements shall be guaranteed for two growing seasons after the applicant's installation and the City's acceptance. A two-year maintenance bond in the amount of 25% of the value of the trees, but in no case less than \$1,000, will be required to ensure the continued health of the trees following acceptance (Chapter 26.5, Section 26.5-37).
 - a. The applicant will be required to pay a two-year maintenance guarantee of **\$3,900** and will be returned to the applicant after it has been confirmed that all trees are alive and healthy two-years after planting.

7. **Woodland Replacement Inspection** – The Applicant is responsible for walking the entire site to confirm that all woodland replacement trees/shrubs have been planted on site according to the approved site plan stamping set. If any material is missing, dead or dying, replacements should be made prior to requesting the inspection. The applicant should also provide an as-built landscape plan if the trees planted do not match the species and/or location shown on the approved site plan stamping set. Once this occurs the Applicant should contact the Bond Coordinator to schedule the inspection (Angie Sosnowski at asosnowski@cityofnovi.org; 248-347-0441) and complete the inspection request form. If additional inspections are needed, then additional inspection fees will be required to be paid by the applicant.

a. Woodland replacement inspection fees may range between **5-10%** of the value of the plant material, with a minimum of \$500.

8. **Woodland Guarantee Inspection** – Prior to requesting the 2-year woodland guarantee inspection, the Applicant is responsible for walking the entire site to confirm that all plant material has survived and is healthy. If any material is missing, dead or dying, replacements should be made prior to requesting the inspection. Once this occurs the Applicant should contact the Bond Coordinator to schedule the 2-year guarantee inspection (Angie Sosnowski at asosnowski@cityofnovi.org / 248-347-0441) and complete the inspection request form. If additional inspections are needed, then additional inspection fees will be required to be paid by the applicant. Based upon a successful inspection for the 2-year warranty the Landscape/Woodland/Street trees financial guarantee will be returned to the Applicant.

If the woodland replacements, street trees, or landscaping guarantee period is scheduled to end during the period when inspections are not conducted (November 15th – April 15th) the Applicant is responsible for contacting the Bond Coordinator and Woodland/Landscape Inspector in the late summer/early fall prior to the 2-year expiration to schedule an inspection.

a. Woodland guarantee inspection fees may range between **5-10%** of the value of the plant material, with a minimum of \$500.

9. The Applicant may be required to provide **preservation/conservation easements** as directed by the City of Novi Community Development Department for any areas of woodland replacement trees. The applicant shall demonstrate that all proposed woodland replacement trees and existing regulated woodland trees to remain will be guaranteed to be preserved as planted with a conservation easement or landscape easement to be granted to the city. This language shall be submitted to the City Attorney for review. The executed easement must be returned to the City Attorney within 60 days of the issuance of the City of Novi Woodland permit. Any associated easement boundaries shall be indicated on the Plan.

a. Merjent understands that conservation easements are typically not required for single-family residential projects.

10. A financial guarantee, in the amount of **\$750** is required for tree protection fencing maintenance per Chapter 26.5-37. This guarantee shall be paid prior to issuance of the City of Novi Woodland Use Permit. Locations of tree protection fence should be added to the plot plan.

Should you have any questions, please do not hesitate to contact me at (619) 944-3835 or jason.demoss@merjent.com.

Sincerely,



Merjent, Inc.



Jason DeMoss, PWS
Environmental Consultant

Enclosures:

Figure 1 – City of Novi Woodlands Map
Attachment A – Site Photographs

CC:

Barb McBeth, City of Novi, bmcbeth@cityofnovi.org

Rick Meader, City of Novi, rmeader@cityofnovi.org

Brian Riley, City of Novi, briley@cityofnovi.org

Angie Sosnowski, City of Novi, asosnowski@cityofnovi.org

Matt Pudlo, Merjent, matt.pudlo@merjent.com

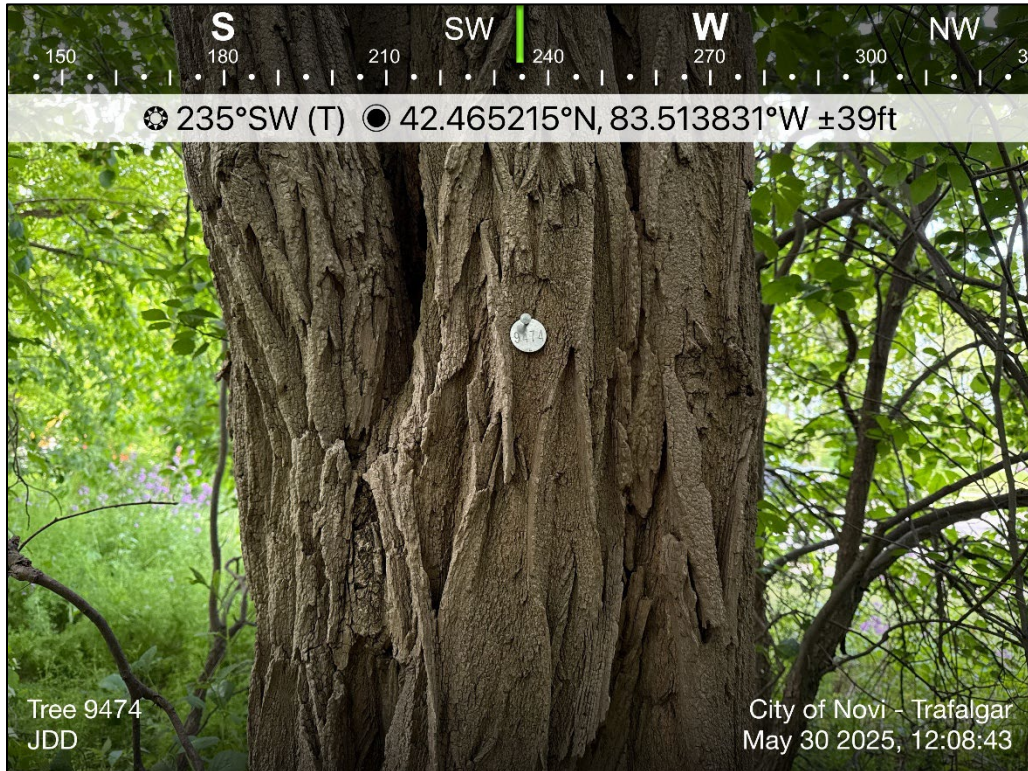


Figure 1. City of Novi Regulated Woodlands Map
 Approximate Site boundary is shown in Red
 Regulated Woodland areas are shown in Green

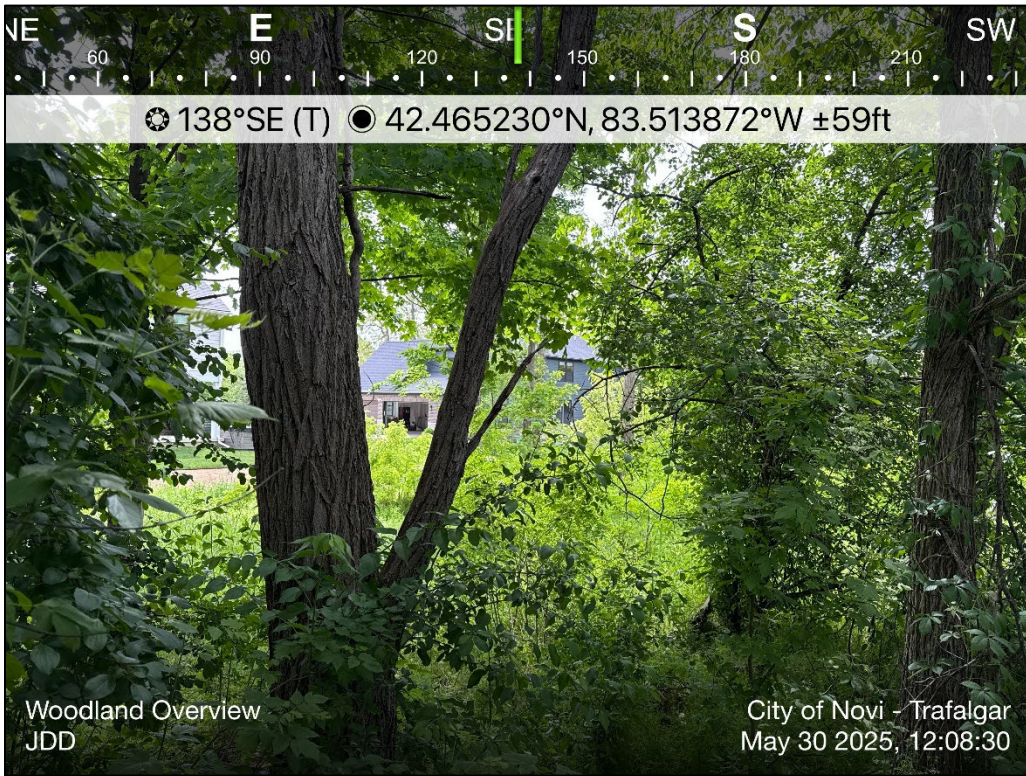
**Attachment A
Site Visit Photos**



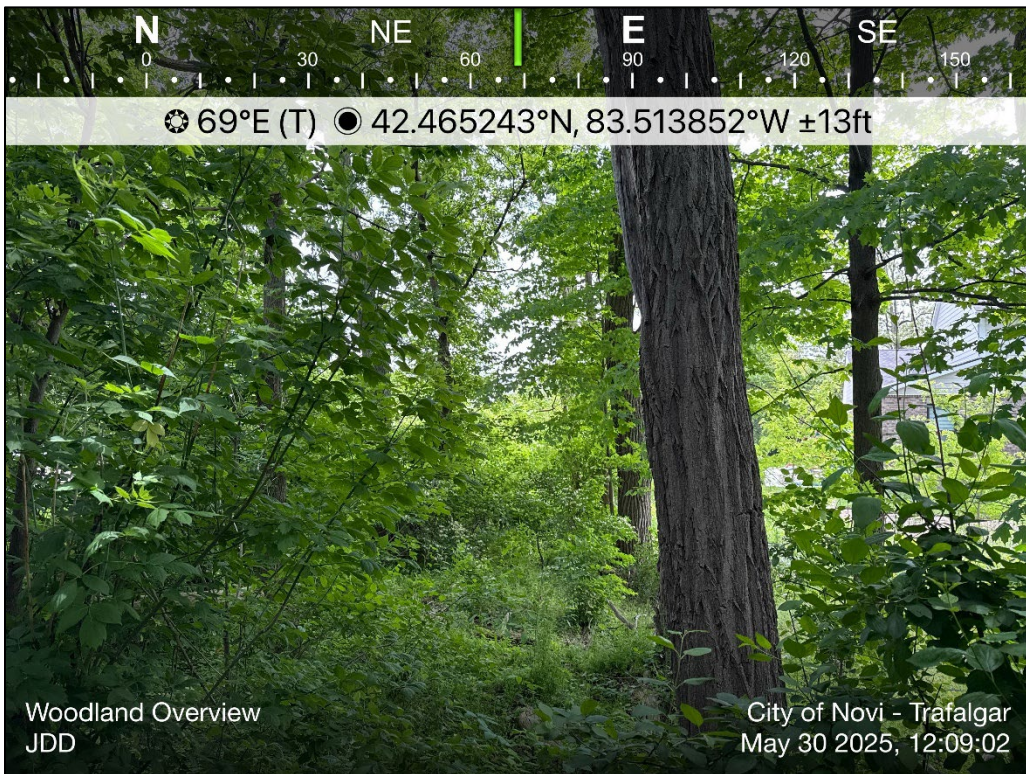
Overview of Tree 9473 with small difference in DBH Measurement with DBH tape vs. tree survey. Differences can occur between different measurement devices such as Biltmore stick vs. calipers vs. DBH tape



Typical tree tag – overview of Tree 9474



Overview of woodland on-site



Overview of woodland on-site

CORRESPONDENCE



CITY OF NOVI
RESPONSE FORM

RECEIVED

JUN 05 2026

CITY OF NOVI
COMMUNITY DEVELOPMENT

24190 TRAFALGAR COURT, PBR25-0215 FOR A WOODLAND PERMIT.

You are invited to attend the public hearing on June 10, 2026 and voice your support or objection.

Participants may also choose to submit comments that can be read into the record if they are unable to attend. To submit a written reply, you may use this form to reply by mail, email, or fax. Returning this form by mail, email, or fax has as much validity as verbal comments. Signed comments will be added to the record of the meeting. Unsigned or anonymous comments **WILL NOT** be considered. Written comments must be received by 4:00 PM on the day of the meeting.

Return via email: schoi@cityofnovi.org

Return via mail or fax: Community Development Department
45175 Ten Mile Road, Novi, Michigan 48375
248-347-0475 (Main) 248-735-5633 (Fax)

Information regarding the project will be available the Saturday prior to the meeting date at: <https://www.cityofnovi.org/agendas-minutes/planning-commission/2026/>.

Plans are available for viewing during the City's regular business hours, Monday thru Friday, 8:00 AM to 5:00 PM, at the Community Development Department, or by contacting lbell@cityofnovi.org.

I SUPPORT

I OBJECT

TO THE ABOVE REQUEST FOR THE FOLLOWING REASONS:

Many trees were earlier removed for the construction of 2 new houses. Remaining the remaining trees will truly impact the natural resources in that area. These are regulated woodland trees so please help to retain them.

SIGNATURE: [Signature]

PRINT NAME: MADHUNAIR

ADDRESS: 47330, Baker St, Novi - 48374.

***** IN ACCORDANCE WITH MCL 125.3103:**

- NOTICE SHALL BE GIVEN TO ALL PERSONS TO WHOM REAL PROPERTY IS ASSESSED WITHIN 300 FEET OF THE SUBJECT PROPERTY.
- IF A SINGLE STRUCTURE CONTAINS MORE THAN 4 DWELLING UNITS OR OTHER DISTINCT SPATIAL AREAS OWNED OR LEASED BY DIFFERENT PERSONS, NOTICE MAY BE GIVEN TO THE MANAGER OR OWNER OF THE STRUCTURE, WHO SHALL BE REQUESTED TO POST THE NOTICE AT THE PRIMARY ENTRANCE TO THE STRUCTURE.