



**CITY of NOVI CITY COUNCIL**

**Agenda Item O  
November 14, 2016**

**SUBJECT:** Approval of Resolution regarding Temporary Holiday Promotional Signage allowing temporary relief from Sign Ordinance from November 25 through December 26, 2016.

**SUBMITTING DEPARTMENT:** Neighborhood & Business Relations

**CITY MANAGER APPROVAL:** *[Signature]*

**BACKGROUND INFORMATION:**

As in years past, in order to assist the Novi retail business community during the holiday shopping season, this resolution would allow temporary relief of the "temporary promotional event" signage authorization in the sign ordinance. The provision allows the City Council to permit special City-wide business signage on private property relating to an identified event. The City has done so for the Ringing in the Holidays event, with no apparent issues. Should the Council decide that it is appropriate to do so, it is suggested with the following general parameters:

This one time permit would be valid only between November 25 through December 26, 2016.

The size must be no larger than 48" X 72". This would satisfy the typical A-frame and real estate sign.

Pre-Application (or registration) must be made to the City, on a form provided by the City, which shall include an acknowledgement and permission for the City to enter upon the property to remove the sign if it is not removed by the applicant within the time specified in the resolution.

**RECOMMENDED ACTION:** Approval of Resolution regarding Temporary Holiday Promotional Signage allowing temporary relief from Sign Ordinance from November 25 through December 26, 2016.

|                      | 1 | 2 | Y | N |
|----------------------|---|---|---|---|
| Mayor Gatt           |   |   |   |   |
| Mayor Pro Tem Staudt |   |   |   |   |
| Council Member Casey |   |   |   |   |
| Council Member Burke |   |   |   |   |

|                        | 1 | 2 | Y | N |
|------------------------|---|---|---|---|
| Council Member Markham |   |   |   |   |
| Council Member Mutch   |   |   |   |   |
| Council Member Wrobel  |   |   |   |   |

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION REGARDING TEMPORARY HOLIDAY PROMOTIONAL SIGNAGE

Minutes of a \_\_\_\_\_ Meeting of the City Council of the City of Novi,  
County of Oakland, Michigan, held in the City Hall in said City on November 14,  
2016, at seven o'clock P.M. Prevailing Eastern Time.

PRESENT:

Council Members \_\_\_\_\_  
\_\_\_\_\_

ABSENT:

Council Members \_\_\_\_\_  
\_\_\_\_\_

The following preamble and Resolution were offered by Council Member  
\_\_\_\_\_ and supported by Council Member \_\_\_\_\_.

**WHEREAS**, the City's Sign Ordinance, Chapter 28 of the City of Novi Code of Ordinances authorizes the placement of "temporary promotional signs, defined as a sign that is "specifically authorized by resolution of the City Council in connection with an event or promotion and that is subject to any limitations as to size, duration and purpose as are established in such resolution"; and

**WHEREAS**, the City has in prior years allowed such temporary promotional signs in connection with the City-wide holiday event known as "Light Up the Night"; and

**WHEREAS**, the City Council believes that these sign authorizations have been beneficial to the participating businesses and has not been detrimental to the City as a whole; and

**WHEREAS**, the City Council believes that, it would be appropriate to authorize such promotional signage to promote economic development during the holiday season; and

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Only one additional sign per business is authorized, and such sign shall be in the nature of a business sign, as defined in Section 28-1 of the City Code, which means it must direct attention to a business or profession conducted, or to a product, service, or activity sold or offered upon, the premises where such sign is located, and may only reference the name of the business at the premises, and the profession conducted thereon, or the product, service, or activity sold at the premises.
2. The sign must be a ground pole or portable sign, as defined in Section 28-1 of the City Code, meaning a freestanding sign not permanently anchored or secured to either a building or the ground.
3. The sign shall not exceed 24 square feet (e.g., 48" X 72") in area and shall not be in excess of six (6) feet in height.
4. The sign shall not be placed on public property or in the public road right-of-way or any roadway easement.
5. The sign shall be permitted from Friday, November 25, 2016, through Monday, December 26, 2016. The sign shall be removed immediately upon the expiration of this approval.
6. As an event authorized specifically by the City Council, the City Council retains the right to alter or amend its authorization and to cancel, rescind, or revoke the same, with or without notice, and any individual or entity who undertakes to participate in or take any action under this authorization acknowledges that this authorization creates no rights inconsistent with the reservation of all such rights to

the City and bears all risk of such cancellation, rescission, or revocation, including the loss of any benefit of the additional sign and/or the cost of the sign.

7. Before any such sign is placed, application must be made to the City, on a form provided by the City, which shall include an acknowledgement and permission for the City to enter upon the property to remove the sign if it is not removed by the applicant within the time specified in the resolution.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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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 14 day of November 2016, 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.

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CORTNEY HANSON, CITY CLERK



ORDINANCE DIVISION  
NOVI COMMUNITY DEVELOPMENT  
45175 TEN MILE ROAD  
NOVI, MI 48375  
(248) 347-0415  
Fax (248) 735-5600

**TEMPORARY PROMOTIONAL SIGN PERMIT REGISTRATION**  
**By Special Resolution of the Novi City Council**  
**Subject to Chapter 28 of the City Code**

Name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

Business phone number: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Names and phone numbers of persons erecting and removing sign \_\_\_\_\_

Requirements:

- 1 One sign per business is authorized. The sign shall be in the nature of a business sign, as defined in Section 28-1 of the City Code, which means it must direct attention to a business or profession conducted or to a product, service, or activity sold or offered upon, the premises where such sign is located, and may only reference the name of the business at the premises, and the profession conducted thereon, or the product, service, or activity sold at the premises.
- 2 The sign must be a ground pole or portable sign as defined in Section 28-1 of the City Code, meaning a freestanding sign not permanently anchored or secured to either a building or the ground.
- 3 The sign shall not exceed 24 square feet (e.g., 48" X 72") in area and shall not be in excess of six (6) feet in height.
- 4 The sign shall not be placed on public property or in the public road right-of-way or any roadway easement.
- 5 This one time only permit is valid only between Friday November 25, 2016 and Monday December 26, 2016. The permitted sign must be removed by the applicant by December 26, 2016.
- 6 **Applicant hereby authorizes the City of Novi to enter upon the property, or any adjacent property necessary to access the sign, to remove the sign if it is not removed by the applicant within the time specified above or does not comply with requirements 1-4, and hereby releases and waives any claims of liability on the part of the City for any damage done to the property or sign, and to indemnify and hold harmless the City from any claims as a result of the City's actions, including damage done to the property or adjacent property as a result of the removal.**
- 7 As an event authorized specifically by the City Council, the City Council retains the right to alter or amend its authorization and to cancel, rescind, or revoke the same, with or without notice, and any individual or entity who undertakes to participate in or take any action under this authorization acknowledges that this authorization created no rights inconsistent with the reservation of all such rights to the City and bears all risk of such cancellation, rescission, or revocation, including the loss of any benefit of the additional sign and/or the cost of the sign.
- 8 I agree to comply completely with the aforementioned requirements.

**All applications submitted via mail *must* be addressed to:**

**Ordinance Division  
Community Development  
45175 Ten Mile Road  
Novi, MI 48375**

In Addition:

1. Provide a sketch at the bottom of this page illustrating what will be included on the sign, type of sign, along with the location and position of sign in relation to nearby buildings, structures, and property lines.

\_\_\_\_\_ Name of person authorized to sign

\_\_\_\_\_ Company name (if applicable)