



# COMMUNITY DEVELOPMENT DEPARTMENT

45175 Ten Mile Road  
Novi, MI 48375  
(248) 347-0415 Phone  
(248) 735-5600 Facsimile  
[www.cityofnovi.org](http://www.cityofnovi.org)

## ZONING BOARD OF APPEALS STAFF REPORT

**FOR:** City of Novi Zoning Board of Appeals      **ZONING BOARD APPEALS DATE:** March 14, 2023

**REGARDING:** 27225 Wixom Road, Parcel # 50-22-18-200-026 & 027 (PZ23-0004)

**BY:** Larry Butler, Deputy Director Community Development

### I. GENERAL INFORMATION:

**Applicant**

Catholic Central High School

**Variance Type**

Sign Variance

**Property Characteristics**

Zoning District: This property is zoned Residential Acreage (RA) and One-Family Residential (R-4)

Location: south of Twelve Mile Road, west of Wixom Road

Parcel #: 50-22-18-200-026 & 50-22-18-200-027

**Request**

The applicant is requesting a variance from the City of Novi Sign Ordinance Section 28-5(a) for sign height of 10 feet (6 feet allowed, variance of 4 feet); Section 28-5(b)(2)a for a total signage of 41.15 feet (32 feet maximum allowed, variance of 9.15 feet) This property is zoned Residential Acreage (RA) and One-Family Residential (R-4)

### II. STAFF COMMENTS:

### III. RECOMMENDATION:

**The Zoning Board of Appeals may take one of the following actions:**

I move that we **grant** the variance in Case No. **PZ23-0004**, sought by **Catholic Central High School**, for \_\_\_\_\_ because Petitioner has shown practical difficulty including \_\_\_\_\_ requiring \_\_\_\_\_ on the basis of any of the following:

- a. That the request is based upon circumstances or features that are exceptional and unique to the property and do not result from conditions that exist generally in the city or that are self-created including \_\_\_\_\_

\_\_\_\_\_.

- b. That the failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return because

\_\_\_\_\_  
\_\_\_\_\_.

- c. That the grant of relief would be offset by other improvements or actions, such as increased setbacks or increased landscaping, such that the net effect will result in an improvement of the property or the project

\_\_\_\_\_  
\_\_\_\_\_.

- d. That construction of a conforming sign would require the removal or significant alteration of natural features on the property because\_\_\_\_\_

\_\_\_\_\_.

- e. the grant of relief will not result in a use or structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit and intent of this chapter because\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

The variance granted is subject to:

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. \_\_\_\_\_.

4. \_\_\_\_\_.

I move that we **deny** the variance in Case No. **PZ23-0004**, sought by **Catholic Central High School**, for \_\_\_\_\_ because Petitioner has not shown practical difficulty because: \_\_\_\_\_  
\_\_\_\_\_.

- a. That the request is based upon circumstances or features that are not exceptional and/or unique to the property and/or that result from conditions that exist generally in the city or that are self-created including \_\_\_\_\_  
\_\_\_\_\_.
- b. That the failure to grant relief will not unreasonably prevent or limit the use of the property and/or will not result in substantially more than mere inconvenience or inability to attain a higher economic or financial return because \_\_\_\_\_  
\_\_\_\_\_.
- c. That the grant of relief would not be offset by other improvements or actions, such as increased setbacks or increased landscaping, such that the net effect will not result in an improvement of the property or the project \_\_\_\_\_  
\_\_\_\_\_.
- d. That construction of a conforming sign would not require the removal or significant alteration of natural features on the property because \_\_\_\_\_  
\_\_\_\_\_.
- e. the grant of relief will result in a use or structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will not result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is inconsistent with the spirit and intent of this chapter because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Should you have any further questions with regards to the matter please feel free to contact me at (248) 347-0417.

Larry Butler - Deputy Director Community Development - City of Novi



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 Novi, MI 48375  
 (248) 347-0415 Phone  
 (248) 735-5600 Facsimile  
 www.cityofnovi.org

# ZONING BOARD OF APPEALS APPLICATION

**RECEIVED**

**JAN 31 2023**

**CITY OF NOVI  
 COMMUNITY DEVELOPMENT**

**APPLICATION MUST BE FILLED OUT COMPLETELY**

<b>I. PROPERTY INFORMATION (Address of subject ZBA Case)</b>			
PROJECT NAME / SUBDIVISION Catholic Central High School - Connector Road			
ADDRESS 27225 Wixom Road		LOT/SIUTE/SPACE #	
SIDWELL # 50-22- 18 - 200 - 027		May be obtain from Assessing Department (248) 347-0485	
CROSS ROADS OF PROPERTY 12 Mile Road, South of Grand River			
IS THE PROPERTY WITHIN A HOMEOWNER'S ASSOCIATION JURISDICTION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		REQUEST IS FOR: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> VACANT PROPERTY <input checked="" type="checkbox"/> SIGNAGE	
DOES YOUR APPEAL RESULT FROM A NOTICE OF VIOLATION OR CITATION ISSUED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>II. APPLICANT INFORMATION</b>			
<b>A. APPLICANT</b>		EMAIL ADDRESS richh@gma-la.com	CELL PHONE NO. 248-444-0477
NAME Richard Houdek		TELEPHONE NO. 248-347-7010	
ORGANIZATION/COMPANY Grissim Metz Andriese Associates		FAX NO. 248-347-7005	
ADDRESS 15000 Edward N. Hines Drive, Suite A		CITY Plymouth	STATE MI
ZIP CODE 48170			
<b>B. PROPERTY OWNER</b> <input type="checkbox"/> CHECK HERE IF APPLICANT IS ALSO THE PROPERTY OWNER			
Identify the person or organization that owns the subject property:		EMAIL ADDRESS mwilson@catholiccentral.net	CELL PHONE NO. (248) 790-6324
NAME Michael Wilson, CFO /Treasurer		TELEPHONE NO. 248-596-3899	
ORGANIZATION/COMPANY Detroit Catholic Central High School		FAX NO.	
ADDRESS 27225 Wixom Road		CITY Novi	STATE MI
ZIP CODE 48374			
<b>III. ZONING INFORMATION</b>			
<b>A. ZONING DISTRICT</b>			
<input type="checkbox"/> R-A <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input checked="" type="checkbox"/> R-4 <input type="checkbox"/> RM-1 <input type="checkbox"/> RM-2 <input type="checkbox"/> MH <input type="checkbox"/> I-1 <input type="checkbox"/> I-2 <input type="checkbox"/> RC <input type="checkbox"/> TC <input type="checkbox"/> TC-1 <input type="checkbox"/> OTHER _____			
<b>B. VARIANCE REQUESTED</b>			
INDICATE ORDINANCE SECTION (S) AND VARIANCE REQUESTED:			
1. Section <u>28-5 (a)</u> Variance requested <u>10' height sign; a variance of 4' above allowable</u>			
2. Section <u>28-5 (b)(2)a</u> Variance requested <u>41.15 sf of signage; a variance of <sup>9.15</sup> sf above allowable</u>			
3. Section _____ Variance requested _____			
4. Section _____ Variance requested _____			
<b>IV. FEES AND DRAWINGS</b>			
<b>A. FEES</b>			
<input type="checkbox"/> Single Family Residential (Existing) \$200 <input type="checkbox"/> (With Violation) \$250 <input type="checkbox"/> Single Family Residential (New) \$250 <input type="checkbox"/> Multiple/Commercial/Industrial \$300 <input type="checkbox"/> (With Violation) \$400 <input checked="" type="checkbox"/> Signs \$300 <input type="checkbox"/> (With Violation) \$400 <input type="checkbox"/> House Moves \$300 <input type="checkbox"/> Special Meetings (At discretion of Board) \$600			
<b>B. DRAWINGS 1-COPY &amp; 1 DIGITAL COPY SUBMITTED AS A PDF</b>			
<ul style="list-style-type: none"> <li>Dimensioned Drawings and Plans</li> <li>Site/Plot Plan</li> <li>Existing or proposed buildings or addition on the property</li> <li>Number &amp; location of all on-site parking, if applicable</li> <li>Existing &amp; proposed distance to adjacent property lines</li> <li>Location of existing &amp; proposed signs, if applicable</li> <li>Floor plans &amp; elevations</li> <li>Any other information relevant to the Variance application</li> </ul>			



# ZONING BOARD OF APPEALS APPLICATION

## V. VARIANCE

### A. VARIANCE (S) REQUESTED

DIMENSIONAL     USE     SIGN

There is a five-(5) hold period before work/action can be taken on variance approvals.

### B. SIGN CASES (ONLY)

Your signature on this application indicates that you agree to install a **Mock-Up Sign** ten-(10) days before the schedule ZBA meeting. Failure to install a mock-up sign may result in your case not being heard by the Board, postponed to the next schedule ZBA meeting, or cancelled. A mock-up sign is **NOT** to be actual sign. Upon approval, the mock-up sign must be removed within five-(5) days of the meeting. If the case is denied, the applicant is responsible for all costs involved in the removal of the mock-up or actual sign (if erected under violation) within five-(5) days of the meeting.

### C. ORDINANCE

#### City of Novi Ordinance, Section 3107 – Miscellaneous

No order of the Board permitting the erection of a building shall be valid for a period longer than one-(1) year, unless a building permit for such erection or alteration is obtained within such period and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

No order of the Board permitting a use of a building or premises shall be valid for a period longer than one-hundred and eighty-(180) days unless such use is establish within such a period; provided, however, where such use permitted is dependent upon the erection or alteration or a building such order shall continue in force and effect if a building permit for such erection or alteration is obtained within one-(1) year and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

### D. APPEAL THE DETERMINATION OF THE BUILDING OFFICIAL

PLEASE TAKE NOTICE:

The undersigned hereby appeals the determination of the Building Official / Inspector or Ordinance made

CONSTRUCT NEW HOME/BUILDING     ADDITION TO EXISTING HOME/BUILDING     SIGNAGE

ACCESSORY BUILDING     USE     OTHER \_\_\_\_\_

## VI. APPLICANT & PROPERTY SIGNATURES

### A. APPLICANT

Applicant Signature

1/31/23  
Date

### B. PROPERTY OWNER

**If the applicant is not the owner, the property owner must read and sign below:**

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and is/are aware of the contents of this application and related enclosures.

Property Owner Signature

1-31-23  
Date

## VII. FOR OFFICIAL USE ONLY

### DECISION ON APPEAL:

GRANTED                       DENIED

The Building Inspector is hereby directed to issue a permit to the Applicant upon the following and conditions:

\_\_\_\_\_  
Chairperson, Zoning Board of Appeals

\_\_\_\_\_  
Date



**Community Development Department**

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Novi, MI 48375  
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**REVIEW STANDARDS  
SIGN VARIANCE**

The Zoning Board of Appeals (ZBA) will review the application package and determine if the proposed Sign Variance meets the required standards for approval. In the space below, and on additional paper if necessary, explain how the proposed project meets each of the following standards. (Increased costs associated with complying with the Zoning Ordinance will not be considered a basis for granting a Sign Variance.)

**Standard #1. Extraordinary Circumstances or Conditions.**

Explain how the circumstances or physical conditions applying to the property that do not apply generally to other properties in the same Zone District or in the general vicinity. Circumstances or physical conditions may include:

- a. **Shape of Lot.** A sign could not be placed in the location required by the Zoning Ordinance due to the shape, topography or other physical conditions of the lot or due to the location of an existing structure.

Not Applicable       Applicable      If applicable, describe below:

*and/or*

- b. **Environmental Conditions.** A sign could not be placed in the location required by the Zoning Ordinance without removing or severely altering natural features, such as trees, topography, drainage courses or encroaching upon stormwater facilities.

Not Applicable       Applicable      If applicable, describe below:

*and/or*

- c. **Abutting Property.** A sign could not be reasonably seen by passing motorists due to the configuration of existing buildings, trees, signs or other obstructions on an abutting property.

Not Applicable       Applicable      If applicable, describe below:

- d. **Scale of Building or Lot Frontage.** A sign that exceeds permitted dimensions for area and/or height could be considered appropriate in scale due to the length of the building frontage (wall sign only) or length of the lot frontage (ground sign only).

Not Applicable       Applicable

If applicable, describe below:

This will be the only signed vehicular entrance to the campus from 12 Mile Road along 1,481 lineal feet of road frontage. The existing school building is located approximately 1,428 lineal feet (over a 1/4 mile) south of 12 Mile Road and is largely obscured by existing brush and vegetation. Given the length of frontage, distance to the school building, and lack of visibility to the property, we are requesting a variance to allow the entrance sign to exceed the maximum allowable height area as noted herein.

- e. **Not Self-Created.** Describe the immediate practical difficulty causing the need for the Variance was not created by the applicant or any person having an interest in the sign, sign structure, or property.

Not Applicable       Applicable

If applicable, describe below:


## Standard #2. Limit Use of Property.

Explain how the failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return.

The new entrance along 12 Mile will divert some traffic away from the main entrance along Wixom Road and will be utilized by students, faculty, and visitors alike. Increased traffic volume at the start and end of the school day, at a non-signalized entrance, justifies greater sign visibility for both functionality and safety. The portion of the sign that exceeds ordinance requirements is the 4' high interlocking "CC" logo, which has been similarly used at the entrances along Wixom Road. This element would provide consistent way finding that is identifiable from distances where the sign's messaging would not otherwise be legible.

## Standard #3. Adverse Impact on Surrounding Area.

Explain how the Sign Variance will not result in a use or structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit and intent of this chapter.

The use of natural stone walls, painted structural steel beams, and "CC" logo provides consistent branding and attractive landscape features similar to the existing Wixom Road frontage. Lighting is designed to be hidden, unobtrusive to neighbors, and dark sky compliant. The sign will be located approximately 433 ft. west of the neighboring Berkshire development and will be obscured by existing wetland trees and brush, in addition to proposed plantings along the property line. Likewise, the sign will be located approximately 700 ft. east of Helfer Blvd. and directly south of an existing wooded area on the north side of 12 Mile Road. 

## Steve Endres

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**From:** Underhill, Maureen <munderhill@cityofnovi.org>  
**Sent:** Monday, December 5, 2022 3:26 PM  
**To:** Steve Endres  
**Subject:** Re: Catholic Central ground sign off 12 Mile

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Steve:

Below are the review comments for the Catholic Central ground sign at the North entrance

A permit for this ground sign is DENIED based on the following code sections:

28-5 (a) - maximum height allowed for a ground sign is 6 feet. 10 feet requested. A variance of 4 feet in height will be required.

28-5(b)(2)a. - Ground signs shall not exceed 1 square foot of sign for every 2 feet of setback from centerline of adjacent thoroughfare.

The setback is 64 ' 6" from centerline of 12 Mile. This will afford a 32 square foot sign. 41 .15 sq. ft. was requested. A variance of 9 feet will be required.

**The next available ZBA date is Feb 7th. MUST apply by January 3rd.**

Feel free to call or write if you have any questions or need to talk more. Thanks M-



**Maureen Underhill** | Code Compliance Officer

City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA

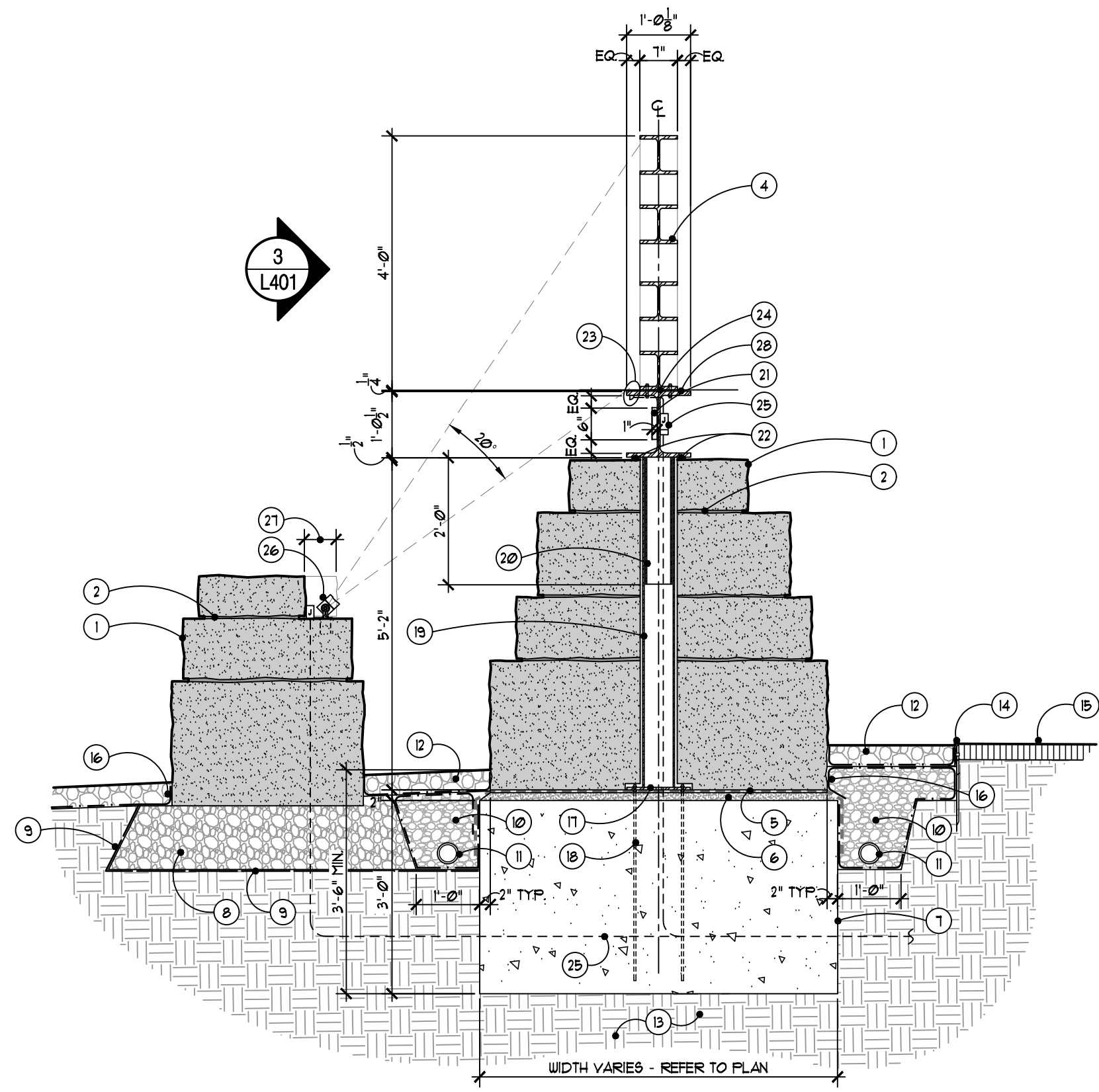
t: 248.735-5602 | [cityofnovi.org](http://cityofnovi.org)

To receive monthly e-news from Novi or follow us on social media, [click here](#).

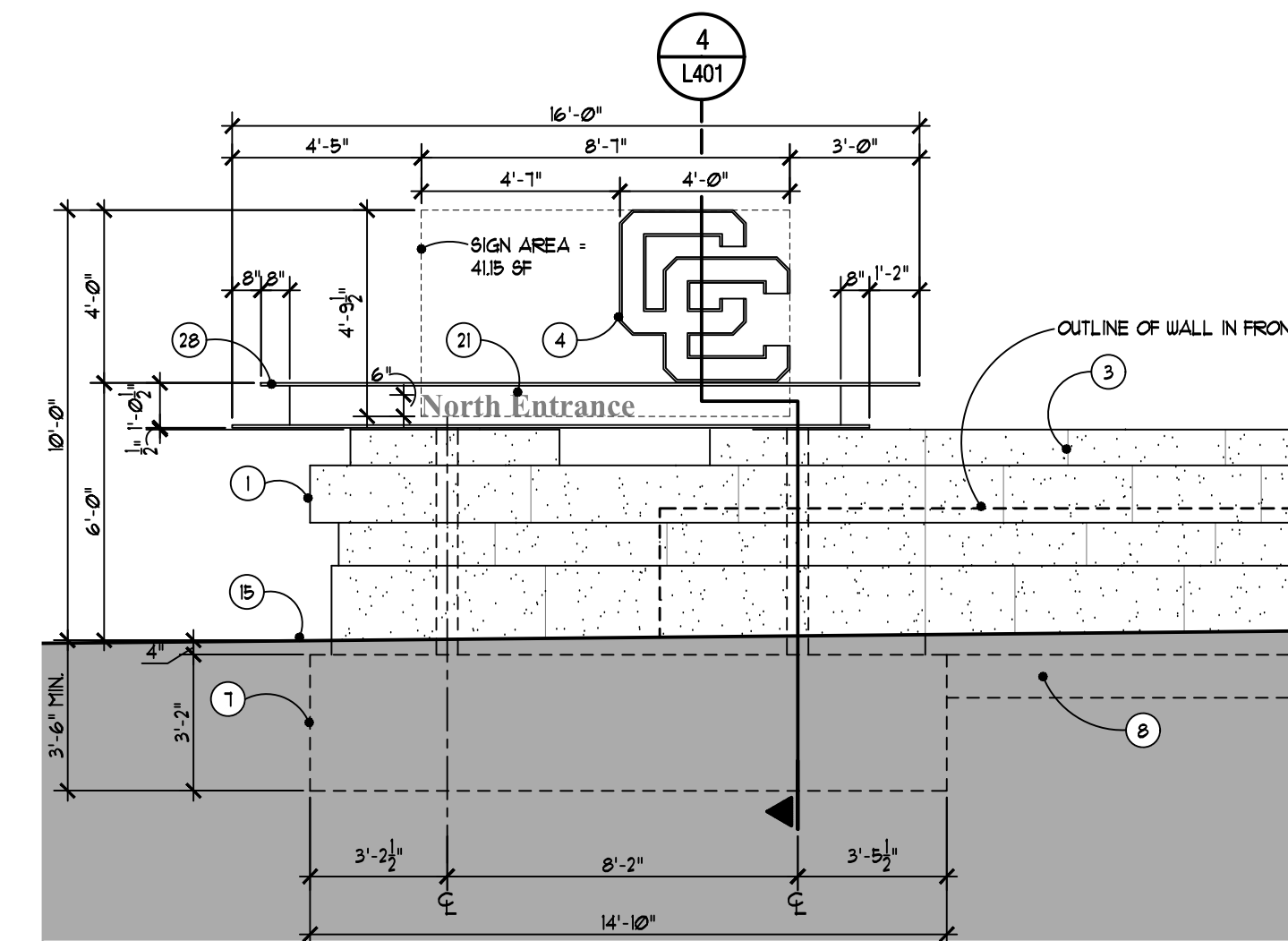


**Note Key:**

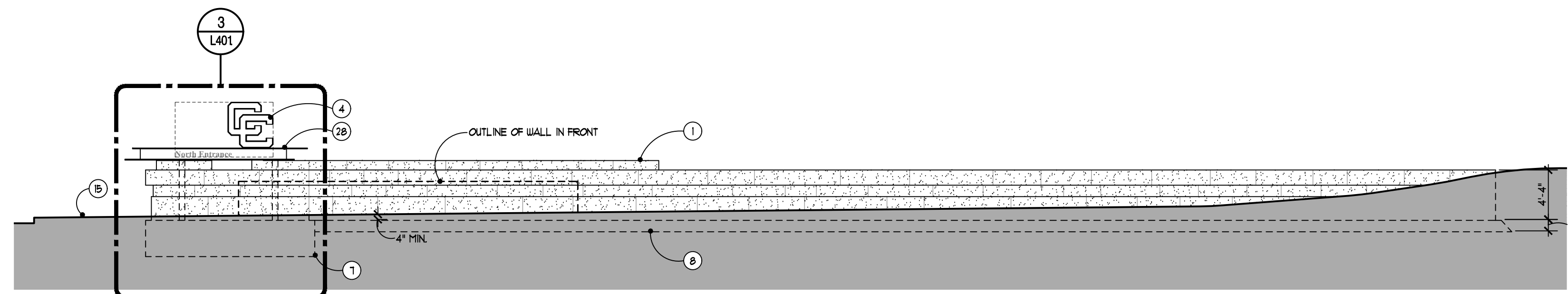
- 1 STACKED STONE WALLS, VARIOUS SIZES REFER TO SPEC. 8" MIN. LEVEL AND CHISEL BLOCK AS REQUIRED TO MAINTAIN LEVEL COURSING AND MINIMIZE GAPS AT JOINTS WITHIN TOLERANCES NOTED BELOW
- 2 MAXIMUM 1" DEPTH MORTAR LEVELING BED AT HORIZONTAL JOINTS, RAKE BACK JOINTS 1" MINIMUM FROM FACE OF STONE
- 3 1" MAXIMUM OPEN VERTICAL JOINTS, HORIZONTALLY OFFSET JOINTS 6" MIN.
- 4 100% LOGO FABRICATED FROM CUT AND WELDED STEEL PLATES TO 1/2" WIDE FLANGES, FASTEN TO WIDE FLANGE WITH 3/8" DIA. HEX BOLTS
- 5 1/2" TH MIRADRIN DRAINAGE MAT, RETURN DOWN SIDES OF FOOTING AND OVERLAP LAYERS OF FILTER FABRIC AS INDICATED
- 6 1 1/2" DEPTH MORTAR LEVELING BED
- 7 CONCRETE FOOTING
- 8 2" DEPTH 21AA CRUSHED AGGREGATE BASE COMPACTED TO 95% MODIFIED PROCTOR
- 9 WOVEN SOIL STABILIZATION FABRIC (SRW PRODUCTS 1955 OR APPROVED EQUAL) - PLACE UNDER COMPACTED STONE BASE AND UP BOTH SLABES OF STONE BASE
- 10 CLEAN WASHED PEA GRAVEL TRENCH, WRAP GRAVEL IN NON-WOVEN FILTER FABRIC, TYP.
- 11 4" DIA. PERFORATED TILE, SLOPE AT 1% MIN, CONNECT TO SYSTEM AS SHOWN ON GRADING PLANS
- 12 DECORATIVE STONE MULCH WITH FILTER FABRIC BELOW - REFER TO PLANS FOR LOCATIONS AND TYPICAL DETAIL
- 13 EXISTING SUBGRADE, COMPACT TOP 12" (MIN) TO 95% MODIFIED PROCTOR TYP. OR ENGINEERED FILL COMPACTED AND INSTALLED PER GEOTECH DOCUMENTS
- 14 STEEL EDGING BETWEEN ALL STONE BEDS AND LANDSCAPE AREAS - REFER TO SPECS
- 15 LANDSCAPE AREA - REFER TO LANDSCAPE PLANS
- 16 WRAP FACE OF STONE BELOW GRADE WITH NON-WOVEN FILTER FABRIC
- 17 12" SQUARE X 5/8" TH STEEL MOUNTING PLATE WITH 3/16" DIA. HOLES FOR 1/2" THREADED ANCHOR RODS, PROVIDE 1" DIA. WEEP HOLE IN CENTER OF PLATE
- 18 1/2" DIA. THREADED ANCHOR ROD WITH 1/2" DIA. NUT FLAT AND LOCK WASHER, PROVIDE 36" EMBEDMENT AND 4" PROJECTION ABOVE CONCRETE
- 19 6" O.D. STEEL TUBE SLEEVE WELDED TO MOUNTING PLATE
- 20 5" O.D. STEEL TUBE WELDED TO UNDERSIDE OF STEEL WIDE FLANGE
- 21 PIN MOUNT LETTERS
- 22 1/2" DEPTH BED OF NON-SHRINK EPOXY GROUT BETWEEN BOTTOM OF STEEL WIDE FLANGE AND TOP OF STONE WALL. RAKE BACK JOINTS 1/2" - 1" MAX.
- 23 DIMMABLE LOW VOLTAGE LED CHANNEL STRIP LIGHT, REFER TO SITE ELECTRICAL DOCUMENTS. MOUNT TO UNDERSIDE EDGE OF THE BEAM AS SHOWN. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
- 24 1/4" TH X 8" NEOPRENE PAD BETWEEN STEEL WIDE FLANGE AND STEEL TYP. TRIM EXCESS MATERIAL
- 25 ELECTRICAL CONDUIT FROM SOURCE STUBBED UP TO JUNCTION BOX MOUNTED TO BACK SIDE OF BEAM - REFER TO SITE ELECTRICAL DOCUMENTS. PROVIDE PRE-DRILLED HOLES IN STEEL BEAM WITH NYLON BUSHINGS TO ROUTE CONDUIT. PROVIDE FLEXIBLE CONDUIT FROM JUNCTION BOX TO LIGHTS. PAINT ALL VISIBLE COMPONENTS TO MATCH STEEL BEAM.
- 26 DIMMABLE LED SPOT LIGHTS, REFER TO SITE ELECTRICAL DOCUMENTS. SURFACE MOUNT TO STONE WITH STAINLESS STEEL EXPANSION ANCHORS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS
- 27 NOTCH STONE TO CONCEAL SIGNAGE UPLIGHTS AND PROVIDE LEVEL SURFACE FOR MOUNTING
- 28 STRAIGHT 12" X 8" STEEL WIDE FLANGE BEAM, ALIGN PARALLEL WITH 12' MILE ROAD.
- 29 CLEAR VISION ZONE
- 30 EXISTING CONCRETE SIDEWALK



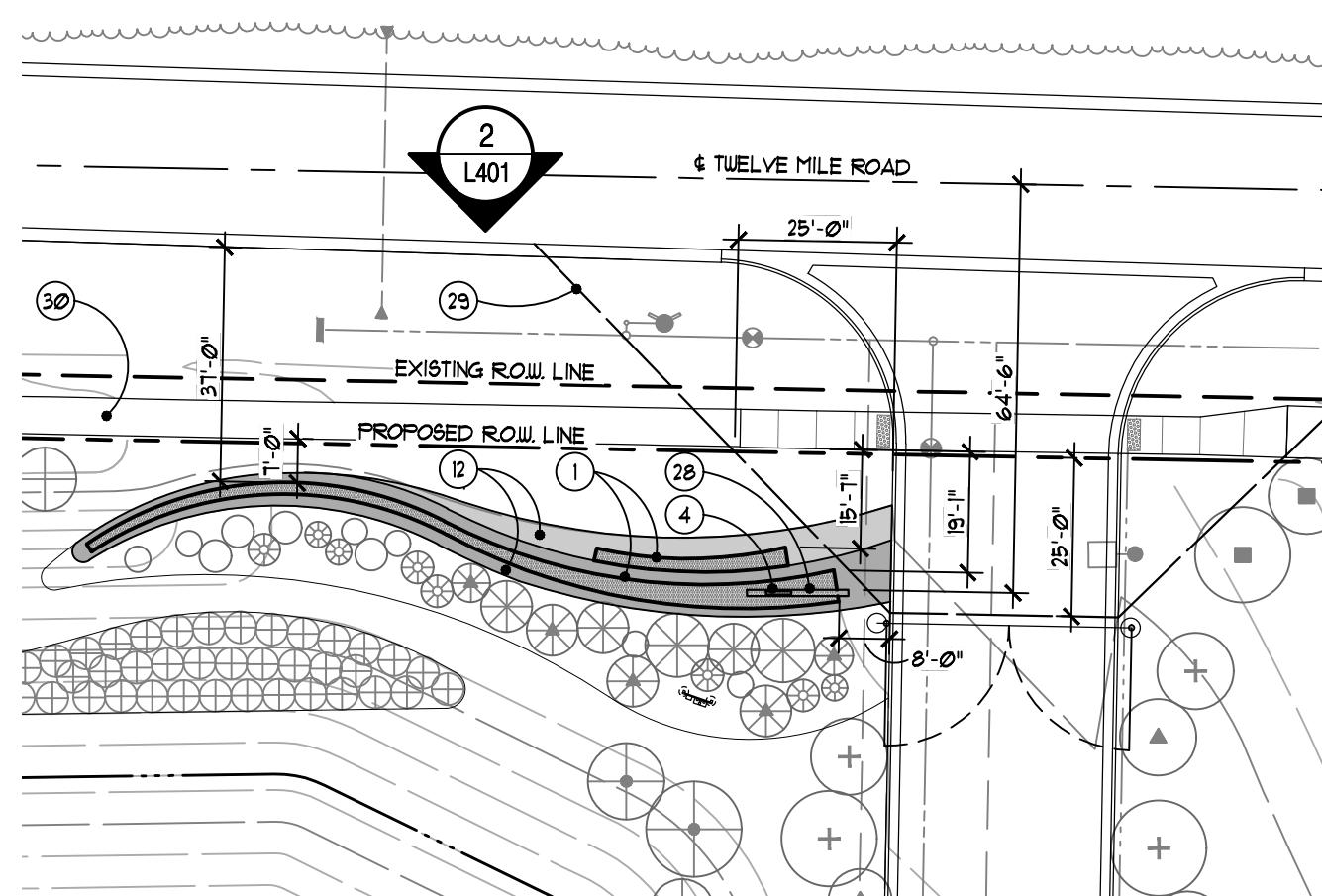
**4**  
**L401** South Entrance Signage Section  
SCALE: 1/2" = 1'-0"



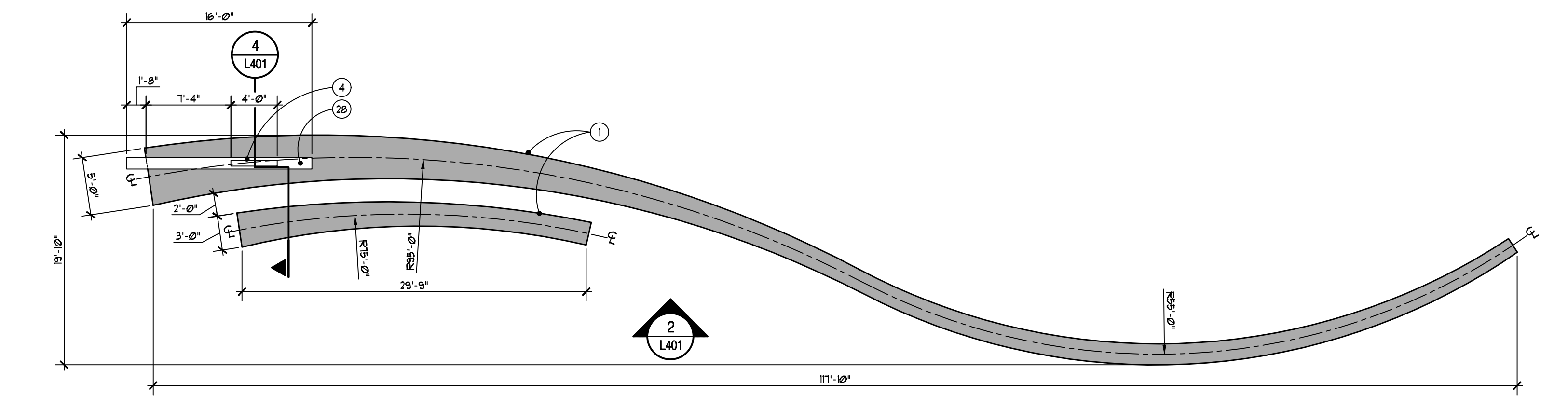
**3**  
**L401** North Entrance Signage - Enlarged Elevation  
SCALE: 1/4" = 1'-0"



**2**  
**L401** Wall Elevation  
SCALE: 1/8" = 1'-0"



**5**  
**L401** Partial Layout Plan  
SCALE: 1" = 30'-0"



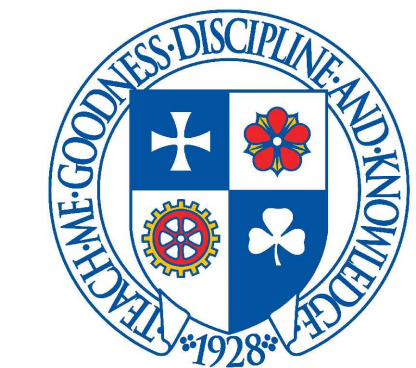
**1**  
**L401** Wall Layout Plan  
SCALE: 1/8" = 1'-0"

**General Notes:**

- 1 ALL STEEL COMPONENTS TO BE TREATED WITH A RUST RESISTANT PRIMER AND PAINTED. REFER TO SPECS.
- 2 ALL WELDS SHALL BE SHOP FABRICATED AND ALL VISIBLE WELDS GRIND SMOOTH.
- 3 ALL CONDUIT TO BE MECHANICALLY FASTENED TO BEAMS WHERE APPLICABLE AND PAINTED TO MATCH.
- 4 STEEL POSTS FOR SIGNAGE MOUNTING TO BE SIZED 12" LONGER THAN WRITTEN DIMENSION AND CUT TO SIZE IN THE FIELD IN ORDER TO ACCOUNT FOR DIMENSIONAL INCONSISTENCIES WITH NATURAL STONE WALL MATERIALS.



*Richard Houdek*



Catholic Central High School  
27225 Wixom Road  
Novi, MI 48374  
(248) 596-3899  
Contact: Michael Wilson

**GRISSIM  
METZ  
ANDRIESE**  
ASSOCIATES

Landscape Architecture

311 East Cady Street  
Northville, MI 48167

Ph: 248-347-7010

Project:  
Catholic Central High School  
Connector Road  
Novi, Michigan, Section 18

Sheet:  
Signage Details

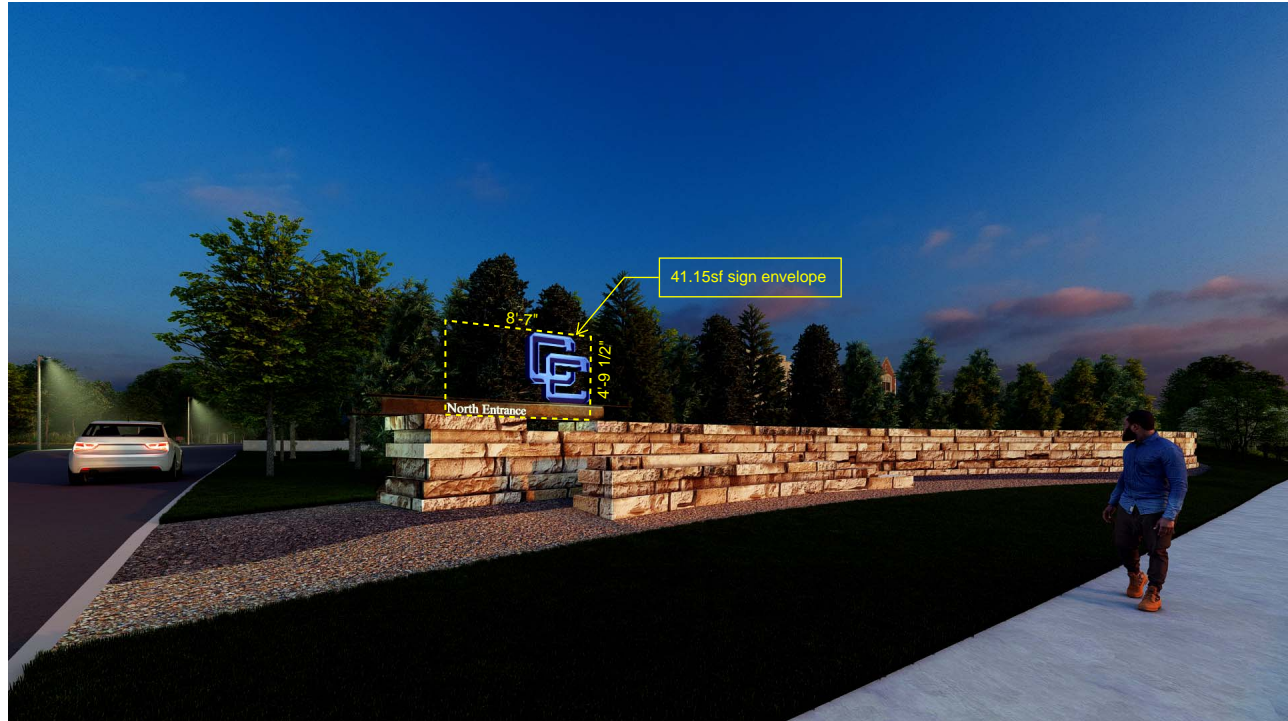
Job Number: C22-211  
Drawn: SAE  
Checked: RGH  
Scale: As Noted for a 24" X 36" Sheet

Date: 05.10.2021 Issued for: Owner Review  
06.23.2021 Permits  
07.23.2021 PSP Submittal  
10.25.2021 PSP Submittal  
01.05.2022 FSP Submittal  
07.21.2022 FSP Submittal  
08.23.2022 Stamping Set  
10.06.2022 Final Stamping  
11.30.2022 Sign Permit Application

Sheet Number:  
© Grissim Metz Andriese Associates, 2022

**L401**









12 Mile Road, looking South  
(Proposed Sign Location)



12 Mile Road, looking East



12 Mile Road, looking North



12 Mile Road, looking West





Existing Main Entrance Sign on  
Wixom Road



Existing South Entrance Sign on  
Wixom Road