

# MEMORANDUM



**TO:** CITY OF NOVI PLANNING COMMISSION  
**FROM:** DIANA SHANAHAN, PLANNER  
**THROUGH:** LINDSAY BELL, AICP, DIRECTOR OF PLANNING  
**SUBJECT:** 41619 STEINBECK GLEN WOODLAND PERMIT  
**DATE:** JUNE 1, 2026

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The applicant, Andi Kareem, seeks approval of a Woodland Use Permit, PBR25-0096, to allow encroachment into the critical root zone of four regulated woodland trees ranging in size from 12 to 20 inches diameter-at-breast-height (DBH) for the installation of a pool and fence on a single-family residential lot located at 41619 Steinbeck Glen. The site is located west of Meadowbrook Road and south of Thirteen Mile Road in Section 11 of the City.

The City's Woodland Consultant reviewed the request for compliance with the Woodland Protection Ordinance and prepared a review letter dated June 13, 2025. The review letter (attached) does not authorize the removal of any trees; rather, it provides a detailed assessment of the potential impacts to the critical root zones of the regulated trees and indicates 12 replacement credits are required.

The review letter also notes that during a site visit conducted on April 1, 2025, the City's Environmental Consultant directed the homeowner to immediately remove the play structure and any debris located in the conservation easement. At this time, it is unclear whether those items have been removed.

The proposed critical root zone impacts are not associated with any previously approved site plan or prior agreement. Additionally, the affected trees are located within a recorded conservation easement. Please refer to the review letter for additional information.

Per Chapter 37 of the Woodland Protection Ordinance, where a proposed activity (i.e., pool installation) 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, PBR25-0096, to allow critical root zone impacts to 4 regulated woodland trees located within a conservation easement for the proposed pool and fence installation at 41619 Steinbeck Glen. The approval is subject to the payment of all associated fees and bonds as required by the City's ordinance.**

– OR –

### **Denial**

**To deny Woodland Use Permit, PBR25-0096, to allow critical root zone impacts to 4 regulated woodland trees located within a conservation easement for the proposed pool and fence installation at 41619 Steinbeck Glen.**

**MAPS**

Location

Zoning

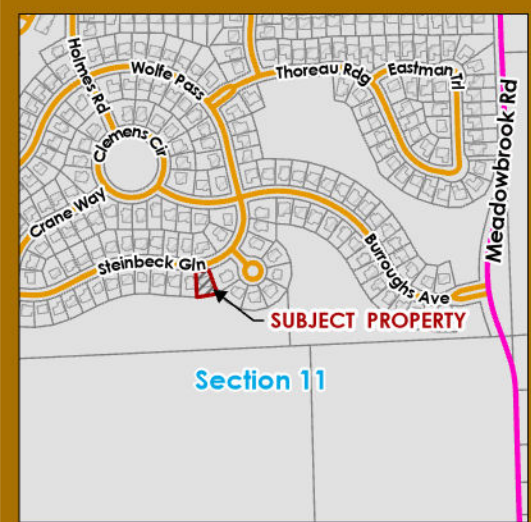
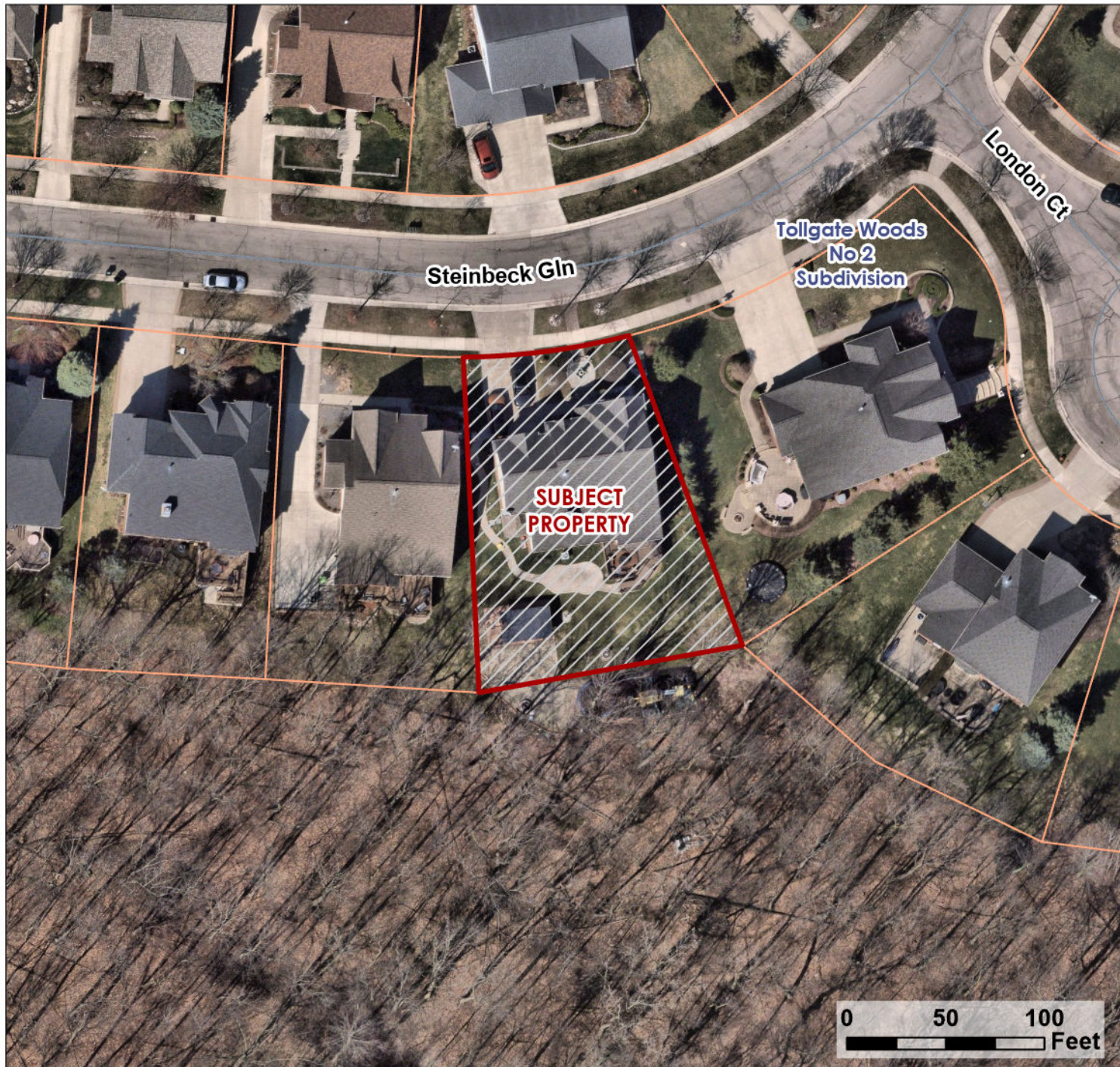
Future Land Use

Natural Features

Conservation Easement

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# 41619 STEINBECK GLEN WOODLAND PERMIT LOCATION MAP



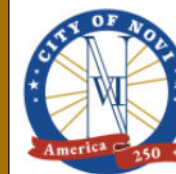
## LEGEND

 Subject Property

Thoroughfare Classification

 Local Residential Street

 Scenic Drive Road



Map Author: Diana Shanahan  
Project: PBR25-0096

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



# 41619 STEINBECK GLEN WOODLAND PERMIT ZONING MAP

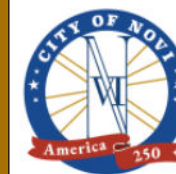


## LEGEND

 Subject Property

Zoning District

 RA: Residential Acreage



Map Author: Diana Shanahan  
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# 41619 STEINBECK GLEN WOODLAND PERMIT FUTURE LAND USE MAP



## LEGEND

Subject Property

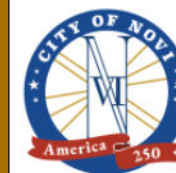
Future Land Use Category

Single Family

Multiple Family

Private Park

Public/Quasi-Public



Map Author: Diana Shanahan  
Project: PBR25-0096

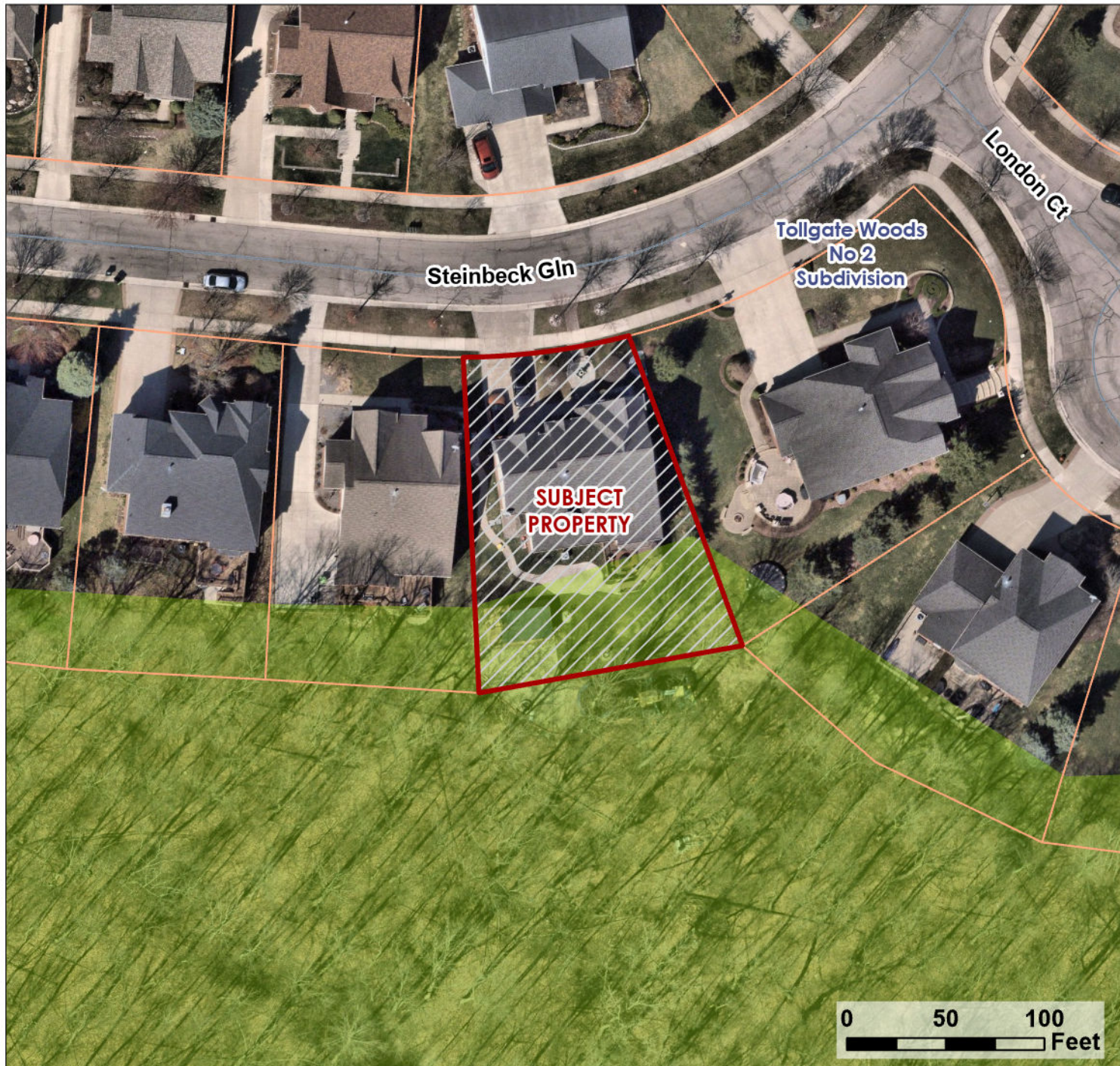
Date: 06/01/26  
Version #: 1

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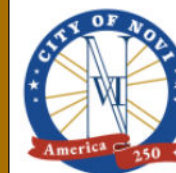


# 41619 STEINBECK GLEN WOODLAND PERMIT NATURAL FEATURES MAP



## LEGEND

-  Subject Property
-  Wetlands
-  Woodlands



Map Author: Diana Shanahan  
Project: PBR25-0096

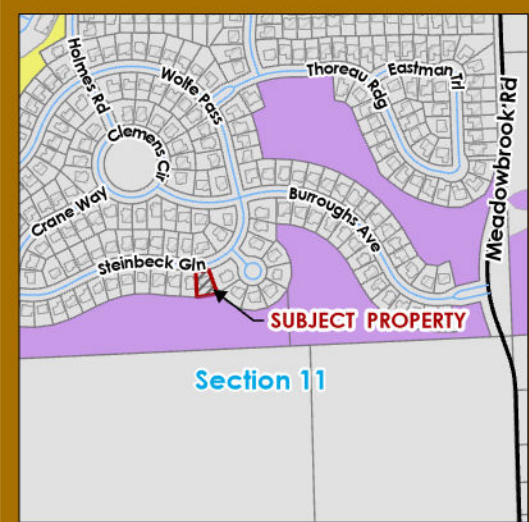
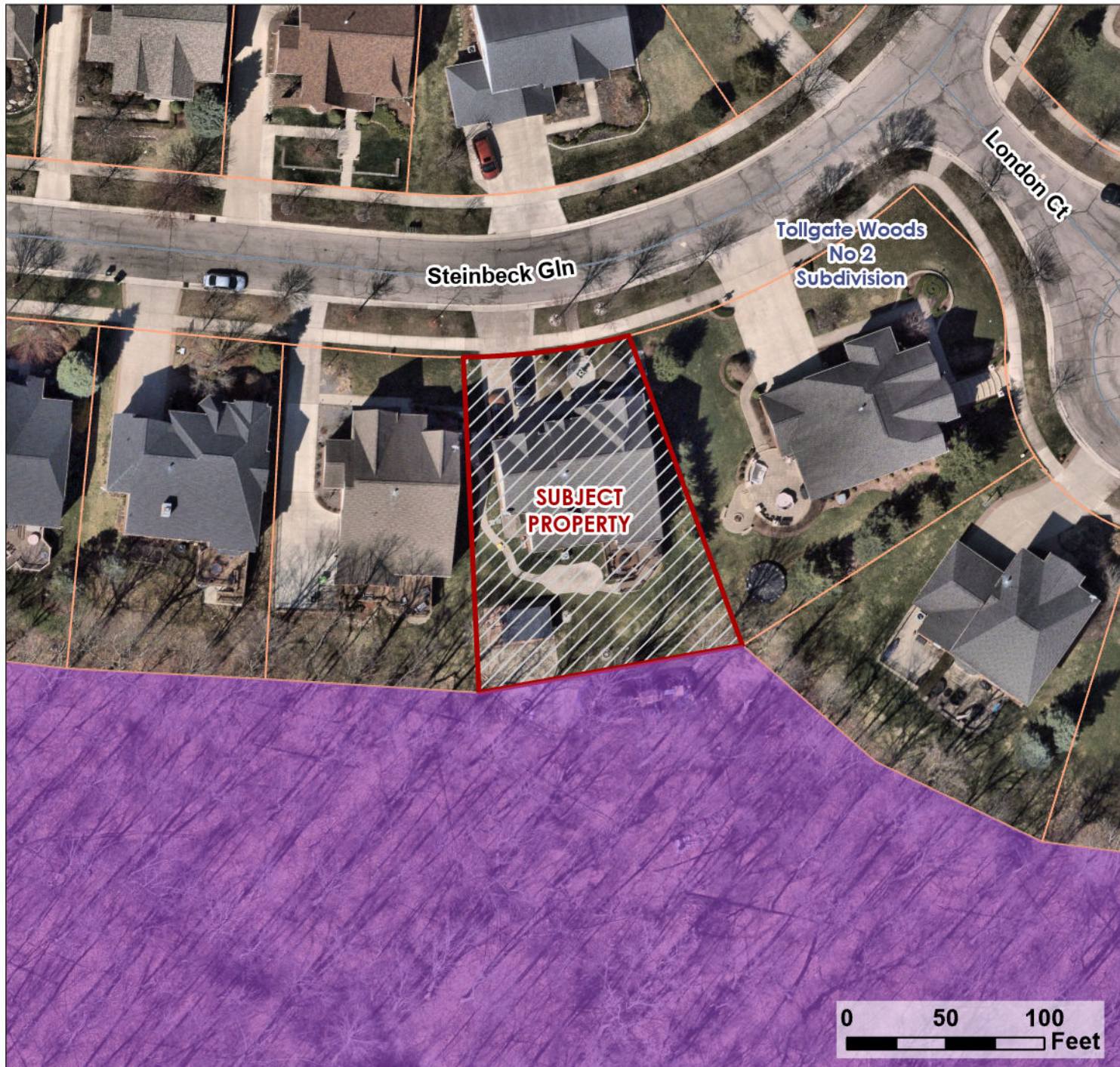
Date: 06/01/26  
Version #: 1

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# 41619 STEINBECK GLEN WOODLAND PERMIT CONSERVATION EASEMENT MAP



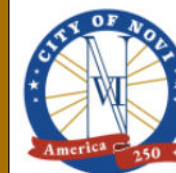
## LEGEND

 Subject Property

Easement Type

 Open Space Preservation

 Wetland & Woodland



Map Author: Diana Shanahan  
Project: PBR25-0096

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



**HOA RESPONSE LETTER**

Sentry Management

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May 19, 2026  
Andi Kareem  
41619 Steinbeck GLN  
Novi, MI 48377

RE: 41619 STEINBECK GLN

Dear Andi,

Thank you for following the Tollgate Woods Homeowners Association's process of submitting your request to modify the exterior of your unit to the Board of Directors for review. Enclosed, please find your signed or stamped modification form noting the formal approval or denial of your request.

Please review the signed form carefully to ensure if approved, it is not approved with changes or contingencies to the original request. The modification must comply with any comments indicated on the form. If your request is denied, the form will reflect the reason for denial.

Should you have any questions or concerns, please do not hesitate to contact us at 517-545-3900.

Respectfully,

Sentry Management, Inc.  
On Behalf of the Board of Directors  
Tollgate Woods Homeowners Association  
000048

# TOLLGATE WOODS HOMEOWNERS' ASSOCIATION REQUEST FOR MODIFICATION/ALTERATION

Owner Name Aneli Kareem Date 4/17/2026

Address 41619 Steinbeck Glen Bldg. \_\_\_\_\_ Unit \_\_\_\_\_

Home Phone 248-767-7935 Work Phone \_\_\_\_\_

Email: andigrouptrucking@gmail.com

Exterior Appearance  Landscaping Other \_\_\_\_\_

Structural Part of Unit  Limited Common Element \_\_\_\_\_

### Description of Proposed Modification

- Remediation of disturbed areas
- Install of 16'x40' fiberglass pool with spillover tub

Attach a drawing (1/2" = 1 foot) or clear illustration of what is being proposed. Add dimensions, sizes and spacing. Also add copies of brochures or other descriptive literature when applicable.

Work to be performed by Francis Kashat (Fiore Construction)  
Address 7035 Timberview Trail Phone 248-595-5000

A licensed builder who is insured must perform construction. All applicable codes and regulations must be followed, and permits must be obtained by the Owner at his/her expense. If the modification requires digging into the ground, or accessing any common elements, that utility lines or other common elements may be encountered and if damaged we accept financial responsibility for repair or any damages that may be incurred in connection with the proposed modification.

All installation costs and future maintenance costs related to this modification are the responsibility of the owner. Furthermore, any costs incurred by the Association because of this modification shall be billed to the owner for reimbursement to the Association. Furthermore, any costs incurred because

of this modification due to any future legal or regulatory agency requirements shall be paid by the Owner. Furthermore, the proposed modification may not interfere with the sprinkler system and any relocation of sprinkler heads shall be at the owner's expense.

This modification must comply with all Bylaws, occupancy agreements and other applicable regulations established by the Board of Directors.

The Owner accepts full responsibility for notifying the next owner of this unit of this modification and all responsibilities contained herein shall pass to the new owner.

I attest that all the above information is truthful and accurate and hereby respectfully request the Board to review the information provided and grant approval in writing in a timely manner.

This request is:  Urgent (within days)  Not Urgent (within weeks)

**NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS GRANTED**

Co-Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED FORM TO A BOARD MEMBER OR MAIL / EMAIL TO THE FOLLOWING:**

**Return to:** TOLLGATE WOODS HOMEOWNERS  
c/o Sentry Management Inc.  
PO Box 2148  
Howell, Michigan 48844

**Email:** southeastmichigan@sentrymgt.com  
**Fax:** 517-552-4476



Investigated by \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Board  Denied by the Board

Stipulations to Approval/Denial:

**See Attached for Conditions for Approval**

On behalf of the Board of Directors

Signature Cody Green Date 5/13/26

**Agreement between the Tollgate Woods Homeowners Association, a Michigan corporation of Novi, Michigan and**

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**Co-owner's Name---please print.**

**Co-owner's Signature**

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**Co-owner's Address**

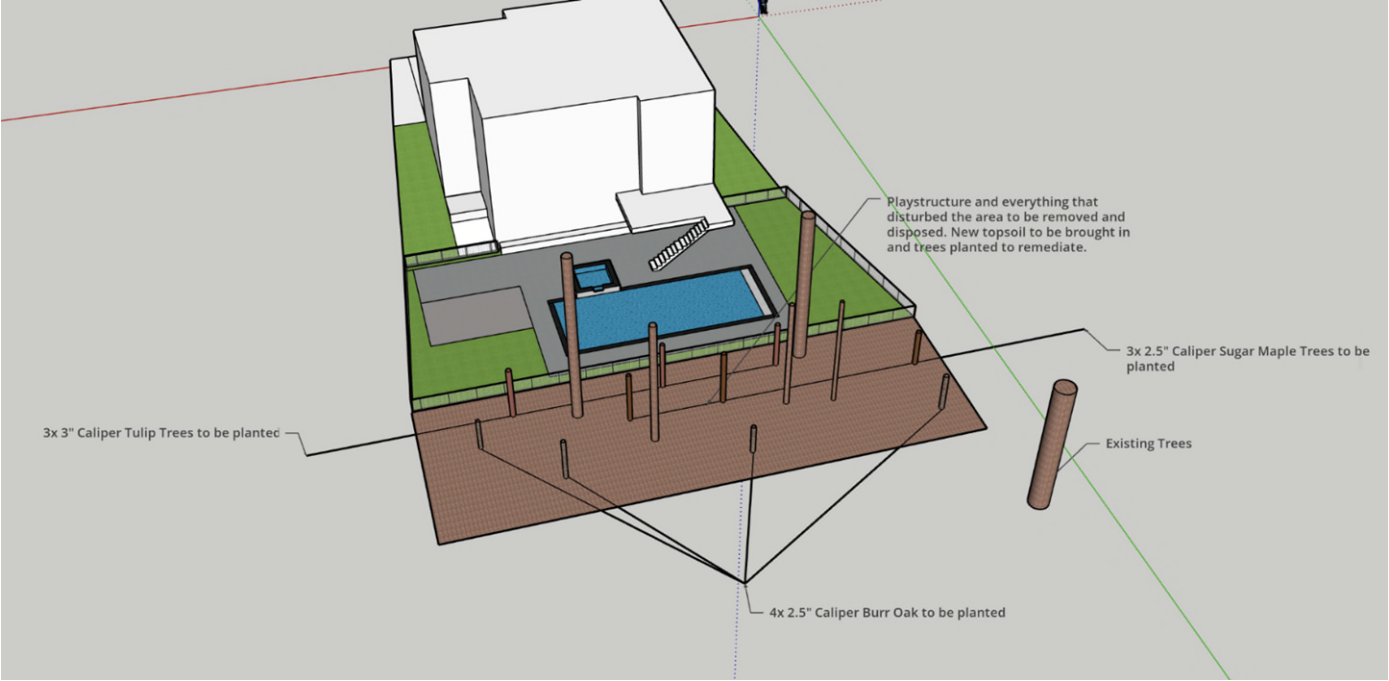
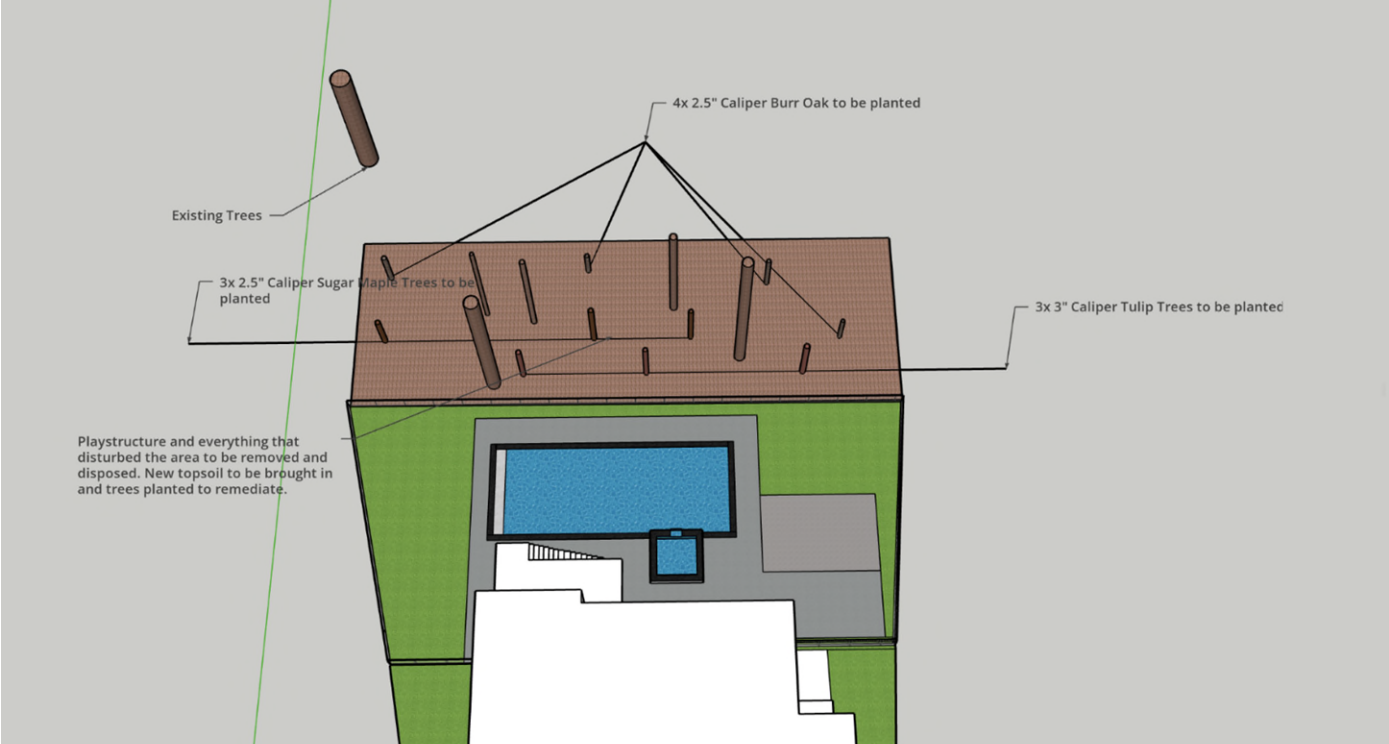
**A. It is mutually agreed:**

1. The Co-owner has the Association's permission to make such modification(s) as outlined in the attached description.
2. The Association will permit only modifications noted in this agreement description.

**B. In consideration for same, the Co-owner(s) agrees:**

1. The expense of performing said modifications will be borne entirely by the Co-owner(s).
2. The responsibility and expense of ensuring all necessary permits are pulled and building codes are met will be borne entirely by the Co-owner(s).
3. The maintenance and upkeep of said modification is the responsibility of the Co-owner in accordance with the governing documents, rules and regulations adopted by the association.
4. If additional insurance is necessary, the Co-owner(s) will see that proper insurance is in place to cover the above modification. Said insurance will be at the Co-owner(s) expense.
5. In the event that the Association finds maintenance or upkeep of modifications lacking, and after having been so notified in writing by the Association, required maintenance or upkeep is not timely performed by the Co-owner, such upkeep or maintenance will be performed by the Association or it's designee at Co-owner(s) expense. No such expense will be incurred without allowing the Co-owner(s) specified time to perform the maintenance first.
6. Should continue neglect of maintenance or upkeep of the modification occur, the Association may order return of the common ground or property under its control to its original state at the Co-owner(s) expense. However, this action will not be taken, under any circumstances, without written notification to the Co-owner(s) from the Association.
7. That in the event the single family unit to which said modifications are made is sold, the current Co-owner is required to notify any new Co-owner of the existence of this approved Modification Agreement, and have any new Co-owner assumes responsibility for maintenance and upkeep of the approved modification in writing at closing.

8. That in the event that the modification is damaged due to the repair, replacement, or removal of any common element (including, but not limited to, foundations, utility lines, pipes or wires, sump pumps, roofs, gas lines, etc.) or the maintenance thereof by the Association, removal, repair, and/or replacement of the modification will be performed by the Co-owner, or shall be done at the expense of the Co-owner.
  
9. The Co-owner hereby agrees to fully indemnify and hold harmless the Association, including its members, directors, officers, managers, agents, successors and assigns, from any liability, damages, claims, actions, judgments or responsibility whatsoever, now or in the future, known or unknown, foreseeable or unforeseeable, by any party whatsoever, for any actions, conduct or decisions in any way related to the modification and the permission given by this Agreement. This indemnification includes all costs or expenses incurred by the Association including, without limitation, attorneys' fees, defense costs, and other expenses.



**Archived:** Wednesday, May 13, 2026 2:42:36 PM

**From:** [Rao Chukkapalli](#)

**Sent:** Fri, 8 May 2026 13:38:13

**To:** [Cody Green](#)

**Cc:** [Steve Yaldoo](#) [Praveen Waadkonja](#) [Bryan Barringer](#) [Melissa Mele](#) [Natalie Liles](#)

**Subject:** 41619 Steinbeck Gln - Andi Kakeem and Baydaa Asman

**Importance:** Normal

**Sensitivity:** None

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**External Email: Please be careful when opening attachments or clicking links.**

Cody,

The board members reviewed and approved revised modification request of the above homeowner. Please ensure that the following conditions are incorporated into the approval which are the same as provided in last approval and an add on condition listed at the end of this email.

Approval contingent on following stipulations:

- 1.You must comply with the conditions stipulated in the application submitted to us.
- 2.The approval does not constitute approval to initiate construction of swimming pool
- 3.You must satisfactorily address your neighbors concerns if any raised to their satisfaction.
- 4.You must submit all the required paper work to City of Novi and obtain license/permission/approval before starting construction of the swimming pool.
- 5.You must comply with our bye laws and governing documents
- 6.You must comply with all the terms and conditions stipulated by City of Novi while granting license/permission/approval at all times before, during and after construction was completed.
7. Submit a plan for removing the items in the backyard that are outside your property line and restoring the grounds.

This area

is a regulated Wetland & Woodland and is not to be disturbed

Besides the above - In order to address one of the points specifically raised by board member, though this was explicitly stated in our governing documents, just to ensure this is not overlooked add the following

1. 1.  
The outer perimeter of the Swimming Pool should be secured through proper fence for safety purposes.

Should you need further clarifications, please give me a call.

**Moving forward, whenever you receive such requests, please advise the homeowner the response time for these request are minimum 15 days.**

Thanks

Rao

President

Tollgate Woods Homeowners'' Association

## WOODLAND REVIEW

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1 Main Street SE ■ Suite 300 ■ Minneapolis, Minnesota ■ 55414

June 13, 2025

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

Submitted electronically to [nschaffrath@cityofnovi.org](mailto:nschaffrath@cityofnovi.org)

Re: 41619 Steinbeck Glen – Revised Woodland Review (PBR25-0096)

Dear Nina,

Merjent, Inc. (Merjent) has conducted a preliminary review of the single-family residential plot plan for 41619 Steinbeck Glen (site) prepared by unknown (rev. date no date; received by City of Novi May 5, 2025). Merjent reviewed the plan for conformance with the City of Novi’s (City) Woodland Protection Ordinance, Chapter 37. The site (parcel 50-22-11-277-025) contains City-regulated woodlands based on the City of Novi Woodland Mapper (Figure 1).

An initial woodland review was conducted on April 2, 2025 and deficiencies were found in the plot plan that could not conform with Chapter 37.

**Woodlands**

**Woodland Recommendation:** Merjent **recommends approval** of the revised 41619 Steinbeck Glen Residential Plot Plan **with conditions**. 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])	Already in Place

**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**). Additionally, the woodlands located south of the site are under a mixed wetland and woodland conservation easement (**Attachment A**).
2. The plan has not 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.

- **Important Note:** although critical root zones are not identified on the plan, all trees adjacent to the proposed pool will have critical root zone impacts accounted for from the previous unauthorized fill and equipment placed in the conservation easement.

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. During Merjent’s site visit on 4/1/2025, the following trees were identified as potentially having critical root zone impacts from both the proposed pool installation and structures/debris within the conservation easement:

- 17” DBH red maple (*Acer rubrum*)
- 17” DBH American basswood (*Tilia americana*)
- 16” DBH shagbark hickory (*Carya ovata*)
- Dual trunk 27” + 16” silver maple (*Acer saccharinum*)

**Note:** these trees have been included in the revised plot plan.

4. **Woodland Replacement.** Based on review of the plan, the following woodland replacements are required:

Tree Size (DBH, inches)	Number of Trees	Ratio Replacement/Removed Tree	Total Replacements Required
8-11	0	1	0
12-20	3	2	6
21-29	0	3	0
30+	-	-	-
Multi-stem	1	Sum of Stem DBH/8 (rounded up)	6
<b>Total</b>	<b>4</b>	-	<b>12</b>

- **Important Note:** approval of this plot plan does not authorize the removal of the four trees noted in Comment 3. The four trees impacted are within a designated conservation easement and should not be removed. Critical root zone impacts may not fully kill the trees within the conservation easement and they should be left to grow freely within the conservation easement as intended. Additionally, although the critical root zones of the trees extend onto the parcel with a proposed pool, the trees are located outside of the parcel, and it is Merjent’s understanding that the land owner does not have authorization to remove trees within the conservation easement parcel (50-22-11-277-041).

5. It is Merjent’s understanding that based on verbal discussion with City of Novi Staff, the applicant intends to pay for all critical root zone impacts via payment into the City of Novi Tree Fund. This will require a payment of **\$4,800** (12 x \$400/replacement credit).

- 
6. 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.
  7. It should be noted that structures and debris were located south of the site parcel during the April 1, 2025 site visit. These structures were requested to be removed immediately due to being located both within a conservation easement and not being located on the subject property.

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

Sincerely,

**Merjent, Inc.**



Jason DeMoss, PWS  
Environmental Consultant

Enclosures:

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

CC:

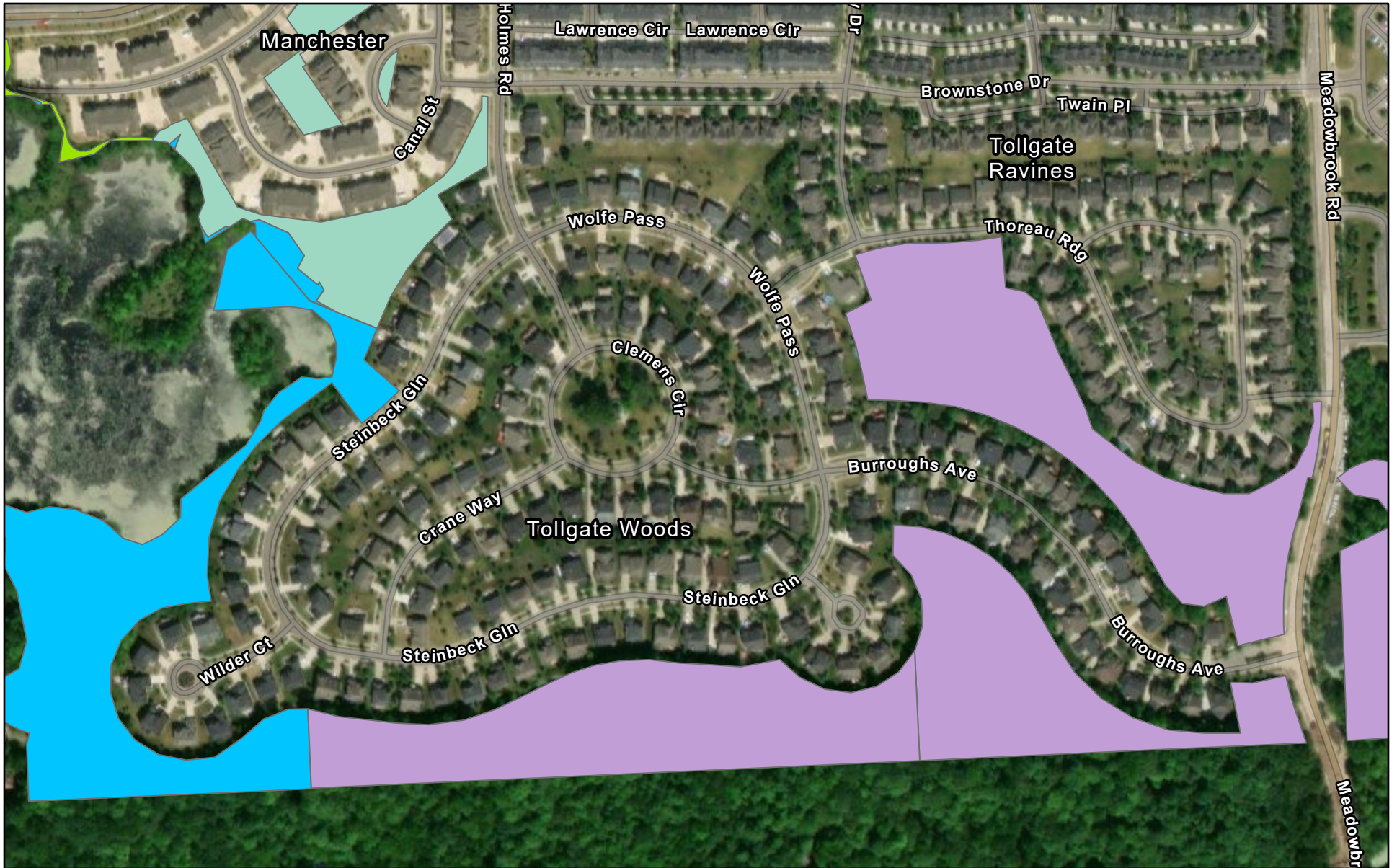
Barb McBeth, City of Novi, [bmcbeth@cityofnovi.org](mailto:bmcbeth@cityofnovi.org)  
Rick Meader, City of Novi, [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org)  
Brian Riley, City of Novi, [briley@cityofnovi.org](mailto:briley@cityofnovi.org)  
Angie Sosnowski, City of Novi, [asosnowski@cityofnovi.org](mailto:asosnowski@cityofnovi.org)  
Matt Pudlo, Merjent, [matt.pudlo@merjent.com](mailto: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  
Conservation Easement Map**

# Steinbeck Glen Conservation Easement



4/2/2025

Conservation Easement

Wetland

Woodland

Wetland & Woodland

Open Space Preservation

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

1.2m Resolution Metadata

1:5,620

0 0.04 0.07 0.14 mi

0 0.05 0.1 0.2 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Maxar

**Attachment B**  
**Site Visit Photos**



Overview of the northeastern portion of regulated woodlands with structures placed in the forest



Overview of the western portion of regulated woodlands with structures placed in the forest



Overview of the regulated woodlands with structures placed in the forest