



COMMUNITY DEVELOPMENT DEPARTMENT

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

ZONING BOARD OF APPEALS STAFF REPORT

FOR: City of Novi Zoning Board of Appeals

MEETING DATE: November 18, 2025

REGARDING: 26103 Novi Road # 50-22-15-476-033 (PZ25-0055)

BY: Alan Hall, Deputy Director Community Development

I. GENERAL INFORMATION:

Applicant

Novi Oaks Plaza

Variance Type

Sign Variance

Property Characteristics

Zoning District: This property is zoned Town Center (TC)

Location: adjacent to Novi Road, north of Grand River Avenue

Parcel #: 50-22-15-476-033

Request

The applicant is requesting variances from the City of Novi Sign Ordinance Section 28-5(a) chart for the "TC" zoning district to allow a 9-foot in height illuminated ground sign (6 feet maximum allowed, variance of 3 feet); and Section 28-5(b)(2)a. for an oversized sign area of 47 square feet (31 square feet allowed, variance of 16 square feet).

II. STAFF COMMENTS:

The applicant is seeking (2) dimensional sign variances for a new ground monument sign. This new ground sign is to replace an existing ground sign (previously known as the Lover's Lane Plaza sign).

- 1) A 3-foot height variance to allow a 9-foot high ground sign.*
- 2) A 16 SF size variance to allow an oversized sign of 47 SF.*

The location of the new sign is located at the same location as the previous ground sign. The clear vision triangles will not be impaired with the new ground sign based on zoning ordinance guidelines.

III. RECOMMENDATION:

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

I move that we grant the variance in Case No. PZ25-0011 sought by _____,
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. **PZ25-0011** sought by _____,
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 because _____

_____.
- 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) 347-0423.

Alan Hall – Deputy Director Community Development - City of Novi



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ZONING BOARD OF APPEALS APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY

RECEIVED

SEP 26 2025

CITY OF NOVI
COMMUNITY DEVELOPMENT

I. PROPERTY INFORMATION (Address of subject ZBA Case)		Application Fee: <u>\$330.00</u>	
PROJECT NAME / SUBDIVISION <u>Novi Oaks Plaza</u>		Meeting Date: <u>11/18/25</u>	
ADDRESS <u>26103 Novi Rd, Novi, MI</u>		ZBA Case #: <u>PZ 25-0265</u>	
SIDWELL # <u>50-22-15-476-033</u>		May be obtain from Assessing Department (248) 347-0485	
CROSS ROADS OF PROPERTY <u>Novi Road & Grand River Ave.</u>			
IS THE PROPERTY WITHIN A HOMEOWNER'S ASSOCIATION JURISDICTION? ☐ YES ☒ NO		REQUEST IS FOR: ☐ RESIDENTIAL ☐ COMMERCIAL ☐ VACANT PROPERTY ☒ SIGNAGE	
DOES YOUR APPEAL RESULT FROM A NOTICE OF VIOLATION OR CITATION ISSUED? ☐ YES			
ORGANIZATION/COMPANY			
ADDRESS <u>9018</u>		STATE <u>MI</u>	
B. PROPERTY OWNER ☒ CHECK HERE IF APPLICANT IS ALSO THE PROPERTY OWNER			
Identify the person or organization that owns the subject property:		CELL PHONE NO.	
NAME		TELEPHONE NO.	
ORGANIZATION/COMPANY		FAX NO.	
ADDRESS		CITY	STATE
			ZIP CODE
III. ZONING INFORMATION			
A. ZONING DISTRICT			
☐ R-A ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ RM-1 ☐ RM-2 ☐ MH			
☐ I-1 ☐ I-2 ☐ RC ☒ TC ☐ TC-1 ☐ OTHER _____			
B. VARIANCE REQUESTED			
INDICATE ORDINANCE SECTION (S) AND VARIANCE REQUESTED:			
1. Section <u>28-5(b)(2)a</u> Variance requested <u>Oversized</u>			
2. Section <u>28-5 chart</u> Variance requested <u>Over Height</u>			
3. Section _____ Variance requested _____			
4. Section _____ Variance requested _____			
IV. FEES AND DRAWINGS			
A. FEES			
☐ Single Family Residential (Existing) \$220 ☐ (With Violation) \$275 ☐ Single Family Residential (New) \$275			
☐ Multiple/Commercial/Industrial \$330 ☐ (With Violation) \$440 ☒ Signs \$330 ☐ (With Violation) \$440			
☐ House Moves \$330 ☐ Special Meetings (At discretion of Board) \$660			
B. DRAWINGS 1-COPY & 1 DIGITAL COPY SUBMITTED AS A PDF			
• Dimensioned Drawings and Plans			
• Site/Plot Plan			
• Existing or proposed buildings or addition on the property			
• Number & location of all on-site parking, if applicable			
• Existing & proposed distance to adjacent property lines			
• Location of existing & proposed signs, if applicable			
• Floor plans & elevations			
• Any other information relevant to the Variance application			



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

09/22/2025
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

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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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:

- 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:

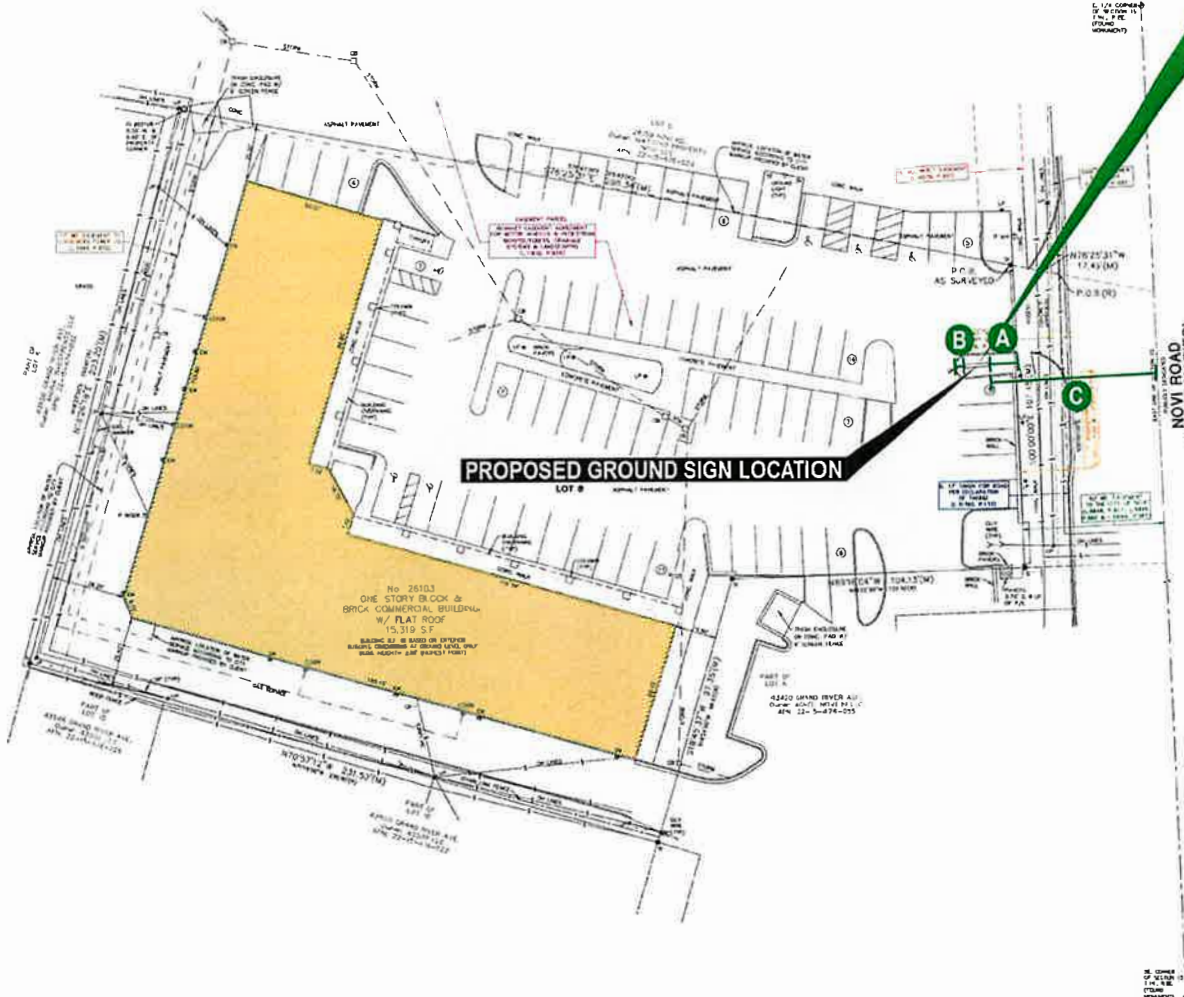
Standard #2. Limit Use of Property.

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.

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.

Site Plan Novi Rd.



ZONING DISTRICT: TC
A: SETBACK FROM SIDEWALK: 11.50ft
B: SETBACK FROM PARKING LOT: 3ft
C: SETBACK FROM STREET CENTER (NOVI RD.): 62ft
MAXIMUM SQUARE FOOTAGE ALLOWED (1sqft PER 2ft OF SETBACK FROM STREET CENTER): 31sqft
PROPOSED SIGN AREA: 53.00sqft



CUSTOMER APPROVAL

DATE

VITAL SIGNS
SIGN MANUFACTURER
 37037 Schoolcraft, Livonia, MI 48150
O: 734-542-4800 mcnvital@aol.com
F: 734-542-4070 vitalsignsmi.com



*All electrical to be UL
 Listed and Labeled*

CONSTRUCTION DETAIL

PLEASE SEE ATTACHED LAYOUT THAT HAS
 APPEARANCE, AND CONSTRUCTION INFORMATION:
 novioaks_layout_groundsign.pdf

CLIENT

Mike Houbba

ADDRESS

**21609 Novi Rd.
 Novi, MI 48375**

DATE

7/14/2025

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LEGEND

1. Easement	2. Easement	3. Easement	4. Easement
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13. Easement	14. Easement	15. Easement	16. Easement
17. Easement	18. Easement	19. Easement	20. Easement
21. Easement	22. Easement	23. Easement	24. Easement
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NOVI ROAD (WIDTH VARIES)

LEGEND

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NOVI ROAD (WIDTH VARIES)

NOVI ROAD (WIDTH VARIES)