



**CITY OF NOVI CITY COUNCIL  
MARCH 18, 2024**

**SUBJECT:** Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the requested grant amount for the following neighborhoods upon successful completion of the entryway work depicted in the applications: Village Oaks (\$5,000.00) and Walden Woods (\$2,526.50).

**SUBMITTING DEPARTMENT:** City Manager

<b>EXPENDITURE REQUIRED</b>	<b>\$ 7,526.50</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 25,000 (FY 2023-24 BUDGET)</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ 0</b>
<b>LINE ITEM NUMBER</b>	<b>101-172.00-816.002</b>

**BACKGROUND INFORMATION:**

The Neighborhood Entryway Enhancement Matching Grant Program was established in 2015 and offers Homeowners Associations in the City of Novi a 50/50 matching grant of up to \$5,000.00 for the beautification of neighborhood entrances.

The proposed projects may be permanent physical improvements, such as the addition or rehabilitation of entrance signs, construction of flower beds, planting of trees, upgrading of lighting, or the installation of other related entryway improvements. Guidelines require that all improvements must be located on the perimeter of the neighborhood and visible from the public right-of-way, that they cannot include recurring or maintenance improvement items, and that organizations are not eligible to be awarded a grant in consecutive years.

Two applications were received before the deadline of January 26, 2024: Village Oaks and Walden Woods. City staff organized the applications for review by the Beautification Commission and provided the evaluation criteria. Project need, impact, feasibility, and sustainability were taken into consideration when assessing applications.

The Commission recommends the requested grant amounts be awarded to both of the following two (2) neighborhoods:

**1. Village Oaks (\$5,000)**

The Beautification Commission generally approved the plan but noted some inconsistencies within the application. They respectfully request that, as a condition of the grant approval, Village Oaks works closely with the Community Development Department and Department of Public Works to ensure their final plan meets all requirements and is properly permitted.

**2. Walden Woods (\$2,526.50)**

The Beautification Commission agreed that the addition of new plants would greatly improve the current condition of the current entryway at Walden Woods. They also suggested that the HOA might consider additional native plants due to their greater drought tolerance as well as potentially utilizing a ground covering plant to reduce the need mulch.

**RECOMMENDED ACTION:** Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the requested grant amount for the following neighborhoods upon successful completion of the entryway work depicted in the applications: Village Oaks (\$5,000.00) and Walden Woods (\$2,526.50).

2024 Entryway Grant Program Applicants						
Subdivision	Proposal	Total Project Cost	Requested Grant Contribution	Previously Awarded Grant?	Staff Recommendation	Beautification Commission Recommendation
Village Oaks	New Subdivision Signs (3 replacement, 1 new) No landscaping proposed Signs at: Village Lake Rd/Meadowbrook, Cranbrook Drive/Ten Mile Rd, Brookforest/9 Mile Rd, Cranbrook Dr/Village Wood Rd	Est. \$37,158.00	\$5,000.00	No, 1st time applicant	Tentative yes, provided further clarification is provided through the permitting process	Yes, conditioned on continuing to work with City Staff for permit approval
Walden Woods	Refreshing of plantings and landscape elements at entryway (Arcadia Dr/11 Mile Rd) Includes: Hydrangea, Weigela, ledge rocks, paint, etc.	Est. 5,053.00	\$2,526.50	No, 1st time applicant	Yes	Yes

**Total Requested: \$7,526.50**

# Neighborhood Entryway Enhancement Program Village Oaks

February 2024



# Neighborhood Entryway Enhancement Matching Grant Program

- **I. Applicant Information**

- a. Village Oaks Common Areas Association
- b. The subdivision was built in 1978
- c. First-time Applicant? Yes
- d. Project Leader: Holger Lettmann, Board Member at VOCAA
- 40724 Village Oaks, 248 790 9034, [hmlettmann@gmail.com](mailto:hmlettmann@gmail.com)

- **II. Project Information**

- a. Provide a clear detailed description of the project's purpose, plan and design, including the existing conditions, specific need, and public benefit. → see slide 5
- b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area. → see slides 9-16
- c. Provide the proposed project area's location. Please provide a written description of the specific location of the project along with an attached map with the location clearly marked. → see slide 12
- d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section. → see slide 4
- Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g., Road Commission for Oakland County), please explain and attach written permission or approval from the necessary entity.
  - Impact on property owners: See letters of property owners giving permission to replace the existing sign or construct a new sign, slides 17-18
  - Sign Permit applications are attached
  - Building Permit applications are attached
  - Right-of-Way Permit applications are attached
- e. Provide a detailed list all proposed plants, if any, intended to be used in the project. → no changes in the landscaping planned

# Neighborhood Entryway Enhancement Matching Grant Program

- **III. Funding Information**

- a. Estimated Total Project Costs: \$37,158 (See slide 6)
- b. Who provided this cost estimate?  
Tom Thelen Landscape, Inc., Deerfield Rd, Novi, MI 48375 tomthelen1980@[yahoo.com](mailto:tomthelen1980@yahoo.com)  
Signarama Novi, Beth Powers, Novi - 49677 Grand River, Wixom, MI 49677, 248-472-7620 beth@signarama-novi.com
- c. Total amount of funds requested (50% of project costs up to \$5,000 maximum): \$5,000

- **IV. Attachments**

- The association/property's current budget, in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future  
(Please remove all account numbers from any bank statements that are submitted as part of the grant application)
- Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance
- Formal documentation from the donating entity/company on company letterhead their specific donation for the project (if applicable) → not applicable
- Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable) → Permission letters from land owners are attached and on slides 17-18
- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting → no change in landscaping, no lighting
- Map with project location identified

## Grant Selection Criteria & Evaluation Checklist

- Your Association did not receive City of Novi Neighborhood Entryway Enhancement grant funding in 2022 or 2023.
- You included in the grant application a current budget demonstrating the ability to fully fund the project prior to receipt of the reimbursement award.
- If in-kind donations are being used, formal documentation from the donating entity is included.
- Documentation reflecting the current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all Residential Entranceway Signage Guide regulations.
- Project complies with all City ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency. If project has an impact on an adjacent property owner or non-city agency, written permission or approval of project from the necessary entity is provided.

- 4 new subdivision signs, 3 thereof are replacements, 1 additional sign
- Signs will be built in 2024
- Signs are made from brick pavers with capping made from limestone wall blocks:  
[Unilock Brussels Dimensional Standard in Sandstone color](#)
- Signs are crashworthy
- 42" foundation with vertical steel reinforcement
- Signs are overall ~9' wide and ~4' high
- Pillars 20" x 20" and the wall in between 8" thick
- No illumination
- 2 of the 4 signs need a mulch ring since they stand on lawn
- All signs are in the Right of Way
- Building permits will be pulled by the contractor, the Sign permit and the ROW permit will be pulled by the HOA



# Project Cost

## Contractor for brick work:

Thelen Landscape, Inc.  
22699 Deerfield Rd.  
Novi, MI 48375  
248 348 4464  
tomthelen1980@yahoo.com

## Contractor for the lettering and logo:

Signarama  
49677 Grand River Ave.  
Wixom, MI  
248-924-3324  
beth@signarama-novi.com

Contractor		Price
Tom Thelen Landscape, Inc.	Construction of 4 signs, made from stone, incl. 42" deep footings, mulch ring (\$7,555 per sign)	\$30,220
Signarama	4 Metal signs "VILLAGE OAKS" and oak leaf logo, made from painted aluminum (\$1,734 per sign)	\$6,938
	Total	\$37,158
	Contribution from City of Novi, Matching Grant	\$5,000
	Remaining Amount to be covered by HOA	\$32,158





49677 Grand River  
 Wixom, MI 48393  
 (248) 924-3324

# ESTIMATE

## EST-17123

The Way to Grow Your Business

Payment Terms: Full due at time of order

**Created Date:** 1/9/2024

**DESCRIPTION:** Exterior Metal Letters/Logo Installed onto existing brick face

**Bill To:** Village Oaks Common Areas Association  
 .  
 ., MI .  
 US

<p><b>Requested By:</b> Holger Lettmann          Email: hmlettmann@gmail.com          Work Phone: (248) 790-9034          Cell Phone: (248) 790-9034</p>	<p><b>Salesperson:</b> Beth Powers          Email: beth@signarama-novi.com          Work Phone: 248-924-3324 x 104          Entered By: Beth Powers</p>
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NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	BALLPARK PRICE - Black/Solid Color Metal Letters/Logo - pin mounting hardware - Final pricing dependent on final design/sizes - Automotive grade exterior paint - Price for each Based On 4 Signs	1	\$1,166.58	\$1,166.58
2	Installation metal letters/logo onto existing brick faces - Price per each based on 4 total signs	1	\$457.50	\$457.50
3	Mounting Hardware - would like letters stand off mounted approx 1" from Brick - Based on 2 mounts per letter and 4 for the "logo/leaf"	13	\$3.96	\$51.48
4	DOES NOT INCLUDE PERMITTING SERVICE OR FEES	1	\$0.00	\$0.00
5	DOES NOT INCLUDE REMOVAL OF EXISTING SIGNS	1	\$0.00	\$0.00

Thank you for your business! We are excited to be working with you on your project! Estimates are valid for 30 days and all custom orders require payment before production.

<b>Subtotal:</b>	\$1,675.56
<b>Taxes:</b>	\$58.92
<b>Grand Total:</b>	\$1,734.48

Please send notice of all ACH/Wire payments to AP@Signarama-novi.com.

Warranty - one-year parts and labor and an additional 2 years on parts - barring misuse, vandalism or acts of God.



Limestone capping

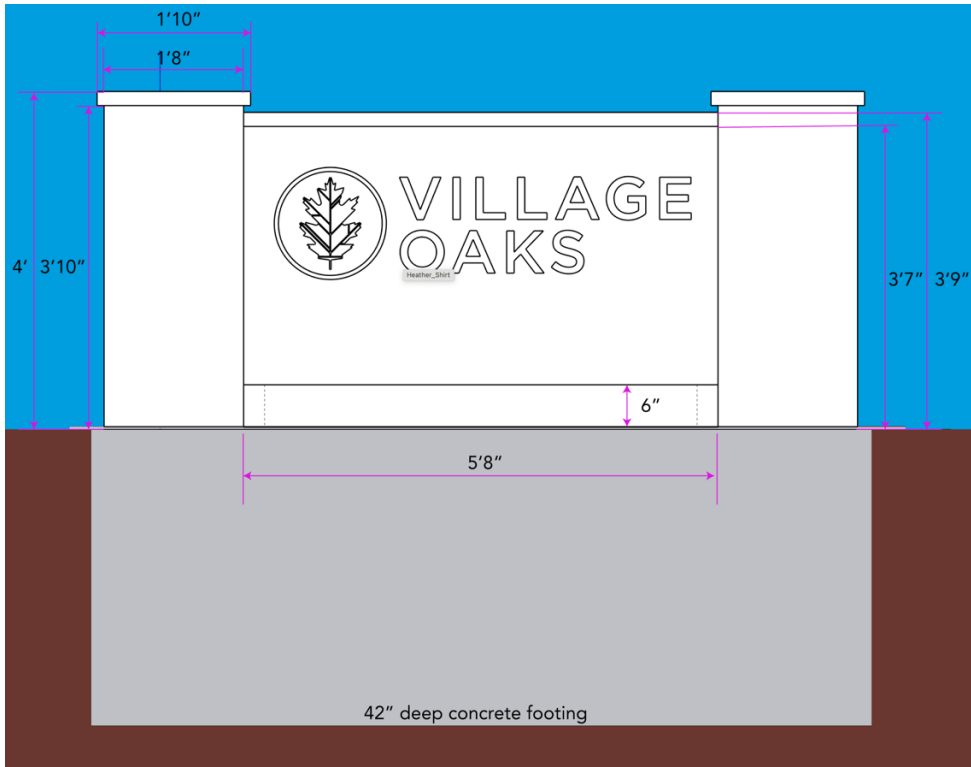
Unilock Brussels Dimensional  
Wall Blocks, color "Sandstone"

Planter Box for small annual  
decorative plants

Mulch ring around the sign  
(not shown on rendering)

Lettering and symbol made from aluminum, painted in black with automotive grade paint.  
Mounted with standoffs.  
Single-sided, no lettering or symbol on the back side of the sign

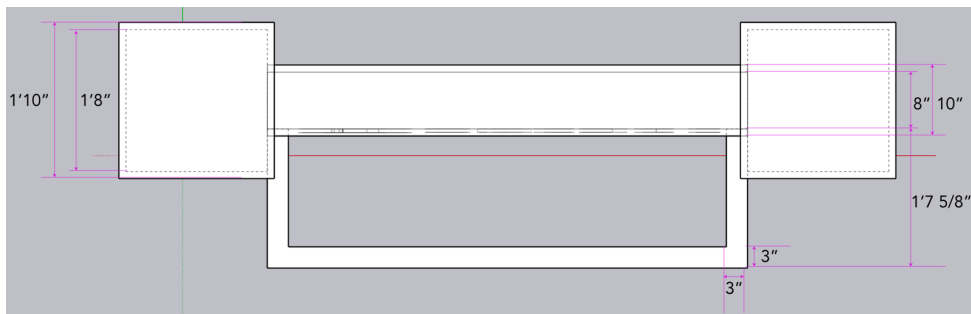
No illumination



Square footage of the sign face without the pillars shall not exceed 24 sqft according to the City Signage Guide.

Size of sign face:

Width: 5'8" x Height 3'7" = 20.3 sqft







STANDARD  
300mm x 100mm x  
200mm  
11 7/8" x 3 7/8" x 7 7/8"

SANDSTONE



PICK A COLOR



SANDSTONE

**UNILOCK**

DREAM

PRODUCTS

LEARN

REQUEST A CATALOG

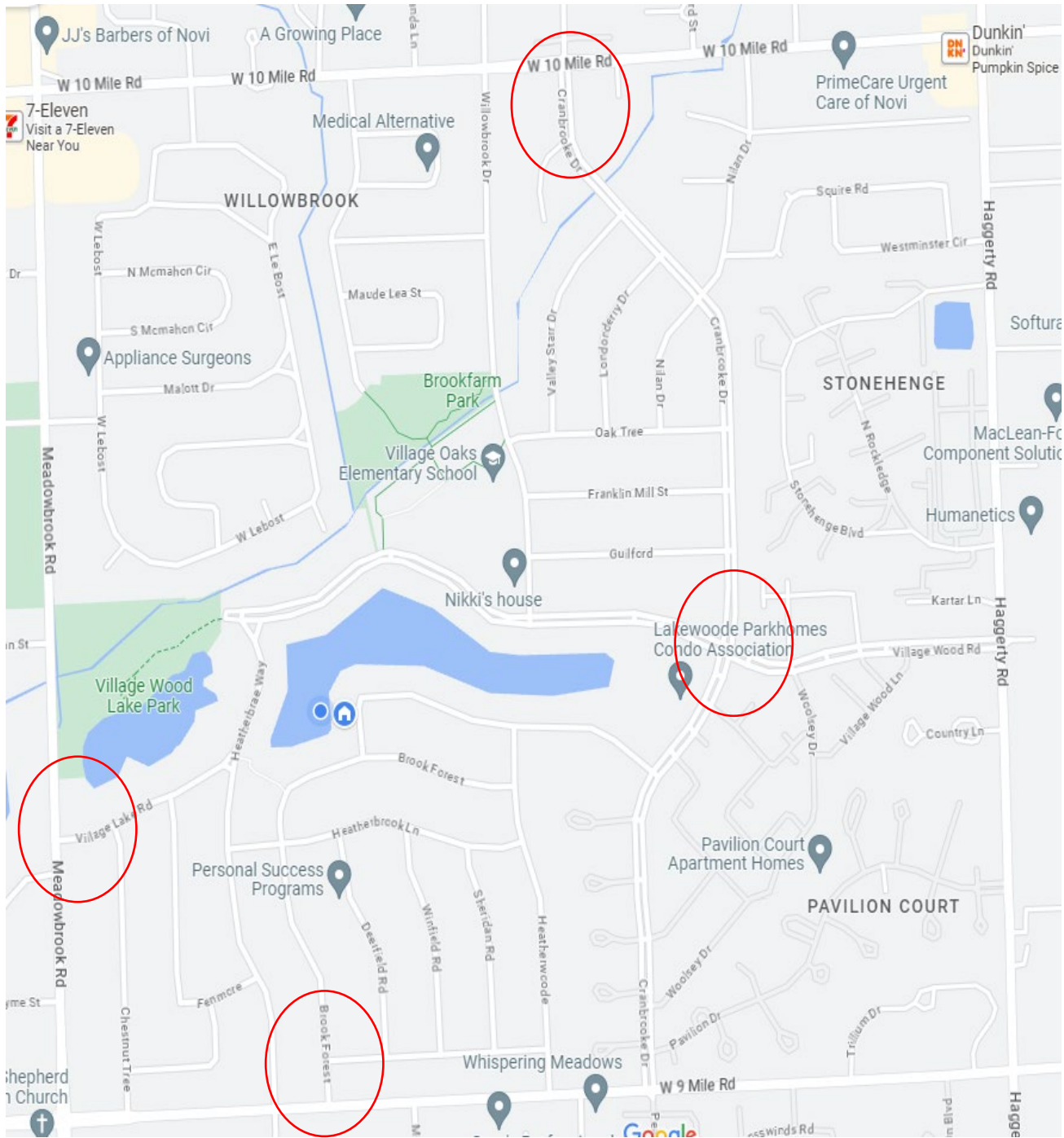
GI

Home > Products > BRUSSELS DIMENSIONAL STONE®



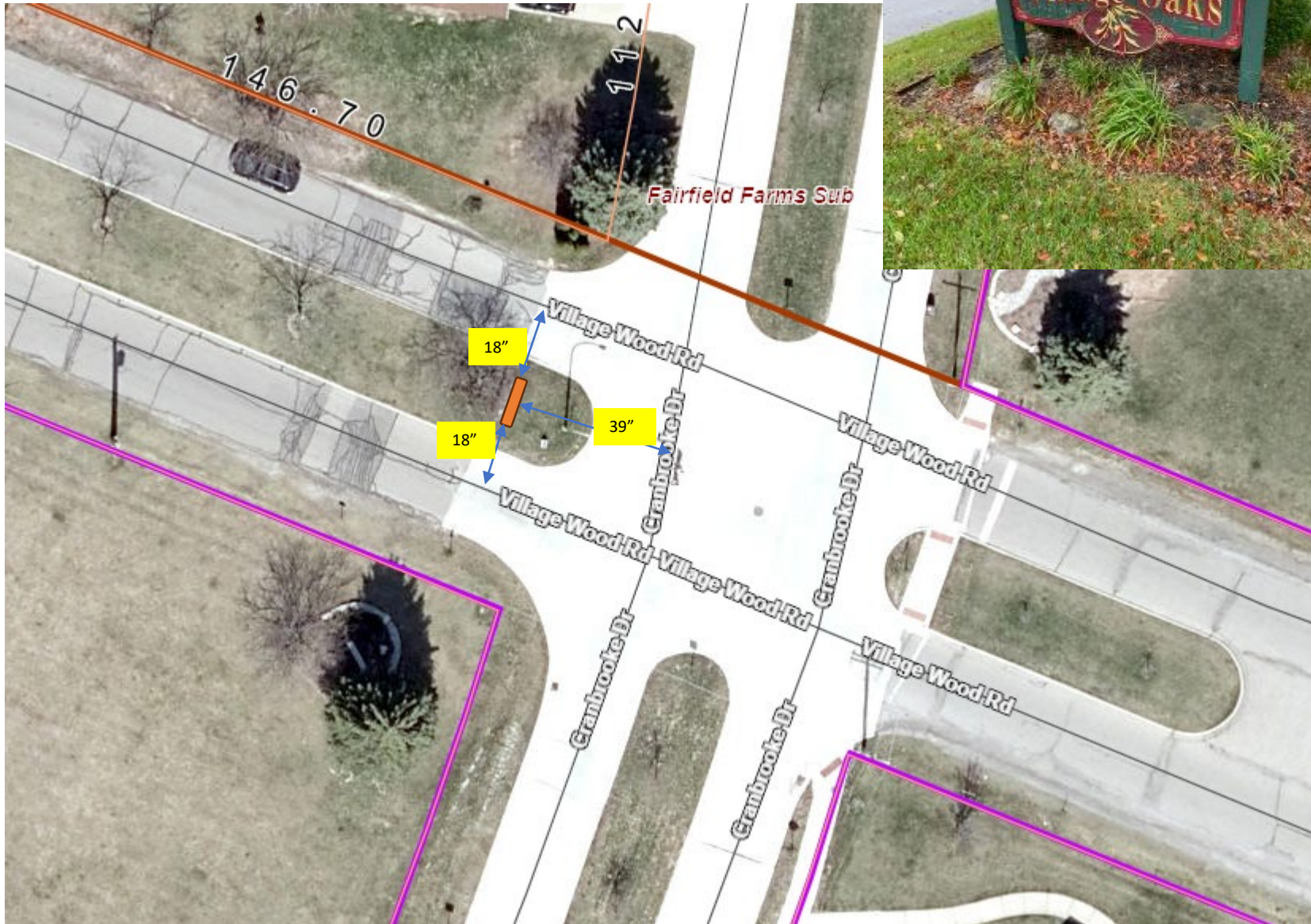
**BRUSSELS DIMENSIONAL STONE®**







# Cranbrooke Dr. / Village Wood Rd.





# 10 Mile Rd. / Cranbrooke Dr.



# 9 Mile Rd. / BrookForest Rd.

Parcel: # 50-22-25-380-001

Address: 40755 Oakwood Dr.





# Meadowbrook Rd. / Village Lake Rd.

Parcel: 50-22-25-351-001

Address: 22760 Meadowbrook Rd.



# Permission Letter by Land Owner Meadowbrook Rd. / Village Lake Rd.

To: Village Oaks Common Areas Association  
Holger Lettmann, [hmllettmann@gmail.com](mailto:hmllettmann@gmail.com), 248 790 9034

From: *Louise R. Jeffress*, Owner of Lot 50-22-25-351-001

Address: 22760 Meadowbrook Road

Date: 1/14/2024

Dear Building Department of the City of Novi,

This letter is to formally grant permission for the placement of a subdivision sign on my property, Lot 50-22-25-351-001, located at 22760 Meadowbrook Road.

I trust that the sign will be designed and installed in a tasteful and professional manner, in accordance with any applicable regulations or guidelines set forth by the city and the subdivision association. The stone-made sign will be ~9' wide and ~4' high.

The maintenance of the sign as well as potentially the landscaping around the sign is the responsibility of the Village Oaks Common Areas Association.

Sincerely,

*Louise R. Jeffress*

# Permission Letter by Land Owner 9 Mile Rd. / BrookForest Rd



Dear Building Department of the City of Novi,

This letter is to formally grant permission for the placement of a subdivision sign on the property owned by Novi United Methodist Church, lot 50-22-25-380-001, located at 40755 Oakwood Drive.

It is understood that the sign will be designed and installed in a tasteful and professional manner, in accordance with any applicable regulations or guidelines set forth by the city and the subdivision association. The stone-made sign will be `9' wide and `4' high.

The maintenance of the sign as well as potentially the landscaping around the sign is the responsibility of the Village Oaks Common Areas Association.

Sincerely,

A handwritten signature in black ink, appearing to read "Carter Cortelyou", is placed on a light gray rectangular background.

Rev. Carter Cortelyou  
Pastor

# Novi Neighborhood Entryway Enhancement Matching Grant Application

## 1. APPLICANT INFORMATION

- a. Walden Woods One HOA ([www.onewoods.com](http://www.onewoods.com))
- b. Established 1993 – 40+ years ago
- c. First time applicant for the matching grant
- d. Project Leaders:
  - i. Tami Bethune and Adam Whitesel
  - ii. Commons Care Committee Members
  - iii. 25922 Arcadia Dr and 25890 Arcadia Dr. respectively
  - iv. 248-345-2054 and 517-719-9054
  - v. [Tbethune08@att.net](mailto:Tbethune08@att.net) and [adamtwhitesel@gmail.com](mailto:adamtwhitesel@gmail.com)

## 2. PROJECT INFORMATION

- a. It's time for a refresh on the frontage at 11 Mile Road and Arcadia Drive. The annual application of fresh mulch has smothered our annuals and hidden our ledge rock and in the spring the daffodils struggle to surface. Our healthy evergreen trees have grown so tall they shade what was formerly a sun-bathed landscape bed full of colorful seasonal perennials. Our irrigation runs from a well-water source provided by the adjacent homeowner. The marquee is now heavily stained with iron and the capstones are gray from exposure over the years. The Walden Woods black and gold signage needs some putty and fresh paint. The stamped concrete edging, installed around 12 years ago, needs to be cleaned of lichen and re-sealed for protection from the weather.
  - i. Our intention is to restore the fresh look of yesteryear to our marquee and landscaping which will add value to our neighborhood, and our city, by improving the aesthetics of our entryway.
- b. Attached is a sketch of our entryway and the proposed plantings. Also you will find photos of the entryway from 2013, 2018 and today which show the changes that have taken place.
- c. Attached is a map of the location of our entryway. We have only one entryway, located at 11 Mile Road and Arcadia Drive, adjacent to and west of Parkview Elementary School.
- d. This project meets the review criteria.
  - i. It is the only entrance to our subdivision.
  - ii. It is clearly visible from 11 Mile Road, a city street.
  - iii. This is a rehabilitation of existing landscaping features.
  - iv. We have permission from the adjacent homeowner to use their exterior water source as needed to complete the project. Since our earliest days collecting HOA dues, we credit the adjacent homeowner for water usage by reducing their annual dues.
  - v. We do not have any invasive species included in our new plantings.
  - vi. We have not been awarded a grant in the previous 2 years, or at any other time.

- e. Proposed Plants:
  - i. Hydrangea – Vanilla Strawberry (Hydrangea paniculata 'Renhy')
  - ii. Weigela – Spilled Wine (Weigela florida 'Bokraspiwi')

3. FUNDING INFORMATION

- a. Estimated total cost => \$5,053
- b. Service Providers:
  - i. Blackstone Landscaping, Vince Stempien, Owner – 248-939-3600
  - ii. RDP Painting, Ryan Dixon, Owner – 248-345-0916
  - iii. Trillium Diversified Services, Pete Horwood, Owner – 877-392-3792
- c. Total amount of grant funds requested => \$2,526.50
- d. This project does not exceed the \$5,000 1:1 match offer.
- e. There are no in-kind donations or cash assistance for this project.
- f. Itemized unit and total cost estimates

<u>ITEM</u>	<u>UNITS</u>	<u>Cost/Unit</u>	<u>Total Cost</u>
Hydrangea	9	85.00	\$765
Weigela	8	86.00	\$688
Ledge rock – 2.5'x4.5'	3	230.00	\$690
Compost planting mix	3 Yds	85.00	\$255
Mulch	7 Yds	85.00	\$595
Blackstone Landscaping Labor and Haul Fee			\$250
RDP Paint and Labor			\$900
Trillium Sealants and Labor			\$910
<b>Total Cost of Project</b>			<b>\$5,053</b>

PHOTOS OF THE ENTRYWAY OF WALDEN WOODS ONE => NEXT PAGE



PHOTOS OF WALDEN WOODS ONE ENTRYWAY – Arcadia Dr and Eleven Mile Rd



JULY 2013



SEPTEMBER 2018





JULY 2023

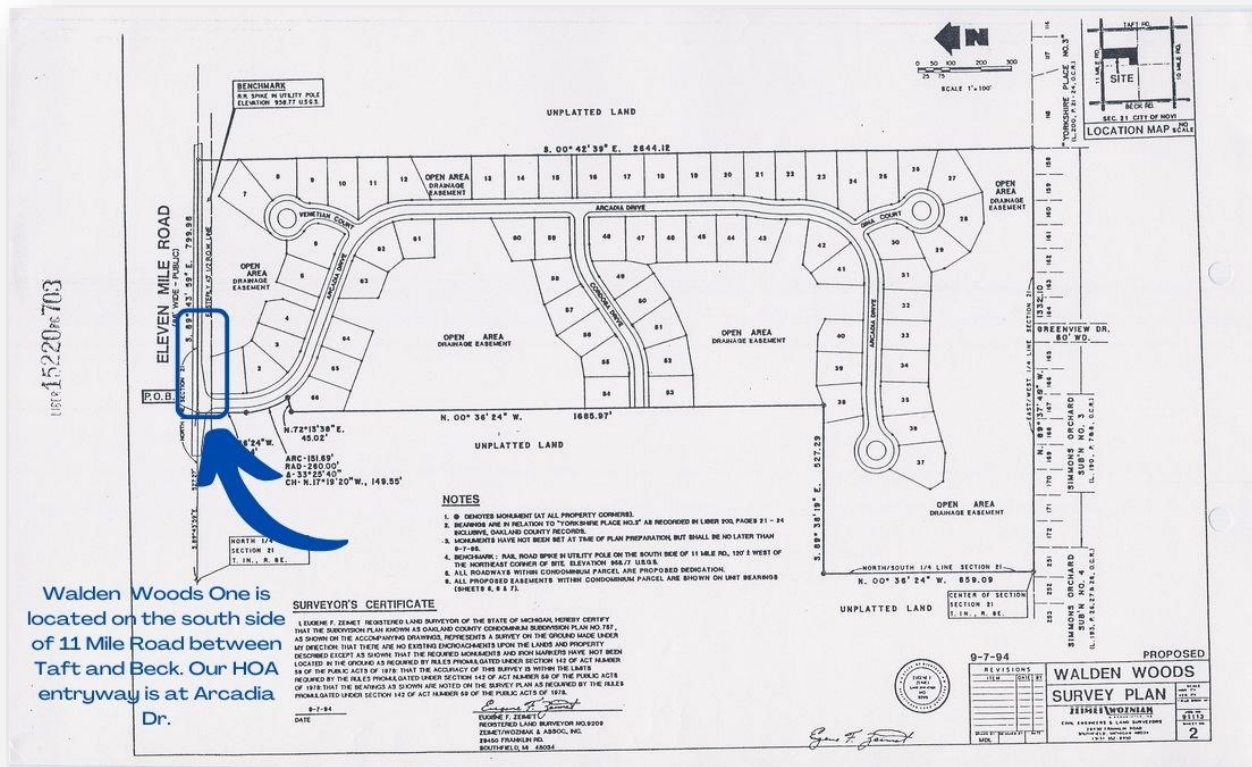


JULY 2023



## Map of the Walden Woods One Entryway at Arcadia Drive and 11 Mile Road

Walden Woods One is located on the south side of 11 Mile Road between Taft and Beck. Our HOA entryway is located on 11 Mile Road and Arcadia Drive.



## Sketch of Landscaping Improvements (Next Page)

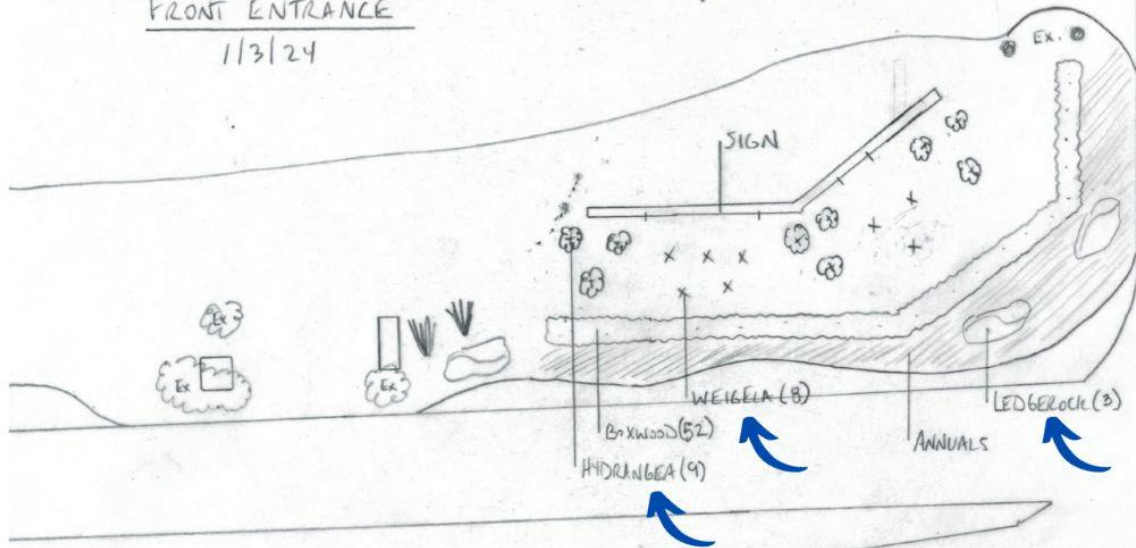
Weigela, Hydrangea and Ledgerock are included in our Grant project for 2024.

Boxwoods and Annuals are NOT included in our Grant project for 2024.

Weigela, Hydrangea and Ledgerrock are included in our Grant project for 2024.

Boxwoods and Annuals are NOT included in our Grant project for 2024.

WALDEN WOODS ONE  
FRONT ENTRANCE  
1/3/24



This has been reviewed by the board members of Walden Woods One and is approved for completion in early 2024.

Thank you for offering this opportunity to Novi's Homeowners Associations and for your consideration of our application.

Tami Bethune, 248-345-2054, [tbethune08@att.net](mailto:tbethune08@att.net)

25922 Arcadia Dr., Novi, MI

Adam Whitesel, 517-719-9054, [adamtwhitesel@gmail.com](mailto:adamtwhitesel@gmail.com)

25890 Arcadia Dr., Novi, MI

Submitted to the Beautification Committee via email at [entrywaygrant@cityofnovi.org](mailto:entrywaygrant@cityofnovi.org). A phone number was provided also – 248-347-0445.