



CITY of NOVI CITY COUNCIL

**Agenda Item J
August 29, 2016**

SUBJECT: Approval of a Resolution to cross over Ten Mile Road at Taft Road for the Novi High School Homecoming Parade between 5:00 PM and 5:30 PM on Friday October 7th, 2016.

SUBMITTING DEPARTMENT: Department of Public Services, Engineering Division

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

Novi High School has planned its annual Homecoming Parade to occur on Friday October 7, 2016 from 5:00 PM until 5:30 PM using Taft Road as the primary route, and including a crossing at Ten Mile Road. Ten Mile Road is under the jurisdiction of RCOC. The Road Commission of Oakland County (RCOC) has issued the City of Novi annual Permit No. E 56051 for the use of roadways under their jurisdiction. As a condition of the permit, a Council-approved Resolution supporting the activity with language as required by the RCOC must be forwarded and on file with the RCOC prior to the event taking place.

The Novi High School Homecoming Parade will begin at Parkview Elementary on Eleven Mile Road, head east on Eleven Mile Road to Taft Road, turn south onto Taft Road, continue on Taft Road through the Ten Mile Road intersection, and conclude at the south parking lot of Novi High School off of Taft Road.

RECOMMENDED ACTION: Approval of Resolution to cross over Ten Mile Road at Taft Road from 5:00 PM to 5:30 PM for the Novi High School Homecoming Parade on Friday October 7, 2016.

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

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

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

2016 NOVI HIGH SCHOOL HOMECOMING PARADE RESOLUTION

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS ; representatives of Novi High School have requested a road closure permit for a parade to be held on Friday October 7, 2016 from 5:00 PM to 5:30 PM; and,

WHEREAS ; the parade will begin at Parkview Elementary, on Eleven Mile Road, proceeding east on Eleven Mile Road to Taft Road, proceeding south on Taft across Ten Mile Road to Novi High School, ending in the south parking lot of Novi High School; and,

WHEREAS ; the City of Novi has been issued an annual permit, Permit Number E 56051, by the Road Commission for Oakland County to conduct civic events on roads under the jurisdiction of RCOC; and

WHEREAS ; the validity of the permit is conditioned upon adoption of an Authorizing Resolution by the Novi City Council for the event and a statement agreeing to the terms of the permit.

NOW THEREFORE, BE IT RESOLVED that Mayor and City Council hereby authorize and support the 2016 Novi High School Homecoming Parade and will fulfill all permit requirements, save harmless, indemnify, and represent the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any claim arising out of or related to the 2016 Novi High School Homecoming Parade.

Parade permit PRCL16-020

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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 29th day of August 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.

Cortney Hanson, City Clerk
City of Novi

Novi High School Homecoming Parade Route

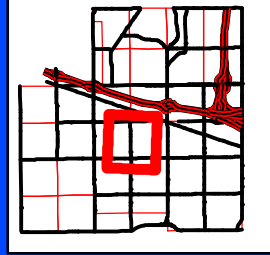
October 7, 2016 5:00-5:30 pm



Map Author: Rasha Majzoub
 Date: 8/16/2016
 Project:
 Version #:
 Amended By:
 Date:
 Department:

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.



City of Novi
 Engineering Division
 Department of Public Services
 26300 Lee BeGole Drive
 Novi, MI 48375
 cityofnovi.org

Feet
 0 180 360 720 1,080
 1 inch = 923 feet

From: [Rechtien, Darcy](#)
To: [Majzoub, Rasha](#)
Subject: FW: Road Closure Permit Application
Date: Monday, August 01, 2016 1:19:25 PM

From: postmaster@muniweb.com [mailto:postmaster@muniweb.com]
Sent: Monday, August 01, 2016 12:35 PM
To: Rechtien, Darcy
Subject: Road Closure Permit Application

RoadClosurePermitApplicationID: 62

Applicant (*): Nicole Carter

Street Address (*): 24062 Taft Rd.

City (*): Novi

State (*): MI

Zip (*): 48375

Email (*): jzabick@cityofnovi.org

Phone: (248) 347-0548

Fax:

Cell (*): (248) 347-0548

Name of street(s) requested for closure (*): Taft Rd. (Novi HS Homecoming Parade typical route)

Subdivision:

Reason for closure request (*): Homecoming Parage

Date of Closure (*): 10-7-16

Rain Date:

From (*): 5:00PM

To (*): 5:30PM

Notes/Special Requests: This is the annual homecoming route. It begins at the Parkview Elem. parking lot on Eleven Mile Rd., down to Taft. South on Taft to the High school Athletic Dr. The same barricades as usual are requested from DPS.

Enter Security Code (*): 892687

Form inserted: 8/1/2016 12:34:11 PM

Form updated: 8/1/2016 12:34:11 PM



ROAD CLOSURE PERMIT FOR BLOCK PARTIES AND PARADES

Permit No.: **PRCL16-020**

Issue Date:

Upon the request of **Nicole Carter**, authorized representative of **Novi Community School District** and in accordance with the provisions of the Code of Ordinances of the City of Novi, Michigan Section 33-52, Parades and Processions in the Uniform Traffic Code, and Section 31-9, Road Closures, a permit to temporarily close roads for the purpose of a **Novi Homecoming Parade** is granted as follows:

Annual Homecoming Parade route on 10-7-2016 from 5:00 pm till 5:30 pm.

Closure of 11 Mile and Taft Rd is requested. The parade begins at the Parkview Elementary parking lot on 11 Mile Rd, east to Taft Rd, south across 10 Mile Rd. to the High School athletic drive entrance.

If the applicant needs barricades, barrels, or cones for the event, the applicant **MUST** contact DPS Field Operations at 248-735-5640 at least 7 business days prior to the event to make the request and coordinate locations.

Approved by:

Rob Hayes
Director of Public Services/City Engineer

cc: David Molloy, Director of Public Safety/Chief of Police
Jeff Johnson, Director of EMS & Fire Operations
Erick Zinser, Assistant Police Chief
Jerrod Hart, Assistant Police Chief
Matt Wiktorowski, Field Operations Senior Manager
Jerry Tremblay, Roadway Asset Manager
Rick Mitchell, Communications Manager
Aaron Staup, Construction Engineering Coordinator
Theresa Bridges, Construction Engineer

BOARD OF COUNTY ROAD COMMISSIONER, OAKLAND COUNTY, MICHIGAN
2420 PONTIAC LAKE ROAD - WATERFORD, MI 48328
REFER ALL INQUIRES TO DEPARTMENT OF CUSTOMER SERVICES - PERMITS (248) 858-4835

Const. Bond: \$ 0.00
Permit Fee: \$ 0.00
Deposit: \$ 0.00
Est. Insp. Fee: \$ 0.00
Paint Fee: \$ 0.00
Sign Fee: \$ 0.00
Signal Fee \$ 0.00

APPLICATION NO. **3500029**
PERMIT NO. E **56051**

This permit is issued on the condition that licensees and any persons working under the authority of this permits shall comply with the requirements of Act 53 of the P.A. of 1974.
CALL MISS DIG BEFORE YOU DIG
PHONE (248) 647-7344

1/1/2015

Received of NOVI, CITY OF to be applied in accordance with the terms of below permit. **BOARD OF COUNTY ROAD COMMISSIONERS**
Oakland County, Michigan

Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application attached hereto, permission is granted by the Board of County Road Commissioners, Oakland County, Michigan hereinafter referred to as the Board, to: **NOVI, CITY OF**

45175 W 10 MILE, NOVI, MI 48375
248-735-5640

hereinafter referred to as the Licensee,


This is a permit to:

CONDUCT PARADES OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL COMMUNITY RESOLUTION. THE LOCAL COMMUNITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE COMMUNITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL COMMUNITY. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC GUIDELINES. THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES. THE INSTALLATION AND BANNER SHALL BE IN ACCORDANCE WITH THE APPROVED APPLICATION AND WITH RULE 5.4 OF THE R.C.O.C "RULES, STANDARDS AND SPECIFICATIONS FOR DRIVEWAYS, BANNERS AND PARADES UPON OR OVER ROAD COMMISSION FOR OAKLAND COUNTY RIGHTS OF WAY". ALL BILLINGS FOR APPLICATION FEES, INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE ADDRESS PROVIDED ON THE APPLICATION FORM.

Novi Twp

This permit is granted for the period
Commencing 1/1/2015
and ending 12/31/2017

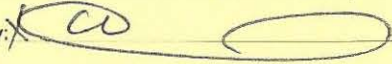
BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN
Department of Customer Sevices - Permits

By: 

In consideration of the granting of this permit, the undersigned Licensee hereby agrees to abide by and conform with all of the terms and conditions herein set forth or incorporated herein by reference. (SEE APPLICATION AND REVERSE SIDE FOR CONDITIONS OF PERMIT.)

1/1/2015

NOVI, CITY OF

By: 

12/18/2014

Application # 3500029

Contact: MATT WIKTOROWSKI

Phone: 248-735-5640

PERMIT DESCRIPTION

The following is a permit description ONLY. It shall not be construed to be a permit and shall become valid only after the permit is acquired.

This is a permit to:

CONDUCT PARADES OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL COMMUNITY RESOLUTION. THE LOCAL COMMUNITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE COMMUNITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL COMMUNITY. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC GUIDELINES. THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES. THE INSTALLATION AND BANNER SHALL BE IN ACCORDANCE WITH THE APPROVED APPLICATION AND WITH RULE 5.4 OF THE R.C.O.C "RULES, STANDARDS AND SPECIFICATIONS FOR DRIVEWAYS, BANNERS AND PARADES UPON OR OVER ROAD COMMISSION FOR OAKLAND COUNTY RIGHTS OF WAY".

ALL BILLINGS FOR APPLICATION FEES, INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE ADDRESS PROVIDED ON THE APPLICATION FORM.

PART 9 – BANNER PERMITS

RULE 9.1 AUTHORIZED APPLICANTS

A permit for the installation of Banners to be placed within or over the Right-of-Way may be issued by the Permits Division only to the governing body of a city, incorporated village, or township.

RULE 9.2 APPLICATION FORMS

Applications for permits for the erection of Banners shall be in the manner prescribed by, or on the appropriate forms supplied by, the Permits Division. Only the authorized governing body may make application. The community shall obtain permission from the pole's owner for use of any and all poles. R.C.O.C. traffic signals or poles cannot be used for Banners.

RULE 9.3 MINIMUM REQUIREMENTS

- 9.3.1 Permit applications shall be accompanied by a copy of a Municipal Resolution from the local governing body designating an authorized official of the city, village, or township with the authority to make the application for the city, village, or township. The application should be submitted approximately one month in advance of proposed installation.
- 9.3.2 Each application shall include the following information:
- (A) Activity in connection with which the Banners are to be placed.
 - (B) Location of the proposed installation including distance to traffic control devices.
 - (C) A description of the Banners, including any legend or symbol thereon.
 - (D) The height of an overhead Banner at its lowest point above the surface of the road.
 - (E) The dates on which the Banner will be erected and removed shall not exceed a time period specified by the Permits Division. An acceptable period of time for Banners, other than Christmas decorations, to be in place is 3 weeks and acceptable duration for Christmas decorations to be in place is 6 weeks.
 - (F) Such other information as the Permits Division may require.

RULE 9.4 DESIGN AND PLACEMENT REQUIREMENTS

- 9.4.1 The design, method of installation and location of all Banners shall be such that they shall conform to all applicable laws, statutes and regulations, including Act 200 of 1969, these Rules and the M.M.U.T.C.D.; shall not be dangerous to those using the road; and shall not unduly interfere with Sight Distance or the free movement of the traffic.
- 9.4.2 Overhead Banners shall be securely fastened and have a minimum bottom height of 18 feet above the surface of the traveled way, shall be placed not closer than 100 feet on either side of traffic lights or signals, and shall be so placed as to not obstruct a clear view of such traffic lights or signals or other traffic control devices. Banners shall not be attached to trees.
- 9.4.3 Banners shall not have displayed thereon any legend or symbol which, in the judgment of the R.C.O.C., may, in any way, be construed to advertise or otherwise promote the sale of, or publicize, any merchandise or commodity, or which may be construed to be political in nature.

9.4.4 Banners shall not have displayed thereon any device which is, purports to be, imitates, resembles, or may be mistaken for, a traffic control device, or which attempts to direct the movement of traffic.

9.4.5 Decorations shall not include flashing lights.

RULE 9.5 CONDITIONS OF ISSUANCE OF BANNER PERMITS

9.5.1 Permits for the erection or installation of Banners may be cancelled by the Permits Division if it determines in its sole judgment that such installation shall become dangerous to those using the road or unduly interfere with the free movement of traffic. If it becomes necessary to remove the Banner due to safety reasons, the cost of removal shall be borne by the Permit Holder, and the Permit Holder shall reimburse the R.C.O.C for any and all costs or expenses the R.C.O.C. may have incurred in connection with such removal.

9.5.2 The city, village, or township making application shall faithfully fulfill all permit requirements and shall indemnify and save harmless the Board from claims of every kind arising out of , or on account of, permitted activities.

9.5.3 The Permits Division may issue permits to cities, villages, or townships for the installation of Banners at approved locations for a period of not more than three (3) years, subject to the conditions above.