



**CITY OF NOVI CITY COUNCIL  
JUNE 26TH, 2023**

**SUBJECT:** Approval of a Resolution to close the intersection of Ten Mile and Taft Roads for the 2023 Homecoming Parade from 4:45PM to 6:15PM on Friday, September 29, 2023.

**SUBMITTING DEPARTMENT:** Department of Public Works, Engineering Division

**BACKGROUND INFORMATION:**

Novi High School has planned its annual Homecoming Parade to occur on Friday, September 29, 2023 from 4:45 PM until 6:15 PM using Taft Road as the primary route, crossing Ten Mile Road. The parade route starts from Parkview Elementary School, goes east on Eleven Mile Road heading south on to Taft Road crossing Ten Mile Road and ending at Novi High School parking lot north of Addington Lane. Ten Mile Road is under RCOC jurisdiction, so City Council approval is required.

The Road Commission for Oakland County (RCOC) has issued an Annual Permit Number 61758 (that is valid through December 31, 2023) to the City allowing use of the roadways under County jurisdiction for civic events. The permit is predicated upon the adoption of an Authorizing Resolution by the Novi City Council approving the event and agreeing to the terms of the permit. Permit requirements include hold harmless and indemnity and represents the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any other claim related to the Parade.

Ten Mile Road is under the jurisdiction of the RCOC. Approval of the attached resolution is required as part of RCOC Permit Number 61758.

**RECOMMENDED ACTION:** Approval of a Resolution to close the intersection of Ten Mile Road and Taft Road for the 2023 Homecoming Parade from 4:45PM to 6:15PM on Friday, September 29, 2023.

**CITY OF NOVI**  
**COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION AUTHORIZING 2023 HOMECOMING PARADE**

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 June 26<sup>th</sup>, 2023, at 7'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;** the 2023 Homecoming Parade event, presented by the Novi School District, will take place on Friday, September 29<sup>th</sup> 2023, from 4:45 p.m. to 6:15 p.m.; and

**WHEREAS;** the parade route starts at Parkview Elementary School and goes east on Eleven Mile Road heading south on to Taft Road crossing Ten Mile Road and ending at the Novi High School parking lot north of Addington Lane; and

**WHEREAS;** the City of Novi has been issued an annual permit, that is valid through December 31, 2023, permit number 61758, 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 the Mayor and Council of the City of Novi hereby support and authorize the 2023 Homecoming Parade event and will fulfill all permit requirements, hold harmless, indemnify, and represent the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the 2023 Homecoming Parade

**AYES:**

**NAYS:**

RESOLUTION DECLARED ADOPTED.

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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 26<sup>th</sup> day of June 2023, 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.

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Cortney Hanson, City Clerk  
City of Novi



## ROAD CLOSURE PERMIT FOR BLOCK PARTIES AND PARADES

Permit No.: **PRCL23-008**

Issue Date:

Upon the request of **Sarah Moulik**, authorized representative of **Novi High School** 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 **Eleven Mile Rd (Acadia to Taft), Taft Rd (Eleven Mile to Addington)** for the purpose of a **2023 Homecoming Parade** is granted as follows:

**Reason for closure request: 2023 Homecoming Parade**

**Applicant: Sarah Moulik, Novi High School**

**Name of street(s) requested for closure: Eleven Mile (Acadia to Taft); Taft (Eleven Mile to Addington)**

**Date of Closure: 9/29/2023**

**Time: From 4:45 PM To 6:15 PM**

**Notes/Special Requests: Parade starts at Parkview Elementary, goes east on 11 Mile, turns south on Taft, goes past 10 Mile and into the Novi High School parking lot just north of Addington.**

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

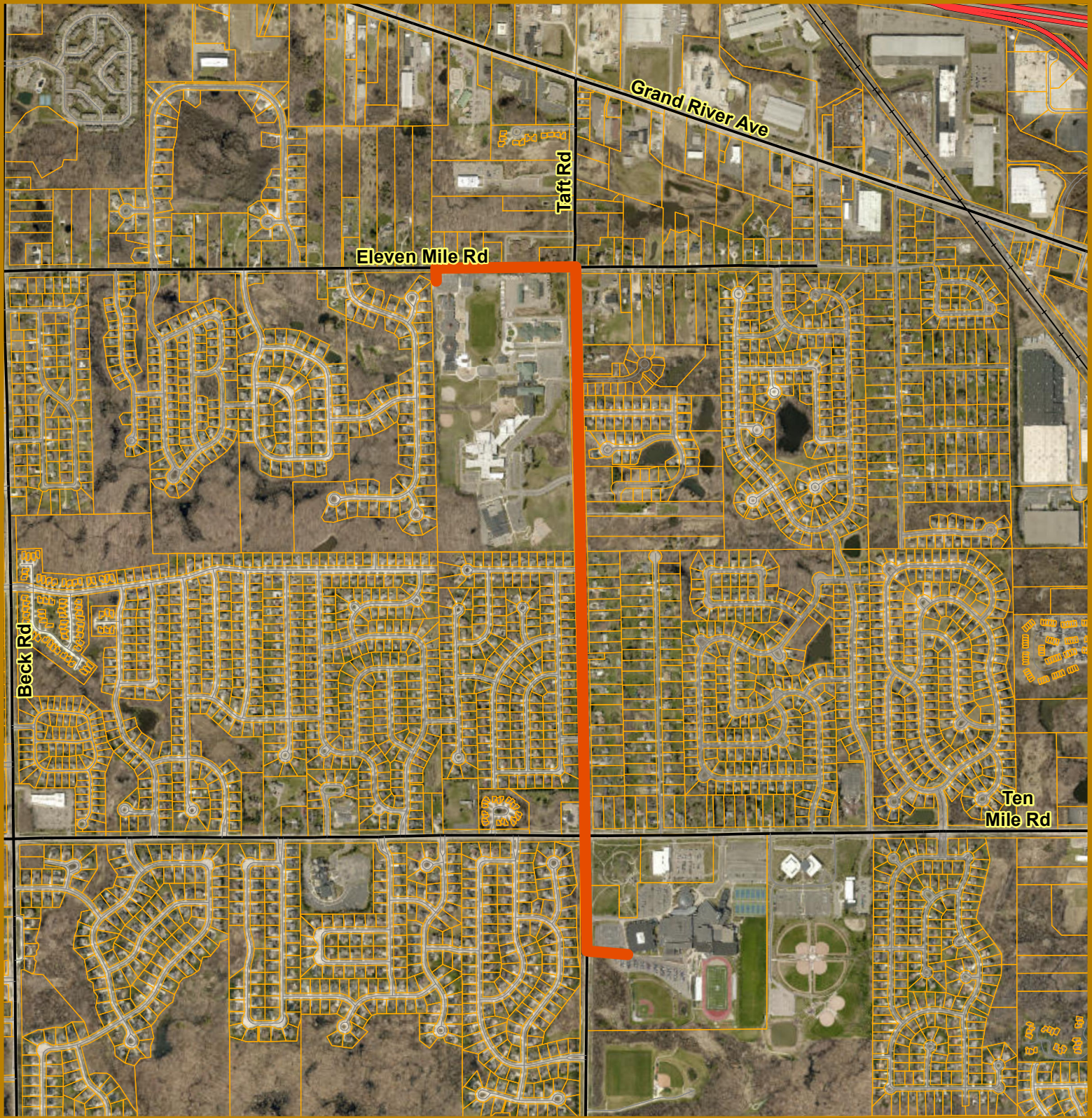
Approved by:

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Ben Croy, City Engineer

cc: Erick Zinser, Director of Public Safety/Chief of Police  
Jeff Johnson, Director of EMS & Fire Operations  
John Martin, Assistant Fire Chief  
Scott Beatens, Assistant Police Chief  
Matt Wiktorowski, Field Operations Senior Manager  
Aaron Staup, Construction Engineer



# 2023 Homecoming Parade Road Closure Map, PRCL23-008

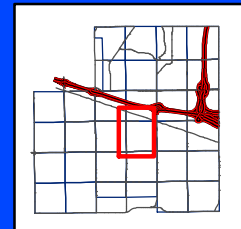


Map Author: Olga MacDonald  
Date: 6/8/2023  
Project: PRCL23-008  
Version #: 1.0

**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.

## Map Legend

-  Road Closure Location
-  Tax Parcels



## City of Novi

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





QUALITY LIFE THROUGH GOOD ROADS:  
ROAD COMMISSION FOR OAKLAND COUNTY  
"WE CARE."

**Board of Road Commissioners**

**Ronald J. Fowkes**  
Commissioner

**Andrea LaLonde**  
Commissioner

**Nancy Quarles**  
Commissioner

**Dennis G. Kolar, P.E.**  
Managing Director

**Gary Piotrowicz, P.E., P.T.O.E.**  
Deputy Managing Director  
County Highway Engineer

Department of  
Customer Services  
Permits

2420 Pontiac Lake Road  
Waterford, MI  
48328

248-858-4835

FAX  
248-858-4773

TDD  
248-858-8005

www.rcocweb.org

April 12, 2021

City of Novi  
Matt Wiktorowski  
26300 Lee BeGole Dr  
Novi MI 48375

**RE: Annual Permit for Community Events**

Dear Mr. Wiktorowski:

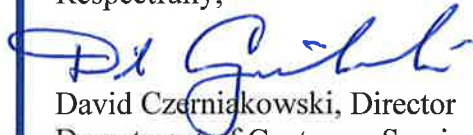
Enclosed is your annual permit for community events such as parades, banners, festivals, and block parties, on roads under the jurisdiction of the Road Commission for Oakland County. This permit is valid through December 31, 2023.

This permit allows communities to conduct community events or install banners under the following conditions:

1. That the local municipality adopts a resolution authorizing the event or banner.
2. That a copy of the resolution is provided to the Road Commission, via email to [permits@rcoc.org](mailto:permits@rcoc.org) or facsimile at (248) 858-4773, a minimum of three (3) days prior to the event or installation of the banner.
3. That the local municipality is responsible for necessary or appropriate traffic control associated with the event.
4. That any banner be installed above minimum height and clearance requirements. Specifications for permitted banners are enclosed.
5. That the municipality records the 5-digit permit number on all event-related documents/resolutions when submitted for review.

Also enclosed is a copy of our specifications and guidelines which pertain to banner permits. Should you have any questions or require additional information, please feel free to contact me at (248) 858-4835.

Respectfully,



David Czerniakowski, Director  
Department of Customer Services

DC:rr  
Enclosures

BOARD OF COUNTY ROAD COMMISSIONER, OAKLAND COUNTY, MICHIGAN  
2420 PONTIAC LAKE ROAD - WATERFORD, MI 48328  
REFER ALL INQUIRIES 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: 21-0072

Permit No: 61758

This permit is issued on the condition that licensees and any persons working under the authority of this permit shall comply with the requirements of Act 53 of the P.A. of 1974.

CALL MISS DIG BEFORE YOU DIG  
PHONE: (248) 647-7344

01/11/2021

Received of NOVI, CITY OF  
with the terms of below permit.

to be applied in accordance

**BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan**

by: \_\_\_\_\_

Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application on file, 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 ROAD NOVI, MI 48375 248-34-7-04,60

hereinafter referred to as the Licensee.

This is a permit to:

CONDUCT PARADES AND OTHER COMMUNITY EVENTS OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL MUNICIPALITY RESOLUTION. THE LOCAL MUNICIPALITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE MUNICIPALITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE, COMMUNITY EVENT, OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL MUNICIPALITY AND SHALL NOT ADVERTISE FOR A PRIVATE BUSINESS OR BE POLITICAL IN NATURE. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC SPECIFICATIONS AND 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.

SUBCONTRACTORS AND ANY OTHER PARTIES WORKING ON BEHALF OF THE MUNICIPALITY SHALL BE MADE AWARE OF THE TERMS OF THE PERMIT.

ALL BILLINGS FOR INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE MUNICIPALITY.

All construction shall be in accordance with the attached approved plan and application on file for:

NOVI, CITY OF

as prepared by CITY OF NOVI

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPROVED PLAN AND APPLICATION ON FILE AND WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.

This permit is granted for the period

Commencing 01/11/2021

and ending 12/31/2023

NOVI

**BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan**  
Department of Customer Services - 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.)

01/11/2021 NOVI, CITY OF

By: \_\_\_\_\_

Digitally signed by Matthew  
Wiktorowski  
Date: 2021.01.04 08:43:24 -05'00'

**BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN**

**PERMIT APPLICATION**

MAKE CHECK PAYABLE TO ROAD COMMISSION FOR OAKLAND COUNTY

FOR R.C.O.C. USE ONLY	
Application No.	21-72
Date Received	1-9-21
Permit E No.	61758
Date of Issuance	1-11-21

APPLICANT: Matt Wiktorowski hereby makes APPLICATION for a permit to **CONSTRUCT, OPERATE, USE and/or MAINTAIN or to TEMPORARILY CLOSE A COUNTY ROAD** within the part of the right-of-way of road(s) VARIOUS under the jurisdiction of the Board: a detailed description of the desired facility and/or activity is required in the space provided below: (include size, length, type of facility; - if underground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement, if crossing under roadbed, describe method). **THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE** 1. Plans, specifications and location of facility. 2. Traffic plan and detour route in cases of street closures.

**PLEASE CHECK THE APPROPRIATE BOX(ES) THAT APPLY TO THE TYPE OF WORK YOU WISH TO OBTAIN A PERMIT FOR:**

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> Annual            | <input checked="" type="checkbox"/> Community Event | <input type="checkbox"/> Public Utility (i.e. electric, gas, telephone) | <input type="checkbox"/> Soil Boring/Monitoring Well |
| <input type="checkbox"/> Approach/Private Road Access | <input type="checkbox"/> Landscaping/Grading        | <input type="checkbox"/> Sanitary/Storm Sewer                           | <input type="checkbox"/> Watermain                   |
| <input type="checkbox"/> Cable TV                     | <input type="checkbox"/> Pathway/Sidewalk           | <input type="checkbox"/> Sign/Subdivision Entrance Marker               | <input type="checkbox"/> Other _____                 |

**ANNUAL COMMUNITY EVENTS**

City or Township City of Novi Section No. \_\_\_\_\_  
 The above activities will be carried out in accordance with plans, specifications, maps and statements filed with the R.C.O.C. as part of this application, and if said application is approved, the above named applicant agrees to abide by the **CONDITIONS** contained on the reverse side. Since a permit will have to be secured from the Board prior to the start of any construction or maintenance operations proposed by this application, it is intended that the **SUPPLEMENTAL SPECIFICATIONS**, on the reverse side, are to be incorporated as part of the plans or specifications required for this proposed work.

FOR R.C.O.C. USE ONLY	
Design: _____	Right-of-Way: _____
Traffic: _____	Maintenance: _____
Planning: _____	Construction: _____
Subdivision: _____	
Environmental Concerns: _____	Permits: _____

FOR R.C.O.C. USE ONLY	
Application Fee: \$ - 0 -	Permit Fee: \$ - 0 -
Receipt No: _____	Deposit: \$ - 0 -
Bond: \$ - 0 -	Estimated Inspection Fee: \$ - 0 -
(R.C.O.C. Form 75)	Paint Fee: \$ - 0 -
	Sign Fee: \$ - 0 -
<b>TOTAL FEES DUE</b>	
<b>AT TIME OF PERMIT ISSUANCE: \$ - 0 -</b>	
Proof of Insurance Required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Pollution Liability Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

This application is approved subject to **CONDITIONS** and **SUPPLEMENTAL SPECIFICATIONS** contained on the reverse side of this application. Approval of this application does not relieve applicant from meeting any applicable requirements or duties of law or other public bodies or agencies including but not limited to the Michigan Department of Natural Resources. **APPROVAL OF THIS APPLICATION EXPIRES IN ONE YEAR IF A PERMIT HAS NOT BEEN ISSUED. RESUBMITTAL OF CURRENT PLANS, PERMIT APPLICATION REVIEW FEES AND PERMIT APPLICATION IS REQUIRED IF APPROVAL OF THIS APPLICATION HAS EXPIRED.**

**REFER ALL INQUIRIES TO (248) 858-4835**

**DEPARTMENT OF CUSTOMER SERVICES - PERMITS**  
 2420 PONTIAC LAKE ROAD  
 WATERFORD, MI 48328

APPLICATION APPROVED: \_\_\_\_\_  
 By: [Signature] Date: 1-21-21

Matt Wiktorowski mwiktorowski@cityofnovi.org  
 APPLICANT (PRINT OR TYPE) Digitally signed by Matthew Wiktorowski Date: 2021.12.29 09:58:32 -0500

SIGNATURE	DATE
<u>Matt Wiktorowski, Field Operations Senior Manager</u>	
(PRINTED/TYPED SIGNATURE & TITLE)	
<u>26300 Lee BeGole Dr.</u>	<u>248-735-5640</u>
APPLICANT'S ADDRESS	TELEPHONE NUMBER
<u>Novi</u>	<u>Michigan</u>
CITY	STATE
	<u>48375</u>
	ZIP CODE



4/12/2021

Application # 21-0072

Contact: REBECCA RUNKEL

Phone: 248--34-7-0460

### 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 AND OTHER COMMUNITY EVENTS OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL MUNICIPALITY RESOLUTION. THE LOCAL MUNICIPALITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE MUNICIPALITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE, COMMUNITY EVENT, OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL MUNICIPALITY AND SHALL NOT ADVERTISE FOR A PRIVATE BUSINESS OR BE POLITICAL IN NATURE. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC SPECIFICATIONS AND 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.

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ALL BILLINGS FOR INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE MUNICIPALITY.

All construction shall be in accordance with the attached approved plan and application on file for **NOVI, CITY OF.**

as prepared by **CITY OF NOVI**

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE ATTACHED APPROVED PLAN AND APPLICATION ON FILE WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.



## Start of Work Application

**Mail To:**

Road Commission for Oakland County  
Department of Customer Services  
Permits  
2420 Pontiac Lake Road  
Waterford, MI 48328

**Or Fax To: (248) 858-4773**

**Or Email To: [PERMITS@RCOC.ORG](mailto:PERMITS@RCOC.ORG)**

THE PERMIT LICENSEE SHALL GIVE NOTICE TO THE DEPARTMENT OF CUSTOMER SERVICES AT LEAST TWO (2) WORKING DAYS PRIOR TO COMMENCEMENT OF OPERATIONS COVERED BY THIS PERMIT.

**Date:** \_\_\_\_\_

**Permit Issued to:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**City or Township:** \_\_\_\_\_

**Beginning Date:** \_\_\_\_\_

**Location of Work:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Company you work for:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**NOTE:**

- A CONDITION OF THE PERMIT THAT YOU RECENTLY RECEIVED IS THAT A TWO-DAY ADVANCE NOTICE BE GIVEN TO THE ROAD COMMISSION BEFORE WORK BEGINS. PLEASE SUBMIT THIS FORM A MINIMUM OF 2 DAYS PRIOR TO BEGINNING WORK IN THE RIGHT OF WAY. PLEASE KEEP A COPY FOR YOUR RECORDS.
- IF THERE IS ANY CHANGE IN DATE OR TIME AFTER YOU SUBMIT THIS FORM, PLEASE NOTIFY THE PERMIT INSPECTOR IMMEDIATELY.

**PERMIT OFFICE HOURS:**  
**MONDAY – FRIDAY 7:30 AM – 4:15 PM**  
**(248) 858-4835**