

#### CITY of NOVI CITY COUNCIL

Agenda Item 1 April 13, 2015

**SUBJECT:** Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award \$5000 each to the following five neighborhoods upon successful completion of the entryway work depicted in the applications: Chase Farms, Country Place Condos, North Haven Woods, Olde Orchard Country Homes, and Orchard Ridge.

SUBMITTING DEPARTMENT: Community Development Barb

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$ 25,000	
AMOUNT BUDGETED	\$ 25,000	
APPROPRIATION REQUIRED	\$0	
LINE ITEM NUMBER	101-172 00-816 000	

#### BACKGROUND INFORMATION:

The idea for a neighborhood entryway improvement grant program was derived in 2013 after the City Council and the City administration visited Fishers, Indiana, and learned of that community's program which offered subdivisions a matching grant oriented toward the beautification of neighborhood entrances.

From there, City staff came up with a similar grant program, the Neighborhood Entryway Enhancement Matching Grant Program, which offers subdivisions a 50/50 matching grant of up to \$5,000 for the beautification of neighborhood entrances through permanent physical improvements, including adding/modifying entrance signs, construction of flower beds, tree plantings, and installation of other related entryway improvements. The program has certain stipulations including: all improvements must be located on the perimeter of the neighborhood, and visible from the right of way; projects cannot include non-permanent, recurring, or maintenance improvements items; and organizations are limited to no more than one award every two years.

Included within the grant application is the Residential Entranceway Signage document, created by the Community Development Department, as a thorough guideline for entryway signage construction regulations, which is intended to provide understanding of regulations early on and applicants are encouraged to meet with Community Development prior to application submission to ensure that their project abides all City ordinances.

The due date for applications was February 23, 2015. Eleven applications were received. Staff organized the applications for review by the Beautification Commission, and created cover sheets summarizing the highlights of each one, along with a photo of the

entranceway, and suggested ranking system based on the program documents, and the 75-point rating system that was included.

The Beautification Commission met on March 23<sup>rd</sup> to review the applications. Most of the neighborhoods sent a representative to the meeting to hear the discussion and answer questions. All of the applications proposed significant improvements to their entrances. Work that was proposed ranged from new signs, to new lighting, to new landscaping; many incorporated more than one element. Some applications were a part of a multiphase upgrade planned by the neighborhood.

County Place Condos, Chase Farms and Olde Orchard received unanimous support from the Commission members to award \$5,000 each. During deliberations to recommend the allocation for the remainder of the funds, The Commission considered partially awarding the remaining \$10,000 among Bristol Corners, North Haven Woods and Orchard Ridge. Given that a partial award would preclude the applicants from applying again next year, the Commission selected an award of \$5000 each to North Haven Woods and Orchard Ridge. The Commission made recommendations to award \$5,000 each for the following five neighborhoods:

- Chase Farms
- Country Place Condos
- North Haven Woods
- Olde Orchard Country Homes
- Orchard Ridge

Draft meeting minutes from the Beautification Commission's March 23, 2015 meeting are attached.

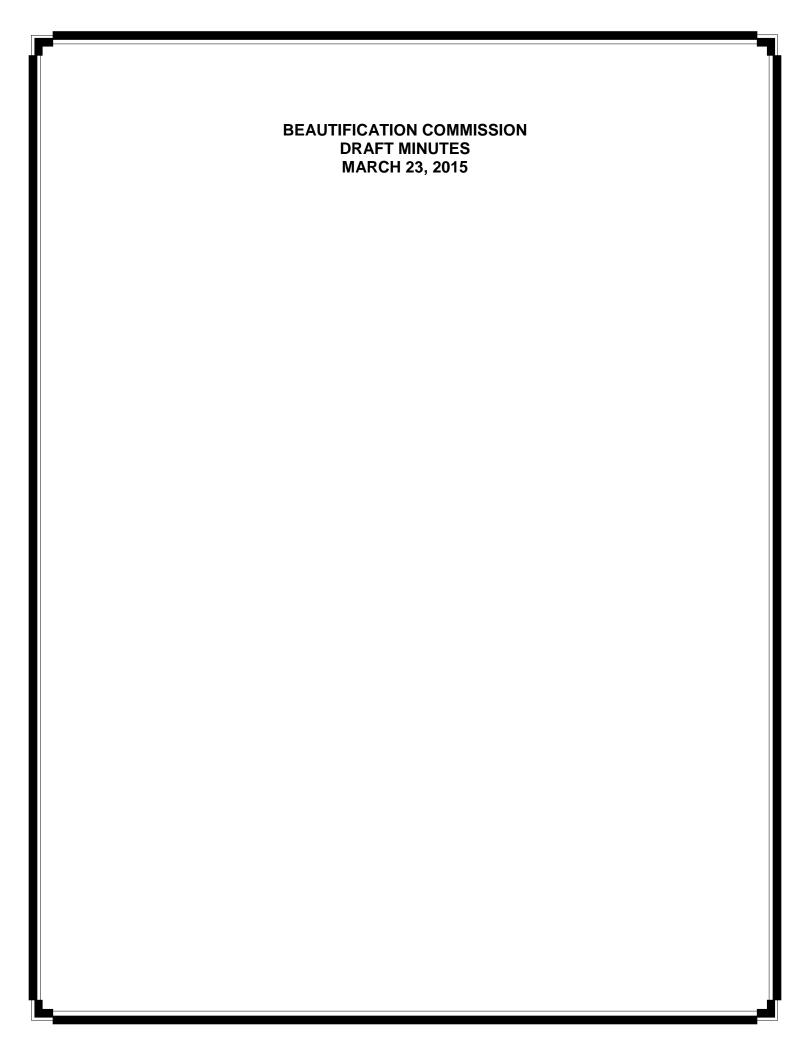
Awarded projects must be completed by November 15, at which time the City will reimburse the organizations for their portion (again, a 50/50 match up to \$5,000). The City has budgeted \$25,000 for Fiscal Year 2014-15.

**RECOMMENDED ACTION**: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award \$5000 each to the following five neighborhoods upon successful completion of the entryway work depicted in the applications: Chase Farms, Country Place Condos, North Haven Woods, Olde Orchard Country Homes, and Orchard Ridge.

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	1	2	Υ	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

	1	2	Υ	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				



# DRAFT MINUTES OF BEAUTIFICATION COMMISSION MEETING

#### CITY OF NOVI MARCH 23, 2015 4:00 PM

Activities Room | Novi Civic Center | 45175 W. Ten Mile

#### 1. CALL TO ORDER

The meeting was called to order at or about 4:06 PM.

#### 2. ROLL CALL

**Present:** Members Crossey, Greenberg, LaDuke, Richert, Sarpolis, Todd, Student

Representative Kozarekar

**Absent**: Student Representative Talluri (excused)

**Also Present:** Victor Cardenas, Assistant City Manager; Barbara McBeth, Deputy Director of Community Development; Sri Komaragiri, Planner; Rick Meader, Landscape Architect

#### 3. APPROVAL OF AGENDA

#### The Commission voted unanimously to approve the agenda as presented.

Chair Crossey started the meeting by asking the meeting attendees to introduce themselves, and identify which neighborhood was being represented (if any)

#### Sign-in Sheet Attendees

- Soma Suryadevara Churchill Crossing
- Chuck Zimmer Orchard Ridge Estates
- Tim Gilberg Cheltenham
- Art Belloli, Larry Lloyd Chase Farms
- Bob Schwartz and Sarah Marchioni Country Place Condominiums
- Neil Kollipara Old Orchard Condominiums
- Dan Lonowski Bristol Corners
- Amp Grewal Beckenham Subdivision
- W Willowbrook Farm
- Laura Eliason Bradford
- Drew Lathin interested citizen
- Bob Schwartz Country Place
- Sarah Marchioni Country Place

#### 4. BRIEF EXPLANTAION OF THE PROGRAM, EVALUATION AND AWARDING PROCESS

Rick Meader, Landscape Architect provided an overview of the program. He explained that eleven applications were received, all of which provide improvement to the entryways in a variety of ways. There is a total of \$25,000 to be granted, with no minimum, but a maximum of \$5000 per project. Consideration should be given to the stated criteria in the program document.

In cases where the application did not meet all of the criteria, the neighborhood association was given the chance to amend their proposal. In a number of cases, barberry was included on the plans; this was listed as an unsuitable plant for this project due to its inclusion on the "Invasive Plant List". The Commission will be asked to recommend projects that best meet the spirit and intent of the program document.

Mr. Meader said that the Commission's action today will be a recommendation to the City Council at a future meeting (not the meeting that immediately follows the Beautification Commission's meeting this afternoon). Additionally, if there is a future grant program, non-winners this year will be able to apply again.

Barbara McBeth, Deputy Director of Community Development suggested that the Commission may want to take the documents that were provided to the Commission and review each subdivision in alphabetical order. Neighborhood representatives were invited to attend the meeting this afternoon, but were not required to attend, and are here to answer questions. Applicants have not been asked to make a formal presentation to the Commission. The documents were provided to the Commission members a couple of weeks ago, after the close of the application submittals. Each packet includes the entire application provided by each applicant, along with a cover sheet prepared by staff summarizing each request, a picture of the entryway taken from google earth, and the review items provided in the program documents with staff's notes and comments about each submittal. Staff also provided an overview map of all of the applications, and summary of the recommended rating system. The Commission should feel free to review independently and ask questions of the applicants.

Ms. McBeth said that after each project is reviewed, the Commission should provide a formal recommendation to the City Council on the recommended projects. Typically, any Commission member may make the motion to recommend a project, or projects, except the chair. Another Commission member will second the motion, and that motion can be discussed. A roll call vote is then taken for the motion. Student commission members are welcome to participate in the discussion, but are not eligible to vote on this matter. The basis for the recommendation should also be provided, to assist the City Council in its decision, and to let the applicants to know the reasons for the recommendation. Staff will assist with the procedure as we reach that part of the agenda.

#### 5. TIME FOR QUESTIONS BY COMMISSION MEMBERS OF NEIGHBORHOOD GROUPS

Chair Crossey said that the Commission will be reviewing each application in alphabetical order by subdivision name, and will ask questions of representatives as each project is discussed.

#### a. BECKENHAM

The proposal includes landscape improvements, LED lighting to replace existing, and a sign upgrade.

Member Greenberg inquired about the lighting.

Mr. Grewal explained that there is some existing sodium-style lighting, but it is not currently focused on the sign due to vegetation, and misdirection. Mr. Grewal explained that the sign will be upgraded with gold leaf and minor fixes will be made to sign that has deteriorated over the last 15 years. LED lighting will replace existing lighting. All three phases are to be completed this year.

Member Greenberg inquired about cost savings due to the lighting upgrades.

Mr. Grewal said that the existing Sodium lights are 400 watt, and the proposed LED are 14 watts, so that will result in cost savings, although it might be hard to distinguish as the electric bill includes all electrical costs.

#### b. BRADFORD

Bradford subdivision proposes to replace existing decorative light posts and install new plantings.

Member Richert asked the applicant if the plans could be modified to replace the barberry, which is not allowed per the grant application standards.

Ms. Eliason answered that the landscape designer has replaced the barberry with knockout roses.

Member Greenberg referenced the contract with the maintenance company, and asked how much mulch do they typically put on areas that are landscaped.

Ms. Eliason answered that few inches of mulch is applied. Some has decomposed or been washed away. Typically the contractor will remove the excess, and remulch it when replanting.

Member Greenberg said that too much mulch can choke off plants, and affect their survival, in addition to being an unnecessary expense.

Ms. Eliason indicated that there will be a change of contractor, and will be more conscientious about the mulch.

Member Crossey agreed that a decrease in the mulch will decrease the overall cost. Additionally, Member Crossey said that burning bush can be considered an invasive species.

Ms. Eliason confirmed that no new burning bush is planned, just replacing existing plants

#### c. BRISTOL CORNERS

Bristol Corners plans to reface the existing signage, and rehabilitate the landscaping.

Mr. Lonowski, representing Bristol Corners responded that the plan is to replace the barberry with dwarf weigela. All four entrances are being upgraded. In 2014, two entrances were upgraded – including signs and landscaping. The plan is to update the remaining two entrances this year. Sign improvements include engraved lettering to reduce the opportunity for vandalism. The old sign lettering was black raised letters which needed to be replaced 12-13 times in 17 years due to vandalism. New landscaping will include splitting existing Stella d'Oros and planting new decorative grasses.

In response to a question from the Commission members, Mr. Lonowski said the decorative grass can be as tall as two feet, same as the monument sign height. They are about 10 feet away from West Park. He is willing to replace the grass if necessary (not requested at this time). He reiterated that signage is the biggest part of the proposal.

#### d. CHASE FARMS

Chase farms plans light pole replacement, tree replacement and fence removal.

Member Crossey said that she is a resident of Chase Farms.

Member LaDuke said that she is also a resident of Chase Farms.

Mr. Belloli and Mr. Lloyd were present to answer questions. They indicated that a large expense is planned, of about \$33,000, and the grant amount requested is \$5000. Dark Sky lighting is proposed and will include LED bulbs. The intent is to water the landscaping with well water, not city water. Efforts were made to be environmentally sensitive.

The Commission complimented the applicants on a good proposal.

#### e. CHELTENHAM ESTATES

Cheltenham Estates plans to provide new entryway signs on the existing brick walls.

Mr. Gilberg said that two grant applications were prepared, one for landscape and one for signs. As submitted, the subdivision chose to go with signs, because of the cost alone. There is a \$4200 total cost, and grant amount of \$2000 is being requested. The subdivision thought that if they requested less there would be more money to share with other neighborhoods. The signs themselves are old and made of wood, and are beyond their useful life. The new signs will be high-density weather-proof foam.

In response to the inquiry about how often have the signs been replaced, Mr. Gilberg said twice in 15 years; \$2000 each time.

#### f. WILLOWBROOK FARM

(Moved ahead so Councilman Wrobel could attend the City Council meeting) Willowbrook Farm neighborhood proposes landscape rehabilitation of the Scarborough Lane entrance.

Mr. Wrobel clarified that the landscaping proposed to be replaced is the original landscaping, which is being replaced after 14 years, and is referred to as phase 2. The current application does not include hardscape. Mr. Wrobel explained that a lot of plants died, including 90% of the boxwoods over the last couple of years. The plans show a downsizing of the existing design so that it is easier to maintain. It is also being done to improve vision for drivers as well as pedestrians.

#### g. CHURCHILL CROSSING

Churchill Crossing's plans are to install six light fixtures on the existing entrance wall pillars.

Mr. Suryadevara explained that the request involves only new lighting on the face of existing columns. The intent is to replace sodium lighting with LED. He noted that the lights in the gazebo and on the landscaped island will still be sodium. In response to a question, he said that the subdivision didn't consider solar powered lighting because they were unaware of the technology for this application, but instead considered LED lighting. He said that the intersection is fairly dark except for the traffic light, sign lights and the lights on the island. The proposed lights would better illuminate the sidewalk and crossing for kids, making it safer for everyone.

#### h. COUNTRY PLACE CONDOS

Country Place Condos is proposing two sign replacements, including electrical work and landscaping.

Mr. Schwartz explained that the subdivision's existing signs are 40 years old – they need to be moved and replaced. The proposed signs will be field stone sign, interior cut out with Aluminum, bolted and secured. Sign replacement will be first, followed by enhanced landscaping. In response to a question, Mr. Schwartz said that there will be minimal landscaping this year with larger plantings done once signs are in place.

#### i. NORTH HAVEN WOODS

North Haven woods plans to install lights to enhance the signs and the landscaping.

North Haven Woods did not send a representative, so no further description was provided.

#### j. OLDE ORCHARD COUNTRY HOMES

Olde Orchard Country Homes plans two new signs and replacement of landscaping at the Ten Mile Road entrance.

Mr. Kollipara said that the association consists of 380 units. The current signage is 25 years old, landscaping has been replaced only as needed over the last 15 years. The new signs will be securely bolted into the brick walls.

Member Todd took a moment to thank all of the participants for their time and effort and for putting together such detailed proposals. She recalls what hard work, and how thankless a job it is to be on a neighborhood association board. She believes the projects will have a positive impact on the neighborhoods and on the city.

#### k. ORCHARD RIDGE

Orchard Ridge plans landscape rehabilitation at its entrance on Ten Mile Road at Cortland Blvd.

Mr. Zimmer said that the entrance has been accident prone, the old landscaping was a safety hazard, and hid the one entrance to the subdivision of 183 homes. He explained that the entry area was re-graded last year to fix the clear vision areas, and new signs have been installed. The proposal this year includes landscaping, and a new privacy fence from the intersection near the police station. He feels that there are security measures and practical reasons to complete the work, not just beautification.

Member Crossey asked that the subdivision consider Buffalo grass as lawn replacement.

#### 6. **DISCUSSION BY COMMISSION**

Upon conclusion of Questions and Answers, the Commission Members deliberated about the projects. Chair Crossey asked Members for their impressions.

Commission Member LaDuke said that her choices are Chase Farms, Country Place, North Haven, Olde Orchard and Orchard Ridge.

Commission Member Sarpolis said that his strongest preferences are Chase Farms, Country Place, Olde Orchard, and Orchard Ridge. He is also considering Beckenham and Bristol Corners.

Chair Crossey said that her strongest preferences are Olde Orchard, Country Place, Orchard Ridge and Chase Farms. She is also considering Bristol Corners and North Haven Woods.

Commission Member Greenberg prefers Chase Farms, Olde Orchard and Country Place. She commented that additional investment by the Homeowner's Associations and the impact on the City are important factors to her recommendations.

# VOICE VOTE ON THE RECOMMENDATION FOR GRANT FUNDING, MOTION MADE BY SARPOLIS, SECONDED BY GREENBERG:

Motion to recommend Country Place, Olde Orchard, and Chase Farms for the requested amount of \$5000 each, because of the overall impact, and because the projects are of environmental and sustainable nature, and because of their potential impact on the City. *Motion carries 6-0* 

Each remaining project was discussed in order to determine support for further voting. Members were asked to show preference for the remaining funds. One member expressed support for Beckenham. Three members expressed support for Bristol Corners. Six members expressed support for both North Haven Woods and Orchard Ridge. The remainder of the projects did not receive any support at this time. There was a discussion about two options:

- 1. Divide the remaining \$10,000 between Bristol Corners, North Haven and Orchard Ridge or
- 2. Give North Haven and Orchard Ridge \$5000 each

The Committee noted that if any of the applicants are given partial award, it would preclude them from applying again for another project next year.

VOICE VOTE ON THE RECOMMENDATION FOR GRANT FUNDING, MOTION MADE BY LADUKE, SECONDED BY GREENBERG:

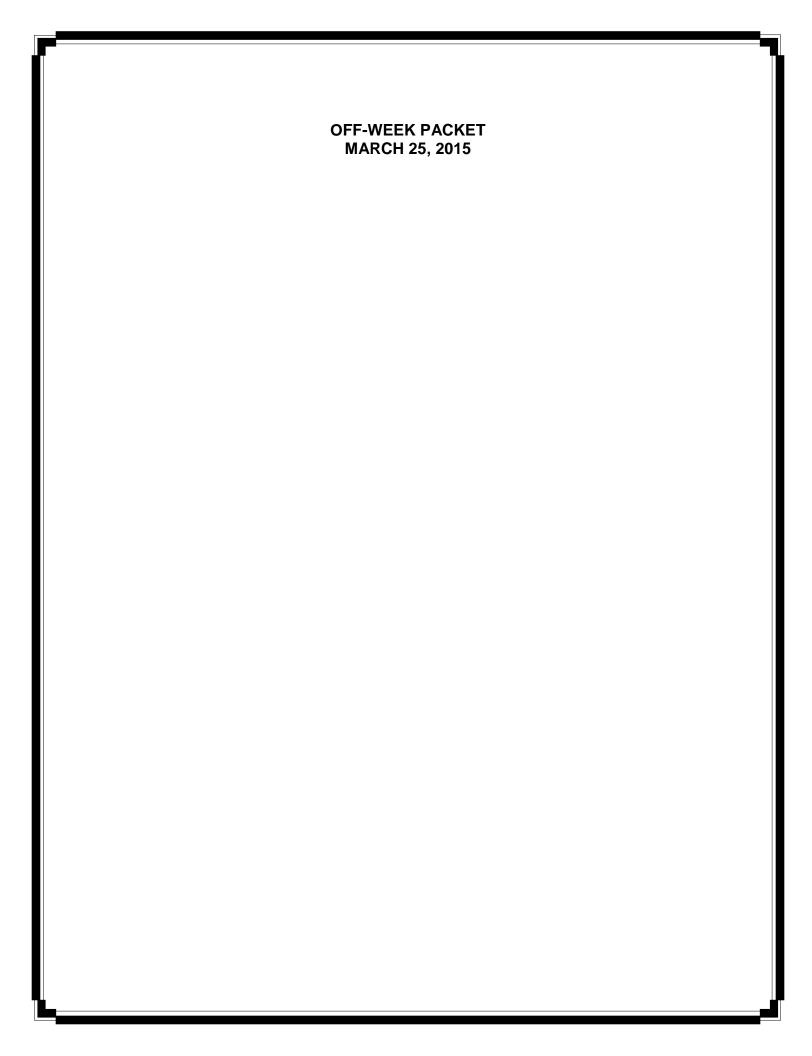
Motion to recommend North Haven Woods, and Orchard Ridge at \$5000 each, because the projects are of environmental and sustainable nature, because of the potential impact on the City, and also because of the relative size of the subdivisions. *Motion carries 4-2* (Richert, Sarpolis).

#### 7. ADJOURNMENT

VOICE VOTE ON MOTION TO ADJOURN MADE BY MEMBER RICHERT AND SECONDED BY MEMBER LADUKE.

Motion to adjourn the March 23, 2015 Beatification Commission meeting. *Motion carried* 6-0.

The meeting was adjourned at 5:49 p.m.



#### **MEMORANDUM**



**TO**: PETE AUGER, CITY MANAGER

FROM: BARBARA MCBETH, AICP, COMMUNITY DEVELOPMENT DEPUTY DIR.

**SUBJECT:** 2015 NEIGHBORHOOD ENTRYWAY ENHANCEMENT GRANT PRG.

**DATE:** MARCH 25, 2015

On Monday, March 23, the Beautification Commission held a meeting to discuss and vote on their recommendations to the City Council for the **2015 Novi Neighborhood Entryway Enhancement Matching Grant Program**. There were eleven applications to consider. Ten associations had representatives at the meeting to answer questions the Commission had about the applications.

The meeting was the culmination of efforts by Assistant City Manager Victor Cardenas, Management Analyst Graduate Intern Crystal McLain and Administrative Assistant Melissa Place to initiate the project that was discussed with the City Council at the November 10, 2014 meeting. The Community Relations Department widely shared the news of the new Matching Grant Program with all of the Neighborhood Associations. A deadline for application submittals was set to insure that the awards could be granted in the Spring to allow work to commence and be completed by the end of the season this fall.

Community Development and Engineering staff met with interested applicants to answer questions and to insure that the applications were complete and that ordinance standards would be met in terms of work to be done in the right of way, corner clearance requirements and signage standards. Once all of the applications were received, staff prepared summaries of each application to assist the Beautification Commission with the review of all eleven applications, and provided a recommended form to the Commission for ranking the entries based on the program's criteria. The Beautification Commission reviewed the applications over the course of a couple of weeks, and held the meeting on Monday to discuss the merits of each application, ask questions of the neighborhood representatives who were present, and formulate the recommendation to the City Council.

All of the applications proposed significant improvements to their entrances. Work proposed ranged from new signs, to new lighting, to new landscaping and many incorporated more than one element. Some applications were a part of a multi-phase upgrade planned by the neighborhood.

County Place, Condos, Chase Farms and Olde Orchard received unanimous support from the Commission members to award \$5,000 each. During deliberations to recommend the allocation for the remainder of the funds, The Commission considered partially awarding the remaining \$10,000 among Bristol Corners, North Haven Woods and Orchard Ridge. Given that a partial award would preclude the applicants from applying again next year, the Commission selected an award of \$5000 each to North Haven Woods and Orchard Ridge. The Commission made recommendations to award \$5,000 each for the following five neighborhoods:

- Chase Farms
- Country Place Condos
- North Haven Woods
- Olde Orchard Country Homes
- Orchard Ridge

It is expected that this matter will be placed on the **April 13th City Council agenda** for consideration and approval.

# **NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT PROGRAM** OFFICE OF THE CITY MANAGER 2014

Novi Neighborhood Entryway Enhancement Matching Grant Program Office of The City Manager 2014







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# Neighborhood Entryway Enhancement Matching Grant Program

#### **Purpose**

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi Homeowners Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects that help to establish the neighborhood and also benefit and enhance the Novi community. These projects must be intended to beautify a subdivision entrance through significant and permanent physical improvements, including adding/modifying entrance signs, constructing flower beds, planting trees, and installing other related entryway improvements. Reoccurring or non-permanent items such as mulch or annuals are not eligible, nor are other maintenance items. All physical improvement projects must be located on the perimeter of the neighborhood (i.e., visible from outside the neighborhood) and not on any interior streets or common areas. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion.

#### **Directions**

Complete the application below, providing all required information and any supplemental materials. One electronic copy must be submitted via email to the City of Novi Manager's Office to <a href="mailto:EntrywayGrant@cityofnovi.org">EntrywayGrant@cityofnovi.org</a> by February 23, 2015. \*All required materials must be submitted by this date for application consideration. If you have any questions or concerns, you may email the Novi City Manager's office at <a href="mailto:EntrywayGrant@cityofnovi.org">EntrywayGrant@cityofnovi.org</a>.

#### **Required Application Materials**

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
  - Complete bank statements are not required; however, should the Association choose to provide these documents, please be sure all account numbers are removed before submittal of application.
- If In-kind donations (such as donated professional services or materials, and excluding volunteer labor) are to be used to assist in the fund matching, the association must submit formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project.
- Documentation reflecting the Association's current spending on landscape and landscape maintenance.
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (if applicable).
- Well defined, scaled plans of the proposed project.
- Map with project location identified.



#### **Policies**

- 1. To qualify, projects must be located at the entrance of a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction/installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, and streetscape amenities. **Reoccurring and/or maintenance projects are not eligible.**
- 2. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
- 3. Grant project funding requires at least an equal (1:1) match from the Association and may not exceed 50% of the total cost of the project or a maximum amount of \$5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference. The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community. The amount awarded will be reimbursed directly to the applying organization upon successful completion of project and conformance with all standards of the program.
- 4. The City of Novi will disburse the awarded amount to the organization/Home Owner's Association (not the contractor) upon proof of payment of the organization's cost and proof of completion of the entire project (proof of payment may be shown through sworn statements, canceled checks, copy of contract, release of lien, etc.). The request for reimbursement and proof of project completion must be made by **November 15, 2015**.
- 5. An organization/ Home Owner's Association is limited to no more than one award every two years.
- 6. Grants are made with the understanding that the City is in no way obligated to provide further financial or management assistance to ensure that a project is completed. Property is and will continue to be maintained by the Association into the future.
- 7. Project work must not begin, and permits shall not be obtained until grant approval from City Council, and must be completed by the end of construction season (November 15, 2015).
- 8. Projects are encouraged to be environmentally sensitive and be of a sustainable nature.
- 9. All selected projects must comply with City of Novi Ordinances, as well as state and local laws, and all appropriate permits must be obtained after grant approval. (If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at: <a href="https://www.municode.com/library/#!/mi/novi/codes/code\_of\_ordinances?nodeld=PTIICOOR">https://www.municode.com/library/#!/mi/novi/codes/code\_of\_ordinances?nodeld=PTIICOOR</a> or contact Community Development. The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by November 15, 2015.

- 10. Priority will be given to projects that abide by the regulations listed in the City's Residential Entryway Signage document. Please refer to these regulations on pg. 13 of this document. You can also find them on the City of Novi's website at <a href="http://cityofnovi.org/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/ResidentialEntrancewaySignRequirements.aspx">http://cityofnovi.org/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/ResidentialEntrancewaySignRequirements.aspx</a>. It is encouraged that applicants meet with Community Development personnel to ensure that their project abides by these regulations, prior to grant application submittal.
- 11. If there is an impact on property owners or other non-city agencies (e.g. road commission) written permission / approval of project from necessary entity must be provided.
- 12. The use of invasive species will not be permitted. Please refer to the included list of what the City of Novi considers an invasive species (pg.10 of this document). You may also visit the Michigan Invasive Plant Species list at <a href="http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm">http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm</a>.
- 13. Grant applications will be accepted once per calendar year (**due date is February 23**). Recommendation for approval of qualifying projects will be provided by the Beautification Committee for final grant approval by Novi City Council. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.



#### **Grant Selection Criteria & Evaluation Process**

The evaluation process will be conducted by the City of Novi Beautification Commission (find out more about the Commission here: http://cityofnovi.org/Government/Boards-and-Commissions.aspx#Beautification). The Commission will establish qualifying projects and provide recommendations to City Council, who may then choose projects for final approval.

Beautification Commission meeting date and time will be provided after all applications are submitted to the City. At least one representative from the applicant organization should be present to answer any questions regarding the application.

The evaluation will be scored on a 75 point system, being divided into the following three categories:

#### 1. Project Need / Impact (0–25 points)

- a. The potential impact of the project on the neighborhood.
- b. The potential impact of the project on the City of Novi.
- c. Project's ability to establish the neighborhood and create an inviting subdivision entrance.
- d. The existing conditions of the project area.
- e. The age of the subdivision.

#### 2. Project Feasibility (0-25 points)

- a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.
- b. An itemized account of how the money is to be spent.
- c. The organization's fiscal responsibility and management qualifications.
- d. The amount of matching dollars that the organization has and is willing to contribute.
- e. History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.

#### 3. Project Planning (0-25 points)

- a. Project is well planned and ready for implementation.
- b. Project abides by all necessary laws and ordinances.
- c. Grant application includes well defined, scaled plans.
- d. Grant application is complete and accurate.
- e. Project does not include plants from invasive species list.
- f. For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.



# Neighborhood Entryway Enhancement Matching Grant Application

Due Date: February 23, 2015

Δ	Applicant Information
C	a. Association Name:
b	o. Age of Association:
C	c. First-time Applicant? Yes No If No, date of last application submission
C	d. Project Leader:
e	e. Office Held/Position within organization:
f.	. Address:
_	z Telephone: F-Mail:

#### II. Project Information

a. Provide a clear description of project plan and design, including the location, existing conditions, specific need, and public benefit. Include project planning documents such as landscaping drawings, plans, maps, and/or pictures of project area, etc.

b.	Location of proposed project area (please provide a written description of location, along with an attached map with location identified). City maps can be found on the City of Novi website at: <a href="http://cityofnovi.org/Community/Map-Gallery.aspx">http://cityofnovi.org/Community/Map-Gallery.aspx</a> .
C.	Explain how the project meets the review criteria listed in the "Grant Selection Criteria 8 Evaluation Process" section.
d.	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), please explain here, and provide written permission / approval of project from necessary entity.
e.	Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City's invasive species list, as items on this list are not permitted.

	nding Information Estimated Total Project Costs:		
b.	Who provided this cost estimate?	(Name, Title, Company)	
		(Phone Number)	
C.	Total amount of funds re- (50% project costs up to \$		
d.	cost projection is \$12,000	ected to exceed the 1:1 match from the city (e.g. if the , the City's maximum contribution is \$5,000, matched in the an additional \$2,000 from the organization), please	by \$5,000
e.	Total amount to be done	ated through in-kind donations and/or cash assistance	d.
	•	nary of in-kind donations such as professional services of cluding volunteer labor):	or

III.

\*\*\*REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

#### f. Itemized cost/unit estimates:

#### **EXAMPLE:**

ITEM	#UNITS	COST/UNIT	TOTAL	
Example:				
Soil	10 cubic yards	\$40	\$400	
Contracted Service	8 hrs labor	\$50	\$400	
One gallon shrubs	14	\$10	\$140	
Total			\$940	

#### IV. Attachments

- a. Please include:
  - Association budget reflecting the ability to meet 1:1 matching requirements;
  - Documentation reflecting the Association's current spending on landscape and landscape maintenance;
  - Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable);
  - If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (if applicable);
  - Well defined, scaled plans of the proposed project.
  - Map with project location identified.

<sup>\*\*\*\*</sup> Please remove all account numbers from any bank statements that are submitted as part of the grant application

<sup>\*\*</sup> Applications will not be considered if all necessary documentation is not included

# Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the City of Novi, Office of the City Manager by February 23, 2015. Thank you!

•	Project is a permanent physical improvement located on the perimeter of the neighborhood, and not on-going or routine maintenance.	Y	٨
•	Has your Association received City of Novi grant funding in the previous 2 years?	Y	٨
•	Can your Association demonstrate the ability to meet the 1:1 match requirement?	Υ	٨
•	You included in the grant application a current Association budget demonstrating the ability to meet the 1:1 match.	Y	١
•	The project is using in-kind donations to assist with funding.	Y	٨
•	If in-kind donations are being used, formal documentation from the donating entity is included with application.	Y	١
•	Documentation reflecting the Association's current spending on landscape and landscape maintenance is included.	Y	٨
•	If project consists of entryway signage, project abides by all Residential Entranceway Signage regulations (see pg. 15 of document)	Y	٨
•	Project complies with all City Ordinances.	Υ	٨
•	Project has an impact on property owner or non-city agency.	Y	١
•	If project has an impact on property owner or non-city agency, permission or approval of project from necessary entity is provided in application.	Y	٨

•	Project includes use of identified invasive species.	Υ	Ν
•	All project documents are included in application (see Required Application Materials on Grant Application and Program Description).	Y	N
	Map with project location identified is provided.	Y	Ν
	Project budget, including all itemized cost estimates is completed on application.	Υ	Ν



### Neighborhood Entryway Enhancement Matching Grant Invasive Plant List

The list below contains invasive species unsuitable for this project. For a more comprehensive look, please refer to the list at <a href="http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm">http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm</a>. Please be advised that this is not a comprehensive list, and other plant species are subject to approval by the City.

#### **Trees**

Norway Maple - Acer platanoides

Tree of Heaven - Ailanthus altissima

Black Alder - Alnus glutinosa

Russion Olive - Elaeagnus angustifolia

Black Locust - Robinia pseudoacacia

#### **Shrubs**

Japanese Barberry – Berberis thunbergii

Autumn Olive – Elaeagnus umbellate

Glossy Buckthorn - Frangula alnus/Rhamnus frangula

Privet- Ligustrum vulgare

Amur Honeysuckle – Lonicera maackii

Morrow's Honeysuckle – Lonicera morrowii

Tartarian Honeysuckle – Lonicera tatarica

Bell's Honeysuckle – Lonicera xbella

Common Buckthorn – Rhamnus cathartica

Black Jetbead – Rhodotypos scandens

Multiflora Rose - Rosa multiflora

#### **Woody Vines**

Oriental Bittersweet – Celastrus orbiculatus

Japanese honeysuckle – Lonicera japonica

Kudzu - Pueraria lobata

#### **Herbaceous Plants**

Garlic Mustard – Alliaria petiolata

Narrow-leaved Bitter-cress – Cardamine impatiens

Spotted Knapweed – Centaurea stoebe/Centaurea maculosa

Canada Thistle - Cirsium arvense

European Swamp Thistle- Cirsium palustre

Black Swallow – wort - Cynanchum Iouiseae /Vincetoxicum nigrum

Pale Swallow-wort - Cynanchum rossicum / Vincetoxicum rossicum

Leafy Spurge – Euphorbia esula

Baby's Breath – Gypsophila paniculata

Giant Hogweed-Heracleum mantegazzianum

Dame's Rocket – Hesperis matronalis

Lyme-grass – Leymus arenarius

Purple Loosestrife – Lythrum salicaria

White Sweet Clover - Melilotus alba

Yellow Sweet Clover - Melilotus officinalis

Japanese Stilt Grass – Microstegium viminium

Wild Parsnip – Pastinaca sativa

Reed Canarygrass - Phalaris arundinacea

Phragmites – Phragmites australis

Japanese Knotweed – Polygonum cuspidatum

Giant Knotweed – Polygonum sachalinense

Mile – a minute Weed – Polygonum perfoliatum

Narrow – leaved Cat-tail - Typha angustifolia

#### **Aquatic Plants**

Flowering Rush – Butomus umbellatus

Water-hyacinth – Eichornia crassipes

Hydrilla – Hydrilla verticillata

European Frog-bit – Hydrocharis morsus-ranae

Eurasian Water Milfoil – Myriophyllum spicatum

Curly Pondweed - Potamogeton crispus



# Everything You Need to Know About..

# Residential Entranceway Signage





Whether you're looking to construct a new sign or upgrade an existing sign at the entryways into a residential subdivision, condominium or apartment complex, please refer to this handout as a guide to the regulations, process, applications, fees, and most importantly, who to contact for assistance. The process typically starts with a sign permit application, and may include a right-of -way permit, building permit and submittal of a landscape plan.



For more information visit <u>cityofnovi.org</u> or contact:

Jeannie Niland | Community Development Department City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA e: jniland@cityofnovi.org t: 248.347.0438 f: 248.735.5600

# Sign Regulations

#### Number

One ground sign (a sign not attached to any building, supported by a monument placed in the ground surface such that the entire bottom of the sign is affixed to the ground and is not supported by poles, columns, or uprights) is permitted at each entrance to a neighborhood. Two sign faces greater than two feet apart are permitted.

If a neighborhood has a boulevard entrance, one single-face ground sign is permitted on each side of the boulevard.

#### Size

Signs shall have a maximum height of 5 feet and a maximum area of 24 square feet. The area of sign is considered the entire area within the smallest circle, triangle, parallelogram, or other geometric shape that encloses the extreme limits of any writing, picture, logo, representation, emblem, or figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area.



#### **Complete Regulations**

Refer to the <u>Sign Code</u> and <u>Zoning</u> <u>Ordinance</u> for complete regulation

#### **Application**

<u>Sign Permit Application</u> (One application required per sign)

#### Fee

\$75

#### Inspections

One final inspection once sign is complete (plus any applicable building engineering or right-of-way inspections)

#### Location

Signs shall be located at least 10 feet from any street right-of-way and only in yards adjacent to streets at the entrance to the neighborhood or within the median of a boulevard street when a license for such is granted by the City Engineer.

Max. 24 sq. ft.

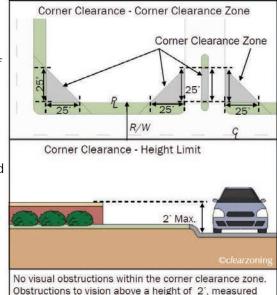
Min. 10 ft.
From Right-of-Way

Max. 5 ft. Height

Signs in yards adjacent to the entrance require either a recorded sign easement for the property or a letter of authorization from the property owner for the placement of the sign.

Signs are permitted on a previously approved landscape wall as part of an approved site plan, provided the sign meets the size requirements above. To install a wall larger than the sign requirements, a revised site plan must be submitted for review by the Planning Commission.

Signs must meet corner clearance regulations: walls, plant material, signs or other obstruction to vision above a height of 2 feet shall not be permitted within the clear view zone which is the triangular area formed at the intersection of any existing public street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of 25 feet from their point of intersection. Medians shall be included in this measurement.



from established street grade, are not allowed. Plant

materials are measured at mature height.



For more information contact:

**Jeannie Niland** | Community Development Department City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA

# **Engineering Regulations**

#### Right-of-Way (ROW) Permits

If the sign is to be located or any work will be completed in the public ROW (the boundary between private property and the public lands under the legal control of the agency having jurisdiction over a road), a permit will be required from the City of Novi Engineering Division. An additional permit may be required from the Road Commission for Oakland County for ROW under their jurisdiction (see map here). The Engineering Division can review the application and determine if permits are required from other agencies. A sketch showing the location of the sign is required with the permit application.

#### **Breakaway Design**

All signs located within the ROW shall be designed to be crashworthy. The sign shall include breakaway devices that are designed and constructed to break or yield when struck by a vehicle. This can be accomplished by designing the signs to be as lightweight as possible and with a breakaway plane near the ground surface to protect motorists in case of a crash.

#### **Sight Distance**

Signs shall not be placed in a location such that they impede sight distance. Sight distance is the length of the sight line over which an object is visible to a driver. The minimum sight distance is set by the ordinance as illustrated below. Please contact the Department of Public Services

#### Lighting

Any lighting in the ROW will require coordination with the City of Novi and DTE Energy. Four pre-determined light fixtures are available to choose from including three decorative and one overhead fixture, which will be installed by DTE Energy in accordance with the street light policy.

#### **Subdivision Sign License Agreement**

A subdivision sign license agreement must be completed and signed by the City and subdivision, which specifies that maintenance of the sign is the responsibility of the subdivision. The Engineering Division will provide a copy of the license agreement as part of the ROW process.

#### Complete Regulations

Refer to the <u>Design and Construction Standards</u> for complete regulations

#### **Application**

Novi ROW Permit is initiated with the Sign Application

Oakland Co. POW Permit Application

#### Fee

Novi ROW Permit \$100

Oakland County ROW Permit \$100

#### Inspections

One final ROW inspection (if applicable)

NOVI

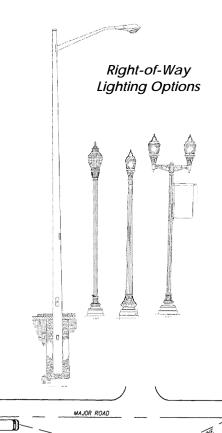
cityofnovi.org

For more information contact:

Philip Kerby | Department of Public Services

City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA

e: pkerby@cityofnovi.org t: 248.735.5695 f: 248.735.5600



MINIMUM CO	TABLE I RNER SIGHT	DISTANCE	
MAJOR THROUGH ROAD POSTED SPEED	RESIDE COMME 2	IVISION S INTIAL DR IRCIAL DR	RIVEWAYS RIVEWAYS MULTI
IN MPH	LANE	FEET	LANE
25	260		280
30	310		340
35	360		400
40	410		450
45	460		510
50	510		560
55	560		620

Guide for Corner Sight Distance

# Sign Foundation Regulations

#### Generally

Construction materials and sign structures shall be of the quality and grade as specified for structures in the state construction code.

#### **Fastenings**

Signs erected to masonry, concrete or steel shall be safely and securely fastened thereto by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to support safely the loads applied. All building fastenings must be of noncorrosive materials. Lightweight sign letters may be attached by means of an approved adhesive.

#### Lighting

Signs may be illuminated internally or externally but shall be either enclosed or directed away from roadways, traffic areas and adjacent residential properties. Sign lighting shabe focused on the sign to avoid stray lighting, and shall not be arranged to shine into the night sky. Any new lighting will require an electrical permit.

#### Windloads

For the purpose of design, wind pressure shall be taken upon the gross area of the vertical projection of all signs and sign structures at not less than 15 pounds per square foot for those portions above the ground.

#### **Complete Regulations**

Refer to the <u>Sign Code</u> for complete regulations

#### **Application**

Building Permit Application

Electrical Permit Application

#### Fee

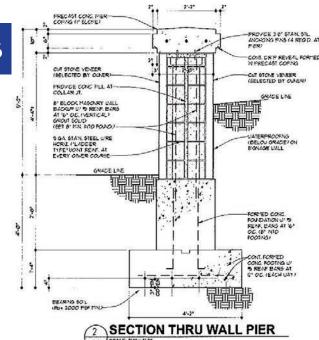
Building Permit, Varies, starting at \$180

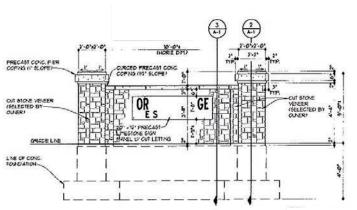
Electrical Permit \$70

#### Inspections

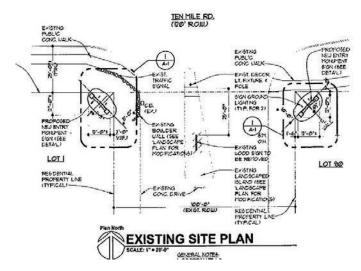
Building: One for footing and one for final

Electrical: Up to two for rough/underground and final









Sample details and site plan for a proposed sign location outside of the corner clearance zone or right-of-way



For more information contact:

Hal Hultman | Community Development Department City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA

e: hhultman@cityofnovi.org t: 248.347.0464 f: 248.735.5600

# Landscape Regulations

#### **Island Plantings**

Islands must be landscaped. If an island is to be re-landscaped by the subdivision association, a landscape plan shall be submitted to the City for administrative approval.

At least 75% of the island must be landscaped with a mixture of shrubs, groundcover, perennials and ornamental grasses along with canopy and subcanopy tress in accordance with the minimum planting area widths in the table to the right.

#### Maintenance

Maintenance of the island is the responsibility of the subdivision association. All landscaping must be irrigated.

For more information contact:

Barbara McBeth | Community Development Department City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA e: bmcbeth@cityofnovi.org t: 248.347.0587 f: 248.735.5600

Tree Species Type	Tree Lawn Size
Small Tree (Subcanopy Deciduous)	4 to 6 ft.
Medium Tree (Subcanopy & Canopy Deciduous)	6 to 8 ft.
Large Tree (Canopy Deciduous)	Greater than 8 ft.

# Zoning Board of Appeals (ZBA) Regulations

#### **Application**

If the regulations of the sign ordinance are not met, applicants may petition the Zoning Board of Appeals (ZBA) for a variance from the regulations. In order to seek a variance, a sign permit must be submitted and denied. Then a ZBA Application, fee and 14 copies of a scaled drawing indicating location, overall dimension and sign verbiage must be submitted. A pre-ZBA application meeting can be scheduled by contacting Thomas Walsh, Building Official at 248.347.0417 or <a href="twalsh@cityofnovi.org">twalsh@cityofnovi.org</a>

#### Meeting

The ZBA generally meets on the second Tuesday of each month. Completed applications are due six weeks prior to the meeting. Applicants should be prepared to explain the nature of the practical difficulty at the ZBA meeting.

**Complete Regulations** 

Refer to the **Zoning Ordinance** for complete regulations

Application

'BA Application

Fee

\$300

Standards for Granting a Sign Variance

- 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.
- 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.
- 3. The grant of relief will not result in a use of 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 of the ordinance.



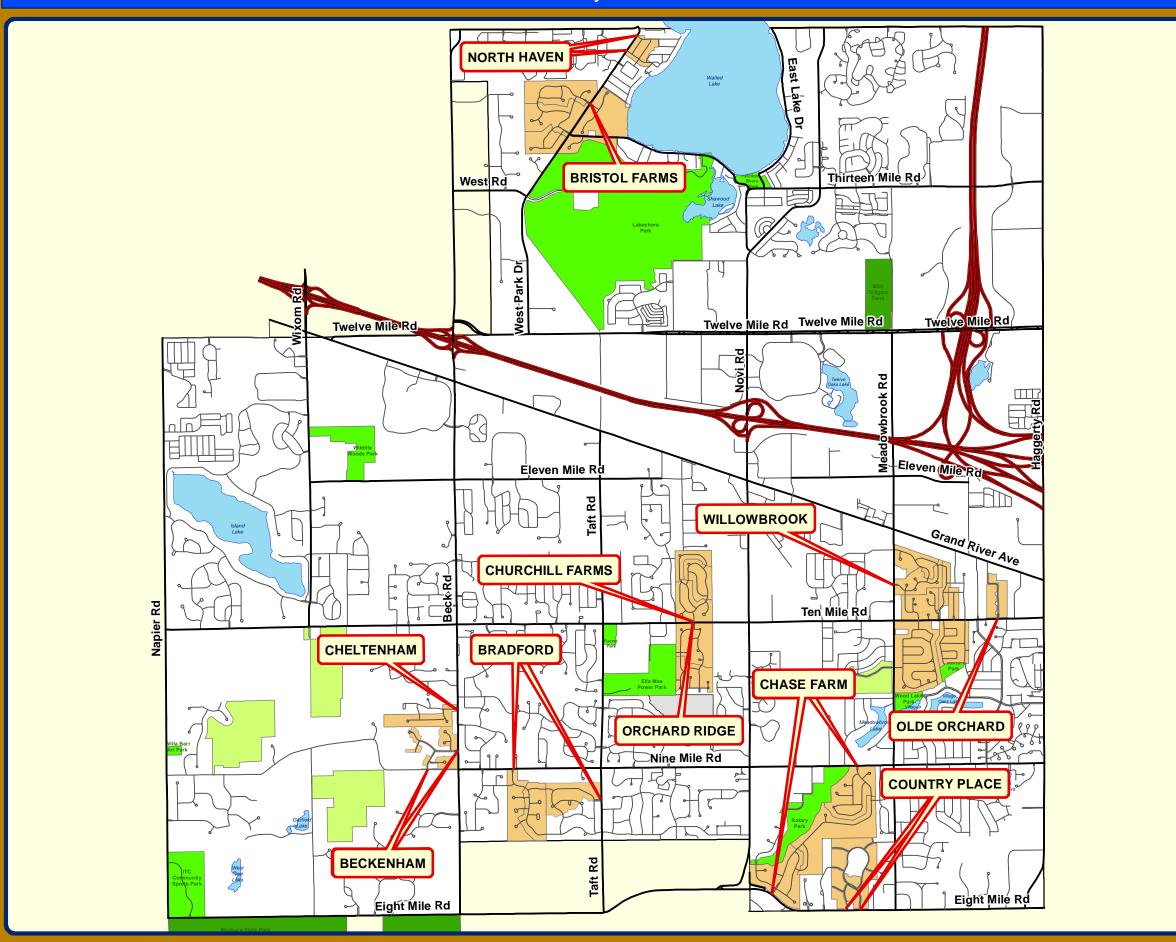
For more information contact:

Angie Pawlowski | Community Development Department City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA

# CITY OF NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT **Location Map: Application Subdivisions**

# 2015 ENTRYWAY GRANT: APPLICANT SUBDIVISION LOCATIONS

City of Novi





0 1,125 2,250 4,500

1 inch = 3,500 feet



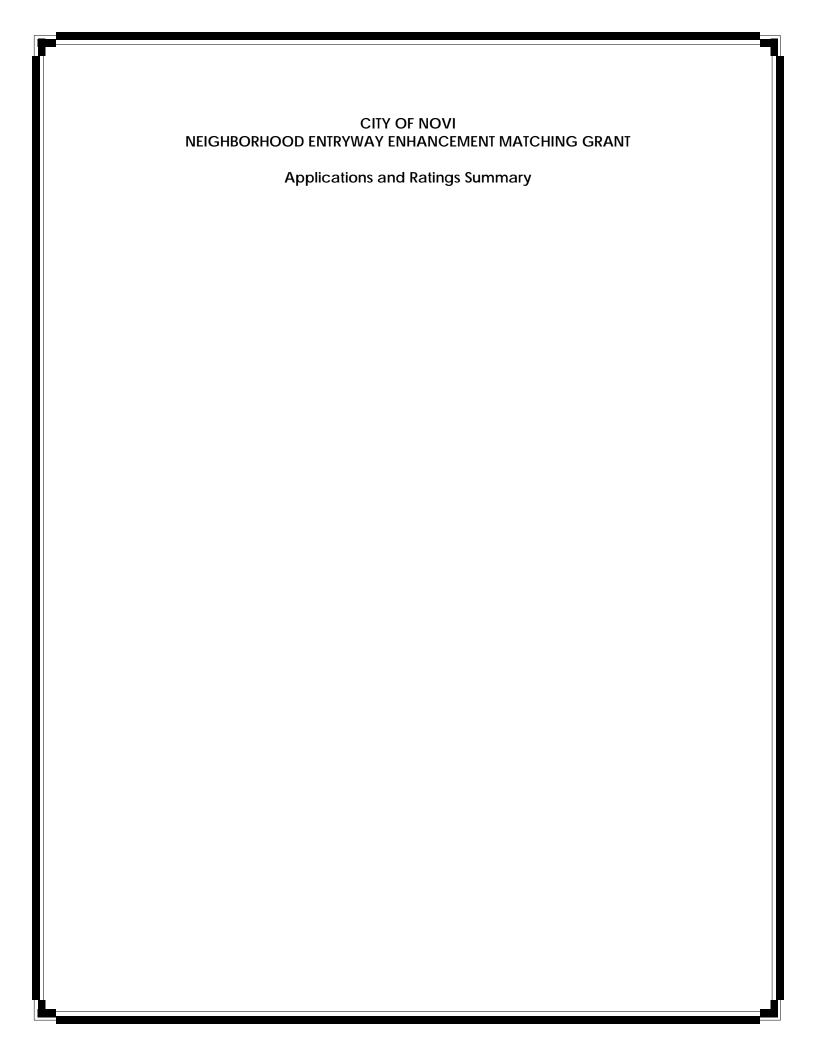
### City of Novi

Dept. of Community Development City Hall / Civic Center 45175 W Ten Mile Rd Novi, MI 48375 cityofnovi.org

Map Author: Sri Komaragiri Date:03/03/2015 Project:2015 Entry Way Grant Applications Version #:

#### 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.



REVIEW ITEMS					2	Full	Committee
Project Name	Staff Rating (/75)	Staff Comments	Project Address	Project Description	Grant Amount Requested	Projected Cost	Recommended Funding
Beckenham	63	<ul> <li>(+) Project involves sign improvements (gold leaf engraved lettering), ground and sign</li> <li>(+) lighting, landscape additions to Beck Road entry</li> <li>(+) Entry has not been upgraded since 1990s.</li> <li>(+) Lighting additions are LED</li> <li>(-) Cleaning of sign could be considered a maintenance expense</li> </ul>	Kensington @ 9 mile; Beckenham Blvd @ Beck	Landscape improvements, LED lights, Sign upgrade	\$5,000	\$13,960	\$0
Bradford	65	<ul> <li>(+) Project is part of an ongoing improvement project to increase attractiveness of entries</li> <li>(+) Lighting change will improve stability of light posts</li> <li>(+) Development has history of maintenance of site features</li> <li>(-) Plan includes barberry, which was listed on grant announcement as not being allowed</li> <li>(-) Entries are not on major entry points to Novi</li> </ul>	Taft Road at Princeton between 8 and 9 Mile Roads & 9 Mile at Galway Road	replacing old light posts.	\$4,219	\$8,439	\$0
Bristol Farms	56	(+) Project is part 2 of a two-year upgrade of entry landscaping - current part focuses on center islands of two entry points (+) More permanent sign face with engraved writing will provide lasting improvement to entry (+) Location is near entry to Novi from Wixom (-) Plan includes barberry, which was listed on grant announcement as not being allowed	South of Pontiac Trail, East side of W. Park Dr.	Reface existing signage, rehabilitation of landscape	\$5,000	\$10,580	\$0
Chase Farms	62	(+) Plan includes overhaul of existing landscaping (oversized trees) and replacement of existing lights with new, LED, dark-sky lighting (+) Upgrades would make a significant improvement to look of entries (+) Tree substitutions would make travel through entries easier, unify look of entry (+) Subdivision has history of maintenance projects (-)Scaled plans that helped illustrate finished project were not provided	Between 9 Mile & 10 Mile, East of Novi Rd.	Replace trees, replace light poles, upgrade to LED	\$5,000	\$33,070	\$5,000
Cheltenham	46	(+) Signs' new engraved lettering will reduce maintenance, somewhat improve appearance (-)Project is only related to sign lettering. (-)Project won't create significant improvement over existing conditions, little benefit to City of Novi	Between 9 Mile and 10 Mile, on the West side of Beck Rd	2 new signs proposed on existing walls; not a big enhancement	\$2,000	\$4,200	\$0
Churchill Estates	55	(+) Project's lights will improve visibility of subdivision at night (-)Ornate lights will not significantly improve impact for City of Novi (-)Project is limited to lighting - no landscaping is proposed	Ten Mile Road between Novi and Taft Roads	Installation of 6 light fixtures on existng limestone pillars .	\$5,000	\$12,050	\$0
Country Place	55	(+) Significant improvement on existing signs (+) Located on entry point to City of Novi (+) Older subdivision that has shown continual efforts to maintain property (+) Signs are part of larger improvement project that will include landscaping in future phase (-) Signs alone do not have a major impact on entry appearance	8 Mile Road between Meadowbrook and Novi Road	Removing and replacing existing signage at two different lcoations	\$5,000	\$18,500	\$5,000
North Haven	67	and make it more attractive (including screening utility boxes)  (+) Project will contribute to positive image for Novi near entry point  (+) Association has shown commitment to other improvement projects, such as mailbox	West Road (south east corner of North Haven Drive and West Road and north east corner of Ludlow Drive and West Road)	Install lights to enhance existing signs and proposed landscaping	\$5,000	\$15,074	\$5,000
Olde Orchard	73	<ul> <li>(+) Significant improvement in both signage and landscaping</li> <li>(+) Location on 10 Mile helps Novi image for traffic headed to Civic Center on 10 Mile Road</li> <li>(+) Past financial statements indicate commitment to ongoing maintenance of projects, site</li> <li>(-) Association may be overextending a bit in financing projects</li> </ul>	Ten Mile Road between Haggerty and Meadowbrook Roads	New signs and replacement of landscaping	\$5,000	\$20,884	\$5,000
Orchard Ridge	67	<ul> <li>(+) Continuation of entryway improvement project begun last year to improve appearance, pedestrian safety along 10 Mile Road</li> <li>(+) Strong impact on City of Novi as it is very close to Civic Center on 10 Mile Road</li> <li>(+) Improved landscaping over original condition</li> <li>(+) Upgrade for older subdivision</li> <li>(-) No evidence given of past projects or maintenance of them</li> </ul>	Between Beck and Taft Rds. On the south side of 10 Mile	Landscape rehabilitation of Cortland Blvd.	\$5,000	\$17,340	\$5,000
Willowbrook	56	(+) Attractive design (but not a huge improvement over existing) (+) Complete application (+) Redoing landscape that is only 2-3 years old and does not look bad (-) No reference to past projects requiring maintenance aside from mowing, etc.	North of 10 Mile, East of Meadowbrook	Landscape rehabilitation of Scarborough Lane entrance	\$5,000	\$18,265	\$0

# CITY OF NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT **Summary of Ratings**



#### CITY OF NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

#### **Summary of Ratings**

#### March 5, 2015

			iviaici	1 3, 2013							
Points	Beckenham	Bradford	Bristol Farms	Chase Farms	Cheltenham	Churchill Estates	Country Place	North Haven	Olde Orchard	Orchard Ridge	Willowbrook
2	2	2	2	2	1	2	2	2	2	2	2
8	6	4	6	5	2	3	3	8	8	8	3
5	4	4	4	5	2	3	3	5	5	5	5
8	4	6	5	5	1	3	3	6	8	8	4
2	1	2	1	2	1	1	1	1	2	2	1
25	17	18	18	19	7	12	12	22	25	25	15
Points	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded
5	5	5	5	5	5	5	5	5	5	5	5
5	5	5	5	5	5	5	5	5	5	5	5
5	5	5	5	5	5	5	5	5	3	5	3
5	5	5	5	5	5	5	5	5	5	5	5
5	5	5	0	5	0	1	1	5	5	0	0
25	25	25	20	25	20	21	21	25	23	20	18
Points	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded
9	7	9	7	6	7	6	6	7	9	9	9
9	9	6	6	6	6	9	9	7	9	6	9
2	1	2	1	2	2	3	3	2	2	2	2
5	4	5	4	4	4	4	4	4	5	5	3
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
25	21	22	18	18	19	22	22	20	25	22	23
75	63	65	56	62	46	55	55	67	73	67	56
	5	4	6	7	10	9	9	2	1	2	8
	2 8 5 8 2 25 Points 5 5 5 7 9 9 2 5 0 0 25	2 2 8 6 5 4 8 4 2 1 25 17 Points Awarded 5 5 5 5 5 5 5 5 5 5 5 5 7 5 7 7 9 7 9 9 2 1 5 4 0 0 0 0 0 25 21	2       2         8       6         5       4         8       4         2       1         25       17         18         Points       Awarded         Awarded       Awarded         5       5         5       5         5       5         5       5         5       5         5       5         5       5         5       5         5       5         5       5         5       5         5       5         25       25         25       25         25       25         9       7         9       9         6       2         1       2         5       4         5       4         6       2         1       2         2       4         5       4         6       2         1       2         2       4         5       4      <	Points         Beckenham         Bradford         Bristol Farms           2         2         2           8         6         4         6           5         4         4         4           8         4         6         5           2         1         2         1           25         17         18         18           Points         Awarded         Awarded         Awarded           5         5         5         5           5         5         5         5           5         5         5         5           5         5         5         5           5         5         5         5           5         5         5         5           5         5         5         5           5         5         5         5           5         5         5         5           5         5         5         0           25         25         25         20           Points         Awarded         Awarded         Awarded           9         7         9 <td< td=""><td>Points         Beckenham         Bradford         Bristol Farms         Chase Farms           2         2         2         2           8         6         4         6         5           5    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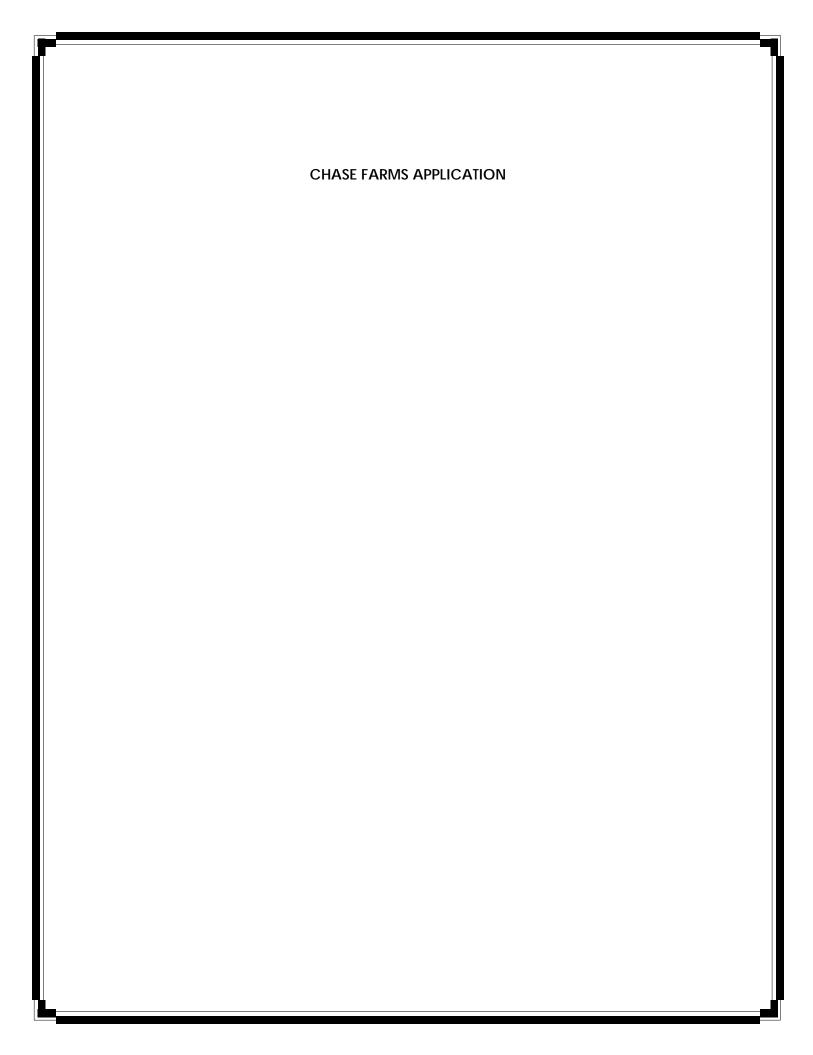
# **CITY OF NOVI** NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT **Summary of Application Checklist**



# CITY OF NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT Summary of Application Checklist

March 5, 2015

	CityOffiovi.org				/							
	REVIEW ITEMS											
	Project Need / Impact (0-25 points)	Beckenham	Bradford	Bristol Farms	Chase Farms	Cheltenham	Churchill Estates	Country Place	North Haven	Olde Orchard	Orchard Ridge	Willowbrook
а	Is the project located at the entrance of a neighborhood? (See Location Map)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
b	Is the project clearly visibile from the public right-of-way? (See Photographs)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
С	Is it a new construction/installation of physical improvements? (See Application)	Yes	No	No	No	No	No	Yes	Yes	Yes	No	No
d	Is it a rehabilitation of existing improvements? (See Application)	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
е	Is it not a reoccurring and/or maintenance projects? (See Application)	No	No	No	No	No	No	No	No	No	No	Yes
f	Is the project proposing entryway signage? (See Application)	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	No	No
g	Is the project in compliance with City's Residential Entryway Signage regulations? (See Community Development review)	Yes	NA	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
h	Is the project environmentally sensitive and of a sustainable nature? (See Plans)	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
i	Is the project city identifies non-invasive species? (See City Invasive Plant List)	No	No	Yes	No	NA	No	NA	Yes	No	No	No
j	Is the project in compliance with applicable City of Novi Ordinances? (See Community Development review)	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
k	Is the project in compliance with applicable state and local laws? (See Community Development review)	Yes	NA	NA	Yes	Yes	NA	NA	NA	Yes	Yes	Yes
I	Is the project imapacting property owners or other non-city agencies? (See Application)	No	No	No	No	No	No	No	No	No	Yes	No
m	If yes, did the applicant provide permission or approval from necessary entity? (See Application)	NA	NA	NA	NA	NA	NA	NA	NA	No	Yes	Yes
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? (See Application)	No	No	No	No	No	No	No	No	No	No	No
O	Does the Grant project funding has at least an equal (1:1) match from the Association? (See Application)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
р	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? (See Application)	Yes	No	Yes	Yes	Yes	No	No	No	Yes	No	No
q	Is the project using in-kind donations to assist with funding? (See Application)	No	No	No	No	No	No	No	No	No	No	No
r	If yes, did the aplicant include documentation from the donating entity? (See Application)	NA	NA	NA	NA	Yes	NA	NA	NA	NA	NA	NA
S	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? (See Application)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
t	Is the Project budget, including all itemized cost estimates completed on application? (See Application)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes





#### CHASE FARMS NEIGHBORHOOD ENTRYWAY GRANT APPLICATION

#### 9 Mile & 8 Mile Entrance Enhancement

LOCATION: Between 9 Mile & 10 Mile, East of Novi Rd. (see location map for exact location)

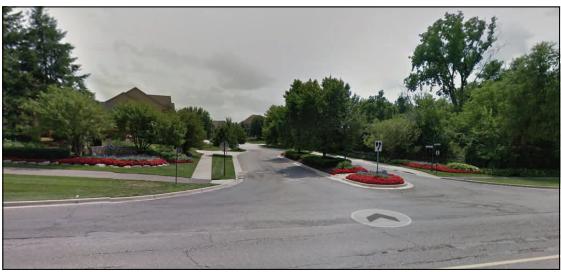
**PROJECT DESCRIPTION SUMMARY**: Light pole replacement, tree replacement and fence removal (plans included)

**GRANT AMOUNT REQUESTED**: \$5,000

**FULL PROJECT COST**: \$ 33,070









#### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

**Application Verification Checklist** Project name: Chase Farms

Project address: Between 9 Mile & 10 Mile, East of Novi Rd.

Project Description: Replace trees, replace light poles, upgrade to LED Grant Amount Requested: \$5,000.00
Full Projected Cost: \$33,070.00

S.No	REVIEW ITEMS	YES	NOTES
	Application		
а	Is the project located at the entrance of a neighborhood? (See Location Map)	Yes	
b	Is the project clearly visibile from the public right-of-way? (See Photographs)	Yes	
С	Is it a new construction/installation of physical improvements? (See Application)	No	
d	Is it a rehabilitation of existing improvements? (See Application)	Yes	
е	Is it not a reoccurring and/or maintenance projects? (See Application)	No	
f	Is the project proposing entryway signage? <i>(See Application)</i>	No	
g	Is the project in compliance with City's Residential Entryway Signage regulations? (See Community Development review)	Yes	no signs proposed
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes	
i	Is the project city identifies non-invasive species? (See City Invasive Plant List)	No	
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes	
k	Is the project in compliance with applicable state and local laws? (See Community Development review)	Yes	
I	Is the project imapacting property owners or other non-city agencies? (See Application)	No	
m	If yes, did the applicant provide permission or approval from necessary entity? (See Application)	NA	
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? (See Application)	No	
0	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes	
	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? (See Application)	Yes	23070
q	Is the project using in-kind donations to assist with funding? (See Application)	No	
r	If yes, did the aplicant include documentation from the donating entity? (See Application)	NA	
S	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? (See Application)	Yes	
t	Is the Project budget, including all itemized cost estimates completed on application? (See Application)	Yes	

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#### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

**Grant Selection Criteria and Evaluation Report** 

Project name: Chase Farms

Project address: Between 9 Mile & 10 Mile, East of Novi Rd.
Project Description: Replace trees, replace light poles, upgrade to LED

Grant Amount Requested: \$5,000.00 Full Projected Cost: \$33,070.00

S.No	REVIEW ITEMS	ψ35,070.00		NOTES
3.NO	Project Need / Impact (0-25 points)	Points	Awarded	NOILS
а	The potential impact of the project on the neighborhood.	2	2	Replace existing overgrown pear trees with upright crab apples to avoid tree breakage and adding LED light poles
b	The potential impact of the project on the City of Novi.	8	5	
С	Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5	
d	Improvement of existing conditions of the project area.	8	5	
е	The age of the subdivision.	2	2	25 years
	TOTAL POINTS FOR PROJECT NEED/IMPACT	25	19	
2	Project Feasibility (0-25 points)	Points	Awarded	
а	The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	
b	An itemized account of how the money is to be spent.	5	5	
U	The organization's fiscal responsibility and management qualifications.	5	5	
d	The amount of matching dollars that the organization has and is willing to contribute.	5	5	
Ф	History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	5	
	TOTAL POINTS FOR PROJECT FEASIBILITY	25	25	
3	Project Planning (0-25 points)	Points	Awarded	
а	Project is well planned and ready for implementation.	9	6	
b	Project abides by all necessary laws and ordinances.	9	6	
С	Grant application includes well defined, scaled plans.	2	2	
d	Grant application is complete and accurate.	5	4	
е	Project does not include plants from invasive species list.	0	0	
f	For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.	0		
	TOTAL POINTS FOR PROJECT PLANNING	25	18	
	TOTAL APPLICATION SCORE	75	62	

#### SUMMARY NOTES:

- + Plan includes overhaul of existing landscaping (oversized trees) and replacement of existing lights with new, LED, dark-sky lighting Upgrades would make a significant improvement to look of entries

  Tree substitutions would make travel through entries easier, unify look of entry

  Subdivision has history of maintenance projects
- Scaled plans that helped illustrate finished project were not provided

#### **II. Project Information**

a. Provide a clear description of project plan and design, including the location, existing conditions, specific need, and public benefit. Include project planning documents such as landscaping drawings, plans, maps, and/or pictures of project area, etc.

**Location:** Chase Farms is located just east of Novi Road and extends from Eight-Mile to Nine-mile along its major roadway, Chase Drive. There are 330 single-family homes located along Chase Drive and on the 13 streets and courts that branch off from Chase Drive. There are two major entryways, with one project area at each entryway:

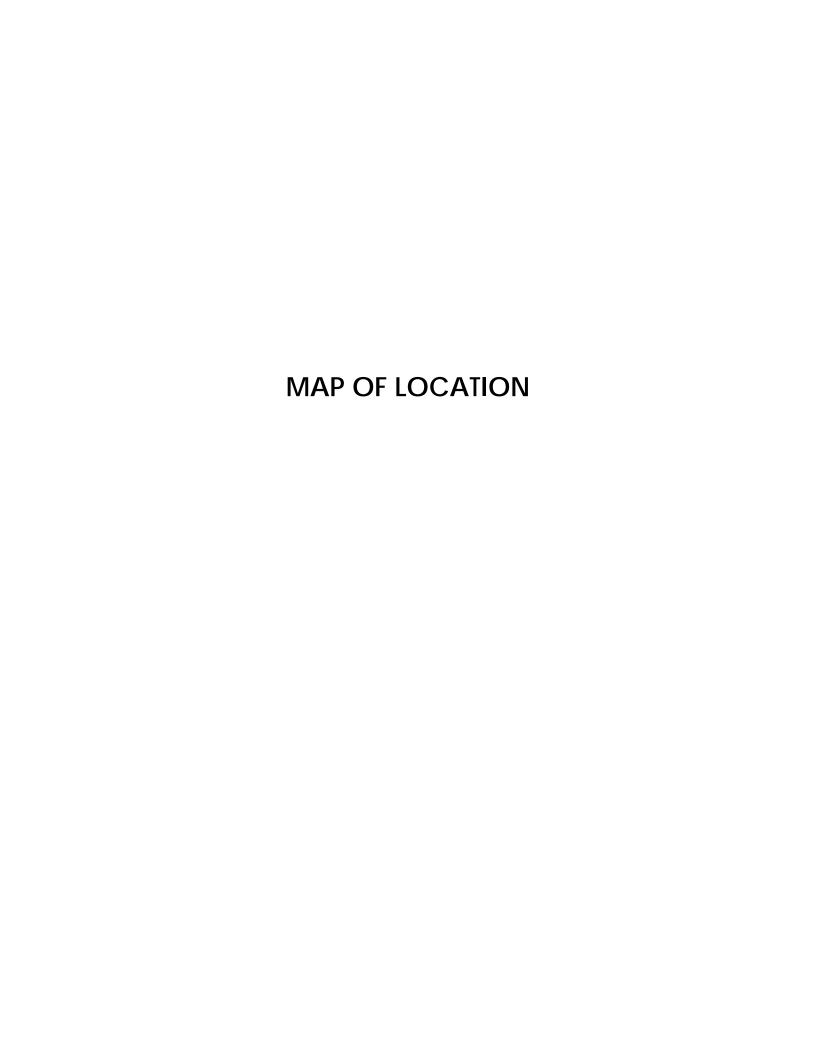
- 1. Chase Drive at Eight-Mile which includes a 488' boulevard with two 230' x 32' Chase landscaped islands
- 2. Chase Drive at Nine-Mile which includes a 205' boulevard with one 173' x 34' landscaped island.

Chase Farms continually works to maintain its reputation as one of Novi's premier subdivisions. We review our common areas annually to ensure they reflect the well-maintained homes in the neighborhood. Landscaping and architectural upgrading and continual maintenance consistently constitute the majority of our yearly budgets.

In fact, in 2011, Chase Farms began planning for a major upgrade to both Eight- and Nine-Mile entryways. In 2012 we increased annual dues to fund the upgrade program.

The project scope currently includes:

- 1) Remove 13 overgrown Bradford Pears and 4 Spruce trees from the entryway islands. Replace them with younger, smaller, more durable Adirondack Crabapple trees.
- 2) Replace 10 existing Chase Farms-funded island light poles and High-Pressure-Sodium (HPS) bulbs with poles that match the existing Chase Farms-funded street sign poles.
- 3) Upgrade to black sky luminaires and LED bulbs with a GFI protected outlet on each pole for holiday lighting.



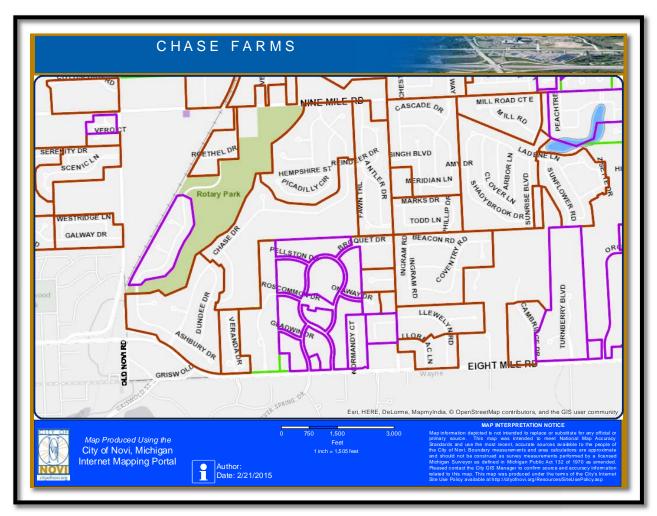


Figure 1 Map of Chase Farms





Figure 2 Aerial View of Nine-Mile Entry Island Looking North



Figure 3 Aerial View of Eight-Mile Entry Islands Looking North

Existing Conditions include 11 overgrown and frequently breaking Bradford Pear trees and 2 stumps from recently storm-damaged trees, 4 overgrown and roadway-overhanging Spruce trees, 10 overgrown Crabapple Trees behind our Chase Farms Signs, 8 23'-32' metal fence segments, and 10 double HPS fixture clear-globe light poles. Together they exhibit aged, overgrown, and degraded entryways. They present less than what we believe a premium Novi subdivision should represent.



Figure 4 Nine-Mile Entry Island Looking Toward 8-Mile



Figure 5 Eight-Mile Entry Islands Looking Toward 9-Mile



Figure 6 Nine-Mile Entry Island Looking Toward 9-Mile



Figure 7 Eight-Mile Entry Islands Looking Toward 8-Mile

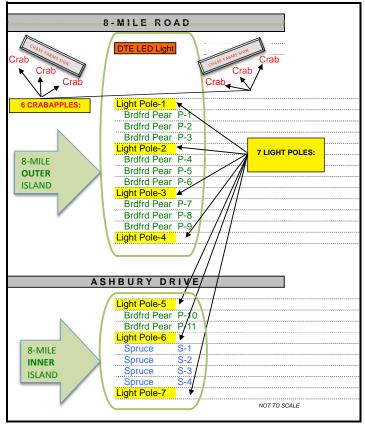


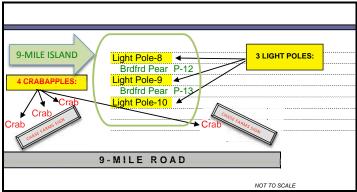
Figure 8 Eight-Mile Outer Island



Figure 9 Existing Eight-Mile/Chase Drive Street Sign Pole

### CHASE FARMS HOMEOWNERS ASSOCIATION ENTRYWAY ENHANCEMENT PROGRAM EXISTING TREES / LIGHTS





Entryway Enhancement Program\_Trees - Lighting.xls

Note: All new trees and light poles are to be installed in the same approximate locations as the current trees and lights.

Figure 10

**Specific Need**: Upgrade and refresh landscaping, eliminate risk of tree limbs breaking into the roadway from storms and large trucks and other vehicles, improve lighting, support dark sky efforts, reduce light pollution, reduce electricity usage, minimize need for well water rust remover, improve driver and pedestrian visibility and safety.

**Public Benefit**: The two entryways offer considerable exposure to high traffic volumes. As shown below the landscape berms and frontage extend over 3/10 mile on 8-Mile and nearly 2/10 mile along 9-Mile. We recently upgraded those areas with significant tree trimming and planting as well as woods clearing and lawn seeding. All of that contributes to an improved view of our City for passing motorists.



Figure 11 Eight-Mile Entryway Frontage

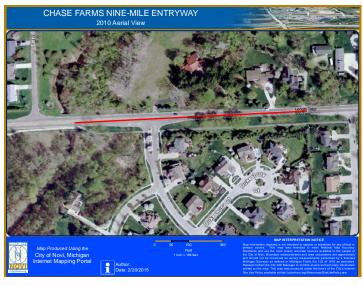


Figure 12 Nine-Mile Entryway Frontage

b. Location of proposed project area (please provide a written description of location, along with an attached map with location identified). City maps can be found on the City of Novi website at:

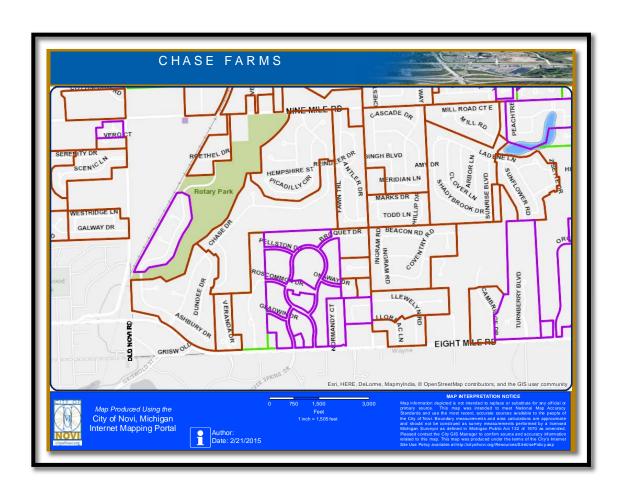
http://cityofnovi.org/Community/Map-Gallery.aspx.

To reiterate, Chase Farms is located just east of Novi Road and extends completely from Eight-Mile to Nine-mile along its winding roadway, Chase Drive. There are 330 single-family homes located along Chase Drive and along the 13 other streets and courts that branch off from Chase Drive.

The Eight-Mile entryway onto Chase Drive includes a 488' boulevard with two 230' x 32' Chase landscaped islands.

The Nine-Mile entryway onto Chase Drive includes a 205' boulevard with one 173' x 34' landscaped island.

The specific project areas are the two existing islands at Eight-Mile and the one at Nine-Mile.



c. Explain how the project meets the review criteria listed in the "Grant Selection Criteria & Evaluation Process" section.

1. Project Need / Impact (0-25 points)	
a) The potential impact of the project on the neighborhood.	The two entryways constitute nearly all of our residents' in and out traffic. They are the first view we all see on our way home. They serve as an inviting welcome for our guests and us. They are a daily example to other Novi residents of how we value high maintenance standards within Chase Farms.
b) The potential impact of the project on the City of Novi.	According to the most recent 2011 SEMCOG traffic survey, 13,000 vehicles pass by Chase Farms' two entryways on an average day. That's 13,000 opportunities every day to witness the style and character of one of Novi's premier subdivisions. Enhancing the appearance of the full length of our half-mile approach will add to Novi's inviting appeal.
c) Project's ability to establish the neighborhood and create an inviting subdivision entrance.	Newer Novi subdivisions project a clean, fresh, uncluttered and inviting look. The Chase Farms Board believes that is it incumbent on us to modernize our landscape, upgrade our lighting, and utilize a consistent street sign and light pole style that will maintain an inviting style for our next 25 years.
d) The existing conditions of the project area.	Our aged, overgrown, and outdated landscape and lighting include 11 frequently-breaking Bradford Pear trees, 2 stumps from recently storm-destroyed trees, 4 overgrown and roadway-overhanging Spruce trees, 10 overgrown Crabapple Trees behind our Chase Farms Signs, and 10 double HPS fixture light poles.
e) The age of the subdivision.	25 years—"old enough to know better"!

#### 2. Project Feasibility (0-25 points)

a)	The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	The Chase Farms Homeowners Association Board of Directors has consistently supported architectural and landscape standards throughout our 330-residence subdivision. We conduct an annual audit of all properties and advise individual homeowners of any action required to keep their home and landscaping compliant with our deed restrictions and aesthetic criteria. Our common grounds maintenance budget has consistently equaled 85 – 90% of our annual expenses. Our commitment and capacity is underscored by the fact that we annually upgrade our entryway landscape with increasingly more attractive flowers. It is further supported by the major research, funding, and project planning we began four years ago to upgrade our entryways well before the Novi Matching Grant was announced.
b)	An itemized account of how the money is to be spent.	Included on page 15.
c)	The organization's fiscal responsibility and management qualifications.	The Chase Farms Board is comprised of six members who have extensive management experience at Ford, General Motors, and 3M automotive finance, engineering, and supplier support as well as ReMax real estate experience. Our Board members are of the highest caliber. They bring their personal and professional excellence to the job they do—even as volunteers—every day. They have consistently developed and managed an annual balanced budget. They ensure that every dollar the Homeowner Association spends is transparent, accountable, and ethical.
d)	The amount of matching dollars that the organization has and is willing to contribute.	\$30,000
e)	History of maintenance; whether the organization / association has demonstrated the ability to maintain past projects.	Examples of past projects include our 2005 decision to separate both irrigation systems from the increasingly higher cost Detroit Water System. We installed wells at both entryways. We added two Rid-O-Rust systems to minimize rust stains from the well water. Both wells continue to operate efficiently and continue to be properly maintained and managed. In 2010 we designed, built and installed all new mailboxes throughout the subdivision. They are made of Azek Decking Materials and replaced the original, very-high maintenance rough-sawn cedar boxes. The boxes continue to function as designed with a minimum of required maintenance.
		Daily we review all of our common ground areas to ensure lights are on, water is running, street signs and trees are all still standing. We have developed robust supplier capacity and relationships that enable us to deliver the required maintenance work with just one phone call or email. We typically receive next-day service from fourteen trusted suppliers—each in their own unique field; three strong Novi City Departments (Public Service, Public Safety, and Forestry); and one dedicated USPS Postal Carrier who effectively reports on the condition of each of our 330 new mailboxes daily

#### 3. Project Planning (0-25 points)

a) Project is well planned and ready for implementation.	Yes
b) Project abides by all necessary laws and ordinances.	Yes
c) Grant application includes well-defined, scaled plans.	Yes
d) Grant application is complete and accurate.	Yes
e) Project does not include plants from invasive species list.	Correct
f) For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.	Not Applicable — Existing Signage Remains

d. 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), please explain here, and provide written permission / approval of project from necessary entity.

Elements: Every part of this project is an upgrade including these:

- Remove overgrown and frequently damaged trees and branches falling into the roadways
- Select Adirondack Crabapple trees, which is an important cultivar because of its form and outstanding flower display. It is a compact, dense tree with strongly upright form. It produces one of the heaviest flower displays of the crabs and has excellent disease resistance. It is a National Arboretum introduction. The full-grown 18' height and 10' spread remains within our island dimensions without overhanging Chase Drive.
- Improve pedestrian and driver visibility—especially for those entering from 45 mph Eight-Mile
- Use LED black sky lighting to help reduce electricity usage and light pollution

There are no known negative affects to the surrounding environment.

Permissions: All landscape areas are on Chase Farms Common Grounds. No permissions are required.

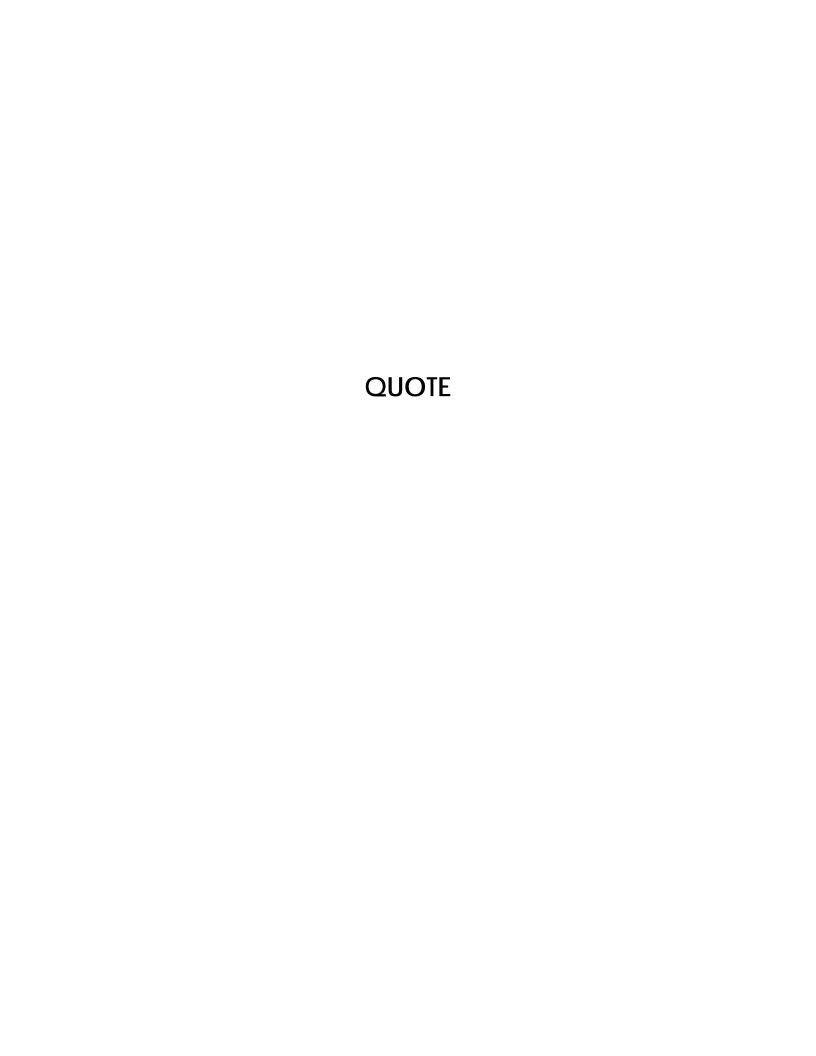
e. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City's invasive species list, as items on this list are not permitted.

#### Adirondack Crabapple Trees





Figure 13 Adirondack Crabapples in Bloom: Left View Faces East; Right View Faces West



#### **III. Funding Information**

a. Estimated Total Project Costs: \$33,070

b. Who provided this cost estimate?

All Season Tree Service Ed Jezewski (248) 349-5232	\$3,600	Tree & Stump Removal
Begonia Brothers Mike MacDonald (888) 889-8282	\$10,290	Island Trees Installation
Brandon Industries Chase Riggs (800) 247-1274	\$10,980	Street Light Poles/Fixtures
Waug Electrical Paul Waug (248) 477-6739	\$7,800	Electrical Protection/Upgrades
Sunrize Irrigation MikeWalling (734) 878-1369	\$400	Irrigation Protection/Restoration

c. Total amount of funds requested: \$5,000

#### (50% project costs up to \$5,000 maximum)

d. If the project cost is projected to exceed the 1:1 match from the city (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the additional cost:

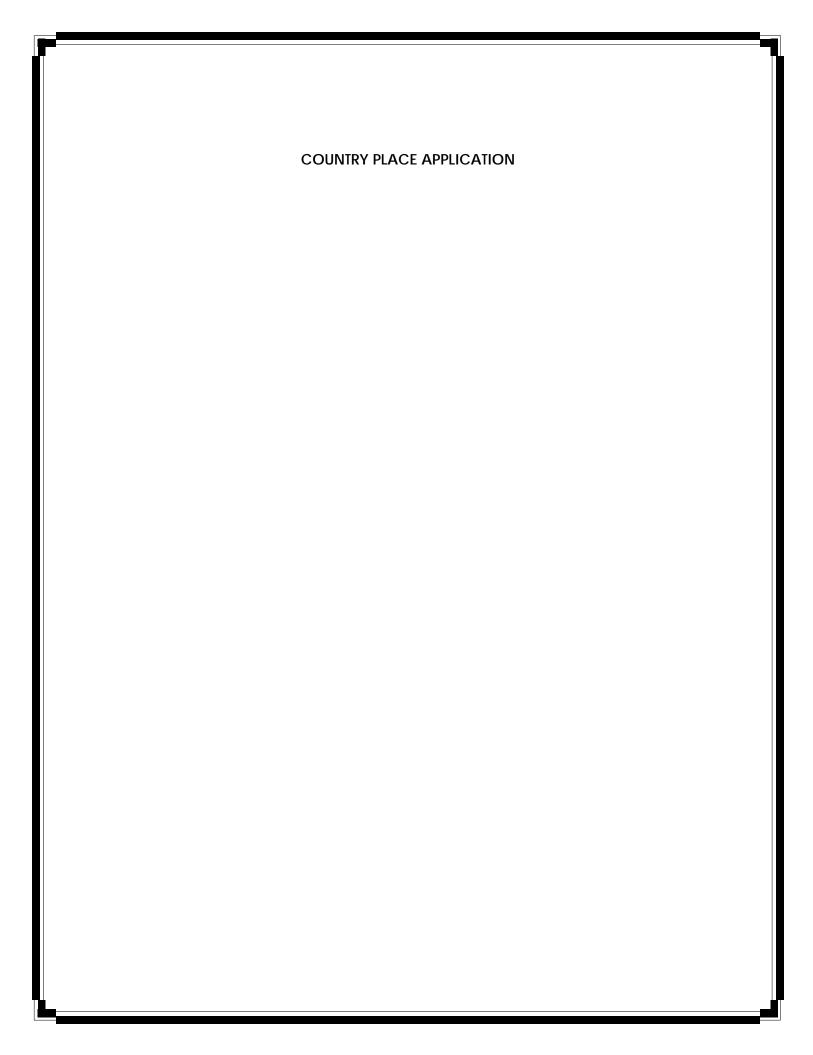
\$28,070

e. Total amount to be donated through in-kind donations and/or cash assistance: Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor):

No donations or cash assistance is planned or expected.

<sup>\*\*\*</sup>REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable);
  - o Not applicable
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (if applicable);
  - No additional permissions required.
- Well-defined, scaled plans of the proposed project.
  - See page schematic on page 7; New trees and light poles to be installed in same locations as existing trees being removed
- Map with project location identified.
  - o Included on page 4
- \*\*\*\* Please remove all account numbers from any bank statements that are submitted as part of the grant application
- \*\* Applications will not be considered if all necessary documentation is not included





#### COUNTRY PLACE CONDOS NEIGHBORHOOD ENTRYWAY GRANT APPLICATION

## Country Place Condos Entrance Enhancement March 23, 2015

LOCATION: 8 Mile Road between Meadowbrook and Novi Road

PROJECT DESCRIPTION SUMMARY: Two sign replacements including electrical and

landscaping **GRANT AMOUNT REQUESTED**: \$5,000

**FULL PROJECT COST**: \$18,500







#### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

**Application Verification Checklist** Project name: County Place

Project address: 8 Mile Road between Meadowbrook and Novi Road

Project Description: Removing and replacing existing signage at two different lcoations

Grant Amount Requested: \$5,000.00
Full Projected Cost: \$18,500.00

S.No	Full Projected Cost:  REVIEW ITEMS	YES	NOTES
	Application		
а	Is the project located at the entrance of a neighborhood? (See Location Map)	Yes	
b	Is the project clearly visibile from the public right-of-way? (See Photographs)	Yes	
С	Is it a new construction/installation of physical improvements? (See Application)	Yes	
d	Is it a rehabilitation of existing improvements? (See Application)	No	Country Place would like to propose the project in two phases with the first phase being this year for new signage/electrical
е	Is it not a reoccurring and/or maintenance projects? (See Application)	No	
f	Is the project proposing entryway signage? (See Application)	Yes	
g	Is the project in compliance with City's Residential Entryway Signage regulations? (See Community Development review)	Yes	size complies with the sign ordinance. Plot plans for placement have not been supplied to determine if they comply with
h	Is the project environmentally sensitive and of a sustainable nature? (See Plans)	Yes	
i	Is the project city identifies non-invasive species? (See City Invasive Plant List)	NA	
j	Is the project in compliance with applicable City of Novi Ordinances? (See Community Development review)	No	need information for Sign permit
k	Is the project in compliance with applicable state and local laws? (See Community Development review)	NA	
ı	Is the project imapacting property owners or other non-city agencies? (See Application)	No	
m	If yes, did the applicant provide permission or approval from necessary entity? (See Application)	NA	
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? (See Application)	No	
0	Does the Grant project funding has at least an equal (1:1) match from the Association? (See Application)	Yes	
р	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? (See Application)	No	
q	Is the project using in-kind donations to assist with funding? (See Application)	No	
r	If yes, did the aplicant include documentation from the donating entity? (See Application)	NA	
S	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? (See Application)	Yes	
t	Is the Project budget, including all itemized cost estimates completed on application? (See Application)	Yes	

### NOVI cityofnovi.org

#### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

**Grant Selection Criteria and Evaluation Report** 

Project name: Country Place

Project address: 8 Mile Road between Meadowbrook and Novi Road

Project Description:

Grant Amount Requested: \$5,000.00 Full Projected Cost: \$18,500.00

S.No	REVIEW ITEMS	\$16,500.00		NOTES
3.NO 1	Project Need / Impact (0-25 points)	Points	Awarded	NOTES
а	The potential impact of the project on the neighborhood.	2	2	
b	The potential impact of the project on the City of Novi.	8	8	At the border of Novi and Northville. At significant entryway location
С	Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	3	A freestanding sign with no landscaping. Proposed landscaping improvement in future
d	Improvements from existing conditions of the project area.	8	4	Signs are a significant improvement over existing. Not significant with regards to surrounding.
е	The age of the subdivision.	2	2	40 + Years
	TOTAL POINTS FOR PROJECT NEED/IMPACT	25	19	
2	Project Feasibility (0-25 points)	Points	Awarded	
а	The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	
b	An itemized account of how the money is to be spent.	5	5	
С	The organization's fiscal responsibility and management qualifications.	5	5	
d	The amount of matching dollars that the organization has and is willing to contribute.	5	5	
е	History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	5	45 plus years; very well maintained consistently
	TOTAL POINTS FOR PROJECT FEASIBILITY	25	25	
3	Project Planning (0-25 points)	Points	Awarded	
а	Project is well planned and ready for implementation.	9	5	Size complies with the sign ordinance. Plot plans for placement have not been supplied to determine if they comply with corner clearance requirements and sign ordinance requirement of 10 feet from any right-of-way
D	Project abides by all necessary laws and ordinances.	9	7	See above. Ask the applicant
С	Grant application includes well defined, scaled plans.	2	2	
d	Grant application is complete and accurate.	5	4	See above
е	Project does not include plants from invasive species list.	0		
f	For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.	0		raised lettering
	TOTAL POINTS FOR PROJECT PLANNING	25	18	
	TOTAL APPLICATION SCORE	75	62	

#### SUMMARY NOTES:

- + Significant improvement on existing signs
  - Located on entry point to City of Novi
  - Older subdivision that has shown continual efforts to maintain property
  - Signs are part of larger improvement project that will include landscaping in future phase
- Signs alone do not have a major impact on entry appearance

c. Explain how the project meets the review criteria listed in the "Grant Selection Criteria & Evaluation Process" section.

Project Need - The potential impact of the project on the neighborhood will create more of a welcoming entrance to our community. We would like the entrance to reflect the wonderful community that we are. We would like the homeowners to be proud of the entrance to the community. As visitors are entering the City of Novi via Eight Mile Road our community is one of the first that they see and we would like for it to be a wonderful reflection of Novi by bringing our signage into the current time period. Country Place is already a well-known community in the City of Novi as it has been around since the 1970's but the signage does not reflect the amenities that our community provides. The existing conditions of the project area are well maintained but the signage is very simple and outdated. The signs were installed in the 1970's during original construction and throughout the years have been maintained with a fresh coat of paint as needed but the Board of Directors would like to see an even better improvement to the entrance of our community. We are surrounded by other subdivisions in the Novi area that have beautiful signage and we would like ours to be as nice.

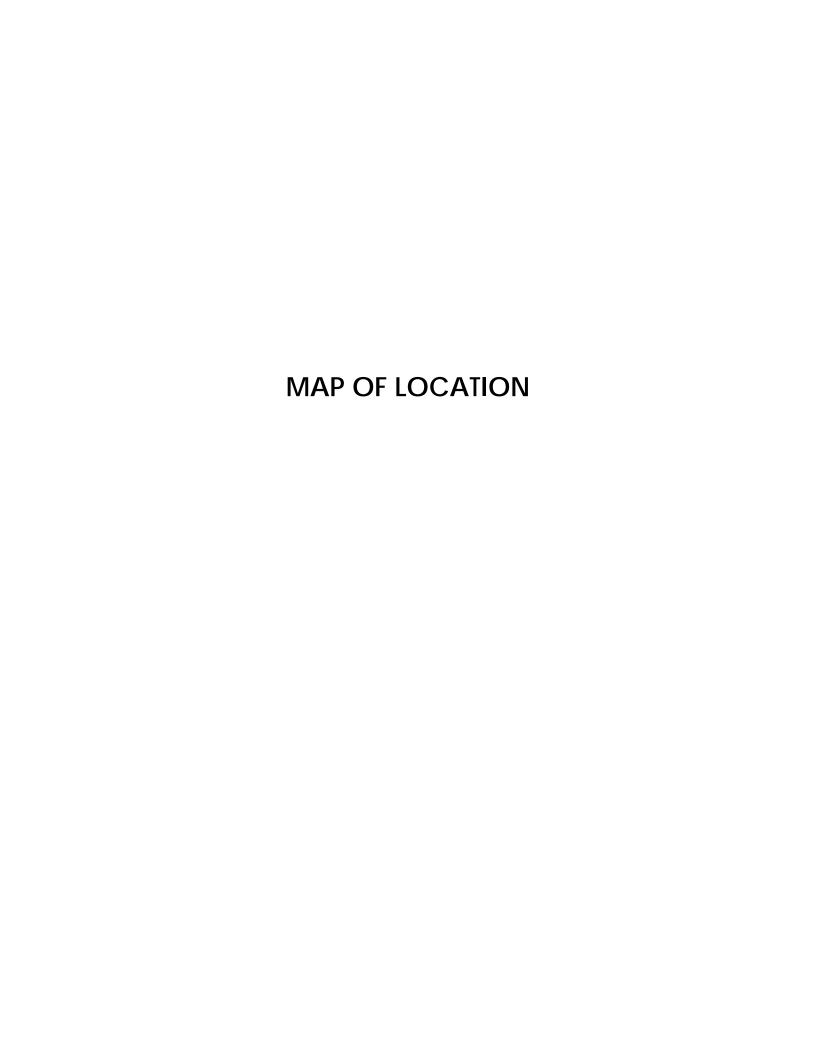
Project Feasibility - The Board of Directors (BOD) and Management Company are more than capable of carrying out the program to completion. We are in the process of awarding the bid to the sign and electrical companies for the work. If awarded the grant, a schedule will be prepared and Country Place will follow the criteria set on the time frame for appropriate closure. Attached is an itemized account of how the money is to be spent and documentation that the association is well funded for the project. The BOD allocates money each year for maintenance projects. A company is hired every couple of years to evaluate the Reserves funding and potential projects for the future such as asphalt for the courts, landscaping, roofs, siding, painting, fences, etc. The association is very fiscally responsible as is evident in the physical appearance of the community. Nearly all of the roofs have been replaced within the last 10 years. This will be the second to last year to complete the fencing project for every unit, which we removed the rotting wood fences and replaced them with maintenance free material. The asphalt in the courts are analyzed on an almost yearly basis to find out which are in the worst shape and repaired. There are foundations in the carriage units that need to be repaired and those are replaced as needed. Major projects for the fiscal year include enhancing the playground equipment, renovating the bathrooms/locker rooms in the clubhouse and the entryway signage. To be able to accomplish all of these projects we respectfully request the full \$5,000 grant. We have budgeted \$13,500 for this project with the hopes that the City can contribute the \$5,000 and we can continue with all of our other projects. Our community has 100 buildings, a Club house, playground area and maintenance buildings to maintain so our budget is stretched to its' capacity every year.

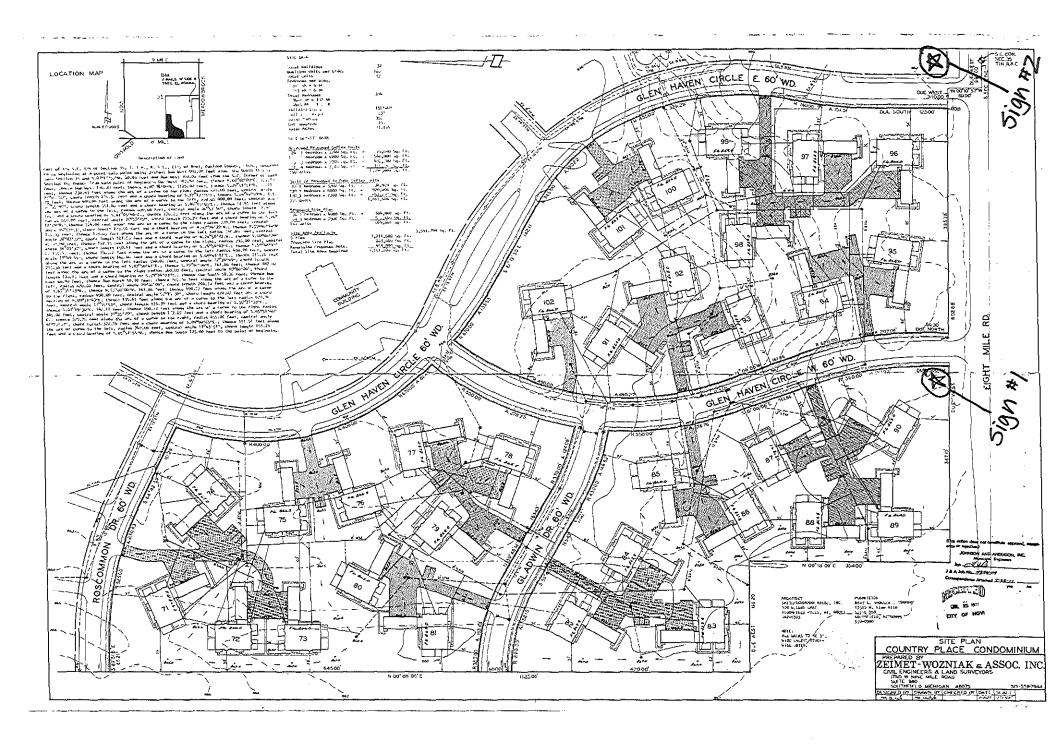
Our management company is Herriman and Associates and our Community Manager is Bob Schwartz, who was a builder that worked in the City of Novi so he is very well qualified to oversee the project. Bob's office is at the Country Place Clubhouse so he is available for any issues that arise. The Association and Herriman are both committed to maintaining Country Place for its' residents as well as the City of Novi residents. The management company has a process for maintenance requests by homeowners for any issues that need to be corrected. They receive hundreds of requests a year and are completed in a timely fashion. There are three full time employees on the maintenance staff to address any urgent

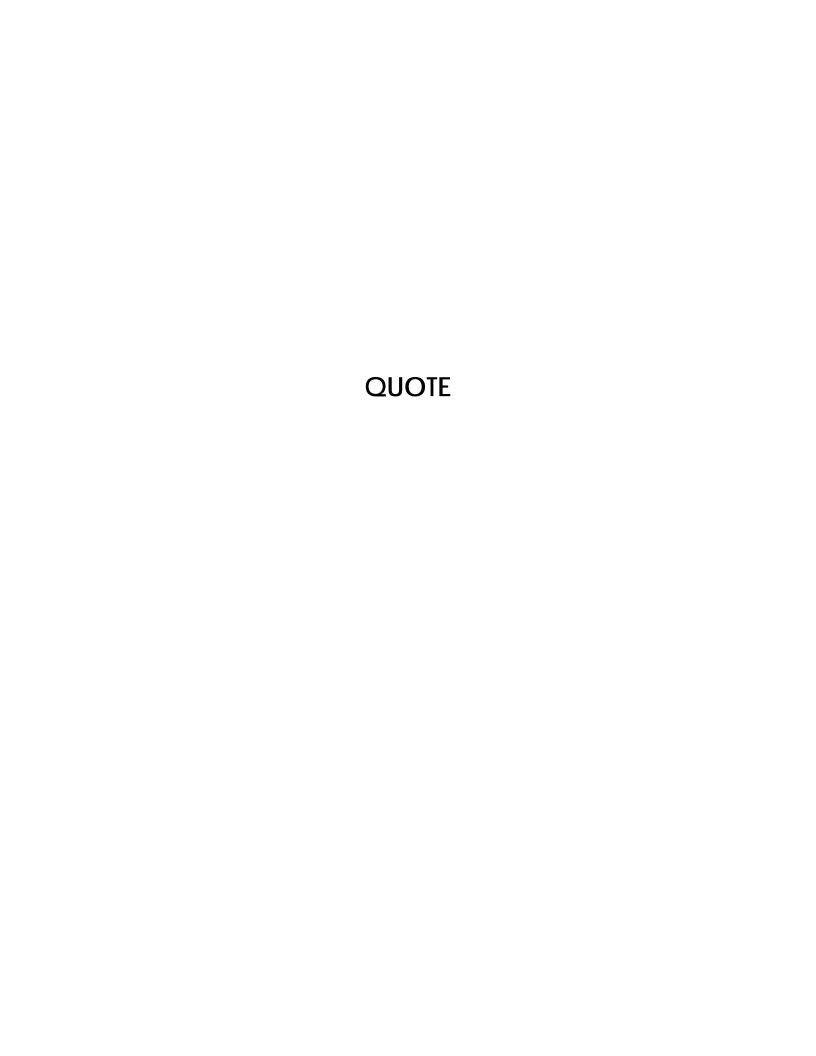
matters and to repair anything that does not require a specialized company. The association is hopeful to receive the full \$5,000 grant and will pay the remaining costs to complete the project.

Country Place maintains its' grounds very well with landscaping maintenance on a yearly basis. In the spring we have volunteers from the community that plant seasonal landscaping to beautify the front entrances. We currently have approximately \$150,000 budgeted for the fiscal year to include fertilization, aeration, lawn mowing, perimeter clean-up, shrub trimming, spring & fall clean-ups, sprinkler maintenance, tree removals and trimming, tree replacements, tree spraying and landscape bed maintenance. As you can see we are very committed to making our community look as beautiful as it can.

**Project Planning** – Bids have been obtained for the project from sign and electrical companies. If we should receive the grant we would establish a time frame with the contractor to ensure completion by the deadline outlined in the grant application. Preferably we would wait until the temperatures warm up to be able to dig for the electrical lines as well as install the signage. The Board of Directors are very excited for this project to begin so there would be no issue with completion. Director Marchioni has confirmed with Jeannie Niland that the size and location is acceptable for approval for both signs. She has also confirmed with the Engineering Department that a right of way permit is not required with the City of Novi or Wayne County.







#### RADIANT SIGN COMPANY LLC

RADIANT SIGN COMPANY LLC P.O. BOX 2055 FARMINGTON HILLS, MI 48333-2055

(313)835-1400 radiantsign@yahoo.com

#### **Estimate**

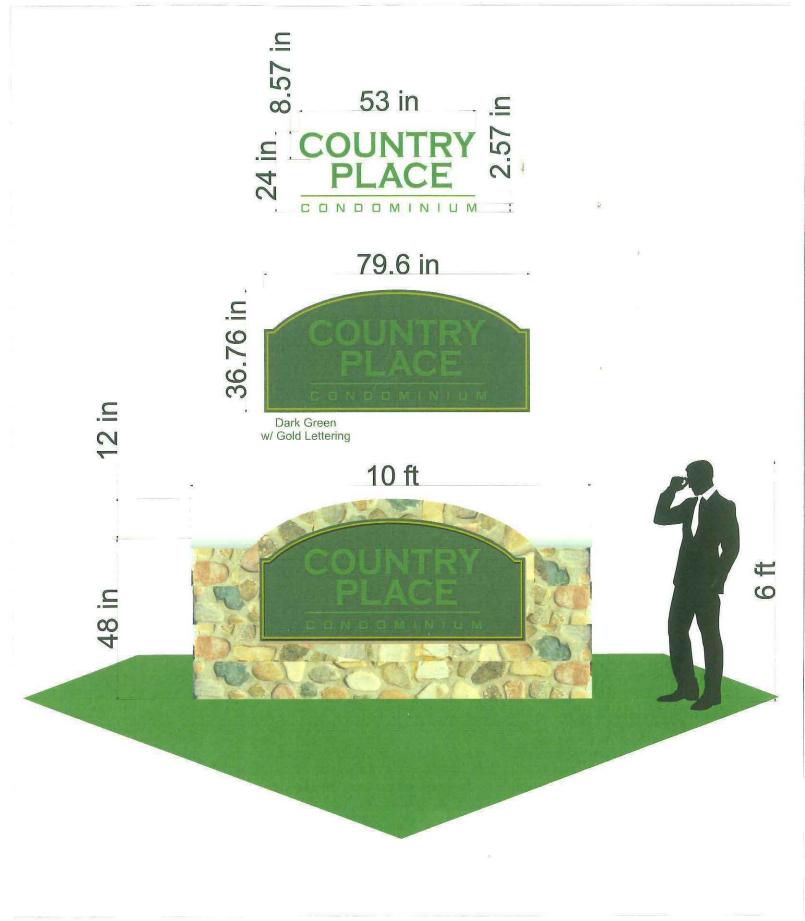
Date	Estimate No.
02/18/2015	1261
	Exp. Date

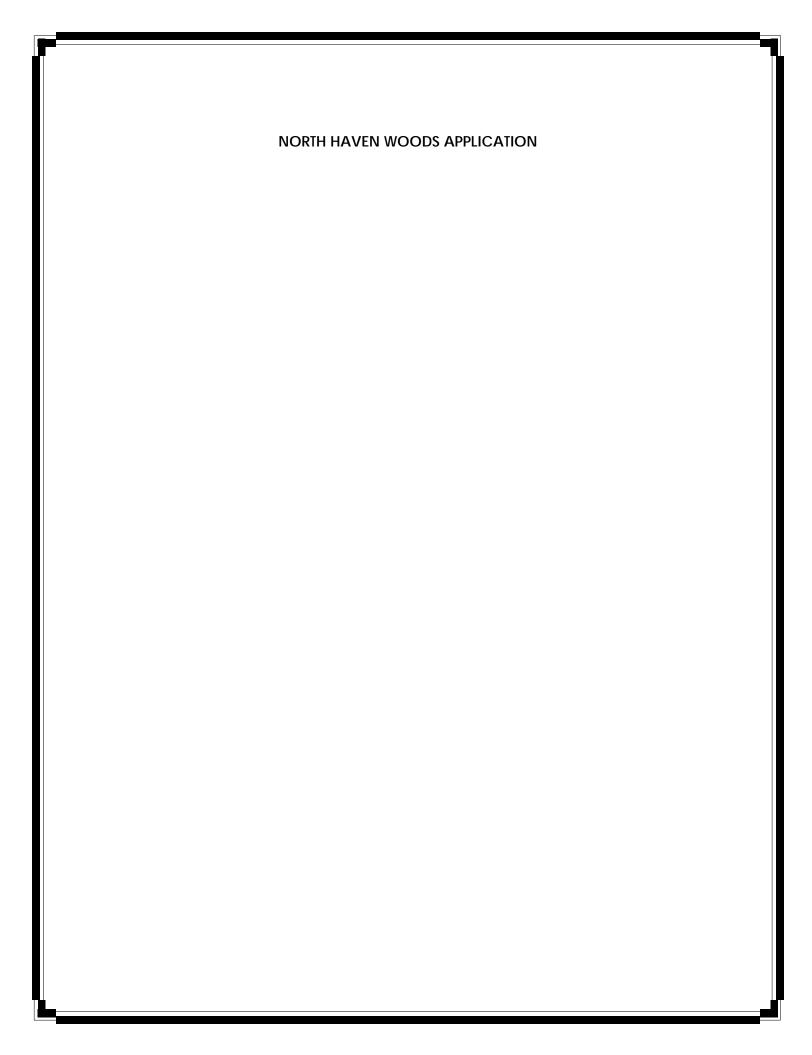
Address
Country Place Condo association

Activity	Quantity	Rate	Amount
• Fabricate (4) single face non-illuminated raised brushed gold letter signs on a	4	1,750.00	7,000.00
<ul> <li>Prabricate (4) single face non-infinitinate traised of usined gold fetter signs on a aluminum background. As per approved drawing. 24 square feet maximum.</li> <li>Dig footings, pour concrete with rebar. Build block wall, cover with stone approved by association. Cap to be aluminum flashing. 5' maximum height.</li> <li>Sign bases to be constructed at E. Glen Haven &amp; 8 Mile &amp; W. Glen Haven &amp; 8 Mile in the city of Novi MI.</li> <li>Customer to pay for any required city permits.</li> </ul>	2	5,750.00	11,500.00
50% deposit required, balance due upon completion.		Total	\$18,500.00

Accepted By Accepted Date









### NORTH HAVEN WOODS NEIGHBORHOOD ENTRYWAY GRANT APPLICATION

### **North Haven Woods Entrance Enhancement**

**LOCATION**: West Road (south east corner of North Haven Drive and West Road and north east corner of Ludlow Drive and West Road)

PROJECT DESCRIPTION SUMMARY: Install lights to enhance signs and landscaping

**GRANT AMOUNT REQUESTED**: \$5,000

**FULL PROJECT COST**: \$15,074.23





### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT



**Application Verification Checklist** Project name: North Haven

West Road (south east corner of North Haven Drive

Project address: and West Road and north east corner of Ludlow

Project Description:

Drive and West Road)
Install lights to enhance existing signs and proposed landscaping

Full Projected Cost:	
Grant Amount Requested:	\$5,000.00

C NI	Full Projected Cost: \$15,074.23				
S.No	REVIEW ITEMS Application	YES	NOTES		
а	Is the project located at the entrance of a neighborhood? (See Location Map)	Yes			
b	Is the project clearly visibile from the public right-of-way? (See Photographs)	Yes			
С	Is it a new construction/installation of physical improvements ? (See Application)	Yes			
d	Is it a rehabilitation of existing improvements? <i>(See Application)</i>	No	Install lights to enhance signs and landscaping		
е	Is it not a reoccurring and/or maintenance projects? <i>(See Application)</i>	No			
f	Is the project proposing entryway signage? (See Application)	No			
g	Is the project in compliance with City's Residential Entryway Signage regulations? (See Community Development review)	Yes	no signs proposed		
h	Is the project environmentally sensitive and of a sustainable nature? (See Plans)	No	Not Especially; Lighting is not LED		
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	Yes	ex Norway Maple few natives		
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes			
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	NA			
I	Is the project imapacting property owners or other non-city agencies? (See Application)	No			
m	If yes, did the applicant provide permission or approval from necessary entity? <i>(See Application)</i>	NA			
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? (See Application)	No			
0	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes			
р	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? (See Application)	No			
q	Is the project using in-kind donations to assist with funding? (See Application)	No			
r	If yes, did the aplicant include documentation from the donating entity? (See Application)	NA			
S	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? (See Application)	Yes			
t	Is the Project budget, including all itemized cost estimates completed on application? (See Application)	Yes			



### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

**Grant Selection Criteria and Evaluation Report** 

Project name: North Haven

West Road (south east corner of North Haven Drive and West Road and north east

Project address: corner of Ludlow

Drive and West Road)

Project Description: Install lights to enhance existing signs and proposed landscaping

Grant Amount Requested: \$5,000.00 Full Projected Cost: \$15,074.23

S.No	Full Projected Cost:  REVIEW ITEMS	\$15,074.23		NOTES
1	Project Need / Impact (0-25 points)	Points	Awarded	
а	The potential impact of the project on the neighborhood.	2	2	
b	The potential impact of the project on the City of Novi.	8	8	Entrance to City from City of Wixom
С	Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5	
d	Improvements from existing conditions of the project area.	8	6	Enhanced landscape at the entrance, screens utility boxes better
е	The age of the subdivision.	2	1	13 yrs
	TOTAL POINTS FOR PROJECT NEED/IMPACT	25	22	
2	Project Feasibility (0-25 points)	Points	Awarded	
а	The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	
b	An itemized account of how the money is to be spent.	5	5	
С	The organization's fiscal responsibility and management qualifications.	5	5	
d	The amount of matching dollars that the organization has and is willing to contribute.	5	5	
е	History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	5	
	TOTAL POINTS FOR PROJECT FEASIBILITY	25	25	
3	Project Planning (0-25 points)	Points	Awarded	
а	Project is well planned and ready for implementation.	9	7	Plans do not indicate Light Location; need info from applicant
b	Project abides by all necessary laws and ordinances.	9	7	Not sure about lighting
С	Grant application includes well defined, scaled plans.	2	2	
d	Grant application is complete and accurate.	5	4	
е	Project does not include plants from invasive species list.	0		No InvasiveS. Only 1 native species (unless perennials)
f	For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.	0		
	TOTAL POINTS FOR PROJECT PLANNING	25	20	
	TOTAL APPLICATION SCORE	75	67	

### SUMMARY NOTES:

- + Enhanced landscaping and lighting for sign will help increase visibility of development and make it more attractive (including screening utility boxes) Project will contribute to positive image for Novi near entry point
  - Association has shown commitment to other improvement projects, such as mailbox improvements
- Design does not clearly show where lighting will be.

a. E	ding Information Estimated Total Project Costs:	* 15,074.2	3
	Who provided this cost	Serene SURRONDIN  (Name, Title, Company)	S & FRANKS LANDSCA
		734-416-9062	248-830 <i>-6944</i>
		(Phone Number)	
c. T	otal amount of funds re (50% project costs up to \$		, , , , , , , , , , , , , , , , , , ,
c fi	cost projection is \$12,000	ected to exceed the 1:1 match from the City's maximum contribution that an additional \$2,000 from the contribution of the cont	n is \$5,000, matched by \$5,000
e. T	Total amount to be done	ated through in-kind donations are  ALL will Be f	nd/or cash assistance:
	•	nary of in-kind donations such as p cluding volunteer labor):	professional services or

III.

\*\*\*REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

N/A

### f. Itemized cost/unit estimates:

### **EXAMPLE:**

ITEM	#UNITS	COST/UNIT	TOTAL	
Example:				
Soil	10 cubic yards	\$40	\$400	
Contracted Service	8 hrs labor	\$50	\$400	
One gallon shrubs	14	\$10	\$140	
Total			\$940	

### IV. Attachments

- a. Please include:
  - Association budget reflecting the ability to meet 1:1 matching requirements;
  - Documentation reflecting the Association's current spending on landscape and landscape maintenance;
  - Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable);
  - If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (if applicable);
  - Well defined, scaled plans of the proposed project.
  - Map with project location identified.

\*\*\*\* Please remove all account numbers from any bank statements that are submitted as part of the grant application

\*\* Applications will not be considered if all necessary documentation is not included

### City Of Novi Neighborhood Entryway Enhancement Matching Grant Application

### II. Project Information

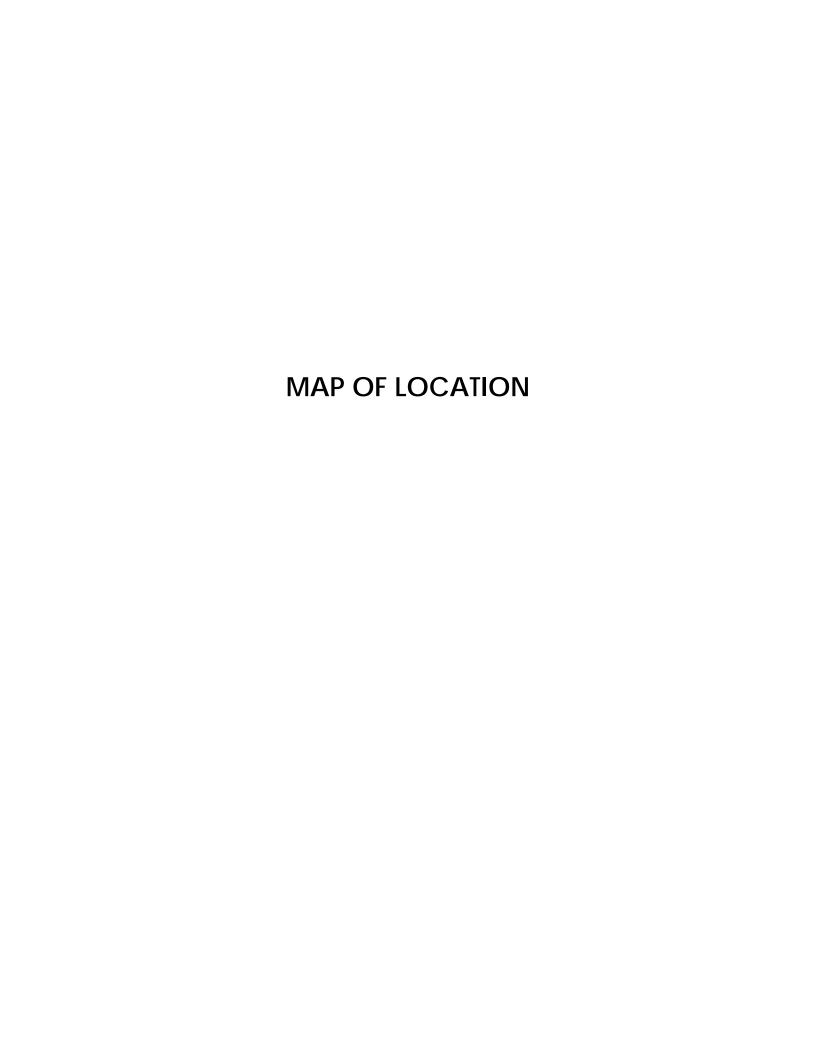
The plan for North Haven Woods Home Owners Association is to beautify both front entrances located off of West Road, which will increase the visibility of the community and enhance the cornerstone of the city from Walled Lake. Enclosed please find the current site map that locates the entrances to the community both exit off of West Road. This is a premier community which consists of 44 individual site condos. The first entrance is on the south east corner of North Haven Drive and West Road. The second entrance is located on the north east corner of Ludlow Drive and West Road.

The current condition of the entrances is not very colorful and the night time visibility of the entrances is hard to see. The land located west of the property is undeveloped and is very dark. The benefit to the homeowners and their guests would be to allow for better visibility to the community and possibly avoid potential accidents due to short stopping.

- b. Enclosed please find the city map from the Novi Website.
- c. The following is a list of how this project meets the criteria listed in the Grant Selection Criteria and Evaluation Process.
  - 1. **Project Need-** a.) The impact will greatly enhance this community's presence.
    - b.) The project will enhance the cornerstone of the City of Novi as you enter off of Pontiac Trail Road.
    - c.) The improvement will set the entrances apart from blending into the plain undeveloped land around it and create an inviting entrance to this upscale community.
    - d.) The existing conditions are not inviting or colorful and have a low nighttime visibility.
    - e.) The age of the subdivision is approximately 13 years old, established in 2002.
  - 2. <u>Project Feasibility</u>-a.) The commitment of the Board of Directors is vey high as this has been a long standing desire to improve their entrances.
    - b.) You will find the itemization of how the money will be spent on the proposal.
    - c.) The Association is professional managed by a management company for the last 5 years and we have enclosed a balance sheet for your review

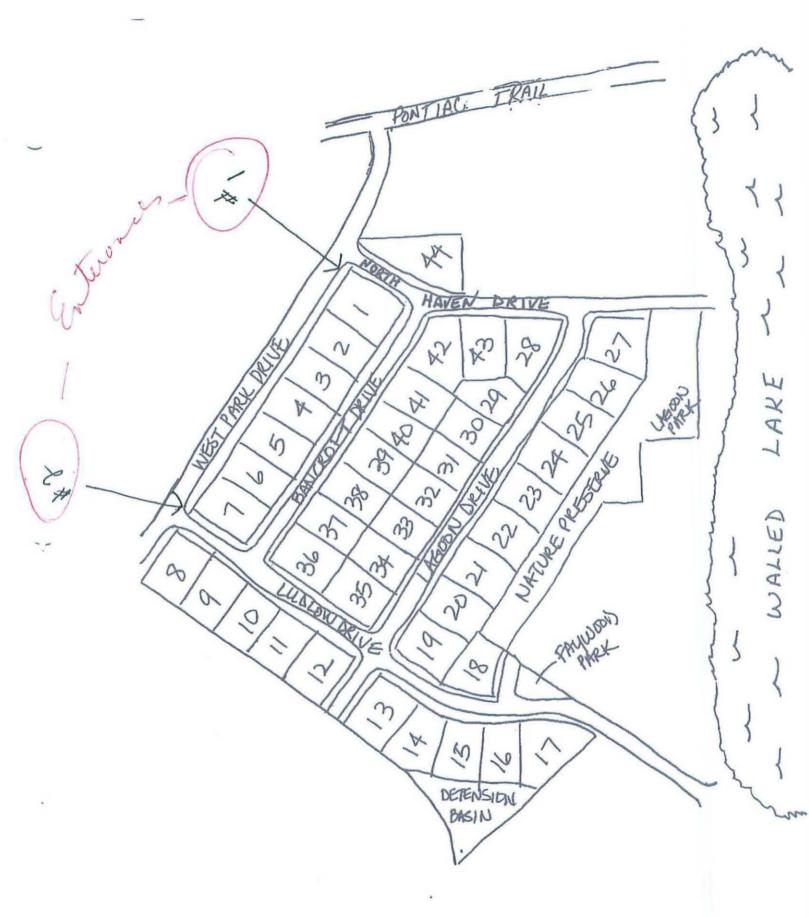
to see that they are fiscally responsible in maintaining a health balance sheet.

- d.) As you can see on the balance sheet the Association has the matching funds.
- e.) The Association shares in the maintenance of the detention basin which is a joint maintenance item between both North haven Woods and Summerlin Communities and has always paid their share. In addition, the Association completed a new mailbox program within the last 1-year for all the homeowners instead of doing them on an as needed basis as the mailboxes fell apart. They felt that is would make a big improvement to the community to replace all of them. Enclosed please find the Statement showing the cost of the project.
- 3. **Project Planning** -a.) Project has had several contractors review the project and the contractors are available and ready to implement this project this year as soon as the weather breaks.
  - b.) This project abides by all necessary laws and ordinances.
  - c.) The grant application includes well defined scaled plans.
  - d.) Grant application is complete.
  - e.) Project does <u>not</u> include plants from invasive species list.
  - f.) The signage improvement will be to illuminate the lettering which is already in place.
- d. The improvement will positively improve the area as there is a lot of un-developed land surrounding this area and will not have any negative impact on the community or the road commission.
- e. Enclosed please find the proposal which outlines the plant material which is being recommended to be used in this project.

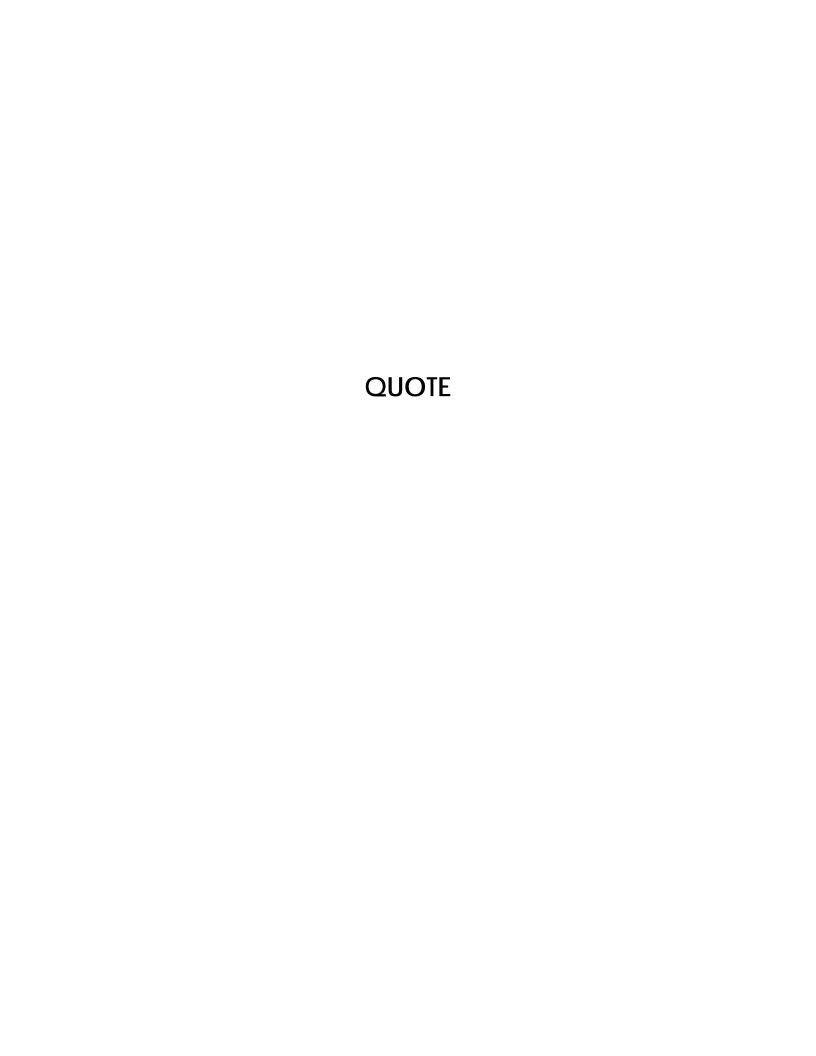








NORTH HAVEN WOODS HOA





734-416-9062 734-890-3720

"Your Property Beautification Company"

### 350 South Mill Street, Plymouth, Michigan 48170

North Haven Woods Subdivision c/o Sheri Kay Property Management by Design Birmingham, Michigan 10-Feb-15

Date

### North Haven Woods Subdivision Entrances Landscape Renovation

### North Haven Entrance **Plantings** Winter Gem Boxwood 12 3 gal 2 Dense Yew 18-24" Limelight Hydrangea 4 5 gal 4 Weigela Wine and Roses 5 gal 12 3 gal Little Princess Spirea Ornamental Grass 9 2 gal 30 1 gal Assorted Perennials Miscellaneous Materials Topsoil for plantings - Plant mix cu yds 10 Shredded Hardwood Mulch cu yds 96 Edging lin ft Limestone slabs for outcroppings 5 ton 1 each Site Work Demolition - Removal - Disposal \$7,012.00 **Ludlow Entrance Plantings** Winter Gem Boxwood 12 3 gal 6 18-24" Dense Yew 5 Ninebark - Diablo 5 gal 6 Ornamental Grass 2 gal Assorted Perennials 32 1 gal Miscellaneous Materials Topsoil for plantings - Plant mix cu yds Shredded Hardwood Mulch 10 cu yds 64 lin ft Edging 7 Limestone slabs for outcroppings ton Site Work each Demolition - Removal - Disposal \$6,897.00 **Project Total** \$13,909.00 Project Notes: New mulch will be used in the planting area and blended into the existing mulch The bid could be revised to include the existing beds The plantings around the utilities can be cut back if access required and they will grow back Will confirm with utility company before planting Existing plants can be reused within the design and moved in other parts of the beds

Accepted By: Signature Printed Name



### Franks Landscape & Lawn Care

P.O. Box 194 Highland, MI 48357 Office (248) 830-6944 Fax (248) 714-5155

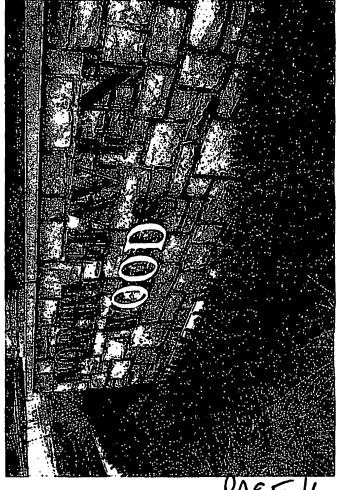
### **Estimate**

Date	Estimate #
2/18/2015	384

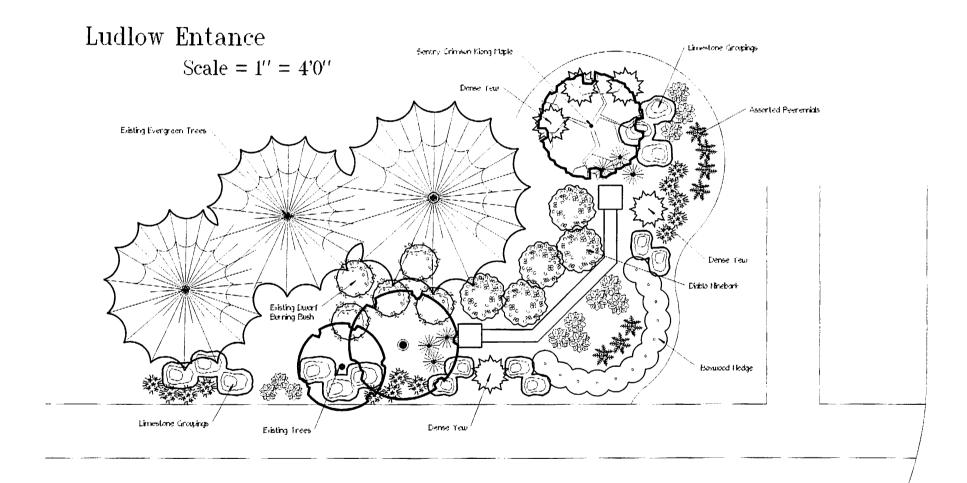
Name / Address	
In Care Of:	
North Haven Woods	
Nov., MI 48377	
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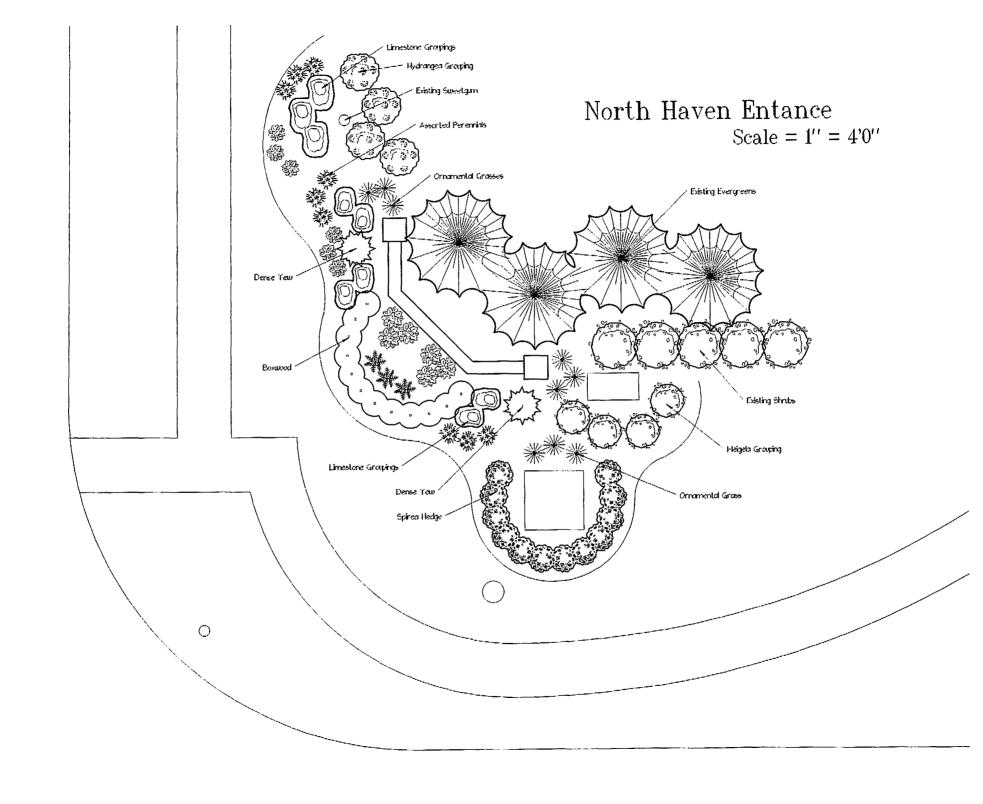
SIGN IMPROVEMENTS

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### OLDE ORCHARD COUNTRY HOMES NEIGHBORHOOD ENTRYWAY GRANT APPLICATION

### **Ten Mile Entrance Enhancement**

**LOCATION**: Ten Mile Road between Haggerty and Meadowbrook Roads

PROJECT DESCRIPTION SUMMARY: New signs and replacement of landscaping

**GRANT AMOUNT REQUESTED**: \$5,000

**FULL PROJECT COST**: \$20,884







### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT



**Application Verification Checklist** Project name: Olde Orchard

Project address: Ten Mile Road between Haggerty and Meadowbrook Roads

Project Description: New signs and replacement of landscaping

Grant Amount Requested: \$5,000.00

Full Projected Cost: \$20.884.00

	Full Projected Cost:		
S.No		YES	NOTES
а	Application  Is the project located at the entrance of a neighborhood?	Yes	
b	(See Location Map)  Is the project clearly visibile from the public right-of-way? (See Photographs)	Yes	
С	Is it a new construction/installation of physical improvements? (See Application)	Yes	
d	Is it a rehabilitation of existing improvements? (See Application)	No	New Signs on new brick wall; significant enhacement
е	Is it not a reoccurring and/or maintenance projects? <i>(See Application)</i>	No	
I	Is the project proposing entryway signage? (See Application)	Yes	
g	Is the project in compliance with City's Residential Entryway Signage regulations? (See Community Development review)	No	the addition of a brick wall between the existing columns will require a sign foundation permit. The sign itself complies
	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes	
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	No	
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes	
	Is the project in compliance with applicable state and local laws? (See Community Development review)	Yes	
1	Is the project imapacting property owners or other non-city agencies? (See Application)	No	
m	If yes, did the applicant provide permission or approval from necessary entity? (See Application)	No	Sign permit required
	Was the organization/ Home Owner's Association awarded the grant in the past two years? (See Application)	No	
0	Does the Grant project funding has at least an equal (1:1) match from the Association? (See Application)	Yes	
р	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? (See Application)	Yes	
q	Is the project using in-kind donations to assist with funding? (See Application)	No	
r	If yes, did the aplicant include documentation from the donating entity? (See Application)	NA	
S	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? (See Application)	Yes	
t	Is the Project budget, including all itemized cost estimates completed on application? (See Application)	Yes	



### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

**Grant Selection Criteria and Evaluation Report** 

Project name: Olde Orchard

Project address: Ten Mile Road between Haggerty and Meadowbrook Roads

Project Description: New signs and replacement of landscaping

Grant Amount Requested: \$5,000.00
Full Projected Cost: \$20,884.00

	Full Projected Cost: \$20,884.00				
S.No				NOTES	
1	Project Need / Impact (0-25 points)	Points	Awarded		
а	The potential impact of the project on the neighborhood.	2	2		
b	The potential impact of the project on the City of Novi.	8	8	It is located closer to entry point into the City	
С	Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5	replacing old wooden boards with brick wall, more inviting	
d	Improvements from existing conditions of the project area.	8	8	A significant improvement	
е	The age of the subdivision.	2	2	44 years	
	TOTAL POINTS FOR PROJECT NEED/IMPACT	25	25		
2	Project Feasibility (0-25 points)	Points	Awarded		
а	The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5		
b	An itemized account of how the money is to be spent.	5	5		
С	The organization's fiscal responsibility and management qualifications.	5	3	May be over extending	
d	The amount of matching dollars that the organization has and is willing to contribute.	5	5		
е	History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	5	yes	
	TOTAL POINTS FOR PROJECT FEASIBILITY	25	23		
3	Project Planning (0-25 points)	Points	Awarded		
а	Project is well planned and ready for implementation.	9	9		
b	Project abides by all necessary laws and ordinances.	9	9		
С	Grant application includes well defined, scaled plans.	2	2		
d	Grant application is complete and accurate.	5	5		
е	Project does not include plants from invasive species list.	0	0		
f	For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.	0	0	Raised Letter	
	TOTAL POINTS FOR PROJECT PLANNING	25	25		
	TOTAL APPLICATION SCORE	75	73		

### SUMMARY NOTES:

- Significant improvement in both signage and landscaping
   Location on 10 Mile helps Novi image for traffic headed to Civic Center on 10 Mile Road
   Past financial statements indicate commitment to ongoing maintenance of projects, site
- Association may be overextending a bit in financing projects

	Location of proposed project area (please provide a written description of location, along with an attached map with location identified). City maps can be found on the City of Novi website at: <a href="http://cityofnovi.org/Community/Map-Gallery.aspx">http://cityofnovi.org/Community/Map-Gallery.aspx</a> .
	posed project area is the entrance of Olde Orchard Country Homes Condominium Association, located on 10 Mile between brook and Haggerty. A map with subject location circled is attached to this application.
	Explain how the project meets the review criteria listed in the "Grant Selection Criteria & Evaluation Process" section.
Please s	see attached explanation.
	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), please explain here, and provide written permission / approval of project from necessary entity.
	ject will have a positive impact on the entrance of Olde Orchard by modernizing the entrance to the community. Co-Owners e condominium will benefit from the new installations.
e.	Please list all proposed plants (if any) that intend to be used in the project. Please refer

to the City's invasive species list, as items on this list are not permitted.

Intended plants are listed on Greenlawn's proposal; they are Green Velvet Boxwoods, Amelanchier Serviceberry, Stella D'Oro Daylily, and Elijah Blue Grass. Annual flowers will also be planted.

a.	nding Information Estimated Total Project	\$20,884.00	
	Costs:		
b.	Who provided this cost	Greenlawn Gr	oup (Brian Fraser) / Radiant Sign (Paul Weinstock)
	estimate?		(Name, Title, Company)
		248.474.6167	7 / 313.835.1400
			(Phone Number)
^	Total amount of funds re	au actod:	\$5,000.00
C.	(50% project costs up to \$		im)
d.	cost projection is \$12,000 from the organization withe additional cost:	), the City's th an addit	sceed the 1:1 match from the city (e.g. if the project maximum contribution is \$5,000, matched by \$5,000 ional \$2,000 from the organization), please provide
	\$10,884 (to be supplied by Associa	tion)	
e.		**************************************	gh in-kind donations and/or cash assistance:

III.

\*\*\*REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

### f. Itemized cost/unit estimates:

### **EXAMPLE:**

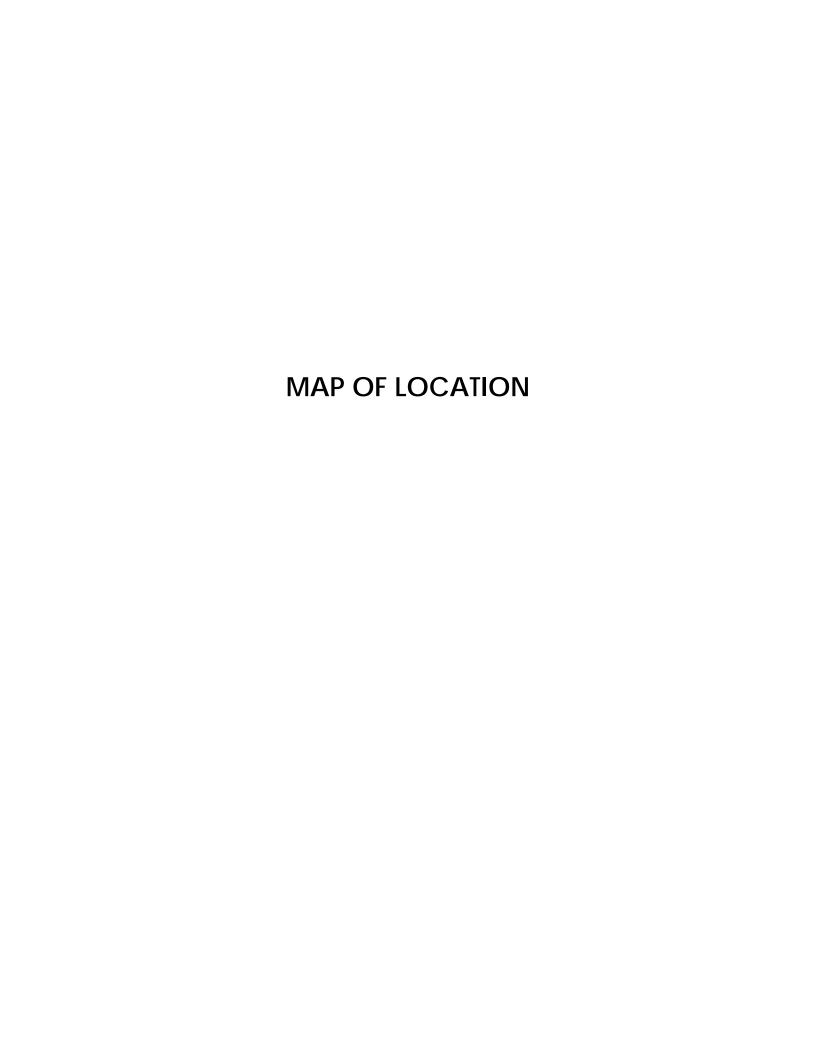
ITEM	#UNITS	COST/UNIT	TOTAL
Example:			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

### IV. Attachments

- a. Please include:
  - Association budget reflecting the ability to meet 1:1 matching requirements;
  - Documentation reflecting the Association's current spending on landscape and landscape maintenance;
  - Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable);
  - If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (if applicable);
  - Well defined, scaled plans of the proposed project.
  - Map with project location identified.

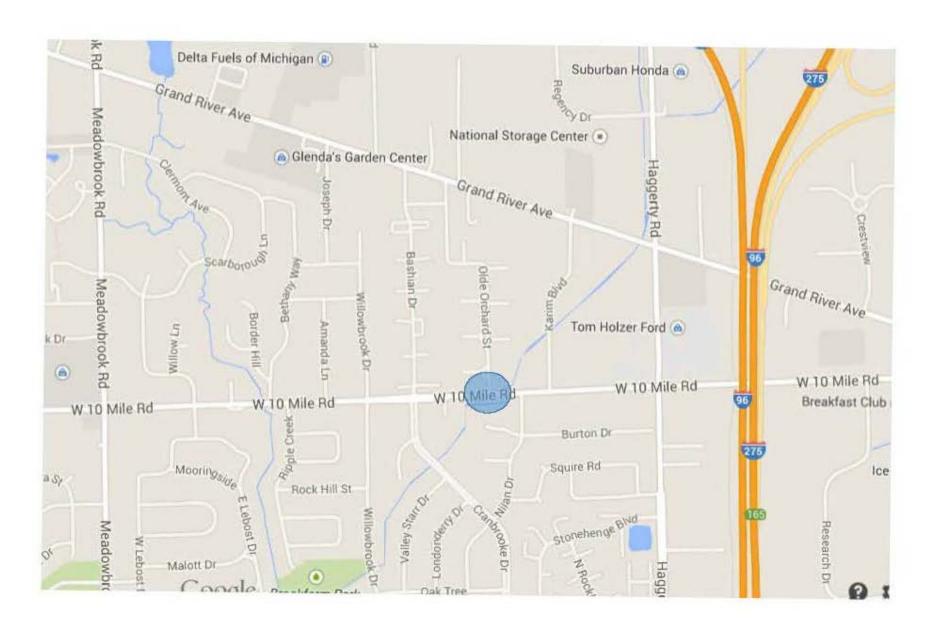
<sup>\*\*\*\*</sup> Please remove all account numbers from any bank statements that are submitted as part of the grant application

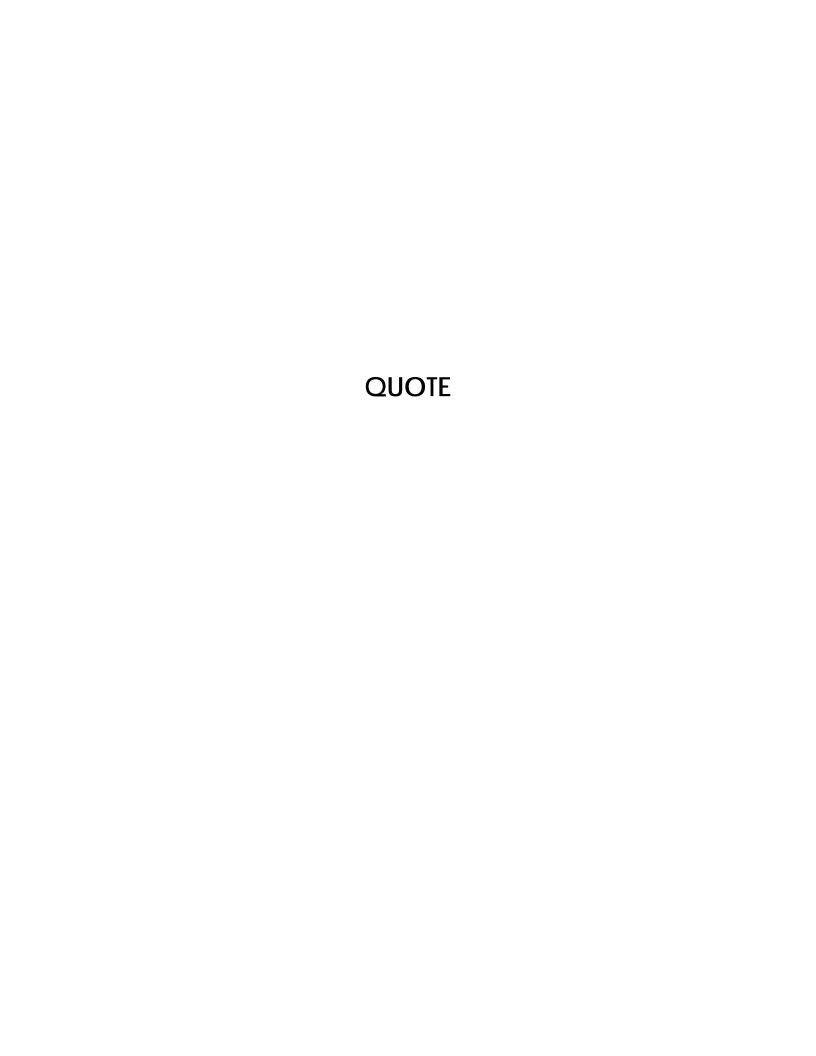
<sup>\*\*</sup> Applications will not be considered if all necessary documentation is not included



### **Olde Orchard Country Homes Condominium Association**

Location of proposed entryway landscaping and signage updates (circled in blue)





### RADIANT SIGN COMPANY LLC

RADIANT SIGN COMPANY LLC P.O. BOX 2055 FARMINGTON HILLS, MI 48333-2055

(313)835-1400 radiantsign@yahoo.com

### **Estimate**

Date	Estimate No.	
02/23/2015	1263	
	Exp. Date	

Address
Olde Orchard Condominium

Activity	Quantity	Rate	Amount
• Fabricate (2) single faced, non-illuminated wall signs, with raised lettering, as per customers approved drawing. Sign lettering not to exceed 24 square feet.	2	1,750.00	3,500.00
<ul> <li>Dig footings, pour concrete with rebar. Build block wall, cover with bricks approved by the association. Cap to be aluminum flashing. Maximum height is 5' Signs to be located on 10 mile between Haggerty &amp; Meadowbrook.</li> <li>Customer to pay for any required city permits.</li> </ul>	2	5,750.00	11,500.00
50% deposit required, balance due upon completion.		Total	\$15,000.00

Accepted By Accepted Date



28911 GRAND RIVER FARMINGTON HILLS 48336 (248) 474-6167 (248) 474-6312 fax

DATE	ESTIMATE NO.
2/21/2015	18616

### NAME / ADDRESS

Olde Orchard Country Homes Association c/o Herriman & Associates 41486 Wilcox Road Plymouth, Michigan 48170

GL CODE	ATTN:	
	Neil Kollipara	

DESCRIPTION	TOTAL	
RELANDSCAPING OF EAST AND WEST ENTRANCE AT 10 MILE TO INCLUDE: REMOVAL AND DISPOSAL OF EXISTING PLANT MATERIAL, (32) GREEN VELVET BOXWOODS 12-15", 4 AMELANCHIER SERVICEBERRY 9-10', (36) STELLA D ORO DAYLILY, (12) ELIJAH BLUE GRASS, (6) YARDS HARDWOOD BARK, (2) YARDS BLACK PEAT FOR FLOWER BEDS.  NOTE: ANNUAL FLOWERS NOT INCLUDED IN PRICE.	5,884.0	.00
1/2 Due On Start Date, Balance Upon Completion	<b>FOTAL</b> \$5,884.00	00



# 11510











## Paul Weinstock

FABRICATORS AND MAINTENANCE

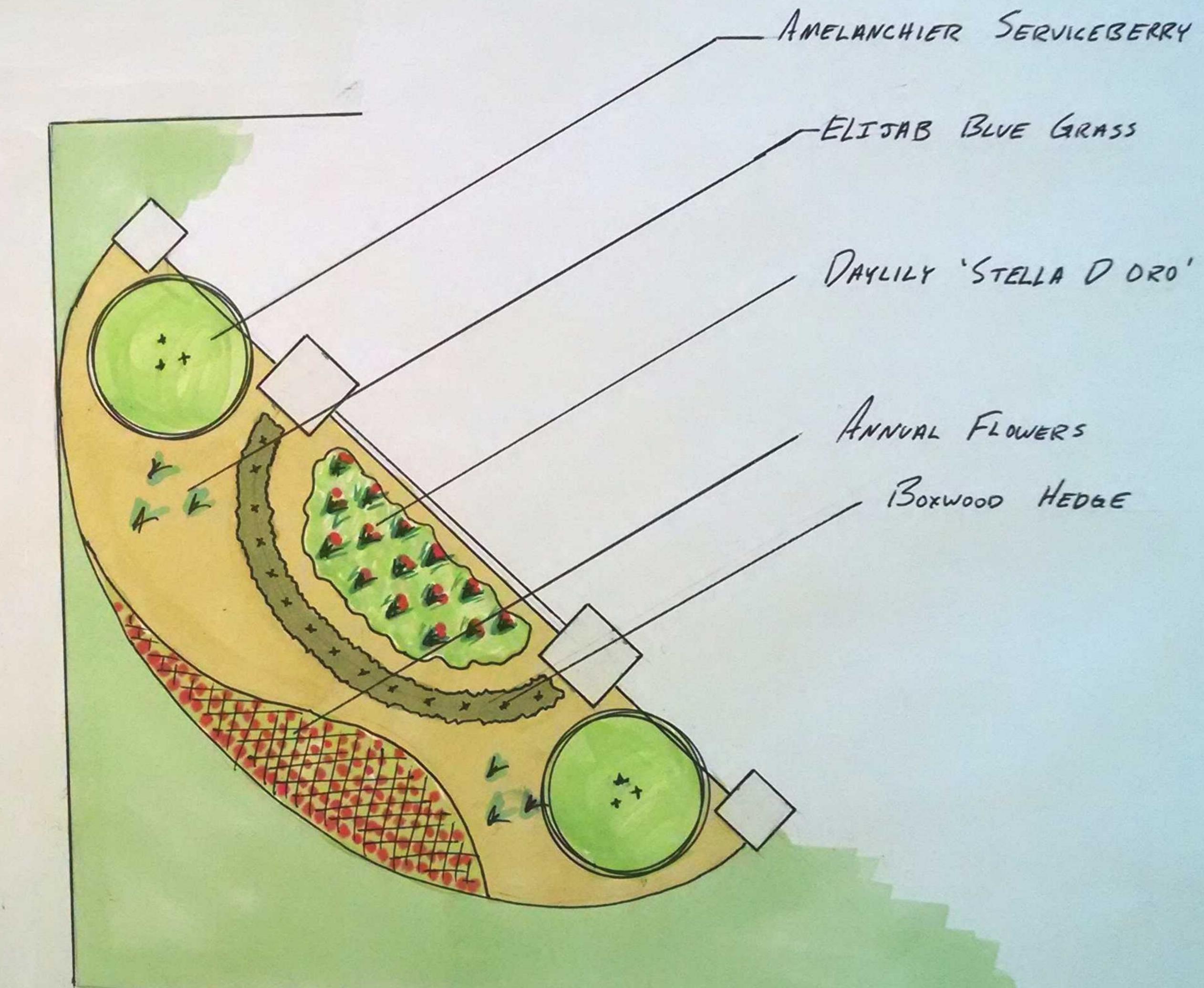
LICENSED & BONDED

since 1941 SIGN ERECTORS

313-835-1400 14500 SCHOOLCRAFT

FAX 313-835-1112 DETROIT MI. 48227 CELL 248-866-2998 radiantsign@yahoo.com ORCHARD Drawing By.

10 MILE RO. EAST ENTRANCE



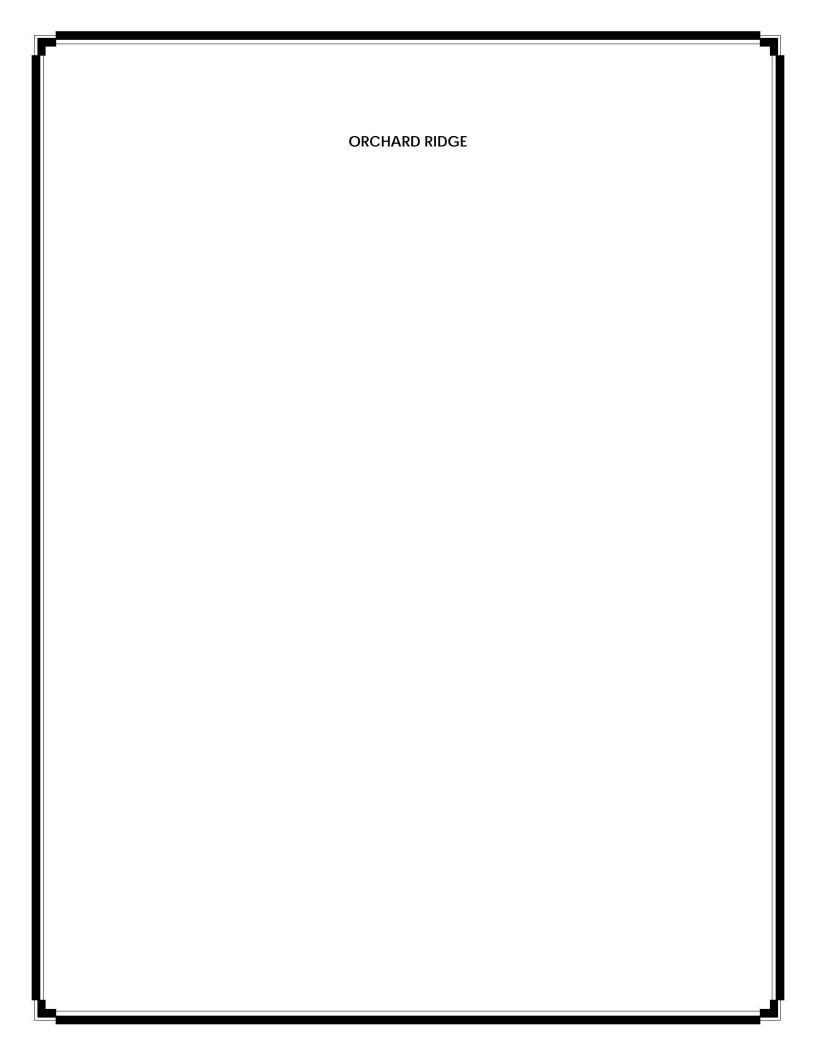
DAYLILY STELLA D'ORD'

- AMELANCHIER SERVICEBERRY

- ELIJAH BLUE GRASS

- ANNUAL FLOWERS

10 MILE ROAD WEST ENTRANCE





#### ORCHARD RIDGE NEIGHBORHOOD ENTRYWAY GRANT APPLICATION

### **Cortland Blvd. Entrance Enhancement** March 23, 2015

LOCATION: Between Beck and Taft Rds. On the south side of 10 Mile (see location map for exact location)

PROJE CT DESCRIPITION SUMMARY: Landscape rehabilitation of Cortland Blvd. (plans included)

**GRANT AMOUNT REQUESTED:** \$5,000

**FULL PROJECT COST:** \$17,340







#### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT



**Application Verification Checklist** Project name: Orchard Ridge

Project address: Between Beck and Taft Rds. On the south side of 10 Mile

Project Description: Landscape rehabilitation of Cortland Blvd.

Grant Amount Requested: \$5,000.00

Full Projected Cost: \$17,340.00

S.No	Full Projected Cost: \$17,340.00  S.No REVIEW ITEMS YES NOTES							
3.110	REVIEW ITEMS Application	169	NOTES					
а	Is the project located at the entrance of a neighborhood? (See Location Map)	Yes						
b	Is the project clearly visibile from the public right-of-way? (See Photographs)	Yes						
С	Is it a new construction/installation of physical improvements? (See Application)	No						
d	Is it a rehabilitation of existing improvements? (See Application)	Yes						
е	Is it not a reoccurring and/or maintenance projects? (See Application)	No						
f	Is the project proposing entryway signage? <i>(See</i> Application)	No	Already Installed					
g	Is the project in compliance with City's Residential Entryway Signage regulations? (See Community Development review)	Yes	no signs proposed					
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes	Irrigation, No Invasives, Few Natives					
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	No						
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes						
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	Yes						
ı	Is the project imapacting property owners or other non-city agencies? (See Application)	Yes						
m	If yes, did the applicant provide permission or approval from necessary entity? (See Application)	Yes						
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? (See Application)	No						
0	Does the Grant project funding has at least an equal (1:1) match from the Association? (See Application)	Yes						
р	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? (See Application)	No						
q	Is the project using in-kind donations to assist with funding? (See Application)	No						
r	If yes, did the aplicant include documentation from the donating entity? (See Application)	NA						
S	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? (See Application)	Yes	Proposed 2015 budget contract					
t	Is the Project budget, including all itemized cost estimates completed on application? (See Application)	Yes						



#### NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

**Grant Selection Criteria and Evaluation Report** 

Project name: Orchard Ridge

Project address: Between Beck and Taft Rds. On the south side of 10 Mile

Project Description: Landscape rehabilitation of Cortland Blvd.

Grant Amount Requested: \$5,000.00 Full Projected Cost: \$17,340.00

S.No	REVIEW ITEMS	\$17,340.00		NOTES	
1	Project Need / Impact (0-25 points)	Points	Awarded		
а	The potential impact of the project on the neighborhood.	2	2		
b	The potential impact of the project on the City of Novi.	8	8	Closer to Civic Center	
С	Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5		
d	Improvements from existing conditions of the project area.	8	8	Cleared up big trees and made it more pedestrian friendly	
е	The age of the subdivision.	2	2	31-35 yrs	
	TOTAL POINTS FOR PROJECT NEED/IMPACT	25	25		
2	Project Feasibility (0-25 points)	Points	Awarded		
а	The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	On-going Upgrade process. They installed signs recently	
b	An itemized account of how the money is to be spent.	5	5		
С	The organization's fiscal responsibility and management qualifications.	5	5		
d	The amount of matching dollars that the organization has and is willing to contribute.	5	5		
е	History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	0		
	TOTAL POINTS FOR PROJECT FEASIBILITY	25	20		
3	Project Planning (0-25 points)	Points	Awarded		
а	Project is well planned and ready for implementation.	9	9	Easements and Permits in hand	
b	Project abides by all necessary laws and ordinances.	9	6		
С	Grant application includes well defined, scaled plans.	2	2	Continuation of project. Existing landscaping already removed.	
d	Grant application is complete and accurate.	5	5		
е	Project does not include plants from invasive species list.	0	0	No invasive	
f	For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.	0	0	No new Signage (done last year)	
	TOTAL POINTS FOR PROJECT PLANNING	25	22		
	TOTAL APPLICATION SCORE	75	67		

#### **SUMMARY NOTES:**

- Continuation of entryway improvement project begun last year to improve appearance, pedestrian safety along 10 Mile Road
   Strong impact on City of Novi as it is very close to Civic Center on 10 Mile Road
   Improved landscaping over original condition
   Upgrade for older subdivision
- No evidence given of past projects or maintenance of them

b. Location of proposed project area (please provide a written description of location, along with an attached map with location identified). City maps can be found on the City of Novi website at: <a href="http://cityofnovi.org/Community/Map-Gallery.aspx">http://cityofnovi.org/Community/Map-Gallery.aspx</a>.

Specific location for the landscape project is at our subdivision entrance located on Cortland Avenue, which is located just south of 10 mile between Novi and Taft roads. The landscaping and electrical hook up project will be focused on the east and west side of the Cortland entrance around the new entrance signs that were installed in 2014. Some minor additions will also be made to the two center islands at the subdivision entrance. Specific details of the location and type of plants are included with this package

- c. Explain how the project meets the review criteria listed in the "Grant Selection Criteria & Evaluation Process" section.
- 1. Project need: The subdivision is over 30 years old, and was in major need of an entrance upgrade. As previously stated, the landscape at the entrance had grown old and unsightly. In addition, the old landscaping posed a safety hazard to both pedestrians and bikers as the overgrown landscaping blocked the view of drivers exiting the subdivision. In addition, we believe our unique location on 10 mile near Novi City Hall and Police headquarters provides a nice "gateway" to the city and creates a very positive impression for visitors to our great city
- 2: Feasibility the committee overseeing this project is composed of individuals with extensive business and planning expertise (D.Tardella is a retired automotive executive; T.Kuzma is a small business owner. Details are available on request). Budgets have been established for the project and are included in this package. We successfully managed a budget to build 2 new entrance signs in 2014
- 3: Project Planning: The project meets all city and county requirements. Contracts have been signed with a landscaping company (Begonia Brothers). The landscape project is a continuation of our own entrance enhancement project that was initiated in 2014
  - d. 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), please explain here, and provide written permission / approval of project from necessary entity.

County permits for the work associated with the project were obtained in 2014, and are included in this package, In addition, easement agreements with 2 homeowners were obtained as the project area included a very small portion of the homeowners property. Those agreements were registered with county and are included in this package

e. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City's invasive species list, as items on this list are not permitted.

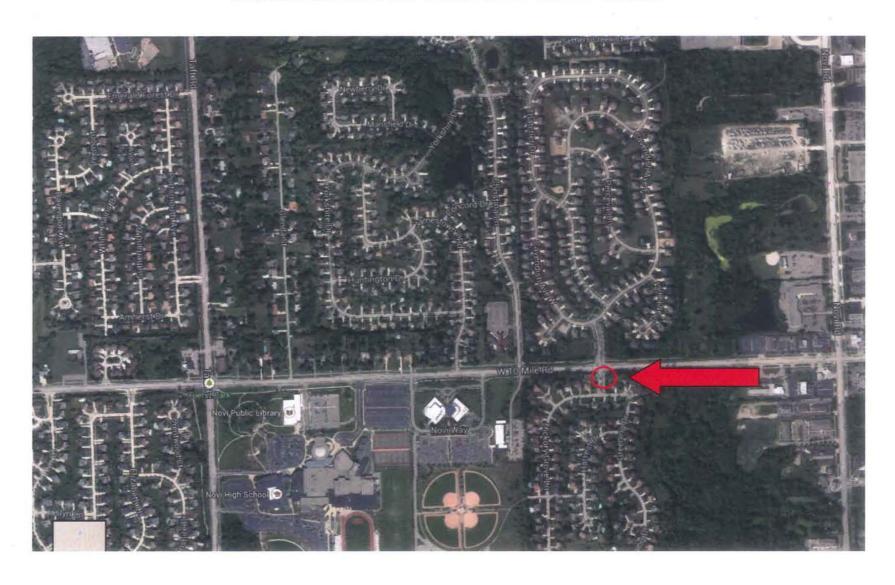
See landscaping quote from Begonia Brothers for details

Fu a.		\$17,340 (\$13,600 Begonia Brothers quote, \$3,740 Electrical and misc. estimate)				
	Costs:					
b.	Who provided this cost	Begonia Brothers, Northville, Michigan				
	estimate?	(Name, Title, Company)				
		888-889-8282 (Begonia general number), Jonathan Tharp, Operations Manager				
		(Phone Number)				
c.	Total amount of funds re	auested: \$5,000				
	(50% project costs up to \$	5,000 maximum)				
d.	cost projection is \$12,000 from the organization with the additional cost:	ected to exceed the 1:1 match from the city (e.g. if the project ), the City's maximum contribution is \$5,000, matched by \$5,000 th an additional \$2,000 from the organization), please provide less \$5,000). Note: \$17,340 reflected in annual OREHA budget				

\*\*\*REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project



# ORCHARD RIDGE ESTATES NEIGHBORHOOD ENTRYWAY GRANT : MAP OF PROJECT LOCATION



## QUOTE

### **Estimate**

Begonia Brothers 21061 Brisckscape Dr Northville MI 48186 Date: 02/1 Quote No.: 1010 Salesperson: Jon

02/11/2015 10100

Bill To: Orchard Ridge 10 mile rd Novi MI 10 mile rd Novi MI

Qty	Item	Description	Unit Price	Total
16	Peat/Topsoil	Install 16 yards of Topsoil/Peat mix for both sides of entrance.  16 yards estimated but actual amounht used will be billed.	\$70.00	\$1,120.00
35	Mulch	Install Premuim Hardwood Mulch on both sides of entrance and center islands. 35 yards estimated but actual amount used will be billed.	\$56.00	\$1,960.00
1	Tree	Ijnstall 1 2.5 - 3 inch Cleveland Pear tree	\$394.00	\$394.00
16	Tree	Install 16 6 - 7 foot Emerald Green Arbs ( 8 behind each sign)	\$150.00	\$2,400.00
26	Shrubs	Install Densi yews 18-24 inch	\$59.00	\$1,534.00
12	Shrubs	Install 5 gallon Burning Bush	\$55.00	\$660.00
15	Plants	Install Annabelle Hydrangea 5 gallon	\$54.00	\$810.00
2	Plants	Install Tardiva Hydrangea 5 gallon	\$54.00	\$108.00
10	Plants	Install Gracillimus Miscanthus Grass 1.5 gallon	\$19.00	\$190.00
30	Plants	Install Hameln Grass 1.5 gallon	\$19.00	\$570.00
12	plants	Install Sum & Substance Hosta 1 gallon	\$22.00	\$264.00
20	Plants	Install Autumn Joy Sedum 1 gallon	\$16.00	\$320.00
40	Plants	Install Stella Doro Daylily 1 Gallon	\$4.00	\$160.00
1	Irrigation	To be installed by Sunrise Irrigation/ Install 4 new zones at subdivision entrance to cover planting beds. 2 zones on east side, 2 zones on west side. zones to be operated off hunter battery timer and to consist of Rainbird 1806 and 1812 mist heads. Quote assumes no additional repairs to existing irrigation system that the existing system with exception to the areas that were removed and need to be reinstalled to be functioning condition. All repairs needed outside scope of work to be done on time and materials basis.	\$3,100.00	\$3,100.00
1	Sod	Sod Replacement - OPEN - Repair sod where needed at 10.00 per yard	\$10.00	\$10.00
	Republication of the Control of the			

Total \$13,600.00



