



## COMMUNITY DEVELOPMENT DEPARTMENT

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

# ZONING BOARD OF APPEALS STAFF REPORT

**FOR:** City of Novi Zoning Board of Appeals

**MEETING DATE:** January 14, 2025

**REGARDING:** 50200 Ten Mile Road # 50-22-19-400-012 (PZ25-0002)

**BY:** Alan Hall, Deputy Director Community Development

### I. GENERAL INFORMATION:

#### **Applicant**

Oak Pointe Church

#### **Variance Type**

Sign Variance

#### **Property Characteristics**

Zoning District: This property is zoned Residential Acreage (R-A)

Location: on Ten Mile Road, west of Wixom Road

Parcel #: 50-22-19-400-012

#### **Request**

The applicant is requesting variances from the City of Novi Sign Ordinance Sections 28-1 and 28-5(a) to allow an additional wall sign on the south elevation which is a 3-dimensional metal sign set atop a parapet overhang (without illumination).

### II. STAFF COMMENTS:

*The applicant, Oak Pointe Church, is seeking (2) sign section variances to allow 3-Dimensional lettering for their canopy sign design.*

- 1) Section 28-1 provides definitions for sign configurations which the proposed design is unique.*
- 2) Section 28-5(a) To allow an additional sign on the South building façade.*

*The new signage does not have any illumination.*

**III. RECOMMENDATION:**

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

I move that we grant the variance in Case No. PZ25-0002 sought by \_\_\_\_\_,  
for \_\_\_\_\_ because Petitioner has shown practical difficulty including  
\_\_\_\_\_ requiring \_\_\_\_\_ on the basis of any of the following:

- a. That the request is based upon circumstances or features that are exceptional and unique to the property and do not result from conditions that exist generally in the city or that are self-created including \_\_\_\_\_.
- b. That the failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return because \_\_\_\_\_.
- c. That the grant of relief would be offset by other improvements or actions, such as increased setbacks or increased landscaping, such that the net effect will result in an improvement of the property or the project \_\_\_\_\_.
- d. That construction of a conforming sign would require the removal or significant alteration of natural features on the property because \_\_\_\_\_.
- e. The grant of relief will not result in a use or structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit and intent of this chapter because \_\_\_\_\_.

The variance granted is subject to:

- 1. \_\_\_\_\_.
- 2. \_\_\_\_\_.
- 3. \_\_\_\_\_.
- 4. \_\_\_\_\_.

I move that we **deny** the variance in Case No. **PZ25-0002** sought by \_\_\_\_\_,  
for \_\_\_\_\_ because Petitioner has not shown  
practical difficulty because: \_\_\_\_\_  
\_\_\_\_\_.

- a. That the request is based upon circumstances or features that are not exceptional and/or unique to the property and/or that result from conditions that exist generally in the city or that are self-created including \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- b. That the failure to grant relief will not unreasonably prevent or limit the use of the property and/or will not result in substantially more than mere inconvenience or inability to attain a higher economic or financial return because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- c. That the grant of relief would not be offset by other improvements or actions, such as increased setbacks or increased landscaping, such that the net effect will not result in an improvement of the property or the project because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- d. That construction of a conforming sign would not require the removal or significant alteration of natural features on the property because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- e. The grant of relief will result in a use or structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will not result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is inconsistent with the spirit and intent of this chapter because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Should you have any further questions with regards to the matter please feel free to contact me at (248) 347-0423.

Alan Hall – Deputy Director Community Development - City of Novi



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

## ZONING BOARD OF APPEALS APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY

RECEIVED

JAN 02 2024

CITY OF NOVI  
COMMUNITY DEVELOPMENT

<b>I. PROPERTY INFORMATION (Address of subject ZBA Case)</b>				Application Fee: <u>\$330.00</u>	
PROJECT NAME / SUBDIVISION Oak Pointe Church				Meeting Date: <u>2-11-25</u>	
ADDRESS 50200 W. Ten Mile Rd.		LOT/SUITE/SPACE #		ZBA Case #: <u>PZ 25-0002</u>	
SIDWELL # 50-22-19-400-012		May be obtain from Assessing Department (248) 347-0485			
CROSS ROADS OF PROPERTY on Ten Mile between Napier and Wixom Rd.					
IS THE PROPERTY WITHIN A HOMEOWNER'S ASSOCIATION JURISDICTION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				REQUEST IS FOR: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> VACANT PROPERTY <input checked="" type="checkbox"/> SIGNAGE	
DOES YOUR APPEAL RESULT FROM A NOTICE OF VIOLATION OR CITATION ISSUED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
<b>II. APPLICANT INFORMATION</b>					
<b>A. APPLICANT</b>		EMAIL ADDRESS beth@signarama-novi.com		CELL PHONE NO. 248-472-7620	
NAME Beth Powers				TELEPHONE NO. 248-924-3324	
ORGANIZATION/COMPANY STNJ, LCC (dba Signarama Novi and Flint)				FAX NO. N/A	
ADDRESS 49677 Grand River Ave.		CITY Wixom		STATE MI	
				ZIP CODE 48393	
<b>B. PROPERTY OWNER</b> <input type="checkbox"/> CHECK HERE IF APPLICANT IS ALSO THE PROPERTY OWNER					
Identify the person or organization that owns the subject property:		EMAIL ADDRESS Jim.hobbs@oakpointe.org		CELL PHONE NO.	
NAME Jim Hobbs				TELEPHONE NO. (248) 912-0043	
ORGANIZATION/COMPANY Oak Pointe Church				FAX NO. N/A	
ADDRESS 50200 W. Ten Mile Rd.		CITY Novi		STATE MI	
				ZIP CODE 48374	
<b>III. ZONING INFORMATION</b>					
<b>A. ZONING DISTRICT</b>					
<input checked="" type="checkbox"/> R-A <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> RM-1 <input type="checkbox"/> RM-2 <input type="checkbox"/> MH					
<input type="checkbox"/> I-1 <input type="checkbox"/> I-2 <input type="checkbox"/> RC <input type="checkbox"/> TC <input type="checkbox"/> TC-1 <input type="checkbox"/> OTHER _____					
<b>B. VARIANCE REQUESTED</b>					
INDICATE ORDINANCE SECTION (S) AND VARIANCE REQUESTED:					
1. Section <u>SEC. 28-1</u> Variance requested <u>SIGN VARIANCE: "SUSPENDED CANOPY" SIGN ABOVE DOOR</u>					
2. Section _____ Variance requested _____					
3. Section _____ Variance requested _____					
4. Section _____ Variance requested _____					
<b>IV. FEES AND DRAWINGS</b>					
<b>A. FEES</b>					
<input type="checkbox"/> Single Family Residential (Existing) \$220 <input type="checkbox"/> (With Violation) \$275 <input type="checkbox"/> Single Family Residential (New) \$275					
<input type="checkbox"/> Multiple/Commercial/Industrial \$330 <input type="checkbox"/> (With Violation) \$440 <input checked="" type="checkbox"/> Signs \$330 <input type="checkbox"/> (With Violation) \$440					
<input type="checkbox"/> House Moves \$330 <input type="checkbox"/> Special Meetings (At discretion of Board) \$660					
<b>B. DRAWINGS 1-COPY &amp; 1 DIGITAL COPY SUBMITTED AS A PDF</b>					
<input type="checkbox"/> Dimensioned Drawings and Plans <input type="checkbox"/> Existing & proposed distance to adjacent property lines					
<input type="checkbox"/> Site/Plot Plan <input type="checkbox"/> Location of existing & proposed signs, if applicable					
<input type="checkbox"/> Existing or proposed buildings or addition on the property <input type="checkbox"/> Floor plans & elevations					
<input type="checkbox"/> Number & location of all on-site parking, if applicable <input type="checkbox"/> Any other information relevant to the Variance application					



## ZONING BOARD OF APPEALS APPLICATION

### V. VARIANCE

#### A. VARIANCE (S) REQUESTED

☐ DIMENSIONAL ☐ USE ☒ SIGN

There is a five-(5) hold period before work/action can be taken on variance approvals.

#### B. SIGN CASES (ONLY)

Your signature on this application indicates that you agree to install a **Mock-Up Sign** ten-(10) days before the schedule ZBA meeting. Failure to install a mock-up sign may result in your case not being heard by the Board, postponed to the next schedule ZBA meeting, or cancelled. A mock-up sign is **NOT** to be actual sign. Upon approval, the mock-up sign must be removed within five-(5) days of the meeting. If the case is denied, the applicant is responsible for all costs involved in the removal of the mock-up or actual sign (if erected under violation) within five-(5) days of the meeting.

#### C. ORDINANCE

##### City of Novi Ordinance, Section 3107 – Miscellaneous

No order of the Board permitting the erection of a building shall be valid for a period longer than one-(1) year, unless a building permit for such erection or alteration is obtained within such period and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

No order of the Board permitting a use of a building or premises shall be valid for a period longer than one-hundred and eighty-(180) days unless such use is establish within such a period; provided, however, where such use permitted is dependent upon the erection or alteration or a building such order shall continue in force and effect if a building permit for such erection or alteration is obtained within one-(1) year and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

#### D. APPEAL THE DETERMINATION OF THE BUILDING OFFICIAL

PLEASE TAKE NOTICE:

The undersigned hereby appeals the determination of the Building Official / Inspector or Ordinance made

☐ CONSTRUCT NEW HOME/BUILDING ☐ ADDITION TO EXISTING HOME/BUILDING ☒ SIGNAGE

☐ ACCESSORY BUILDING ☐ USE ☐ OTHER \_\_\_\_\_

### VI. APPLICANT & PROPERTY SIGNATURES

#### A. APPLICANT

Beth A. Powers 12/23/2024  
Applicant Signature Date

#### B. PROPERTY OWNER

If the applicant is not the owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and is/are aware of the contents of this application and related enclosures.

Jim Hobbs 12/23/2024  
Jim Hobbs (Dec 23, 2024 15:05 EST)  
Property Owner Signature Date

### VII. FOR OFFICIAL USE ONLY

#### DECISION ON APPEAL:

☐ GRANTED

☐ DENIED

The Building Inspector is hereby directed to issue a permit to the Applicant upon the following and conditions:

\_\_\_\_\_  
Chairperson, Zoning Board of Appeals Date



## Community Development Department

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

## REVIEW STANDARDS SIGN VARIANCE

The Zoning Board of Appeals (ZBA) will review the application package and determine if the proposed Sign Variance meets the required standards for approval. In the space below, and on additional paper if necessary, explain how the proposed project meets each of the following standards. (Increased costs associated with complying with the Zoning Ordinance will not be considered a basis for granting a Sign Variance.)

### Standard #1. Extraordinary Circumstances or Conditions.

Explain how the circumstances or physical conditions applying to the property that do not apply generally to other properties in the same Zone District or in the general vicinity. Circumstances or physical conditions may include:

- a. **Shape of Lot.** A sign could not be placed in the location required by the Zoning Ordinance due to the shape, topography or other physical conditions of the lot or due to the location of an existing structure.

☒ Not Applicable      ☐ Applicable      If applicable, describe below:

*and/or*

- b. **Environmental Conditions.** A sign could not be placed in the location required by the Zoning Ordinance without removing or severely altering natural features, such as trees, topography, drainage courses or encroaching upon stormwater facilities.

☒ Not Applicable      ☐ Applicable      If applicable, describe below:

*and/or*

- c. **Abutting Property.** A sign could not be reasonably seen by passing motorists due to the configuration of existing buildings, trees, signs or other obstructions on an abutting property.

☒ Not Applicable      ☐ Applicable      If applicable, describe below:

- d. **Scale of Building or Lot Frontage.** A sign that exceeds permitted dimensions for area and/or height could be considered appropriate in scale due to the length of the building frontage (wall sign only) or length of the lot frontage (ground sign only).

☒ Not Applicable

☐ Applicable

If applicable, describe below:

- e. **Not Self-Created.** Describe the immediate practical difficulty causing the need for the Variance was not created by the applicant or any person having an interest in the sign, sign structure, or property.

☐ Not Applicable

☒ Applicable

If applicable, describe below:

Due to the angle of the awning in relation to the building facade, the architecture of the main entrance negatively impacts visibility of any signage placed on either of the exterior walls adjacent to the awning. The flow of pedestrian traffic from the drop-off location is directly across from the awning, making it the most effective location for the sign to be legible and communicate the location of the main entry point to visitors. Additionally, the downward slope of the awning does not allow for the sign to be mounted flat against the metal canopy, as specified by the ordinance's definition for "canopy signs".

## Standard #2. Limit Use of Property.

Explain how the failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return.

The proposed sign location is located directly above the main entrance doors to the church which serves to welcome members and visitors from the community. Despite the main facade extending over 330 ft long, the northeast corner of the building is the main point of entry, and is where the Worship Center, Cafe, and play area are located, which serve as community resources.

## Standard #3. Adverse Impact on Surrounding Area.

Explain how the Sign Variance will not result in a use or structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit and intent of this chapter.

The proposed canopy sign falls within the size allowance based on the building frontage and will not be visible from the road or from the surrounding properties. The church is set back more than 970 feet from 10 Mile Rd. within a residential area that is surrounded by trees and landscaping. The proposed sign also does not extend above the building's roofline, and therefore should not impact the surrounding properties.

Canopy Sign Allowance: 24 Sq Ft Maximum



Wall Sign Allowance: 250 Sq Ft  
15% OF THE FRONTAGE OR 250 SQ FT



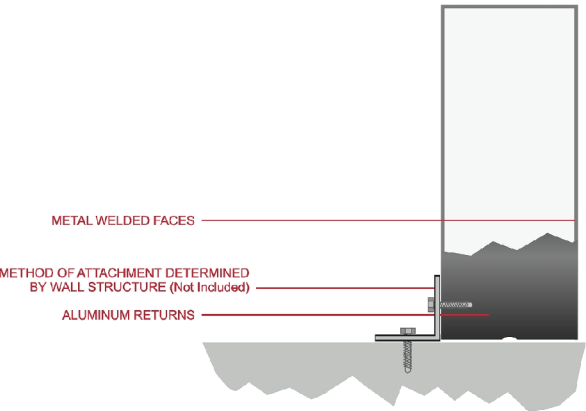
**METAL FABRICATED LETTERS  
UNDER-MOUNTED ON RAIL**



Proposed Metal Canopy Sign: 24 Sq Ft

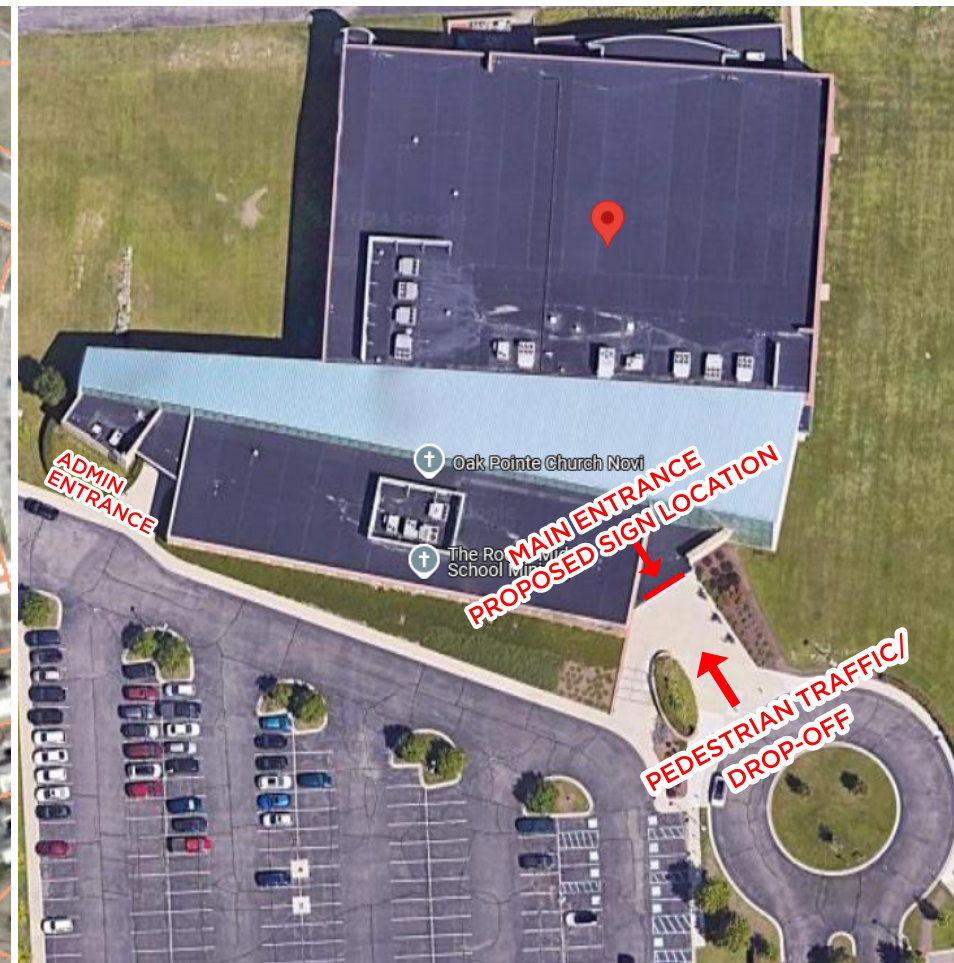
231 in

15 in **OAK POINTE CHURCH**



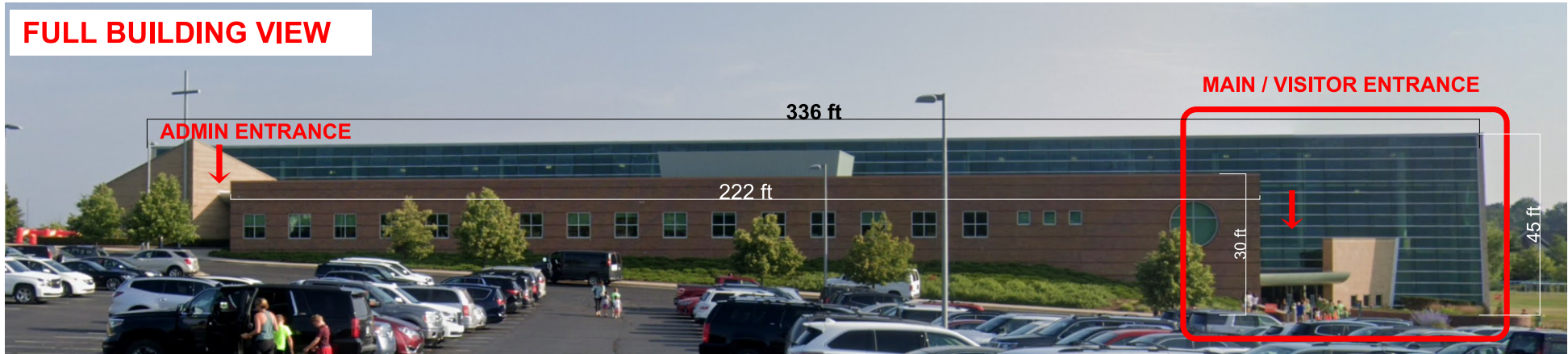


922 TOTAL PARKING SPACES



## FRONT BUILDING ELEVATION - FACING 10 MILE RD

### FULL BUILDING VIEW



### ENLARGED MAIN ENTRANCE

