



**CITY OF NOVI CITY COUNCIL**  
**MARCH 23, 2020**

**SUBJECT:** Approval of Resolution regarding Temporary Promotional Signage allowing temporary relief from Sign Ordinance from March 23 through June 1, 2020.

**SUBMITTING DEPARTMENT:** Community Relations

**BACKGROUND INFORMATION:** This resolution would allow one additional sign per business and temporary relief of the "temporary promotional event" signage authorization in the sign ordinance to assist the Novi retail business community during the COVID-19 outbreak. The provision allows the City Council to permit special City-wide business signage on private property relating to an identified event. The City has done so in the past, with no apparent issues. Should the Council decide that it is appropriate to do so, it is suggested with the following general parameters:

- This one time permit would be valid only between March 23 through June 1, 2020.
- The size must be no larger than 48" X 60". This would satisfy the typical A-frame and real estate sign.

Pre-Application (or registration) must be made to the City, on a form provided by the City, which shall include an acknowledgment and permission for the City to enter upon the property to remove the sign if it is not removed by the applicant within the time specified in the resolution.

**RECOMMENDED ACTION:** Approval of resolution regarding Temporary Promotional Signage allowing temporary relief from Sign Ordinance from March 23 through June 1, 2020.

**CITY OF NOVI**

**COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION REGARDING TEMPORARY HOLIDAY PROMOTIONAL SIGNAGE**

Minutes of a regular Meeting of the City Council of the City of Novi,  
County of Oakland, Michigan, held in the City Hall in said City on March 23,  
2020, at seven o'clock P.M. Prevailing Eastern Time.

PRESENT:

Council Members: \_\_\_\_\_

ABSENT:

Council Members: \_\_\_\_\_

The following preamble and Resolution were offered by Council Member  
\_\_\_\_\_ and supported by Council Member \_\_\_\_\_.

**WHEREAS**, the City's Sign Ordinance, Chapter 28 of the City of Novi Code  
of Ordinances, Section 28-6(g) provides as follows with respect to temporary  
signs:

In addition to any other temporary sign allowed in this section, the  
city council may, by resolution, allow temporary sign in connection  
with an event or promotion, and may as part of the resolution  
impose such limitations as to size and duration as it deems  
appropriate. Application for such additional sign must be made to  
the city, on a form provided by the city, which shall include an  
acknowledgement and permission for the city to enter upon the  
property to remove the sign if it is not removed by the applicant  
within the time specified in the resolution.

**WHEREAS**, the City has in prior years allowed such temporary promotional signs in connection with the City-wide holiday event known as “Light Up the Night”; and

**WHEREAS**, the City Council believes that these sign authorizations have been beneficial to the participating businesses and has not been detrimental to the City as a whole; and

**WHEREAS**, the City Council believes that, it would be appropriate to authorize such temporary signage to promote economic development during the COVID-19 outbreak; and

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Only one additional sign per business is authorized.
2. The sign must be a ground pole or portable sign, as defined in Section 28-1 of the City Code, meaning a freestanding sign not permanently anchored or secured to either a building or the ground.
3. The sign shall not exceed 20 square feet (e.g., 48" X 60") in area and shall not be in excess of six (6) feet in height.
4. The sign shall not be placed on public property or in the public road right-of-way or any roadway easement.
5. The sign shall be permitted from Monday, March 23, 2020, through Monday, June 1, 2020. The sign shall be removed immediately upon the expiration of this approval.
6. As an event authorized specifically by the City Council, the City Council retains the right to alter or amend its authorization and to cancel, rescind, or revoke the same, with or without notice, and any individual or entity who undertakes to participate in or take any action under this authorization acknowledges that this authorization creates no rights inconsistent with the reservation of all such rights to

the City and bears all risk of such cancellation, rescission, or revocation, including the loss of any benefit of the additional sign and/or the cost of the sign.

7. Before any such sign is placed, application must be made to the City, on a form provided by the City, which shall include an acknowledgement and permission for the City to enter upon the property to remove the sign if it is not removed by the applicant within the time specified in the resolution.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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CORTNEY HANSON, CITY CLERK

### **CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 23rd day of March 2020, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

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CORTNEY HANSON, CITY CLERK



ORDINANCE DIVISION  
NOVI COMMUNITY DEVELOPMENT  
45175 TEN MILE ROAD  
NOVI, MI 48375  
(248) 347-0415  
Fax (248) 735-5600

**TEMPORARY PROMOTIONAL SIGN PERMIT REGISTRATION**  
**By Special Resolution of the Novi City Council**  
**Subject to Chapter 28 of the City Code**

Name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

Business phone number: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Names and phone numbers of persons erecting and removing sign \_\_\_\_\_

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Requirements:

1. One sign per business is authorized. The sign must be a ground pole or portable sign as defined in Section 28-1 of the City Code, meaning a freestanding sign not permanently anchored or secured to either a building or the ground.
2. The sign shall not exceed 20 square feet (e.g., 48" X 60") in area and shall not be in excess of six (6) feet in height.
3. The sign shall not be placed on public property or in the public road right-of-way or any roadway easement.
4. This one time only permit is valid only between Monday, March 23, 2020 and Monday, June 1, 2020. The permitted sign must be removed by the applicant by June 1, 2020.
5. **Applicant hereby authorizes the City of Novi to enter upon the property, or any adjacent property necessary to access the sign, to remove the sign if it is not removed by the applicant within the time specified above or does not comply with requirements 1-4, and hereby releases and waives any claims of liability on the part of the City for any damage done to the property or sign, and to indemnify and hold harmless the City from any claims as a result of the City's actions, including damage done to the property or adjacent property as a result of the removal.**
6. As an event authorized specifically by the City Council, the City Council retains the right to alter or amend its authorization and to cancel, rescind, or revoke the same, with or without notice, and any individual or entity who undertakes to participate in or take any action under this authorization acknowledges that this authorization created no rights inconsistent with the reservation of all such rights to the City and bears all risk of such cancellation, rescission, or revocation, including the loss of any benefit of the additional sign and/or the cost of the sign.
7. I agree to comply completely with the aforementioned requirements.

**All applications submitted via mail *must* be addressed to:**

**Ordinance Division  
Community Development  
45175 Ten Mile Road  
Novi, MI 48375**

In Addition:

1. Provide a sketch at the bottom of this page illustrating what will be included on the sign, type of sign, along with the location and position of sign in relation to nearby buildings, structures, and property lines.

\_\_\_\_\_ Name of person authorized to sign

\_\_\_\_\_ Company name (if applicable)