



## 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:** December 10, 2024

**REGARDING:** 41400 Ten Mile Road # 50-22-23-426-009 (PZ24-0059)

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

### I. GENERAL INFORMATION:

#### **Applicant**

Citizens Bank

#### **Variance Type**

Sign Variance

#### **Property Characteristics**

Zoning District: This property is zoned General Business (B-3)

Location: on the northwest corner of Ten Mile Road and Meadowbrook Road

Parcel #: 50-22-23-426-009

#### **Request**

The applicant is requesting variances from the City of Novi Sign Ordinance Section 28-5(a) and Section 28-5(d) to allow 8 total wall/canopy signs (2 allowed, variance of 6 signs).

### II. STAFF COMMENTS:

*The applicant, Citizens Bank, is seeking (6) variances for additional signs on their property. These signs are needed for wayfinding on the site.*

*History: Last meeting (November 19<sup>th</sup>) a 4-ft increased height variance was granted for their monument sign.*

III. RECOMMENDATION:

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

I move that we grant the variance in Case No. PZ24-0059, 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. **PZ24-0059**, 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



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 Novi, MI 48375  
 (248) 347-0415 Phone  
 (248) 735-5600 Facsimile  
 www.cityofnovi.org

## ZONING BOARD OF APPEALS APPLICATION

RECEIVED

OCT 18 2024

CITY OF NOVI  
COMMUNITY DEVELOPMENT

APPLICATION MUST BE FILLED OUT COMPLETELY

<b>I. PROPERTY INFORMATION (Address of subject ZBA Case)</b>				Application Fee: <u>\$330.00</u>	
PROJECT NAME / SUBDIVISION Citizens Bank <del>XXXXXXXXXX</del>				Meeting Date: <u>12-10-24</u>	
ADDRESS 41400 Ten Mile Rd		LOT/SIUTE/SPACE #		ZBA Case #: PZ <u>24-0059</u>	
SIDWELL # 50-22- <u>23</u> - <u>426</u> - <u>009</u>		May be obtain from Assessing Department (248) 347-0485			
CROSS ROADS OF PROPERTY <u>SW corner of Ten Mile Rd and Meadowbrook Rd</u>					
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 <u>kdeters@metrosal.com</u>		CELL PHONE NO. <u>586-557-4189</u>	
NAME <u>Kevin Deters</u>		TELEPHONE NO. <u>586-759-2700</u>			
ORGANIZATION/COMPANY <u>Metro Signs &amp; Lighting</u>		FAX NO. <u>(586) 759-2703</u>			
ADDRESS <u>11444 Kaltz Ave</u>		CITY <u>Warren</u>		STATE <u>MI</u> ZIP CODE <u>48089</u>	
<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 <u>carl.wall@citizensbank.com</u>		CELL PHONE NO. <u>978-962-2382</u>	
NAME <u>Carl Wall</u>		TELEPHONE NO.			
ORGANIZATION/COMPANY <u>Citizens Bank</u>		FAX NO.			
ADDRESS <u>One Citizens Bank Way</u>		CITY <u>Johnston</u>		STATE <u>RI</u> ZIP CODE <u>02919</u>	
<b>III. ZONING INFORMATION</b>					
<b>A. ZONING DISTRICT</b>					
<input 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 checked="" type="checkbox"/> OTHER <u>B-3</u>					
<b>B. VARIANCE REQUESTED</b>					
INDICATE ORDINANCE SECTION (S) AND VARIANCE REQUESTED:					
1. Section <u>28-5(d)</u> Variance requested		<u>Additional wall signs</u>			
2. Section <u>28-5(a)</u> Variance requested		<u>Canopy &amp; drop box signs over 1 sq. foot</u>			
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>					
<ul style="list-style-type: none"> <li>• Dimensioned Drawings and Plans</li> <li>• Site/Plot Plan</li> <li>• Existing or proposed buildings or addition on the property</li> <li>• Number &amp; location of all on-site parking, if applicable</li> </ul>			<ul style="list-style-type: none"> <li>• Existing &amp; proposed distance to adjacent property lines</li> <li>• Location of existing &amp; proposed signs, if applicable</li> <li>• Floor plans &amp; elevations</li> <li>• Any other information relevant to the Variance application</li> </ul>		



# 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

*Ren Deter*

Applicant Signature

10-18-24  
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.

*Carl Wall - Citizens*

Property Owner Signature

8/29/24  
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**

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Novi, MI 48375  
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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:

It is essential for them to have "Drive-Up Teller" and clearance information on their canopy. The proposed signs are 3 sq feet. A 1 sq foot panel would be useless because it would not be legible. The text would only be 3" high. The dropbox signage is also necessary for information purposes. It is on the west elevation and does not face a road.  
**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:

The proposed 3 sq foot canopy signs are appropriate due to the multiple lanes in the bank's drive-up canopy. Also, signs that are 1 sq feet would not be legible because the copy would be 3 inches high. Our proposed canopy signs are only 3 sq feet.

- 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:

Citizens is going through a sign remodel to reflect their new branding. They have existing signs on their canopy & dropbox. We are replacing these signs "like for like." The need for the variance was not created by the property owner. The need for the variance came about because Citizens is rebranding their signage.

## **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 bank needs the Drive-Up Teller and clearance information on their multi-lane canopy. Signs that are 1 sq foot would not be legible because the text would only be 3 inches high. The copy on the dropbox is necessary for information and identification as well. The dropbox sign is on the west elevation and does not face a road. Without these proposed signs, it would create tremendous confusion for the bank's customers.

## **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 signs are replacing the existing signs "like for like." The canopy signs are only 3 sq feet. The dropbox signage is identical to the existing dropbox. Therefore, if this ZBA request is granted, it will not have a negative impact on any surrounding properties,





**Site Map and Street Views**



BRANCH NUMBER: 00000 R/C NUMBER: 00000

REQUIRES VARIANCE:  
BRANCH NAME & ADDRESS:  
Novi  
41400 W 10 Mile Rd  
Novi, MI

DESIGNER: OD/JR DATE: 04.22.2024

REV. DATE: 10.16.2024

**CONTACTS**

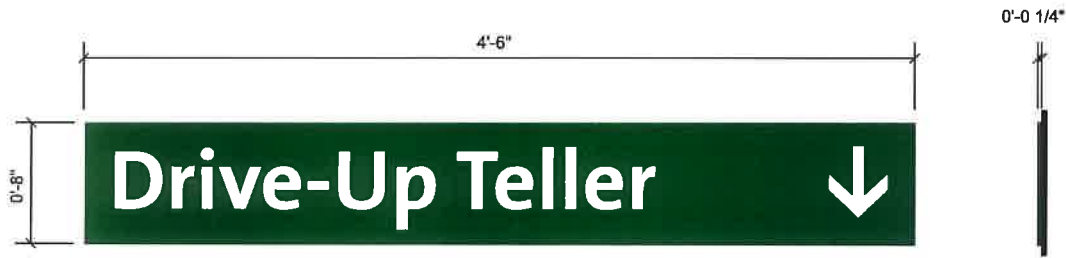
PROJECT MANAGER:  
Paige Dewey  
CITIZENS BANK PROJECT MANAGER:  
Novi, MI  
CITIZENS BANK DESIGN MANAGER:

**APPROVAL STAMP:**

**SITE MAP**  
Note: Dimensions are estimated

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**S5 - RD-2-1 - Canopy Regulatory Sign, 3.00 SF**



**EXISTING**



**PROPOSED**



**ATTACHMENT** Wall Mount

**ACTION** New or Replace

**QUANTITY** 4

**ILLUMINATION** None

**ELECTRICAL LOAD** 0A / 120V

**ELECTRICAL SERVICE** Service Notes



2655 International Pkwy., Virginia Beach, VA 23452  
PHONE: (757) 427-1900 - FAX: (757) 430-1297  
www.AGI.net

**BRANCH NUMBER:** 00000 **R/C NUMBER:** 00000

**REQUIRES VARIANCE:** YES / NO / TBD

**BRANCH NAME & ADDRESS:**

Novi  
41400 W 10 Mile Rd  
Novi, MI

**DESIGNER:** OD/JR **DATE:** 04.22.2024

**REV. DATE:** 08.20.2024

**CONTACTS**

**PROJECT MANAGER:**

Palga Dewey

**CITIZENS BANK PROJECT MANAGER:**

**CITIZENS BANK DESIGN MANAGER:**

**APPROVAL STAMP:**

**Sheet Name**  
Note: Dimensions are estimated

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**S6 - RD-2-3 - Canopy Regulatory Sign, 3.00 SF**



**EXISTING**



**PROPOSED**



**ATTACHMENT** Wall Mount      **ACTION** New or Replace      **QUANTITY** 1  
**ILLUMINATION** None      **ELECTRICAL LOAD** BA / 120V      **ELECTRICAL SERVICE** Service Notes



**BRANCH NUMBER:** 00000    **R/C NUMBER:** 00000  
**REQUIRES VARIANCE:** YES / NO / TBD  
**BRANCH NAME & ADDRESS:**  
 Novi  
 41400 W 10 Mile Rd  
 Novi, MI  
**DESIGNER:** OD/JR    **DATE:** 04.22.2024    **REV. DATE:** 08.20.2024

**CONTACTS**  
**PROJECT MANAGER:**  
 Paige Dewey  
**CITIZENS BANK PROJECT MANAGER:**  
  
**CITIZENS BANK DESIGN MANAGER:**

**APPROVAL STAMP:**

**Sheet Name**  
 Note: Dimensions are estimated  
  
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**S9 - ATM-NDEP-2 - Night Drop Surround Small Green , Non-Illum., 12.89 SF**



**EXISTING**



**PROPOSED**



**ATTACHMENT** Wall Mount

**ACTION** New or Replace

**QUANTITY** 1

**ILLUMINATION** None

**ELECTRICAL LOAD** 0A / 120V

**ELECTRICAL SERVICE** Service Notes



2655 International Pkwy., Virginia Beach, VA 23452  
PHONE: (757) 427-1900 - FAX: (757) 430-1297  
www.AGI.net

**BRANCH NUMBER:** 00000 **R/C NUMBER:** 00000

**REQUIRES VARIANCE:** YES / NO / TBD

**BRANCH NAME & ADDRESS:**

Novi  
41400 W 10 Mile Rd  
Novi, MI

**DESIGNER:** OD/JR **DATE:** 04.22.2024

**REV. DATE:** 08.20.2024

**CONTACTS**

**PROJECT MANAGER:**

Palge Dewey

**CITIZENS BANK PROJECT MANAGER:**

**CITIZENS BANK DESIGN MANAGER:**

**APPROVAL STAMP:**

**Sheet Name**  
Note: Dimensions are estimated

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