

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: CHARLES BOULARD, COMMUNITY DEV. DIR.
SUBJECT: PROPERTY MAINTENANCE
DATE: OCTOBER 15, 2025

Mayor and Council –

Following up on a request to summarize the efforts of our Code Compliance Division as it relates to commercial and residential properties.

- Victor

Background:

Maintaining existing structures and sites within the City of Novi is important not only for the health, safety, and welfare of our residents, businesses, and visitors, but also for property values and, consequently, the tax base of properties within the City.

Expectations for property maintenance are delineated both through specific City Ordinance provisions as well as the adoption of the International Property Maintenance Code, as referenced below. Application of these provisions will differ for occupied vs unoccupied structures as occupied structures require additional provisions for health, safety, and welfare.

Current Ordinance Provisions:

Zoning Ordinance-Maintenance of features, uses, improvements and use limitations of approved Site Plans and development agreements

City Code

Mowing and weeds 21-16

Graffiti 21-35

Inoperable vehicles 21-71

Snow removal 21-126

Dangerous buildings 7-46

Maintenance of private stormwater systems 12-241

International Property Maintenance Code with amendments 7-31

Commercial Properties:

Monitoring of existing commercial properties for property maintenance is carried out based on applications for occupancy (typically new tenants), proactive monitoring by staff, complaints and communications from the Public Safety team.

Examples of recent enforcement efforts include:

- Removal of (2) buildings at former Best Buy site at 277868 and 27772 Novi Road
- Mowing, clean-up, boarding and removal of former Whitehall Building at 43455 10 Mile Road
- Monitoring and abatement of the stalled ASI building project at 24301 Karim Blvd.

- Parking lot maintenance and land use issues at 41370 Bridge Street
- Monitoring and abatement at vacant former Dice building at 24555 Novi Road
- **Monitoring and abatement at the former gas station at 1930 Old Novi Road**
- Repair and litigation for vacant building at 2206 Old Novi Road
- Monitoring and abatement at vacant commercial building at 43700 12 Mile Road
- Abatement and removal of the former Glenda's Nursery building at 40575 Grand River
- Removal of an abandoned structure and clean-up of the vacant premises of 46844 Twelve Mile Road
- Removal of dilapidated structure at 46077 Grand River
- Remediation of drainage leaving the ITC property, causing flooding in the Country Cousins mobile home property
- Exterior storage site plan violation remediation at Comau at 44000 Grand River Ave.

Residential Properties

As with commercial properties, efforts include proactive monitoring by staff, complaints, references from Child and Adult Protective Services, and communications from the Public Safety team.

Examples of recent enforcement efforts include, but are not limited to:

- Vacating and removal of mobile homes at 25625 Jackson Street and 41640 Joindre Drive
- Removal of vacant home and outbuildings at 22422 Naper Road
- Removal of vacant home and outbuildings at 26255 Beck Road (Providence)
- Continued abatement and litigation for stalled home reconstruction and maintenance at 41321 Llewelyn
- Partial demolition and monitoring of fire damaged home at 43033 Brookstone
- Monitoring and abatement of unfit/unsafe condominiums at 4100 Twelve Oaks Crescent and 24698 Bashian Drive
- Site clean-up and repairs at 40450 Eleven Mile

In addition to these examples, the Code Compliance team continues to execute the neighborhood property maintenance program; most recently a number of areas adjacent to Walled Lake. Multiple neighborhoods throughout the City are included each year with the goal of addressing the entire City within 6 years. The goal of the program remains to maintain and increase housing stock values and improve the overall quality of life for all residents. The program applies the standards of the International Property Maintenance Code referenced in the City Code to the exterior of structures and property.

Initial communication takes place with the Homeowners Association leadership (where possible), and an introductory letter and self-checklist are mailed to each property owner. This initial communication with residents occurs a minimum of (2) weeks before any inspections. This allows our team to answer any questions and concerns, and gives property owners the opportunity to review the condition of their property for potential maintenance issues. In many cases, concerns are addressed prior to any inspection at all being done by the City.

Code Compliance Officers then visit each property and survey for violations from the public right-of-way. Where issues are noted at time of inspection, owners are notified in writing of any deficiencies requiring attention. City Code references for each deficiency are included (example letters attached). We have heard from residents that these letters are interpreted as violations, but they are actually just initial correspondence.

After 30 days, follow-up inspections are performed and if items remain, a second letter is sent with additional follow-up as needed. Our team welcomes personal interaction where residents are outdoors during inspection or even knocking on doors at follow-up visits where there may be challenges establishing communication.

In cases where resources may be limited, extra measures are taken to connect residents with programs such as the Minor Home Repair Program or supporting organizations to bring properties into compliance. Issues are addressed on an individual basis, and our team regularly works with property owners to adjust compliance timelines, recognizing that availability of contractors, inclement weather, and availability of resources, including Home Repair funds, may extend the time needed for repairs. Our team is available for emails, phone calls, drop-in visits, scheduled meetings, and onsite conversations with any resident to answer any questions and to address any concerns. Photographs are available for reference as well.

Enforcement through district court civil infraction tickets is used only as a last resort when all other avenues have been exhausted. Enforcement does not occur if residents are willing to communicate with the City and continue to make reasonable progress.

As always, residents are encouraged to call with any questions or concerns. Our team is always happy to meet on site to address any specifics of the program as it relates to their individual property and next steps.

Please let me know if I can provide additional information.