



COMMUNITY DEVELOPMENT DEPARTMENT

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

ZONING BOARD OF APPEALS STAFF REPORT

FOR: City of Novi Zoning Board of Appeals

MEETING DATE: August 11, 2026

REGARDING: Parcel # 50-22-24-377-026 (PZ26-0037)

BY: Alan Hall, Deputy Director Community Development

I. GENERAL INFORMATION:

Applicant

Willowbrook Farms

Variance Type

Sign Variance

Property Characteristics

Zoning District: This property is zoned One-Family Residential (R-4)

Location: north of Ten Mile Road, along the east side of Bethany Way

Parcel #: 50-22-24-377-026

Request

The applicant is requesting variances from City of Novi Sign Ordinance Section 28-5(a) Chart to allow construction of 6ft. in height residential entrance way signs (5 ft. maximum allowed, variance of 1 ft.); and Section 28-5(d)(11) to allow an additional residential entrance way sign at vehicular entrance (1 sign permitted, variance of 1 sign).

II. STAFF COMMENTS:

The applicant is seeking (2) sign variances to update existing entrance monument signs to the existing residential community, Willowbrook Farms. The existing brick entry walls are planned to be modified slightly to provide an updated visual appearance, with the new signage, designed to be consistent between the two entrance locations.

- 1) 1-foot height increase for the new signage design at both locations [5' allowed, 6' proposed]
- 2) Allow an additional entrance way sign [one allowed, two requested / existing condition]

III. RECOMMENDATION:

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

I move that we grant the variance in Case No. PZ26-0037 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. _____.

Zoning Board of Appeals

Willowbrook Farms

Case # PZ26-0037

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I move that we **deny** the variance in Case No. **PZ26-0037** 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

RECEIVED

JUL 01 2026



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ZONING BOARD OF APPEALS APPLICATION

CITY OF NOVI
COMMUNITY DEVELOPMENT

APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROPERTY INFORMATION (Address of subject ZBA Case)				Application Fee: <u>\$330.00</u> Meeting Date: <u>8/11/26</u> ZBA Case #: <u>PZ 26-0037</u>	
PROJECT NAME / SUBDIVISION Willowbrook Farms Sub #4					
ADDRESS 41139 Scarborough Lane, NOVI, MI 48375			LOT/SIUTE/SPACE #		
SIDWELL # 50-22-24 - 377 - 049			May be obtain from Assessing Department (248) 347-0485		
CROSS ROADS OF PROPERTY 6 signs: Bethany Way & 10 Mile, Amanda Lane & 10 Mile, Clermont Ave & Meadowbrook Rd, South & North Sides Clermont & Meadowbrook, Scarborough Lane & Meadowbrook Rd					
IS THE PROPERTY WITHIN A HOMEOWNER'S ASSOCIATION JURISDICTION?				REQUEST IS FOR:	
☒ YES ☐ NO				☒ RESIDENTIAL ☐ COMMERCIAL ☐ VACANT PROPERTY ☐ SIGNAGE	
DOES YOUR APPEAL RESULT FROM A NOTICE OF VIOLATION OR CITATION ISSUED? ☐ YES ☒ NO					
II. APPLICANT INFORMATION					
A. APPLICANT			CELL PHONE NO.		
NAME Molly Smith			TELEPHONE NO.		
ORGANIZATION/COMPANY Signs & More			FAX NO.		
ADDRESS 1371 Souter Drive			CITY Troy	STATE MI	ZIP CODE 48083
B. PROPERTY OWNER ☐ CHECK HERE IF APPLICANT IS ALSO THE PROPERTY OWNER					
Identify the person or organization that owns the subject property:			CELL PHONE NO.		
NAME Shyam Valloornatt			TELEPHONE NO.		
ORGANIZATION/COMPANY Willowbrook Farms homeowner's Association			FAX NO.		
ADDRESS 41139 Scarborough Lane			CITY Novi	STATE MI	ZIP CODE 48375
III. ZONING INFORMATION					
A. ZONING DISTRICT					
☐ R-A ☐ R-1 ☐ R-2 ☐ R-3 ☒ R-4 ☐ RM-1 ☐ RM-2 ☐ MH ☐ I-1 ☐ I-2 ☐ RC ☐ TC ☐ TC-1 ☐ OTHER _____					
B. VARIANCE REQUESTED					
INDICATE ORDINANCE SECTION (S) AND VARIANCE REQUESTED:					
1. Section <u>28-5(a) Footnote (3)</u> Variance requested <u>Residential entranceway sign at 6' in height (5' maximum - variance of 1')</u>					
2. Section <u>28-5(d)(11)</u> Variance requested <u>2 entrance way signs at this entrance (1 allowed - variance of 1)</u>					
3. Section _____ Variance requested _____					
4. Section _____ Variance requested _____					
IV. FEES AND DRAWINGS					
A. FEES					
☐ Single Family Residential (Existing) \$220 ☐ (With Violation) \$275 ☐ Single Family Residential (New) \$275 ☐ Multiple/Commercial/Industrial \$330 ☐ (With Violation) \$440 ☒ Signs \$330 ☐ (With Violation) \$440 ☐ House Moves \$330 ☐ Special Meetings (At discretion of Board) \$660					
B. DRAWINGS 1-COPY & 1 DIGITAL COPY SUBMITTED AS A PDF					
• Dimensioned Drawings and Plans • Site/Plot Plan • Existing or proposed buildings or addition on the property • Number & location of all on-site parking, if applicable • Existing & proposed distance to adjacent property lines • Location of existing & proposed signs, if applicable • Floor plans & elevations • 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 scheduled ZBA meeting. Failure to install a mock-up sign may result in your case not being heard by the Board, postponed to the next scheduled 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 established 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

Applicant Signature

Molly Smith

Date

6/30/26

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.

Property Owner Signature

SHYAM VALLOORNATH

Date

06/30/26

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
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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:

The subdivision was designed with coordinated entrance walls. Four of the wall signs are positioned at a 6' height currently (we are requesting a 1' variance from the maximum 5' height requirement for all signs) and one entryway has two entrance walls with signs (we are requesting a variance of 1').

We are requesting two island signs be increased to a 6' height with the intent of creating consistency.

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:

The difficulties are not self-created and our request is not unreasonable. Our goal is to maintain the original wall structures that were put in place because we LOVE them! Making change per ordinance will adversely impact the aesthetics.

It is our hope that this variance request aligns with the zoning ordinance's spirit as we work to maintain our entryway walls. This request does not adversely impact neighbors, public safety or property values.

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.

Failure to grant relief will present a practical difficulty as we are working to maintain the existing entry ways for walls which were originally designed with signage at a 6' height and an entrance that has two signs rather than one. Willowbrook Farms has a unique situation as the walls and signs are already in place and have been for many years. The reason for this appeal is to document the signage that is in place so there are records. We believe the 6' height and additional sign (entrance with two signs) were previously approved by the city or installed under prior permits. This request for variance is being made in effort of maintaining the entrances as they are today. Making a change in the number of signs and height will affect the aesthetics of the entry ways, especially for the entrance where a sign will be removed from the wall.

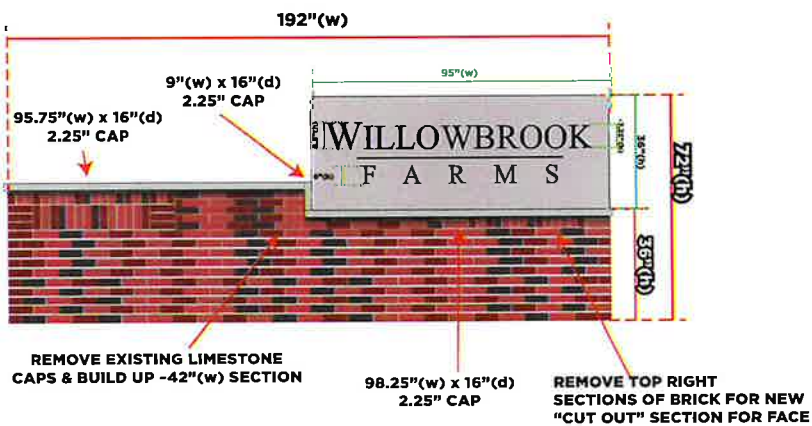
Standard #3. Adverse Impact on Surrounding Area.

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.

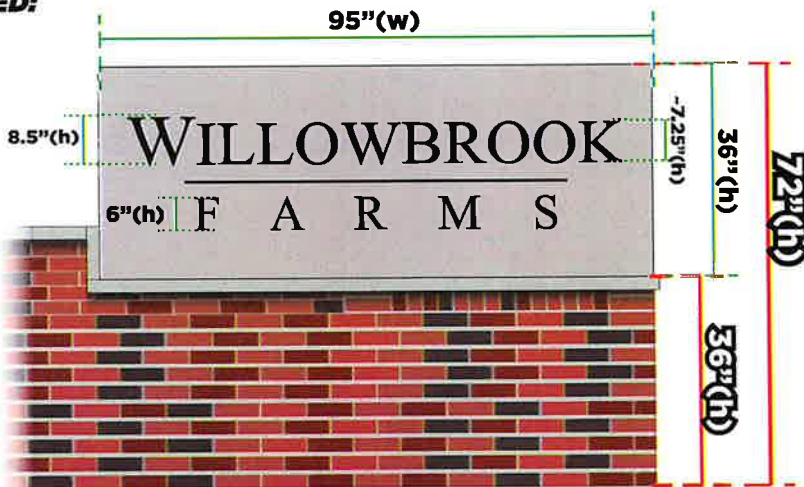
A variance compensates for site-specific conditions. The proposed signs maintain substantially the same footprint, location, and design as the existing entrances. The additional foot of height does not negatively affect neighboring properties, obstruct sign lines, or alter the residential character of the area.

WILLOWBROOK FARMS - Meadowbrook & Scarborough Ln Entrance - SIGN DESIGN
REFERENCE ADDRESS/HOME NEAR ENTRANCE: 41338 Scarborough Ln, Novi, MI 48375

UPDATED SIGN DESIGN:



ENHANCED:



-REMOVE EXISTING SIGN & ALL LIMESTONE/CAPS ON STRUCTURE

-EXISTING SIGN FROM GRADE TO THE TOP OF THE SIGN FACE IS CURRENTLY 60" (h)

-BUILD UP ~42" (w) SECTION IN MIDDLE WHERE EXISTING SIGN FACE WAS/WILL BE REMOVED FROM

-REMOVE TOP ~4 ROWS OF BRICKS ON EXISTING RIGHT EDGE TO CREATE NEW "CUT OUT" SECTION FOR NEW FACE

-ADD NEW LIMESTONE CAPS TO NEW "CUT OUT" SECTION

-INSTALL NEW 95" (w) x 36" (h) x 4" (d) LIMESTONE FACE VIA INSERTING REROD INTO BASE AND SECURING INTO FACE

-DOUBLE SIDED GRAPHICS PAINT FILLED INTO STONE

-SIGN FACE = 23.75 sqft

-NEW 2.25" (h) LIMESTONE CAPS:

-95.75" (w) x 16" (d)
(may come in 2 pieces due to size)

-9" (w) x 16" (d)
(side of cutout)

-98.25" (w) x 16" (d)
(may come in 2 pieces due to size)

WILLOWBROOK FARMS - Meadowbrook & Scarborough Ln Entrance - SIGN DESIGN (Cont'd)
REFERENCE ADDRESS/HOME NEAR ENTRANCE: 41338 Scarborough Ln, Novi, MI 48375

EXISTING SIGN DESIGN:

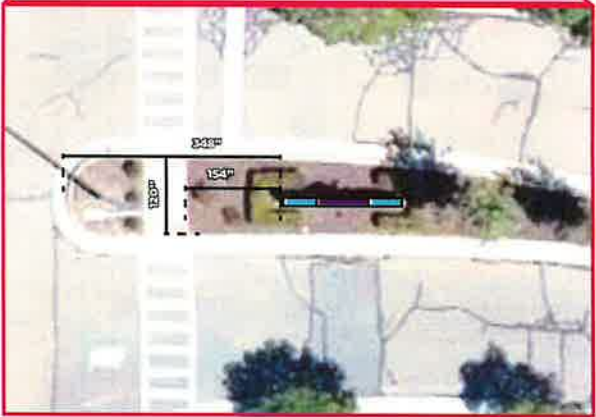


UPDATED SIGN RENDERING:

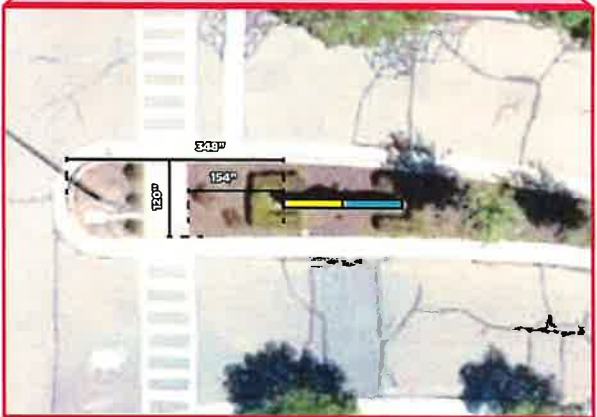


WILLOWBROOK FARMS - Meadowbrook & Scarborough Ln Entrance - SITE PLAN
REFERENCE ADDRESS/HOME NEAR ENTRANCE: 41338 Scarborough Ln, Novi, MI 48375

EXISTING SITE PLAN:



UPDATED SITE PLAN:



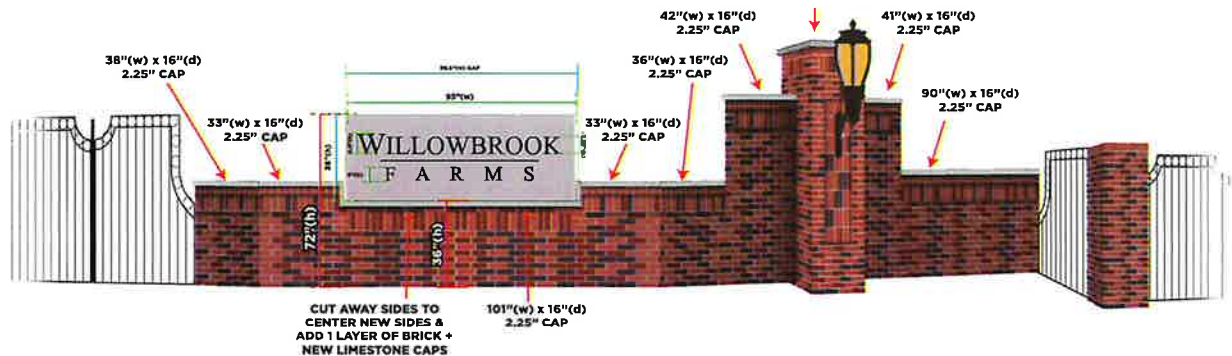
- = EXISTING BRICK STRUCTURE
- = EXISTING SIGN FACE
- = NEW SIGN FACE

-EXISTING STRUCTURE IS CENTERED WITHIN ~120"(w) MEDIAN ON SCARBOROUGH LANE AND 154" WEST OF THE SIDEWALK, WHICH IS 348" WEST OF EDGE OF MEDIAN

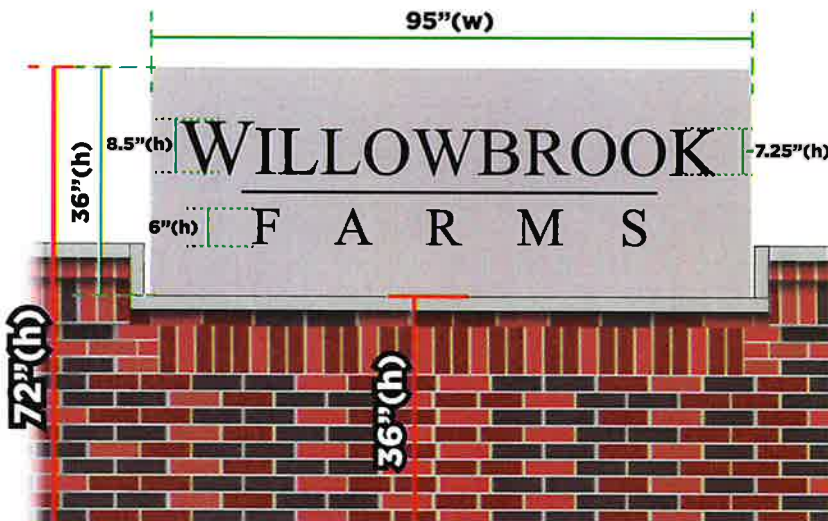
-UPDATED STRUCTURE WILL BE THE SAME SIZE/WE WILL ONLY BE CUTTING BRICKS OUT FROM EXISTING STRUCTURE TO SET NEW LIMESTONE FACE INTO STRUCTURE

WILLOWBROOK FARMS DRAWINGS - Meadowbrook & Clermont - **SOUTH SIDE** - SIGN DESIGN
 ADDRESS: 24975 Bloomfield Ct, Novi, MI 48375

UPDATED SIGN DESIGN:



ENHANCED:



- REMOVE EXISTING SIGN & LIMESTONE UNDER SIGN
- EXISTING SIGN FROM GRADE TO THE TOP OF THE SIGN FACE IS CURRENTLY 72\"(h)
- CUT OUT SIDES OF THE MIDDLE 167\"(w) SECTION SO SIGN CAN BE CENTERED (i.e. LEFT SIDE OF SIGN WAS 39\" & RIGHT SIDE OF SIGN WAS 42\")
- BUILD UP CENTER PORTION TO 36\" (h) VIA -1 LAYER OF BRICK + NEW LIME STONE CAP
- INSTALL NEW 95\"(w) x 36\"(h) x 4\"(d) LIMESTONE FACE VIA INSERTING REROD INTO BASE AND SECURING INTO FACE
- SINGLE SIDED GRAPHICS PAINT FILLED INTO STONE
- SIGN FACE = **23.75 sqft**
- NEW 2.25\"(h) CAPS:

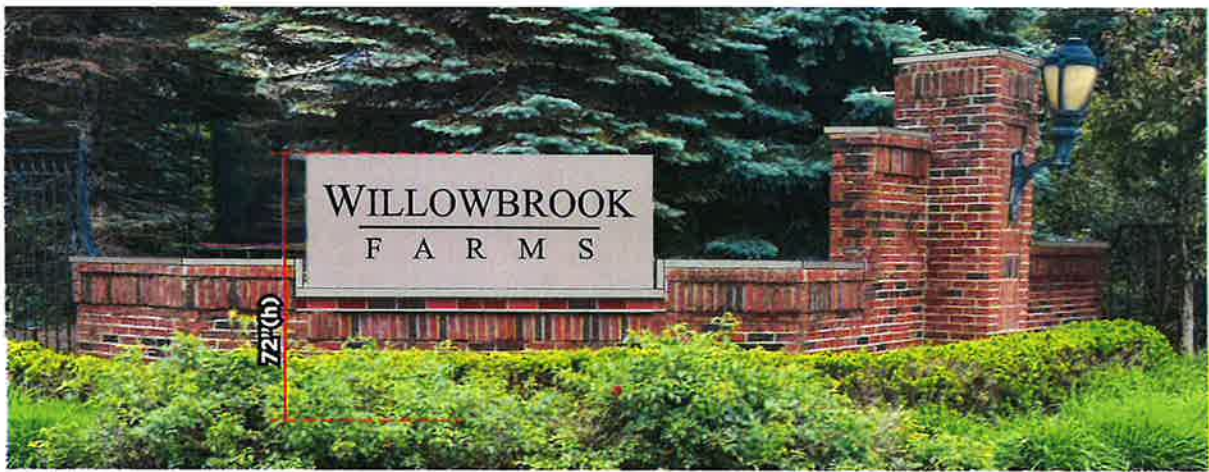
-38\"(w) x 16\"(d)	-36\"(w) x 16\"(d) x2
-33\"(w) x 16\"(d) x2	-35\"(w) x 35\"(d)
-8.25\"(w) x 16\"(d) x2 (sides of cutout)	-42\"(w) x 16\"(d)
-101\"(w) x 16\"(d) (may come in 2 pieces due to size)	-41\"(w) x 16\"(d)
	-90\"(w) x 16\"(d)

WILLOWBROOK FARMS DRAWINGS - Meadowbrook & Clermont - **SOUTH SIDE** - SIGN DESIGN (Cont'd)
ADDRESS: 24975 Bloomfield Ct, Novi, MI 48375

EXISTING SIGN DESIGN:



UPDATED SIGN RENDERING:



WILLOWBROOK FARMS DRAWINGS - Meadowbrook & Clermont - **SOUTH SIDE** - SITE PLAN
 ADDRESS: 24975 Bloomfield Ct, Novi, MI 48375

EXISTING SITE PLAN:



UPDATED SITE PLAN:



- = PROPERTY LINE
- = EXISTING BRICK STRUCTURE
- = EXISTING SIGN FACE
- = NEW SIGN FACE

-EXISTING STRUCTURE IS 156" WEST OF PROPERTY LINE & 471" WEST OF MEADOWBROOK RD THEN IT IS 132" SOUTH OF PROPERTY LINE/SIDEWALK, & 312" SOUTH OF CLERMONT AVE

-UPDATED STRUCTURE WILL BE THE SAME SIZE/PLACEMENT - WE WILL ONLY BE CUTTING BRICKS OUT FROM EXISTING STRUCTURE TO SET NEW LIMESTONE FACE INTO STRUCTURE

