



**CITY of NOVI CITY COUNCIL**

**Agenda Item H  
February 29, 2016**

**SUBJECT:** Approval of Resolution to close Napier Road between Ten Mile and Twelve Mile Roads for the Novi Half Marathon from 7:45am to 10:45am on Saturday, April 30, 2016.

**SUBMITTING DEPARTMENT:** Department of Public Services, Engineering Division *BTC RA*

**CITY MANAGER APPROVAL:** *PA*

**BACKGROUND INFORMATION:**

The 2016 Novi Half-Marathon, held in partnership with the Novi Parks, Recreation, and Cultural Services Department and Kona Running Company along with their sponsors, will be held on Saturday, April 30, 2016 beginning at 7:45am. The race route for 2016 is the same route used for this event in 2015. The event includes three races with staggered start times: a 5K race, a 10K race, and the half-marathon.

The route begins and ends at Novi Middle School and includes Wixom Road from the middle school south to Birchwoods Drive, Napier Road between Ten Mile and Twelve Mile, and residential roads in the Island Lake subdivision within the City of Novi. Roads will be open for Island Lake Subdivision residents during the race events, and will be monitored by event course marshals. The Island Lake Homeowner's Association will be notified by email of the race event.

Napier Road is under the jurisdiction of the Road Commission for Oakland County. Approval of the attached resolution is required to apply for a closure permit from the Road Commission.

**RECOMMENDED ACTION:** Approval of Resolution to close Napier Road between Ten Mile and Twelve Mile Roads for the Novi Half Marathon from 7:45am to 10:45am on Saturday, April 30, 2016.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

**CITY OF NOVI**

**COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION AUTHORIZING NOVI HALF-MARATHON ON NAPIER ROAD**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

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

**WHEREAS** ; the 2016 Novi Half-Marathon event, held in partnership with the Novi Parks, Recreation, and Cultural Services Department and the Kona Running Company along with their sponsors, will be held on Saturday, April 30<sup>th</sup>, 2016 between 7:45 am and 10:45 am. The route will begin and end at Novi Middle School. The route includes Napier Road between Ten Mile and Twelve Mile Roads, as well as Wixom Road and residential roads in the Island Lake Subdivision within the City of Novi. A route map is attached; and

**WHEREAS** ; the City of Novi has been issued an annual permit, permit number 56051, by the Road Commission for Oakland County to conduct civic events on roads under the jurisdiction of RCOC; and

**WHEREAS** ; the validity of the permit is conditioned upon adoption of an Authorizing Resolution by the Novi City Council for the event and a statement agreeing to the terms of the permit.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the City of Novi herby support and authorize the 2016 Novi Half-Marathon event and will fulfill all permit requirements, save harmless, indemnify, and represent the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the 2016 Novi Half-Marathon.

**AYES:**

**NAYS:**

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Maryanne Cornelius, 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 29th day of February 2016, 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.

\_\_\_\_\_  
Maryanne Cornelius, City Clerk  
City of Novi

BOARD OF COUNTY ROAD COMMISSIONER, OAKLAND COUNTY, MICHIGAN  
2420 PONTIAC LAKE ROAD - WATERFORD, MI 48328  
REFER ALL INQUIRES TO DEPARTMENT OF CUSTOMER SERVICES - PERMITS (248) 858-4835

Const. Bond: \$ 0.00  
Permit Fee: \$ 0.00  
Deposit: \$ 0.00  
Est. Insp. Fee: \$ 0.00  
Paint Fee: \$ 0.00  
Sign Fee: \$ 0.00  
Signal Fee \$ 0.00

APPLICATION NO. **3500029**  
PERMIT NO. E **56051**

This permit is issued on the condition that licensees and any persons working under the authority of this permits shall comply with the requirements of Act 53 of the P.A. of 1974.  
CALL MISS DIG BEFORE YOU DIG  
PHONE (248) 647-7344

1/1/2015

Received of NOVI, CITY OF to be applied in accordance  
with the terms of below permit. **BOARD OF COUNTY ROAD COMMISSIONERS**  
Oakland County, Michigan

Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application attached hereto, permission is granted by the Board of County Road Commissioners, Oakland County, Michigan hereinafter referred to as the Board, to: **NOVI, CITY OF**

45175 W 10 MILE, NOVI, MI 48375  
248-735-5640

hereinafter referred to as the Licensee,


This is a permit to:

CONDUCT PARADES OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL COMMUNITY RESOLUTION. THE LOCAL COMMUNITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE COMMUNITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL COMMUNITY. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC GUIDELINES. THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES. THE INSTALLATION AND BANNER SHALL BE IN ACCORDANCE WITH THE APPROVED APPLICATION AND WITH RULE 5.4 OF THE R.C.O.C "RULES, STANDARDS AND SPECIFICATIONS FOR DRIVEWAYS, BANNERS AND PARADES UPON OR OVER ROAD COMMISSION FOR OAKLAND COUNTY RIGHTS OF WAY". ALL BILLINGS FOR APPLICATION FEES, INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE ADDRESS PROVIDED ON THE APPLICATION FORM.

Novi Twp

This permit is granted for the period  
Commencing 1/1/2015  
and ending 12/31/2017

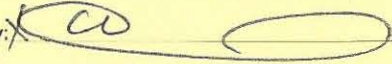
**BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN**  
Department of Customer Sevices - Permits

By: 

In consideration of the granting of this permit, the undersigned Licensee hereby agrees to abide by and conform with all of the terms and conditions herein set forth or incorporated herein by reference. (SEE APPLICATION AND REVERSE SIDE FOR CONDITIONS OF PERMIT.)

1/1/2015

NOVI, CITY OF

By: 

12/18/2014

Application # 3500029

Contact: MATT WIKTOROWSKI

Phone: 248-735-5640

### **PERMIT DESCRIPTION**

The following is a permit description ONLY. It shall not be construed to be a permit and shall become valid only after the permit is acquired.

This is a permit to:

CONDUCT PARADES OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL COMMUNITY RESOLUTION. THE LOCAL COMMUNITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE COMMUNITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL COMMUNITY. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC GUIDELINES. THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES. THE INSTALLATION AND BANNER SHALL BE IN ACCORDANCE WITH THE APPROVED APPLICATION AND WITH RULE 5.4 OF THE R.C.O.C "RULES, STANDARDS AND SPECIFICATIONS FOR DRIVEWAYS, BANNERS AND PARADES UPON OR OVER ROAD COMMISSION FOR OAKLAND COUNTY RIGHTS OF WAY".

ALL BILLINGS FOR APPLICATION FEES, INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE ADDRESS PROVIDED ON THE APPLICATION FORM.

## **PART 9 – BANNER PERMITS**

### **RULE 9.1 AUTHORIZED APPLICANTS**

A permit for the installation of Banners to be placed within or over the Right-of-Way may be issued by the Permits Division only to the governing body of a city, incorporated village, or township.

### **RULE 9.2 APPLICATION FORMS**

Applications for permits for the erection of Banners shall be in the manner prescribed by, or on the appropriate forms supplied by, the Permits Division. Only the authorized governing body may make application. The community shall obtain permission from the pole's owner for use of any and all poles. R.C.O.C. traffic signals or poles cannot be used for Banners.

### **RULE 9.3 MINIMUM REQUIREMENTS**

- 9.3.1 Permit applications shall be accompanied by a copy of a Municipal Resolution from the local governing body designating an authorized official of the city, village, or township with the authority to make the application for the city, village, or township. The application should be submitted approximately one month in advance of proposed installation.
- 9.3.2 Each application shall include the following information:
- (A) Activity in connection with which the Banners are to be placed.
  - (B) Location of the proposed installation including distance to traffic control devices.
  - (C) A description of the Banners, including any legend or symbol thereon.
  - (D) The height of an overhead Banner at its lowest point above the surface of the road.
  - (E) The dates on which the Banner will be erected and removed shall not exceed a time period specified by the Permits Division. An acceptable period of time for Banners, other than Christmas decorations, to be in place is 3 weeks and acceptable duration for Christmas decorations to be in place is 6 weeks.
  - (F) Such other information as the Permits Division may require.

### **RULE 9.4 DESIGN AND PLACEMENT REQUIREMENTS**

- 9.4.1 The design, method of installation and location of all Banners shall be such that they shall conform to all applicable laws, statutes and regulations, including Act 200 of 1969, these Rules and the M.M.U.T.C.D.; shall not be dangerous to those using the road; and shall not unduly interfere with Sight Distance or the free movement of the traffic.
- 9.4.2 Overhead Banners shall be securely fastened and have a minimum bottom height of 18 feet above the surface of the traveled way, shall be placed not closer than 100 feet on either side of traffic lights or signals, and shall be so placed as to not obstruct a clear view of such traffic lights or signals or other traffic control devices. Banners shall not be attached to trees.
- 9.4.3 Banners shall not have displayed thereon any legend or symbol which, in the judgment of the R.C.O.C., may, in any way, be construed to advertise or otherwise promote the sale of, or publicize, any merchandise or commodity, or which may be construed to be political in nature.

9.4.4 Banners shall not have displayed thereon any device which is, purports to be, imitates, resembles, or may be mistaken for, a traffic control device, or which attempts to direct the movement of traffic.

9.4.5 Decorations shall not include flashing lights.

**RULE 9.5 CONDITIONS OF ISSUANCE OF BANNER PERMITS**

9.5.1 Permits for the erection or installation of Banners may be cancelled by the Permits Division if it determines in its sole judgment that such installation shall become dangerous to those using the road or unduly interfere with the free movement of traffic. If it becomes necessary to remove the Banner due to safety reasons, the cost of removal shall be borne by the Permit Holder, and the Permit Holder shall reimburse the R.C.O.C for any and all costs or expenses the R.C.O.C. may have incurred in connection with such removal.

9.5.2 The city, village, or township making application shall faithfully fulfill all permit requirements and shall indemnify and save harmless the Board from claims of every kind arising out of , or on account of, permitted activities.

9.5.3 The Permits Division may issue permits to cities, villages, or townships for the installation of Banners at approved locations for a period of not more than three (3) years, subject to the conditions above.

# 2016 5K Course Map - Start Time 8:45 am

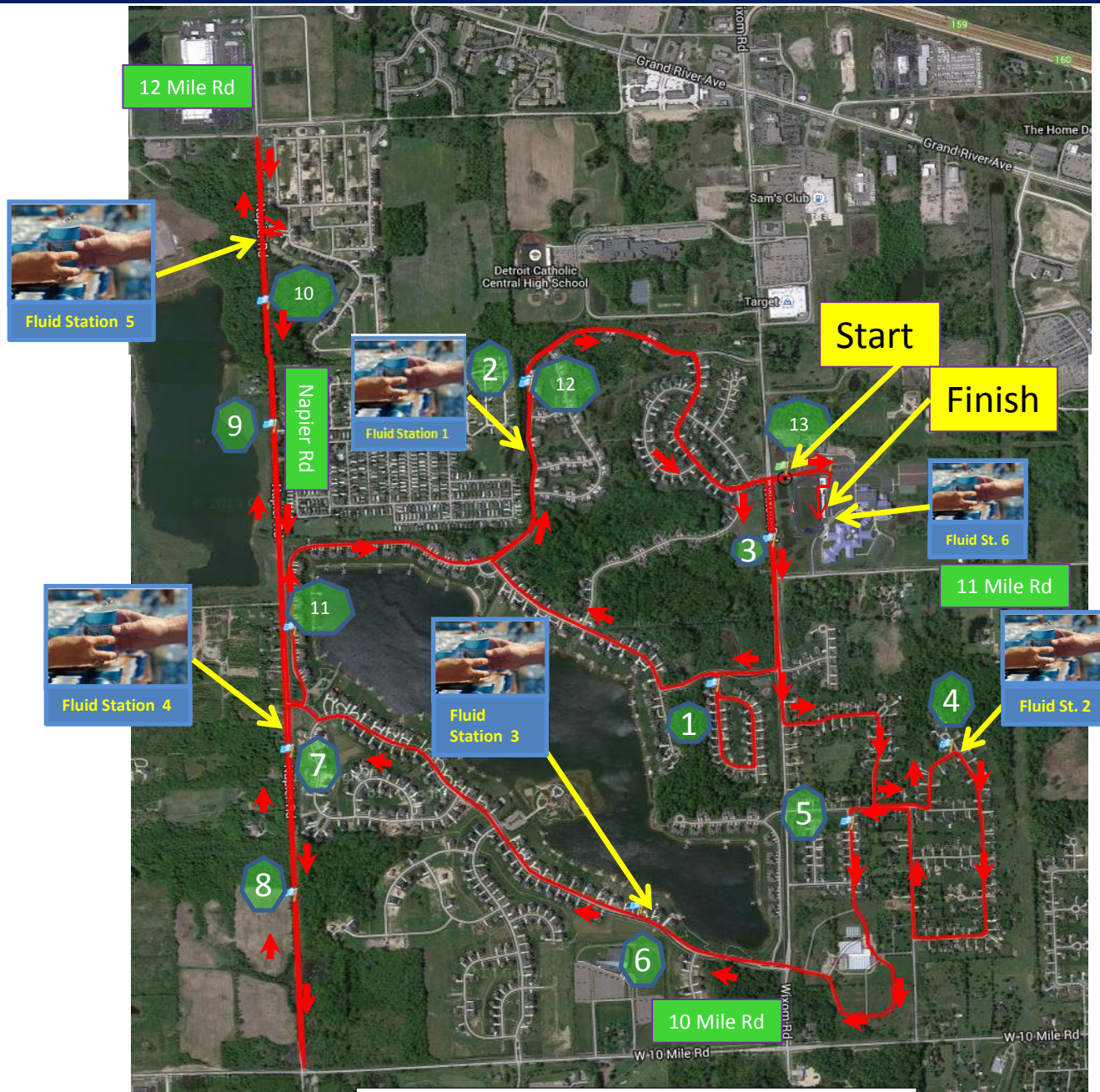




# 2016 10K Course Map - Start Time 8:15 am



# 2016 Novi Half Marathon Course Map - Start Time 7:45 am



Nas

1/23/2016

# 2016 Half Marathon, 10K & 5K

## Turn by turn Instruction

Novi Half Marathon			
Start	Novi Middle School	17	Turn left on Delmont Dr.
1	Turn left on Wixom Rd.	18	Turn left on Acorn Trail (continue the loop till you cross the Wixom Rd.)
2	Turn right on Ravine Rd. (enter Island Lake Subdivision)	19	Turn right on driftwood Dr.
3	Turn left Hillsdale Dr.	20	Turn right on Acorn Train
4	Turn left on Dogwood Ln.	21	Enter Island Lake Subdivision - Continue on Drake Bay Dr.
5	Turn right Hillsdale Dr.	22	Turn right on Seaglen Dr.
6	Turn left on Ravine Rd.	23	10 K runners make right on Island lake Dr. Half marathon runners continue on Seaglen Dr.
7	Turn right on Shoreline Dr.	24	Turn left on on Napier Rd.
8	Turn right on Island Lake Dr.	25	Make a u-turn before 10 Mile Rd
9	Turn right on Glenwood Dr. (5K shared with Half Marathon. 5K runners cross Wixom to go Finish rea)	26*	Make u-turn south of 12 Mile Rd. and head South
10	Turn right on Wixom Rd. (only for Half Marathon to continue)	26	Make left on Kingsbridge Blvd and turn around at the end of Blvd.
11	Turn left on Brichwoods Dr. ( continue on Brichwoods turning right)	27	Turn left on Seaglen Dr.
12	Turn left on Delmont Dr.	28	Turn left on Island Lake Dr.
13	Turn left on Woodworth Dr.	29	Turn right on Glenwood Dr.
14	Turn right on Nottingham Dr.	30	Cross Wixom Rd and enter Novi Middle School area
15	Turn right on Thornbury Dr.	31	Finish is near the Middle School Stadium
16	Turn right on Dinser Dr.		

### Keys:

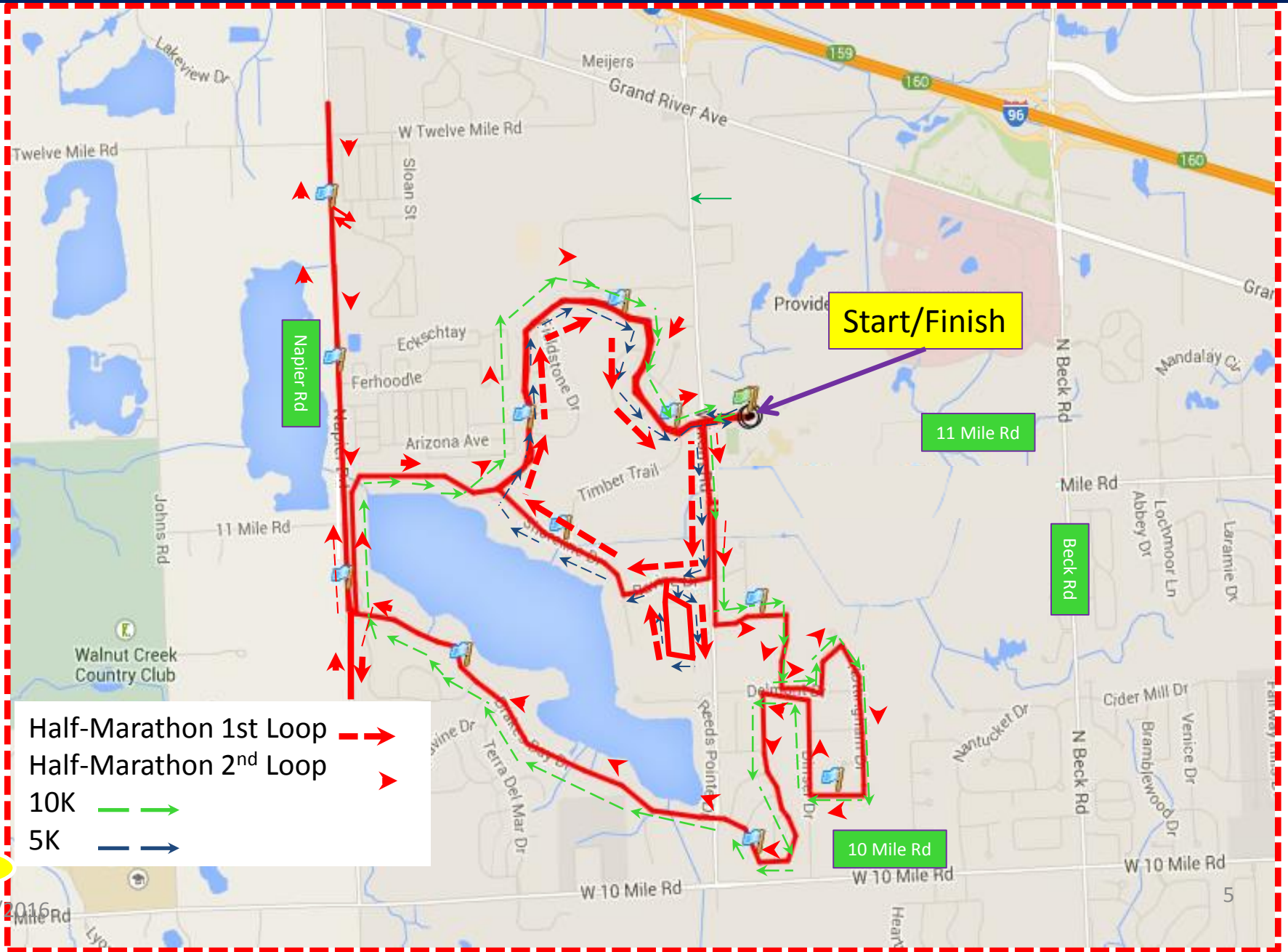
Green fonts: 5k is shared with Half Marathon from start till Wixom Rd.

Purple fonts: 10K route shared with Half Marathon

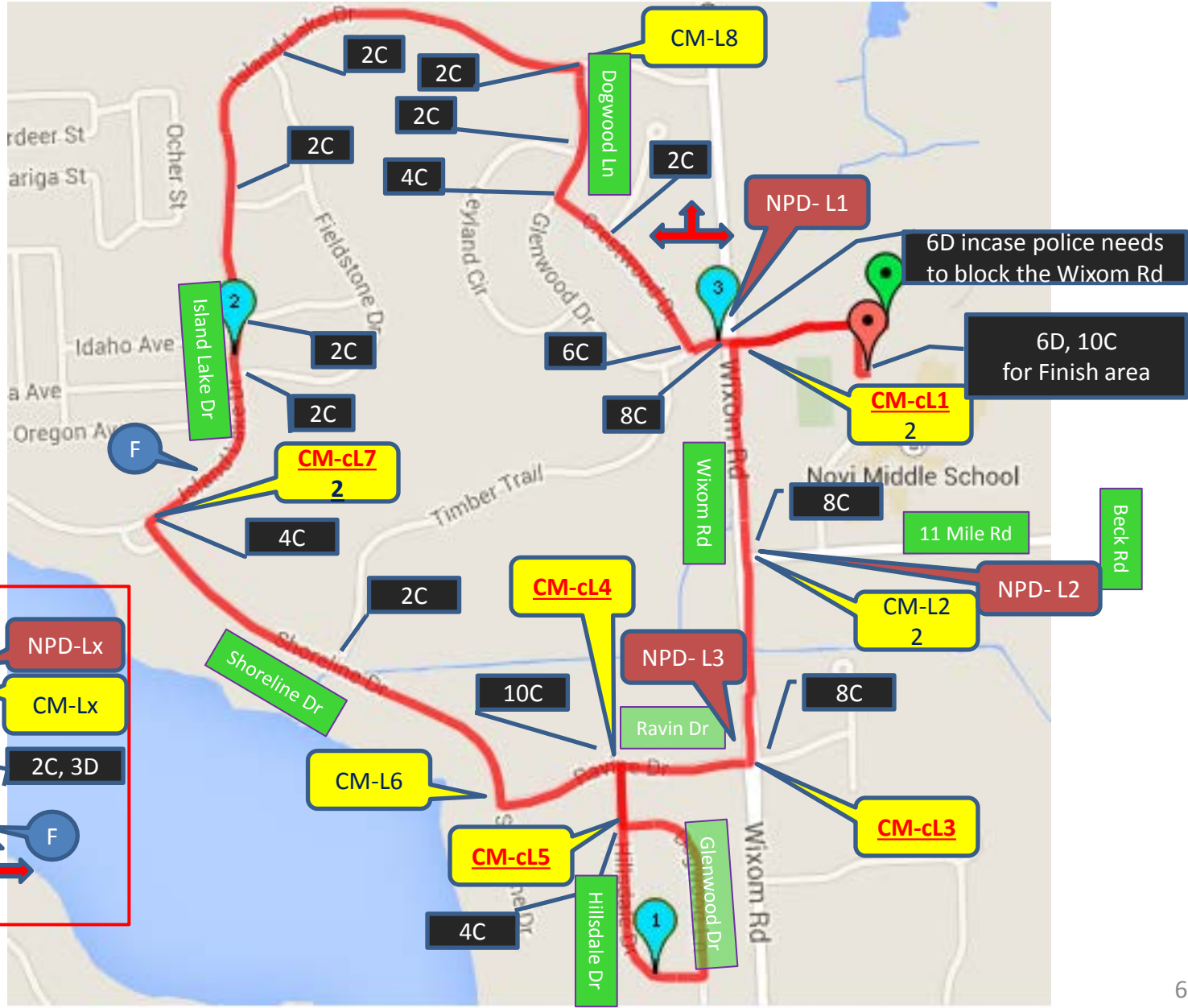
Red fonts: Half Marathon only

Black fonts :Island Lake Drive after Shoreline Drive is shared with all races

# Half Marathon, 10K & 5K Combined Course Map



# 5K/Section A Course Equipment Map



**Map Keys:**

- Novi Police – Loc No. NPD-Lx
- Course Marshal – Loc No. CM-Lx
- Cones & Delimiters 2C, 3D
- Fluid Station F
- Course Spilt Sign ↔

# 10K/Section B Course Equipment Map



## Map Keys:

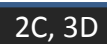
Novi Police – Loc No.



Course Marshal – Loc No.



Cones & Delimiters



Fluid Station



Course Split Sign



Nas

# Section C Course Equipment Map

## Map Keys:

Novi Police – Loc No.

NPD-Lx

Course Marshal – Loc No.

CM-CLx

Cones & Delimiters

2C, 3D

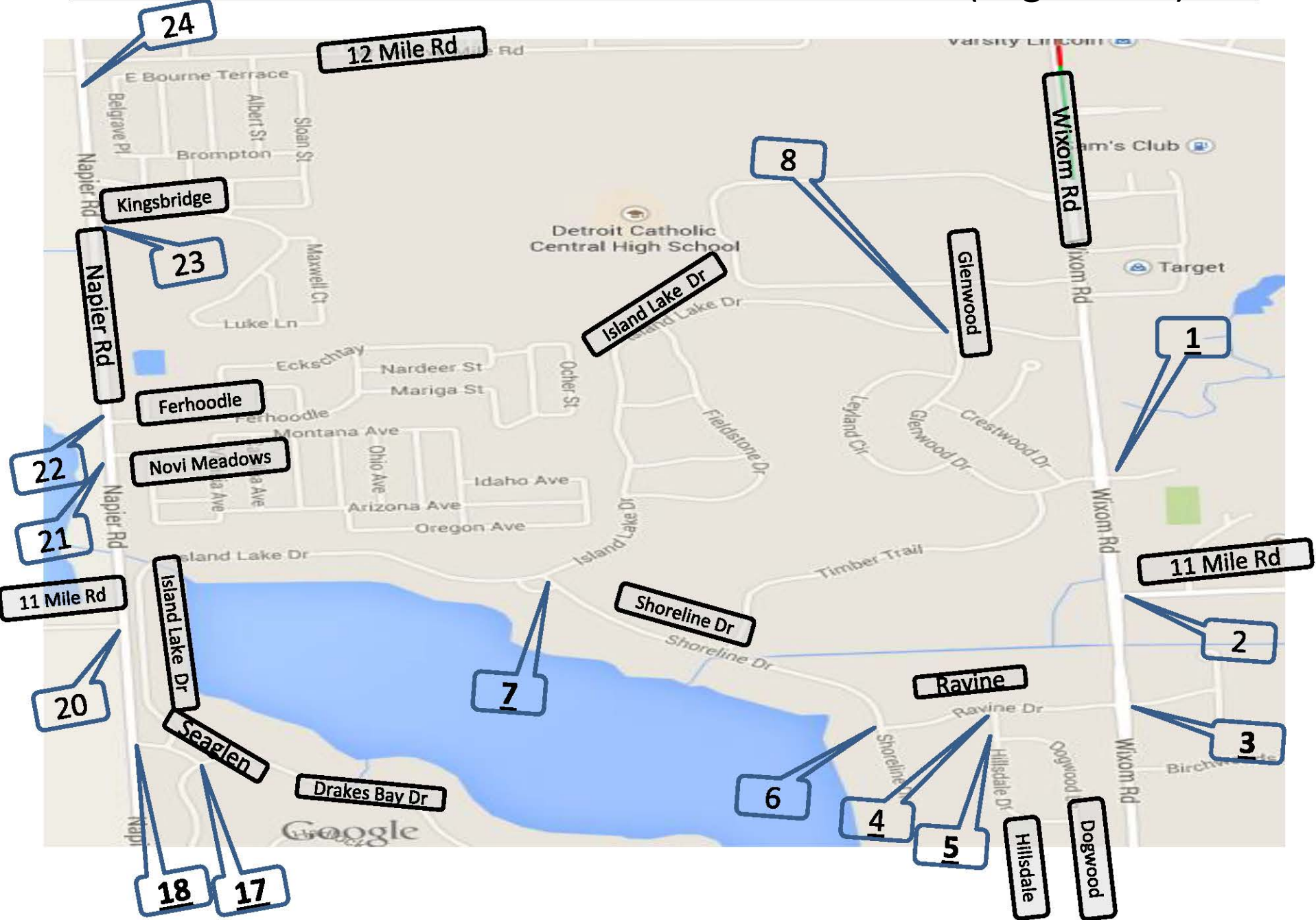
Fluid Station

F

Course Spilt Sign



# Novi Half Marathon Course Marshal Locations (Page 1 of 2)

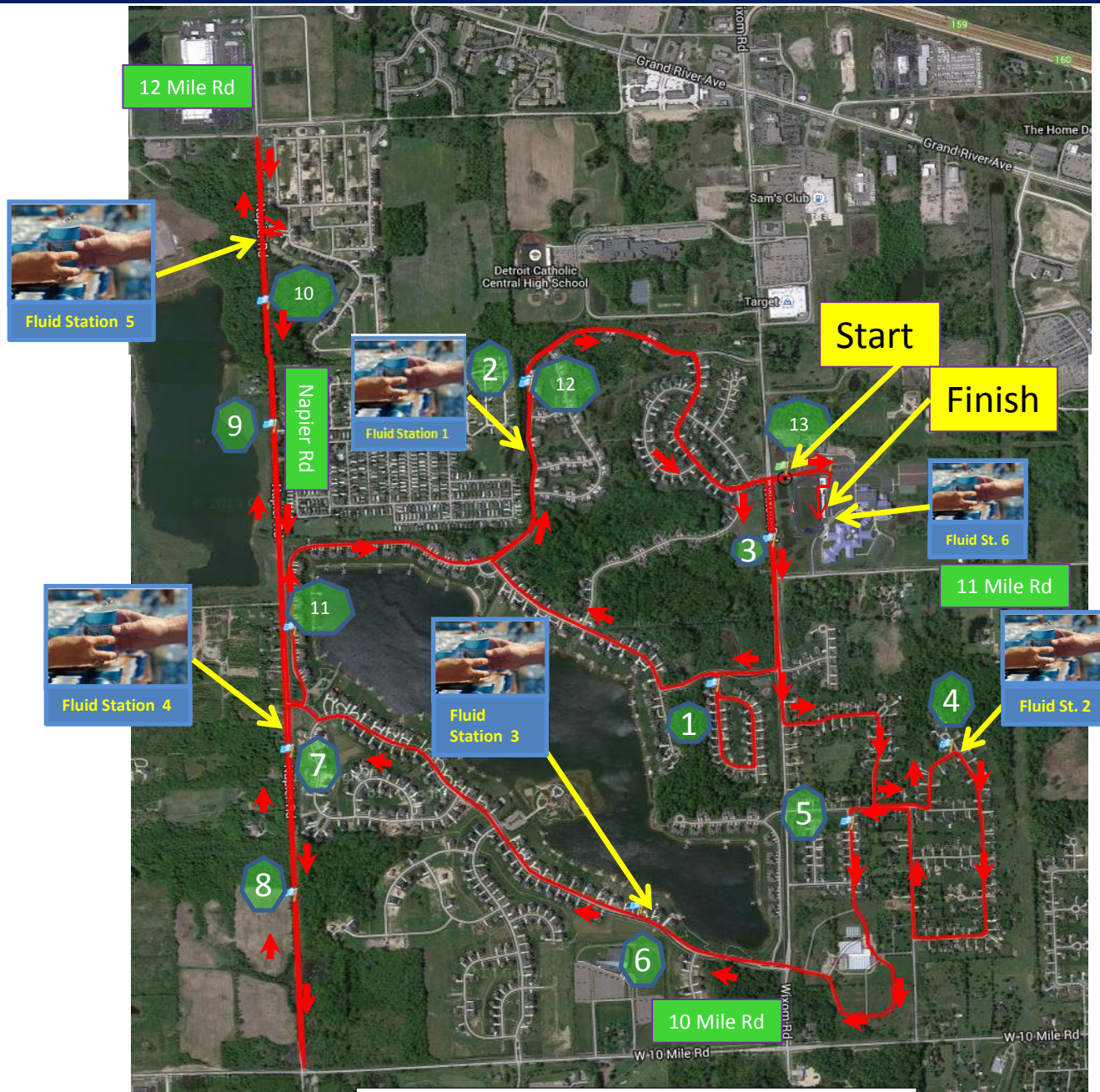




# Novi Half Marathon Course Marshal Locations (Page 2 of 2)



# 2016 Novi Half Marathon Course Map - Start Time 7:45 am



# Section C Course Equipment Map

## Map Keys:

Novi Police – Loc No.

NPD-Lx

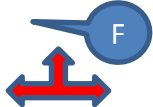
Course Marshal – Loc No.

CM-CLx

Cones & Delimiters

2C, 3D

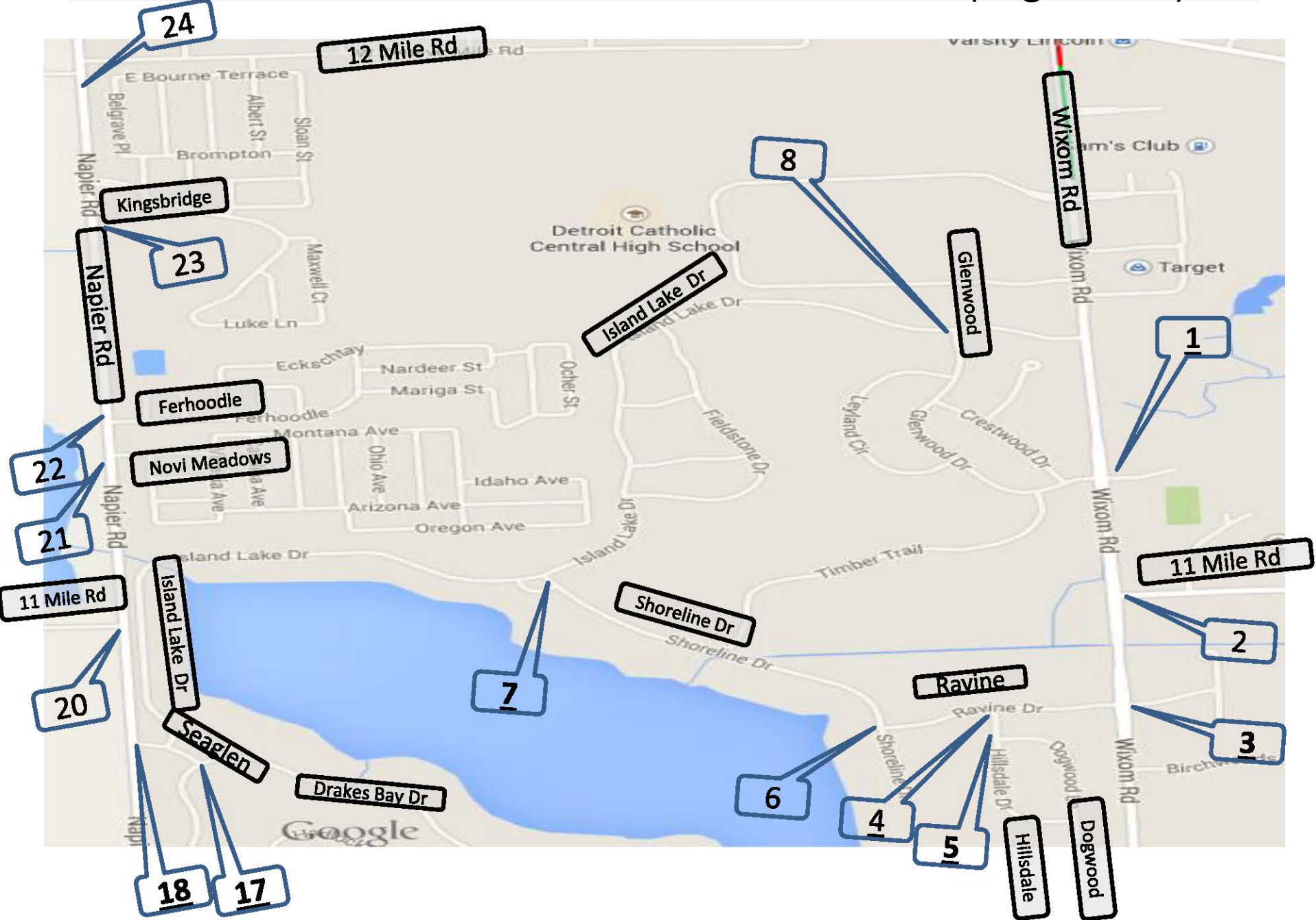
Fluid Station



Course Spilt Sign



# Novi Half Marathon Course Marshal Locations (Page 1 of 2)



# Novi Half Marathon Course Marshal Locations (Page 2 of 2)

