



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
OCTOBER 25, 2022**

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; the Canton Township Board of Trustees will also offer this meeting by video teleconference.

Individuals may attend the meeting in person or join the video teleconference by going to:

<https://us02web.zoom.us/j/86165247264>

Or One tap mobile:

1-309-205-3325 (86165247264#) or 1-312-626-6799 (86165247264#)

Or Telephone:

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Webinar ID: 861 6524 7264

International numbers available: <https://us02web.zoom.us/u/kxxis8k1u>

6:00 P.M.:

CALL TO ORDER

ROLL CALL: BORNINSKI, FOSTER, GANGULY, GRAHAM-HUDAK, SIEGRIST, SLAVENS,
SNEIDEMAN

ADOPTION OF AGENDA

APPROVAL OF MINUTES: OCTOBER 11, 2022

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

STUDY SESSION:

- 1) 2023 BUDGET ADJUSTMENTS/BUDGET FINAL REVIEW

RECOGNITION:

- 1) RESOLUTION – CHAMBER OF COMMERCE 50th ANNIVERSARY

CONSENT CALENDAR:

- 1) CONSIDER APPROVAL OF PAYMENT OF THE ANNUAL SOFTWARE LICENSE FEES TO KIRIWORKS FOR THE ON-BASE DOCUMENT MANAGEMENT SYSTEM (MSD)
- 2) CONSIDER INCREASING A BLANKET PURCHASE ORDER FOR MUNICIPAL SERVICES (MSD)

- 3) CONSIDER SECOND READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING HARVEST CREEK REZONING (MSD)
- 4) CONSIDER REQUEST TO INCREASE BLANKET PURCHASE ORDER FOR RICOH USA, INC (ITI)
- 5) CONSIDER SECOND READING OF AN AMENDMENT TO CHAPTER 46 IN THE CANTON TOWNSHIP CODE OF ORDINANCES REGARDING THE YOUTH TOBACCO ACT 167 OF 2022 (POLICE)
- 6) REQUEST BUDGET AMENDMENTS TO THE 2022 CAPITAL IMPROVEMENT PLAN (FBD)

GENERAL CALENDAR:

- 1) CONSIDER PRELIMINARY PLANNED DEVELOPMENT DISTRICT FOR CREEKVIEW LANDINGS (MSD)
- 2) CONSIDER SPECIAL LAND USE AMENDMENT TO EXPAND RELIGIOUS INSTITUTION LAND USE FOR ST. THOMAS A'BECKET AND CONSIDER SITE PLAN AMENDMENT TO CONSTRUCT ACCESSORY BUILDING (MSD)
- 3) CONSIDER APPROVING THE PURCHASE OF FLEET VEHICLES AND AN ASSOCIATED 2022 BUDGET AMENDMENT (MSD)
- 4) CONSIDER SITE PLAN FOR HAGGERTY III LIGHT INDUSTRIAL BUILDINGS (MSD)
- 5) CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE CANTON COMMAND OFFICERS ASSOCIATION/POLC UNION (SUPERVISOR)
- 6) CONSIDER APPROVING PAYMENT TO SCHOOLCRAFT COLLEGE FOR 3 POLICE ACADEMY SPONSORSHIPS IN 2021 AND AN ASSOCIATED AMENDMENT TO THE 2022 POLICE BUDGET (POLICE)
- 7) REQUEST APPROVAL TO PURCHASE DOCUSIGN SERVICES (ITI)
- 8) CONSIDER APPROVAL TO PURCHASE 2023 SEASON'S FERTILIZER, FUNGICIDE, PLANT PROTECTANT AND NUTRIENTS FOR PHEASANT RUN GOLF CLUB AND PARKS IN 2022 (CLS)

PUBLIC COMMENT
BOARD COMMENT
ADJOURN

ACCESS TO PUBLIC MEETINGS

In accordance with the Americans with Disabilities Act, individuals with disabilities who require special accommodations, auxiliary aids or services to attend or participate at the meeting/hearing should contact Rachelle Howell, Human Resources Manager, at 734-394-5260. Reasonable accommodations can be made with advance notice. A complete copy of the Access to Public Meetings Policy is available at www.canton-mi.org.

CANTON TOWNSHIP STUDY SESSION

TOPIC SUMMARY

DATE OF MEETING: Tuesday, October 25th, 2022

TOPIC: 2023 Budget Adjustments/Budget Final Review

PRESENTER: Wendy N. Trumbull, Director of Finance and Budget
Jade Smith, Director of Municipal Services
Chad Baugh, Director of Police Services
Christopher Stoecklein, Director of Fire Services
Greg Hohenberger, Director of Leisure Services
Victor Ibegbu, Director of Information Technology and Innovation

ADDITIONAL PRESENTERS: None

BRIEF SYNOPSIS OR OUTLINE OF DISCUSSION:

The 2023 budget revisions and adjustments will be reviewed.

DESIRED SESSION OUTCOME:

A final review of the 2023 budget revisions and adjustments will be held. Electronic copies were forwarded to you for your review.

**Charter Township of Canton
Board Proceedings – October 11, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, October 11, 2022, in-person. Supervisor Graham-Hudak called the meeting to order at 7 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Sneiderman
Members Absent: Slavens

Adoption of Agenda:

Motion by Siegrist, supported by Sneiderman to adopt the agenda as presented. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist supported by Borninski to approve the September 13 & 27, 2022 minutes. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Siegrist, supported by Foster to approve the payment of bills as presented. Motion carried unanimously.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF October 11, 2022		
101	GENERAL FUND	1,178,968.94
204	ROADS FUND	25,425.14
206	FIRE FUND	398,736.34
207	POLICE FUND	1,047,559.02
208	COMMUNITY CENTER FUND	106,920.21
219	STREET LIGHTING FUND	0.00
230	CABLE TV FUND	14,729.62
246	COMMUNITY IMPROVEMENT FUND	1,951,017.26
248	DDA - CANTON	9,793.28
260	INDIGENT DEFENSE FUND	8,639.40
261	E-911 UTILITY	51,861.30
265	ORGANIZED CRIME - DRUG ENFORCEMENT	48,270.21
274	CDBG FUND	0.00
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	126.31

301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	223,617.03
401	CAPITAL PROJECTS FUND	51,400.00
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	56,324.04
592	WATER & SEWER FUND	2,211,645.27
596	GARBAGE & RUBBISH COLLECTIONS	401,697.53
661	FLEET MAINTENANCE FUND	42,851.56
701	TRUST & AGENCY FUND	6,798.23
702	CUSTODIAL FUND	10,816.06
736	POST EMPLOYMENT BENEFITS FUND	377,023.64
852	SPECIAL ASSESSMENT DEBT SERVICE	2,207.25
	TOTAL - ALL FUNDS	8,226,427.64

Swearing in of Canton Youth Advisory Committee

Presentation:

- 1) Canton Youth Advisory Committee Update

Recognition:

Item R-1. Resolution – National Friends of Libraries Week

Motion by Foster, supported by Siegrist to approve the resolution as presented.

RESOLUTION OF BOARD OF TRUSTEES CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Acknowledging Canton Public Library and Establishing the Week of October 16, 2022 National Friends of Libraries Week

Whereas, Friends of the Canton Public Library raise money that enables our library to move from good to great, providing the resources for additional programming, much needed equipment, support for children’s summer reading, and special events throughout the year;

Whereas, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services

to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; now, therefore, be it

Resolved, that the Canton Township Board of Trustees recognizes October 16-22, 2022, as Friends of Libraries week in Canton Township, Wayne County, Michigan and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Motion carried unanimously.

Consent Calendar:

Item C-1. Consider Awarding a Contract for ADA Improvements Pursuant to the 2019 Capital Improvement Plan

Motion by Siegrist, supported by Sneiderman to approve the following budget amendment:

Increase Expenditure:

401-752.970_0025	Capital Outlay ADA Improvements	\$ 9,663
401-261.970_0025	Capital Outlay ADA Improvements	\$ 6,277
401-261.970_0025	Capital Outlay ADA Improvements	\$25,238
401-752.970_0025	Capital Outlay ADA Improvements	\$ 2,581
401-761.970_0025	Capital Outlay ADA Improvements	\$14,977
206-336-50.970_0025	Capital Outlay ADA Improvements	\$46,624

Decrease Expenditure:

401-772.970_0025	Capital Outlay ADA Improvements	\$ 7,779
401-752.970_0025	Capital Outlay ADA Improvements	\$ 7,699
401-773.970_0025	Capital Outlay ADA Improvements	\$ 7,969
401-755.970_0025	Capital Outlay ADA Improvements	\$33,530
401-261.970_0025	Capital Outlay ADA Improvements	\$ 239
401-261.960	Contingency	\$ 1,520

Increase Revenue:

206-000.695	Fund Balance Appropriation	\$46,624
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Also, to approve the contract and approve a purchase order for AM Higley in the amount totaling \$328,133.30 for the following project as identified in the Capital Improvement Plan:

<u>Project#</u>	<u>Description</u>
200092	Barchester Park
200062	Cherry Hill Village Misc.

210061	Fellows Creek
200093	Fire Station 3
200094	Human Services Center
210035	Victory Park
200047	Fellows Creek
200075	Fire Station 1
200039	Fire Station 3
200071	Griffin Park
200085	Human Services Center
210034	Parks/Golf Maintenance
210025	Pheasant Run
200037	Victory Park
200066	Village Theater

Further, to authorize the Township Supervisor or Clerk to sign the contracts on behalf of the Charter Township of Canton. Motion carried unanimously.

Item C-2. Consider Adoption of a Resolution for Approval of Application for Additional MERS Service Credit by Employee

Motion by Siegrist, supported by Sneiderman to adopt the Resolution allowing the purchase of additional service credit by Jeremy Quinn. Motion carried unanimously.

General Calendar:

Item G-1. Consider Planned Development District Amendment (Amendment #3 of Ford Sheldon Newman PDD) for BJ's Wholesale Club Automobile Filling Station

Motion by Siegrist, supported by Sneiderman to approve the following resolution as presented.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of Ford Sheldon Newman Planned Development District Amendment No. 3 for BJ's Wholesale Club

WHEREAS, the Project Sponsor has requested approval of Amendment No. 3 to the Ford Sheldon Newman Planned Development District for BJ's Wholesale Club Automobile Filling Station, located on the north side of Ford Road between Sheldon Road and Morton Taylor Road; and,

WHEREAS, the Planning Commission reviewed the Amended Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request, with conditions, as it is consistent with the Ford Sheldon Newman Planned

Development and meets the design requirements of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve Planning Application #040-PDDA-7261 for Amendment No. 3 to the Ford Sheldon Newman Planned Development on tax parcel no. 71-040-99-0006-708 at 43690 Ford Road, subject to the conditions stated in the PDD Agreement amendment, subject to acceptable legal review and MSD staff review of the PDD Agreement, and subject to compliance with all requirements of the Zoning Ordinance.

Resolution carried 5 to 1 with Graham-Hudak voting against.

Item G-2. Consider Special Land Use for Blossom Behavioral Wellness Center

Motion by Siegrist, supported by Foster to approve the following resolution as presented.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for Blossom Behavioral Wellness Center

WHEREAS, the Project Sponsor has requested special land use approval for the following uses on parcel no. 049-99-0001-708: office; medical clinic, office, and laboratory; training and/or education center; and accessory child care use; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use in Planning Application #049-SLU-7443 for an office; medical clinic, office, and laboratory; training and/or education center; and accessory child care use on parcel no. 049-99-0001-708 as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to the following conditions:

1. A revised landscape plan is required in accordance with Article 5 of the Zoning Ordinance;
2. The lighting plan must be revised to comply with Section 2.13 of the Zoning Ordinance;
3. The signage must comply with Article 6A of the Zoning Ordinance; and
4. Compliance with all State, County, and Township requirements.

Motion carried unanimously.

Item G-3. Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Harvest Creek Rezoning

Motion by Siegrist, supported by Sneiderman to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter

Township of Canton as provided in the attached ordinance of Planning Application #075-RZ-7471, which rezones tax parcel nos. 075-99-0004-002 and 075-99-0005-000 from RR, Rural Residential to R-3, Single Family Residential, further, to table consideration of the amendment for a second reading on October 25, 2022. Motion carried unanimously.

Item G-4. Consider Approval of a Budget Amendment, Contract Extension, and Agreement for Fire Station II Park Design

Motion by Siegrist, supported by Sneideman to waive the bidding process and extend the contract with MCSA Group, Inc. 529 Greenwood Ave., S.E., Grand Rapids, MI 49506 for the Playground Consulting Services for an additional 3 years, also to approve the following budget amendment:

Increase Expense:

246-750.970_0080	Land Improvement	\$80,228
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Decrease Expense:

246-261.999	Transfer to Fund Balance	\$80,228
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Further, move to award a contract and approve a purchase order to MCSA Group, Inc. 529 Greenwood Ave., S.E., Grand Rapids, MI 49506 for the engineering, design, and construction management of Fire Station II Park. A purchase order will be submitted in the amount of \$80,228 to be paid from Account #101-752-99.970_0080 Parks – Capital Outlay Land Improvements. Motion carried unanimously.

Item G-5. Consider Approval of Contract with Kickers of Canton, LLC for Restaurant Operations at the Canton Sports Center

Motion by Siegrist, supported by Sneideman to authorize a five-year contract ending in December of 2027 with Kickers of Canton, LLC for restaurant operations at the Canton Sports Center which includes a 12% monthly gross revenue with a minimum of \$80,000 per year, and an investment of \$50,000 in capital over the length of the proposed agreement. Motion carried unanimously.

Item G-6. Consider Approval of Collective Bargaining Agreement with Canton Township Command Officers Association for a term commencing January 1, 2023 through December 31, 2026.

Motion by Siegrist, supported by Sneideman to approve the Collective Bargaining Agreement between the Charter Township of Canton and the Canton Township Command Officers Association with a term ending December 31, 2026, and authorize the Township Supervisor sign on behalf of Canton Township. Motion carried unanimously.

Item G-7. Consideration of Settlement in Gregory Douglas Hunter v. Canton Township et al

Motion by Siegrist, supported by Borninski to approve the proposed settlement agreement and authorize the Township Supervisor to sign any documents necessary to resolve this pending lawsuit on behalf of Canton Township. Motion carried unanimously.

Additional Public comment was held.

Motion by Siegrist, supported by Borninski to amend the agenda, adding Item G-8,

Item G-8. Consider Authorization of Permit for Private Fireworks Display at BAPS Hindu Temple

Also, to approve a private fireworks display on Monday, October 24, 2022, on the vacant property located at 3339 S. Canton Center Road. Motion carried unanimously.

Adjourn: Motion by Siegrist, supported by Sneideman to adjourn the meeting at 8:56pm. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor



**RESOLUTION OF BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN**

Resolution in Recognition of the Canton Chamber of Commerce 50th Anniversary

Whereas the Mission of the Canton Chamber of Commerce is to provide enhanced business growth and professional development opportunities to its members by building a strong network of diverse, locally based businesses, offering quality networking and business education seminars to its members, and acting as a business resource for its members and the community;

Whereas the Canton Chamber of Commerce was established in 1972 and is a non-profit corporation of voluntary membership that invests time and money to carry forward programs relevant to member's needs;

Whereas for the last 50 years, the Canton Chamber has partnered with local professionals to cultivate a network designed to bolster our economy, provide businesses with a way to make vital connections, all while improving the overall community and quality of life for our citizens;

Whereas the Canton Chamber of Commerce hosts a variety of events, programs, and educational seminars that cater to business owners, professionals seeking employment opportunities, and the entire Canton Township community;

Whereas the Chamber recently celebrated their 50th anniversary at a black-tie gala at the Henry Ford Museum with 250 in attendance; now, therefore be it

Resolved, that the Canton Township Board of Trustees congratulates the Canton Chamber of Commerce on 50 years of helping our local business community thrive. We appreciate the Chamber's partnership and dedication to Canton.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #C-1

ITEM: Consider Approval of Payment of the Annual Software License Fees to Kiriworks for the On-Base Document Management System

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Implementation of the On-Base document management system is ongoing in the Public Works Division of Municipal Services. To date, over 32,000 water stop-box locations, and numerous development associated drawings & documents have been put into the system. These documents have also been attributed to assets within our current GIS framework. The project will continue over the forthcoming years, as we continue to populate the system with archived documents. The cost of the software license is \$12,326.01 to be funded by the water & sewer fund.

BACKGROUND: In 2015 Public Works implemented a document management program. The initial components involved primarily the Division of Public Work's needs. Public Works continues to implement the system and integrate all of the information with our required Asset Management Plan for total organization use. Since its introduction this management system has been introduced and utilized by the Building and Planning divisions.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve payment of the yearly License and Assurance Plan for the period of 12-1/2022 to 11/30/2023 for Kiriworks for the ongoing support of the On-Base Document Management System.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The expense will be funded from account #592-536.930_0010 in the amount of \$6,163 and #592-537.930_0010 in the amount of \$6,163.01 Maintenance and Repair of Computer Equipment.

IMPLEMENTATION PLAN: Upon approval, the renewal invoice will be paid and annual license will extend until 11/30/23

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve payment of \$12,326.01 for the annual software license fees to Kiriworks for the On-Base document management system.

ATTACHMENTS:

1. Renewal Invoice from Kiriworks

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM#C-2

ITEM: Consider Increasing a Blanket Purchase Order for Municipal Services

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Public Works Division staff extensively use blanket purchase orders for acquisition of goods and services that vary in quantity throughout the year. Blanket purchase order limits are generally set once at the beginning of the fiscal year based on historical average costs. Due to aging golf course equipment and the continued increase in maintenance and parts cost warrant the increase in the current blanket purchase order amount.

The the existing blanket purchase order requires an amendment at this time as follows:

- PO#2022-00000625 Spartan Distributors from \$25,000 to \$35,000 using account number 661-530.939 (Inventory)

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the blanket purchase order increase.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Account Number 661-530.939 (Inventory) will be used to increase the purchase order as noted above.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the staff will enter the increases in TYLER.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve amendment to the following purchase order: PO#2022-00000625 Spartan Distributors increase from \$25,000 to \$35,000

ATTACHMENTS: N/A

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #C-3

ITEM: Consider Second Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Harvest Creek Rezoning

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Evan Priest (Michael L. Priest & Associates), on behalf of 1205 Ridge LLC

EXECUTIVE SUMMARY: The applicant proposes to rezone parcels 71-075-99-0004-002 and 71-075-99-0005-000, located on the east side of Ridge Road between Paine St. and Proctor Rd., from RR, Rural Residential to R-3, Single Family Residential. The subject property is 7.1 acres and includes the Lower River Rouge on the south side of the property. The applicant proposes to construct a detached single-family residential development on the north side of the site if the rezoning is approved.

The Canton Township Board of Trustees held the First Reading of this Zoning Ordinance amendment on October 11, 2022. If the rezoning is approved, the applicant will likely submit a development application, which will be reviewed by the Planning Commission and Township Board at that time.

BACKGROUND AND ANALYSIS:

Location: East side of Ridge Rd., between Paine St. and Proctor Rd.

Net Acres: 7.1 acres

Existing Land Use(s): Single-family residential

Existing Zoning: RR, Rural Residential (minimum lot area of 5 acres)

Surrounding Zoning and Land Uses:

North – R-3, Single Family Residential; River Hill Ridge (single-family detached residences)

South – RR, Rural Residential; Single-family detached residence

East – R-3, Single Family Residential; River Hill Ridge (single-family detached residences)

West – R-1, Single Family Residential and RR, Rural Residential (single-family detached residences)

Existing Comprehensive Plan Future Land Use Map Classification: Medium-Low Density Residential (3 dwelling units per acre)

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Medium-Low Density Residential (3 dwelling units per acre)

South – Medium-Low Density Residential (3 dwelling units per acre)

East – Medium-Low Density Residential (3 dwelling units per acre)

West – Very Low Density Residential (1 dwelling unit per acre)

Review Considerations: Section 27.06(D)(4) of the Zoning Ordinance consists of 10 standards of review to be considered prior to action. Based on our review of the application materials, the Comprehensive Plan, and the site area, we find that the application meets each of the 10 rezoning standards of review as follows:

(1) *Will the proposed amendment be in accordance with the basic intent and purpose of the zoning ordinance?*

The proposed amendment will be in accordance with the basic intent and purpose of the Zoning Ordinance, as the amendment is consistent with the Comprehensive Plan whose policies the Zoning Ordinance is intended to implement.

The Purpose Section 1.02 of the Zoning Ordinance is very general and includes the regulation of land development and the establishment of districts. To that end, there are provisions for land development in the Zoning Ordinance, many of which are unique to the underlying zoning district or the zoning district of an adjacent parcel. Land development standards in the Zoning Ordinance include density, setbacks, building height, land use, parking and loading, access management, landscaping and screening, lighting, signage, building design, tree preservation, and natural features setbacks.

(2) *Is the proposed amendment consistent with the comprehensive plan of the Township?*

The proposed amendment is consistent with the Comprehensive Plan of the Township. The Future Land Use Map of the Comprehensive Plan designates the subject property as Medium-Low Density Residential, which recommends a density of 3 dwelling units per acre. Currently, the RR zoning classification of the subject property stipulates the minimum lot area is 5 acres, which is a density of one unit per 5 acres. The proposed R-3 zoning district permits a density of 3 dwelling units per acre, which most accurately reflects the Medium-Low Density Residential classification.

(3) *Have conditions changed since the zoning ordinance was adopted, or was there a mistake in the zoning ordinance, that justify the amendment?*

Conditions have changed since the Zoning Ordinance was adopted in 1990, as the owners of the subject parcels desire to sell their property for the purposes of development in accordance with the Master Plan and Zoning Ordinance. The demand for single-family residential use continues in Canton Township and the availability of undeveloped parcels in the community is scarcer.

For example, the following properties east of the subject site are classified as Medium-Low Density Residential on the Future Land Use Map of the Comprehensive Plan and have been rezoned to R-3 in recent years for the development of River Hill Ridge to the east:

- 076-RZ-1698, which was approved in 2013 to rezone 29.44 acres about 1,500 feet east of the subject site from RA to R-3.
- 075-RZ-1699, which was approved in 2013 to rezone 40.1 acres adjacent to the east side of the subject site from RA to R-3.
- 076-RZ-2439, which was approved in 2015 to rezone 7.1 acres about 1,000 feet east of the subject site from RA to R-3.

(4) *Will the amendment correct an inequitable situation created by the zoning ordinance rather than merely grant special privileges?*

The amendment will correct an inequitable situation created by the Zoning Ordinance rather than grant special privileges because the Comprehensive Plan recommends a zoning of 3 units per acre and the subject parcel is adjacent to the R-3 district to the north and south, which was rezoned to R-3 in 2013-2015.

Denial of a rezoning request that has been granted to similar properties nearby within Medium-Low Density Residential classification on the Future Land Use Map could create an inequitable situation for the applicant.

(5) *Will the amendment result in unlawful exclusionary zoning?*

The amendment will not result in exclusionary zoning, as the amendment is a result of an application by the owner of the subject property, and the subject parcel is adjacent to R-3 zoned properties to the north and east. The density of the proposed R-3 zoning district is in accordance with the recommended density of 3 units per acre by the underlying Future Land Use classification of Medium-Low Density Residential.

(6) *Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?*

The amendment will not set an inappropriate precedent, as it is consistent with the Comprehensive Plan policies and Future Land Use Map, and the subject parcel is adjacent to R-3 zoned properties to the north and east. As noted above, other properties in the Medium-Low Density Residential Future Land Use classification have been rezoned to R-3 in recent years for similar purposes.

(7) *If a rezoning is requested, is the proposed zoning consistent with the existing land uses of surrounding property?*

The proposed rezoning is consistent with the existing land uses of surrounding property. All existing surrounding land uses are detached single-family residential uses, which is a permitted use in the proposed R-3 zoning district. The River Hill Ridge site to the north and east is classified as Medium-Low Density Residential on the Future Land Use Map of the Comprehensive Plan and was rezoned to R-3 from 2013-2015.

(8) *If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?*

If the proposed rezoning is approved, it appears that all the requirements of the proposed zoning classification can comply with R-3 development requirements. The proposed R-3 site will comply with the standards of the R-3 district for minimum lot area (12,750 sq. ft.), minimum lot width (85 ft.), and maximum lot depth-to-lot width ratio (2.5 times). However, specific development requirements and allowable number of units will be addressed at the time of site plan review and, if applicable, Planned Development District review. If a Planned Development District application is submitted, the applicant will likely request modifications from the lot area, width, and setback requirements to cluster lots on the north and preserve open space on the south, which contains the Lower River Rouge, floodplains, and wetlands.

(9) *If a rezoning is requested, is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?*

The proposed zoning, R-3, Single Family Residential, is consistent with the trends in land development in the general vicinity of the subject property, as the subject parcel is adjacent to R-3 zoned properties to the east, which consist of a single-family residential development (River Hill Ridge).

(10) *If a rezoning is requested, what is the impact on the township infrastructure?*

The subject property is proposed to be serviced by water and sanitary sewer service, which is available in the area. Ridge Rd. is paved, and the road capacity and traffic impact will be addressed during subsequent site plan review and, if applicable, Planned Development District review. The Comprehensive Plan, which recommends a density of 3 units per acre, recognizes a synchronous relationship between the Township's Sanitary Sewer Master Plan and the Comprehensive Plan. Therefore, there is expected capacity in the water and sewer systems to serve the subject property in accordance with the density recommended by the Master Plan Future Land Use Map.

According to maps from FEMA and EGLE, there are floodplains and wetlands, on the south side of the site. Therefore, if the site is rezoned and the applicant submits a Planned Development application, we will emphasize clustering in the northern part of the site and preservation on the southern part of the site like River Hill Ridge to the east.

- Community Planner's Recommendation: Approval.

- Planning Commission Recommendation: At its meeting on September 12, 2022, the Planning Commission voted 8-0 to recommend approval of the request to rezone parcel nos. 075-99-0004-002 and 075-99-0005-000 from RR, Rural Residential to R-3, Single Family Residential. Prior to recommending approval of the rezoning, the Planning Commission held a duly noticed public hearing and there were public comments received.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove consideration of the proposed amendment from the table and approve the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone parcel nos. 075-99-0004-002 and 075-99-0005-000 from RR, Rural Residential to R-3, Single Family Residential.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL MOTIONS:

1. I move to remove from the table and hold the second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #075-RZ-7471, which rezones tax parcel nos. 075-99-0004-002 and 075-99-0005-000 from RR, Rural Residential to R-3, Single Family Residential.
2. Further, I move to adopt and publish the second reading of the ordinance amending Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton which rezones tax parcel nos. 075-99-0004-002 and 075-99-0005-000 from RR, Rural Residential to R-3, Single Family Residential.

ATTACHMENTS:

1. Draft Ordinance
2. Planning Commission Minutes
3. Map

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #C-4

ITEM: Consider Request to Increase Blanket Purchase Order for RICOH USA, INC

PRESENTER: Victor Ibegbu, Director of Information Technology & Innovation

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: At the beginning of 2022, the Board approved a blanket purchase order to RICOH USA, INC for \$13,450. After analyzing the purchasing needs for the remainder of the year and taking into account increased usage after the COVID-19 shutdowns of years past, we are requesting to increase the blanket purchase order by \$7,000. This is a request for a blanket purchase order increase only; no changes are being requested to the 2022 ITI budget.

Vendor	PO Number	Current PO Amount	Requested PO Increase Amount	New Blanket PO Amount
RICOH USA, INC	2022-755	\$13,450.00	\$7,000.00	\$20,450.00

BACKGROUND INFORMATION: None

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Increase the blanket purchase order issued to RICOH USA, INC by \$7,000, utilizing funds budgeted in the ITI Professional Services account.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds to increase this purchase order are currently available in the 2022 ITI Professional Services account 101-228.801_0050.

IMPLEMENTATION PLAN: Once approved, a purchase order increase request will be submitted to purchasing.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve increasing blanket purchase order 2022-755 issued to RICOH USA, INC by \$7,000 to accommodate the remaining maintenance fees for 2022.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #C-5

**ITEM: Consider Second Reading of an Amendment to Chapter 46 in the Canton
Township Code of Ordinances Regarding the Youth Tobacco Act 167 of 2022**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: An amendment is being requested in the Canton Township Code of Ordinances, pertaining to Chapter 46, Article IV, Division 1, Section 46-505, to change the legal age of purchasing or possessing tobacco, vapor or alternate nicotine products from 18 to 21.

BACKGROUND INFORMATION: This change is being requested to align with federal and the new state law which recently raised the minimum age of tobacco sales in the state of Michigan from 18 to 21.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Remove from the table, hold second reading, and adopt an amendment to Chapter 46 of the Canton Township Code of Ordinances regarding the Youth Tobacco Act 167 of 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: No financial implications.

IMPLEMENTATION PLAN: If approved, the ordinance will be published and become effective November 3, 2022.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to remove from the table, hold the Second Reading, and adopt an amendment to Chapter 46 of the Canton Township Code of Ordinances regarding the Youth Tobacco Act 167 of 2022, to be effective November 3, 2022.

ATTACHMENTS: Attachment A – Draft of proposed changes to Chapter 46 (redline)
Attachment B – Final document

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #C-6

ITEM: Request Budget Amendments to the 2022 Capital Improvement Plan

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: At the April 12, 2022 Board Meeting, RBA G-5 the Board requested a budget amendment to the 2022 Capital Improvement Plan (CIP). The intent of the budget amendment was to move the project budgets originally planned for 2020 and 2021 into the 2022 fiscal year. As a part of these amendments, a transfer should have been included to move \$100,000 from the 246 Community Improvement fund into fund 401 Capital Projects. The budget amendment requested below adds that transfer to the originally requested budget amendments.

BACKGROUND: In 2019, the Township Board approved a 5-year Capital Improvement Plan (CIP) for just under \$30 million in capital projects to be completed throughout 2019-2023. The Township originally planned to spend approximately \$14.9 million in 2020 and \$6.2 million in 2021; however, due to the COVID-19 pandemic, project construction and progress were delayed. After putting all CIP projects on hold for a large portion of 2020 and 2021, we are ready to proceed again. As a result, various budget amendments are needed to move project budgets originally planned for 2020 and 2021 into 2022.

STRATEGIC PLAN/GOALS: Quality Infrastructure/Financial Stability

ACTION REQUESTED: Approve the recommended budget amendments for the CIP fund.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment is necessary to fund the 2020-2021 CIP projects in 2022.

Increase Expense:	246-969.995_4010	Transfers Out	\$100,000
Decrease Expense:	246-261.999	Transfer to Fund Balance	\$100,000
Increase Revenue:	401-000.699_2460	Transfers In	\$100,000
Decrease Revenue:	401-000.695	Fund Balance Appropriation	\$100,000

IMPLEMENTATION PLAN: Upon approval, the Finance Department will make necessary budget adjustments.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the 2022 budget amendment required for the 2020 & 2021 CIP bond projects.

Increase Expense:	246-969.995_4010	Transfers Out	\$100,000
Decrease Expense:	246-261.999	Transfer to Fund Balance	\$100,000
Increase Revenue:	401-000.699_2460	Transfers In	\$100,000
Decrease Revenue:	401-000.695	Fund Balance Appropriation	\$100,000

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #G-1

<u>ITEM:</u> Consider Preliminary Planned Development District for Creekview Landings
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PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Nikki Jeffries (Sunrise Land Group, LLC) and Atwell

EXECUTIVE SUMMARY: The applicant proposes to develop 449 single-family, for-rent residential units on the approximately 224.6 acres located north of Geddes Road and west of Denton Road. Of the 449 units, 107 units will be attached, and the remaining 342 units will be detached. One entrance is proposed on Denton Road, located approximately 750 feet north of Geddes Road, and two entrances are proposed on Geddes Road. The eastern entrance on Geddes Road, located about ½ mile from Denton Rd., aligns with Barr Road, and the western entrance is near the far west end of the site.

Each Planned Development District is required to demonstrate definite benefits to the community pursuant to Section 27.04 of the Zoning Ordinance. The project sponsor proposes the following definite benefits:

- Connection and extension of the regional path system from the Hamlet to Geddes Road over to the west Township boundary, which consists of one connection in the northwest part of the site and one connection in the northeast part of the site near the pond;
- Preservation of many wooded areas, enhanced with a pathway through the woods and connection to the path system;
- 61% of the site is open space, or 140.56 acres, which exceeds the 25% minimum open space required in a PD;
- Active recreational amenities including a pool, dog park, splash pad, basketball court, and playground;
- Lighting and other architectural/design elements within the project;
- Completion and enhancement of the regional pond and existing wetlands adjacent to the pond;
- Meeting a need for different types of rental product and providing another housing opportunity within the community;
- 25% of the proposed development is aimed at empty-nesters, which would make traffic generation slightly lower than a standard R-2 single-family detached development;
- Connection to adjacent water main systems to the north and south to complete a loop, thus improving redundancy and pressures in the community water system; and
- Constructing sidewalk along Geddes Rd. and Denton Rd., including gap parcels.

At its meeting on September 12, 2022, the Planning Commission recommended approval of the

Preliminary PDD, with conditions. If the Preliminary PDD is approved by the Township Board of Trustees, the next step will be for the applicant to prepare a Final PDD plan application and address the conditions of Preliminary PDD approval.

BACKGROUND AND ANALYSIS:

Location. North of Geddes Road and west of Denton Road

Existing Zoning: R-2, Single Family Residential (2 units per acre)

Net Acres: 224.6 acres

Existing Land Use: Vacant (farmland, woodlands, wetlands, and ITC corridor)

Surrounding Zoning and Land Uses:

North – RA, Rural Agricultural (Consent Judgment and PDD); The Hamlet PDD
R-2, Single Family Residential; Achieve Charter Academy

South – RR, Rural Residential; Single Family Detached Residential
RA, Rural Agricultural; Agriculture and Single Family Detached Residential
R-1, Single Family Residential, Single Family Detached Residential
R-2, Single Family Residential; Grandview Estates PDD and other Single
Family Detached Residential

East – R-1, Single Family Residential; Single Family Detached Residential

West – Superior Township: PC, Planned Community District

Comprehensive Plan: Low Density Residential (up to 2 dwelling units per acre)

Traffic Impact and Access Management. One entrance is proposed on Denton Road, located approximately 750 feet north of Geddes Road, and two entrances are proposed on Geddes Road. The eastern entrance on Geddes Road, located about ½ mile from Denton Rd., aligns with Barr Road, and the western entrance is near the far west end of the site.

All of the units are accessed by the adjacent interior road and have 2-car front entry garages.

The Traffic Impact Study (TIS) provided by Fleis & VandenBrink Engineering, Inc., dated April 30, 2022, references analysis for a proposed project with 456 dwelling units; however, the project sponsor has communicated that the number of units was reduced by 4 after the study was completed. Wade Trim, the Township's traffic engineering consultant, has reviewed and determined that the reduction in 4 units will not impact its review or recommendations. However, the Preliminary PDD plan shows 449 dwelling units. The reduction of 3 additional dwelling units may not have an impact on Wade Trim's review, but this should be clarified prior to Final PDD review.

The following intersections were analyzed in the TIS:

- Geddes Rd & Denton Rd
- Geddes Rd & Brookside

- Geddes Rd & Barr Rd/Middle Site Drive
- Geddes Rd & West Site Drive
- Denton Rd & East Site Drive

The TIS notes that the studied intersections will operate at an acceptable Level of Service (LOS) of D or better with the development, except for the following areas and times:

- **Geddes Rd. & Denton Rd.**
 - During the AM peak hour, the eastbound left-turn movement is expected to operate at LOS F, which is a reduction from LOS D. The northbound left-turn movement is expected to operate at LOS E, which is a reduction from LOS D.
 - During the PM peak hour, the eastbound shared through/right movement is expected to operate at LOS F, which is a reduction from LOS C.
- **Geddes Rd. & Brookside**
 - During the AM peak hour, the northbound left-turn movement is expected to operate at LOS F, which is a reduction from LOS D.
 - During the PM peak hour, the northbound left-turn movement is expected to operate at LOS E, which is a reduction from LOS D.
- **Geddes Rd. & Barr Rd./Middle Site Drive**
 - During both peak periods, the southbound approach is expected to operate at LOS F.
- **Geddes Rd. & West Site Drive**
 - During the AM peak hour, the southbound approach is expected to operate at LOS F.
 - During the PM peak hour, the southbound approach is expected to operate at LOS E.

Based on the expected operations as noted in the TIS, the following improvements are recommended:

- Provide an exclusive westbound right-turn lane on Geddes Rd. The plans show this lane proposed.
- Provide an exclusive southbound right-turn lane on Denton Rd. The plans show this lane proposed.
- Provide a westbound right-turn lane and an eastbound left-turn lane on Geddes Rd. at the proposed W. Site Drive. A two-lane egress approach is recommended to accommodate the site-generated traffic. The plans show a westbound right-turn lane and a left-turn passing lane, as well as a one-lane egress approach. We recommend the eastbound left-turn lane recommended in the TIS as well as the two-lane egress approach.
- Provide a westbound right-turn lane and an eastbound left-turn lane on Geddes Rd at the proposed M. Site Drive. The plans show these lanes proposed.
- Provide a northbound left-turn lane on Denton Rd. at the proposed East Site Drive. The plans show this lane proposed.

With the recommendations of the TIS implemented, the Level of Service at the aforementioned approaches and intersections are expected to be improved to a LOS D or higher. Wade Trim states that the TIS was prepared according to standard procedures and guidelines required by Wayne County and Canton Township, and recommends that the TIS be approved with the improvements recommended in the TIS. We recommend that the plans show the improvements noted in the TIS to the satisfaction of Canton Township's Engineering Services Division and Wayne County. This condition has been added to the PD Agreement and will be reviewed at the time of Final PDD review.

Finally, Wade Trim notes that due to other traffic in the area and future growth, Wayne County should consider installing a north and south left-turn phase at the intersection of Geddes Rd. & Denton Rd. and adding an eastbound right-turn lane on Geddes Rd.

Schedule of Regulations and Modifications. The following modifications to Zoning Ordinance requirements are proposed:

- **Minimum Lot Area (Sec. 26.02).** While there are not individual lots proposed due to the rental nature of the development, we recommend approving lot area modifications in the PDD in the event the development is ever converted to a site condominium. A minimum lot area of 20,000 sq. ft. is required for individual lots, and a minimum lot area of 5,625 sq. ft. is illustrated on the plans. Some of the lots illustrated are as large as 7,500 sq. ft.
- **Minimum Lot Width (Sec. 26.02).** While there are not individual lots proposed due to the rental nature of the development, we recommend approving lot width modifications in the PDD in the event the development is ever converted to a site condominium. A minimum width area of 100 ft. is required for individual lots, and a minimum lot width of 45 ft. is illustrated on the plans. Some lots illustrated are as wide as 60 feet.
- **Minimum Front Yard Setback (Sec. 26.02).** Attached and detached condominium units are required to have a front yard setback of 30 feet. However, a minimum front yard setback of 40 feet is required for individual lots if the development is converted to a site condominium. The minimum front yard setbacks illustrated on the plans are 20 feet. We recommend that the minimum front yard setback/separation distance between the back of the sidewalk and the front of the garage be at least 22 feet. This has been added to the PD Agreement and will be reviewed at the time of Final PDD review.
- **Minimum Unit Separation/Side Yard Setback (Sec. 26.02).**
 - If the development remains as a rental development without individual lots, attached and detached condominium units are required to have a separation distance of 20 feet. A separation distance of 10 feet is proposed between detached units and 15 feet is proposed between attached units.
 - A minimum side yard setback of 15 feet and total side yard setback of 35 ft. is required for individual lots if the development is converted to a site condominium, and a minimum side yard setback of 5 feet is illustrated on the plans.
- **Minimum Rear Yard Setback (Sec. 26.02).** If the development remains as a rental

development without individual lots, attached and detached condominium units are required to have a rear yard setback of 40 feet, which appears to be met. However, a minimum rear yard setback of 50 feet is required for individual lots if the development is converted to a site condominium, and the minimum rear yard setbacks illustrated on the plans are 45 feet for the 2-story homes on 45-foot-wide lots and 35 feet for all other units.

- **Minimum Floor Area (Sec. 26.02).** A minimum floor area of 1,600 sq. ft is required for units with basements, and 1,800 sq. ft. is required for units without basements. A minimum floor area of 1,400 sq. ft. is proposed.
- **Architecture (Sec. 26.06).** The project sponsor is requesting modifications for the architecture and exterior façade materials. The project sponsor provided elevations for a ranch model home and a two-story model home. The architectural plans and proposed elevations submitted show 29% brick and 71% siding for the ranch-style home and 20% brick and 80% siding for the two-story home. Additional architectural treatments are proposed for corner units. Section 26.06 requires minimum 50% brick and a maximum of 25% vinyl siding on all residential structures. Because of the proximity of the units in the northwest part of the site (units 172-229) to Hamlet, which meets the brick requirements, we recommend that units 172-229 be designed with at least 50% brick. This condition has been added to the PD Agreement and will be reviewed at the time of Final PDD review.
- **Number of Attached Units (Sec. 6.03(F)).** Single-family attached residential units are permitted in the R-2 zoning district but are limited to 2 units per building and a maximum building length of 100 feet. The plans show up to 4 units per building and a maximum length of 137.09 feet.
- **Wetland Buffer (Sec. 2.24).** A minimum buffer of 25 feet is required from the boundary of any wetland, or from the easement or top of bank of any creek or drain. The plan illustrates disturbances of these areas and the setbacks. The plans state that about 1.84 acres of buffer areas will be impacted.

The plans and PD Agreement must include a complete Schedule of Regulations and Modifications.

Sidewalks and Trails. All internal streets will have sidewalks on both sides. While the plans show areas along some open space areas where there is sidewalk on one side of the street, the Planning Commission adopted a condition requiring sidewalks on both sides of all internal streets. All areas with frontage on Denton Rd. and Geddes Rd. will have sidewalks. The construction of sidewalk along Geddes Rd. and Denton Rd. will result in many sidewalk gaps on existing parcels. As a definite benefit, the applicant proposes to use commercially reasonable efforts to build the sidewalk in the “gap parcels” along these road frontages. If sufficient right-of-way is not available to the developer to complete the sidewalks in such “gap parcels,” and the developer cannot obtain an easement from the respective property owner(s) to build the sidewalk in these “gap parcels” on terms reasonably satisfactory to developer, then the developer proposes to pay into the Township’s sidewalk fund to cover the actual and reasonable costs of building the sidewalk in the “gap parcels.”

The connection and extension of the regional path system from the Hamlet is a definite

benefit, as it connects to existing dead ends in the northwest part of the site and in the northeast part of the site near the pond. There are other proposed trails shown on the plan, which include a trail through the woodland area in the northwest part of the site and a trail stub to the west boundary. We recommend that other internal trails be considered prior to Final PDD review, such as along the creek and/or along the ITC corridor.

We recommend that the gravel trail be shown at least 10 feet wide.

Natural Features. The site consists of wetlands (16.44 acres of regulated wetland, of which 0.47 acres will be impacted) and woodlands with a watercourse, Fowler Creek, going through the site. Due to proposed grading in wetland areas, the applicant must obtain approval from EGLE. Many wetland areas will be preserved and left untouched, and many landmark trees will be preserved as a result of woodland preservation. A significant amount of woods on the site are being preserved and enhanced with a recreational pathway. A tree survey is recommended with the landscaping plan at Final PDD review.

Landscaping. Although a full landscape plan is not required at the time of Planned Development review, we recommend that a landscape plan be submitted at Final PDD review, especially for the frontage areas along Geddes Road and Denton Road that is consistent with the natural character of those frontages.

The farmland areas are proposed to be seeded with meadow prairie seed mix to return these areas to their natural state over time. We recommend a draft prairie restoration and management plan be provided at Final PDD review, as improper maintenance can result in a fallow field. A strategically planned restoration of prairie land native to the area could be a highly regarded project that results in substantial definite benefits to residents and the Township overall. The plan should, at a minimum, include the proper methods for restoration, ongoing management, and documents that preserve the area and maintenance in perpetuity.

Fiscal Impact and Market Study. The narrative provided by the project sponsor states that the attached for-rent homes will have an estimated market value of \$135,000 and the detached for-rent and for-sale homes will have an estimated market value of \$350,000. Based on recent fiscal impact analyses of other attached single-family residential units, the market values of similar units are generally greater than \$135,000.

Our initial calculations of the applicable tax revenues and budget expenditures indicate a relatively neutral or slightly positive impacts on the General Fund, Library Fund, Police Fund, Fire Fund, and Road Improvement Fund.

The applicants have included a market study that includes details on projected lease rates and demand.

PD Agreement. The Township legal counsel has reviewed the Preliminary PDD Agreement. The document will be reviewed by Township legal counsel again during Final PDD review.

Misc. Plan Items. The plans include some minor typos, which we have recently made the applicant aware of.

- **Community Planner's Recommendation:** Preliminary approval of the Preliminary PDD on parcel nos. 118-99-0005-000, 119-99-0001-702, 119-99-0002-001, 119-99-0003-001, 119-99-0007-000 (50400 Geddes Rd.), 120-99-0002-000; 120-99-0003-000 (50356 Geddes Rd.), 120-99-0004-701 (50300 Geddes Rd.), 120-99-0006-000 (50200 Geddes Rd.), 120-99-0009-001 (50760 Geddes Rd.), 120-99-0015-000 (49952 Geddes Rd.), 120-99-0016-000 (49940 Geddes Rd.), 120-99-0017-001 (49828 Geddes Rd.), 120-99-0017-002 (49828 Geddes Rd.), and 120-99-0018-702 (3506 Denton Rd.), as provided in the Planned Development Agreement and plan documents, subject to the conditions noted in this letter.
- **Planning Commission's Recommendation:** At its meeting on September 12, 2022, the Planning Commission voted 8-0 to recommend preliminary approval of the Creekview Landings Planned Development District on parcel nos. 118-99-0005-000, 119-99-0001-702, 119-99-0002-001, 119-99-0003-001, 119-99-0007-000 (50400 Geddes Rd.), 120-99-0002-000; 120-99-0003-000 (50356 Geddes Rd.), 120-99-0004-701 (50300 Geddes Rd.), 120-99-0006-000 (50200 Geddes Rd.), 120-99-0009-001 (50760 Geddes Rd.), 120-99-0015-000 (49952 Geddes Rd.), 120-99-0016-000 (49940 Geddes Rd.), 120-99-0017-001 (49828 Geddes Rd.), 120-99-0017-002 (49828 Geddes Rd.), and 120-99-0018-702 (3506 Denton Rd.), as provided in the Planned Development Agreement and plan documents, subject to the following conditions:
 1. That the plans show the improvements noted in the TIS to the satisfaction of Canton Township's Engineering Services Division and Wayne County.
 2. That the minimum front yard setback/separation distance between the sidewalk and the front of the garage be at least 22 feet.
 3. That units 172-229 be designed with at least 50% brick.
 4. That the plans and PD Agreement must include a complete Schedule of Regulations and Modifications.
 5. That the applicant starts the process of obtaining easements from owners on Geddes Rd. and Denton Rd. where sidewalk gaps will be created as a result of the project, and that the applicant provide information on whether sidewalk construction is feasible within the existing right-of-way on each parcel where there will be a sidewalk gap.
 6. That the gravel trail be shown at least 10 feet wide.
 7. A tree survey, landscape plan, and draft prairie restoration and management plan be provided prior to Final PDD review.
 8. That minor changes and corrections be made to the PD plans and PD Agreement, as noted by staff.
 9. In the event that the model of the development changes from a single-family rental development to an ownership model that any amendments to the PDD must come to the Planning Commission for review.
 10. Sidewalks are to be installed on both sides of all streets within the development.

STRATEGIC PLAN/GOALS: The proposed trail connections from abutting sites and sidewalk construction along Geddes Rd., Denton Rd., and within the site will fulfill the goals of a Healthy Ecosystem (eliminate sidewalk gaps and expand trail system) and Quality Infrastructure (create more accessibility via walking and biking).

ACTION REQUESTED: Approve the Creekview Landings Preliminary Planned Development District on parcel nos. 118-99-0005-000, 119-99-0001-702, 119-99-0002-001, 119-99-0003-001, 119-99-0007-000 (50400 Geddes Rd.), 120-99-0002-000; 120-99-0003-000 (50356 Geddes Rd.), 120-99-0004-701 (50300 Geddes Rd.), 120-99-0006-000 (50200 Geddes Rd.), 120-99-0009-001 (50760 Geddes Rd.), 120-99-0015-000 (49952 Geddes Rd.), 120-99-0016-000 (49940 Geddes Rd.), 120-99-0017-001 (49828 Geddes Rd.), 120-99-0017-002 (49828 Geddes Rd.), and 120-99-0018-702 (3506 Denton Rd.), as provided in the Planned Development Agreement and plan documents, subject to the conditions of approval recommended by the Planning Commission.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, with conditions.

FIRE MARSHAL'S RECOMMENDATION: Approval, with conditions.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A.

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Preliminary Planned Development District for Creekview Landings

WHEREAS, the Project Sponsor has requested preliminary approval of a Planned Development District for Creekview Landings, located north of Geddes Rd. and west of Denton Rd.; and,

WHEREAS, the Planning Commission reviewed the Preliminary Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request, with conditions, as the request meets the criteria for a Planned Development and results in definite benefits to the community;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Creekview Landings Preliminary Planned Development District on the subject tax parcels (i.e., tax parcel nos. 118-99-0005-000, 119-99-

0001-702, 119-99-0002-001, 119-99-0003-001, 119-99-0007-000 (50400 Geddes Rd.), 120-99-0002-000; 120-99-0003-000 (50356 Geddes Rd.), 120-99-0004-701 (50300 Geddes Rd.), 120-99-0006-000 (50200 Geddes Rd.), 120-99-0009-001 (50760 Geddes Rd.), 120-99-0015-000 (49952 Geddes Rd.), 120-99-0016-000 (49940 Geddes Rd.), 120-99-0017-001 (49828 Geddes Rd.), 120-99-0017-002 (49828 Geddes Rd.), and 120-99-0018-702 (3506 Denton Rd.)) as provided in the Planned Development Agreement and plan documents, subject to the following conditions:

1. That the plans show the improvements noted in the TIS to the satisfaction of Canton Township's Engineering Services Division and Wayne County.
2. That the minimum front yard setback/separation distance between the sidewalk and the front of the garage be at least 22 feet.
3. That units 172-229 be designed with at least 50% brick.
4. That the plans and PD Agreement must include a complete Schedule of Regulations and Modifications.
5. That the applicant starts the process of obtaining easements from owners on Geddes Rd. and Denton Rd. where sidewalk gaps will be created as a result of the project, and that the applicant provide information on whether sidewalk construction is feasible within the existing right-of-way on each parcel where there will be a sidewalk gap.
6. That the gravel trail be shown at least 10 feet wide.
7. A tree survey, landscape plan, and draft prairie restoration and management plan be provided prior to Final PDD review.
8. That minor changes and corrections be made to the PD plans and PD Agreement, as noted by staff.
9. In the event that the model of the development changes from a single-family rental development to an ownership model that any amendments to the PDD must come to the Planning Commission and Township Board for review.
10. Sidewalks are to be installed on both sides of all streets within the development.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Location Map
3. PDD Plan
4. Traffic Impact Study and WadeTrim Review
5. Market Study
6. Proposed PDD Agreement

NEXT STEPS: If the Township Board of Trustees approves the Preliminary PDD, the applicant will proceed to Final PDD where all of the conditions of Preliminary PDD must be addressed and more detailed plans prepared.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #G-2

ITEM: Consider Special Land Use Amendment to Expand Religious Institution Land Use for St. Thomas a'Becket and Consider Site Plan Amendment to Construct Accessory Building

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Scott Goldman, Scott E. Goldman & Associates, LLC
(Project Sponsor)

EXECUTIVE SUMMARY: St. Thomas a'Becket Catholic Church is a religious institution land use located on the east side of S. Lilley Rd., south of Cherry Hill Rd. Religious land uses are Special Land Uses in the R-4, Single Family Residential zoning district and St. Thomas a'Becket previously obtained Special Land Use approval on the site at 555 S. Lilley Rd. (parcel 089-99-0008-002). St. Thomas a'Becket proposes the following two (2) phases of the same project:

- Addition of an accessory building on the existing church site at 555 S. Lilley Rd. (parcel 089-99-0008-002), located in the southeast corner of the existing parking lot. The proposed accessory building is approximately 24' x 32'.
- Expansion of the religious land use onto the parcel to the south (parcel 089-99-0013-702), which requires a Special Land Use permit for the expansion of religious land use. This portion of the project includes construction of a sculpture garden, construction of a worship garden with seating, and landscaping. Additionally, the entryway to this garden area will result in the removal of 4 parking spaces on the north parcel (parcel 089-99-0008-002).

At its meeting on October 3, 2022, the Planning Commission held a public hearing and recommended approval of the special land use and site plan amendment, subject to conditions. The applicant has since revised the plans to meet the conditions. If the special land use is approved, the next step will be for the applicant to submit plans to the Building & Inspections Services Division for review prior to any construction.

BACKGROUND AND ANALYSIS:

Location: 555 S. Lilley Rd., located on the east side of Lilley Rd., south of Cherry Hill Rd. (parcels 089-99-0008-002, 089-99-0011-000, 089-99-0009-001, 089-99-0008-001, and 089-00-0013-702).

Net Acres: Approximately 14.36 acres

Existing Land Use(s): St. Thomas a'Becket Catholic Church is on the northern parcels

(i.e., parcels 089-99-0008-002, 089-99-0011-000, 089-99-0009-001, 089-99-0008-001). The southern parcel (089-99-0013-702) is vacant but previously included a single-family residence that has recently been demolished.

Existing Zoning: R-4, Single Family Residential

Surrounding Zoning and Land Uses:

North – O-1, Office; medical office

South – R-4, Single Family Residential; single-family residences

East – R-4, Single Family Residential; Sheffield Park Condominium and Sierra Heights Subdivision

West – C-1, Village Shopping/PUD; gas station and shopping center (e.g., Holiday Market)

R-6, Single Family Attached Residential; Cherry Hill Orchards Subdivision

Comprehensive Plan Future Land Use Map Classification: Medium Density Residential (4 dwelling units per acre)

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Office Residential

South – Medium Density Residential (4 dwelling units per acre)

East – Medium Density Residential (4 dwelling units per acre)

West – Local Shopping, Medium-High Density Residential (8 dwelling units per acre), and Medium Density Residential (4 dwelling units per acre)

Special Land Use: The proposed expansion of the religious institution land use on parcel 089-99-0013-702 is a special land use in the R-4 zoning district, subject to Section 6.02(U) of the Zoning Ordinance. The plans include a proposal to remove 4 parking spaces north of the subject parcel to allow for a pedestrian entrance to the subject parcel. While the Zoning Ordinance refers to churches as structures, it does not explicitly prohibit outdoor religious services. However, like any outdoor assembly use, the use must meet the noise standards of Section 7.02(A) of the Zoning Ordinance.

Schedule of Regulations: The previously approved plans and the submitted plans illustrate that the proposed development is designed to comply with the dimensional requirements for religious land uses in the R-4 zoning district for: lot area (3 acres); lot width (150 ft.); front yard setback (50 feet); side yard setbacks (25 feet); parking lot side yard setback (15 feet); and rear yard setback (50 feet). Although the maximum building height in the R-4 district is 25 feet, the previously approved plans state that a variance was obtained for the current 65-foot height building.

Access Management: There are two (2) existing points of access, which will be maintained: one (1) point of access from Lilley Rd. to the west and one (1) point of access from Cherry Hill Rd. to the north. These points of access will be maintained and there will be no new access points to the site from the adjacent roads. There are two (2) existing curb cuts from Lilley Rd. on parcel 089-99-0013-702, which will be removed as part of the project. The

proposed accessory building will be accessed on the west side through existing parking spaces. These parking spaces will remain, and loading/unloading through the parking spaces will be coordinate by the church.

Parking. For religious institution land uses, 1 space is required per 3 seats or per 6 linear feet of pew in the main hall. The previously approved plan shows 1,200 seats inside the church, so 400 spaces are required. These plans show 300 spaces on the St. Thomas a'Becket site and 100 leased spaces on the medical office sites to the north. The entrance to the garden and seating area to the south will result in the loss of 4 parking spaces, making the capacity 396 spaces, 296 of which are on-site. Based on the number and linear footage of the boulders in the garden area, the boulder seating would require approximately 84 seats which would require 28 additional parking spaces. Section 4.01(C)(6) of the Zoning Ordinance allows the Planning Commission to approve a modification to the minimum number of parking spaces. According to the Parking Generation Manual, 5th Edition, published by the Institute of Transportation Engineers, the average Sunday parking demand for a 1,284-seat church is 283 spaces. At its meeting on October 3, 2022, the Planning Commission approved a modification to permit the removal of 4 parking spaces for the religious land use, subject to the condition that any parking demands over 396 spaces must be accommodated by providing available parking through a shared parking agreement or expansion of the parking lot on the site to the extent enforcement becomes an issue as it relates to parking on the site.

Landscaping. The existing landscape plan for the northern parcels of the site remains in effect, and no changes are proposed except for removal of some Arborvitae on the south side of the northern parcels for the construction of the pedestrian connection to the southern parcel. The frontage of the southern parcel will be landscaped in accordance with the frontage landscaping requirements of Section 5.03(D)(3). The vegetative buffer on the south and east sides of the southern parcel is proposed to remain. While Section 5.03(D)(1) of the Zoning Ordinance requires protective screening whenever a nonresidential use in a residential district abuts directly upon land zoned for residential purposes, the parcel to the south of the southern parcel is owned by St. Thomas a'Becket and the easternmost part of the garden will be about 120 feet from the residential district to the east. Section 5.07 of the Zoning Ordinance allows the Planning Commission to approve modifications to the landscape requirements. At its October 3, 2022 meeting, the Planning Commission approved the existing vegetated areas on the east and south sides of the southern parcel for the required landscaping of Section 5.03(D)(1).

Lighting. No changes to the site lighting are proposed. If lighting is added, it must comply with Section 2.13 of the Zoning Ordinance.

Dumpster Enclosure. There is an existing dumpster enclosure in the southeast corner of the parking lot that is not proposed to change. The dumpster is located southeast of the proposed accessory building. Although the dumpster is accessed from the north and the proposed accessory building is proposed to be accessed from the west, they are spaced far enough from each other so that the access to both is not expected to conflict with each other.

Sidewalks: While the existing St. Thomas a'Becket site has sidewalks along Lilley Rd.,

parcel 089-99-0013-702, which is subject to the Special Land Use request, does not have sidewalk. The proposal includes construction of sidewalk along the frontage of parcel 089-99-0013-702, which will fill a gap of about 122 feet.

Building Architecture: Section 26.06, footnote (g) of the Zoning Ordinance requires 50% brick on the structures. The entire wall on the west side of the accessory building has brick, and the wall on the north side of the building has brick wainscoting. The east and south sides of the accessory building are entirely vinyl siding, making the building less than 50% brick; however, the east and south sides of the accessory building will be screened with densely wooded areas that are proposed to remain. Section 26.06, footnote (h) allows the Planning Commission to approve modifications to the material standards to achieve a specific architectural objective as demonstrated by the project sponsor in meeting the overall development objectives of the community. At its meeting on October 3, 2022, the Planning Commission approved a modification to 50% brick requirement of Section 26.06, footnote (g), subject to the plans being revised to show a low partial high brick wall around the entire structure;

Since the October 3, 2022 Planning Commission meeting, the applicant has revised the plans for the accessory building pursuant to the second condition.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed expansion of the religious institution land use in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows:

- The proposed expansion of the religious land use on parcel 089-99-0013-702 will be compatible with adjacent nonresidential and residential land uses, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of the Zoning Ordinance.
- The proposed religious institution land use will be compatible with the principles and objectives of the Canton Township Master Plan. Although the proposed expansion area is classified as Medium Density Residential (up to 4 dwelling units per acre), the R-4 zoning district allows religious institution land uses as a special land use.
- The proposed use will continue to be adequately served by essential public facilities and services.
- The site will maintain access to Lilley Rd. and Cherry Hill Rd., and no changes to site access are proposed.
- The site will maintain the existing pedestrian circulation system, and the circulation will be enhanced by the construction of sidewalk along the site's Lilley Rd. frontage as well as a pedestrian connection to the subject parcel.
- The proposed use is not expected to be detrimental to public health, safety, and welfare, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of the Zoning Ordinance.
- The proposed use is expected to enhance the surrounding environment and not discourage the appropriate development and use of adjacent land or buildings, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of the Zoning Ordinance.
- The proposed use will not unreasonably interfere with or discourage the appropriate

development and use of adjacent land and buildings, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of the Zoning Ordinance.

- The location of the proposed use will not result in a residential use being surrounded by non-residential uses.
- The proposed use is expected to enhance the economic well-being and welfare of the Township and is not expected to result in excessive duplication of this service in the community.

- **Community Planner's Recommendation:** Approval of the site plan amendment on parcel 089-99-0008-002 for the accessory building, approval of the special land use on parcel 089-99-0013-702 for the proposed expansion of the religious land use, and approval of the site plan amendment on parcels 089-99-0008-002 and 089-99-0013-702 for the sculpture garden, worship garden with seating, and associated structures and landscaping as illustrated on the Special Land Use Plans and Site Plan for the reasons stated in the above analysis, subject to compliance with all State, County, and Township requirements.

- **Planning Commission's Recommendation:** At its meeting on October 3, 2022, the Planning Commission voted 8-0 to recommend approval of the special land use on parcel 089-99-0013-702 for the proposed expansion of the religious land use and approval of the site plan amendment on parcels 089-99-0008-002 and 089-99-0013-702 for the accessory building, sculpture garden, worship garden with seating, and associated structures and landscaping as illustrated on the Special Land Use Plans and Site Plan for the reasons stated in the above analysis, subject to the following conditions:

1. Per Section 4.01(C)(6), to approve a modification from the parking requirements of Article 4 for 396 parking spaces, 296 of which are on-site, subject to the condition that any parking demands over 396 spaces must be accommodated by providing available parking through a shared parking agreement or expansion of the parking lot on the site to the extent enforcement becomes an issue as it relates to parking on the site.
2. Per Section 26.06, footnote (h), to approve a modification from the 50% brick requirement for the accessory building subject to the plans being revised to show a low partial high brick wall around the entire structure;;
3. Per Section 5.07, to approve the existing vegetative buffer on the south and east sides of parcel 089-99-0013-702 in lieu of the protective screening requirements of Section 5.03(D)(1) of the Zoning Ordinance; and
4. Compliance with all State, County, and Township requirements.

Since the October 3, 2022 Planning Commission meeting, the applicant has revised the plans for the accessory building pursuant to the second condition.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the special land use (Planning Application #089-SLU-7528) for the proposed expansion of the religious land use parcel no. 089-99-0013-702 and approval of the site plan amendment (Planning Application #089-DIR-7501) on parcel 089-99-0008-002 and 089-99-0013-702 for the accessory building, sculpture garden, worship garden with

seating, and associated structures and landscaping, subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A.

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of the Special Land Use and Site Plan Amendment for St. Thomas a'Becket
Catholic Church**

WHEREAS, the Project Sponsor has requested special land use approval for expansion of the religious land use parcel no. 089-99-0013-702 and site plan approval for an accessory building, sculpture garden, worship garden with seating, and associated structures and landscaping on parcel nos. 089-99-0008-002 and 089-99-0013-702 at 555 S. Lilley Rd. and 713 S. Lilley Rd.; and

WHEREAS, the Planning Commission reviewed the requests and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the requirements of the Zoning Ordinance including the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use in Planning Application #089-SLU-7528 for the proposed expansion of the religious land use parcel no. 089-99-0013-702 and approval of the site plan amendment in Planning Application #089-DIR-7501 on parcel nos. 089-99-0008-002 and 089-99-0013-702 for the accessory building, sculpture garden, worship garden with seating, and associated structures and landscaping, subject to all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Special Land Use Plans
4. Special Land Use Criteria

NEXT STEPS: If the special land use and site plan amendment are approved, the next step will be for the applicant to submit plans to the Building & Inspections Services Division for review prior to any construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #G-3

ITEM: Consider Approving the Purchase of Fleet Vehicles and an Associated 2022 Budget Amendment

PRESENTER: Jade Smith, MSD Director

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: Due to the unique circumstances currently in the automobile industry, the Township is in limbo when it comes to fleet purchases. The automakers are not producing fleet vehicles and appears to be focusing all of their production on their retail business. We have had orders in place with approved PO's that have been cancelled by Ford Motor Company. We continue to search for a solution to purchase fleet vehicles that have been budgeted for to replace existing vehicles as well as purchase vehicles for new positions that have been approved.

MSD DPW Fleet services division has been working with department directors on their needs and would like to present the following solution to replace the remainder of the 2022 budgeted vehicles. We are requesting approval from the Board of Trustees to work with the following 6 dealerships that we have existing relationships with to purchase off the dealer lots with the approval of the Township Supervisor, MSD Director and Finance Director when a vehicle is available and falls within the allocated dollars below. The township will continue to explore hybrid and electric vehicles as they become available and if they fall within the not to exceed amount being requested. We will continue to work with these dealers and strive for State of Michigan bid pricing, but this request would waive the bidding process that is spelled out in the purchasing policy. With the Board of Trustees approval of this RBA, Fleet Services can purchase vehicles as they become available without the usual delays of individual RBA approvals and subsequent loss of the vehicle to another buyer.

The dealerships that are being proposed to work with are:

- Village Ford- 23535 Michigan Ave, Dearborn, MI 48124
- Atchinson Ford- 9800 Belleville Rd, Belleville, MI 48111
- Blackwell Ford- 41001 Plymouth Rd, Plymouth, MI 48170
- Signature Ford- 1960 E Main St, Owosso, MI 48867
- Gorno Ford- 22025 Allen Rd, Woodhaven, MI 48183
- Todd Wenzel GMC- 35100 Ford Rd, Westland, MI 48185

The following vehicles have been identified as purchases under the above proposal:

Fire Department – 2 vehicles
F150 not to exceed \$50,000
Explorer not to exceed \$50,000 or
Escape not to exceed \$40,000

DPW – 1 vehicle
Ford Explorer not to exceed \$50,000

These may be replaced with other vehicle makes but would be equivalent and dollars will stay the same.

Under the state bid the Police Department is requesting to purchase one 2022 Ford Explorer, from Signature Ford to be used in Police Administration, in the amount of \$34,652. This vehicle is available immediately as it is being purchased off the dealer's lot.

The department is also requesting an amendment to the 2022 Police Budget for this expense.

BACKGROUND INFORMATION: The Fire Department added 2 positions (an inspector and a safety officer) which created a vehicle shortage. The Fire Department would like to purchase either two Explorers, one F150 and one Explorer, or one F150 and one Escape- whatever is available to fill the need.

Department of Public Works needs to replace vehicle #1128, 2011 Ford Taurus with 145,500 miles, with a Ford Explorer. This purchase was previously approved by the Board of Trustees on August 23, 2022 and a PO was entered. On October 3, 2022 the township received notification that delivery of this vehicle and all 2022 fleet purchases were not going to be fulfilled.

The Police Department is increasing its administrative staffing by one Captain, who will be assigned an administrative vehicle. To accommodate the department is requesting to purchase the 2022 Ford Explorer to add to their current fleet.

To assist the Board of Trustees in understanding the current market for vehicle purchasing, please review the attached quotes from Village Ford. These quotes are for ordered vehicles. Because of the vehicle build time frame to get vehicles that meet Township specifications, we can expect up to a 12-month delay at this time. However, it is important to note based upon the lack of certainty from the vehicle manufacturers about vehicle delivery timeframes, a 12-month delay could be extended. Our experience is that dealers may receive a vehicle that would work but the price could be considerably different. To meet these unique challenges, we are requesting some flexibility in our ability to purchase vehicles but with a cap in the budget by requesting a Not to Exceed Amount.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of one (1) 2022 Ford Explorer from Signature Ford, utilizing state bid pricing in the amount of \$34,652. Additionally, approve an amendment to the 2022 Police Budget for the same amount.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: An amendment to the 2022 Police Budget is being requested, increasing the Police Fund Balance Appropriations #207-000.695 by \$34,652 and the Capital Outlay Vehicles Account #207-301-50.970.0040 by \$34,652.

IMPLEMENTATION PLAN: Upon approval by the Township Board, a purchase order for Signature Ford will be generated for the Ford Explorer to be purchased off the lot.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to waive the bidding process and approve the purchase of three vehicles from the identified dealerships off the lot with the approval of the Township Supervisor, MSD Director and Finance Director when a vehicle is available for an amount not to exceed \$100,000 for two Fire vehicles and \$50,000 for one DPW vehicle.
- 2) I move to approve the purchase of one (1) 2022 Ford Explorer from Signature Ford, utilizing state bid pricing of \$34,652;
- 3) I further move to approve the following amendment to the 2022 Budget as listed below:

INCREASE 2022 REVENUE		
207-000.695	Fund Balance Appropriations	\$34,652
206-000.695	Fund Balance Appropriation	\$100,000
592-000.695	Fund Balance Appropriation	\$18,021
INCREASE 2022 EXPENDITURES		
207-301-50.970.0040	Capital Outlay Vehicles	\$34,652
206-336-50.970.0040	Capital Outlay Vehicles	\$100,000
592-536.970.0040	Capital Outlay Vehicles	\$9,011
592-537.970.0040	Capital Outlay Vehicles	\$9,010

ATTACHMENTS: Attachment A: Signature Ford Specs
Attachment B: Village Ford Communication and Quotes

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #G-4

ITEM: Consider Site Plan for Haggerty III Light Industrial Buildings

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Chris Cousino (DEI Properties)/Thomas Kemp (Kemp Building and Development)

EXECUTIVE SUMMARY: The project sponsor proposes to construct two (2) 37,147 sq. ft., two-story, speculative use industrial buildings in the Haggerty II Corporate Park. The site is located on the south side of Haggerty Circle, which is located north of Michigan Ave., west of Haggerty Rd., and north of the Rouge River. The subject site is zoned LI-R, Light Industrial Research, which allows warehousing and material distribution centers via Special Land Use. A Special Land Use for warehousing and material distribution was previously approved for the subject site.

At its meeting on October 3, 2022, the Planning Commission recommended approval of the site plan, subject to conditions. If the site plan is approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

BACKGROUND AND ANALYSIS:

Location: South side of Haggerty Circle, which is located north of Michigan Ave., west of Haggerty Rd., and north of the Rouge River. Parcel ID #104-99-0013-702.

Net Acres: Total parcel size is 45.04 acres. The project area consists of 3.72 acres.

Existing Land Use(s): There are two (2) existing industrial buildings on the north side of the subject parcel.

Existing Zoning: LI-R, Light Industrial Research.

Surrounding Zoning and Land Uses:

North – LI-R, Light Industrial-Research (Haggerty Corporate Park)

South – WC, Wetland Conservation

East – LI-R, Light Industrial-Research (Western Townships Utility Authority) and MRD, Mid-Rise Development (single family residence).

West – R-1, Single-Family Residential (Carriage Hills Subdivision).

Existing Comprehensive Plan Future Land Use Map Classification: Light Industrial, under the recommendation that the site is a research park.

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Medium-High Density Residential (up to 8 dwelling units per acre).

South – Community Facilities.

East – Light Industrial

West – Very-Low Density Residential (up to 1 dwelling unit per acre).

Special Land Use Approval: The proposed use of a warehousing and material distribution center is a special land use in the LI-R zoning district. The proposed uses are similar to the adjacent uses to the north (i.e., other Haggerty II Corporate Park uses). A Special Land Use for warehousing and material distribution was approved for the eastern two-thirds of the Haggerty II Corporate Park on February 11, 1997. The subject site for the two (2) proposed buildings is in the eastern two-thirds of the Haggerty II Corporate Park, so the previously-approved Special Land Use applies to the subject site.

Schedule of Regulations: The plans submitted illustrate that the proposed development is designed to comply with the dimensional requirements for warehousing and material distribution centers in the LI-R zoning district for: minimum lot size (1 acre, located in an LI-R-zoned site of at least 10 acres); minimum lot width (100 feet); minimum front yard setback (50 feet for building and parking lot); minimum rear yard setback (50 feet); minimum side yard setback (25 feet); minimum setback adjacent to an agricultural or residential zone (100 feet); and maximum building height (4 stories/50 feet). All activities are taking place outside of the required 25-foot wetland setback.

Traffic Impact and Access Management: There is one (1) point of access proposed, which is from Haggerty Circle on the north side of the site. Haggerty Circle has two (2) existing entrance/exit driveways onto Haggerty Road that currently services the existing portion of Haggerty Corporate Park. No changes are proposed to Haggerty Circle and no direct access is proposed on Haggerty Rd.

Parking: Based on the floor area and estimated number of employees during the largest work shift, 134 parking spaces are required for warehouse and distribution use and 162 parking spaces are required if the uses include a manufacturing component. Because the buildings are speculative, the parking calculations are estimates at this point. There are 132 parking spaces proposed and there is an area on the north side of the site for 30 land-banked parking spaces. However, these land-banked spaces are in the front yard setback and cannot be constructed without a future site plan amendment and variance approval. Therefore, the land bank spaces are for illustrative purposes only.

Section 4.01(C)(6) of the Zoning Ordinance allows the Planning Commission to approve a modification to the minimum number of parking spaces. At its meeting on October 3, 2022, the Planning Commission approved the proposed 132 parking spaces, which is sufficient based on similar sites. If the parking ever exceeds the capacity, a site plan amendment will be required.

Loading: Section 21.03(A)(9) of the Zoning Ordinance requires loading areas and truck/trailer parking to be in the side or rear yards, and screened from view of public roads. The loading areas for large trucks/trailers, which includes two (2) loading docks for each building, is illustrated on the east side of the west building, and the west side of the east building, which places the loading docks between the two buildings. Therefore, these areas will be out of view from Haggerty Road.

Architecture: The proposed buildings are to be made of 16% half-high smooth-faced integrally colored block and 78% split-faced integrally colored block, with the remaining 6% being composed of glazing and doors. The proposed materials comply with Section 26.06 of the Zoning Ordinance for the industrial/warehouse portion of the building. Section 26.06, footnote (g) requires the office portion of an industrial/warehouse building to be 75% face brick, jumbo brick, and/or structural brick units. The office portions of the building are each 61.67% half-high smooth-faced integrally colored block (jumbo brick). The remaining portions are 24.52% glazing (windows) and 13.81% full split-face block. Section 26.06, footnote (h) allows the Planning Commission to approve modifications to the material standards to achieve a specific architectural objective as demonstrated by the project sponsor in meeting the overall development objectives of the community. Based on the high percentage of jumbo brick and glazing, the Planning Commission approved a modification to Section 26.06, footnote (g) at its meeting on October 3, 2022, as proposed on the plans. Strict adherence to the requirement for 75% brick/jumbo brick would result in the loss of windows and/or the loss of the CMU wainscoting, both of which are positive contributions to the appearance of the building.

Landscaping, Screening, and Tree Preservation: A landscape plan was prepared by a landscape architect. The landscape plans comply with the planting requirements of Article 5 of the Zoning Ordinance for: frontage landscaping along Haggerty Circle South; parking lot landscaping; building foundation landscaping; general site landscaping; and mechanical equipment screening. However, the depths of the building foundation landscaping on the east side of the west building and west side of the east building are 7 feet and a minimum depth of 10 feet is required by Section 5.03(A)(4) of the Zoning Ordinance. Section 5.07 of the Zoning Ordinance permits the Planning Commission to modify specific landscape requirements if the modification is in keeping with the intent of the general landscape standards and if the land use is such that required landscaping would not enhance the site. While widening the foundation landscaping is possible, it would result in relocating the buildings into less ideal areas. Because 7 feet is a sufficient depth for a foundation landscape area, the Planning Commission modified the building foundation width requirements of Section 5.03(A)(4) of the Zoning Ordinance on the east side of the west building and on the west side of the east building at its meeting on October 3, 2022.

Sidewalks: There is existing sidewalk along the parcel's frontage of Haggerty Rd. There are no internal sidewalks along Haggerty Circle because of the industrial nature of the site.

Signage: No wall signage or monument signage is proposed, as the use and occupant are speculative, and instead will be finalized at the time of sign permit review in accordance with

the standards of Article 6A of the Zoning Ordinance. The Building & Inspection Services Division administers the sign standards of the Zoning Ordinance.

Dumpster Enclosure: A dual dumpster enclosure is proposed on the south side of the buildings. The enclosure is designed to comply with Section 2.14 of the Zoning Ordinance.

Lighting: The site lighting is designed to comply with Section 2.13 of the Zoning Ordinance. There are decorative entrance pole lights on each side of the entrance and building-mounted lighting elsewhere.

- **Community Planner's Recommendation:** Approval of the site plan for the Haggerty III warehousing and materials distribution center uses on parcel no. 104-99-0013-702, subject to compliance with all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on October 3, 2022, the Planning Commission voted 8-0 to recommend approval of the site plan for the Haggerty III warehousing and materials distribution center uses on parcel no. 104-99-0013-702, subject to the following conditions:
 1. Per Section 4.01(C)(6), to approve a modification from the parking requirements of Article 4 for 132 parking spaces;
 2. Per Section 26.06, footnote (h), to approve a modification from the 75% brick requirement for the office portions of the industrial buildings and to approve 61.67% jumbo brick for the office portions of the buildings;
 3. Per Section 5.07, to approve a modification from the minimum foundation landscape depth of 10 feet required in Section 5.03(A)(4) and to approve a 7-foot-wide building foundation landscape depth on the sides of the buildings as stated on the plans; and
 4. Compliance with all State, County, and Township requirements.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the site plan (Planning Application #104-SPI-7323) for the Haggerty III warehousing and materials distribution center uses on parcel no. 104-99-0013-702, subject to compliance with all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A.

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of the Site Plan for Haggerty III Warehousing and Materials Distribution Center
Uses**

WHEREAS, the Project Sponsor has requested site plan approval for warehousing and materials distribution center uses on parcel 104-99-0013-702 on the south side of Haggerty Circle; and

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the requirements of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan in Planning Application #104-SPI-7323 for warehousing and materials distribution center uses on parcel 104-99-0013-702, subject to compliance with all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Site Plan

NEXT STEPS: If the site plan is approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #G-5

ITEM: Consider a Request to Approve Letter of Agreement Between Canton Township and the Canton Command Officers Association/POLC Union

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is always striving for good rapport with its labor force. Toward this end, a Letter of Agreement (LOA) was reached between Canton Township and the CCOA/POLC Union (Canton Command Officers Association/POLC Union), to recognize the promotions of two bargaining unit members to the rank of Captain in the calendar year 2022.

BACKGROUND INFORMATION: Earlier this month, the Township Board approved the bargaining unit agreement with CCOA/POLC Union to become effective January 1, 2023. Due to administrative needs of the department, the positions are being requested to be filled upon approval of the LOA as presented.

Canton Township is always striving for good rapport with its labor force. Letters of Agreement (LOAs) are shared understandings between Canton and its collective bargaining units in areas of concern not covered by the current collective bargaining agreement. Sometimes called Letters of Understanding or “side letters,” these agreements allow each party to the collective bargaining agreement to effectively handle issues that warrant attention during the contract period, but were not contemplated by the parties at the time of the agreement.

LOAs are not contracts, as they are not “bargained for” exchanges (one promise exchanged for another) and do not have the essential elements of contract formation (the offer, acceptance and consideration). They are simply principled agreements to an area of concern for the parties. If an LOA differs from the collective bargaining agreement, the collective bargaining agreement controls.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Approve the LOA between Canton Township and the CCOA/POLC union to allow for the promotion of two bargaining unit members to the rank of Captain in the calendar year 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The salaries of the two lieutenants promoted to Captains will be at the bargaining unit agreement amount of the 2023 pay rate, on the date of promotion. The police salary budget can accommodate this request with no amendment necessary.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the Letter of Agreement that the bargaining team has already agreed upon.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the LOA between Canton Township and the CCOA/POLC union to allow for the promotion of two bargaining unit members to the rank of Captain in the calendar year 2022.

ATTACHMENTS: Attachment A - Letter of Agreement.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #G-6

ITEM: Consider Approving Payment to Schoolcraft College for 3 Police Academy Sponsorships in 2021 and an Associated Amendment to the 2022 Police Budget

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: In 2021, the Police Department sponsored three candidates to the Wayne County Regional Police Academy, hosted by Schoolcraft College. The department was recently contacted by the College, stating the invoice is outstanding and they are requesting payment of \$20,846.94, no late fees assessed. The department is also requesting an amendment to the 2022 Police Budget to accommodate this expense.

BACKGROUND INFORMATION: Invoices from Schoolcraft College are typically mailed or emailed to the Police Department training coordinator. In 2021, the position was in transition and it's believed the invoice was never received and put into the payment process. A similar situation occurred earlier in the year, and personnel have been instructed to follow the purchasing policy for training and tuition payments, to ensure this situation does not occur going forward from 2022 and beyond.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve payment to Schoolcraft College for three police academy sponsorships in 2021 in the amount of \$20,846.94, along with an associated amendment to the 2022 Police Budget to utilize fund balance for this expense.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 Police Fund Balance Appropriation Account #207-000-695 by \$20,847 and increase the 2022 Police Training & Education Account #207-301-50.810_0001 by \$20,847.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve payment to Schoolcraft College for three police academy sponsorships in 2021, in the amount of \$20,846.94;
- 2) Additionally, I move to approve the below listed amendment to the 2022 Police Budget:

<i>Increase 2022 Police Revenues:</i>		
Police Fund Balance Appropriation:	#207-000.695	\$20,847

<i>Increase 2022 Police Appropriations:</i>		
Training & Education:	#207-301-50.810_0001	\$20,847

ATTACHMENTS: Attachment A – Schoolcraft College Invoice

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 25, 2022

AGENDA ITEM #G-7

ITEM: Request Approval to Purchase DocuSign Services

PRESENTER: Victor Ibegbu, Director of Information Technology & Innovation

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township Supervisor has directed the Legal department to better track and monitor all contracts between the Township and external parties. To do this, it was determined that electronic signature functionality along with contract lifecycle management capabilities were needed. The ITI Department in partnership with other internal departments contacted DocuSign and reviewed their product offerings, which were determined would address the needs indicated.

BACKGROUND: The Township Supervisor tasked the Legal department with keeping the Township executive leadership informed on the status of all current contracts. It was further indicated that a contract lifecycle management system that can automate and streamline processes during key contract stages should be part of the overall solution. Such a solution should address stages such as initiation, authoring, workflow, execution, ongoing management, and contract renewals.

Employee representatives from ITI, Legal, Leisure Services, Municipal Services, and Public Safety attended numerous product solution demonstrations and have communicated to the ITI Director their desire for such a solution to be utilized within their departments.

Once the functionality needs and license counts were identified, ITI contacted CDW Government to procure pricing for DocuSign. The pricing provided by CDW Government to the Township for this solution has been provided through CDW Government / State of Michigan Technology purchasing program pricing guidelines. For this reason, the ITI Director is requesting that the purchasing policy requirement for the publishing of a Request for Proposal for a purchase amount of this level be waived and that the Township Board approve the purchase of this solution.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: To permit ITI Services to create a purchase order to CDW Government for the purchase of DocuSign products and services in the amount of \$15,709.00 to CDW Government to facilitate the purchase of the solution and services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: On August 23, 2022, the Board approved a budget amendment to Contingency Account 101-228.959 (now account 101-228.960 due to recent GL changes) for future ITI technology needs. The amendment was intended to be an increase of \$330,740; however, the account was only increased by \$169,260, in error. A budget amendment is needed in the amount of \$145,771 to correct the previous shortfall:

\$330,740 correct budget amendment
-169,260 already transferred into contingency account on 8/23/22
-15,709 for DocuSign project
\$145,771 needed for account 101-228.960

An additional budget amendment for \$15,709 is being requested for account 101-228.930_0015 Maintenance & Repair Software Support to fund the DocuSign project.

IMPLEMENTATION PLAN: Information Technology and Innovation department will handle all purchases. For those services where deployment may interrupt operations, detailed plans will be communicated to the organization ahead of time. ITI will further coordinate the training and implementation of this service to Legal who will act as the project's pilot department.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the creation of a purchase order to CDW Government for the purchase of solutions and services for the DocuSign electronic signature and contract lifecycle management solution in an amount not to exceed \$15,709.00.

I further move to approve a budget adjustment as follows:

Increase Revenue:

Account # 101-000.695	Fund Balance Appropriation	\$ 161,480
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Increase Expenditures:

Account # 101-228.930_0015	Maintenance and Repair Software Support	\$15,709
Account # 101-228.960	Contingency	\$145,771

ATTACHMENTS: CDW Government Quote for DocuSign services

CANTON COMMUNITY REQUEST
FOR BOARD ACTION

MEETING DATE: October 25, 2022

AGENDA ITEM #G-8

ITEM: Consider Approval to Purchase 2023 Season's Fertilizer, Fungicide, Plant Protectant and Nutrients for Pheasant Run Golf Club and Parks in 2022

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Due to the anticipated increase in cost and lack of availability, the Leisure Services department is recommending to take advantage of the early order program rebate (EOP) that is being offered for fertilizer, fungicide, plant protectant and nutrients at Pheasant Run Golf Club and Parks. This program allows Canton to purchase and receive materials in 2022 but not pay until 2023, allowing Canton to save approximately 10-20% depending on the product and guaranteed to receive the product.

These purchases against the Township will be for multiple products made with multiple purchases, and the quantity of products is unknown because they are weather dependent. Therefore, Canton Leisure Services is recommending to waive the bidding process and approve the following purchases to be made in 2022 for 2023's seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions in a total amount of \$131,000 to ensure a better rate and guaranteed delivery. These blanket purchase orders will be included in the 2023 Blanket Order Request RBA in 2023. The following funds will be expensed from the 2023 budget.

Vendor	Site	Account #	Amount
Advanced Turf Solutions	Pheasant Run Golf Club	584-773-57.930_0070	\$49,000
Harrell's LLC	Pheasant Run Golf Club	584-773-57.930_0070	\$25,000
Siteone Landscape	Pheasant Run Golf Club	584-773-57.930_0070	\$40,000
Siteone Landscape	Parks	101-752-50.930_0070	\$10,000
Nutrien AG Solutions Inc	Pheasant Run Golf Club	584-773-57.930_0070	\$7,000
		TOTAL	\$131,000

BACKGROUND: At the October 14, 2021 Board Meeting, the Leisure Services Department requested to take advantage of the early order program rebate by waiving the bidding process for the purchase of 2022's seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions in 2021. By participating in the EOP, Canton saved approximately 10-20% on these products and in some cases more. Canton would like to take advantage of the same savings opportunity for 2023 as well.

STRATEGIC PLAN/GOALS: Quality Infrastructure and Financial Stability

ACTION REQUESTED: Authorize approval to purchase 2023 seasons fertilizer, fungicides, plant protectants and nutrients in 2022 to ensure a better rate and guaranteed delivery.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following funds are budgeted in the 2023 budget:

Pheasant Run Golf Club	Account #584-773-57.930_0070	\$121,000
	Maintenance and Repair Grounds	
Parks	Account #101-752-50.930_0070	
	Maintenance and Repair Grounds	<u>\$10,000</u>
		\$131,000

IMPLEMENTATION PLAN: Upon Board approval, the products will be purchased in 2022 and paid for in 2023.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to waive the bidding process and approve the purchase of 2023's seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions in 2022 for a total amount of \$131,000 to be paid from 2023's budget:

Vendor	Site	Account #	Amount
Advanced Turf Solutions 3751 Blair Townhall Rd Traverse City, MI 49685	Pheasant Run Golf Club	584-773-57.930_0070	\$49,000
Harrell's LLC P.O. Box 935358 Atlanta, GA 31193	Pheasant Run Golf Club	584-773-57.930_0070	\$25,000
Siteone Landscape 241100 Network Place Chicago, IL 60673	Pheasant Run Golf Club	584-773-57.930_0070	\$40,000
Siteone Landscape 241100 Network Place Chicago, IL 60673	Parks	101-752-50.930_0070	\$10,000
Nutrien AG Solutions Inc Sunfield Hub Sales 9845 West Grand Ledge Hwy Sunfield, MI 48890	Pheasant Run Golf Club	584-773-57.930_0070	\$7,000
		TOTAL	\$131,000